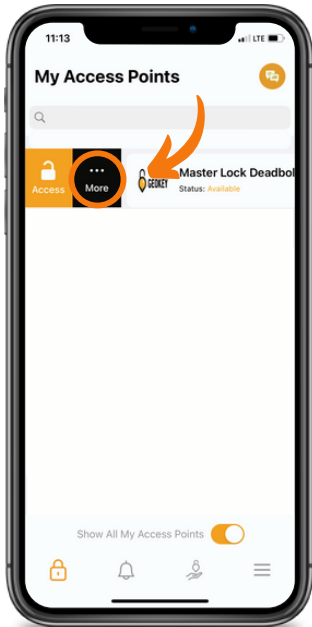




SETTING UP A PRIMARY PASSCODE

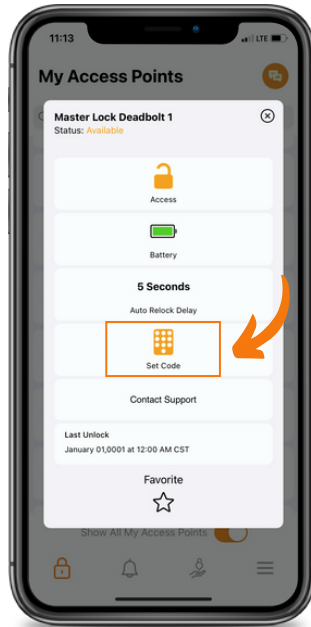
STEP 1

Swipe on your access point and tap "More"



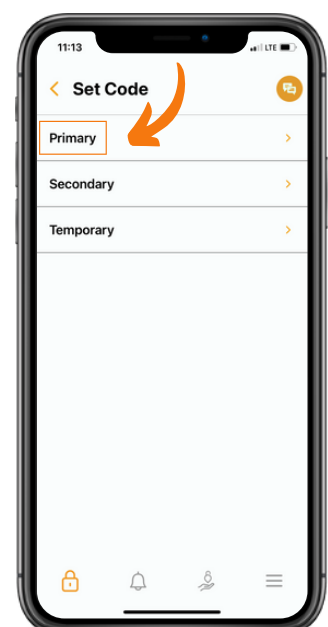
STEP 2

Tap on "Set Code"



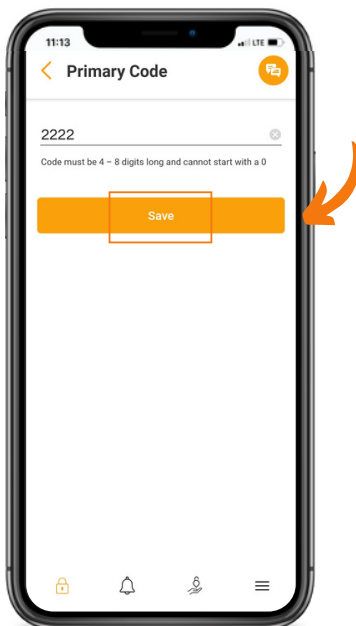
STEP 3

Tap on "Primary"



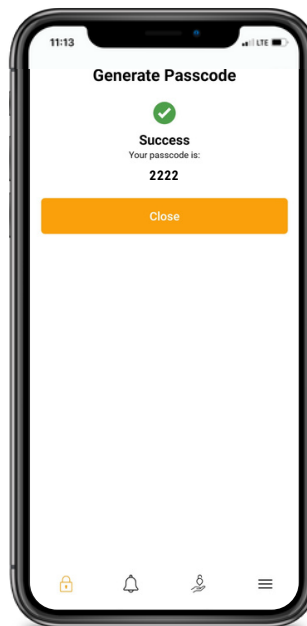
STEP 4

Enter in a code. This must be 4-8 digits long and cannot start with a 0. Tap on "Save"



DONE!

Your Passcode is ready to use!

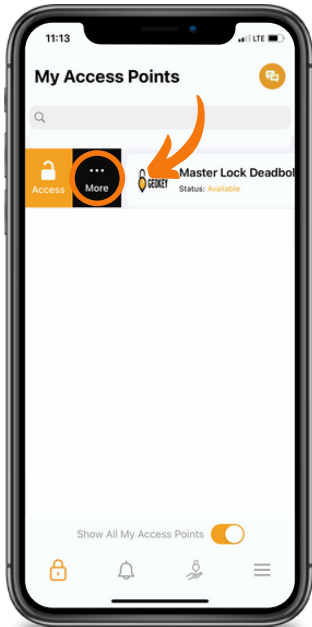




SETTING UP A **SECONDARY** PASSCODE

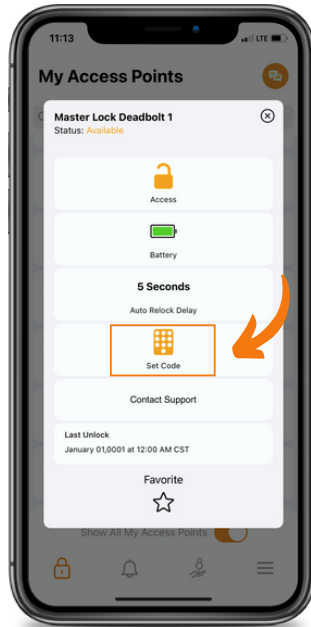
STEP 1

Swipe on your access point and tap "More"



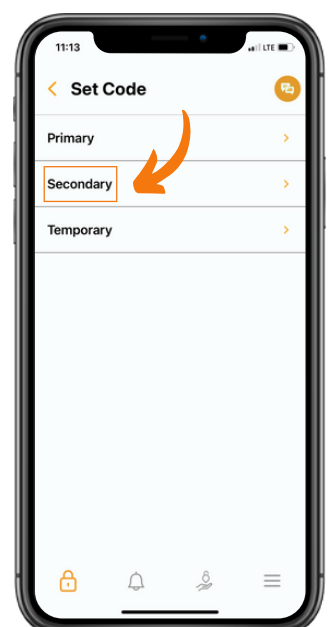
STEP 2

Tap on "Set Code"



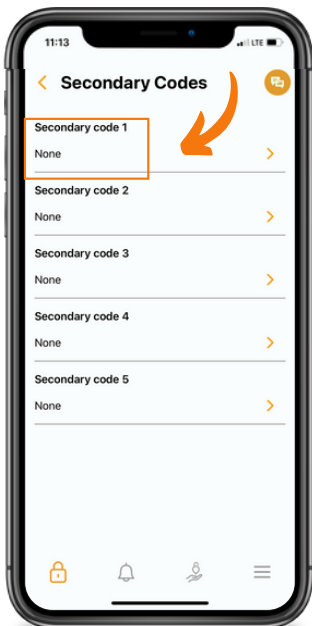
STEP 3

Tap on "Secondary"



STEP 4

Tap on "Secondary code 1" to create code.



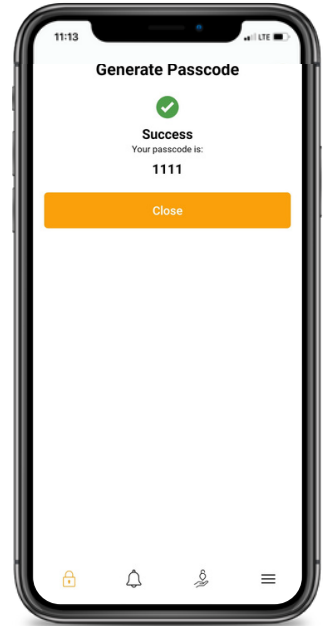
STEP 5

Enter in a code. This must be 4-8 digits long and cannot start with a 0. Tap on "Save"



DONE!

Your Passcode is ready to use!

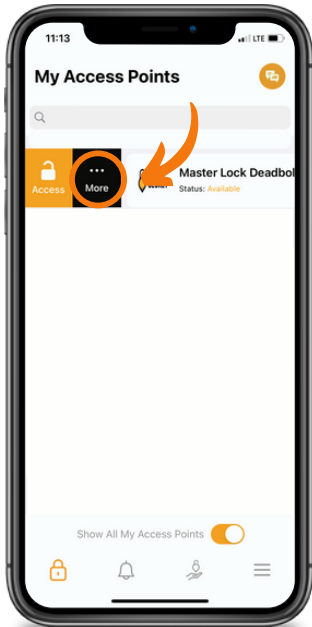




SETTING UP A **TEMPORARY PASSCODE**

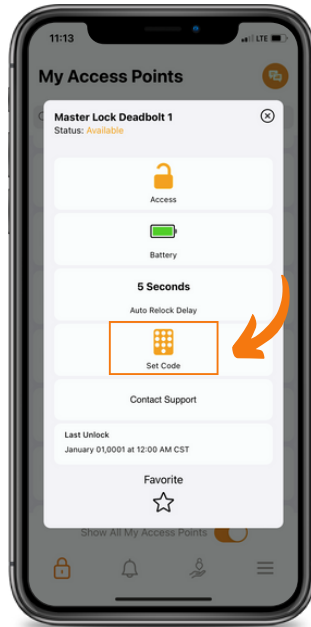
STEP 1

Swipe on your access point and tap "More"



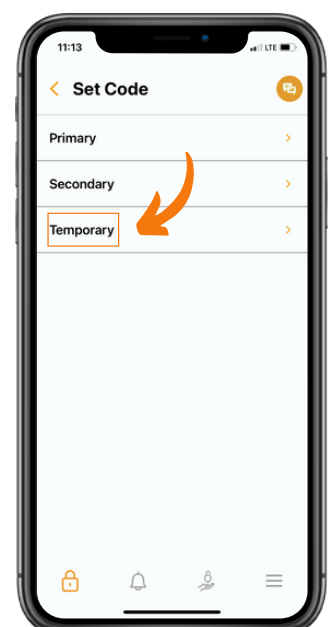
STEP 2

Tap on "Set Code"



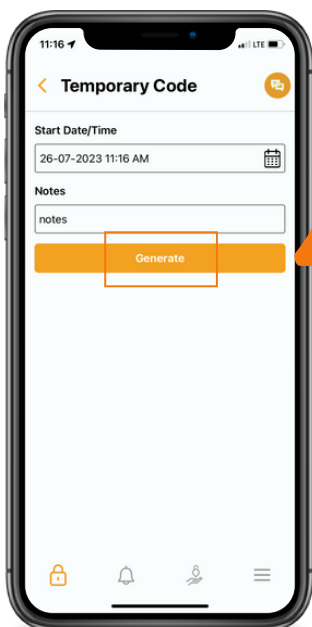
STEP 3

Tap on "Temporary"



STEP 4

Enter in Start Date and Time along with any notes necessary and tap on "Generate"



STEP 5

Tap on "Share" to send the temporary passcode to the user



STEP 6

Enter in their phone number, email address, first name, and last name. Tap on "Share"

