



PINCODE USER GUIDE

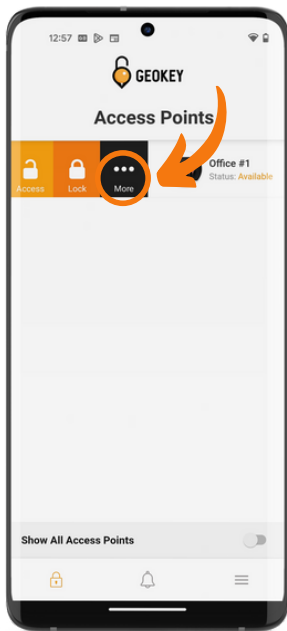
Your hub connected lockset supports three types of pin codes.

- A Permanent Pincode will stay working until it is deleted or changed.
- A One-time Pincode must be used within 6 hours and will only work once.
- A Custom Pincode will work until it reaches its set end date.
- You may have multiple Permanent and One-time Pincodes, but only one Custom Pincode per lockset.

Setting Permanent and One Time Pincodes

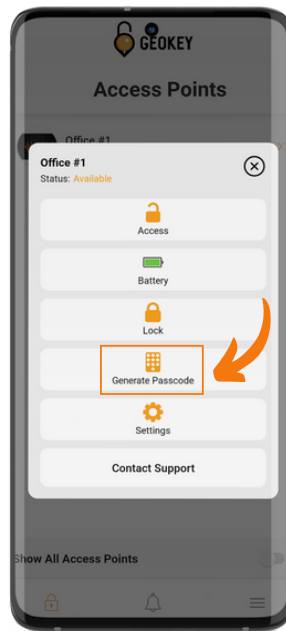
STEP 1

Swipe on your access point and tap "More".



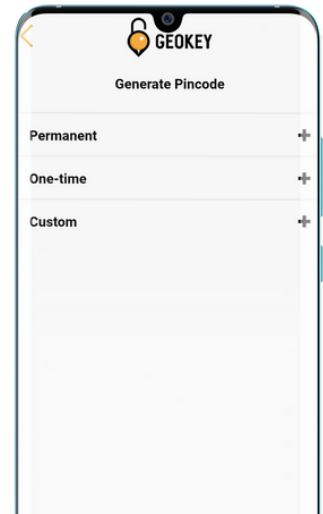
STEP 2

Tap on "Generate Pincode"



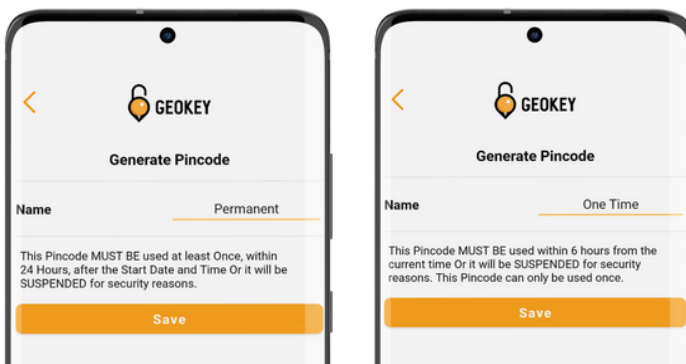
STEP 3

Select either Permanent or One-time. A Permanent Pincode will stay working until it is deleted or changed. A One-time Pincode must be used within 6 hours and will only work once.



STEP 4

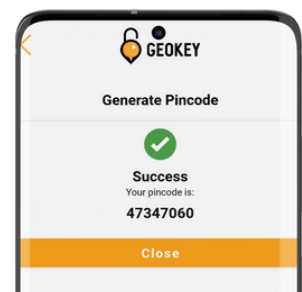
Set a name for your Pincode and tap "Save".



DONE!

Your Pincode will be generated for you and ready to use!

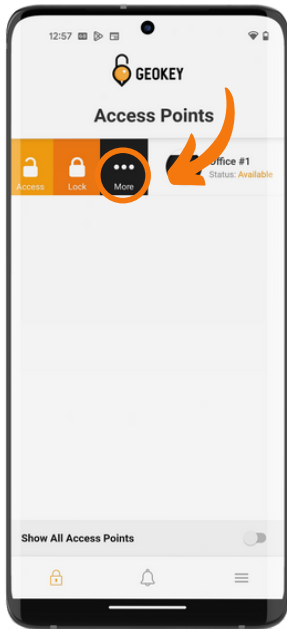
NOTE: Permanent Pincodes must be used within 24 hours or they will not be saved.



Setting Custom Pincodes

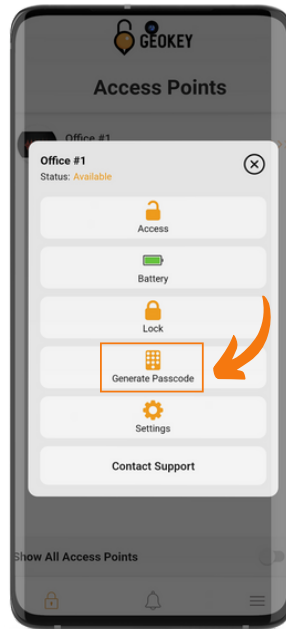
STEP 1

Swipe on your access point and tap "More".



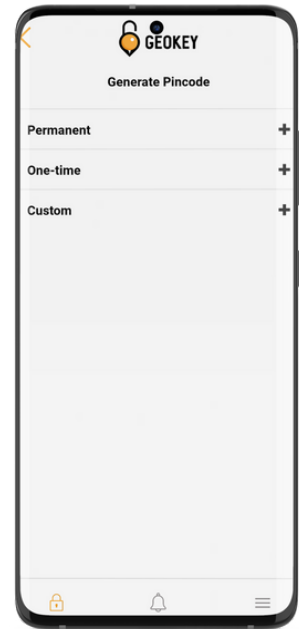
STEP 2

Tap on "Generate Pincode"



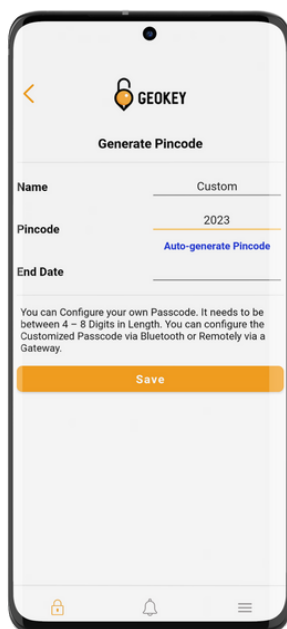
STEP 3

Select "Custom".



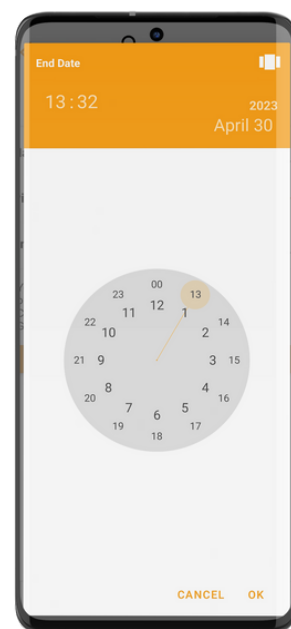
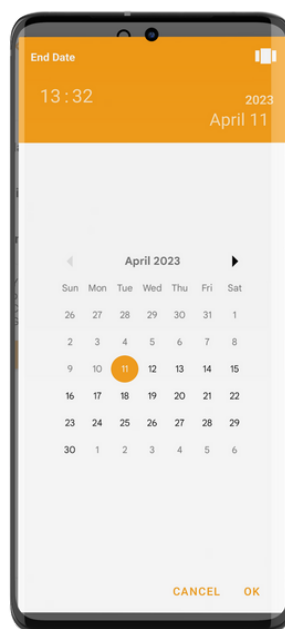
STEP 4

Set your Pincode and name before tapping "End Date".



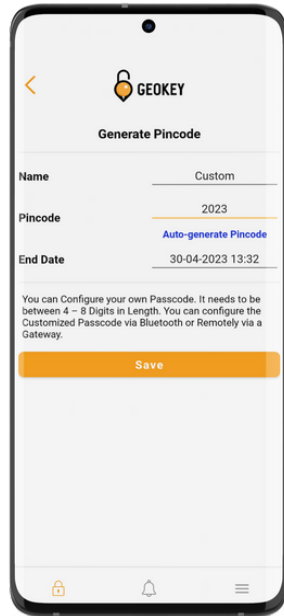
STEP 5

Set your Pincode's "End Date" by selecting a Year, Month, Day, and Time.



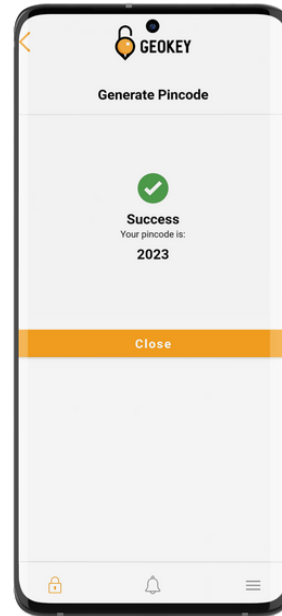
STEP 6

After setting your End date, Name, and Pincode. Tap "Save".



DONE!

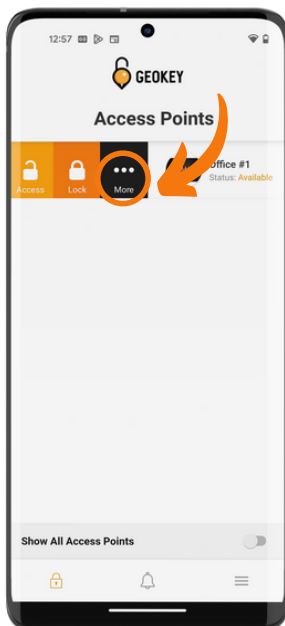
Your Pincode is ready to use!



Checking Pincodes

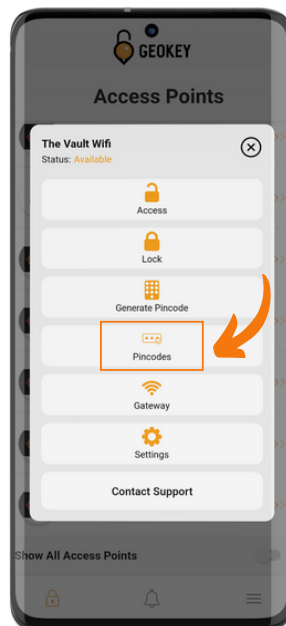
STEP 1

Swipe on your access point and tap "More".



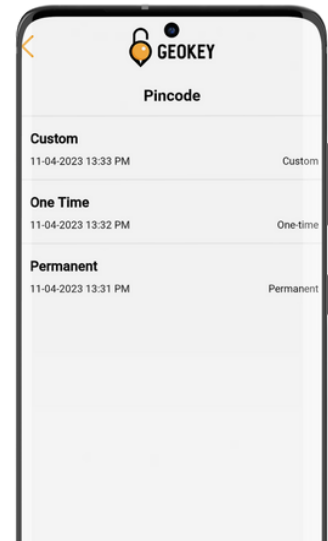
STEP 2

Tap on "Pincodes"



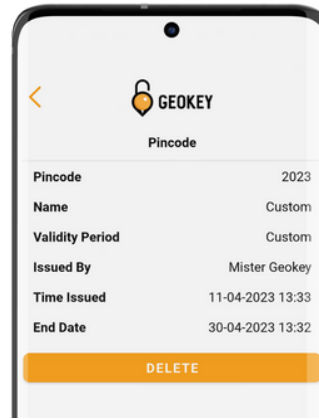
STEP 3

Tap on the Pincode you would like to view. You will see the pincode, when it was made, who made it, and when it expires.



DONE!

From here you can see all the details about your Pincode, as well as delete it.



If you encounter any problems while setting up your Pincodes, feel free to reach out to our Support Team!

support@geokeyaccess.com

1 (888) 348-9905

www.geokeyaccess.com