

# Quick Start Guide

Smart Entry System Intercom  
and Entry Manager App



# Table of Contents



03 **Installing The App**

---

04 **Using the app**

---

05 **Guest Passes**

---

06 **Using the Intercom**

---

07 **Non-Smartphones**

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# Installing the app

The Entry Manager app is available for both iOS and Android devices. Download it from the appropriate app store

**Apple iOS**



**Android**



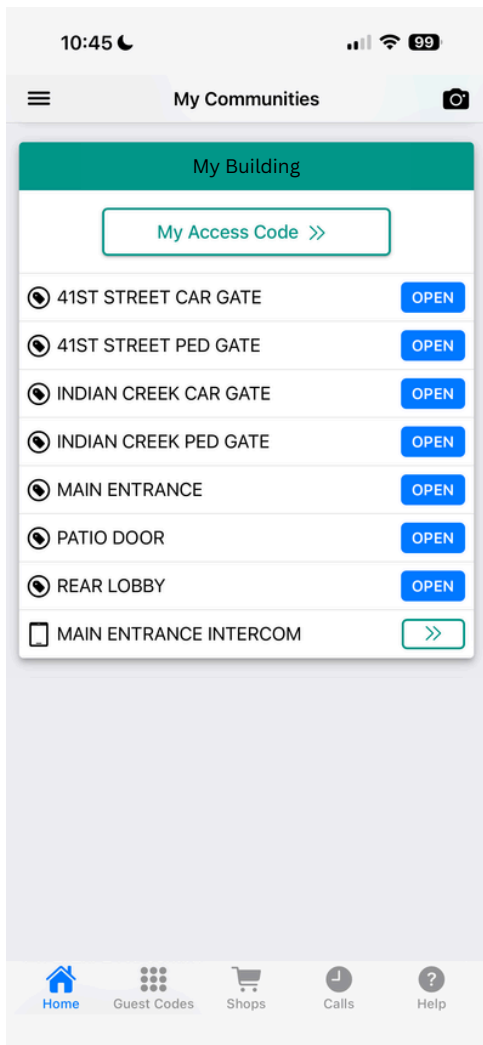
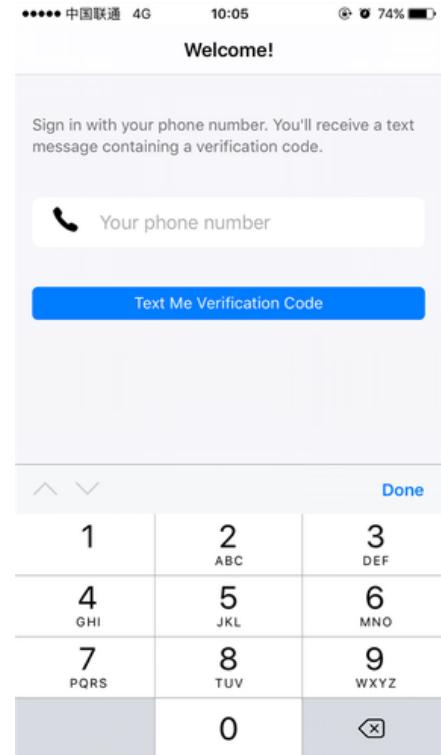
**Dont have a smartphone?**

Visit page 7 for more info.

# Running The App For The First Time

1. Open the app and enter your phone number.
2. Click **“Text me Verification Code”**
3. Enter the verification code you receive, then tap Login.

Setup is complete. You will now see a list of all doors and intercoms you have permission to access.



## Sample View of a Building

Depending on your specific installation, your screen layout may appear slightly different.

If your building supports this feature, you will be able to unlock doors directly from your mobile phone by selecting the “OPEN” button.

# Guest Passes

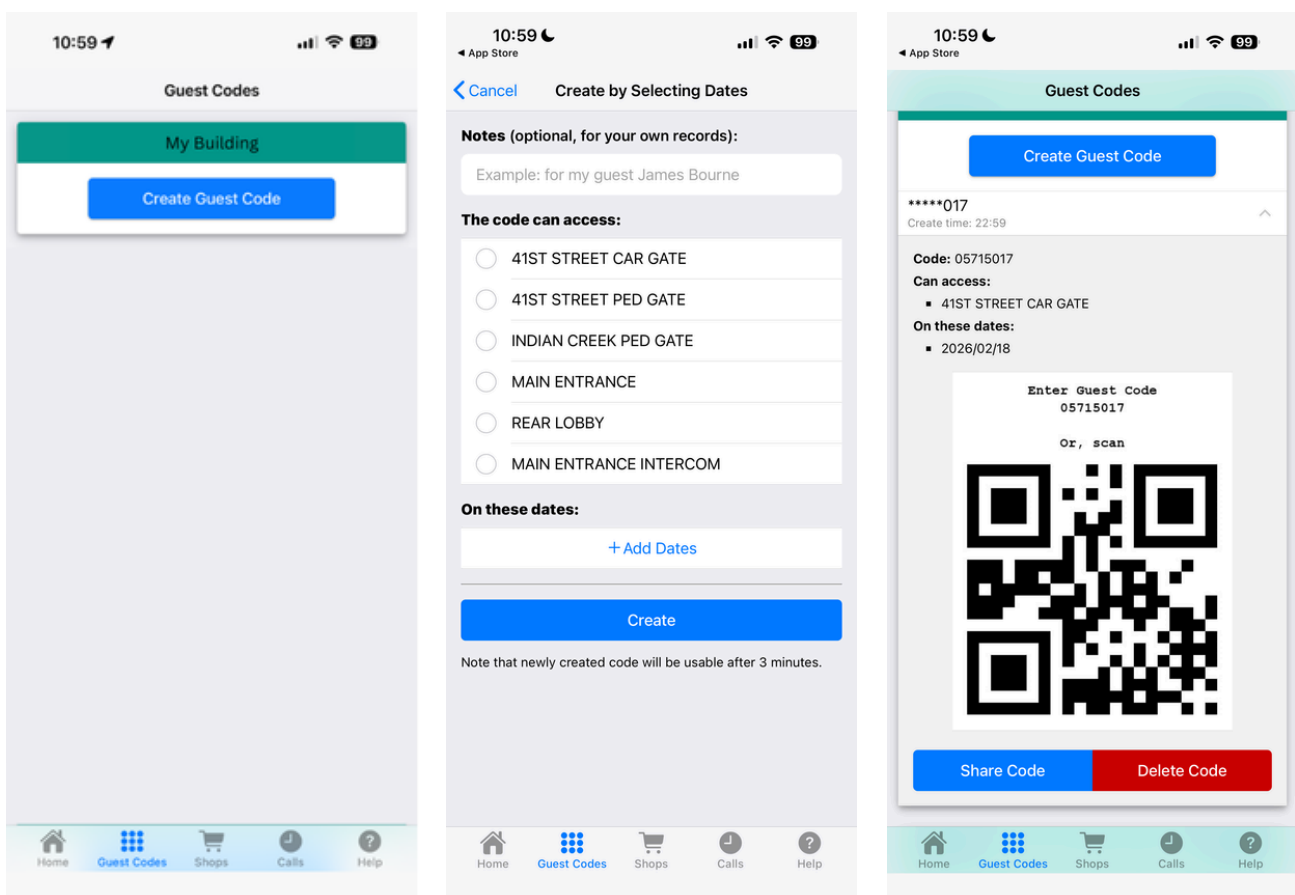
## Setup & Distribution

1. Go to the **“Guest Codes”** tab on the bottom of the app.
2. Click **“Create Guest Code”**
3. You will have two options when creating a guest pass: a one-time pass for specific dates or a recurring weekly pass.

From there, you can choose which doors to grant access to, select the permitted dates, and set an expiration time for the code.

Access credentials can be shared via text message, WhatsApp, or other messaging platforms. You may provide either a QR code, which can be scanned at any video intercom, or a PIN code, which can be entered on any compatible keypad or intercom.

If this feature is not available in your account, please contact your property management for assistance.



# Using the Video Intercom

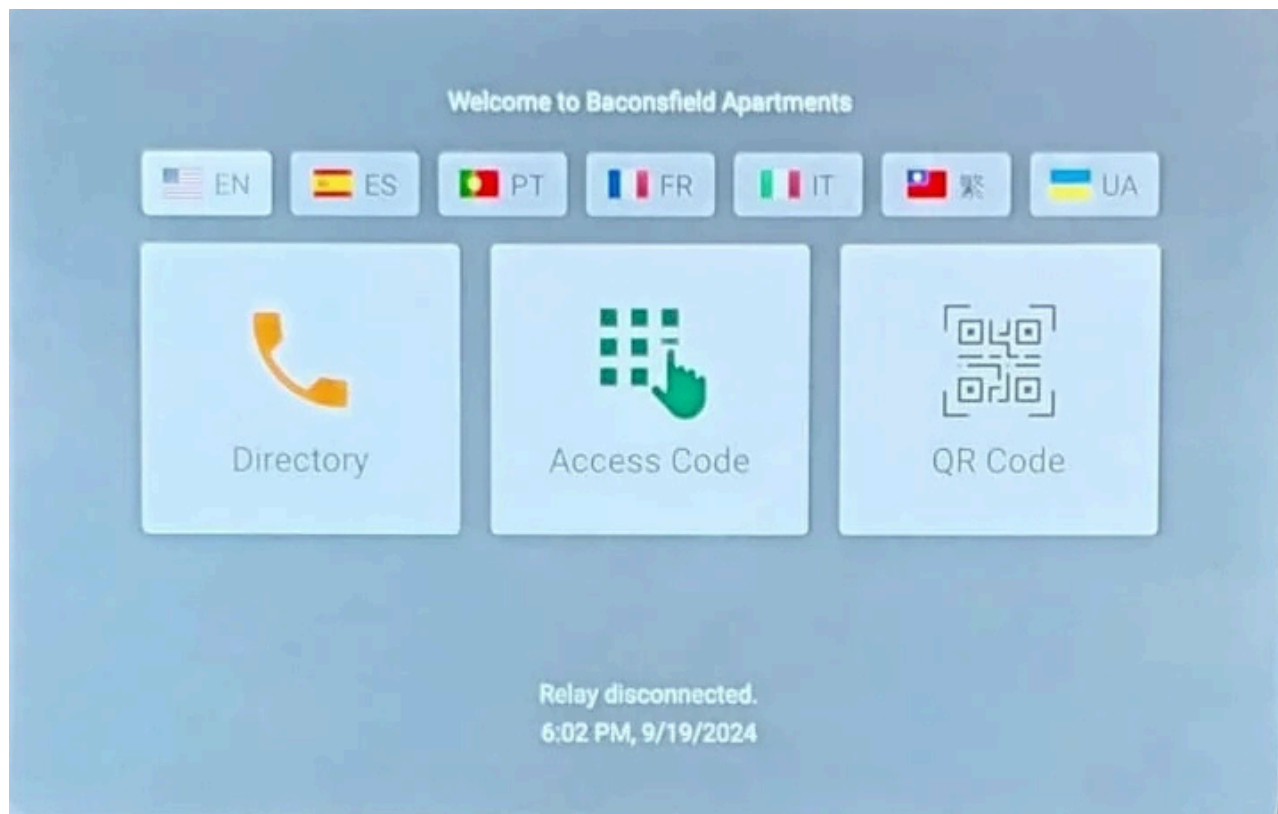
## How to Use the Video Intercom

**Call Residents** – Opens the building directory, allowing visitors to select a resident and place a call.

**Access Code** – Used to enter a personal PIN or a guest PIN to unlock the door.

**QR Code** – Allows visitors to scan a QR code generated by a resident through the mobile app.

Depending on the installation, some intercoms may also include a key fob or card reader located on the exterior of the unit.



# Non-Smartphones

Residents without a smartphone, or those using a landline, will receive a voice-only call from **786-623-5161** when a visitor is at the door.

After answering, a brief message will inform you that someone is requesting access. Press any key to begin speaking with the visitor.

If you would like to grant access, press **\*1** to unlock the door.

