

Please refer to the Basic Quick Start Guide as a starting point for this guide.

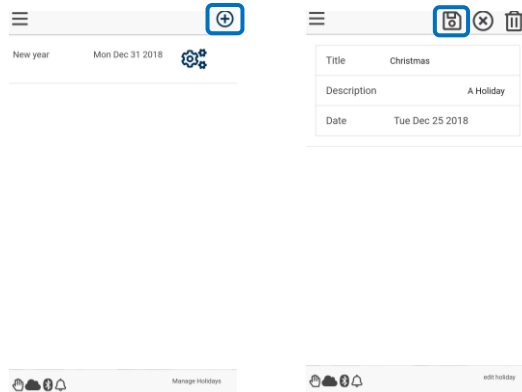
Add a New Customer Site

Add a Site Administrator and Invite

Register the SGS (Doors) with the Site



Setup a Schedule for Automatic Unlock

Assign Auto Unlock Schedule to a Door



Setup Holidays

Site holidays are special dates that enable or disable a schedule.

1. In **Holidays** press  to add a holiday
2. Enter the **Title** and **Description**
3. Press **Date**, select from the **Calendar**, Save 


Security Station

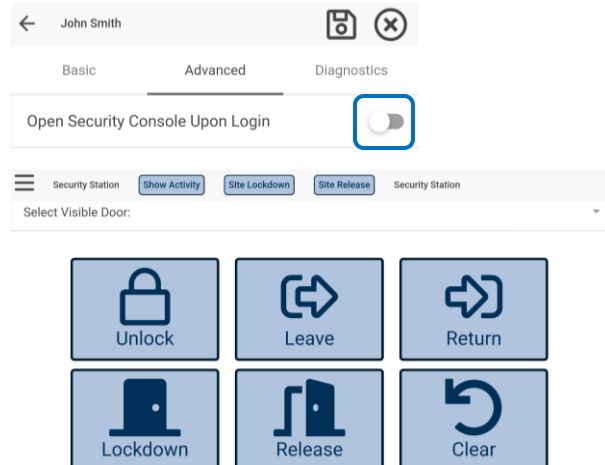
The **Security Station** is a tool that is an extension of the **Advanced Door Actions** screen, with the ability to lockdown and release all doors in the site.

Role has to be an admin to use the Security Station

1. From the side bar select **Security Station**

Have the Security Station open upon log in

2. Go to **My Profile, Advanced**
3. Toggle on the option to open on log in
4. Press  to save the user



Audit Trail

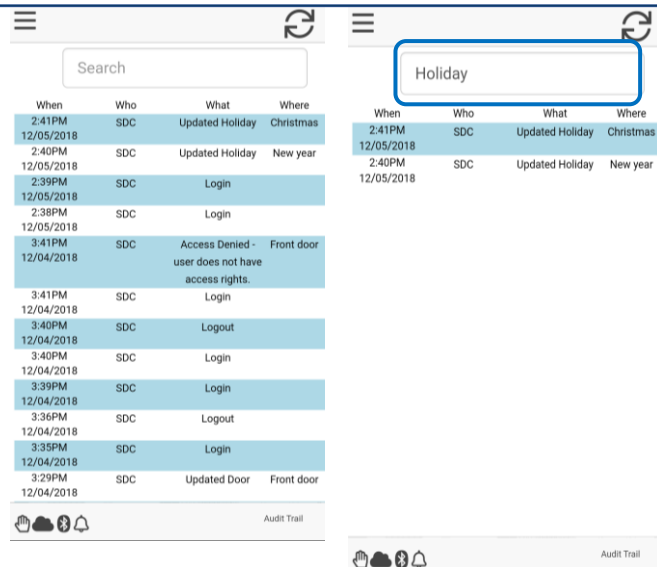
With registered users, all activities are logged in the audit trail.

1. Select **Audit Trail**

The app displays recent activities for the site.

2. To narrow the visible activities, enter your search terms in the **Search Box**

The app filters the audit trail based on those terms



Advanced Door Actions

Door Actions provides a way to select which door to use advanced features on.

Satellite and yellow indicates remote actions.

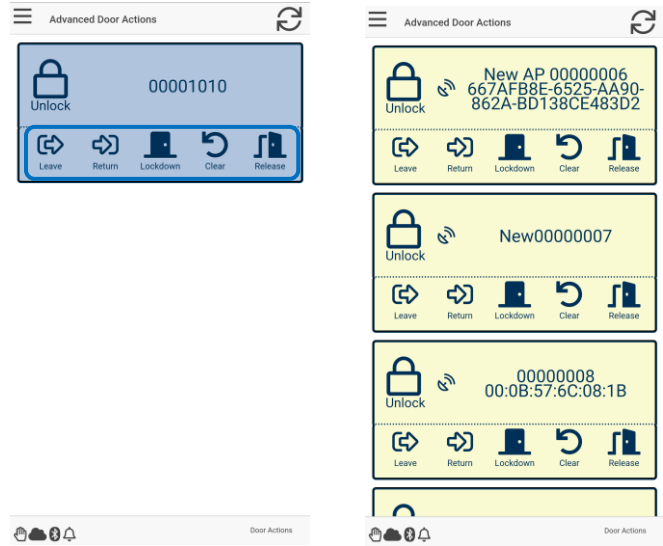
1. Press **Door Actions**

The app displays all doors for the site

2. Press **Leave** negates a schedule. Press **Return** to go back to the schedule.
3. Press **Lockdown** to lock doors, **Clear Lockdown** to revert back to the schedule
4. Press **Release** to unlock a door and **Clear Release** to lock the door



During these activities the keypad and mobile credential options will continue to function.

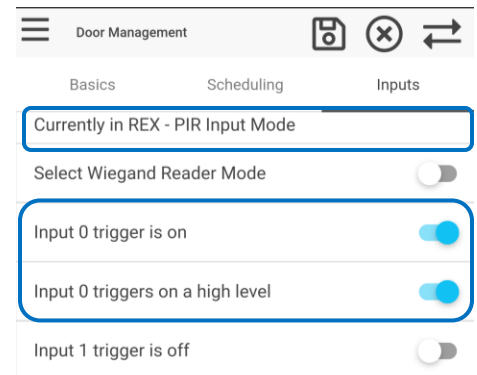
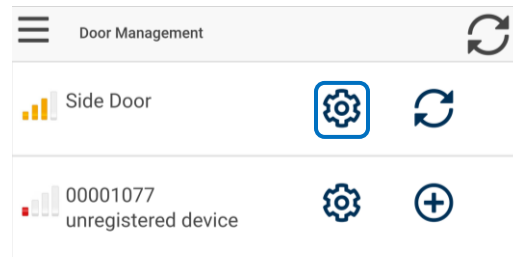
All of these features work remotely when specified for a door.



Input Trigger Configuration

Input Triggers are used to control the unlock state of the door, our solution requires no extra hardware and an easier installation.

1. Install the SGS and the Input device (i.e. REX button) by following the install guide
2. Navigate to **Door Management**
3. Select the  to edit your SGS, select **Inputs**
4. Verify it says "Currently in REX-PIR Input Mode"
5. Turn on the Input corresponding to the wire the REX was connected to
6. Set if the Rex should be triggered on a High or Low level
7. Select the  to save the configurations



Download and Install AirAllow



Download and install the AirAllow app from google play or apple app store.

Search for **AirAllow** or click the link:

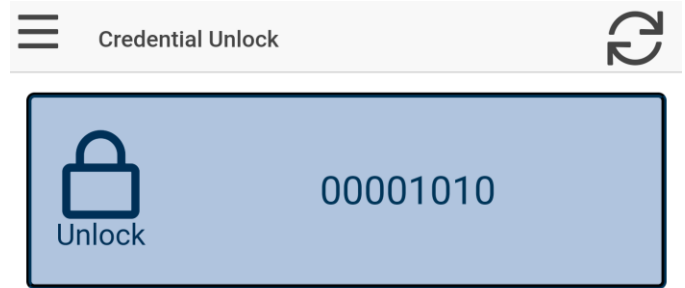
Use the Mobile Credential to Unlock

As a registered user, the most convenient way to gain access is to use the mobile credential.

1. Press the **Unlock** button associated with the desired door to unlock
The system indicates access is granted by changing to green button

The app indicates if access is denied. Your administrator may need to assign access rights.

The phone must be within range of the door as indicated at the top of the unlock screen.



Use the Virtual Keypad to Unlock

Door access passcodes allow users entry to a door. Key in your access code on the virtual keypad to unlock.

1. Enter your passcode on the keypad
The system indicates access is granted

The app indicates invalid passcodes

The phone must be within range of the door as indicated at the top of the keypad screen.

