

Step 1

Have your employees & tenants download and register the VIZpin SMART app. They should request access by entering your unique **LOCATION ID code**.

		Wendi Staff Grinnell - Vprox Demo1
🚭 Grant Access	Location ID: B7P-J What's New	AY
Revoke Access	HELPFUL VIDEOS - Create a Smartphone Role	
Additional Actions	- <u>Grant Smartphone Access by</u> - <u>Revoke Access</u>	Role
4 Back	- <u>Add Users to Account</u> VIZPIN SMART USER GUIDE <i>customize</i>)	- <u>User Guide</u> (Contact Info@VIZpin.com to

Step 2

X.

After you receive an email that says they are requesting access, log into VIZpin.net and click **Grant Access**.

	Wendi Staff Grinnell - Vprox Demo 1
Grant Access	Location ID: B7P-JAY ⁰ What's New
Revoke Access	HELPFUL VIDEOS - Create a Smartphone Role
Additional Actions	- <u>Grant Smartphone Access by Role</u> - <u>Revoke Access</u> - <u>Add Users to Account</u>
▲ Back	VIZPIN SMART USER GUIDE - <u>User Guide</u> (Contact Info@VIZpin.com to customize)

Cloud-Based Smartphone Access Control



vPROX End-User Guide

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Step 3	Select User
Select the user(s) you want to send	Search by last name Search Show All Users Add New User
Smartkeys to and click Continue. 🔨	Needs Access
	Sort: OAscending ODescending
	Conley, James
	Hogan, Wendy
	Jones, Larry
	Morgan, Brittany (vprox 24x7)
	Smith, Sarah
	Uvalerro, Juan
	Page No. 1 • 4 1 - 6 of 6 • Continue •
Step 4	Select Role
Select the role you want to grant to the	Search by name Add New Role
user(s) and click Continue. Click OK on the	O vprox 24x7
confirmation pop-up message.	
	Ψ
	▲ Back Continue ▶
Stop E	

Step 5

Select Additional Actions.

	Wendi Staff Grinnell - Vprox Demo1
error Grant Access error Revoke Access	Location ID: B7P-JAY [®] What's New HELPFUL VIDEOS
Additional Actions	- <u>Create a Smartphone Role</u> - <u>Grant Smartphone Access by Role</u> - <u>Revoke Access</u> - <u>Add Users to Account</u>
● Back	VIZPIN SMART USER GUIDE - <u>User Guide</u> (Contact Info@VIZpin.com to customize)

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Step 6

Select Manage Users.

	Wendi Staff Grinnell - Vprox Demo 1
Ary Manage Roles	Location ID: B7P-JAY [®] What's New
요 Manage Users	HELPFUL VIDEOS
Manage Smart Devices	- <u>Grant Smartphone Access by Role</u> - <u>Grant Smartphone Access by Role</u> - Revoke Access
▲ Back	- Add Users to Account VIZPIN SMART USER GUIDE - <u>User Guide</u> (Contact Info@VIZpin.com to customize)

Step 7

Make note of their Card #. 🔨

ser Lo	ok Up							
Last Nam	ne (First 3 characters)	Cell Phone #						
	<u> </u>		Add Smartphone User					
arch By L	ast Name Search Cri	teria Sear	ch Show All Users					
arch By L nt By: La		teria Sear	ch Show All Users		<u> </u>		Verify Users Promote	e Users Remove Use
-			ch Show All Users Phone #	Email	Card #	Card/FOB #	Verify Users Promote Access Type	e Users Remove Use Managers (0 of 5
rt By: La elect	ist name 🔹 👻	Ascending V		Email	Card # 250-38390	Card/FOB #		
t By: La	ist name 👻 Last Name	Ascending	Phone #			Card/FOB #	Access Type	Managers (0 of 5
rt By: La	Ist name V Last Name Hogan	Ascending First Name Wendy	Phone # 4114123412	1	250-38390	Card/FOB #	Access Type Smartphone	Managers (0 of 5

Step 8

Add the **vPROX Card #** to your access control system just like you are adding a keycard #.

A	ccess Control S	Access Control System User Field				
First	Name		Wendy			
Last	Name		Hogan			
Card	Format		26 Bit Wiegand			
Site/Fac	ility Code		250			
Ca	rd #		38390			

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