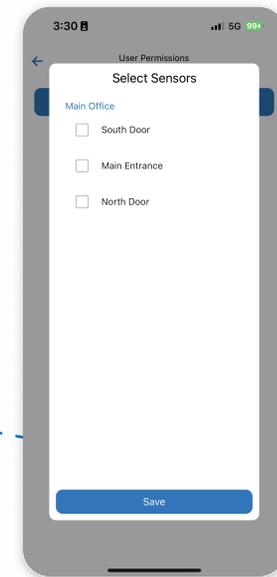
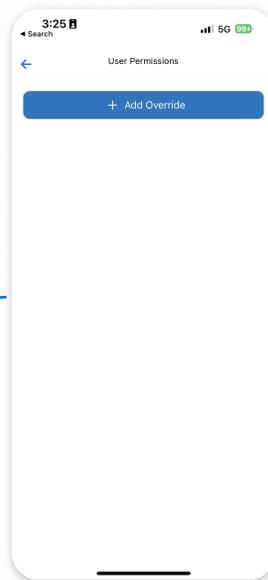
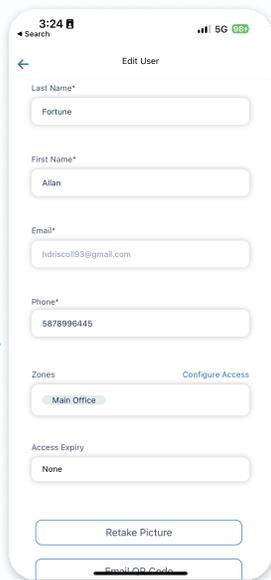


# How to: add visitor management user permissions



## 1 Select User

First, select the user who you want to add additional permissions for. Next select 'configure access'.

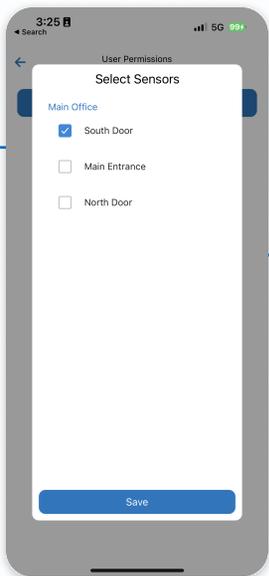
## 2 Add Override

Select the blue + add override button

## 3 Select Zones

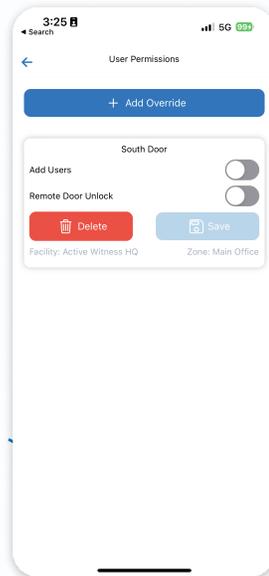
Select the zones that you'd like to add user permissions for.

# How to: add visitor management user permissions



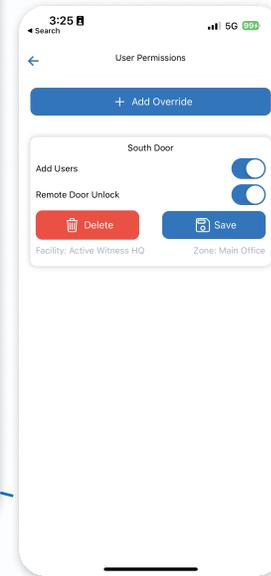
## 4 Select Zones

Select the 'zone' and press save. This will enable you to add additional user permissions for the selected zones.



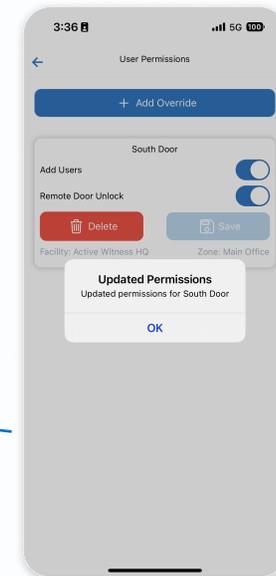
## 5 Enable Features & Save

Toggle the features permissions for the features you would like to enable for this user.

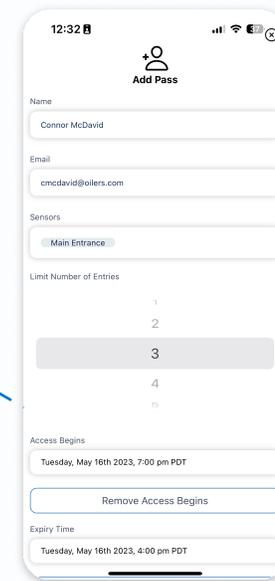
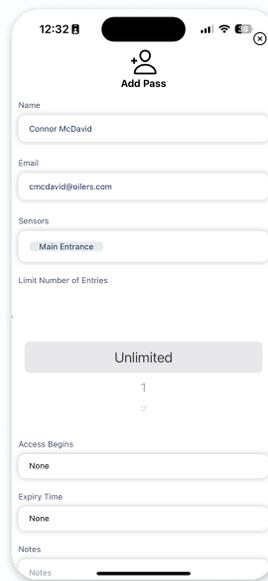
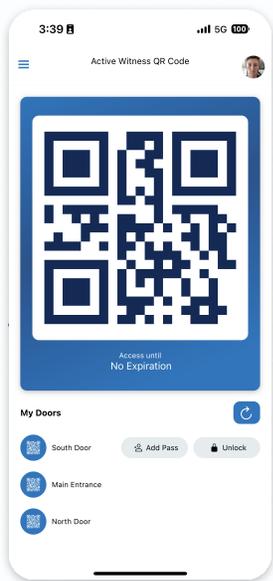


## 6 Confirm Selection

Once you've saved your selection, this user will be able to create guest passes and remotely unlock access points in this zone.



# How to: create guest pass and remote unlock



## 1 To Issue Guest Pass

From the home screen, your employee/tenant can select 'Add Pass'.

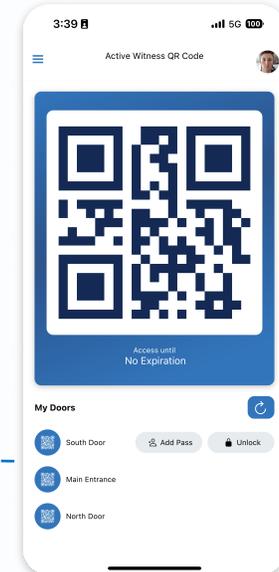
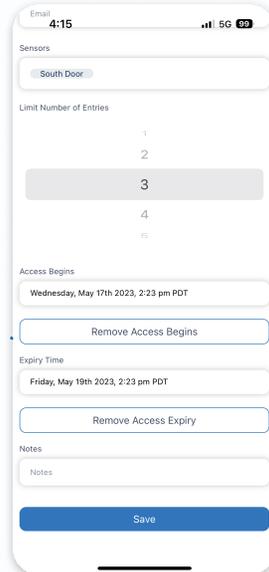
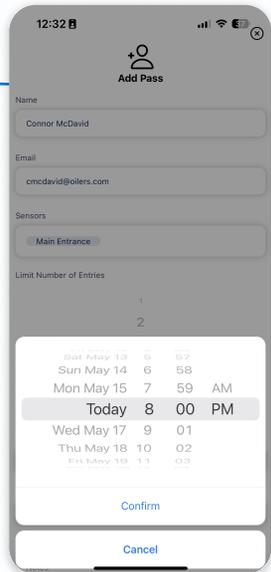
## 2 Enter User Info

Enter the guests information and select the zone you'd like to create a guest pass for.

## 3 Select Number of Scans

By selecting the number of scans, this will enable the guest to scan in 'X' many times before the pass expires. In this case, it's 3.

# How to: create guest pass and remote unlock



## 4 Select Start & End Time

By selecting the beginning and end time, this determines when the guest pass will be valid.

## 5 Save User

Once saved, the user will be sent a QR code via email with their access credential (QR code). Then you're all set!

## 6 How To: Remote Unlock

In order to remotely unlock a door, select the unlock button from the home screen for the access point you wish to open.