



VIZpin FOB User Guide

Adding a FOB User

1. Log into the VIZpin.net portal
2. Select Additional Actions > Manage Users > Add Card/Fob User
3. Enter First and Last name, FOB Type (VIZpin FOB) and FOB Serial Number (ex. 10000-ABCD)
4. Select Save

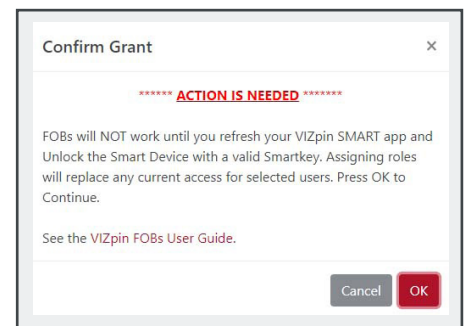
Creating a FOB Role

1. Log into the VIZpin.net portal
2. Select Additional Actions > Manage Roles > Manage FOB Roles
3. Select Add New Role
4. Enter the name for the new role in the Role Name text box
5. Select the type of access desired for each Smart Device associated with your account by choosing either:
 - a. None: FOBs with this role will not have any access to this Smart Device
 - b. 24x7: FOBs with this role will be able to unlock this Smart Device 24 hours a day 7 days a week
 - c. Smart Device Schedule: FOBs with this role will follow the daily scheduled hours (only available on PLUS accounts). This schedule can be used just for FOBs or for FOBs and First-in. If you're using both FOBs and the First-in schedule, they will be the same schedule.
6. Once all Smart Device selections have been made, select Save Role



Granting FOB Access

1. Log into the VIZpin.net portal
2. Select Grant Access > Grant FOB Access > Grant by Role
3. Select the FOB user(s) you want to assign to a role and click Continue
4. Select the role you wish to assign and click Grant VIZpin
 - a. Click OK on the popup message to confirm action and grant access



Authorizing the FOB

1. Refresh your VIZpin SMART app and unlock each Smart Device with a valid Smartkey
 - a. This authorizes the FOB on the Smart Device a FOB has been given access to

Using the FOB

1. Simply walk within a clear line of sight to the Smart Device you want to unlock (typically 5 ft or less) and press the button on the FOB
 - a. TIP - Do not press and hold the button. Allow 3-4 seconds for the FOB to broadcast to the Smart Device.

Revoking FOB Access

1. Log into the VIZpin.net portal
2. Select Revoke Access
3. Select the FOB user you want to revoke and click Revoke
4. Click OK to confirm
5. Select either Yes or No to remove the user on your account and click OK
6. Status will be updated to revoke pending. A user with a valid Smartkey needs to refresh their SMART app and unlock any Smart Devices the FOB had access to in order to complete the revoke.

FOB Considerations:

- Activity History: Events for FOB unlocks will not show up in the portal until a smartphone user has unlocked the door and their activity is sent back to the cloud portal as well. If there are several FOB unlocks before the next smartphone user unlocks, it may take a few unlocks and refreshes to push that information to the cloud portal.
- 80/20 Rule: At least 80% of your active users must be smartphone users. FOBs are limited to 20%. In addition, there are different limitations on quantities for VPIs and Entegrity Smart™ Locks. Contact VIZpin for additional information.