



Adding a Fob User

1. Login to 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

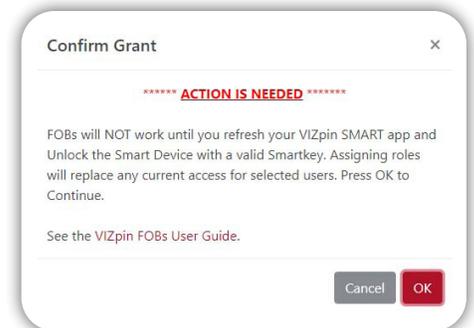
1. Log into the VIZpin.net portal
2. Select Additional Actions > Manage Roles > Manage Fob Roles
3. Select Add New Role
4. Enter a name in the Role Name text box
5. Select the type of access desired for each smart device associated with your account by choosing either:
 - a. None: fobs will not have any access to the smart device
 - b. 24x7: fobs will be able to unlock this smart device 24 hours a day, 7 days a week
 - c. Follow Smart Device Schedule: fobs will follow the device schedule (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



Bluetooth Fob

Granting Fob Access

1. Log into the VIZpin.net portal
2. Select Grant Access > Grant Fob Access
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

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 app and unlock any smart devices the fob had access to in order to complete the revoke.

Fob Considerations

Activity History: 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.

Doors in Close Proximity: Fobs will try to connect with the closest Bluetooth signal in range. If you have doors that are close by to each other, make sure your get as close as you can to the one you are trying to unlock to ensure it is connecting with the intended smart device.