Unifi DOOR ACCESS

As a new tenant, your email address has been added to the Unifi security system which will allow you 24-7 access to the building. **Upon commencement of your lease, you will receive an invitation via email.** There are 2 levels of users:

- **Basic users** are able to gain access to the front door and elevator via their mobile phone.

- **Door Attendant**. A user who has been designated as a Door Attendant will be able to grant visitor access and send guest passes to invitees with scheduled appointments. This is all done through downloading the Unifi app (see page 3). This could be up to 3 people in your office such as your receptionist, your office manager, the owner.

If you wish to grant access by instructing your visitors to contact you from the exterior call box panel, the appropriate personnel in your office will need to download the Unifi App to their computer or to a cell phone using the link in your welcome email.

The visitor will contact your company through the intercom call box and your staff member(s) who have been designated as Door Attendants will be able to see that person, interact with them, and grant access via the website app.

Please complete the attached form with your list of Basic Users and/or Door Attendants. There is a limit of 3 people who can be a door attendant per company.
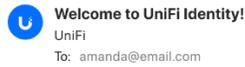
COMPANY NAME: _____

BUILDING: _____

USER NAME	USER EMAIL	BASIC USER	DOOR ATTENDANT
		Y / N	Y / N

UNIFI END USER INSTRUCTIONS

- Open the *message link* on your cell phone
- **Click Here to Install Endpoint** for iOS, Android, macOS, or Windows.

2. Download the app and open it
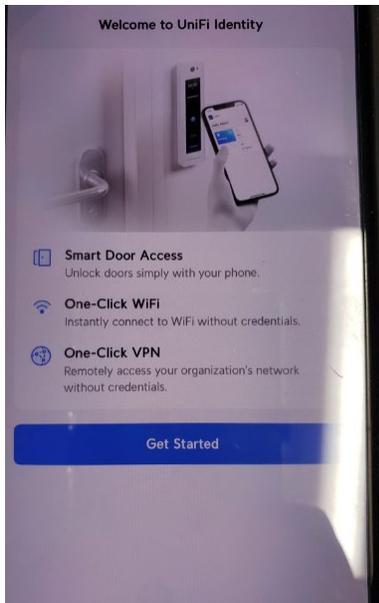
3. Click get started

4. Then you see need to load your credentials screen
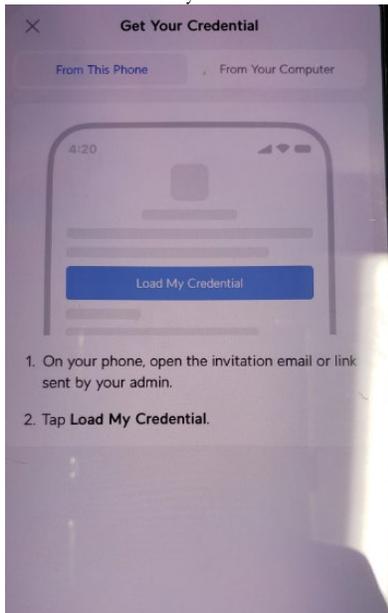
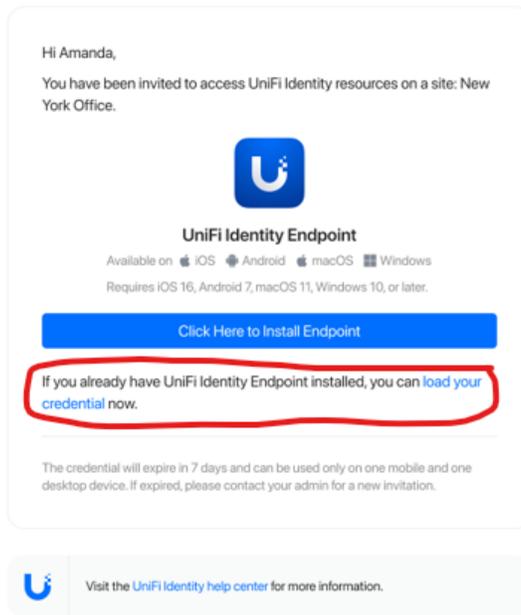5. so you will need to go back to the email that was sent to you on the phone and click load your credential

Hi Amanda,

You have been invited to access UniFi Identity resources on a site: New York Office.

UniFi Identity Endpoint

Available on iOS   Android   macOS   Windows

Requires iOS 16, Android 7, macOS 11, Windows 10, or later.

Click Here to Install Endpoint

If you already have UniFi Identity Endpoint installed, you can load your credential now.

The credential will expire in 7 days and can be used only on one mobile and one desktop device. If expired, please contact your admin for a new invitation.

Visit the UniFi Identity help center for more information.

6. then you will see doors on the screen

Investment Bldg ˅

Doors
Need Permission
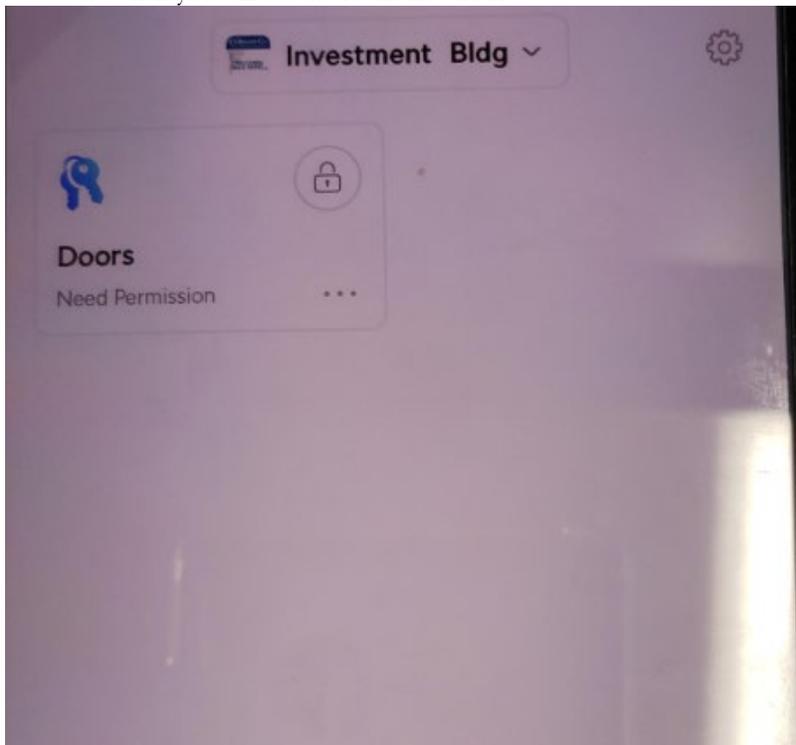
7.   click on the doors and it will ask you to use Bluetooth click allow
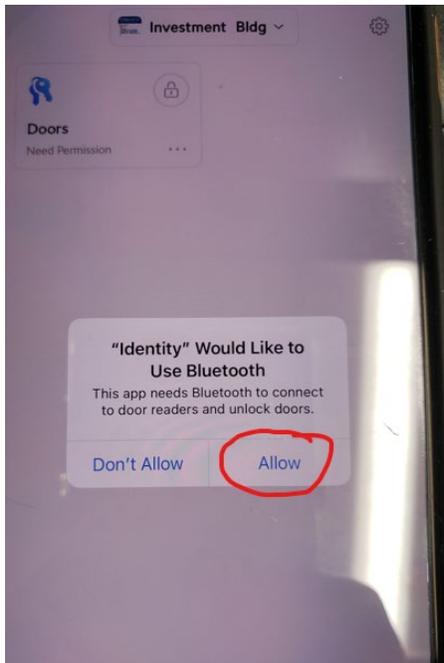
Then you are good to use the app to open the door