

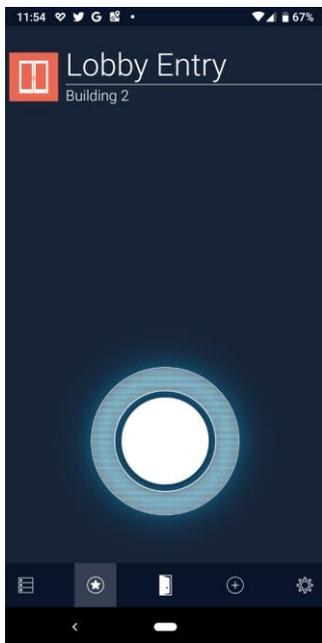
03/12/2019

Brivo Onair Pass Instructions

To activate:

1. Contact the manager by email (Brivo@BaysideCommons.org) to get a set of credentials to use the app . Talk to the manager if you have questions or don't have email access.
2. On your phone, search for the Brivo Onair Pass app and install.
3. Start the app and enter your provided credentials where instructed

To operate:



1. From the initial screen, find the building that has the door you want to access. For instance, to open the Lobby door to building 2, select building 2 and go to Lobby Entry by swiping the screen left or right.

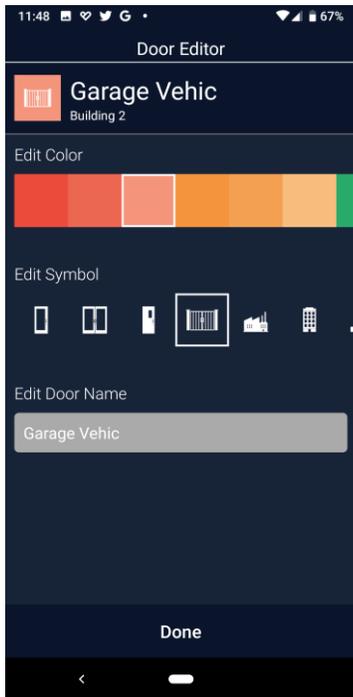
2. Touch and hold the Lobby Entry button until the circle around the button goes completely around the button (this prevents the buttons from being activated unintentionally). The screen will change color when the door is unlocked.

(Note: operation requires Internet access. If your phone has a poor Internet connection it may take several seconds for the door to unlock)

Organize your doors:

Finding the door you want to use this way every time is unwieldy. You can “favorite” the doors you use most often.

1. Go to a door you want to favorite
2. Touch the “star” in the upper right corner of the screen. Do this for your important doors.
3. Touch the “star” in the toolbar at the bottom of the screen. Now only the doors you have favorited will be shown.



It can be difficult to tell the various doors apart. You can customize them to make them easily distinguishable.

1. Go to a door you want to customize
2. Touch the colored square in the upper right corner.
3. You will be shown options to edit the color of the square, choose a symbol to put in the square, and even edit the door name to something that makes more sense to you. For instance, I like to make my vehicle gates orange and use the “gate” symbol for them.
4. When you are finished, touch the “Done” button at the bottom of the screen.

Return to the “Home” screen:

1. Touch the “list” icon in the lower left corner of the toolbar at the bottom of the screen. Now you will see the list of buildings again.

Activate the “Favorites”:

1. Touch the “star” icon in the toolbar at the bottom of the screen. Touch it again to deactivate it.

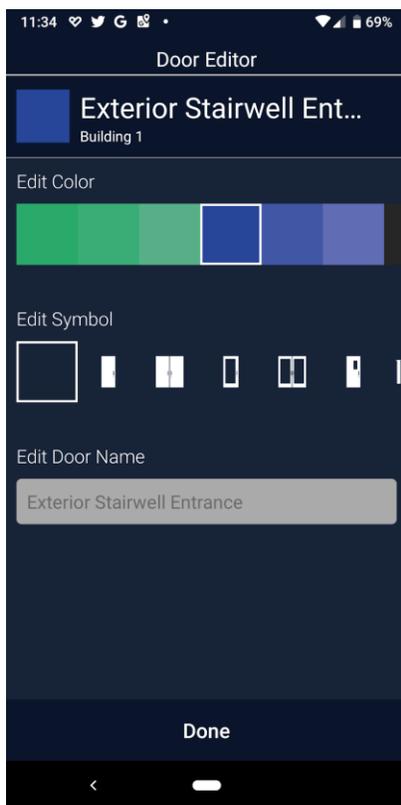
See all the Doors in your Favorites or in the Building you are currently looking at:

1. Touch the “Door” icon in the toolbar at the bottom of the screen. A list of the available doors pops up below the toolbar. Scroll through them and choose the one you want.

Common “Doors”:

- Swing Gates: Bldg 3, SG Exit, SG Entry
- Main Front Gate: Bldg 1, Main Front G
- Pool House Bathrooms: Bldg 5, Pool House M (men), Pool House W (women)
- Clubhouse: Bldg 2, Clubhouse

Tips:



Longer Names:

Although the app can only present 12 characters onscreen, the server name can have more. You can see the name on the server (which might have more information in it). For instance,

- go to: Building 1, Exterior Sta
- Touch the colored square
- Under Edit Door Name, erase “Exterior Sta” (don’t worry, it will come back when you are done)
- You’ll see that the name on the server is “Exterior Stairwell Entrance”.