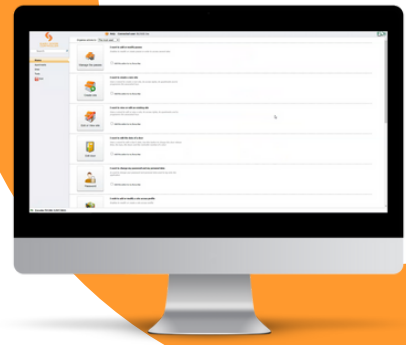


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# Getting Started

## *Easy Door Manager*



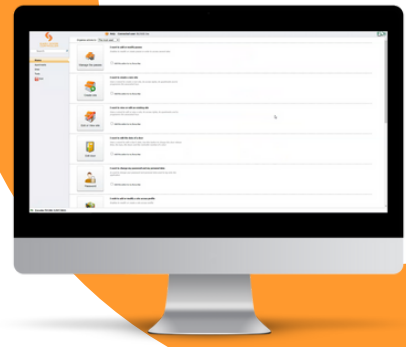
# Getting You Started

Welcome to Easy Door Manager, the management software for your site's 'Easy Door' Access Control system.

To make getting started a breeze, we've created this guide which directs you to our range of 'How-To' videos, so you can quickly get to grips with managing your site's Access Control system.

Simply click or scan the QR codes throughout this guide, to watch one of our short tutorial videos.

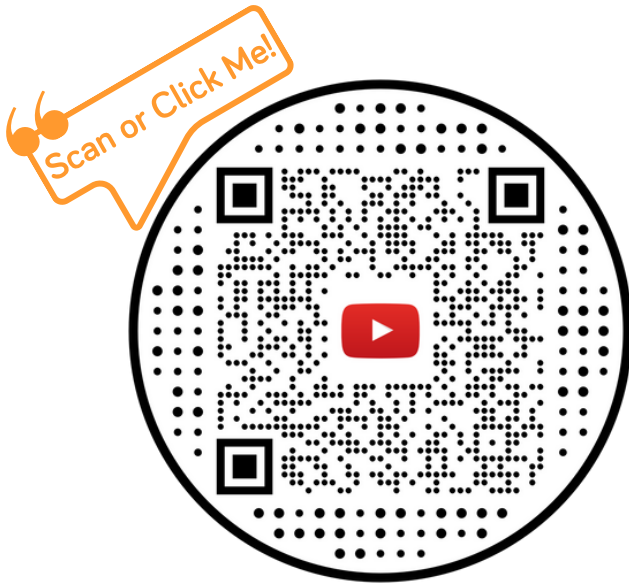
<a href="#"><u>Managing Your Account</u></a>	<b>2</b>
<a href="#"><u>Adding &amp; Managing Resident Tokens (Keys)</u></a>	<b>3</b>
<a href="#"><u>Adding Management Tokens</u></a>	<b>4</b>
<a href="#"><u>Monitoring Your System</u></a>	<b>7</b>
<a href="#"><u>Additional Functionality</u></a>	<b>9</b>



# Managing Your Account

These videos show you how to create & login to your Easy Door Manager account, and how to change your account password.

Remember, scan or click the QR code to watch the short tutorial video.



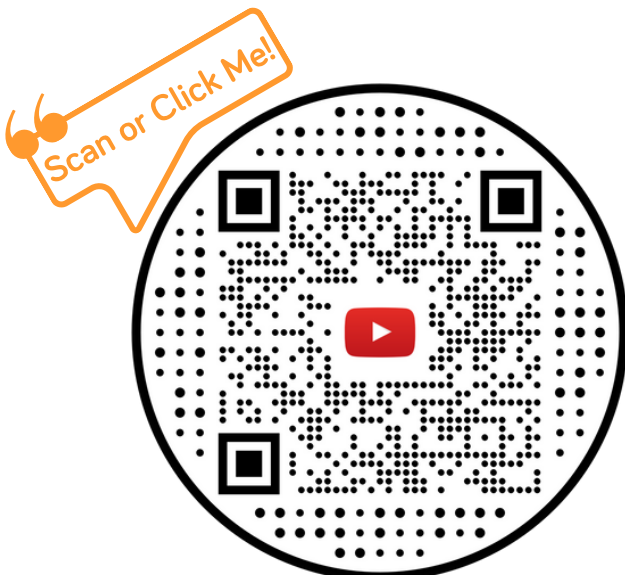
## How to Create a New Account

*Watch how to create a new Easy Door Manager account.*



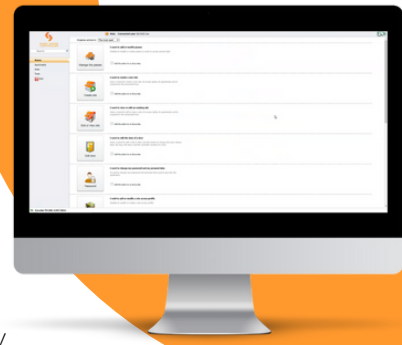
## How to Login to Your Account

*Watch how to login to your Easy Door Manager account.*



## How to Change Your Password

*Watch how to change the password to your Easy Door Manager account.*



# Adding & Managing Resident Tokens

These videos show you how to manage resident tokens (keys) in Easy Door Manager, from adding & deleting tokens (when residents move in/out), to replacing tokens (when a token is lost/found)

Remember, scan or click the QR code to watch the short tutorial video.



## How to Add Resident Tokens

*Watch how to create a new Easy Door Manager account.*



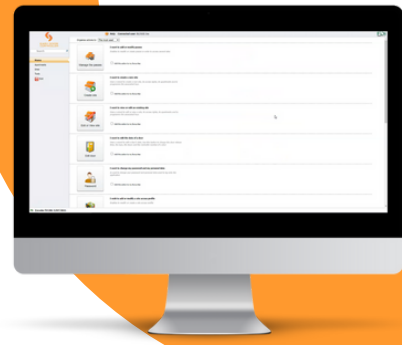
## How to Delete Resident Tokens

*Watch how to login to your Easy Door Manager account.*



## How to Replace Resident Tokens

*Watch how to change the password to your Easy Door Manager account.*



# Adding Management Tokens

These videos show you how to create the 7 different types of management token in Easy Door Manager, such as 'General Pass' tokens and 'Configuration' tokens.

Remember, scan or click the QR code to watch the short tutorial video.



## How to Create General Pass Tokens

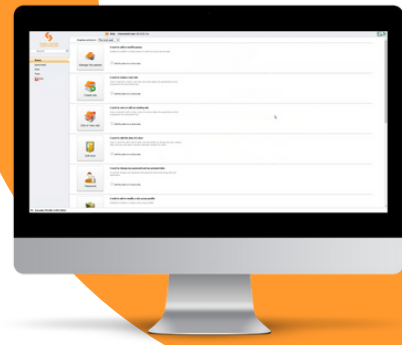
Watch how to create a 'General Pass' token in Easy Door Manager. A 'General Pass' token allows access through every door, across every Easy Door site in your account.



## How to Create Multi-Door Pass Tokens

Watch how to create a 'Multi-Door Pass' token in Easy Door Manager. A 'Multi-Door Pass' token allows access through multiple doors, across multiple Easy Door sites, in your account.





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## How to Create Site Pass Tokens

Watch how to create a 'Site Pass' token in Easy Door Manager. A 'Site Pass' token allows access through multiple doors, throughout a single Easy Door site, in your account.



## How to Create Event Tokens

Watch how to create an 'Event' token in Easy Door Manager. An 'Event' token is used to download system events from the door controller, for importing later, into Easy Door Manager.

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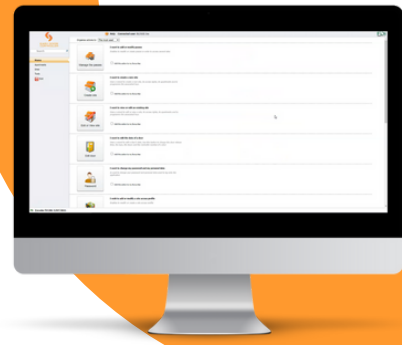


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## How to Create Configuration Tokens

Watch how to create a 'Configuration' token in Easy Door Manager. A 'Configuration' token is used to update the door controller with any configuration changes (such as door release time, or door name).



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## How to Create Update Tokens

*Watch how to create an 'Update' token in Easy Door Manager.*

*An 'Update' token is used to update the door controller with any changes to resident access permissions (such the creation of new tokens).*



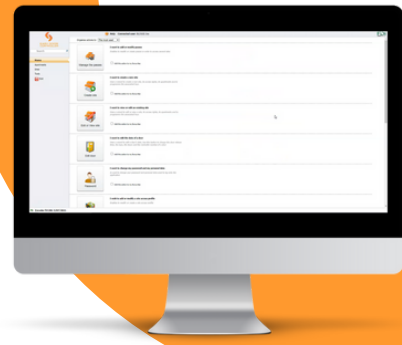
## How to Create Timer Tokens

*Watch how to create an 'Timer' token in Easy Door Manager.*

*A 'Timer' token is used to update the door controller with the correct date & time.*



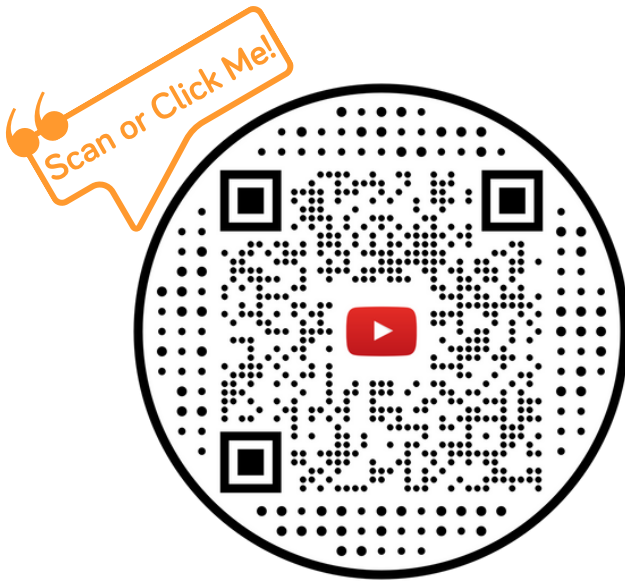
Scan or Click Me!



# Monitoring Your System

These videos show you how to monitor your Easy Door Access Control system using Easy Door Manager, from viewing system event logs, to exporting site data from Easy Door Manager into Microsoft Excel.

Remember, scan or click the QR code to watch the short tutorial video.



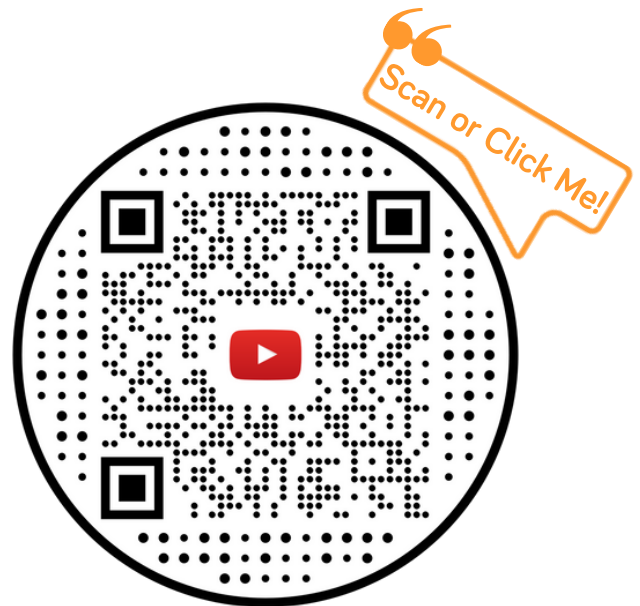
## How to View the Admin Event Log

*Watch how to view the admin event log in Easy Door Manager.*

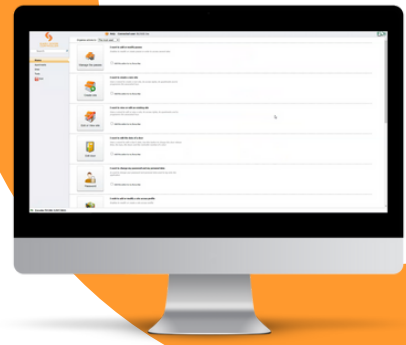


## How to Import & View System Events

*Watch how to import & view system events in Easy Door Manager.*







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## How to Export a List of Tokens

*Watch how to export a list of all active tokens across a site, in Easy Door Manager.*

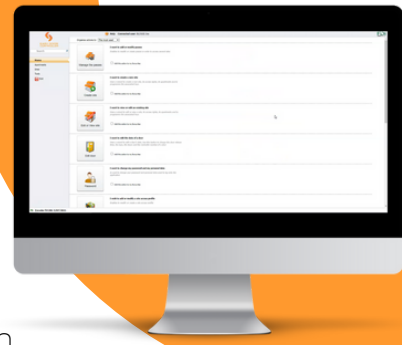


## How to View & Export Site Details

*Watch how to view & export a site's details in Easy Door Manager.*

Scan or Click Me!





# Additional Functionality

These videos show you the additional functions that have not yet been covered in this guide. From managing access profiles to creating shortcuts; this section ties up all the loose ends that you need to know.

Remember, scan or click the QR code to watch the short tutorial video.



## How to Manage & Change Access Profiles

*Watch how to manage & change an existing access profile in Easy Door Manager.*



## How to Add Another Admin User

*Watch how to add an another admin to a site in Easy Door Manager.*



## How to Create a List of Shortcuts

*Watch how to create a list of shortcuts in Easy Door Manager.*

