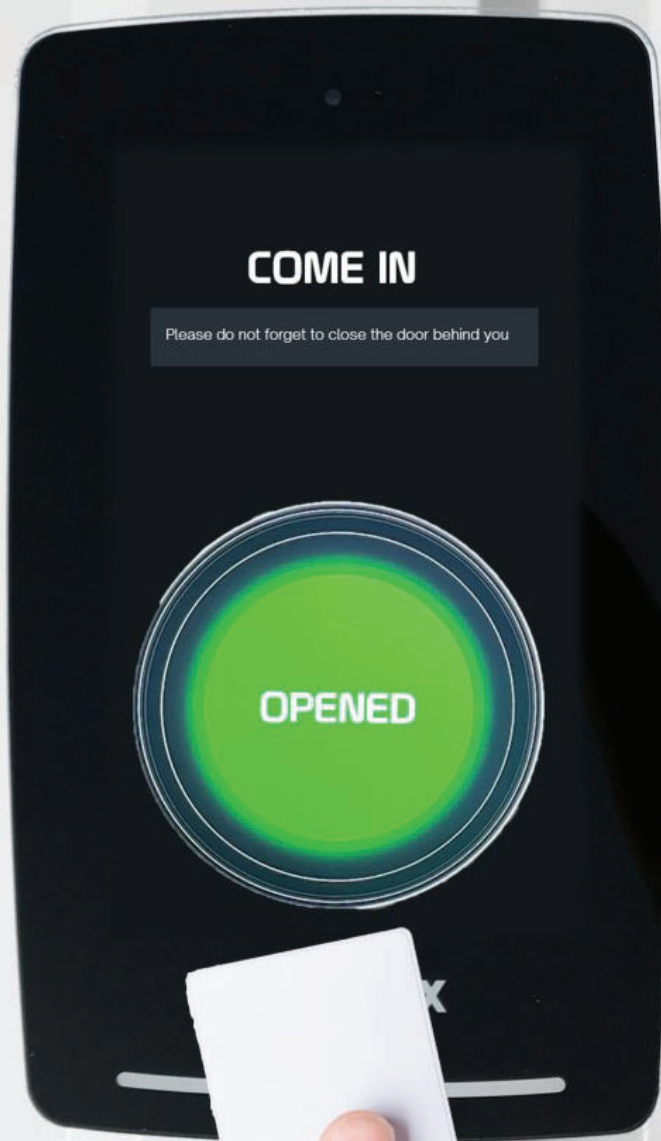


# LobiBox

LobiBox.com

# Visitor Unit Quickstart Guide

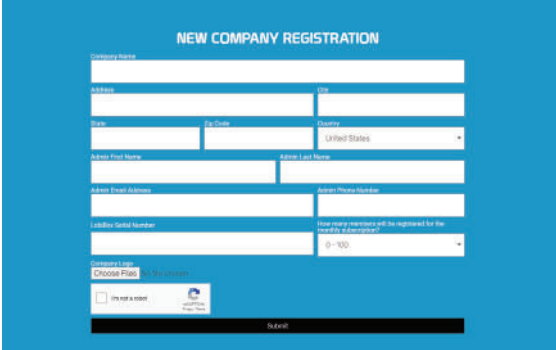


DEVICE REGISTRATION

## Register Company

### 1 Open <https://lobibox.com/new-company-registration/>

- Enter password: **y6FAsUJ?B8!\***
- Complete registration form.



The screenshot shows a web form titled "NEW COMPANY REGISTRATION" with the following fields: Company Name, Address, City, State, Country (dropdown menu), Mobile First Name, Mobile Last Name, Mobile Email Address, Mobile Phone Number, LobiBox Serial Number, and a dropdown menu for "How many members will be registered for the mobile administration?". At the bottom, there are checkboxes for "Company Logo" and "Choose Plan" (with "Free Version" selected), and a "Submit" button.

SYSTEM ADMINISTRATION

## Bring Your Visitor Unit Online

### 2 Connect Ethernet & Power Cable to Visitor Unit

- Press **Check speaker and microphone** button (adjust settings as needed).
- Press the **Back** arrow.
- Press **Set time zone** button and choose a time zone.
- Press the **Back** arrow.

### 3 Open Admin Dashboard: <https://company.lobibox.com/>

- Login with username and password.

## 4

### Click Buildings from navigation menu

- Click the **Add Building** link.
- Provide building name and address where the Visitor Unit will be installed.
- Click **Save**.

## 5

### Click Visitor Units from navigation menu

- Click **Add Visitor Unit** link.
- Select a **Building** from the dropdown.
- Enter **Serial Number** (20-character code provided on Visitor Unit).
- Enter **Name** for Visitor Unit.
- Enter a new (6) digit **PIN Code** (Use code to access the Visitor Unit maintenance screen).
- Enter **Visitor Unit information message** (Welcome to ...).
- Do you want to enable member list on Visitor Units?  
Select **Yes** or **No**.
- Are you monitoring the door with a door controller?  
Select **Yes** or **No**.
- Click **Save**.
- Click **Done** on Visitor Unit (System will reboot).

## 6

### Update Visitor Unit

- After system reboot (Step 5), click **Visitor Units** from navigation menu.
- Click **Update** button (System will reboot).
- The Visitor Unit is now updated and ready for use.

ACCOUNT ACTIVATION

## Activate Subscription

## 7

### Open <https://lobibox.myshopify.com/>

- Click **Enter Using Password**.
- Enter password: **bL3BY\$9b%TNQ**

# Setup Database

## 8

### Click Schedules from navigation menu

- Click **Add Schedule** link.
- Add **Name** of schedule (Ex. 0600-2200 Accounting, Staff, etc...).
- Complete schedule form.
- Click **Save**.

## 9

### Click Access Levels from navigation menu

- Click **Add Access Level** link.
- Add **Name** for Access Level (Ex. Staff, IT Dept, Accounting, etc...).
- Select **Is Active**.
- Select **Is Default** to automatically assign new members (optional).

## 10

### Click Members from navigation menu

- Click **Add Member** link.
- Add **Phone Number**.
- Add **First Name**.
- Add **Last Name**.
- Add **RFID/NFC Token** for member (optional).
- Select **Access Level**.
- To remove from member's list, uncheck the **Show in member list** checkbox.

VISITOR UNIT WITHOUT LOBICOM

## Security

### 11 Click Visitor Units from navigation menu

- ◉ Click Name of Visitor Unit.
- ◉ Enable **Security**.
  - \*Select a member to receive **I Need Assistance** calls through Mobile App.
- ◉ Update **Security Name/Message** (optional).
- ◉ Click **Save**.

VISITOR UNIT WITH LOBICOM

## LobiCom Security

### 11 Click Company Admins from navigation menu

\*Must complete Step 10\*

- ◉ Click **Add Admin** link.
- ◉ Enter **Email**.
- ◉ Enter **First Name**.
- ◉ Enter **Last Name**.
- ◉ Enable **Security**.
  - \*Select the member to receive **I Need Assistance** calls through LobiCom.
- ◉ Enable **Full Access** (optional).
- ◉ Click **Save**.

SYSTEM SUPPORT

## Video Tutorials

- ◉ <https://lobibox.com/support/#video-tutorials>

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