LobiBox

Login

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Login | Phone Number

1

Credentials: Enter registered phone number.
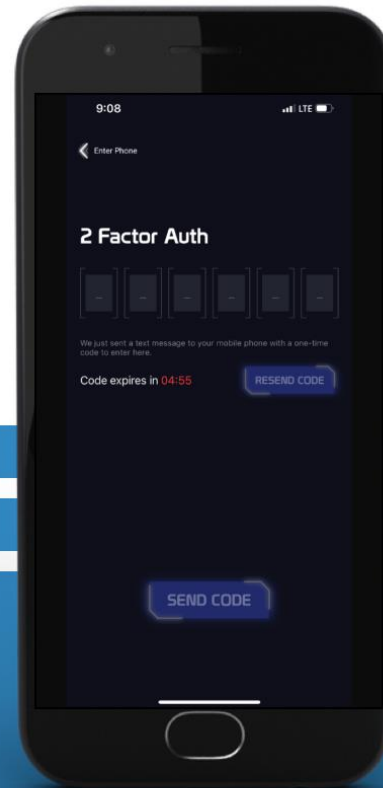
2

Click **Confirm**.

Enter Phone

Phone
US +1

Please make a moment to verify your phone number. This helps us to confirm your identity and secure your account.

SUBMIT

LobiBox
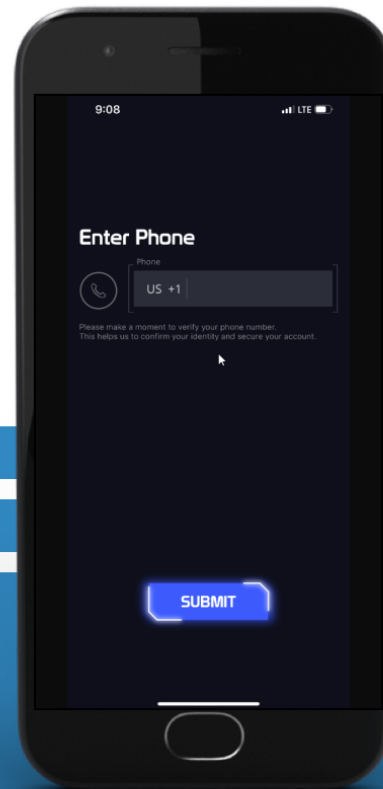
Login | Two Factor Authentication

1

Two Factor Auth: Enter authentication code within 5 minutes.
Click **Send Code**.

2

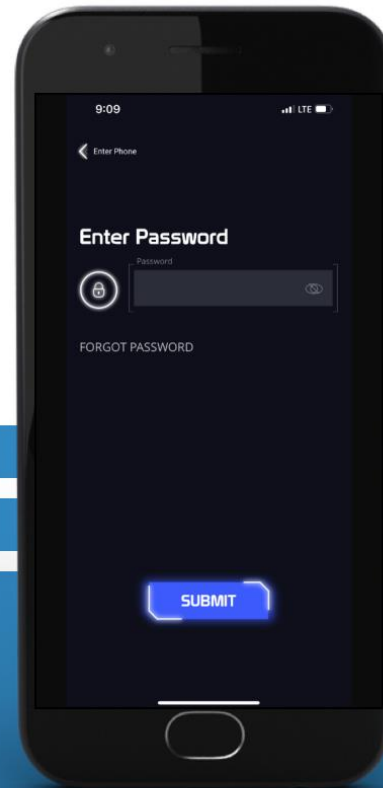**Need New Code:** Wait 1 minute for system to enable button.
Click **Resend Code**.

9:08   ..Ill LTE

‹ Enter Phone

2 Factor Auth

We just sent a text message to your mobile phone with a one-time code to enter here.

Code expires in 04:55   RESEND CODE

SEND CODE

LobiBox

Login | Authenticate or Forgot Password

1

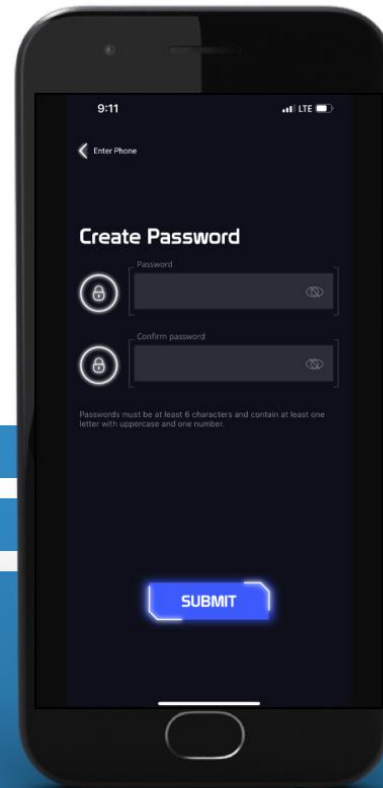**Credentials:** Enter password. Click **Submit**.

2

Forgot Password: Click **Forgot Password**.

LobiBox

Login | Forgot Password

1

Create Password: Enter password and confirm password.

2
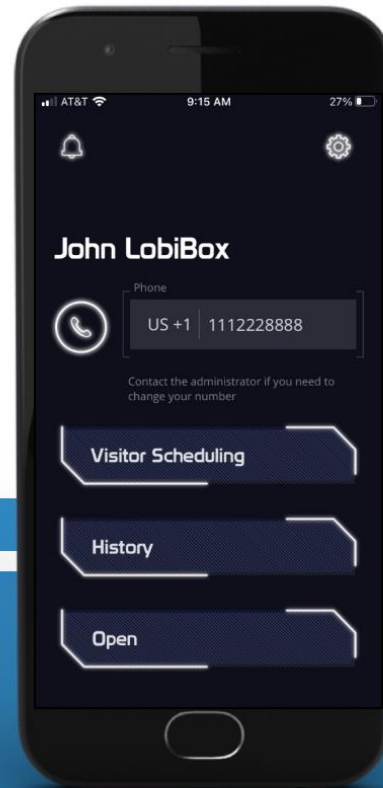
Click **Submit**.

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Profile

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Profile | Overview

1

Notification: Select icon in top-left to view visitor's notifications.

Settings: Select icon in top-right to assign redirect and rollover calls, change password or logout.

2

Visitor Scheduling: Ability to schedule a visitor (add, edit and delete), view active and expired visitor schedules.

History: List of visitor calls (answered or missed) and visitor codes (access granted or rejected).

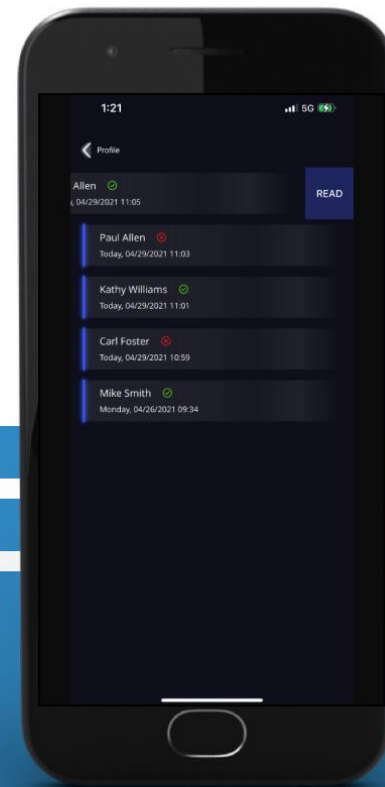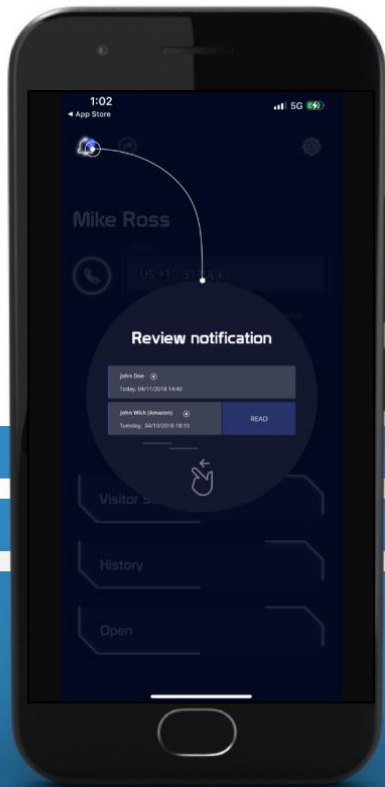**Open:** Ability to unlock doors/gates within the mobile app.

John LobiBox

Phone
US +1 | 1112228888

Contact the administrator if you need to change your number

Visitor Scheduling

History

Open

LobiBox

Profile | Notifications

1

Notifications: Display list of visitor notifications.

2

Delete Notification: Swipe left on notification.
Click **Read**.

Visitor Scheduling
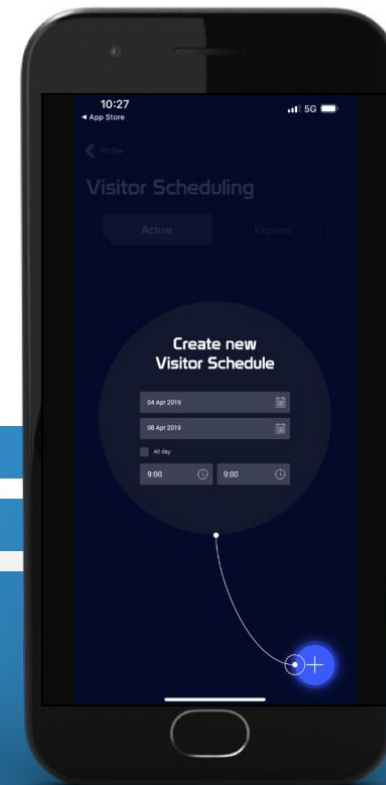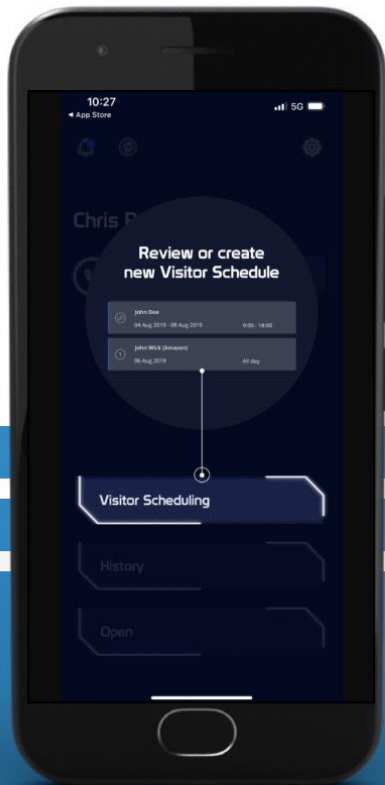
LobiBox

Visitor Scheduling | Review or Create Schedule

1

Visitor Scheduling: Review or create new visitor schedule. Click **Visitor Scheduling**.

2

Create Visitor Schedule: Click **+** icon in bottom-right.
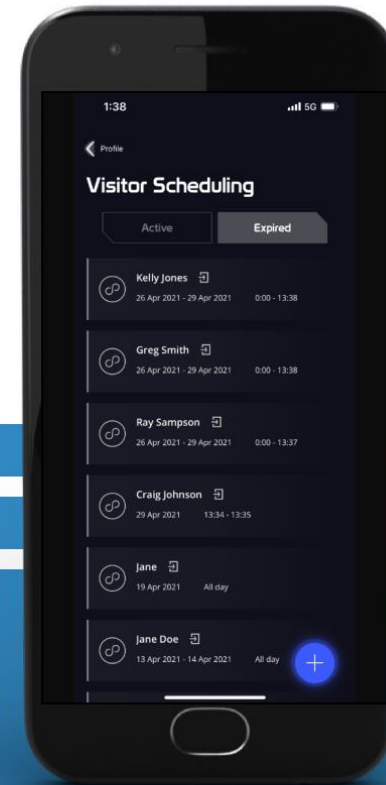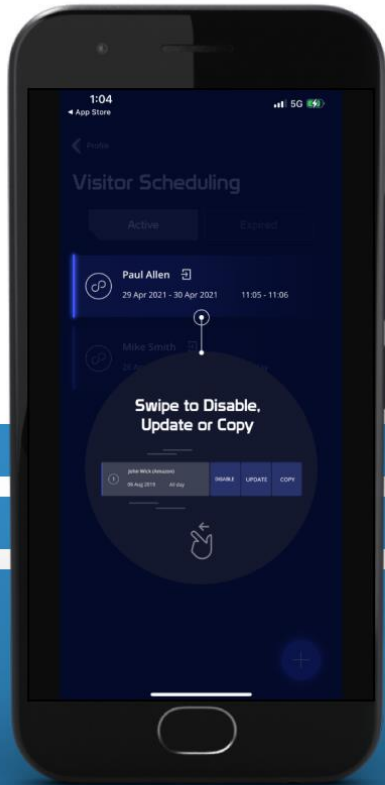
LobiBox

Visitor Scheduling | Active or Expired Schedule

1

Active: Display list of active visitor schedules. Ability to copy, disable (delete) and update visitor schedule.

2

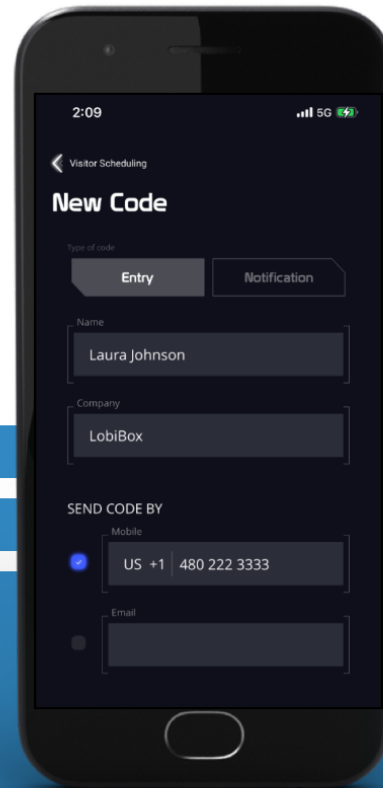**Expired:** Display list of expired visitor schedules.

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Visitor Scheduling | New Code

1

Entry: Allows the visitor to unlock door/gate with visitor code during the scheduled visit.

Notification: The visitor unit will **ONLY** send notification to the member's mobile app that the visitor has arrived.

2

Add Visitor Information: Name, Company (optional), Send Code By (mobile and/or email).
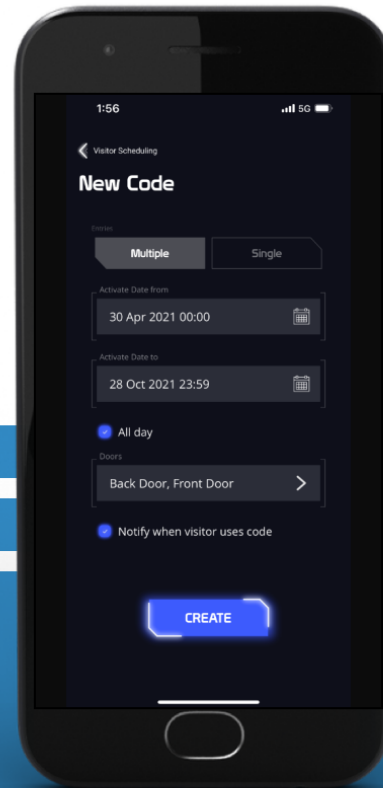
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Visitor Scheduling | New Code

1

Multiple Entries: The visitor code can be used multiple times during the scheduled visit.

Single: The visitor code can **ONLY** be used once during the scheduled visit.

2

Add Visitor Information: Activate Date From/To, Time (All Day is optional), Doors (visitor code will **ONLY** work with selected doors), Notify when visitor uses code. Click **Create**.

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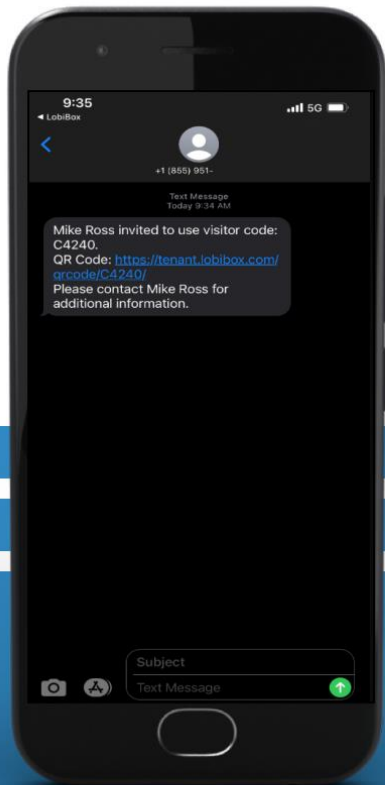## Visitor Scheduling | Visitor Code and QR Code

1 Visitor will receive a text and/or email with a visitor code and QR code for the visitor unit.

2
Visitor Code: Enter visitor verification code at the visitor unit.
QR Code: Click **link** to use QR code at the visitor unit.

Mike Ross invited to use visitor code: C4240.
QR Code: https://tenant.lobibox.com/qrcode/C4240/
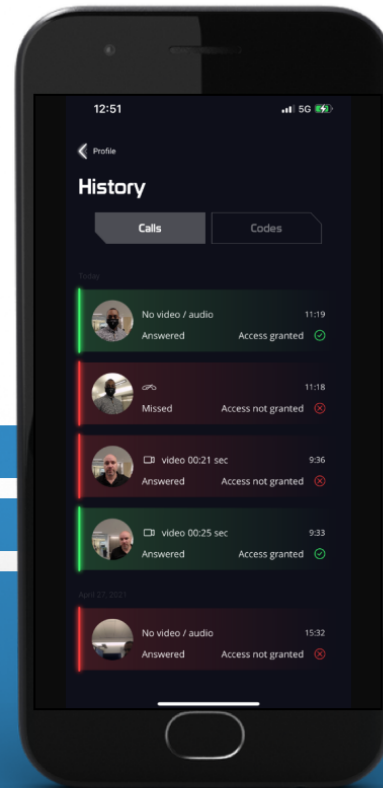Please contact Mike Ross for additional information.

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History

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History | Calls

1

Calls: Display details of visitor call (answered/missed, audio/video, date/time-stamp, access granted/rejected, redirect and rollover calls).
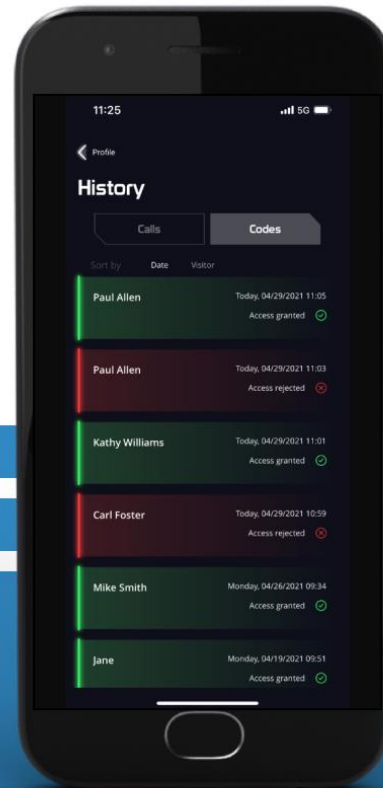
2

Click **image** to enlarge photo.

LobiBox

History | Codes

1

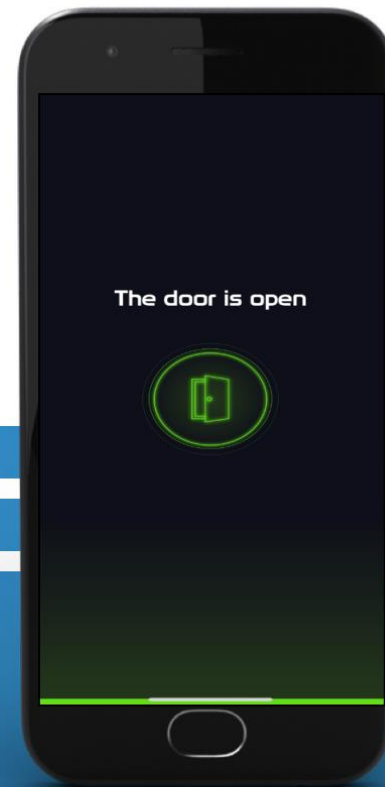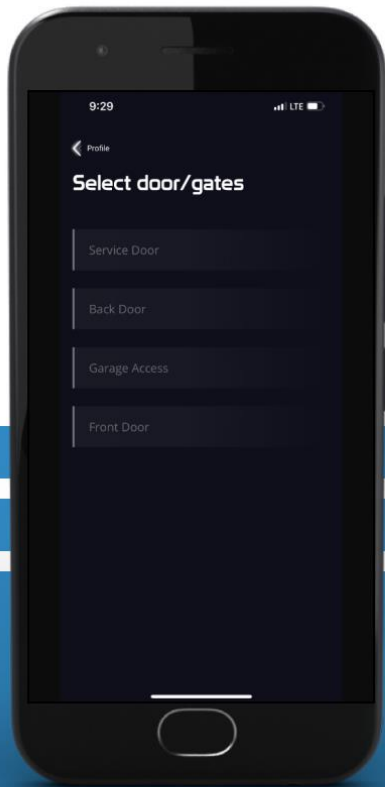**Codes:** Display details of visitor code (name, date/time-stamp, and access granted/rejected).

Open

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Open | Doors/Gates

1

Doors/Gates: Select the door/gate to unlock within the mobile app.

Select door/gates

Service Door

Back Door

Garage Access

Front Door

The door is open

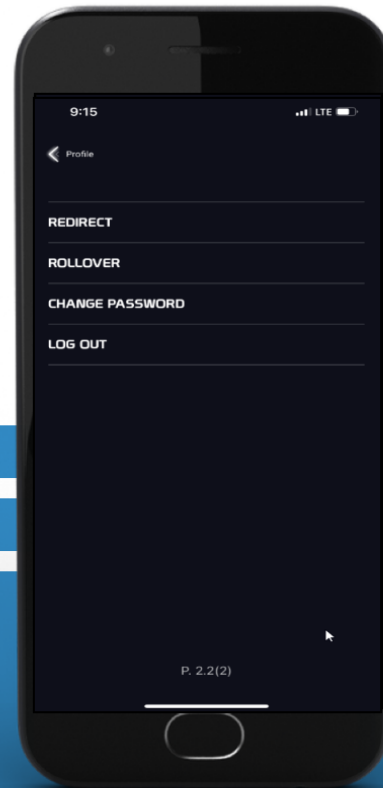# Settings

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Settings | Overview

1

Redirect: Your visitor unit calls will immediately be forwarded to the assigned member.

Rollover: Your calls will rollover to the assigned member, if you do not answer within 35 seconds.

2

Change Password: Ability to change system password within the mobile app.

Logout: Logout of mobile app.

9:15 ⊿ LTE

‹ Profile

REDIRECT

ROLLOVER
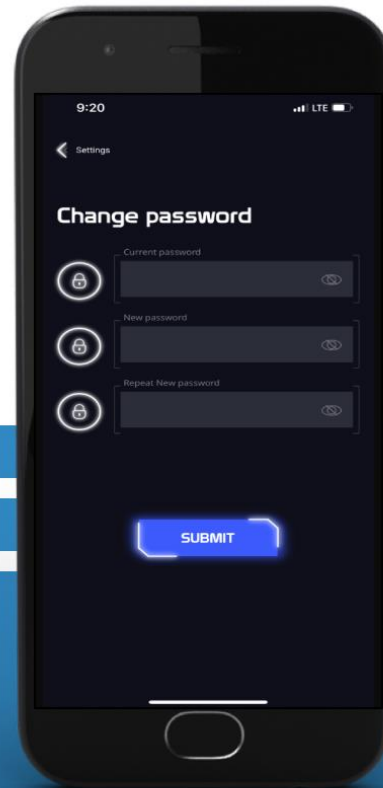
CHANGE PASSWORD

LOG OUT

P. 2.2(2)

LobiBox

Settings | Change Password

1

Current Password: Enter current password.

New Password: Enter new password.

Repeat New Password: Confirm new password.
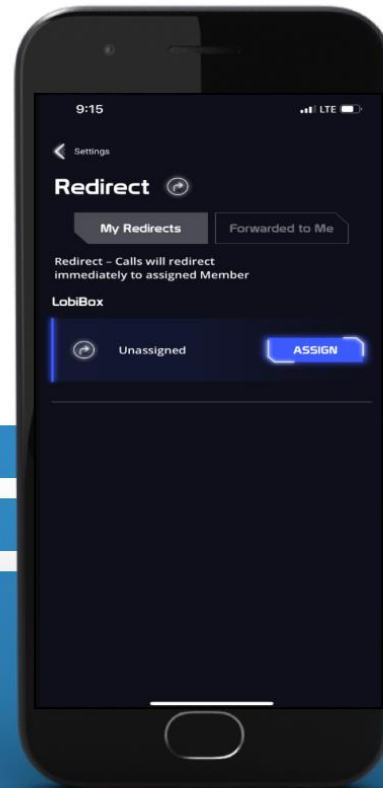
2

Click **Submit**.

9:20   LTE

Settings

Change password

Current password

New password

Repeat New password

SUBMIT

Redirect Calls

LobiBox

Redirect Calls | My Redirects

1

My Redirects: Your visitor unit calls will immediately be forwarded to assigned member.
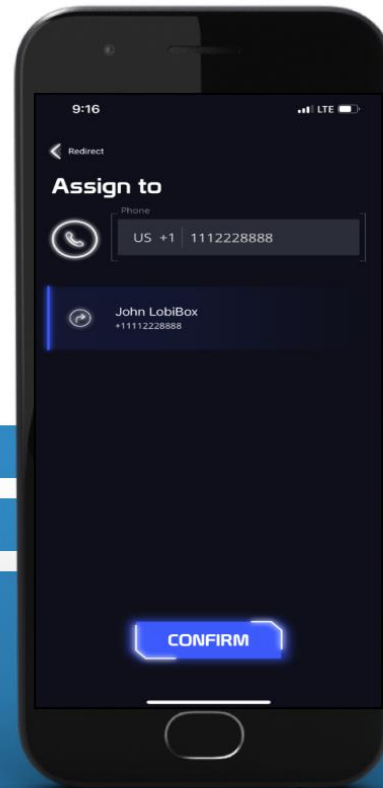
2

Click **Assign**.

LobiBox

Redirect Calls | Assign to

1

Assign to: Enter phone number of the member you wish to receive your visitor unit calls.
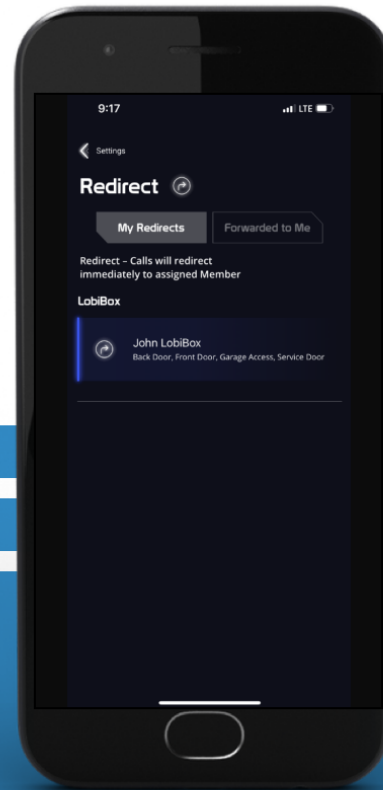

2

Click **Confirm**.

Redirect Calls | Assigned

1

**Assigned:** The member has been assigned to receive your visitor unit calls.

2

Visitor Unit: Below the member's name are the visitor units that will redirect your calls.

9:17   LTE

‹ Settings

Redirect ⊘

| My Redirects | Forwarded to Me |

Redirect – Calls will redirect immediately to assigned Member

LobiBox

⊘   John LobiBox
    Back Door, Front Door, Garage Access, Service Door

LobiBox

Redirect Calls | Delete or Reassign Redirect

1

Delete Redirect: Slide left the assigned member.
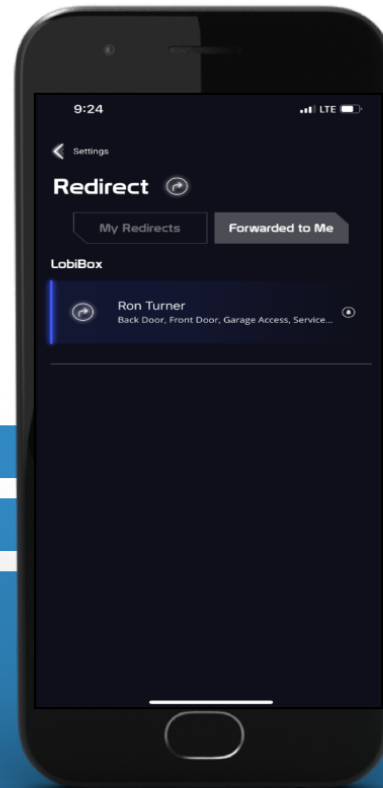Click **Remove**.
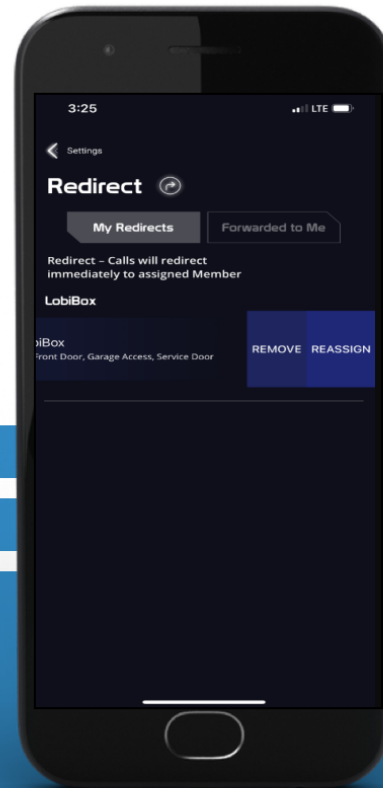
2

Reassign Redirect: Slide left the assigned member.
Click **Reassign**.

LobiBox

Redirect Calls | Forwarded to Me

1

**Forwarded to Me:** Display list of all members that have redirected their visitor unit calls to you.

2

Ex: When the member (Ron Turner) is called through the visitor units, the calls will go to the current member.

9:24   LTE

‹ Settings

Redirect ⟳

My Redirects | Forwarded to Me

LobiBox

Ron Turner
Back Door, Front Door, Garage Access, Service...

LobiBox

Redirect Calls | Delete Forwarded to Me

1

Delete Forwarded to Me: Slide left the assigned member.

2

Click **Remove**.

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Rollover Calls

LobiBox
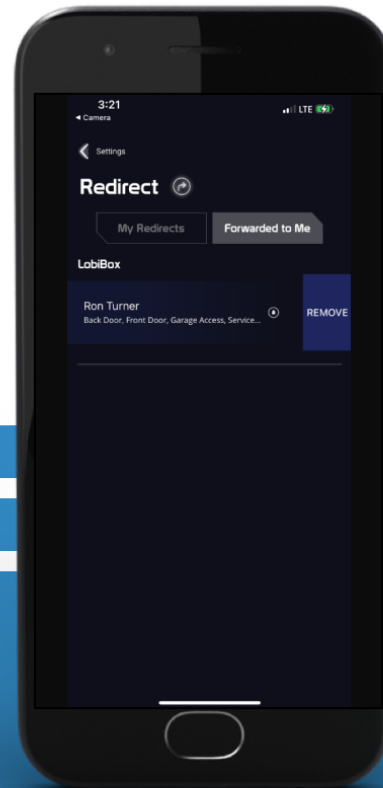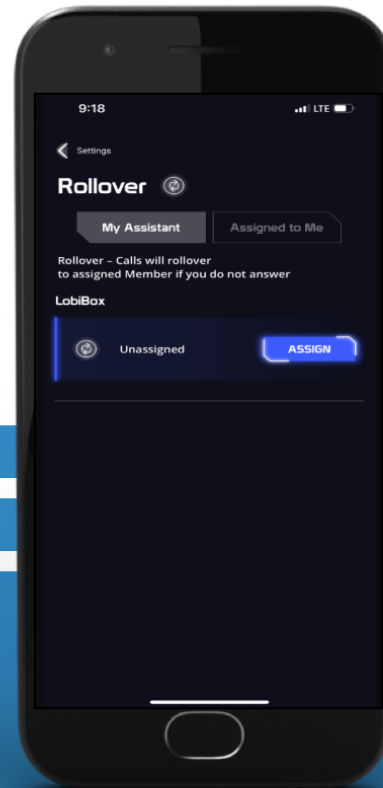
Rollover Calls | My Assistant

1

My Assistant: Your visitor unit calls will rollover to assigned member if you do not answer within 35 seconds.
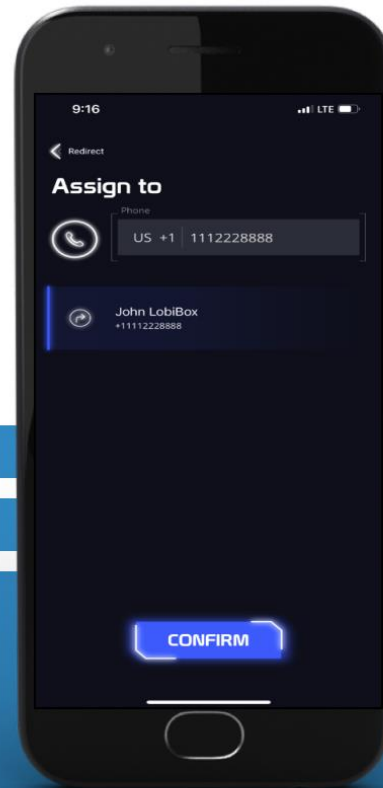
2

Click **Assign**.

Rollover Calls | Assign to

1

Assign to: Enter phone number of the member you wish to receive your visitor unit calls when you do not answer.
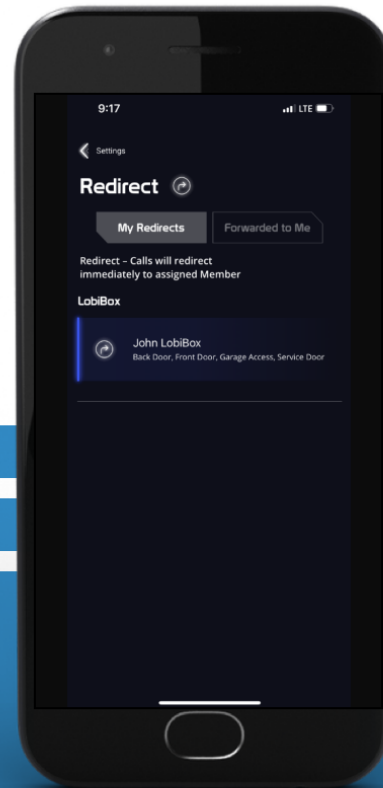
2

Click **Confirm**.

Rollover Calls | Assigned

1

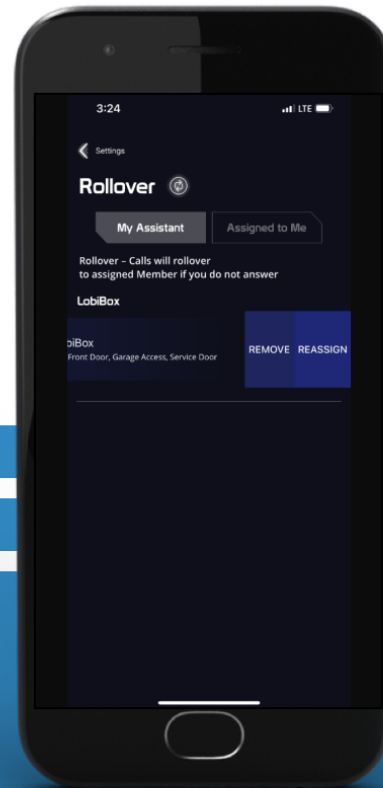**Assigned:** The member has been assigned to receive your visitor unit calls if you do not answer.

2

Visitor Unit: Below the member's name are the visitor units that will rollover your calls.

LobiBox

Rollover Calls | Delete or Reassign Rollover

1

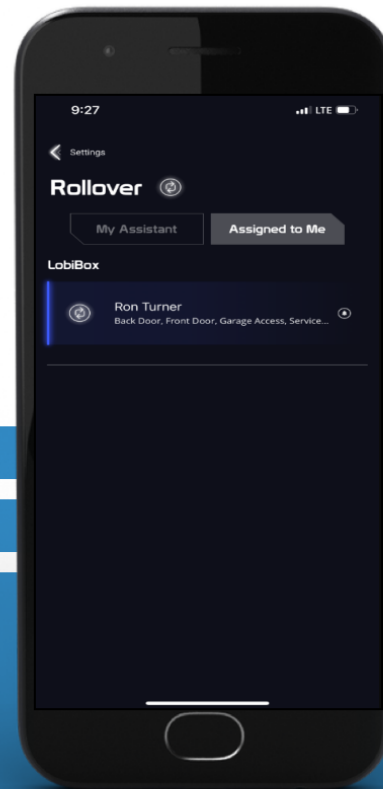**Delete Rollover:** Slide left the assigned member. Click **Remove**.

2

Reassign Rollover: Slide left the assigned member. Click **Reassign**.

LobiBox

Rollover Calls | Assigned to Me

1

Assigned to Me: Display list of all members that will have their visitor unit calls rollover to you if they do not answer.
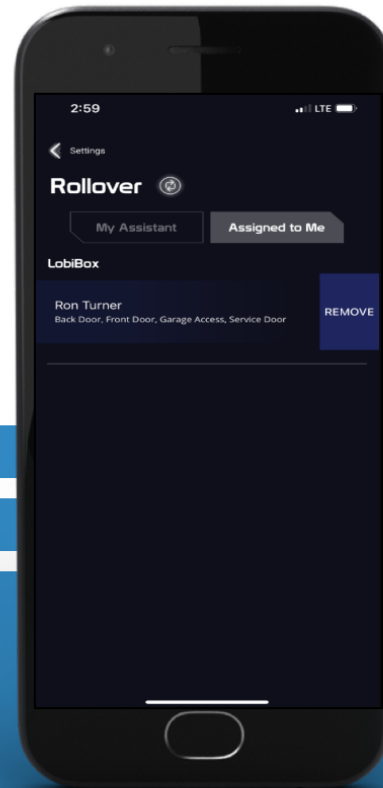

2

Ex: If the below member (Ron Turner) does not answer the visitor unit call, it will rollover to the current member.

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Rollover Calls | Delete Assigned to Me

1

Delete Assigned to Me: Slide left the assigned member.

2

Click **Remove**.