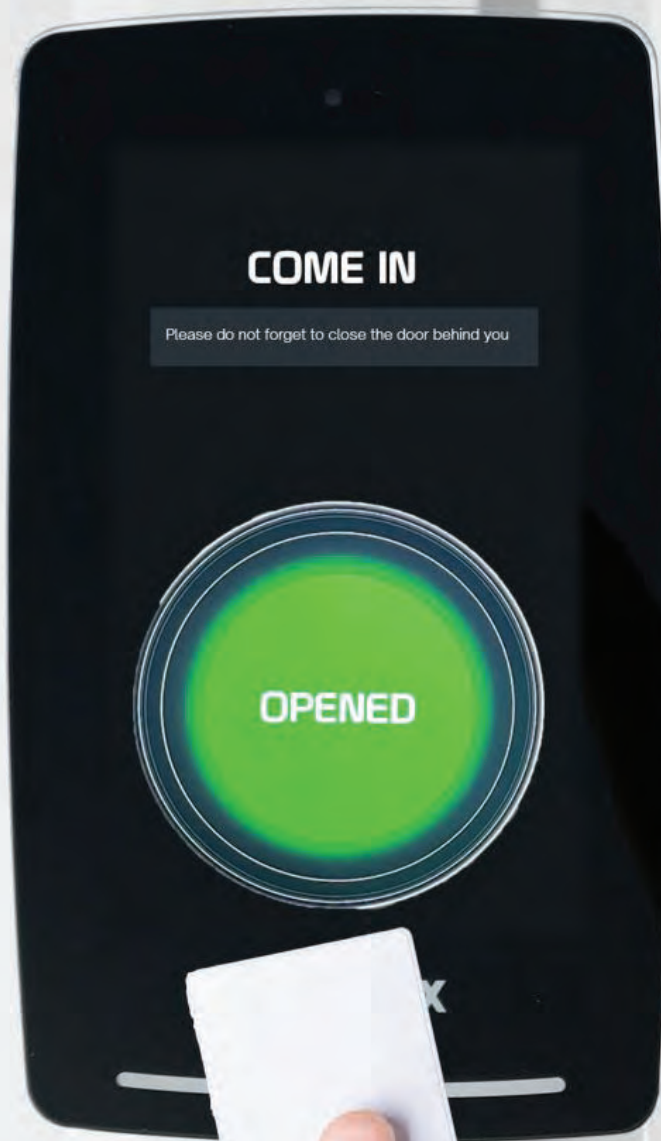


# LobiBox

LobiBox.com

# Visitor Unit Quickstart Guide




# Visitor Unit Quickstart Guide

SYSTEM ADMINISTRATION

## Bring Your Visitor Unit Online

### 1 Connect Ethernet & Power Cable to Visitor Unit:

- Press **Settings** icon  on Visitor Unit to Access Maintenance Screen.
  - Enter **Pin Code**: 123456
- Press **Sound Control** button.
  - Press **Check Speaker** and **Check Microphone** button (adjust settings as needed).
- Press Back arrow.
- Press **Set time zone** button (Choose a Time Zone).
- Press the **Back** arrow twice.

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

- Login with username and password.

### 3 Click Buildings from Navigation Menu:

- Click **+ Add Building** link or edit existing **Building**.
- Provide building name and address for location of Visitor Unit.
- Click **Save**.

## 4

### Click Visitor Units from Navigation Menu:

- Click Visitor Unit's **Name** to edit information.
- Select a **Building** from dropdown.
- Select a **Default Language** for Visitor Unit.
- Enter **Name** for Visitor Unit.
- Enter new (6) digit **Pin Code**.
- Enter **Visitor Unit Information Message** (Welcome to...)
- Do you want to enable the member list on the Visitor Unit?
  - Select **Yes** or **No**.
- Are you monitoring the door with a door controller?
  - Select **Yes** or **No**.
- Click **Save**.

SYSTEM ADMINISTRATION

## Setup Database

## 5

### Click Schedules from Navigation Menu:

- Click **+ Add Schedule** link or edit existing **Schedule**.
- Add **Name** of schedule (Ex. 0600-2200 Accountin, Staff, etc....).
- Complete schedule form.
- Click **Save**.

## 6

### Click Access Levels from Navigation Menu:

- Click **+ Add Access Level** link or edit existing Access Level
- Complete Step 6A:
  - Add **Name** for Access Level (Ex: Accept Calls, IT Dept, HR, etc...).
  - Select **Is Active**.
  - Select **Is Default** to automatically assign to new members (optional).
  - Click **Save**.
- Complete Step 6B:
  - Select **Permissions**.
  - Assign **Visitor Unit** and **Schedule** to selected Permission.

# 7

## Click Members from Navigation Menu:

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

VISITOR UNIT WITHOUT LOBICOM

## Security

# 8

## Click Visitor Units from Navigation Menu:

- Click Visitor Unit's Name to edit information.
- 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

# 9

## Click Company Admins from Navigation Menu:

- Click **+ Add Admin** link.
- Enter **Email**.
- Enter **First and Last Name**.
- Enable **Security**:
  - The selected member can be a Primary Security **I Need Assistance** calls through LobiCom
- Enable **Full Access** (optional).
- Click **Save**.

**Note:** All Administrators can answer **I Need Assistance** calls through LobiCom.

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**.
  - \*The selected member can be a Primary Security for **I Need Assistance** calls through LobiCom
- ◉ Enable **Full Access** (optional).
- ◉ Click **Save**.

**Note:** All Administrators can answer “**I Need Assistance**” calls through LobiCom

SYSTEM SUPPORT

## Video Tutorials

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

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