



QUICKLY SCHEDULE YOUR VISITORS USING THE TEKCONTROL MOBILE APP

SCHEDULING VISITORS

1. Schedule visitors by using the "Add New Visitors" button
 - a. Add Visitors First/Last Name
 - b. Add Company Name (if applicable)
 - c. Select Visitor Type
 - d. Scheduled Date
 - e. Expiration Date

VISITOR E-PASS

1. Send your visitor a mobile E-Pass by selecting, "Save & Send E-Pass" after entering visitor details
 - a. Select Pass Tyle
 - b. Select Pass Duration
 - c. Enter Visitor Email Address (if you wish to send E-Pass via email)
 - d. Enter Visitor Phone Number (if you wish to send E-Pass via SMS)
 - e. Select "Confirm" to send

NOTIFICATIONS

1. Select "Settings" from the menu to enable visitor arrival notifications
 - a. To enable notificaiton, simply turn on or off the button that corresponds with the desired notification
 - b. SMS notificaions will be sent to the numbers listed in your profile that have the notify option enabled

USER PROFILE

1. Select "Settings" from the menu to edit profile settings
 - a. To edit information, select the corresponding field
 - b. Once changes have been made, select "Update" to save information

App Name: TEKControl Visitor Management

iOS: <https://itunes.apple.com/us/app/tekcontrol-visitor-management/id1231085062?mt=8>

Android: <https://play.google.com/store/apps/details?id=com.tekwavesolutions.host>



Using the TEKControl mobile app, residents are able to quickly schedule their visitors from their mobile phone. Visitors are instantly visible by the officers giving the officers more time to focus on community security.



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