Download and Install AirAllow

Search for **AirAllow** or click the link:

Download and install the AirAllow app from the Google play or the Apple app store.
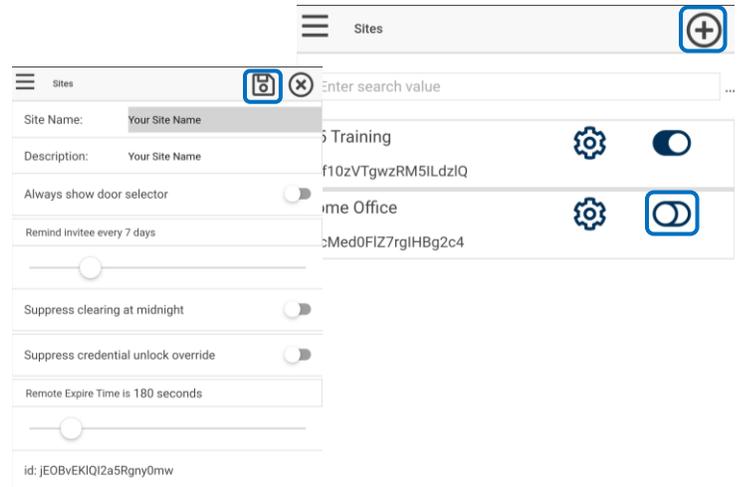
Add a New Customer Site

Sites are a way to group SGS controlled doors, users, and access rights into a cohesive system.

1. Press ☰ then **Login** with your partner account

2. Select **Sites**, then ⊕ to add a new site

3. Customize the info and press 💾 to save

To work on the new site, you must switch sites

4. Select the toggle next to the newly created site

Now that you are in the newly created site, all user, door, schedule and holidays will apply to that site Site level must be set from the AirAllow Portal in the sites menu

Add or Delete Door Access Passcodes

Door access passcodes allow users entry to a door. The passcodes can be managed from any phone using a supplied SGS admin access code

5. Press ☰ then **Passcode Management**
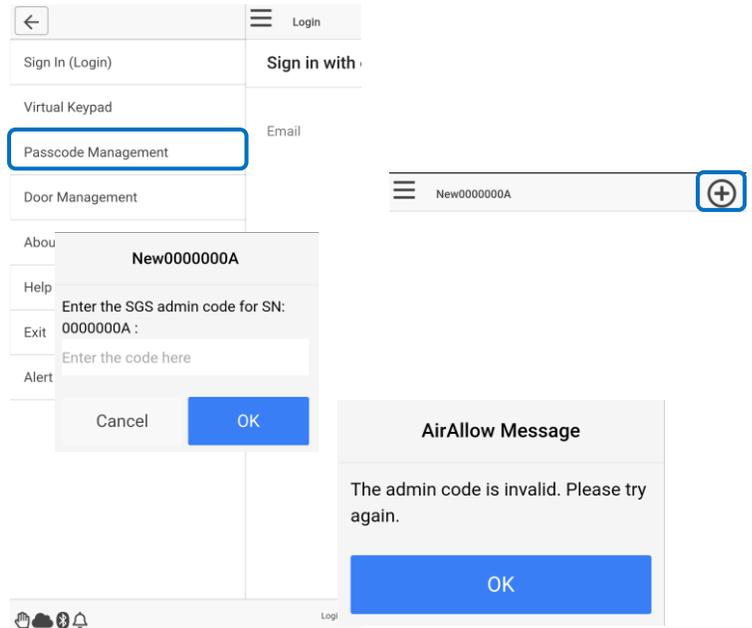6. When prompted, enter the **SGS Admin Code**

The app displays a list of active passcodes

7. Press ⊕ to add a new passcode

8. Then press 💾 to save the passcode

9. Press 🗑 to delete an active passcode

The active door name is displayed at the top of the keypad.

For the free version of the app, the phone must be within range of the SGS door to manage the configuration[1].

This code can be retrieved or reset by contacting AirAllow support. **https://airallow.zendesk.com/hc/en-us**

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[1] AirAllow Pro version supports remote door management.

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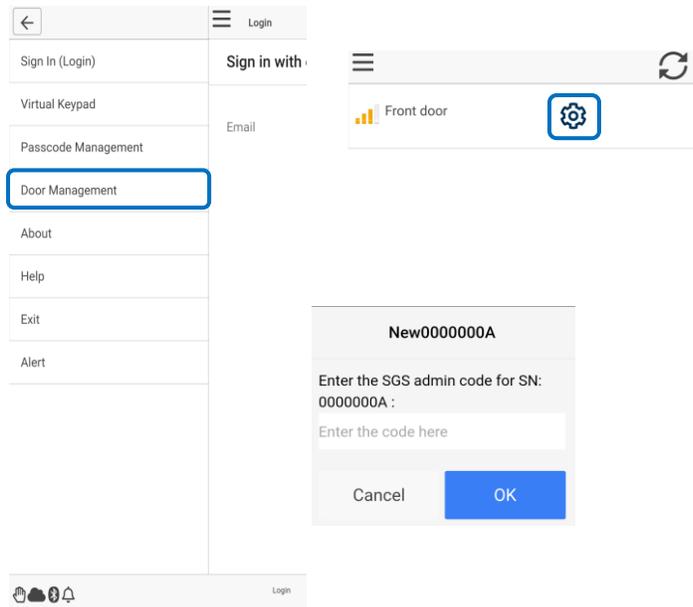Download and install the AirAllow app from google play or apple app store.

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Change the Display Title & Unlock Duration

The door title displayed to the user is customizable for a smoother entry experience. The amount of time the door stays unlocked is customizable from 0.1 to 30 seconds.

1. Press ☰ then **Door Management**

The app displays a list of active in-range doors

2. Press ⚙ to administer the door

3. When prompted, enter the **SGS Admin Code**

4. Enter the **Door Title**, press 💾 to save

5. Press ⟳ to force sync the changes to the SGS

Use the Virtual Keypad to Unlock

Door access passcodes allow users entry to a door. Key in your access code on the virtual keypad to unlock.

1. Enter your passcode on the keypad
   The system indicates access is granted

The app indicates invalid passcodes

The phone must be within range of the door as indicated at the top of the keypad screen.