

## ADDING AN EXISTING CLIENT (AS ADMIN)

## **Card Client**

	Clients +
	CURRENT LOCK
	CARD KEY FOB 1
	CARD KEY FOB 2
	CARD KEY FOB 3
	CARD KEY FOB 4
0	) <b>***</b> (\$ <sup>400</sup> #*

1. On K3 app Clients page, tap + sign on the upper right corner.

<	Add Client	>
Туре		Phone >
Client En	nail:	
Email		
	Choose Known Clie	ent
		407 407

2. Tap dropdown for Type of client.

<	Add Client	>
Туре		Phone >
с	<b>Type</b> Choose a client type	
E	Phone	_
	Card	
	Code	100
	Varicode	
	Cancel	
ß	<b>:#:</b> @ <sup>(</sup>	407) ද <u>ි</u> දි
Lacks	Clients Notification	s Settings

3. Tap Card



4. Tap Choose Known Card

<	Choose Known Card
Gei	ne
CU2	2006
KE	Y FOB 1
CS2	190
KE	Y FOB 2
CQE	6774
KE	Y FOB 3
CH7	7510
KE	Y FOB 4
CZ3	3117
key	fob1
	· · · · · · · · · · · · · · · · · · ·
	Clients Notifications Settings

 This will show you all the card clients in alphabetical order. Tap the name of the card/key fob you want to add to the new lock.



 Choose the name of the lock where you want to add the card/ key fob.



C Add Card	
Card Name	KEY FOB 1
Lock Name	NEW LOCK
Access Right	All Time >

7. Set the access rights of the card/key fob, then tap on Add.

< Add Card	d Client
Card Name	KEY FOB 2
Lock Name	NEW LOCK
Access Right	All Time >
Require Syncing Please synchronize with the lock to complete the process OK	

 At this point the settings are already changed within the app but needs to sync with the lock for the changes to take effect. If adding more clients, repeat from step 1. You can sync after all the clients have been added.

	Clients +
	CURRENT LOCK
	(ARD) KEY FOB 4
Californi	NEW LOCK
	KEY FOB 1
	CARD KEY FOB 2
	s <b>Clients</b> Notifications Settings

 The lock name and new client/s name will be in red text before the admin phone syncs with the new lock.



10. Once the admin phone syncs with the new lock, the the name of the lock and the new client/s will revert back to black text. This means that the new clients have been successfully added to the new lock and now has access to it.