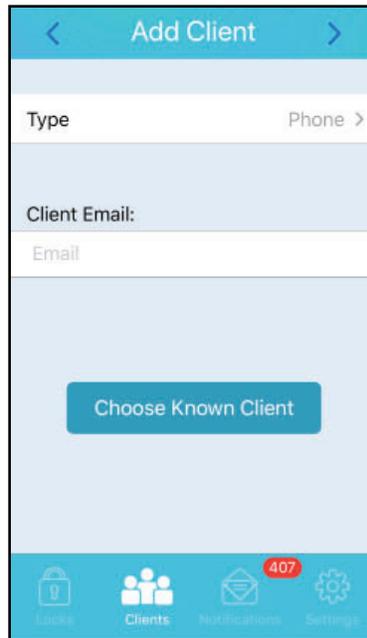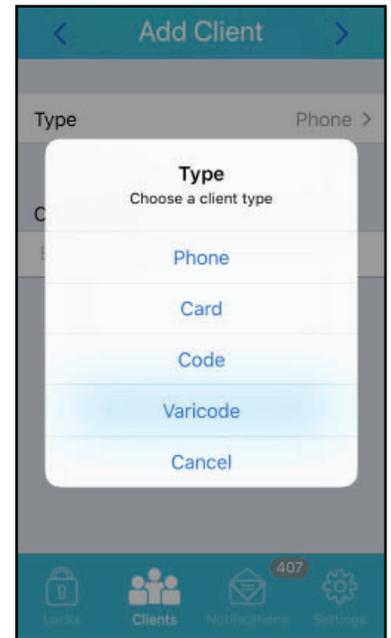# ADDING AN EXISTING CLIENT (AS ADMIN)
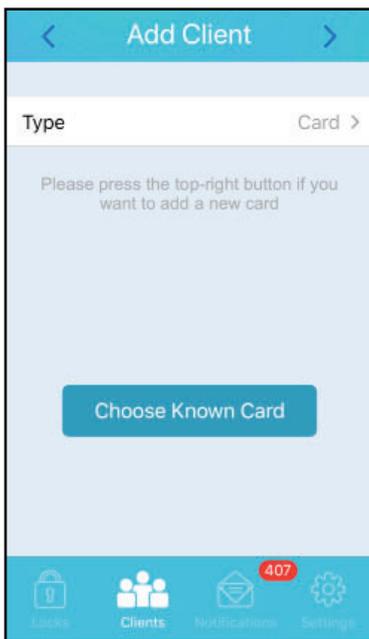
Card Client

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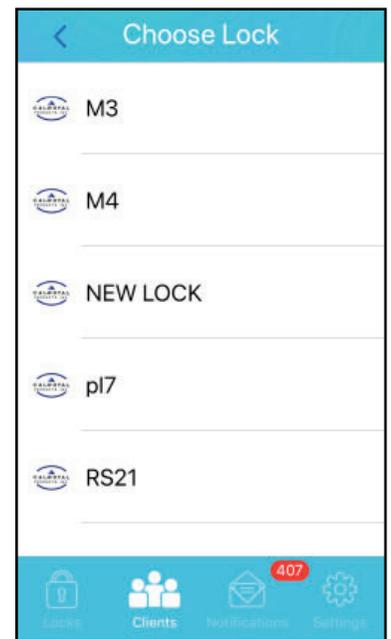

2. Tap dropdown for Type of client.
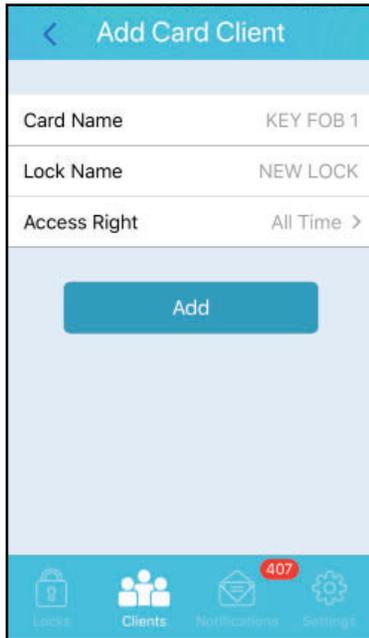

3. Tap **Card**
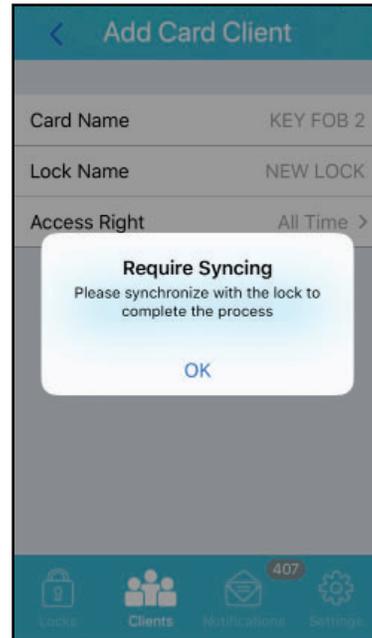

4. Tap **Choose Known Card**

5. 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.


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

Add Card Client

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

Add

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

Add Card 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

8. 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

CARD KEY FOB 4

NEW LOCK

CARD KEY FOB 1

CARD KEY FOB 2
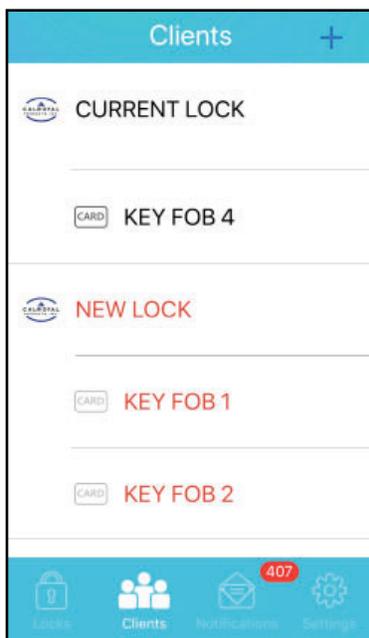
9. The lock name and new client/s name will be in red text before the admin phone syncs with the new lock.

Clients +

CURRENT LOCK

CARD KEY FOB 3

CARD KEY FOB 4

NEW LOCK

CARD KEY FOB 1

CARD KEY FOB 2

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.