

AC SERIES

AC Key Visitor Pass Guide



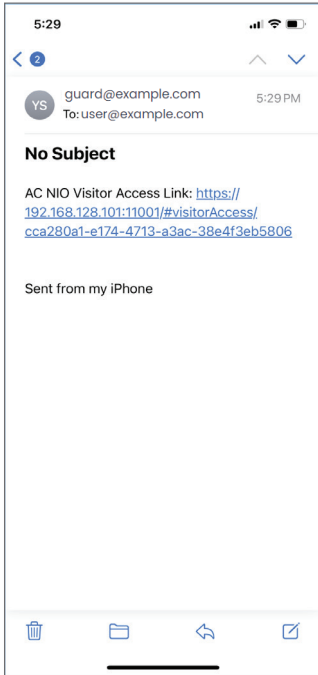
Introduction

AC Key is a mobile app that allows users to issue temporary passes for visitors. This guide is for Visitor Pass recipients, explaining how to access and use the pass.

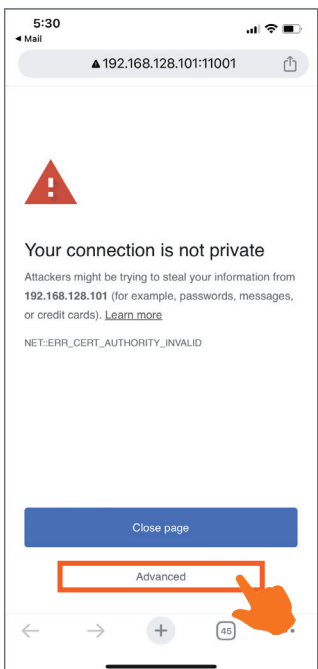
It is not necessary for visitors to install AC Key to use a Visitor Pass. Visitor Passes are a web-based app that can be used on smartphones, tablets, and PCs. For simplicity, the term mobile device is used going forward.

Receiving a Visitor Pass

AC Key can send Visitor Passes by email, text message, or any other messaging app. The message will describe the pass as an "AC NIO Visitor Access Link." Tap it to accept the pass, which will open in the mobile device's web browser.

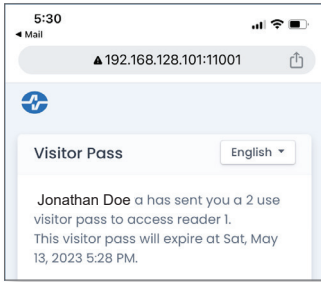


An error message may appear warning that the connection is not private or secure. There will be an option to proceed, with the specific prompt depending on the browser. Tap the prompt to proceed to the next page, which will display the Visitor Pass.

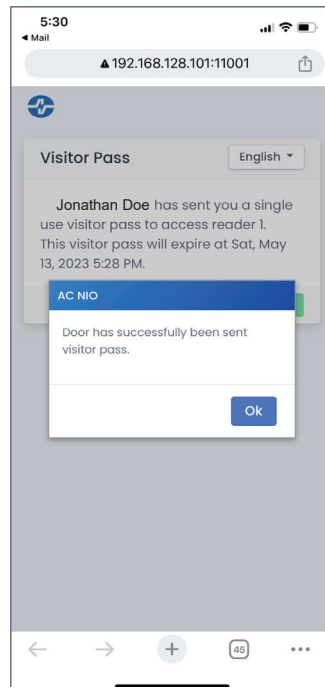
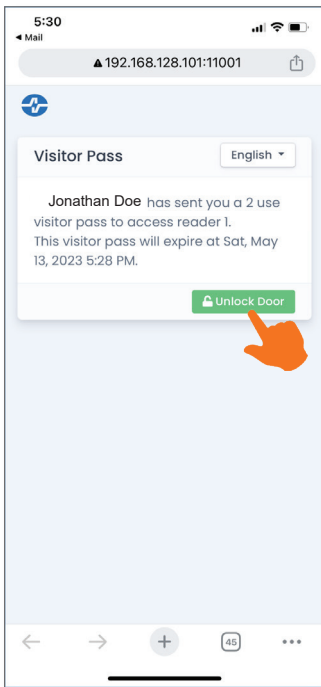


Receiving a Visitor Pass (*continued*)

The Visitor Pass page will display the name of the person who issued the pass, an option to change the display language, and describes the parameters of the Visitor Pass. Visitor Passes always have a start and end date, as well as the number of uses before they expire.



In order to use the Visitor Pass, tap **Unlock Door**. A message will appear indicating that the door release request has been sent. If the door does not unlock, contact the issuer of the Visitor Pass.



Once all uses of the Visitor Pass have been exhausted or the time has run out, an expiration message will be displayed if the same Access Link is used again. Contact the issuer of the original link if a new Visitor Pass is needed.

