

How to setup Bluetooth Guest Keys with KASaccess

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Introduction:

Guest Keys (Pin Codes or RFID Cards) when created have a Bluetooth key/s associated by default. This is applied through the Unique Identifier section for new Guests, or if a Unique Identifier already exists please choose Select Key User on the Add Keys page for new guests. The Unique Identifier needs to have no spaces. ie - JohnJones, NOT John Jones or Fred Smith, the Identifier would be FredSmith. The unique identifier can be whatever you like. (No two people can have the same identifier)

Requirement:

The Unique Identifier needs to have no spaces. ie - JohnJones, NOT John Jones or Fred Smith, the Identifier would be FredSmith. The unique identifier can be whatever you like. (No two people can have the same identifier.)

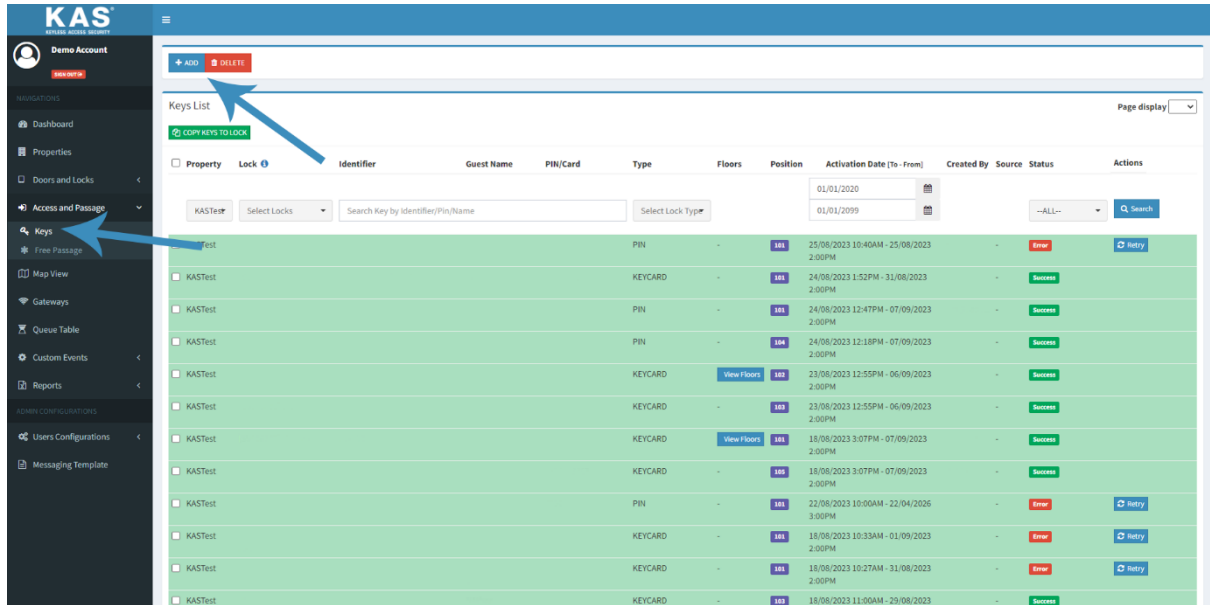
Added Features if Using a Unique Identifier:

- With an email address - This will email the Guest with the details on their stay like Pin Code, Room number/Room title, Bluetooth Key instructions.
- A mobile number - This will SMS the Guest with their details on their stay like Pin Code, Room number/Room title, Bluetooth Key instructions.

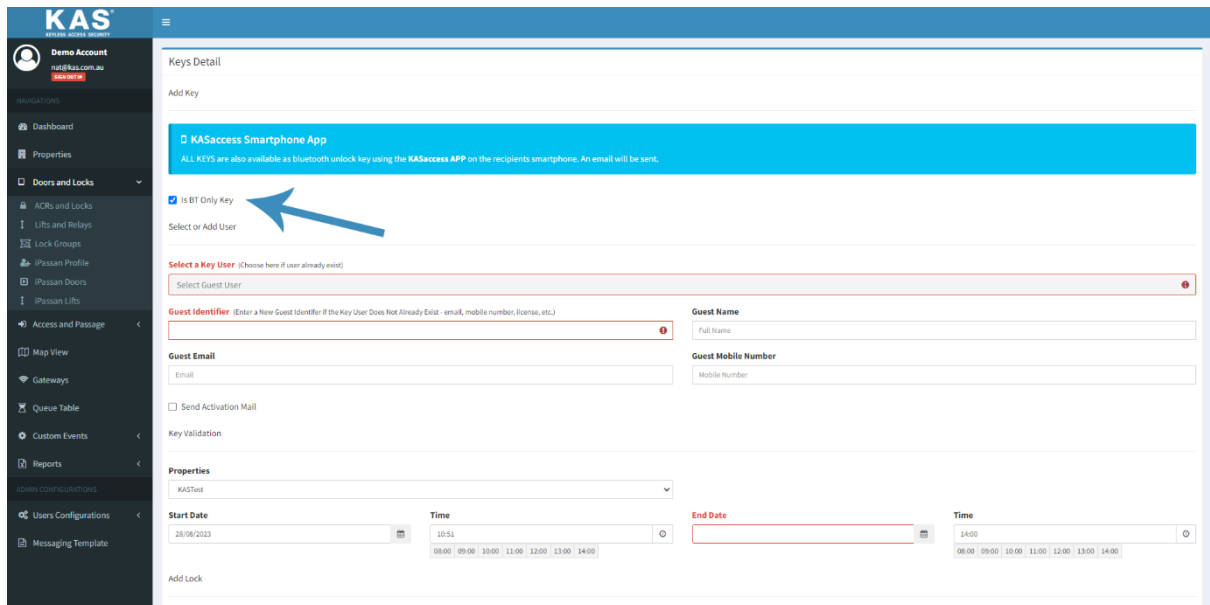
Adding Keys

(All Keys have when created a Bluetooth key/s associated by default)

1. Click "Keys" Under "Access and Passage" then "ADD".



2. Select Key Type PIN or RFID Card or 'Is BT Only Key'



3. Add Guest details -

- If the Guest is Existing, please select their name from the 'Select a Key User' section or if New Guest Please enter a unique identifier for the Guest in the section - Guest Identifier

Keys Detail

Add Key

Is BT Only Key

KeyCard or FOB (RFID) number **Key Type** KEYCARD

Select or Add User

Select a Key User (Choose here if user already exist)

Select Guest User

Guest Identifier (Enter a New Guest Identifier if the Key User Does Not Already Exist - email, mobile number, license, etc.)

Guest Name Full Name

Guest Email Email

Guest Mobile Number Mobile Number

Send Activation Mail

Key Validation

Properties KASTest

Start Date 25/08/2023 **Time** 13:53 **End Date** **Time** 14:00

- Modify the Guests Keys Start Date-Time / End Date-Time and select the Property, if you have multiple Properties on your account.

 and the 'Time' is 14:00. There are also 'Add Lock' and 'Add Lock' sections with 'Select Lock(s) or Lift(s)' and 'Or select from Groups' fields. At the bottom, there are 'Save' and 'Cancel' buttons."/>

Full Name

Guest Email Email

Guest Mobile Number Mobile Number

Send Activation Mail

Key Validation

Properties KASTest

Start Date 25/08/2023 **Time** 14:34 **End Date** **Time** 14:00

Add Lock

Select Lock(s) or Lift(s)

Or select from Groups *ICRs will outpopulate Locks/Lifts field.

IPassan Access Profiles Configuration

No selected IPassan Access Profiles

Floors Select

No Lock(s) selected. Please select a Lock.

KASAccess | KAS Keyless Access Security kas.com.au | Download

- Select the Lock(s) or Lift(s) or Lock group from the there drop down you wish to assign to your Guest key.

The screenshot displays the KAS web interface for configuring a Guest key. The interface is divided into a left sidebar with navigation options and a main content area. The main content area includes fields for Guest Email, Guest Mobile Number, Key Validation, Properties, Start Date, Time, End Date, and a section for selecting Lock(s) or Lift(s) or Lock groups. The 'Select Lock(s) or Lift(s)' dropdown is highlighted with a red box. Below this, there are sections for IPassan Access Profiles Configuration and Floors Select. The footer of the page includes the text 'KASaccess | KAS Keyless Access Security' and 'kas.com.au | Download'.

[If you want instructions for the guest user to be able to access the Bluetooth Key via our App, click or tap here.](#)