

How To Generate and Use a Guest Pass Using the Android Summit Control App

1. Open the **Summit Control** app on your Android cell phone. Login.
2. On the initial (home) page, tap on the menu icon (3 lines) in the upper right. Select **Guest Pass** from the presented menu.
3. On the **Generate Guest Pass** page,
 - a. **Name:** Fill in the guest's name
 - b. **Phone Number:** Fill in the guest's phone number
 - c. **Access code.** The code shown will accompany the guest pass text message sent to the guest's phone number. It may be used in lieu of the QR code.
 - d. **Access Type** – select **Number of Uses** or **Date Range**.
 - i. **Number of Uses**
 1. **Time Restriction.** If you want to set start and end times the guest pass can be used, slide the ball to the right.
 - a. **Start Time** – click on the clock icon to set
 - b. **End Time** – click on the clock icon to set
 2. **Weekday Restriction.** If you want to limit the weekday(s) the guest pass can be used, slide the ball to the right.
 - a. **Select Days.** Tap on the day(s) you want the guest pass to be active.
 3. **Select Number of Uses.** Enter how many times the pass can be used.
 4. **Expiration Date** – click on the calendar icon to set
 - ii. **Date Range**
 1. **Time Restriction.** If you want to set start and end times the guest pass can be used, slide the ball to the right.
 - a. **Start Time** – click on the clock icon to set
 - b. **End Time** – click on the clock icon to set
 2. **Start Date** – click on the calendar icon to set
 3. **End Date** – click on the calendar icon to set
 - e. **Select Device Access**
 - i. **Main Entrance Gate** – to allow access here, change **None** to **Front Entrance Gate**
 - ii. **Hwy Entrance Gate** – to allow access here, change **None** to **Hwy Entrance Gate**
 - f. Click **Submit** at the bottom of the screen.

A text message will be sent to the **Phone Number** provided. It will be coming from phone number (972) 200-9346 – check the Messages spam if it does not show up in the Messages list. It will look similar to this:

(972) 200-9346
Guest Pass for Sierra
Summit Control

Select Guest Pass or
press #9, then scan.

Code: xxxx

Available: (from date) to (to date)

[QR code]

When arriving at Glacier Hills, the guest should open that text message. To use the QR code, tap on it to enlarge, then hold the cell phone 6" to 12" from the camera (at top middle of call box) until the gate opens. Alternatively, the code provided in the text message can be entered using either the Keypad on the LCD screen (tap on Keypad, then tap in the 4 digit access code) or the mechanical key pad on the lower right to enter in the 4 digit access code.