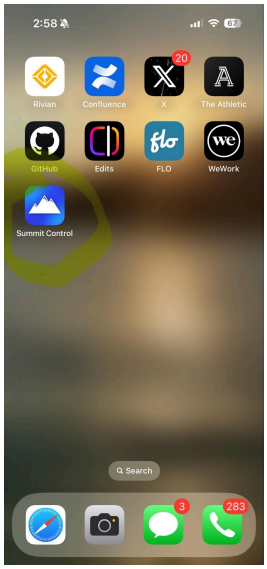
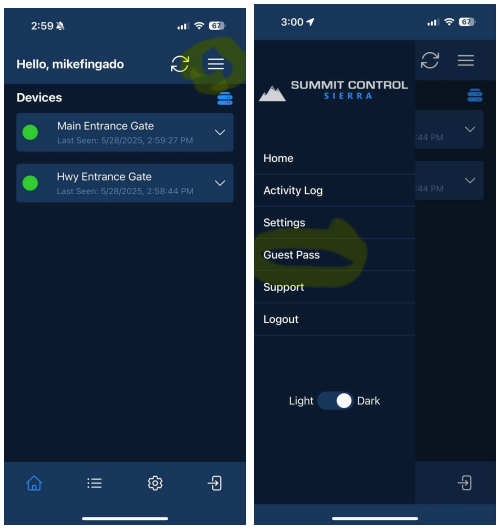
How To Generate and Use a Guest Pass Using the iOS (iPhone) Summit Control App

1. Open the Summit Control app on your iPhone. Then Login using your username and password if you are not logged in already.



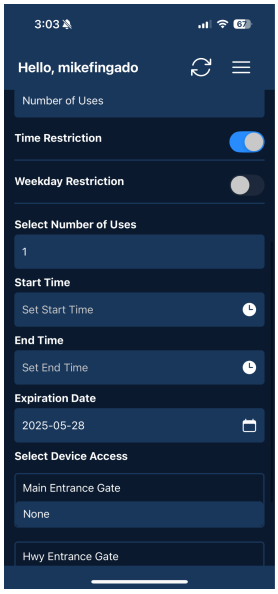
2. On the initial (home) page, tap on the menu icon (3 lines |||) in the UPPER RIGHT corner. Select Guest Pass from the presented menu (4th option down).



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

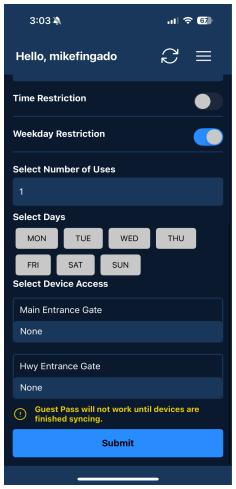
c. **Access code**: The code shown will accompany the guest pass text message sent (you can set a custom code for your guest or keep the default 4 number access code shown)
to the guest's phone number. It may be used in lieu of the QR code.
d. **Access Type** – select Number of Uses or Date Range.
e. If the ***Number of Uses*** is chosen you can then set a *Time Restriction*.
f. 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
c. Expiration Date – click on the calendar icon to set

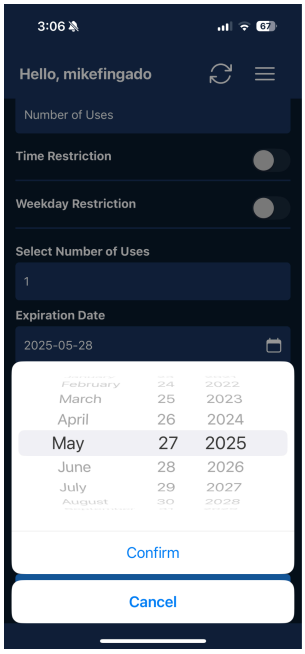


3. **Weekday Restriction**. If you want to limit the weekday(s) the guest pass can be used, slide the ball to the right.

a. Select Number of Uses. Enter how many times the pass can be used.
b. Select Days (e.g. Mon, Tues, etc.) Tap on the day(s) you want the guest pass to be active.



4. **Expiration Date** – click on the calendar icon to set, scroll to the date and year. Then clock confirm.



5. 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 at the bottom of the screen.

Click Submit button (found at bottom) to set your settings for this guest.

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.