# GBF SentryLink Smart Intercom For Multi Tenants

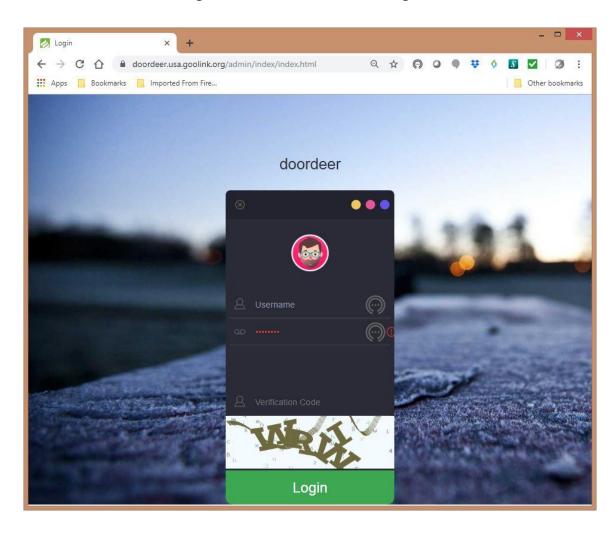
**USER MANUAL** 





#### Administrator/Property Manager Login Account:

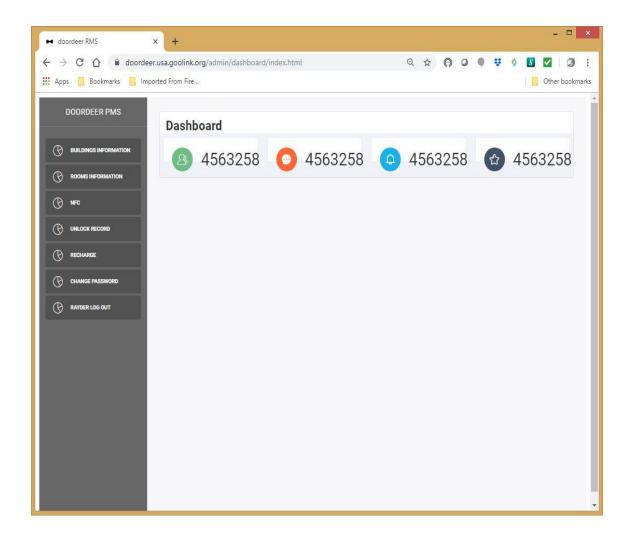
Initially, please supply the GBF support team at *info@gbfelectronics.com* with the name and email address that will be used for the system administrator/property manager login. After receiving an e-mail confirmation from the GBF support team, you may log in to the webpage at <a href="https://doordeer.usa.goolink.org/admin/index/index.html">https://doordeer.usa.goolink.org/admin/index/index.html</a> from which you will be able to add and manage all tenant and building information.



### Property Manager Web Interface:

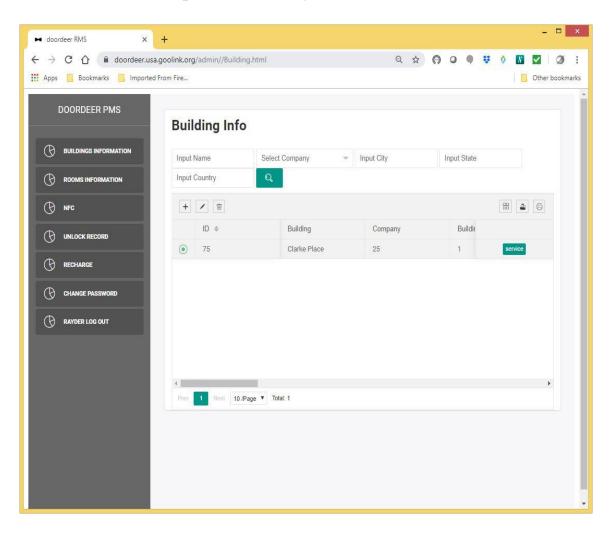
There are five main sections in the Property manager account:

- **Building Information**--- Contains the building information details: address, property manager phone, etc.
- Room Information--- Includes all tenant information such as name, email, phone number, directory display name, etc.
- NFC--- RFID keycard or keyfob management.
- Unlock Record--- Event log showing all call and unlock events
- **Change Password**--- Administrators/property managers can revise the webpage login password. The factory default password for the account is: 999999.



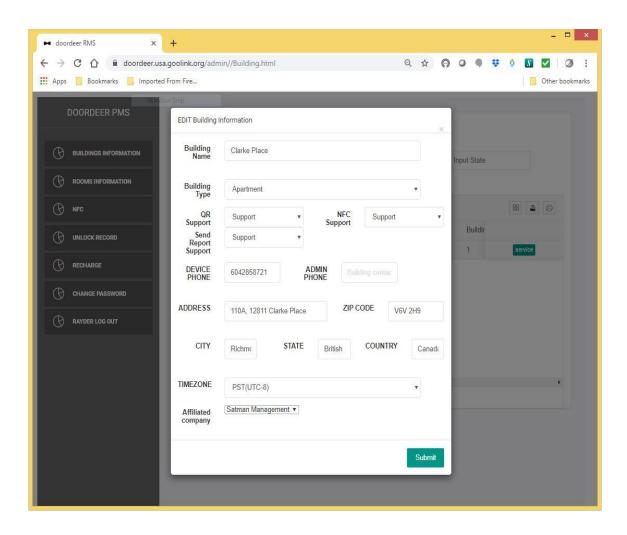
### **Building Information Page:**

This section shows a summary list of all buildings linked to the administrator/property manager account. The list can be filtered by building, unit number, phone number, and email address. Full or filtered lists can be exported in a .csv or .xls file format, or printed directly.



# Edit Building Information Page:

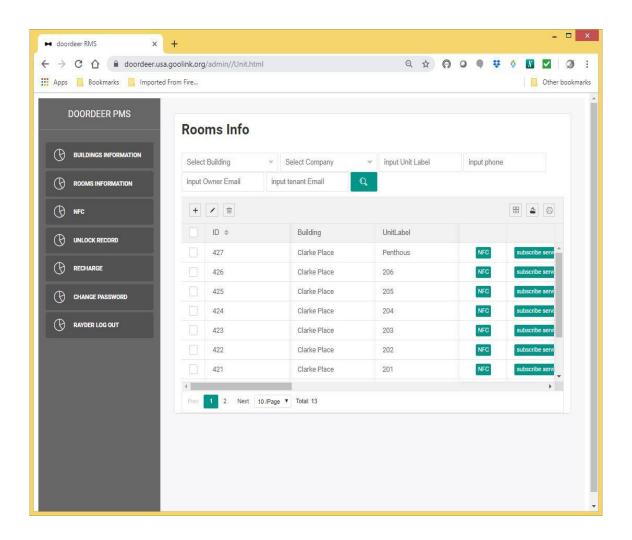
In this section, the administrator/property manager can edit the building name, building address, and building manager contact information. System wide NFC support can be enabled or disabled in this section.



#### Room Information Page: (Tenant directory)

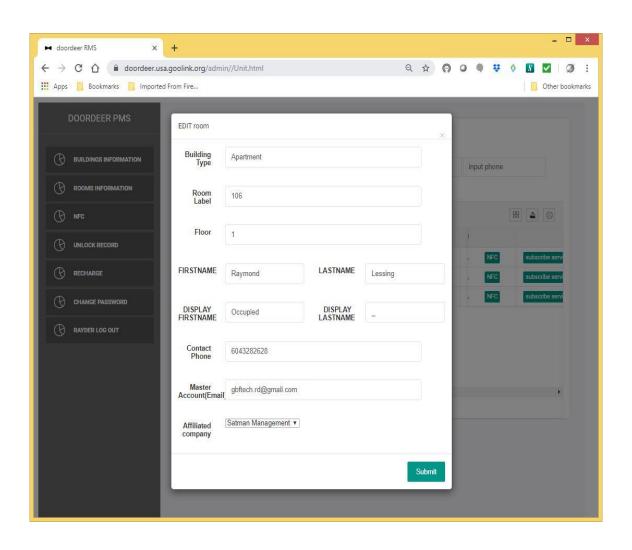
This section shows a summary list of all rooms in all buildings linked to the administrator/property manager account. Click the 'Add' icon to add a new room entry. Select an entry first if you wish to edit or delete a line entry. NFC keyfob/keycard serial numbers can also be configured to a room directly from this screen. The list can be filtered by building, unit number, phone number, and email address. Full or filtered lists can be exported in a .csv or .xls file format, or printed directly.

**Note:** A system generated virtual room called "Admin" with room number "0" is automatically generated during the initial configuration, and will not show in the outdoor station directory or require a cloud fee. It should not be deleted as it will be used in the future for generating PIN codes and NFC tags for personnel requiring regular access to the building (e.g. mail carrier, maintenance staff, etc).



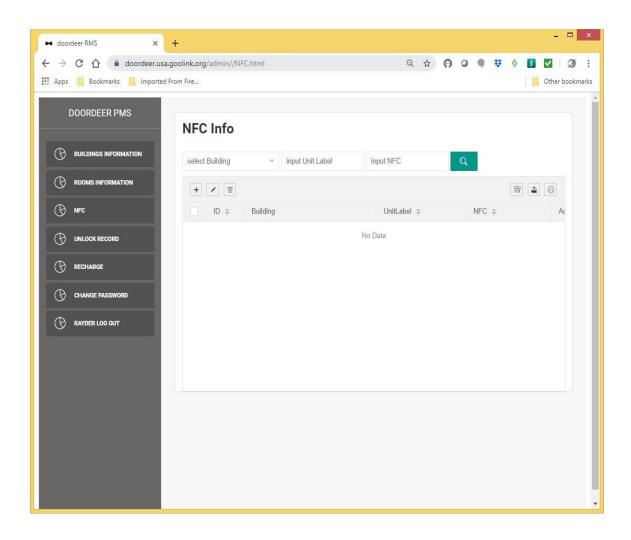
### Edit Room Information Page:

In this section, administrators/property managers can create master tenant accounts and suite numbers stored to the cloud database, forming the directory on the outdoor station. Each tenant will use their email address as the username for their account, which they will also use to log in to their APP to access the intercom system. Optionally, after creating and submitting the master account/suite, you may return to edit the name that will be displayed on the outdoor station. Once the entry is submitted, it is pushed to the outdoor station by the servers, which may take up to 10 minutes.



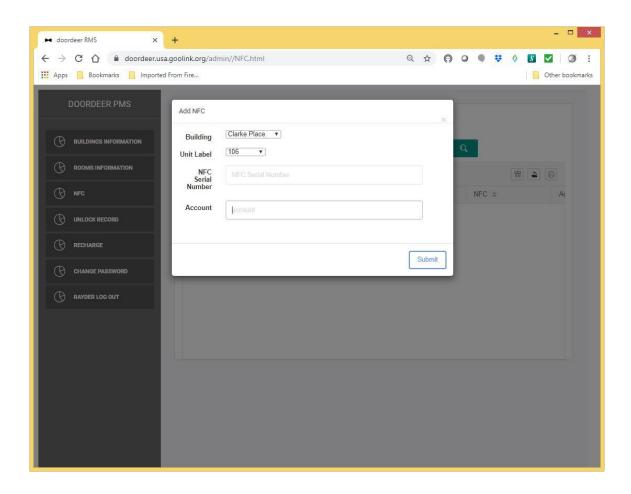
### NFC Page:

This section shows a summary of all RFID access keycards or keyfobs for all buildings managed by this administrator/property manager account. The list can be filtered by building, unit number, and NFC serial number. Click the 'Add' icon to add a new RFID entry. Select an entry first if you wish to edit or delete a line entry. Full or filtered lists can be exported in a .csv or .xls file format, or printed directly.



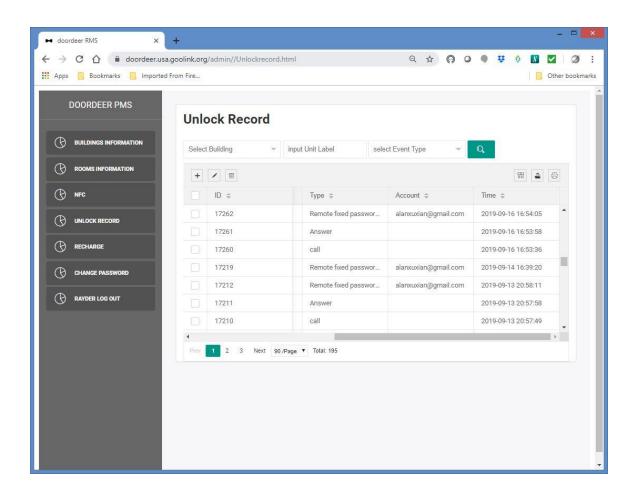
### Add/Edit NFC Info Page:

In this Section, administrators/property managers can add RFID keycard or keyfob access by entering the serial number of the RFID tag, and assigning each to a unit number. Any number of RFID tags can be assigned to an individual suite. Once the entry is submitted, it is pushed to the outdoor station by the servers, which may take up to 10 minutes.



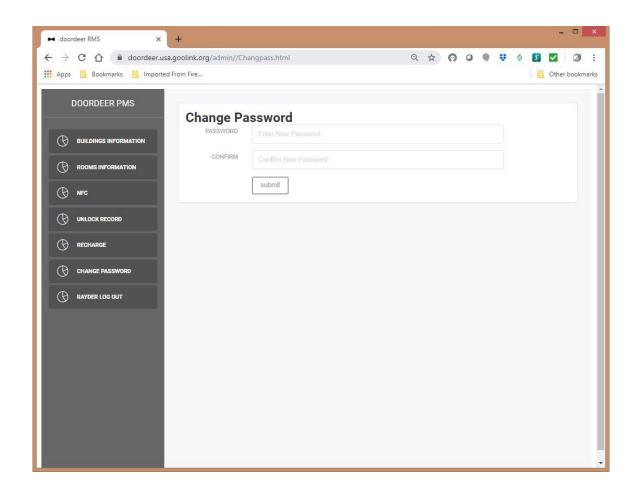
## Unlock Record (Event Log) Page:

In this section, administrators/property managers can recall daily SentryLink event history, including time-stamped unlock events and answered/missed calls. The results can be filtered by building, unit number, and any one of six event types; Call, Answer, Virtual key unlock, manual unlock (master account PIN entered at door station), remote fixed password unlock (unlock using the app), and NFC. Full or filtered lists can be exported in a .csv or .xls file format, or printed directly.



### Change Password Page:

In this section, the administrator/property manager can change their login password for their account. The factory default password for the account is: 999999.



If you have any questions, please directly contact GBF customer support:

#### **GBF** Customer Support Contact:



Phone: 1-604-278 6896 or 1-604-285 8721

Email: info@gbfelectronics.com

**URL:** www.gbfelectronics.com



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