

APP-LESS ACCESS

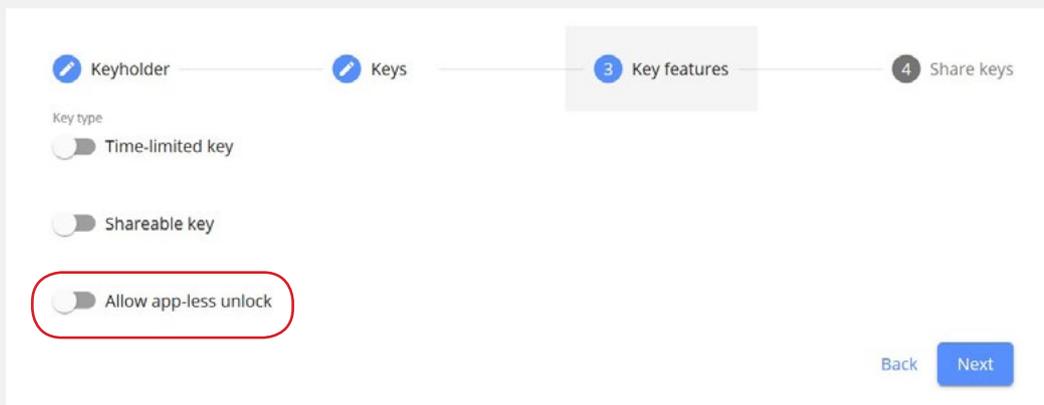
INSTRUCTIONS FOR SHARING

What is App-less Access?

App-less Access is a new Dashboard feature that lets you share digital keys with users and allows them to unlock doors without installing the Klevio app. The feature is **time-limited to 15 minutes after the first unlock** and users can only open an App-less Access-enabled door up to **five times** during this period. After that, they'll need to install the Klevio app before they can use their digital keys for the same door again.

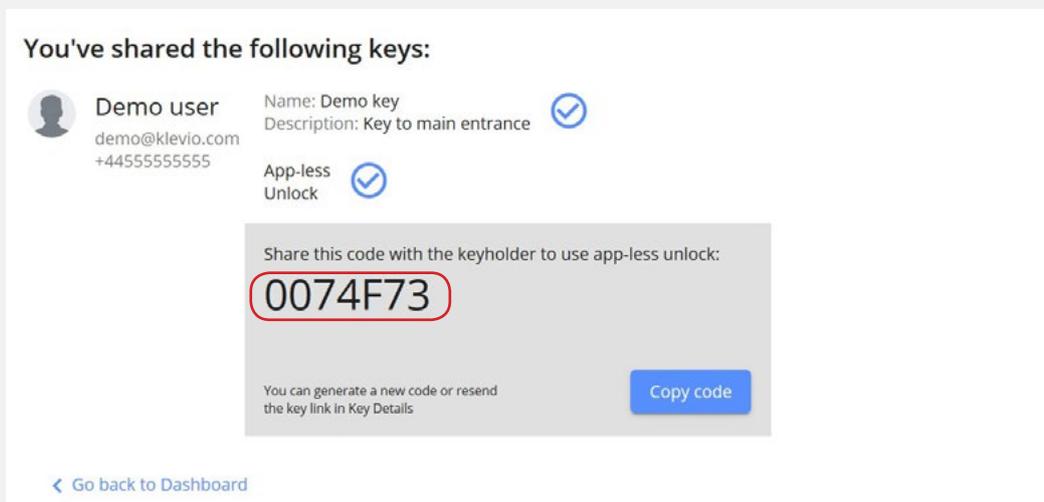
SHARE How do I share digital keys with App-less Access?

1 When sharing keys through your Dashboard, you'll see the App-less Access feature available for selection in the 'Key features' tab.



The Key features tab of the Klevio Dashboard

2 After sharing the key, a 7-digit code is shown on your dashboard. **You need to share this code with the person you've shared the key with in order for them to use App-less Access.**



A 7-digit code is shown after you've successfully shared your keys



USE

How do users use App-less Access?

The user will receive an email from Klevio containing a **unique link**. After clicking on this link, they'll be asked to **enter the 7-digit Access Code** which you shared with them.

Depending on the specific technology of the door (electric strike or Nuki), the user will see either an "Open" or "Lock" and "Unlock" action in the browser.

1. **The "Open" button** will let them open the door for a few seconds, after which the door will lock itself. Some doors make a sound when opened while others don't, so when they receive the message that the action was successful, they should try opening the door.
2. **If the "Unlock" and "Lock" actions are available**, they'll have to lock the door by hand or by using the corresponding action in the interface.

Whenever you share an App-less Access key, **you also share a regular Klevio Digital Key that users can use with the Klevio app**. This means users receive a second email inviting them to install the Klevio app from [Apple Store](#) or [Google Play](#) to gain access that is not limited by a 15 minute-5 use window but by whatever you set the key limits for.

How do I see who can use App-less Access?

1. Navigate to **Users & Keys page** in the dashboard where you can see the list of all of the users that you've shared keys with. You can either click on the blue button with the image of key and a number on the right for the individual user or you can click 'show all' at the top and all keys will be shown. The keys that have been shared with App-less Access feature will have blue @ displayed under the Features column.

	Demo Account	demo@klevio.com	✓	2
	Demo key		✓	@ Demo User
	Master Key		✓	Demo User

The Users & Keys page

2. Navigate to the **Doors page** and when you click on a specific Door you can see all the keys that have been issued for this door - you can see who is the Keyholder and what features have the keys been issued with - including App-less Access feature that will once again have blue @ displayed under the Features column.

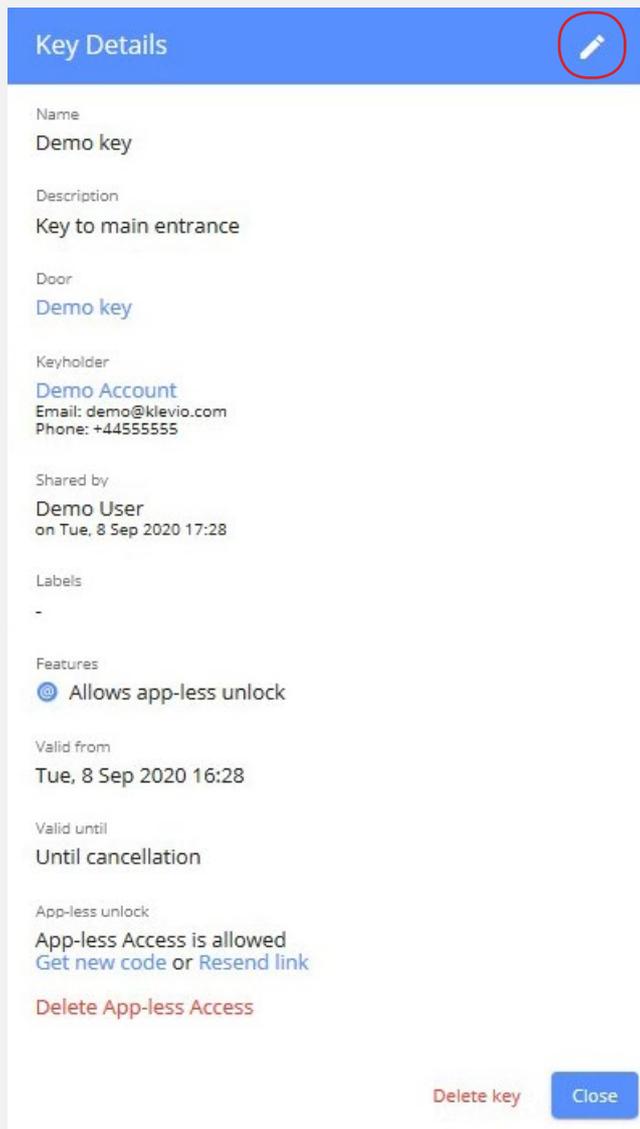
Keyholder name	Activated	Features	Shared by	Labels
Demo Account	✓	@	Demo User	

The Doors page



How do I edit App-less Access keys? How do I get the App-less Access code again? How do I send the user the App-less Access email again?

Whether you're looking at keys with App-less Access enabled in the Users & Keys page or in the Doors page, you can click on the key and the Key Details window will pop up. By clicking on the Edit key details in the top right corner of the pop-up window, you can:



- edit the key name and description,
- add, remove or change labels,
- choose to get a new code that the user needs to use for App-less Access
- resend a link to App-less Access that users receive via email.

The Key Details window

DISABLE How do I disable App-less Access keys?

When in the Key Details pop-up, you can Disable App-less Access or Delete Key.

If you Disable App-less Access, the user will keep the regular Klevio Digital Key they can use through the app, but lose the ability to use App-less Access.

If you Delete Key, the user will lose both the App-less Access and the Digital Key and will not be able to interact with the doors anymore through the Klevio system immediately.