VIRTUAL KEYPAD LAB GUIDE

Instructor-Led Training

IOS, ANDROID & INTEGRATIONS

1. Locate Virtual Keypad in the Apple or Android App Stores
2. Download Virtual Keypad
3. Locate Virtual Keypad on Apple Watch, Apple TV, and Amazon Echo
4. Identify the differences and capabilities of Virtual Keypad integrations

ADDING AN APP USER

1. Log in to Dealer Admin
2. Find a customer
3. Select **APP USERS**
4. Enter an e-mail address
5. Add the appropriate **AUTHORITY LEVEL** and **SYSTEM ACCESS**

LOGGING IN

1. Log in to Virtual Keypad by entering in your e-mail address and password
2. Check the "Terms & Conditions" check box
3. Enter in your **USER CODE**
4. Select **SAVE USER CODE**

ARMING SCREEN

1. Arm and disarm the system using the **ARMING** section
2. Fault a zone at the panel and bypass it from Virtual Keypad
3. Select **ZONE STATUS** to see the status of all zones
4. Scroll to view history in the **HISTORY** section
5. Select the **EDIT** icon in the top left corner
6. Add **CAMERAS, FAVORITES, LIGHTS, DOORS, OR THERMOSTATS** to the home screen
7. Add a **COVER PHOTO** to the top of the home screen
8. **REORDER** items on the home screen to customize it

CAMERAS

1. Add a camera or two in Dealer Admin
2. Select **CAMERAS** in the side menu
3. Select a camera to view a live stream
4. Select record to **RECORD** a clip
5. Select **CLIPS** to view recorded clips
6. Edit settings for a camera

HISTORY

1. Ensure **PUSH NOTIFICATIONS** has been enabled in the **SETTINGS** menu
2. Select **HISTORY** in the side menu
3. Search for an event (Arm, Disarm, Alarm, etc)
   ‣ Virtual Keypad will not display any history events until the panel has generated events

DOORS

1. Select **DOORS** in the side menu
2. Select the **EDIT** icon in the top left corner
3. **ADD**, **EDIT**, **DELETE** and **REORDER** Z-Wave locks
4. **LOCK**, **UNLOCK**, **LOCKDOWN** and **GRANT ACCESS** to an access control door

THERMOSTATS

1. Select **THERMOSTATS** in the side menu
2. Select the **EDIT** icon in the top left corner
3. **ADD**, **EDIT**, **DELETE** and **REORDER** Z-Wave thermostats

LIGHTS

1. Select **LIGHTS** in the side menu
2. Select the **EDIT** icon in the top left corner
3. **ADD**, **EDIT**, **DELETE** and **REORDER** Z-Wave thermostats

FAVORITES

1. Select **FAVORITES** in the side menu
2. Select the **EDIT** icon in the top left corner
3. **ADD**, **EDIT**, **DELETE** and **REORDER** Z-Wave favorites

USERS

1. Select **USERS** in the side menu
2. Select the **EDIT** icon in the top left corner
3. Select **ADD** to add a user
4. Enter a **USER NAME** and configure settings for this user
5. Create an **APP USER** for this user by entering an e-mail address
6. Select **SAVE** to save this user
7. Select the **EDIT** icon in the top left corner
8. **EDIT** and **DELETE** a user

SCHEDULES
1. Select **SCHEDULES** in the side menu
2. Select the **EDIT** icon in the top left corner
3. Select **ADD** to add a schedule
4. Select the type of schedule to add
5. Select the **PLUS** icon next to times
6. Select the frequency
7. Enter the **BEGIN** and **END** time
8. Select **SAVE** to save this schedule
9. **EDIT** and **DELETE** a schedule

PROFILES XR ONLY
1. Select **PROFILES** in the side menu
2. Select the **EDIT** icon in the top left corner
3. Select **ADD** to add a profile
4. Configure the profile's permissions
5. **EDIT** and **DELETE** a profile
6. Apply the profile to a user in the **USER** menu

REFER A FRIEND
1. Select **REFER A FRIEND** in the side menu
2. Customer can receive a special offer for referrals

ACTIONS
1. Select **ACTIONS** in the side menu
2. Select a system event
3. Select the favorite you want to activate
4. Select the **BACK** arrow to save the action
5. To delete an action, select a system event and select **NONE**

TRAFFIC COUNT
1. Ensure **TRAFFIC COUNT** is turned on in the **PUSH NOTIFICATIONS** menu
   ‣ The system will need to be armed to send a traffic count report
2. Select **TRAFFIC COUNT** in the side menu
3. View the traffic count data for a programmed zone

SETTINGS
1. Select **SETTINGS** in the side menu
2. Select **TODAY WIDGET** to customize widgets
   ‣ iOS only
3. Select **PUSH NOTIFICATIONS** to customize notifications and **SENSOR ACTIVITY**
4. Select **CHIME** to customize the chime sound per zone
5. Select **LOGOUT** to log out of Virtual Keypad
6. Select **DEFAULT SYSTEM** to choose the default system when launching Virtual Keypad
7. Select **SYSTEMS** in the side menu to view additional systems this app user has access to

QUESTIONS
What else would you like to learn about Virtual Keypad?
‣ Custom Actions
‣ Video Actions
‣ Notifications

CHECK LIST
☐ App Downloaded
☐ User Name and Password
☐ User Code
☐ Home Screen Customized
☐ Push Notifications Turned On
☐ Widgets Added
☐ Refer A Friend

NOTES:
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