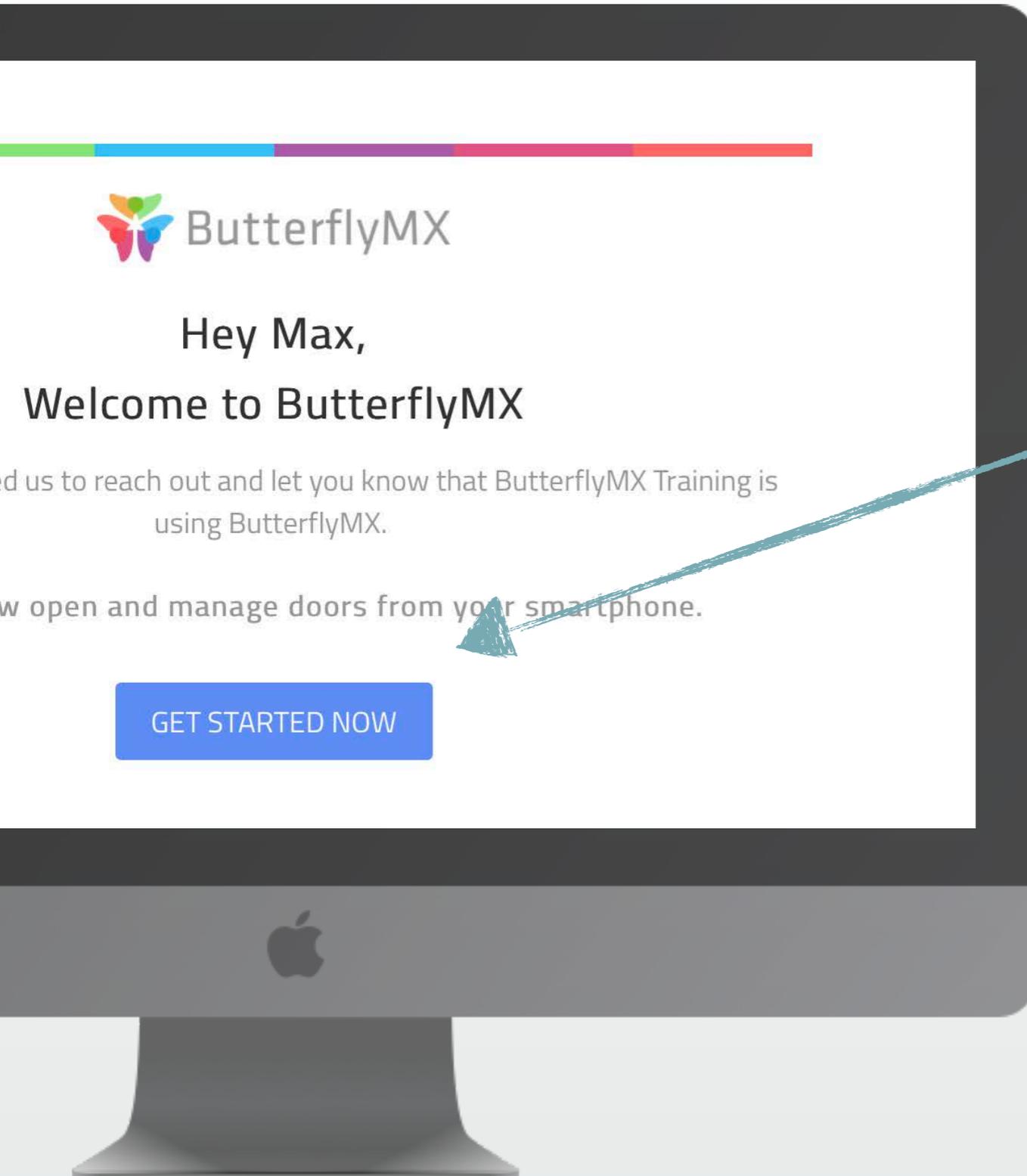




ButterflyMX Tenant User Guide

The **smart** intercom solution



Welcome to ButterflyMX!

Before using the service, you need to finish your registration.

You should have received an email from ButterflyMX recently. Your account registration process will take place from this email.

If you have not received this registration email, please contact your property management or our support team at support@butterflymx.com.



Welcome to ButterflyMX

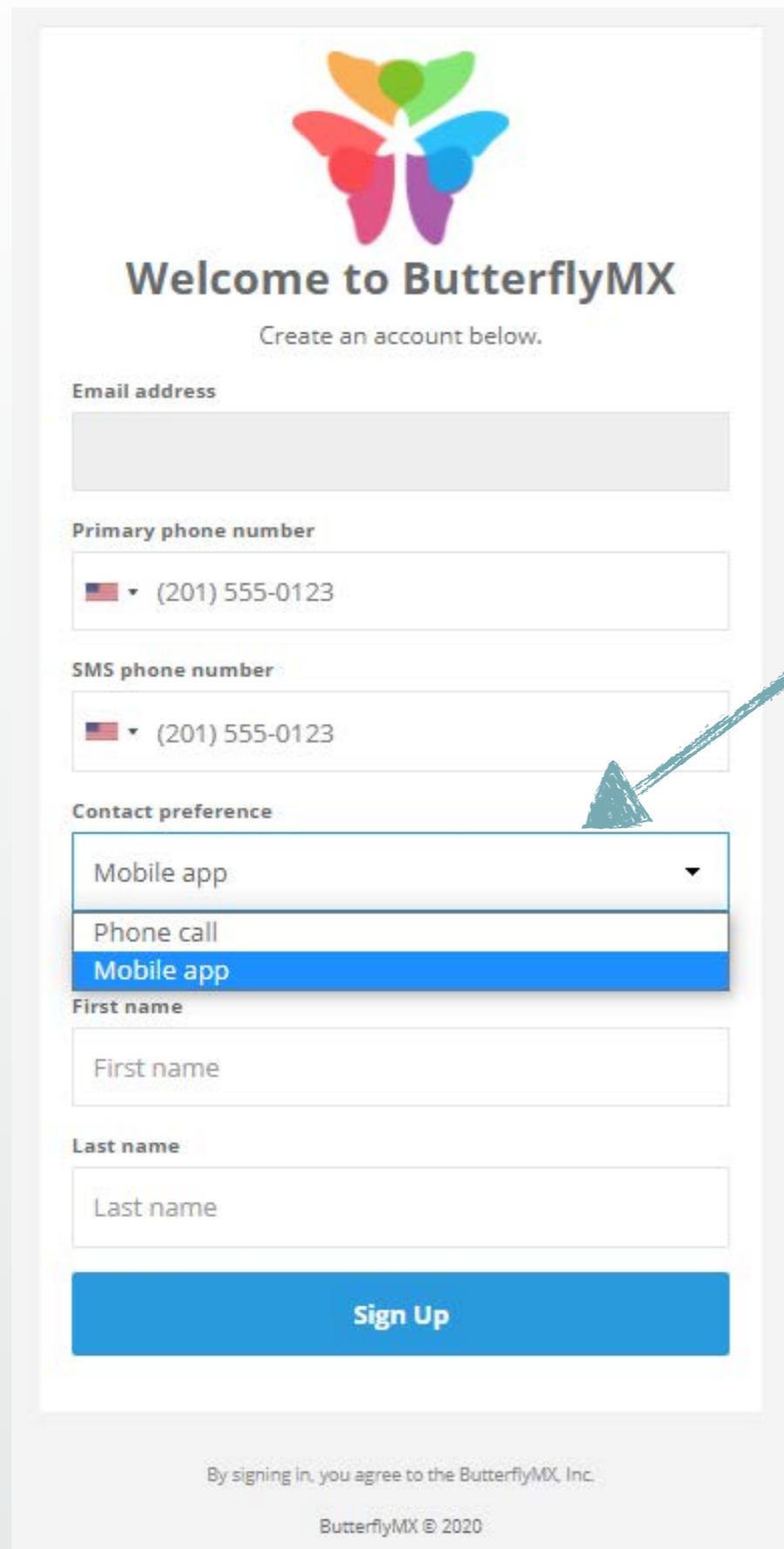
Create an account below.

Submit

Choose a Password

After pressing the “Set Up Account” button in the registration email, you will be asked to create a password.

Make sure the passwords match in both text fields.





Welcome to ButterflyMX

Create an account below.

Email address

Primary phone number

 (201) 555-0123

SMS phone number

 (201) 555-0123

Contact preference

Mobile app ▼

Phone call

Mobile app

First name

Last name

Sign Up

By signing in, you agree to the ButterflyMX, Inc.

ButterflyMX © 2020

After setting up a password, choose how you'd like to be notified of visitors.

Option 1: Mobile App

Calls will come through the app via video call and the door can be opened from the app. If the call is missed through the app, it will rollover as a phone call to the backup phone number given.

****Make sure to select “Mobile App” in the drop down for “Contact Preference” if you plan to use the app.**

Option 2: Phone Calls

Calls from the intercom will come in as a regular phone call and, after accepting the call, the door can be opened by dialing “9”.

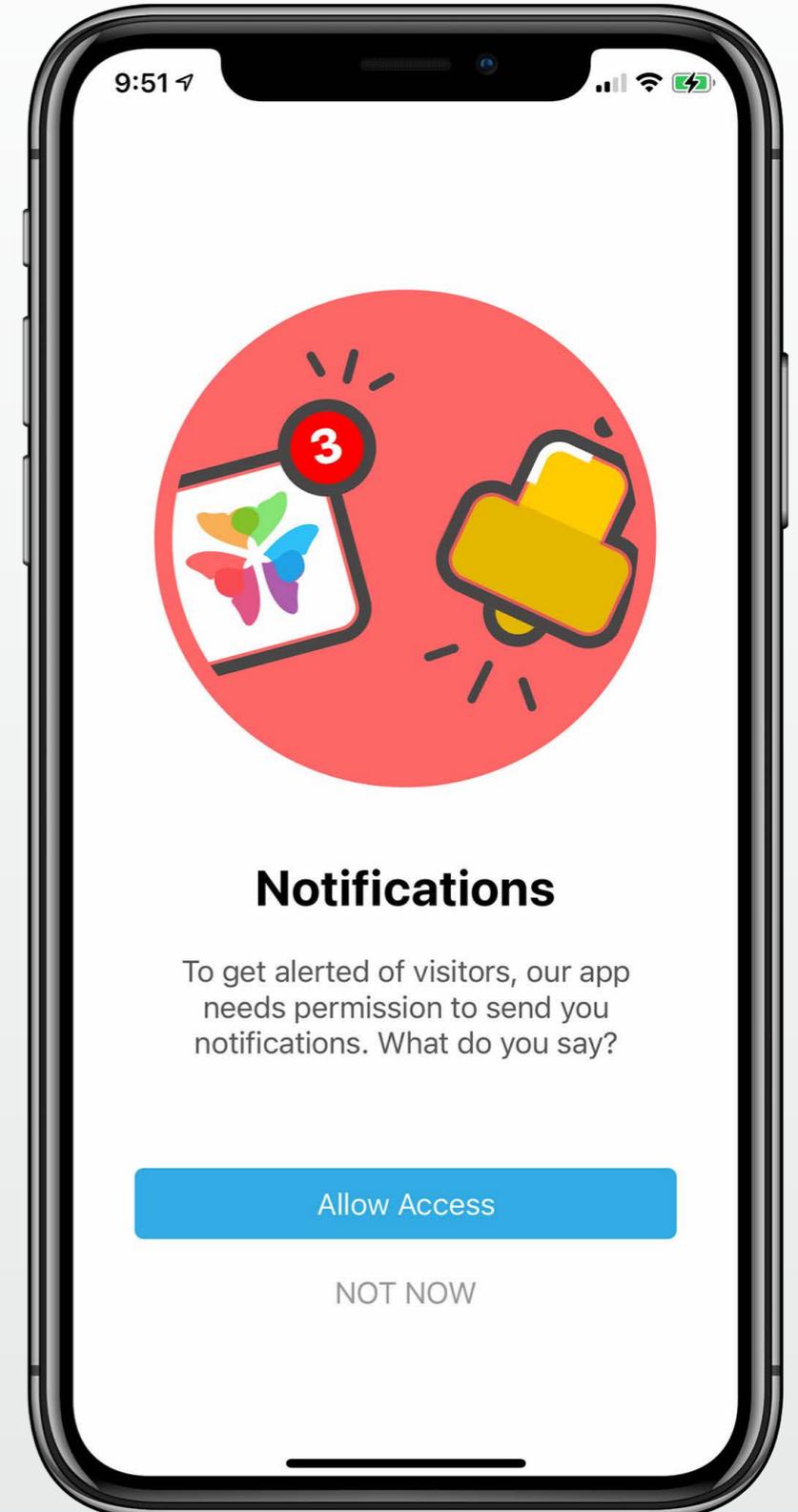
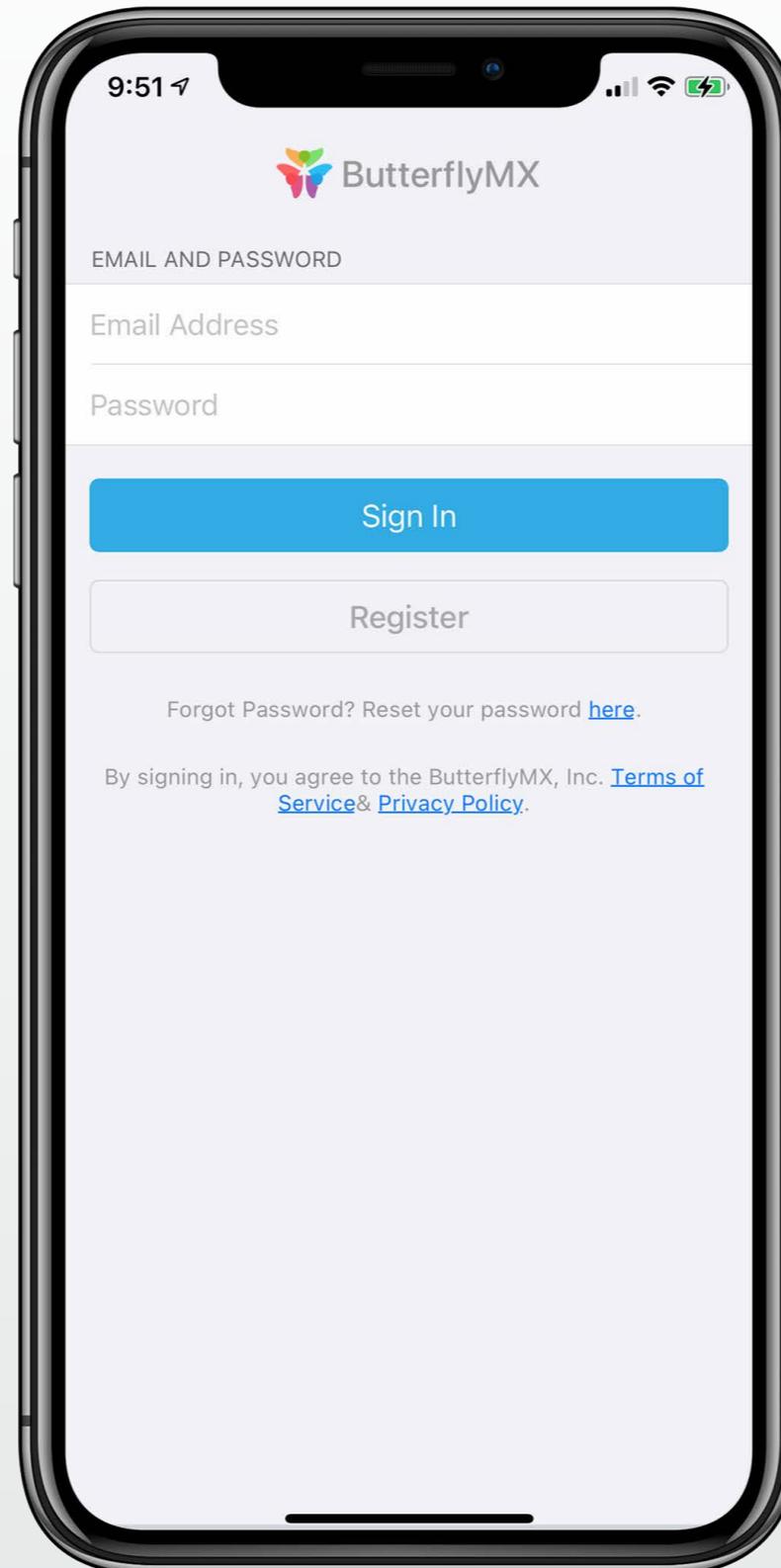
Now that you are registered...

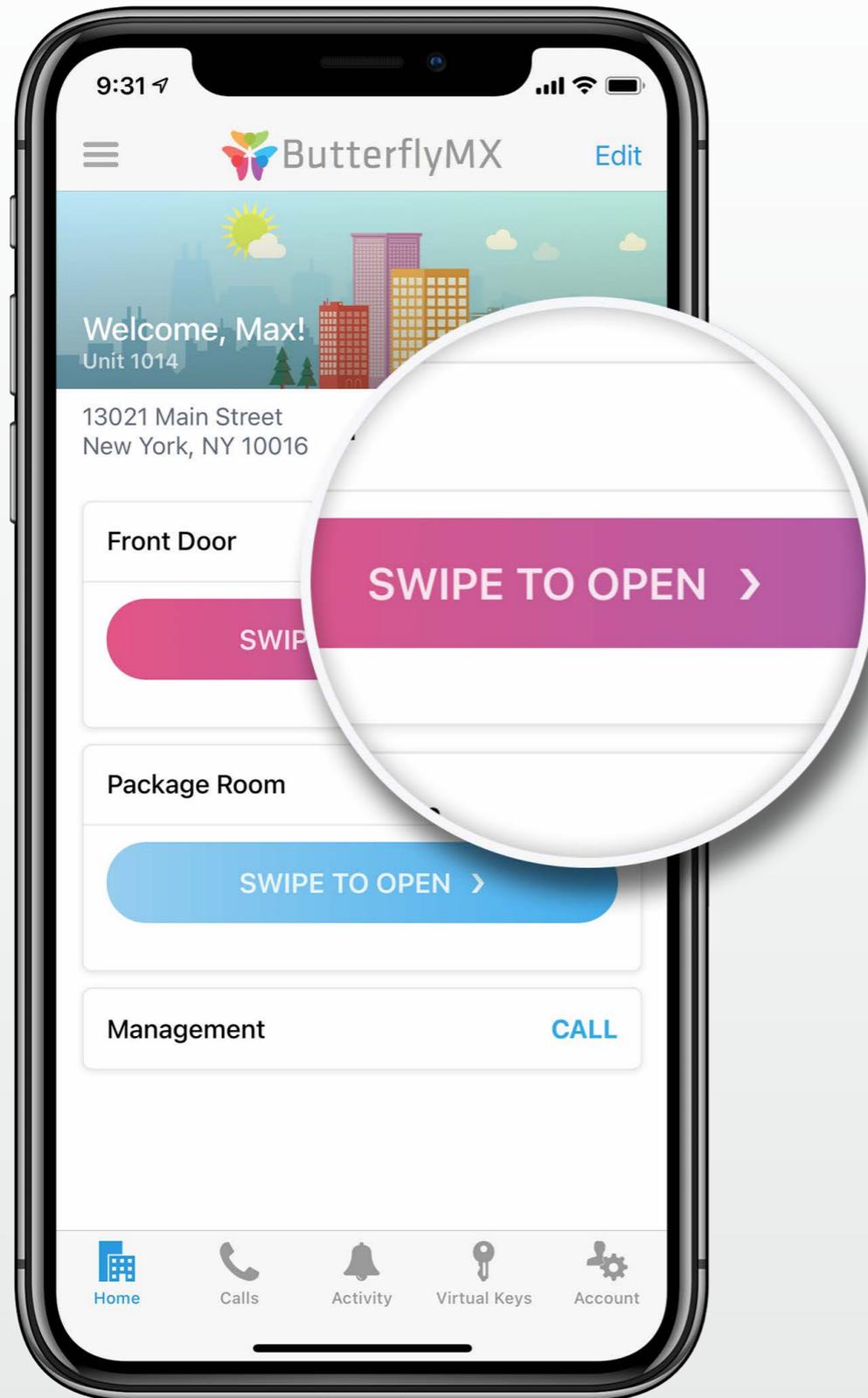
Download the mobile app from your iTunes or Google Play store and sign in with your email and password that you created earlier.

The app will prompt you to enable notifications and access to your phone's Camera and Microphone. All notification settings can be updated later from the account.

Web Account:

To sign in on a web browser please go to www.butterflymx.com and click on "LOGIN" you will then proceed to enter in your email and password.

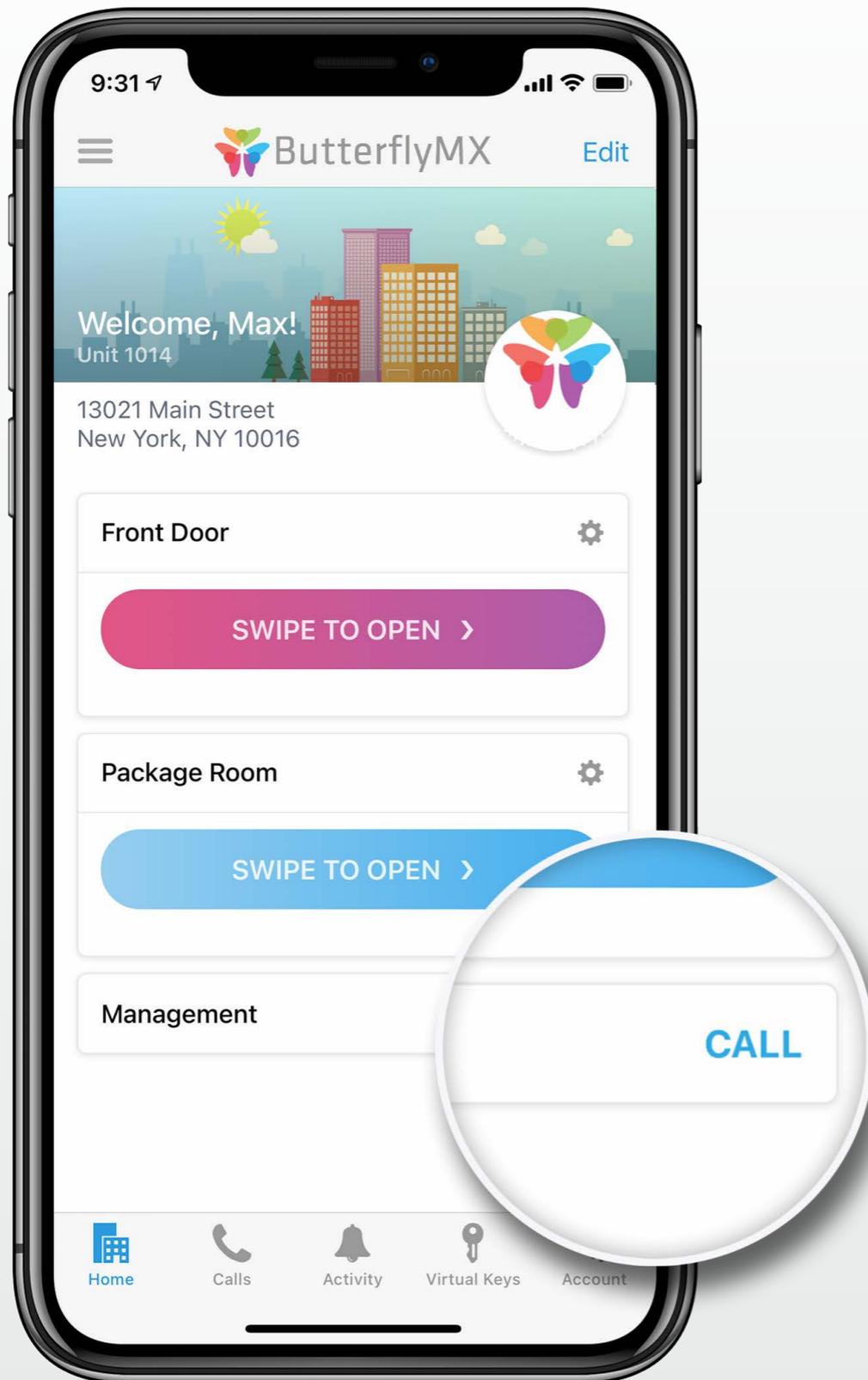




Now that you've signed into the app, here are notable features to check out on the next few screens...

“Swipe to Open” Your Door

Swipe your finger across the "Swipe to Open" button on the Home tab of the app, and this will open the door in order for you to gain access.



“Building Contact” Button

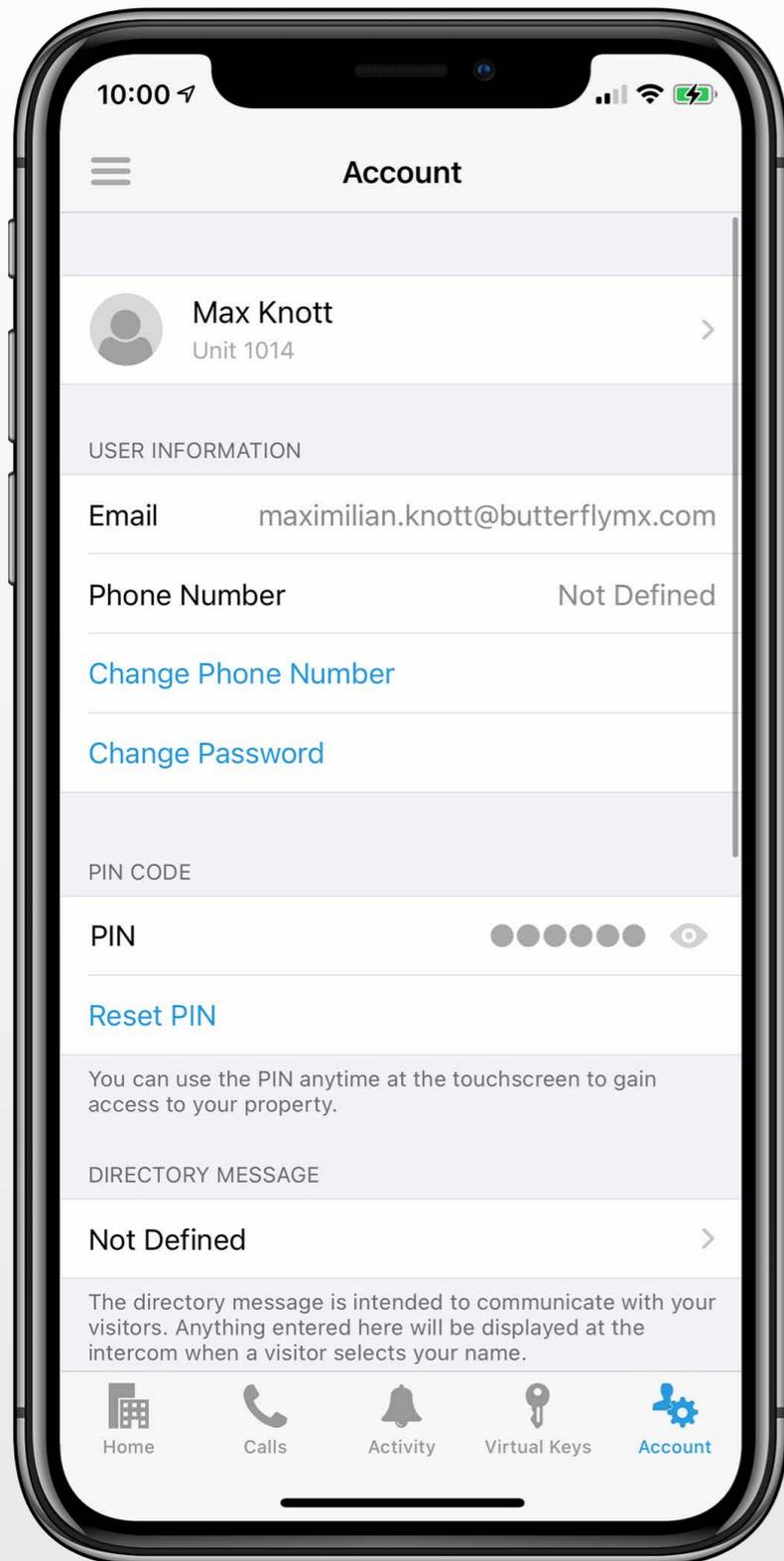
Our "Building Contact" button allows you to simply press a button to call a dedicated on-site team member as provided by your property manager.



Activity Tracking

At any point, you can get a comprehensive list of the visitors and deliveries you have received.

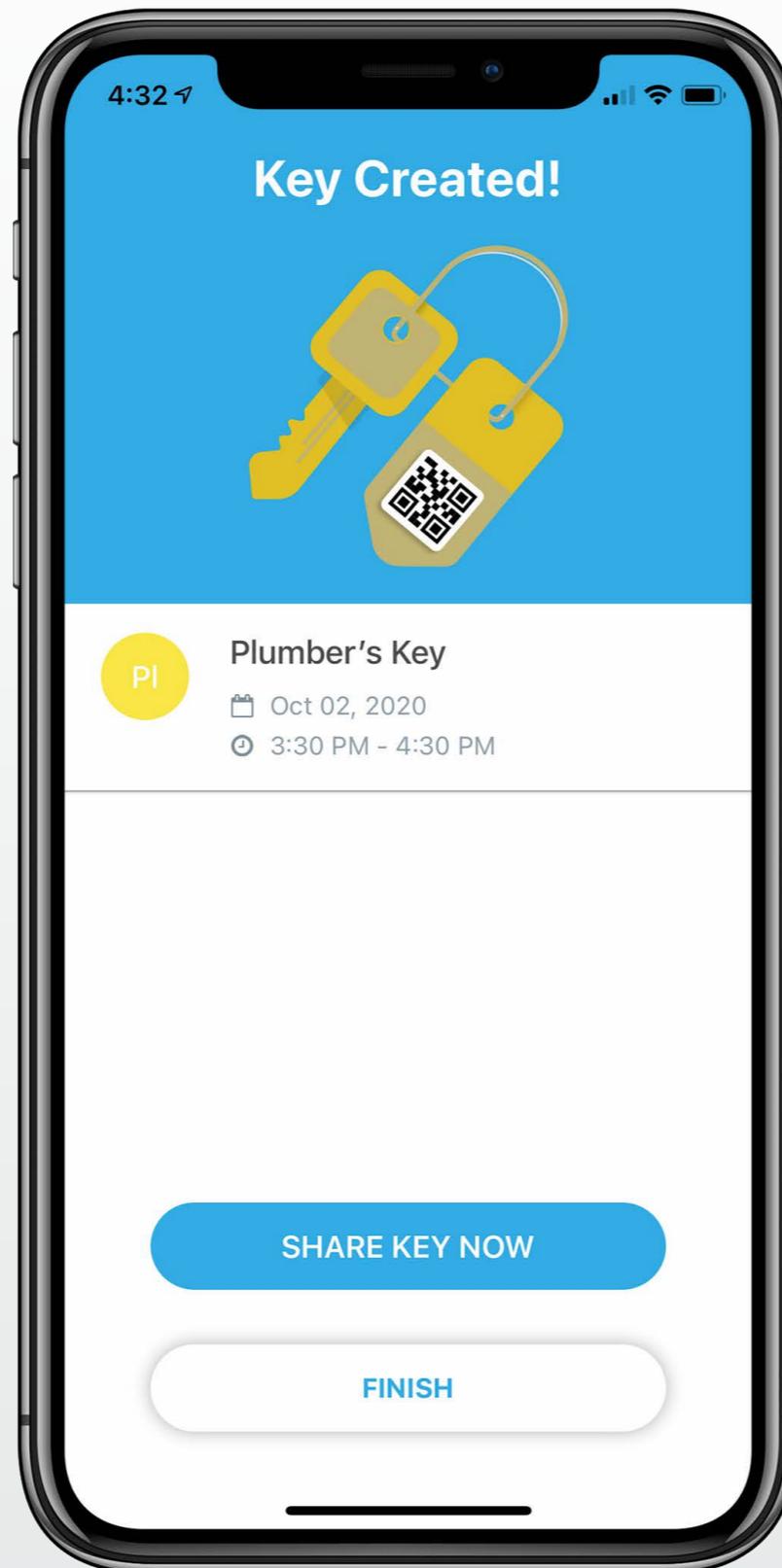
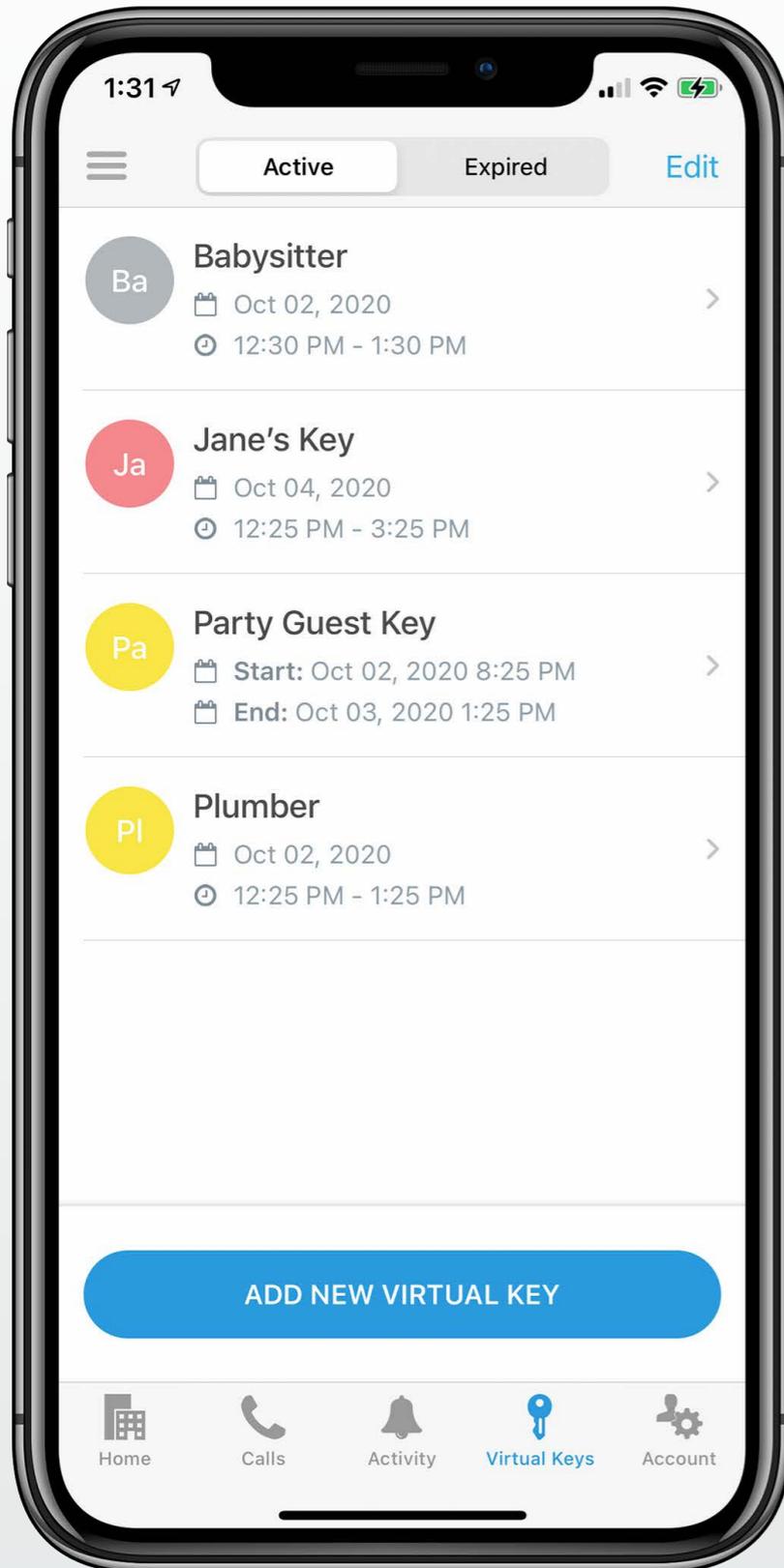
Also, if a visitor comes while you are gone, you can find any voice or text message left to you in this activity section of the app.



Account Page

In this section of the app, update your profile information, pin code, directory messages and more.

Also, your notification settings can be changed here.



Virtual Keys

A final feature we'd like to tell you about is the virtual key.

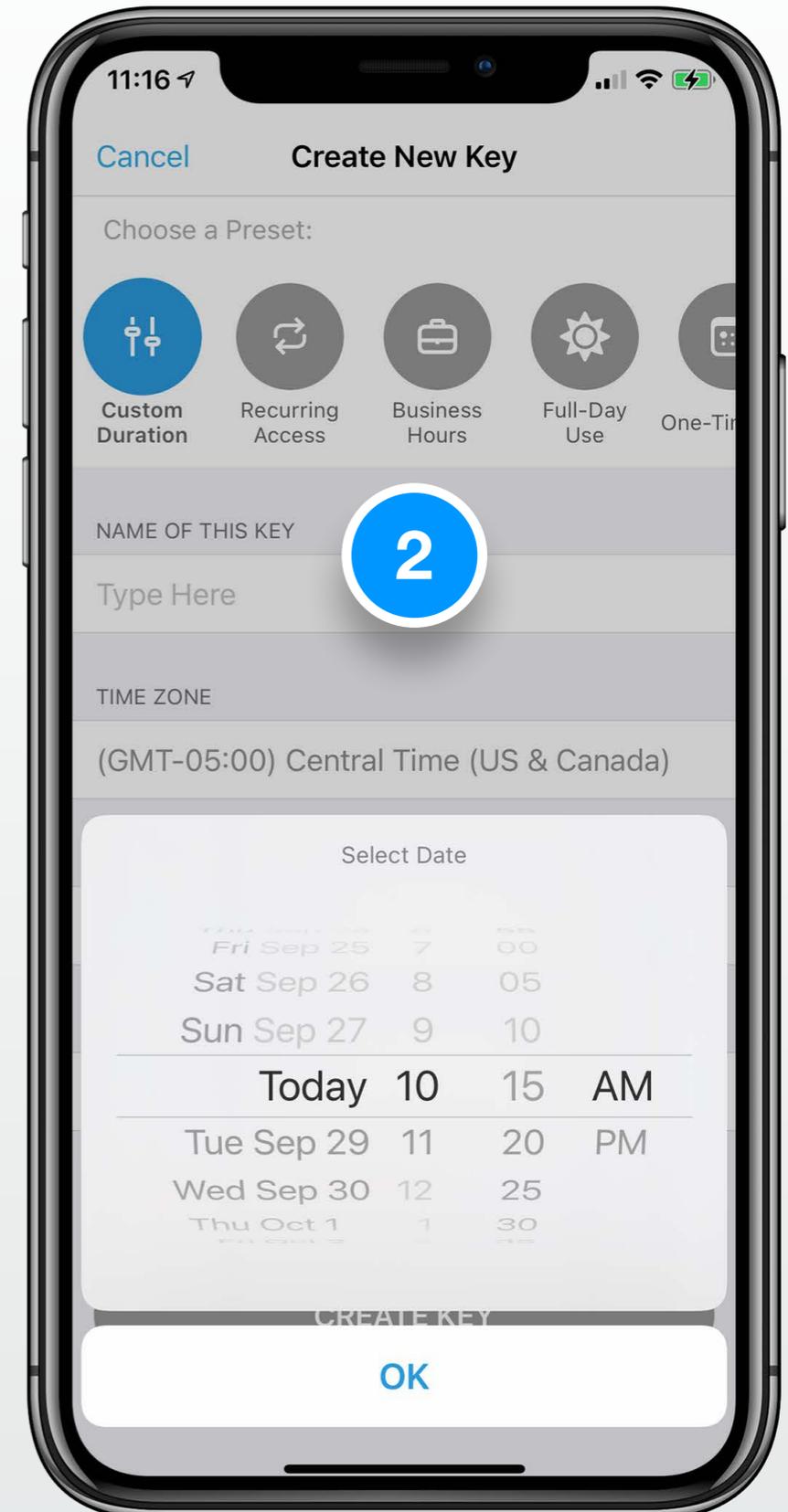
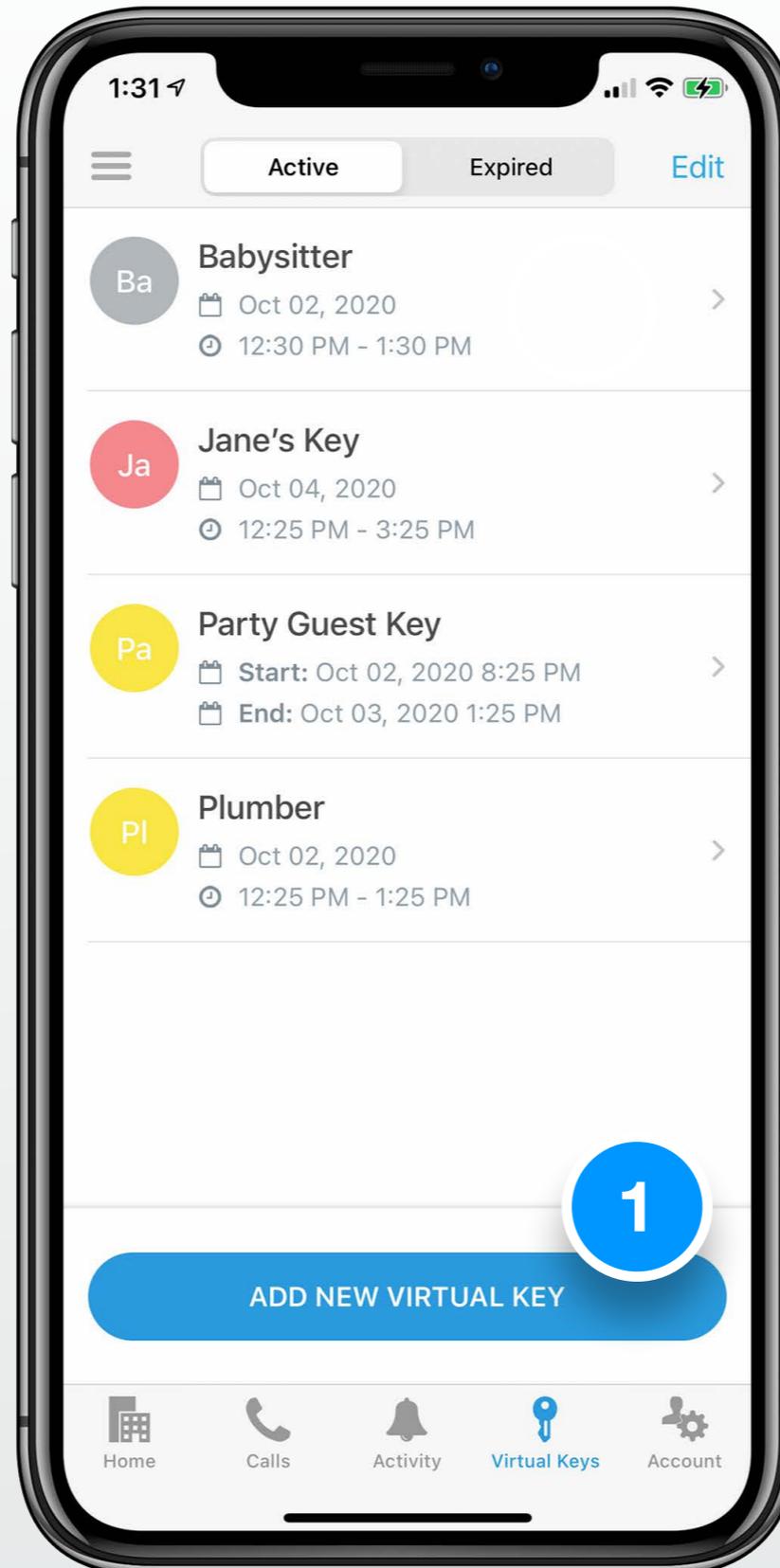
If enabled by your property, virtual keys allow tenants to send access to the building with restricted times for visitors or service personnel without having to receive a call.

View how to create a virtual key on the next page.

How to Create a Virtual Key:

1. Press on the key icon in the mobile app. Find the “ADD NEW KEY” button at the top of the screen.
2. Create a title for the key, set the dates and time duration. To set up a recurring Virtual Keys choose the days under “Repeats”.

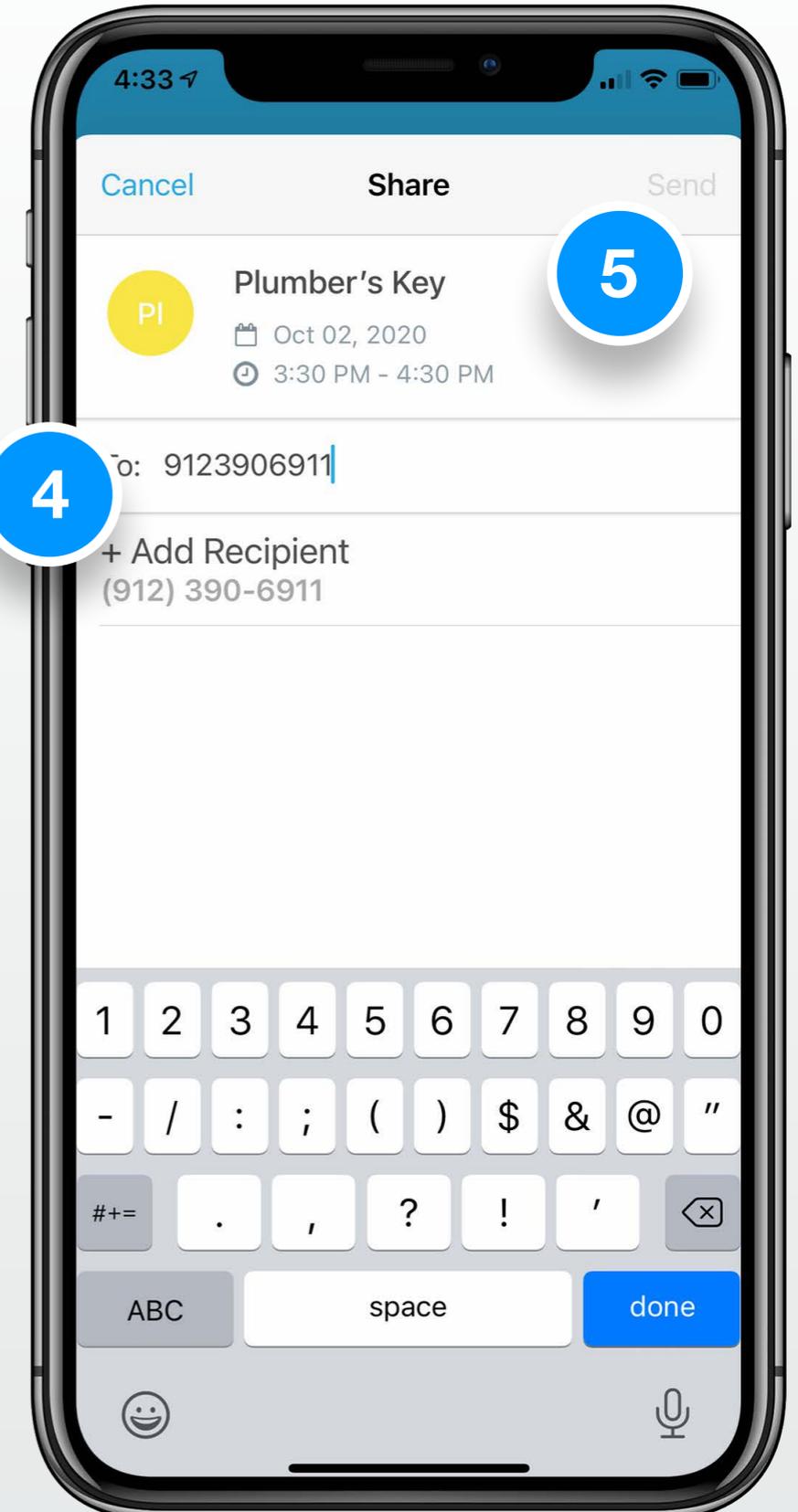
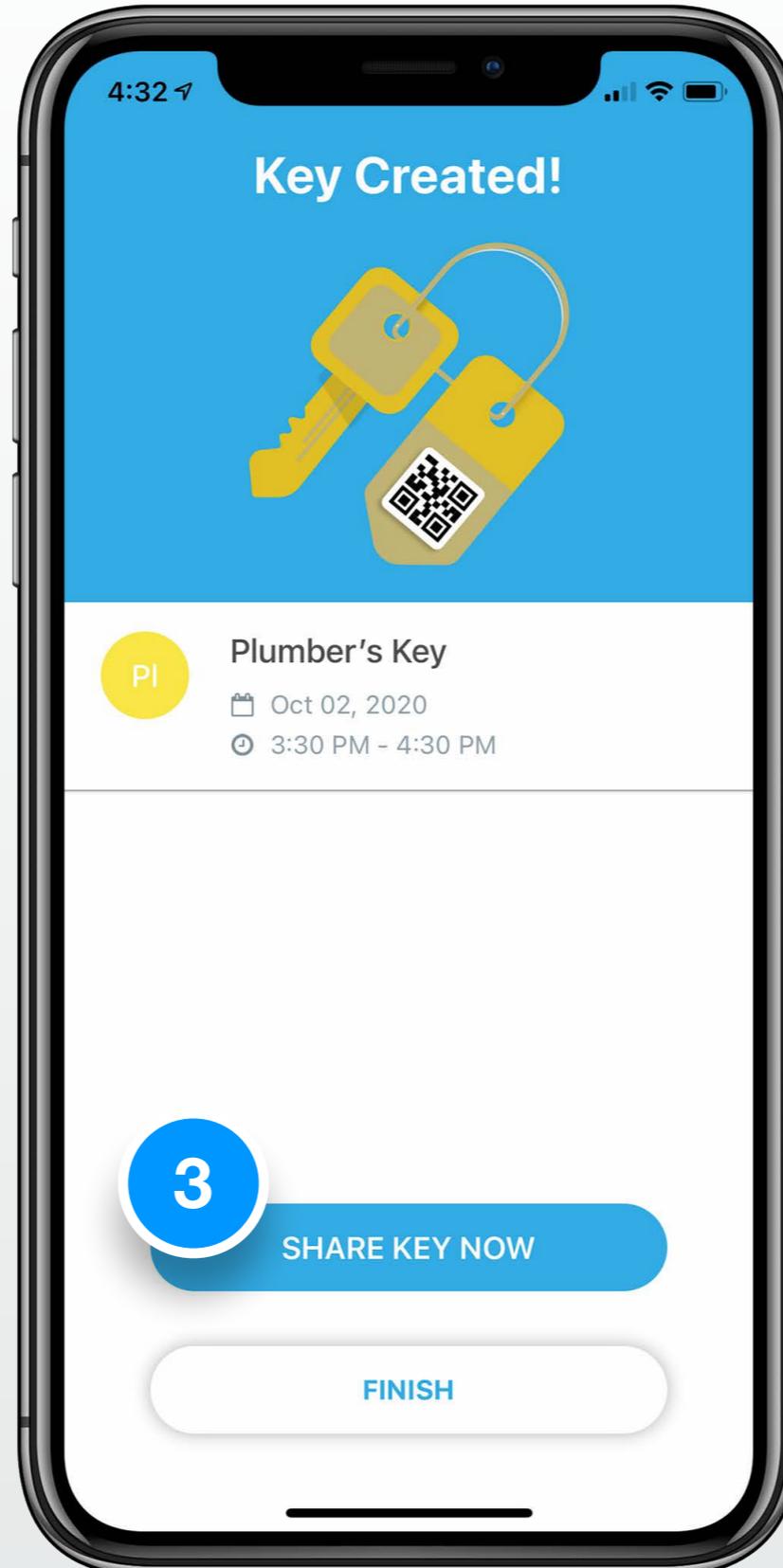
(Steps 3-5 on following page)

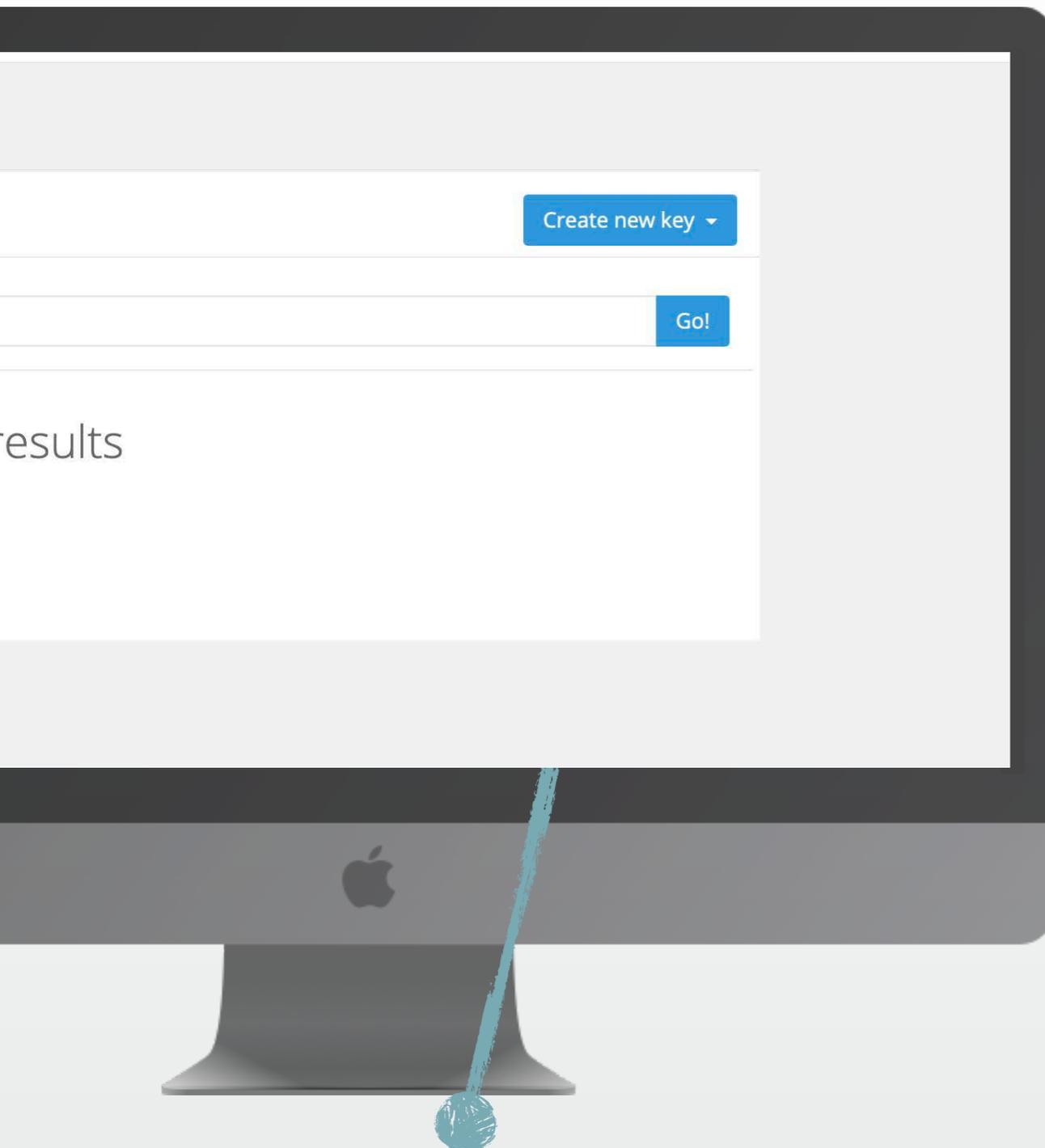


How to Create a Virtual Key:

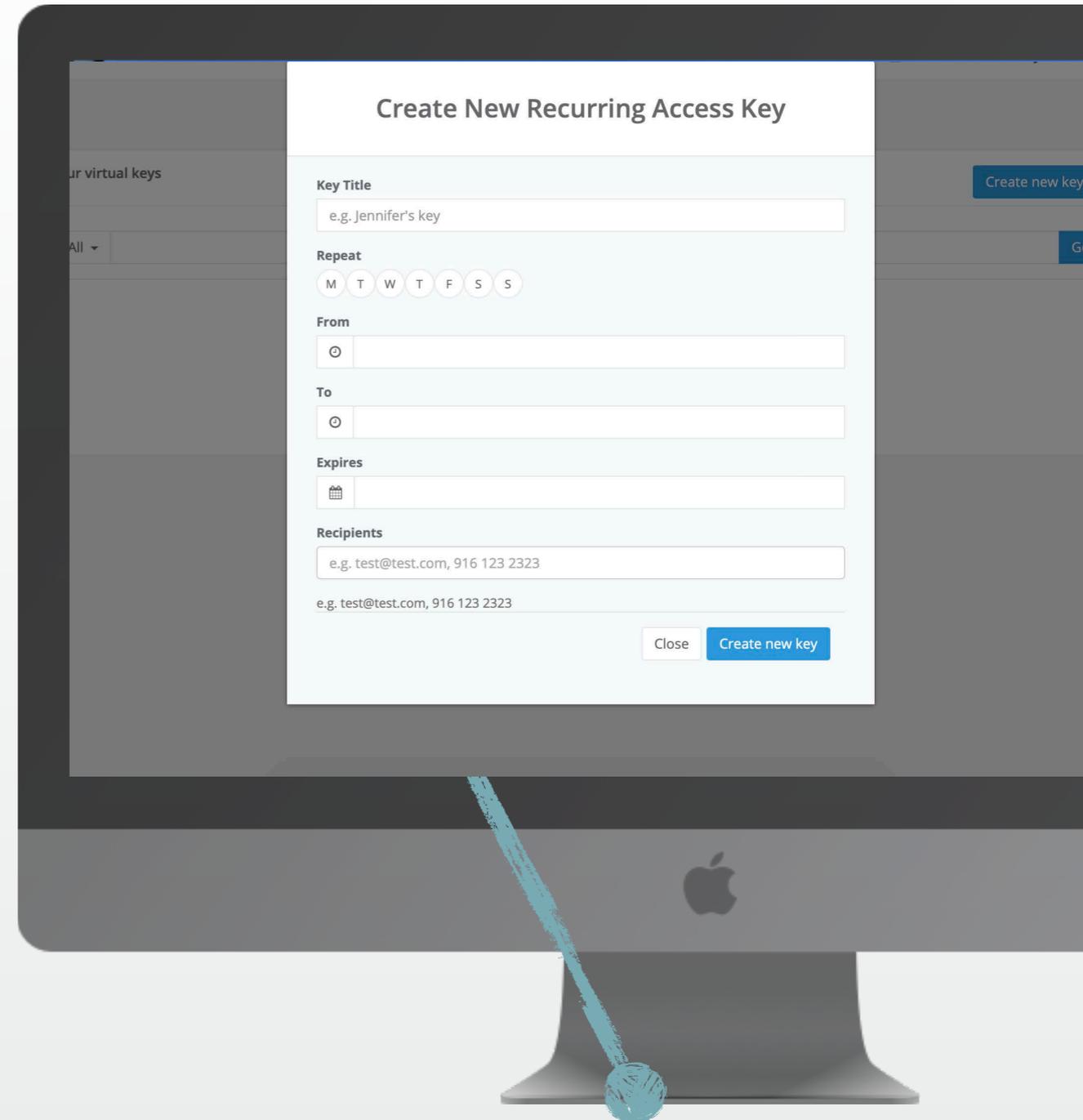
(Steps 1-2 on previous page)

3. Review your Virtual Key details and click SHARE KEY.
4. Enter in the recipient's SMS phone number or email.
5. The recipient will receive a QR Code that they will hold up to the intercom camera to access the building.





- To create a virtual key online, login at www.butterflymx.com.
- Select "Create Virtual Key" as shown above.



- From here enter the name of the Visitor Name, Active Date and Expiration Time.
- The virtual key can be sent either by email or by text through the SMS Number.



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