

## Getting Started: CelAccess GC1010 and Automated Control Center

**IMPORTANT!** Before proceeding, you must have the device ID number and temporary access code available to you. They are located on the device, and should have been provided to you by your installer. Please note the ID number and temporary access code, then follow the simple instructions listed below in order to set up your account and activate your new system.

### Step 1 Account Setup

- On any Internet-connected computer, go to [www.celaccess.com](http://www.celaccess.com).
- In the lower left-hand corner of the site, click on "Create New Account" button.
- When prompted, enter your device number and temporary access code. You must enter all required information for each page as indicated by an asterisk.
- Enter the device description (what you want to call the device for example "front gate") and information about controller and installer.
- Create your log-in username and password.
- Create a new personal access code of your choosing.
- Select your service plan, read through the service terms agreement and "accept" to proceed.
- Enter billing information including credit card number, etc.
- In bottom left corner, select "Complete Registration". **Your account will not activate until you confirm the information.**



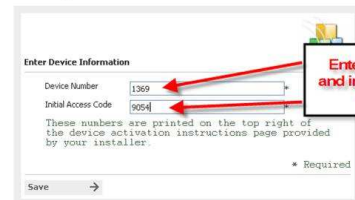
Your system is now ready for use!

### Step 2 Create Additional Access Codes and User Permissions

- Select "Access Codes" tab at the top of the page.
- In the yellow box located in the upper right corner, click on "New Access Code".
- Enter all required information. You can configure the access code to be a permanent (default) code, set a range of dates for which that the user will have access or limit the user's number of entries.
- Save the access code and user information by selecting the "Save" button located in the lower left corner. *You must click on "Save" or the system will not create your access code!*
- To open a device using a phone, call 866-ZAP-OPEN (866-927-6736), enter the device number and #, then access code and #.

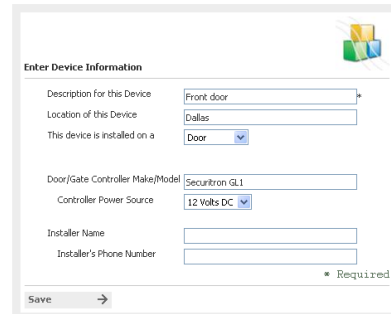


CelAccess New User Registration



- 1 Enter device information
- 2 Create your login account
- 3 Select Service Plan
- 4 Enter Billing Information
- 5 Create 1st Access Code

Welcome to the CelAccess remote access management system. The following screens will guide you through the simple 5-step process to create your CelAccess account and set up your device.



#### Site Overview:

**HOME PAGE:** Display list of devices and last five transactions made by each. You can open the device directly from this page with the "Open Now" button.

**DEVICES:** Shows current open or close status of each device and allows you to edit device information including creating alerts and automatic calendar openings/closings.

**ACCESS CODES:** Contains a list of all access codes created, and information about each including the person the number is assigned to, and the number of uses. You can also create new access codes or edit existing codes from this page.

**REPORTS:** Contains detailed usage information, including device number, access code, date and time of use, method of access (Internet or phone), and caller ID if a phone was used.