

RESIDENT PHONE APP

The GateHouse Resident Phone App was designed to provide all residents with the ability to manage their visitor lists and view their account profiles from the palm of their hand. Residents will need to log into the App Store (IOS) or Google Play (Android) and search GateHouse Solutions or TEM Systems to find the GateHouse® Resident Phone App.

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INITIAL LOG-IN

- > Download the app to your smartphone.
- If you previously used the resident portal web site <u>wyndemere.gatehouseportal.com</u> You need to use your username and password from there Otherwise, if this is your 1st time using the phone app, your default username & password will be:
 - Default Username: first initial + last name
 - (example: if your name is Ronald Jones your username will be "rjones").
 - There could be some exceptions to this, so if you have trouble, please contact the staff and they will assist you.
 - o Default Password: Wynd2019
 - Client Code: 141141
- The system will prompt you to change your password and enter your email address for password resets. Please make sure you enter an email address, otherwise the system will not have a place to send you a password should you forget the one you created.



IMPORTANT – <u>only one account is set up for each property address</u>, therefore you will need to share the username and password with each of the occupants of the property address that can make changes to the visitor list.



DASHBOARD & SIDE MENU

Upon log-in, residents will be taken to the Dashboard where they can:

- 1. click on a button to "Add Visitor"
- 2. click on a button to view their complete "Visitor List"
- 3. click to expand the list of visitors with passes that can be used on the current date
- 4. click to expand the list of recent activity (log-in, log-out, access granted, access denied, etc.)
- 5. click the menu icon in the top right corner to open the Side "Menu"

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	🙁 Occupants >	
	🚨 Visitors 🔷 🗧	
Visiting Today	Sector Phones Sector Se	0 5
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06/11/2021 - 06/14/2021	🚗 Autos >	<u> </u>
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06/07/2021 - 06/14/2021		o web site.
Show all visitors expected today.		
Recent Activities		o web site.
Mobile LogIn Resident (ResidentUser) logged in to mobile. 06/14/2021 06:57:24 pm		ctivities
Mobile LogOut resident (ResidentUser) logged out from mobile. 06/14/2021 06:55:13 pm		
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ADDING VISITORS

The Resident Phone App provides residents with two (2) options in how they can add visitors.

Option 1 - Residents can quickly add visitors by clicking on the "Add Visitors" button.



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EDITING VISITOR LIST

When you click on visitor list you will see a list of your visitors, on the right side there are 2 green arrows. << if you slide to left on the visitor you want to use, it will reveal several icons. >>

<u>Eyeball</u> - Visitor detail information <u>Play button</u> – Visit history for this visitor <u>Pen</u> - Edit the visitor information <u>Trashcan</u> - Delete this visitor





Option 2 - Additionally, residents can click on the "Menu" icon in the top left-hand corner to display the side menu, where they can click on the "Visitor" button. To add visitor, residents will click on the "+" on the bottom right-hand corner of the visitor list screen.





On the "Add Visitor" screen, you will need to enter in the required information, as well as any other information you feel is helpful for your account and the admin staff.

く Back	ADD VISITOR	^
First Name		
Last Name*		
Vendor*		
Relationship*		Ŧ
Access Privilege*		
Length of Visit*		· · ·
06/14/2021 - 06/1	14/2021	1 Day 👻
Memo		
License Plate		
Make		Ť
Model		Ţ
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	Save Visitor	



ADDITIONAL INFORMATION

The Resident Phone App also allows residents to view the other information in their account, such as Occupants Names, Phone Numbers, Email Address, Access Control Credentials, etc.

