MVI myKey™
USER GUIDE

MY VIDEO INTERCOM

Welcome to MVI's myKey™ building entry system for use with your new KeyCom™ Smart Video Door Intercom.

The myKey™ has been especially designed to make entering your building safe and seamless. Misplacing your keys, missing an important delivery or visitor are now a thing of the past; leave it behind with your old keys.

Three ways to use the MVI myKey™ system:

1. myKey™ Mobile App

The MVI myKey™ mobile app is the easiest and quickest way to AUTO-MATICALLY enter your building. See directions inside to download the app and activate your account with the activation card barcode included in this packet. Then, as you approach the KeyCom™, simply tap "Resident" on the KeyCom™ intercom screen and the door will open immediately. That's it. Welcome Home!

2. myKey™ Tab

See instructions inside to activate the myKey™ tab(s) in your package at the KeyCom™ system at your door. Follow the prompts to enter your name and create a unique personal access pin code (see use below). To enter the building with your myKey™, tap "Resident" on the KeyCom™ and hold your tab at the scanner located at the bottom right hand side of the intercom. Door will open immediately.

3. myKey™ Access Pin Code

If you don't have your smartphone or myKey™ Tab on you, you can still enter using the myKey™ Access Pin Code that you created when activating your myKey™ Tab.

KeyCom™ Calls from Visitors:

Visitors will find your unit easily. Visitors tap "Intercom" on the KeyCom™ screen and scroll through the directory by unit or name. Once selected, they will press "YES" to place a call. There are 2 ways to let a visitor in, after you answer your phone:

a Grant entry on your smartphone

b press "9" on your phone

If you don't want to answer the visitor's call, you can also let the calls go to Video Voice Mail, to review later on the MVI user website or app.

For your convenience, we've included a step by step activation and usage guide inside.

MOBILE APP ACTIVATION & USE

Step 1. Download "MVI myKey™ app from store or scan QR code below with any scanner app from your device.

Step 2. Follow the prompts to sign in as New User. Enter the activation code or scan photo of barcode on back of activation card. **ACTIVATED!**

Activation Code: 2458-3258-3932-8
Please store this card in a safe place
If found, please call 844-MVI-SYSTEMS (1-844-6

Step 3. Once you're successfully logged into the app, to enter your building, tap "Resident" and then tap your name, on KeyCom™ and you will be granted entry immediately.
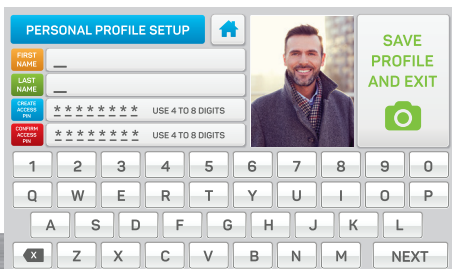

Welcome to **MVI Sy**

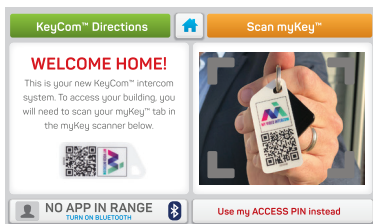Español   中文   Français   рус

Resident

Delivery

WELCOME HOME!

This is your new KeyCom™ intercom system. To access your building, you will need to scan your myKey™ tab in the myKey scanner below.

ROBERT SMITH
TAP TO ENTER

Use me

Step 1. Remove one of the myKey™ tabs from your packet.

Welcome to **MVI S**

| Español | 中文 | Français | русс |

Resident

Delivery

Step 2. At KeyCom™, tap "Resident" on screen.

Step 3. Hold your myKey™ tab with the code facing the scanner at the bottom right hand side of the KeyCom™. Make sure the entire code is showing on the screen within the brackets. For best results, hold the tab about a foot away from the scanner.
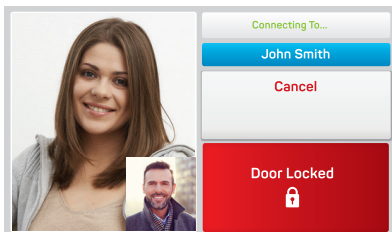
KeyCom™ Directions | Scan myKey™

WELCOME HOME!
This is your new KeyCom™ intercom system. To access your building, you will need to scan your myKey™ tab in the myKey scanner below.

NO APP IN RANGE
TURN ON BLUETOOTH

Use my ACCESS PIN instead

PERSONAL PROFILE SETUP

FIRST NAME	__
LAST NAME	__
CREATE ACCESS PIN	* * * * * * * * USE 4 TO 8 DIGITS
CONFIRM ACCESS PIN	* * * * * * * * USE 4 TO 8 DIGITS

SAVE PROFILE AND EXIT

```
1  2  3  4  5  6  7  8  9  0
Q  W  E  R  T  Y  U  I  O  P
A  S  D  F  G  H  J  K  L
X  Z  X  C  V  B  N  M  NEXT
```

Step 4. Follow the prompts to complete profile with name & access pin

Step 1. Tap "Intercom" at KeyCom™ screen

Step 2. Scroll through directory by unit or name

Step 3. After selection is made, visitor will select "Yes" to call you

Step 4. Allow entry via the MVI myKey™ app on your smartphone or by pressing "9" on a landline phone

WELCOME HOME.

Questions? Refer to our FAQ page on
our website: mvisystems.com or
contact us at support@mvisystems.com