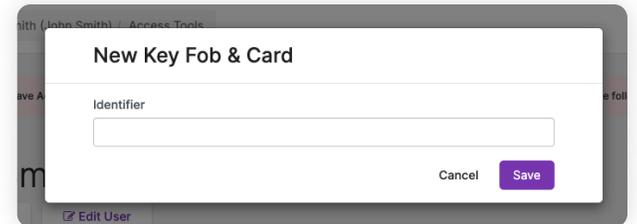
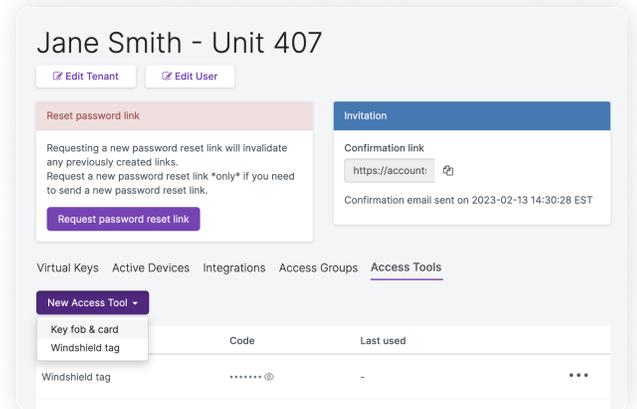


Key fobs & cards

Programming guide

Materials required: ButterflyMX key fob programmer, ButterflyMX key fobs or cards, a computer with USB connection (or a dongle that supports USB), and access to the ButterflyMX OS.

1. Plug the USB programmer into a computer. No additional setup is needed to start using the programmer.
2. Find the resident in the ButterflyMX OS and then click on their name to view their profile page.
3. Click on the "Access Tools" tab.
4. Click "New Access Tool" and select "Key fobs and cards."
5. Place a single key fob or card on top of the programmer.
6. To avoid interference, make sure only one key fob or card is placed on the programmer at a time.
7. Once the key fob or card has been placed on the programmer, the ID number of the key fob or card will automatically populate in the "Identifier" field of the popup. It will automatically save to the resident's access tools, no additional clicks are required!



Repeat this process for each resident that requires a key fob or card.

Residents can have as many key fobs or cards associated with their account as needed.

How to deactivate a key fob or card (for move-outs or if lost):

1. If lost, key fobs and cards can be deleted by clicking the three dots to the right of the tag name.
2. When a tenant is deactivated from the ButterflyMX OS, their access tools will also be deactivated automatically. This means that as soon as they are deactivated, their key fobs or key cards will no longer work.
3. Key fobs and cards can be reprogrammed to another tenant via the ButterflyMX OS.

