

## Manual Authorization Adding Devices When the User Can't

Sometimes a user or member of the property management staff may be unable to add a device on their own. You may do so manually using the Device Authorization tab on your tab on your SwiftConnect<sup>™</sup> Device Manager menu.

## STEP 1

First, click on **Device Authorization** link in the left-hand menu of your SwiftConnect<sup>™</sup> Device Manager. Select the Site you want to add the device to from the **dropdown menu** under the Manual Device Authorization heading. The page will populate with a list of the currently authorized devices on the network as well as an empty form field.

## STEP 2

In the form field, add the **wireless mac address** for the device as well as a "Note" to describe what you are adding (something along the lines of "Jane Doe #100 Xbox"). Finally, set the duration of the authorization. Unless otherwise instructed, we typically set authorization for **365 days**.

Dashboard	Manual Device Authorization						
⑦ Help	default \$						
About List Devices	Manual device authoritation allows you to grant a device access to your guest wireless network(s), bypassing the captive portal function. This access is granted for the specified duration in minutes, hours, days, weeks or months.						
Device Authorization	Device MAC address						
Manage Sites	Note Note						
Messaging							
🔅 Manage Users	Authorization duration Duration Minutes \$						
③ Global Settings	C Request Authorization						
	I ACTIVE GUEST AUTHORIZATIONS						
	Show 10 c entries Search:						
	MAC address 🕴 Note ! Authorisation start 🔅 Authorisation end 🗸 Time remaining 🕴 Action						
	Loading						
	Showing 0 to 0 of 0 entries Previous Next						

SwiftConnect

Device MAC address	0	Device MAC address			
Note	Note 🕜 Note				
Authorization duration	0	Duration		Minutes	ŧ
				Request Authori	ization

## STEP 3

Lastly, click on the blue **Request Authorization button**. If all of the information is valid, the device will now be authorized.

Request Authorization