



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™ Device Manager menu.

STEP 1

First, click on **Device Authorization** link in the left-hand menu of your SwiftConnect™ 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**.

STEP 3

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