

Welcome to LobbyGuard GO, the mobile app that is the End of the Line.



LobbyGuard GO is a mobile app for the Android and Apple smartphone that gives you the convenience of signing in from the smartphone so **you can skip the line at the kiosk**. This document is designed to address important questions about GO and how it will be used at this building.

What does it cost?

LobbyGuard GO is **free** to install and use on your smartphone. There are no annual fees or any other fees associated with the use of LobbyGuard GO.

How do I get it?



Open the app store on your Apple or Android smartphone and search for “lobbyguard” to find the app. You can also scan the QR code at left to get to the app store location for LobbyGuard GO.

How do I sign in and out of the building with LobbyGuard GO?



When you launch the GO app for the first time you will be guided through the creation of your user account. Once you have created your account, you will see the “beacon locator” screen indicating that GO is looking for a LobbyGuard beacon. **You must be within 30 feet of this building’s LobbyGuard beacon in order to sign in with LobbyGuard GO.** The beacon is typically located in the main office / front office area. When you are in range of the beacon your app will automatically start the sign-in process. Follow the instructions on the app to complete your sign-in. Be sure to read each screen carefully

before proceeding.

When you have signed in you will see a screen on the GO app indicating that you are now Signed In. Located at the bottom of the screen is a button to SIGN OUT. Press this button as you exit the building.

Do I need to wear a visitor badge if I use LobbyGuard GO?

YES. You must wear this visitor badge during your visit.



Do I still need to visit the front office if I use LobbyGuard GO?

YES. The use of LobbyGuard GO does not change the building’s visit policy including the requirement to check in to the main office and to wear a visitor badge during your visit.

Who do I contact with questions or if I need assistance?

Email SUPPORT@LOBBYGUARD.COM with any questions or if you need assistance with LobbyGuard GO.