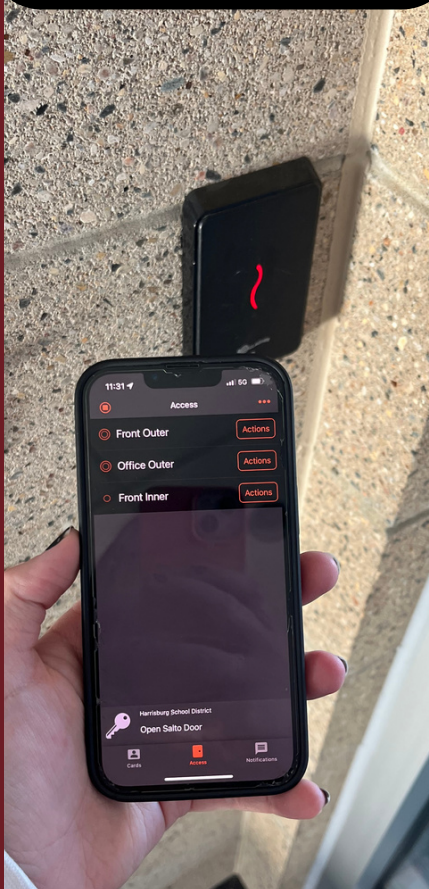# HOW TO USE THE GALLAGHER APP

1. Walk up to the main doors of your reserved facility
2. Open the Gallagher app and make sure your bluetooth is on
3. Hover phone near the key card swiper by the main, building door
4. Doors within the accessible vicinity of your phone will pop up on your screen - must be within range
5. Tap/hold phone lightly to the key card swiper
6. Light on swiper will turn blue, then green, allowing the door to unlcok and access into the building

STEP 1

STEP 2

STEP 3