

BUTTERFLY GATE SYSTEM
(Managed by Martin Downs Property owners Association)
MDPOA

Download the Butterfly App from the App Store.
Once installed, complete all personal information.

Login into BUTTERFLYMX using your account credentials.

Home screen will appear showing your home address at the top of the page and also the VIRTUAL KEY and DELIVERY PASS buttons.

Bottom of the page there are three icons: HOME, VISITOR & ACCOUNT.

SELECT ACCOUNT ICON: (Email address will be shown)

1. You can edit how your name will appear in the directory
2. You can now add a phone number – (cell phone preferred)
 - Calling is the default method of contact for a visitor at the gate.
 - If you selected video call: one-way video but 2-way audio call.
3. At this time, you can update your password.

2-Factor Authentication is not required. No personal information on the app.

Butterfly will assign a 6 digit MASTER PIN which you can change. It is advised you not share this pin.

PREFERENCES:

CALLS: Your choice as to how you prefer to be notified that you have a visitor.

ACCESS ACTIVITY & MESSAGES:

Select notification of a visitor by either PUSH notification on the app, by email, text or all.

AWAY MESSAGES: Not recommended.

APPEARANCE: How you want the app to look (light, dark, etc).

VIRTUAL KEY:

Click on the Virtual Key Button

Select how to set up the key by clicking:

1. Custom duration, recurring access, business hours, full day use or one time key.
2. NOTE: When entering time for 24 hrs, enter 12AM to 11:59PM
3. Name key in order to track access.
4. Time zone and doors is always N/A.
5. Enter the data for each type of key.
6. Press "create key" to bring you to the page to populate their contact information.
7. Add visitor's email address/phone and hit "SHARE KEY" to add them.
8. Hit "SEND". QR code and PIN will be sent to the visitor. Using the PIN is preferred. QR code has the gate address, not your home.
9. Visitors can add the key to their Apple Wallet or screenshot for Android users.
10. Lost keys: Return to the home screen, click on VISITOR (bottom of page), click on name of visitor, click on ADD MORE PEOPLE to resend a new key.

11. To DELETE a visitor key, on the home screen, click on visitors, select the name to be deleted, at the bottom in red, permanently delete this key.

DELIVERY PASS:

These are ONE TIME USE ONLY. The timeframe can be extended for 30 days.

1. Click on DELIVERY PASS
2. A PIN will be generated.
3. Strongly recommend that you NAME the PASS to monitor whether the pass has been used.
4. Pass will be auto-cancelled after 30 days unless you extend it.

Each person who resides in the home CAN have their own account. On the account page the letter (O) identifies OWNER, (G) identifies guest or additional people in the home, and (T) indicates tenant.

A visitor can use the directory or have the guard call you if they have not been sent a key.

On the Home screen, the BELL ICON provides information regarding any visitor that has entered using a key.

Attached is a list of Utube videos for additional help.