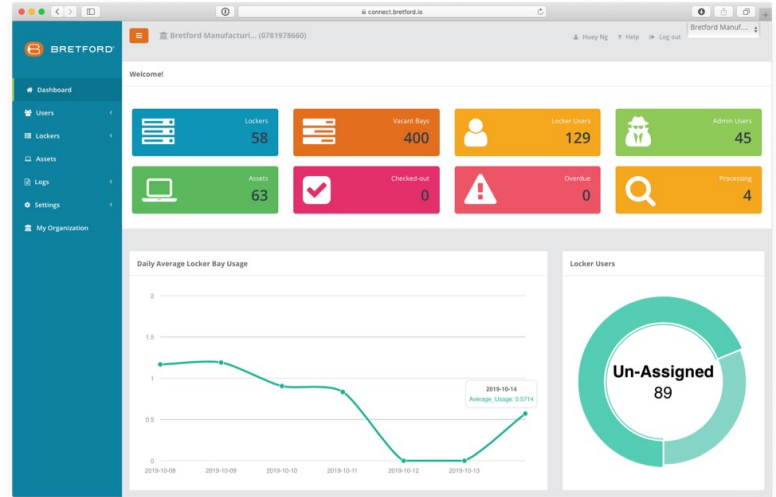


# Setting Up Bretford Connect® 6 Easy Steps

For more details, click the Help button in the portal, or go to <https://www.bretford.com/connect/docs/home>



## 1 | Activate your account

When you purchase your Bretford Connect license, a welcome email is sent to the address provided during enrollment with instructions to activate the license using the Activate License tool located on the Bretford website. Once account details are submitted, Bretford Connect completes account setup, and a final email is sent to the email address with a link to login the first time and set your Root Tenant Admin password.

## 2 | Connect and configure your network

Each TechGuard Connect® locker includes a gateway that provides connectivity to the Bretford Connect service. To get started, simply connect to your network via the Ethernet cord, and check the connection status via the 3 indicator lights on the gateway (<https://www.bretford.com/connect/docs/network>). Note that the TechGuard Connect lockers require a connection to a DHCP network and a global DNS configuration. If applicable, be sure to clear the ports and whitelist the IP addresses listed in the link above.

## 3 | Set up your organizational structure

When you log into Bretford Connect the first time, you will arrive at the Dashboard, which provides you with a bird's-eye-view of your lockers, users and overall usage of your system. The first step in setting up your Bretford Connect system is to click on "My Organization" and set up your organizational structure. Your structure may be based upon where your TechGuard Connect lockers are physically located, or who may use them. We recommend using a uniform naming convention that will be familiar to your team, such as a building name, zone or location. For more detail, go to: <https://www.bretford.com/connect/docs/organization>.

# Setting Up Bretford Connect® 6 Easy Steps

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## 4 | **Set up your admin users and locker users**

Admin users are responsible for management of the Bretford Connect system. They oversee the lockers, manage all locker users and are able to login to the Bretford Connect portal. To set up your admin users, go to: <https://www.bretford.com/connect/docs/admins>. Locker users have access to individual bays on any given locker within the system. They do not have access to the Bretford Connect portal. To set up your locker users, go to: <https://www.bretford.com/connect/docs/users>.

## 5 | **Activate and configure your lockers**

When you click on “Lockers,” you will be able to activate new lockers (“Add Locker”), assign locker users to individual locker bays, open bays remotely, check on the status of any locker stack and, when necessary, completely disable all access to a locker bay. Each locker within your organization will appear in “My Lockers,” giving you a high-level overview of each locker stack. You can see if individual lockers are online and in-sync, as well as their current operating mode. To learn more about adding lockers to your organization, configuring operating modes and configuring authentication modes, go to: <https://www.bretford.com/connect/docs/manage-lockers>.

## 6 | **Add your assets (for CICO mode)**

If your lockers are configured in Check-in / Check-out (CICO) mode, the last step is to set up your assets. Assets can range from mobile devices that are charged in the locker bays, to other, non-charging items that are used by the organization. Click on “Assets” to add new assets to your organization (“Add” button), view the status and location of each asset and edit assets. Click on “Lockers,” and then “My Lockers,” to assign assets to specific locker bays in CICO mode.