

# KastlePresence App

The KastlePresence App automatically admits tenants into the building by simply scanning your phone on the card reader. Hold your phone 1-3 inches from the reader to engage. Be sure your phone's Bluetooth is turned on, hands-free access enabled and the app is running in the background or foreground. Please note, you must have a valid building ID badge to use this feature.

- 1** Go to the app store (iPhone or android), search "Kastle Presence", and download the app.
- 2** Enter your individual company email address & cell phone number (and continue).
- 3** A temporary pin code will be emailed to you from DoNotReply@kastle.com (PIN only valid for 15 min).
- 4** Enter the temporary PIN in the app, then make a new, personal PIN and click Register.
- 5** Before using the first time or after any software upgrades, go into the App Settings and click the refresh symbol.
- 6** In the App Settings, go to Advanced Settings and make sure "Hands-Free Access enabled" is toggled on.

## Questions?

Contact Building Management at  
(212) 697-0696

