

Pairing an Access Badge

1. Once successfully logged into the Telmediq mobile app, **select** the three-line menu at the top left.
2. Select **Pair Access Card**.
3. Select **scan barcode**.
 - Hold the camera over the barcode until it is recognized.
4. **Enter** a 4-digit pin and confirm your pin.
 - This is the pin you will enter every time you scan your badge to login.
 - *If you receive an error, please contact your Administration.*
5. You will receive a successful message window if your access badge has been added.
6. The next time you login, select **Press to scan barcode** for an easy badge access login.

