perfectserve
Powered by Telmediq

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. When the camera opens, **scan** the 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.