How To Use Bellman

I. Getting Started

1) All first-time users will receive their login information via email from mdunetech.com.
2) Please see the "For End Users, Residents, & Tenants" section I. for more information on changing user login information.
3) Use https://app2.belmanaccess.com/ to reach the login for Bellman or approach the door you would like to enter and scan the QR code with your phone camera. These are the two main ways to log in to Bellman.
4) Once logged in, users can select the door they would like to enter. The door will remain open for the designated time, then lock itself.

II. Guests

1) As a guest, you will need to scan the QR code to access the steps below, which will grant access to the property.
2) As an end user, any guests visiting your residency or business will be required to enter the name of an account end user. Once the guest enters this info, they can send you a video, voice, or SMS message requesting entry from you, the tenant. The SMS prompt will ask for a response back, either Y to grant entry or D to deny entry.

III. Deliveries

1) As a tenant, if there are deliveries to your property or mailroom, you will need to generate a passcode allowing them entry to drop off mail. Please view section "IV. Tenant/Resident Created Passcode".

IV. Helpful Tips

As a user, you can save the link above to your phone's home screen. This will function and look the same as other apps on your phone. To do this, you must be on your phone and have the Bellman login web page open in your web browser. Your web browser gives you the option to share. Once you select share, you'll see an option to save to your home screen. Another helpful shortcut is to save your login information in your phone's password manager. This allows you to quickly log in with your phone's Face ID or passcode by autofilling your login information.

I. Important to Note/Privacy

Bellman uses Geolocation to verify your proximity to the door/property to allow entry. If you are not within this proximity, you will NOT be granted access. We ONLY use your location at that exact date and time. Bellman DOES NOT continuously track your location.

Privacy matters to us, so we do not disclose user information. All users, however, are subject to the property owner's audit/use history for security and liability purposes.

For Property Managers and Ownership

I. User Management

Create a User Step 1 of 2:

1) Log in → Upper right corner of homepage select your profile icon → Select management → Select User Management.
2) Click "Add User" button.
3) Complete the form on the right-hand side of the screen. Enter the user's cell and email (used in the event the username/password is forgotten).
4) Toggle Administrator only if the person is the owner or manager of the facility.
5) Click the "Submit" button.

Create a User Step 2 of 2:

1) Locate the user that was just created.
2) Click the gear icon next to their name.
3) Check the doors that the user will have access to.
4) Select 24/7 for full-time access, or
5) Create the time and days the user will have access to the doors.
6) Click the "Submit" button.

Enable/Disable Users

1) Log in → Upper right corner of homepage select your profile icon → Select management → Select User Management.
2) Check the username.
3) Click the "Disable" button to disable the user's access without removing them from the system (note their status change).
4) Click "Enable" button to reenable the user.
5) "Removed Selected" will remove the user from the database.

II. Group Management

1) Log in → Upper right corner of homepage select your profile icon → Select management → Select Group Management.
2) Click "Create User Group".
3) Fill out the form and select the time and doors the group will have access to.
4) Select Next.
5) Select the users from the list shown and click Next.
6) Review the information and click "Submit".

III. Create a Passcode / Add Employees

Bellman can be used to add "employees" to a user's account by generating passcodes. The employee is treated as a vendor with their own unique passcode. The passcode is set to expire far into the future, allowing the generator to cancel it if the employee leaves or is terminated.

1) Log in → Upper right corner of homepage select your profile icon → Select management → Passcode Management.
2) Click “Vendor Access”.
3) Complete the pop-up form and select the doors and time controlled by the passcode.
4) For employees, set the expiration many years into the future to simulate a perpetual code.
5) Click “Generate” and the passcode will show on the screen.
6) Give this code to the employee or vendor.

IV. Door / Relay Management

Bellman is shipped with the number of doors or relays assigned to each board – typically 8. The hold-open or deenergized time determines how long a relay remains deactivated after a person enters a door or trips a relay.

1) Log in → Upper right corner of homepage select your profile icon → Select management → Door Management.
2) Select the Settings button in the right corner.
3) Select the door (it will appear in the pop-up window).
4) Enter the Hold Time (typically 1 to 5 seconds).
5) Click Submit.

For End Users, Residents, & Tenants

I. Updating User Information

1) Log in → Upper right corner of homepage select your profile icon → Select settings → Update Info.
2) Use Password, Email, and Phone tabs and subsequent forms to change your information.
3) Click Update when finished.

II. Manage Quiet Hours

1) Log in → Upper right corner of homepage select your profile icon → Select settings → Privacy → Don't Disturb.
2) Use the form to schedule hours. Bellman will not notify you that someone is looking to gain access to your facility. Enter the time, select AM/PM, and select the days.
3) Click Save Schedule when complete.

III. Manage Preferences

1) Log in → Upper right corner of homepage select your profile icon → Select settings → Privacy → Preferences.
2) Toggle on or off video and voice messaging. Note: SMS/Text is always enabled, as it serves as a means for user account recovery.

IV. Tennant/Resident Created Passcode

Bellman can be used to add "employees" to a user's account by generating passcodes. The employee is treated as a vendor with their own unique passcode. The passcode is set to expire far in the future, allowing the generator to cancel it if the employee leaves or is terminated. If using as a vendor, either shorten the duration or toggle "one-time use" for deliveries or similar.

1) Log in → Upper right corner of homepage select your profile icon → Select settings → Privacy → Passcode.
2) Select the door(s) applicable for the passcode.
3) Complete the form describing who is receiving the passcode.
4) Set the expiration date.
5) Toggle one-time use if applicable.
6) Select Generate Passcode.
7) Give the person/vendor/delivery driver the Passcode that is generated on the screen. Note: Passcodes generated from a resident/tenant are not shown on the Management Passcode report.