



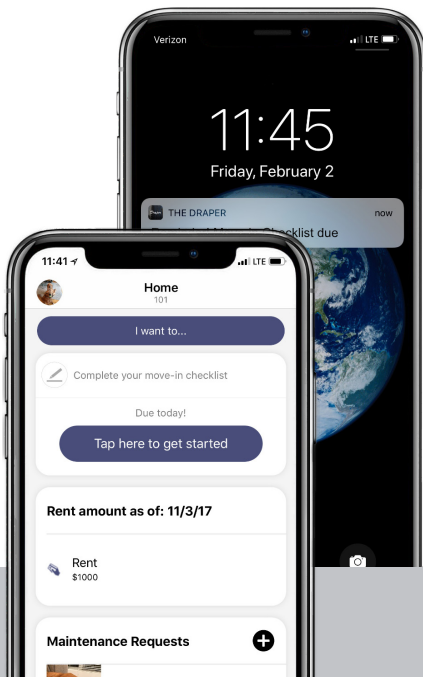
MOBILE DOORMAN
University

How-To Update Emergency Contact

Welcome to Mobile Doorman University

Emergencies, while infrequent, are an unfortunate inevitability. Using your Mobile Doorman custom apartment app, you can provide residents with quick access to immediate assistance from management for maintenance emergencies

The screenshot shows the Mobile Doorman web interface. On the left is a navigation menu with 'Overview' selected. The main content area displays a form for building management settings. The 'Emergency maintenance phone' field is highlighted with a cursor. Other fields include City (Chicago), State (IL), Zip (60614), Office phone (5558949120), and Front desk phone (5558949120). An 'UPDATE BUILDING' button is at the bottom.



Step 1: Go to manage.mobiledoorman.com

Step 2: Log in with your email address and password (*If you don't know it, click forgot password*)

Step 3: Click on *Overview* in the left-hand navigation bar

Step 4: Scroll to the bottom of the page to find “Emergency Maintenance Phone”; Enter the appropriate contact

Step 5: Click *Update Building* to save the changes



Interested in more?
Visit www.MobileDoorman.com today