

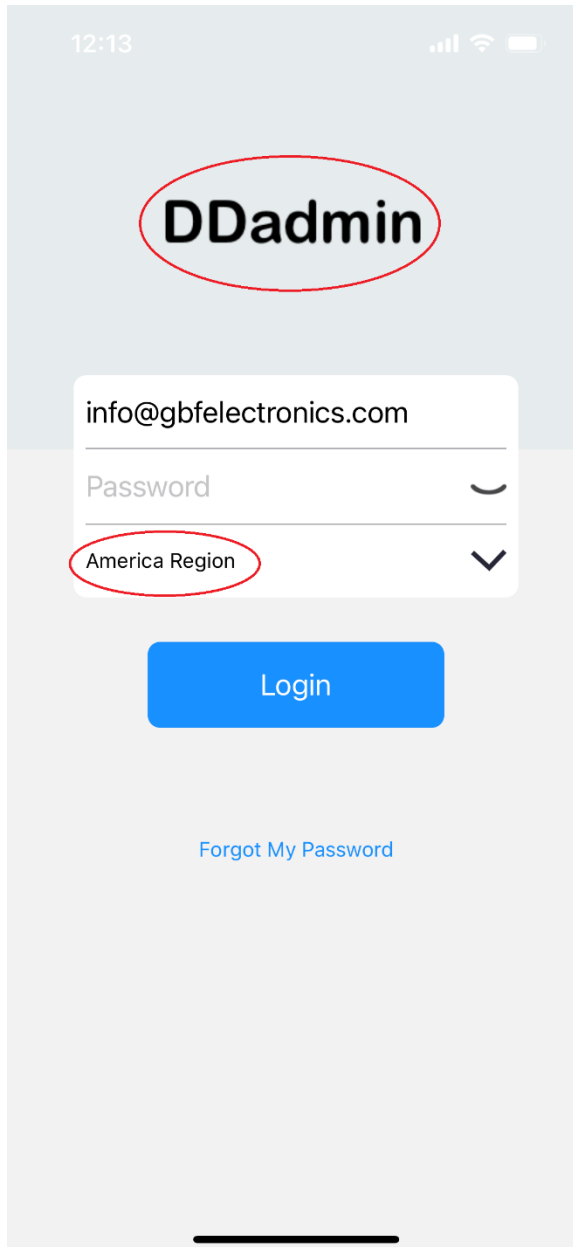
# GBF DDadmin APP

## User Manual



## ***Administrator/Property Manager Login Account:***

Initially, please directly download DDadmin APP into your smart phones, then login your DDadmin APP by the exactly same login credential as your PMS web portal login. This APP is the second option for property managers or owners to use mobile devices to login PMS system to manage your intercom systems and tenant directory etc.



12:13

**DDadmin**

info@gbfelectronics.com

Password

America Region

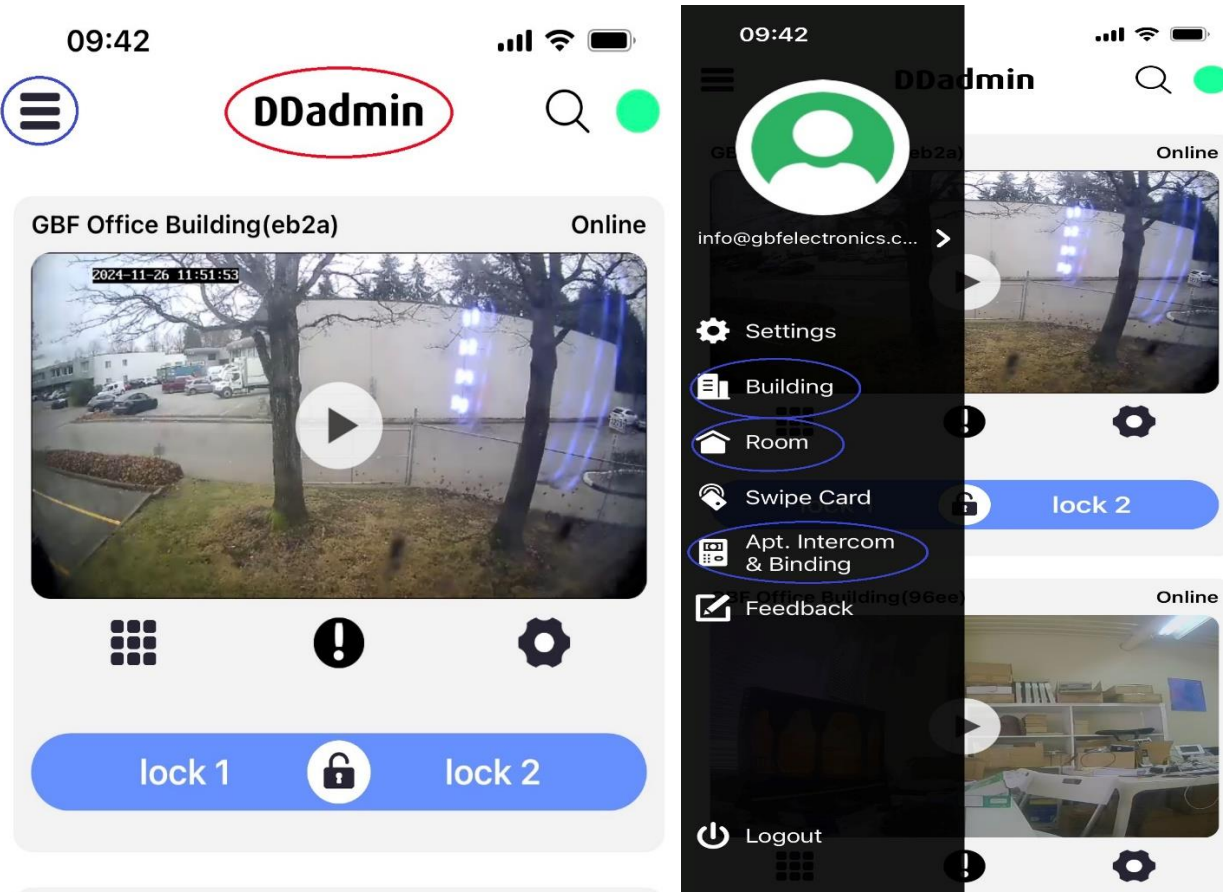
Login

[Forgot My Password](#)

## *DDadmin Interface:*

There are four main sections in the DDadmin APP when you press the three black bars at the top left corner on your DDadmin APP :

1. **Building**--- Includes all building information in your account.
2. **Rooms**--- All rooms in each building, you could edit room and add the new room and delete the old room.
3. **NFC (Swipe Card)**--- Add or delete key fobs and key cards for this system.
4. **Apt. Intercom**--- All intercom device GID numbers listing.



## Building Information Page:

This page shows a summary list of all buildings under administrator/property manager account. You could add a new building and edit the existing building information. The building listing shows each building name and total units number and the cloud service expiration date.

Building Name	Rooms	Expiration
Lakewood Estates	69	2025/08/13

# Edit Building Information Page:

Click the building name, the administrator/property manager can edit the building name, building address, and region time zone etc..

13:58 📶 📶 🔋

< Building information ✔

★ Building Name [Lakewood Estates](#)

★ Floor Number [1](#)

★ Lowest Floor [1](#)

★ Timezone [-5](#) ▾

Address [Lakewood](#)

Rooms  
[Exists Rooms/Limit Rooms:69/150](#)

Cloud Service  
[Expired On 2025/08/13](#)

Delete This Building

# Room Information Page: (Tenant directory)

This section shows a summary list of all rooms and tenants directory in all buildings under the administrator/property manager account. Click the '+' icon to add a new room/new tenant entry.

09:44



Room

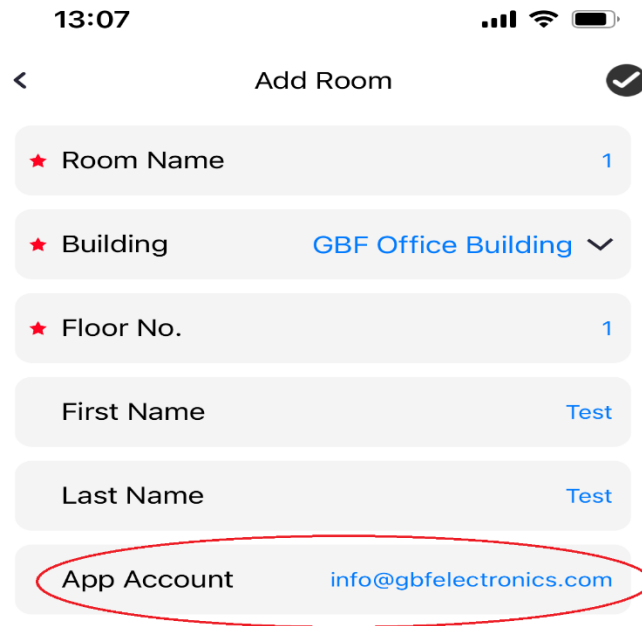


Total:30

Room Name	Floor	Email
1 PL963PM8U-POE	1	axuxg@hotmail.com
8 PL963PM8U-POE	1	axuxg@hotmail.com
1 PL963PM4U-101	1	axuxg@hotmail.com
1 PL963PM3U-101	1	axuxg@hotmail.com

## Edit Room Information Page:

In this section, administrators/property managers can create master tenant accounts and suite numbers stored to the cloud database, forming the directory on the outdoor station. Each tenant will use their email address as the username for their account, which they will also use to log in to their Doordeer APP to access the intercom system.



13:07

Signal strength, Wi-Fi, and battery icons

< Add Room ✓

★ Room Name 1

★ Building GBF Office Building ▾

★ Floor No. 1

First Name Test

Last Name Test

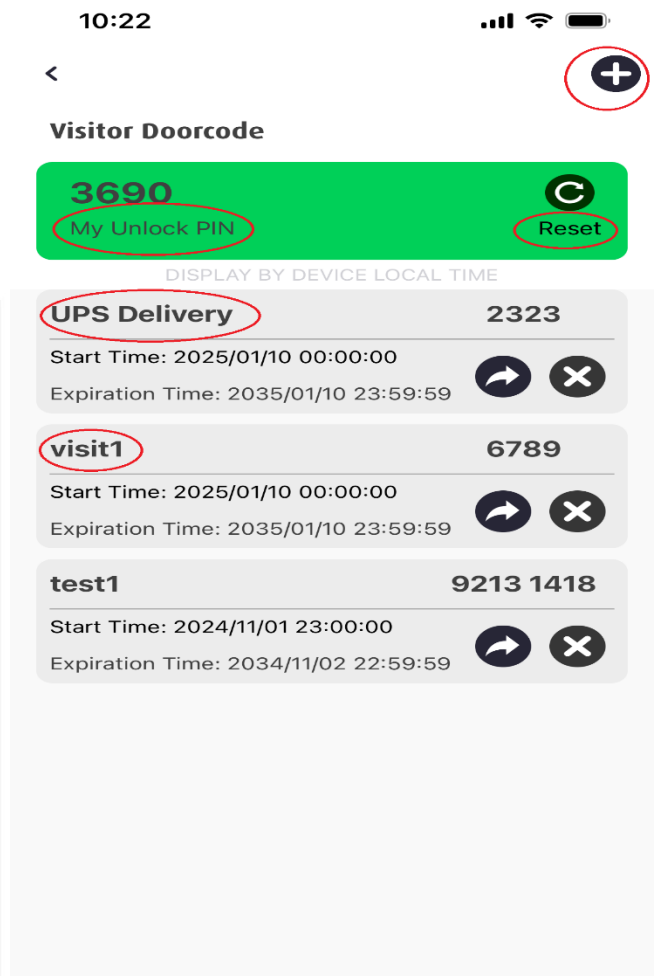
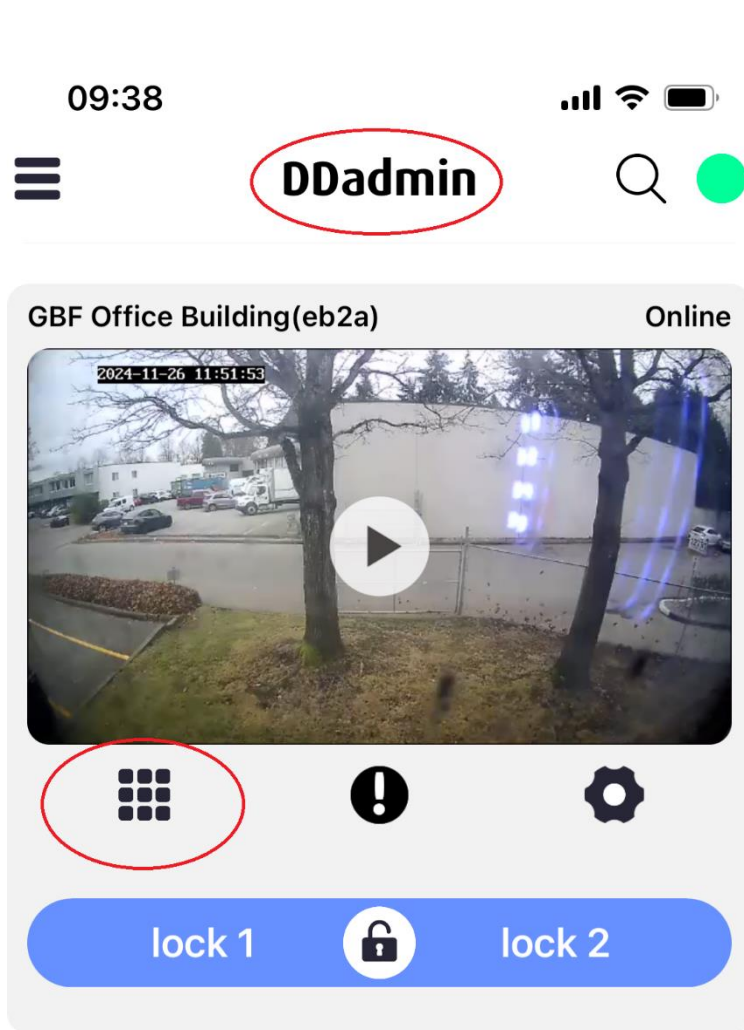
App Account info@gbfelectronics.com

---

## Access Code:

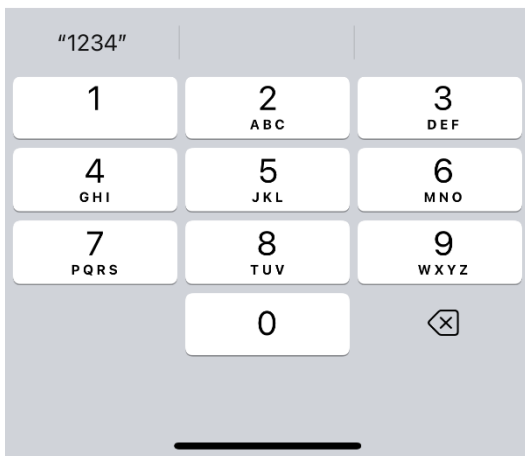
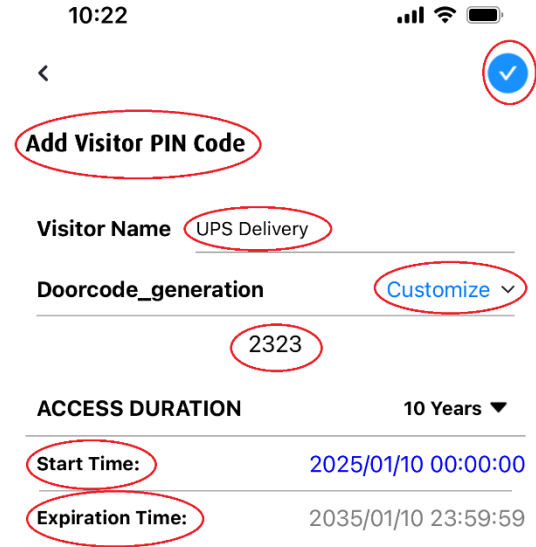
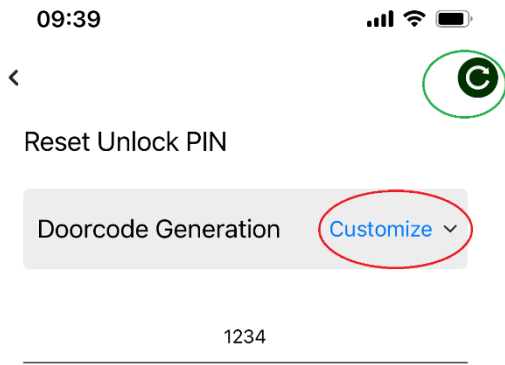
In APP interface, you will see the intercom camera. Under the camera picture, you will see the access code icon. See the attached image.

Click this access code page, you will be able to reset your own access codes and generate multiple visitor codes as well.



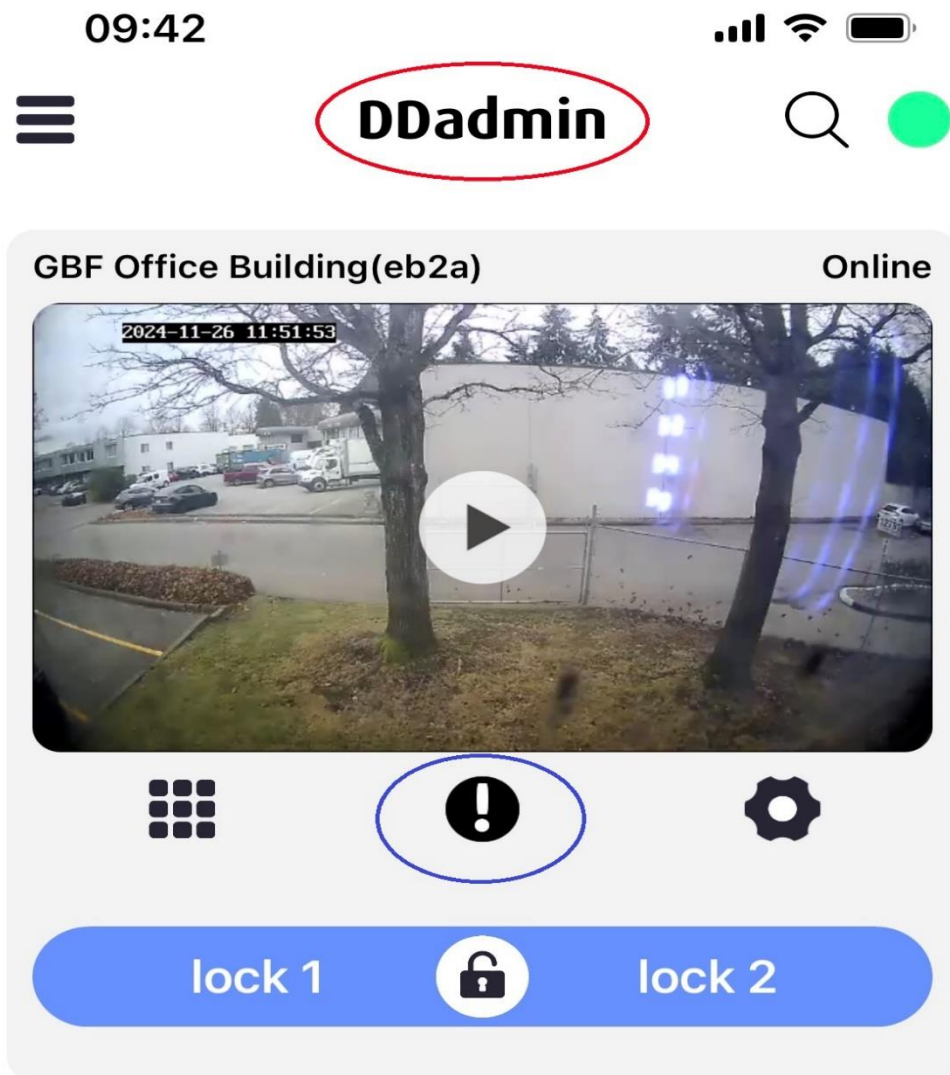
# Customize Access Codes:

In the Visitor Doorcode page, you will be able to reset your own access code and generate multiple visitor codes.



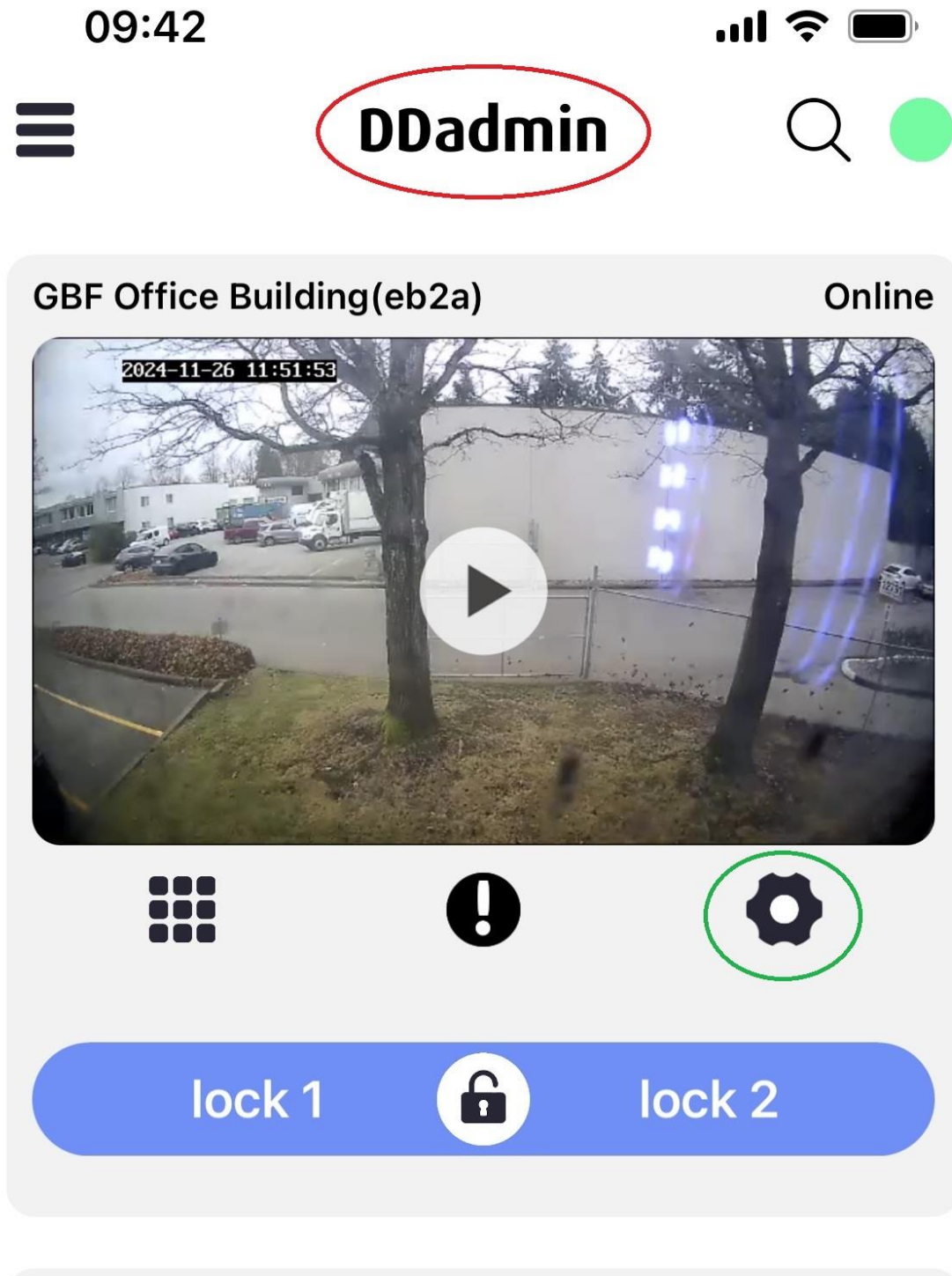
## Playback from DDadmin:

In the DDadmin default page, Property managers could check all video clips for your front door entry activities.



## Intercom Settings page:

In DDadmin default page, Property managers could remotely access intercom setting page to some device feature settings such as: turn on/off NFC feature, turn on/off Doorcode feature etc..





GBF Customer Support Contact:  
Phone : 1-604-278 6896 or 1-604 -285 8721  
Email : [info@gbfelectronics.com](mailto:info@gbfelectronics.com)  
URL : [www.gbfelectronics.com](http://www.gbfelectronics.com)