4.3 Manage & Assign Additional Users

Manage & Assign Additional Users.

Assign other users to manage air conditioner units based on location and rooms.

**Children’s Room**

- Admin
- Person A

**Living Room**

- Admin
- Person A
- Person B
- Person C

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**Check Device ID.**

1. Tap the "Admin" on the top right-hand corner of your screen.
2. Select “Device list”.
3. Choose your device’s location.
4. View your device ID and additional information.

**Add Additional Users (External Adaptor).**

- Please refer to (Add New Air Conditioners) on page 125, step 1 – 5 and then refer to the steps below.

1. Enter Device ID and Password. (Has to be obtained from administrator – administrator is the first person who connects to the unit first as they set the password)
2. Tap "LED is ON".
3. Tap "Next" as additional user. Not first user.

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*Please refer to “Checking Device ID page 145 to retrieve it.*
Add Additional Users (External Adaptor) continues...

4STEP
Name the air conditioner, and enter Message to owner and Note. Tap “Send request” once completed.

Add Additional Users (Built-In) continues...

5STEP
Admin refers to “Approve Additional User” Page 148.

6STEP
You will receive notifications once your request is approved by the admin.

Add Additional Users (Built-In).

*Please refer to (Adding New Air Conditioners) on page 128, step 1 - 4 and then refer to the steps below.

1STEP
Select “Others (air-conditioner used before)”.

2STEP
Tap “Yes”.

3STEP
a) Point the remote controller towards the air conditioner and press the “ ” button once to hear a “BEEP” sound.
b) When the light next to the “ ” appears then tap “Next”.

4STEP
Tap “LED is ON”.

5STEP
Searching for air conditioner.

6STEP
Select the air conditioner then tap “Register”.

7STEP
Wait for a while.

8STEP
Key in Password then tap “Register”.
(Has to be obtained from administrator – administrator is the first person who connects to the unit first as they set the password).

9STEP
Name the air conditioner, and enter Message to owner and Note. Tap “Send request” once completed.

10STEP
Admin refers to “Approve Additional User” Page 148.

11STEP
You will receive notifications once your request is approved by the admin.
### 4.3 Manage & Assign Additional Users

**Approve Additional Users.**

**STEP 1**
The admin user will receive a notification for additional user registration if the user has allowed Panasonic Comfort Cloud to send notifications.

**STEP 2**
Select the air conditioner.

**STEP 3**
Tap the "④" notification button.

**STEP 4**
Tap the message.

**STEP 5**
Choose the approval level to share with additional user then tap "Confirm".

**Check User List.**

**STEP 1**
Tap the “≡” on the top right-hand corner of your screen.

**STEP 2**
Tap “Owner” to expand the menu.

**STEP 3**
Select “User list”.

**STEP 4**
Admin can see which user can control the particular air conditioner.