

A low-angle, upward-looking perspective of several modern skyscrapers with glass facades, creating a sense of height and architectural scale. The buildings are dark and textured, with grid-like window patterns.

Comelit MySites Guide

For Building Managers



Introduction



MySites is a web-based platform that allows installers and building managers to manage their site's users.

Requirements:

- Comelit Account (free to create at [MyComelit.com](https://mycomelit.com))
- Only Comelit accounts with user type Installer and Building Administrator are permitted to use this site
- MySites set up by Installer or responsible party and shared to accessing user.



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2 Finding the Unit List

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4 Accessing a Unit

5 Adding/Removing Tenants

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Creating a Comelit Account

- Navigate to Pro.Comelitgroup.com
- Create a Comelit Pro account (if not already created). Make sure user type is **“Building Administrator”**
- Activate your account by following the link sent to your email address.
- Please note: Some email servers block email activations. Contact your IT if the activation email does not reach your inbox.

×

Already registered with another Comelit service?

REGISTER NOW

EMAIL *

Email

PASSWORD *

Password

The password must contain at least 8 characters, one digit, one letter and one special character

CONFIRM PASSWORD *

Confirm password

USER TYPE *

Select user type

Select user type
Installer
System Integrator
Distributor
Designer
Architect
Building administrator
Private individual
Maintenance company

MAIN TELEPHONE NUMBER

 ▼



Login to MySites

- Navigate to MySites.Comelitgroup.Com and Sign in

COMELIT

Comelit

Dashboard

Sites

Devices

Users

Settings

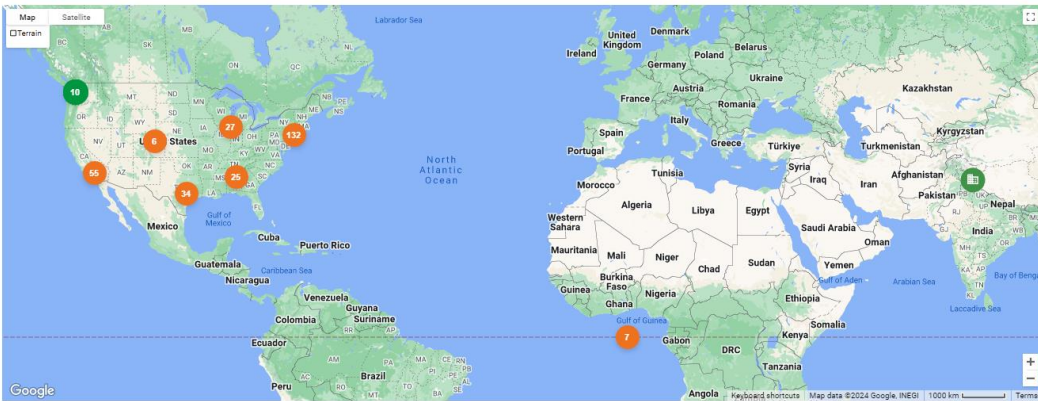
Exit

DASHBOARD

Map

Satellite

Terrain



Google

313

OPERATIVE DEVICES

✓

54

DEVICES NOT CONNECTED

✗

0

DEVICES WITH FAULTS

⚠

0

DEVICES WITH SABOTAGES

🚨

DEVICES WITH ACTIVE INDICATIONS

DEVICE NAME	MODEL	CONNECTION	SERVICE STATUS	FIRMWARE VERSION	SITE	OWNER	ACTIONS
No devices found							

First Previous 1 Next Last

DEVICES LIST >

User guide

Finding the Unit List

- Click on “Sites” to find the site you wish the edit users on.
- Click on the Apartment icon to view all units at your property.


Comelit

Dashboard

Sites

Devices

Users

Settings

Exit

SITES

VIEW ON MAP

SITE NAME	ADDRESS	DEVICE CONNECTION	SERVICE STATUS	OWNER	
☆ 74 5TH AVE	new york - 74 5th ave	Online	Functioning	artiststocksmith@gmail.com	
☆ HQ Residences	MT Prospect - 112 E Northwest Highway	Online	Functioning	comelit@lamarcosystems.com	
☆ The Perch	Austin - 7731 Menchaca Road	Online	Functioning	tech@comelitusa.com	
☆ Rose Mary	Alhambra - 12612 Clark Street	Online	Functioning	tech@comelitusa.com	

Searching for Units

- Find the unit you wish to edit using the Search bar based on the unit number.
- The unit number is listed either by the “VIP address” or “Description” columns.

COMELIT Comelit Dashboard Sites Devices Users Settings Exit

SITES > DORMAKABA DEMO > APARTMENTS

DORMAKABA DEMO

APARTMENTS

 INVITE ALL NEW USERS Search

DEVICE ◊	VIP ADDRESS ◊	DESCRIPTION ◊	LICENCE TYPE ◊	APP SETTINGS DIRECTORY ◊	ENABLE ◊	ACTIONS ◊
Peter'S MUG	PET00001	ICS TEST	Master	Default	●	⋮
Peter'S MUG	00000623	623	Master	Default	●	⋮
Peter'S MUG	0000201F	201F	Master	Default	●	⋮
Peter'S MUG	0000202F	202F	Master	Default	●	⋮
Peter'S MUG	0000203F	203F	Master	Default	●	⋮
Peter'S MUG	0000204F	204F	Master	Default	●	⋮
Peter'S MUG	WAREHOUS	WAREHOUSE TEST	Master	Default	●	⋮



- Click on a Unit to enter the unit configuration.
- You can change how the unit appears on the callbox by editing the Description (only possible with Installer access)
- For example, the below shows the info for unit 623.

SITES > DORMAKABA DEMO > APARTMENTS > 00000623

00000623

DETAILS		⌂ RESET	✎ EDIT DATA
Vip Address	00000623		
Enable	● Enabled		
Description	623		
Apt. Administrator E-Mail	--		
Apt. Administrator Password	-- NEW PASSWORD		
External unit directory	● Disabled		
App settings directory	Default		
Call divert to another apt. when busy	● --		
Licence type	Master		



Adding/Deleting Users (Apps)

- Select “Add New Device” and populate the tenant’s name under External Unit Directory, Email Address, and device type (set to App).
- If your system has the capability of making phone calls, you can also enable the backup phone call option.
This will give the possibility of the intercom to call the phone number if the app is not available.

CREATE USER DEVICE ×

USER DEVICE TYPE

App

DESCRIPTION

This is my name

E-MAIL

this is my email

Email not valid

SHOW ON EXTERNAL UNIT

I will show up on the panel

☒

BACKUP PHONE CALL

☒ Enabled

☒

BACKUP TELEPHONE NUMBER

if enabled, put my number here

Enter a valid numeric value

Adding/Deleting Users (Apps)

- You can see the users for the unit under Tenant Device List
- To delete, click on the three dots on the right-hand side and select “Delete”.

Note this deletes all user information but keeps the line available for future tenants

TENANT DEVICE LIST							
ID	DEVICE ACTIVATION	USER DEVICE TYPE	DESCRIPTION	E-MAIL	PHONE NUMBER	APP ACTIVATION STATUS	DIRECT VIDEO ENABLED
1	Enabled	App	Derek Jones	derekjones@comelitusa.com	--	●	●
2	Enabled	App	Josh Statham	tech@comelitusa.com	--	●	●
3	Enabled	App	Mike Jones	mikejones@comelitusa.com	--	●	●
4	Enabled	App	Peter Vo	peter.vo@comelitusa.com	--	●	●
5	Enabled	App	Sal Conti	salconti@gmail.com	--	●	●
6	Enabled	App	Sherwin Serrano	sherwin@comelitusa.com	--	●	●
9 of 15 user devices available							



Adding/Deleting Users (Apps)

- Once a User's email is added, you can send them an invitation email.
- There are two ways to do this:
 - Individually: click on the user device to send an individual email invitation to.
 - Mass Invite: Go back to Apartment list and select "Invite all New Users"

DETAILS EDIT DATA

User device type	App
Description	Peter Vo
Show on external unit	● Peter Vo
E-Mail	peter.vo@comelitusa.com SEND
App activation status	● Not active GENERATE ACTIVATION CODE
Device activation	● Enabled
Backup phone call	● Disabled
Cloud syncing	● Synchronised
ID	4

SITES > DORMAKABA DEMO > APARTMENTS

DORMAKABA DEMO

APARTMENTS INVITE ALL NEW USERS

DEVICE ▾	VIP ADDRESS ▾	DESCRIPTION ▾	LICENCE TYPE ▾	APP SETTINGS DIRECTORY ▾	ENABLE ▾	ACTIONS ▾
Peter'S MUG	PET00001	ICS TEST	Master	Default	●	⋮
Peter'S MUG	00000623	623	Master	Default	●	⋮
Peter'S MUG	0000201F	201F	Master	Default	●	⋮
Peter'S MUG	0000202F	202F	Master	Default	●	⋮



Adding/Deleting Users (Apps)

- Once an invitation email is received, the tenant can now download the Comelit app, create an account with the same email that was inputted, and connect to the system!

Activate your new intercom app at North Bend Tempe



Comelit Group SpA - No reply <noreply@cloud.comelitgroup.com>

To: Peter Vo



Reply



Reply all



Forward



...

Fri 8/9/2024 3:47 PM



Welcome peter.vo@comelitusa.com!

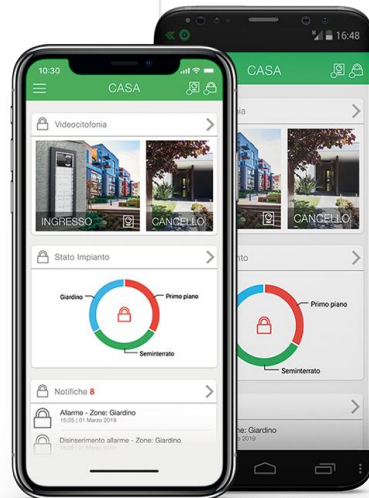
Thanks for choosing us! We've noticed that you haven't created an account to use our app and to open the door remotely at North Bend Tempe.

All you have to do is download our app on your device and register by using your email peter.vo@comelitusa.com.



Did you know?!

With the Comelit App you'll be able to open the door for a guest or visitor with the ease of just a tap, to see who is at the door before letting them in and to review all door notifications on one all-time list. Also if you miss a call from a visitor, they can leave a video message for you and if you need an extra layer of safety our app lets you add and see live security CCTV/IPC cameras.



Comelit App



Site Diagnostics

- At the Site page, you can see the number of Apartments, number of User Apps, and status of your Comelit system.

SITES > DORMAKABA DEMO

DORMAKABA DEMO ☆

EDIT DATA

APARTMENTS



10

TOTAL APARTMENTS



10

APARTMENTS ENABLED



0

APARTMENTS NOT ENABLED

USER APP



24

TOTAL USER APP



7

USER APP ACTIVATED



17

USER APP TO ACTIVATE

DEVICE STATUS



1

DEVICES INSTALLED



1

OPERATIVE DEVICES



0

DEVICES NOT CONNECTED



0

DEVICES WITH FAULTS



0

DEVICES WITH SABOTAGES

SITE INFORMATION

DETAILS >

Dormakaba Demo

2021 Myrtle Ave 91016 Monrovia - USA

Reference

--

E-mail

--

Owner

tech@comelitusa.com

My role

Admin(owner)

DEVICES

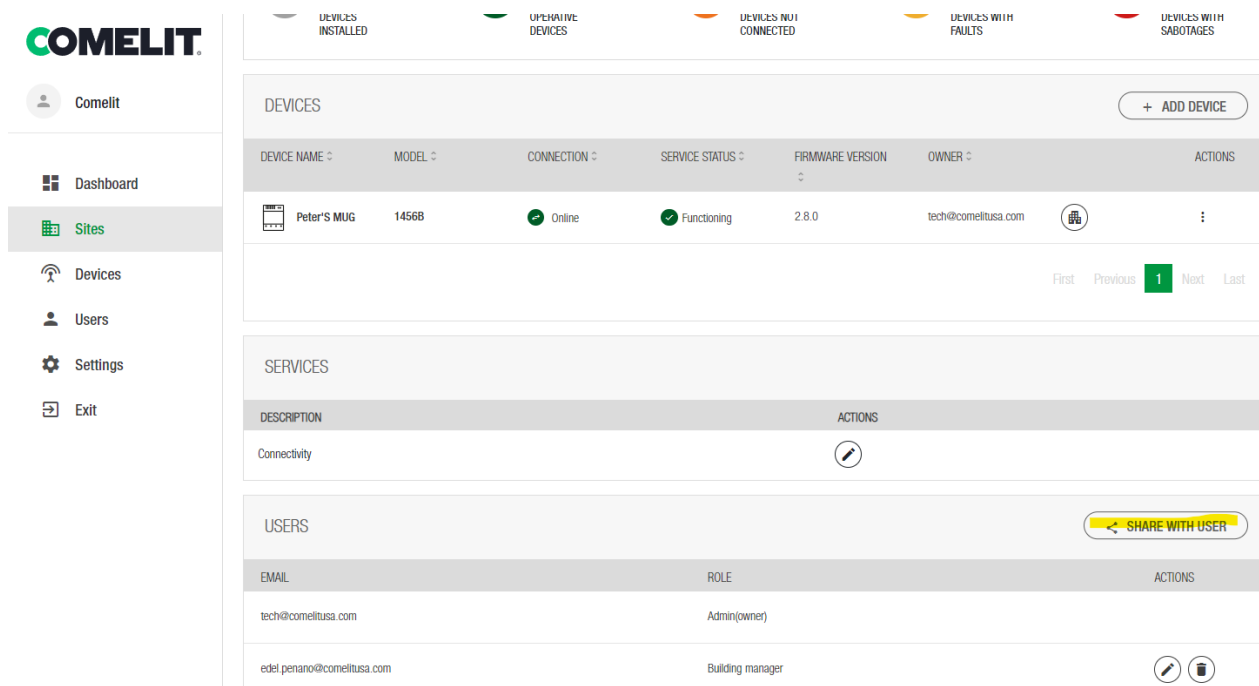
+ ADD DEVICE

DEVICE NAME	MODEL	CONNECTION	SERVICE STATUS	FIRMWARE VERSION	OWNER	ACTIONS



Sharing a Site (for other admins)

- To share a site to another admin to manage the system, first ensure they have created a Comelit account following the prerequisite step * **BEFORE** sharing the site.
- Go to your Site and Scroll to Users
- Enter the admin's email they are using for their Comelit account and give them a role (Building Admin).



The screenshot displays the Comelit dashboard interface. On the left is a sidebar with navigation options: Dashboard, Sites (highlighted), Devices, Users, Settings, and Exit. The main content area is divided into three sections: DEVICES, SERVICES, and USERS.

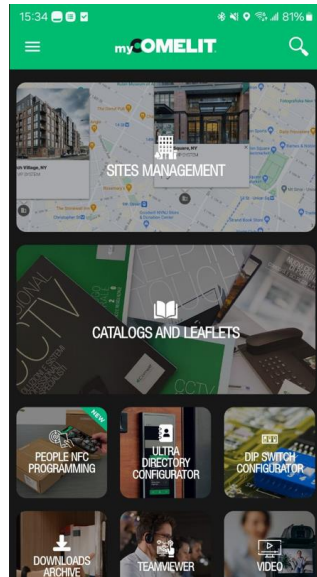
DEVICES Section: At the top, there are five status filters: DEVICES INSTALLED, OPERATIVE DEVICES, DEVICES NOT CONNECTED, DEVICES WITH FAULTS, and DEVICES WITH SABOTAGES. Below these is a table of devices. The table has columns: DEVICE NAME, MODEL, CONNECTION, SERVICE STATUS, FIRMWARE VERSION, OWNER, and ACTIONS. One device is listed: Peter'S MUG, model 1456B, with status Online and Functioning, firmware version 2.8.0, and owner tech@comelitusa.com. A '+ ADD DEVICE' button is in the top right of this section.

SERVICES Section: This section has a table with columns DESCRIPTION and ACTIONS. One service is listed: Connectivity, with an edit icon in the actions column.

USERS Section: This section has a '+ SHARE WITH USER' button in the top right. Below it is a table with columns EMAIL, ROLE, and ACTIONS. Two users are listed: tech@comelitusa.com with role Admin(owner), and edel.penano@comelitusa.com with role Building manager. The second user has edit and delete icons in the actions column.

MyComelit App

- You can also access MySites remotely by using the MyComelit app!
- To start, download the MyComelit app from your app store and sign into your MySites account.
- Select Site Management to view your Mysites from your phone!



MyComelit App

- Managing your tenants from the MyComelit app will follow the same steps as above, just mobile!

1,

Sites

Dormakaba demo

☆ Dormakaba Demo

Monrovia - 2021 Myrtle Ave

Online Functioning

Apartment list

Dashboard

Sites

Devices

Users

2,

Dormakaba Demo

> SELECT DEVICES

APARTMENTS

PET00001

ICS TEST

MASTER - PETER'S MUG

00000623

623

MASTER - PETER'S MUG

View

Reset

Disable

Delete

0000201F

201F

MASTER - PETER'S MUG

Dashboard

Sites

Devices

Users

3!

00000623

CREATE USER DEVICE

USER DEVICE TYPE

App

DESCRIPTION

Description

E-MAIL

E-Mail

SHOW ON EXTERNAL UNIT

Enter the name to show on the external i

BACKUP PHONE CALL

Disabled

DIRECT VIDEO

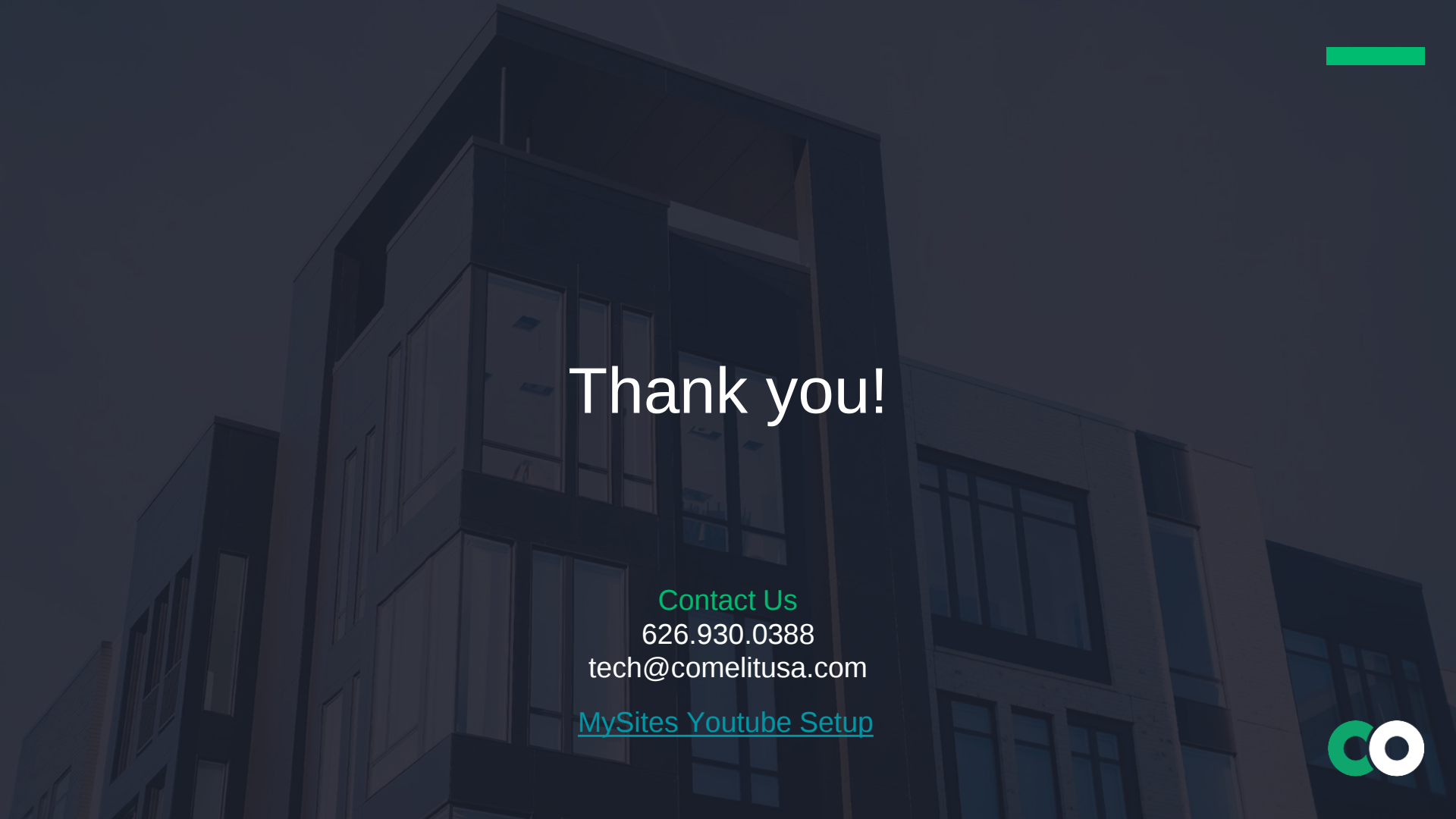
The maximum number of user devices receiving live video has been reached. In order

Dashboard

Sites

Devices

Users



Thank you!

Contact Us

626.930.0388

tech@comelitusa.com

[MySites Youtube Setup](#)

