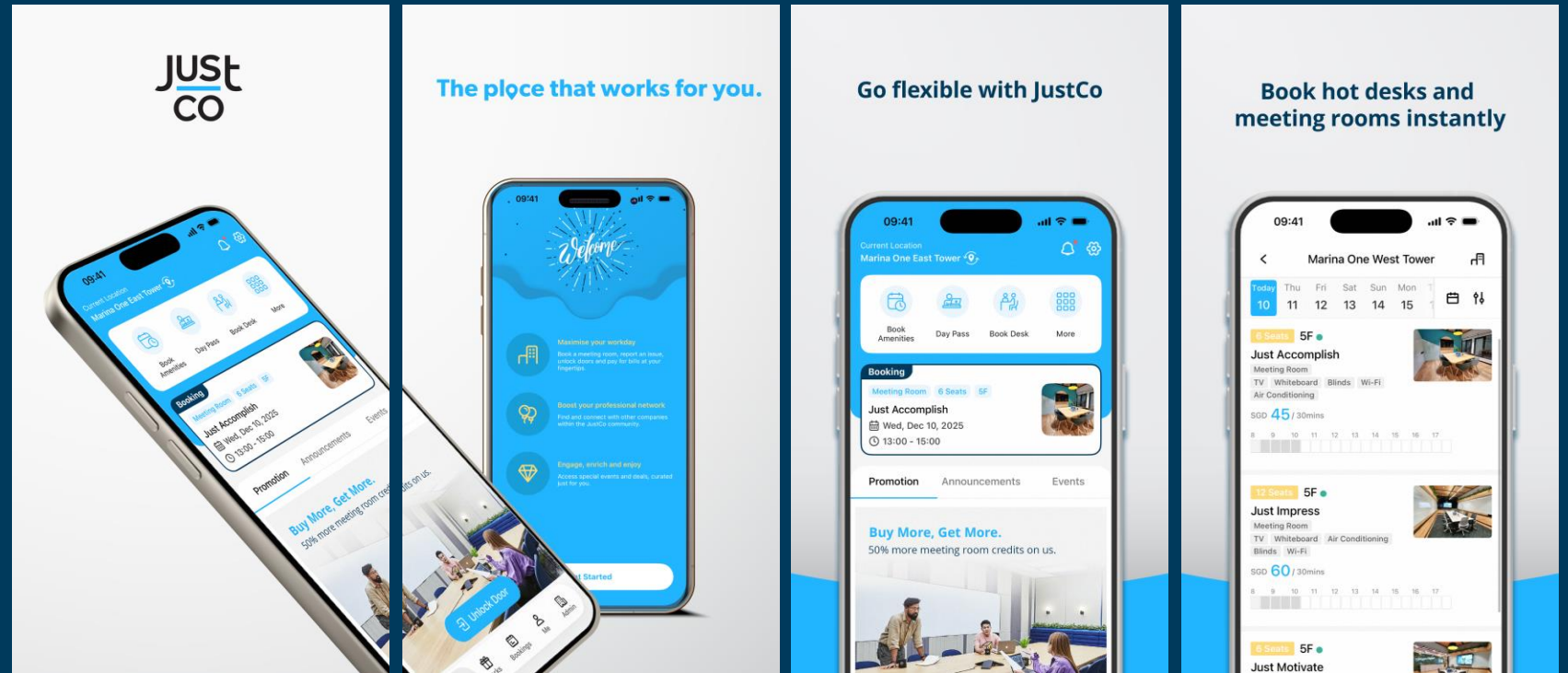


# JustCo App Quick Start



The place that works for you.

[Find all guides here](#) ➔

# JustCo App is open to all.

Start your workspace journey now.



SCAN TO DOWNLOAD



**For iOS:** [Download on the App Store](https://apps.apple.com/us/app/justco/id1442767983)

<https://apps.apple.com/us/app/justco/id1442767983>



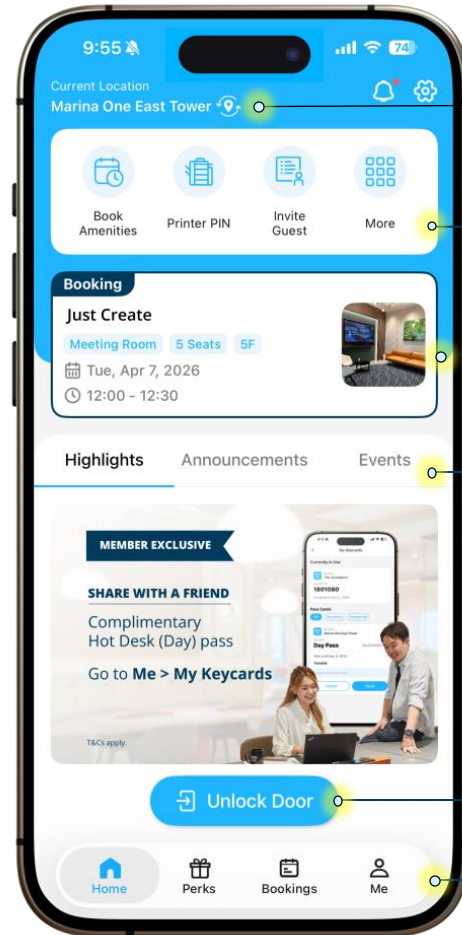
**For Android:** [Get on Google Play](https://play.google.com/store/apps/details?id=com.justco.justco)

<https://play.google.com/store/apps/details?id=com.justco.justco>

# Welcome to the JustCo App

Flexible workspace booking, all in one app.

Whether you need a desk or a meeting room for your team, everything is ready when you arrive.



*Select centres*

*Find helpful features*

*See upcoming bookings*

*Browse highlights*

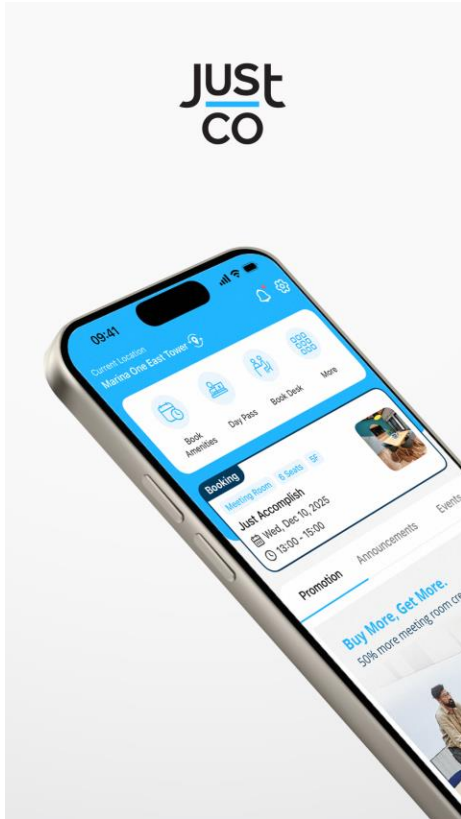
*Check important announcements*

*RSVP for upcoming events*

*Unlock Door*

*Manage your bookings and your account.  
Discover more, such as members' perks.*

# Welcome to the JustCo App



Log in with existing credentials →

Getting started: Register →

Tap to Unlock →

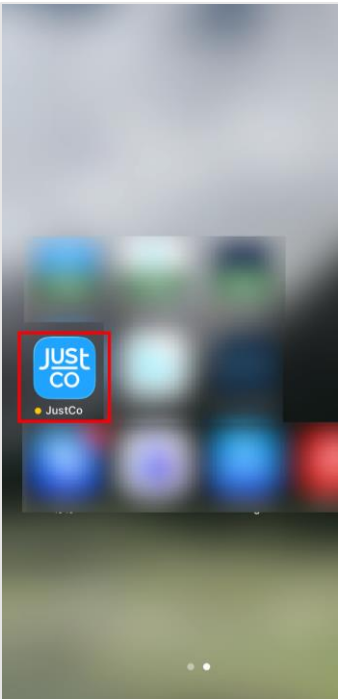
Find Printer PIN →

Invite a Guest →

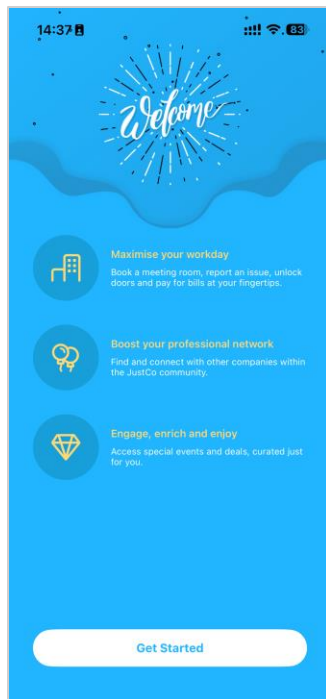
Get Support →

More helpful tips →

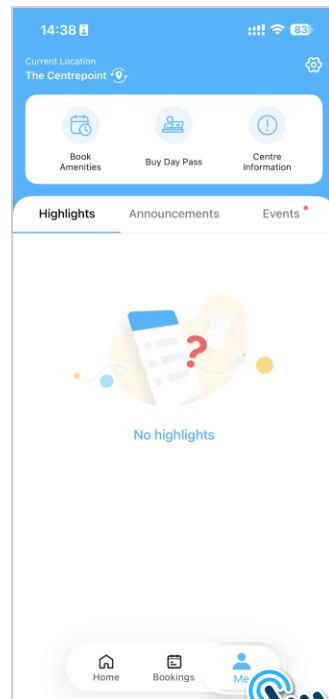
# Getting started: Register



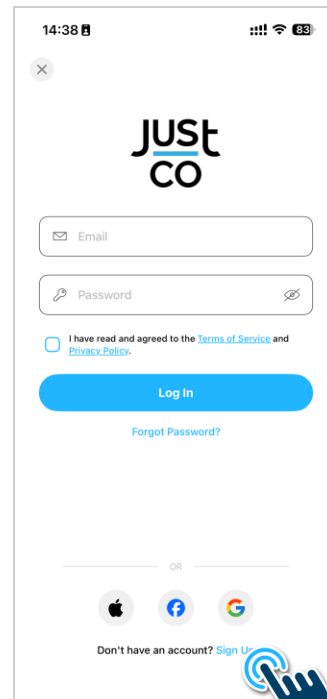
Open app



Welcome page

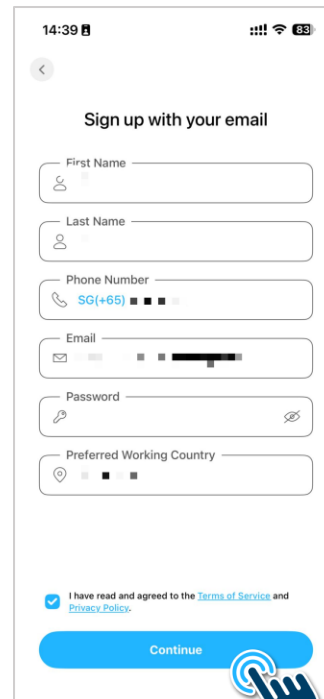


Tap **Me** to log in or register.

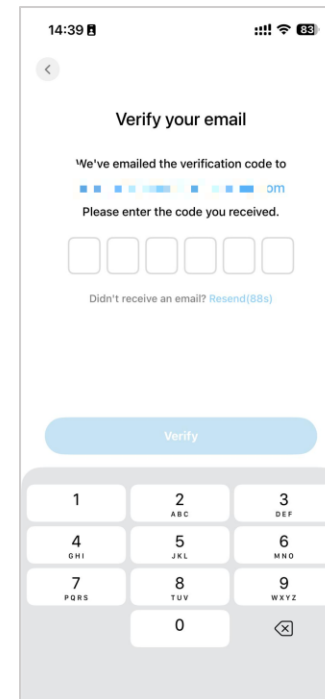


**Existing Credentials:**  
Tap **Log In** (with details from Sales).

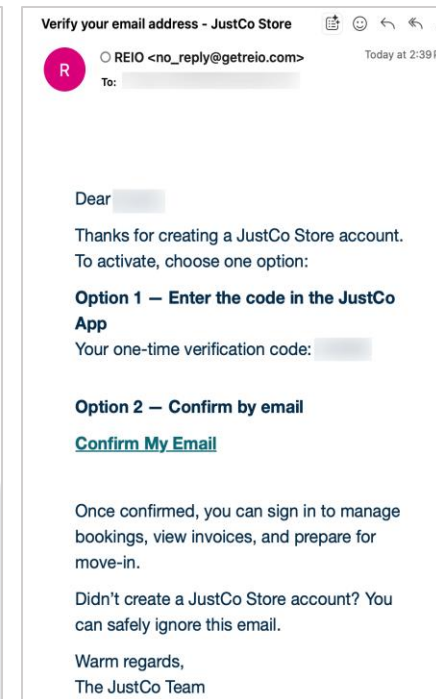
**New user:**  
Tap **Sign Up**.



Enter your details.  
Tap **Continue**.



Enter the verification code sent to your email.



# If you have existing credentials

## Get started in 3 steps

1 Check your email for onboarding and JustCo App login details.

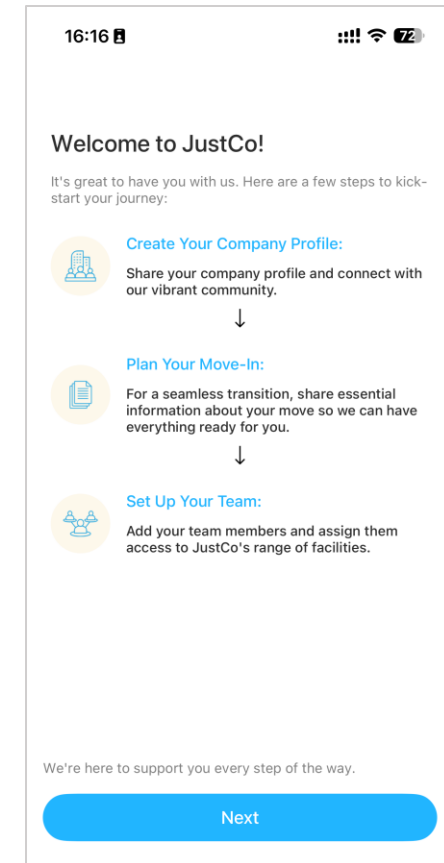
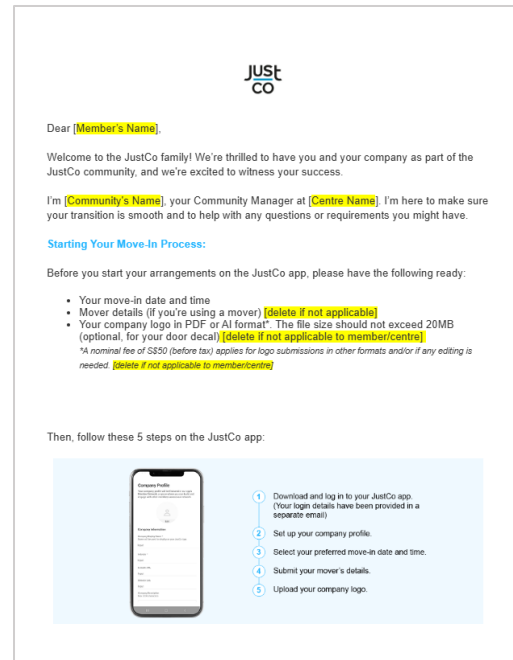
*If you don't receive an email within 3 days, please contact your Community Team.*

2 Download & log in to access the Move-In flow.

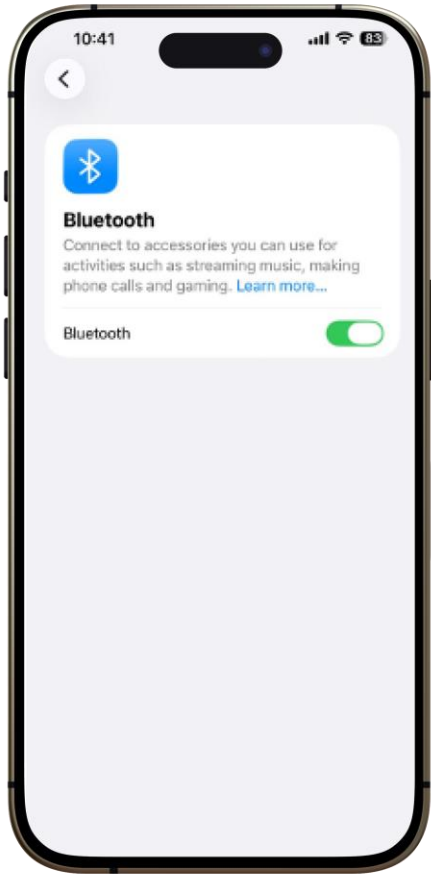
*Your move-in application is completed entirely within your JustCo App account.*

3 Complete setup in-app.

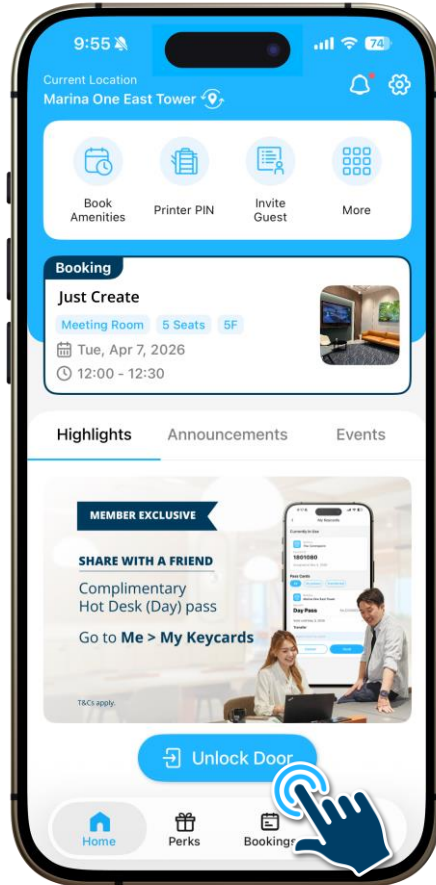
*Set up your profile, move-in, and add your team.*



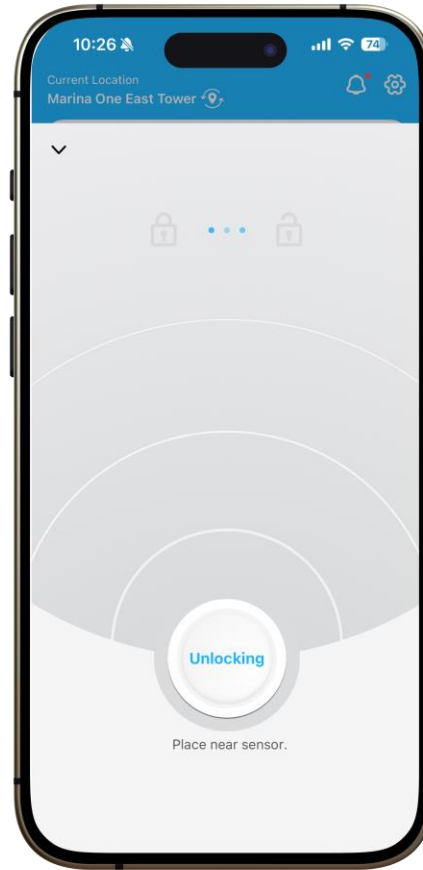
# Tap to Unlock



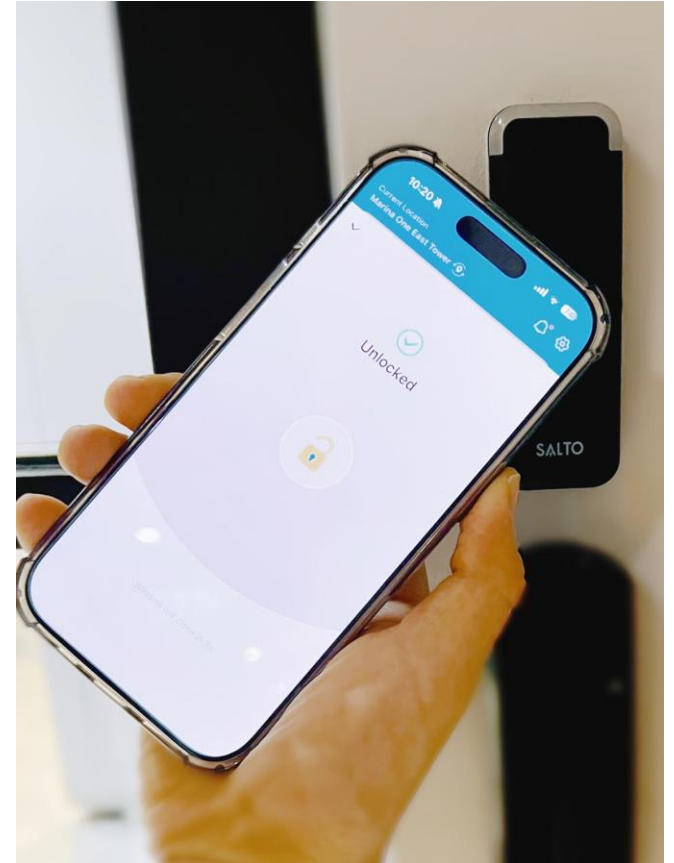
Ensure **Bluetooth** is turned on.



Open the app and tap **Unlock Door**



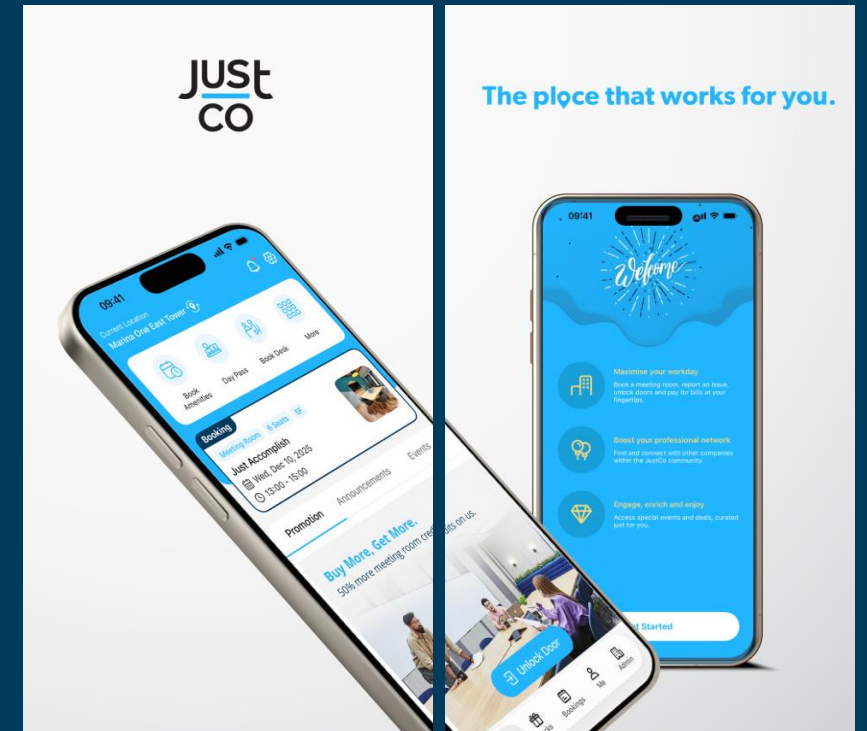
Hold the **top of your phone** (camera area) near the **Salto lock**.



Door unlocks in a few seconds.

# JustCo App

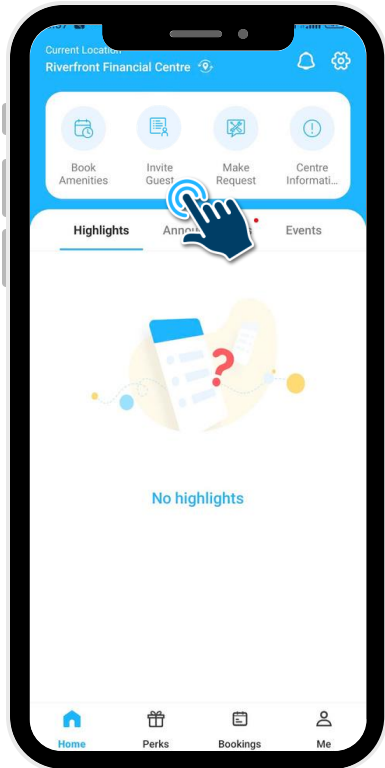
## Commonly used members' features



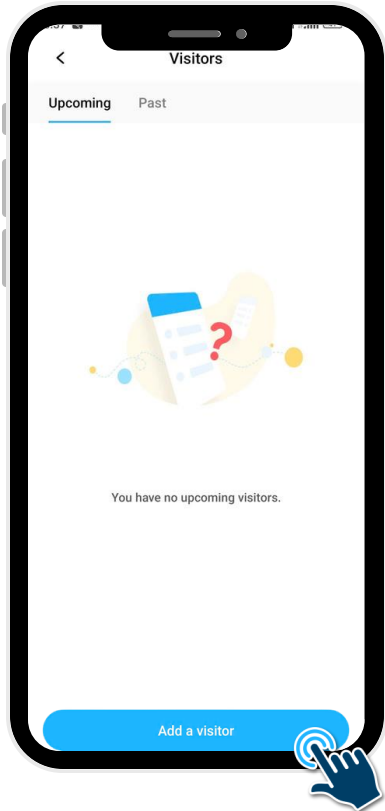
The place that works for you.

[Find all guides here](#) ►

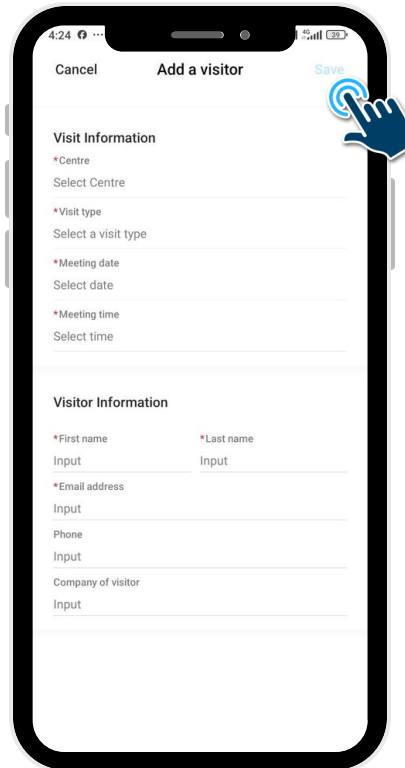
# For members: Invite Guest



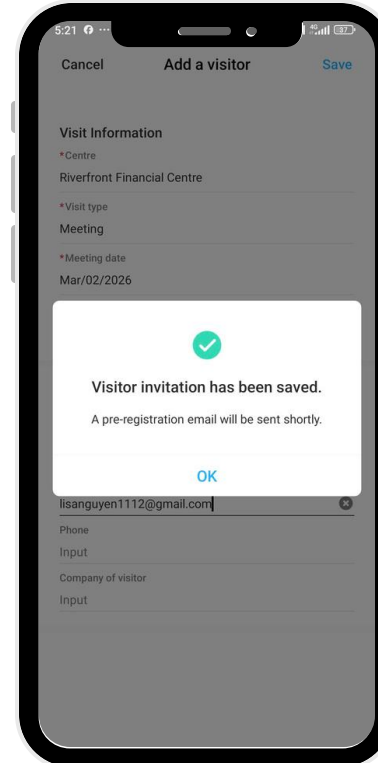
Tap **Invite Guest**



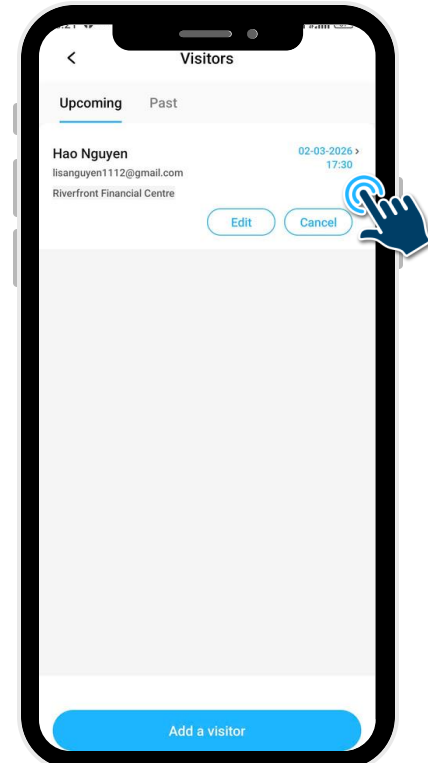
Tap **Add a Visitor**



Fill in information and tap **Save**



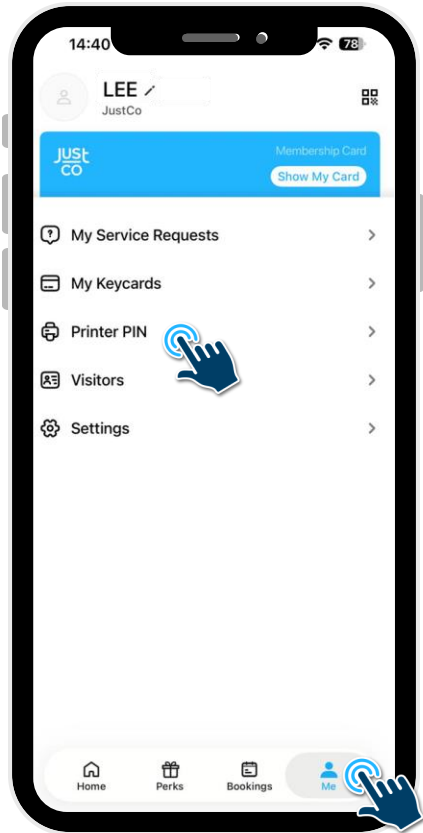
Your invitation is sent



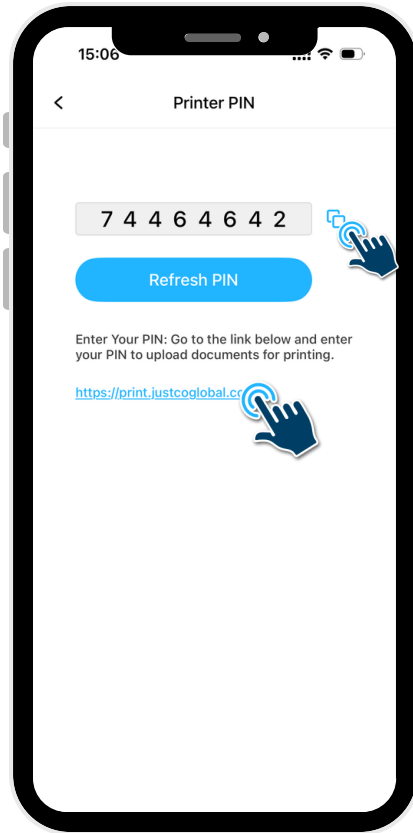
Manage your guests here.

# For members: Printer PIN

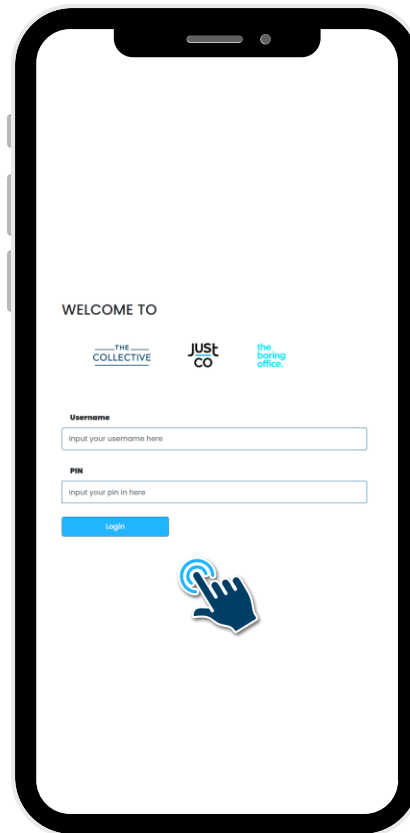
## Enjoy secure, convenient cloud printing



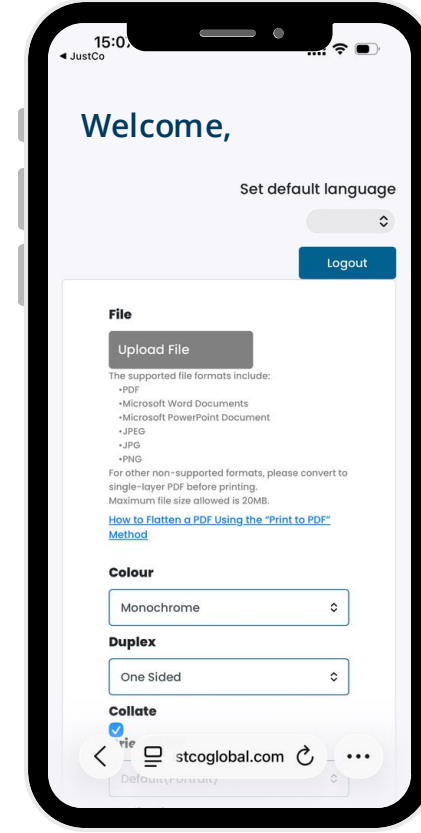
Tap **Me** > **Printer PIN**



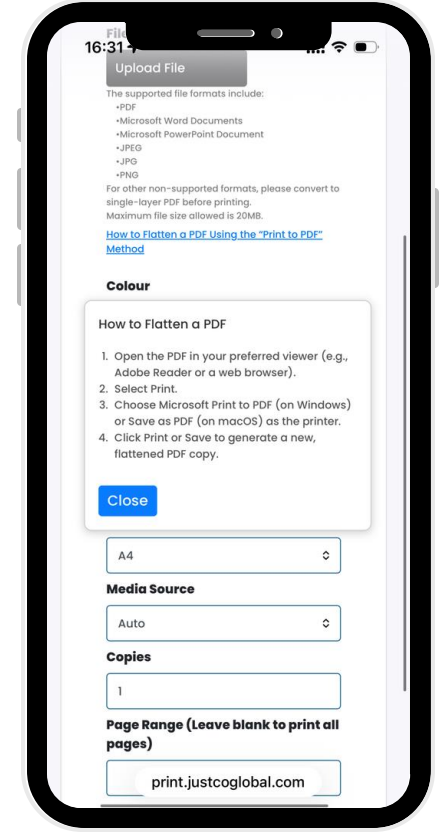
**Copy your PIN,**  
then access the **link**



Sign in with  
**your email** and **PIN**



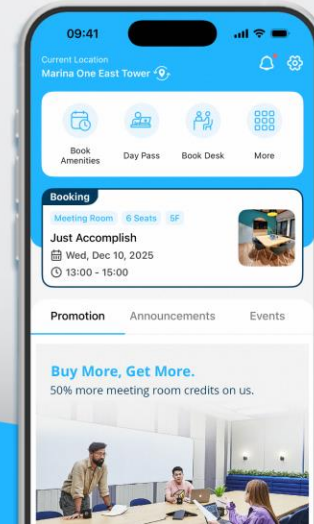
Upload your file and  
choose printing options



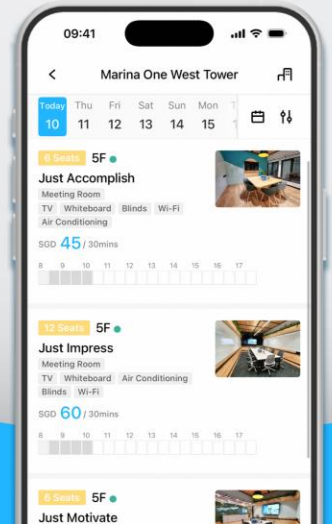
Flatten your file.  
**Scroll down to print.**

# JustCo App Helpful tips

Go flexible with JustCo



Book hot desks and meeting rooms instantly

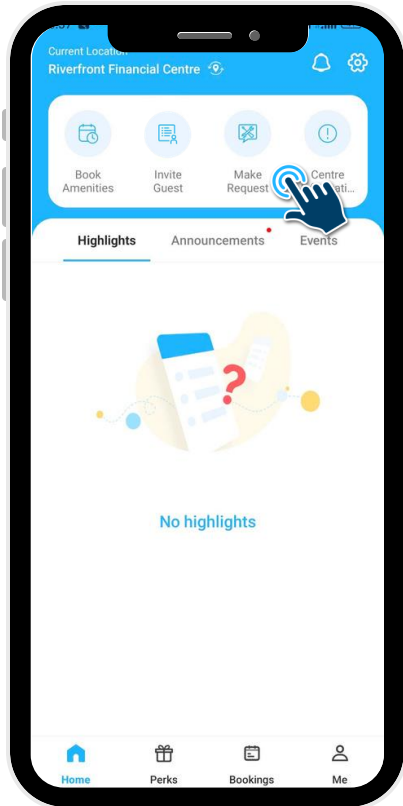


The place that works for you.

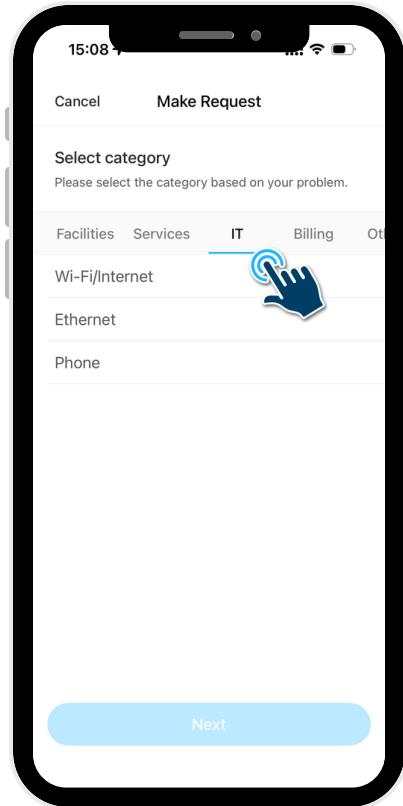
[Find all guides here](#) ➔

# Get Support

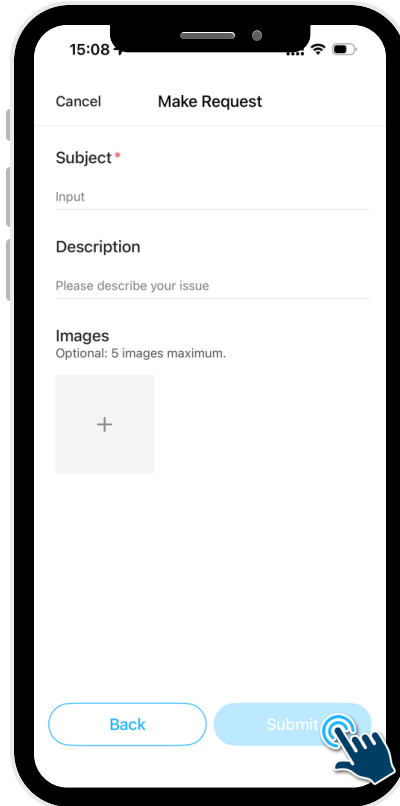
Submit service or facility requests



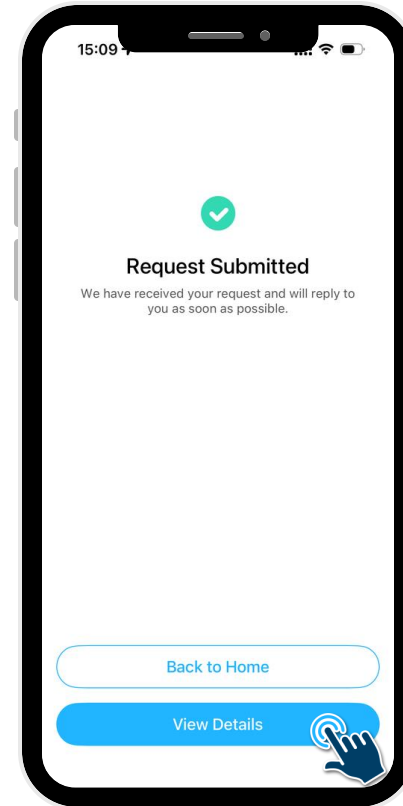
Tap **Make Request**



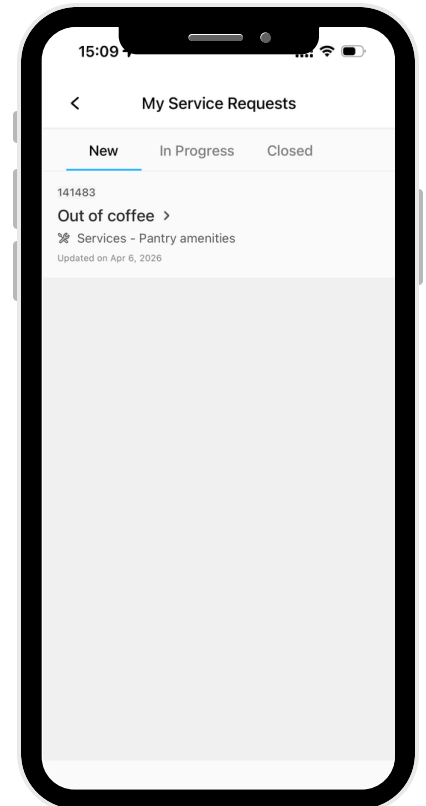
Select your **category**



Fill in the information and tap **Submit**

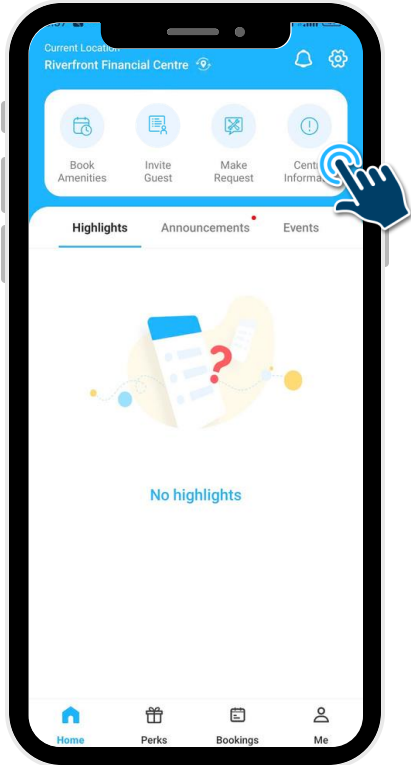


Your Request is submitted and in progress.

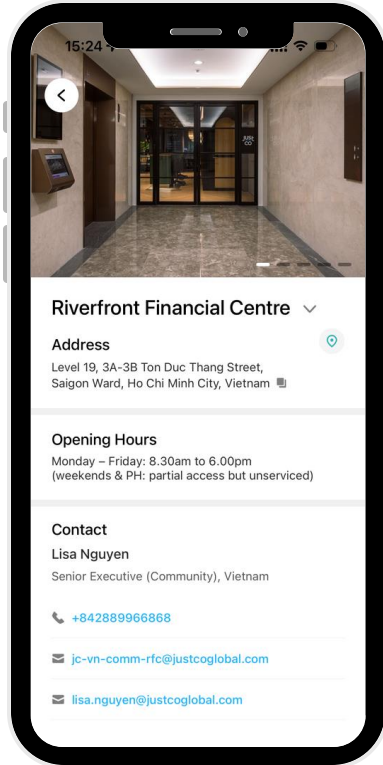


View and manage on **My Service Requests**

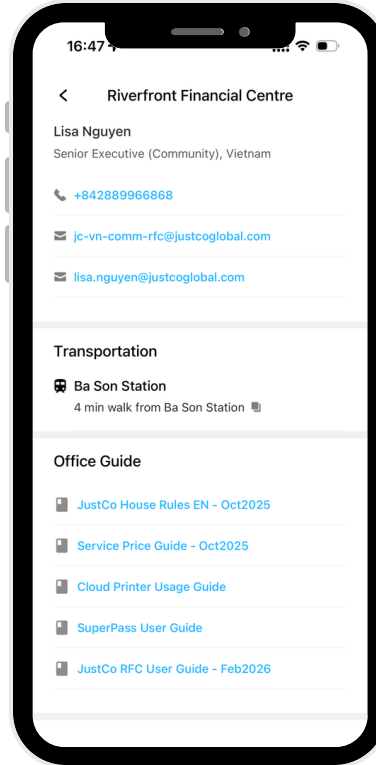
# Find Centre Information



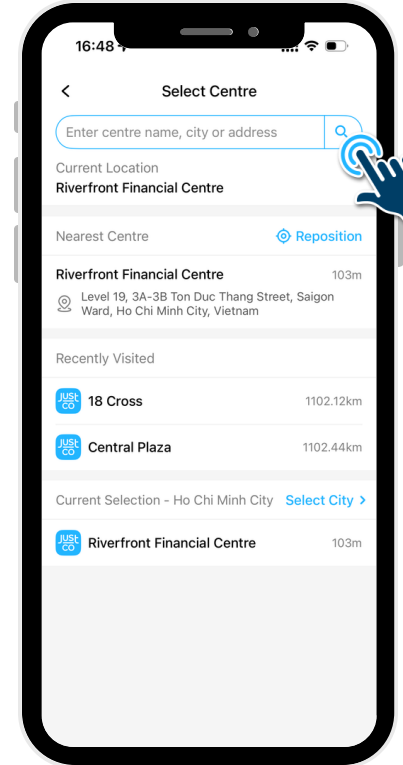
Tap **Centre Information**



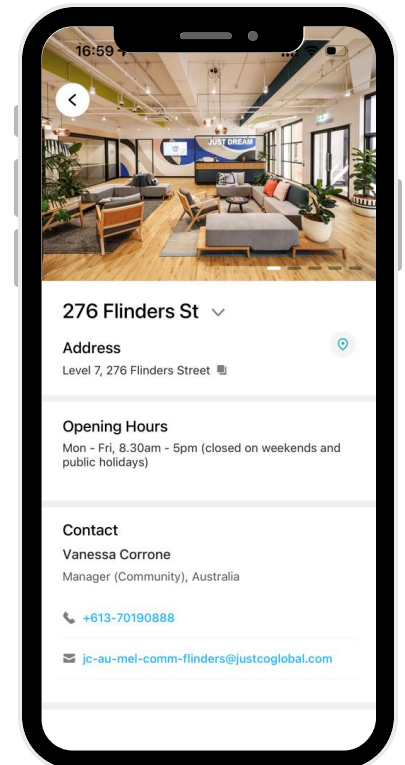
Check centre information



And scroll down to **find more guides**



You can look up more **JustCo centres**



See you at other locations!

# Understanding your access

## Member

*(You have a plan)*



- Full access to app features linked to your workspace
- Can manage your company, team, and inventory

### Become a member

- ✓ Sign a workspace agreement (e.g. private office, hot desk, virtual office),
- ✓ Purchase a plan via the app or website

## Non-Member

*(You have an account, no plan)*



- Explore and use most app features
- Get started with the Hot Desk (Day) pass or Meeting Rooms in participating markets

### Join JustCo today

- ✓ Create an account on JustCo App to start access spaces.

## Guest

*(No account yet)*

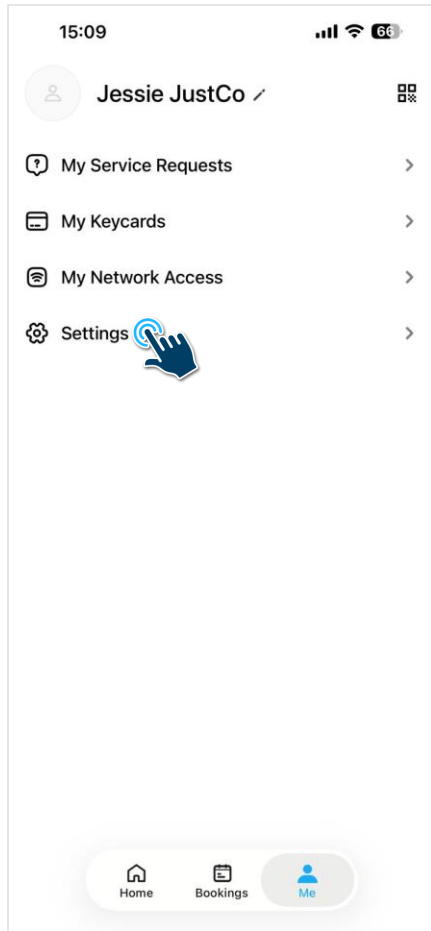


- Can browse limited content only
- Cannot book or access spaces

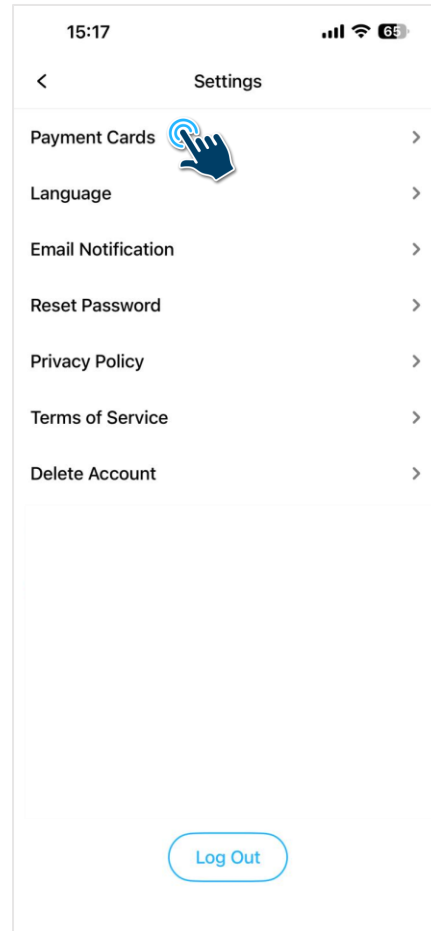
### How to get started

- ✓ Create an account using the JustCo App

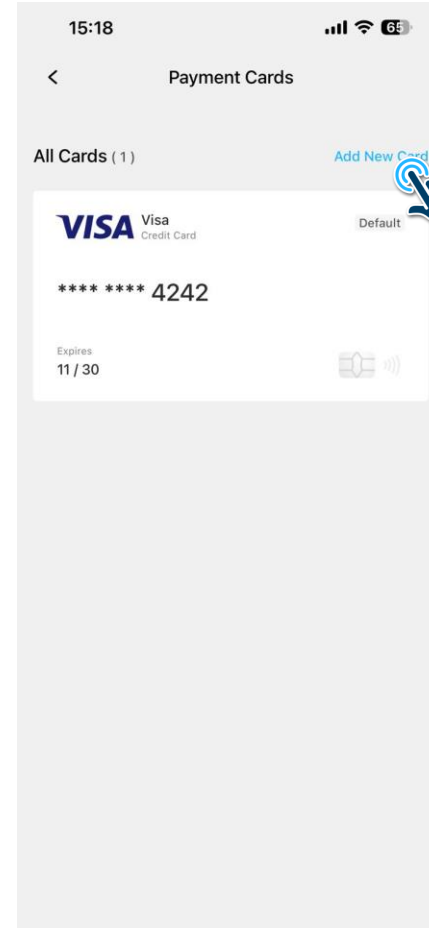
# Add your payment card *(Only for participating regions)*



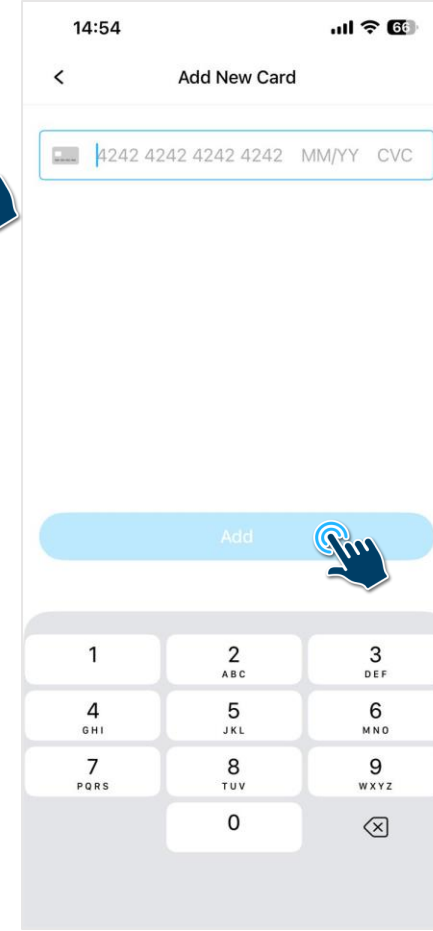
Go to **Me** and tap **Settings**.



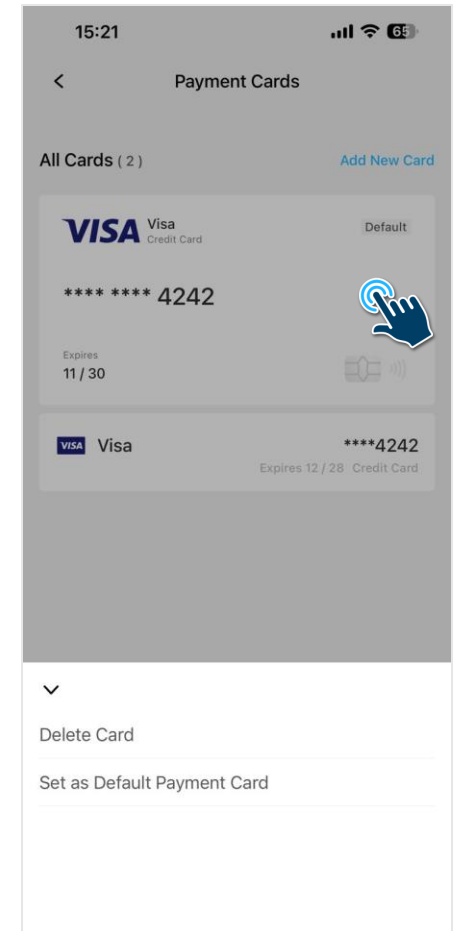
Select **Payment Cards**.



Tap **Add New Card**.



Enter your card details.  
Tap **Add** to save.



**Manage your cards (optional)**

- Set a card as default
- Delete a saved card

# End

## Thank you and see you soon.

Next, learn how to book your workspace on-demand [here](#),  
or purchase and manage plans [here](#).



The place that works for you.

Find all guides here ►