



Ttlock Instruction Manual

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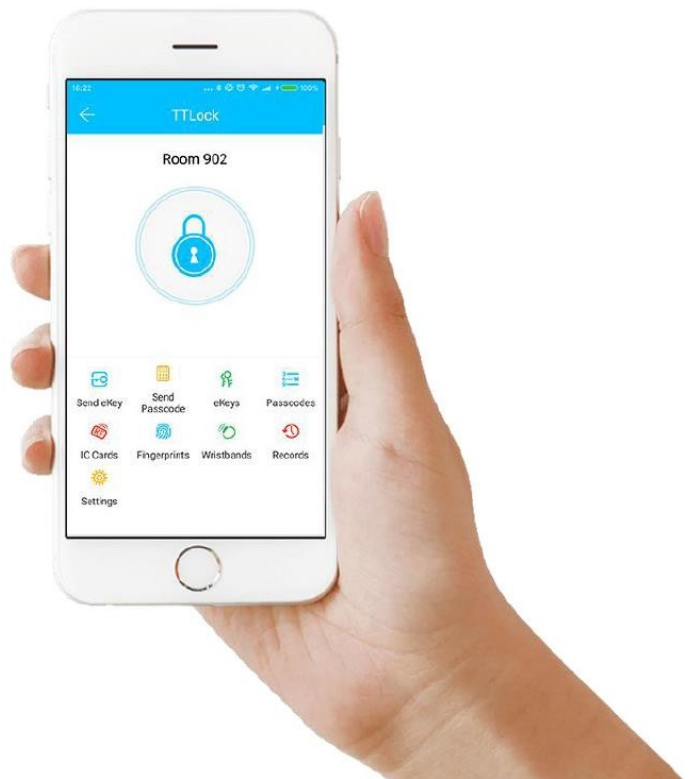
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Basic information

TTlock is an application which allows managing vG-Lock locks. The application and the lock communicate through Bluetooth BLE in order to unlock, lock, update hardware and to read operations. The application is available in 3 languages: English, Spanish and Chinese. In the future it will provide more language options.





Installation



Scan to download the application

The software (iOS version) can be downloaded from APPLE STORE, and an Android version can be downloaded from Google Play or Android Market.





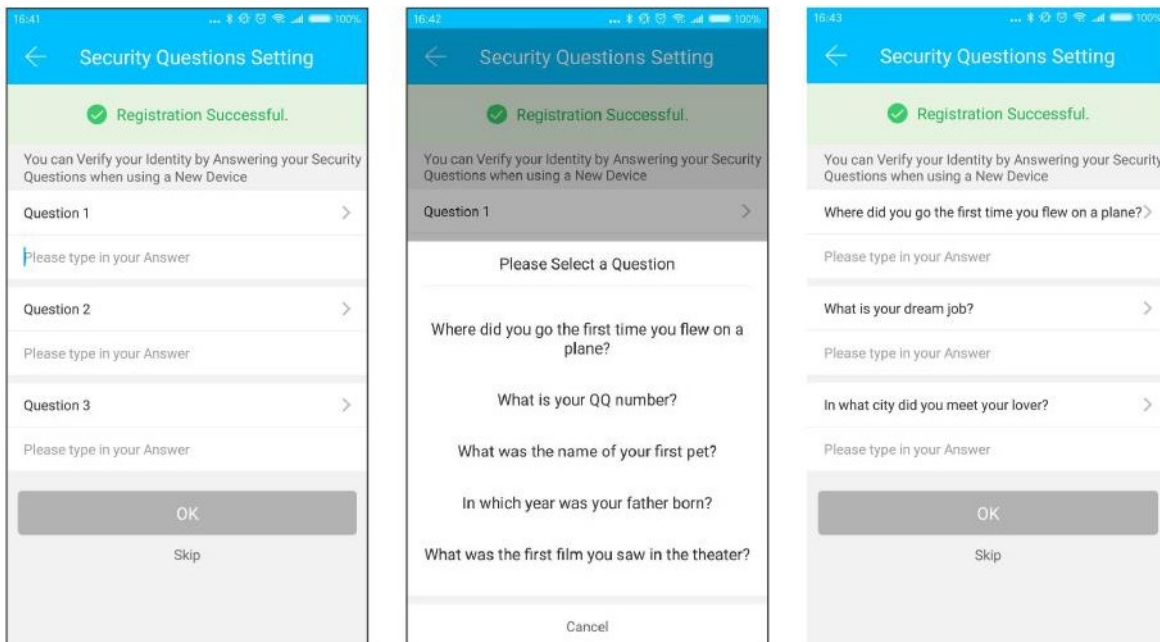
Registration and logging

Two side-by-side screenshots of the TTlock mobile application. The left screenshot shows the 'Reset Password' screen with fields for 'Phone number/Email', 'New Password between 6-20 chars', and 'Verification Code', along with 'Get Code' and 'Reset Password' buttons. The right screenshot shows the 'Login' screen with fields for 'Phone number/Email' and 'Password', a 'Login' button, and a 'Forgot Password?' link. Both screens have a blue header bar with a back arrow and the screen title.

TTlock users can register via e-mail or a phone number. Then the application sends a verification code to the number provided or the user's e-mail address. After the verification process the registration is completed.

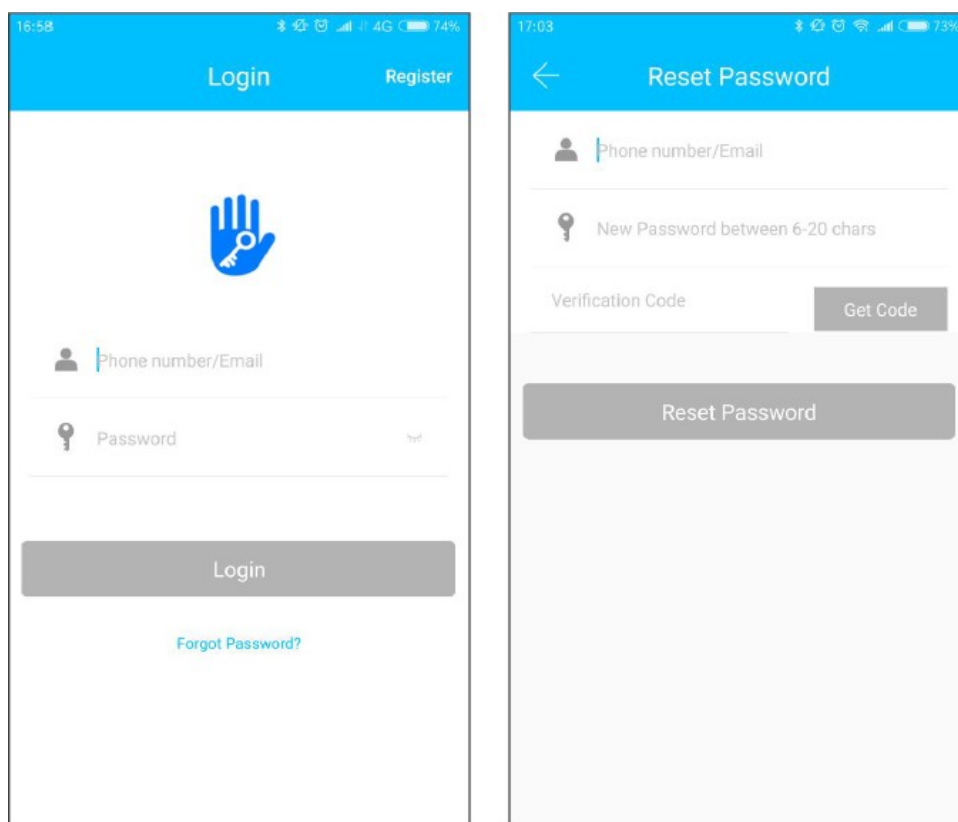


Privacy settings



After a successful registration you will be redirected to privacy settings. Answer the above questions after logging (you can skip that step).

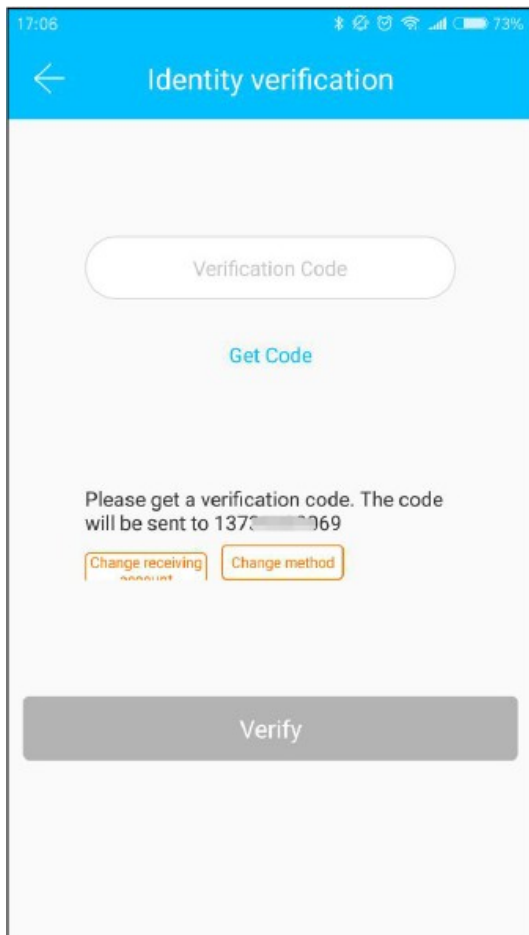
Account authentication



Log in the application using the phone number or e-mail address provided and a password. The phone number is automatically recognised by the system and there is no need to enter country code.

If you have forgotten your password, you can press „Forgot Password?” and reset it. Once the password is reset, you will receive a verification code to your phone number or e-mail.

Account authentication



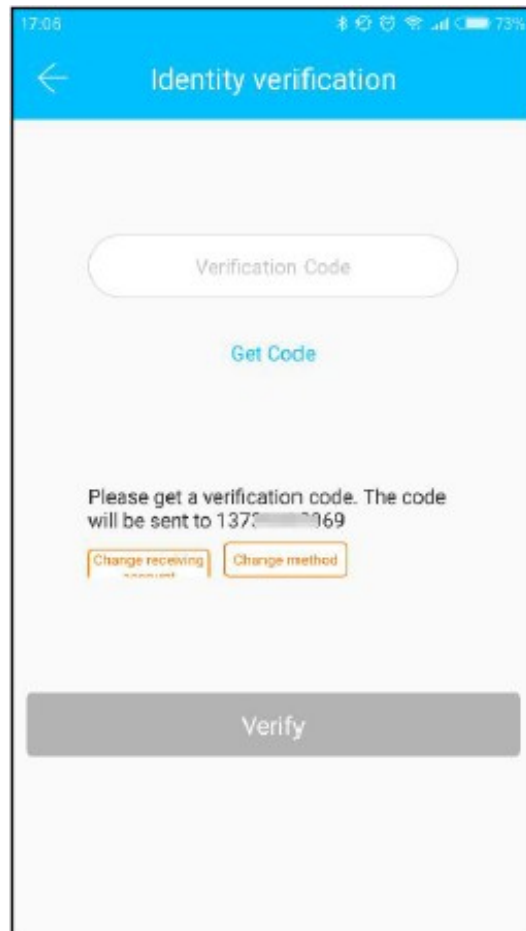
When you're logging on a new phone, the account needs to be verified. When the verification is finished, you can log in and view all information.

NOTE! You can only be logged into one account on one device at the same time.



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Authentication options



Verification via a code

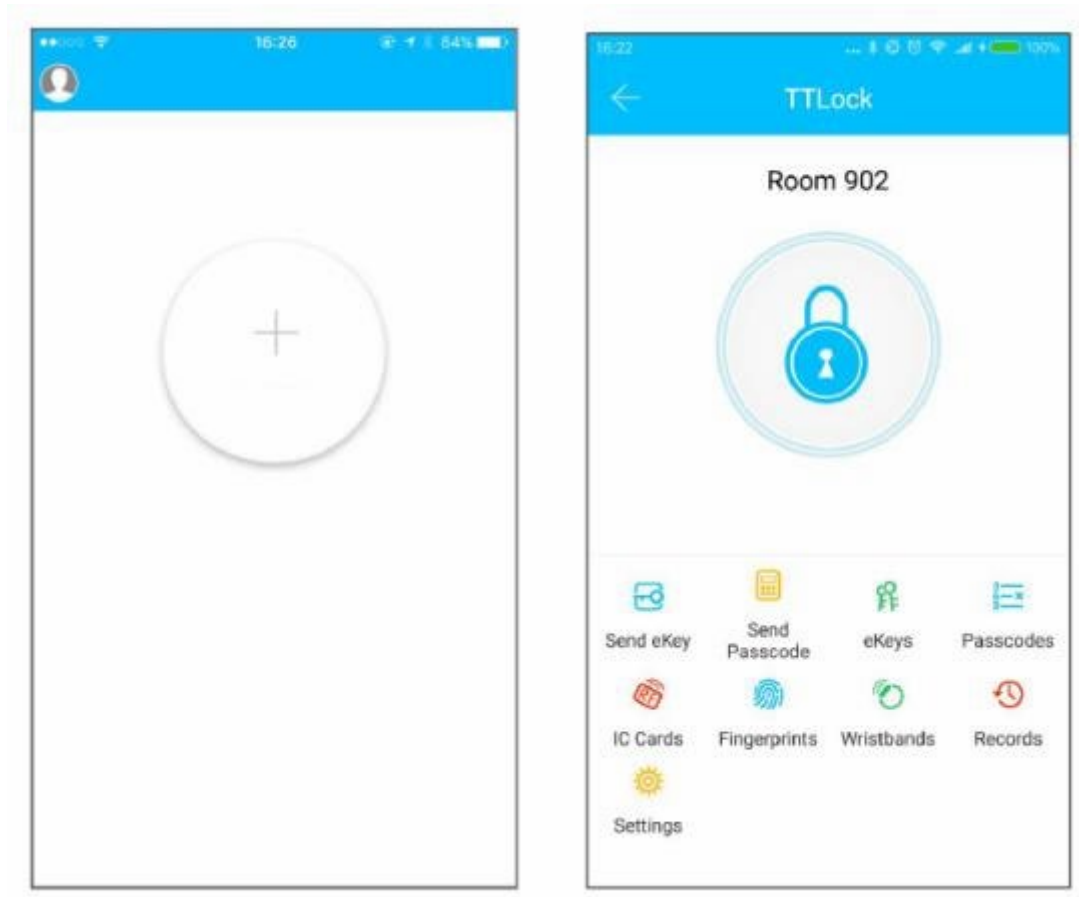
There are three ways to run the verification (depending on the settings):

1. Entering the code received via SMS
2. Entering the code received via e-mail
3. Through answering questions



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View after logging



No devices added

An account with
previously added devices

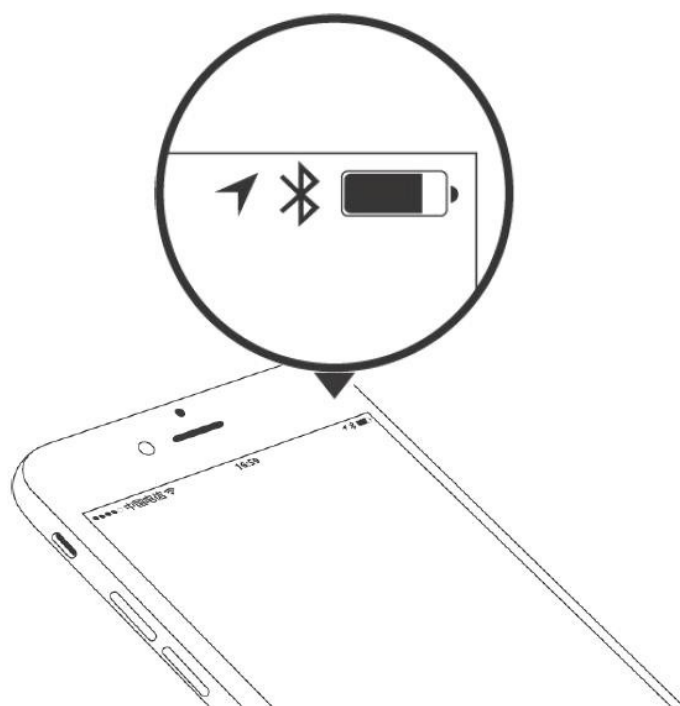
If you are adding the app for the first time, the panel will show an active button used for adding a lock, and if you've used it before, it will display information about locks used.

Managing locks

In order for the lock to work it has to be added to the app. Adding the lock requires its initiation via Bluetooth and the network. This will allow you to use the lock and manage it through the application.

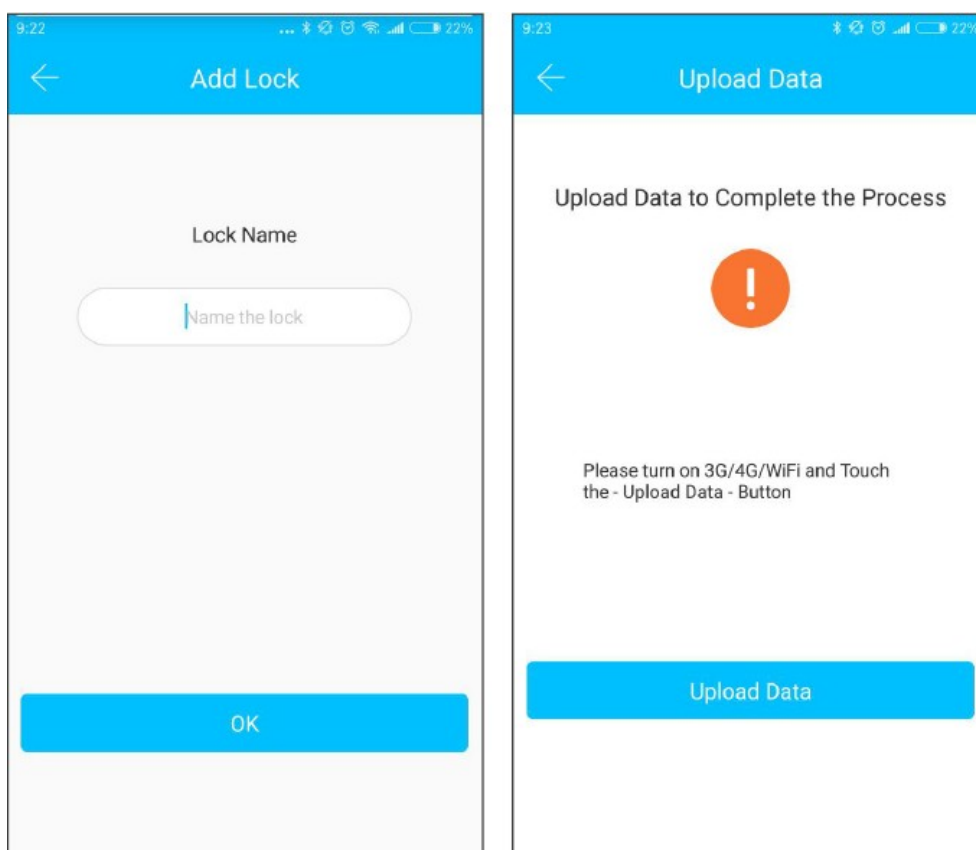
Note!

While adding the lock the phone must be located close (up to 2 metres). Before adding a lock, activate it using any key on the keyboard.





Adding a lock

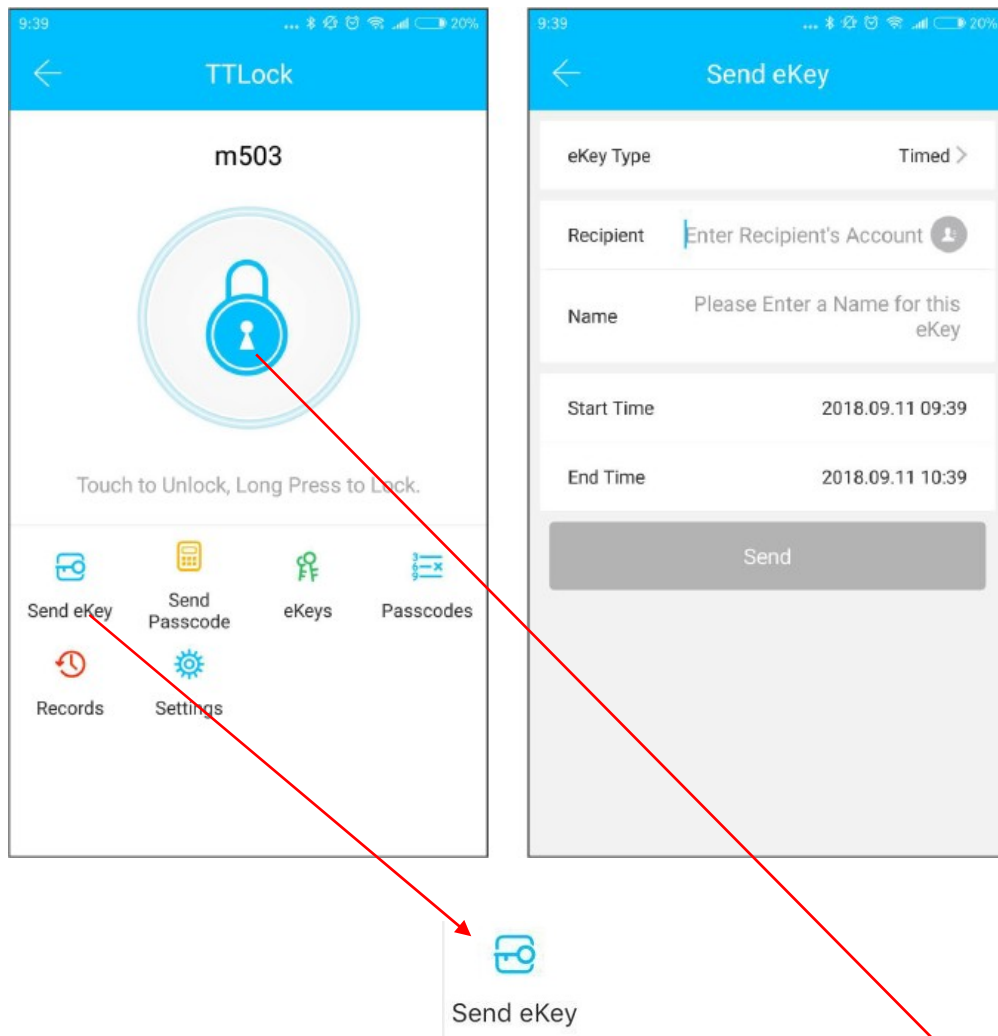


Data initiation is made through WiFi, a cellular network and Bluetooth. An internet connection is required in order to finish adding locks. Press „+” and the application will enter search mode and find a lock nearby. It will give it an individual code of, say, a sequence of numbers, and request that you give it an individual name.



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The eKey



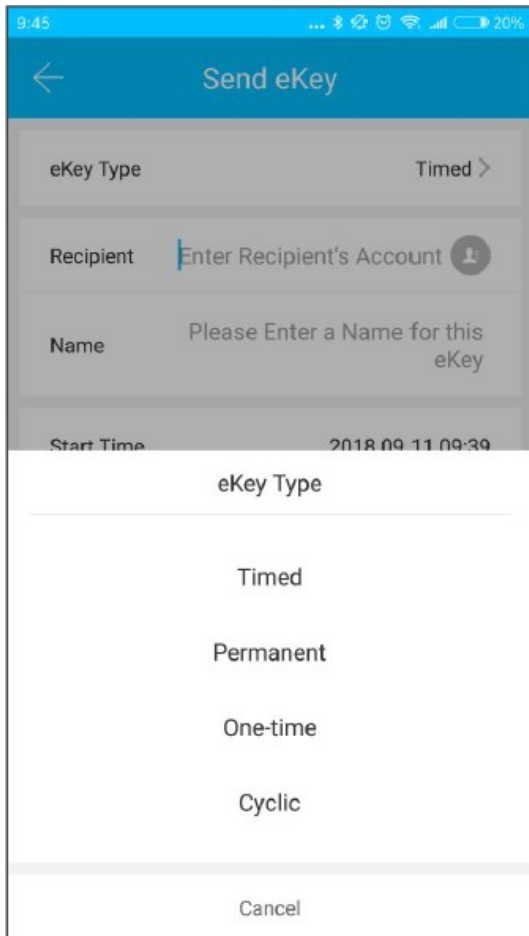
This function allows the generation of e-Keys and sending them to other app users. Opening the lock is through Bluetooth. Just press the **padlock** and the lock will unlock.

In order to use this function you must be the lock administrator or obtain lock authorisation from lock administrator. Now you can send the eKey to other people.

NOTE! In order to use the electronic key you must have the app installed and Bluetooth enabled.



The eKey



eKey type:

One-time

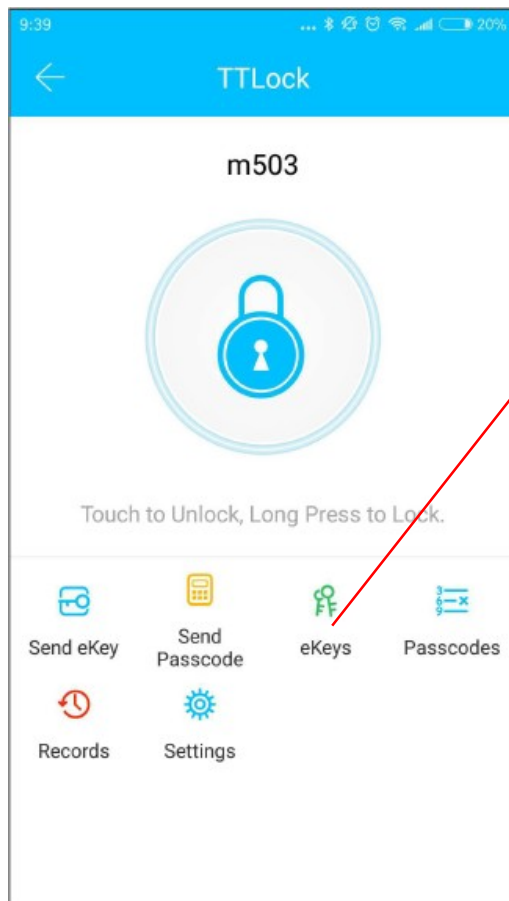
Timed – only available for certain amount of time)

Permanent

Cyclic



Managing sent e-Keys

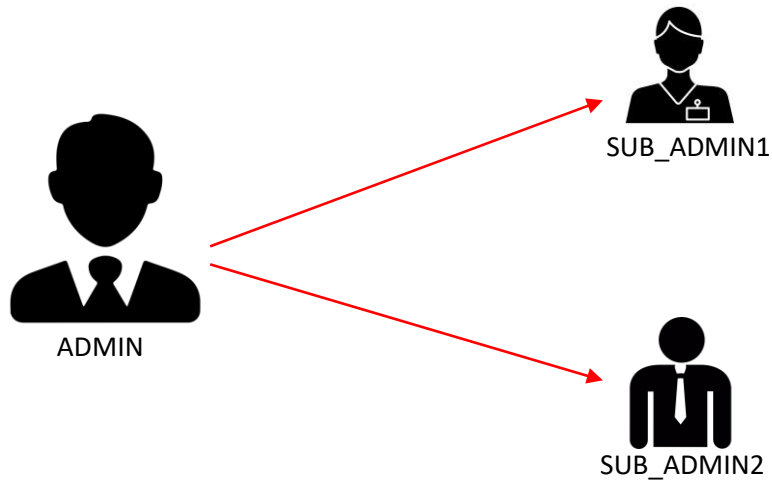


In this tab we have the view of all generated electronic keys (active and inactive).

You can manage the keys in any way, i.e.:

- edit the name,
- change validity period,
- view events,
- block (freeze) access,
- authorise other account users to generate eKeys and Passcodes

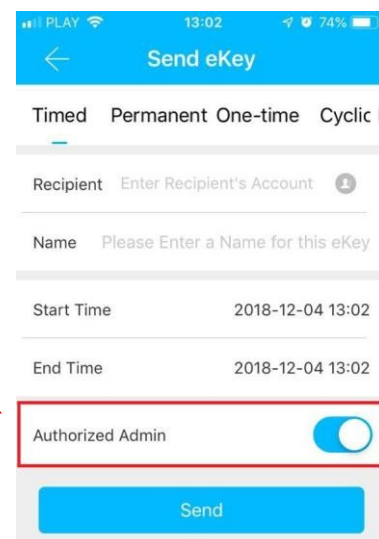
Authorising through eKey



Authorization of admin access for another user through eKey can be done in two ways:

- 1** - when you're sending eKey to a user for the first time

1. Enter Send eKey icon
2. Send eKey to the person who is to become (a subordinate) admin with the **Authorized Admin** function activated



Send eKey

Timed Permanent One-time Cyclic

Recipient: Enter Recipient's Account

Name: Please Enter a Name for this eKey

Start Time: 2018-12-04 13:02

End Time: 2018-12-04 13:02

Authorized Admin ☒

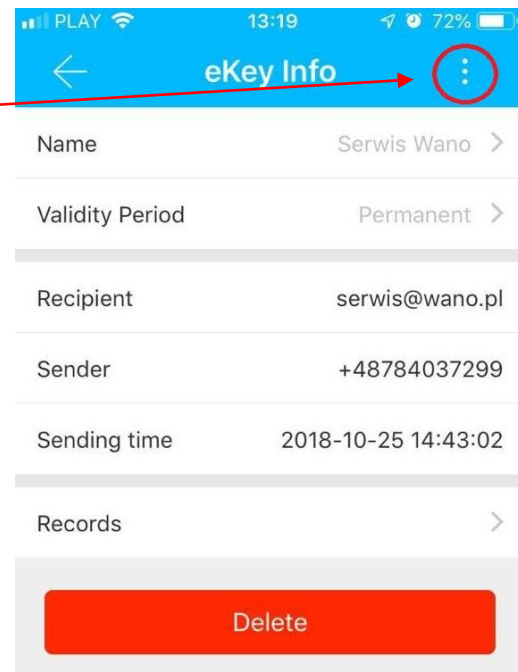
Send

Authorizing through eKey

2 – when you've sent an eKey



1. Enter eKeys icon
2. Select the key of the user you want to authorize to be the lock administrator and click it
3. In the tab under the key expand the menu in the top right corner and click **Authorize**
4. The app will ask you to enter your account password to confirm the authorization.



NOTE!

A SUB-Admin may generate codes and electronic keys only to the lock for which the Main Admin provided the original eKey.

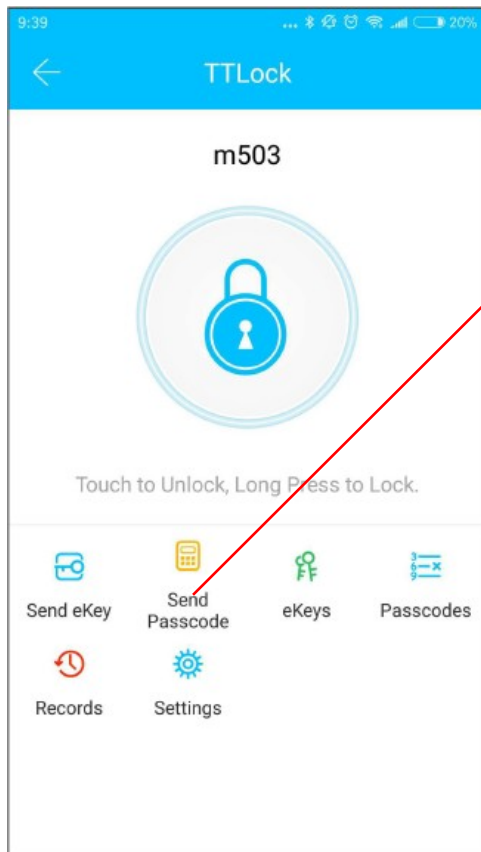
The SUB-Admin can only view the log of the lock for which he/she was given access.

The Main Admin can view all the logs of all the locks.

Only the Main Admin can remove locks from SUB-Admin accounts.



Passcode - code generation



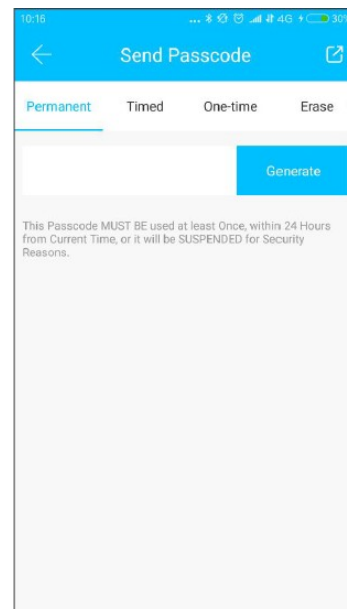
Generate Passcode

In this tab you can generate encrypting codes for lock opening.

There are several types of codes:

PERMANENT

Use it within 24 hours of generation, otherwise it will automatically expire.





Passcode - code generation

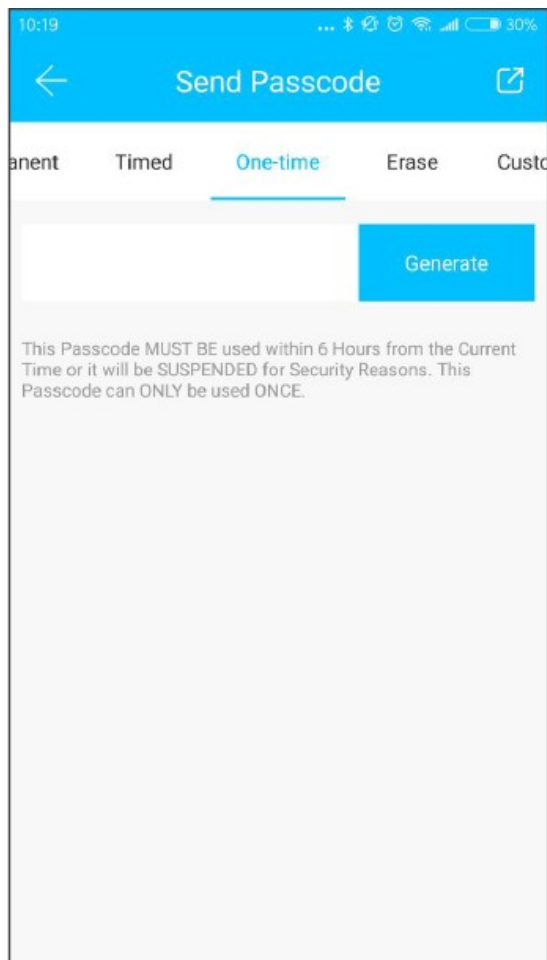
A screenshot of the 'Send Passcode' screen in the TTlock app. The screen has a blue header with a back arrow, the title 'Send Passcode', and a share icon. Below the header are four tabs: 'Permanent', 'Timed' (which is selected and highlighted with a blue underline), 'One-time', and 'Erase'. Under the 'Timed' tab, there are two input fields: 'Start Time' and 'End Time', both showing the date and time '2018.09.11 10:00'. To the right of these fields is a blue 'Generate' button. At the bottom of the screen, there is a grey box containing the text: 'This Passcode MUST BE used at least Once, within 24 Hours, after the Start Date and Time or it will be SUSPENDED for Security Reasons.'

TIMED (access code to apartments)

Timed code – (min. 1h, max. 3years) set the start and end date of stay The code should be used within 24 hours from the start date, otherwise it will automatically expire.



Passcode - code generation



ONE-TIME

Can only be used once and is valid for 6 hours starting from the current hour.



Passcode - code generation

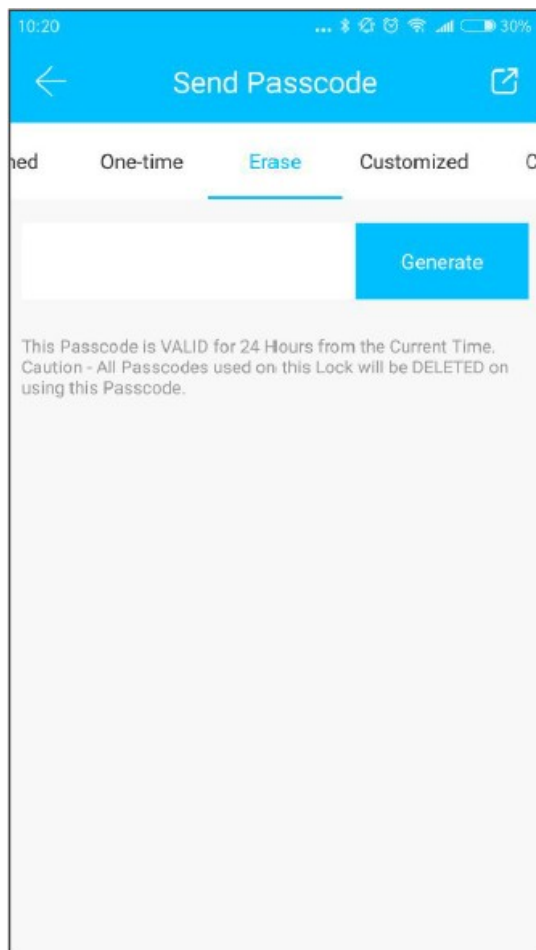
A screenshot of a mobile application interface titled "Send Passcode". The interface has a blue header bar with a back arrow, the title "Send Passcode", and a share icon. Below the header, there are four tabs: "One-time", "Erase", "Customized", and "Cyclic" (which is selected and highlighted in blue). The "Cyclic" tab shows three settings: "Mode" set to "Tuesday", "Start Time" set to "10:00", and "End Time" set to "11:00". Below these settings is a blue button labeled "Generate". At the bottom of the screen, there is a warning message: "This Passcode MUST BE used at least Once, within 24 Hours, after the Start Date and Time or it will be SUSPENDED for Security Reasons."

CYCLIC

Is renewed systematically, on a given day / days at a given hour.



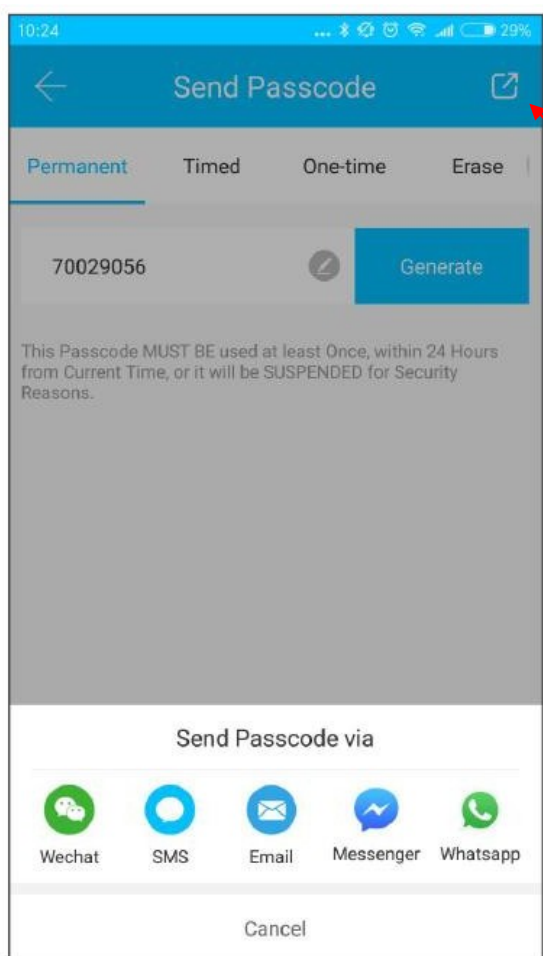
Passcode - code generation



ERASE

Erases all set codes. Should be used within 24 hours from the current hour, otherwise it will automatically expire.

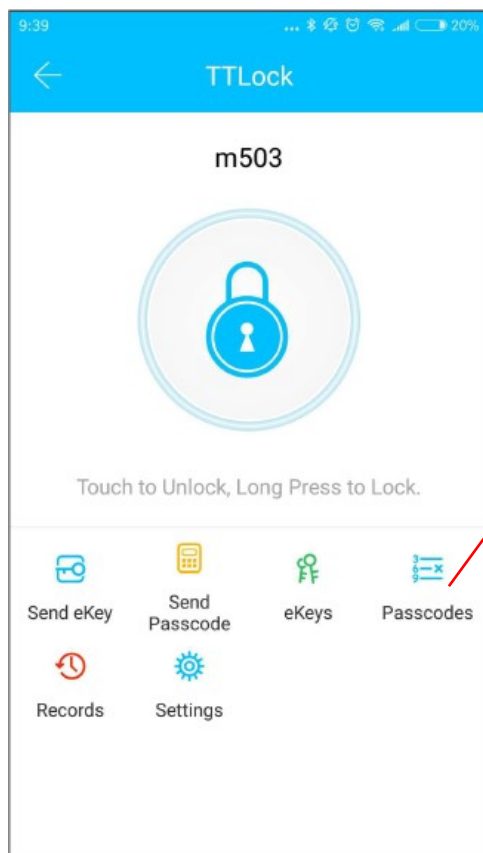
Sending codes



The system allows sending codes via SMS, e-mail and an application, e.g. Messenger, WhatsApp and WeChat.



Managing codes

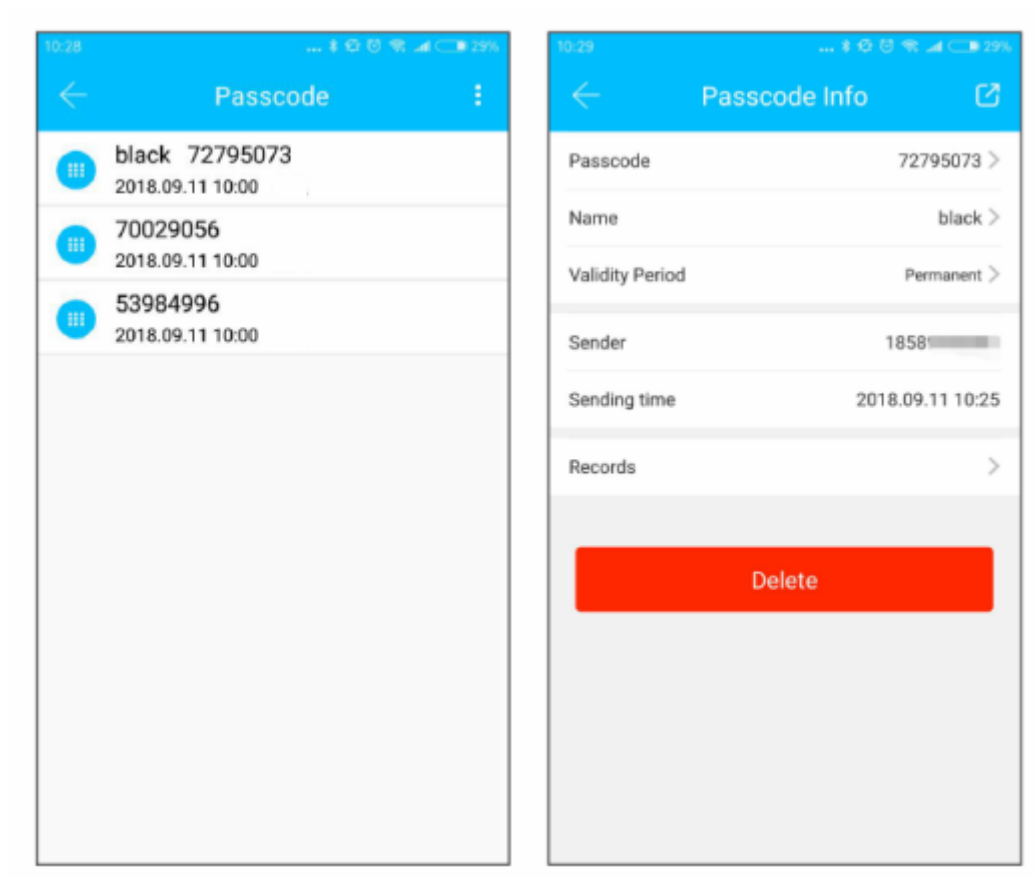


Passcodes

You can manage all codes generated from the Passcode tab.



The panel and code management

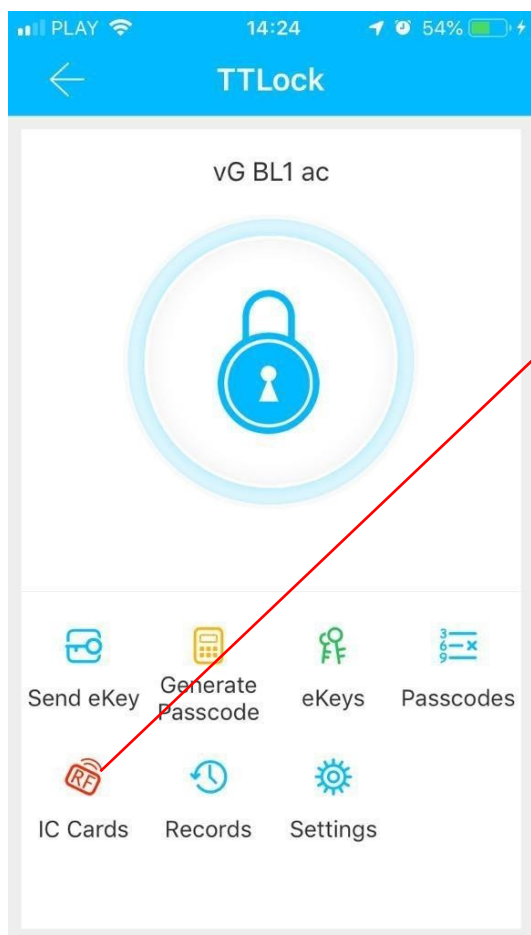


Here you can change, delete, reset and unlock a code. You can perform these functions while you're close to the lock, using the application or through vGateway.



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Card management



In the IC Cards tab you can add Mifare 13,56 MHz cards.

After clicking the icon IC Cards, expand the bar in the top right corner and click Add IC Card.

NOTE!

The IC Cards Icon will only be visible if the lock's electronics has an embedded RFID reader.



Card management

A screenshot of a mobile application interface titled 'Add IC Card'. The screen has a blue header with a back arrow and the title. Below the header, there is a 'Name' field with the placeholder text 'Please enter a Name'. Underneath is a 'Permanent' toggle switch, which is currently turned off. Below the toggle are two fields: 'Start Time' and 'End Time', both showing the date and time '2018-09-11 10:39'. At the bottom of the form is a grey button labeled 'Next'.

After entering the IC Cards icon create a card user name and set the card validity date. The validity date IC Mifare can be permanent or time-limited.

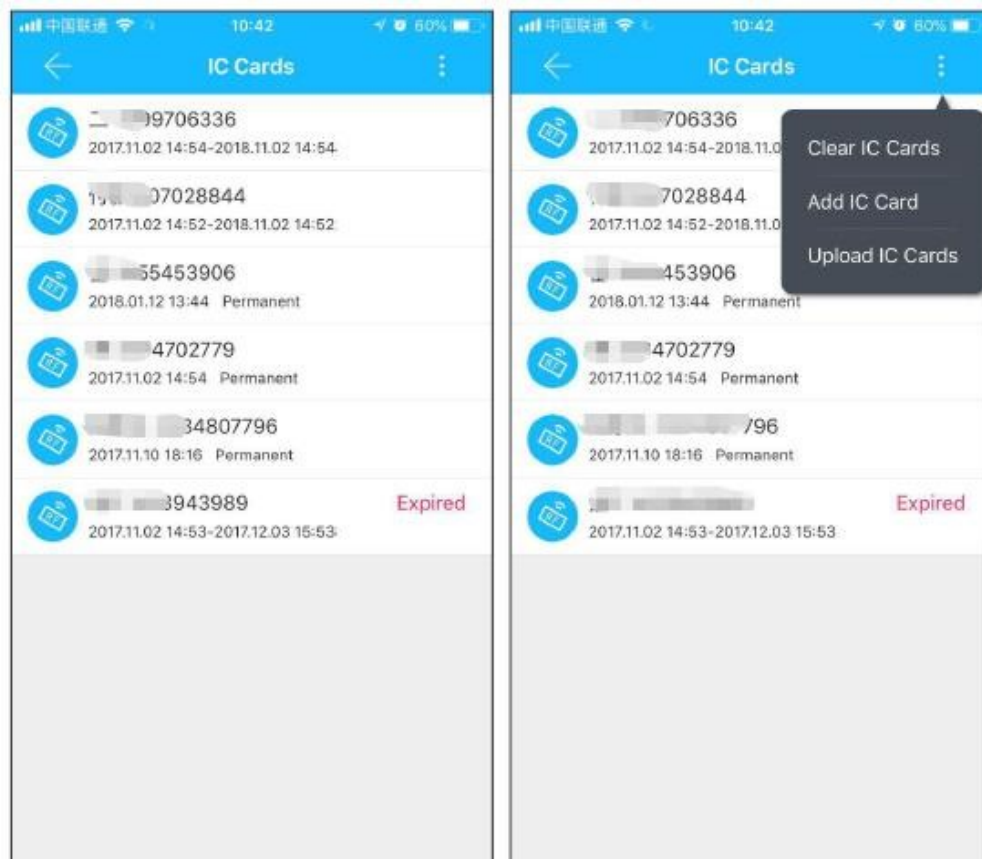
Click NEXT and move the card close to the lock.

The lock will read the card number and add it to the app's memory.



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Card management

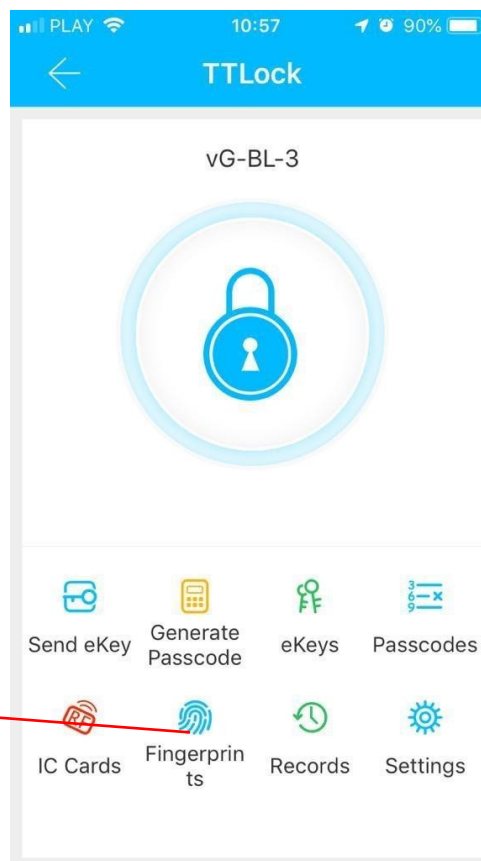
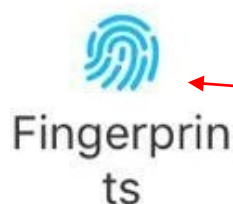


You can manage all cards from the IC Cards panel where you can add and remove cards.

You can send the card name and number to a cloud server by clicking **Upload IC Cards**.

That means that even when you open the app on another device, all cards previously entered will still be visible.

Fingerprint - extra option



Managing fingerprints is similar to managing a card.

All operations for adding a fingerprint are in the **FINGERPRINTS** tab.

In order to add a fingerprint, expand the bar in the top right corner and click Add Fingerprint. Provide a name for the fingerprint and set its validity period. The validity period of a fingerprint may be permanent or time-limited.

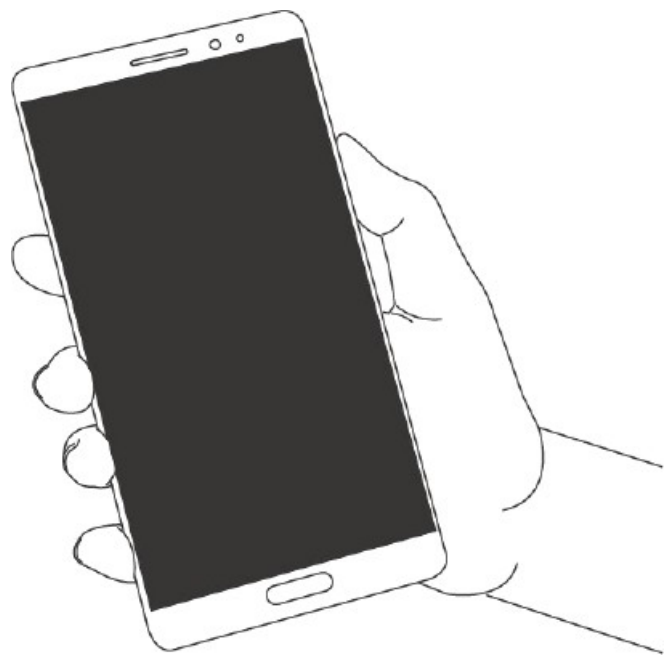
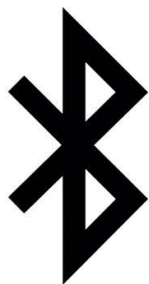
Click NEXT and put your finger on the reader. The lock will scan the fingerprint and add it to the app's memory.

You can send the name of the fingerprint to a cloud server by clicking **Upload Fingerprints**.

NOTE!

The Fingerprints icon will only be visible if the lock electronics has an embedded fingerprint reader.

Opening via Bluetooth



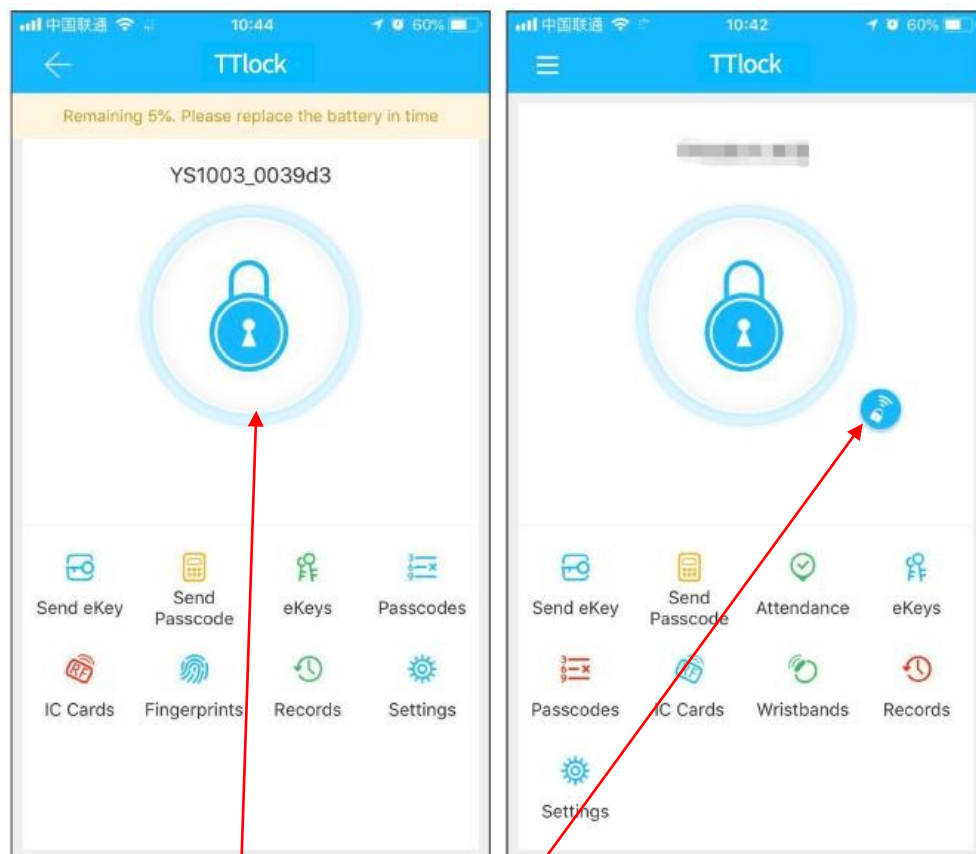
You can add a doorhandle through the Bluetooth function alone.

Each time you open the Bluetooth, the hour and date in the lock is updated.

In addition, connecting the phone and the lock via Bluetooth results in the update of the event log.



Opening via Bluetooth



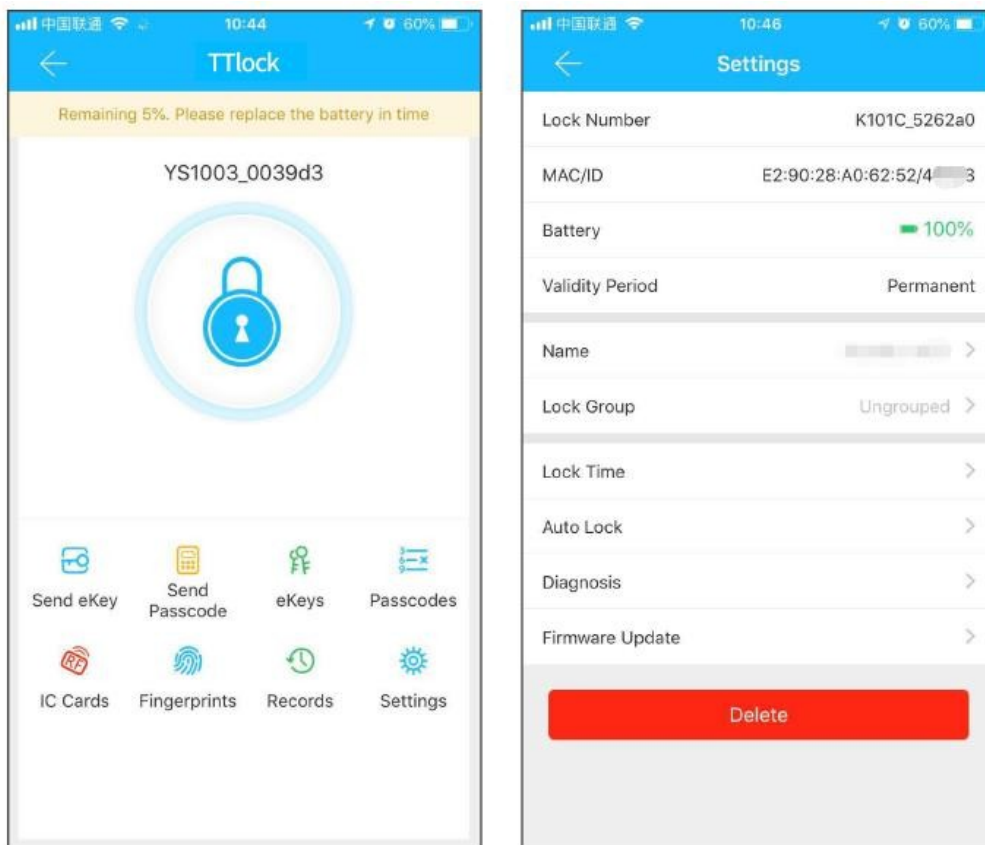
Press the round button with the **padlock**, in order to open the door, remember that the Bluetooth has a limited reach, so use the app in a given area (up to 12m)

NOTE! The small blue button with the little **z padlock** appears if the lock is connected with vGateway and allows remote opening of the lock using the application.



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Attendance register

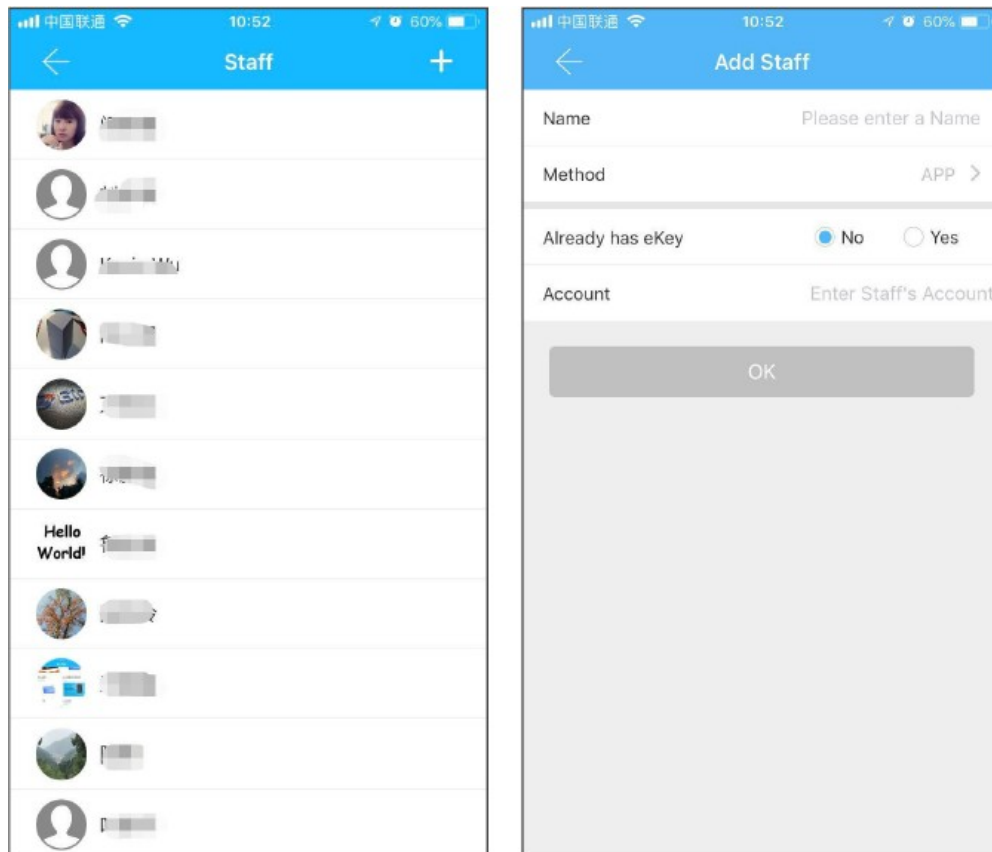


The application can be used to register employee attendance. It contains employee management functions and allows viewing their statistics. All vG-Lock locks have this function.



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Attendance register



The admin can view and manage employee attendance in the management panel.



Methods of registration

There are three ways for employees to register their presence:

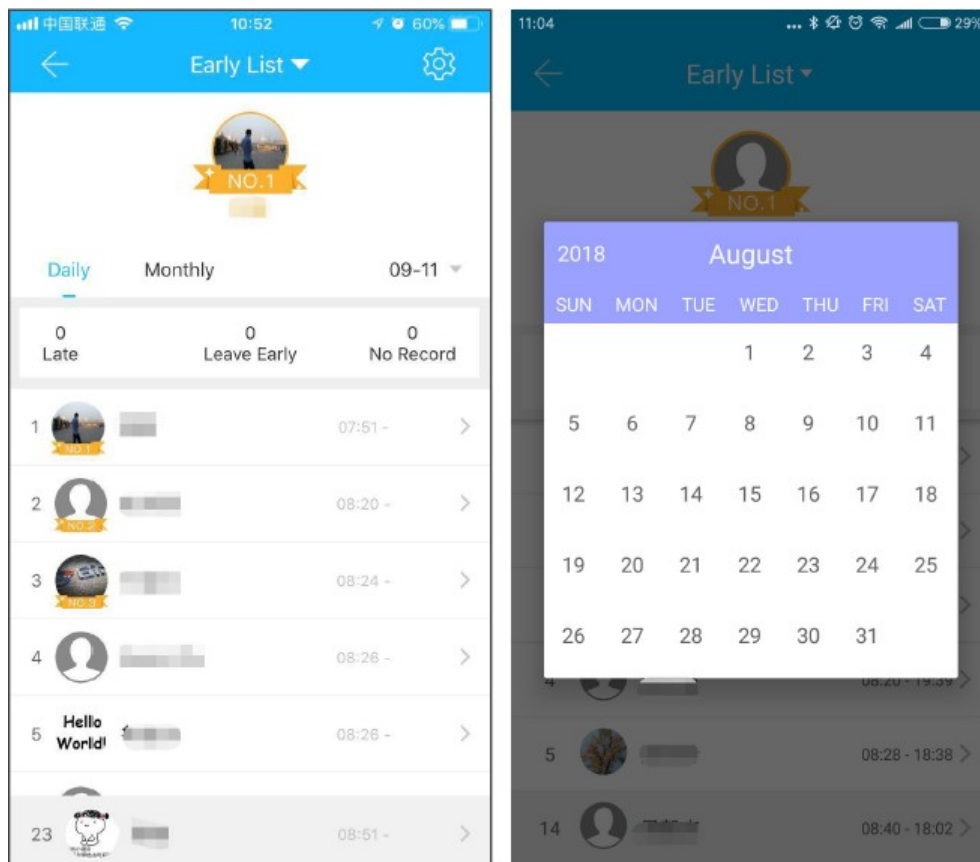
- 1_Through the code
- 2_Through the card
- 3_Through the application –
opening via Bluetooth

The screenshot shows the 'Add Staff' screen of a mobile application. At the top, there is a blue header with a back arrow and the title 'Add Staff'. Below the header, there are several input fields: 'Name' with the placeholder 'Please enter a Name', 'Method' with a dropdown menu currently showing 'APP', and 'Already has eKey' with radio buttons for 'No' (selected) and 'Yes'. Below these is an 'Account' field with the placeholder 'Enter Staff's Account'. A large grey button labeled 'OK' is positioned below the account field. At the bottom of the screen, there is a white bar with three buttons: 'Cancel', 'Method', and 'OK'. Below this bar, there is a section titled 'APP' with two sub-options: 'Passcode' and 'IC Card'.



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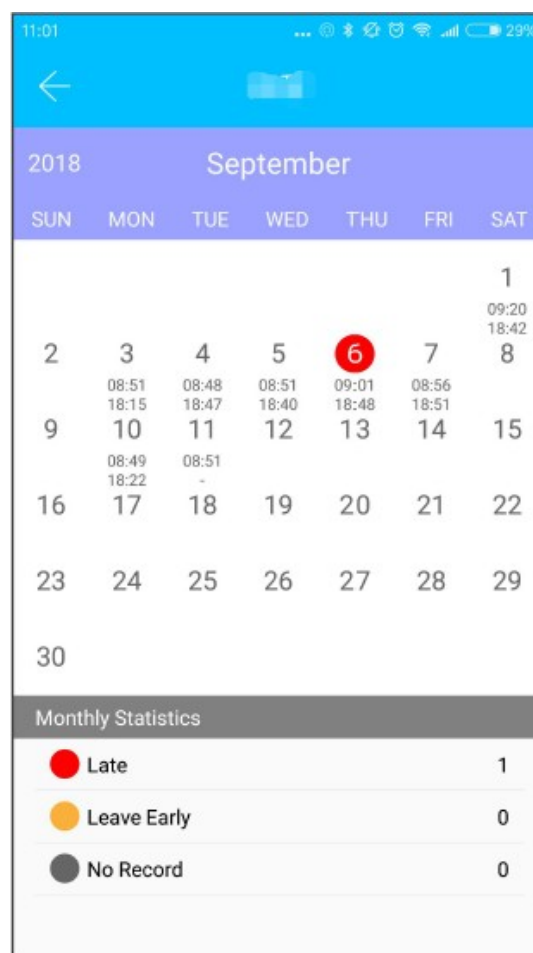
Statistics



Here you can check all employee attendance in a given day. Late comers, early leavers and unchecked cards will be marked in 3 different colours.

Attendance checks

Here you can check all employee attendance in a given day. Late comers, early leavers and unchecked cards will be marked in 3 different colours.



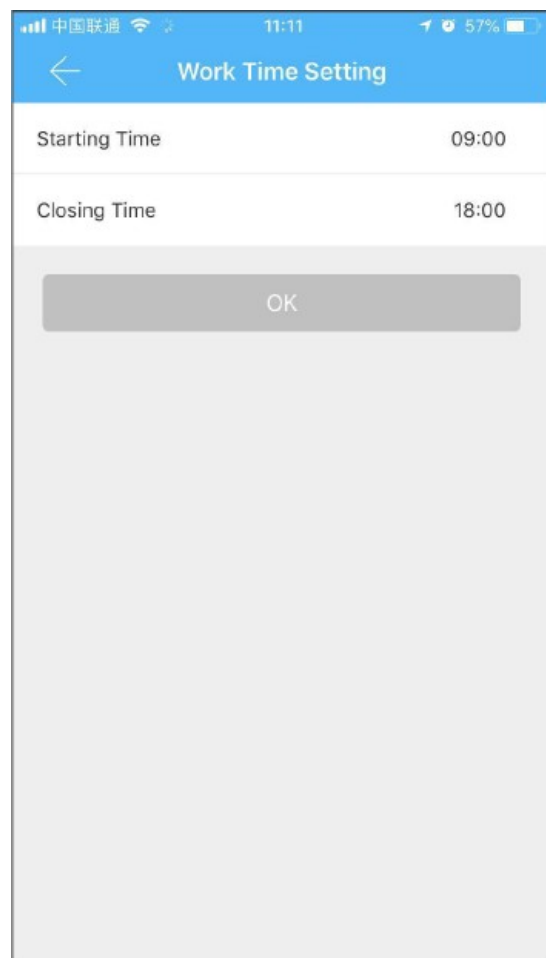


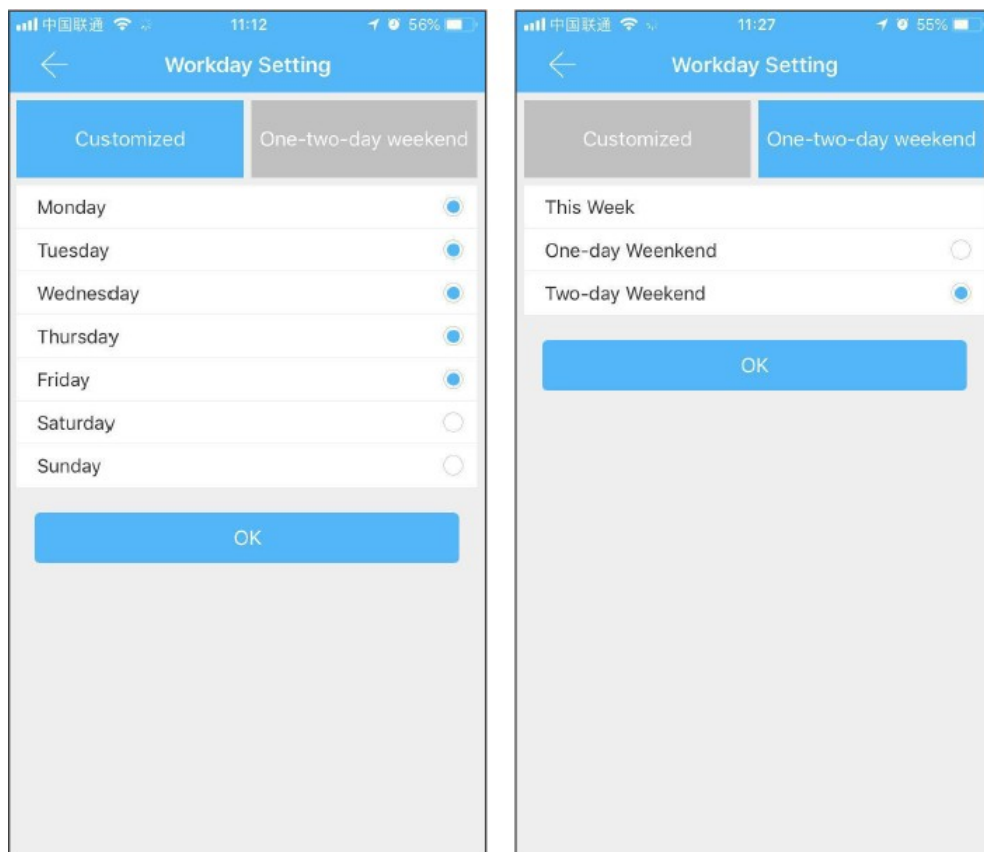
Settings - general

Here you can set the company name, number of employees, standard working hours, working days, holidays and bank holidays.

A screenshot of the 'Attendance Setting' screen in the TTlock app. The screen has a blue header with a back arrow and the title 'Attendance Setting'. Below the header, there are five settings: 'Company Name' with a text input field, 'Staff' with the value '43' and a right arrow, 'Working Time' with the value '09:00 - 18:00' and a right arrow, 'Workday Setting' with the value '1,2,3,4,5' and a right arrow, and 'Holiday' with a right arrow. Below these settings is a large grey rectangular area, likely for a calendar or list of holidays.

Here you can set the start and end time of the working day. It will allow you to check, if the employees came on time, left at the right moment and if they've completed their allotted workload.



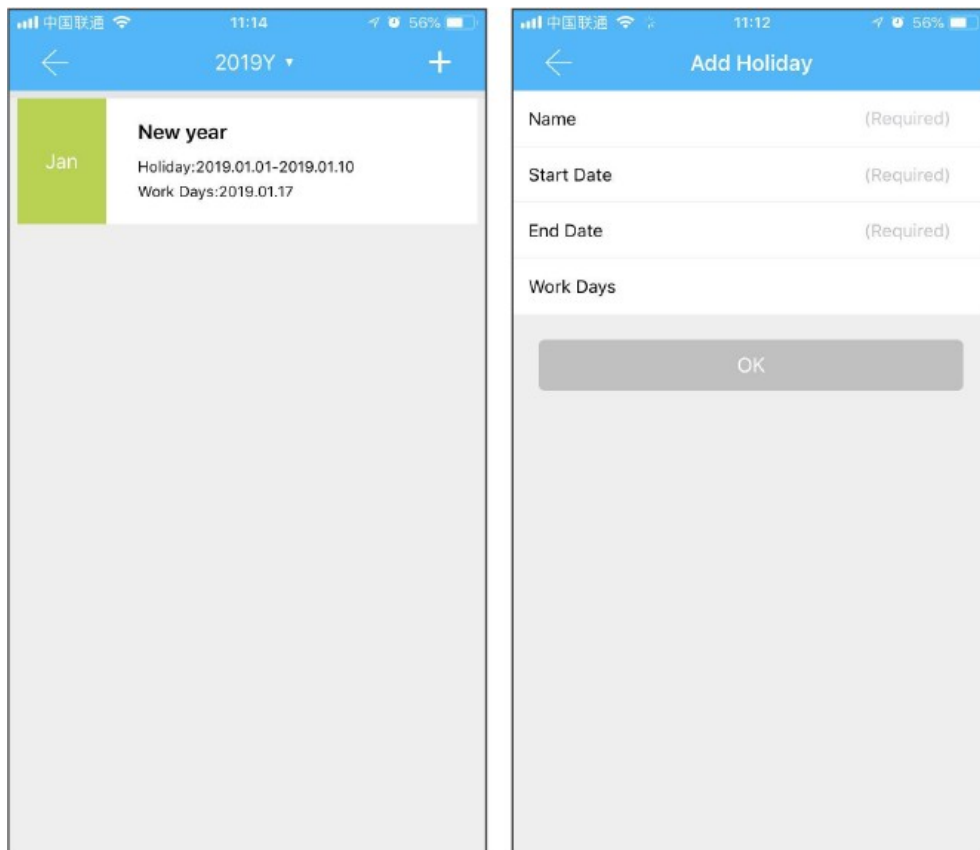


Here you can set the company's opening days.



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Settings - holidays



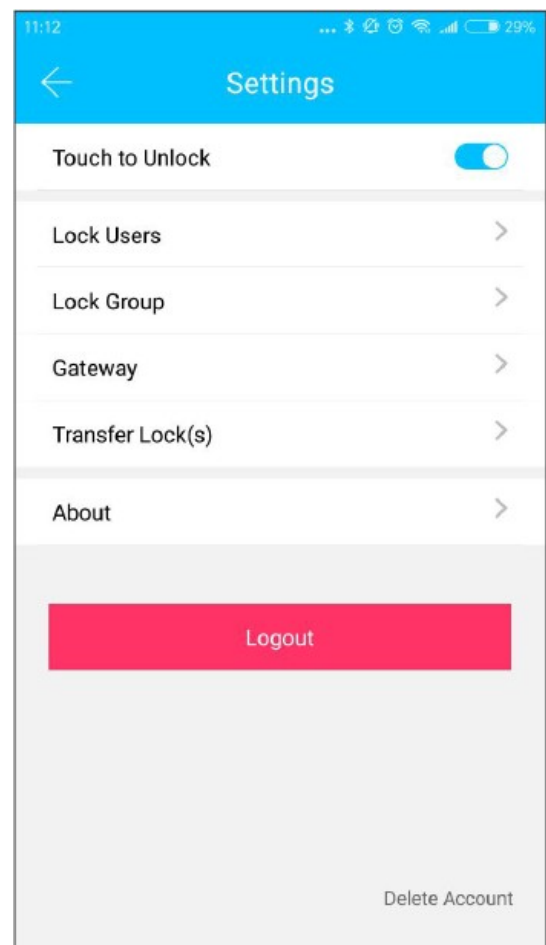
Here you can set holidays as you wish.



System settings

Here you can set lock users, manage groups, the gate, security settings, transfer a lock, log out and check the app version.

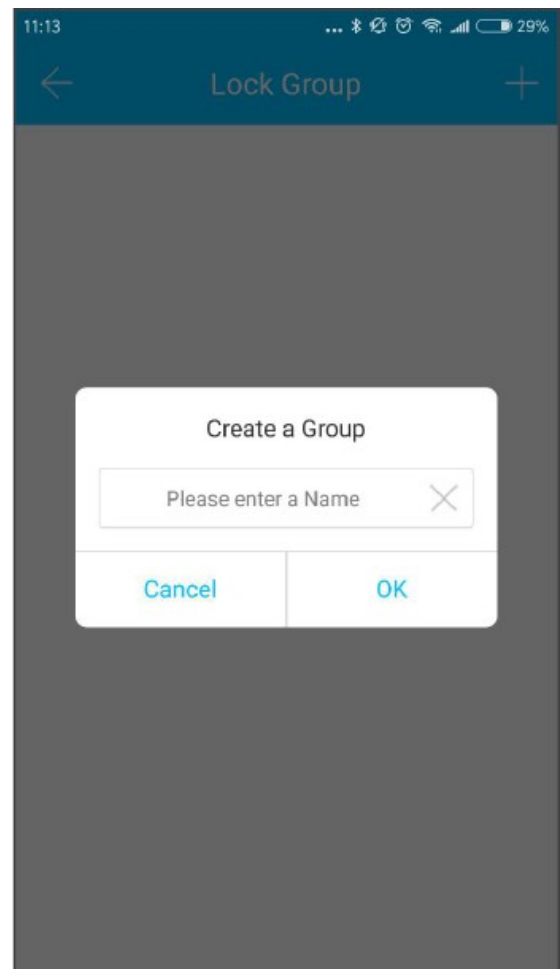
NOTE! The „Touch to Unlock” button determines whether you can open the lock by touching without the use of a phone.





Group division

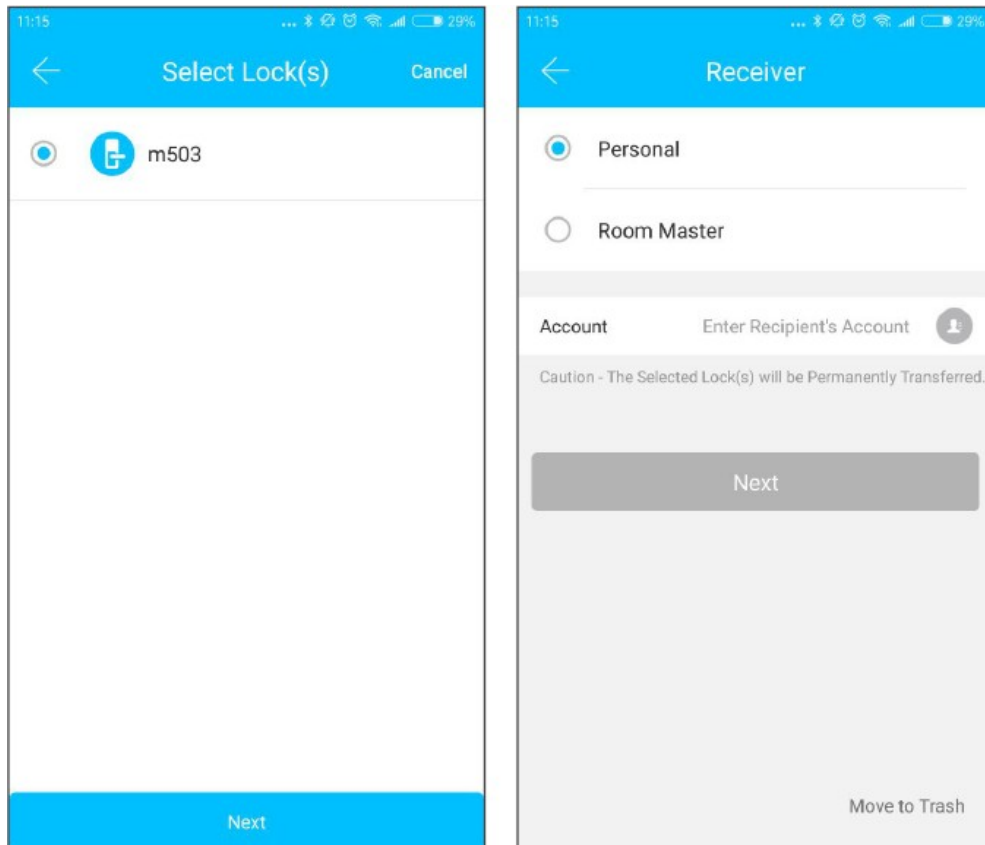
If you have a large number of locks, you can divide them into groups.



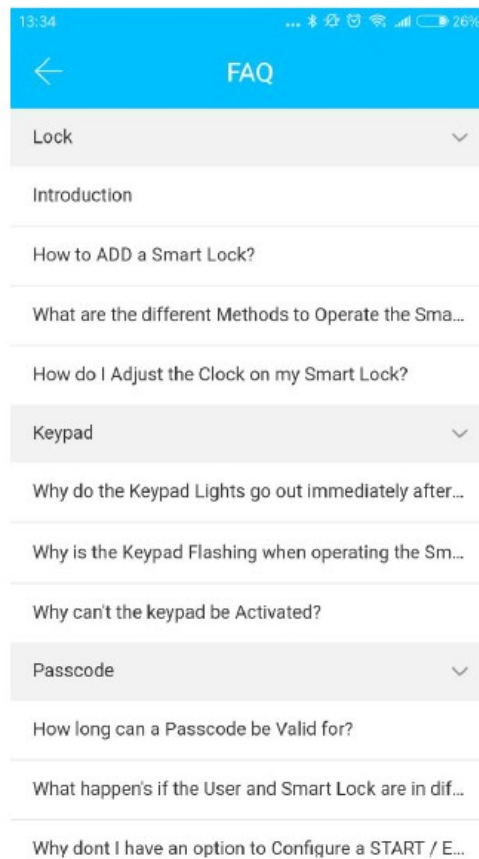
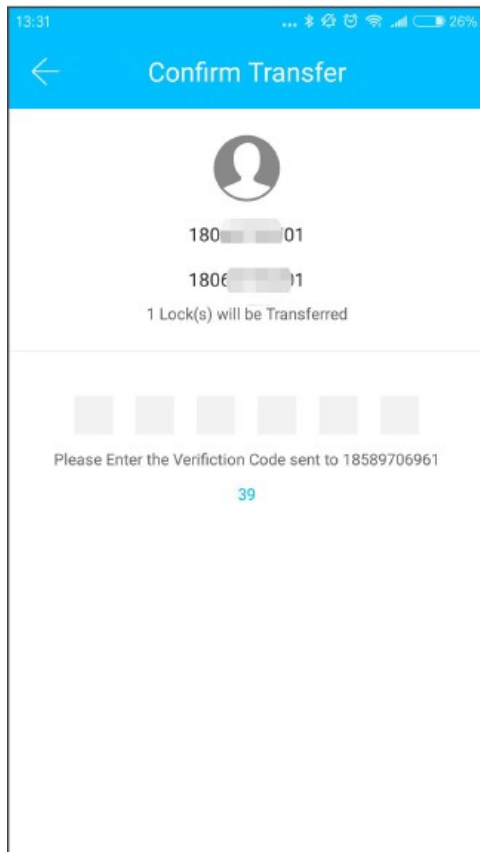


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Lock transfer



The administrator can transfer a lock to another user. (Only the lock administrator can transfer it.)

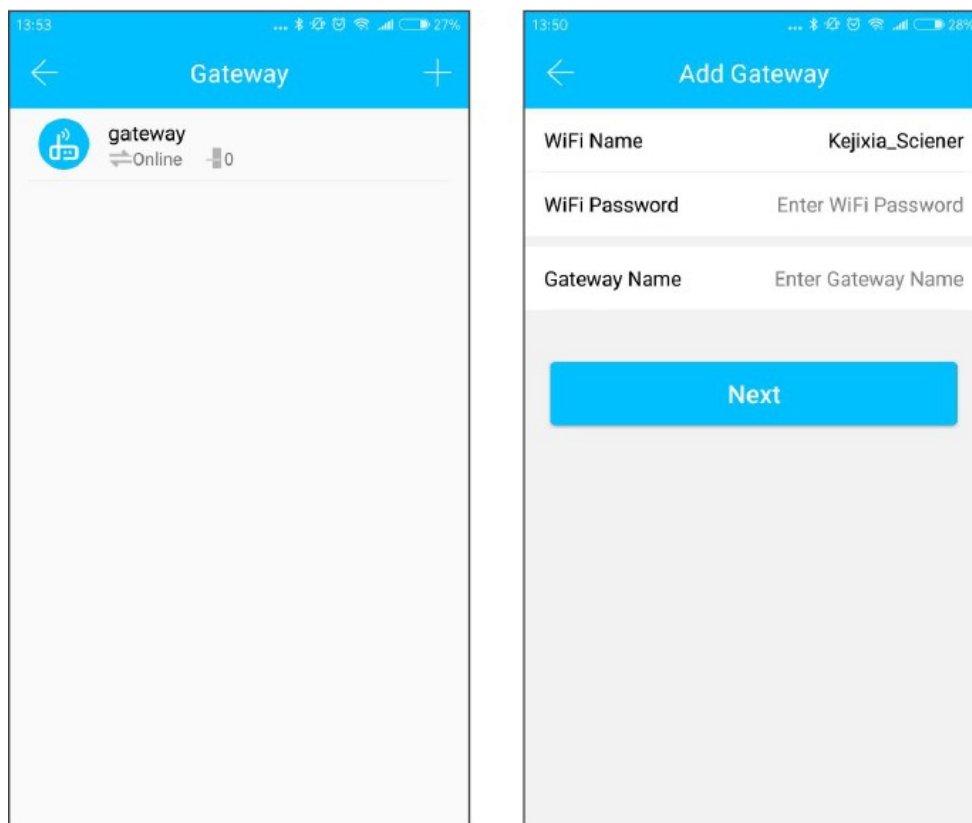


After entering a new lock user account, you receive a verification code for a transfer. The transfer can be successfully performed when you enter a correct user account number or name.

vGateway

The vGateway connects vG-Lock locks with the application on your phone via a local WiFi. It provides additional options, such as: viewing event history, code edition, assigning common codes, viewing battery level, remote lock opening.

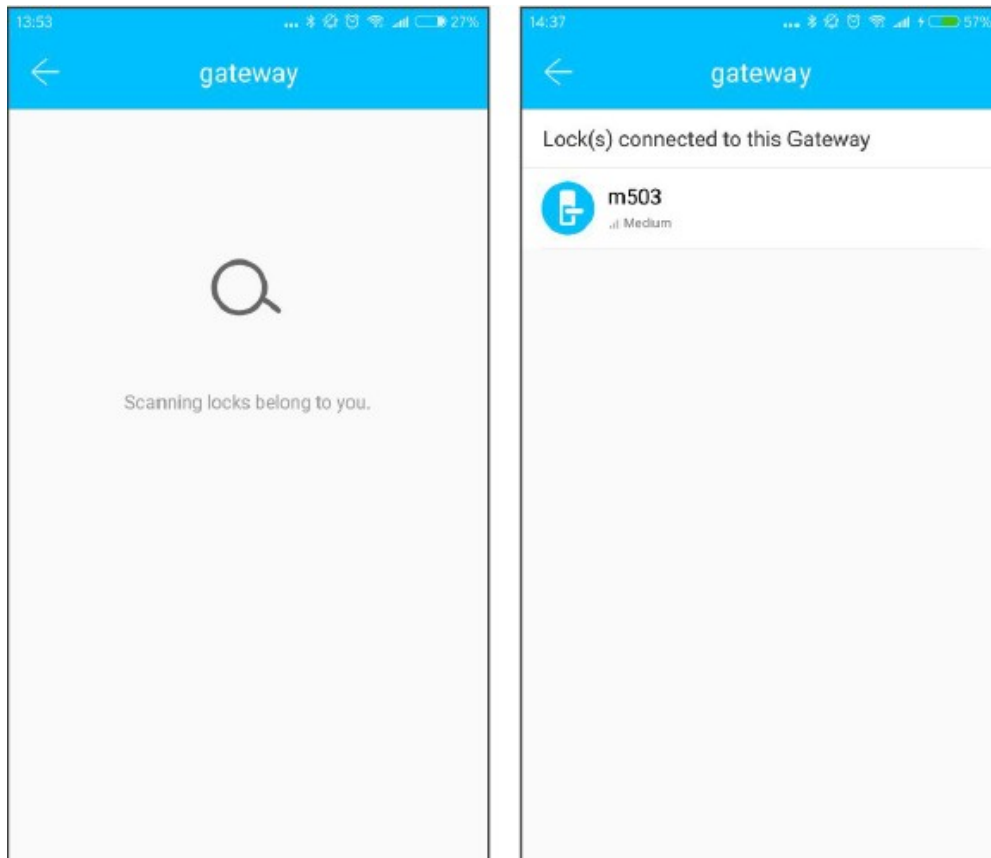




How to add a gateway to an application?

1. Connect your phone to a local WiFi to which the gate is to be finally connected to
2. Press „+“ (in the top right corner), enter the WiFi name and password, name the gateway and press OK, and then enter the TTlock account password for authorization
3. Press and hold the settings button at the Gateway for 5 seconds; the green light means that the gateway was initiated.

In the case of a failure repeat the procedure or check the WiFi router

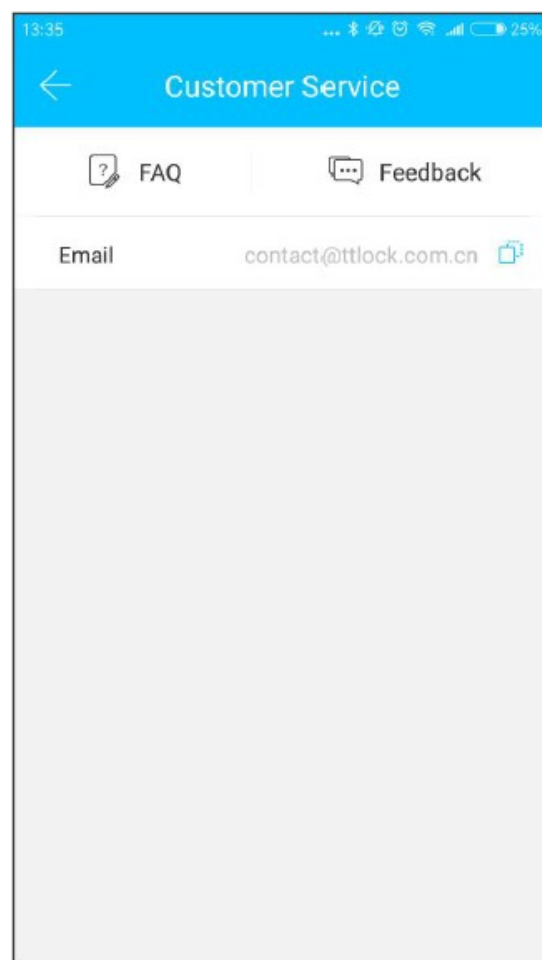


Shortly after you can see which locks are within the gateway, and after adding a new lock to vGateway you can manage it.

NOTE! A detailed instruction can be found at www.wano.pl website in section REMOTE LOCKS / vGateway



Here you can see the frequently asked questions and obtain information by contacting us via the „Feedback” tab.





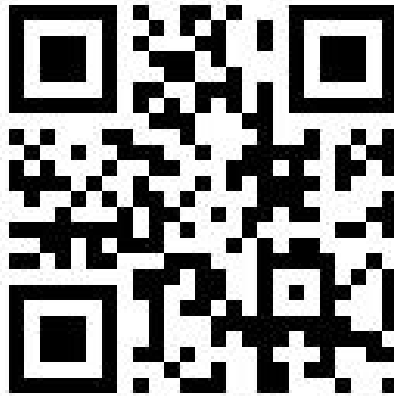
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vG-lock