



Application Instruction for TTlock



TTlock - instruction manual

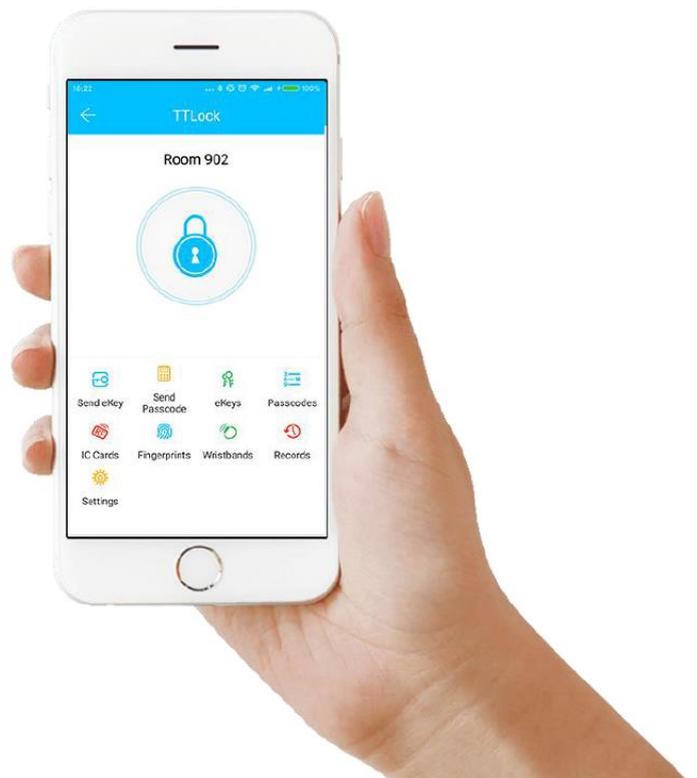
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Basic information

TTLock is an application that allows for managing locks from the vG-Lock series. The application and lock communicate via Bluetooth BLE for unlocking, locking, updating hardware, and reading operations. The application supports 3 languages: English, Spanish, and Chinese. The application will have more language capabilities in the future.





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Application installation



Scan to download the application

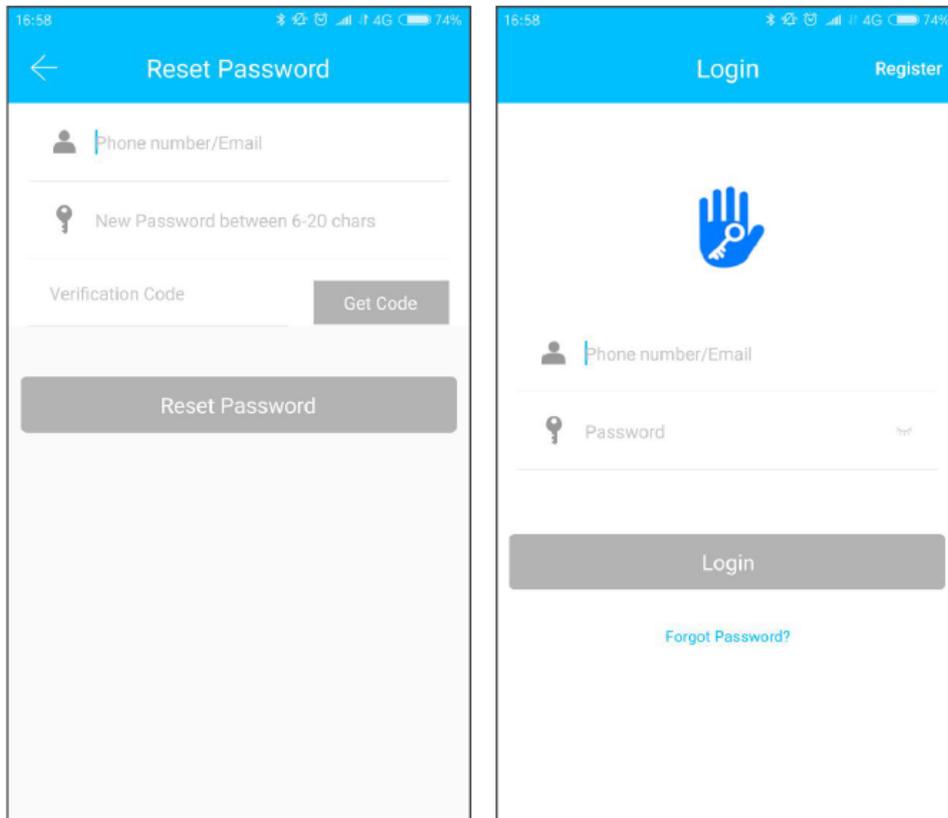
Software (iOS version) can be downloaded from the APPLE STORE, and the Android version can be downloaded from Google Play or Android Market.





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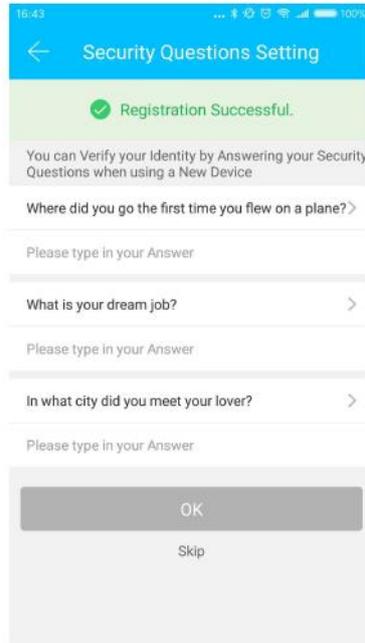
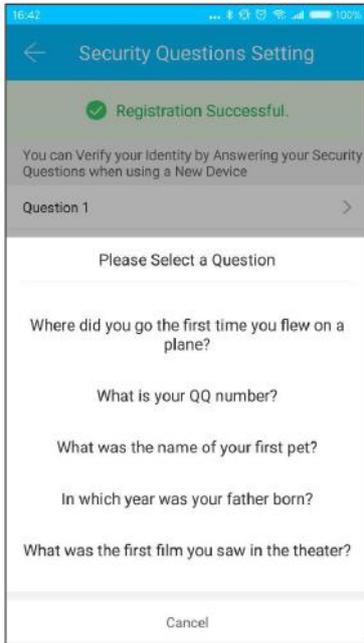
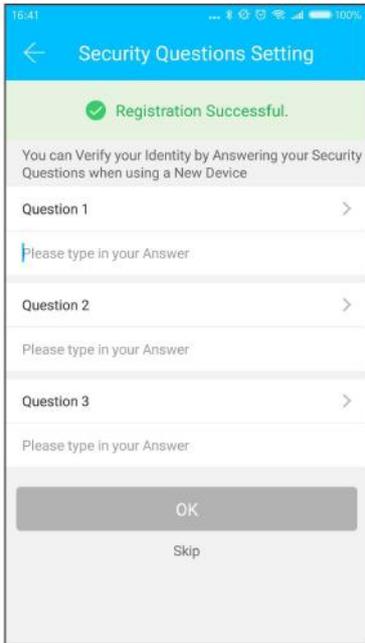
Registration and login



Users of the TTLock app can register through email or phone number. The app then sends a verification code to the provided number or email address of the user, and registration is successful upon completion of the verification process.



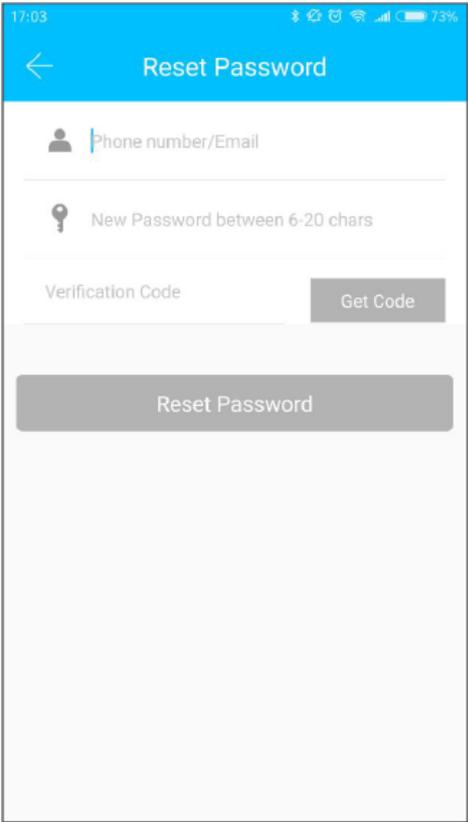
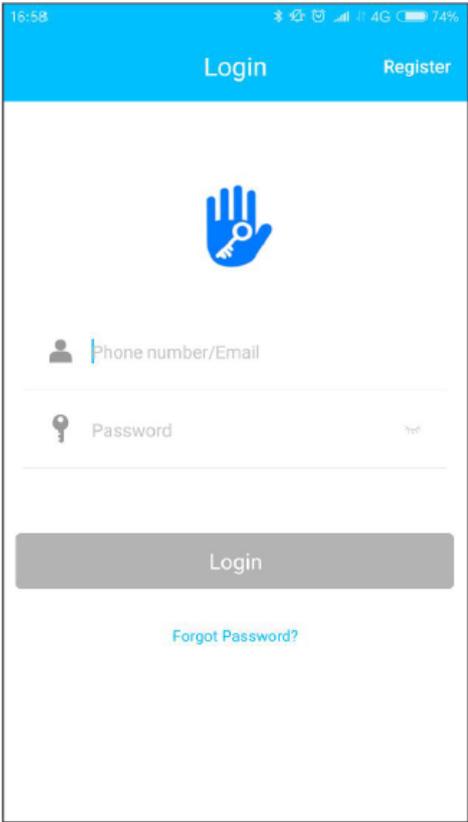
Privacy settings



Upon successful registration, you will be redirected to the privacy settings. After logging in, answer the above questions (this step can be skipped).



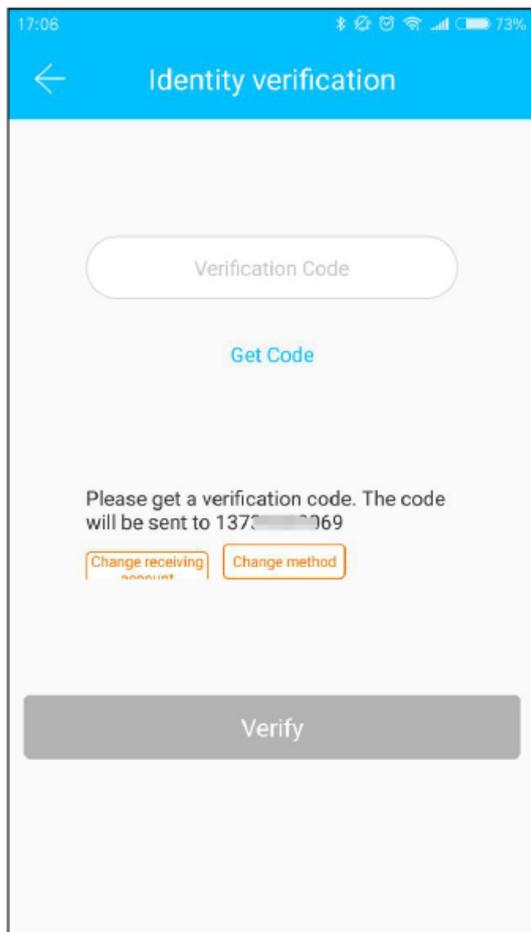
Account Authentication



Log in to the application using the provided phone number or email address and password. The phone number is automatically recognized by the system and there is no need to enter the country code. If you forgot your password, you can press "Forgot Password?" and reset it. When you reset your password, you will receive a verification code to your number or email.



Account Authentication

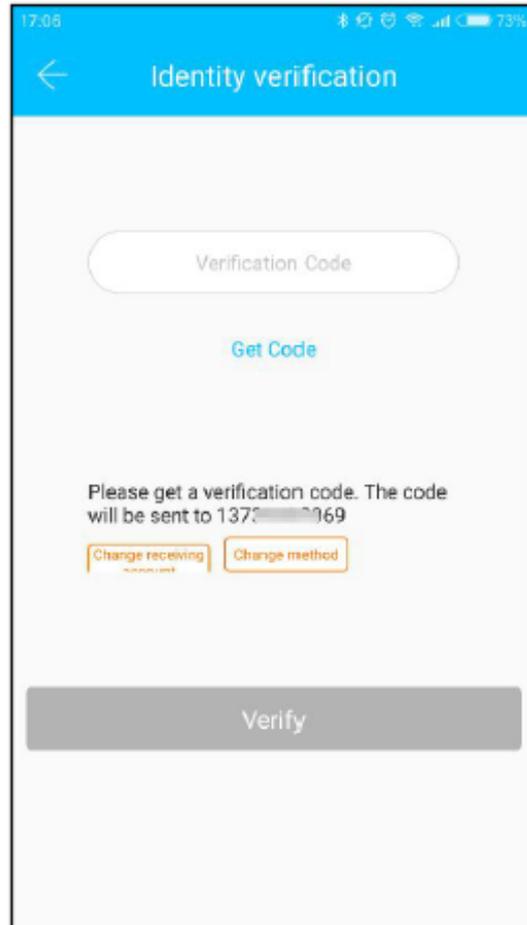


When you log in on a new phone – the account must be verified. After verification is complete –you can log in and view all information.

ATTENTION!You can be logged in on only one account at a time, only on one device.



Authentication options



Verification using a code

There are three verification options (depending on the settings):

1. Entering the code received via SMS
2. Entering the code received through email
3. Verification by answering questions

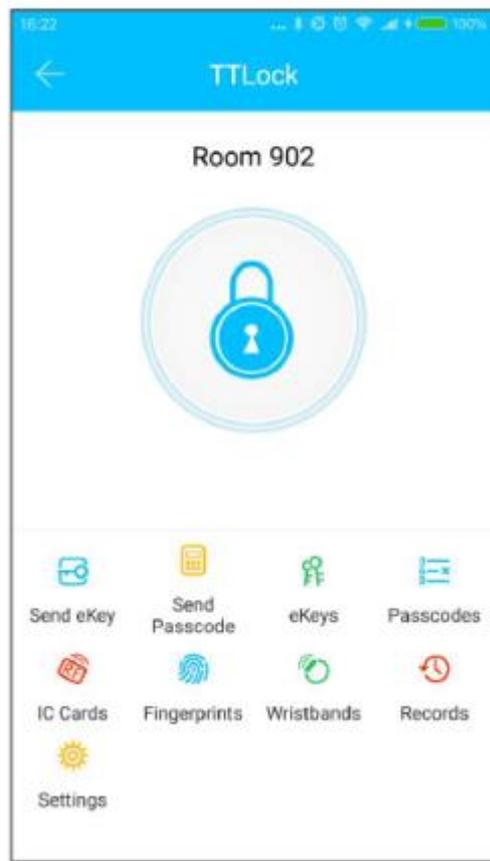


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View after logging in



No added devices



Account with previously added devices

If you are using the application for the first time, an active button to add a lock will be displayed in the panel, whereas if you have used the application before, information about added locks will be displayed.

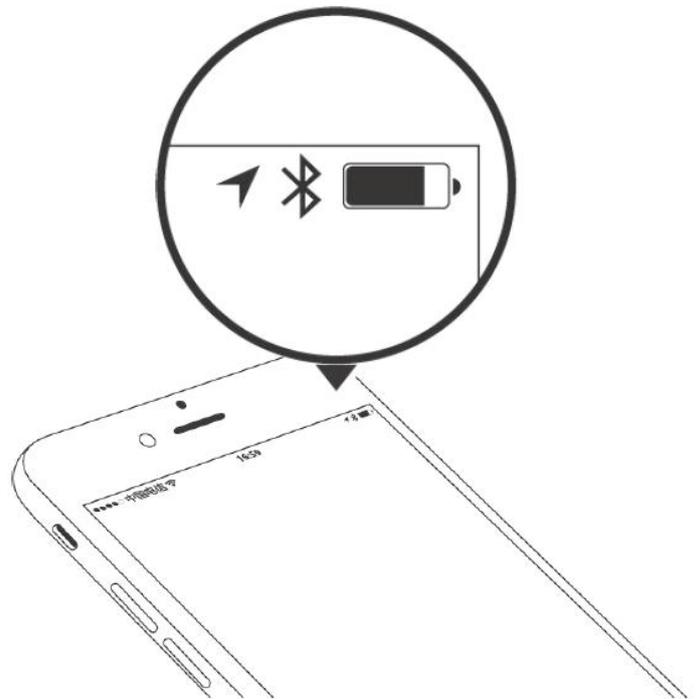


Lock Management

In order for the lock to function, you need to add it to the application. Adding the lock involves its initialization using Bluetooth and the network. This way, you will be able to use the lock and manage it through the application.

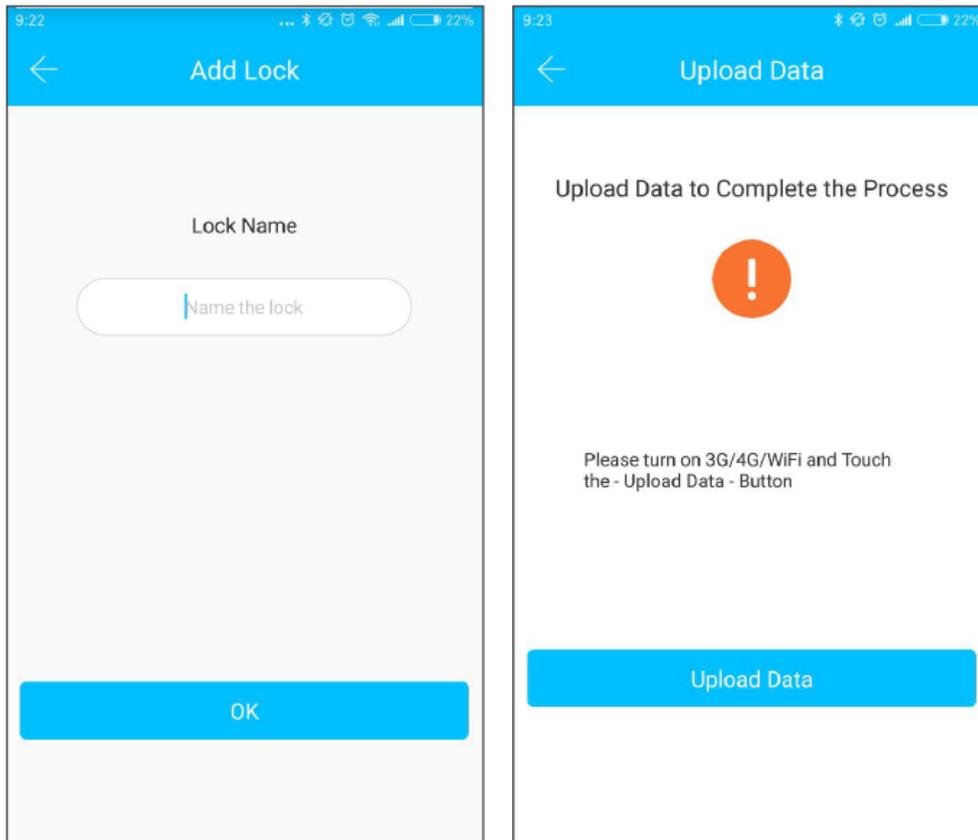
Attention!

During the addition of the lock, the phone must be within close proximity (max 2 meters). Before adding the lock, activate it by pressing any key on the keypad.





Adding lock

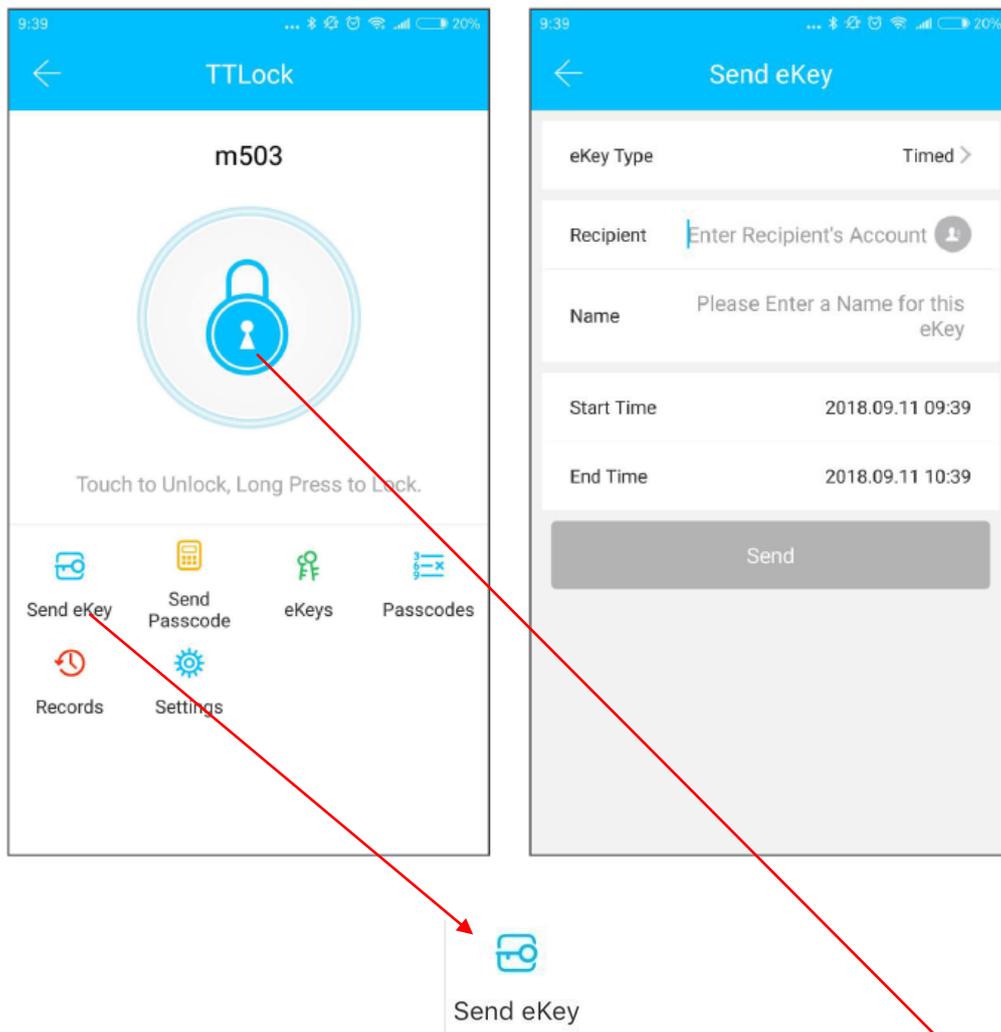


Data initialization is carried out using Wi-Fi or mobile network and Bluetooth. To complete the lock addition process, an Internet connection is required. After pressing "+", the app will enter search mode and find a lock within close proximity. It will assign it a unique code, such as a sequence of numbers, and then ask for an individual name.



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eKey - electronic key



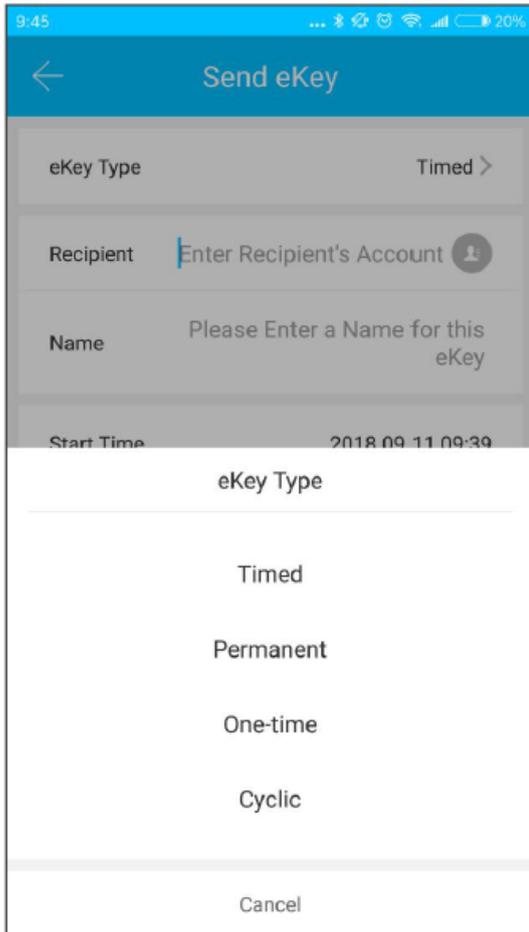
This function allows you to generate electronic keys e-Key and send them to other users of the application. Unlocking the lock is done using the Bluetooth function – you just need to press the key to unlock the lock.

To use this function, you must be the administrator of the lock or obtain lock authorization from the administrator. Now you can send eKey's to other people.

ATTENTION! To be able to use the electronic key function, you must have the application installed and Bluetooth enabled.



eKey - electronic key



Type of eKey:

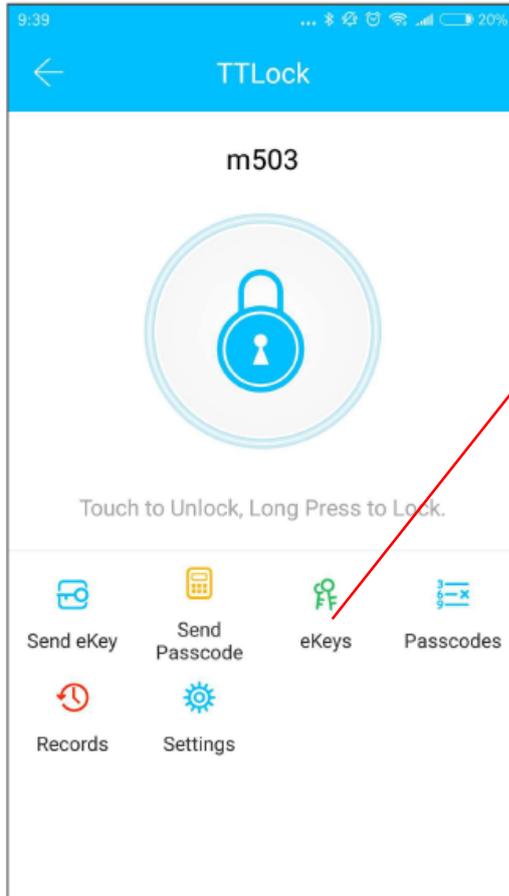
One-time - one-time
(available for a specified
period of time)

Permanent

stałocyclic - cyclic



Management of messed e-KEYMS



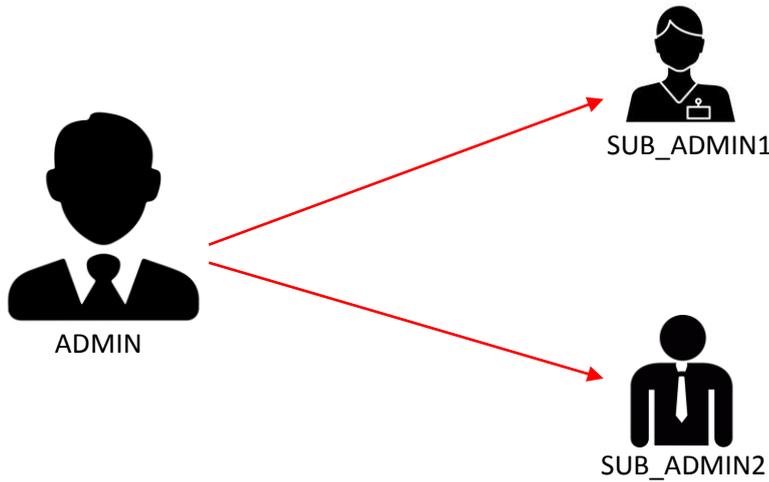
In this tab we have a preview of all generated (active and inactive) electronic keys.

Keys can be managed freely, i.e.:

- edit the name,
- change the validity period,
- check the preview of events,
- block (freeze) access,
- authorize other users' accounts to generate eKey and Passcodes



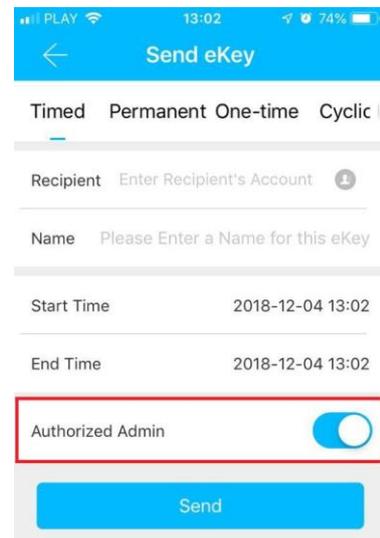
Authorization through the eKey



Authorization of administrator privileges for another user through the eKey can be done in two ways:

1 - when you send eKey for the first time to a user

1. Go to the Send eKey icon  Send eKey
2. Send the eKey to the specified person who is to become (a subordinate) administrator with the marked function Authorized Admin





Authorization through the eKey

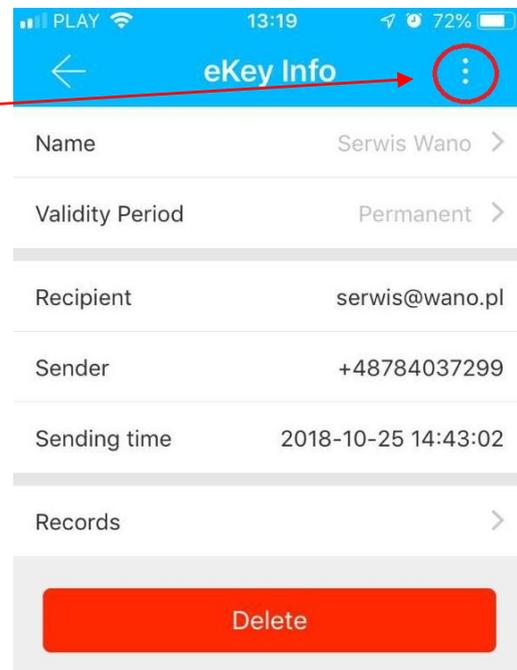
2

– when you have already sent the eKey key



eKeys

1. Go to the eKeys icon
2. Select the selected user key that you want to authorize for castle administration and click on it
3. In the key tab, expand the menu in the top right corner and click **Authorize**
4. The application will ask you to enter a password
Twojego konta w celu potwierdzenia authorization.



ATTENTION!

SUB-Admin may generate codes and electronic keys only for the lock to which the original eKey was granted to them by the Main Admin.

SUB-Admin has access to view only the lock register to which they have been assigned access.

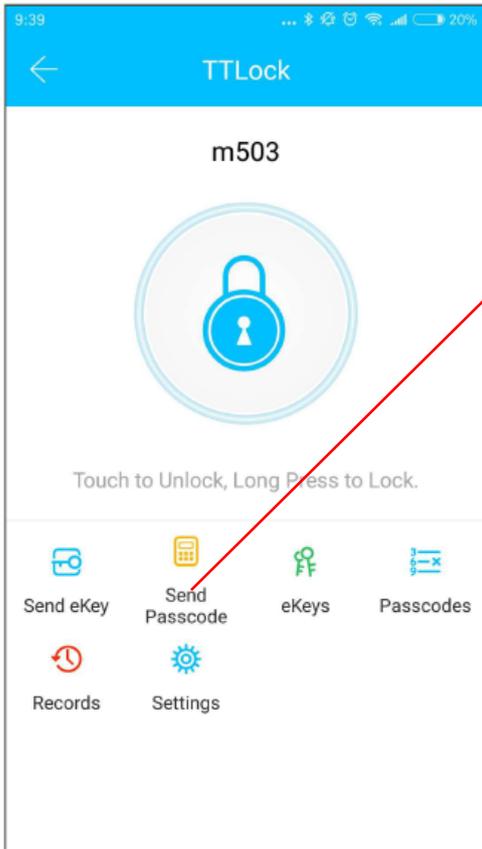
Main Admin has access to all registers of all locks.

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



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Password - generating codes



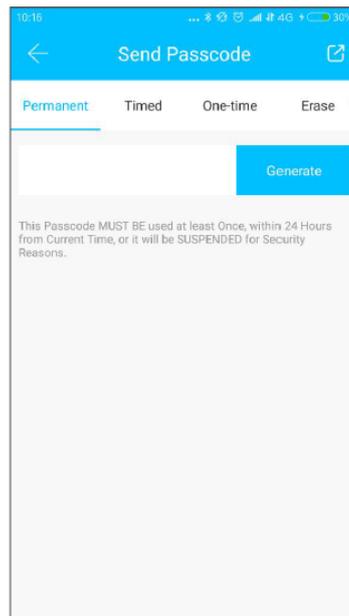
Generate Passcode

This tab can be generated by cipher codes for opening the lock.

We have several types of codes:

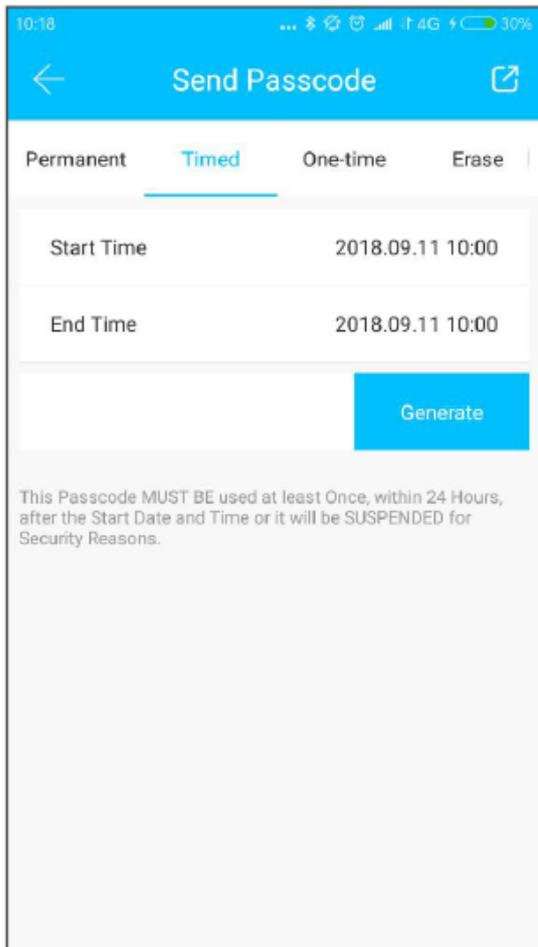
PERMANENT

Permanent code - it should be used within 24 hours from momentum generation, in the opposite if it expires automatically.





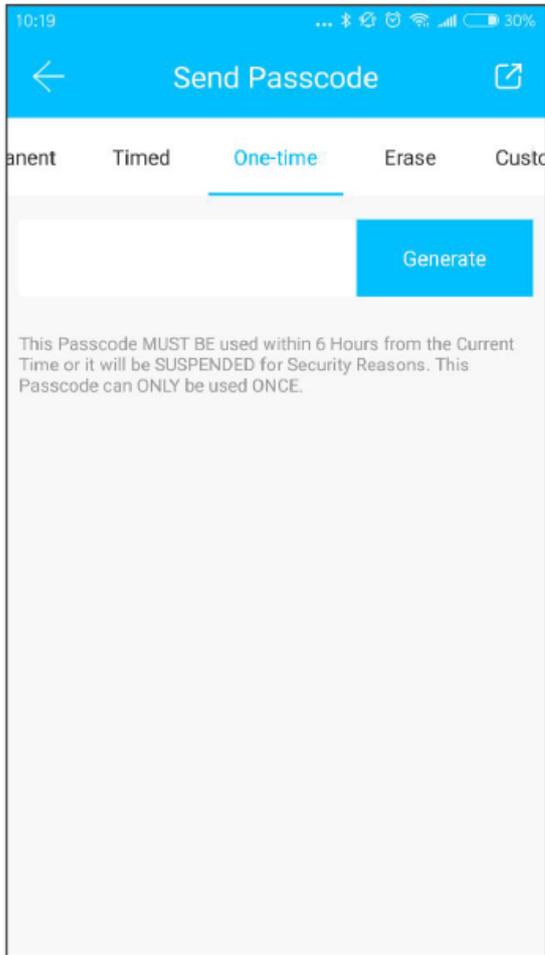
Password - generating codes



TIME-LIMIT (apartment code)Time limit – (min. 1 hour, max. 3 years) set the start and end dates of the stay. The code must be used within 24 hours of the start date of the reservation, otherwise it will expire automatically.



Password - generating codes

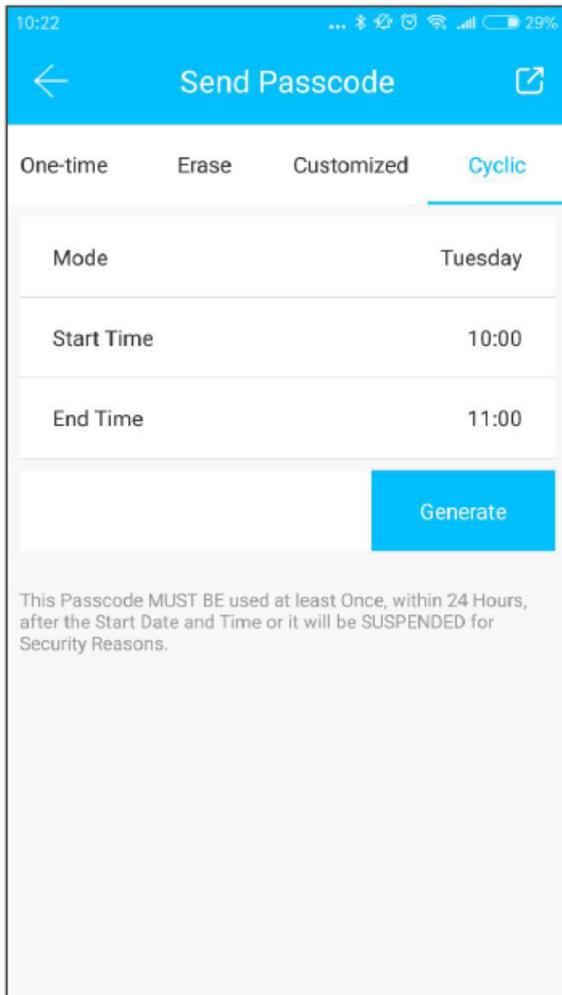


ONE-TIME

Single-use code – may be used only once and is active for 6 hours from the current hour.



Password - generating codes

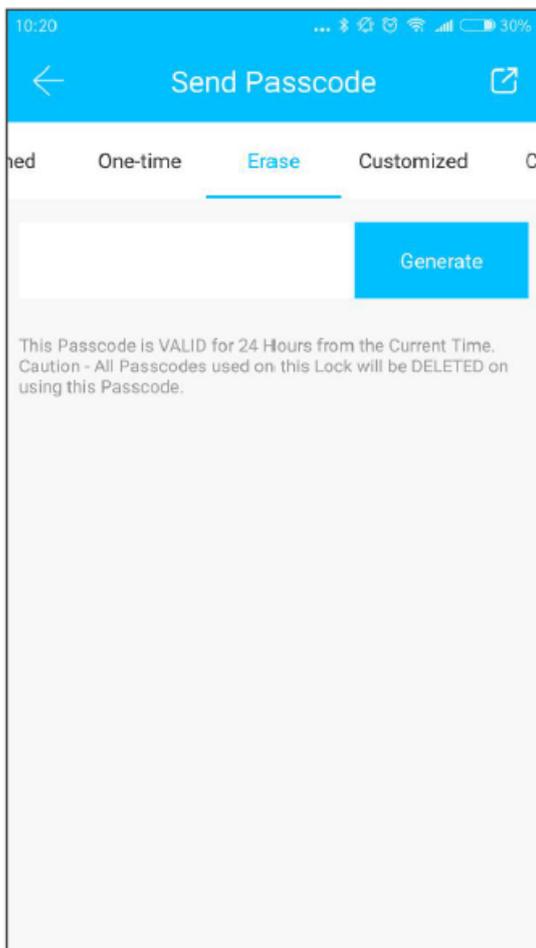


CYCLIC

Recurring code – is renewed systematically, on a specific day/days at a specified time.



Password - generating codes

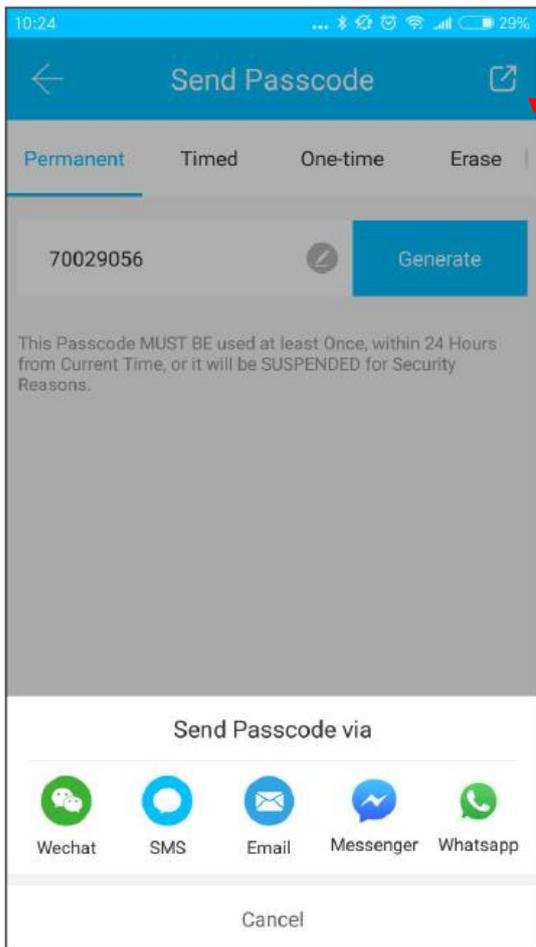


ERASE

Kod kasujący – removes all set codes. It should be used within 24 hours from the current time, otherwise it will expire automatically.



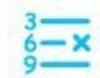
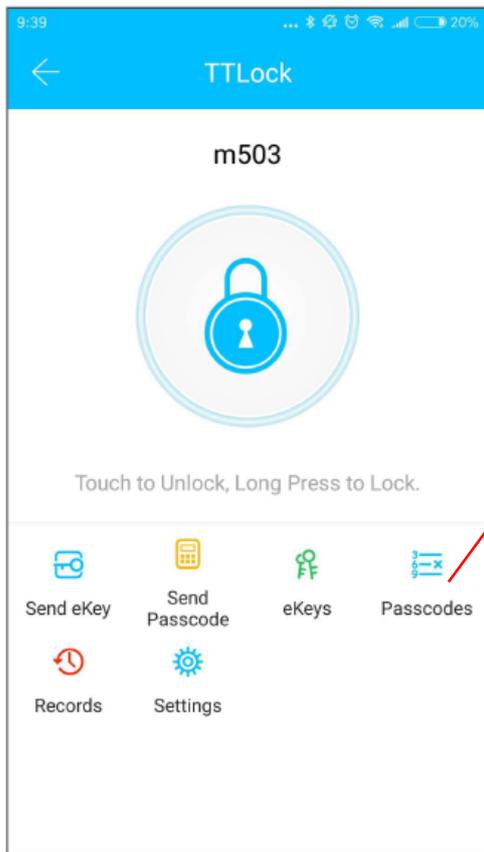
Sending codes



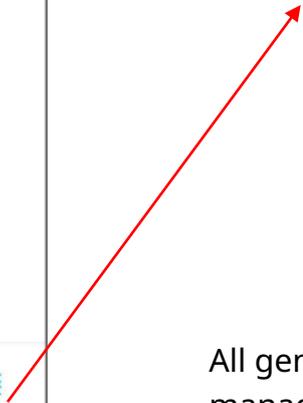
System enables sending codes via SMS, email, and also through applications, such as Messenger, WhatsApp, and WeChat.



Management of codes



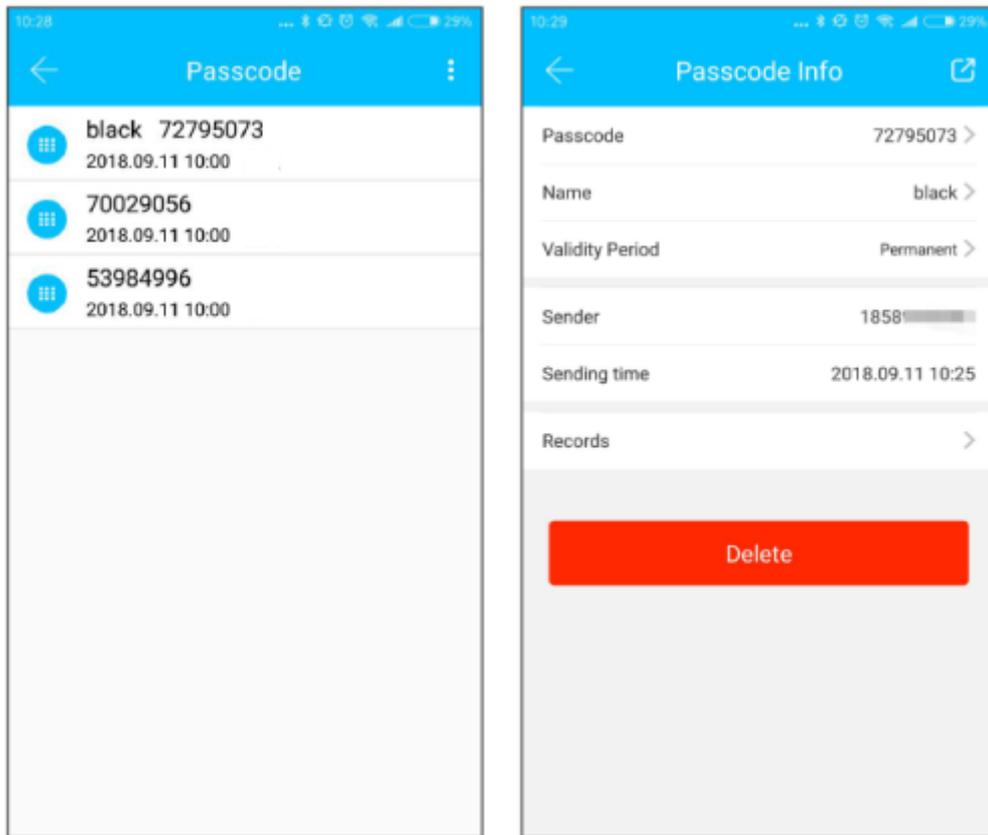
Passcodes



All generated codes can be managed in the Passcode tab.



Panel and code management

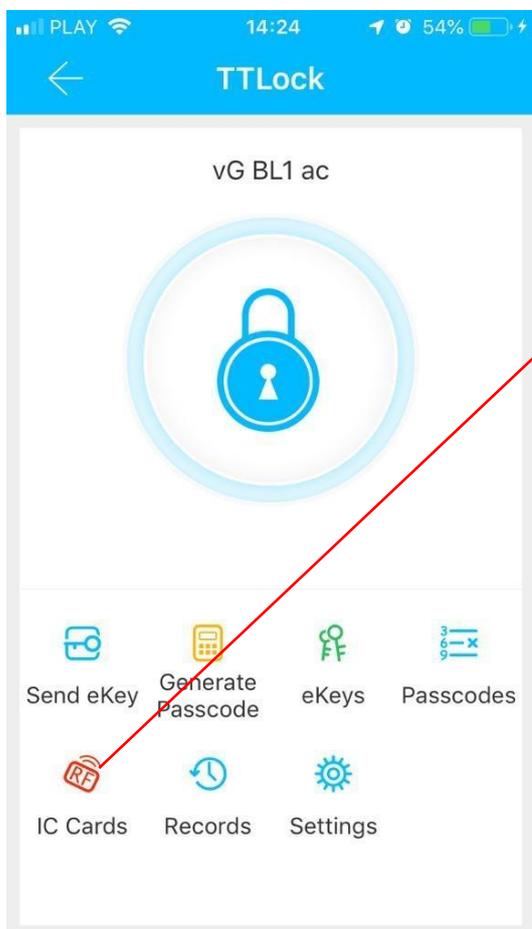


Changes, deletion, resetting, and unlocking of the code can be performed here. These functions can be executed by being near the lock with the help of the application and via the vGateway gateway.



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Card management



In the IC Cards tab, you can add cards Mifare 13.56 MHz.

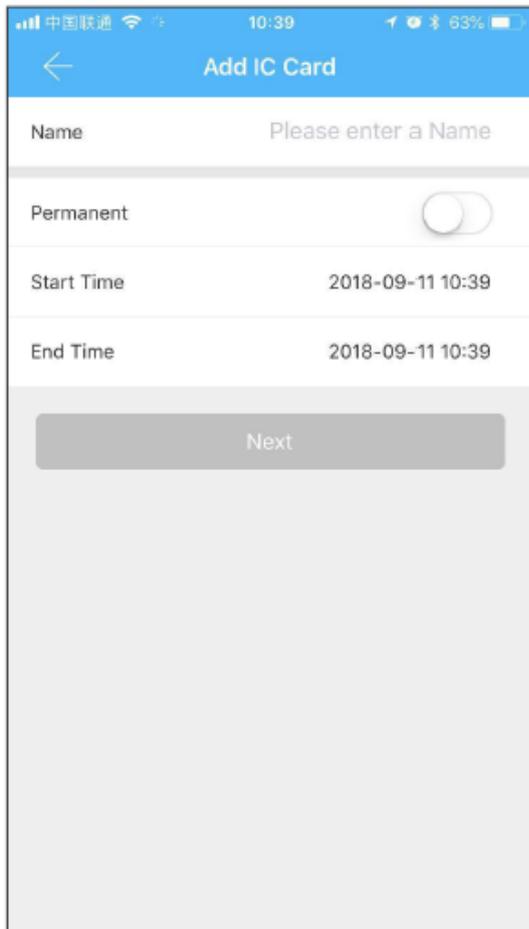
After clicking the IC Cards icon in the upper right corner, expand the panel and click Add IC Card.

ATTENTION!

The IC Cards icon will be visible only if the lock's electronics will have a built-in RFID card reader.



Card management



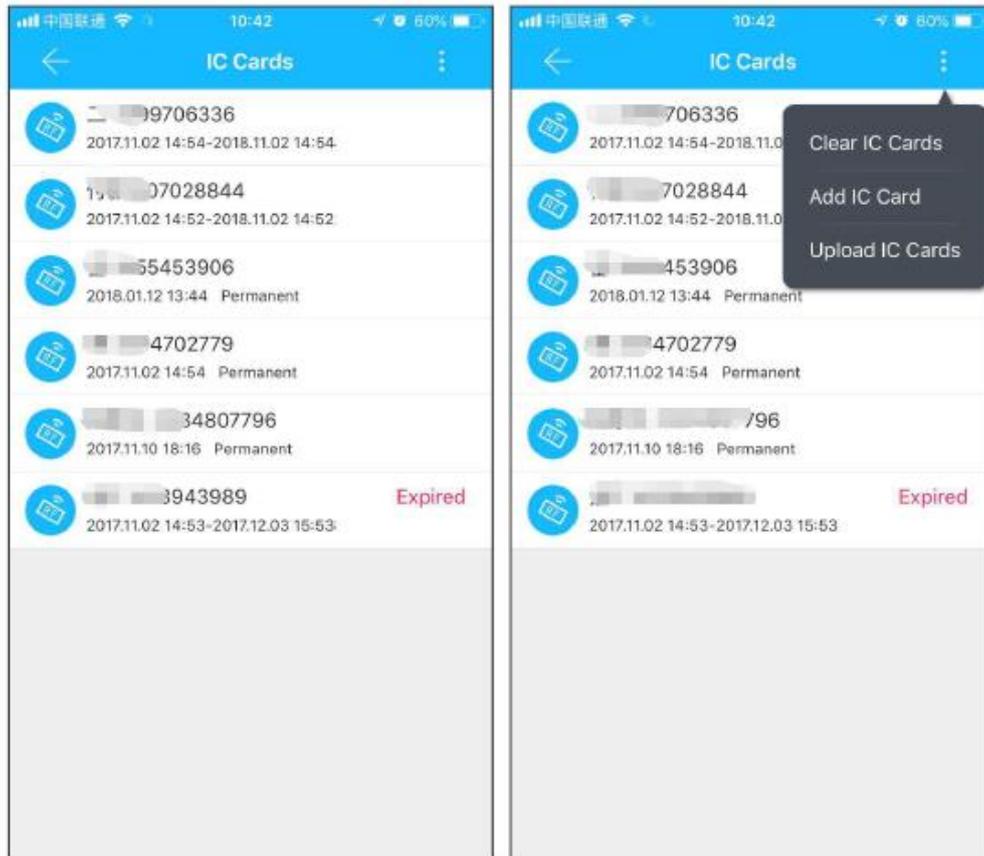
On entering the IC Cards icon, enter the user name of the card and specify the card operation time. The validity period of the IC Mifare card can be either permanent or time-limited.

Click NEXT and bring the card close to the lock.

The castle will read the card number and add it to the application's memory



Card management



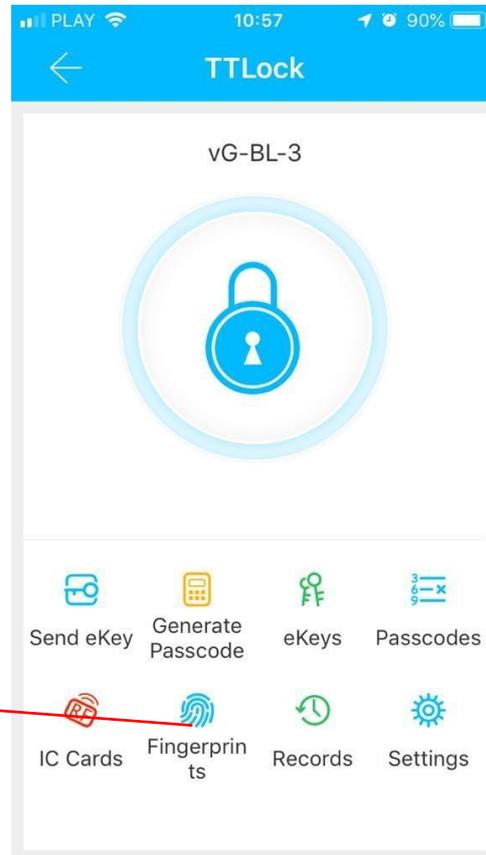
All cards can be managed in the IC Cards panel – you can delete and add cards here.

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

This means that even if you open the application on another device, all entered tabs will still be visible.



Fingerprint – additional option



Managing fingerprints is similar to managing a card.

All operations related to adding a fingerprint are located in the FINGERPRINTS tab.

To add a fingerprint, click on the upper right corner to expand the toolbar and click Add Fingerprint.

Assign a username to the fingerprint, define its operation time. The validity period of the fingerprint can be either permanent or time-limited.

Click NEXT and place the finger on the scanner. The lock will scan the fingerprint and add it to the application's memory.

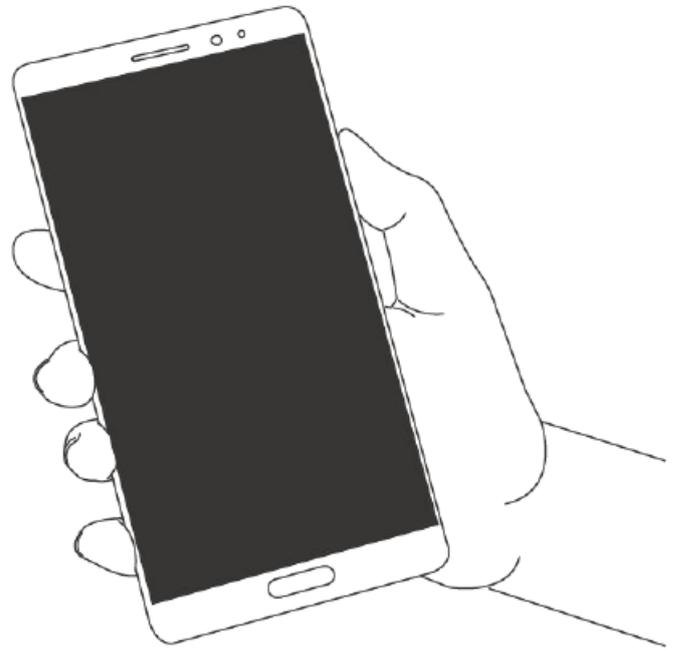
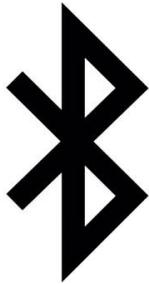
You can send the fingerprint name to the cloud server by clicking Upload Fingerprints.

ATTENTION!

The Ikona Fingerprints will be visible only if the lock's electronics have an integrated fingerprint reader.



Opening via Bluetooth



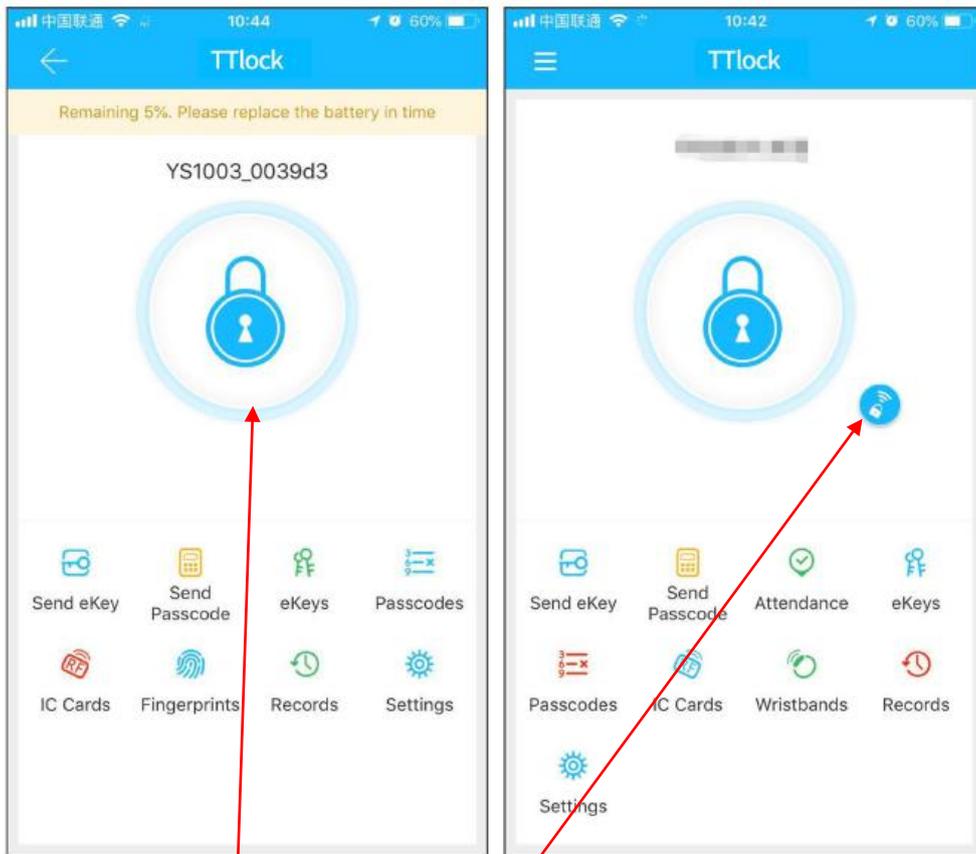
There is a possibility to open the door handle using the Bluetooth function alone.

On each occasion of opening Bluetooth, the time and date will be updated in the lock.

Additionally, the connection of the phone and lock via Bluetooth causes the event log to be updated.



Opening via Bluetooth



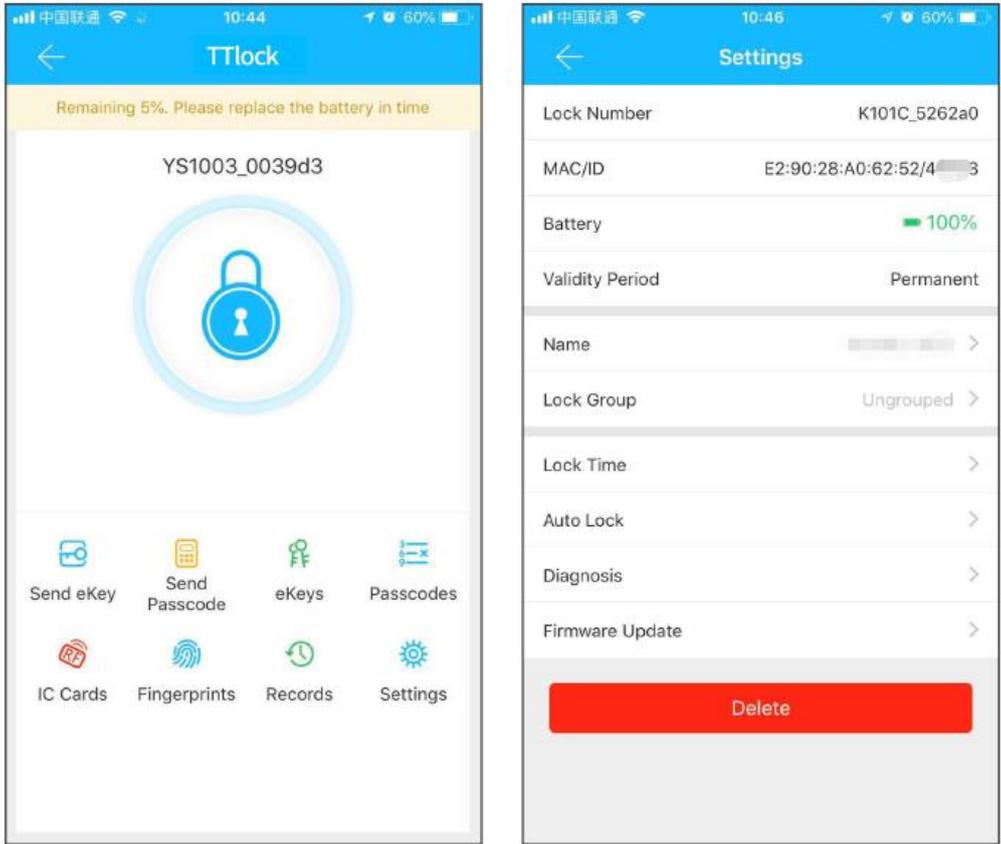
Press the round button with the lock to open the door, remember that the Bluetooth signal has a certain range, therefore use the application in a specified area (up to 12m)

ATTENTION! A small blue button with a padlock icon appears when the lock is connected to the vGateway gate and allows remote unlocking of the lock using the application.



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Function attendance registration

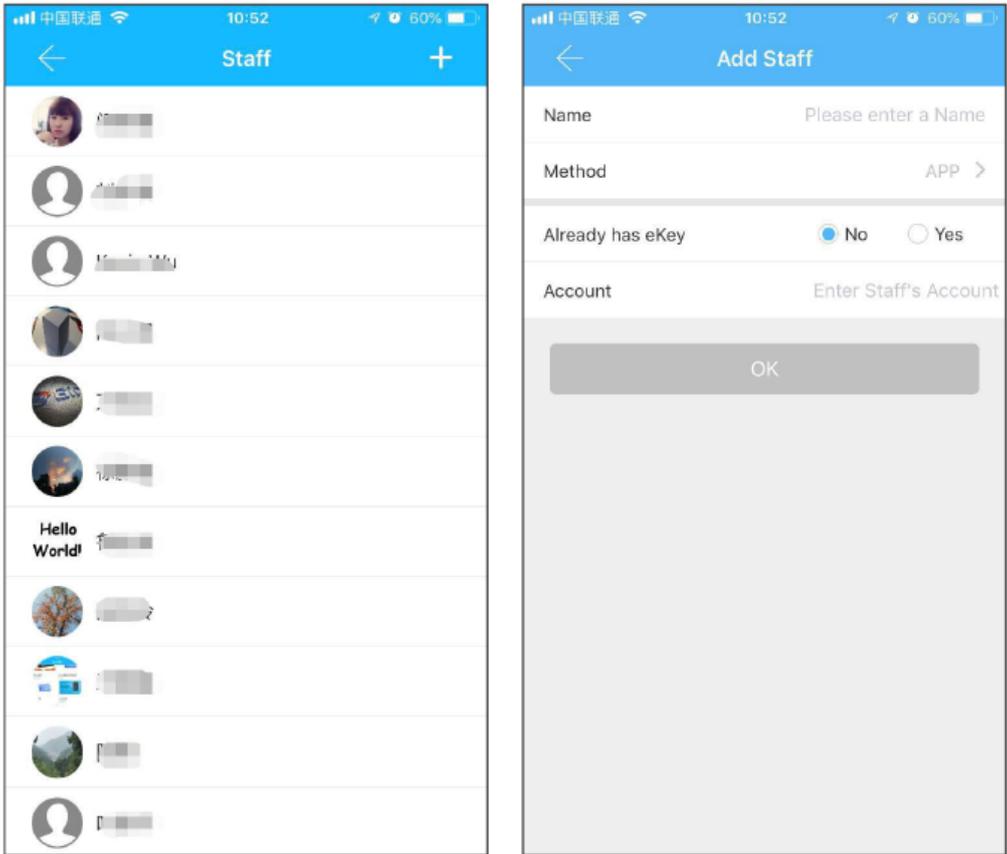


The application can be used for registering the attendance of employees. It includes features for managing employees or reviewing their statistics. All locks in the vG-Lock series have this function.



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Function attendance registration



Administrator can browse and manage employee presence in the management panel.

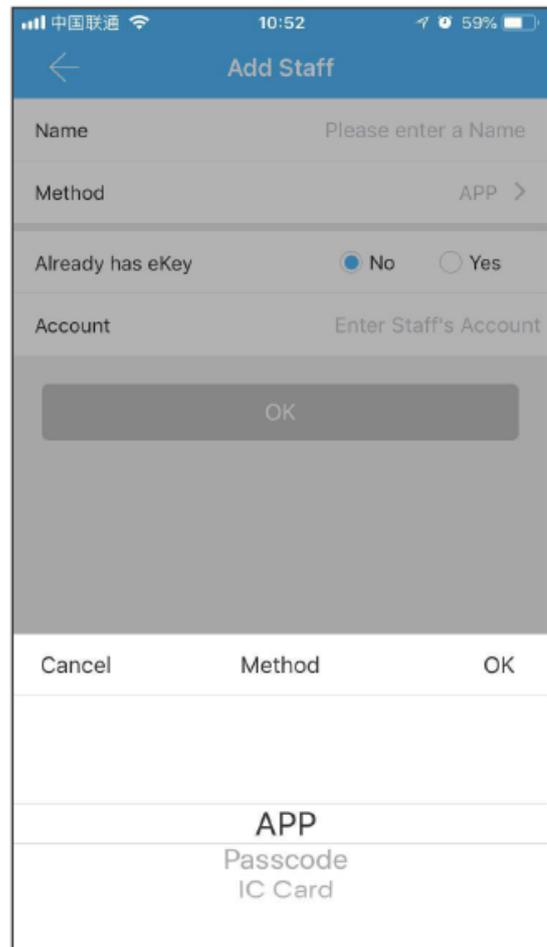


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Methods of registration

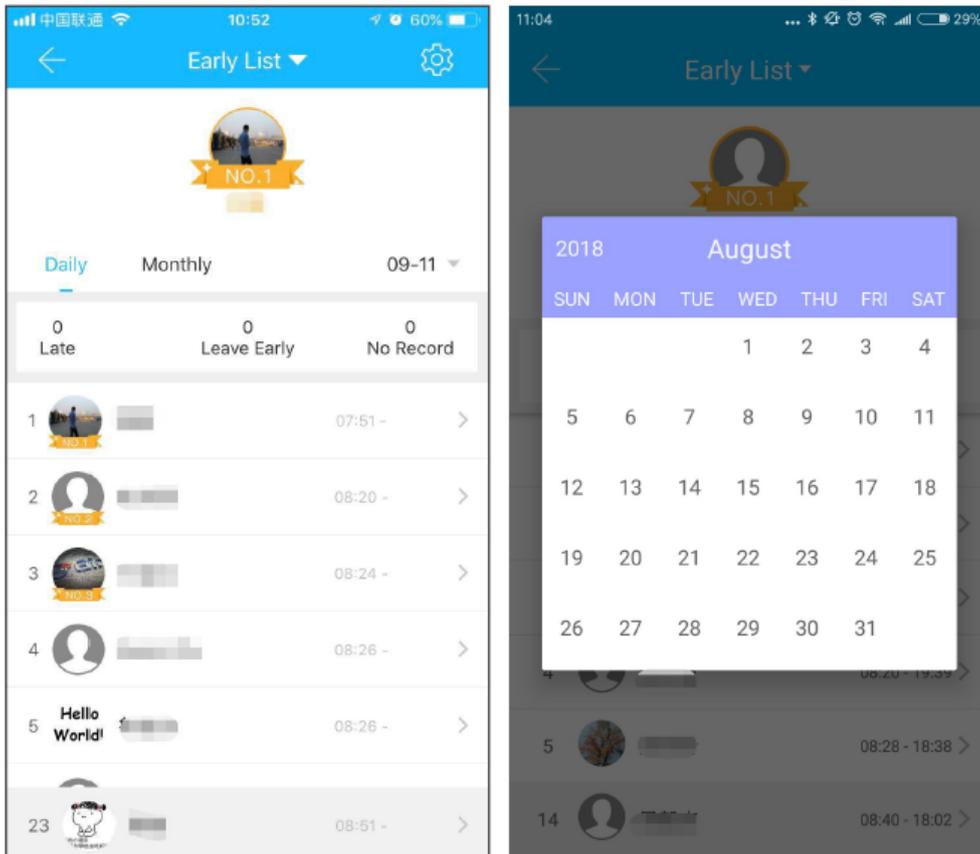
There are three ways to register attendance for employees:

- 1_Using a code
- 2_Using a card
- 3_Using the application - opening via Bluetooth





Statistics

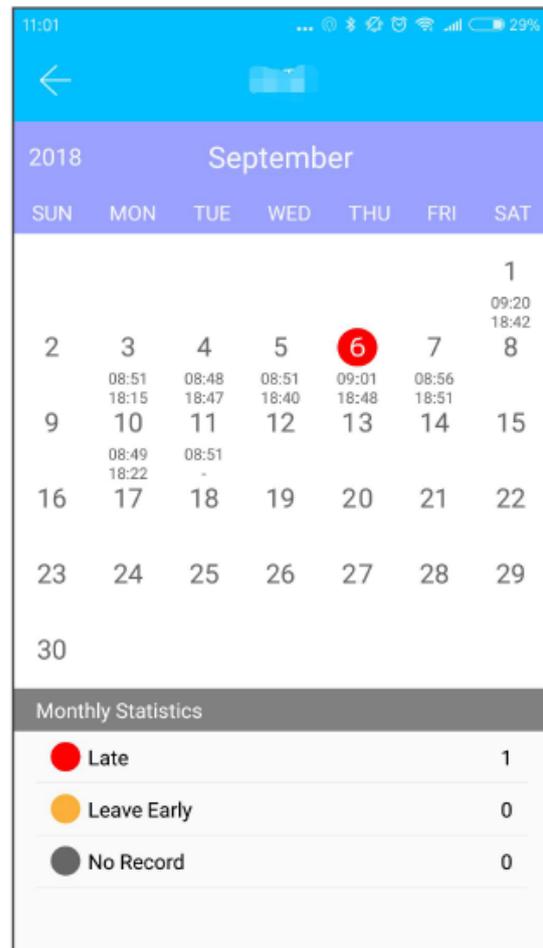


At this point, you can check the attendance of all employees on a specific day. Late late, previous outputs and unverified cards will be marked separately in 3 different colors.



Checking presence

IN tym at location you can check the attendance of all employees on a specified day. Delays, early departures, and unchecked cards will be marked separately in 3 different colors.

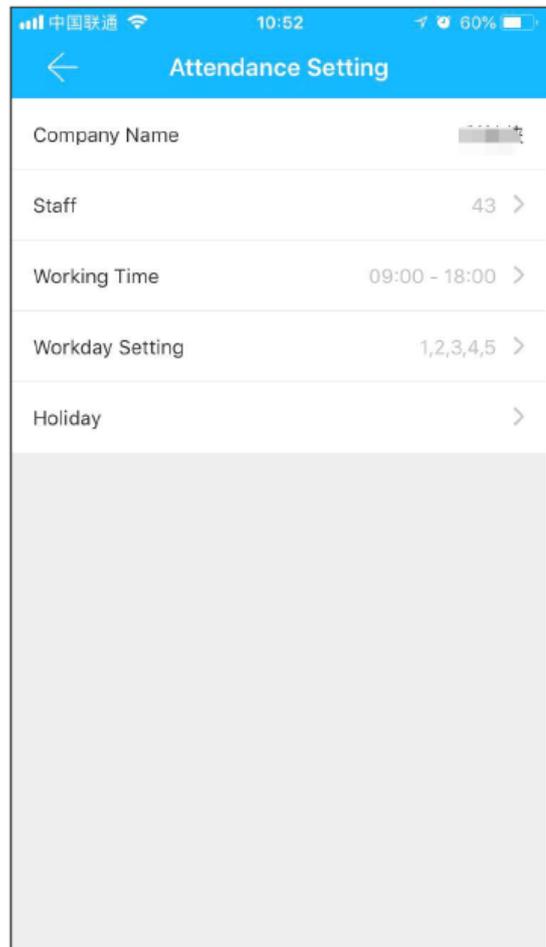




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Settings - general

In this section, you can set the company name, number of employees, working time standards, working days, as well as holidays and vacations.

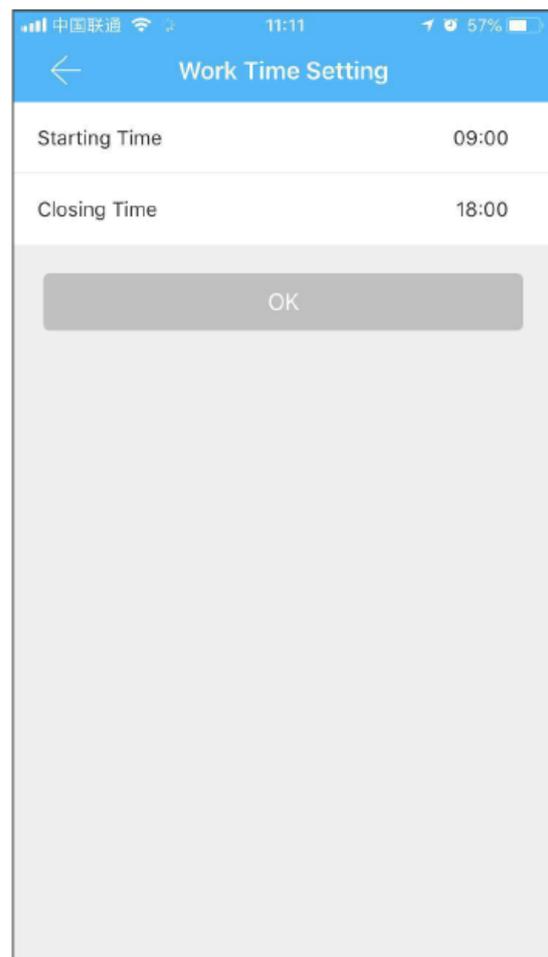




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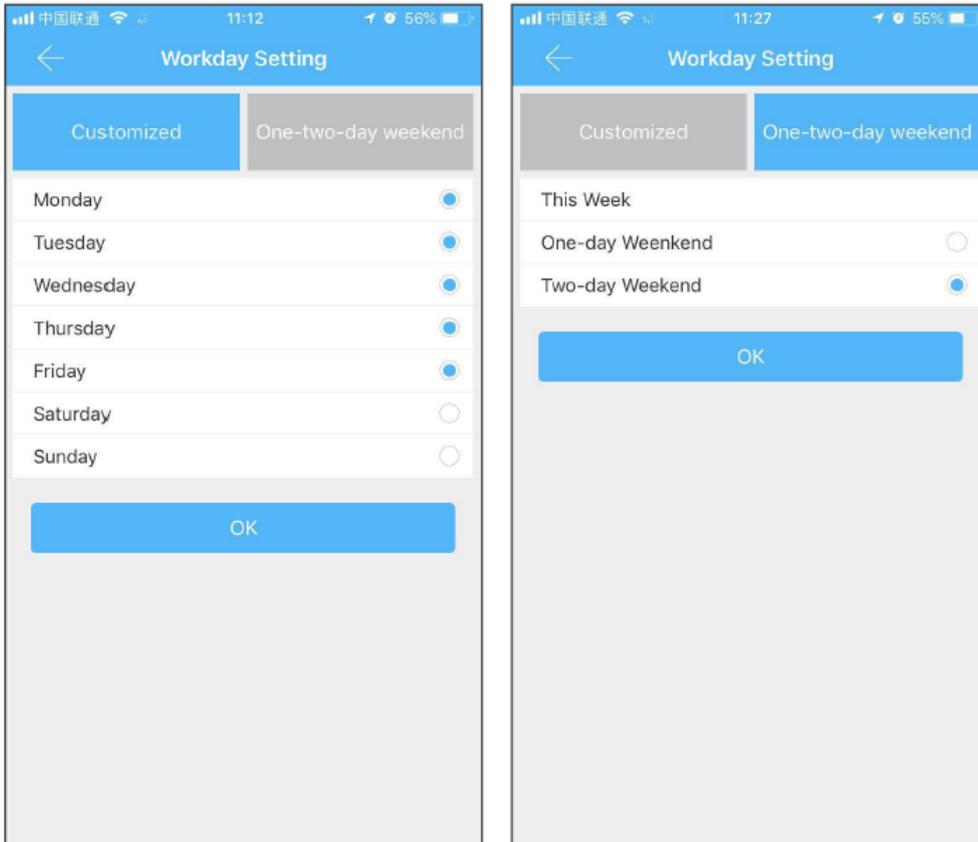
Settings - time

Set the start and end time for the workday in this location. This will allow you to determine whether the employees arrived on time for work and whether they left at the appropriate moment as well as whether they met the standard.





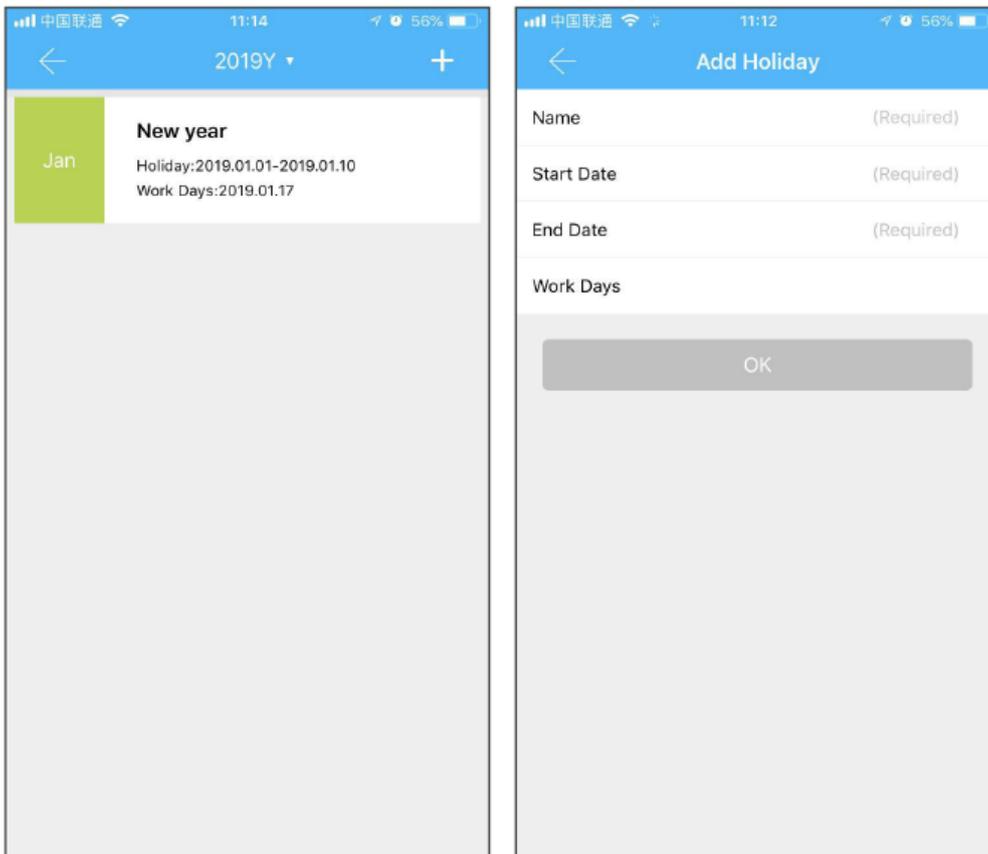
Settings - Working days



In this location, you can set which days the company is operational.



Settings – days off



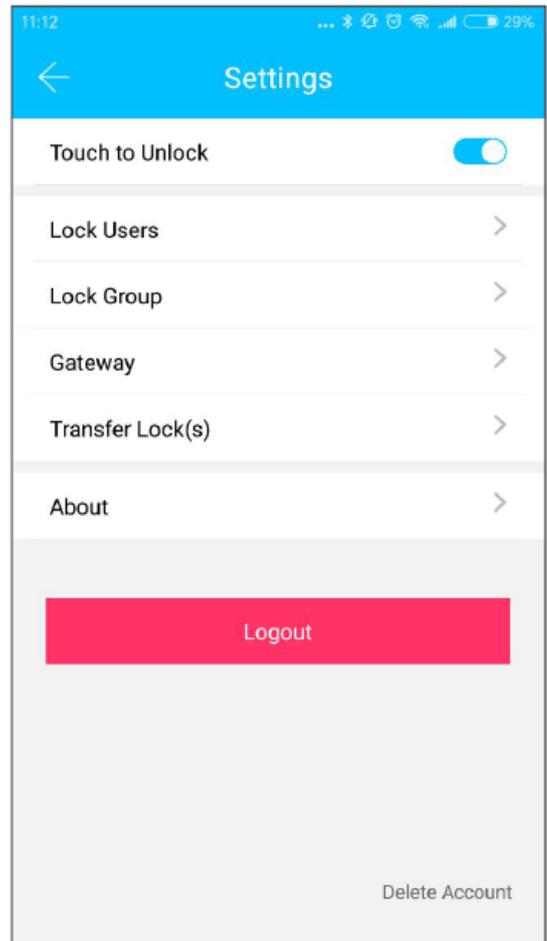
In this section, you can set your preferred days off from work.



System Settings

IN tym location you can set users of the lock, manage groups, gateway, security settings, perform lock transfer, log out, and also check the application version.

ATTENTION! The "Touch to Unlock" button determines whether you will be able to open the lock by touching the lock without using the phone.

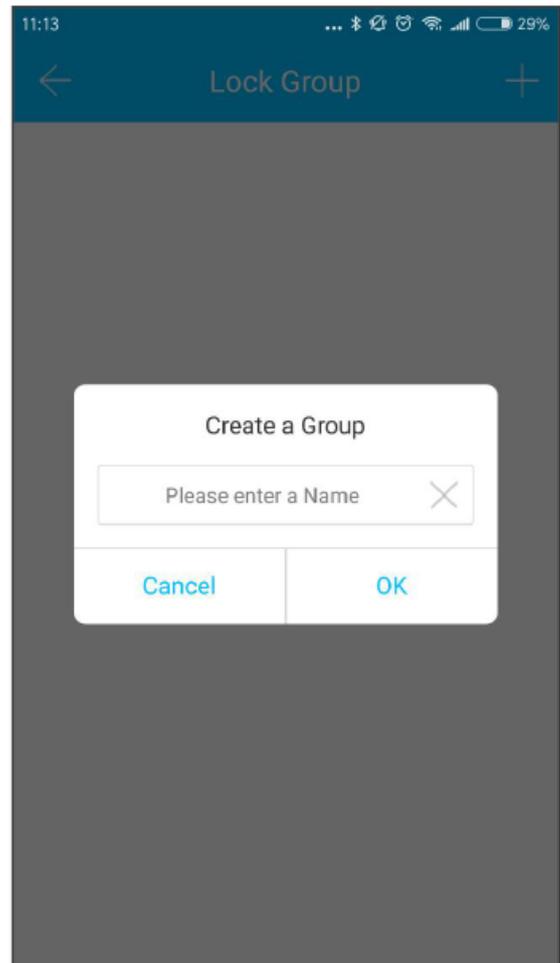




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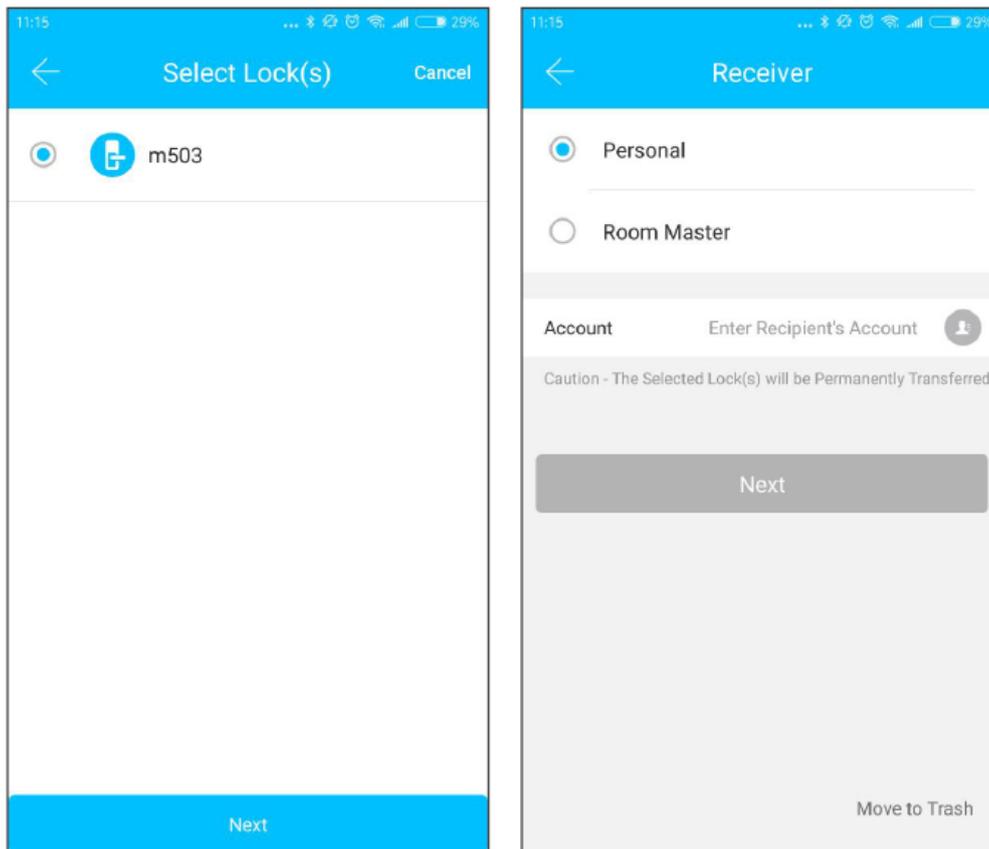
Division into groups

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





Transfer of locks

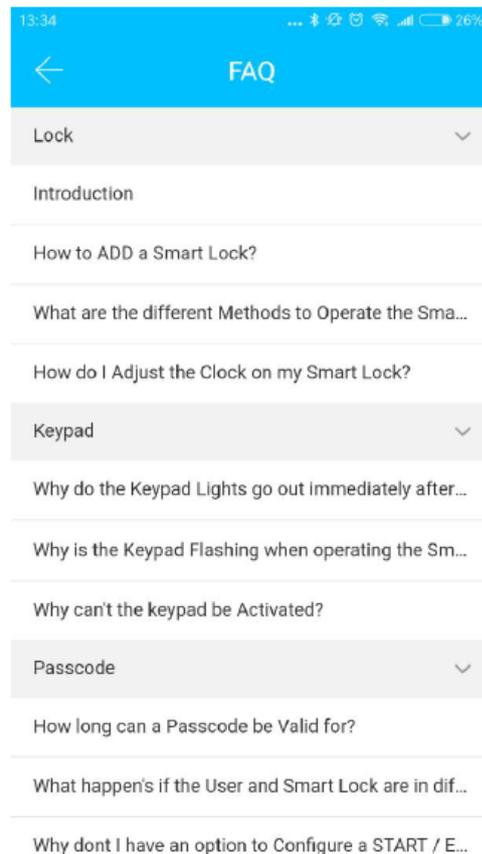
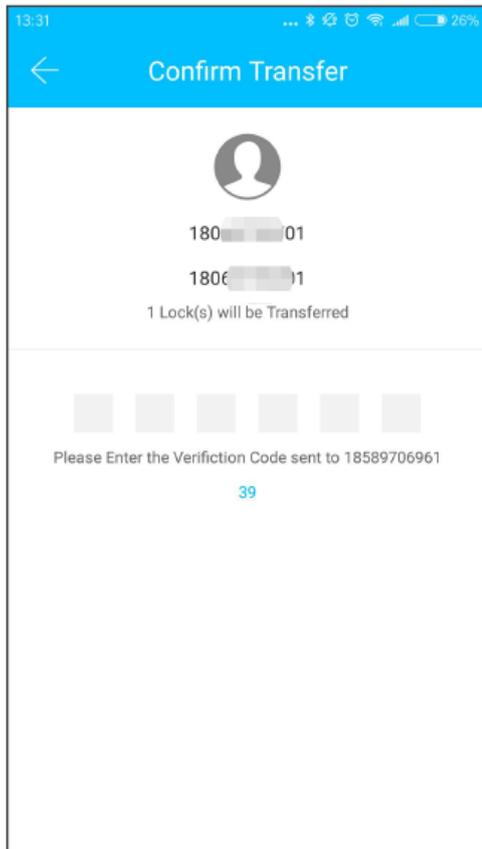


The administrator can transfer a lock to another user.
(Only the lock administrator can transfer it)



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Lock transfer



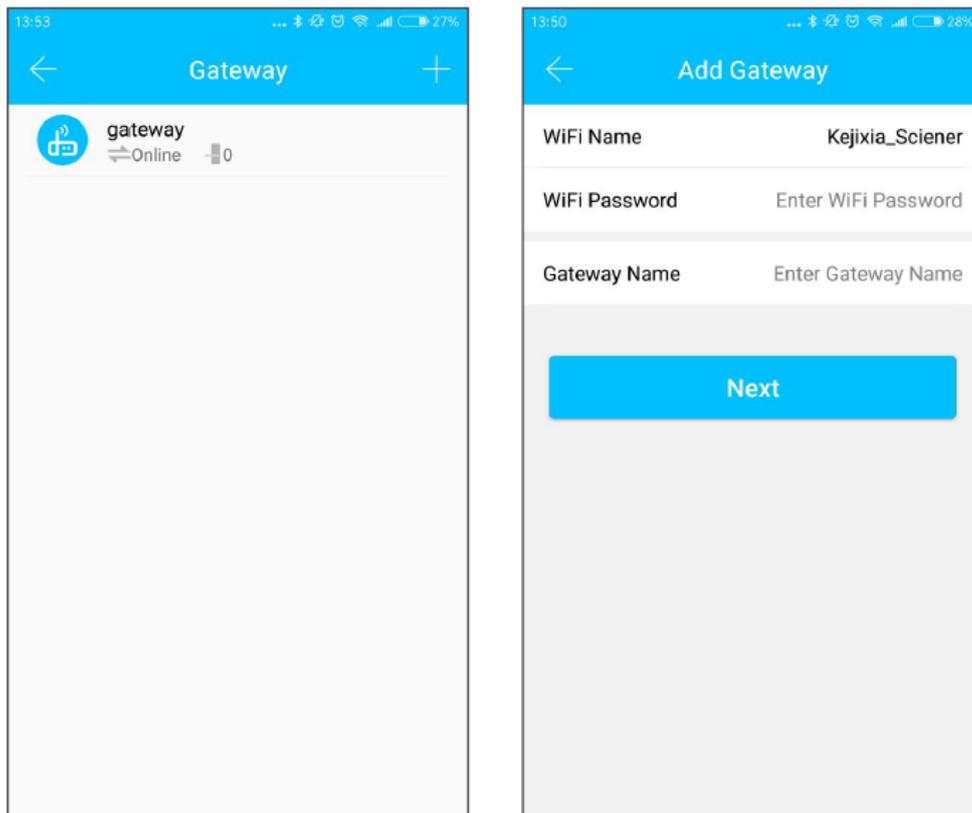
Upon entering a new user's lock account - you receive a verification code for the transfer. The transfer will be successfully completed if you enter the correct recipient account number or name.



Vgateway goal

Bramka vGateway łączy zamki z serii vG-Lock z aplikacją na Twoim telefonie poprzez lokalną sieć WiFi. Daje ona dodatkowe opcje, takie jak: read event history, edit codes, assigning common codes, battery status view, remotely unlocking doors.

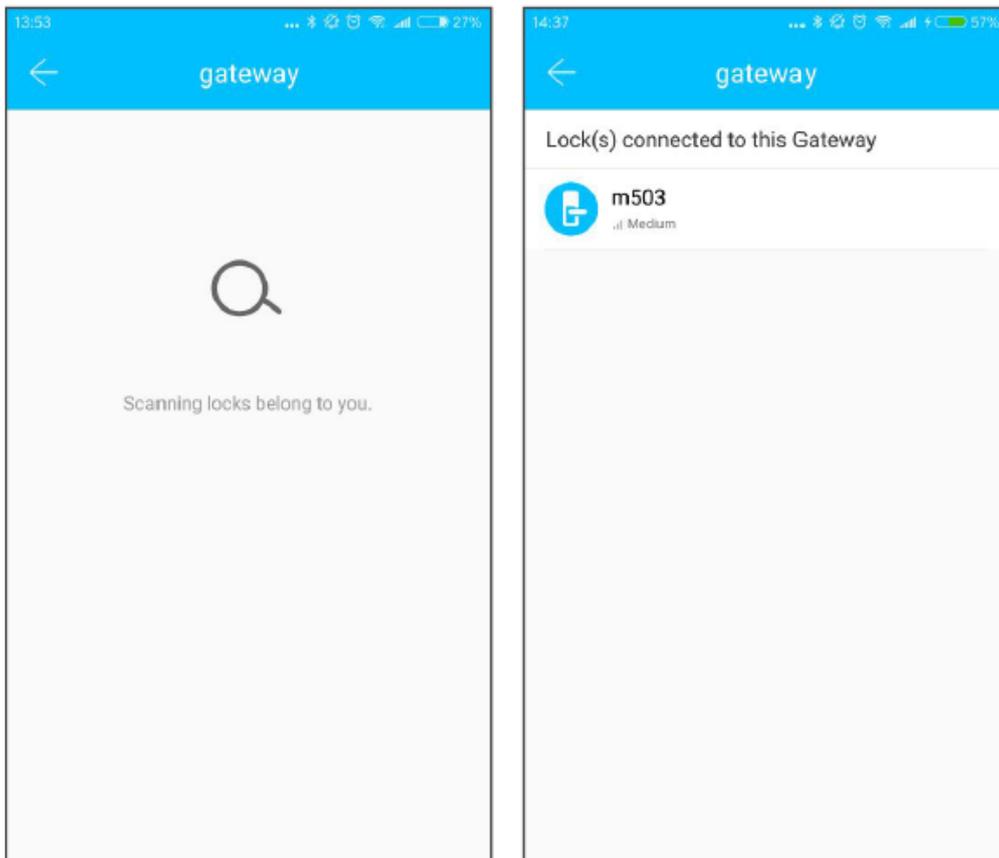




How to add a gateway to the application?

1. Connect your phone to the local network via WiFi – the one to which the gateway will be connected eventually
2. Press the “+” button (in the upper right corner), then enter the name and password of the WiFi network and assign a name to the gateway, press OK, and then enter the TTlock account password for authorization
3. Press and hold the settings button on the gateway for 5 seconds; the green light indicates that the gateway has been initialized.

In case of failure – repeat the procedure once again or check the proper operation of the WiFi router



After a short time, you can see which locks are within the range of the gateway, after adding a specific lock to vGateway, you can manage it.

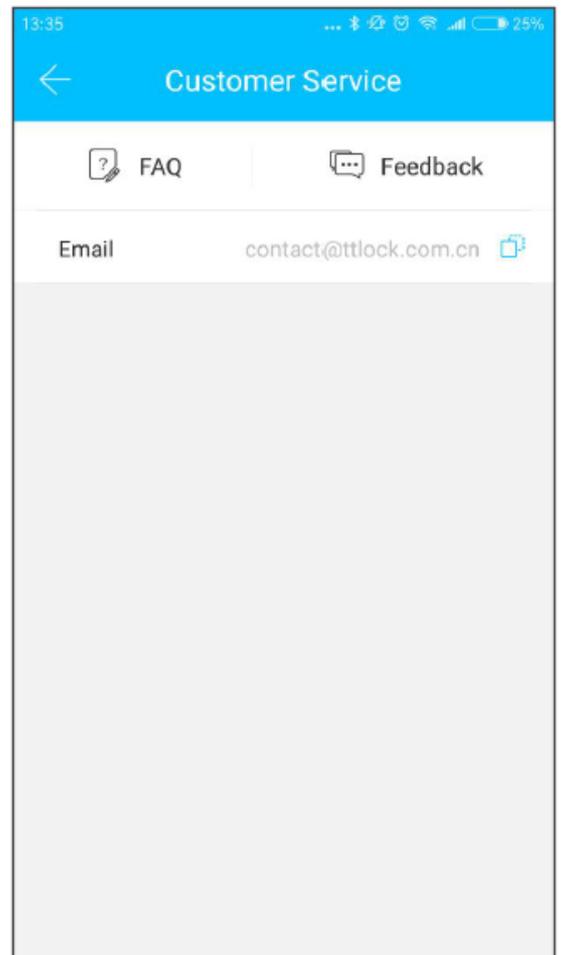
ATTENTION! Detailed instructions can be found on the website www.wano.pl in the section REMOTE CONTROLLABLE LOCKS / vGateway Gateway



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Help

At this location, you can view the most frequently asked questions and obtain information by contacting through the "Feedback" tab.





TTlock - instruction manual

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vG-lock