



Application Instruction for TTlock



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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.





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.









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.



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	lau	v settinus

16:41 \$ C	100% 📾 🖬 100%	16.42	* 약 영 জ 📷 100%	3 * Ø 🖯 '	🕾 Lat 🛑 100%
\leftarrow Security Questions	Setting	\leftarrow Security Question	ons Setting	Security Questions Se	tting
Registration Succe	essful.	Registration S	uccessful.	Registration Successful	ul.
You can Verify your Identity by Answ Questions when using a New Device	ering your Security	You can Verify your Identity by A Questions when using a New D	Answering your Security Yo	ou can Verify your Identity by Answering uestions when using a New Device	g your Security
Question 1	>	Question 1	> w	here did you go the first time you flew o	on a plane?>
Please type in your Answer		Please Select a (Question	lease type in your Answer	
Question 2	>	Nilles II Lands Con	w	hat is your dream job?	>
Please type in your Answer		Where did you go the first time you flew on a plane?		Please type in your Answer	
Question 3	>	What is your QQ	number? In	what city did you meet your lover?	>
Please type in your Answer		What was the name of	f your first pet?	lease type in your Answer	
ок		In which year was you	ur father born?	ок	
Skip		What was the first film you	saw in the theater?	Skip	
		Cancel			

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

17:06	🖇 🕼 🗑 🥱 📶 🕬 73%
\leftarrow	Identity verification
	Verification Code Get Code
	Please get a verification code. The code will be sent to 137 Change receiving Change method
	Verify

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

17:06	🕴 🤁 🗟 😪 🖬 🕬 73%
\leftarrow	Identity verification
(Verification Code
	Get Code
ſ	Please get a verification code. The code will be sent to 137? 769 Change receiving Change method
	Verify

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



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.



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

	🕴 🕼 🗑 🕾 📶 🗔 0 20%		
\leftarrow	Send eKey		
еКеу Туре	Timed >		
Recipient Enter Recipient's Account			
Name Please Enter a Name for th eKe			
Start Time	2018 09 11 09:39		
	еКеу Туре		
	Timed		
	Permanent		
	One-time		
	Cyclic		
	Cancel		

Type of eKey:

One-time – one-time (available for a specified period of time) Permanent stałycyclic - cyclic



Management of messed e-KEYMS

9:39	* [,] TTLock	යි ලි කි .ad● 20%	FF F
Touch	m503	is to Lock.	eKeys In this tab we have a preview of all generated (active and inactive) electronic keys. Keys can be managed freely, i.e.:
Send eKey	Send Passcode Settings	s Passcodes	 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



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



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

-0

aii play 🗢	13:02 Send eKey	4 🧿 74% 💼
Timed Per	manent One-	time Cyclic
Recipient Ent	ter Recipient's A	ccount 🛛
Name Pleas	e Enter a Nam	e for this eKey
Start Time	201	8-12-04 13:02
End Time	201	8-12-04 13:02
Authorized Ad	min	
	Send	



Authorization through the eKey



82

1. Go to the eKeys icon eKeys

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	📲 PLAY 🗢	13:19 7 2% 🔲
	menu in the top right corner	\leftarrow	eKey Info 📑 🔅
	and click A uthorize	Name	Serwis Wano >
4.	The application will ask you to enter a password Twojego konta w celu	Validity Period	Permanent >
	potwierdzenia authorization.	Recipient	serwis@wano.pl
		Sender	+48784037299
		Sending time	2018-10-25 14:43:02
		Records	>
			Delete

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.



Password - generating codes

9:39				
\leftarrow	TTL	ock		
	m50	03		
Touch	n to Unlock, Lo	ng Press t	o Lock.	
Send eKey	Send Passcode	۴ eKeys	Passcodes	
Ð	蓉			
Records	Settings			



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

10:18	🛊 🕼 🗑 💵 1 4G + 💶 30%				
\leftarrow	Send P	Ø			
Permanent	Timed	One-time	Erase		
Start Time		2018.09.	.11 10:00		
End Time		2018.09.	.11 10:00		
This Passcode M after the Start D Security Reason	NUST BE used a ate and Time of s.	G at least Once, within r it will be SUSPEN	enerate n 24 Hours, DED for		

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

	🛊 😢 🗑 🕋 📶 💷 30%			
\leftarrow	Se	Send Passcode		
anent	Timed	One-time	Erase	Custo
			Genera	ite
This Pas Time or Passcoo	sscode MUST E it will be SUSPI de can ONLY be	BE used within 6 Ho ENDED for Security e used ONCE.	ours from the C y Reasons. This	urrent

ONE-TIME

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



Password - generating codes

10:22		* 🕫 🖸	😤 latl 💷 29%
\leftarrow	Send	Passcode	Ø
One-time	Erase	Customized	Cyclic
Mode			Tuesday
Start Time			10:00
End Time			11:00
			Generate
This Passcode M after the Start Da Security Reasons	IUST BE use te and Time	d at least Once, witl or it will be SUSPE	hin 24 Hours, NDED for

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





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.



Card management





IC 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

जा महास्रे 🗢 🔅	10:39	1 🛛 🛊 63% 🔳
	Add IC Card	
Name	Please	enter a Name
Permanent		\bigcirc
Start Time	20	18-09-11 10:39
End Time	20	18-09-11 10:39

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.



Function attendance registration

ull 中国联通 🤝	?	44	1 0 60% 💷	al Paris 🗢	10:46	7 0 60% 💷)
\leftarrow	TTIC	ock		\leftarrow	Settings	
Remainir	ng 5%. Please rep	place the bat	ery in time	Lock Number		K101C_5262a0
	YS1003_	0039d3		MAC/ID	E2:90:2	8:A0:62:52/4 3
				Battery		= 100%
	6	2		Validity Period		Permanent
				Name		
				Lock Group		Ungrouped >
				Lock Time		>
_	-	0		Auto Lock		>
Send eKey	Send	¥۴ eKeys	<u>§</u> ≚ Passcodes	Diagnosis		>
ØD	Passcode	0	荷	Firmware Update		×
IC Cards	Fingerprints	Records	Settings		Delete	

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.

www.vg-lock.com



Function attendance registration



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



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

📶 中国联通 🗢	10:52	1	7 🔨 59% 💷 '
	Add Staff		
Name	Ple		ter a Name
Method			APP >
Already has eKey	(No No	⊖ Yes
Account			aff's Account
Cancel	Method		ОК
	APP		
	Passcode IC Card		



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.

11:01) 🕾l (29%
\leftarrow						
2018		Se	ptemb	er		
SUN	MON	TUE	WED	тни		SAT
2	3 08:51	4	5 08:51	6	7	1 09:20 18:42 8
9	18:15 10 08:49	18:47 11 08:51	18:40 12	18:48 13	18:51 14	15
16	18:22 17	18	19	20	21	22
23	24	25	26	27	28	29
30						
Month	nly Statis	tics				
	Late					1
	Leave Ea	rly				0
	No Recor	rd				0



Settings - general

 Imil中国联通 ◆
 10:52
 Imile © 60%
 Imile ©

 Attendance Setting
 Company Name
 Imile ©
 Imile ©

 Staff
 43
 >

 Working Time
 09:00 - 18:00
 >

 Workday Setting
 1,2,3,4,5
 >

 Holiday
 >
 >

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



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.

📶 中国联通 😤 🔅		1057%
\leftarrow	Work Time Setting	
Starting Time		09:00
Closing Time		18:00



Settings - Working days

	11:12 7 🔮 56% 🛄	• III 中国联通 🗢 👘 🛛 11	
Work	kday Setting	- Workday	y Setting
ustomized	One-two-day weekend	Customized	One-two-da
ay	۲	This Week	
у	۲	One-day Weenkend	
esday	۲	Two-day Weekend	
day	۲		
/	۲	C)K
day			
ау			
	OK		
	<u>UN</u>		

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" buttondetermines whether you will be able to open the lock by touching the lock without using the phone.



Division into groups

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

11:13		≭0©இചା	I 💷 29%
\leftarrow			
	Create	a Group	
	Please enter	a Name 🛛 🗙	
	Cancel	ок	





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



Lock transfer

	*ØÖ?	26% 13:34	*
	Confirm Transfer	\leftarrow	FAQ
	0	Lock	
		Introduction	
	180 01	How to ADD a	a Smart Lock?
	1 Lock(s) will be Transferred	What are the	different Methods to O
		How do I Adju	ust the Clock on my Sm
e Enter	the Verifiction Code sent to 18589706961	Keypad	
e Eriter	39	Why do the Ke	eypad Lights go out im
		Why is the Ke	ypad Flashing when op
		Why can't the	keypad be Activated?
		Passcode	
		How long can	a Passcode be Valid f
		What happen	s if the User and Smar
		Why dont I ha	eve an option to Config

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.





vGateway - dodawanie

Kejixia_Sciener

Enter WiFi Password

Enter Gateway Name

Next



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 web<u>site www.wan</u>o.pl in the section REMOTE CONTROLLABLE LOCKS / vGateway Gateway



Help



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



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