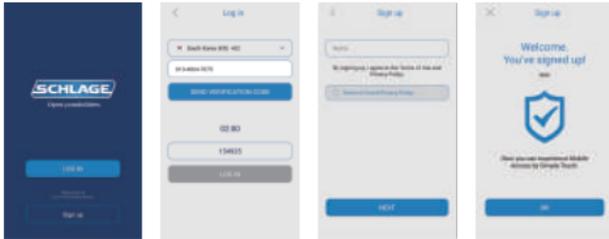


Quick User Guide

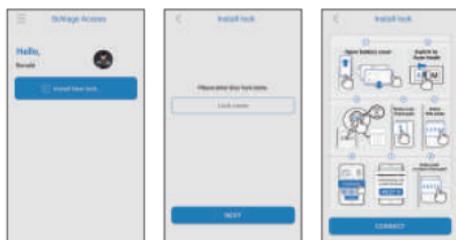
Mobile Key install with Schlage Access App

Step 1. Sign up



Please sign up for using Schlage Access.
Verify your phone number and proceed registration step by step.

Step 2. Installing Family Key



After log in, press "+" to install Family Key.

Input door lock name and click NEXT.

To install Family Key activate door lock Install mode.

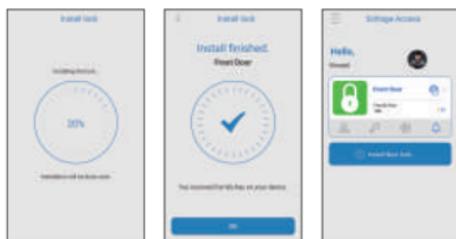
Step 3. Activate Install mode



To activate Install mode, follow as described above.
If you couldn't activate Install mode, please repeat again.

For better connection, place your smartphone close to lock.

Step 4. Installing Family Key

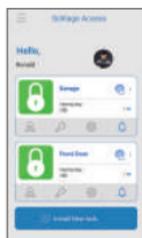


Mobile Key installation will be proceeded automatically after connection between your smartphone and lock. Check installed Mobile Key.

Assigning Mobile Keys
to family & friends
(Family Key, Guest Key)

1. Sending Family Key

Family Key user have admin rights and can send Mobile Key to others and change lock settings. Up to 8 Family Keys can be enrolled per lock set.



Send Mobile Key



Family Key button



Select from Contacts or
input phone number



Activate
Send mode



Family Key send notice (Share)



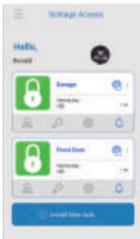
Those who got Family Key message have to download App and Sign up. Sent Family Key is valid for only 24 hours. If you don't log in(running app) it will be expired automatically after 24 hours. After registration, Family Key will be installed automatically.

2. Sending Guest Key

Only Family Key user can send Guest Key. (256 Max. per Family Key)

Guest Key duration can be set from 1 hour to maximum 180 days.

When Guest Key expired user can request new Guest Key to Family Key user.



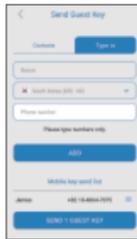
Send Mobile Key



Guest Key button



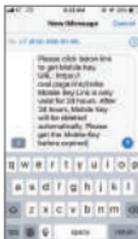
Select from Contacts or
input phone number



Set Guest Key
duration



Guest Key send notice (Share)



Those who got Guest Key message have to download App and Sign up. Sent Guest Key is valid for only 24 hours. If you don't log in (running app) it will be expired automatically after 24 hours.

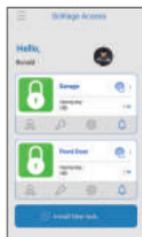
After registration, Guest Key will be installed automatically and can be used within the allowed period.

Issue Access PIN Code
(Duration Code, One time Code)

4. Issue One Time Code

One Time Code is valid for only one time use.

One Time Code length will be changed based on Duration code length setting.



Send Mobile Key



Access PIN code



One Time Code
Issue



Send Message
(Share)

APP SETTING

1. Key type
2. App download
3. Sign up
4. Log in
5. Install Family Key
- 6-1. Send Mobile Key > Family Key
- 6-2. Send Mobile Key > Guest Key
- 7-1. Receive Mobile Key > Non-Service user
- 7-2. Receive Mobile Key > Service user
- 7-3. Receive Mobile Key > Time out
- 8-1. Delete Mobile Key > Family Key
- 8-2. Delete Mobile Key > Guest Key
9. Delete Mobile Key
- 10-1. Access PIN Code > Duration Code
- 10-2. Access PIN Code > One Time Code
11. Door lock Settings > Door lock Name
12. Door lock Settings > Door lock Sound Settings
13. Door lock Settings > Notification
- 14-1. Door lock Settings > Advanced Setting (User Code, Tag Key, Fingerprint)
- 14-2. Door lock Settings > Advanced Setting (Manage Family Key)
- 14-3. Door lock Settings > Advanced Setting (Access PIN Code length)
- 14-4. Door lock Settings > Advanced Setting (Open mode)
- 14-5. Door lock Settings > Update Settings
15. Timeline
- 16-1. Menu > Profile (Photo, Name, Phone number)
- 16-2. Menu > Manner mode
- 16-3. Menu > Notice
- 16-4. Menu > User Guide
- 16-5. Menu > FAQ
- 16-6. Menu > Log out
17. Invalid Mobile Key Guide
18. Withdrawal

1. Key type

1. Mobile Key

- Open the lock with smartphone App.

- Family Key

Mobile Key for family member.

Only Family Key users are permitted to send Guest Key and Access PIN Code.

Up to 8 Family Keys can be stored per door lock.

- Guest Key

Mobile Key for guest. It will be sent from Family Key user.

Up to 256 Guest Keys can be generated per Family Key.

2. Access PIN Code

- PIN code to punch on door lock to unlock.

- Duration Code

Code that can be used during the certain duration.

- One Time Code

Only one time use PIN code.

2. App Download

Type "Schlage Access" on App Store or Google Play.

- Android user: Google Play
- iOS user: App Store

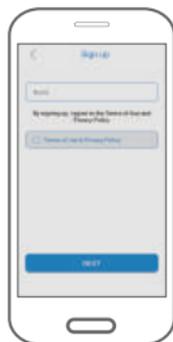
3. Sign Up



Click Sign up



Input phone number >
verification



Agree on Terms of use

REMARK

Please sign up to use Mobile Key service .

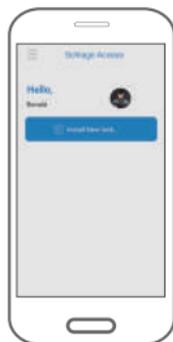
4. Log in



Click Log in



Input phone number >
verification



Logged in

REMARK

Once you signed up, you can log in by verifying your phone number.
You can't log in using the same phone number on different devices at the same time.

5. Install Family Key



Click "+" button



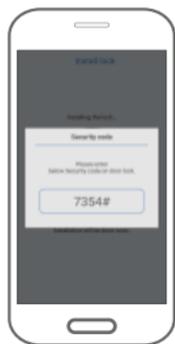
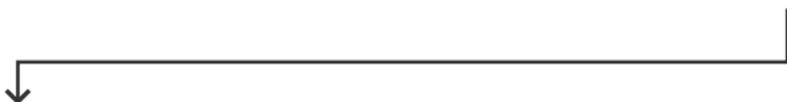
Enter Door lock name



Make door lock as
install mode



Select Connect



Enter Security code
(4 digits)



Install finish

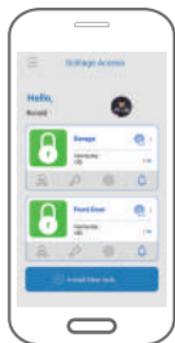
REMARK

Family Key for family members. You can open door lock with Smartphone App.
(Bluetooth should be always turn ON)
For better connection, place your smartphone close to lock.

Door lock Install mode guide

[Change to Auto Mode] > [Communication button for 1 sec] > [1] > [User Code + #] > [Security code + #]

6-1. Send Mobile Key > Family Key



Click
Send Mobile Key



Click
Family Key



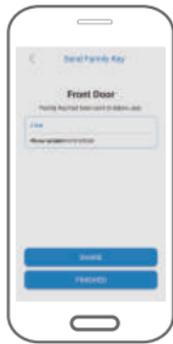
Select from Contacts or
input phone number



Select Send



Active Send mode



Sent Family Key notice

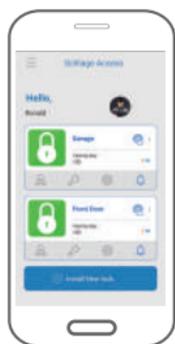
REMARK

Only Family Key users are permitted to send Family Key, Access PIN Code and manage the lock setting.
Up to 8 Family Keys can be stored per 1 door lock.
To send Family Key select from contacts or input phone number.

Change to Send mode guide

[#] > [User Code + #] > [6] > [Security Code + #]

6-2. Send Mobile Key > Guest Key



Click
Send Mobile Key



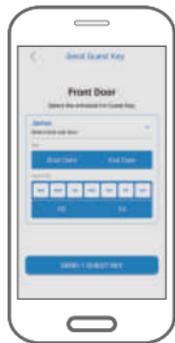
Click
Guest Key



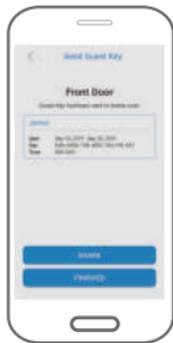
Select from Contacts or
input phone number



Click
Send Guest Key



Set schedule



Sent Guest Key notice

REMARK

Guest Key will be sent from Family Key user with limited schedule.

It can not be transferable.

To use Guest Key, user should download the App just like Family Key user.

If Family Key user close the account or Family Key is deleted, related Guest Key will be invalid accordingly.

7-1. Receive Mobile Key > Non-Service user



Click
Mobile Key link



App download



Sign up



Receive Mobile Key
automatically

REMARK

To use Mobile Key, you have to download the App and sign up. When you click the Mobile Key link, you will be linked to Google Play or App Store. Download App and sign up with your phone number you received the link. Once you signed up, Mobile Key will be received automatically.

7-2. Receive Mobile Key > Service user



Click
Mobile Key link



Automated
App Open



Receive Mobile Key
automatically

REMARK

Click Mobile Key link.

If you already downloaded the App, App will be launched and Mobile Key will be received automatically.

7-3. Receive Mobile Key > Time out



Click
Mobile Key link



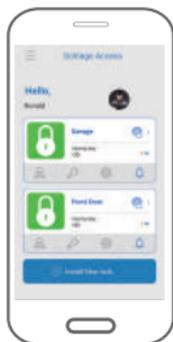
Time out
Pop up

REMARK

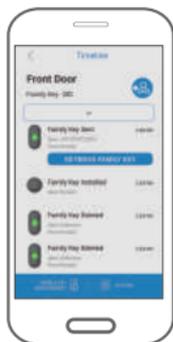
Mobile Key link is valid for only 24 hours after sent.
If it's already 24 hours passed, please request new Mobile Key.

Please make sure you should receive the Mobile Key within 24 hours after received.

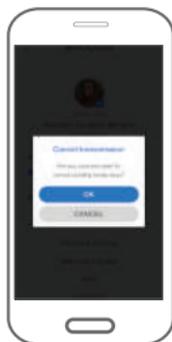
8-1. Delete Mobile Key > Family Key



Click Mobile Key



Click Retrieve button



Retrieve Pop up



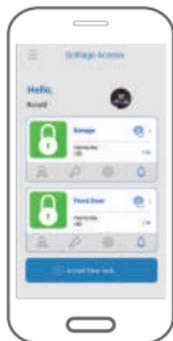
Family Key Delete Pop up

REMARK

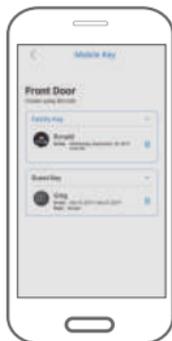
You can delete the Family Key as below.

1. When the receiver didn't get Family Key yet
-> Just click "Retrieve" from Timeline
2. When the receiver already received Family Key
-> Go to Family Key management and delete the Family Key

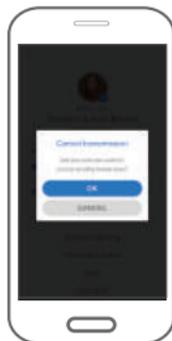
8-2. Delete Mobile Key > Guest Key



Click Mobile Key



Click Guest Key
to delete



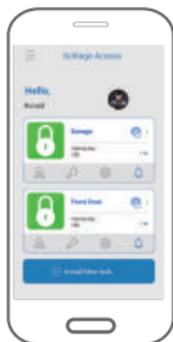
Delete Pop up

REMARK

You can delete the Guest Key as below.

1. When the receiver didn't get Guest Key yet
-> Just click "Retrieve" from Timeline
2. When the receiver already received Guest Key
-> Go to Family Key management and delete the Guest Key

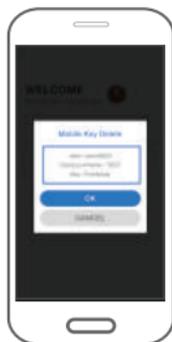
9. Delete Mobile Key



Click Mobile Key



Click Mobile Key
to delete

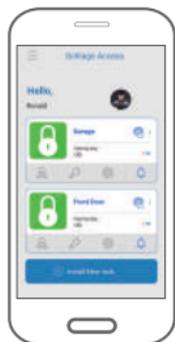


Delete Pop up

REMARK

You can check registered Mobile Key and delete.
Also Family Key can be deleted from [Door lock Settings]-[Advanced Setting]-[Family Key].

10-1. Access PIN Code > Duration Code



Click
Send Mobile Key



Click
Access PIN Code



Click
Duration Code



Set duration

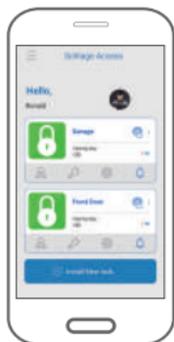


Share the Code

REMARK

- Duration code can be used during the preset schedule.
Schedule would be different based on Access PIN Code length.
You can change length via [Door lock Settings]-[Advanced Setting]-[Access PIN Code length].
- 4 digits : 1~3 days
 - 6 digits : 1~7 days
 - 8 digits (default): Day (1~16days), Hour (1~32hours) > Generate new code when needed

10-2. Access PIN Code > One Time Code



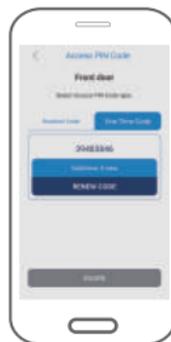
Click
Send Mobile key



Click
Access PIN Code



Click
One Time Code



Generate the Code

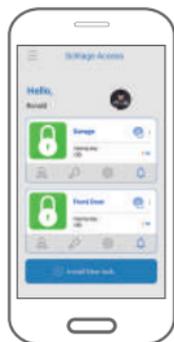


Share the Code

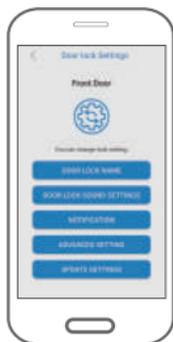
REMARK

One Time Code is one time use only.
It has 5 mins valid time after generated. After 5 mins passed, you need to generate new code.

11. Door lock Settings > Door lock Name



Click
Door lock Settings



Click
Door lock name

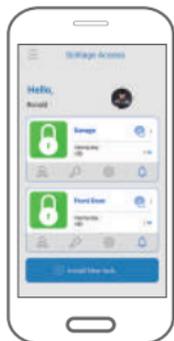


Change
lock name

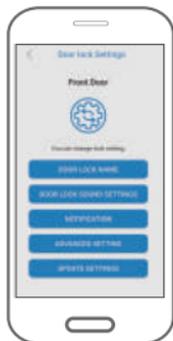
REMARK

Only Family Key user can change the name.
Once you change the name for lock, it will be applied on actor's name only.
Name change will not be affected to other users.

12. Door lock Settings > Door lock Sound Settings



Click
Door lock Settings



Click
Door lock Sound Settings

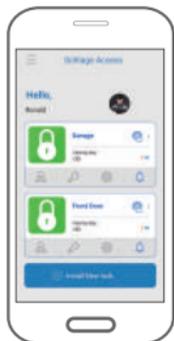


Voice guide Volume/
Beep Sound Volume change

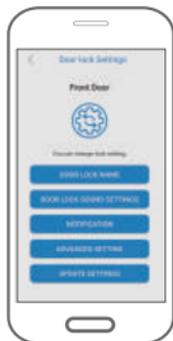
REMARK

Change the volume for Voice guide and Beep sound from App.
Once you change the volume, you should unlock by Mobile Key to apply the changes on lock.
Voice guide: 3 Levels (Min.(Mute) - Mid. - Max.)
Beep: 8 Levels (Level 1(Mute) ~ Level 8)
Factory default is Voice guide Max. and Beep level 8.

13. Door lock Settings > Notification



Click Door lock Settings



Click Notification



Set Notification

REMARK

Choose Notification on App for using door lock.

If you turn off Notification, no message will be received but event will be display on Timeline.

1. Basic Notification – Default message no related to Notification setting.

- Family Key(Guest Key) Install/ Re-install/ Send/ Delete/ Time out for same door lock
- Access PIN Code (Duration Code/ One Time Code) Issue on same door lock
- Guest Key Expiry
- Guest Key request/ Accept/ Refuse for expired Guest Key
- Important notification
 - Emergency(Mischief, Trespassing, Low battery(20%))
 - When unlock by Mobile Key, message will be sent to user.(Not real time alarm)

2. Door lock open History

- Open history by Family Key(Guest Key) for same door lock

3. Door lock settings – Advanced setting

- Family Key Delete
- Change Access PIN Code length
- Setting change via door lock install mode
 - Voice guide volume
 - Beep volume

4. Door lock user's information

- Family Key user's withdrawal
- Name change of Family Key(Guest Key) User

14-1. Door lock Settings > Advanced Setting (User Code, Tag Key, Fingerprint)



Click Door lock Settings



Click Advanced setting



Connect Door lock and App



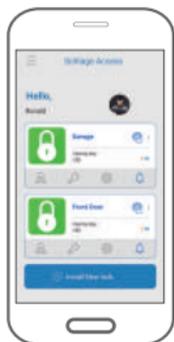
Check registered User Code, Tag Key and Fingerprint

REMARK

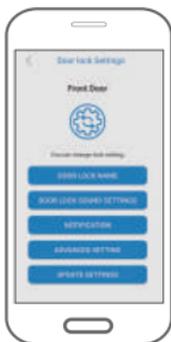
You can check how many registered User code, Tag Key, Fingerprint are.
Connect the lock and app to check.
User code, Tag Key and Fingerprint should be registered on lock not using App.

How to set Advanced setting on lock.
[#] -> [User Code + #] -> [7]

14-2. Door lock Settings > Advanced Setting (Manage Family Key)



Click
Door lock Settings



Click
Advanced setting



Connect
Door lock and App



Click Family Key



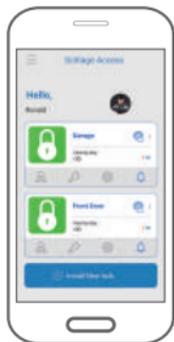
Manage Family Key

REMARK

You can manage registered Family Key.
Family Key guide
In use: Family Key are using
Waiting: Family Key was sent and waiting for accept
Unknown: Invalid Family Key that need to be deleted

How to set Advanced setting on lock.
[#] -> [User Code + #] -> [7]

14-3. Door lock Settings > Advanced Setting (Access PIN Code Length)



Click
Door lock Setting



Click
Advanced Setting



Connect
Door lock and App



Click
Access PIN Code length



Change Access PIN Code
Start Time

REMARK

You can change Access PIN Code length or Start Time.

- 4 digits : 1~3 days

- 6 digits : 1~7 days

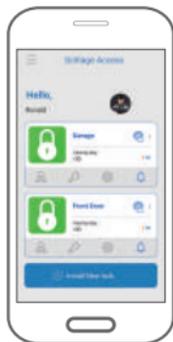
- 8 digits (default): DAY (1~16 days), HOUR (1~32 hours)> Generate new code when needed

* If you change PIN Code length, previously issued PIN will be invalid. Please generate new PIN.

How to set Advanced Setting on lock.

[#] -> [User Code + #] -> [7]

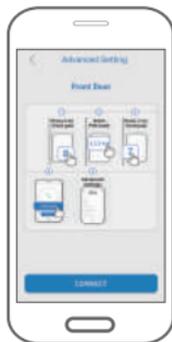
14-4. Door lock Settings > Advanced Setting (Open mode)



Click
Door lock Setting



Click
Advanced Setting



Connect
door lock and App



Click Open mode



Setting change

REMARK

You can set Open mode for door lock.

- Easy mode: Just click the open button on App to unlock.

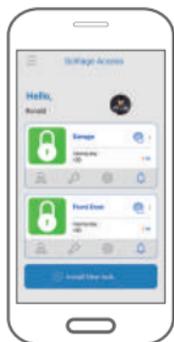
- Safe mode: Touch the lock to unlock. Based on Open mode from App, you may click button from App.

When you change Open mode, other Mobile Key user will be received change notification.

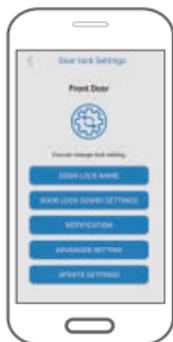
How to set Advanced setting on lock.

[#] -> [User Code + #] -> [7]

14-5. Door lock Settings > Update Settings



Click Door lock Setting



Click Update Settings



FW update detail for Door lock and BLE Module



Click Door lock Update to get update App



Click BLE Module Update and proceed DFU

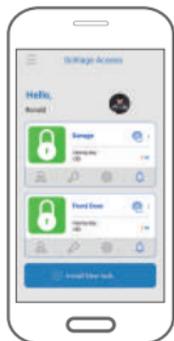
REMARK

You can check FW version for Door lock and BLE Module.
If you need to update, Update button will be appeared and you can proceed update.

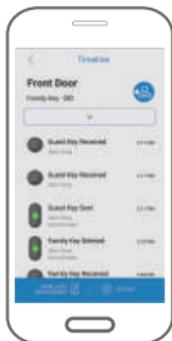
* How to update

- Door lock: Click Update Button and download new update App
- BLE Module: Change as door lock DFU mode-> [Communication 1 sec] -> [5] -> [User code + #]
-> [Security code + #]

15. Timeline



Click
Mobile Key



Display Timeline

REMARK

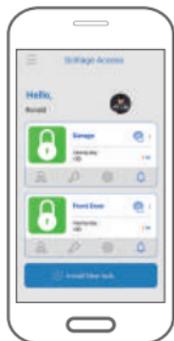
All events from door lock will be listed on Timeline.

- Family Key User: Notification for all events

- Guest Key User: Notification for own event and Open mode change

Event will be listed max 5 days with max 100 events.

16-1. Menu > Profile (Photo, Name, Phone number)



Click Menu



Click Edit

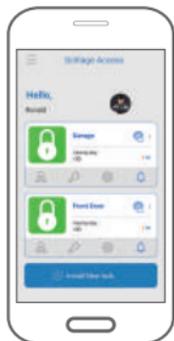


Profile

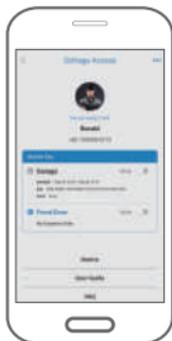
REMARK

You can change Profile setting such as Photo, Name and Phone number.
If you change the phone number, you need to proceed verification.

16-2. Menu > Manner mode



Click Menu

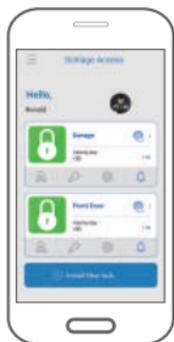


Set Manner mode
per Mobile Key

REMARK

You can set Manner mode per Mobile Key.
When you set Manner mode, unlock sound from lock will be mute.

16-3. Menu > Notice



Click Menu



Click Notice

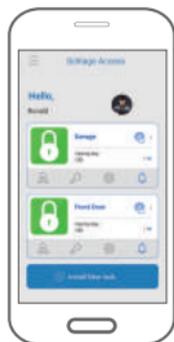


Display Notice

REMARK

Product and App(Door lock and BLE Module) update and information will be listed on Notice.

16-4. Menu > User Guide



Click Menu



Click User Guide

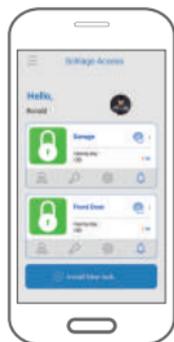


Display User Guide

REMARK

You can check App User Guide for the service.

16-5. Menu > FAQ



Click Menu



Click FAQ

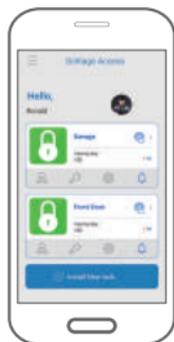


Display FAQ

REMARK

You can check FAQs.

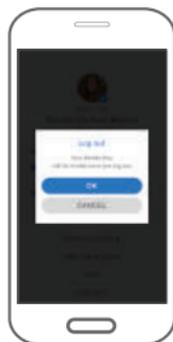
16-6. Menu > Log out



Click Menu



Click Log out



OK Pop up

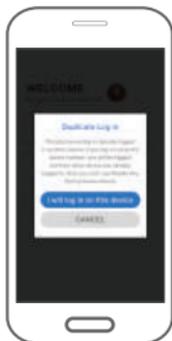
REMARK

You can not use Mobile Key when logged out.
Please log in to use Mobile Key.

17. Invalid Mobile Key Guide



Log in



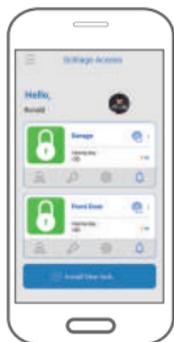
Error Pop up

REMARK

Mobile Key will be invalid on below situation.

- Duplicated log in with same phone number
- SIM Change with same smartphone and log in
- App delete> App download> Log in
- Smartphone change with same SIM and log in

18. Withdrawal



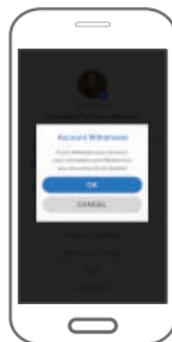
Click Menu



Click Edit



Click Withdrawal



OK Pop up

REMARK

If you close the account, User information and Mobile Key will be deleted.
Please sign up again if you wish to use the service.