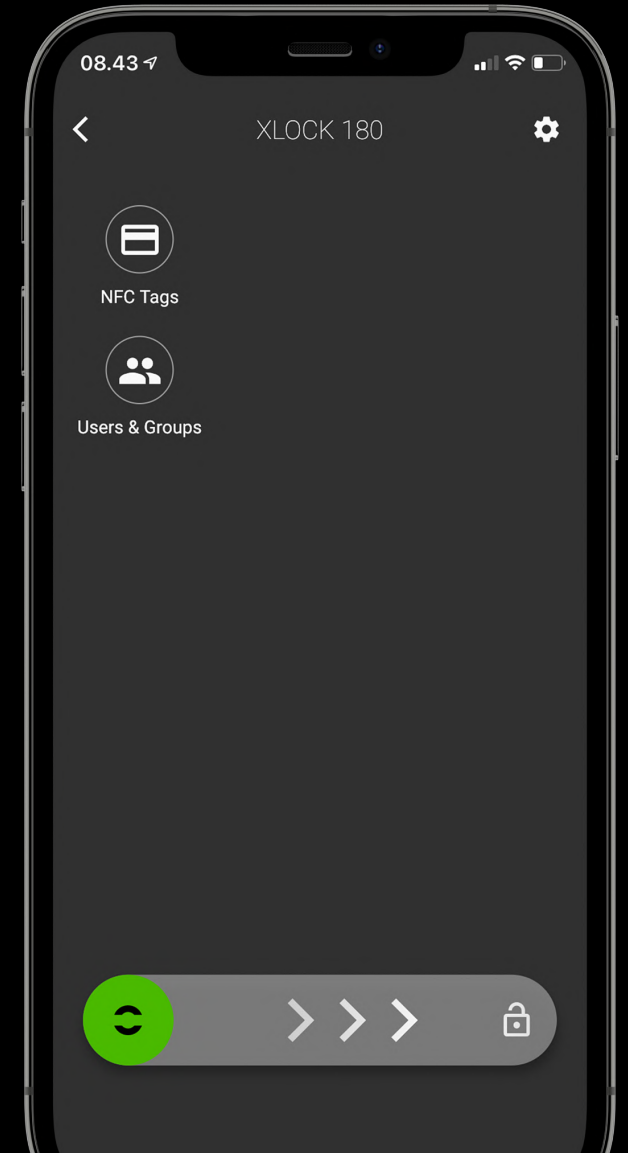


# GUIDE

## XLOCK LOCK MANAGER APP





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(PAGE 35-38)



REMOTE  
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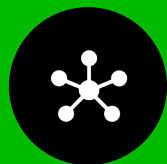
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XLOCK  
ACCOUNT  
(PAGE 84)



GATEWAY REQUIRED



BE WITHIN BLUETOOTH RANGE  
TO THE LOCK



Download XLOCK Lock Manager App

X LOCK

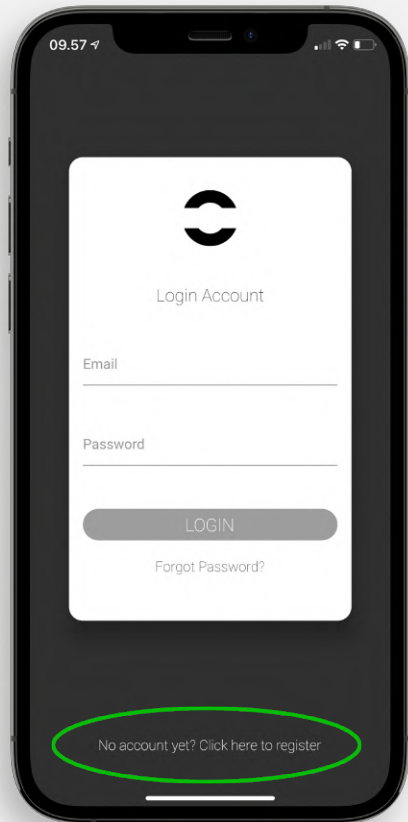


SCAN TO UNLOCK!

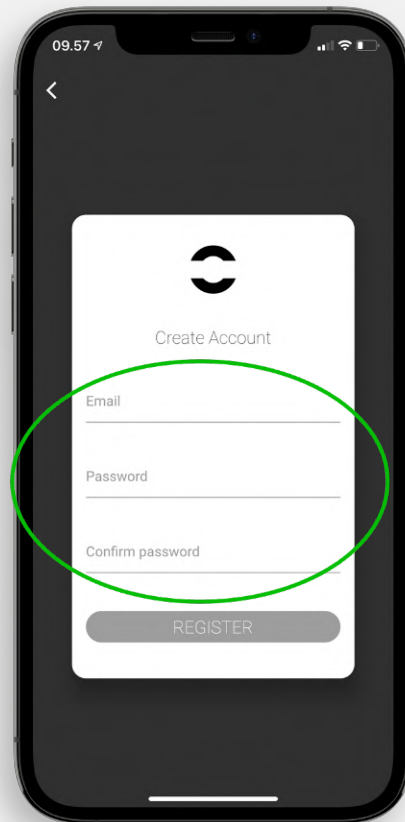


# Create XLOCK Account

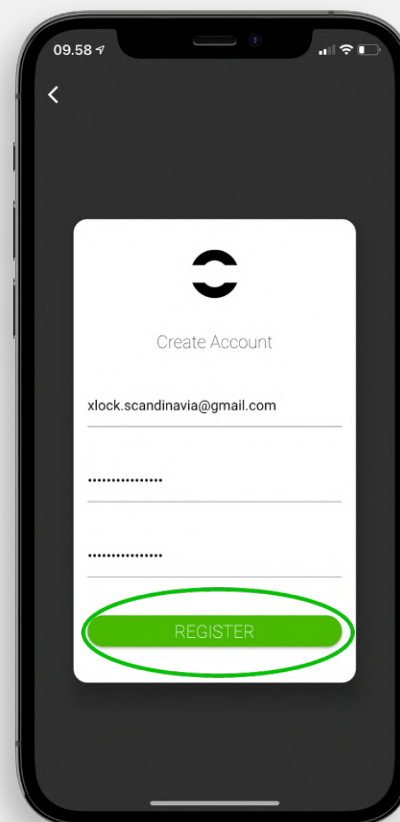
# XLOCK



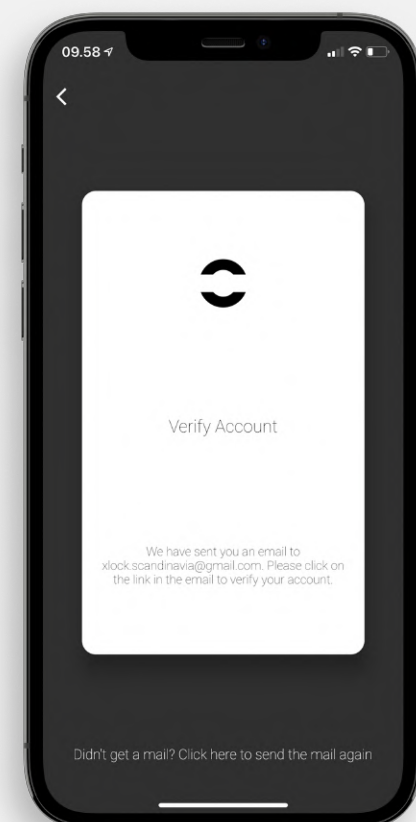
1. Press the icon shown above to register.



2. Enter your Email and your chosen password. Confirm your password by entering it a second time.



3. Press **REGISTER**.



4. You have now received an Email. Please click on the link in the Email to verify your account. *(Please check your Spam as well)*



Add new XLOCK



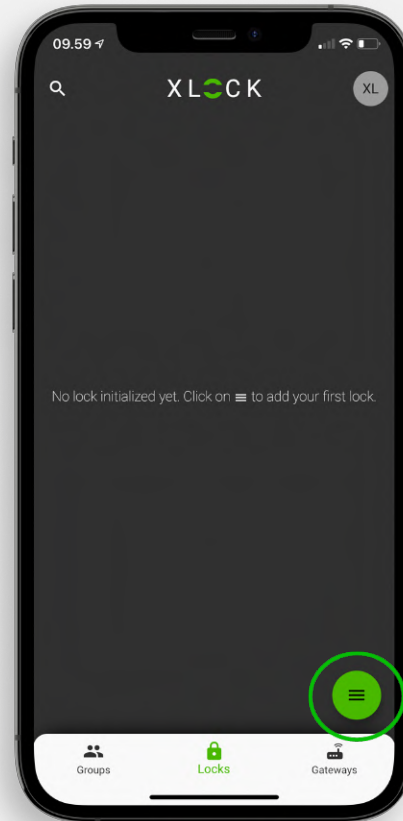
XLOCK



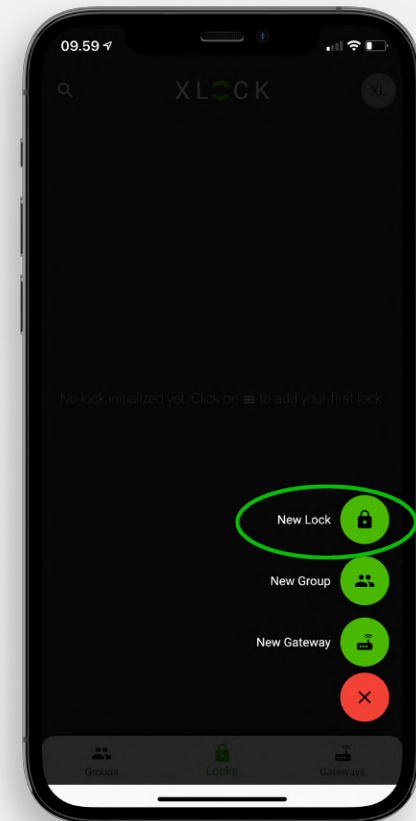
1. Have your XLOCK ready.

**! IMPORTANT !**

Adding a new lock should be done before the installation. Make sure that the lock has power.



2. Press the icon on the lower right corner as shown above.



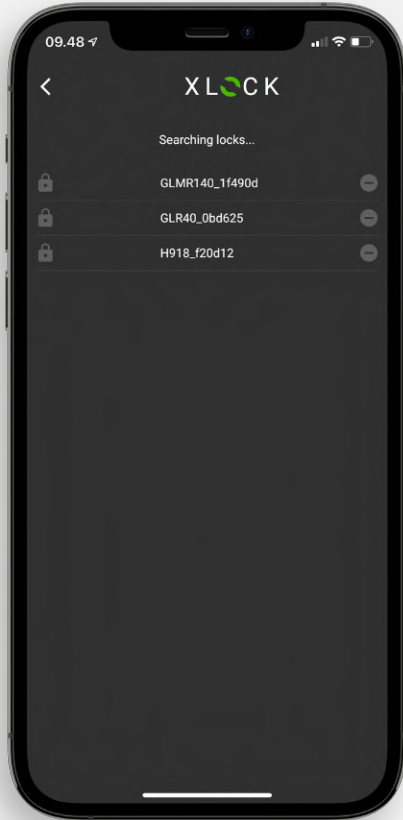
3. Press NEW LOCK.



Add new XLOCK



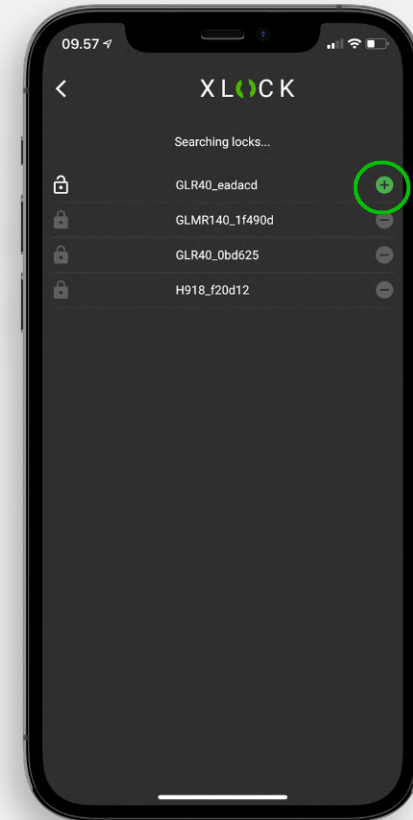
XLOCK



4. The App is searching for locks nearby.



5. Activate your lock by pressing the RESET button of the lock, holding an NFC to the antenna or touching the keypad of the lock (if a keypad is available).



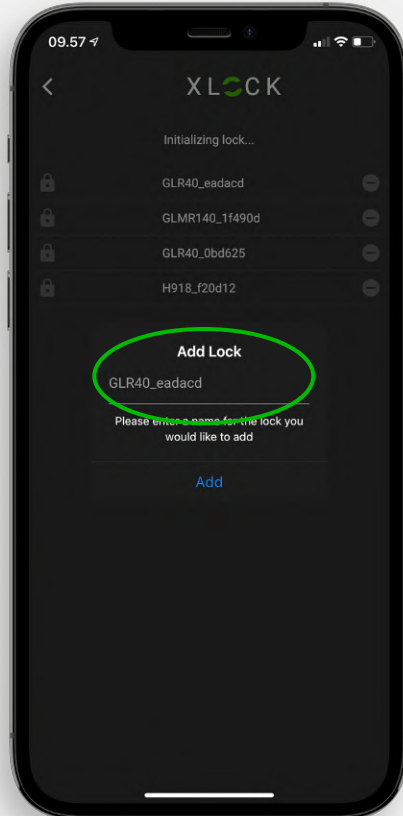
6. By activating the lock it will show on the list of locks nearby. Press + to add this lock.



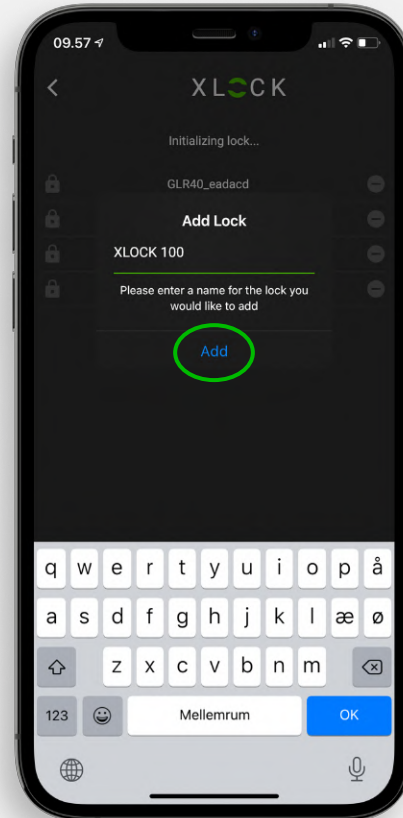
Add new XLOCK



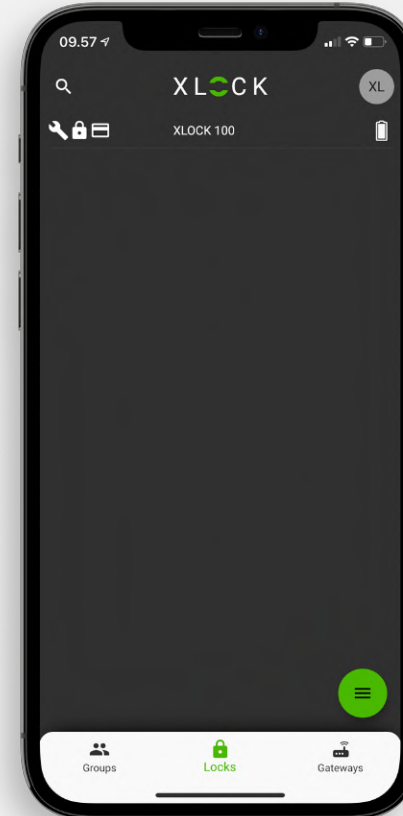
XLOCK



7. Enter a name for your XLOCK.  
(Example: "Locker number 001" or  
"Entrance Building 01".)



8. Press **ADD**.



9. Your XLOCK has now been  
successfully added and you can see it on  
your home screen.



# Add new Gateway

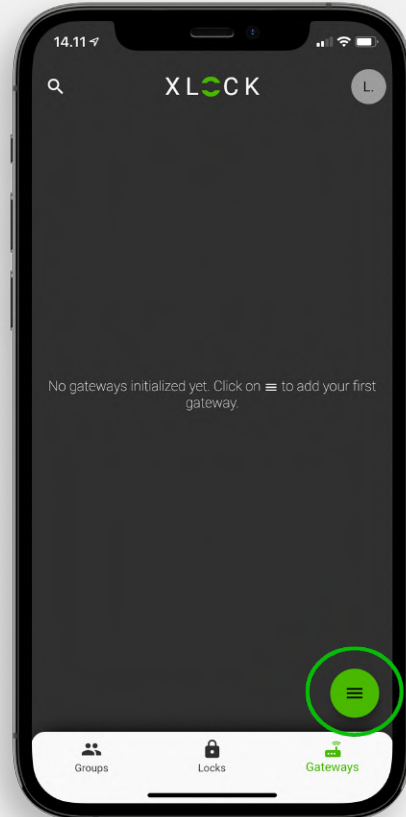


# XLOCK

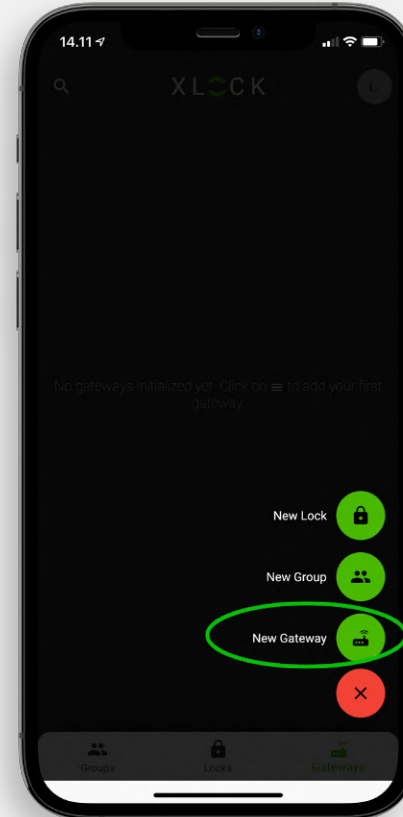


1. Have your Gateway ready.  
**! IMPORTANT !**

The Gateway must be plugged in and blinking blue when adding it to the app.



2. Press the button on the lower right corner as shown above.



3. Press **NEW GATEWAY**.



4. When the Gateway is blinking blue it will show up in the app. Press **+** to add this Gateway.



## Add new Gateway



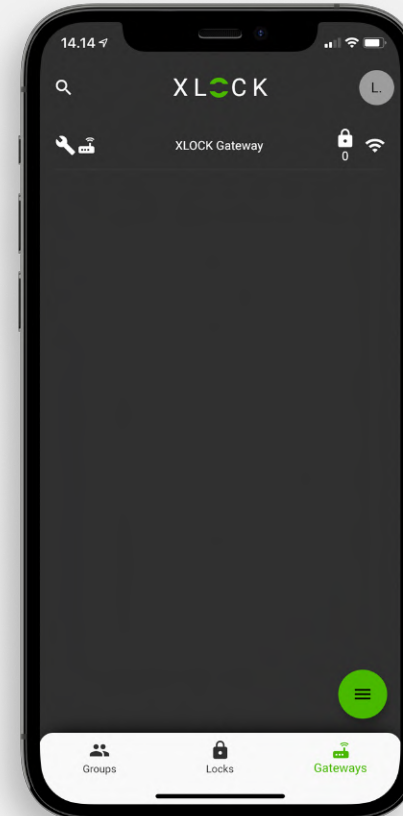
# XLOCK



5. Select your Wifi, insert the password of the Wifi and enter a gateway name (name chosen by you).



6. Press **ADD**.



7. The new gateway is successfully added and will now start to search for nearby locks.



# Home Screen



Search for XLOCK in your list

Quality of the connection from the gateway to the XLOCK

Key: Your are the admin for this XLOCK.  
 Lock: The XLOCK is locked/unlocked.  
 Card: XLOCK can add NFC Tags.  
 Key pad: XLOCK can add Pincodes.  
 Fingerprint: XLOCK can add Biometrics.

Battery status for each XLOCK

List of your active XLOCKS

Add New Lock, New Group or New Gateway

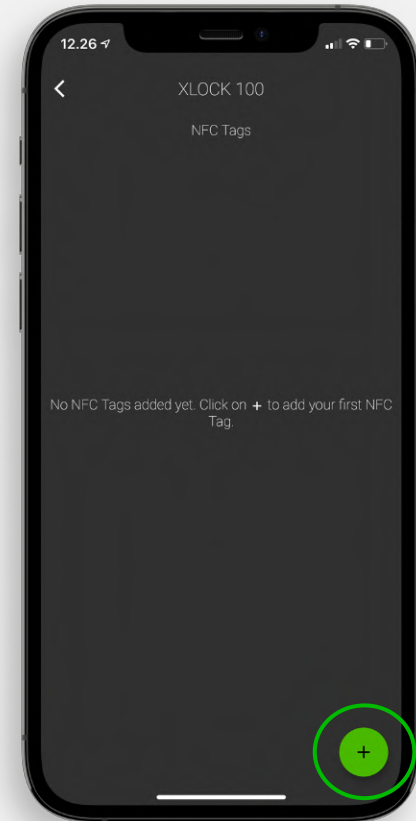
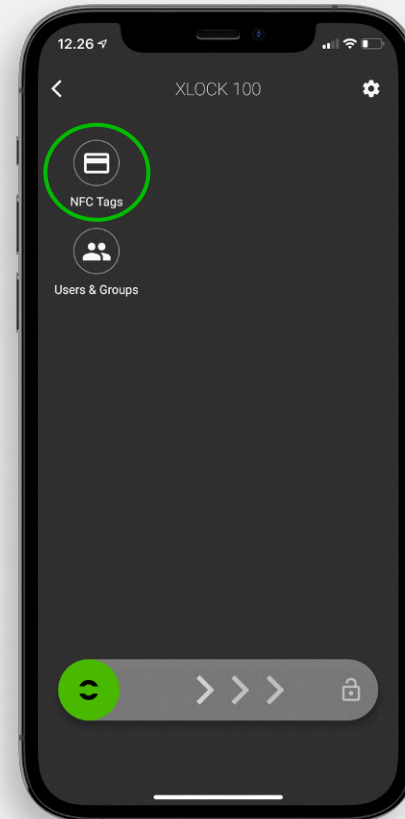
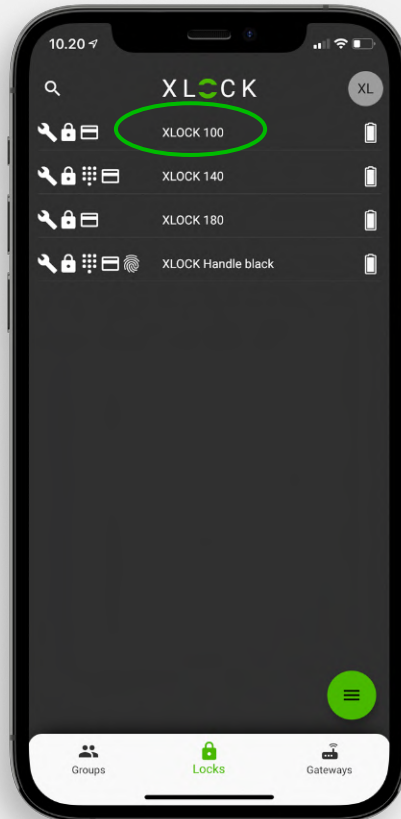
Your Groups

Your Gateways

The image shows a smartphone displaying the XLOCK app's home screen. The screen is dark-themed and features a list of active XLOCKS. Each item in the list includes an icon representing the lock type (e.g., padlock, smartbox, handle) and a battery status indicator. At the top, there is a search bar and a menu icon. At the bottom, there is a navigation bar with three icons: 'Groups', 'Locks', and 'Gateways'. A green checkmark icon is in the top left corner of the slide, and the XLOCK logo is in the top right corner. Various green arrows point from text labels to specific UI elements on the phone screen.



# Add a NFC Tag via Bluetooth



1. Have your NFC Tag and XLOCK ready.  
*Adding a NFC Tag can be done before and after installation.*

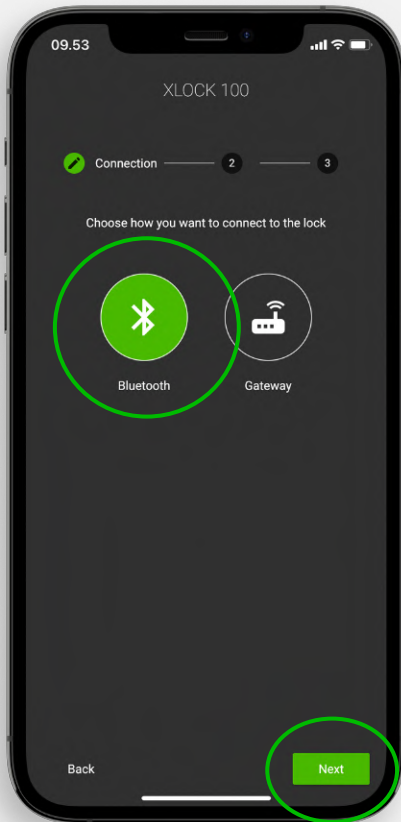
2. Press the XLOCK you wish to add a NFC Tag to.

3. Press **NFC Tags**.

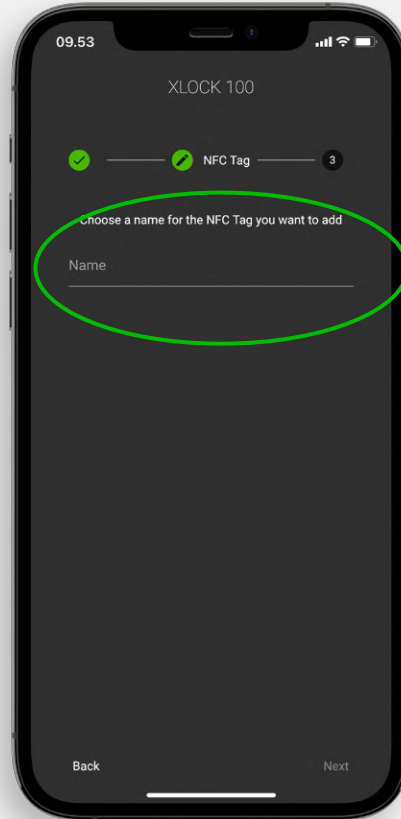
4. Press **+** to add a new NFC Tag.



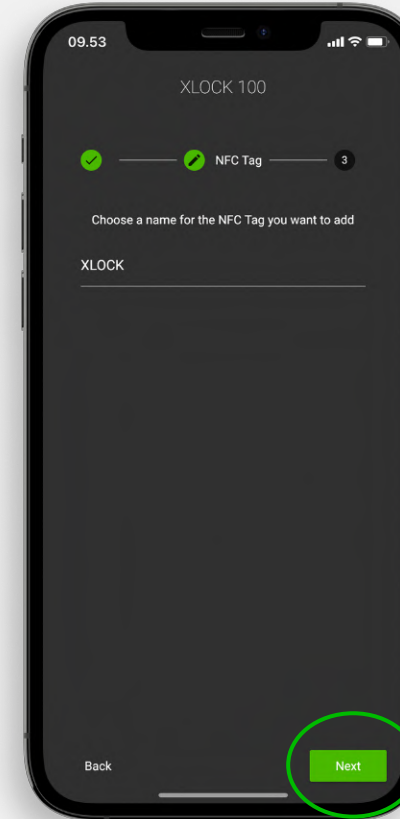
# Add a NFC Tag via Bluetooth



5. Choose **BLUETOOTH** and press **NEXT**.



6. Enter a name for the NFC Tag in the field shown above.



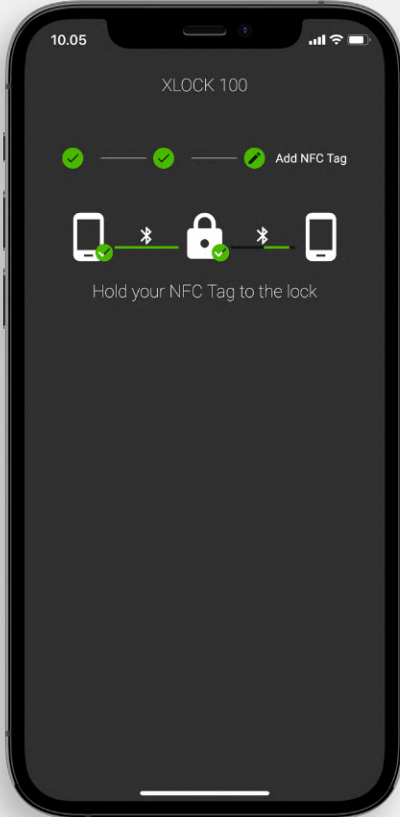
7. Press **NEXT**.



## Add a NFC Tag via Bluetooth



# XLOCK



8. The App is now connecting with the XLOCK via Bluetooth.



9. The XLOCK gives you a signal when you should hold the NFC Tag to the antenna of the XLOCK (see above example).



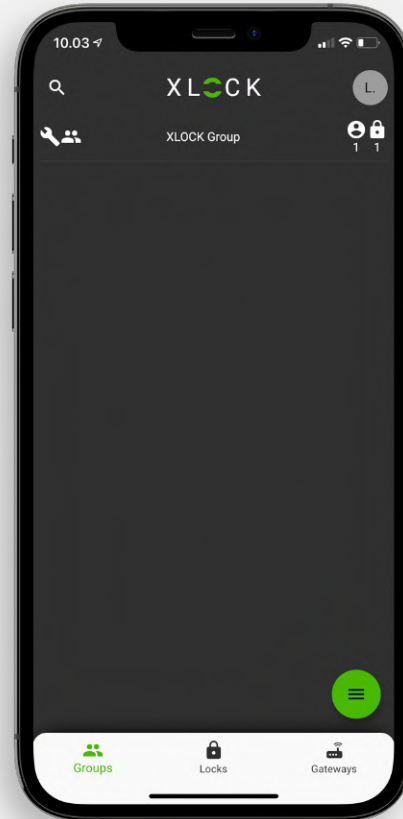
10. The lock gives you a signal again when your NFC Tag has been successfully added. It is now programmed and ready for use.



# Distribute a NFC Tag via Gateway (to a group of locks)



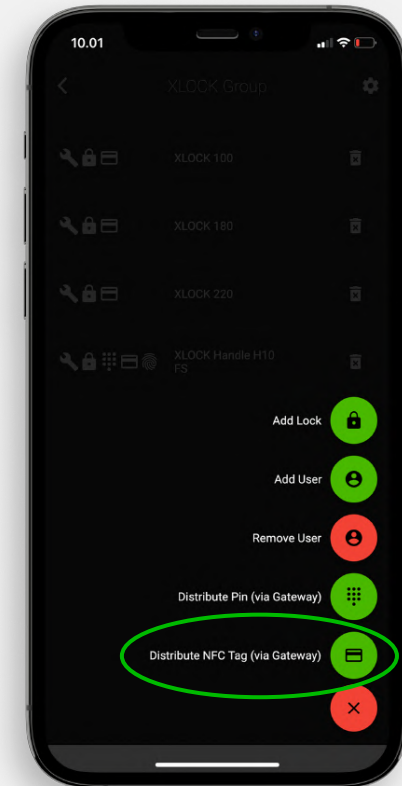
1. Press **GROUPS** as shown above.



2. Press the group\* you wish to distribute a NFC Tag to.



3. Press on the icon in the lower right corner as shown above.

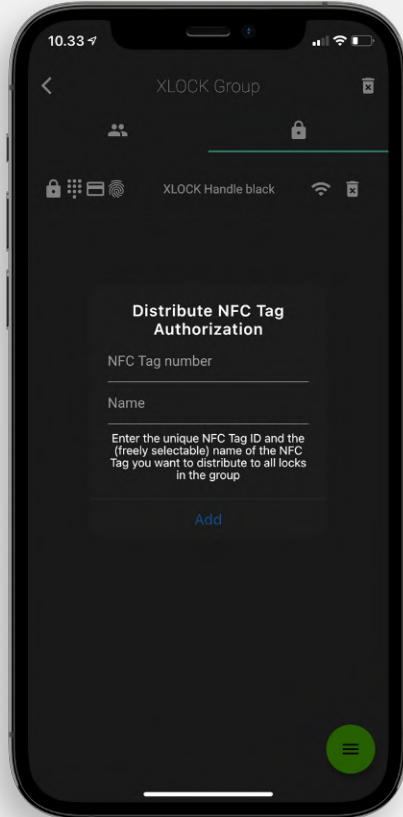


4. Press **DISTRIBUTE NFC TAG (via Gateway)**.

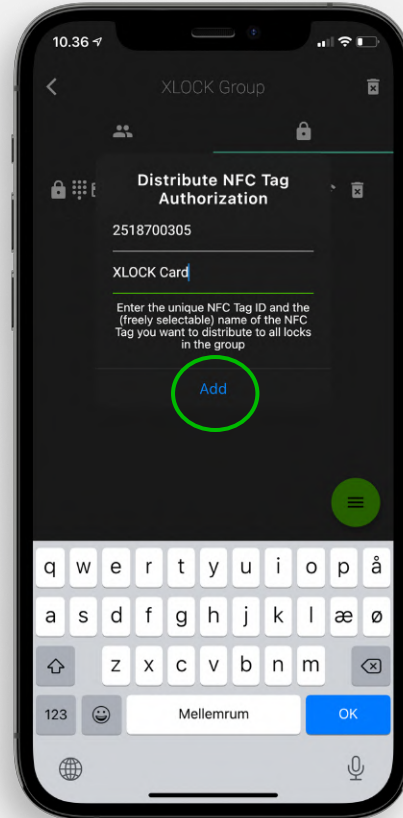
\*How to create a group of locks? See page 70-73.



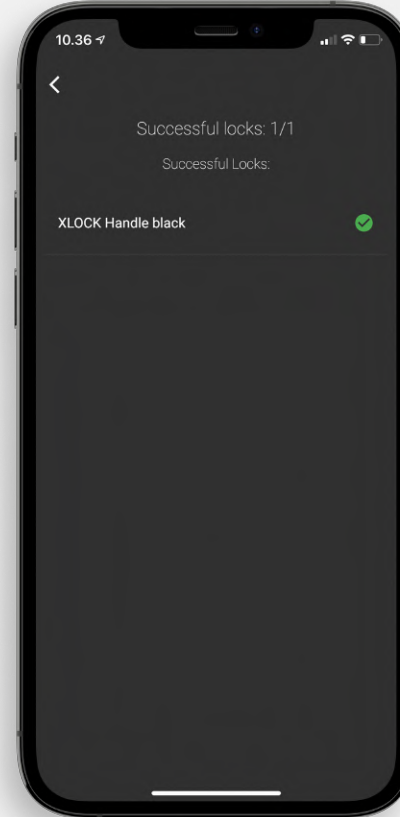
# Distribute a NFC Tag via Gateway (to a group of locks)



5. Insert the NFC Tag number\* and a name for the NFC TAG.



6. Press **ADD**.



7. The NFC Tag is added to all XLOCKS in the group.  
*In this case, only one XLOCK is assigned to the group.*

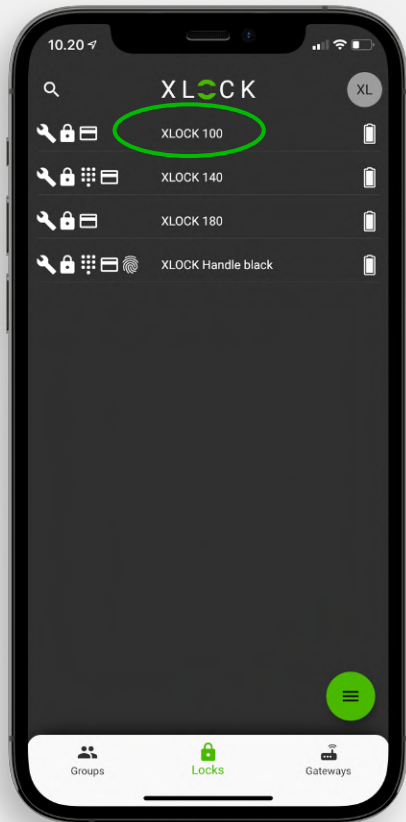


8. You can now find the NFC Tag under each XLOCK in this group.

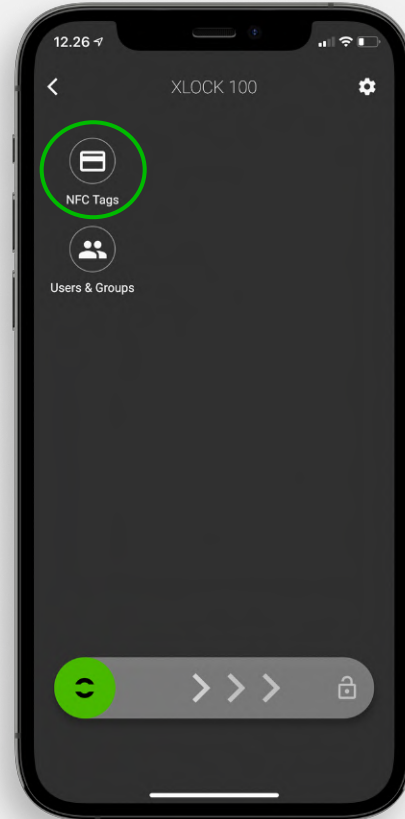
\*Use a RFID Reader (see page 18) to get the NFC Tag number.



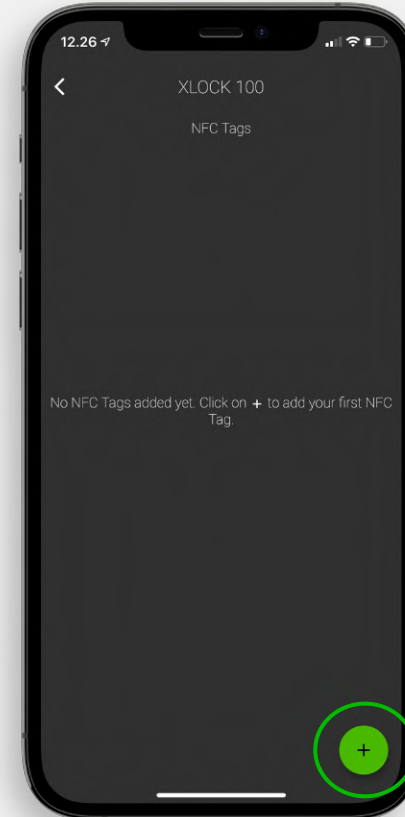
# Distribute a NFC Tag via Gateway (to one lock)



1. Press the XLOCK you wish to add a NFC Tag to.



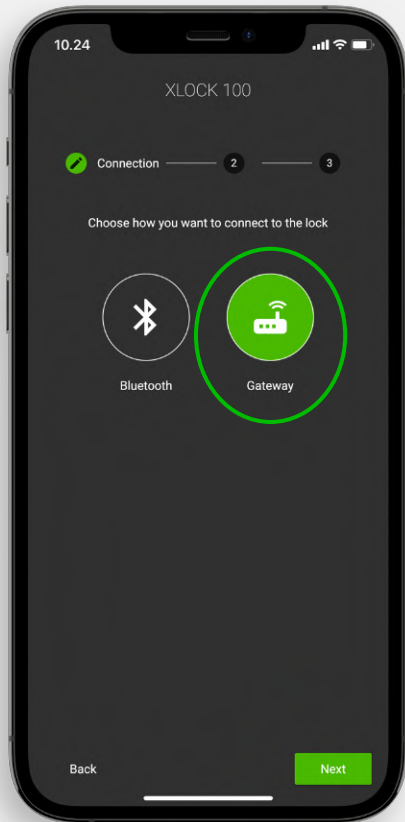
2. Press NFC Tags.



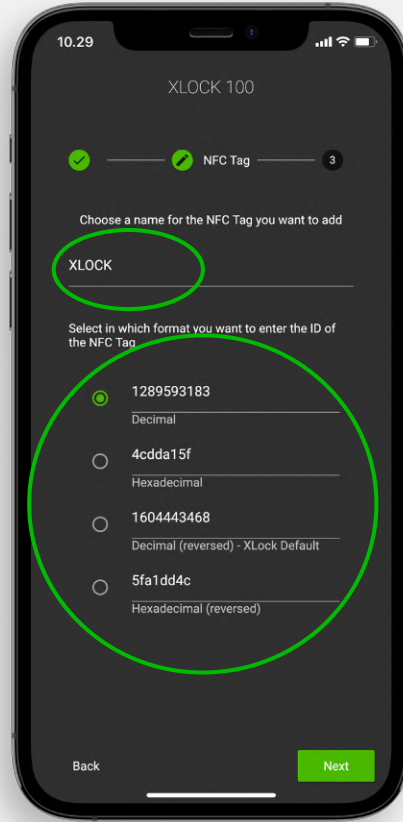
3. Press + to add a new NFC Tag.



# Distribute a NFC Tag via Gateway (to one lock)



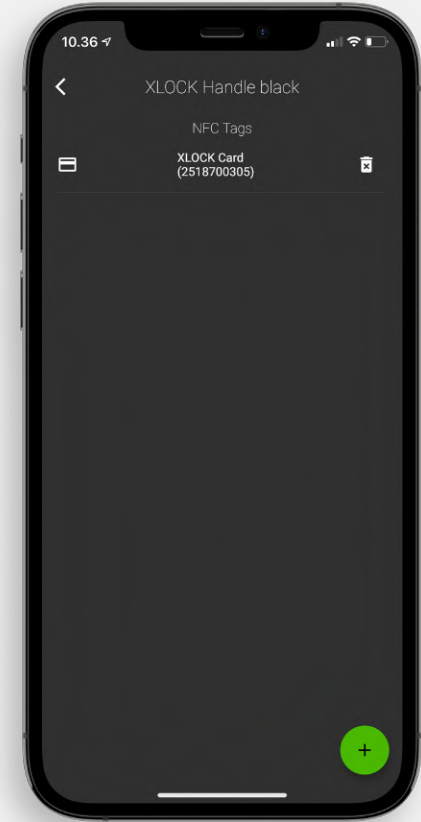
4. Choose **GATEWAY** and press **NEXT**.



5. Insert a **name** for the NFC Tag, insert the **ID number\*** for the NFC Tag and press **NEXT**.



6. The app is now communicating with the gateway near the lock.



7. The NFC Tag has now been successfully programmed to the lock.

\*Get the ID number with the help of a RFID Reader. (see page 18)



## RFID Reader – Get NFC Tag Number



RFID Reader\*

= to get a NFC Tag number

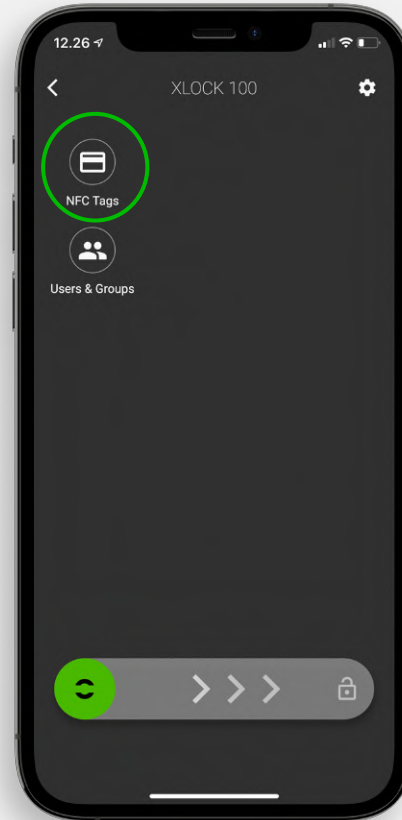
Used with a computer/labtop



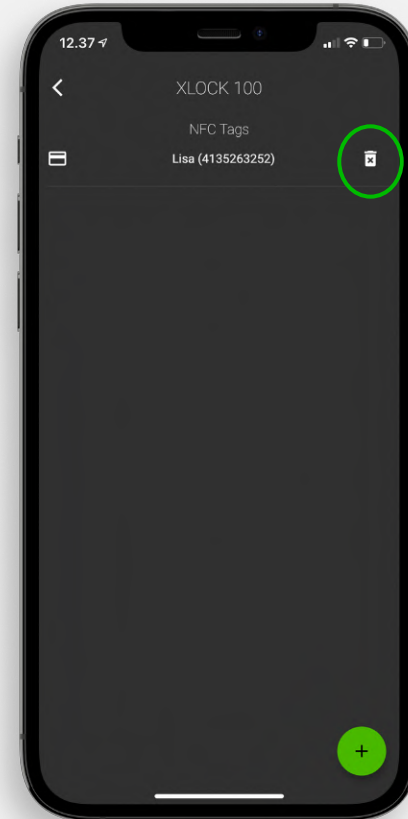
# Delete a NFC Tag via Bluetooth



1. Press the XLOCK you wish to delete a NFC Tag from.



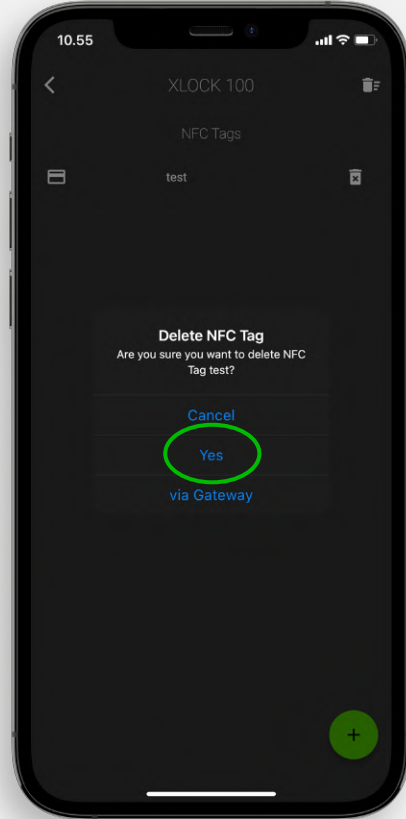
2. Press NFC Tags.



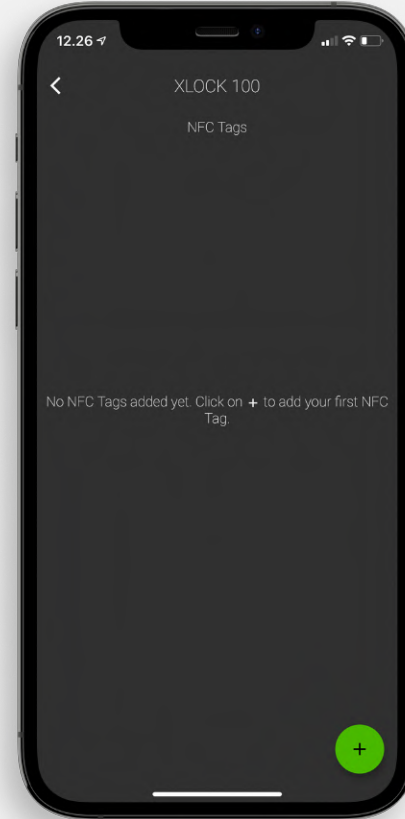
3. Press the **DELETE** icon as shown above.



# Delete a NFC Tag via Bluetooth



4. Press YES.



5. The NFC Tag has now been successfully deleted.



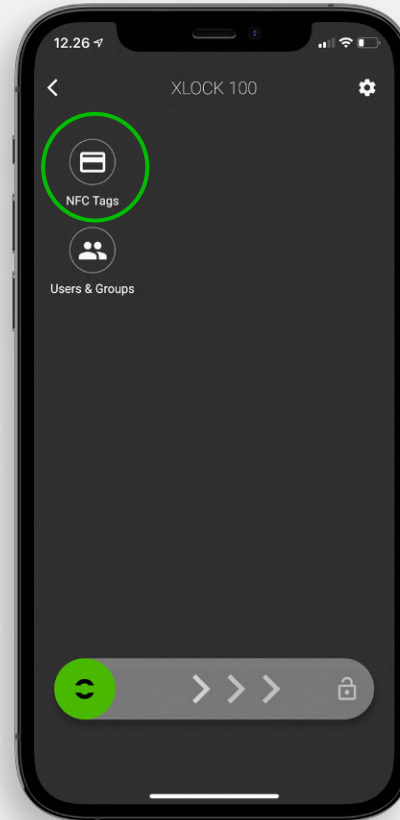
# Delete a NFC Tag via Gateway



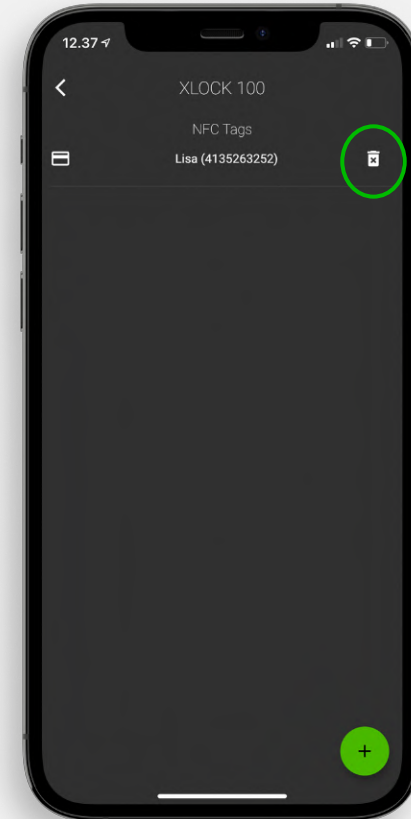
# XLOCK



1. Press the XLOCK you wish to delete a NFC Tag from.



2. Press NFC Tags.



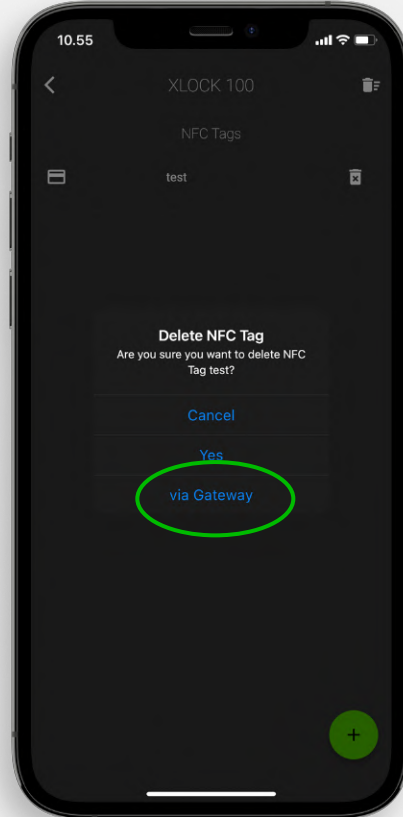
3. Press the **DELETE** icon as shown above.



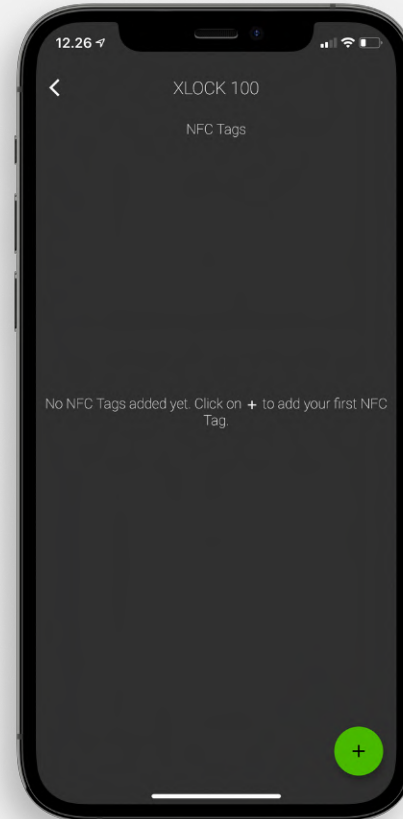
## Delete a NFC Tag via Gateway



X LOCK



4. Press **VIA GATEWAY**.

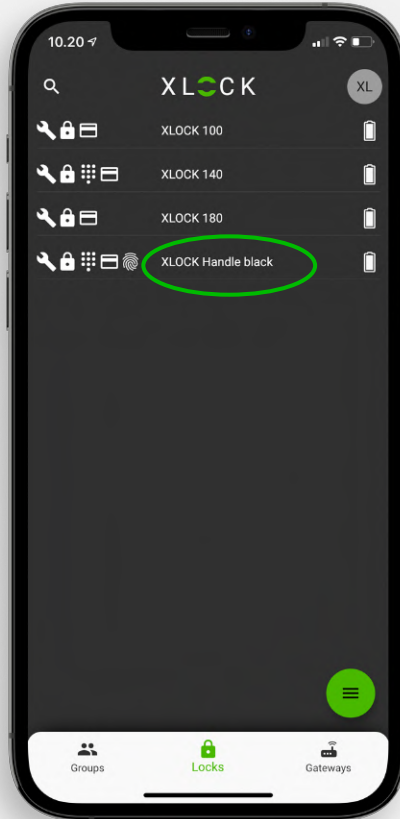


5. The NFC Tag has now been successfully deleted.

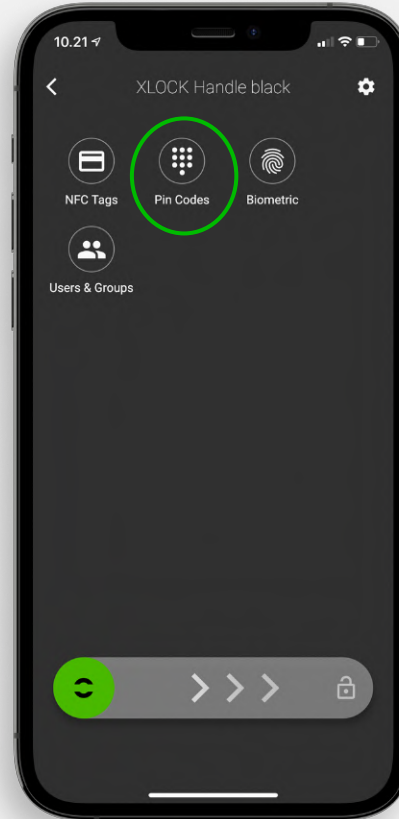


# Add permanent PIN Code

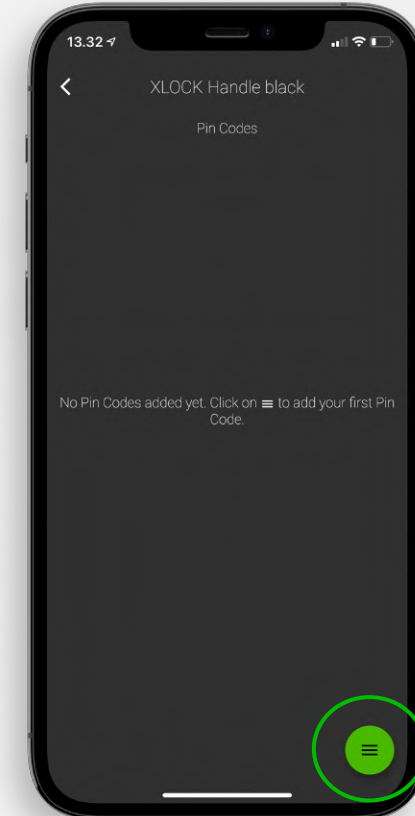
**! PLEASE BE AWARE!**  
END PIN CODE WITH # WHEN UNLOCKING.



1. Press the XLOCK you wish to add a permanent PIN Code to.



2. Press PIN CODES.



3. Press the icon on the right lower corner as shown above.



## Add permanent PIN Code

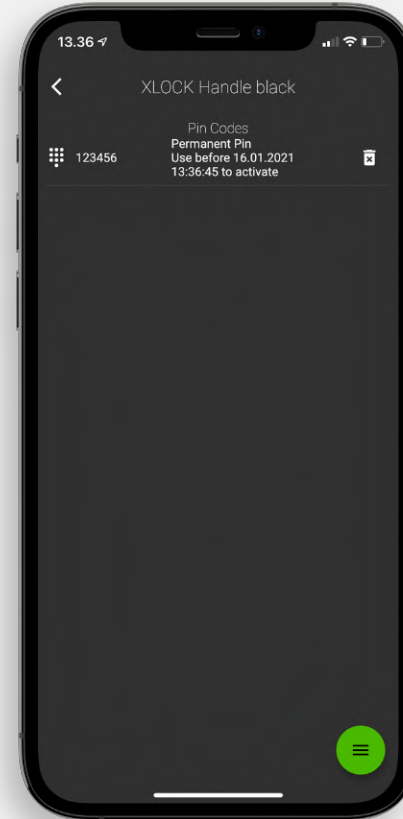
**! PLEASE BE AWARE !**  
END PIN CODE WITH # WHEN UNLOCKING.



# XLOCK



8. Enter the PIN Code on the XLOCK and finish with **#** in the right lower corner of the key pad.

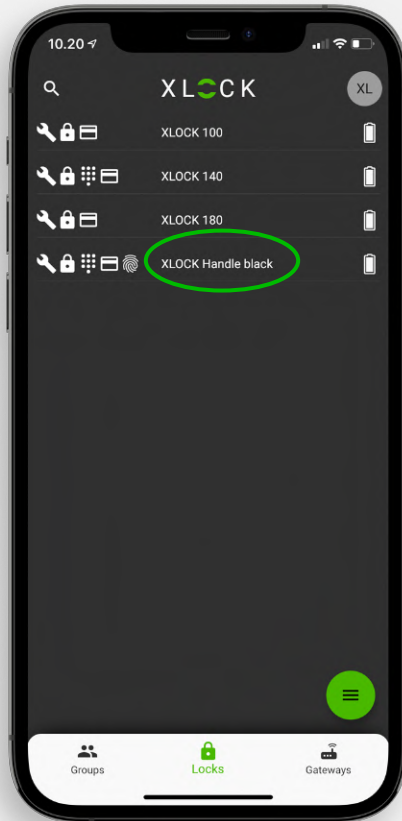


9. Your permanent PIN Code is now activated and ready for use.

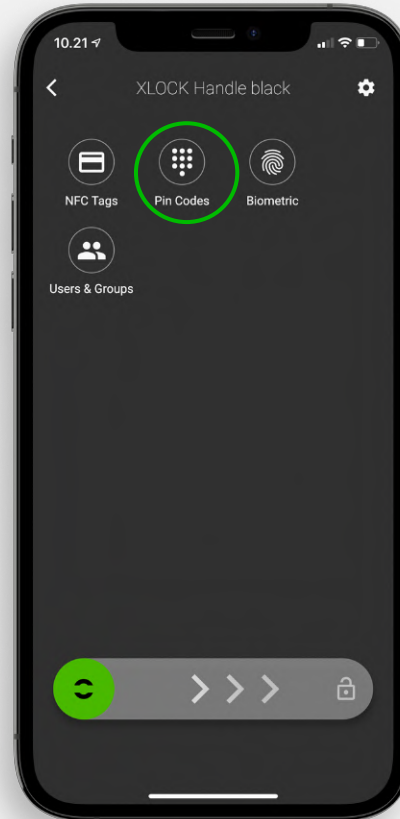


# Add one-time PIN Code

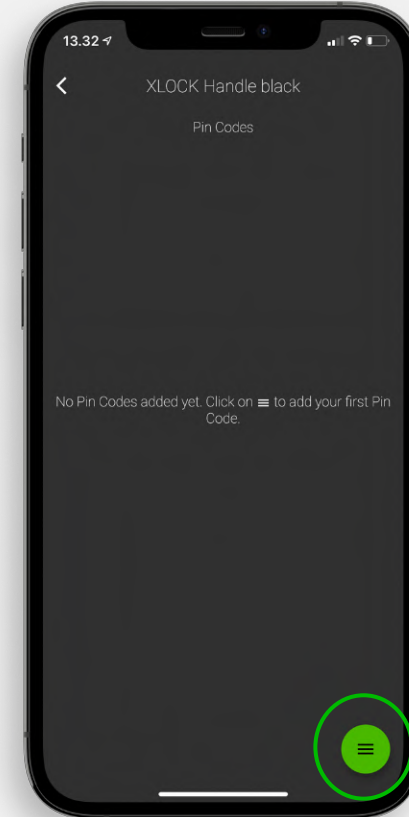
**! PLEASE BE AWARE !**  
END PIN CODE WITH # WHEN UNLOCKING.



1. Press the XLOCK you wish to add a one-time PIN Code to.



2. Press **PIN CODES**.

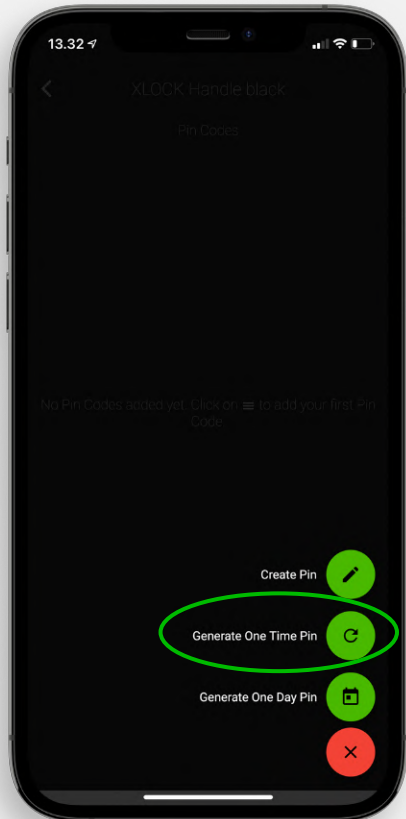


3. Press the icon on the right lower corner as shown above.

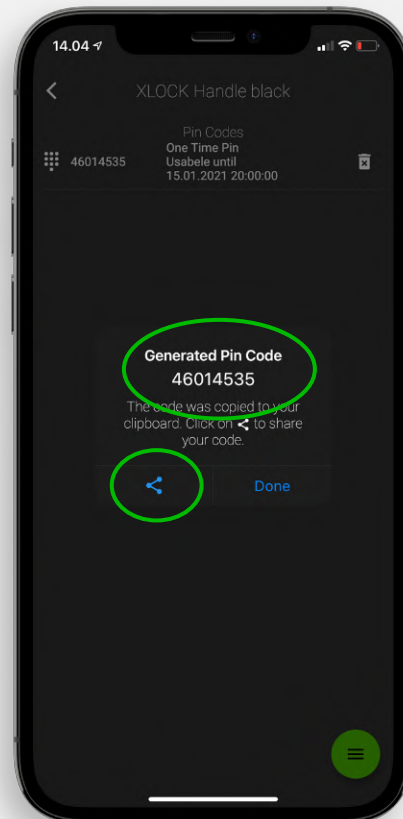


# Add one-time PIN Code

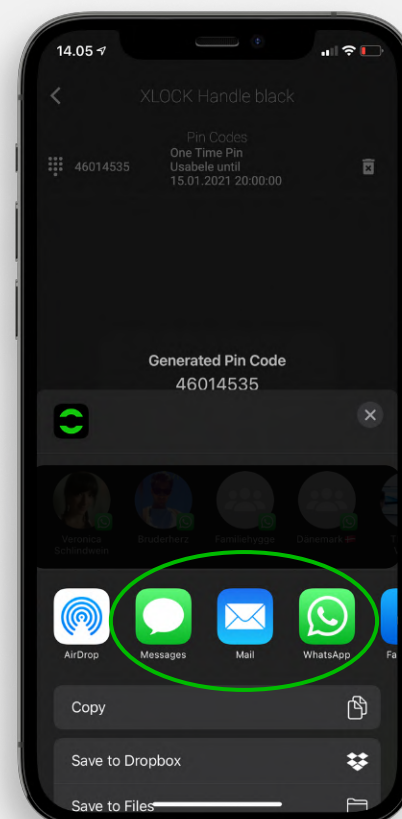
**! PLEASE BE AWARE !**  
END PIN CODE WITH # WHEN UNLOCKING.



4. Press **GENERATE ONE TIME PIN**.



5. The One Time PIN Code has now been generated and can be shared by clicking on the **SHARE** icon as shown above.



6. Share the One Time PIN Code via Mail, SMS and WhatsApp.



7. Your One Time PIN Code is now active and will be automatically deleted after its One Time use.

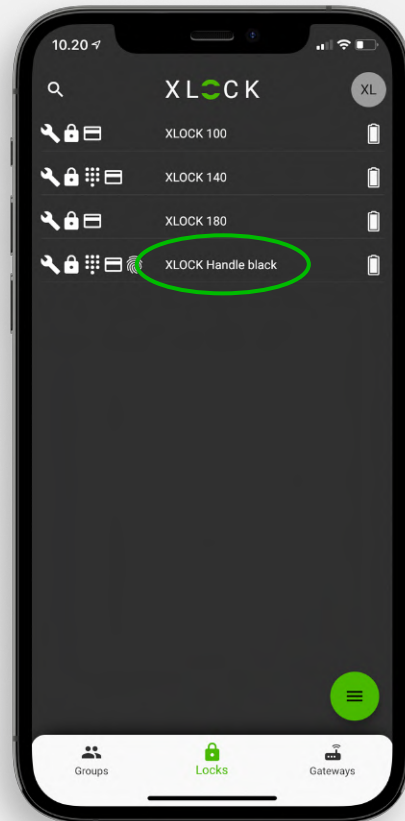


# Add time-based PIN Code

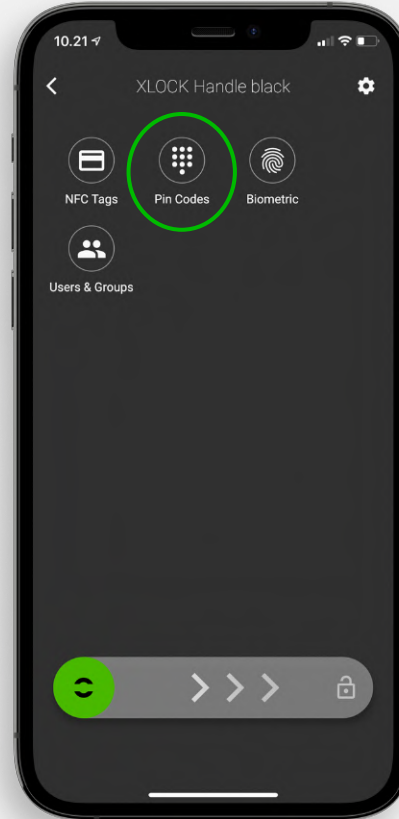
**! PLEASE BE AWARE !**  
END PIN CODE WITH # WHEN UNLOCKING.



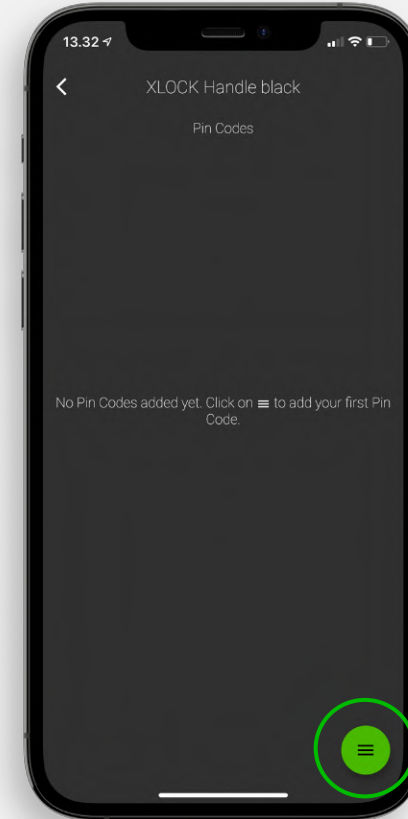
When adding a time-based PIN Codes it is important to always check that the time and date of your XLOCK is set correctly. (see how on page 61)



1. Press the XLOCK you wish to add a One Time PIN Code to.



2. Press **PIN CODES**.

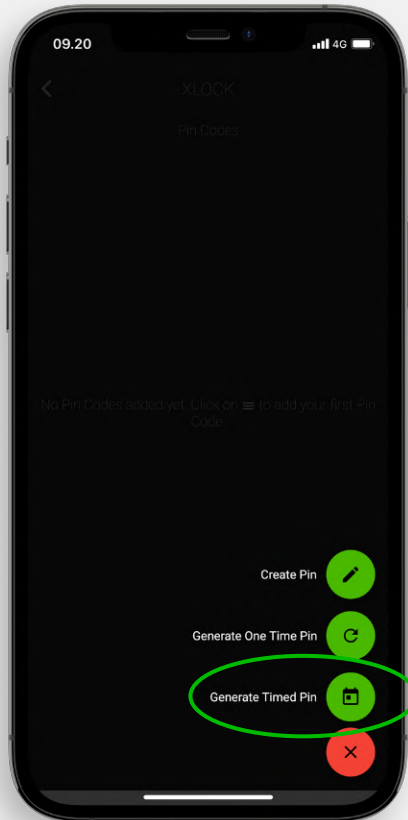


3. Press the icon on the right lower corner as shown above.

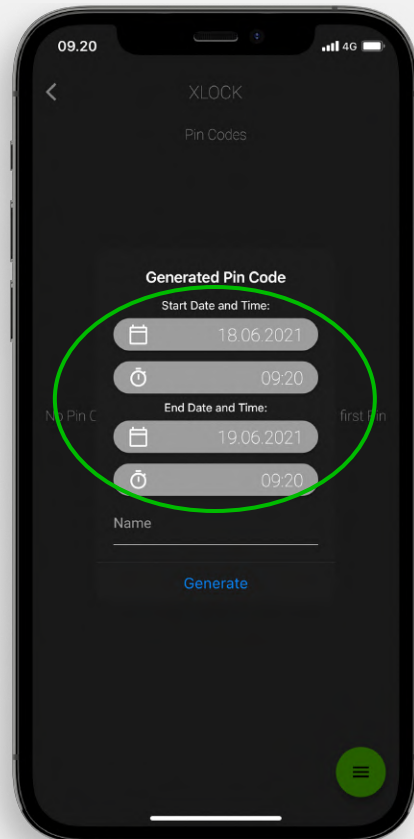


# Add time-based PIN Code

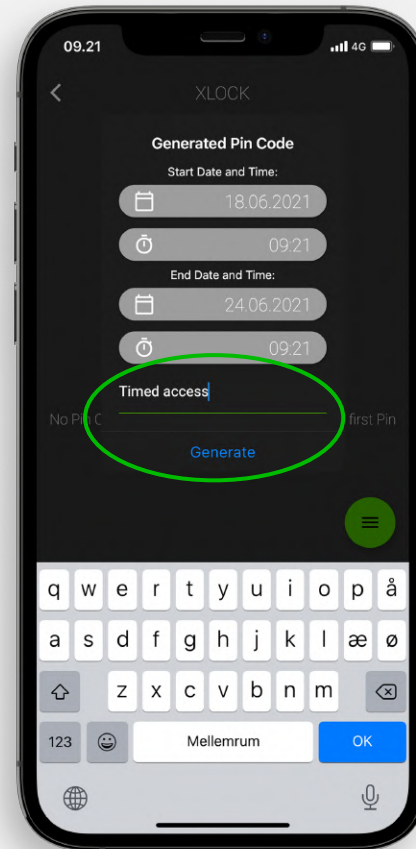
**! PLEASE BE AWARE!**  
END PIN CODE WITH # WHEN UNLOCKING.



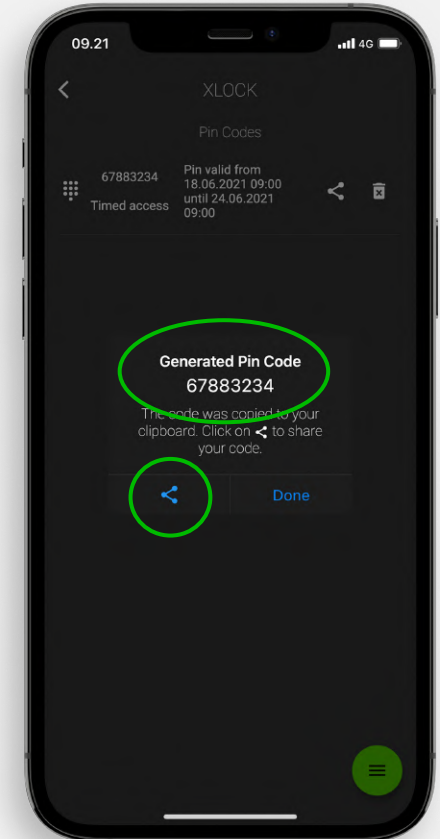
4. Press **GENERATE TIMED PIN**.



5. Set the desired validity period for the PIN Code.



6. Enter a name for the PIN Code and press **GENERATE**.



7. The PIN Code is now generated and can be sent by SMS, WhatsApp & Email by tapping on the share symbol.



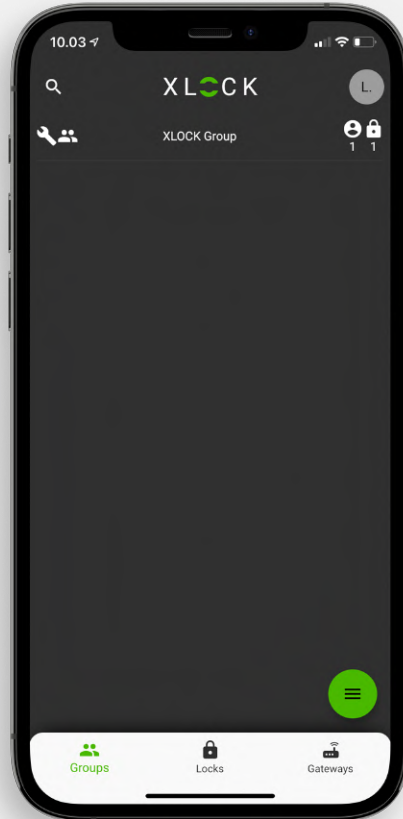
# Distribute PIN Code via Gateway



# XLOCK



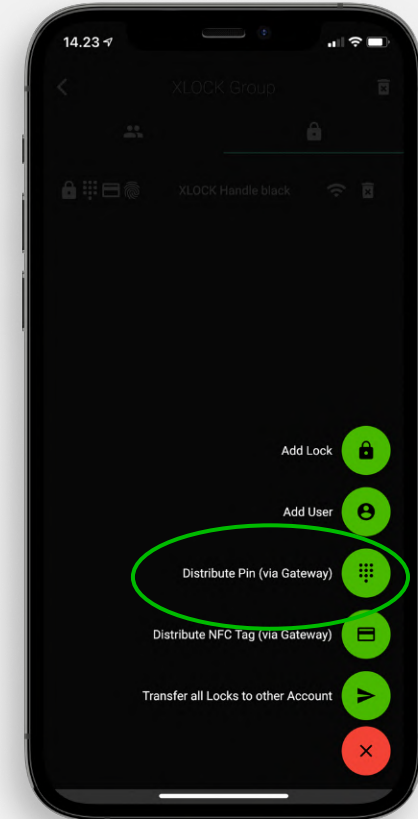
1. Press **GROUPS** as shown above.



2. Press the group of locks you wish to distribute a Pin Code to.



3. Press on the lock icon as shown above.



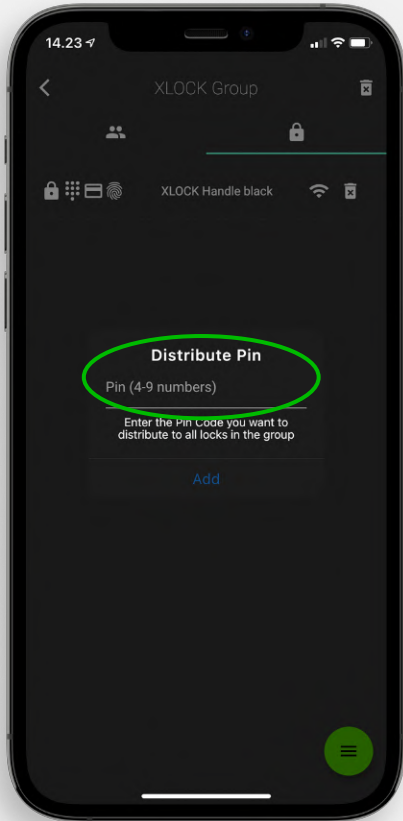
4. Press **DISTRIBUTE PIN CODE**.



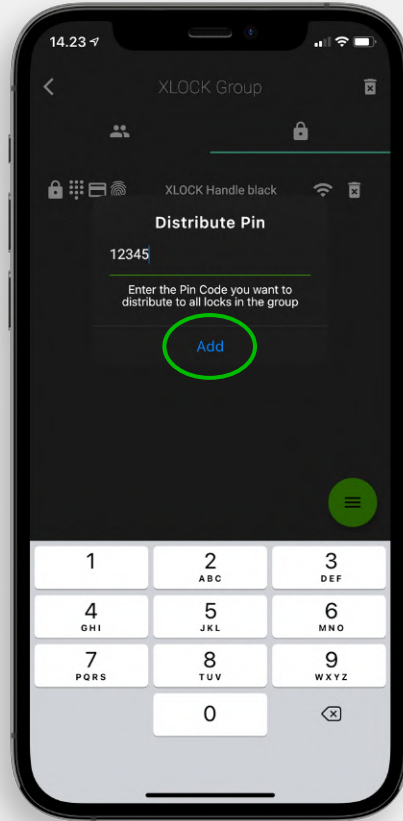
# Distribute PIN Code via Gateway



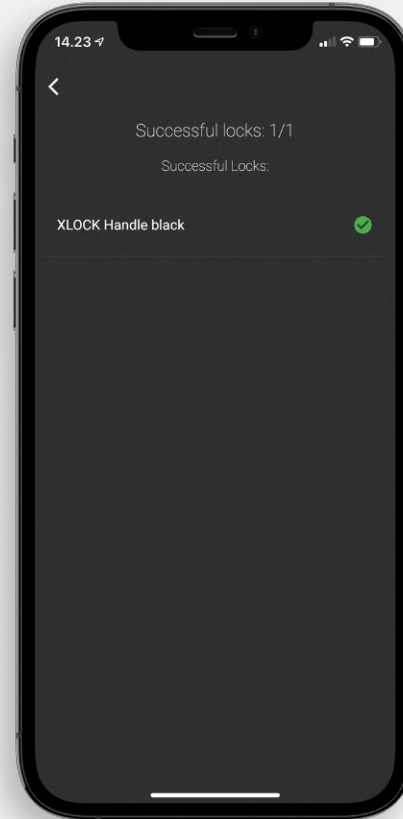
# XLOCK



5. Insert the desired PIN Code. (4-9 digit)



6. Press **ADD**.



7. The PIN Code has now been added to all locks within the group.

*In this case, only one XLOCK assigned to the group.*



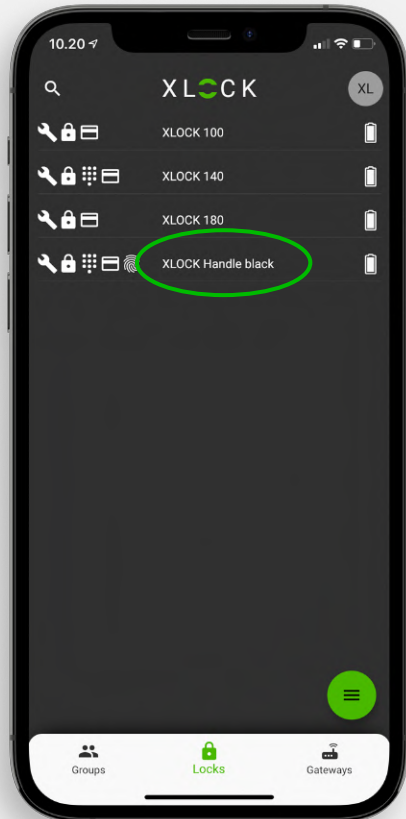
8. You can now find the PIN Code under each XLOCK.



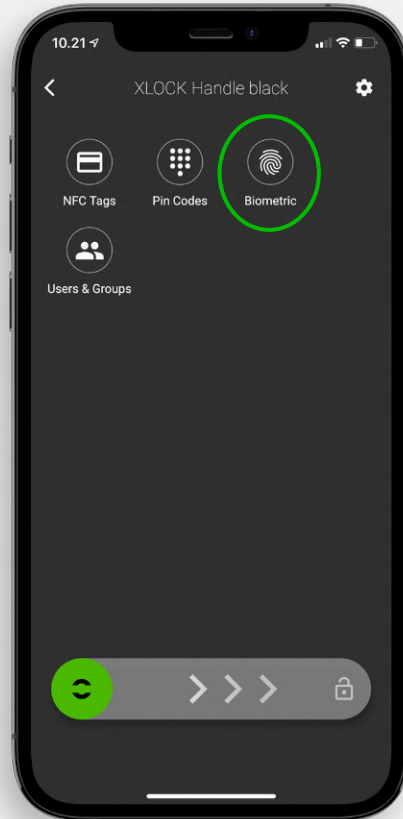
# Add Biometrics



# XLOCK



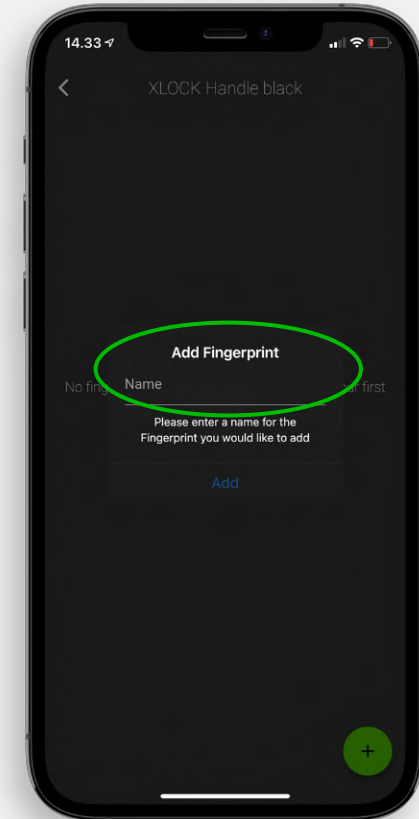
1. Press the XLOCK you wish to add a Biometric to.



2. Press **BIOMETRIC**.



3. Press on **+** in the lower right corner as shown above.



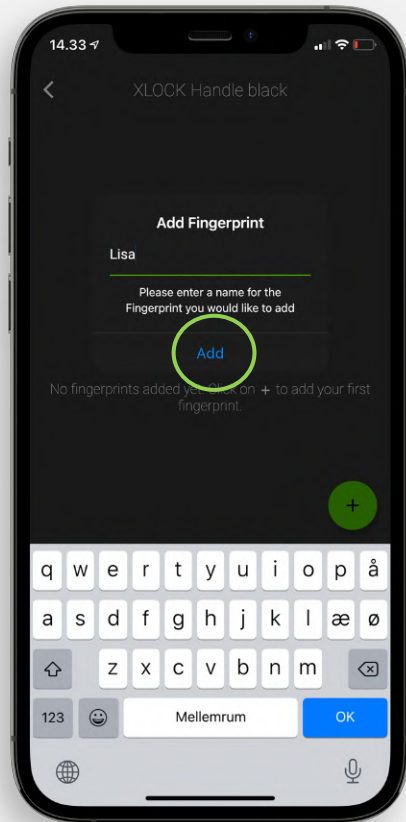
4. Enter a name for the Biometric in the field shown above.



# Add Biometrics



# XLOCK



5. Press **ADD**.



6. Hold and release your finger on the field.

*The XLOCK will guide you through the process and tell you when the biometric is successfully added.*



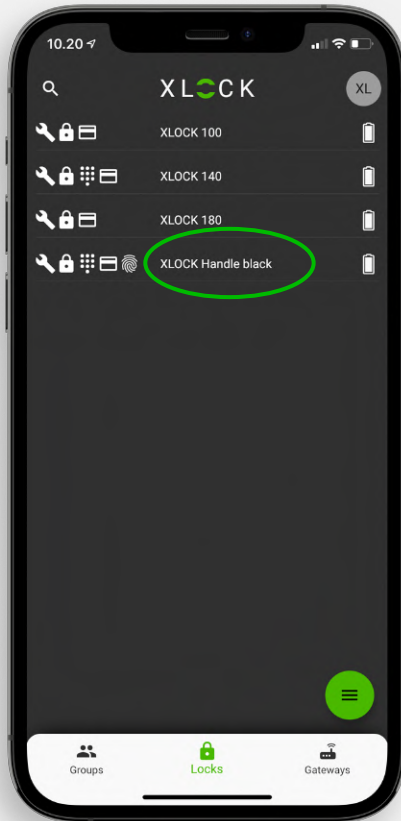
7. Your biometric has now been successfully added and is ready for use.



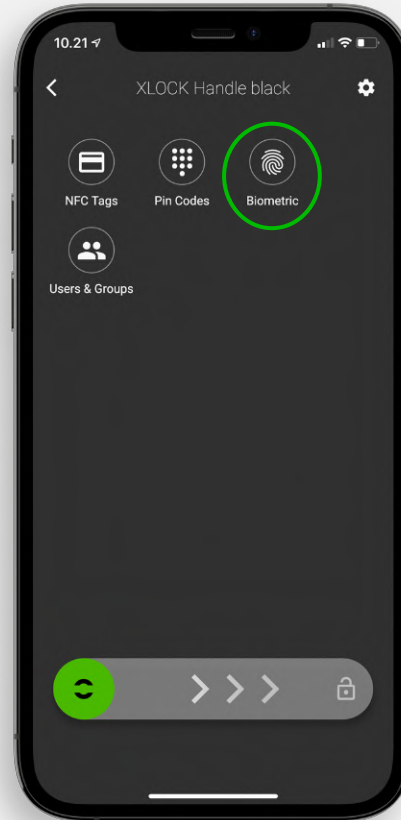
# Delete Biometrics



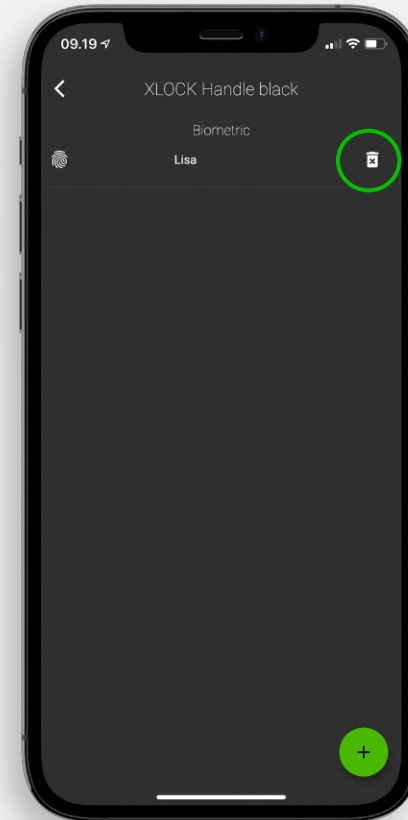
# XLOCK



1. Press the XLOCK you wish to delete a Biometric from.



2. Press **BIOMETRIC**.



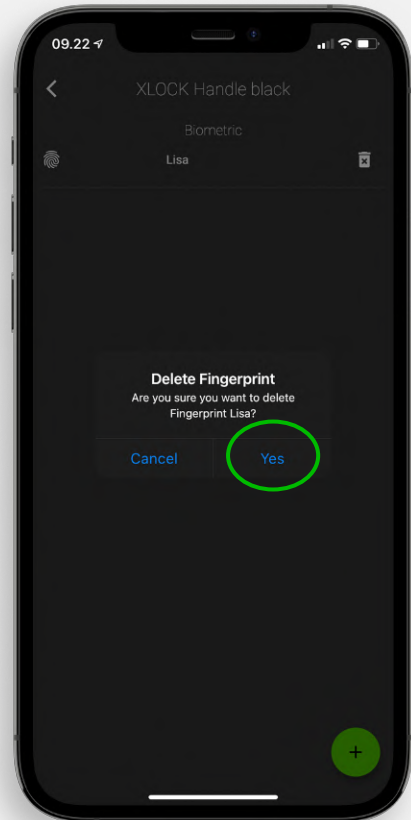
3. Press the **DELETE** icon as shown above.



# Delete Biometrics



# XLOCK



4. Press YES.



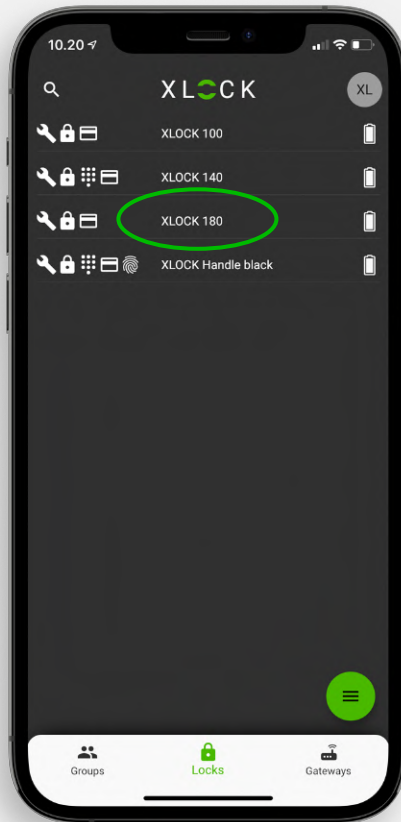
5. The biometric has now been successfully deleted.



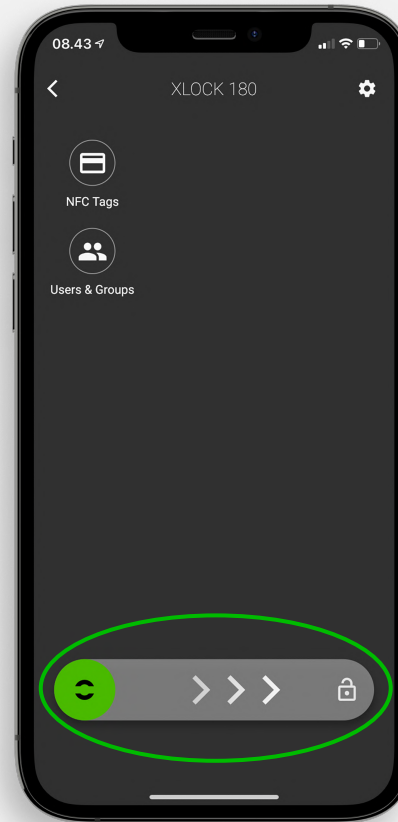
# Bluetooth (un)locking (Toggle Mode OFF – automatic locking)



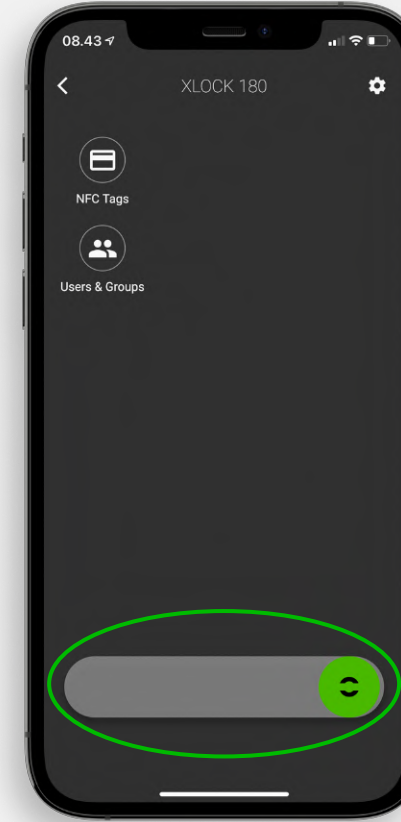
# XLOCK



1. Press the XLOCK you wish to unlock via Bluetooth.



2. Swipe the bar from the left to the right as shown in the next step.



3. Swipe the bar to the right and release.

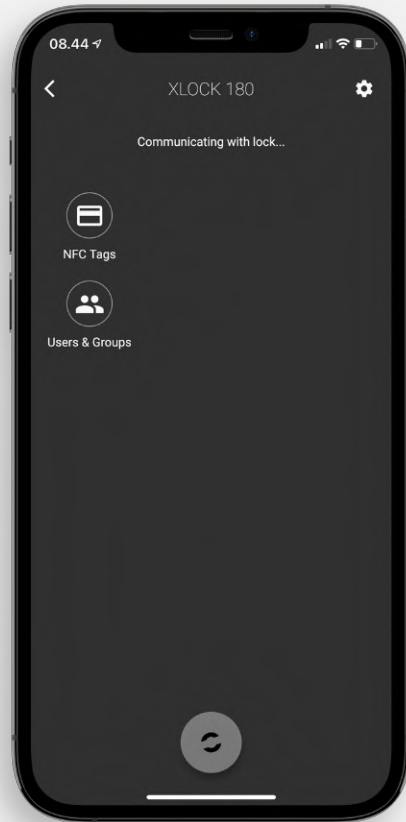
\*How to turn toggle mode off? See page 56.



# Bluetooth (un)locking (Toggle Mode OFF – automatic locking)



# XLOCK



Congratulations:  
Your XLOCK has now  
been unlocked via  
Bluetooth.

4. The App is now communicating with the XLOCK.

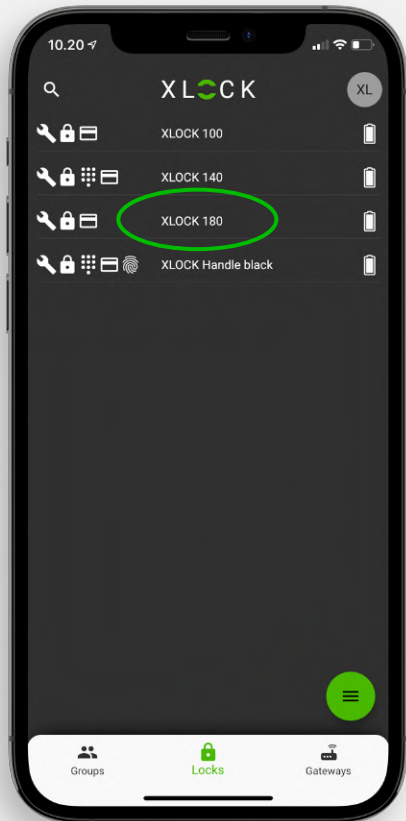
\*How to turn toggle mode off? See page 56.



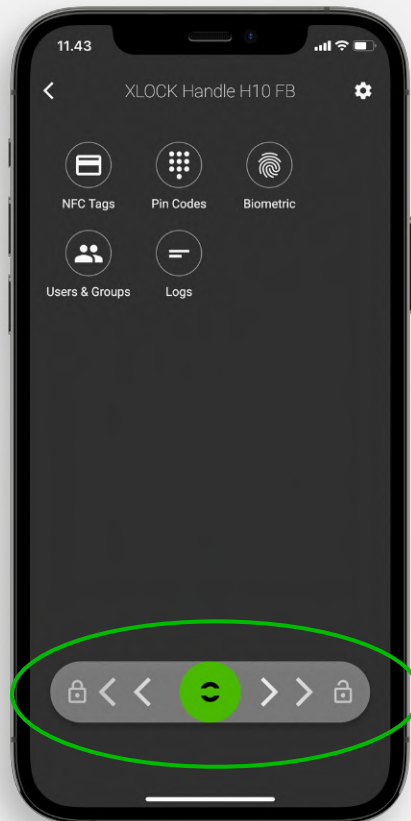
# Bluetooth unlocking (Toggle Mode ON – manuel unlocking)\*



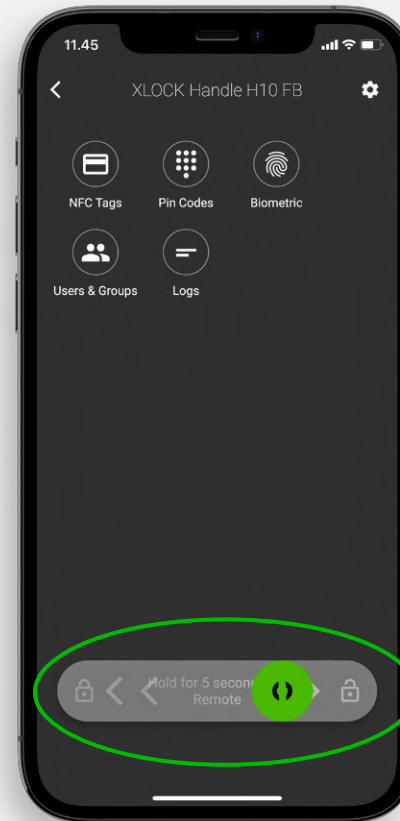
# XLOCK



1. Press the XLOCK you wish to unlock via Bluetooth.



2. Swipe the bar from the middle to the right as shown in the next step.



3. Swipe the bar to the right and release.

Congratulations:  
Your XLOCK has now  
been unlocked via  
Bluetooth.  
*Be aware: The locks  
stays open until you  
manually lock it again.*

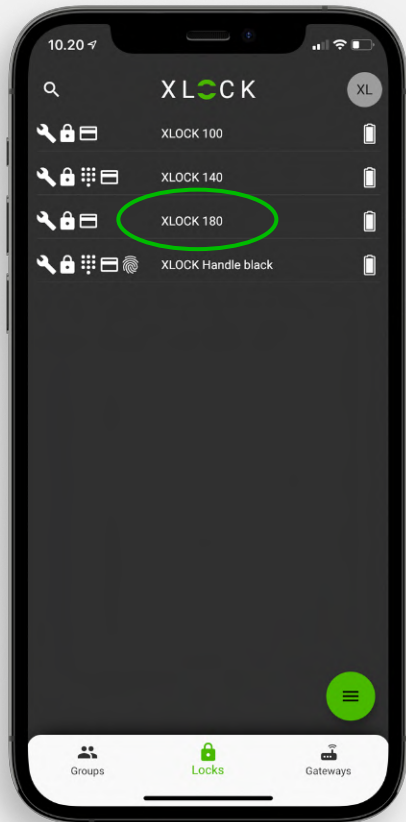
\*How to turn toggle mode on? See page 55.



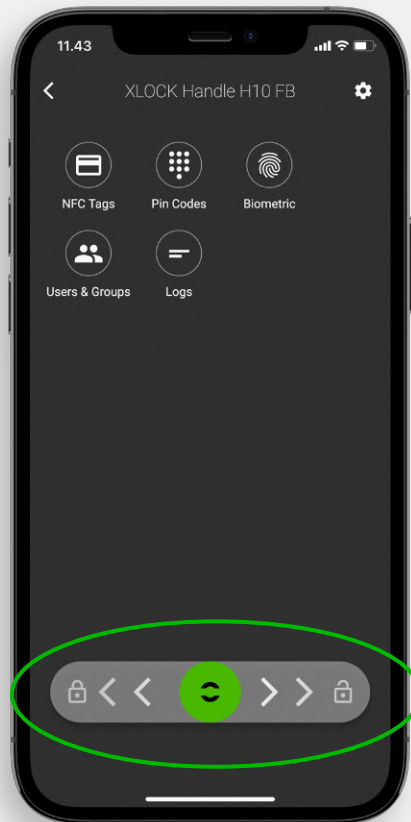
# Bluetooth locking (Toggle Mode ON – manual locking)\*



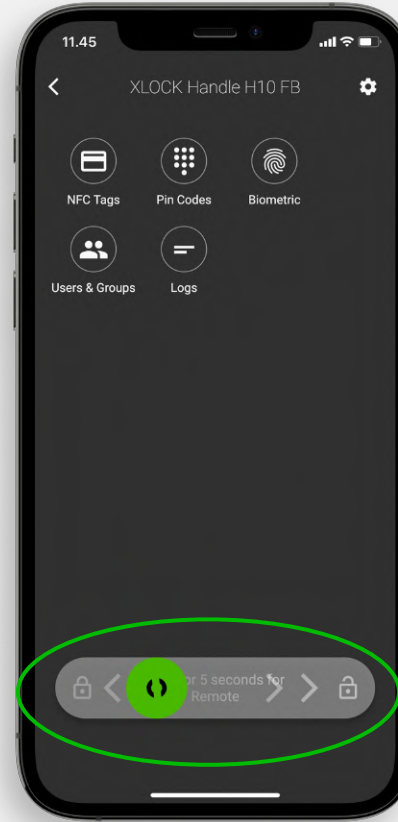
# XLOCK



1. Press the XLOCK you wish to lock via Bluetooth.



2. Swipe the bar from the middle to the left as shown in the next step.



3. Swipe the bar to the left and release.

Congratulations:  
Your XLOCK has now  
been locked via  
Bluetooth.

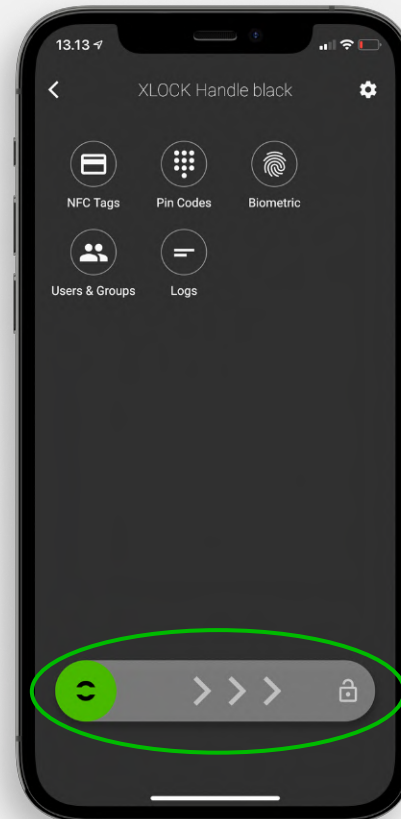
\*How to turn toggle mode on? See page 55.



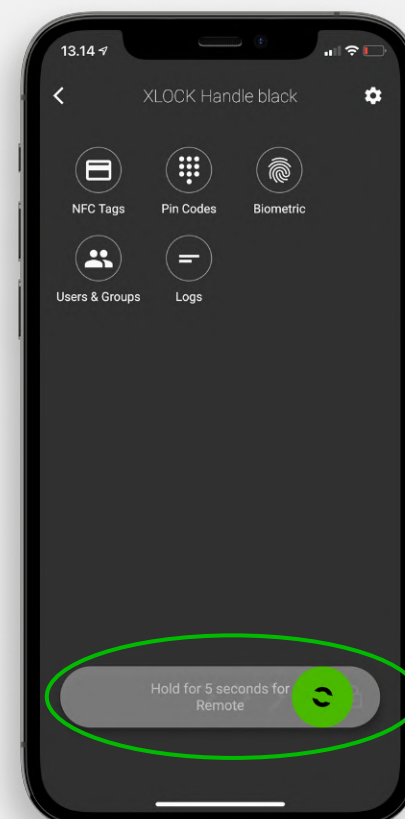
Remote unlocking has to be turned on in the settings of the lock.  
(see page 59)



1. Press the XLOCK you wish to unlock remotely.



2. Swipe the bar from the left to the right.



3. Hold for 5 seconds and release for remote unlocking.

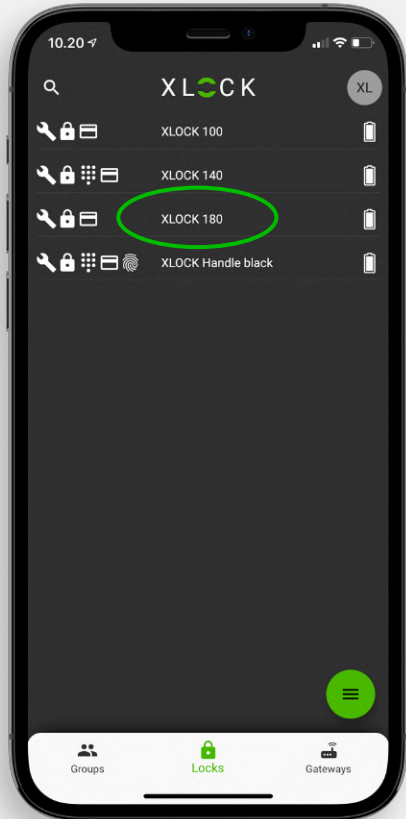
\*How to turn toggle mode off? See page 56.



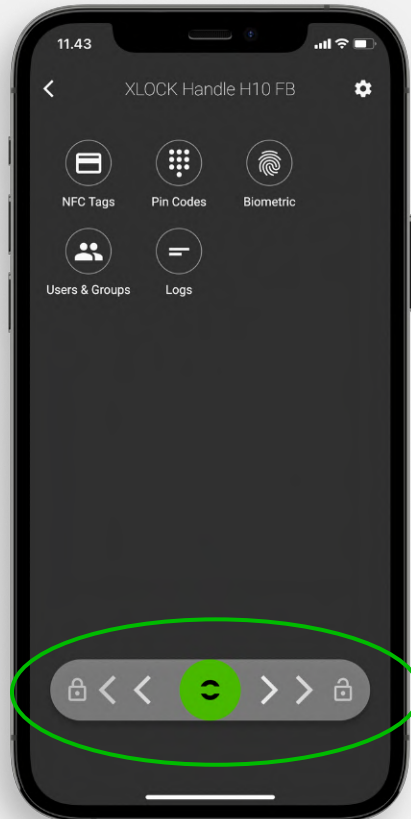
# Remote unlocking (Toggle Mode ON – manuel unlocking)\*



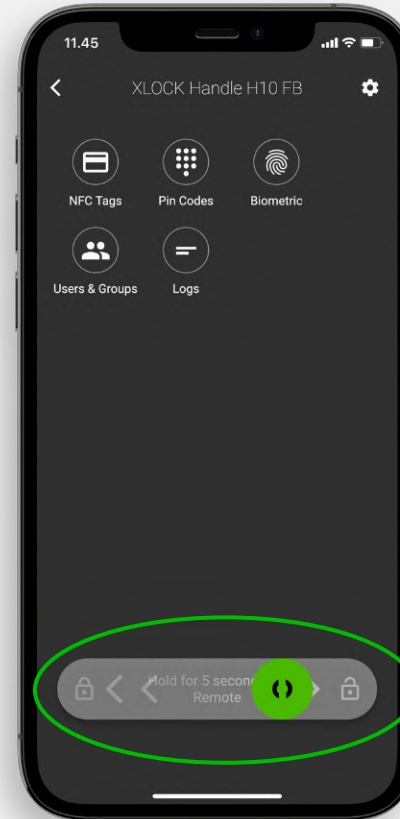
# XLOCK



1. Press the XLOCK you wish to unlock via Gateway.



2. Swipe the bar from the middle to the right as shown in the next step.



3. Hold for 5 seconds and release.

Congratulations:  
Your XLOCK has now  
been unlocked via  
Gateway.

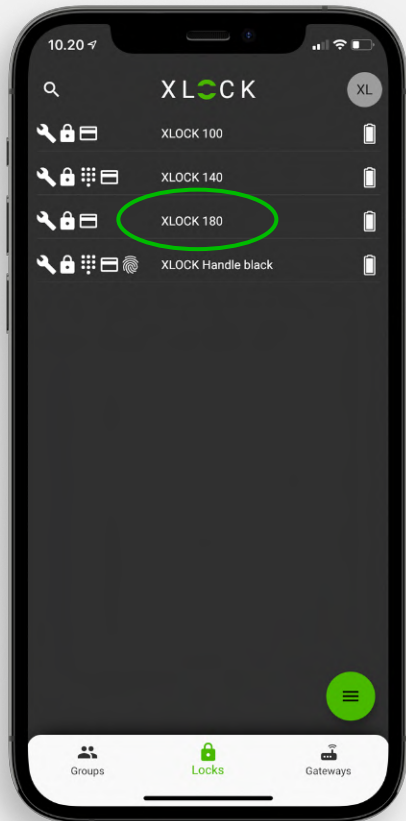
\*How to turn toggle mode on? See page 55.



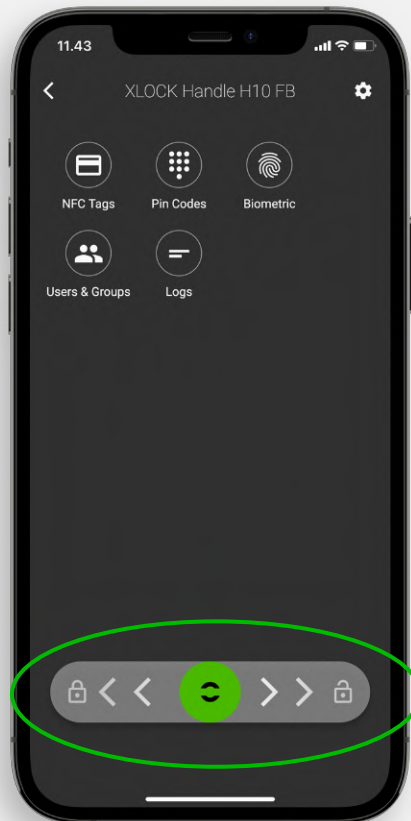
# Remote locking (Toggle Mode ON – manuel locking)\*



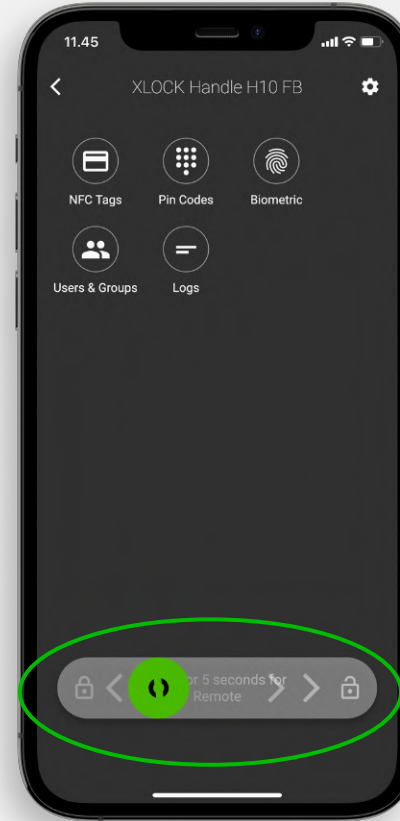
# XLOCK



1. Press the XLOCK you wish to lock via Gateway.



2. Swipe the bar from the middle to the left as shown in the next step.



3. Hold for 5 seconds and release.

Congratulations:  
Your XLOCK has now  
been locked via  
Gateway.

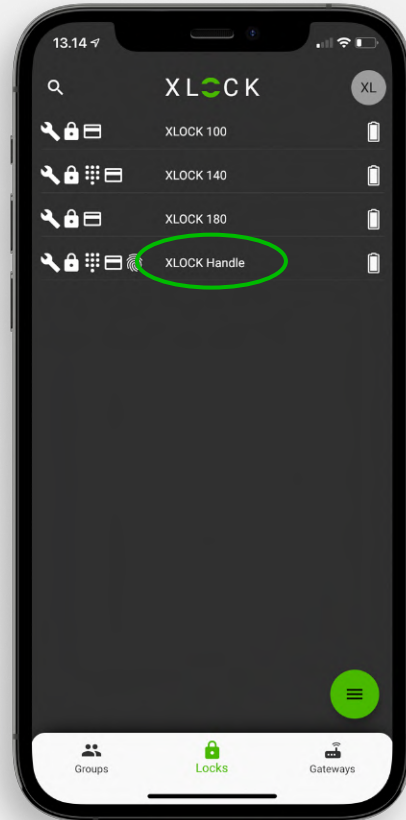
\*How to turn toggle mode on? See page 55.



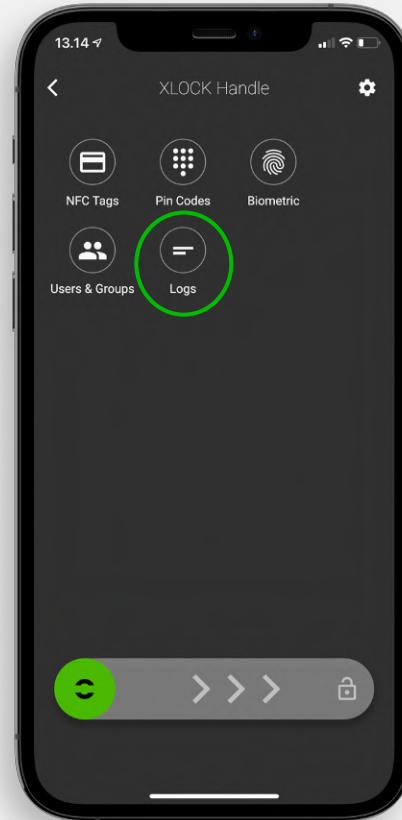
# Activity Logs\*



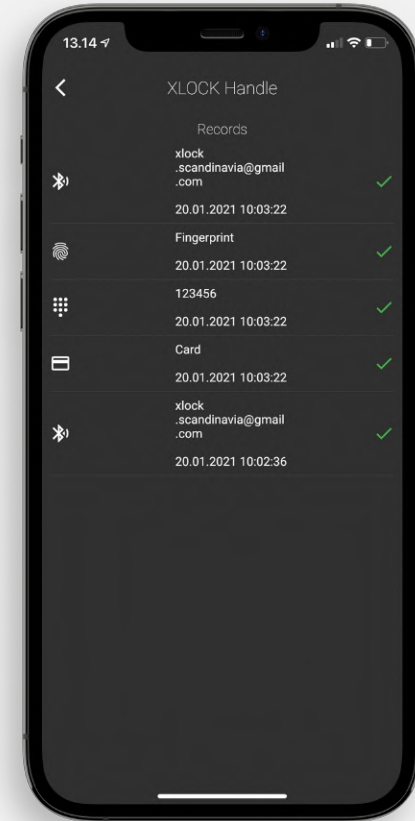
In order to get the most recent activity logs you either have to unlock your XLOCK via Bluetooth or refresh the logfiles when in Bluetooth range to the lock.



1. Press the XLOCK you wish to access the activity logs from.



2. Click **LOGS**.



3. You can now see all activity logs - which feature (who) opened at what time.

\*Both failed and successful attempts will be shown.



## Add/delete user & admin\*

**Super-Administrator:** all rights

- Unlock the lock via the App/Bluetooth
- Add administrator(s) and user(s)
  - See the logfiles
  - Add / delete NFC Tags
- Change the settings of the lock such as name change, sound on/off, etc.

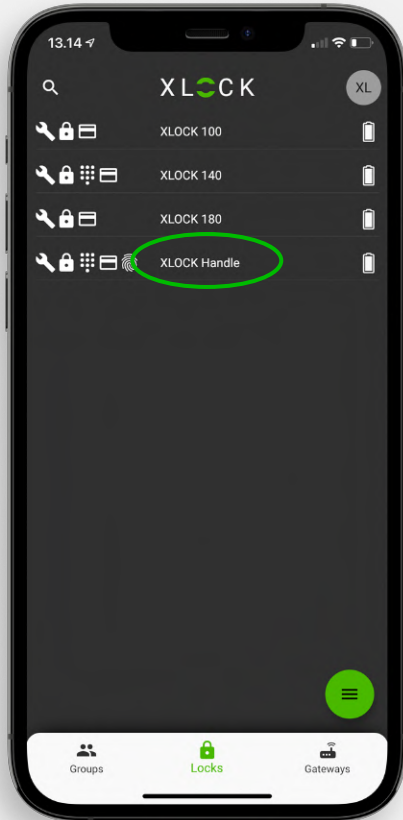
**Administrator:** Has the same rights as the super-administrator, EXCEPT to change the settings of the lock and delete the lock from the app.

**User:** has only the right to unlock the lock via the App/Bluetooth.

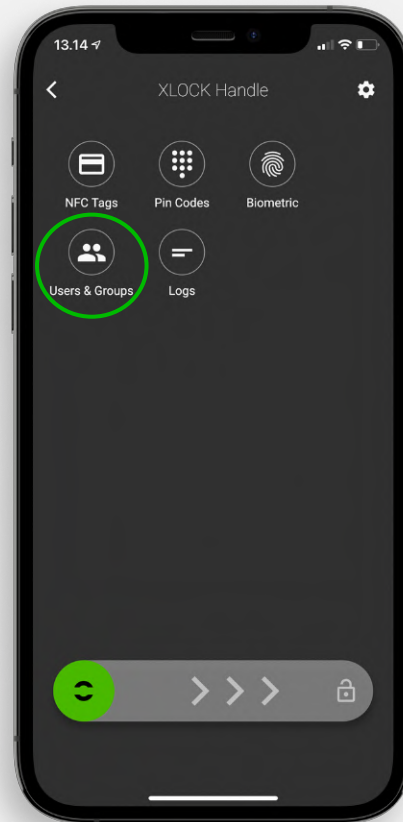
\*How to add/delete user&admin to a lock? See page 44-51.  
How to add/delete user & admin to a group of locks? See page 74-81.



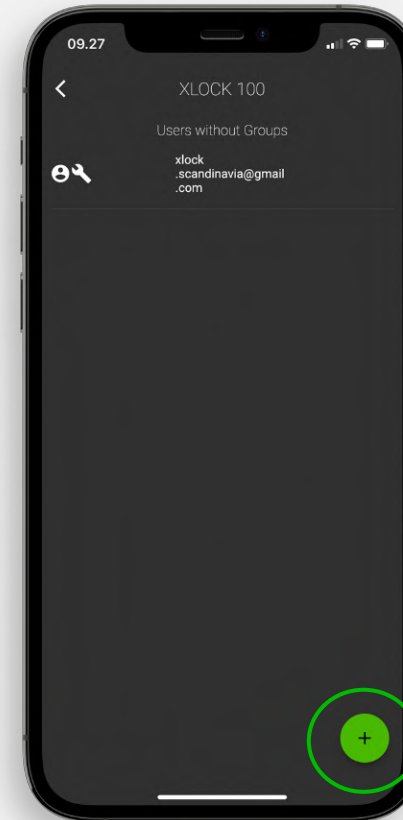
# Add user to a lock\*



1. Press the XLOCK you wish to add a user to.



2. Click **USERS & GROUPS**.

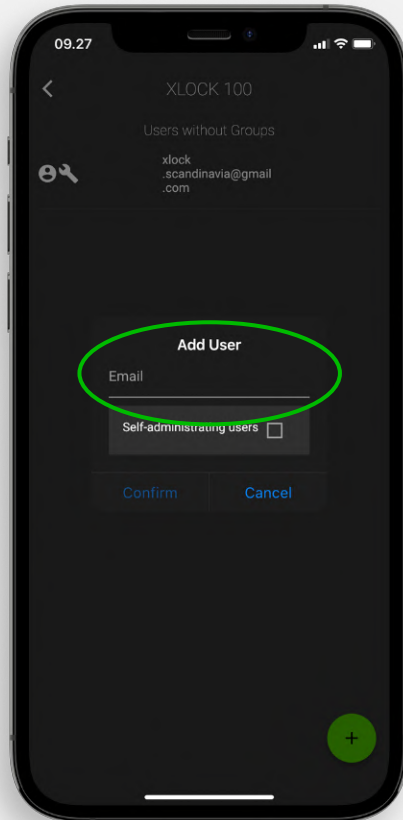


3. Press the icon in the right lower corner as shown above.

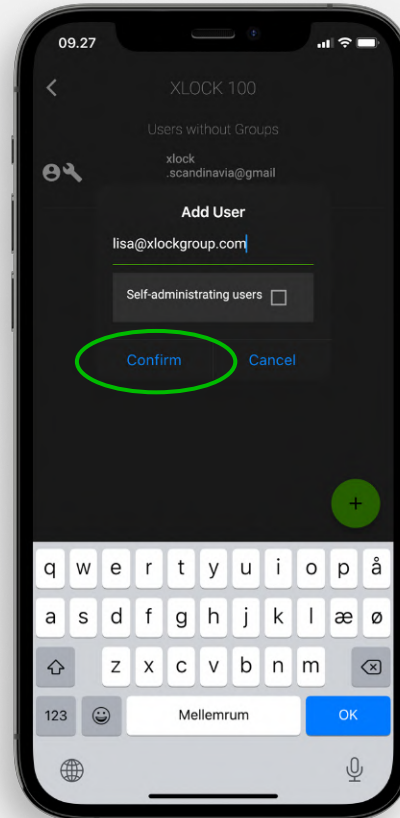
\*How to add/delete user & admin to a group of locks? See page 74-81.



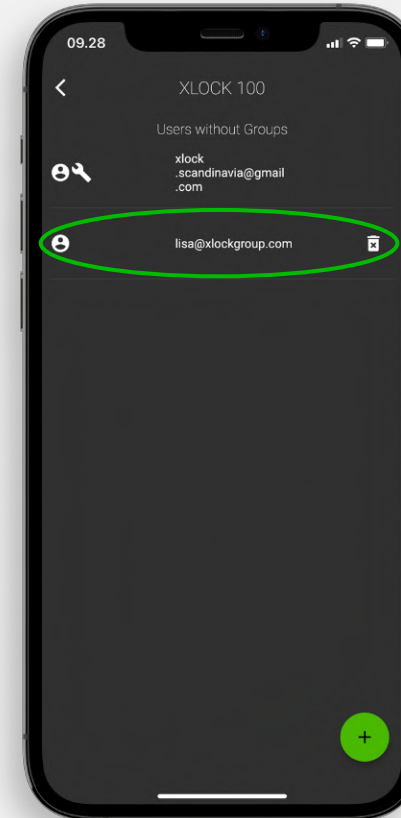
# Add user to a lock\*



4. Insert the emailaddress of the user you want to add.  
*The user must be registered with a XLOCK account.*



5. Press **CONFIRM**

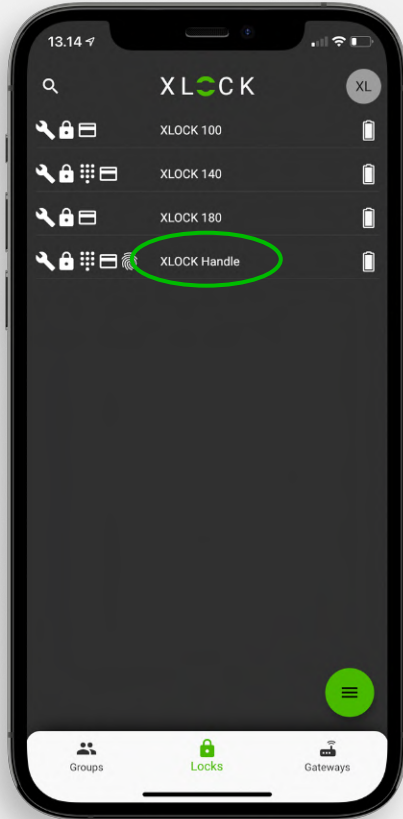


6. The user has been added to the lock and has now the right to unlock the lock.

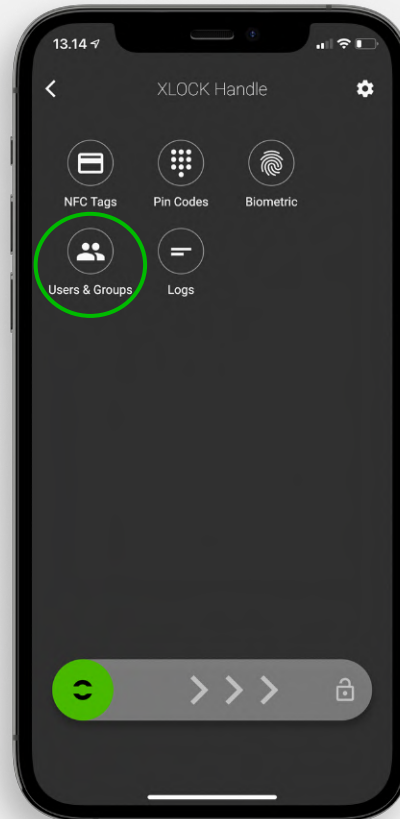
\*How to add/delete user & admin to a group of locks? See page 74-81.



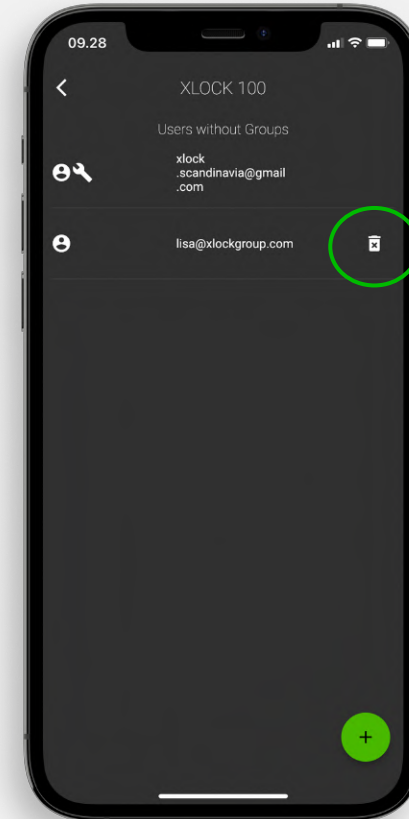
# Delete user from a lock\*



1. Press the XLOCK you wish to delete a user from.



2. Click **USERS & GROUPS**.

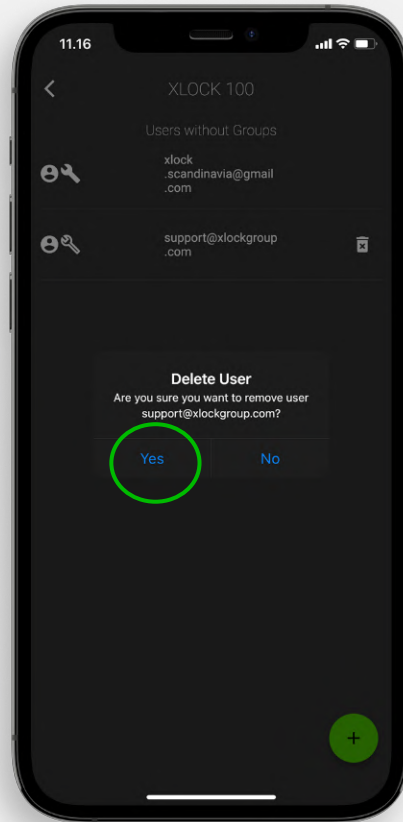


3. Press the delete icon next to the user as shown above.

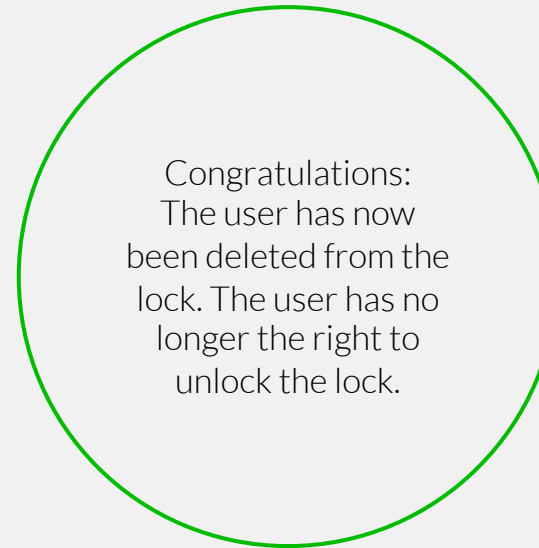
\*How to add/delete user & admin to a group of locks? See page 74-81.



## Delete user from a lock\*

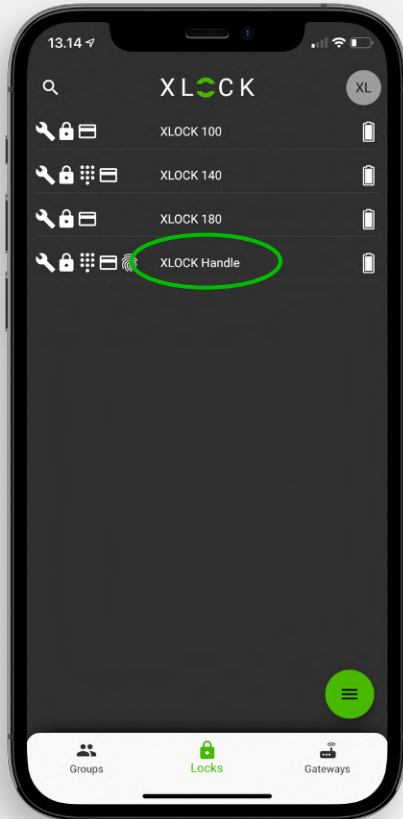


4. Press YES.

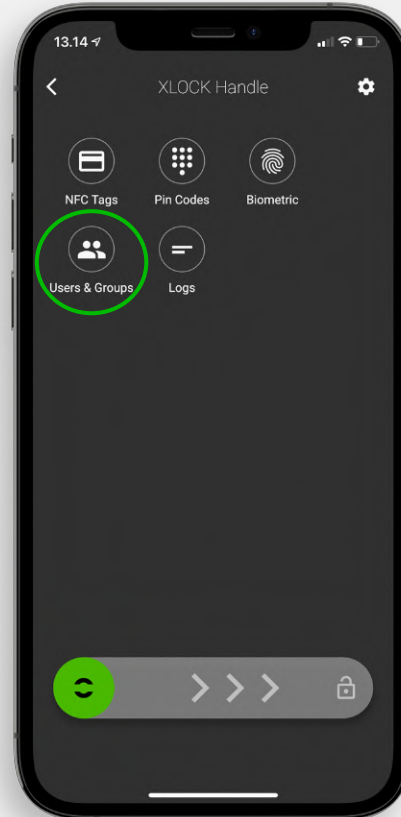




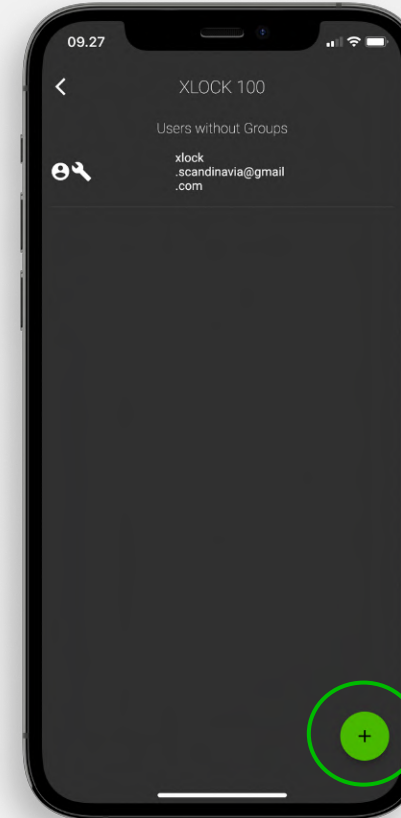
# Add admin to a lock\*



1. Press the XLOCK you wish to add an admin to.



2. Click **USERS & GROUPS**.

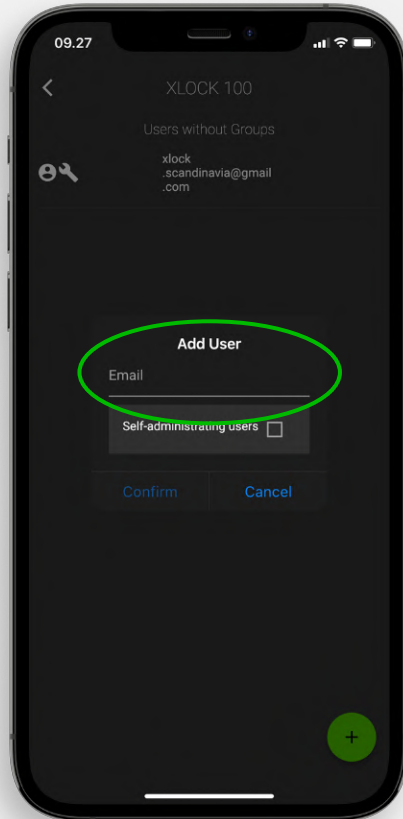


3. Press the icon in the right lower corner as shown above.

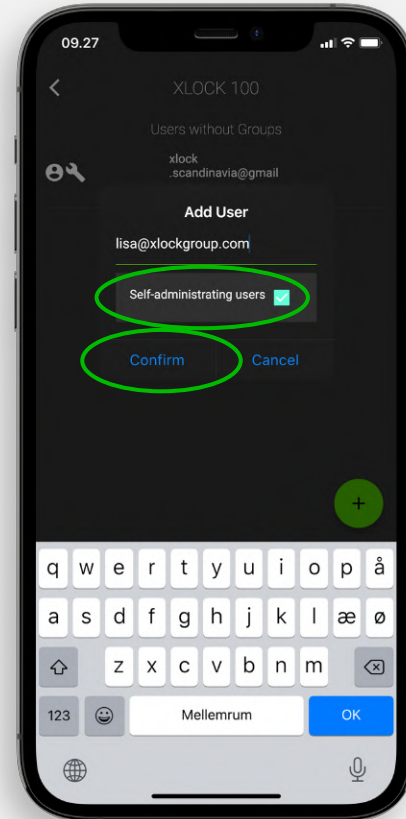
\*How to add/delete user & admin to a group of locks? See page 74-81.



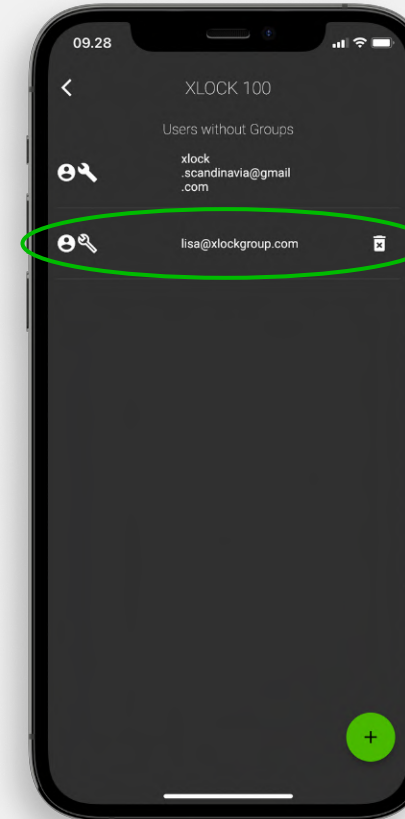
# Add admin to a lock\*



4. Insert the emailaddress of the admin you want to add.



5. Tick the box with self-administrating user and press **CONFIRM**.

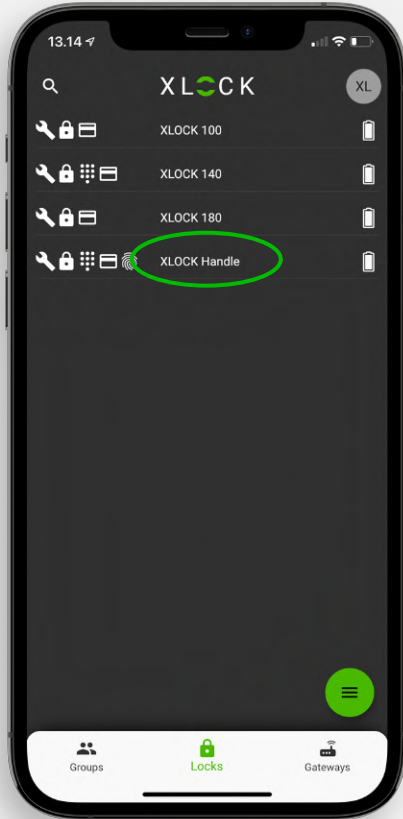


6. The admin has been added to the lock and has now admin rights.  
*See page 43 for explanation.*

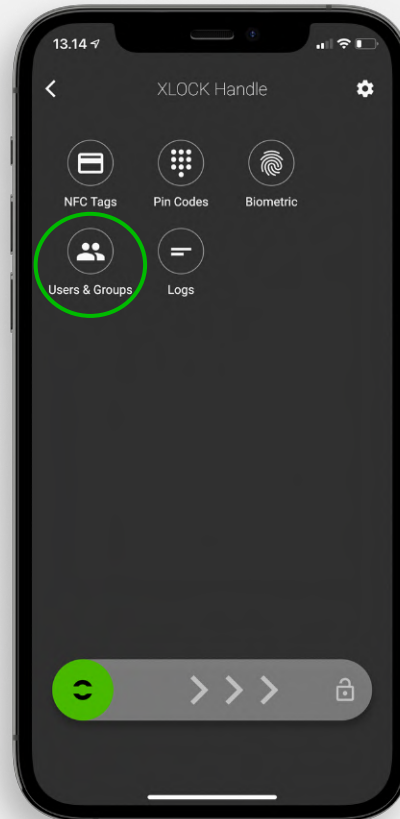
\*How to add/delete user & admin to a group of locks? See page 74-81.



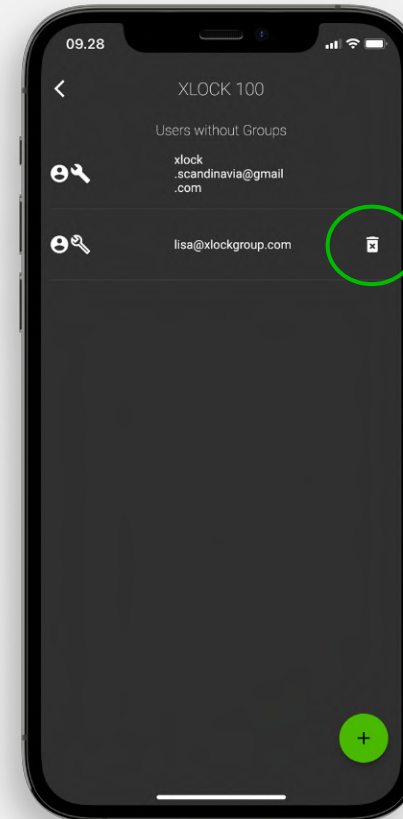
# Delete admin from a lock\*



1. Press the XLOCK you wish to delete an admin from.



2. Click **USERS & GROUPS**.

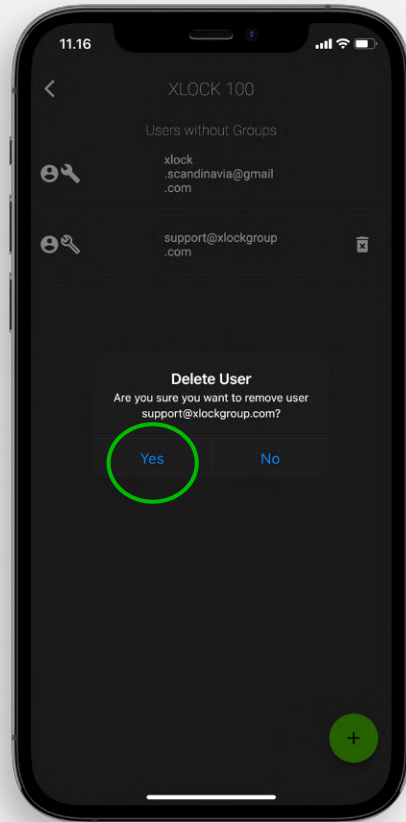


3. Press the delete icon shown above next to the admin you wish to delete.

\*How to add/delete user & admin to a group of locks? See page 74-81.



## Delete user from a lock\*



Congratulations:  
The admin has now  
been deleted from the  
lock. The admin has no  
longer administration  
rights.

4. Press YES.

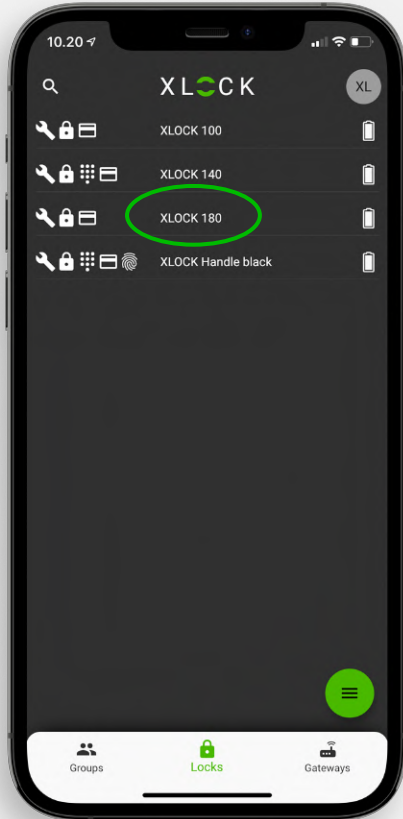
\*How to add/delete user & admin to a group of locks? See page 74-81.



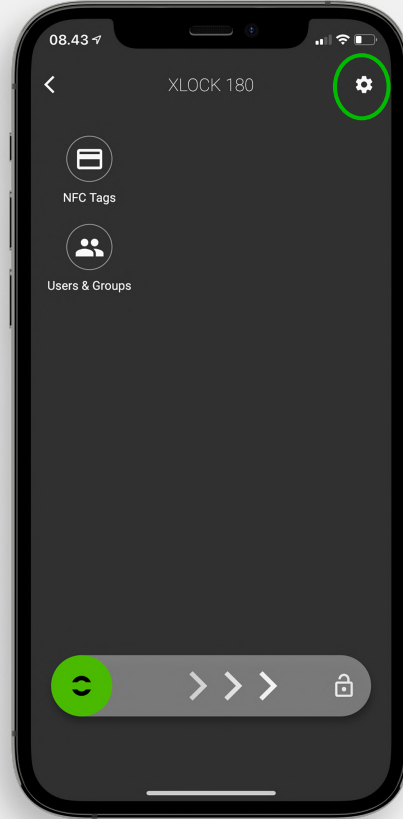
- **Change name:** Change the name of the XLOCK
- **Allow remote unlock:** For this feature a gateway is needed. With a gateway you can unlock and control your XLOCK remotely.
- **Toggle Mode:**
  - ON: The XLOCK has to be unlocked AND locked manually.
  - OFF: The XLOCK has to be unlocked manually and locks automatically after XX (05-900) seconds.
- **Autolock time:** How fast the lock locks automatically when Toggle mode is turned off. The time can be programmed from 05-900 seconds.
- **Manage accessory:** One Bluetooth Remote Keypad/Key can be programmed per lock.
- **Invert direction:** Should the locking/unlocking function of the lock be reversed, it can be changed.
- **Check & adapt time:** Set the right date and time (adapts to the date and time of your phone) as this is important for generating time-based PIN Codes.
- **Check & adapt soundmode:**
  - ON: The lock communicates the unlocking and locking of the XLOCK. It gives a signal when the XLOCK (un)locks.
  - OFF: The lock does not communicate the unlocking and locking of the XLOCK. No sound.
- **Transfer to different account:** Each XLOCK can be individually transferred to a different XLOCK account when the super-administrator of the XLOCK should change.



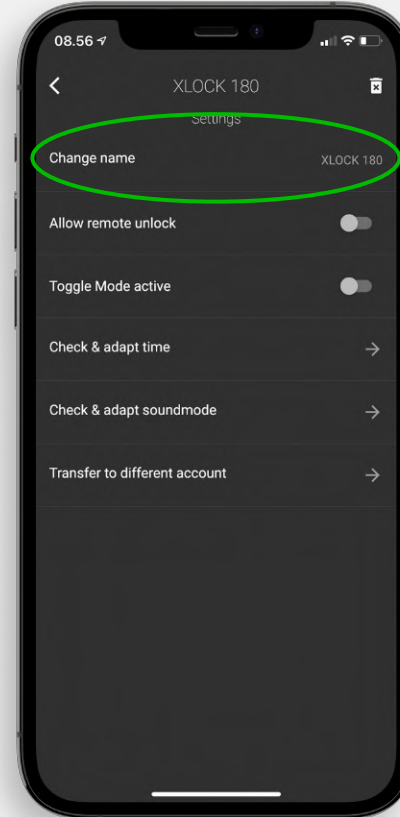
# Settings – Change name



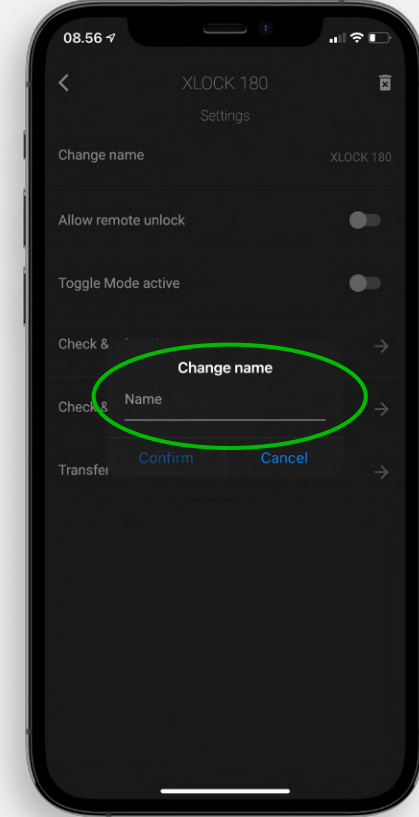
1. Press the XLOCK you wish to change the name of.



2. Press the **SETTINGS** icon in the upper right corner as shown above.



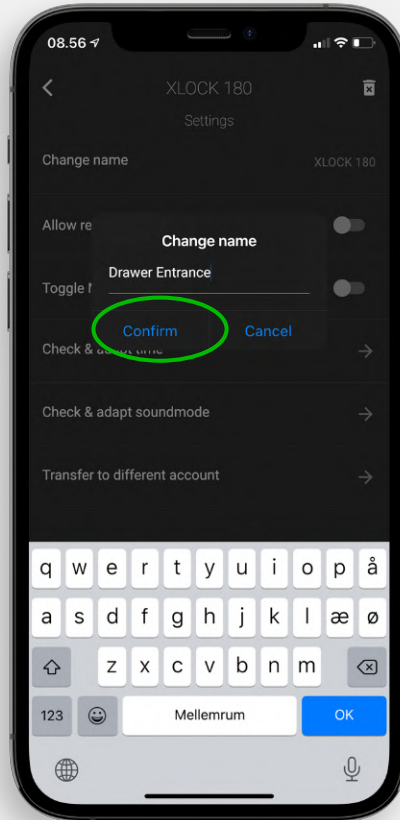
3. Press the current name for your XLOCK as shown above.



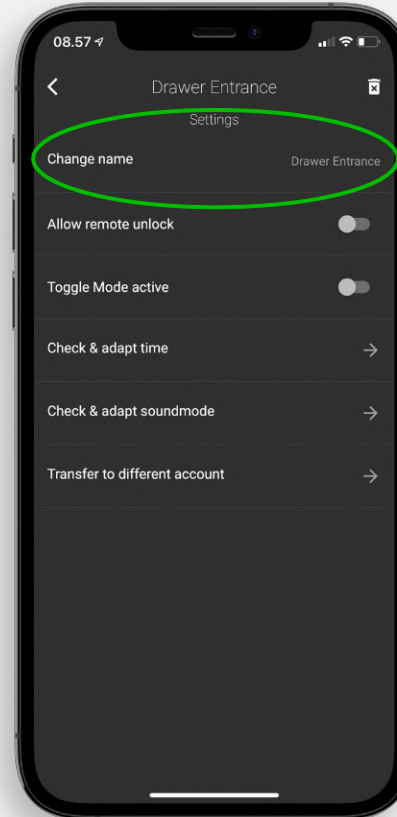
4. Enter a new name for your XLOCK in the field shown above.



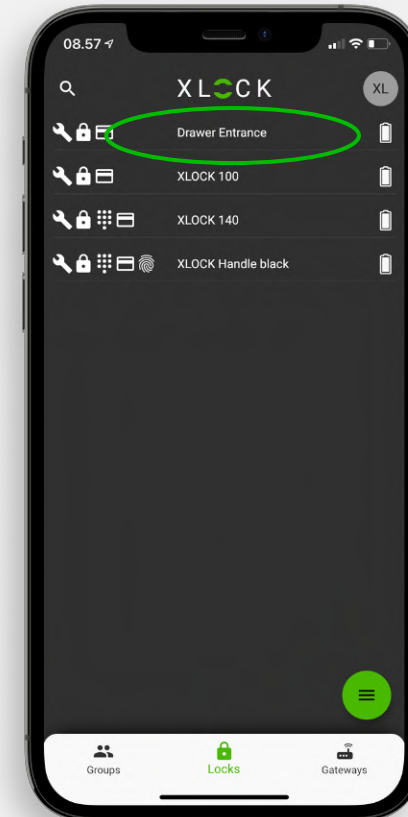
# Settings – Change name



5. Press CONFIRM.



6. The name has now been changed successfully (see above).



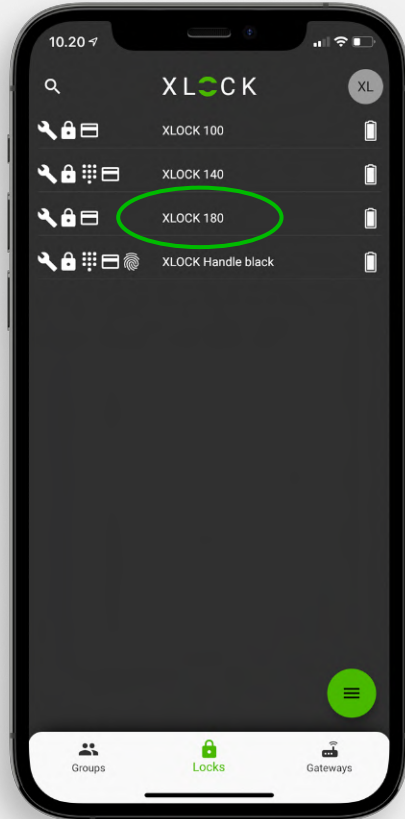
7. The new name is also shown on your home screen.



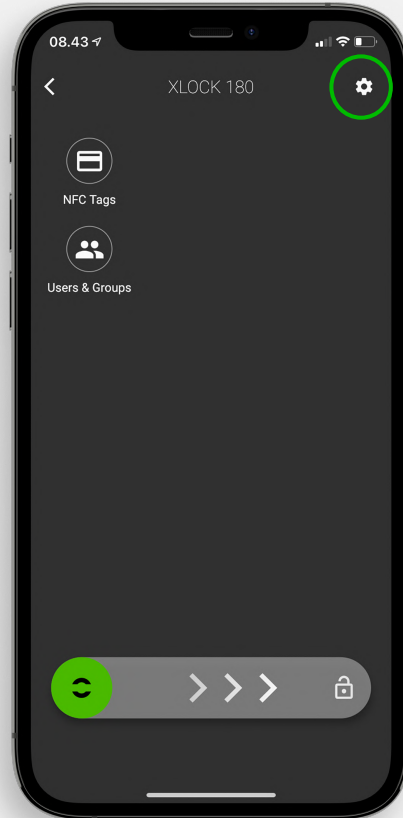
# Settings – Turn Toggle Mode ON



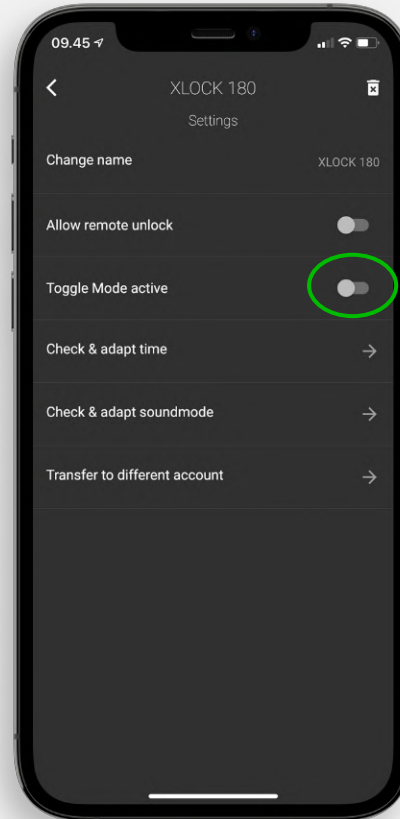
# XLOCK



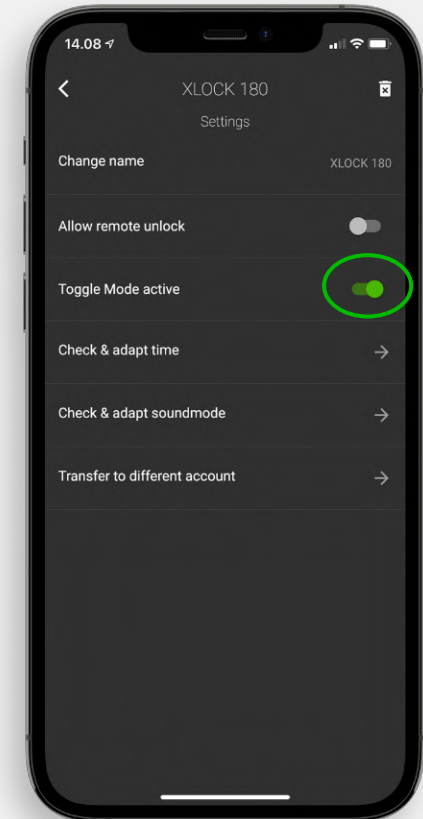
1. Press the XLOCK you wish to activate the Toggle Mode of.



2. Press the **SETTINGS** icon in the upper right corner as shown above.



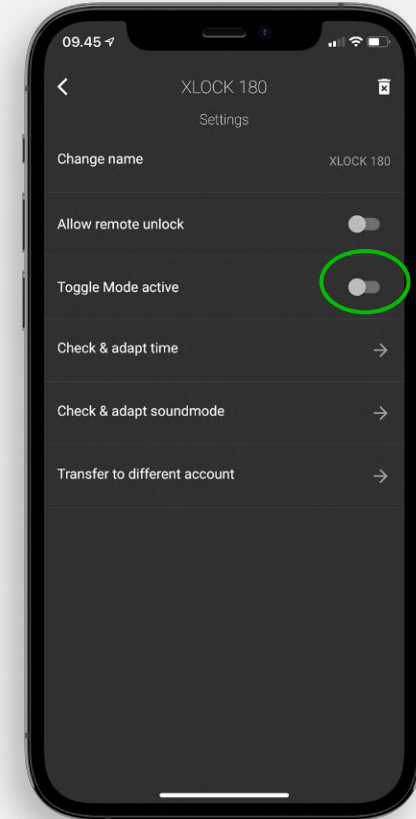
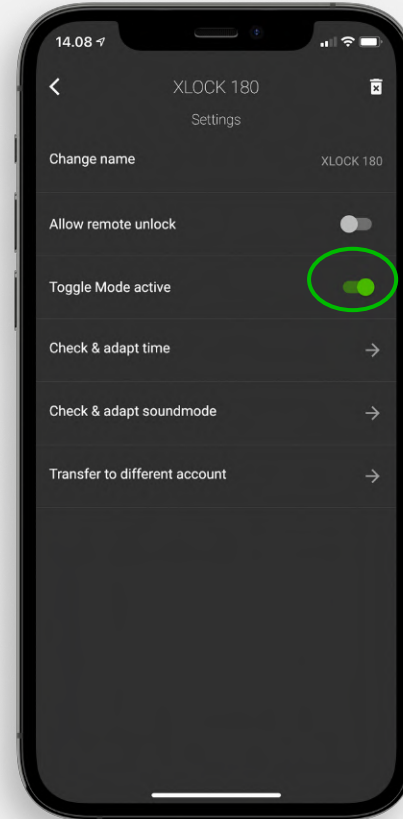
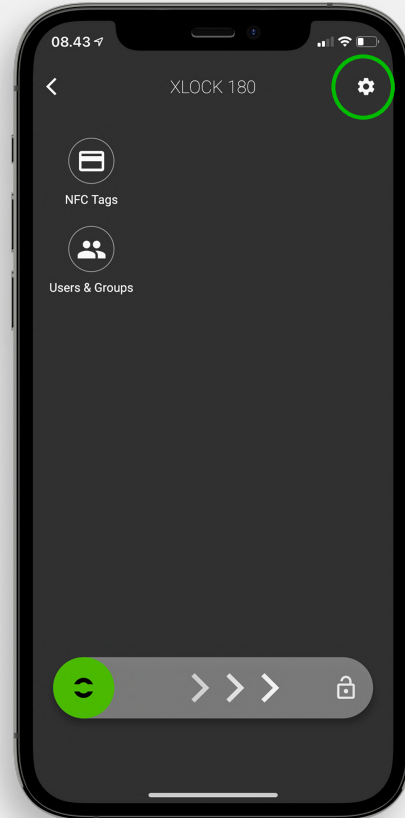
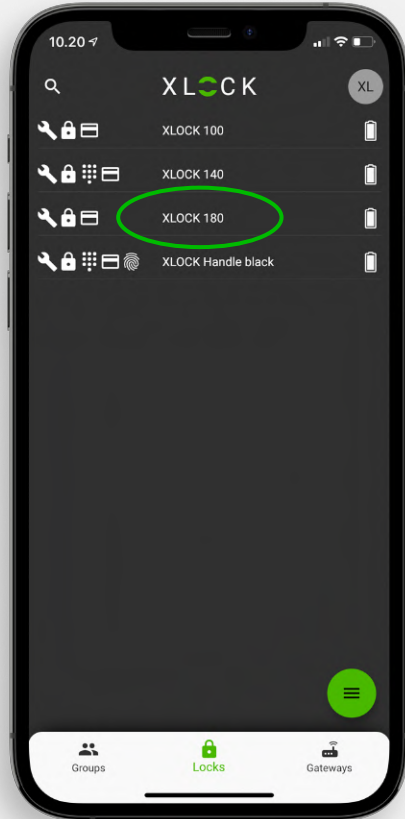
3. Turn **ON** Toggle Mode by pressing the icon shown above.



4. Toggle Mode has now been activated.



# Settings – Turn Toggle Mode OFF



1. Press the XLOCK you wish to deactivate the Toggle Mode of.

2. Press the **SETTINGS** icon in the upper right corner as shown above.

3. Turn **OFF** Toggle Mode by pressing the icon shown above.

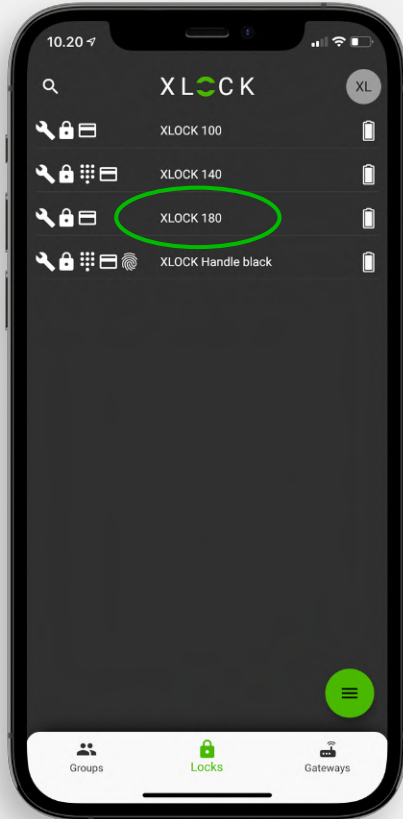
4. Toggle Mode has now been deactivated.



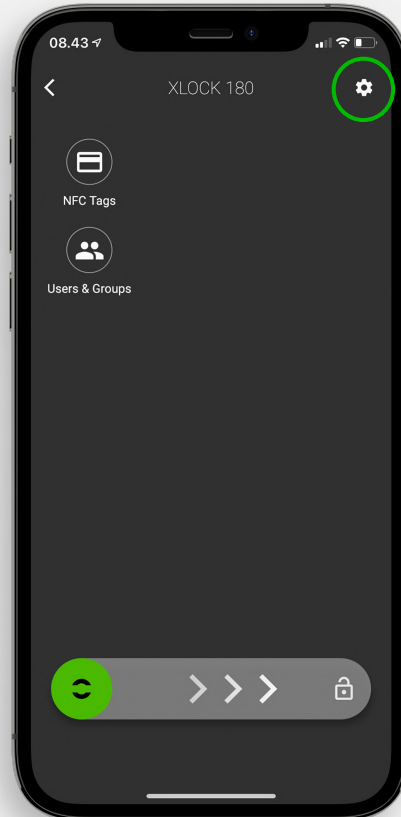
# Settings – Autolock time



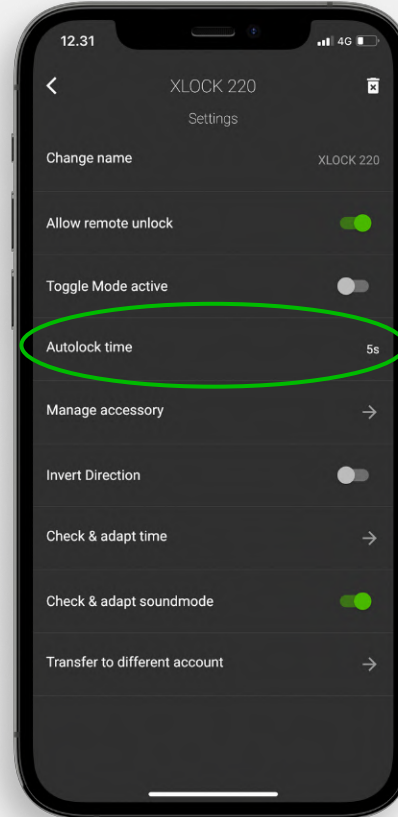
# XLOCK



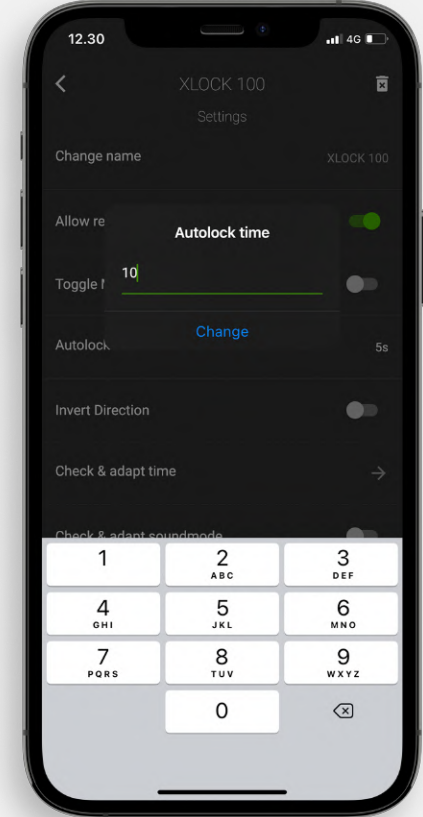
1. Press the XLOCK you wish to change the autolock time of.



2. Press the **SETTINGS** icon in the upper right corner as shown above.



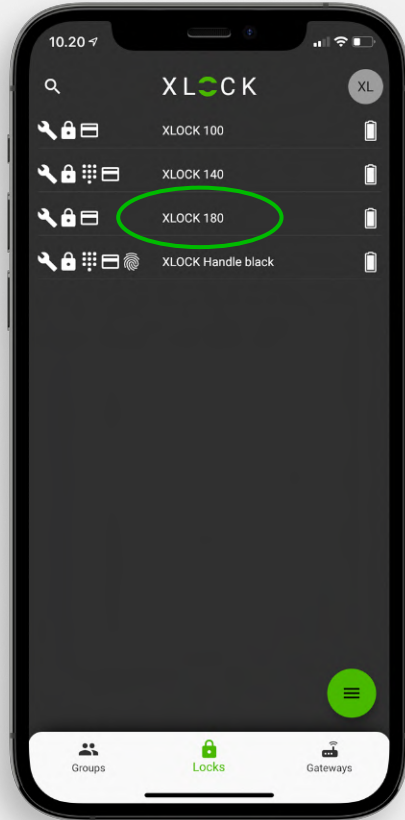
3. Press **AUTOLOCK TIME**.



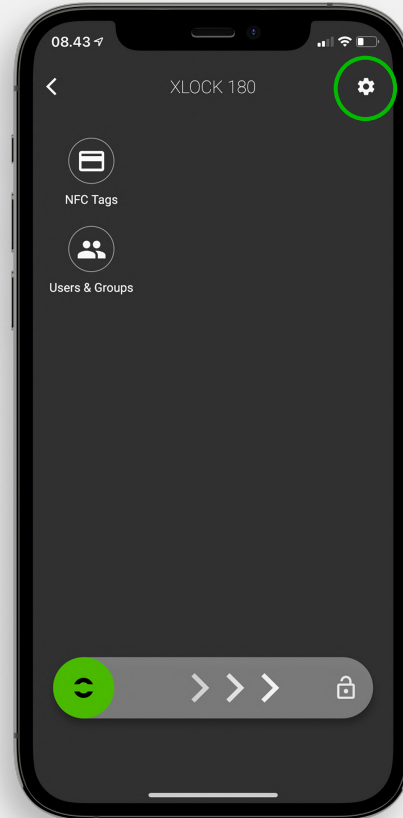
4. Insert the desired time frame (in seconds) and press **CHANGE**.



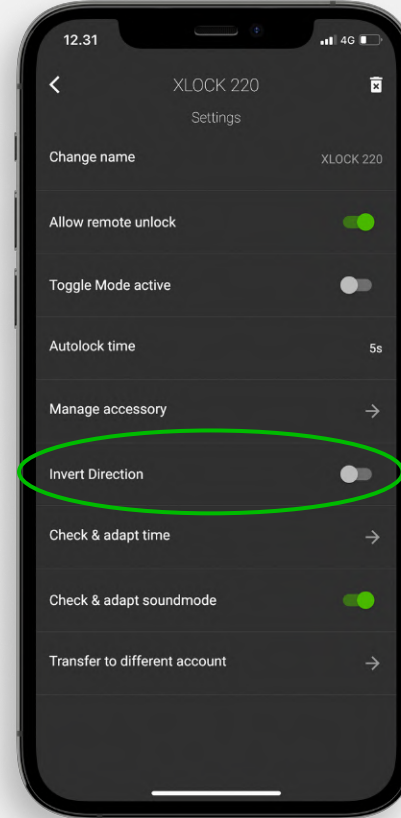
# Settings – Invert directions



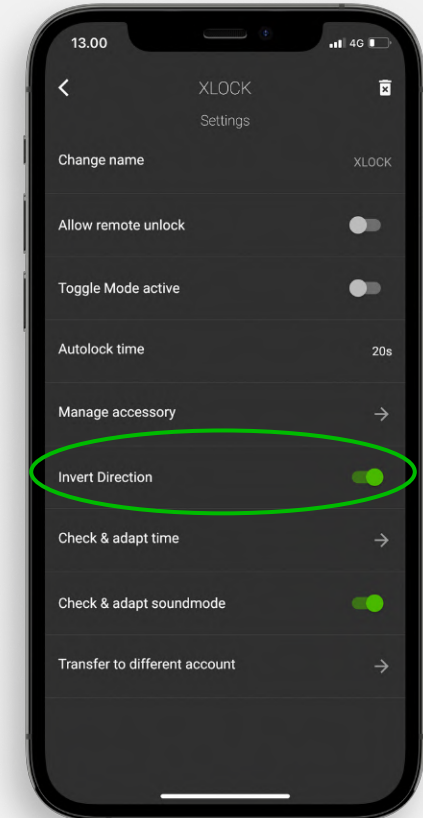
1. Press the XLOCK you wish to invert the directions of.



2. Press the **SETTINGS** icon in the upper right corner as shown above.



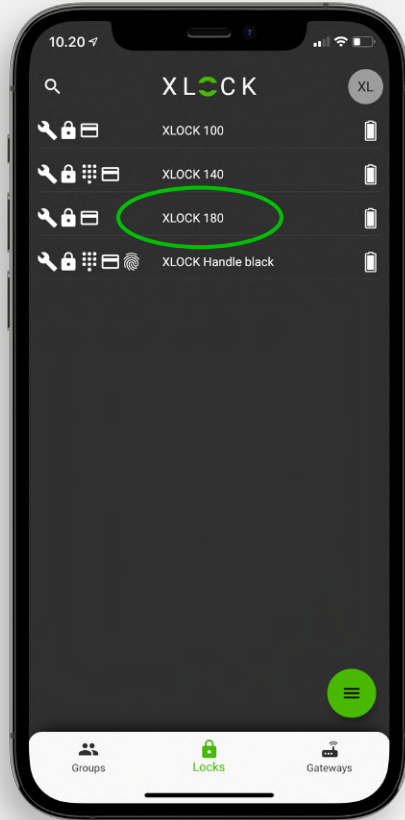
3. Press **INVERT DIRECTIONS**.



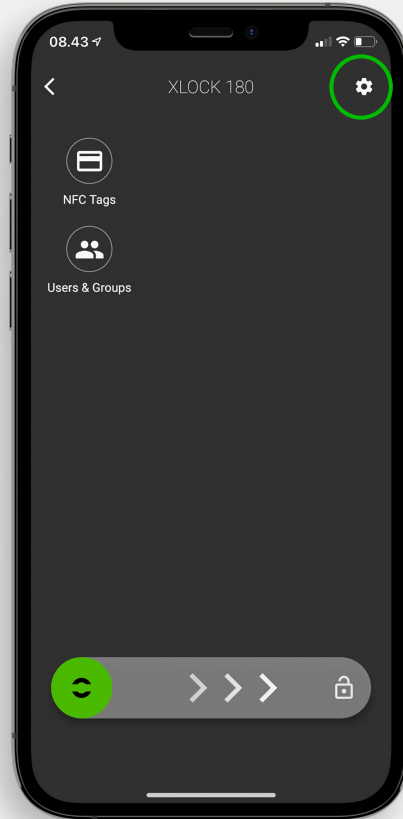
4. The invert direction is now turned on.



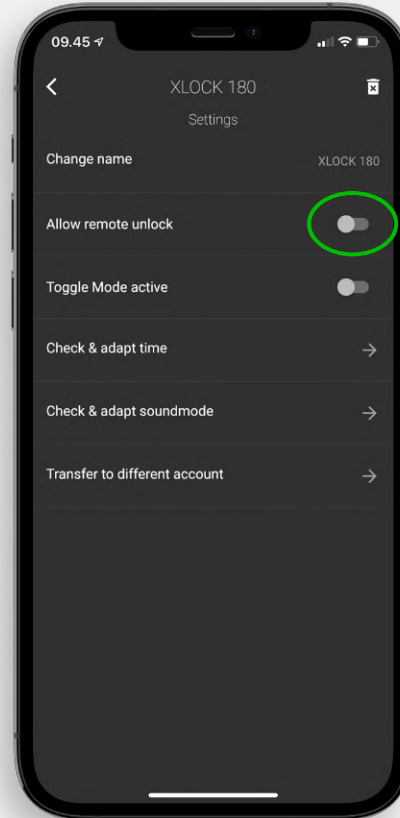
# Settings – Remote Unlock ON



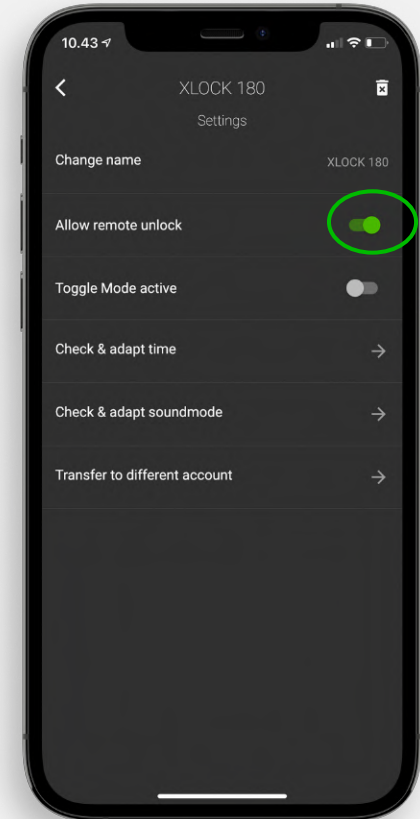
1. Press the XLOCK you wish to activate Remote Unlock of.



2. Press the **SETTINGS** icon in the upper right corner as shown above.



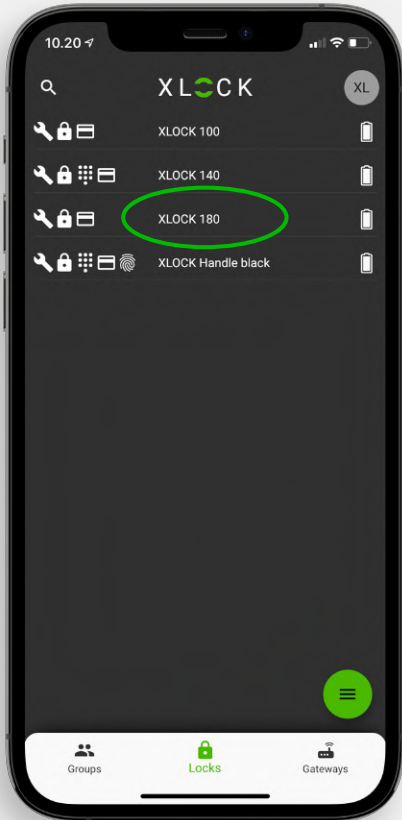
3. Turn **ON** Remote Unlock by pressing the icon shown above.



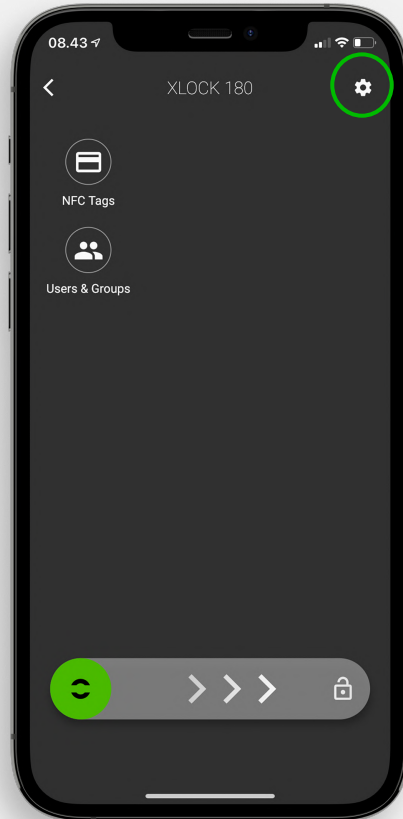
4. Remote Unlock has now been activated.



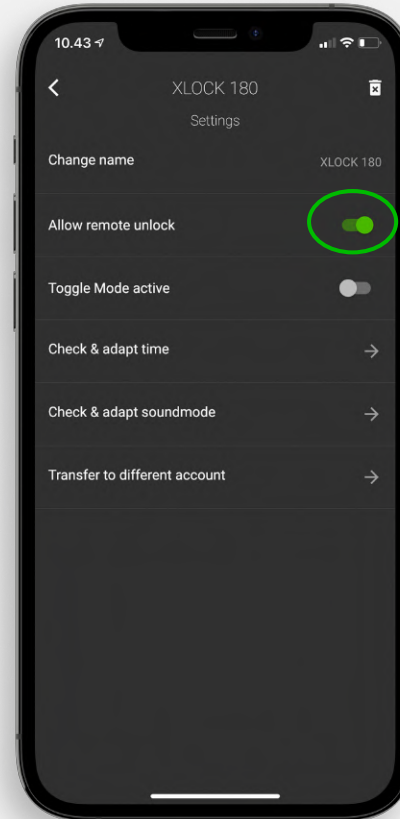
# Settings – Remote Unlock OFF



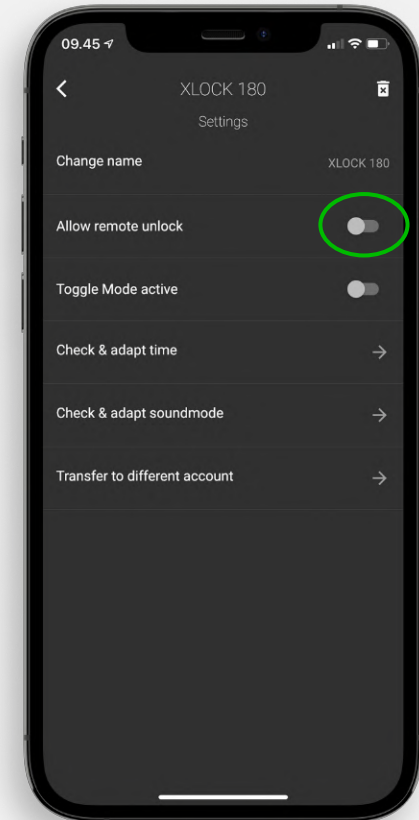
1. Press the XLOCK you wish to deactivate Remote Unlock of.



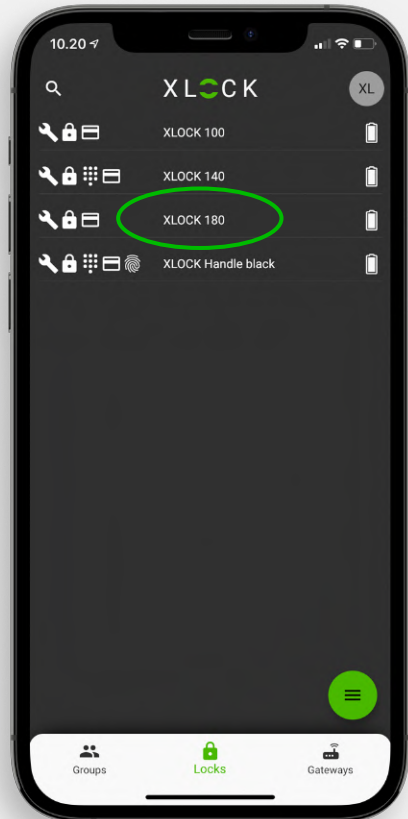
2. Press the **SETTINGS** icon in the upper right corner as shown above.



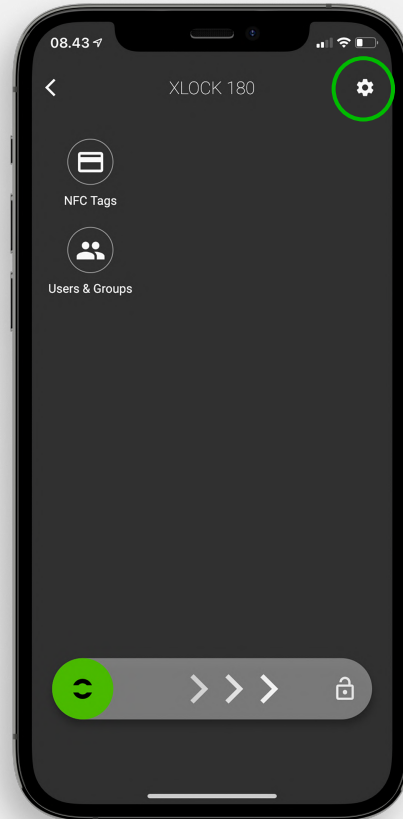
3. Turn Remote Unlock **OFF** by pressing the icon shown above.



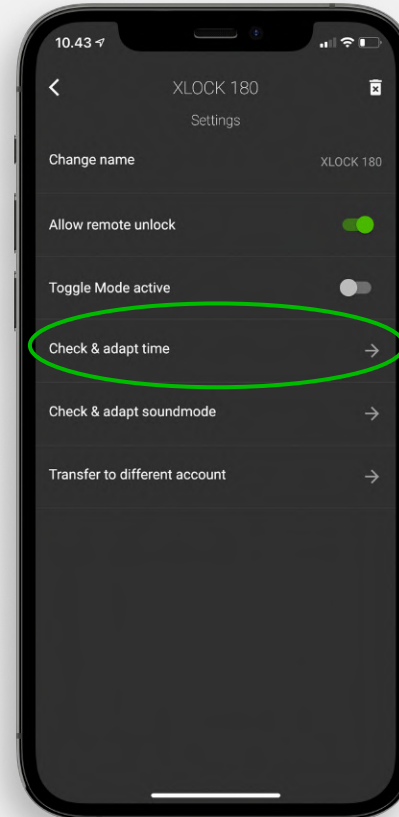
4. Remote Unlock has now been deactivated.



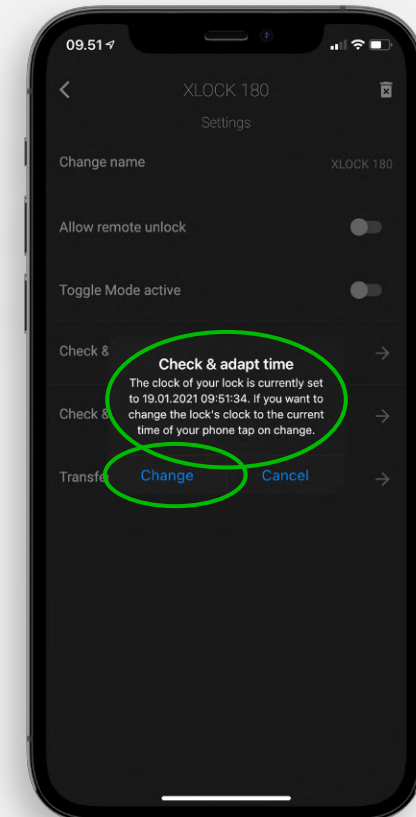
1. Press the XLOCK you wish to adapt the time of.



2. Press the **SETTINGS** icon in the upper right corner as shown above.



3. Press **CHECK & ADAPT TIME**.



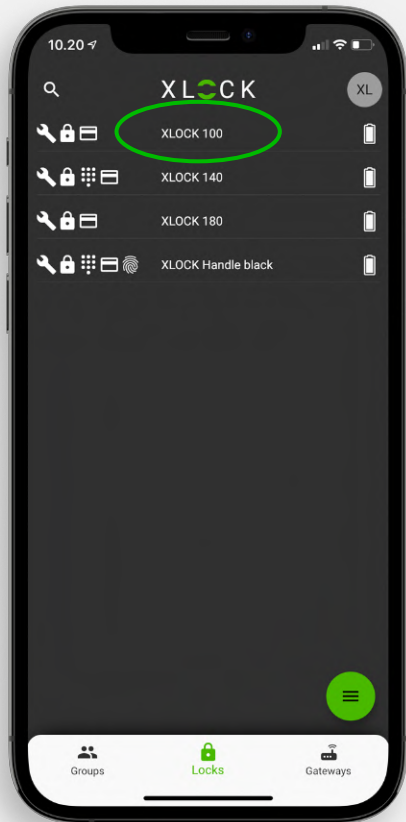
4. Now you see the current time set. Press **CHANGE** to change the time of the lock to the current date/time of your phone.



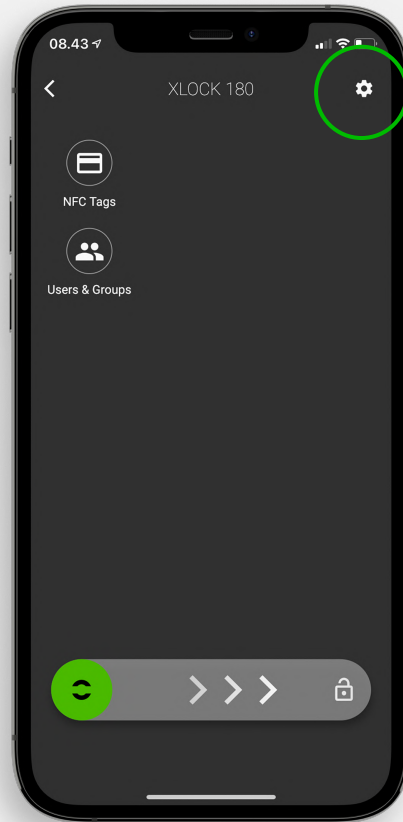
# Settings – Manage accessories\*



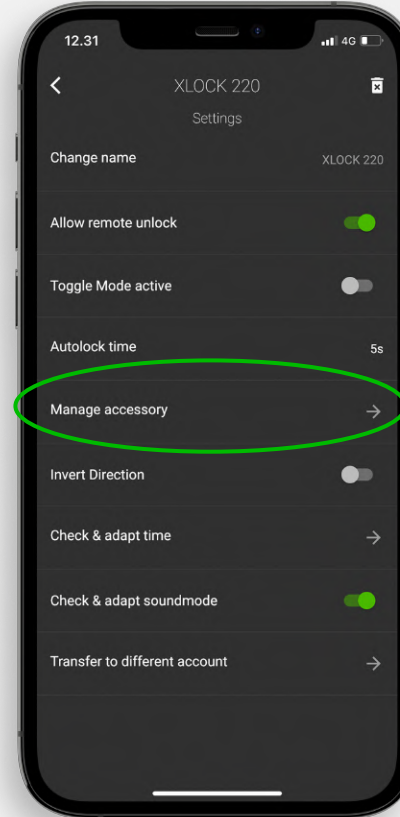
# XLOCK



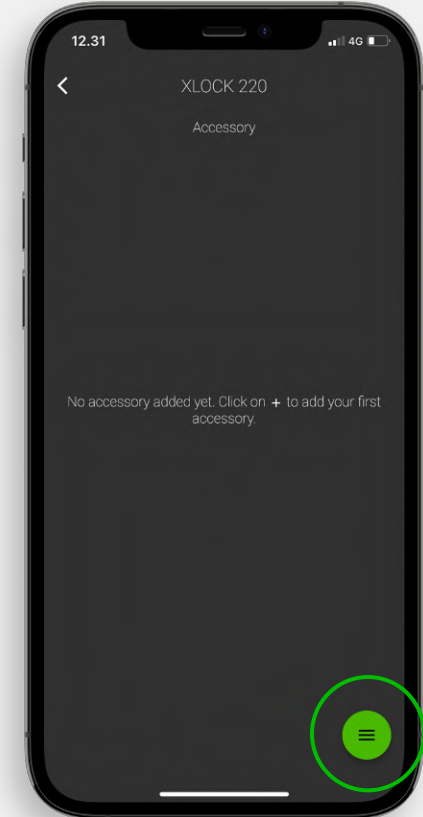
1. Press the XLOCK you wish to add a accessory to.



2. Press the **SETTINGS** icon in the right upper corner.

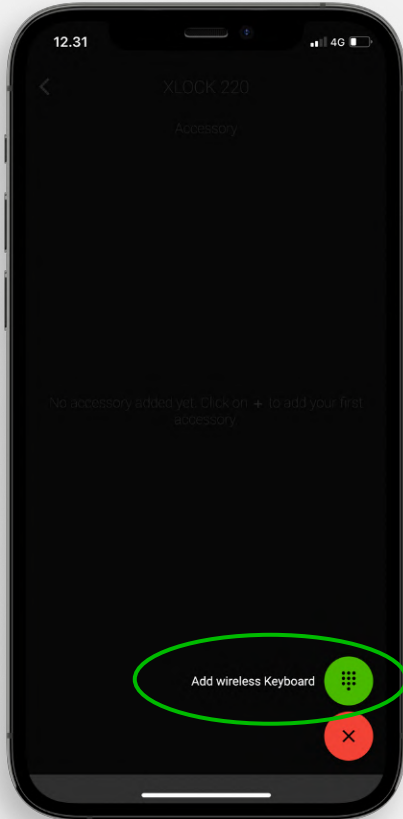


3. Press **MANAGE ACCESSORY**.

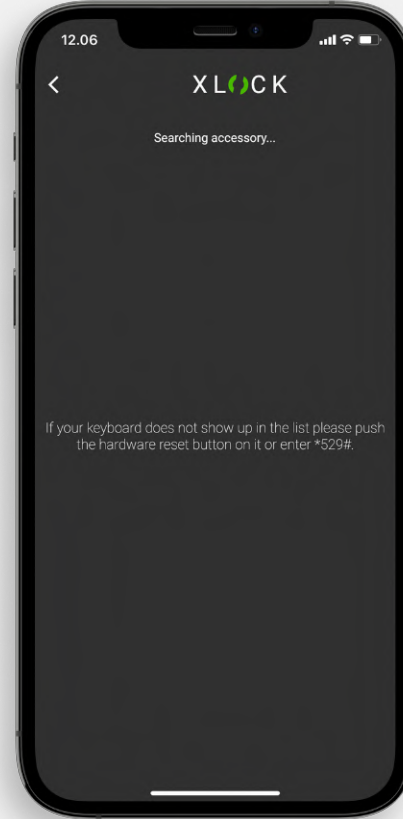


4. Press the symbol in the right lower corner as shown above.

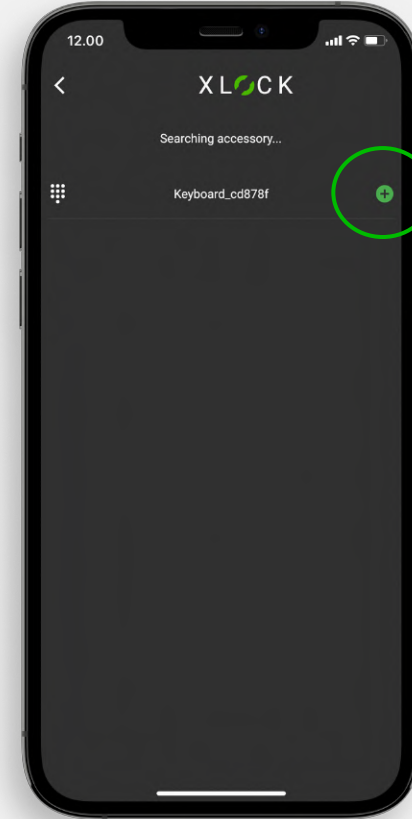
\*Accessories: Bluetooth Remote Key and Remote Keypad – see page 65.



5. Press **ADD WIRELESS KEYPAD**.

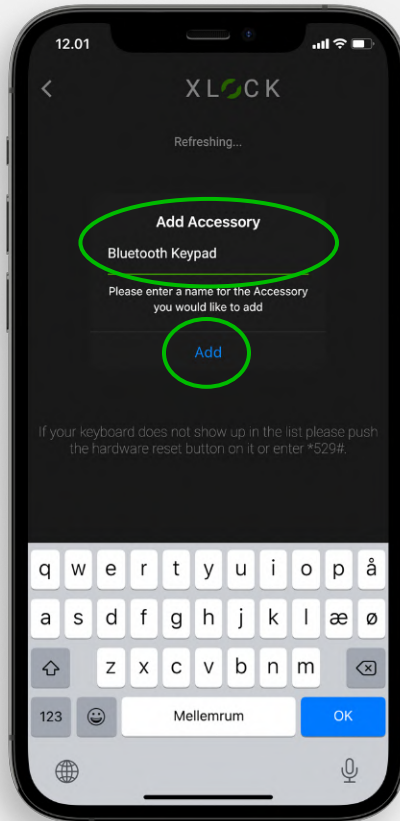


6. Press a number on the keypad to activate it.  
*If it does not show up, please press the reset button or enter \*529#.*

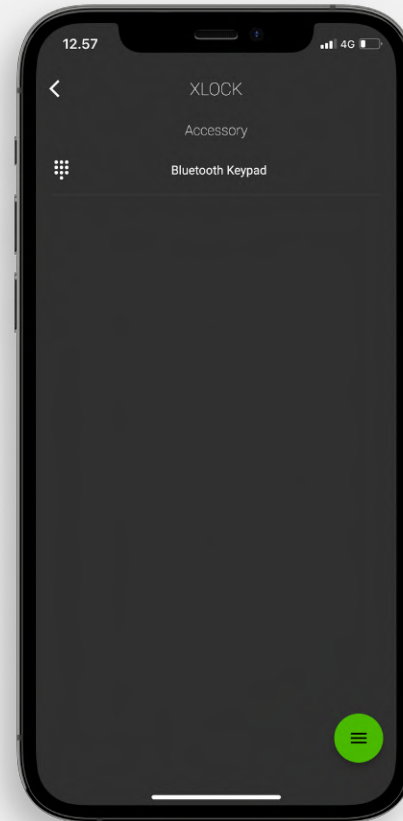


7. Press the symbol as shown above.

\*Accessories: Bluetooth Remote Key and Remote Keypad – see page 65.



8. Enter a name for the Bluetooth Keypad and press **ADD**.



7. The wireless keypad has been successfully added to the lock.

The PIN Code feature will now be shown in the given lock. You can now generate permanent, one-time and time-based PIN Code for the Bluetooth Remote Keypad. See how on page 23-30.



**Bluetooth Remote Key**

= for Bluetooth (un)locking without a smartphone  
one remote key per lock can be programmed



**Bluetooth Remote Keypad (wireless)**

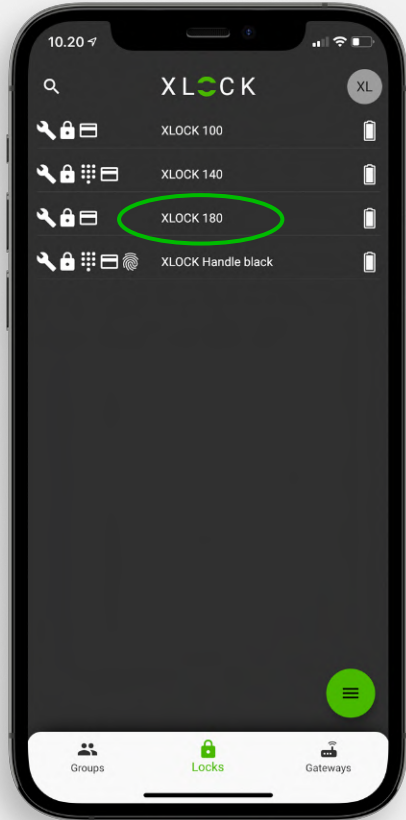
= for PIN Code (un)locking without a keypad on the furniture  
one remote keypad per lock can be programmed



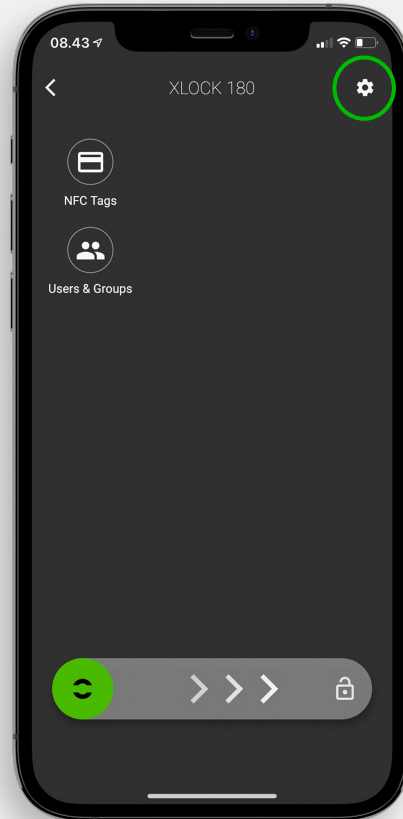
# Settings – Turn Sound OFF



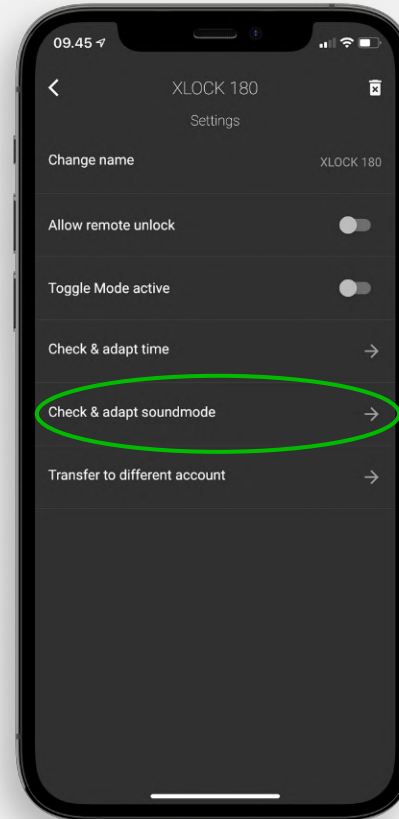
# XLOCK



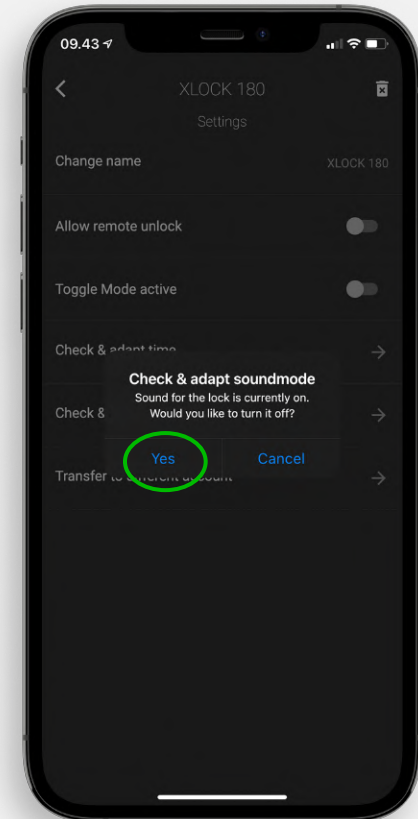
1. Press the XLOCK you wish to deactivate the sound of.



2. Press the **SETTINGS** icon in the upper right corner as shown above.



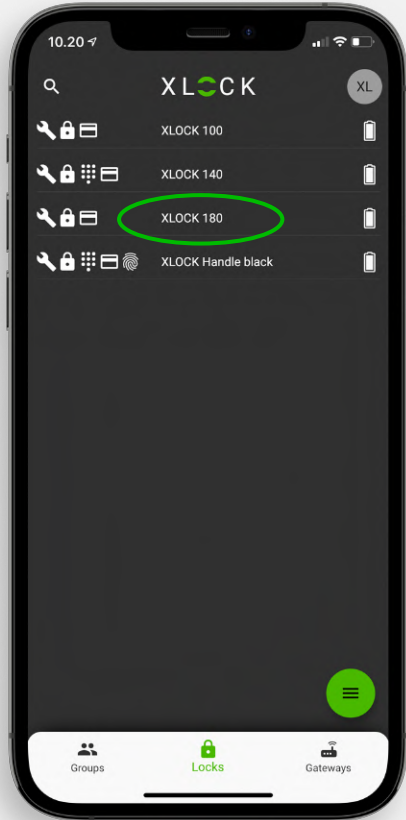
3. Press **CHECK & ADAPT SOUNDMODE**.



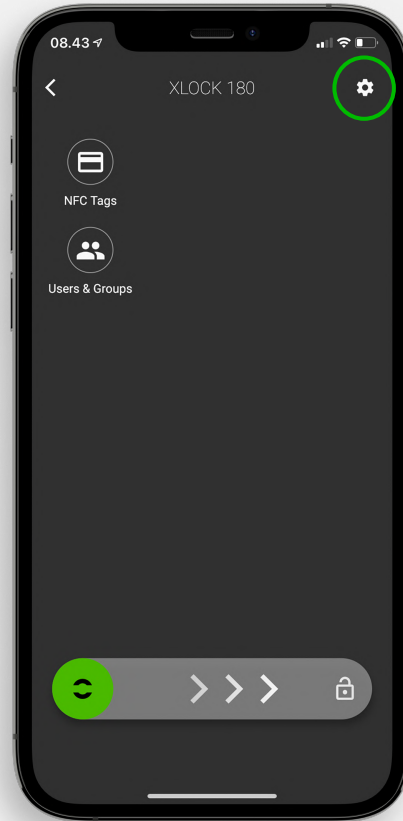
4. Press **YES** to turn off the sound.



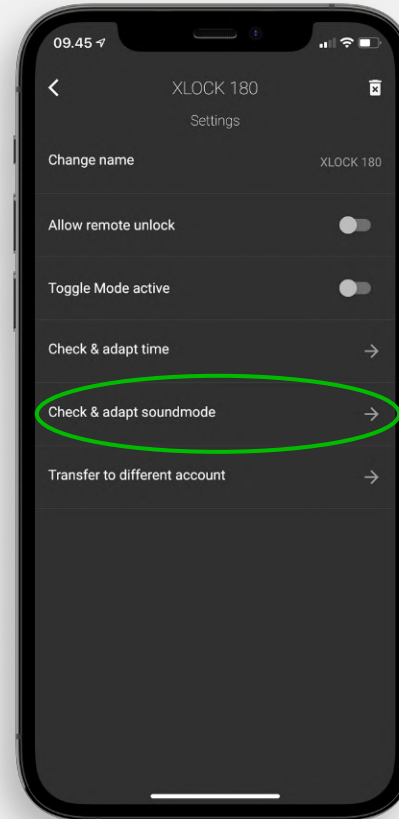
# Settings – Turn Sound ON



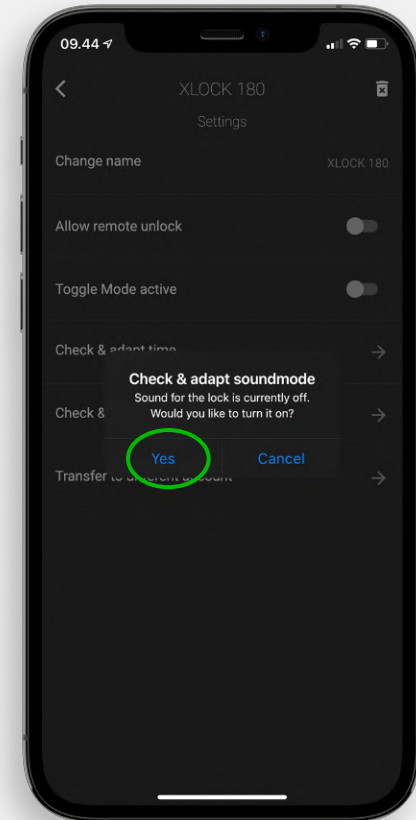
1. Press the XLOCK you wish to activate the sound of.



2. Press the **SETTINGS** icon in the upper right corner as shown above.



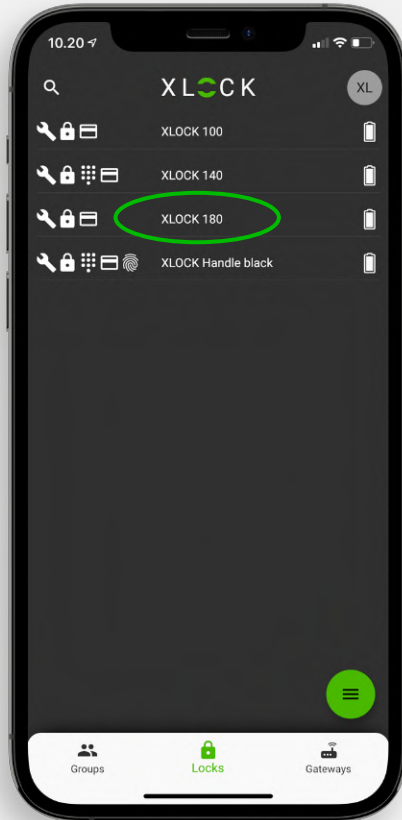
3. Press **CHECK & ADAPT SOUNDMODE**.



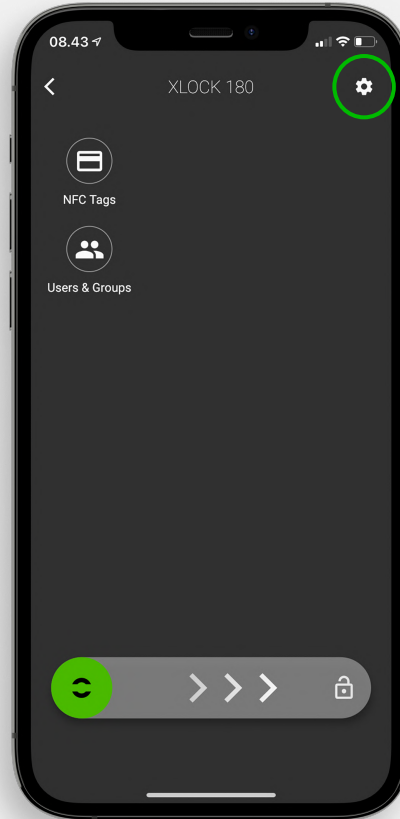
4. Click **YES** to turn on the sound.



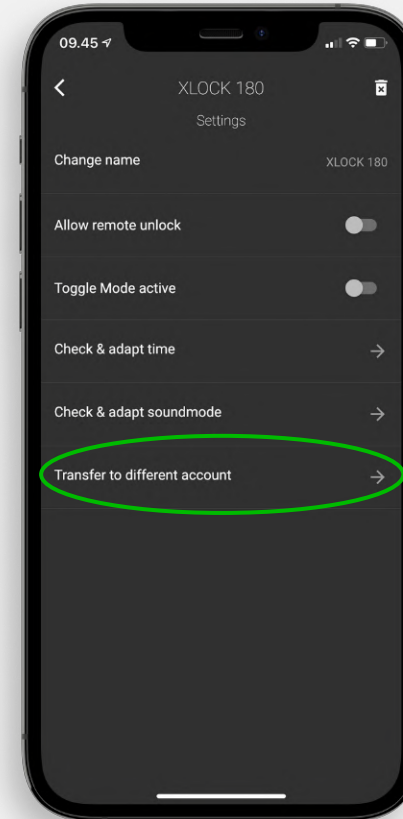
# Settings – Transfer to different account



1. Press the XLOCK you wish to transfer to a different account.



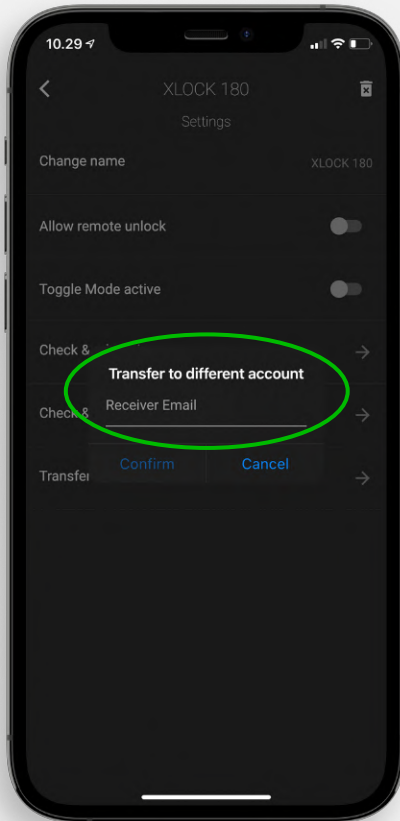
2. Press the **SETTINGS** icon in the upper right corner as shown above.



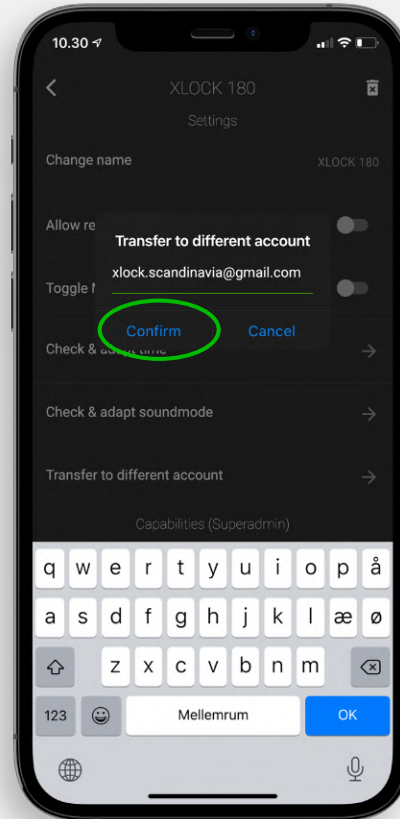
3. Press **TRANSFER TO DIFFERENT ACCOUNT**.



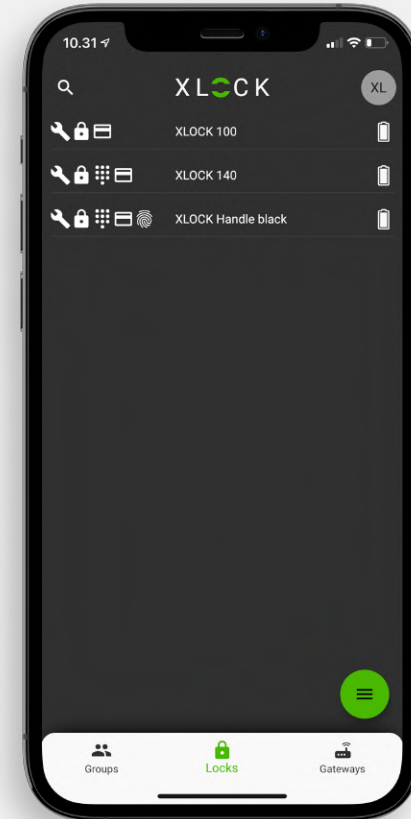
# Settings – Transfer to different account



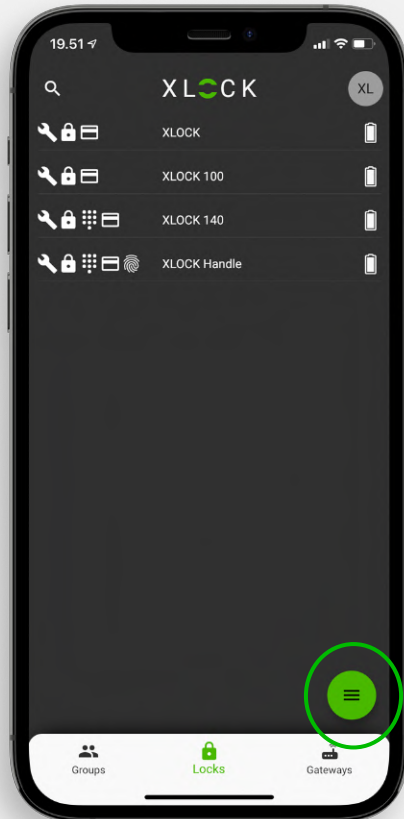
4. Enter the Email from the XLOCK account you want to transfer the XLOCK to.



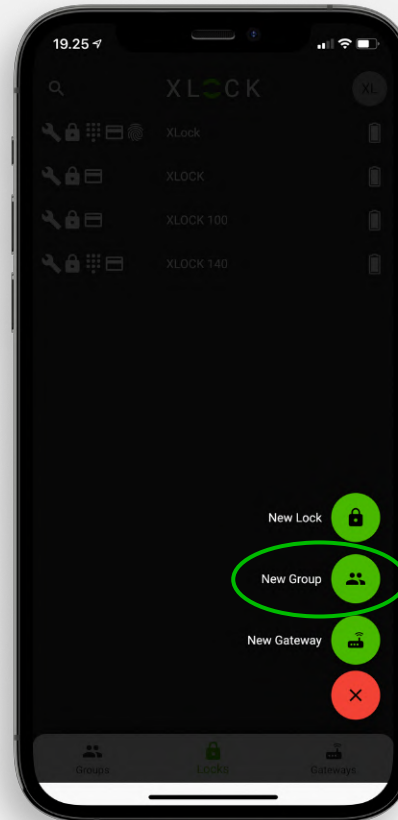
5. Press **CONFIRM**.



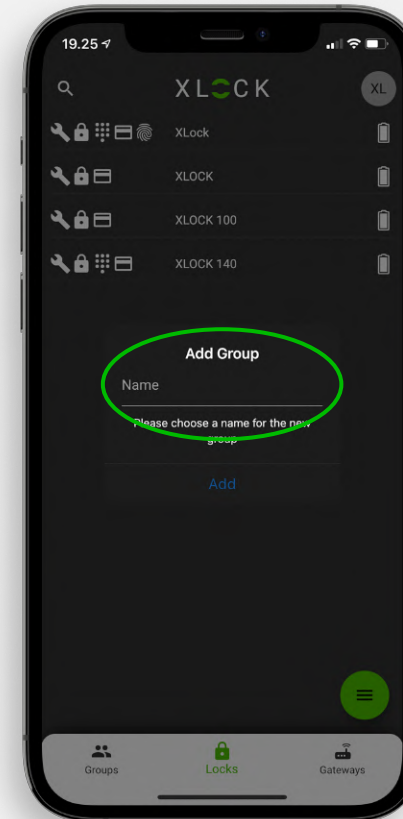
6. The XLOCK has now been transferred to the other XLOCK account and is deleted from your list.



1. Press the icon in the right lower corner as shown above.



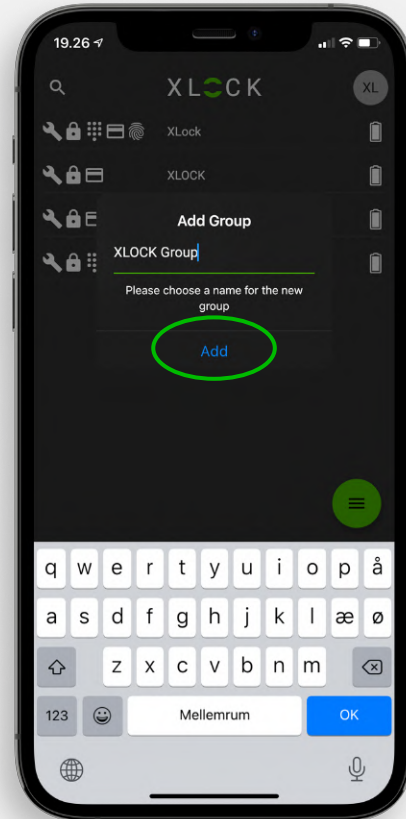
2. Press **NEW GROUP**.



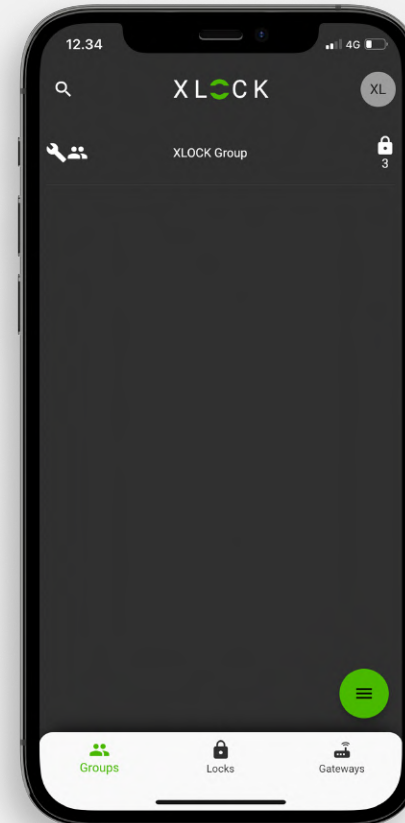
3. Enter a name for the new group.



# Administrate Groups – Create new group



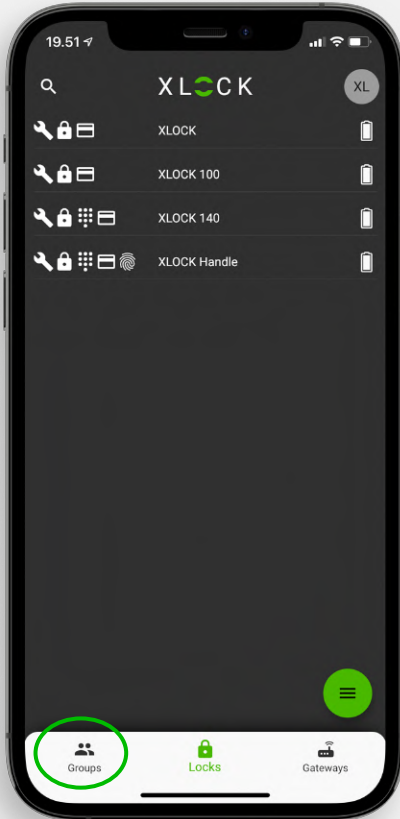
4. Press ADD.



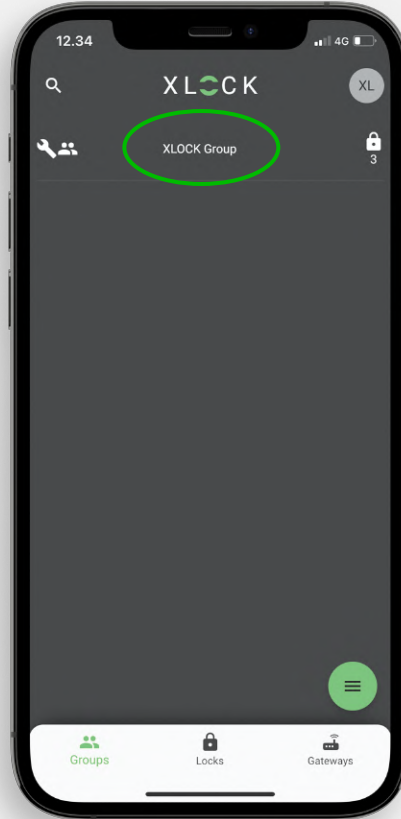
5. Your new group has now been generated (see above).



# Administrate Groups – Add locks to a group



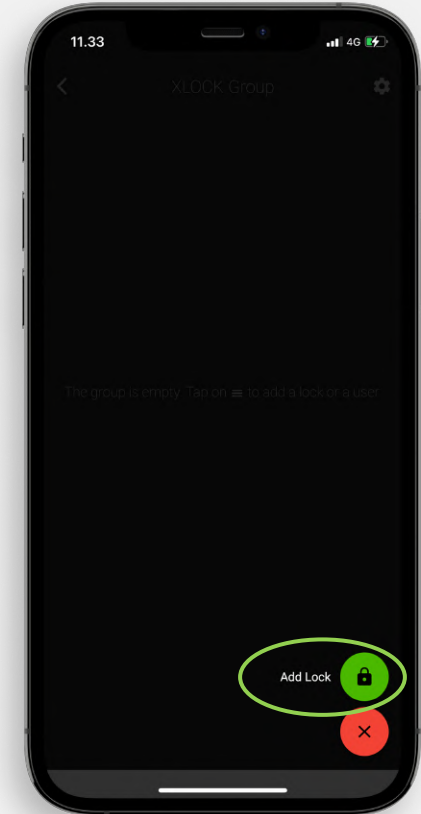
1. Press **GROUPS** in the left lower corner.



2. Press the group you wish to add a XLOCK to.



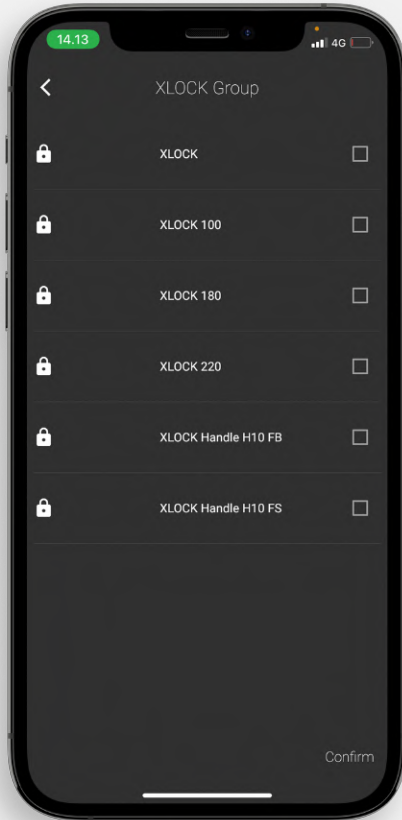
3. Press the feature on the right lower corner as shown above.



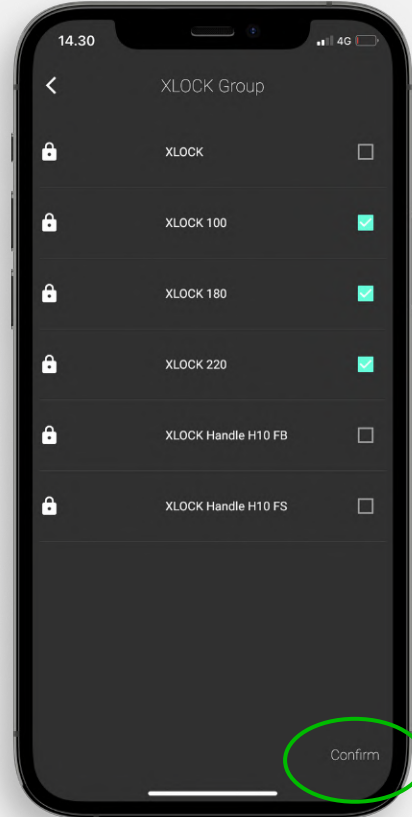
4. Press **ADD LOCK**.



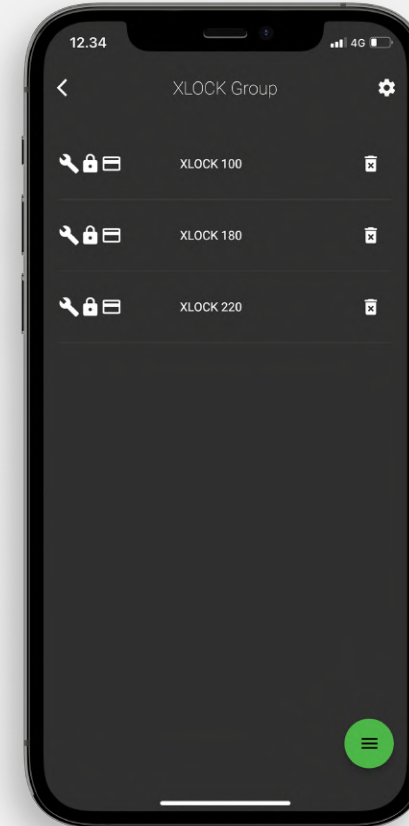
# Administrate Groups – Add locks to a group



5. Choose the XLOCK(s) you wish to add to your group.



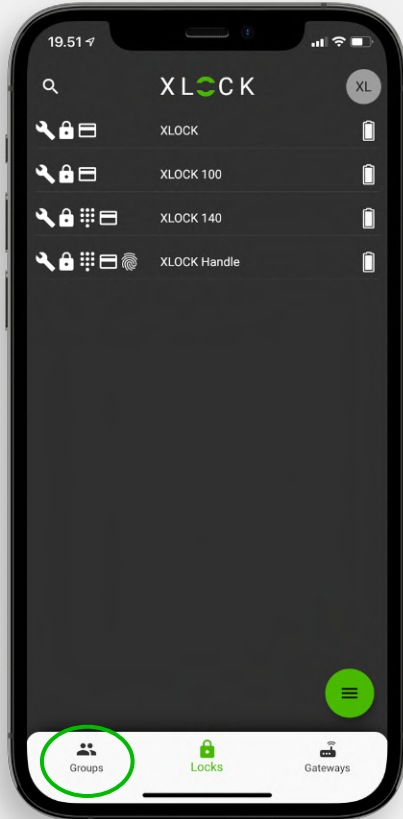
6. Press CONFIRM.



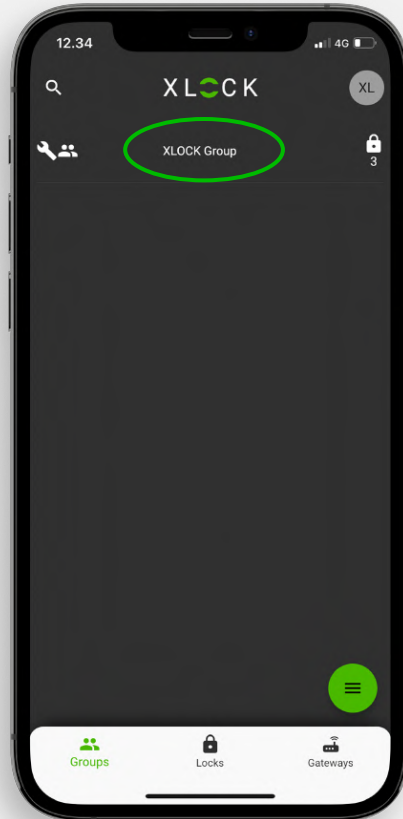
7. The XLOCKS have now been added to your group.



# Administrate Groups – Add user to all locks in a group



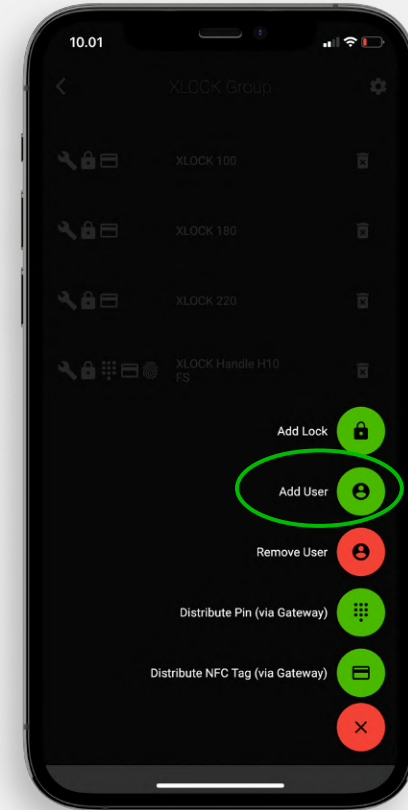
1. Press **GROUPS** in the left lower corner.



2. Press the group you wish to add a user to.



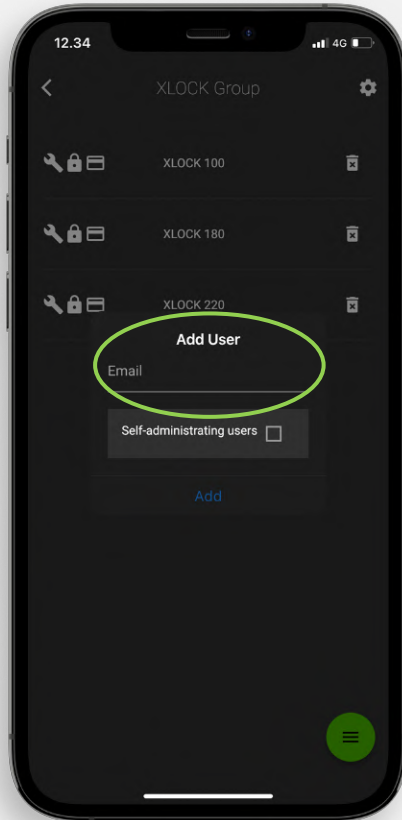
3. Press the feature on the right lower corner as shown above.



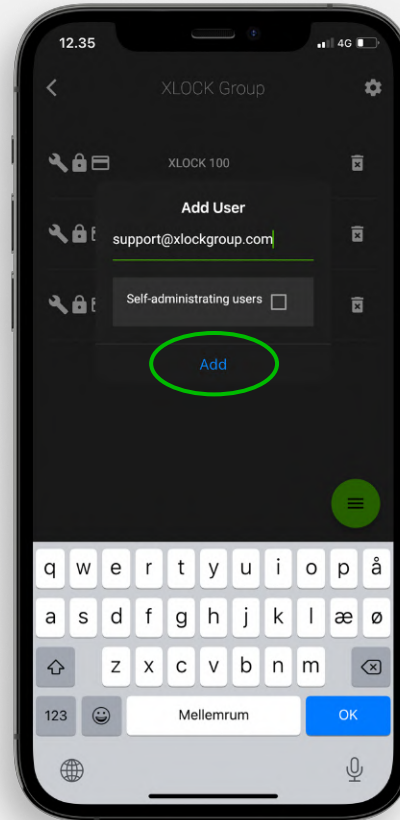
4. Press **ADD USER**.



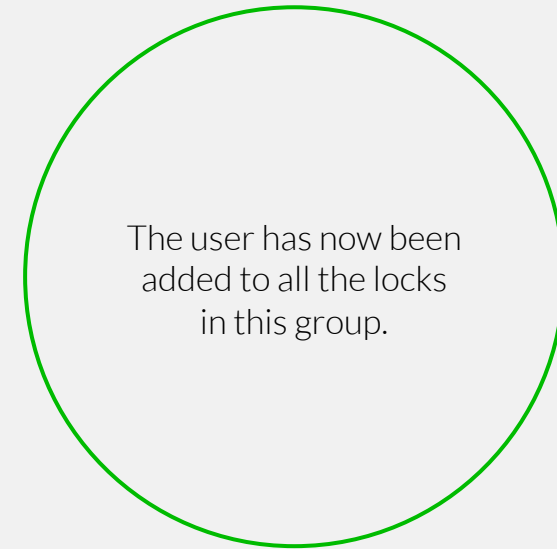
# Administrate Groups – Add user to all locks in a group



5. Enter the Email of the user you wish to add to the group.

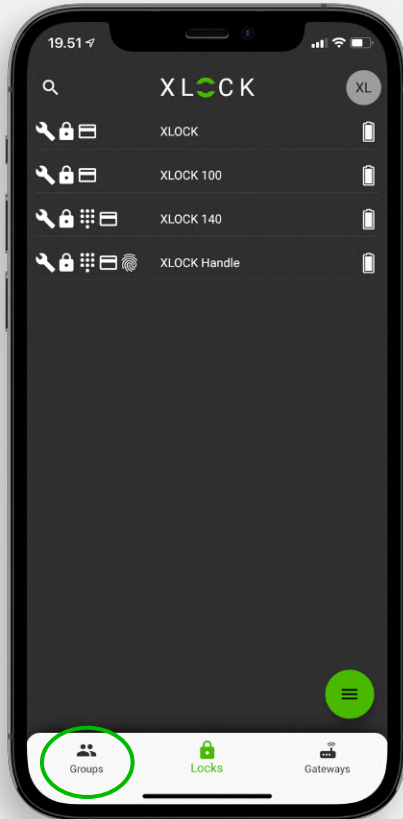


6. Press CONFIRM.

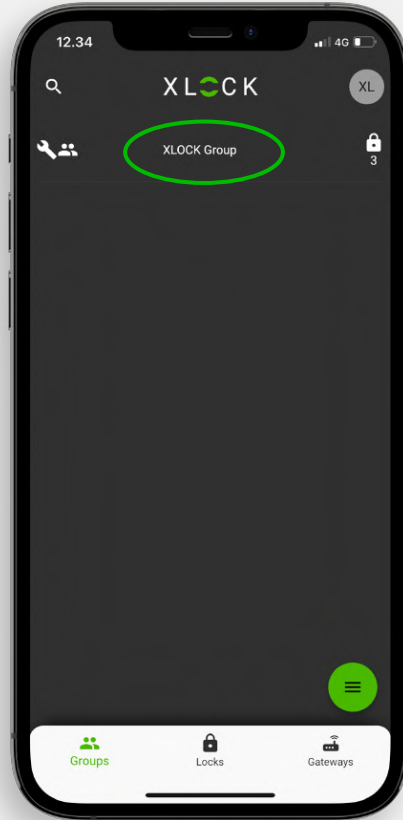




# Administrate Groups – Remove user from all locks in a group



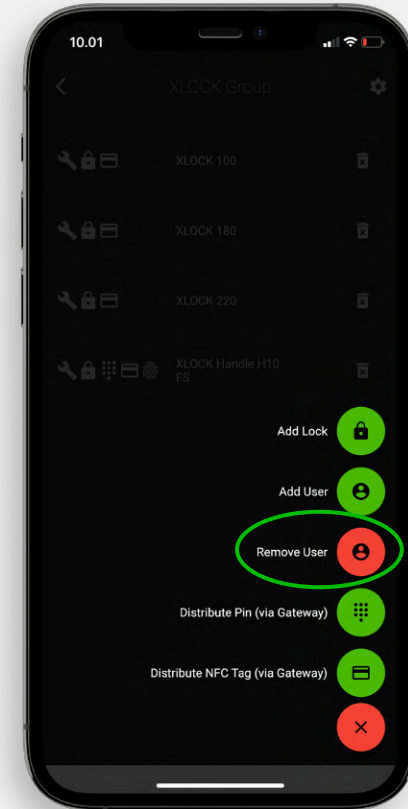
1. Press **GROUPS** in the left lower corner.



2. Press the group you wish to remove a user from.



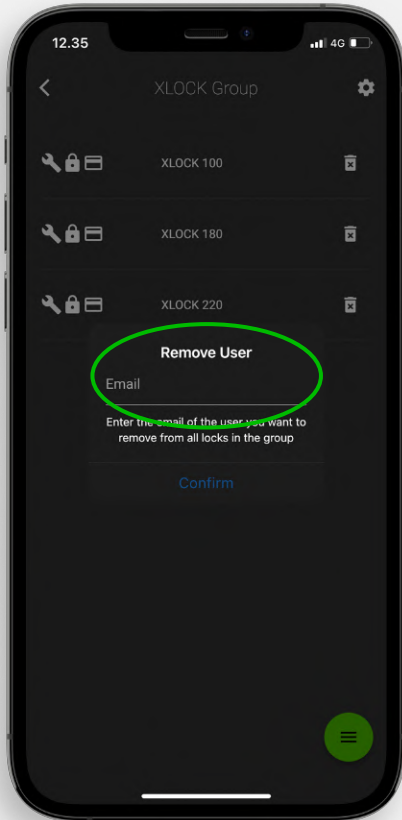
3. Press the feature on the right lower corner as shown above.



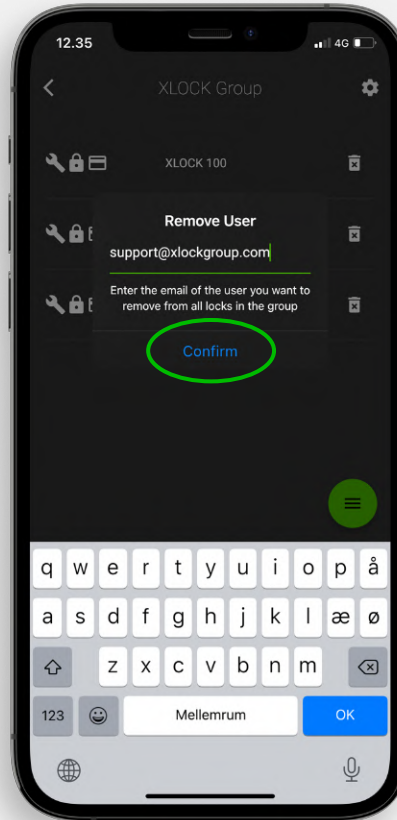
4. Press **REMOVE USER**.



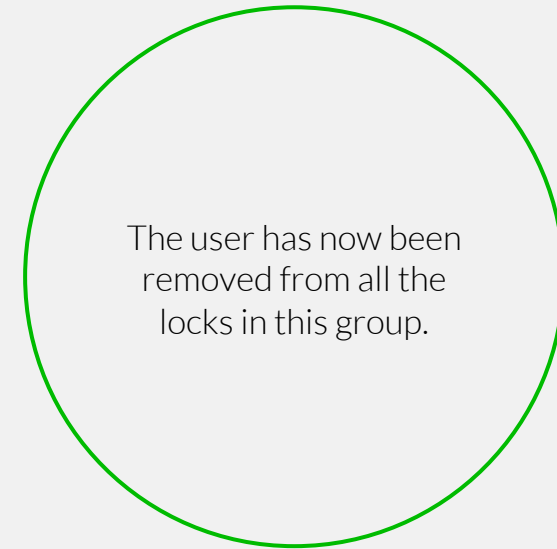
# Administrate Groups – Remove user from all locks in a group



5. Enter the Email of the user you wish to remove from all locks in this group.

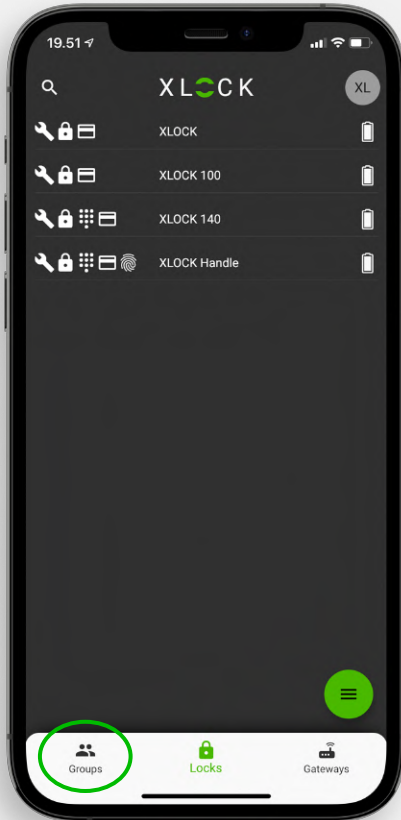


6. Press CONFIRM.

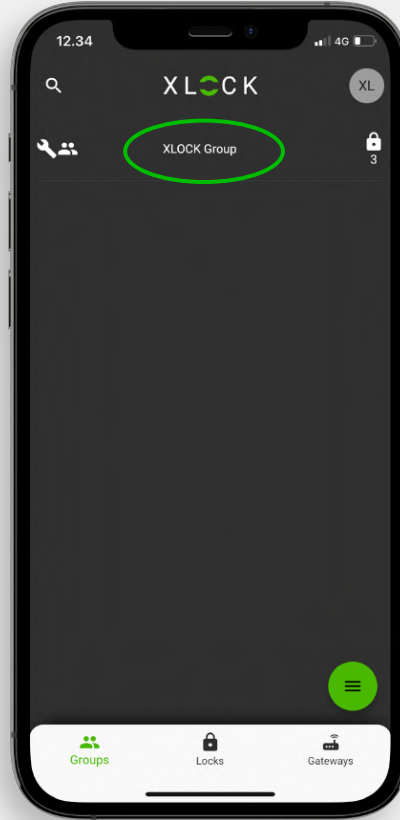




# Administrate Groups – Add admin to all locks in a group



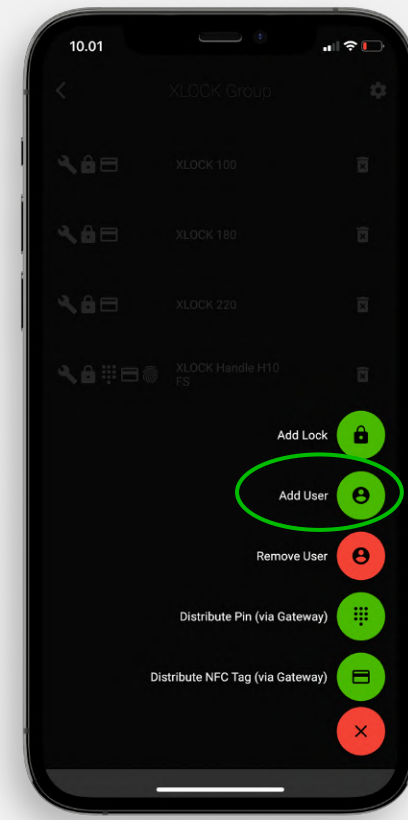
1. Press **GROUPS** in the left lower corner.



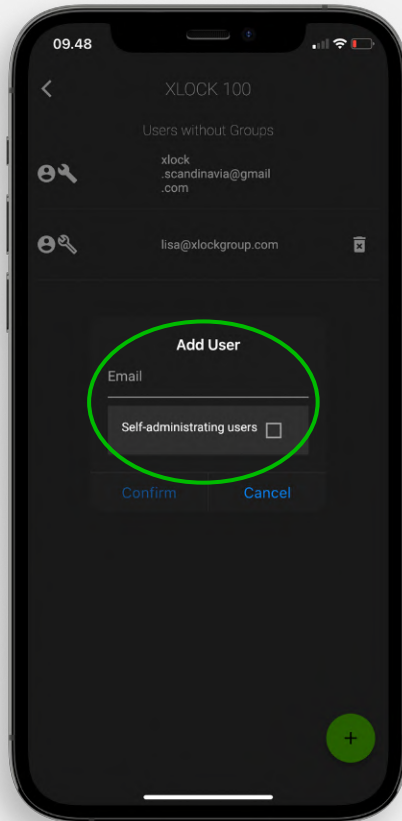
2. Press the group you wish to add an admin to.



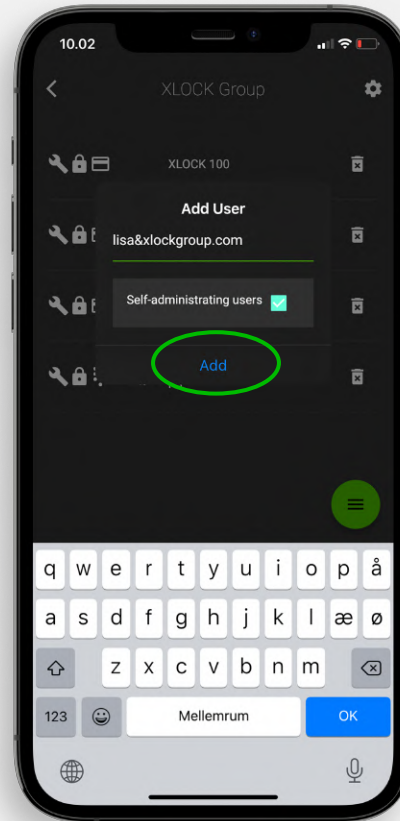
3. Press the feature on the right lower corner as shown above.



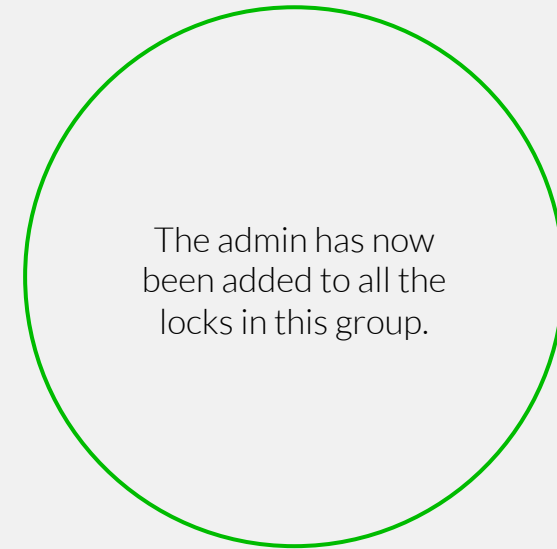
4. Press **ADD USER**.



5. Enter the Email of the admin you wish to add to the group and choose **SELF-ADMINISTRATING USERS**.

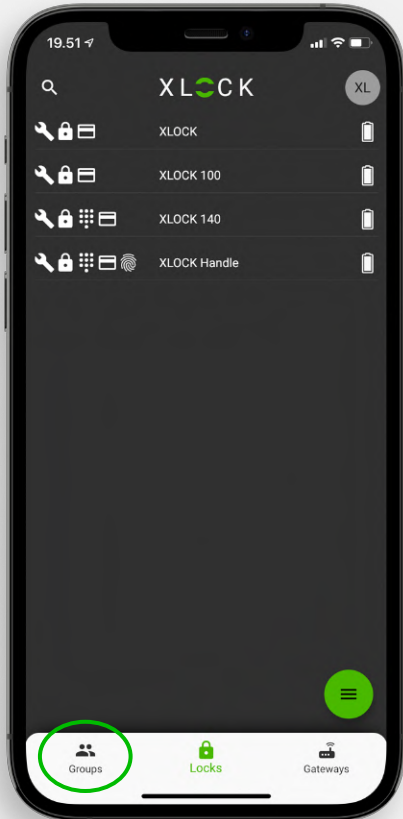


6. Press **ADD**.

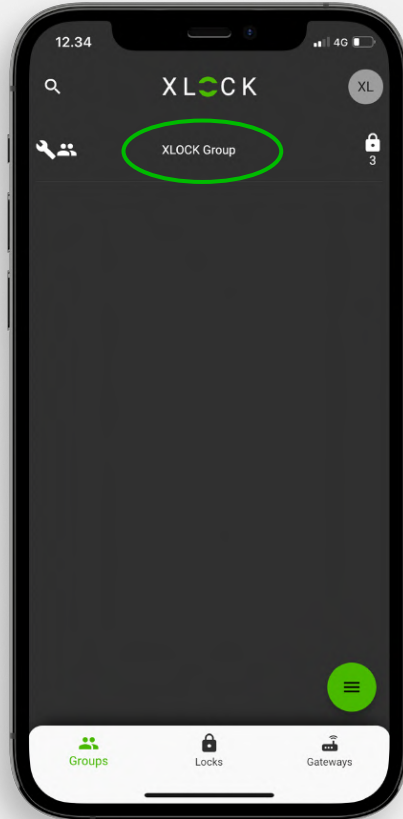




# Administrate Groups – Remove admin from all locks in a group



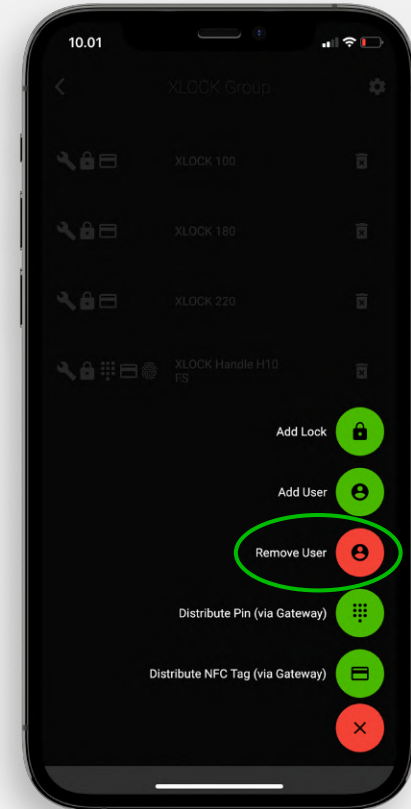
1. Press **GROUPS** in the left lower corner.



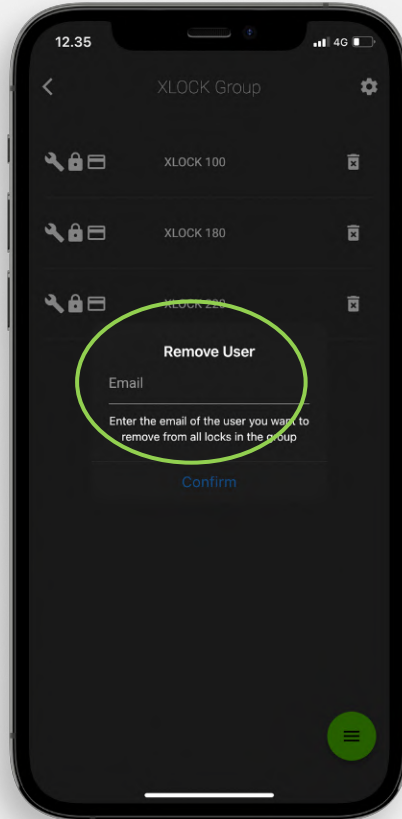
2. Press the group you wish to remove an admin from.



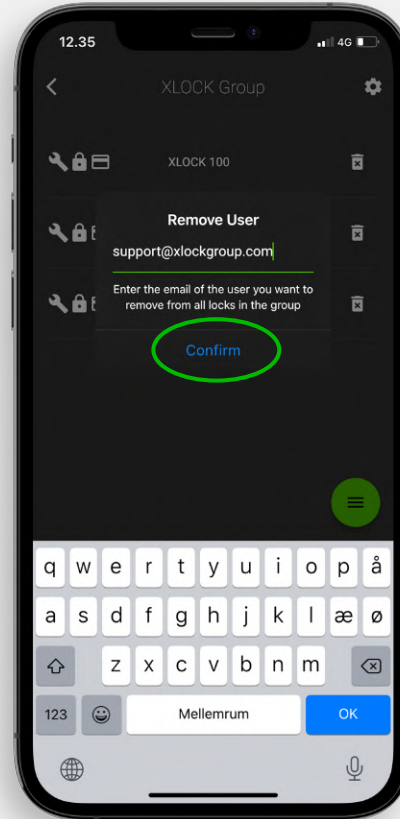
3. Press the feature on the right lower corner as shown above.



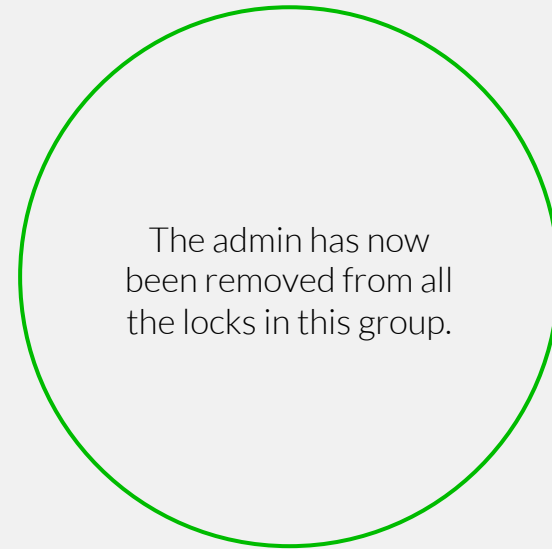
4. Press **REMOVE USER**.



5. Enter the Email of the admin you wish to remove from all the locks in this group.

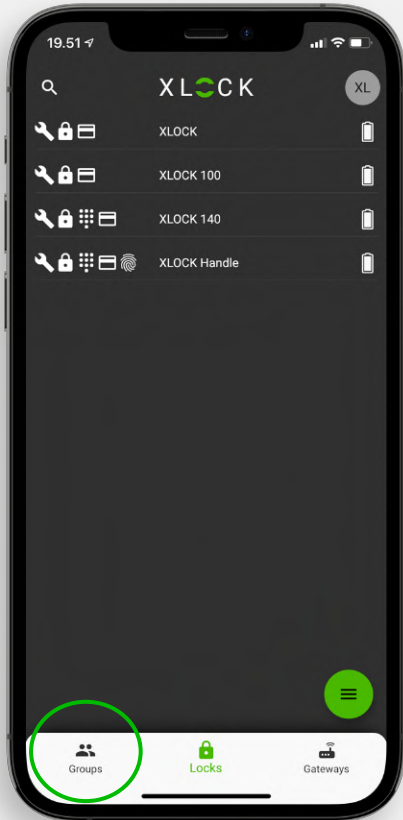


6. Press CONFIRM.

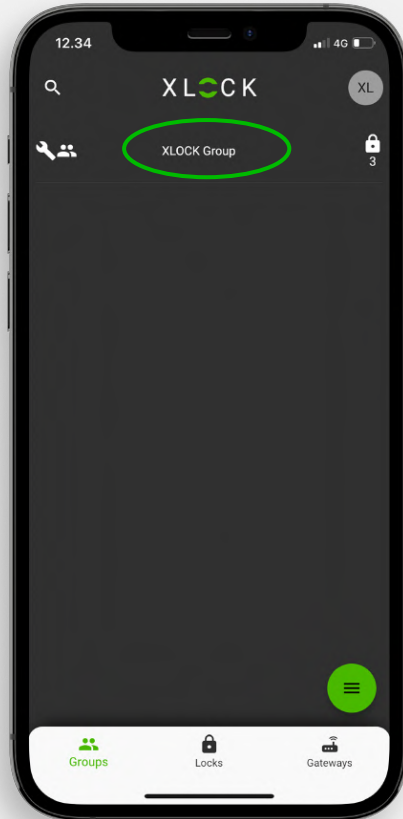




# Administrate Groups – Transfer all locks from a group to another account\*



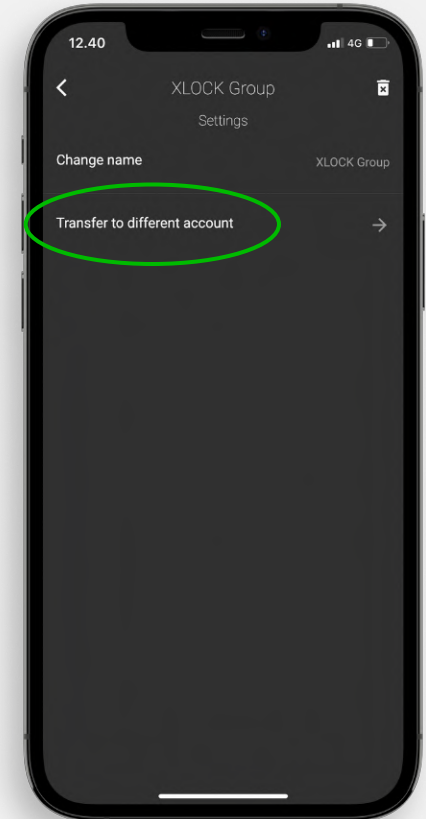
1. Press **GROUPS** in the left lower corner.



2. Press the group from which you wish to transfer all the locks to another account.



3. Press the **SETTINGS** symbol in the right upper corner.

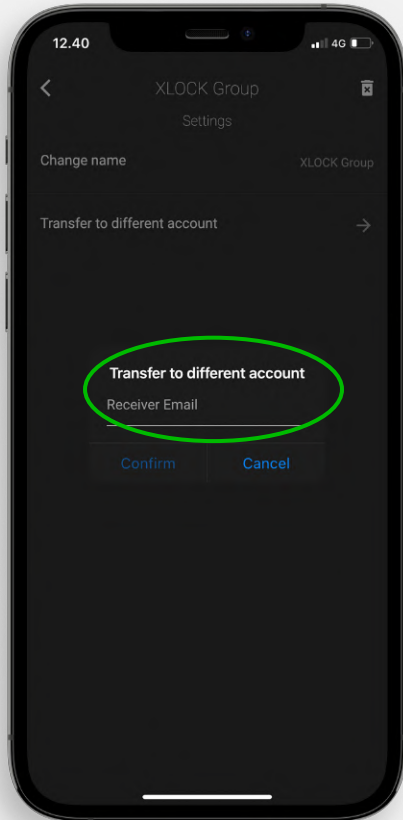


4. Press **TRANSFER TO DIFFERENT ACCOUNT**.

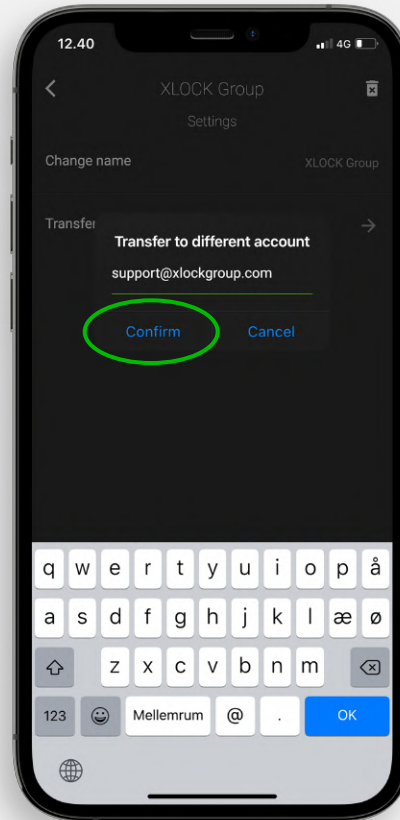
\*When the super-administrator of all or more locks changes, all or more locks can be transferred at once.



# Administrate Groups – Transfer all locks from a group to another account\*



5. Enter the Email of the account you wish to transfer the locks to.



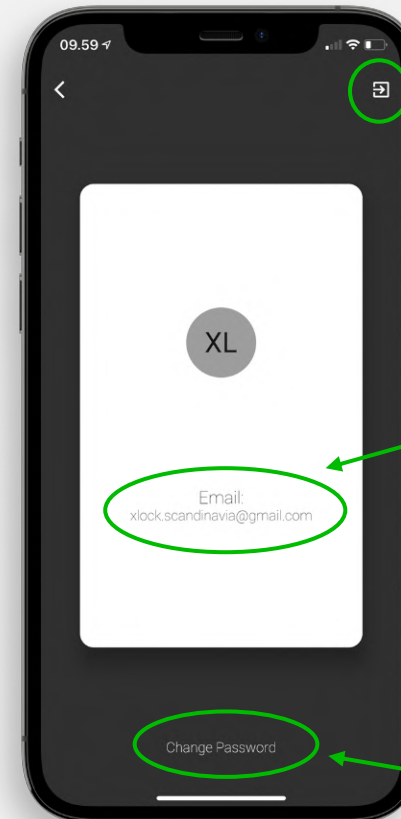
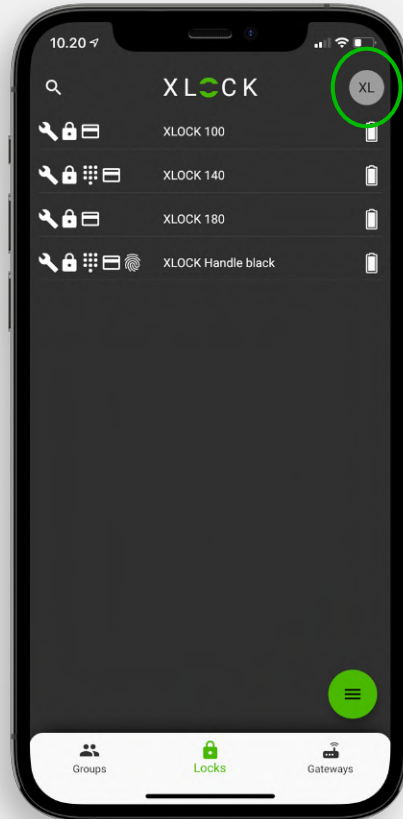
6. Press CONFIRM.

All the locks in this group have now been transferred to the other account. They are now deleted from your account and are activated in the other account.

\*When the super-administrator of all or more locks changes, all or more locks can be transferred at once.



# Administrate XLOCK Account



Press here to log out

The Email for your Account

Change your password here

1. To view your account press the button in the right upper corner as shown above.



LET'S  
UNLOCK  
THE  
FUTURE  
TOGETHER!

Contact one of our XLOCK partners for more information.