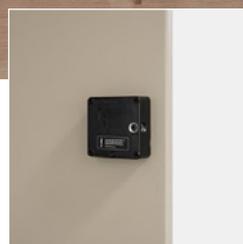




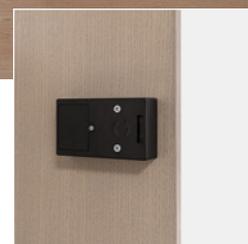
Standard lock (L)



Combination lock (CL)



RFID lock (RFID)



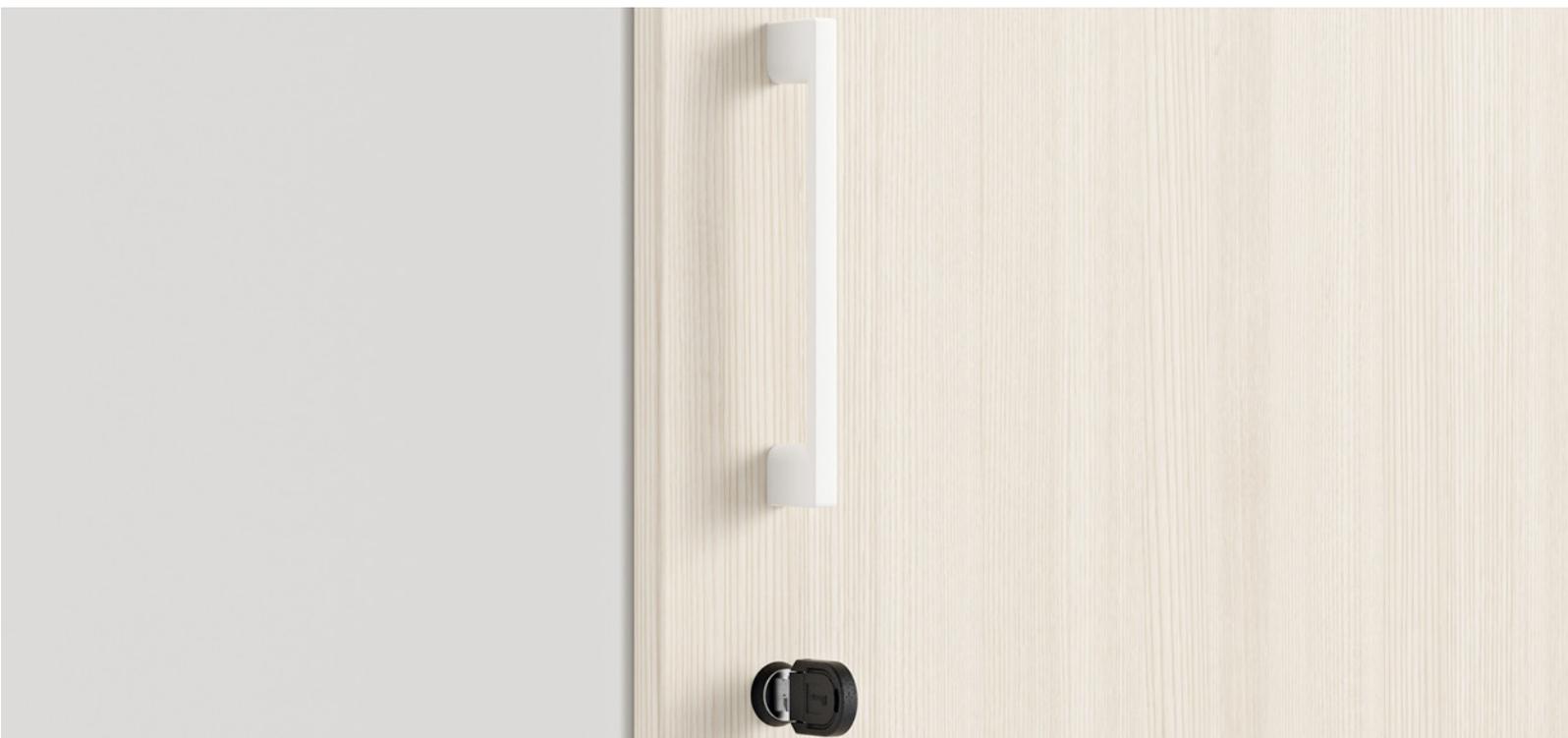
Bluetooth lock (BT)

Many options for great flexibility and optimal customisation

Our wide range of locks provides great flexibility and the possibility to customise Capacity optimally for different types of storage units: personal, shared, temporary and guest storage units. Choose the option that best suits you and your storage needs.

Content

Standard lock	3
Adjustment for desired locking function	3
Combination lock	4
Settings	4
Service	5
RFID lock	6
Overview of functions	7
Accessories	8
Programming card	9
Installation & settings (administrator)	10
Service & maintenance	12
Managing users	13
Simple troubleshooting	13
Advanced troubleshooting (for service & maintenance staff)	14
Advanced troubleshooting continued	15
Bluetooth lock	17
Responsibility	18
Use & administration	18
Permissions	19



Standard lock (L)

Traditional cylinder lock for secure personal storage units.
The lock can have two different settings depending on the desired function:

1. With the option of removing the key in both open and locked positions.
2. The key can only be removed in the locked position (default).

In the latter case, the key works well as a handle. The lock can also be combined with our HAND7 handle. The Capacity series includes two keys for each lock.

The lock is robust and requires minimal maintenance. It has a long service life and can be easily repaired or replaced.

Accessories: Master key and key for changing the lock cylinder.

Adjustment for desired locking function

Pos1. The key can be removed in both open and locked positions.



Pos2. The key can only be removed in the locked position (default).





Combination lock (CL)

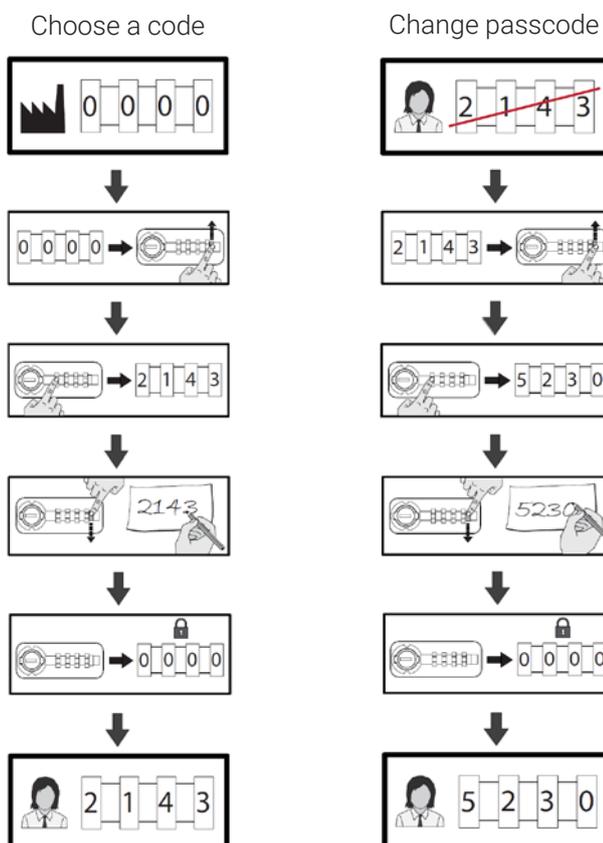
(Lehmann 57 with Fix Code)

Provides keyless convenience and can be used for both personal and shared storage units.

Users can easily choose their own code and change it if necessary. It is also easy to share the code with others who need access to the storage unit. The code remains after the user closes the door.

Settings

Enter your passcode



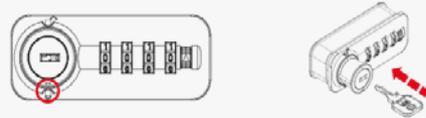
Combination lock

Service

Emergency opening without resetting code

If the code is unknown and the cabinet is locked.

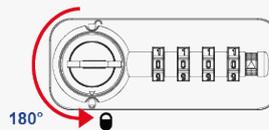
Insert the master key.



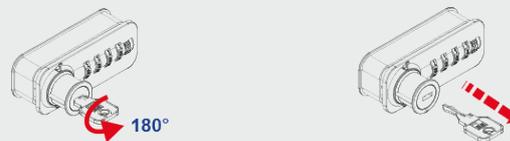
Turn the key 180° to the right.
Then turn the lock knob 180° to the right.
The lock is now open.



Turn the locking knob 180° to the left.

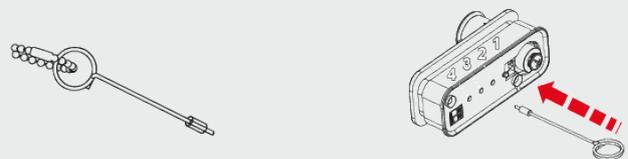


Turn key 180° to the left.
Remove the master key.
The lock is now locked again.
The code is the same as before.

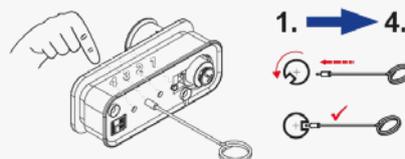


Find unknown code

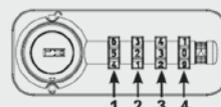
Place the locator pin in the locator hole.



Gently push the pin inwards while turning
the number wheel until you feel the pin engage.
Repeat the procedure with number wheels 2-4.



Make note of the code. Check that it works.
The lock can now be used and reset.





RFID lock

(RFID) From Flexlock

Electronic, battery-operated lock with RFID technology that is mounted on the inside of the cabinet door. It's smart, flexible, easy to manage and administrate.

The functionality is easy to set up and can be customised for different types of storage units, whether personal, shared, temporary or guest storage units. If the need for storage changes, locks can be easily reset, for example from personal to temporary storage units.

The locks are opened and closed with RFID cards and can be integrated with most existing access and locking systems that use RFID technology. This allows the user to use the same card (with Mifare standard 13.56 MHz) to access their workplace and storage units.

The RFID locks can be ordered with Kinnarps code 086 (item no. KINC) or with the customer's own code xxx (item no. UNIC). The service card and programming card must have the same three-digit code as the lock in order to function. The locks are delivered in Mode 1 (basic mode) by default which is intended for personal or shared storage units for 1-200 users.

It is easily set with the help of the programming card, function card and user card present at each locking device. It is also possible to time control locks set for temporary storage units.

The lock is virtually maintenance-free, reliable and has a long service life. Under normal use, the battery has a service life of three years, but to avoid operational disturbances, we recommend replacing the battery of all RFID locks in a section after two years.

Cannot be combined with handle.

Accessories: Kinnarps starter kit with programming card, service card, user and guest cards, kit with function card in case.

Overview of functions

<p>Storage unit personal/shared</p>  <p>Can be used as a personal storage unit for one user or as a shared storage unit for a team.</p>	<p>Temporary personal storage units for employees/guests</p>  <p>The lock can be used as a temporary storage unit for employees or guests.</p>	<p>Temporary personal storage units, time-controlled employees/guests</p>  <p>The lock can be used as a temporary, time-controlled storage unit for employees or guests.</p>
<p>User, unique 1-200 authorised unique users</p> <p>One or more unique users can be linked to the lock and assigned permissions.</p>	<p>User, any user 1 authorised unspecified user</p> <p>No specific user is assigned to the lock. Only one authorised user at a time.</p>	<p>User, any user 1 authorised unspecified user</p> <p>No specific user is assigned to the lock. Only one authorised user at a time.</p>
<p>Mode 1 (default) Starting position: open</p> <p>The lock is in the open position until an authorised user locks it.</p> <p>Mode 2 Autolock Starting position: locked</p> <p>Always starts from the locked position. After the user has opened the lock, it automatically returns to the locked position after 4 seconds. This means that the user does not need a key card to lock, but can simply close the door.</p>	<p>Mode 3 Any user Starting position: open</p> <p>The lock remains open until someone locks it. It is set to automatically pair with any compatible RFID card presented to the lock and grants the holder of the card temporary authorisation to the cabinet (1 occasion). Only the same card can be used to lock and unlock the storage unit. After use, the lock remains in the unlocked position until the next user locks it.</p>	<p>Mode 4 Any user timer 12 h Mode 5 Any user timer 2 h Starting position: open</p> <p>The lock is in the open position until someone locks it. It is set to pair with any compatible RFID card. Only the same card can be used to lock and unlock the storage unit. If the user does not unlock within a certain time, the lock opens automatically. After use, the lock remains in the unlocked position until the next user locks it.</p>
<p>Ready-to-use</p> <p>With the ready-to-use function, locks are set to be in the open position, automatically pairs with the first card presented to the lock and registers it as a unique user. This means that the administrator does not have to manually register the of each individual locking device. The function is added after installation.</p>		<p>Any user timer</p> <p>Like Mode 4 and Mode 5, this is an open, temporary storage unit that is time-controlled. The time span is selected in whole hours from 1 h up to 166 h and is set before delivery (?).</p>

Exchanging settings

Replaces the programming card and service card with unique ID numbers. The function card prepares the lock to receive a new programming card and service card with a unique ID number.

RFID lock

Accessories



Programming card

Used to set locks for the desired type of storage unit, add service cards and add and delete users.



Service card (master key)

Used to open a lock if the user has lost their key card.



User card

Key card for unique users. Can be ordered with a unique serial number.



Guest card

Key card for temporary storage units intended for guests. Can be ordered with a unique serial number.



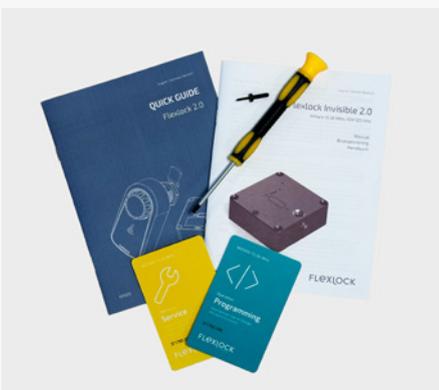
Ready-to-use

With the ready to use function, the administrator does not have to manually register users to each individual locking device. The locks are set to be in the open position, automatically pairs with the first card presented to the lock and registers it as a unique user.



Function card kit

Practical card holder with all the cards needed to get started with the locking system. Functional card: Mode 2 Autolock, Mode 3 Any user, Mode 4 Any user timer 12 h, Mode 5 Any user timer 2 h, and Ready-to-use.



Kinnarps start kit

Contains programming card, service card (master key), screwdriver and instructions.

RFID lock

Programming card

The following cards are required for settings and managing RFID locks:

Mode 1 (standard)



Programming card



Service card (master key)



User card

Kinnarps Flexlock accepts most standard Mifare access cards on the market. The locks can handle multiple encryptions on the card.

If you are unsure, it is possible to send in one of the customer's RFID access cards for analysis.

Mode 2 Autolock, Mode 3 Any user, Mode 4 Any user timer 12 h, Mode 5 Any user timer 2 h.



Programming card



Service card (master key)



Function card kit



User cards



Guest cards

Installation & programming (administrator)

Getting started

The RFID locks are delivered preset from the Kinnarps factory. On delivery, all doors are closed (but not locked) to avoid being damaged during transport and to make it easier to get started at the customer's premises.

To avoid operating problems with the lock, the battery is not activated at the time of delivery.

During installation, the battery is activated at the customer site by removing the strip between the battery and connector

Add/remove users (in Mode 1 and Mode 2)



1.

Hold the programming card over the lock.



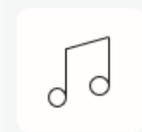
2.

Will beep steadily for 7 seconds.



3.

Hold the user card to be added/removed over the lock within 7 seconds.



4.

You will hear a confirmation or deletion beep.

Repeat for the desired number of users (max 200).

To test whether the user has been removed, wait 5 seconds. Then place the user card over the lock. If the user has been removed, you will hear an error beep.

Change Mode 1 to Mode 2, 3, 4, 5

If you want to change from Mode 1, you need a function card for the mode you want to change to. Available as an accessory when ordering. It is also possible to add other modes after the fact. Follow the description below to change to the desired mode.



1.

Hold the programming card over the lock.



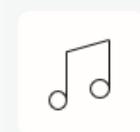
2.

Will beep steadily for 7 seconds.



3.

Place the desired mode card over the lock within 7 seconds



4.

You will hear a double confirmation beep.

RFID lock

Change from Mode 2, 3, 4 or 5 to Mode 1

To switch between different modes, always go back to the basic mode, Mode 1. Then add the desired mode.



1.

Hold the programming card over the lock.



2.

Will beep steadily for 7 seconds.



3.

Hold the mode card you are programming from over the lock within 7 seconds.



4.

You will hear a confirmation beep.

Add Ready-to-use



1.

Hold the programming card over the lock.



2.

Will beep steadily for 7 seconds.



3.

Hold the ready-to-use card over the lock within 7 seconds.



4.

You will hear a double confirmation beep.

The lock is now ready for a new user who will be added to the lock as a unique user. This means that no users can be added at this time.

Reset lock to Mode 1 and delete all users



1.

Hold the programming card over the locking device for at least 10 seconds.



2.

You will hear a reset beep.

Service & maintenance

Batteries

Under normal use, the battery has a service life of three years, but to avoid operational disturbances, we recommend replacing the battery of all RFID locks in a section after two years.

When the battery is low, it will beep a warning every 6 hours, each time the lock is opened or closed. A warning beep will be emitted until the battery is replaced. When the battery has died completely, approx. 1-2 months after the first warning beep, the lock will open automatically and cannot be locked again until the battery has been replaced. This is a safety feature to avoid you having to force open the lock.

We recommend using Flexlock's own batteries, which have been specially designed to keep the locks functioning optimally. The batteries can be ordered directly from Flexlock/Swedstyle via email: order@swedstyle.se.



Battery replacements

NOTE! The battery in this lock contains lithium ions and has strict requirements for labelling, handling and storage to avoid fire and other incidents. Observe this when replacing the batteries. Never place spent batteries so that they can come into contact with the terminals of other batteries. Never store used batteries in the office. Make sure they are taken care of by a waste disposal company or sorting yard.

1. Unscrew the battery cover with a screwdriver (Torx 10).
2. Replace the battery - check the direction of the terminal. When the batteries are inserted into the lock, you should hear a buzzing sound.

NOTE! Do not close the storage unit until you have verified that the battery is working. A lock without a battery or with a non-functioning battery can end up locking.



RFID lock

Managing users

Lock in basic position, Mode 1 (default)

Is in the initial open position.

To lock and unlock, hold the card directly over the lock.

The card must be set to the locking device

Lock in mode 2, Autolock

Always starts from the locked position.

To open, hold the card directly over the lock.

After the lock has been opened, it automatically returns to the locked position after 4 seconds.

A key card is therefore not required for locking. It is enough to just close the door.

The card must be set to the lock

Lock in Mode 3 Any user, Mode 4 Any user timer 12 h, Mode 5 Any user timer 12 h

Is in the initial open position. No specific user is assigned to the lock.

Anyone with a compatible RFID card can use the lock.

To lock and open, hold the card directly over the lock.

Once unlocked, it is ready for a new user.

Simple troubleshooting

Error beep



1. Make sure you are trying to open the right storage unit.
2. Do you have the right user card?

Lock will not open



- Are you handling the lock correctly?
Do not force the lock. Wait for 7 seconds.
Then hold the card exactly over the middle of the lock for 3 seconds.

The lock will not open but the motor is running/lock is emitting an OK beep



1. Something may be trapped between the striker plate and the lock.
Push the door in firmly while holding the user card directly over the lock.
2. The striker plate may have moved out of position. Lift the flap up or down and pull it out at the same time.

Advanced troubleshooting (for service & maintenance staff)

The lock will not open but the motor is running/lock is emitting an OK beep:



The striker plate may be incorrectly installed or out of position. It cannot reach/clasp.



Adjust the striker plate. (Play in locked position approx. 2 mm.)



The door has not been correctly adjusted.



Adjust the hinges.

No confirmation beep - the lock is silent when reinstalled



1. Check that the battery is installed.
2. Check the poles of the battery.
3. Make sure that the plastic strip has been removed from the battery.

If none of the above works, check the following:

Advanced troubleshooting continued

Modes 1 & 2, personal or shared storage

User card

Wait 7 seconds and hold the user card steadily over the middle of the lock. Listen for sounds.

		Motor sound/OK beep = Lock OK		
		Error beep = Wrong user		1. Are you at the right storage unit? 2. Are you using the right user card? 3. Add the user.
		No beep = Card not working		Set new user card.

Service card

Wait 7 seconds and hold the user card steadily over the middle of the lock. Listen for sounds.

		Motor sound/OK beep = Lock OK		Add a new user.
		Error beep = Wrong service card		Use the right service card.
		No beep = Card or lock does not work		Please add the right service card.

Programming card

Wait 7 seconds and hold the user card steadily over the middle of the lock. Listen for sounds.

		Programming beep = Lock OK		Add new service card and user.
		Motor beep/OK beep = Programming card is set as service card or user card.		Re-pin the lock.
		Error beep = Wrong programming card		1. Use the right programming card. 2. Re-pin the lock.
		No beep = Card or lock does not work		Replace card Replace lock.

RFID lock

Mode 3, 4, 5, temporary storage units for employees and guests

User card

Wait 7 seconds and hold the user card steadily over the middle of the lock. Listen for sounds.

		Motor sound/OK beep = Lock OK		
		Error beep = Wrong user		1. Are you at the right storage unit? 2. Are you using the right user card?
		No beep = Card not working		Set new user card.

Service card

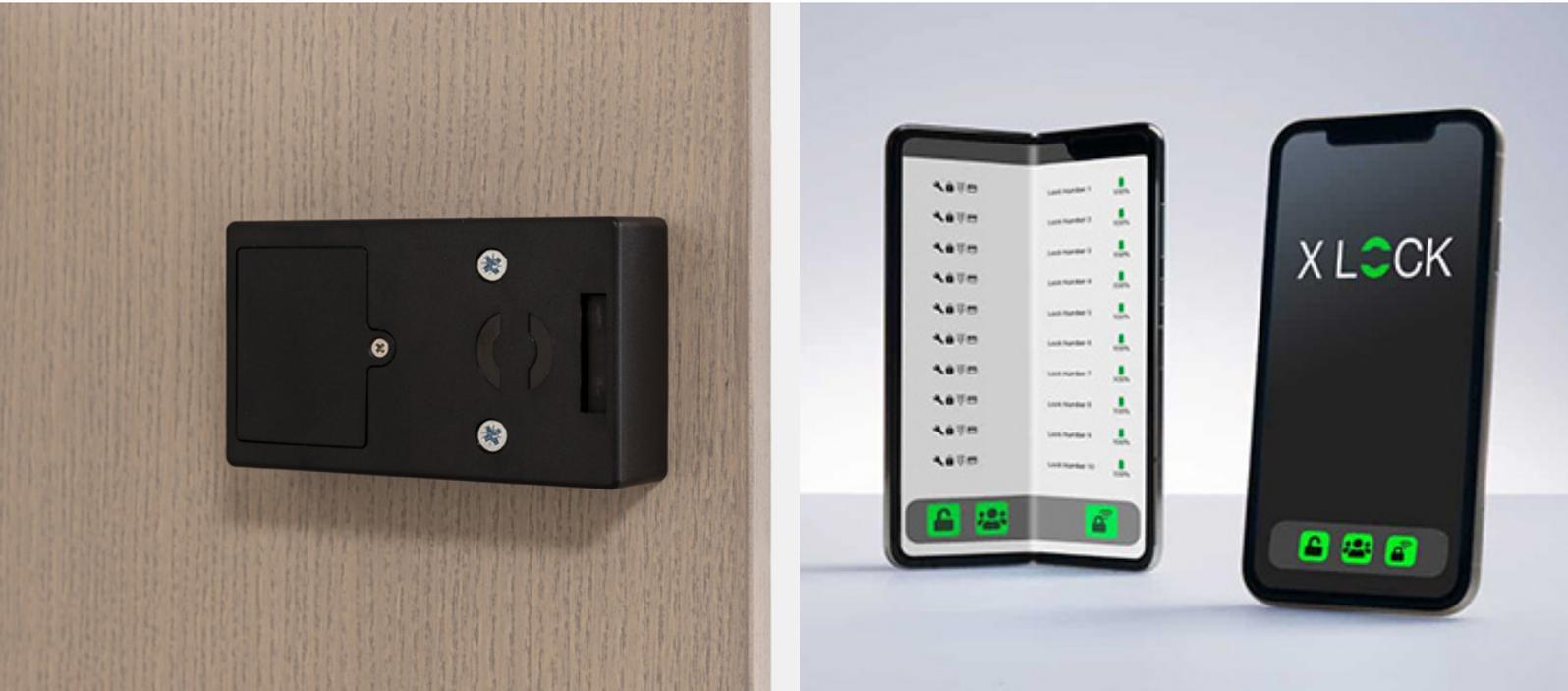
Wait 7 seconds and hold the user card steadily over the middle of the lock. Listen for sounds.

		Motor sound/OK = Lock OK		Provide new user card.
		Error beep = Wrong service card		Open position OK. Locked position: 1. Use the right service card. 2. Add the service card.
		No beep = Card or lock does not work		Please add the right service card.

Programming card

Wait 7 seconds and hold the user card steadily over the middle of the lock. Listen for sounds.

		Programming beep = Lock OK		Add new service card.
		Motor beep/OK beep = Programming card is set as service card or user card		Re-pin the lock.
		Error beep = Wrong programming card		1. Use the right programming card. 2. Re-pin the lock.
		No beep = Card or lock does not work		Replace card. Replace lock.



Bluetooth lock (BT)

(Hettich, App Version 1.5.1)

Lock controlled via the XL lock Manager mobile app. The app is available for both Apple/iOS and Android. It is free of charge and is continuously updated. The user opens their cabinet by swiping a slider in the app. In the normal position, the lock engages automatically when the user closes the door. A simple, convenient and keyless solution that fits well in hybrid, technology-driven working environments with a strong focus on flexibility.

The locking devices are easily managed in the app. It is easy to change and revoke rights to a lock and customise the locks for different types of storage units: personal, shared, temporary or guest storage units. Very practical in flexible spaces where the need for storage units changes frequently. The app also logs access history and makes it easy to track security issues.

The Bluetooth lock is battery-powered and requires minimal maintenance. It can also be locked and unlocked with RFID cards or tags. An RFID card with access to the specific order is always included in the modules. This card is located on the back of a module and is to be used to open the cabinets by the installer who assembles the modules.

The battery level of both the user's cabinet and the closest cabinets is shown in the app to ensure batteries are replaced in time. When the battery level is low, a beep is also emitted to remind you to change the battery.

NOTE! If indicated in the app and you hear a beep, replace the battery immediately. The door will not open automatically when the battery runs out, so the cabinet will have to be forced open.

IMPORTANT! The Bluetooth lock takes the 2CR5 battery. Always use a lithium battery, not alkaline. (Alkaline batteries die faster and there is a risk that the cabinet locks.) Do not use rechargeable batteries.

Responsibility

When orders for Bluetooth locks are sent to Kinnarps, a form that the salesperson fills in needs to be attached. This form contains the contact information of the customer's designated person to own the locks. For example, this could be someone who is responsible for properties or similar.

When orders are registered, all rights to the locks are transferred to the lock owner. Once the rights have been transferred, they will be deleted at Kinnarps. All rights now belong to the lock owner. Neither Kinnarps nor any third party has access to the locks.

It is important that the lock owner treats them as a valuable document. We therefore recommend that the email address of the lock owner is always linked to a natural person and advise against using an info or similar address.

Use & administration

The Bluetooth locks are controlled using the XL Lock Manager app. The user opens and closes their cabinet using the app on their mobile phone.

Locks can be managed in the app on the mobile phone. There is also a web version for administration by computer. It provides a better overview when managing a large number of locks.

Each company chooses the structure for managing the locks. Initially, the lock owner has all administrator rights, but can choose to assign rights to one or more administrators for future administration. Administrators can in turn assign users the permissions: Manage Users and Users.

NOTE!

The Manage Users permission can be a good tool if you want a person who is not an administrator to be responsible for a group of guest lockers. Rights to guest cabinets can be assigned to temporary visitors.

Many organisations do not need to use the Manage Users permission. It is sufficient to use the Lock Owner, Administrator and User permissions.

There is an overview on the next page showing a summary of the different permission levels and their respective rights.

Permissions

Permissions	User	Manage Users	Administrator	Lock Owner
Open personal lock via app	x			
View their personal log file	x			
View complete log file		x	x	x
Export log file				x
Add a new tag		x	x	x
Add a new user to the app		x	x	x
Open lock via gateway?			x	x
Access to lock settings				
Rename lock			x	x
Activate "toggle mode"			x	x
Change "autolock" time			x	x
Sound on/off			x	x
Edit bookability			x	x
Allow remote unlocking				x
Copy lock settings				x
Miscellaneous				
Group unlocking				x
Move ownership rights to another account				x
Create booking group				x

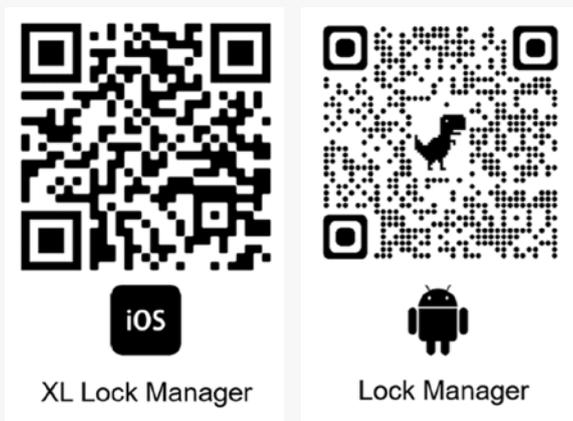


1. Create account & settings

Download the Xlock App

The app for Apple/iOS is called XL Lock Manager and is available in the App Store, while the app for Android is called Lock Manager and is available in the Google Play Store.

Scan the QR codes below with your mobile camera for quick access to the respective app.

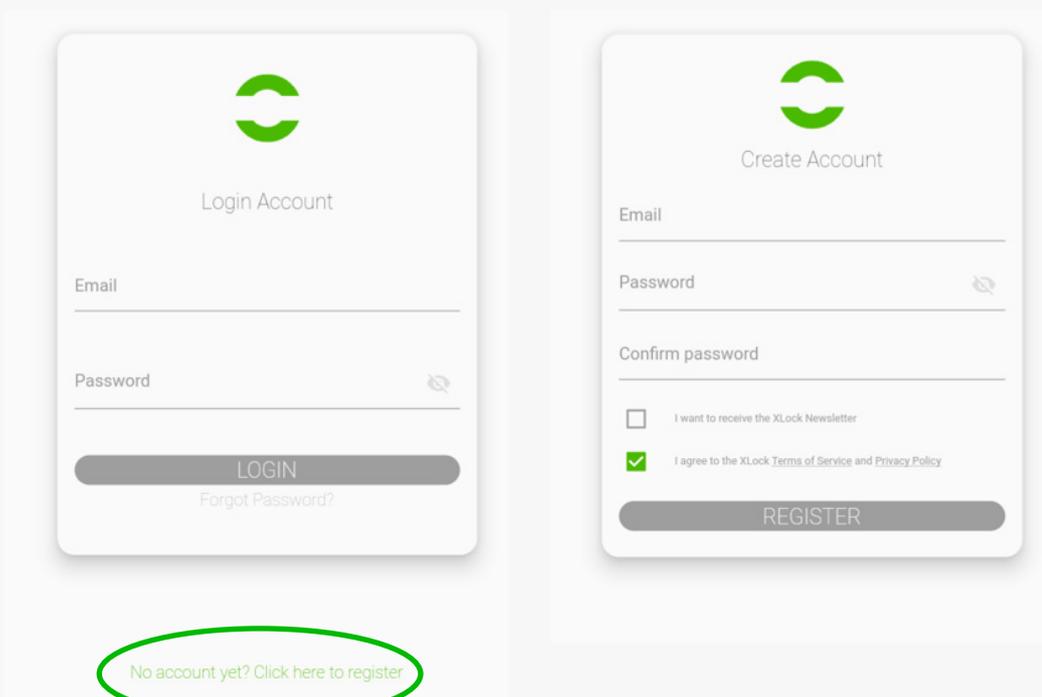


Account sign up

Click on **No account yet? Click here to register.**

Enter your email address. Select and confirm the password. Accept the Terms of Use and Privacy Policy. Click **Register.**

A verification link will be sent to your email address. Please verify your email address.



2. Smartphone & app settings

Make sure that the following functions are activated:

- **Bluetooth**
- **Location**
- **Nearby devices (Android)**

Please check the app permissions in the settings of your device.

Android > Settings > Apps > XL Lock Manager > Permissions (Nearby devices.)

IOS > Settings > XL Lock Manager > Bluetooth enabled.

3. Transferring locks to your account

When the customer's lock owner has registered in the app, the Kinnarps retailer must notify Kinnarps' customisation. Only then can lock IDs and permissions for the locks be permanently transferred to the customer.

After the transfer, all locks are displayed in the **Locks** overview.

NOTE!

You are now the lock owner of all cabinets. All user rights are yours. Neither Kinnarps nor any third party has access to the locks.

Lock ID

Each lock has a unique lock ID that Kinnarps' customisation creates for each project. For example:

BT P123-01

Stands for:

- BT** = Bluetooth
- P123** = project 123 at Kinnarps AB's customisation department.
- 01** = serial number on each lock. The serial number goes from 01 to the number of cabinets that the customer has purchased. (01-05 in the example of the image.)



4. Group locks

To get a better overview of the locks and to simplify administration, we recommend dividing the locks into different groups according to their location:

- building
- floor
- department
- location in the office

It can be practical to group non-personal cabinets that are only used by guests for a short time.

Creating a group

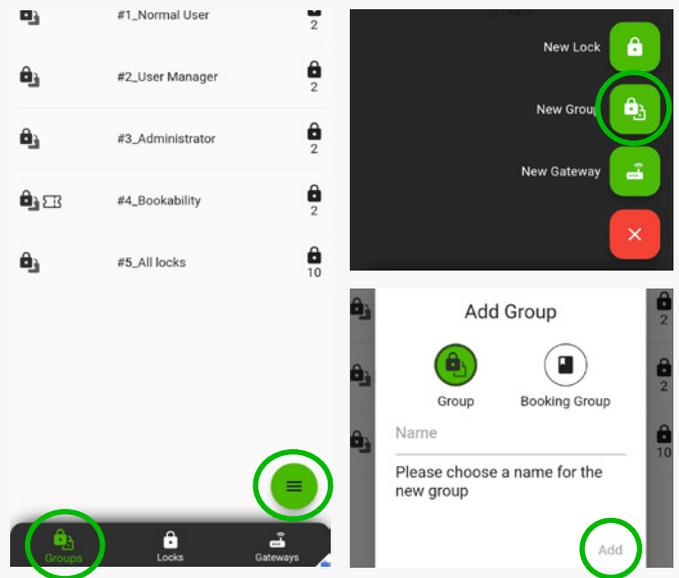
Click **Groups** and **Green menu** to create a group.

Select **New Group**.

Enter the name of the group you want to create.

Confirm by clicking **Add**.

It is possible to change the name of a group by clicking on the group and then on **Settings** (cogwheel).



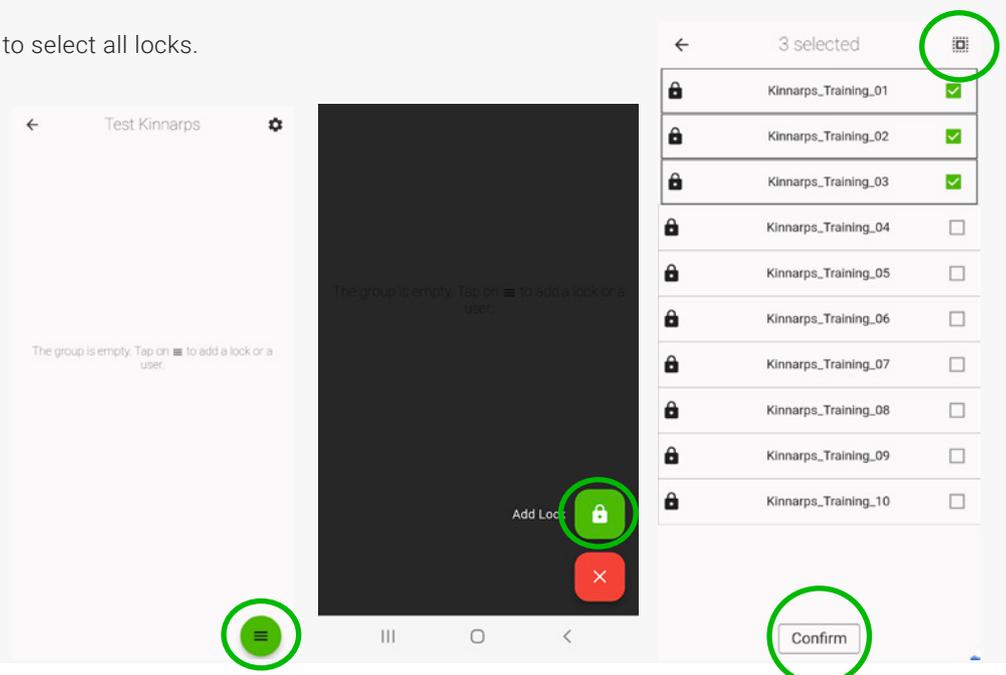
Add lock to a group

Click on the group to which you want to add locks and then on **Green menu**.

Select **Add Lock**. Select the locks to be included in the group.

Click on the symbol at the top right to select all locks.

Click on **Confirm**.



Bluetooth lock: user instructions - **Lock Owner**

We suggest that the rights for one or more groups are transferred to one or more administrators, who in turn rename the locks to reflect your organisation and assign rights to users.

5. Assign permissions to a group of locks

Click on the group of locks to which you want to grant an administrator access.

Then click on **Green menu** and select **Add user**.

Enter the user's email address.

For the rights to be transferred, the person receiving the permission must have created an account in the Xlock app (see page 20).

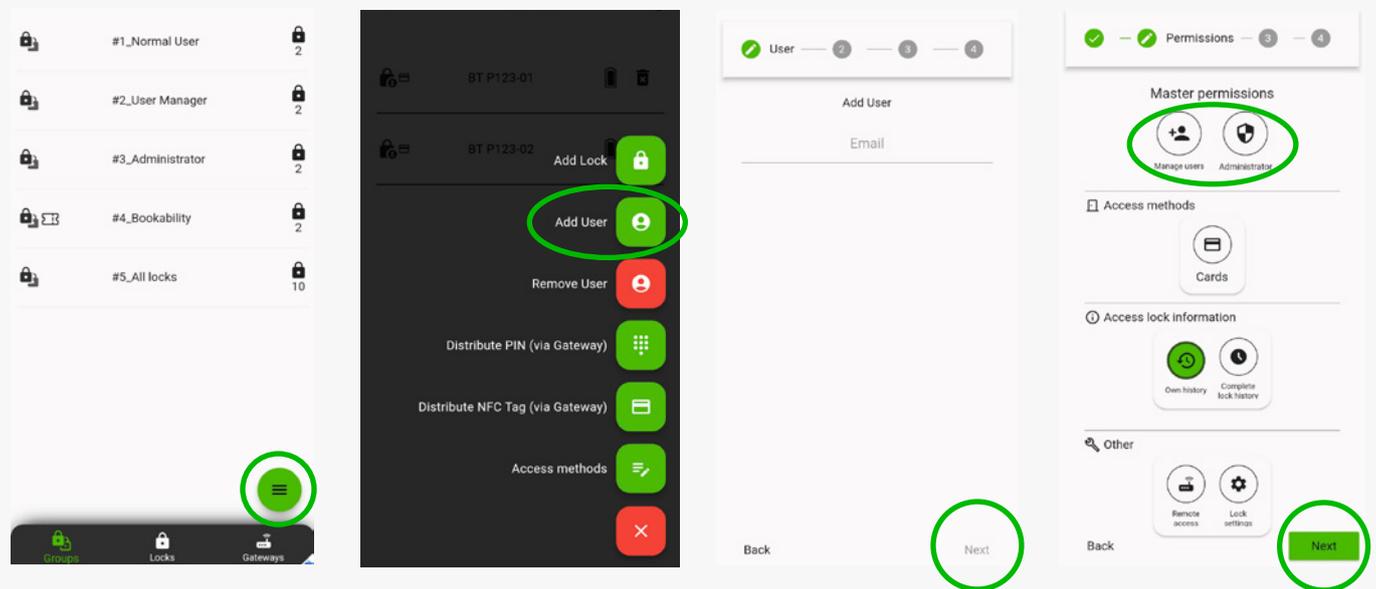
Then click **Next**.

Assign the user the **Administrator/Manage Users** permission under the heading **Master Permissions**.

Click **Next**.

NOTE! Only the **Lock Owner** can assign and revoke the **Administrator** permission.

The **Administrator** can assign the **Manager** and **User** permissions to users.



6. Copy lock settings

Click on the lock whose settings you want to copy.

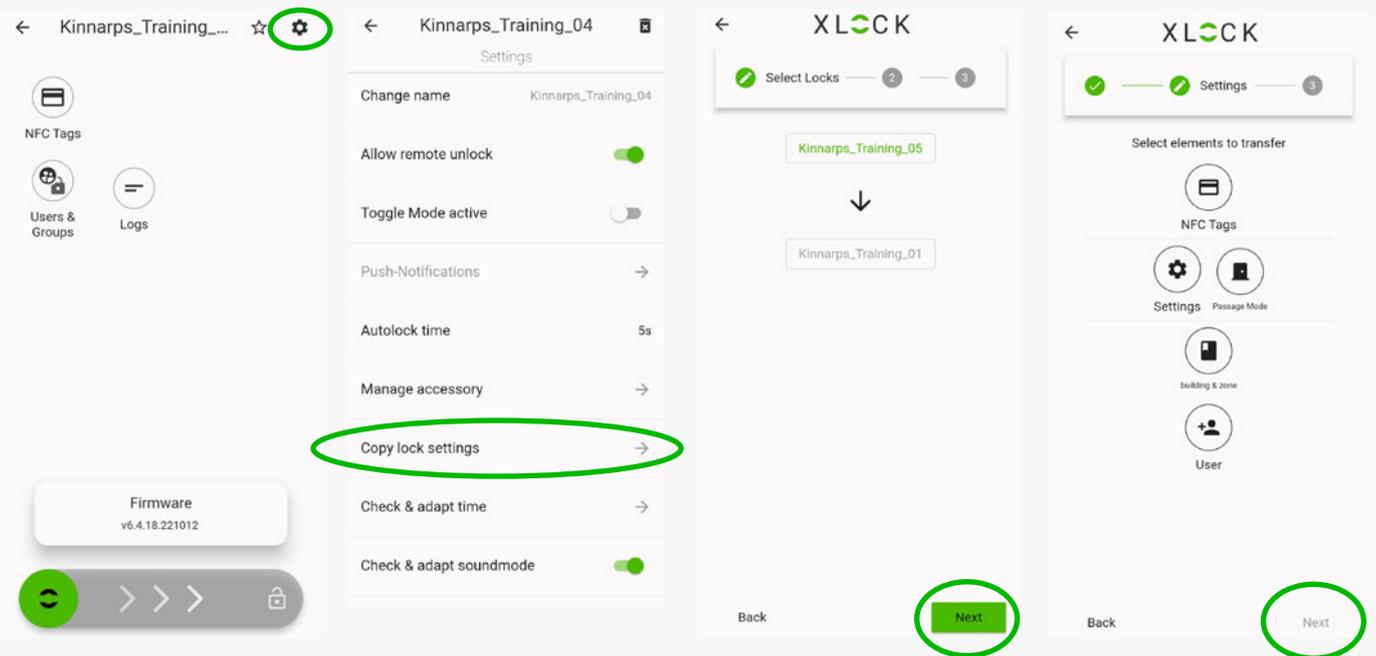
Click **Settings** (cogwheel) next to the top right of the display.

Select **Copy lock settings**.

Select the lock from which you want to copy lock settings and click **Next**.

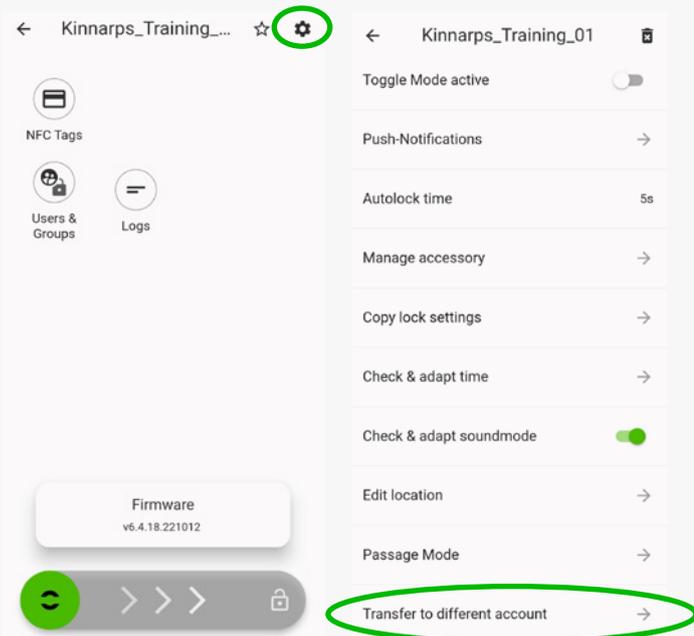
Then select the settings you want to copy.

Click **Next**.

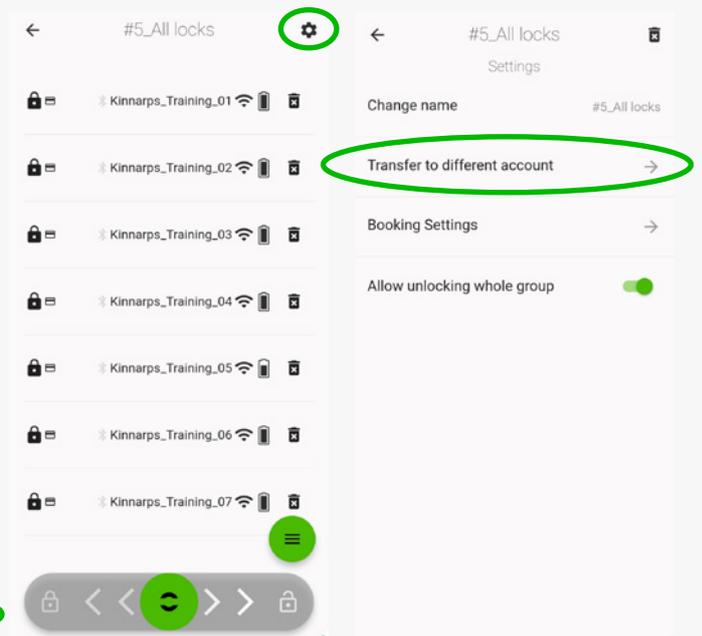


7. Transfer of ownership

One lock



Multiple locks



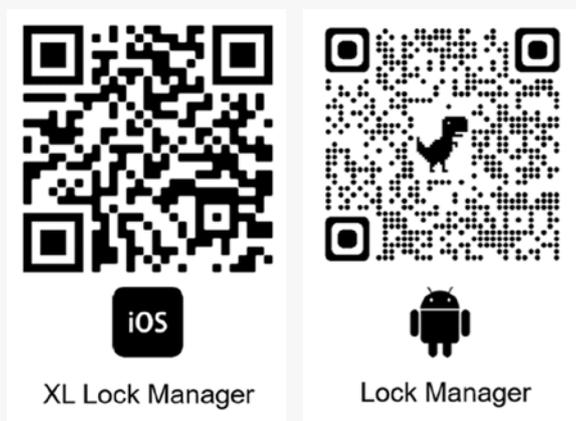


1. Create account & settings

Download the Xlock App

The app for Apple/iOS is called XL Lock Manager and is available in the App Store, while the app for Android is called Lock Manager and is available in the Google Play Store.

Scan the QR codes below with your mobile camera for quick access to the respective app.

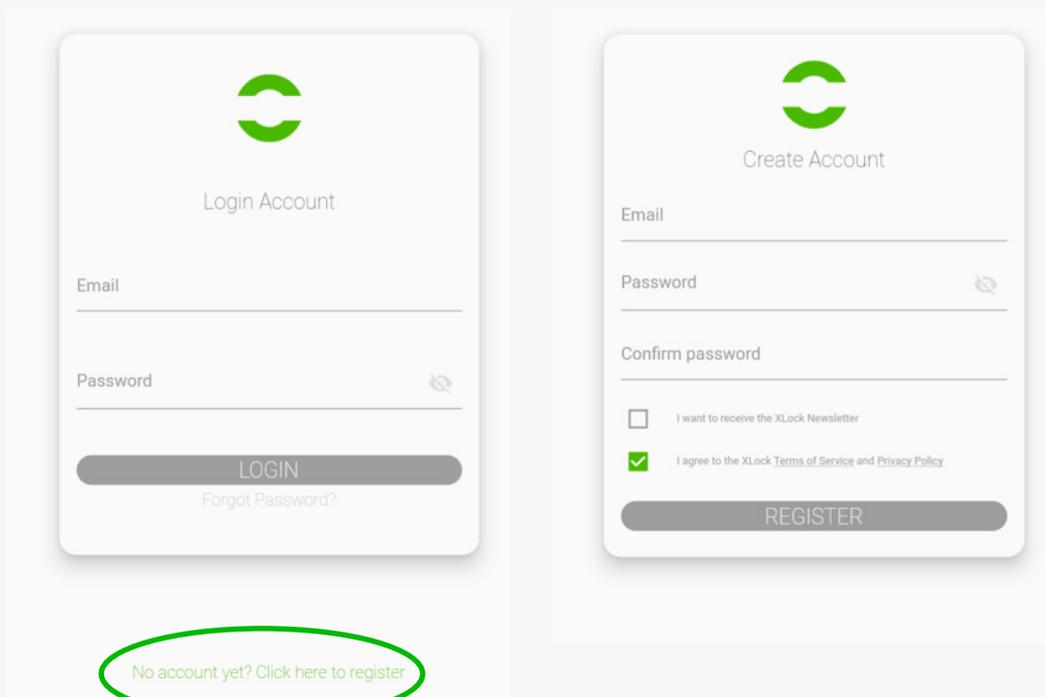


Account sign up

Click on **No account yet? Click here to register.**

Enter your email address. Select and confirm the password. Accept the Terms of Use and Privacy Policy. Click **Register.**

A verification link will be sent to your email address. Please verify your email address.



2. Smartphone & app settings

Make sure that the following functions are activated:

- **Bluetooth**
- **Location**
- **Nearby devices (Android)**

Please check the app permissions in the settings of your device.

Android > Settings > Apps > XL Lock Manager > Permissions (Nearby devices.)

IOS > Settings > XL Lock Manager > Bluetooth enabled.

3. Transferring locks to your account

Please notify the **Lock owner** when you have created your account. Only then can the lock IDs and permissions be transferred.

After the transfer, the lock group(s) for which you have administrator rights is/are displayed under the **Groups** tab.

An overview of all locks can be found under **Locks**.

Lock ID

Each lock has a unique lock ID. For example:

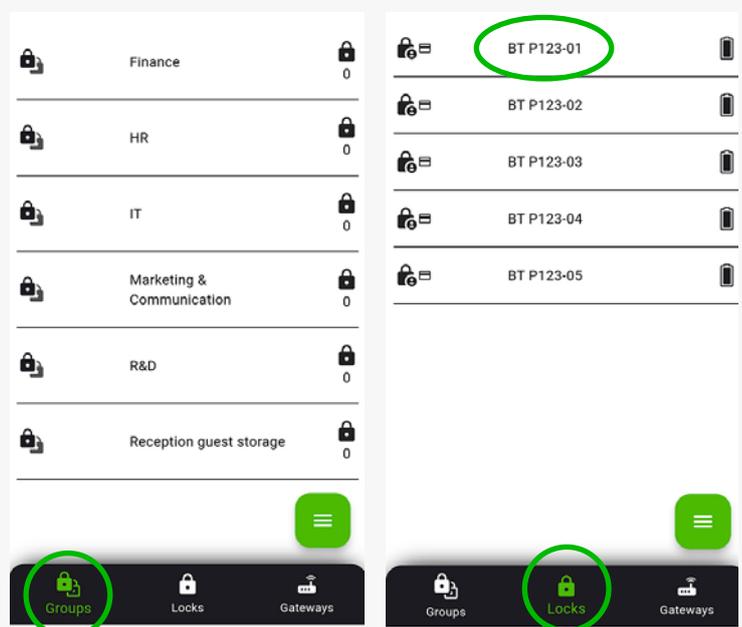
BT P123-01

Stands for:

BT = Bluetooth

P123 = project 123 at Kinnarps AB's customisation department.

01 = serial number on each lock. The serial number goes from 01 to the number of cabinets that the customer has purchased.
(01-05 in the example of the image.)



4. Rename lock

As an **Administrator**, you can rename the locks from Kinnarps' number series to a name that is easily managed.
NOTE! It is also possible to rename locks after they have been grouped.

For easy administration, we suggest the following naming convention:

- Which building the lock is located in (Building 1, Building 2, etc.).
- Where in the building the lock is located (floor, department, reception, etc.).
- Location of the individual lock in the cabinet constellation. E.g. top row 100-1XX, second row 200-2XX etc.
- The entire or part of the user's name (if only one user has access to the cabinet).
- Original serial number for traceability.

Example: B1L2-M&C-212-Jimmy Brown (178)

B1 = Building 1.

L2 = Level 2

M&C = Marketing & Communication dept.

212 = The location of the individual lock in the cabinet constellation. Row 2, cabinet no. 12.

Jimmy Brown = User

178 = Original serial number.

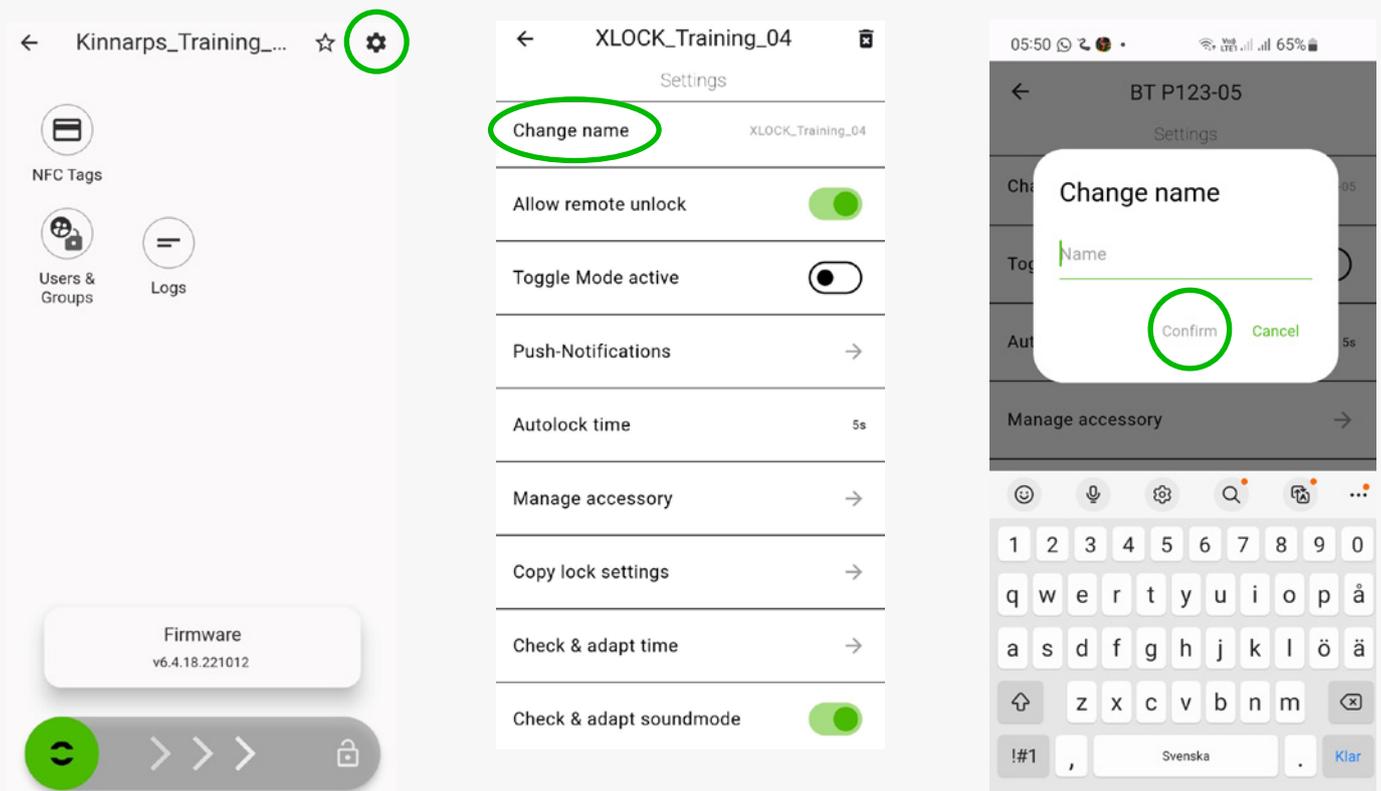
Click on the cabinet you want to rename.

Then click **Settings** (cogwheel).

Click **Change name**.

Enter a new name.

Click **Confirm**.



5. Group locks

To get a better overview of the locks and to simplify administration, we recommend dividing the locks into different groups according to their location:

- building
- floor
- department
- location in the office

It can be practical to group non-personal cabinets that are only used by guests for a short time.

Creating a group

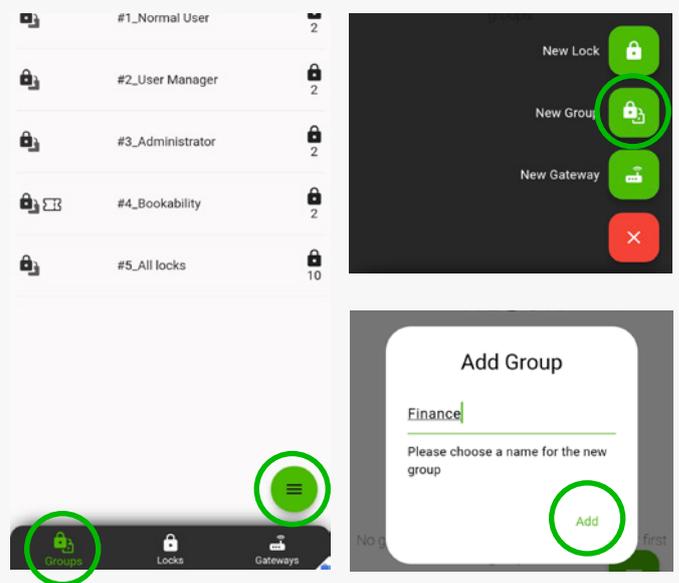
Click **Groups** and **Green menu** to create a group.

Select **New Group**.

Enter the name of the group you want to create.

Confirm by clicking **Add**.

It is possible to change the name of a group by clicking on the group and then on **Settings** (cogwheel).



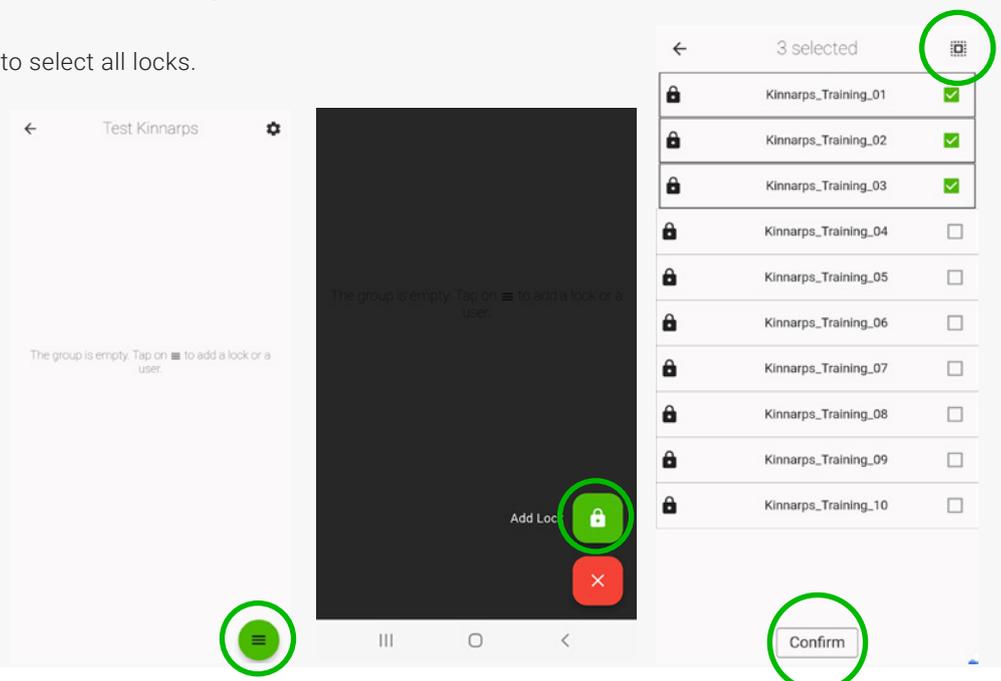
Add lock to a group

Click on the group to which you want to add locks and then on **Green menu**.

Select **Add Lock**. Select the locks to be included in the group.

Click on the symbol at the top right to select all locks.

Click on **Confirm**.



6. Assign permissions to a group of locks

Click on the group of locks to which you want to grant rights to one or more users.

Then click on **Green menu** and select **Add user**.

Enter the email address of the user to whom you want to assign permissions.

For the rights to be transferred, the person receiving the permission must have created an account in the Xlock app.

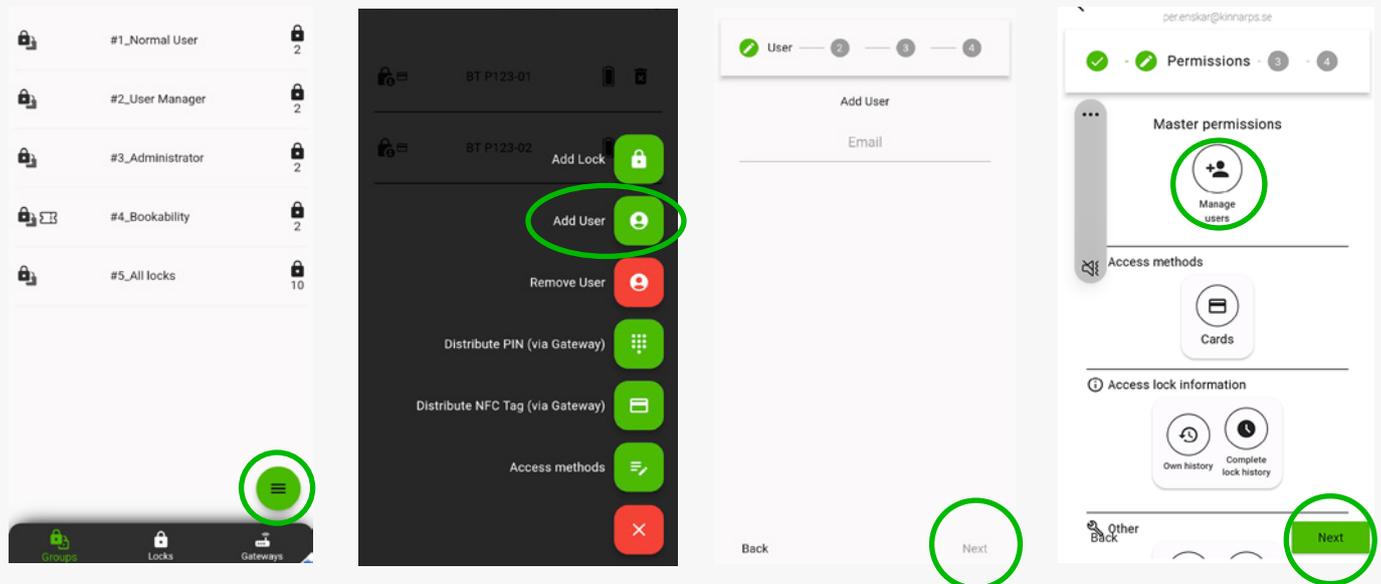
Then click **Next**.

Assign the user the **Manage Users** permission under the heading **Master Permissions**.

Click **Next**.

NOTE! Only the **Lock Owner** can assign the **Administrator** permission to a user.

Many companies do not need to use the Manage Users permission level. In this case, the administrator assigns lock permissions directly to the user, which can lead to easier administration.



7. Assign permissions to a lock/add users

Click on the lock to which you want to assign permissions.

Then click **User & Groups**.

Enter the email address of the user to be assigned the permissions.

Then click **Next**.

Assign the user the **Manage Users** permission under the heading **Master Permissions**.

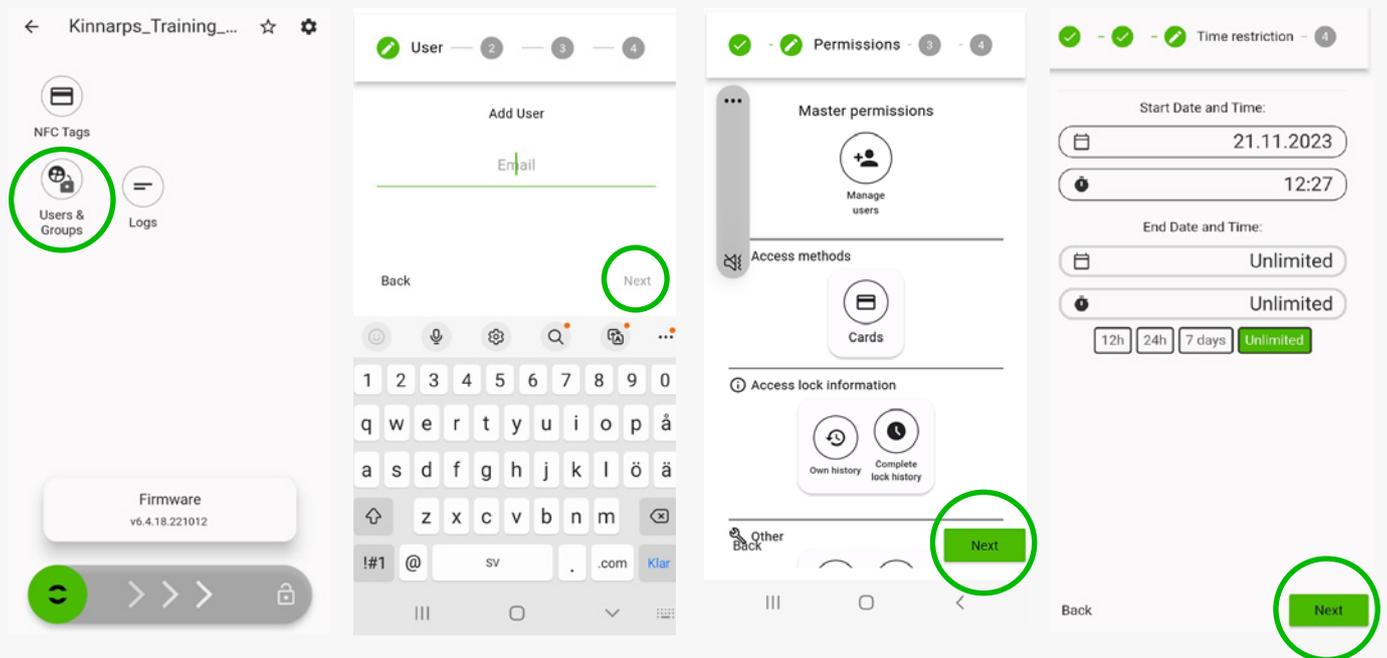
Then click **Next**.

Select **User** by clicking directly on **Next**.

When selecting **User**, the next step is to select a **time limit**.

Leave the fields blank for unlimited access or specify a time interval.

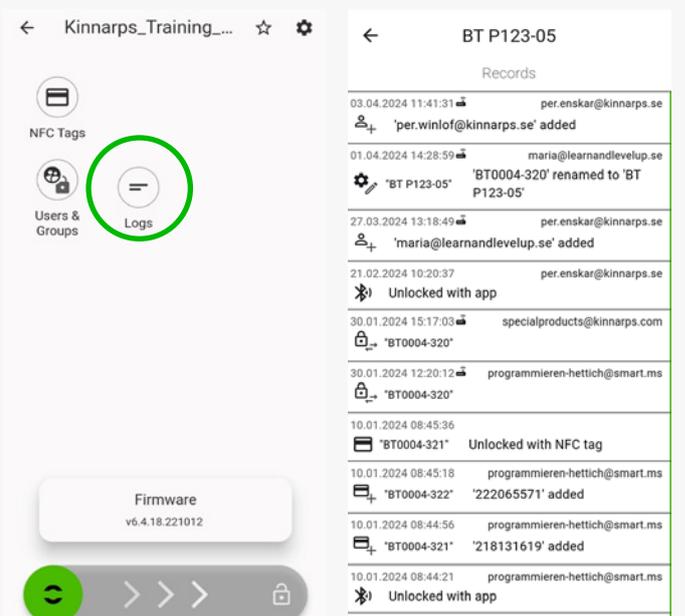
Click **Next**.



8. View log file

Click on the lock for which you want to view the log file.

Then click **Logs**.



9. Battery status

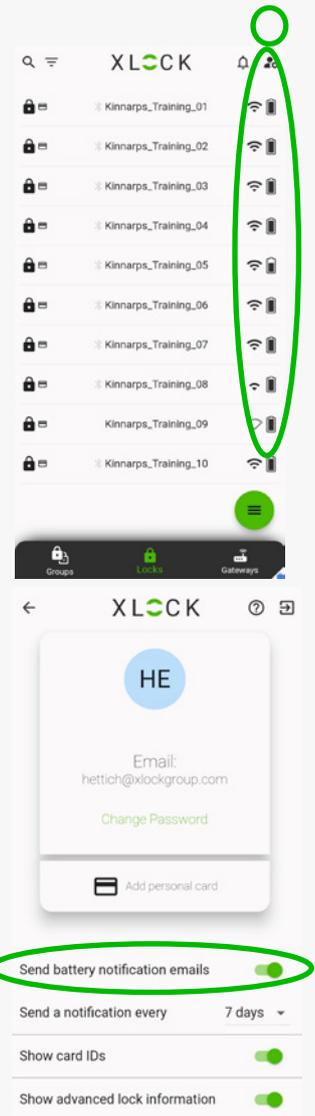
The battery status is displayed on the far right of the field for each respective lock. If the battery symbol is red, it indicates that the battery level is low (below 30%). When the battery level is low, the lock emits a warning beep both when the lock is opened and regularly when the lock is closed.

The Bluetooth lock uses a 2CR5 battery. A premium lithium battery (non-rechargeable) must be used for replacement. These batteries can be purchased in many places around Europe.

The battery lasts 18-24 months, but we recommend replacing all batteries in an installation after no more than 2 years.

If the battery is not replaced before it is completely dead, the cabinet will need to be forced open.

Under your personal **Settings** (the cogwheel), you can select that the system sends an email notification if the battery level of a lock is too low.



10. Filter the lock list

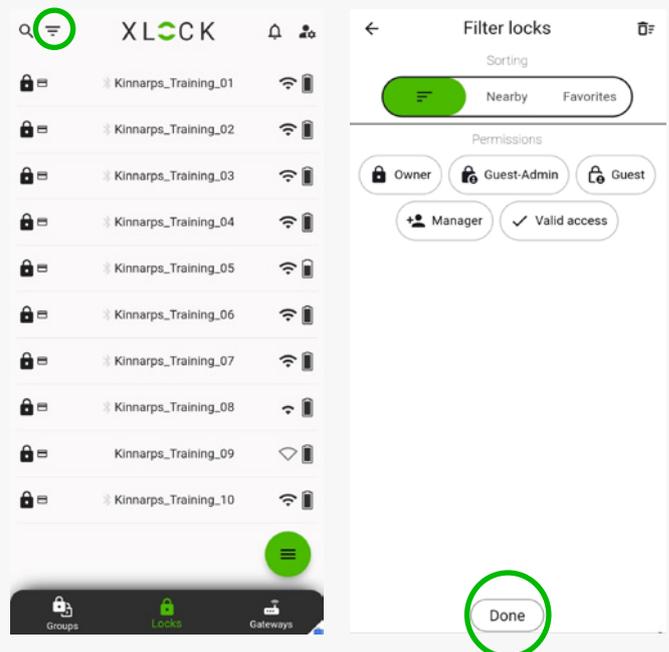
Various filters can be applied for viewing the lock list:

- **Nearby** shows the locks that are within Bluetooth range.
- **Favourites** shows the locks that have been marked as favourites and the most used locks.
- **Alphabetical** shows the locks in alphabetical order.
- **Owner** shows the locks you own.
- **Guest-Admin** shows the locks for which you have guest administrator rights.
- **Guest** shows the locks for which you have guest rights.
- **Manager** shows the locks for which you have the Manage Users permission.
- **Valid access** filters out the cabinets to which you no longer have access.

Click the **Filter** symbol.

Select a filter.

Click **Done**.





1. Create account & settings

Download the Xlock App

The app for Apple/iOS is called XL Lock Manager and is available in the App Store, while the app for Android is called Lock Manager and is available in the Google Play Store.

Scan the QR codes below with your mobile camera for quick access to the respective app.

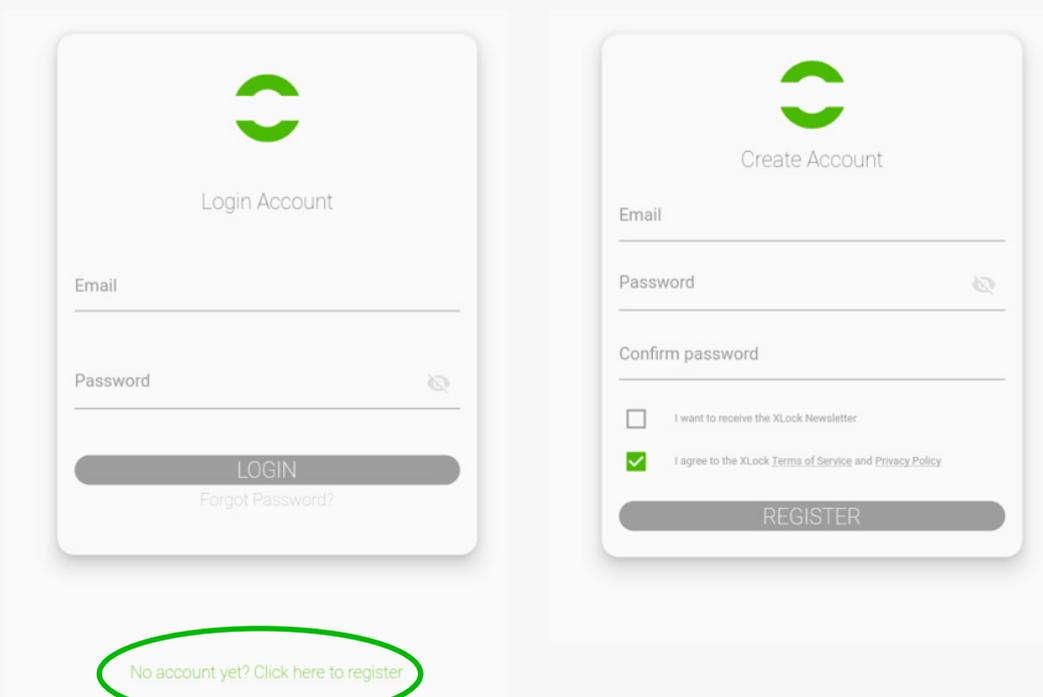


Account sign up

Click on **No account yet? Click here to register.**

Enter your email address. Select and confirm the password. Accept the Terms of Use and Privacy Policy. Click **Register.**

A verification link will be sent to your email address. Please verify your email address.



Bluetooth lock: user instructions - **Manage Users**

2. Smartphone & app settings

Make sure that the following functions are activated:

- **Bluetooth**
- **Location**
- **Nearby devices (Android)**

Please check the app permissions in the settings of your device.

Android > Settings > Apps > XL Lock Manager > Permissions (Nearby devices.)

IOS > Settings > XL Lock Manager > Bluetooth enabled.

3. Transfer locks to your account.

Notify the **Administrator** that you have created an account. (Only then can locks be transferred to your account.)

4. Adding a user

Click on the lock for which you want to grant user permissions.

Then click on **User & Groups** and the **Green Plus** button.

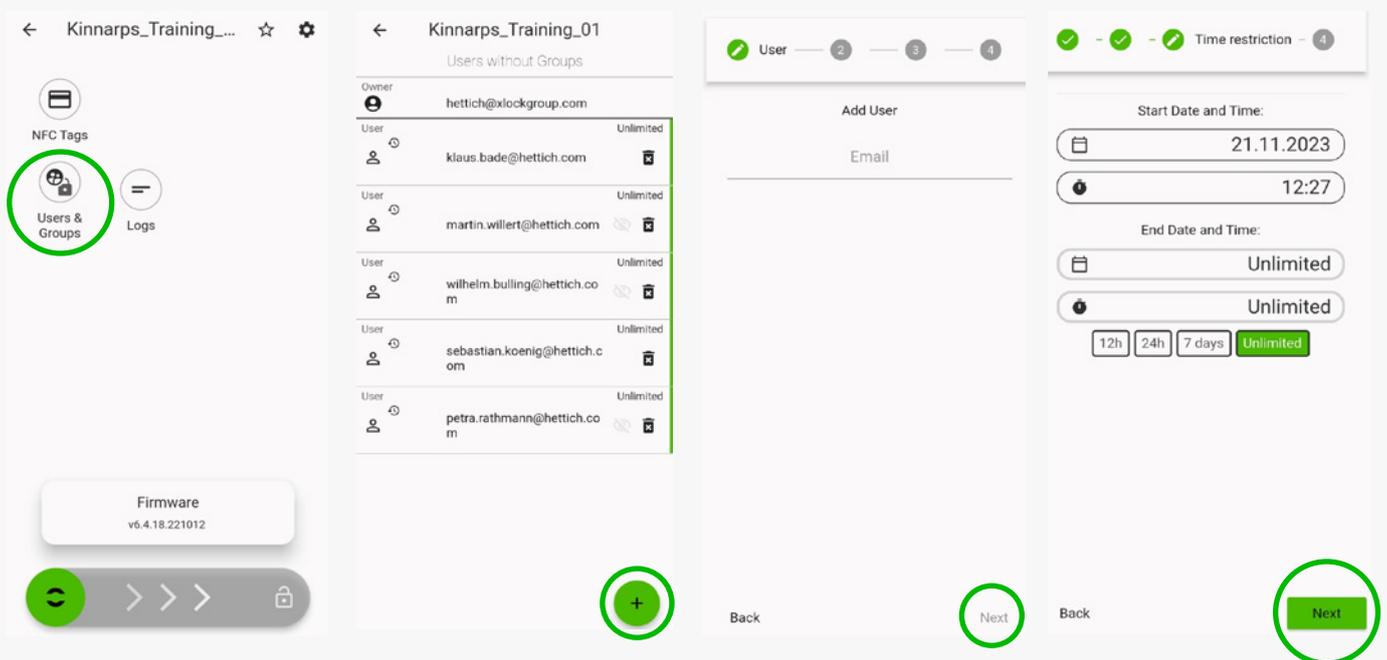
Please enter the user's email address.

Then click **Next. (Intermediate step?)**

In the next step, it is possible to select a **time limit**.

Leave the fields blank for unlimited access or specify a time interval.

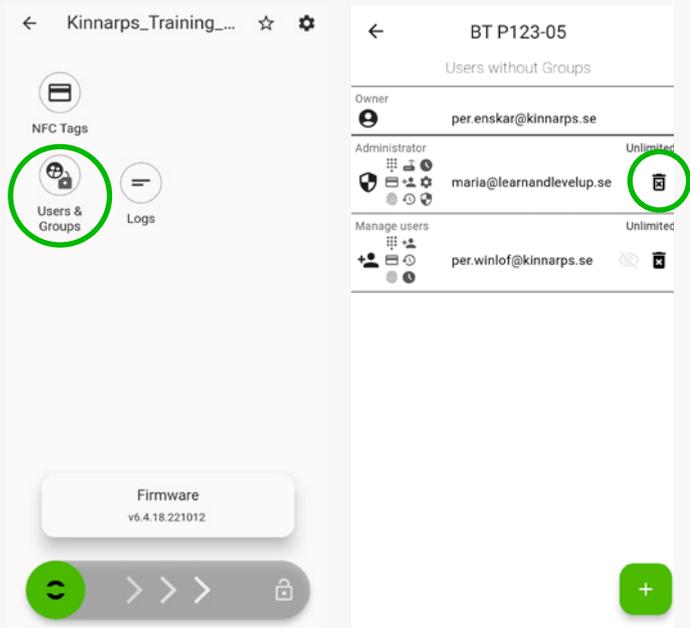
Click **Next**.



Bluetooth lock: user instructions - Manage Users

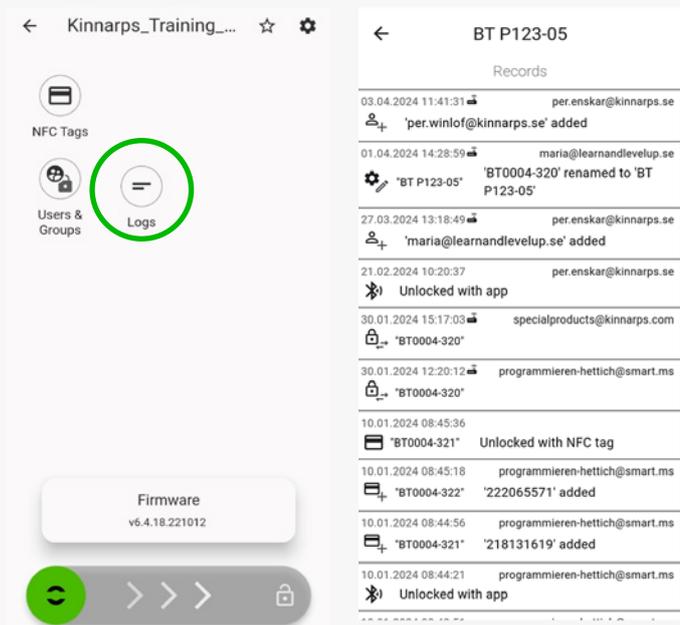
5. Remove user

Click on the lock.
Then click **User & Groups**.
Click the **Recycle Bin**.



6. View log files

Click on the lock for which you want to view the log file.
Then click **Logs**.



7. Battery status

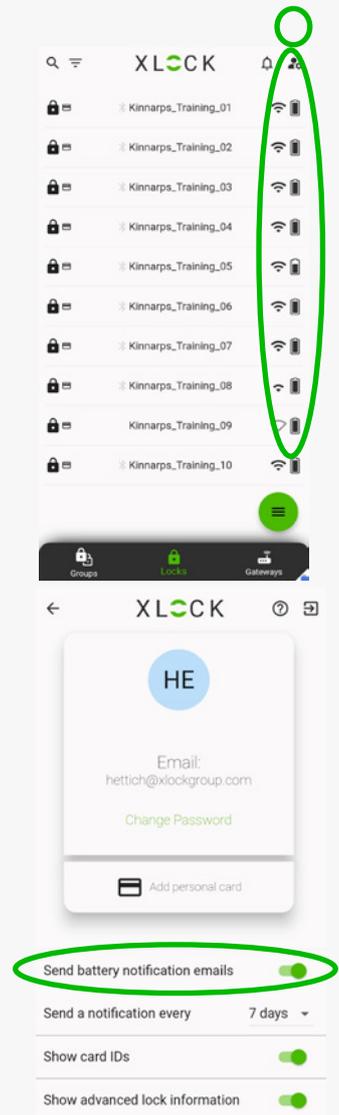
The battery status is displayed on the far right of the field for each respective lock. If the battery symbol is red, it indicates that the battery level is low (below 30%). When the battery level is low, the lock emits a warning beep both when the lock is opened and regularly when the lock is closed.

The Bluetooth lock uses a 2CR5 battery. A premium lithium battery (non-rechargeable) must be used for replacement. These batteries can be purchased in many places around Europe.

The battery lasts 18-24 months, but we recommend replacing all batteries in an installation after no more than 2 years.

If the battery is not replaced before it is completely dead, the cabinet will need to be forced open.

Under your personal **Settings** (the cogwheel), you can select that the system sends an email notification if the battery level of a lock is too low.



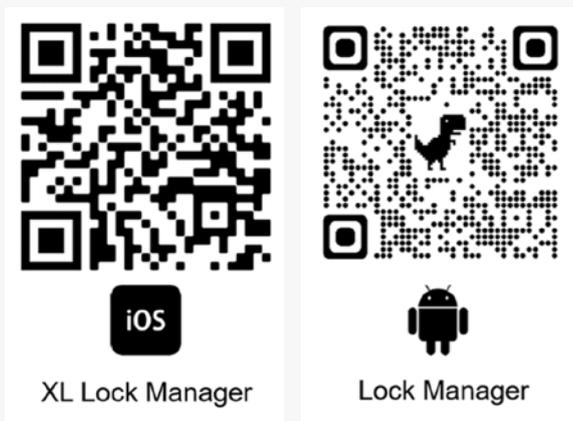


1. Create account & settings

Download the Xlock App

The app for Apple/iOS is called XL Lock Manager and is available in the App Store, while the app for Android is called Lock Manager and is available in the Google Play Store.

Scan the QR codes below with your mobile camera for quick access to the respective app.

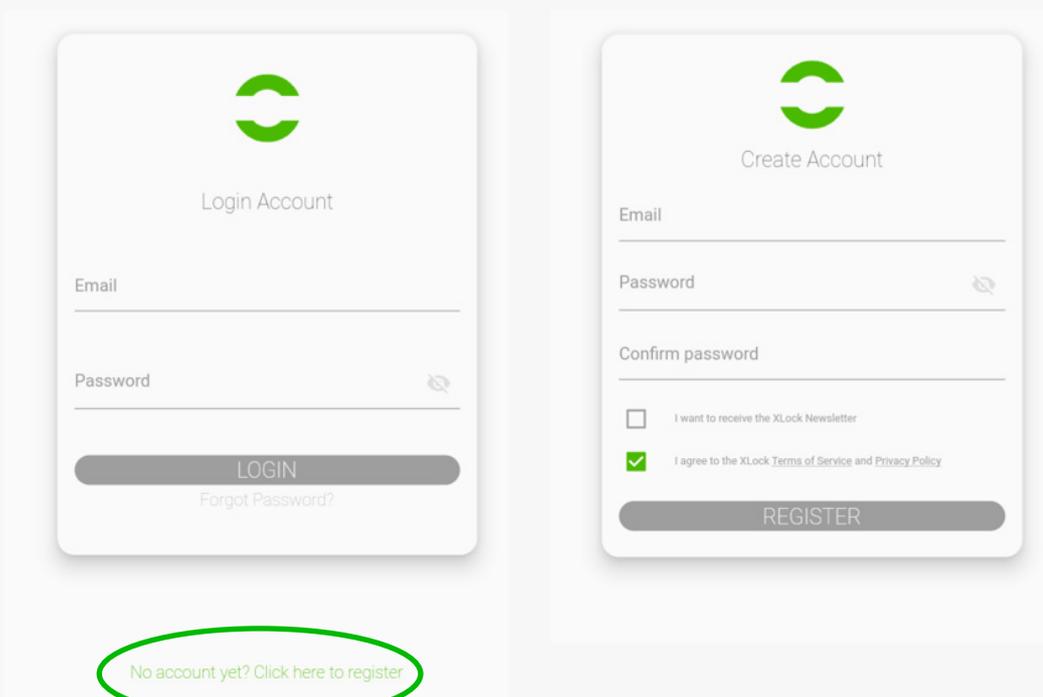


Account sign up

Click on **No account yet? Click here to register.**

Enter your email address. Select and confirm the password. Accept the Terms of Use and Privacy Policy. Click **Register.**

A verification link will be sent to your email address. Please verify your email address.



Bluetooth lock: user instructions - **User**

2. Smartphone & app settings

Make sure that the following functions are activated:

- **Bluetooth**
- **Location**
- **Nearby devices (Android)**

Please check the app permissions in the settings of your device.

Android > Settings > Apps > XL Lock Manager > Permissions (Nearby devices.)

IOS > Settings > XL Lock Manager > Bluetooth enabled.

3. Transfer your lock to your account.

Notify the Administrator/Manage Users that you have created an account.
(Only then can your lock be transferred to your account.)

4. Functions

Open personal lock

Swipe **the slider at the bottom to the right.**

View personal log file

Click on your lock.

Then click on **Logs** to see your personal log file.

