Smart Lock

User's Manual
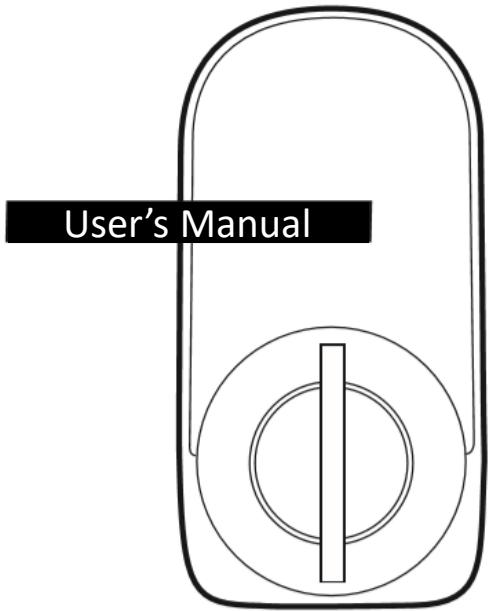
SmartLockID

OwnerPW

0 1 Setup
・First, follow the instructions in the Smart Lock Device Installation Guide to install the Smart Lock device.
・Place 4 AA batteries in the Smart Lock device.
・Download the Smart Lock app (free) on your smartphone.

App Store
↳ https://apps.apple.com/jp/app/monokoto-smartlock/id1497397919
Google Play
↳ https://play.google.com/store/apps/details?id=jp.co.monokotodesign.smartlockapp&hl=ja

App Store   Google Play

0 2 Sign in
・Launch the app. You can change the language using the icon in the top left corner of the screen.
・Tap "Log in".
（1）If you have a user ID
・Enter your user ID and password and tap "Log in".Tap the "back" arrow to return to the previous screen.
（2）If you do not have a user ID
・Tap "Sign up".
・Enter your email address and password and tap "Register".
＊Passwords must be at least 8 characters long and contain capital and lower case letters, numbers and symbols.
＊Symbols that can be used: $*,[]{}?-!@#%&,<>:;|_"~´
・An authentication code will be sent to your email address. Enter the code in the app and tap "Confirm".
＊If you do not receive an email with your authentication code, tap "Resend".

Change language

Back
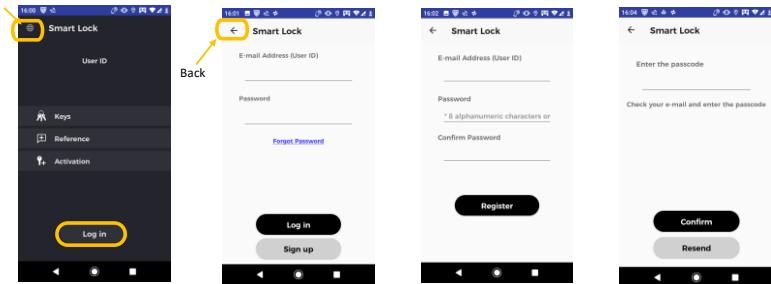
Note: You will need to be logged in for all of the operations mentioned after this section.

0 3 Register your Smart Lock device
＊Your user ID is displayed under "User ID" while you are logged in.
・Tap "Activation".
・Enter the Smart Lock ID and owner password provided with this manual.
You can scan this information by tapping the barcode icon to launch the camera.
・The holder of the master key can set the name of their choice for keys. When you lend a key, the key name is also displayed in the account of the person borrowing the key. Example: Room 101
＊If the key name section is left blank, the Smart Lock ID is used as the key name.
・Tap "Enter" after filling out the three sections.
＊The person whose user ID is registered to the Smart Lock device is the master key holder of the device. Smart Lock devices can only be registered once. Once a device is registered, it cannot be registered to a different user ID.
(Keys lent by the master key holder are called spare keys.)

User ID of logged in user

Scan barcode
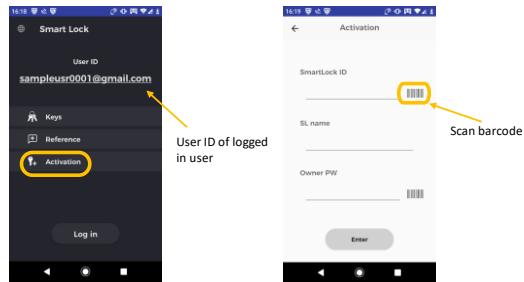
0 4 Place the Smart Lock device on the door
See the Smart Lock Device Installation Guide for details.
・Place 4 AA batteries in the Smart Lock device and place the device on the door.

0 5 Configure the initial settings of your Smart Lock device ＊This is only possible with the master key.
＊Turn on Bluetooth on your smartphone and make sure you are near the Smart Lock device.
・Check that you are logged in to the app and tap "Keys".
・Select the key to be configured from the list of keys.（The list displays all of your keys.）
・"・" indicates the master key.（"・" is not displayed next to the names of spare keys）
・Tap "INITIALIZATION".
・Make sure the Smart Lock device is installed on the door, lock and unlock the door manually and tap the "Set init" button.
(The device recognizes the positions during the initialization process.)
＊The buttons turn pink when the Smart Lock device is ready to be registered.
(If the buttons do not change color, see 1) in the Q&A of the Smart Lock Device Installation Guide .)
・"Setting success " is displayed when the process is performed correctly. If "Setting failed" is displayed, make sure the Smart Lock device is installed correctly on the door and tap "Set init" again.
(If the settings still cannot be configured properly, see 3) in the Q&A of the Installation Guide.)
・Manually move the door key to the unlocked position and tap the "Set Unlock" button to teach the Smart Lock device the unlocked position.
・Next, manually move the door key to the locked position and tap the "Set Lock" button to teach the Smart Lock device the locked position.
＊These processes usually take 3 seconds, but may take up to 10 seconds depending on the model of your smartphone.


Indicates master key

Opens the key list, where you can select a key
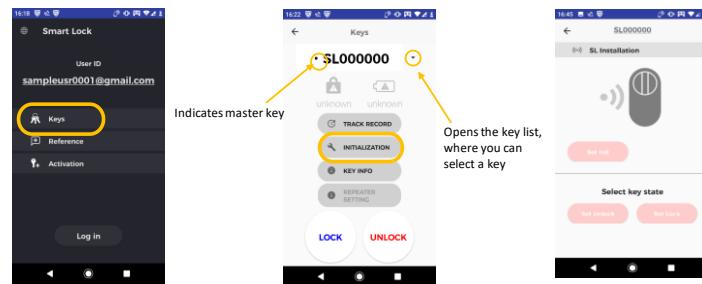
0 6 Lock and unlock the door using the Smart Lock device
＊Turn on Bluetooth on your smartphone and make sure you are near the Smart Lock device.
・Check that you are logged in to the app and tap "Keys".
・Select the key to be used from the list of keys。
・Tap the "LOCK" button to lock the door and the "UNLOCK" button to unlock it.
＊If the door cannot be locked or unlocked using the buttons, see 1) in the Q&A of the Installation Guide.
・The "Keys" screen shows the lock status and battery life.
＊The battery life display is usually shown in green with "Good" written underneath. When the battery begins to run low, the display turns yellow and "Caution" is displayed. When the battery needs to be changed immediately, the display turns red and "Change" is displayed.（It is recommended to change the battery when the yellow "Caution" display appears.）


Lock status

Battery life

Lock and unlock functions cannot be used
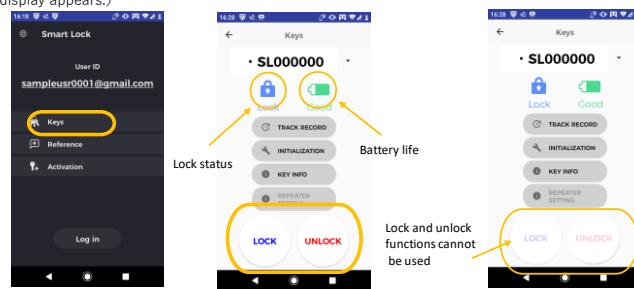
0 7 Lending and returning spare keys ＊This is only possible with the master key.
・Check that you are logged in to the app and tap the "Keys" button.
・Select the key to be lent from the list of keys.
・Tap the "KEY INFO" button.
・Tap the "Key transfer" button.（Up to 15 keys can be lent.）
・Enter the email address (user ID) of the person borrowing the key in "Receiver User ID", set the start time (Begin) and the time the key will be returned (End) and tap the "Sent " button.
＊The person borrowing your key must have signed up for a user ID.
・If the key was lent correctly, the user ID of the person borrowing the key and the time for which the key was lent will be displayed when you return to the Key Info screen.The person borrowing the key will receive an email indicating that the key has been lent.
＊The person borrowing the key needs to approve the lending process before they can use the key. "Away" is displayed when they have completed the approval process and "Request" is displayed if they have not yet approved the lending process.You can cancel the lending process at any time by tapping the "Cancel" button. The spare key will be returned to you immediately.
＊You can check when the door was locked and unlocked while someone was borrowing a spare key, along with the user ID of the person borrowing the key and the time during which they borrowed it.
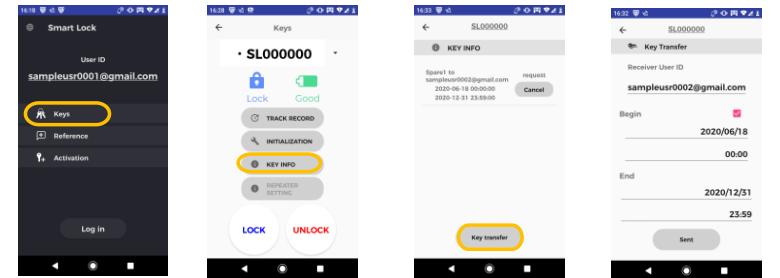
0 8 Borrowing a spare key
・Check that you are logged in to the app and tap "Reference".
・If someone has lent you a key and the app is waiting for you to approve the lending process, the key will be displayed here. Tap the "Approve" button to borrow the spare key or "Reject" to return it to the lender.
・To check information on a spare key you are borrowing, check that you are logged in to the app, tap the "Keys" button, select the key you are borrowing from the pull-down menu and tap the "KEY INFO" button.
＊You can check the user ID of the person who lent you the key and the time during which you are borrowing it. You can return the key at any time by tapping the "Cancel" button.
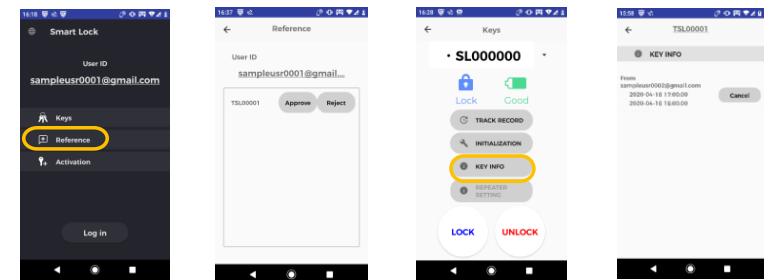
0 9 Checking the lock and unlock history ＊This is only possible with the master key.
・Check that you are logged in to the app and tap "Keys".
・Select the key to check from the list of keys.
・Tap "TRACK RECORD".
＊You can view when the door was locked and unlocked during the last month. You can also remotely monitor who has locked and unlocked the door and when.