



HallokeyPro

HallokeyPro APP Quick Start Guide

Apple/Android app & web Interface

1. Download and install the "HallokeyPro" APP software.

1.1. Search for "HallokeyPro" APP in the APP store, download and install it.

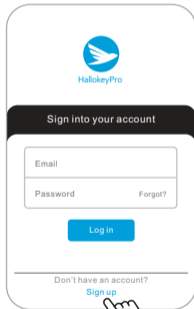
1.2. Search for "HallokeyPro" APP in the Google App Market, download and install it. If it is not the latest version, the system will prompt you to upgrade to the latest version after installation. Please upgrade in time.



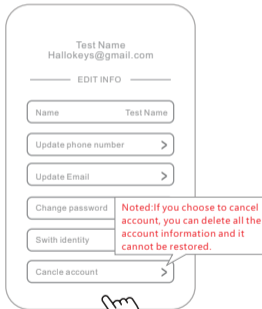
ENTERPRISE-GRADE
ACCESS MANAGEMENT CONTROL SYSTEMS
Make All Freely

2. Register and log in to HallokeyPro APP account.

1. Open the HallokeyPro APP software on your phone, and follow the instructions on your phone to register step by step.
2. Follow the APP operation prompt, enter your email and password to log in, if you are not active, click to log out, Then the software will automatically log in next time you start the software, otherwise you need to log in again.
3. You can change the password, email, delete account in settings.



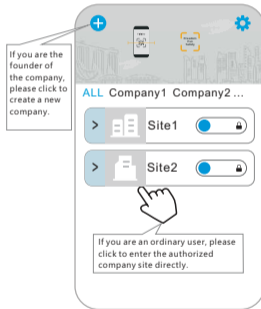
Click to register new account
Follow the step to fill in the app
account registration information.



You can change the password, email,
delete account, etc in the personal
settings men.

3. Create a new company or join an authorized company.

1. If you are the founder of the company, please click to create a new company. You will become the super administrator of the company and have all the management rights of the company.
2. If you are an ordinary user, please click to enter the authorized company site directly, then you can use the app directly.



4. Create Your Own Management Site.

*Each company can have one or more management sites.

Create a new site

Site name

Address

City

State

Zip

Next

Fill in the site name and other information according to the steps.

Create a new site

CONTACT PERSON

Name

Last Name

Email

Phone Number

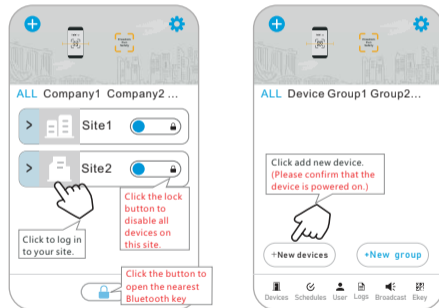
Next

Fill in the site contact and other registration information according to the steps, complete the site registration.

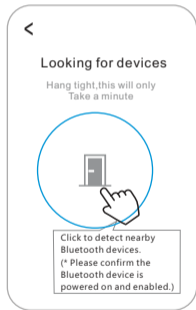
5. Device Management.

After creating the site, click to enter the site, you can directly add the management device in the site.

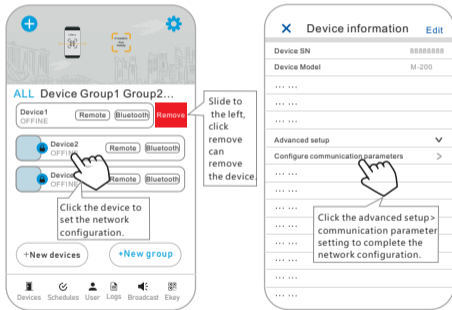
* Note: Site lock button, click the lock button will disable all devices on this site!



5.1. Follow the preceding steps, device added successfully.
If more devices need to be added, please repeat the steps.
* Please confirm the Bluetooth device is powered on and enabled.



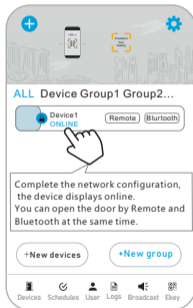
5.2. After you add one or more devices, please continue to complete the network configuration of the devices. (Such as WIFI, 4G, TCP/IP and other network configurations)



5. 3. Continue to add the device WIFI name and password.

(Applicable for specific device)

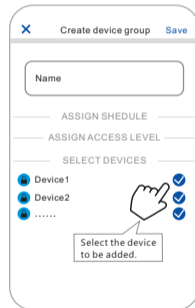
If the device displays "online", the WIFI configuration is successful, otherwise please try to connect to WIFI several times. (Please select 2.4G frequency WIFI signal, 5GWIFI signal is not supported)



6. Device Management - Create device group

Please create a device group for the added device. (The device group can be added to the specified user group)

*Note: Site lock button, click the lock button will disable all devices on this site!

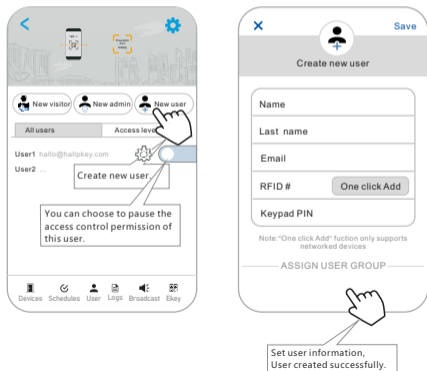


7. User Management.

*The initial password of all invited users is "111111". Please change your login password after logging in. User management has 3 permission levels Respectively: user/administrator/visitor.

7.1. User (User needs to be added to the user group and authorized by the specified device before they can have the door opening permission of the device)

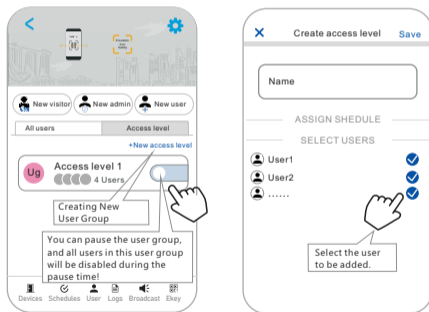
7.1.1. You can also pause the user's usage time.



7.2. Creating Access Level.

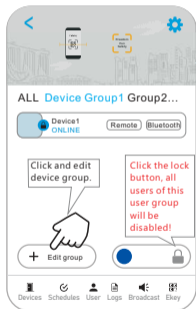
7.2.1. After access level is created, the device group can select a specific access level to use the access permission.

* Note: You can pause the access level, and all users in this access level will be disabled during the pause time!



7.2.2. Device group authorize the specified user group to use

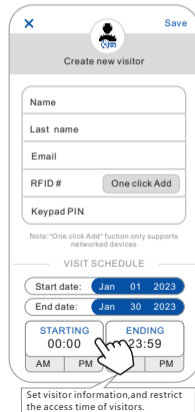
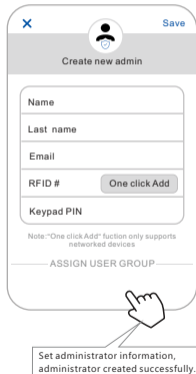
Device>Device Group>Authorize the device group to the specified user group, then all users of the user group have the door opening permission for the devices in the device group.



7.3. Administrator and Visitor.

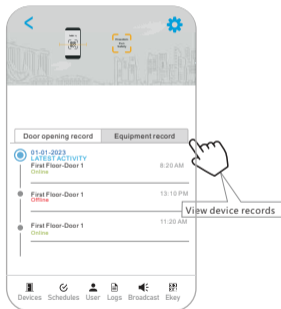
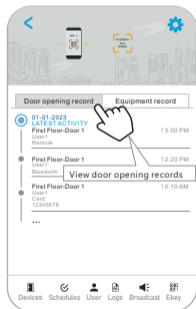
7.3.1. Administrator (Administrator can open the doors of all sites, manage all devices and users in the site, and is not bound by schedules)

7.3.2. Visitor (Visitors can open the doors in the site within the specified time)



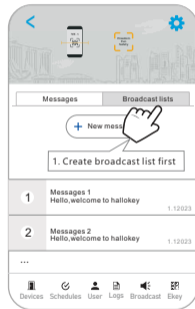
8.Log.

Administrator and super administrator can view the door opening records and device records in the Log.



9.Broadcast.

Administrator and super administrator can publish public messages in Broadcast.(Create broadcast list first, and then publish new messages)

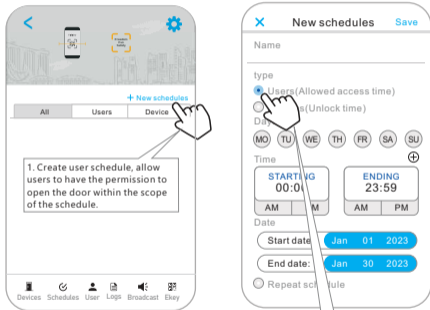


10.Schedules-Advanced Access Control Function:

(Applicable for specific device)

You can create user schedules and device normally open schedules to allow user groups and device groups to work within the specified schedule.

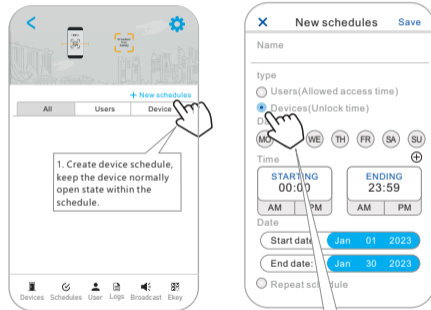
10.1.Create User Group Schedules.



2.Select user schedule.
Note: User group must select user schedule.

10.2.Create Device Schedule.

You can create device normally open schedule to keep the device normally open state.

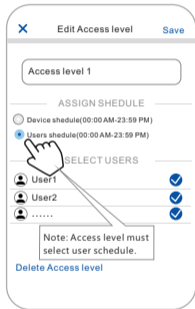


2.Select device schedule.
Note: devices group must select devices schedule.

10.3.Apply Schedule.

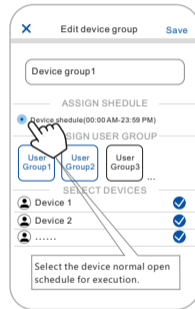
10.3.1.Access level apply schedule.

*After applying the schedule, the access level can only have access control permission within the schedule



10.3.2.Device group apply schedule.

After applying the schedule, the device group will keep normally open state in the schedule.

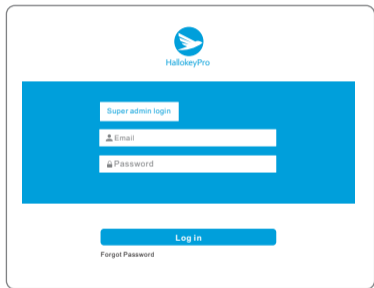


11. User application license.

*The initial number of user licenses per site is 10. If you need more, please apply for it on the web software side.

11.1. Web software login address: <https://cloud.hallokey.com>

The user name and password is same the APP.



Super admin login

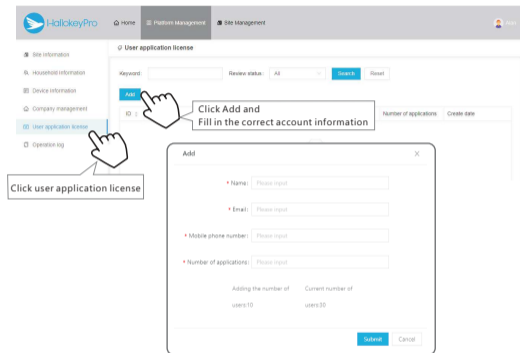
Email

Password

Log in

Forgot Password

*After click user application license.



Click user application license

Click Add and Fill in the correct account information

Adding the number of users: 10

Current number of users: 30

Disclaimer:

As equipment and software are continuously upgraded and optimized, we will continue to optimize products and software on the premise of ensuring the basic functions of products and software to improve customer experience, and we will not assume any subsequent responsibilities.