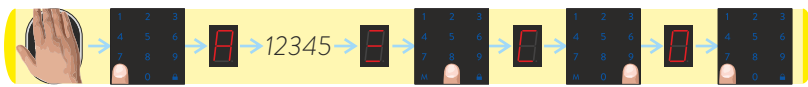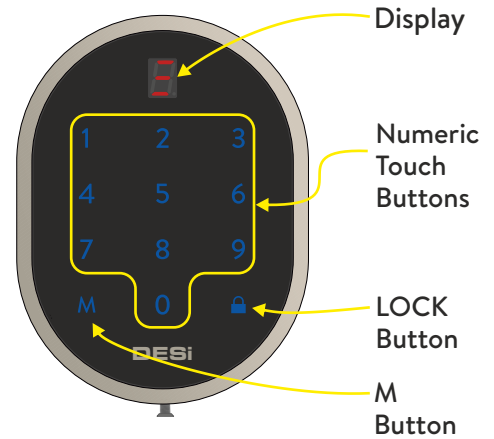If you are the master user of motorized cylinder, you can let anybody unlocks the motorized cylinder even if you are far away. For this function, neither motorized cylinder nor you need to be connected to internet.
This function can be used via Wireless Keypad or via Utopic Application.

1. TIME LIMITED ACCESS VIA KEYPAD

<u>Before enrolling the wireless keypad to your motorized cylinder</u>, you need to enable this function on keypad. To enable/disable "Time Limited Access" mode of keypad:
– Wake the keypad up by putting your palm to the touch buttons and than touch to "M" button. First "A" than three lines appear on the display.
– Enter 5 digit master password(if master password is not changed, default master password is 12345). After display animation three lines appear on the display.
– Touch to "0" button. "C" or "O" will be displayed.
– Touch "LOCK" button to toggle between;

    "O" - Time Limited Access Mode is Enabled,
    "C" - Time Limited Access Mode is Disabled.

– When desired mode is displayed, touch "M" button to confirm.

Display

Numeric Touch Buttons

LOCK Button

M Button

While you are close to motorized cylinder, follow the steps below to enroll a wireless keypad as a controller:
– Launch the app on the master mobile phone and choose the motorized cylinder.
– Touch to "Settings" icon located on upper right corner and go to "Users" tab.
– Touch to "Enroll New Controller" and than touch to "green plus" sign on the right. The motorized cylinder will give a long and than a short warning tone.
– After warning tones, wake the keypad up by putting your palm to the touch keys and than enter "2222".
– The motorized cylinder will give two short warning tones and the keypad will be enrolled to the motorized cylinder.
– Launch the app on the master mobile phone and choose the motorized cylinder.
– Touch to "Settings" icon located on upper right corner and go to "Users" tab.
– Touch to "Create One Time Code".
– If the enrolling process is successful, you will see "Via Keypad" line, besides "Via App".

Generating Time Limited Access Code For Keypad
– Launch the app on the master mobile phone and choose the motorized cylinder that you want to generate codes.
– Touch to "Settings" icon located on upper right corner and go to "Users" tab.
– Touch to "Create One Time Code" and than "Via Keypad".
– To have an enhanced / explanatory usage log, choose one of the following roles for the time limited code:

    Guest
    Administrator
    Room Service
    Maintenance
    Runner

– After choosing the role, you will see following titles to set on coming page:
    Check In & Out Time: Default check-in time is 14:00 and check-out time is 10:00. This period is valid for all the time limited access codes. (To change default values of this setting, you need to connect motorized cylinder via bluetooth)
    Usage: You can choose if the generated password will be a one time (single) or multi time usable during given period.
    From: You can choose beginning date of the period which the generated password will be valid.
    To: You can choose ending date of the period which the generated password will be valid.
After choosing desired settings, touch to "Create One Time Code" line.
– A pop-up will appear which shows 8 digit password. You can touch to "Share" button to share related information.

Unlocking The Door Via 8 Digit Time Limited Access Code
Wake the keypad up and enter the 8 digit code. If it is valid, the motorized cylinder will unlock the door.
After first succesful usage of the 8 digit code, you can use last 4 digits of code during the period.

IMPORTANT NOTES

– To use a keypad for Time Limited Access feature, this mode need to be enabled before it is enrolled to motorized cylinder.

– If you generate "Single" usage code, it can be used "1 time only".

– If you generate "Multi" usage code, it can be used multi times during selected period. After first succesful usage of the 8 digit code, you can use last 4 digits of the code during the period.

– You can generate time limited codes while you are away from your motorized cylinder. Neither Bluetooth nor internet connection is necessary for this function. Bluetooth connection is needed if you want to change check-in and check-out times.

– You can generate both "single" or "multi" passwords for the same date.

– If you generate two different multi usage codes whose periods have intersection and if the code which has a recent beginning date is used, it cancels the code which has a former beginning date.

> e.g. Let's say you generate a code which is valid from 20th to 25th of September (*1st code*)
>
> After that, you generate another code which is valid from 23th to 25th of September (*2nd code*)
>
> On 23th of September, if you use *1st code*, it unlocks the motorized cylinder.
>
> On 23th of September, if you use *2nd code*, it unlocks the motorized cylinder and cancels *1st code*.
>
> After the first usage of *2nd code*, *1st code* will not unlock the motorized cylinder anymore.

- If you generate a multi usage code whose validity interval begins in a month and ends in next month and if the code is not used in first month, it will be cancelled automatically.

> e.g. Let's say you generate a code which is valid between 30th of September to 5th of October.
>
> If the code is used on 30th of September, it unlocks the motorized cylinder and will be valid till 5th of October.
>
> If the code is not used in September, it will be cancelled automatically. So it will not work in October too.

– Besides time limited codes, you can use master (and user) password of keypad to unlock the motorized cylinder. If you touch to "M" button after waking the keypad up, you can enter the master (or user) password to unlock the motorized cylinder.

– To enter the setting menu of the keypad whose time limited access function is enabled, after waking the keypad up, you need to touch to "M" button twice. After that, enter the master password to reach the setting menu of keypad.

– You should change the default master password of the keypad before using it. For this purpose, follow the steps below:

> Wake the keypad up and enter the setting menu via default master password (which is 12345).
>
> After display animation, touch "M" button. First "b" than two lines appear on the display.
>
> Touch "1" button and enter the new master password in 5 digit.
>
> After display animation, re-enter the new master password. In this way, default master password will be changed.

2. TIME LIMITED ACCESS VIA APPLICATION

If you are the master user of motorized cylinder, you can generate time limited access codes which can be used via application and are valid for 1 time usage.

Generating Time Limited Access Code For Application

– Launch the app on the master mobile phone and choose the motorized cylinder that you want to generate the code.

– Touch to "Settings" icon located on upper right corner and go to "Users" tab.

– Touch to "Create One Time Code", than "Via App".

– If you want to limit the validity of the code by a period, enable "Time Limited Access" feature and set the beginning and ending date. (During defined period, the generated code will work only 1 time and if somebody tries to use generated code on a date which is not in defined period, it will not work.) After chooseing desired settings, touch to "Create One Time Code".

– A pop-up will appear which shows the generated code. You can touch to "Share" button to share related information.

Unlocking The Door By Using One Time Code Via Application

– Copy the shared code to clipboard. (You can copy all the shared text. The app will filter the code automatically.)

– Install Utopic application to your mobile phone, launch the app, choose the language and set a password if you want.

– Hold your mobile as close as possible to the door that motorized cylinder is installed and on the main screen, touch to "Use One Time Pass Code" button located at the bottom of main screen.

– The application searches available motorized cylinders around and when it finds, it will ask to use the code on the clipboard with a pop up. Touch the confirm button.

– When you see the code as it is written on the screen, touch to "Green Tick" to unlock the door.

– If the code is valid for the lock, the motorized cylinder will unlock the door and you will see a confirmation pop-up.