

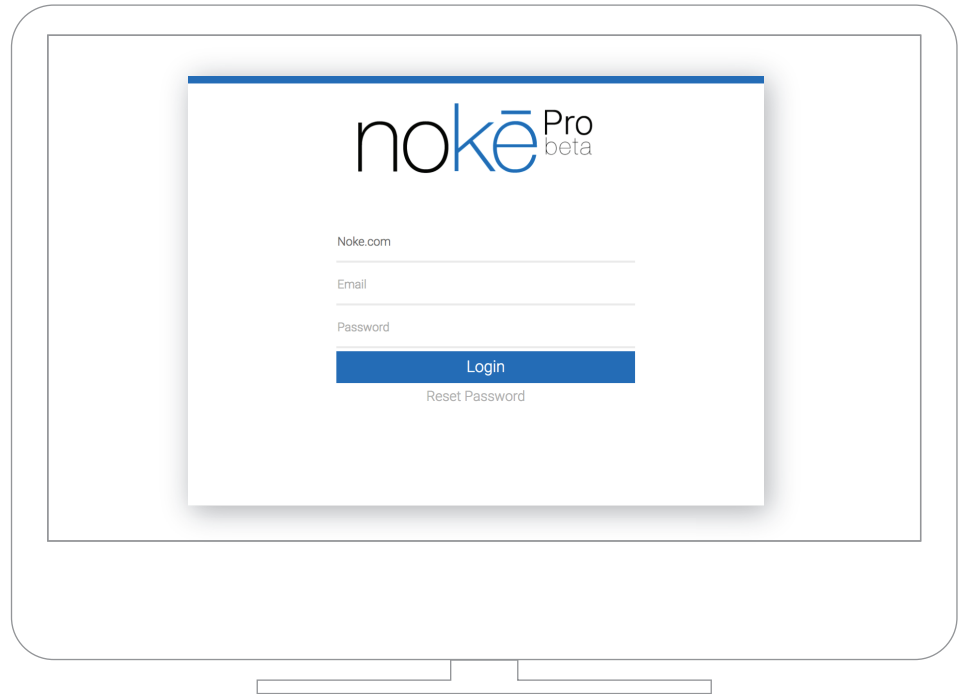
nokē<sup>Pro</sup>

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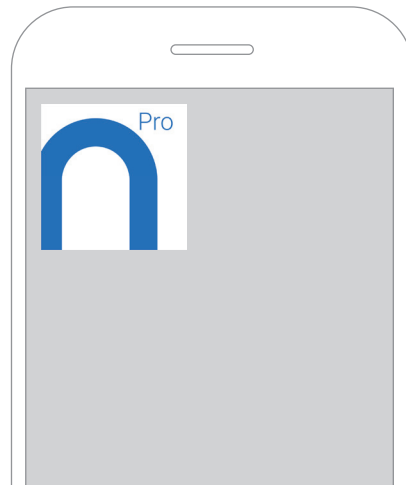
Quick-Start Guide

# Getting Started with Nokē Pro

1. Go to [www.nokepro.com](http://www.nokepro.com)  
Enter your company name,  
email address and password  
to login.



2. Download and install the Nokē Pro  
app on your mobile device.



**iOS:** <https://itunes.apple.com/us/developer/Nokē-llc/id1027574734>

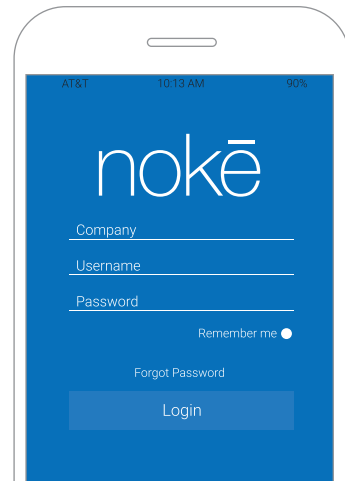
**Android:** <https://play.google.com/store/apps/developer?id=Nokē%20LLC&hl=en>

# Setting Up Locks

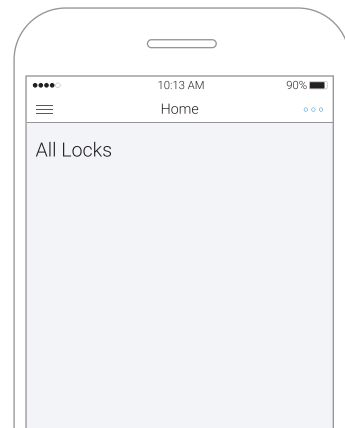
To add locks to company account,  
follow the steps below:

Installer permission is required to add  
locks to Noke Pro Account.

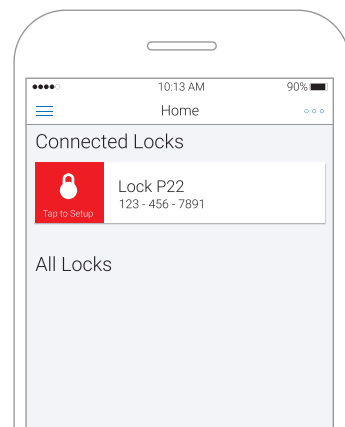
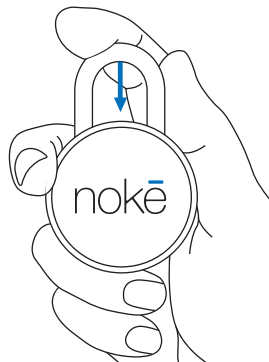
1. Enter your company name,  
email address and password  
to log in to the Nokē Pro app.



2. The Home page listing locks  
will be blank until you press the shackle  
of the lock to begin the setup process.



3. If you have installer permissions,  
the lock will appear in the app.  
Next, tap the red button that says  
“Tap to Setup.”



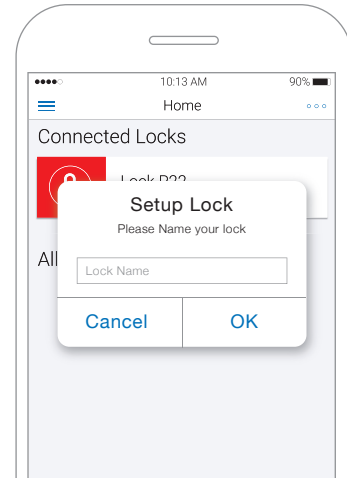
# Setting Up Locks

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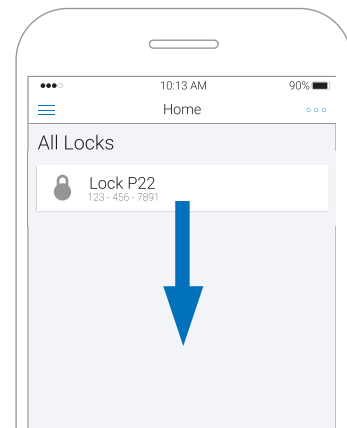
4. A pop-up will appear asking you to name lock. We recommend incorporating part or all of the lock's serial number to better keep track of locks.

Press "OK."

Wait while settings are saved.



5. Pull down on screen to refresh it. Newly added lock will appear on the Home page.



# View and Edit Lock Settings

Tapping on the lock name will allow you to view and edit lock settings.

## Unlocking Method

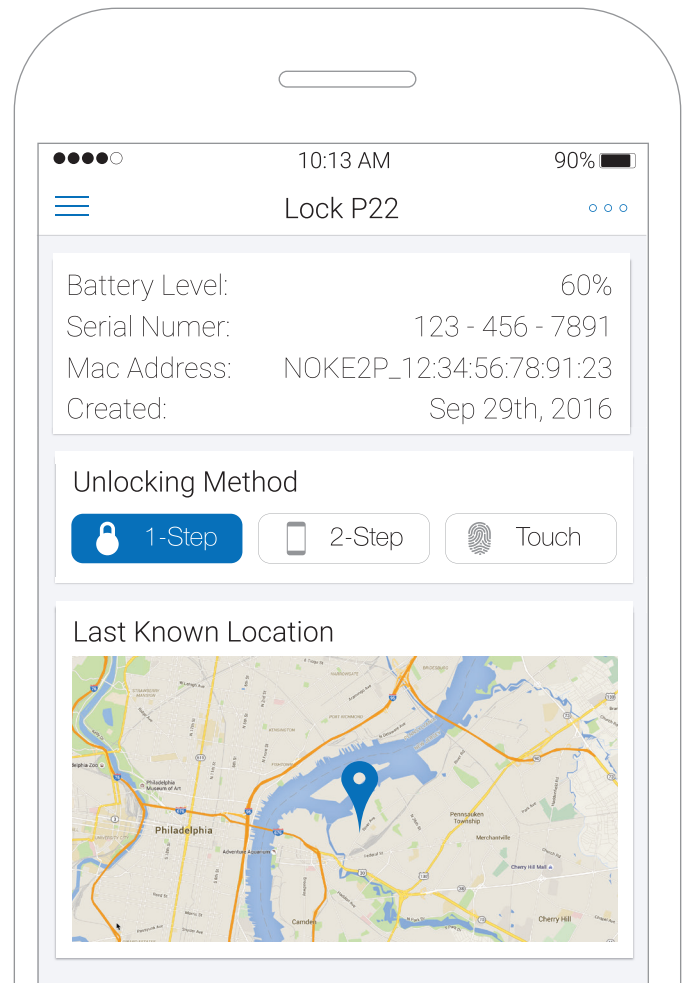
**1-Step:** Press shackle and Nokē will automatically unlock when authorized device is within a few feet.

**2-Step:** Press shackle then press unlock in app.

**Touch:** Press shackle, press unlock in app, then touch fingerprint to device.

## Last Known Location

Displays the location of last unlock.



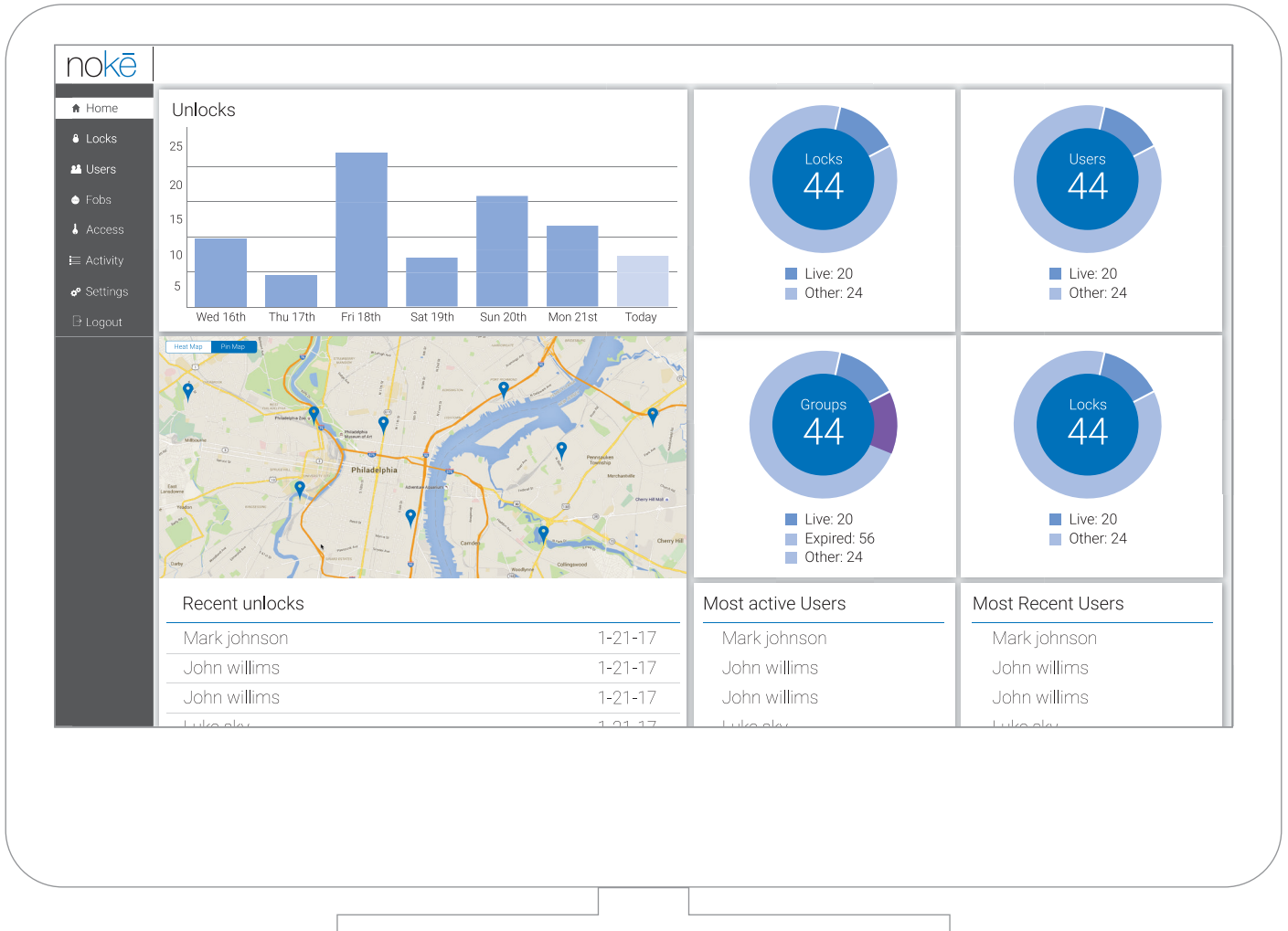
# Managing Nokē Pro Account From the Web Portal

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- **Adding Users**
- **Granting Access**
  - Creating a new access group
  - Adding users
  - Adding locks
  - Setting schedules
- **Adding Fobs**
- **Sending Quick-Clicks**

# Web Portal Home Page

This is the Nokē Pro Dashboard which allows you to set up and view various widgets like the ones seen here:

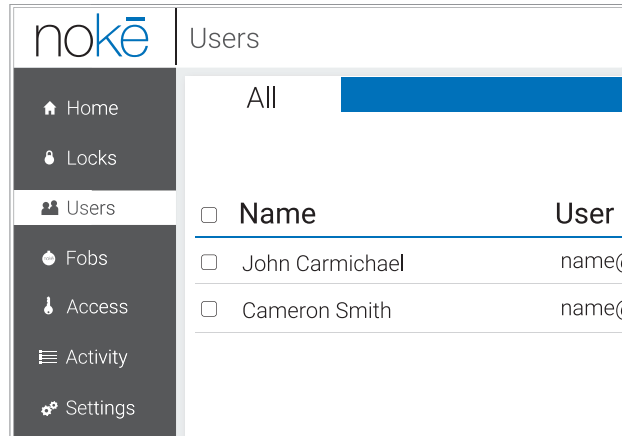


# Adding Users

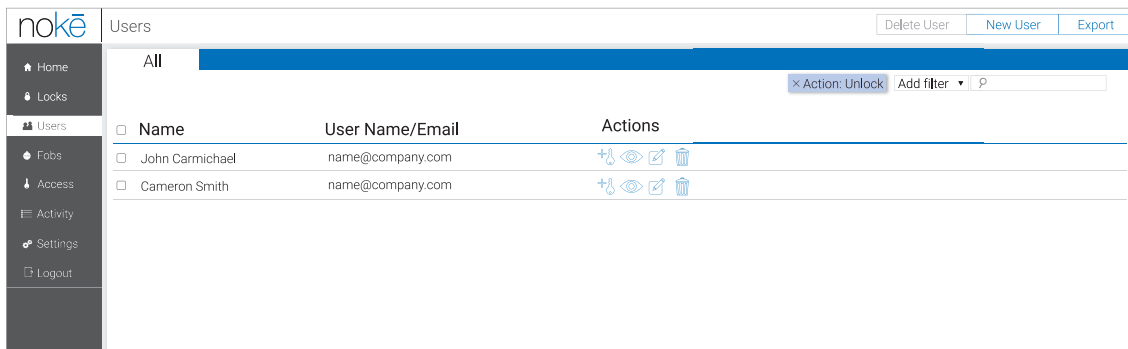
The Nokē Pro Web Portal is used to create users and grant access to locks. When providing access, you will create an “Access Group” consisting of Users and Locks.

To add users, follow the steps below:

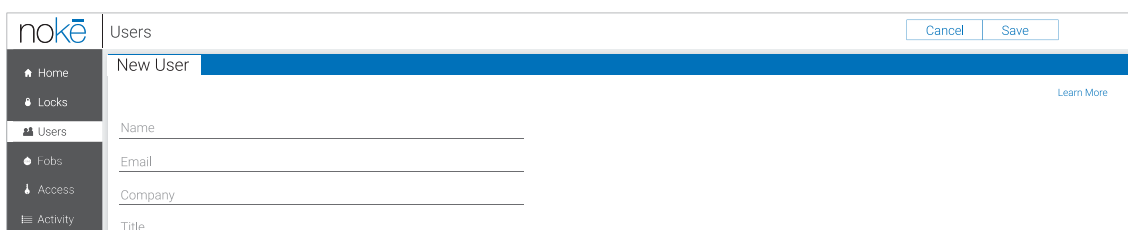
1. Select “Users” in the menu on the left.



2. Select “New User” on the top right.



3. Type the name, email and other information of the person to whom you’d like to grant access.





# Adding Users

4. Select the type of permissions you'd like to grant this person.

NOTE: You may select more than one.

5. Select "Save" in the top right corner when finished.

The screenshot shows the 'New User' form in the Nokē system. The form includes the following fields: Name, Email, Company, Title, Work Phone, Mobile Phone, Street Address, City, State, and Zip. Below these fields is a 'Permissions' section with a list of checkboxes. The permissions listed are: Web Portal Access (checked), App Access (checked), Installer Access (checked), Manage Users (checked), Manage Locks (checked), Manage Groups (checked), Manage Quick Clicks (unchecked), Manage Fobs (unchecked), Company Settings (unchecked), Export Data (unchecked), and Company Billing (unchecked). The form has a 'Cancel' button and a 'Save' button in the top right corner. A 'Learn More' link is also visible in the top right corner of the form area.

## Mobile App

**App Access** - Log in to the mobile app and use it to access Nokē locks with granted permissions

**Installer Access** - View any Nokē locks at any time via the mobile app. User can add and setup new locks to the account

## Web Portal

**Web Portal Access** - Log in to the web portal only

**Manage Users** - Create/ edit users

**Manage Locks** - Create/ edit locks

**Manage Groups** - Create/ edit groups

**Manage Quick-Clicks** - Create/ issue quick-clicks

**Manage Fobs** - Setup/ issue fobs

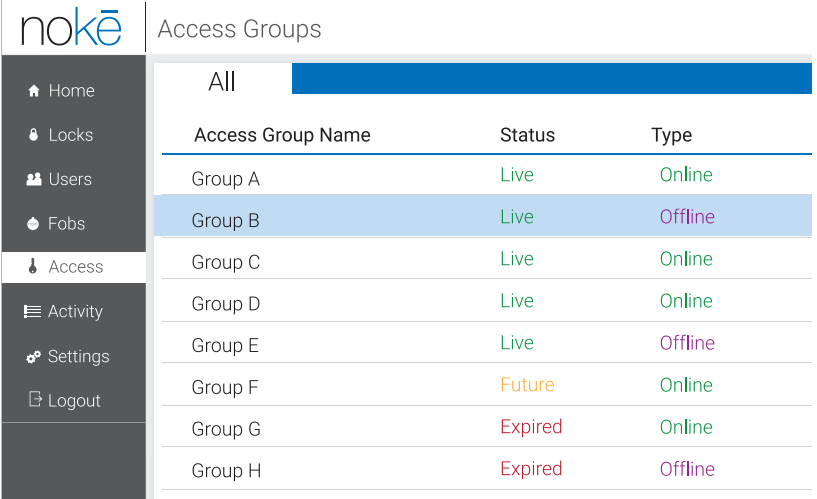
**Company Settings** - View/ edit company settings

**Company Billing** - View/ edit company billing

**Export Data** - Download history logs and reports

# Granting Access

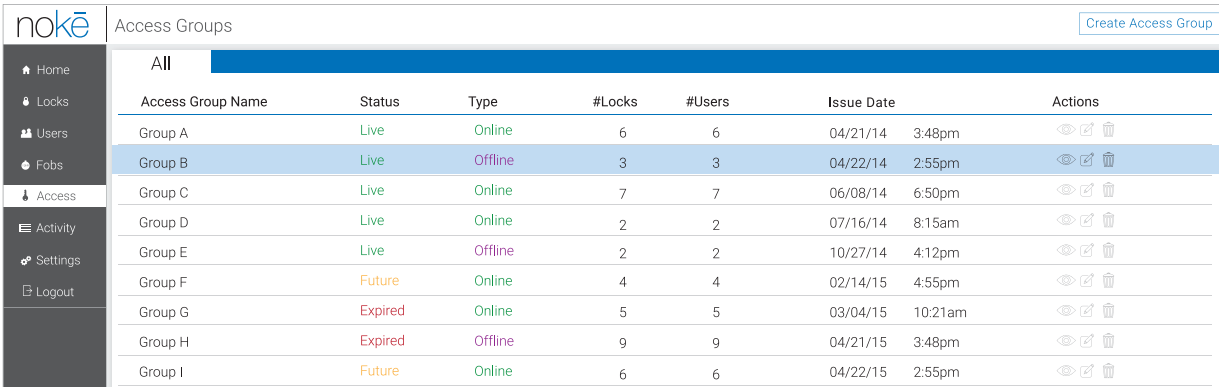
1. Select "Access."



The screenshot shows the nokē interface. On the left is a dark sidebar with navigation options: Home, Locks, Users, Fobs, Access (highlighted with a blue bar), Activity, Settings, and Logout. The main content area is titled 'Access Groups' and features a table with columns for Access Group Name, Status, and Type. The 'All' filter is selected at the top. The table lists groups A through H with their respective statuses and types.

Access Group Name	Status	Type
Group A	Live	Online
Group B	Live	Offline
Group C	Live	Online
Group D	Live	Online
Group E	Live	Offline
Group F	Future	Online
Group G	Expired	Online
Group H	Expired	Offline

2. Select "Create Access Group."



The screenshot shows the nokē interface. The 'Access' menu item in the sidebar is selected. In the top right corner of the 'Access Groups' section, a 'Create Access Group' button is highlighted with a blue border. The table below shows an updated list of access groups, including Group I, with columns for Access Group Name, Status, Type, #Locks, #Users, Issue Date, and Actions.

Access Group Name	Status	Type	#Locks	#Users	Issue Date	Actions
Group A	Live	Online	6	6	04/21/14 3:48pm	👁️ 🗑️
Group B	Live	Offline	3	3	04/22/14 2:55pm	👁️ 🗑️
Group C	Live	Online	7	7	06/08/14 6:50pm	👁️ 🗑️
Group D	Live	Online	2	2	07/16/14 8:15am	👁️ 🗑️
Group E	Live	Offline	2	2	10/27/14 4:12pm	👁️ 🗑️
Group F	Future	Online	4	4	02/14/15 4:55pm	👁️ 🗑️
Group G	Expired	Online	5	5	03/04/15 10:21am	👁️ 🗑️
Group H	Expired	Offline	9	9	04/21/15 3:48pm	👁️ 🗑️
Group I	Future	Online	6	6	04/22/15 2:55pm	👁️ 🗑️

# Granting Access

3. Name access group.

4. Select online or offline.

**Online:** Requires user to have a data connection to access locks. This guarantees the user's credentials are current. This is the preferred method if the lock is in a location with a reliable data connection.

Schedules require online access.

**Offline:** Offline access is necessary in locations where Nokē has poor or no data connection (in a plane, on a boat, in the desert, etc.).

Schedules are disabled in offline mode.

Fobs require offline access.

The screenshot shows the Nokē web interface for configuring an access group. The page title is "Access Groups/Group 6" and it includes "Cancel" and "Save" buttons. The main heading is "New Access Group". Below this, there is a "Group Name" input field and an "Offline Access" toggle switch. A "Learn More" link is also present. The "Users" section is titled "Add users who will have access to this group" and contains two columns: "Users" and "Selected Users". The "Users" column has a search bar and a list of names: Dave, Cameron, Arthur, Nate, Spencer, and Stephen. The "Selected Users" column has a search bar and a list of names: Michael, Katie, Halley, and Bob. Below the "Users" section is the "Locks" section, titled "Add locks that will be available to the users in this group". It also has two columns: "Locks" and "Selected Locks". The "Locks" column has a search bar and a list of lock IDs: Lock 1, Lock 2, Lock 4, Lock 5, Lock 6, and Lock 7. The "Selected Locks" column has a search bar and a list of lock IDs: Lock 3, Lock 8, Lock 9, and Lock 12. At the bottom, there is a "Schedule" section titled "Add schedules for when users will have access to locks" with a "+Add Schedule" link. A dark sidebar on the left contains navigation links: Home, Locks, Users, Fobs, Access, Activity, Settings, and Logout.

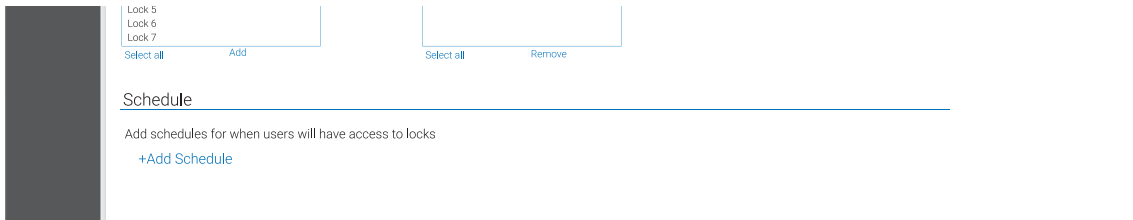
5. Select user(s) you want to add to this access group and click "Add."

6. Select lock(s) you want to add to this access group and click "Add."

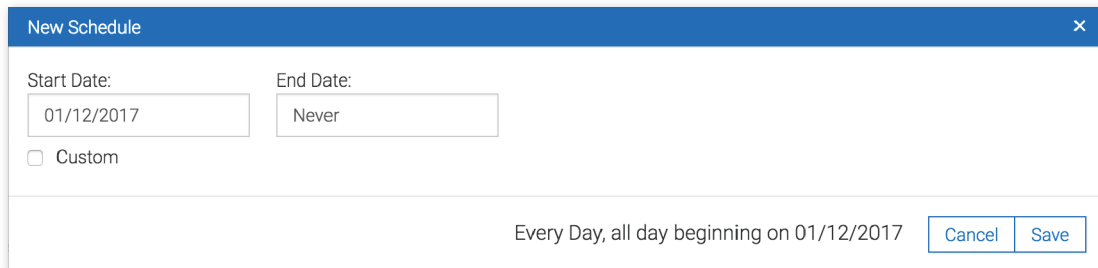
# Granting Access

For more control, add schedule(s) to online groups.

7. Select “Add Schedule.”

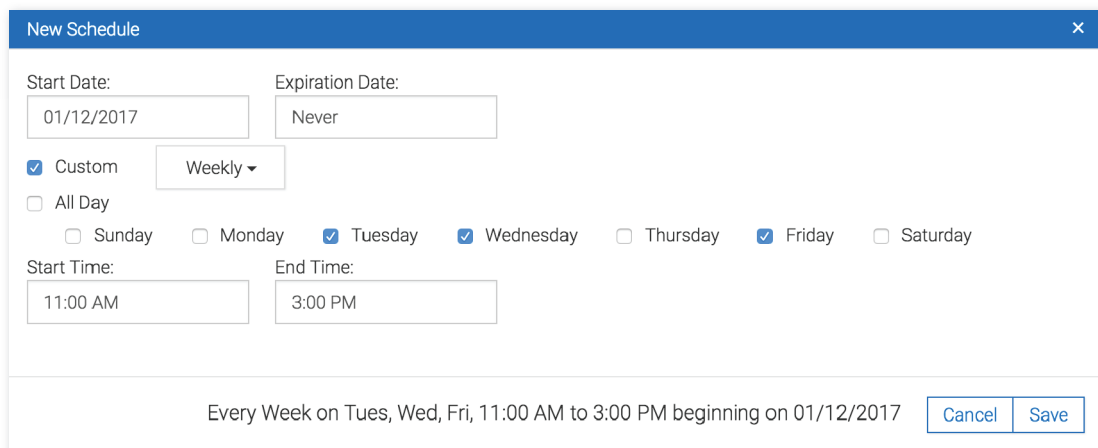


8. A pop-up will appear with default schedule.

A screenshot of a 'New Schedule' dialog box. It has a blue header with the title 'New Schedule' and a close button. The dialog contains two input fields: 'Start Date' with the value '01/12/2017' and 'End Date' with the value 'Never'. Below these is a checkbox labeled 'Custom' which is currently unchecked. At the bottom, there is a summary text: 'Every Day, all day beginning on 01/12/2017' and two buttons: 'Cancel' and 'Save'.

9. To customize schedule, select “Custom.”

10. Modify the start and end time or select “All Day.”

A screenshot of the 'New Schedule' dialog box with custom settings. The 'Start Date' is '01/12/2017' and 'Expiration Date' is 'Never'. The 'Custom' checkbox is checked, and a 'Weekly' dropdown menu is open. Below this, there are checkboxes for days of the week: 'Sunday', 'Monday', 'Tuesday' (checked), 'Wednesday' (checked), 'Thursday', 'Friday' (checked), and 'Saturday'. There are also input fields for 'Start Time' (11:00 AM) and 'End Time' (3:00 PM). At the bottom, the summary text reads: 'Every Week on Tues, Wed, Fri, 11:00 AM to 3:00 PM beginning on 01/12/2017' and there are 'Cancel' and 'Save' buttons.

11. Select “Single Day,” “Daily” or “Weekly” in the dropdown and adjust schedule accordingly.

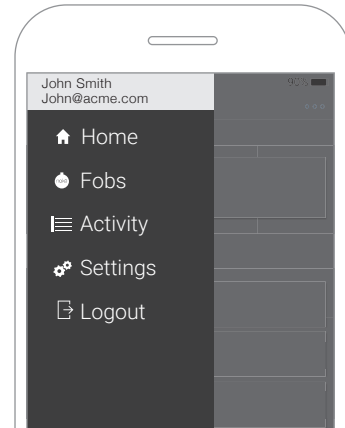
12. Once your schedule is set, select “Save.”

**NOTE:** An unlimited number of schedules can be added to the group.

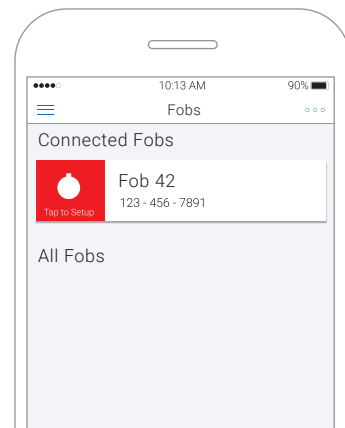
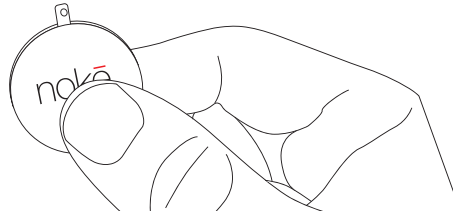
# Adding Fobs

To add fobs, follow the steps below in the Nokē Pro mobile app:

1. Log in to the Nokē Pro app.  
Navigate to the menu and select “Fobs.”

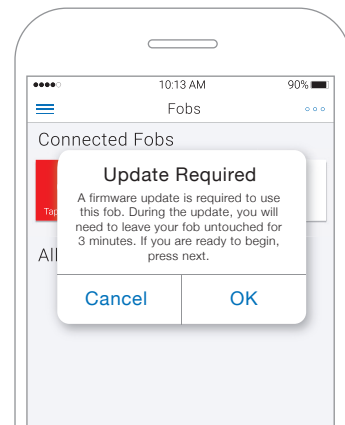


2. With the Fobs page open, squeeze the fob.
  - If fob's light flashes blue, continue to next page.
  - If fob's light flashes green, follow steps below to update firmware.



**Update fob firmware:** Update may take up to 3 minutes.

1. Squeeze the fob until the green light turns red.  
App will prompt you to “Tap to Update.”
2. Tap “Tap to Update” in Nokē app.
3. A pop-up will appear prompting you to update the fob's firmware. Tap “OK.”
4. Once firmware update is complete, close Nokē Pro app.
5. Turn phone's Bluetooth off.
6. Turn phone's Bluetooth back on.
7. Re-open the Nokē Pro app.
8. Navigate to Fobs page.
9. Squeeze the fob. The blue light will flash.
10. Firmware update complete. Continue to next page.

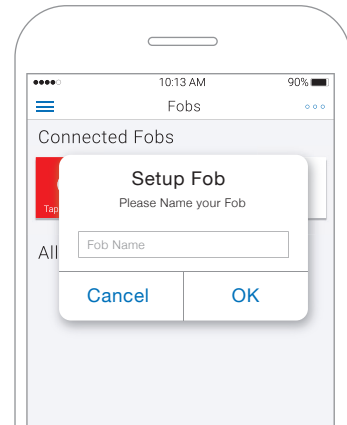


# Adding Fobs

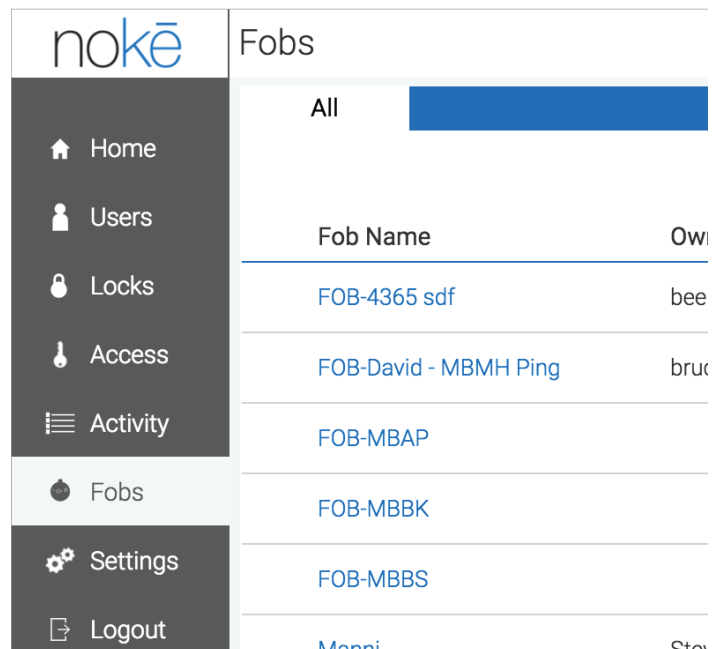
1. Tap the red button that says “Tap to Setup.”

2. Name Fob.

**Tip:** Incorporating the last 4 digits of the fob’s serial number will help to better keep track of fobs.

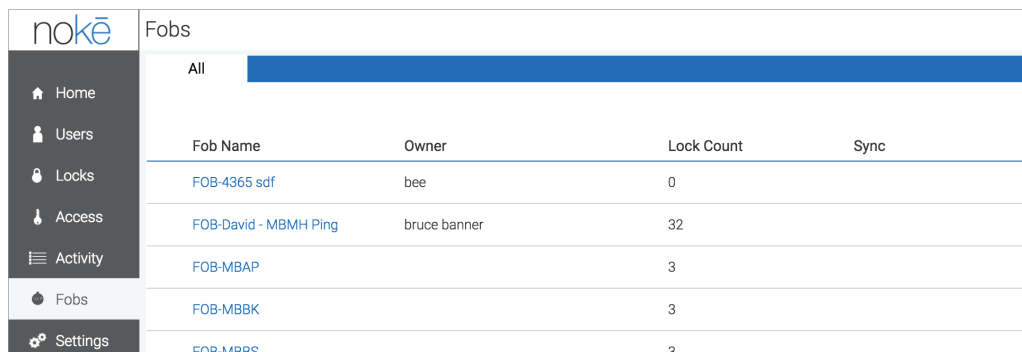


3. Log in to web portal.



4. Navigate to the Fobs page.

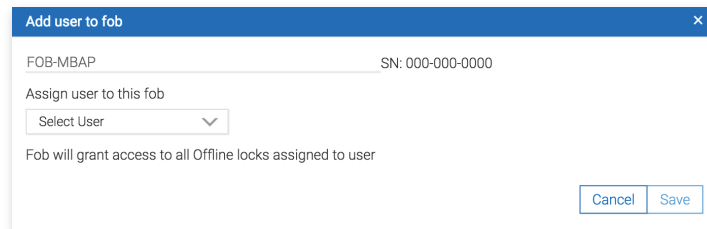
5. Select recently added fob from list.



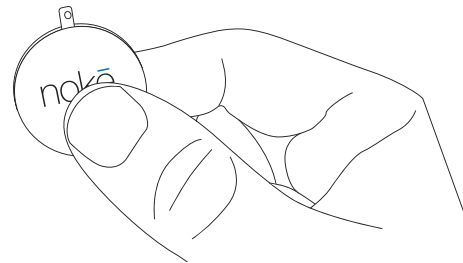
# Adding Fobs

6. The following pop-up will appear. Select and assign a user from the users list. Select “Save.”

**Note:** All locks in offline groups assigned to that user can be accessed using the fob once fob is synced.



7. Once the fob and user is added, open the Nokē Pro mobile app and navigate to the Fobs page.

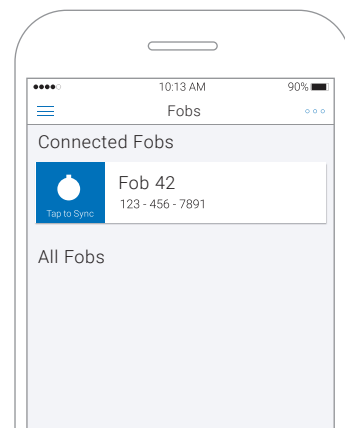


8. Squeeze the fob. The blue light will flash.

9. Tap “Tap to Sync” in the Nokē Pro app to sync fob.

## **FOB SETUP COMPLETE.**

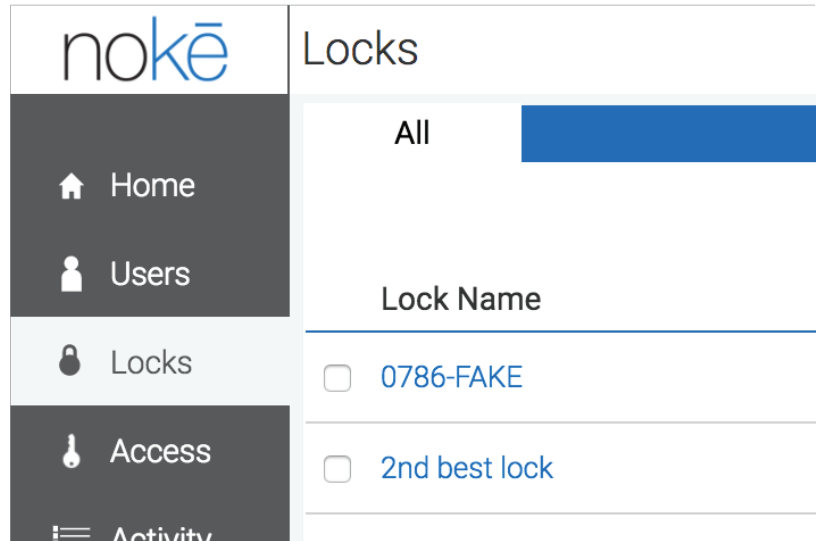
Fobs can only be used to access locks in offline groups assigned to user.



# Sending Quick-Clicks

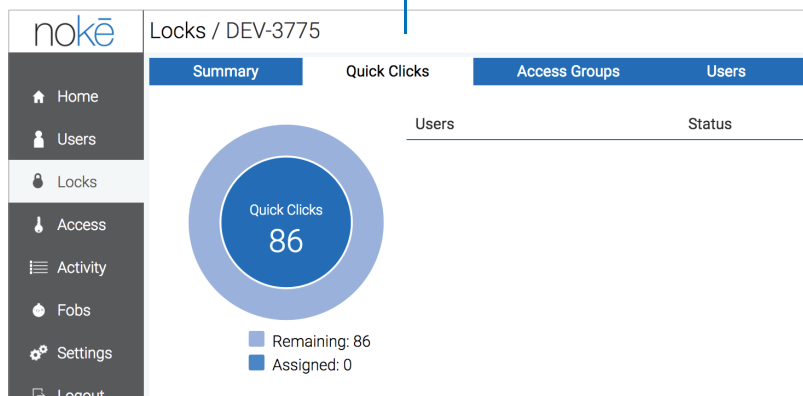
To send a one-time Quick-Click code, follow the steps below in your Nokē Pro web portal:

1. Select “Locks” in the menu on the left.



2. Click on the name of lock to which you'd like to grant access using a Quick-Click code.

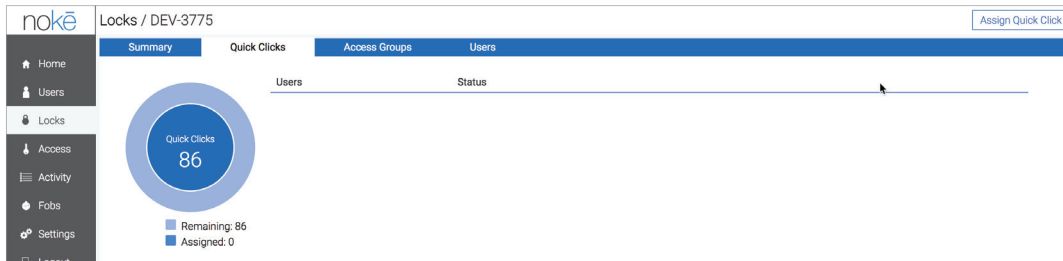
3. Select “Quick-Clicks” in the menu at the top.



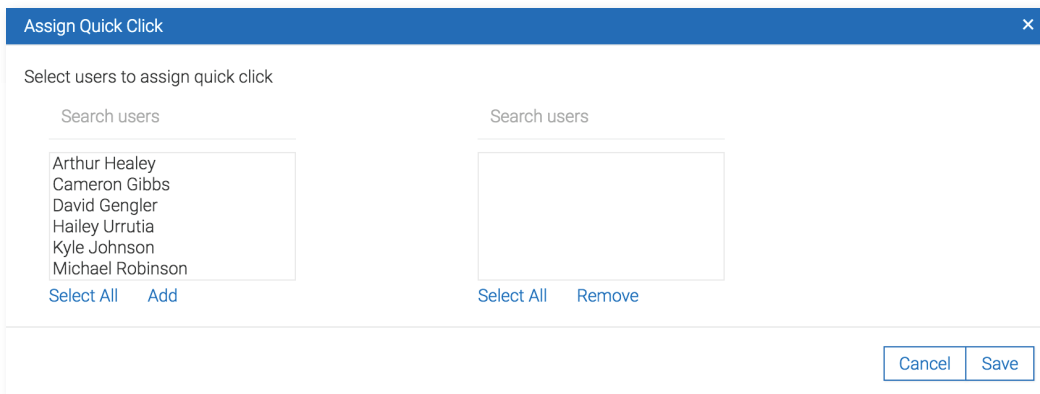


# Sending Quick-Clicks

4. Click “Assign Quick-Click.”



4. The following pop-up will appear. Select the user(s) to whom you'd like to send a Quick-Click code and click “Add.”



5. Click “Save.”

The selected user(s) will receive an email with a Quick-Click code for the lock.

**NOTE:** Quick-Clicks expire after one use.


# Support

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For additional support please contact:

 385-645-4567

 [support@noke.com](mailto:support@noke.com)

 2801 Thanksgiving Way  
Lehi, UT 84043