Web interface manual

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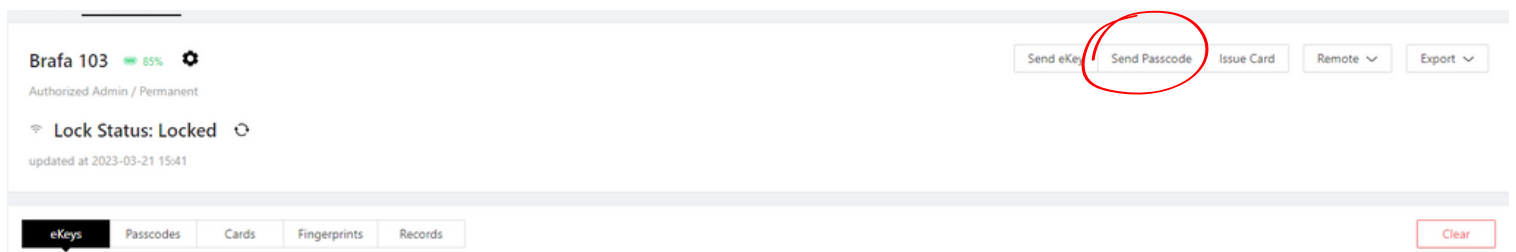
1. How to create a passcode?

- Select which lock you want to create a passcode on
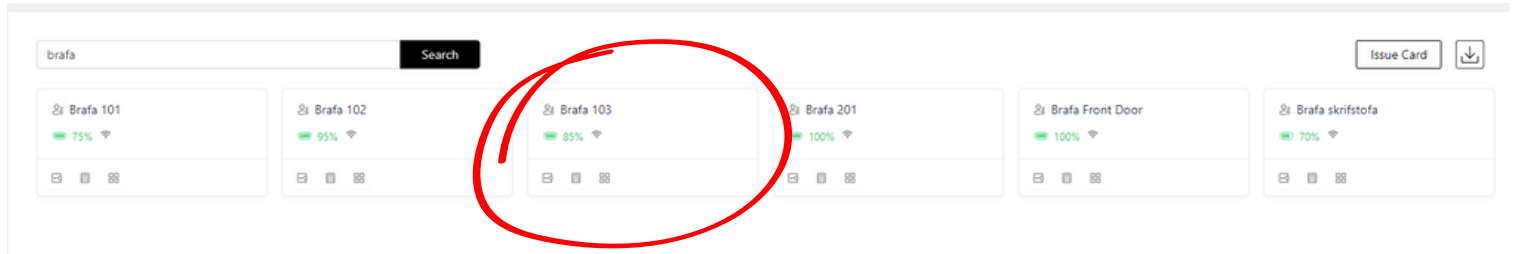
Select the "Send passcode" option

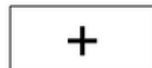- Here you can select if you want your passcode
  to be permanent, timed, one-time, erase, recurring or custom.

- To make a custom passcode select "Custom" in the passcode "type" selection if you want to make it permanent select the "permanent" check box

Send Passcode

* Lock Brafa 103

Passcode will also be valid on the selected locks

+

* Name   Please enter the name

* Type   Custom

Permanent ✓⬤

* Passcode   Please enter the passcode

OK

- If you want to make a "timed" custom passcode uncheck the "permanent" option and enter the validity period in the box below

Send Passcode

* Lock Brafa 103

Passcode will also be valid on the selected locks

+

* Name   Please enter the name

* Type   Custom

Permanent ⬤✕

* Validity Period   2023-04-12 10:00   —   End time
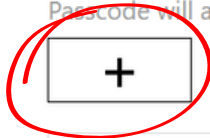
* Passcode   Please enter the passcode

OK

- If you want your custom passcode to work on additional locks select the "plus" symbol, there you can select the locks you want to add your custom passcode to

Send Passcode

* Lock   Brafa 103

Passcode will also be valid on the selected locks

+

* Name   Please enter the name

* Type   Custom

Permanent   ✓

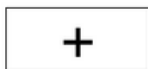* Passcode   Please enter the passcode

OK

- Select your name/user info and input your passcode in the following fields

Send Passcode

* Lock   Brafa 103

Passcode will also be valid on the selected locks
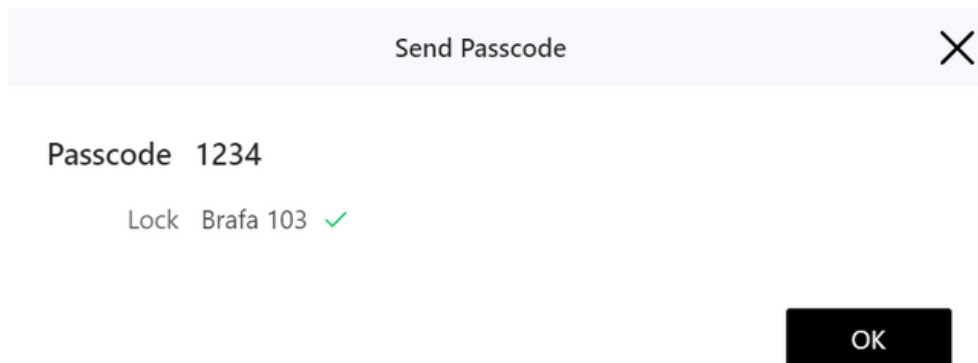
+

* Name   John

* Type   Custom
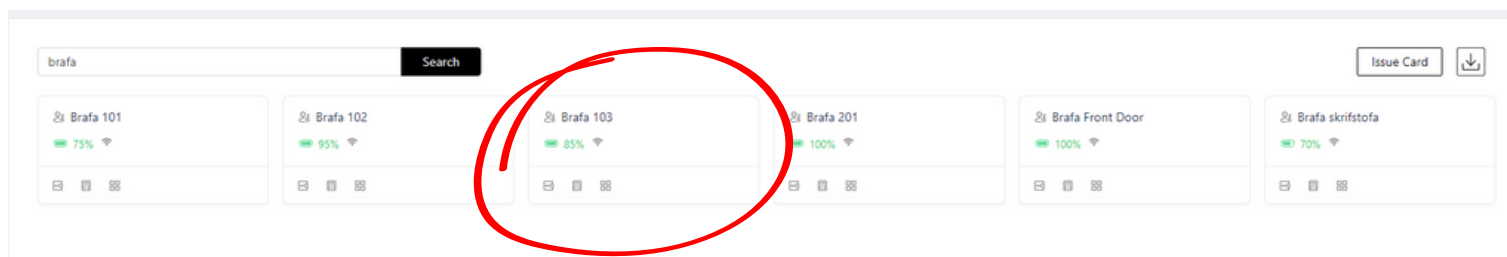
Permanent   ✓

* Passcode   1234

OK

- When you have filled in all the information needed you will get a confirmation message.
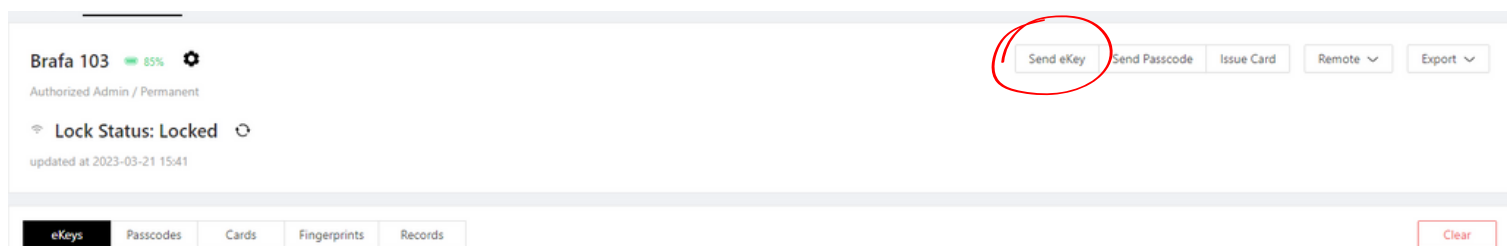

2. How to send an eKey?

- If you want to issue administrative access to a user you can send them an "eKey" or if you want to give a user access to a lock through the brafa app you can also send an "eKey"

- Select which lock you want to send a ekey for

- Select "send eKey" from the options in the upper right corner

- Select which <u>type</u> of eKey you want, permanent, one time, recurring or timed

Send eKey

      * Lock Brafa 103

      ekeys will also be sent to the selected locks

      +

* Recipient Account   Please enter the recipient's account

      * Name   Please enter the name

      * Type   Permanent

      Remote Unlock ✕

      OK

- Input recipients name & recipients e-mail address

Send eKey

      * Lock Brafa 103

      ekeys will also be sent to the selected locks

      +

* Recipient Account   brafa@brafa.is

      * Name   brafa

      * Type   Permanent

      Remote Unlock ✕

      OK

- Select "<u>Remote unlock</u>" if you wish to grant the user remote unlock privileges
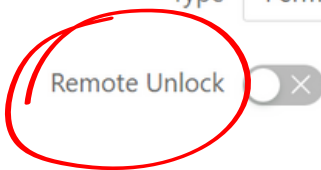
Send eKey

* Lock   Brafa 103

ekeys will also be sent to the selected locks

+

* Recipient Account   brafa@brafa.is

* Name   brafa

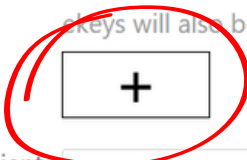* Type   Permanent ⌄

Remote Unlock ⬤✕

OK

- Select the plus symbol if you wish to select more locks to add to the user

Send eKey

* Lock   Brafa 103

ekeys will also be sent to the selected locks

+

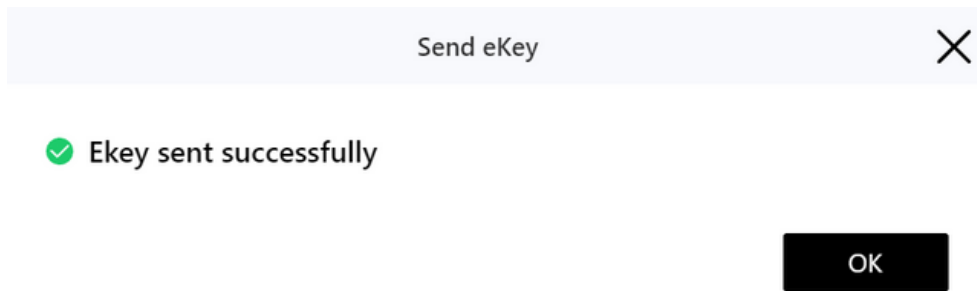* Recipient Account   brafa@brafa.is
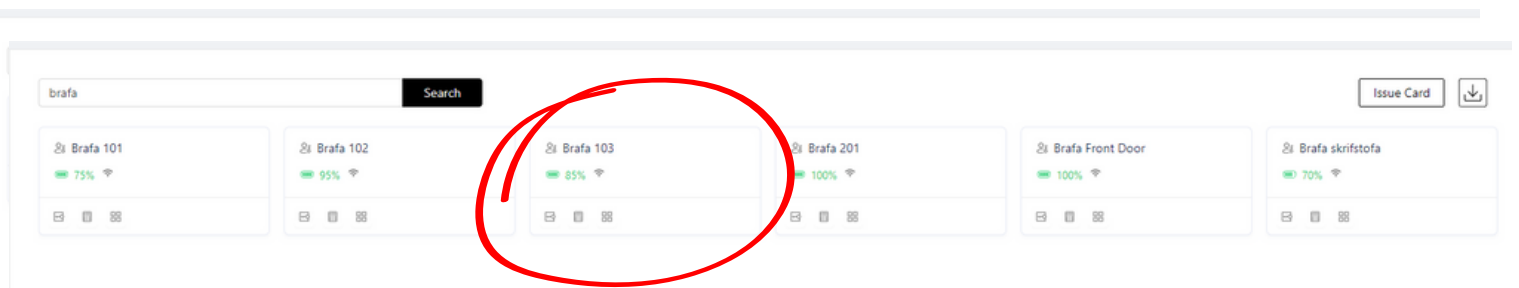
* Name   brafa

* Type   Permanent ⌄

Remote Unlock ⬤✕

OK

- You should get a confirmation if the eKey was sent successfully

Send eKey ✕

✅ Ekey sent successfully

OK

3. How to issue a RFID card?

- Select which lock you want to issue a RFID card for

- Select the "issue card" option in the upper right menu of your selected lock

Brafa 103 🔋 85% ⚙️

Send eKey | Send Passcode | Issue Card | Remote ⌄ | Export ⌄

Authorized Admin / Permanent

🛜 **Lock Status: Locked** ↻

updated at 2023-03-21 15:41

- Select if you want to make a permanent or a timed card in the "type" menu

Issue Card

* Lock Brafa 103

Will also be added to the selected locks

+

* Name | Please enter the name |

* Type | Permanent ⌄ |
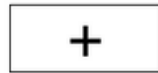
Card Number ⦿ Read card   ◯ Use Current card ...

OK

- Select whether you want to issue a new card or add to an existing card

Issue Card

* Lock Brafa 103

Will also be added to the selected locks

+

* Name | Please enter the name |

* Type | Permanent ⌄ |

Card Number ⦿ Read card   ◯ Use Current card ...

OK

- Select the "plus" symbol if you wish to select more locks for the RFID card.

Issue Card

* Lock   Brafa 103

Will also be added to the selected locks

+

* Name   Please enter the name

* Type   Permanent

Card Number   ⦿ Read card   ○ Use Current card   ...

OK

- Input "name" of the user of the issued RFID card and press OK.
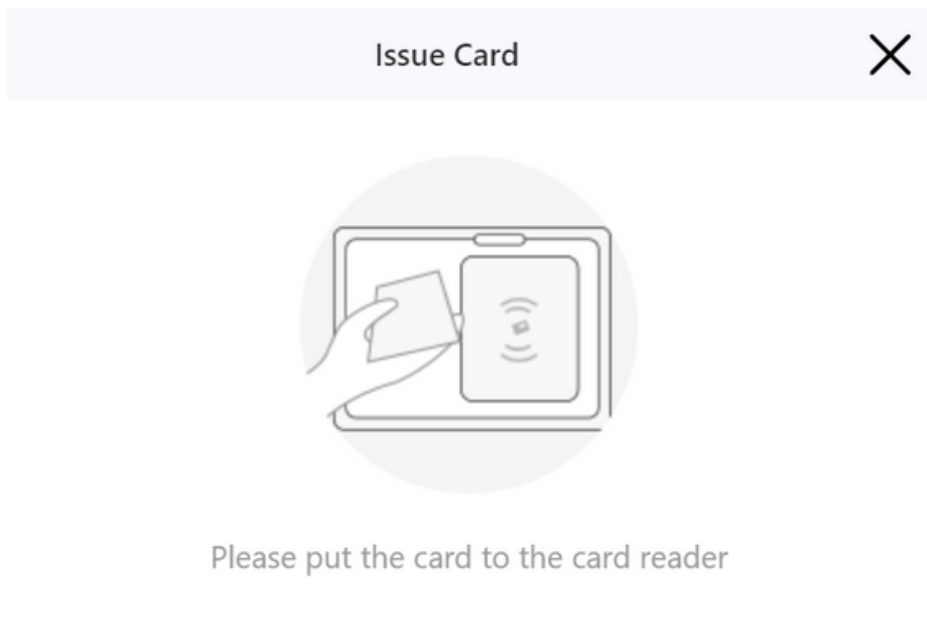
Issue Card

* Lock   Brafa 103

Will also be added to the selected locks

+

* Name   brafa

* Type   Permanent

Card Number   ⦿ Read card   ○ Use Current card   ...

OK

- Plug your card reader into a usb socket on your computer, if everything is connected properly you should get the "Issue card" screen
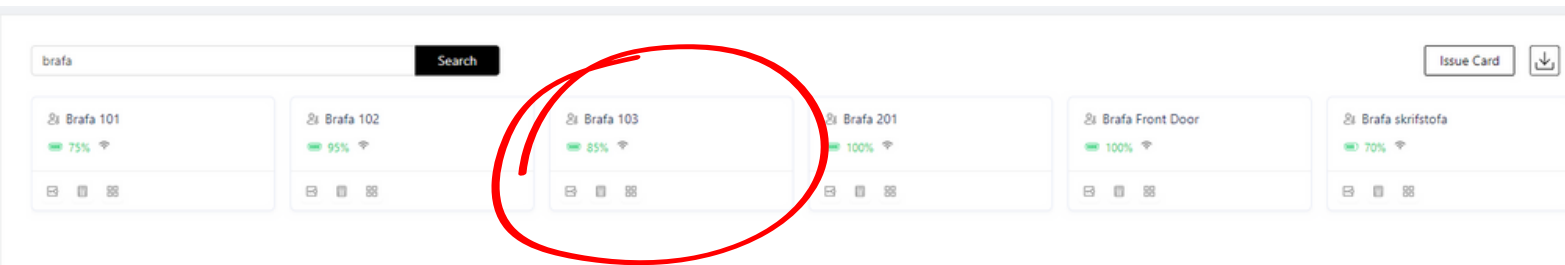
Issue Card ✕

Please put the card to the card reader

- Put the RFID card to your card reader, you should hear a beep sound and if your card has been successfully issued
you should see this screen

Issue Card ✕

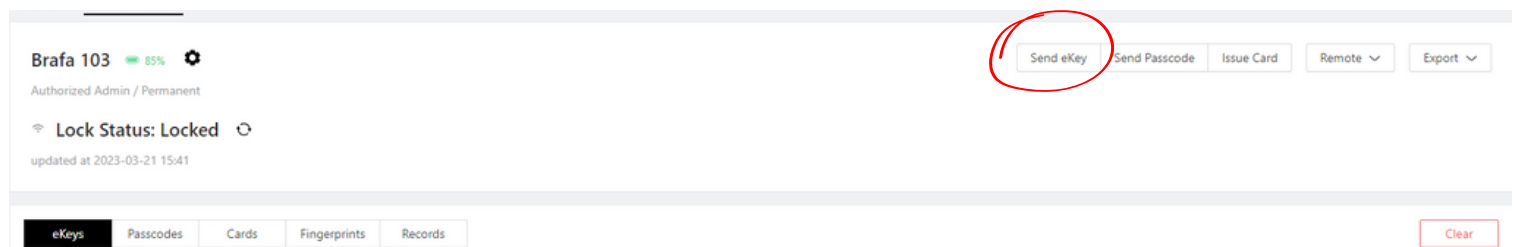Card Number   4008786825

Lock   Brafa 103 ✓

OK
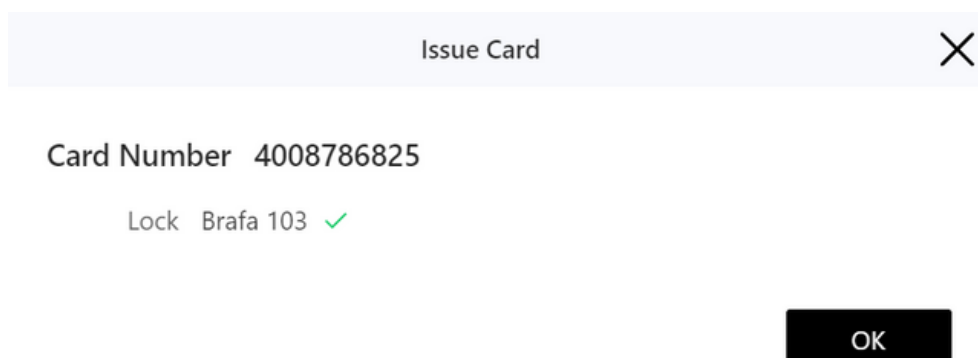
4. How to make an authorized admin account ?

- Select which lock you want to issue an authorized admin account

- Select "send eKey" from the options in the upper right corner

- Fill in your recipients information such as name & email address and whether you would like the user to have "authorized admin" or "remote unlock" privileges

- If the user you are sending an "authorized admin" or "remote unlock" privileges does not have a registered account you should get a prompt asking if you are sure you want to send the eKey after you press the "ok" button, press the "ok" button again if you wish to create an account for the user

Send eKey

* Lock   Brafa 103

ekeys will also be sent to the selected locks

+

*   Recipient Account   example@brafa.is

* Name   brafa
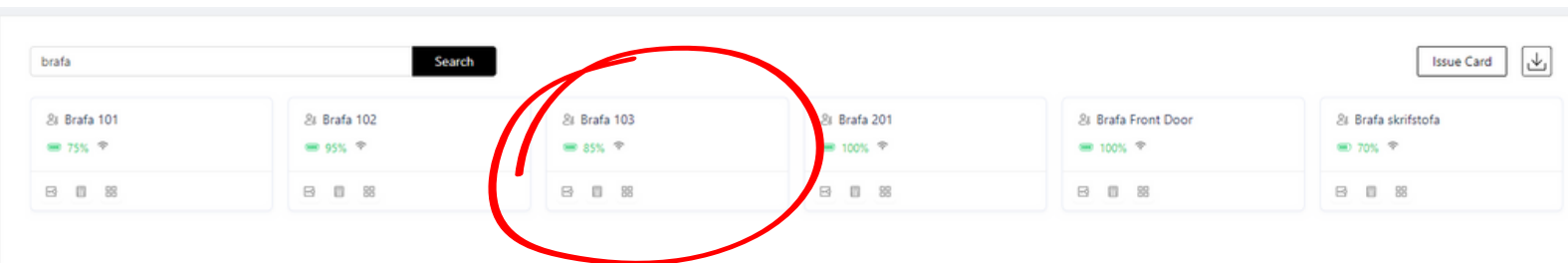
* Type   Perma... ⌄

Remote Unlock   ✓◯

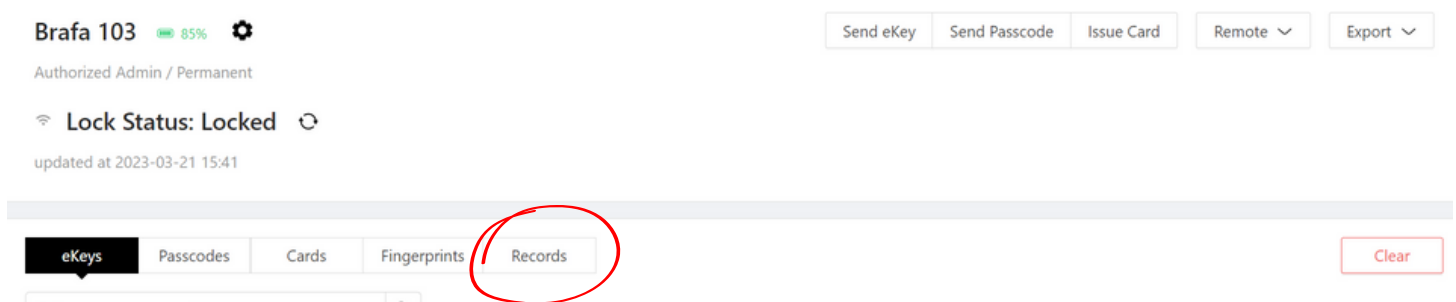⚠ Click OK to send an e-key to unregistered account example@brafa.is.

OK

5. How to view unlocking records?

- Select which lock you want to view unlocking records on


- Select the "records" tab

- Here you can review all status updates for your lock such as what user opened the lock, what unlocking method was used (Pin code, remote unlock, fingerprint) and at what time & date the lock was opened

| Operator	Unlock Method	Unlock Time	Status
Master	Unlock with Pin code 1***	2023-04-05 14:18	Success

6. How to activate passage mode?

- Passage mode is a feature within the brafa App. On compatible smart locks, passage mode enables users to set up set times and days of the week where the lock will remain unlocked for the duration of that period.
- This feature is great for businesses open 9-5. They can simply program the smart lock by following these steps to remain unlocked from 9-5 Monday to Friday
- The lock will always have to be opened manually with a pin or through the app to activate passage mode and will stay opened until the set time and then lock automatically

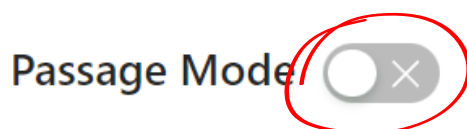- Select which lock you want to activate passage mode on
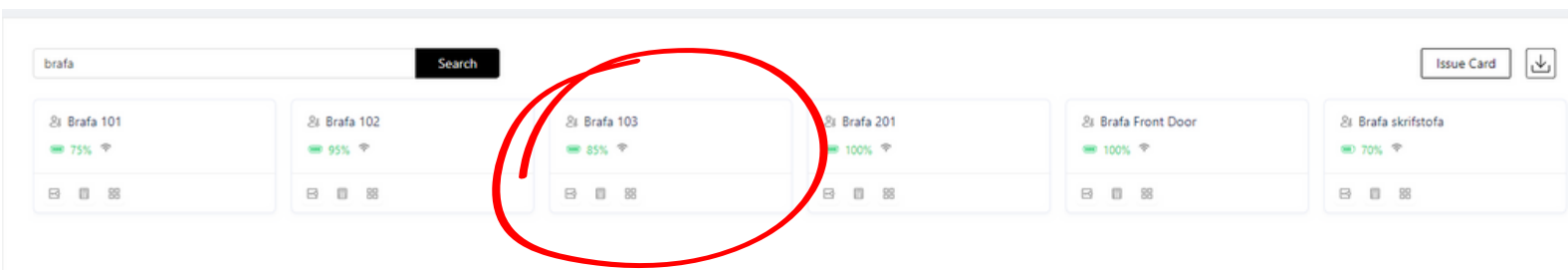
- Click the cogwheel in the upper left corner of the screen
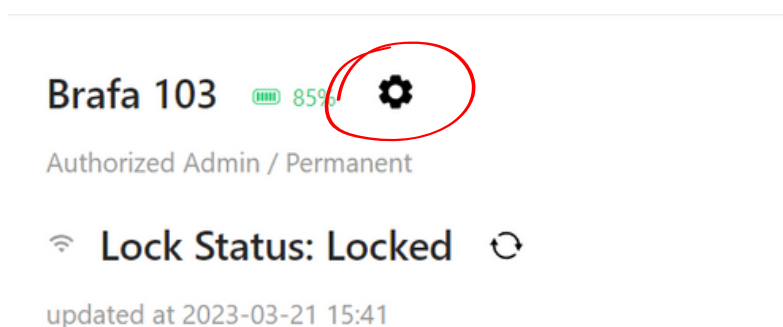
- Hover over the "Settings" tab until the side menu appears and select "Passage mode"
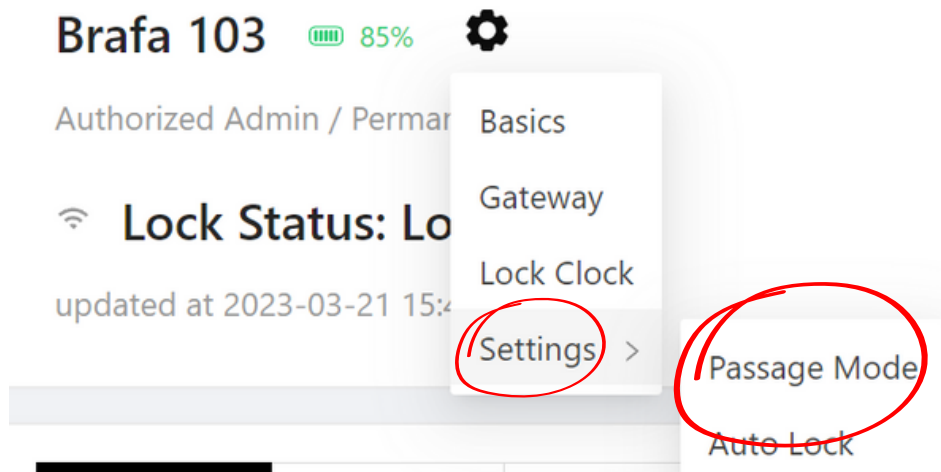
- Activate passage mode by pressing the "Passage mode" button

- Select which days you want passage mode to be active and what time of day, if you want passage mode to be active 24 hours a day press the all hours button

Passage Mode

| On these days | Sun | Mon | Tue | Wed | Thu | Fri | Sat |

All Hours

* Time Period: Start time — End time
⊗ Start time

Submit

- After you have selected your preferred days and time of day click "submit"

Passage Mode

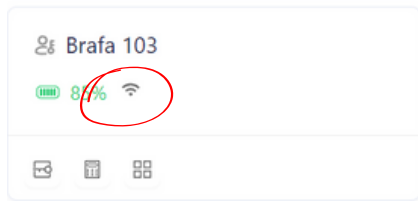| On these days | Sun | Mon | Tue | Wed | Thu | Fri | Sat |

All Hours

* Time Period: 09:00 — 17:00

Submit

- Why can't I create a custom passcode?

Make sure your lock has been connected to a gateway and then you can create a custom passcode

- If your lock is connected to a gateway you should see a "wifi" symbol next to the "battery status" symbol

- What is the purpose of autolock?

 You can set the time for how long until the lock autolocks itself after it has been opened, the default setting is 5 seconds

- The lock is making a siren sound, what should I do?

If you enter the wrong password or fingerprint more than 5 times in a row, the keyboard will lock for 1 minute. It can still be unlocked with the app or an RFID Card/chip.