OK-DOKEYS™

Register and Sign In: **portal.okidokeys.com**
Learn More: **www.okidokeys.com**
Technical Support: **support@okidokeys.com** | **888-853-2309**

SET UP AND USE YOUR
SMART-LOCK

GETTING STARTED:

1/ INSTALL SMART-APP:

Using the e-mail from the registration process, download the smartphone application. Login using the credentials you just created on the OKIDOKEYS web portal (portal.okidokeys.com). You will be asked to create a PIN code for quick, secure entry of the App in the future.

2/ VERIFY BLUETOOTH VERSION:

If your phone has Bluetooth 4.0/Bluetooth Smart the Smart-Lock will communicate directly with your smartphone. If you are unsure about your phone, turn your phone Bluetooth ON and open the OKIDOKEYS App, then touch the OKIDOKEYS logo on the main screen. If you get an audible tone your phone does NOT have Bluetooth 4.0/Bluetooth Smart; you will need to use the audio tone with the Smart-Reader.

3/ SYNCHRONIZATION:

After completing the online registration process including the setup of your Smart-Lock, Smart-Reader, Smart-Keys, and users you will need to synchronize your Smart-Lock before using it. See below details to synchronize your Smart-Lock.

Synchronizing the Smart-Lock is typically required anytime you modify users' time-shifts or Smart-Tags. You swill see a 'Sync' Logo (Sync Needed) on the door in the OKIDOKEYS web portal and a notification in the smartphone App when a synchronization is needed

IMPORTANT:

Make sure you have completed the installation process as detailed on the Installation guide or the online video.
Once installation is complete create your account and register your device at https://portal.okidokeys.com

Synchronizing your Smart-Lock

1 After following the above instructions, log in to the OKIDOKEYS App on your smartphone.

Go to the door list using the shortcut at the bottom of the screen and select the door you wish to synchronize.

2 FIRST SYNCHRONIZATION:
BT 4.0 phones: if you have a Smart-Reader registered with your Smart-Lock your device will automatically attempt to initialize Smart-Reader after Smart-Lock has been synchronized.

Make sure the batteries are installed in the Smart-Reader before performing the first synchronization with your Smart-Lock.

3 **BT 4.0 phones:** press the "Sync Door" button. Your phone will immediately begin communicating with the Smart-Lock.

Non-BT 4.0 phones: press the "Sync Door" button and then press the center button on top of the Smart-Reader.

Place your phone earpiece over the small holes on the face of the Smart-reader between the two blinking blue lights.

4 **BT 4.0 phones:** you will receive a 'Synchronization Success' notification.

Non-BT 4.0 phones: you will recieve a message asking if you observed green lights from the Smart-Reader and Smart-Lock.

Answer according to your observations to confirm synchronization.

If the Sync fails try again. If it continues to fail check our online FAQ or contact OKIDOKEYS.

5 **BT 4.0 phones:** If you have a Smart-Reader registered with this lock the Smart-Lock will now attempt to synchronize the reader.

Allow about a minute for the synchronization process to complete, look for a blue light followed by green light on the Smart-Reader to indicate success.

You can now use your Smart-Lock: On the Main Screen of the smartphone App you will see the door name and status (Red/Green ring indication).

Lock/Unlock the Smart-Lock by pressing the OKIDOKEYS Logo.

WARNING:

If you purchased a Smart-Gateway you do not need to synchronize you Smart-Lock using your smartphone; it will be done automatically. Check your Smart-Gateway user manual for more details.

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Smart-Lock Modes and Functions

Your OKIDOKEYS Smart-Lock can adapt to your lifestyle with several modes.

WARNING: Your OKIDOKEYS Smart-Lock is able to automatically relock your door after closing it. This feature can only be controlled from the OKIDOKEYS web portal. This feature requires the Door Sensor to be installed.

Normal Mode: Lock and unlock the Smart-Lock with authorized Smart-Keys, middle button on the Smart-Lock, or manually with the thumb-turn or metal key.

Passage Mode: The Smart-Lock will automatically stay unlocked for convenient free passage.

Passage Mode with Tone: The Smart-Lock will automatically stay unlocked for convenient free passage. A tone will sound each time the door is opened (REQUIRES DOOR SENSOR).

Alarm: Only "Favorite" users are enabled to unlock the Smart-Lock. Any other attempts to unlock will trigger the audio alarm. Alarm will also ring if your door is forced open (REQUIRES DOOR SENSOR). Use an authorized Smart-Key to disable the alarm.

Mechanical Only Mode: The lock can ONLY be operated manually by the thumb-turn or the metal key. All electronic features are turned OFF.

Checking and Changing Modes on your Smart-Lock

1 Your Smart-Lock has 5 modes of operation.

To check the current mode press and release (1 sec.) the "+" or "-" button on the Smart-Lock.

Use the light indications to the right to verify the current mode.

2 To change the mode on your Smart-Lock press and hold the "+" or "-" button until the light starts flashing quickly.

The color of the flashing light is determined by the current mode.

3 Press the "+" or "-" buttons to change the mode.

The lights will flash according to the indications to the right.

Once the desired mode is reached press the middle button to save.
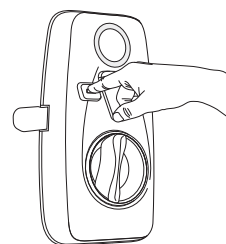
FCC Compliant   IC Compliant

If you need further assistance, let us help.

You can find additional help and information at our OKIDOKEYS support forum at:
support.okidokeys.com

For additional support, returns, or questions, please contact us through any of the following methods (all times are Eastern Standard Time)

Visit our website:
www.okidokeys.com
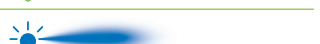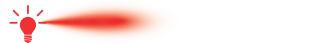
Call:
888-853-2309 | Monday–Friday 8 a.m. to 8 p.m. | Saturday 10 a.m. to 4 p.m.

Email:
support@okidokeys.com

Smart-Lock Light Indications

Light
Sec

Indication	
Power up - Before Sync	
Power up - After Sync	
Auto-learn running	(cont...)
Auto-learn Complete	
BT Connected	(cont...)
Sync successful	
Successful lock	
Successful unlock	
Normal Mode	
Passage Mode	
Passage Mode with Tone	
Alarm Mode	
Mechanical Mode	
Bell from reader	
Low Battery (with other indications)	
Failure of any Operation	

Special Child/Renting - Safety Mode:
Holding all three buttons (+, -, and middle) for 3 seconds will put the Smart-Lock in HOLD MODE. When holding all three buttons a red light will indicate that the mode is turned on, a green light will indicated the mode is turned off.

This disables the middle button so that it will not unlock the Smart-Lock.