

# makfa

## ELECTRONIC HOTEL LOCK SYSTEM

# M8TT



# USER GUIDE

Dear user,

Thank you for entrusting your valuable belongings to us.

The product you purchased is manufactured in Turkey by MAKFA Electronics Ltd.

**GENERAL FEATURES**

- Made of zinc alloy material.
- Ghost touch-sensitive key type.
- Features card access.
- Features phone access.
- Features password access.
- Features mechanical key access.
- Remote access capability with the requirement of a "gateway."
- Waterproof and moisture-resistant.
- Features mechanical key access.
- Has passed low voltage, electromagnetic compatibility, and vibration tests.



**TECHNICAL SPECIFICATIONS**

Product Name	: Makfa Electronics Hotel Lock
Product Code	: M8TT
Card Type	: 125 KHZ EM
Reader	: Microwave
Password Access	: Yes
Card Access	: Yes
Power Input	: 4 Pieces of Alkaline AA Batteries
Static Current	: <15 uA
Operating Current	: <150mA
Low Voltage Warning	: It gives a warning.
Driver	: Micromotor
Lock Type	: The are various lock preferences. Your question?
Service Life	: More than 300,000

## SETTING UP THE APPLICATION ON A MOBILE DEVICE LOGGING IN AND SIGNING UP

- You can install the application on your phone by scanning the QR code. You can log in or sign up by selecting "Register" or "Log in."



Enter your phone number or email.

Enter your password.

Touch "Log In."

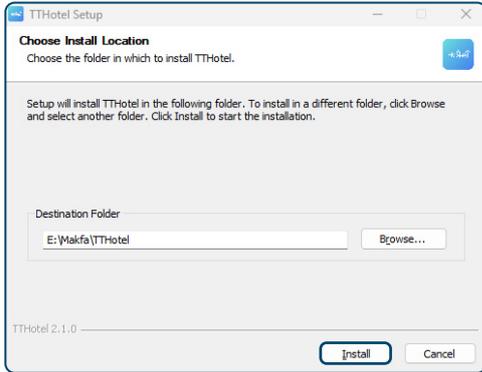
Tap to log in with your email.		Phone number	
			Touch to log in with your phone number.
Please request the Lock supplier Code from your dealer.	<input type="text" value="Lock supplier code"/>	<input type="text" value="Lock supplier code"/>	Kilit Sağlayıcı Kodunu bayinizden isteyiniz.
Enter your email address.	<input type="text" value="Email"/>	+1   <input type="text" value="Phone number"/>	Please request the Lock Provider Code from your dealer.
Enter the confirmation code received in your email.	<input type="text" value="Verification code"/> <a href="#">Get code</a>	<input type="text" value="Verification code"/> <a href="#">Get code</a>	Enter the confirmation code received on your phone number.
Your password must be 8-20 characters long and contain at least 2 numbers, letters, and characters.	<input type="password" value="Password"/> <small>Your password must have 8-20 characters, and include a minimum of two types of numbers, letters and symbols</small>	<input type="password" value="Password"/> <small>Your password must have 8-20 characters, and include a minimum of two types of numbers, letters and symbols</small>	Your password must be 8-20 characters long and contain at least 2 numbers, letters, and characters.
Re-enter your password.	<input type="password" value="Confirm password"/>	<input type="password" value="Confirm password"/>	Re-enter your password.
Continue by tapping "Next."	<input type="button" value="Next"/>	<input type="button" value="Next"/>	Continue by selecting "Next."

## SETTING UP THE APPLICATION ON A WINDOWS DEVICE, LOGGING IN, AND SIGNING UP

- You can either scan the QR code or download it by visiting "www.hotel.sciener.com". Then, you can log in or sign up by selecting "Register" or "Log in."
- Run TTHotel.exe.



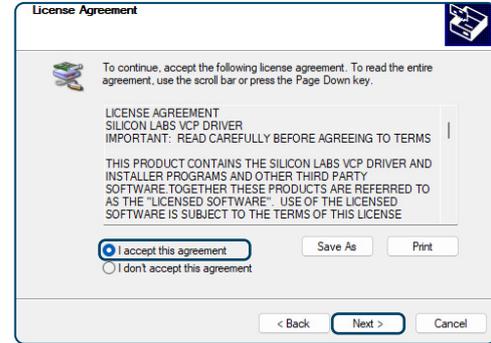
### Click "Install."



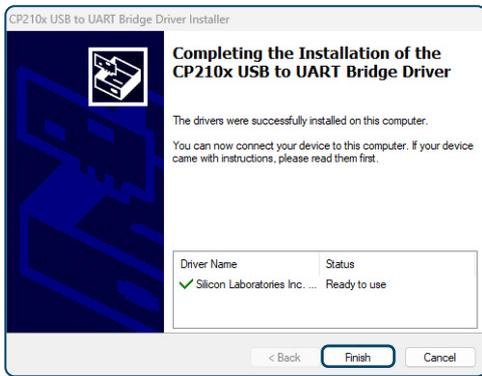
### Click "Next."



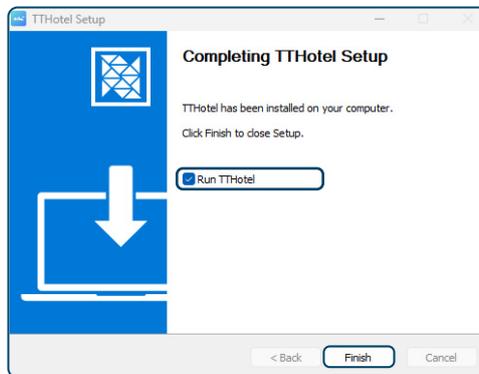
### Accept the agreement and click 'Next'.



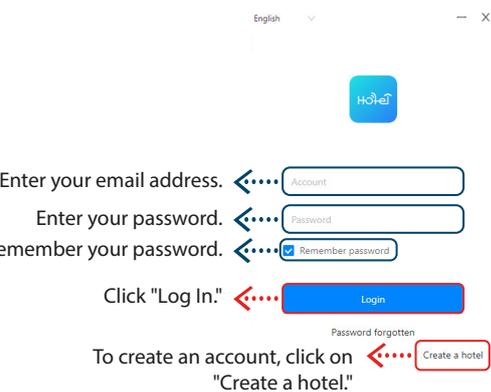
### Click "Finish."



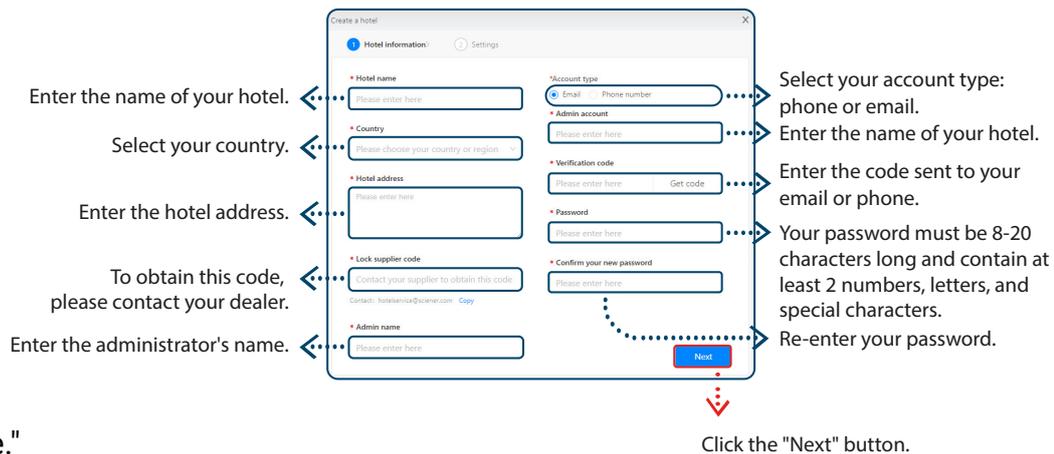
### Click "Finish."



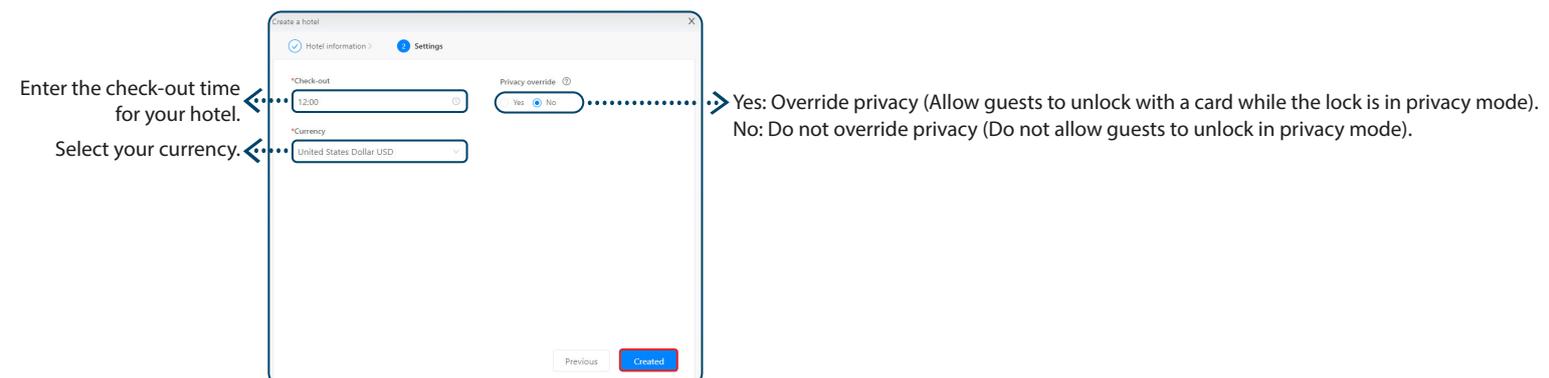
### If you have an account, click "Log In"; if not, click "Create a hotel."



### Fill out the fields and click "Next."

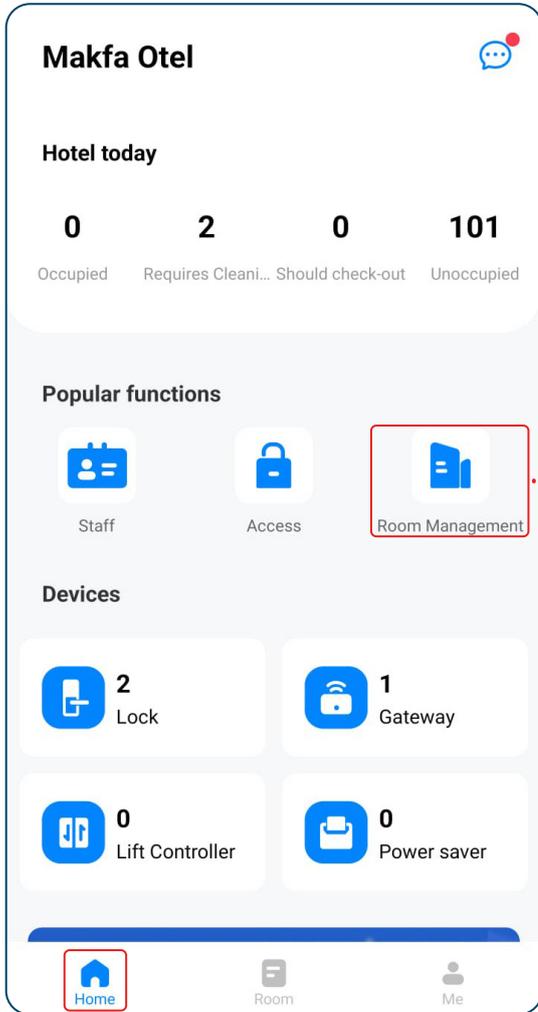


### Fill in the fields and click "Create."



CREATING A ROOM ON A MOBILE DEVICE

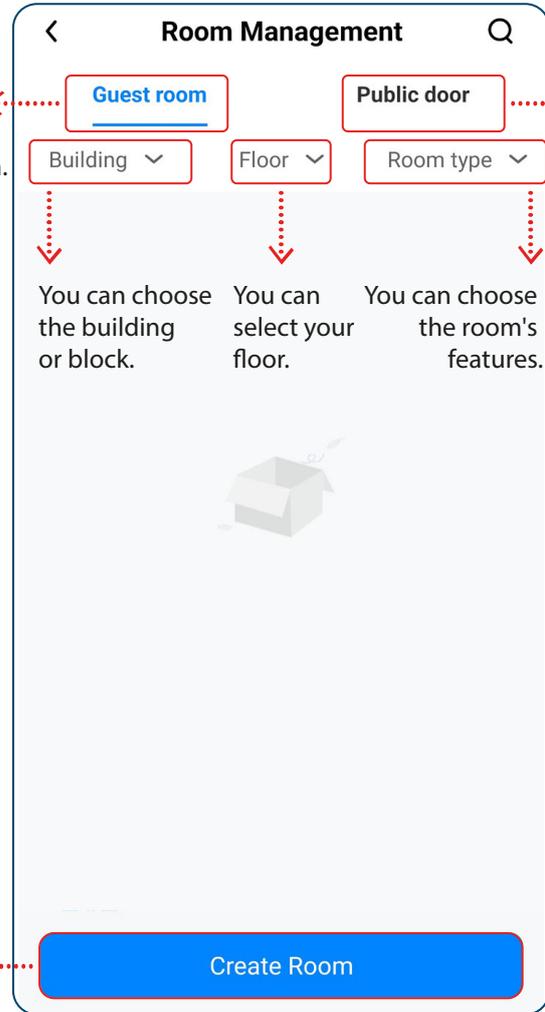
To create a room on a mobile device:



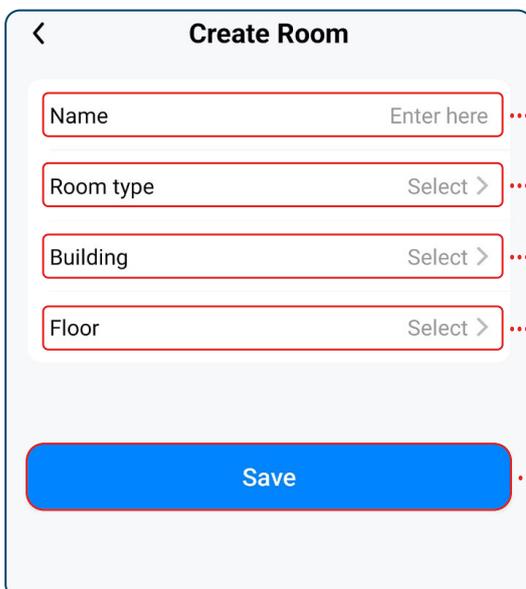
Touch to create a guest room.

Tap on "Room Management."

Touch "Create Room."



Touch to group the room.



Enter the room number.

Select the room type or create a new one. You can add an extra charge for a specific room feature.

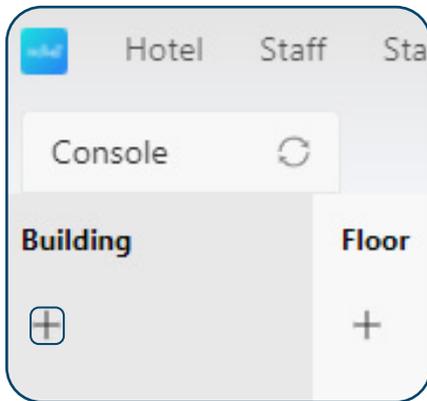
Select an existing building or block or create a new one.

Select an existing building or block or create a new one.

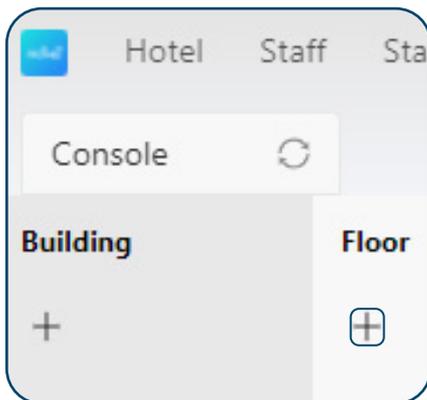
Click the "Save" button.

## CREATING A ROOM IN THE WINDOWS APPLICATION

- Click on the '+' sign below the building.



- Click on the '+' sign below the floor.

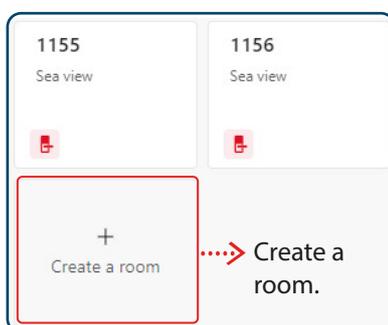


- Click on "Create a room in the middle of the application."

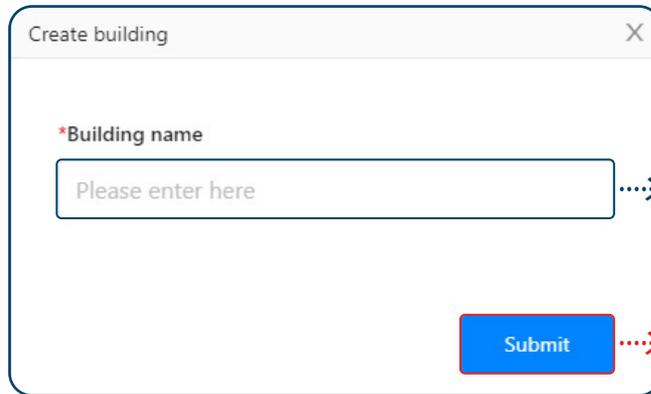
You haven't created rooms.



- If you have previously created rooms, click "Create a room" at the end of the rooms list.



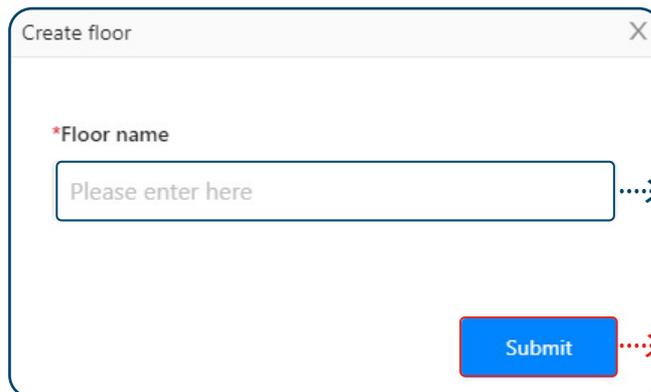
- Enter the building name. Click the "Submit" button.



Please enter the building, block, or similar name.

Click the "Submit" button.

- Enter the floor name. Click the "Submit" button.



Please enter the floor name.

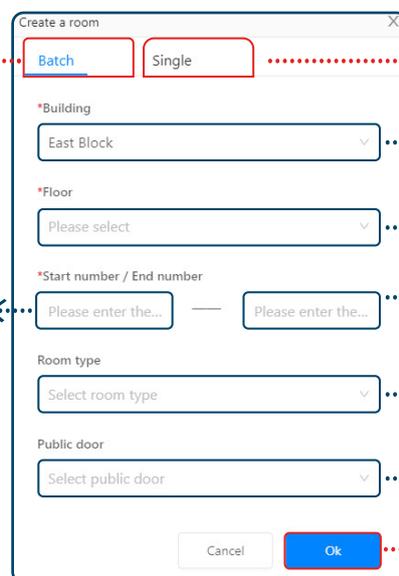
Click the "Submit" button.

- Select "Batch" to create multiple rooms at once. Choose "Single" to create rooms one by one.



Click the "Batch" button.

Select the room starting number.



Select the building or block name.

Choose the floors.

Select the room ending number. There can be a maximum of 100 rooms on a single floor.

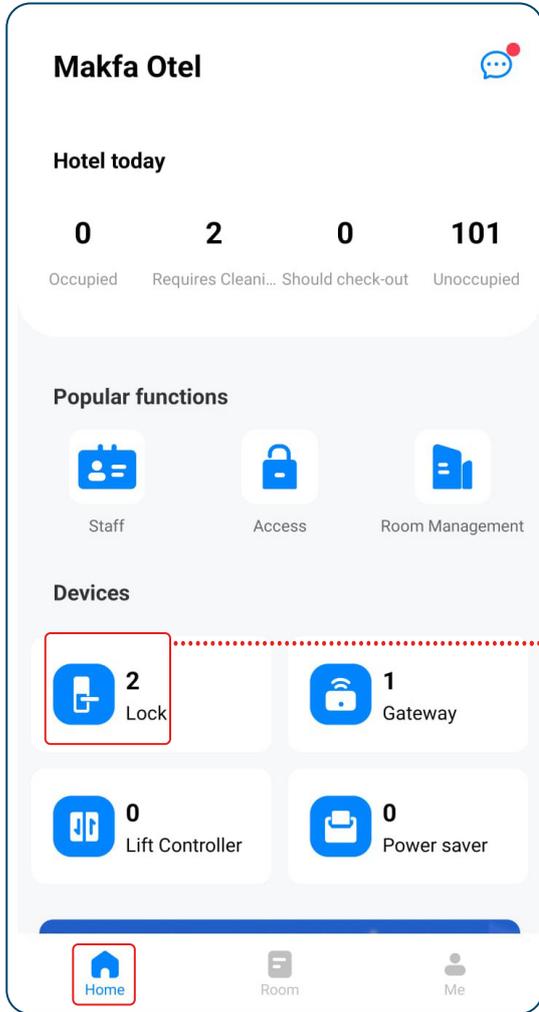
Select the room type for which you will charge an extra fee.

You can group the doors.

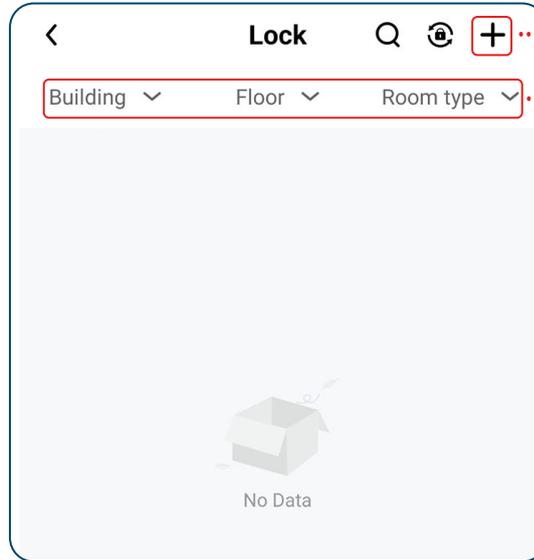
Click "OK" to create the room or rooms.

## PROCESS OF INTRODUCING ROOM LOCKS TO THE ROOMS

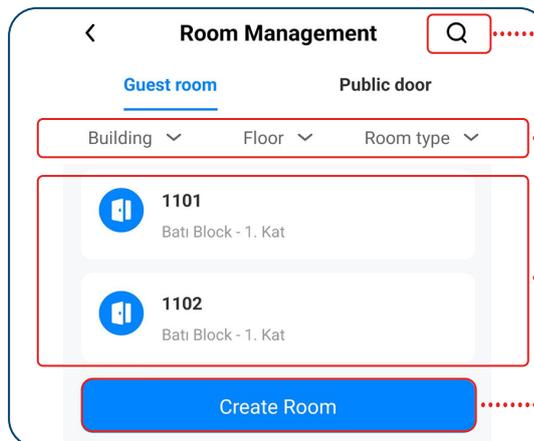
From your mobile device, open the TTHotel app.



Tap on "Locks."



Tap on the "+" icon.  
You can filter your locks.

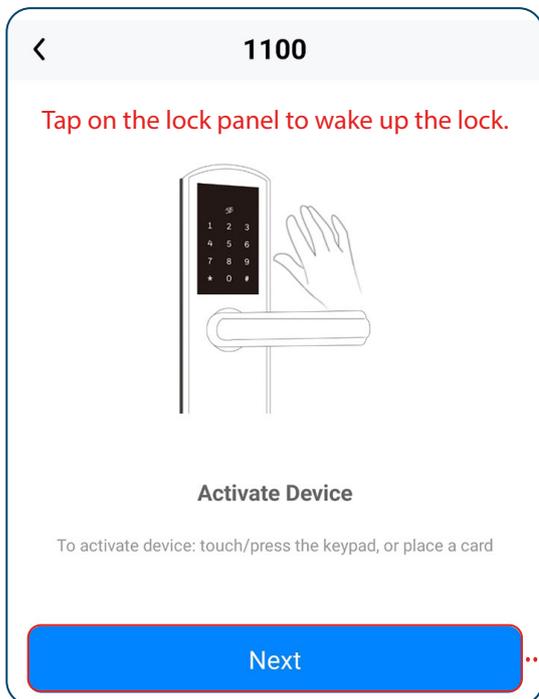


In the "Management" section, you can edit and delete rooms.

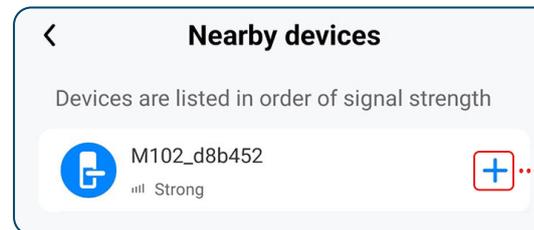
You can filter your locks.

Select the room where you want to add a lock.

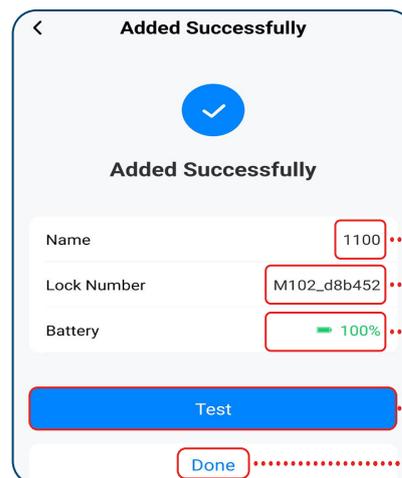
You can create a new room by touching "New."



Touch "Next."



Tap on the "+" icon.



Room number.

Lock number.

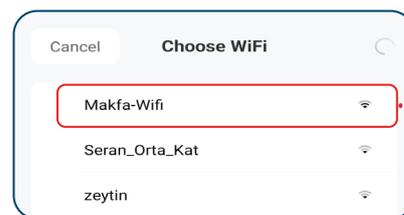
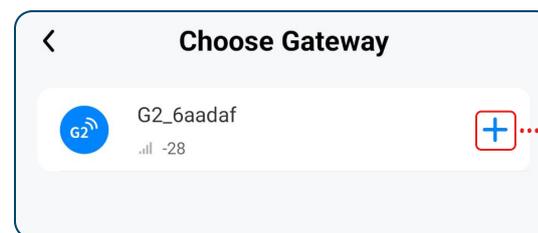
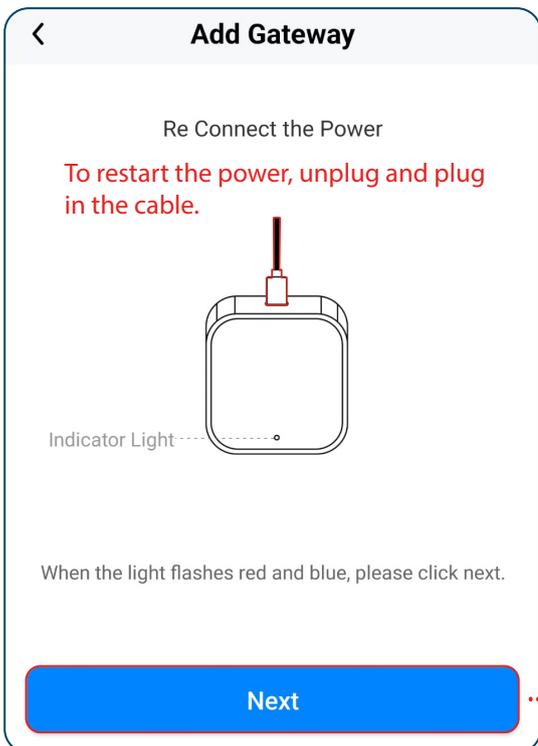
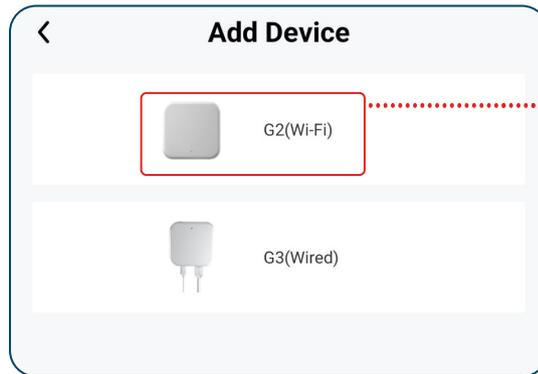
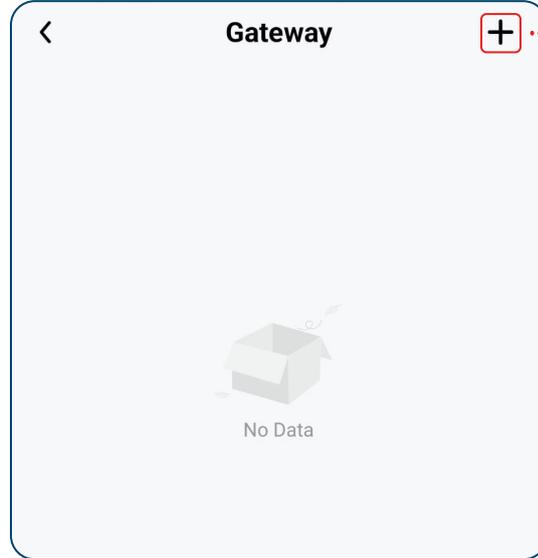
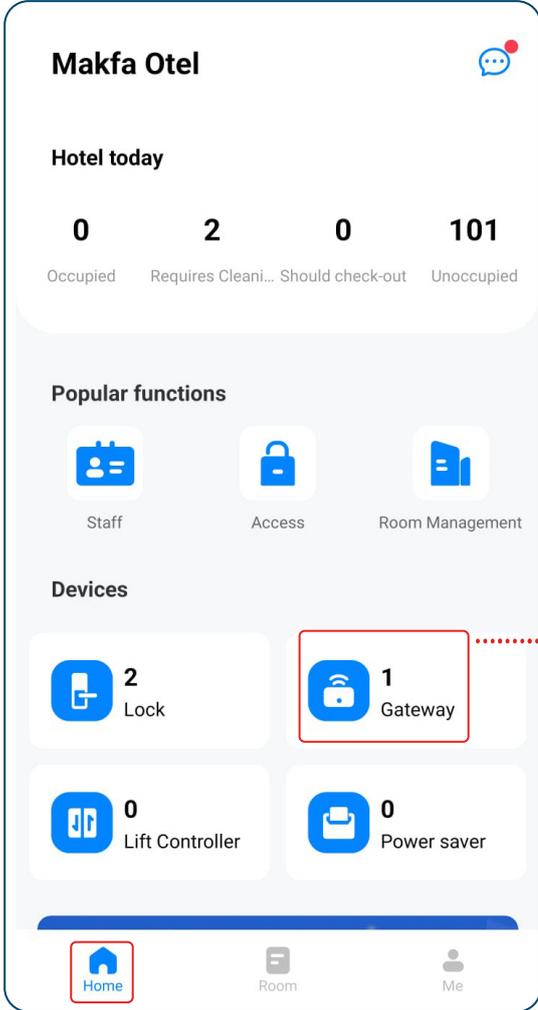
Battery level.

You can test the lock by tapping the test button.

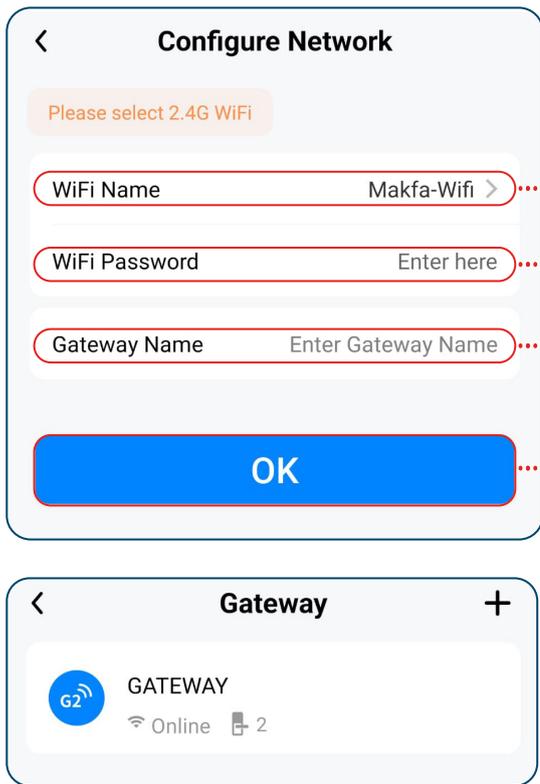
Add the lock by saying "Done."

## ADDING A "GATEWAY" DEVICE FOR A BRIDGE NETWORK

- From your mobile device, open the TTHotel app.

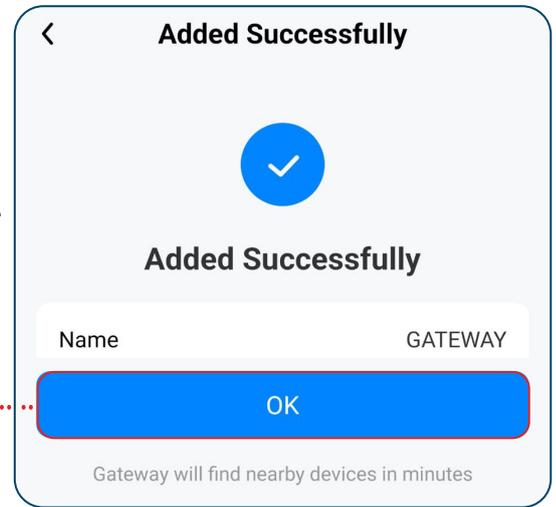


- It should be on the same network as the TTHotel application.
- Your wireless network should have Intranet access.



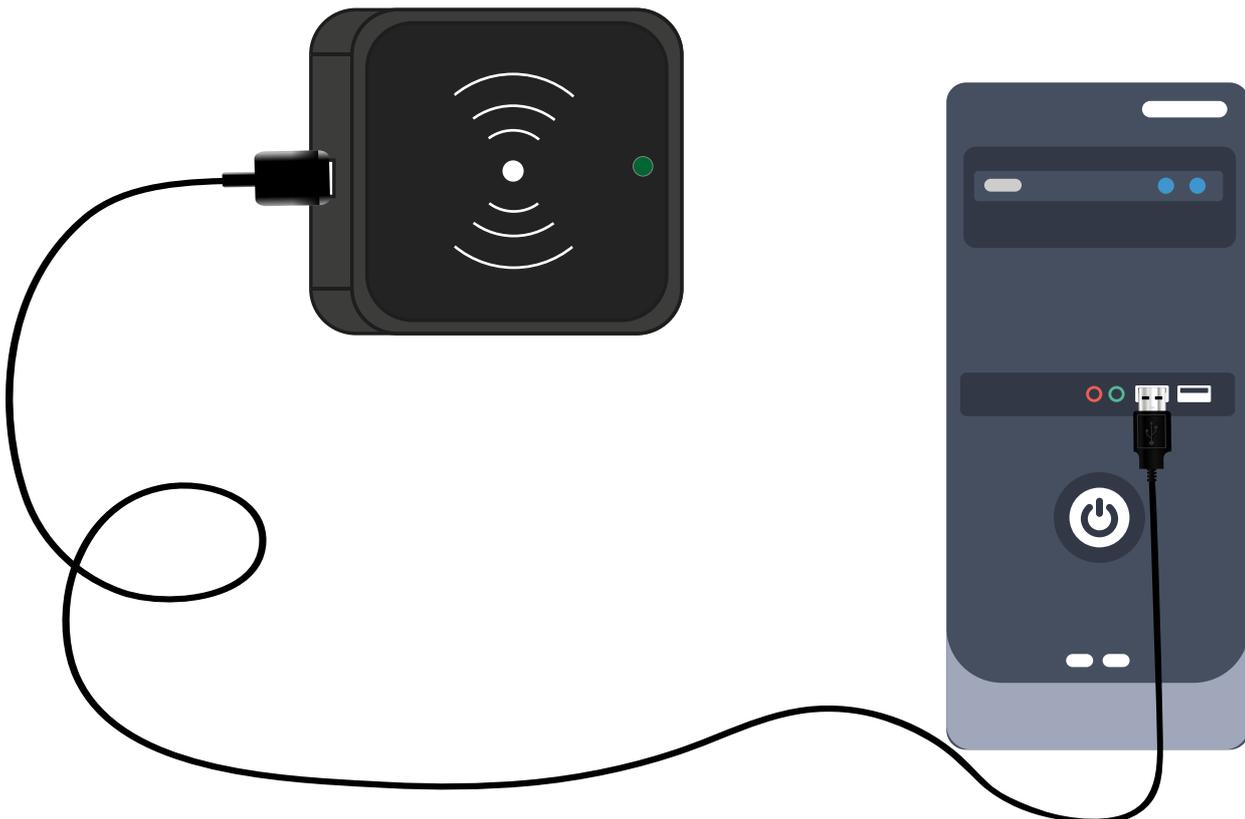
→ Select the Wi-Fi name.  
 → Enter the Wi-Fi password.  
 → Enter a name for the bridge device.  
 → Click the "OK" button.

Click the "OK" button. ←



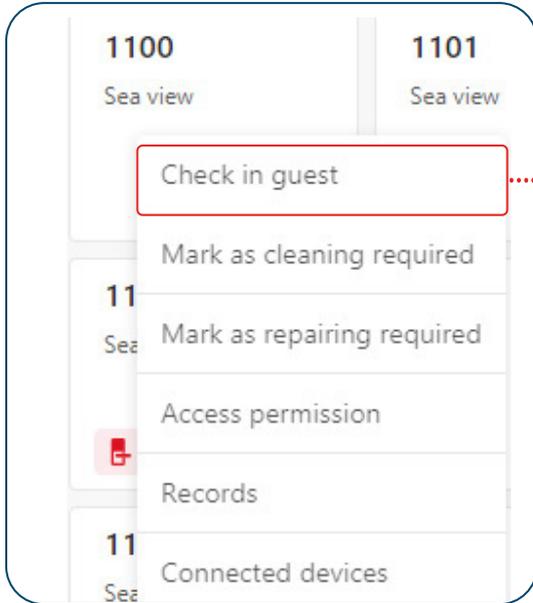
## PREPARING TO USE THE CARD READER

- After installing the TTHOTEL application on your computer, connect the USB Type-C port on the card reader to the USB port on your computer. Windows will automatically recognize the driver.



**CHECK-IN AND OTHER PROCEDURES**

- Go to the room where you want to check-in. Right-click, and a menu will appear.



Touch "Check-in guest."

You can select the building, floor, and one or more room numbers from here.

Enter the check-out time and date.

Enter the check-in time and date.

Enter the guest's name.

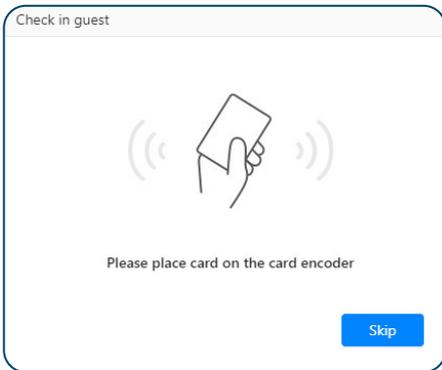
Enter the guest's email or phone number.

You can create multiple cards, eKeys, and random passwords.

Select "Custom Password" and enter your custom password.

Click "OK."

- To unlock with a card, place your hotel card in the card reader.



- To unlock with an eKey, enter your customers' phone number or email. Then, select eKey and click "OK."

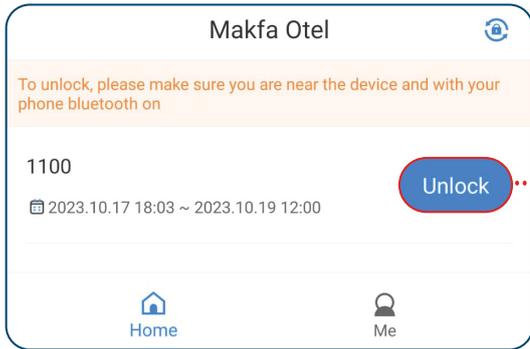
- Request your guests to install the TThotel Quest application.



The guest will enter their phone number or email.

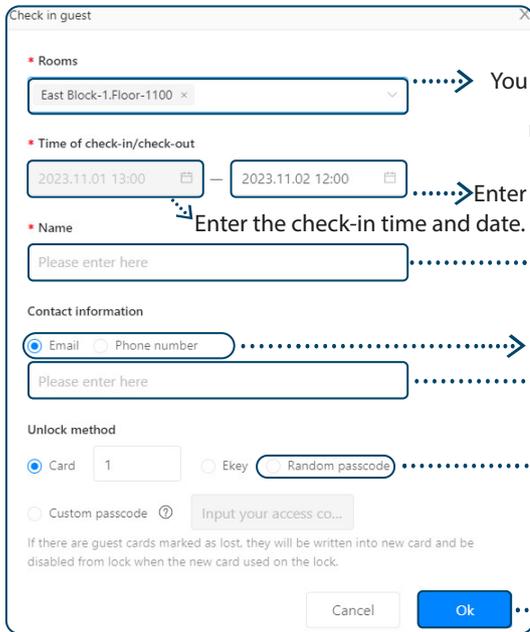
The guest will click "Get Code" and enter the code sent to their email or phone.

Touch "Login."



.....> You can unlock the door by touching "Unlock."

- To unlock with a random password, select "Random Password" and touch "OK."



.....> You can select the building, floor, and one or more room numbers from here.

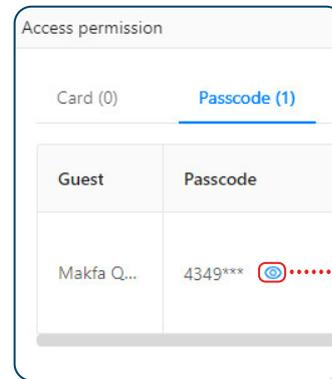
.....> Enter the check-out time and date.

.....> Enter the guest's name.

.....> Enter the guest's email or phone number.

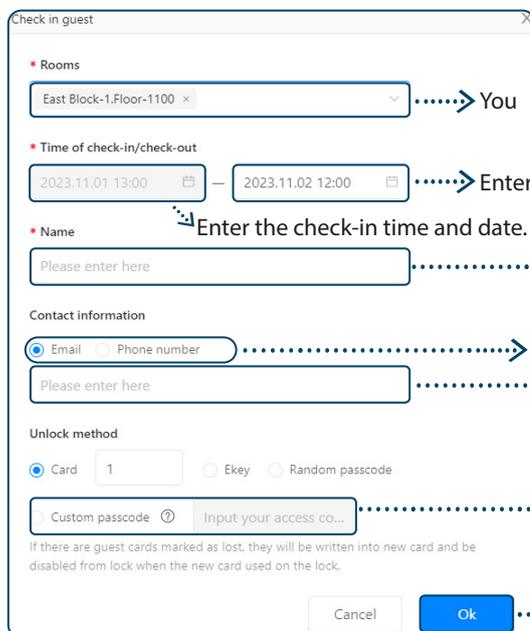
.....> Select a random password.

.....> Click "OK."



.....> You can share the password with your guest by clicking on the eye icon.

- To unlock with a custom password, select "Custom Password." Then, touch "OK" to create the guest's custom password.



.....> You can select the building, floor, and one or more room numbers from here.

.....> Enter the check-out time and date.

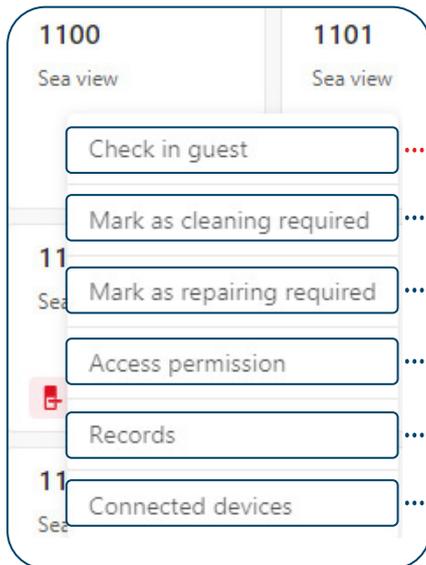
.....> Enter the check-in time and date.

.....> Enter the guest's name.

.....> Enter the guest's email or phone number.

.....> Select "Custom Password" and enter a password with 4 to 9 digits.

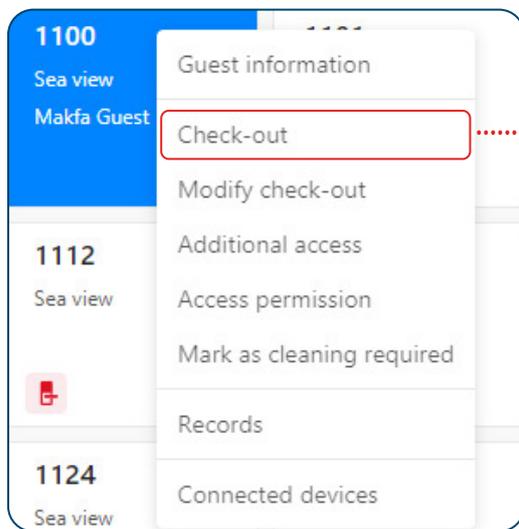
.....> Click "OK."



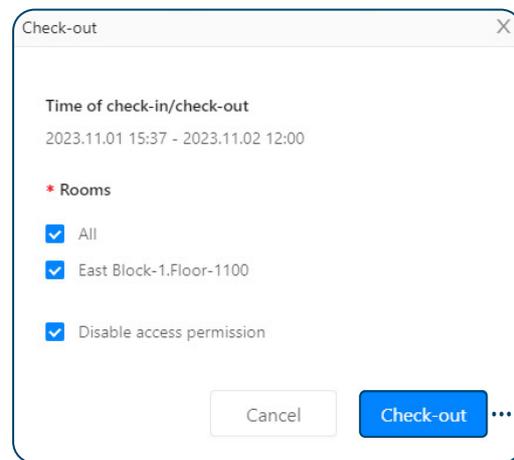
- .....> You can perform check-in for room 1100.
- .....> You can mark the guest room as requiring cleaning.
- .....> You can add detailed notes about the part of the room that needs repair and specify a date.
- .....> With "Access Permission," you can cancel the guest's card, eKey, or password, or designate the card as lost.
- .....> You can see when, at what time, and by which method the guest room lock was opened.
- .....> You can see if the lock is connected and check the battery status.

## CHECK-OUT AND OTHER PROCEDURES

- Go to the room where you want to check out. Right-click, and a menu will appear.



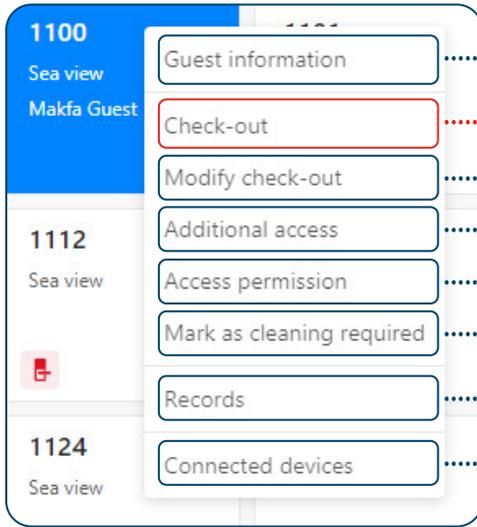
.....> You can check out the guest.



.....> Click on "Check-Out."

- Place your hotel card in the card reader.

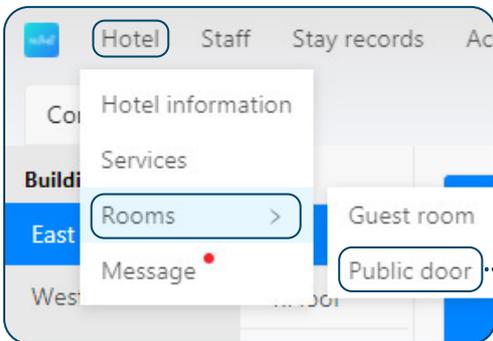




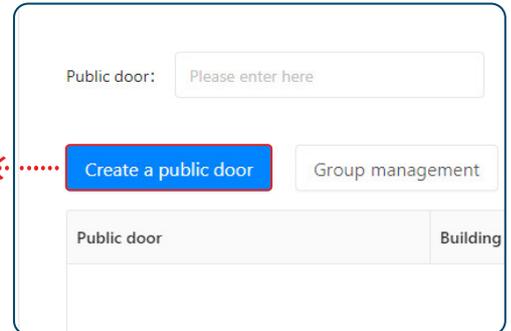
- You can view guest information for room 1100.
- You can check out the guest by clicking "Check-Out." Please don't forget to scan the room card.
- You can change the guest's check-out date by selecting "Change Check-Out."
- You can provide the guest with additional access methods such as card, eKey, or password by selecting "Additional Access."
- With "Access Permission," you can cancel the guest's card, eKey, or password, or designate the card as lost.
- You can mark the guest room as requiring cleaning.
- You can see when, at what time, and by which method the guest room lock was opened.
- You can check whether the lock is connected and view the battery status.

## GENERAL DOOR SETTINGS

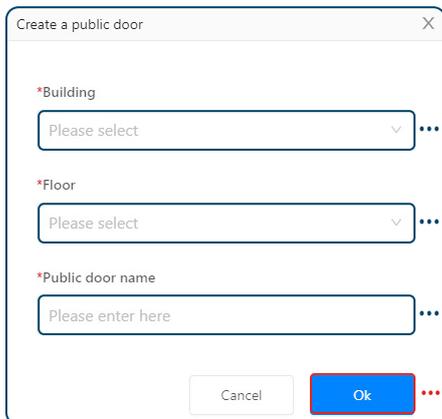
- You can request some doors outside the guest room to be generally open.
- Go to the rooms from the hotel tab, select the Public door.



Click on "Create a public door."



Click on "Public Door."

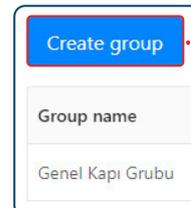


- Select your building.
- Select your floor.
- Give a name for the door for general use.
- Click "OK."

- To group public doors:



Click on "Group Management."

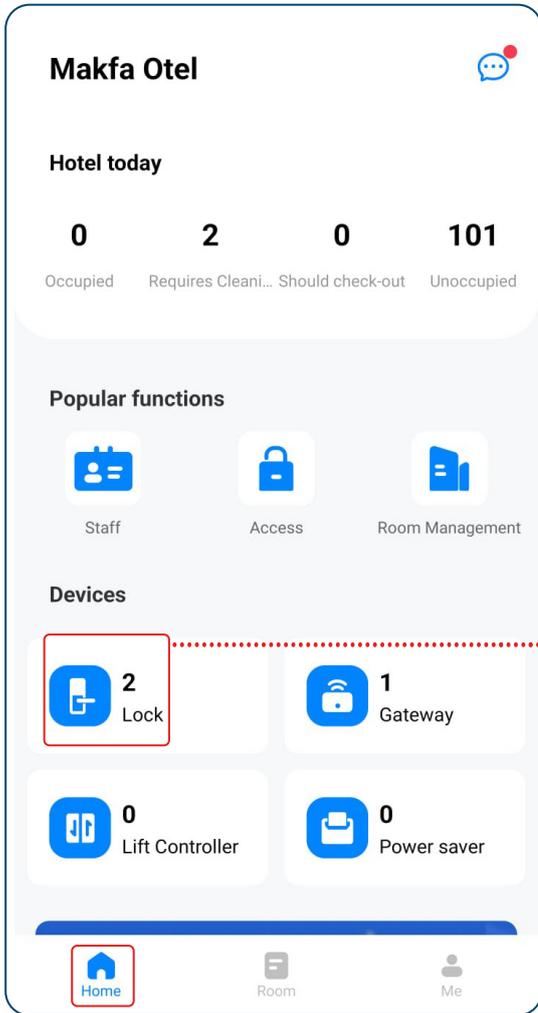


Click on "Create Group."

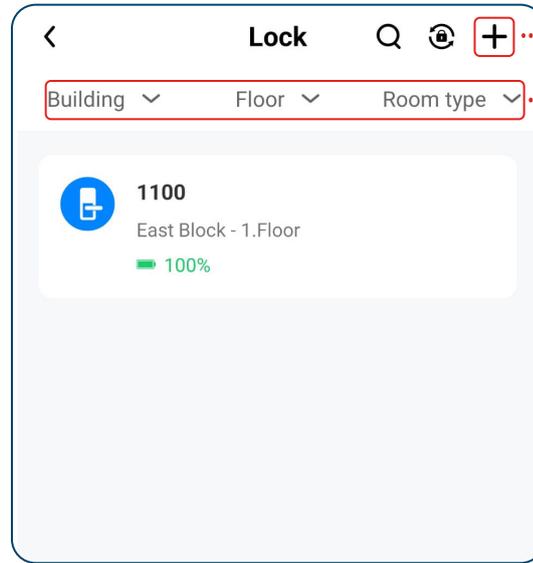


- Give a group name to the public door.
- Select the general doors you want to group.
- Click "OK."

■ To add a lock to the general door, open the TTHotel app on your mobile device.

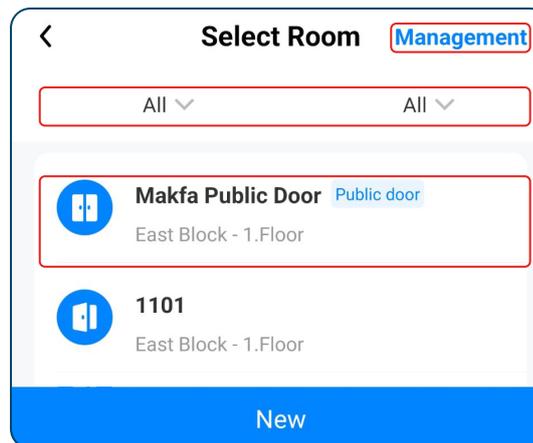


Touch "Lock."



Tap on the "+" icon.

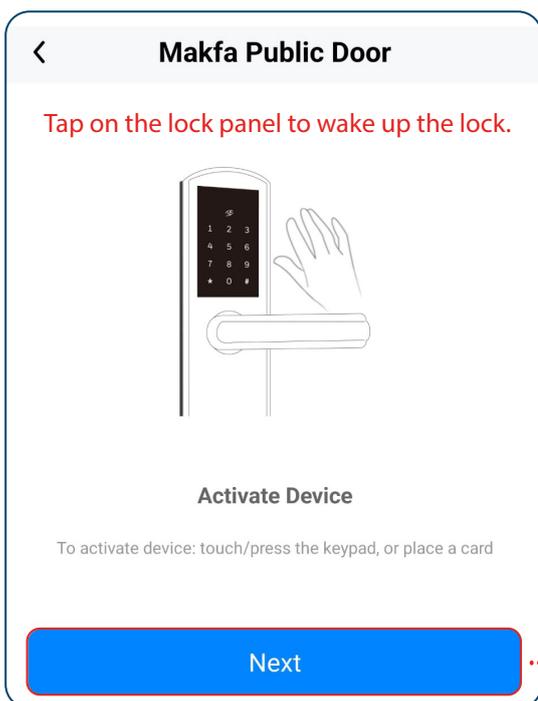
You can filter your locks.



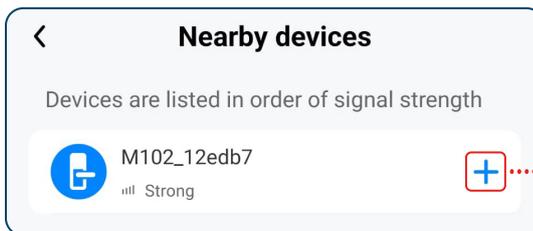
In the "Management" section, you can edit and delete rooms.

You can filter your locks.

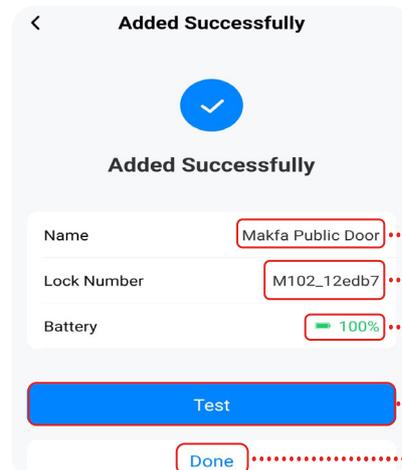
Select the "Public Door" that you've created.



Touch "Next."



Tap on the "+" icon.



The name of the general door.

The lock number.

Battery charge level.

You can test the lock by tapping the test button.

Add the lock by clicking "Done."

- Go to the room where you want to check-in. Right-click, and a menu will appear.

Click "Select General Door."

Click "OK."

## PERSONNEL-RELATED SETTINGS

- You can manage staff information and roles in both the application and Windows software.
- Each staff member has a role, and permissions can be set for these roles.
- To assign a role to staff:

You can edit roles by tapping "Role Management."

Click on "Add Staff."

The account that creates the hotel becomes the administrator.

Enter the staff member's name.

Enter the staff member's email or phone number.

In this section, you can select the role you've created or create a new role.

A pre-existing example role.

Click on "+ Create Role" to create a role.

## After clicking "Create Role,"

- You can grant access permissions in the Windows application.
- You can grant check-in permissions and hotel management permissions.
- You can grant mobile application access permissions.
- Click on the roles you want to grant access to.
- Touch "OK".

Tap "Okay."

## SETTING ACCESS PERMISSIONS FOR STAFF

### To grant access permission to staff (such as the administrator master card, etc.)

Name	Account	Role	Created by	Operation
Makfa Personel	makfapersonel@gmail.com	Yönetici	Makfa Yönetici	Grant access Staff details

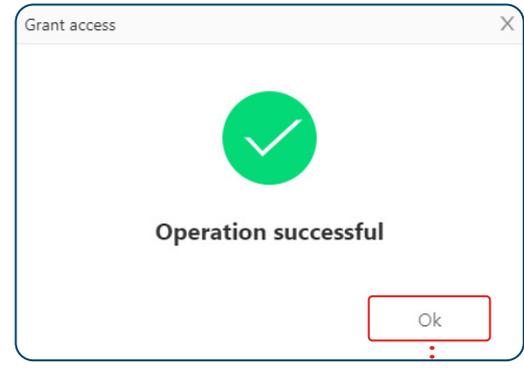
### To grant access permission to personnel (Administrator, master card, etc.),

Click on the Grant access.

- To create an administrative master card, select the card section.
- Choose the end date.
- Select how many cards you want to create.
- Specify the doors to be unlocked.
- You can invalidate the records.

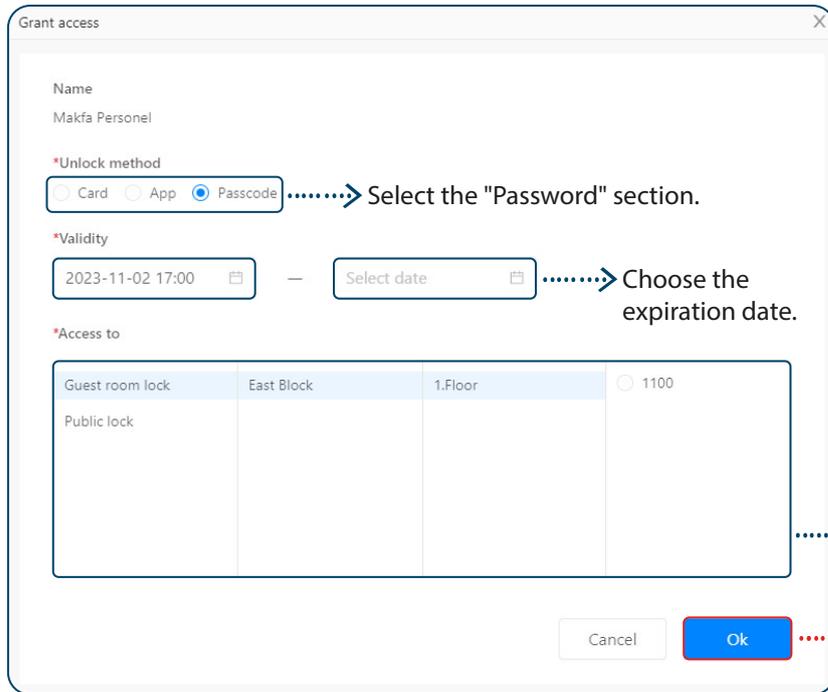
Click "OK."

- Insert your hotel card into the card reader.



"Touch 'OK!'"

- To grant access permission to personnel (Administrator, master card, etc.),

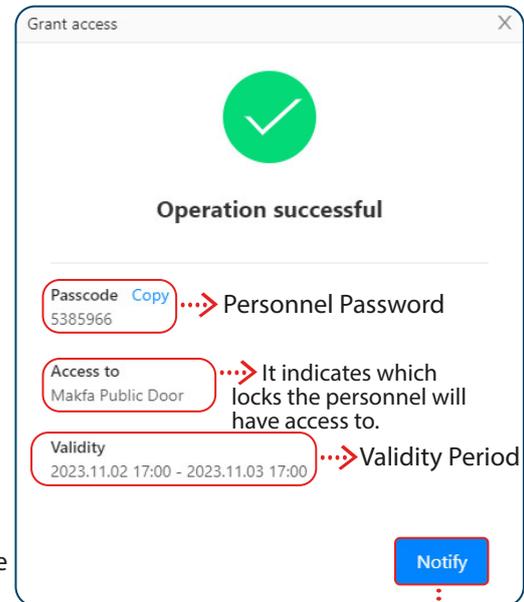


.....> Select the "Password" section.

.....> Choose the expiration date.

.....> Select the doors to be opened.

.....> Touch "OK."



Passcode Copy Personnel Password

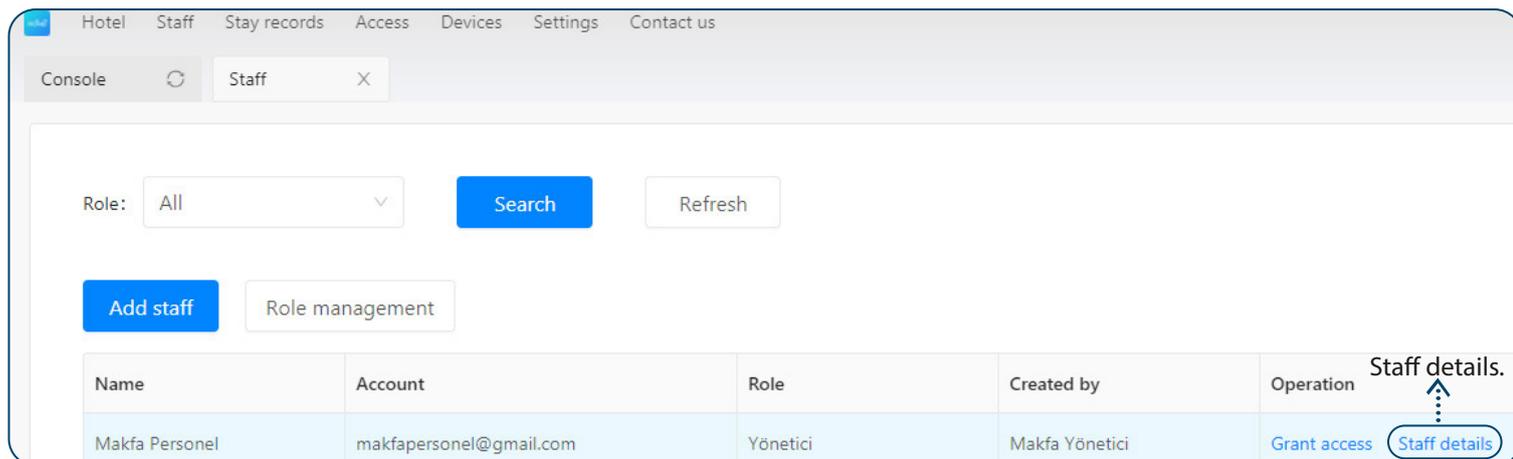
Access to Makfa Public Door It indicates which locks the personnel will have access to.

Validity 2023.11.02 17:00 - 2023.11.03 17:00 Validity Period

You can send the password and necessary notes to the staff via email or SMS.

## STAFF DETAILS SETTINGS

- To access staff details" would be the English translation of



- You can edit or delete the account you opened with the Windows application.

**Makfa Personel** Yönetici Edit Delete

Account: makfapersonel@gmail.com

Connection authorization: Windows app access ( Check in guest, Hotel management )、App access (Add device、Configure device、Delete device、Hotel management)

Edit

\*Name

\*Role

.....> You can change the name.

.....> You can change roles.

.....> Click 'Okay' to save.

- To renew or cancel a staff card, go to the Card section. Click on "Cancel Card" or "Renew Card."

Card (1) Ekey (0) Passcode (1)

Card id	Status	Privacy override	Type	Access to	Validity	Created by
1291545572	In use	No	All doors	Rooms : All	2023.11.02 16:59 - 2023.11.03 16:59	Makfa Yönetici

- Select "Cancel the card."

Cancel card



Please place card on the card encoder



✓ Operation successful

- Renew the card.

Renew card



Please place card on the card encoder



Renew card

Card id  
1291545572 In use

Name  
Makfa Personel

Access to  
Rooms : All

Privacy override

Validity  
2023.11.02 16:59 - 2023.11.03 16:59

\* Renew to  

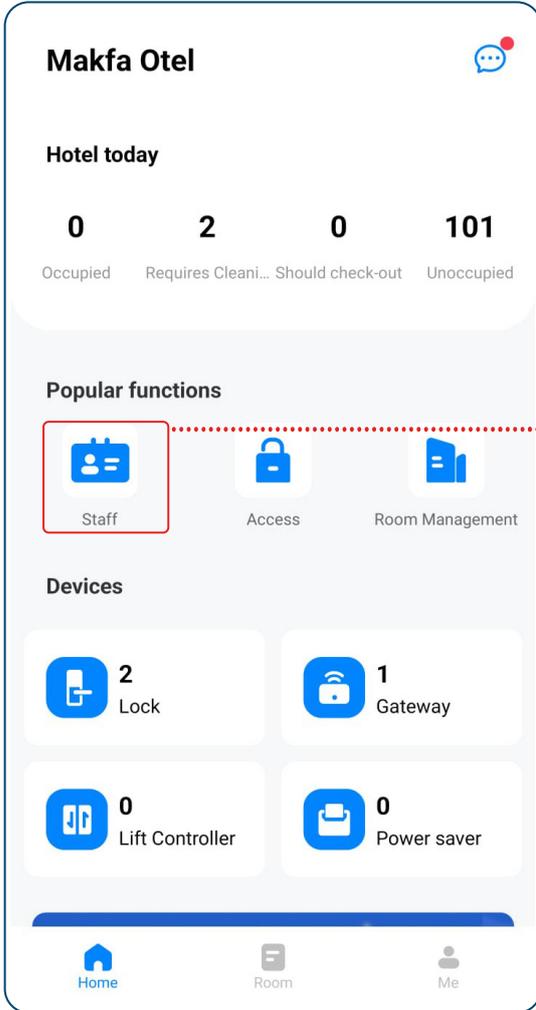
.....> Choose a new date.

Touch "Renew the card."

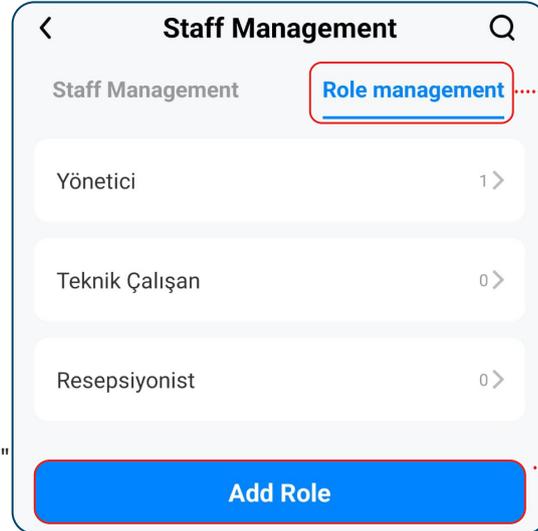
✓ Operation successful

## PERSONNEL-RELATED TTHOTEL SETTINGS

- You can manage personnel information and roles in both the application and Windows software.
- Each person has a role, and permissions can be configured for these roles.
- To assign roles to personnel, "First add a role."

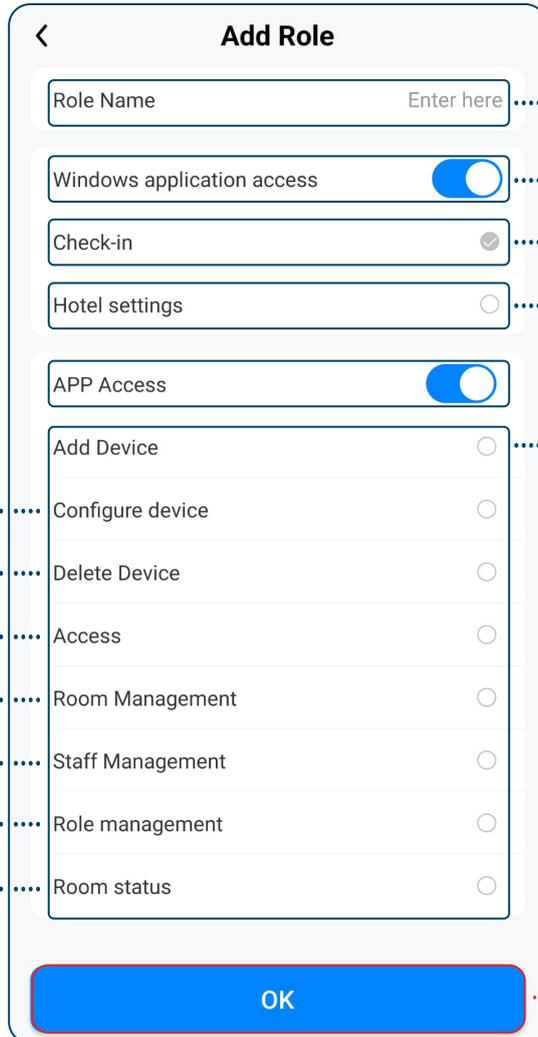


"Touch 'Personnel'"



Touch 'Task Management'

Touch 'Add Task'



Enter the Role Name.

Windows application permission setting.

Check-in permission for login.

Hotel management permissions authorization.

Device addition authorization.

Touch 'OK!'

Device settings permissions. <

Permission to delete added devices. <

Permission to create, delete, and configure roles. <

Room management authorization. <

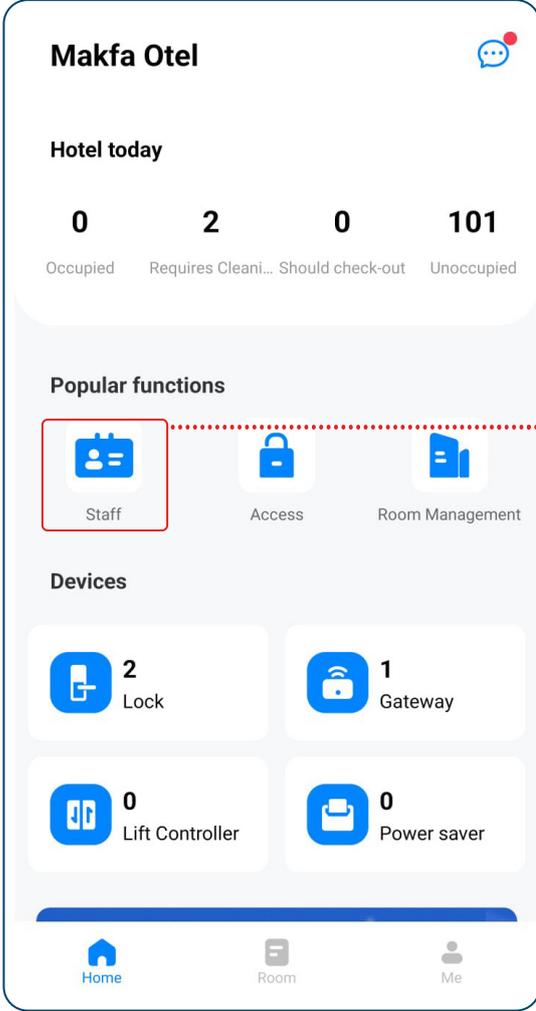
Personnel management authorization. <

Task management authorization. <

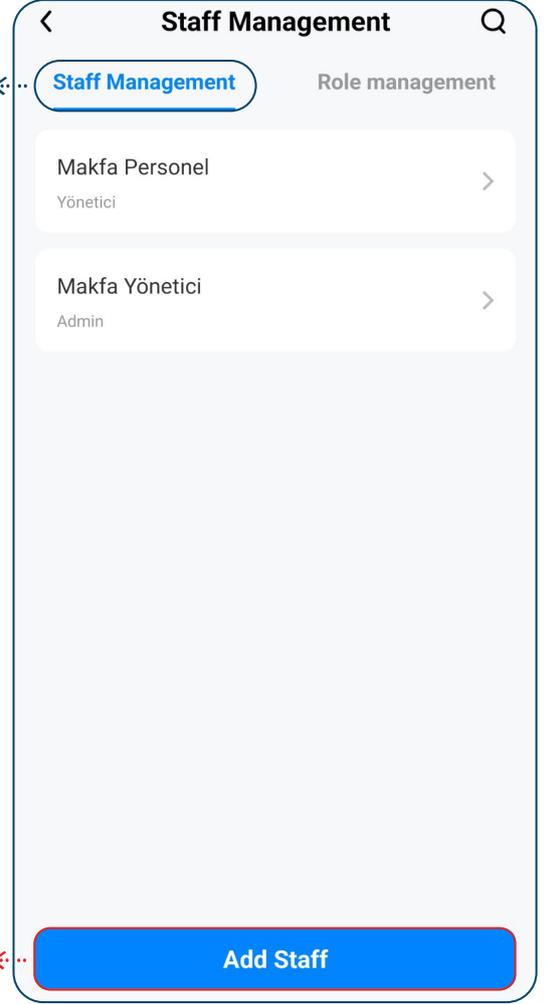
Room status authorization. <

## PERSONEL İLGİLİ ERİŞİM İZİNLERİ AYARI

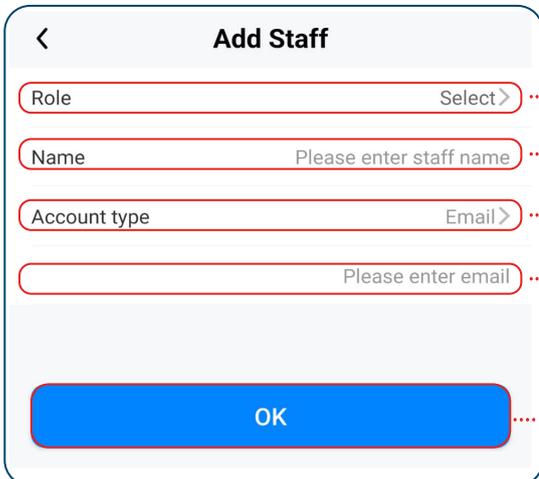
### Personnel-related access permissions settings



Touch 'Personnel Management' <



Touch 'Add Personnel' <



Select the access permission role you have created.

Enter the name of the personnel.

Select the phone number or email.

Select the personnel's phone number or email.

"Touch 'OK!'"

## VIEWING RECORDS AND TAKING PRINTOUT

- Click on the 'Records' tab to hold records.

Hotel Staff **Stay records** Access Devices Settings Contact us

Console Stay records X

Search by name and contact information. Search by room number.

Name / Contact information:  Rooms:

Date/Time:  Start date ~ End date Room status:

Select the check-in /check-out from the 'Time' section. Set the start and end date. You can set the room status as 'All', 'Check-in', or 'Vacant'. You can update the following list by pressing the search button.

Name	Contact information	Rooms	Room type	Room status	Time of check-in/check-out	Check-out
Makfa Personel		East Block-1.Floor-1100	Sea view	Occupied	2023.11.02 18:52 - 2023.11.10 12:00	
Makfa Guest		East Block-1.Floor-1100	Sea view	Empty	2023.11.01 15:37 - 2023.11.02 12:00	2023.11.01 17:54
Makfa Quest		East Block-1.Floor-1100	Sea view	Empty	2023.11.01 13:00 - 2023.11.02 12:00	2023.11.01 15:36
Makfa Quest		East Block-1.Floor-1100	Sea view	Empty	2023.11.01 13:00 - 2023.11.02 12:00	2023.11.01 13:16
Makfa		Bati Block-1. Kat-1100	Deniz Manzaralı	Empty	2023.10.25 14:36 - 2023.10.26 12:00	2023.10.25 15:38

You can export by clicking 'Export' to get the record or printout.

You can navigate between pages. < 20/sayfa, toplam36 > 1 2 >

## CANCELING LOST ACCESS CARDS, EKEYS, AND PASSWORDS

- To cancel a lost card, click on the 'Access' tab and then go to the 'Card' section.

Hotel Staff Stay records **Access** Devices Settings Contact us

Console Card Card

Issue card Cancel card Renew card Card issuance

You can create a personnel card. Card cancellation You can extend the card's validity. You can list the cards and take a printout.

Owner:  Card status:  Validity: Start date ~ End date Working time: Start date ~ End date Type:

You can mark the lost card as lost. You can also delete the lost card with the TTHotel app. You can click on 'Remote report loss' to cancel the card. You can click it again to reopen it.

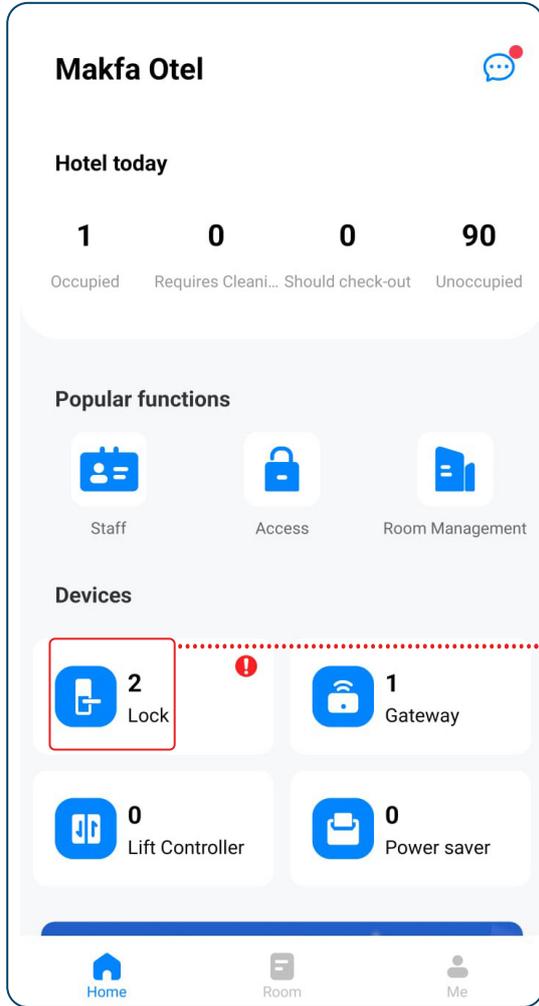
Card id	Owner	Owner type	Type	Status	Privacy o...	Access to	Validity	Created by	Working time	Operation
1291545572	Makfa Pers...	Guests	Room card	In use	No	Rooms : East Block-1.Floor-1100	2023.11.02 18:52 - 2023.11.12 12:00	Makfa Yonetici	2023.11.02 18:53	<input type="button" value="Mark as lost"/> <input type="button" value="Remote report loss"/>
3148803027	Makfa Yon...	Staff	All doors	Cancelled	No	Rooms : Hepsi	2023.10.20 14:11 - 2023.10.22 14:11	Makfa Yonetici	2023.10.31 11:39	<input type="button" value="Mark as lost"/>
1090874596	Makfa	Guests	Room card	Cancelled	No	Rooms : Bati Block-1. Kat-1100	2023.10.25 14:36 - 2023.10.28 12:00	Makfa Yonetici	2023.10.25 15:38	<input type="button" value="Mark as lost"/>
209284981	Makfa Yon...	Staff	All doors	Reported loss	No	Rooms : Hepsi	2023.10.20 14:11 - 2023.10.22 14:11	Makfa Yonetici	2023.10.20 14:43	<input type="button" value="Mark as lost"/> <input type="button" value="Remote recover card"/>
207473011	Makfa Pers...	Staff	All doors	Cancelled	No	Rooms : Hepsi	2023.10.20 13:59 - 2023.10.25 13:58	Makfa Yonetici	2023.10.20 14:00	<input type="button" value="Mark as lost"/>
2605772499	ssss	Guests	Room card	Cancelled	No	Rooms : Bati Block-1. Kat-1100	2023.10.17 13:11 - 2023.10.18 12:00	Makfa Yonetici	2023.10.17 13:11	<input type="button" value="Mark as lost"/>
725216211	asddf	Guests	Room card	Reported loss	No	Rooms : Bati Block-1. Kat-1101	2023.10.17 12:56 - 2023.10.18 12:00	Makfa Yonetici	2023.10.17 13:01	<input type="button" value="Mark as lost"/> <input type="button" value="Remote recover card"/>
1891068900	deneme2	Guests	Room card	Cancelled	No	Rooms : Bati Block-1. Kat-1101	2023.10.17 12:55 - 2023.10.18 12:00	Makfa Yonetici	2023.10.17 12:56	<input type="button" value="Mark as lost"/>

20 / page, 8 in total < 1 >

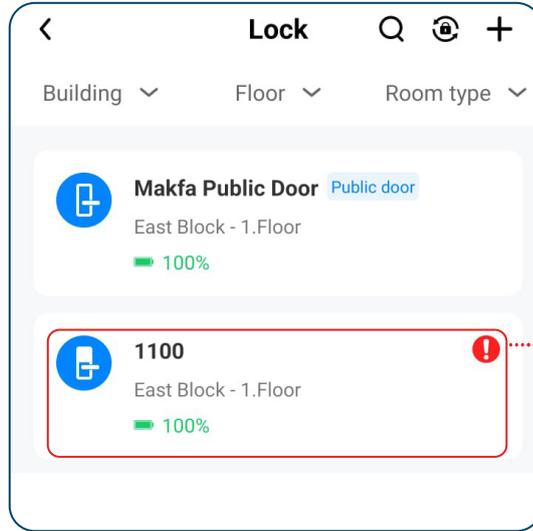
Occupancy(today): 0% Makfa Otel (Current user: Makfa Yonetici)

- After marking it as a lost card, please refer to the next section.

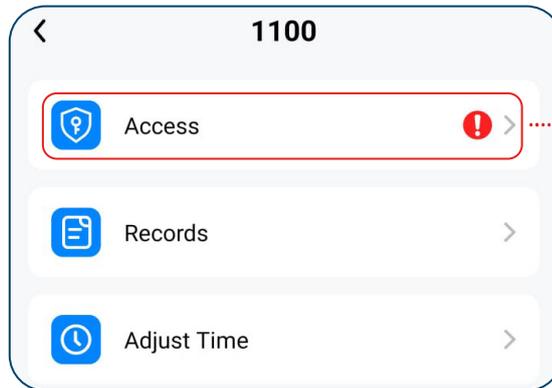
■ To delete the card marked as lost, open the TTHotel app.



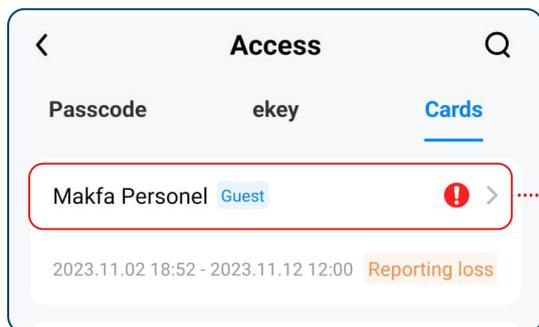
"Touch 'Lock!'"



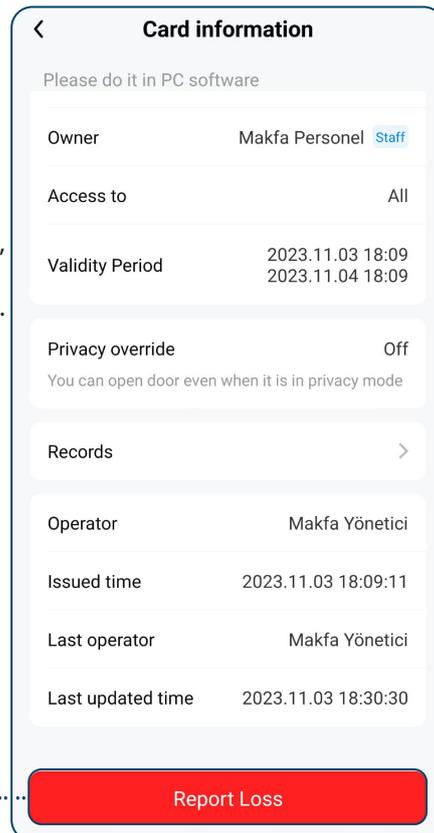
Touch the locks with exclamation marks.



Touch 'Access'

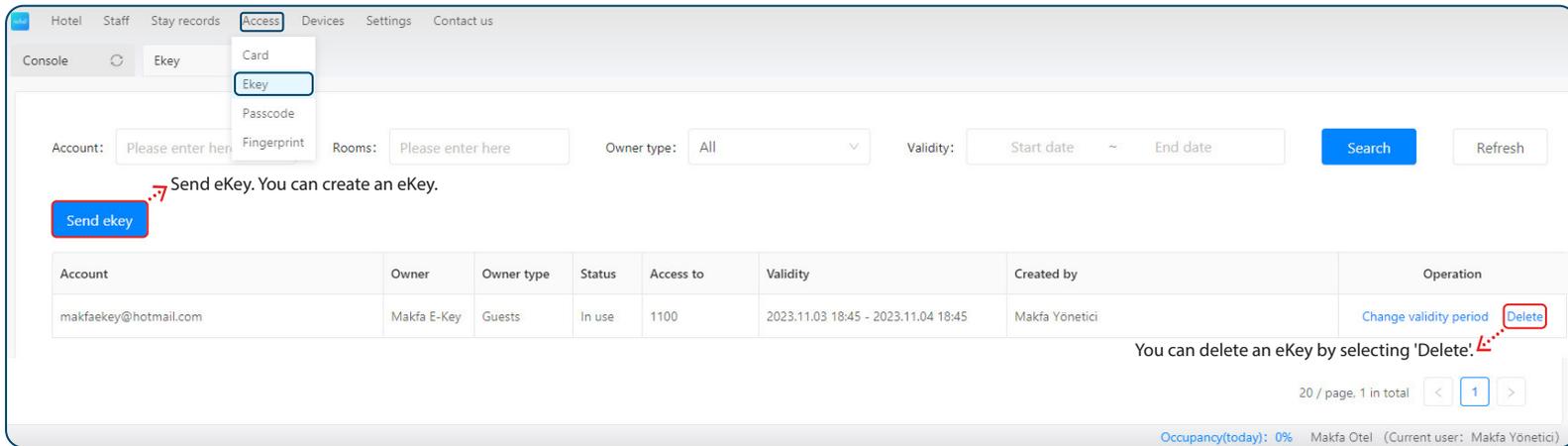


From the 'Cards' section, touch the card with an exclamation mark.



Touch 'Report Loss!' <←

■ To cancel or create an eKey, click on the 'Access' tab and then go to the 'eKey' section.



■ After selecting "Send eKey,"

Temporary ekey won't change the room status

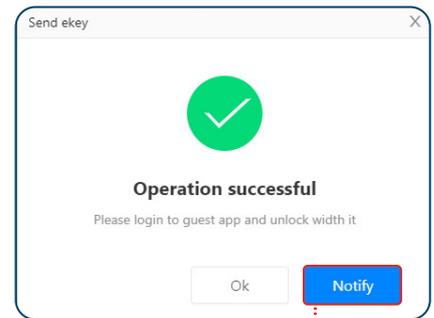
\* Name

\* Contact information  
 Email     Phone number

\* Validity  
 2023.11.03 19:42     Select date

\* Access to  
 Guest room lock     East Block     1.Floor     1100  
 Public lock

- Enter the name of the person eKey will grant access to the room.
- Enter the phone number or email.
- Specify the date it will be valid until.
- Select the rooms they will access.
- Click 'OK'!



By clicking 'Notify,' you can send the information to the individual.

Notify

Type  
 Send email

\* Contact information  
 s.personel@makfa.com

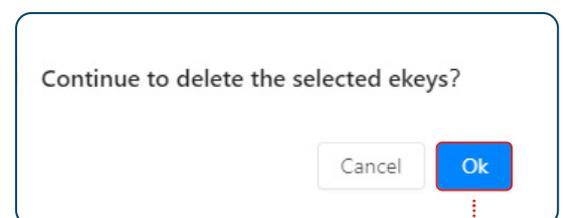
Languages  
 English

Content  
Welcome to Makfa Otel. Your room is:  
Rooms: East Block-1.Floor-Makfa Public Door  
Validity: 2023.11.03 19:42 - 2023.11.04 19:42  
Please follow the steps to open door:  
1. Install the App for link: https://onlinkto/hotelguest  
2. Enter your account: s.personel@makfa.com, and get a verification code to login

Estimated msg segments: 1, Remaining: 19

- You can send an email or a message to their phone.
- Enter the email or phone information.
- Select the language for the message to be sent in.
- Enter the content of the message to be sent.
- Click 'OK'!

■ After saying 'Delete eKey,'



Click 'OK!'  
The eKey is deleted.

■ To create or delete a temporary password, click on the 'Access' tab and then go to the 'Password' section.

Owner:  Please enter here  Fingerprint  Access to:  Please enter here  Validity:  Start date ~  End date

→ You can create a temporary password by clicking on 'Create Temporary Password'.

Passcode	Owner	Owner type	Status	Access to	Validity	Created by	Operation
5385****	Makfa Personal	Staff	Expired	Makfa Public Door	2023.11.02 17:00 - 2023.11.03 17:00	Makfa Yonetici	<input type="button" value="Reset passcode"/> <input type="button" value="Delete"/>
4349****	Makfa Quest	Guests	Expired	1100	2023.11.01 13:00 - 2023.11.02 12:00	Makfa Yonetici	<input type="button" value="Reset passcode"/> <input type="button" value="Delete"/>

20 / page, 2 in total

Occupancy(today): 0% Makfa Otel (Current user: Makfa Yonetici)

Annotations:  
 - You can reset the password by clicking '< Reset passcode' to change the date and password.  
 - You can delete the password by clicking the 'Delete' button.

■ After clicking 'Create Temporary Password,

Generate temporary passcode

Temporary PIN code won't change the room status

\* Name  Please enter here → Give a name for this password.

\* Validity  Start date ~  End date → "Create a date.

\* Access to

<input type="checkbox"/> Guest room lock	<input type="checkbox"/> East Block	<input type="checkbox"/> 1.Floor	<input type="checkbox"/> 1100
<input type="checkbox"/> Public lock			

→ Select the rooms that this password will unlock.

Generate temporary passcode

**Operation successful**

Tips: you can manage passcodes with the App or via gateway.

Passcode: 35095479

Name: Makfa Personal

Rooms: Makfa Public Door

Validity: 2024.01.06 20:00 - 2024.01.31 20:00

→ You can send the information via email or SMS by clicking on 'Notify'.

Notify

Type:  Send email

\* Contact information:  Please enter here → Enter the email or phone information.

Languages:  English → Select the language for the message to be sent in.

Content:  Welcome to Makfa Otel. Your room is:  
Rooms: Makfa Public Door  
Passcode: 35095479  
Validity: 2024.01.06 20:00 - 2024.01.31 20:00  
Please enter your passcode and # key to open door.  
Have a good day  
Makfa Otel  
→ Enter the content of the message to be sent.

Estimated msg segments: 1, Remaining: 19

→ Click 'OK'.

After clicking 'Reset Password'

Reset passcode

Rooms  
Makfa Public Door

\* Passcode

\* Validity  
 —

→ You can change the password.

→ You can change the validity period.

→ Click OK.

After clicking 'Delete'

? Continue to delete the passcode "35095\*\*\*\*" ?

Click Delete.  
Password is deleted.

## CHECK LOCK STATUS AND UNLOCK/LOCK REMOTELY

Go to the Lock section from the Devices tab.

Hotel Staff Stay records Access Devices **Settings** Contact us

Console Lock X

Name:  Refresh

Lock Gateway Lift controller Power saver

You can view the date and time when blacklisted cards were used. It displays the lock's records. It shows the gateway the lock is connected to.

General information about locks.

Name	Building	Floor	Serial number	Battery	Update time	Sector	Remote unlock	Operation
Makfa Public Door	East Block	1.Floor	M102_12edb7	100%	2023.11.03 18:12	1,2,3,4,5,6,7,8,9,10	Yes	<input type="button" value="Connected gateways"/> <input type="button" value="Records"/> <input type="button" value="Exception"/> <input type="button" value="More"/>
1100	East Block	1.Floor	M102_d8b452	100%	2023.11.03 18:30	1,2,3,4,5,6,7,8,9,10	Yes	<input type="button" value="Connected gateways"/> <input type="button" value="Records"/> <input type="button" value="Exception"/> <input type="button" value="More"/>

20 / page, 2 in total

You can view the status by clicking on the connected gateways.

Connected gateways

Name	Signal strength
GATEWAY	Medium

You can view the lock's records by clicking on 'Records'.

Records

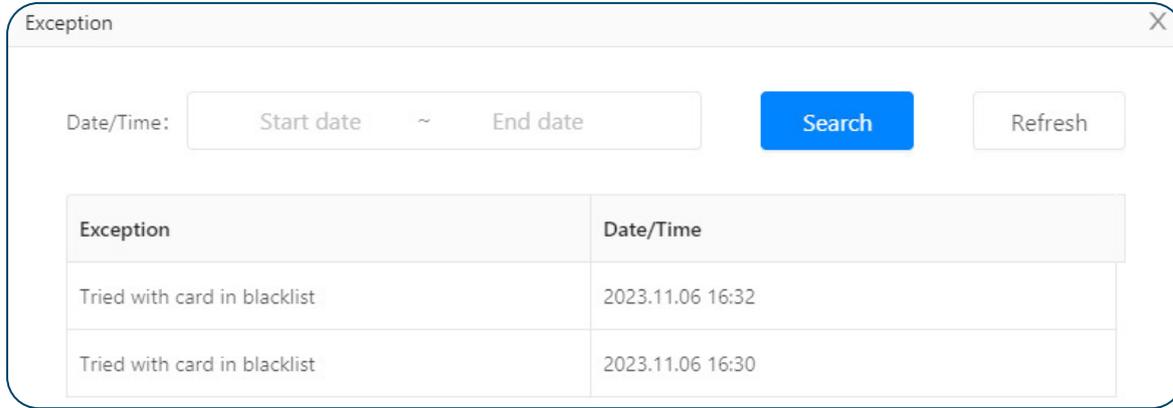
Date/Time:  ~

→ You can export by selecting 'Export' for output or saving.

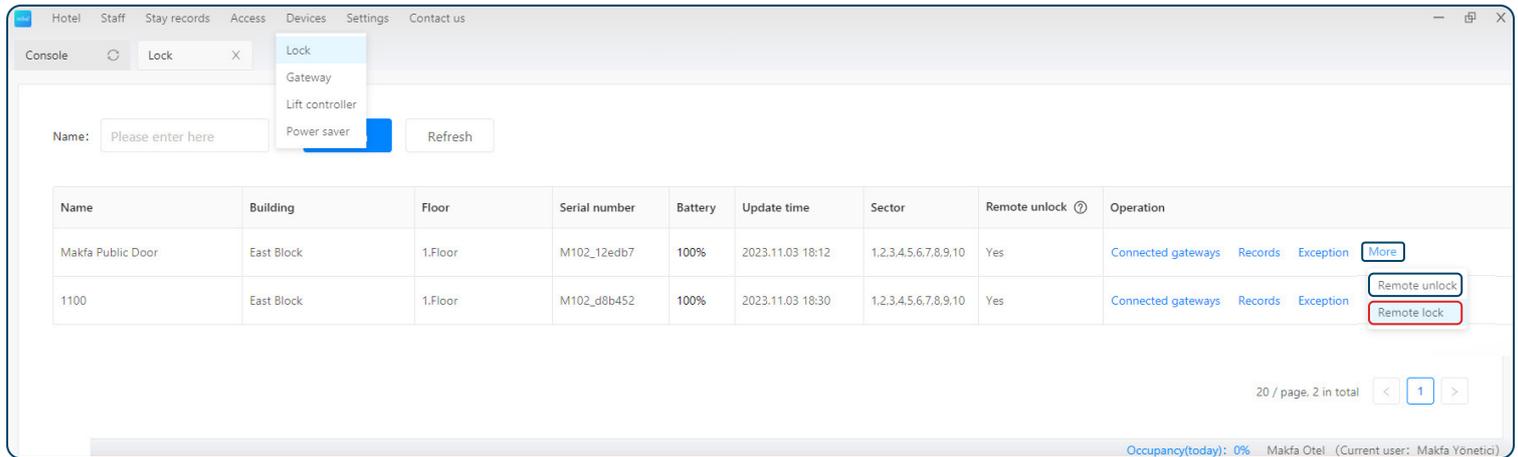
Created by	Type	Date/Time	Status
1	Unlock with Passcode 1	2023.11.01 23:07	Failed
Makfa Yönetici	Unlock with APP	2023.11.01 16:30	Success

20 / page, 2 in total

- By clicking 'Exclusion,' you can view the date and time of blacklisted card entries.

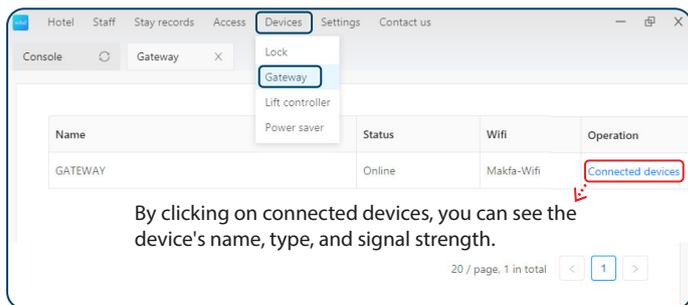


- By clicking 'More,' then 'Remote Unlock,' you can unlock the lock, or by clicking 'Remote Lock,' you can lock it.



## VIEWING INFORMATION ABOUT THE 'GATEWAY' STATUS

- Go to 'Network Access' from the 'Devices' tab.

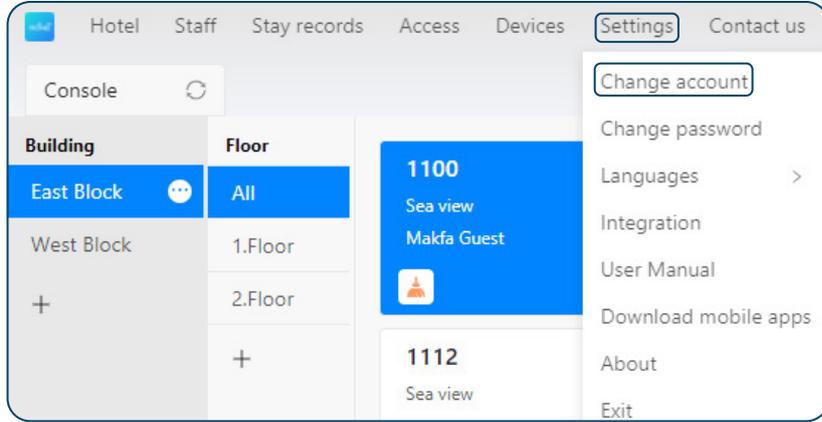


- From connected devices, you can see the device's name, type, and signal strength.

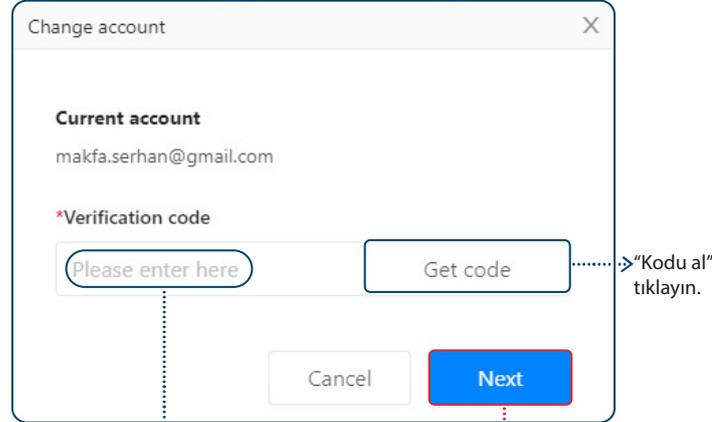


## CHANGE THE ADMINISTRATOR ACCOUNT

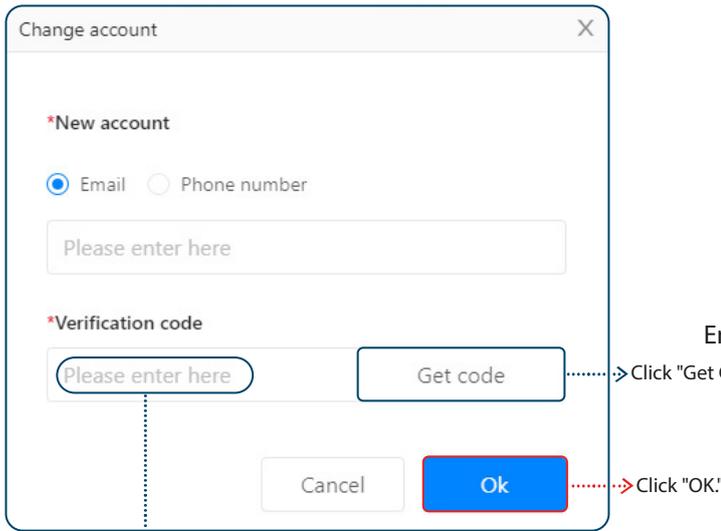
To change the administrator account, click on "Change Account" from the "Settings" tab.



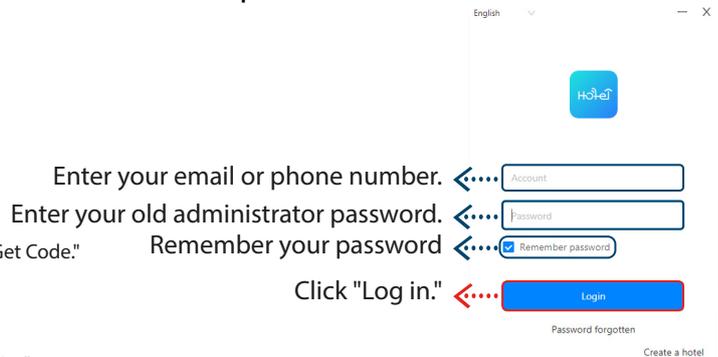
Please send the verification code to the email of the old administrative account and enter that code.



Enter the email or phone number for the new administrative account. Send the verification. Enter that code and click "OK."



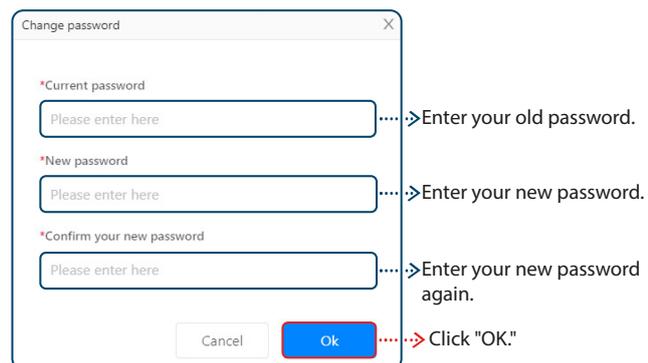
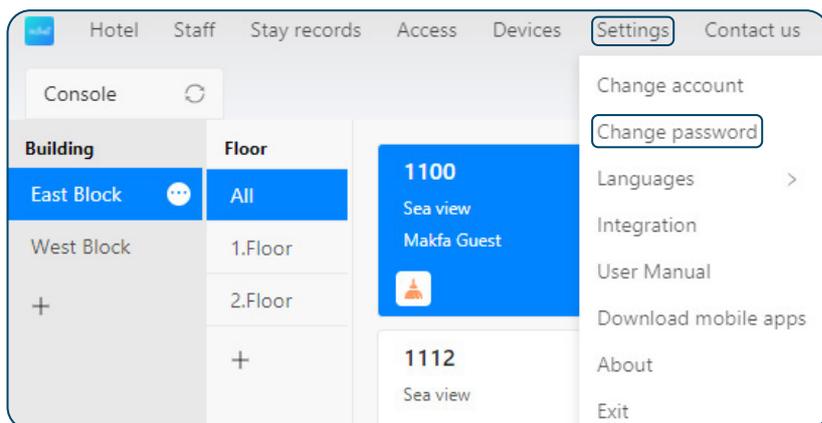
Enter your old administrative password along with the new administrative email or phone number.



Enter the verification code received on your email or phone.

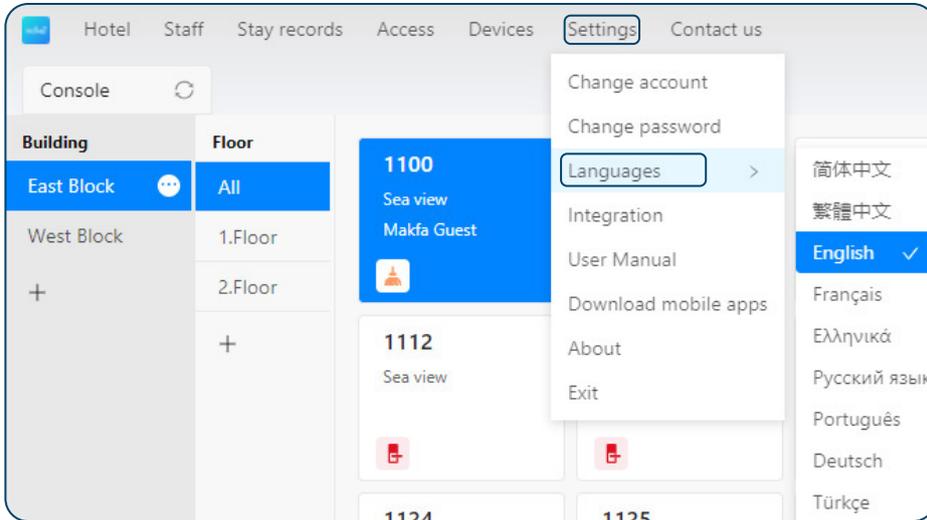
## CHANGING THE ADMINISTRATOR ACCOUNT PASSWORD

To change the administrator account password, click on "Change Password" from the "Settings" tab.

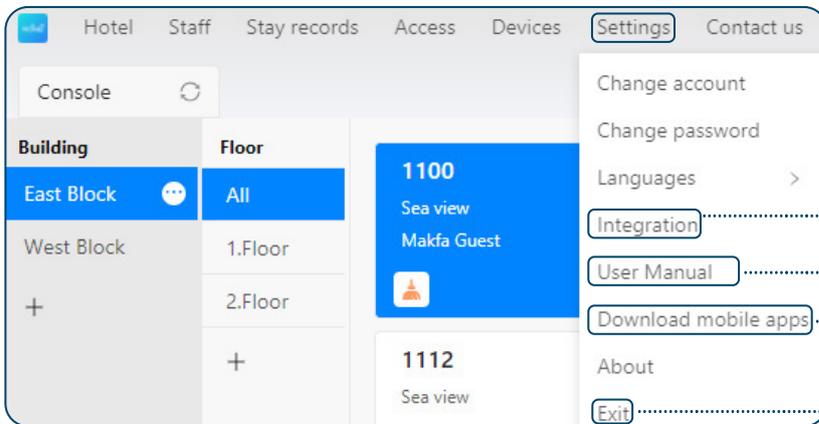


## CHANGING THE LANGUAGE OF THE APPLICATION

- To change the language of the application, click on "Settings" and then select "Languages." Choose the language you want to change to from the list.

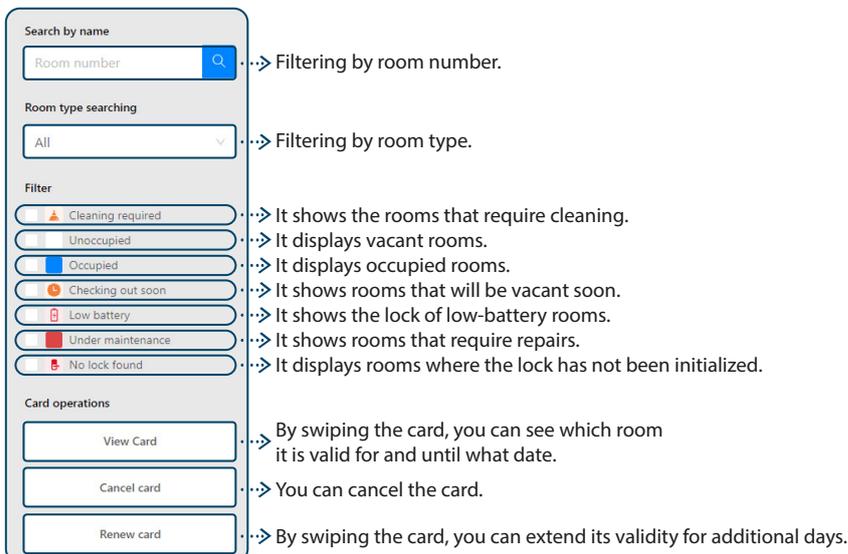


## OTHER FEATURES OF THE SETTINGS TAB

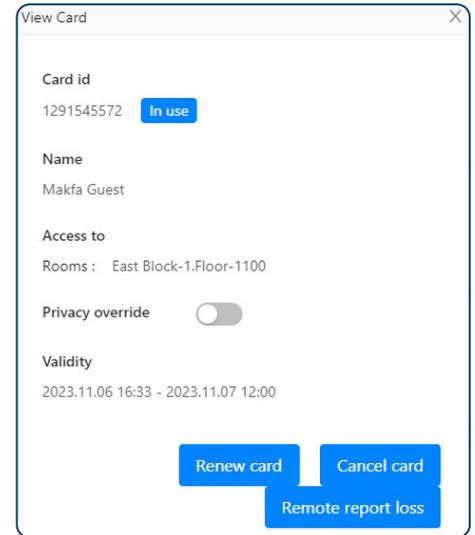


- You can apply for integration to share a card, create a password, and send an e-key.
- You can access the user manual.
- You can access the QR code for mobile applications and install them on your phone.
- You can log out of the application.

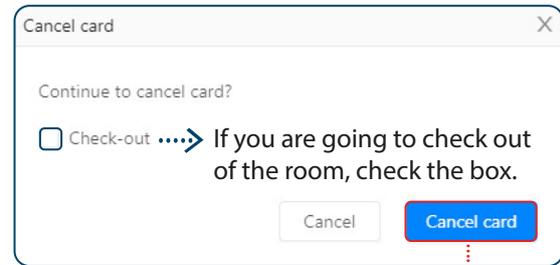
## FILTERING FEATURES FOR WINDOWS APPLICATIONS



- After clicking on the card view, swipe the card you want to display on the card reader.

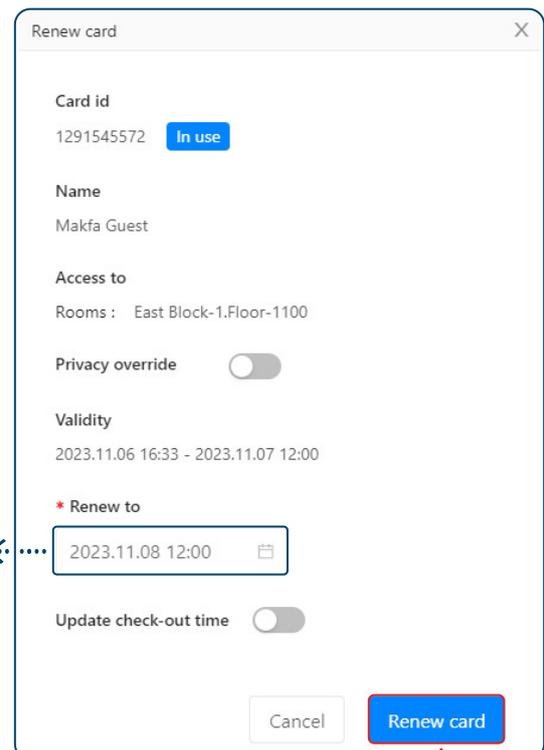


- After clicking on "Cancel card,"



Click on "Cancel card."

- After clicking on "Renew card,"

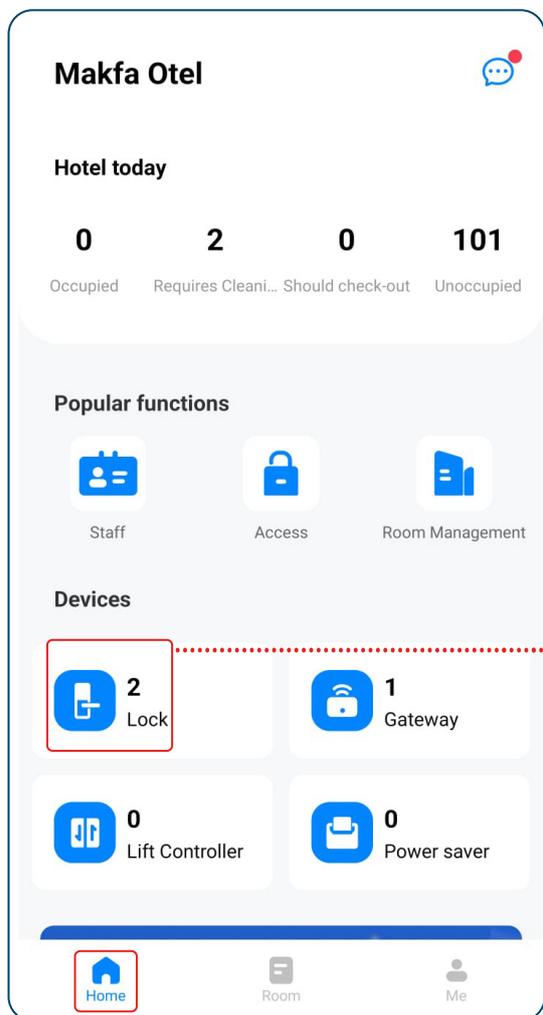


Choose the date to extend. <.....

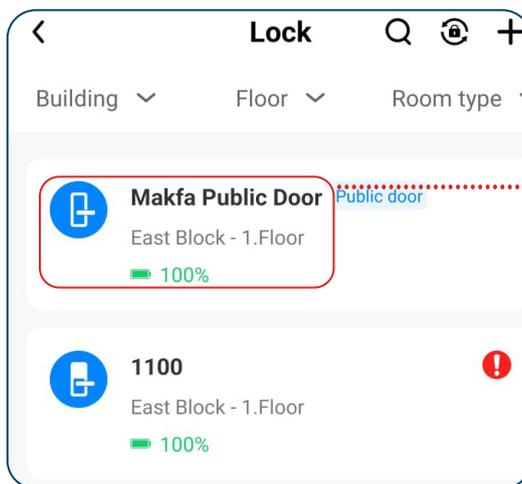
Click "Renew card."

## OTHER SETTINGS FOR LOCKS IN THE MOBILE APP

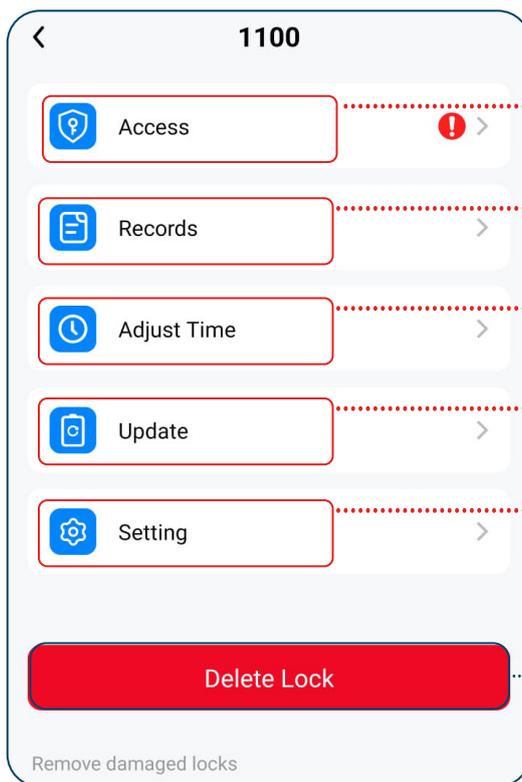
For other lock settings, in the TTHotel application, touch the lock section.



Touch "Lock."



Tap on the lock you want to access.



Touch to grant access permission.

Touch to access the records.

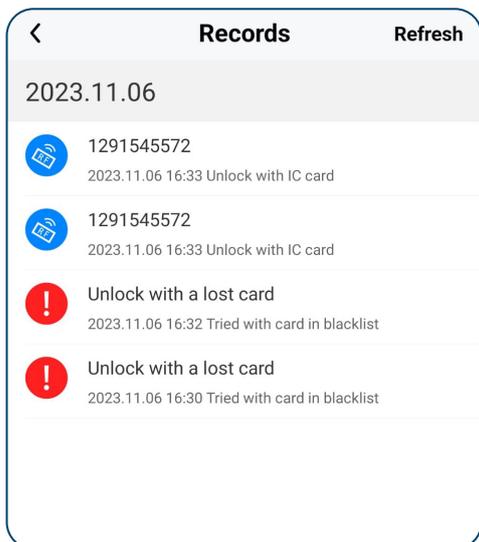
Tap to update the lock's time.

Tap to refresh the battery status.

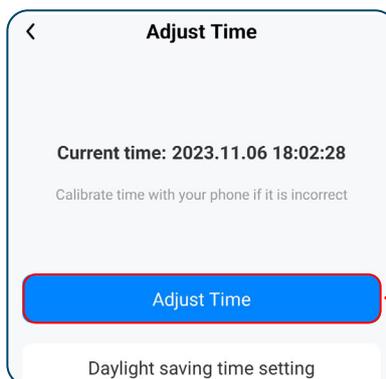
Tap to go to settings.

You can delete the lock by tapping "Delete Lock."

After touching "Records," the record menu appears. Here, you can see when and at what time the lock was opened using which method.

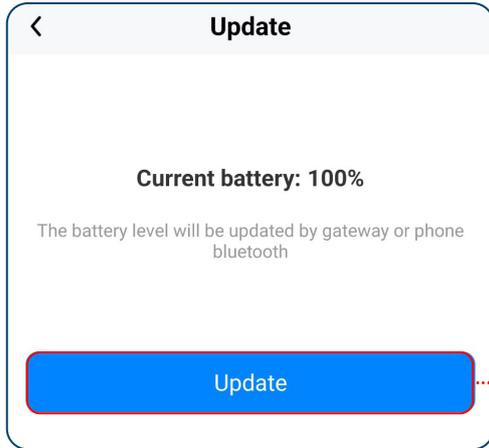


After tapping on the time setting,



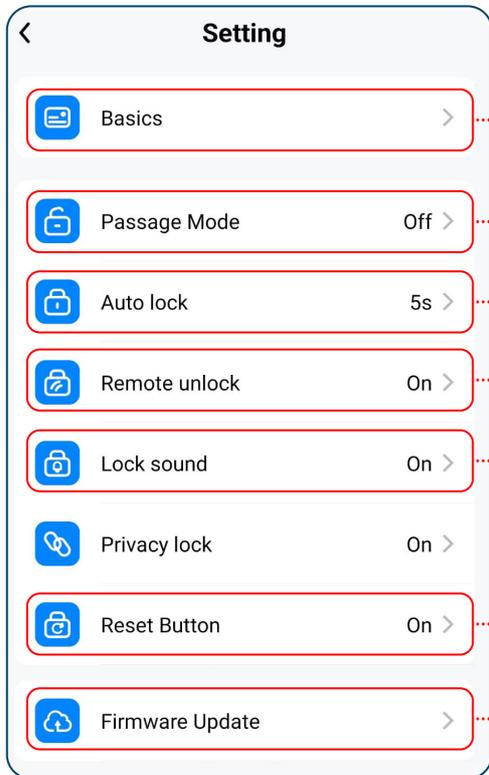
You can update the lock's time by tapping "Time Setting."

## ■ After tapping on "Refresh,"



→ You can update the lock's battery status by tapping "Update."

## ■ After tapping on settings,



→ In the settings, you can find the room name, block and floor it's located in, lock ID number, MAC address, and administrative password of the lock.

→ You can set the day and time when the lock will remain open. During that period, the lock will stay unlocked. You can manually lock it as needed.

→ You can add a delay to the lock's locking time.

→ You need a gateway to use this feature. With the current mode set to "Open," you can remotely unlock your lock.

→ You can turn on and off the sound that comes from the lock.

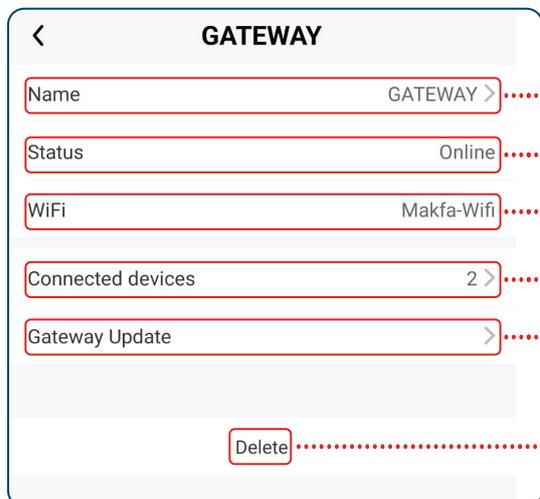
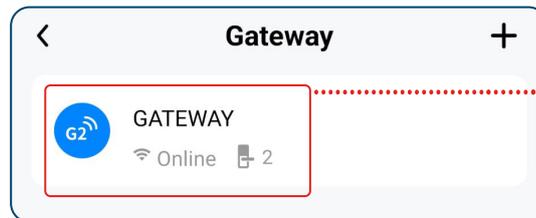
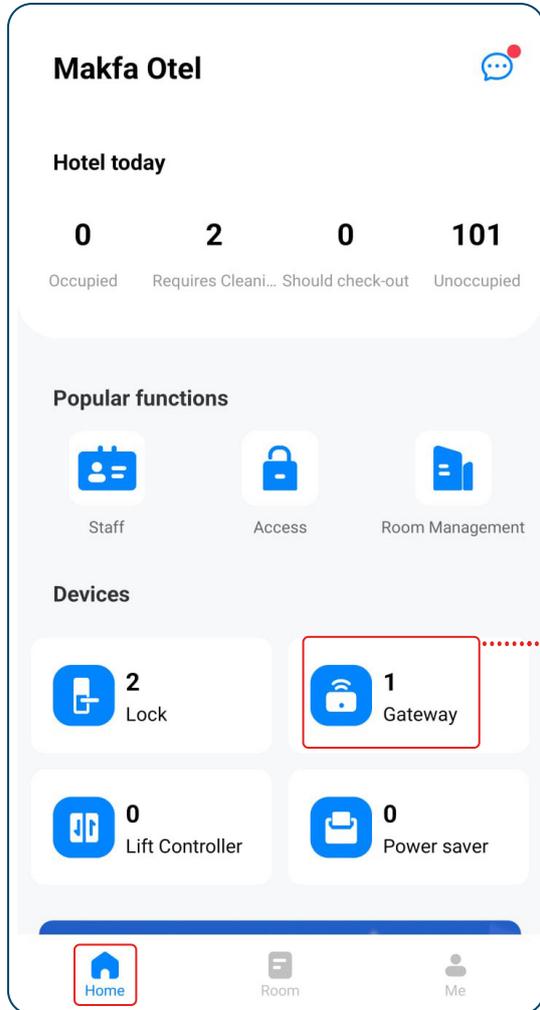
→ If you set the current mode to "Open," you can reset your lock from the button on the back of the lock.

→ You can update the lock's firmware.

## OTHER SETTINGS FOR THE GATEWAY DEVICE IN THE MOBILE APP

Your statement is already in English, and it instructs to access the other gateway settings in the TTHotel application by touching the Gateway section.

Select the gateway you want to choose.



Touch "Gateway."

The "Gateway" name is visible and can be changed.

The online or offline status is visible.

It shows the connected Wi-Fi network.

It displays the devices connected to the gateway.

It shows the installed version.

You can delete the gateway by selecting "Delete."

