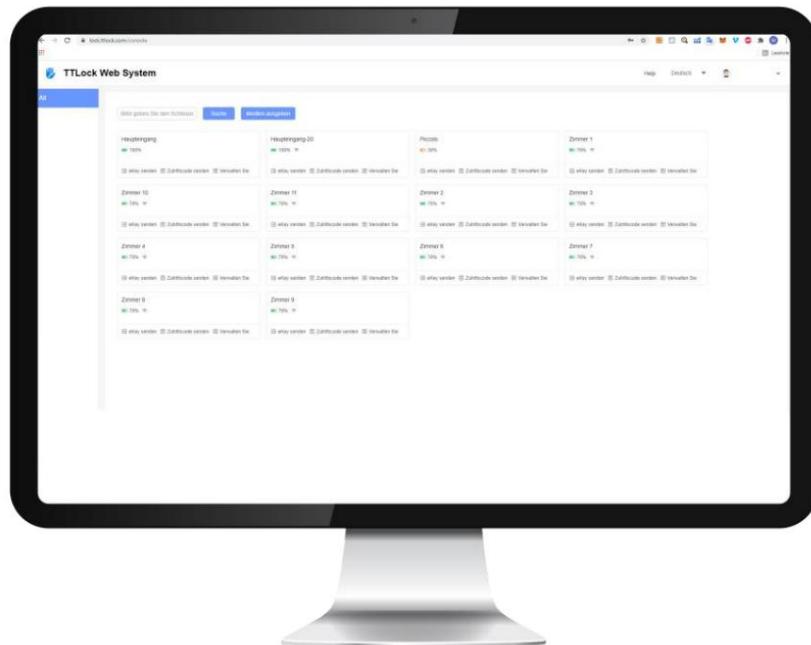


# SOREX<sup>®</sup>

## wireless Solutions

### SOREX SmartLock Web

operation manual



## **imprint**

Version 1.0

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## Table of Contents

### German

1. Demo Access.....	4
2. Initial setup of the locks and gateways.....	5 3.
Operation.....	6 3.1. Log
in.....	6
3.2. Home page.....	6
3.3. Lock administration page .....	8
3.3.1. Overview of trained users.....	8 3.3.2.
Access log/records .....	9 3.3.3. Create new
user.....	9
3.3.4. More functions.....	14
3.4. services .....	16
3.4.1. E-mail and SMS credit .....	16

## 1. Demo access

We are offering early access to our customers so you can get an overview of the available features of the web version.

**Attention:** Both the web version and the app are always available to you free of charge. This demo version is only for demonstration purposes to test the existing functions

before you decide to buy the locks. Once you have our locks

you must create your own free account.

To do this, go to the following link:

<https://sorex.eu/sorex-smartlock-web>

Log in with the following **access data** :

Username: [demo@sorex.eu](mailto:demo@sorex.eu)

Password: Sorex3mo

**Please only delete users you have created yourself, not existing ones!**

RFID chips can be programmed remotely either in the browser in combination with the [SMART WiFi card programmer](#) or programmed with the smartphone app. For the app, however, you need a **mobile phone** with **NFC function**.

Fingerprints can **only** be learned on site using the **app** . To do this, your finger must be placed on the sensor on the door lock.

### **Danger:**

As soon as you want to manage your own locks in your account, it is **mandatory**

**necessary** to connect the locks to **gateways** , as these are the **interface** between the lock (Bluetooth) and your WLAN.

## 2. Initial setup of the locks and gateways

All **locks** (cylinders, door handles, fittings, etc..) and **gateways** must be registered in **advance** via Bluetooth via the **smartphone app "SOREX SmartLock"** .

While the connection to the locks can also be established via **Bluetooth** via the **app** , the **web interface** can only be connected via **WLAN** . **It is therefore imperative** to connect the locks to **gateways** , as these are the **interface** between the lock (Bluetooth) and your WLAN.



To do this, please **install** the **app** on your smartphone (scan in the QR code or search for "SOREX SmartLock") and **create** an **account**. **Log** in with your created account and **set** up all locks and gateways **once** . Please refer to the **user manual** for detailed instructions

of the respective lock.

Once you have completed the setup, you can use the web interface to perform the following actions:

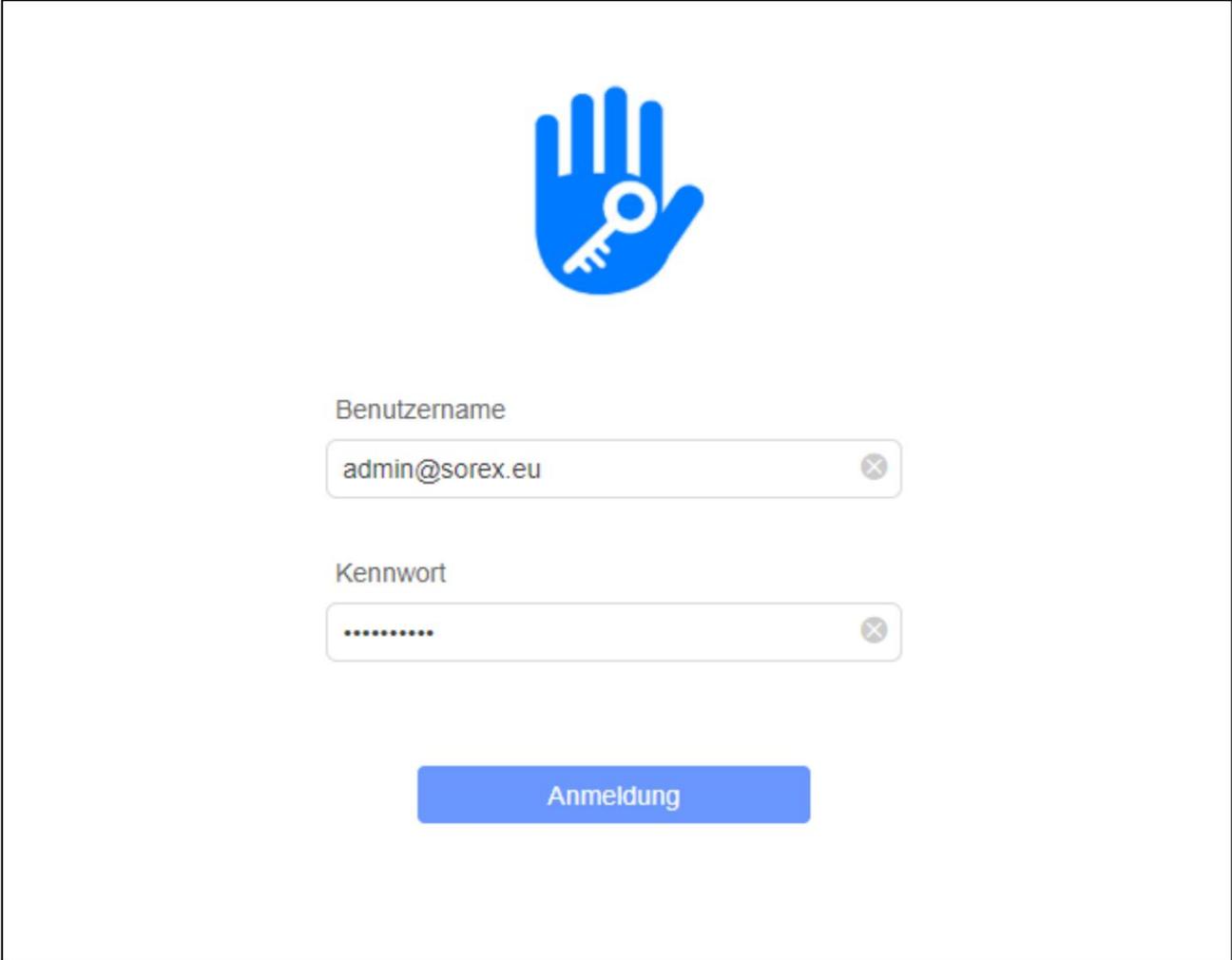
- Train eKeys, numerical codes and RFID media (with optional card reader) on several locks at the same time (incl. time profiles)
- eKeys, numeric codes, RFID media (with optional card reader) and Edit fingerprints
- eKeys, numeric codes, RFID media (with optional card reader) and Delete fingerprints
- Read and export access logs
- Open lock remotely
- Read the current status of the lock (open or locked)
- Configure the lock open time
- Configure pass-through mode (permanently open at certain times).
- Read battery status and various device information

In addition, you can only see locks in the web interface for which you also have **admin rights** to make changes.

## 3. Service

### 3.1. Log in

Open the page [sorex.eu/sorex-smartlock-web](https://sorex.eu/sorex-smartlock-web) in your web browser and log in with your **access data**. You can use the **same** access data here that you use to log in to the app. Please note that **registration is only possible** via the **app** is possible.



Benutzername

Kennwort

Anmeldung

### 3.2. Home page

On the start page you can see your **lock groups** (if created) on the far left. On the right you can see your already added and **configured locks**. Via the groups you can only display the respective locks of this group or via "All" you can see all locks.

**Attention:** The creation or assignment of groups is only possible via the app.  
Select lock in app ÿ Settings ÿ Basics ÿ Lock group

**Attention:** In the web interface you will only see those locks for which you also have admin rights.

There is a **search field** above the locks, which you can use to search for specific locks. In addition, there is also the "Dispense media" button here, which you can use to teach in RFID media, see 3.3.3.3. *Teach in RFID media*

At the top right you can **change the language** or log out of your user **account**.

For each lock you will also find the current **charge level** of the batteries/accumulators and information as to whether the lock is connected to a **gateway** (small WiFi symbol to the right of the battery indicator). If the lock is **not connected to a gateway**, ie the small WLAN symbol is missing, this lock cannot currently **be managed via the web interface**.

If you still want to manage this lock, you must first add a gateway for this lock via the smartphone app.

In addition, there are **various functions** below the displays just mentioned. You can also access this via the administration page of the castle.

**Clicking** on a lock **will** take you to that lock's **administration** page.

The screenshot displays the TTLock Web System interface. At the top left is the logo and the text "TTLock Web System". At the top right are links for "Help", the language "Deutsch" with a dropdown arrow, and a user profile "admin" with a dropdown arrow. On the left side, there is a sidebar menu with "All" selected, and options for "Gebäude A" and "Gebäude B". The main content area features a search bar with the placeholder text "Bitte geben Sie den Schlossn" and two buttons: "Suche" and "Medien ausgeben". Below the search bar, there are three lock entries, each in a white box with a grey border. Each entry shows the lock name, a battery level indicator (100% with a green bar), and a WiFi symbol. Below each lock name are three icons with labels: "eKey senden", "Zutrittscode senden", and "Verwalten Sie". The lock entries are: "Besprechungszimmer", "Büro", and "Lagerraum".

### 3.3. Castle Management Page

On this page you can see all information about the castle. This includes the **name**, the **battery status** and various internal **lock information**. In addition, various **functions** can be call up and **list all users already created** anyway a list of the **access log** Show.

The screenshot shows the 'Informationen zum Sperren' page for a device named 'Büro' with a 100% battery level. The device details include: Schloss Nummer: BL01\_78859c, MAC/ID: F6:DF:0B:9C:85:78/3101558, and Firmware: 5.1.0.200320. The lock status is 'Sperrstatus: Gesperrt' and was last updated on 2021-07-14 16:01. Below the device info, there are tabs for 'eSchlüssel', 'Zutrittscodes', 'Medien', 'Fingerabdrücke', and 'Aufzeichnungen'. A table lists the trained users with columns for Name, Empfänger-Konto, Zuweiser, Zeit zuweisen, Gültigkeitsdauer, Stand, and Betrieb.

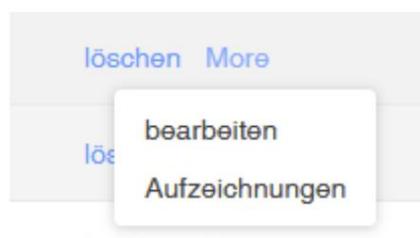
Name	Empfänger-Konto	Zuweiser	Zeit zuweisen	Gültigkeitsdauer	Stand	Betrieb
Maurice Müller	mp@sorex.eu	admin	2021-07-14 16:19	Permanent	Ausstehend	<a href="#">löschen</a> <a href="#">More</a>
Roman Löwy	oe@sorex.eu	admin	2021-07-14 16:18	Permanent	Empfangen	<a href="#">löschen</a> <a href="#">More</a>
Reinigungskraft #1	de@sorex.eu	admin	2021-07-14 16:17	Permanent	Empfangen	<a href="#">löschen</a> <a href="#">More</a>
Christian Csank	demo@sorex.eu	admin	2021-07-08 15:07	2021-07-08 ~ 2031-07-08, Mo, Di, Mi, Do, Fr 08:00 ~ 16:00	Empfangen	<a href="#">löschen</a> <a href="#">More</a>

#### 3.3.1. Overview of trained users

You can use the tabs to call up the **list** of all current **eKeys, access codes, RFID media, fingerprints** or the **access log** ("recordings"). Depending on the lock type various tabs hidden (e.g. if the lock does not have a fingerprint sensor the "Fingerprints" tab is not displayed).



You will then see the following information in the list of users: General information about the user, when and by whom the user was created, when and whether access is valid. You can also delete or edit users from here and view all of the user's accesses.



### 3.3.2. Access Log/Records

All **access logs** of the lock can be found under the “**Recordings**” tab . Here you can see **which user, how** and **at what time** tried to open. You can also see **failed openings**, for example if a user tried to open outside the authorized opening period or an invalid numerical code was entered.

eSchlüssel	Zutrittscodes	Medien	Fingerabdrücke	Aufzeichnungen
Betreiber	Methode zum Freischalten	Zeit freischalten	Stand	
admin	entsperrt über Gateway	2021-08-09 14:56	Erfolg	
5463209	über Passcode freigeschaltet	2021-08-09 14:56	Fehlgeschlagen	
admin	entsperrt über Gateway	2021-08-09 14:43	Erfolg	
Maurice Müller	über Passcode freigeschaltet	2021-08-09 14:42	Erfolg	
Maurice Müller	über Passcode freigeschaltet	2021-08-09 14:42	Erfolg	
Roman Löwy	über Passcode freigeschaltet	2021-08-09 14:41	Fehlgeschlagen	
admin	entsperrt über Gateway	2021-08-09 14:25	Erfolg	
Emel Erdogan	entsperrt über IC-Karte	2021-07-08 15:23	Erfolg	
demo	entsperrt über Gateway	2021-07-08 15:22	Erfolg	
Christian Csank	über APP freigeschaltet	2021-07-08 15:21	Erfolg	
Dominik Leeb	über Passcode freigeschaltet	2021-07-08 15:19	Erfolg	

### 3.3.3. Create new user

You can create the following user types:

- eKey (access via smartphone)
- Numerical code
- RFID media

Fingerprints can only be added via the app as you need to be present at the device to swipe the fingerprint.

### 3.3.3.1. Training eKey users

You can train a new eKey user using the "**Send eKey**" button.



Here you need to fill out the following information:

- **Recipient account** (e-mail address or phone number of the user) •
- Name** (name of the user in the backend) • **Type** (time profile) o Constant (Always) o Schedule (From-To date) o One-time (Open once, then blocked ) o Recurring (daily/only certain days, from-to time, from-to date) • **Authorized Admin** (users should have admin rights and may create users themselves) • **Allow remote unlock** (may also remotely open the door via the gateway )

**eKey senden**

Sperre Büro  
ekeys will also be sent to the selected locks

\* Empfänger-Konto

\* Name

\* Typ

Authorized Admin

Allow remote unlock

You can also use the  - Button **to select additional locks** on which the user should also be trained with the same data. To do this, click on the button and then **select all the desired locks.**

You can create the user by clicking on "OK".

### 3.3.3.2. Teach number code

You can learn a new number code using the "Send access code" button.



Here you need to fill out the following information:

- **Name** (name of the user in the backend)
- **Type** (time profile)
  - o Constantly (Always)
  - o Schedule (from-to date)
  - o One-time (one-time opening, then blocked)
  - o Delete (Entering this code will delete all other codes, 24h valid from creation)
  - o Recurring (daily/only certain days, from-to time, from-to date)
  - o Custom (Here you can set your own access code, the other options will generate a random code)

#### Zutrittscode senden

Sperrre Büro

Passcode will also be valid on the selected locks

+

\* Name

\* Typ

OK

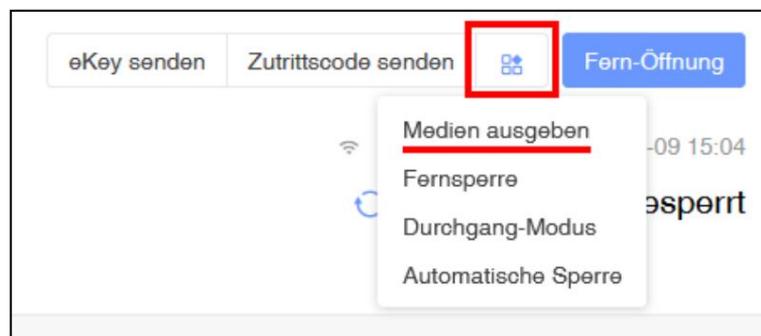
You can also use the  - Button to select additional locks on which the user should also be trained with the same data. To do this, click on the

button and then **select all the desired locks**.

You can create the user by clicking on "OK". Please enter the newly created code on the device within 24 hours.

### 3.3.3.3. Teach in RFID media

To learn RFID media, first connect the card programming device (optionally available) to your computer via USB. Wait a while until Windows has installed the necessary drivers and the device is ready to use. You can then learn new RFID media using the "Output media" button.



Here you need to fill out the following information:

- Name (name of the user in the backend)
- Type (time profile)
  - o Constantly (Always)
  - o Schedule (from-to date)

### Medien ausgeben

Sperre Büro

Will also be added to the selected locks

\* Name

\* Typ

Select an existing card

You can also use the above  - Select additional locks button on which the user should also be trained with the same data. To do this, click on the button and then select all the desired locks.

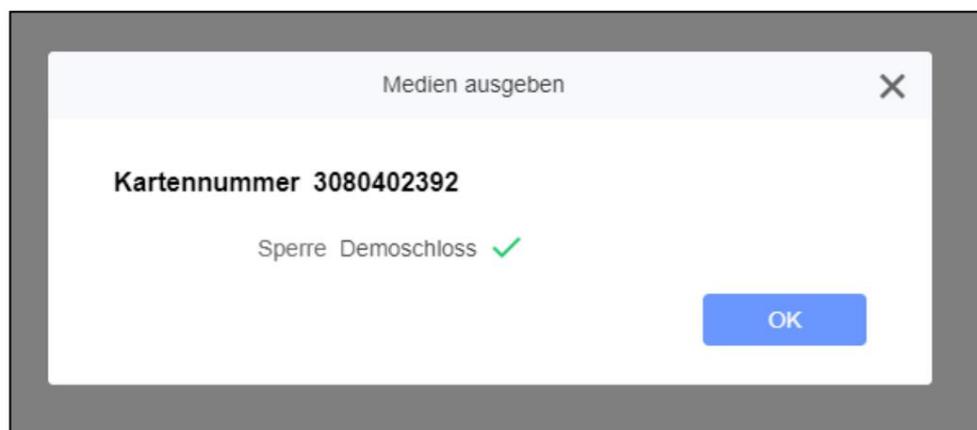
Under "Select an existing card" you can select cards already created in the system. This saves you having to read in the card again, or if you do not have access to the card, you can easily assign additional access rights for this card.

You can create the user by pressing "OK".

If you do not select an existing card, you must place the card on the card reader after pressing "OK".



As soon as the card has been read in, the card number will be displayed and transmitted to the lock.



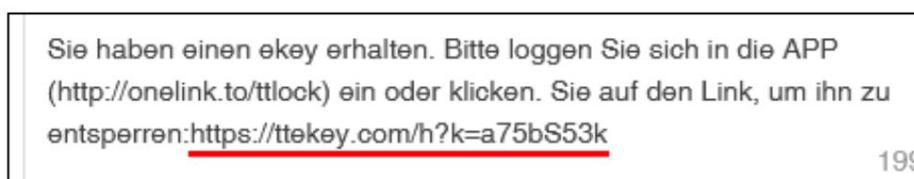
### 3.3.3.4. Send email/text

The system gives you the option of sending eKeys by email and numeric codes by SMS or email to users. Please note that you must first purchase credit for SMS/Emails. See 3.4.1. *E-mail and SMS credit*

Alternatively, you can also copy the e-mail/SMS text and send it via your own provider.

To do this, simply click on "Send SMS" or "Send e-mail" in the list of eKeys/number codes. Then enter either the recipient's phone number or email address.

If you send an e-mail for an eKey and this eKey has authorization for remote opening (via gateway), there will be an additional link in the e-mail with which the lock can be opened without having to download the app.



### 3.3.4. More functions

#### 3.3.4.1. remote opening

You can use the "Remote opening" button to **open the door remotely**. The lock then remains open for the desired opening time. See 3.3.4.3. *opening time*.

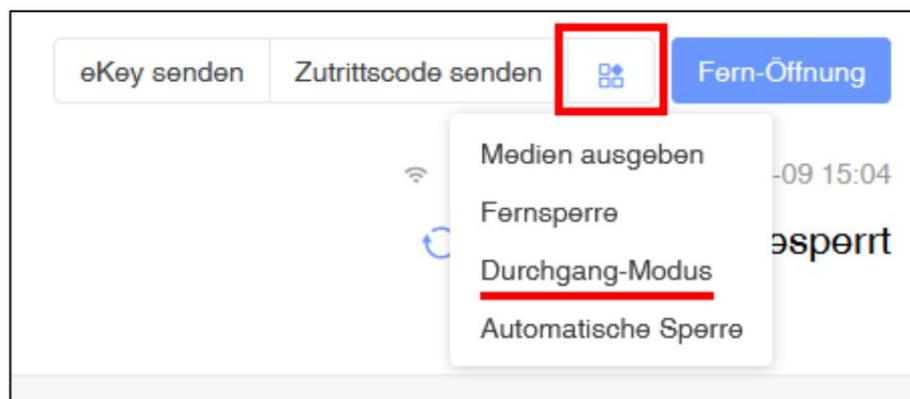


aktualisiert unter 2021-08-10 12:46

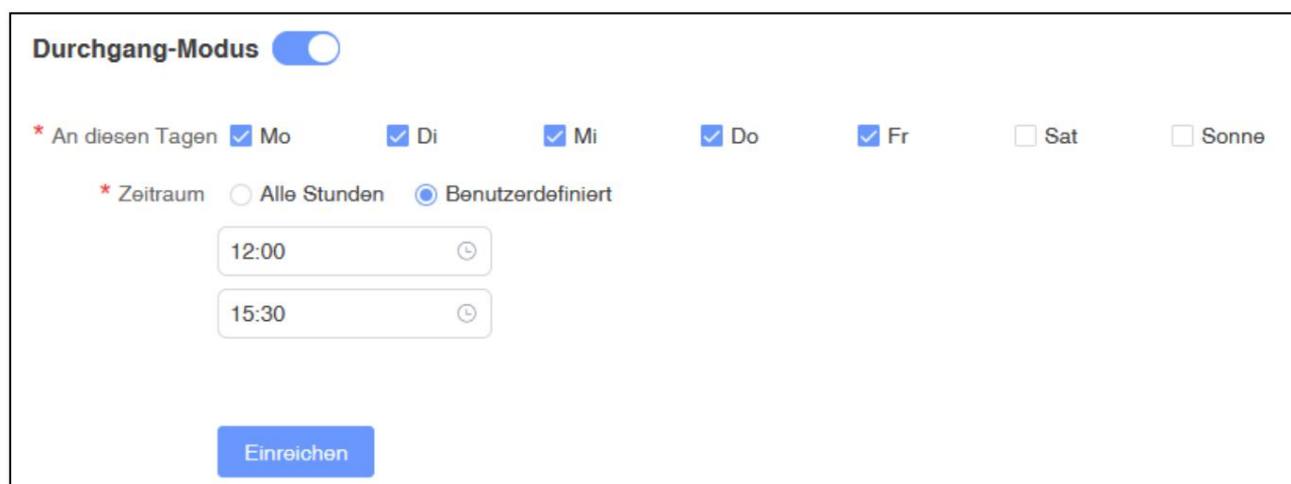
Sperrstatus: Gesperrt

### 3.3.4.2. pass mode

To configure the **pass** -through mode, first press the "pass-through mode" button.



Then activate the through mode, configure the times in which this should be active and then confirm.

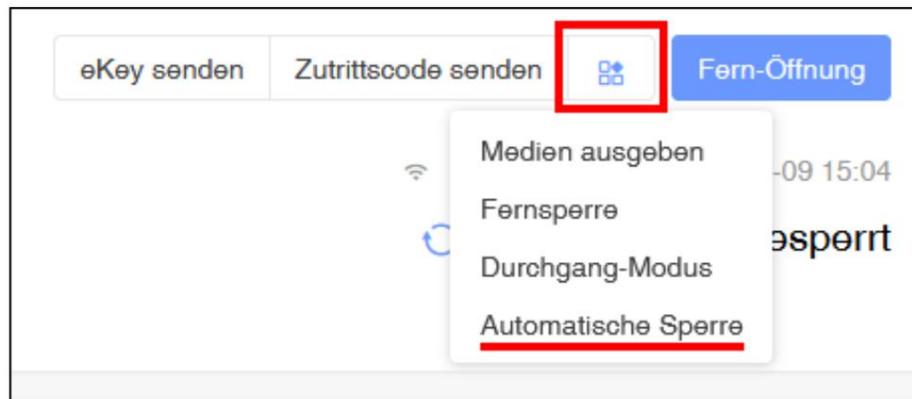
A screenshot of the 'Durchgang-Modus' configuration screen. At the top, the title 'Durchgang-Modus' is followed by a toggle switch that is turned on. Below this, there is a section for selecting days: '\* An diesen Tagen' with checkboxes for Mo, Di, Mi, Do, Fr, Sat, and Sonne. The days Mo, Di, Mi, Do, and Fr are checked. Below that, there is a section for selecting the time range: '\* Zeitraum' with radio buttons for 'Alle Stunden' and 'Benutzerdefiniert'. The 'Benutzerdefiniert' option is selected. Two time input fields are shown: the first contains '12:00' and the second contains '15:30'. At the bottom of the screen, there is a blue button labeled 'Einreichen'.

Note that pass-through mode is **not activated automatically** . You must be **unique manually** perform one **opening** per day within the passage mode period . Only then is the continuity mode activated for this day. At the end of the period, the through mode ends automatically.

### 3.3.4.3. opening time

You can use the "Automatic lock" button to set the **opening** time of the lock, i.e. the length of time the lock is **open** after it has been **opened**

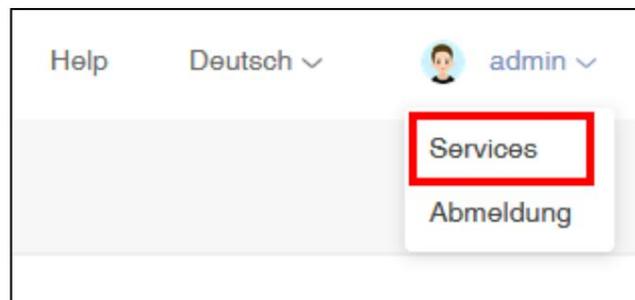
should stay. You can choose between 5, 10, 15, 30 or 60 seconds or enter a custom number of seconds (between 5 and 900).



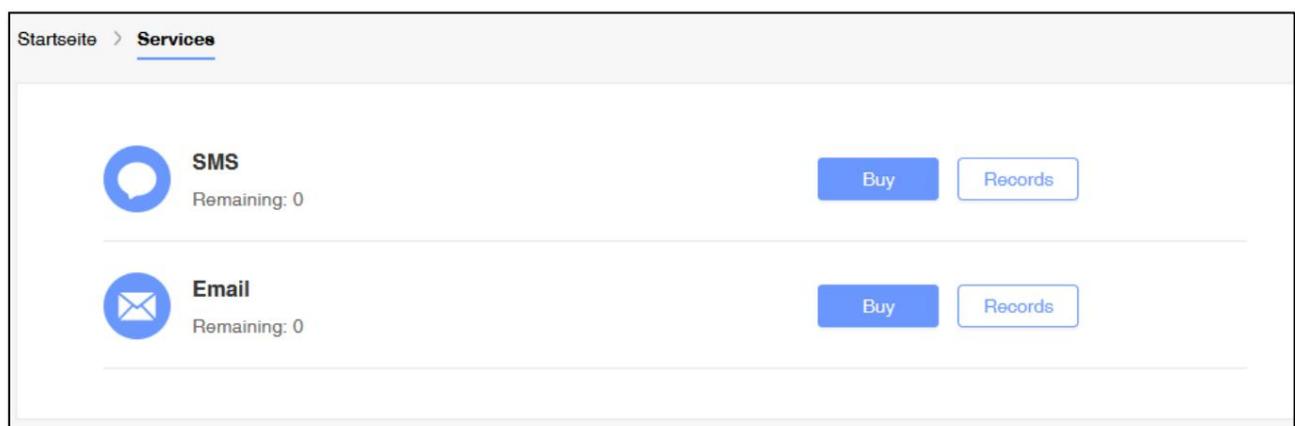
## 3.4. services

### 3.4.1. E-mail and SMS credit

You will find your **e-mail** and **SMS balance** in the top right corner "Services".



Here you can see your current credit and you can **purchase additional credit** using the "Buy" button.







## **imprint**

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