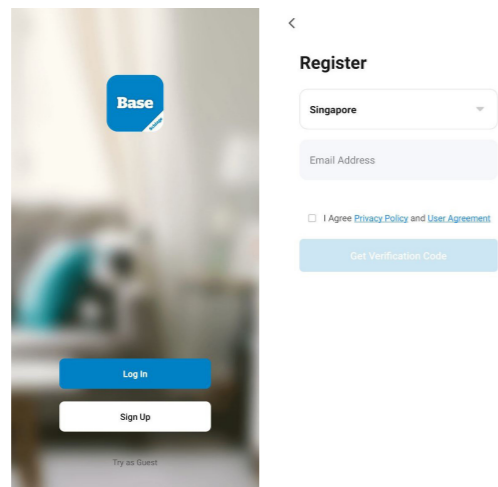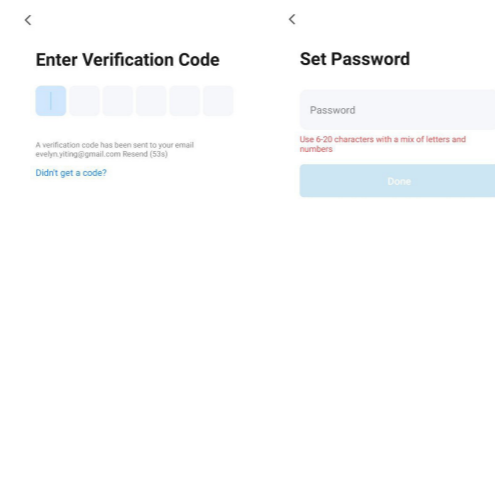# Schlage Base Application User Manual
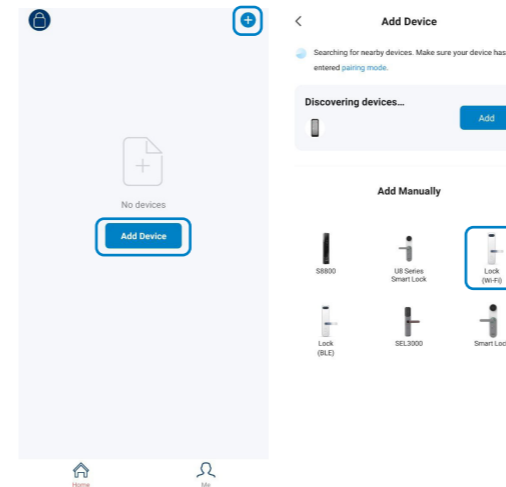

Account Registration

For first time users, tap on the "Sign Up" button and select the country you are residing. Enter your email address. A verification code will then be sent via email.

Account Setup

Enter Verification Code

A verification code has been sent to your email evelyn.yiling@gmail.com Resend (30s)

Didn't get a code?

Set Password

Password

Use 6-20 characters with a mix of letters and numbers
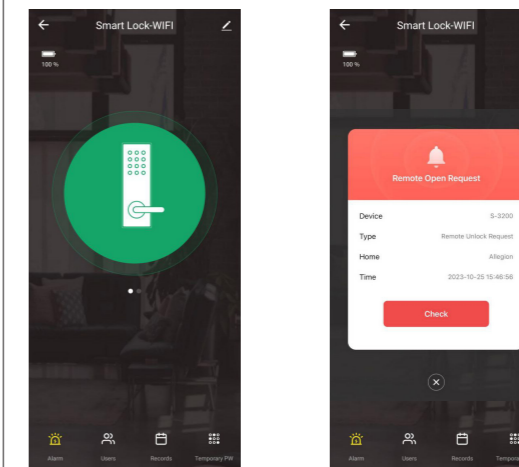
Done

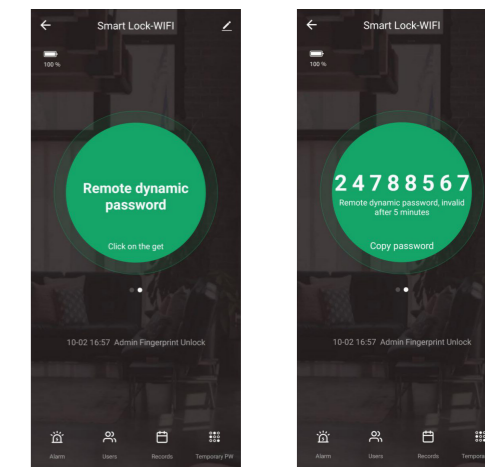Enter the verification code. In the next screen set up your password.

Add Device

After logging into the app, select "Add Device". Select "Lock (WiFi)" and activate your Schlage lock according to the pairing instructions in the user manual (all user manuals can be found at schlage-locks.asia).
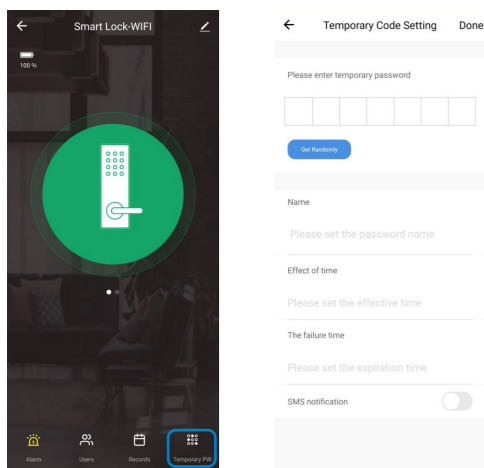
Unlock Device with Application

Once you have added your Schlage lock, you will have the capability to remotely unlock your digital lock. This can be done when prompted to do so, such as when someone presses the doorbell and you receive a notification on the app requesting you to unlock the door.
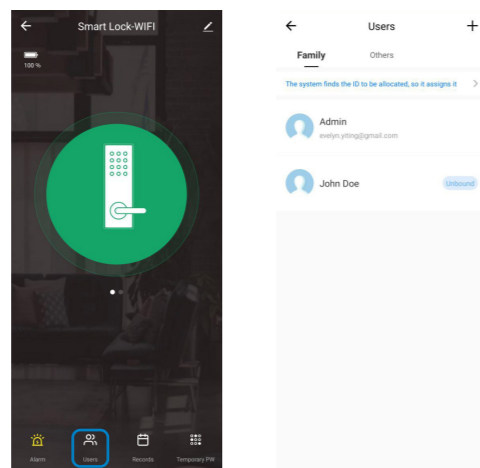
Set Remote Dynamic Password

Swipe left on the home screen to access the "Remote dynamic password" screen. Follow on-screen instructions to generate a remote password (5 minutes of validity) to grant access to guests near your doorstep.
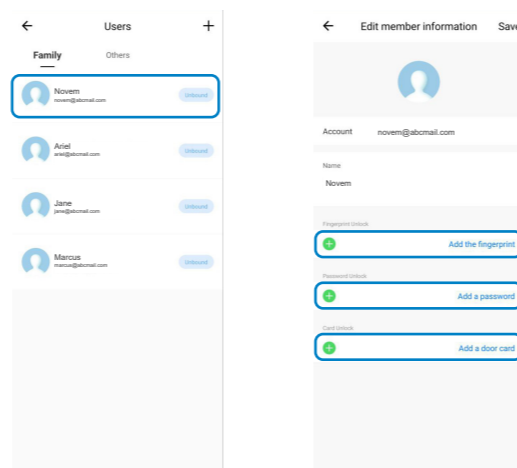
Generate Temporary Passcode

Click "Temporary PW" to generate custom or randomize codes. Set a name and validity period for the temporary code and send it to authorized users.
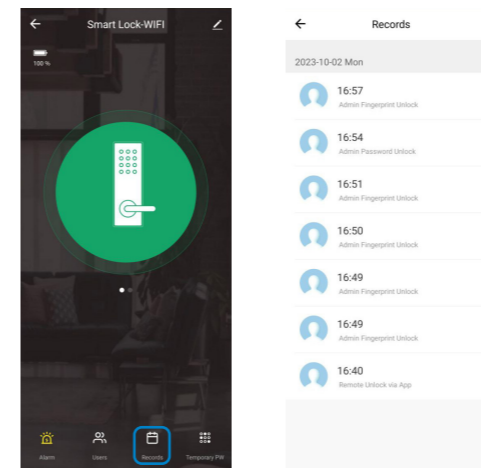
User Management

Tap on "Users" for full list of users. You can add new or remove user and select member type (Family or Others). Prior to adding new users under the Family member type, ensure that new users have already registered an account on the app.
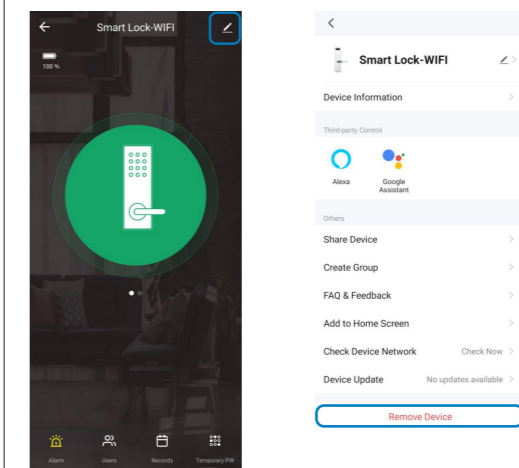
User Management

Enter the user code (ranging from 000 to 300) for each user according to the respective registration methods. This code can either be assigned to you or can be personally assigned by you during the registration process when setting up your digital lock.

Audit Trail of Lock Activity

Tap on the "Records" icon to access a full audit trail of lock activity. Ensure that your digital lock has access to WiFi all time to receive real-time audit trail of lock activity.

Remove Device

Tap on the edit icon and select "Remove Device" to completely delete the device and its information from your app.