

TSF
Electronic Lock Orientation
Quick Guide

Purpose:

The following guidelines will help office volunteers, new members and renewed members become oriented to the electronic lock system.

- Please note that while first two steps can be done remotely, the whole process can only be completed in person, with the lock itself available.

Overview:

- You will need:
 - Smartphone with internet access and email
 - Ability to download the smartphone app (EGEE Touch Commercial)
 - TSF volunteer with system administrator access
 - to add you to the roster via the EGEE website
 - to grant you access to the electronic lock in the system

Getting Started (3 Steps):

Note: Logging on to TSF wi-fi highly recommended (password is tsfcomm!) (*note double M and exclamation point*)

- **TSF WI-FI Password: tsfcomm!**
- **Write out your email address** (be sure to emphasize periods and special characters)
 - Give to administrator so they can register you for lock access.
- Adjust phone settings as needed – two functions will need to be “on” or “allowed” to use the app
 - **“Bluetooth” and “Location” must both be turned ON**
 - They *only* need to be enabled while you are using the lock.

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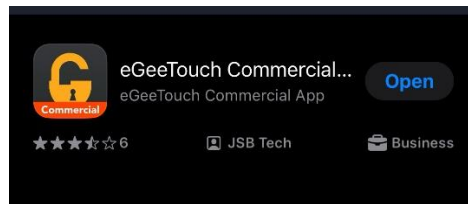
Getting It Done (3 Steps):

1) “Get the email”

- TSF volunteer will “add you” to our software system for the electronic lock.
- This will generate an email from EGEE Touch
- Open this email, find the **temporary password**, and write it down.

2) “Get the app”

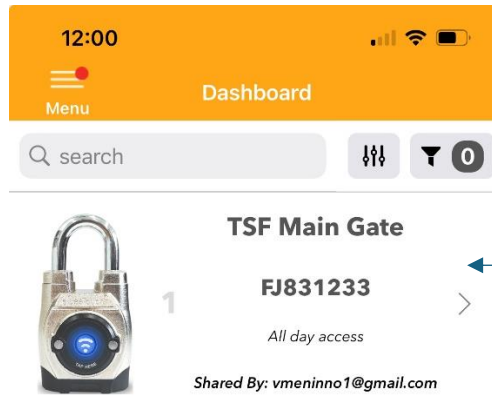
- Use the App Store (Apple) or Google Play (Microsoft) to locate and download the app
- The app is called ‘EGEE Touch Commercial’
 - Be advised that there is more than one “Egee Touch” app – you want **commercial**
 - The correct app is orange, red, and black in color



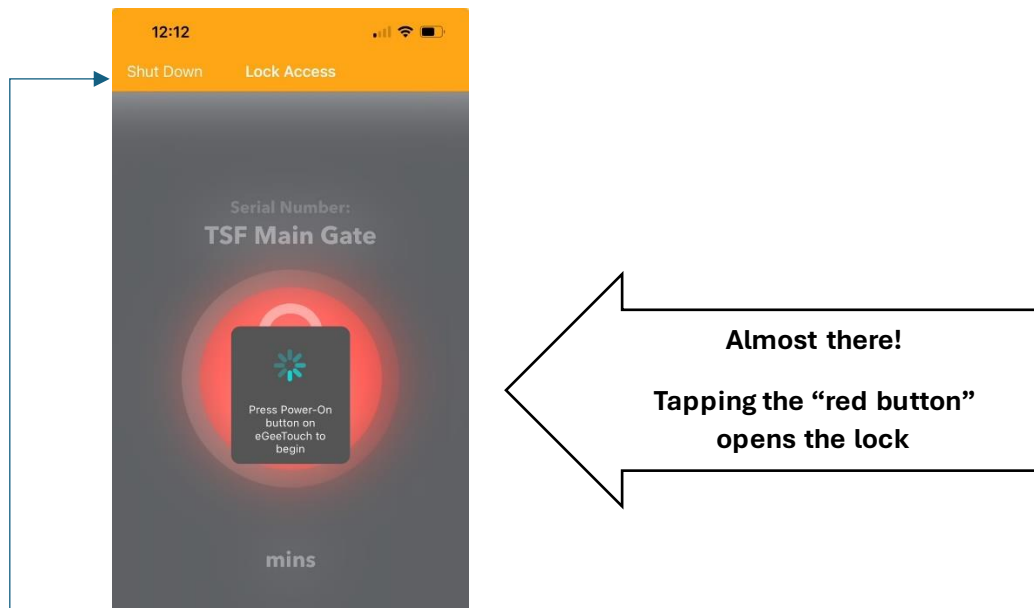
- Now, **log in to the app** using your email address, and the temporary password you wrote down.
 - If you get an error message, e.g. “Login unsuccessful” follow the “forgot your password” option. This is a common troubleshoot, and will generate a recovery email so you can set your own, new password.

3) “Get the lock” added to your app

- TSF volunteer or admin needs to grant you access to the lock
 - It is called “TSF Main Gate” FJ831233



- **Tap on the lock image** shown above
- You will be prompted to press the round **power button** on the **bottom** of the lock
 - Note that the button requires **solid pressure**, because of the weatherproof covering on the lock
 - The lock will **flash blue and beep** when you've pressed it
 - This means that the lock is now using battery to link to your phone



- Last, press the **red button** that appears on your touchscreen. The lock should open with a click

- This button is visible on image above, **behind** the pop-up text box
- **Close** the shackle, and tap “Shut Down” on the app screen to disconnect from the lock.

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