

# NOVAS

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## Quick-Start Guide

# NOVAS

## Getting Started

1. Download and install the Novas app on your phone. Search for the “Novas” app in the App Store or Google Play.



## Setting Up Lock

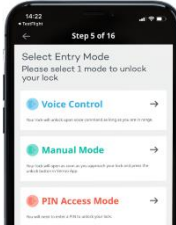
2. Follow prompts. Allow notifications, read welcome screen and term and conditions.



3. Activate new lock
4. Enter your name and your mobile phone number.
5. Enter the lock name and a description. (i.e. Front Door-Home)
6. Check that your phone's Bluetooth is turned on.
7. Locate QR code displayed on the back of the battery compartment cover and

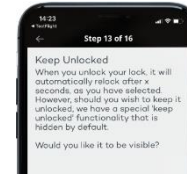
allow the app to use your camera to link this lock to your phone.

8. Keep lock within 1 metre of your phone.
9. Set the duration period. This identifies how long you want your door to stay unlocked. These settings can also be adjusted later.
10. Success. As you have activated the lock, you are now registered as one of two possible owners which has total control of the lock.
11. Select the mode you want to use to unlock your door.



12. **Voice (iPhone only), Manual, or Pin Access** by means of Siri on iPhone. **Manual**, by pressing the unlock button or **Pin**, by pressing the unlock button and then entering your pin number. Please note the lock owner or administrator, may change this mode at any time. If you select Voice proceed to step 16,
13. If you select **Manual mode** follow the on screen prompts, and if you select Pin mode proceed to step 15.

14. To enable Siri, a shortcut will need to be created. Please go to the section **“Setting Up Siri”**.
15. If you select **Pin mode**, you will be prompted to setup your pin code. The Pin Options allows you to select a 4-o-r-6-digit-pin.
16. **“Keep Unlocked”** feature allows you the opportunity to keep the door unlocked until you press the keep unlocked button again or the main control button to relock it.



17. **Setting Up Siri (iPhone only)**  
Requirements – minimum iOS v13  
**“Shortcuts”** app must be installed. (Available on the Apple App store)
  - Using the Novas app, select “Voice Control” mode on your chosen Novas device/lock.
  - Open “Shortcuts” app
  - Press the + button
  - Create short cut name (*example “Open Front Door”*)
  - On the New Shortcut page, press the “Add Action” button
  - Press on the “Apps” button

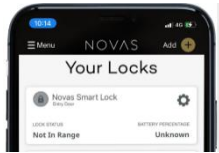
- Scroll down until you see the “Novas” icon and select the icon
- Press “Novas”. This screen is now asking you to select the device you wish to open with Voice Control (Siri).
- Press the highlighted **“Device”** button and then select the device you want.
- Press the **X** button located at the top right corner of the screen

*For uninterrupted access to your device via Siri, the Novas app must always be running in the background*

# NOVAS

## Create an eKey for a New User

1. Open the Novas app on your phone.
2. Highlighted icons indicate you are in range of the lock, and it is available for connection.



If it is grey, then the lock is not in range or someone else is already connected.

3. You do not need to be in range or connected to the lock to create a new eKey.
4. Select the lock you wish to create a new eKey for and press the Users button.



5. Select New eKey 

6. Follow prompts. Select from your contacts, (touch on phone number you wish to send the key to) or manually input the name and mobile number.



7. If selected from contacts, you can then edit the user's name, if you like.
8. User permissions determine what rights you want to give the user.

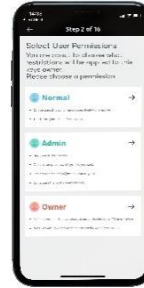
**Normal** - Is for those you want to simply allow access to use the lock.

**Admin** - Is for those you want to allow access and give them the ability to create, edit and delete other users' eKeys (excluding owners' eKeys).

**Owner** - Is for those you want to have full control of the lock, including the ability to create, edit and delete other owner's eKeys.

(Note, There can only be two owners assigned to a lock at any one time).

9. Confirm your selection and send eKey to user.
10. Novas will now generate a message with instructions for the New User to register their new eKey, along with an image and a link containing the encrypted details of the User's access rights that you just created.



Depending on your phone's OS capabilities, this short message can be sent using either SMS/Messages, Email or other messaging app.

Please ensure that you press the appropriate **SEND** button in the messaging app to complete this process.

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## Android Set-Up

1. Gently swipe up from the bottom and release.
2. Tap on the Novas logo at the top of the screen.
3. Tap on “App info”.
4. Scroll down and tap on “Open by default”.
5. Enable “Open supported links” option. (highlighted).
6. Tap on the “+ Add link”.
7. Tap on check box to activate the “reg.novas.com.au” link and tap “ADD”.
8. Gently swipe up from the bottom and release.
9. Tap and swipe up to close the “App info” screen and tap on the Novas app to continue.

