

NOVAS

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 Your Locks

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, 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 11, if you select Manual mode proceed to step 13, and if you select Pin proceed to step 12.

13. If you select Voice mode, you will be prompted to setup a “Secure time” if required. This means during a set period of time; the Voice control is disabled. For example, the hours between 11.00pm and 6.00am you may want to feel more secure and have your voice control disabled while sleeping.
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-or-6-digit-pin.

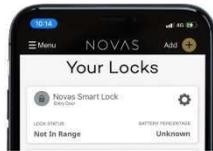
“Keep Unlocked” feature allows you the opportunity to keep the door unlocked until you press the keep unlocked button again or the main control button to relock it.



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Create an eKey for a New User

1. Open 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).

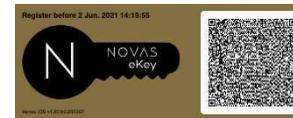
Owner - Is for those you want to have full control of the lock, including the ability to create, edit and delete other owner eKeys.

(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 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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Setting Up Siri (for iPhone only)

**Requirements – minimum iOS v13
“Shortcuts” app must be installed.
(this is a free app, available on the
app store)**

1. Using the Novas app, select “Voice Control” mode on your chosen Novas device/lock.



2. Open “Shortcuts” app



3. Press “Create Shortcut” button.



4. On the New Shortcut page, press the “Add Action” button.

5. Press on the “Apps” button.



6. Scroll down until you see the “Novas” and select its icon.

7. Press “Novas”. This screen is now asking you to select the device you wish to open with Voice Control (Siri).



8. Press the highlighted “Device” button and then select the device you want.

9. You will now see a box that will read Novas Unlock or Open “*your device name*”.

10. Press the Next button located at the top right corner of the screen.

11. You now need to enter the “Shortcut Name”. Use this name to tell Siri to run this shortcut.



A typical example could be “Open Front Door”.

12. Press done to complete.



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