



hopinlock

# OPERATING MANUAL

hopinlock® Manager  
Version 3.09

by Vemus

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## 1. DESCRIPTION

The hopinlock® Manager App allows operators in charge of lock management to easily access, manage and control a large number of lockers via mobile devices. The administrator can easily perform all functions such as unlocking, changing master password and lock settings without sharing the master password with anyone via Mobile Device.

## 2. START

### 2.1. Installing

Connect your device to the Internet and enter the following link in your web browser:



You can download the hopinlock® Manager application by scanning the QR code on the side.

**(You must have an NFC-enabled device to use the app.)**

<https://t.ly/84vA>

The installation will start automatically.



If you have the old version of hopinlock Manager app installed on your mobile device, please make sure you have successfully backed up your configuration manually before installing the new version from Google Play. **Otherwise you will have to redefine all configuration of the app such as locks, zones, users!**



**Note:** The hopinlock® Manager App only works on NFC enabled Android devices, and can only be downloaded via the link.

## 2.2. Input and Language Options

The application starts with the screen in Figure 2.1

You can select Turkish, English, Spanish, Italian, German or Dutch from the language options at the top right of the input screen in Figure 2.2.

Then log in with your hopinlock<sup>®</sup> Manager account details.



Figure 2.1

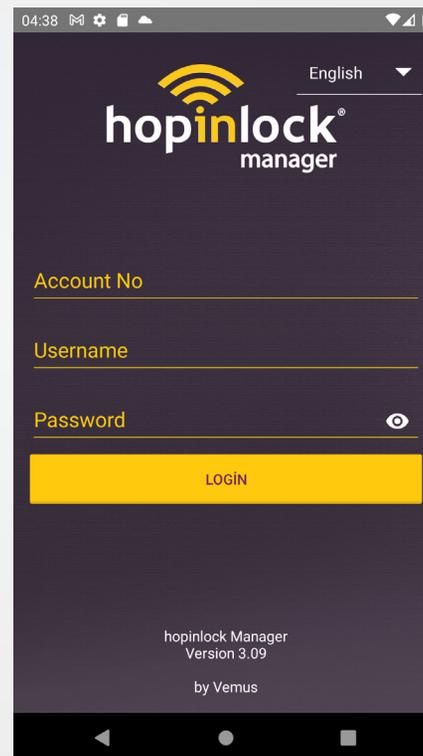


Figure 2.2



**Note:** You need an internet connection to log in.

### 3. MENU

From the menu icon in Figure 3.1;

- Profile Settings,
- Add Zone,
- Delete Zone,
- Add Lock,
- Open All Locks,
- Delete All Locks,
- All Locks Change Master Password,
- All Locks Default Setting,
- Cancel All Tasks,
- Locker Mode Card Setup,
- Event Logs,
- Add Lock User,
- Operator Mode,
- Accounts,
- General Settings,
- Info and Logout

can be accessed.

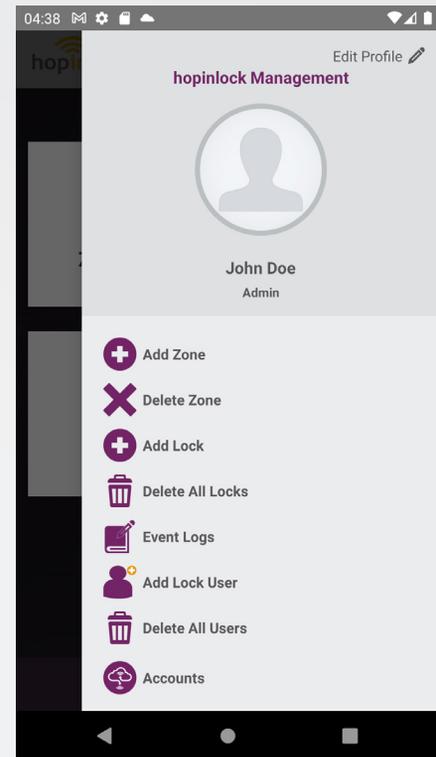


Figure 3.1



**Note:** Activating may create security vulnerabilities, assigned tasks can be repeated.  
- Select the relevant section for detailed information about the settings in the menu.

## 4. PROFILE SETTINGS

Customize the profile settings in the screen Figure 4.1

By clicking the Edit Profile button;

- Add / Delete photos
- After changing user information (user name, first name, last name, password), click Save button and the process is completed.

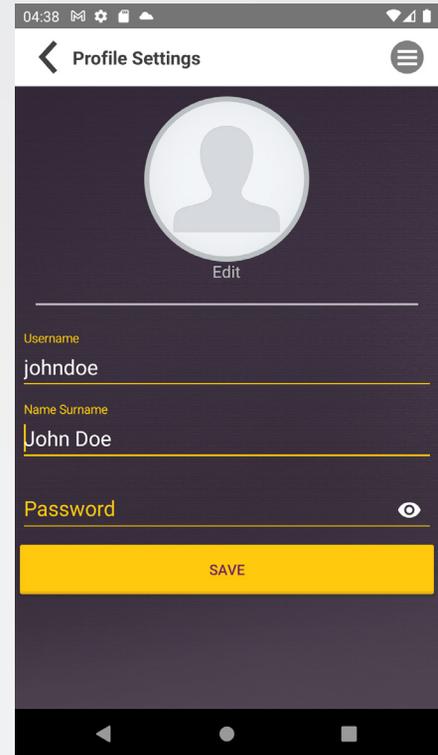


Figure 4.1



**Note:** The user name can not be changed.



## 5. ZONE

Provides the convenience of lock management by partitioning the locks you will save. (Figure 5.1)

The zones added to the ↓☰ list icon in the menu bar are listed by Name, Number of Locks and Number of Tasks. (Figure 5.2)

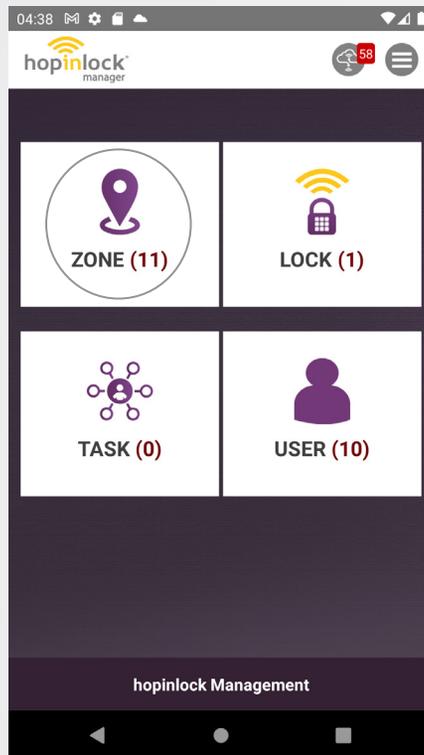


Figure 5.1

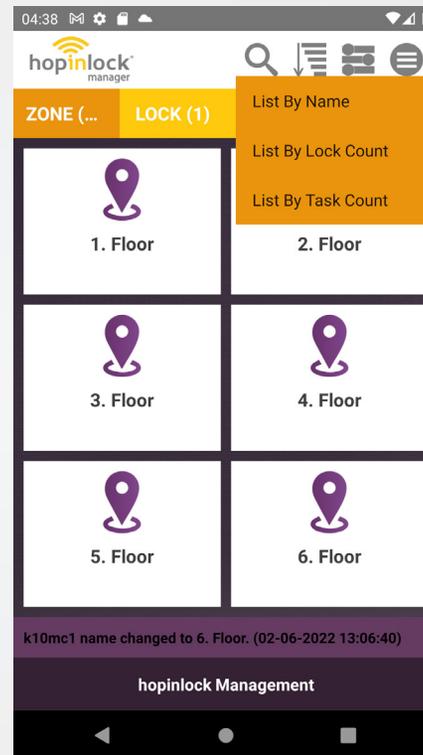


Figure 5.2

## 5.1. Add Zone

Entering the ☰ menu from the main screen, pressing the + “Add Zone” button, the zone is saved by typing the zone name. (1st Floor / 3rd Floor, Male / Female, Student / Teacher etc.)

Added zones are displayed in the “Zone” on the home screen.

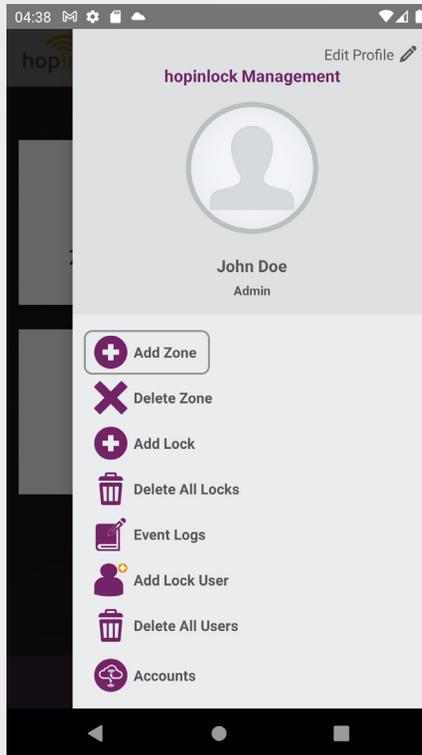


Figure 5.3

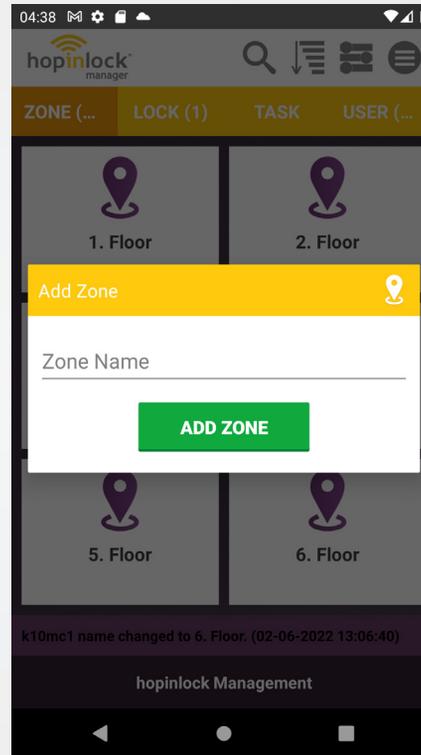


Figure 5.4

## 5.2. Edit Zone

Long press on the name of the added zone to display the screen in Figure 5.6. The name of the zone is edited from the edit option on this screen.

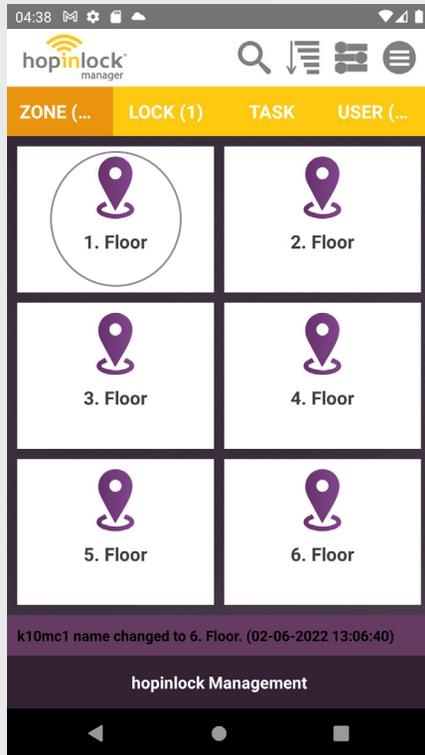


Figure 5.5

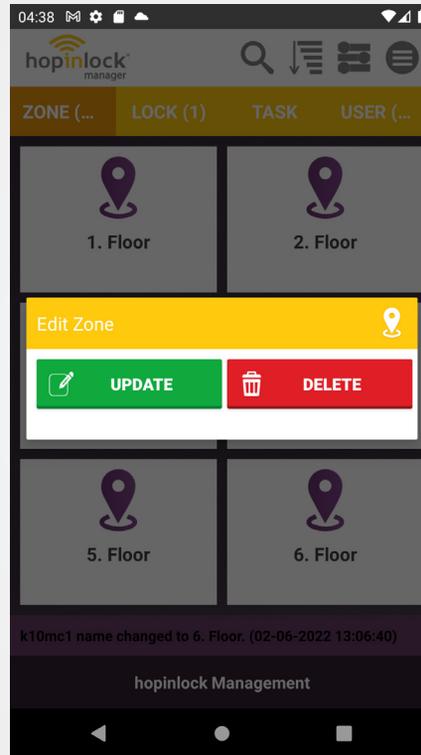


Figure 5.6

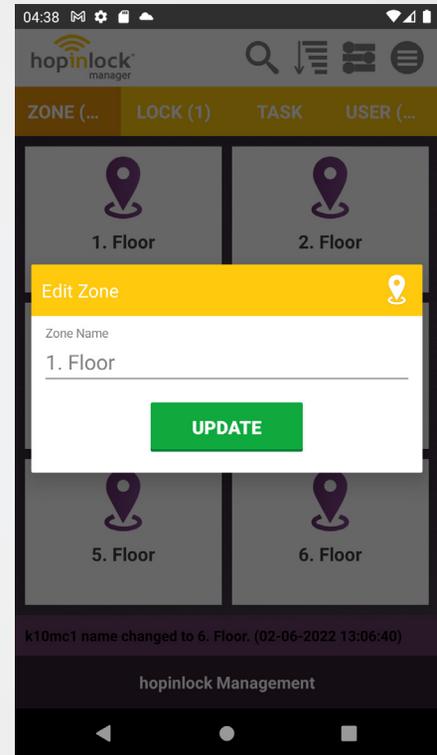


Figure 5.7

### 5.3. Delete Zone

To delete a zone you want, press and hold the zone. Delete is performed from the delete option on the screen that opens. (Figure 5.8 and 5.9)

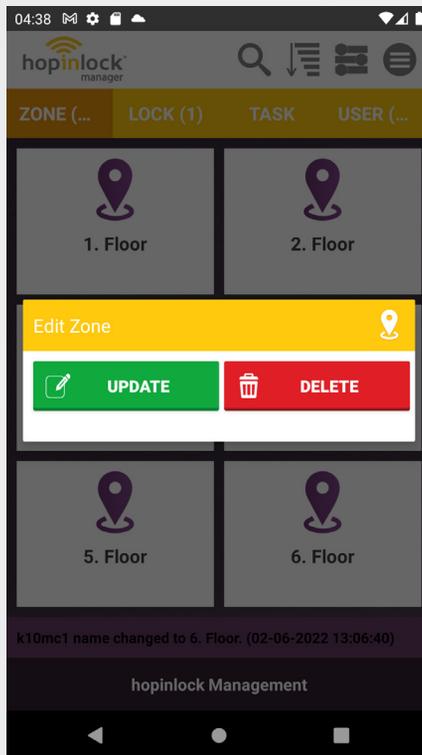


Figure 5.8

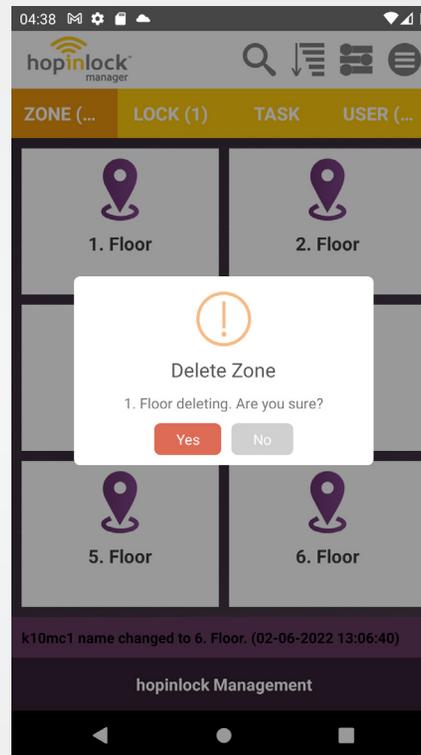


Figure 5.9

The zone deletion is also done by selecting the **X** zone delete icon from the menu and deleting one or more zones from the pop-up screen. (Figure 5.10 and 5.11)

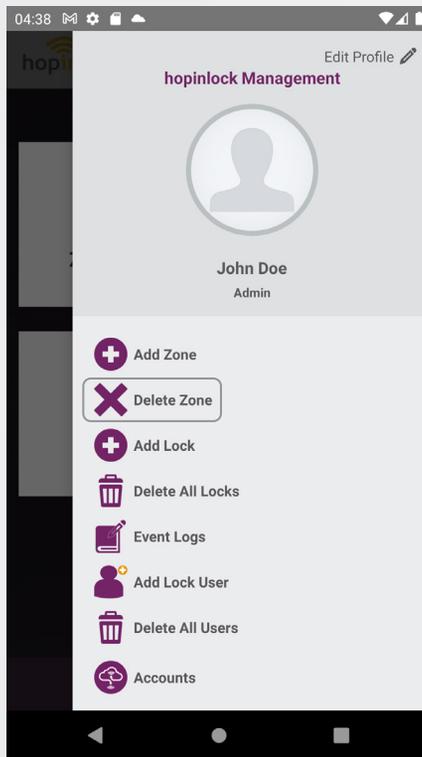


Figure 5.10

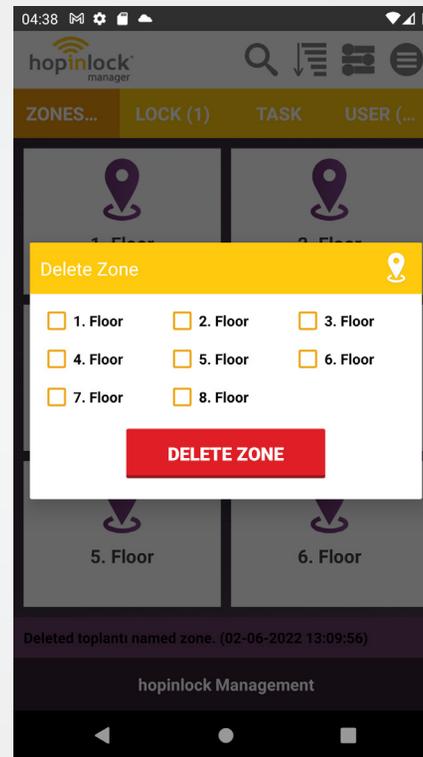


Figure 5.11



## 6. LOCK

All registered locks are visible in the lock section on the Home screen. (Figure 6.1)

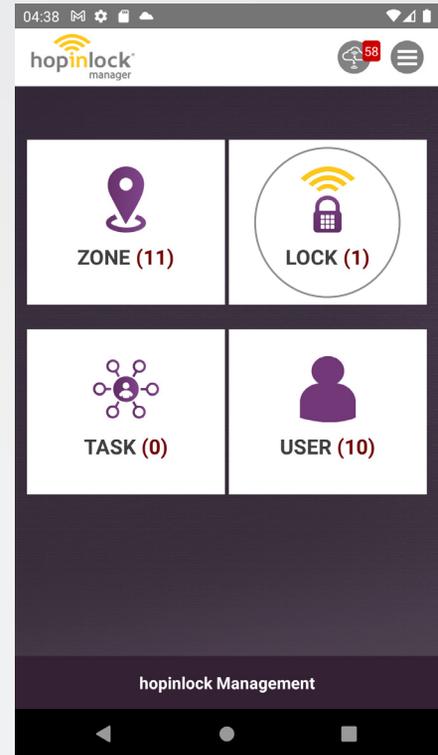


Figure 6.1

## 6.1. Communication with Locks

In order for the tasks you create on the application to be performed, the application must communicate with the locks: The application communicates with miniK10 hopinlock versions via NFC and with miniK10mc versions via RFID cards.

### 6.1.1. Communication with miniK10 (hopinlock® versions)

To communicate with the locks (miniK10's), close your android device to over the keypad. (Figure 6.2)



**Note:** If you do not know where your device has the NFC antenna, move the device over the lock keypad until getting response.



Figure 6.2

### 6.1.2. RFID Communication with miniK10mc (RFID versions)

To communicate with the locks (miniK10mc's), you must use Master Card of the system. (Figure 6.3)

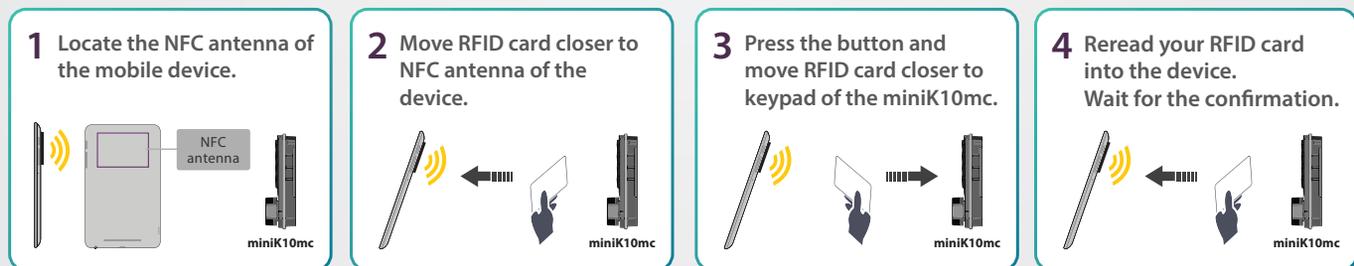


Figure 6.3

## 6.2. Add Lock

To add new locks to hopinlock® Manager App, locks must not be defined before. To add a lock, read 6.2.1. and 6.2.2 carefully.

### 6.2.1. Add Lock - miniK10

- If the mobile device is brought closer to the lock by following the section 6.1 (NFC Communicate with miniK10), the ‘Add Lock’ window opens.
- Select a Zone to be saved, enter the Lock Number, fill in the Description section and click the Save button. (Figure 6.4)
- The new miniK10 lock will be added to the hopinlock® Manager App. The registered locks are located in the “LOCK” section on the home screen. (Figure 6.5)



**Note:** The same number can not be assigned to different locks within the same Zone. The description is optional. If the miniK10 has already been defined in hopinlock® Manager App, the general settings window of the lock opens. (Figure 6.6)

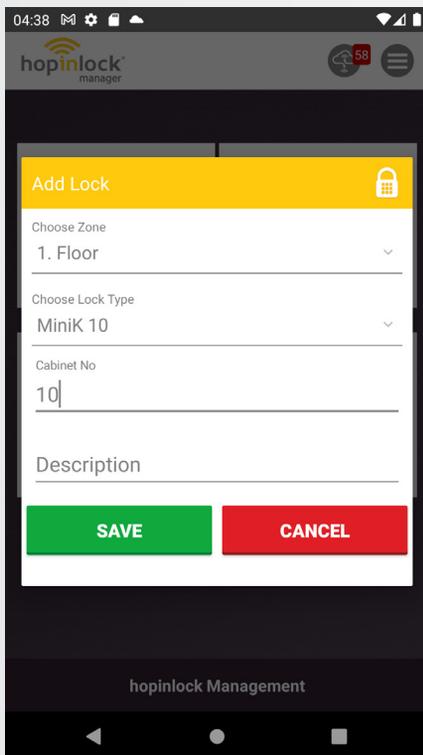


Figure 6.4

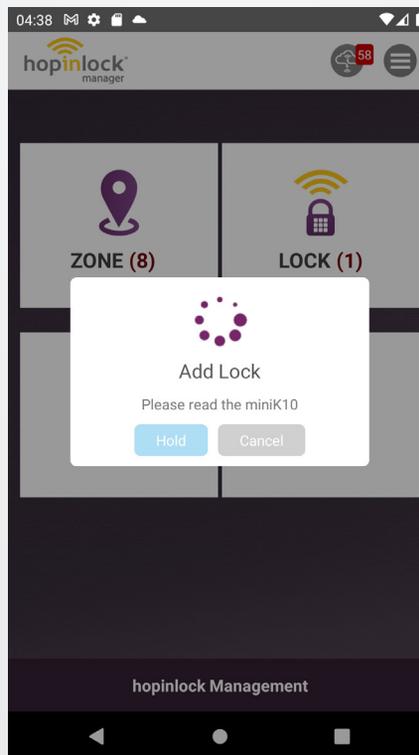


Figure 6.5

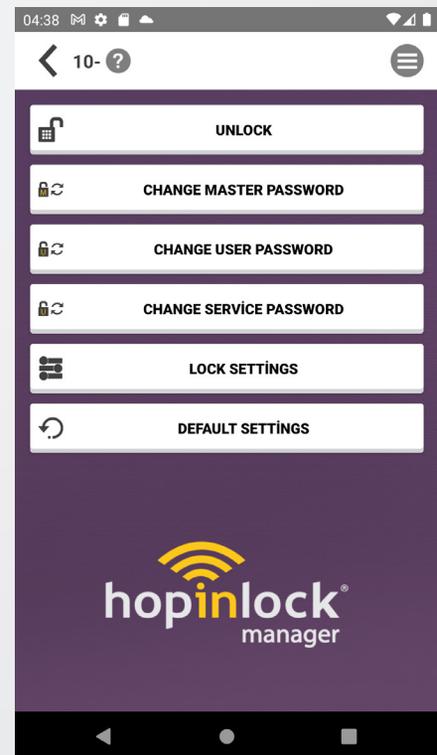


Figure 6.6

### 6.2.2. Add Lock - miniK10mc

Press the 'Add Lock' button from the menu on the home screen. By selecting the lock type (miniK10mc) and the Zone to be registered, the number is given to the lock and if desired, the description section is filled and 'Save' button is pressed. (Figure 6.3) Bring your Master Card closer to the NFC antenna area of your device so that the relevant information can be written to the card. (Figure 6.7)

- The programmed master card is read into the lock, then read back to the mobile device to complete the operation. (Figure 6.8)

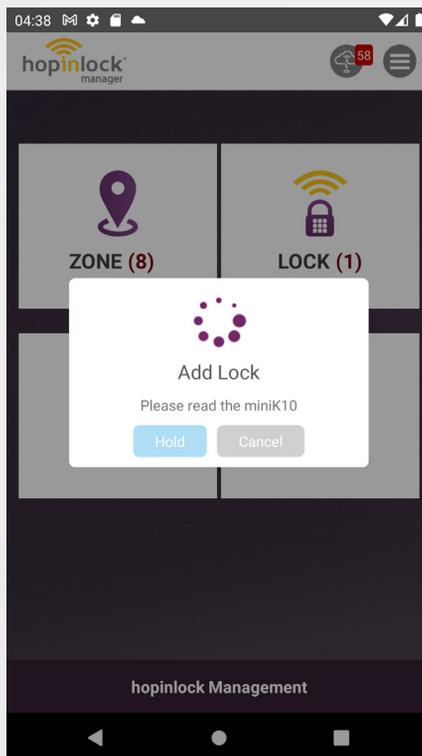


Figure 6.7



Figure 6.8

## 6.3. Edit Lock

Two different lock editing options are available for miniK10 and miniK10mc.

### 6.3.1. Edit Lock - miniK10

In the Locks section, press and hold the lock to edit the saved locks. By clicking Update button in the pop up window, the Lock zone, lock number and description can be changed.

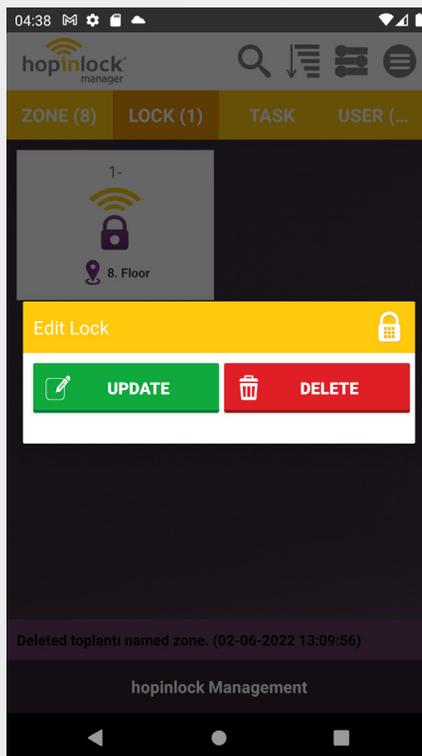


Figure 6.9

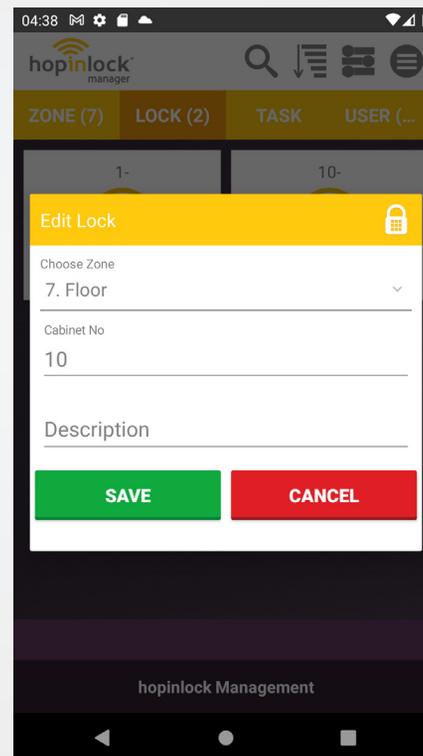


Figure 6.10

### 6.3.2. Edit Lock - miniK10mc

In the Locks section, press and hold the lock to edit the saved locks. By clicking Update button in the pop up window, the Lock zone, lock number and description can be changed.

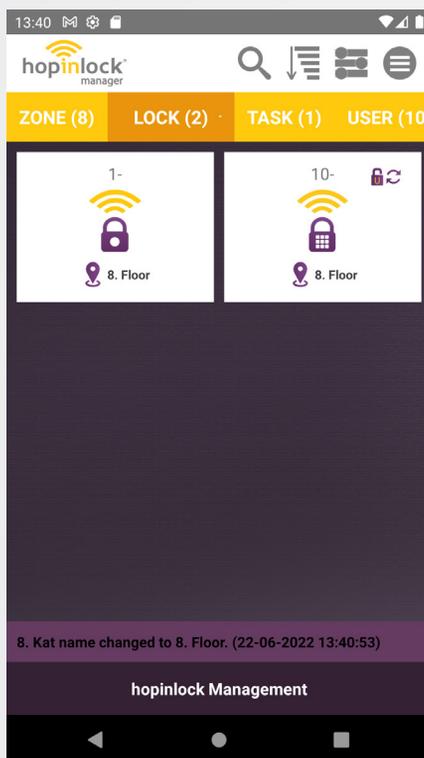


Figure 6.11

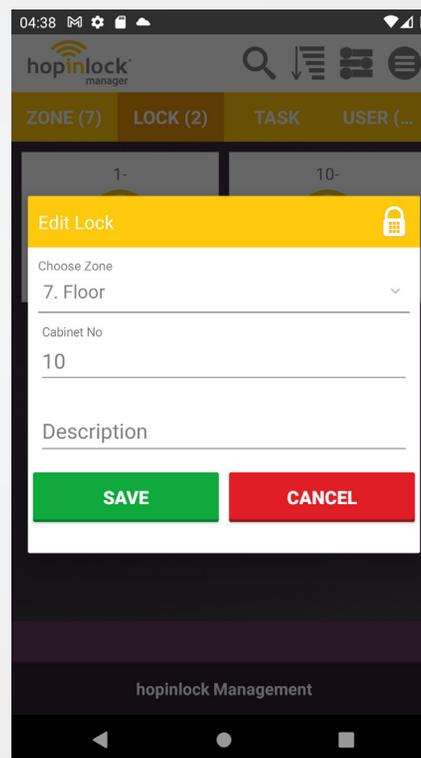


Figure 6.12

## 6.4. Delete Lock

In the Locks section, press and hold the lock to edit the saved locks. By clicking Delete button in the pop up window, the lock selected can be changed. Figure 6.13

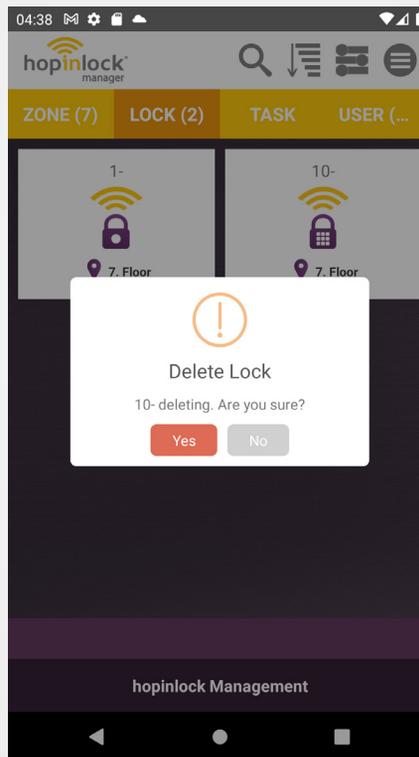


Figure 6.13

## 6.5. Lock Setting

Locker Mode is the lock that is opened with the password entered when closing the lock. The password entered when unlocked becomes the new password. (Figure 6.14)

Personal Mode is the lock that is opened with a fixed password. To change the password you need to know the current password.

**Sound Control:** Activates or deactivates the audible warning of the lock. When disabled, it does not beep when keys are pressed, except for lock error warnings.

**Penalty Mode:** Prevents unauthorized use of the lock. If 3 incorrect passwords are entered consecutively, the lock is blocked for 5 minutes.

**Service Password:** 5-digit private password authorized to unlock only. When activated, the service password is “10101”

**Closing Mode:** When the lock is opened in individual mode, the handle is released. To lock, simply turn the handle. The lock is automatically locked when the handle is turned. If passive, password must be entered both on and off.

**Note: This feature is for individual use only.**

**Lock Open Warning:** The lock beeps 8 times every 5 seconds 1 minute after the door is opened to notify the user that the door remains open.

**Note: This feature is for individual use only.**

**Resetting User Password:** When the service password is opened, user password is reset. The user password returns to the factory settings. “1010”

**Blocking Lock:** When unlocked with the service password, the lock is blocked. The lock can only be used again if the master password is unlocked.



**Write to Lock:** After selecting the desired settings, tap the ‘Write to Lock’ button. The task is created by entering the master password from the pop-up window.



**Write to All Locks:** After selecting the desired settings, tap the ‘Write to All Locks’ button. In the pop-up window, the master password is entered and any zone or all zones can be selected. All locks of the selected zones are assigned a task.

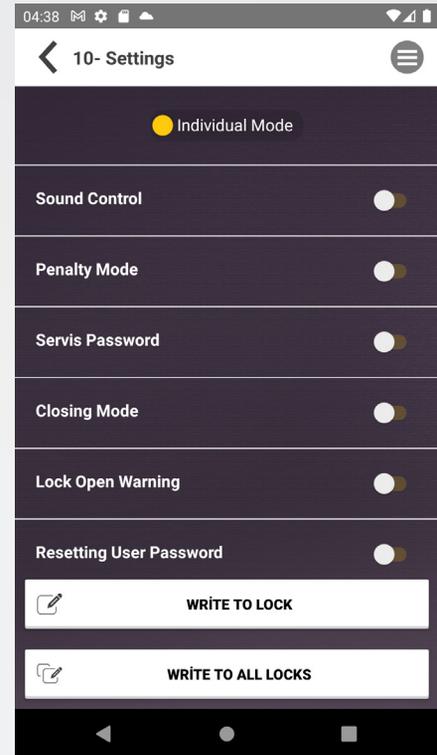


Figure 6.14

## 6.6. Lock operations in Menu Icon

You can perform the following operations from the menu to all locks or locks in zones. (Figure 6.15)

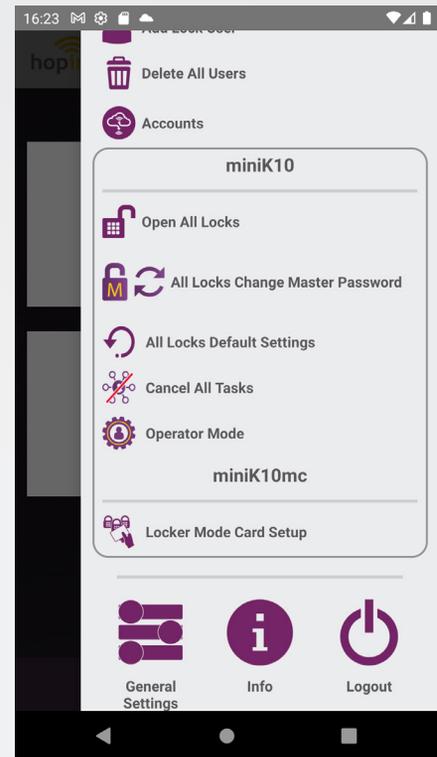


Figure 6.15

### 6.6.1. Open All Locks

To unlock all locks, tap 'Open All Locks.' Then select the desired locks in the window that opens and enter the master password. (Figure 6.16)

### 6.6.2. Delete All Locks

To delete all locks, tap 'Delete All Locks.' Then select the desired locks in the zones in the window that deletes and enter the master password. (Figure 6.17)

### 6.6.3. Change Master Password - All Locks

To change the master password of the locks, tap 'Change Master Password of All Locks'. After that, it is changed by entering 'Current Master Password / New Master Password' in the window that opens. (Figure 6.18)

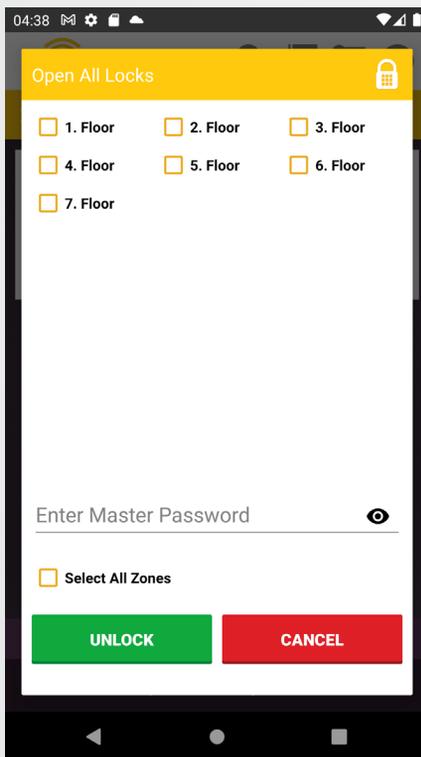


Figure 6.16

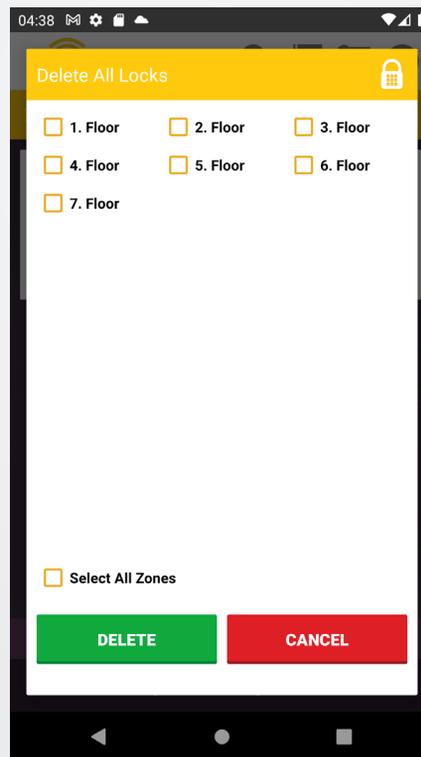


Figure 6.17

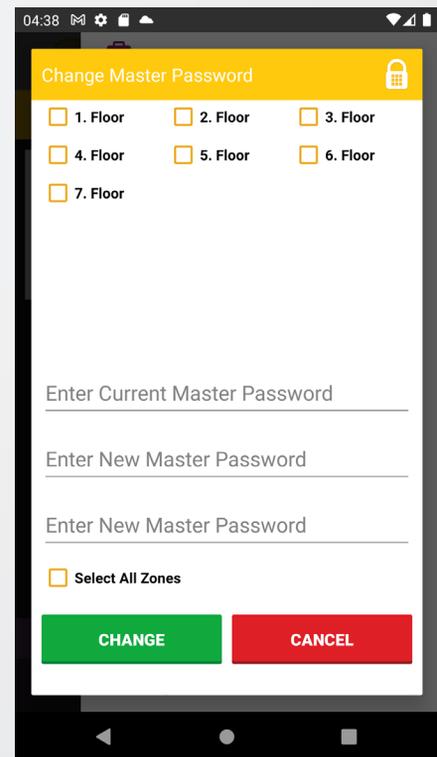


Figure 6.18

### 6.6.4. Default Settings - All Locks

To restore the locks to the factory settings, tap 'Reset All Locks to Factory Settings'. After that, it is changed by entering "Existing Master Password e in the window that opens. (Figure 6.19)

### 6.6.5. Cancel All Locks

To cancel all tasks for locks, tap 'Cancel All Tasks'. After that, the relevant regions or all regions are selected from the window that opens and the tasks are canceled. (Figure 6.20)



**Note:** Activating the settings in the menu can create a security vulnerability, assigned tasks can be repeated.

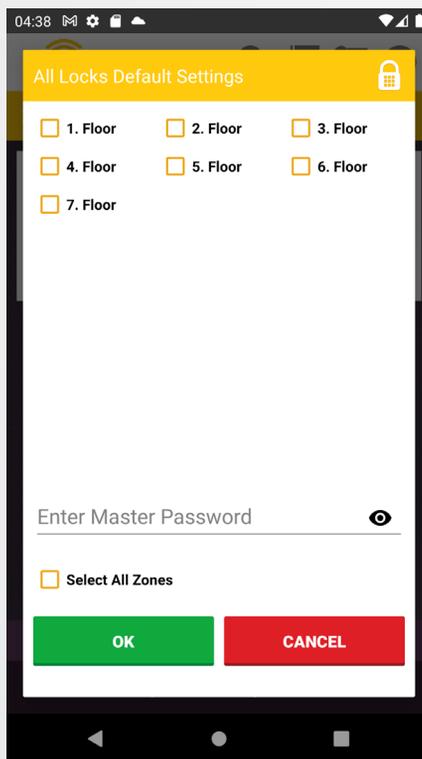


Figure 6.19

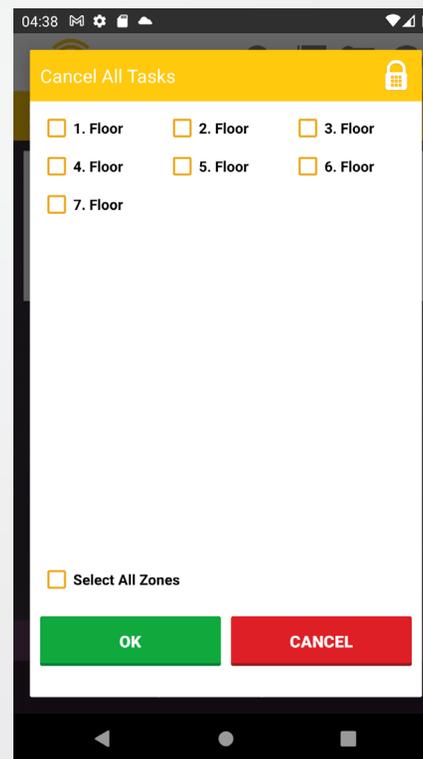


Figure 6.20

### 6.6.6. Locker Mode Card Setup

To close more than one lock with a single card, first tap the 'Setup Multi-Card' button in the menu section. The desired number of locks from one to four is selected from the pop-up window and this information is written on the card. The user can close the specified number of open cabinets with this card. This allows multiple locks to be controlled with a single card. (Figure 6.21 and 6.22)

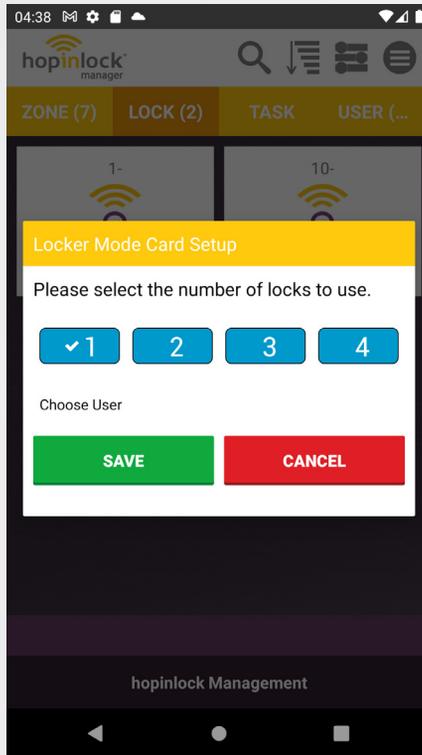


Figure 6.21

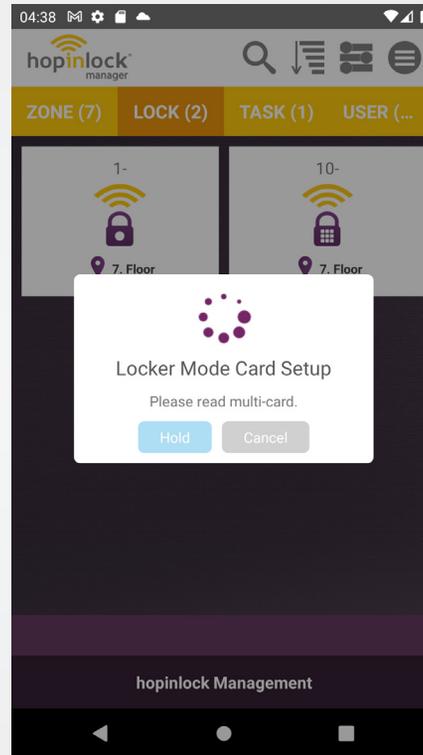


Figure 6.22



**Note:** - In order to use this feature, these locks must be added to hopinlock® Manager App.  
(See 6.2.2 to Add Lock - miniK10mc)

- A maximum of 4 locks can be programmed to a card.

### 6.6.7. Release Master Card

If the Open Lock Once task (See 7.2.2) is assigned to Master Card, tap this menu in order to remove this task from the Master Card. If you do not release the Master Card, the task assigned to Master Card will be performed continuously.

### 6.6.8. Event Logs

In the menu section, “Event Records” can be accessed via the mobile application records of the last 500 transactions.

The severity rating is indicated in three different ways. (Figure 6.23)

 Logs for your information

 Logs for your attention

 Logs for critical transactions.

The order of recording is sorted by the last recorded first record.

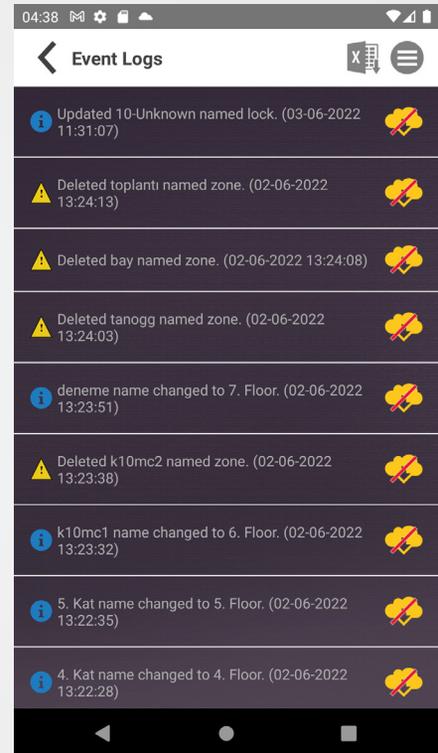


Figure 6.23



**Note:** - Event records are also backed up during the backup process.

- Event records that are not backed up are indicated by the “yellow cloud” icon on the right side of the description.



## 6.7. Search Icon

Locks added to the application can be searched by both lock number and lock description. When you type the lock number or description from the Home screen in the Search bar, the corresponding locks are automatically listed. (Figure 6.24)

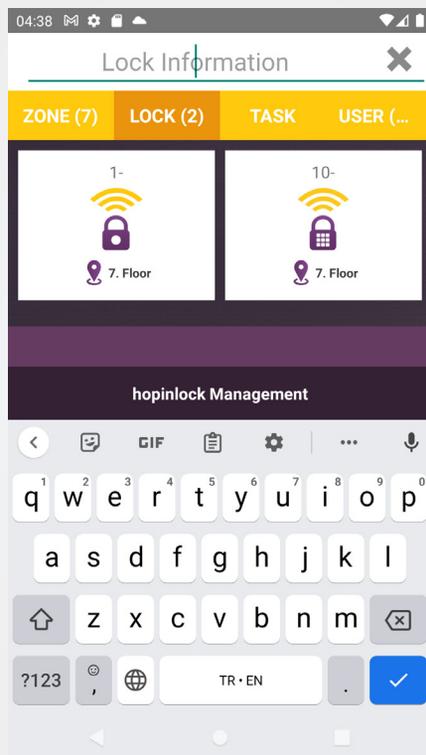


Figure 6.24



**Note:** When searching in locks, locks with the same number in different zones can be displayed.



## 6.8. Sorting Icon - Locks

Locks can be listed by Lock number, by region and by task from the Sort Icon in the menu bar. (Figure 6.25)

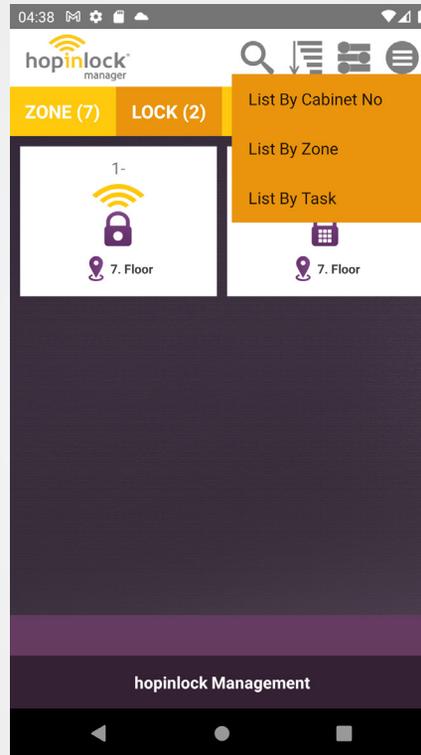


Figure 6.25



**Note:** When sorting locks, locks with the same number in different zones can be displayed.



## 7. TASK

The Task section contains tasks created by the administrator such as Unlock, Change Password, Lock Settings, and so on.

When each task is performed on a lock, it disappears from the Tasks section. If the task appears in this section, that task has not been performed.



Figure 7.1



Figure 7.2

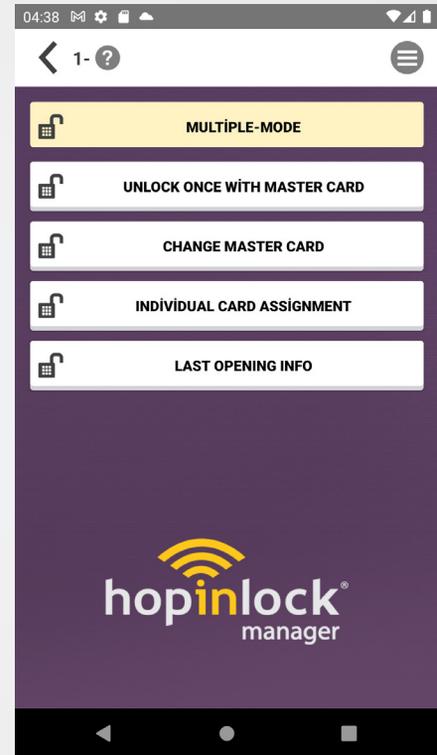


Figure 7.3

## 7.1. Creating Task for miniK10

In order to create a task for a lock, please tap lock icon in the LOCK section or touch mobile device to lock. You may create a task by tapping a button in the pop-up window (Figure 7.2). The task can be changed or canceled by tapping the assigned lock. The task is performed by touching the mobile device to the assigned lock while in the “TASK” section. (See Section 6.1.1)



### 7.1.1. Unlock

To unlock the lock, tap the “Unlock” button and enter the master password.



### 7.1.2. Change Master Password

To change the master password, tap the “Change Master Password” button. The new master password is created by entering the correct master password and the new one in the pop-up screen.



### 7.1.3. Change User Password

To change the user password, tap the “Change User Password” button. The new user password is created by entering the correct master password and new user password in the pop-up screen.



### 7.1.4. Lock Settings

To access the lock settings, tap the “Lock Settings” button. The setting parameters of the lock appear on the pop-up screen. The lock settings menu is available in detail under “Section 6.5 - Lock settings”.



### 7.1.5. Default Settings

Click the “Default Settings” button to restore the lock to the factory settings. In the pop-up screen, the master password is entered and clicking OK creates the task that returns the lock to the factory settings.



### 7.1.6. Remove Task

Tap the “Remove Task” button to remove the current task from the Task section.

## 7.2. Creating Task for miniK10 mc

The task section contains tasks assigned to the zone or lock section. The task can be changed or canceled by taping the assigned lock.

(Mode change, Master card opening once, master card change and individual card insertion operations can be done.)



**Note:** In order to assign a task to miniK10 mc, the lock must be added to the hopinlock® Manager App. (See 6.2.2 Adding miniK10 mc)

### 7.2.1. Multiple Mode

To switch the lock from individual mode to multiple mode, tap the “Multiple - Mode” button. (Multiple Mode means the lock can be locked by any card if the lock is in unlock position.)

### 7.2.2. Unlock Once with Master Card

Tap the “Unlock Once with Master Card” icon to unlock the selected card with the master card only once.



**Note:** After this process is performed, “Release Master Card” must be performed to release the Master Card. (See Section 6.6.7)

### 7.2.3. Change Master Card

To change the Master Card, tap the Change Master Card icon and move a card that you want to become a Master Card closer to the NFC antenna area of your mobile device. The mobile device will program the new card as a Master Card.



Figure 7.4



Figure 7.5

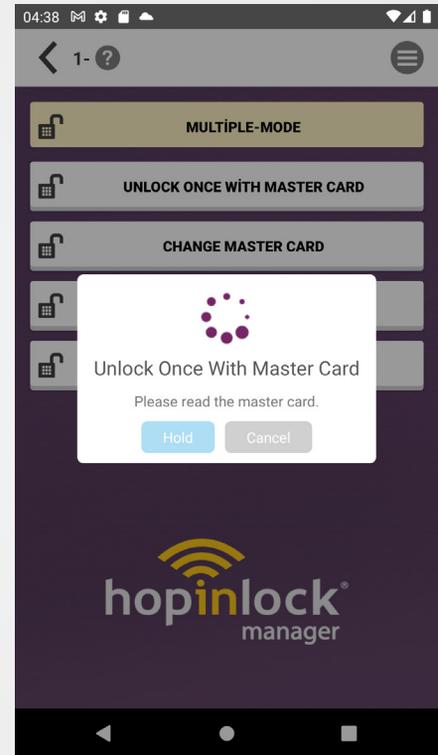


Figure 7.6

### 7.2.4. Assigning Individual Card

One or more Individual Cards can be assigned to the selected lock (miniK10 mc). To do so, this card must first be assigned to any User. (See Section 8.1)

To assign an Individual Card to the lock, touch the “+” button to select a user in the window that opens and touch the Save button.

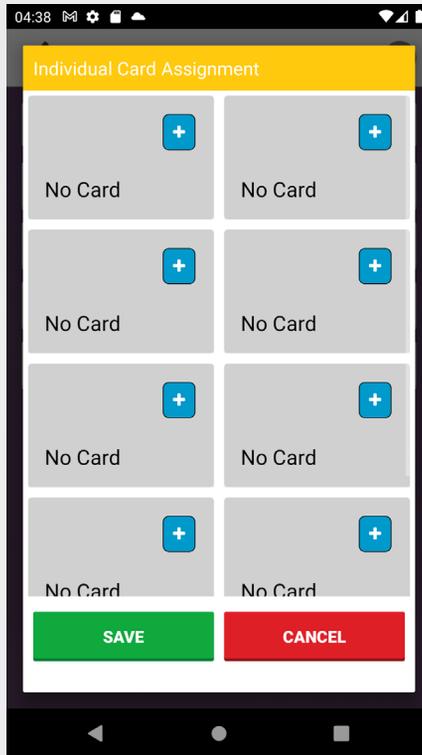


Figure 7.7

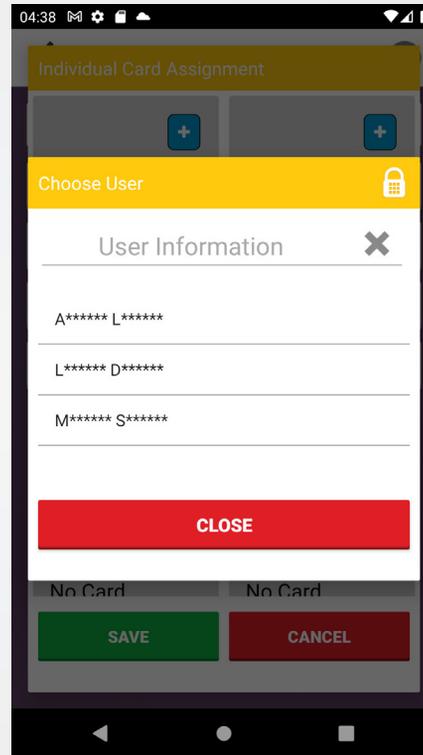


Figure 7.8



**Note:** - Up to 10 cards can be defined in each lock.  
 - To assign an individual card, a user must first be defined and a card must be assigned to that user.  
 (see 8.1. Add Lock User)

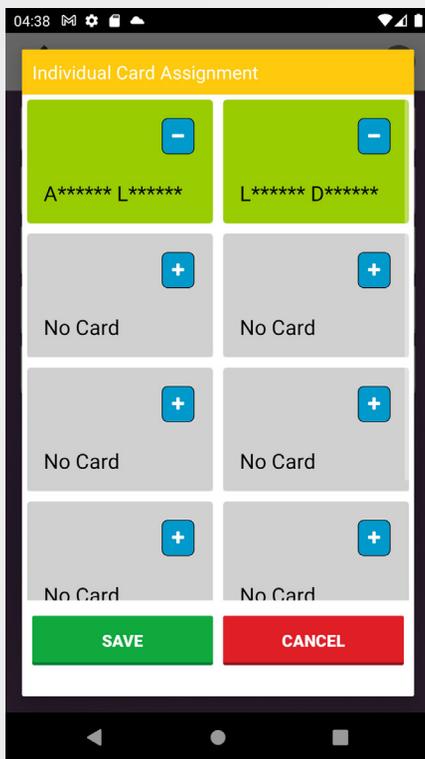


Figure 7.9

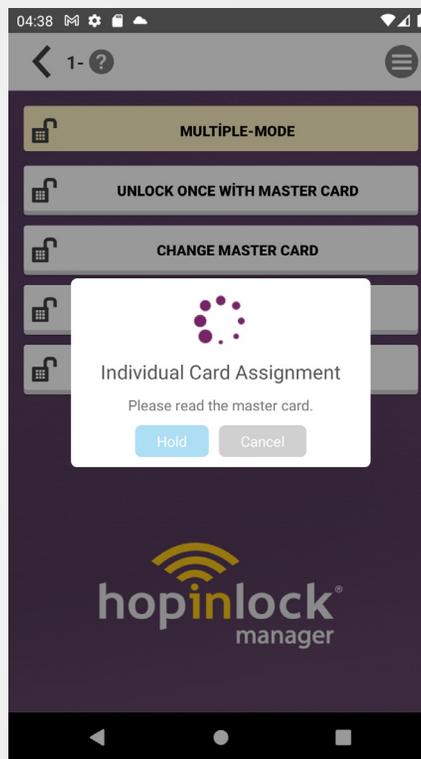


Figure 7.10



### 7.3. Sorting Icon - Tasks

Tasks can be listed by Lock number, by region and by task from the Sort Icon in the menu bar.

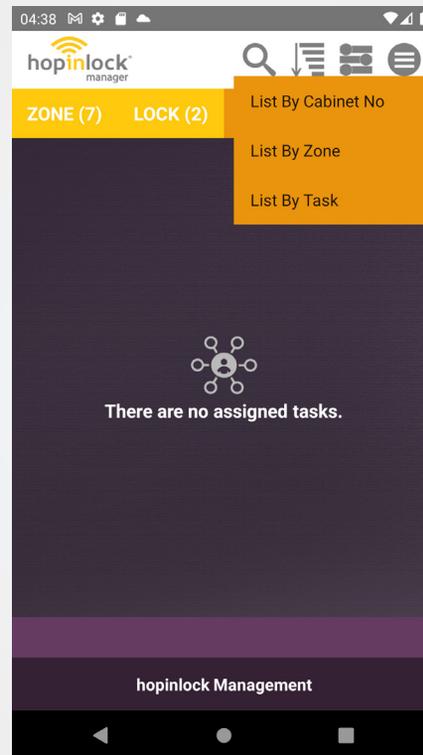


Figure 7.11



## 8. USER

### 8.1. Add Lock User

To add a lock user, tap the “Add Lock User” button from the menu on the home screen. Then enter the desired information in the pop-up window and save the profile.

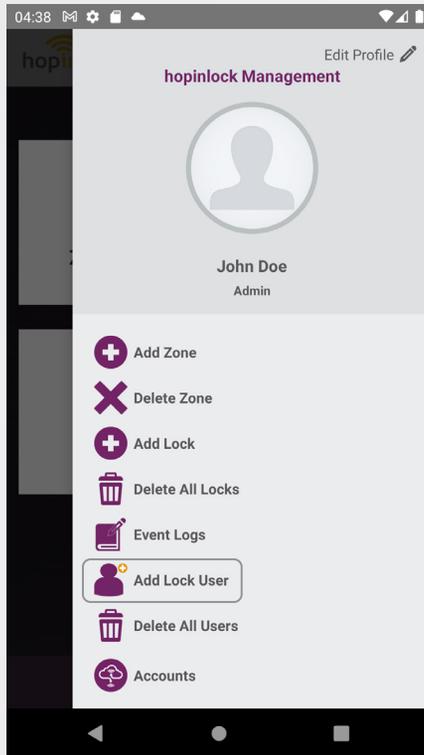


Figure 8.1

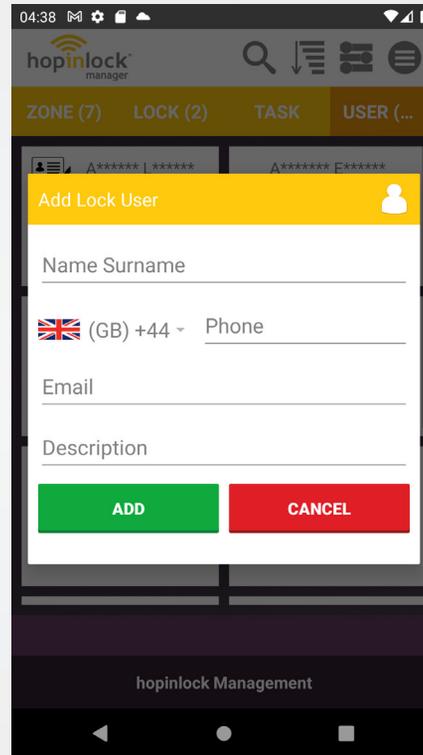


Figure 8.2

## 8.2. Create User Password

To create a user password;

(Applies to miniK10 models only.)

- In the “USER” section of the main page, click a user icon to create a password. (Figure 8.3)
- By clicking the “Create User Password” button from the window that opens, the relevant lock is selected, the current master password is entered and the transmission format of the password is selected. (Figure 8.4)

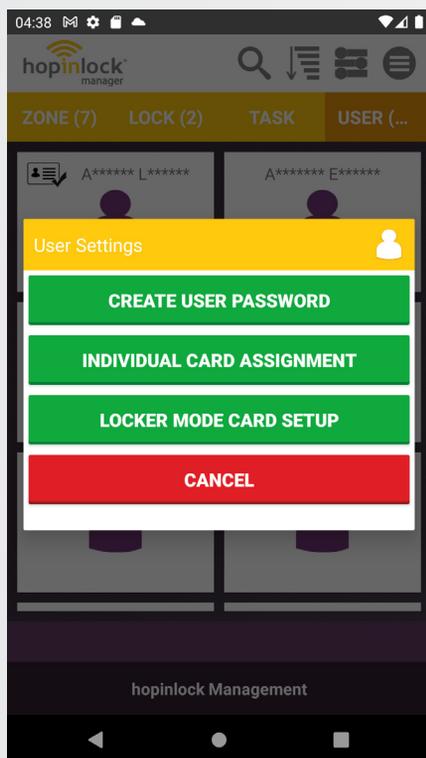


Figure 8.3

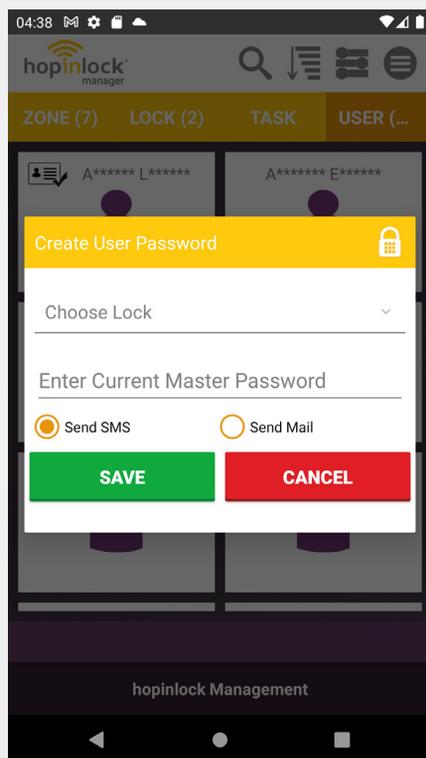


Figure 8.4



Figure 8.5

- If the 4-digit password to be randomly generated is to be sent to the user via SMS, “Send SMS” is selected, or “Send E-mail” is selected.

- Clicking Save button assigns user password creation task. This task is listed on the “TASK” tab.

In order for the password to be transmitted to the user, the task must be performed in the lock. The mobile device is brought closer to the lock and the password is transmitted to the lock. The corresponding task is deleted from the list.

In order to send the password to the user, the relevant user is selected in the “USER” section and the transmission is confirmed.

On this page, the User Code generation process for another lock can be initiated if desired, or all other pending approvals can be issued. (Figure 8.5)

**Note:**

- In order to create a user password, the lock user must be defined.
- In order to send password by e-mail, a valid e-mail address of the user must be defined in the user information.
- In order to send a password via SMS, a valid phone number of the user must be defined in the user information. (see Section 8.1 Add Lock User)
- In order to send a password via SMS, the hopinlock<sup>®</sup> Manager App must have a valid SMS package.

### 8.3. Assigning Individual Card

To assign a personal card;

- In the “USER” section of the main page, click on the user icon to assign a personal card.
- Tap on the “Individual Card Assignment” button from the pop-up window and show a card to NFC antenna area of the mobile device for programming.
- By closing the defined lock with the assigned individual card, the lock is paired with the individual card.

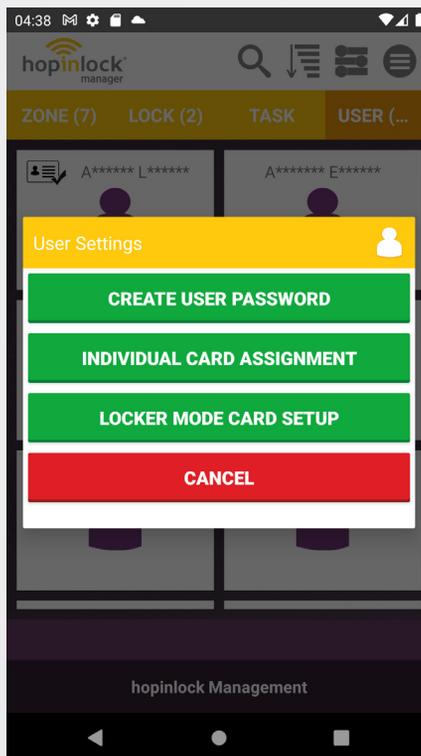


Figure 8.6

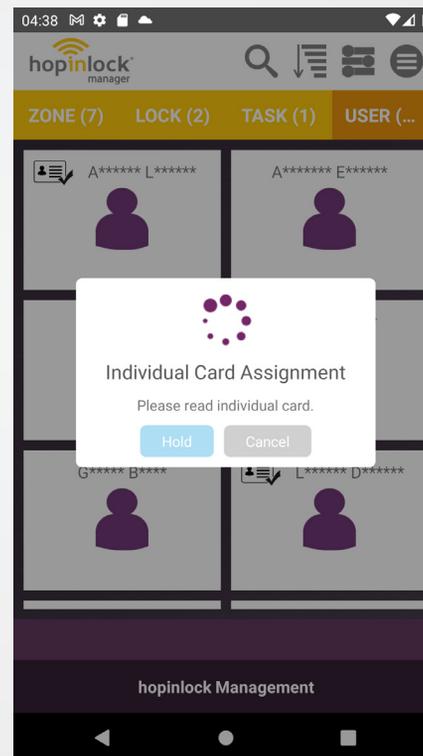


Figure 8.7



**Note:** To assigning a personal card card, the lock user must be defined. (see Section 8.1)



## 9. GENERAL SETTINGS

To access the general settings section, press the “General Settings” button or the shortcut icon from the menu on the home screen.

### 9.1. Remember Master Password

Allows the mobile application to remember the master password so that the master password is not repeatedly entered during each operation when creating tasks.



**Note:** Activating the ‘Remember Master Password’ option can create security vulnerabilities. Because every body who can use the mobile device can create tasks and perform them.

### 9.2. Permanent Task

The created tasks are deleted from the ‘TASK’ section when they are performed and therefore cannot be repeated. If you want the tasks to be repeated, select the Permanent Task option in the General Settings menu when creating a task.

Tasks will be repeated until the task is deleted or the Permanent Task option is canceled.

If a Permanent Task is not selected in the General Settings menu, the permanent task option is always disabled when creating a task.



**Note:** Activating the ‘Permanent Task’ option can create security vulnerabilities. Assigned tasks can be repeated.

### 9.3. Language

You can change the usage language of hopinlock® Manager App to Turkish, English, Spanish, Italian, German and Dutch.

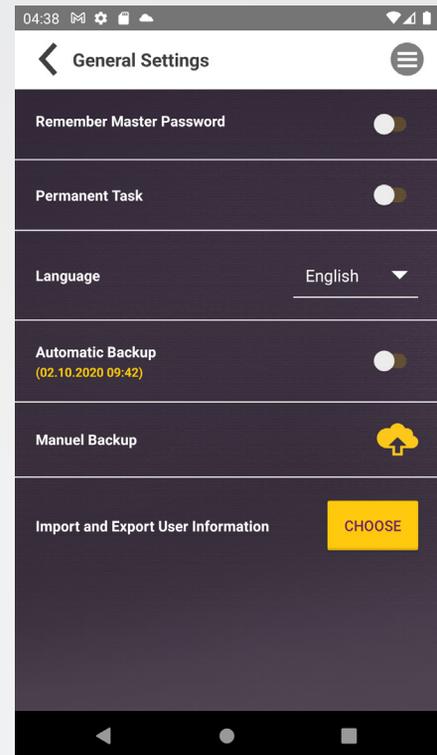


Figure 9.1

## 9.4. Automatic Backup

When activated, the saved ZONES, LOCKS and all assigned TASKS are automatically backed up.

If your mobile device fails or you need to restore it to its factory settings, you can automatically retrieve the complete configuration of the hopinlock® Manager App from the cloud.

## 9.5. Manuel Backup

When activated, the saved ZONES, LOCKS and all assigned TASKS are manually backed up.

If your mobile device fails or you need to restore it to its factory settings, you can automatically retrieve the complete configuration of the hopinlock® Manager App from the cloud.

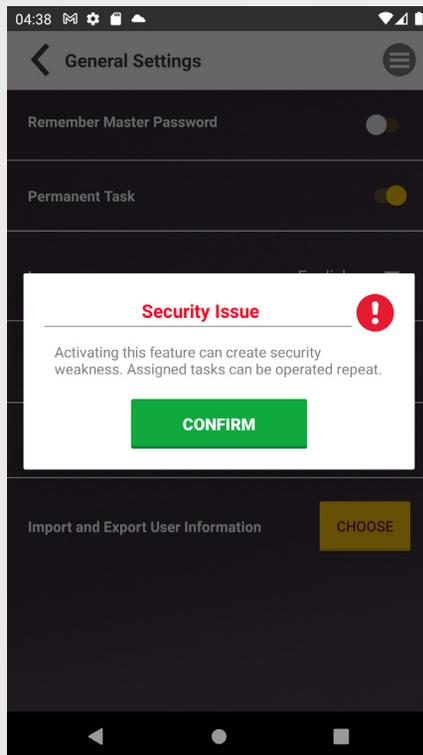


Figure 9.2



Figure 9.3

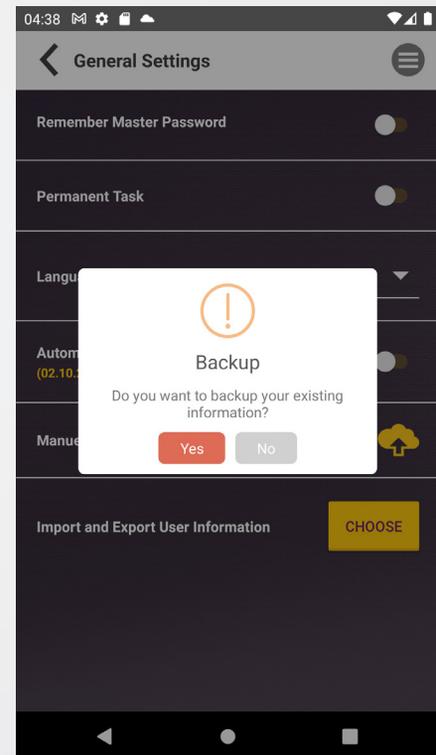


Figure 9.4



**Note:** You must have an internet connection to perform backup operations

## 9.6. Import and Export User Information

It allows to export the information of ZONES, LOCKS and USERS defined in the hopinlock® Manager App in CSV format (excel etc.) and to import the same format file to the application.

The CSV file lists zones, locks and user's information such a phone number, email address, etc If there are users paired in a lock, that lock is listed with the user.

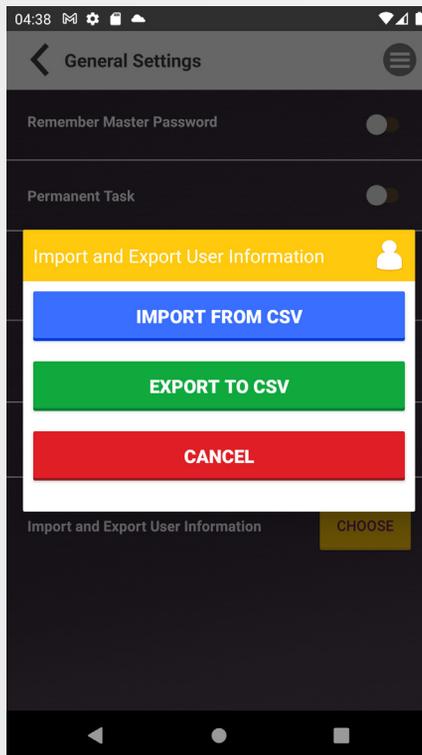


Figure 9.5

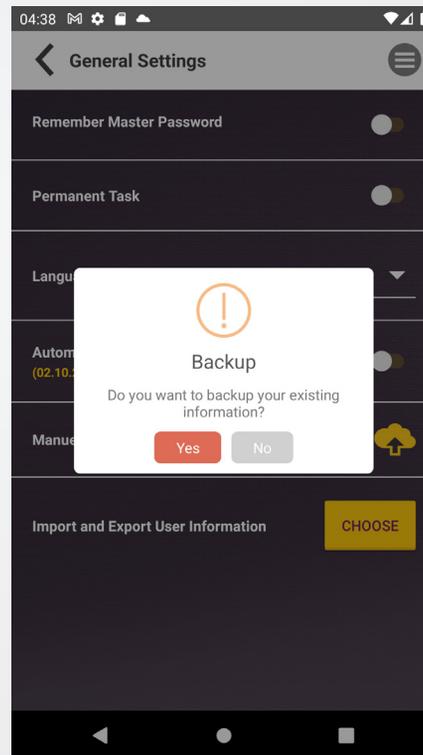


Figure 9.6

If you want to assign new users to the locks or change the locks they are assigned to, make changes to this file and save it. If you click the Export from CSV button in the application and select this file, any changes you make to the file are transferred to the hopinlock® Manager App. (Figure 9.7)

	Name Surname	Country Code	Phone	E-mail	Description	Send Type
1	John DOE	90	5611234567	johndoe@locks.com	Sales	1
2	A***** E*****	90	5611234567	a*****@locks.com	R&D Dept.	0

Figure 9.7

The Send Type column in the CSV file specifies how the password for a lock assigned to the user is sent to the user.

0: There is no transmission.

1: Create a task to send password to user phone via SMS.

2: Create a task to send password to user e-mail address.



**Note:** These tasks imported with the Import from CSV option are placed in the TASK section and remain there until they are performed by the tablet to locks.

**hopinlock**<sup>®</sup>  
lock management platform





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