USER GUIDE FOR NOKE PADLOCK

**STEP 1**
You will receive email from Noke Pro to activate your account.

Click on blue Activate button inside the body of email.

**STEP 2**
You will be taken to password setup page.

Enter password & confirm password (password that you would like to use for your new Noke Pro app) and click on OK button. Password is case sensitive! Members do not have access to Noke web portal. Therefore, once your password has been accepted, go to next STEP 3.

**STEP 3**
Enable Bluetooth connection on your mobile device.
**STEP 4**
Download Noke Pro app to your mobile device from app store.

Do not download normal Noke app, it must be Noke Pro app.

**STEP 5**
Once Noke Pro app has been downloaded, launch the Noke Pro app by clicking on app icon.

It is important that you enter following credentials exactly as show below:

1. Enter the words **Cowork Box** in the Company field (case sensitive).
2. Enter your **email address** in the Email field. This must be same email address where you received the original email from Noke Pro in STEP 1.
3. Enter your **password** that you have entered in STEP 2 in the Password field.
4. Click on **Login** button.
**STEP 6**
Once you have logged into Noke Pro app, you will see Noke padlock name that should match your office number. As example, below you can see “Office 09 SBEP” which is the Noke padlock for Office number 9 (if you disregard the last 4 alphabets of Noke padlock name below, you will get your office name).

![Noke Pro app](image)

**STEP 7**
Hold the Noke padlock in your hand and press on the top of padlock shackle as shown below.

![Pressing Noke padlock](image)

Once the padlock shackle has been depressed as shown above, Noke padlock will communicate via Bluetooth with Noke Pro app on your mobile device.
STEP 8
Once Noke padlock has finished communicated with your Noke Pro app, a pop-up will appear as shown below.

Click on the icon as shown below.
STEP 9
Now, Noke padlock will verify access credentials with your Noke Pro app. Once the credential verification process has been completed which takes several seconds, your padlock pic inside Noke Pro app will change color from blue to green to indicate Noke padlock is ready to be opened. As your Noke Pro app displays that padlock is ready to be unlocked above, your Noke padlock should display green color LED light as shown below to notify you that Noke padlock is ready to be opened manually, and you will hear slight clicking sound from the Noke padlock.

STEP 10
Pull down on the body of Noke padlock to open it. It might take few practices to open it.

If your Noke Pro app has trouble communicating with Noke padlock, please log out of the Noke Pro app & log back into your Noke Pro app and try again.