



ECHO App Administrator User Guide

This guide will demonstrate how to navigate and use the Administration features of ECHO locks.



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Introduction

The ECHO smart lock application turns your smartphone into a key for your ECHO smart lock, using NFC (Near Field Communication) technology. No more keys or combinations—just a tap to access your locker.

This guide will walk you through setup and usage, making it easy to start enjoying secure, battery free, smart access.

Let's get started!

Pre-requisites

Requirements

- ✓ A mobile device with NFC capabilities.
- ✓ Mobile network connection or WiFi connection
- ✓ An ECHO smart lock.
- ✓ The “ECHO” app installed on your device.

Navigating the App Store

1. Navigate to the Apple/Google App Store and search for the “ECHO” app.
2. Once you've found the app, press the download button to install it.



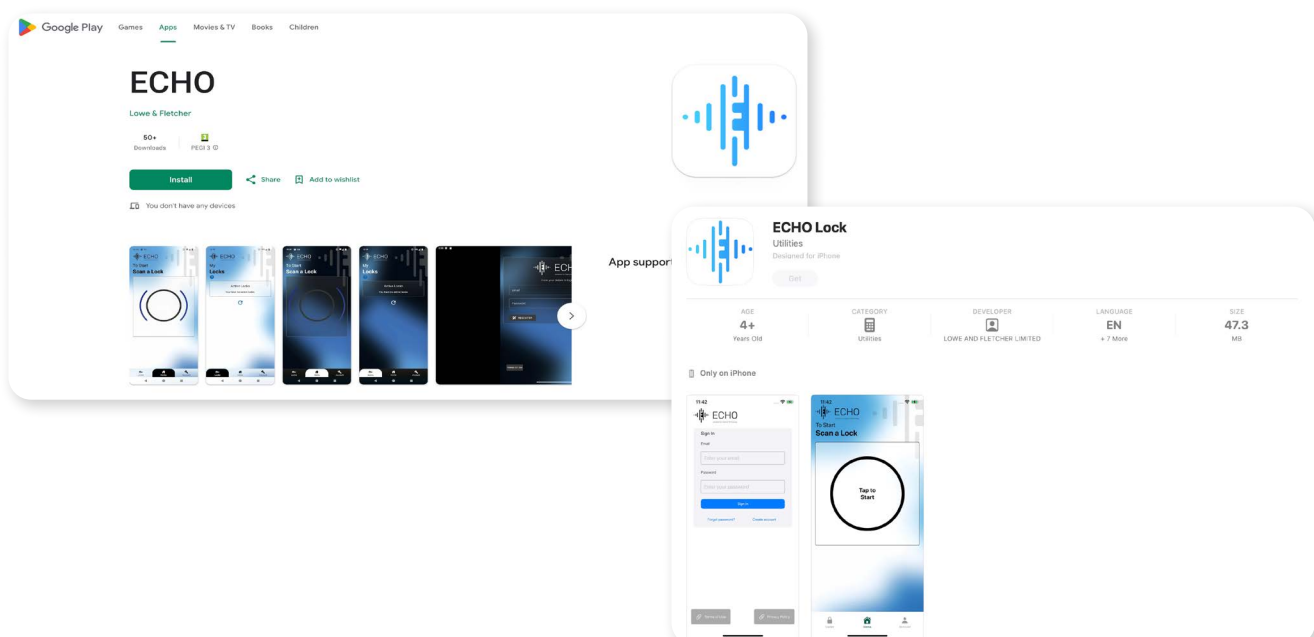
Android App

Scan to download



Apple App

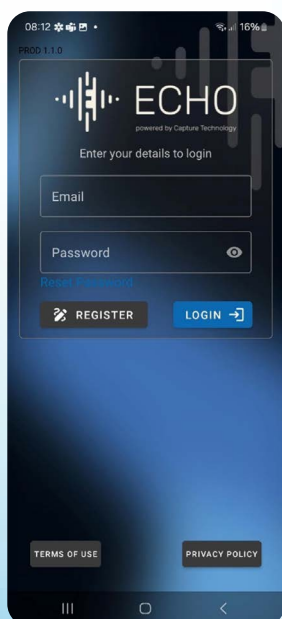
Scan to download



ECHO User Steps

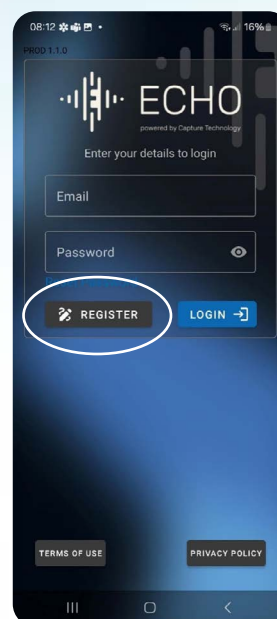
Step 1: Open the “ECHO” app

On your mobile device, navigate to the ECHO application that you downloaded onto your mobile device.



Step 2: Creating an account

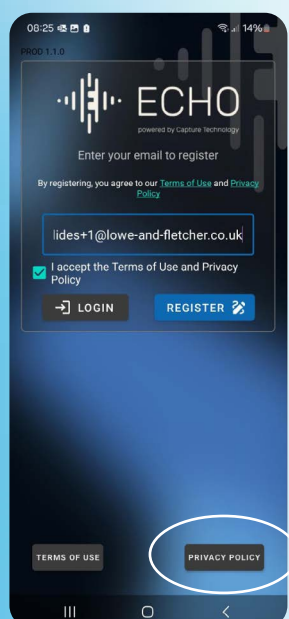
Once the app is open, you will see the login page. Tap the Register button to start creating your account.



Step 3: Entering your email

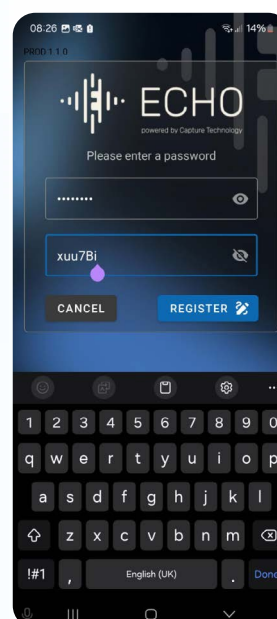
After tapping Register, you'll be prompted to enter your email address. Please ensure a valid and correctly typed email address is entered, as a verification code will be sent to this address.

You should next read both the Terms of Use and Privacy Policy documents associated with the ECHO smart application. Tick the box to accept the Terms of Use and Privacy Policy in order to be able to tap Register again once all information is entered.



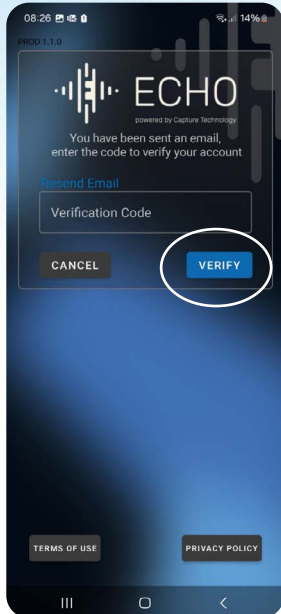
Step 4: Entering a password

You'll now be asked to create a password. Enter the same password in both the Password and Confirm Password fields, then proceed.



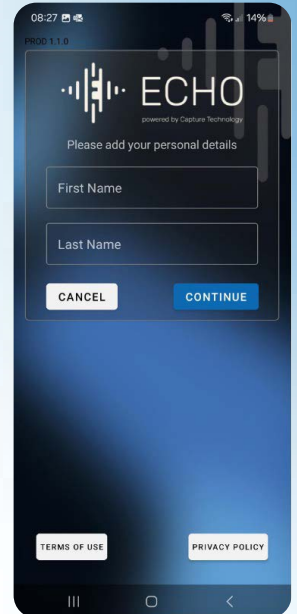
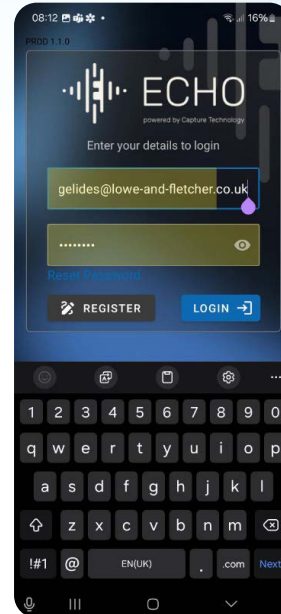
Step 5: Verifying your account

At the Verification page, you are required to enter the verification code which will have been sent to the e-mail address previously entered. Check your email inbox, enter the code in the Verification Code field, and press the Verify button.



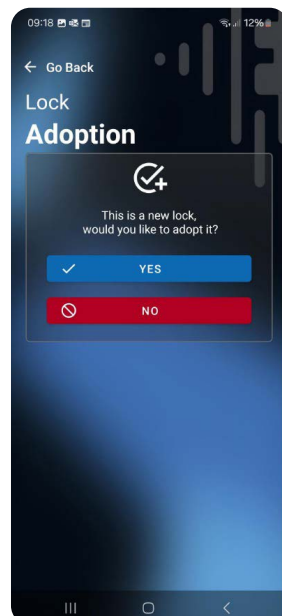
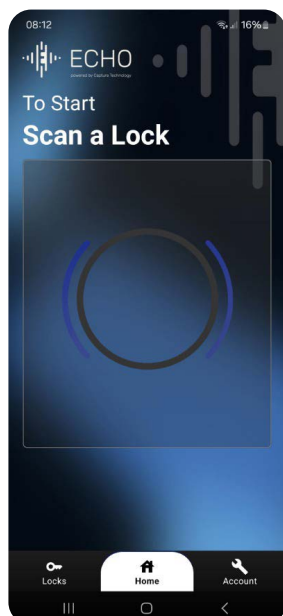
Step 6: Logging into the app

Once your account is verified, you may log in using the email and password you just created. After pressing Login, you should enter your First and Last Name and tap continue.



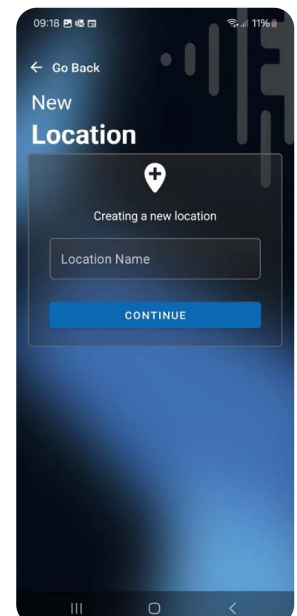
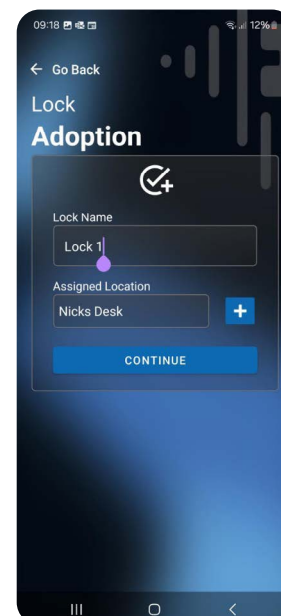
Step 7: Adding a lock

After logging in, you'll need to add a lock to the application to be able to use it. Simply hold your mobile device next to the ECHO lock so they are touching, this will bring up the "Lock Adoption" page. Tap "Yes" to continue.



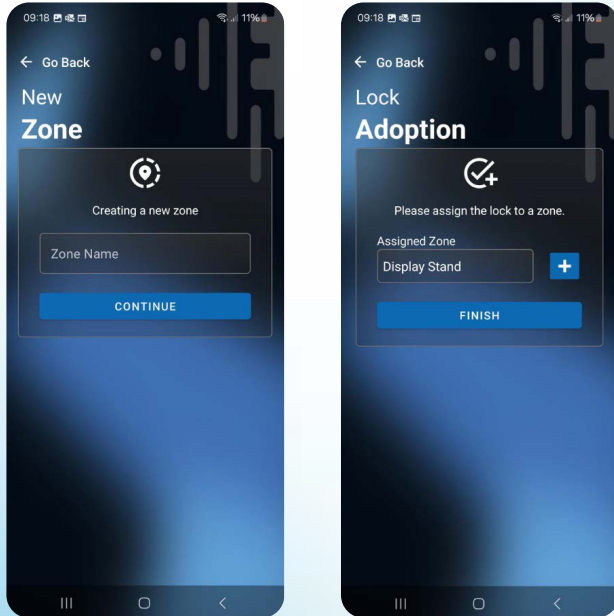
Step 8: Naming and assigning the lock location

After selecting the lock to adopt, you will be prompted to name the lock and assign it to a location. If no locations are available, press the + button to create one.



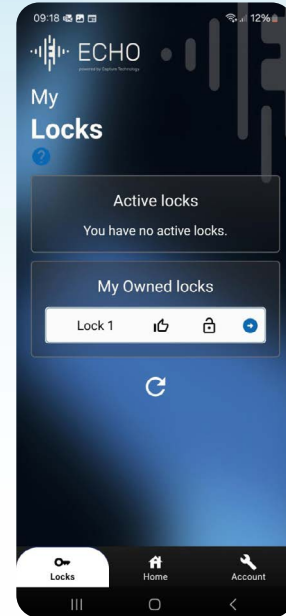
Step 9: Naming and assigning the lock Zone

After naming and assigning a location, you'll need to assign the lock to a zone. If no zones are available, press the + button to create one. After the lock is assigned to a Zone, tap Finish.



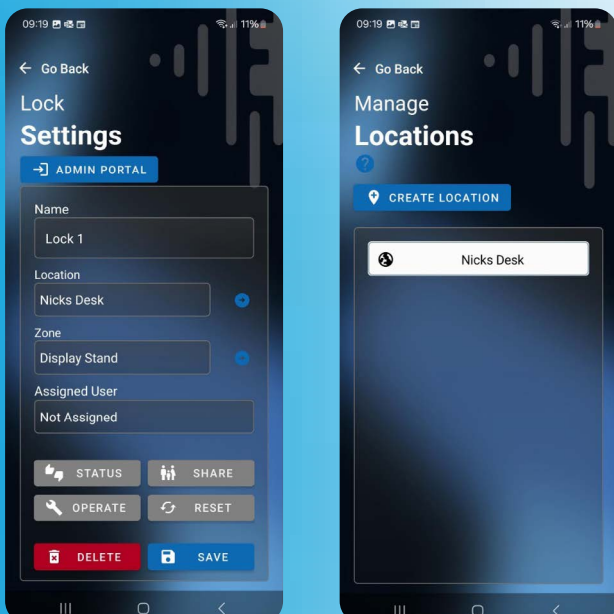
Step 10: Lock added

Once you've entered all the necessary information, the lock will appear in your "Adopted Locks" list. Tap the Locks button in the bottom left corner to see it.



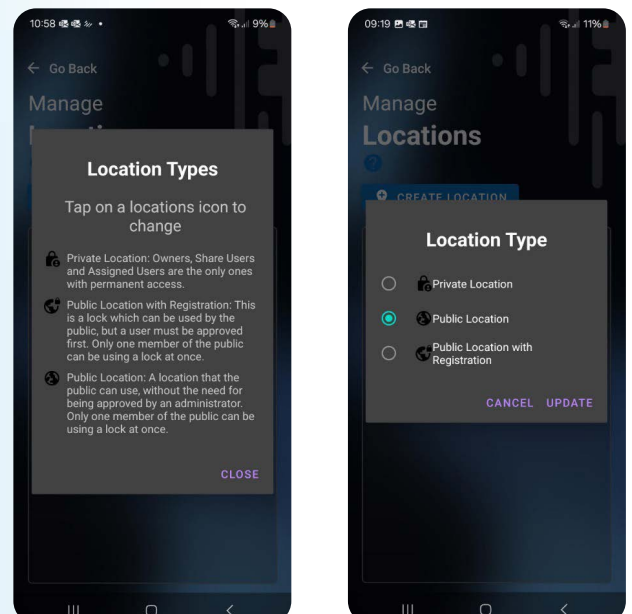
Step 11: Managing Locations

Locations can be managed, added or deleted by selecting a lock from the "My Owned Locks" list, from the Locks Tab. Click on the blue arrow in the lock information bar to access the lock settings, and then click on the blue arrow against the location. This will bring up the location list.



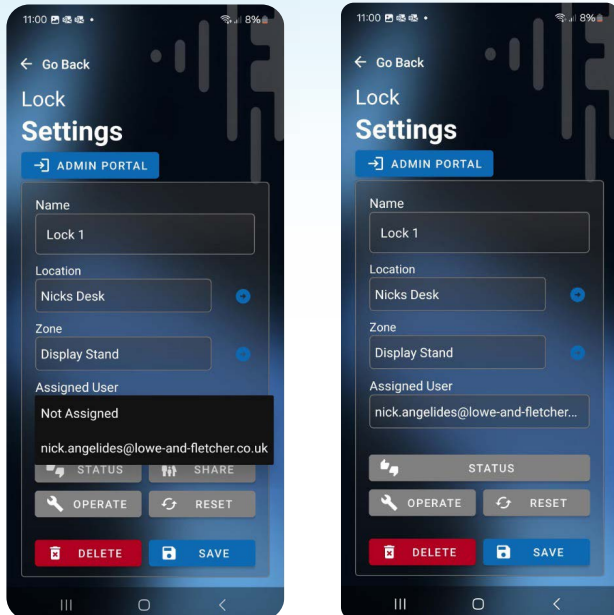
Step 12: Setting Location Mode of Operation

To change a location's mode of operation, click the icon next to the location and select the desired mode. Locations can be set to be Private, Public or Public Registered modes of operation. Descriptions of each mode are available in the (?) icon. Note that the Location mode of operation determines the mode of operation for all locks that are assigned to that Location.



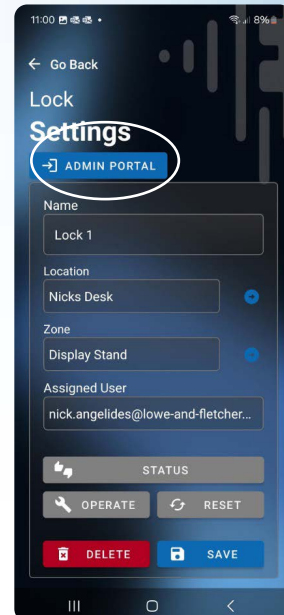
Step 13: Assigning a lock in Private Mode

In Private mode, users are assigned to locks by their e-mail address. To assign the lock, go to the lock settings page, select a user from the drop down list, or enter the user's email address directly. Ensure the Save button is tapped after making changes.



Step 14: Access to the Admin Portal

From within the lock settings screen (Step 11), tap the Admin Portal button to be re-directed to the web based admin portal. The admin portal is a subscription based web browser based application which enables management of the ECHO smart locks outside of the mobile application.



Other Administrator Functions:

Status: The lock status can be set by the administrator to be either Enabled or Disabled. When set to Disabled, Users will be presented with the message "Lock is Disabled" when attempts to lock or unlock are made.

Share: Administrators can share the use of the lock with other users by adding the user e-mail address and clicking the Add User Button. The user e-mail address must be an ECHO registered user.

Operate: The lock can be quickly locked and unlocked by the administrator using this feature. After selecting the action required, the mobile device should be presented to the lock to carry out the action.

Reset: Administrators can reset locks if required. After selecting reset, confirmation is required and the mobile device should be presented to the lock to carry out the action. This action does not remove the lock name, location, zone or assigned user.

Delete: If required, locks can be removed from use by using the delete function. When a lock is deleted, the lock will require to undergo the full administration process to adopt and setup for use by the ECHO mobile application.

Need help? We're all ears!



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