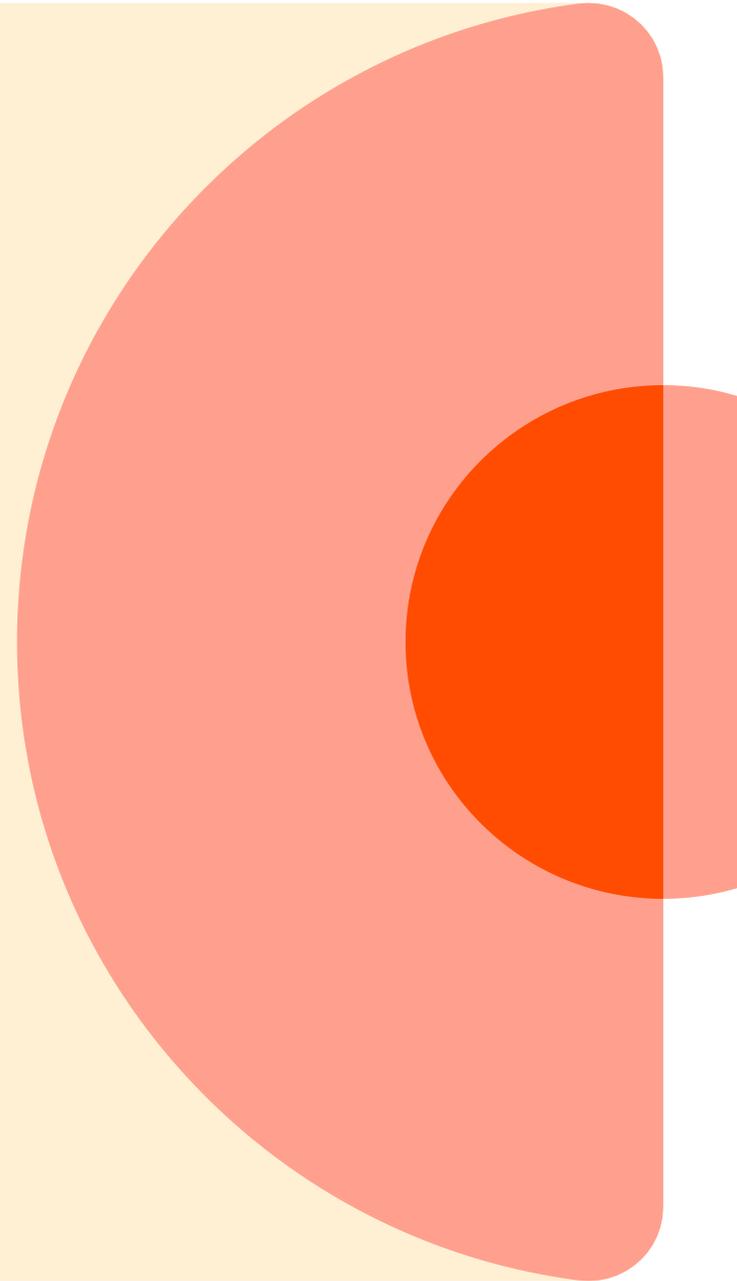


Artifeel

Installation guide for the Check'In, Check'In 2 and
Check'In Pro 2 boxes



Step 1: Creating an account

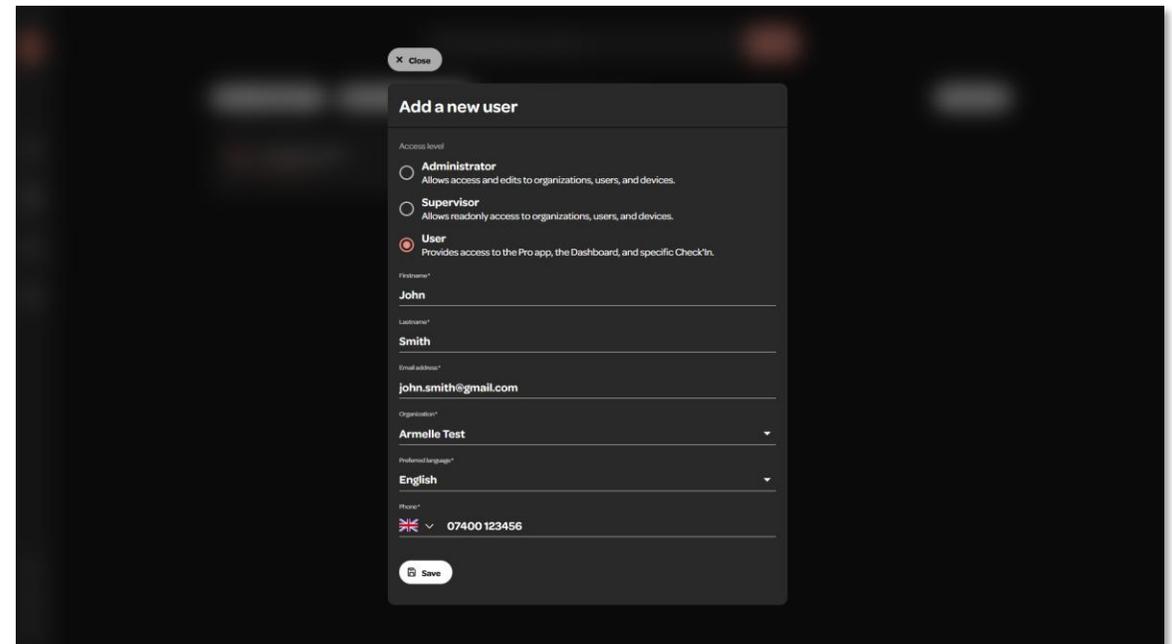
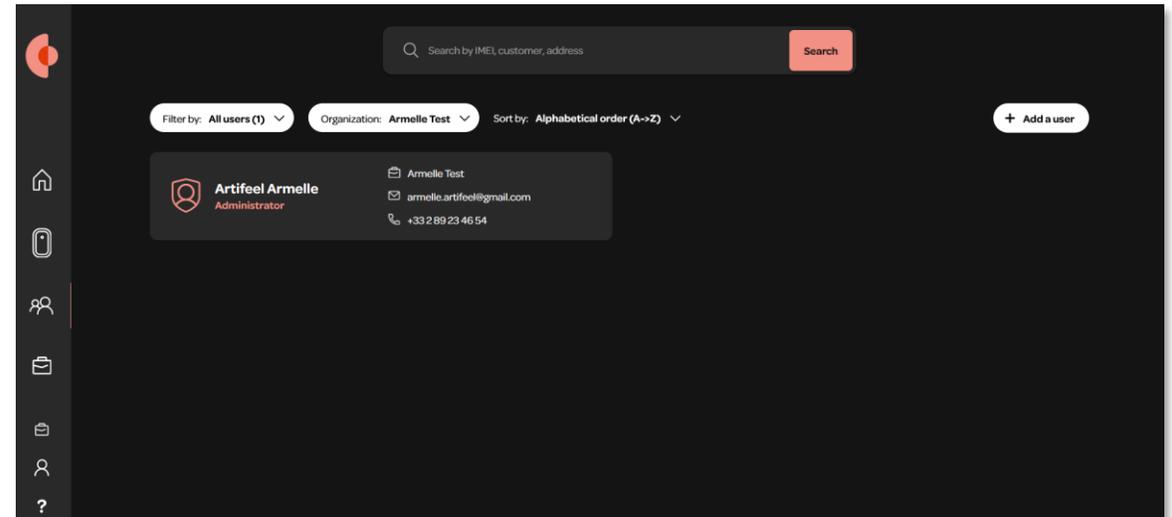
First of all, each person must create a Pro account to access the Check'In Pro app and install the Check'In devices.

To do this, an administrator must log in to the Pro Dashboard: <https://dashboard.artifeel.com/en>

If you are an administrator, go to the “**Users**” menu. Click on the “**+ Add a user**” button.

Fill in the requested information: the installer’s access level, first name, last name, email, organisation or sub-organisation they are affiliated with, phone number. Then, click “**Save**”.

The installer will receive an email inviting them to create their account. This account (email + password) will be used to log into the Check'In Pro app.



Step 2: Download the Check'In Pro application

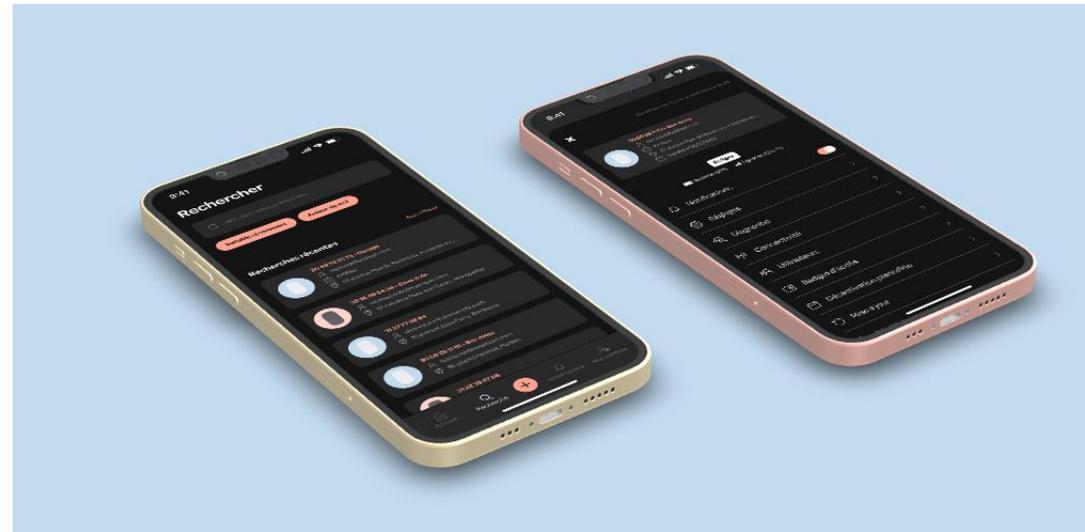
Download link for the Check'In Pro application for Android:

<https://play.google.com/store/apps/details?id=com.artifeel.checkin.pro&hl>

Download link for the Check'In Pro application for iOS:

<https://apps.apple.com/us/app/checkin-pro-by-artifeel/id6448950894>

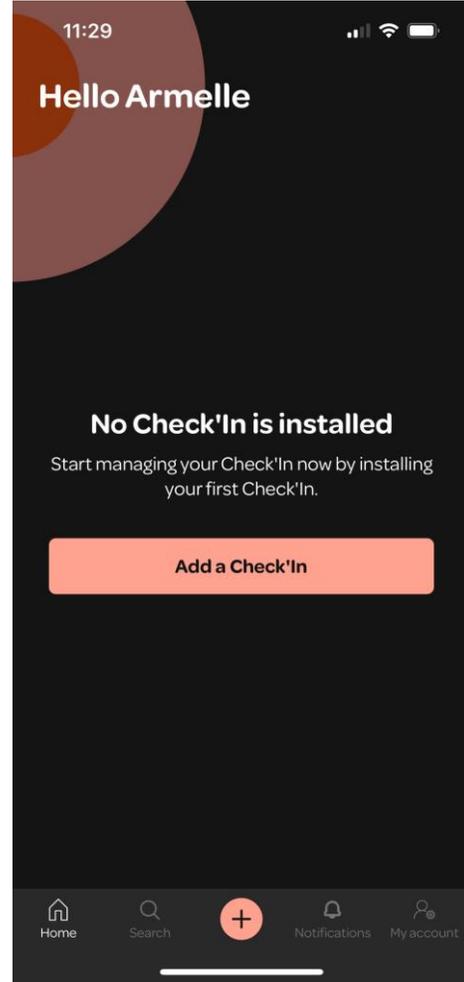
If you are unable to click on the link, search for "**Artifeel**" in the search engine of the Play Store or the App Store. Then, select the "**Check'In Pro**" application.



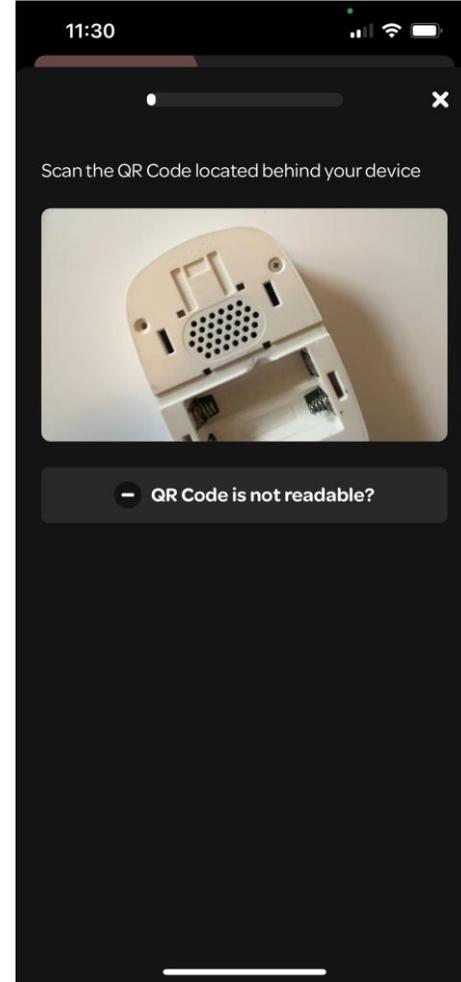
Step 3: First steps in the Check'In Pro application



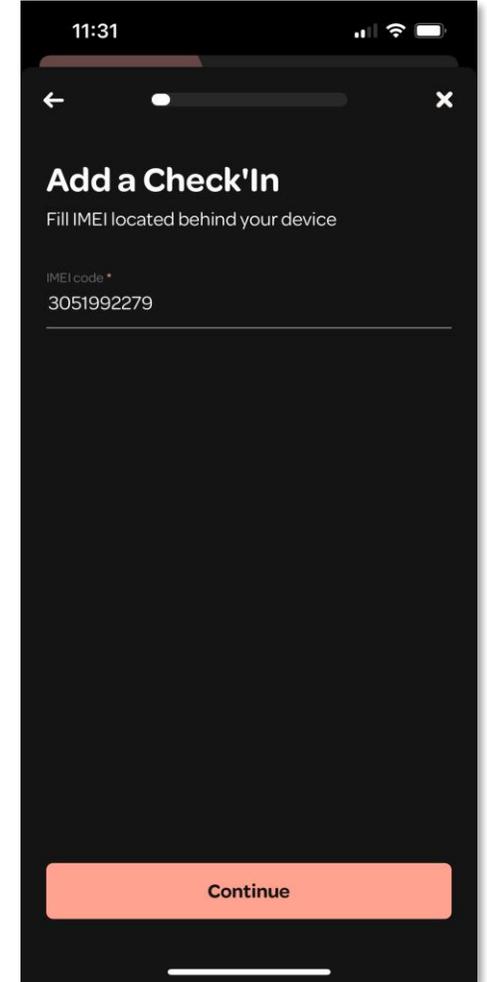
Tap on "Sign in"



Tap on the "+" icon

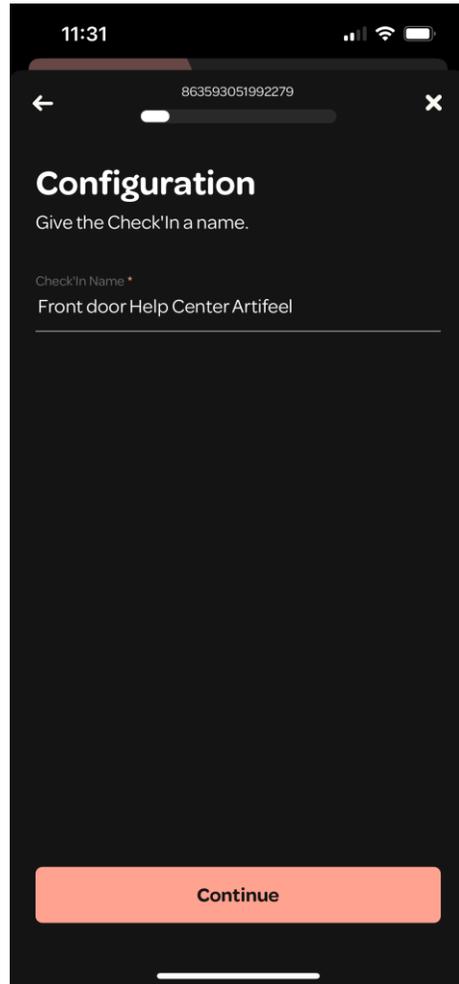


Scan the QR Code of the Check'In

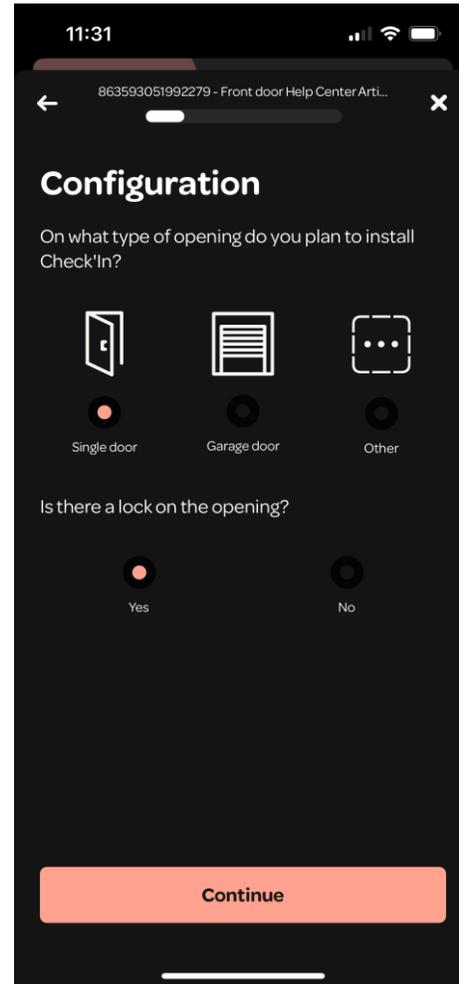


Tap on "Continue"

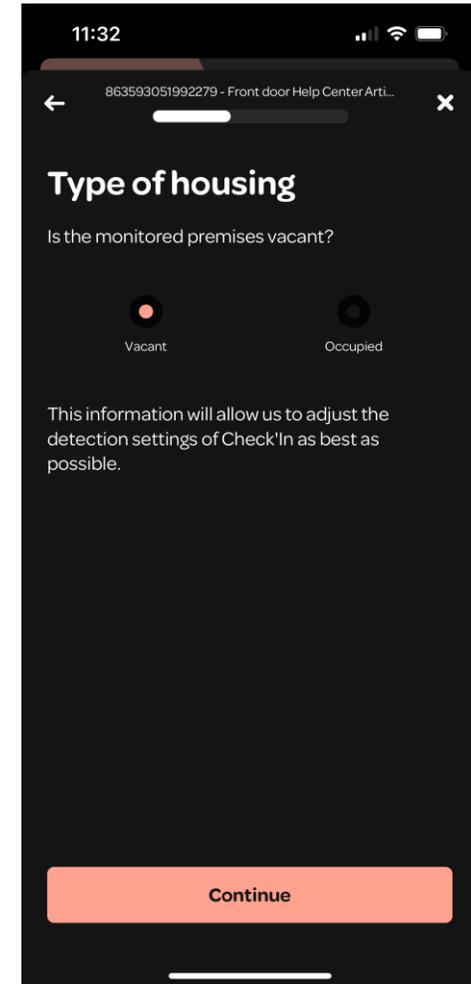
Step 4: Configuring the Check'In



Name the Check'In



Select the type of opening infrastructure



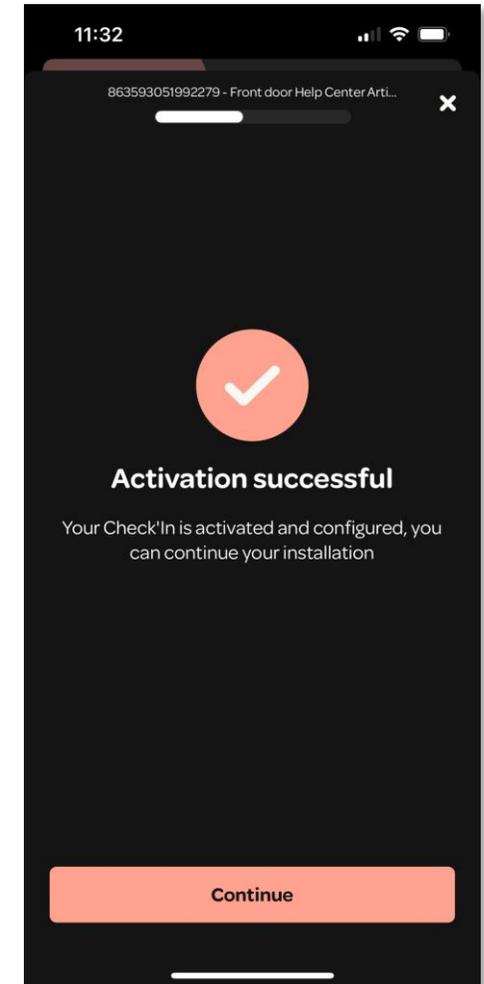
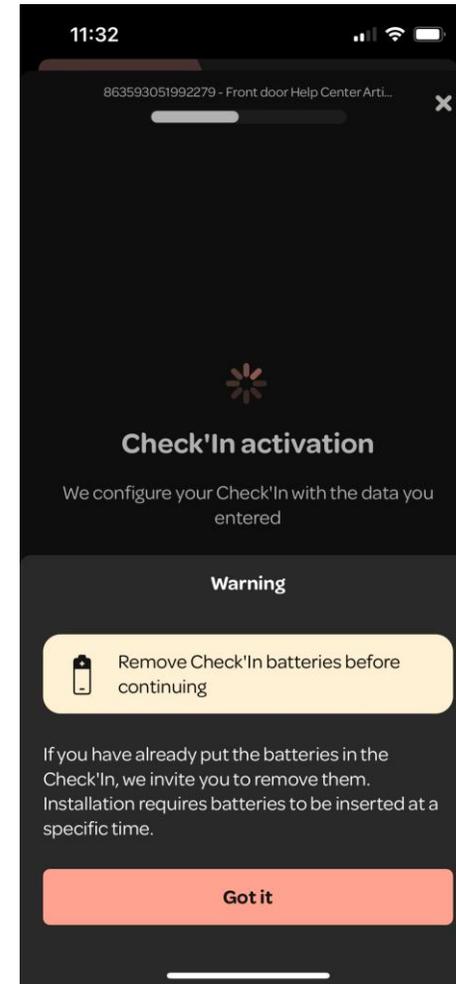
Choose the type of property (vacant or occupied)

Step 5: Activating the Check'In

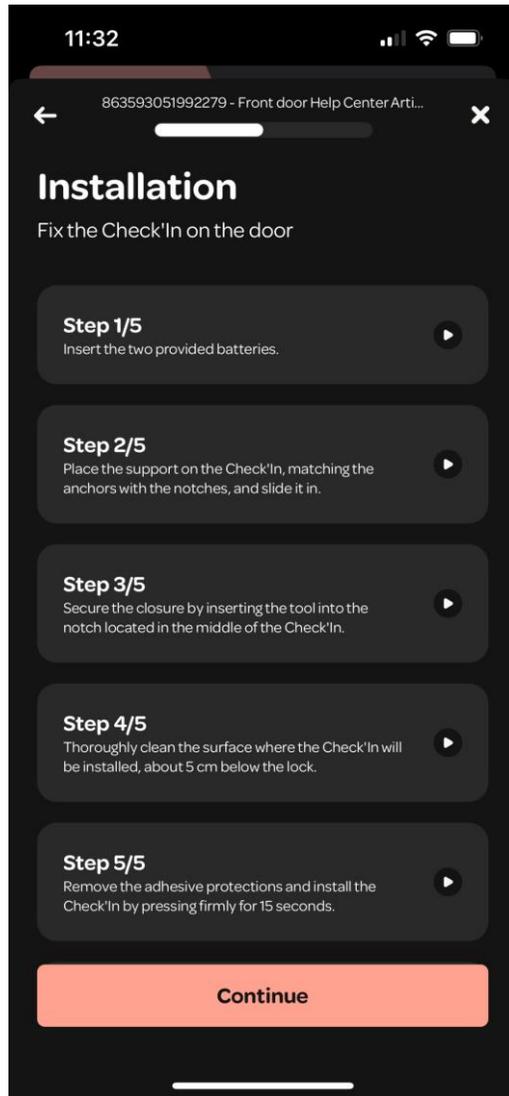
The Check'In will now be created on the Artifeel server.

⚠ During this process, make sure that **the batteries are not inserted** into the device (this will be requested later).

Once the activation is successful, tap on **“Continue”**.



Step 6: Installing the Check'In



Follow the instructions provided in each step. Tap on the step you are interested in to watch an explanatory video.

⚠ When inserting the two supplied batteries, make sure to respect the correct polarities (+ and -).

Then, tap on "**Continue**".

Step 7: Installing the Check'In on the door

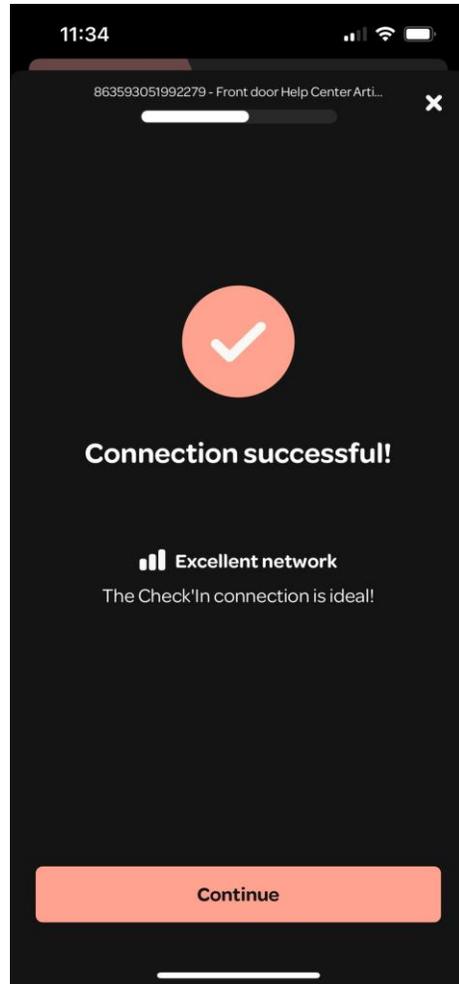
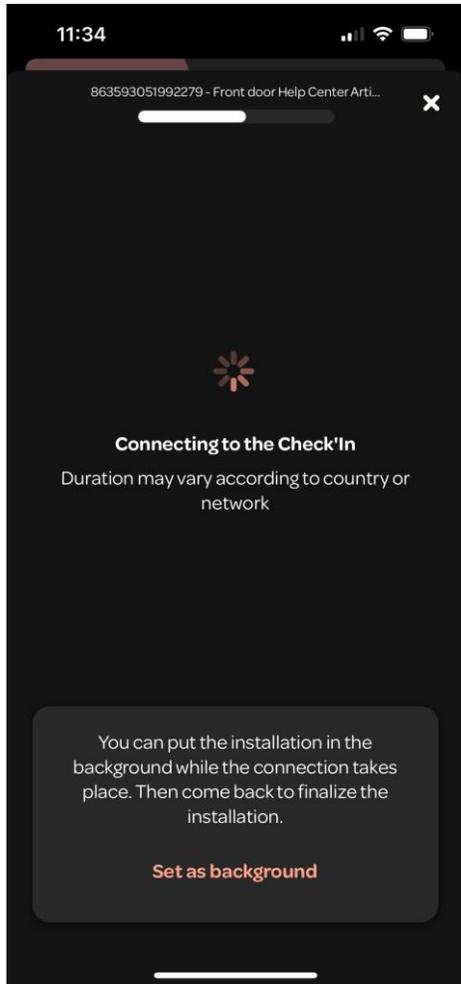
Once the steps explained in the video (inserting the batteries, assembling the mount and the SafeStick) are completed, the Check'In should be mounted on the door.

1. Position the Check'In as shown in the photo, about 20 cm from the lock. We recommend placing it above the handle rather than below, to prevent anything (e.g., a keychain) from hitting the device.
2. Using the provided wipe, thoroughly clean the surface where the Check'In will be installed.
3. Remove the adhesive protectors.
4. Mount the Check'In vertically and press firmly on the device for 15 seconds.

⚠ It is very important to thoroughly clean the installation area and to press firmly for 15 seconds to ensure the proper attachment of the Check'In to the door.



Step 8: Connecting the Check'In to the network

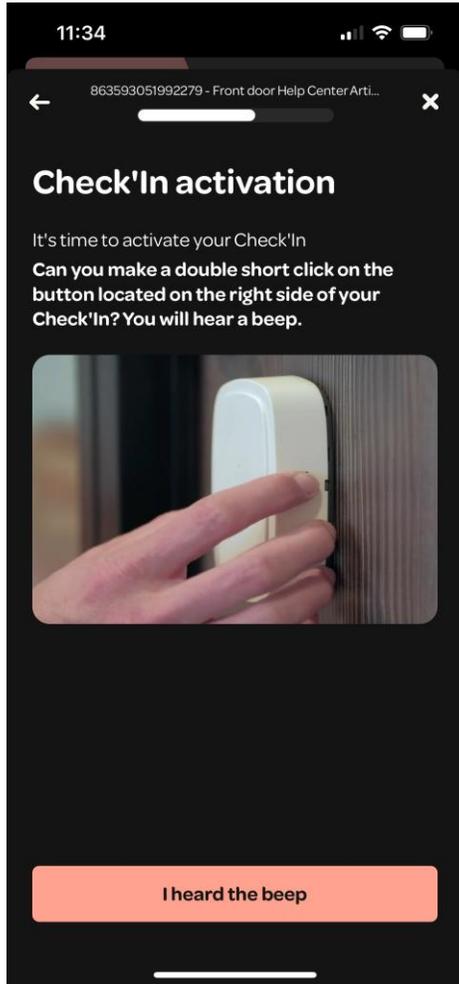


After inserting the batteries, the Check'In's LED will blink **slowly in white**. This indicates that the Check'In is searching for a network. Once the connection is established, tap on **“Continue”**.

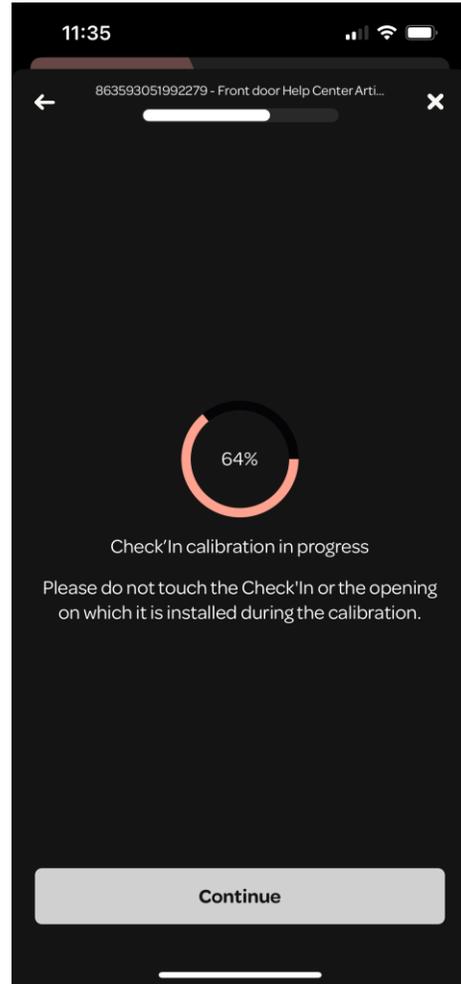
⚠ The connection may take up to 10 minutes. If, after this time, your Check'In does not emit a white light, reset it. To do this, press the small button located on the right side of the Check'In for about 9 seconds. The LED will light up in red, at which point you should release the button. You will hear a “beep”, indicating that the Check'In has been reset. If the LED does not light up in red, repeat the procedure.

💡 You have the option to run the installation in the background to proceed with installing other Check'In devices. Once the connection is established, the 📶 icon will turn green. Tap on the sensor's card to resume the installation process.

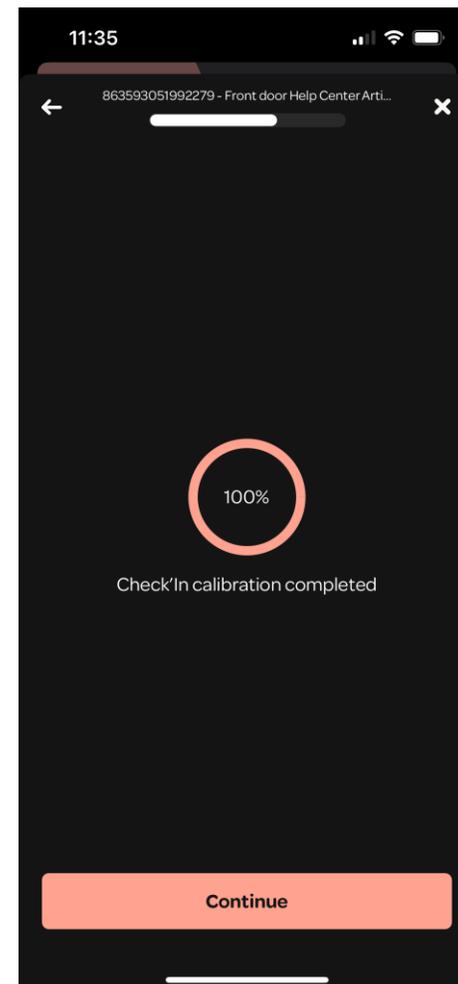
Step 9: Activating the sensors and calibrating the Check'In 1/2



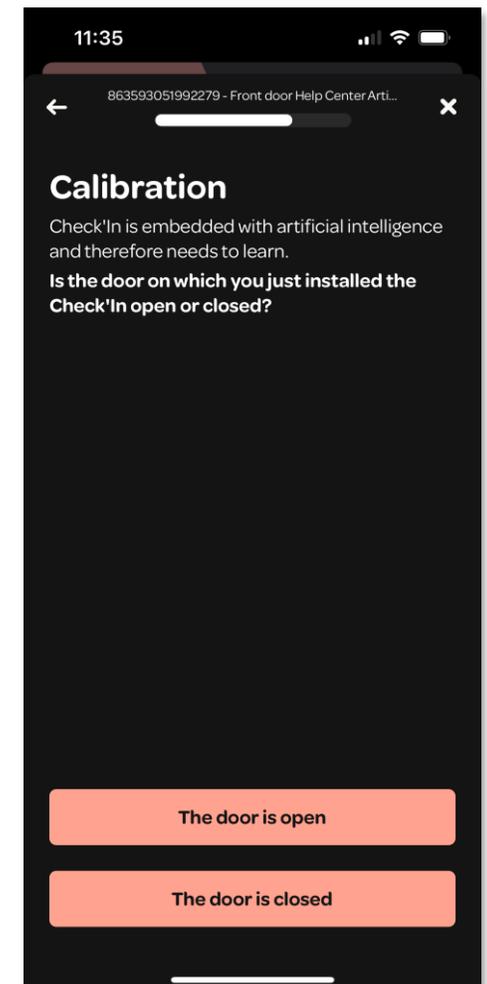
Double press the button quickly to activate the sensors



The Check'In will calibrate

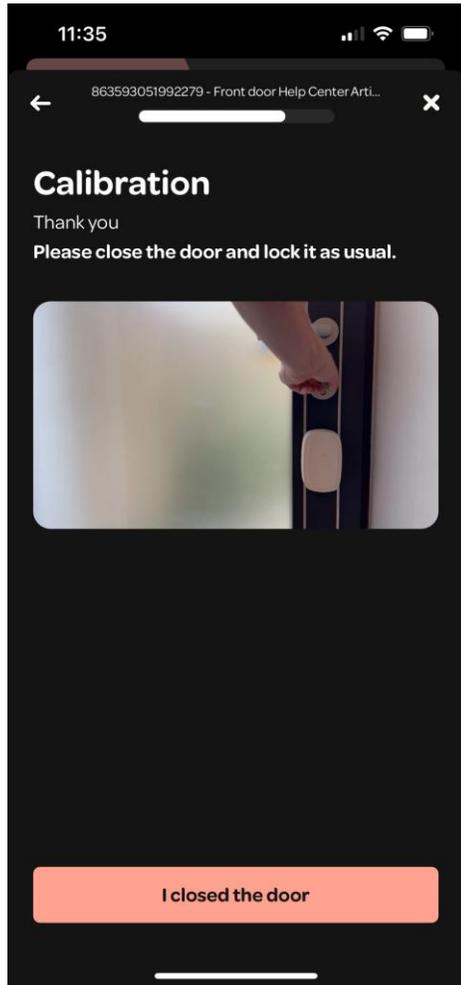


Once the calibration is complete, tap on "Continue"

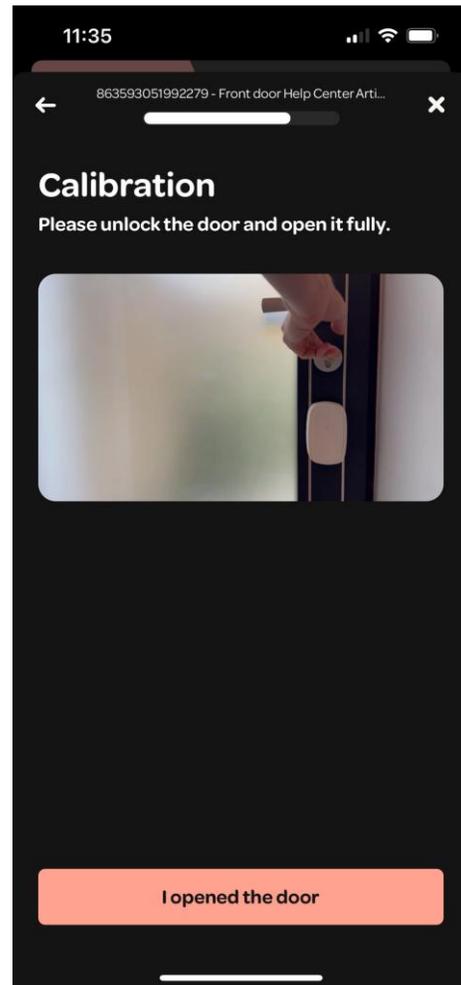


Indicate whether the door is open or closed

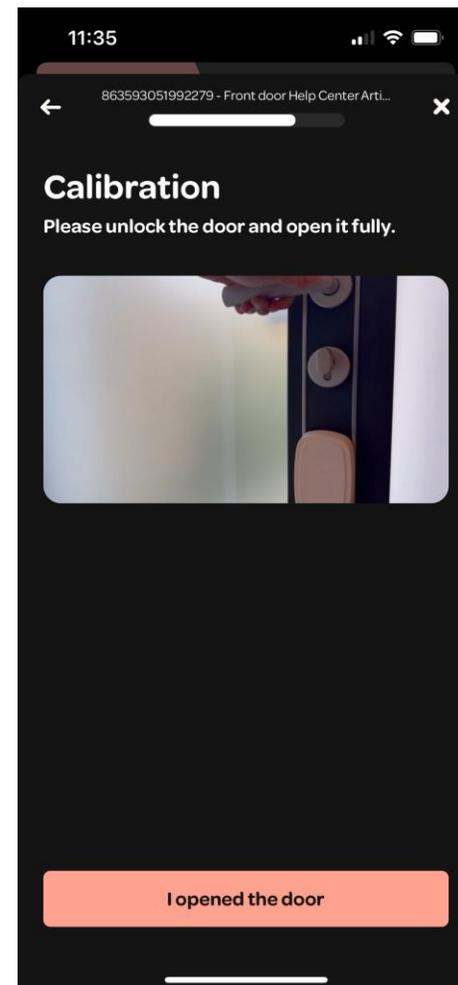
Step 9: Activating the sensors and calibrating the Check'In 2/2



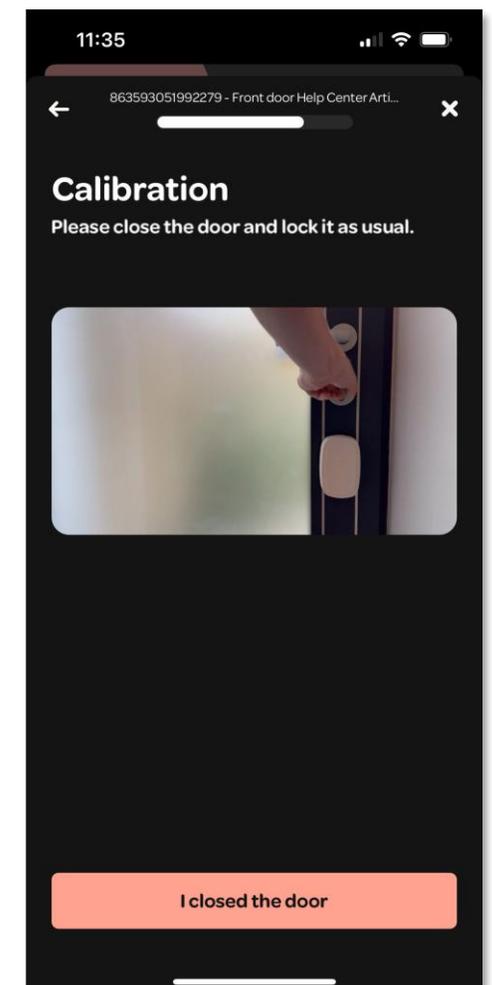
Close or open the door, according to the provided instructions



Then, perform the opposite action

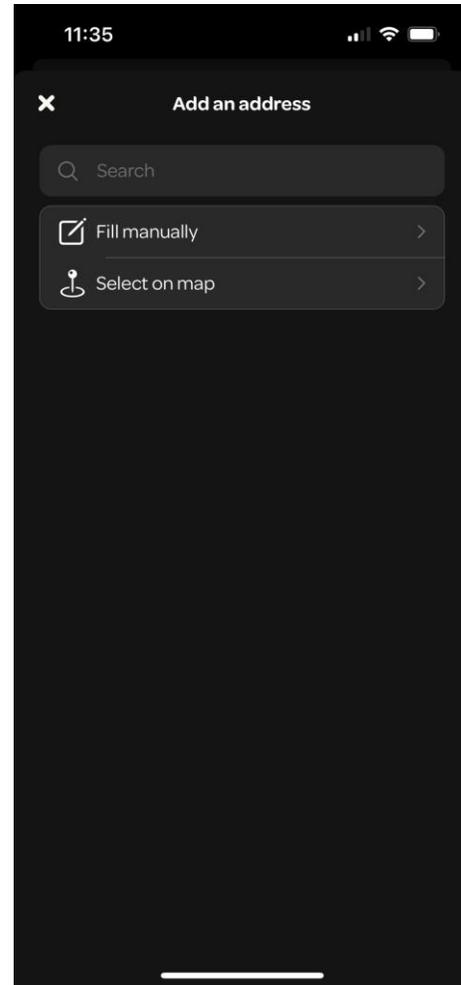
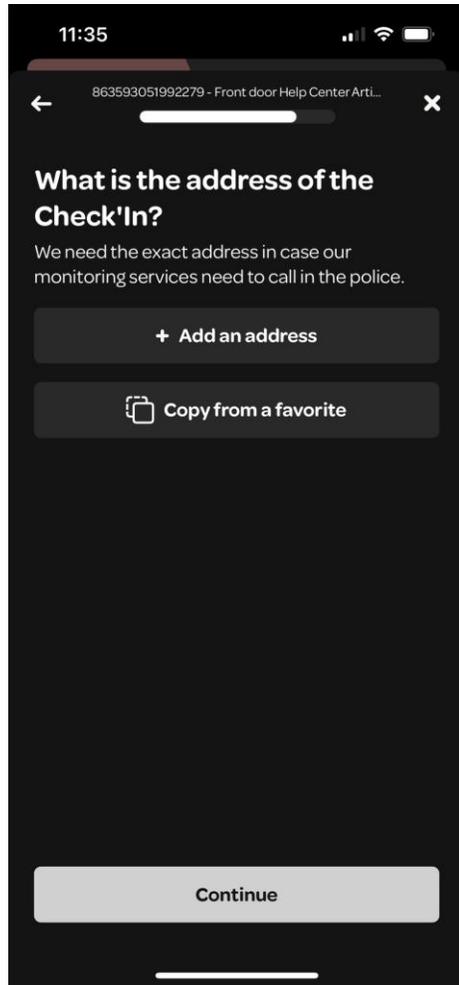


Repeat this process once



Then, a second time

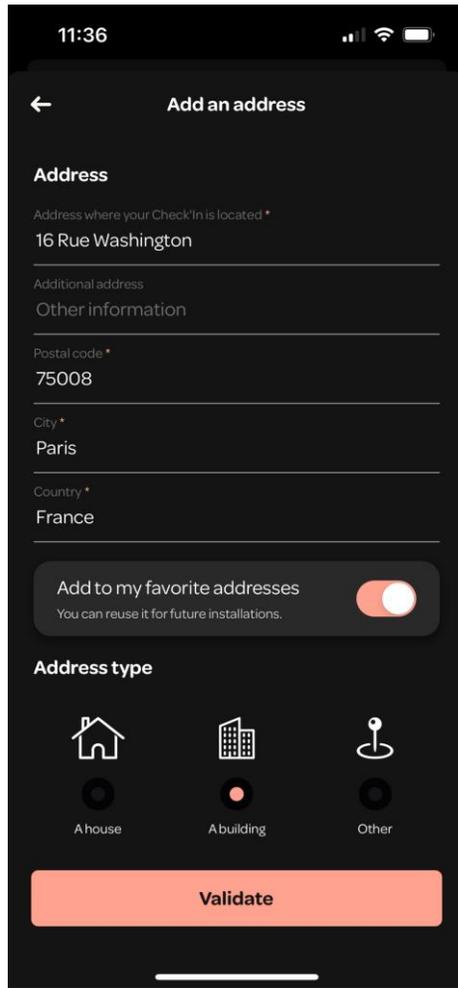
Step 10: Adding the address 1/2



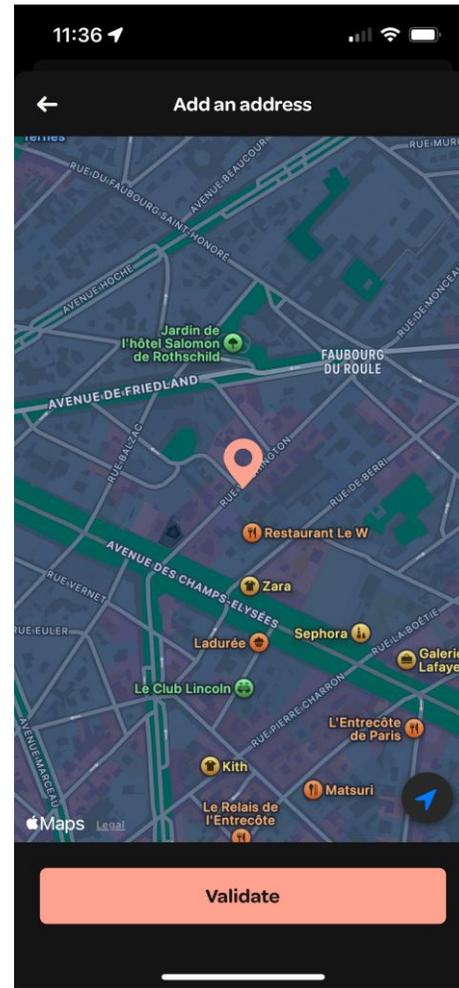
Once the previous steps have been completed, tap on “+ **Add an address**” to specify where the Check’In is located (if a favorite address has already been pre-saved, tap on “**Copy from a favorite**” instead).

You can choose to either enter the address manually or select it from the map.

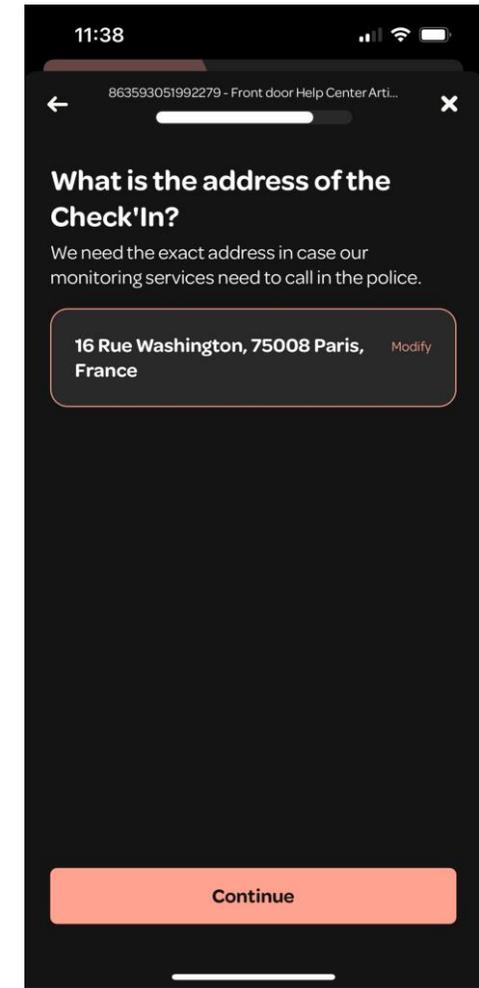
Step 10: Adding the address 2/2



Add the address manually



Or select the location on the map



Then, tap on "Continue"

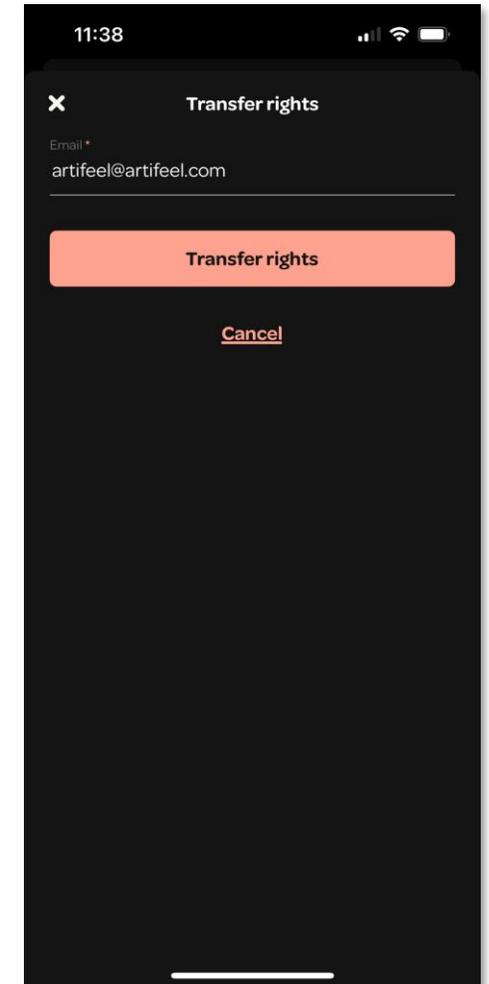
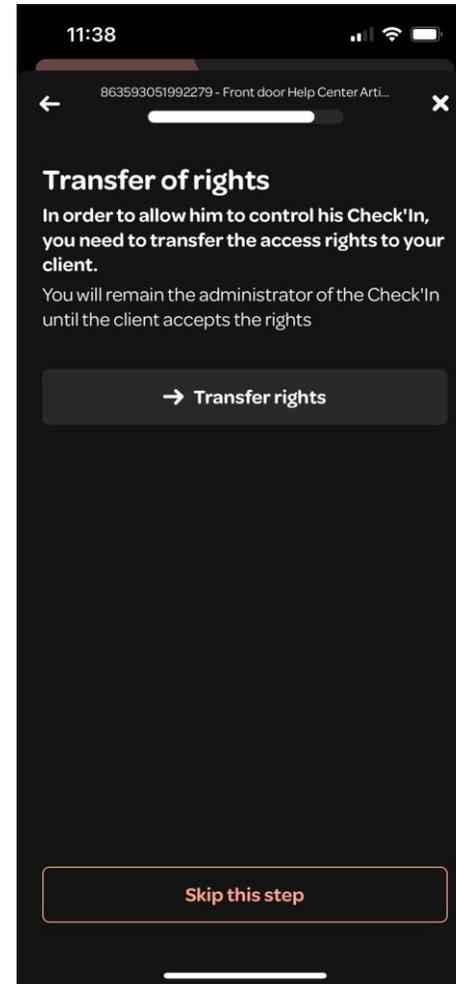
Step 11: Transferring the access rights

You can now transfer the access rights to another person (e.g., the owner of the Check'In).

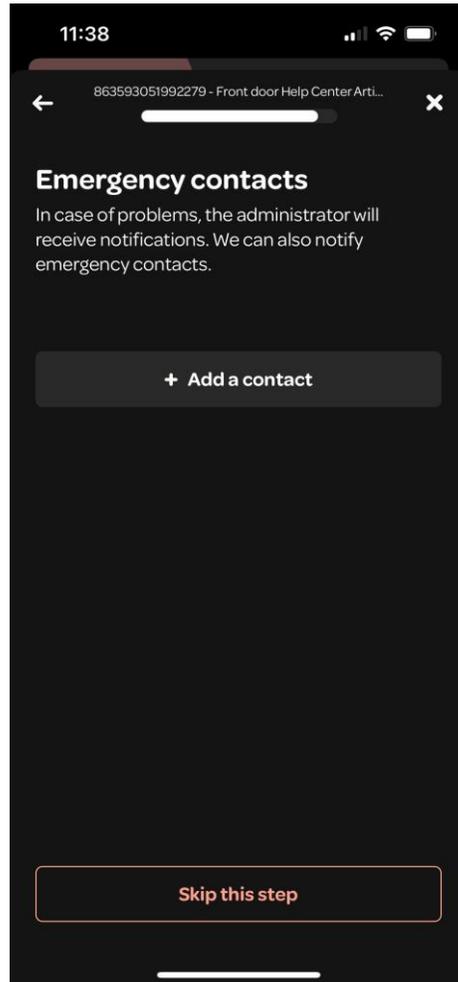
To do that, tap on “→ Transfer rights”. Add the email address of the new administrator, then, tap on “Transfer rights”.

The new administrator will receive an email inviting them to take over the Check'In access. You will remain the administrator until they accept the access request.

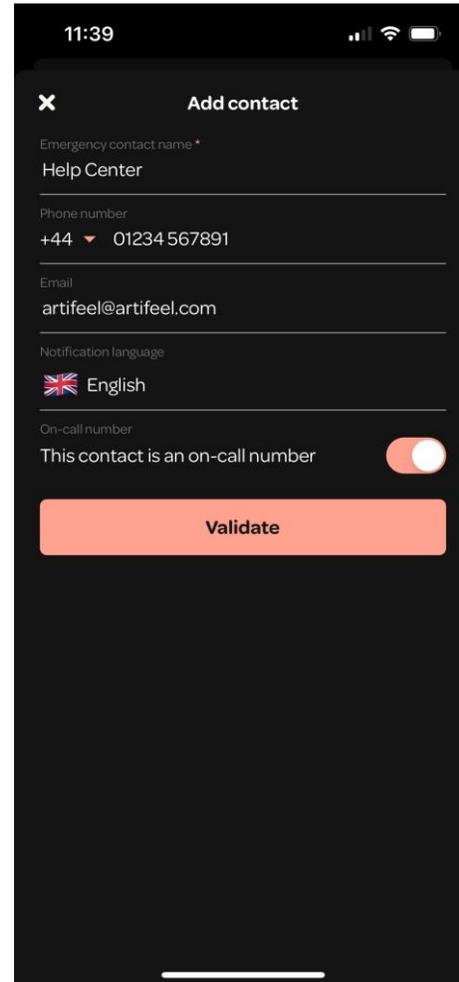
💡 If you don't want to transfer the rights, simply tap on the “Skip this step” button.



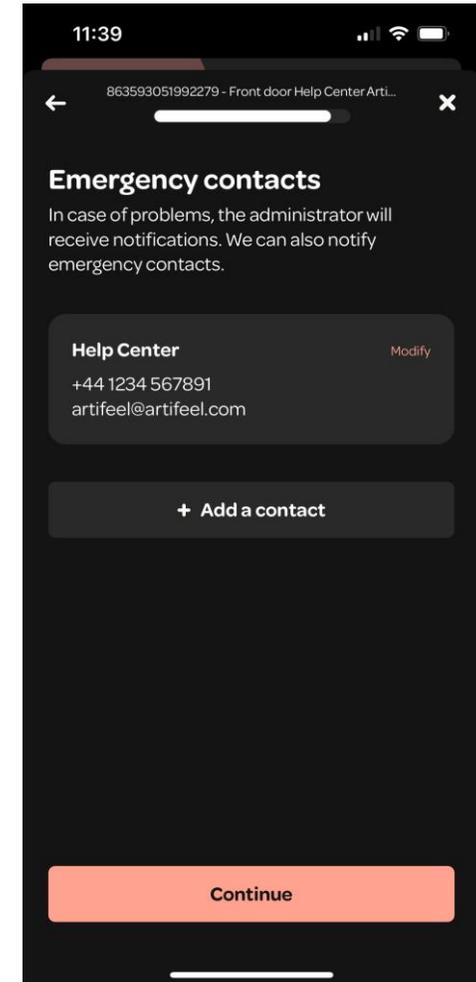
Step 12: Adding an emergency contact



You can add up to two emergency contacts by tapping on the "+ Add a contact" button

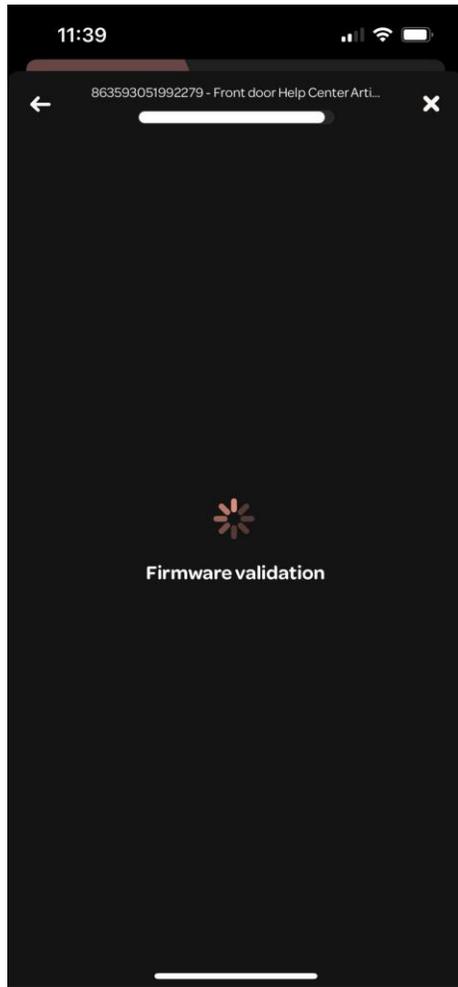


Enter the required information, then, tap on "Validate"

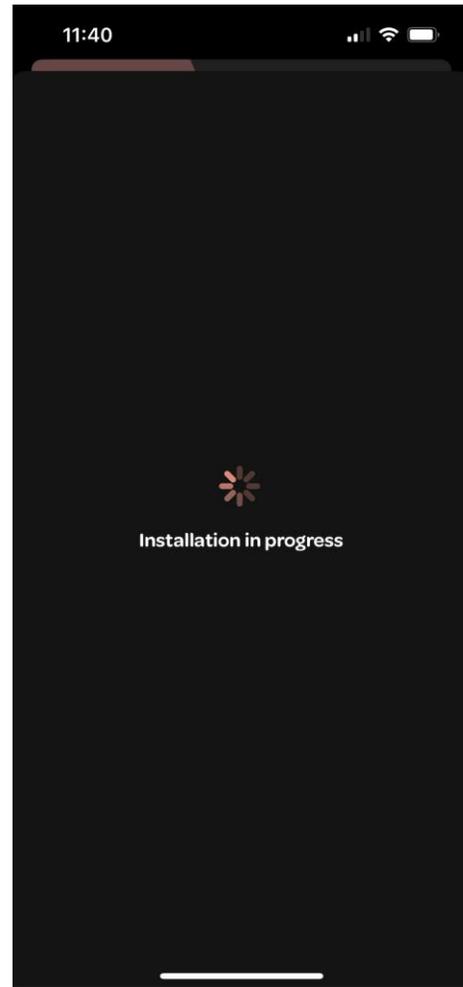


Once you are finished, tap on "Continue"

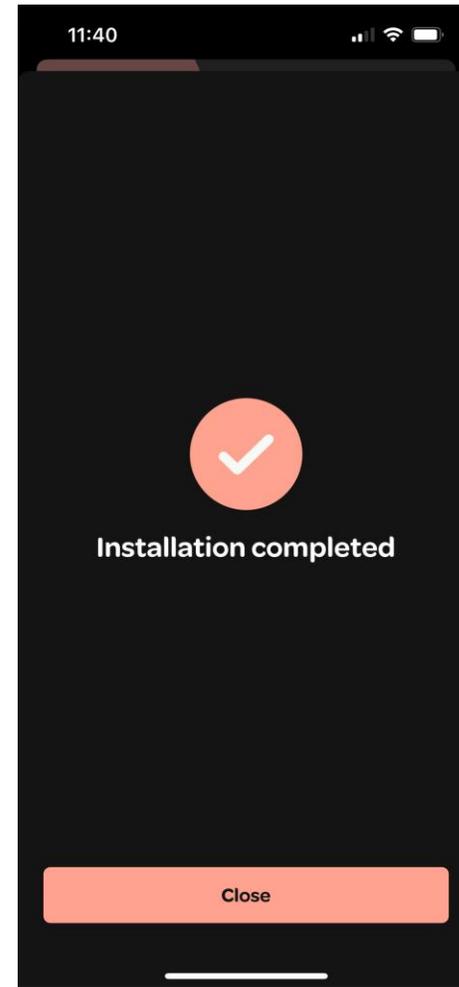
Step 13: Last steps...



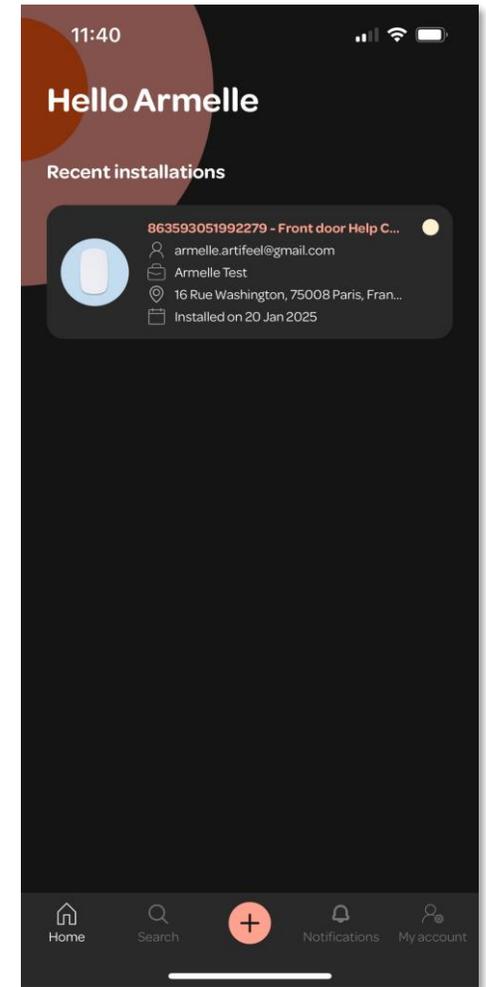
The firmware is being validated



Wait for the installation to complete



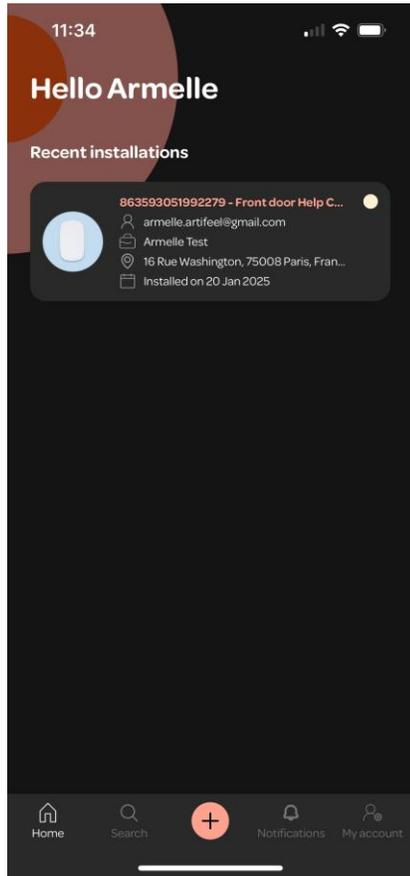
The installation is complete!



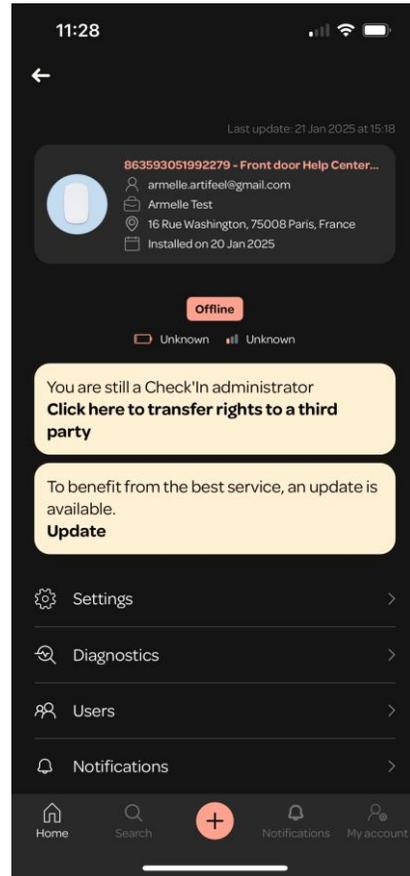
You can find the Check'In on the main page of your app, as well as in the "Search" menu

Updating the Check'In 1/3

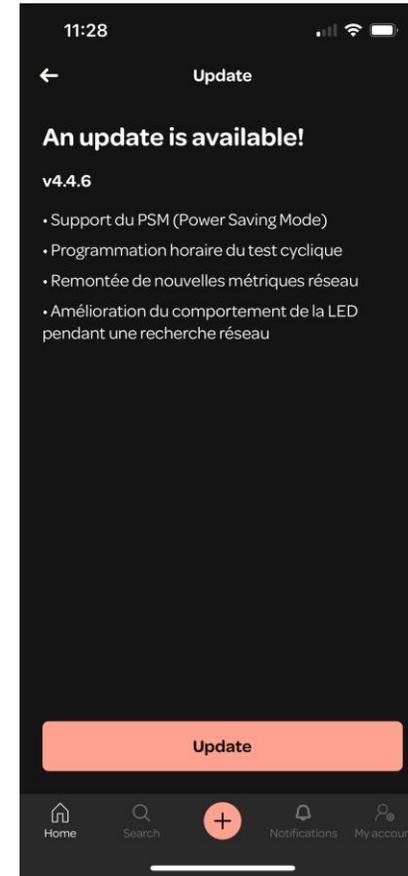
If the Check'In is not up-to-date, a yellow circle will appear in the top right corner of its card on the application's main page.



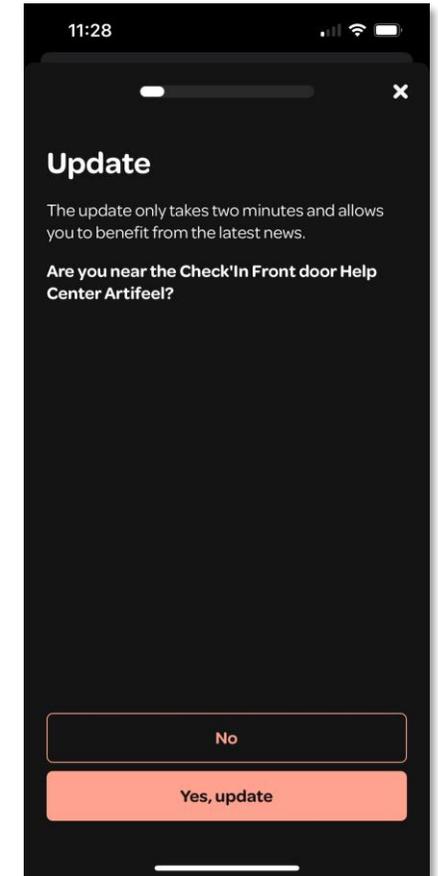
Tap on the Check'In's card



Tap on the dedicated yellow box

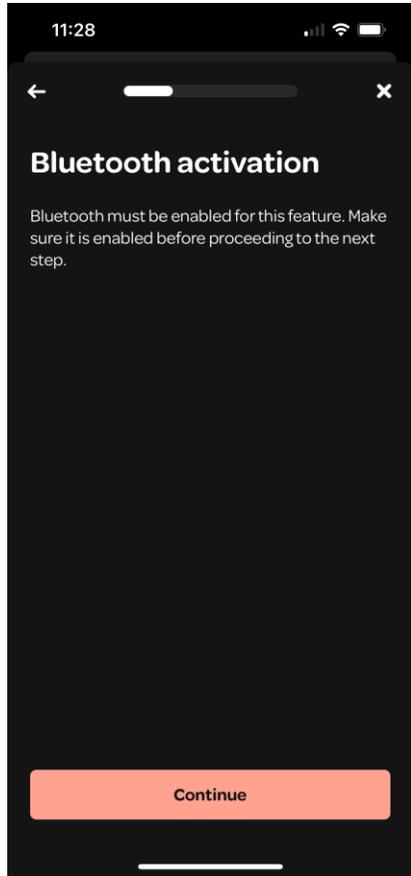


Tap on "Update"

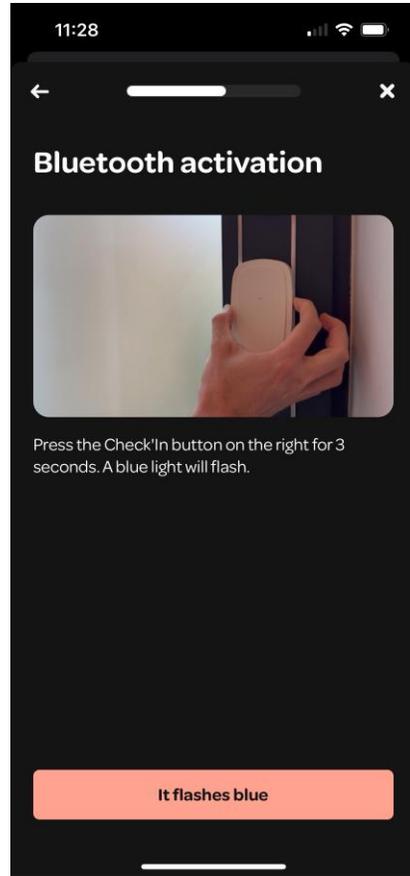


Select "Yes, update"

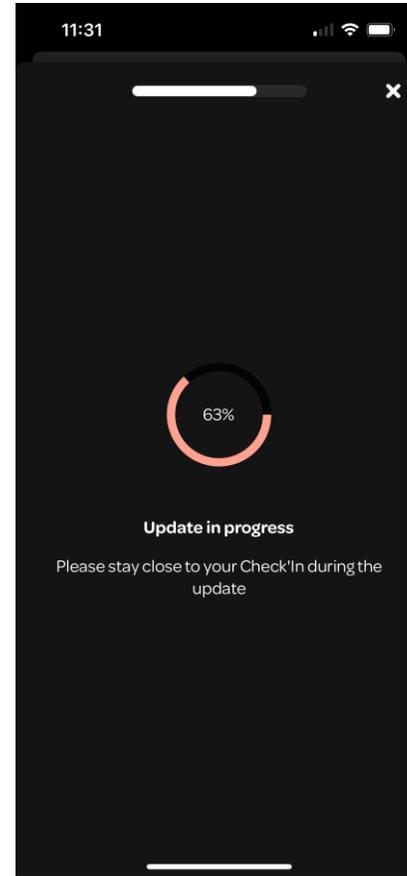
Updating the Check'In 2/3



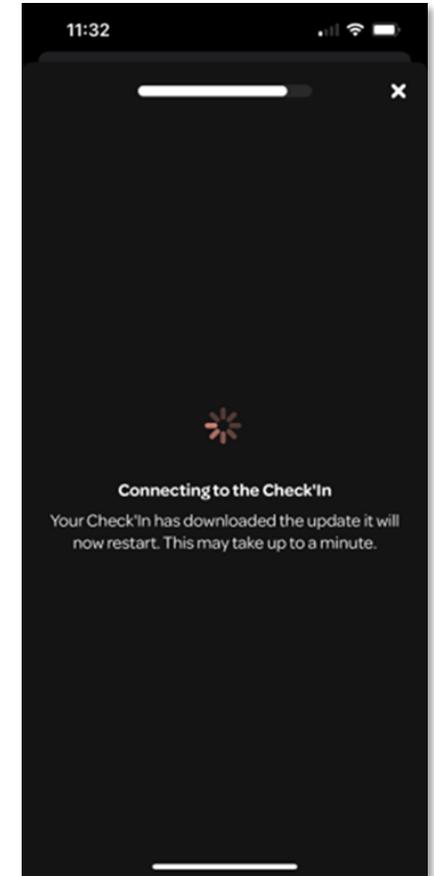
Enable Bluetooth on your phone, then tap on “**Continue**”



Press the Check'In button for three seconds until the LED flashes blue



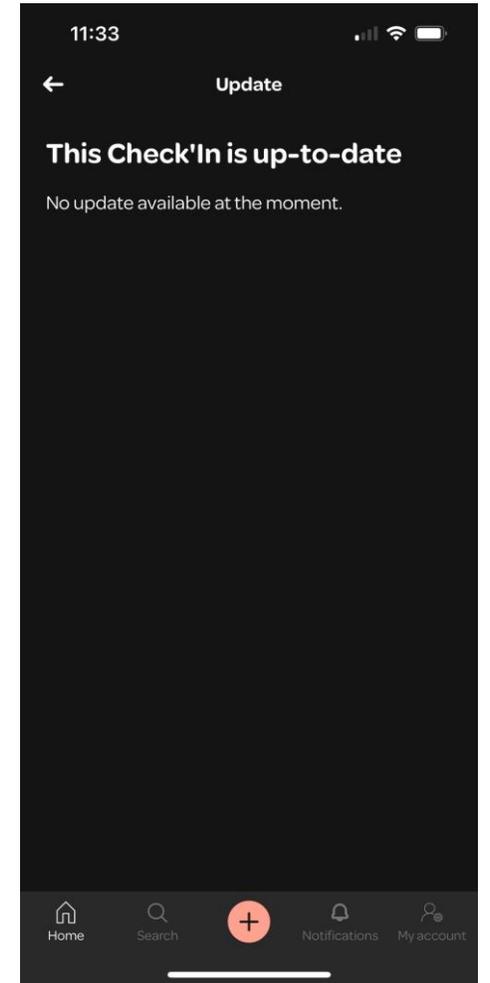
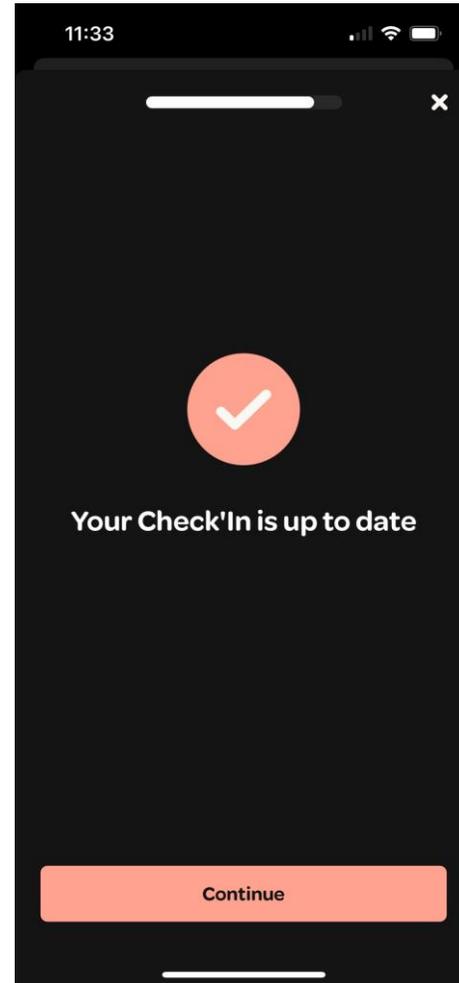
The update is starting



Once the update is downloaded, the Check'In restarts

Updating the Check'In 3/3

Once the Check'In is updated, tap on “**Continue**”. The update is complete!





Testing procedure

- 1** Exit the area to be secured and close the door. Wait for **one minute** (this is the delay during which the Check'In detection is paused).
- 2** Strike the door **firmly** (either **5 slow knocks** or **15 rapid knocks**).
- 3** An **audio message** will then announce: "*Warning, this site is secured. The alarm will sound in a few seconds...*".
- 4** Once the audio message is complete, the microphone records a 15-second **audio clip**. **The siren then activates for three minutes.**
- 5** Simultaneously, depending on your preferences, **you will receive a notification on your phone** and/or a text message and/or an email.

Explanation of the Check'In LED's behaviours

LED colour	Explanations
 White (the LED blinks slowly)	The Check'In is searching for a network
 White (the LED blinks rapidly, every 5 seconds)	The Check'In is exchanging data with our server and your application
 Blue	Bluetooth is enabled
 Green	The Check'In has detected a vibration (e.g., knocks on the door)
 Red	<ul style="list-style-type: none">• The Check'In's battery level is too low• The Check'In is resetting• (Only for the Check'In Pro 2) The Check'In has detected motion

Explanation of the Check'In's button

Button press	Action
Triple press	The Check'In is connecting to the server (the LED blinks white)
Long press of 3 seconds	Bluetooth activation (the LED blinks blue)
Long press of 9 seconds	Reset of the Check'In (the LED lights up red once)

For more information on the Check'In alarms, you can visit our Help Center at <https://support-pro.artifeel.com/hc/en-gb>

The logo for Artifeel features the word "Artifeel" in a dark blue, sans-serif font. A light blue circle is positioned behind the dot of the letter 'i'. Below the main name, the tagline "secure • smart • easy" is written in a smaller, dark blue, sans-serif font, with dots separating the words.

Artifeel
secure • smart • easy

