

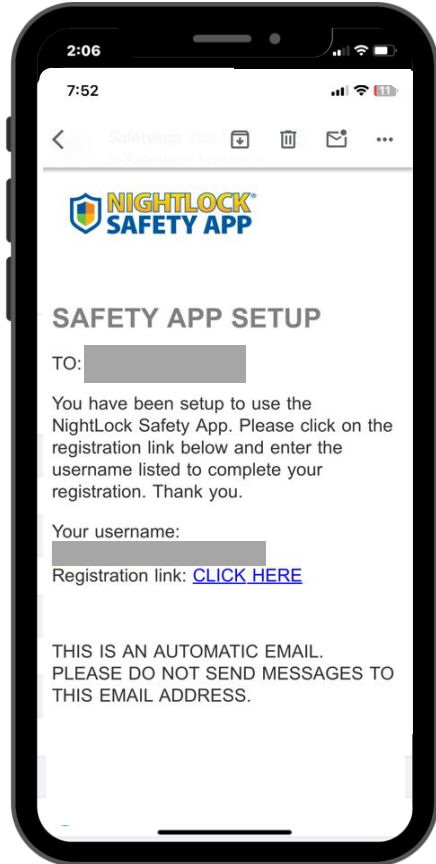


Prevent
Prepare
Respond

Nightlock Safety App User Guide

App Registration
Phone Setup – Apple iPhone & Android Phone

App Registration

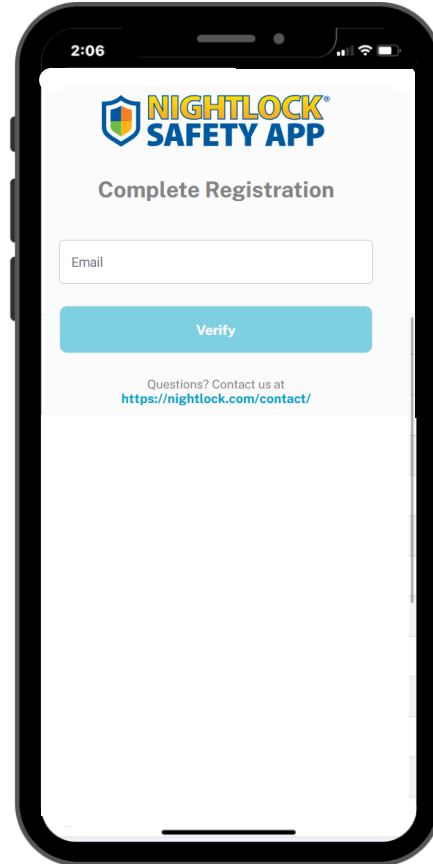


STEP 1

This is the incoming email from your Administrator notifying you that you must register to get access to the app.

IMPORTANT:
YOU MUST COMPLETE ALL STEPS ON YOUR PHONE, NOT ON A TABLET OR COMPUTER.

- Click the **Blue Link**



STEP 2

Enter **EXACTLY** the email address from the previous screen – this is most likely your work email address.

- Click the **Verify** button

2:06

Complete Registration

Email Address *

First Name *

Last Name *

Country Code *

USA/Canada (+1)

Mobile Number *

(Enter mobile number the Safety App will be installed on)

Alternate Number

STEP 3

- Enter your first name as you are known within the organization – for example Joe instead of Joseph
- Enter your last name
- Leave Country Code as is
- **IMPORTANT:** Enter your mobile phone number of the cell phone that the app is being installed on
- Enter an alternate phone number, if any

2:06

NIGHTLOCK SAFETY APP

SAFETY APP SETUP

TO: [REDACTED]

You have been setup as a NightLock Safety App user. Please follow the steps below to complete your registration. From your mobile device, Please download the Nightlock Safety app via the links below.

Download on the App Store | GET IT ON Google Play

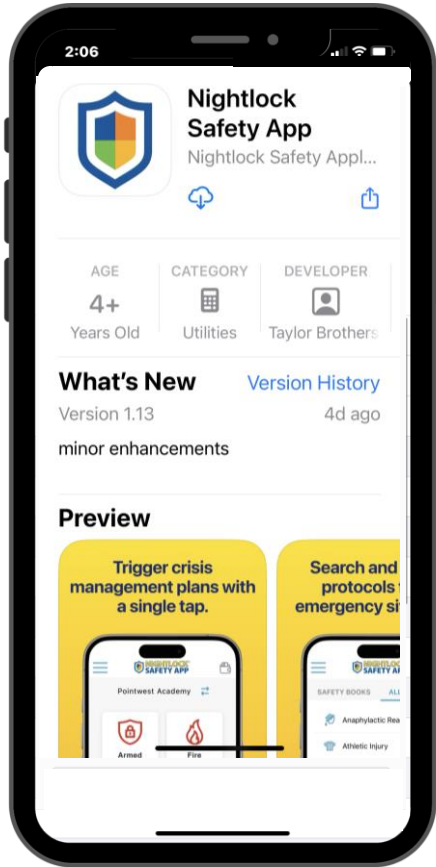
Use the following username and temporary password to access the app. You will be prompted to change your password after you log in.

Your username: [REDACTED]
Your temporary password: f5qzz4yf6d


Please contact support@nightlock.com if you have questions.

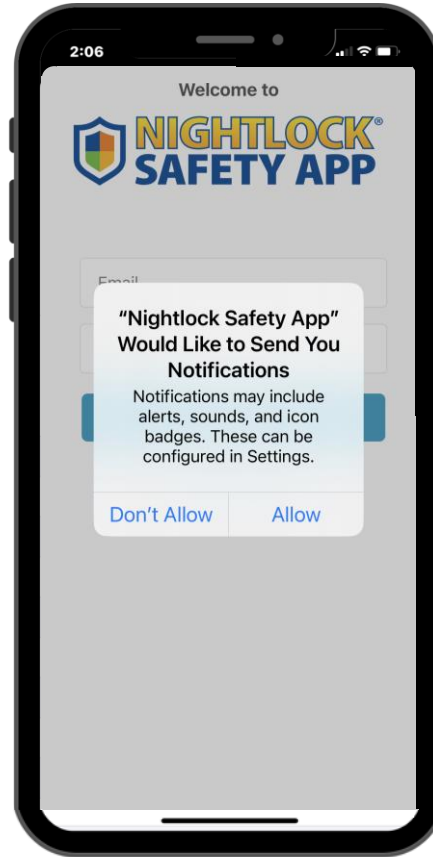
STEP 4

- Once the data has been entered and submitted, you will get this email.
- Download the app from AppStore or Google Play
 - Write down your temporary password – you'll need it later



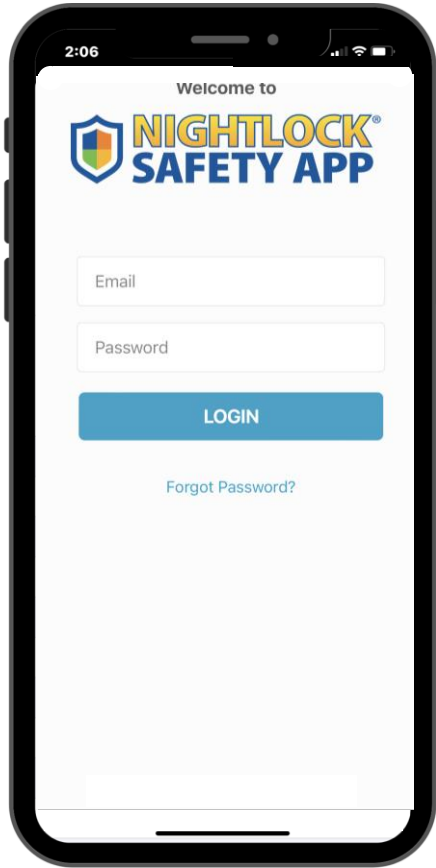
STEP 5

Click the  (Download) button to download the app to your phone – picture is from AppStore



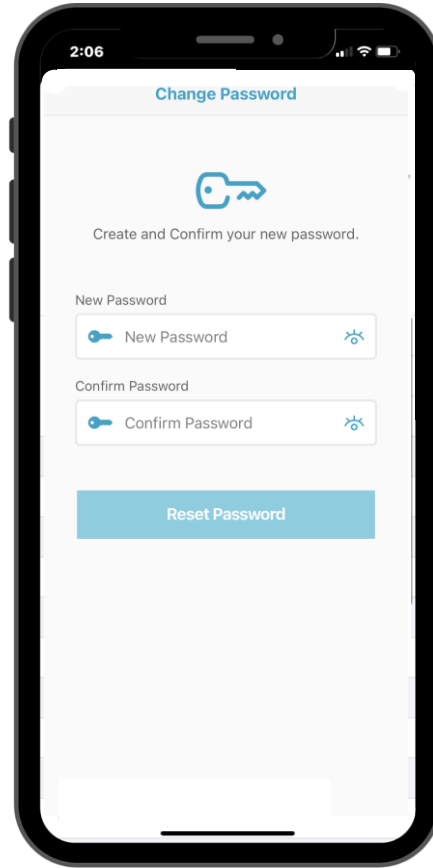
STEP 6

IMPORTANT:
Tap Allow to receive alert Notifications via SMS (messages) and email



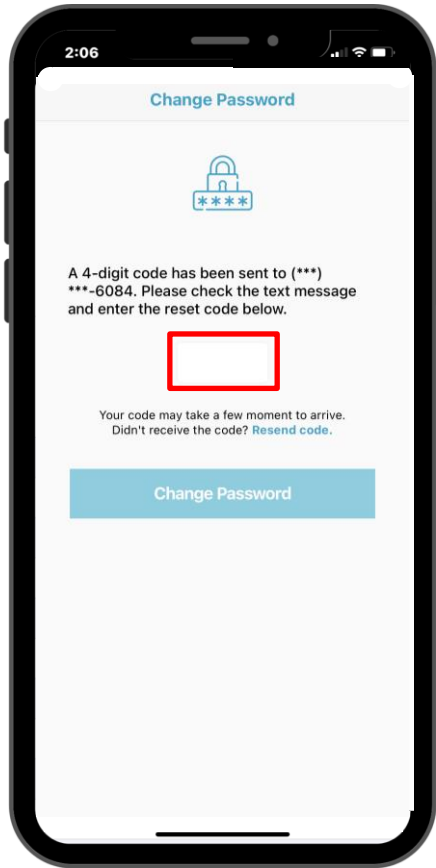
STEP 7

- Enter your email address
- Enter your **temporary password**
- Click the **Login** button



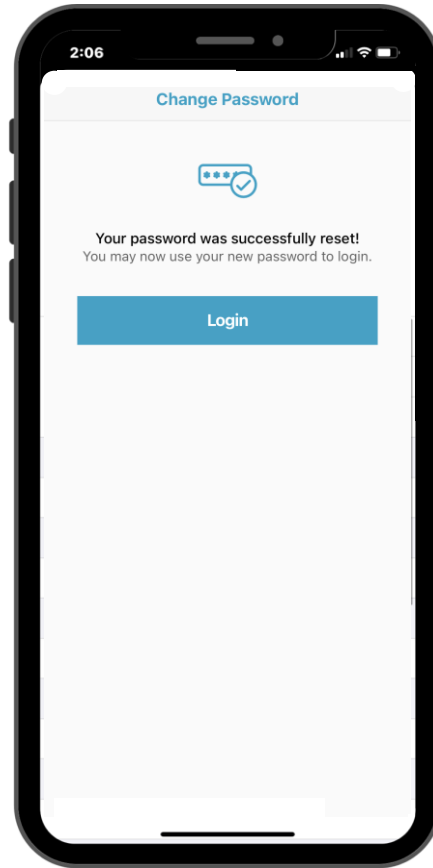
STEP 8

- Enter and Confirm your new password
- Click the **Reset Password** button



STEP 9

- Check your phone for a 4-digit code
- Enter the 4-digit code in the highlighted red area
- Click the **Change Password** button

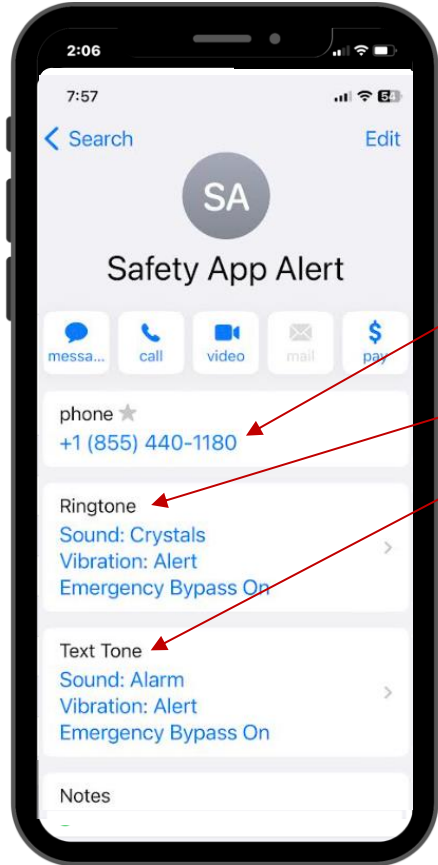


STEP 10

YOU ARE DONE!

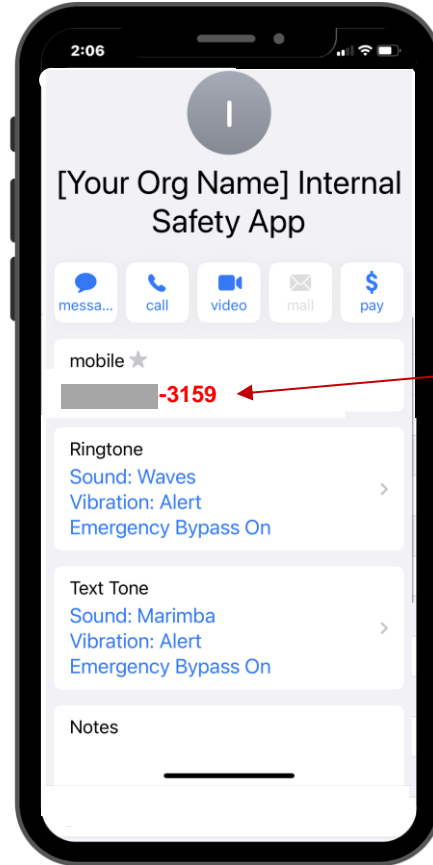
- Click the **Login** button to access the Nightlock Security App

Apple iPhone Setup



STEP 1

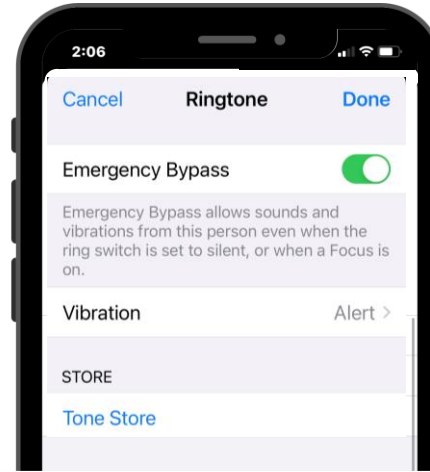
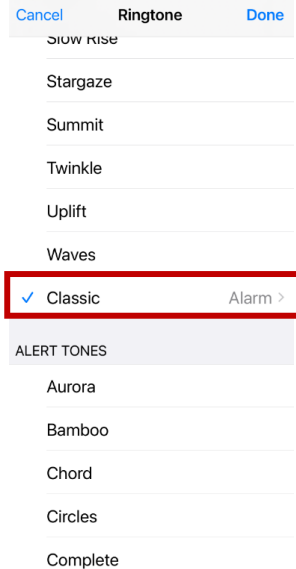
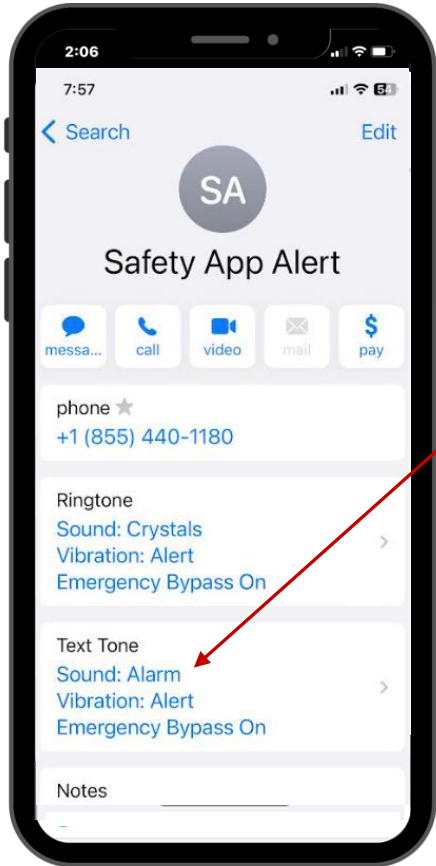
- Open **Contacts** on your Phone
- Create a **NEW** contact – recommended name is **Safety App Alert**
- Enter the phone number you see on the left
- Set desired **Ringtone Sound and Vibration**
- Set desired **Text Tone Sound and Vibration**
- **NOTE:** Select **Classic->Alarm** for the Sound or any other loud Sound that you know is an App Alert sound if activated
- Turn on **Emergency Bypass** by scrolling to the top of Alert and Ringtones and activate it



STEP 2

- Create another contact for your organization's internal alerts and communications
- Give this contact a logical name
- Enter your **Organization's Special local App Phone Number** as provided by your Administrator
- Set desired **Ringtone Sound, Vibration** and turn on **Emergency Bypass** by scrolling to the top of Ringtones and activate it
- Do the same for Text Tone

For Apple iPhone Users



STEP 3

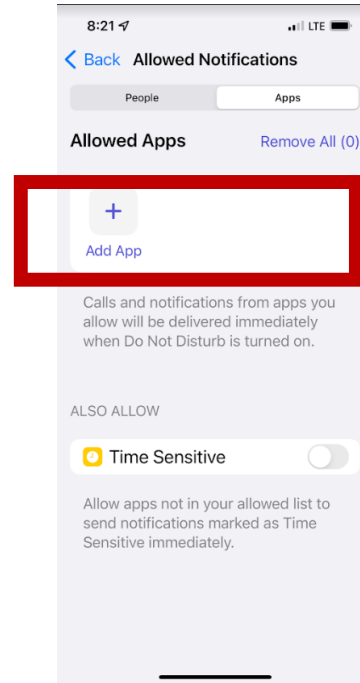
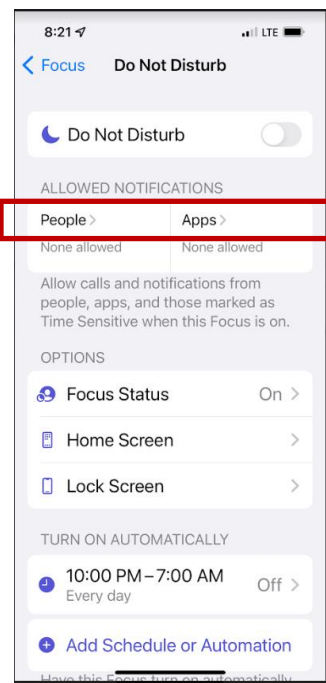
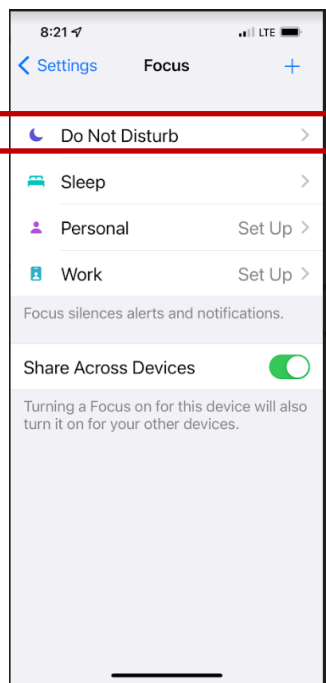
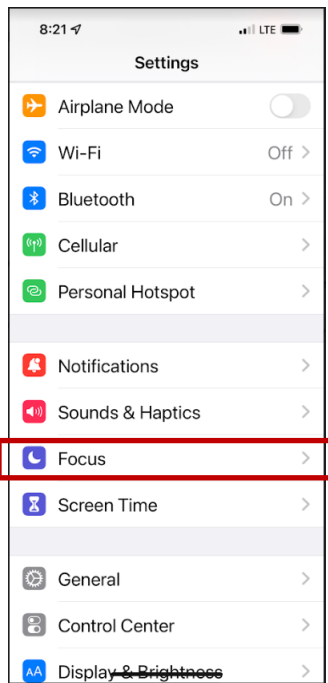
- Go to the top of the Ringtone setting
- Activate **Emergency Bypass**
- Select your desired **Vibration**



STEP 5

IMPORTANT: Make sure your phone volume is **UP**. Safety App Notifications can override the DO NOT DISTURB mode but not your phone's volume settings!

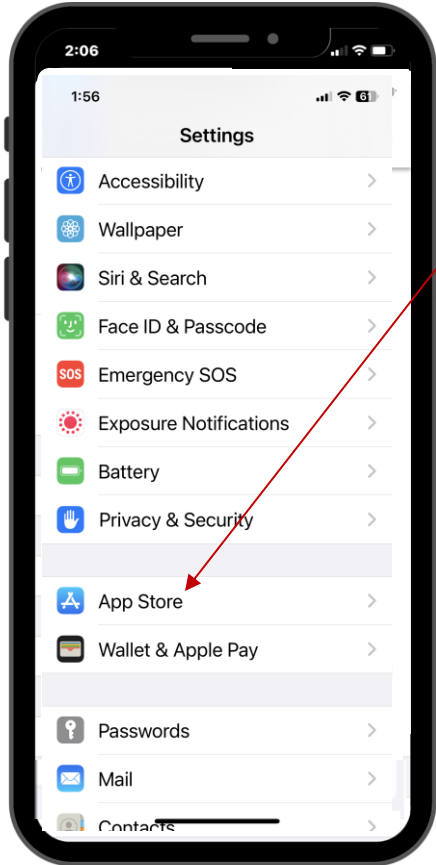
For Apple iPhone Users



STEP 4

- Go to **Focus** in Settings
- Select **Do Not Disturb**
- Select **Apps**
- Tap **Add App**
- Select **Nightlock Safety App**

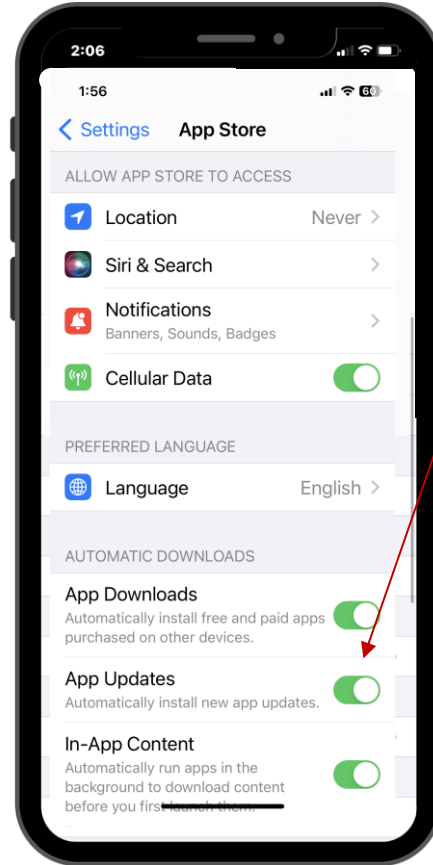
Apple iPhone Setup



SET AUTOMATIC APP UPDATES

STEP 1

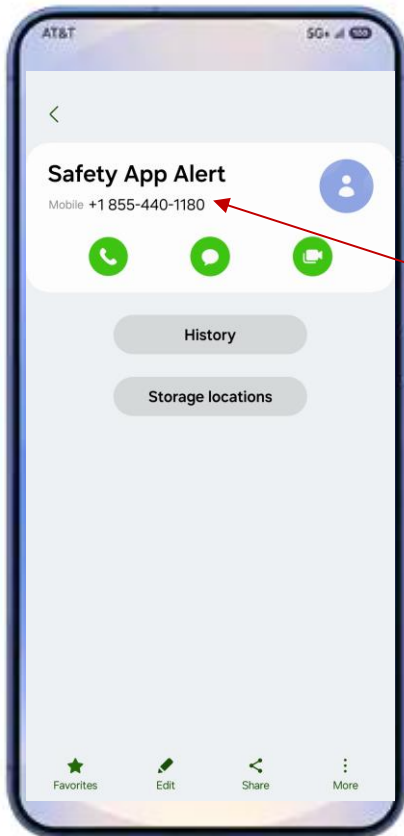
- Open **Settings** on your Phone
- Tap **App Store**
- **NOTE:** Depending on your iOS, these screens may look slightly different



STEP 2

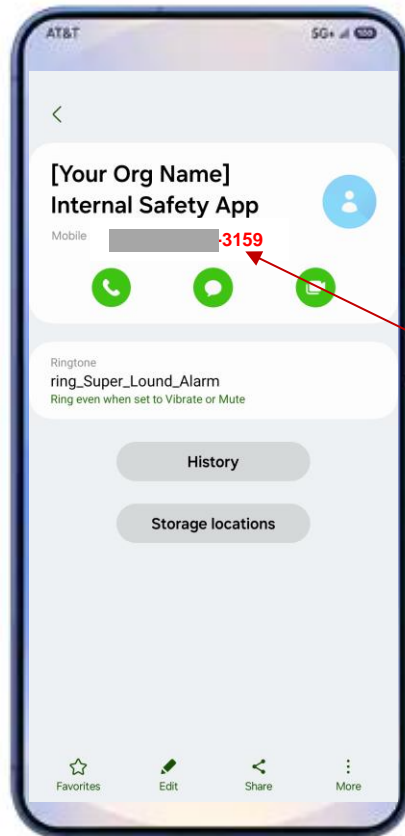
- Activate **App Updates**
- All future updates will automatically download and you don't have to do anything
- This setting applies to **ALL** your apps

Android Phone Setup



STEP 1

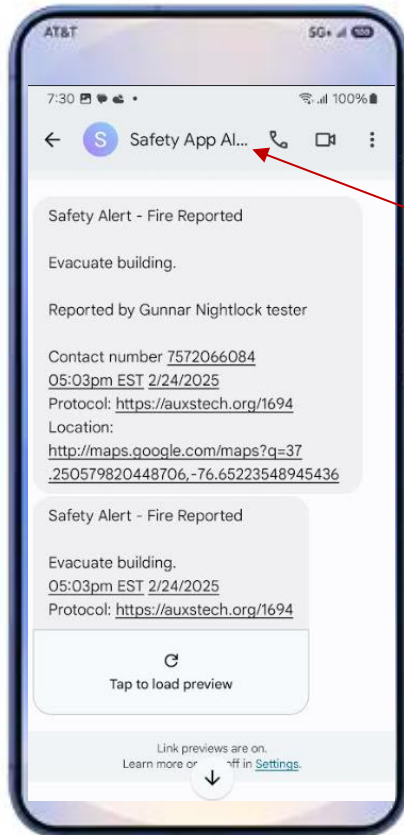
- Open **Contacts** on your Phone
- Create a **NEW** contact – recommended name is **Safety App Alert**
- Enter the phone number you see on the left



STEP 2

- Create another contact for your organization's internal alerts and communications
- Give this contact a logical name
- Enter your **Organization's Special local App Phone Number**

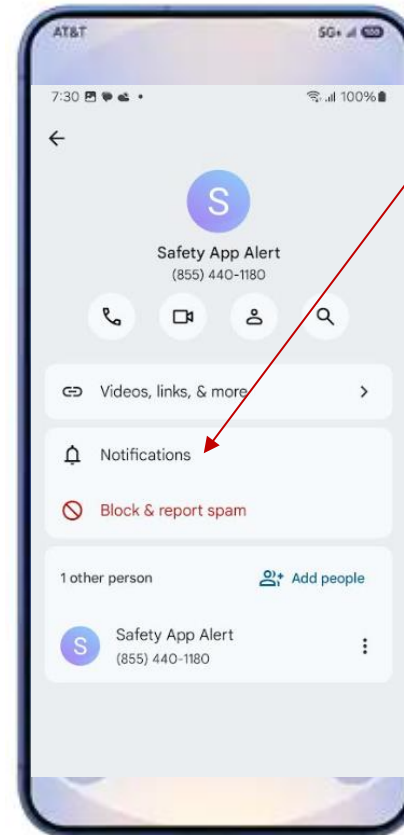
For Android Phone Users



STEP 3

- Wait for the first message to come from this **Safety App Alert** contact
- Then click on the Contact name

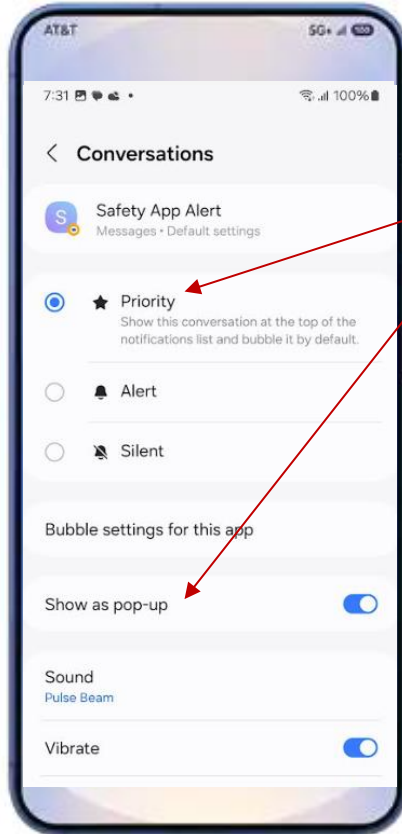
- Wait for the first message to come from the other contact [**Your Org Name**] **Internal Safety App Alert**
- Then click on that Contact name



STEP 4

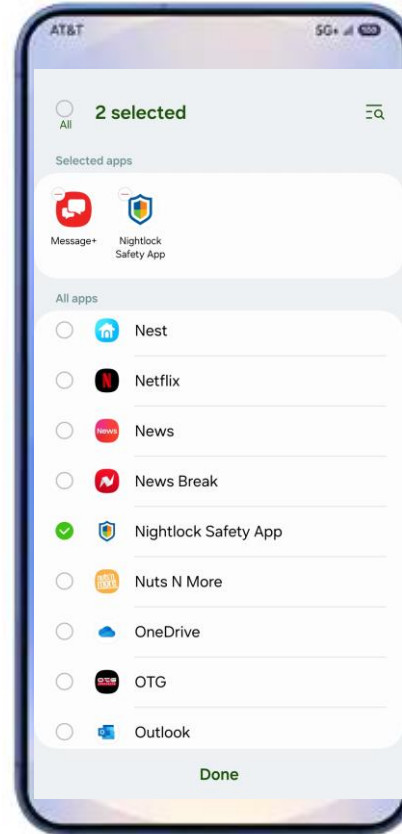
- Click on **Notifications**

For Android Phone Users



STEP 5

- Once you get to this **Conversations** screen, activate **Priority** and **Show as pop-up**. Select a Sound that you'll hear when an Alert is activated. Make sure the Sound is **unique** and not used for regular phone or text messages
- Activate **Vibrate** and **App icon badges**



STEP 6

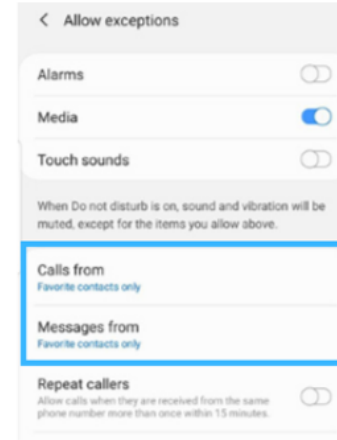
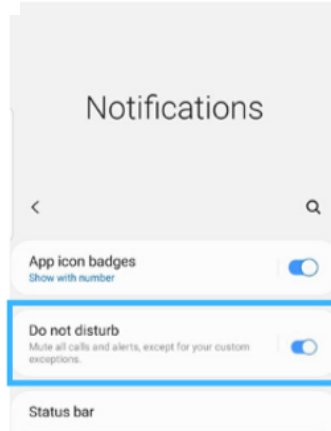
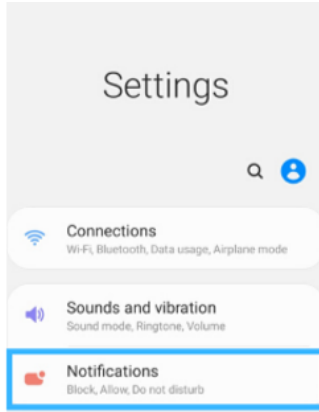
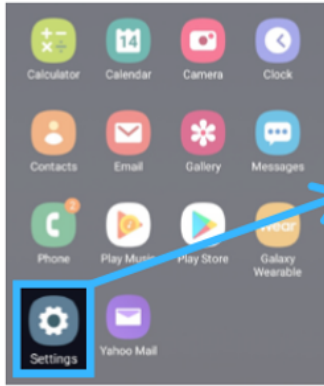
- Go to **Notifications** in Settings
- Select **Do Not Disturb**
- Select **Apps Notifications**
- Tap **Add App**
- Select **Nightlock Safety App**

For Android Phone Users



STEP 7

Set Exceptions! Follow the steps as shown

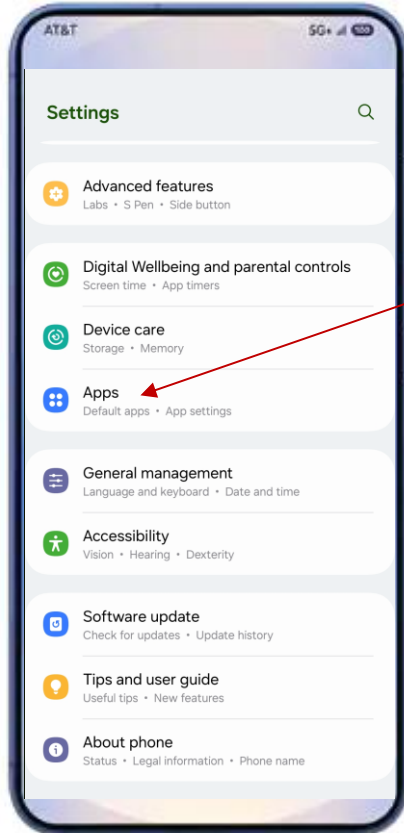


STEP 8

IMPORTANT: Make sure your phone volume is **UP**. Safety App Notifications can override the **DO NOT DISTURB** mode but not your phone's volume settings!



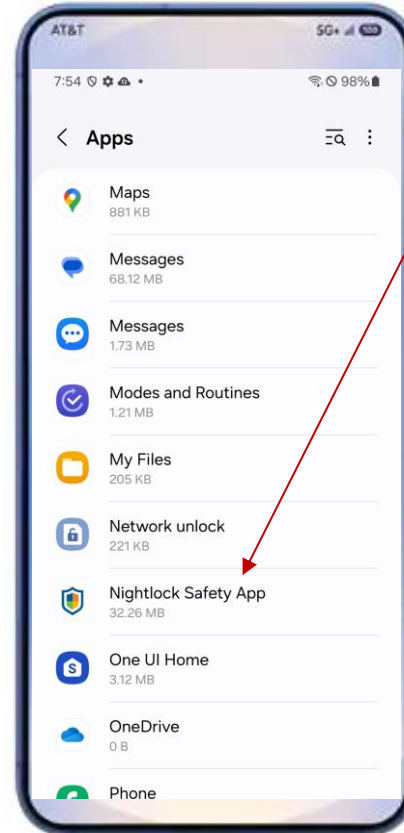
For Android Phone Users



SET AUTOMATIC APP UPDATES

STEP 1

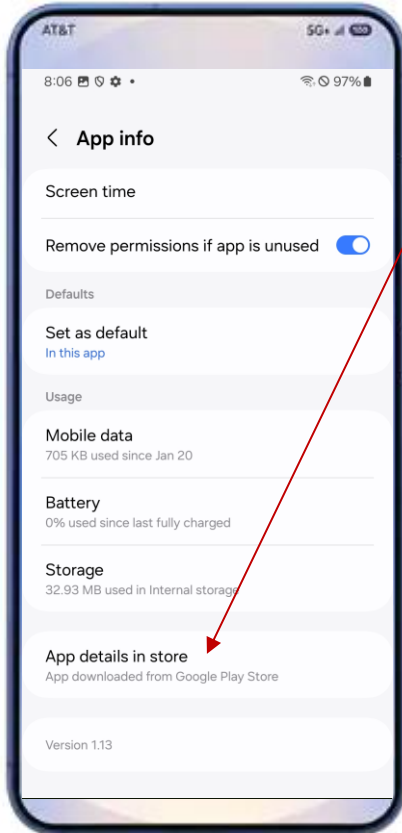
- Open **Settings** on your phone
- Scroll down to **Apps** and tap it



STEP 2

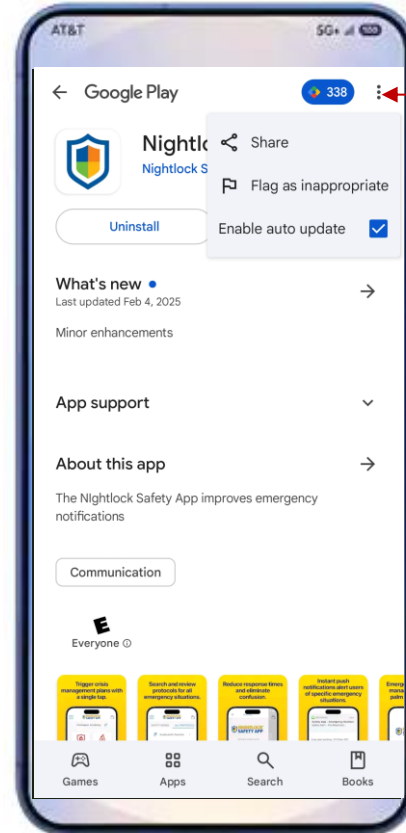
- Scroll down to **Nightlock Safety App** and tap it

For Android Phone Users



STEP 3

- Scroll down to **App details in store** and tap it



STEP 4

- Tap **⋮** in the upper right corner
- Make sure **Enable auto update** is checked