



# **USER MANUAL**

#### **1** : ADMINISTRATOR MENU



# **△** CAUTION

During the above operation, you can follow the voice prompts.

#### 2 : ENTER TO ADMINISTRATOR MODE



a. Touch the key area, and then the keyboard light will be on.
b. First press [\*] twice, then enter the management password, and then press [#] to confirm.

c. Voice prompt: "You have entered the management mode".
d. Under the factory default, there is no administrator. In such a case when using the lock for the first time, the user needs to add the management password.

#### ▲ CAUTION

If the identification of the administrator fails, it will give a voice "input error". If the identification is successful, directly enter the main menu, press the [\*] key to exit, press the corresponding number to enter the sub-menu.

#### 3 : USER SETTING

Enter the user setting mode, to add user fingerprint, password and card and select the operation below according to the unlocking method you need to add.

# **3.1 : ADD FINGERPRINT**

a. Press [\*] twice to enter management mode, press [1] to enter the user setting mode, and then press [1] to add user fingerprint.

b. Input the user number that needs to add fingerprint, and press [#] to confirm.

c. Place the fingerprint to be added on the fingerprint collector, when you hear "please take away your finger and put it again" take away your finger and put it back into the fingerprint area five times and when you hear "add successfully", the user fingerprint wil be added successfully.

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When recording fingerprints, it is recommended to collect fingerprints from multiple angles up and down, left and right.



# 3.2 : ADD PINCODE

a. Press [\*] twice to enter management mode, press [1] to enter user setting mode, and then press [2] to add user Pincode.

b. Input the three-digit user numbers, and press [#] to confirm.

c. Enter the 6-8 digit door unlocking pincode you want to add and press [#] to confirm, and then input the door opening pincode again and press [#] to confirm. It would be completed when you hear the voice prompt "add successfully".

# 3.3 : ADD RFID TAG

a. Press [\*] twice to enter management mode, press [1] to enter user setting mode, then press [3] to add user cards.

b. Input the three-digit user numbers, and press [#] to confirm.

c. Put the card near to the magnetic card identification area, until you hear the voice prompt "add successfully".

# **3.4 : DELETE FINGERPRINT**

a. Press [\*] twice to enter management mode, press [1] to enter user setting mode, and then press [4].
b. Press [1] to delete a single user, Input the user number to be deleted, and press [#] to confirm. It will be completed until you hear the voice prompts "delete successfully".

c. Press [2] to enter the delete all mode. It will be completed until you hear the voice prompts "delete successfully".

# 3.5 : DELETE PINCODE

a. Press [\*] twice to enter management mode, press [1] to enter user setting mode, and then press [5].
b. Press [1] to delete a single user, input the user number to be deleted, press [#] to confirm. It wil be completed until you hear the voice prompts "delete successfully".

c. Press [2] to enter the delete all mode. It will be completed until you hear the voice prompts "delete successfully".

# 3.6 : DELETE RFID CARD

a. Press [\*] twice to enter management mode, press [1] to enter user setting mode, and then press [6].
b. Press [1] to delete a single user. Enter the user number that needs to be deleted, press [#] to confirm. It will be completed until you hear the voice prompts "delete successfully".

c. Press [2] to enter the delete all mode. It will be completed until you hear the voice prompts "delete successfully".

# 3.7 : MODIFY ADMINISTRATOR PASSWORD

a. Press [\*] twice to enter management mode. Press [1] to enter the enter user setting mode and then press [7] to change the administrator password.

b. Enter the new administrator password (6-8 digits), press [#] to confirm, enter the new management password again, press [#] to confirm. It will be completed until you hear the voice prompts "set successfully".

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After the installation is completed, please change the management password in a timely manner.

#### 4 : SYSTEM SETTING

#### 4.1 : VOLUME SETTING

a. Press [\*] twice to enter the management mode, press [2] to enter the system setting mode then press [1] to enter the volume settings;

b. Press [1] to set the high volume mode. It will be completed until you hear the voice prompts "set successfully".

c. Press [2] to set the medium volume mode. It will be completed until you hear the voice prompts "set successfully".

d. Press [3] to set the low volume mode. It will be completed until you hear the voice prompts "set successfully".

e. Press [4] to set the mute mode. It will be completed until you hear the voice prompts "set successfully". No voice prompts for the whole system in mute mode (except alarm tone and operation management menu).

#### **5 : SYSTEM INQUIRY**

# 5.1 : ANTI-COUNTERFEITING CODE INQUIRY

Press [\*] twice to enter the management mode. Press [3] to enter the system inquiry, then press [1] to enter the anti-counterfeiting code inquiry, and the voice prompt will announce the anti-counterfeiting code of this lock.

#### 5.2 : TIME INQUIRY

Press [\*] twice to enter the management mode, press [3] to enter the system query, and then press [2] to enter the time query, and the voice prompt will announce the current smart lock system time.

#### 6 : NETWORK SETTINGS (ONLY WIFI VERSION IS AVAILABLE)

Press [\*] twice to enter the management mode, press [4] to enter the network settings, press [1] to turn on the network, press [2] to turn off the network.

# 7 : METHOD OF USE

# 7.1 : OPERATION IN THE COMMON MODE



# 7.1.1 : PINCODE UNLOCK

a. Add the password, and press [#] to confirm. It will mean to complete the successfully password verification, when you hear the voice prompt "Verified successfully please open the door".
b. Press the handle down to open the lock.

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You can add any dummy password before and after the user password, and the length of the password including the dummy password should not



#### 7.1.2 : FINGERPRINT UNLOCK

a. Put the finger of which fingerprint has been added in the correct way on the fingerprint collector. When fingerprint verification success, it will give the voice prompt "Verified successfully, please open the door".

b. Press the handle down to open the lock.



# 7.1.3 : RFID TAG UNLOCK

a. Put and expose the induction card which has been added to the keyboard area. When the induction card is verified successfully it will give the voice prompts "Verified successfully please open the door".
b. Press the handle down to open the lock.

# 7.2 : LOCK THE DOOR



7.2.1 : LOCK EXTERNALLY

Lift the handle upward outdoor to unlock the door



7.2.2 : LOCK INTERNALLY

Lift the handle upward indoor to unlock the door



7.2.3 : DOUBLE LOCK

Turn the knob which the door can't unlock from outdoor

# 7.3 : UNDER THE SECURITY MODE

a. Press [\*] twice to enter the management mode, press [2] to enter the [system settings] press [2] to enter the door opening mode setting and then press [2] to select the security mode, it will give the voice prompt "set successfully".

b. Under the security mode, any two combinations of fingerprint, password and card, can be use to unlock the door.

# 7.4 : EMERGENCY OPENING METHOD



# 7.4.1 : MECHANICAL KEY

In case of emergency such as forgetting the password, running out of battery power or the system cannot operate, you can use the mechanical key to unlock the door.

a. Insert the mechanical key into the spare mechanical key port under the lock.

b. After turning the key, press down the handle to unlock the lock.

# 7.4.1 : MICRO USB POWER SUPPLY

When the battery runs out and there is no brass key, you can connect an external rechargeable battery or 5V1A power supply for emergency power supply, and open the door according to the normal operation steps. After opening the door with emergency power, please replace the battery in the lock in time.

# 7.5 : NORMALLY OPEN FUNCTION

a. Press [\*] twice to enter the management mode, press [2] to enter the system setting, and then press [2] to enter the door opening mode setting.

b. According to the voice prompt, press [3] to select the normally open mode.

c. Under the normally open mode, press the outdoor handle to unlock the door.

d. In the normally open mode, press [999] + [#] to exit the normally open mode.

# 7.6 : TRY TO RELEASE THE FROZEN-STATE FUNCTION

If you enter the wrong Fingerprint, Pincode or RFID Card for 5 times within 5 minutes, the system will be locked for 90 seconds and cannot be unlocked within 90 seconds and there will be a voice prompt "system has been locked".

The frozen state refers that when inputting the irrcorrect combination of the Fingerprint, Pincode and RFID Card for 5 times in a row, the system will lock 90 seconds, during which the door can not be unlocked by Fingerprint, Pincode, or RFID Card.

# 7.7 : BATTERY POWER DETECTION

When the battery voltage is lower than 4.8V, every time the panel lights up, it will give the voice prompts "battery power is low, please replace the battery in a timely manner", and the panel low battery icon lights up.

This product can be placed AA type battery, and 4 AA type battery can support the normal use of the lock.



**△** CAUTION

The pictures in the User Manual is for reference only which shall be subject to the product in kind.



www.lenovosmartlock.com