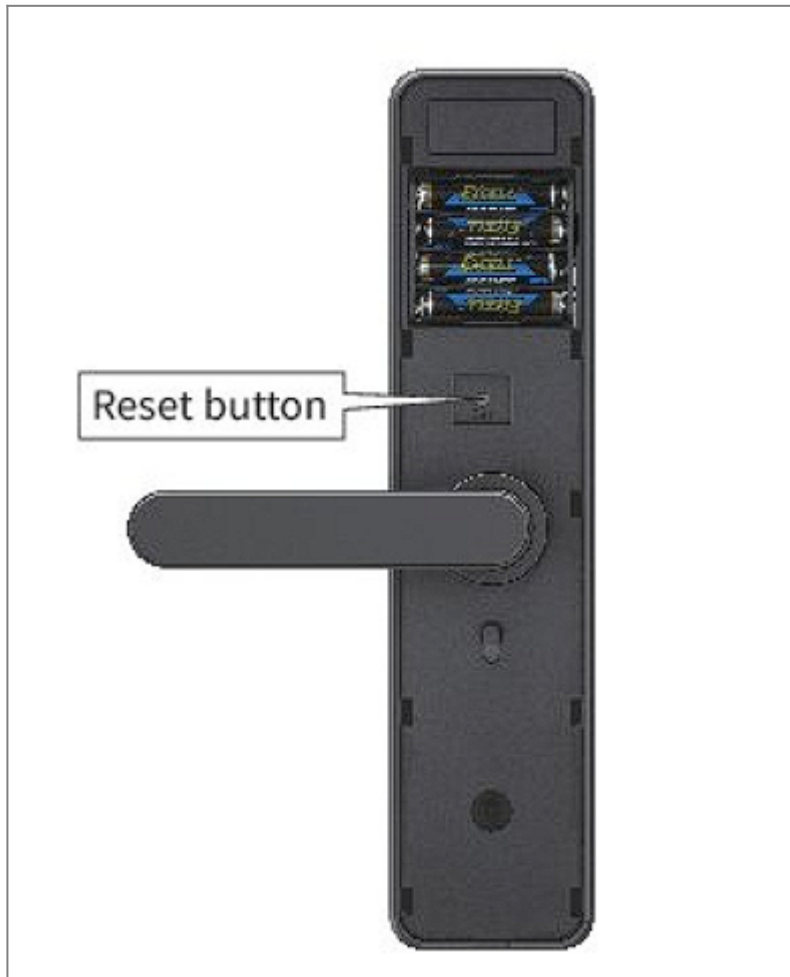


## 9. Smart Door Lock

9.1 Reset Smart Door Lock Press “Reset” button at rear door lock body When you hear the voice notification, press 000 # to restore factory settings.



### 9.2 Change Language

- \*39 # Admin Password #
- Press 1 #, switch to Chinese.
- Press 2 #, switch to English.

### 9.3 Reset Smart Door Lock and Change Admin Password (If You Forgot the Current Password)

- Press “Reset” button at rear door lock body
- Once you heard notification voice, press 000 # to factory reset the door lock.
- Press \* 12 #.
- Listen to the voice prompt and enter default 6-digit password 123456 #.
- Listen to the voice prompt and enter a new 6-digit password xxxxxx #.
- Re-enter the new 6-digit password to confirm: xxxxxx #.
- Voice notification confirms the password change.

### 9.4 Change Admin Password (If You Know the Current Password)

- Press \* 12 #.

- Listen to the voice prompt and enter current 6-digit admin password: xxxxxx #.
- Listen to the voice prompt and enter a new 6-digit password: xxxxxx #.
- Re-enter the new 6-digit password to confirm: xxxxxx #.
- Voice notification confirms the password change.

### 9.5 Add a Fingerprint

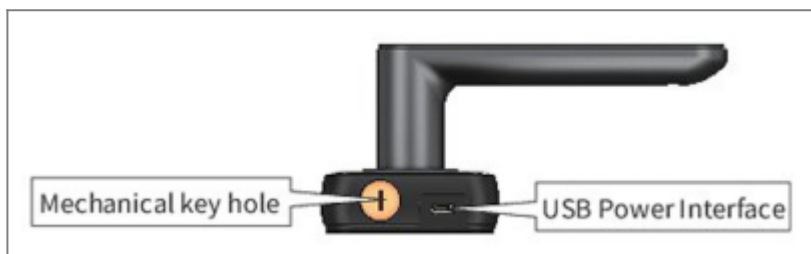
- Press \* 80 #
- Listen to the voice prompt and enter current 6-digit admin password: xxxxxx #.
- Listen to the voice prompt and swipe your fingerprint on the handle.
- Swipe again
- Swipe one more time.
- Voice notification confirms successfully fingerprint registration.

### 9.6 Add a Physical RFID card

- Press \* 80 #.
- Listen to the voice prompt and enter current 6-digit admin password: xxxxxx #.
- Listen to voice prompt, swipe the RFID card in front of the smart lock.
- Listen to voice prompt, swipe the RFID card again.
- Voice notification confirms the successfully card registration.

### 9.7 Unlocking with USB Emergency Power Supply and Physical Key

- If the battery is dead, connect a 5V power bank to the micro USB port at the bottom of the smart lock’s front panel.
- Unlock using fingerprint, PIN code, or RFID card.
- Alternatively, use the mechanical key to unlock.



### 9.8 Advance Settings

Function	Actual Operation
1. Factory reset	Long press the reset button on the lock, and enter 000# after hearing the voice prompt of "Please enter the initialization password". After the lock is reset to factory settings, all fingerprints, passwords, cards and mobile phone administrators will be cleared.
2. Set the administrator password	When the administrator password is not set and the mobile phone administrator is not added, enter *12#123456#→enter the administrator password#→enter the same password# again. Note: When you need to use the mobile App to manage, this step is not selected on the APP → click Settings → click "Administrator unlock password" to enter a new administrator password. Note: Must be operated on the lock edge.

Function	Actual Operation
3. Modify the administrator password	Enter *12# original administrator password#new administrator password#same new administrator password# on the locked keyboard to modify the administrator password. When the administrator password has not been set and the mobile administrator has not been added, touch the bright panel. After hearing the voice prompt of "Please add a mobile phone (Bluetooth) administrator", add a door lock on the APP.
4. Add a mobile phone administrator	After setting the administrator password or adding a mobile phone administrator, you can enter *83#administrator password# on the lock to make the lock enter the mode where mobile phone administrators can be added again. Other App accounts are allowed to add this lock and become new administrators. Note: After adding an administrator to a new APP account, the previous account will be automatically deleted, that is, only one first-level mobile phone administrator is allowed.
5. Delete the phone administrator	In the APP, select the lock that needs to be deleted by the phone administrator, click Settings, and then click Delete. Note: After deleting the administrator on the App, the lock will be reset to factory settings. All fingerprints, passwords and cards previously added are invalid.
6. Add fingerprint	On the APP, click "Fingerprint" → Add Fingerprint → Enter the fingerprint name and validity period → Click Next → Click Start to add Press your finger on the fingerprint collector several times according to the phone screen and voice prompts. Enter *80#→Enter the administrator password#→According to the voice prompt, press your finger on the fingerprint reader several times. Note: The fingerprint added directly on the lock can be uploaded to the App through the "Upload fingerprint in the lock" function in the App for management. After adding fingerprints directly on the lock, you can continue to add other fingerprints. You can also exit the add mode by pressing a key or waiting for a timeout. Note: This function is only supported on firmware versions 5.0.1 (inclusive) and above.
7. Remove fingerprints	Click the fingerprint on the App → click the fingerprint to be deleted → click delete. Note: Must be operated on the lock edge.
8. Rename the fingerprint	Click "Fingerprint" on the App → click the fingerprint to be renamed → click the name → enter a new name.
9. Modify the fingerprint validity period	Click "Fingerprint" on the APP→click the fingerprint whose validity period needs to be modified→click the validity period>input a new validity period>click save. Note: After setting the validity period, the fingerprint can only be unlocked within the specified validity period. Must be operated on the lock edge.
10. Add a password	Click "Get Password" on the App → select the password type: Custom → select the validity period> click to set a password> enter the password to be added. Note: "Custom" passwords must be operated on the edge of the lock. Click "Get Password" on the App → select the password type: permanent/period/single/clear/cycle → click to get password. Enter *80# on the lock→enter the administrator password#→enter the new password to be added#→enter the same password# again. Note: These types of codes do not require operation on the edge of the lock. Clear password is used to delete all passwords that have been in effect on the lock. Note: To lock the directly added password, you can upload the password in the lock in the password management of the App. Upload the password to the App for management. After the password is added directly on the lock, you can continue to add other passwords. You can also press the * key or wait for a timeout to exit the add mode. Note: This function is only supported on firmware versions 5.0.1 (inclusive) and above.
11. Remove the password	Click "Password Management" on the APP → click the password to be deleted → click delete. Note: Must be operated on the lock edge.

Function	Actual Operation
12. Change password	Enter *71#administrator password# on the lock to delete all unlock passwords (administrator passwords are not deleted). On the App, click "Password Management" → click the password you want to modify and click Password → enter a new password. Note: Must be operated on the lock edge.
13. Rename password	CEnter *10#original password#new password#new password# on the lock to change the password (to change the administrator password, please use *12#) Click "Password Management" on the APP → click the password that needs to be renamed → click the name → enter the new name.
14. Modify the validity period of the password	Click "Password Management" on the App → click the password whose validity period needs to be modified → click the validity period→ enter a new validity period → click Save. Note: Must be operated on the lock edge. Click "IC Card" on the App → Add IC Card → Enter the name and select the validity period → Click OK, then swipe the card to add. Note: Must be operated on the lock edge.15.
15. Add IC card	Enter *80#→enter administrator password# on the lock, then swipe the card to add. Note: To lock the directly added IC card, you can upload the IC card to the App by going to "IC Card"→Upload the IC card in the lock in the App. After adding the IC card directly on the lock, you can continue to add other IC cards. You can also press the * key or wait for a timeout to exit the add mode. Note: This function is only supported on firmware versions 5.0.1 (inclusive) and above.
16. Delete IC card	Click "IC Card" on the APP → click the card to be deleted → click delete. Note: Must be operated on the lock edge. Enter "69#administrator password# on the lock to delete all IC cards.
17. Rename IC card	Click "IC card" on the App → click the IC card that needs to be renamed → click the name → enter the new name.
18. Modify the validity period of the IC card	Click "IC card" on the APP → click the IC card whose validity period needs to be modified → click the validity period> enter a new validity period → click save. Note: Must be operated on the lock edge.
19. Unlock	App unlock: Click the lock icon on the App to unlock. Note: The lock must be unlocked on the lock side. When there is a gateway, you can also open the remote unlocking function on the lock, and then unlock it remotely (remote unlocking is disabled by default). Touch to unlock: When the App has "touch to unlock" enabled, open the App and touch the door lock. IC card unlock: Put the added IC card in the card swiping area to unlock. Fingerprint unlock: Press the added finger on the fingerprint reader to unlock.
20. Lockout	After unlocking, it will be automatically locked after a 5-second timeout(except for temporary normally open). In normally open mode, long press the # button to lock.
21. App Key	Click "Send Key" on the App to send electronic keys to other users. The electronic key is authorized a second time, making it a secondary administrator.
22. View unlock records	Select the door lock on the App, and click the operation record to view it. Note: When there is no gateway, the unlock record of fingerprint/IC card/password can only be viewed after unlocking through the App.Click a fingerprint/IC card/password on the APP, click the operation record, you can view all the records of the fingerprint/IC card/password.
23. Dummy Password	Additional numbers can be added before and after entering the correct combination on the lock. The total length of the virtual password is 16 bits.
24. Protection Against Incorrect Password Entry	After the unlock password is entered incorrectly for 5 consecutive times, the system will lock the password keyboard. After 2 minutes, the lock will be released.

Function	Actual Operation
25. Low Battery Warning	During the locking period, the correct fingerprint, IC card, and App unlock can unlock the keyboard lock state. When the battery voltage is lower than 4.8V, touch the panel and the voice prompt "When the battery is low, please replace the battery. At the same time, the screen backlight will flash quickly for 1 second. Before unlocking with fingerprint/IC card/password, if the voice prompts that the battery is low, please replace the battery before unlocking.
26. Key	During the password input process, press the button once to delete the last entered password number. After all deleted, if you are in add mode, you can exit this mode. After all the entered numbers are deleted, press the * key three times again, and the screen will turn off.
27. Change language	In Chinese: enter "*39#administrator password#1#" In English: enter "*39#administrator password#2#" Note: the administrator password would be 123456 if no administrator is added.
28. Temporary Open Mode	After the correct password, fingerprint, and swiping card to unlock, before automatic locking, enter 123# on the keyboard to enter the temporary normally open mode. The temporary normally open mode will be invalid the next time the lock is unlocked or closed.
29. Anti Privacy Alarm	A lock with an anti-camera switch is installed. After the switch is triggered, the horn will sound an alarm for 1 minute. To turn off the anti-camera alarm: enter *32#administrator password#0# on the lock. Turn on the anti-camera alarm: enter *32#administrator password#1# on the lock. Note: When no administrator is added, the administrator password is replaced by 123456.
30. Lock Sound	The lock sound can be turned off in the App. When the lock sound is turned off, when the button is touched, the screen will flash to remind the user that the button has been pressed.

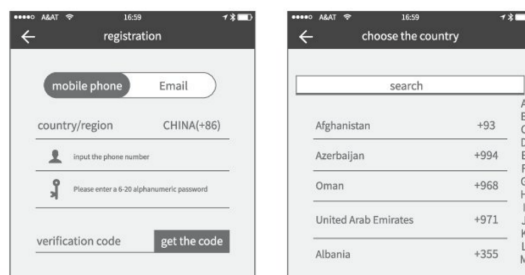
### 9.9 Smart Door Lock App Control

## 7.9 Smart Door Lock App Control

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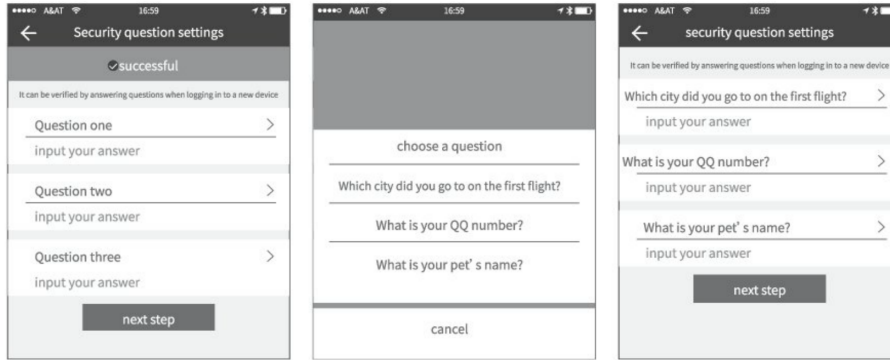
### 1.registration and login

Users can register the account by mobile phone and Email which currently support 200 countries and regions on the world. The verification code will be sent to user’ s mobile phone or email, and the registration will be successful after the verification.



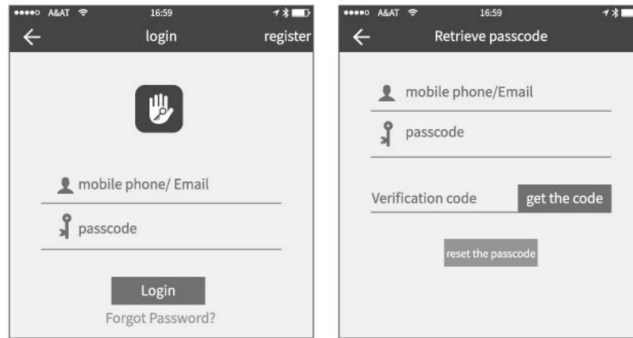
#### 1.1 security question settings

You will be taken to the security question settings page when registration is successful. When log in on a new device, the user can authenticate himself by answering the above questions.

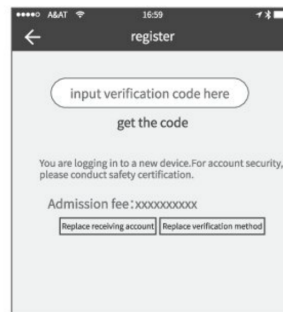


### 1.2 login authentication

Log in with your mobile phone number or email account on the login page. The mobile phone number is automatically recognized by the system and does not input the country code. If you have forgotten your password, you can go to the password page to reset your password. When reset the password, you can receive a verification code from your mobile phone and email address.



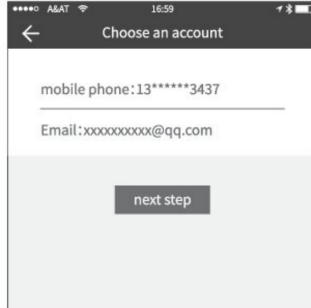
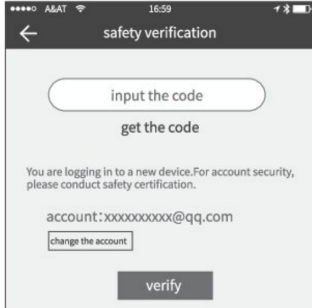
When the account is logged in on the new mobile phone, it needs to be verified. When it is passed, you can log in on the new mobile phone. All the data can be viewed and used on the new mobile phone.



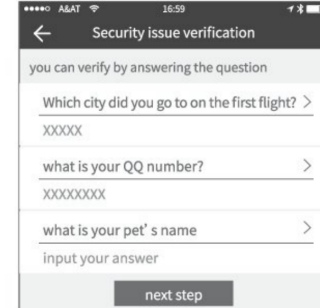
### 1.3 ways of identifying

There are two ways of security verification. One is the way to get the verification code via the account number, and the other is the way to answer the question. If the current account is set the "answer the question" verification, then when the new device is logged in, there will be an "answer question verification" option.

Verify with verification code



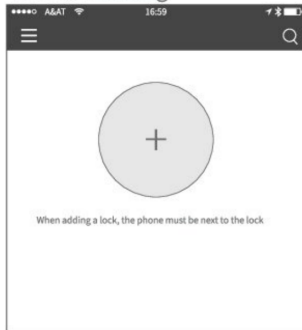
verify by answering questions



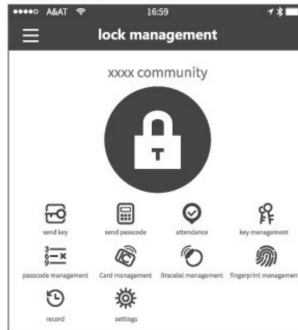
### 1.4 login successful

The first time you use the lock lock app, if there is no lock or key data in the account, the home page will display the button to add the lock. If there is already a lock or key in the account, the lock information will be displayed.

no lock adding



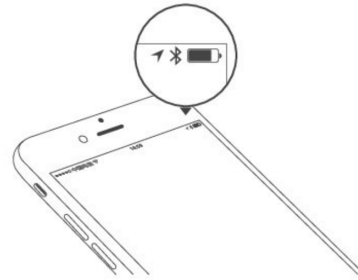
the account with lock



## 2. lock management

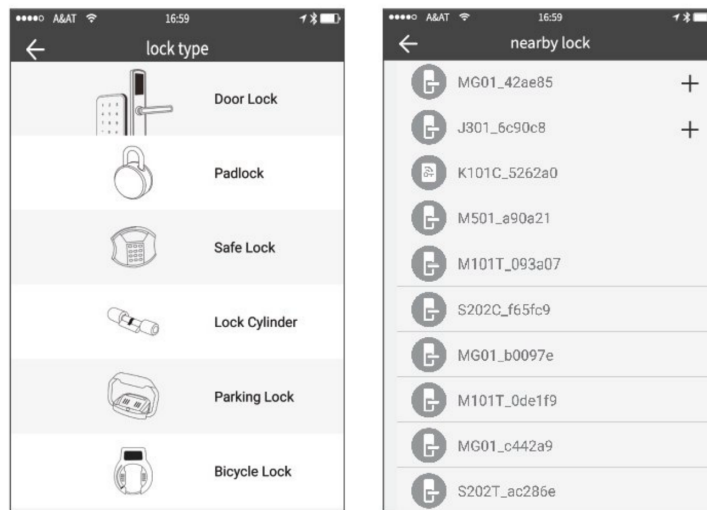
The lock must be added on the app before it can be used. The addition of a lock refers to the initialization of the lock by communicating with the lock via Bluetooth. Please stand beside the lock. Once the lock is added successful, you can manage the lock with the app including sending a key, sending a password, and so on.

When the lock is added, the adder becomes the administrator of the lock. At the same time, the lock cannot enter the setup mode by touching the keyboard. This lock can only be re-added after the current administrator has deleted the lock. The operation of deleting the lock needs to be done by Bluetooth beside the lock.

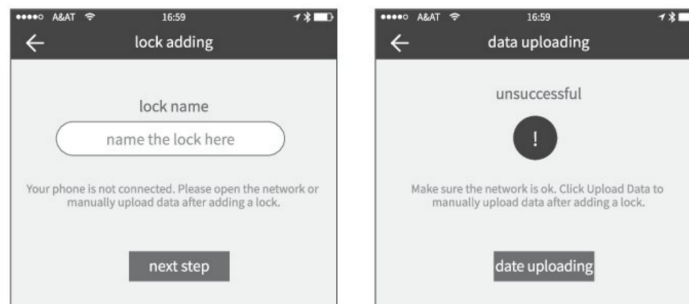


### 2.1 lock adding

The App supports multiple types of lock, including door locks, padlocks, safe locks, smart lock cylinders, parking locks, and bicycle locks. When adding a device, you must firstly select the lock type. The lock needs to be added to the app after entering the setting mode. A lock that has not been added will enter the setting mode as long as the lock keyboard is touched. The lock that has been added needs to be deleted on the App first.

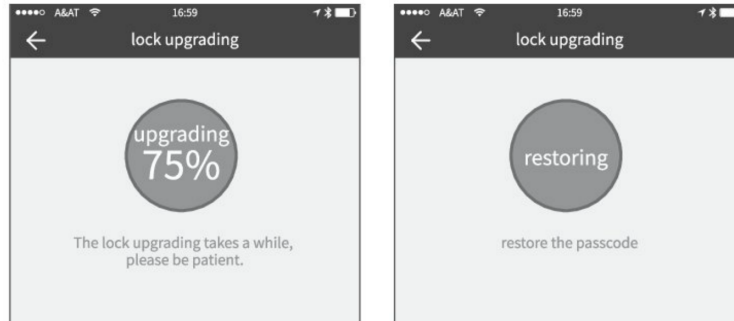


The initialization data of the lock needs to be uploaded to the network. The data needs to be uploaded when the network is available to complete the entire whole adding process.



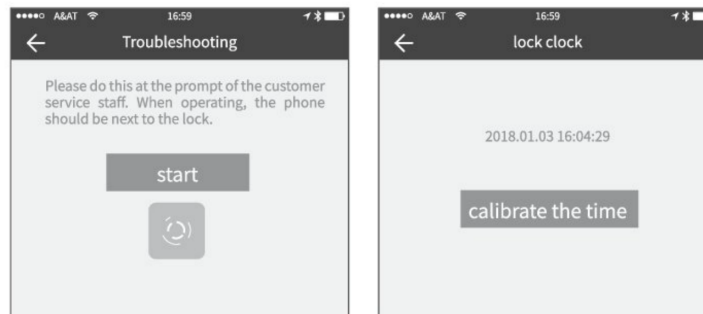
## 2.2 lock upgrading

User can upgrade the lock hardware on the APP. The upgrade needs to be done via Bluetooth next to the lock. When the upgrade is successful, the original key, password, IC card, and fingerprint can continue to be used.



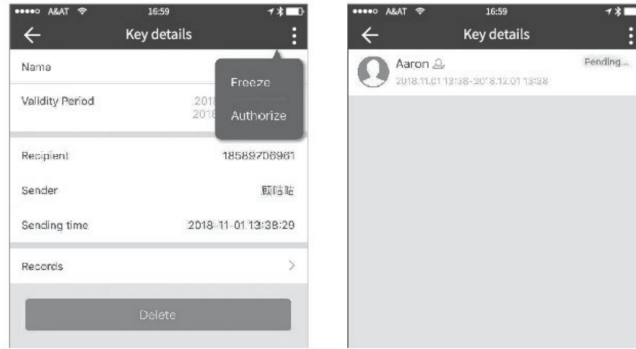
## 2.3 error diagnosis and time calibration

Error diagnosis aims to help analyse the system problems. It needs to be done via Bluetooth beside the lock. If there is a gateway, the clock will be calibrated firstly through the gateway. If there is no gateway, it needs to be calibrated by the mobile phone Bluetooth.



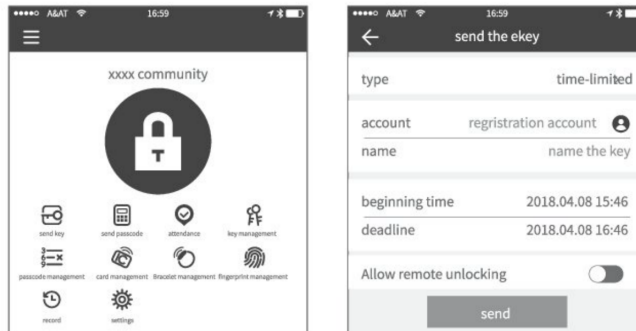
## 2.4 Authorized administrator

Only the administrator can authorize the key. When the authorization is successful, the authorized key is consistent with the administrator's interface. He can send keys to others, send passwords, and more. However, the authorized administrator can no longer authorize others.



### 3. key management

After the administrator successfully adds the lock, he owns the highest administrative rights to the lock. He can send keys to others. Meanwhile he can increase the key management that is about to expire.

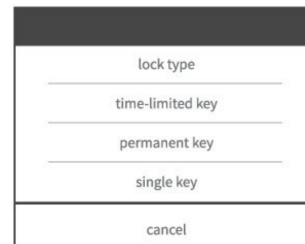


Click the type of lock it will show the time-limited ekey, one-time ekey and permanent ekey.

Time-limited ekey: The ekey is valid for the specified time

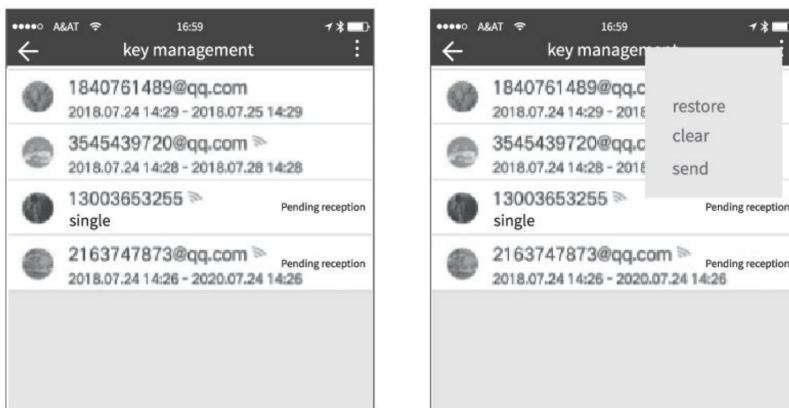
Permanent ekey: The ekey can be used permanently.

One-time ekey: the ekey will be automatically deleted once it has been used.



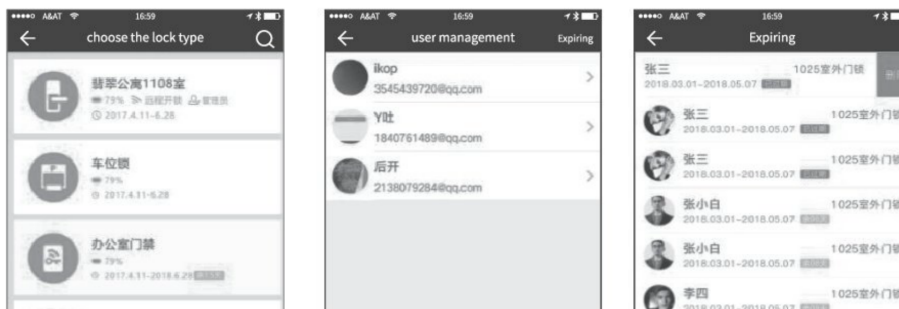
#### 3.1 key management

The manager can delete ekey, reset ekey, send and adjust the ekey, meanwhile he can search the lock record



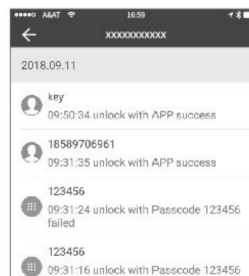
### 3.2 deadline warning

System will show two colors for deadline warning. The yellow means close to expiring and the red means it has expired.



### 3.3 search lock record

The administrator can query the unlock record of each key.

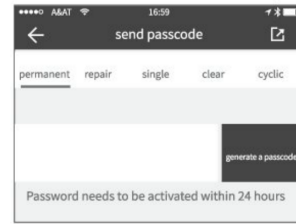


## 4. passcode management

After inputting the passcode on the keyboard of the lock, press the unlock button to unlock. Passcodes are classified into permanent, time-limited, one-time, empty, loop, custom, etc.

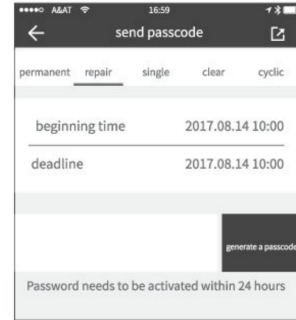
### 4.1 permanent passcode

The permanent passcode must be used within 24 hours after it is generated, otherwise it will automatically expire.



### 4.2 time-limited passcode

The time-limited passcode can own an expiration date, which is a minimum of one hour and a maximum of three years. If the validity period is within one year, the time can be accurate to the hour; if the validity period is more than one year, the accuracy is month. When the time-limited passcode is valid, it should be used within 24 hours, otherwise it will automatically expire.



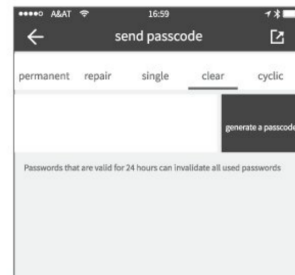
### 4.3 one-time passcode

One-time passcode can only be used for one time, and which is available for 6 hours.



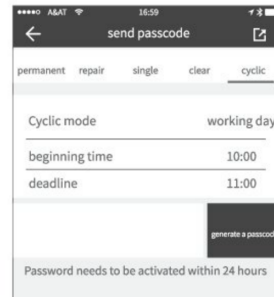
### 4.4 clear code

Clear code is used to delete all the passcodes the lock has set, and which is available for 24 hours.



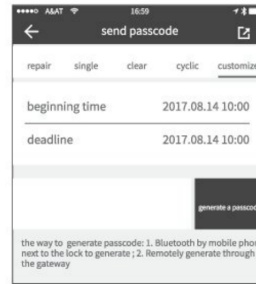
### 4.5 cyclic passcode

The cyclic password can be reused within a specified time period, including daily type, weekday type, weekend type, and more.



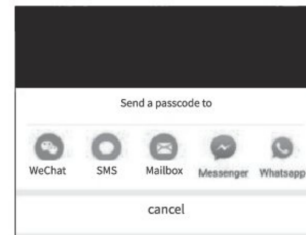
### 4.6 custom passcode

User can set any passcodes and validity period he wants.



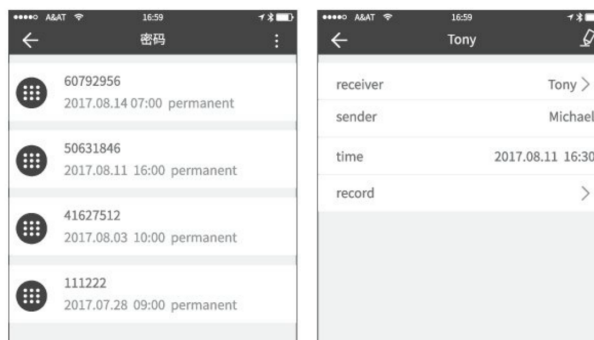
### 4.7 passcode sharing

The system add new communication ways of Facebook Messenger and Whatsapp to help users share the passcode.



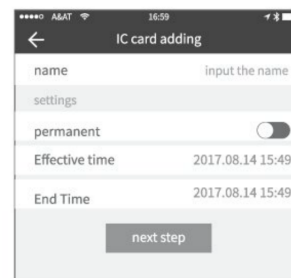
### 4.8 passcode management

All generated passcodes can be viewed and managed in the password management module. This includes the right of changing the password, deleting the password, resetting the password, and unlocking the password.

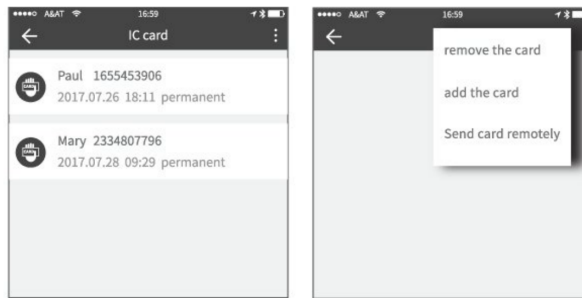


## 5. card management

You need to add the IC card first. The whole process needs to be done via the app beside the lock. The validity period of the IC card can be set, either permanent or time-limited.



All IC cards can be queried and managed through the IC card management module. The remote card issuance function is displayed in the case of a gateway. If there is no gateway, the item is hidden.

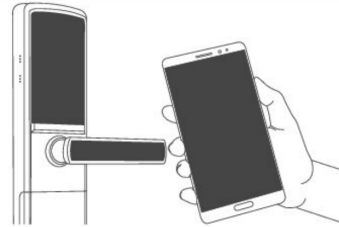


### 6. fingerprint management

Fingerprint management is similar to IC card management. After adding a fingerprint, you can use the fingerprint to unlock the door.

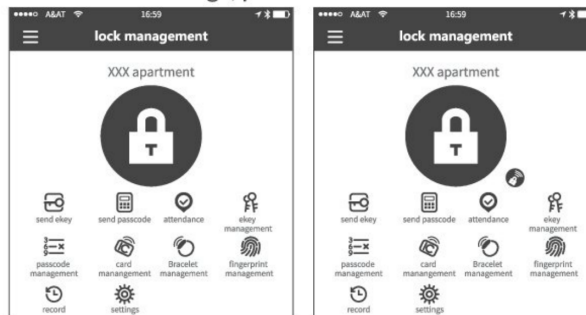
### 7. unlock via Bluetooth

App User can lock the door via Bluetooth and can also send the Bluetooth ekey to anyone.



#### • unlock by App

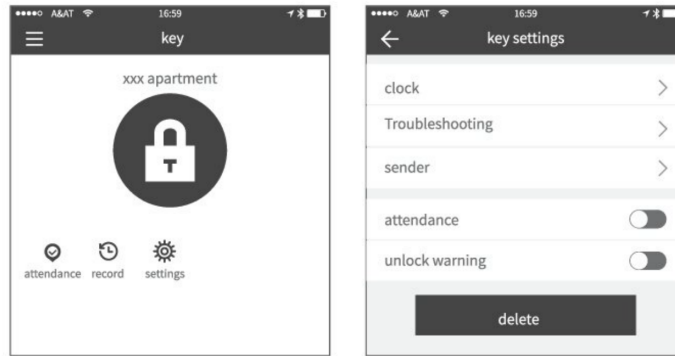
Click the round button at the top of the page to unlock the door. Since the Bluetooth signal has a certain coverage, please use the APP within the certain area.



### 8. attendance management

The APP is access control, which can be used for company attendance management. The app contains functions of employee management, attendance statistics and so on.

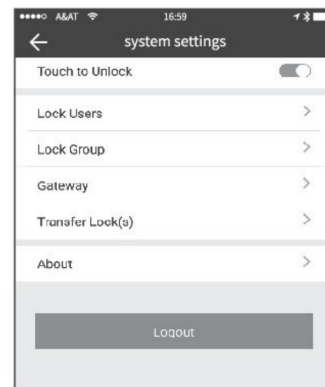
All 3.0 door locks have attendance functions. The normal door lock attendance function is turned off by default. The user can turn it on or off in the lock settings.



## 9. system setting

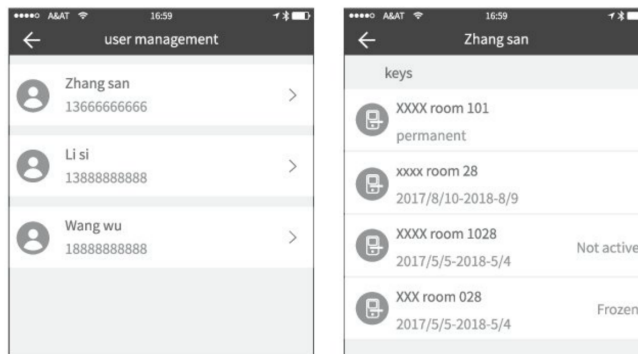
In the system settings, it includes touch unlock switch, group management, gateway management, security settings, reminder, transfer smart lock and so on.

Touch unlock setting determines whether you can open the door by touching the lock.



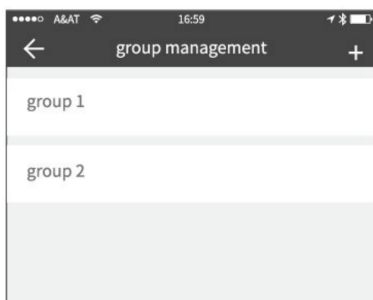
### 9.1 user management

The user name and phone number can be seen in the user list. Click the customer you want to view to get the door lock information



### 9.2 key groups management

In the case of a large number of keys, you can use group management module.

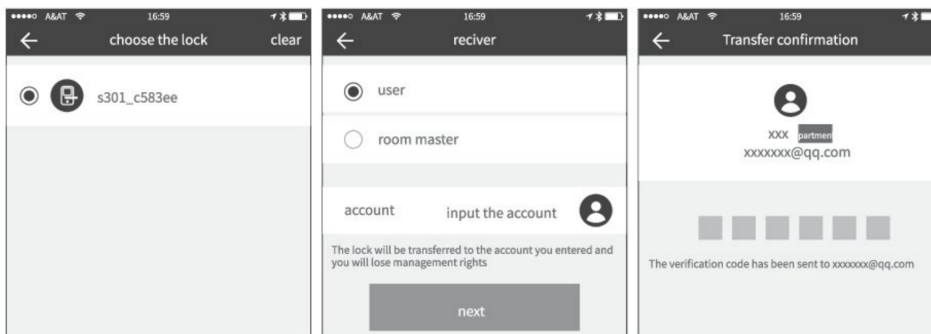


### 9.3 transfer admin rights

The administrator can transfer the lock to other users or to the apartment (Room Master user). Only the account that manages the lock has the right to transfer the lock.

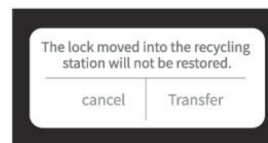
After inputting the account, you will receive a verification code. Filling in the correct number, you will transfer successfully.

 The account of the apartment transfer receive must be the administrator account.



### 9.4 Lock recycling station

If the lock is damaged and cannot be deleted, the lock can be deleted by moving it into the recycling station.



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