# Table of Contents

**Read Before Use**
- Safety Precautions ............................................................................................................ 1
- Structure ...................................................................................................................................... 2

**Basic Function** .................................................................................................................... 3
- User Introduction ......................................................................................................................... 3
- Initialization ................................................................................................................................... 4
- Random Password ......................................................................................................................... 4
- Voice Guide ................................................................................................................................. 5
- Volume setting ............................................................................................................................. 5
- Language setting ......................................................................................................................... 5
- Lockout mode ............................................................................................................................. 5
- Normal Open ............................................................................................................................... 6
- Low Battery Warning ................................................................................................................... 6
- 9V External Battery ..................................................................................................................... 7
Safety Precautions

1. The factory setting of all new locks will allow **ANY** fingerprints to open them.
2. Please register at least one administrator for the newly installed lock. The lock cannot register any normal users without an administrator.
3. The lock is equipped with mechanical keys for manual unlocking. Please keep the mechanical keys at a safe place.
4. To power **ON** the lock, four alkaline AA batteries (not included) are required. Non-alkaline and rechargeable batteries **ARE NOT RECOMMENDED**.
5. Do not remove batteries when the lock is in working state.
6. Please replace the battery soon when the lock prompts of low battery.
7. If the lock does not have any activity for seven seconds it will go into sleep mode and prompts of time expired.
8. For best results, apply clean fingers to the fingerprint sensor.
Structure

1. Fingerprint Sensor
2. Keypad & Card Detection Area
3. Mechanical Key Hole
4. Handle
5. Battery Area
6. Louckout Switch
7. 9V Battery Interface
8. Speaker
## User Introduction

<table>
<thead>
<tr>
<th>Group</th>
<th>Verification Mode</th>
<th>Function</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrator</td>
<td>Fingerprint</td>
<td>Register / Delete User, Open The Door, Access in menu</td>
<td>Max.100</td>
</tr>
<tr>
<td></td>
<td>Password</td>
<td></td>
<td>Max.100</td>
</tr>
<tr>
<td>Normal User</td>
<td>Fingerprint</td>
<td>Open the door</td>
<td>Max.100</td>
</tr>
<tr>
<td></td>
<td>Password</td>
<td></td>
<td>Max.100</td>
</tr>
</tbody>
</table>

**Note:**

1. The maximum fingerprint/password capacity is 100 for all groups.
2. The length of password is six digits.
Initialization

Initializing the lock means all data will be delete and restore to factory default setting. **Operation steps:** Press the reset button on the back body of the lock, then touch the keypad to power on the lock holding the reset button for 5 seconds until the lock prompts the voice of “Restore to default settings, wait a moment”. After around 30 seconds, the lock prompts the voice of “completed”, and then the initialization is finished completely.

Random Password

Random password = Users may enter any number of random digits before or after the correct six digit password as long as the maximum number of digits entered is 32 or less. **For example:** If the correct password is 123456, the random password can be 89123456807, 1234562363, 389123456, etc.
Voice Guide

After accessing the menu, the lock provides voice prompts before and after each operation for easy configuration.

Volume Setting

The lock volume can be set, which has three modes, high volume mode, low volume mode and silent mode.

Language Setting

Supports English / Spanish or English / Portuguese.

Lockout Mode

When the lock set as lockout mode, only administrator can open the door, and also can use the Lockout Switch to enable or disable the mode.
Normal Open

Normal open mode is to keep door always unlocked, which is fit for meeting room and some places free to in or out.

Low Battery Warning

When the lock has a low battery a short beep and voice prompt of "Battery is low, please replace" will be prompted".

Note: Access to menu steps is not allowed in low battery status.
9V External Battery

9V external battery is used to open doors in emergency.

Note: The above battery must be 9V alkaline battery (6LR61).
How To Change Handle Direction

Step:
1. Remove the screws with a screwdriver.
2. Take out the lock handle.
3. Turn the handle in the opposite direction.
4. Replace the screws.
Emergency Mechanical Key

The mechanical key is used to open door when the lock has electronic malfunction.

Note: Keep the mechanical key at a safe place.
Register First Administrator

Operating Steps

1. Touch the keypad to power ON the lock
2. Press 0 and # to access into menu
3. Enter 3 digit user number
4. Enter fingerprint or password
   - Press * to complete
   - Press # to continue registering another user
Note:

1. Place one finger three times on fingerprint sensor to register fingerprint.
2. The length of password should be of six digits.
3. Default user number length is three digits, but one or two digit user numbers are accepted by pressing the # key.
4. Press * to cancel registration before the registration is complete.
Register Other Administrator

Operating Steps

1. Touch the keypad to power ON the lock
2. Press 0 and # to access into menu
3. Verify administrator by fingerprint or password
4. Press 1 to register user, and press # to continue
5. Enter 3 digit user number
6. Enter fingerprint or password
7. Enter * to complete
8. Enter # to continue registering another admin

Note: If you verify administrator by password, please end with button #.
Register Normal User

**Operating Steps**

1. Touch the keypad to power on the lock
2. Press 0 and # to access into menu
3. Verify administrator by fingerprint or password
4. Press 2 to register user, and press # to continue
5. Enter fingerprint or password
6. Enter * to complete
7. Enter # to continue registering another normal user
Delete Admin

Operating Steps

1. Touch the keypad to power on the lock
2. Press 0 and # to access into menu
3. Verify administrator by fingerprint or password
4. Press 3 to delete admin, and press # to continue
5. Enter 3 digit user number
6. Enter * to complete
7. Enter # to continue deleting another admin
Delete Normal User

Operating Steps

- Touch the keypad to power on the lock
- Press 0 and # to access into menu
- Verify administrator by fingerprint or password
- Press 4 to delete user, and press # to continue
- Enter 3 digit user number
  - Enter * to complete
  - Enter # to continue deleting another normal user
Back Up Enroll

Operating Steps

1. Touch the keypad to power on the lock
2. Press 0 and # to access into menu
3. Verify administrator by fingerprint or password
4. Press 5 to back up enroll, and press # to continue
5. Enter 3 digit user number
6. Enter fingerprint or passcode
7. Enter * to complete
8. Enter # to continue backup
9. Another information
Volume Setting

Operating Steps

1. Touch the keypad to power on the lock
2. Press 0 and # to access into menu
3. Verify administrator by fingerprint or password
4. Press 6 to set volume, and press # to continue
5. 1. High volume 2. Low volume 3. Silent mode
6. Enter # to confirm
Language Setting

**Operating Steps**

1. Touch the keypad to power on the lock
2. Press 0 and # to access into menu
3. Verify administrator by fingerprint or password
4. Press 7 to set language, and press # to continue
5. Enter # to confirm


**Note:** There are only two language mode, English/Spanish, or English/Portuguese. For example, if the lock is equipped with English/Spanish, selecting "3" (Portuguese), will still show Spanish mode.
Lockout mode

Operating Steps

Press 0 and # to access into menu

Verify administrator by fingerprint or password

Press 8 to set lockout mode, and press # to continue

1. Enable 2. Disable

Enter # to confirm
Normal open mode

Operating Steps

1. Touch the keypad to power on the lock
2. Press 0 and # to access into menu
3. Verify administrator by fingerprint or password
4. Press 9 to set normal open mode, and press # to continue
5. 1. Enable 2. Disable
6. Enter # to confirm