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Read Before Use

Safety Caution

1. The factory setting for all new locks can be opened by ANY fingerprints.
2. Please register at least one administrator for the new installed lock. The lock cannot register any normal users and temporary users without an administrator.
3. The lock is equipped with mechanical keys for manually unlocking. Please keep the mechanical keys in the safe place.
4. To power on the lock, eight 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 the voice of low battery.
7. There are 10 seconds stand-by time limits for all setting operations, without any activity within the time limits, the lock will automatically shut off.
8. Keep your fingers clean when using this lock.
Structure

1. Keypad
2. Card Detection Area
3. Fingerprint Sensor
4. LED
5. Handle
6. Mechanical Key Hole
7. 9V battery Interface
8. Battery Area
9. USB Port
10. Pairing Button ★
11. Reset Button
12. Indicator Light ★

Note: ★ is optional.
## User Introduction

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**Note:**
1) The fingerprint / card capacity of Max.100 is for all three groups totally.
2) The length of password is 6 digits.
Initialization

Initializing the lock means all data will be deleted and restored 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, and holding the reset button for 5 seconds until the lock prompts the voice.

Random Password

Random password = random digits + correct password + random digits. Users may enter any random digits in front of and behind the correct password to create random password to open the door. For example: If the correct password is 123456, the random password can be 89123456807, 1234562363, 389123456, etc.
Voice Guide

TL100 has the voice guide function that lets you know the operation status and how to operate each step for easier and more convenient use.

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.

User Data Synchronization

The user data can be downloaded / uploaded via U-disk from one lock to other locks, it will help users to save time in some repeated registrations.
Low Battery Warning

Sound and LED blink warning will be prompted if the battery is low and has to be replaced. The device will be out of battery in approx. 100 operations after the warning.

Note: Access to operation steps is not allowed in low battery status.

9V External Battery

9V external battery is used to open doors in emergency. E.g. Locks with no power.
Emergency Mechanical Key

Please operate the lock with mechanical key if one of below situation occurs:

- Forgot password
- Electronic malfunction

Note: Keep the mechanical key in a safe place.
How To Use

Register First Administrator Fingerprint

Operating Steps

1. Touch the keypad to power on the lock
2. Press button 0, and then press button #
3. Place one finger 3 times on the fingerprint sensor
4. Place one new finger 3 times to continue register more administrators
5. Press button * to go back into previous steps

Indication of the lock

- Keypad backlight & fingerprint sensor is power on
- Voice prompt "register administrator"
- Voice prompt "thank you" and green LED is on
Register Other Administrator Fingerprints

**Operating Steps**

1. Touch the keypad to power on the lock
2. Press button 0, and then press button #
3. Place finger or enter password to verify administrator
4. Press button 1 to register administrator
5. Press button # to confirm
6. Place one finger 3 times on the fingerprint sensor
7. Place one new finger 3 times to continue register more administrators

**Indication of the lock**

- Keypad backlight & fingerprint sensor is power on
- Voice prompt "please verify the administrator"
- Voice prompt "press button to select function"
- Voice prompt "register administrator"
- Fingerprint sensor is power on
- Voice prompt "thank you" and green LED is on

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

**Operating Steps**

1. Touch the keypad to power on the lock
2. Press button 0, and then press button #
3. Place finger or enter password to verify administrator
4. Press button 2 to register normal user
5. Press button # to confirm
6. Place one finger 3 times on the fingerprint sensor
7. Swiping card 1 time on the fingerprint sensor
8. Place one new finger or swiping new card to continue register more
9. Press button * to go back into previous steps

**Indication of the lock**

- Keypad backlight & fingerprint sensor is power on
- Voice prompt "please verify the administrator"
- Voice prompt "press button to select function"
- Voice prompt "register normal user"
- Fingerprint sensor is power on
- Voice prompt "thank you" and green LED is on

**Note:** If you verify administrator by password, please end with button #.
Register Temporary User Fingerprint/Card

- Touch the keypad to power on the lock
- Press button 0, and then press button #
- Place finger or enter password to verify administrator
- Press button 3 to register temporary user
- Press button # to confirm
- Place one finger 3 times on the fingerprint sensor
- Swiping card 1 time on the fingerprint sensor

Note: If you verify administrator by password, please end with button #.
Delete Administrator Group

**Operating Steps**

1. Touch the keypad to power on the lock
2. Press button 0, and then press button #
3. Place finger or enter password to verify administrator
4. Press button 4 to delete administrator group
5. Press button # to confirm
6. Place finger or enter password to verify administrator again

**Indication of the lock**

- Keypad backlight & fingerprint sensor is power on
- Voice prompt "please verify the administrator"
- Voice prompt "press button to select function"
- Voice prompt "delete administrator"
- Voice prompt "please verify the administrator", and fingerprint sensor is power on
- Voice prompt "thank you"

**Note:**
1) All delete operations are only valid for group.
2) Administrator password is not deleted in above operations.
3) If you verify administrator by password, please end with button #.
Delete Normal User Group

**Operating Steps**

1. Touch the keypad to power on the lock
2. Press button 0, and then press button #
3. Place finger or enter password to verify administrator
4. Press button 5 to delete normal user group
5. Press button # to confirm
6. Place finger or enter password to verify administrator again
7. Press button to select function for more operations

**Indication of the lock**

- Keypad backlight & fingerprint sensor is power on
- Voice prompt "please verify the administrator"
- Voice prompt "press button to select function"
- Voice prompt "delete normal user"
- Voice prompt "please verify the administrator", and fingerprint sensor is power on
- Voice prompt "thank you" and "press button to select function"

**Note:**

1) All delete operations are only valid for group.
2) Normal user password is not deleted in above operations.
3) If you verify administrator by password, please end with button #.
Delete Temporary User Group

Operating Steps

1. Touch the keypad to power on the lock
2. Press button 0, and then press button #
3. Place finger or enter password to verify administrator
4. Press button 6 to delete temporary user group
5. Press button # to confirm
6. Place finger or enter password to verify administrator again
7. Press button to select function for more operations

Indication of the lock

- Keypad backlight & fingerprint sensor is power on
- Voice prompt "please verify the administrator"
- Voice prompt "press button to select function"
- Voice prompt "delete temporary user"
- Voice prompt "please verify the administrator", and fingerprint sensor is power on
- Voice prompt "thank you" and "press button to select function"

Note: 1) All delete operation is only valid for group.
2) If you verify administrator by password, please end with button #.
Enable Normal Open

Operating Steps

1. Touch the keypad to power on the lock
2. Press button 0, and then press button #
3. Place finger or enter password to verify administrator
4. Press button 7 to enable normal open
5. Press button # to confirm
6. Place finger or enter password to verify administrator again
7. Press button to select function for more operations

Indication of the lock

1. Keypad backlight & fingerprint sensor is power on
2. Voice prompt "please verify the administrator"
3. Voice prompt "press button to select function"
4. Voice prompt "setting normal open"
5. Voice prompt "please verify the administrator", and fingerprint sensor is power on
6. Voice prompt "thank you" and "press button to select function"

Note: 1) To disable normal open, please use any registered fingerprint / card / password to unlock the door.
2) If you verify administrator by password, please end with button #.
Register Administrator Password

Operating Steps

1. Touch the keypad to power on the lock
2. Press button 0, and then press button #
3. Place finger or enter password to verify administrator
4. Press button 8 to register administrator password
5. Press button # to confirm
6. Enter 6 digital password, and then press button#
7. Enter 6 digital password again, and then press button#

Indication of the lock

1. Keypad backlight & fingerprint sensor is power on
2. Voice prompt "please verify the administrator"
3. Voice prompt "press button to select function"
4. Voice prompt "register administrator password"
5. Voice prompt "please enter password"
6. Voice prompt "please enter password again"
7. Voice prompt "thank you" and "press button to select function"

Note: 1) To modify administrator password, follow the above operations.
2) Only 1 administrator password is available.
3) If you verify administrator by password, please end with button #.
## Register Normal User Password

**Operating Steps**

1. Touch the keypad to power on the lock.
2. Press button 0, and then press button #.
3. Place finger or enter password to verify administrator.
4. Press button 9 to register normal user password.
5. Press button # to confirm.
6. Enter 6 digital password, and then press button #.
7. Enter 6 digital password again, and then press button #.

**Indication of the lock**

- Keypad backlight & fingerprint sensor is power on.
- Voice prompt "please verify the administrator".
- Voice prompt "press button to select function".
- Voice prompt "register user password".
- Voice prompt "please enter password".
- Voice prompt "please enter password again".
- Voice prompt "thank you" and "press button to select function".

**Note:**

1. To modify normal user password, follow the above operations.
2. Only 1 normal user password is available.
3. If you verify administrator by password, please end with button #.
Download User Data

**Operating Steps**

1. Touch the keypad to power on the lock
2. Press button 0, and then press button #
3. Place finger or enter password to verify administrator
4. Press button 01 to download user data
5. Press button # to confirm

**Indication of the lock**

- Keypad backlight & fingerprint sensor is power on
- Voice prompt "please verify the administrator"
- Voice prompt "press button to select function"
- Voice prompt "download user data"
- Voice prompt "thank you" and "press button to select function"

**Note:**

1. Please connect the lock with U-disk before performing the above operations.
2. If you verify administrator by password, please end with button #.
Upload User Data

Operating Steps

1. Touch the keypad to power on the lock
2. Press button 0, and then press button #
3. Place finger or enter password to verify administrator
4. Press button 02 to upload user data
5. Press button # to confirm

Indication of the lock

1. Keypad backlight & fingerprint sensor is power on
2. Voice prompt "please verify the administrator"
3. Voice prompt "press button to select function"
4. Voice prompt "upload user data"
5. Voice prompt "thank you" and "press button to select function"

Note: 1) Please connect the lock with U-disk before performing the above operations.
2) If you verify administrator by password, please end with button #.
Optional Function

Remote Control ★

Remote Control is an optional function. One remote control device is included in the lock package. A maximum of 4 remote control devices can be registered. Please purchase separately.

Paring Button

Indicator light

Unlock Button

Remote Control Device
Operating Steps:
Press the unlock button on the remote control device, and hold it for 3 seconds to open the door until “Thank you” voice notification is prompted.

Note: 1. When lock is powered on, above unlock operation is not available.
  2. The valid straight-line distance is up to 10 meters.

Register Steps:
Step 1: Press and hold the pairing button until the indicator light blinks one time.
Step 2: Press the unlock button, the indicator light will keep blinking.
Step 3: Press the pairing button again, the indicator light will turn off.
Step 4: Press the unlock button again, the indicator light will keep fast blinking. When the indicator light stops blinking, the registration is finished.

Note: If the remote control device is lost, please press and hold the pairing button to clear all registrations.