Normally the lock is in sleep mode. Touch the numeric keypad area lightly can wake the lock up. Please add the admin before all operations to ensure the normal work of the lock.

1 Create new access

1.1 Add admin (only 1 group)

**SET** > **0** > [keypad] > **#**

a. Press the SET for 3 seconds.
b. Press '0'.
c. Input 4-12 digits access code.
d. Press '#', a long beep means operation successfully.
Note: 1. There is only 1 admin code that can be set via app or lock.
     2. Modify the admin code: The admin code can be modified via app easily. When modify it via lock, just register the new admin code again as above steps, then the old code will be replaced.

1.2 Add a new user with an access code (109 groups)

SET > **Admin Code** > **1** > [keypad] > **#**
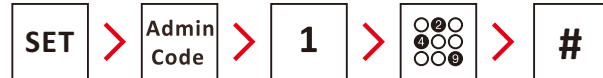
a. Press the SET for 3 seconds.
b. Input the admin code, and press '#'.
c. Press '1', and input 4-12 digits, then press '#'. A long beep means operation successfully.
d. You can continually add next code within 5 seconds. Or else, it will automatically exit afer timeout.

1.3 Add a new user with a card (250pcs)

SET > **Admin Code** > **2** > **RFID**

a. Press the SET for 3 seconds.
b. Input the admin code, and press '#'.
c. Press '2', and swipe the card. A long beep means operation successfully.
d. You can continually add next card within 5 seconds. Or else, it will automatically exit afer timeout.

1.4 Add a new user with a fingerprint (100 groups)

SET > **Admin Code** > **3** > [fingerprint]

a. Press the SET for 3 seconds.
b. Input the admin code, and press '#'.
c. Press '3', and register the same fingerprint for 3 times. A long beep means operation successfully.
If there is no long beep, it means that the sensor doesn't capture the same area of the finger, you need to continue putting down your finger on the sensor area until hearing the long beep.
e. You can continually add next fingerprint within 5 seconds. Or else, it will automatically exit afer timeout.

2 Delete user

SET > **Admin code** > ***** > **1#** **2#** **3#**

a. Press the SET for 3 seconds.
b. Input the admin code, and press '#'.
c. Press '*'.
d. Press '1#' to delete all codes.
Press '2#' to delete all cards.
Press '3#' to delete all fingerprints.

3 Manage automatic re-lock

3.1 Re-lock time setting

SET > **Admin Code** > **4** > **digit (0~100)** > **#**

a. Press the SET for 3 seconds.
b. Input the admin code, and press '#'.
c. Press '4', and input the time range from 0 to 100s. And press '#'.
Note: After a successful unlocking, the lock will be automatically re-locked after configured time. The default re-lock time is 5 seconds, and the time can be modified from 0~100s. Input '0' means turning off the re-lock function.

3.2 Turn the function off

SET > **Admin code** > ***** > **4#**

a. Press the SET for 3 seconds.
b. Input the admin code, and press '#'.
c. Press '*', then press '4#'.

4 Manage mute mode

4.1 Activate mute mode

SET > Admin Code > 5#

a. Press the SET for 3 seconds.
b. Input the admin code, and press '#'.
c. Press '5#'.
Note: Under mute mode, any alarm alert and operation setting prompt voice can still work. Only turn off the successful unlocking and locking prompt voice.

4.2 Turn the function off

SET > Admin code > * > 5#

a. Press the SET for 3 seconds.
b. Input the admin code, and press '#'.
c. Press '*', then press '5#'.

5 Reserved function

5.1 Add alarm code

SET > Admin Code > 9 > 3 > [keypad] > #

a. Press the SET for 3 seconds.
b. Input the admin code, and press '#'.
c. Press '9'.
d. Press '3' and input the alarm code (only 1 group). Then press '#'.
Unlock the door with an alarm code, the APP will receive the alarm notification.

5.2 Add alarm fingerprint

SET > Admin Code > 9 > 4 > [fingerprint]
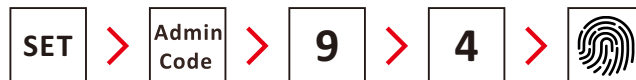
a. Press the SET for 3 seconds.
b. Input the admin code, and press '#'.
c. Press '9'.
d. Press '4' and register the same fingerprint for 3 times.
Unlock the door with an alarm fingerprint, the APP will receive the alarm notification. Please note that alarm fingerprint and normal fingerprint can be set 100 groups in total.

5.3 Delete the alarm code or alarm fingerprint

SET > Admin code > * > 9 > 3#/4#

a. Press the SET for 3 seconds.
b. Input the admin code, and press '#'.
c. Press '*', then press '9'.
d. Press '3#' to delete the alarm code.
   Press '4#' to delete the alarm fingerprint.

6 Reset lock

Press the SET for 3 seconds, then press '*' for 6 times and press '#'.

7 Always-open mode

After a successful unlock performance, press "1#" within 5 seconds, will activate Always-open mode. Press '*' to deactivate Always-open mode. The lock will be back to normal work state.

User Guide
Setting via lock