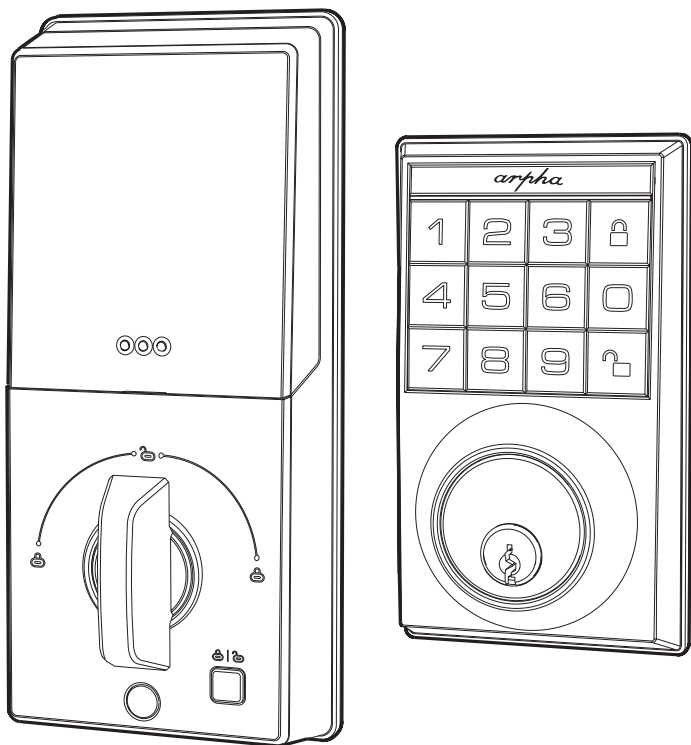


# D100\_lock





## Operating Manual of American-standard Lock

Please read and understand the Operating Manual before use.

Caution: Please take along an emergency key or put it in a safe place outside.

### ► Instructions for use

**Warm tips:** Please prepare 1 cross screwdriver and drilling machine before installment.

1. For the new locks just leaving the factory, if the equipment is not bound to a user, the lock can be opened by the keys of 123456+.
2. In case of unlocking when a user has registered with the lock: Press a password of 4-8 digits +  key to unlock.
3. In case of unlocking, if the battery is running low, "short beep sound" will be prompted for 4 times in a 2-round cycle, and the keyword light will flash. When there is a prompt of battery low, please replace battery in a timely manner, and the door can still be opened for 200 times.
4. Please do not scratch the surface with corrosive or sharp items to prevent the lock surface from being damaged.
5. When the battery is running low or the electric part is out of order, an emergency key can be used to unlock outside, please take good care of the key and keep it in a safe place outdoors.
6. After assembly, the door must be kept in an open state so as to conduct commissioning and initialized parameter setting.
7. Operating temperature: -4°F/-20°C~+140°F/+60°C.

### ► What's Included

S/N	Content	Quantity
1	Front lock	1
2	Rear lock	1
3	Lock cylinder(Including key*2)	1
4	Specification	1
5	Installation accessories package	1
6	Opening drawing	1

► Product functional characteristics



Unlocking  
via keys



Unlock with  
password



Standard  
key cylinder



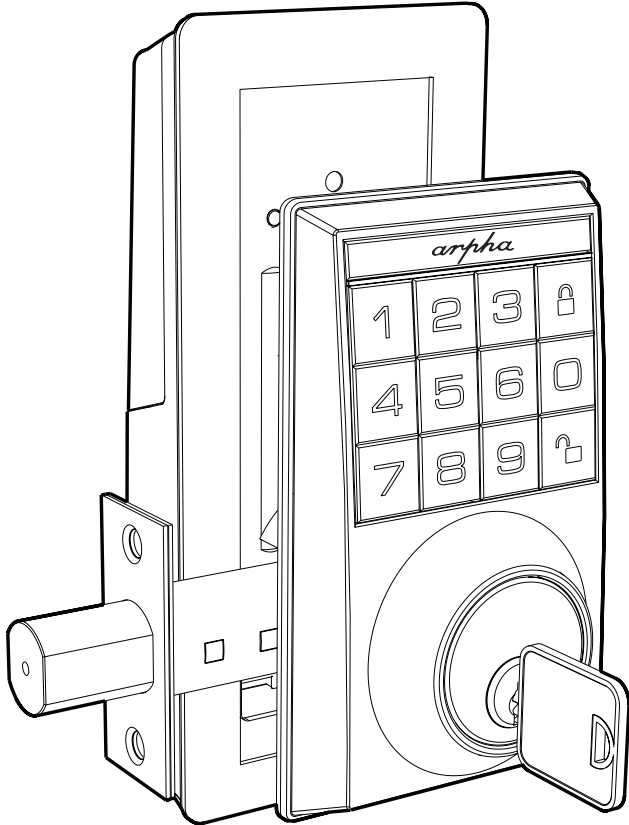
Low voltage  
alarm



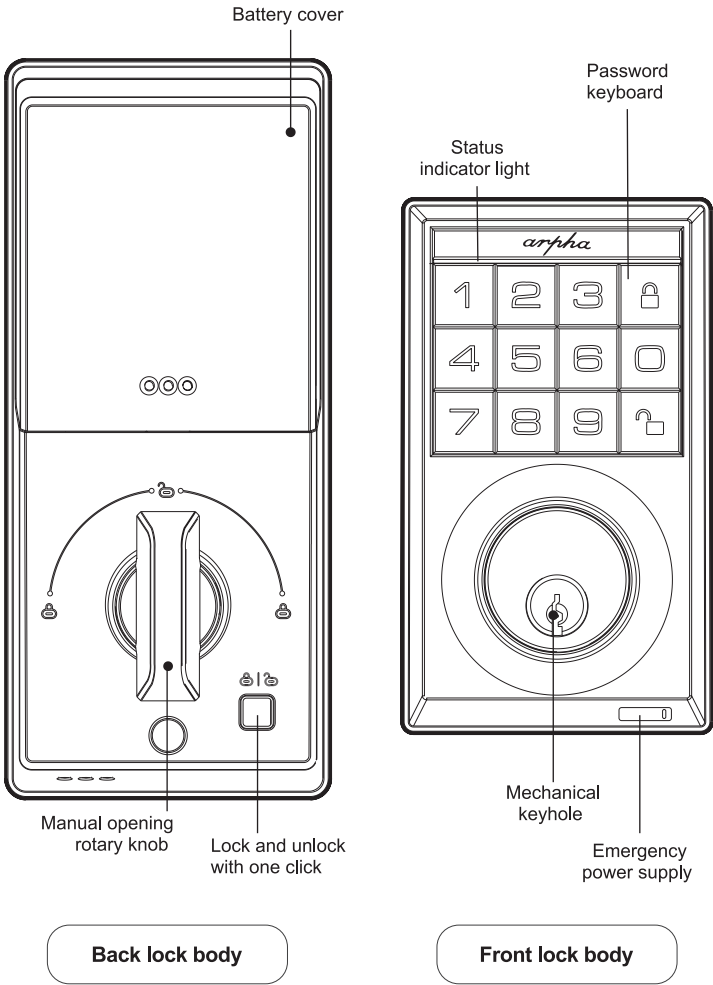
Virtual  
password



Automatic  
locking

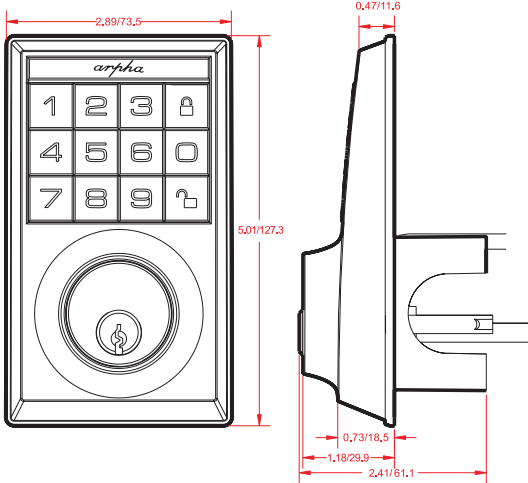


► Product Overview

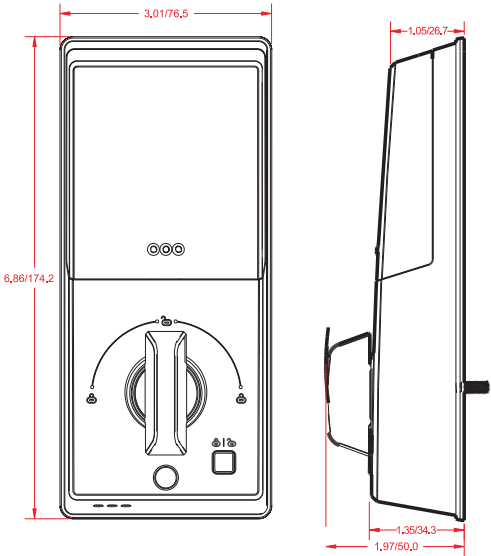


► Product size

Front lock body  
Unit:in/mm



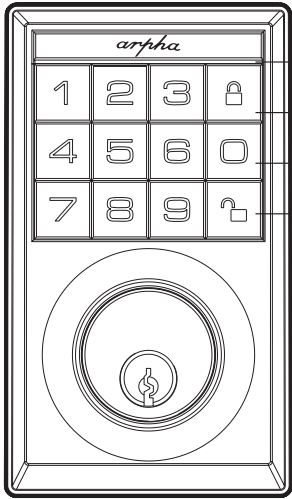
Back lock body  
Unit:in/mm



► Product specification and how to operate the menu

Name	Content
Key category	Password and mechanical keys
Password capacity	3 administrators, and 47 general users
Power supply	4 AA alkaline batteries
Tips	Prompt of light and buzzer
Low voltage alarm	4.8V
Antistatic	Exposure+ /8KV Air+ /15KV
Standby current	<70uA
Dynamic power consumption	<200mA
Operating enviroment	-4°F/-20°C~+140°F/+60°C
Operating humidity	0%~95%
Applicable door thickness	1.38 IN/35 MM - 2.17 IN/55 MM

► Key and light indication functions



Front lock body

- Indication light of red and green state  
The green light will be lit up
- Cancel and locking key
- Number key
- Confirm and the unlocking key

**Description of "buzzer" prompt note:**

1. Short "beep" for once: Button sound;
2. Short "beep" for twice: Operation continues;
3. Short "Beep" for three times: Error reminder;
4. Long "Beep": Operation success reminder;
5. Short "Beep" for four times: Alarm sound;

## ► Installation

### Installation

#### 1.Installation Instructions

1.1 While installing and commissioning, please stand in the room all the time.

1.2 While installing the front panel, keep the logo up and pass the connection wire under the lock body, keep the bump of the paddle faces upwards and fits into the lock body.

1.3 After the installation is completed, check whether the password 123456, mechanical key, knob work well or not.

1.4 If it does not work properly, please check whether there has been an error installation or loose power cord connector during installation.

#### 2.Open Hole

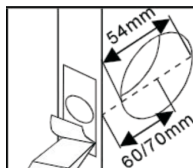
Please refer to the open hole drawing, and drill correct holes on the door.

##### Note:

a. The distance between door edge and lock body center can be 60mm or 70mm.

b. The diameter of the open hole can be 38-54 mm.

c. If the diameter of the door open hole is less than 52mm, the front panel block shall be removed.



#### 3.Install Lock Body

3.1 According to the central position of the open hole of the door, adjust the position of the pick jack of the lock body.

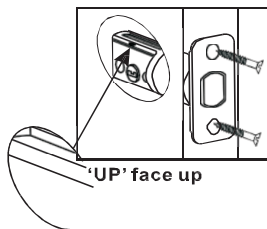
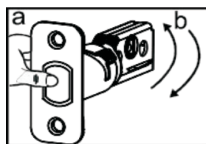
3.2 Hold the head of the lock body with your hand.

3.3 Turn the lock tail clockwise or counter- a clockwise, adjust the position of the pick jack of the lock body to 60 mm or 70 mm.

3.4 Insert and turn the paddle to test whether the lock body switch is ok or not.

3.5 The mark 'UP' face UP and fit the lock body.

3.6 Twist 2 tapping screws.



#### 4. Install Lock

4.1 Install the Front Panel

4.1.1 Pass the connection wire under the lock body.

##### Note:

Do not pass the connection wire above the lock body.

## ► Installation

4.1.2 Adjust the paddle to the horizontal UP(UP' face up direction, keep the bump of the paddle faces upwards and fits into the pick jack of the lock body.

4.1.3 Fix the front panel on the outdoors.

4.1.4 The ironplate is fixed on the inner side of the door through the connection wire so that the pick is centered.

##### Note:

a. The convex stud face outward.

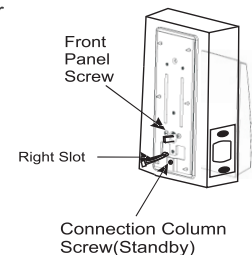
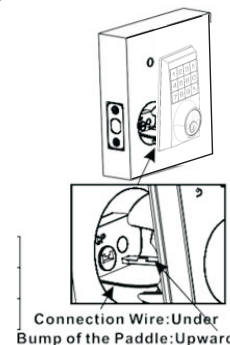
b. If the door thickness is less than 39mm, one section of the paddle need be cut off.

4.1.5. Adjust the front panel and the iron plate so that they are upright.

4.1.6 The connection wire is wound into the slot on the right.

##### Note:

If you feel that the front lock is not fixed, you can remove the front panel and, a round hole of the iron plate with a diameter of 20 mm is made on the door body from 77mm above the center point of the door hole. Then use the standby connection column and connection column screw (M4\*25mm) to reinforce the front lock.



#### 4.2 Install The Back Panel Connection

4.2.1 Remove the back cover, pass the connection Screw (Standby) wire through the back panel, and straighten.

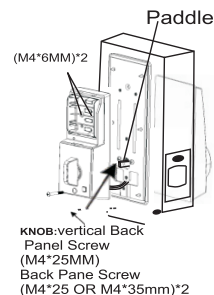
4.2.2 Turn the KNOB to the vertical position and align the pick to the door.

4.2.3 Turn the KNOB to check the latch switch is ok.

4.2.4 Lock 2 back panel screws (M4\*35mm) and 1 back panel screw (M4 \$25mm), shake the front (M4\*6MM)\*2 and back panel to ensure the front and back panel is tight.

4.2.5 The excess wire is hidden in the back cover frame. Install the back cover.

4.2.6 Install 4 AA batteries and the battery cover.



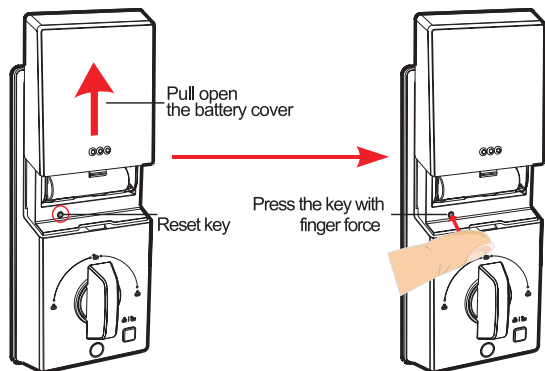


## ► Operating process

### 1.Operation process

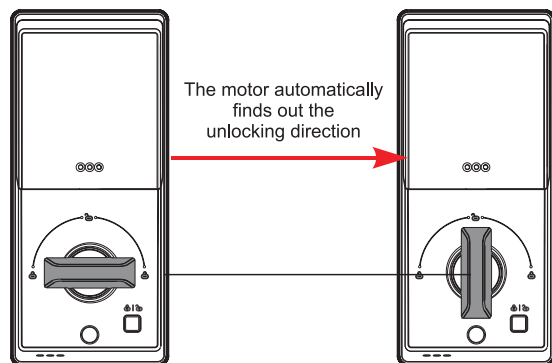
#### 1.1 System initialization

Hold down the reset key for 5 seconds, within the 5 seconds, factory data reset is successful until a long "beep".



#### 1.2 Setting unlocking direction

When the system is in a state as delivered, initialized setting is carried out for the lock(No users entered), the direction will be automatically set after being power on, long "beep" sound refers to successful setting of the lock direction, when the users are entered, the unlocking direction of lock cannot be automatically set.



## ► Operating process

### 1.3 Register users

If there are no users, press the "set" key, and short "beep" will sound for twice, and enter the new administrator password, press the "▲" key and short "beep" will sound for twice, and then enter the new administrator password again, press the "■" key and long "beep" will sound, if the green light is lit up, it is successfully added, press "■" key, if there is short "beep" for three times, the red light will be lit up, which stands for addition failure.

If there are administrator users, press the "set" key, and short "beep" will sound for twice, enter the registered administrator password and "■", there will be a long "beep" sound and the green light will be lit up, then the administrator is successfully verified, and then enter the password that needs to be entered, press "▲" key and confirm, there will be a short "beep" sound for twice, then enter the password that needs to be entered again, there will be a long "beep" sound and the green light will be lit up, which stands for successful addition, a short "beep" sound for three times stands for addition failure.

### 2.Other operation

#### 2.1 Error tips

The red light will be lit up for 2 seconds, and make a sound of "beep" for three times.

#### 2.2 Prompt for success

The green light will be lit up for 2 seconds, and make a sound of long "beep" for once.

#### 2.3 System locking

When the password is wrongly entered five times, the system will be locked for 1 minute, when the system is locked, there will be a voice prompt of "beep" after you enter any key, and the system can only be unlocked after counting down from 1 to 0 or powering off the system to restart.

#### 2.4 Setting of normally-opened functions

Within 3 seconds after password users have unlocked, press "7", "8" and "▲", open the normally-opened setting, there will be a long "beep" sound for once, then the normally-opening setting is successfully completed, and the normally-opening setting can be canceled just by opening the door with the password or one-clock unlocking inside.

#### 2.5 Automatic locking switch

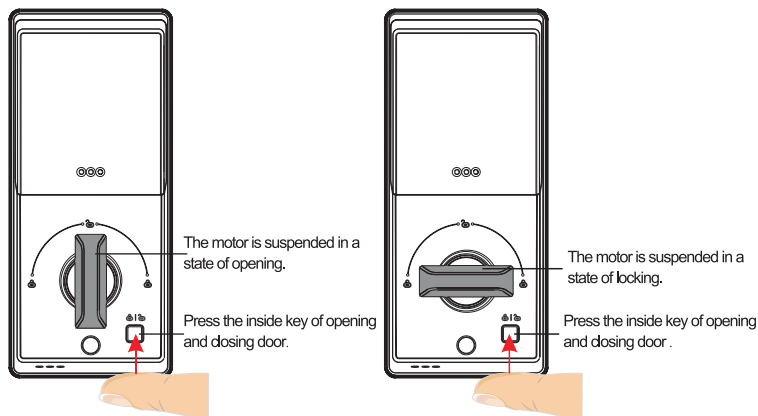
If there are users, press 777 and ▲, there will be a short "beep" sound for twice, please verify the administrator identity, enter the administrator password and enter ▲ key for confirmation. After successful verification, there will be a long "beep" for once. If the automatic backlocking is closed previously, the automatic backlocking will be opened. If the automatic backlocking is opened previously, the automatic backlocking will be closed.

## ► Operating process

### 3. Opening and closing the door inside

#### 3.1 One-click opening and locking inside

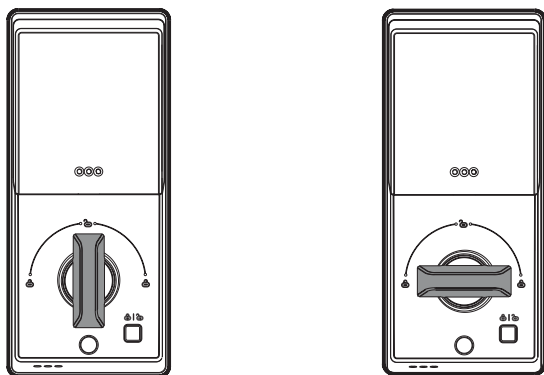
If you are inside the door and want to get out, or lock the door inside speedily, press the door opening and closing key inside, and turn the opening and locking lock with motor.



#### 3.2 Manual locking inside

When the battery is running low, people are inside the door, the door opening rotary knob can be rotated manually to open or close the door.

Note: The door can only be opened with 90 degrees rotation in one direction.



## ► Precautions

### 1. Prohibit any disassembly at will

The product is composed of precise and complex components, please do not disassemble any structures inside to avoid operation abnormalities of the product or other use danger resulting from this. If you need to disassemble, again, please contact a professional.

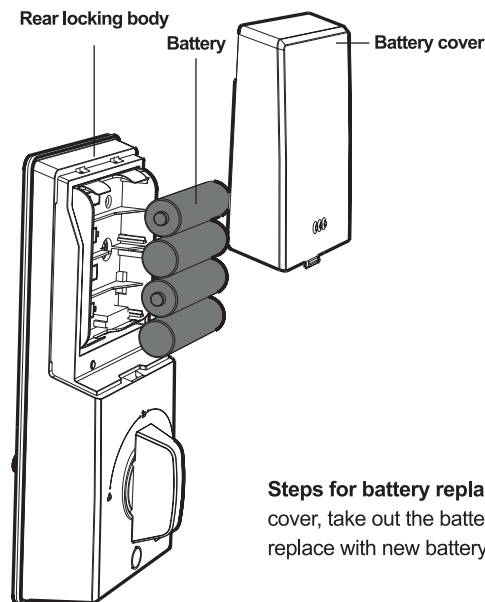
### 2. Choose cleaning method carefully

Please clean the product with dry cloth, water is prohibited to clean the product to avoid power failure.

### 3. Measures to cope with battery running low or out of power

#### a. Prompt of battery running low

There will be a "beep" sound for 4 times when unlocking  
The keyboard light will flash, at this time, please change the battery in a timely manner.



**Steps for battery replacement:** Open the back cover, take out the battery with no power, and replace with new battery.

## Warranty card

### Product Information

### The copy kept by customers

Product model		Purchase date		MM/DD/YY	
Address of purchase	City		(County)	Province	
Purchase price		Invoice No.			

User name		Telephone		Postal code	
User address	City		(County)	Province	
Product satisfaction degree	Quality performance: <input type="checkbox"/> Good <input type="checkbox"/> General <input type="checkbox"/> Poor Appearance: <input type="checkbox"/> Good <input type="checkbox"/> General <input type="checkbox"/> Poor				
Application field	Family <input type="checkbox"/> Office <input type="checkbox"/> Hotel <input type="checkbox"/> Others <input type="checkbox"/>				
The first reason	Quality <input type="checkbox"/> Appearance <input type="checkbox"/> Function <input type="checkbox"/> Price <input type="checkbox"/> Service <input type="checkbox"/> Word-of-mouth <input type="checkbox"/> Other <input type="checkbox"/>				
Your suggestion					

**In order to ensure your benefits to get the "repair, refund and replacement guarantees" ("three guarantees" for short) from our company, please note:**

1. When purchasing the product, please fill out the card completely, correctly and truthfully.
2. Please ask for the invoice or voucher at the time of purchase;
3. Please take good care of the card, the valid "three guarantees card" and valid purchase voucher are the preconditions to realize your rights of "three guarantees"
4. Please take good care of attachments and information for the items. If there is any good return, you need to return the whole set.

The following situations are not within the scope of quality warranty:

1. Warranty period expiry;
2. No invoice or voucher at the time of purchase, no valid guarantee voucher, or the counterfeit and shoddy products;
3. Incomplete outer packing at the time of return of products, incomplete accessories, or users disassemble privately and repair on their own, etc.;
4. Damage resulting from personal factors: Such as break, soaking, fierce hit, use under super high temperature, put beside the high magnetic products for a long time, etc.;
5. Sellers' secondary sales of the product is affected by human causes;

The warranty card is altered or the information filled in on the warranty card is inconsistent with the actual items;

7. No product serial number, the product number is damaged and the product identity cannot be proved;
8. Product damage due to natural disasters such as acts of god;
9. Damage due to failure to use and assemble as per the operation manual.

Note: 1. The power of interpretation for the content of the card is owned by our company;

2. Presented gifts are outside of the service range;

3. Only the records filled in by institutions and engineers with the maintenance qualification authorized by our company are valid;

4. The service records are just limited to the content stipulated by "three guarantees", for details, please refer to relevant regulations of the state.