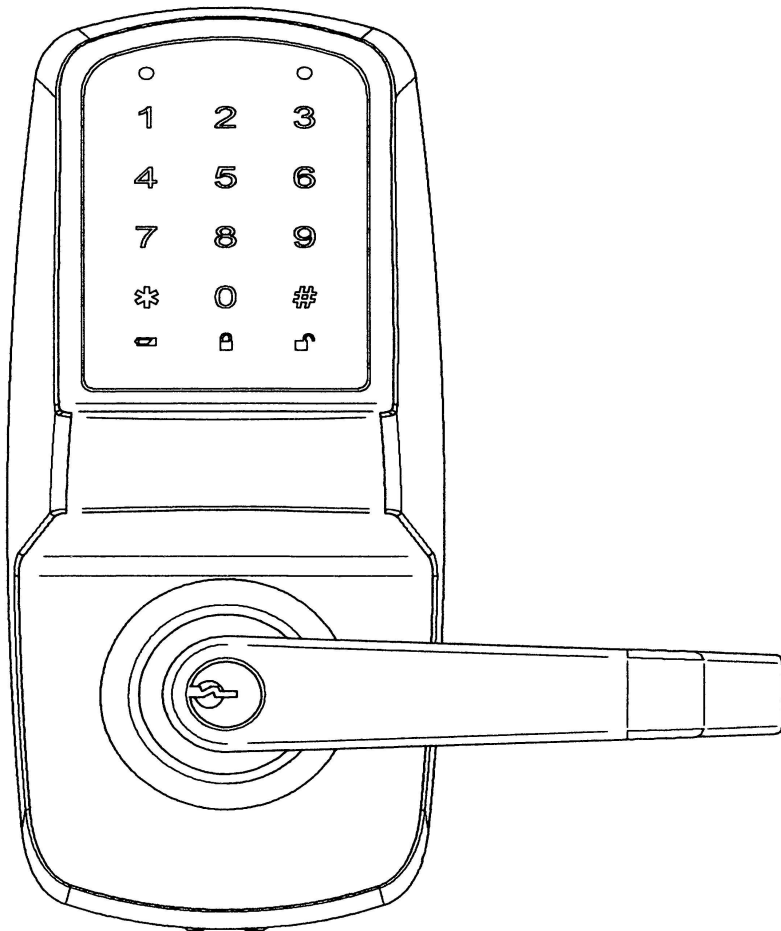**CAL-ROYAL**
P R O D U C T S , I N C .
USA

Stand-alone Touch Screen Access Lock
ANSI/BHMA Grade 1

Installation and Programming Instructions

Take the time to read through this guide to familiarize yourself with the features and operation of the lock, and its quick and easy programming procedures.

Save this PROGRAMMING INSTRUCTIONS for future reference.

■ **Note:** Improper installations may result in damage to the lock and void the factory warranty.

INSTALLATION GUIDE

TABLE OF CONTENTS

WARNINGS

Warning: *Changes or modifications to this unit not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.*

- Change your PIN code regularly to ensure the security of your PIN code.
- Keep lock away from wet environments, including wet hands and direct contact with liquids.
- Do not exert excessive force or use sharp instruments to press the buttons on the lock.
- Ensure that the door is properly locked when going outside.
- Ensure the batteries have been installed according to the correct polarity.
- When the battery life expiration warning sounds, replace all batteries with new batteries within one week.
- Do not mix old batteries with new batteries.
- Do not hang on the lock or pull on it with excessive force.
- Use a soft, dry cloth to clean the lock and avoid cleaning with water, benzene or alcohol, etc.

INTRODUCTION

Congratulations on the purchase of your Touchpad Access Cylindrical Lock! Your lock combines a touch-sensitive number display pad and a robust cylindrical lock. You can program up to 500 users to open the lock with unique PIN codes and registered RF card.

This product is engineered for quick & easy installation and fits into the standard ANSI/BHMA A156.115 cylindrical locks with lever door prep with additional two (1" and 3/8") hole and 11 screws including latchbolt and strike.
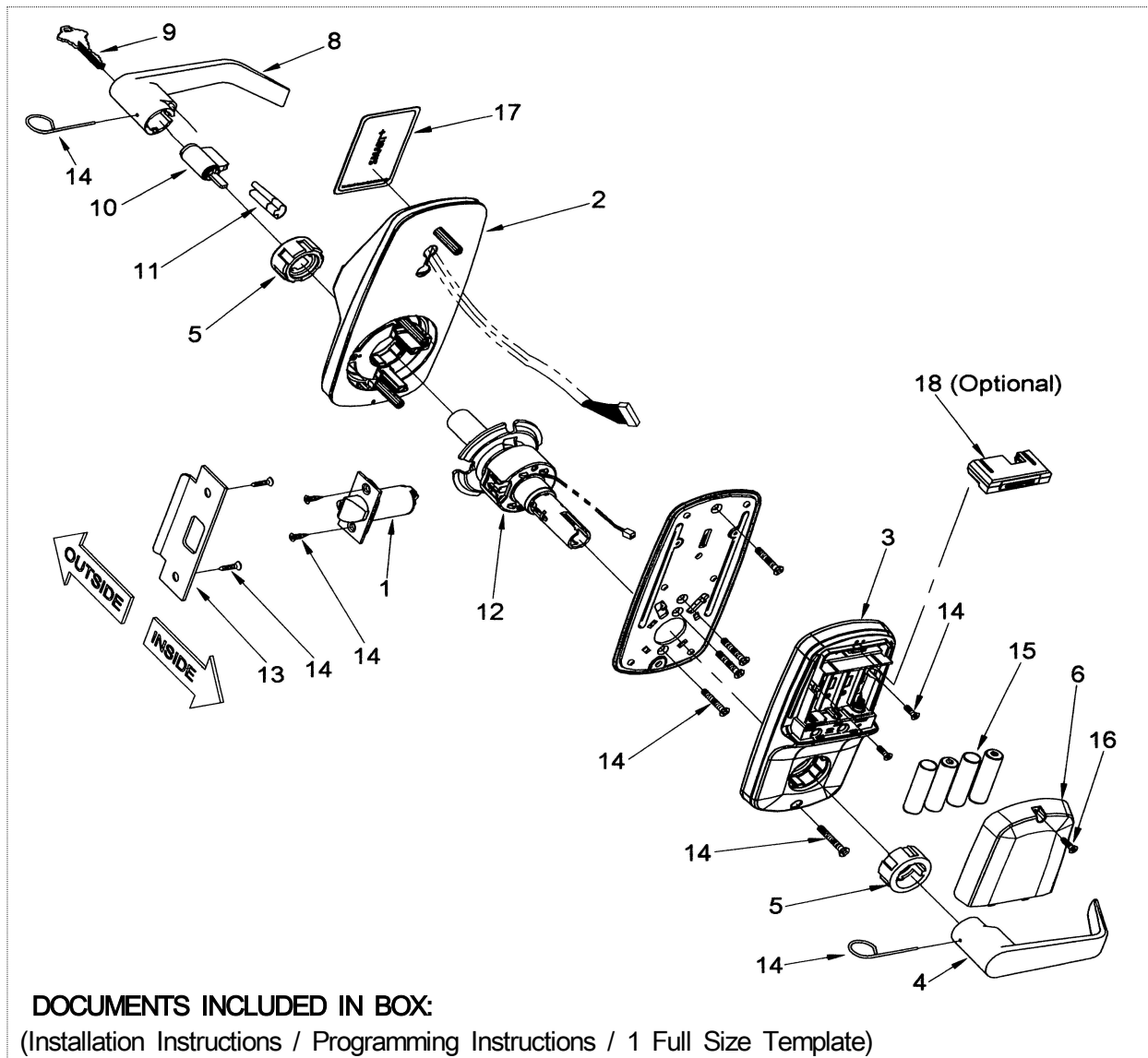
This product is operated by four (4) "AA" alkaline batteries.

SPECIFICATIONS

- Latch brass - 1/2"(13mm) throw standard
- Deadlocking latch
- Outside lever controlled by touchpad, or key retracts latch

- Inside lever retracts latch
- Locks furnished for 1-3/8"(35mm) to 1-3/4"(45mm) doors.
- U.L. Listed

PARTS BREAKDOWN

Confirming the Box Contents The following items should be included in the box:

DOCUMENTS INCLUDED IN BOX:
(Installation Instructions / Programming Instructions / 1 Full Size Template)

PARTS BREAKDOWN (Continued)

ITEM NO.	DESCRIPTION	QTY.
1	Latch (2-3/4"(70mm) Backset (Standard))	1
2	Outside Assembly	1
3	Inside Escutcheon	1
4	Inside Lever	1
5	Spacer Bushing	2
6	Battery Cover	1
7	Mounting Plate Assembly	1
8	Outside Lever	1
9	Key (Provided with Cylinder)	2
10	Cylinder	1
11	Cylinder Retainer	2
12	Lock Body	1
13	Strike	1
14	Screw Pack ▪ (2) 12-24×3/4"(19mm) FL HD Combination Screws for Strike ▪ (2) 8-32×3/4"(19mm) FL HD Combination Screws for Latch ▪ (4) 10-32×1-1/5"(30mm) FL HD Machine Screws for Mounting Plate ▪ (1) 10-32×1-13/32"(36mm) FL HD Machine Screws for Inside Escutcheon ▪ (2) M4.0xP0.7-15/32"(12mm) FL HD Machine Screws for Inside Escutcheon ▪ (1) Lever removal tool	1
15	AA Alkaline Batteries	4
16	Battery Cover Screw	1
17	RF Card	2
18	Key Module(optional)	1

TOOLS FOR INSTALLATION

Door Prep
- Pencil
- Center punch & Hammer
- Wood chisel
- Drill with 3/8" or 1/2" chuck
- 2-1/8"(54mm) hole saw
- 1"(25mm) boring bit
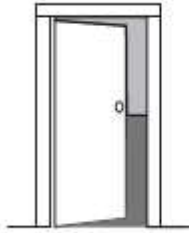- 3/8"(9.5mm) & 7/64"(2.5mm) drill bit

Lock Installation
- #2 phillips screw driver
- Lever removal tool (supplied)
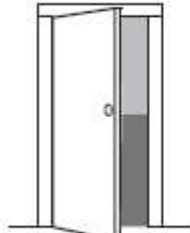
INSTALLATION INSTRUCTIONS

Step #1 Verify Hand and Bevel of Door

Stand on outside/locked side of the door when determining the door hand.
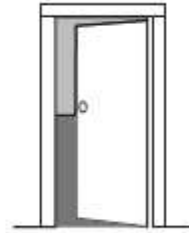**Note**: *This lock is non-handed and the lever can be flipped around to the desirable hand.*
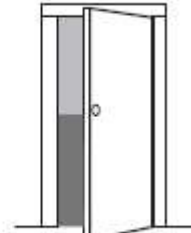
Left Hand
Hinges Left
Open Inward
"LH"

Left Hand
Reverse Bevel
Hinges Left
Open Outward
"LHRB"

Right Hand
Hinges Right
Open Inward
"RH"

Right Hand
Reverse Bevel
Hinges Right
Open Outward
"RHRB"

Step #2 Door & Frame Preparation

IMPORTANT: *The accuracy of the door preparation is critical for the proper functioning and security of this lever handle lock. Misalignment can cause premature wear and tear and a lessening of security.*

For uncut Doors and Frames

A. Mark Centerline

Draw a horizontal centerline for the lever (the centerline for the lock body hole) on the edge and on both sides of the door at the desired height above the finished floor.

**Note 1:** *The recommended height from the floor to the lock is 38"(97cm).*
Note 2: *If strike mortice already exist in frame, locate the horizontal centerline of the lock using strike mortice as reference.*
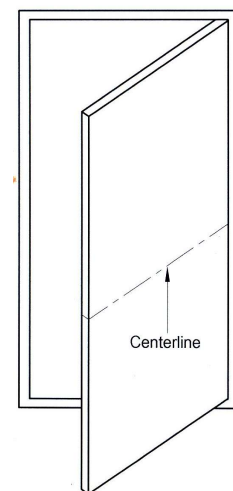
Centerline

B. **Position Template and Mark Drill Points**   Be sure to verify backset before marking and drilling door.

1. Fold and Place template on high edge of door at the horizontal centerline.
2. Mark centers of holes at proper backset. For beveled and square edge doors, mark both sides of the door.
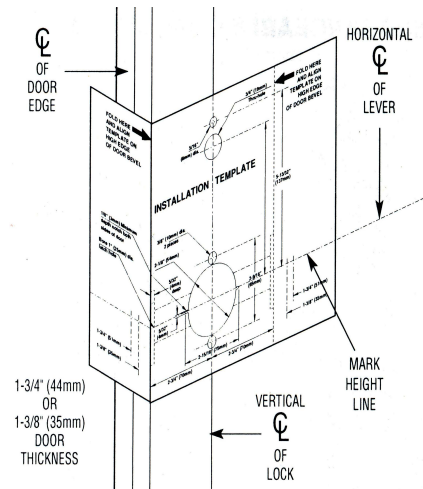
C. Drill Holes and Mortise for Latch face

1. Drill 2-1/8"(54mm) diameter hole through the door. Cut notches as shown on template.
2. Drill 1"(25mm) diameter hole through the door according to template.
3. Drill 1"(25mm) diameter hole in edge of door. Mortise for latch front 5/32"(4mm) deep 1-1/8" (29mm) wide × 2-1/4"(57mm) high.
4. Drill three (3) 3/8"(9.5mm) diameter holes through door.
5. Drill the holes for the screws used to install the latch. 7/64"(2.5mm)
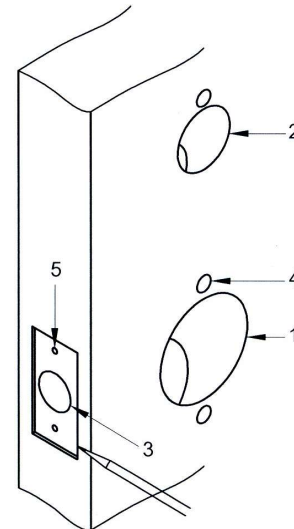
Note: *To avoid splintering wood doors, drill holes from both sides of the door.*

D. Prepare and Install Strike (Wood Frames Only)

1. Mark vertical line and centerline on frame exactly opposite center of latch hole.
2. Drill two (2) 1"(25mm) holes 5/16"(8mm) above and below centerline.
3. Mortise a cutout for strike. Use strike as a pattern for mortise. (Strike should fit flush with frame.)
4. Drill the holes for the screws used to install the strike. 7/64"(2.5mm)
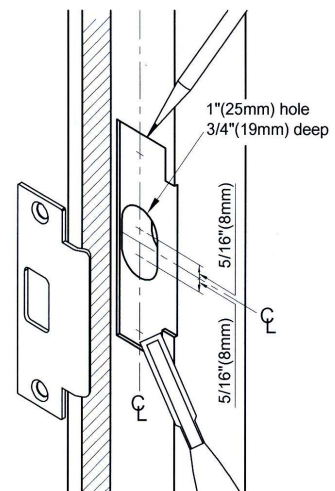
Step #3 Prepare Lock for Installation

A. Unpack the Lock

The lock is packed in such a way to represent how it will install on the door.

Before installation:
1. Disassemble the inside escutcheon.
   1) Remove the inside lever and spacer bushing with the lever removal tool provided.
   2) Separate the mounting plate assembly from the inside escutcheon.
2. Remove the battery cover
   1) Unscrew the battery cover screw using the #2 phillips screw driver.
   2) Take the battery cover off.

The outside assembly stays assembled.
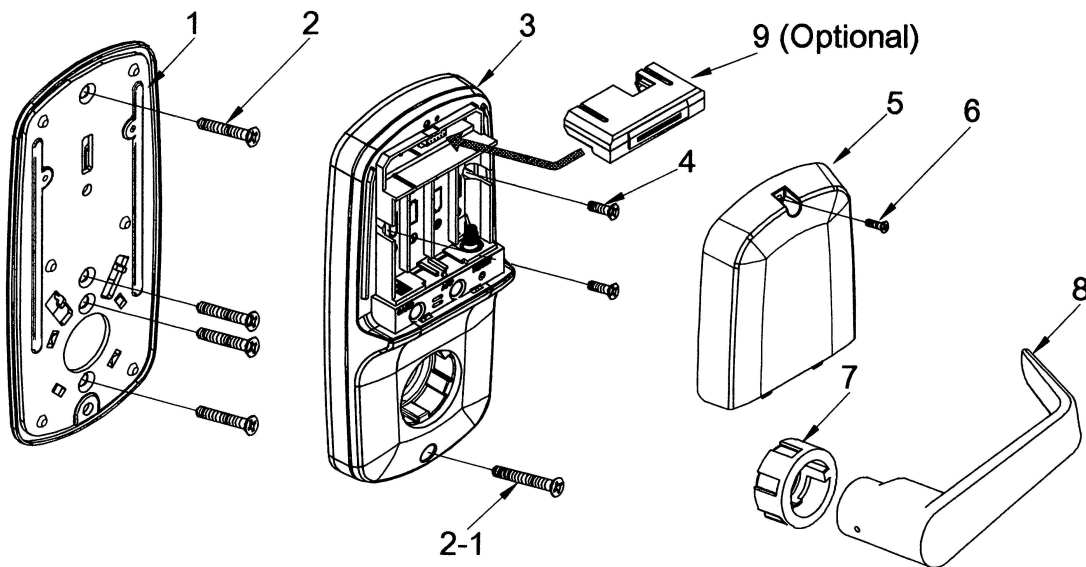
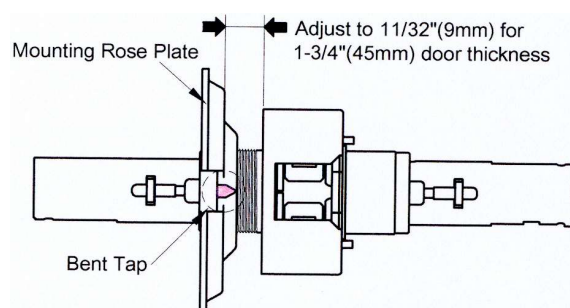|		
1. Mounting Plate Assembly	2-1. Inside Escutcheon Screw	5. Battery Cover
2. Mounting Plate Screws	3. Inside Escutcheon	6. Battery Cover Screw
	4. Inside Escutcheon Screws	7. Spacer Bushing
	9. Key Module (optional)	8. Inside Lever

B. Adjust for Door Thickness (If Necessary)

☞ Lock is factory-assembled for 1-3/4"(45mm) thick doors.
☞ It can be adjusted for door thickness range from 1-3/8"(35mm) to 1-3/4"(45mm).

Adjustment for different door thickness:

1. Remove outside lever, spacer bushing and outside assembly (See C below).
2. Rotate outside mounting rose plate for proper door thickness as shown below.
3. Position of bent taps as shown below must match (ensure the bent taps are horizontally crossed).
4. Reassemble outside assembly, spacer bushing and outside lever by reversing procedures.
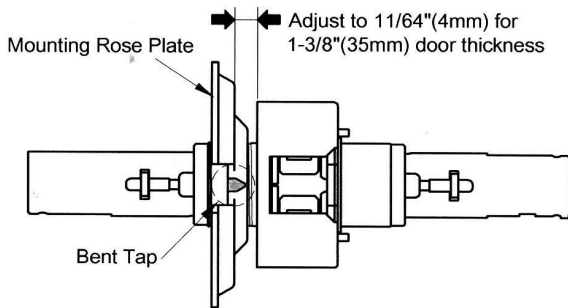

| In case of 1-3/8"(35mm) thick door | In case of 1-3/4"(45mm) thick door |

C. How to Replace, Re-Key or Install Cylinder (If Required)

1. Remove outside lever
   1) Insert key, rotate 45° clockwise and hold.
   2) Depress lever retainer with lever removal tool (provided).
   3) Slide lever off lock.
2. With outside lever in hand, use standard pliers to pull out cylinder retainer.
3. Remove key and cylinder from outside lever.
4. Insert new cylinder.
5. Secure by pressing cylinder retainer flush with the lever.
6. Insert key into cylinder.
   Important: Make sure the key-cut side of key lines up facing towards the end of the lever. If the key is inserted incorrectly, the lock will reassemble and might appear to properly work; however, when the key is removed, the latchbolt will remain retracted.
7. Rotate key 45° counterclockwise.
   Push the lever onto the spindle until fully seated.
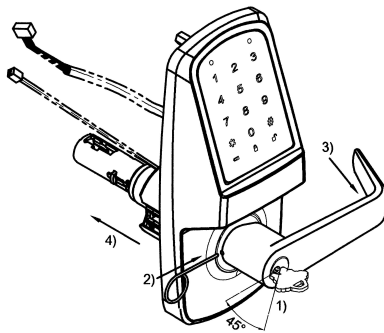   Pull on lever to insure properly seated.
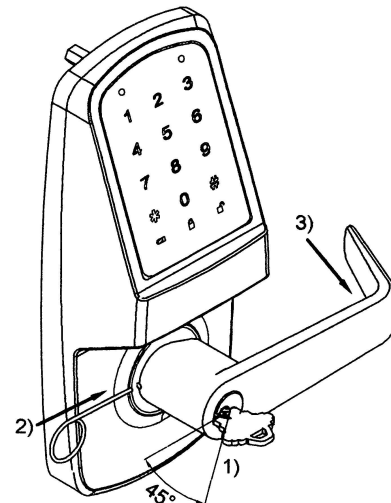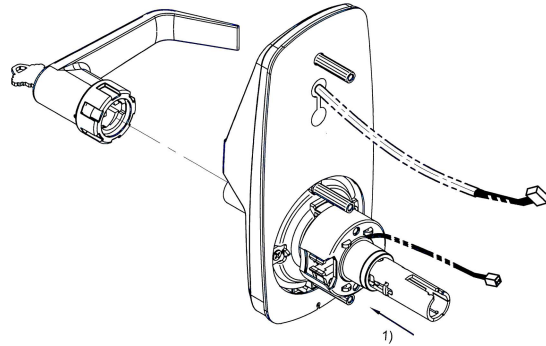
D. How to change hands (If Required)

1. Remove the Lever Handle & Lock Chassis.

1) Insert key, rotate the key 45 degrees clockwise.
2) Depress retainer with tool provided.
3) Slide the lever off the lock.
4) Slide the lock Chassis off the escutcheon.

3. Assemble the Lock Chassis with Escutcheon.

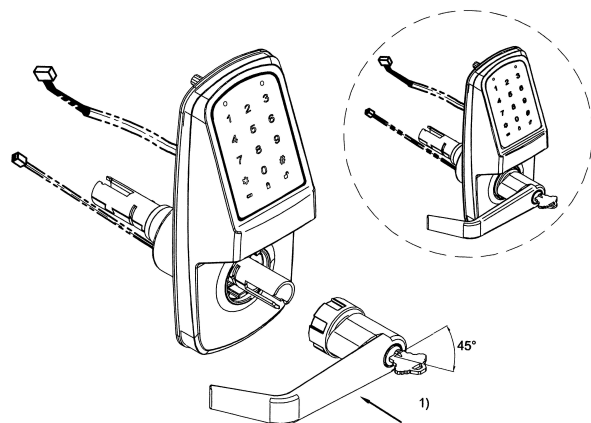1) Insert the lock Chassis into the escutcheon as per the image below.

2. Rotate the Lock Chassis.

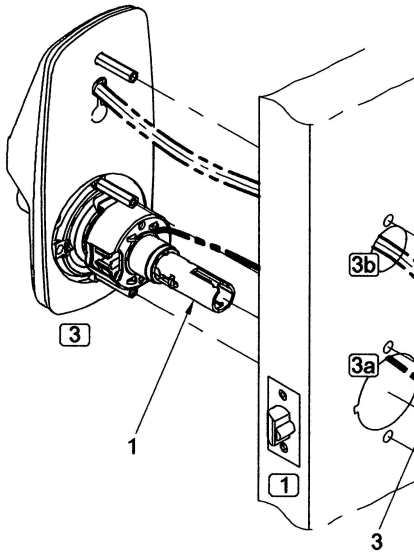1) Rotate the lock Chassis 180 degrees clockwise.

Figure 1
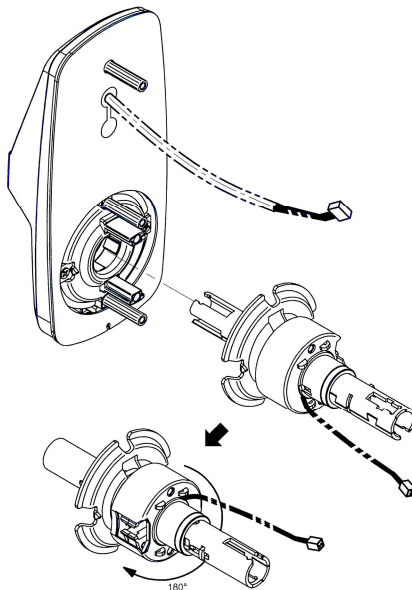
4. Assemble the Lever Handle.

1) Push the lever handle onto the lock Chassis and rotate key 45 degrees counter clockwise. Push the lever onto the spindle until fully seated. Pull on lever to insure properly seated.

Step #4 Lock Installation

Outside Assembly

Inside Assembly

No	Designation
4	(4) 10-32 x 1-1/5"(30.5mm)
	(1) 10-32 x 1-13/32"(36mm)
5	Spacer Bushing
6	(2) M4 x P0.7 , 15/32"(12mm)
7	Key Module(optional)

7 (Optional)

No	Designation
1	Spindle
2	Touchpad Cable
3	Motor Cable

(2) Combi-screw

1

(2) Combi-screw

2

Latch Tail

Retractor Engages
Bolt Tail

[Detail "A"]

7 Touchpad Cable Connector

Motor Cable Connector 6

8b Touchpad Cable Arrangement

Touchpad

Motor

["U" Fold]

Motor
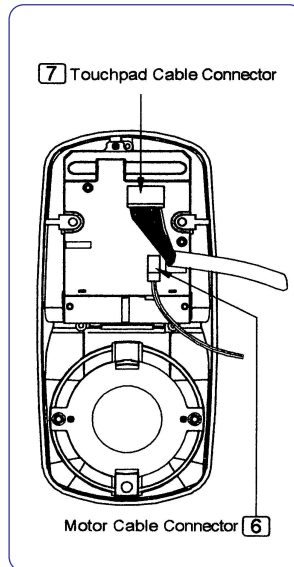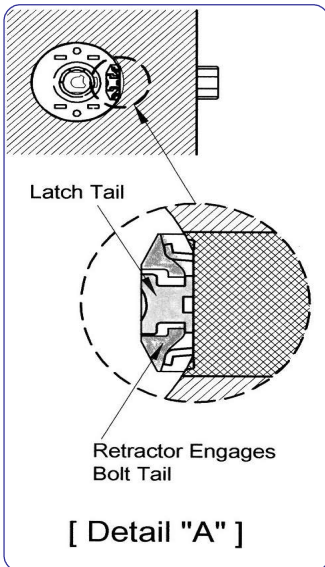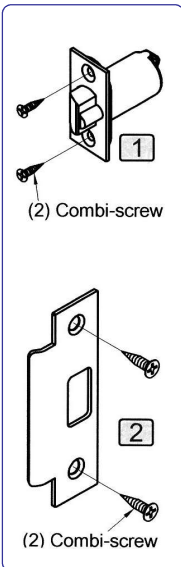
PROCEDURES

1. Install latch in door. Be sure that curved edge of latchbolt faces direction door closes. Attach with two screws supplied.

2. Install strike on the door frame.

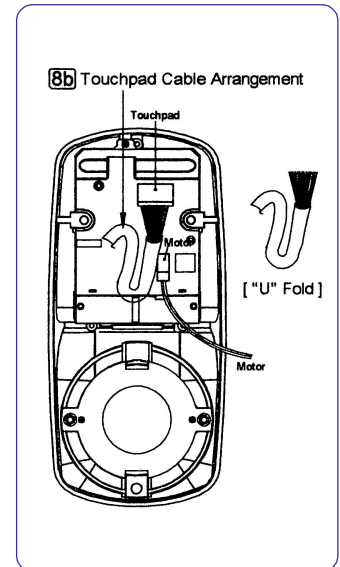3. Insert outside assembly through door, making sure that the lock body frame hooks latch case and retractor engages bolt tail(s). DO NOT FORCE (See Detail A above). If lock body does not engage latch easily, check door preparation for errors.
   3a. Guide motor cable (red and black wires) through 2-1/8"(54mm) diameter hole.
   3b. Guide touchpad cable through 1"(25mm) diameter upper hole.

4. Guide motor cable and touchpad cable through rectangular holes on mounting plate assembly (motor cable - below rectangular hole / touchpad cable - above rectangular hole).

5. Slide mounting plate assembly over outside assembly, lining up top and bottom screw guides with holes in door. Secure both assemblies with (4) 10-32x1-1/5" (30mm) mounting plate assembly screws. (Do not over-tighten.)

6. Attach motor cable connector to the inside escutcheon PC board lower header.

7. Attach the touchpad cable connector to the inside escutcheon PC board header as illustrated.

8. Slide inside escutcheon over mounting plate assembly.
   CAUTION :
   8a. Position motor cable against mounting plate assembly. Avoid pinching wires against spindle and any sharp metal part of the assembly.
   8b. "U" fold touchpad wire cable and lay against the back recessed area of the inside escutcheon. Position and bend wires to prevent binding when installing the inside escutcheon over the mounting plate assembly.

9. Install and secure inside escutcheon with the (2) M4xP0.7-15/32"(12mm) and (1)10-32x1-13/32" (36mm) screws through inside escutcheon and into the mounting plate assembly.

10. Slide inside lever onto spindle and push in to attach.

11. Install (4) AA alkaline batteries into controller compartment being careful to align +/- polarity properly.
    (Optional key module for mobile app must be installed BEFORE batteries. See Step #5 Installation Option.)

12. Install battery cover and tighten screw.

Step #5 Installation Option

Adding the Key Module to your lock(optional)
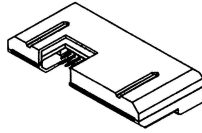
1. Install the Key Module into the slot above the battery compartment
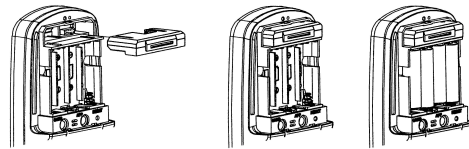   IMPORTANT: The batteries must be removed prior to removing and/or inserting the Key Module:
    - Remove battery cover
    - Remove batteries
    - Insert or remove Key Module
    - Reinstall batteries
    - Reinstall battery cover

2. Open the app on your smartphone.
3. Follow the app programming instructions for enrolling a new device.

Step #6 Test Lock Operation

If you encounter problems while performing any of the following tests, review the installation instructions and this guide and correct any problems.
    CAUTION : DOOR MUST REMAIN OPEN DURING INSTALLATION. USE DOOR STOP.

Mechanical Test
A. Rotate the inside lever. Operation should be smooth, and the latch should retract.
B. Insert the key into keyway and rotate the key to open the door. Operation should be smooth, and the latch should retract.

Electronic Test
A. To unlock outside lever.
    1. Touch the screen with palm of hand or fingers to illuminate the number pad with beep.
    2. Enter factory defaults Master Code [**123456**] and press the [✱] button.
    3. Outside lever will retract the latch
B. In case of use with RF Card - refer to Programming Guide.

HARDWARE TROUBLESHOOTING

Test the Operation of the Mechanical Lockset

Cycle the lock in both the locked and the unlocked positions. If problems are found:

Symptom	Suggested Action
Door is binding	• Check that door and frame are properly aligned and door is free swinging. • Check hinges: They should not be loose or have excessive wear on knuckles.
Latchbolt will not deadlock	• Either strike is out of alignment or the gap between the door and frame is too great. • Realign strike or shim strike out towards flat area of latchbolt.
Latchbolt does not retract or extend properly	• Latchbolt tail and retractor are not properly positioned: ☞ Remove lockset. Look though 2-1/8" hole and verify latchbolt tail is centered between top and bottom of hole. ☞ Remove latchbolt and insert lockset. Look though latchbolt hole and verify retractor mouth centered in hole. If not, adjust outside mounting rose plate. ☞ If necessary, rebore holes to line up retractor and tail.

PROGRAMMING GUIDE

Take the time to read through this guide to familiarize yourself with the features and operation of the lock, and its quick and easy programming procedures.

TABLE OF CONTENTS

OVERVIEW

Stand-Alone Access Control System is a series of State-of-the-Art Microprocessor-Based programmable Touchpad-Entry and Proximity Security Locks.

- **User Access Methods**
  - ☞ Touchpad Entered User PIN Codes.
  - ☞ RF Card.
  - ☞ Metal Key cylinder.
  - ☞ Mobile App(Optional)
- **User Features**
  - ☞ 500 users.
  - ☞ User code length from 4-6 digits.
- **Preparing to Program your Lock**
  - ☞ At first glance, your new lock may look complicated, but it is in fact designed in a very straightforward way. The keypad contains 12 buttons: numbers 1 through 9 plus zero, a star button [✶] and a pound button [#].
  - ☞ These 12 buttons are all you need to program your lock.
  - ☞ All features can be programmed manually through the touchpad.
  - ☞ This guide will show you how to program your lock manually.
- The lock can be programmed for Passage mode, Lockout mode settings. Auto re-lock time and Beep volume are adjustable and can be changed from factory default.

OPERATION OF LOCK

Opening the door with a PIN Code

Touch the screen with palm of hand or fingers to activate.

Enter a registered PIN Code and press [✳] button.

Turn lever to open door.
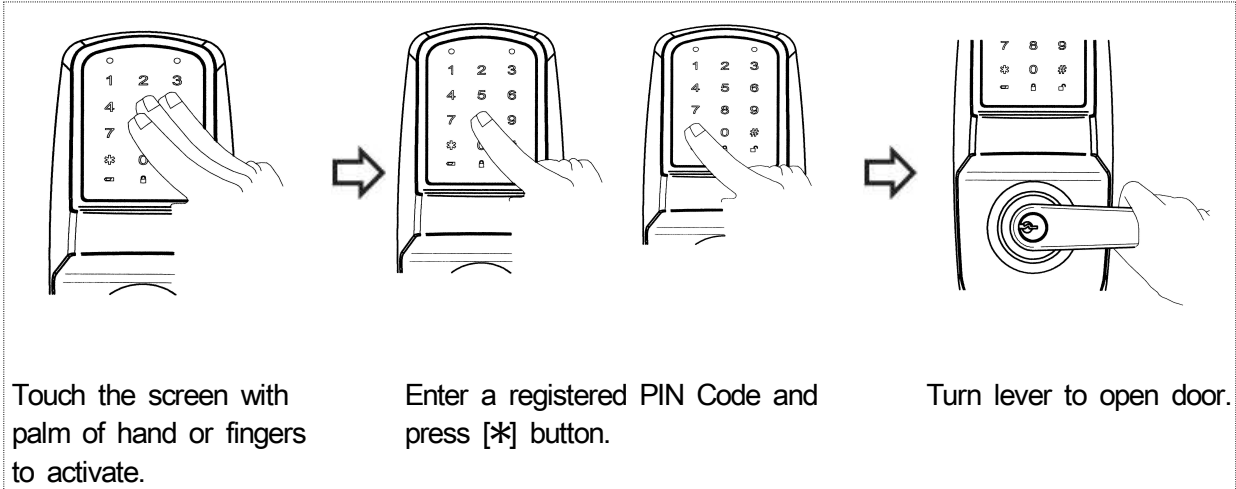
Opening the door with a RF Card

Touch the screen with palm of hand or fingers to activate.

Place a registered RF Card in front of the touchpad like above figure.

Turn lever to open door.
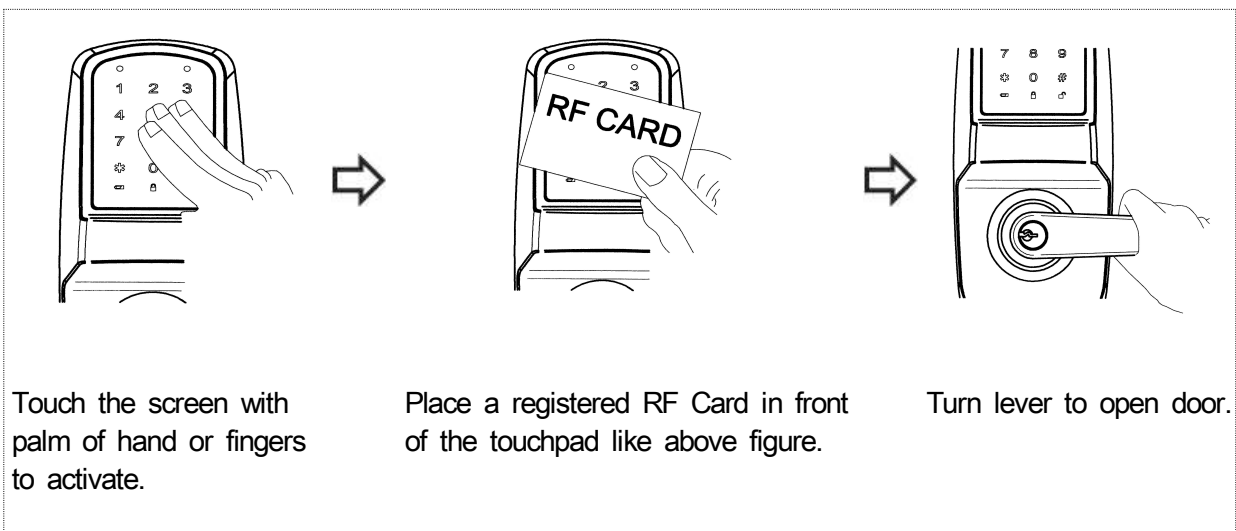
Opening the door with a Metal Key

A. Insert the key into keyway.
B. Rotate the key to open the door.

Factory Defaults

Settings	Factory Defaults
Master PIN Code	123456
Lockout Mode	Unprogrammed
Passage Mode	Unprogrammed
Re-lock Time	5 seconds
Wrong Code Entry Limit	5 times
Shut Down Time	60 seconds
Beep Volume	2 levels

Scope of Master, User Settings

Settings	Master	User
Entrance Authorization	√	√
Register/Change Master PIN Code	√	
Register/Delete User PIN Code	√	
Register/Delete RF Card	√	
Registering One-time User PIN Code	√	
Setting Up/Releasing User Lockout Mode	√	
Entrance Authorization at Lockout Mode	√	
Setting Up/Releasing Passage Mode	√	
Setting Up the Sound Volume	√	
Setting Up the Re-lock Time	√	

PROGRAMMING FEATURES

Outside

Low Battery
Touchpad
Lockout mode
Passage mode
Key
9 Volt Emergency Power Suppery terminal

Inside

Battery Cover
4AA Alkaline batteries
Screw
Speaker   Reset
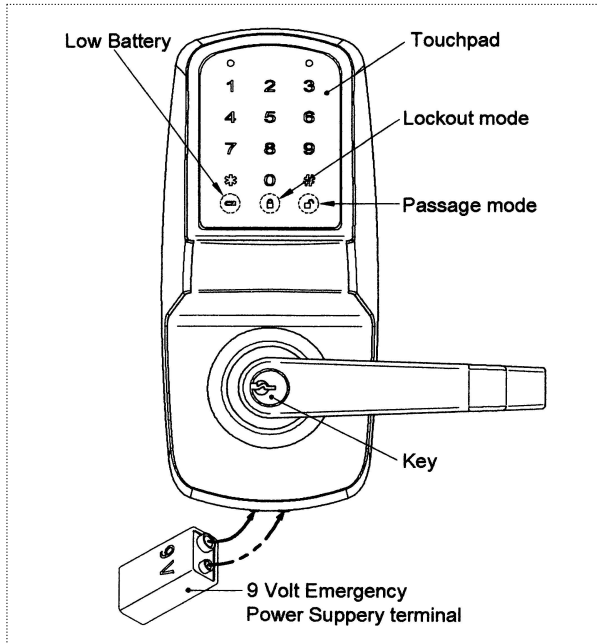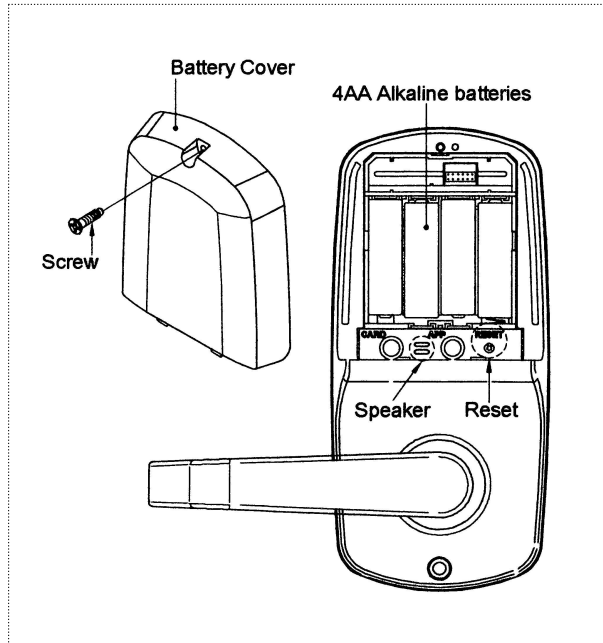
Menu and Icons

Symbols	Description
🖐	Touch the screen with palm of hand or fingers to activate.
0 ~ 9	Press the indicated number buttons.
✳	Press the [✶] button. It is used to complete an input process.
#	Press the the [#] button. It is used to enter Programming mode.
Mstr PIN	Enter the Master PIN Code (**Only 6 digits in length**). [Factory Default: 123456]
U PIN	Enter the User PIN Code (4~6 digits in length).
🔋	Low Battery Icon. When battery power is low, the low battery icon will begin blinking.
🔓	Passage Mode Icon.
🔒	Lockout Mode Icon

To Begin Programming:

The Lock is preset at the factory with Master PIN Code [123456].

A. 🖐 Touch the screen with palm of hand or fingers to activate.

B. Entering 1 2 3 4 5 6 ✳ will unlock the lock allowing the outside lever to retract the latchbolt.

Note: The Master Code must be changed (i.e., "Forced Change") from the factory default prior to adding users.

Feature Programming Through Master Code

Procedure Description

🖐 Touch the screen with palm of hand or fingers to activate.

Step 1. Enter the Master PIN Code and press the # button.

Step 2. Enter Program Code and press the # button.

Step 3. Enter digit corresponding to the function to be performed and press the # button.

Step 4. Press the # button to confirm.

Step 5. Press the ✳ button to complete the process and conclude the Programming session.

Change Default Master Code Before Programming

①	②	③	④	⑤

🖐 ➔ Default **Mstr** PIN # ➔ 1 # ➔ Enter New **Mstr** PIN # ➔ Enter New **Mstr** PIN # ➔ ✳

Register User PIN Code

🖐 ➔ **Mstr** PIN # ➔ 2 # ➔ Enter **U** PIN # ➔ # ➔ ✳

Delete registered PIN Code except Master PIN Code

🖐 ➔ **Mstr** PIN # ➔ 3 # ➔ Registered **U** PIN # ➔ # ➔ ✳

Register One-Time User PIN Code

✋ ➜ Mstr PIN # ➜ 4 # ➜ One-Time U PIN # ➜ # ➜ ✳

Register RF Card

✋ ➜ Mstr PIN # ➜ 8 # ➜ Enter the Card Register No. (1~499) # ➜ Place the RF Card on Touchpad # ➜ ✳

Delete RF Card

✋ ➜ Mstr PIN # ➜ 9 # ➜ Enter the Card Registered No. # ➜ # ➜ ✳

Setting Up/Releasing Passage Mode

✋ ➜ Mstr PIN # ➜ 5 # ➜ 1 Enable ✳

➜ 3 Disable ✳

☞ Another method to disable Passage Mode: ✋ ➜ Enter Registered U PIN # ➜ 5 ➜ ✳

Setting Up/Releasing Lockout Mode

✋ ➜ Mstr PIN # ➜ 7 # ➜ 1 Enable ✳

➜ 3 Disable ✳

Setting Up the Sound Volume or Re-lock Time

✋ ➜ Mstr PIN # ➜ 0 # ➜ 1 Volume # ➜ 1~4 ✳

➜ 2 Re-lock Time # ➜ 1~9 ✳

☞ **Sound Volume**: 1 minimum volume ~ 3 maximum volume, 4 mute.
☞ **Re-lock Time**: 1 to 9 seconds through feature settings. (factory default 5 five seconds)

PROGRAMMING

Change Default Master Code Before Programming

Note: The factory default Master Code must be changed prior to adding users.

🖐 ➔ Default **Mstr** PIN **#** ➔ **1** **#** ➔ Enter New **Mstr** PIN **#** ➔ Enter New **Mstr** PIN **#** ➔ **✳**

🖐 Touch the screen with palm of hand or fingers to activate.

1. Enter the default Master PIN Code **1 2 3 4 5 6** and press the **#** button.
   Green and Red LED blinks.
2. Enter the Program Code **1** and press the **#** button.
   Green and Red LED blinks.
3. Enter the new Master PIN Code and press the **#** button.
   Beep melody with Green LED blinks.
4. Enter the new Master PIN Code again and press the **#** button.
   Beep melody and Number pad blink one time.
5. Press the **✳** button.
   Completes with beep sound.

[**For example**, if you want your new Master PIN Code to be "258013". (Only 6 digits in length)
Press: 🖐 ➔ **1 2 3 4 5 6** **#** ➔ **1** **#** ➔ **2 5 8 0 1 3** **#** ➔ **2 5 8 0 1 3** **#** ➔ **✳**]

Now that the Master Code has been changed, there is no need to change it again (unless you want to).

Register User PIN Code

🖐 ➔   **Mstr** PIN **#** ➔ **2** **#** ➔   Enter **U** PIN **#** ➔ **#** ➔ **✳**

🖐 Touch the screen with palm of hand or fingers to activate.

1. Enter the Master PIN Code and press the **#** button.
   Green and Red LED blinks.
2. Enter the Program Code **2** and press the **#** button.
   Green and Red LED blinks.
3. Enter the new User PIN Code and press the **#** button.
   Beep melody with Green LED blinks.

4. Press the `#` button.
   Beep melody and Number pad blink one time.
   ☞ [Repeat steps 3 and 4 for each new user (if necessary).]
5. Press the `✳` button.
   Completes with beep sound.

[**For example**, John Smith and Jessica are users. You want to register their User PIN Codes "111222" and "223344".
Program the lock by pressing: 🖐 ➔ Mstr PIN `#` ➔ `2` `#` ➔ `1` `1` `1` `2` `2` `2` `#` ➔ `#` ➔ `2` `2` `3` `3` `4` `4` `#` ➔ `#` ➔ `✳`]

Delete registered PIN Code except Master PIN Code

🖐 ➔   Mstr PIN `#` ➔ `3` `#` ➔ Registered U PIN `#` ➔ `#` ➔ `✳`

🖐 Touch the screen with palm of hand or fingers to activate.
  1. Enter the Master PIN Code and press the `#` button.
     Green and Red LED blinks.
  2. Enter the Program Code `3` and press the `#` button.
     Green and Red LED blinks.
  3. Enter the registered PIN Code and press the `#` button.
     Beep melody with Green LED blinks.
  4. Press the `#` button.
     Beep melody and Number pad blink one time.
     ☞ [Repeat step 3 and 4 for delete of another registered PIN Code (if necessary).]
  5. Press the `✳` button again.
     Completes with beep sound.

[**For example**, You want to delete registered PIN Codes "111222" and "223344".
Program the lock by pressing: 🖐 ➔ Mstr PIN `#` ➔ `3` `#` ➔ `1` `1` `1` `2` `2` `2` `#` ➔ `#` ➔ `2` `2` `3` `3` `4` `4` `#` ➔ `#` ➔ `✳`]
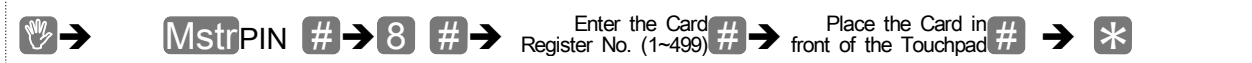
Register One-Time User PIN Code

🖐 ➔   Mstr PIN `#` ➔ `4` `#` ➔ One-Time U PIN `#` ➔ `#` ➔ `✳`

🖐 Touch the screen with palm of hand or fingers to activate.

1. Enter the Master PIN Code and press the #️ button.
   Green and Red LED blinks.
2. Enter the Program Code 4️ and press the #️ button.
   Green and Red LED blinks.
3. Enter the One-Time User PIN Code and press the #️ button.
   Beep melody with Green LED blinks.
4. Press the #️ button.
   Beep melody and Number pad blink one time.
   ☞ [Repeat steps 3 and 4 for each new one-time user (if necessary).]
   ☞ You may register up to 2 One-Time User PIN Codes.
5. Press the ✳️ button.
   Completes with beep sound.

Register RF Card

🖐️➔   Mstr PIN #️➔ 8️ #️➔ Enter the Card Register No. (1~499) #️➔ Place the Card in front of the Touchpad #️ ➔ ✳️

🖐️ Touch the screen with palm of hand or fingers to activate.

1. Enter the Master PIN Code and press the #️ button.
   Green and Red LED blinks.
2. Enter the Program Code 8️ and press the #️ button.
   Green and Red LED blinks.
3. Enter the new RF Card Register Number(1~499) and press the #️ button.
   Green and Red LED blinks.
4. Place a RF Card about 2 seconds in front of the touchpad (hear beep melody and Green LED blinks.) and press the #️ button.
   Beep melody and Number pad blink one time.
   ☞ [Repeat step 3 and 4 for each new RF Card Register (if necessary)].
5. Press the ✳️ button.
   Completes with beep sound.

[**For example**, you wish to register two RF Cards for User 11 and User 12 respectively.
Press: 🖐️➔Mstr PIN #️➔8️ #️➔1️1️ #️➔place the first card in front of the touchpad (hear beep melody and Number pad blink one time) #️ and then within 20 seconds, 1️2️ #️➔place the second card in front of the touchpad (hear beep melody and Number pad blink one time) #️➔✳️]

Delete RF Card

[✋]➔ [Mstr]PIN [#]➔[9][#]➔ Enter the Card Registered No.[#]➔[#] ➔ [✳]

[✋] Touch the screen with palm of hand or fingers to activate.

1. Enter the Master PIN Code and press the [#] button.
   Green and Red LED blinks.
2. Enter the Program Code [9] and press the [#] button.
   Green and Red LED blinks.
3. Enter the delete card number (registered number) and press the [#] button.
   Beep melody and Green LED blinks.
4. Press the [#] button.
   Beep melody and Number pad blink one time.
   ☞ [Repeat steps 3 and 4 for delete of another card number(if necessary)].
5. Press the [✳] button.
   Completes with beep sound.

[**For example**, you wish to delete two RF Cards for User 11 and User 12 respectively.
Press: [✋]➔[Mstr]PIN [#]➔[9][#]➔[1][1][#]➔[#]➔[1][2][#]➔[#]➔[✳]]

Setting Up/Releasing Passage Mode

[✋]➔ [Mstr]PIN [#]➔[5][#]➔[1]Enable [✳]
➔[3]Disable [✳]

[✋] Touch the screen with palm of hand or fingers to activate.

1. Enter the Master PIN Code and press the [#] button.
   Green and Red LED blinks.
2. Enter the Program Code [5] and press the [#] button.
   Green and Red LED blinks.
3. Enter the Enable Code [1] or Disable Code [3] and press the [✳] button.
   Completes with beep sound.

Another method to disable Passage Mode: [✋]➔ Enter Registered [U]PIN [#]➔[5] ➔[✳]
will disable Passage Mode.

Setting Up/Releasing Lockout Mode

🖐 ➜ Mstr PIN # ➜ 7 # ➜ 1 Enable ✱

➜ 3 Disable ✱

🖐 Touch the screen with palm of hand or fingers to activate.

1. Enter the Master PIN Code and press the # button.
   Green and Red LED blinks.

2. Enter the Program Code 7 and press the # button.
   Green and Red LED blinks.

3. Enter the Enable Code 1 or Disable Code 3 and press the ✱ button.
   Completes with beep sound.

MISCELLANEOUS INFORMATION

Returning the Lock to Factory Defaults

1. Remove battery cover using #2 phillips screw driver.
2. Push and hold the Reset Button with the lever removal tool provided for 10 seconds.
3. After beep, all numbers of touchpad will blink about 20 seconds. Please wait until the blinks stop.

   Note:
   All registered Master, User PIN Code data, etc., will be deleted, and the lock will reset to the factory default.
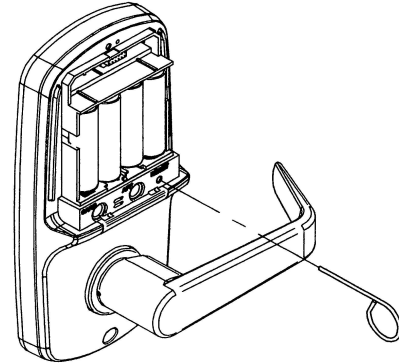
9V Battery Emergency Power

9V battery connections are located under the front of the outside assembly.

In the case that the 4 AA alkaline batteries are completely discharged, a 9V battery can be used to supply power to the lock.

While connecting the 9V battery, the lock can be operated as normal, thus granting access so the 4 AA alkaline batteries can be replaced.

Discharged batteries should be replaced right away.
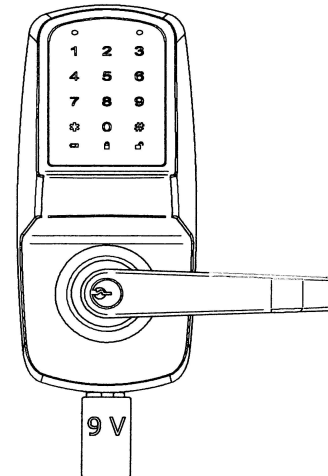
Battery Replacement

When battery power is low, the low battery icon will begin blinking with beep sound. Always replace weak batteries as soon as possible. The locks use four (4) AA-size 1.5 volt alkaline batteries.

GLOSSARY

Lock Activation: Touch the screen with palm of hand or fingers to illuminate the number pad with beep. Enter the PIN Code while the number pad is illuminated.

Master PIN Code: The Master PIN Code is used for programming User codes and feature settings. The Master PIN Code will operate the lock. The Master PIN Code is a factory default setting.

User PIN Code: The User PIN code is used for operating the lock.

One-Time User PIN Code: This PIN Code can only be used once and the PIN information is deleted automatically after use. User can program in up to 2 different One-Time User PIN Codes.

Passage Mode: Enabling Passage Mode allows continuous entry for non-restricted traffic. Passage Mode is enabled or disabled through feature programming by either the Master or Manager PIN Code. When the unit is in Passage Mode, the unlocked padlock icon will appear on the screen.

Lockout Mode: This feature is enabled by the Master PIN Codes. When enabled, it restricts all User PIN Code access except Master PIN Codes. When the unit is in Lockout, the padlock icon will appear on the screen.

Low Battery: When battery power is low, the low battery icon will begin blinking. If battery power is completely lost, the key and cylinder can be used.

Re-lock Time: After successful code entry and the unit unlocks, it will automatically re-lock after a default of five (5) seconds. Re-lock time is adjustable from one (1) to ten (10) seconds through feature settings.

Beep Volume: It sets the volume of sound emitted during the inputting of numbers and opening or locking the door. (Level 1 ~ Level 4) The sound is muted at Level 4, and is at the maximum volume at Level 3. The factory default is Level 2.

Shut Down Time: The unit will shut down for a default of sixty (60) seconds and not allow operation after the wrong code entry limit has been met. Shut down time is factory default settings. When the unit is in Shut Down, the padlock icon will be flashing.

Wrong Code Entry Limit: After a default of five (5) unsuccessful attempts at entering a valid PIN Code the unit will shut down and not allow operation. Wrong code entry limit is a factory default setting.

TROUBLESHOOTING

Symptom	Suggested Action
There is no power.	• Check if the batteries are faulty or in the correct polarity. • Check if the batteries are inserted properly or completely discharged.
I can't change the Master PIN Code.	• There was a delay while entering the new Master PIN Code. The number pad must be illuminated while the new Master PIN Code is being entered. Also, after entering the first digit the next digit must be entered within 10 seconds. • If batteries are discharged, try again after replacing the batteries. • Refer to the changing the Master PIN Code section in the programming instructions and try changing again.
I can't change the User PIN Code.	• Another PIN Code is already registered. • If the PIN Code is less than 4 digits or over 6 digits in length, change it to be within 4~6 digits and register again.
I entered registered PIN Code and pressed the [✶] button, but the door won't open.	• Check that the registered PIN Code was entered correctly. • If the number pad illumination is turned off while entering the PIN Code, the button input is not registered. Touch the screen with palm of hand or fingers to activate and enter PIN Code again. (The number pad illumination is turned off automatically if there is no input within 10 seconds.)
The door won't lock automatically when I close it.	• Check if Passage mode is set. If the door opens just by turning the handle on the inside assembly down without any input on the lock, it means the Passage mode is enabled. • If the door doesn't lock automatically when Passage mode is disabled, then the lock has been installed incorrectly. Contact a digital lock outlet and have the lock reinstalled.
The lock issues the low voltage warning sound when I activate the lock.	• The sound indicates that it is time to replace the batteries. Replace with new batteries within a week.
Lock does not respond – door is locked and inaccessible.	• Batteries may be completely discharged. ☞ Use mechanical key to gain entry and replace batteries. ☞ Connect a 9-volt battery to the emergency power supply terminal which is located on the outside escutcheon, under the lever. With the 9-volt battery connected, touch screen with palm of hand or fingers to activate and enter PIN code. Replace batteries.
The unit is on for a while, and then shows no reaction. Lights dim.	• The batteries do not have enough power. Replace the batteries.

USER CODE RECORD SHEET

User Number	User Name	User PIN Code (4~6 digits)						RF Card registered No.

※ We recommend placing this record sheet in a safe and secure place.