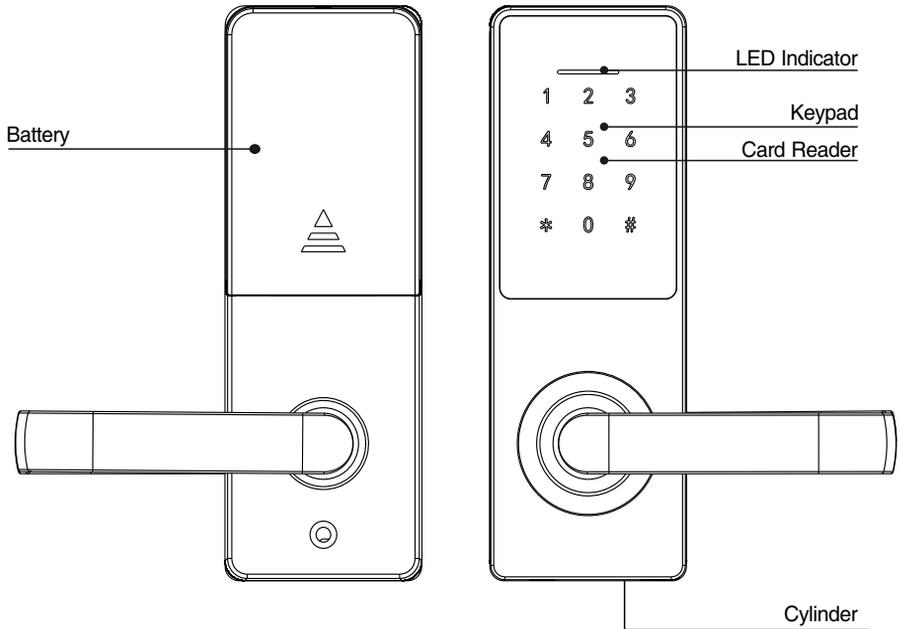


**DIGITAL DOOR LOCK**

**D300**

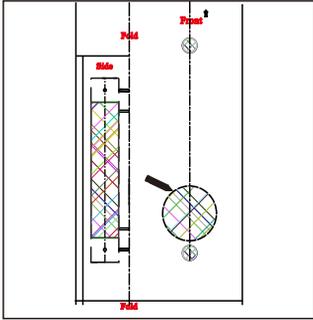
# Product Guide



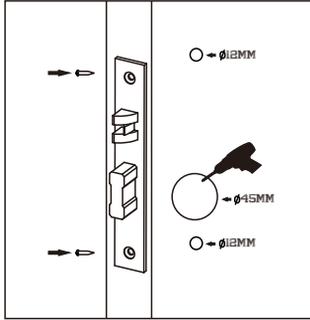
## Brief Introduction

- 1 There are 30 password users and 100 RF card users in the lock.
- 2 The password has to be 4 to 6 digits combination among 0 to 9.
- 3 The default master password is “123-456”.
- 4 The lock can be registered with 5 master RF card users.
- 5 There is a Micro-USB port on the bottom of the outside panel, which can be connected with power bank as emergency power supply if the batteries run off.

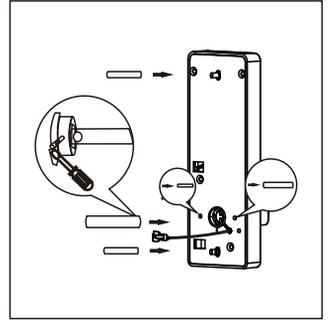
# Installation



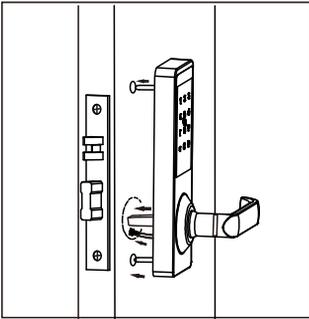
1. Place the template on the door. According to the template, mark the holes on the door with a pencil.



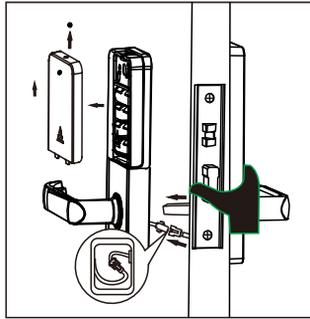
2. Take out the mortise before drilling the holes. Drill the door hole with a driller of 12mm and 45mm for faceplate. Then fix the mortise.



3. Tighten the screw into the square bar hole to fix the square bar. Then fix the 2 screw sleeves and 2 mortise fixing bars around the square bar hole.

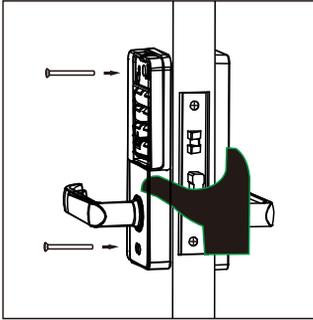


4. Fix front faceplate with the cable through at the bottom of the mortise hole.

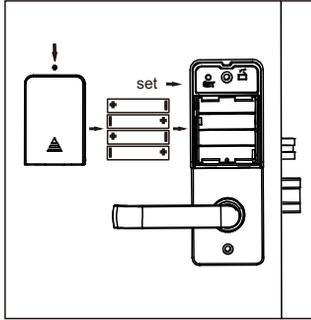


5. Use one hand to press front faceplate against the door, connect the battery cable, and put all cables inside the recess of back faceplate.

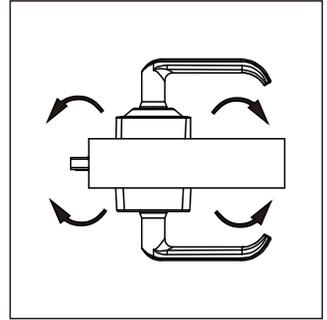
# Installation



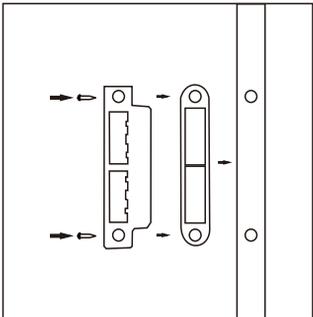
6. Tighten 2 screws to fix front and back faceplates.



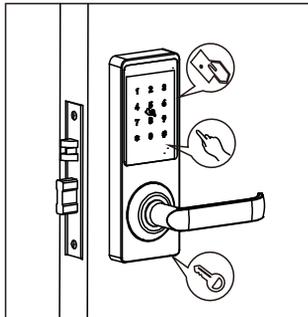
7. Install batteries and you could see SET key for lock programming later.



8. Adjust faceplate position to make sure it is straightly and correctly installed.



9. Install the striking box and striker.

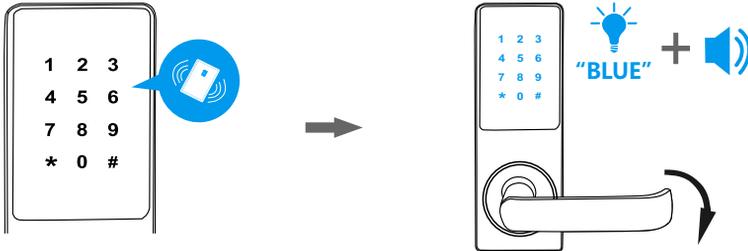


10. Test the installation by inner handle, password, mechanical key and reading card.



## 2 RF Card Unlocking

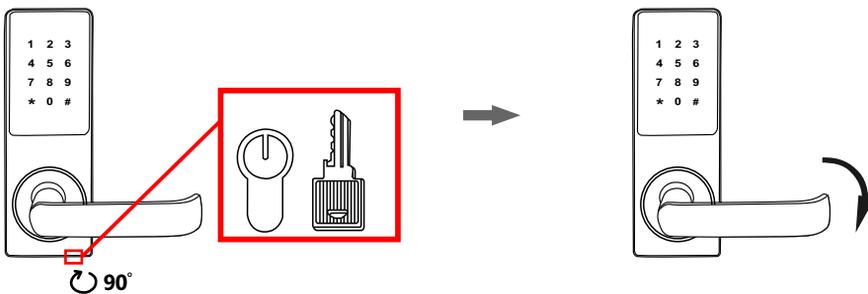
Place the card close to keypad. If the card is correct, the LED indicator shows blue light with sounds, and then you can press down the handle for unlocking.



## 3 Mechanical Key Unlocking

When there are problems with electronic part, and the batteries run out of power using mechanical key is the way to unlock the lock.

Insert the mechanical key into the cylinder under the bottom of outside panel, and then turn the key 90 degree. After that, press down the handle for unlocking.

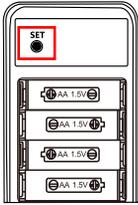


 **The mechanical key cannot unlock the lock directly.**

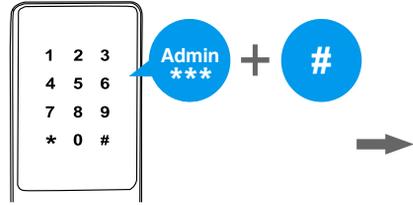
# Operation

## 1 Change Admin Password

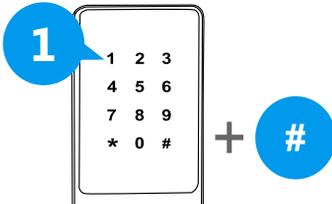
The default admin password is "123-456" when the lock is under factory state. It is suggested to change the admin password before use.



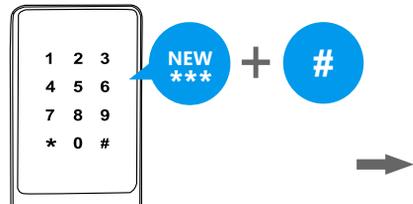
- a Take out the battery case cover, and then press the "Set" button on the battery case



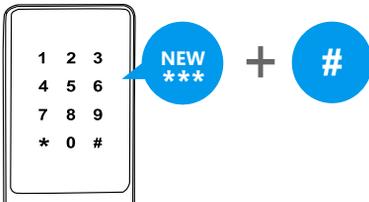
- b Input the admin password "123-456", and then press "#" to confirm



- c Input "1", and then press "#" to confirm; (\*1)



- d Input the new admin password (6 digits), and then press "#" to confirm



- e Input the new admin password (6 digits) again, and then press "#" to confirm

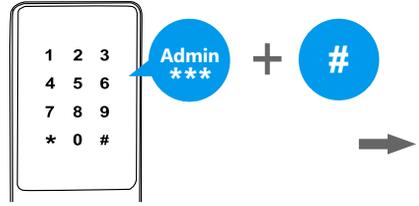
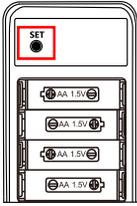


**For the first time to enter the system, the system forces you to change the admin password, which you DONOT need to input "1" (step 3 for normal operation), and input the new password directly.**



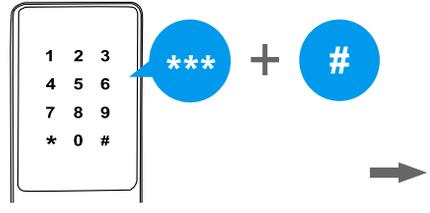
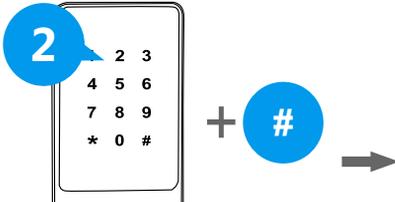
**Once finishing the operations, please try to use the OLD admin password and the NEW admin password for unlocking to confirm the operation is successful.**

## 2 Add Normal Users (Password User)



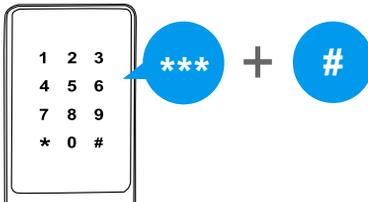
a Take out the battery case cover, and then press "Set" button on the battery case

b Input the admin password, and then press "#" to confirm



c Input "2", and then press "#" to confirm

d Input the password (4 to 6 digits), and then press "#" to confirm



e Input the password (4 to 6 digits) again, then then press "#" to confirm



**The password has to be 4 to 6 digits**

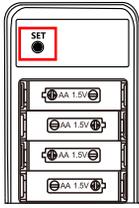


**If the user number management is enabled, you need to input an ID number (01~129) first, and then input the password for registration.**

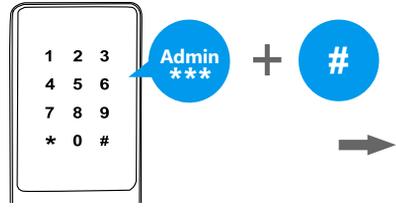


**Once finishing the operations, please try to use the password for unlocking to confirm the operation is successful.**

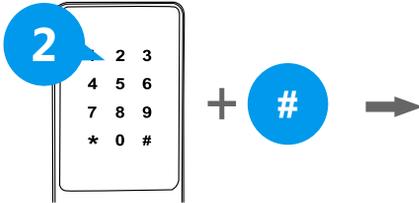
### 3 Add Normal Users (RF Card User)



- a** Take out the battery case cover, and then press "Set" button on the battery case



- b** Input the admin password, and then press "#" to confirm;



- c** Input "2", and then press "#" to confirm;



- d** Place the card close to the card reader, and then finish the registration

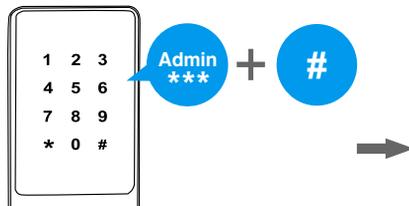
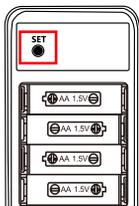


***If the user number management is enabled, you need to input an ID number (01~129) first, then input the password for registration.***



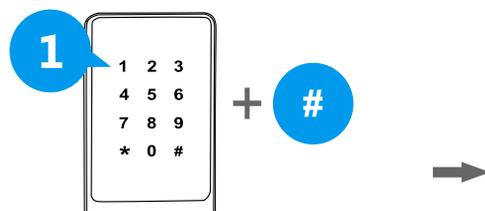
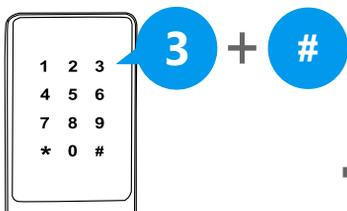
***Once finishing the operations, please try to use the RF card for unlocking to confirm the operation is successful.***

## 4 Delete Single User



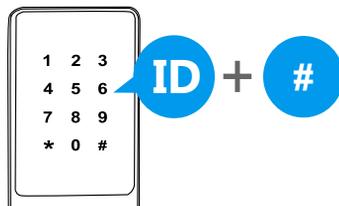
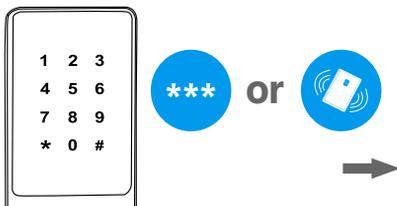
a Take out the battery case cover, and then press "Set" button on the battery case;

b Input the admin password, and then press "#" to confirm;



c Input "3", and then press "#" to confirm

d Input "1", and then press "#" to confirm;



e Input the password or card which you want to delete, and the system will delete it

e Input the User number which you want to delete, and then press "#" to confirm. The system will delete that user; (\*1)

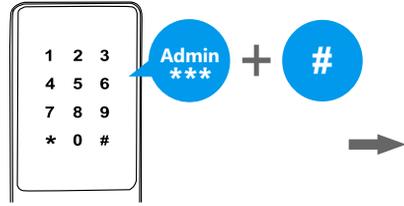
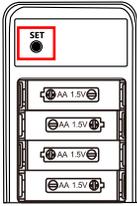


**If the user number management is enabled, you can input the user number directly to delete the user.**



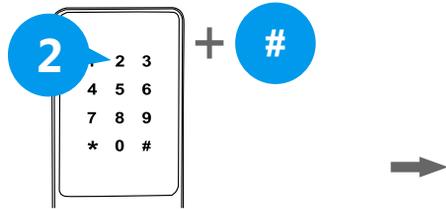
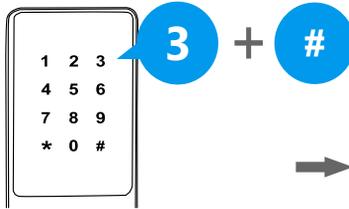
**Once finishing the operations, please try to use that deleted user for unlocking to confirm the operation is successful.**

## 5 Delete All RF Card Users



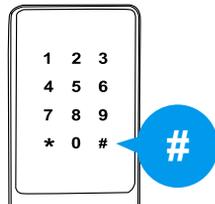
- a Take out the battery case cover, and then press “Set” button on the battery case;

- b Input the Admin password, and then press “#” to confirm;



- c Input “3”, and then press “#” to confirm;

- d Input “2”, and then press “#” to confirm;

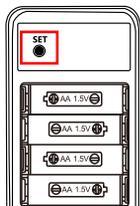


- e Input “#” again to confirm. The system starts to delete all RF card users;

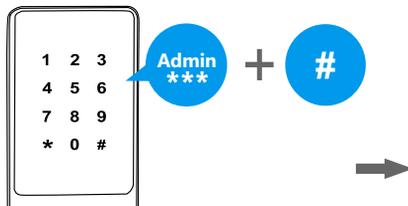


**Once finishing the operations, please try to use the deleted user for unlocking to confirm the operation is successful.**

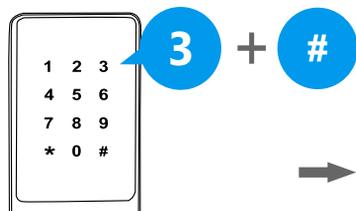
## 6 Delete All Password Users



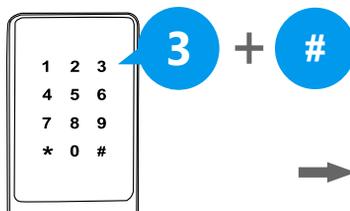
- a Take out the battery case cover, and then press “Set” button on the battery case;



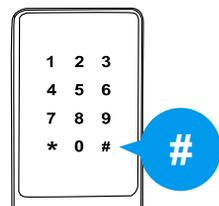
- b Input the Admin password, and then press “#” to confirm;



- c Input “3”, and then press “#” to confirm;



- d Input “3”, and then press “#” to confirm;

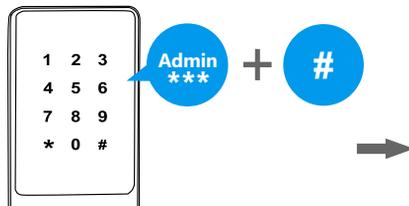
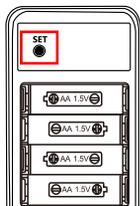


- e Input “#” again to confirm. The system starts to delete all password users



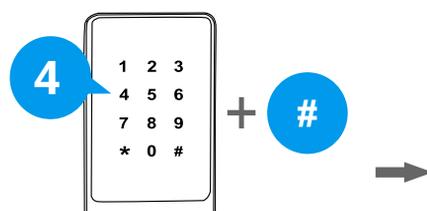
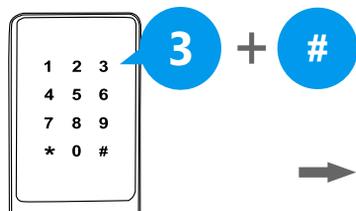
**Once finishing the operations, please try to use the deleted user for unlocking to confirm the operation is successful.**

## 7 Delete All Normal Users



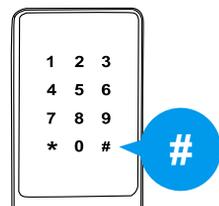
- a Take out the battery case cover, and then press “Set” button on the battery case

- b Input the Admin password, and then press “#” to confirm



- c Input “3”, and then press “#” to confirm

- d Input “4”, and then press “#” to confirm



- e Input “#” again to confirm. The system starts to delete all normal users

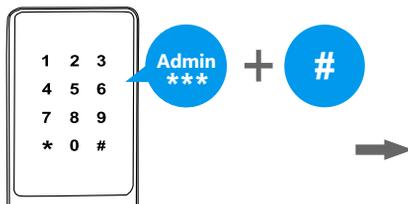
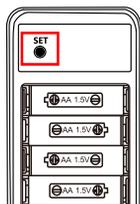


**Once finishing the operations, please try to use the deleted user for unlocking to confirm the operation is successful.**

## 8 Double Unlocking

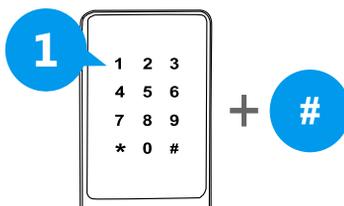
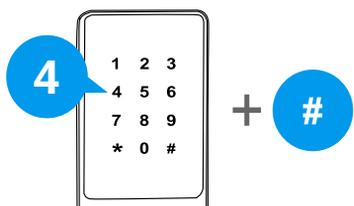
For a higher level security, you can activate the “Double Unlocking” mode, which needs input 2 registered users for unlocking every time.

### Enable



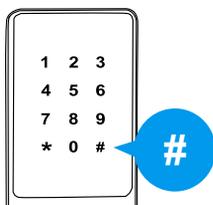
**a** Take out the battery case cover, and then press “Set” button on the battery case

**b** Input the admin password, and then press “#” to confirm



**c** Input “4”, and then press “#” to confirm

**d** Input “1”, and then press “#” to confirm



**e** Input “#” again to confirm and the “double unlocking mode” is activated



**Once the lock is under double unlocking mode, you need to input those 2 registered users within 5 seconds. Otherwise the lock will be turned off.**

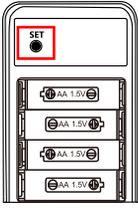


**When the first user is inputted, the lock keeps locked until you input the second registered user, and then you can press down the handle for unlocking.**

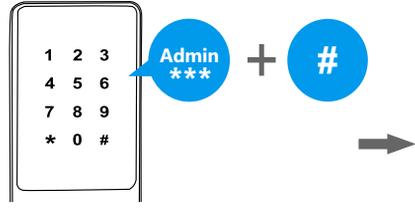


**If there are only one kind of users registered in the lock (only password users or only RF card users), the lock only can be unlocked by admin password. Because the lock requests 2 different kinds of users for unlocking in “Double Unlocking” mode. It is suggested to register both kinds of users in the lock.**

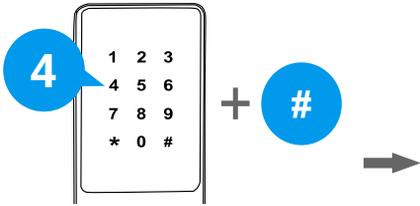
# Disable



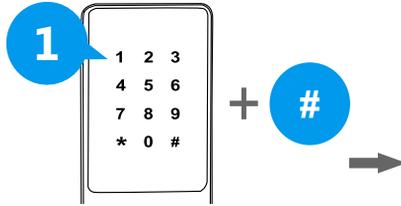
- a Take out the battery case cover, and then press “Set” button on the battery case



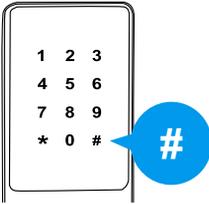
- b Input the admin password, and then press “#” to confirm



- c Input “4”, and then press “#” to confirm



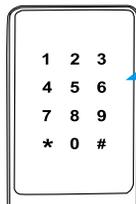
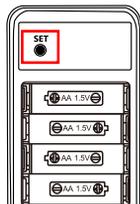
- d Input “1”, and then press “#” to confirm



- e Input “#” again to confirm and the “double unlocking mode” is disabled

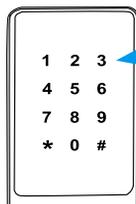
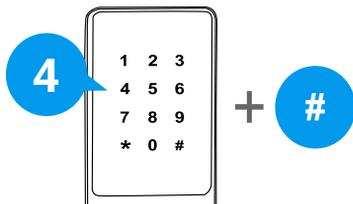
## 9 Temporary Password User

For the guest and housekeeper who needs to access, you can set up the "Temporary Password User" for them, once they use the password for unlocking, that password will be deleted automatically. (Only one time use)



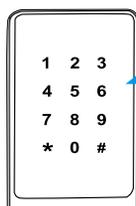
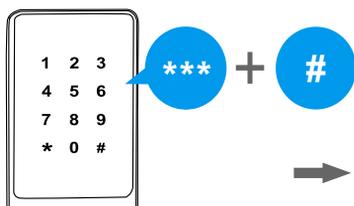
- a** Take out the battery case cover, and then press "Set" button on the battery case

- b** Input the admin password, and then press "#" to confirm



- c** Input "4", and then press "#" to confirm;

- d** Input "3", and then press "#" to confirm;



- e** Input the password and then press "#" to confirm; (the password is 4 to 6 digits)

- f** Input the password again, and then press "#" to confirm; (the password is 4 to 6 digits)

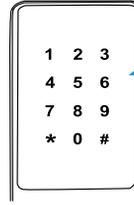
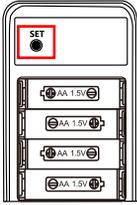


**After set up the temporary password user, that password is available until use.**

# 10 User Number Management

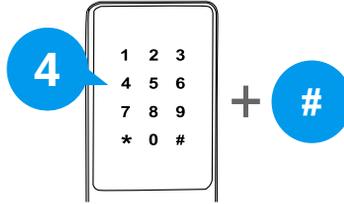
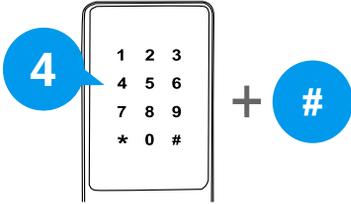
In order to manage the registered users better, you can activate the user number management. Once the management is activated, you have to input user numbers when registering new users. **Factory default is disabled.**

## Enable



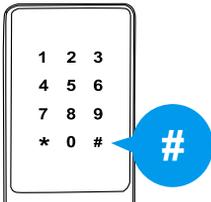
**a** Take out the battery case cover, and then press “Set” button on the battery case

**b** Input the Admin password, and then press “#” to confirm



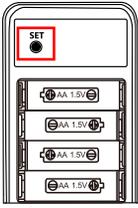
**c** Input “4”, and then press “#” to confirm

**d** Input “4”, and then press “#” to confirm

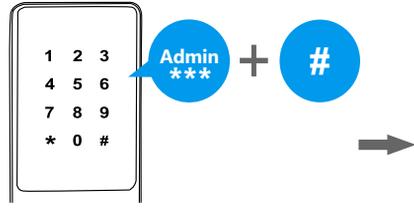


**e** Input “#” again to confirm and the user management is activated

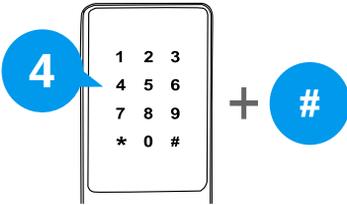
# Disable



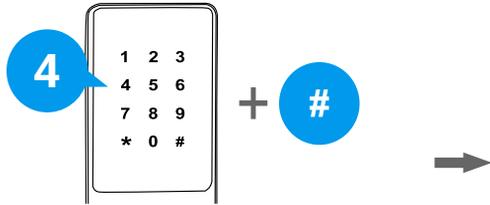
- a Take out the battery case cover, and then press “Set” button on the battery case



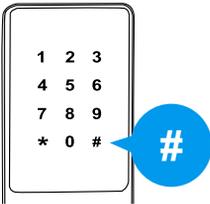
- b Input the admin password, and then press “#” to confirm



- c Input “4”, and then press “#” to confirm



- d Input “4”, and then press “#” to confirm

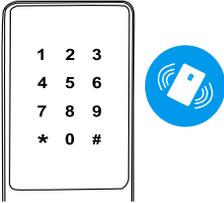


- e Input “#” again to confirm and the user management is disabled

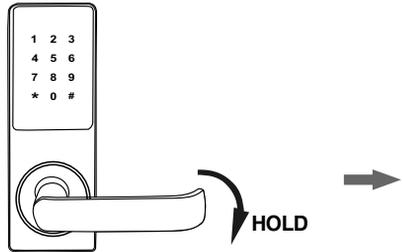
# 11 Passage Mode

When the lock is requested for unlocking frequently, you can activate the passage mode and let the people unlocking without identifications.

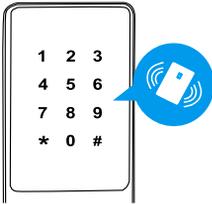
## Enable



**a** Unlocking the lock by the registered RF Card user

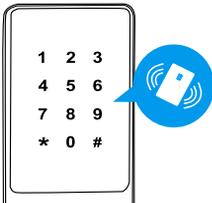


**b** Press down the handle to unlock, and then hold the handle (keep pressing down)



**c** Place that RF card close to the card reader again, and then the passage mode is activated

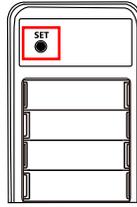
## Disable



Place the registered RF card user close to the card reader, the passage mode will be disable. The lock returns to normal state

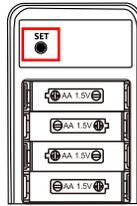
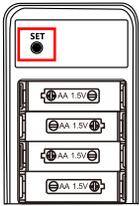
## 12 Restore The Lock to Factory State

When the lock has some problems, you can try to restore the lock to solve.



- a Take out the batteries from the battery case

- b Press and hold the "Set" button on the battery case



- c Install the batteries into the case, keep holding the "Set" button

- d Keep holding the "Set" button until you hear the speaker says "initialization successfully"



**After restore the lock, the admin password will be restore to factory default "123-456", please change the master password before use.**



**All users will be deleted after lock restored.**

