

DL-30B

Digital Lock with Voice Guide Feature

Admin & User Guide

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1 • READ BEFORE USE

The Smart Lock is designed to **work independently or with TimeTec Security Mobile App**. To use the Smart Lock with TimeTec Security Mobile App, you must first create an account on TimeTec Security. Next, you will need to pair the Bluetooth communication between the Smart Lock and TimeTec Security Mobile App with a pairing password and admin password.

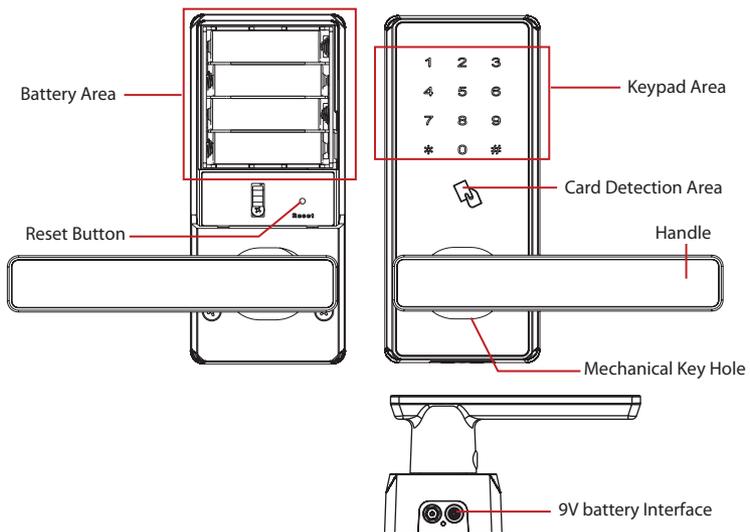
With TimeTec Security Mobile App, you do not have to store any user information within the Smart Lock. By using the app, you can:

- Send unlock command to Smart Lock via Bluetooth.
- Add and manage additional unit(s) of Smart Lock into the App.
- Create login account for other users to use the App to unlock Smart Lock.
- Create temporary passes for users to unlock Smart Lock at a specific date and time.
- Create passcodes and sync with Smart Lock for other users to unlock Smart Lock via passcode.
- Receive push notification whenever Smart Lock is unlocked.

Safety Caution

1. The default setting of the lock allows any password/card to unlock it.
2. Please register at least one administrator for the newly installed lock. Without administrator, registration for any normal user is not allowed.
3. The lock comes with mechanical keys for manual unlocking. Please keep the mechanical keys at a safe place.
4. To Power On the lock, four 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 7 seconds stand-by time limits for all setting operations, without any activity within the time limits, the lock will automatically shut off.

Structure



2 • BASICS

User Introduction

USER	VERIFICATION MODE	FUNCTION
Administrator	Password, ID Card	Menu Operation, Open The Door
Normal User	Password, ID Card	Open The Door

Note:

- 1) The maximum capacity of password or ID card is 100.
- 2) The length of password is 6 digits.

Operation and Voice Prompt

OPERATION	VOICE PROMPT
Verification Succeed	"Thank you"
Verification Failed	"Verification Failed"
Registration Succeed	"Registered"
Deletion Succeed	"Deleted"
Registration Failed	"Operation Failed"
Password has already registered	"This password is already used"
ID Card has already registered	"This card is already used"
User Number has already registered	"This user number is already used"

Initialization

Initializing the lock means all data will be deleted and restored to factory default setting.

Operation Instruction: Press the reset button, then touch the keypad to power on the lock, and hold the reset button for 5 seconds until the lock prompts the voice of "Restore to default settings, wait a moment". After around 30 seconds, the lock prompts the voice of "completed", and then the initialization is finished.

Random Password

Random password = random digits + correct password + random digits.

Users may enter any random digits before or after the correct password to create random password to open the door. The maximum length of the random password is 32 digits.

For example:

If the correct password is 123456, the random password can be 89123456807, 1234562363, 389123456, etc.

Voice Guide

After access into the menu, the lock will prompt voice before and after each operation. It is quite easy for user to know how to operate each step.

Normal Open

Normal open mode is to keep lock always unlocked, which is fit for meeting room and some places where in or out is not restricted.

Low Battery Alarm

When the lock is in low battery status, it will trigger the alarm with the sound of short-beep and the voice of "Battery is low, please replace". After triggering low battery alarm, the lock will be out of battery in approx. 200 operations.

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

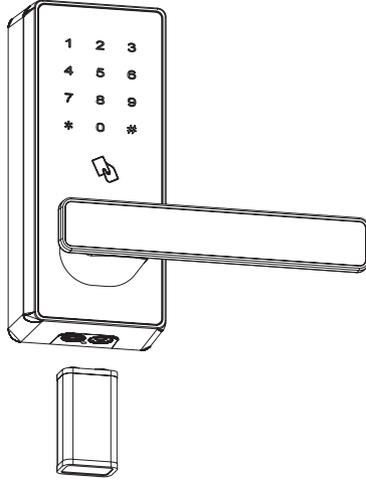
Volume

Users can set volume level in accordance with individual preference and requirement. The default volume level is 3 and the adjustable range is 0-7.

9V External Battery

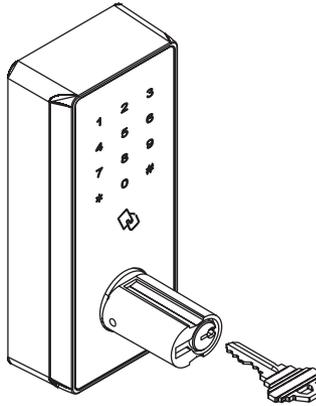
9V external battery is used to open door when the lock is out of battery.

Note: The above battery must be 9V alkaline battery (6LR61).



Emergency Mechanical Key

The mechanical key is used to open door when the lock has electronic malfunction.



Note: Keep the mechanical key in a safe place.

Insert the key into key hole and rotate 90° in clockwise direction.

3 • THE TIMETEC SECURITY APP

Download TimeTec Security App

You must download TimeTec Security App in order to manage Smart Lock. Please scan the QR code below to download TimeTec Security App from the Appstore or Play Store.

Note: The above battery must be 9V alkaline battery (6LR61).



Register & Sign In To TimeTec Security App

1. Register an account using your email address from TimeTec Security App. You will then receive an email from TimeTec Security. Therefore, please follow the instructions in the email to activate your account.
2. Login to TimeTec Security App by using the registered email address and password.

Add Smart Lock

To add smart lock into your account, please follow the steps below:

1. Tap **Menu** > **Smart Access** > **Configure Locks**.
2. Under **Nearby Lock** > **Tap Search** to look for nearby smart lock.
3. Tap the smart lock name that appears on screen to add it into the list.
4. Scan the QR code (find it at the packing box or lock body) to get the smart lock serial number. Otherwise, you can also insert the serial number by referring to the serial number.
5. Tap **Add Lock** > App will validate the serial number with the server.
6. Insert the **Pairing Password** to connect to the smart lock. The default password is 000000(6 'zero'). This is the first protection to block unauthorised Bluetooth connection from accessing the smart lock.
7. Insert the **Admin Password** to continue adding the smart lock. The default password is 12345678. This is the second protection to block unauthorised access from accessing the smart lock.

8. After smart lock is added into the list, you can then start to use the App to manage the smart lock.

Repeat the steps above to add another smart lock into the list.

Unlock Smart Lock

You can use the App to send unlock command to smart lock via Bluetooth connection. Please follow the steps below:

1. Tap **Menu** > **Smart Access** > **Unlock Doors**.
2. App starts to search for nearby smart locks and display it on screen.
3. Tap **Unlock** next to the smart lock name in order to trigger unlock command.

Remove Smart Lock

When smart lock is no longer in use, you can remove it from the list. Please follow the steps below:

1. Tap **Menu** > **Smart Access** > **Configure Locks**.
2. Select the smart lock to remove > Swipe from right to left.
3. Tap **Remove** to remove the smart lock from the list.

Configure Smart Lock

This portion is for Super Admin to change the smart lock pairing password and admin password. It is recommended that you change these passwords during initial installation. Please follow the steps below:

1. Tap **Menu** > **Smart Access** > **Configure Locks**.
2. Tap **Bluetooth** to start connecting the smart lock (you can only configure the smart lock after the App is connected to the smart lock).
3. Tap the smart lock name to configure > **Settings**
4. Tap **Pairing Password** to change it.
5. Tap **Admin Password** to change it.

Note: Server will update the changes to all admins and users accounts accordingly.

Create Admin & Users

You can assign your families, relatives, friends and etc. to download the App and use it to manage the smart lock.

There are 3 levels which are:

- **Super Admin:** The smart lock owner (or the first person who adds the smart lock into the Mobile App) has the highest authority and he/she can add new Admin and User to access or manage the individual lock.
- **Admin:** The person assigned by Super Admin to use and manage the smart lock. Admin can add new Admin or User but is restricted to only allow for the usage or management of the supposed smart lock.
- **User:** The person assigned by Super Admin or Admin and can access the smart lock only.

To assign Admin and User, you must first create new user accounts. Please follow the steps below to create users.

1. Tap **Menu > Manage Users**.
2. Tap **Add** to start adding users.
3. Name the users and insert his/her email address.
4. Server will send invitation email to the user in order to notify him/her to register.
5. User registers and signs into the App to use it.

Note: The Mobile App will display a P to indicate users who have yet to create account and sign into the App. The P icon will disappear after the users sign into the Mobile App.

To grant the users access as Admin or User, please follow the steps below:

1. Tap **Menu > Manage Users**.
2. Tap the new create user name from the list
3. Tap **Smart Access >** Select the lock to assign this user to
4. Tap **toggle** to select User (if you want to assign this user as the Admin for this lock, tap to change their role into Admin).
5. Tap Back to save settings.

To have a quick check in determining the admins or users assigned to a smart lock, please follow the steps below:

1. Tap **Menu > Configure Locks**
2. Tap the smart lock to check > **Manage Users**

Note: You will find the list that displays all admins and users assigned to this smart lock. You can add new admin or new user from this page.

Create Access Group

You must configure Access Group in order to grant users access via the smart lock. For example, you can create the group 'Family' to allow your families to access the smart lock anytime; or you can create the group 'Maid' to allow your maid to only access during Saturday 10 am to 2pm for housekeeping purposes.

Please follow the steps below:

1. Tap **Menu** > **Configure Locks** > Tap the smart lock to configure access group.
2. Tap **Access Group** > **Add** > Name the access group.
3. Tap **Access Time** > Set the start and end time to allow access, or tap Full Day to grant full day access.
4. Tap **Users** > Select the users from the list to assign them into this access group
5. Tap **Save**.

Note: Server will notify these users about the changes done.

Create Temporary Pass

You can grant temporary access to an individual, whereby he/she can only unlock the smart lock at specific date and time. This is a One Time pass. In case you want to allow the individual to access the premise for multiple days, you will have to repeat the same steps. For example, if you want to allow your friend to stay at your home for 3 days due to his/her business trip.

Please follow the steps below:

1. Tap **Menu** > **Configure Locks** > Tap the smart lock to configure temporary pass.
2. Tap **Temporary Pass** > **Add** > Name the temporary pass.
3. Tap **Access Time** > Set the date, start and end time
4. Tap **User** > Select the user to assign the individual to this temporary pass.
5. Tap **Save** to save settings.

Note: Server will send notification to this person regarding the details of the temporary pass.

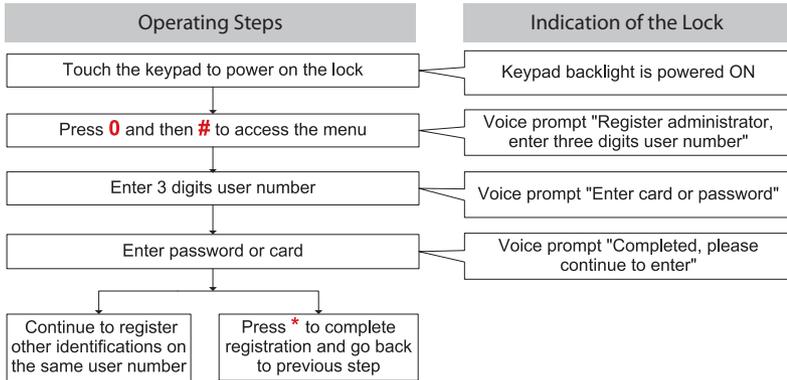
FOR USER TO USE TIMETEC SECURITY TO UNLOCK DOOR

1. Make sure admin already created your login account.

2. Register an account using your email address from TimeTec Security App. You will then receive an email from TimeTec Security. Therefore, please follow the instructions in the email to activate your account.
3. Login to TimeTec Security App by using the registered email address and password.
4. Tap **Menu** > **Smart Access** > **Unlock Doors**
5. App starts to search for nearby smart locks and display it on screen.
6. Tap **Unlock** next to the smart lock name in order to trigger unlock command.

4. HOW TO USE

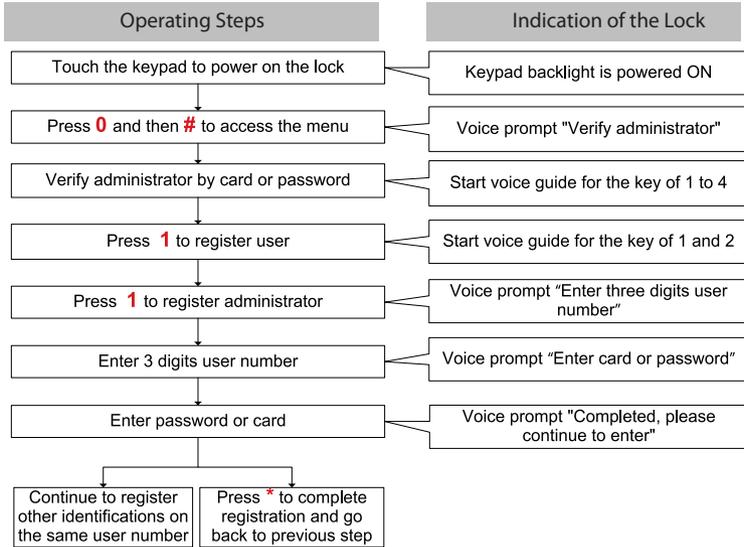
Register First Administrator



Note:

- 1) Enter the password twice to register.
- 2) The length of password is 6 digits.
- 3) The regular length of user number is 3 digits. However, it can also be entered as 1 digit or 2 digits with the end of # as the user number. For example, 001 is equal to 1# or 01#.
- 4) Press * to cancel the registration, if needed in between of the registration.

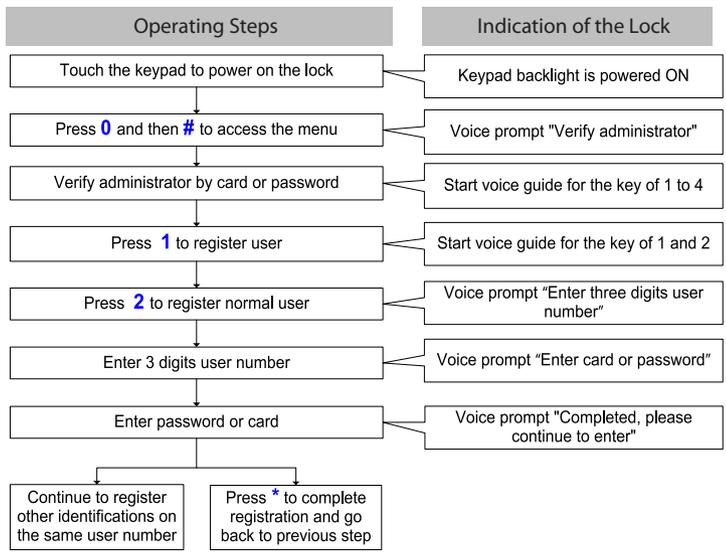
Register Other Administrators



Note:

- 1) Enter the password twice to register.
- 2) The length of password is 6 digits. When verifying administrator by password, press **#** to end.
- 3) The regular length of user number is 3 digits. However, it is also correct to enter 1 digit or 2 digits with the end of **#** as the user number. For example, 001 is equal to 1# or 01#.
- 4) Press ***** to cancel the registration, if needed in between of the registration.

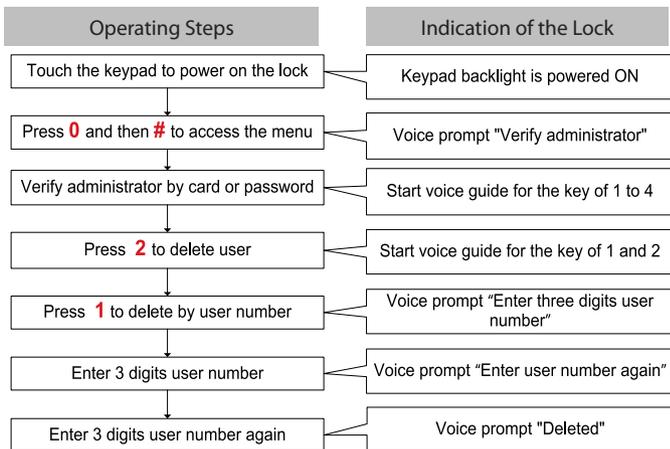
Register Normal User



Note:

- 1) Enter the password twice to register.
- 2) The length of password is 6 digits. When verifying administrator by password, press # to end.
- 3) The regular length of user number is 3 digits. However, it is also correct to enter 1 digit or 2 digits with the end of # as the user number. For example, 001 is equal to 1# or 01#.
- 4) Press * to cancel the registration, if needed in between of the registration.

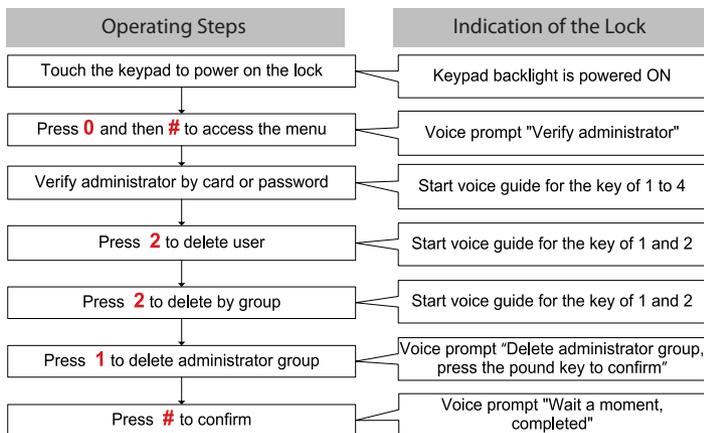
Delete by User Number



Note:

- 1) The regular length of user number is 3 digits. However, it can also be entered as 1 digit or 2 digits with the end of # as the user number. For example, 001 is equal to 1# or 01#.
- 2) When verify administrator by password, press # to end.
- 3) Press * to cancel the registration, if needed in between of the registration

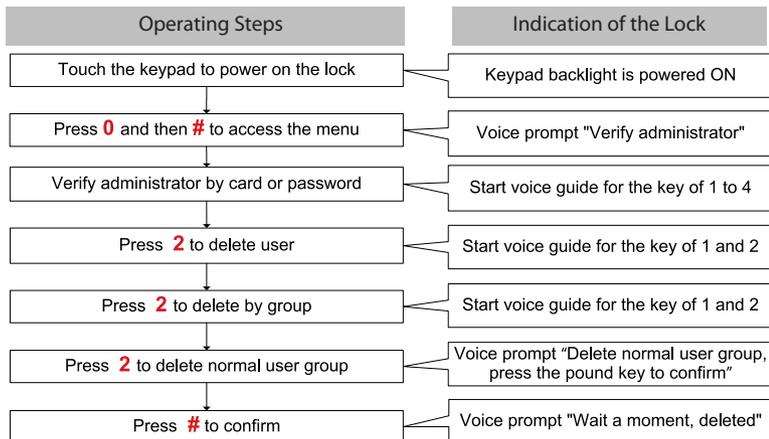
Delete Administrator Group



Note:

- 1) When verifying administrator by password, press # to end.
- 2) Press* to cancel the registration, if needed in between of the registration.

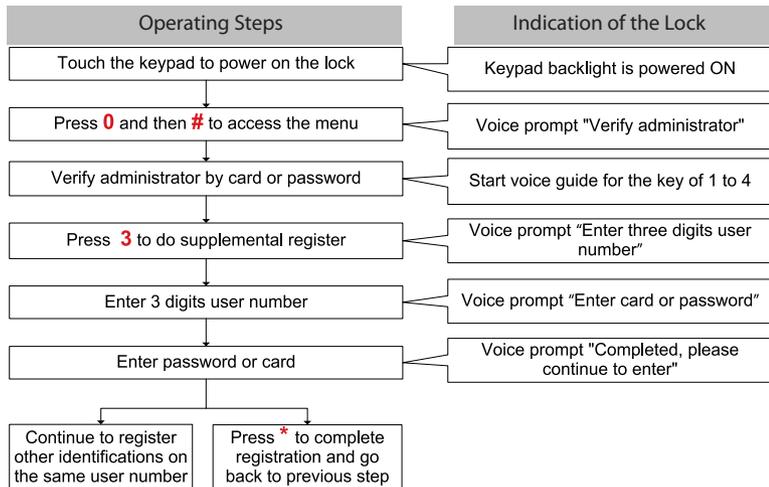
Delete Normal User Group



Note:

- 1) When verifying administrator by password, press # to end.
- 2) Press * to cancel the registration, if needed in between of the registration.

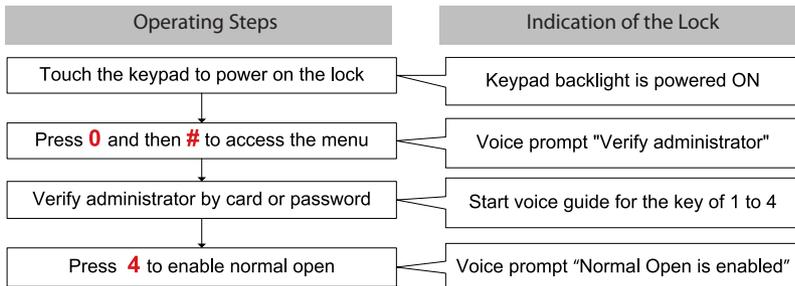
Supplemental Register



Note:

- 1) The regular length of user number is 3 digits. However, it is also correct to enter 1 digit or 2 digits with the end of # as the user number. For example, 001 is equal to 1# or 01#.
- 2) When verifying administrator by password, press # to end.

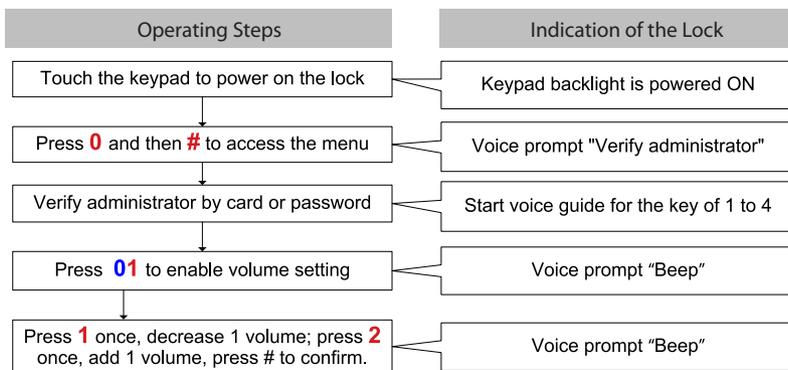
Enable Normal Open



Note:

- 1) To disable normal open, please use any registered card / password to unlock the door.
- 2) When verifying administrator by password, press **#** to end.

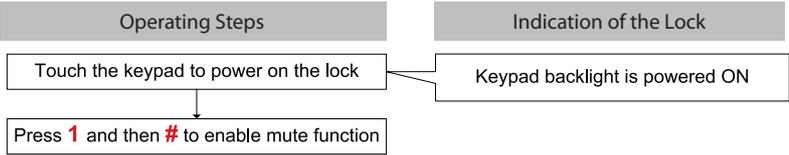
Volume



Note:

- 1) The volume of the "Beep" is the current volume.
- 2) When verifying administrator by password, press **#** to end.

Mute Function



Note:

- 1) After enable the mute function, no sound prompt for all operations on the keypad.
- 2) To disable the mute function, press 1 and then # again after the keypad backlight is powered on again.

