User Manual

TL300

Date: February 2020

Doc Version: 1.0

English

Thank you for choosing our product. Please read the instructions carefully before operation. Follow these instructions to ensure that the product is functioning properly. The images shown in this manual are for illustrative purposes only.

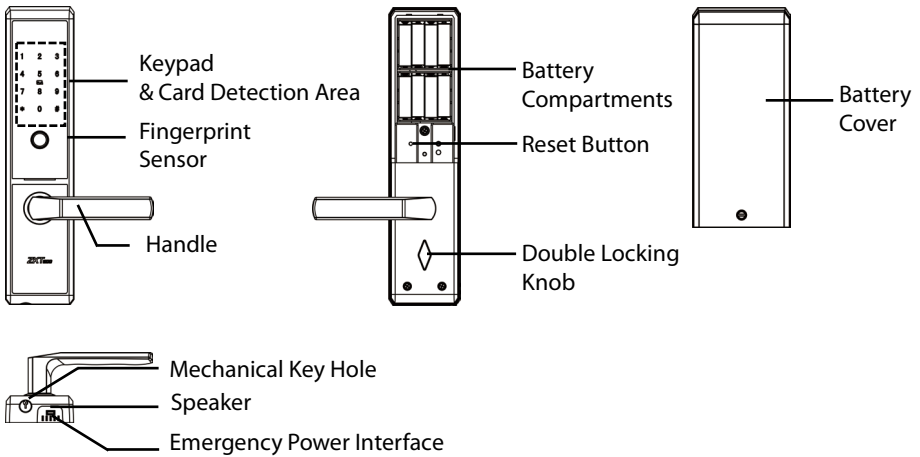For further details, please visit our Company's website www.zkteco.com.

Important Notes

1. New locks can be unlocked by any kinds of authentication before registration by default.
2. At least one administrator must be registered before any other operation.
3. The lock is also equipped with mechanical keys for manual unlocking. Please keep the mechanical keys at a safe place.
4. Eight alkaline AA batteries (not included) are needed to power the device. Non-alkaline and rechargeable batteries **ARE NOT RECOMMENDED**.
5. Do not remove batteries from the lock when it is operating.
6. Batteries must be replaced immediately when the lock prompts the "Low Battery" warning.
7. If you want to use your smart phone to unlock and manage the lock, please download the app of the corresponding lock model purchased.
   Search **"ZK SmartKey"** for TL300B and **"ZSmart"** for TL300Z in App Store (iOS) or Google Play Store (Android).

Table of Contents

Product Overview

- Keypad & Card Detection Area
- Fingerprint Sensor
- Handle
- Battery Compartments
- Reset Button
- Double Locking Knob
- Battery Cover
- Mechanical Key Hole
- Speaker
- Emergency Power Interface

Definitions

User Roles: The lock is designed for two user roles namely Administrator and User. The Administrator group has the permission to enter the menu and open the door, but the User group has permission to open the door only.

Note:

1) The **maximum capacity** of all groups is 100. The **maximum capacity of each verification method** (fingerprint/password/card) is 100.
2) Each user can register ten fingerprints, one password, and one card.

Initialization: All the registered user data will be deleted and restored to the factory setting.

Random Password: To protect the password, users may enter their password with random digits before or after the actual password. The maximum number of entered digits must be less than or equal to 32. For example: If the correct password is 123456, then the random password can be 89123456807, 1234562363, 389123456, etc.

Backup Enrollment: After the first registration, you can change the registered password and card, or continue to register the remaining fingerprints.

Volume Setting: The volume can be set to high/low/silent modes.

Language Setting: Select a language from English/Spanish/Portuguese to set the language for voice prompts.

Always Open Mode: This function is to keep the door always unlocked, which is suitable for meeting rooms and places with no access restriction.

Lockout Mode: When the lockout mode is set, only the administrator can open the door from outside.

* Network Setting: This function is only available for Model TL300Z. With the optional Gateway installed, this setting allows the lock to be connected with the network.

Low Battery Warning: When the battery power is low, the lock will prompt "Low battery, replace the batteries!" after being turned on. In this case, you cannot access the Main Menu.

Emergency Charging: The bottom of the outdoor unit is provided with a Micro-USB interface. Use a power bank to charge the lock when it is out of power.

Emergency Mechanical Key: The mechanical key is used to open the door when the lock has electronic malfunction.

Double Locking: Double locking prevents the lock from being unlocked from the outside. You can enable it by rotating the double locking knob.

How to Use

Resetting the Lock

Press and hold the **Reset Button**, then touch the keypad, keep holding the **Reset Button** until you hear an audio prompt "Restore to default settings, wait a moment". After a few seconds, the lock will prompt "Completed".
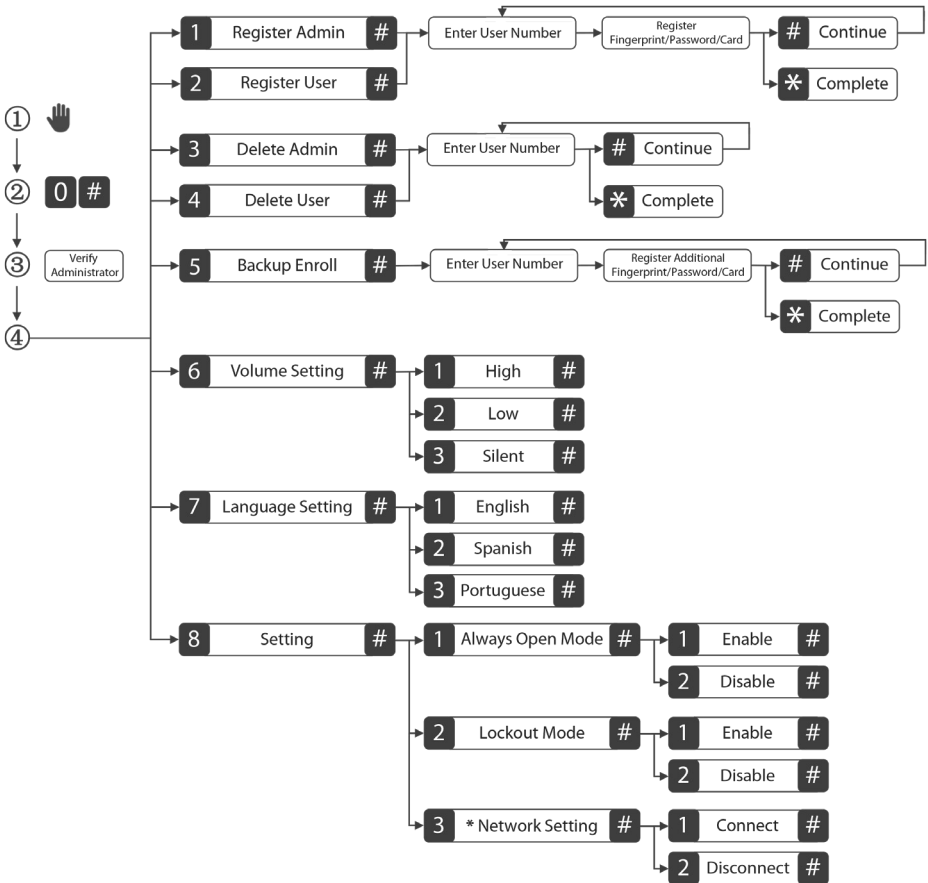
Activating the Lock

Touch the keypad with the back of your hand or fingers to activate the lock.

Registering the First Administrator

❶ Touch the keypad to activate the lock.

❷ Press the **0** and **#** keys to access the menu.

❸ Enter a new **three-digit** user number e.g. 001.

❹ Press fingerprint thrice, or enter a **six-digit** password twice, or swipe card.

❺ Press the ***** key to complete registration or press the **#** key to continue registering another administrator.

Programming the Features through Menu Mode

❶ Touch the keypad to activate the lock.

❷ Press the **0** and **#** keys to access the menu.

❸ Verify the administrator's identity with his/her fingerprint or card, or by entering the password then pressing the **#** key to confirm.

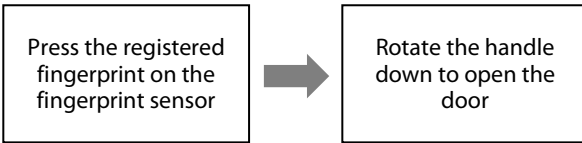❹ Enter the digit corresponding to the function to be performed by following the audio guide.

Note:

1) The registered password must be **six digits**.

2) If you try to register the same fingerprint/password/card again, the lock will prompt "Already Used!".

3) The currently logged-in administrator cannot delete his/her admin data.

4) Always Open Mode and Lockout Mode cannot be enabled at the same time. When you enable one of the two modes, the previously enabled mode will be automatically cancelled.

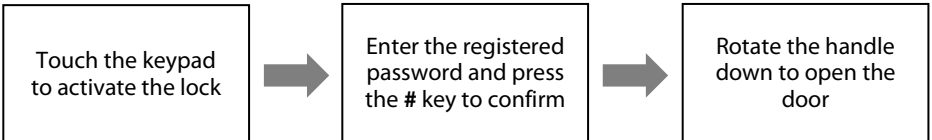5) * Network Setting function is only available for Model TL300Z.

Quick Start

⚠️ *Attention:* If the verification is failed for five times, the lock will generate an alarm.
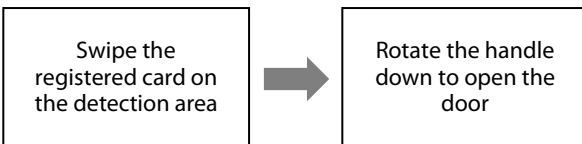
Unlocking Door with Fingerprint

Press the registered fingerprint on the fingerprint sensor	➡️	Rotate the handle down to open the door

Unlocking Door with Password

Touch the keypad to activate the lock	➡️	Enter the registered password and press the # key to confirm	➡️	Rotate the handle down to open the door

Note: Users may enter random password to prevent any person from observing the password. The maximum length of random password is 32 digits.

Unlocking Door with Card

Swipe the registered card on the detection area	➡️	Rotate the handle down to open the door

FC

Warning:

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

IMPORTANT! Any changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

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