

# Installation Guide

# Model: TL300

Version: 1.0

Due to regular upgrades of systems and products, ZKTeco could not guarantee exact consistency between the actual product and the written information in this manual.

# **Important Notes**

- 1. Please read this Installation Guide carefully or contact the Customer Care for any queries regarding installation.
- 2. Installation is recommended to be performed by a professional to avoid any additional service charges that may cause due to improper product installation.
- 3. We constantly revise the contents of this Installation Guide and update our products to improve the quality and performance without any prior notice.
- 4. Do not insert batteries before installing the lock.

# **Table of Contents**

What's in the Box		
Installation Diagram	2	
Installation Procedure	2	
1. Door Properties	2	
2. Drilling Holes on the Door	4	
3. Installing Mortise		
4. Installing Outdoor Unit	5	
5. Installing Mounting Plate and Gasket	5	
6. Installing Indoor Unit	6	
7. Installing Battery and Cover	б	
8. Installing Strike Plate and Box		
9. Physical Testing	7	

# What's in the Box



*Note:* Screws and Spindles for the doors of thickness from 38 to 60 mm are included in the standard package. Please use the appropriate set of screws as per your door's thickness, to assure the proper functioning of the lock.

# **Installation Diagram**



# **Installation Procedure**

## **1** Door Properties

#### A. Measure the door thickness

Measure the door thickness and select the proper Spindle and Screw length. For details, please refer to the table in Page 1.

#### B. Check the door opening direction

The position of the handle is determined by the opening direction of the door. Below is the graphical representation of door opening direction in reference to your location outside the room.



 Rotate the latch bolt at 180° inside the mortise, and then loosen it.

#### C. Change the handle direction (if needed)

1) Use a screwdriver to remove the screw of handle. Take the handle out from the lock.

180

2) Change the direction and replace the handle in its position. Again secure the handle with the screw.



#### D. Change the location of stud bolts (if needed)

If the holes are already drilled on the door, you can adjust the location of two stud bolts to fix the lock.



## **2** Drilling Holes on the Door

- Place the Installation Template at the desired handle height.
- Mark for the holes to be drilled and drill the marked places.

# 3 Installing Mortise

Secure the Mortise with the Screw A.





## 4 Installing Outdoor Unit

- 1) Attach the Gasket to the Outdoor Unit.
- 2) Insert Spindle A into the clutch. Make sure the triangle mark points towards the door opening direction.
- 3) Attach the Outdoor unit to the door by inserting the cable through the drilled holes.



## 5 Installing Mounting Plate and Gasket

- 1) Attach the Mounting Plate to the Gasket and route the cable through the hole.
- 2) Place the Gasket and Mounting Plate on to the door and use Screw B & Screw C to secure them.



## 6 Installing Indoor Unit

- 1) Tighten the screw to fix the Spindle B.
- 2) Connect the cable to the port on the Indoor Unit.
- 3) Place the Indoor Unit properly on the Mounting Plate. Then use Screw D to secure the Indoor Unit.



Note: Push cable into the hole.

## 7 Installing Battery and Cover

Insert eight Alkaline AA batteries and cover them with a battery cover.



## 8 Installing Strike Plate and Box

- 1) Make sure that the Strike Box is aligned with the latch bolt. Then, use the Installation Template to drill holes.
- 2) Align the Strike Plate and Box with the drilled holes and secure them with Screw A.



## 9 Physical Testing

## A. Test the lock by rotating the handle and the

#### double locking knob.

*Note:* When the door is locked, the front handle can be rotated, but the door remains unlocked.

## B. Test the lock by using the mechanical key.

Insert the Key into key hole and rotate 90°, then rotate the handle in downward direction to open the door.





#### Note:

1) Key A is coated with brass colour, which is used only by installation professional.

Key B is coated with silver colour, which is used by the proprietor.

2) Once Key B is used, Key A will be disabled from opening the lock.

#### 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.

ZKTeco Industrial Park, No. 26, 188 Industrial Road, Tangxia Town, Dongguan, China. Phone : +86 769 - 82109991 Fax : +86 755 - 89602394 www.zkteco.com



Copyright © 2020 ZKTECO CO., LTD. All Rights Reserved.