

USER MANUAL

GL300

Version: 1.0

Date: July 2018

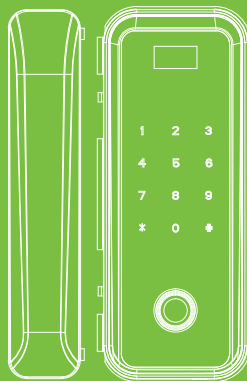


Table of Contents

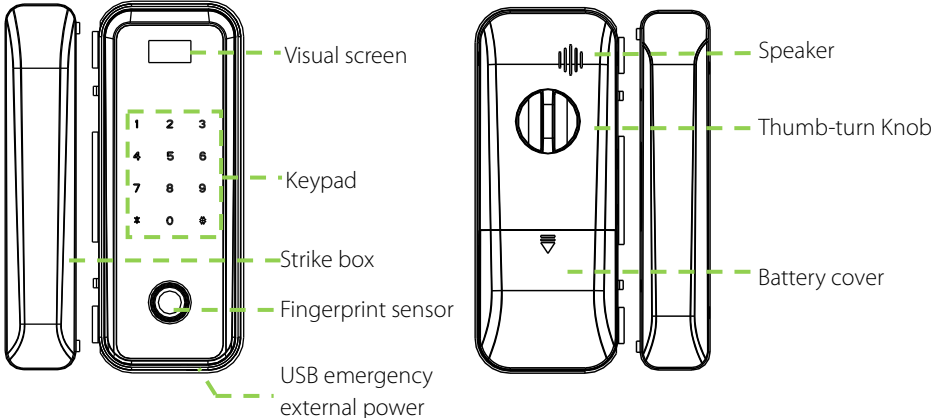
| | |
|---|----------|
| Read Before Use | 1 |
| Safety Caution | 1 |
| Lock Parts..... | 2 |
| Basic Function | 3 |
| Random Password | 3 |
| Initialization..... | 3 |
| Normal Open Mode..... | 3 |
| Low Battery Warning..... | 4 |
| Others..... | 4 |
| Capacity..... | 5 |
| Operation Guide | 6 |
| How to Use | 7 |
| Verify Administrator | 7 |
| Modify Administrator Password/Card/Fingerprint..... | 8 |

| | |
|------------------------|----|
| Add User | 9 |
| Delete User..... | 10 |
| Volume Adjustment..... | 11 |
| Time Setting | 12 |
| Remote Control | 13 |

Safety Caution

1. Do not use in environments with corrosive substances such as intense radiation, high magnetic field, high temperature, high salinity, etc.
2. Please set electronic key immediately in case the door is opened illegally.
3. For your safety, please check the key box is opened or not.
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.

Lock Parts



Basic Function

Random Password

Users may enter any number of random digits before or after the correct password as long as the maximum number of digits entered is 30 or less.

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

Initialization

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

Operation steps: Press the reset button on the back body of the lock or enter the menu to operate, the lock prompts the voice of “succeed”, and then the initialization is finished completely.

Normal Open Mode

Normal open mode is to keep lock always unlocked. Rotate thumb-turn knob to enable or

disable the mode. Or press 2 and 8 after unlocking the door with administrator verification. Press * to cancel.

Low Battery Warning

If the battery is low, the lock will prompt a low battery sound.

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

Others

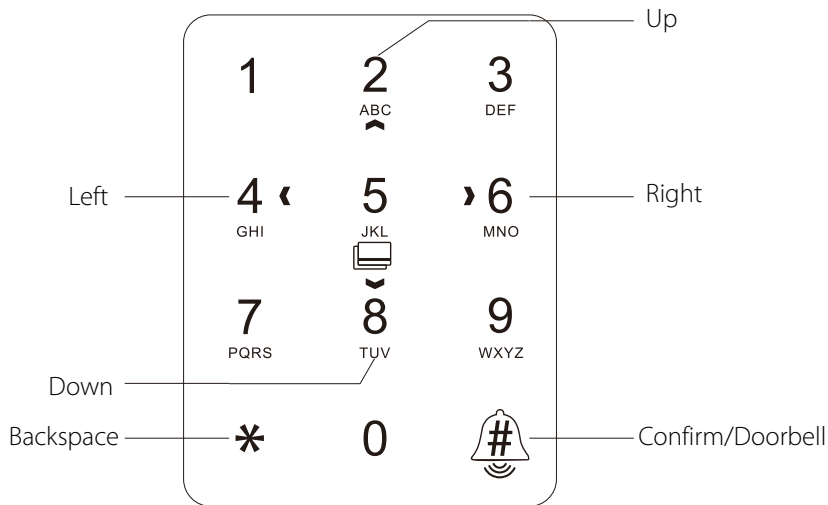
Without any operation, the lock will power off automatically within 10 seconds.

Capacity

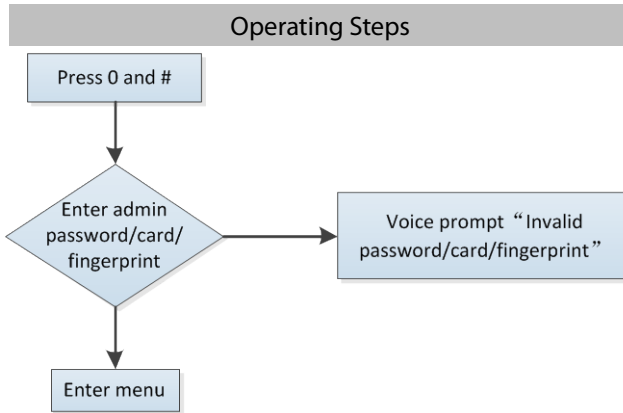
| Group | Verification Mode | Capacity |
|---------------|-------------------|----------|
| Administrator | Password | 1 |
| | Fingerprint | 300 |
| | Card | 300 |
| Normal Users | Password | 300 |
| | Fingerprint | 300 |
| | Card | 300 |

- Note:**
1. It can store one administrator and 99 regular users.
 2. The maximum card/password/fingerprint capacity is 300 for all groups.
 3. The password length is six to ten digits.

Operation Guide

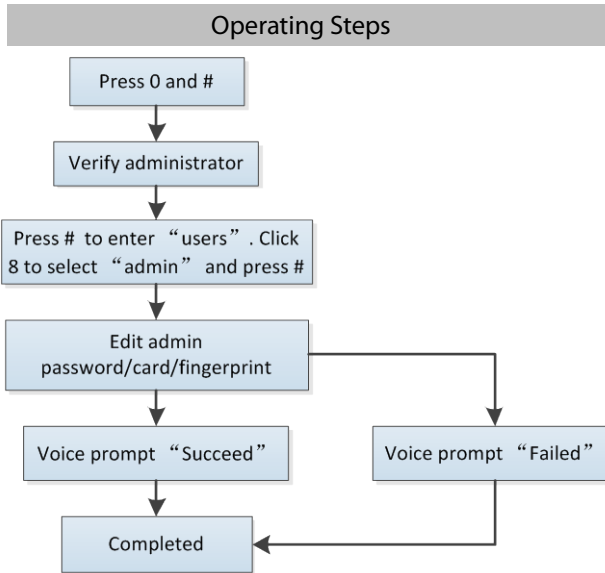


Verify Administrator

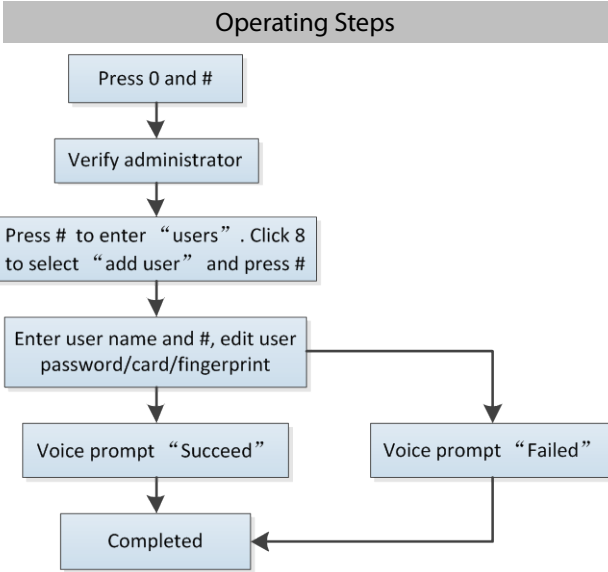


Tips: Please verify administrator before operating the lock. The default administrator password is 0123456789.

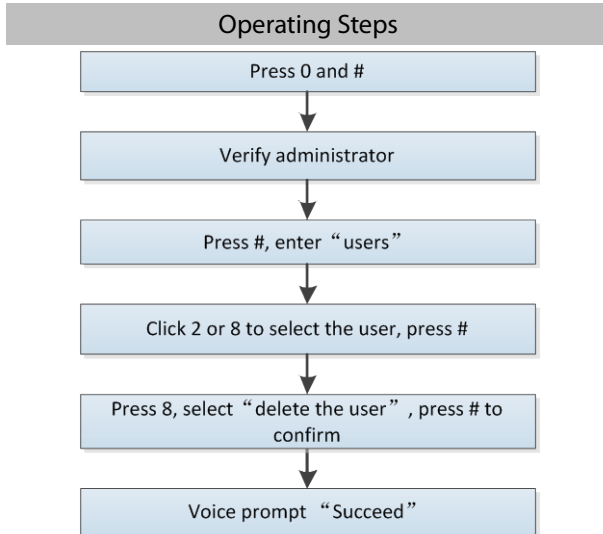
Modify Administrator Password/Card/Fingerprint



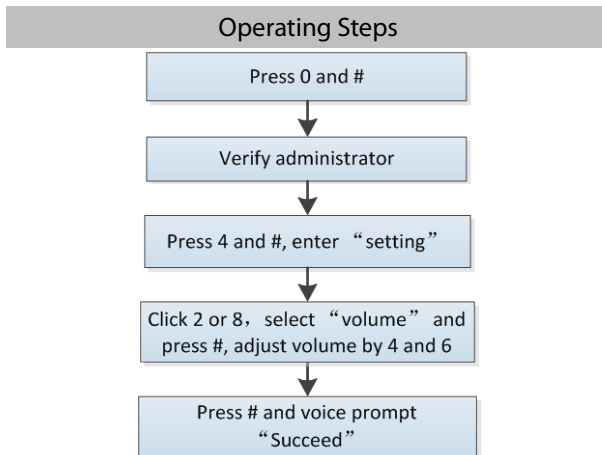
Add User



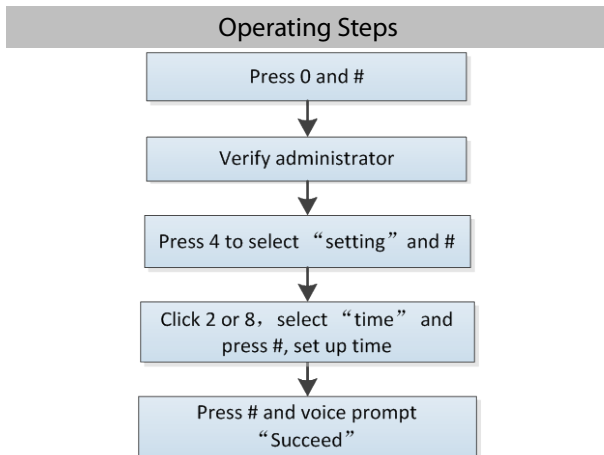
Delete User



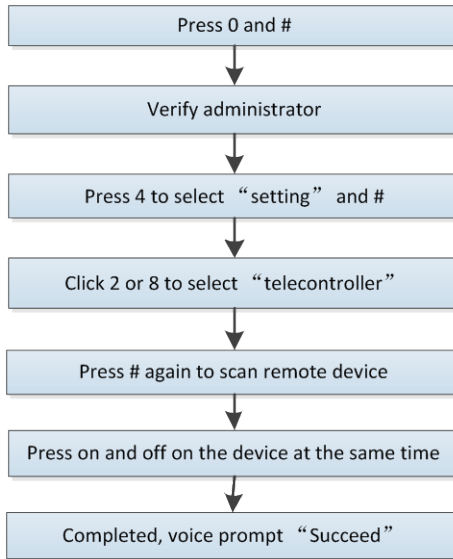
Volume Adjustment



Time Setting



Remote Control



ZK Building, Wuhe Road, Gangtou, Bantian, Buji Town,
Longgang District, Shenzhen China 518129
Tel: +86 755-89602345
Fax: +86 755-89602394
www.zkteco.com

