

# Installation Guide

## Model: GL300 Series

Version: 2.0

English



Due to the 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 and contact the Customer Care for any installation queries.
- 2. It is recommended that installation be carried out by a professional technician to prevent any potential service charges that can occur due to incorrect installation.
- 3. Four alkaline AA batteries (not included) are required to power on the device. Non-alkaline and rechargeable batteries are "NOT RECOMMENDED".
- 4. Do not remove the batteries from the lock when it is working.

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# <u>What's in the Box</u>







Screw



Cards

Sticky Board

Part B Part A

# **Installation Procedure**

#### 1. Door Properties

#### A. Measure the glass door thickness

Measure the door thickness is between 10 to 12 mm.

#### B. Check the door opening direction

This smart lock is suitable for left and right opening directions, just as below.













#### Adjust the opening direction (if needed)

- 1) Rotate the Part B to 180°.
- 2) Remove the screws from Part A, rotate the Fixed Mount and Indoor Unit to 180°, then install and tighten the screws again.



## 2. Installation of the Sticky Board

- 1) Peel the sticker off the Sticky Board A and stick it at appropriate height.
- 2) Peel the sticker off the Sticky Board B and stick it at the height equaling to Sticky Board A.



## 3. Installation of Part A

- 1) Remove screws from Part A.
- 2) Disconnect the cable, then insert the Sticky Board into the fixed mount.
- 3) Install the fixed mount and outdoor unit with 5 screws on the Sticky Board.
- 4) Connect the cable to the indoor unit, then install and tighten the screws.



## 4. Installation of Part B

- 1) Remove the screws from the Part B to separate the Part B Outdoor Unit and Part B Indoor Unit, and then insert the Sticky Board B into Part B.
- 2) Install and tighten the Part B Outdoor Unit with 5 screws, then install Part B Indoor Unit back.





## 5. Installation of the Batteries

Remove the Battery Cover, then insert 4 AA alkaline batteries, and re-install the Battery Cover back.







# **User** Manual

## Model: GL300 Series

Version: 2.0

English



Due to the 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. Batteries must be replaced immediately when the lock prompts the "The battery is dead."
- 2. Please use the correct method when pressing your fingers onto the fingerprint reader for registration and identification. Our company will assume no liability for recognition issues that may result from incorrect usage of the product. We reserve the right of final interpretation and modification concerning to this point.

**Note:** Based on the fingerprint algorithm which is commonly used in the industry, each fingerprint can be re-registered, but one-time fingerprint registration is sufficient for daily use. The more times the same figerprint is registered, the more accurate it becomes.



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## **Product Overview**



## **Definitions**

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

**Note:** After initializing, Wi-Fi will disconnect, and only default administrator password (0123456789) is valid. **User Roles:** The lock can be handled by two user roles namely Administrator and User. The Administrator has the privilege to access the menu and open the door. The user has the privilege to only open the door.

**Random Password:** Users can input their password with random digits before or after the actual password to protect it. The maximum number of digits submitted (including the password) must be less than or equal to 30. For example: If the correct password is 123456, then the random password can be 89123456807, 1234562363, 389123456, etc.

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

Low Battery Warning: When the battery power is low, the lock will prompt "The battery is dead" after being turned on. If lower, will affect work.

**Double Verification Mode:** It requires different verification (password+card, password+fingerprint or card+fingerprint) to unlock the lock.

# Menu Operation Guide on Keypad



How to Use

#### 1. Reset the Lock

Press and hold the **Reset** button for 5 seconds, until you hear the audio prompt "Initializing, Succeed".

## 2. Activate the Lock

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

#### 3. Register the First Administrator

- 1) Activate the Lock.
- 2) Press the **0** and the **#** key, enter the default administrator password "0123456789" to access menu.
- 3) The screen display "Users", press the **#** key, then press the **8** key, choose administrator to register fingerprint or password.

**Note:** After the first administrator registered, the default administrator password(0987654321) will be invalid.

#### 4. Programming the Features through Menu Mode

- 1) Touch the keypad to activate the lock.
- 2) Press the **0** and **#** key to access the menu.
- 3) Verify the administrator's identity with his/her fingerprint, or by entering the password then press the **#** key to confirm.
- 4) Enter the digit corresponding to the function to be performed by following the audio guide.



**Note:** Telecontroller function is available for GL300 model, and network function is available for GL300[WiFi] model.

#### 5. Pair the Lock with APP

1) Search the "ZSmart" App in Apple App Store or Google Play Store and download the App to your mobile phone. Open the "ZSmart" App and log in with your account. If you do not have an account, create an account with your phone number or Email ID.







- 2) On your smartphone, enable **Bluetooth** and **Wi-Fi** permissions.
- 3) Open the app, tap the + button on the top right corner of the interface, and then select the "Add Device" option.
- 4) Once you see the device pop-up, tap the **Add** button. To automatically pair the device, follow the on-screen instructions.
- 5) You can manually change the name of the device once you see the message "Added successfully" on the mobile app. To finish the setting, tap the **Done** button.

# **Quick Start**

Attention: If the verification is failed for five times, the lock will generate an alarm.

#### Unlock the Door with Fingerprint



Push the door to open.

## Unlock the Door with Password



**Note:** Users may enter random password to prevent any person from observing the password. The maximum length of random password is 30 digits.

## Unlock the Door with Card

Swipe the registered card on the detection area.

Push the door to open.

## Unlock the Door with Smart Phone





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.

FCC RF Radiation Exposure Statement:

- This Transmitter must not be co-located or operating in conjunction with any other antenna or transmitter.
- This equipment complies with RF radiation exposure limits set forth for an uncontrolled environment.

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