



TeeHO AZ09 Smart Keypad Door Lock Installation Guide

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TEEHO

AZ09 Smart Lock
Installation Guide Programing Instructions



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AZ09 Smart Keypad Door Lock

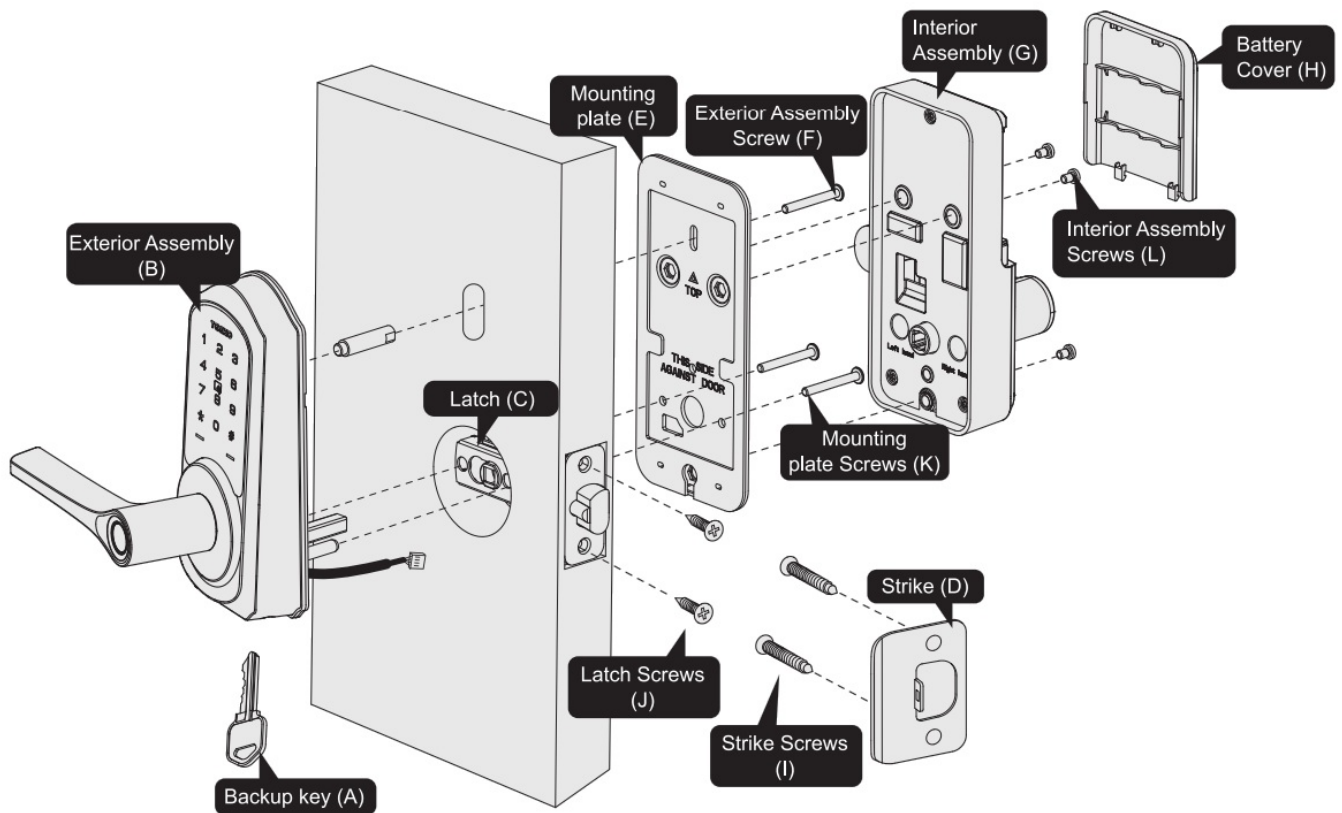
Thank You for purchasing your product please read this manual thoroughly before operating your device. All illustrations in this manual are for illustration purpose only. Actual product may vary due to product upgrade.

TOOL REQUIRED



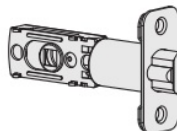
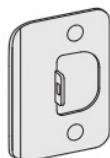

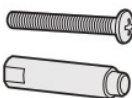
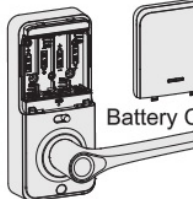






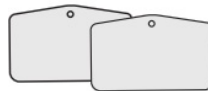


Do not use an electric screwdriver during installation.

INSTALLATION INSTRUCTION



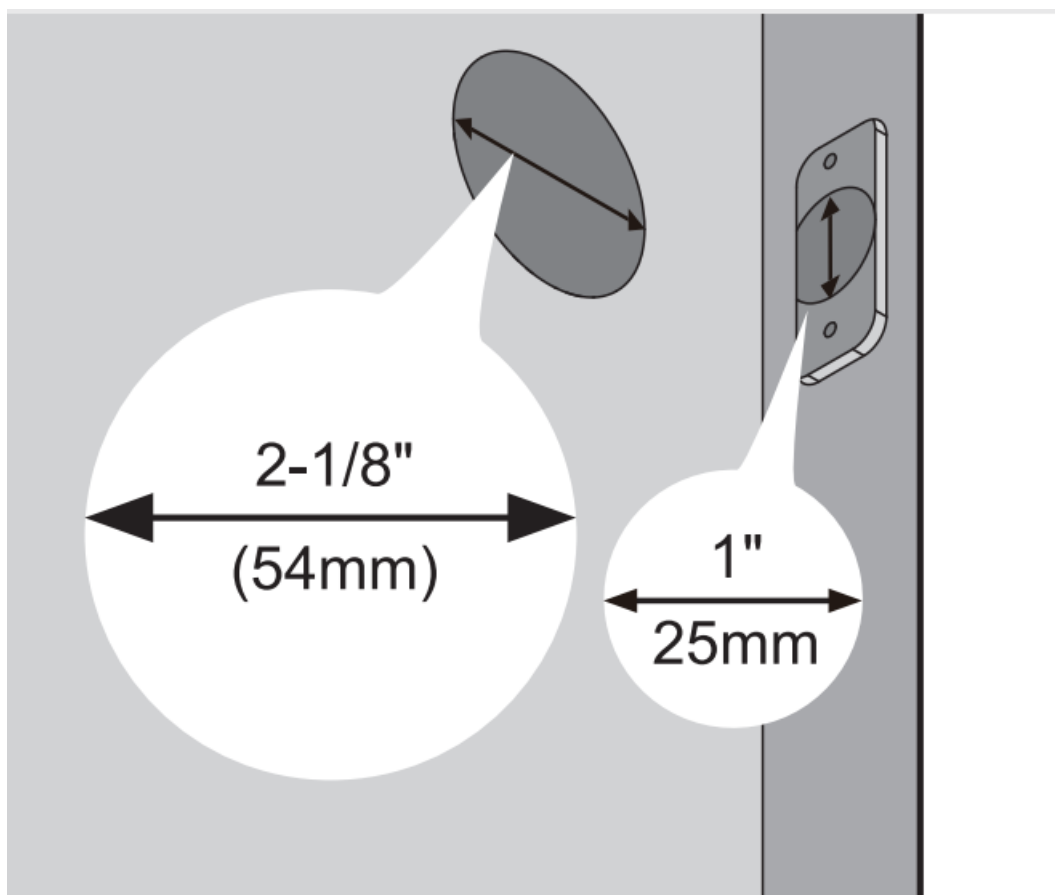
Parts List

A Backup Key x2 	B Exterior Assembly x1 	C Latch x1 	D Strike x1 
E Mounting Plate x1 	F Exterior Assembly Screw (Optional) 	G Interior Assembly x1  H Battery Cover x1 	I Strike Screws x2 
K Mounting Plate Screws x2 	L Interior Assembly Screws x3  M Reset Tool x1 	N Drive-In Collar (Optional) 	O IC Card x2 

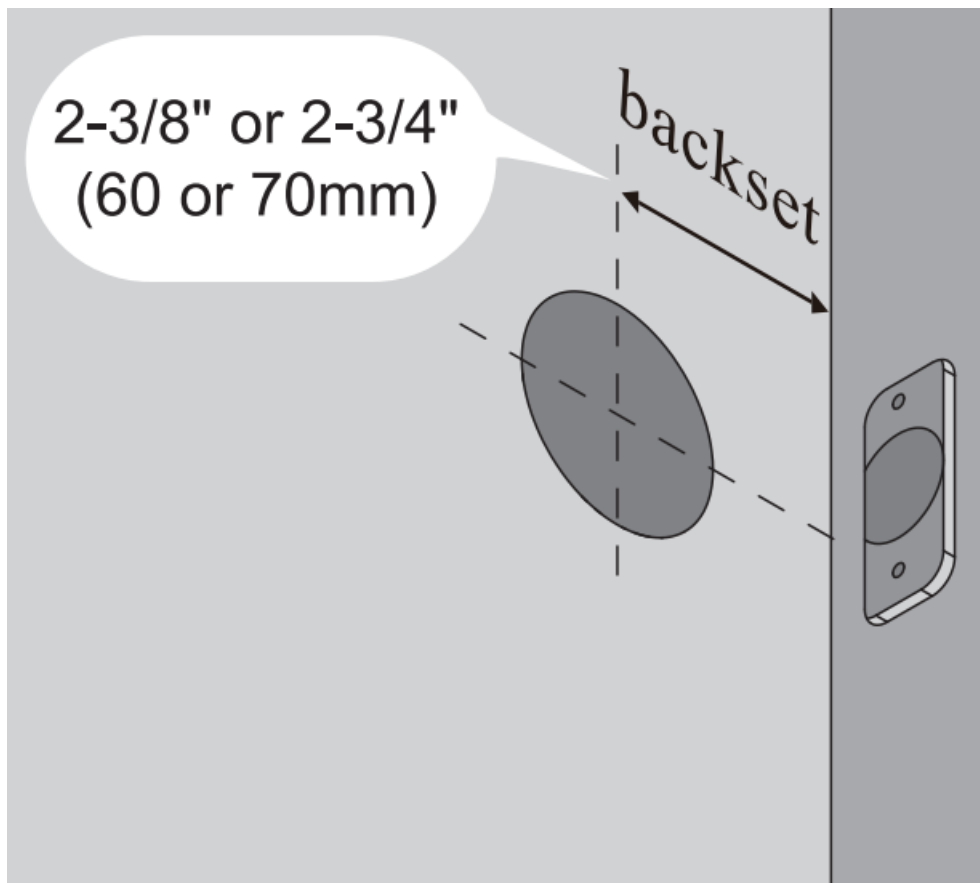
If any parts are missing or damaged, please contact Customer Support.

Prepare the door and check dimensions

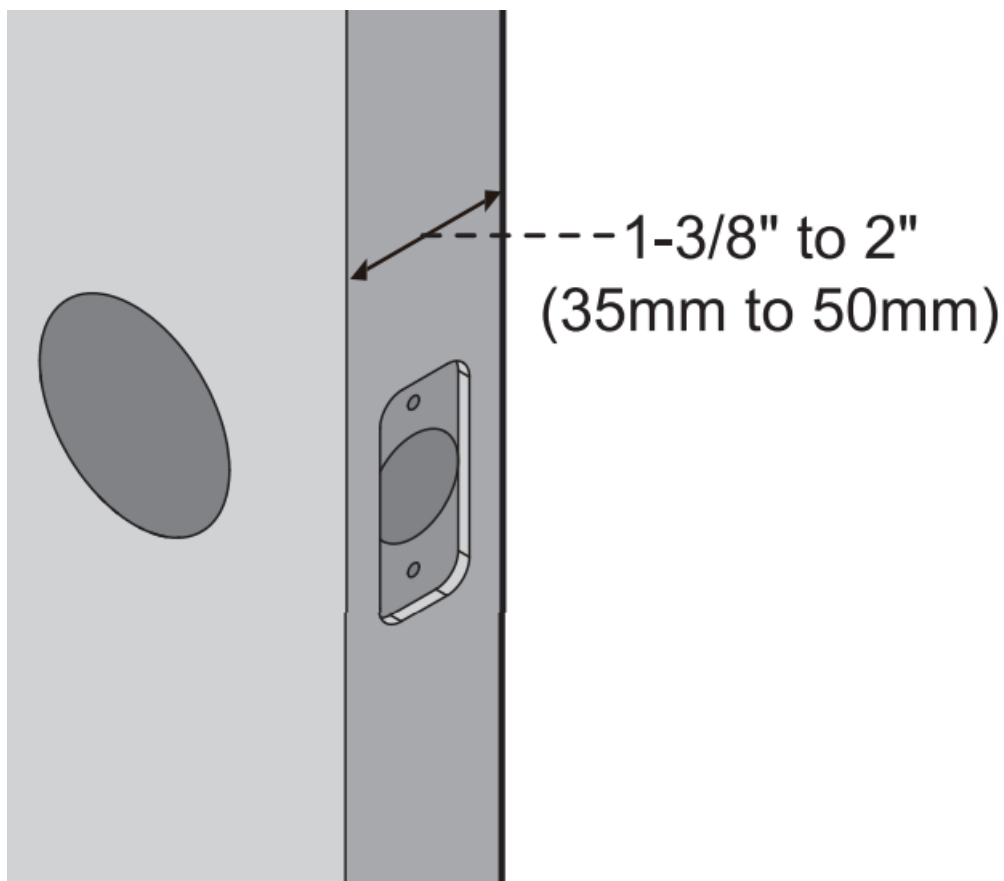
A Measure to confirm that the hole in the door is 2-1/8" (64mm) Measure to confirm that the hole in the door edge is 1" (25mm).



B Measure to confirm that the backset is either 2-3/8" or 2-3/4" (60 or 70mm)

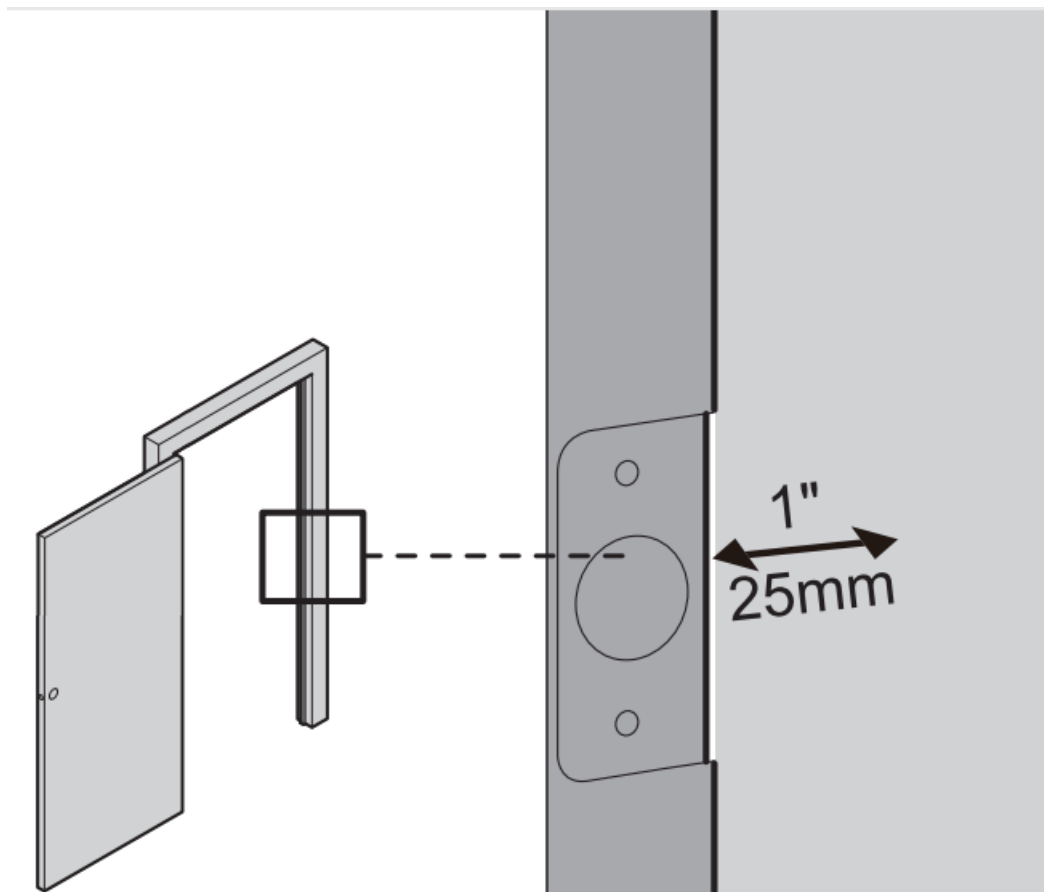


C Measure to confirm that the door is 1-3/8" to 2" (35mm to 50mm) thick.



D Make sure the hole in the door frame is drilled a minimum of 1" (25mm) deep, to leave enough space for the

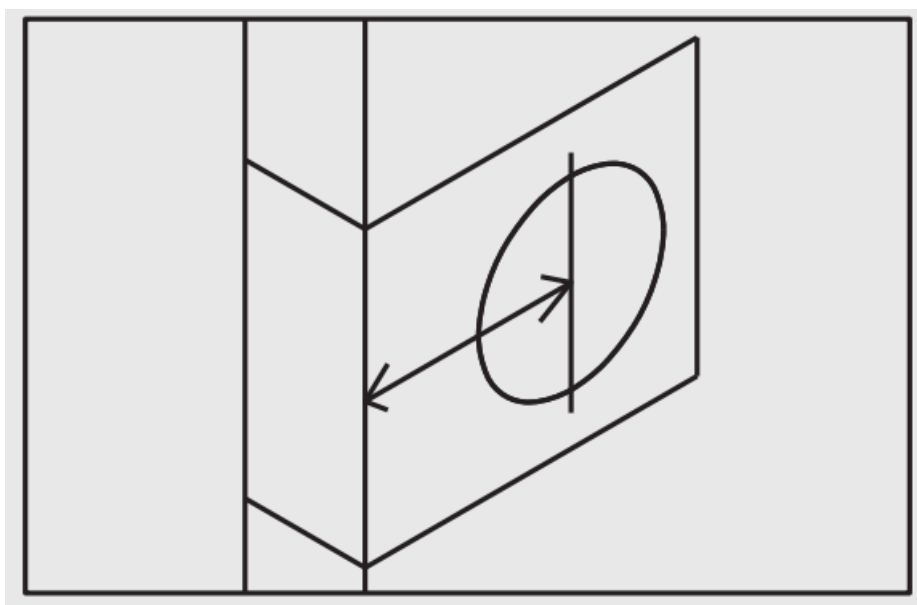
latch to extend into the door frame when the door is locked.



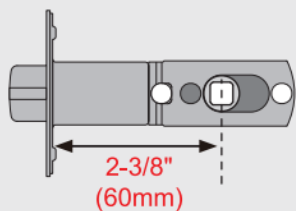
Notes : Make sure the door frame is aligned with the door.
There are no obstructions stuck in the door frame.

Install the latch and strike

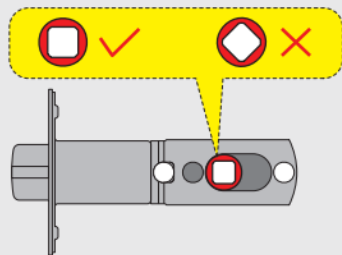
A Latch backset adjustment



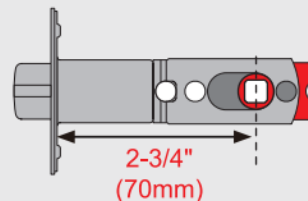
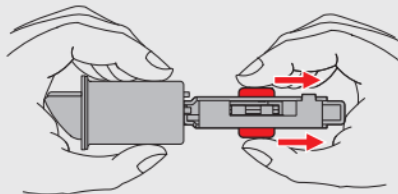
Backset is the distance from the door edge to the center of the hole in the door. The latch is provided with adjustable design which can fit either 2-3/8"(60mm) or 2-3/4" (70mm) backset.



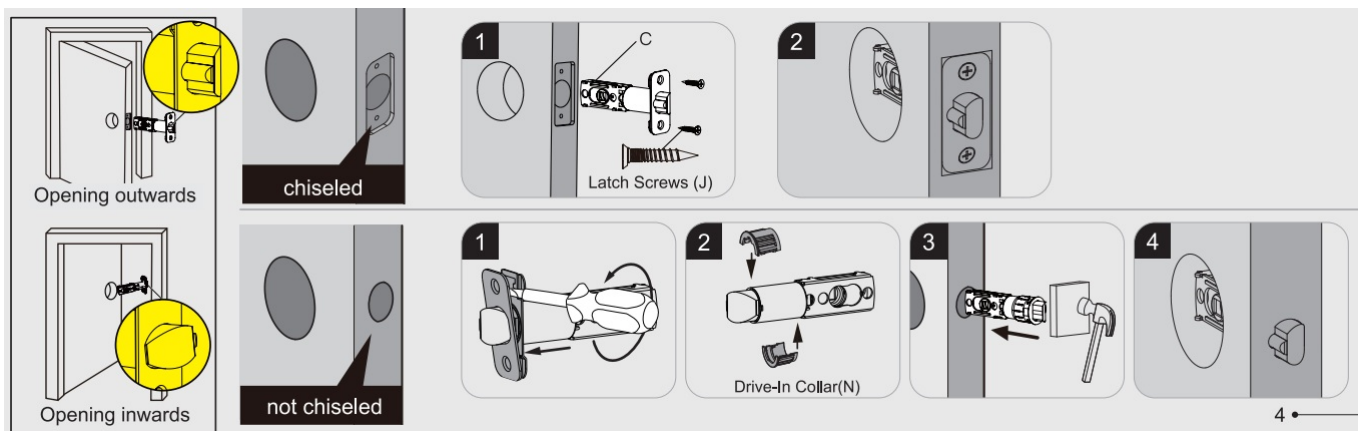
If the backset of your door is 2-3/8"(60mm), no need to adjust the latch.



If the backset of your door is 2-3/4"(70mm), please adjust the latch.



B Install the latch

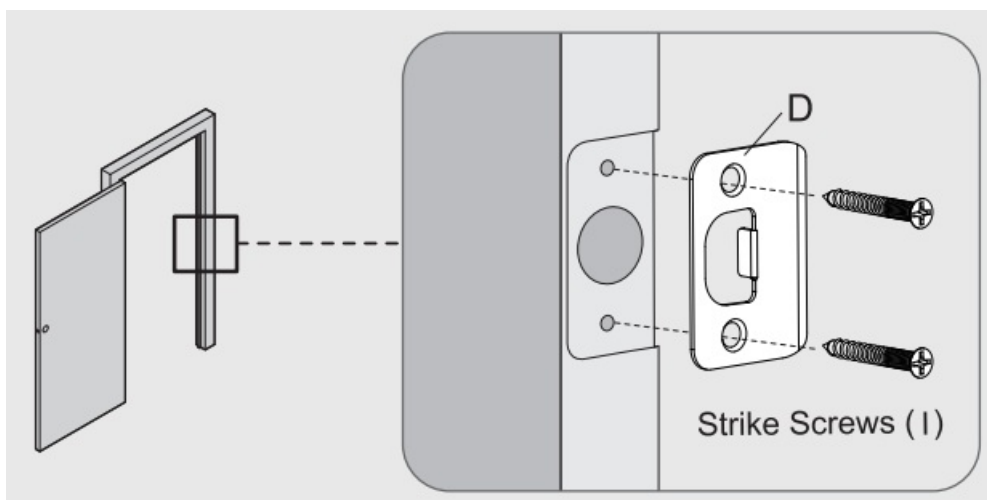


C Install strike on the door frame.



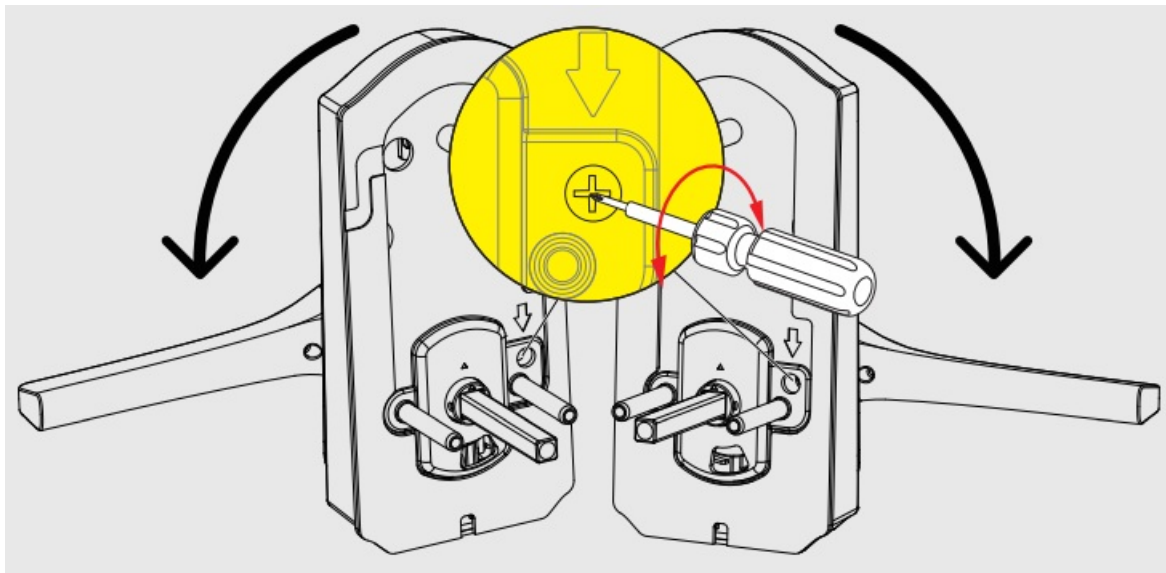
IMPORTANT:

Make sure the hole in door frame is drilled a minimum of 1" (25mm) deep.



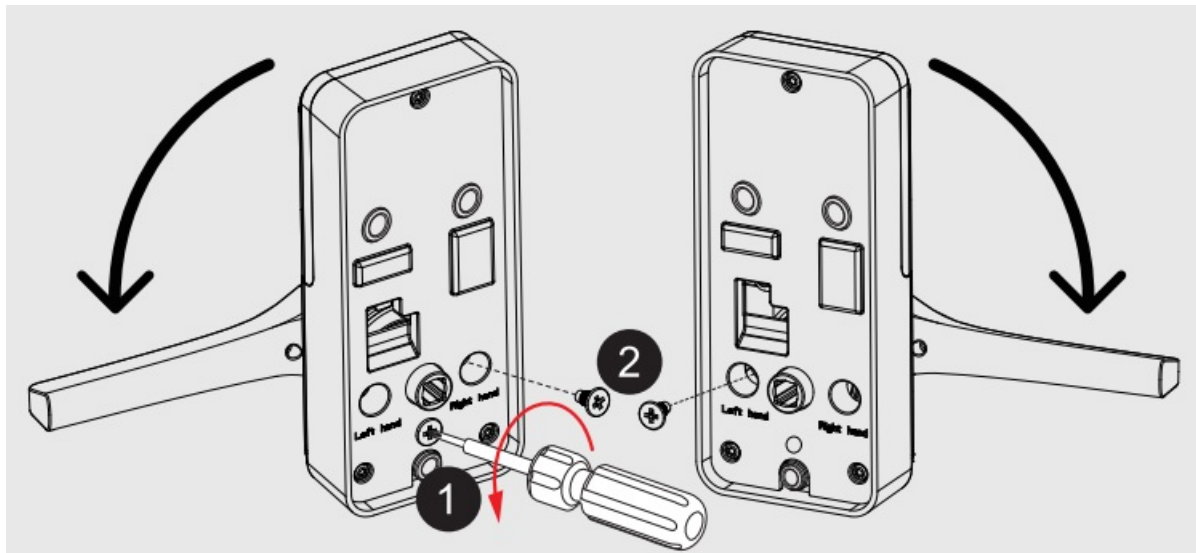
D Change Handle Direction (Optional)

Change the Handle direction of exterior assembly.



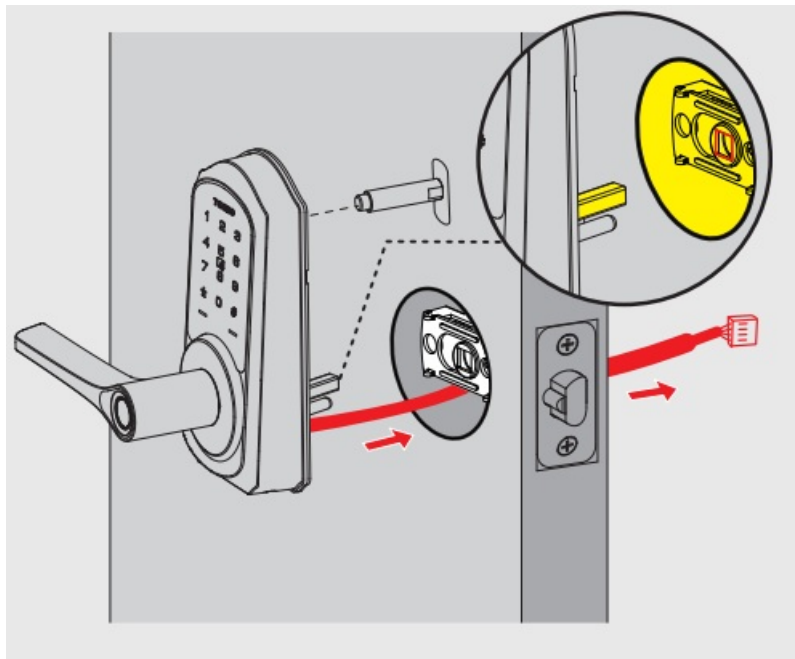
Loosen the reversing screw by using a screwdriver. Rotate the lever to the other end and keep it horizontal. Tighten the reversing screw.

Notes: The handle direction can be changed for compatible with both right handed and left handed doors. Change the Handle direction of interior assembly.

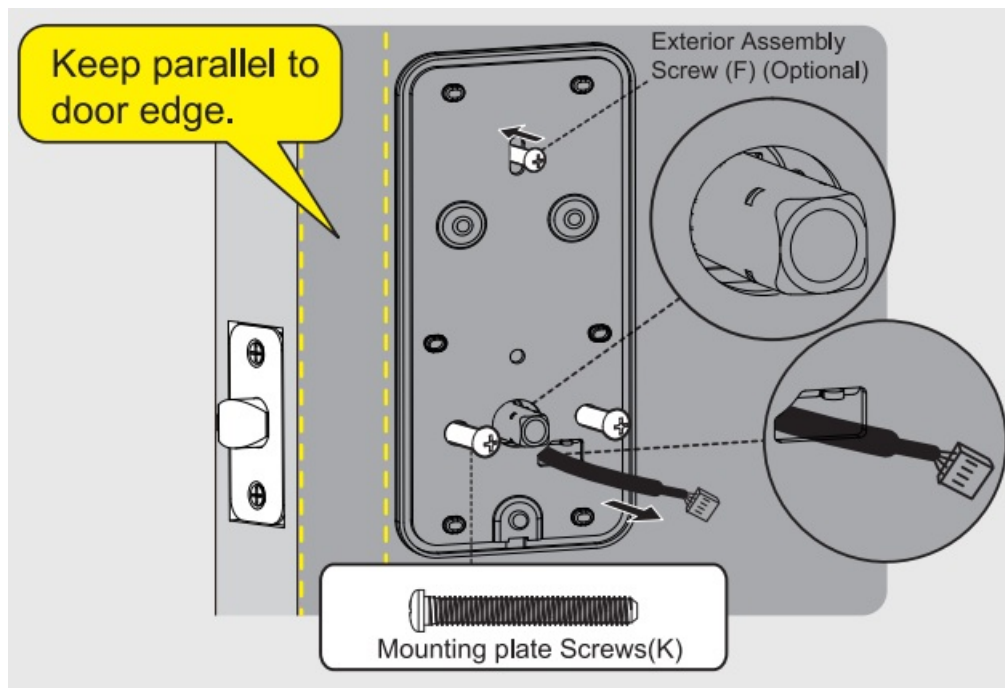


Loosen the screw completely and remove the screw by using a screwdriver. Rotate the handle to the other side and keep the handle horizontal. Tighten the screw in the Left-hand or Right-hand screw holes according to the actual handle direction.

Install exterior assembly



A Route the cable below the latch, and insert the torque blade through the slot in the latch.



B Secure the mounting plate with the supplied screws. Do not overtighten screws.

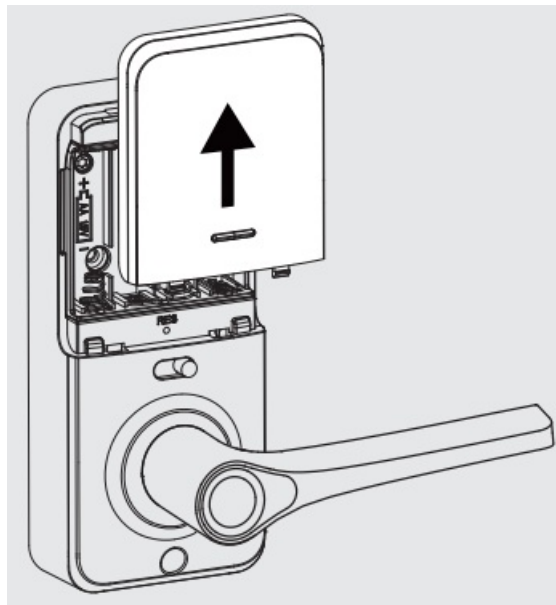
Install interior assembly

A Push the battery cover out in the direction as illustrated.

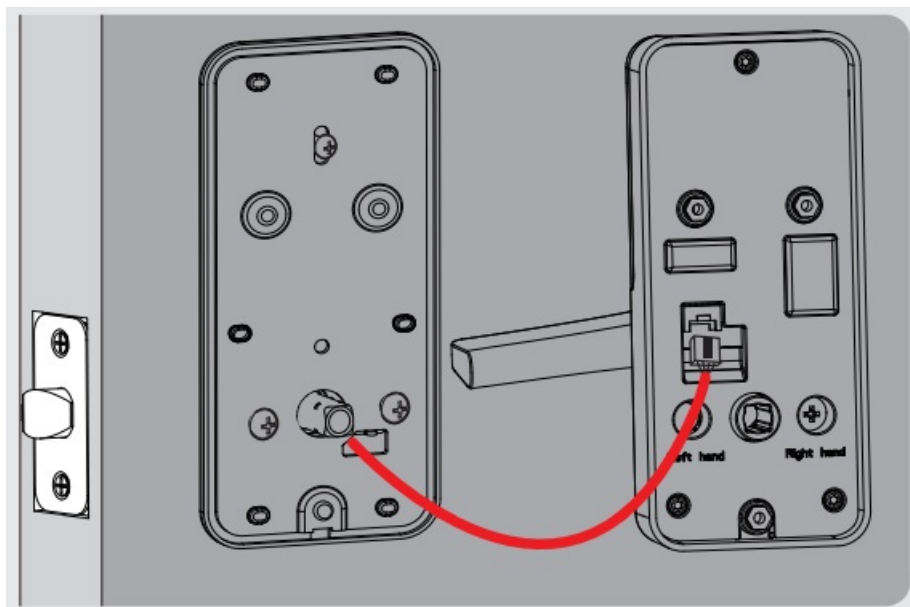


IMPORTANT:

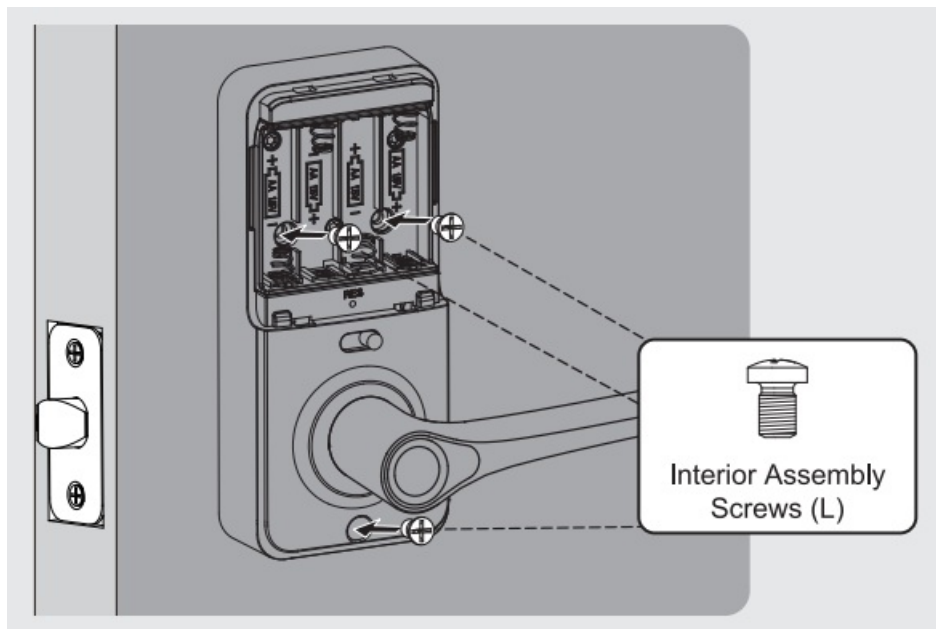
Do not load batteries until lock is completely installed.



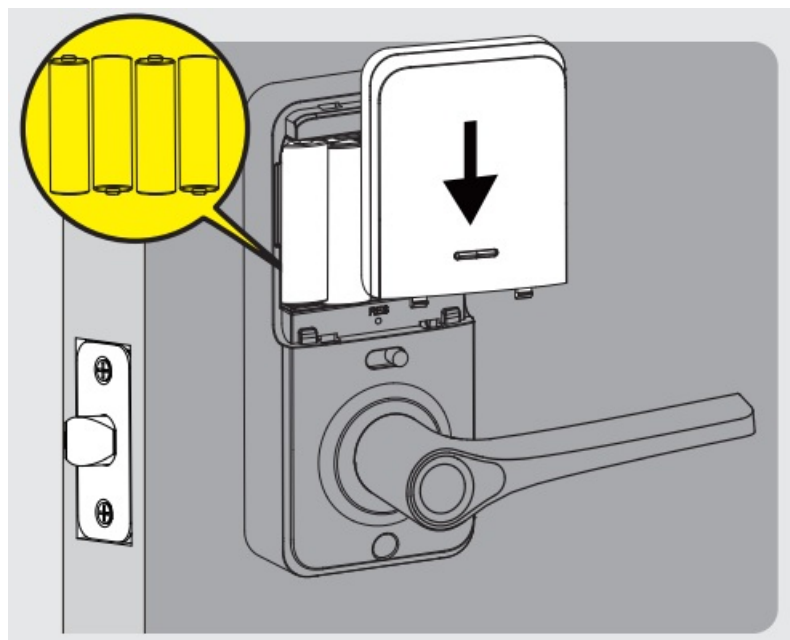
B Insert the cable connector to the socket. Push the connector in firmly until it is completely attached.



C Attach Interior Assembly to Mounting Plate and tighten 3 Screws.

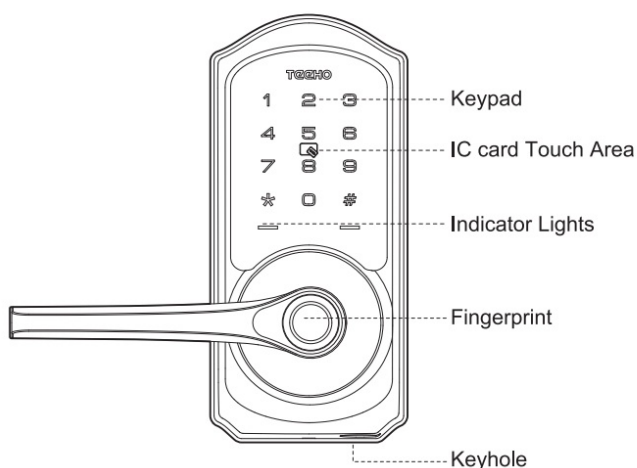


D Insert 4 AA Alkaline batteries and put on the battery cover.

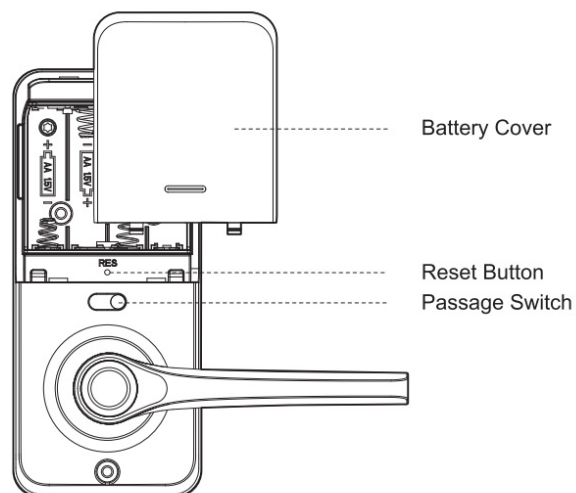


USER GUIDE
At a Glance

Exterior Assembly

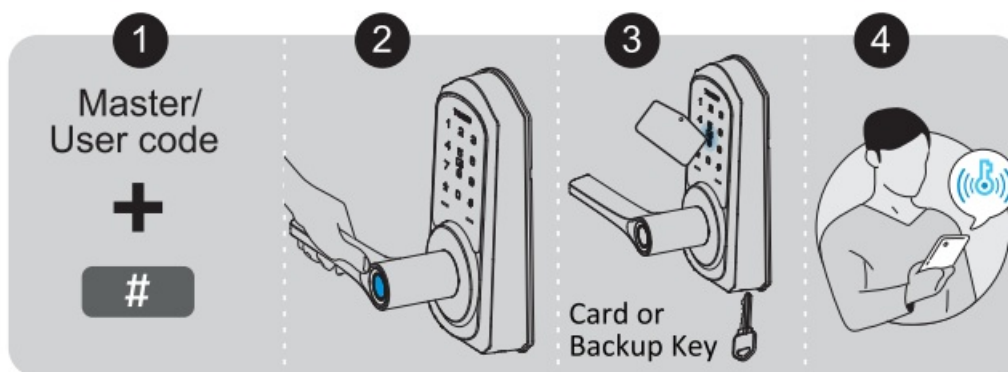


Interior Assembly

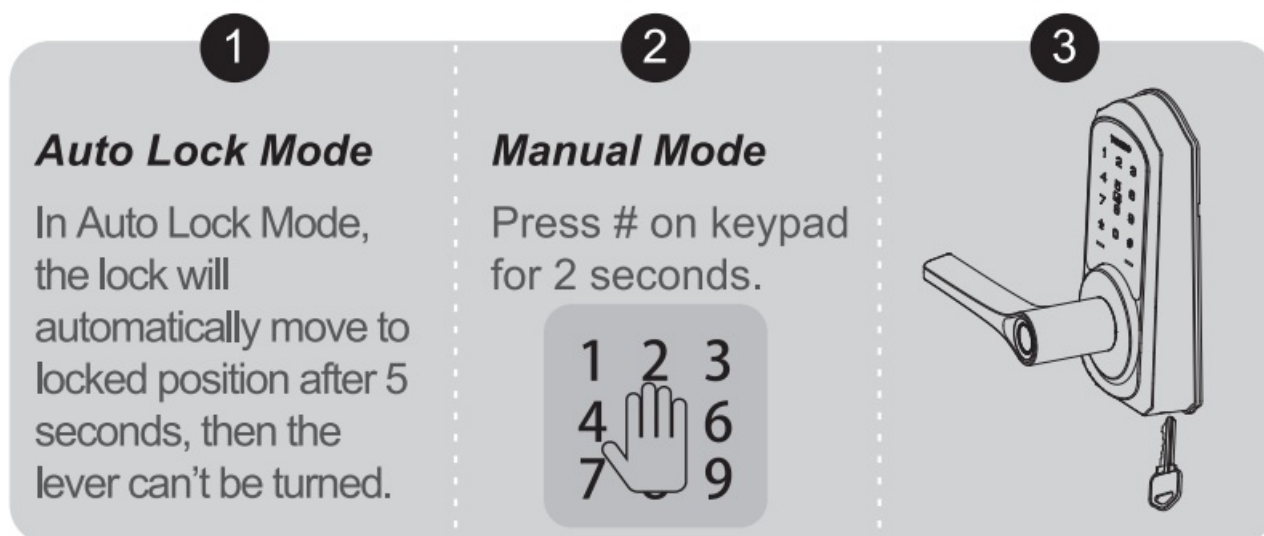


How to Lock / Unlock

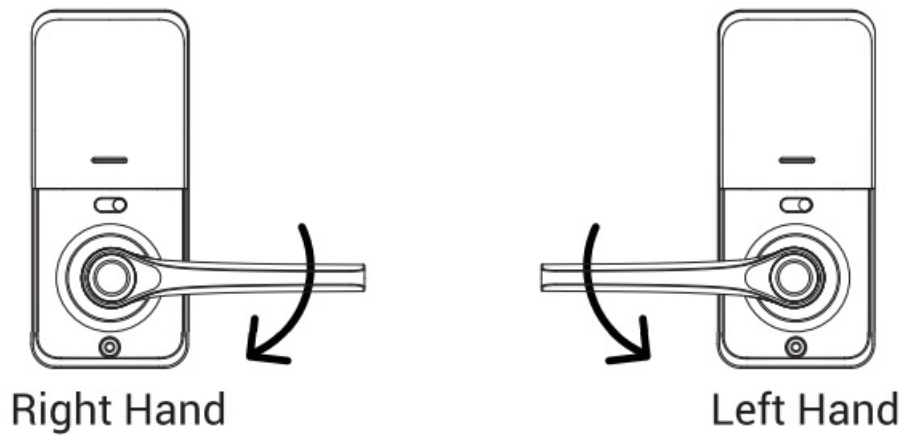
UNLOCK the door from outside



LOCK the door from outside



UNLOCK the door from inside



LOCK the door from inside

Auto Lock Mode

In Auto Lock Mode, the lock will automatically move to locked position after 5 seconds, then the lever can't be turned.

Tap and hold Lock icon in App to lock.



Definitions

- **Master Code**

Required for programming user codes, fingerprints and IC card. The default master code needs to be changed before programming. After pairing DDLock App successfully, the master code will be changed to a random 7 digit number, and you can change it to your own master code in App.

- **Auto Lock & One-touch Lock**

Automatically locks the latch after the door closed in 5 seconds. Auto Lock is disabled by default. The Auto Lock time can be customized between 1 and 900 seconds.

One-touch Lock is pressing and holding “#” on the touch keypad for 2 seconds to lock from outside.

- **Wrong Entry Limit**

After 5 times unsuccessful attempts at entering an invalid password, the device will shut down for 2 minutes.

- **Passage Mode**

Move the Passage Switch to enable and disable the Passage Mode.

Enable Passage Mode, the lock will stay Unlocked until it's locked manually.

In Passage Mode, Auto-lock will be disabled.

- **Anti-peeping password**

Entering random numbers before or after correct password will also unlock the door, which can prevent the password being exposed. The length of anti-peeping password should be within 16 digits.

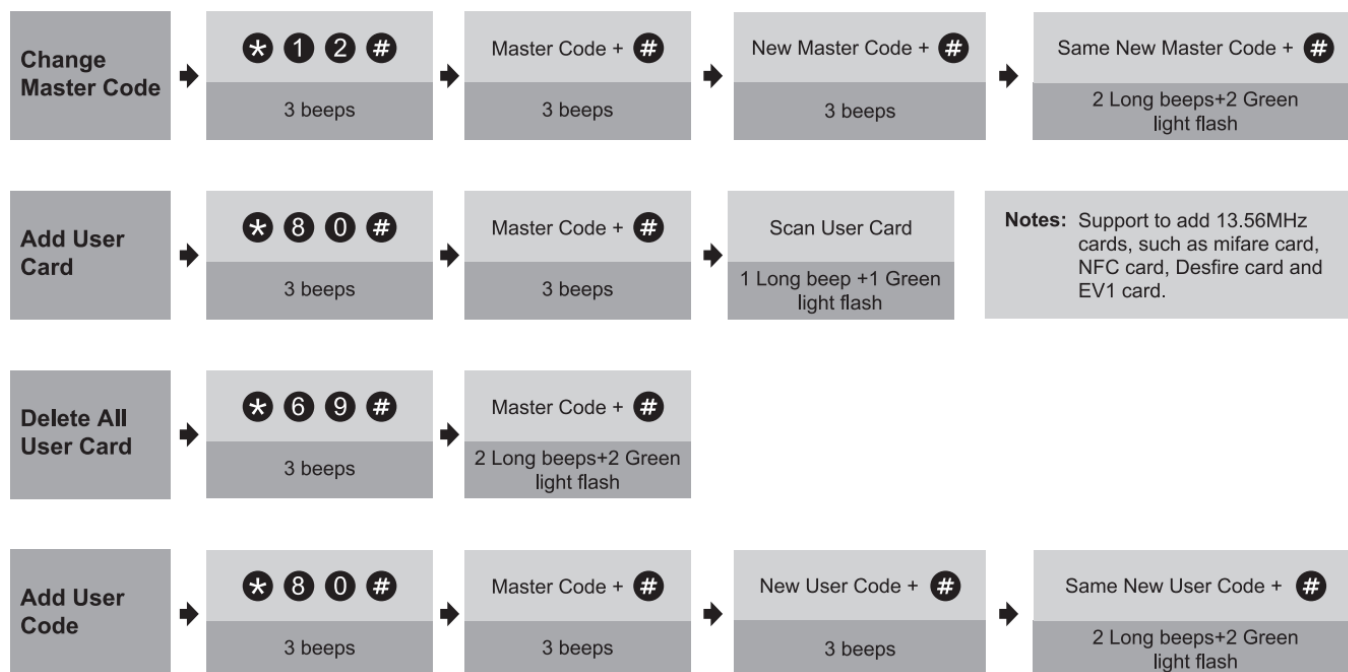


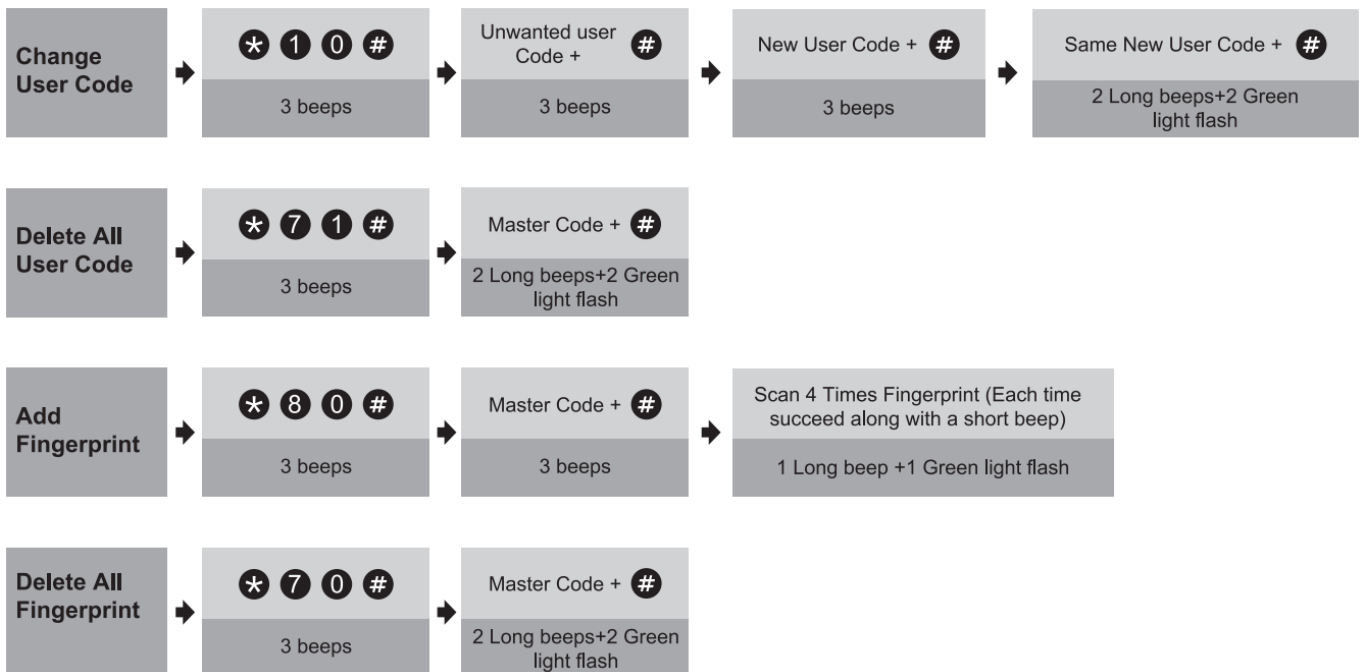
Programming Guide

The default Master Code is 1 2 3 4 5 6.



IMPORTANT: It is required that you change it to a code of your own before programming.





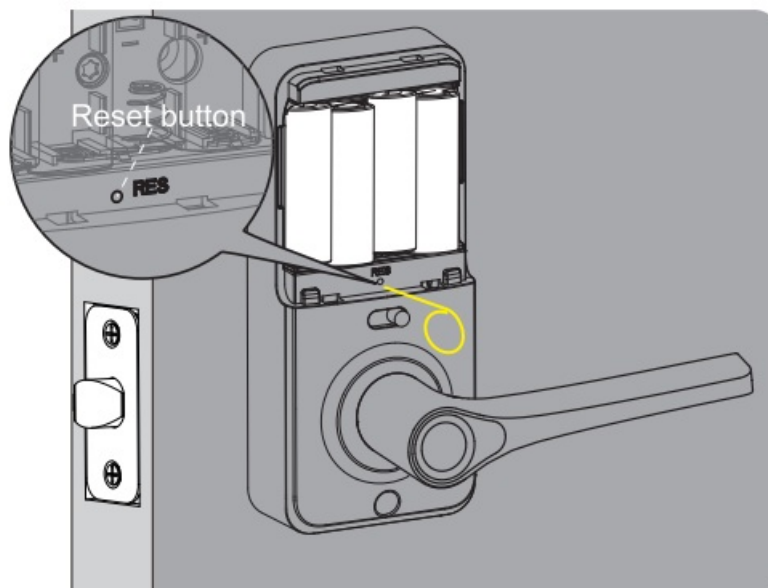
Factory Default Settings

How to Reset?

Press and hold the Reset button on the interior assembly for 5 seconds by using the Reset tool, until you hear a short beep and Green light flashes once.



IMPORTANT: The Reset Button must be turned on in DDLock App before resetting.



Settings	Factory Default
Master Code	123456
Auto Lock	5S
Passage Mode	Off
Reset Button	On
Lock Sound	On
Wrong Code Entry Limit	5 times
Shutdown Time	2 minutes

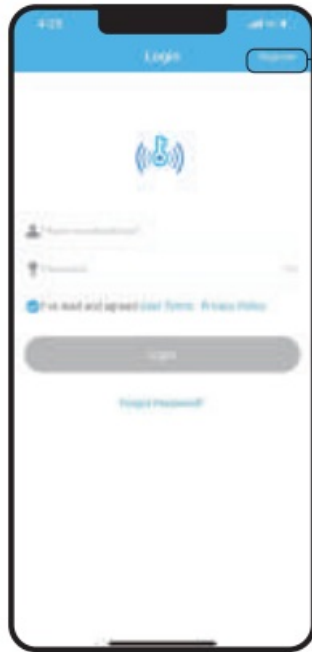
HOW TO REGISTER

Download “DDLock” App in Google Play or App Store.



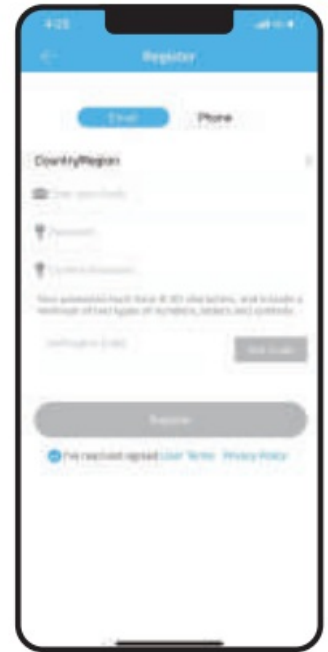
<https://onelink.to/ddlock>

STEP
1



Tap on register to get started!

STEP
2



Fill out this and then tap “Get Code”. You will be sent a verification code to verify your account ! Once you receive it, tap on “Register”

Notes:

The DDLock app is needed to use this lock. If this lock was professionally installed (or installed by someone other than the homeowner), make sure this step is performed by the homeowner.

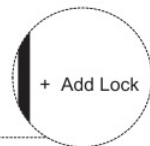
Pairing Your Lock

STEP
1



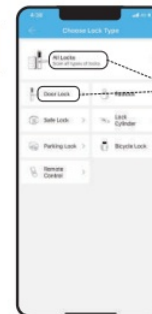
Tap on the three horizontal lines.

STEP
2



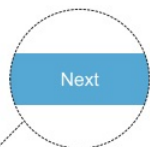
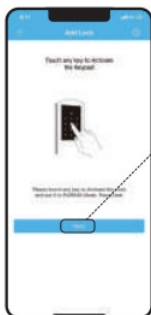
Tap on “+ Add Lock”.

STEP
3



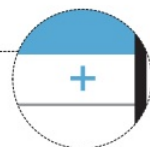
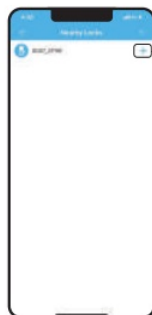
Tap on “Door Lock ” or “All Locks”.

STEP
4



Tap on “Next”.

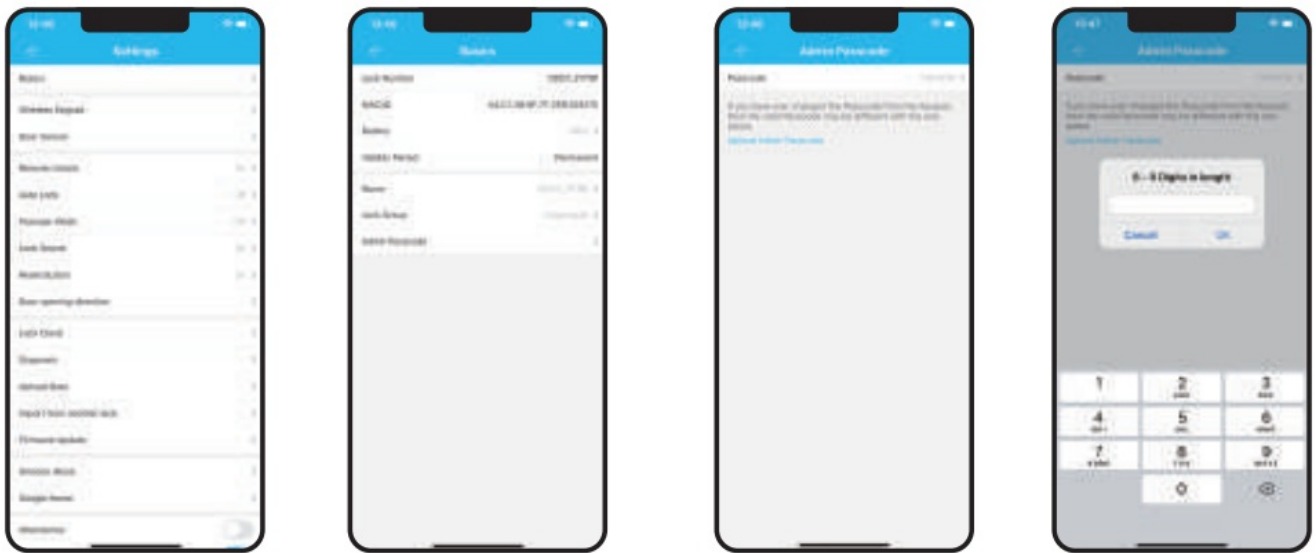
STEP
5



Tap on the blue plus sign.

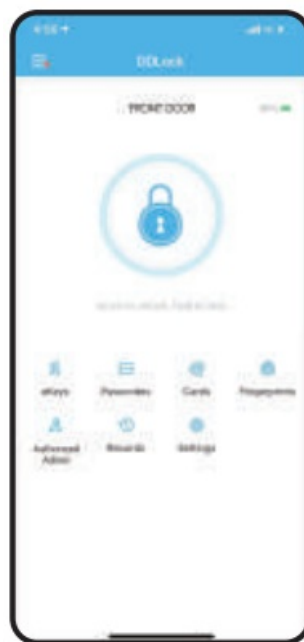
Notes:
You may need to tap on lock keypad.









Admin Passcode Management



After pairing the lock with DDLock, the admin passcode will be changed to a random 7 digit number, you can check the new admin passcode by following the picture guide below. And you can change it to your own administrator password.

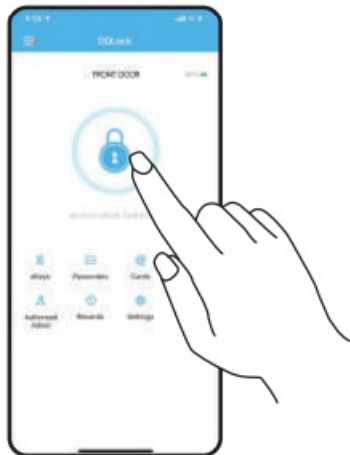
Lock Page Overview



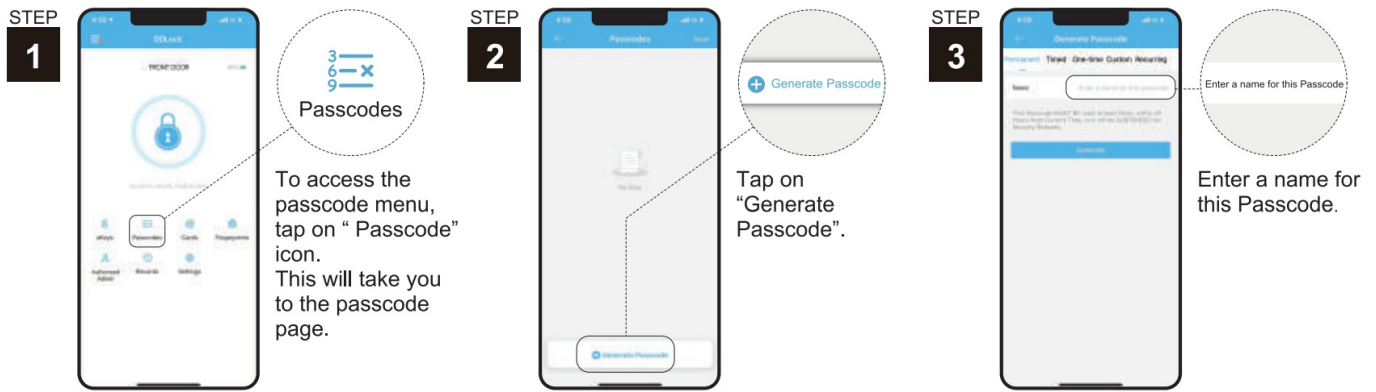
	Unlock/Lock Unlock/Lock using phone's bluetooth
	Passcode Generate 6 different types of passcodes
	eKey Page View and modify current eKeys
	Records Page View entry times, attempts and methods
	Settings Page View and modify settings
	Authorized Admin Page Create and edit admins
	Cards Set up your cards here
	Fingerprints Page Set up fingerprints

Notes: Some of these icons may not appear if the Gateway is not connected to the lock.

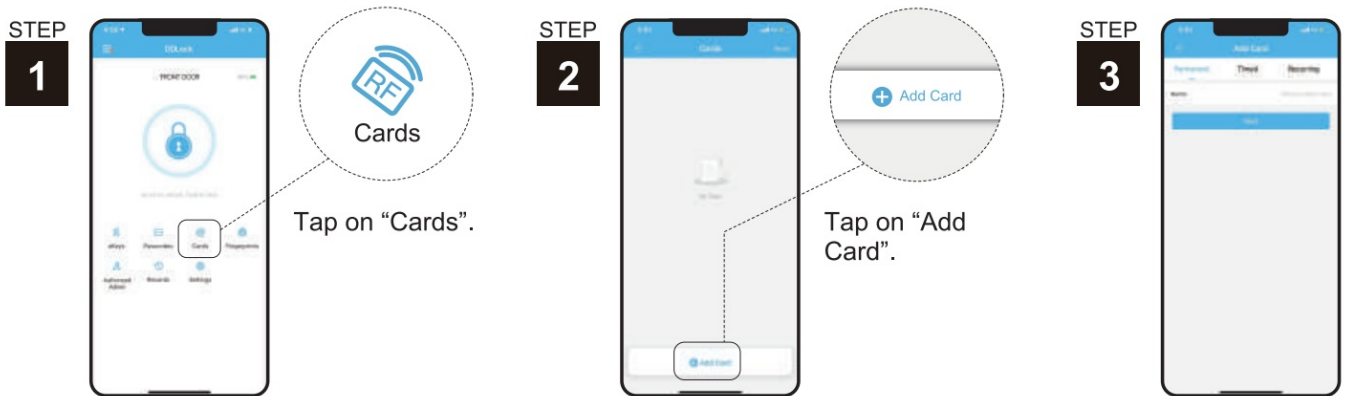
APP Unlock / Lock



To unlock the lock, tap this icon once.
To lock the lock, press and hold on this icon.
Passcode



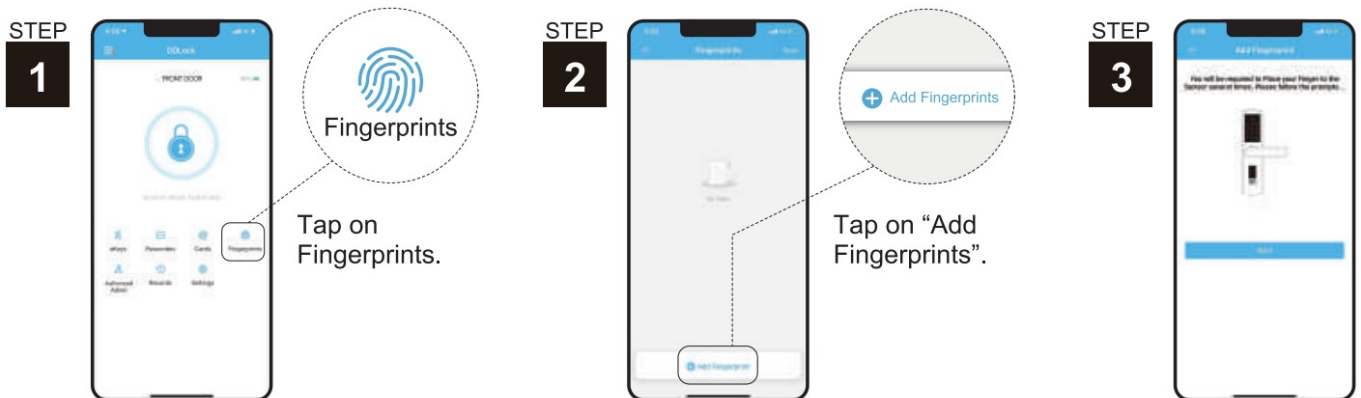
IC Card



Choose the validity period of the lock. Once the lock says "Please swipe your card", place the card against the keypad. If you hear a long beep, the card can be used to unlock your lock.

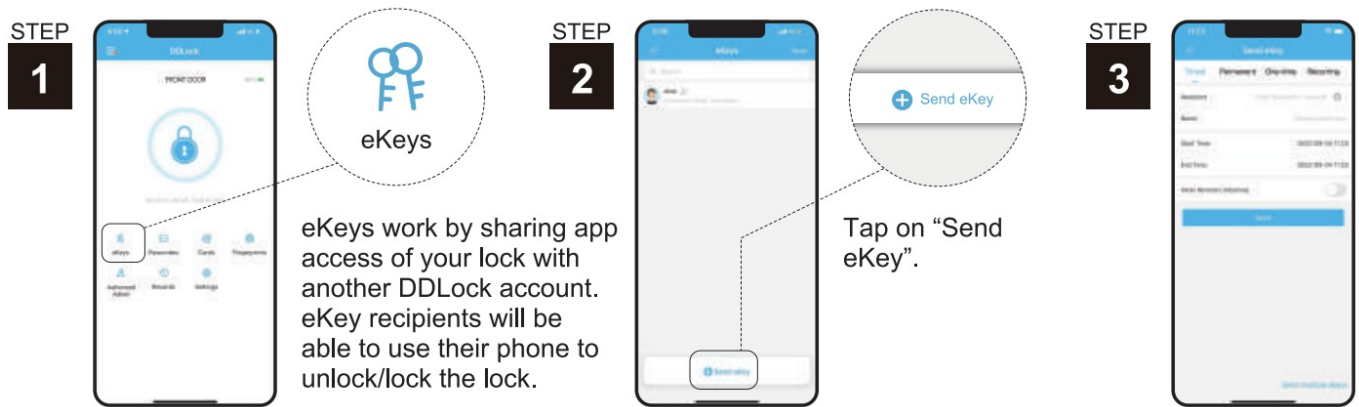
Fingerprints

To add a fingerprint follow these instructions:

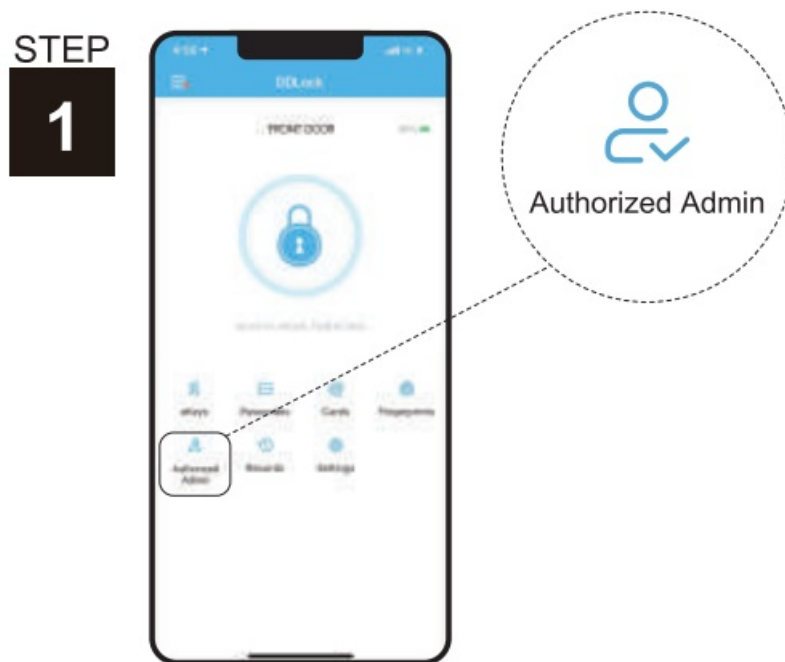


Select Fingerprint type depending on when you would like it to be valid. Follow instructions on app. You will be asked to place your finger on the sensor 4 times.

eKeys



Authorized Admin Authorized Admins are similar to eKeys ; however, a n authorized admin can do the following:

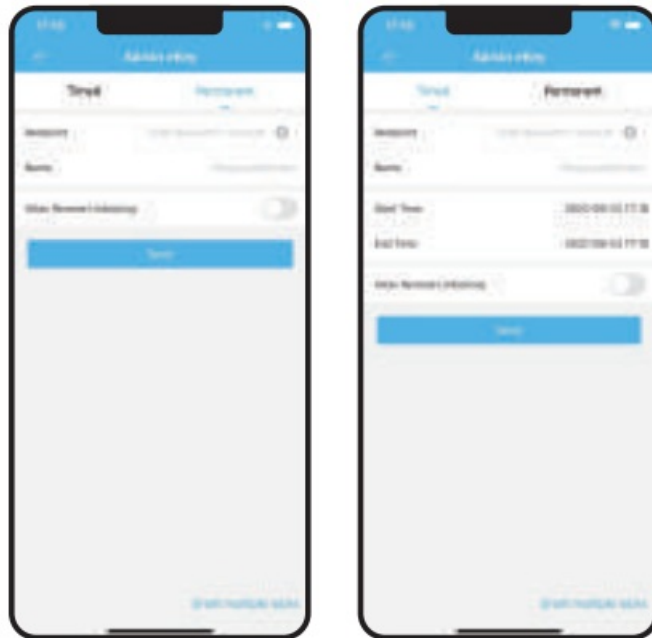


1. Unlock/lock via the app.
2. Generate, Edit, Delete passcodes, IC cards, & fingerprints.
3. Adjust settings like passage mode, auto-lock timer, & turn on/off the lock sound.

Tap on "Authorized Admin" Set Timed Admin or Permanent Admin.

STEP

2

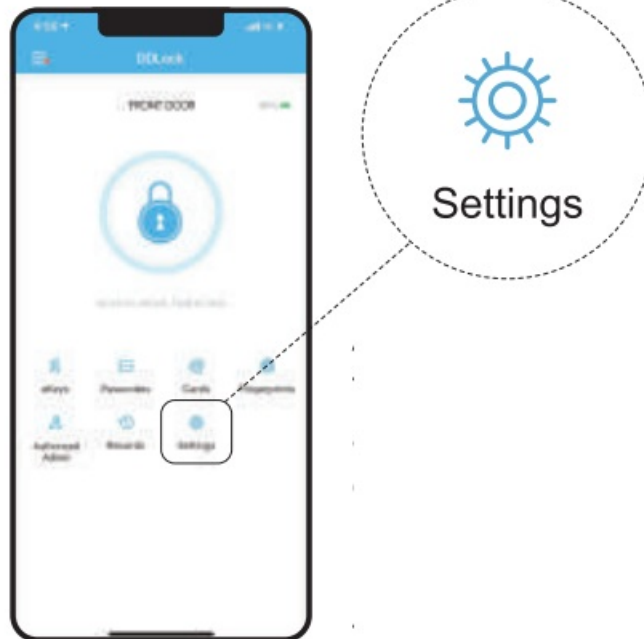


Tap on “Authorized Admin” Set Timed Admin or Permanent Admin.

Passage Mode & Auto-Lock

STEP

1



Auto-lock will automatically lock the lock when it has be opened Select Passage Mode. after 5 seconds by default. This can be adjusted with Passage Mode and Auto-lock timer . Outlined below is how to adjust these settings related to auto-lock.

The lock will shut down for 2 minutes after 5 unsuccessful attempts at entering an invalid code or fingerprint. You can unlock the lock once in the App or wait 2 minutes to continue.

How do I lock manually from outside?

Press and hold # to lock the lock from outside.

The batteries are completely dead before | replace new batteries.

When the batteries are completely dead, the physical keys are available to unlock.

How do | share access of the lock to my family members?

Go to DDLock App, in eKeys or Authorized Admin, it can share access of the lock to your family.

FCC Statement

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.

Caution: Any changes or modifications to this device not explicitly approved by manufacturer could void your authority to operate this equipment.

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.

RF Exposure Information

This equipment complies with FCC radiation exposure limits set forth for an uncontrolled environment. This equipment should be installed and operated with minimum distance 20cm between the radiator and your body.

ISED Statement

This device contains licence-exempt transmitter(s)/receiver(s) that comply with Innovation, Science and Economic Development Canada's licence-exempt RSS(s). Operation is subject to the following two conditions:

- (1) This device may not cause interference.
- (2) This device must accept any interference, including interference that may cause undesired operation of the device.

The digital apparatus complies with Canadian CAN ICES – 3 (BYNMB – 3(B)).

This device meets the exemption from the routine evaluation limits in section 2.5 of RSS 102 and compliance with RSS 102 RF exposure, users can obtain Canadian information on RF exposure and compliance.

This equipment complies with Canada radiation exposure limits set forth for an uncontrolled environment.


This equipment should be installed and operated with minimum distance 20cm between the radiator & your body.

Information & Safety Warnings

- Protect your User Codes and Master Code.
- Restrict access to your lock's interior assembly and routinely check your settings to ensure they have not been altered without your knowledge.
- Do not use an electric screwdriver during installation.
- This manufacturer advises that no lock can provide complete security by itself.
- This lock may be defeated by forcible or technical means, or evaded by entry elsewhere on the property.
- No lock can substitute for caution, awareness of your environment, and common sense.

- Care should be taken to ensure along – lasting finish. When cleaning is required use a soft, damp cloth . Using lacquer thinner, caustic soaps, abrasive cleaners or polishes could damage the coating and result in tarnishing.
- The lock is water resistant. It can withstand water splashes; however, do not let water and liquids get into the lock.
- Avoid exposure to direct sunlight . Long-term exposure to direct sunlight may damage the lock.

Documents / Resources

	TeeHO AZ09 Smart Keypad Door Lock [pdf] Installation Guide AZ09 Smart Keypad Door Lock, AZ09, Smart Keypad Door Lock, Keypad Door Lock, Door Lock, Lock
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