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TEEHO TE003 Keyless Entry Door Locks with Keypads

TEEHO TE003 Keyless Entry Door Locks with Keypads Instruction Manual

Contents

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Parts List

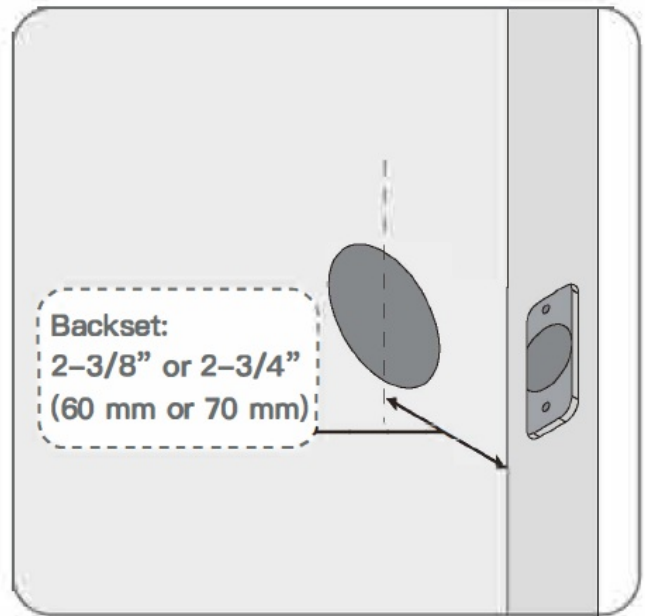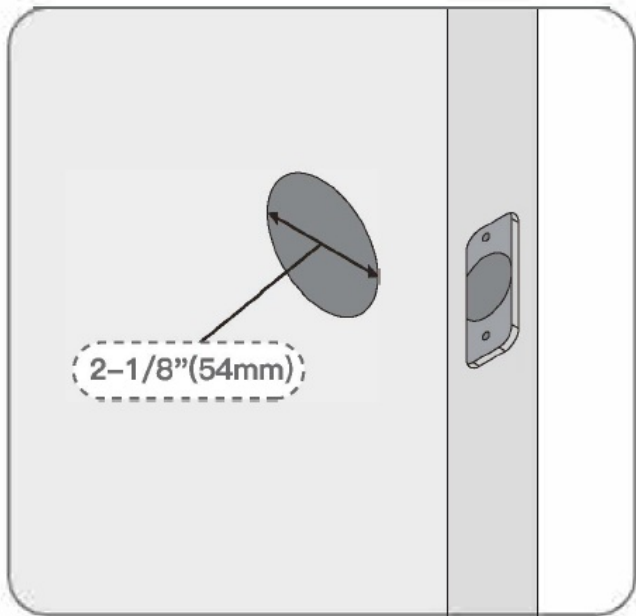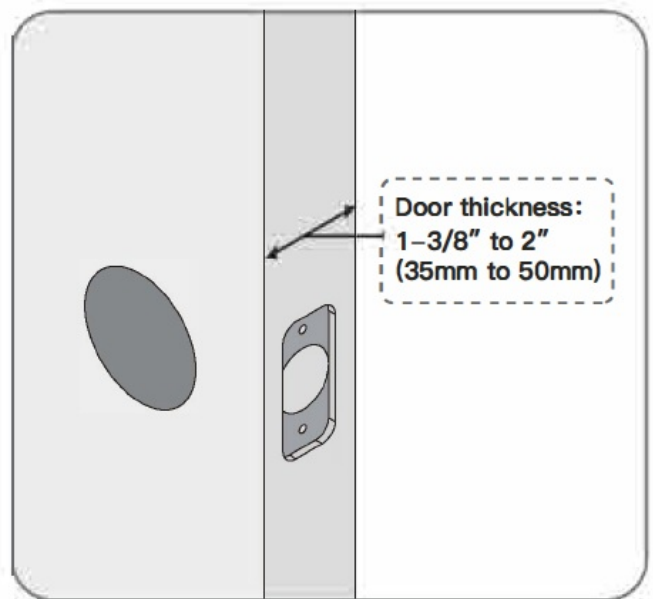The details of part identification is shown on the following page

Prepare the door and check the dimensions

- Measure to confirm that the hole in the door is 2-1/8″(54mm).
- Measure to confirm that the backset is either 2-3/8″ or 2-3/4″ (60 or 70mm).

- Measure to confirm that the hole in the door is 1″ (25mm).
- Measure to confirm that door thickness is between 1-3/8″ and 2″ (35mm to 50mm).
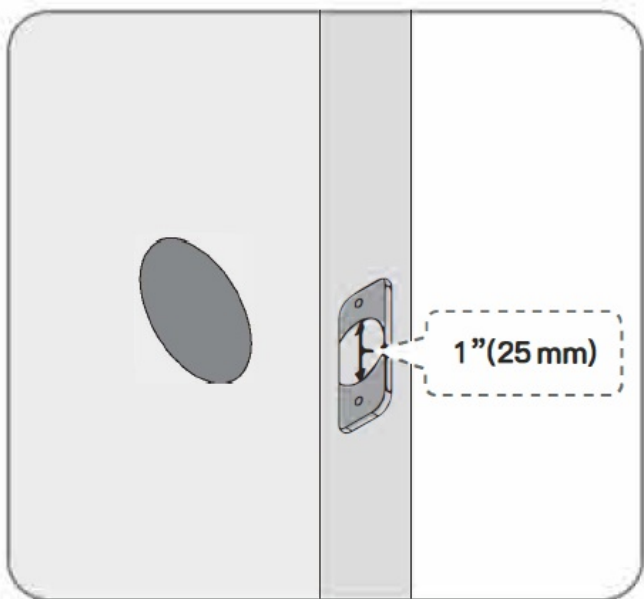
Choose faceplate
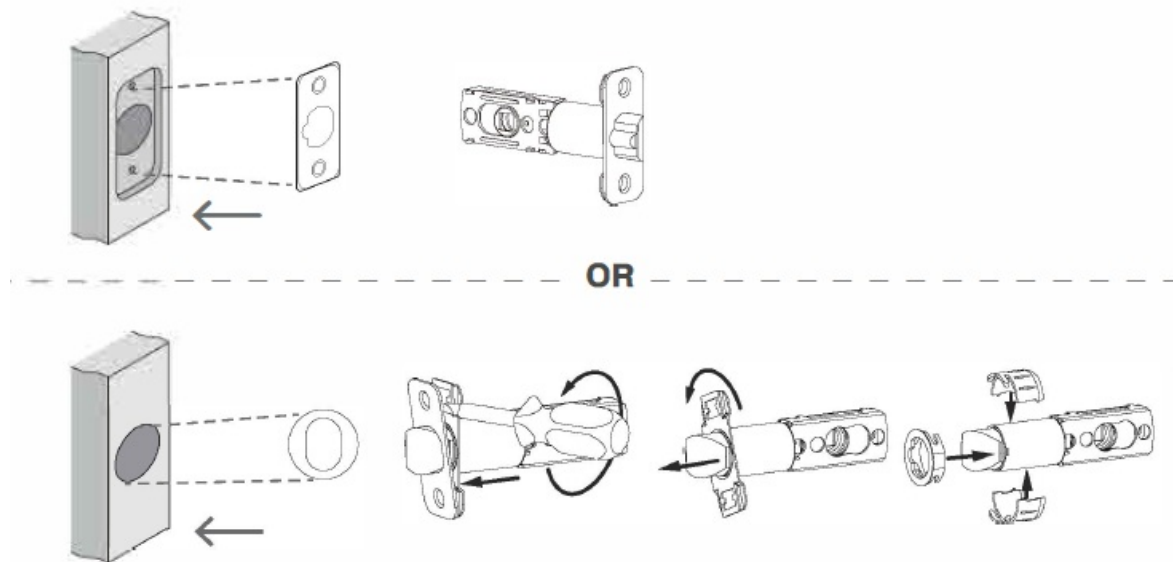
Is the slotted hole centered in the door hole?
Backset is the distance from the door edge to the center of the hole in door. The latch is provided with adjustable design which can fit either 2-3/8″(60mm) or 2-3/4″(70mm) backset.
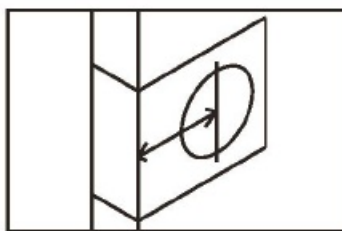
- A. If the backset of your door is 2-3/8″(60mm), no need to adjuse the latch.

2-3/8"
(60mm)
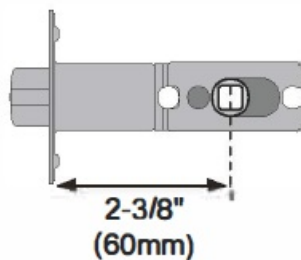
- B. If the backset of your door is 2-3/4*(70mm), please adjust the latch.

OR

Wood Block
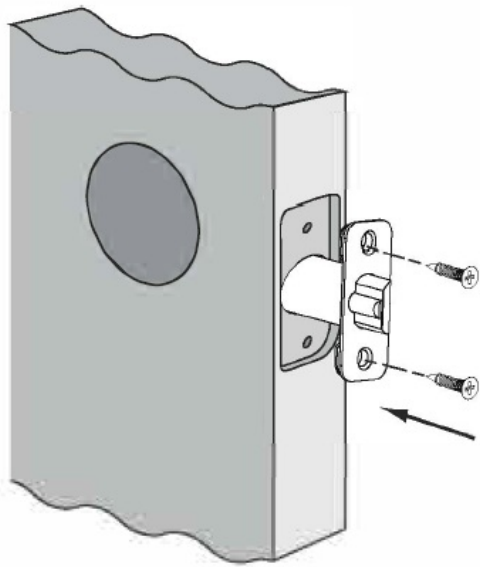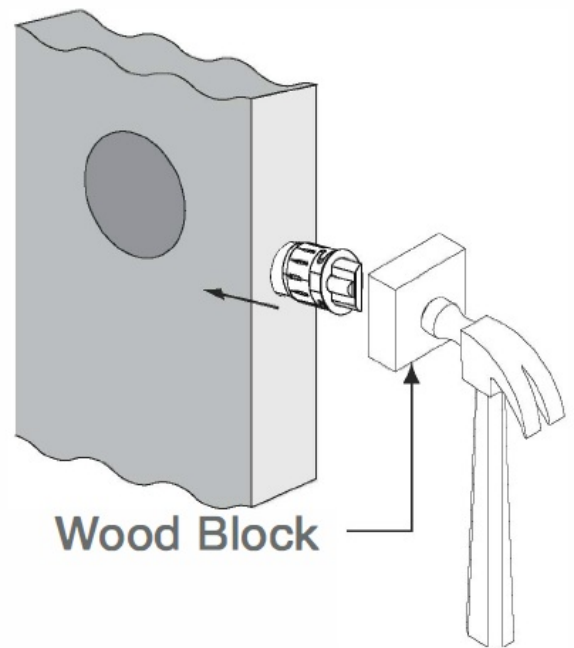
Install latch and deadbolt

OR

Wood Block
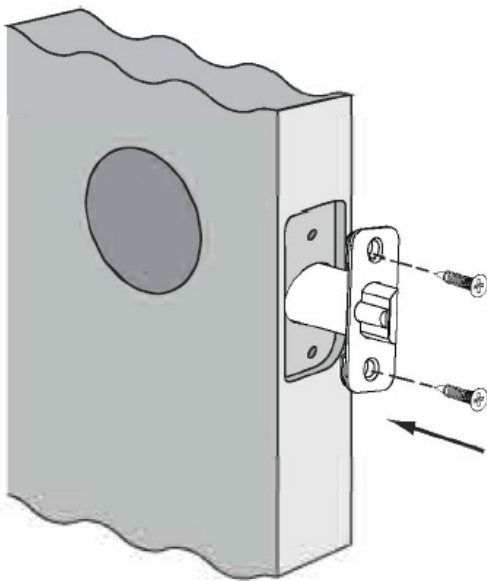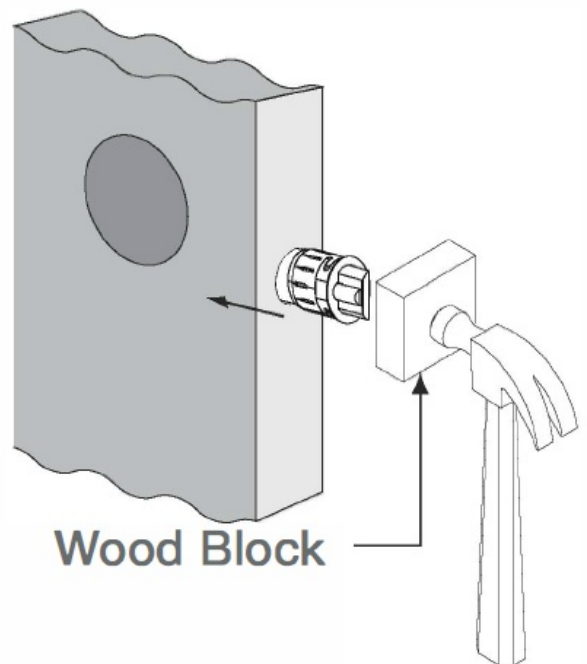
Install strike on the door frame

- **NOTE**: Make sure hole in door frame is drilled a minimum of 1″ (25 mm) deep.
- If latch is loose in the strike. adjust the strike tab so it grips the latch bolt better when the door is closed.

Tab

⚠ Before Installing the Lock, Check Door Jamb and Door Preparation

Door thickness:
1-3/8" to 2"
(35mm to 50mm)

Backset:
2-3/8" or 2-3/4"
(60 mm or 70 mm)

2-1/8"(54mm)

1"(25 mm)

or

Parts identification

a Backup Key	**b** Exterior Assembly	**c** Latch
d Latch/Strike Screws **e** Reinforcement Screws	**f** Strike	**g** Mounting Plate
h Mounting Screws	**i** Interior Assembly	**j** Screws
k Battery Cover	**l** Drive–In Collar	**m** Reset Tool
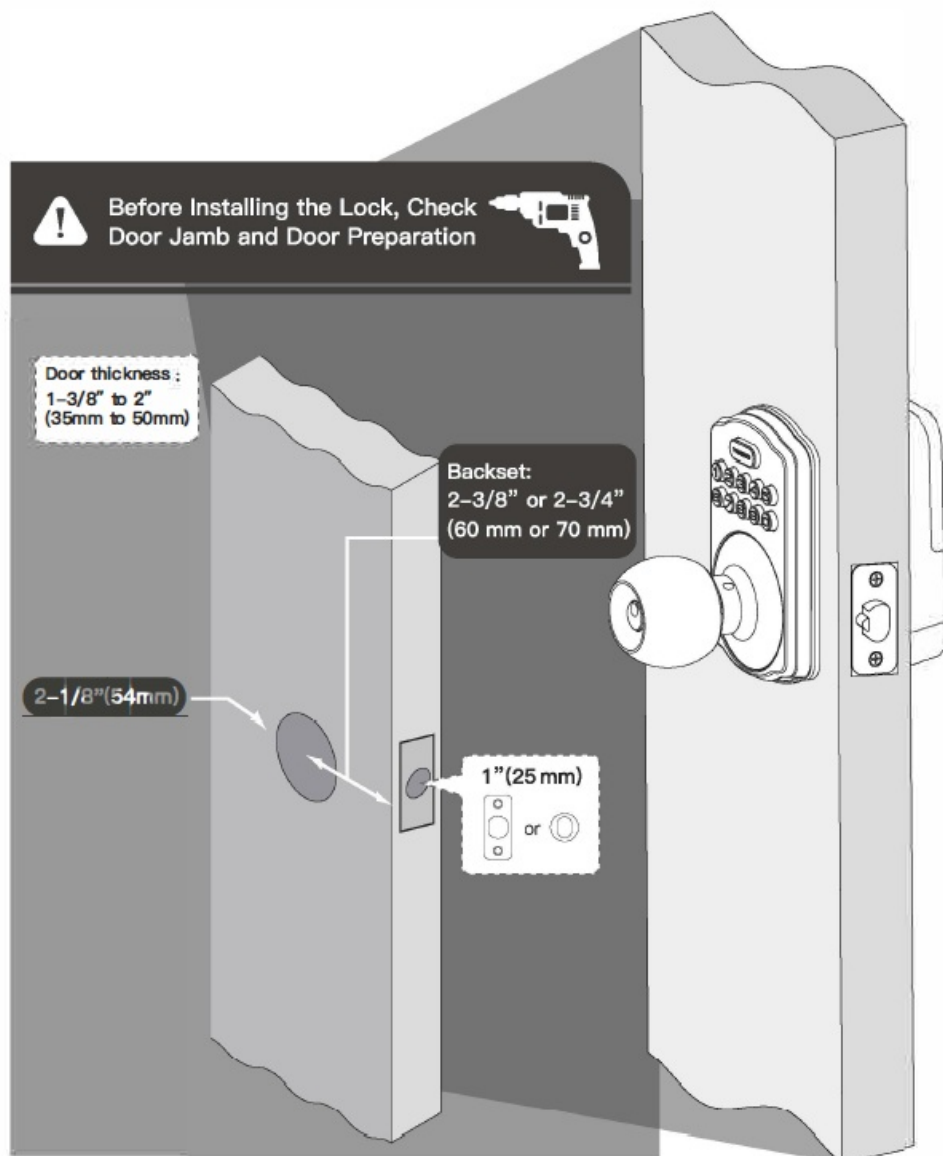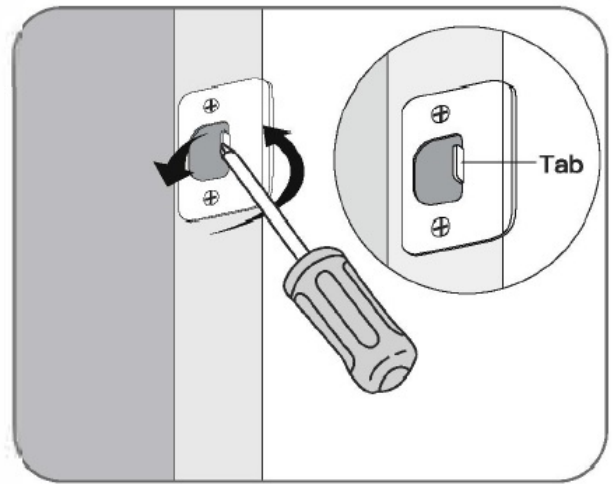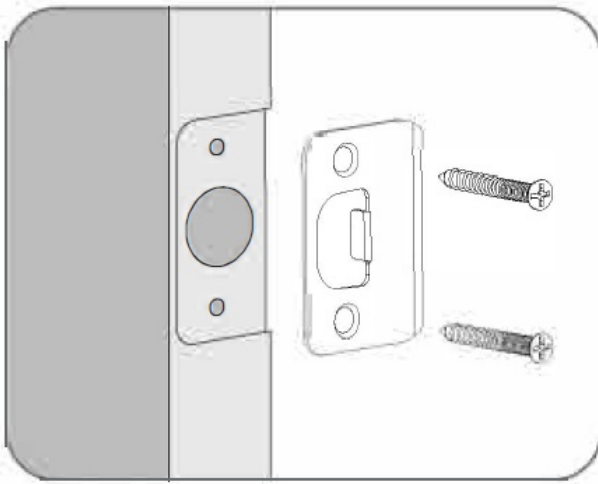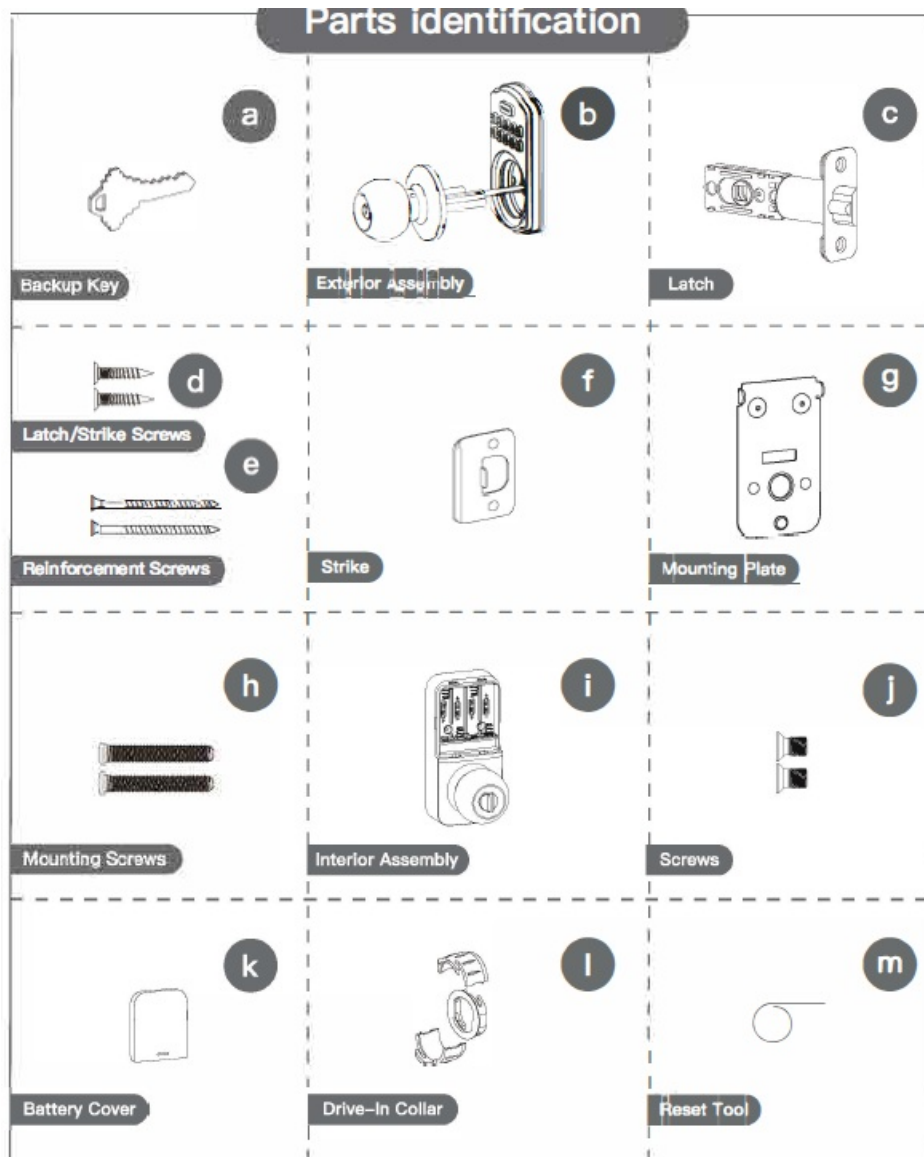
Install exterior keypad and interior assembly

- Bar should slide smoothly through hole in latch. If not, check door dimensions.
- Insert the exterior assembly onto the door with the tailpiece going through the latch in the horizontal position. Route the control cable through the door above the latch.
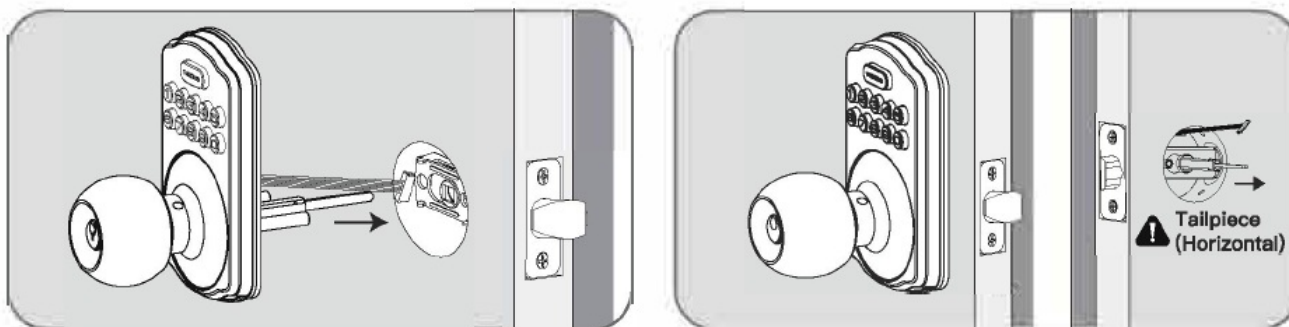
⚠ Tailpiece (Horizontal)

- Position the inside mounting plate by first routing the cable and connector through the hole. Secure both assemblies using the mounting screws.
- Secure the mounting plate with the supplied screws.

Position the inside mounting plate by first routing the cable and connector through the hole. Secure both assemblies using the mounting screws.

Secure the mounting plate with the supplied screws.
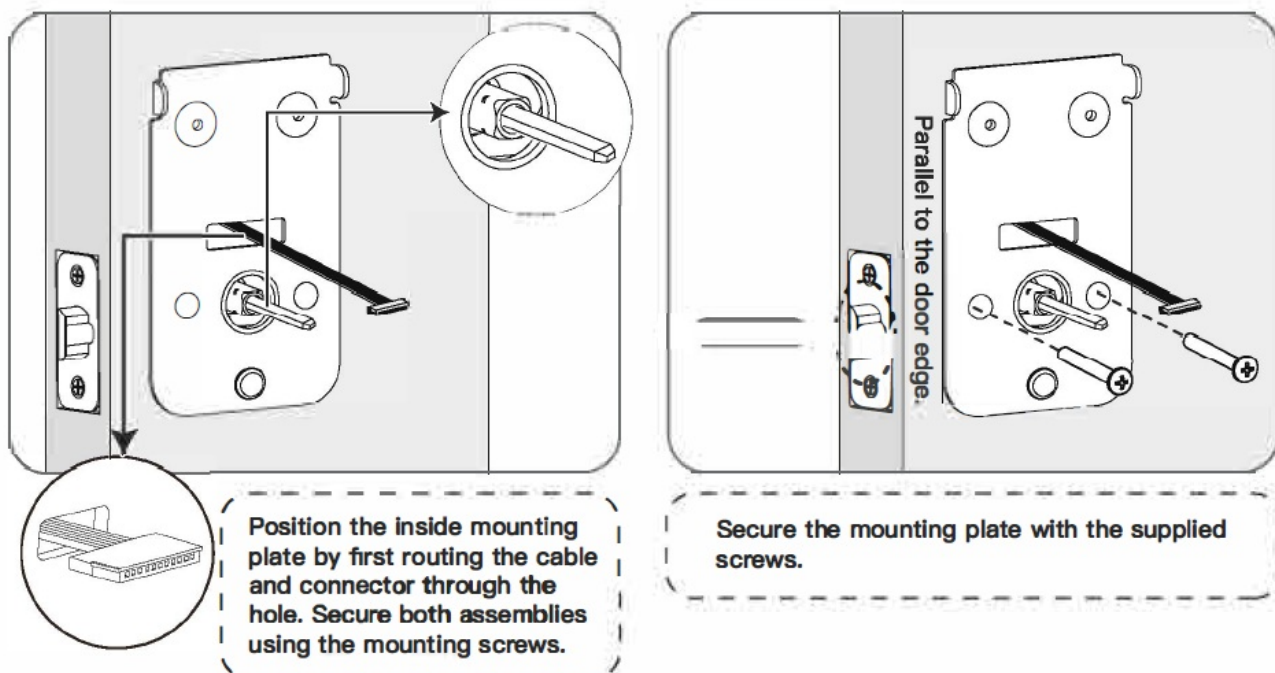
Install interior assembly

Do not load batteries until lock is completely installed.

- Remove the battery cover.
- Connect the cable and ensure tight cable connection.
- Rotate the Thumb turn in vertical position and insert the horizontal orientation of torque blade into the interior assembly lock switch.

Tailpiece

Vertical
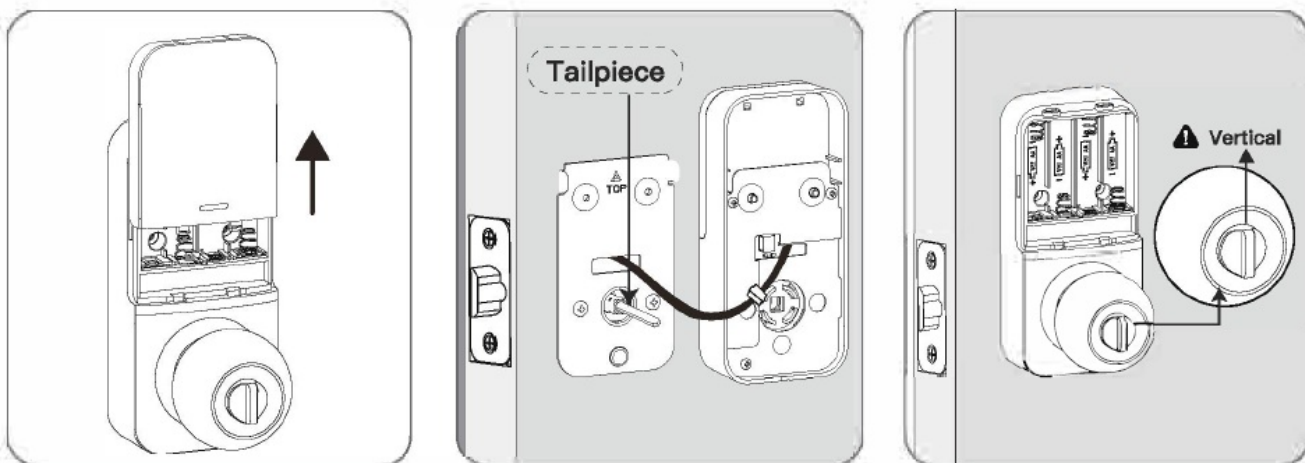
- Secure the interior assembly with the supplied screws.
- Install 4x AA batteries and battery cover.
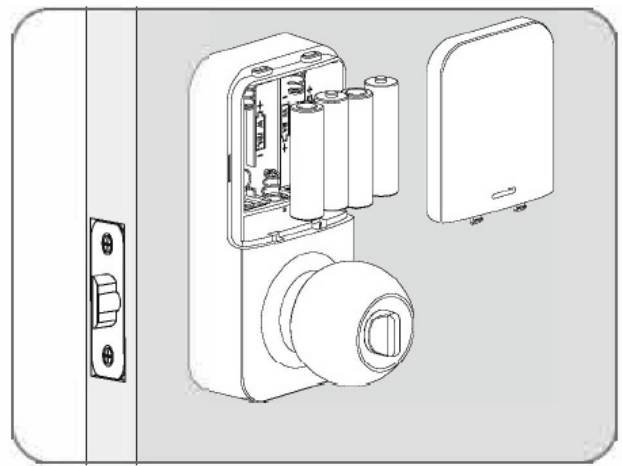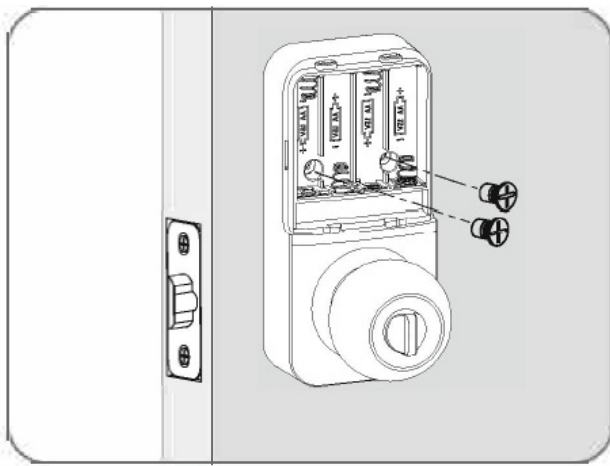
Test latch operation

Close door, test latch operation and make adjustments as needed. The small bolt of the latch should not enter the strike hole If it enters the strike hole, reposition strike.
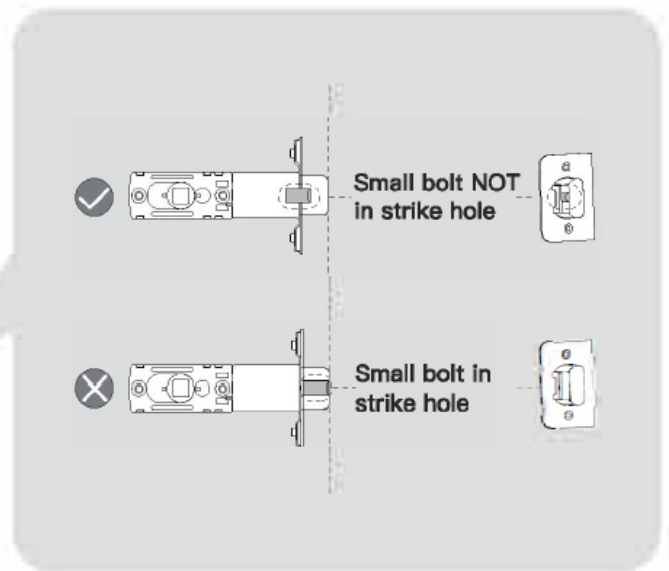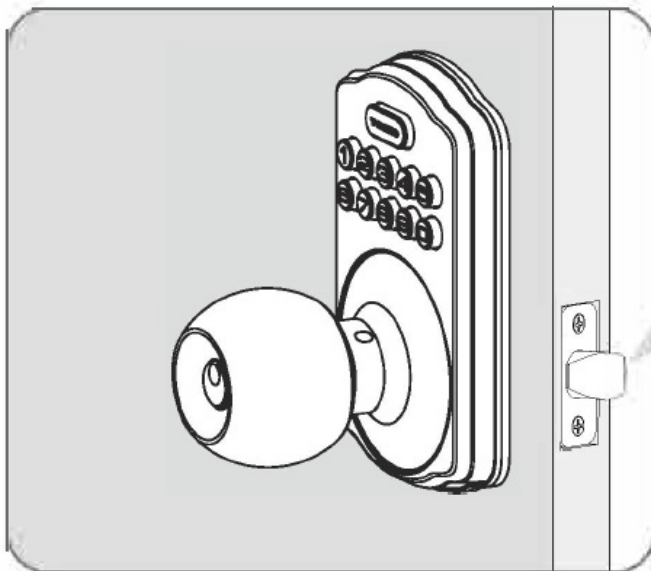
Parts illustrations

ITEM	SPECIFICATIONS	REMARKS
Battery (Using only new and non-rechagerable Alkaline betteries for the best results.)	AA alkaline battery x4 (Operation voltage:4.6~6.0V)	Last up to one year (10 times open/close per day)

The default master code is 12345678. It's required that you change it to a code of your own before programming.

Exterior assembly
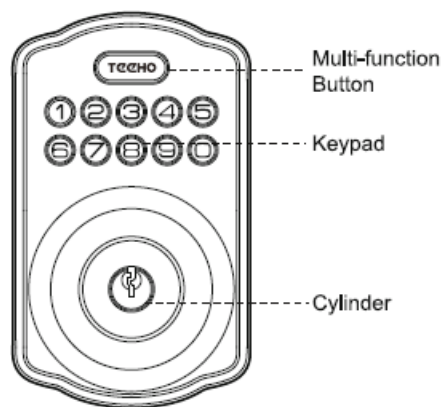
Interior assembly
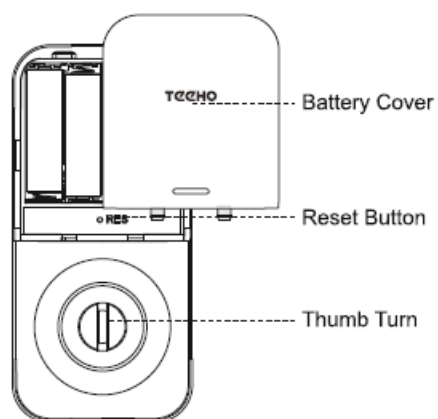
How to use

UNLOCK the door from outside

- Method 1

  Step 1. Enter master / user code confirm with Techo

  Step 2. Rotate the knob to open the door.
- Method 2

  Step 1. Insert the backup key and rotate it. (see Key Override in definitions)

  Step 2. Rotate the knob to open the door.
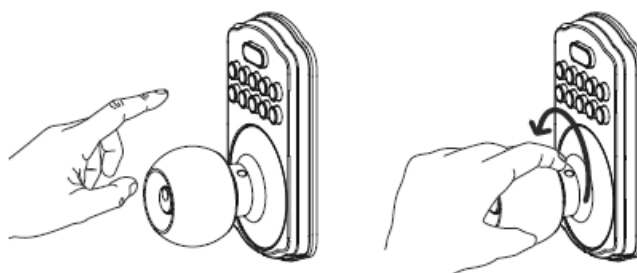
LOCK the door from outside

- Method 1. Auto Lock

Auto Lock is enabled in factory default mode, and will automatically lock in 30 seconds.(see Quick Set Up for how to change auto lock time)

- Method 2. One-touch Locking

Press any one button on keypad for 2 seconds.

UNLOCK the door from inside
Step 1. Rotate the thumb turn to horizontal status
Step 2. Rotate the knob to open the door.
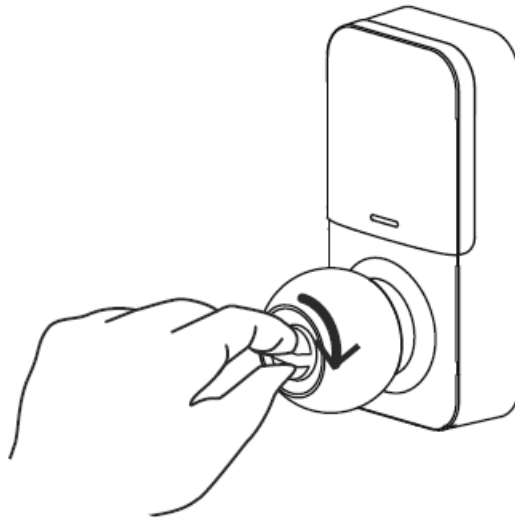
LOCK the door from inside Rotate the thumb turn to vertical status

Restore to Factory Default

Attention: turn the knob inside the door handle to ensure that the handle can be turned to open the door, and then reset the password. (Do not reset the handle without turning it)

The result after programming this procedure:

1. Delete all user codes and settings associated with the lock.
2. If auto lock feature was enabled before, the auto lock still functions and auto lock delay time will not change.
3. If auto lock feature was disabled before, the auto lock will be enabled and the auto lock time is 30 seconds.
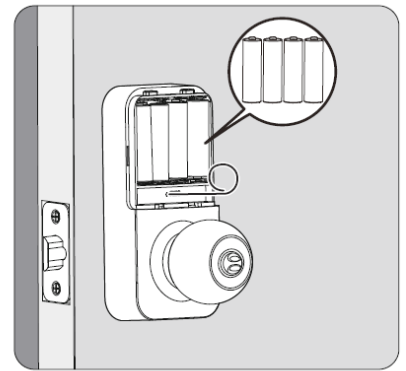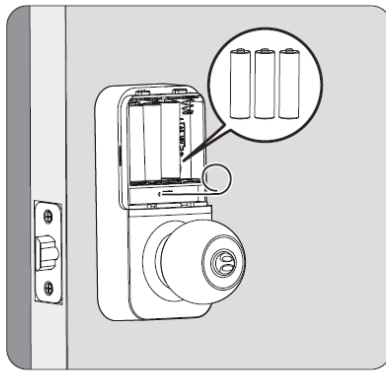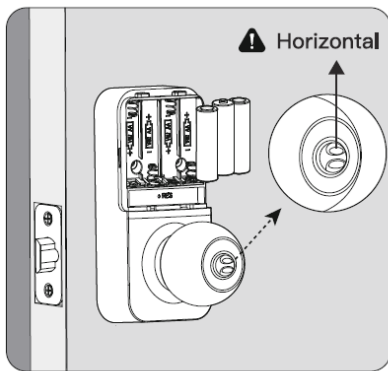
- While the door is OPENED, load 3 AA batteries into interior assembly.
- Press and hold the Reset button. Do not release the reset button until you complete the next step.
- Place the 4th battery and keep holding the reset button, until you hear beeps sound.

Quick set up

The default master code is 12345678. It's required that you change it to a code of your own before programming. When setting is unsuccessful, the indicator light will flash red.


Information and safety warnings completely

- 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.
- This lockset is designed to provide the highest standard of product quality and performance. Care should be taken to ensure a long-lasting finish. When cleaning is required use a soft and damp cloth. Using lacquer thinner, caustic soaps, abrasive cleaners or polishes could damage the coating and result in tarnishing.

1. Master PIN Code (4~10 digits): The default master pin code is "12345678", It's required that you change it to a

code of your own before programming.

2. User PIN Code (4~10 digits):A total of 20 user codes(and one temporary one-time user code) may be programmed.

3. Both master and user PIN codes don't support the following combination of numbers below.
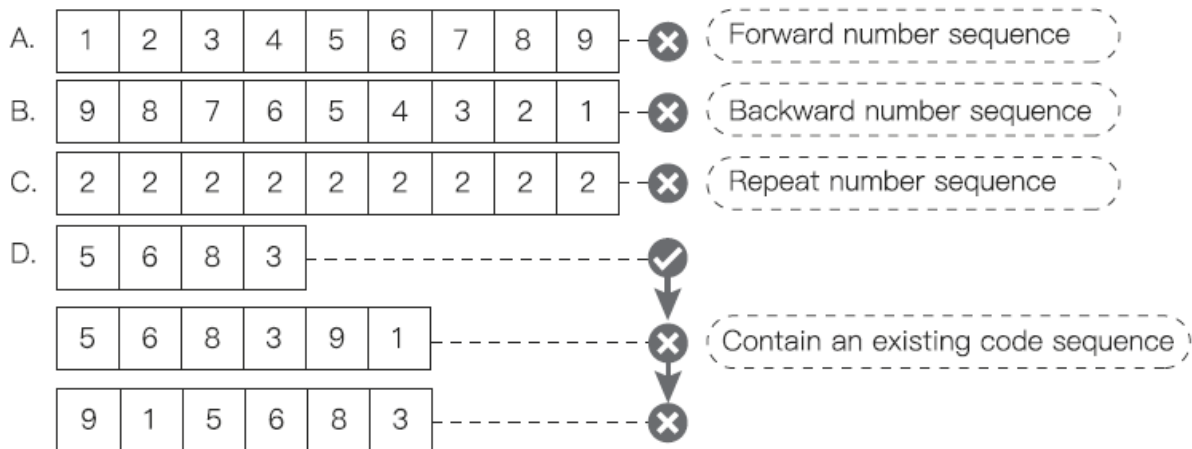
Definitions

Master Code

- Required for programming and feature settings. Master code can be used to unlock the door under vacation mode. The default master code needs to be changed before programming.
- Property owner/manager should keep this information confidential.

Auto Lock
Automatically locks the deadbolt 30 seconds after unlocking.This feature is off by default. You can set the Auto Lock time delay between 10 and 99 seconds.

Wrong Entry Limit
After 10 unsuccessful attempts at entering a invalid PIN code, the unit will shut down for 3 minutes.

Silent Mode
The beep sounds when pressing keypad can be muted. But you will still hear low battery and system alerts.

Vacation Mode
This is a security feature for you when you are leaving your home for vacation or long trip. Enabling vacation mode will restrict all user codes until master code is entered on keypad. If the lock is unlocked by thumb turn, the lock will sound an alarm.

One Time User Code
Thautomatically de te di when used.

Unlock with Fake Code
User can prevent pin code exposure from strangers by entering random digits before or after pin code.

83618 **137192** 14710

PASSWORD

RANDOM DIGITS

Factory default settings

SETTINGS	FACTORY DEFAUlt
Master code	12345678
Auto lock	Disabled
Silent mode	Disabled
Wrong code entry limit	10 times
Shutdown time	3 mins
Vacation mode	Disabled

Restore factory default settings

This procedure will delete all user codes which associated with the lock.

1. Keep the door opening and unlocking;
2. Press and hold the reset button, taking out one battery and then place it back at the same time;
3. Keep holding the reset button for 3 seconds until you hear the sound of "BEEP"
4. Turn the knob inside the door handle to ensure that the handle can be turned to open the door, and then reset the password. (Do not reset the handle without turning it)

Troubleshooting

Installation

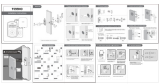| Questions	Answers
The latch does not operate correctly after installation.	□ Make sure the backset on the latch is set to the proper length. Refer to Installation Instructions □ Make sure prior to installation latch bolt is retracted and key is not in lockset when installing the deadbolt. Refer to Installation Instructions □ Please restore to factory setting and enter the default Master Code to set up the lock. Refer to Programming Instructions
Feel a bump while turning the thumb turn or the key?	□ Check If the length of mounting screws Is correct. □ Check if the turn piece is in vertical (unlock) position. □ Please refer to Programming Instructions to enable the Auto−Lock
Fail to set up the lock.	□ Please make sure the lock is installed correctly. □ Please install fresh batteries and make sure the cable is connected correctly. □ After installation, reset the lock to complete the bolt direction setting.

Operation

If the lock appears to be damaged or does not operate properly, please contact customer service for further assistance.

Questions	Answers
Battery indicator keeps flashing.	□ The batteries are getting low, please replace with four new batteries for the best performance (alkaline batteries only).
Keypad not responding.	□ Make sure the batteries are installed properly. □ The batteries are getting low if the battery indicator keeps flashing. Please replace with four new batteries for the best performance (alkaline batteries only). □ Make sure the cable is well−connected to the port, and was not damaged during installation. □ Please make sure the lock has been set up and complete the bolt direction determination.
Master Code can not be changed.	□ Please refer to Programming Instructions to restore factory settings and reprogram all codes.
What should I do if wrong code was entered?	□ Press TEEHO button once and continue to input code according to regular procedures.
I forgot my Master Codes.	□ Perform a reset in order to erase all passcodes. Once the reset is complete, all passcodes will be erased and the Master code will return to the default master code 12345678.
Can not add a new User Code.	□ Make sure the whole code entering process is completed within 10 seconds, otherwise the unit will time out. □ Make sure the Master Code has been entered correctly. □ The new User Code will not be accepted when the capacity is full. Try to delete any or some existing User Codes and then add new one(s) again. A User Code must be at least 4 to 10 digits.
"Auto lock" does not function.	□ The batteries are low on power If the battery Indicator keeps flashing. Please raplace with four new batteries for the best performance (alkaline batteries only).

Lockset is not able to unlock / lock by keypad.	☐ Make sure you have entered the correct User Code. ☐ The battery is low if the battery indicator light keeps flashing. Please replace with four new batteries. ☐ Make sure the cable is firmly connected. ☐ Check the cable for any damage that may have occurred during installation. ☐ Make sure the batteries are properly installed. (Alkaline batteries only.) ☐ Check the strike plate to make sure it is properly aligned and clear so the bolt can freely move in the hole.
Lockset is unable to reset.	☐ Please refer to Programming Instructions to restore factory settings and reprogram all codes. ☐ The battery is low if the battery indicator light keeps flashing. Please replace with four new batteries.
How to operate the lockset in darkness?	☐ Press any button to activate the lockset back light.
The red indicator is still on after setting is completed.	☐ Check if you entered correct user codes. ☐ Re-install the batteries.
The lockset locks when I enter my code and unlocks when I press the ⬤TEEHO .	☐ Un-install the interior and exterior assemblies. Before re-installation, please follow these guidelines: Refer to Installation Instructions 1) Make sure the bolt is in the retracted position. 2) Do not have any key in the cylinder durring installation. 3) Make sure the turn piece is inserted horizontally. ☐ Reset the unit to factory settings and reprogram the Master Code and User Codes.
I cannot remove my key unless it is in the locked position.	☐ Un-install the interior and exterior assemblies. Before re-installation, please follow these guidelines: Refer to Installation Instructions 1) Make sure the bolt is in the retracted position. 2) Do not have any key in lock cylinder. 3) Make sure the turn piece is inserted horizontally.

Documents / Resources

	TEEHOhttps manuals plus import-admin wp edit php sha 7f228691a TE003 Keyless Entry Door Locks with Keypads [pdf] Instruction Manual TE003 Keyless Entry Door Locks with Keypads, TE003, Keyless Entry Door Locks with Keypads, Entry Door Locks with Keypads, Door Locks with Keypads, Locks with Keypads, Keypads

References

- **User Manual**