

TEEHO
TEEHO TE003 Keypad
Lever Lock



TEEHO TE003 Keypad Lever Lock User Guide

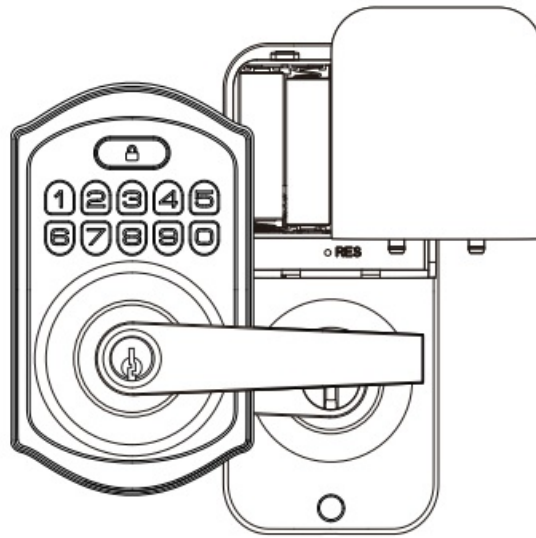
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TEEHO TE003 Keypad Lever Lock



Product Information

Specifications:

- Product Name: Keypad Lever Lock
- Installation: User Guide / Installation Instruction
- Tool Required: Manual tools, no electric screwdriver
- Batteries: Do not load batteries until lock is completely installed

Product Usage Instructions

At a Glance

Exterior Assembly includes a Multi-function Button, Keypad, and Cylinder 1. Interior Assembly includes Battery Cover, Reset Button, and Thumb Turn.

How to Use

- **UNLOCK the door from outside:** Enter Master/User Code or use Key Unlock.
- **LOCK the door from outside:** Use Auto Lock Mode or Manual Mode (press any key on keypad for 2 seconds).
- **UNLOCK the door from inside:** Rotate the thumb turn to the horizontal position.
- **LOCK the door from inside:** Use Auto Lock Mode or Manual Mode (rotate the thumb turn to the vertical position).

Definitions

- **Backup Key (A):** Used as a backup for manual unlocking.
- **Exterior Assembly (B):** Contains the keypad and cylinder for exterior door access.
- **Interior Assembly (I):** Includes the battery cover, reset button, and thumb turn for interior door access.

Installation Overview

- **Latch (C):** Provided with adjustable design to fit backset of either 2-3/8 (60mm) or 2-3/4 (70mm).
- **Strike Plate (F):** Installed on the door frame for latch engagement.

FAQ

- **Q: What should I do if any parts are missing or damaged?**

A: Please contact customer support for assistance and replacement of missing or damaged parts.

TOOL REQUIRED:

Do not use an electric screwdriver during installation.

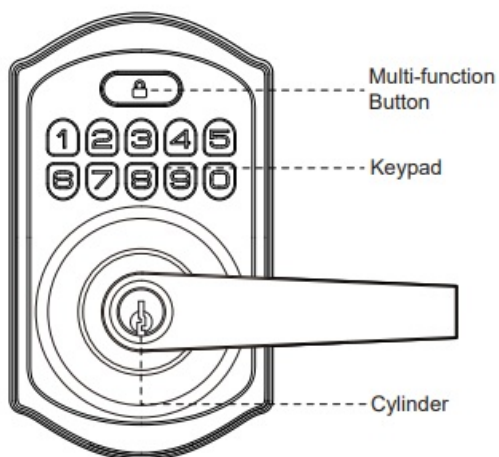


IMPORTANT:

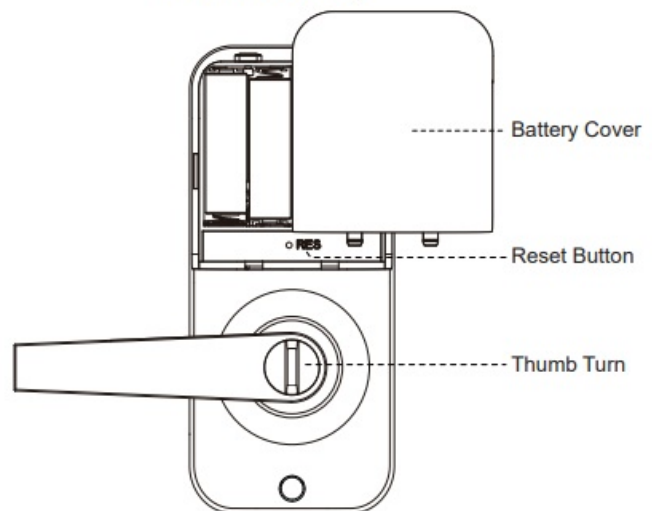
Do not load batteries until lock is completely installed.

At a Glance

Exterior Assembly

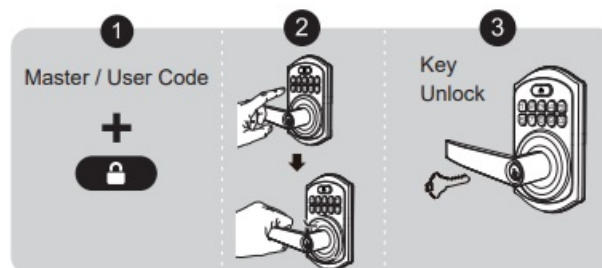


Interior Assembly

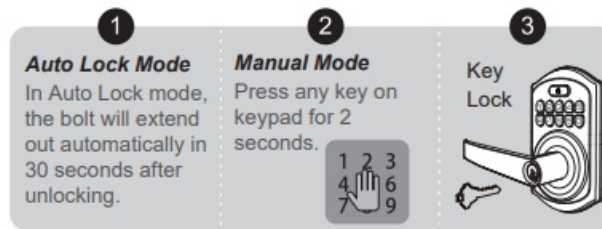


How to Use

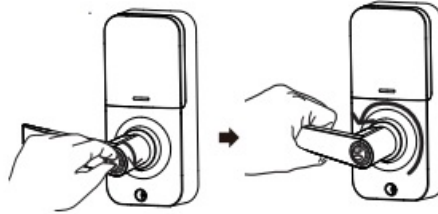
- UNLOCK the door from outside



- LOCK the door from outside



- UNLOCK the door from inside



LOCK the door from inside

- **Auto Lock Mode**

In Auto Lock mode, the bolt will extend out automatically in 30 seconds after unlocking.

- **Manual Mode**

Rotate the thumb turn to the vertical position.



Definitions

Master Code C

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 customize the Auto Lock time delay between 10 and 99 seconds.

Key Unlock

Key Unlock is always available when the batteries are completely dead or valid User Codes are forgotten.

Low Battery Indicator

If you hear 10 beeps along with 10 red light flashing after pressing any key to lock or unlock the door, that's an alert for replacing batteries. Please replace with 4 brand new AA alkaline batteries and do not mix used and new batteries. All settings are stored in the lock while the batteries are removed and replaced.

Wrong Entry Limit

After 10 unsuccessful attempts at entering a invalid PIN code, the unit will shut down for 3 minutes. Silent ModeThe 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 would be unlocked by the thumb turn from the inside, the lock will sound an alarm.

One-time User Code

This code only can be used once and will be automatically deleted after used.

Anti-peeping Code

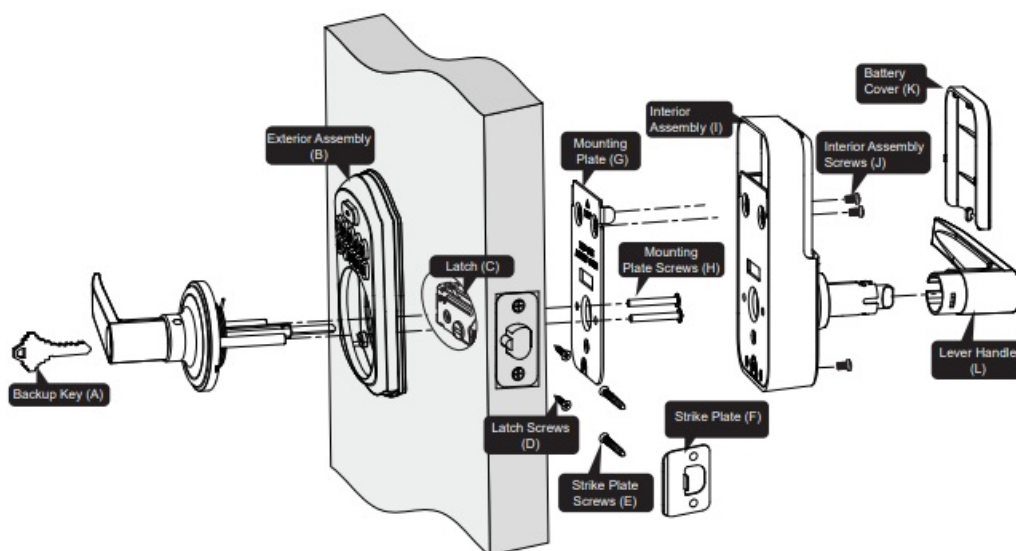
User can prevent pin code exposure from strangers by entering random digits before or after pin code.

83618 137192 14710



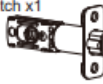











password

Random digits

INSTALLATION OVERVIEW



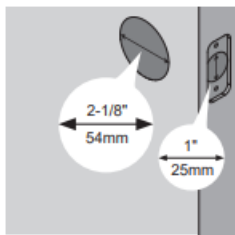
Parts List

A Backup Key x2 	B Exterior Assembly x1 	C Latch x1  C-1 Drive-in Collar (Optional) 	D Latch Screws x2  E Strike Plate Screws x2 
F Strike Plate x1 	G Mounting Plate x1 	H Mounting Plate Screws x2 	I Interior Assembly x1 
J Interior Assembly Screws x3 	K Battery Cover x1 	L Lever Handle 	M Reset Tool x1 

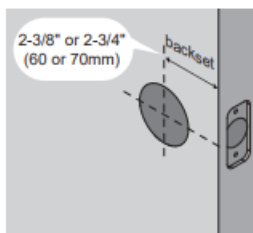
If any parts are missing or damaged, please contact customer support.

STEP 1 Prepare the door and check dimensions

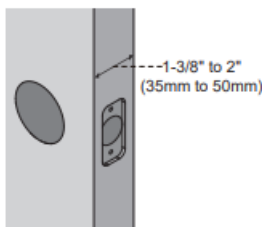
- Measure to confirm that the hole in the door is 2-1/8" (54mm).
- Measure to confirm that the hole in the door edge is 1" (25mm).



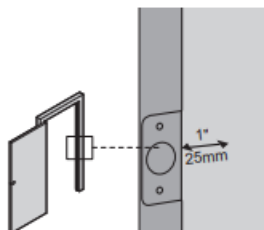
- Measure to confirm that the backset is either 2-3/8" or 2-3/4" (60 or 70mm)



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



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

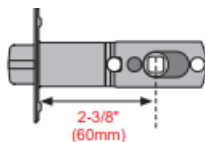


STEP 2 Install the latch and strike

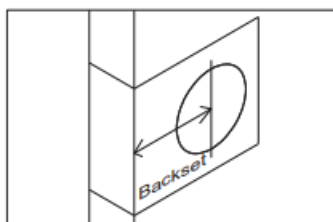
Latch backset adjustment

Backset is the distance from the door edge to the center of the hole in the door.

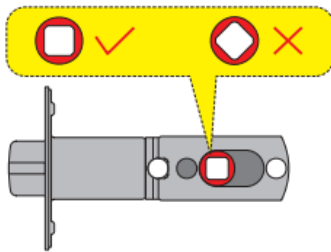
The latch is provided with adjustable design which can fit either 2-3/8" (60mm) or 2-3/4" (70mm) backset.



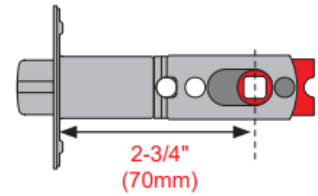
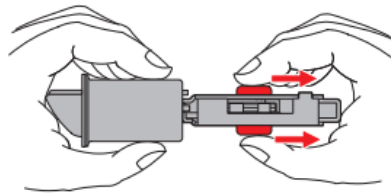
If the backset of your door is 2-3/8" (60mm), no need to adjust the latch.



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

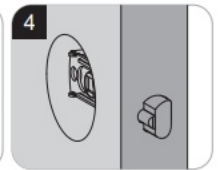
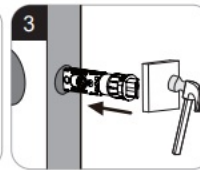
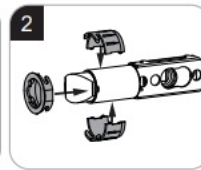
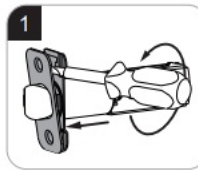
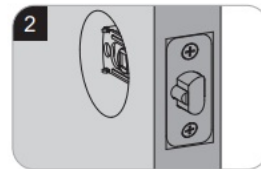
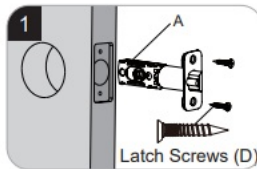
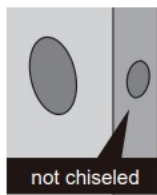
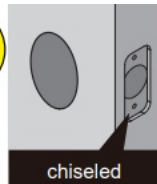
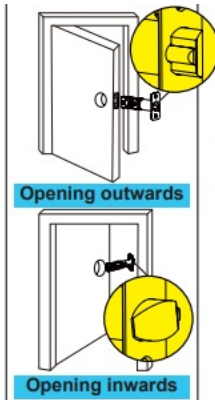


If the backset of your door is 2-3/4" (70mm), please adjust the latch as shown in below images.



Install the latch

B
Install
the latch

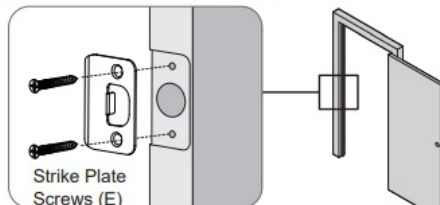


Install strike on the door frame.

C Install strike on the door frame.

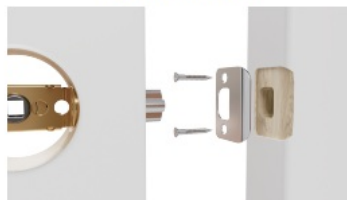
! IMPORTANT:

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

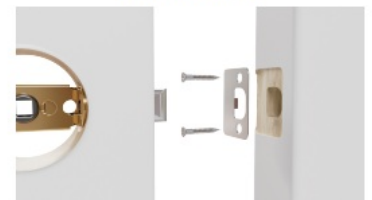


Note: The bevel of the latch shall be aligned with the bevel of the strike plate.

Opening outwards



Opening inwards

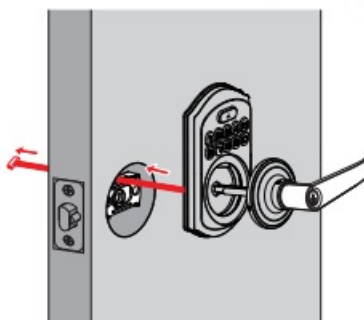


Note: The bevel of the latch shall be aligned with the bevel of the strike plate.
Opening outwards Opening inwards

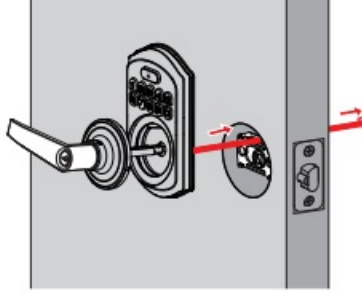
STEP 3 Install exterior assembly

When install the handle with the slot of the door, the torque blade shall be the horizontal position.

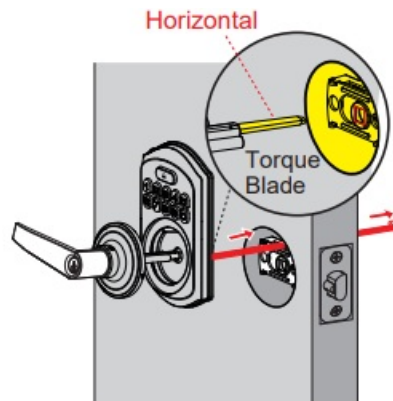
- If your door is right handed, please install the handle as shown on the right.



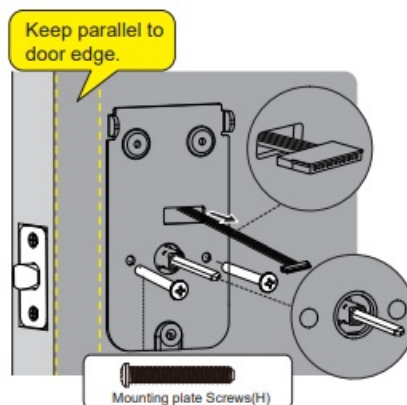
- If your door is left handed, please install the handle as shown on the right.



- Route the cable above the latch, keep the torque blade horizontal and insert the torque blade through the slot in the latch.



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



STEP 4 Install interior assembly

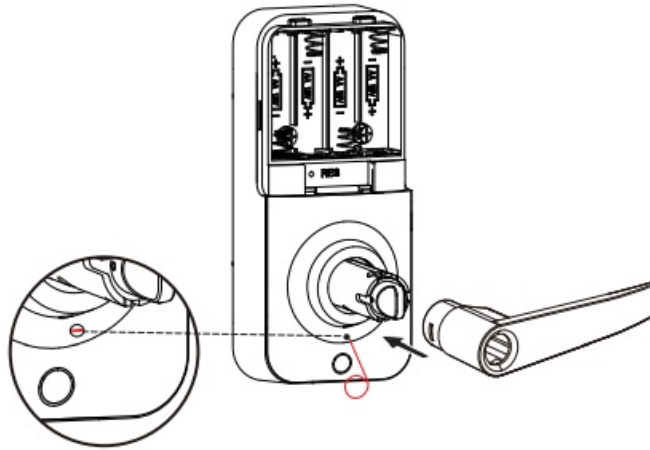
- Push the battery cover out in the direction as illustrated.

IMPORTANT:

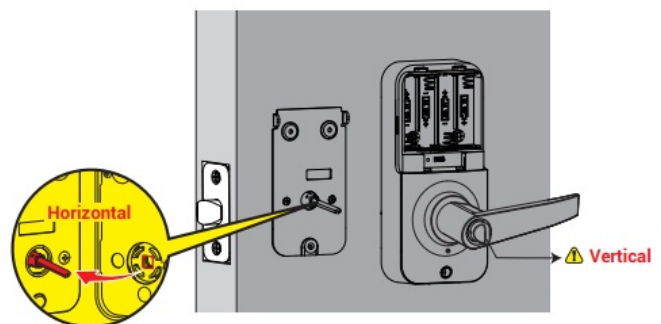
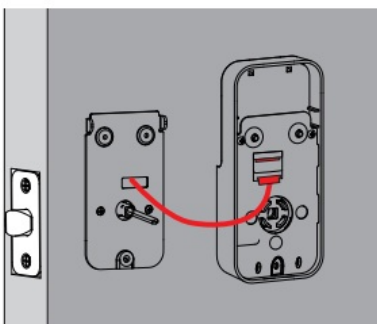
Do not load batteries until lock is completely installed.



- Install the lock handle in interior assembly. Set right the lock handle in interior assembly, press the hole on the bottom of the interior assembly by using the reset tool, then push the lock handle in until you hear the sound of “Click”. Pull the lock handle out to test if it’s installed properly.

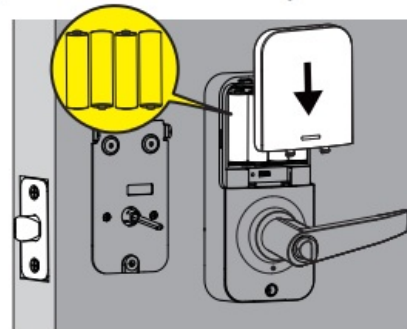
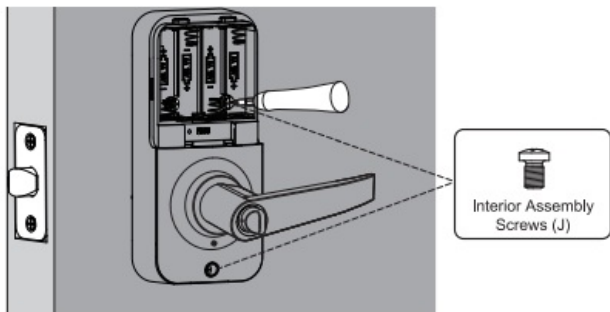


- Insert the cable connector to the socket. Push the connector in firmly until it is completely attached.
- Keep the thumb turn in vertical position and install the interior assembly.



- Attach Interior Assembly to the Mounting Plate, please make sure the Interior Assembly Screws reach the screw threads on the Mounting Plate and tighten 3 screws.
- Keep the door open and unlocked, load 4 AA batteries into the battery compartment. Install the battery cover.

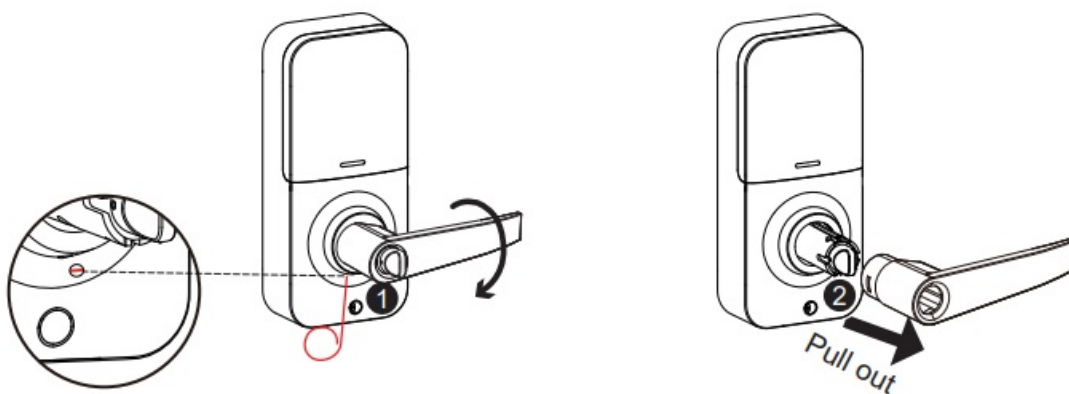
Note: For long battery life, please use all new, non-rechargeable Alkaline batteries only.



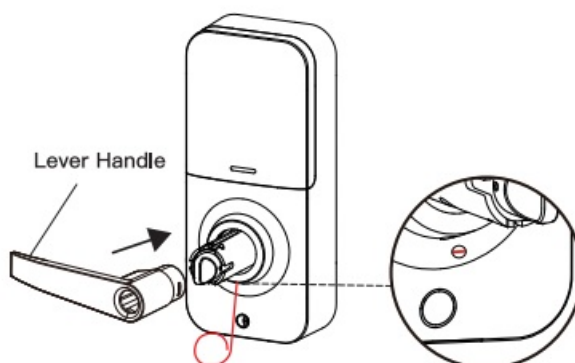
STEP 5 Reverse the Direction of Rear Handle (Optional)

Rear handle disassembly steps

- Press the handle downwards and find the joint in the hole on the bottom of the interior assembly, keep pressing it by using the reset tool and pull out the handle simultaneously.



- Change the direction of rear handle Reverse the lock handle 180°, keep pressing the hole on the bottom of the interior assembly by using the reset tool and push the lock handle in simultaneously until you hear the sound of "Click" to complete the direction change.



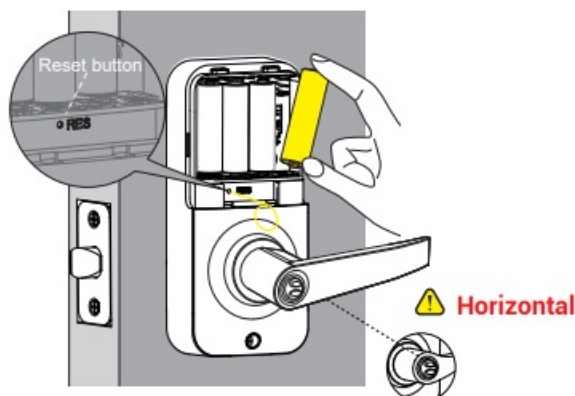
Factory Default Settings

How to Reset?

IMPORTANT:

The resetting will delete all User Codes stored in the lock.

1. Step 1. Keep the door open and turn the thumb turn to the Horizontal position (Unlocked).|
2. Step 2. Press and hold the Reset button by using the reset tool, at the same time take out one battery and then place it back.
3. Step 3.Keep holding the Reset button for 3 seconds, until you hear the sound of “beep” and the latch rotating, the thumb turn will be turned to the Vertical position automatically.



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

Code Format

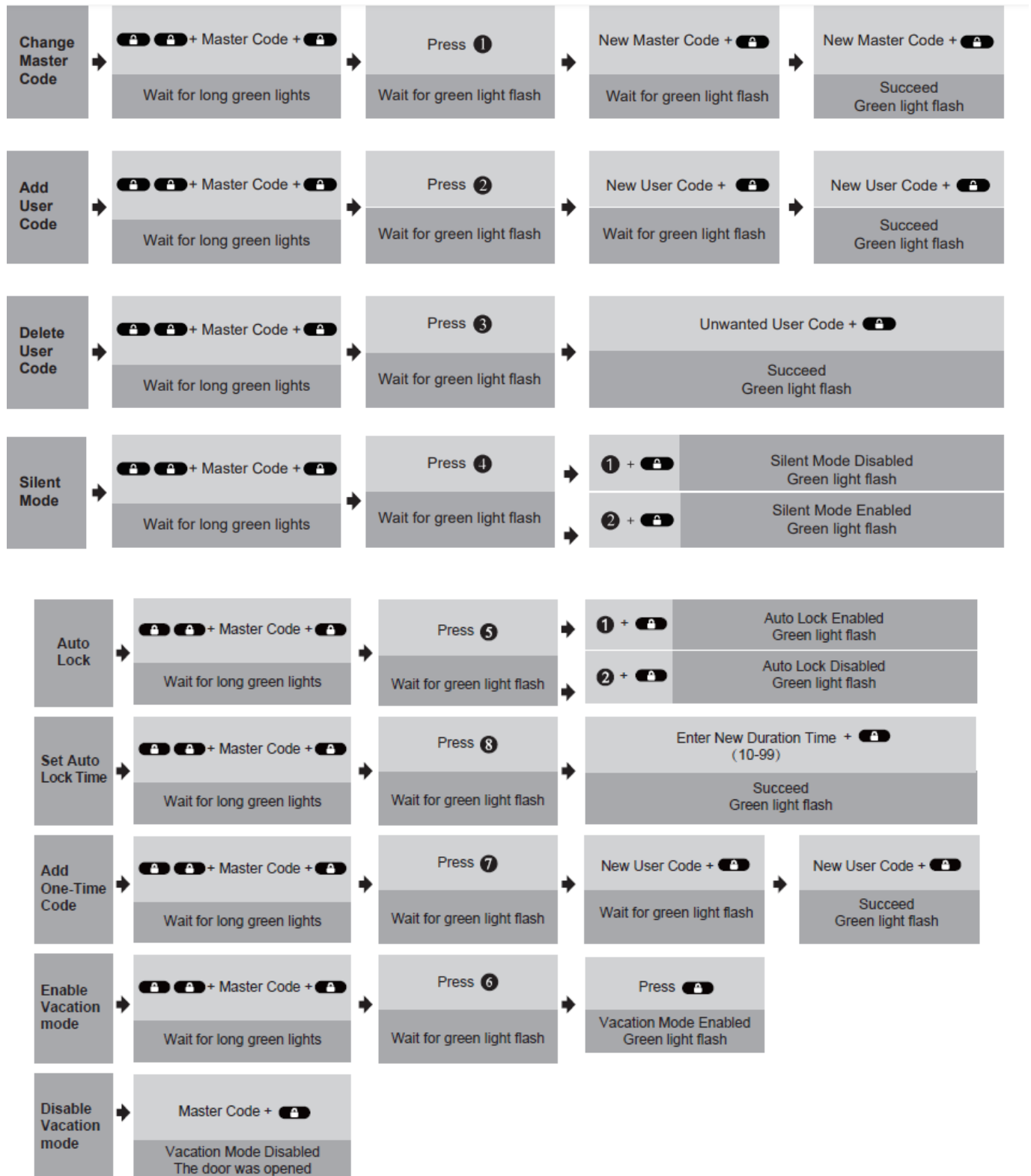
1. Master Code (4 to 10 digits): The default Master Code is 12345678. It is required that you change it to a code of your own before programming.
2. User Code (4 to 10 digits): A total of 20 User Codes (including one temporary one-time User Code) can be programmed and stored.
3. Both Master Code and User Code don't support the following combination of numbers.

A.	1	2	3	4	5	6	7	8	9	×	Forward number sequence
B.	9	8	7	6	5	4	3	2	1	×	Backward number sequence
C.	2	2	2	2	2	2	2	2	2	×	Repeat number sequence
D. If	5	6	8	3	✓						
Then	5	6	8	3	9	1				×	
and	9	1	5	6	8	3				×	Contain existing code sequence

Programming Guide

IMPORTANT:

The default Master Code is 12345678 . It is required that you change it to a code of your own before programming.



Troubleshooting

• Why does not the handle turn after installation complete?

Please turn the thumb turn to horizontal position to unlock, then the handle can be turned.

• I can't reset my lock.

The lock should be in unlocked before resetting. Please turn the thumb turn to horizontal position to unlock, then follow the steps to reset your lock.

The interior assembly screws can't be tightened properly. Press the interior assembly tightly, align the hole on the interior assembly with the screw thread on the mounting plate, then tighten screws.

- **Why does the indicator flash red after I press and hold any key to lock from outside?**

The indicator flashes red to indicate it's locked.

- **What does 5 short and fast beeps mean while programming?**

It alerts you either time-out or wrong entry.

Please be sure to complete each setting step within 5 seconds. Please change the default master code in the first time program-ming.

Please be sure the user code is with correct format and with 4 to 10 digits.


- **What if I forget my Master Codes?**

If you forget your Master code, resetting your lock, then the original master code (12345678) works, and all previous user codes were erased.

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.
- Take care to ensure a long-lasting finish. Please use a soft and damp cloth to clean the lockset if you need. 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

	<p>TEEHO TE003 Keypad Lever Lock [pdf] User Guide TE003, 20240611-V2.0, TE003 Keypad Lever Lock, TE003, Keypad Lever Lock, Lever Lock, Lock</p>
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References

- [User Manual](#)

[Manuals+](#), [Privacy Policy](#)

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