

ML-10B

Fingerprint Lock with Voice Guide Feature

Admin & User Guide

CONTENTS

- 4-5 Chapter 1 • READ BEFORE USE
 - Safety Caution
 - Structure

- 6-7 Chapter 2 • BASICS
 - User Introduction
 - Button Definition
 - Lock Status Indication
 - Lock Initialization
 - How to Use Mechanical Key?
 - How to Use 9V Emergency Battery?

- 8-12 Chapter 3 • THE TIMETEC SECURITY APP
 - Download TimeTec Security App
 - Register & Sign In to TimeTec Security App
 - Add Smart Lock
 - Unlock Smart Lock
 - Remove Smart Lock
 - Configure Smart Lock
 - Create Admin & Users
 - Create Access Group
 - Create Temporary Pass

- 13-17 Chapter 4 • HOW TO USE
 - Register First Administrator
 - Register Other Administrators
 - Registering Normal User
 - Deleting Temporary User Group
 - Delete Normal User Group
 - Deleting Admin Group
 - Enabling/Disabling Normally Open Mode

1 • READ BEFORE USE

The Smart Lock is designed to **work independently or with TimeTec Security Mobile App**. To use the Smart Lock with TimeTec Security Mobile App, you must first create an account on TimeTec Security. Next, you will need to pair the Bluetooth communication between the Smart Lock and TimeTec Security Mobile App with a pairing password and admin password.

With TimeTec Security Mobile App, you do not have to store any user information within the Smart Lock. By using the app, you can:

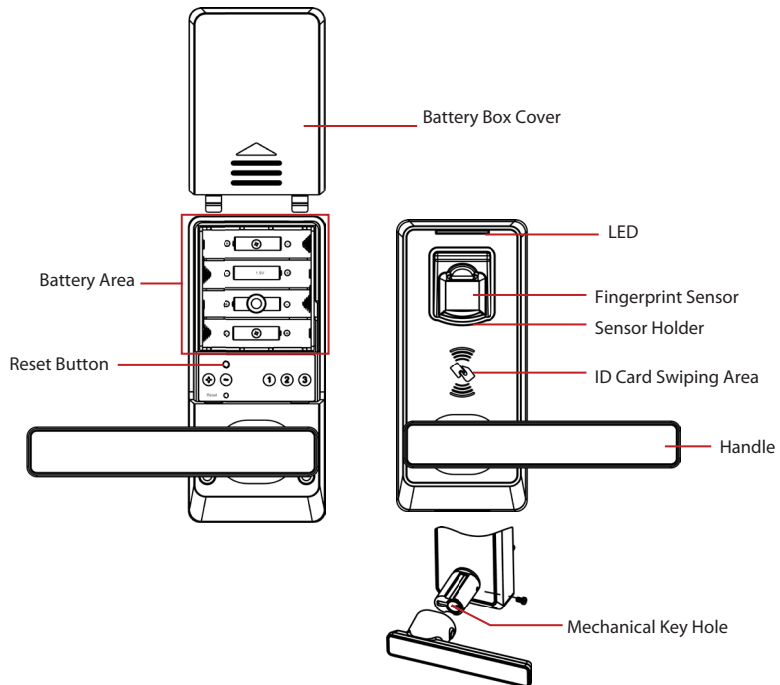
- Send unlock command to Smart Lock via Bluetooth.
- Add and manage additional unit(s) of Smart Lock into the App.
- Create login account for other users to use the App to unlock Smart Lock.
- Create temporary passes for users to unlock Smart Lock at a specific date and time.
- Create passcodes and sync with Smart Lock for other users to unlock Smart Lock via passcode.
- Receive push notification whenever Smart Lock is unlocked.

Safety Caution

1. New lock is configured to grant any fingerprint or ID card access.
2. The lock is equipped with mechanical keys for manual unlocking. Remove mechanical keys from the package and keep them in a safe place.
3. To power up the lock, four alkaline AA batteries (not included) are required. Non-alkaline and rechargeable batteries are NOT recommended.
4. Press the fingerprint sensor or the sensor holder to power up the lock. To avoid unlocking the door when pressing the fingerprint sensor, pressing the sensor holder to power up the lock is recommended.
5. The operation of lock setting has a stand-by time limit of 10 seconds; if there is no activity, the lock will shut off after 10 seconds.
6. Keep your fingers clean when using this lock.
7. To open door with ID card, you must press the sensor holder to power up the lock first.

8. Administrator and other users can choose either fingerprint or ID card for enrollment and verification.
9. Identity verification of administrator is required before enrolling other users. No matter which verification method administrator uses, other users can choose independently whether to enroll by fingerprint or ID card.

Structure



2 • BASICS

User Introduction

USER TYPE	CAPACITY	PRIVILEGE
Administrator	20 (Fingerprint:10, ID Card:10)	Add/delete fingerprint or ID card; Enable
Normal User	120 (Fingerprint: 60, ID Card: 60)	Normally Open (NO) mode; Unlock the door
Temporary User	40 (Fingerprint: 20, ID Card:20)	Unlock the door; Enable NO mode

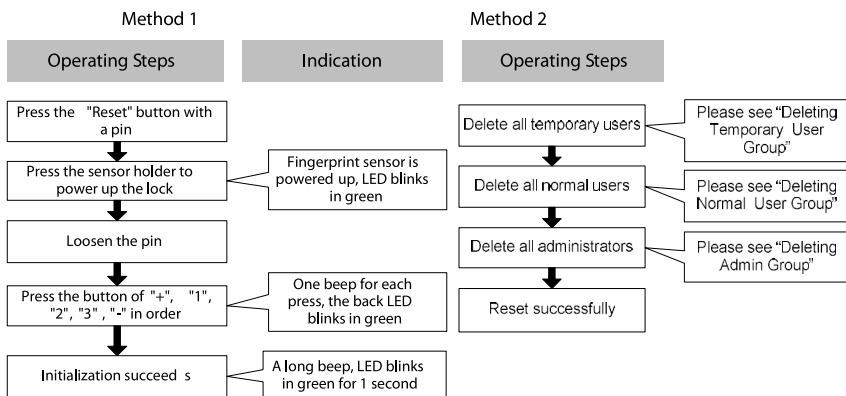
Button Definition

BUTTONS	FUNCTION	OTHER FUNCTIONS
⊕	Add Users	
⊖	Delete Users	
①	Administrator User Group	Enable NO mode
②	Normal User Group	Enable NO mode
③	Temporary User Group	Enable NO mode

Lock Status Indication

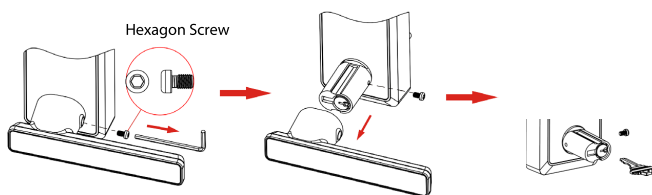
LOCK STATUS	INDICATION
Successful Operation	1 beep and LED blinks in green
Failed Operation	2 beeps and LED blinks in red
Low battery	7 beeps and LED blinks in red for 7 times
Unlocking	1 beep and electric engine makes a rolling sound for the first time, which indicates that the door is open.
Locking	Electric engine makes a rolling sound for the second time, which indicates that the door is closed.

Lock Initialization

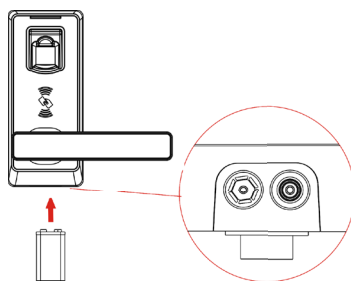


Note: The lock will be restored to factory defaults after initialization, and the door can be opened with any fingerprint or ID card.

How to Use Mechanical Key?



How to Use 9V Emergency Battery?



3 • THE TIMETEC SECURITY APP

Download TimeTec Security App

You must download TimeTec Security App in order to manage Smart Lock. Please scan the QR code below to download TimeTec Security App from the Appstore or Play Store.

Note: The above battery must be 9V alkaline battery (6LR61).



Register & Sign In To TimeTec Security App

1. Register an account using your email address from TimeTec Security App. You will then receive an email from TimeTec Security. Therefore, please follow the instructions in the email to activate your account.
2. Login to TimeTec Security App by using the registered email address and password.

Add Smart Lock

To add smart lock into your account, please follow the steps below:

1. Tap **Menu > Smart Access > Configure Locks**.
2. Under **Nearby Lock > Tap Search** to look for nearby smart lock.
3. Tap the smart lock name that appears on screen to add it into the list.
4. Scan the QR code (find it at the packing box or lock body) to get the smart lock serial number. Otherwise, you can also insert the serial number by referring to the serial number.
5. Tap **Add Lock >** App will validate the serial number with the server.
6. Insert the **Pairing Password** to connect to the smart lock. The default password is 000000(6 'zero'). This is the first protection to block unauthorised Bluetooth connection from accessing the smart lock.
7. Insert the **Admin Password** to continue adding the smart lock. The default password is 12345678. This is the second protection to block unauthorised access from accessing the smart lock.

8. After smart lock is added into the list, you can then start to use the App to manage the smart lock.

Repeat the steps above to add another smart lock into the list.

Unlock Smart Lock

You can use the App to send unlock command to smart lock via Bluetooth connection. Please follow the steps below:

1. Tap **Menu** > **Smart Access** > **Unlock Doors**.
2. App starts to search for nearby smart locks and display it on screen.
3. Tap **Unlock** next to the smart lock name in order to trigger unlock command.

Remove Smart Lock

When smart lock is no longer in use, you can remove it from the list. Please follow the steps below:

1. Tap **Menu** > **Smart Access** > **Configure Locks**.
2. Select the smart lock to remove > Swipe from right to left.
3. Tap **Remove** to remove the smart lock from the list.

Configure Smart Lock

This portion is for Super Admin to change the smart lock pairing password and admin password. It is recommended that you change these passwords during initial installation. Please follow the steps below:

1. Tap **Menu** > **Smart Access** > **Configure Locks**.
2. Tap **Bluetooth** to start connecting the smart lock (you can only configure the smart lock after the App is connected to the smart lock).
3. Tap the smart lock name to configure > **Settings**
4. Tap **Pairing Password** to change it.
5. Tap **Admin Password** to change it.

Note: Server will update the changes to all admins and users accounts accordingly.

Create Admin & Users

You can assign your families, relatives, friends and etc. to download the App and use it to manage the smart lock.

There are 3 levels which are:

- **Super Admin:** The smart lock owner (or the first person who adds the smart lock into the Mobile App) has the highest authority and he/she can add new Admin and User to access or manage the individual lock.
- **Admin:** The person assigned by Super Admin to use and manage the smart lock. Admin can add new Admin or User but is restricted to only allow for the usage or management of the supposed smart lock.
- **User:** The person assigned by Super Admin or Admin and can access the smart lock only.

To assign Admin and User, you must first create new user accounts. Please follow the steps below to create users.

1. Tap **Menu** > **Manage Users**.
2. Tap **Add** to start adding users.
3. Name the users and insert his/her email address.
4. Server will send invitation email to the user in order to notify him/her to register.
5. User registers and signs into the App to use it.

Note: The Mobile App will display a P to indicate users who have yet to create account and sign into the App. The P icon will disappear after the users sign into the Mobile App.

To grant the users access as Admin or User, please follow the steps below:

1. Tap **Menu** > **Manage Users**.
2. Tap the new create user name from the list
3. Tap **Smart Access** > Select the lock to assign this user to
4. Tap **toggle** to select User (if you want to assign this user as the Admin for this lock, tap to change their role into Admin).
5. Tap Back to save settings.

To have a quick check in determining the admins or users assigned to a smart lock, please follow the steps below:

1. Tap **Menu** > **Configure Locks**
2. Tap the smart lock to check > **Manage Users**

Note: You will find the list that displays all admins and users assigned to this smart lock. You can add new admin or new user from this page.

Create Access Group

You must configure Access Group in order to grant users access via the smart lock. For example, you can create the group 'Family' to allow your families to access the smart lock anytime; or you can create the group 'Maid' to allow your maid to only access during Saturday 10 am to 2pm for housekeeping purposes.

Please follow the steps below:

1. Tap **Menu** > **Configure Locks** > Tap the smart lock to configure access group.
2. Tap **Access Group** > **Add** > Name the access group.
3. Tap **Access Time** > Set the start and end time to allow access, or tap Full Day to grant full day access.
4. Tap **Users** > Select the users from the list to assign them into this access group
5. Tap **Save**.

Note: Server will notify these users about the changes done.

Create Temporary Pass

You can grant temporary access to an individual, whereby he/she can only unlock the smart lock at specific date and time. This is a One Time pass. In case you want to allow the individual to access the premise for multiple days, you will have to repeat the same steps. For example, if you want to allow your friend to stay at your home for 3 days due to his/her business trip.

Please follow the steps below:

1. Tap **Menu** > **Configure Locks** > Tap the smart lock to configure temporary pass.
2. Tap **Temporary Pass** > **Add** > Name the temporary pass.
3. Tap **Access Time** > Set the date, start and end time
4. Tap **User** > Select the user to assign the individual to this temporary pass.
5. Tap **Save** to save settings.

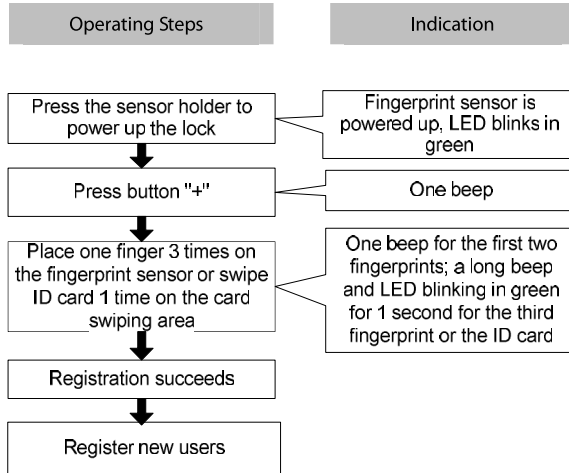
Note: Server will send notification to this person regarding the details of the temporary pass.

FOR USER TO USE TIMETEC SECURITY TO UNLOCK DOOR

1. Make sure admin already created your login account.
2. Register an account using your email address from TimeTec Security App. You will then receive an email from TimeTec Security. Therefore, please follow the instructions in the email to activate your account.
3. Login to TimeTec Security App by using the registered email address and password.
4. Tap **Menu** > **Smart Access** > **Unlock Doors**
5. App starts to search for nearby smart locks and display it on screen.
6. Tap **Unlock** next to the smart lock name in order to trigger unlock command.

4. HOW TO USE

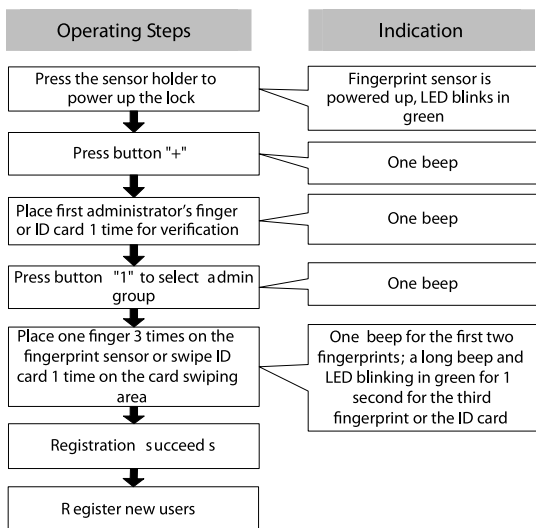
Register First Administrator



Note:

1. The first user (fingerprint or ID card) will be the first administrator automatically in default setting.
2. Admin group supports 20 users (10 for fingerprints and 10 for ID cards); you can still register 19 new administrators in the next step.
3. The operating steps of registering new users: press button 1/2/3 to select user group, and then place one new finger 3 times on the fingerprint sensor or swipe a new ID card 1 time on the card swiping area for registration. You can continue registering new user afterwards.

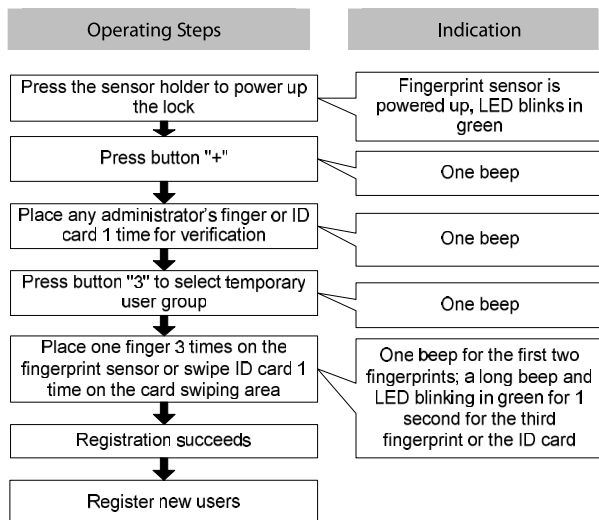
Register Other Administrators



Note:

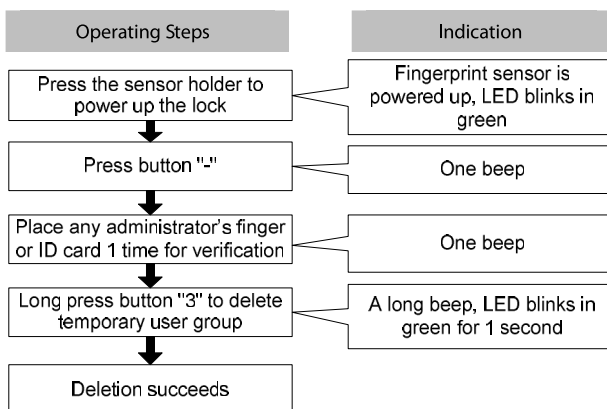
Admin group supports 20 users; you can still register 19 new administrators in this step.

Registering Normal User



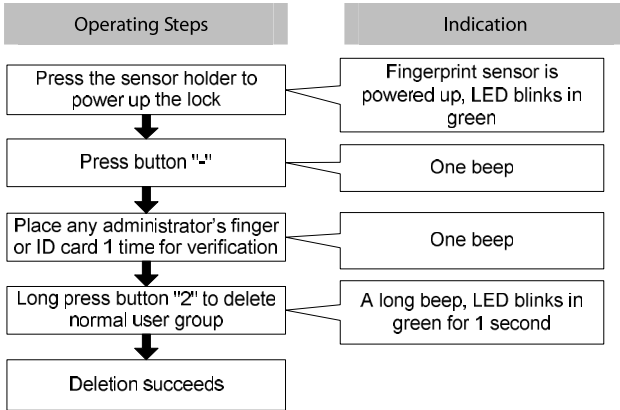
Note: Normal user group supports 120 users (60 for fingerprints and 60 for ID cards).

Deleting Temporary User Group



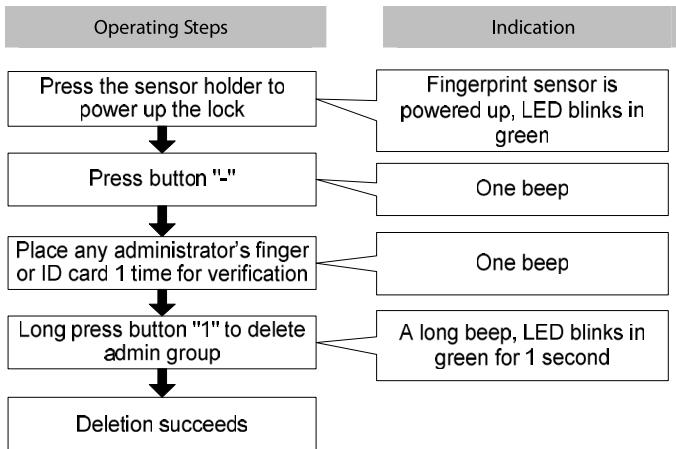
Note: Deleting operation is only valid for groups.

Delete Normal User Group



Note: Deleting operation is only valid for groups.

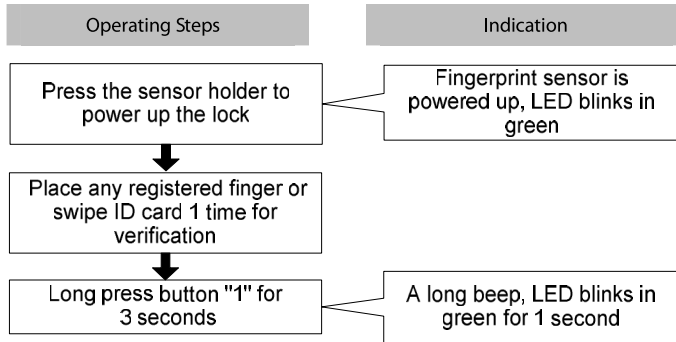
Deleting Admin Group



Note: Deleting operation is only valid for groups.

Enabling/Disabling Normally Open Mode

Enabling Normally Open Mode:



Disabling Normally Open Mode:

Press the sensor holder to power up the lock, and then place any registered finger or ID card 1 time to disable it.

