**通通锁快速操作说明**

**（V3.0）**

## 第一部分 结合APP对锁进行操作

## 添加蓝牙管理员

**警示：**锁上添加蓝牙管理员之后，此前在锁上添加的密码、IC卡及指纹都会失效并被清除。

**提示：**请开启手机蓝牙功能，并确保手机在操作过程中一直在锁的附近。

* 1. 下载“通通锁”APP并注册
	2. 打开APP
	3. 点击屏幕左上角的“三”符号
	4. 点击“添加锁”
	5. 选中要添加的锁具类型
	6. 按锁键盘上的“\*”或触摸键盘以点亮键盘
	7. 锁发出语音提示“请添加蓝牙管理员”，APP上显示出这把锁的名称以及一个黑色“+”
	8. 点击“+”
	9. 给锁命名并点击[确定]
	10. 点击[完成]

## 电子钥匙

* 1. 发送电子钥匙

**提示：**您无需在锁旁边，也可以发送电子钥匙。只需开启APP，您在任何时间与地点均可以发送电子钥匙，但电子钥匙的接收者必须也拥有注册账号。

* + 1. 打开APP
		2. 选择锁
		3. 点击[发送钥匙]
		4. 设定电子钥匙的参数并点击[发送]，将电子钥匙发送给其它的注册用户
	1. 电子钥匙解锁

**提示：**请开启手机蓝牙功能，并确保手机在操作过程中一直在锁的附近。

* + 1. “触摸解锁”
			1. 打开APP
			2. 按锁键盘上的“\*”号或触摸键盘以点亮键盘
			3. 锁发出语音提示“已解锁”
		2. 用APP解锁
			1. 打开APP
			2. 选中要解的锁
			3. 点击APP页面上的锁图标
			4. 锁发出语音提示“已解锁”
	1. 删除电子钥匙

**提示：**您无需在锁旁边，也可以删除电子钥匙。只需开启APP，您在任何时间与地点均可以删除电子钥匙，但只有当被删除者的APP激活并处于与互联网连接的情况下，删除才会生效。如果您是在锁旁边并打开手机蓝牙状态的情况下删除电子钥匙，删除会即时生效。

* + 1. 打开APP
		2. 选择锁
		3. 点击[电子钥匙]
		4. 选择要删除的电子钥匙
		5. 点击[删除]

## 用户密码

* 1. 生成密码

**提示：**此操作无需您在锁旁边，只需开启APP，您在任何时间与地点均可以生成密码。

* + 1. 打开APP
		2. 选择锁
		3. 点击[获取密码]
		4. 设定密码的参数后点击[获取密码]
		5. 当密码出现在屏幕上后，点击屏幕右上角的分享图标，即可将密码推送给其他用户
	1. 密码解锁
		1. 按锁键盘上的“\*”或触摸键盘以点亮键盘
		2. 输入密码并按“#”（输入过程中，按“\*”键将删除最后输入的数字）
			1. 如果密码正确，锁发出语音提示“已开锁”
			2. 如果密码错误，锁发出语音提示“操作失败”
			3. 如果连续5次在锁上录入错误密码，且密码数字多于4位，锁发出语音提示“非法操作，系统已锁定”
			4. 如果密码已过期，锁发出语音提示“无效密码”
	2. 在锁上修改密码
		1. 在锁上输入[\*10 #]
		2. 语音提示“请输入原密码”
		3. 输入[原密码#]
		4. 如果原密码正确
			1. 语音提示“请输入新密码“
			2. 输入[新密码#]
			3. 语音提示“请再输入一次”
			4. 输入[新密码#]
			5. 语音提示“操作成功”（如果第二次输入不正确，则提示“操作失败”）
		5. 如果原密码不正确
			1. 语音提示“密码错误”
	3. 删除用户密码

**提示：**请开启手机蓝牙功能，并确保手机在操作过程中一直在锁的附近。

* + 1. 打开APP
		2. 选择锁
		3. 点击[密码管理]
		4. 点击要删除的密码
		5. 点击[删除]

## IC卡（仅在某些具有此功能的锁具上可操作）

* 1. 添加IC卡

**提示：**请开启手机蓝牙功能，并确保手机在操作过程中一直在锁的附近。

* + 1. 打开APP
		2. 选择锁
		3. 点击[IC卡]
		4. 点击屏幕右上角的“┆”
		5. 点击[添加IC卡]
		6. 为要添加的卡片设定各项参数，然后点击[下一步]
		7. 听到语音提示“请刷卡”后，将IC卡放到锁键盘上的读卡区
		8. 语音提示“刷卡成功”
	1. IC卡解锁
		1. 将卡置于锁键盘上的读卡区
			1. 如果该卡为有效卡，锁发出语音提示“已开锁 ”
			2. 如果该卡已过期，锁发出语音提示“无效卡片”
			3. 如果该卡没有被授权过，锁发出语音提示“操作失败”
	2. 删除IC卡

**提示：**请开启手机蓝牙功能，并确保手机在操作过程中一直在锁的附近。

* + 1. 打开APP
		2. 选择锁
		3. 点击[IC卡]
		4. 选择要删除的IC卡名
		5. 点击[删除]

## 指纹（仅在某些具有此功能的锁具上可操作）

* 1. 添加指纹

**提示：**请开启手机蓝牙功能，并确保手机在操作过程中一直在锁的附近。

* + 1. 打开APP
		2. 选择锁
		3. 点击[指纹]
		4. 点击屏幕右上角的“┆”
		5. 点击[添加指纹]
		6. 为要添加的卡片设定各项参数，然后点击[下一步]
		7. 点击“开始添加”
		8. 根据语音提示将手指置于指纹头并抬起数次，直至锁发出语音提示“录入成功”
	1. 指纹解锁
		1. 将手指置于锁的指纹头上
		2. 如果为有效指纹，锁发出语音提示“已解锁”，否则提示“操作失败”
	2. 删除指纹

**提示：**请开启手机蓝牙功能，并确保手机在操作过程中一直在锁的附近。

* + 1. 打开APP
		2. 选择锁
		3. 点击“指纹”
		4. 选择要删除的指纹名称
		5. 点击“删除”

## 自动闭锁

* 1. 解锁后5秒钟，锁会自动上锁，并语音提示“已上锁”（设置为“通道模式”的锁不会自动上锁）
	2. 在锁的“设置”菜单栏，用户可自主设定解锁后到自动上锁的间隔时间长度

## 低电量提醒

* 1. 电池电量低时，锁键盘被点亮后将闪烁一秒钟，并语音提示“电量不足，请更换电池”

## 键盘锁定

* 1. 当用户连续输入密码（密码长度大于等于4）错误次数达到5次时，门锁会提示“非法操作，系统已锁定”，同时锁定密码键盘5分钟
	2. 在锁定期内，用户每按一次按键，背光灯闪烁一次。键盘锁定期间，IC卡、指纹与App都可以正常解锁，并且解锁成功后，密码键盘也会解除锁定
	3. 5分钟锁定期结束后，键盘重新恢复至可用状态，但此后如果输入密码再次错误，则每次都会锁定键盘5分钟

## 删除蓝牙管理员/恢复出厂设置

**警示：**锁上删除蓝牙管理员之后，锁恢复到出厂状态，此前添加的密码、IC卡以及指纹都会失效并被清除

* 1. 在APP上删除蓝牙管理员

**提示：**请开启手机蓝牙功能，并确保手机在操作过程中一直在锁的附近。

* + 1. 打开APP
		2. 选择锁
		3. 点击“设置”
		4. 点击“删除”
		5. 输入用户APP账号密码并点击“确定”
		6. 点击“删除”
	1. 在锁上删除蓝牙管理员
		1. 长按“重置”按钮
		2. 听到语音提示“请输入初始化密码”后，在锁上输入[000#]
		3. 语音提示“管理员删除成功”

## 第二部分 不用APP时，对锁进行操作

## 添加/修改管理员密码

**提示：**初始管理员密码为“123456”，该密码只能用于添加新管理员密码

* 1. 在键盘上输入[\*12#]
	2. 听到语音提示“请输入原密码”后，输入[原密码#]
	3. 如果原密码正确
		1. 语音提示“请输入新密码”
		2. 输入[新密码#]
		3. 语音提示“请再输入一次“
		4. 输入[新密码#]
		5. 语音提示“操作成功“（如果第二次输入不一致，则提示”操作失败“）
	4. 如果原始密码不正确
		1. 语音提示“密码错误“

## 用户密码

* 1. 添加用户密码
		1. 输入[\*85#]
		2. 语音提示“请输入管理员密码“
		3. 输入[管理员密码#]
			1. 如果管理员密码正确
				1. 语音提示“请输入新密码“
				2. 输入[新密码#]
				3. 语音提示“请再输入一次“
				4. 输入[新密码#]
				5. 语音提示“录入成功“（如果第二次输入不一致，则提示”操作失败“
			2. 如果管理员密码不正确
				1. 语音提示“操作失败“
	2. 删除所有用户密码

**提示：**此操作不会删除管理员密码，但会删除所有其它用户密码，包括由APP生成的密码

* + 1. 输入[\*71#]
		2. 语音提示“请输入管理员密码”
		3. 输入[管理员密码#]
		4. 如果管理员密码正确，语音提示“操作成功“，否则提示”操作失败“

## 卡片（仅在某些具有此功能的锁具上可操作）

* 1. 添加IC卡
		1. 输入[\*85#]
		2. 语音提示“请输入管理员密码”
		3. 输入[管理员密码#]
			1. 如果管理员密码正确
				1. 语音提示“请刷卡”
				2. 将卡放到锁键盘上的读卡区域
				3. 语音提示“录入成功”
			2. 如果管理员密码不正确
				1. 语音提示“操作制败”
	2. 删除所有IC卡
		1. 输入 [\*69#]
		2. 语音提示“请输入管理员密码”
		3. 输入[管理员密码#]
			1. 如果管理员密码正确，语音提示“操作成功”
			2. 如果管理员密码不正确，语音提示 “操作失败”

## 指纹（仅在某些具有此功能的锁具上可操作）

**提示：**可以逐个添加多枚指纹，在添加过程中，可以按“\*”退出或等待超时退出

* 1. 添加指纹
		1. 长按锁上的“重置“按钮”
		2. 输入[管理员密码#]
		3. 根据语音提示将手指置于指纹头并抬起数次，直至锁发出语音提示“录入成功”
	2. 删除指纹
		1. 输入[\*70#管理员密码#]
		2. 如果密码正确，语音提示“操作成功”，否则提示“操作失败”

## 添加蓝牙管理员

**警示：**锁上添加蓝牙管理员之后，此前添加的密码、IC卡以及指纹都会失效并被清除

**提示：**请开启手机蓝牙功能，并确保手机在操作过程中一直在锁的附近。

* 1. 输入[\*83]
	2. 语音提示“请输入管理员密码“
	3. 输入[管理员密码#]
		1. 如果管理员密码正确
			1. 语音提示“请添加蓝牙管理员”
			2. 打开APP
			3. 点击屏幕左上角的“三”符号
			4. 点击“添加锁”
			5. 选中要添加的锁具类型
			6. APP上显示出这把锁的名称以及一个黑色“+”
			7. 点击“+”
			8. 给锁命名，并点击[确定]
			9. 点击[完成]
		2. 如果管理员密码不正确
			1. 语音提示“操作失败“

**BLE Smart Lock Operation Guide**

**(Version 3.0)**

**Sciener Intelligent Control Technology**

**2019-03-18**

# Part 1: Operate With APP

## Add Bluetooth Administrator to the lock

**Warning**: Once a Bluetooth Administrator is added to the lock, all previous passcodes, cards and fingerprints are invalidated.

**Notice:** Please turn on the Bluetooth of your phone and keep it close to the lock

* 1. Download “Sciener”APP and get registered
	2. Activate the APP
	3. Press the “三”sign on the upper left corner of the screen
	4. Press [Add lock]
	5. Select the right type of lock
	6. Activate the lock by pressing “\*”or touching the keypad to light it up
	7. The lock gives a voice prompt “Please add a Bluetooth Administrator“, and it appears on the APP with a “+”sign at the end
	8. Press the “+” sign
	9. Set the name of the lock and press [OK]
	10. Press [Complete]

## eKey

* 1. Send an eKey

**Notice:** You DO NOT need to be near the lock to send an eKey. You can send an eKey ANYWHERE, ANYTIME. The recipient of the eKey must have an APP account.

* + 1. Activate the APP
		2. Select the lock
		3. Press [Send eKey]
		4. Set the parameters of the eKey and press [Send] to share it with other registered users.
	1. Unlock with eKey

**Notice:** Please turn on the Bluetooth of your phone and keep it close to the lock

* + 1. "Touch to open”
			1. Activate the APP
			2. Activate the lock by pressing “\*”or touching the keypad to light it up
			3. Voice prompt “Unlocked”
		2. Unlock with APP
			1. Activate the APP
			2. Select the lock
			3. Press the lock icon on the APP
			4. Voice prompt “Unlocked”
	1. Delete an eKey

**Notice:** You DO NOT need to be near the lock to delete an eKey. You can delete an eKey ANYWHERE, ANYTIME, but the deletion will only become effective when the eKey user’s APP is activated and connected to the internet. If the deletion is carried out near the lock with Bluetooth on, the deletion becomes effective immediately.

* + 1. Activate the APP
		2. Select the lock
		3. Press [eKeys]
		4. Select the eKey to be deleted
		5. Press [Delete]

## User passcode

* 1. Generate a user passcode

**Notice:** You DO NOT need to be near the lock to generate a user passcode. You can generate a user passcode ANYWHERE, ANYTIME.

* + 1. Activate the APP
		2. Select the lock
		3. Press [Generate Passcode]
		4. Set the parameters of the passcode as prompted and press [Generate]
		5. When the passcode appears on the screen, press the sharing icon on the upper right corner of the screen to share it with other users
	1. Unlock with passcode
		1. Activate the lock by pressing “\*”or touching the keypad to light it up
		2. Input passcode and press “#”（Pressing “\*” will delete the digit last entered during the input）
			1. If the passcode is correct, voice prompt " Unlocked“
			2. If the passcode is incorrect, voice prompt " Operation failed"
			3. If the lock detects 5 consecutive trials of incorrect passcode consists of more than 4 digits, it gives a voice prompt "Unauthorized operation, the system is locked"
			4. If the passcode has expired, voice prompt “Unauthorized passcode”
	2. Modify user passcode on the lock
		1. Input [\*10 #]
		2. Voice prompt “（Please input original passcode）”
		3. Input [original passcode#]
		4. If the original passcode is correct
			1. Voice prompt “Please input a new passcode”
			2. Input [new passcode#]
			3. Voice prompt “Please input again”
			4. Input [new passcode#]
			5. Voice prompt “Operation successful” or “Operation failed” if inputs do not match.
		5. If the original passcode is incorrect
			1. Voice prompt “Wrong passcode”
	3. Delete a passcode

**Notice:** Please turn on the Bluetooth of your phone and keep it close to the lock

* + 1. Activate the APP
		2. Select the lock
		3. Press [Passcodes]
		4. Select the passcode to be deleted
		5. Press [Delete]

## IC card (Available on selected models)

* 1. Add an IC card

**Notice:** Please turn on the Bluetooth of your phone and keep it close to the lock

* + 1. Activate the APP
		2. Select the lock
		3. Press [IC Cards]
		4. Press the “┆”sign on the upper right corner of the screen
		5. Press [Add IC Card]
		6. Set the parameters of the card and press [Next]
		7. On voice prompt “Please swipe your card”, place a Mifare card near the card reader area on the keypad of the lock
		8. Voice prompt "Operation successful“
	1. Unlock with IC card
		1. Place a card near the reader area on the keypad of the lock
			1. If the card is a valid authorized card，voice prompt “Unlocked”
			2. If the card has expired, voice prompt “Unauthorized card”
			3. If the card has never been authorized, voice prompt “Operation failed”
	2. Delete an IC card

**Notice:** Please turn on the Bluetooth of your phone and keep it close to the lock

* + 1. Activate the APP
		2. Select the lock
		3. Press [IC Cards]
		4. Select the IC card to be deleted
		5. Press [Delete]

## Fingerprint (Available on selected models)

* 1. Add a fingerprint

**Notice:** Please turn on the Bluetooth of your phone and keep it close to the lock

* + 1. Activate the APP
		2. Select the lock
		3. Press [Fingerprints]
		4. Press the “┆”sign on the upper right corner of the screen
		5. Press [Add Fingerprint]
		6. Set the parameters of the fingerprint and press [Next]
		7. Press [Start ]
		8. Press and lift a finger on the fingerprint sensor repeatedly according to the voice prompt until it prompts “Input successful”
	1. Unlock with fingerprint
		1. Press a finger on the fingerprint sensor
		2. If it is a valid authorized fingerprint, voice prompt “Unlocked”, otherwise “Operation failed”
	2. Delete a fingerprint

**Notice:** Please turn on the Bluetooth of your phone and keep it close to the lock

* + 1. Activate the APP
		2. Select the lock
		3. Press [Fingerprints]
		4. Select the fingerprint to be deleted
		5. Press [Delete]

## Auto Lock

* 1. 5 seconds after the lock is unlocked, it automatically locks and gives a voice prompt “（Locked）” (Except it is set to passage mode）
	2. The length of time before auto lock can be customized in the [settings] menu of the lock.

## Low power warning

* 1. When the battery is low, the keypad will light up and flash for a second after it is activated, meanwhile the lock gives a voice prompt “Battery is low, please replace”

## Keypad lockout

* 1. The keypad will be disabled for 5 minutes after 5 consecutive trials of wrong passcode that consists of more than 4 digits, meanwhile the lock gives a voice prompt “Unauthorized operation, the system is locked”
	2. During the lockout period, the keypad light will flash quickly on each pressing. Unlocking with APP, card or fingerprint is still functional in this case, and the keypad will be back to normal once it is unlocked successfully with an APP or a card.
	3. The keypad will be re-enabled after 5 minutes’lockout, and user can continue to input passcode. However, each wrong passcode trial will result in 5 minutes’ lockout thereafter.

## Delete Bluetooth Administrator/Restore to default factory setting

**Warning:** Once the Bluetooth Administrator is deleted, the lock is set to default factory setting， all previous passcodes、cards and fingerprints are invalidated.

* 1. Delete Bluetooth Administrator on the APP

**Notice:** Please turn on the Bluetooth of your phone and keep it close to the lock

* + 1. Activate the APP
		2. Select the lock
		3. Press [Settings]
		4. Press [Delete]
		5. Input the account password and press [OK]
		6. Press [Delete]
	1. Delete Bluetooth Administrator on the lock
		1. Long press the reset button
		2. On voice prompt “Please input initialization passcode”, input[000#]
		3. Voice prompt “Operation successful”

# Part 2: Operate Without APP

## Add/Edit Admin Passcode

**Notice:** Default Admin Passcode is 123456, and can only be used to add a new Admin Passcode

* 1. Input [\*12#]
	2. On voice prompt “Please input the original passcode“, input [original passcode#]
	3. If the original passcode is correct
		1. Voice prompt “Please input a new passcode”
		2. Input [new passcode#]
		3. Voice prompt “Please input again”
		4. Input [new passcode#]
		5. Voice prompt “Operation successful”, or “Operation failed” if inputs do not match.
	4. If the original passcode is incorrect
		1. Voice prompt “Wrong passcode”

## User passcode

* 1. Add a user passcode
		1. Input [\*85#]
		2. Voice prompt “Please input Admin Passcode“
		3. Input [Admin Passcode#]
			1. If the Admin Passcode is correct
				1. Voice prompt “Please input a new passcode”
				2. Input [new passcode#]
				3. Voice prompt “Please input again”
				4. Input [new passcode#]
				5. Voice prompt “Input successful”, or “Operation failed” if inputs do not match
			2. If the Admin Passcode is incorrect
				1. Voice prompt “Operation failed”
	2. Delete all user passcodes

**Warning:** This operation will delete all user passcodes, including those generated by APP, but not the Admin Passcode

* + 1. Input [\*71#]
		2. Voice prompt “Please input Admin Passcode”
		3. Input [Admin Passcode#]
		4. If the Admin Passcode is correct, voice prompt “Operation successful）”, otherwise voice prompt “Operation failed”

## IC card (Available on selected models)

* 1. Add an IC card
		1. Input [\*85#]
		2. Voice prompt “Please input Admin Passcode“
		3. Input [Admin Passcode#]
			1. If the Admin Passcode is correct
				1. Voice prompt “Please swipe your card”
				2. Place a Mifare card near the card reader area on the keypad of the lock
				3. Voice prompt “Input successful”
			2. If the Admin Passcode is incorrect
				1. Voice prompt “Operation failed”
	2. Delete all IC cards
		1. Input [\*69#]
		2. Voice prompt “Please input Admin Passcode”
		3. Input [Admin Passcode#]
			1. If the Admin Passcode is correct, voice prompt “Operation successful”
			2. If the Admin Passcode is incorrect, voice prompt “Operation failed”

## Fingerprint (Available on selected models)

**Notice:** You can continue adding fingerprints one after another, or you can exit the fingerprint adding mode by pressing“\*“ on the lock or wait for the timeout.

* 1. Add a fingerprint
		1. Press the reset button on the lock
		2. Input [Admin Passcode#]
		3. Press and lift a finger on the fingerprint sensor repeatedly according to the voice prompts until it prompts “input successful”
	2. Delete a fingerprint
		1. Input [\*70#Admin Passcode#]
		2. If the Admin Passcode is correct, voice prompt “Operation successful”, otherwise “Operation failed”

## Add Bluetooth Administrator to the lock

**Warning**: Once a Bluetooth Administrator is added to the lock, all previous passcodes, cards and fingerprints are invalidated.

**Notice:** Please turn on the Bluetooth of your phone and keep it close to the lock

* 1. Input [\*83#]
	2. Voice prompt “Please input Admin Passcode”
	3. Input [Admin Passcode#]
		1. If the Admin Passcode is correct
			1. Voice prompt “Please add a Bluetooth Administrator”
			2. Activate the APP
			3. Press the “三”sign on the upper left corner of the screen
			4. Press [Add lock]
			5. Select the right type of lock
			6. The lock appears on the APP with a “+”sign at the end
			7. Press the “+” sign
			8. Set the name of the lock and press [OK]
			9. Press [Complete]
		2. If the Admin Passcode is incorrect
			1. Voice prompt “Operation failed”