

# USER MANUAL

AL10B Digital Lock with Voice Guide

---

Version: 1.3

Date: December 2018



# Table of Contents

<b>Read Before Use</b> .....	<b>4</b>
Safety Precautions.....	4
Structure .....	4
<b>Basic Function</b> .....	<b>6</b>
User Introduction .....	6
Initialization.....	7
Random Password.....	7
Volume Setting.....	8
Language Setting.....	8
Lockout Mode .....	8
Low Battery Warning.....	9
9V External Battery .....	10
How To Change Handle Direction.....	11
Emergency Mechanical Key .....	12

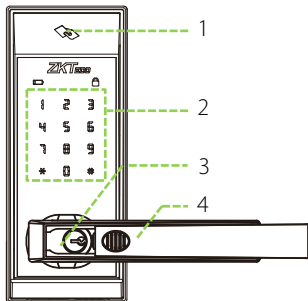
<b>How to Use</b> .....	<b>13</b>
Register First Administrator.....	13
Register Other Administrator.....	14
Register Normal User.....	15
Delete Admin.....	16
Delete Normal User.....	17
Back Up Enroll.....	18
Volume Setting.....	19
Language Setting.....	20
Lockout mode.....	21
Always open mode.....	22

## Safety Precautions

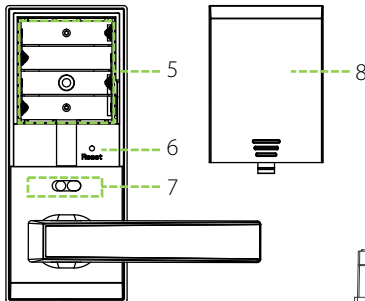
1. The factory setting of all new locks will allow **ANY** verifications to open them.
2. One administrator must be registered on newly installed locks. Ordinary users cannot be registered until an administrator is registered.
3. The lock is equipped with a mechanical key. Store the mechanical key in a safe place.
4. Four alkaline AA batteries (not included) are required to power on the lock, Non-alkaline and rechargeable batteries **ARE NOT RECOMMENDED**.
5. Do not remove batteries from the lock in working state.
6. Batteries should be replaced soon when the lock prompts the low battery warning.
7. If the lock does not have any activity for ten seconds it will go into sleep mode.
8. Go to [bit.ly/al20bov](https://bit.ly/al20bov) to watch our operation video.

# Structure

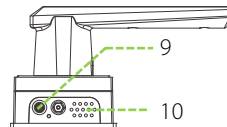
Front view



Rear view



Bottom view



1 Card Area

2 Keypad & Card Detection Area

3 Mechanical Key Hole

4 Handle

5 Battery Area

6 Reset Button

7 Louckout Switch

8 Battery Cover

9 9V Battery Interface

10 Speaker

# Basic Function

## User Introduction

Group	Verification Mode	Function	Capacity
Administrator	Card	Register / Delete User, Open The Door, Access in menu	Max.100
	Password		Max.100
Normal User	Card	Open the door	Max.100
	Password		Max.100

### Note:

1. The maximum card/password capacity of lock is 100.
2. Password is of six digits.

## Initialization

After installing the lock, you must perform initialization process as explained below:

1. Press and hold the reset button, then touch the pad, keep holding the reset button until you hear "Restore to default settings, wait a moment" voice prompt.
2. After 10 seconds the lock will prompt "Completed".

## Random Password

To protect the password, user may enter their password with random digits before or after, the maximum number of digits entered must be 32 or less.

**For example:**

If the correct password is 123456, the random password can be 89123456807,  
1234562363, 389123456, etc.

## Volume Setting

The lock volume can be set, which has three modes, high volume mode, low volume mode and silent mode.

## Language Setting

It supports combination of either "English and Spanish" or "English and Portuguese" language.

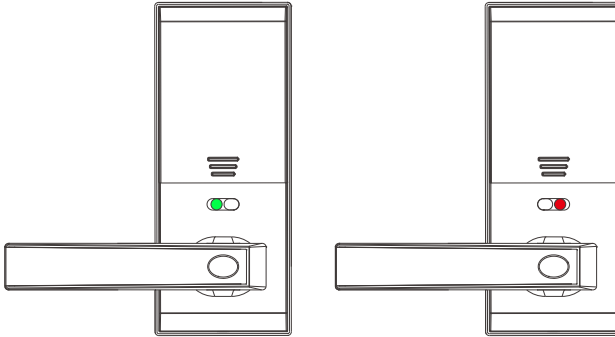
## Lockout Mode

Lockout mode means that only administrator can unlock the door.

It can be activated in two different ways:

1. Lockout switch on the indoor unit (picture).
2. Operating the menu on the lock (refer page 18).





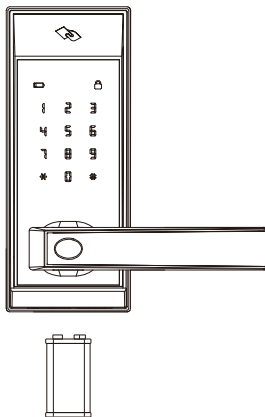
## Low Battery Warning

"Low battery, Replace the batteries !!" will prompt when the battery has low power.

**Note:** Menu options can't be accessed in low battery status.

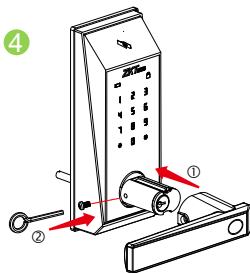
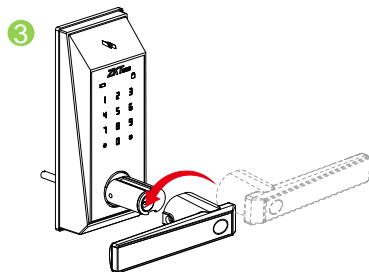
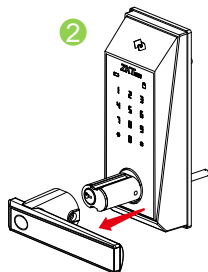
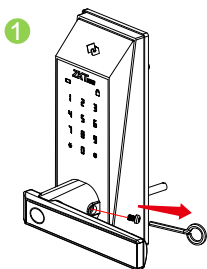
## 9V External Battery

9V external battery is used to operate the lock when the battery is fully discharged.



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

## How To Change Handle Direction

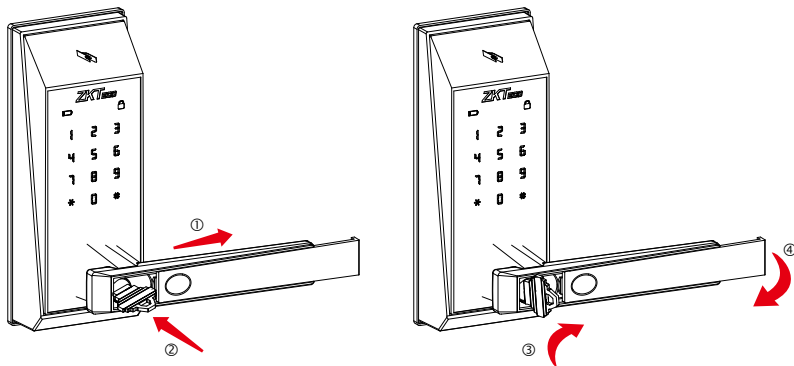


### Step:

1. Remove the screws using a Allen/hex wrench.
2. Take out the lock handle.
3. Turn the handle in the opposite direction.
4. Re-insert the screws.

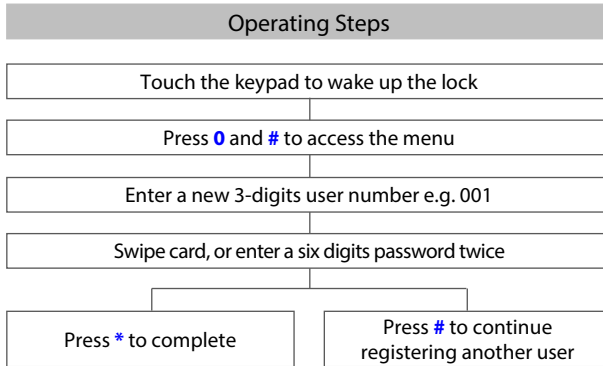
## Emergency Mechanical Key

The mechanical key is used to open door when the lock has electronic malfunction. Slide the handle cover to insert the key.



**Note:** Keep the mechanical key at a safe place.

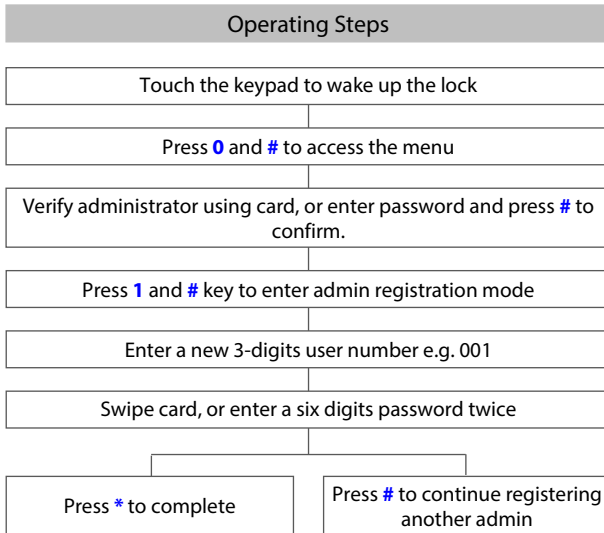
## Register First Administrator



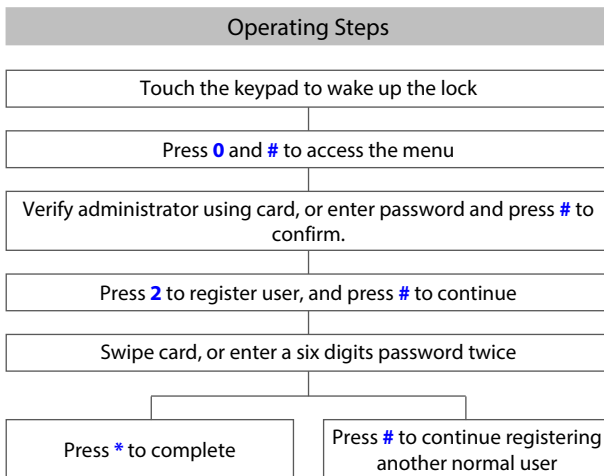
### Note:

1. The length of password should be of six digits.
2. Default user number is of three digits e.g. 001.
3. Press \* to cancel the registration.

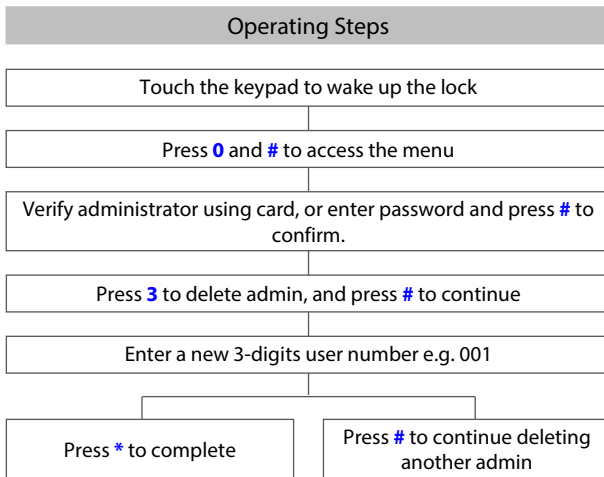
# Register Other Administrator



# Register Normal User

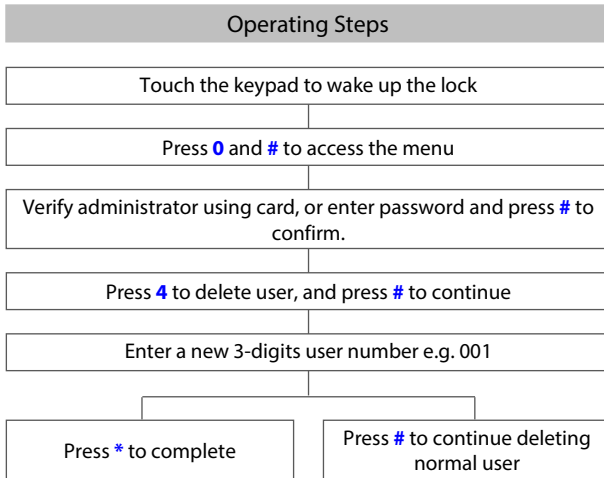


## Delete Admin

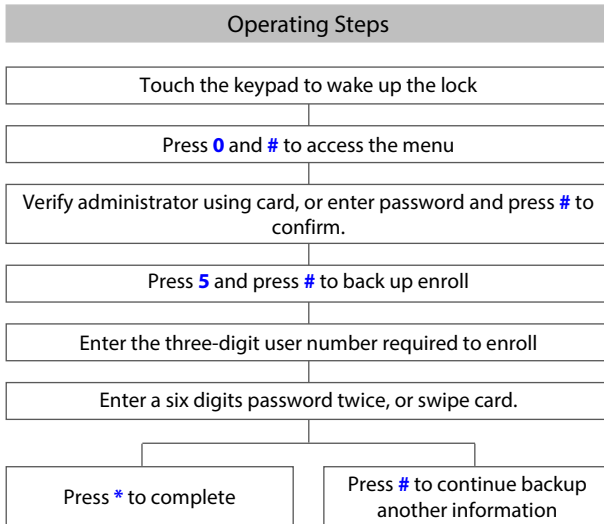




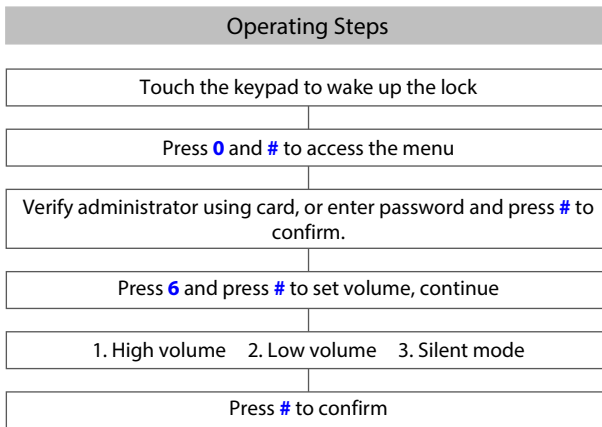
# Delete Normal User



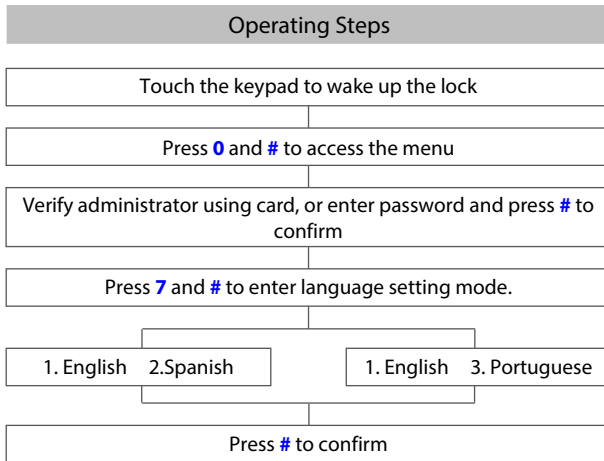
## Back Up Enroll (User's additional verification details)



# Volume Setting



# Language Setting



**Note:** It supports combination of either "English and Spanish" or "English and Portuguese" language.

# Lockout mode

## Operating Steps

Touch the keypad to wake up the lock

Press **0** and **#** to access the menu

Verify administrator using card, or enter password and press **#** to confirm.

Press **8** and **#** key to enter lockout setting

Press **1** to enable or **2** to disable

Press **#** to confirm

## Always open mode

Always open mode is used to keep the door in always unlocked mode, e.g. Meeting room, or places for unrestricted access.

