OS8815BLE OPERATING INSTRUCTION

1. **User register**

Click “Register” ➪ “Register via email”

1. **Lock Initialization**

Open battery compartment cover ➪ remove one battery ➪ lock power cutoff ➪ wait two seconds ➪ insert the battery ➪lock power on ➪ bright touch screen ➪ within 2-5 seconds ➪ press and hold "#" ➪ hear "bit" sound twice ➪ lock initialization success.

1. **Administrator management（Operated by administrator）**
   1. **Add administrator**

Open the TTLOCK ➪ click on the menu bar "Discover" ➪ select "Home Lock" ➪ click the new-presented device name ➪ the page jump to the menu bar of the "ttlock" automatically ➪ administrator added successfully

**3.2 Delete administrator**

Android: Press the device name ➪ "Delete"

IOS: press and hold the left slide ➪ "Delete"

1. **Ordinary user management（Operated by administrator）**

**4**.**1 Create ordinary user “send & receive key”**

Click lock device name ➪ Click "Send key”➪ input admin’s password ➪choose key type “Period key” or “Permanent key” ➪ input receiver’s ttlock account and valid time

Receiver will get notification in ttlock➪ click “user to download” ➪ click “use key”

**4.2 Delete & Block ordinary users**

Click lock device name ➪ Click "User management" Enter Password ➪ send users through the electronic key ➪ this user to perform the "Delete" “Block" "unfreeze" and other operations.

**5.Change device name**

Click the lock device name ➪click "About Device" ➪click the "name" ➪ Edit name

**6.Set group**

Locks can be grouped according to management needs, such as "Purchasing Group", "Business Group", each group needs to be added with a corresponding number of locks

Click lock device name ➪ click "About Device" ➪ Click on "Sort" ➪ create new group ➪ Input new group name

**7.Unlock :**

Open ttlock APP and bluetooth should be activated, close to the door ,press any button of the keypad, door locks automatically unlock

**8. Locking method**

**8.1 Lock by hand**

When lock is in unlock position, press # and the deadbolt will extend out

**8.2 Lock automatically**

Click the lock device name ➪ click "Password Management" ➪ Click "Admin Password"➪ remember “current password”for example 3532789

Turn off Bluetooth ➪ press \* to active the screen ➪ press 21#3532789#30# ➪ four short “didi” means lock setup is complete. Lock will be unlocked automatically in 30 seconds. Locking time can be adjusted by changing the digit between“#”. For example changing the “30” to “25”, the lock will be locked in 25 seconds automatically. The shortest locking time is 25 seconds

**8.3 Turn off “locking automatically”**

Repeat steps of 7.2, change the digit ”21” to ”20”, after the operation, lock return to “lock by hand”

**9. Password Management**

**9.1 Set the administrator password**

Click the lock device name ➪ click "Password Management" ➪ Click "Admin Password" ➪ Click on "Modify Password" ➪ "Change Password" ➪ requires to be set 7-10 digit admin password ➪ "new password"

PS: new password enter into force after Bluetooth unlock the door.

**9.2 Setting user password**

Click the lock device name ➪ click "Password Management" ➪ click "Reset Keyboard Password " ➪ "Reset" ➪ input admin’s password ➪ input valid password count(1-100) ➪press the "#" ➪ user password reset ➪ click "send keyboard password" ➪ set validity

Administrator setting password expiration "single time" "minute", "hour", "day", "month", "permanent“

➪ Click"get password", the system generates a random 8-digit password and automatically paste to the clipboard, users can whatsapp or text password to the user

**10. Check unlock records (Administrator)**

Click the lock device name ➪ check the "real-time monitoring" ➪ click "unlock records" to see open records

**11. Real time monitor (Administrator)**

Click lock device name ➪ click "Real time monitor➪ anyone who unlocks the door, administer will receive notice in smart app

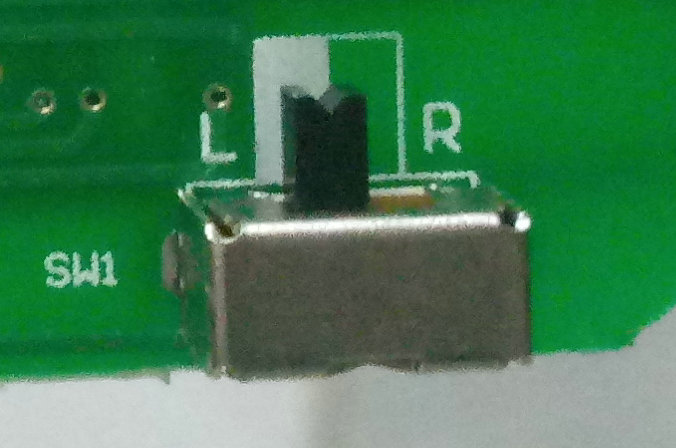
**12. Power remind**

The following device names have blue battery status alerts, from fully charged to low battery, you can see,

When the battery is low, there will be a voice prompt "lock out of power, please replace the battery."

**13.Change lock handing**

In the back of the lock, there is toggle on the circuit board

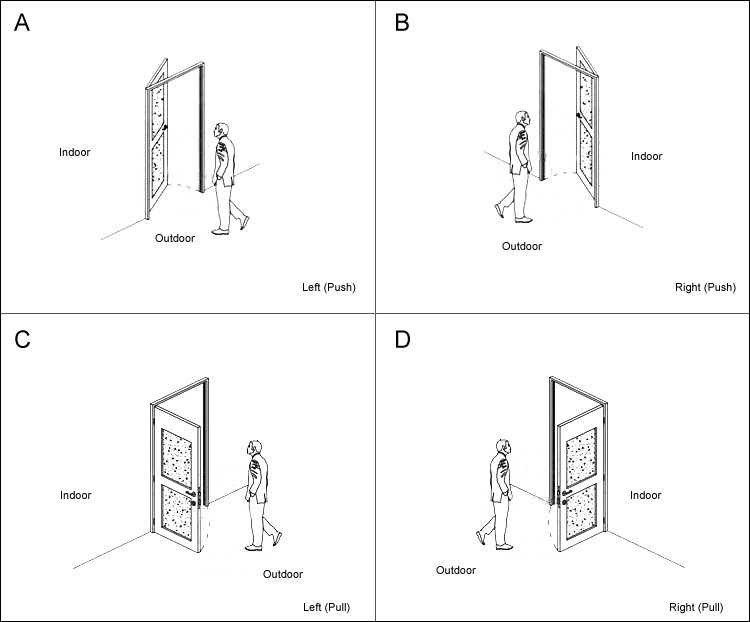


**L** means the tongue faces left, the door is right opening.

**R** means the tongue faces right, the door is left opening.

If your door is left opening, toggle the button to **R**, if your door is right opening, toggle the button to **L**

Choose the right handing of your door by following picture



A & C is left handing, turn toggle to “L”

B & D is right handing, turn toggle to “R”

**13. Downloading APP by scanning QR Code**

|  |  |
| --- | --- |
| IOS | C:\云盘同步文件夹\公司资料\1-产品资料\1-门锁保险箱监控及相关\1-电子锁\9-科技侠\蓝牙门锁\Bluetooth smart lock-Android EN.png  Android |

**14. IMPORTANT NOTICE**

The upper surface of the touch screen is a film protection, you can take it down after installation, it doesn't affect the using if you don't remove it.

note:

There are two ways to unlock: 1, touch the screen lock 2, APP unlock.

Long press # key to close the door lock, first turn off APP