E-LOK

805 User Manual



Summary Check List:

For further details see pages 8-12

- 1. Crop out done as per template.
- 2. Arrow on spindle hub points down.



Point clutch arrow down; Change handing, release screw beside clutch + turn lever.

- 3. Check rubber gasket installed correctly, with lugs pressed in tight, so proper seal around backplate edge.
- 4. Ensure split pin is installed, securing spindle to spindle hub.

5. Ensure screw casing bolts & through bolts tightened.

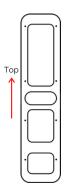
6. Ensure power cable wire installed correctly & not bent or crimped in door.

7. Check batteries installed in correct position.



Pin code: ____

Date://	
---------	--



Please Note:

- Keep the included mechanical keys in a convenient place such as an Elements Hardware 1236 Key Safe
- Replace the batteries when batteries are low voltage
- Read this User Manual carefully before installing your 8-Series Smart Lock

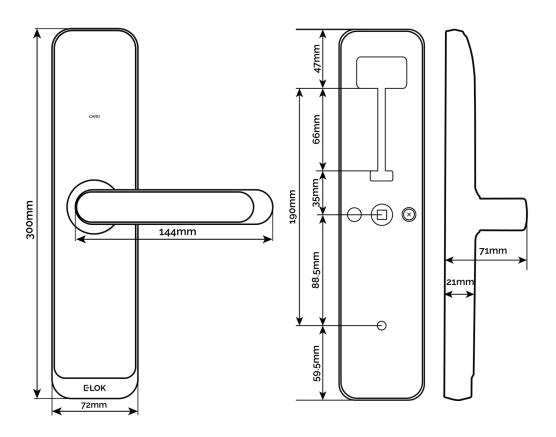


1236-BLK Shown:

Contents Page:

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- Pg 32. E-LOK Gateway Pg. 3
- Pg 33. E-LOK Gateway additional notes
- Pg 34. Maintenance Guide
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- Pg 36. Contact

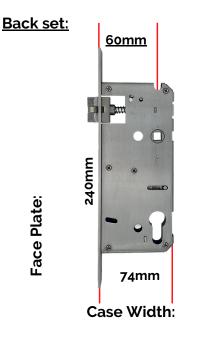
8-Series Body Dimensions:



ELOK 8-Series

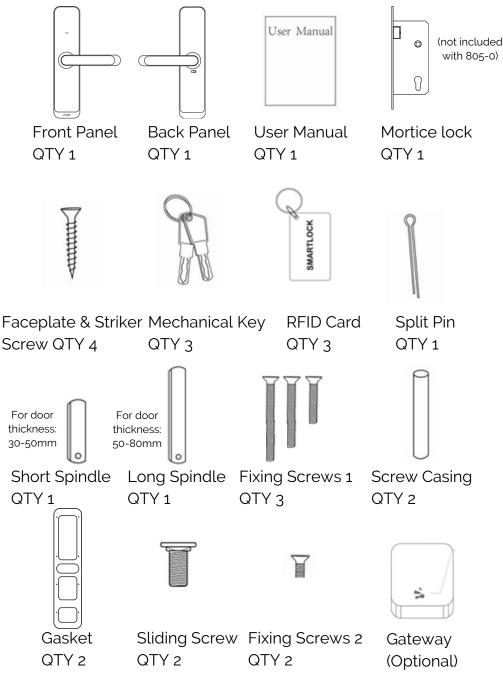
Mortice Lock Options: All Mortice templates available

online to download at E-LOK.com





8-Series Packing List:



Specifications:

Product Name: Operating Application: Finish: Unlock Methods:

Max Num. Locks on App: Max Num. Pin Codes: Max Num. RFID Cards: Batteries: Battery life: Operating Temp: Operating Humidity: Suitable Door Thickness: Suitable Door Types: Product Size (Body only): Product Size (Body only): Product Size (Including Lever): Available Mortice lock Sizes: 8-Series Residential Warranty: E-LOK Gateway Warranty: Weather Rating:

F-I OK 8-Series Smart Lock E-LOK App Black Pin Code. RFID Card. E-LOK App, Mechanical Key. Unlimited 200 Pin codes 200 RFID Cards 6V (4*AA Batteries) - Must be Alkaline 5,000 Lock and Unlock Operations -20°C - 70°C 10% - 95% 30mm - 80mm Aluminium Door, Wooden Door 300mm(H)*72mm(W)*21mm(D) 300mm(H)*170mm(W)*71mm(D) 60mm & 70mm Back Set 2 Year Mechanical & Electrical 2 Year IP 55

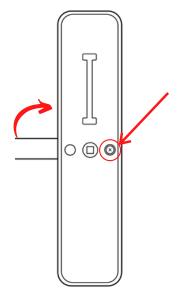
Adjusting The Handing:

Steps to change handing on E-LOK 8-Series:

- Locate handing screw as shown on right:
- Un-do and remove handing screw.
- Rotate entire lever 180 degrees into opposite position.
- Re-install handing screw in opposite position.
- Test lever action and ensure screw is tight.

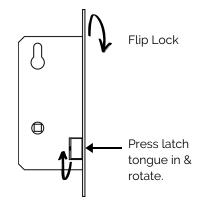
Complete this same process for the second E-LOK 8-Series panel.

Ensure handing screw is tight before moving on.



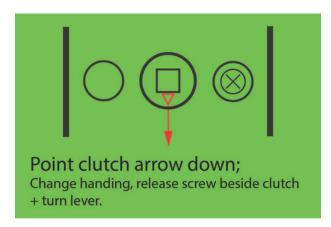
To reverse the Mortice Lock:

- Turn lock upside down
- Push latch into lock case
- Holding latch in lock case, turn 180 degrees
- Release latch to full extended position.



Clutch Arrow on spindle hub

The arrow on the spindle hub must be installed pointing down for the E-LOK 8-Series to work as designed.



If this step is missed and the arrow is pointing;

Horizontal: Whilst outside, the deadbolt won't throw when lever is lifted up.

Upwards: The E-LOK will appear to stay unlocked permanently.

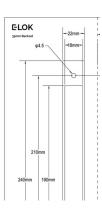
If you are experiencing these symptoms please ensure the arrow alignment is correct + split pin is installed.

F-IOK 8-Series

Installation:

Step 1.

If you are retrofitting into an existing mortice hole, this step may not be required. If you are fitting the 8-Series into a new hole, take the including mortice template and cut the holes into your door. Your E-LOK 8-Series comes with screws to both suit wooden and aluminium doors.



Step 2.

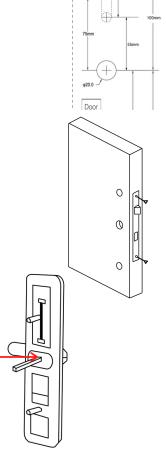
On the door face, you'll be required to make holes to suit the top screw, spindle and bottom screw of the E-LOK Lockset. Note the top fixing screw is adjustable, please cut to actual screw position.

Step 3.

Install the mortice lock into the door. Ensure fixings are tight and straight.

Step 4.

Install the spindle into the outdoor handle. Ensure that before you install, check the clutch arrow is pointing down. Use the included split pin to secure spindle in place.



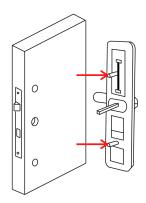
Sliding Screw De

o10 ---

Installation:

Step 5.

Now install the adjustable height screw casing on the outdoor handle + bottom screw casing and attach the included rubber gaskets to both the front and back handle.



Step 6.

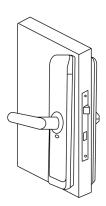
Now you are ready to connect the front and back panel. Remove the battery case from the inside panel. Connect the cable, ensure there is space in the door for it. Screw fixings from inside panel into screw casings from outside panel.

Step 7.

Screw and tighten the inside panel to the outside panel, using the appropriate fixings according to door width.

Install Batteries and attached battery cover back in plate.

E-LOK 8-Series Smartlock should be ready to go!



Factory Reset: (if you are admin + in Bluetooth range)

Normal Factory Reset:

You must be admin + in Bluetooth range of the Smart lock in order to complete factory reset.

You can factory reset your E-LOK by going into the lock settings and tapping "Delete".

This will fully factory reset the E-LOK smart lock.

From here you can re-setup the smart lock as normal.

Basics	>
Unlock Remotely	on >
Passage Mode	Off >
Lock Sound	>
Lock Clock	>
Diagnosis	>
Read Operation Records	>
Firmware Update	>
Attendance	
Unlock Notification	
Delete	

Factory Reset (if you are not admin):

Manual reset:

If you are not admin of the E-LOK Smart Lock, remove battery cover and complete:

Long press the button on the bottom left side in battery case for 5 seconds or until you hear "Please Input Initialisation Passcode"", input code "000#" on the front panel.

The system reset will be complete. From here you can link the E-LOK smart lock to your phone.



Trouble shooting:

If you manual reset whilst you were admin of the E-LOK, Transferring Lockset to Trash will complete the reset of the E-LOK:

			Settings		¢	Select Lock(s) All		
<u>.</u>	- 100%	Sound			Q Se	varch	• F	Personal
		Touch to Unlock			0	Dining Room Entrance	0 1	TTRenting
	100%	Lock Users	/	>		0		induing.
		Lock Group		> (0	Front Door	Accoun	
+ Add Lock	80%	Transfer Lock(s)			0	E Laundry Door	Caution!	The Selected Lockis) will be Permanently Transferred.
🖻 Gateway		Transfer Gateway		>				Next
⊖ Messages		Languages		uto >				
Customer Service		Screen Lock		Off >				
Settings		** *		`				

First Set-Up:

Get the E-LOK App by visiting E-LOK.com for the app download link

Register	Login	Register	=		
Phone Email					
Country/Region New Zealand +64	ELOK				
Letter your Phone number	Phone number/Email			(+)	
Password between 6-20 chars	Password				
P Confirm Password 🐱					
Verification Code Get Code	Login		The Phone n	eeds to be within 2 meters of the Smart during the Pairing process.	Lo
Durithe					
Register					

1. Register an account with E-LOK using either phone number or email.

2. Login to your account.

3. Ensure E-LOK 8-Series is on and Bluetooth enabled on phone, connect to lock. Tap pinpad & + sign to pair.

			\leftarrow			
G 531B_d58d21	+			Un	it 3	■ 75%
 ► S318.39%5 ► H31.406675 		Success. Give it a name	Ta	uch to Unlock, I	B Cong Press to	Lock
		ОК	Send eKey		eKeys	Passcodes
			(C) IC Cards	Q Authorized Admin	() Records	تَش Settings

4. Select your E-LOK 8-Series. Note it will not be called the model of your E-LOK lock set. Rename your E-LOK
 8-Series to your preference. 6. View your E-LOK lock set management page.

Bluetooth Unlock + Pin codes

Bluetooth Unlock:

After you've connected your phone to your E-LOK Smartlock, open the lock management page and tap the "Unlock" icon. This will unlock your Lockset via Bluetooth and it will automatically re-lock itself according to the set auto lock timer.

	Q	\leftarrow		
Dining Room Entrance Unlock Remotely Permanent/Admin	80%	~	Unit 3	75%
Front Door Permanent/Admin	• 100%			
Laundry Door Permanent/Admin	• 100%	Tou	ch to Unlock, Long Press to	Lock

Pin code Management:

E-LOK App allows you to set a virtually unlimited amount of pincodes. You can set a range of different types of pincode. The best to use is custom to create yours. Set it to permanent, name it and set your preferred sequence. (4-9 digits).

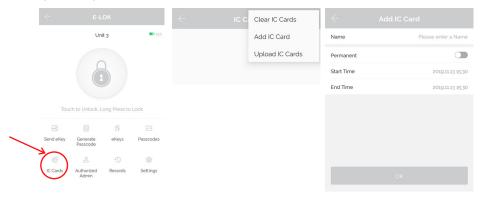
Recurring pincode allows you to set a pincode that only works at certain times and days. Either set the pincode to work one day a week, daily, weekdays or weekends -during set hours. The app also allows for one-time and timed pincodes.

				← G				\leftarrow				
	Uni	it 3	75%	≥nt Timed Or	ne-time Erase		Recurring	ant Time	d One-time	Erase	Custom	Recurring
				Permanent				Mode				Tuesday
		5		Start Time		2021.03	09 15:00	Start Ti	ne			15:00
				End Time		2021.03.	09 15:00	End Tin	ie			16:00
Tour	ch to Unlock, L	ong Press to	Lock	Name	Enter a nan	ne for this P	asscode	Name		Enter a na	me for this	Passcode
2		PF		Passcode		4 - 9 Digits i	n length		le MUST BE used d Time or it will b			
Send eKey	Generate Passcode	eKeys	Passcodes	You can Configure yo	ur own Passcode. It ne u can Configure the Cu	eds to be bet	ween 4 -	_				
	0	0	藻	Bluetooth or Remote	ty via a Gateway.							
IC Cards	Authorized Admin	Records	Settings									

RFID Card + Privacy Lock

RFID Card Management:

E-LOK App allows you to store 200 unique RFID Cards. To set one up of the three included with your E-LOK 8-Series Lockset, tap "IC Cards" on the lock management page, tap the menu on the top right then follow the prompts to add your RFID Card. Name them individually and add them to your key-ring for easy usability.



Privacy Lock:

New feature with the 8-Series is a privacy lock. To use it, enable in the lock settings and use sliding button on inside panel of the Smart Lock as shown. Red means only the Key Override or Master Admin can enter, all other pincodes and RFID cards won't unlock the 8-Series. Green means lock is in normal mode. The 8-Series will move from red to green when you pull down the inside lever.

				\leftarrow Settings	
	Uni	t 2	100%	Basics	>
				Remote Unlock	Off >
		2		Auto Lock	5s >
				Passage Mode	off >
			5	Lock Sound	on >
Touc	ch to Unlock, L	ong Press to	Lock	Privacy Lock	(on >)
		92FF	3 <u></u>	Reset Button	On >
Send eKey	Generate Passcode	eKeys	Passcodes	Lock Clock	>
	0	0	*	Diagnosis	>
IC Cards	Authorized Admin	Records	Settings	Upload Data	>
				Import from another lock	>
				Firmware Update	>

Remote Unlock + e-Key

Remote Wi-Fi Unlock (only with E-LOK Gateway Add-on).

After you've connected your phone to your E-LOK Lockset and connected your E-LOK Gateway, open the lock management page and ensure Unlock Remotely is enable in the settings. Now Tap the Unlock icon. This will unlock your E-LOK via Wi-Fi.

\leftarrow	E-L	.OK		\leftarrow Se	ottings	\leftarrow	E-L	.OK	
	Uni	it 2	100%	Basics	× ×		Un	it 2	100%
				Remote Unlock	Off >				
	E	2		Auto Lock	5s >		L L	2	
				Passage Mode	Off >			X	
			5	Lock Sound	on >)
Tour	ch to Unlock, L	ong Press to	Lock	Privacy Lock	on >	То	uch to Unlock, L	ong Press to	Lock
		QFF	3 <u></u>	Reset Button	on >			PFF FF	3 <u></u>
Send eKey	Generate Passcode	eKeys	Passcodes	Lock Clock	>	Send eKey	Generate Passcode	eKeys	Passcodes
	0	O	-	Diagnosis	>		0	Ð	蔡
IC Cards	Authorized Admin	Records	Settings	Upload Data	>	IC Cards	Authorized Admin	Records	Settings
				Import from another loo	ck >				
				Firmware Update	>				

e-Key Management:

An e-Key gives another person with an E-LOK App Account access to view and use your E-LOK 8-Series. Tap on the "eKey" icon on the lock management page, this allows you to send an electronic key to another person with an E-LOK App account. You can either set the account to be an Admin or a User. Check the Master Admin page for further information on how to use e-Keys.

\leftarrow	E-L	ок		\leftarrow			
	Uni	t 2	100%	Timed	Permanent	One-time	Recurring
	6			Recipie	nt	Enter Red	cipient's Account
				Name	Pl	ease Enter	a Name for this eKey
				Start Tir	ne		2019.11.28 14:00
Tou	ch to Unlock, L	ong Press to	Lock	End Tim	ne		2019.11.28 15:00
E Send eKey	Generate	译 eKeys	Passcodes	Allow R	emote Unloc	king	
Send ekey	Passcode	ekeys	Passcodes	Authoria	zed Admin		
	0ľv	0	藻				
IC Cards	Authorized Admin	Records	Settings			Send	

Admin Passcode + Unlock Records

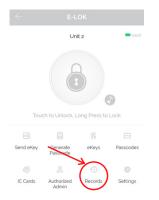
Admin Passcode:

E-LOK comes with an admin pass code. To view this tap "Settings" on the lock management page, tap "Basics" and then tap "Admin Passcode".

	Basics	\leftarrow	;	← Settin		ок	E-L	\leftarrow
		Lock Number	>	Basics	100%	it 2	Uni	
		MAC/ID	off >	Remote Unlock				
80%		Battery	_{5s} >	Auto Lock		3	E	
Permanen		Validity Period	Off >	Passage Mode				
			On >	Lock Sound	5			
		Lock Name	on >	Privacy Lock	Lock	ong Press to	ch to Unlock, L	Touc
Ungrouped	-	Lock Group	On >	Reset Button	3 <u></u> ×	2PF		
)		Admin Passcode			Passcodes	eKeys	Generate Passcode	Send eKey
					*	0	el.	6
					Settings	Records	Authorized Admin	IC Cards

Unlock Records:

E-LOK App records what pass codes were used to unlock the E-LOK and when. You can view these records by going into the "Records" menu on the lock management page. In the example you can see the name of the unlock code, eg "John", what time it was used and what type of unlock code was used. With App versions 1.2 and above, you can now view failed unlock attempts and see what code was used.



Battery Percentage + Lock Clock:

Check Battery Percentage:

E-LOK App allows you to check the battery percentage of your E-LOK in two easy ways. In the lock select page, the app will give you a percentage overview to the nearest 5%. You can also find a more accurate battery level in the settings of the lock set. Tap into "Settings", then "Basics" and then view your battery percentage.

	Q	@	Ð		\leftarrow	
Dining Room Entrance	80%	IC Cards Authorized Admin	Records	Settings	Lock Number	
Unlock Remotely		← Setti	ings		MAC/ID	
Permanent/Admin		Basics		$\overline{}$	Battery	80% >
Front Door	- 100%	Remote Unlock		Off >	Validity Period	Permanen
Permanent/Admin		Auto Lock		₅₅ >	Lock Name	>
		Passage Mode		Off >		
Laundry Door	1 00%	Lock Sound		on >	Lock Group	Ungrouped 3
Permanent/Admin		Privacy Lock		on >	Admin Passcode	:
		Reset Button		on >		

E-LOK Lockset Clock:

For the unlock records to be synched correctly, the Lockset clock needs to be calibrated. To do this, Tap into "Settings" then "Lock Clock". Here tap "Calibrate Time". Your E-LOK Lockset will communicate with the E-LOK App and set the correct time. This will ensure the operation/unlock records are accurate.

\leftarrow	E-L	.ок		\leftarrow s	Settings	\leftarrow Lock Clock
	Un	iit 2	100%	Basics	>	
				Remote Unlock	Off >	2020.08.10 09:33:44
				Auto Lock	₅₅ >	
			3	Passage Mode	Off >	
Touc	ch to Unlock, L	.ong Press to	Lock	Lock Sound	on >	Calibrate Time
		FF	3 <u></u>	Privacy Lock	On >	
Send eKey	Generate Passcode	eKeys	Passcodes	Reset Button	On >	
	02	0		Lock Clock	*(>)	
IC Cards	Authorized Admin	Records	Settings	Diagnosis	>	

Passage mode:

Passage mode:

E-LOK App allows you to manage and control passage mode on your E-LOK 8-Series Lockset. Tap into "Settings", "Passage Mode", then choose the days and hours you want your E-LOK Lockset to be in passage mode. A common application for this is having a Lockset on passage mode Mon-Fri gam-5pm for an office building. As a security feature, passage mode only begins after an unlock method (pincode, RFID Card etc) has been used on the smart lock.

\leftarrow	E-L	.OK		\leftarrow Setting	S	\leftarrow Passage Mo	ode
	Un	it 2	1 00%	Basics	>	Passage Mode	
				Remote Unlock	Off >	During the specific time period, t open until it is manually closed	he lock will remain
				Auto Lock	₅₅ >	At These Days	
			<i>a</i>	Passage Mode	Off >	Sun Mon Tue Wed (Thu Fri Sat
Touc	ch to Unlock, L	ong Press to	Lock	Lock Sound	On >		
				Privacy Lock	On >	All Hours	
Send eKey	Generate Passcode	eKeys	Passcodes	Reset Button	On >	Start Time	07:30 >
		Ð	*	Lock Clock	>	End Time	17:00 >
IC Cards	Authorized Admin	Records	Settings	Diagnosis	>		

When you leave your house or office - with passage mode set on, there are two methods to lock your E-LOK Lockset correctly:

Open up the E-LOK App, long press "Lock" button on E-LOK app. This will Lock your Lockset until you unlock it with pinpad, fingerprint, RFID Card Etc. Ensure to lift handle to engage bolt.



Once exited, long press "#" Key on pinpad. This will lock the E-LOK Lockset until you unlock it again. This method is perfect as it doesn't require the use of a phone. Ensure to lift handle and engage bolt.

To unlock the E-LOK Lockset again, please use preferred unlock method, eg Pinpad, RFID FOB or App.



Extra Smart Lock settings:

Auto Lock:

E-LOK App allows you to adjust the auto lock timer on the smart lock. This is the timer that is triggered once the smart lock has been unlocked using any unlock method (exception, is if passage mode is enabled). Auto lock timer is under the lock settings tab.

\leftarrow									
	Uni	it 3	■ 75%	Basics		>	Auto Lock		
				Remote Unlock	off	>	Current Setting		
		3		Auto Lock	55	>)	The lock will be		t above.
				Passage Mode	Off	>			
Tour	ch to Unlock, L	ong Press to	Lock	Lock Sound	On	>			
				Privacy Lock	On	>			
Send eKey	Generate Passcode	eKeys	Passcodes	Reset Button	On	>			
	0	0		Lock Clock		>			
IC Cards	Authorized Admin	Records	Settings	Diagnosis		>			
				Upload Data		>	Cancel	Time	OK
				Import from another lock	k	>	Cancer	10s	UK.
				Firmware Update		>		15s 30s 60s	
					~	-		Custom	

Lock Sound:

Lock sound setting lets you enable or disable the sound coming from the smart lock when you, unlock, lock, set passage mode etc. By default lock sound is set to on.

\leftarrow				\leftarrow Settings		7:43 🕫 🛥 🔹 •	× 10 4. ⊕. 10 at ∎
	Uni	it 3	▶ 75%	Basics	>	← L	
				Remote Unlock	off >	By Turning ON, you w Current Mode:On	ill hear the sound from the lock
		5)		Auto Lock	_{5s} >		
				Passage Mode	Off >		Turn Off
Тои	ch to Unlock, L	ong Press to	Lock	Lock Sound	(On >)		
				Privacy Lock	On >		
Send eKey	Generate Passcode	eKeys	Passcodes	Reset Button	On >		
6	0	0		Lock Clock	>		
IC Cards	Authorized Admin	Records	Settings	Diagnosis	>		
				Upload Data	>		
				Import from another lock	>		

Extra Smart Lock settings:

Reset Button:

With E-LOK App, you can enable or disable the factory reset button inside the battery case. Disabling this reset button will prevent someone from resetting the E-LOK Smart Lock and locking you out (apart from mechanical key). This feature works great on E-LOK's installed on Airbnb's, rentals etc.

\leftarrow	E-L	ок		\leftarrow Settings	;					
	Uni	t 3	1 75%	Basics	>	By turning on, y pressing the RE	ou can pair the lock again by long			
				Remote Unlock	Off >	By turning off, t	he RESET button is disabled.			
				Auto Lock	_{5s} >	Current Mode.On				
				Passage Mode	Off >		Turn Off			
Tou	ch to Unlock. Le	ong Press to	Lock	Lock Sound	On >					
		R	3 	Privacy Lock	on >					
Send eKey	Generate Passcode	eKeys	Passcodes	Reset Button	(on >)					
	0	0	*	Lock Clock	>					
IC Cards	Authorized Admin	Records	Settings	Diagnosis	>					
				Upload Data	>					
				Import from another lock	>					

Import from another smart lock:

Import from another lock feature allows you to sync pincodes and RFID Cards between E-LOK Smart locks. If you have more than one E-LOK Smart Lock use this feature to have your pincode and RFID Card to work on each, without setting them up again. This feature is in the lock settings.

\leftarrow				\leftarrow Settings	5	\leftarrow Import from another lock (
	Uni	it 3	■ 75%	Basics	>	Select a lock to import from	
				Remote Unlock	Off >	Q Search	
		5)		Auto Lock	₅₅ >		
				Passage Mode	Off >		
Tou	ch to Unlock, L	ong Press to	Lock	Lock Sound	on >		
				Privacy Lock	On >		
Send eKey	Generate Passcode	eKeys	Passcodes	Reset Button	On >		
	0	0		Lock Clock	>		
IC Cards	Authorized Admin	Records	Settings	Diagnosis	>		
				Upload Data	A Star		
				Import from another lock	(>)		
					_	O Unit 1	
						C Unit 3	

Extra Smart Lock settings:

Lock Groups:

You can link E-LOK Smart Locks together in lock groups. First create a lock group in the main settings, then link a Smart Lock to the group in the lock settings. View lock groups in the select page.

	~	\leftarrow	Settings		\leftarrow		=	E-LOK	Q
	100%	Sound	/		Lock Number	S31_832e76	1st Street West		~
	- 1007	Touch to Unlock			MAC/ID	D6:E9:F5:76:2E:83/2363442	Unit 1		= 100%
	100%	Lock Group		>	Battery	100% >	Permanent/Admin		
+ Add Lock	100%	Transfor Lock		>	Validity Period	Permanent	Unit 2		100%
T Add Lock		Transfer Gateway		>	Name	Unit 2 >	Remote Unlock		
⊖ Messages	1 5%	Languages		Auto >	Lock Group	1st Street West >	Permanent/Admin		
Customer Service		Screen Lock		On >	Admin Passcode	>	Unit 3		■ 75%
Settings	^	Requires phone onl		>			Permanent/Admin		
–		Hide invalid access		off >			Test		~
		About		>			Ungrouped		^
			Logout						
				Delete Account					

Transfer Lockset Ownership:

Transferring Lockset ownership can be useful in a few scenarios. What it allows you to do is give Master Admin ownership to another E-LOK App account holder. The process to Transfer Lockset Ownership is shown below:

Tap into "Settings" then into "Transfer Lock(s)", here you can select the Locksets you wish to transfer ownership. You will then be required to input the receiving accounts' email or phone number (whichever the E-LOK App account was created with). A confirmation code will be sent to your contact detail (either phone or email). Once the confirmation code is inputted, the Lockset ownership will be transferred to that account.

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- 100%	Lock Users	>	
	Lock Group	>	Front Door
+ Add Lock	Transfer Lock(s)	>	O 🕞 Laundry Door
🖻 Gateway	Transfer Gateway	>	
💬 Messages	Languages	Auto >	
Customer Service	Screen Lock	Off >	
Settings		`	
\leftarrow Recipient	\leftarrow Confirm Transfer		
Personal	9		
O TTRenting	william		
Account william@ .co.nz	william@ .cc 1 Lockis) will be Transferred	nz	
Caution! - The Selected Lock(s) will be Permanently Transferred.	8 1 6 5 4		
Next	Please Enter the Verifiction Code sent to +0	1	

NOTE:

Transferring Lockset Ownership retains any and all pincodes, RFID Cards and settings previously programmed to that specific E-LOK Smart Lock.

Use of Master Admin + Admin & User

Using Master Admin, Admin and User functions via eKey

E-LOK app allows you to distribute specific usage rights to other E-LOK app account holders. This function allows you to set-up another admin for your lock set, or set-up a user for your lock set. What this means is other users will be able to view your lock management page, unlock via Bluetooth and if they're an admin, add new unlock codes.

Here's how it works:

If you are the account holder that **originally** set-up your E-LOK 8-Series lock set, then your account is automatically considered the **Master Admin** for that lock set. You cannot change who the **Master Admin** is, unless you reset the E-LOK lock set or Transfer Lockset Ownership (as shown before). A Master Admin can send an eKey to new Admin or simply create a User. Master Admin, Admin and User are apart of a permissions hierarchy and each have their own rules in place.

Below is the permissions hierarchy chart for Master Admins, Admins and Users:

MASTER ADMIN

ADMIN 1

ADMIN 2

USER 1

USER 2

USER 3

- There can only be one **MASTER ADMIN** per lock set. (This is the account that originally sets-up the lock set).
- There can be multiple Admins and Users.
- An Admin can set-up a User but not another Admin.
- A Master Admin can set-up both Admins and Users.
- A Master Admin can receive notifications when lock set is unlocked,

Use of Admin + User Functions Continued

Other important notes with the Master Admin, Admin and User Hierarchy:

Master Admin:

The Master Admin can see all passcodes associated with its particular Lock set. The Master Admin can see which Admin created a passcode, when and at what time it was created. The Master Admin can also see when a particular passcode was used and also delete them from being used again.

Admin:

An Admin can set passcodes for their chosen 8-Series Lock set. They can only view their own passcodes and none of the passcodes set by anther Admin or the Master Admin.

User:

A User only has the App open of unlocking Via Bluetooth and or Unlock Remotely if the lock set has an E-LOK Gateway. Users can be assigned a pincode, RFID Card or fingerprint unlock by name only and not by account. Either an Admin or the Master Admin can do this. User's have no power to change or alter any unlock codes or settings with your E-LOK 8-Series.

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Use of Admin + User Functions Continued

Example Application of Master Admin, Admin & User Function:

A great practical use of the Master Admin and Admin feature is with property management.

Here's how it best works:

Property Manager: Master Admin Property Owner: Admin Cleaner: Admin or User Tenant: User

The **Property Manager** (Master Admin) can remotely monitor and control the lock set (with E-LOK Gateway) on behalf of the **Property Owner**. They can add, delete and name separate unlock codes and allocate them for use by different Admin's or User's. This allows the **Property Manager** to seamlessly manage and monitor tenants, clients and cleaners with ease. When tenants change, or clients leave, **Property Managers** can simply revoke their account access to unlock the lock set and delete any unlock codes the tenant or client used.

The **Property Owner** (Admin) can add, change or delete unlock codes set by themselves. This means that can make unlock codes and assign them by name to a client or tenant and delete them when circumstances change. As an Admin the **Property Owner** cannot change or view unlock codes that have been set by the **Property Manager** (Master Admin). This set-up is ideal if the **Property Owner** is not located near the property itself.

Cleaners, **Clients** and **Tenants** can be set up with User accounts if they choose to create an E-LOK App account. This would allow them to unlock the lock set via Bluetooth or remotely over Wi-Fi (not advisable due to obvious security reasons). It is easiest for an Admin or Master Admin to create an unlock code and name associate the unlock code with the person. For the **Property Manager** they'll be able to read and monitor the unlock records of the lock set and delete codes as **Tenants/Clients** change or leave.

Using E-LOK 8-Series Lockset



Your E-LOK 8-Series Lockset has two handle functions:

Lift up the handle to engage the mortice deadbolt. Pull down to unlock and release latch + deadbolt

Important Notes: When the E-LOK 8-Series Automatically locks, the handle disengages from the latch, but you can still lift the handle to engage the mortice bolt.

Unlocking E-LOK 8-Series with Key

The 8-Series smart lock has a mechanical key override to unlock it. Barrel location is under the front panel. Insert one of the included keys, turn and pull handle down to unlock.



Shown above is the location of the mechanical key barrel,

The Micro USB port beside it can be used to power up the Lockset if the batteries fail. Using a power bank or battery source, the Lockset can be powered up and then a pincode, RFID Card or the app can be used to unlock it.

E-LOK Gateway (only if you've purchased the E-LOK Gateway Add-On)

E-LOK Gateway allows you to transfer information and commands to your 8-Series E-LOK via Wi-Fi. It will also allow you to change settings, unlock the 8-Series and receive live notifications when it is unlocked and what pass code was used.

Please note: only the **Master Admin** can set-up an E-LOK Gateway for a Lockset.

E-LOK Gateway should be plugged in via the included USB-C cable.

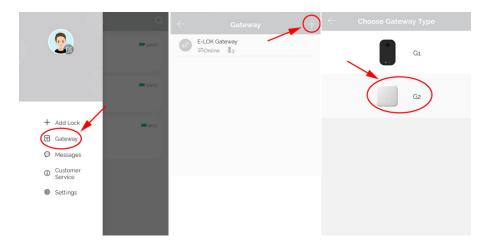
It must be:

- Near a Wi-Fi router
- Near the E-LOK 8-Series

If the E-LOK Gateway is not near one or both, connection may be poor and the E-LOK Gateway may not function as expected.

To add the E-LOK Gateway to the E-LOK App follows these steps:

Open the left menu on the E-LOK App. Tap "Gateway". Tap "+" Sign. Select "G2"



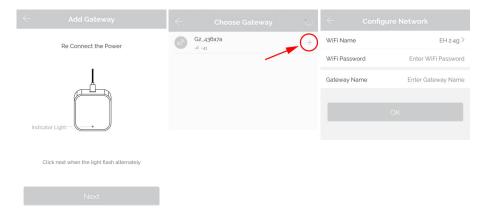
E-LOK Gateway (only if you've purchased the E-LOK Gateway Add-On)

Plug in E-LOK Gateway, light should flash red and blue - this means its ready to connect.

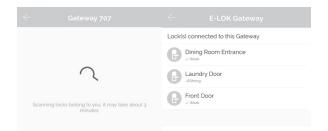
Tap "Next" then Tap "G2"

Configure your network (2.4GHz only), input Wi-Fi password and name the E-LOK Gateway.

This will have your E-LOK Gateway set-up on your home network and linked into the app and your 8-Series Lock.

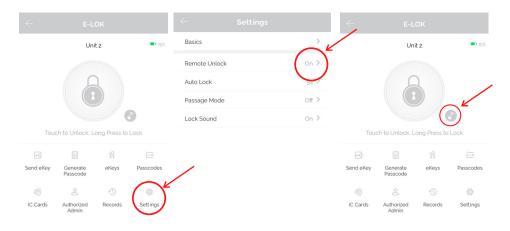


The E-LOK Gateway will now scan for an E-LOK 8-Series to connect to. This process takes a short amount of time. Once the scan is complete, it will display your E-LOK 8-Series and their connection to the Gateway. You can have multiple E-LOK 8-Series connected to one E-LOK Gateway.



E-LOK Gateway (only if you've purchased the E-LOK Gateway Add-On)

Last step is to ensure the Unlock Remotely feature is enable on your 8-Series. Open your lock management, tap into "Settings", locate the "Unlock Remotely" menu and ensure this is enabled.



You will now be able to control your E-LOK 8-Series from the app remotely via Wi-Fi, whether you're at work or out-of-town. You can add, change or delete unlock codes. The remote unlock feature will now be available. You can also receive live notifications for when your E-LOK 8-Series was unlocked, and which code was used to unlock it.

If the E-LOK Gateway refuses to connect or displays error messages; disconnect it from the power source for at least 15 minutes. Then retry setting it up,

E-LOK Gateway Specs + other info

Reset E-LOK Gateway:

If you require to factory reset your E-LOK Gateway follow the below process. Removing the Gateway from your app will unlink the Smart Locks that are connected to it. The Smart Locks will work as usual via Bluetooth.

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Transfer Gateway:

Similar to transferring Lockset ownership, you can transfer the ownership of Gateway's setup on your account. Steps below show process. Once transferred, you will no-longer have access to that Gateway.

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Settings	^	Requires phone on	line when unlock	>					
		Hide invalid access		off >					
		About		>					
			Logout						

Additional Gateway Specs:

Network: 2.4 GHz IEEE Standard: 802.11b/g/n Power Interface: Type-C USB Power Input: DC5V/500MA

Maintenance Guide:

Maintenance should be carried out on your E-LOK 8-Series every 6 months.

Use the below guide to ensure your lock set lasts the test of time:

Every 6 months:

- Check that the screws fixing the mortice lock are tight. Check that the screws fixing the rear-panel to the front-panel are tight.
- Check if batteries need replacing. If battery percentage is low replace with four fresh Alkaline AA batteries.
- Wipe the surface of the E-LOK 8-Series Lockset with a cloth dampened with <u>only</u> water. This will help remove any dust or micro contaminants on the surface.
- It is also a good idea to do a full factory reset of the E-LOK 8-Series Lockset to ensure software stays light and un-bloated.

Important Notes:

Please Note:

You must use the E-LOK App to set-up your E-LOK 8-Series Lockset. When you first plug in your 8-Series, the lockset will be unusable until you have completed the short set-up process and added at least one unlock code. You can find a link to the app on E-LOK.com

The E-LOK App allows you to manage an unlimited amount of E-LOK 8-Series Locksets from your phone. Remember to name each E-LOK 8-Series Lockset uniquely to ensure you don't mix them up.

The E-LOK Gateway can connect to multiple E-LOK 8-Series Locksets. An instance where you'd need multiple E-LOK Gateway's is if one E-LOK 8-Series Lockset is on a different site or only in range of a different Wi-Fi network.

The E-LOK App allows you to manage multiple E-LOK Gateways with their individually connected E-LOK 8-Series Locks. This means you can have an E-LOK Gateway at home connected to your E-LOK 8-Series locksets plus one at work and manage them individually.

E-LOK App works with both E-LOK 7 and 8-Series Smart locks. You can have both Series linked to your app at the same time.

Contact:

If you run into trouble with your E-LOK Smartlock please visit: E-LOK.com for further information, help and tools. If you don't find your answer on E-LOK.com use the contact box and send us an email.

You can also email us direct, by going into the Customer Service menu on the E-LOK App.

Notes:

Notes:

ELOK 8 - Series

User Manual

E-LOK.com

Version: 2103 E8UM