TTLock Smart Access Controller

User Manual

20250627_V4

Introduction

This device is a standalone access controller works with TTLock APP. It supports managing the users (PIN, E-key, Mifare Card) through the APP, also can use APP to unlock. The keypad supports firmware updates, and software functions can be extended through firmware updates.

APP E-key, PIN, Mifare card users can be specified the expiry date (start time - end time), only within the expiry date can unlock. APP supports multiple languages.

This user instruction is suitable for all TTLock access devices from the supplier, including TTLock RFID, TTLock Keypad, TTLock Fingerprint, TTLock Face.

Specifications

Bluetooth / WIFI	BLE Bluetooth (Ble 5.0), 2.4G WiFi
Mobile Phone	Android 4.3/IOS7.0 above
PIN User Capacity	Custom password : 250 dynamic password: No limitation
Card User Capacity	1000
Card Type	13.56MHz Mifare card, M1 card
Fingerprint User Capacity	100 or 500 optional (For Fingerprint version only)
Face Capacity	100 (For Face version only)
Multi-language	English, Spanish, French, German, Italian, Russian, Portuguese,Serbian, Malaysian, Japanese, Vietnamese etc.
Card Reading Distance	2~4 cm
Keypad	Capacitive TouchKey
Operating Voltage	12V DC
Working Current	≤80mA
Lock Output Load	≤2A
Operating Temperature	-20°C ~+60°C
Operating Humidity	0%RH~98%RH
For Outdoor	Waterproof, IP66

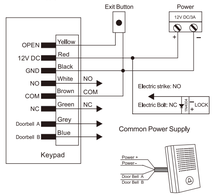
Wiring

Wire Color	Function	Notes
Red	Power +	12V Votes DC Regulated Power Input
Black	GND	Ground
Yellow	OPEN	Request to Exit (REX)
Green	NC	Normally closed Relay Output
Brown	COM	Common Connection for Relay Output
White	NO	Normally Open Relay Output
Blue	Doorbell A	Contact for Doorbell
Grey	Doorbell B	Contact for Doorbell

Note: Doorbell connection is available for Keypad & Face version only

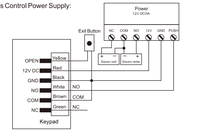
Diagram

Common power supply:



Attention: Install a 1N4004 or equivalent diode is needed when use a common power supply, or the keypad might be damaged. (1N4004 is included in the packing)

Access Control Power Supply:



APP Operation

1. Download APP

Search 'TTLock' on APP store or Google Play to download the APP.

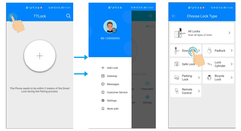
2. Register and Log in

Users can register the account by email or mobile number. When registering, users will receive a 'verification code' from email box or mobile message.

(Note: If password forgotten, it can be reset by registered email or mobile number)

3. Add Device

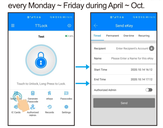
Add device by clicking '+' on the screen or ' ≡ ' on the left. Click "Door Lock" to add.



First need to touch any key on the keypad to activate the keypad. Then users can choose to name the keypad.

4. Send eKey

eKey can be Timed, Permanent, One-time or Recurring.
Timed: means specific time period, for example, 2020/1/1 9:00am ~ 2020/2/1 5:00pm
Permanent: Will be valid permanently
One-time: The One-time eKey is valid for ONE hour and can only be used ONCE.
Recurring: It will be cycled. For example, valid at 9:00am~6:00pm every Monday ~ Friday during April ~ Oct.



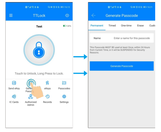
4.1 eKeys

Users can Clear eKeys, Reset eKeys, Send eKey, Check eKeys' records and Manage eKeys (delete specific eKey or change specific eKey's Valid Period)
Note: Clear eKeys and Reset eKeys will DELETE ALL eKeys.

5. Generate Passcode (NOT available for RFID only version)

Passcode can be Permanent, Timed, One-time, Erase, Custom, or Recurring.
The Passcode MUST be used at least ONCE within 24 hours from Current Time, or it will be SUSPENDED for Security Reasons.

Permanent: Will be valid permanently.
Timed: means specific time period, for example, 2020/1/1 9:00am ~ 2020/2/1 5:00pm.
One-time: The One-time Passcode can only be used ONCE.
Erase: This password is VALID for 24 hours from Current Time.
Caution - All Passwords used on this keypad will be DELETED on using this Passcode.
Custom: Configure your own Passcode **(4~9 digits)** with custom valid period.
Recurring: It will be cycled. For example, valid at 9:00am~6:00pm (Every Weekends, Weekdays, Mon. Tue. Wed. Thur. Fri. or Daily etc.)



5.1 Passcodes (NOT available for RFID only version)

Users can Reset Passcode, Generate Passcode, Upload Passcodes (from the keypad), Check Passcodes' records and Manage Passcodes (delete Passcode, change passcode, or change the Valid Period)

Note:
1. Reset Passcode will DELETE ALL passcodes.
2. When delete all passcodes, it will need to enter Password (APP Account Password) for confirmation.

6. IC Cards (Card type: 13.56MHz Mifare card, M1 card)

Users can Clear IC cards, Add IC card, Upload IC cards(from the keypad), Check IC cards' records, Manage IC cards (delete specific IC cards or change specific card's Valid Period)
Clear IC cards will DELETE all the cards.
Add IC cards can be Permanent or Timed.

7. Fingerprint (For Fingerprint version only)

Users can be Timed User or Permanent User or Recurring User, Each User can set Valid Time.

Note: If Reset All Fingerprints for this Lock will be DELETED.

8. Face (For Face version only)

Users can reset the face users or adjust the sensitivity.

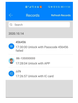
Note: When face device enter into sleeping mode, press 9 # to wake up the device first, and then scan face to unlock.

9. Authorized Admin

Users can Create Admin, Freeze Admin, Delete Admin, Change Admins' Valid Period and Check records.
Admin can be Timed or Permanent.

10. Records

Super Admin can check all opening records.
Admin can check his own and his eKey's opening records.
Common user can only see his own opening records.



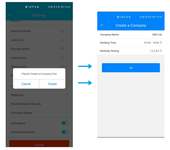
11. Settings (Device Setting)

Check / Change Master Code

Basics	Basic info about the device
Unlock Remotely	Available only when using a Gateway (Optional) or Face Deice with WiFi Version
Auto Lock	Auto lock time can be set from 5s~60s or custom, default: 5s
Passage Mode	Normally Open Mode
Lock Sound	ON / OFF
Privacy Lock	Not available
Reset Button	Not available
Lock Clock	Time Calibrating
Diagnosis	Not available
Read Operation Records	All records stored
Firmware Update	Firmware update

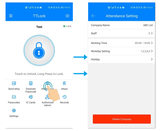
11.1 Attendance

Before turning on, it will ask the user to creat a company first.



11.1.1 Attendance Management

Users (Usually Admin) can set the attendance rules in the APP. Admin will need to Add Staff, Set Working Time, Set Workday, Set Holiday

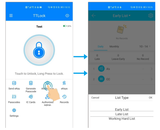


Add Staff

Can set the Open method by APP, Passcode, IC card.
If the Staff already has eKey, Passcode, or IC card, only need to select from the APP: if not, will need to issue NEW eKey, Passcode or IC card.

Check Attendance Report

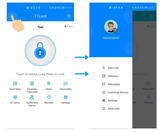
Can check the Early List, Late List, Working Hard List Daily or Monthly.



Delete Device

When deleting the device, the user will be asked to enter the Password (APP Account Password)

12. Settings (APP Setting)



12.1 Touch to Unlock

After turning on, users can touch the keypad panel to open the lock when the APP is ON.

12.2 Lock Users

Users can check all the users information here (including valid or expired)

12.3 Lock Group

Users can creat groups to better manage the keys.

12.4 Transfer Lock

This step will transfer all the permissions of the device to another user (Use with caution)

12.5 Transfer Gateway

Same with Transfer Lock (Use with caution)

12.6 Language

APP supports multiple languages: English, Spanish, French, German, Italian, Russian, Portuguese, Serbian, Malaysian, Japanese, Vietnamese etc.

12.7 Screen Lock

This feature allows the users to access APP after being verified with Fingerprint/Password.

13. Remote Unlock Function

(For Bluetooth version only, need to buy an extra Gateway)

The Wi-Fi gateway is a must to enable the remote unlock function, please refer the parameters below.

Light Status

- When the gateway is power on:
- Light flashes alternately with red and blue;
- Stand by mode, ready for connection.
- Blue light: working mode
- Red light: network failure

13. 1 Pair the Gateway with APP

13.2 Remote Unlock

Under the lock setting, you shall first turn on the remote unlock function as the below photo. then you can click the unlock sign near the round circle, there is one tip for remote unlock, you can click it and unlock the door remotely.

Keypad Operation

Function	Operation on Keypad
1. Change Master Code	- If there is no mobile phone add the keypad device (that's to say: no Super Admin): *** 12 # 123456 # (New Master Code) # (New Master Code again) #** (Master Code Length: 4-9 digits) - If there is a mobile phone added the keypad device (Super Admin existing): Please change the Master Code through the APP. Refer to Page 10.
2. Add Passcode	*** 80 # (Master Code) # (Passcode) # (Passcode again) #** (Passcode length: 6~9 digits)
3. Delete Passcode	*** 77 # (Master Code) #** This step will delete all passcodes except the Master Code. Note: After deleting on the device, the user information will be updated only after opening the door once.
4. Change Passcode	*** 10 # (Old Passcode) # (New Passcode) # (New Passcode again) #** (Passcode length: 6~9 digits)
5. Add IC Card	*** 80 # (Master Code) # (Read IC Card)**
6. Delete IC Card	*** 69 # (Master Code) #** This step will delete all IC Cards. Note: After deleting on the device, the user information will be updated only after opening the door once.
7. Add Fingerprint	*** 80 # (Master Code)# (Read fingerprint 4 times)**
8. Delete Fingerprint	*** 70 # (Master Code) #** This step will delete all Fingerprints Note: After deleting on the device, the user information will be updated only after opening the door once
9. Add Face	* 81 # (Master Code) # (Scan Face on the device)
10. Delete Face	*** 79 # (Master Code) #** This step will delete all Faces. Note: After deleting on the device, the user information will be updating only after opening the door once.
9. Unlock	Read (valid Card) to unlock Read (valid passcode #) to unlock Press (valid fingerprint) to unlock Scan (valid face) to unlock
10. Temporary Normally Open	When the door is opened (not close yet), press 123#, the keypad will stay in Temporary Normally Open status until an valid user read on the keypad, then the keypad returns to normal status.
11. Passcode Security	For high security the keypad allows you to hid your correct Passcode with other numbers up to a max of 16 digits.
12. * Key	Functions of * key: - Can delete number when input passcode - Can exit from the programming mode - Press * 3 times, can turn off the keypad backlit

Note: