

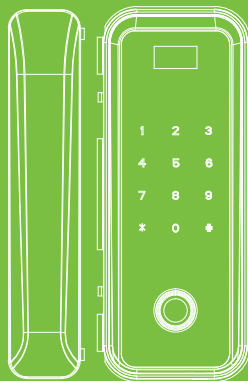
# USER MANUAL

## GL300

---

Version: 1.0

Date: July 2018



# Table of Contents

<b>Read Before Use.....</b>	<b>1</b>
Safety Caution .....	1
Lock Parts.....	2
<b>Basic Function .....</b>	<b>3</b>
Random Password .....	3
Initialization.....	3
Normal Open Mode.....	3
Low Battery Warning.....	4
Others.....	4
Capacity.....	5
Operation Guide .....	6
<b>How to Use .....</b>	<b>7</b>
Verify Administrator .....	7
Modify Administrator Password/Card/Fingerprint.....	8

---

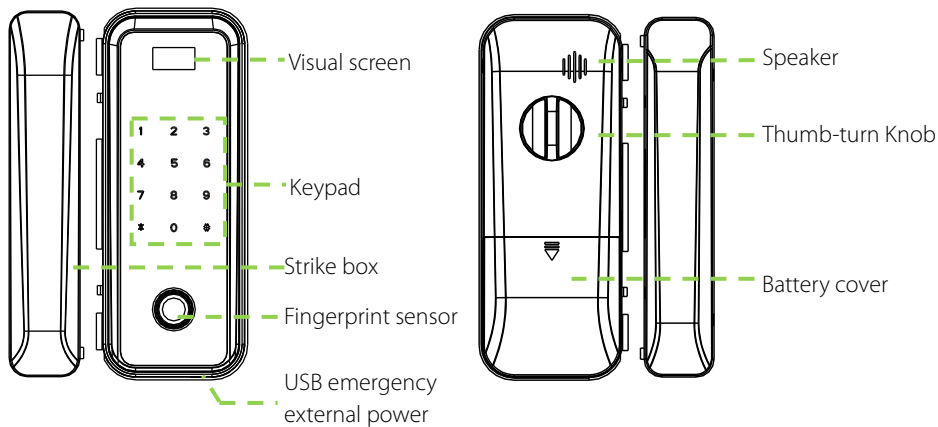
Add User .....	9
Delete User .....	10
Volume Adjustment.....	11
Time Setting .....	12

---

## Safety Caution

1. Do not use in environments with corrosive substances such as intense radiation, high magnetic field, high temperature, high salinity, etc.
2. Please set electronic key immediately in case the door is opened illegally.
3. For your safety, please check the key box is opened or not.
4. To power on the lock, four alkaline AA batteries (not included) are required.  
Non-alkaline and rechargeable batteries ARE NOT RECOMMENDED.
5. Do not remove batteries when the lock is in working state.

## Lock Parts



# Basic Function

## Random Password

Users may enter any number of random digits before or after the correct password as long as the maximum number of digits entered is 30 or less.

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

## Initialization

Initializing the lock means all data will be deleted and restored to factory default setting.

Operation steps: Press the reset button on the back body of the lock or enter the menu to operate, the lock prompts the voice of “succeed”, and then the initialization is finished completely.

## Normal Open Mode

Normal open mode is to keep lock always unlocked. Rotate thumb-turn knob to enable or

disable the mode. Or press 2 and 8 after unlocking the door with administrator verification. Press \* to cancel.

## Low Battery Warning

If the battery is low, the lock will prompt a low battery sound.

**Note:** Access to operation is not allowed in low battery status.

## Others

Without any operation, the lock will power off automatically within 10 seconds.

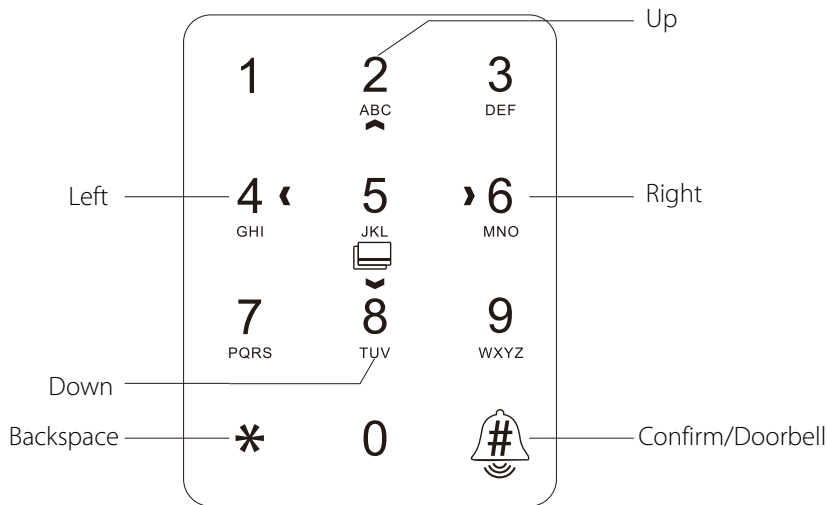
## Capacity

Group	Verification Mode	Capacity
Administrator	Password	1
	Fingerprint	300
	Card	300
Normal Users	Password	300
	Fingerprint	300
	Card	300

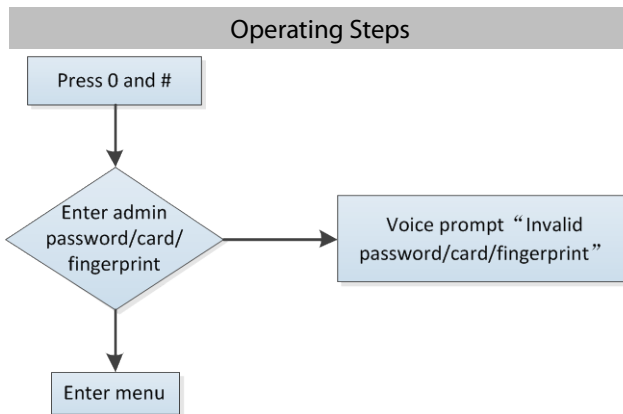
- Note:**
1. It can store one administrator and 99 regular users.
  2. The maximum card/password/fingerprint capacity is 300 for all groups.
  3. The password length is six to ten digits.



# Operation Guide

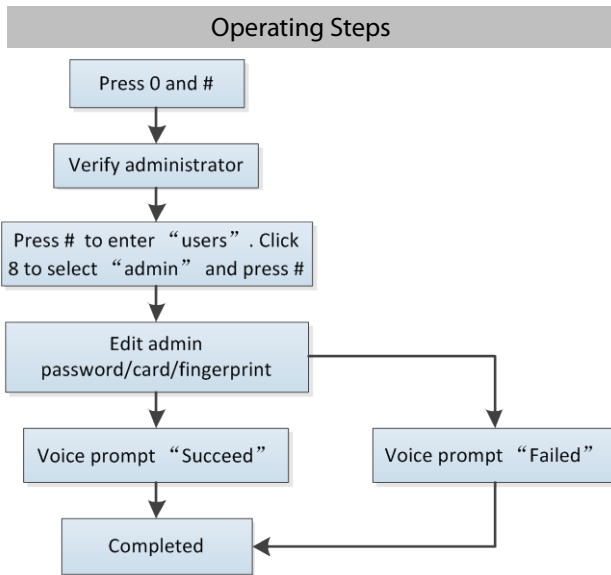


## Verify Administrator

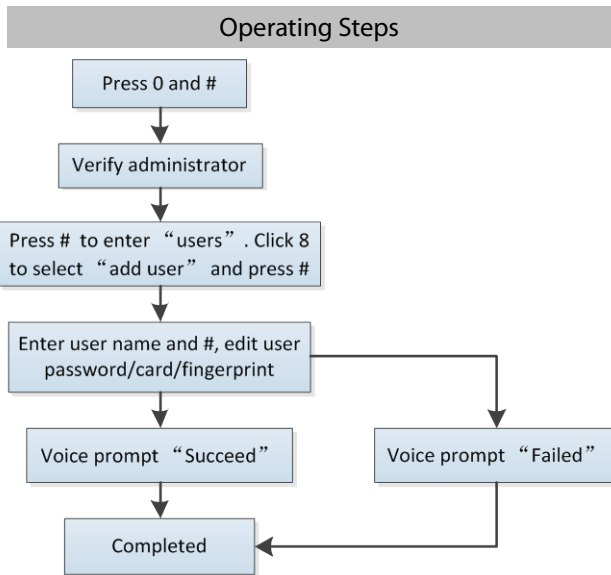


**Tips:** Please verify administrator before operating the lock. The default administrator password is 0123456789.

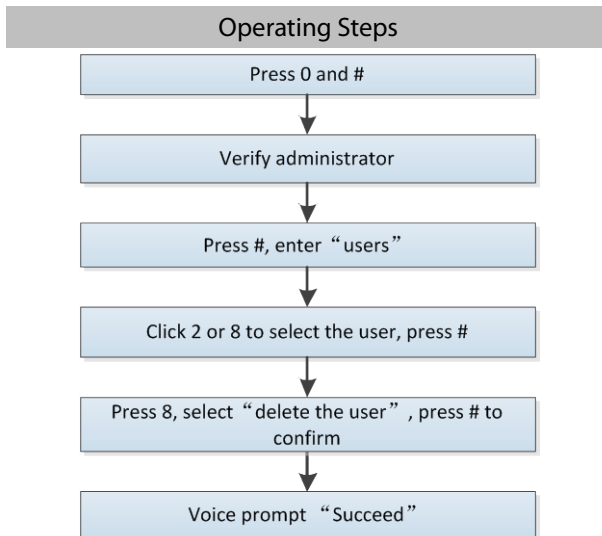
# Modify Administrator Password/Card/Fingerprint



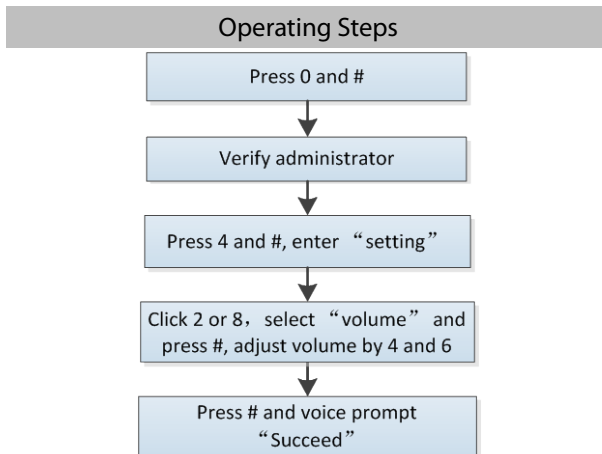
## Add User



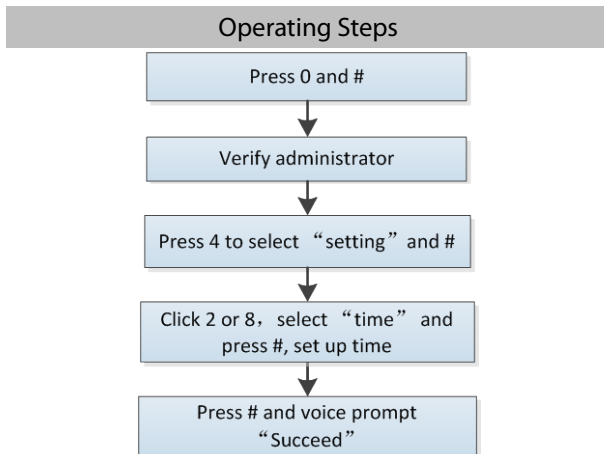
# Delete User



# Volume Adjustment



# Time Setting



#### FCC warning:

Any Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.



This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions:

- (1) This device may not cause harmful interference,
- (2) This device must accept any interference received, including interference that may cause undesired operation.

NO.26,Pingshan 188 Industry zone, Tangxia Town, Dongguan City  
Guangdong Province, China 523728

Tel: +86 755-89602277

Fax: +86 755-89602674

[www.zkteco.com](http://www.zkteco.com)

