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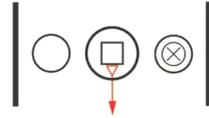
Point clutch arrow down;
Change handing, release screw beside clutch
+ turn lever.

☐ 3. Check rubber gasket installed correctly, with lugs pressed in tight, so proper seal around backplate edge.

Top
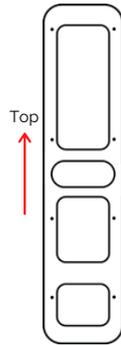
☐ 4. Ensure split pin is installed, securing spindle to spindle hub.

☐ 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.
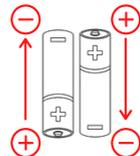
Professionally Installed by: _____

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:

8-Series Body Dimensions:

Mortice Lock Options:
All Mortice templates available online to download at E-LOK.com

Back set:

60mm

70mm

240mm

240mm

Face Plate:

74mm

86mm

Case Width:

8-Series Packing List:
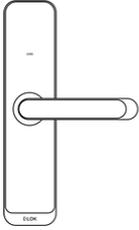
Front Panel
QTY 1
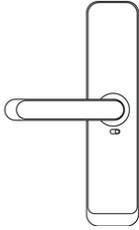
Back Panel
QTY 1
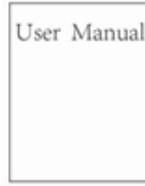
User Manual
QTY 1
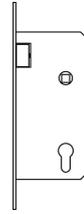
Mortice lock
QTY 1

(not included with 805-0)

Faceplate & Striker Screw QTY 4

Mechanical Key
QTY 3

RFID Card
QTY 3

Split Pin
QTY 1

For door thickness: 30-50mm

Short Spindle
QTY 1

For door thickness: 50-80mm

Long Spindle
QTY 1

Fixing Screws 1
QTY 3

Screw Casing
QTY 2
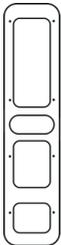
Gasket
QTY 2

Sliding Screw
QTY 2

Fixing Screws 2
QTY 2

Gateway
(Optional)

Specifications:

|	
Product Name:	E-LOK 8-Series Smart Lock
Operating Application:	E-LOK App
Finish:	Black
Unlock Methods:	Pin Code,
	RFID Card,
	E-LOK App,
	Mechanical Key.
Max Num. Locks on App:	Unlimited
Max Num. Pin Codes:	200 Pin codes
Max Num. RFID Cards:	200 RFID Cards
Batteries:	6V (4*AA Batteries) - Must be Alkaline
Battery life:	5,000 Lock and Unlock Operations
Operating Temp:	—20°C — 70°C
Operating Humidity:	10% - 95%
Suitable Door Thickness:	30mm - 80mm
Suitable Door Types:	Aluminium Door, Wooden Door
Product Size (Body only):	300mm(H)*72mm(W)*21mm(D)
Product Size (Including Lever):	300mm(H)*170mm(W)*71mm(D)
Available Mortice lock Sizes:	60mm & 70mm Back Set
8-Series Residential Warranty:	2 Year Mechanical & Electrical
E-LOK Gateway Warranty:	2 Year
Weather Rating:	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.
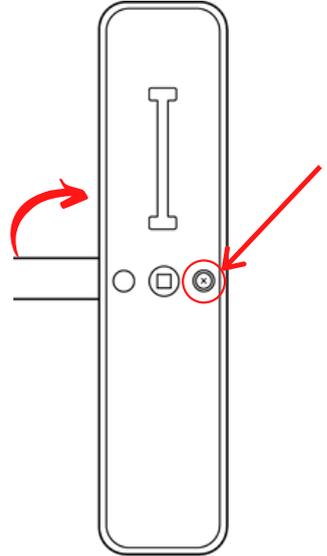
Complete this same process for the second E-LOK 8-Series panel.

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.

Flip Lock

Press latch tongue in & rotate.
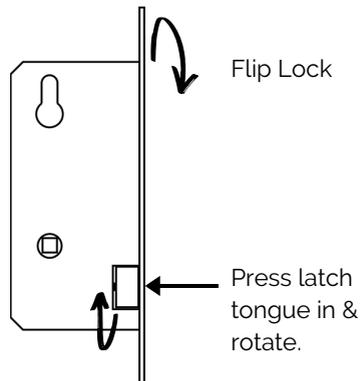
Clutch Arrow on spindle hub

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

Point clutch arrow down;
Change handing, release screw beside clutch + turn lever.
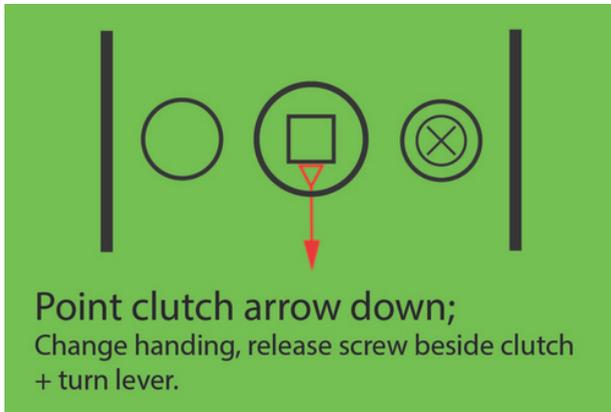
If this step is missed and the arrow is pointing;

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.

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.
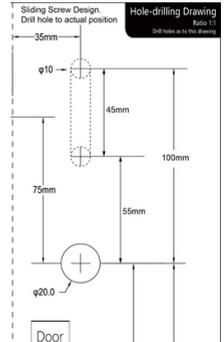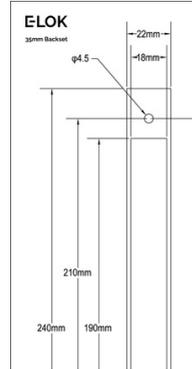

Step 2.
On the door face, you'll be required to make holes to suit the top screw, spindle and bottom screw of the E-LOK Lockset. Note the top fixing screw is adjustable, please cut to actual screw position.

Step 3.
Install the mortice lock into the door. Ensure fixings are tight and straight.
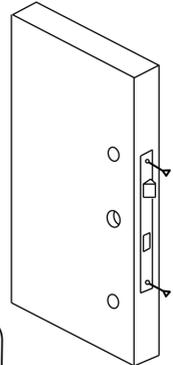
Step 4.
Install the spindle into the outdoor handle. Ensure that before you install, check the clutch arrow is pointing down. Use the included split pin to secure spindle in place.
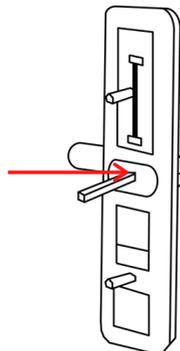
Installation:

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.
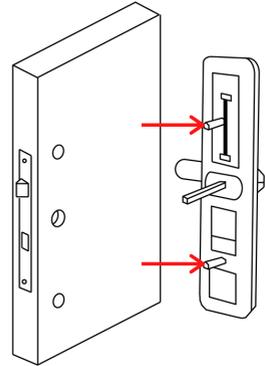
Step 6.
Now you are ready to connect the front and back panel. Remove the battery case from the inside panel. Connect the cable, ensure there is space in the door for it. Screw fixings from inside panel into screw casings from outside panel.
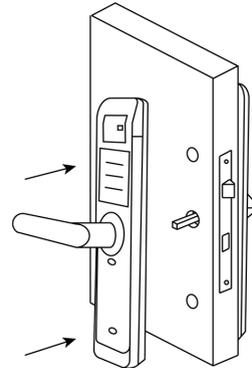
Step 7.
Screw and tighten the inside panel to the outside panel, using the appropriate fixings according to door width.

Install Batteries and attached battery cover back in plate.

E-LOK 8-Series Smartlock should be ready to go!
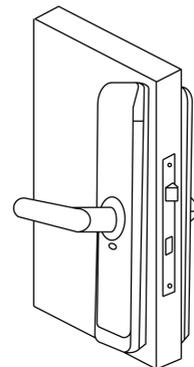
Factory Reset: (if you are admin + in Bluetooth range)

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.

Settings	
Basics	>
Unlock Remotely	On >
Passage Mode	Off >
Lock Sound	>
Lock Clock	>
Diagnosis	>
Read Operation Records	>
Firmware Update	>
Attendance	
Unlock Notification	
Delete	
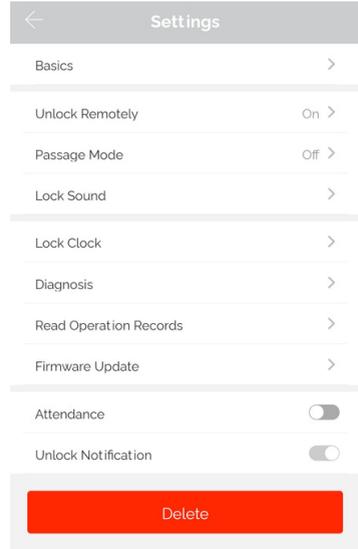
Factory Reset (if you are not admin):

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:
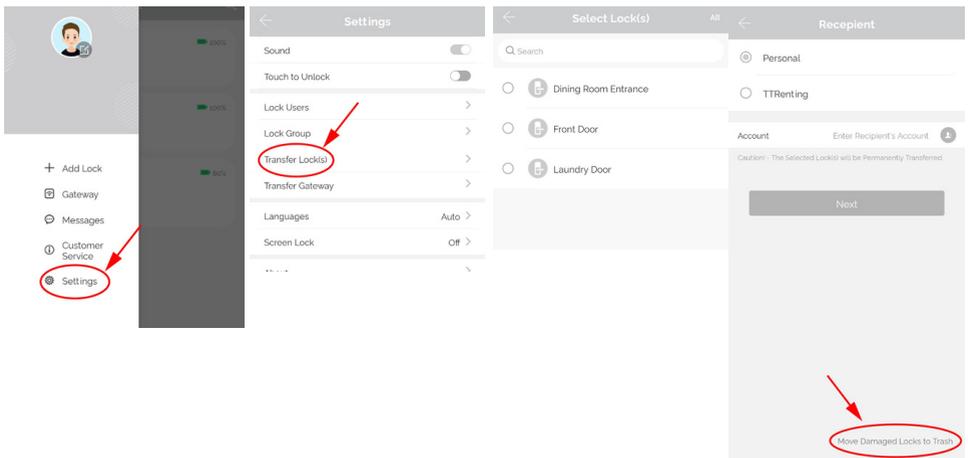
First Set-Up:

Get the E-LOK App by visiting E-LOK.com for the app download link
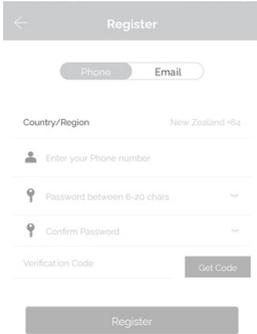
1. Register an account with E-LOK using either phone number or email.
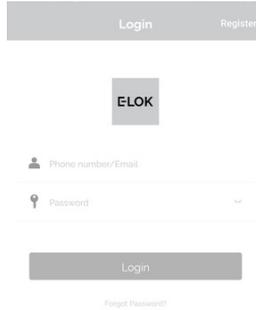
2. Login to your account.
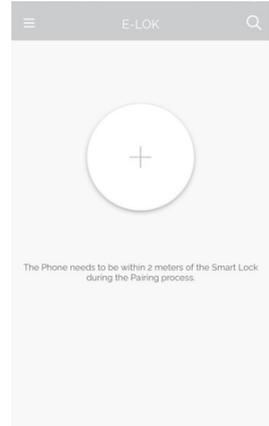
3. Ensure E-LOK 8-Series is on and Bluetooth enabled on phone, connect to lock. Tap pinpad & + sign to pair.
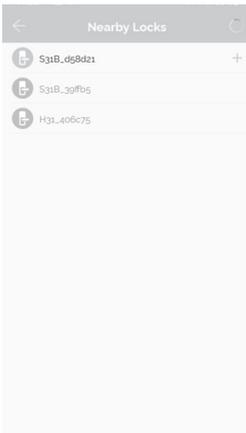
4. Select your E-LOK 8-Series. Note it will not be called the model of your E-LOK lock set.
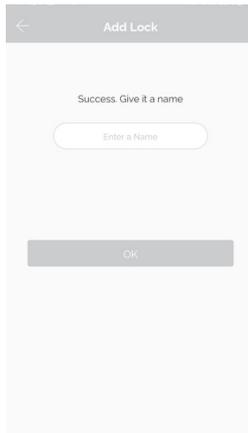
5. Rename your E-LOK 8-Series to your preference.
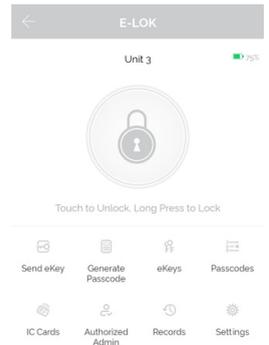
6. View your E-LOK lock set management page.

ELOK 8-Series

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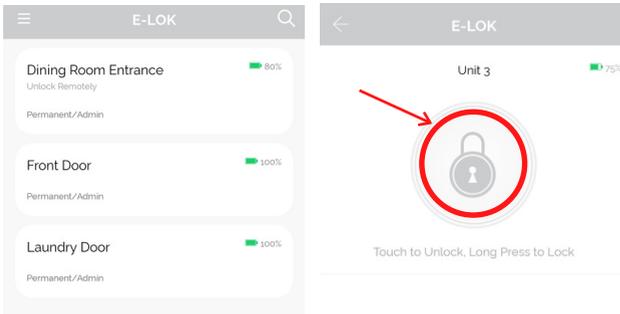
Pin code Management:
E-LOK App allows you to set a virtually unlimited amount of pincodes. You can set a range of different types of pincode. The best to use is custom to create yours. Set it to permanent, name it and set your preferred sequence. (4-9 digits).

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.
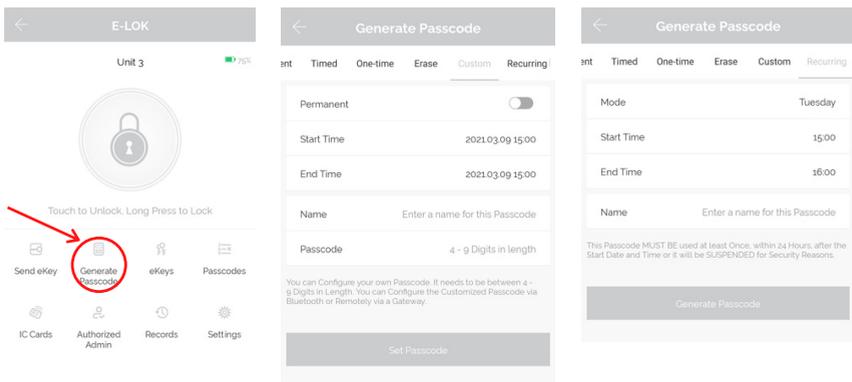
RFID Card + Privacy Lock

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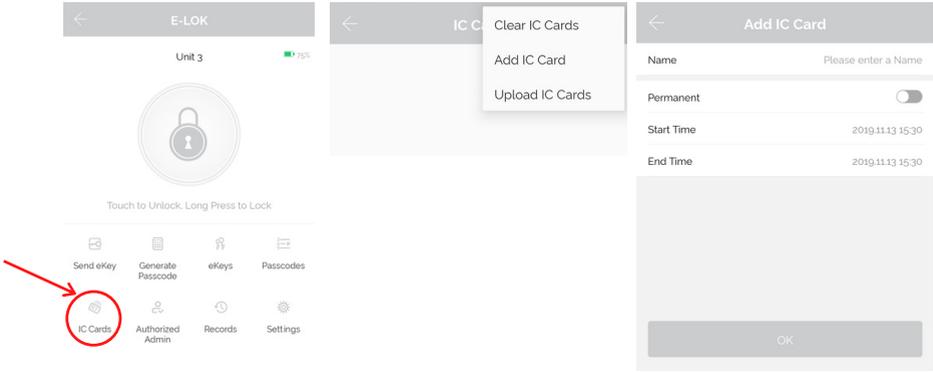
Privacy Lock:
New feature with the 8-Series is a privacy lock. To use it, enable in the lock settings and use sliding button on inside panel of the Smart Lock as shown. Red means only the Key Override or Master Admin can enter, all other pincodes and RFID cards won't unlock the 8-Series. Green means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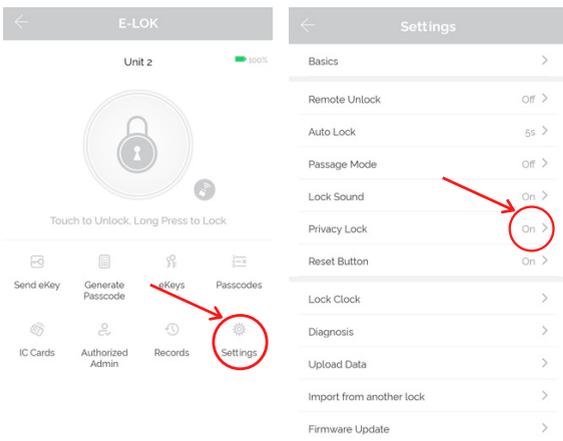
Remote Unlock + e-Key

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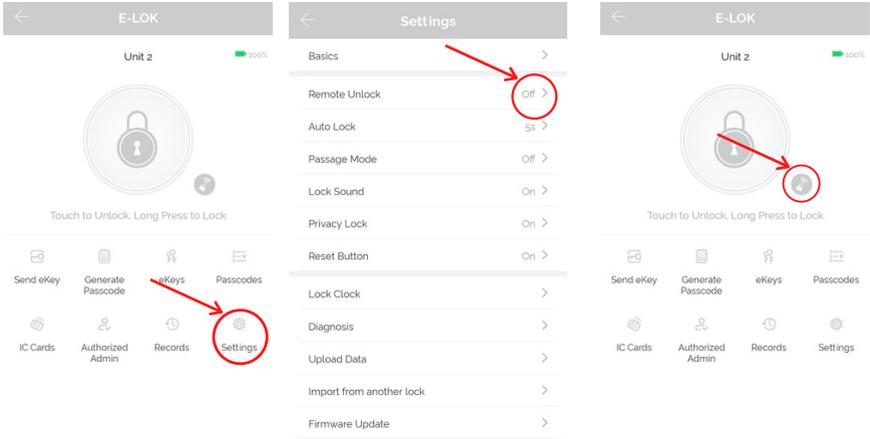
e-Key Management:
An e-Key gives another person with an E-LOK App Account access to view and use your E-LOK 8-Series. Tap on the "eKey" icon on the lock management page, this allows you to send an electronic key to another person with an E-LOK App account. You can either set the account to be an Admin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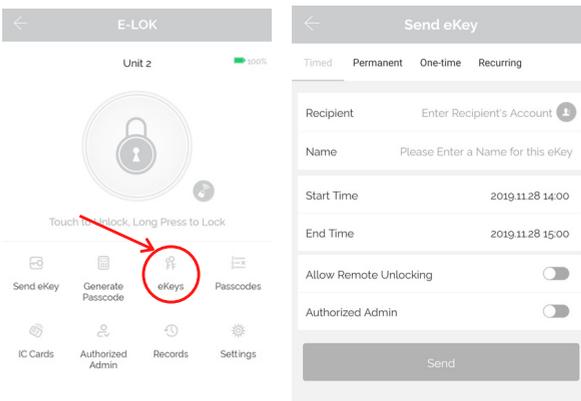
Admin Passcode + Unlock Records

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".
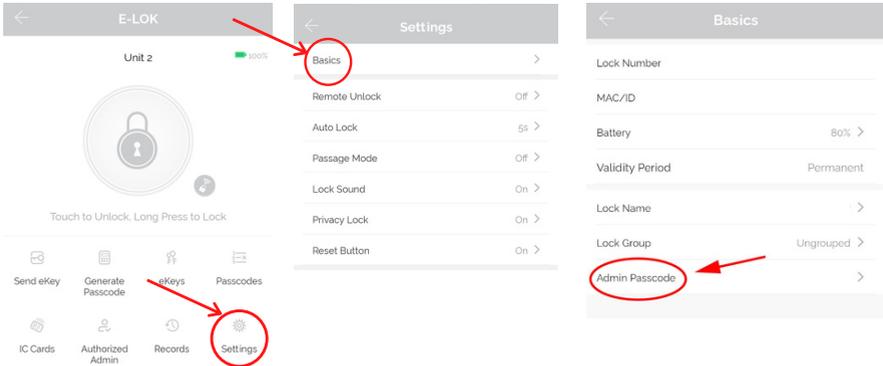
Unlock Records:

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.
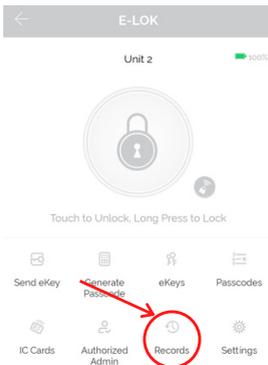
Battery Percentage + Lock Clock:

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.
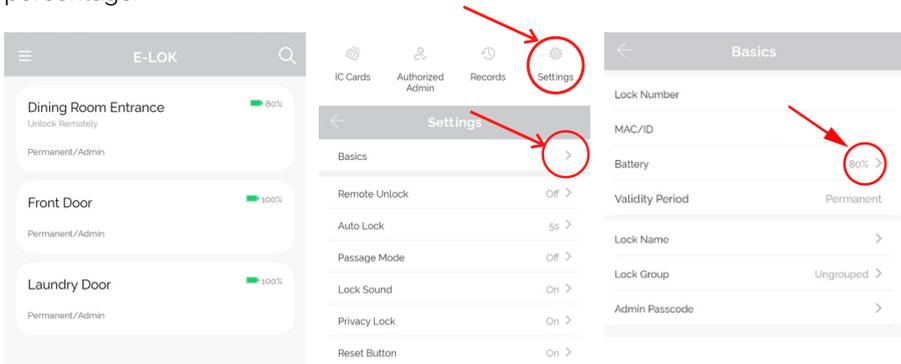
E-LOK Lockset Clock:

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.
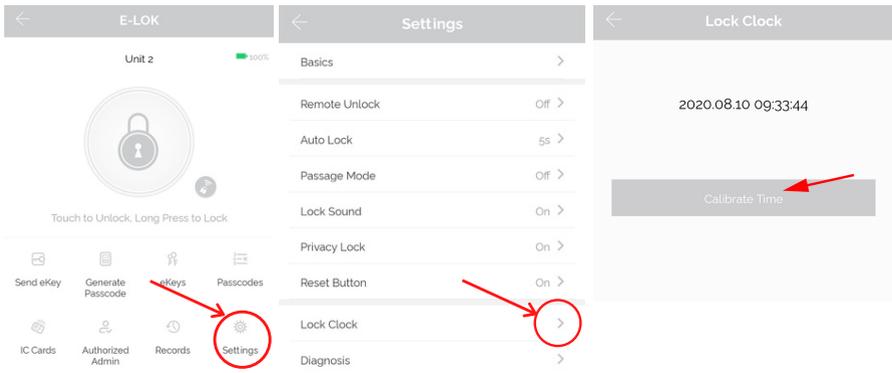
Passage mode:

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 9am-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.
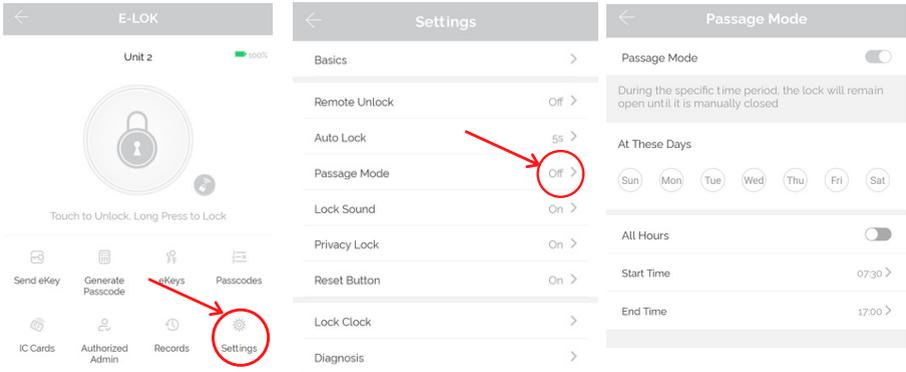
When you leave your house or office - with passage mode set on, there are two methods to lock your E-LOK Lockset correctly:

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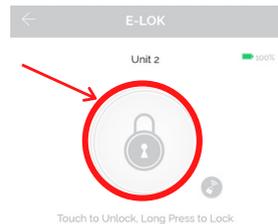
Once exited, long press "#" Key on pinpad. This will lock the E-LOK Lockset until you unlock it again. This method is perfect as it doesn't require the use of a phone. Ensure to lift handle and engage bolt.

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

NEW FUNCTION

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.
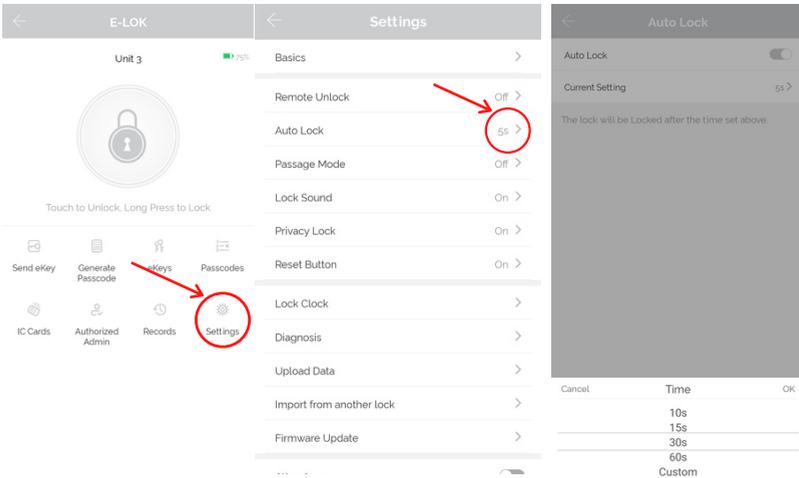
Lock Sound:

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.
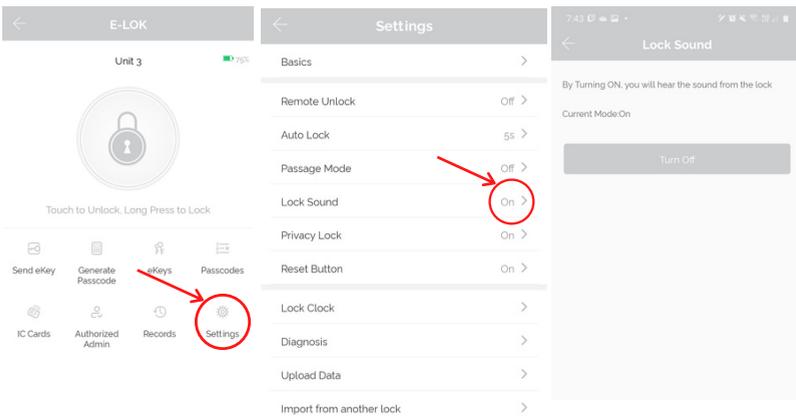
Extra Smart Lock settings:

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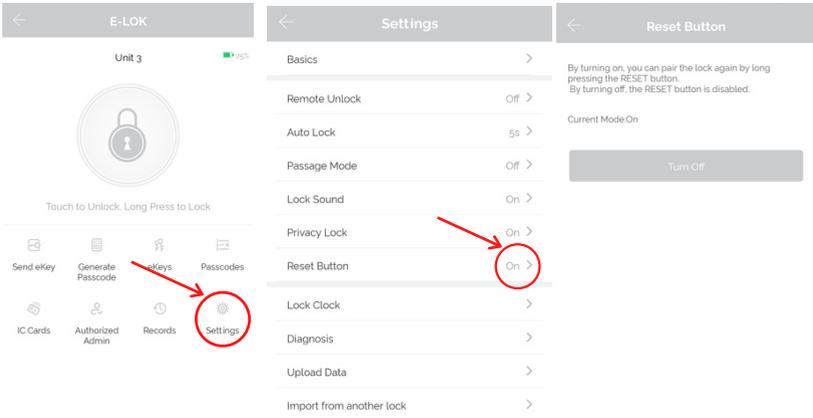
Import from another smart lock:
Import from another lock feature allows you to sync pincodes and RFID Cards between E-LOK Smart locks. If you have more than one E-LOK Smart Lock use this feature to have your pincode and RFID Card to work on each, without setting them up again. This feature is in the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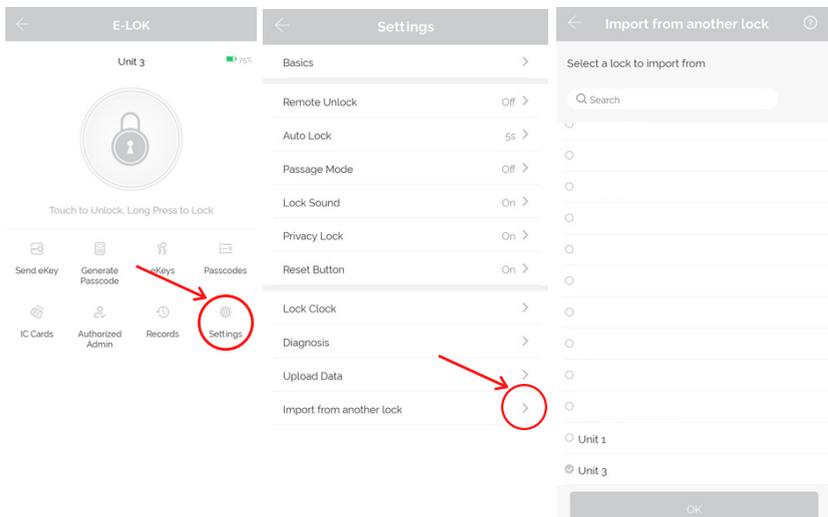
Extra Smart Lock settings:

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.
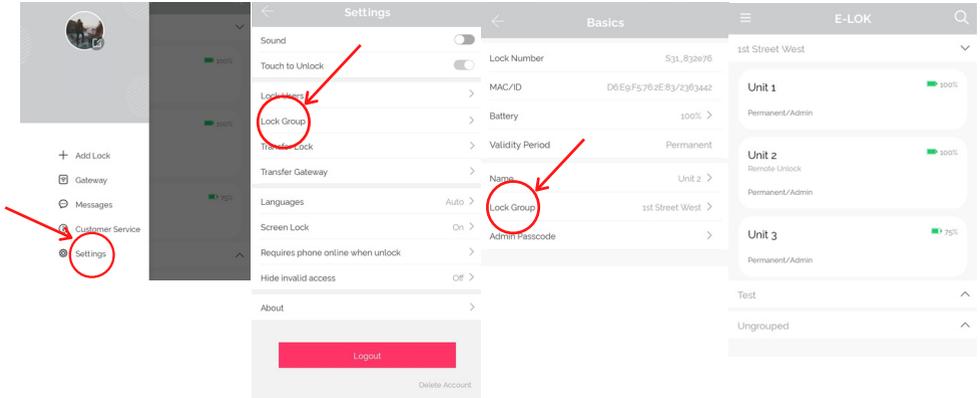
Transfer Lockset Ownership:

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.
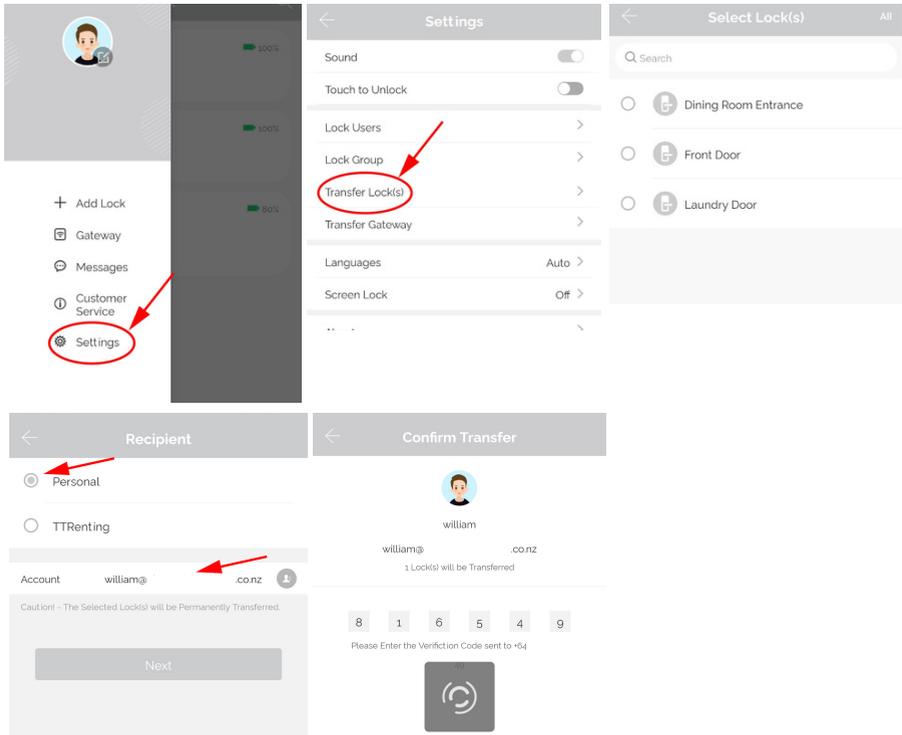
NOTE:

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 pin-code, 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.
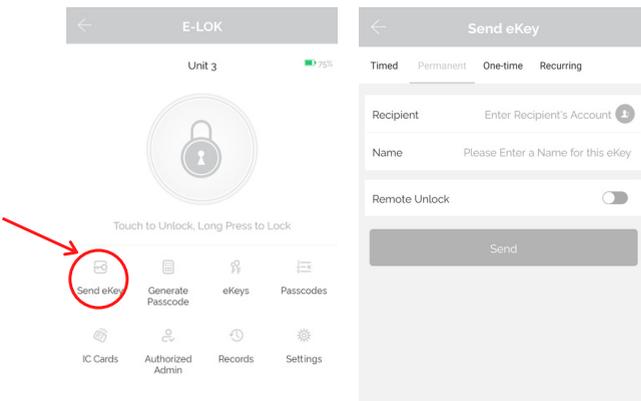
Use of Admin + User Functions Continued

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

**Lift to Engage
Mortice Deadbolt**

**Pull Down to Release
Mortice Deadbolt**

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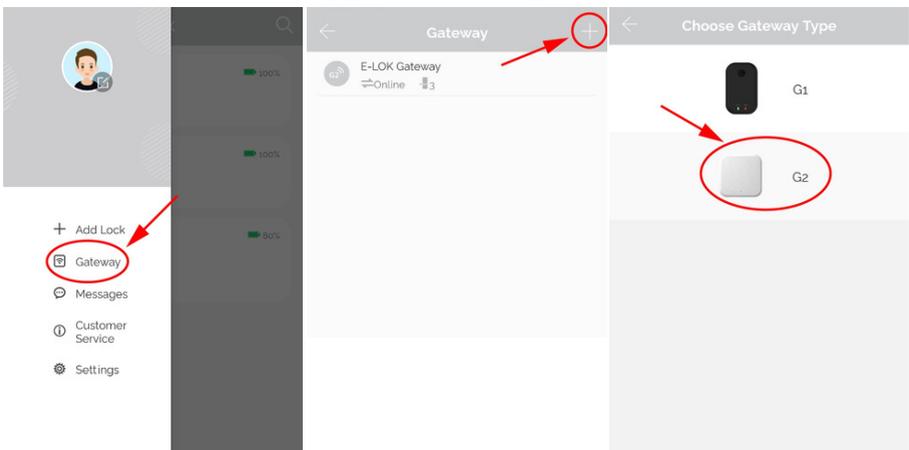
E-LOK Gateway (only if you've purchased the E-LOK Gateway Add-On)

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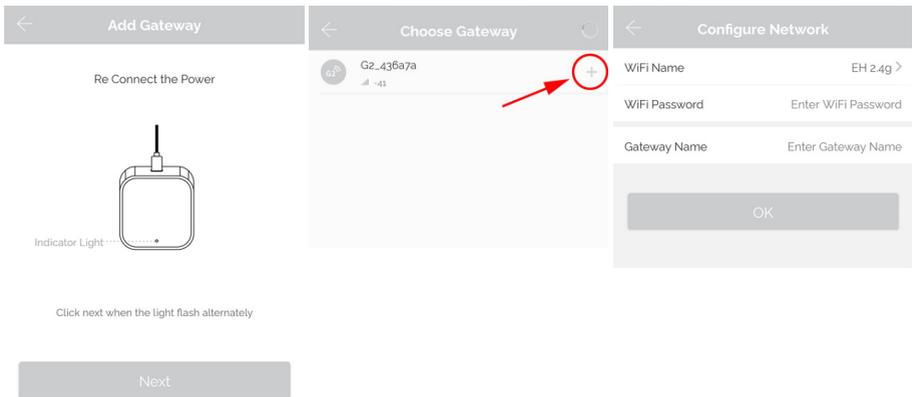
The E-LOK Gateway will now scan for an E-LOK 8-Series to connect to. This process takes a short amount of time. Once the scan is complete, it will display your E-LOK 8-Series and their connection to the Gateway. You can have multiple E-LOK 8-Series connected to one E-LOK Gateway.
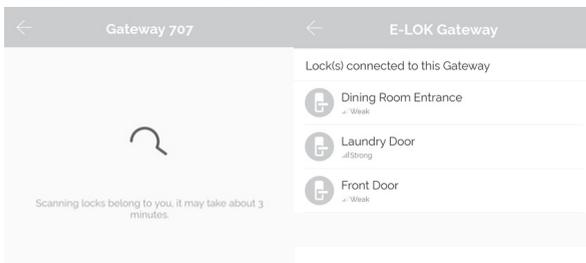
E-LOK Gateway (only if you've purchased the E-LOK Gateway Add-On)

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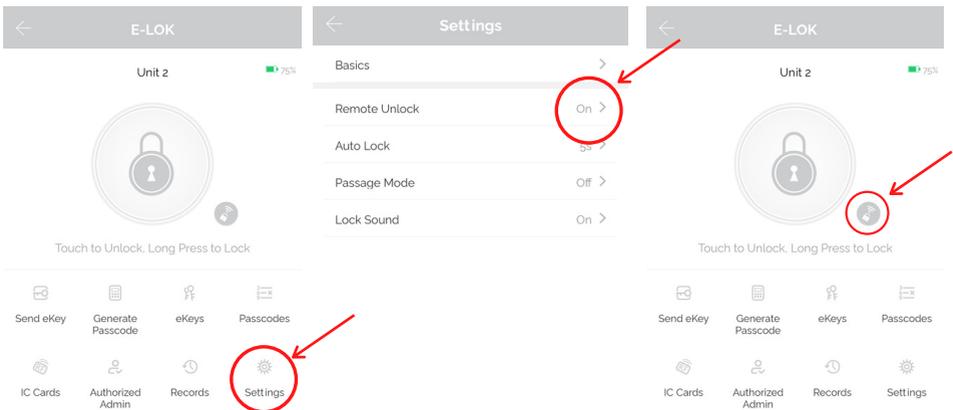
You will now be able to control your E-LOK 8-Series from the app remotely via Wi-Fi, whether you're at work or out-of-town. You can add, change or delete unlock codes. The remote unlock feature will now be available. You can also receive live notifications for when your E-LOK 8-Series was unlocked, and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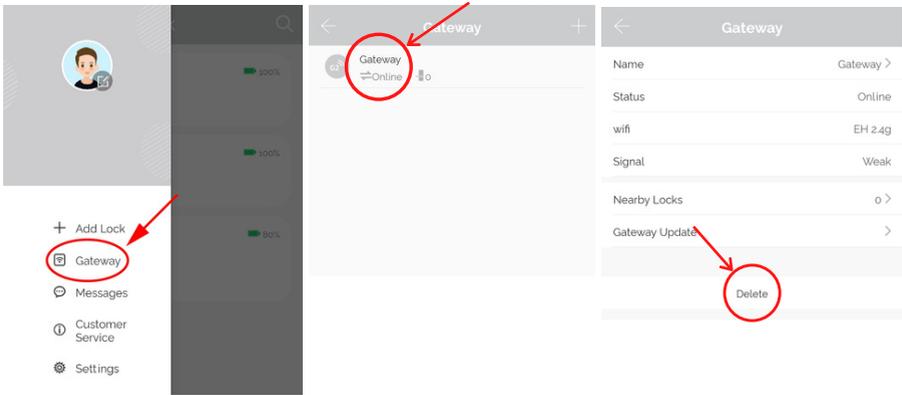
Transfer Gateway:

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.
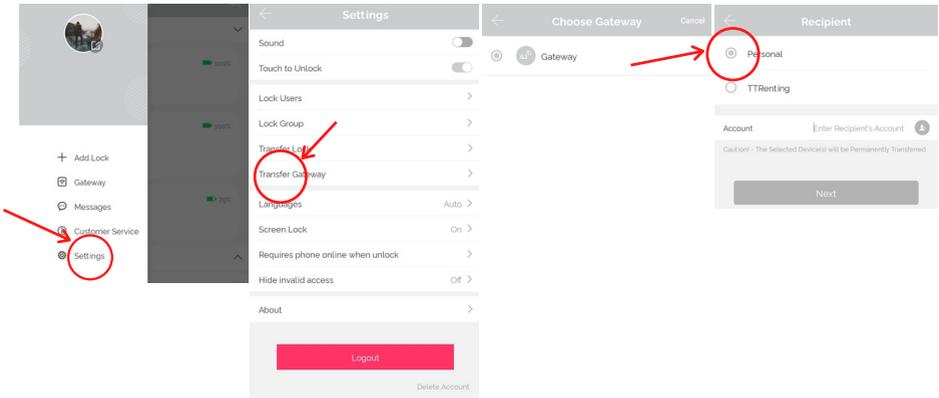
Additional Gateway Specs:

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 only 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:

E-LOK

8 - S e r i e s

User Manual

E-LOK.com