

# ELOK

## 705/707 User Manual



## ELOK 7-Series

### **Please Note:**

- Keep the included mechanical keys in a convenient place
- Replace the batteries when batteries are low voltage
- Read this user manual carefully before installing your 7-Series lock set

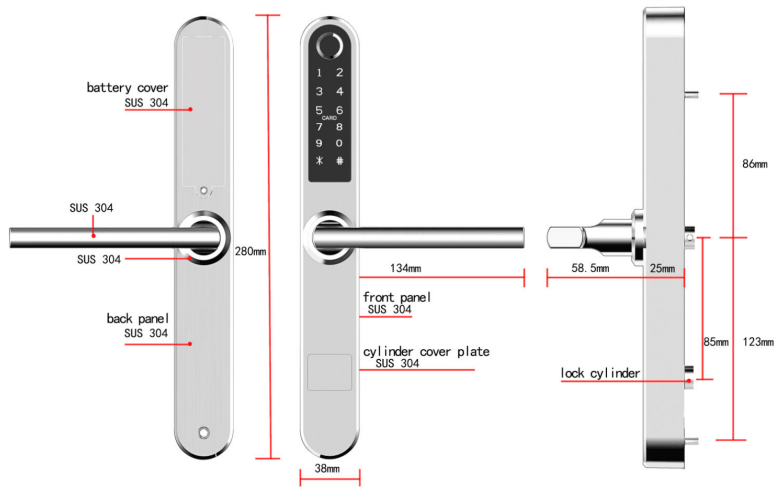
# E-LOK 7-Series

## Contents Page:

- Pg 3.** 7-Series Body & Mortice options
- Pg 4.** Packing List
- Pg 5.** 7-Series Specifications
- Pg 6.** Adjusting the Handing
- Pg 7.** Installation Check List
- Pg 8.** Installation; Steps 1-3
- Pg 9.** Installation; Steps 4-6
- Pg 10.** Factory Reset; Methods 1 & 2
- Pg 11.** Factory Rest; Trouble Shooting
- Pg 12.** First Set-up
- Pg 13.** Bluetooth + Pincode Unlocks
- Pg 14.** RFID Card + Fingerprint Unlocks
- Pg 15.** Remote Unlock + eKey
- Pg 16.** Admin Passcode + Unlock Records
- Pg 17.** Battery Percentage + Passage Mode
- Pg 18.** Use of Master Admin, Admin + User Pg. 1
- Pg 19.** Use of Master Admin, Admin + User Pg. 2
- Pg 20.** Use of Master Admin, Admin + User Pg. 3
- Pg 21.** 7-Series Handle Functions
- Pg 22.** Unlock with Mechanical Key
- Pg 23.** E-LOK Gateway Pg. 1
- Pg 24.** E-LOK Gateway Pg. 2
- Pg 25.** E-LOK Gateway Pg. 3
- Pg 26.** Maintenance Guide
- Pg 27.** Important Notes
- Pg 28.** Contact

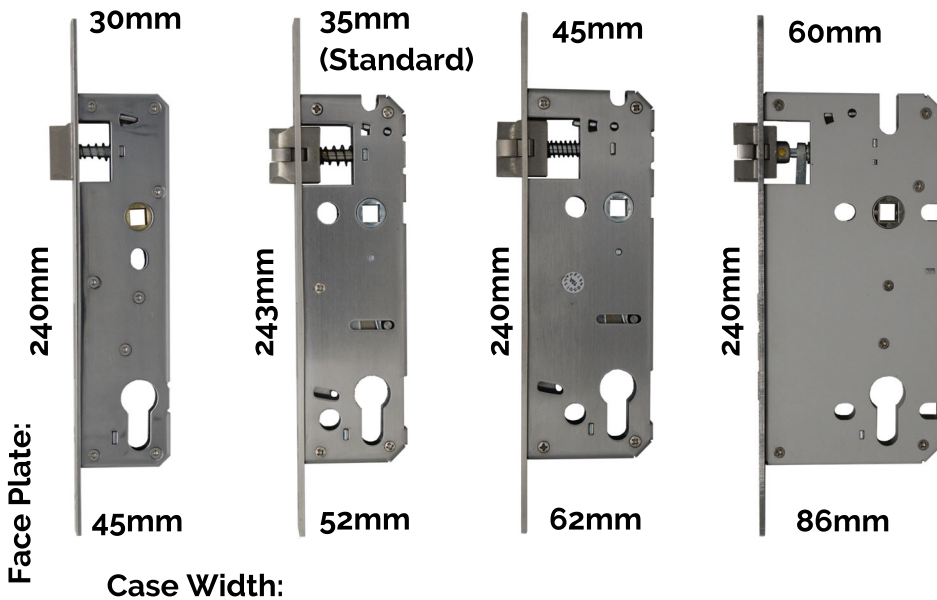
# E-LOK 7-Series

## 7-Series Body:



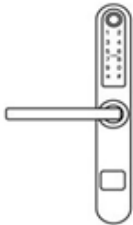
## Mortise Options:

### Back set:

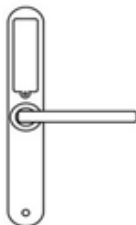


# E-LOK 7-Series

## Packing List:



Front Panel  
QTY 1



Back Panel  
QTY 1



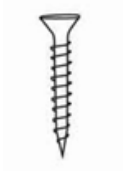
User Manual  
QTY 1



Mortice lock  
QTY 1



Strike  
QTY 1



Pointed Screw  
QTY 4



Mechanical Key  
QTY 3



Card  
QTY 3



Spindle  
QTY 2



Pin  
QTY 1



Fixing Screws 1  
QTY 3



Screw Casing  
QTY 3



Gasket  
QTY 2



Sliding Screw  
QTY 2



Fixing Screws 2  
QTY 2



Gateway  
(Optional)

## E-LOK 7-Series

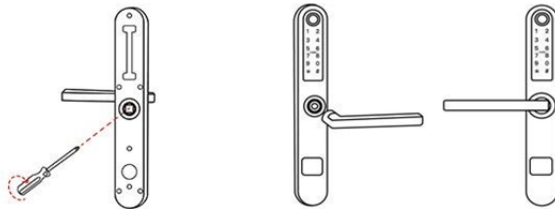
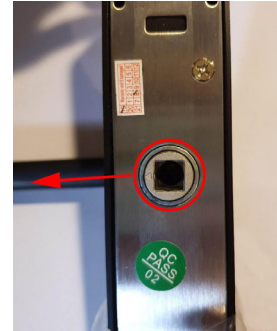
### Specs:

<b>Product Name:</b>	E-LOK 7-Series Smart Lockset
<b>Operating Application:</b>	E-LOK App
<b>Manufactured Material:</b>	304 Stainless Steel
<b>Finish Styles:</b>	Electroplate Black, Stainless Steel
<b>Unlock Methods:</b>	Pin Code, RFID Card, E-LOK App, Mechanical Key, Fingerprint (707 Model Only)
<b>Max Num. Locks on App:</b>	Unlimited
<b>Max Num. Pin Codes:</b>	Unlimited
<b>Max Num. RFID Cards:</b>	200 RFID Cards
<b>Max Num. Fingerprints:</b>	200 Fingerprints
<b>Batteries:</b>	6V (4*AAA Batteries)
<b>Battery life:</b>	10,000 Lock and Unlock Operations
<b>Operating Temp:</b>	-20°C — 70°C
<b>Operating Humidity:</b>	10% - 95%
<b>Suitable Door Thickness:</b>	30mm - 80mm
<b>Suitable Door Types:</b>	Aluminium Door, Wooden Door
<b>Product Size:</b>	280mm(H)*38mm(W)*25mm(D)
<b>Standard Mortice lock Size:</b>	35mm Back Set
<b>Available Mortice lock Sizes:</b>	30mm, 45mm, 60mm Back Set
<b>7-Series Warranty:</b>	2 Year Warranty
<b>E-LOK Gateway Warranty:</b>	2 Year Warranty

## E-LOK 7-Series

### Adjusting The Handing:

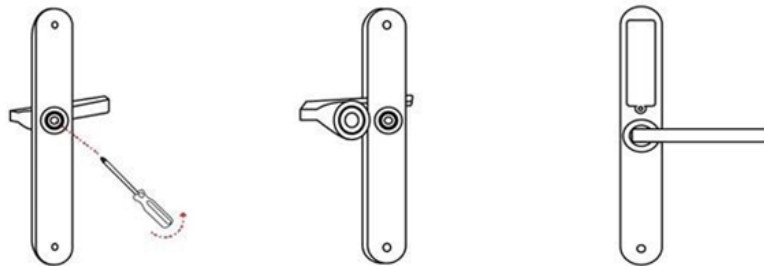
**Note:** The arrow on the clutch must point in the direction of the handle. Ensure when you are installing your lock set or changing the handing of the lock set that the arrow is pointing in the correct direction.



Turn the handle on the front panel, loosen the inner screw.  
Remove the handle.

After adjusting the direction of the handle, insert it into the handle seat, re-tighten the inner screw and ensure arrow is pointing in the direction of the handle (above image).

Check the inner-screw is tight before moving onto the rear panel.



Complete the same process for the rear handle. Ensure inner screw is tight when re-attaching handle to the panel.

## E-LOK 7-Series

### Installation Check List:

- Hole for mortice lock is accurately measured and cut.
- Mortice lock installed tightly with correct fixings.
- Gasket is installed to lock set's front and rear panel.
- Pin is used to secure spindle on front panel.
- Arrow on clutch is pointing in direction of handle before fitting to door.
- Screw casings are installed tightly.
- Data/Power cable is connected without kinks in wire.
- Correct screws are used to fix back panel to front panel.
- Batteries installed - check if lockset turns on before fully fixing lockset to door.
- Check all screws have been used to install lock set and are tight.

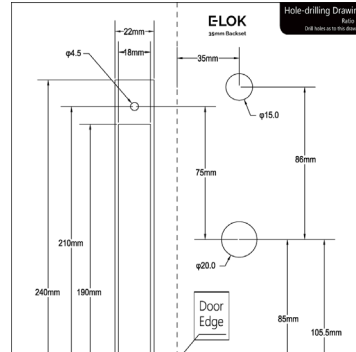


# E-LOK 7-Series

## Installation:

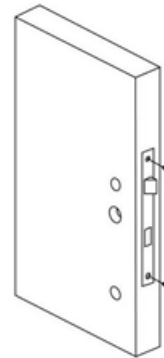
### Step 1.

If you are retrofitting into an existing mortice hole, skip this step. If you are fitting the 7-Series into a new hole, take the including mortice template and cut the holes into your door. Your E-LOK 7-Series comes with screws to both suit wooden and aluminium doors.



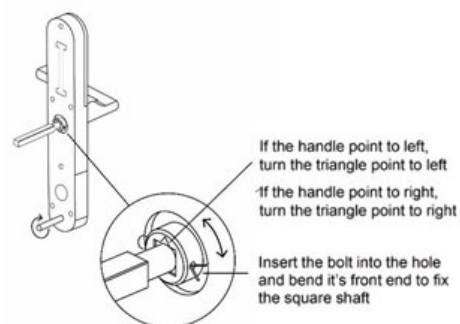
### Step 2.

Once you've created the holes for your mortice lock, it is time to install it into your door. Ensure the mortice lock is straight and in the centre of your door. Also ensure to use the correct screws when fixing it to your door.



### Step 3.

Once you've installed the mortice lock, install the spindle into the outdoor handle. Ensure that before you install, check the clutch arrow is pointing in the direction of the handle. Use the included pin to secure spindle in place.

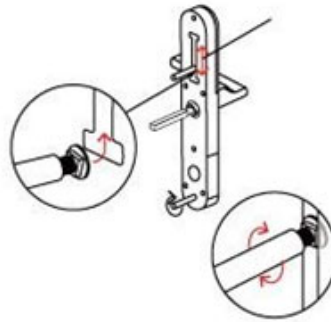


# E-LOK 7-Series

## Installation:

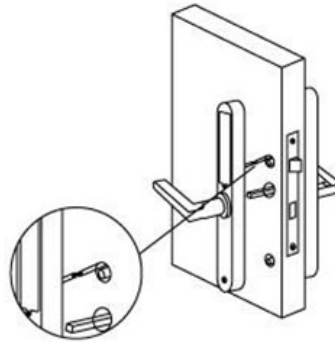
### Step 4.

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



### Step 5.

Now you are ready to connect the front and back panel. Connect the cable, ensure there is space in the door for it. You may have to create a hole in a wooden door for this.

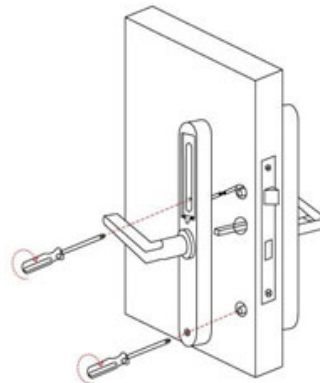


### Step 6.

Remove the battery case from the back panel. Screw the back panel to front panel. Use the long fixing screw for the bottom fixing point. Choose between the two shorter fixing screws for the top hole depending on your door width.

Install Batteries and screw the battery case back into place.

E-LOK 7-Series should be ready to go.



# E-LOK 7-Series

## Factory Reset:

### Method One

**Only use this method if E-LOK 7-Series is set-up but not on YOUR E-LOK App account.**

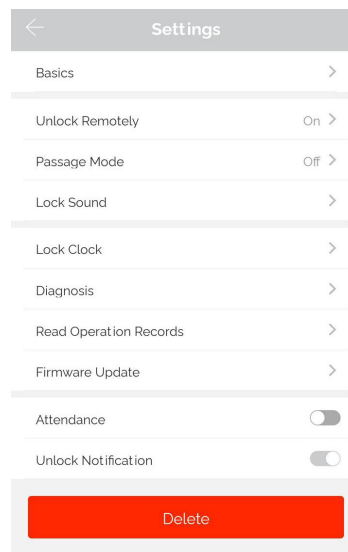
Open the cover for the batteries on the rear plate, long press the button on the bottom left side for 5 seconds, input code "000#" on the front panel. The system reset will be complete.



### Method Two

**Use this method if E-LOK is Set-Up on your E-LOK APP**

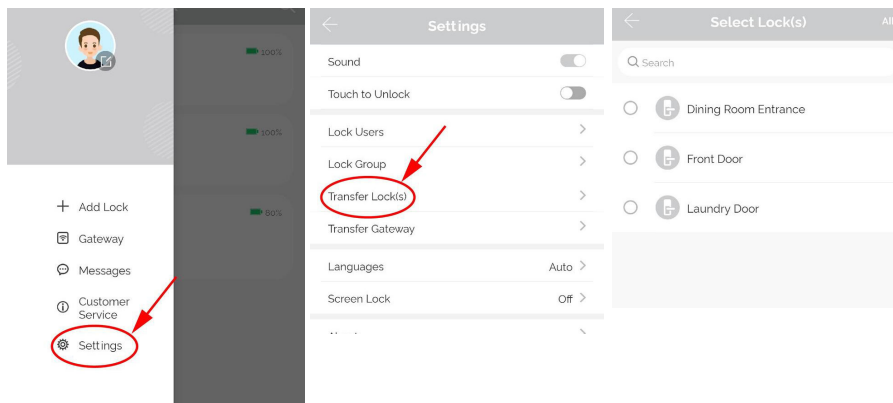
Once your E-LOK 7-Series is set-up on the E-LOK App, you can factory reset it by going into the lock settings and tapping "Delete". Keep a note of the password you set for your E-LOK App Account; this is required to delete/reset the E-LOK 7-Series from the App.



# E-LOK 7-Series

## Factory Reset Trouble Shooting:

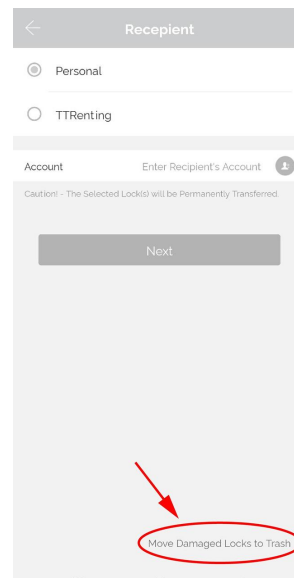
Use this method of removing the E-LOK 7-Series from your app if you factory reset using method one when the lock set was still connected to your app.



Tap into your account Settings.  
Press "Transfer Lock"  
Choose the E-LOK 7-Series you wish to Remove from the app  
Tap Move Damaged Locks to Trash.

This will remove the E-LOK 7-Series from your app.

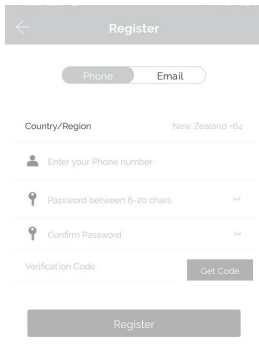
You will then be able to set-up the same E-LOK 7-Series from the start.



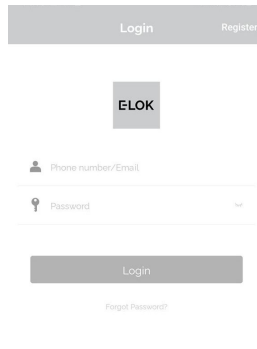
# E-LOK 7-Series

## First Set-Up:

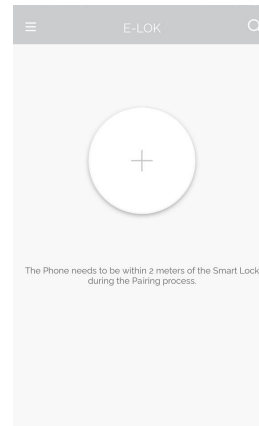
Get the E-LOK App by visiting [E-LOK.com](http://E-LOK.com) for the app download link



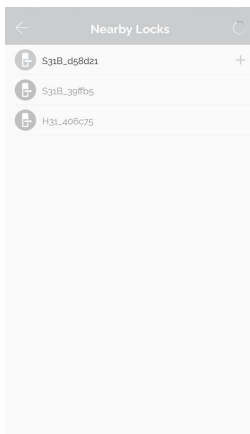
1. Register an account with E-LOK using either phone number or email.



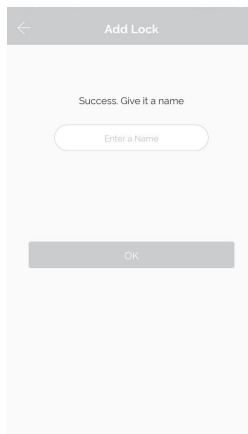
2. Login to your account.



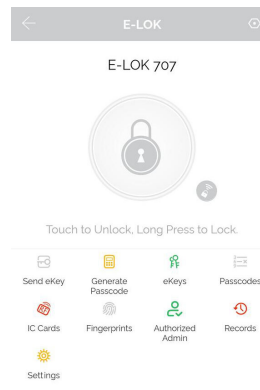
3. Ensure E-LOK 7-Series is on and Bluetooth enabled on phone, connect to lock.



4. Select your E-LOK 7-Series. Note it will not be called the model of your E-LOK lock set.



5. Rename your E-LOK 7-Series to your preference.



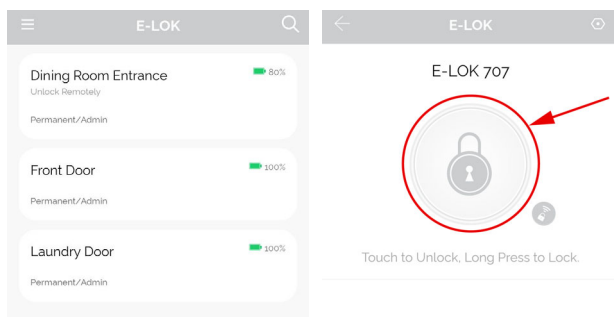
6. View your E-LOK lock set management page.

# E-LOK 7-Series

## Bluetooth Unlock + Pin codes

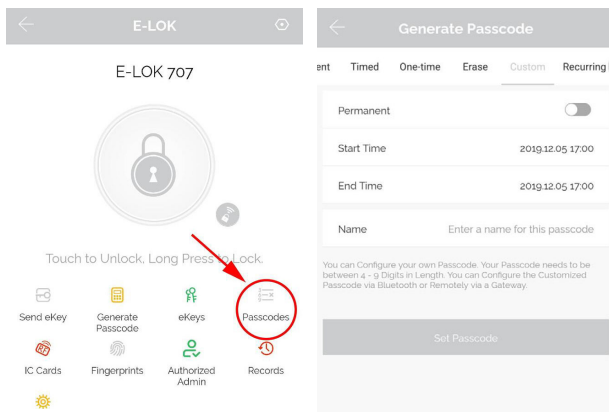
### Bluetooth Unlock:

After you've connected your phone to your E-LOK 7-Series, open the lock management page and tap the Unlock icon. This will unlock your E-LOK via Bluetooth and it will automatically re-lock itself.



### Pin code Management:

E-LOK App allows you to set an unlimited number of pin codes. To set one, tap "Passcode", choose if you want a permanent, timed, custom or a one-off pass code, name it and then tap "generate". E-LOK App also allows you to set a custom pin code if you have a code sequence you like. Name your pin codes uniquely to see what codes are used and when.

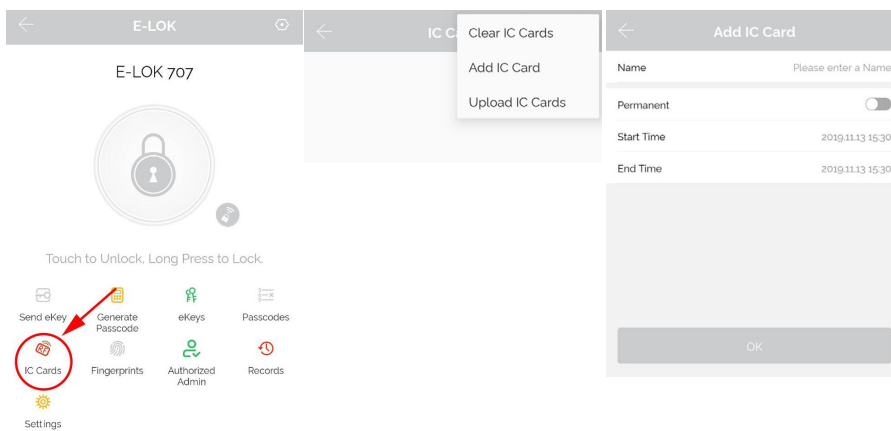


# E-LOK 7-Series

## RFID Card + Fingerprint

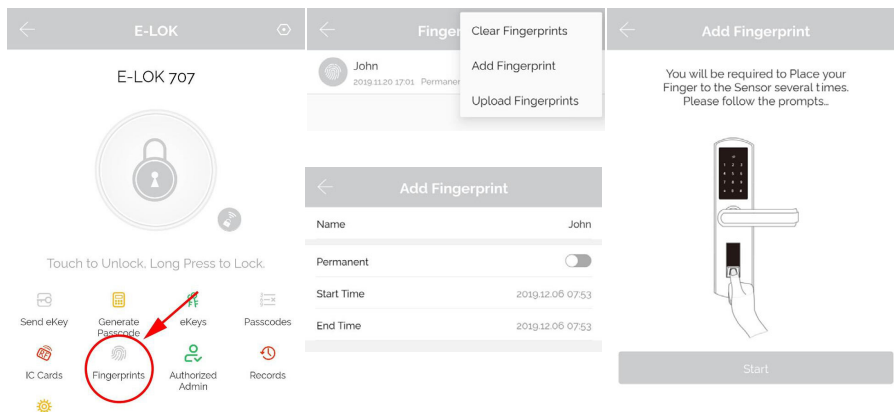
### RFID Card Management:

E-LOK App allows you to store 200 unique RFID Cards. To set one up of the three included with your E-LOK 7-Series, 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 car keys for easy use.



### Fingerprint Management (only on E-LOK 707):

E-LOK App allows you to store 200 separate fingerprints to unlock the 7-Series. To add your fingerprint tap "Fingerprints", tap the top right menu and "Add Fingerprint". From here you can name and manage when the fingerprint will unlock your 7-Series lock. Tap "Next" and follow the prompts to add your fingerprint to the app.

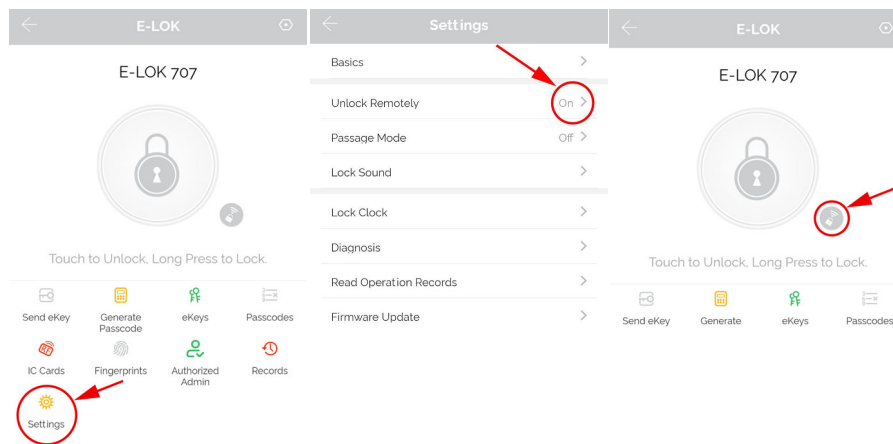


# E-LOK 7-Series

## Remote Unlock + e-Key

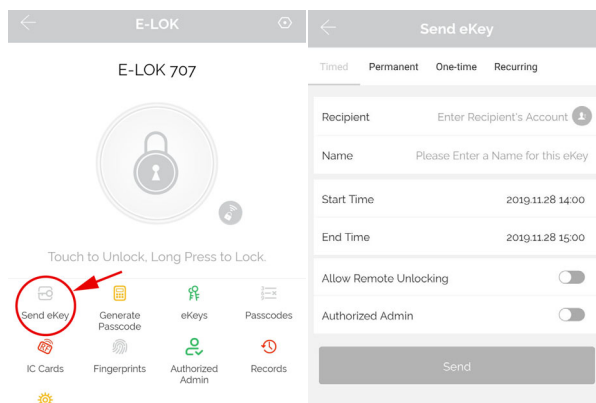
### Remote Wi-Fi Unlock (only with E-LOK Gateway Add-on).

After you've connected your phone to your E-LOK lock set and connected your E-LOK Gateway, open the lock management page and tap the Unlock icon. This will unlock your E-LOK via Wi-Fi and it will automatically re-lock itself. Ensure Unlock Remotely is enable in the settings.



### e-Key Management:

An e-Key gives another person with an E-LOK App Account access to view and use your E-LOK 7-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 ... page for further information on how to use e-Keys.



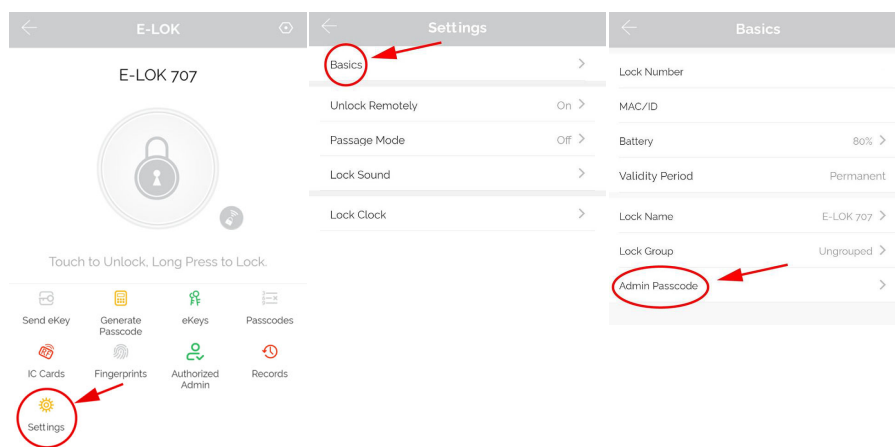


# E-LOK 7-Series

## Admin passcode + Unlock Records

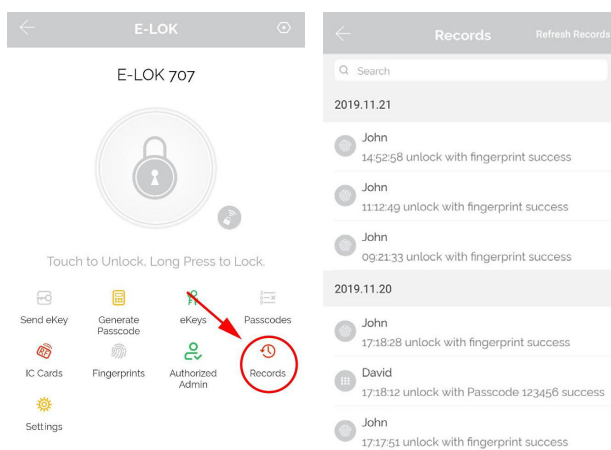
### Admin Passcode:

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". Keep a note of this 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.

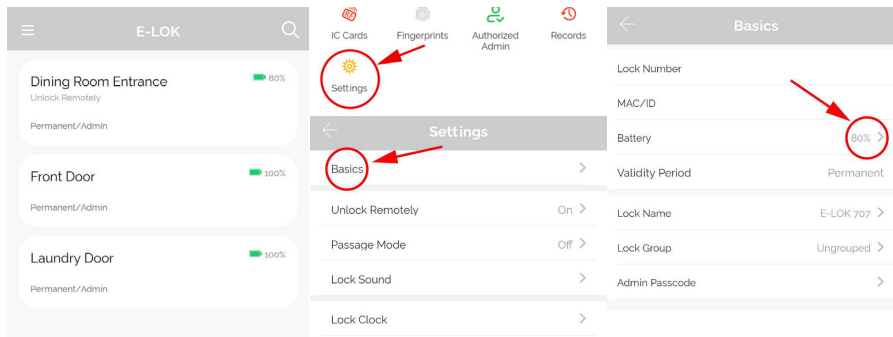


# E-LOK 7-Series

## Battery + Passage mode

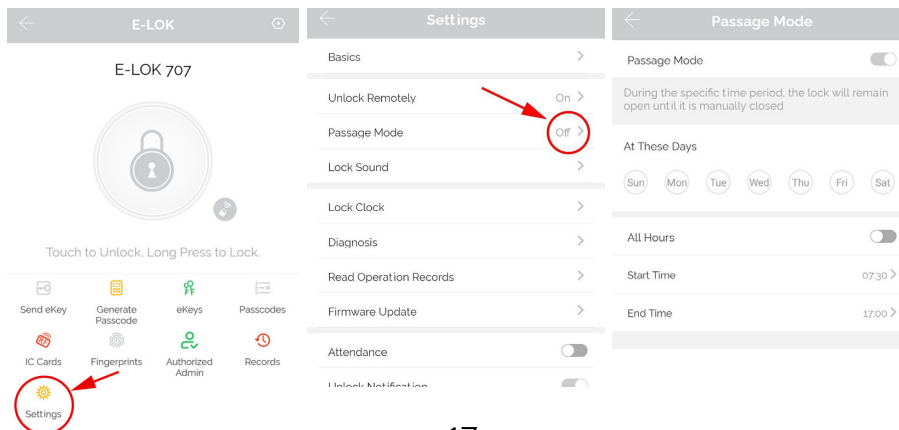
### Check Battery Percentage:

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 10%. 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. Expect your batteries to last 6-10 months.



### Passage mode:

E-LOK App allows you to manage and control passage mode on your E-LOK 7-Series. Tap into "Settings", "Passage Mode", then choose the days and hours you want your E-LOK 7-Series to be in passage mode. A common application for this is having a 7-Series on passage mode Mon-Fri 9am-5pm for an office building. You can also set it for all hours and turn it off when you want your E-LOK 7-Series to lock.



# E-LOK 7-Series

## 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 7-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 and start over. 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:



- 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,

# E-LOK 7-Series

## Use of Admin + User Functions Continued

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

#### Master Admin:

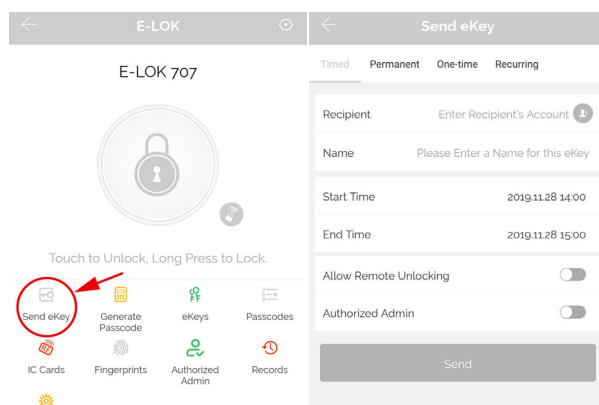
The Master Admin can see all passcodes associated with its particular Lock set. The Master Admin can see which Admin created a passcode, when and at what time it was created. The Master Admin can also see when a particular passcode was used and also delete them from being used again.

#### Admin:

An Admin can set passcodes for their chosen 7-Series Lock set. They can only view their own passcodes and none of the passcodes set by another 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 7-Series.



## E-LOK 7-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

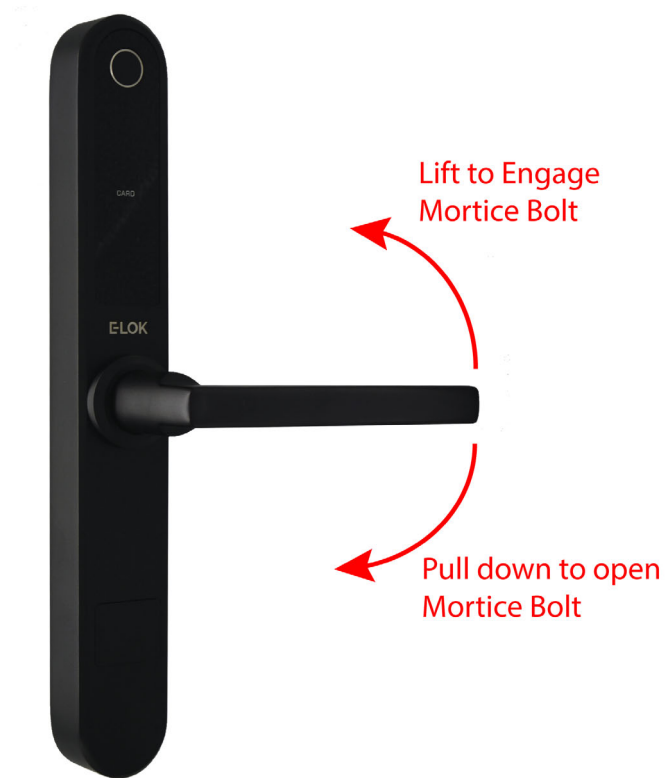
The **Property Manager** (Master Admin) can remotely monitor and control the lock set (with E-LOK Gateway) on behalf of the **Property Owner**. They can add, delete and name separate unlock codes and allocate them for use by different Admin's or User's. This allows the **Property Manager** to seamlessly 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.

## E-LOK 7-Series

### Using E-LOK 7-Series



Your E-LOK 7-Series has two handle functions.

Lift up the handle to engage the mortice bolt.

Pull down to unlock and release latch.

Important Notes: When the E-LOK 7-Series Automatically locks, the handle disengages from the latch, but you can still lift the handle to engage the mortice bolt.

## E-LOK 7-Series

### Unlocking E-LOK 7-Series with Key

Your E-LOK comes with three mechanical keys and a slot in the front panel to use them. If you've forgotten your pin-code or your E-LOK 7-Series batteries are flat, follow these steps to unlock it manually.

Press finger into left or right side of cover, cover should lever open.

Insert key to key slot.

Turn the key to shown position

Pull the handle down as it is now engaged with the latch.

If batteries are flat please replace them.



# E-LOK 7-Series

## 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 7-Series E-LOK via Wi-Fi. It will also allow you to change settings, unlock the 7-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 lock-set.

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

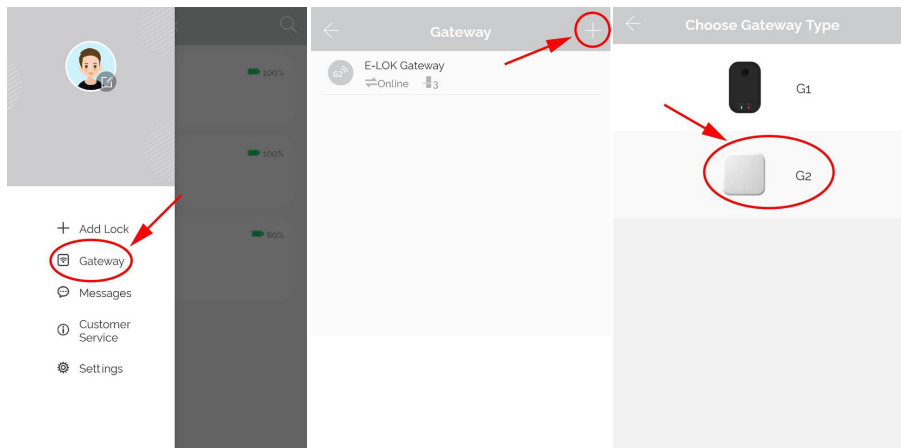
It must be:

- Near a Wi-Fi router
- Near the E-LOK 7-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 7-Series

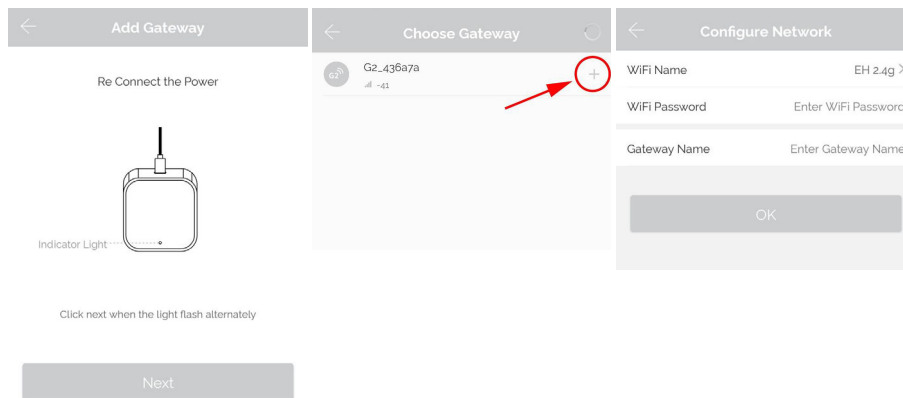
## E-LOK Gateway (only if you've purchased the E-LOK Gateway Add-On)

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

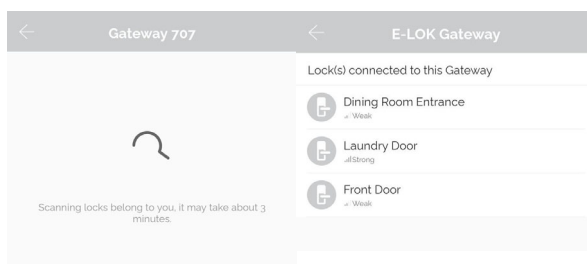
Tap "Next" then Tap "G2"

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 7-Series Lock.



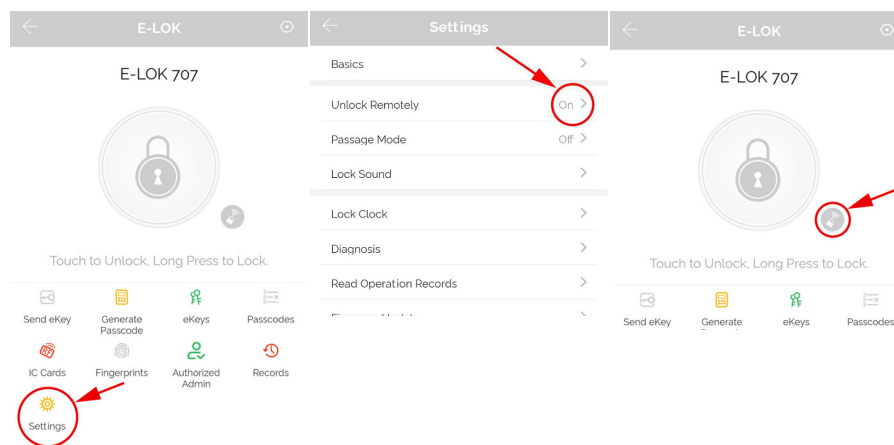
The E-LOK Gateway will now scan for an E-LOK 7-Series to connect to. This process takes a short amount of time. Once the scan is complete, it will display your E-LOK 7-Series and their connection to the Gateway. You can have multiple E-LOK 7-Series connected to one E-LOK Gateway.



# E-LOK 7-Series

## 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 7-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 7-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 7-Series was unlocked, and which code was used to unlock it.

## E-LOK 7-Series

### Maintenance Guide:

Maintenance should be carried out on your E-LOK 7-Series every 6-12 months.

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

#### **Every 12 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 AAA batteries.
- Wipe the surface of the E-LOK 7-Series with a cloth dampened with only water. This will help remove any dust or micro contaminants on the surface.
- If the handle feels loose or wiggles from the lock set, you may have to remove the lock set from the door and re-tighten the inner screw securing the handle to either the front or rear panel.
- It is also a good idea to do a full factory reset of the E-LOK 7-Series to ensure software stays light and un-bloated.

## E-LOK 7-Series

### **Important Notes:**

Please Note:

You must use the E-LOK App to set-up your E-LOK 7-Series. When you first plug in your 7-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](http://E-LOK.com)

The E-LOK App allows you to manage an unlimited amount of E-LOK 7-Series from your phone. Remember to name each E-LOK 7-Series uniquely to ensure you don't mix them up.

The E-LOK Gateway can connect to multiple E-LOK 7-Series. An instance where you'd need multiple E-LOK Gateway's is if one E-LOK 7-Series 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 7-Series Locks. This means you can have an E-LOK Gateway at home connected to your E-LOK 7-Series plus one at work and manage them individually.

## E-LOK 7-Series

### **Contact:**

If you run into trouble with your E-LOK please visit: [E-LOK.com](http://E-LOK.com) for further information, help and tools. If you don't find your answer on [E-LOK.com](http://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.

# **ELOK**

## **7 - Series**

### **User Manual**