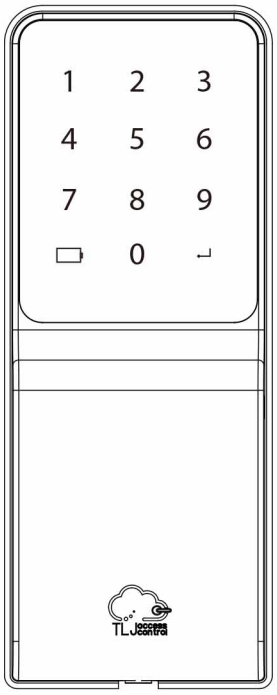
TLJ access control

Part of the TLJ Group

ZPAD3.4 User Guide

Touchscreen keypad
with Z-Wave™ and BLE
(compatible TLJ lock required)



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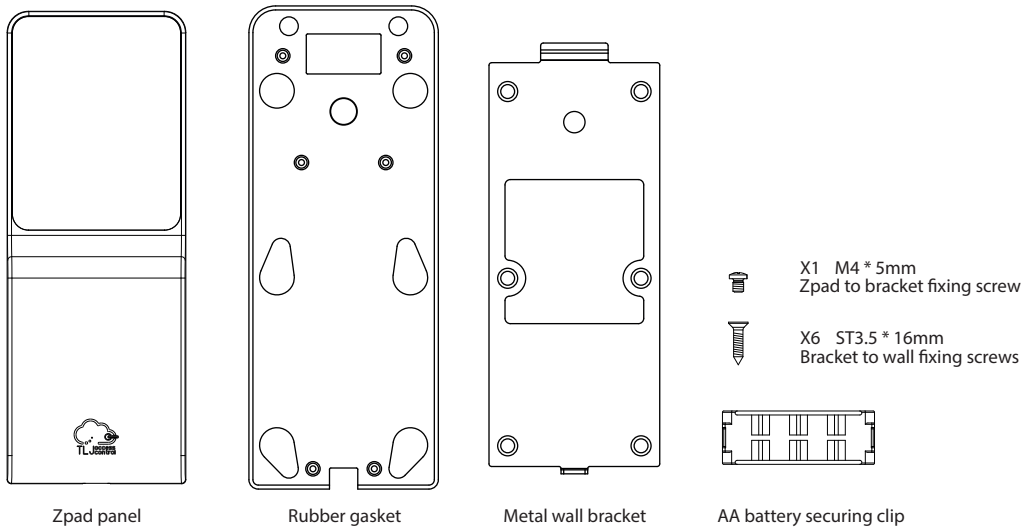
Compatible TLJ Locks

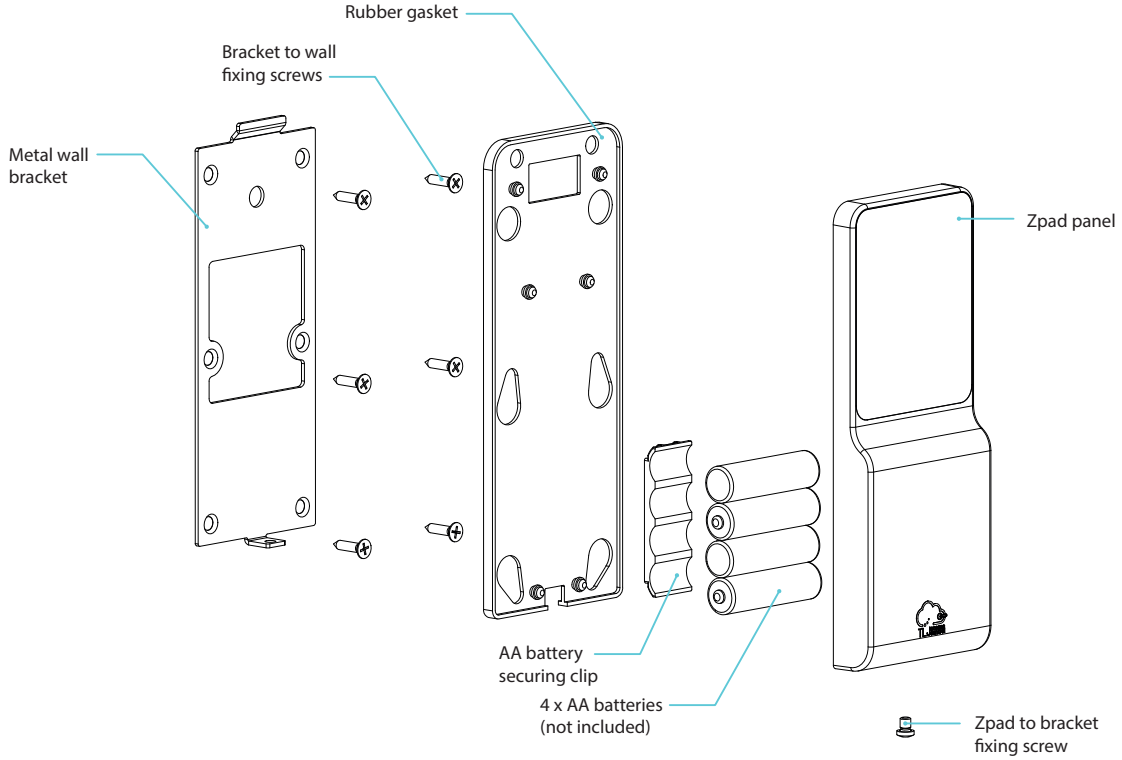
- TLJ Infinity
- TLJ Identity
- TLJ RezLok
- Invisible by TLJ

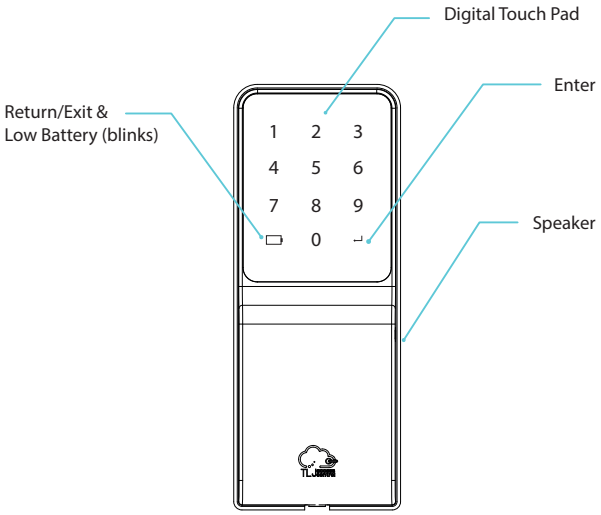
Important Note
compatible firmware is required for Zpad pairing.

Box Contents

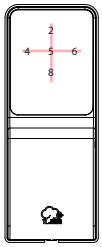


Installation

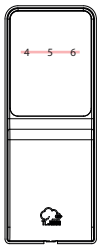




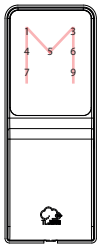
Guidance Symbols



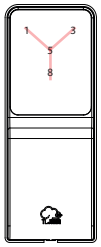
Add
The plus symbol will illuminate when the user is inputting a new PIN, i.e. 'Add new User PIN' or 'Create the Master PIN'



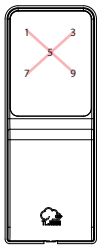
Delete
The minus symbol will illuminate when the user is removing an exisiting PIN, i.e. 'Delete User PIN' or 'Delete Admin User PIN'



Master
The letter M symbol will illuminate when the user is required to input the Master PIN code, i.e. 'Input Master to access the Menu'



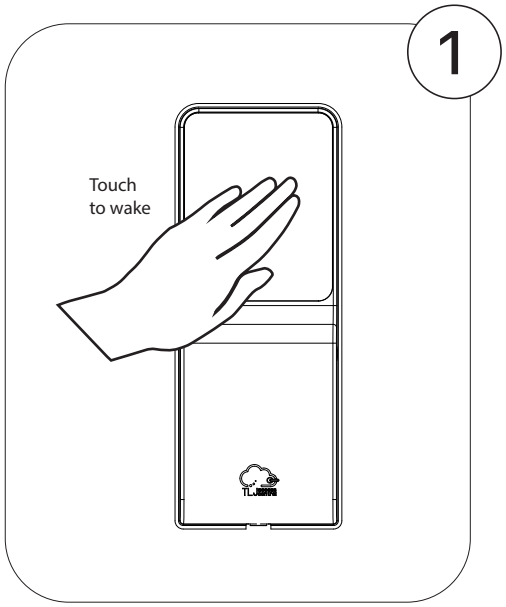
Success
The letter Y symbol will illuminate when the user has successfully completed an operation or changed a setting

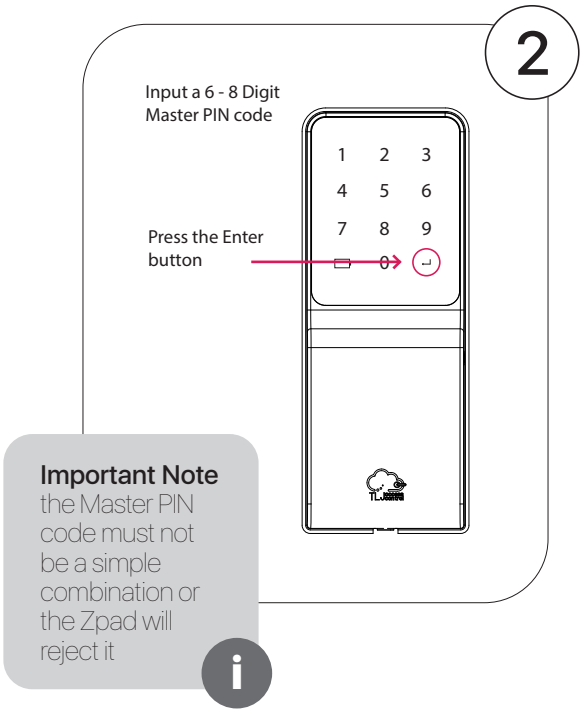


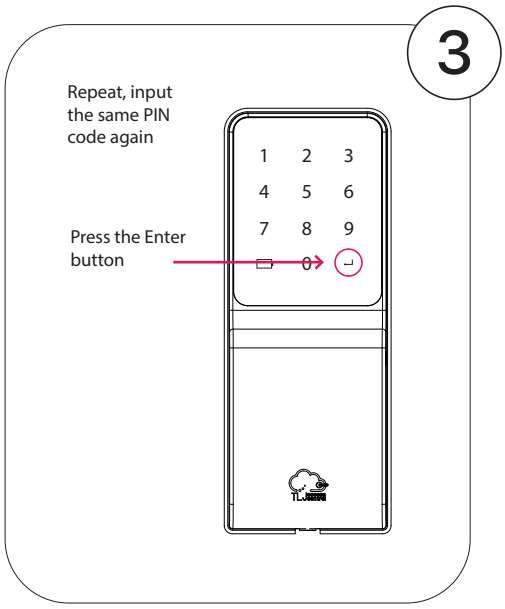
Failure
The letter X symbol will illuminate when there has been an error such as inputting an incorrect User PIN or inputting an invalid setting parameter

Creating the Master PIN Code

This must be performed after installation or following any factory reset. Programming the Zpad is not possible until a Master PIN Code has been created.



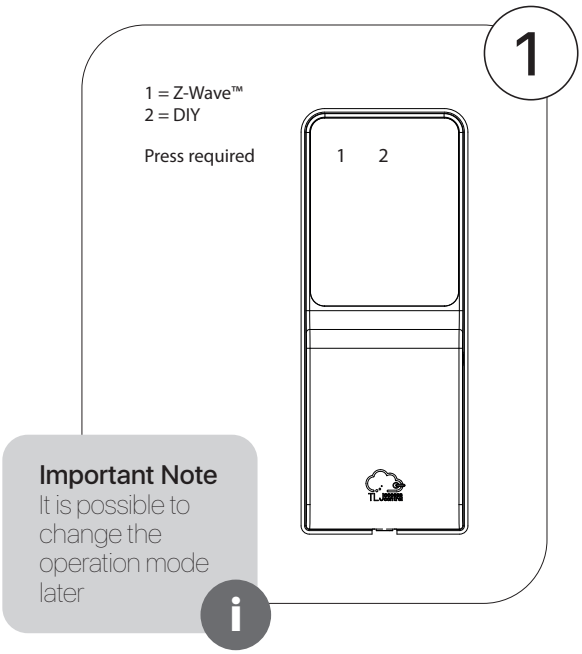




If a Master Code is not created, the Zpad will timeout to save battery life. Touch to Wake and continue to create a Master Code.

Choosing the Operation Mode

The Zpad has 2 different operations; Z-Wave (to be controlled and managed by a 3rd party platform via a gateway) & DIY (to be controlled and managed manually using the onboard menu)

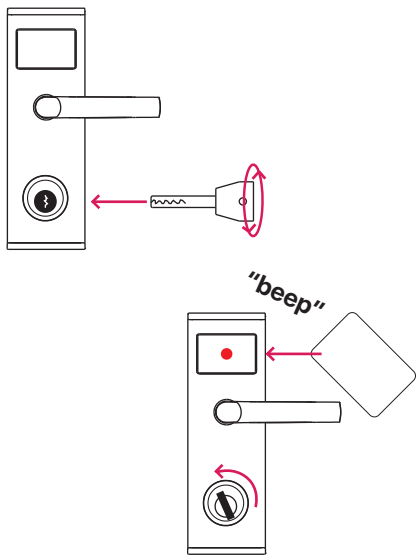


If the operation mode is not chosen, the Zpad will timeout to save battery life and select option 1, Z-Wave™ mode by default.

Assigning an Owner Card

The Zpad requires a compatible paired door lock, and the door lock requires an Owner Card to do this.

TLJ Infinity



i) Insert the metal key (provided with the TLJ lock) & rotate to retract the latch

ii) Hold it in this position, notice the red LED illuminated on the TLJ lock

iii) Present an RFID key card or key fob

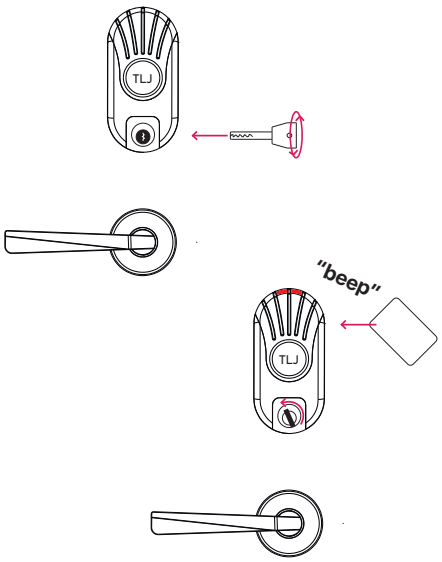
iv) Hold the card and key steady until the TLJ lock emmits a "beep"

v) Release & remove the metal key and key card

vi) Label the key card "Owner Card" be sure to keep it safe

Important Note
the Owner Card is used to control the lock as well as unlocking the door. Each lock can only have **one** Owner Card, but the same Owner Card can belong to more than one lock

TLJ Identity



i) Insert the metal key (provided with the TLJ lock) & rotate to retract the latch

ii) Hold it in this position, notice the red LED illuminated on the TLJ lock

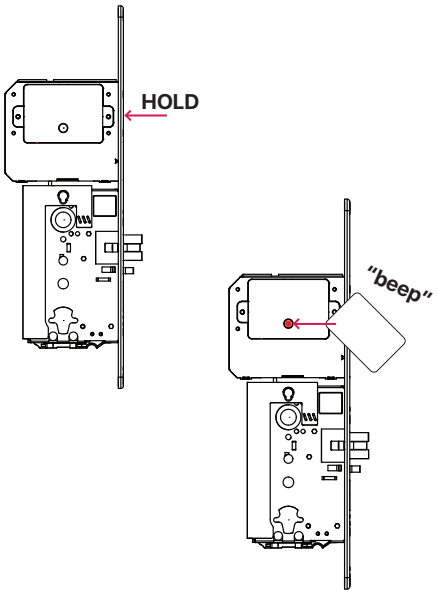
iii) Present an RFID key card or key fob

iv) Hold the card and key steady until the TLJ lock emmits a "beep"

v) Release & remove the metal key and key card

vi) Label the key card "Owner Card" be sure to keep it safe

TLJ Invisible



i) Remove the faceplate (fixed by 4 small grub screws)

ii) Press & Hold the button, notice the red LED illuminated on the TLJ lock

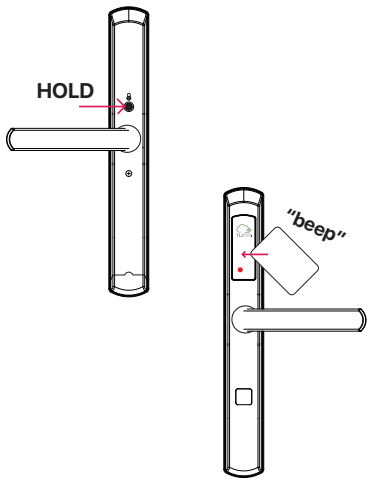
iii) Present an RFID key card or key fob

iv) Hold the card steady until the TLJ lock emmits a "beep"

v) Release the button and replace the faceplate

vi) Label the key card "Owner Card" be sure to keep it safe

TLJ RezLok



i) Press & hold the privacy button located on the inside lever handle

ii) Present an RFID key card or key fob

iii) Hold the card and key steady until the TLJ lock emmits a "beep"

iv) Release the button & remove the key card

v) Label the key card "Owner Card" be sure to keep it safe

Entering Zpad into Lock Pairing Mode

The onboard Zpad Menu is used to access lock pairing mode.

Menu Mode

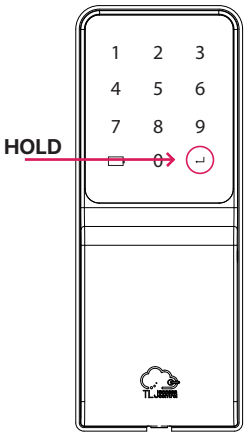
i) Press and hold the Enter key ↵

ii) The Zpad will beep x 2, release the Enter key

iii) Input your Master PIN code & press the Enter Key ↵

iv) Zpad Menu mode now active, press **1** to enter Pair to Lock mode

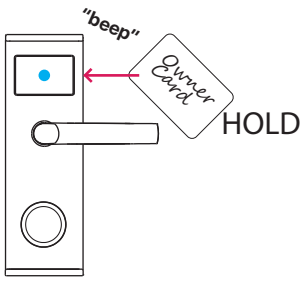
v) The Zpad LED's will blink, awaiting nearby locks to request pairing. After 30 seconds of inactivity, the Zpad will return to Menu mode

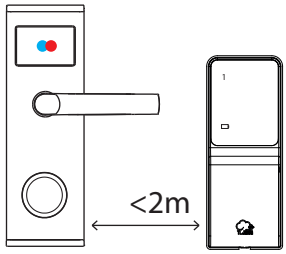


Entering the Lock into Pairing Mode

The final stage to pair Zpad and Lock together

Lock Pairing Mode





i) Present & hold the 'Owner Card' to the lock

ii) The lock will unlock initially but continue to hold the 'Owner Card' untill a "beep" "beep" is sounded and the LED's begin to blink

iii) Take away the 'Owner Card'. The lock is now in pairing mode

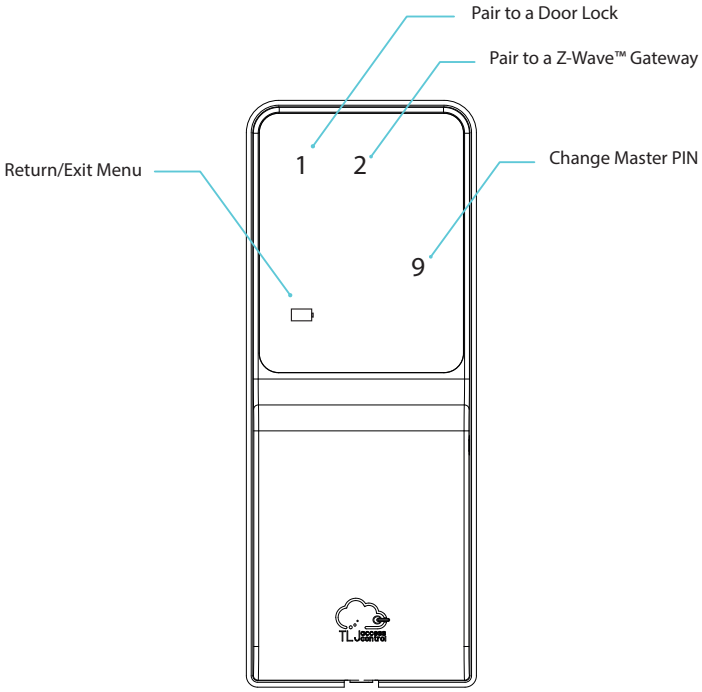
iv) Ensure the Zpad & Lock are within 2 meters proximity, allow 10-15 secs for pairing to complete

v) When the Lock LED's stop blinking & the Zpad returns to Menu mode then pairing is complete. Press Exit on the Zpad to close Menu mode.

vi) Input the Master PIN to unlock the door (please note the first unlocking after initial pairing can take up to 10 seconds)

Important Note
the Zpad AND the lock must be in Pairing mode at the same time for the pairing to be successful.

Operating Mode - Z-Wave™ (option 1)



Important Note
Remember, to enter the Menu, press and HOLD the Enter key for 3 Secs, followed by Master PIN and Enter.

3 SECS HOLD

1 - Pair to door lock

Please see page 8-9

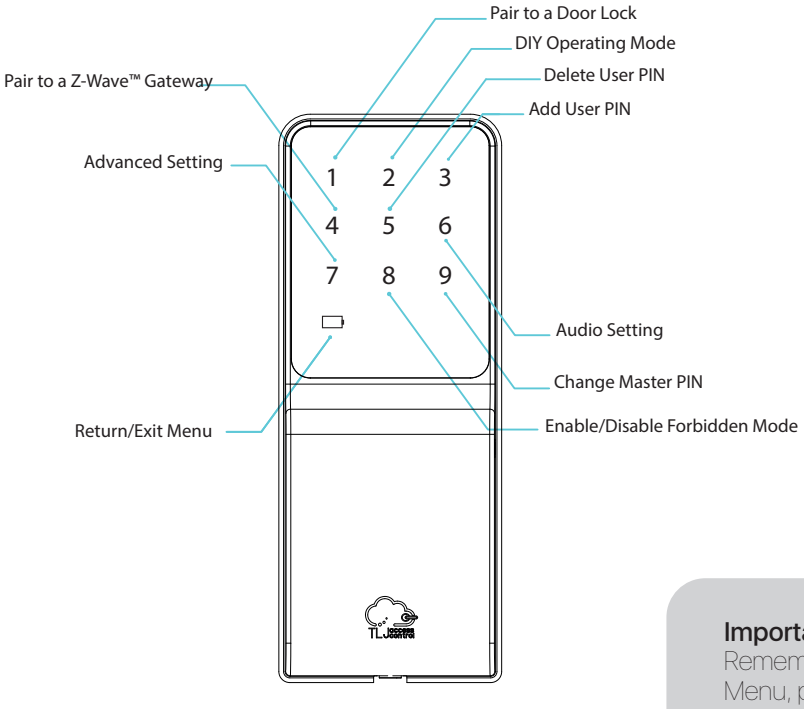
2 - Pair/Unpair to a Z-Wave™ Gateway

Ensure to enter the Gateway into inclusion/exclusion mode at the same time, the Zpad will timeout after 60 seconds of inactivity. When inclusion or exclusion is finished the Zpad will sound audible beeps and return to the Main Menu.

9 - Change Master PIN

Please note the Master PIN will be rejected if it's too simple. It must be 6-8 digits in length. Once inputted press the Enter Key, and repeat a 2nd time and press Enter to finish.

Operating Mode - DIY (option 2)



Important Note
Remember, to enter the Menu, press and HOLD the Enter key for 3 Secs, followed by Master PIN and Enter.

3 SECS HOLD

1 - Pair to door lock

Please see page 8-9

2 - DIY Operating Mode

There are 2 options; **1** = Auto Lock (Default), **2** = Manual Lock, following a Zpad unlock.

3 - Add User PIN

There are 2 type of user PINs; **1** = Normal User, **2** = Admin User. Normal user can only unlock the door when the deadbolt (double lock) is not applied, where as an Admin user can unlock the door whether the deadbolt is applied or not.

* A User ID is a 3 digit reference number which is attached to a User PIN. The user's name should be logged on the '*Users List*' on page X of this user guide against the User ID in the first column. This allows User PIN (even if not known) to be deleted at a later date, as long as the *User List* is kept safe or course!

4 - Pair/Unpair to a Z-Wave™ Gateway

This is not the same as Z-Wave™ Operating Mode, this functionality is reserved for OTA firmware updates.

Ensure to enter the Gateway into inclusion/exclusion mode at the same time, the Zpad will timeout after 60 seconds of inactivity. When inclusion or exclusion is finished the Zpad will sound audible beeps and return to the Main Menu.

5 - Delete User PIN

Refer to the *User List,* to collect the 3 digit User ID which should be deleted. The *User List* is on page X of this user guide, or perhaps on a self made list. Without the User ID, the Zpad must be Factory Reset which will delete **ALL** User PINs.

5 DeleteUser PIN → **User ID (3 digits)** → ↵ → **Repeat User ID** → ↵

6 - Noise Setting

There are 2 options; 1 = Zpad noise OFF, 2 = Zpad noise ON
Please note, even when Zpad noise is set to off, the major alerts will still be audible (low battery, maximum failed attempt reached & menu mode)
Remember this is the Zpad setting, the door lock itself may have its own noise settings.

7 - Advanced Setting

The Zpad has configuration options, below lists them alongside their default value.

		Default	
1 Auto Lock Timer	**Input 2 digits Range 01 - 99 Secs**	**05 SECS**	**The duration of time following a successful unlock until the lock will relock. Only relevant when the operating mode is 'Auto Lock', i.e. Menu option 2 then option 1**
2 1 Touch Locking	**1 = ON** **2 = OFF** **3 = HOLD (1Sec)**	**OFF**	**This function is used to quickly lock the door. Option 1 requires only the Zpad to be touched and woken, Option 2 would require a valid PIN to lock the door, and Option 3 prevents accidental locking, requiring a touch & short hold for 1 second. Please not only relevant when operating mode is 'Manual Lock', i.e. Menu option 2 then option 2**
3 Max Failed Attempt	**Input 2 digits Range 03 - 99 Secs**	**5 TIMES**	**The quantity of failed attempts before triggering the Zpad 'Lock Out', which prevents any further attempts until the Lock Out Timer has surpassed.**
4 Lock Out Timer	**Input 2 digits Range 01 - 99 Secs**	**60 SECS**	**The duration of Zpad Lock Out following consecutive failed attempts in seconds.**

5 2 Digit Wake	1 = ON 2 = OFF	ON	A security feature, which lights 2 random LED digits up on waking the Zpad. The user must touch these 2 digits (in any order) before using the Zpad. This can deter snooping eyes who try to memorise PIN combinations.
6 Enabling Deadbolt	1 = ON 2 = OFF	ON	When set to On, and the Deadbolt (double lock) is applied, the door lock will revert to the locked position if it isn't already. When set to Off, and the Deadbolt is applied the door lock will ignore it. Please note this setting only applies when the operating mode is set as 'Manual Lock', i.e. Menu option 2 then option 2
7 Disabling Deadbolt	1 = ON 2 = OFF	ON	When set to On, and the Deadbolt (double lock) is retracted, the door lock will revert to the unlocked position if it isn't already. When set to Off, and the Deadbolt is retracted the door lock will ignore it. Please note this setting only applies when the operating mode is set as 'Manual Lock', i.e. Menu option 2 then option 2

8 - Forbidden Mode

There are 2 options; **1** = Forbidden Mode Enabled & **2** = Forbidden Mode Disabled (default).
Forbidden Mode stops ALL users both normal and admin from operating the Zpad. It can be enabled and then disabled later, i.e. useful when all access temporarily needs to be stopped but then granted again, without deleting and re-adding users. Please note the Master code can still operate the Zpad even in Forbidden Mode.

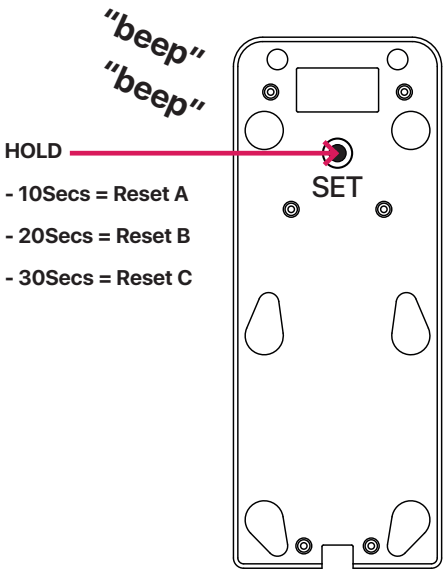
9 - Change Master PIN

9 Change Master PIN → **Input Current Master PIN** → ↵ → **Input New Master PIN** → ↵ → **Repeat Master PIN** → ↵

Note, the Zpad will not accept Master PINs which are too simple, i.e. 123456 or 111222. The Master PIN must be between 6 - 8 digits in length. If the current Master PIN has been forgotten, then a Factory Reset will be required.

Factory Reset

There are 3 types of Zpad Factory Resets, the differences are illustrated below. In order to perform a Factory Reset, the Zpad must be removed from the wall bracket (remove the fixing screw located on the under side) and then locate the 'SET' button on the back panel. Hold it in for the required type of Factory Reset.



Factory Reset A

Reset all configurations to default status
Delete access for all users and user types
Delete the current Master PIN
Delete the current Operating Mode

Factory Reset B

Reset all configurations to default status
Delete access for all users and user types
Delete the current Master PIN
Delete the current Operating Mode
Delete the door lock BLE MAC address

Factory Reset C

Reset all configurations to default status
Delete access for all users and user types
Delete the current Master PIN
Delete the current Operating Mode
Delete the door lock BLE MAC address
Delete the Z-Wave™ gateway pairing

Please use this procedure only when the network primary controller is missing or otherwise inoperable.

Users List - Keep It Safe

User ID	User Type	User Full Name
001	Admin	Mr John Doe
250	Normal	Mrs Jane Doe

* This Users List is only partial, it is recommended to duplicate and extended it, then keep safe.

Troubleshooting

Symptom	Recommended Action
Zpad does not respond	**- Change batteries - Try pressing a different area on the touch screen - Try pressing a little firmer on the touch screen - Ensure batteries are installed correctly**
Zpad LED's appear dim	**- Change batteries - Ensure batteries are installed correctly**
Zpad accepts access credential but does not open door lock	**- Ensure Zpad is within 3 meters of the door lock - Re-pair the Zpad and door lock (page 9) - Change door lock batteries**
Zpad does not Auto-Lock	**- Ensure Auto-Lock Mode is enabled - Try lowering the Auto Lock timer**
Access Credentials cannot be enrolled into the Zpad	**- Ensure the memory is not full - Ensure the User ID is not take n already, check the Users List - Ensure the PIN/RFID key is not already enrolled - UserIDs must be entered within 5 secs or Zpad will timeout**
Access credential is correct but is not accepted by the Zpad (4 5 6 LEDs light)	**- The deadbolt is engaged and this user is a normal user, only admin users or master code can open door lock in this state**
Access credential is correct but is not accepted by the Zpad (alarm chirp sounds)	**- The Zpad is in Forbidden Mode , enquire with the owner - The Zpad is in Lock Out mode, await the timer to expire**
The Zpad makes a short chirp sound when its woke	**- This is the low battery alert, change batteries asap.**

FCC important note

Changes or modifications to this unit 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 radiat e 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 equipment complies with FCC radiation exposure limits set forth for an uncontrolled environment. This equipment should be installed and operated with a minimum distance of 20cm between the radiator & your body. This transmitter must not be co-located or operating in conjunction with any other antenna or transmitter.

For Technical Support please visit www.TLJlimited.com
or contact your local representitive

TLJ access control
Part of the TLJ Group