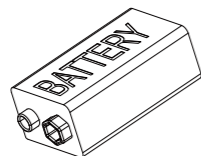# SIGNSTEK ST-100 Electronic Door Knob User Guide

A. PACKAGE CONTENTS

Spanner

Wrought Box

Strike Plate

Door Lock

Backup Key

Latch/Strike Plate Screws

Battery (9V 6L)
[PS: not included in the package]
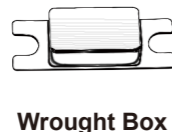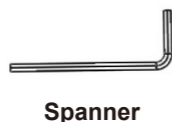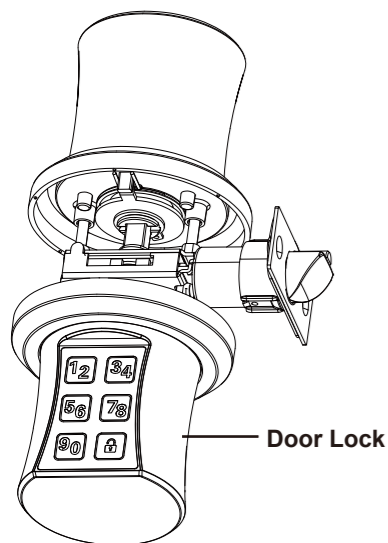
☆ Spare Screws: 1*Handle Screw

☆ Before installation, please check the accessories in the package according to the above list

B. Preparation

1) Tool: Screwdriver
2) Power: DC9V 6LRI
3) Disassemble the entire ST-100 electronic door knob in the package into scattered parts.
Attention: Easy to install, just a screwdriver for installation.

C. INSTALLATION INSTRUCTIONS

Step 1. Mark Door

Using template, mark hole on both sides of door at required backset, then mark latch hole on door edge.

Mark Hole   Backset

Latch Hole

Side Hole
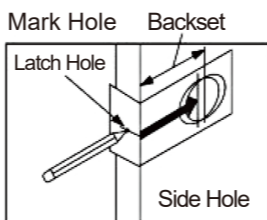
Step 2. Drill Holes

Bore a 54mm($2^{1/8}$″) hole on door face, then drill 25mm(1″) hole in door edge to intersect with center of 54mm hole.
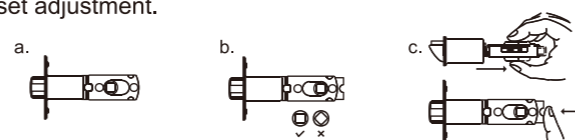
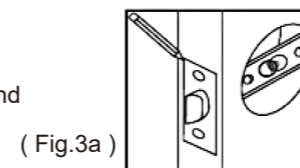Note: Drill 54mm hole from both sides of door to stop wood splintering

54mm ($2^{1/8}$″) dia, hole

25mm (1″) dia, hole
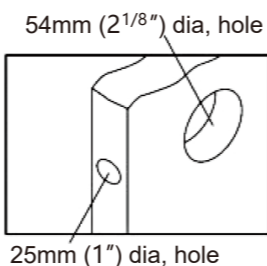
Step 3. Install Latch

a. The backset shown on the left is 60mm (2-3/8″).
b. Pull the cam toward right to extend the backset to 70mm (2-3/4″).
c. The backset shown in figure C is 70mm (2-3/4″). Pull the cam back to left will return the backset to 60mm (2-3/8″).

CAUTION: Be sure the latch cam is upright before making any backset adjustment.

a.   b.   c.

Stick template to door, aligning fold correctly on door edge.

1
FOLD HERE ON DOOR EDGE

IMPORTANT: PLACE TEMPLATE FOLD ON LOW EDGE OF DOOR BEVEL

70mm ($2^{3/4}$″) BACKSET
60mm ($2^{3/8}$″) BACKSET

3
MARK FOR CENTRE OF 54mm ($2^{1/8}$″) HOLE ON DOOR FACE

2
MARK CENTRE OF 44MM $1^{3/4}$″ DOOR FOR 25mm (1″) HOLE

MARK CENTRE OF 35mm $1^{5/8}$″ DOOR FOR 25mm (1″) HOLE

4
DRILL 54mm ($2^{1/8}$″) HOLE

5
DRILL 25mm (1″) HOLE IN CENTRE OF DOOR EDGE FOR LATCH

Recommended centreline is **914mm (36″)** from floor

Insert latch into hole and mark a line around edge of latch plate and remove latch. (Fig.3a)

(Fig.3a)

Chisel approx, 3mm deep or until latch plate is level with door edge. (Fig.3b)

(Fig.3b)
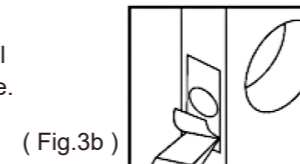
Insert latch then drill 2x3mm holes for mounting screws and fasten latch. (Fig 3c)

(Fig 3c)
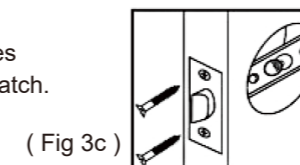
Step 4. Install Strike

Close door and mark horizontal centre of latch on door frame. Mark vertical line where door edge meets frame and measure in half of door thickness to final vertical centre. (Fig.4a)

Extend both lines until they intersect and drill a 25mm hole to 15mm depth.

Position strike plate and mark around edge.
Chisel frame to approx 1.5mm depth or until strike plate is level with door frame.
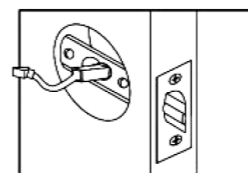Drill 2x3mm screw holes and fix strike plate to door frame.(Fig.4b)

Horizontal Centre Line (Fig.4a)   (Fig.4b)
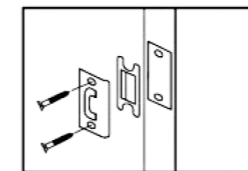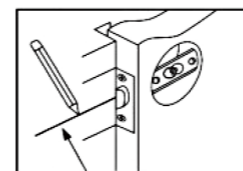
Step 5. Install Outside Knob

Feed the power cable through latch and guide spindle through until outside knob is level with door. (Fig.5a)
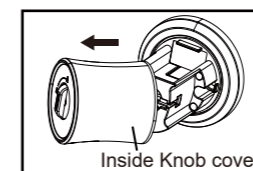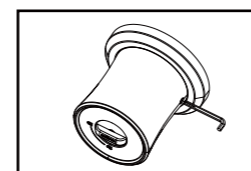
(Fig.5a)
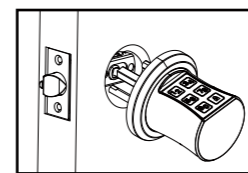
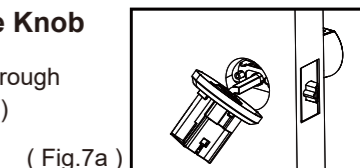Feed power cable through hole in knob and guide spindle into handle. (Fig.5b)

(Fig.5b)

Step 6. Take off the inside knob

Cover by using the spanner to loose the screws. (Fig.6a) (Fig.6b)

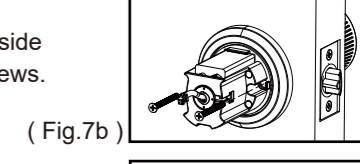Inside Knob cover

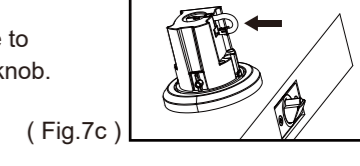(Fig.6a)   (Fig.6b)

Step 7. Install Inside Knob

Make the power cable through the inside knob. (Fig.7a)

(Fig.7a)

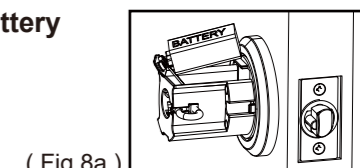Screw inside knob to outside knob using mounting screws. (Fig.7b)

(Fig.7b)

Connect the power cable to the power port of inside knob. (Fig.7c)

(Fig.7c)

Step 8. Install the battery

(Fig.8a)

(Fig.8a)

Step 9. Install the cover

Turn the thumbturn to the vertical direction and then install the cover. (Fig.9a)

Thumbturn

(Fig.9a)
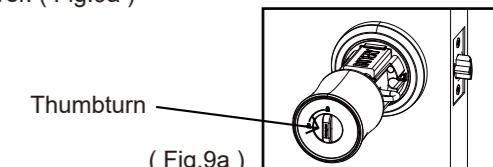
Install the screw by using the spanner. (Fig.9b)

(Fig.9b)
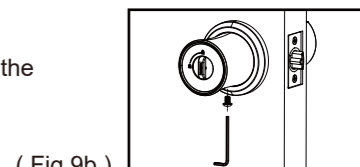
D. Restore Factory Settings

Press the reset key for 6 seconds and then it will beep for 6 times. The programming is complete when it beeps for 3 times and flashes green for 3 times. The administrator code is restored to 0000 and the user code is restored to 1234.

Reset Key
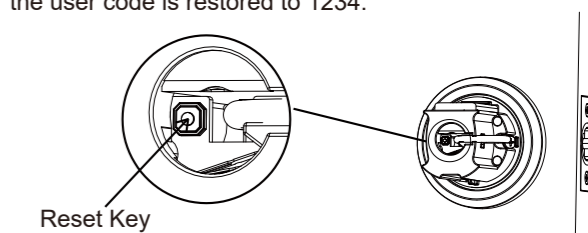
E. Turn on or off Passage Mode

Passage mode: If you turn on the passage mode, you don't need to enter any password and just turn the handle to open the door.

Thumbturn
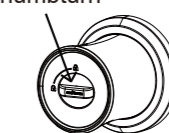
Turn on the passage mode: Rotate the knob counterclockwise.
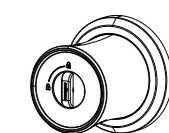
Turn off the passage mode: Rotate the knob clockwise to the top.
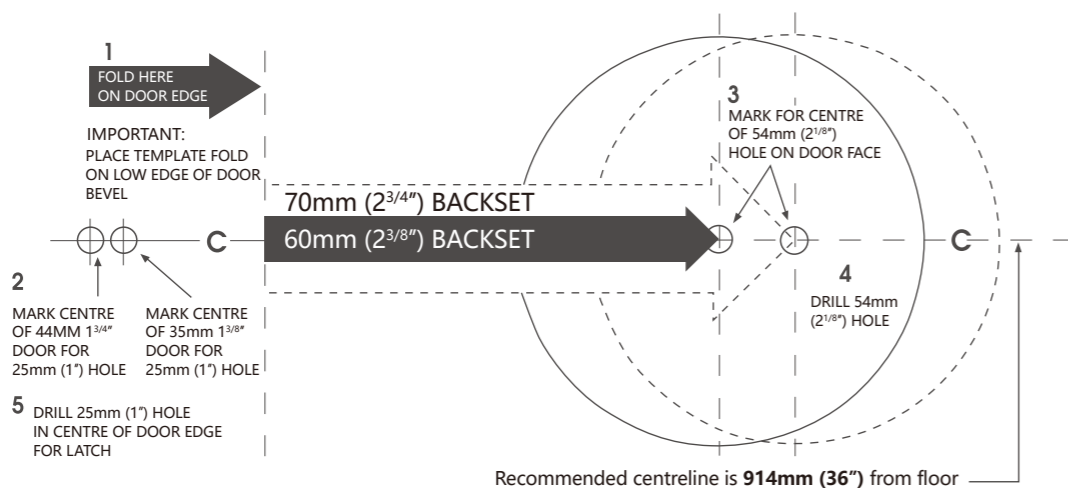
F. Programming Guide

Default Programming Code: 0000   Default User Code: 1234
Your new programming codes (PC) _____   Your new User codes (UC) _____

■ Change Programming Code (PC)

Enter PC ➡ 🔒 ➡ (9 0) ➡ 🔓 ➡ Enter PC ➡ 🔒 ➡ Enter New PC ➡ 🔓

There is only one PC and PC must be 4 digits in length.
PC cannot be the same as the first 4 digits of the user code.

■ Create new User Code (UC)

Enter PC ➡ 🔒 ➡ (1 2) ➡ 🔓 ➡ Enter New UC ➡ 🔓

The first 4 digits of the user code must not be the same as the programming code.
The default user code will be automatically invalid after setting new user code.
It allows for at most 6 sets of code, and UC can be 4-10 digits in length.

■ Change User Code (UC)

Enter PC ➡ 🔒 ➡ (7 8) ➡ 🔓 ➡ Enter UC ➡ 🔓 ➡ Enter New UC ➡ 🔓

■ Delete one User Code(UC)

Enter PC ➡ 🔒 ➡ (3 4) ➡ 🔓 ➡ Enter UC ➡ 🔓

■ Delete all User Codes (UC) at once

Enter PC ➡ 🔒 ➡ (5 6) ➡ 🔓

Note: The temporary password will also be deleted, and the default user code will be activated after all user codes are deleted.

■ Toggle Mute On/Off

Enter PC ➡ 🔒 ➡ (1 2)(5 6) ➡ 🔓

Repeat same steps to turn on.

■ Turn Vacation Mode on/off

Enter PC ➡ 🔒 ➡ (1 2)(7 8) ➡ 🔓

Vacation mode: All passwords and passage mode will be disabled, and you can only use the backup key to unlock or turn off the vacation mode and use the correct password to unlock (repeat the operation to turn vacation mode off).

■ Create a One-Time code

Enter PC ➡ 🔒 ➡ (1 2)(9 0) ➡ 🔓 ➡ Enter New UC ➡ 🔓

Create one-time password/temporary code
Note: Only one set of one-time passwords can be set. When the second one is set, the first one will be automatically deleted. The one-time password can only be used once.

G. Operation Indicator Sounds and Lights

Lights	Sounds	Meaning	Troubleshooting
Flashes Green Once	1 Long Beep	Successful operation	
Flashes Green 3 Times	3 Long Beeps	Reset	
Flashes Red 3 Times	3 Beeps	Error/Vacation mode is on	Re-operation/turn off the vacation mode or use the backup key
Flashes Red 5 Times	5 Beeps	The system automatically locks when entering wrong code for 5 times	Wait for 1 minutes and the system will restore.
Flashes Red 10 Times	10 Beeps	Low-battery alarm	Replace 9V battery

H. Trouble Shooting

| PROBLEM	POSSIBLE CAUSE	CORRECTIVE ACTION
When creating new code, enter PC and press 1, and there are 3 beeps and flash red for 3 times	The password has been set up to 6 groups and cannot be added.	Change the user code or reset the lock
The lock can be unlock even if enter wrong code	Passage mode is on	Turn off the passage mode
Forget the programming code	Forget the programming code	Reset the lock
Cannot install the cover of inside lock	The knob is not turned to be vertical	Turn the knob to the vertical direction and then install the cover

I. Lock Parameters

1. Model: ST-100
2. Power Supply: DC9V, 6L
3. Installation specifications:
   Door thickness 1.38inch-1.97inch
   Door edge to circle center distance: 2.36inch or 2.76inch (adjustable)
4. Front plate size: diameter 3.15 inch X height 2.8 inch
5. Rear plate size: diameter 3.15 inch X height 2.8 inch
6. Handle size: diameter 2.36 inch X height 2.28 inch

J. BATTERY INFORMATION

✱ Must use one 9V alkaline battery not the carbon battery.

K. WARRANTY

Thank you for purchasing our product from our Signstek store.

We provide 1-year warranty for the lock.

This limited warranty does not cover human-made damage; the appearance was artificially stained, scratched, broken, stains and so on.

This limited warranty does not cover any damage, deterioration or malfunction resulting from the repair or installation of this product by anyone unauthorized by Signstek.
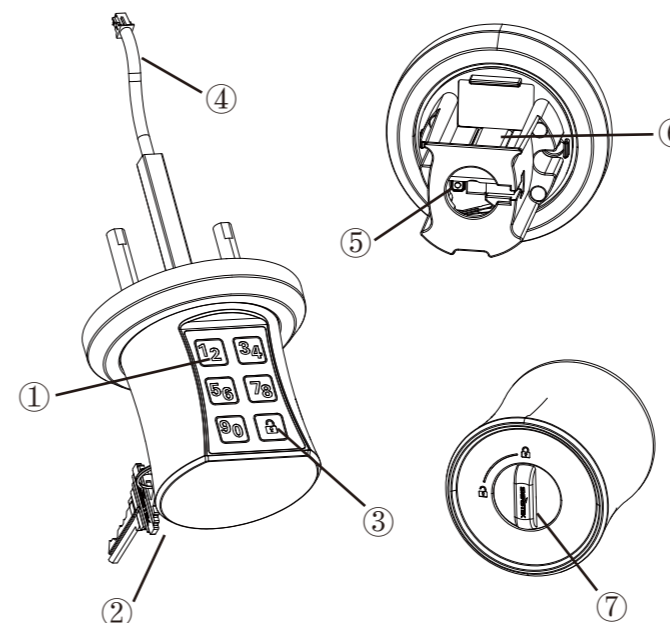
Any questions please contact us:
Website: www .signstek. com
Mail: sales@signstek.com

① Touchscreen Keypad
   Input the pass codes, each pass code is 4-10 digits in length.

② Backup Key
   Insert the backup key and turn it clockwise by 180° to unlock

③ Programming Button
   Function setup & unlock and indicator light

④ Power Cable

⑤ R Button(Reset)
   Restore default settings

⑥ Battery Holder
   Four 6L (9V) alkaline batteries

⑦ Thumbturn
   Used to put the lock in a locked or unlock state