

USER'S MANUAL

SMART LOCKS



GL100 Smart Door Lock with Fingerprint
and Smartphone Access (Works with
Alexa and Google Assistant)



GL100

Smart Glass Door Lock with Fingerprint Access and Smartphone Access

FEATURES

- Advanced Fingerprint Identification
- Virtual Key Access
- Access Expiry
- Automatic Locking
- Security Lockout Mode
- Low power consumption
- Emergency Power
- Data Privacy
- Easy Installation
- Voice Prompt Assistance
- Time and Attendance

DETAILS

Technology: Synchronization

Fingerprint access: 120

RFID access: 200

PIN Code access: 1000

Mobile App access: 1000

Door Thickness: 10 - 12 mm

Dimension: 202 x 66 x 39 mm

Batteries: 4pcs AA

Weight: 2.15 kg



MODE OF ACCESS

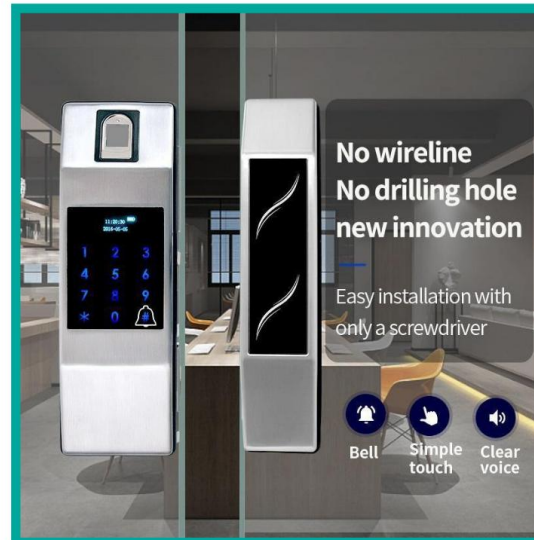
Mobile App

Fingerprint

PIN Code

RFID Card

Mechanical Key





Sciener Smart Lock

Smart Your Life

(I) Introduction

(II) Software installation

(III) Main functions

- **1 registration and login**

- 1.1 security question settings
- 1.2 login authentication
- 1.3 ways of identifying
- 1.4 login successful

- **2 key management**

- 2.1 lock supporting
- 2.2 lock adding
- 2.3 lock upgrading
- 2.4 error diagnosis and time calibration

- **3 key management**

- 3.1 one-time passcode
- 3.2 key management
- 3.3 **deadline warning**
- 3.4 search lock record

- **4 passcode management**

- 4.1 permanent passcode
- 4.2 time-limited passcode
- 4.3 one-time passcode
- 4.4 **clear code**
- 4.5 cyclic passcode
- 4.6 custom passcode
- 4.7 passcode sharing
- 4.8 passcode management

- **5 card management**

- **6 fingerprint management**

- **7 Bluetooth unlock**

- **8 attendance management**

- 8.1 attendance management
- 8.2 staff management
- 8.3 attendance statistics
- 8.4 attendance check
- 8.5 property settings
- 8.6 time settings
- 8.7 workday settings
- 8.8 holiday settings

- **9 system setting**

- 9.1 key groups management
- 9.2 transfer admin rights
- 9.3 AI customer service
- 9.4 about the APP

- **10 gateway management**

- 10.1 gateway adding
- 10.2 manual

Introduction

Sciener App is a management software for smart lock . This APP can be used to manage various types of smart locks, including door locks, parking locks, safe locks, bicycle locks, and so on. The App and the lock communicate via Bluetooth BLE to unlock, lock, hardware upgrade, read operation record, etc. on the App. The Bluetooth key can also help open the door lock through the AI watch.

Currently, the App supports Chinese (Simplified and Traditional), English and Spanish. More languages will be supported in the future.



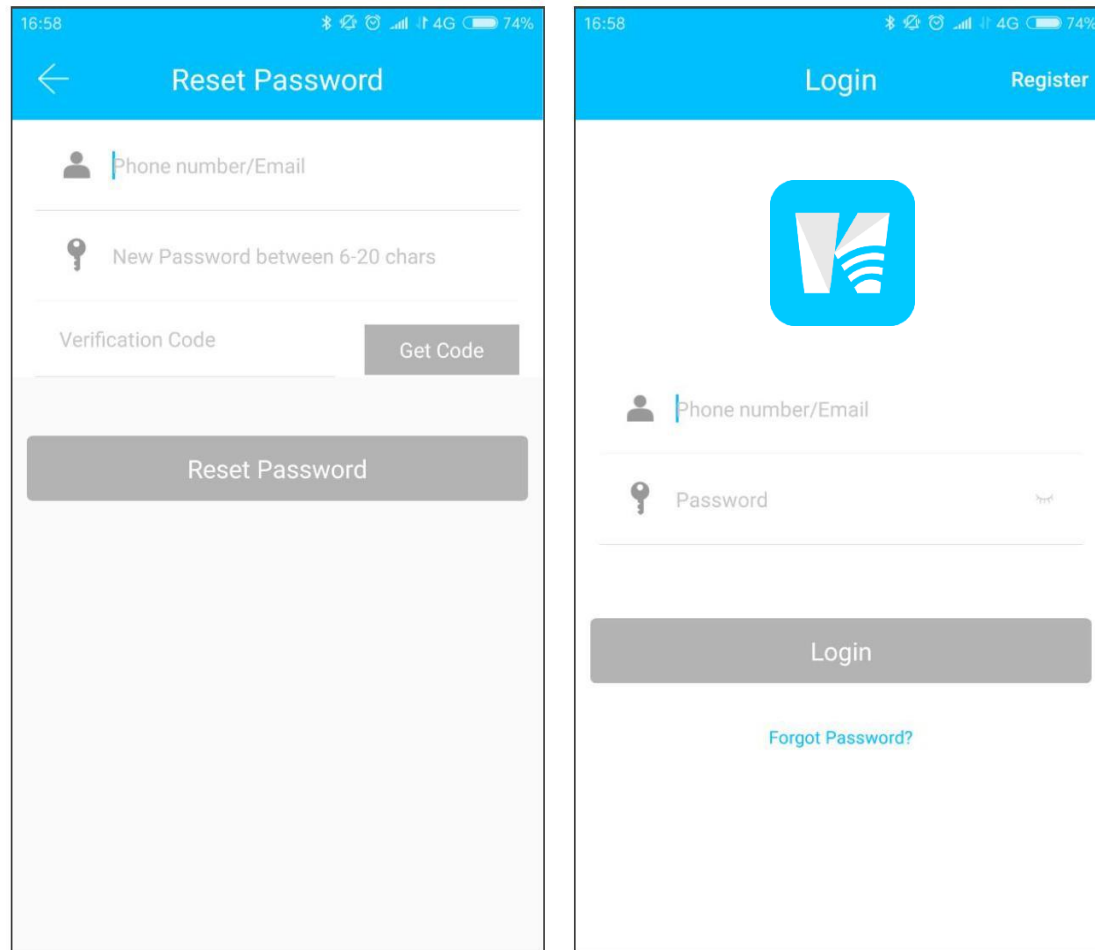


Scan to download Sciener

Software installation

The software (iOS version) can be downloaded from the app store, and the Android version can be downloaded from the application store of Google play, App Store, Baidu, Ali, 360, Huawei, and Xiaomi.



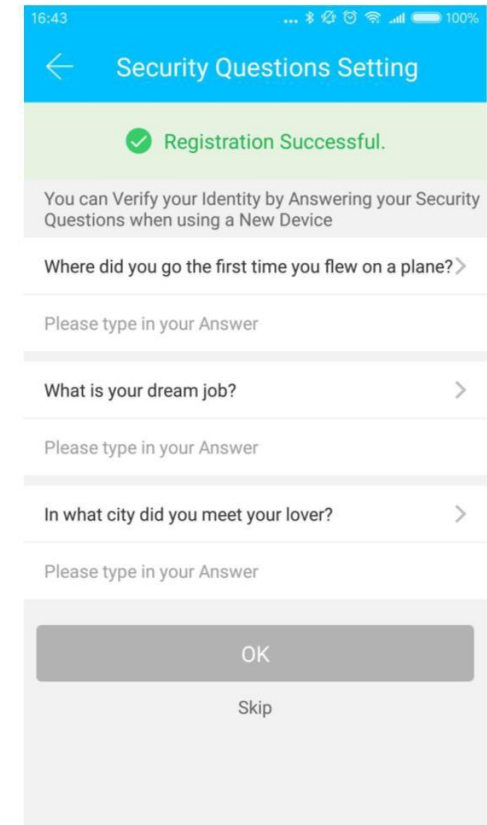
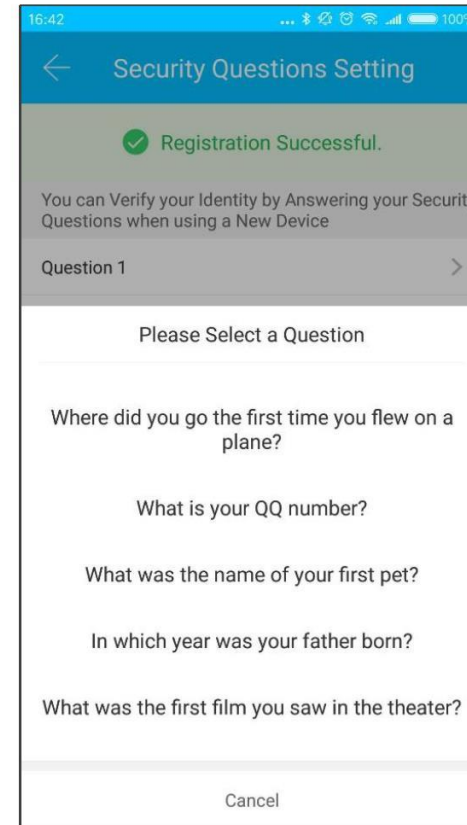
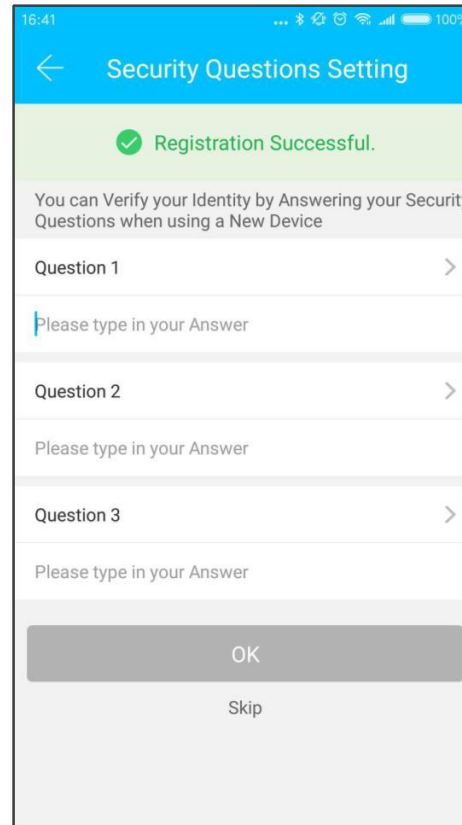


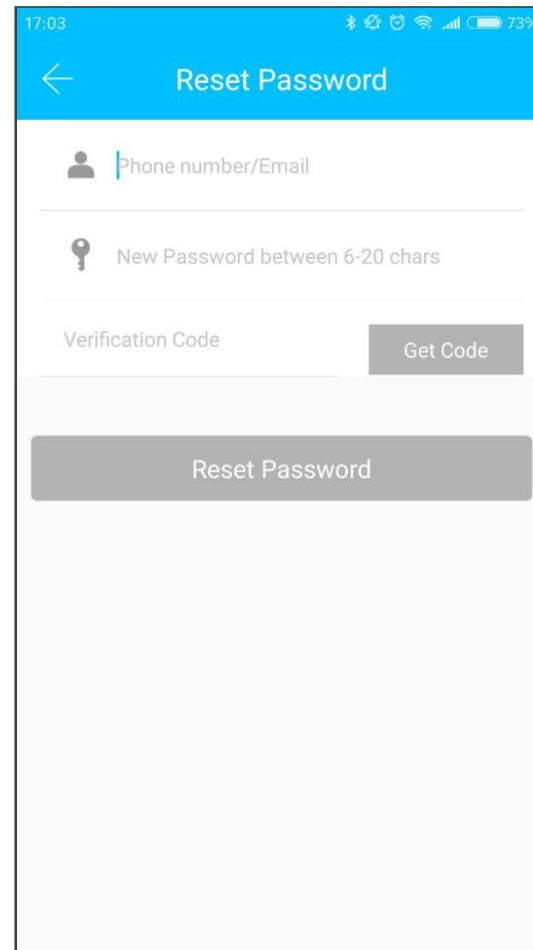
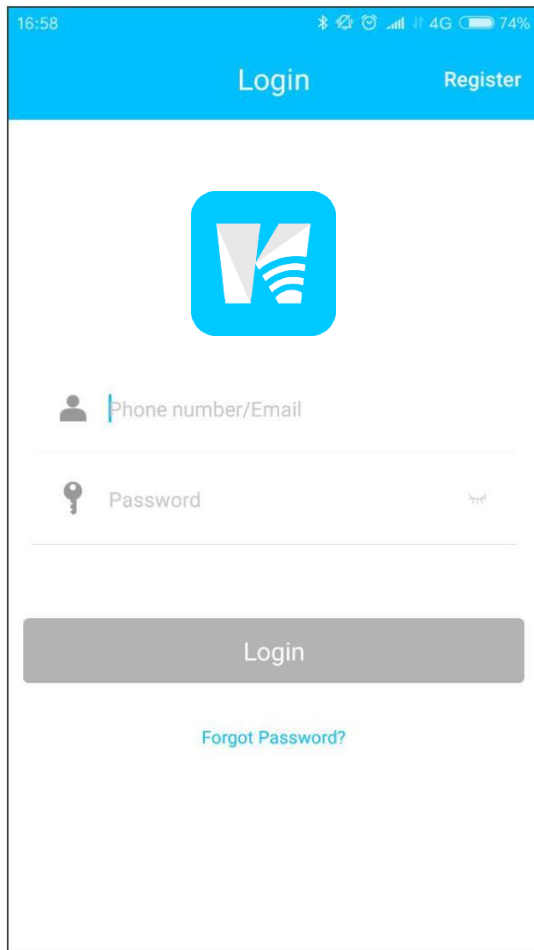
1. Registration and login

Sciener users can register the account by mobile phone and Email which currently support 200 countries and regions on the world. The verification code will be sent to user' s mobile phone or email, and the registration will be successful after the verification.

1.1 Security question settings

You will be taken to the security Questions, settings page when registration is successful. When log in on a new device, the user can authenticate himself by answering the above questions.

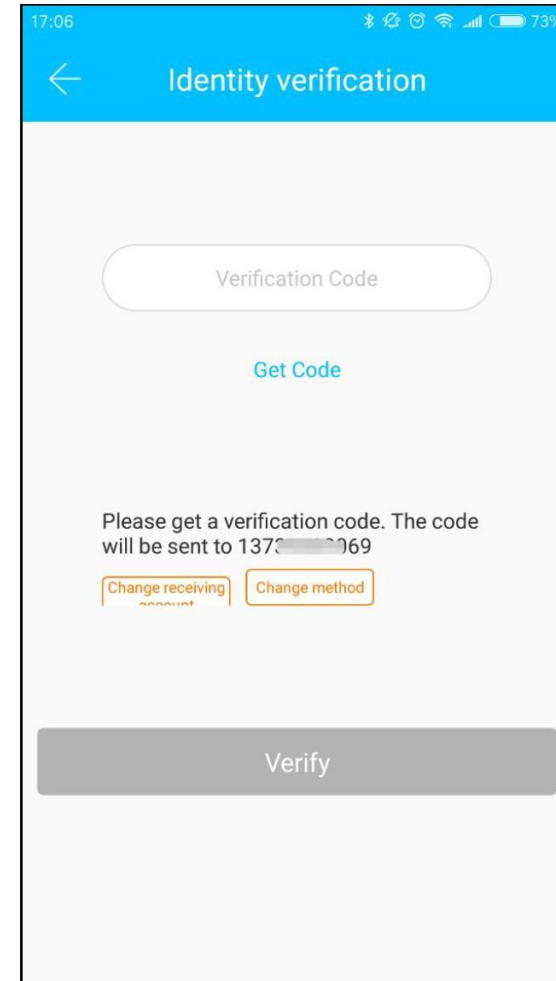




1.2 Login authentication

Log in with your mobile phone number or email account on the login page. The mobile phone number is automatically recognized by the system and does not input the country code. If you have forgotten your password, you can go to the password page to reset your password. When reset the password, you can receive a verification code from your mobile phone and email address.

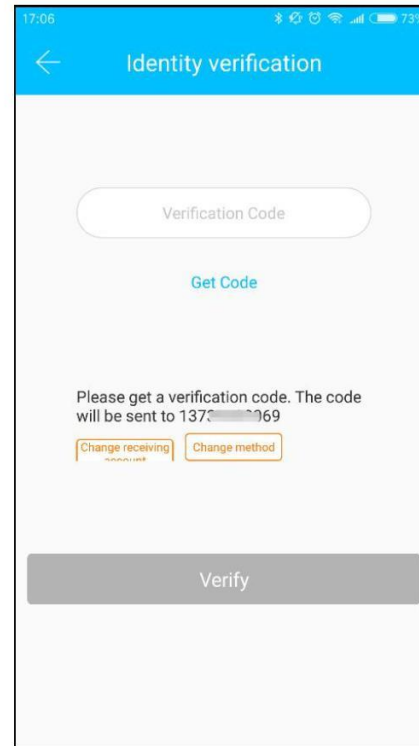
When the account is logged in on the new mobile phone, it needs to be verified. When it is passed, you can log in on the new mobile phone. All the data can be viewed and used on the new mobile phone.

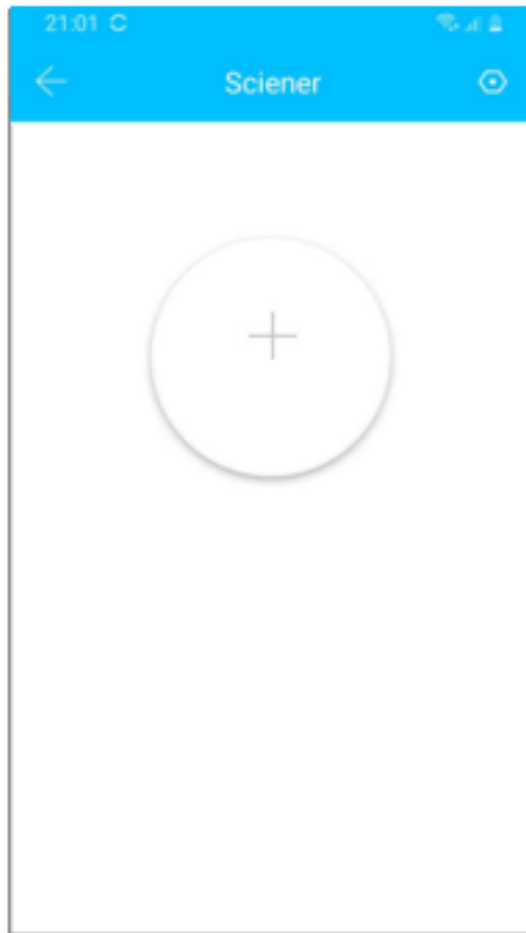


1.3 Verification mode

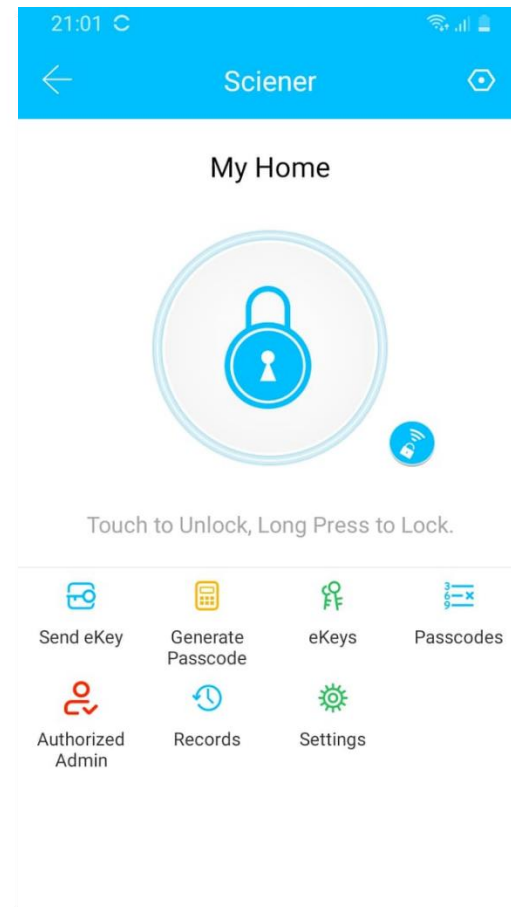
There are two ways of security verification. One is the way to get the verification code via the account number, and the other is the way to answer the question. If the current account is set the "answer the question" verification, then when the new device is logged in, there will be an "answer question verification" option.

verify with verification code
as shown :





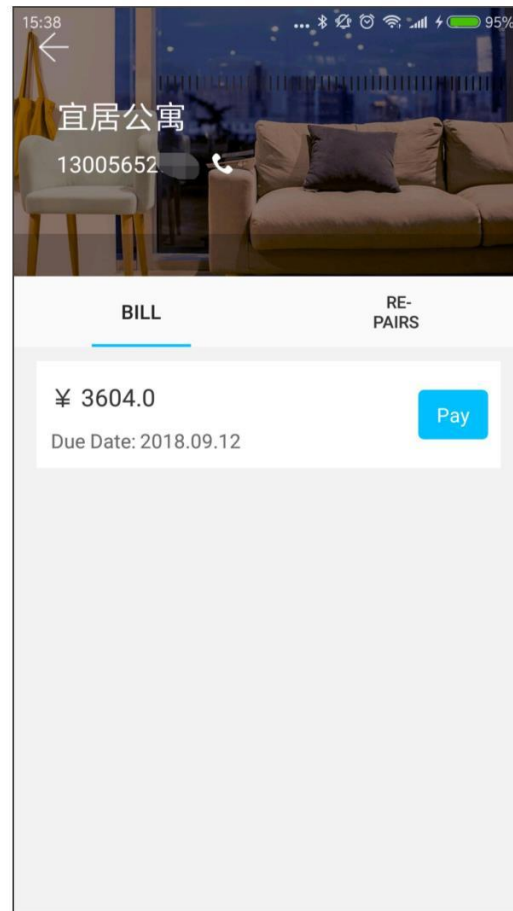
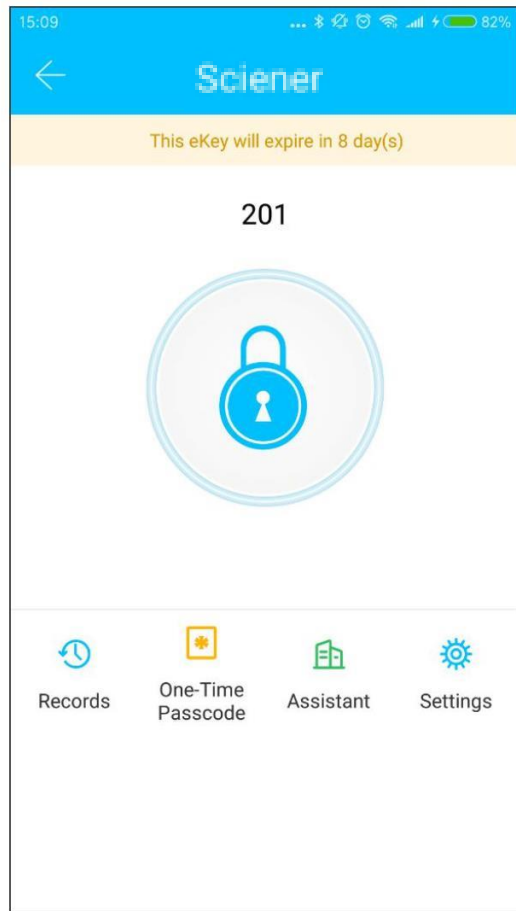
no lock adding



the account with lock

1.4 Login successful

The first time you use the lock lock app, if there is no lock or key data in the account, the home page will display the button to add the lock. If there is already a lock or key in the account, the lock information will be displayed.



Apartment assistant

The apartment assistant module can be seen in the lock app only when the key comes from the apartment.

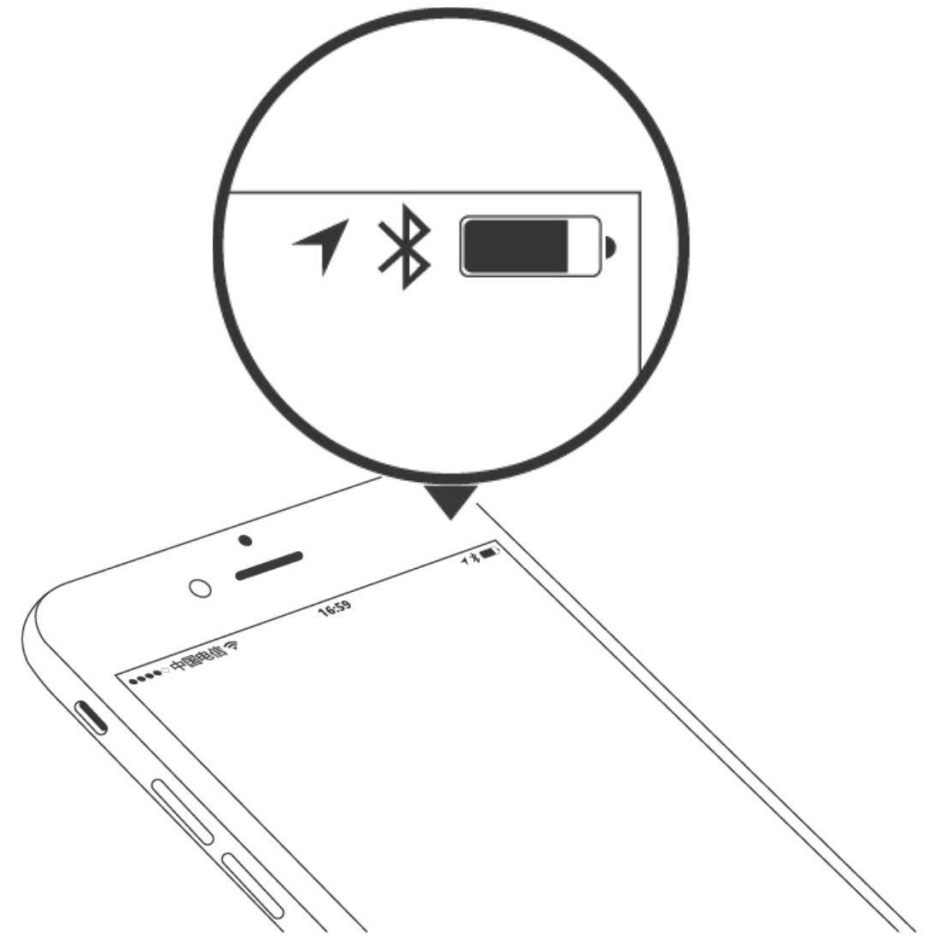
In the apartment assistant module, you can pay rent and repair. The landlord collects the rent from the Room Master APP and sends the rent bill to the tenant. According to actual usage, the bill includes rent, water and electricity, gas, property, broadband, etc.

2. Lock management

The lock must be added on the app before it can be used. The addition of a lock refers to the initialization of the lock by communicating with the lock via Bluetooth. Please stand beside the lock. Once the lock is added successful, you can manage the lock with the app including sending a key, sending a password, and so on.

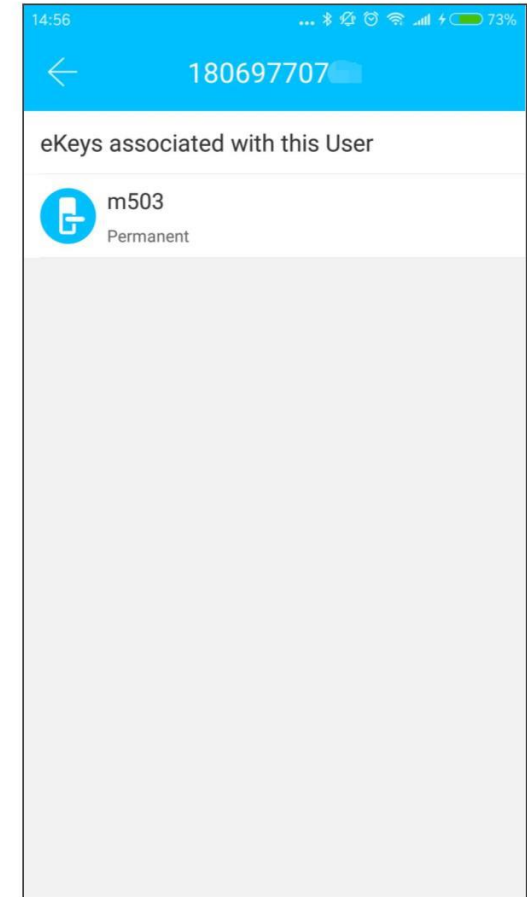
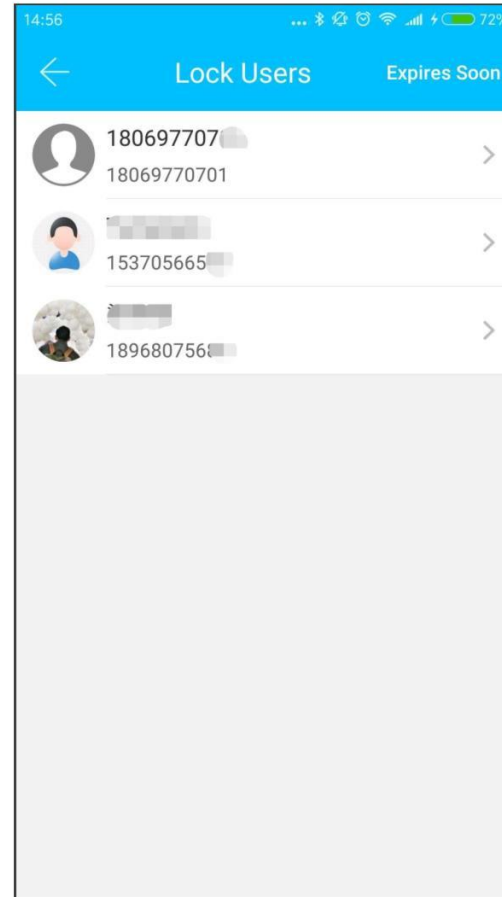


When the lock is added, the adder becomes the administrator of the lock. At the same time, the lock cannot enter the setup mode by touching the keyboard. This lock can only be re-added after the current administrator has deleted the lock. The operation of deleting the lock needs to be done by Bluetooth beside the lock.



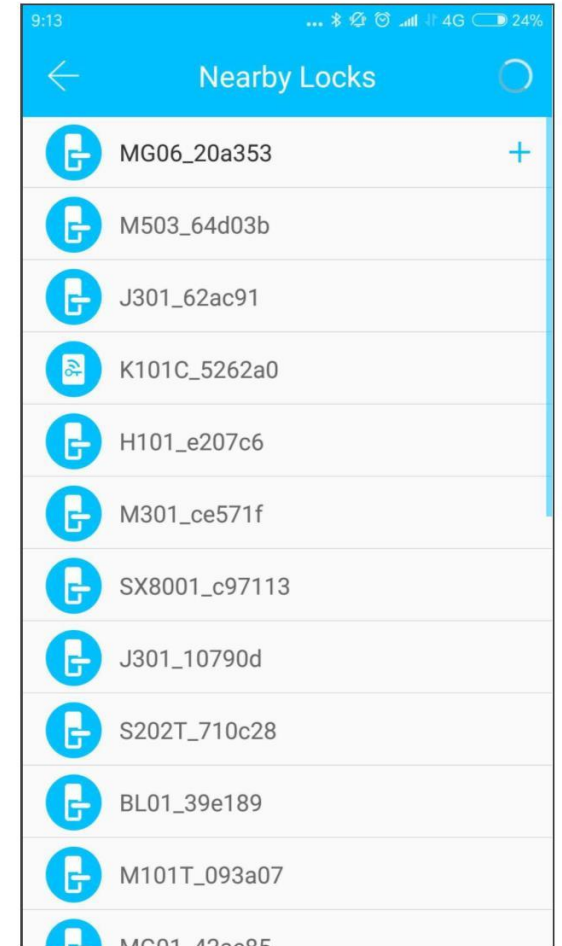
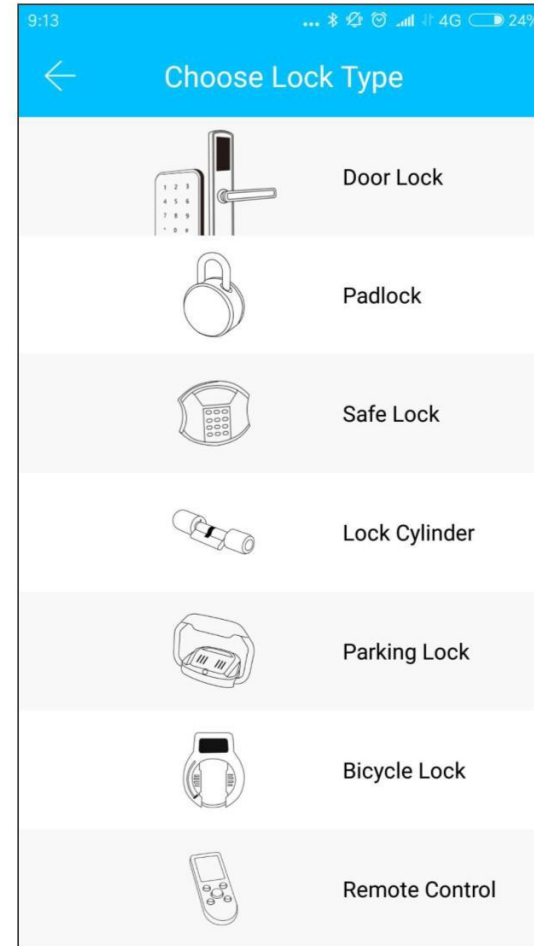
User management

You can see the customer's name and phone number in the lock user list. Click on the customer you need, then it will display the door lock information and room number.



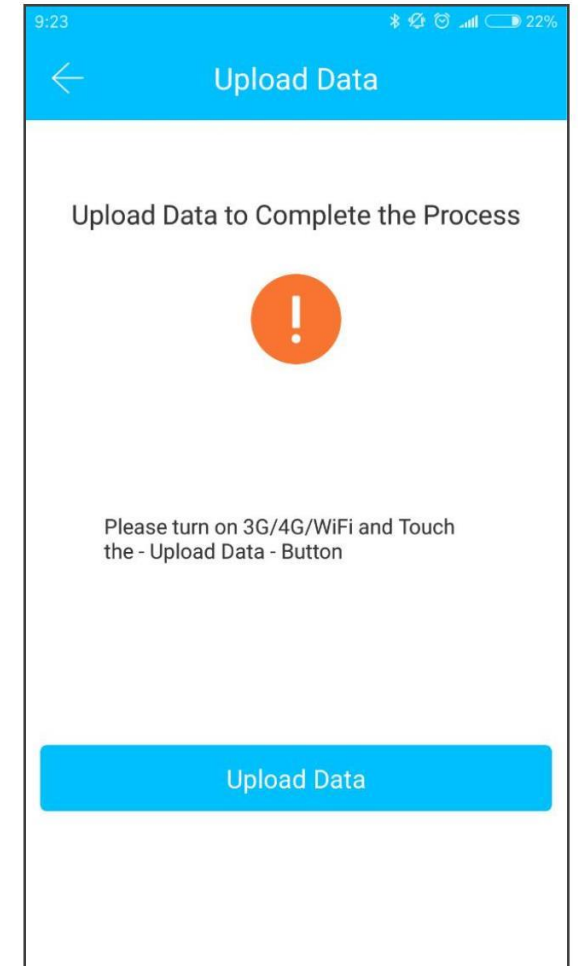
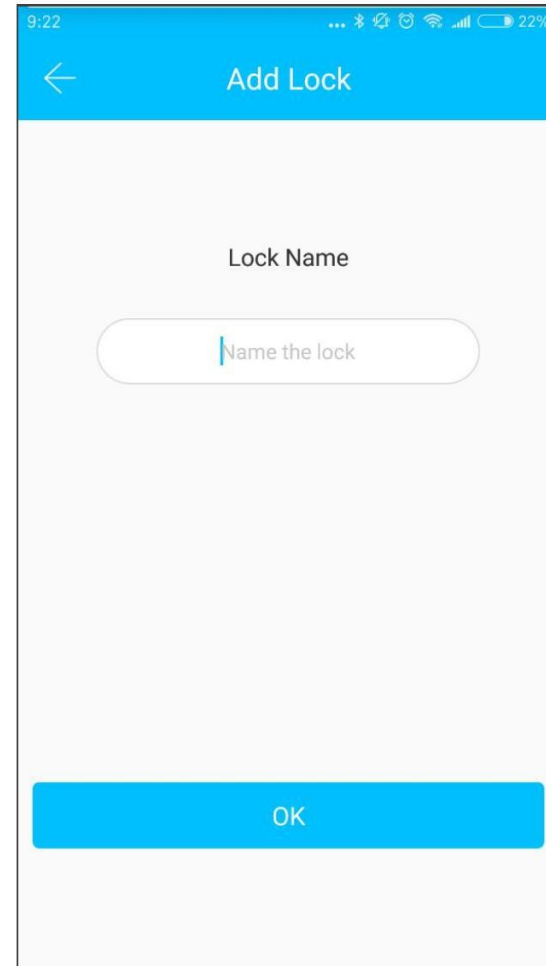
2.1 Lock supporting

The Sciener App supports multiple types of lock, including door locks, padlocks, safe locks, smart lock cylinders, parking locks, and bicycle locks. When adding a device, you must firstly select the lock type. The lock needs to be added to the app after entering the setting mode. A lock that has not been added will enter the setting mode as long as the lock keyboard is touched. The lock that has been added needs to be deleted on the App first.



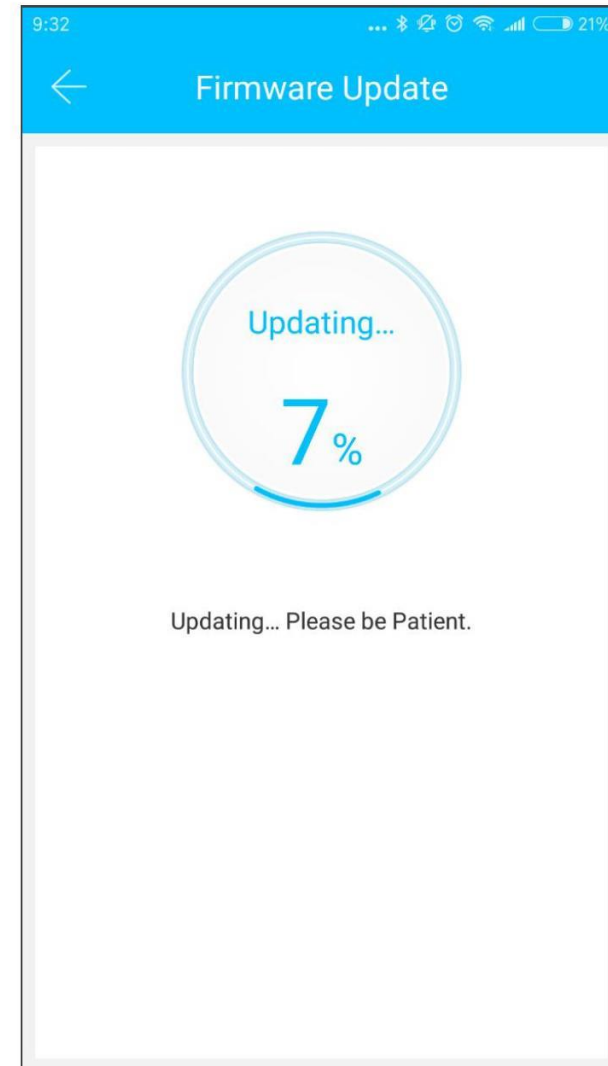
2.2 Lock adding

The initialization data of the lock needs to be uploaded to the network. The data needs to be uploaded when the network is available to complete the entire whole adding process.



2.3 Lock upgrade

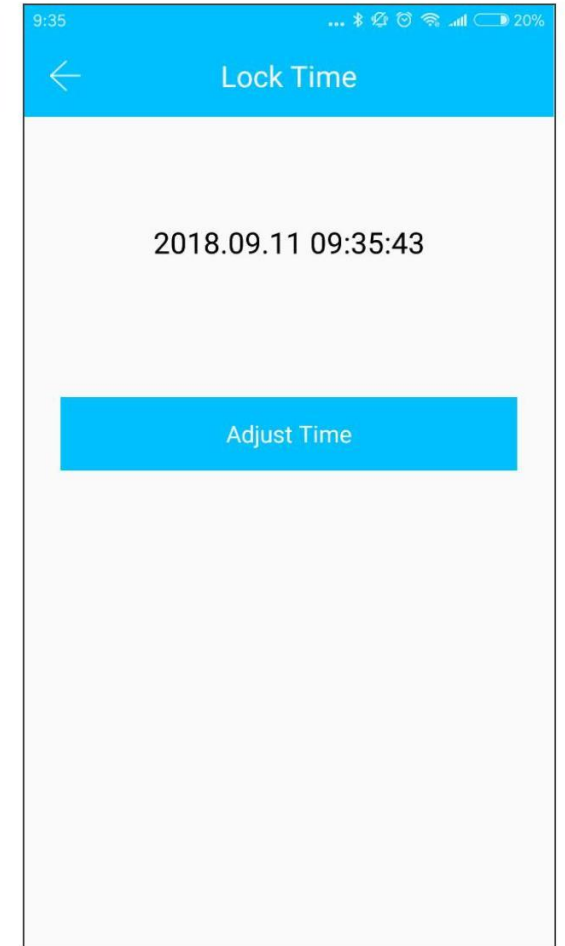
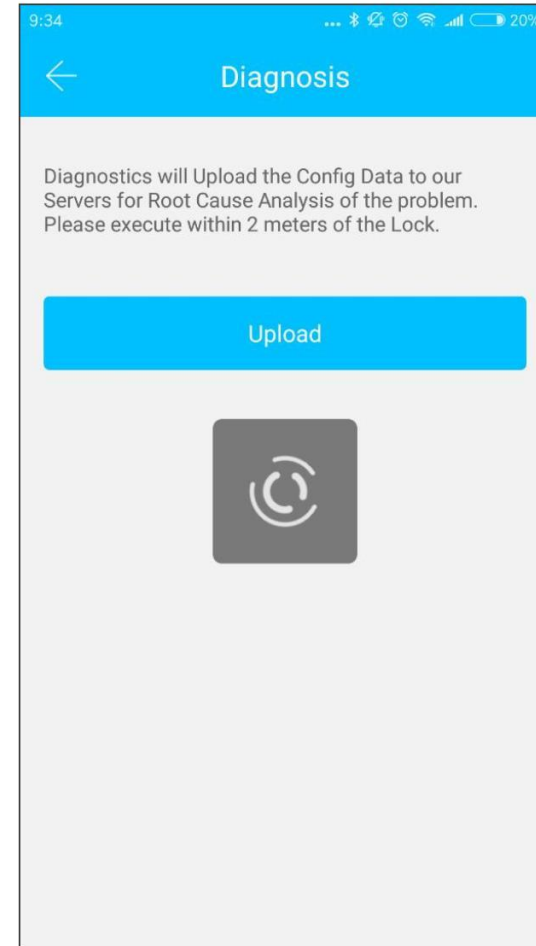
User can upgrade the lock firmware on the Sciener APP. The upgrade needs to be done via Bluetooth next to the lock. When the upgrade is successful, the original key, password, IC card, and fingerprint can continue to be used.



2.4 Error diagnosis and time calibration

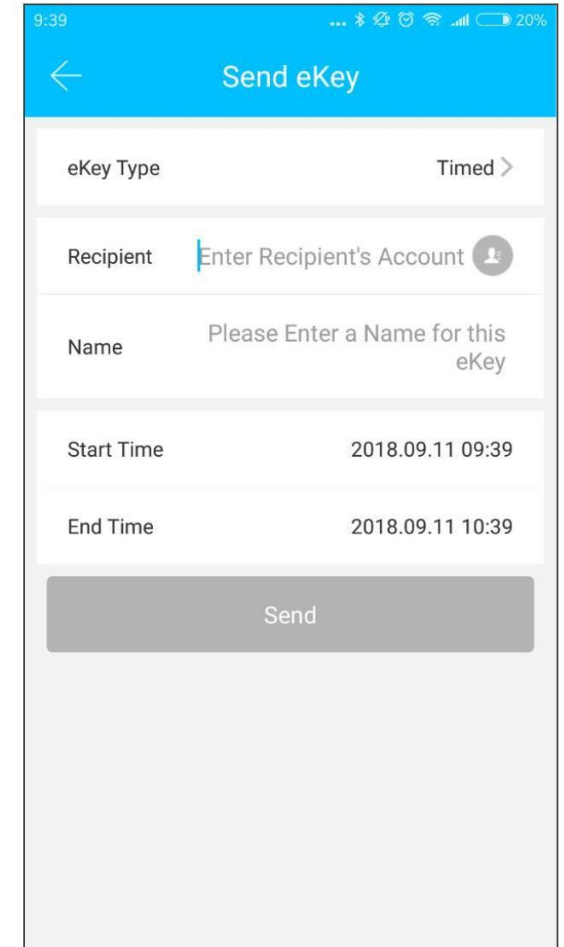
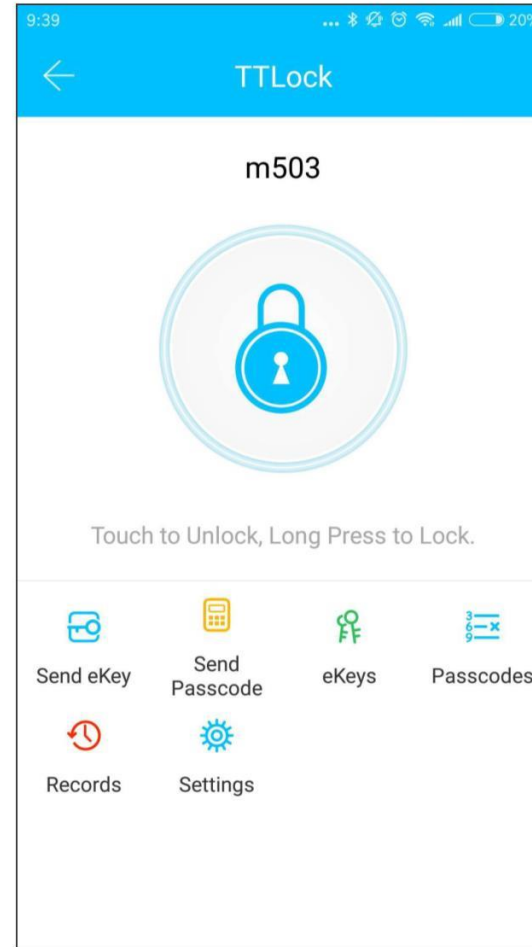
Error diagnosis aims to help analyze the system problems. It needs to be done via Bluetooth beside the lock.

If there is a gateway, the clock will be calibrated firstly through the gateway. If there is no gateway, it needs to be calibrated by the mobile phone Bluetooth.



3. Ekey management

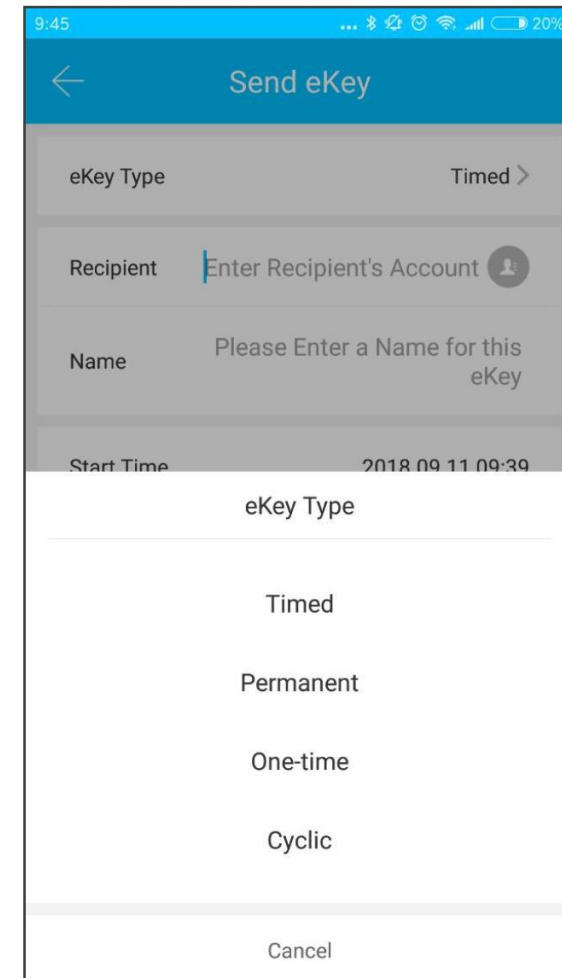
After the administrator successfully adds the lock, he owns the highest administrative rights to the lock. He can send keys to others. Meanwhile he can increase the key management that is about to expire.



Click the type of lock it will show the time-limited ekey, one-time ekey and permanent ekey.

Time-limited ekey: The ekey is valid for the specified time.

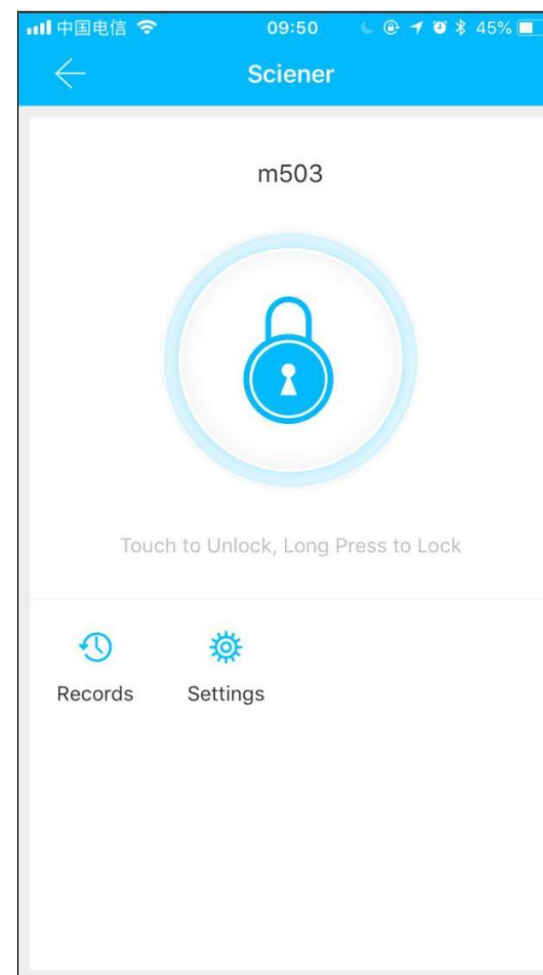
Permanent ekey: The ekey can be used permanently.
One-time ekey: the ekey will be automatically deleted once it has been used.



3.1 One-time passcode

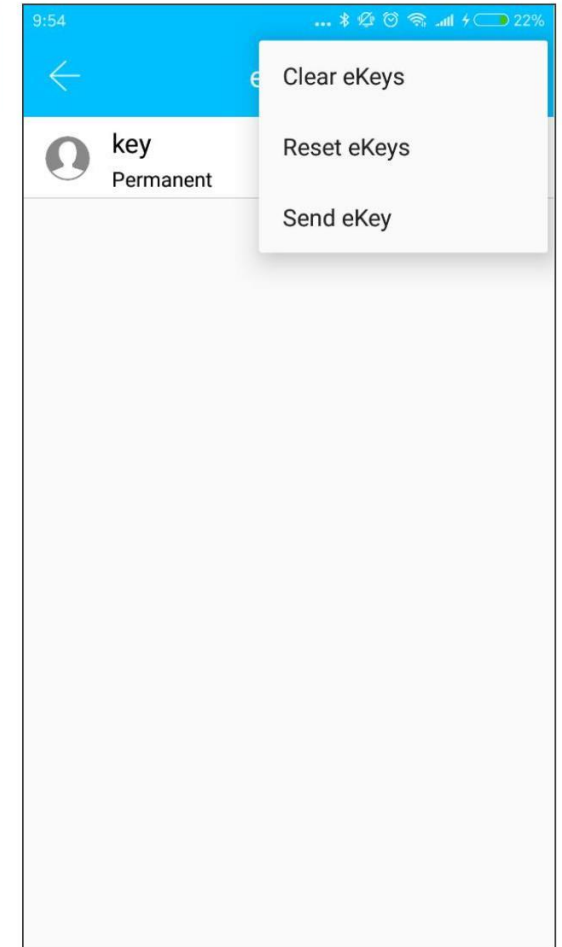
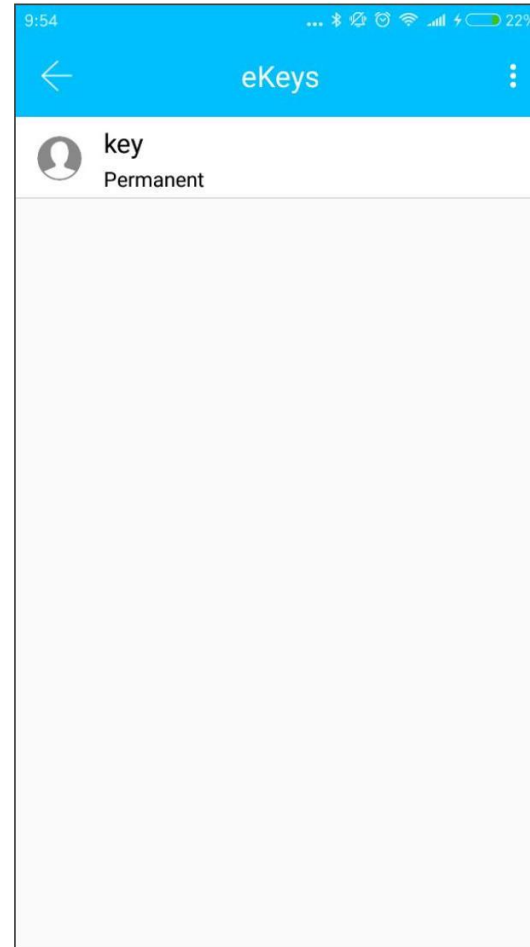
The ekey sent from the Room Master APP has the function of obtaining a one-time passcode.

as shown :



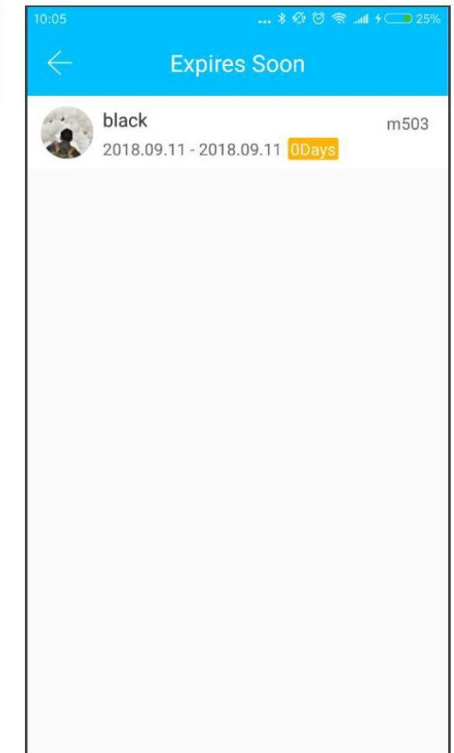
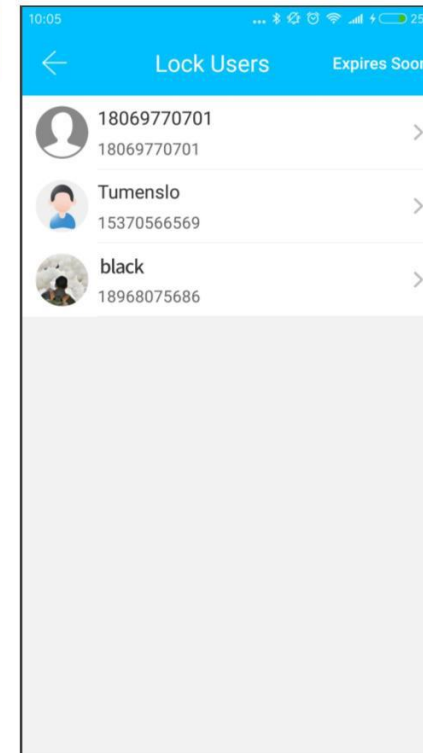
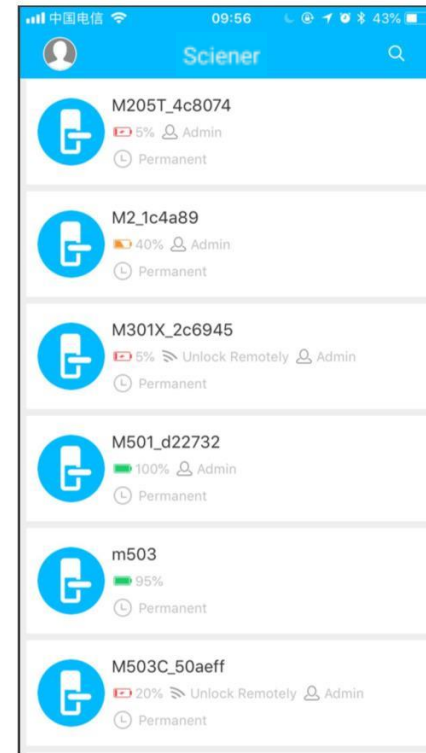
3.2 Ekey management

The manager can delete ekey, reset ekey, send and adjust the ekey, meanwhile he can search the lock record.



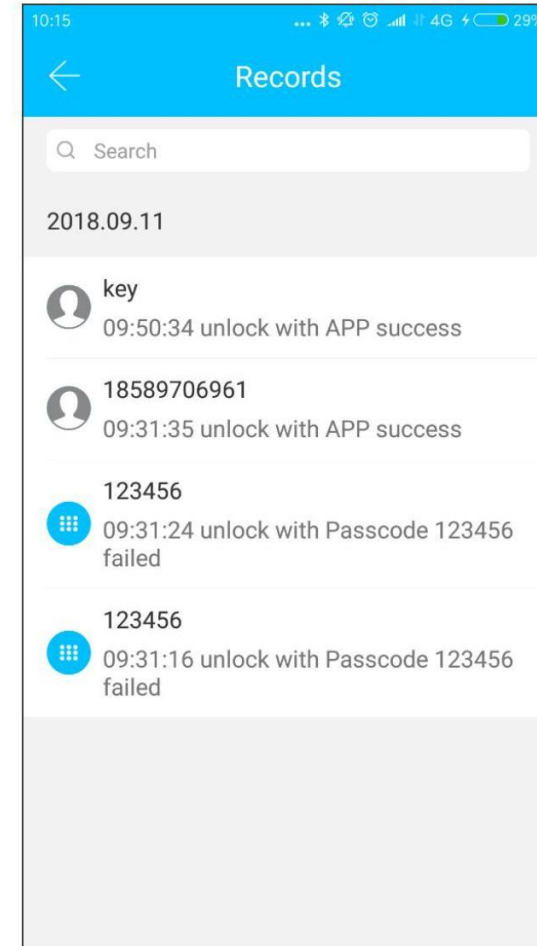
3.3 Deadline warning

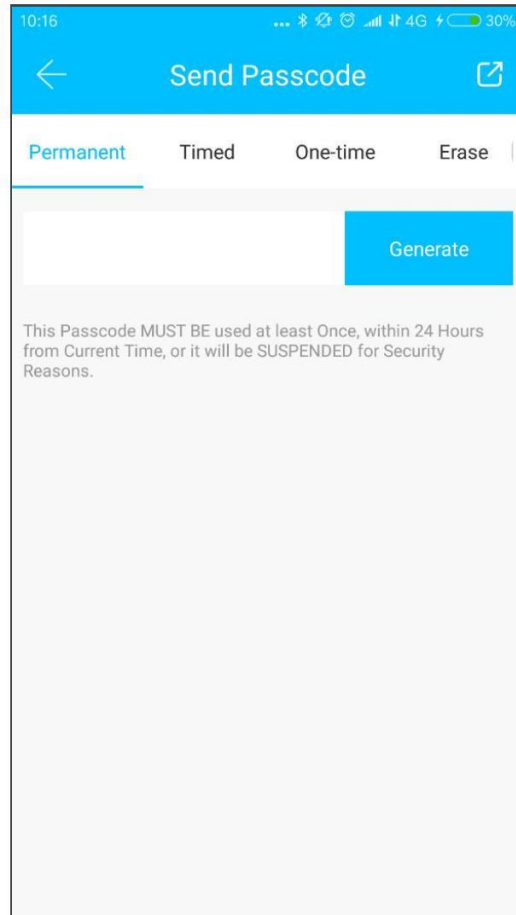
System will show two colors for deadline warning. The yellow means close to expiring and the red means it has expired.



3.4 Search lock record

The administrator can query the unlock records of each key.





4. Type of passcode

After inputting the passcode on the keyboard of the lock, press the unlock button to unlock. Passcodes are classified into permanent, time-limited, one-time, empty, loop, custom, etc.

4.1 Permanent passcode

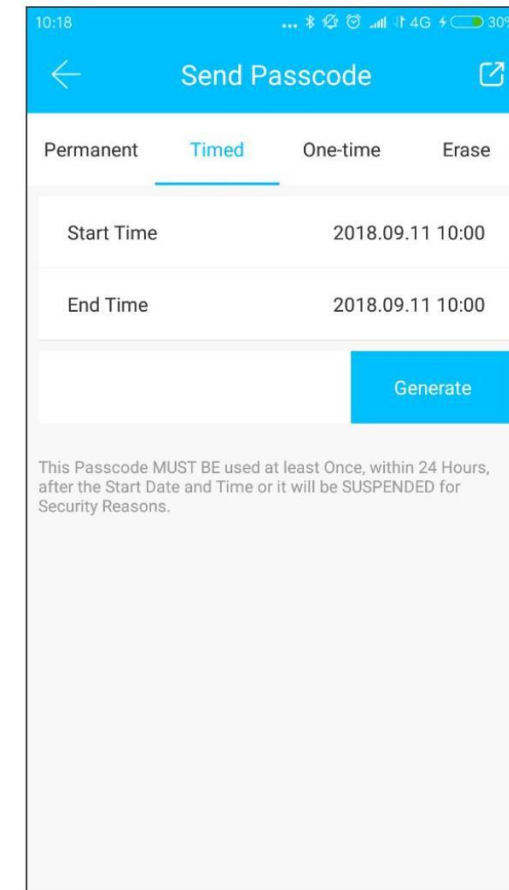
The permanent passcode must be used within 24 hours after it is generated, otherwise it will automatically expire.

4.2 Time-limited passcode

The time-limited passcode can own an expiration date, which is a minimum of one hour and a maximum of three years. If the validity period is within one year, the time can be accurate to the hour; if the validity period is more than one year, the accuracy is month. When the time-limited passcode is valid, it should be used within 24 hours, otherwise it will automatically expire.

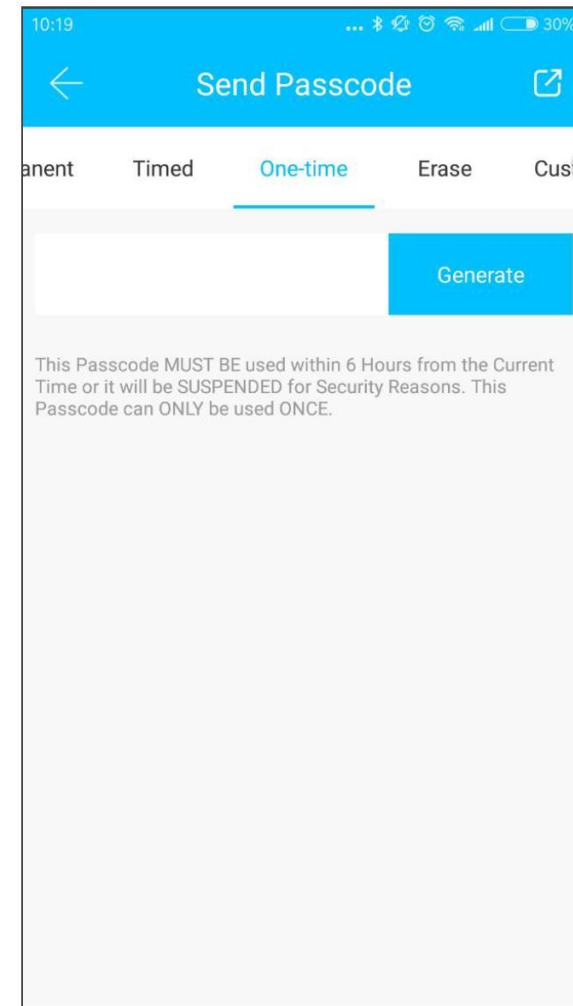
After inputting the passcode, please press the lock button or # on the right corner to lock the door.

The way to change the passcode: input the original passcode to unlock, then input **“10 # original passcode # new passcode (between 4 numbers and 6 numbers) # input new passcode again # ”** .



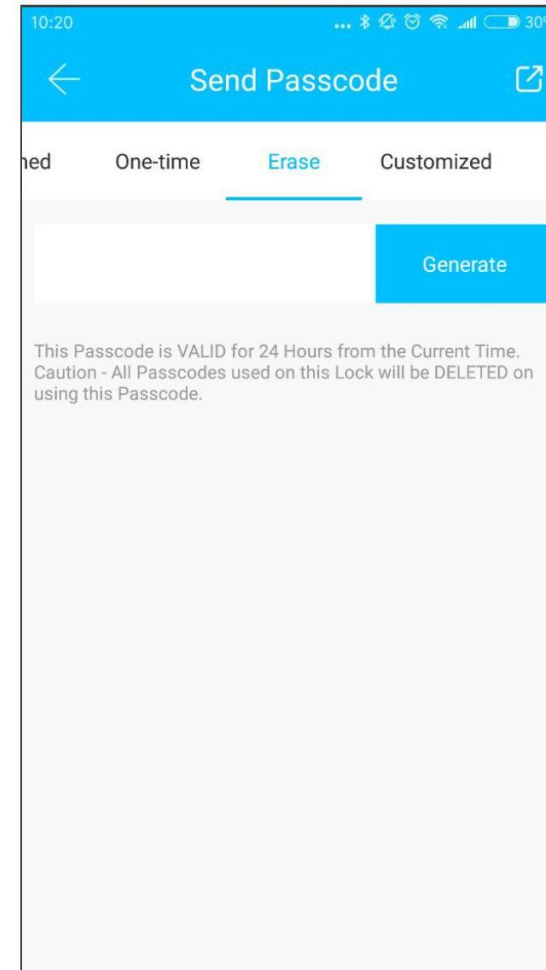
4.3 One-time passcode

One-time passcode can only be used for one time, and which is available for 6 hours.



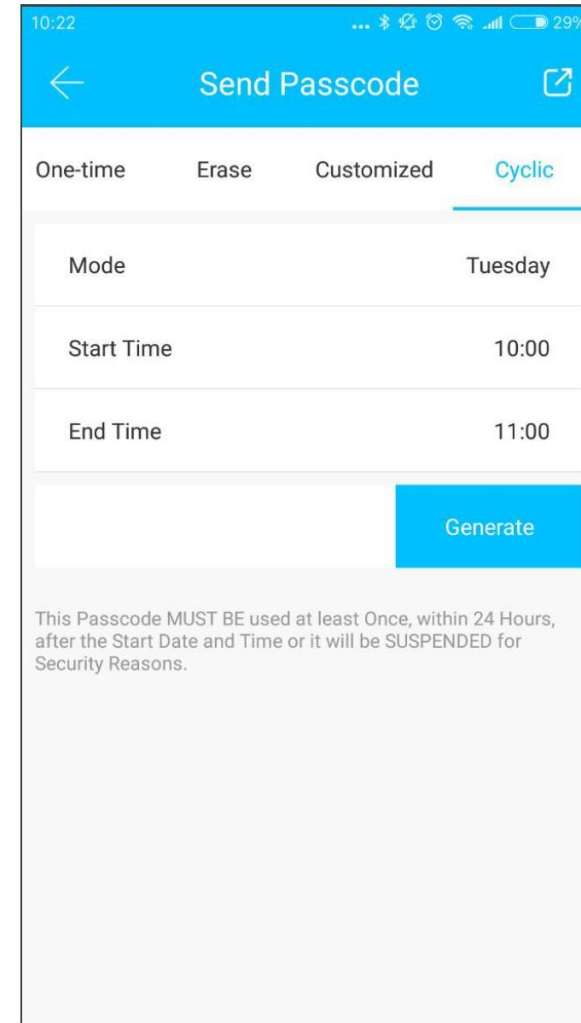
4.4 Clear code

Clear code is used to delete all the passcodes the lock has set, and which is available for 24 hours.



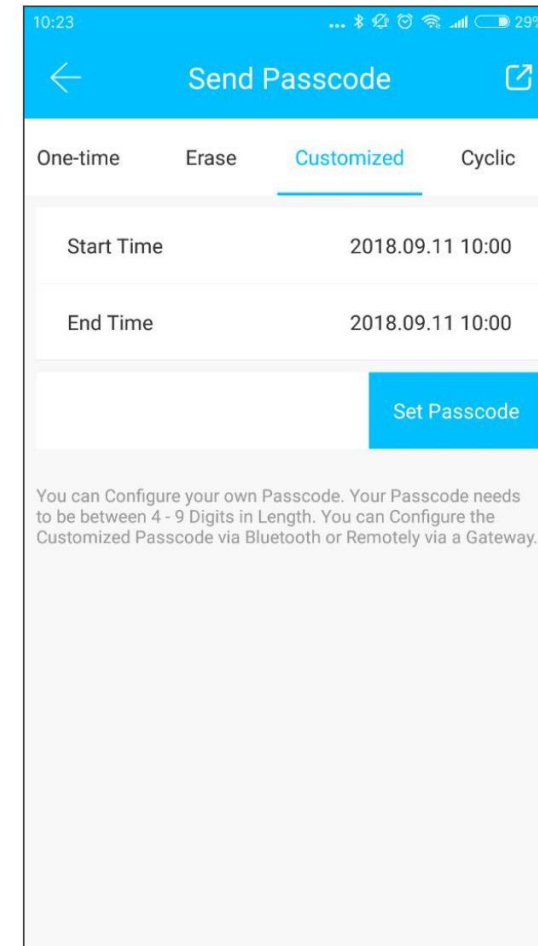
4.5 Cyclic passcode

The cyclic password can be reused within a specified time period, including daily type, weekday type, weekend type, and more.



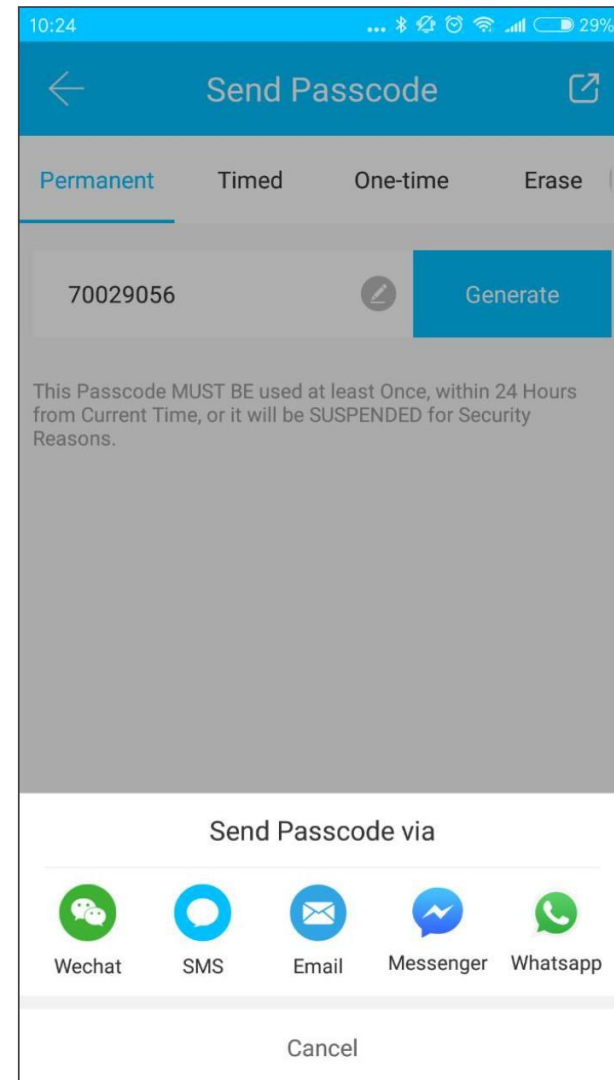
4.6 Custom passcode

User can set any passcodes and validity period he wants.



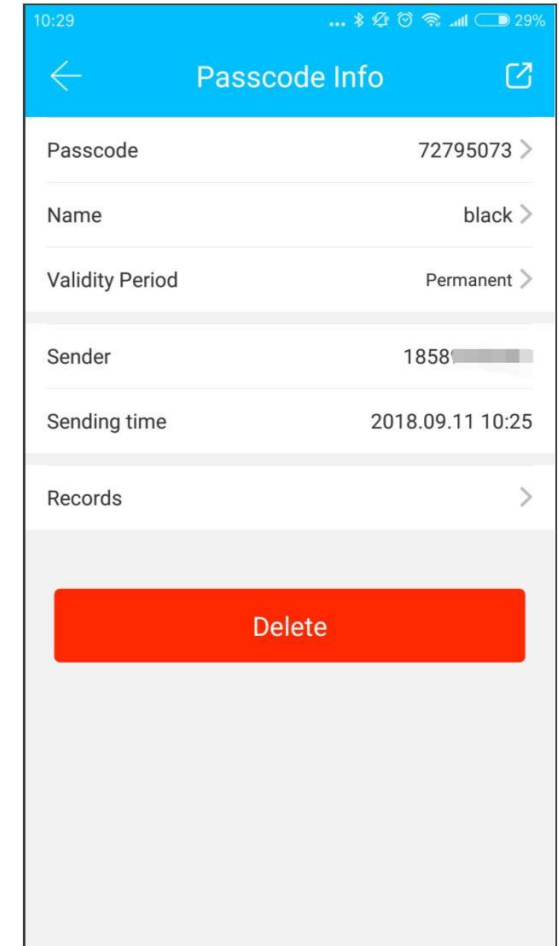
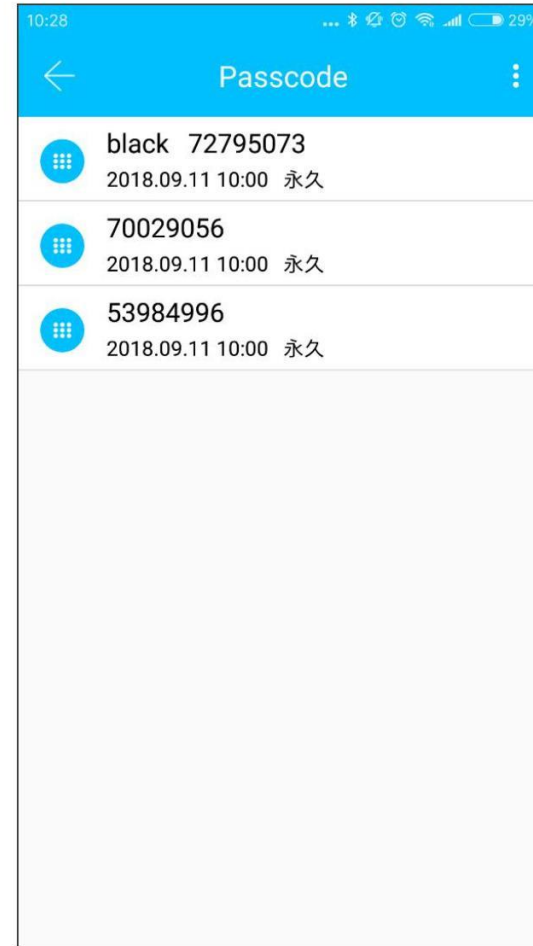
4.7 Passcode sharing

The system add new communication ways of Facebook Messenger and Whatsapp to help users share the passcode.



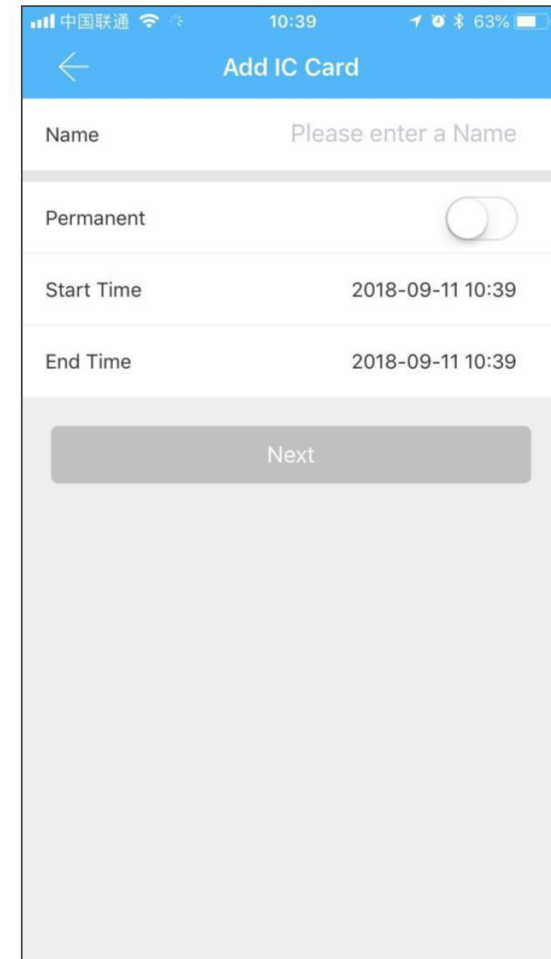
4.8 Passcode view and management

All generated passcodes can be viewed and managed in the password management module. This includes the right of changing the password, deleting the password, resetting the password, and unlocking the password.



5. Card management

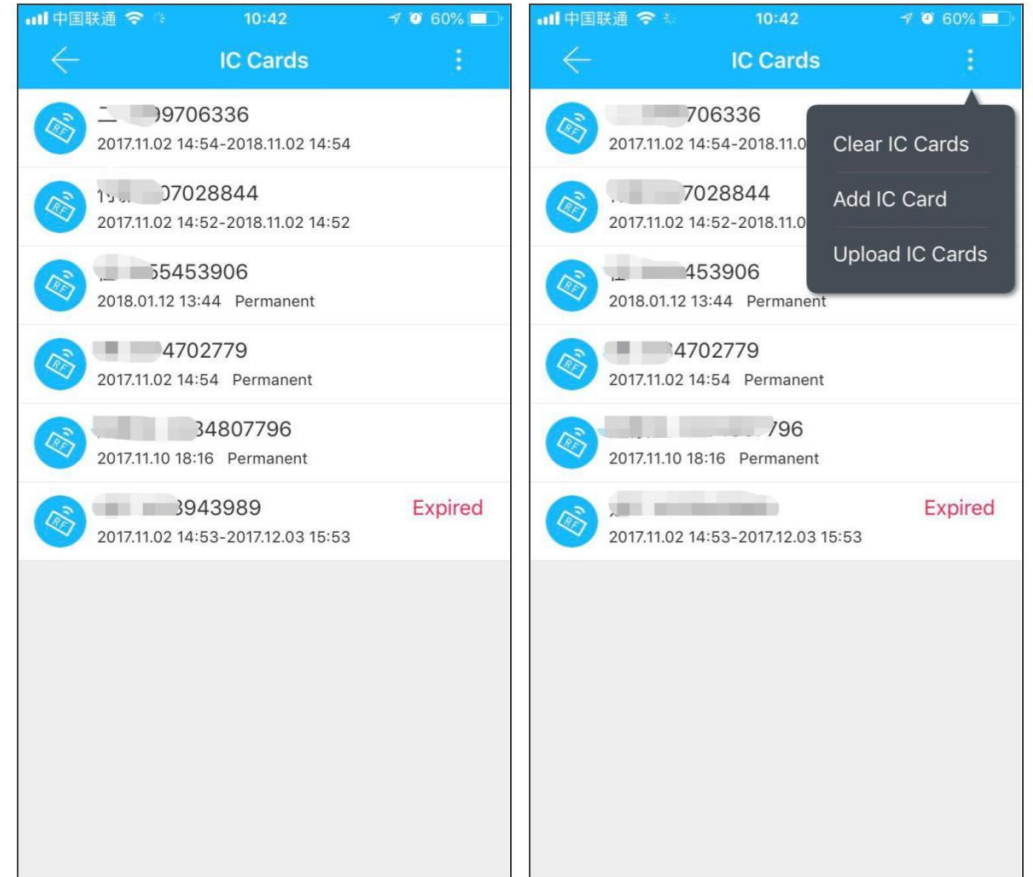
You need to add the IC card first. The whole process needs to be done via the app beside the lock. The validity period of the IC card can be set, either permanent or time-limited.



5.1 Card view and management

All IC cards can be queried and managed through the IC card management module.

The remote card issuance function is displayed in the case of a gateway. If there is no gateway, the item is hidden.



6. Fingerprint management

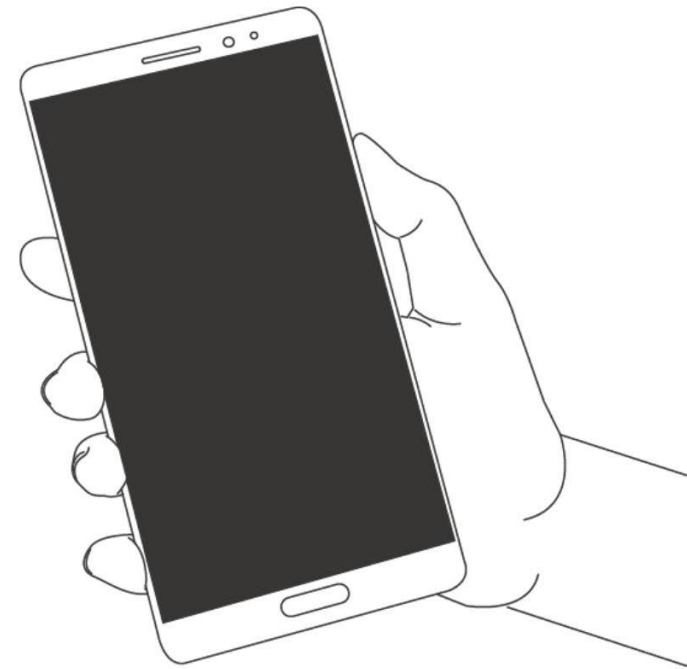
Fingerprint management is similar to IC card management. After adding a fingerprint, you can use the fingerprint to unlock the door.

7. Unlock via Bluetooth

User can lock the door via Bluetooth and can also send the Bluetooth ekey to anyone.



Two ways of unlocking the door: a. press the unlock button on the APP; b, touch and light the lock panel.



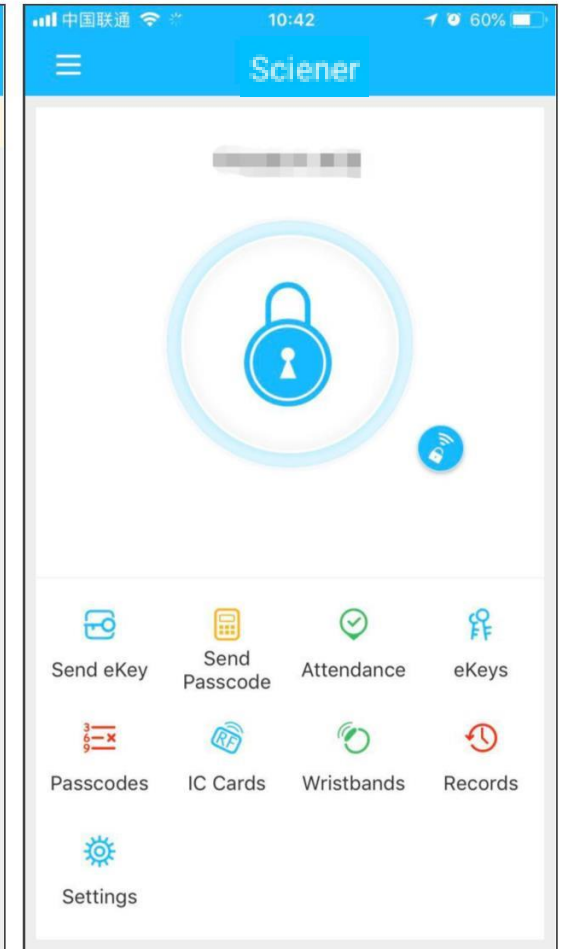
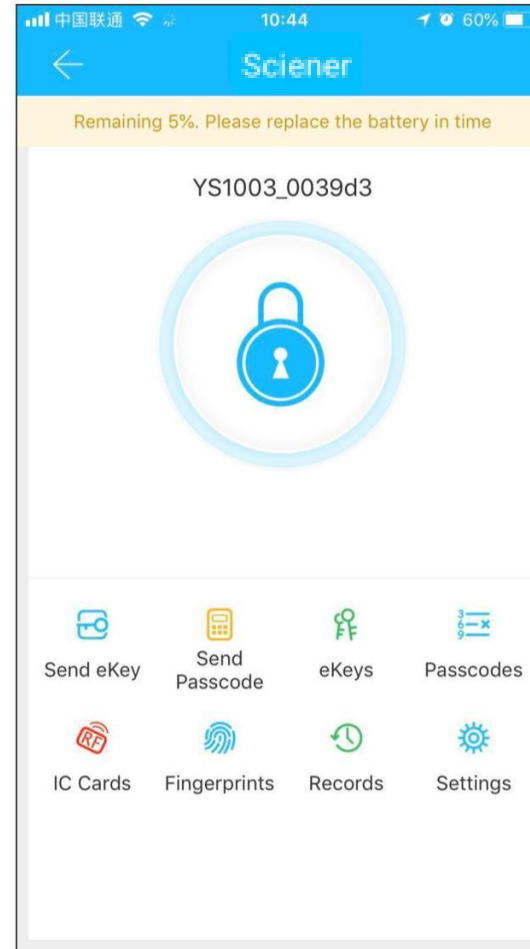
Use APP to unlock

Click the round button at the top of the page to unlock the door. Since the Bluetooth signal has a certain coverage, please use the APP within the certain area.

Touch to unlock

You can Open the app and touch the keyboard to unlock the door.

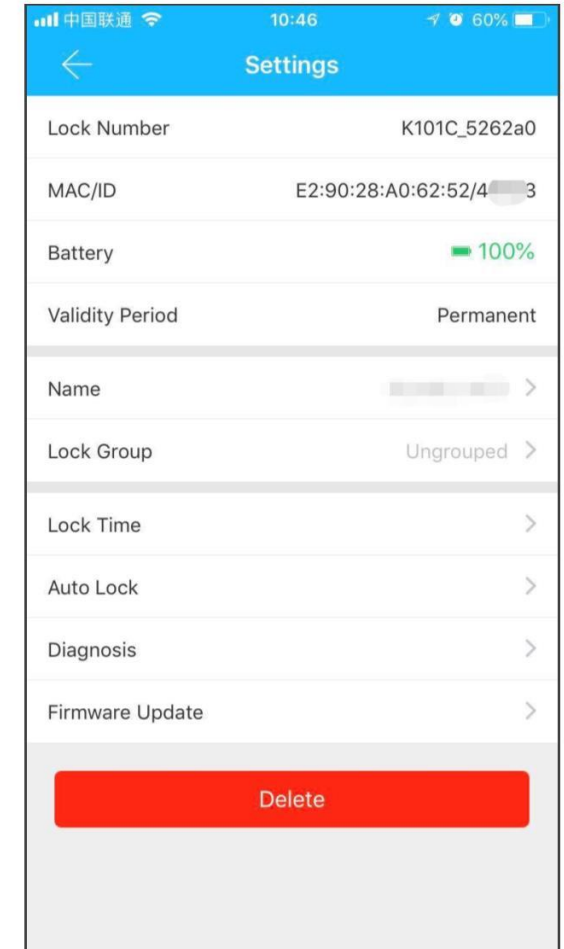
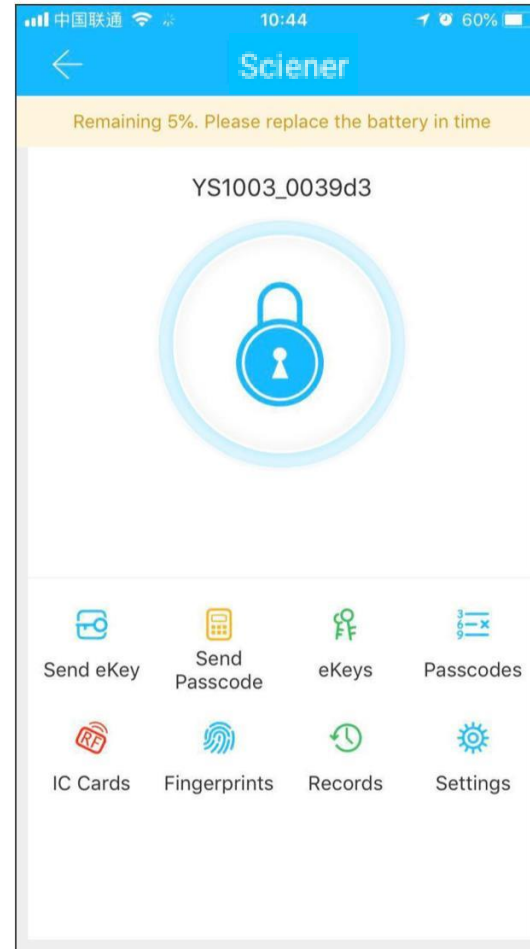
Click the small button to open the door remotely when you have installed the gateway.



8. Attendance management

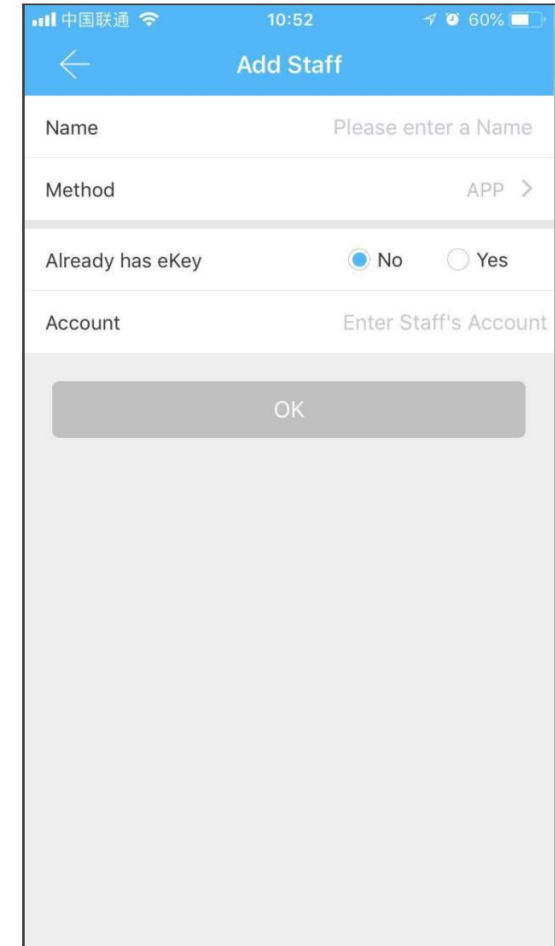
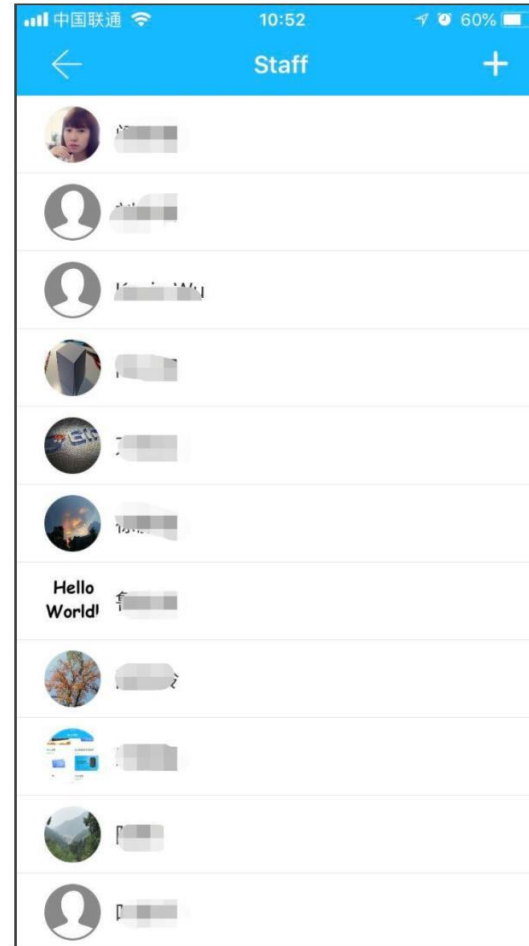
One product of Sciener is access control, which can be used for company attendance management. The app contains functions of employee management, attendance statistics and so on.

All door locks have attendance function. You can turned the lock on or off in the lock setting.



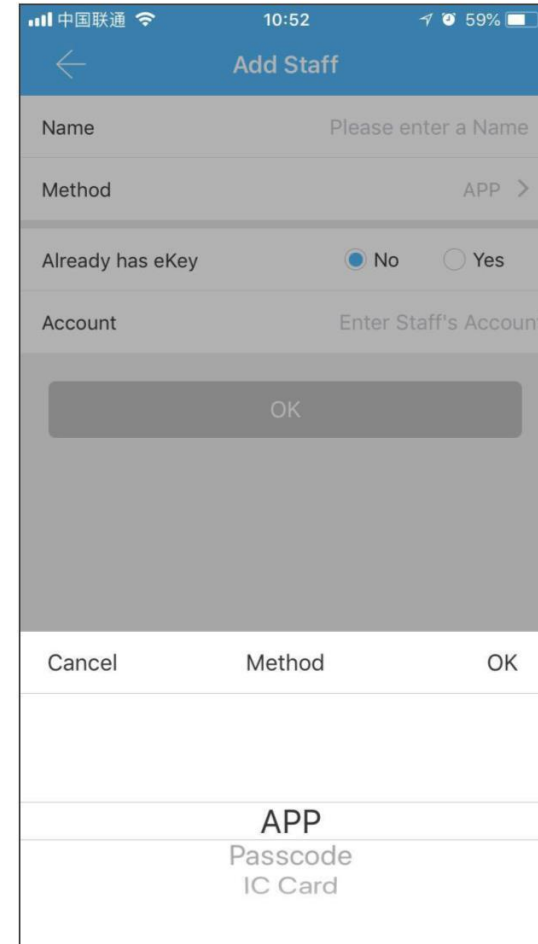
8.1 Staff management

Administrator can view and management the staff information in the staff management module.



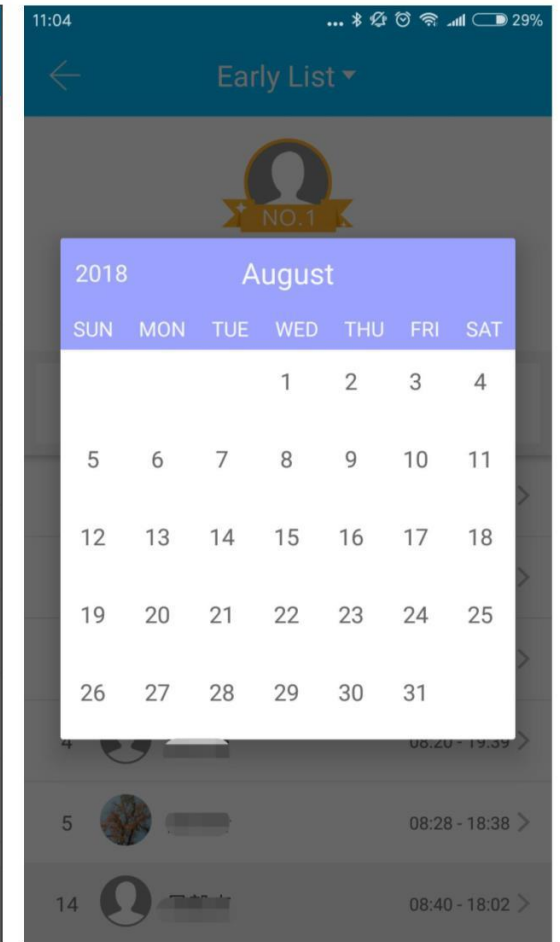
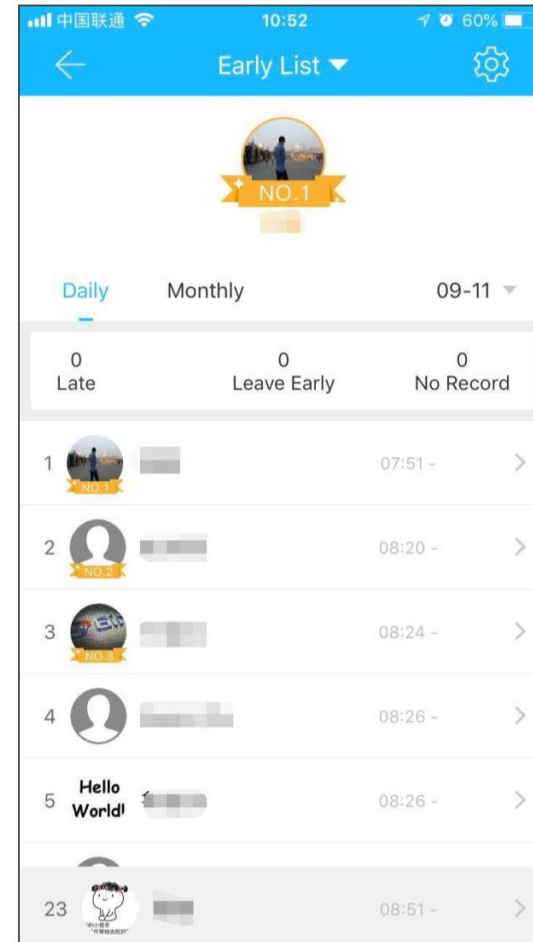
8.2 Attendance method

It supports staff attendance in three ways, including App, password, and IC card.



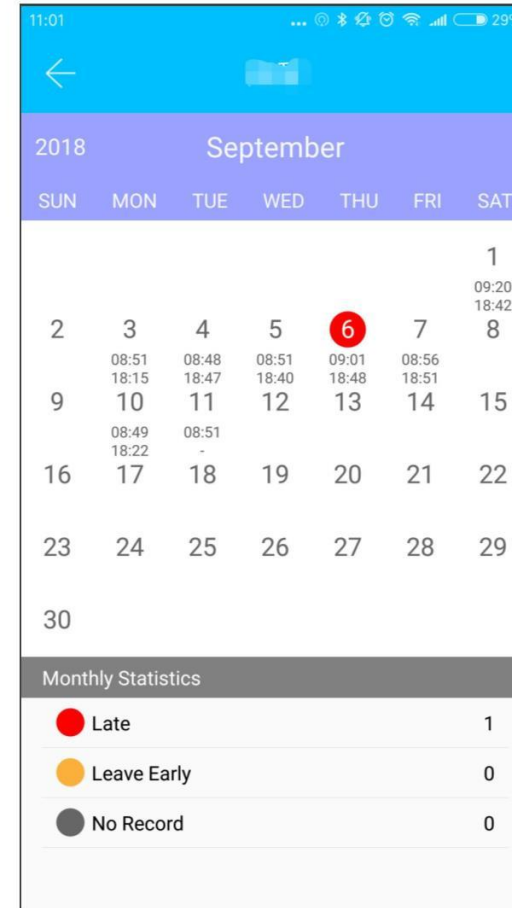
8.3 Attendance statistic

In this module, you can check the attendance of all employees on a certain day, according to the time of arrival at the company. Late arrivals, early departures, and unchecked cards are identified in three different colors.



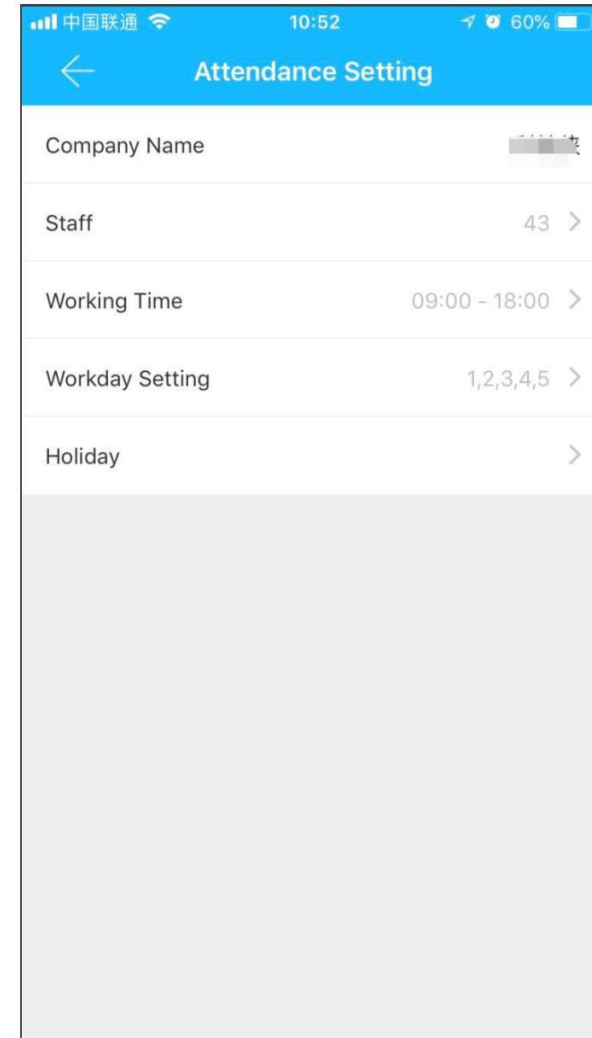
8.4 Attendance check

Swipe from left to right to view the staff attendance on different months.



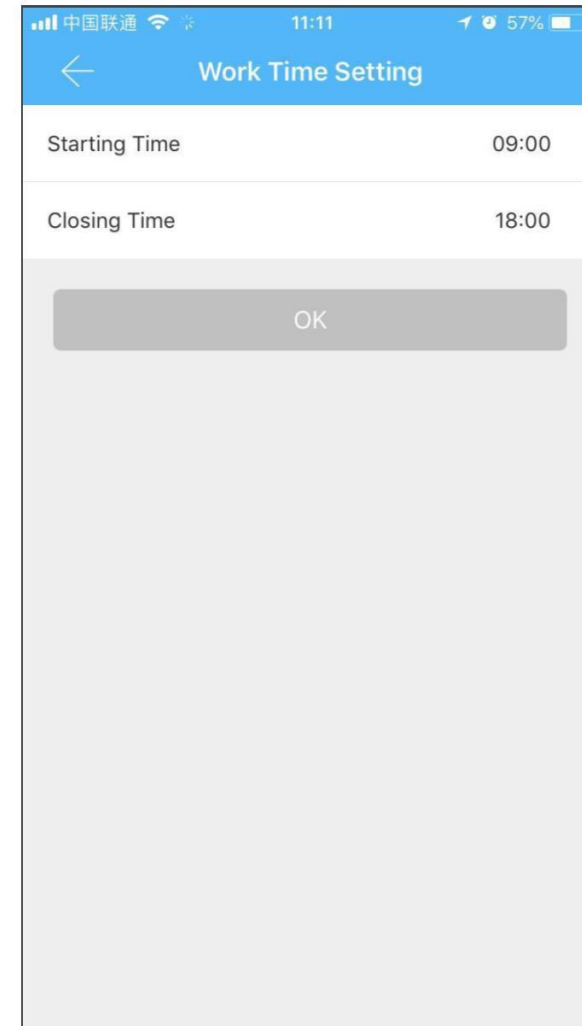
8.5 Property settings

In this module, you can set the company name, departments, working hours, working days, and holidays.



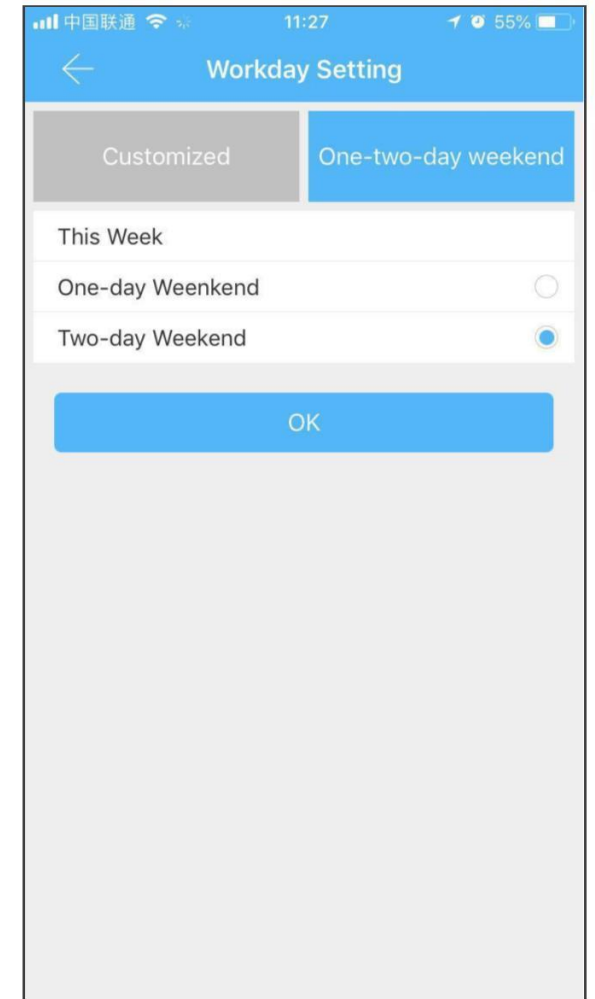
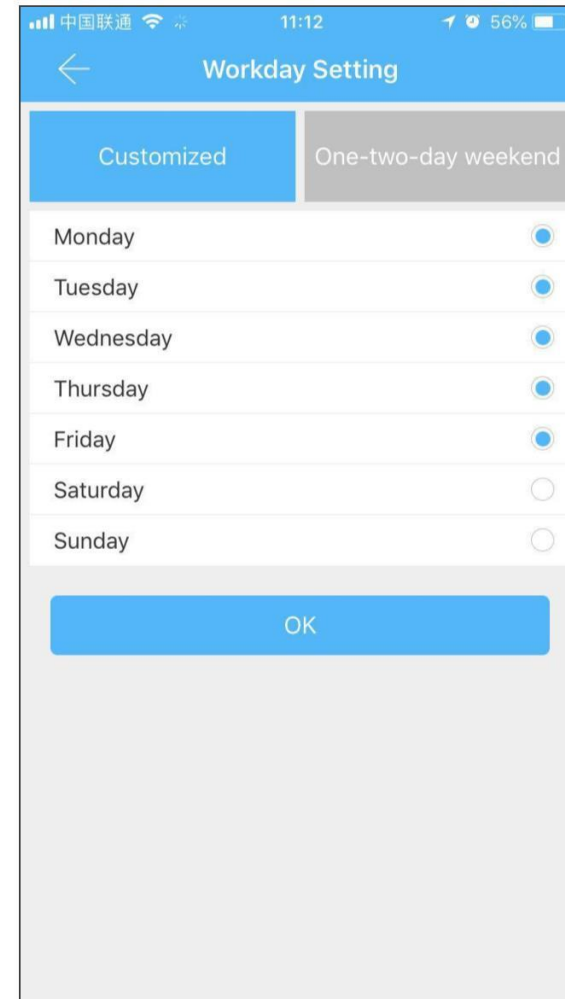
8.6 Time settings

The work time settings can judge if you are late or early to leave.



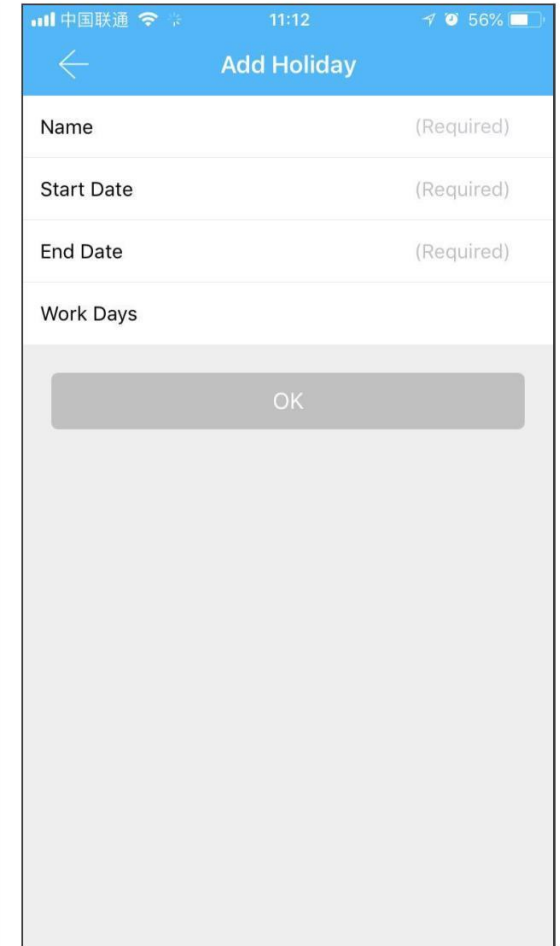
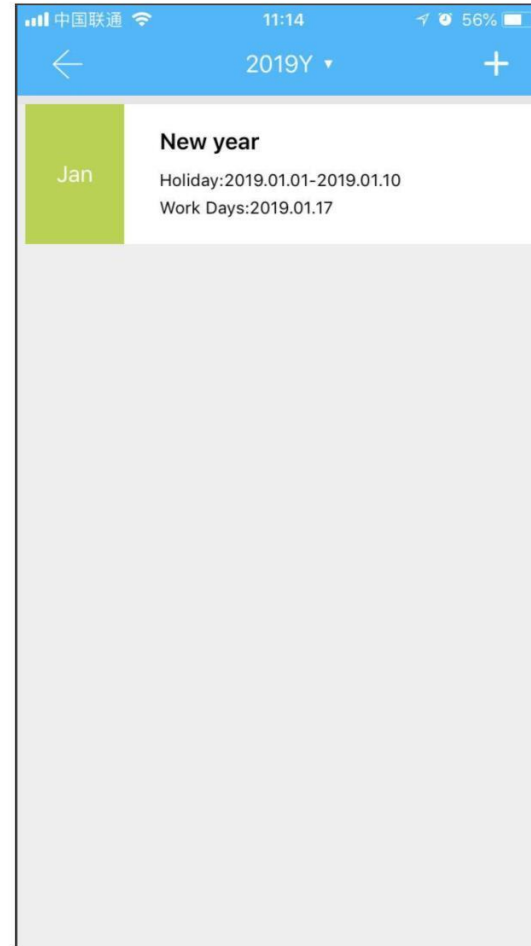
8.7 Workday settings

You can set certain workdays you want in this module.



8.8 Holiday settings

You can set holidays and workdays according to your need.

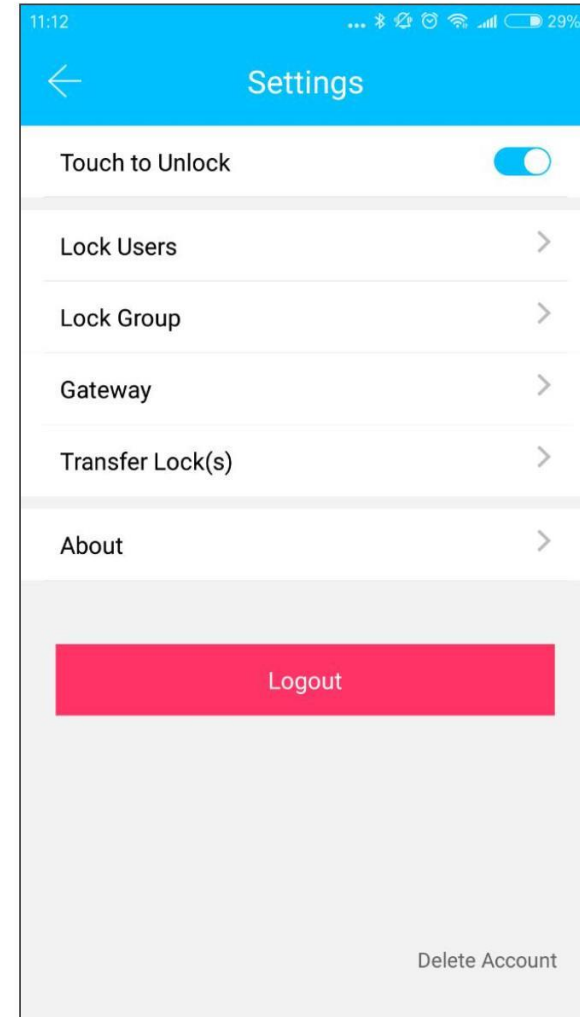


9. System settings

In the system settings, it includes touch unlock switch, group management, gateway management, security settings, reminder, transfer smart lock and so on.

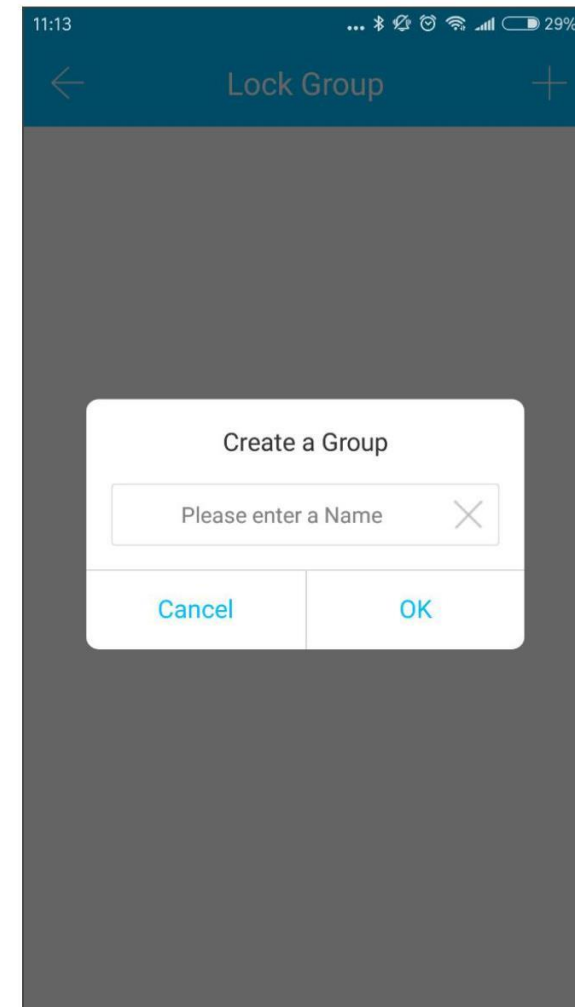


Touch unlock setting determines whether you can open the door by touching the lock.



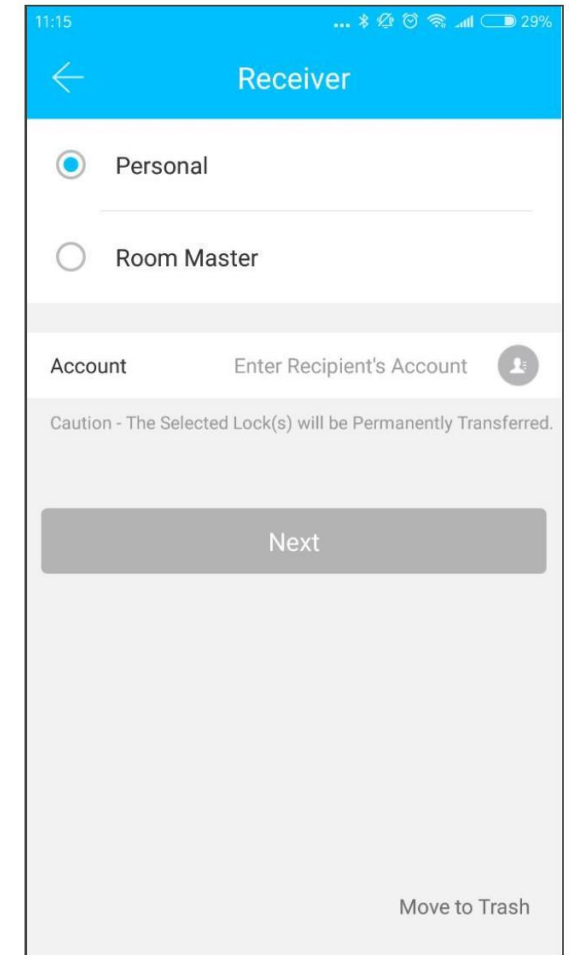
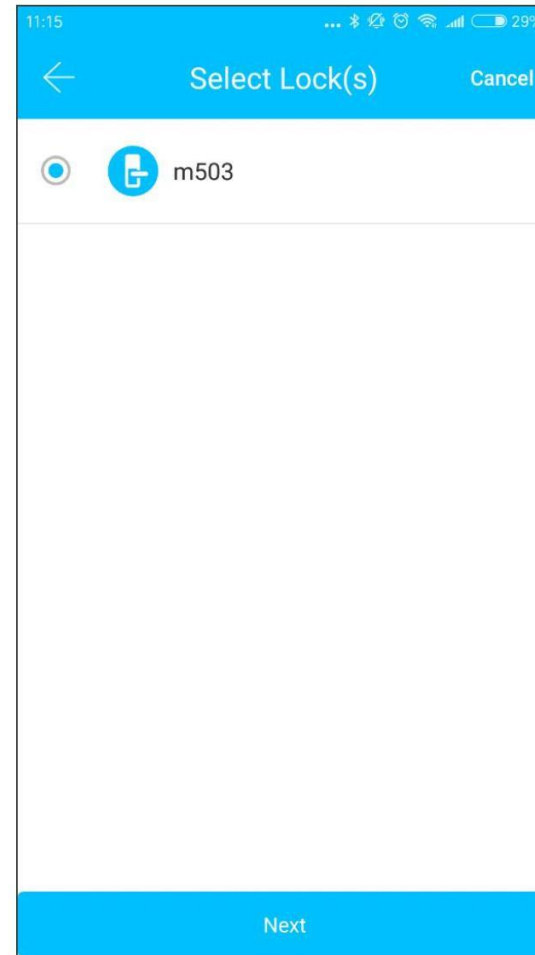
9.1 Key groups management

In the case of a large number of keys, you can use group management module.




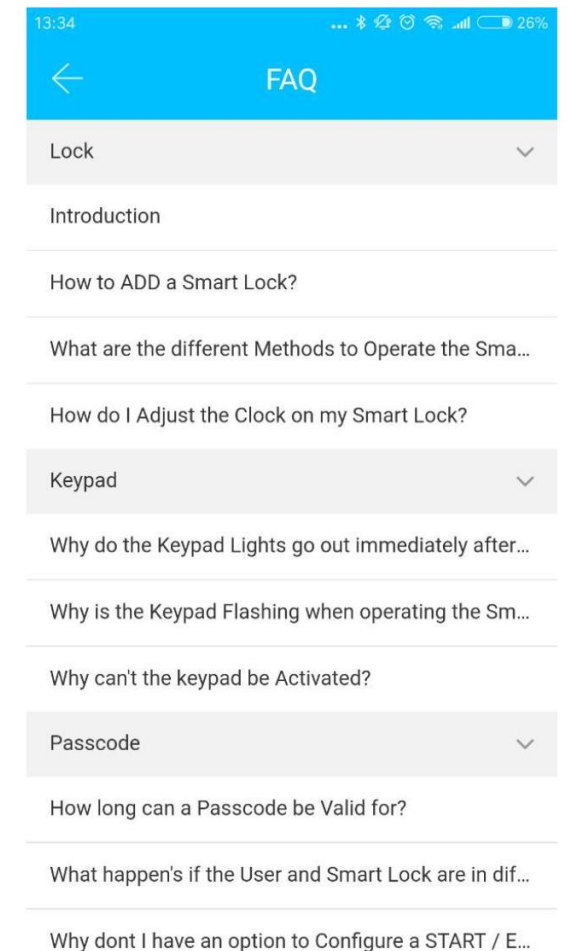
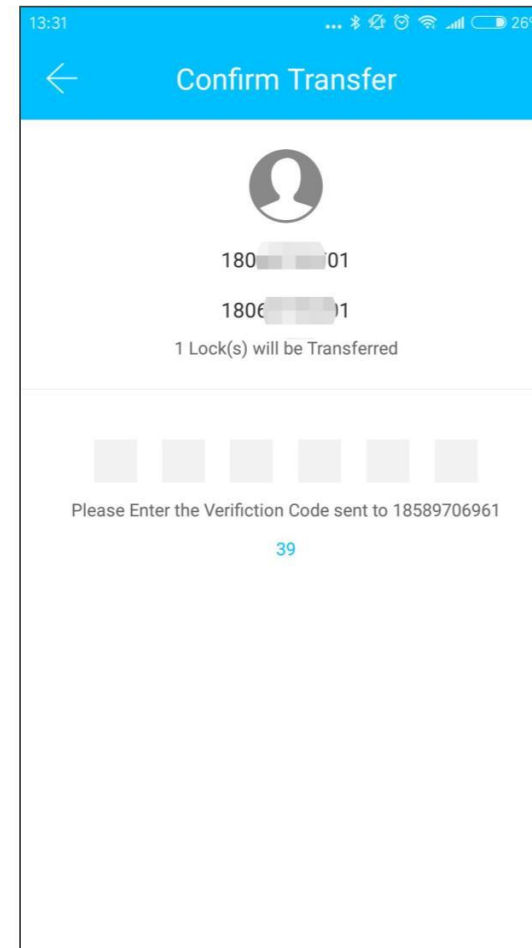
9.2 Transfer admin rights

The administrator can transfer the lock to other users or to the apartment (Room Master user). Only the account that manages the lock has the right to transfer the lock.



After inputting the account, you will receive a verification code. Filling in the correct number, you will transfer successfully.

 The account of the apartment transfer receive must be the administrator account.



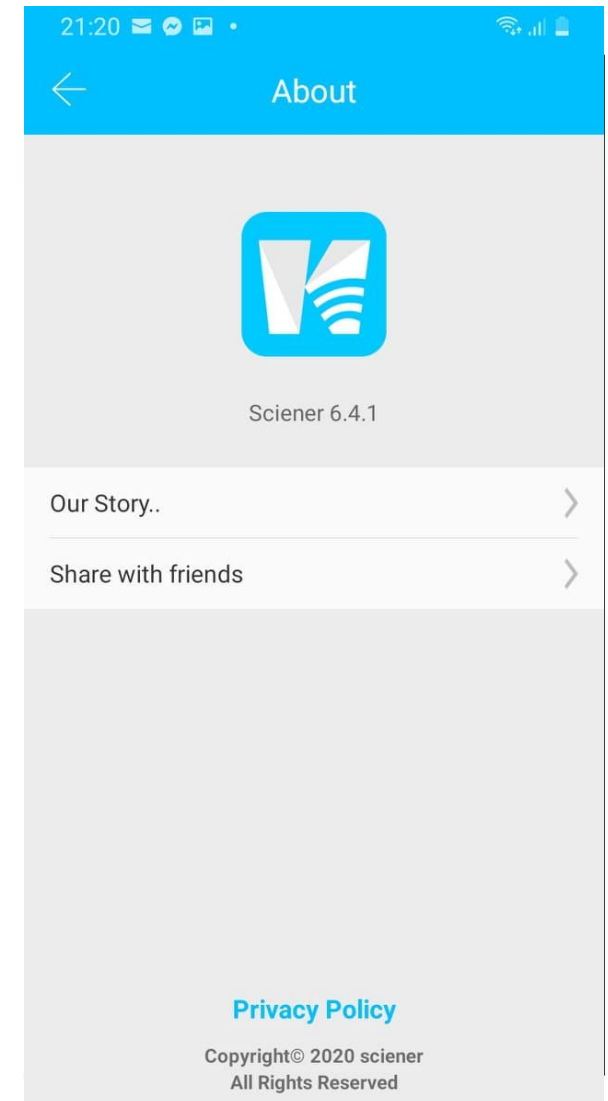
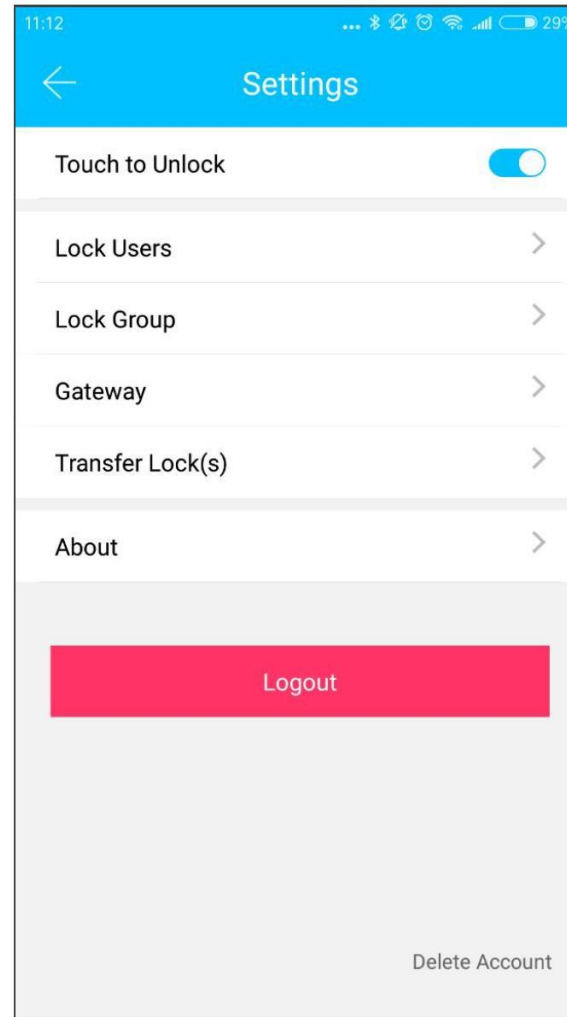
(III) Main functions-customer service

9.3 Customer service

You can contact us at
support@digitalhome.ph or visit our
Facebook page **DigitalhomePhilippines**

9.4 About the APP

In the About mobile app, you can check the version number of the app.



10. Gateway management

The Sciener is directly connected via Bluetooth, that is why it is not attacked by the network. The [G2_gateway](#) is a bridge between smart locks and home WIFI networks. Through the gateway, the user can remotely view and calibrate the lock clock, read the unlock record. Meanwhile, it can remotely delete and modify the password.



10.1 Add the gateway

Please add the gateway via APP

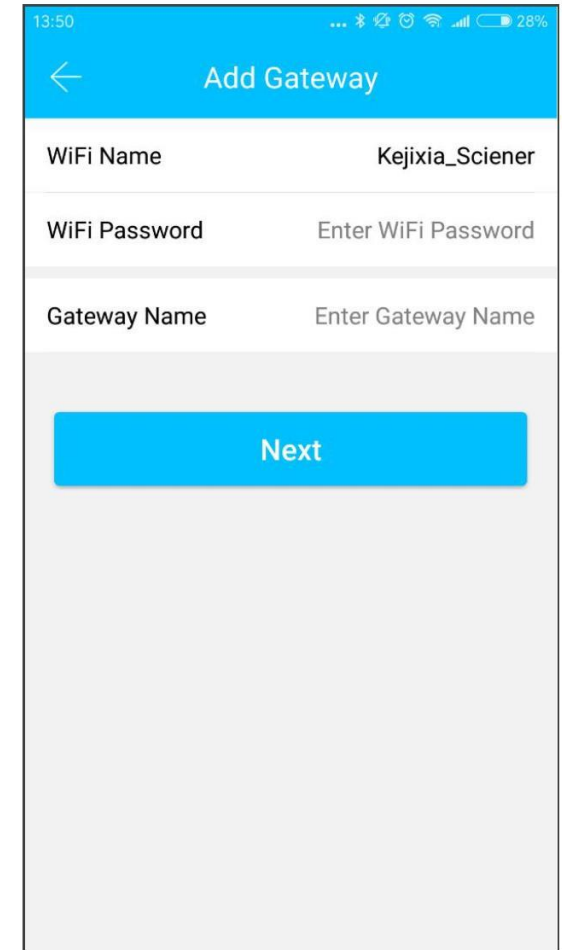
steps :

A、 Connect your phone to the WIFI network which the gateway is connected to.

B、 Click the plus button in the upper right corner and input the WIFI passcode and gateway name.

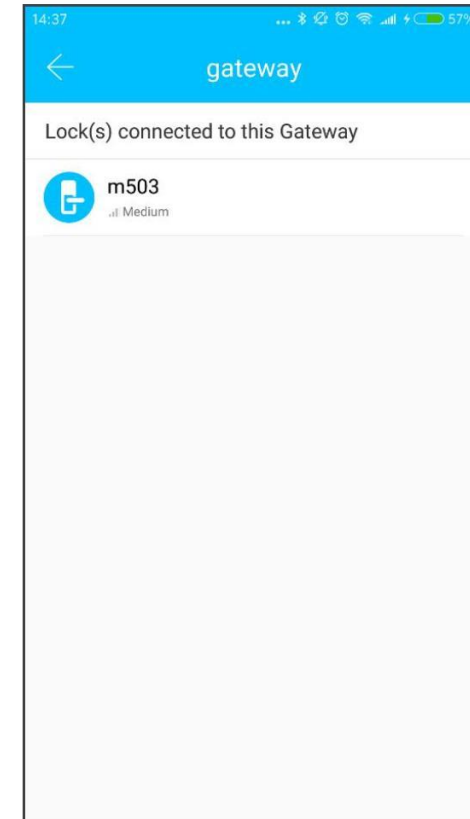
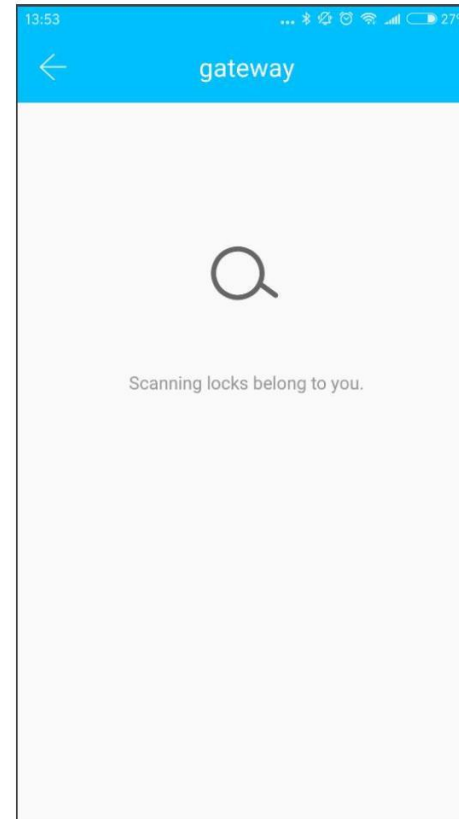
Click OK and input the passcode for authentication.

C、 Press and hold the setting button on the gateway for 5 seconds. The green light indicate that the gateway has entered the add-on mode.



10.2 Manual

After a short period of time, you can see which locks are in their coverage in the app. Once the lock is bound to the gateway, the lock can be managed through the gateway.



Making your home SECURE. And a SMART one

