# User Manual of Keypad Password Cabinet Lock

**Model #: EP-B301**

Don't lock the locker/cabinet until making sure the lock is working normally when installing and testing.

<table>
<thead>
<tr>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Introduction</td>
</tr>
<tr>
<td>2. Preparation</td>
</tr>
<tr>
<td>3. Initialization</td>
</tr>
<tr>
<td>4. Modify Admin Password</td>
</tr>
<tr>
<td>5. Switch Working Mode</td>
</tr>
<tr>
<td>6. Modify Fixed User Password</td>
</tr>
<tr>
<td>7. Lock &amp; Unlock Under Fixed Password Mode</td>
</tr>
<tr>
<td>8. Lock &amp; Unlock Under One-Time Password Mode</td>
</tr>
<tr>
<td>9. Emergency Unlock</td>
</tr>
<tr>
<td>10. Status-Remind Function</td>
</tr>
<tr>
<td>11. Messy Password Function</td>
</tr>
<tr>
<td>12. Tips</td>
</tr>
</tbody>
</table>

![Diagram of lock components](image)

1. **Front Panel**: 1
2. **Lock Body**: 1
3. **Side Catch**: 1
4. **Screw**: 9 (For Wooden Cabinet)
5. **Screw**: 9 (For Steel Cabinet)
1. Introduction

1) Two Working Modes:
   A: Fixed Password Mode: Password is fixed until you change it. Normally for private places use (Home, office).
   B: One-Time Password Mode: Enter any password to lock it, then same password to unlock. Password is one-time use. Normally for public places use (Storage cabinet in supermarket, GYM locker room, etc.)

2) Password Type:
   A. User Password: Used to lock/unlock a cabinet
   B. Admin Password: Used to set the lock and for emergency unlock if forget user password
   C. Hopping Password: Used for emergency unlock if forget both admin password and user password

3) Default Password (After Initialization):
   Factory Admin Password: 00000000
   Factory User Password: 1111

4) Password Length: 4~10 digits.

5) Unlock: Enter password and press

2. Preparation

Load 4 pieces of AAA alkaline batteries.

3. Initialization

For bulk order, all locks initialized in our factory before shipping. So you don’t have to initialize it unless necessary.

Operation: Press reset button on the PCB of lock body for 3 seconds. Then the lock will be reset to Factory Mode.

You can now enter default admin password 00000000 or use password 1111 and then press to unlock to test.
4. Modify Admin Password

1) Press and hold the key for about 5 seconds.
2) The yellow LED indicator on lock panel will light, release finger, the yellow LED indicator blinks.
3) Input old Admin Password (Factory Admin Password is 0000-0000) and press to confirm.
4) Input new Admin Password (4~10 digits) and press , green light blinks twice and beep twice

5. Switch Working Mode

By default, it is fixed password mode after initialization. For bulk order, we can switch it to your preferred working mode in factory before shipping.

1) Fixed password mode to temporary password mode:
   Press -4-Admin Password-
2) Temporary password mode to fixed password mode:
   Press -5-Admin Password-

Note:
➢ If you switch it from fixed password mode to one-time password mode and find the latch is outside of the lock, you can (need to) enter Admin password and press to make the latch get inside. Then you can continue to set one-time password to lock/unlock normally.
➢ If you switch it from one-time password mode to fixed password mode, enter Admin password and press , then the fixed password will return to “1111”, then you can modify fixed user password.

6. Modify Fixed User Password

Switch it to fixed password mode if it is not.

1) Press the key twice continuously
2) Yellow light on lock panel blinks, release finger
3) Input old User Password (Factory User Password is 1111) and press to confirm
4) Input new User Password (4~10 digits) and press with green light blinks twice and 2 beeps
7. Lock & Unlock Under Fixed Password Mode

1) Enter password then press ☐, green light blinks, latch gets inside lock body, pull cabinet door to open.
2) Latch will get outside automatically after unlocking, push cabinet door to close.

Note: If input wrong number, press the key ☐ to end operation, then input correct password again.

8. Lock & Unlock Under One-Time Password Mode

Switch it to one-time password mode if it is not.

1) Enter any password and press ☐ to lock it (latch gets outside) and remember the password.
2) Enter the same password and press ☐ to unlock (latch gets inside). And password get invalid.
3) You can then repeat the above operation to set a new password to lock/unlock.

Note: If input wrong number, press the key ☐ to end operation, then input correct password again.

9. Emergency Unlock

1) If forget user password, you can use Admin Password to unlock for emergency.
2) If forget both user and admin password, contact us to get hopping password to unlock for emergency.

Note:
- After using Admin Password to unlock, the User Password will return to Factory User Password: 1111
- The Hopping Password is just for one-time use, and the fixed User Password will return to “1111”.
  But the Admin Password you modified before will not change.

10. Status-Remind Function

This function is only for one-time password mode. The lock will remind user that the lock has been occupied with red light blinking.

- Set Remind Function: ☐-8-Admin Password
- Cancel Remind Function: ☐-9-Admin Password
11. Messy Password Function

After setting messy password function, you can enter some messy/fake number before and after the correct password when unlocking. For example: The correct password is 1234, you can enter 39-1234-08 to unlock.

➢ Set messy password: 0-6-Admin Password-

➢ Cancel messy password: 0-7-Admin Password-

Note: Messy password can not exceed 20 digits.

12. Tips

➢ Sound Remind: 1 beep means you can unlock, multiple beeps means wrong password or low voltage.

➢ Light Remind: Yellow light: wrong password; Red light: low voltage; Green light: normal.

➢ Low voltage: If low voltage, every time when you unlock, there will be 4 groups of beep sound to remind you changing batteries.

➢ Batteries Dead: Connect a battery pack to lock panel with an Android USB cable to supply power to unlock

➢ Password protection: If enter wrong password 3 times continuously, lock will be unworkable for 1 minutes.