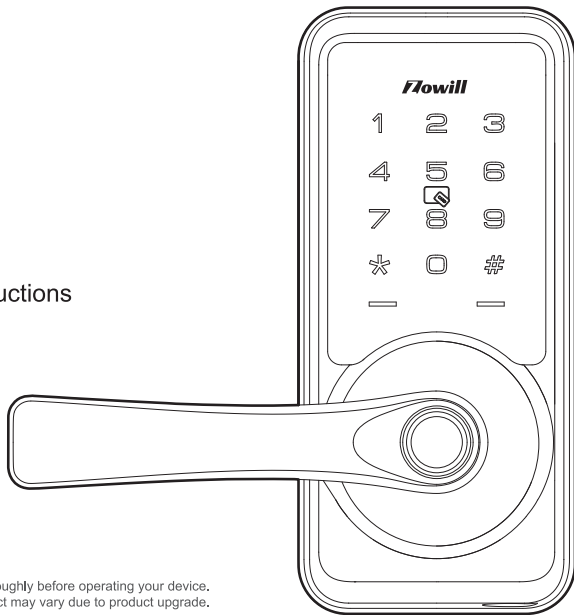




# DK09 Smart Lock

Installation Guide / Programming Instructions



Thank you for purchasing our products. Please review this manual thoroughly before operating your device. All pictures in this manual are for illustration purpose only. Actual product may vary due to product upgrade.



# Installation Instruction

 Read this manual carefully before installing and operating!

P 3 STEP 1: Prepare the door and check dimensions

P 4 STEP 2: Install the latch and strike

P 6 STEP 3: Install exterior assembly

P 7 STEP 4: Install interior assembly

# User Guide

P 9 At a Glance

P10 How to Lock / Unlock

P 11 Definitions

P 12 Programming guide

P 14 Factory default settings

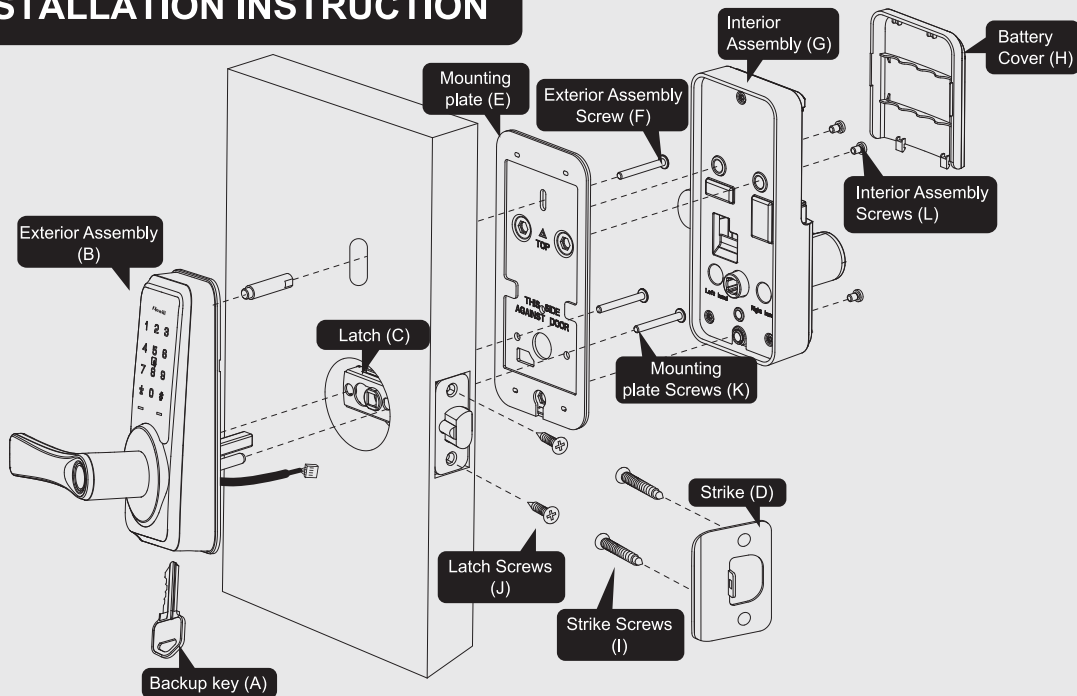
P15 DDLock Guide

## TOOL REQUIRED:

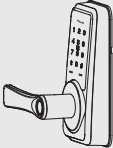
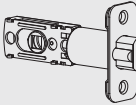
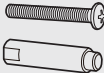
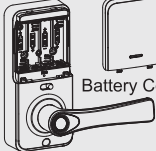
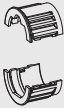
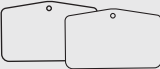


Do not use an electric screwdriver during installation.

# INSTALLATION INSTRUCTION



## Parts List

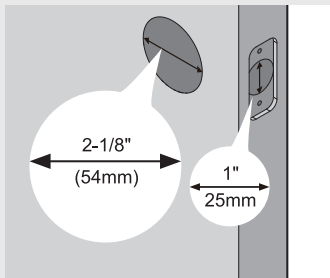
|                                                                                                                            |                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                          |
|----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>A</b> Backup Key x2</p>             | <p><b>B</b> Exterior Assembly x1</p>                                                                                                                         | <p><b>C</b> Latch x1</p>                                                                                                                                   | <p><b>D</b> Strike x1</p>                                                                                                                             |
| <p><b>E</b> Mounting Plate x1</p>         | <p><b>F</b> Exterior Assembly Screw (Optional)</p>                                                                                                           | <p><b>G</b> Interior Assembly x1</p>  <p><b>H</b> Battery Cover x1</p>  | <p><b>I</b> Strike Screws x2</p>  <p><b>J</b> Latch Screws x2</p>  |
| <p><b>K</b> Mounting Plate Screws x2</p>  | <p><b>L</b> Interior Assembly Screws x3</p>  <p><b>M</b> Reset Tool x1</p>  | <p><b>N</b> Drive-In Collar (Optional)</p>                                                                                                                 | <p><b>O</b> IC Card x2</p>                                                                                                                            |

If any parts are missing or damaged, please contact Customer Support.

# 1 Prepare the door and check dimensions

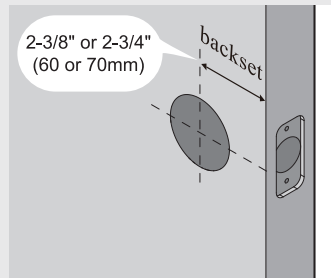
A

Measure to confirm that the hole in the door is 2-1/8" (54mm)  
Measure to confirm that the hole in the door edge is 1" (25mm).



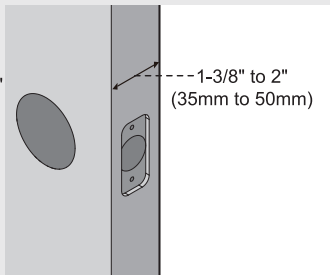
B

Measure to confirm that the backset is either 2-3/8" or 2-3/4" (60 or 70mm)



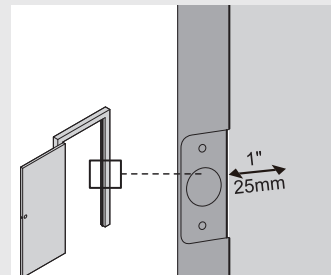
C

Measure to confirm that the door is 1-3/8" to 2" (35mm to 50mm) thick.



D

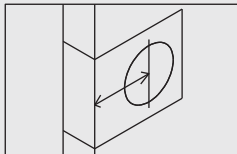
Make sure the hole in the door frame is drilled a minimum of 1" (25mm) deep, to leave enough space for the latch to extend into the door frame when the door is locked.



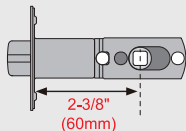
**Notes:** Make sure the door frame is aligned with the door.  
There are no obstructions stuck in the door frame.

## 2 Install the latch and strike

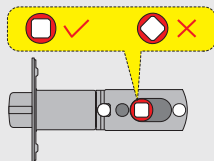
### A Latch backset adjustment



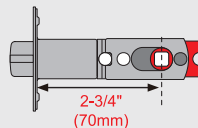
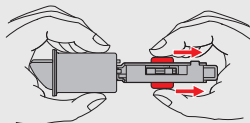
Backset is the distance from the door edge to the center of the hole in the door. The latch is provided with adjustable design which can fit either 2-3/8"(60mm) or 2-3/4"(70mm) backset.



If the backset of your door is 2-3/8"(60mm), no need to adjust the latch.

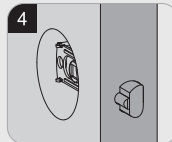
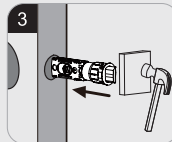
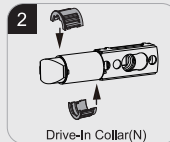
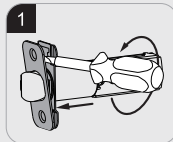
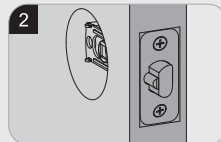
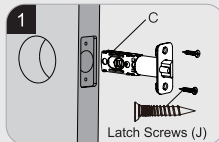
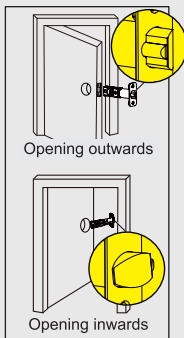


If the backset of your door is 2-3/4"(70mm), please adjust the latch.



### B

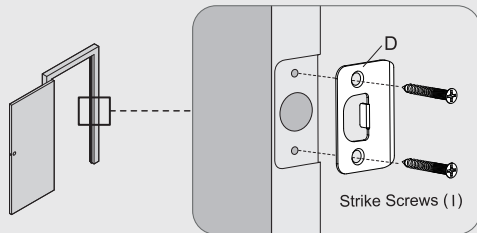
#### Install the latch



**C** Install strike on the door frame.

**! IMPORTANT:**

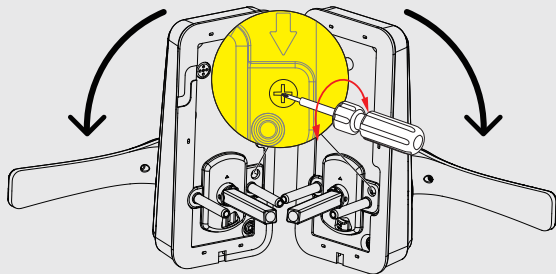
Make sure the hole in door frame is drilled a minimum of 1" (25mm) deep.



**D** Change Handle Direction (Optional)

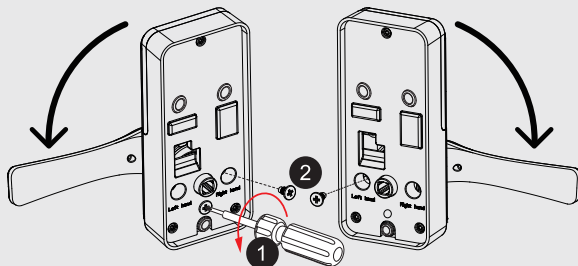
Change the Handle direction of exterior assembly.

**Notes:** The handle direction can be changed for compatible with both right handed and left handed doors.



Loosen the reversing screw by using a screwdriver. Rotate the lever to the other end and keep it horizontal. Tighten the reversing screw.

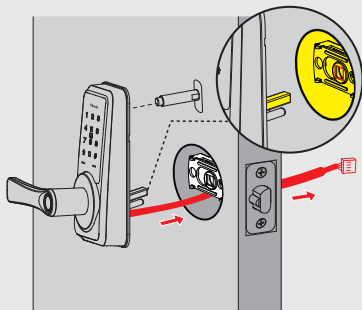
Change the Handle direction of interior assembly.



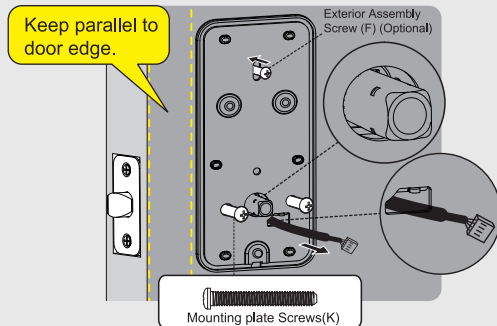
Loosen the screw completely and remove the screw by using a screwdriver. Rotate the handle to the other side and keep the handle horizontal. Tighten the screw in the Left-hand or Right-hand screw holes according to the actual handle direction.



### 3 Install exterior assembly



- A** Route the cable below the latch, and insert the torque blade through the slot in the latch.



- B** Secure the mounting plate with the supplied screws. Do not overtighten screws.

## Install interior assembly

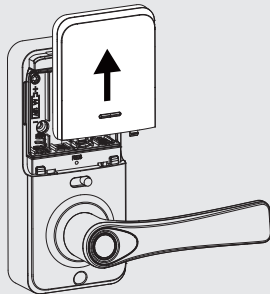
A

Push the battery cover out in the direction as illustrated.



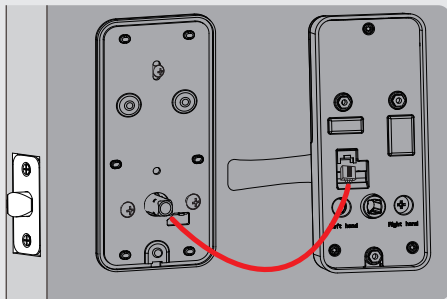
### IMPORTANT:

Do not load batteries until lock is completely installed.



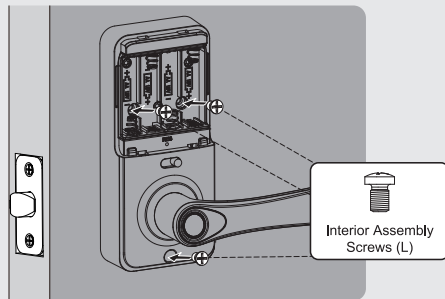
B

Insert the cable connector to the socket. Push the connector in firmly until it is completely attached.

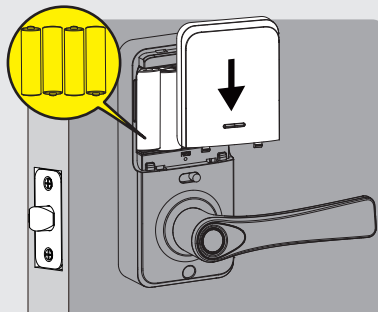


## 4 Install interior assembly

- C** Attach Interior Assembly to Mounting Plate and tighten 3 Screws.



- D** Insert 4 AA Alkaline batteries and put on the battery cover.

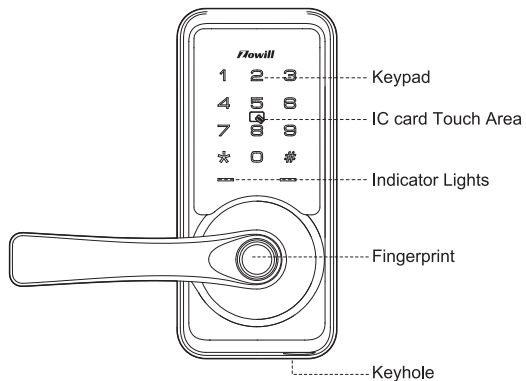


# USER GUIDE

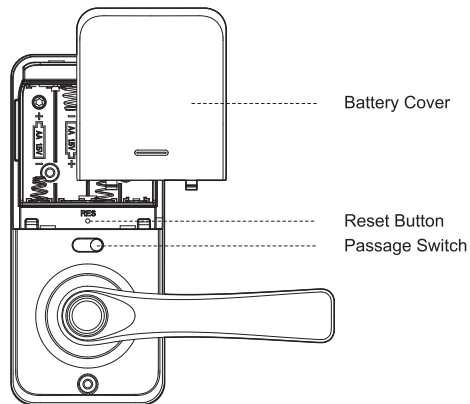
## At a Glance

---

### Exterior Assembly

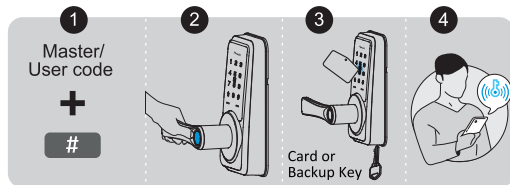


### Interior Assembly

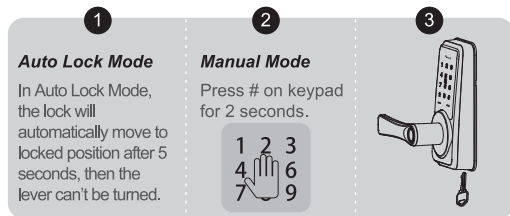


## How to Lock / Unlock

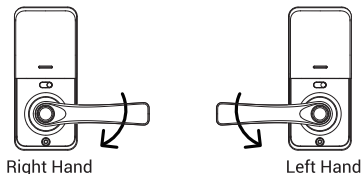
### UNLOCK the door from outside



### LOCK the door from outside



### UNLOCK the door from inside



### LOCK the door from inside

#### Auto Lock Mode

In Auto Lock Mode, the lock will automatically move to locked position after 5 seconds, then the lever can't be turned.

**Tap and hold Lock icon in App to lock.**



## Definitions

---

### • **Master Code**

Required for programming user codes, fingerprints and IC card. The default master code needs to be changed before programming.

After pairing DDLock App successfully, the master code will be changed to a random 7 digit number, and you can change it to your own master code in App.

### • **Auto Lock & One-touch Lock**

Automatically locks the latch after the door closed in 5 seconds. Auto Lock is disabled by default. The Auto Lock time can be customized between 1 and 900 seconds.

One-touch Lock is pressing and holding "#" on the touch keypad for 2 seconds to lock from outside.

### • **Wrong Entry Limit**

After 5 times unsuccessful attempts at entering an invalid password, the device will shut down for 2 minutes.

### • **Passage Mode**

Move the Passage Switch to enable and disable the Passage Mode.

Enable Passage Mode, the lock will stay Unlocked until it's locked manually.

In Passage Mode, Auto-lock will be disabled.

### • **Anti-peeping password**

Entering random numbers before or after correct password will also unlock the door, which can prevent the password being exposed. The length of anti-peeping password should be within 16 digits.

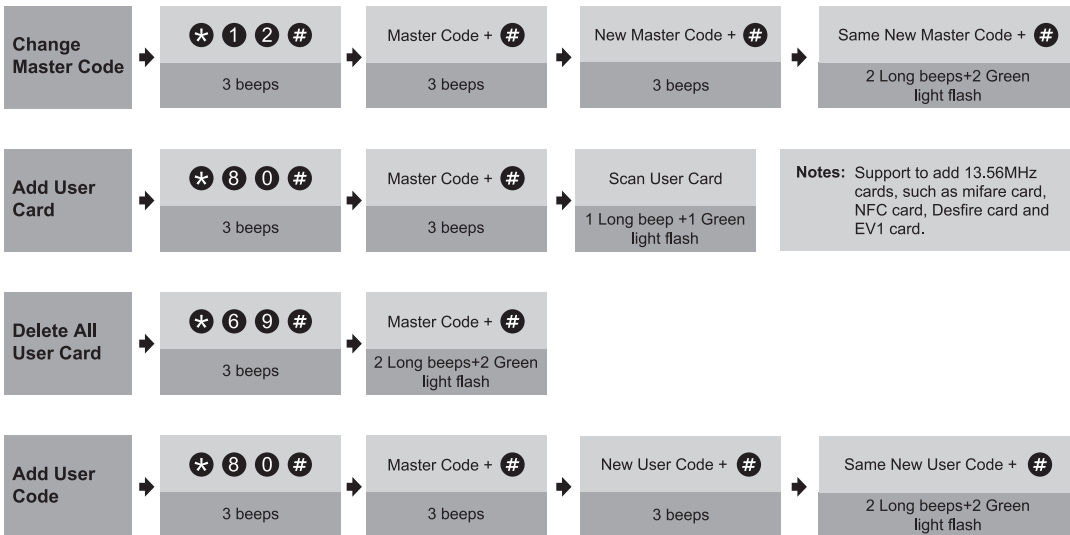
83618 137192 14710  
-----  
                    password  
----- Random digits -----

## Programming Guide



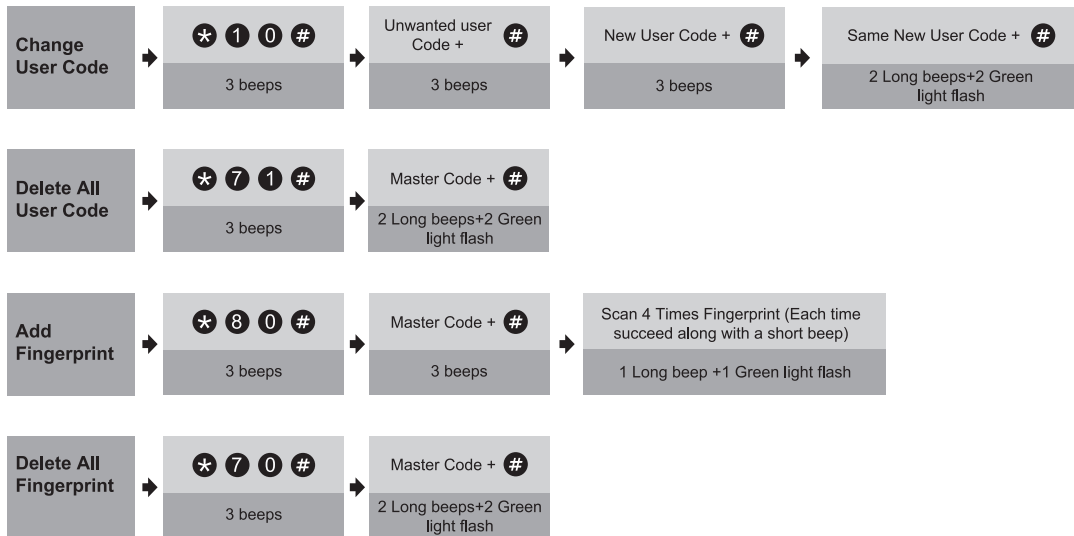
### IMPORTANT:

The default Master Code is **123456**.  
It is required that you change it to a code of your own before programming.



## Programming Guide

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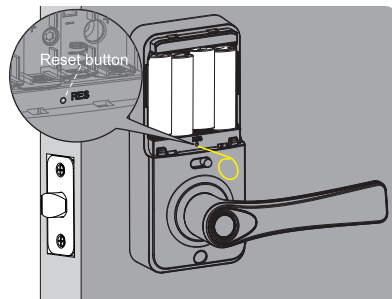
## Factory Default Settings

### How to Reset?

Press and hold the Reset button on the interior assembly for 5 seconds by using the Reset tool, until you hear a short beep and Green light flashes once.



**IMPORTANT:** The Reset Button must be turned on in DDLock App before resetting.



| Settings               | Factory Default |
|------------------------|-----------------|
| Master Code            | 123456          |
| Auto Lock              | 5S              |
| Passage Mode           | Off             |
| Reset Button           | On              |
| Lock Sound             | On              |
| Wrong Code Entry Limit | 5 times         |
| Shutdown Time          | 2 minutes       |

# DDLCK USE GUIDE

## HOW TO REGISTER

**STEP 1** Download “DDLck” App in Google Play or App Store.



Scan QR code to download  
DDLck App



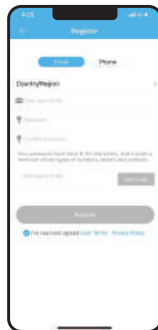
**STEP 1**



Register

Tap on register  
to get started!

**STEP 2**



Fill out this and then  
tap “Get Code”.  
You will be sent a  
verification code to  
verify your account !  
Once you receive it,  
tap on “Register”

### Notes:

The DDLck app is needed to use  
this lock. If this lock was  
professionally installed (or installed  
by someone other than the  
homeowner), make sure this step is  
performed by the homeowner.

# Pairing Your Lock

STEP

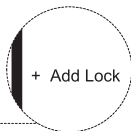
1



Tap on the three horizontal lines.

STEP

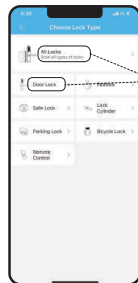
2



Tap on "+ Add Lock".

STEP

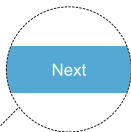
3



Tap on "Door Lock" or "All Locks".

STEP

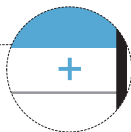
4



Tap on "Next".

STEP

5

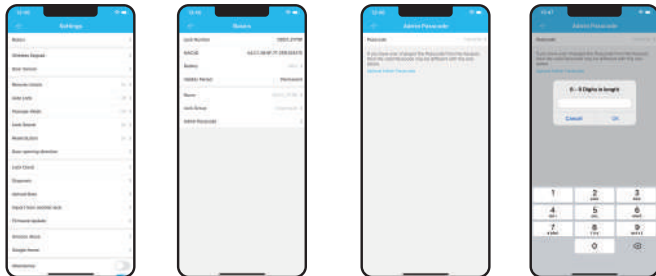


Tap on the blue plus sign.

## Notes:

You may need to tap on lock keypad.

## Admin Passcode Management



After pairing the lock with DDLock, the admin passcode will be changed to a random 7 digit number, you can check the new admin passcode by following the picture guide below. And you can change it to your own administrator password.

## Lock Page Overview



### Unlock/Lock

Unlock/Lock using phone's bluetooth



### Passcode

Generate 6 different types of passcodes



### eKey Page

View and modify current eKeys



### Records Page

View entry times, attempts and methods



### Settings Page

View and modify settings



### Authorized Admin Page

Create and edit admins



### Cards

Set up your cards here

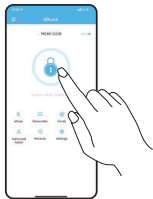


### Fingerprints Page

Set up fingerprints

**Notes:** Some of these icons may not appear if the Gateway is not connected to the lock.

## APP Unlock / Lock



To unlock the lock, tap this icon once.  
To lock the lock, press and hold on this icon.

## Passcode

STEP

1



Passcodes

To access the passcode menu, tap on "Passcode" icon. This will take you to the passcode page.

STEP

2



Tap on "Generate Passcode".

STEP

3



Enter a name for this Passcode.

## IC Card

STEP

1



Cards

Tap on "Cards".

STEP

2



+ Add Card

Tap on "Add Card".

STEP

3



Choose the validity period of the lock. Once the lock says "Please swipe your card", place the card against 5 on the keypad. If you hear a long beep, the card can be used to unlock your lock.

## Fingerprints

To add a fingerprint follow these instructions:

STEP

1



Fingerprints

Tap on Fingerprints.

STEP

2



+ Add Fingerprints

Tap on "Add Fingerprints".

STEP

3



Select Fingerprint type depending on when you would like it to be valid. Follow instructions on app. You will be asked to place your finger on the sensor 4 times.

## eKeys

STEP

1



eKeys work by sharing app access of your lock with another DDLOCK account. eKey recipients will be able to use their phone to unlock/lock the lock.

STEP

2



Tap on "Send eKey".

STEP

3



Enter recipient's username. It will be the phone number or email address during registration. eKeys do not require wifi or bluetooth to be sent or revoked.

## Authorized Admin

Authorized Admins are similar to eKeys; however, an authorized admin can do the following:

STEP

1



1. Unlock/lock via the app.
2. Generate, Edit, Delete passcodes, IC cards, & fingerprints.
3. Adjust settings like passage mode, auto-lock timer, & turn on/off the lock sound.

STEP

2



Tap on "Authorized Admin" Set Timed Admin or Permanent Admin.

# Passage Mode & Auto-Lock

STEP

1



Settings

Auto-lock will automatically lock the lock when it has been opened after 5 seconds by default. This can be adjusted with Passage Mode and Auto-lock timer. Outlined below is how to adjust these settings related to auto-lock.

STEP

2



Door Sensor

Remote Unlock  
Auto Lock  
Passage Mode  
Lock Sound  
Reset Button

Select Passage Mode.

STEP

3



Passage Mode disables auto-lock during a set schedule.

## Lock Settings



Here are some settings you should familiarize yourself with.

Under **Basics**, you can view and change information such as Lock Name.

**Gateway** shows signal strength if Gateway is connected.

With **Remote Unlock** on and a Gateway connected, you can remotely unlock/lock your lock.

**Lock Sound** adjusts the locks sound level.

**Import from another lock** allows for the transfer of passcodes and cards from one lock to another.

Delete will remove the lock from your account and clear any settings on the lock. You must be near the lock to do this.



## Troubleshooting

---

***Q: Why the lock won't accept any inputs after I entered a code or fingerprint incorrectly for so many times?***

A: The lock will shut down for 2 minutes after 5 unsuccessful attempts at entering an invalid code or fingerprint.

You can unlock the lock once in the App or wait 2 minutes to continue.

***Q: How do I lock manually from outside?***

A: Press and hold # to lock the lock from outside.

***Q: The batteries are completely dead before I replace new batteries.***

A: When the batteries are completely dead, the physical keys are available to unlock.

***Q: How do I share access of the lock to my family members?***

A: Go to DDLock App, in eKeys or Authorized Admin, it can share access of the lock to your family.

## FCC Statement

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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 radiate 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.

Caution: Any changes or modifications to this device not explicitly approved by manufacturer could void your authority to operate this equipment.

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

### RF Exposure Information

This equipment complies with FCC radiation exposure limits set forth for an uncontrolled environment. This equipment should be installed and operated with minimum distance 20cm between the radiator and your body.

## ISED Statement

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English: This device contains licence-exempt transmitter(s)/receiver(s) that comply with Innovation, Science and Economic Development Canada's licence-exempt RSS(s). Operation is subject to the following two conditions:

- (1) This device may not cause interference.
- (2) This device must accept any interference, including interference that may cause undesired operation of the device.

The digital apparatus complies with Canadian CAN ICES - 3 (B)/NMB - 3(B).

French: Cet appareil contient des émetteurs/récepteurs exempts de licence qui sont conformes aux RSS exemptés de licence d'Innovation, Sciences et Développement économique Canada.

L'exploitation est soumise aux deux conditions suivantes :

- (1) Cet appareil ne doit pas provoquer d'interférences.
- (2) Cet appareil doit accepter toute interférence, y compris les interférences susceptibles de provoquer un fonctionnement indésirable de l'appareil.

l'appareil numérique du ciem conforme canadien peut - 3 (b) / nmb - 3 (b).

This device meets the exemption from the routine evaluation limits in section 2.5 of RSS 102 and compliance with RSS 102 RF exposure, users can obtain Canadian information on RF exposure and compliance.

cet appareil est conforme à l'exemption des limites d'évaluation courante dans la section 2.5 du cnr - 102 et conformité avec rss 102 de l'exposition aux rf, les utilisateurs peuvent obtenir des données canadiennes sur l'exposition aux champs rf et la conformité.

This equipment complies with Canada radiation exposure limits set forth for an uncontrolled environment.

Cet équipement est conforme aux limites d'exposition aux rayonnements du Canada établies pour un environnement non contrôlé.

This equipment should be installed and operated with minimum distance 20cm between the radiator & your body.

Cet équipement doit être installé et utilisé à une distance minimale de 20 cm entre le radiateur et votre corps.

## Information & Safety Warnings

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- Protect your User Codes and Master Code.
  - Restrict access to your lock's interior assembly and routinely check your settings to ensure they have not been altered without your knowledge.
  - Do not use an electric screwdriver during installation.
  - This manufacturer advises that no lock can provide complete security by itself.
  - This lock may be defeated by forcible or technical means, or evaded by entry elsewhere on the property.
  - No lock can substitute for caution, awareness of your environment, and common sense.
- Care should be taken to ensure a long-lasting finish. When cleaning is required use a soft, damp cloth. Using lacquer thinner, caustic soaps, abrasive cleaners or polishes could damage the coating and result in tarnishing.
  - The lock is water resistant. It can withstand water splashes; however, do not let water and liquids get into the lock.
  - Avoid exposure to direct sunlight. Long-term exposure to direct sunlight may damage the lock.



The Video of Installation  
and Programming Guide



Website: [www.zowill.com](http://www.zowill.com)  
Service: [support@zowill.com](mailto:support@zowill.com)

|       |             |       |             |
|-------|-------------|-------|-------------|
| 物料名称: | DK09说明书(中性) | 成品尺寸: | 166x105mm   |
| 时 间:  | 2022-11-02  | 材 质:  | 105g双铜纸     |
| 设 计:  |             | 工 艺:  | 四色双面印刷; 骑马钉 |
| 料 号:  |             | 备 注:  |             |