

**3S Passive Smart Lock and Control  
System  
Operation Manual**

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# 1. Preface

Thank you for choosing the 3S Passive Smart Lock Control System. Wherever the locks are, security is worry-free. Ensuring safety without any hidden risks is our mission.

The passive smart lock has the following features: no power supply, no wiring, no maintenance, and is suitable for various environments. It retains the usage habits of mechanical locks while incorporating the characteristics of a passive electronic lock core. The installation and setup of the lock are simple, and lock access permissions can be freely matched according to management requirements. The electronic key applies electronic encryption verification technology, making it impossible to duplicate. The electronic key management permissions are verified via fingerprint recognition, with voice prompts for lock/unlock actions, while storing both lock and unlock records. The system supports layered management for efficient key and lock control.

## 2. Precautions

- Do not drop or damage the keys and locks in a malicious manner.
- Do not expose the keys and locks to fire.
- Do not soak the keys and locks in water for a long period.
- Do not expose to chemical substances that may corrode the keys and locks.

## 3. Product description

- Components: Passive lock (multiple lock types), smart key (bluetooth, fingerprint, etc.), software platform, APP.



- Unlocking operation

The key pin should contact the yellow center point of the lock core and rotate 90 degrees clockwise to unlock. See Figure 1 to Figure 3.



Figure 1

Figure 3



Figure 2



- App and software platform address

Platform address: <https://locksen.3slink.com/>



Scan to download App or  
connect App to server

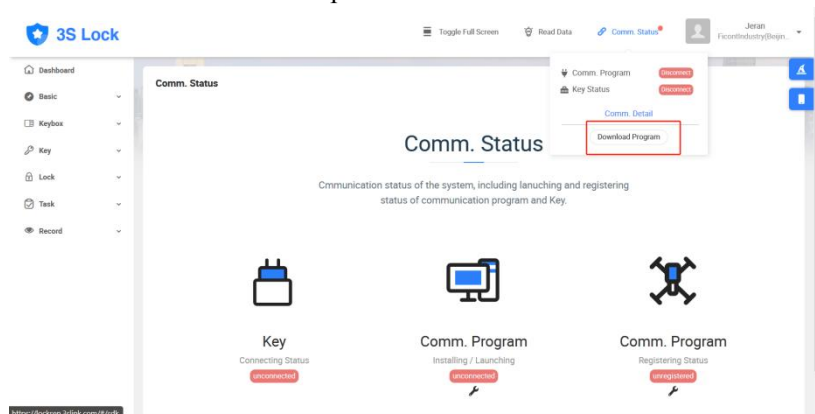
App download:

## 4. App and platform description

### 4.1 Logging in

Access the software platform via a browser, enter the correct company code, username, password, and verification code to log in.

## 4.2 Download of the communication component and installation



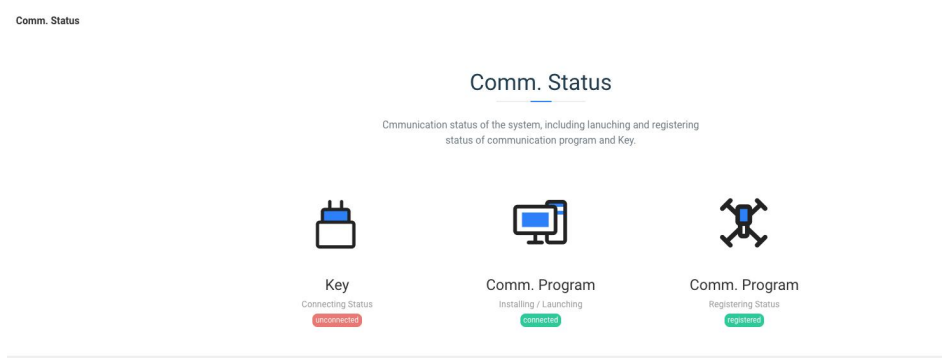
Open the downloaded installation package and double-click the installation file.



After the installation is complete, the floating window will display the current communication status, including:

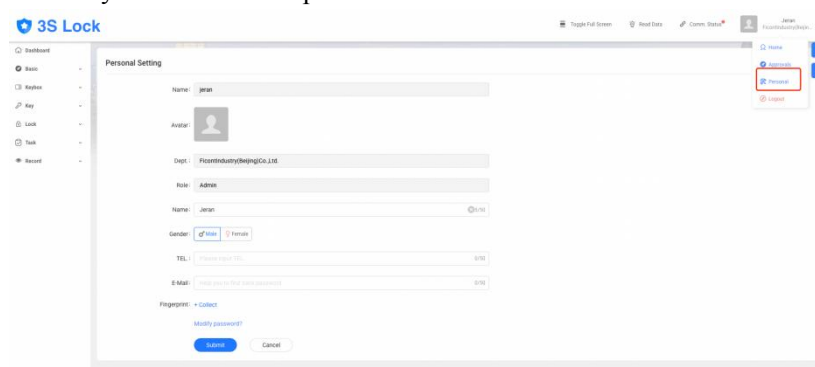
1. Communication component's startup and registration status
2. Key connection status

The communication can be correctly conducted only when both are in the normal condition (the sign is green).



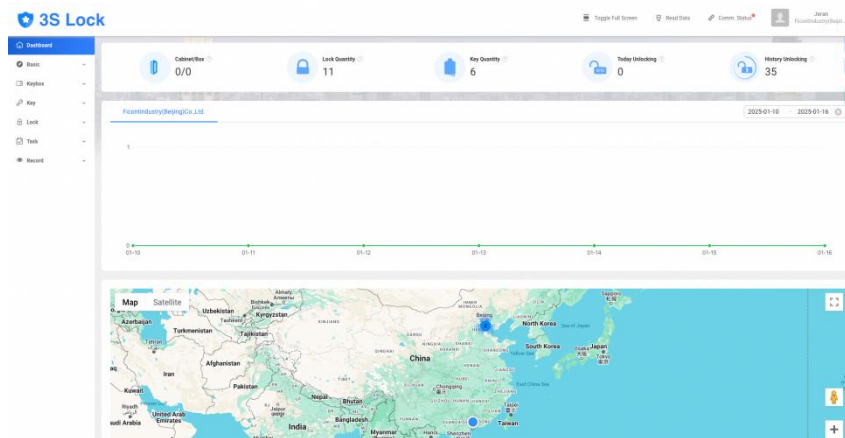
## 4.3 Personal setting

After logging in, there is a personal settings option in the top-right corner of the platform, where you can modify the current user password and other information.



## 4.4 Workbench

The workbench displays information such as the current number of locks, the current number of keys, today's and historical unlock counts, as well as location and unlock records.



## 4.5 Basic setting

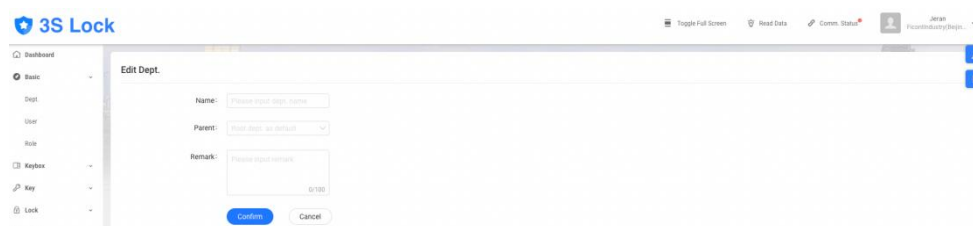
The basic settings include the department list, user list, and user id.

### 4.5.1 Department list

Click "Add" to create a new department. Once a department is created, its parent department cannot be modified. There is a delete operation for departments, and when deleting a department, the department name shall be entered for confirmation.

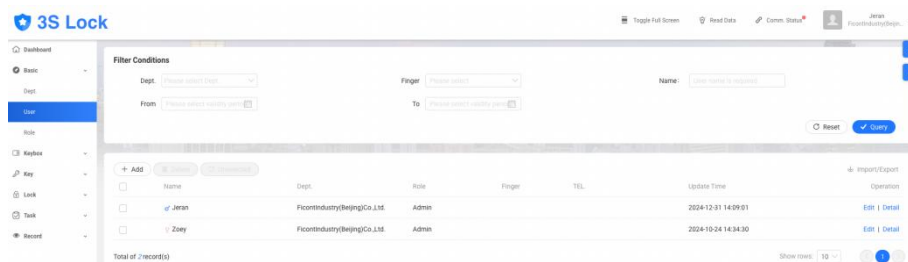


Enter the department name, select the parent department (if none is selected, it will be a root department), and click "Confirm."



### 4.5.2 User list

Click "Add" to create a new name, which will represent the personnel responsible for locking and unlocking.



Enter the name, select the corresponding department, and other relevant information. Then, in the app settings, enter the username and click "Confirm."

### 4.5.3 User id

User ids are assigned to grant permissions within the system. "Administrator" and "Operator" are default ids and cannot be modified or deleted.

Enter the id name and description, then select the permissions that the id can operate from the permission list under the role permissions section. Click "Confirm."

## 4.6 Key setting

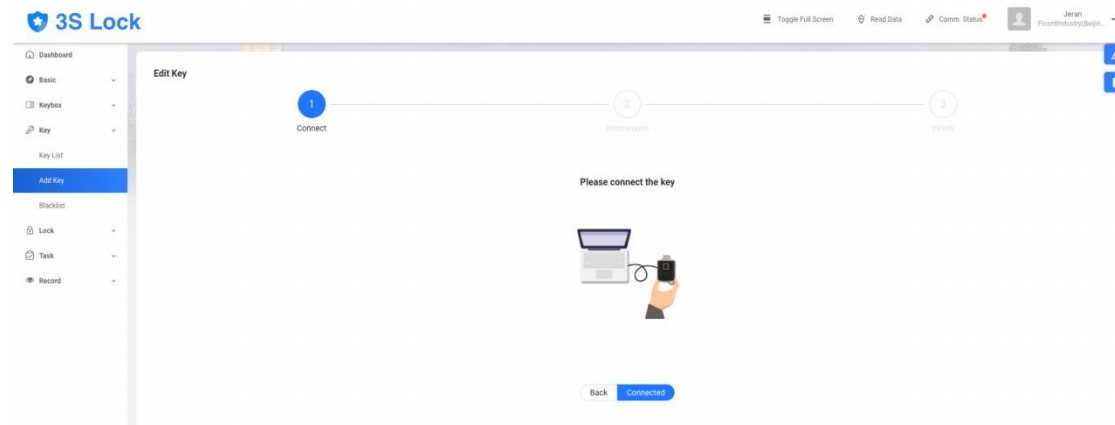
### 4.6.1 Initializing the key

Before adding a key, connect the key to the computer via a data cable, then click the "Initializing the key" button to perform the initialization operation.

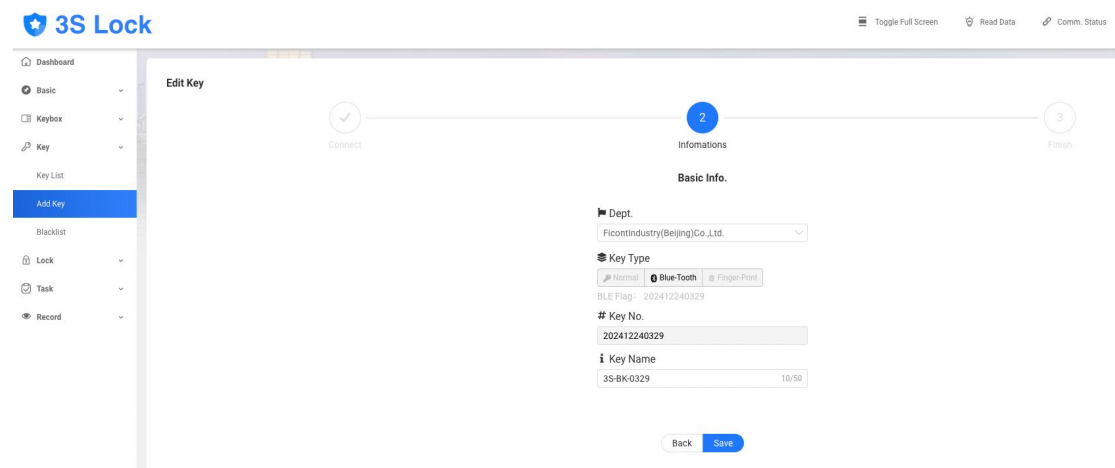
Name	Type	Dept.	Occupier	Status	Update Time	Operation
3S-BK-0329	0	Picantindustry(Beijing)Co.,L	Jernan	Normal	01-08 09:49	Edit

## 4.6.2 Adding a key

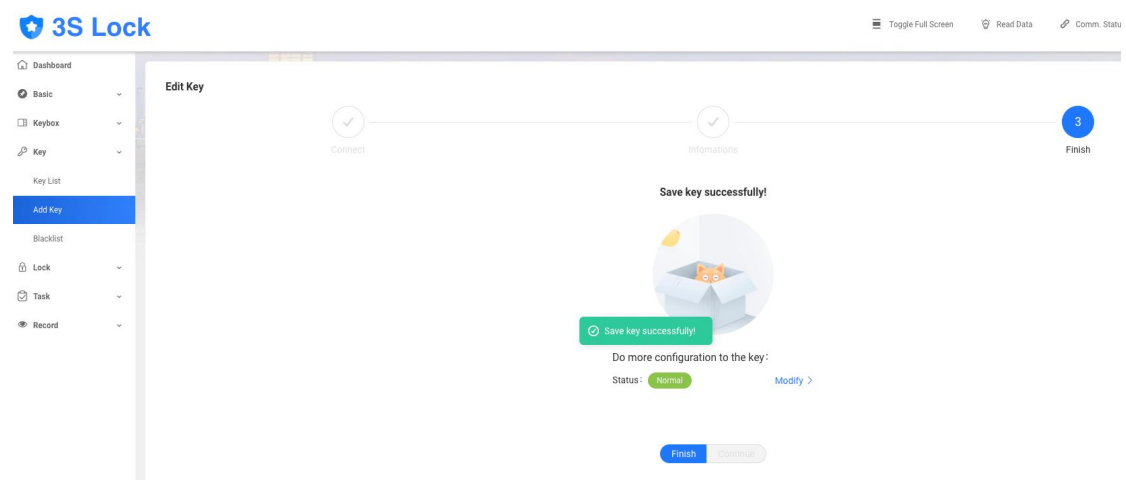
Connect the key to the computer via data cable and click the “Connected” button.



Select the department and enter the key name. Click “Save” button. Note: Key names shall be unique and cannot be duplicated.



Key adding finished.

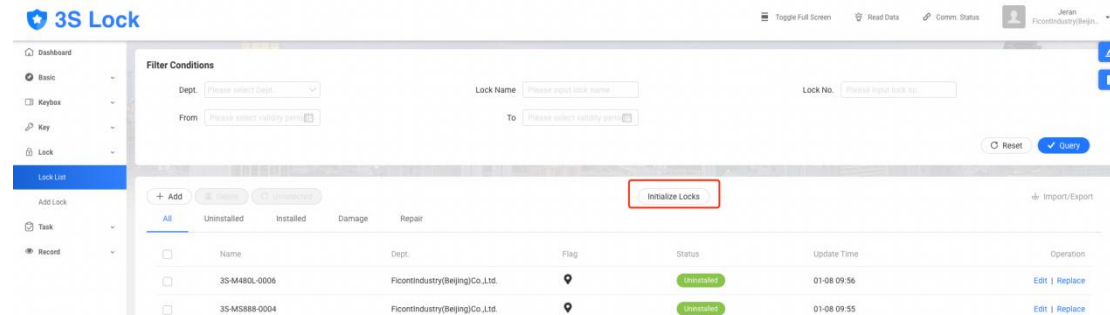




## 4.7 Lock setting

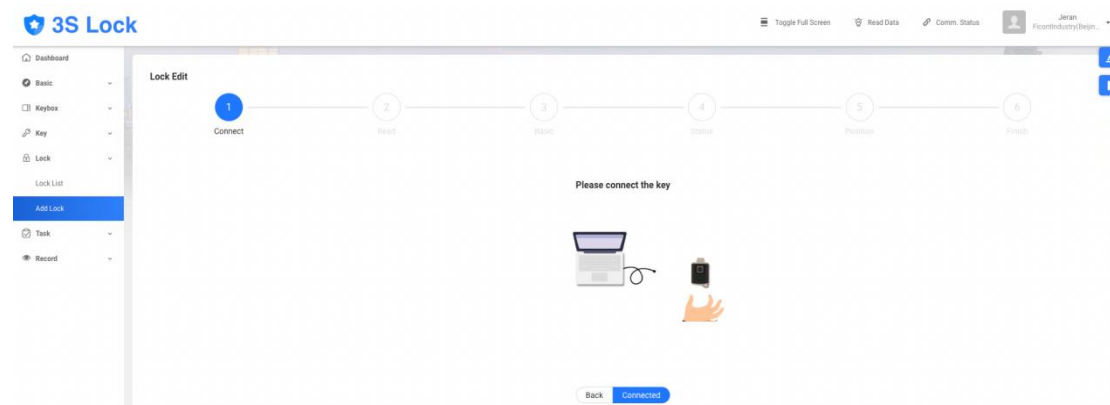
### 4.7.1 Initializing the lock

Before adding a lock, connect the key to the computer via a data cable, then click the "Initializing the lock" button to perform the initialization operation. Use the key to touch each lock one by one. When the key gives the voice prompt "Communication Succeeded," it indicates that the lock has been successfully initialized. Then proceed to touch each lock in sequence.

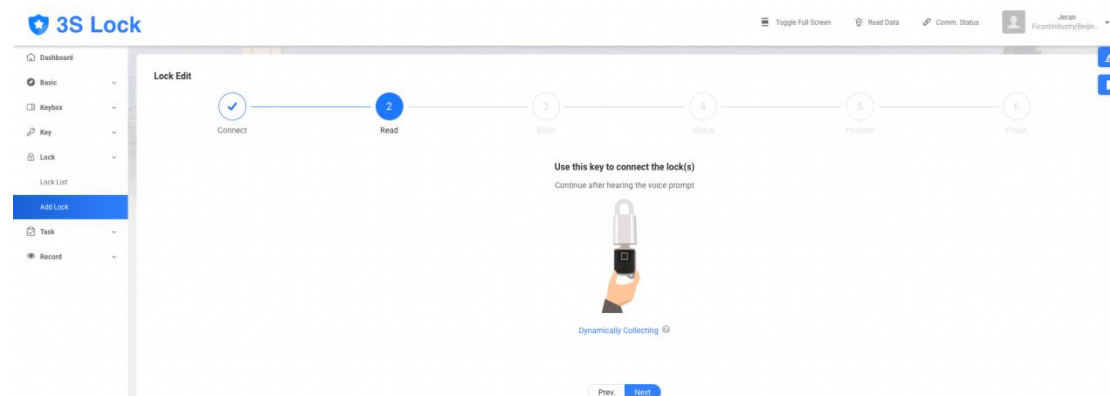


### 4.7.2 Adding a new lock

First, connect the key to the computer via data cable and click the "Connected" button.



Use the key to touch the lock. When the key gives the voice prompt "Communication Succeeded," connect the key again and click "Next".



Select the department and enter the key name. Click “Next” button. Note: Lock names shall be unique and cannot be duplicated.

The screenshot shows the '3S Lock' web interface. On the left is a sidebar menu with options: Dashboard, Basic, Keypad, Key, Lock, Lock List, Add Lock (highlighted), Task, and Record. The main area is titled 'Lock Edit' and features a progress bar with six steps: Connect, Read, Basic (current), Status, Position, and Finish. The 'Basic' step is active, displaying a form for basic configurations. The form includes a 'Dept.' dropdown menu with 'FicoIndustry(Beijing)Co.,Ltd.' selected, a '# Lock No.' text field with '202408260006', and an 'i Name(location name recommended)' text field with '3S-M4480L-0006'. At the bottom of the form are 'Back' and 'Next' buttons.

Select the status (default status: not installed). Click “Next”.

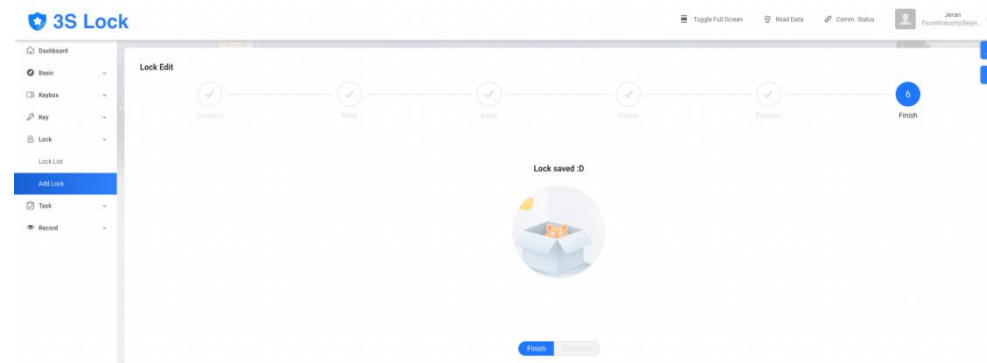
The screenshot shows the '3S Lock' web interface at the 'Status' configuration step. The progress bar now shows 'Basic' as completed and 'Status' as the current step. The 'Status' section prompts the user to 'Select status tag of the current lock' and provides four radio button options: 'Uninstalled' (selected), 'Installed', 'Damaged', and 'Repair'. 'Prev' and 'Next' buttons are located at the bottom of the form.

Three ways to add the lock location:

1. Click the map to select a location.
2. Manually enter the latitude and longitude.
3. Manually drag the location marker

The screenshot shows the '3S Lock' web interface at the 'Position' configuration step. The progress bar shows 'Basic' and 'Status' as completed, with 'Position' as the current step. The 'Position' section is titled 'Setup installed location(Mark Only for now)' and includes a sub-instruction: 'You can click map to setup location or input latitude/longitude manually'. It features a Google Map of a city area with a search bar and a 'Search here' button. Below the map are input fields for 'Latitude' and 'Longitude'. 'Prev' and 'Next' buttons are at the bottom.

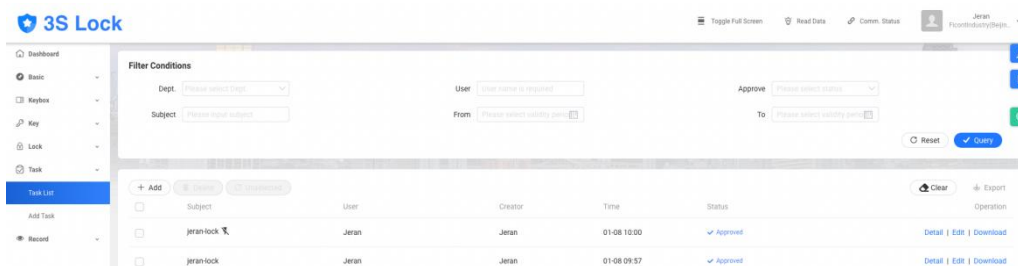
Adding operation is finished. The basic information can be modified in the Lock list.



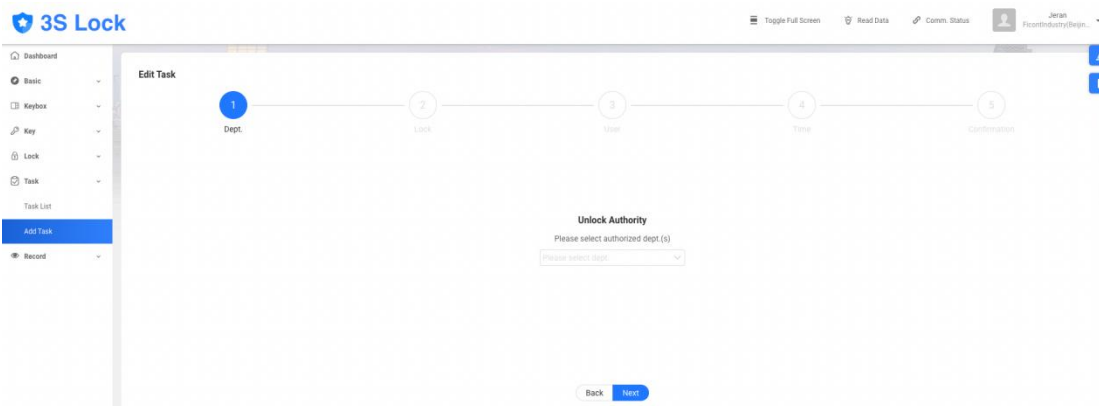
## 4.8 Task

### 4.8.1 Creating new task

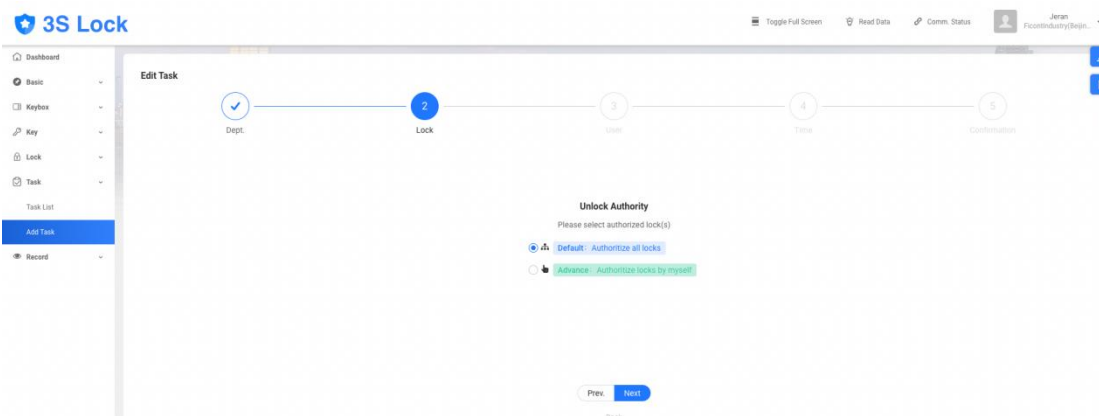
Select Task list and click “Add”.



Select the unlocking department and click “Next”.



Select the locks you want to open under the chosen department's keys (the default is all locks), or select specific locks. After making your selection, click "Next."



Select the unlocking personnel and click “Next”.

The screenshot shows the 'Edit Task' screen in the 3S Lock application. A progress bar at the top indicates five steps: 1. Dept., 2. Lock, 3. User (current), 4. Time, and 5. Confirmation. The 'User' section prompts the user to 'Please select user who using this key' and features a dropdown menu with 'Jeran' selected. At the bottom, there are 'Prev', 'Next', and 'Back' buttons.

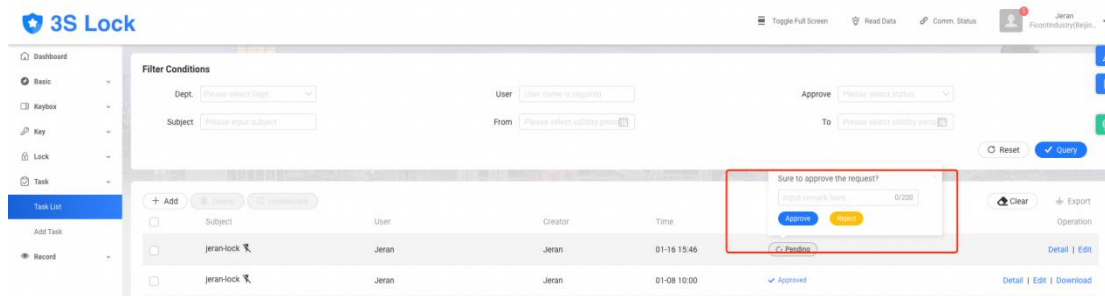
Set the valid unlock date and time range (the default is all day, valid within the specified date range, with the precise unit being minutes). After setting, click the "Next" button.

The screenshot shows the 'Edit Task' screen at step 4: 'Working Time'. The progress bar now highlights step 4. The 'Working Time' section prompts the user to 'Please select working date/time range' with date pickers set to '2025-01-16' and '2025-01-23'. Below this, it says 'Next, select working time range' with two options: 'Default: All the day' (selected) and 'Advance: Select time range by myself'. At the bottom, there are 'Prev', 'Next', and 'Back' buttons.

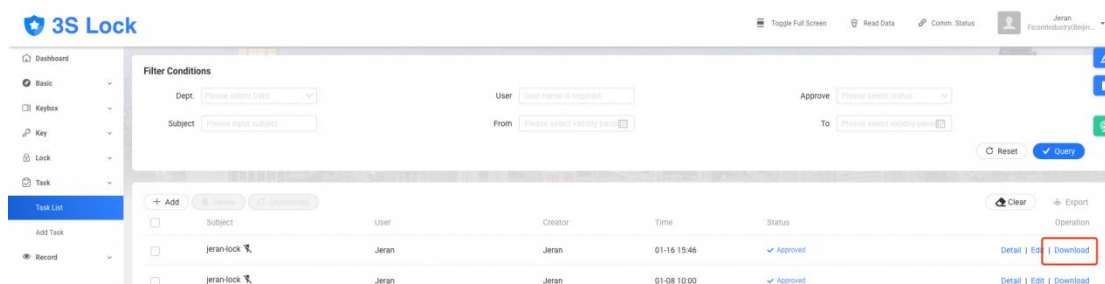
After entering the subject, choose whether to enable offline tasks, then click the "Finish" button to complete the task creation. (Note: When offline tasks are enabled, the Bluetooth key can perform offline lock/unlock operations after being authorized via the app, without requiring re-authorization. If offline tasks are not enabled, authorization through the app is required before each operation.)

The screenshot shows the 'Edit Task' screen at step 5: 'Confirmation'. The progress bar now highlights step 5. The 'Please confirm your take out details' section prompts the user to 'Continue after the carefully confirmation'. It lists the task details: Subject (Please input subject), Offline task (toggle switch), Dept. (Ficofindustry/Beijing Co., Ltd), Lock (All), User (Jeran), and Time (2025-01-16 ~ 2025-01-23 | All the day). At the bottom, there are 'Prev', 'Finish', and 'Back' buttons.

After the task is created, click the "Pending Approval" button to approve the task.

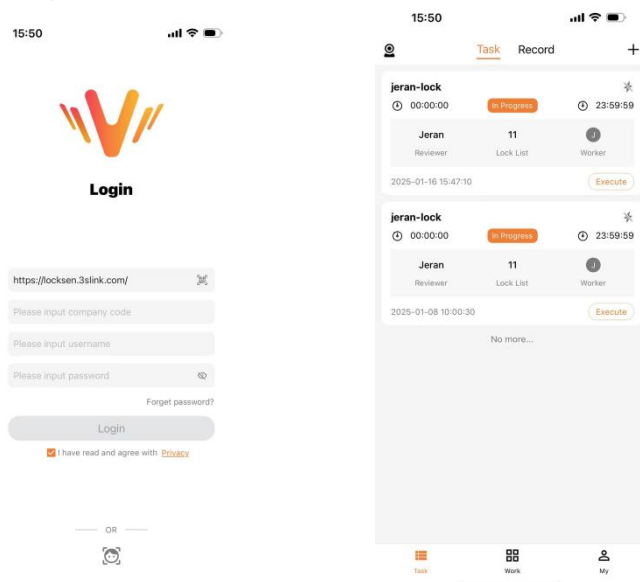


After the approval is successful, connect the key and click the "Download" button to download the lock/unlock task. (Note: If offline tasks are selected, the Bluetooth key needs to be connected to download the task. If it's not an offline task, the Bluetooth key does not need to download the task.)

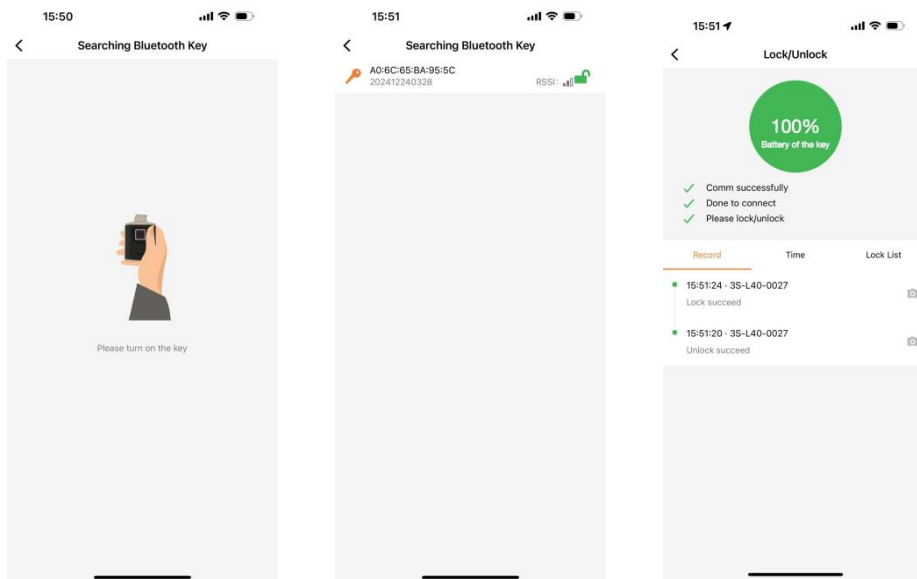


#### 4.9 Lock/unlock operation via app

Enter the app. The server address is needed for the first time logging in. (<https://lockscn.3slink.com/>). Then enter to establish the company code, username, and password to log in. Once logged in, go to the tasks section and click the "Start Execution" icon to begin.



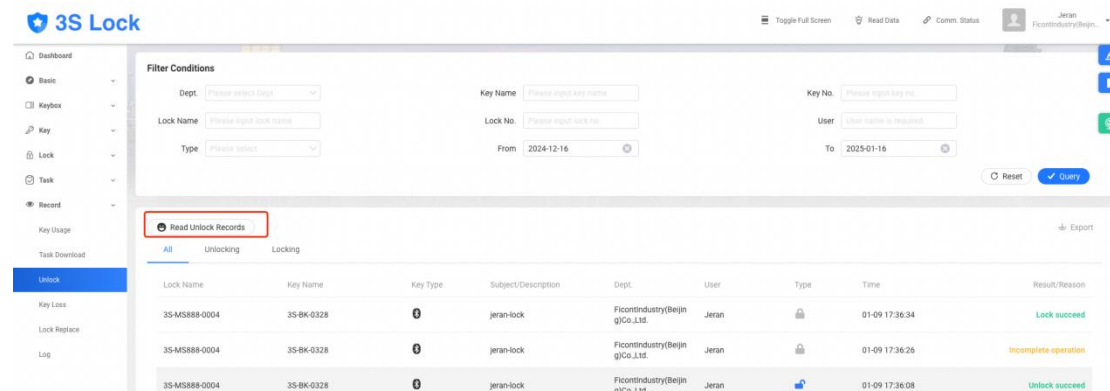
Manually activate the key. The app will automatically search for the key. When the key is found, a lock/unlock message will appear on the interface. Click on this message, and when the app prompts you to lock or unlock, proceed with the operation. Once the lock/unlock action is successful, the app will display the lock/unlock record. The record will be automatically updated to the software platform.



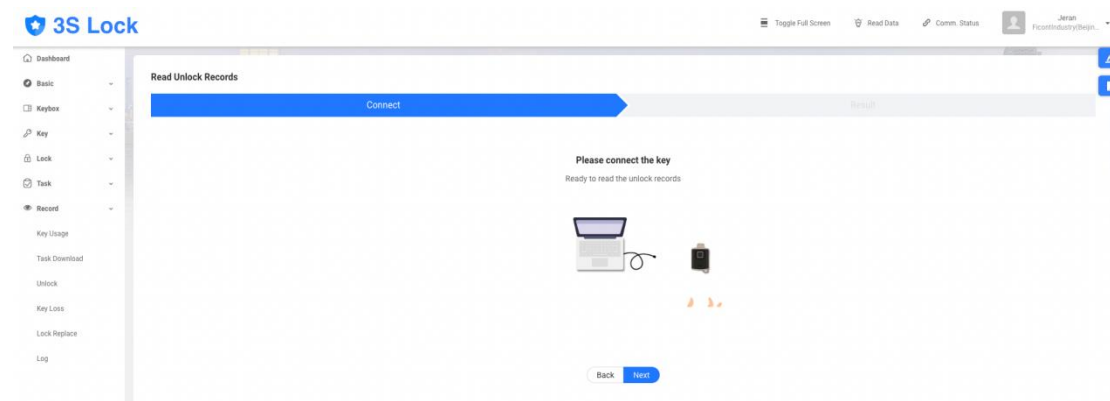
## 4.10 Record

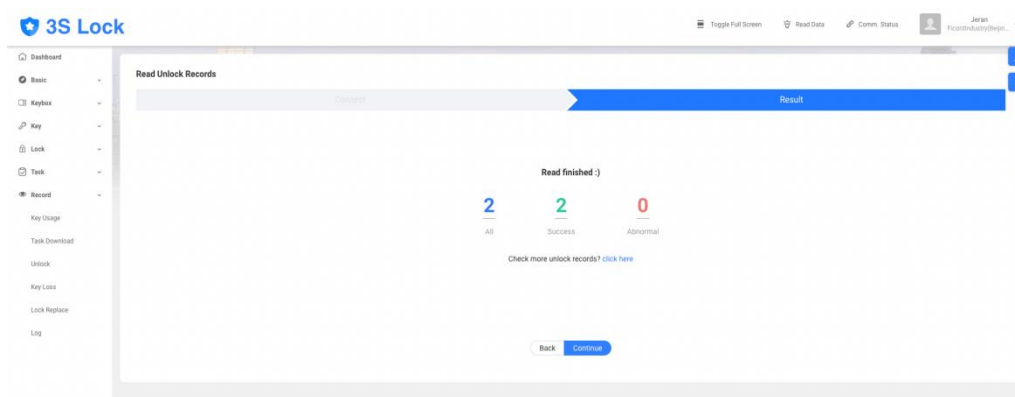
### 4.10. 1 Locking/unlocking record

Select the filter criteria to check the lock/unlock records. Click on "Details" to expand and view the detailed information of the lock/unlock operations.



Offline lock/unlock records are stored on the key itself. You can synchronize the records by connecting the key to the computer via a data cable and clicking "Read Unlock Records" to transfer the data.





## 5. After-sales service

When we hand over a powerful system that meets your needs, we are just getting started with our service. We will train excellent system administrators and provide ongoing technical consultation and support to ensure you can operate the system correctly. We create a unique service file for each user, where your installation, usage, and maintenance records will be fully documented, ensuring that we deliver accurate, thoughtful, and timely after-sales service.

## 6. Warranty terms

All products from our company's inspection series purchased legally within mainland China are covered by our service commitment in case of failure due to quality issues. However, the following situations are not covered by the free warranty and will be handled as out-of-warranty repairs with applicable fees:

- Damage caused by user or third-party negligence, abuse, misuse, malicious destruction, or natural disasters.
- Damage caused by the user's disassembly of the product, unauthorized repairs or modifications (any damage caused by incorrect alterations).
- Use of inappropriate accessories, failure to follow the operation manual, or damage caused by transportation or other accidents.
- Product faults or damage resulting from improper or improper operation.
- Various labels on the product's exterior, consumable parts, and natural wear and tear on the product's exterior due to prolonged use.

Customers are required to send the warranty card along with the product to the supplier or repair center for service, and provide accurate name and contact information.

If any of the above terms conflict with national policies, the national policies shall prevail.

## FCC Warning

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. NOTE 1: 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.

NOTE 2: Any 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. The device has been evaluated to meet general RF exposure requirement. The device can be used in portable exposure condition without restriction.