TEEHO

User Manual

Model No. TE004

Need Help? Contact Us!

If you have any questions, please contact us at

+1 (833) 878-3346

(Monday-Friday 9:00 am-5:00 pm PST)

support@teeho.com

teeho.com

Tutorial Video

Scan the QR code and search TE004

Please watch these videos first and use this manual as a guide.

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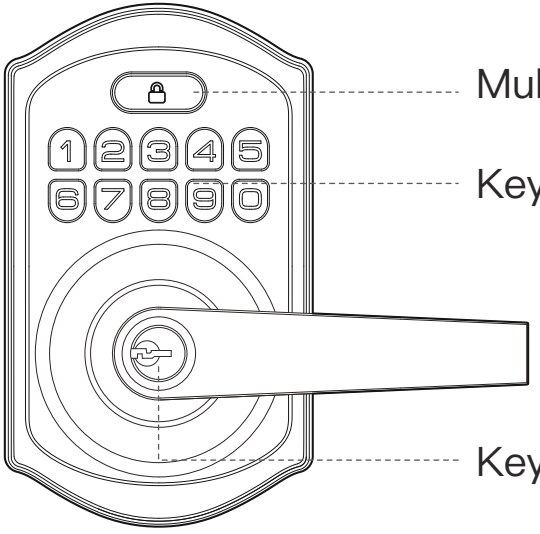
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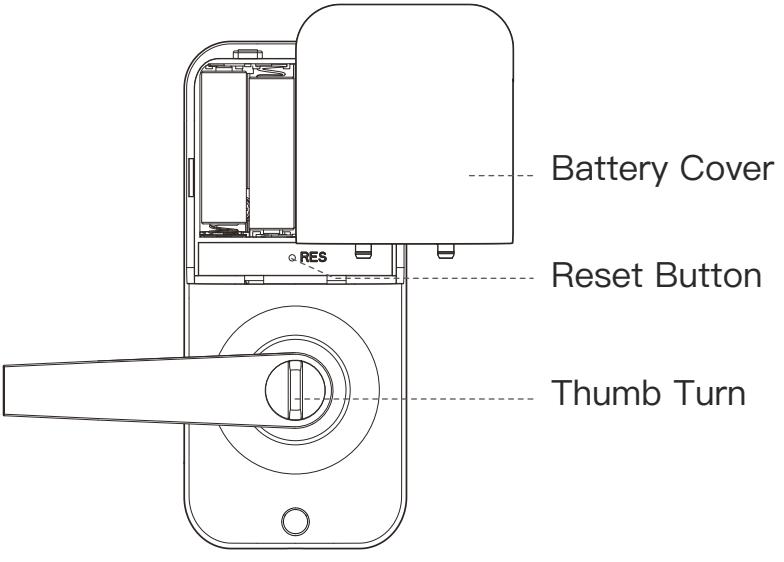
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AT A GLANCE

Exterior Assembly



Interior Assembly



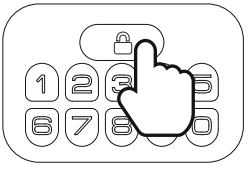
HOW TO LOCK / UNLOCK

How to unlock

Unlock from the outside

1. Enter Master / User Code, press
2. Use the Mechanical Key

Unlock from the inside, please rotate the Thumb Turn.

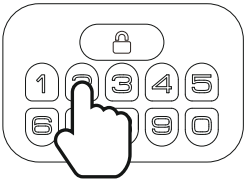


How to lock

Lock from the outside

1. Press and hold **Any button** on the Keypad for **2** seconds
2. Use the Mechanical Key

Lock from the inside, please rotate the Thumb Turn.



Auto lock

In **Auto Lock** mode, your smart lock will automatically lock the door after **30** seconds. You can customize the Auto Lock time delay between 10 and 99 seconds.

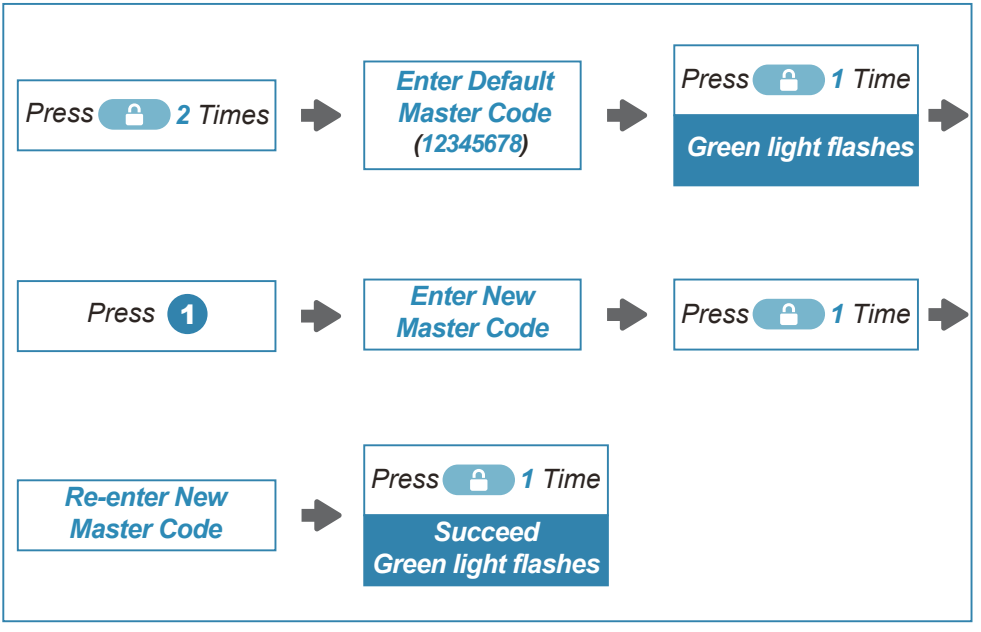
Note: Auto Lock is disabled by default. The lock doesn't have a built-in door sensor, if the Auto Lock is enabled, it will lock automatically whether your door is closed or open.

PROGRAMMING GUIDE

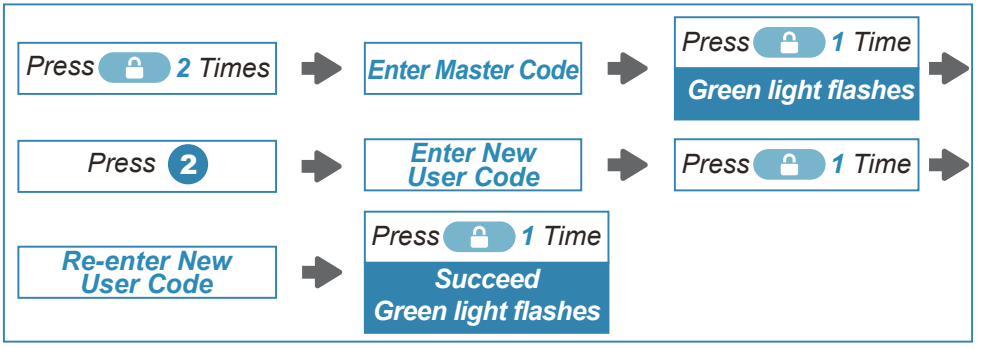
IMPORTANT:

- The Default Master Code is **12345678**.
  Please change it to your own Master Code before programming.
- If the setup is unsuccessful, the indicator light will flash red.

Change Master Code

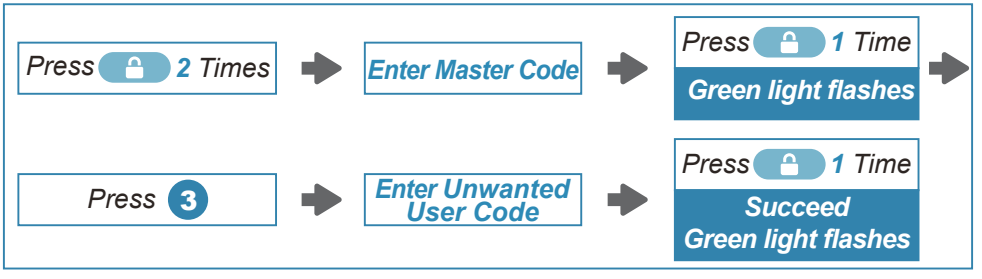


Add User Code

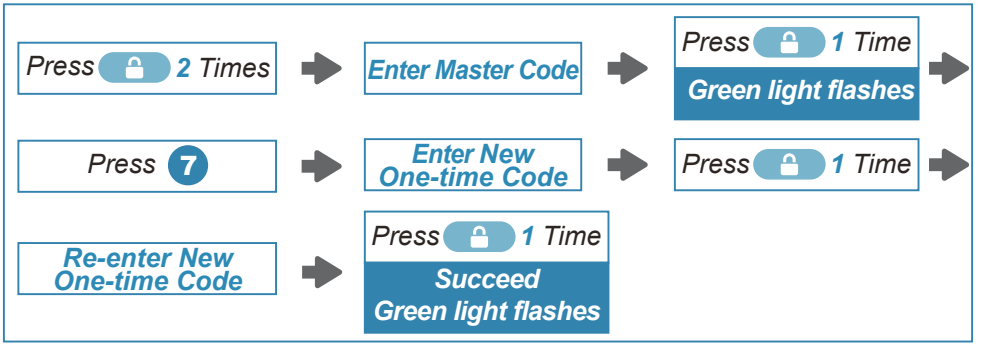


Note: If the code cannot be added, verify that it meets the format requirements on page 7. Then program the code again in the correct format.

Delete User Code

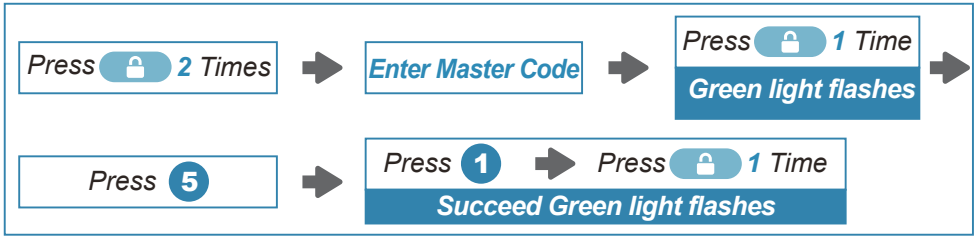


Add One -Time Code

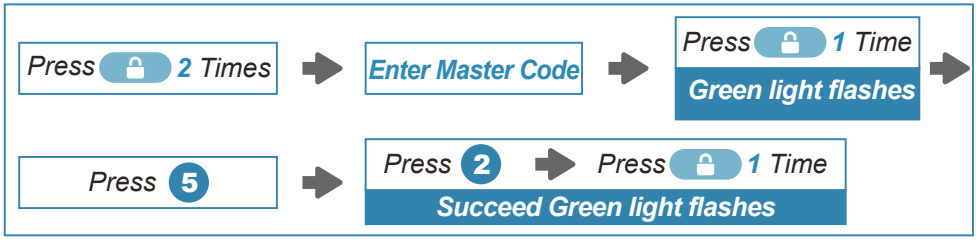


Note: Only one one-time code can be generated at a time. Each one-time code will be automatically deleted after use.

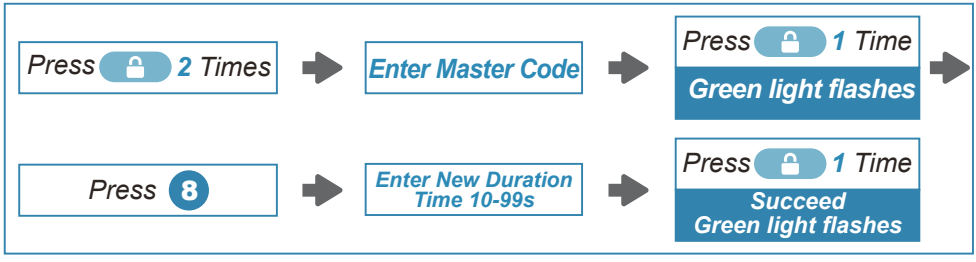
Enable Auto Lock



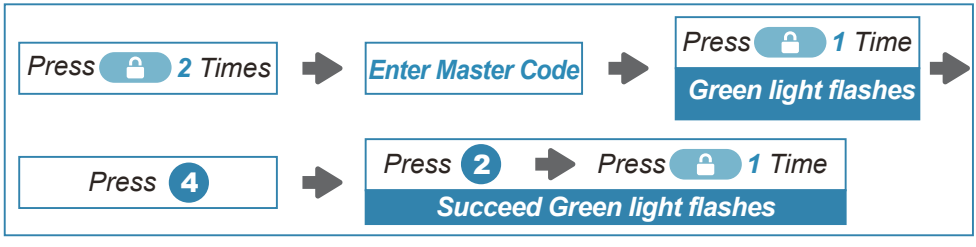
Disable Auto Lock



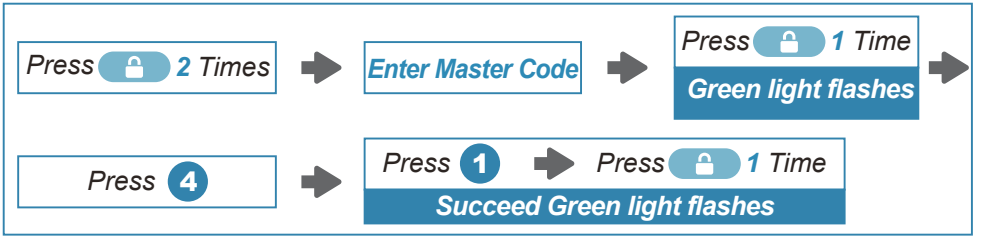
Set Auto Lock Time



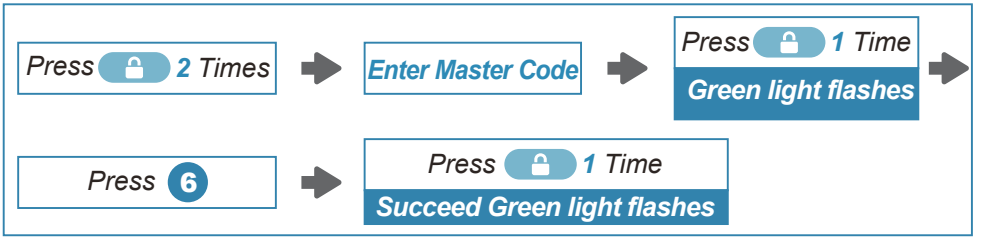
Enable Silent Mode



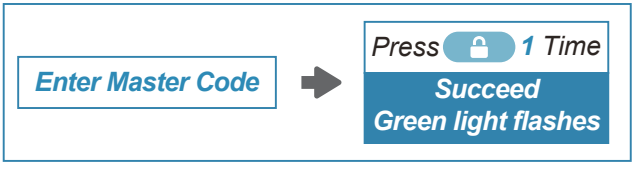
Disable Silent Mode



Enable Vacation Mode



Disable Vacation Mode

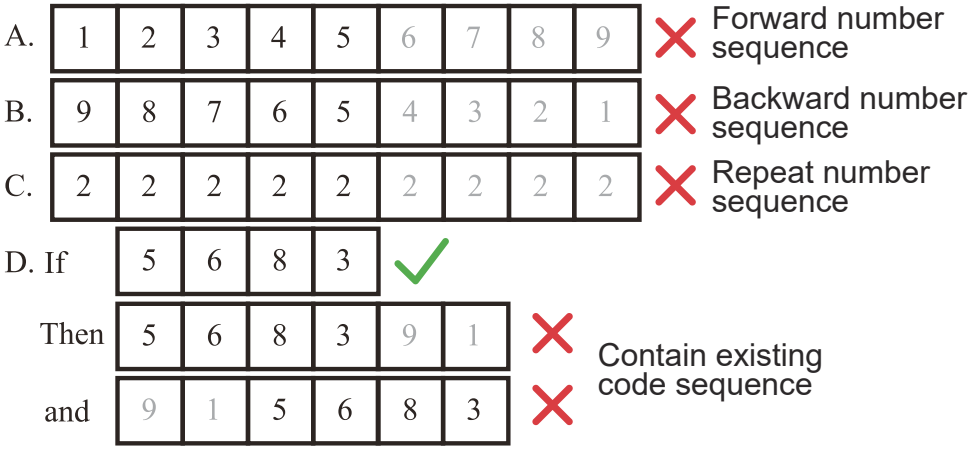


CODE FORMAT

1. Master Code (4 to 10 digits):
   The Default Master Code is **12345678**.
   It is required that you change it to a code of your own before programming.

2. User Code (4 to 10 digits):
   A total of 20 User Codes (including One-time User Code) can be programmed and stored.

3. Neither Master Code nor User Code doesn't support the following combination of numbers.



HOW TO RESET

Resetting steps

1. Keep the door open and turn the Thumb Turn to horizontal position (unlocked).
2. Press and hold the Reset Button using the provided Reset Tool. While holding the button, remove one battery, then reinsert it.
3. Continue holding the **Reset Button** for **5** seconds until you hear a "beep" sound and the Latch rotates. The Thumb Turn will automatically return to vertical position.

Settings	Factory Default
Master Code	12345678
Auto Lock	Disabled
Silent Mode	Disabled
Wrong Entry Limit	10 times
Shutdown Time	3 minutes
Vacation Mode	Disabled

IMPORTANT:
Resetting will delete all User Codes which associated with the lock.

DEFINITIONS

• MASTER CODE

The Default Master Code is **12345678**. Before programming, it requires to change the Default Master Code to a new one.

Master Code can be used to unlock the door under Vacation Mode.

• AUTO LOCK

In Auto Lock mode, your smart lock will automatically lock the door after **30** seconds.

Auto Lock is disabled by default. You can customize the Auto Lock time delay between 10 and 99 seconds.

• ONE-TOUCH LOCK

One-touch Lock is pressing and holding **Any button** on the Keypad for **2** seconds to lock from outside.

• WRONG ENTRY LIMIT

After **10** times unsuccessful attempts at entering an invalid code, the device will shut down for **3** minutes.

• SILENT MODE

The beep sounds when pressing Keypad can be muted. But you will still hear low battery and system alerts.

• VACATION MODE

This is a security feature for you when you are leaving your home for vacation or long trip.

Enabling the Vacation Mode will restrict all User Codes until Master Code is entered on the Keypad. If it's unlocked by the Thumb Turn from the inside, the lock will sound an alarm.

• ONE-TIME USER CODE

Only one One-time Code can be generated at a time.

It can be used once and will be automatically deleted and become invalid. If not used, it will be overwritten by a new one.

• ANTI-PEEPING PASSCODE

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



FAQ

• *Master Code can not be changed.*

Refer to "How to Reset" section to perform the reset. If it doesn't solve the issue, please call us at **+1(833)878-3346.**

• *Fail to add a new User Code.*

1. Before adding a new User Code, please change the Default Master Code **12345678** to a new one.

2. Make sure the New Master Code has been entered correctly.

3. The lock can only set and store 20 User Codes. A User Code must be at least 4 to 10 digits.

• *Battery indicator keeps flashing.*

The battery is low if the battery indicator keeps flashing. Please replace with 4 new batteries for the best performance (Alkaline batteries only).

• *I forgot my Master Code.*

Perform a resetting and the Master Code will return to the default one **12345678.**

Need Help? Contact Us!

Whatever issues with TEEHO products. Please contact us before returning it.

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(Monday-Friday 9:00 am-5:00 pm PST)

support@teeho.com

teeho.com

*If you have your **order ID, videos or images of your problem** (if necessary) ready before contacting Customer Support, we will solve your problem faster and better.*