TEECHO

Installation 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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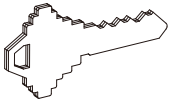
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PARTS LIST

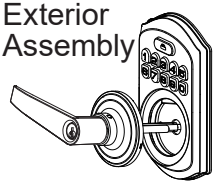
a



Mechanical Keys x2

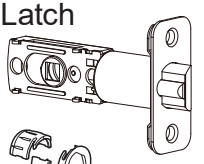
b Exterior Assembly

c



Exterior Lever

d Latch



d–1

Drive-in Collar (Optional)

e



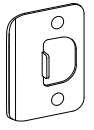
Latch Screws x2

f



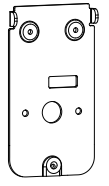
Strike Screws x2

g



Strike

h



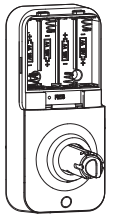
Mounting Plate

i



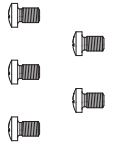
Mounting Plate Screws x2

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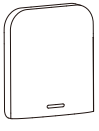
Interior Assembly

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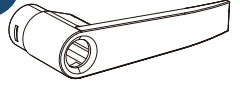
Interior Assembly Screws x5 (2 Spare)

l



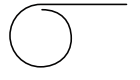
Battery Cover

m

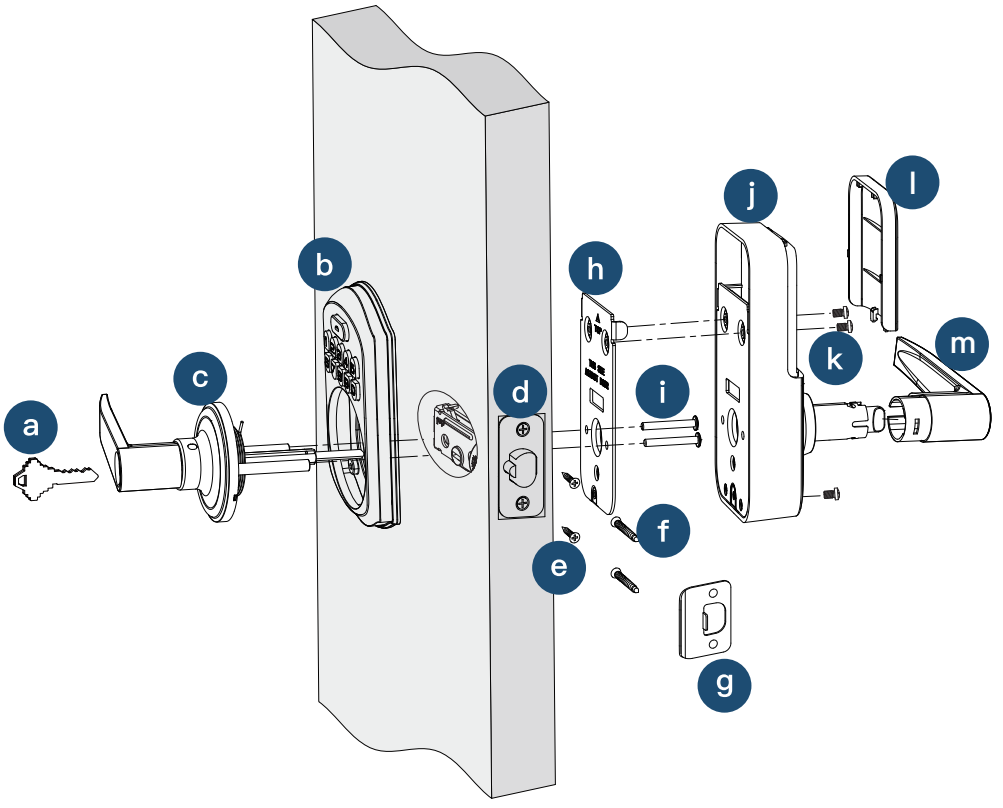


Interior Lever

n



Reset Tool



If any parts are missing or damaged, please contact us at

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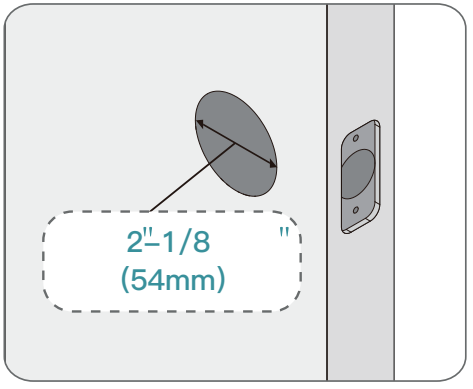
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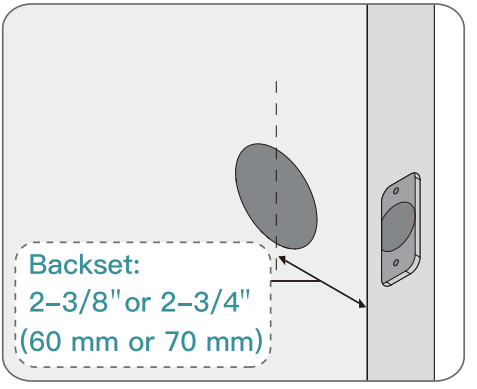
INSTALLATION GUIDE

Step 1: Prepare the Door & Check Dimensions

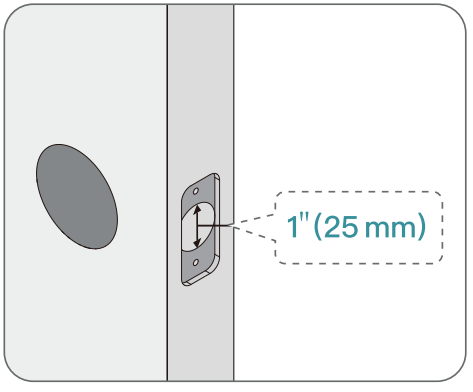
1 The hole in the door is 2–1/8" (54mm).



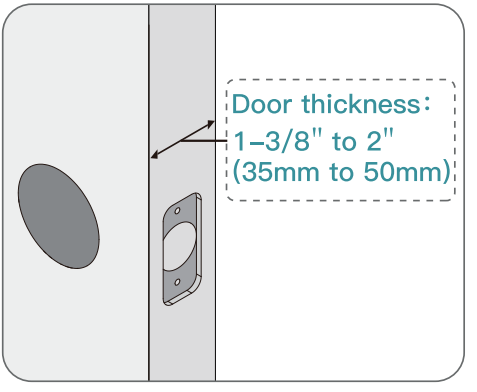
2 The backset is either 2–3/8" or 2–3/4" (60 or 70mm).



3 The hole in the door edge is 1" (25mm).

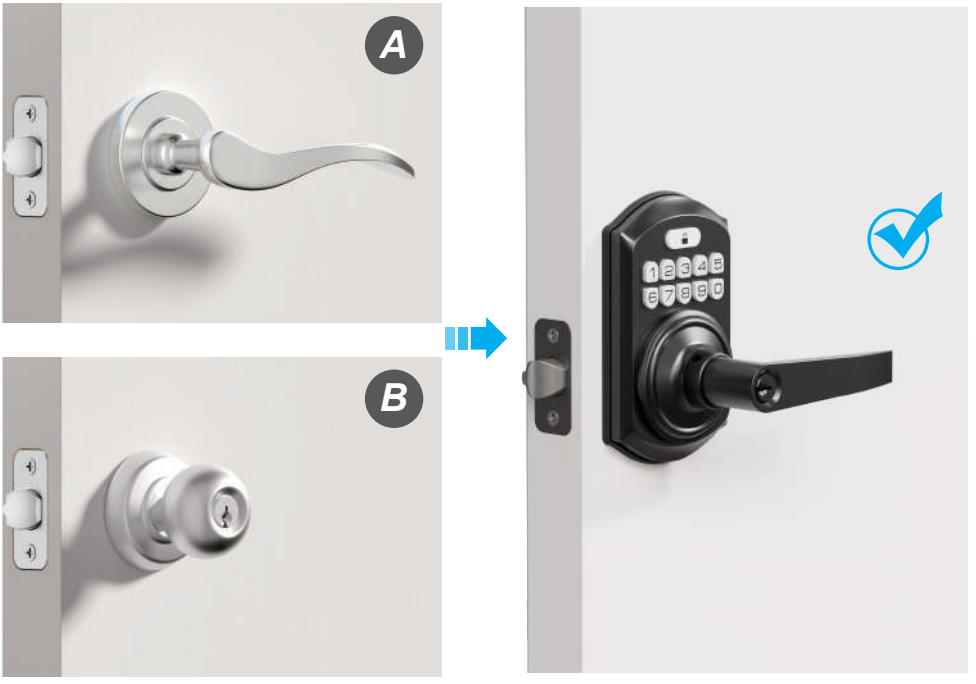


4 The door thickness is 1–3/8" to 2" (35mm to 50mm).



Two Installation Methods

Method 1: For Doors with a Single Hole



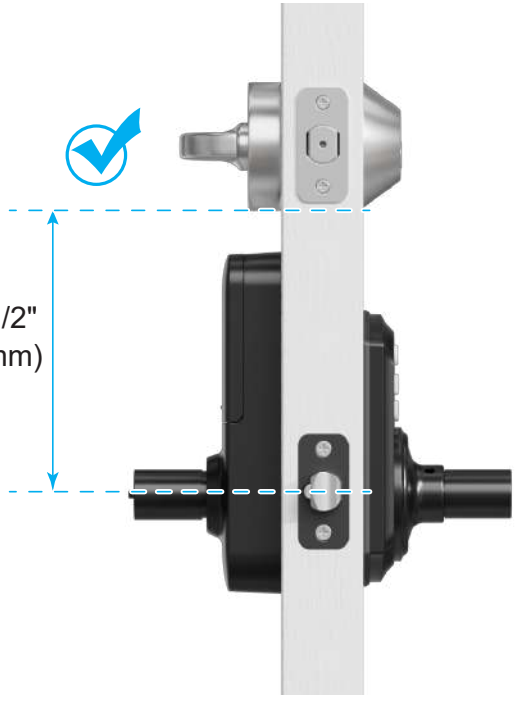
Method 2: For Doors with Two Holes







>4-1/2"
(115mm)





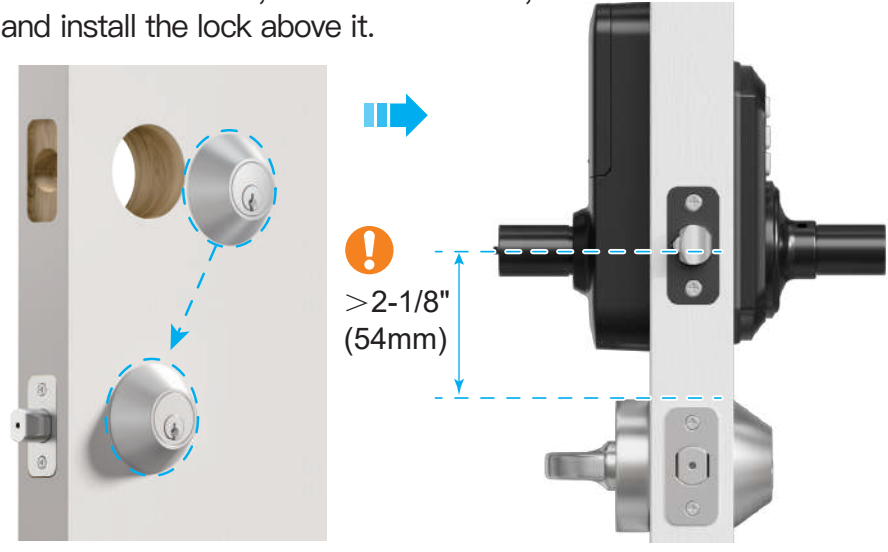
Method 2: For Doors with Two Holes

If this installation method does not fit your door, consider the following alternatives:



A Remove the deadbolt, cover the hole with a Door Hole Cover Plate (not included), and install the lock.

B Remove the handle, lower the deadbolt, and install the lock above it.

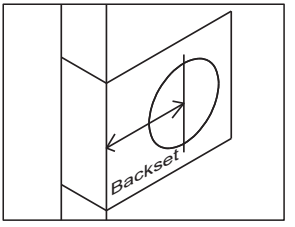


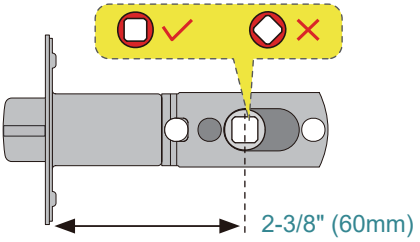
Step 2: Install the Latch & Strike

1 Confirm the backset and adjust the Latch.

Backset is the distance from the door edge to the center of the hole in the door.

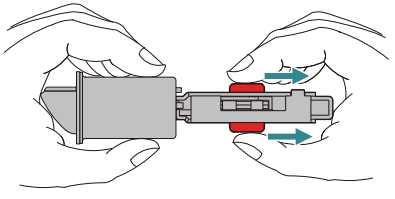
The Latch is provided with adjustable design which can fit either 2–3/8″(60mm) or 2–3/4″(70mm) backset.

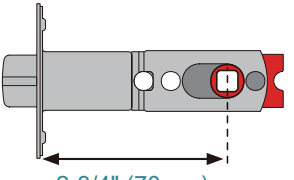




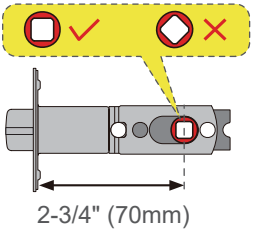
If the backset of your door is 2–3/8″(60mm), no need to adjust the Latch.

If the backset of your door is 2–3/4″(70mm), please adjust the Latch as shown in the images below.

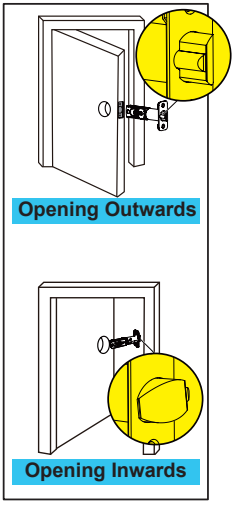


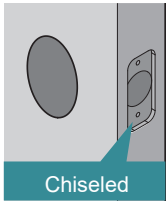


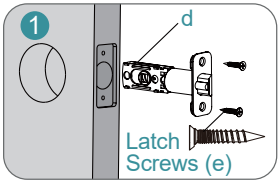
Holes must form a square, not a diamond.

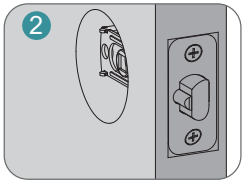


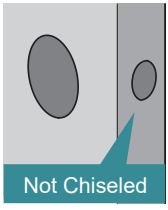
2 Install the Latch and check its orientation from outside the door. Rotate the Latch bolt with a screwdriver to test if it extends and retracts properly.

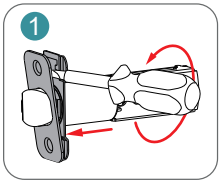


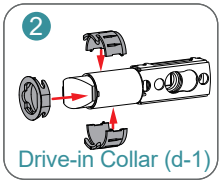


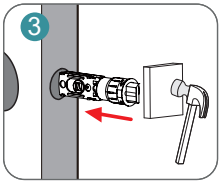


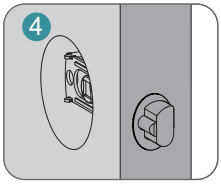






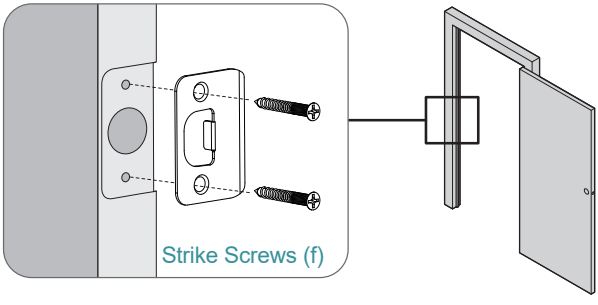






3 Install Strike on the door frame.

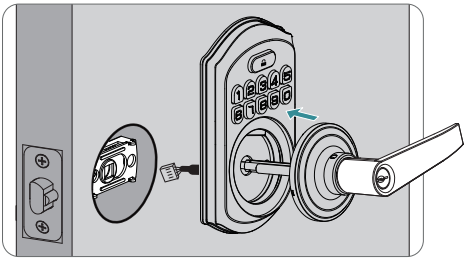
IMPORTANT:
Make sure the hole in door frame is drilled a minimum of 1" (25mm) deep.



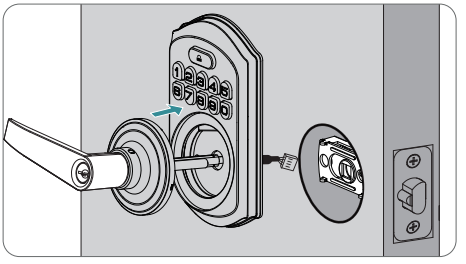
Step 3: Install Exterior Assembly

1 Before installing the Lever into the door slot, ensure the Torque Blade is in horizontal position.

A. For a right–handed door, install the Lever as shown on the left.

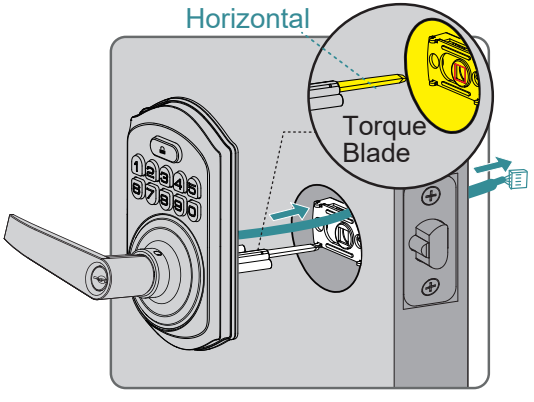


B. For a left–handed door, install the Lever as shown on the right.



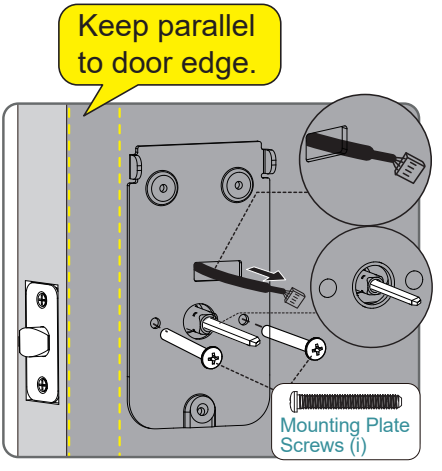
2 Route the cable above the Latch and insert the Torque Blade horizontally into the Latch slot.

Do not insert the Mechanical Key into the cylinder during the installation.



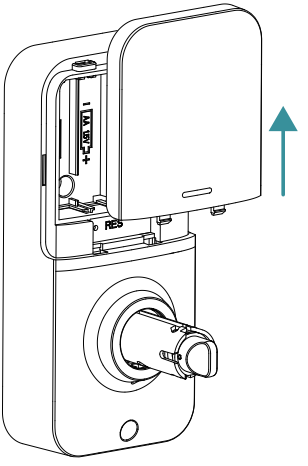
3 Install the Mounting Plate with the Mounting Plate Screws.

Do not overtighten screws.



Step 4: Install Interior Assembly

1 Push the Battery Cover out in the direction as illustrated.



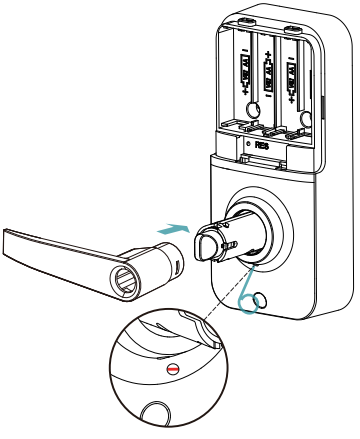
> **IMPORTANT:**
> Do not load batteries until the lock is completely installed.

2 Install the Interior Lever.

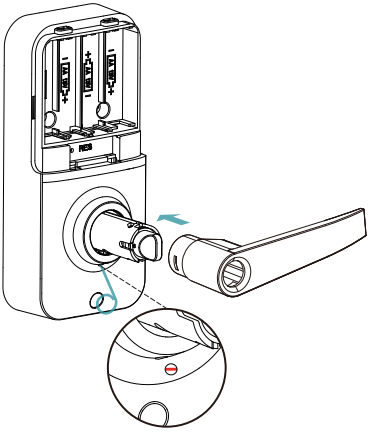
Use the Reset Tool to press the hole at the bottom of the Interior Assembly, then push the Lever in until you hear a “click.”

Pull the Lever to check if it is securely installed.

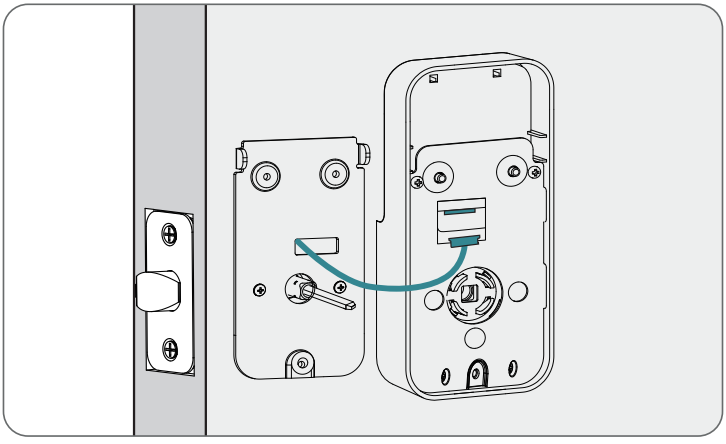
A. For a right–handed door, install the Lever as shown on the left.



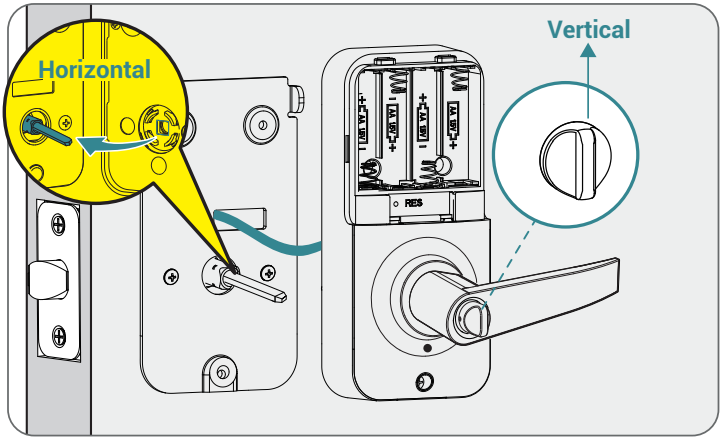
B. For a left–handed door, install the Lever as shown on the right.



3 Insert the cable connector into the socket and push it in securely.

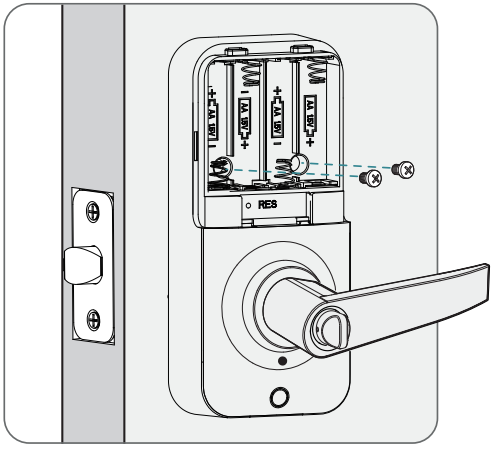


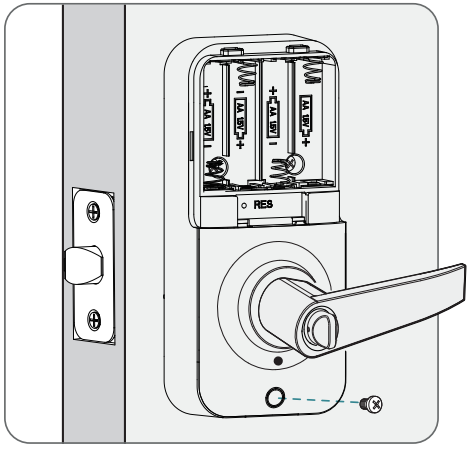
4 Keep the Thumb Turn in vertical position and install the Interior Assembly.



Note: Tuck excess cable into the socket to avoid blocking screw holes or interfering with cover installation.

5 Attach the Interior Assembly to the Mounting Plate. Ensure the Interior Assembly Screws engage with the threads on the Mounting Plate, then tighten all three screws.



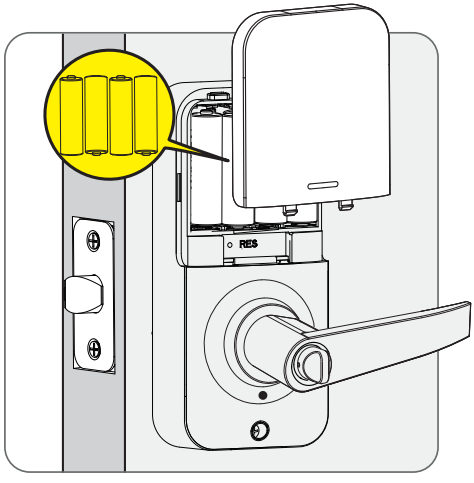




Interior Assembly Screws (k)

NOTE: Make sure not to use the wrong screws, as this may cause a short circuit and other issues.

6 Keep the door open and unlocked. Load 4 AA batteries into the compartment and install the Battery Cover.



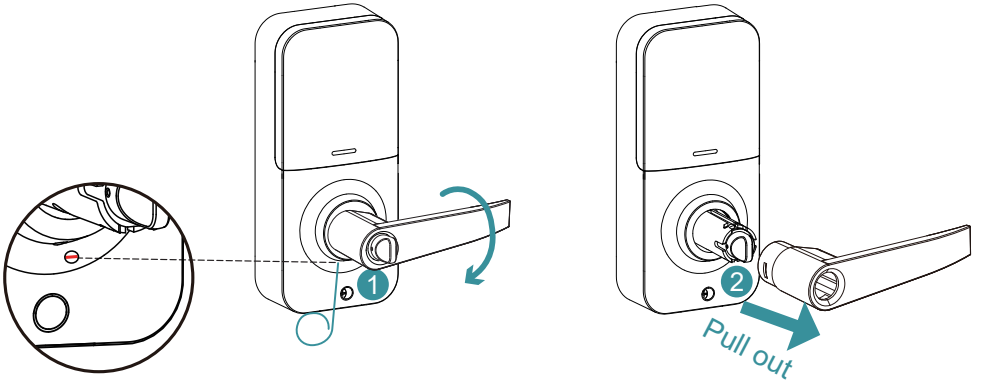
NOTE:

Use only new, non-rechargeable alkaline batteries. Do not mix old and new batteries or different brands.

Reverse the Lever Direction (Optional)

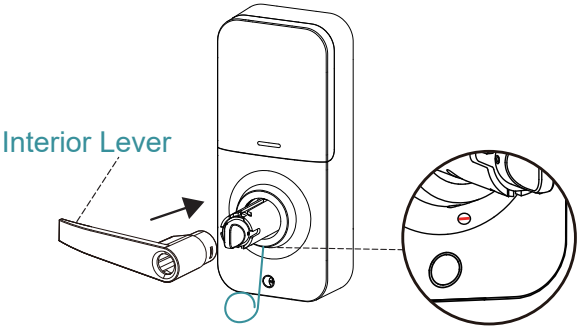
1 Interior Lever disassembly steps.

Press the Lever downwards and find the joint in the hole on the bottom of the Interior Assembly, keep pressing it by using the Reset Tool and pull out the Lever simultaneously.



2 Change the direction of Interior Lever.

Reverse the Lever 180˚, keep pressing the hole on the bottom of the Interior Assembly by using the Reset Tool and push the Lever in simultaneously until you hear the sound of “click” to complete the direction change.



TROUBLESHOOTING

Problem	Solution
I cannot remove my key unless it is in the locked position.	**Uninstall the Interior and Exterior Assemblies.** Before re-installation, please follow these guidelines: (1) Make sure the Latch bolt is in the retracted position. (2) Do not insert the Mechanical Key into the lock cylinder before or during installation. (3) Make sure the Torque Blade is inserted horizontally.
Fail to reset.	(1) The battery is low if the battery indicator light keeps flashing. Please replace with 4 new batteries (Alkaline batteries only). (2) Please refer to **"How to Reset"** section in the user manual to perform the reset again.

TROUBLESHOOTING

Problem	Solution
Unable to unlock / lock by Keypad.	(1) Make sure you have entered the correct User Code. (2) Check the Strike to make sure it is properly aligned and clear so the Latch bolt can freely move in the hole. (3) Check the cable for any damage that may have occurred during installation. Make sure the cable is firmly connected. (4) The battery is low if the battery indicator light keeps flashing. Please replace with 4 new batteries. Make sure the batteries are properly installed (Alkaline batteries only).
Master Code can not be changed.	Refer to **"How to Reset"** section in the user manual to perform the reset again. If it doesn't solve the issue, please call us at ***+1 (833) 878-3346***.

TROUBLESHOOTING

Problem	Solution
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 set and store up to 20 user codes, with each code needing to be at least 4 to 10 digits long.
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.	Performing a resetting will revert the Master Code back to the default **(12345678)**.

INFORMATION & SAFETY WARNINGS

- 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.
- Take care to ensure a long-lasting finish. Please use a soft and damp cloth to clean the lockset if you need. 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.

Need Help? Contact Us!

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

+1 (833) 878-3346

(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.*