



ArdanShield

SMART ACCESS / USER MANUAL

ApexLock™

Installation & user guide



Fit. Connect. Manage access.

Installation • TTLock • Everyday use



Your guide to ApexLock

An English guide to fitting, connecting and managing your ApexLock with TTLock.

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Before you begin

This guide covers ApexLock with TTLock. Complete installation and app setup before putting the lock into everyday use.

- 1 Identify the mortice, fixings, spindles and panel connections supplied with your lock. Match each part to the fitting illustrations before starting.
- 2 Keep the door open while fitting, pairing and testing. Check mechanical operation before relying on electronic access.
- 3 Add your administrator account before everyday use. When no administrator is present, the default unlock passcode is 123456.

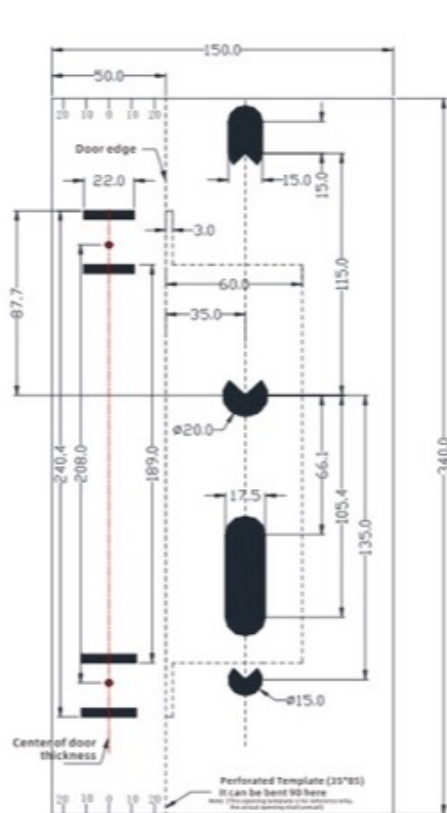
Keep a recovery route

Keep the mechanical key accessible outside the secured room. Test the key and handle operation with the door open before closing it.

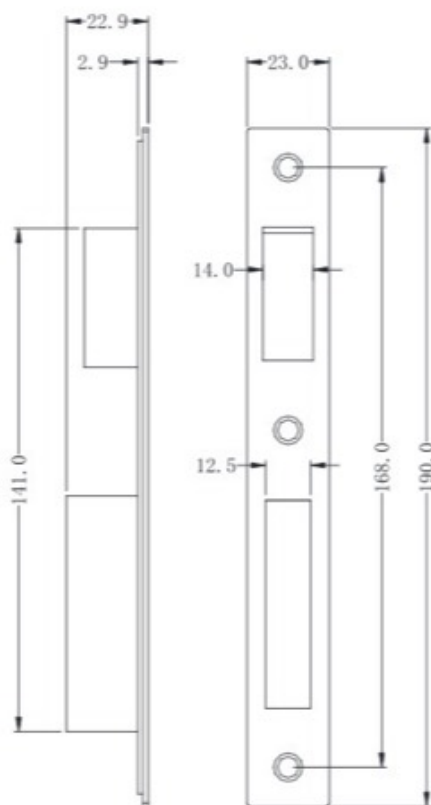
TTLock menu names may vary by app version. In this guide, passcode means the keypad password. Your administrator passcode and TTLock account password are different credentials.

Prepare the door

Check the door construction, mortice and fixing pattern before drilling. Use the template supplied with your hardware and have an installer check the door's suitability.



picture-02



picture-03

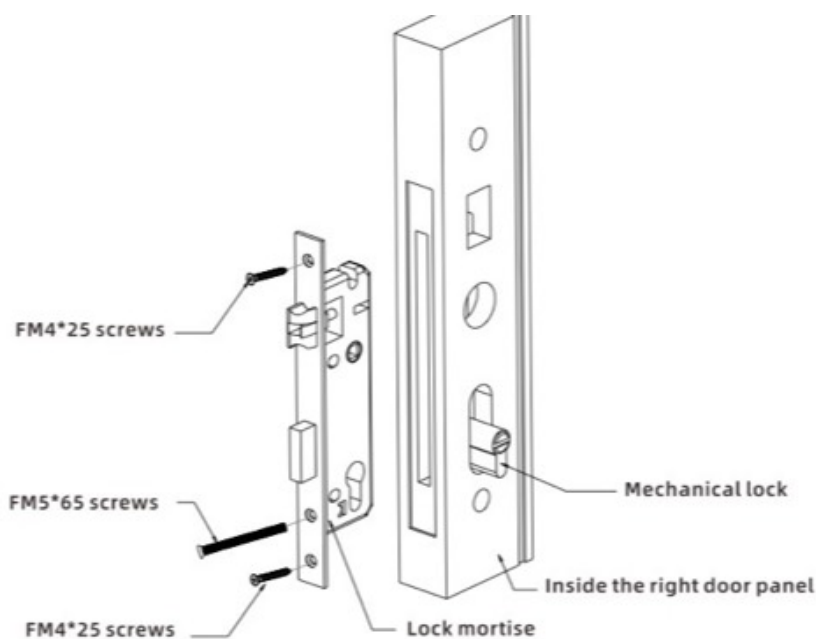
Hole pattern and strike dimensions. Reference only – this image is not a full-size drilling template.

Use the supplied hardware template

Confirm the dimensions against the actual mortice and strike. Keep the lock aligned with the door case. Do not scale measurements from this page.

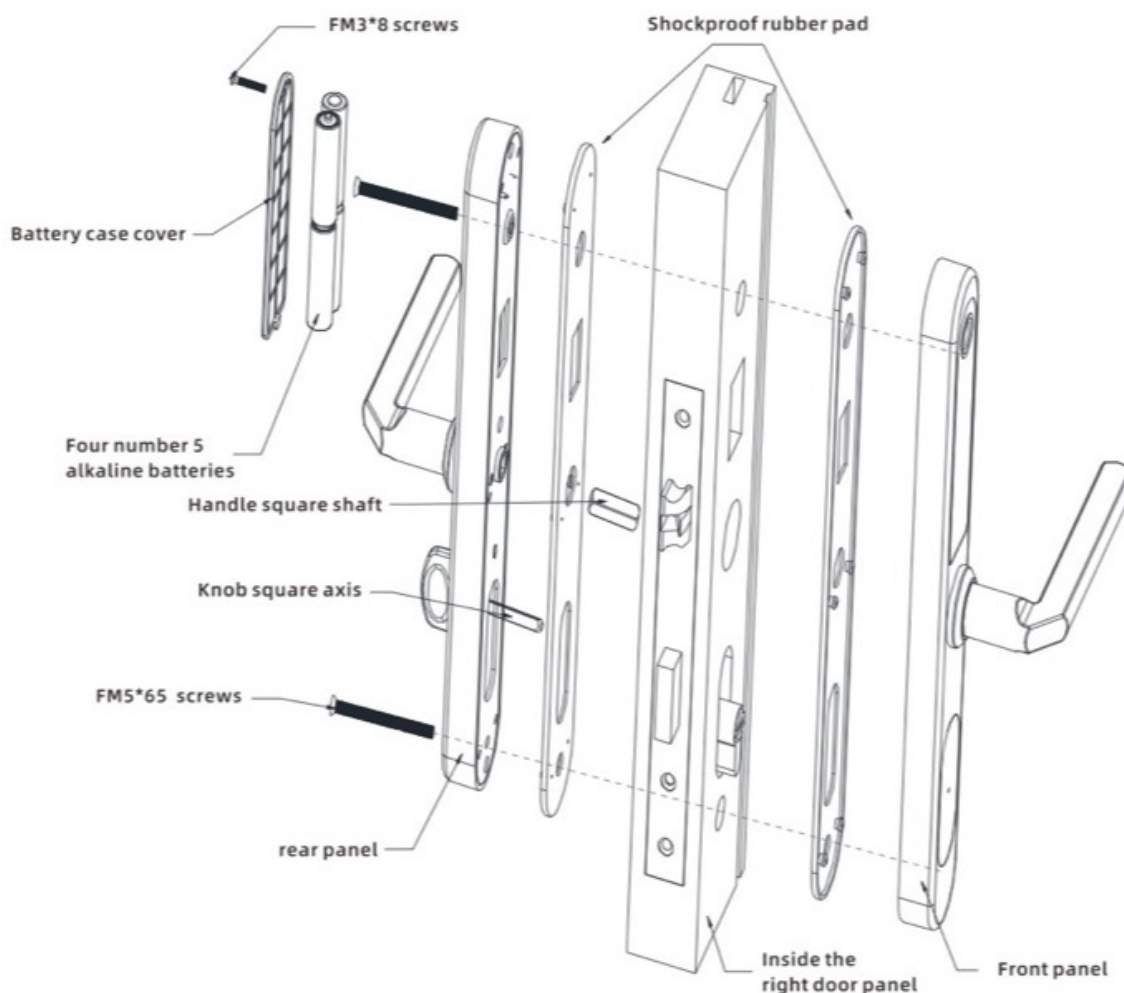
Fit the mortice

- 1 Position the mortice with its connecting lead towards the upper side. Keep the 4-pin cable clear of fixings and moving parts.
- 2 Secure the mortice using the supplied countersunk fixing screws. Match the screw positions to the mortice.
- 3 Fit the mechanical cylinder with the key opening facing outwards and secure it using its supplied machine screw.
- 4 Use the mechanical key to check that the mechanism operates freely.



Mortice and cylinder installation. Use the fixings supplied for your hardware.

Fit the panels



Panel assembly: rubber pads, handle spindle, thumbturn spindle, battery cover and fixings.

Choose the correct fixings

Use the panel screws supplied for your lock and door thickness. Check that the panels seat correctly and the mechanism moves freely before fully tightening.



Finish and test

- 1 Check that the handle springs are seated. Fit the handle square spindle into the mortice and fit the thumbturn spindle into its corresponding opening.
- 2 Check the opening direction before assembly. Match the mechanism's handing marks to the required door opening direction.
- 3 Connect the 3-pin lead to the rear panel. Seat the rubber pads and ensure no wire is trapped when bringing the panels together.
- 4 Secure the panels with the appropriate supplied fixings. Load the batteries according to the compartment markings, then secure the rear cover.
- 5 With the door open, test the key, handles and thumbturn. Pair TTLock, then test each access method before closing the door.

Battery specification

Fit four AA alkaline batteries, following the polarity markings inside the compartment. Secure the battery cover with its supplied screw.



Connect with TTLock

- 1 Install TTLock from your phone's app store and open your account. Enable the phone permissions required for Bluetooth connection.
- 2 Stand beside the lock. When no administrator has been set, touch the panel and listen for "Please add Bluetooth administrator".
- 3 Use the add-lock function in TTLock and follow the prompts to add this lock to your account.
- 4 Test an app unlock with the door open. Give the lock a clear name so it is easy to identify.

One primary administrator

Only one first-level mobile administrator is supported. Adding the lock to a new primary account removes it from the previous account. Use shared access for everyday users; see page 14.

You do not need to set an administrator passcode manually before using app management. Existing ownership and administrator changes are covered on page 17.



Everyday access

Method	How to unlock
TTLock	Tap the lock icon while beside the lock.
Passcode	Enter a valid passcode, then press #.
IC card	Present an enrolled card to the card-reading area.
Fingerprint	Place an enrolled finger on the reader.
Touch to unlock	Enable Touch to unlock in app settings; open the app, then touch the lock.
Optional remote	Press the paired remote's unlock button.

Locking

With automatic locking enabled, the lock re-locks after the configured delay, except during temporary normally open mode. In normally open mode, or when the automatic delay is over 10 seconds, press and hold * to lock.

In TTTLock, press and hold the lock icon while beside the lock. A paired optional remote can lock using its lock button.

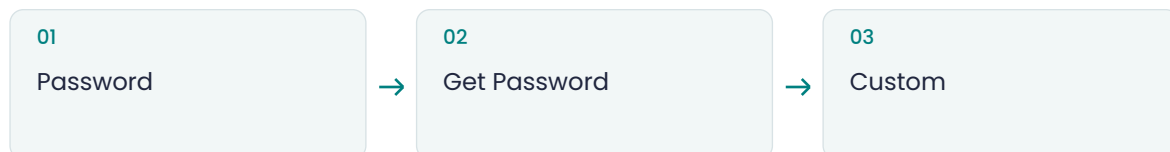
Check the door

After closing, check that the door is secured. An electronic locking command does not confirm the door has physically closed.



Create a passcode

IN TTLOCK / CUSTOM PASSCODE



- 1 Select the validity period, then choose Set Password and enter the passcode you want to add. Carry this out beside the lock.
- 2 Test the new passcode followed by # with the door open.

Generated passcodes

In Get Password, choose permanent, limited time, single time or cycle, then generate the passcode. These generated types do not require you to be beside the lock.

Clear passcode – deletes access

A Clear passcode deletes effective passcodes on the lock. Do not issue it as an ordinary visitor code.

Conceal your passcode

You may enter extra digits before and after the correct passcode. The complete entry must be no more than 16 digits; finish with #.



Manage passcodes

IN TTLOCK / SELECT A PASSCODE



Action	What to do
Change the code	Choose Password and enter the replacement. Be beside the lock.
Rename	Choose Name and enter a recognisable label.
Change validity	Choose Validity Period, update the period and save. Be beside the lock.
Delete	Choose Delete. Be beside the lock.

Administrator passcode

Use the administrator controls on page 17 to change the administrator passcode. It is not changed using the ordinary user-passcode procedure.

Passcodes added directly at the keypad can be uploaded using the app's data-management function in settings. The keypad reference begins on page 18.



Add and manage cards

IN TTLOCK / ENROL A CARD



- 1 Enter a name and choose the validity period. Select Confirm while beside the lock.
- 2 Present the card to the reader when prompted, then test it with the door open.

Action	In IC Card, select the card, then...
Rename	Choose Name and enter the new name.
Change validity	Choose Validity Period, adjust and save beside the lock.
Delete	Choose Delete beside the lock.

Cards enrolled directly at the keypad can be uploaded to the app through its data-management function. To add or remove all cards using the keypad, see pages 18–19.



Add a fingerprint

IN TTLOCK / ENROL A FINGERPRINT

01

Fingerprint



02

Add Fingerprint

- 1 Enter a name and expiry date, then choose Next and Start Adding. Stay beside the lock.
- 2 Place your finger on the sensor repeatedly, following the phone and voice prompts until enrolment is complete.
- 3 Test the enrolled finger with the door open.

Action	Select the fingerprint, then...
Rename	Select its name and enter a new name.
Change expiry	Choose the expiry date, set a new date and save beside the lock. Access works only within the validity period.
Delete	Choose Delete beside the lock.

Fingerprints enrolled at the keypad can be uploaded using the app's data-upload function.



Share access

Send an electronic key

Use Send Key in TTLock to share electronic access. Recipients can be authorised as secondary administrators. Grant administrative control only to someone who needs to manage access.

Optional remote control

- 1 Choose Remote Control, then Add Remote Control. Select permanent, limited-time or cycle access; enter a name and validity period, then confirm.
- 2 Press and hold the remote's lock button for 5 seconds to add it.
- 3 Test its unlock and lock buttons with the door open.

Select a remote in Remote Control to rename it, change its validity period or delete it. Change validity beside the lock; it can unlock only during that period.

Accessory scope

These remote-control instructions apply only when a compatible remote and supporting hardware are fitted.



Choose when to re-lock

IN TTLOCK / AUTOMATIC LOCKING

01

Settings



02

Automatic Locking

This setting may also be labelled Automatic Blocking. Enable the feature and choose a delay, or switch it off. The keypad supports a delay from 1 to 900 seconds (see page 20).

Temporary normally open mode

- 1 Unlock the door. Before it re-locks, enter 123 #.
- 2 The lock remains normally open. The next unlock returns it to timed locking after the configured automatic-lock delay.

Use open mode deliberately

Normally open mode leaves access available. To secure the lock while in this mode, press and hold *. Check the door is secured before leaving.

Changing a timed access period and changing the automatic re-lock delay are different settings: one controls when a credential is valid; the other controls how long the lock stays unlocked.



Records, time and sound

View access records

Open Operation Record for the selected lock. To see records for a particular card, passcode or fingerprint, select that credential and open its Operation Record.

Check the clock

In settings, open Lock Time. If the time is incorrect, use Calibration Time, or unlock once through the app to synchronise the clock.

English voice prompts

At the keypad, enter:

*** 39 # [administrator passcode] # 2 #**

If no administrator exists, use 123456 in place of the administrator passcode.

Lock sound

Sound off: *** 30 # [administrator passcode] # 0 #**

Sound on: *** 30 # [administrator passcode] # 1 #**

When sound is off, the screen flashes on touch for feedback.

Firmware

Beside the lock, open Settings, then Lock Upgrade to follow the available firmware-update process.



Administrator controls

Change the administrator passcode

Beside the lock, open Settings / Basic Information / Administrator Unlock Password, then enter the new passcode. The keypad alternative is on page 18.

Move to another primary account

To enter mobile-administrator pairing mode again, enter:

*** 83 # [administrator passcode] #**

The new account can then add the lock in TTLock.

Ownership will change

Adding a new first-level mobile administrator automatically removes the lock from the previous app account. Only one primary mobile administrator can exist.

Delete the lock from the app

Select the lock, then Settings / Delete. Enter the TTLock account password when prompted.

Deletion resets access

Removing the mobile administrator restores factory settings and invalidates previously added fingerprints, passcodes and cards. Do this only when you intend to clear the lock.



Keypad: add and change

Enter the keys in the order shown. Bracketed text means your own value; do not enter the brackets. These are the Bluetooth-version commands.

Task	Key sequence
First administrator passcode ¹	* 12 # 123456 # [new administrator passcode] # [same new passcode] #
Change administrator passcode	* 12 # [current administrator passcode] # [new administrator passcode] # [same new passcode] #
Add an ordinary passcode	* 80 # [administrator passcode] # [new passcode] # [same passcode] #
Change an ordinary passcode	* 10 # [current passcode] # [new passcode] # [same new passcode] #
Add a card or fingerprint	* 80 # [administrator passcode] # Present the card, or follow the voice prompts to enrol a finger.

¹ Only when no administrator passcode or mobile administrator has been added. Manual setup is not needed when using app management.

After local enrolment, continue adding credentials, press * or wait for the mode to time out. Upload local credentials through the app's data-management function.



Keypad: remove access

These commands remove access

Check the credential type before entering a deletion command. A bulk deletion affects every credential of that type, not just one user.

Task	Key sequence
Delete all user passcodes	* 71 # [administrator passcode] # The administrator passcode is retained.
Delete all IC cards	* 69 # [administrator passcode] #
Delete all fingerprints	* 70 # [administrator passcode] #

Delete one passcode

In TTLock, choose Password, select the passcode and choose Delete while beside the lock.

Factory reset

- 1 Press and hold the physical reset button until the lock requests the initialisation password.
- 2 Enter 000 # to restore factory settings.

Reset clears stored access and administration. Passwords, cards and mobile administrators are removed. Reconfigure and test the lock before returning it to use.



Keypad: locking controls

Task	Key sequence / action
Enable automatic locking	* 21 # [administrator passcode] # [delay in seconds: 1-900] #
Disable automatic locking	* 20 # [administrator passcode] #
Temporary normally open	After unlocking, before re-locking: 123 #
Lock manually	Press and hold * in normally open mode, or when the automatic delay is over 10 seconds.
Delete an entered digit	Press * once during passcode entry.
Exit add mode	After clearing entered digits, press * to exit.
Turn the screen off	After clearing entered digits, press * three times.

Listen for confirmation

Listen for “operation successful” after setting the automatic delay. Test the result with the door open and check the lock secures as expected.



If something needs attention

Low-battery warning

Below 4.8 V, a spoken low-battery warning and a fast, 1-second backlight flash occur when the panel is touched. A warning also sounds before card, passcode or fingerprint unlocking. Replace the batteries promptly using the specified alkaline type.

Too many unsuccessful attempts

Five consecutive incorrect attempts, counted across passcodes, cards and fingerprints, cause a **2-minute keypad lockout**. Wait for the timeout. Unlocking through the app can release the keypad during this period.

An access change has not taken effect

Stand beside the lock for custom passcodes, credential changes/deletions, expiry updates and firmware operations that require local connection. Check the credential validity period and the lock's clock.

The mechanism does not move freely

Keep the door open and check the spindle, handing, cable routing and fixing alignment against the supplied hardware. Do not force a binding handle or cylinder.

Get help

Use ArdanShield's website contact options. Provide the product name, the action attempted and any voice prompt. Never send your administrator passcode or account password.

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