



**ArdanShield**

SMART ACCESS / USER MANUAL

# SwiftLock™

Installation & user guide



**Simple access. Clear control.**

Installation • Setup • Everyday use

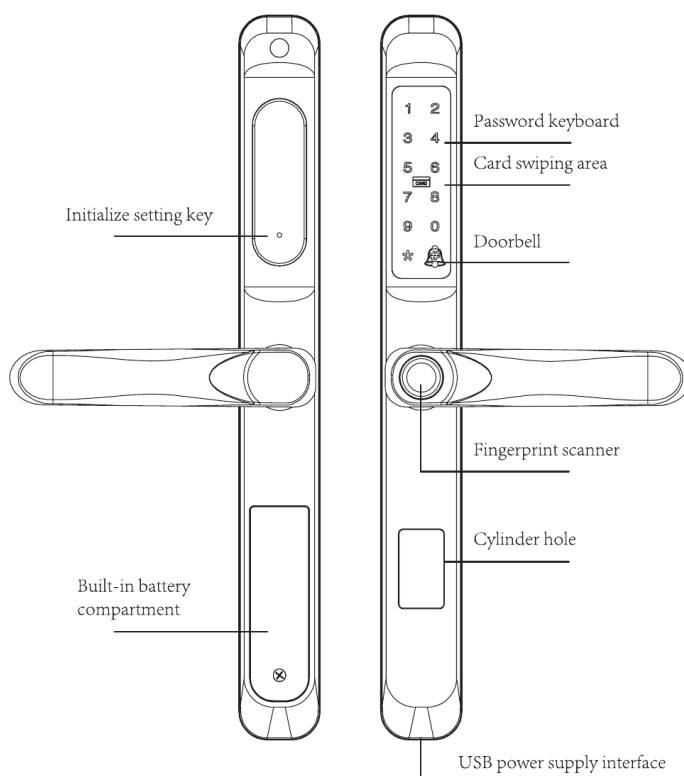


# Your guide

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# Meet SwiftLock



Use the keypad, fingerprint reader or registered card to unlock. The mechanical key provides a separate way to gain access. The rear panel contains the setting button and battery compartment.

## Keypad symbols

The bell-marked key is also the # confirmation key. In this guide, \* means the star key and # means that confirmation key.



# Before installation

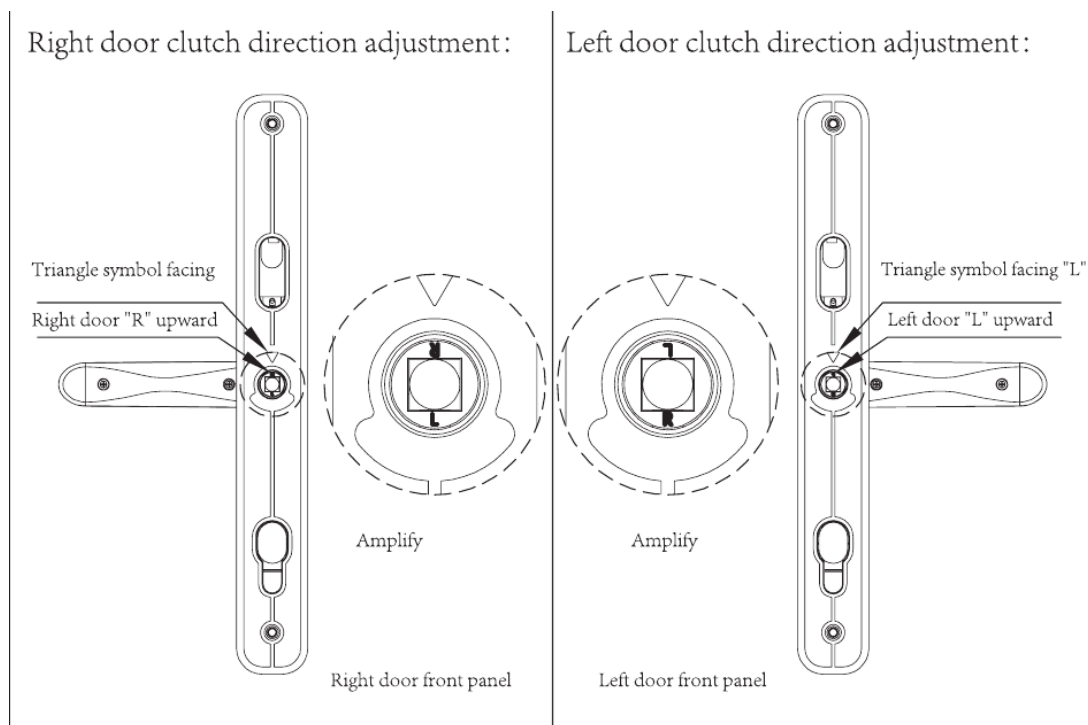
- 1 Keep the door open throughout fitting and setup. Check the lock body, panels, cylinder, spindle, fixings and power connections before starting.
- 2 Match the lock body and fixing positions to your door. Use the supplied fittings and the actual lock as the reference for preparation.
- 3 Check the opening direction and set the handle and latch before fitting the panels. Arrange professional fitting if door preparation or alignment is required.

## Set up before relying on the lock

In the factory state, any fingerprint, PIN or card can unlock. Register the administrator immediately and test an unregistered credential to check that open access has ended.

| Item                  | Details                                                                            |
|-----------------------|------------------------------------------------------------------------------------|
| Power                 | 6V from four dry cells; follow the battery-compartment size and polarity markings. |
| Credentials           | Up to 100 fingerprint, PIN and card entries shared across the system.              |
| PIN length            | 6–10 digits.                                                                       |
| Operating environment | –25°C to 60°C; relative humidity 20%–93%.                                          |

# Set the opening direction



On the front panel, align the triangle with the correct handing mark: **R upward for the right-door setting**, or **L upward for the left-door setting**.

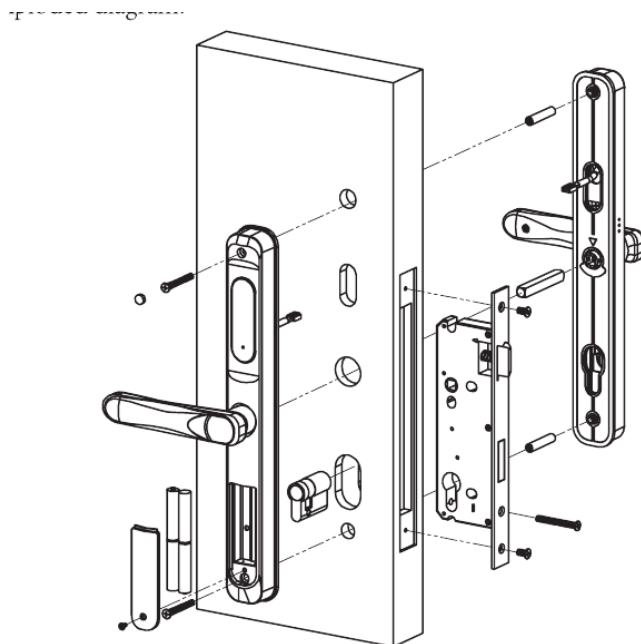
## Reverse the latch if needed

- 1 Turn the lock body so the latch points down and allow its stop block to drop.
- 2 Press the latch into the lock body, rotate it 180°, then release it so it springs back out. Check that it moves freely.

To fit the front spindle, depress its locating pin, align it with the small hole in the handle socket and insert it. Check that the pin pops into place and retains the spindle.



# Fit the body & panels



- 1 Fit the lock body with the small latch at the top and its sloped face facing the closing direction. Secure the body with its screws.
- 2 Fit the cylinder with the keyhole facing the outside panel. Test that the mechanical key retracts the bolt smoothly before securing the cylinder screw.
- 3 Size the spindle to the door thickness. Fit the front panel and pass the spindle through the lock body. Connect the front and rear power leads without trapping the cable.
- 4 Fit the rear handle over the spindle and secure the panels with the supplied M5 countersunk screws. Install the batteries, secure the cover and refit the rubber plug over the upper screw hole.



# First setup

## Create the administrator

- 1 Wake the keypad. Press \* followed by # to enter the menu. In the factory state, administrator verification is not yet required.
- 2 Select 1 to create a new user. The first identity is administrator 00.
- 3 Follow the voice prompts to register the administrator fingerprint, 6-10 digit PIN or card. More than one credential can belong to administrator 00.
- 4 Exit the menu and test the administrator credential with the door open.

## Open the menu later

Wake the keypad, press \* then #, and verify using the administrator credential. Press \* to return to the previous menu. Use # to confirm or exit as prompted.

### Keep control of administrator access

Administrator 00 controls settings and users. Keep the PIN private. Removing the administrator requires a factory reset, which also clears the lock.



# Add & remove users

## Add an ordinary user

- 1 Press \* then # and verify as administrator.
- 2 Select 1 to create a new user. The lock announces a user number starting from 01.
- 3 Register the fingerprint, PIN or card as prompted. Record the user number privately so the correct access can be removed later.

## Delete an ordinary user

- 1 Open the administrator menu and select 2 to delete a user.
- 2 Select 1 when asked to enter a user number, then enter the required number, such as 01.
- 3 Wait for the success message. Check that the removed credential no longer unlocks.

### Shared capacity

The system has up to 100 credential entries in total. This is a shared limit across fingerprints, PINs and cards, rather than 100 of each.



# Everyday access

| Method         | How to use it                                                         |
|----------------|-----------------------------------------------------------------------|
| Fingerprint    | Place a registered finger on the reader and follow the lock response. |
| PIN            | Wake the keypad, enter your PIN and press #.                          |
| Card           | Present a registered card to the marked card-reading area.            |
| Mechanical key | Open the cylinder cover and use the supplied key to operate the lock. |

## Single or double verification

Open the administrator menu, select **3 System settings**, then **3 Verification mode**. Choose **1 Single verification** or **2 Double verification** and follow the voice prompts.

## Privacy / electronic anti-lock

When the electronic anti-lock function is engaged, ordinary users cannot unlock. Administrator verification can still unlock. Check the inside control and your access arrangements before using this function.



# Language, time & alerts

Start each setting by opening the administrator menu with \* then # and verifying your administrator credential.

| Setting        | Menu and action                                                                                                            |
|----------------|----------------------------------------------------------------------------------------------------------------------------|
| English voice  | 3 System settings / 4 Language / 2 English.                                                                                |
| Clock          | 3 System settings / 1 Time. Enter the two-digit year, month and day, then the two-digit hour and minute in 24-hour format. |
| Volume         | 3 System settings / 2 Volume. Choose 1 to reduce or 2 to increase.                                                         |
| Anti-pry alert | Enter 4# and verify as administrator. Choose 1 to enable or 2 to disable the anti-pry function.                            |

## Keep the clock correct

Time-based access depends on the lock clock. Set the correct date and local time, particularly before issuing a temporary credential.



# Network-enabled access

## Put the lock into pairing mode

- 1 Register an administrator before connecting the lock.
- 2 Enter 1# on the keypad and verify using the administrator credential.
- 3 The lock enters networking mode. Complete device addition in the app used by your supplied network module.

| Shortcut       | Action                                                  |
|----------------|---------------------------------------------------------|
| 1#             | Enter networking mode after administrator verification. |
| 2#             | Delete the configured network.                          |
| 3# or doorbell | Send a request for remote opening.                      |
| 4#             | Open the anti-pry setting.                              |

## Remote opening

Network functions require the appropriate module and a working connection. A remote-opening request must be received and approved in the connected service; pressing the doorbell does not grant access by itself.



# Temporary PINs & reset

## WeChat temporary PIN function

For a lock configured with the WeChat temporary-password function, the first administrator credential must be a PIN. Set the lock clock to match the phone in 24-hour format.

- 1 Open the lock's temporary-password mini program in WeChat using its supplied QR code or the temporary-password generator search.
- 2 Enter the management password and select the validity period.
- 3 Generate the temporary PIN and share it privately. It works only within the chosen period.

## Restore factory settings

### This clears the lock

A factory reset removes the administrator and user setup. Keep the door open and keep the mechanical key available.

Press and hold the rear setting / initialisation button for **5 seconds**. Once reset, register administrator 00 again immediately: the factory state accepts any fingerprint, PIN or card.



# Care & support

## Keep it working well

Clean the exterior with a soft, dry cloth. Keep liquid, cleaning sprays and abrasive products away from the keypad, sensor and electrical connections.

Keep your emergency key in a secure, accessible place outside the locked area. Replace compromised credentials promptly and remove access that is no longer needed.

## If you need help

Contact ArdanShield through the website with your product name, order number and a description of the issue. A photograph of the installation or the message shown can help. Never send your administrator PIN, account password or verification codes.

## Visit [ArdanShield support](#)

### Before closing up

After any installation, battery change or access-setting change, test operation with the door or compartment open. Then close it and check that it is secure.