

WINDSOR User Guide

mcgrathlocks.com.au



DOWNLOAD & INSTALL



Download and install the McGrath Locks App
Enable your smart phone to scan QR code to download the app. Also you can search "McGrath Locks" on Apple Store or Google Play to download the app.

RECOMMENDED: LOCK SETUP WITH MCGRATH LOCKS APP

Lock Setup using McGrath Locks App is highly recommended. If you manually program lock via printed instructions you cannot add a BLE device after.



CREATE NEW ACCESS

Add administrator (only 1)



- Enter *12#
- Input 123456# (the default code)
- Input new code#
- Repeat new code#

Tips: If you use the app a 4 digit admin code can be set. To change the app admin through keypad press 83# + admin code#. Now a new admin can be set via the app.

Add a new user with an access / PIN code (250 maximum)



- Enter *80#
- Input admin code#
- Input user code# (6-9 digits)
- Repeat new user code#

Tips: If you use the app a 4 digit user code can be set.

Add a new user with an RFID card (1000 maximum)

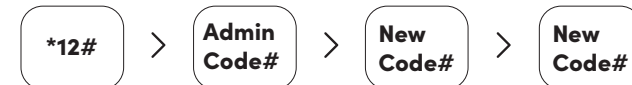


- Enter *80#
- Input admin code#
- Present the card to the card sensor area



MODIFY CODE

Modify admin code



- Enter *12#
- Input old admin code#
- Input new admin code#
- Repeat the new admin code#

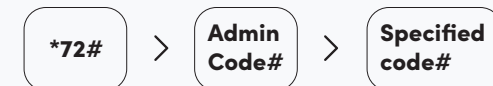
Modify user code



- Enter *10#
- Input old user code#
- Input new user code#
- Repeat the new user code#

DELETE USER

Delete specified PIN code



Tips: The admin code cannot be deleted.

- Enter *72#
- Input the specified code# that you wanted to delete

Delete all user codes



- Enter *71#
- Input admin code#

Delete all RFID cards



- Enter *69#
- Input admin code#

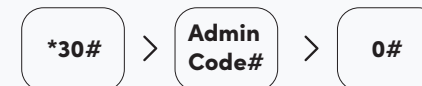
MANAGE VOICE

Turn on the lock voice



- Enter *30#
- Input admin code#
- Input 1#

Turn off the lock voice



- Enter *30#
- Input admin code#
- Input 0#

RESET THE LOCK

Press and hold the reset button until you hear "please input initialization passcode" then input 000#. All PIN codes, cards and app users will be deleted.

DEMO MODE

Demo mode is turned off by default prior to an Admin code being registered. If you wish to turn on demo mode input 24679#. Demo mode sets the lock access PIN code to 123456# and any card or fingerprint will also open it. Registering an Administrator will take the lock out of demo mode.

LOW BATTERY ALERT

When battery power is less than 4.8V you will hear a low battery alert each time you wake the lock screen. Please replace batteries with new Alkaline type. Don't mix old and new batteries.

SCRAMBLING CODE FOR ANTI PEEP

Users may enter any random digits before or/and at the end of entering their correct PIN code and still gain access. This feature makes it harder for an unauthorised user who may be watching you to guess your PIN code.

INCORRECT CODE / CARD ALERT

If the wrong unlocking information is inputted five times the system will be locked out for 35 seconds. The lock can only be operated by the app during the lockout period.

PASSAGE MODE

Passage mode keeps the door unlocked, useful when gardening or bringing in groceries from the car etc.



To activate passage mode, enter a valid unlock code then press 123# within 5 seconds. The door will remain unlocked.



To remove from passage mode, unlock using a valid code or card. If you engage passage mode via the app you must use the app to disengage passage mode.



FAQS

Keypad on lock does not respond

- Please check the batteries are installed correctly.
- If the lock had been working OK please replace the batteries with new AA Alkaline type.

The door will not lock

- Ensure the lock is not in demo mode.
- Check to see if the lock is in passage mode.
- Refer to installation guide to ensure the triangle on the lock hub is correctly aligned.

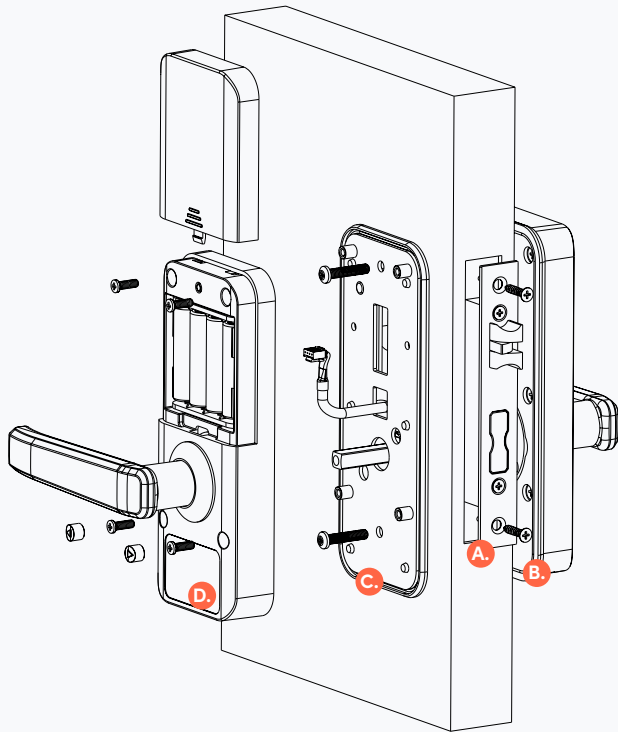
Battery performance is poor.

- Ensure all batteries are new Alkaline type.
- Ensure the lock connecting cable is not pinched.
- Check for and update lock firmware.

WINDSOR Installation Guide

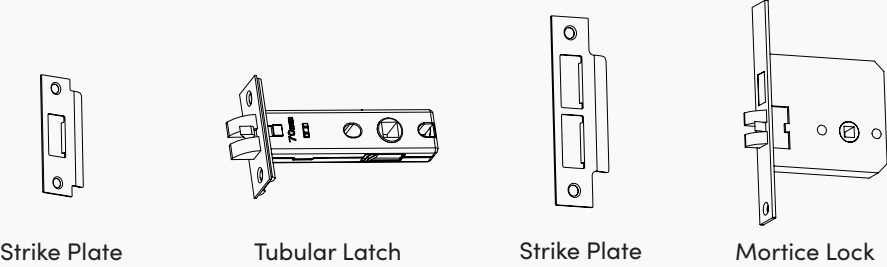
Exploded diagram

A. Lock mortice B. Exterior assembly C. Mounting plate D. Interior assembly



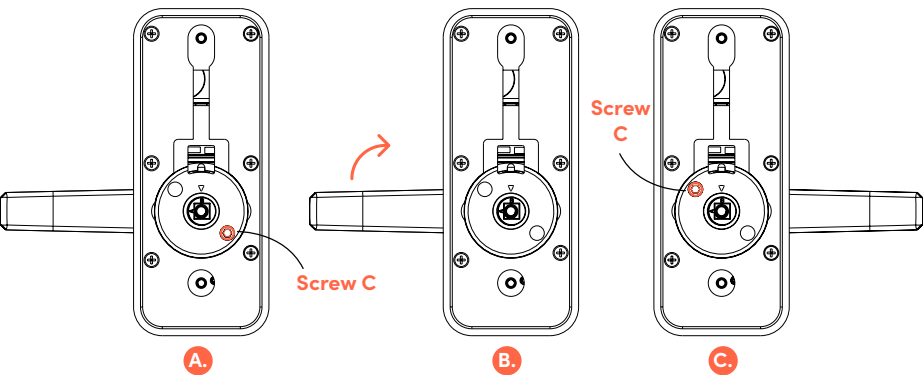
1. Install the lock mortice

This lock supports either a tubular latch or mortice lock as follows. Check what type you have in the box and install it first within the door. Ensure that the latch or mortice lock faceplate is flush with the edge of the door.

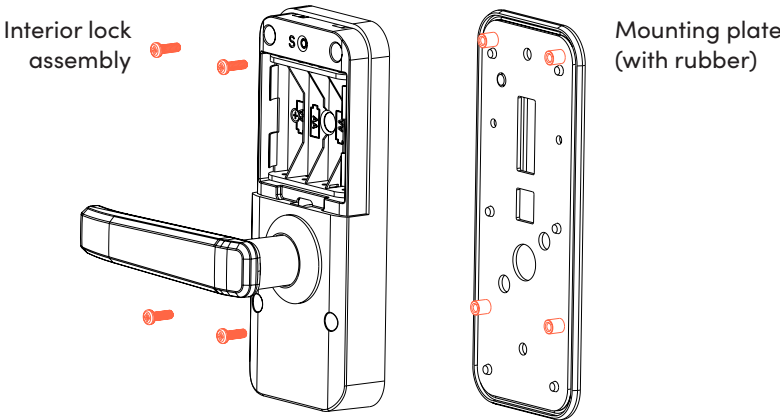


2. Reverse the direction of the lock handle (if required)

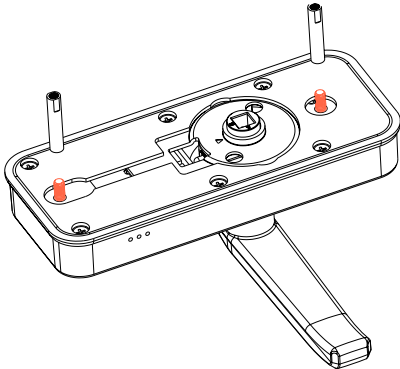
A. Remove the screw C B. Rotate the handle up 180° C. Fasten the screw C



3. Dismantle the mounting plate from the interior lock assembly as below



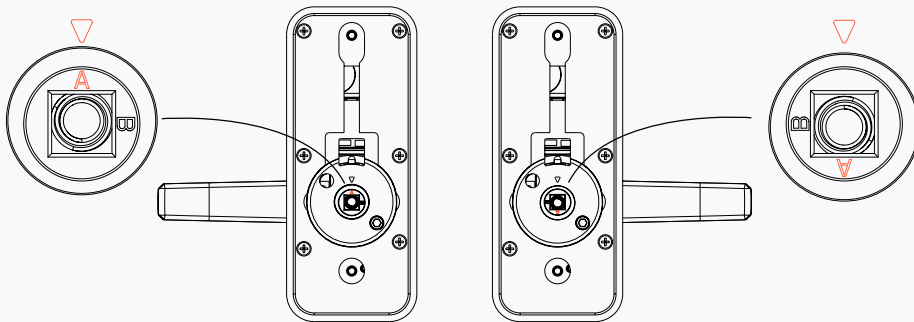
4. Tighten 2 screw studs on the exterior lock metal plate



Tubular latch hub setting

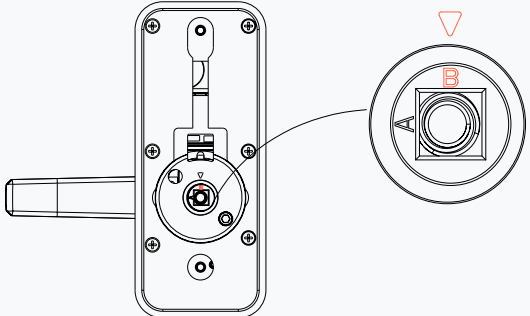
! If the handle points to the left as below, rotate the letter A on the hub to point to the triangle icon as shown.

! If the handle points to the right as below, rotate the letter A on the hub to point down, opposite from the triangle icon as shown.



Mortice lock hub setting

Rotate the letter B on the hub to point to the triangle icon as shown.



5. Install exterior lock assembly

A. Slide the spindle through the hub of the latch or mortice lock, feed the connecting cable through the top hole cut in the door while placing the exterior lock assembly on the door. Ensure the spindle sits within the lock hub.

B. Position the inside mounting plate on the door and feed the connecting cable through the top hole in the plate.

C. Use the two main fixing screws to attach the exterior lock assembly to the interior mounting plate but do not fully tighten.

D. Align the mounting plate with the door edge ensuring the spindle is in the middle of the round hole in the mounting plate.

E. Place the interior lock assembly on the door and check that both levers operate smoothly.

F. Remove the interior lock assembly, then tighten the two fixing screws.

6. Install interior lock assembly

A. Connect the cable to interior lock assembly.

B. Place the interior lock assembly on the mounting plate ensuring not to pinch the connecting cable and tighten the 4 lock case screws.

C. Test the handle and the mechanical key override.

D. Insert the rubber plugs into the bottom two screw holes.

E. Insert 4 x AA Alkaline batteries.

