IULOCK®

Installation and User Guide

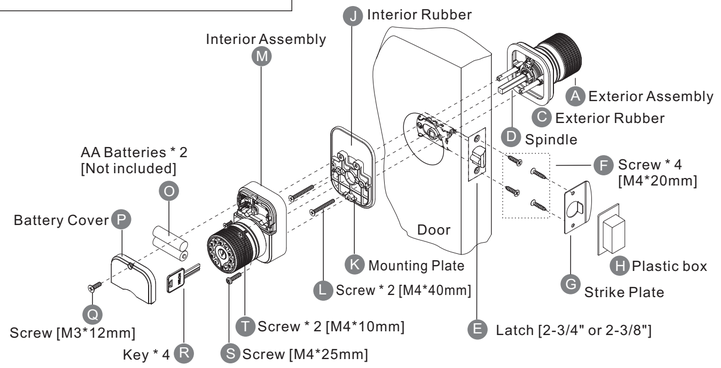
IU-62 Double Sided Keypad Door Lock

Required tools（not included）

- Ruler
- Philips head screwdriver
- Hammer
- Chisel

AA + AA +

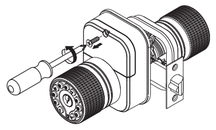
LOCK ASSEMBLY DIAGRAM



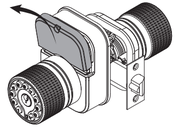
1 Separate

Follow these steps to separate the pre-assembled lock components for installation.

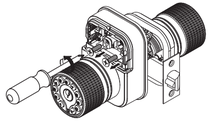
1. 1 Remove the screw on the battery cover



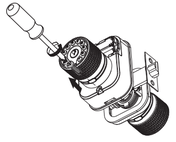
1. 2 Gently separate the battery cover as shown



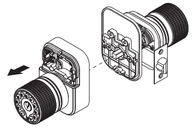
1. 3 Remove the 2 screws inside the battery compartment.



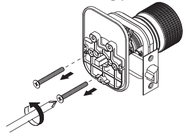
1. 4 Locate and remove 1 screw beneath the knob on the interior assembly.



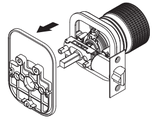
1. 5 Carefully separate the interior assembly by pulling it backward



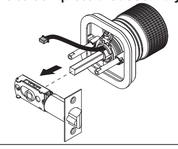
1. 6 Remove the 2 screws securing the mounting plate



1. 7 Separate the mounting plate from the lock body



1. 8 Slide the latch off along the spindle to complete disassembly



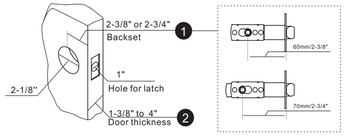
2 Installation

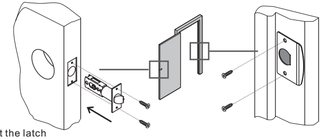
CUSTOMER SUPPORT
www.iulock.com

WARNING: CRITICAL SAFETY PRECAUTIONS

- . Keep the door fully open and unlocked during entire installation.
- . Only close/lock door after successful functional testing (Step 2.11).
- . Store keys securely on your person - never place near work area.
- . If encountering resistance/errors, please cease installation immediately, revert to previous successful step. Contact support at www.iulock.com if unresolved.

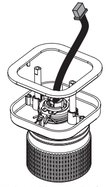
2.1 Prepare the door and check dimensions >> 2.2 Install the latch and strike plate



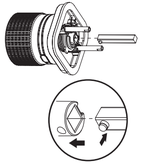


1. Measure your door for a backset of the 2-3/8"or 2-3/4". If it is 2-3/4", adjust the latch as follows: Grasp the spring pin and move it from the 2-3/8" slot to 2-3/4" slot.
2. Confirm the door is between 1-3/8" to 4" thick.(if more than 2-1/4", please use additional spindle)

2.3 Install the rosette rubber >> 2.4 Install the spindle >> 2.5 Insert the exterior assembly >> 2.6 Install the mounting plate

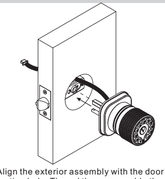


Align the rubber gasket's two protrusions with the rosette's holes and press it into place.

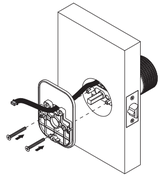


Press the spindle's spring pin and insert it into the exterior assembly's keyway.

Spindle Length		Door Thickness
2-1/4"	Standard	From 1-3/8" to 2-1/4"
3-1/8"	Additional	From 2-1/4" to 3-1/8"
3-7/8"	Additional	From 3-1/8" to 4"

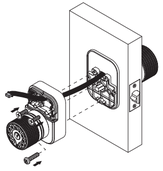


Align the exterior assembly with the door's mounting hole. Thread the power cable through the hole in the door, ensuring it is positioned above the latch mechanism. Align the spindle (on the exterior assembly) with the central hole of the latch assembly. Insert the spindle through the hole while pressing the exterior assembly firmly against the door.

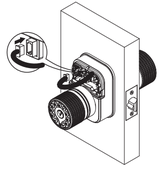


Thread the power cable through the hole of the mounting rubber. Tighten the two mounting screws evenly.

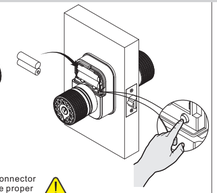
2.7 Install the interior Assembly >> 2.8 Connect the power cable >> 2.9 Install the batteries >> 2.10 Install the battery cover



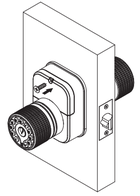
Align the interior assembly with the spindle. Press the interior assembly against the door. Make sure the power cable do not get stuck by the interior assembly, then tighten the three mounting screws evenly.



Insert the power cable connector into the connector port within the battery compartment. Ensure proper orientation alignment (match the connector's shape/notch to the port). DO NOT force insertion – incorrect alignment will cause resistance and may damage the port. Coil the excess cable neatly at the bottom of the battery compartment to avoid pinching or interference.



It is recommended to restore factory settings before installing the battery cover.



Tighten the screw. Install the battery cover.

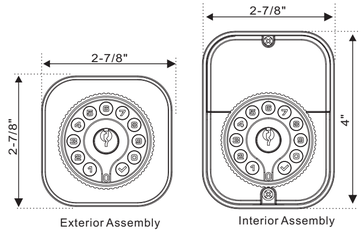
2.11 Testing

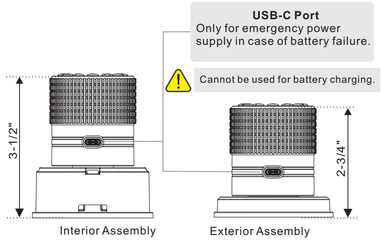
Knob Rotation Test
Rotate the knobs on both sides to verify smooth operation. By default, the lock is in the locked position, so the knobs should not rotate or retract/extend the latch.

Key Function Test
Insert and turn the key on both sides of the lock. Ensure the latch extends and retracts smoothly without resistance.

Default Master Code Test (123456✓)

On both sides: Enter the default password 123456✓ on the keypad, a green indicator light should illuminate, accompanied by one long beep sound, within 5 seconds, the knob should unlock, allowing rotation to retract/extend the latch.





Indicator light signals and beep sounds

The color of the light & beep sounds indicate the status of the lock.

Green

. a correct master passcode or user passcode was entered, one long beep
. the programming process is complete, one long beep

Red

. an incorrect master passcode or user passcode was entered, three short beeps
. there was an error in programming, three short beeps
. red blink & beep after keypad backlight off indicate critically low battery

Passcode and Passcode Disguise

Master passcode

. The master code MUST EXIST and can be modified, but cannot be deleted.
. The lock comes preset with default master passcode 123456.
. Make sure to set a new master code which can be 1-15 digits long as soon as you finish installing the lock.
. Used to put the lock in programming mode.
. Can unlock the lock.
. Must be different from all of the User Codes currently in the lock.
If you forget the master passcode, you may reset the lock to factory settings, which restores the default master passcode. Please see Restore Factory Settings.

User passcode

User codes can be added, modified, deleted.
. Should be 1-15 digits long.
. The lock comes preset with no user codes.
. Used to unlock the lock.
. Must be different from the master passcode and other user passcodes.
. Up to 50 possible user codes can be stored in the lock at one time.

Passcode Disguise

This function is an added security feature which is aimed at preventing passcode theft. With Passcode Disguise, you may enter up to 40 digits into the keypad. As long as the correct passcode sequence is entered, regardless of how many digits were entered before or afterwards, the lock will unlock.
For example, if your user passcode is "112256", you can successfully unlock the lock by entering "***112256***"(limit 40 digits).

Unlock with passcode

master code or user code ✓

Green light and one long beep
Code correct, you can turn the knob to open the door immediately, and it will be automatically locked later (the automatic locking time depends on the setting of the automatic locking timer, the default is 4 seconds).

Red light and three short beeps
The code is incorrect, please re-enter the correct code and press the check button to confirm.

Unlock with key

Insert the key and rotate the key. The first quarter turn should be very easy, then continue to turn the key to retract the latch and you may need to apply some force.

Tips: Turning the handle with the other hand in the same direction while you are turning the key will make it easier to open.

Note: Because the knob is relative heavy and the mechanical key of this electronic door knob is completely independent, so using the key requires a little more force than the common mechanical lock.

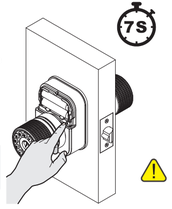
Immediate Lock

✓✓✓✓

Press the check button 4 times in a row at any time and the door will be immediately locked, which overrides any other working modes.

Restore Factory Settings

To delete all user codes, follow the instructions below:
1. Use a screwdriver to remove the screws from the battery cover.
2. Remove the cover and find the reset button located on the battery pack.
3. Press and hold the reset button for 7 seconds until a long beep is heard. The master passcode will be restored to the manufacturer default code.



Settings	Default
Master code	123456
User code	Not preset
Beeper	Enable
Passage mode	Disable
Lock mode	Auto-lock mode
Auto-lock timer	4 seconds
Remote code	Deactivated
Code sync	Enable

Default master code **123456**

Change your master code immediately after restoring the factory settings .

Features

.Two ways to access: code, key
. -22°F to +176°F temperature range
. Low power consumption, 2 AA batteries for 1 Year Battery Life or 15,000 unlocks
. Backlit keypad for use in low-light environments
. Support 1 master code, 50 user codes (each side)
. Built-in mobile remote code
. Passage mode for hassle-free entry
. Built-in disguise feature to protect your codes from prying eyes
. Low battery warning indicator

No.	Item	Description
1	Keys	4 Mechanical keys (KW1 model)
2	Latch	Spring Latch (2-3/8" or 2-3/4" adjustable)
3	Master code	1Group (From 1 to 15 digit in length)
4	User code	50 Groups (From 1 to 15 digit in length)
5	Battery usage	2 AA Batteries (Not included)
6	Battery life	1Year Battery Life or 15,000 times unlock
7	Operation temperature	From -22°F to +176°F

Synchronize Passcode

Code synchronization is designed for convenience of passcode settings of double keypad.

This dual-sided lock features passcode synchronization. Once enabled (requires matching master codes on both sides), future passcode changes sync to the opposite side. Synchronization is enabled by default after factory reset.

When code sync enable (✓9✓Master code✓4✓1✓)
Any changing passcode settings on any keypad will be synchronized to another keypad. Synchronization is only applicable to change the passcodes .

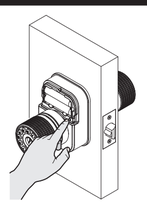
When code sync disable (✓9✓Master code✓4✓0✓)
The exterior keypad and the interior keypad are completely independent. The settings of the two keypads do not affect each other.

Quick Start

STEP 1. Factory Reset

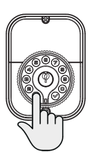
Hold the "Reset " button for 7s → Long beep.

Defaults:
Master Code: 123456
Code Sync: ON



STEP 2. Default Master Code Test (123456✓)

On both sides: Enter the default password 123456✓ on the keypad, a green indicator light should illuminate, accompanied by one long beep sound, within 5 seconds, the knob should unlock, allowing rotation to retract/extend the latch.



STEP 3. Disable Code Sync (Optional)

Only if you want independent codes on each side.
Enter: ✓9✓123456✓4✓0✓

Sync is ON by default. Skip this step if you want code sync.

STEP 4. Change Master Code

Enter: ✓2✓123456✓123456✓your own master code✓ your own master code✓

Example: your own master code is 2504
Enter:✓2✓123456✓123456✓2504✓2504✓

Programming

Command mode

» If you make a mistake during programming, press the check button repeatedly until the keypad lights up. Then start over.

PASSCODE

ADD USER CODE
✓ 1 ✓ Master code ✓ User code ✓ User code ✓

CHANGE THE MASTER CODE
✓ 2 ✓ Master code ✓ Master code ✓ New master code ✓ New master code ✓
⚠ **Note : The master code MUST EXIST in the lock and cannot be deleted, but can ONLY be changed.**

CHANGE THE USER CODE
✓ 2 ✓ Master code ✓ Unwanted user code ✓ New user code ✓ New user code ✓

DELETE ONE USER CODE
✓ 3 ✓ Master code ✓ Unwanted user code ✓

DELETE ALL USER CODE
✓ 4 ✓ Master code ✓
⚠ **Note : The master code cannot be deleted, but can ONLY be changed.**

BEEPER

ENABLE KEY TONE (BEEPER)
✓ 6 ✓ Master code ✓ 1 ✓

DISABLE KEY TONE (BEEPER)
✓ 6 ✓ Master code ✓ 0 ✓

PASSAGE

EASY PASSAGE MODE
✓ 5 ✓ Master code ✓
With EASY PASSAGE MODE active, the door will stay unlocked.
Press any button to turn off this function when it is no longer needed.

ADVANCED PASSAGE MODE
✓ 0 ✓ Master code ✓ 1 ✓
With ADVANCED PASSAGE MODE active, open the door by twisting the handle directly. Turn off this mode only by entering master code and check key.
* Press the check button 4 times in a row, the door will be immediately locked, which overrides any working modes.

ADVANCED

AUTO LOCK MODE
✓ 0 ✓ Master code ✓ 0 ✓
In AUTO-LOCK MODE the door will automatically lock after each unlocking, the auto-lock time depends on the setting of the auto-lock timer.
* Press the check button 4 times in a row, the door will be immediately locked, which overrides any working modes.

MANUAL LOCK MODE
✓ 0 ✓ Master code ✓ 2 ✓
In MANUAL LOCK MODE the auto-lock will turn off.
After unlocking the door with a passcode or fingerprint, it will remain unlocked until any button is pressed.

SET AUTO LOCK TIMER
✓ 9 ✓ Master code ✓ 3 ✓ Auto lock timer ✓
The automatic lock time unit is seconds. Minimum is 2 seconds. Maximum is 43200 seconds (12 hours). Default is 4 seconds.

ACTIVATE REMOTE CODE
✓ 8 ✓ Master code ✓ Activate code ✓
The activate code is generated by the website,(www.mylock.iulock.com) Deactivate remote code function when the activate code is 0.

ENABLE CODE SYNC
✓ 9 ✓ Master code ✓ 4 ✓ 1 ✓
This dual-sided lock features passcode synchronization. Once enabled (requires matching master codes on both sides), future passcode changes sync to the opposite side. Synchronization is enabled by default after factory reset.

DISABLE CODE SYNC
✓ 9 ✓ Master code ✓ 4 ✓ 0 ✓
The passcodes on each side operate independently and require individual programming.

Troubleshooting

www.iulock.com
Online Service

The lock doesn't work?
Try replacing the battery or using the backup battery. If the lock still does not work, contact customer support.
Why can't I open the door?
You may be waiting too long to open the door. After entering a code, turn the handle to open the door while the lock LED indicator light is green. Once the LED indicator light is off, the lock will immediately return to the locked state.
Why can I open without a passcode?
You may have actived the passage mode, use master code access to turn off this function. If you just installed it, make sure the "UP" on the spindle is facing up (ceiling), please check 2.5 section.
I forgot all my codes.
The lock must undergo a hard reset in order to set the master code back to default and erase all other codes. In order to perform a hard reset, please refer to the above "Restore Factory Settings".
When I put the code in, it gives a green indicator light and beeps(no motor noise), but it doesn't unlock?
Please try using the self-diagnosis command. ✓9✓master code✓1 ✓7890✓ You will hear continuous buzzing and motor noise. If no motor noise, try turning the knob left and right quickly when it beeping. If the motor noise can be heard, it indicates that it has returned to normal. Run it for 2-3 minutes or more, then press any key to exit the self-diagnosis.

If none of the above information resolves your issue, please visit our website at: www.iulock.com

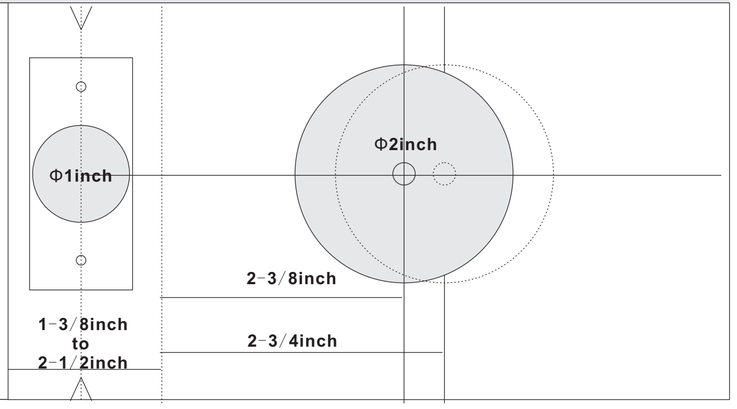
Warranty

1-Year Limited Mechanical & Finish Warranty and 1-Year Limited Electronics Warranty
Subject to the terms and conditions of the warranty, Richelock provides a 1-Year limited mechanical and finish warranty and a one-year limited electronics warranty to the original consumer purchaser ("Original User") of our Richelock brand product ("Product") against defects in material and workmanship, for as long as the Original User occupies the residential premises where the Product was originally installed. For full warranty details and limitations, please visit www.iulock.com

Important Safeguards

1. Read all instructions in their entirety.
2. Familiarize yourself with all warning and caution statements.
3. Remind all family members of safety precautions.
4. Protect your user passcode and master passcode.
5. Dispose of used batteries according to local laws and regulations.

⚠ **WARNING**

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. Builder's hardware is available in multiple performance grades to suit the application. In order to enhance security and reduce risk, you should consult a qualified locksmith or other security professional.

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