1. Overview

Note: This Guide is based on the Schlage Connect™ Lock installed at the entry to the author's unit in the Avery 4 building

The Schlage Connect™ Lock on your front door is a high security deadbolt lock. There are a number of valuable features to increase your security, which you can program in. A few of these are:

- Use of codes to lock and unlock. Multiple different codes can be entered by the owner: for entry by the homeowner, other household members, cleaning staff, etc. Codes can be changed by the owner.
- Alarms for when door is opened or closed (short beeps); when tampered with (loud 15 second alarm); and when forced entry is attempted (3 minute shrill and steady alarm)
- Auto-lock feature: when enabled, door will automatically lock 30 seconds after unlocking
- Vacation mode: disables all user codes. This prevents all assigned user codes from activating the lock (you can still enter using one of two default codes which are pre-assigned).

2. Battery Replacement (annual replacement is recommended)

Refer to figure 1. 4 AA batteries are required. The manufacturer recommends high quality alkaline batteries, not lithium batteries. Change yearly to ensure reliable operation. NOTE: do not dispose of used batteries in the trash. Put them in a plastic Recology bag and, when full, take to City Hall to recycle. You can get another bag at City Hall.

- From inside your unit, slide the black outer lock cover up, exposing the battery tray and electronics
- Remove the 'snap connector', remove old batteries, and install new batteries in the tray. Note: that batteries must be installed with correct polarity (noted in the battery tray)
- Snap the electrical connector back in place and slide the tray back into the unit.
- Replace the black outer lock cover by pushing down
- Note the date when changed and schedule replacement for the next year.

3. Other Maintenance

In general, no other periodic maintenance is needed. The manual mentions cleaning the touchscreen occasionally, and the deadbolt. Refer to your manual for details.

4. General Operation

The lock is best used by entering your user code on the keypad to enter your unit. When leaving, touch the touchscreen ("Schlage" logo to lock the door. This is the default "Lock and Leave" mode.

1. Enter (unlock): Touch the "Schlage" logo at the top of the keypad, then enter your user code. The door unlocks and a green arrow appears. If code is not correct a red 'X' appears.
2. Exit (lock when leaving): Touch the "Schlage" logo at the top of the keypad. The door locks.
3. Note: the lock can be programmed to require entering a code to lock (disable Lock and Leave: see manual for instructions).

Your key can also be used (as in a conventional lock). For all programming using the touchscreen, you need to enter your unique six-digit Programming Code. This can be found on the back cover of your Schlage Lock Manual.

NOTE: The Programming Code allows anyone to freely program your lock. Therefore, the Programming Code should be treated as you would a password or PIN: Please write it down and keep in a secure location, along with your manual. User Codes (used to enter your unit) should be treated similarly.

5. Programming the Lock

To program the lock, from the touchscreen (facing outside your unit, see Figure 1), the general sequence is:

1. Touch the "Schlage" logo at the top of the touchscreen (above the keypad)
2. Enter your six-digit programming code (this is found on the back cover of your manual)
3. Enter a number between 1 and 9 to indicate the programming function desired (add/delete user code, enable/disable vacation mode, enable/disable autolock feature, etc.)
4. Depending on the operation, you will then enter a code (not required for all operations)
5. When a programming sequence is successful, the lock will blink and beep, and a green check mark will appear on the touchscreen.
6. General sequence is thus: "Schlage" + Programming Code + 1 digit to select function. After this, some functions require additional numbers and some do not. After successful completion of operation, the touch screen will blink and beep (usually twice) and a green check mark will appear.

Example Operation: Add/Delete a User Code

This can be used if, for example, you want to authorize entry to a user such as caregiver, relative, service person. It can also be used if you want to change your own User Code. NOTE:

The lock comes with 2 default user codes (A and B), which are shown on the back cover of your manual. To add a code:

1. Press "Schlage" logo at the top of the touch screen
2. Enter your unique Programming Code by pressing the keypad for each digit
3. Press "1" on keypad (to indicate you will add a new user code)
4. Enter the new user code (default is 4 digits) by pressing the keypad for each digit
5. If successful, the display will blink and beep twice, then a green check mark will appear
6. Note: to delete a previously entered user code, follow the steps above but enter "2" for step 3

Example Operation: Enable/Disable Vacation Mode

This operation will disable all user codes when you are away, so no one can enter (except if they have the key).

1. Press "Schlage" logo at the top of the touch screen
2. Enter your unique Programming Code by pressing the keypad for each digit
3. Press "4" on keypad (to enable vacation mode)
4. If successful, the display will blink and beep twice, then a green check mark will appear
5. Note: To disable vacation mode, follow steps 1 and 2 only (not step 3).

Other Touchscreen Programming Operations

Please refer to Figure 2 and/or your user manual for other features such as autolock, changing programming code, changing length of codes, etc.

6. Alarm Features

The instructions above are for programming various lock and unlock features of the lock, and are programmed from the outer-facing keypad. In addition, some very useful alarm features can be programmed in to increase security. These are all programmed from the inside-facing part of the lock (refer to Figure 3). These use beeps and alarms of different loudness and length, as well as flashing of LEDs surrounding the "Schlage" logo. Alarms include:

- Activity alarm: a short beep and the middle LED surrounding the "Schlage" logo flashes whenever the door opens or closes.
- Tamper Alarm: a 15-second loud alarm sounds and the left and right LEDs flash. The tamper alarm sounds if activated and the lock detects 'subtle activity' at the lock (such as an attempt to pick or tamper with the lock),
- Forced Entry Alarm: a 3-minute loud alarm shrill and steady alarm sounds and all LEDS flash. This alarm is the default alarm setting for the lock. It will activate only when great force is applied to the lock while the door is locked.
- Note: only one type of alarm can be set at any given time. The manual recommends the Forced Entry Alarm, the default setting, for most users.

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The Schlage manual gives instructions for changing from one alarm setting to another (only one setting is active at a time), and for adjusting the sensitivity level. These are not summarized here as they are difficult to describe and the owner should be aware of the noises that can be generated. However, the following checks are useful:

- The alarm is <u>not set</u> at the factory. It is recommended that you set the alarm so you have protection (again, note: when set it is to the default setting, Forced Entry Alarm)
- To <u>check if the alarm is already set</u> (for example to default forced entry alarm): press and release the "Schlage" button on the inside-facing part. There should be a beep and the LEDS around the button light up. If not set, there will be no response.
- To <u>set the alarm</u>: Press and hold the "Schlage" button. After about 5 second there should be a beep and flash. This means the alarm is set.
- To turn off the alarm (unset the alarm), press and hold the "Schlage" button. After the 5 second interval the beep and flash should occur as above. Wait for a second flash (at about 6 seconds) and release the button. The second flash indicates the alarm is off.
- To silence the alarm when sounding (for any reason), press and hold in the "Schlage" button until the alarm stops.
- Once the homeowner is familiar with how the alarms work, the manual explains how to change between Activity, Tamper, and Forced Entry Alarms

Figure 1: Battery pack, removed from lock. 4 AA batteries needed. Install with the correct polarity! Recommended change interval one year

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Figure 2: Programming Table and Touchpad

Outside Schlage Button
- The first button you will press in the programming process.
- Can also be pressed to exit programming immediately.

Green Check Mark
- Blinks when a number key is pressed and when a function is complete.

Red X
- If there is a problem during programming, you will see the red error X.

Programming Indicator
- Blinks when Programming Mode is entered
- Solid while a programming function is being performed.

Tips for Successful Programming

① Watch the video before you begin! Browse to **answers.schlage.com** and watch **User and Alarm Programming For Touchscreen Deadbolt**.

① The lock comes preset with a unique default Programming Code and two unique Default User Codes. Use these codes to operate your lock or change them using the instructions in this guide.

① Default Codes are located on the back of the Alarm Assembly, and on the back of this guide.

① If you would like to use a home automation system to enable remote control of the lock, refer to **Enrolling on a Z-Wave Network** on page 13.

Programming Descriptions

Function	Description
Add User Code	User Codes unlock the deadbolt. Can be 4 - 8 digits long. All codes must be the same length. See **Change User Code Length** on page 7.
Delete User Code	Removes one User Code at a time.
Change Programming Code	The Programming Code is used to put the lock into Programming Mode. It is 6 digits long.
Enable Vacation Mode	Prevents all user codes from unlocking the deadbolt . Enable for extra security while you are away for an extended period of time.
Disable Vacation Mode	Returns lock to normal operation.
Enable/Disable Beeper	The beeper can be turned off if desired. Beeps will still sound during programming.
Delete ALL User Codes	Removes ALL User Codes from the lock.
Enable/Disable Lock & Leave	When enabled: Press the Outside Schlage Button to lock the deadbolt. (Default setting). When disabled: Press the Outside Schlage Button and then enter a user code to lock the deadbolt.
Change User Code Length	User Codes can be 4 - 8 digits in length. Default is 4 digits. **Changing the User Code length will delete all existing User Codes!**
Enable/Disable Auto-Lock	When enabled, the lock will automatically relock 30 seconds after unlocking. (Disabled by default.)
Temporarily Disable Auto-Lock	Auto-Lock must already be enabled. While the deadbolt is locked, press the Outside Schlage Button and then enter a 4-8 digit User Code to unlock the deadbolt. Within 5 seconds, manually lock and unlock the deadbolt using the thumbturn.
Restore Auto-Lock	Lock the deadbolt using the thumbturn.

Programming Procedures

① Determine how long you want your User Codes to be BEFORE adding any User Codes. If you change the User Code length, all existing User Codes will be deleted!

① Programming Mode will automatically time out after 30 seconds of inactivity.

1. Open the door and extend the deadbolt before beginning.
2. If you make a mistake, press the Outside Schlage Button to leave Programming Mode, and then start over.

WRITE YOUR PROGRAMMING CODE HERE FOR EASY ACCESS

FUNCTION	ENTER PROGRAMMING MODE (PRESS)		FUNCTION STEPS (PRESS)			VERIFY
Add User Code	SCHLAGE →	6 Digit Programming Code	→ 1 → New 4-8 Digit User Code	→ Same New 4-8 Digit User Code		✔ 2 blinks + 2 beeps (Add another code)
Delete User Code	SCHLAGE →	6 Digit Programming Code	→ 2 → 4-8 Digit User Code	→ Same 4-8 Digit User Code		✔ 2 blinks + 2 beeps (Delete another code)
Change Programming Code	SCHLAGE →	6 Digit Programming Code	→ 3 → New 6 Digit Programming Code	→ Same New 6 Digit Programming Code		✔ 2 blinks + 2 beeps
Enable Vacation Mode	SCHLAGE →	6 Digit Programming Code	→ 4 ——————→			✔ 2 blinks + 2 beeps
Disable Vacation Mode	SCHLAGE → 6 Digit Programming Code					✔ 2 blinks + 2 beeps
Enable/Disable Beeper	SCHLAGE →	6 Digit Programming Code	→ 5 ——————→			Enable:1 blink + 1 beep Disable: 2 blinks + 2 beeps
Delete ALL User Codes	SCHLAGE →	6 Digit Programming Code	→ 6 → 6 Digit Programming Code			✔ 2 blinks + 2 beeps
Warning	Removes ALL User Codes from the lock. User Codes cannot be retrieved after they are deleted!					
Enable/Disable Lock & Leave	SCHLAGE →	6 Digit Programming Code	→ 7 ——————→			Enable:1 blink + 1 beep Disable: 2 blinks + 2 beeps
Change User Code Length	SCHLAGE →	6 Digit Programming Code	→ 8 → Desired User Code Length	→ Same Desired User Code Length		✔ 2 blinks + 2 beeps
Warning	Changing the User Code length will delete all existing User Codes! User Codes cannot be retrieved after they are deleted!					
Enable/Disable Auto-Lock	SCHLAGE →	6 Digit Programming Code	→ 9 ——————→			Enable:1 blink + 1 beep Disable: 2 blinks + 2 beeps
Temporarily Disable Auto-Lock (deadbolt should be locked to begin)	SCHLAGE →	4-8 Digit User Code	→ Within 5 seconds, manually lock and unlock the deadbolt using the thumbturn.			✔ 1 blink + 1 beep
Restore Auto-Lock	Relock the deadbolt using the thumbturn.					✔ 2 blinks + 2 beeps

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Figure 3: Alarm settings (inside of door)

1 Powering the Alarm

The alarm is turned off by default. After installation, you'll need to turn on your alarm.

① Program the alarm using the Inside Schlage Button, shown below.

① Not sure your alarm is turned on? Simply press and release the Inside Schlage Button once. It will beep and light up to confirm it is activated. If it does not, try turning the alarm on again, and check the batteries.
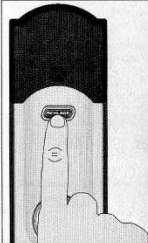
① Watch the video before you begin! Browse to **answers.schlage.com** and watch **User and Alarm Programming For Touchscreen Deadbolt.**

Turn the Alarm **ON** → Press and hold → Release after **first** flash (about 5 seconds)

Turn the Alarm **OFF** → Press and hold → Release after **second** flash (about 6 seconds)

① If you want to silence an alarm early, press and hold the Inside Schlage Button until the alarm sound stops.

① Want to hear what the alarm sounds like in Activity or Forced Entry mode? Enter an incorrect code four times and the alarm will sound.

2 Alarm Setting Descriptions

Decide which alarm setting is best for you.

MODE	DESCRIPTION	LIGHTS	SOUNDS
Activity Alarms when the door opens or closes.	Perfect for monitoring doors while you're at home. • **After the alarm is triggered, there is a built-in 3-second delay for it to reset.**	Middle LED light flashes	Two short beeps
Tamper Alarms when the lock is disturbed, **while locked**.	Senses subtle activity at the lock.	Left and right LED lights flash alternately	15 second Alarm (90 dB=similar to the volume of your smoke alarm)
Forced Entry Alarms when significant force pushes against the door, **while locked**.	Perfect for nighttime or when you're away from home. • Least sensitive mode – many choose to use this alert setting all the time.	All lights flash	Three-minute shrill, steady alarm (90 dB=similar to the volume of your smoke alarm)

3 Changing the Alarm Mode

After you power on the alarm, it will be preset to the Forced Entry mode, by default. If you want to change the mode, follow these simple steps:

① **The alarm must first be powered on before changing the alert setting!**

Press and hold. → Activity → Press and release the button until the LEFT light is lit.

Release after first flash (about 2 seconds) → Tamper → Press and release the button until the MIDDLE light is lit.

→ Forced Entry → Press and release the button until the RIGHT light is lit. **DEFAULT SETTING**

① The lock will beep when it leaves Programming Mode.

4 Adjusting the Sensitivity Level

Each alarm mode is preset to a sensitivity level of three. If your alarm is sounding too frequently, or not frequently enough, try changing this setting.

① You do not need to adjust this setting unless the alarm is sounding too frequently or not frequently enough.

① If you change the alarm mode, the sensitivity will revert back to the default setting.

Press and hold → Release after **third** flash (about 10 seconds).

Press and release → Wait for 1 - 5 flashes/beeps. The number of flashes/beeps matches the sensitivity setting.
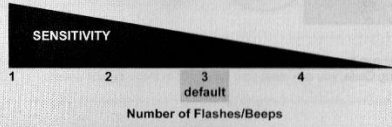
Press and release again → until the number of flashes/beeps matches the desired sensitivity setting.

① Each time you press and release the button, the alarm will beep/flash the same number of times as the setting level.

SENSITIVITY

| 1 | 2 | 3 default | 4 | 5 |

Number of Flashes/Beeps