



KeyInCloud

4510-WS SERIES

LIGHT COMMERCIAL DUTY
LEVER

1

Do this first:

Hardware Installation

Need some help?



Visit us online.

keyincode.com/contact



We're here to help.

1 (978) 207 0269

techsupport@keyincode.com

Here's what you'll need:

- ✓ Four AA Batteries
- ✓ Phillips Screwdriver
- ✓ Utility Knife
- ✓ Adhesive Tape
- ✓ Pencil
- ✓ Tape Measure
- ✓ Power Drill
 - With $\frac{3}{8}$ " (10mm) Drill Bit
- ✓ Hammer/Mallet and Chisel (1")
 - If your latch plate needs additional depth.
- ✓ Bolt Cutters
 - If the pre-cut mounting bolts do not fit your door.

What's in the box?

Let's make sure you have everything you need.
If you're missing anything, contact
support@keyincode.com.



Strike Plate



2 Adhesive Gaskets



2 Keys



Interior Lock



Exterior Lock



2 Lever Handles



2 3/8 inch (60mm) and
2 3/4 inch (70mm) latch



Support Post



Storeroom Tailpiece
(Optional)



Aux Function Wires
(Optional)



Spindle



Hardware Set

You are here.

1

Install your lock.

Use this Hardware Installation Guide to get your lock installed.

2

Get connected.

Use the Connection Guide to get your lock online and registered.

3

Take control.

Now your lock is fully functional and can be managed from anywhere.

Let's get started.

First things first, let's get your new lock installed.

STEP 1

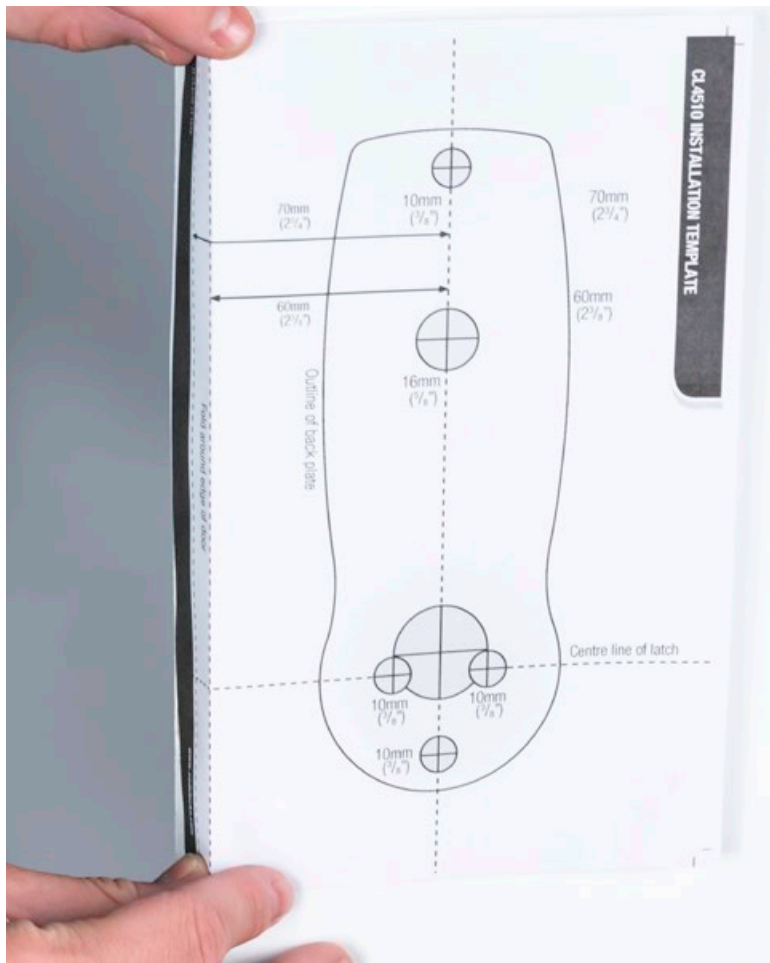
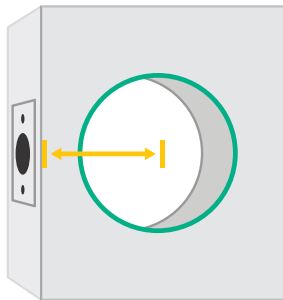
Position the template.

This guide assumes the door is already prepped with a 2 3/8" boring hole.

Use the provided drilling template to mark the upper 3/8" (10mm) support hole and prepare the door for drilling. Crease the template along the dotted lines matching the backset for your door (2 3/8" (60mm) or 2 3/4" (70mm) latch).

Quick Tip

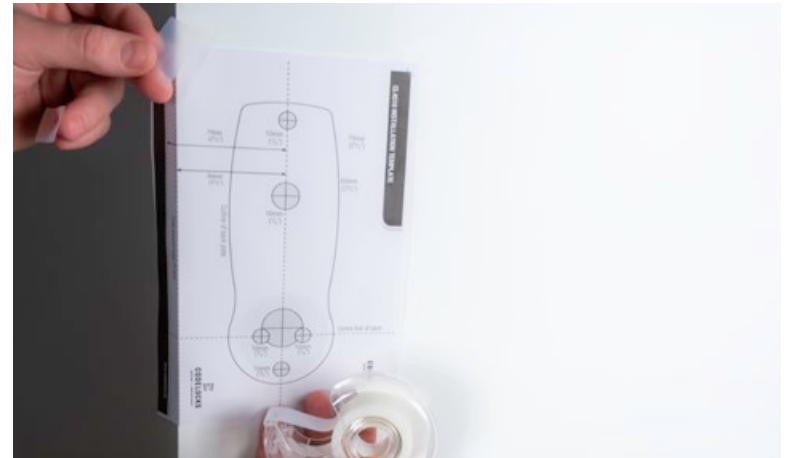
The **backset** is the distance from the center of the **face bore hole** to the edge of the door.



Ensure the folded edge of the template is flush with the door edge and that the center latch line is centered over the latch opening.

View the template from the other side of the door to make sure the dotted latch line on the template is exactly centered within the boring hole opening.

Once the template is aligned, tape the template in place.



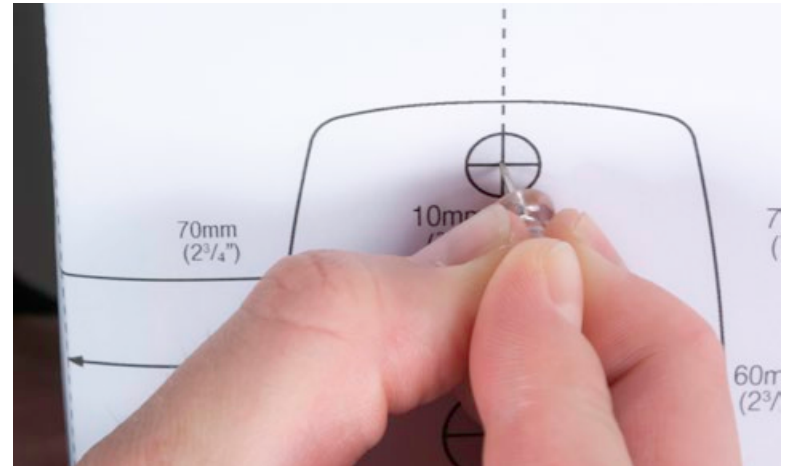
STEP 2

Mark carefully.

Mark the center of the upper, $\frac{3}{8}$ " (10mm) hole to be drilled using a sharp object, like a nail or a thumbtack.

After marking the exterior of the door, apply the template to the interior of the door using the same methods. Make sure the holes are aligned exactly from one side of the door to the other and double check all the measurements and markings to ensure precision.

Mark the center of the $\frac{3}{8}$ " (10mm) hole to be drilled from the other side of the door.



STEP 3

Drill holes.

Prepare your power drill with a $\frac{3}{8}$ " (10mm) drill bit.

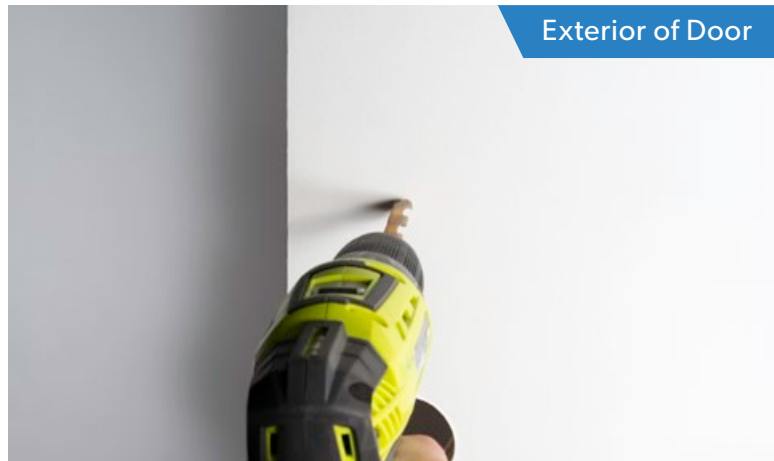
Align the drill bit over your mark and hold the door steady. Keep the drill level and straight.

Drill halfway through on the first side. Then drill the remaining half from the other side of the door. This prevents blowback damage to the door and improves accuracy.

Quick Tip

Since the 2 $\frac{1}{8}$ " (54mm) boring hole already exists in this example, the lower support bolt will go through the boring hole. Only the upper 10mm hole will need to be drilled. If your door is prepped with a smaller boring hole, use the template to drill the additional lower $\frac{3}{8}$ " support.

Exterior of Door



Interior of Door



STEP 4

Install latch.

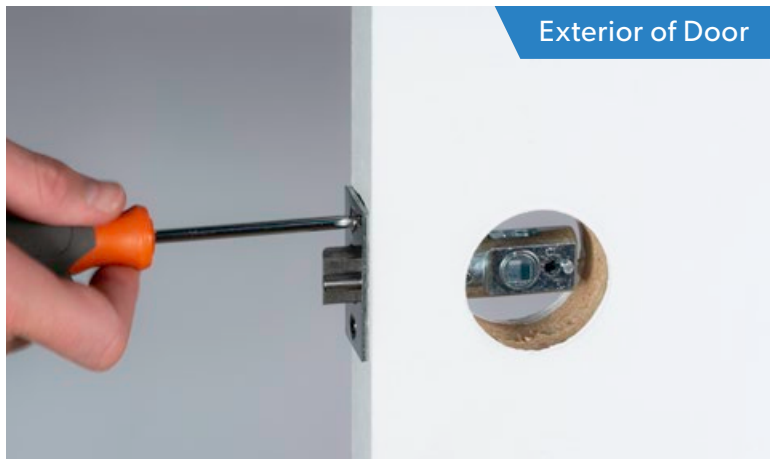
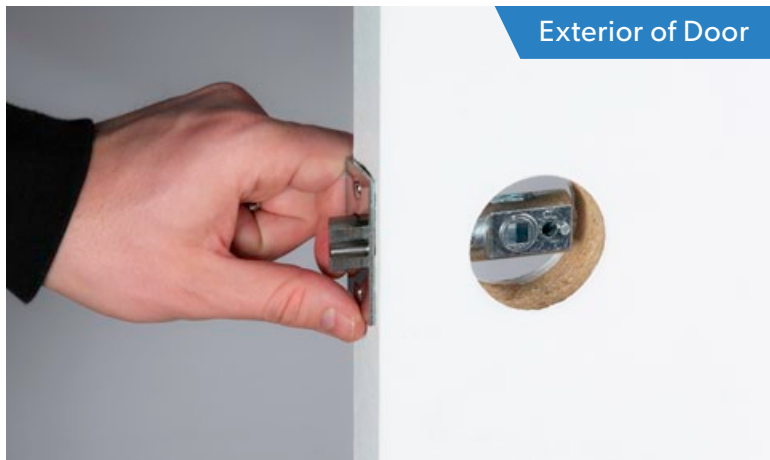
Doors are typically prepped with either a 2 3/8" (60mm) or 2 3/4" (70mm) inch backset. Latches are provided for either option.

This installation will be pictured with the standard 2 3/8" (60mm) latch. Insert the latch in the door, making sure the beveled side faces the door jamb.

Use the provided screws to secure the latch in place.

Quick Tip

Make sure the latch plate lays flush with the door. If the latch plate is not flush in the door, draw an outline around the faceplate edge and chisel a rebate to allow the latch to lay flush with the door edge.



STEP 5

Install spindle.

Place the spindle into the latch with the spring on the exterior (keypad side) of the door. The spring ensures that the spindle remains in contact with the front of the lock.

Quick Tip

Make sure the spindle's spring is on the **exterior** side of the door. If you install the spindle with the spring on the **interior** side of the door, the lock will not work properly.



STEP 6

Attach the latch support post.

Next, attach the latch support post to the lock. This post will be screwed into either the left or right of the center hub. The hole that you will use depends on whether your door is a left-hand or right-hand door and which size latch is used.

View your latch from the exterior side of the door to determine which support post position to use, then screw the post into the lock.

Quick Tip

When using the 2 $\frac{3}{8}$ " latch, use the inner holes closest to the center hub. If using the 2 $\frac{3}{4}$ " latch, use the outer holes.



STEP 7

Attach the gaskets.

Fit the self-adhesive gaskets on the backplate of each side of the lock.

Peel the white backing off the gasket and apply to the backplate of the lock. Be sure to align the edges and pull the antenna and power cable through the appropriate hole, as shown.

Quick Tip

You will see your lock's serial and model number on the RemoteLock sticker on the back of the lock. Write it down or take a picture for your records. This number is needed during online registration after installation. You will also find this sticker on the lock's box.

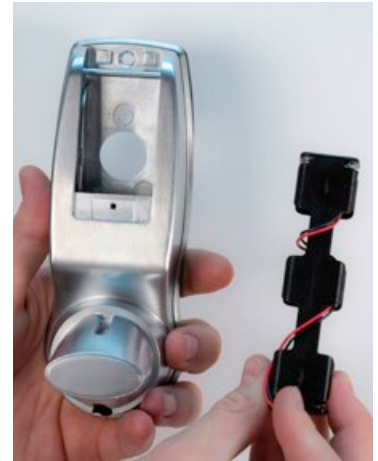
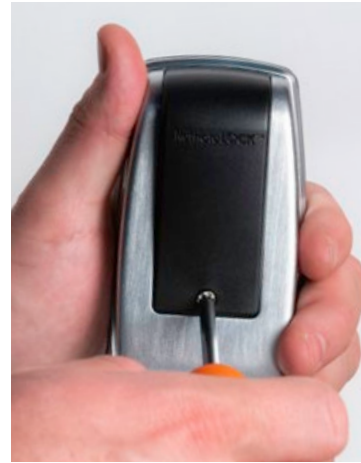


STEP 8

Prepare the interior lock.

Remove the screw that secures the battery cover and lift the plastic cover off of the lock.

Next, remove the battery pack and set them both aside.



STEP 9

Measure door depth.

It's vital to use the correct mounting bolts for your door's thickness. Two sets of different sized bolts are provided, as well as a set of bolts with cut points that can be cut to size if needed.

Place one of the bolts through the mounting bolt hole on the upper, battery pack side of the lock.

Hold the lock flush with the door but allow the bolt to pass along the edge of the door to gauge its length. The correct bolt should go about a $\frac{1}{2}$ " past the edge of the door.



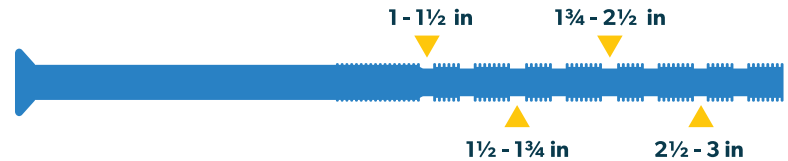
Optional Step

If neither of the two pre-cut bolt lengths work for your door, you will need to cut the fixing bolts to the correct length. Using the same method, align the bolt along the side of the door and choose a cutting point approximately $\frac{1}{2}$ " beyond the edge of the door.



Quick Tip

Always cut the bolts at one of the cutting points so as not to damage a thread. Use the cutting edges of pliers to crimp around the selected cutting point. If the cut produces a sharp point, use sandpaper to smooth the tip of the bolt.



Cutting Points and Door Depth

STEP 10

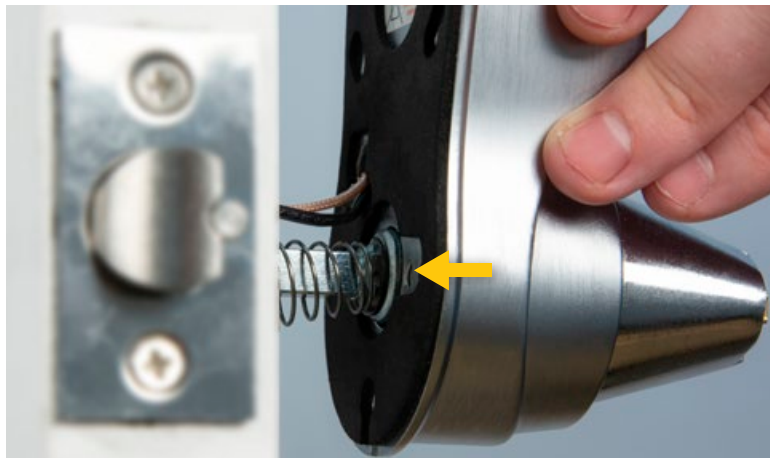
Place lock exterior.

The exterior (keypad) side of the lock has two important cables sticking out of its backplate; a power cable and a Wi-Fi antenna cable.

Pass the antenna and power cable over the latch. Align the support post through the hole in the latch, and **make sure the spindle fits snugly in the lock's hub.**



IMPORTANT: Be sure to pass the power cable and antenna **over** the latch in the door, not under.



STEP 11

Place lock interior.

Feed the power cable and the antenna through the hole **above** the main spindle hole.

Once the cords are inside the lock, pull them up and out of the battery pack housing.



STEP 12

Secure lock.

With the power cable and antenna cable coming through the lock housing, make sure the lock is level and straight.

Place the fixing bolts through the interior lock mounting holes and then tighten into the front side of the lock.

Both screws are needed: one at the top of the lock (through the drilled hole) and one on the bottom of the lock (below the handle going through the boring hole).

Quick Tip

Leave the top screw somewhat loose before screwing in the bottom screw. Tighten both screw back and forth until snug. Do not over tighten.



STEP 13

Test the lock.

Now that the lock is mounted to the door, make sure that the lever and the latch move freely.

Turn the inside handle boss to check that the spindle moves freely and the latch retracts and projects smoothly.

If the lock was secured too tightly to the door, you may find that the spindle or latch sticks. To correct this, loosen the fixing bolts and adjust the position of both sides of the lock until the spindle moves freely.



STEP 14

Connect battery pack.

Insert four AA batteries (not included) into the battery pack.

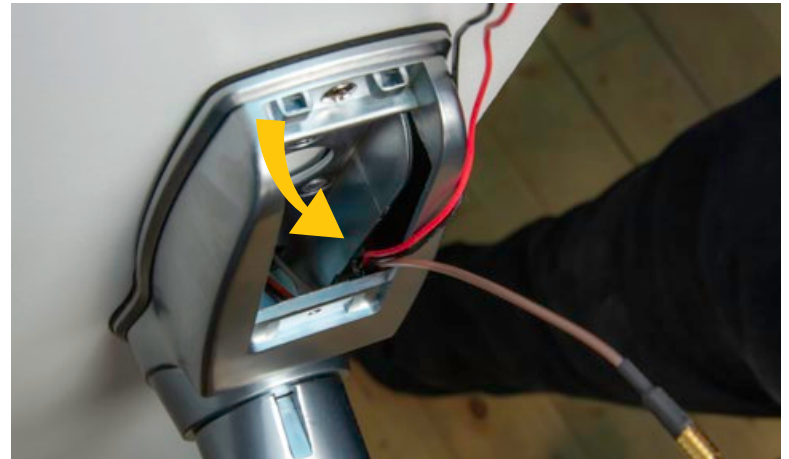
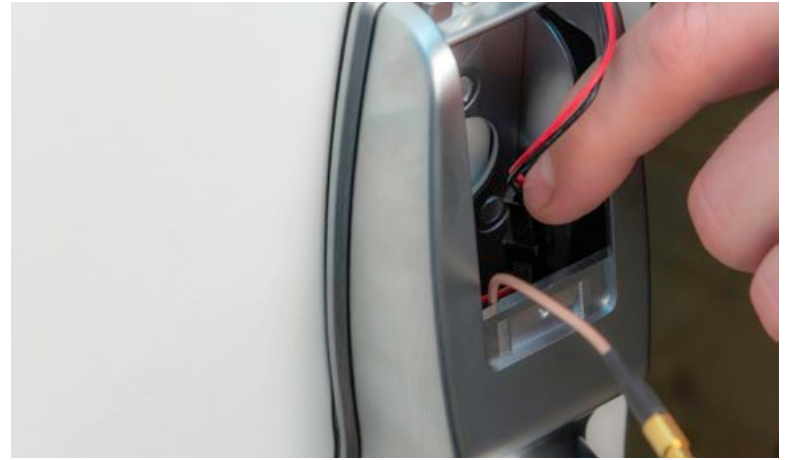
Connect the power cable from the lock to the battery pack by connecting the two plugs. You should hear and feel a click when the cables connect.



STEP 15

Position power cord.

Push the power plug down and to the side of the lock housing, along with the wires. This provides room for the battery pack and the battery cover.



STEP 16

Insert battery pack and connect antenna.

Now slide the battery pack back into the lock housing with the top wires facing out.

Connect the gold Wi-Fi antenna to the battery cover plate by clicking it in place.



Quick Tip

Plug the antenna into the connector as you would plug in headphones. The connector will plug in, rather than screw in.

STEP 17

Attach the battery cover.

Slide the battery cover back onto the lock interior and screw it in.



Quick Tip

Position the battery cover just above the lock and then slide straight down into place.

STEP 18

Attach exterior handle.

Place the key cylinder cover over the key cylinder located on the exterior (keypad side) of the lock.

Use the provided Allen key to loosen the small screw on the appropriate handle. The handle should point away from the latch toward the hinges.

Slide the handle over the handle boss and tighten the handle screw with the Allen key.



STEP 19

Attach interior handle.

Use the provided Allen key to loosen the small screw on the other handle.

Slide the handle over the handle boss and tighten the handle screw with the Allen key.

Turning the interior handle should retract the latch bolt. The exterior handle should turn freely without retracting the latch.



STEP 20

Test your lock.

Enter the factory default code **1234#** on the keypad to unlock the lock.

The keypad will flash green and the outside handle will now retract the latch. Auto lock is enabled and the lock will re-lock after 5 seconds. These settings can be configured in the portal after connecting your lock to Wi-Fi.

To lock the lock, press the ***** button twice.

PLEASE NOTE:

1234 will be disabled once an additional code is added to the lock. Also, entering **#** after the code will not be required after the lock is connected to Wi-Fi.

Congratulations!
**Your lock is now
installed.**

Next:
**Use the Connection
Guide to finish setup.**

Using your lock.

Locking

Lock the door by pressing * * on the keypad.

Unlocking

Unlock the door by entering a user code followed by the # button on the keypad. # will no longer be required after connecting the lock to Wi-Fi.

Once your lock is installed and connected to Wi-Fi, you can easily control your lock, add and manage access codes with the RemoteLock app.

For a complete list of manual programming options, visit remotelock.com/programming.

Default Settings

By default, and after a factory reset, your lock has the following settings:

Programming Code: 123456

User Code: 1234

Auto-Lock: Enabled

Auto-Lock Delay: 5 Seconds

Keypad Sound: Enabled

Heartbeat Interval: 1 Hour

Card Reader: Off (Enable with 381 or 382 function)

Programming Functions

The keypad can be used to program lock functions. These functions can also be performed remotely from the RemoteLock app. None of the following functions are required for setup.

All keypad programming functions follow the same general steps:

1. Enter your **Programming Code** followed by the **#** button.
2. Enter the **Function Code** for the desired function, followed by the **#** button.
3. Some functions will also require you to enter a **Function Value** followed by the **#** button.

Function Codes

PLEASE NOTE: Most of these settings can be updated online in the RemoteLock portal. After installing and connecting your lock to Wi-Fi, please register your lock and configure settings at Connect.RemoteLock.com

100: Change Programming Code

The programming code is essentially a password. This code allows you to program the lock directly, using the keypad. By default, the code is **123456**.

You can change this code to any anything 4–8 digits in length. To set a new programming code, enter the following on the lock's keypad:

Enter your current **Programming Code** followed by the **#** button, **100** followed by **#**, and then enter your **New Programming Code** followed by **#**.

Function Codes (cont.)

If successful, you will see two green flashes and hear two beeps. If an error was made, you will see a red flash.

110: Add a Local User Code

Local User Codes are intended to be used as a backup to User Codes created from the app. If internet is unavailable, you can program a code directly from the lock. Note that schedules cannot be applied to a Local User Code.

Local User Codes can be 4–8 digits in length. To Add a Local User Code, enter the following on the lock's keypad:

Enter your **Programming Code** followed by the **#** button, **110** followed by **#**, and then enter your desired **Local User Code** followed by **#**.

Once set, the default User Code will be disabled after your Local User Code is created.

120: Delete Local User Code

If you would like to remove your Local User Code, enter the following on the lock's keypad:

Enter your **Programming Code** followed by the **#** button, **120** followed by **#**, and then enter the existing **Local User Code** followed by **#**.

130: Erase ALL Local Codes

If you would like to remove ALL of your existing Local Codes, enter the following on the lock's keypad:

Enter your **Programming Code** followed by the **#** button, **130** followed by **#**.

Function Codes (cont.)

381: Enable Card/Fob Reader (Always On)

This function turns on the card/fob reader on the lock. Use this if cards/fobs are being provided to access users to unlock the door.

Enter your **Programming Code** followed by the **#** button, **381** followed by **#**.

382: Enable Card/Fob Reader on Button Press

This function turns on the card/fob reader on the lock only after a button press. This saves a bit more power than using the Always On 381 function.

Enter your **Programming Code** followed by the **#** button, **382** followed by **#**.

ADDITIONAL FUNCTIONS

131: Erase all user codes, except **1234** default.

135: Perform a factory reset. Careful, this will **delete all codes, schedules and events**.

160: Mute keypad beeping.

161: Unmute keypad beeping.

270: Disable Passage Mode. Your lock will automatically lock after each use.

271: Enable Passage Mode. Your lock will stay unlocked after being unlocked.

312: Reset Wi-Fi connection. (Forget All Known Connections and Networks).

320: Enter Access Point Mode to allow connection to another network.

380: Turn off SmartCard reads.

381: Turn on Always Scanning For Cards mode.

382: Turn on Only Read Card On Keypress.

390: Require # to be pressed after a user code is entered.

391: Removes the requirement to enter # after a user code.

411: Enter **411*** to force Wi-Fi to wake up if the lock is currently set to not wake up on keypress.

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate this equipment.

This device complies with Part 15 of the FCC Rules. Operation is subject to following two conditions: (1) This device may not cause harmful interference, and (2) This device must accept any interference received, including interference that may cause undesired operation.

Notes



KeyInCloud

CONNECTION GUIDE WITH KEYINCLOUD

KEYINCODE SMARTLOCK CONNECTION GUIDE WITH KEYINCLOUD INTEGRATION

STEP 1

CONNECT YOUR LOCK TO WI-FI

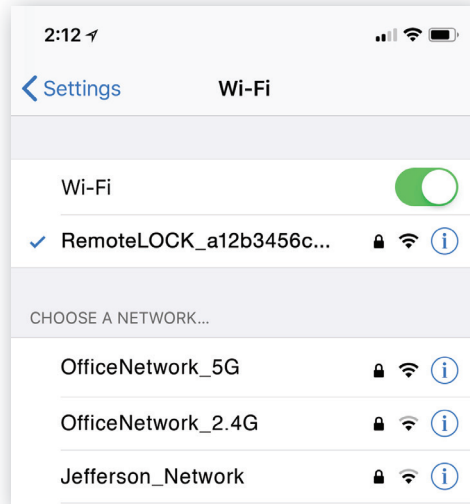
After installing batteries, your lock creates a Wi-Fi network for a few minutes. Open the Wi-Fi settings on your smartphone or laptop.

Find and connect to the RemoteLock network. It will be named RemoteLOCK, followed by the lock's MAC address.

QUICK TIP

Not seeing the RemoteLock network?

Your lock broadcasts a temporary network that will expire after 10 minutes. To rebroadcast the network, simply remove and reinsert your lock's batteries.



STEP 2

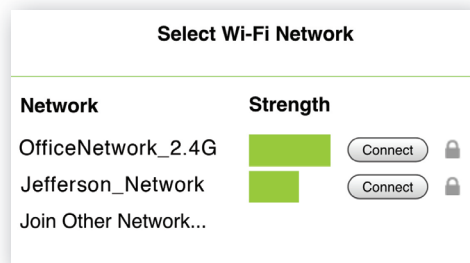
CHOOSE YOUR NETWORK

Once connected to the lock's network, you will be presented with a list of available Wi-Fi networks.

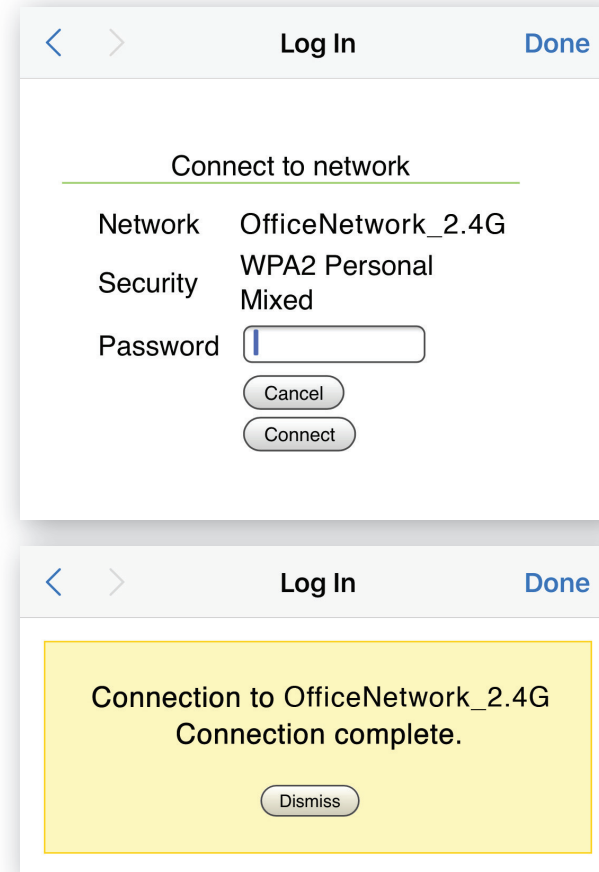
Select the Wi-Fi network you want to connect your lock to. You will need to know the password for that network.

QUICK TIP

If you were not automatically directed to a list of available Wi-Fi networks, you can do so manually by typing 192.168.0.1 into your web browser's address bar.



STEP 3



ENTER YOUR CREDENTIALS

After you've selected the network, enter your password and select **Connect**.

When your lock is connected, you'll see a success message and hear the lock beep twice.

If you hear 2 beeps on your lock, but do not see the "Connection Complete" message, your lock has still successfully connected to your network.

STEP 4 & 5



KEYINCODE ACCOUNT LOGIN

Log into your KeyinCloud account at: www.keyincloud.com and select "Login" on the upper right hand corner of the page.

Enter the e-mail address associated with your account to establish a connection.

ADMIN ACCOUNT PASSWORD

Establish a Password for your Admin Account associated with the e-mail address as noted in Step 4 (previous).

STEP 6



ADD YOUR NEW DEVICE

If registering by smartphone, select the “Add Device” icon on the main screen. This allows you to scan the QR Code on the lock packaging to input the serial number.

If registering via the web application, go to the “Devices” section and select “Register Device”.

You will be prompted to enter a name, location and serial number.

The serial number and model number can be found on the back of the lock or on the lock packaging.

STEP 7



KEYINCLOUD PORTAL ACCOUNT (QUICK SETUP)

Now your KeyinCloud enabled Lock is setup we recommend you carry out these steps:

7A: Create an Access code for your own use. Go to Users, ‘Add Access Users’ and enter your details.

7B: In the Lock settings page, change the Programming Code to a unique 6 digit number.

7C: Under ‘Local Pins’ uncheck 1234, this will remove the default code.

7D: Change the ‘Heartbeat Interval’ to 4, 8 or 12 hours, this will conserve battery life.

7E: Make sure the correct battery type is selected, Alkaline or Lithium.

7F: Click Save and then press any button on the lock keypad to upload these settings.

LOCK HEARBEATS AND BATTERY LIFE

Your lock connects to the internet using Wi-Fi. In order to conserve battery usage, the lock’s Wi-Fi radio is put to sleep for periods of time.

By default, the radio wakes up every hour and connects to the internet to see if new user codes or other commands are pending. This “heartbeat” interval can be shortened or lengthened from the lock’s settings page.

A longer heartbeat interval leads to longer battery life.

The lock will also connect to the internet every time the keypad is pressed. This way lock events are reported in real time. When the lock connects to the internet, it stays connected for about 10 seconds and then returns to sleep mode.

To test commands sent from the mobile or web app to the lock, send the command (Eg. Add user code or lock/unlock), then press any button to wake the lock



CONGRATULATIONS!

Now your lock is fully functional
and can be managed from anywhere





Visit us online.

keyincode.com/contact



We're here to help.

1 (978) 207 0269

techsupport@keyincode.com