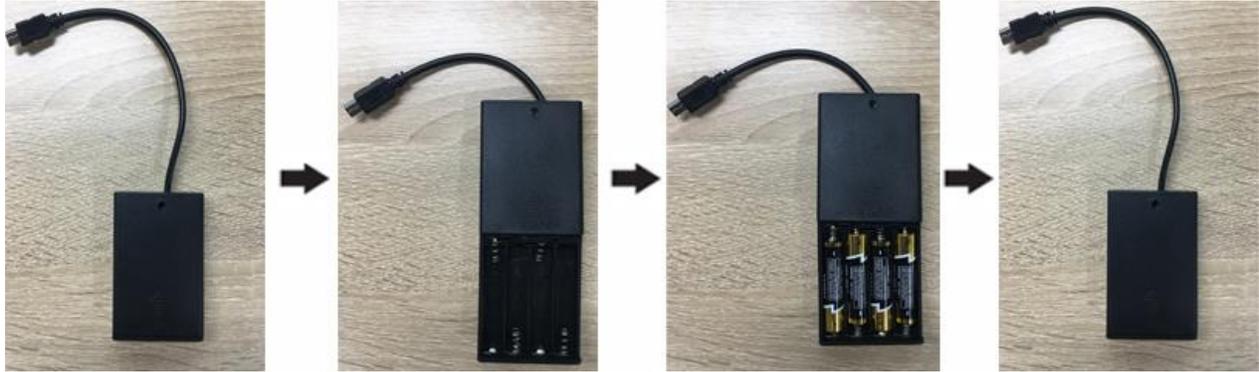


**FOR OWNER USE ONLY!**

**How to use Portable Power Supply/Charger:**

Portable Power Supply can be used for initial set up, or when the power outage occurs.

1. Take out the Portable Power Supply from the accessory bag (Fig. 1);
2. Push the lid open (Fig. 2) and install 4 triple "A" batteries as shown in Figure 3;
3. Close the battery compartment as shown in Figure 4;



(Fig. 1)

(Fig. 2)

(Fig. 3)

(Fig. 4)

4. Plug the mini USB on the Portable Power Supply into the USB port at the bottom of the lock (Fig. 5);
5. Enter 8 zeros, such as "00000000", open the password lock, and the latch will retrieve (Fig. 6);

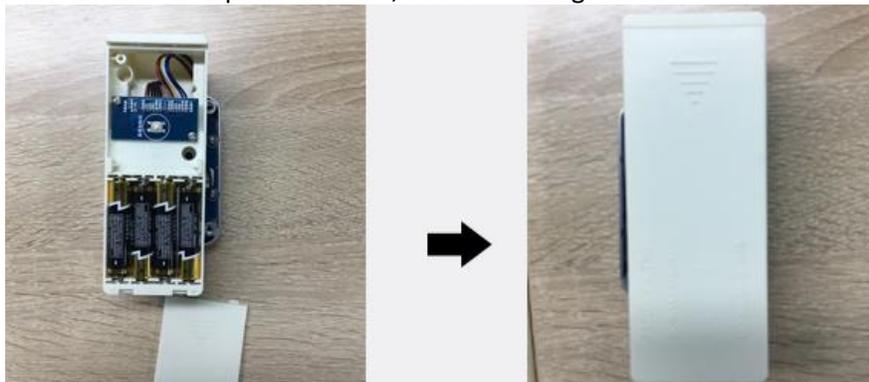


(Fig. 5)

(Fig. 6)

(Fig. 7)

6. After the door lock is opened, remove the back cover on the password lock (Fig. 7) and install 4 triple "A" batteries, as shown in figure 8;
7. Replace the back cover of the password lock, as shown in Figure 9.



(Fig. 8)

(Fig. 9)

**Change the Administrator Password:**

The administrator password (factory set as "00000000 ") needs to be between 6 and 10 digits. It can be modified by the administrative personnel.

Steps to modify the administrator password: **Long press "←" button for 5 seconds and the yellow light flashes → Enter the old admin password → Press "←" to confirm → Enter a new admin password → Press "←" to confirm. The green light goes on once, after hearing the "beep" twice, the new admin password has been changed successfully.**

**IMPORTANT:** Please change the admin password before putting the charging locker in service.

Remember your admin password and properly keep it in a safe location.

In case the customer forgets password, contact administrator for help.

- NOTE:**
1. Administrator password has to be changed on all 9 locks individually.
  2. After each unlock using the admin password, user password will be restored to factory password "1111".
  3. The admin password can be preserved for a long time during power outage.
  4. The "C" key is the clear key.

**Unlock & Reset/Initialization:**

When the user's password is forgotten, the locker can be reset to factory settings:

- 1). The administrator's password. The user's password will be reset to the factory password "1111".
- 2). Initialization button inside the locker. Use the key provided to open the door on the back of the kiosk. Find the latch of the lock (Fig. 10), push it rightward with a long thin rigid stick to retrieve the latch. The lock is open now. Long press the "initialization button" (Fig. 11 and Fig. 12), and the password is successfully initialized. Both the user password and admin password are restored to factory password.

The initial user password is 4 ones, such as "1111"; The initial admin password is eight zeros, such as "00000000".

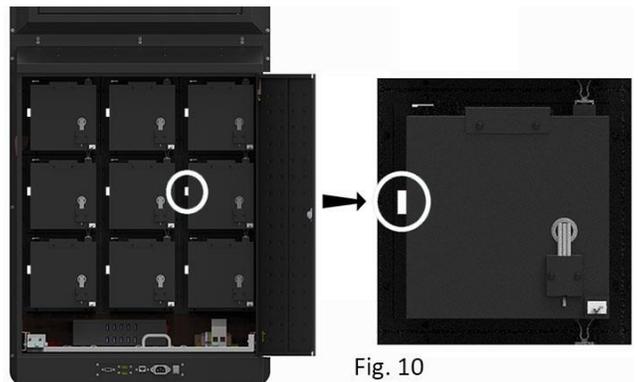


Fig. 10

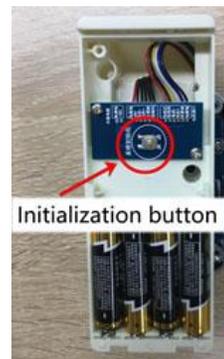


Fig. 11



Fig. 12

**Public mode and private mode:**

Mode switching function: Private mode and public mode can be switched with administrative passwords.

- 1) Change private mode to public mode: "C + ← + 4 + ← + administrator password + ←";
- 2) Change public mode to private mode: "C + ← + 5 + ← + administrator password + ←";

**! IMPORTANT: Store the operation manual in a secure location, which can be accessed by authorized personnel ONLY. DO NOT share your admini password with anyone.**