KEYLESS SOLUTIONS

KS300

Smart Lock

Installation and set-up guide

Hinged doors



Code, card, key or app.

Keep this guide with the lock.

KEYLESS SOLUTIONS

09 238 2377

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Before you start

Read this page first. Installation takes a confident DIYer about two hours, and a locksmith less. If anything here is unclear, call us before you drill.

In this guide

Know your lock 3
In the box 4
Check your door 5
Set the handing 6
Mark the door 7
Drill and cut the door 8
Install the lock 9
Install the strike 10
Power up and test 11
Set up the TTLock app 12
Give people access 13
Everyday use and care 14
Reset and troubleshooting 15
Specifications and warranty 16

You will need

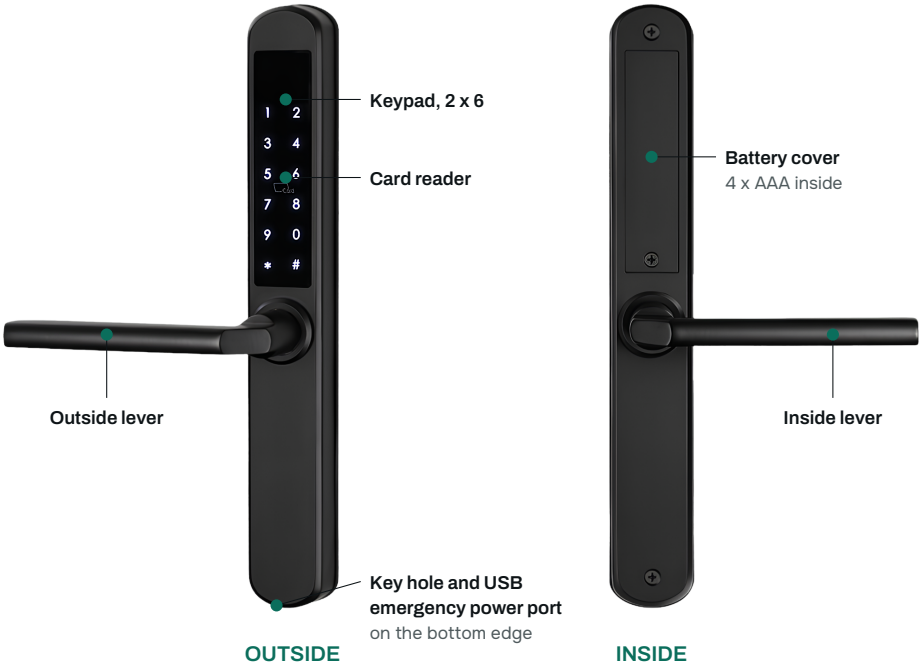
- Pencil, square and masking tape
- Tape measure
- Drill, with 14 mm and 25 mm hole saws or bits
- 30 mm hole saw: two holes 10 mm apart make the 30 x 40 slot
- 18 mm mortice bit or mortice chisel
- Sharp chisels for the faceplate and strike rebates
- Screwdrivers and an allen key
- 4 x AAA alkaline batteries

Important

- Whoever will OWN the lock sets up the TTLock app. The account that adds the lock controls it, so an installer should never add it on their own phone.
- Straight out of the box the lock stays open.
- Test the code, the key and both levers with the door OPEN before you close it for the first time.
- The door must be flat and level where the panels sit.
- Peel the protective film off the keypad when you have finished.

Know your lock

The outside panel carries the keypad. The inside panel carries the batteries.



Four ways in

Code	Card or fob	TTLock app	Key
on the keypad	held on the reader	beside the door	in the bottom edge

Away from home, the app can open the door and change codes through the Wi-Fi gateway, sold separately. Codes, cards and the key never need the internet.

In the box

Check every part before you start. Do not begin without the fixing kit in front of you.

Part	Qty
Outside panel with lever	1
Inside panel with lever	1
Mortice case, for the backset you ordered (none for 0 mm)	1
Strike plate	1
Strike box	1
Spindle, 8 x 8 mm	1
Long M5 screws, joining the panels	2
Wood screws 4 x 20 mm (2 faceplate, 3 strike)	5
Gaskets (one per panel)	2
Cards	2
Keys	2
Paper drilling template	1
Card drilling template and this guide	1 each

Screws and spindle for your door

Door thickness	Long screws	Spindle
35 to 39 mm	M5 x 40	8 x 8 x 60
40 to 50 mm	M5 x 50	8 x 8 x 70
51 to 60 mm	M5 x 60	8 x 8 x 80

The long screws join the two panels through the door, so they and the spindle must suit its thickness. A screw that is too long will not pull the panels tight.

Measure your door and check the screws and spindle in the box against this table before you start. If they do not suit your door, call us on **09 238 2377.**

Check your door

Thickness. The KS300 suits doors 38 to 55 mm thick.

Stile. The outside panel is 303 mm tall and 43 mm wide. The flat face of the stile must take it, with room for the fixings. It is our narrowest lock, made for ranchsliders, French doors and aluminium joinery.

Backset. The distance from the door edge to the centre of the lever. Each backset has its own mortice case and mortice depth:

Backset	30	35	40	45	50	60	70
Mortice depth	50	60	65	70	70	80	90

All in mm. Every case has an 85 mm spindle to cylinder centre (euro mortice).

No backset required. Ordered as 0 mm, the KS300 comes without a case, for a door that already has a mortice case. Call us before you drill, so we can check your case suits the lock.

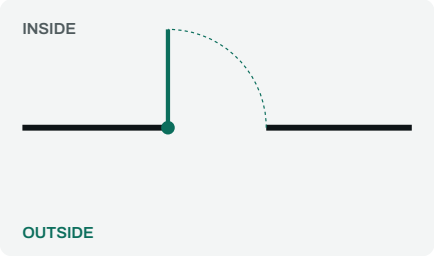
Sliding doors. The KS300 also fits sliding doors with a 28, 35 or 45 mm sliding case. This guide and its card are for hinged doors: for a sliding door, call us before you drill.

Aluminium door or frame?

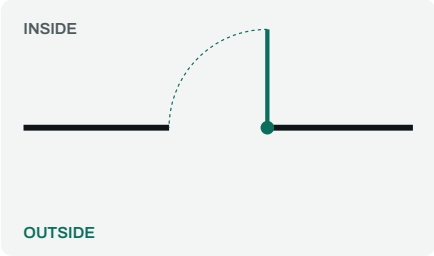
- Aluminium door: use the adjustable strike kit for alloy.
- Timber door in an aluminium frame: use the alloy frame strike packer, 8 or 10 mm.
- Timber French doors: use the timber rebate kit.
- A standard strike comes in the box. The kits are sold separately: ask us which one your door needs.

Set the handing

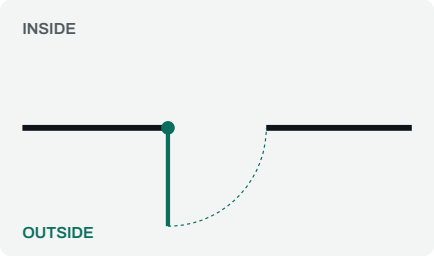
Stand OUTSIDE, where you unlock and walk in. Which side are the hinges, and does the door open away from you (push) or towards you (pull)?



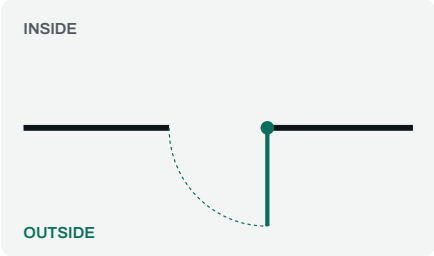
Left push



Right push



Left pull



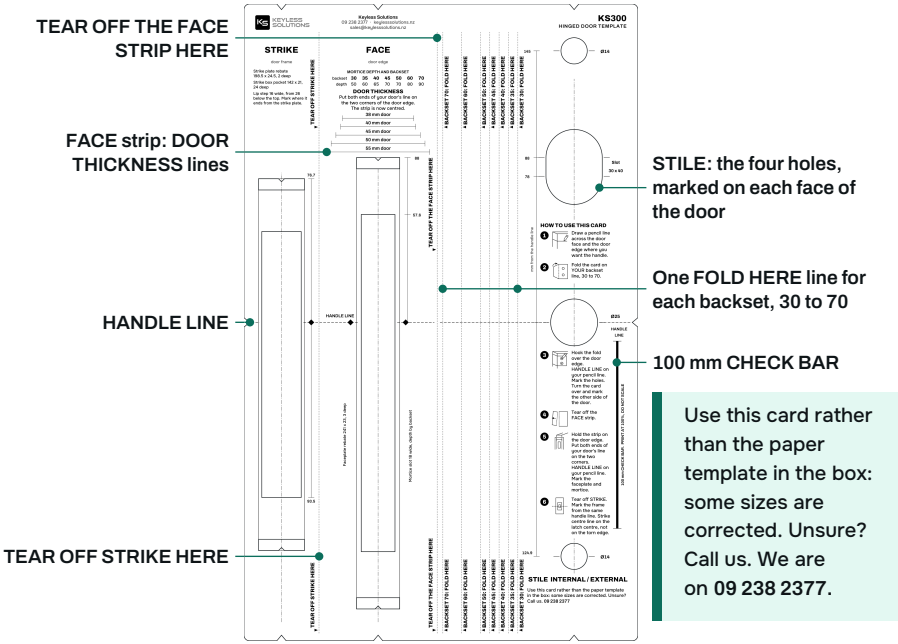
Right pull

Set both levers on the bench, before installing

1. **Take the lever off**
   Undo the screw in the lever's head with the allen key and pull the lever off.
2. **Turn it to suit**
   Turn the lever 180 degrees so it points the way your door needs, put it back and tighten the screw.
3. **Set the clutch**
   On the outside panel, set the clutch arrow to R or to L to suit the hand of your door. Not sure which letter? Call us on 09 238 2377 before you install the panels.
4. **Inside lever**
   Do steps 1 and 2 on the inside panel.

Mark the door

Use the card template that came with this guide. It is true size: never scale it. Its 100 mm check bar must measure exactly 100 mm. Steps 1 to 6 are the card's own.

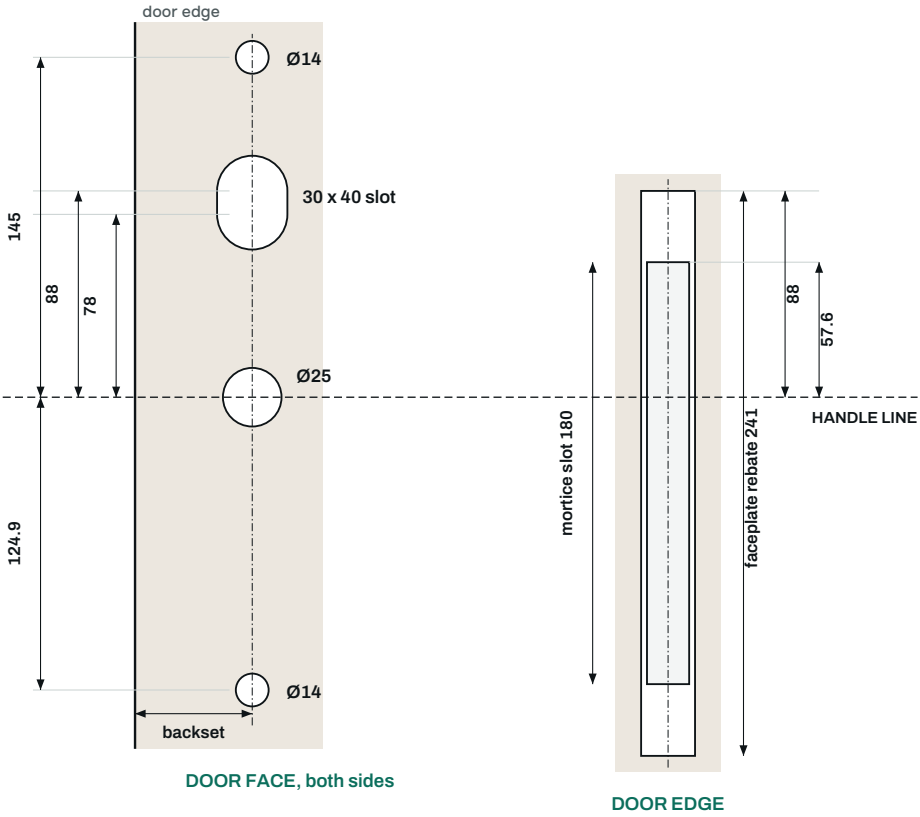


Use this card rather than the paper template in the box: some sizes are corrected. Unsure? Call us. We are on **09 238 2377**.

1. Draw a pencil line across the door face and the door edge where you want the handle.
2. Fold the card on YOUR backset line, 30 to 70.
3. Hook the fold over the door edge. HANDLE LINE on your pencil line. Mark the holes. Turn the card over and mark the other side of the door.
4. Tear off the FACE strip.
5. Hold the strip on the door edge. Put both ends of your door's line on the two corners. HANDLE LINE on your pencil line. Mark the faceplate and mortice.
6. Tear off STRIKE. Mark the frame from the same handle line. Strike centre line on the latch centre, not on the torn edge.

Drill and cut the door

The same holes on both faces. All sizes in mm, measured from the handle line. The card marks all of this for you.



DOOR FACE, both sides

DOOR EDGE

Holes. Drill square to the door, halfway from each face, so neither side breaks out. The slot is two 30 mm holes, centres 10 mm apart.

Mortice slot. 18 mm wide, as deep as the table on page 5 for your backset.

Faceplate rebate. 241 x 23 mm, 3 mm deep, so the faceplate sits flush. Try the case in place before any screw goes in.

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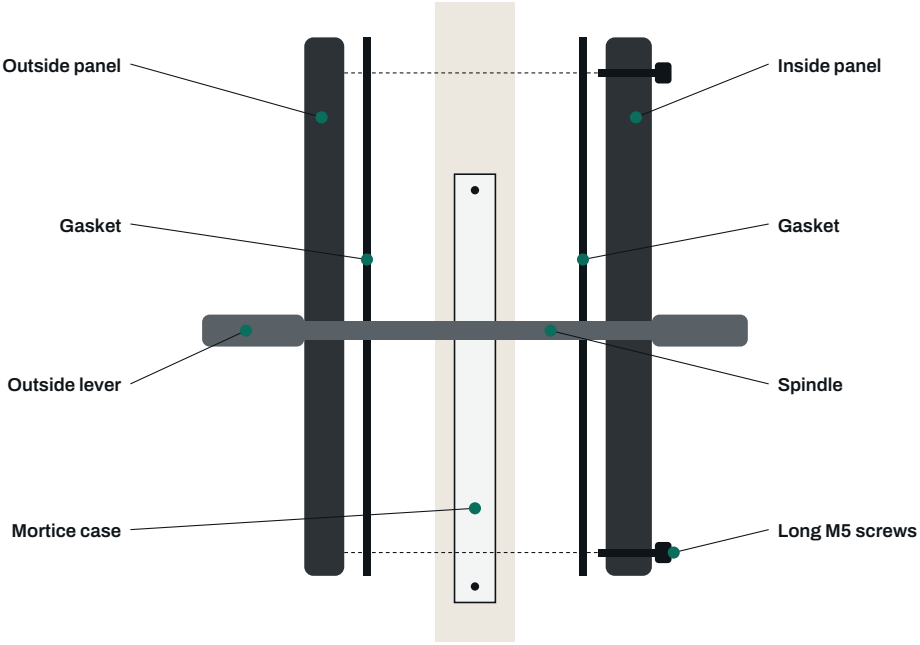
Install the lock

Looking at the door edge. Parts are drawn pulled apart so you can see the order.



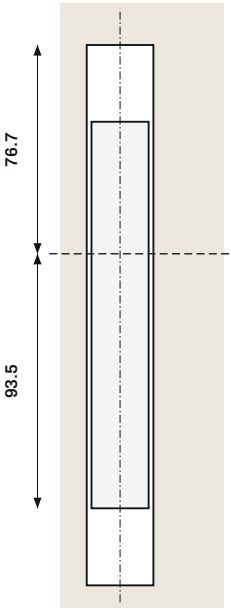
1. **Install the mortice case**
   Latch bevel facing the way the door closes: if it faces the wrong way, call us before you install the case. Two faceplate screws, flush with the edge. Everything in the case must move freely by hand.

2. **Spindle and outside panel**
   Push the spindle through the case. Hang the outside panel with its gasket, spindle in the lever. It must sit flat, with no rock.

3. **Inside panel**
   Install it with its gasket and join the panels with the two long M5 screws. Snug, not crushing.

Install the strike

On the door frame, from the STRIKE part of the card.



Strike plate rebate
198.5 x 24.5 mm, 2 mm deep

Lip step
16 mm wide, starting 26 mm below the top of the strike plate. Hold the strike plate in place and mark where the lip ends from the plate itself.

Strike box pocket
142 x 21 mm, 24 mm deep

Centre line
in line with the centre of the door edge when the door is shut

1. **Mark the frame**
   Door open. Put the STRIKE handle line on the same height on the frame, centre line in line with the centre of the door edge.
2. **Cut and install**
   Cut the pocket and the rebate. Install the strike box, then the strike plate with the three screws.
3. **Close it gently**
   The door must latch and lock without being pushed or lifted. If it will not, move the strike, never the lock.

Use this card rather than the paper template in the box: some sizes are corrected. Unsure? Call us. We are on **09 238 2377**.

Power up and test

Keep the door OPEN for every test on this page.

1. **Batteries**
   Put in 4 good quality AAA alkaline batteries in the inside panel. Change all four together, and never mix old and new.

2. **The code**
   Key in the factory code from your lock's manual. The lock should open.

3. **The key**
   Try the key in the bottom edge of the outside panel. If it is stiff, adjust the lock until it turns smoothly.

4. **Both levers**
   Try the inside lever. Then key in the code and try the outside lever straight away: if it turns but does not draw the latch, the clutch is on the wrong letter (page 6). If a lever binds, loosen the panel, re-seat it and tighten again.

5. **Now close the door**
   Only when all of the above work. Then set up the app (next page). Adding the lock switches the factory code off.

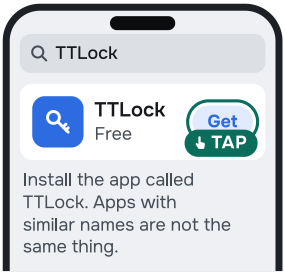
Flat batteries

- Battery life is about 8,000 to 10,000 unlocks, roughly 8 to 12 months. Change them once a year anyway.
- If they go flat, plug a USB power bank into the USB emergency power port, beside the key hole on the bottom edge. It powers the lock so your code works. It does not open the lock and does not charge the batteries. Then change all four.
- Keep a key somewhere you can reach without going through this door.

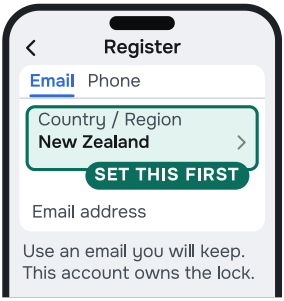
Set up the TTLock app

TTLock is free. Do this standing beside the lock with Bluetooth on, on the OWNER's phone.

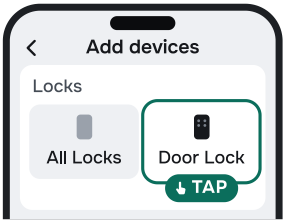
1. **Install TTLock**
   From the App Store or Google Play. Apps with similar names are not the same.
2. **Make an account**
   Your own email or mobile number, country New Zealand. This account owns the lock.
3. **Add the lock**
   Press +, choose Door Lock, then touch the keypad to wake the lock. Tap it when it shows a +.



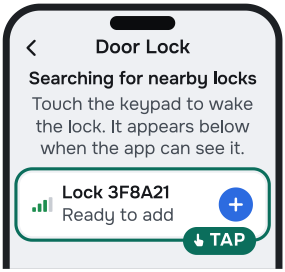
A Find TTLock



B Make an account



C Choose Door Lock



D Wake it, tap +

4. **Name it**
   Front door, not Lock_1.
5. **Check the factory code is dead**
   Key in the factory code. It must be refused now.

App screens are illustrations redrawn by Keyless Solutions in September 2026. Yours may look slightly different.

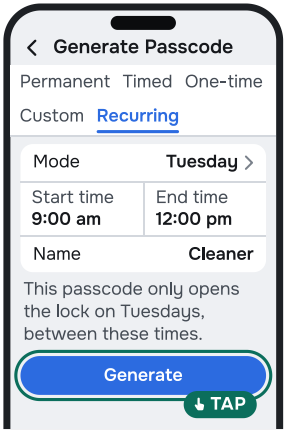
Give people access

Everything here is done in the TTLock app by the owner.

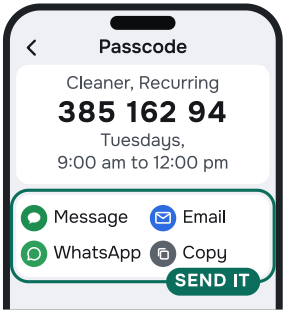
Codes. Permanent, timed, one-time (6 hours) or recurring, for example a cleaner every Tuesday. You can also set your own. A new code must be used once within 24 hours of its start time.

eKeys. For someone with the app on their own phone and their own TTLock account. Permanent or for set times.

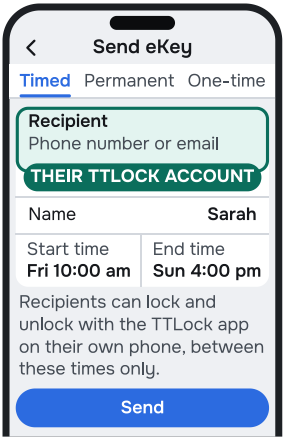
Records. See who came and went, how and when. Freeze or delete anyone at any time.



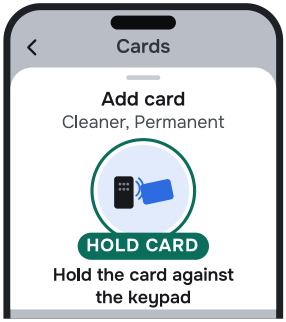
Make a code



Send it



Send an eKey



Enrol a card

Cards and fobs. Two cards come in the box. Fobs, dots and wristbands work the same way. Enrol each one beside the lock and label it: one that is not enrolled opens nothing.

Away from home

- Remote unlocking, remote code changes and lock status need the Wi-Fi gateway, sold separately. It plugs in indoors within range of the lock. Codes, cards and the key never need the internet.

App screens are illustrations redrawn by Keyless Solutions in September 2026. Yours may look slightly different.

Everyday use and care

Code. Key it in on the keypad.

Card or fob. Hold it on the card symbol in the middle of the keypad.

Phone. Open TTLock beside the door and press the round button.

Key. Into the bottom edge of the outside panel.

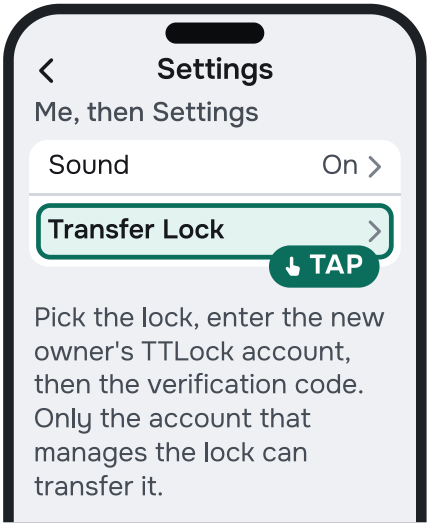
Care

- Batteries: good quality AAA alkaline, all four at once, once a year.
- Clean with clean water or a mild cleaner on a soft cloth. Never spray anything onto the lock, and keep water out of the electronics.

Moving out or selling

It is the ACCOUNT that owns the lock, not the keys. Before settlement, transfer the lock in the app to the new owner's TTLock account.

If you cannot transfer it: delete the lock in the app while standing beside it, then do a factory reset (page 15) so the new owner can add it.



Settings, Transfer Lock

App screens are illustrations redrawn by Keyless Solutions in September 2026. Yours may look slightly different.

Reset and troubleshooting

Factory reset

- Delete the lock in the owner's app first, standing beside it.
- Call us on 09 238 2377: we will show you where the reset button is on your lock.
- Press and hold the reset button for 2 seconds, until two beeps.
- Every code, card and user is wiped. The factory code works again, and the lock stays open until it is set up again.

If something is not right

The lock never locks	It is still in factory state. Put in batteries and add it to the app.
The app will not add it	It is on someone else's account, often the installer's. They delete it beside the lock, or reset it.
It will not connect	Bluetooth off, too far away, flat batteries, or another account. Wake the keypad and try again.
A new code will not work	Use it once within 24 hours of its start. One-time codes last 6 hours.
Lever turns, door will not open	Key in your code and try the outside lever straight away. If it still turns without drawing the latch, the clutch arrow is on the wrong letter. Change it (page 6).
Lever or panel tight	Loosen the panel, re-seat it, tighten again.
Key is stiff	Adjust the lock's position until the key turns smoothly.
Door must be pushed to lock	Adjust the strike, or install the strike kit for your door. Never force the lock.
Flat batteries, no key	Plug a USB power bank into the USB emergency power port (page 11).

Still stuck? Call us on 09 238 2377 or 027 8 ACCESS (222 377).

Specifications

Outside panel	303 x 43 mm, 22.5 mm deep
With lever	142 mm wide, lever 80 mm from the door
Keypad	2 x 6 keys, card reader in the keypad
Opens by	Code, card or fob, TTLock app, key
Remote	With the Wi-Fi gateway, sold separately
Finishes	Black, Brushed Nickel
Material	Aluminium alloy, 304 stainless steel
Weather rating	IP65
Bluetooth	5.0
Power	4 x AAA alkaline (6 V)
Battery life	8,000 to 10,000 unlocks, about 8 to 12 months
Door thickness	38 to 55 mm
Backsets	No backset required, 30, 35, 40, 45, 50, 60, 70 mm
Sliding	28, 35, 45 mm sliding cases
Mortice	Euro, 85 mm spindle to cylinder
Handing	Left or right, push or pull
Working range	-20 to 50 ˚C, 10 to 95% humidity
Factory code	In the manual, off once set up

Warranty

Two years on the lock. Nothing in our warranty limits your rights under the Consumer Guarantees Act 1993.

KEYLESS SOLUTIONS

PHONE

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027 8 ACCESS (222 377)

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