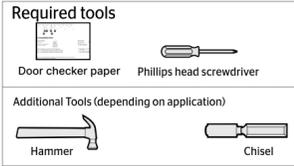




# Model O

Installation and Setup guide



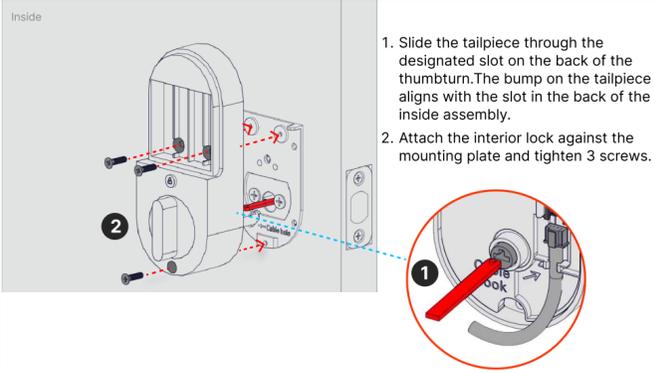
## Start here!

Scan this QR code to watch the interactive installation videos first and use this manual as a guide.



Or go to <https://www.sifely.com/tutorials/o> to watch short installation video.

## 5 Install Interior Lock



When fully tightened, lock should be flush to door.

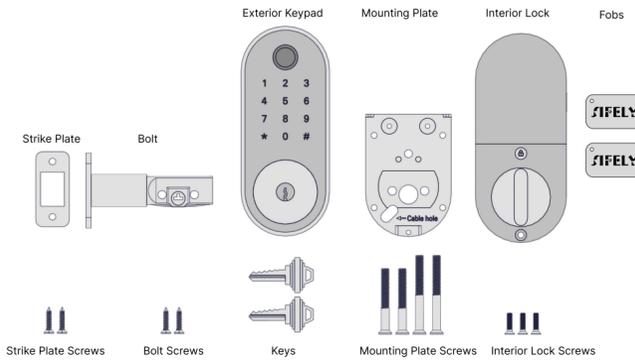
## 6 Test the lock and check door alignment

With the door open, insert the key to extend the bolt. Ensure that the bolt extends smoothly. Turn the key 270° to retract the bolt. Ensure that the bolt retracts smoothly. Close the door. Insert and rotate the key to lock the door. Ensure that the door locks smoothly. Turn the key 270° to retract the bolt. Ensure that the door unlocks smoothly.

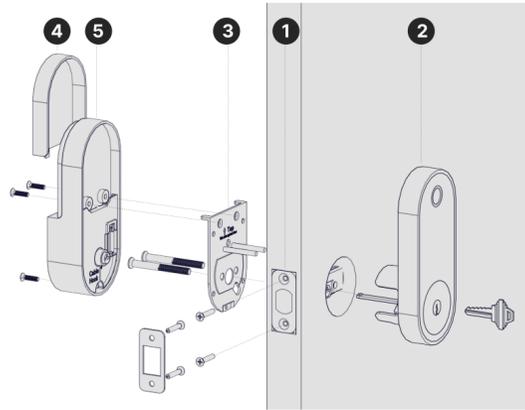


Ensure that the bolt opens and closes smoothly will optimize battery life. If the bolt doesn't extend or retract during testing, visit [sifely.com/faqs-0](https://www.sifely.com/faqs-0). Or contact Sifely Customer Support at [sifely.com](mailto:sifely.com)

## Parts in the box



## Explosive View



## 7 Perform Calibration for your door

1. Keep your door open
2. Install 4AA batteries.
3. Enter "123456#", your lock will enter door handing process. When the bolts stops moving, the process is complete.

Your lock is now installed! Remember, you still have to set up your lock to use it.

### Need Help?

If the bolt doesn't extend or retract during testing, visit [sifely.com/faqs-0](https://www.sifely.com/faqs-0).

## Set Up with APP

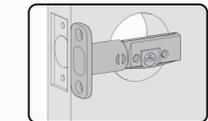
1. Scan the QR code or visiting [sifely.com/download](https://www.sifely.com/download) on your smartphone.
2. Register Sifely account and log in the account
3. Pair the lock follow the app guide and start to use it.



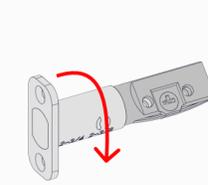
The Sifely app is needed to use this lock. If this lock was professionally installed (or installed by someone other than the homeowner), make sure this step is performed by the homeowner.

## 1 Install the bolt.

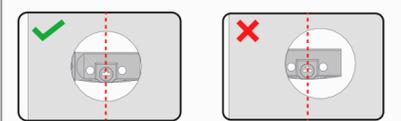
Hold the bolt in front of the door hole to check the T-shaped hole centered in the door hole.



### Bolt adjustment (only if needed)



If the T-shaped hole is centered in the door hole, no adjustment needed. Proceed to the next step. If the T-shaped hole is NOT centered in the door hole, adjust needed. See "Bolt adjustment"



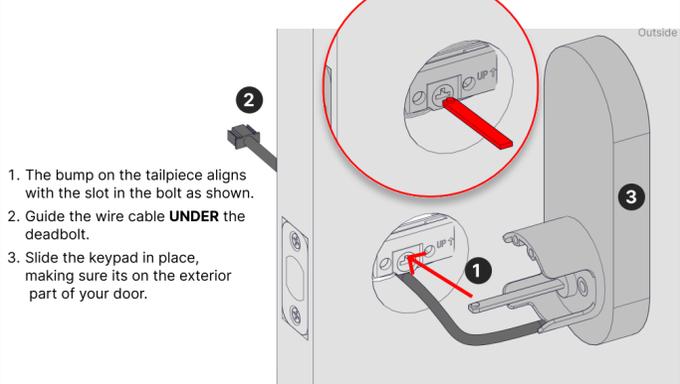
### Install the bolt.

- Align strike plate with deadbolt latch.
- Make sure UP arrow on the deadbolt is facing upwards.



Note: If the deadbolt latch is extended, use a small flathead screwdriver to rotate slot until deadbolt latch is retracted.

## 2 Install Exterior Keypad



Install your lock with the door open. Do not close your door until all the steps are completed.

## Using Your Lock



### Lock your door from outside:

1. Wake up the keypad first, press and hold # on keypad.
2. Enable auto-lock feature and the lock will lock automatically.
3. Open app and tap icon within bluetooth range.

### Unlock your door from outside:

1. Wake up the keypad tap you code + # to unlock.
2. Place your finger on fingerprint scanner.
3. Place your Fob on fob reader area.
4. Open app and hold icon within bluetooth range.

## Connect to Your Lock

There are two ways to connect to your lock with Sifely app. When you're near your lock you can connect through Bluetooth, and if you have a gateway you can connect remotely through Wi-Fi. With Bluetooth connection, you can use your app to lock/unlock, create or manage entry codes, change settings, check who used the lock, etc. while you're within Bluetooth range of the lock. With Wi-Fi connection, you can be away from home and use your app to operate your lock, monitor who's coming and going, and create or manage entry codes. To connect your lock to your Wi-Fi network, you will need a gateway as bridge between router and lock. Please note that gateway is sold separately.



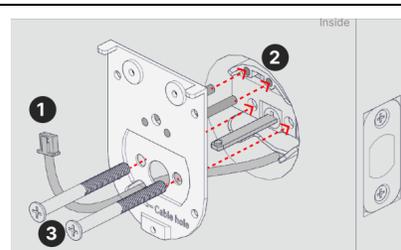
### Factory reset

Factory Reset will delete all Bluetooth pairings, user associations, remove the lock from the account, and reset all lock settings including handing.

1. Take one battery out for 5 seconds,
2. Place batteries back in,
3. Press and hold Multi-function Button (about 10 seconds) until you hear the voice saying "please input initialization passcode", then type "0000#", you will hear "Administrator deleted successfully" when complete.

## 3 Install Mounting Plate

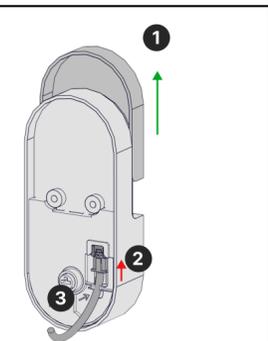
1. Route the cable through the cable hole on the bottom of the mounting plate.
2. Guide posts of the mounting plate into the holes on the exterior keypad.
3. Tighten screws with a screwdriver to secure the mounting plate with screws. Make sure the outside keypad and the mounting plate is straight before tightening screws all the way.



Refer to measurements B, C, and D on the Door Checker paper to select screws. Ensure that screws are secure enough, but DO NOT over tighten screws.

## 4 Attach Wire Cable to Interior Lock

1. Remove battery cover by pulling it upwards off the body of the interior lock.
2. Make sure the side of the cable end with the ridges and the marked line faces outward.
3. Push cable into the designated slot until you hear a click.
4. Route the cable into cable hook.



Please DO NOT install batteries until complete step 6

## Features

eKeys	eKeys work by sharing app access of your lock with another Sifely account. Lock admin can manage ekeys in Sifely App
Passcodes	Passcodes are used to unlock your door. Create entry codes from the "Passcodes" tab in the Sifely App. You can set permanent, recurring, and temporary entry codes.
Fingerprint	Unlock your door by scanning your fingerprint
Cards	Cards are used to unlock your door by wipe it on the Fob reader area. You can add permanent, timed, and recurring card with Sifely App.
Passage Mode	Use passage mode when you want to disable Auto-Lock for an extended period of time. Press and hold the Multi-function button 10s until you hear the voice response to turn it on. Locking from outside or inside will automatically turn passage mode off.
Auto-Lock	Auto-Lock automatically locks the door for you. It can be set to lock on a timer for as short as 5 seconds, or as long as 15 minutes. When using the Auto-Lock feature with wireless door sensor, your door will not lock until it is closed. Auto-lock can be set up in the lock settings of the app.
Privacy Mode	Use privacy mode when you don't want to be disturbed by someone else with a code. Press the Multi-function button will turn it on. You can disable the privacy button in Lock Settings>Privacy Mode
Remote Unlock/lock	remote unlock requires the lock is connected with a Sifely gateway (sold separately).
Wireless Door sensor	Wireless door sensor can monitor your door open/close status. Wireless door sensor can auto lock the lock after door is closed.

## Return and Warranty Information

**Return Policy**  
30 day money back guarantee from date of purchase. Some exceptions may be made with a restocking fee on a case by case basis and buyer may be responsible for return shipping cost. For inquiries regarding this, please contact us at [cs@sifely.com](mailto:cs@sifely.com).

**Product Warranty**  
We offer a 1 year free replacement from the date of purchase. To claim your warranty replacement, the first request or inquiry must be made within 1 year of date of purchase. Any requests or inquiries after 1 year from the date of purchase are not eligible for warranty. Sifely reserves the right to deny a replacement request. For inquiries regarding this, please contact us at [cs@sifely.com](mailto:cs@sifely.com).

**FCC**  
This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures: ● Reorient or relocate the receiving antenna. ● Increase the separation between the equipment and receiver. ● Connect the equipment into an outlet on a circuit different from that to which the receiver is connected. ● Consult the dealer or an experienced radio/ TV technician for help. Warning: Changes or modifications to this device, not expressly approved by LIFYFUN LLC, could void the user's authority to operate the equipment.

### Email us first ! We are here to help.

For any technical questions or support, please email us at [cs@sifely.com](mailto:cs@sifely.com) or visit our website [sifely.com](https://www.sifely.com) to chat with us. Support is available: MON-SUN- 9 AM to 5 PM PST [www.sifely.com](https://www.sifely.com)



# Model O

APP Guide

V0.1-2024

## HOW TO REGISTER

Download the Sifely app by scanning the QR code or visiting [sifely.com/download](https://sifely.com/download) on your smartphone.



### Register

**STEP 1**  
Tap on register to get started!



**STEP 2**  
Fill out this and then tap "Get Code". You will be sent a verification code to verify your account! Once you receive it, tap on "Register"

Note: The Sifely Smart Lock app is needed to use this lock. If this lock was professionally installed (or installed by someone other than the homeowner), make sure this step is performed by the homeowner.

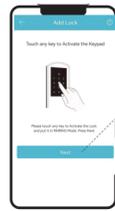
## PAIRING YOUR LOCK



**STEP 1**  
Tap on the three horizontal lines.



**STEP 2**  
Tap on "+ Add Lock"



**STEP 3**  
Tap on "Next"



**STEP 4**  
Tap on the blue plus sign.

Note: You may need to tap on lock keypad.

## LOCK PAGE OVERVIEW



- Unlock/Lock**  
Unlock/Lock using phone's bluetooth
- Authorized Admin Page**  
Create and edit admins
- eKey Page**  
View and modify current eKeys
- Remote Unlock**  
Unlock remotely if Sifely Gateway is connected nearby
- Records Page**  
View entry times, attempts and methods
- Settings Page**  
View and modify settings
- Passcode Page**  
View and modify passcode
- Cards/Fobs Page**  
Set up your fobs here
- Fingerprints Page**  
Set up fingerprints
- Wireless Key Fob Page**  
Wireless Key Fob Page
- Unlock/Lock Status**  
Check status of lock

Note: Some of these icons may not appear if the Sifely Gateway is not connected to the lock.

## APP UNLOCK/LOCK



To unlock the lock, tap this icon once.  
To lock the lock, press and hold on this icon.

Note: This will only work while you are within bluetooth range of the lock. Refer to Sifely Gateway Guide page for remote unlock/lock information.

## PASSCODES



### Generate Passcode

**Step 1**  
To access the passcode menu, tap on "Generate Passcode". This will take you to the passcode page.



### One-time Erase

**Step 2**  
Enter a name for this Passcode.

Here is a breakdown of the 6 different code types for different durations.

Permanent	Lasts permanently	Erase	Erases all codes on lock
Timed	Lasts between selected hours	Custom	Choose your own digits such as 4321 (permanent or timed)
One-time	Lasts for one use	Recurring	Lasts during scheduled hours weekly

## PASSCODES



### One-time Erase

**Best Practice:**  
When inputting the passcode, use # + Code + #.

Pay attention to this text when generating a code. You may experience issues if these instructions are not followed.

Note: To generate custom codes, you will need to be within bluetooth range of the lock unless a Sifely Gateway is connected.



### Passcode Page

Within this page, you can:  
- Edit a passcode's number, validity, and name.  
- Delete code and view records.



### Search

Note: The above can only be done within bluetooth range unless a Sifely Gateway is connected.

## ADD FINGERPRINTS



### Fingerprints

**Step 1**  
Tap on Fingerprints.



### Add Fingerprints

**Step 2**  
Tap on "Add Fingerprints"



### Add Fingerprint

**Step 3**  
Select Fingerprint type depending on when you would like it to be valid.



**Step 4**  
Follow instructions on app. You will be asked to place your finger on the sensor 4 times.

Experiencing issues with fingerprint recognition?  
• Ensure the sensor surface is clean.  
• Try a different finger.  
• Ensure your finger is moist enough.  
• Take out batteries for a minute and place back in.

## eKEYS



### eKey

**Step 1**  
eKeys work by sharing app access of your lock with another Sifely Smart Lock account. eKey recipients will be able to use their phone to unlock/lock the lock.

**Best Practices:**  
It is strongly recommended that the recipient first register an account using the Sifely Smart Lock app.



### Send eKey

**Step 2**  
Enter recipient's username. It will be the phone number or email address used during registration. eKeys do not require WIFI or bluetooth to be sent or revoked



Scan this QR for more information

## AUTHORIZED ADMIN



### Authorized Admin

**Step 1**  
Authorized Admins are similar to eKeys; however, an authorized admin can do the following:  
1. Unlock/lock via the app.  
2. Generate, Edit, Delete passcodes, IC cards, & Fingerprints.  
3. Adjust settings like passage mode, auto-lock timer & turn on/off the lock sound.



### Send eKey

**Step 2**  
Enter recipient's username. It will be the phone number or email address used during registration.



Scan this QR for more information

## PASSAGE MODE & AUTO-LOCK



### Settings

**Step 1**  
Auto-lock will automatically lock the lock when it has been open after 5 second by default. This can be adjusted with Passage Mode and Auto-lock timer. Outlined below is how to adjust these settings related to auto-lock.



### Passage Mode

**Step 2**  
Select Passage Mode



### On these Day

**Step 3**  
Passage Mode disables auto-lock during a set schedule.

## LOCK SETTINGS



- Basics
- Gateway
- Remote Unlock
- Lock Sound
- Auto Lock
- Privacy Lock
- Reset Button
- Diagnosis
- Upload Data
- Import from another lock
- Firmware Update

Here are some settings you should familiarize yourself with.  
Under **Basics**, you can view and change information such as Lock Name.  
**Gateway** shows signal strength if Sifely Gateway is connected.  
With **Remote Unlock** on and a Sifely Gateway connected, you can remotely unlock/lock your lock.  
**Lock Sound** adjusts the locks sound level.  
**Import from another lock** allows for the transfer of passcodes and fobs from one lock to another.  
Delete will remove the lock from your account and clear any settings on the lock. You must be near the lock to do this.

## SIFELY WIRELESS KEY FOB



### Wireless Key Fob

Do something similar with "Wireless Key Fob" Follow these steps.

1. Tap on "Wireless Key Fob"
2. Tap on "Add Key Fob"
3. Choose validity period.
4. Follow on app instructions to pair the wireless key fob.
5. Use unlock and lock to interact with lock.

Note: A Wireless Key Fob can only connect to one lock.



Get Sifely Wireless Key Fob here:



## INTEGRATIONS

Our locks work with the following software:



With more to come in the near future.



SCAN ME

Scan this code to find out how to connect your locks!

## SIFELY GATEWAY

The Sifely Gateway bridges any nearby locks to your local wifi allowing for remote control.



- With the Sifely Gateway connected.
- Receive unlock notifications wherever you are.
  - Remote unlock/lock.
  - Check access logs whenever you need them.
  - Generate, edit, or delete custom codes for your guests.
  - Access the features of the webportal version of our app for free!
  - Check battery level remotely.

Get your gateway here:



## FAQ

Q: I entered a code or fingerprint incorrectly too many times and my lock will not accept any new inputs.  
A: Unlock the lock once via the app or wait 5 minutes.

Q: How can I manually lock the lock?  
A: Press and hold # to lock the lock.

Q: The batteries died before I could replace them. What can I do?  
A: Use the provided physical keys to open or plug in a powerbank into the slot on the underside of the keypad to power it up to be able to enter and change the batteries.

Q: How do I share access of the lock on 2 different phones?  
A: Refer to eKeys or Authorized Admin section on how to do that is.

Not working like it should? Contact us with the following information for quicker resolution.

- Which product do you have?
- Where are you in the setup process?
  - o Installing the product.
  - o Setting up the app and pairing the product.
  - o Already set up app with the product.
- How long have you had our products for?

Here is how you can contact us:  
Email: [cs@sifely.com](mailto:cs@sifely.com)  
Live Chat: [sifely.com](https://sifely.com)  
Text/SMS: 805-519-8895



Explore our constantly updating FAQ for Sifely O Smart Lock



Take a look at our FAQ Got More Questions?