

I3-Smart Door Lock User Manual

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Declaration

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1. Product Introduction

1.1. Purpose and Introduction

Newcapec IoT smart door locks integrate IoT communications, biometric recognition, secure encryption and other technologies. They support multiple unlocking methods, including card, PIN, face recognition, mobile NFC and remote unlocking, providing a convenient and secure integrated solution for apartments, offices, hotels and similar environments.

1.2. Product Appearance



Fingerprint Version



QR Code Version



Face Recognition Version

I316 Office Anti-theft Lock



Fingerprint Version



QR Code Version



Face Recognition Version

I318 Office/Apartment Anti-theft Lock



Fingerprint Version



QR Code Version



Face Recognition Version

I319 Office/Apartment/Hotel Door Lock



Card + PIN Version



Fingerprint Version

I320 Retrofit Door Lock

1.3. Model Specifications

Table 1.1 I3 Series Wireless Smart Door Lock Model Specifications

Model		I316	I318	I319	I320	I3
Communication		Lora/Wi-Fi/4G				
Unlocking	Card	√	√	√	√	√
	PIN	√	√	√	√	√

Method	Fingerprint	Optional	Optional	Optional	Optional	Optional
	QR Code	Optional	Optional	Optional	Optional	Optional
	Face	Optional	Optional	Optional	Optional	Optional
	Mobile App	√	√	√	√	Optional
	Remote	√	√	√	√	Optional
	Key	√				
Power Supply	Power Supply Type	4 AA alkaline batteries (face recognition models include a rechargeable lithium battery as standard)				Custom
	Battery Life	6 to 12 months (battery life varies by product configuration)				Custom
	Low Battery Alarm	√				Custom
Mechanical Specs	Housing Color	Titanium Gray / Gloss Black	Tech Black	Black / Rose Gold	Black	Custom
	Material	Aluminum Alloy				Custom
	Class C Cylinder	√				Custom
	Door Thickness	≥40mm				Custom
	Dimensions (mm)	357*75*27	368*71*28	360*72*26	192*68*45	Custom
	Door Types	Standard Security Doors, Wooden Doors, Metal Doors			Existing Sheet-metal Doors / Wooden Door Retrofit	Custom

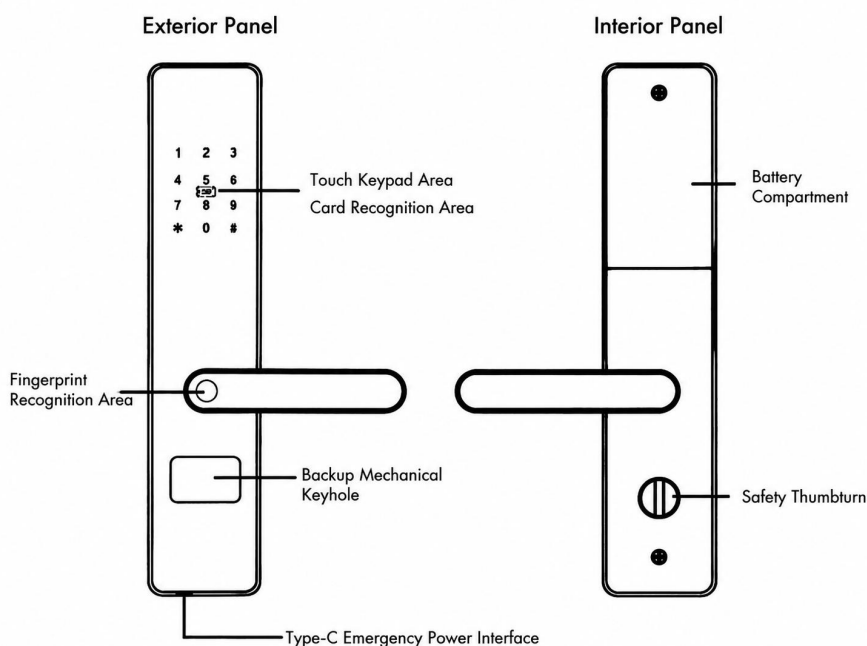
1.4. Product Parameters

Table 1.2 I3 Series Wireless Smart Door Lock Parameters

Material	Housing: one-piece cast aluminum alloy, tested for 96 hours in a salt spray environment for oxidation and corrosion resistance; Lock body: GB-standard 6068 mortise lock body
Lock Cylinder	Class C Anti-theft Lock Cylinder
Supported Card Types	Supports MIFARE 1 cards / CPU cards / special-shaped cards or key fobs Supports card-content verification to prevent authentication using cards copied or emulated through mobile NFC.
Unlocking Methods	Multiple options including card, PIN, fingerprint, QR code, face recognition, mobile app, remote control (handheld), remote unlocking (app-based) and emergency key.
Communication	LoRa / Wi-Fi / 4G / TCP / Bluetooth, optional
Power Supply	4 high-capacity AA 1.5 V alkaline batteries (NANFU Ring Power batteries recommended) / rechargeable lithium battery
Battery Runtime	With four high-capacity AA alkaline batteries, the typical service life is 8 to 12 months. Rechargeable lithium battery pack: 8 to 12 months of typical use per full charge (about 6 months for face recognition models).
Low Battery Indication	When the battery level is low, a voice warning is played when the door is unlocked.
Emergency Power Supply	Support emergency power supply via power banks with Type-C port
Card Reading Frequency	13.56MHz
Card Reading Distance	0-3cm
Card User Capacity	500

Offline Record Capacity	1000
PIN User Capacity	500
Scramble PIN Length	20 digits
Fingerprint User Capacity	100 users
Face Database Capacity	50 users
Face Recognition Distance	0.3m—1m
Applicable User Height	1.3m—2m
QR Code User Capacity	500
Cryptographic Chip	A built-in cryptographic chip allows the lock to verify dynamic PINs requested through the mobile app even when the lock is offline.
Key	A mechanical emergency unlocking mechanism ensures that the door can still be opened in an emergency.
Operating Environment	Temperature: -25°C to 55°C Relative humidity: RH 20% to 80%
Door Thickness	40mm – 80mm
Applicable Door Types	Wooden Doors, Metal Doors, Standard Security Doors

2. Product Functions and Operation



Smart Door Lock Operating Area Diagram

2.1. Smart Door Lock Standalone Mode (No Software Commissioning Required)

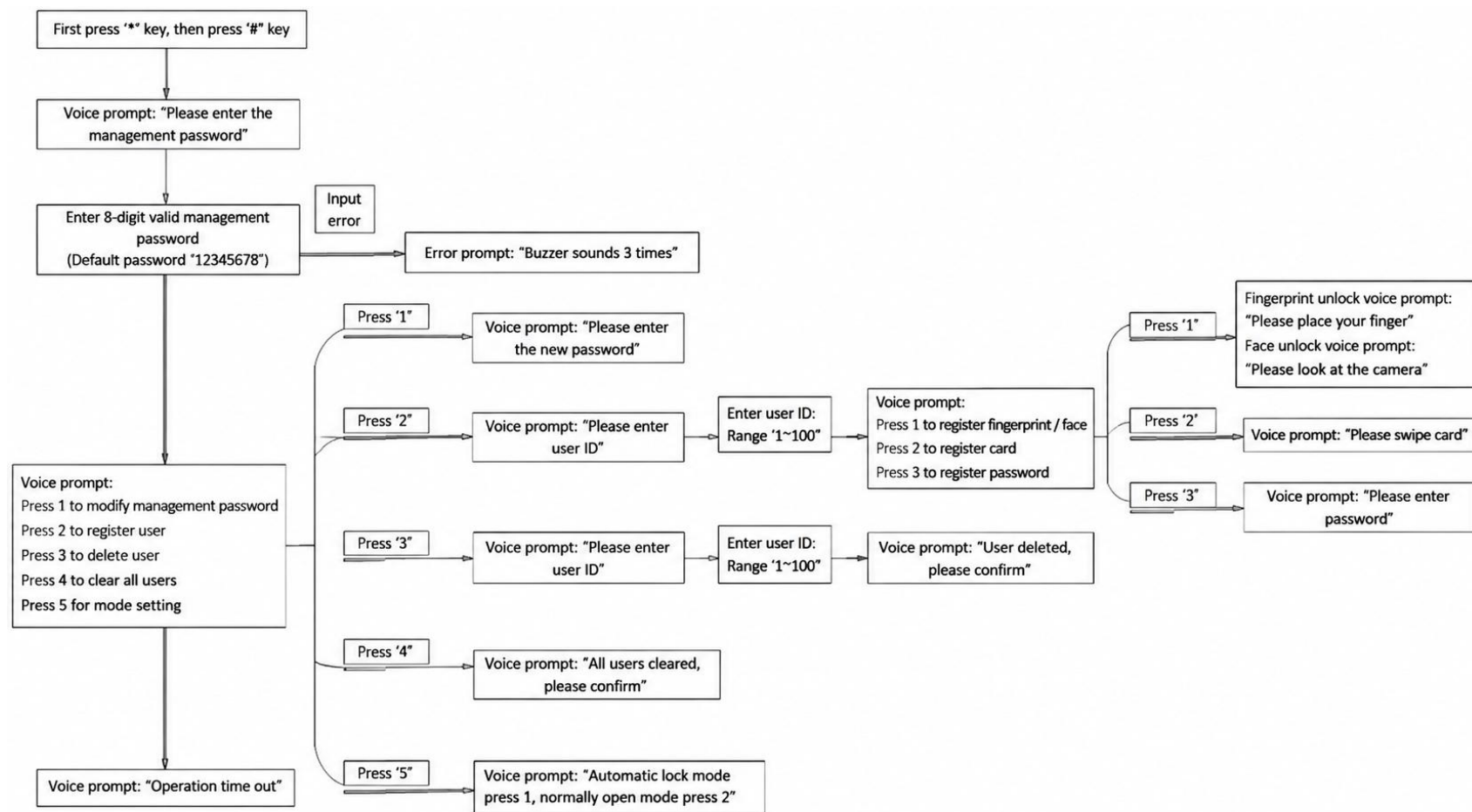
Applicable scenarios: locations that do not require network connectivity or remote management, such as independent offices.



- In standalone mode, users can use the administrator PIN to register fingerprint, PIN, and card users as required. Up to 100 users are supported for each credential type, and each user can register two fingerprints.
- The default administrator PIN is "12345678".
- After the lock is commissioned for networked operation, standalone functions are automatically disabled and all standalone users are automatically cleared.

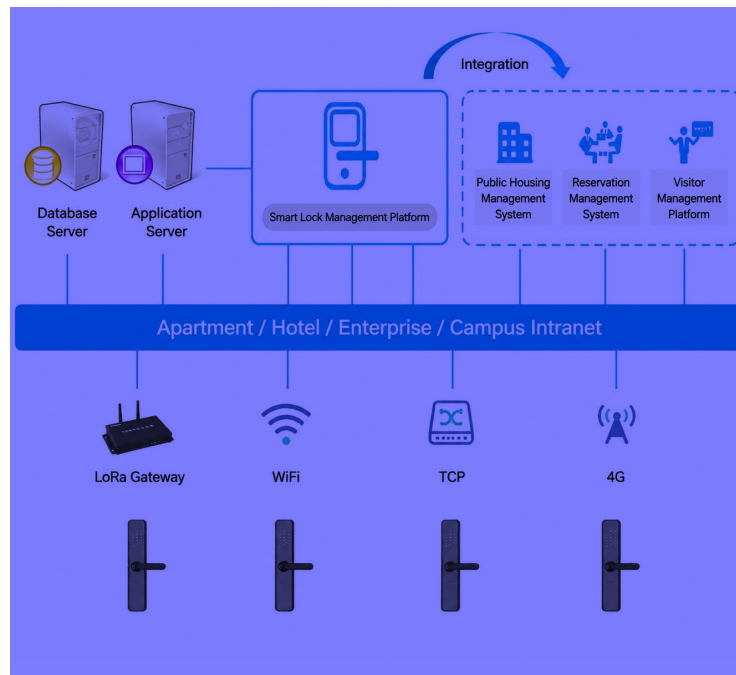
Note: Standalone mode is intended only for temporary use before system commissioning. Unlocking records cannot currently be queried in standalone mode.

Standalone Mode Operation Flow



2.2. Smart Door Lock Networked Mode (Used with Smart Door Lock Software)

In networked mode, the lock must be connected to the Smart Door Lock Management System. For system installation and commissioning instructions, refer to the Smart Door Lock Management System Commissioning Manual. The following figure shows the network topology of the networked smart door lock system.

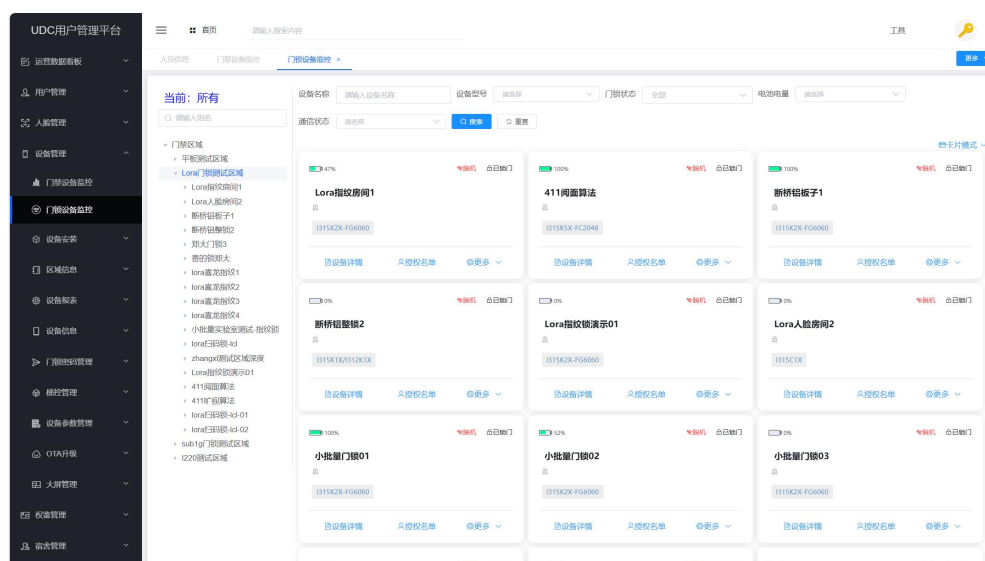


Network Topology for Networked Smart Door Locks

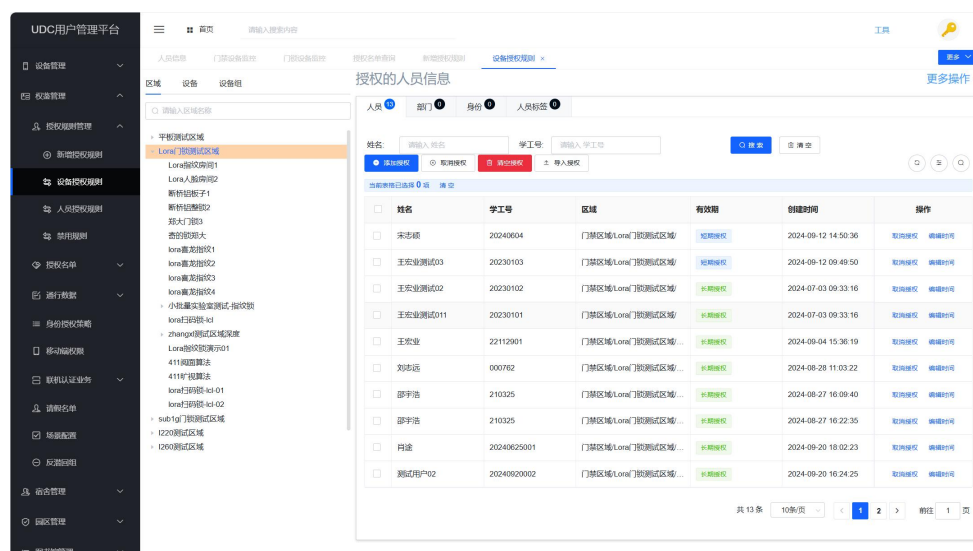
2.2.1. System Operation Monitoring



2.2.2. Device Status Monitoring



2.2.3. Remote Authorization Management



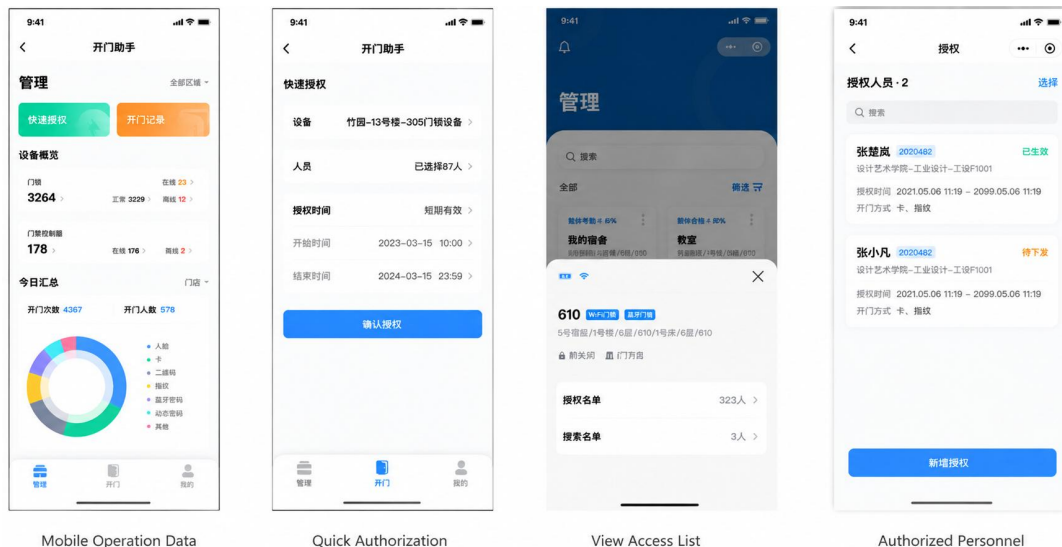
2.2.4. Access Log Query

The screenshot displays the 'UDC用户管理平台' (UDC User Management Platform) interface. On the left is a sidebar menu with options like '设备管理', '权限规则管理', '通行数据', and '通行明细'. The main area shows a table of access records with columns for #, 通行时间 (Access Time), 姓名 (Name), 学工号 (Student ID), 设备名称 (Device Name), 设备编号 (Device Number), 设备类型 (Device Type), 进出 (In/Out), 认证方式 (Authentication Method), and 操作 (Action). The table lists 10 records, mostly for 'kora扫描器-k3-01' and 'F971施工平台8'. At the bottom, it indicates '共 361 条' (Total 361 records) and shows pagination controls.

2.2.5. Mobile App Function

2.2.5.1.Administrator

System monitoring, quick authorization, and user-list query



2.2.5.2.Standard User

●Personal information and unlocking record query:



“My” Homepage



Fingerprint (Enrolled)



Access Records (Personal)



Access Records
(Administrator)

●Door lock status and PIN settings:



Door Lock Display

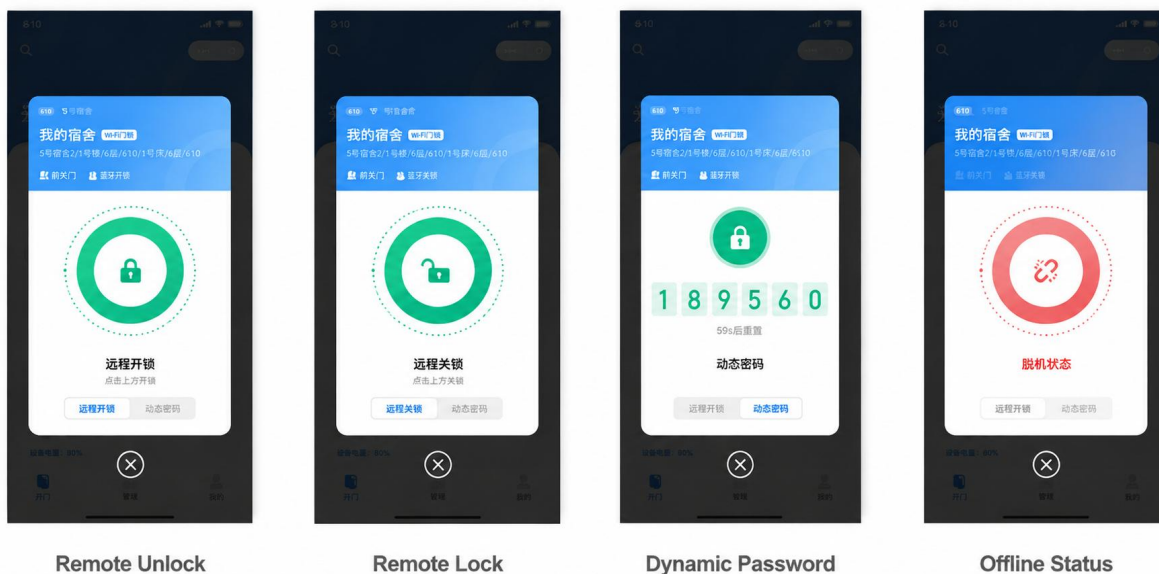


Other Functions Available
to Users

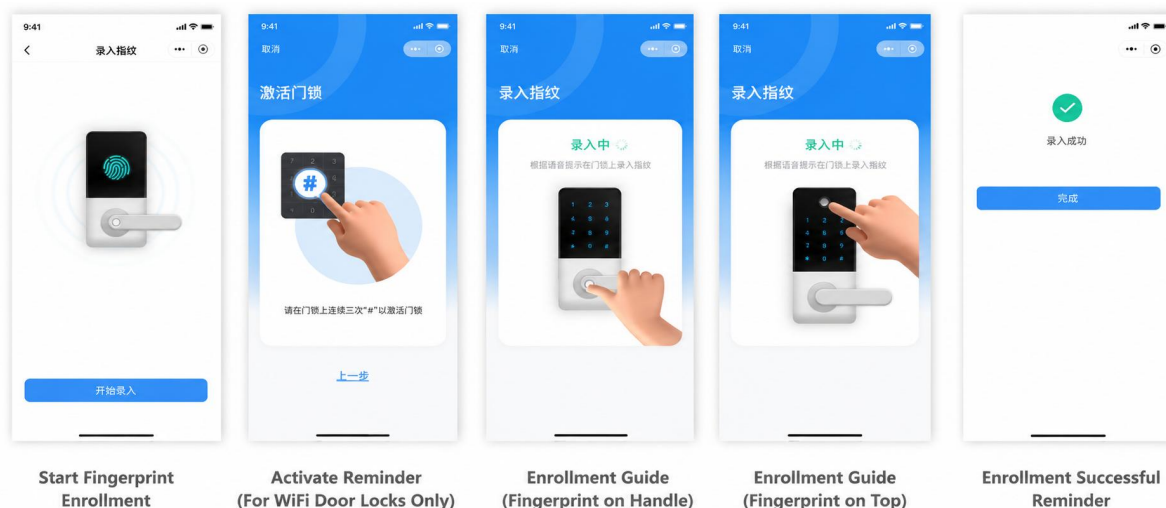


Modify Fixed Password

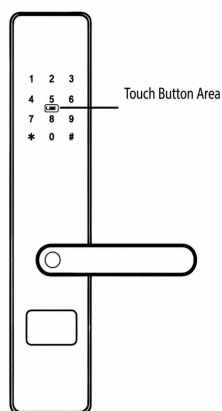
●Remote unlocking and dynamic PIN unlocking:



●Fingerprint enrollment:



2.2.5.3.PIN Unlocking



Two PIN unlocking methods are supported:

- 1) Method 1: Temporary PIN. The user can request a 6-digit temporary PIN through the APP. Press and hold any key to wake the lock, then enter the 6-digit PIN directly.

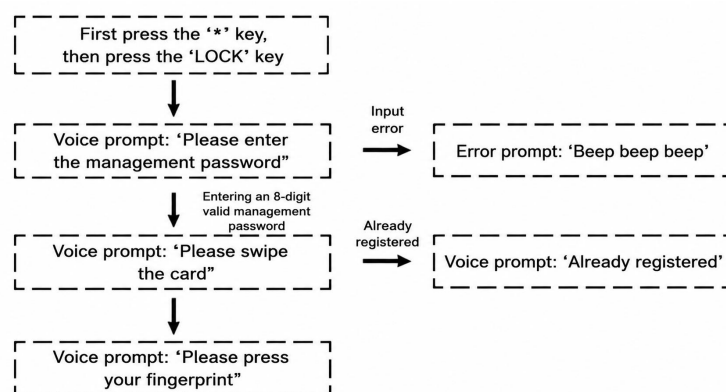
When all six digits are entered, the lock unlocks automatically without pressing a confirmation button. The temporary PIN is valid for 2 minutes.

- 2) Method 2: Fixed PIN. The user can set a 6-digit fixed PIN through the APP. The fixed PIN supports scrambling digits before or after the valid PIN. It can accept input of 6 to 20 digits, including the password. Press # to confirm after entry. The lock will unlock as long as the entered sequence contains the correct 6-digit PIN in consecutive order.

2.2.5.4.Fingerprint Use in Networked Mode

1) Registering a Fingerprint by Card

- In networked mode, user information must be authorized through the management platform.
- To use the fingerprint function, first enable fingerprint permission for the fingerprint door lock terminal. When authorizing the user list, also select fingerprint permission. The fingerprint function becomes available only after both permissions have been delivered to the lock. The user can then enroll fingerprints locally on the lock. User fingerprints are enrolled locally after card verification and then uploaded to the platform for centralized management.
- Fingerprint enrollment procedure: the administrator first authorizes the user card information to the lock. The user then presents the card at the lock to enroll fingerprints locally. Refer to the following figure for the enrollment steps. Each user can register two fingerprints.



Local Fingerprint Enrollment Flow for Networked Locks

Note: To enter the lock menu, hold and press the * and # keys in combination.

After successful enrollment, you can continue with the next user or press * to exit the menu. After fully exiting the menu, the enrolled fingerprint can be used normally to unlock the door.

2) Self-service Fingerprint Enrollment in the Mobile App

The enrollment flow is as follows:



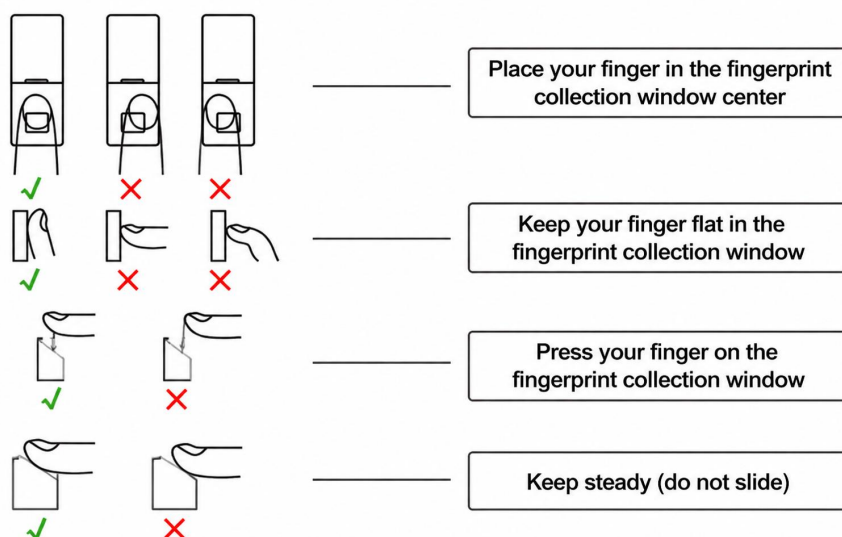
1 Fingerprint Management 2 Start Enrollment 3 Activation Reminder 4 Enrolling 5 Enrollment Successful

After the lock receives the command, a voice prompt is played. Follow the lock prompts to complete fingerprint enrollment. Once enrollment is successful, the fingerprint can be used to unlock the door.

After fingerprint enrollment is completed, if fingerprint upload and download are enabled in the wireless door lock parameter group, the fingerprint template is automatically uploaded from the lock to the platform. After the fingerprint is available on the platform, it can be authorized to other devices for fingerprint unlocking.

3) Fingerprint Enrollment Notes:

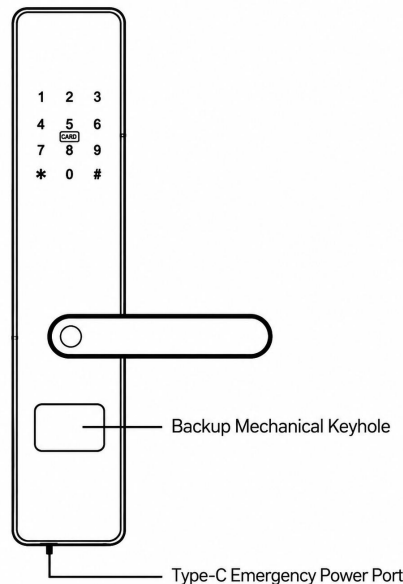
The center of the fingerprint contains most of the useful image information. Place the finger correctly during enrollment and verification. Place the finger flat on the fingerprint sensor window with moderate pressure, as shown below:



2.2.5.5.Face Recognition Function

Before use, collect the user's facial information through the Smart Lock Management System.

2.2.5.6.Emergency Unlocking



- Mechanical key unlocking: each lock is supplied with two mechanical keys. In an emergency, insert a mechanical key into the "Backup Mechanical Keyhole" shown in the diagram to temporarily unlock the door.
- Emergency power unlocking: when the battery is depleted, connect a power bank to the Type-C "Emergency Power Port" shown in the diagram to provide temporary power and unlock the door.

2.2.5.7.Passage Mode and Auto-lock Mode

- Passage mode: after unlocking by card, PIN or fingerprint, present a valid credential again to lock the door. This mode is suitable for office environments.
- Auto-lock mode: The lock automatically locks after the door is opened. This mode is suitable for apartment environments.

Note: Auto-lock mode is enabled by default. To change the mode, configure the corresponding software parameters.

2.2.5.8.Voice Prompt Function

All lock models support voice prompts and voice-guided operation. In standalone mode,

enter the administrator PIN to access the menu when registering users or managing the lock, then follow the voice prompts to perform the required operation.

Table 2.1 Audible and Visual Prompts for Networked Door Locks

No.	Operation	Event / Status		Voice / Audible Prompt
1	Lock Power-on	Power-on Indication		Operation successful
2	Card Presentation	Offline	Invalid card	3 beeps
		Online	Invalid card	4 beeps
3	Present Engineering Commissioning Card	Not commissioned		Voice prompt: "Unlocked" / "Locked"
		Low Battery Alarm		Voice prompt: "Low battery, unlocked" No low-battery prompt is played when locking.
		After normal system commissioning, the engineering commissioning card becomes invalid.		4 beeps
4	Present Factory Reset Card (Clear Card)	Initialization completed		Voice prompt: "Factory reset successful"
5	Enter Engineering Commissioning Code	Not commissioned		Voice Prompt "Unlocked" / "Locked"
		Low Battery Alarm		Voice prompt: "Low battery, unlocked" No low-battery prompt is played when locking.
		After the lock has been commissioned, the engineering commissioning card becomes invalid.		Voice prompt: "Invalid code"
6	QR Code Scan Failed	No QR code data received after scan mode is activated		Voice prompt: "Timed out"
7	Scan QR Code to Unlock / Lock	Low Battery Alarm		Voice prompt: "Low battery, unlocked" No low-battery prompt is played when locking.
		Normal Unlock / Lock		Voice prompt "Unlocked" / "Locked"
8	Card (PIN) Unlock / Lock	Low Battery Alarm		Card-to-unlock / card-to-lock mode: voice prompt "Low battery, unlocked" When locking, no low-battery prompt is played. Only "Locked" is announced. Auto-lock mode: Voice prompt: "Low battery, unlocked". No voice prompt is played when locking.

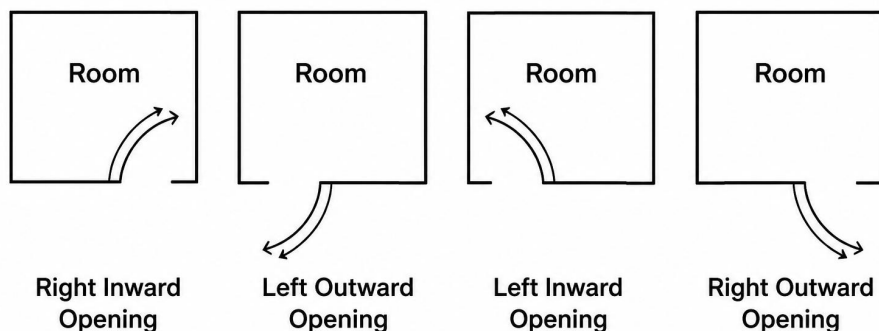
		Normal Unlock / Lock	Card-to-unlock / card-to-lock mode: voice prompts "Unlocked" and "Locked". Auto-lock mode: voice prompt "Unlocked". No voice prompt is played when locking.
9	Use an Expired or Invalid User Code	Expired code	4 long beeps and voice prompt: "Expired"
		Online Invalid code	4 beeps
		Offline Invalid code	3 beeps
		Lock not commissioned or parameters not delivered, resulting in parsing failure	Voice prompt: "Invalid code"

3. Installation

3.1. Preparation Before Installation

Door thickness: the door must be more than 40 mm thick.

Confirm the installation orientation. Door configurations include left-hand inward opening, right-hand inward opening, left-hand outward opening, right-hand outward opening, the left door of the double doors remains closed, the right door of the double doors remains closed. Corresponding lock configurations include left-hand inward, right-hand inward, left-hand outward, right-hand outward, left-hand decorative lock and right-hand decorative lock. Select the lock orientation that matches the door opening direction. The handle and lock body orientation can be adjusted on-site. The six installation configurations are shown in Figure 3-1.



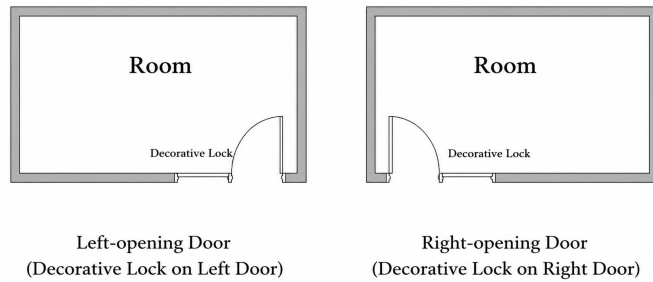
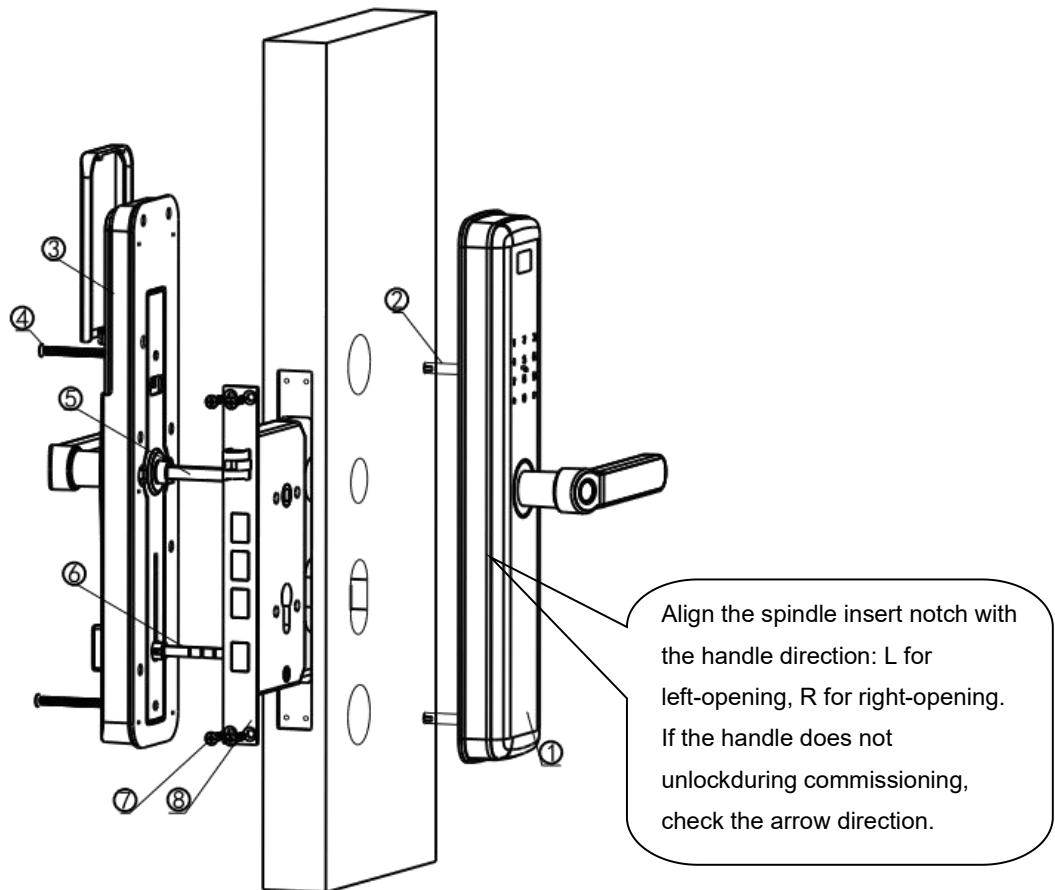


Figure 3-1 Door and Lock Installation Configurations

3.2. Door Lock Installation:

The main components and installation procedure of the smart door lock are shown below. Install the lock in the numbered sequence.



Parts and Accessories	Parts and Accessories
1. Front Panel	6. Deadbolt Safety Tab
2. Double-ended Connecting Stud	7. M5 Cross Recessed Countersunk Screw (Metal Door)
3. Rear Panel	7. Phillips Countersunk Self-tapping Screw (Wooden Door)

4. Phillips Countersunk Screw	8. 6068 Lock Body
5. Spindle	

Figure 3-2 Lock Body Installation Diagram

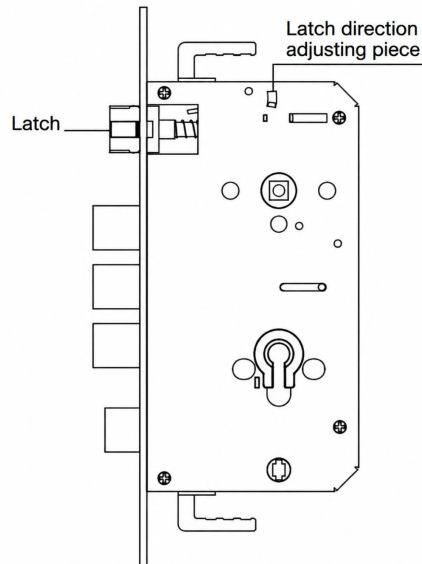


Figure 3-3 Latch Bolt Direction Adjustment

Changing the Lock Body Direction:

- Push the "Latch Direction Selector" fully upward.
- Allow the latch bolt to pop out, rotate it 180°, then push it back in.
- Push the "Latch Direction Selector" fully downward.
- Set the latch bolt direction according to whether the door opens inward or outward.

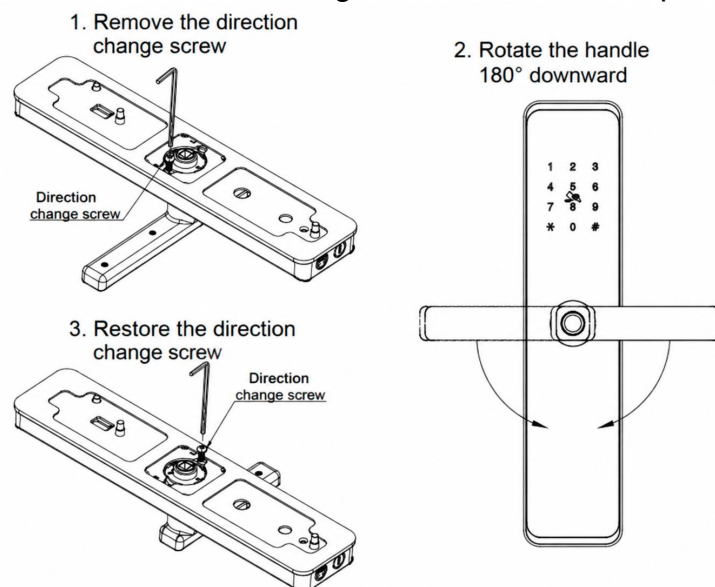


Figure 3-4 Handle Direction Adjustment

4. Maintenance and Care

- 1) Keep the moving transmission parts inside the lock body properly lubricated to ensure smooth operation and extend service life. Inspect the lock every three months, or at minimum every six months, and check that all fastening screws remain tight.
- 2) Clean the exterior of the lock regularly to keep the surface clean. Do not use acidic or alkaline cleaning agents, as they may damage the plated surface finish.
- 3) During use, apply a small amount of graphite powder or pencil graphite to the keyway every six to twelve months, or whenever the key becomes difficult to insert or remove. Do not use oil or grease as a lubricant. Oil may cause the pin springs to stick and prevent the cylinder from turning.
- 4) Regularly check the clearance between the lock body and strike plate, and confirm that the latch bolt aligns correctly with the strike opening. The recommended gap between the door and door frame is 2 to 5 mm. If the alignment changes, adjust the door hinges or strike plate position. Also allow for dimensional changes caused by seasonal humidity and temperature so that the clearances between the door and frame, and between the lock body and strike plate, remain appropriate for smooth operation.