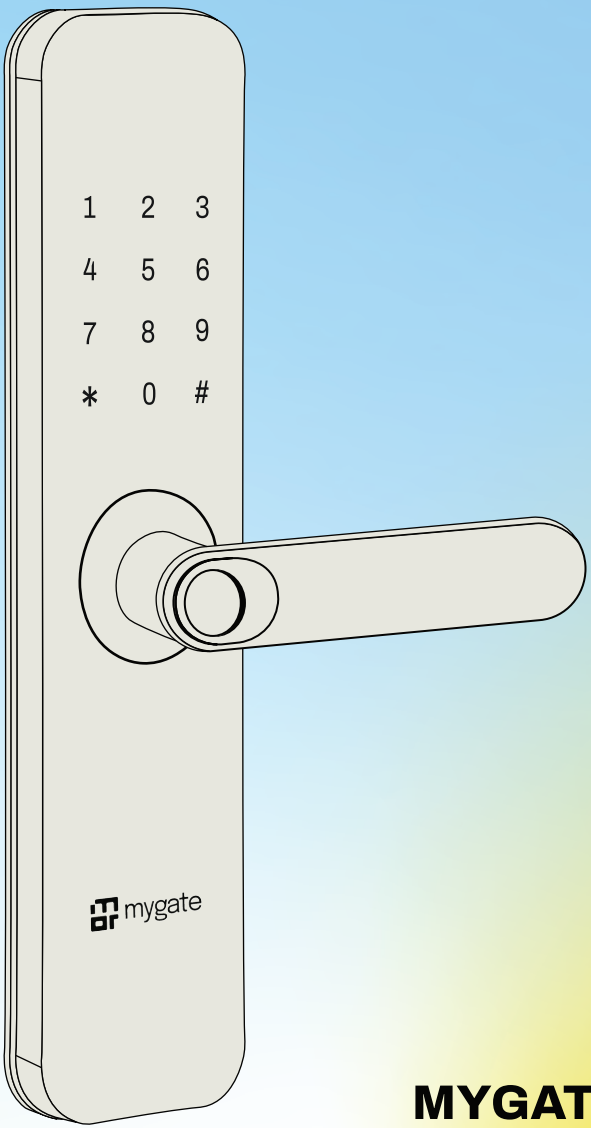
Tech for Happier & Wholesome Living



Fingerprint Access

OTP

PIN

Mygate App

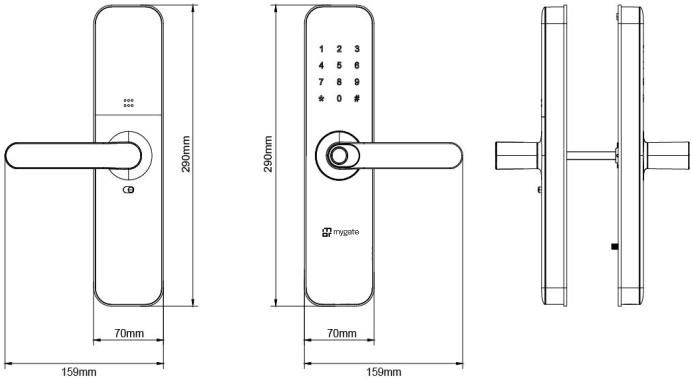
RFID

Manual Key

MYGATE LOCK SE
USER MANUAL

Introduction

1.1.Lock Structure



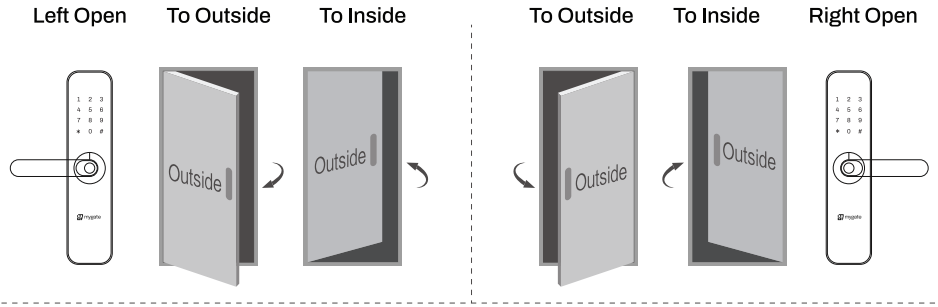
1.2.Packing List

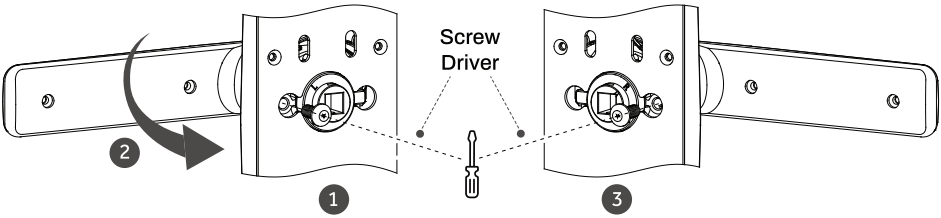
Check the following drawing to check whether the package contains all the parts

NO	Name	Qty		NO.	Name	Qty
1	Front panel	1		10	Mortise screws:M5*10mm (For Aluminum Door)	4
2	Back panel	1		11	Mortise screws:M5*20mm (For Wooden Door)	5
3	Mortise	1		12	60mm square shaft	1
4	Card	3		13	80mm square shaft	1
5	Mechanical key	2		14	M5*25mm screw	1
6	Waterproof rubber plate	2		15	M5*40mm screw	1
7	Screw stubs:M5*35mm	2		16	M5*50mm screw	1
8	Sliding screw:M5*11mm	1		17	User Manual	1
9	Strike & strike	1		18	Installation guide	1

Installation Note

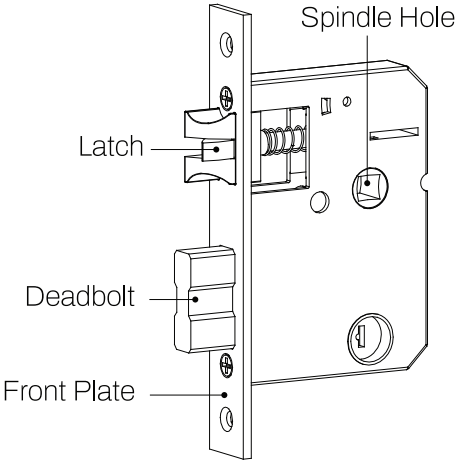
Confirm the door open directions: Left Open or Right Open, and then adjust the handle direction according to the following picture

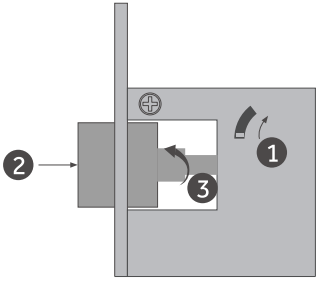




1. Release directions screw
2. Rotate down the handle by 180°
3. Fasten the directions screw

Confirm the door open directions: Left Open or Right Open, and then adjust the latch direction according to the following picture.



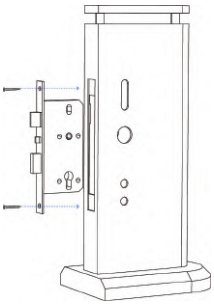


Latch Direction Change Operations

1. Lift up the directions switch
2. Press the latch fully inside
3. Turn it by 180° and release

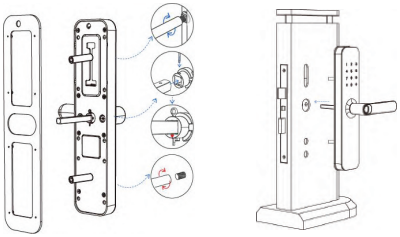
Installation Steps

Step 1



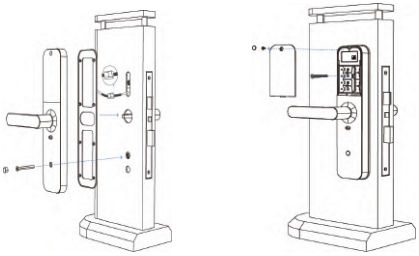
1. Make sure the installation technician carves the holes according to the installation guide provided with the lock
2. Insert the mortise into the hole which was carved out and tighten it with two retaining screws

Step 2



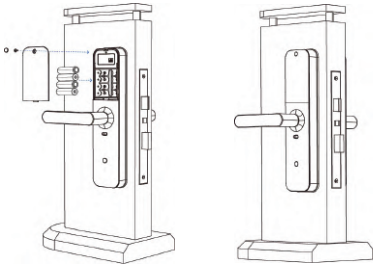
1. Screw the threaded sleeves on the corresponding screws of the front panel
2. Adjust the position of the revolving core according to the opening direction of the door
3. Cut the square pin as per the thickness of the door.
4. Clip in the cut square pin into the core

Step 3



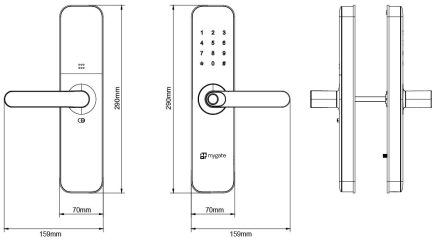
Ensure that the square shaft lock cylinder aligns with the matched hole and inserts into it. Keep the front panel cling tightly to the door.

Step 4



1. Connect the wire ejecting from the outside panel to the inside panel, and hide it in the door holes
2. Make sure the spindle hole on the inside panel is inserted by the spindle and fasten it with panel fixing screws

Step 5



Load the batteries and put on the battery cover.

Step 6

Make sure the front plate and striking plate are well installed and aligned with the same height of mortise latches so that they will work smoothly during opening and closing.

Test with lock functions

1. After closing the door the latch can eject normally, and also the deadbolt can eject normally once the handle is lifted up
2. Close the door and try to open the lock with the mechanical key, fingerprint, PIN, RFID, and Mygate app. Try to lock and unlock from inside

Standard accessories fit the doors in 32-60 mm. Please contact for other doors.

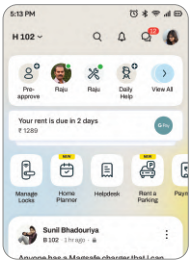
Installation Steps

1 Activate Locks on Mygate App

Scan the QR code to download the Mygate app or search for the Mygate app in PlayStore or iOS App Store. Register a new account or log in with an existing Mygate account.

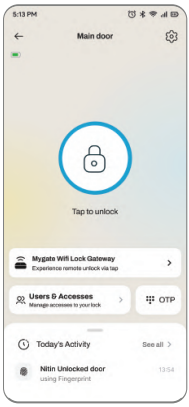
Click on the Manage Lock icon from the **Mygate App** Home Page

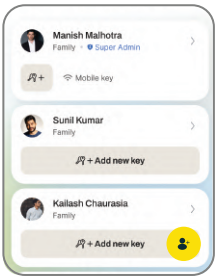
Use your lock with the Mygate app





2 Add new users to the lock and provide access



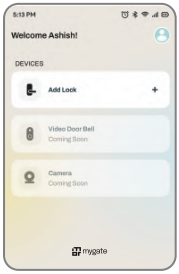


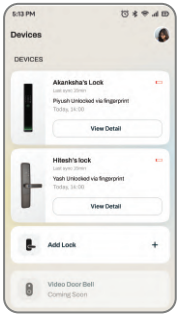
1. Tap on User Management to access the users panel where you can add delete or modify existing household members in your Mygate home.
2. User Management is also available on the settings page under “Manage Users”

Download Mygate Smart Devices App

Scan the QR code to download the Mygate Smart Devices app or search for the Mygate Smart Devices app in PlayStore or iOS App Store. Register a new account.

Home screen for the **Mygate Smart Devices** App.





This operates via Bluetooth if you are near the lock.

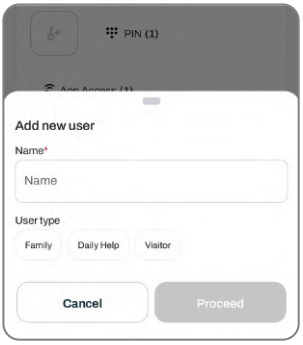
3 Steps to Add Access to the Lock

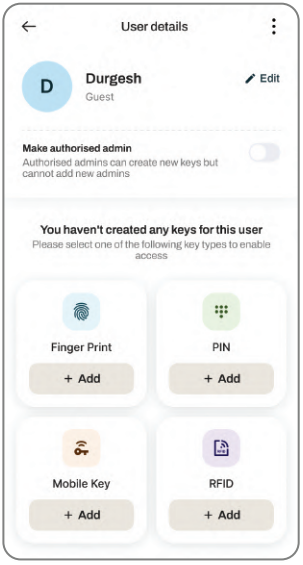
1. By default, you can view all users from your Mygate household under the lock’s User Management section.
2. Select the user card to view the user details and keys added for the user.
3. Click on the + icon to add new key access for the user.
4. Choose the type of access that you want to provide
5. You can also give “App Access” to any user by adding the Mobile Key.
6. You can provide admin rights by making the user an Authorized Admin.

Installation Steps

Adding New Users to the Lock

1. Click on icon to add a new user (visitor) to the lock
2. Insert the name of the user/visitor
3. Select the phone number from the contact or enter the phone number (not mandatory)
4. Press the “Create User” button and a new user is added to the lock
5. Note: The user is only added to the lock. You still need to create keys for them to access the lock.
6. After the new lock user is created, you will be redirected to the user detail page, where you can provide the key access for the lock.



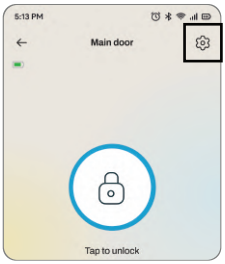


User Details Page

1. Click on **+ Add** icon for your chosen method to add the new key access to the user
2. The “Make Authorized Admin” toggle makes the user one of the admins for the lock
3. This page also shows the list of all key accesses provided to the user

Settings

1. Open the lock homepage
2. Click on the setting icon on the top-right side to open the settings page



Other Features

Auto-Locking The lock will automatically engage and lock itself after a certain time duration as per the configured settings

Secure Lock-Out Enhances security by initiating Lock-Out mode after multiple failed access attempts.

Decoy Pin Safeguard your actual PIN by adding decoy digits before and after your PIN. For example - if your actual PIN is 456781# you can enter <234> 456781 <9873># and your door will still get unlocked. This will make your pin spy-proof

Passage Mode You can put your lock into a passage mode which will allow anyone to open the lock without putting in a key. This mode is useful during home gatherings or continuous movement of visitors.

Privacy and Safety

Privacy Filter (Switch)

Turning on Secure Lock (inside locking switch) will add additional privacy where no user would be allowed to use regular accesses like fingerprint, RFID, or PIN/OTP to unlock the door. Users can only unlock by using the app or the Mechanical Key.



Power Supply

Mygate Lock SE uses four 1.5V Alkaline AA batteries (users are advised to use Duracell Ultra batteries)

You must replace all 4 batteries in the following cases:

1. The low battery LED on the keypad flickers red
2. When a low battery notification message is displayed on the app
3. If paired with gateway you will also receive a warning notification on the app to change the battery

Reset Options

When the lock is set to reset to the factory settings, all the users/access for the lock get deleted permanently along with the fingerprints and PIN codes generated on the lock.

To reset the lock from the app:

1. Open the Settings page.
2. Scroll to the bottom of the page you will find the red-colored “Delete Lock” button
3. Complete OTP verification to confirm deletion
4. Upon deletion, the app will redirect to the lock selection page

Note: The delete option is only available to the user who configured the lock for the first time, i.e. Super-Admin for the lock.

To reset the lock from the device:

1. Enable the manual reset from the lock settings
2. Remove the battery cover and find the reset button
3. Press the reset button until the lock says “Please enter the initialization passcode”
4. Enter “000000#” and wait for the lock to speak “Admin deleted successfully”
5. Upon reset, the lock is now ready to be configured

Safety Precautions

This section contains important information to ensure user safety and prevent potential property damage. Please read this section carefully and use the product accordingly.

1. The installation and repair should only be done by a professional technician or service provider
2. Do not install the lock in a place where the gap between the door and the frame is 5 mm or more
3. Long-term exposure to direct sunlight may cause a crack on the lock’s touchpad. Avoid exposure to direct sunlight
4. Do not use excessive force or sharp objects to push the lock buttons as this can damage the lock
5. Do not operate the lock with wet hands and keep liquid such as water or drinks away from the product or the lock may malfunction or be damaged
6. Do not use water, benzene or alcohol when cleaning the lock but use a dry cloth only
7. Make sure that the door is completely closed when going outside
8. Do not use rechargeable batteries, Only alkaline batteries are recommended
9. Make sure to follow the above instructions to avoid any injuries


mygate