



# VACATION RENTAL TIP SHEET

# Schlage

## Encode™

SMART WIFI DEADBOLT

### How do I enter an access code to unlock the door with the touchscreen?

To unlock the Schlage Encode deadbolt, enter your user code on the touchscreen and wait for the Home and checkmark icon to flash.

### How do I lock the deadbolt with the touchscreen?

Press the Lock icon on the exterior side of the lock to secure the deadbolt from the touchscreen.

### How do I lock the deadbolt on the interior side of the door?

To lock the door from the inside, rotate the thumbturn toward the door's edge. To unlock the door from the inside, rotate the thumbturn away from the door's edge.

### How do I light up the touchscreen to see the numbers at night?

If lighting is low, press the Home button at the bottom left of the lock to illuminate the touchscreen.

### Will the lock still work if the power goes out?

Yes. All Schlage smart locks are battery operated, so they will continue to work during a power outage.

### The battery icon is flashing red after I enter a code. What does this mean?

This means the battery is low. Now is a good time to change the batteries.

### How do I change the batteries?

The Schlage Encode™ Smart WiFi Deadbolt requires four new AA alkaline batteries, installed on the interior side of the lock.

### To replace the batteries when you see the flashing red battery icon:

- Remove the black battery cover on the interior side of the lock by sliding it up.
- Pull out the battery holder and install the batteries, paying special attention that the batteries are inserted in the right directions.
- Replace the battery holder, making sure the batteries are facing the door.

### What is a virtual key and how do I use it?

Your host may provide you with a virtual key via text or email. If you receive a link for a virtual key, visit that URL from your smartphone to activate the virtual key. Once it is activated, the Schlage Home app will give you privileges to control the lock. If you don't have the app or a Schlage account, tap on the virtual key link and follow the steps provided.

### Icons and Lights

- Flashing Home button and checkmark icon: A correct code was entered.
- Flashing Lock button and red X icon: An incorrect code was entered.
- Solid red battery icon: Batteries need to be replaced immediately.
- Flashing red battery icon: The battery is low.

You can contact Schlage at any time for help using the lock on Twitter (@Schlage\_Locks) or Facebook (facebook.com/Schlagelocks).