

# USER MANUAL

## TEKNOMASTER



**TEKNOHOMES**  
home security & automation

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- © Thank you for choosing a TEKNO HOMES fingerprint lock.
- © Please read this manual carefully before operation.
- © Please keep this manual for later reference.

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# 1. Introduction

## 1.1 Features

### 1.1.1 Model number

| Fingerprint & Keypad Lock |                                                                                     |
|---------------------------|-------------------------------------------------------------------------------------|
| Image                     |  |
| Model                     | AD-E7F4                                                                             |
| Color                     | polished gold edge + pearl chrome                                                   |

### 1.1.2 Main features

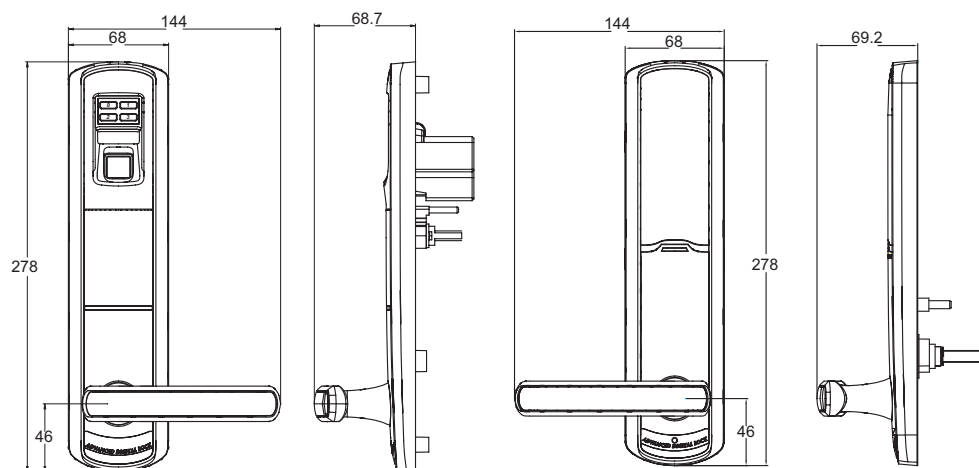
1. Optical sensor with high resolution (500 dpi)
2. 5 latches, higher security
3. 3 ways to open: Fingerprint, PIN and mechanical keys
4. Capacity: maximum 120 fingerprints in 4 groups.
5. Allow to erase single fingerprint or group fingerprints.
6. Fingerprint can be enrolled and erased on the lock directly, no PC connection required.
7. Deadbolt can be locked by rotating outside/inside lever.

8. Blue background light, convenient for night use.
9. “Normally open” status can be set for meetings or events.
10. Operates on 4 AA alkaline batteries or a 9V battery, with low voltage alert.
11. Auto alarm function: If the door is not locked properly, the latches draw out , 3 seconds later the lock will alarm automatically. While alarming, the door can’t be opened with fingerprint or Emergency PIN, but can be opened with mechanical key, after 1 minute’s alarming, the alarm stops, the lock go back into normal status.
12. Antistrike function: when the door is closed ,the antistrike latch is pressed against the door frame, which prevents the door from being opened simply by inserting something like credit card.
13. Standalone, suitable for office, meeting room, residence, etc.

## 1.2 Size & Weight

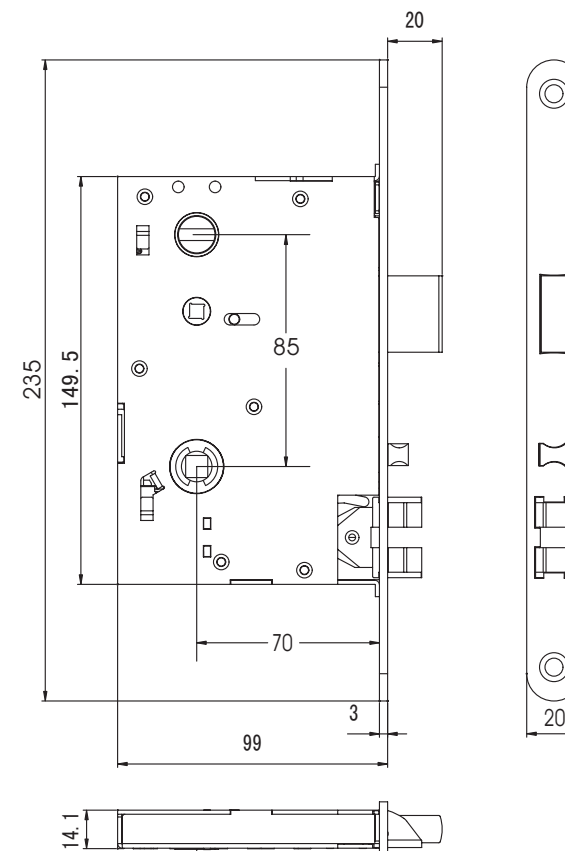
### 1.2.1 Lock size

Unit : mm



### 1.2.2 Mortise size

Unit : mm



### 1.2.3 Weight

| Parts       | Net Weight |
|-------------|------------|
| Front plate | 2.58 lb    |
| Back plate  | 3.44 lb    |
| Mortise     | 2.12 lb    |
| Total       | 8.14 lb    |

## 1.3 Technical Parameters

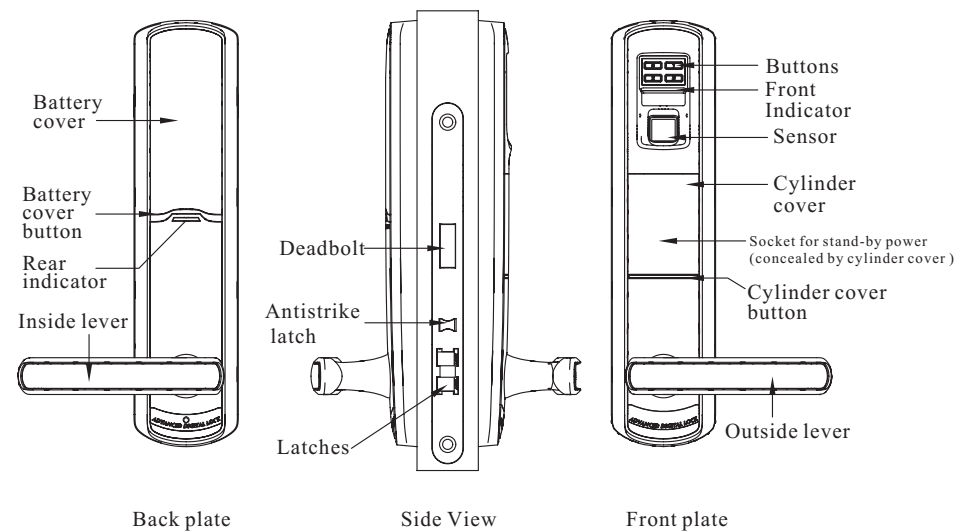
### 1.3.1 Technical Parameters

| No: | Item                                 | Technical parameters                                                            |
|-----|--------------------------------------|---------------------------------------------------------------------------------|
| 1   | Fingerprint sensor                   | Optical sensor, CMOS 0.3 Mega Pixel                                             |
| 2   | Sensor resolution                    | 500 dpi                                                                         |
| 3   | Antistrike ability of sensor surface | Remain good condition after being jabbed with a 4H pencil at a 20cm's distance. |
| 4   | Authentication speed                 | < 1 second                                                                      |
| 5   | Authentication methods               | 1 : N                                                                           |
| 6   | FRR                                  | ●1%                                                                             |
| 7   | FAR                                  | ●0.0001%                                                                        |
| 8   | Angle for putting finger             | 360▲                                                                            |
| 9   | Fingerprint scanning                 | Twice to get one fingerprint template                                           |
| 10  | Fingerprint template saved           | All enrolled fingerprint template will be saved while replacing the batteries   |
| 11  | User capacity                        | 120 max                                                                         |
| 12  | Light jam                            | Sunlight resistable                                                             |
| 13  | Sensor surface                       | Optical glass with PVD coated                                                   |
| 14  | Operating voltage                    | 4 AA alkaline batteries, DC 4.5~6.0v or a 9V stand-by battery                   |
| 15  | Battery life                         | Approx 12 months                                                                |
| 16  | Temperature for storage              | -10→-50→                                                                        |
| 17  | Static current                       | < 40 $\mu$ A                                                                    |
| 18  | Dynamic current                      | < 180mA                                                                         |

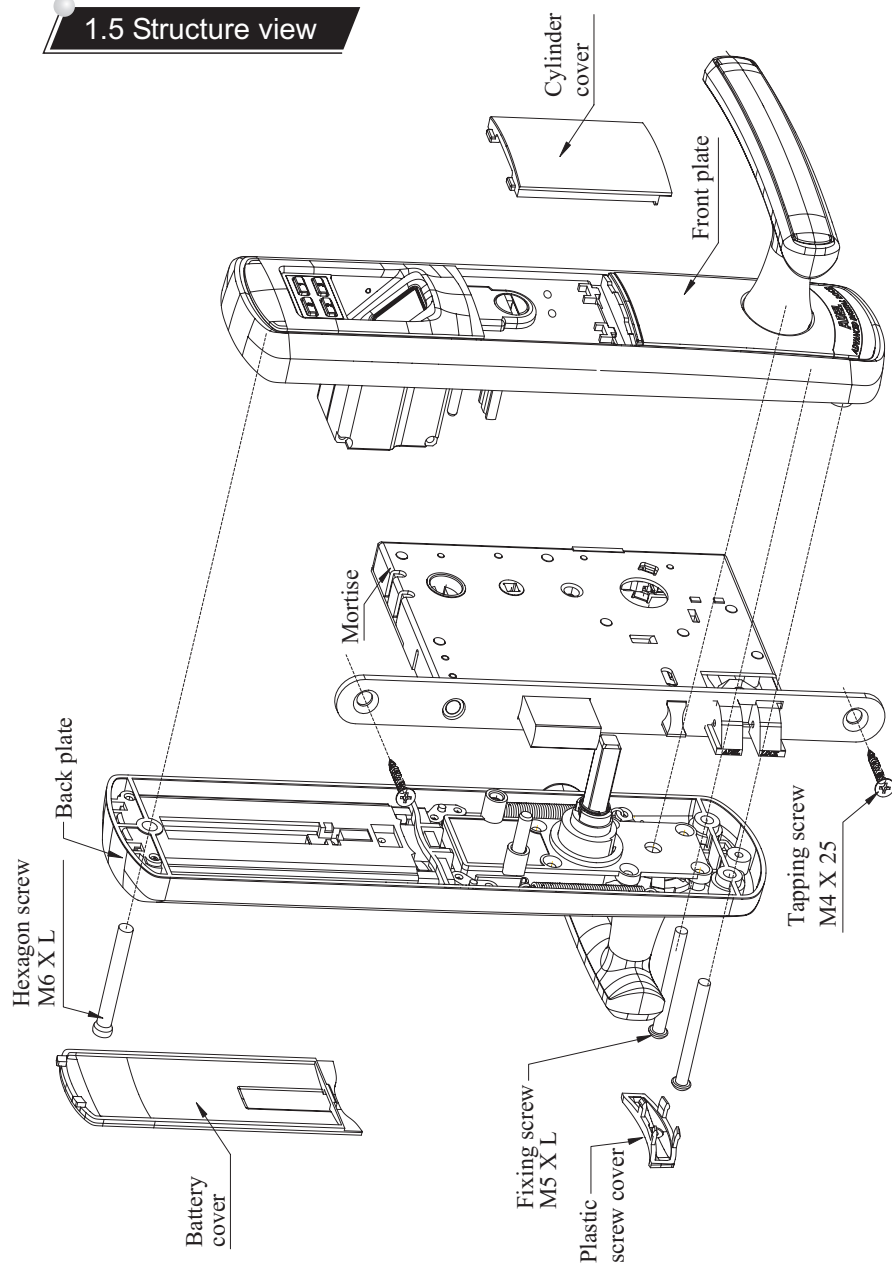
### 1.3.2 Operating Environment

|                     |             |
|---------------------|-------------|
| Outdoor Temperature | -8→-50→     |
| Indoor Temperature  | -5→-50→     |
| Humidity            | 45%RH-85%RH |

## 1.4 Components



## 1.5 Structure view



# 1. Operation Instruction

## 2.1 Left handed and Right handed



1. Standing out of the door, if the hinge is on the left, it is left handed lock.
2. Standing out of the door, if the hinge is on the right, it is right handed lock .

## 2.2 Status of the lock

1. Lock status, locked with latches (not by deadbolt) , (Figure 2-1)



2-1

2.Lock-out status, locked with latches and deadbolt,(Figure 2-2)



2-2

3.“Normally open” status, the lock will always be unlocked by rotating outside lever.

## 2.3 Instruction for indicators

- 1.Green light flashes once, followed by a long beep, it means successful operation.
- 2.Red light flashes once, followed by 2 short beeps, it means failed operation.
- 3.Red light flashes from the sensor, it means the sensor is working.
- 4.Red and green light flash, the buzzer alert 3 times, it means low voltage, please change the batteries.
- 5.Red light flashes once, the buzzer alert once, it means the fingerprint number is already used, use a different number.
- 6.Green light flashes once a second, it means the lock is in “normally open” status.
- 7.Red light flashes once a second, it means the lock is in lock-out status.
- 8.“Activate the lock” in the manual, it means to make the buttons or sensor begin to work.

## 2.4 Function of buttons

Button “0” - TO ACTIVATE THE LOCK

Button “1” - TO ENROLL GROUP MEMBER'S FINGERPRINT(S)

Button “2” - TO ERASE GROUP MEMBER'S FINGERPRINT(S)

Button “3”- TO SET THE LOCK INTO NORMALLY OPEN STATUS

## 2.5 Master fingerprint & Emergency PIN

### 2.5.1 How to set Master fingerprint?

- 1.Press and hold the cylinder cover button, slide down the cylinder cover with another hand. (Figure 2-3)



2-3

- 2.Insert mechanical key into the keyhole, turn the key (anticlockwise if left handed lock, clockwise if right handed lock) till a long beep is heard, stop turning and hold the key. Red and green light flash, red light on sensor flashes as well, which means the lock, is ready for setup. (Figure 2-4)



2-4

- 3.Place the fingerprint which you wish to be the Master fingerprint on the sensor, red light goes out, green indicator lights all the time. When the red light on sensor goes out, remove your finger and a long beep will follow.(Figure2-5)



2-5

3.(Continued) NOTE: When the red light on sensor goes out, you must remove your finger otherwise the red indicator flashes, followed by 2 short beeps to indicate the failed setup.

4.When the red light on sensor flashes again, place the same fingertip on the sensor immediately, the green indicator goes out, followed by another long beep, which indicates the successful setup.

NOTE: The red light on sensor will flash for about 4 seconds, the finger MUST be placed on the sensor within the 4 seconds. Otherwise, the red indicator flashes, followed by 2 short beeps to indicate the failed setup.

5. After setting up the Master fingerprint successfully, turn the mechanical key to the original position and draw out, put the cylinder cover back.

IMPORTANT NOTE:Master fingerprint cannot be set as group member fingerprint, to open the lock.

### ● 2.5.2 How to set Emergency PIN?

1.Press and hold the cylinder cover button, slide down the cylinder cover with another hand (Figure 2-3)

2.Insert mechanical key into the keyhole, turn the key (anticlockwise if left handed lock, clockwise if right handed lock) till a long beep is heard, stop turning. Red and green light flash, red light on sensor flashes as well, which means the lock is ready for setup. (Figure2-4)

3.Input a 8 digit PIN whose first digit should not be “0”, followed by a long beep, which indicates the first time successful input for Emergency PIN.

NOTE: After entering the first digit, all red indicators change to green indicator lights.

4.Repeat entering the same 8 digit PIN, green indicator goes out, followed by a

long beep, which indicates the successful setup for Emergency PIN.

5.After setting the Emergency PIN successfully, turn the mechanical key to the original position and draw out, put the cylinder cover back.

NOTE:

1.While the lock is waiting for setup, if you don't put the finger or input Emergency PIN, the red light on sensor will go out after 5 seconds' flashing.

2.Master fingerprint and Emergency PIN have to be set separately.

3.While setting the Emergency PIN, the pause between 2 presses should not be longer than 4 seconds, meanwhile the pause between first and second entering the 8 digit PIN should not be longer than 4 seconds either, otherwise the red indicator flashes, followed by 2 short beeps to indicate the failed setup.

4.Emergency PIN must be 8 digits, and the first digit should not be “0”, other digits could be any of the 4 buttons on the keypad.

5.Each lock has only ONE Master fingerprint / Emergency PIN.

6.To change Master fingerprint or Emergency PIN, just set a new Master fingerprint or input a new Emergency PIN. After the new Master fingerprint is setup successfully, the fingerprints authorized by old Master fingerprint become invalid automatically.

7.Master fingerprint can only be used to authorize to enroll group member's fingerprints but cannot be used to open the lock.

8.Emergency PIN is the only PIN to open the lock.

## 2.6 Enroll & erase group member's fingerprint(s)

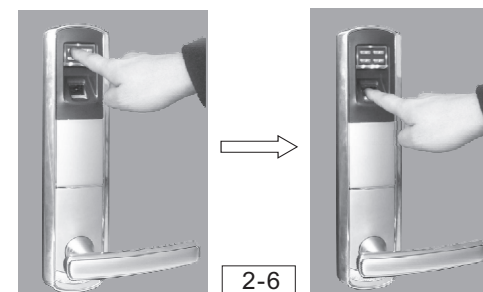
Fingerprint number & name list

| No. | Group A                          |      | Group B                          |      | Group C                          |      | Group D                          |      |
|-----|----------------------------------|------|----------------------------------|------|----------------------------------|------|----------------------------------|------|
|     | Fingerprint No.                  | Name | Fingerprint No.                  | Name | Fingerprint No.                  | Name | Fingerprint No.                  | Name |
| 1   | 0001                             |      | 1001                             |      | 2001                             |      | 3001                             |      |
| 2   | 0002                             |      | 1002                             |      | 2002                             |      | 3002                             |      |
| 3   | 0003                             |      | 1003                             |      | 2003                             |      | 3003                             |      |
| 4   | 0010                             |      | 1010                             |      | 2010                             |      | 3010                             |      |
| 5   | 0011                             |      | 1011                             |      | 2011                             |      | 3011                             |      |
| 6   | 0012                             |      | 1012                             |      | 2012                             |      | 3012                             |      |
| 7   | 0013                             |      | 1013                             |      | 2013                             |      | 3013                             |      |
| 8   | 0020                             |      | 1020                             |      | 2020                             |      | 3020                             |      |
| 9   | 0021                             |      | 1021                             |      | 2021                             |      | 3021                             |      |
| 10  | 0022                             |      | 1022                             |      | 2022                             |      | 3022                             |      |
| 11  | 0023                             |      | 1023                             |      | 2023                             |      | 3023                             |      |
| 12  | 0030                             |      | 1030                             |      | 2030                             |      | 3030                             |      |
| 13  | 0031                             |      | 1031                             |      | 2031                             |      | 3031                             |      |
| 14  | 0032                             |      | 1032                             |      | 2032                             |      | 3032                             |      |
| 15  | 0033                             |      | 1033                             |      | 2033                             |      | 3033                             |      |
| 16  | 0100                             |      | 1100                             |      | 2100                             |      | 3100                             |      |
| 17  | 0101                             |      | 1101                             |      | 2101                             |      | 3101                             |      |
| 18  | 0102                             |      | 1102                             |      | 2102                             |      | 3102                             |      |
| 19  | 0103                             |      | 1103                             |      | 2103                             |      | 3103                             |      |
| 20  | 0110                             |      | 1110                             |      | 2110                             |      | 3110                             |      |
| 21  | 0111                             |      | 1111                             |      | 2111                             |      | 3111                             |      |
| 22  | 0112                             |      | 1112                             |      | 2112                             |      | 3112                             |      |
| 23  | 0113                             |      | 1113                             |      | 2113                             |      | 3113                             |      |
| 24  | 0120                             |      | 1120                             |      | 2120                             |      | 3120                             |      |
| 25  | 0121                             |      | 1121                             |      | 2121                             |      | 3121                             |      |
| 26  | 0122                             |      | 1122                             |      | 2122                             |      | 3122                             |      |
| 27  | 0123                             |      | 1123                             |      | 2123                             |      | 3123                             |      |
| 28  | 0130                             |      | 1130                             |      | 2130                             |      | 3130                             |      |
| 29  | 0131                             |      | 1131                             |      | 2131                             |      | 3131                             |      |
| 30  | 0132                             |      | 1132                             |      | 2132                             |      | 3132                             |      |
|     | ID For deleting Group A:<br>0000 |      | ID For deleting Group B:<br>1000 |      | ID For deleting Group C:<br>2000 |      | ID For deleting Group D:<br>3000 |      |

Referring to the list, let's take the member in Group A, Fingerprint No. 0001 for example.

### 2.6.1 Enroll group member's fingerprint(s)

1. Place Master finger on the sensor, the lock will be activated once the infrared detector detects the finger. The blue background lights, green indicator light and red light on sensor flashes; Or press “0”, the blue background green indicator light and red light on sensor flashes, place the Master finger on the sensor .(Figure2-6)



NOTE: A. If the infrared detector doesn't work, you can press “0” to activate the lock.

B. After the red light on sensor flashes, you must put the Master finger on the sensor within 5 seconds. Otherwise, the red indicator flashes, followed by 2 short beeps to indicate the failed operation.

2. All indicators go out, a long beep is heard, move away the Master finger, the green and red indicators flash (NOTE: the flash will last about 6 seconds, step 3 must be done within 6 seconds)

3. Press “1”, a long beep is heard, red indicator goes out, green indicator lights. (Figure2-7)



2-7

(NOTE: the green indicator will light for about 4 seconds, step 4 must be done within 4 seconds.)

4. Input fingerprint number “0001”, a long beep is heard, which indicates the successful first input of this fingerprint number.

5. Input fingerprint number “0001” the second time, another long beep is heard, the red indicator in the sensor flashes, which means the lock is ready for enrolling group member's fingerprints. (NOTE: If the fingerprint number is already used, the red indicator flashes once and the buzzer beeps once.)

6. Place a member finger on the sensor, when the red light in the sensor goes out, move away the finger, a long beep is heard;

7. When the red light on the sensor flashes again, place the same member finger on the sensor second time, till a long beep is heard, which indicates the successful enrollment of this member fingerprint.

NOTE: A. In the Fingerprint number & Name list, up to 120 group member fingerprints can be enrolled. But since Fingerprint number 3132 is for Master fingerprint, therefore, actually 119 group member fingerprints can be enrolled in each lock.

B. Master fingerprint and the group member fingerprint cannot be the same .

C. A fingerprint number will only allow to enroll one fingerprint.

D. Group member fingerprint can open the lock.

## 2.6.2 How to erase group member fingerprint?

1. The same operation with the steps 1 and 2 in 2.6.1

2. Press button “2”, a long beep is heard, red indicator goes out, green indicator lights .(Figure2-8)



2-8

3. Input the fingerprint number you wish to erase, here we take “0001” for example. Input “0001”, a long beep is heard, which means the successful first input.

4. Input “0001” again, a long beep is heard, and followed by another long beep, green indicator goes out, which means the successful erasing of fingerprint “0001”.

NOTE: By following above steps, if you input ID for deleting group for step 3 and 4, all fingerprints in the indicated group will be deleted. ( Refer to Fingerprint number & name list)

B. To change/ cover Master fingerprint can erase ALL enrolled fingerprints.

## 2.7 Unlocking

### 2.7.1 Unlock with Emergency PIN

1. Input correct 8 digits Emergency PIN:

NOTE: A. Every time you input a number, blue background will light up. The pause between 2 presses should not be longer than 4 seconds;

B. If invalid PIN was entered 3 times continuously, the button “1”, “2”, “3” will

be locked, Master fingerprint or group member fingerprint can cancel the locked status, or the locked status will be deleted in 1 minute automatically.

2.Blue background and green indicator light up, a long beep is heard, the inside motor is activated.

3.Rotate the outside lever to unlock. (Figure2-9)



2-9

## 2.7.2 Unlock with group member fingerprint

1.Place an enrolled group member finger on the sensor, the lock is activated after the infrared detector detected the finger. The blue background lights, green indicator light and the red light in the sensor flashes; or press “0”, the blue background, green indicator light and the red light in the sensor flashes, place an enrolled group member finger on the sensor.

NOTE: If invalid finger was used 10 times continuously, the sensor will be locked, Master fingerprint or group member fingerprint can cancel the locked status, or the locked status will be deleted in 1 minute automatically.

2.Green indicator flashes once and lights up, a long beep is heard and the inside motor is activated.

3.Rotate the outside lever to unlock. (Figure2-9)

NOTE: within 5 seconds after the inside motor is activated, the outside lever must be rotated to unlock. Otherwise, the door will be locked again automatically.

## 2.7.3 Unlock with mechanical key

1.The same operation with step 1 in 2.5.1.

2.Insert mechanical key into the keyhole, turn the key (anticlockwise if right handed lock, clockwise if left handed lock) until it unlocks. (Figure2-10)



2-10

3.Push the door to open.

## 2.8 How to set the status of the lock?

In 2.2, we've introduced Lock status, Lock-out status and “Normally open” status, detailed explanation follows:

### 2.8.1 Lock status

If the lock is not in “Lock-out status” or “Normally open status” it means that the lock is in lock status. In this case, if you are outside the room, you can open with either of Emergency PIN, Group member fingerprint or mechanical key; if you are inside, just rotate the inside lever to open the door.

### 2.8.2 Lock-out status

Rotate the outside/ inside lever to reach out the deadbolt, and make the lock in Lock-out status. (Figure2-11). In this case, the red indicator flashes once a second. If you are outside the room, you can open with either of Emergency PIN, Group member fingerprint or mechanical key; if you are inside, just rotate the inside lever to open the door.



2-11

### 2.8.3 “Normally open” status

None of the Emergency PIN, Group member fingerprint and mechanical key is required, just rotate the outside lever to open the door. In this case, the green indicator flashes once for a second. Follow the under mentioned steps to set the lock into “Normally open” status:

1.Unlock with Emergency PIN or group member fingerprint till you hear the motor activated, do not rotate the outside lever .(Figure2-12)



2-12

2.Press button “3” until the blue background and green indicator light up and the buzzer sounds once and then release the button “3”. The green indicator flashes once for a second, which indicates the lock is set into “Normally open”

status successfully.

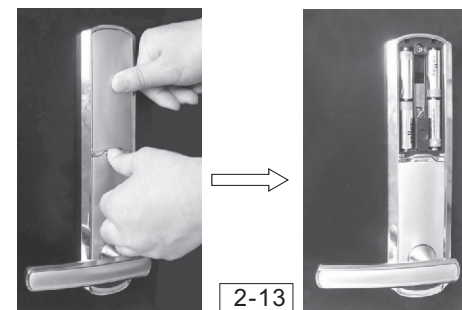
3.Unlock with Emergency PIN or group member fingerprint again, after you hear the motor activated, the “Normally open” status is cancelled.

## 2.9 Change batteries

When the low voltage indicator turns on, to ensure the normal use of your lock, please change the batteries as soon as you can by following below steps:

1.Press and hold the battery cover button, slide down the battery cover.

(Figure 2-13)



2-13

2.Take out all batteries, replace with 4 alkaline batteries and push back the battery cover.(Figure 2-14)



2-14

NOTE:If the batteries are totally dead, you can use a 9V alkaline battery (not provided) on socket for stand-by power to activate the lock, but remember to change the batteries as soon as possible.

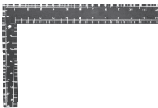
# 3.Installation

## 3.1 Door requirement

1. Material of door: wood.
2. Thickness: 40 --- 65mm.
3. If there is decorative part on the door, the distance between door edge and Decorative part must not be less than 110mm.

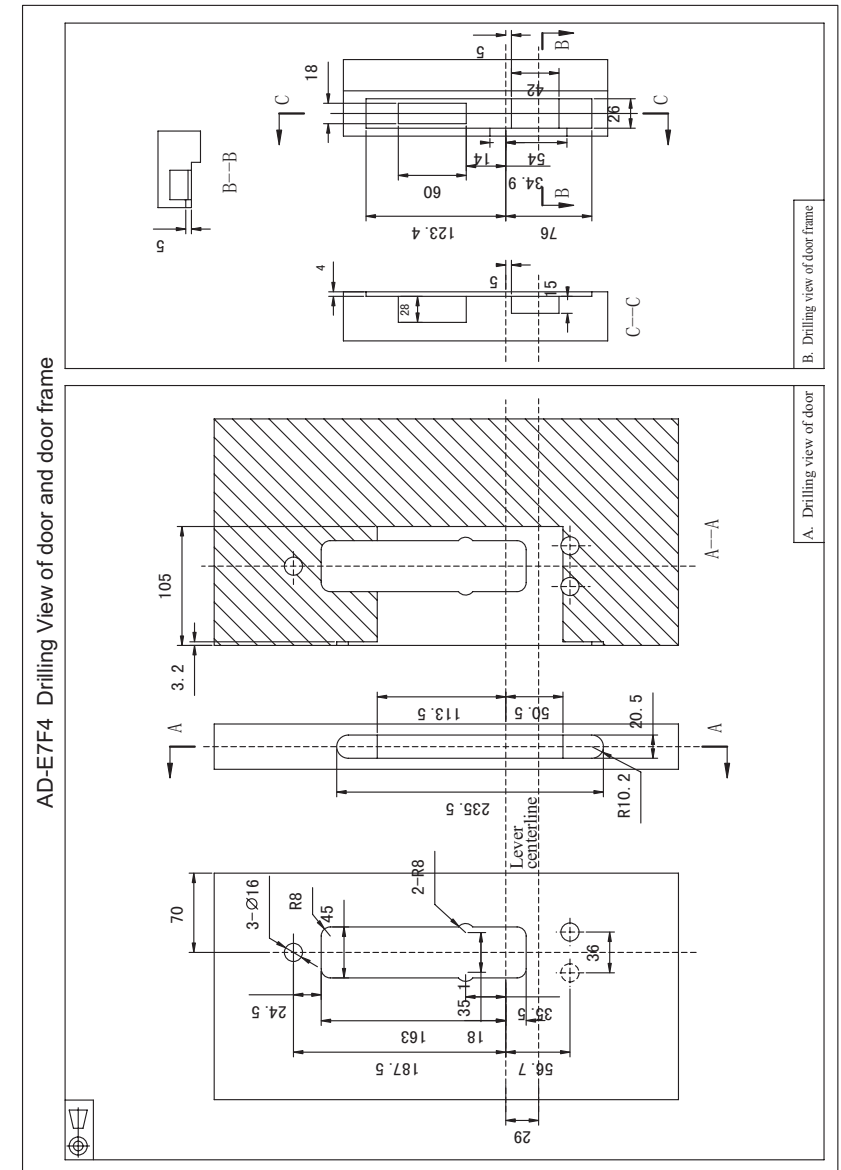
## 3.2 Tools required

The following tools (not provided) are suitable for installing this lock.

|                                                                                     |                                                                                     |                                                                                     |                                                                                     |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|    |    |    |    |
| Electric drill<br>1pc                                                               | Socket<br>1pc                                                                       | Drill bit<br>1pc                                                                    | Hammer<br>1pc                                                                       |
|   |   |   |  |
| Square ruler<br>1pc                                                                 | File<br>1pc                                                                         | Knife<br>1pc                                                                        | Drill<br>1pc                                                                        |
|  |  |  |  |
| Screwdriver<br>1pc                                                                  | Chisel<br>1pc                                                                       | Pencil<br>1pc                                                                       | Tape measure<br>1pc                                                                 |

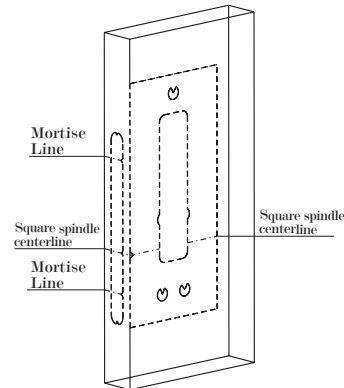
## 3.3 Installation template

Unit : mm

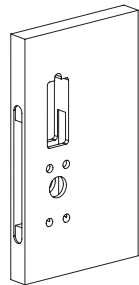


### 3.4 Installation steps

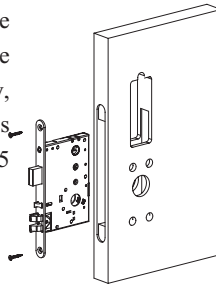
1. Draw lever centerline as your request, the recommended height is 1 meter above the ground. Mark the door for drilling holes with a pencil according to installation template provided.



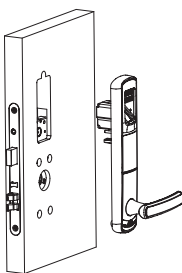
2. Drill the door from both sides with electric drill. Cut out the cavity for mortise as per drilling view in the manual.



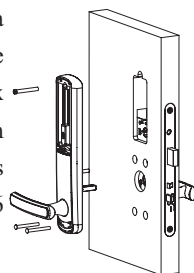
3. Put the mortise into the mortise cavity, fix it with 2 pcs of M4 \* 25 screws.



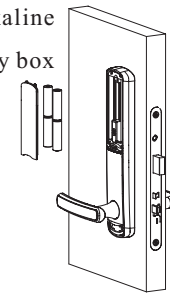
4. Fix front plate on the door, make the spindle on the front plate through the cylinder.



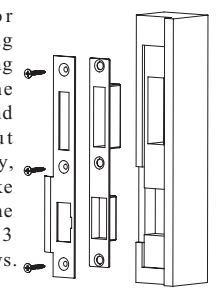
5. Connect the data cable in front plate with back plate, fix the back plate with 2 pcs of M5 screws and 1 pc of M6 screw.



6. Put 4 AA alkaline batteries in battery box as instructed.



7. Mark the door frame for drilling holes as per drilling view. Cut out the cavity for strike and strike plate. Put strike into the cavity, covered with strike plate, fix them on the door frame with 3 pcs of M4 \* 25 screws.

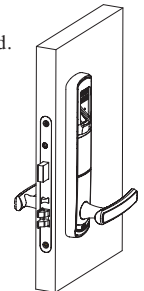


8. Test the lock as per operation instructions.

9. Cover the back screw hole with plastic screw cover provided.



10. Installation completed.



## 4.Maintenance

### 4.1 Daily maintenance

- A. Keep away from corrosive material.
- B. Do not hang anything on the levers.
- C. Keep the sensor surface clean and dry. Wipe it with soft and dry cloth if any stain on it.
- D. When the batteries are dying, the red indicator flashes to alert low voltage. Although you still can unlock the door 20-30 times, you should replace the batteries as soon as possible.
- E. Keep the mechanical keys carefully to prevent from being burglarized.

### 4.2 Troubleshooting

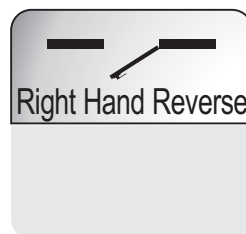
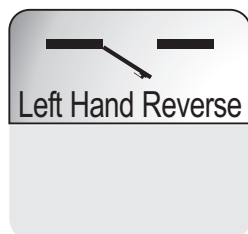
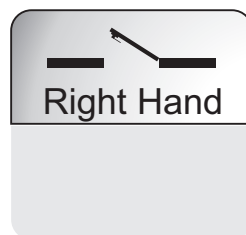
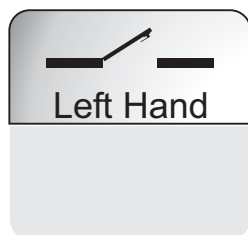
| Problems                                                                                                                                         | Possible reasons                                                                                           | Solution                                                                            |
|--------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| When you put your enrolled fingerprint onto the sensor to unlock, red indicator flashes and follows two short beeps, door can't be opened.       | 1.Invalid fingerprint key<br>2.Your fingerprint has already been deleted.                                  | Unlock the door with a valid fingerprint key.                                       |
| When you put your valid enrolled fingerprint onto the sensor to unlock, red indicator flashes and follows two short beeps, door can't be opened. | 1.Your fingerprint position is quite different from where you first enrolled<br>2.Bad quality fingerprint. | Put your finger onto the sensor again, try to put it onto where you first enrolled. |

## 5. Appendix

### 5.1 Package Contents

| No.                      | Item                                                    | Quantity |
|--------------------------|---------------------------------------------------------|----------|
| 1                        | Front plate                                             | 1 pc     |
| 2                        | Back plate                                              | 1 pc     |
| 3                        | Mortise                                                 | 1 pc     |
| 4                        | Key box                                                 | 1 pc     |
| Key box contents         | Mechanical key                                          | 2pcs     |
|                          | Plastic screw cover                                     | 1 pc     |
| 5                        | AA alkaline battery                                     | 4 pcs    |
| 6                        | Strike                                                  | 1 pc     |
| 7                        | Strike plate                                            | 1 pc     |
| 8                        | Installation template A                                 | 1 pc     |
|                          | Installation template B                                 | 1 pc     |
| 9                        | Accessories bag                                         | 1 set    |
| Accessories bag contents | Hexagon screw M6 X L<br>(including 1 pc for spare use ) | 2 pcs    |
|                          | Fixing screw M5 X L<br>(including 2 pcs for spare use ) | 4 pcs    |
|                          | Hexagon screwdriver                                     | 1 pc     |
|                          | Tapping screw M4 X 25                                   | 5 pcs    |
| 10                       | User manual                                             | 1 pc     |

## 5.2 Handle Orientation



## 5.3 Fingerprint number & name list

| No. | Group A                          |      | Group B                          |      | Group C                          |      | Group D                          |      |
|-----|----------------------------------|------|----------------------------------|------|----------------------------------|------|----------------------------------|------|
|     | Fingerprint No.                  | Name | Fingerprint No.                  | Name | Fingerprint No.                  | Name | Fingerprint No.                  | Name |
| 1   | 0001                             |      | 1001                             |      | 2001                             |      | 3001                             |      |
| 2   | 0002                             |      | 1002                             |      | 2002                             |      | 3002                             |      |
| 3   | 0003                             |      | 1003                             |      | 2003                             |      | 3003                             |      |
| 4   | 0010                             |      | 1010                             |      | 2010                             |      | 3010                             |      |
| 5   | 0011                             |      | 1011                             |      | 2011                             |      | 3011                             |      |
| 6   | 0012                             |      | 1012                             |      | 2012                             |      | 3012                             |      |
| 7   | 0013                             |      | 1013                             |      | 2013                             |      | 3013                             |      |
| 8   | 0020                             |      | 1020                             |      | 2020                             |      | 3020                             |      |
| 9   | 0021                             |      | 1021                             |      | 2021                             |      | 3021                             |      |
| 10  | 0022                             |      | 1022                             |      | 2022                             |      | 3022                             |      |
| 11  | 0023                             |      | 1023                             |      | 2023                             |      | 3023                             |      |
| 12  | 0030                             |      | 1030                             |      | 2030                             |      | 3030                             |      |
| 13  | 0031                             |      | 1031                             |      | 2031                             |      | 3031                             |      |
| 14  | 0032                             |      | 1032                             |      | 2032                             |      | 3032                             |      |
| 15  | 0033                             |      | 1033                             |      | 2033                             |      | 3033                             |      |
| 16  | 0100                             |      | 1100                             |      | 2100                             |      | 3100                             |      |
| 17  | 0101                             |      | 1101                             |      | 2101                             |      | 3101                             |      |
| 18  | 0102                             |      | 1102                             |      | 2102                             |      | 3102                             |      |
| 19  | 0103                             |      | 1103                             |      | 2103                             |      | 3103                             |      |
| 20  | 0110                             |      | 1110                             |      | 2110                             |      | 3110                             |      |
| 21  | 0111                             |      | 1111                             |      | 2111                             |      | 3111                             |      |
| 22  | 0112                             |      | 1112                             |      | 2112                             |      | 3112                             |      |
| 23  | 0113                             |      | 1113                             |      | 2113                             |      | 3113                             |      |
| 24  | 0120                             |      | 1120                             |      | 2120                             |      | 3120                             |      |
| 25  | 0121                             |      | 1121                             |      | 2121                             |      | 3121                             |      |
| 26  | 0122                             |      | 1122                             |      | 2122                             |      | 3122                             |      |
| 27  | 0123                             |      | 1123                             |      | 2123                             |      | 3123                             |      |
| 28  | 0130                             |      | 1130                             |      | 2130                             |      | 3130                             |      |
| 29  | 0131                             |      | 1131                             |      | 2131                             |      | 3131                             |      |
| 30  | 0132                             |      | 1132                             |      | 2132                             |      | 3132                             |      |
|     | ID For deleting Group A:<br>0000 |      | ID For deleting Group B:<br>1000 |      | ID For deleting Group C:<br>2000 |      | ID For deleting Group D:<br>3000 |      |