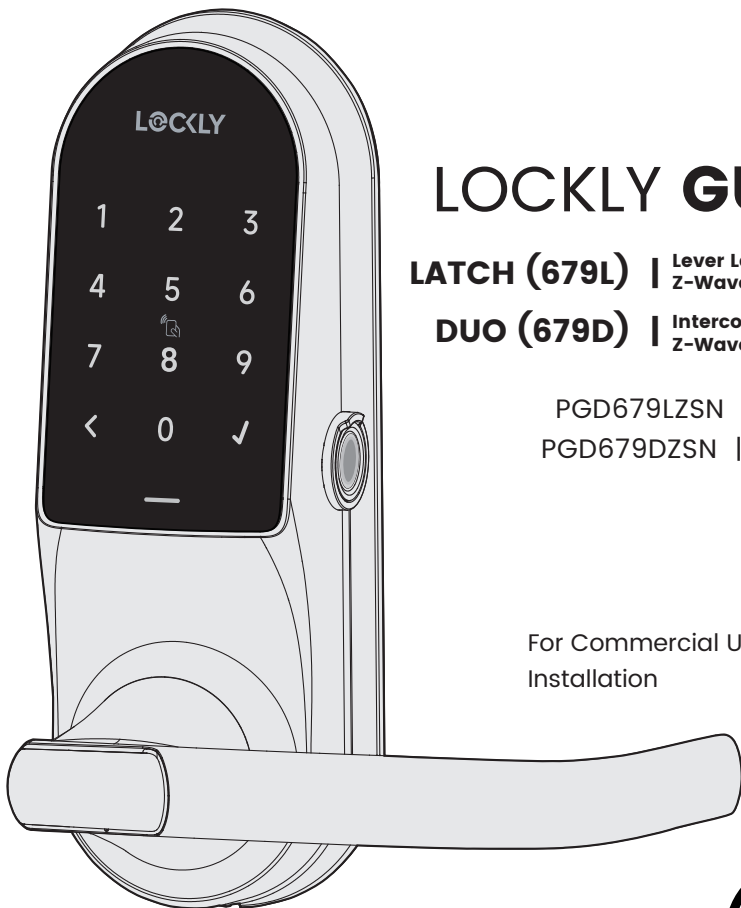# USER MANUAL

LOCKLY **GUARD**™

LATCH (679L) | Lever Latch Smart Lock
Z-Wave Edition

DUO (679D) | Interconnected Smart Lock
Z-Wave Edition

PGD679LZSN | PGD679LZMB
PGD679DZSN | PGD679DZMB

For Commercial Use & Professional
Installation

Z WAVE PLUS

C **ETL** US
LISTED CM
Intertek
Control No. 5026048

LOCKLY PRO www.LocklyPRO.com

Table of Contents

For additional support,
visit https://www.locklypro.com/contact-us
or email prosales@lockly.com

1.1 Product Features

Multiple Access Codes & Monitoring
Store up to 500 access codes for family and guests, and monitor entry and exit records.

Advanced 3D Fingerprint Recognition
Register up to 99 fingerprints with biometric recognition. The system only accepts actual fingerprints, preventing unauthorized access from lifted prints.

RFID Card Access
Store up to 999 MIFARE RFID cards for easy access.

Offline Access Code™ (OAC)
Issue access codes and set usage duration without needing an Internet connection. This feature works even during power outages.

Auto-Lock
Users no longer have to worry about forgetting to lock the door. With Auto Lock enabled, Lockly Guard will automatically auto-lock the door based on your customized timing set between 5 seconds to 1080 minutes.

Backup Keys and 9V Battery Socket
Access the door with physical backup keys. A 9V battery socket provides emergency power to operate the keypad if the smart lock battery is low.

Live Monitoring
Monitor door access from anywhere using your smartphone with the Secure Link Wi-Fi Hub.
Secure Link¹ sold separately. Visit the link below to purchase:
https://www.locklypro.com/products/p/lockly-secure-link-wi-fi-hub-pgh200

2.1 Product Overview - Exterior

Digital Numeric Keypad

RFID Card Reader

Backspace

OK Button

Fingerprint Sensor

Bluetooth Indicator

Key Hole Cover

Exterior Handle

Key Hole

9V Battery Backup Socket

Reboot Button
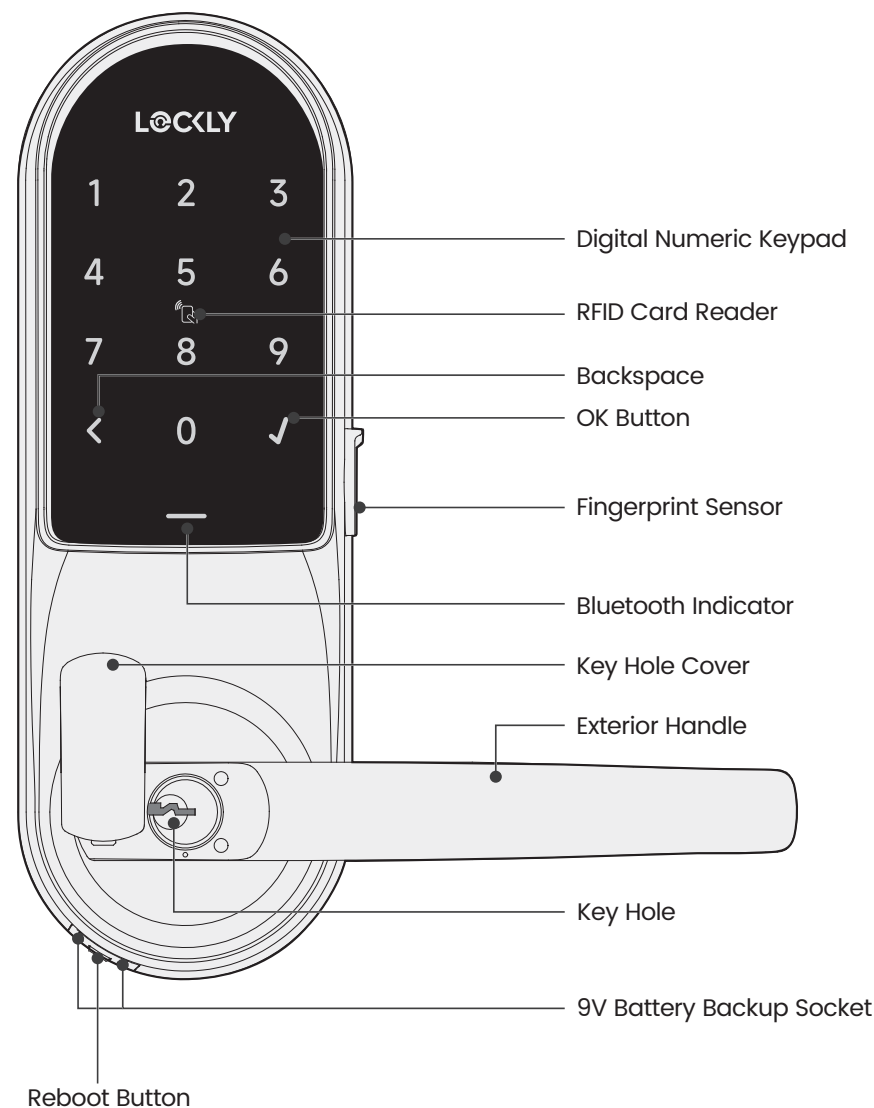
2.2 Product Overview - Interior

Battery Cover

Battery Compartment
(Operated by 4 x AA Batteries)

Reset Button

Program Button

Low Battery Indicator/
Door Lock Button

Interior Handle
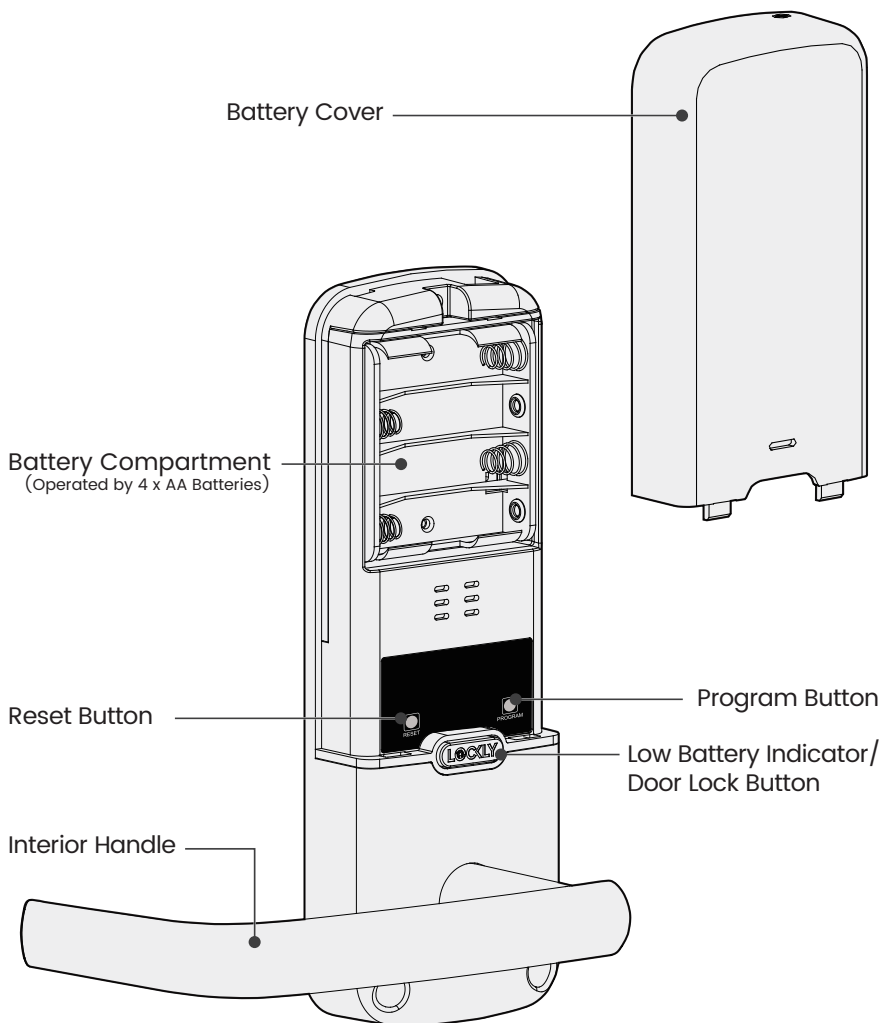
2.3 Understanding Your New Lock

After installing your Lockly Guard, it's important to familiarize yourself with its key functions. This User Manual will guide you through:

- Adding and deleting access codes
- Adding and deleting fingerprints
- Adding and deleting RFID cards
- Configuring your Offline Access Code™ (OAC)
- Other features of your lock

For assistance, please visit https://www.locklypro.com/contact-us. Remember, Lockly Guard™ works best with our iOS and Android app. Download it using the link below.

Download on the App Store

GET IT ON Google Play

Scan or visit Locklypro.com/app

2.4 Reset Button

To reset your lock, you will need your Activation Code, which is provided on the Activation Card included with your smart lock. Resetting will erase all stored data.

Follow the appropriate reset procedure below:
Never Connected to app:
Press the Reset Button for 3 seconds. The smart lock will restart and reset.

Connected to app:
1. Open the Settings menu in the app.
2. Select "Factory Reset." The smart lock will restart and reset.
3. After resetting, you'll need the Activation Code to reconnect the app.

Note: If you switch to a new smartphone, log into your existing Lockly Manager app account and reconnect to the smart lock following the app prompts.

Reset Button
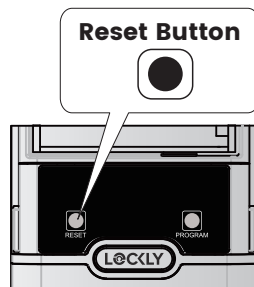
2.5 Rebooting Your Lock

QUICK TIP

Reboot your Lockly Guard if the battery is dead or if there's a malfunction. This process will not change any settings, and all access codes will remain stored.

To Reboot:

1. Locate the reboot button on the bottom of the exterior side of the Lockly Guard, positioned between the two 9V battery backup sockets.
2. Use a small object, like a paperclip, to press the reboot button firmly.
3. Release the button. You should hear a beep indicating the reboot is successful.

Note: Only reboot when necessary.
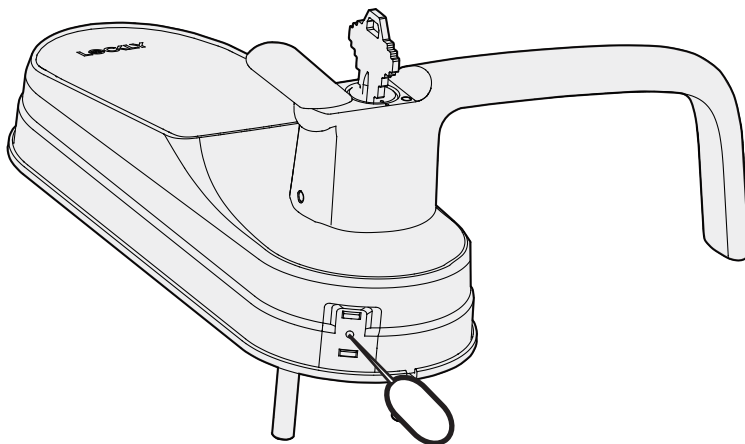
Reboot Button

2.6 Low Battery

When the battery level is low, upon unlocking the door lock, the keypad will alert you with the display of "10" or "0" to indicate the battery percentage. Immediate replacement of the alkaline battery is recommended.

A display of "10" warns that the battery is below 10%. During unlocking, the indoor status light will blink red, repeating 60 seconds, and the low battery alert will sound three Beeps, repeated three times.

A display of "0" indicates that the battery is critically low, with enough power for only three more unlocks. When "0" flashes, it signals that the battery is fully depleted. Replace the batteries to prevent failure.

After the battery is completed depleted, replace the batteries immediately. You can use the supplied physical backup keys to unlock the door. Alternatively, use a 9V battery to temporarily activate the lock (as shown below).

Your Lockly Guard will automatically detect battery polarity. To temporarily activate the screen:

1. Hold your 9V battery lead against the contact points at the bottom of the Lockly Guard.
2. Keep the battery in place until the screen activates, allowing you to enter your Access Code.
3. Once you successfully unlock your door, replace the batteries immediately.
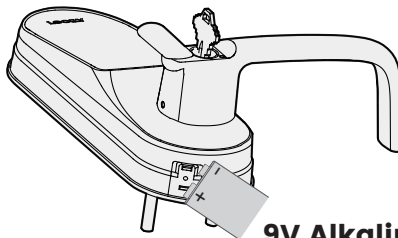
9V Alkaline Battery

2.7 Changing The Battery

Under normal use, the Lockly Guard battery lasts up to a year. Check battery levels regularly and change them when you receive a low battery notification. For optimal performance, always use new batteries from a major brand.

Instructions for Battery Replacement:
1. Open the battery compartment cover.
2. Unscrew the screw on the top of the cover by turning it counterclockwise before sliding the cover up.
3. Insert four (4) new AA alkaline batteries, ensuring they are oriented correctly according to the displayed orientation.
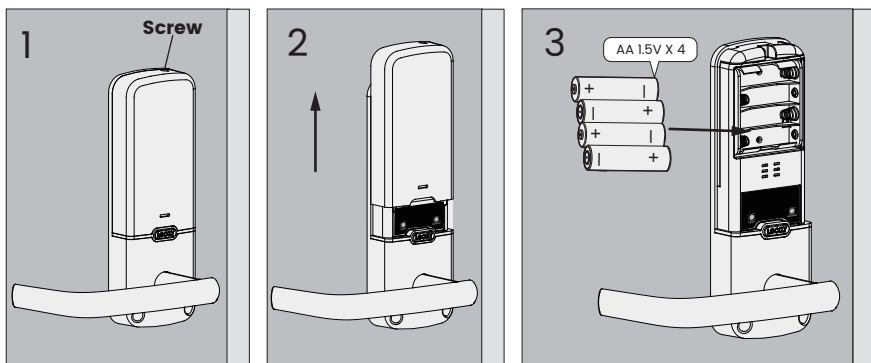
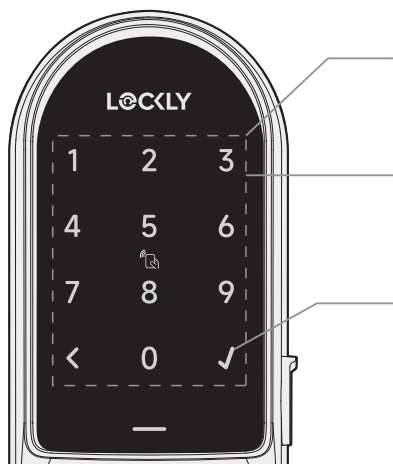**Note:** Replacing the batteries does not reset stored Access Codes.

> **IMPORTANT**
> After replacing the batteries, reconnect the smart lock to Lockly Manager app. If you haven't downloaded the app yet, visit Locklypro.com/app.

3.1 Unlock with Digital Keypad

QUICK TIP

We recommend pairing your lock with the Lockly Manager app on your smartphone to manage your access codes.

Unlock
Press any key to wake up the screen.

Enter your PIN code, Press the ✓ OK button after the last digit of your PIN code has been entered.

Lock
To lock, either press the ✓ OK button while the screen is on, or press the area of any number button while the screen is off.

3.2 Entering Programming Mode

Program Button

RESET   PROGRAM
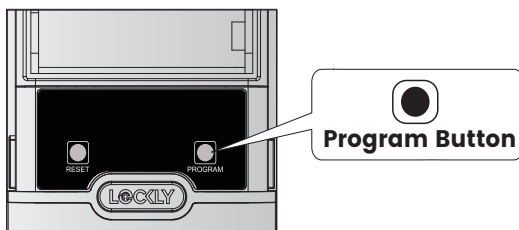
Activate Z-Wave® to pair or delete a device: Short press the program button 3 times, the green light flashes on the exterior assembly unit, the smart lock enters the pairing or delete device state, the setting is completed, short press the program button or exit the pairing and deleting device menu after 2 minutes of timeout.

3.2 Entering Programming Mode (Continued)

We recommend using the Lockly Manager app for intuitive and efficient registration and management of fingerprints and RFID cards. Note that fingerprints and RFID cards added via Programming Mode can only be viewed and deleted through Programming Mode.

Number		Mode
1	1	Add / Delete Fingerprint
2	2	Add / Delete RFID Card

Press the **program button**, and you will see the digital keypad on your Lockly Guard, just like in the diagram on the right.

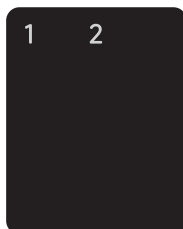Select "**1**" to enter fingerprint management mode. The screen will show "**1**" and the **Backspace button** ‹ will flash.
• Press "**1**" to add a fingerprint.
• Press **Backspace** ‹ to delete a fingerprint.
• **Short press Backspace** ‹ to delete the most recently added fingerprint.
• **Long press Backspace** ‹ to delete all fingerprints.

Select "**2**" to enter RFID card management mode. The screen will show "**2**" and the **Backspace button** ‹ will flash.
• Press "**2**" to add an RFID card.
• Press **Backspace** ‹ to delete an RFID card.
• **Short press Backspace** ‹ to delete the most recently added RFID card.
• **Long press Backspace** ‹ to delete all RFID cards.

To end **Programming Mode**, you can press the program button to exit or wait for 30 seconds for it to exit automatically. For **Z-Wave program settings**, please check the **Z-Wave Module User Manual** included in your package.

3.3 Adding Additional Access Codes

Default Access Code
The default access code is 1 2 3 4 5 6. During setup, you will be asked to create a new code to replace it.

Adding a Code
Open the Lockly Manager app, select your lock, then go to **Access**, select **Access Code**, then **Add New User**. Follow the instructions on the screen to set up different types of codes.

Unlocking
After you enter the correct access code, press the **OK button** ✓ to unlock. When you enter a new access code, the default code (123456) will be deleted. You can store up to 500 access codes at a time. If you want to add more than 500 codes, you must delete an existing one first.

There are different types of access codes that you can create using the Lockly Manager app. Each type has different permission levels for your guests, tenants, deliveries, and helpers. For the latest updates on access codes, email prosales@lockly.com or visit https://www.locklypro.com/contact-us

3.4 Adding Fingerprint Access

Fingerprint Scanning

For fast and reliable fingerprint recognition, it's important to follow correct finger positioning when registering your fingerprints.
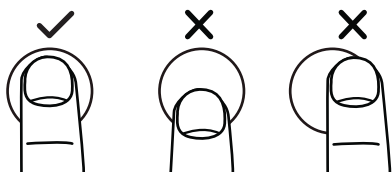
Alignment
Avoid positioning finger too high or low on the sensor.

Avoid positioning finger too much off-center left or right.
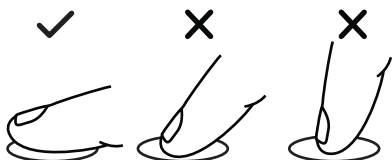
Angle
Keep finger straight and somewhat flat; avoid holding at an angle.

Adding a Fingerprint

In the Lockly Guard, choose your lock then go to **Access**, select **Fingerprint**, then **Add New Fingerprint**. Follow the on-screen instructions to setup the various types of codes.

Scanning Process
For optimal accuracy, your finger will be scanned six times, with a countdown displayed on the digital screen starting from six.

Place your finger on the sensor and hold still until you hear a beep. Slightly adjust your finger position and hold for each remaining scan until you hear a longer beep indicating a successful scan.

3.5 Fingerprint Scanning Tips & Troubleshoot

Tips for Fingerprint Enrollment and Recognition:
- Fully cover the sensor with your finger.
- Center your finger on the sensor.
- Hold your finger still for over a second until you hear a beep.
- Ensure your finger is clean.
- Children under 12 should avoid using fingerprint access due to finger growth.
- Elderly individuals may face recognition issues due to fading fingerprints.
- Use a different finger if yours has cuts, scars, or dry skin.
- For better recognition in varying conditions (moist, sweaty, cold, dry), scan your finger again in those conditions.
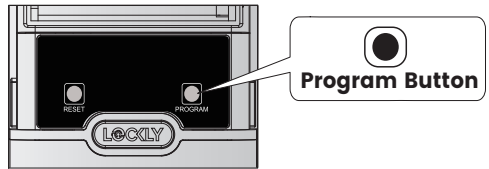
Troubleshooting Fingerprints:
- If wet: Wipe off excess moisture.
- If dirty: Clean your finger.
- Keep the sensor clean by wiping it with a soft cloth regularly.

For more help, visit https://www.locklypro.com/contact-us

3.6 Adding/Deleting Z-Wave

Add by manual programming

Program Button

To add or remove the Lockly Guard Smart Lock, first put the Z-Wave controller into Adding/Deleting mode.

1. Remove the battery cover from the smart lock.
2. Press the program button three times to enter pairing or deleting mode. The bluetooth indicator on the exterior assembly will flash green.

> **IMPORTANT**
> If the Lockly Guard Z-Wave has already been added to one Z-Wave Controller, it cannot be added to another one. To use it with a different controller, you must first delete it from the existing one.

Now, the Z-Wave module on the Lockly Guard is in inclusion mode. To add the smart lock to the Z-Wave Controller, you can either scan the QR code or manually enter the DSK code. You can find both the QR code and DSK code on the Activation Card.

To add the lock using the QR code, use the Z-Wave Controller to scan the QR code on the left side of the Activation Card. Follow the prompts on the controller to finish the process.

Note: Please wait for the inclusion process to finish.

If inclusion is successful, the lock will make a long beep, and the indicator light will stop flashing.

If inclusion fails, the lock will make two short beeps, and the indicator light will stop flashing. This means the pairing or deletion mode has ended. Also, if you don't do anything within 2 minutes, the mode will automatically exit.
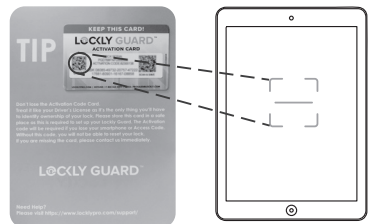
3.7 Adding an RFID card

RFID Card Reader
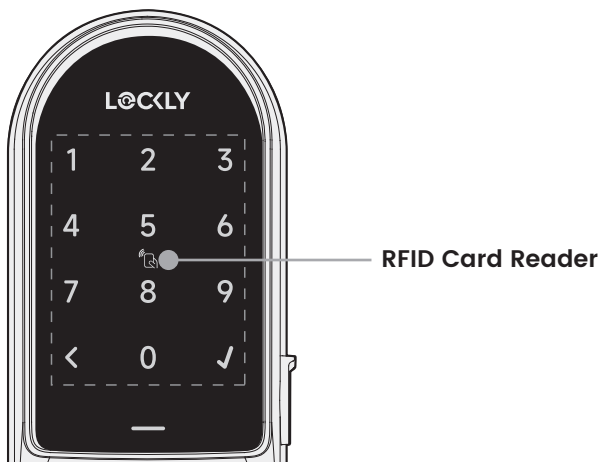
Adding a Code
You can add and manage RFID cards through the app, which encrypts the communication. After you receive the instruction to add the card, the lock will beep and return to the unlocking screen with a green light once the addition is successful.

Unlocking
Use the registered RFID card and swipe it in the designated area to unlock the lock.

3.8 Adding Secure Link

Secure Link[1] adds live status monitoring and voice control capabilities to your Lockly Guard Smart Lock.

To set up the Lockly Guard smart lock with the Secure Link Wi-Fi Hub and Door Sensors, follow these steps:

1. Launch the Lockly Manager app on your iOS or Android device.
   From the main menu drop down in the upper left corner, select "**Add a New Device**."
2. Choose "**ACCESSORIES**."
3. Choose "**SECURE LINK**."
4. Follow the in-app instructions to complete the setup of your Secure Link.

To activate voice commands, you will need Amazon Alexa or Hey Google. Make sure you enable the Lockly Action on Google or the Amazon Alexa Skill before you can configure your voice to perform voice commands.

Secure Link[1] sold separately. Visit the link below to purchase:
https://www.locklypro.com/products/p/lockly-secure-link-wi-fi-hub-pgh200

4.1 Unlocking with Access Codes

The Lockly Guard Smart Lock can be unlocked in multiple ways:

Stored Access Code
Registered Fingerprint
Smartphone with Bluetooth
Physical Key (supplied with your lock)
RFID Card

OK Button
Backspace
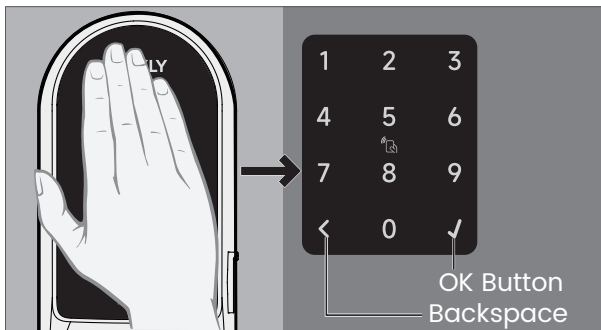
To unlock your Lockly Guard Smart Lock:
Press any key to wake up the keypad.

After you enter the correct **access code**, press the **OK button** ✓ to unlock. If you have entered the wrong digit, press the **Backspace** ‹ to re-enter the correct digit, or press the **OK button** ✓ and re-enter the correct password to unlock.

If the **Access Code** entered is correct, the door will unlock. If the **Access Code** entered is incorrect, Lockly Guard will beep twice.

To lock your Lockly Guard Smart Lock:
1. Press the OK Button ✓ or slide your hand across the screen while the door is closed.
2. The smart lock will also auto-lock after unlocking, based on your set auto-lock settings.

> **QUICK TIP** If there are 10 consecutive wrong attempts, the Lockly Guard will enter "Safe Mode." (Refer to Section 4.7 for more details.)

4.2 Unlocking with Fingerprints

To unlock the door:

1. Place Your Finger: Put a registered finger on the **fingerprint scanner** on the right side of the lock.
2. Registering a Fingerprint: For registration instructions, see **Section 3.4**.
3. If Recognized: You'll hear a "beep," and a **green LED** will light up. Push down the handle to open the door.
4. If Not Recognized: A **red LED** means your fingerprint isn't recognized. Try again or use a different registered fingerprint.

For optimal fingerprint scanning practices, see **Section 3.4**.
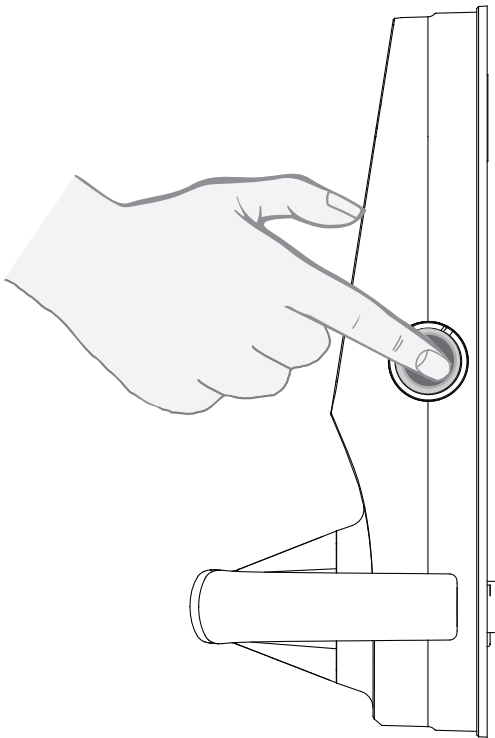
4.3 Locking/Unlocking with App

To lock and unlock your device using your smartphone, you need to install the Lockly Manager app for iOS or Android. You can download the app by following the link below or by searching for "Lockly Manager" in your app store.

Scan or visit
Locklypro.com/app

Download on the App Store

GET IT ON Google Play

4.4 Unlocking using RFID

Hold your **RFID card** close to the display.
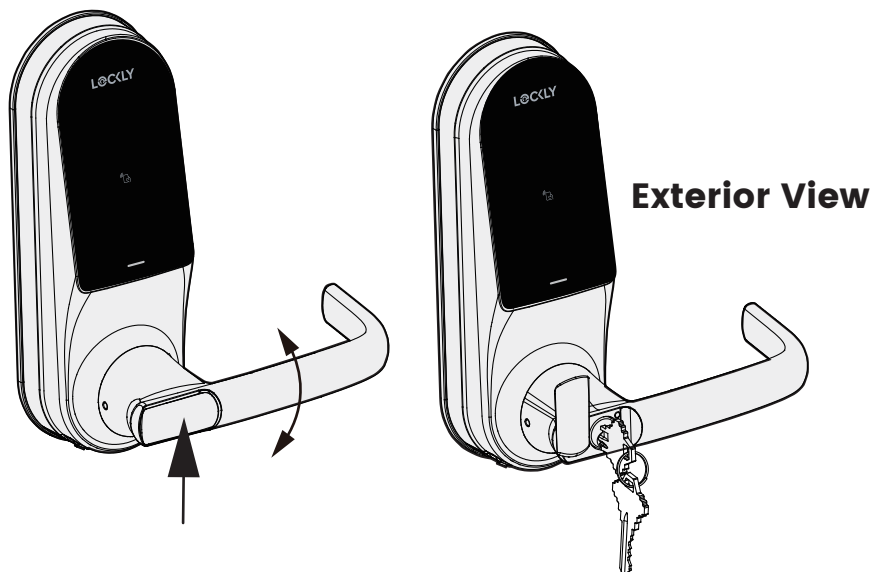

Once you hear a chime, push down the handle and open the door.

4.5 Locking/Unlocking with Physical Key

Exterior View

To **unlock** your lock with the included **physical key**, start by turning the keyway cover on the handle to reveal the **keyhole**. Next, insert your key into the keyhole and turn it **clockwise** to lock or **counterclockwise** to unlock the door.

4.6 Locking with Door Handle

This smart lock features an anti-friction latch and a deadbolt throw (available only on the 679D model) for enhanced security. You can configure the latch throw to auto-lock based on your preferred timing using the Lockly Manager app.

For both 679L and 679D models, the latch throw will auto-lock after your specified time, or you can simply lift the handle to lock it. On the 679D model, the deadbolt will engage when the handle is lifted upwards.

Lift the handle upwards to lock the deadbolt.
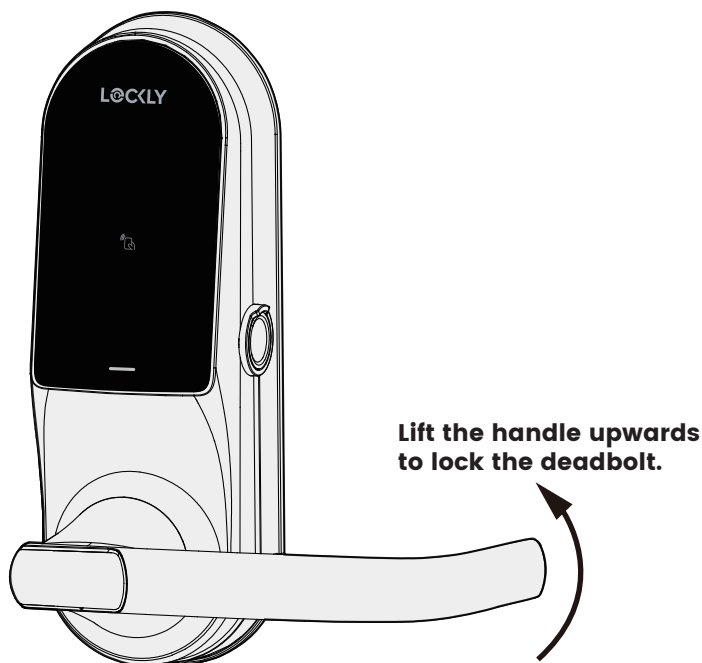
Follow the instructions in the Lockly Manager app for handle configuration to ensure the lock correctly detects if the door is locked or unlocked.

4.7 Safe Mode

If you enter 10 wrong access codes in a row within 10 minutes, the Lockly Guard will go into Safe Mode. In Safe Mode, the digital keypad will flash twice and show a 30-minute countdown.

3

Countdown Prompt
(Indicated by the keypad showing 30/20/10.)

0

To turn off Safe Mode, you can use one of these methods:

1. Registered fingerprint
2. Registered RFID card
3. Via Lockly Manager app
4. Physical key
5. Unlock the door manually from the inside

You can also wait for the countdown to finish and then enter the correct password to unlock the door and turn off Safe Mode.

4.8 Rain Mode

To protect your Lockly Guard from water activation and extend battery life, you can set it to enter Rain Mode, which disables the fingerprint sensor when rain or water is detected.

To activate Rain Mode:

1. Open the Lockly Manager app while within Bluetooth range or remotely connected through the Wi-Fi hub (Link Plus).
2. Navigate to Settings.
3. Select Rain Mode.
4. Toggle the button ⬤ to turn it ON.

> **(!) IMPORTANT**
>
> Rain Mode turns on when the fingerprint sensor detects rain or water for 45 seconds. When Rain Mode is on, the fingerprint sensor will stop working. You'll need to unlock the door using the Lockly Manager app, the keypad, or a physical key. This mode will turn off automatically after 15 minutes, but it will turn back on if it still detects water or rain.
>
> If you use the Lockly Manager app, you'll get notifications when Rain Mode is activated, and this will also be saved in your access history.

If you haven't connected your device to the Lockly Manager app yet, follow the steps below to activate the Rain Mode feature:

To activate Rain Mode:
1. Enter the **access code** followed by **234** and **OK button** √.

example: 135790 + 234 + √

2. You will hear a short beep, and the Bluetooth indicator will flash green once Rain Mode is activated.

To deactivate Rain Mode:
1. Enter the **access code** followed by **890** and **OK button** √ .

example: 135790 + 890 + √

2. You will hear a long beep, and the Bluetooth indicator will flash green once Rain Mode is turned off.

4.9 Welcome Mode

Welcome Mode temporarily disables auto-locking, keeping the door open for a set period. This eliminates the need to enter access codes, use fingerprints, or the mobile app.

To enable this feature, open the Lockly Manager app and follow these steps:

Go to Settings.
Select Enable Welcome Mode.
Slide the button to enable it and set your desired unlock duration.

QUICK TIP

To ensure Welcome Mode functions properly after replacing the battery, reconnect the lock to the Lockly Manager app to synchronize the time.

5.1 Offline Access Code™ (OAC)

The **Offline Access Code™ (OAC)** is a unique feature of our smart lock that allows you to grant remote access to guests without them needing to download the app.

How to Use OAC:
1. Download the Lockly Manager app for iOS or Android.
2. Sync your smart lock to your mobile device.
3. Only the administrative owner can issue an OAC.
4. In the app, go to Access and select Offline Access Code Users.
5. Choose Add Offline Access Code and follow the on-screen instructions to generate the code.

Understanding OAC:
Your Lockly Guard will randomly generate the OAC, which you can share with your guests, along with the instructions provided by the app.

Press and hold the **OK button** ✔ until you hear a beeping sound, input a 4-12 digit OAC password, then press the **OK button** ✔ unlock.

5.2 Sub Admin Access

Sub-Admin Access lets you give others the ability to control your lock and grant access via Bluetooth when they are nearby.

To set up, open the Lockly Manager app, click **Access**, select **Access Code**, then **Add New User**. You can then set the Validity Period and User Permissions for the sub-admin.

Sub-admins won't have remote access but can provide limited access codes to users when close to the lock. Once you set up Sub-Admin access, you won't be able to issue Offline Access Code™ (OAC) anymore.

This feature is great for long-term property leasing and Airbnb tenants, allowing for easier management of access.

6.1 Re-keying

The Lockly Guard smart lock features a 5-pin cylinder that can be replaced using a standard DIY re-keying kit available in stores. If you're not familiar with the re-keying process, it's best to contact a professional locksmith for assistance.

For more information, you can visit **https://lockly.kustomer.help/**
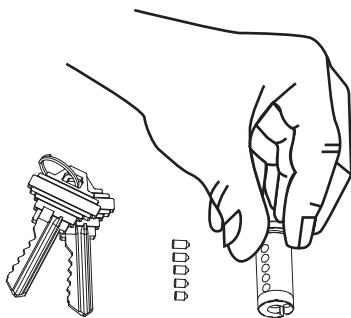
7.1 Important Notes

Auto Lock Feature
You can program your Lockly Guard smart lock to auto-lock between 5 seconds to 1080 minutes after the door opens. This timing can be selected through the Lockly Manager app. If auto-lock is disabled and the door remains open, the touchscreen will stay lit. You can manually lock it by pressing the ✔ keypad.

One-Touch Locking
The lock also has a One-Touch Locking feature, allowing you to quickly lock the door by touching anywhere on the digital keypad. This feature is activated by default but can be deactivated through the Lockly Manager app.

9V Backup Access
In case your Lockly Guard runs out of power, you can temporarily activate the keypad using a 9V battery against the bottom of the exterior side of the lock. Refer to **Section 2.6** for more details.

Physical Keys
Although your **fingerprints** and **access codes** are registered, it's a good practice to carry your physical keys with you at all times, especially if your lock enters **Safe Mode**.

Activation Code
Inside your package, you'll find an **Activation Code Card**. It's essential to keep this card safe, as you'll need the default **Activation Code** to master reset your lock if you lose the phone paired with the Lockly Guard or forget your **access code**.

Troubleshooting
For troubleshooting and frequently asked questions, please visit
https://www.locklypro.com/contact-us

8.1 Cleaning

DO
• Wipe the surface with a soft, damp cloth.
• Gently clean the digital keypad to prevent scratches.
• Make sure the lock is dry after cleaning.

DON'T
• Avoid harsh chemicals or abrasive cleaners.
• Don't soak the lock in water.
• Steer clear of sharp objects that could damage the surface.

8.2 Calibrating the Lock

If your Lockly Guard hasn't been used for a while, it may respond slowly or not at all due to lubrication issues, dust, or cold temperatures. To keep it working properly, you should calibrate the lock.

To do this, enter your **access code**, then **1234**, and press **OK button** ✓ . Calibration takes about 60 seconds, during which you'll hear the lock unlocking several times. The sounds will stop when it's finished.

> **example: 135790+1234+** ✓

You can also calibrate the lock using the Lockly Manager app. Open the app, select your lock, and go to **Settings > Calibrate**. Regular calibration helps ensure your lock works efficiently.

9.1 Safety Precautions

Important Instructions and Safety Precautions for Lockly Guard Users

Never attempt to disassemble the smart lock yourself. This can cause damage, void the warranty, and lead to injuries.

Avoid using inappropriate tools that could damage or malfunction the lock.

Always ensure your door is securely closed and locked when leaving your house to prevent unwanted entry.

Keep your Access Codes safe and restrict access to the back panel of your smart lock. Regularly check your settings to ensure Access Codes haven't been changed without your knowledge.

Always dispose of used batteries according to local laws. DO NOT BURN them.

QUICK TIP

Unauthorized changes and modifications to your Lockly Guard Smart Lock may void your product warranty. If you have any questions or encounter issues while using your lock, please reach out to our customer service department at **prosales@lockly.com**.

For technical assistance, you can also visit **https://www.locklypro.com/contact-us**. Our team is here to help you!

FCC Warning:
This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

NOTE 1: 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.

NOTE 2: Any changes or modifications to this unit not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

FCC Radiation Exposure Statement
This equipment complies with FCC radiation exposure limits set forth for an uncontrolled environment. It should be installed and operated with minimum distance 20cm between the radiator & your body.

IC WARNING
This equipment contains licence-exempt transmitter(s) that comply with Innovation, Science and Economic Development Canada's licence-exempt RSS(s).
Operation is subject to the following two conditions:
(1) This device may not cause interference.
(2) This device must accept any interference, including interference that may cause undesired operation of the device.

L'émetteur/récepteur exempt de licence contenu dans le présent appareil est conforme aux CNR d'Innovation, Sciences et Développement économique Canada applicables aux appareils radio exempts de licence. L'exploitation est autorisée aux deux conditions suivantes:
1. L'appareil ne doit pas produire de brouillage;
2. L'appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible d'en compromettre le fonctionnement.

IC Radiation Exposure Statement
This equipment meets the exemption from the routine evaluation limits in section 2.5 of RSS-102. It should be installed and operated with a minimum distance of 20cm between the radiator and any part of your body.

Cet équipement est conforme à l'exemption des limites d'évaluation habituelle de la section 2.5 de la norme RSS-102. Il doit être installé et utilisé à une distance minimale de 20 cm entre le radiateur et toute partie de votre corps.

⚠️ **WARNING:** Cancer risk from exposure to Lead. See www.P65Warnings.ca.gov.

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