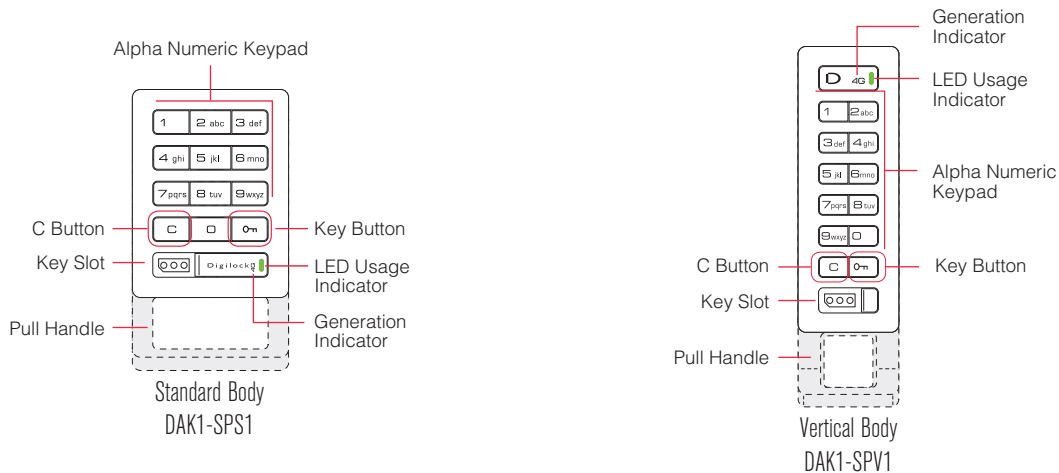


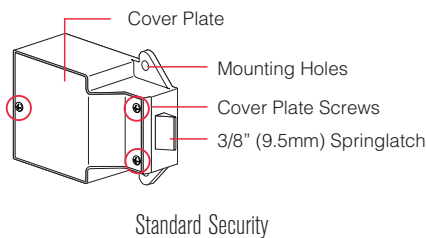
Keypad locks operate by entry of a 4-digit code. In assigned use functionality, a 4-digit User Code is assigned to operate the lock. The user enters the assigned User Code to unlock and closes the door to automatically lock. Management staff operates the lock with either the Programming Key unique to the lock system or any registered Manager Bypass Key.

Lock Parts

Front Unit

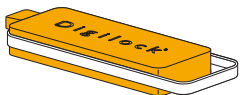


Rear Unit



Keys

Programming Key



- Registers Manager Bypass Keys
- Provides lock access in case of forgotten/lost user credential (code or key)
- Allows management audit/inspection
- Provides external power in case of battery failure
- 1 Programming Key required per lock system

Manager Bypass Key



- Assigns User Code and User Key
- Provides lock access in case of forgotten/lost user credential (code or key)
- Allows management audit/inspection
- Provides external power in case of battery failure
- Up to 25 Manager Bypass Keys may be registered per lock

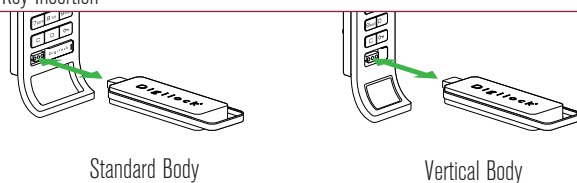
User Key



- Operates the lock instead of User Code
- ADA compliant*

*US Access Board requires 5% of all locks to be ADA compliant.

Key Insertion



Digilock logo must face up on standard and vertical body locks.

Programming Instructions

Initial Setup

New locks operate only with **[C]** **[0m]**. Locks must be setup to allow full operation.

- Touch the Programming Key to the key slot until a two-tone beep is heard and the LED turns on.
- Touch each Manager Bypass Key to the key slot. A two-tone beep will be heard for each Manager Bypass Key that is successfully registered.
- Touch the Programming Key to the key slot until a two-tone beep is heard and the LED turns off.
- Repeat above steps for each lock or follow Express Register instructions to setup all locks.

Express Register

Manager Bypass Key(s) can be quickly registered to multiple locks. The Programming Key copies the registered Manager Bypass Key(s) from one lock to multiple locks.

- Go to the lock registered with the Manager Bypass Key(s).
- Press **[C]** **[0m]** **[6][6]** **[0m]**. The LED will turn on.
- Touch the Programming Key to the key slot until a two-tone beep is heard and the LED turns off.
- At each lock to be registered, touch the Programming Key to the key slot until a two-tone beep is heard and the LED flashes once to indicate successful registration.
- End express registration.* Go to any registered lock and press **[C]** **[0m]** then touch the Programming Key to the key slot to operate the lock.

**The Programming Key will continue to function in express registration mode until it is used to operate a lock.*

Register/Add Manager Bypass Key(s)

Up to 25 Manager Bypass Keys may be registered to a lock. If required, contact your Digilock Product Representative to order additional Manager Bypass Key(s).

- Go to a lock requiring Manager Bypass Key(s).
- Press **[C]** **[0m]** **[5][5]** **[0m]**. The LED will turn on.
- Touch the Programming Key to the key slot until a two-tone beep is heard.
- Touch each Manager Bypass Key to the key slot. A two-tone beep will be heard for each Manager Bypass Key that is successfully registered.
- Touch the Programming Key to the key slot until a two-tone beep is heard and the LED turns off.
- Repeat above steps for each lock or follow Express Register instructions to register the same Manager Bypass Key(s) to multiple locks.

For Lost or Stolen Keys

For a lost or stolen Programming Key:

The lost/stolen Programming Key will continue to operate the lock(s) until it is replaced. Immediately order a Replacement Programming Key from your Digilock Product Representative. Once received, follow enclosed instructions to set up the lock(s) to operate with the Replacement Programming Key.



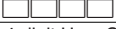




For a lost or stolen Manager Bypass Key(s):

Lost/Stolen Manager Bypass Key(s) will continue to operate the lock(s). To prevent the lost/stolen Manager Bypass Key(s) from operating the lock(s), erase all registered Manager Bypass Key(s) and register only the remaining Manager Bypass Key(s).


- Collect all remaining Manager Bypass Key(s).
- Press **[C]** **[0m]** **[5][5]** **[0m]**. The LED will turn on.
- Touch the Programming Key to the key slot until a two tone beep is heard.
- Touch the Programming Key to the key slot again until three sets of two-tone beeps are heard and the LED turns off. All previously registered Manager Bypass Key(s) have been erased from the lock.
- Follow Register/Add Manager Bypass Key(s) instructions to register the remaining Manager Bypass Key(s).

Assign User Credential (User Code or User Key)*

Assign a User Code (Default User Code = 1234)

- a. Press , then touch a registered Manager Bypass Key to the key slot until the LED turns on.
- b. Press   . A two-tone beep will be heard.
(new 4-digit User Code)
- c. Confirm entry. Press   . Two sets of two-tone beeps will be heard and the LED will turn off.
(same 4-digit User Code)




Assign a User Key

- a. Press , then touch a registered Manager Bypass Key to the key slot until the LED turns on.
- b. Touch any User Key to the key slot until a two-tone beep is heard and the LED turns off.

**Once a User Credential is assigned, the previous User Credential will no longer operate the lock.*

Operating Instructions

Operate with the assigned User Code:

- To unlock: Press   . The latch will retract for approximately 6 seconds to allow the door to be opened.*
(assigned User Code)
- To lock: Close the door.


Operate with the assigned User Key:

- To unlock: Touch the assigned User Key to the key slot. The latch will retract for approximately 6 seconds to allow the door to be opened.
- To lock: Close the door.

Operate with a registered Manager Bypass Key:

- To unlock: Touch a registered Manager Bypass Key to the key slot. The latch will retract for approximately 6 seconds to allow the door to be opened.
- To lock: Close the door.

Operate with the Programming Key:

- To unlock: Press , then touch the Programming Key to the key slot. The latch will retract for approximately 6 seconds to allow the door to be opened.
- To lock: Close the door.

**The lock will go into "Sleep Mode" after 3 consecutive incorrect entries.*

Support

Sleep Mode

After three consecutive incorrect User Code entries to unlock, the lock will go into “Sleep Mode” for one minute and for an additional minute for each subsequent incorrect entry. The keypad is disabled while in “Sleep Mode”.

Error Condition Indicator

Locks emit feedback when an error condition exists.

10 rapid beeps:

The lock is binding which means that either door alignment or items in the locker are preventing the lock from operating. Press on the door while operating the lock. If error condition persists, contact Digilock Support for assistance.

2 sets of three beeps:

The batteries are low. Replace the batteries.

1 beep:

The lock does not recognize the User Code or Key.

Does not Unlock with the User Code or User Key

The lock does not recognize the User Code or User Key. Follow Assign User Credential instructions to assign a new User Code or User Key to the lock. For immediate access, operate the lock with a registered Manager Bypass Key.


Does not Operate with a Manager Bypass Key

The lock does not recognize the Manager Bypass Key. Follow Register/Add Manager Bypass Key(s) instructions to register the Manager Bypass Key to the lock. For immediate access, operate with another registered Manager Bypass Key or with the Programming Key.

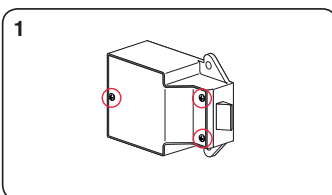
Does not Operate with the Programming Key

The lock does not recognize the Programming Key. Contact Digilock Support for assistance.

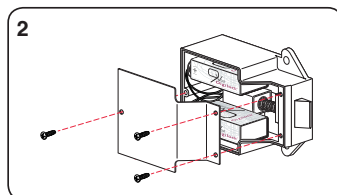
No Audible Feedback when is Pressed

- The lock may be in “Sleep Mode” or the batteries need to be replaced. For immediate access, operate with a registered Manager Bypass Key. Press  to test; if no audible feedback, replace the batteries.
- If error condition persists, loosen the mounting hardware and test.
- If error condition persists, remove the lock and assemble in your hand to test. If the door is locked or damage is visible, contact Digilock Support.
- If the lock functions when assembled in your hands, reinstall and test again.
- If error condition persists, contact Digilock Support.

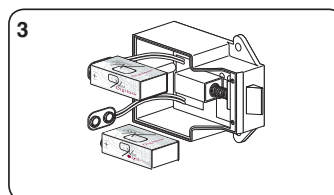
Battery Replacement



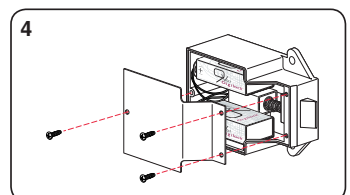
1 The batteries are located in the rear unit of the lock.



2 Remove the screws and the cover plate.



3 Pull the batteries from the rear housing and gently pull from the connector snaps. Replace with two premium alkaline 9V batteries.



4 Reinstall the batteries and screw cover plate in place.