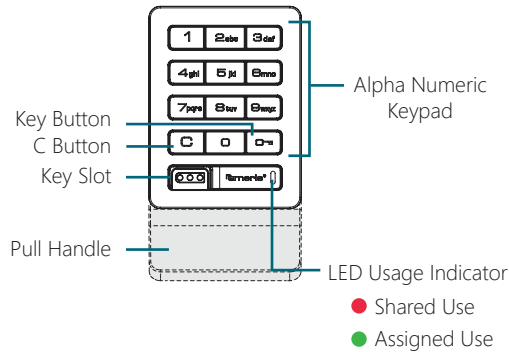


Digital Lock User Guide



ALIGN LOCKERS & WARDROBES

Keypad digital locks are operated by a 4-7 digit User Code. Manager Keys provide management access and external power. Programming is accomplished via a Programming Key unique to the lock system.

LOCK PARTS



KEYS

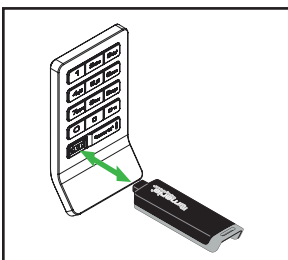
| |  Manager Key ¹ |  Programming Key ² |
|---|---|--|
| Operates the lock | ● | ● |
| Overrides user access | ● | ● |
| Allows management inspection | ● | ● |
| Provides external power | ● | ● |
| Programs Manager Keys to the lock | | ● |
| Assigns user credentials ³ (in assigned use functionality) | ● | |
| Sets lock functionality | | ● |

¹ Up to 6 Manager Keys may be programmed to each lock.

² 1 Programming Key allowed per lock system.

³ Up to 20 user credentials may be assigned to each lock.

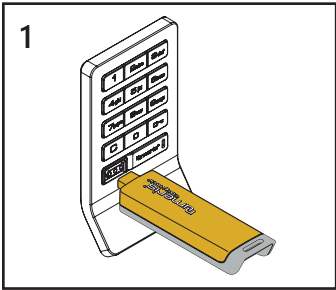
KEY INSERTION



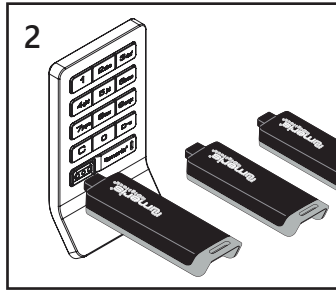
Digilock logo must face down

SETUP

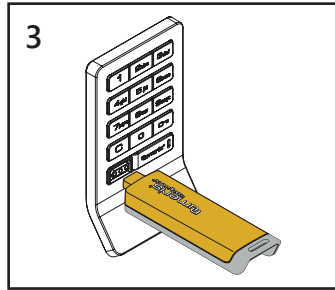
Locks are shipped with factory default settings (only operates by pressing **[C] [0m]**). Each lock must be set up to operate with a Programming Key and Manager Keys.



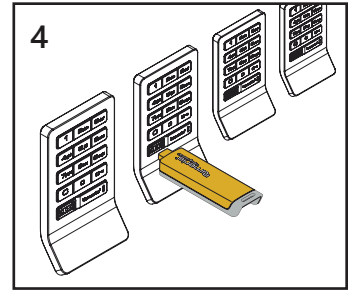
1
Insert the Programming Key.
A two-tone beep will be heard and the LED will turn on.



2
Insert one Manager Key at a time.
A beep will be heard for each Manager Key programmed.



3
Insert the Programming Key.
A two-tone beep will be heard and the LED will turn off.

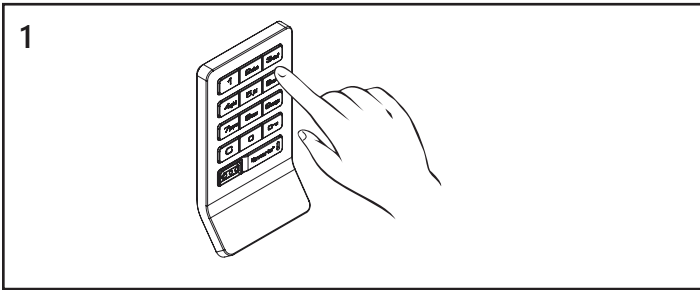


4
Repeat above steps for each lock or follow instructions to Express Register Manager Keys to setup all locks.

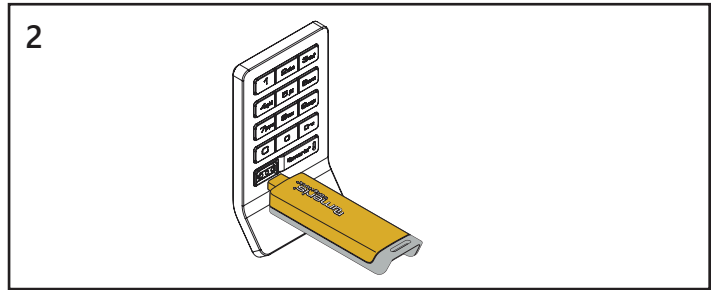
PROGRAMMING INSTRUCTIONS

Express Register Manager Credentials

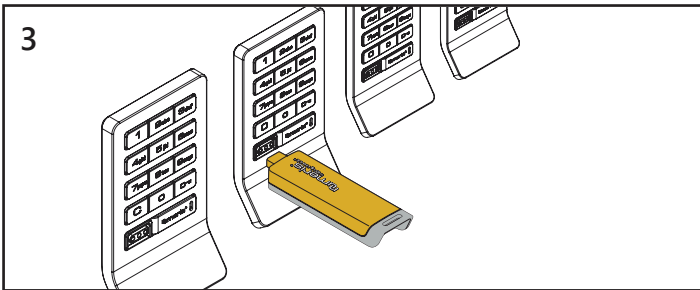
The Programming Key can quickly program multiple locks to operate with the same Manager Keys.



1
Go to a lock already programmed to operate with the Manager Keys.
Press: **[C] [0m]** **[6] [1] [0m]**. The LED will turn on.

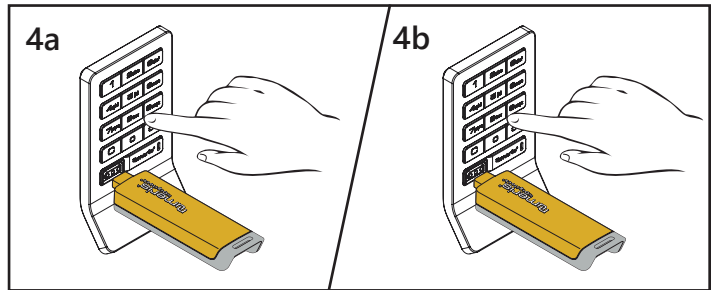


2
Insert the Programming Key.
A two-tone beep will be heard and the LED will turn off.



3
Insert the Programming Key to program each lock to operate with the same Manager Keys.

Two sets of two-tone beeps will be heard and the LED will flash twice to indicate successful programming.



4a
End express registration mode.*
Go to any programmed lock.

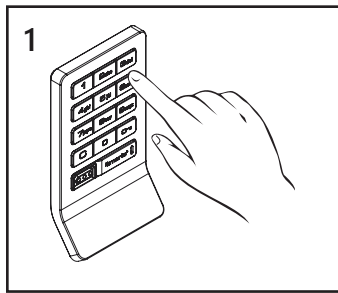
Press **[C] [0m]** then insert the Programming Key.
Press **[C] [0m]** then insert the Programming Key again to return the bolt to the original position.

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

PROGRAMMING INSTRUCTIONS

Add Manager Keys

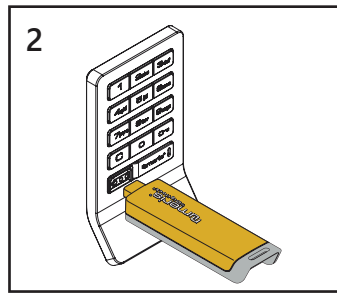
Manager Keys can be programmed to the locks at any time.



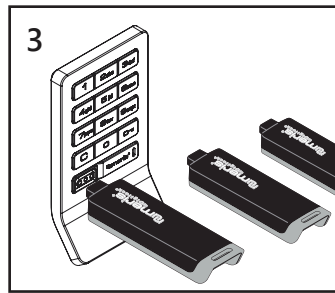
Go to a lock requiring additional Manager Keys.

Press: **Prog** **5** **5** **Prog**

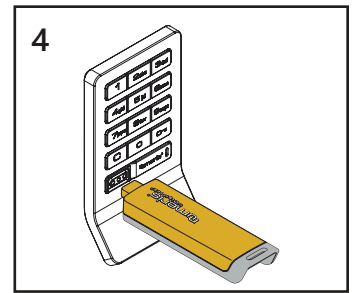
The LED will turn on.



Insert the Programming Key.
A two-tone beep will be heard.



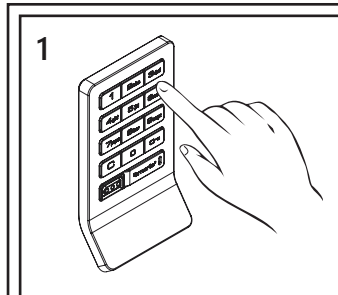
Insert each additional Manager Key one at a time.
A beep will be heard for each Manager Key programmed.



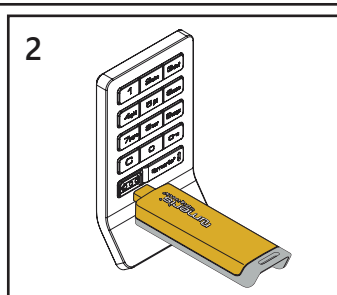
Insert the Programming Key.
A two-tone beep will be heard and the LED will turn off.
Repeat above steps for each lock or follow instructions to Express Register Manager Keys to quickly program multiple locks to operate with the same Manager Keys.

Set Lock Functionality

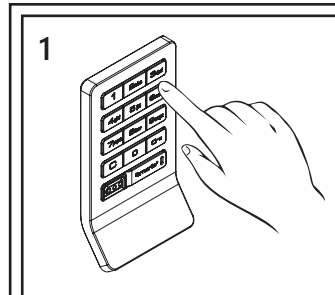
Each lock can be set for either shared or assigned use functionality. Press **Prog** to check functionality. If in shared use, LED is red. If in assigned use, LED is green.



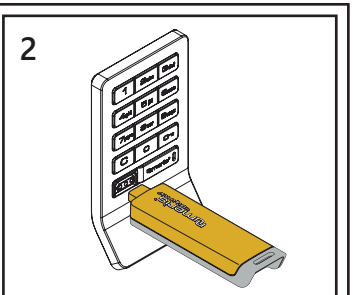
To set for assigned use:
Press: **Prog** **6** **5** **Prog**
The red LED will turn on.



Insert the Programming Key.
A two-tone beep will be heard and the green LED will flash once.



To set for shared use:
Press: **Prog** **5** **6** **Prog**
The green LED will turn on.

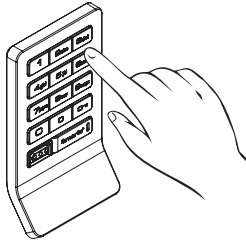
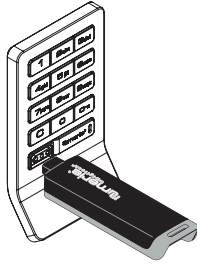
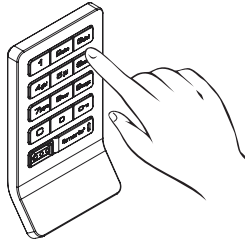
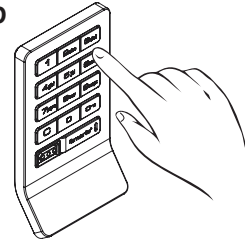


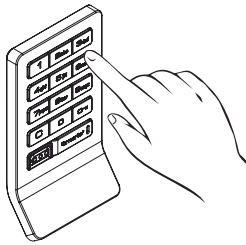
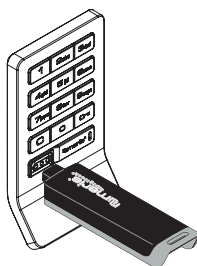
Insert the Programming Key.
A two-tone beep will be heard and the red LED will flash once.

PROGRAMMING INSTRUCTIONS

Assign User Credentials (for assigned use functionality only)

Make sure that the lock is set for assigned use functionality (a green LED will flash when = is pressed). Up to 20 user credentials (User Codes and/or User Keys) may be assigned to each lock.

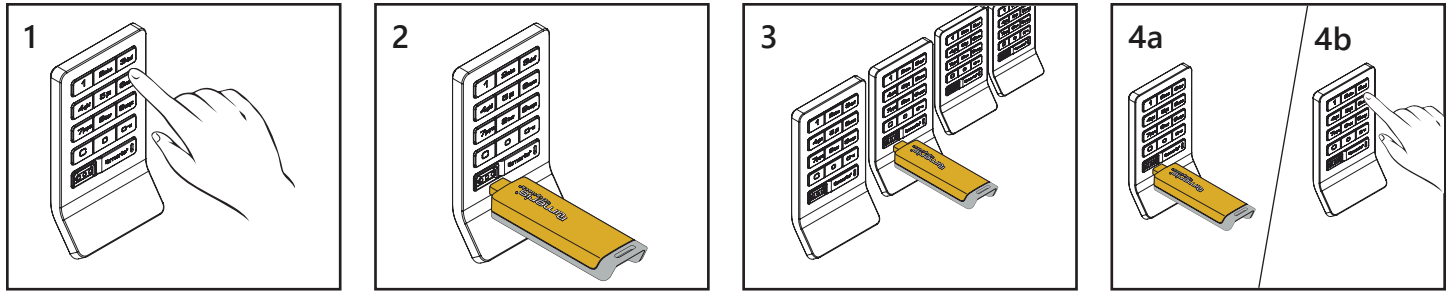
| | | | |
|--|---|---|---|
|  <p>1a</p> |  <p>1b</p> |  <p>2a</p> |  <p>2b</p> |
| <p>Assign User Codes: Press: [=] [0m] [5] [5] [0m] The LED will turn on. Insert a valid Manager Key. A two-tone beep will be heard.</p> | | <p>Press: [=] [new 4-7 digit code] [0m]. A two-tone beep will be heard. Press: [=] [the same 4-7 digit code] [0m] Two sets of two-tone beeps will be heard and the LED will turn off.</p> | |

| | |
|---|--|
|  <p>1a</p> |  <p>1b</p> |
| <p>Assign User Keys: Press: [=] [0m] [5] [5] [0m] The LED will turn on. Insert a valid Manager Key. A two-tone beep will be heard.</p> | |

PROGRAMMING INSTRUCTIONS – IN ASSIGNED USE FUNCTIONALITY

Express Register User Credentials and Manager Keys

Make sure the lock is set for assigned use functionality (a green LED will flash when [C] is pressed). The Programming Key can quickly program multiple locks to operate with the same user credentials and Manager Keys.



Go to a lock already programmed to operate with the user credentials and Manager Keys.

Press: [C] [0] [6] [6] [0]

The LED will turn on.

Insert the Programming Key.
A two-tone beep will be heard and the LED will turn off.

Insert the Programming Key to program each lock to operate with the same user credentials and Manager Keys.

Two sets of two-tone beeps will be heard and the LED will flash twice to indicate successful programming.

End express registration mode.*

Go to any programmed lock.

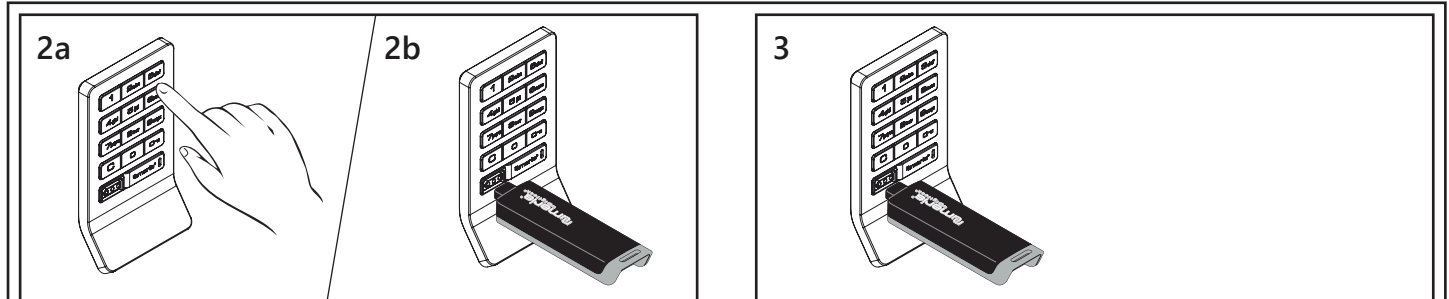
Press [C] [0] then insert the Programming Key.

Press [C] [0] then insert the Programming Key again to return the bolt to the original position.

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

Remove User Credentials

Make sure the lock is in assigned use functionality (a green LED will flash when [C] is pressed). The locks must be reprogrammed to remove user credentials from operating a lock.



Press: [C] [0] [5] [5] [0]

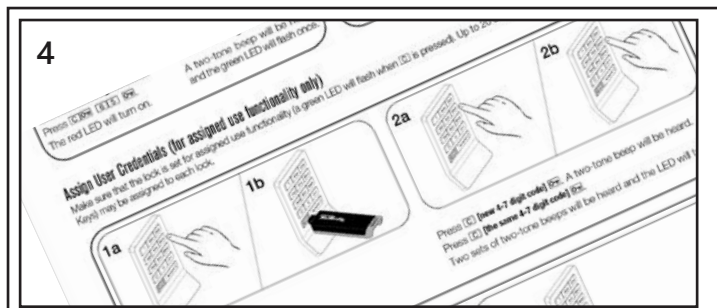
The LED will turn on.

Insert a valid Manager Key.

A two-tone beep will be heard.

Insert the Manager Key again.

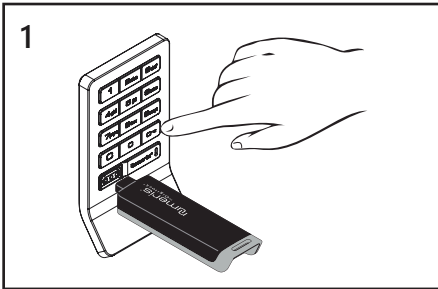
Three sets of two-tone beeps will be heard and the LED will turn off. All previously assigned user credentials will be removed.



Follow [Assign User Credentials](#) instructions to assign the remaining and replacement user credentials to the locks.

PROGRAMMING INSTRUCTIONS – IN ASSIGNED USE FUNCTIONALITY

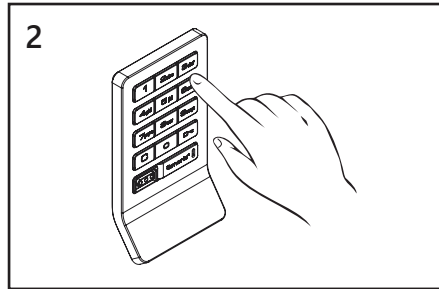
Replace a User Credential



Replace an Assigned User Code with a New User Code:

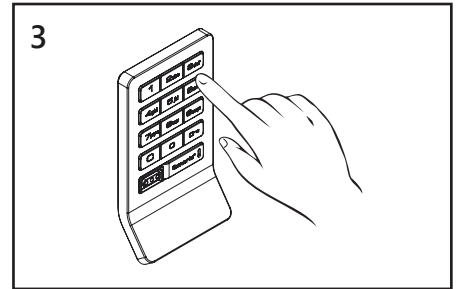
Press: **[C] [M]** then insert a valid Manager Key.

A two-tone beep will be heard and the LED will turn on.



Press = **[C] [assigned user code] [M]**

A two-tone beep will be heard.



Press = **[C] [a new 4-7 digit user code] [M]**
[C] [the same 4-7 digit user code] [M]

Two sets of two-tone beeps will be heard and the LED will turn off.

SUPPORT

Sleep Mode

After three consecutive incorrect User Code entries to unlock, the lock will enter Sleep Mode for one minute. For each subsequent incorrect entry, the lock will remain in Sleep Mode for an additional minute. The keypad is disabled while in Sleep Mode. A valid Manager Key may be used to unlock while lock is in Sleep Mode.

Low Battery Indicator

After locking or unlocking, the lock emits two sets of three beeps indicating that the batteries are low. Replace the batteries.

Does not unlock with the User Code or User Key

The lock does not recognize the User Code or User Key. For immediate access, operate with a valid Manager Key. If in assigned use functionality, follow instructions to Assign User Credentials to assign a new User Code or User Key to the lock.

Does not Operate with a Manager Key

The lock does not recognize the Manager Key. Follow instructions to Add Manager Keys to program the Manager Key to the lock. For immediate access, operate with another valid Manager Key.

No Audible Feedback when = is Pressed

The lock may be in Sleep Mode or the batteries may need to be replaced. For immediate access, operate with a valid Manager Key. If the error condition persists, replace the batteries.

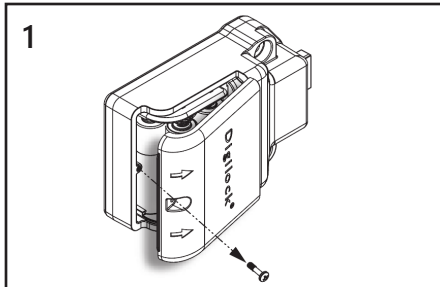
* After 3 consecutive incorrect User Code entries, the keypad will be disabled for 1 minute (Sleep Mode).

† The lock will remain in the locked position if the knob is not turned within approximately 6 seconds.

BATTERY REPLACEMENT

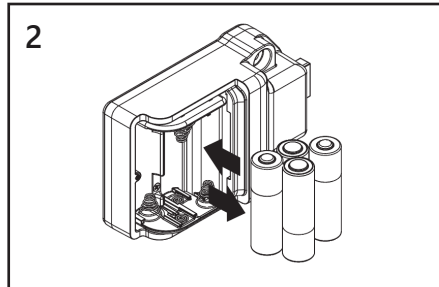
It is not necessary to remove the lock from the door. In case of battery failure, operate with a valid Manager Key.

CAUTION: Risk of explosion or leakage if battery is replaced by an incorrect type, mixed with a different battery type, or inserted backwards. Replace all batteries of a set at the same time. Be sure to insert batteries with correct polarities. Remove exhausted batteries from product promptly and dispose of used batteries according to the battery manufacturer's instructions.



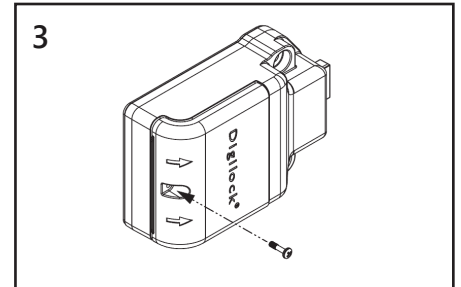
1 Remove the screw from the Cover Plate with a Phillips head screwdriver.

Remove the Cover Plate by lifting the tab at the edge of the cover, below the arrows.



2 Remove the batteries from the housing.

Replace with four premium alkaline AA batteries. Dispose or recycle used batteries according to local regulations.



3 Replace the Cover Plate and secure with the screw.