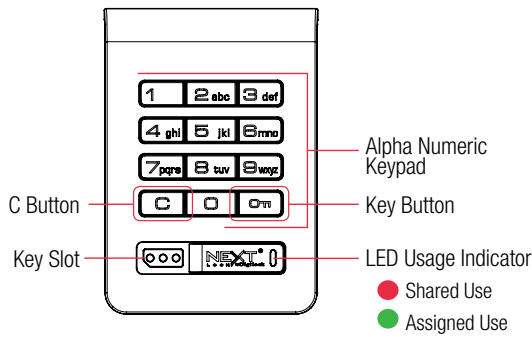


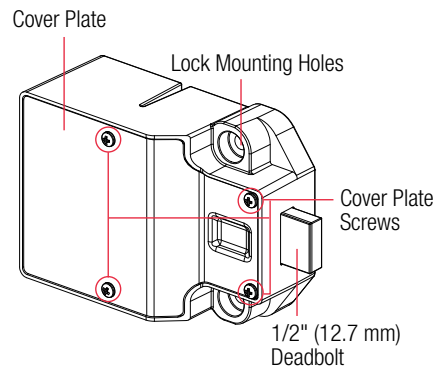
CUE is a keypad lock designed to operate for shared or assigned use applications. In shared use functionality, the user chooses any available locker and enters a self-selected 4-digit User Code to lock and the same code to later unlock. Once unlocked, the locker is available for a different user. In assigned use functionality, the user is assigned a specific locker and a 4-digit User Code or User Key to operate the lock. A Programming Key unique to the lock system programs up to 25 Manager Keys to the locks for management access, external power, and inspection.

Lock Parts

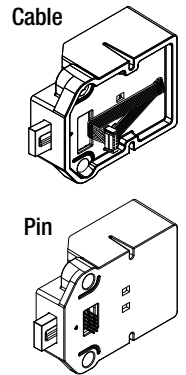
Front Unit



Rear Unit



Connection Options



Keys

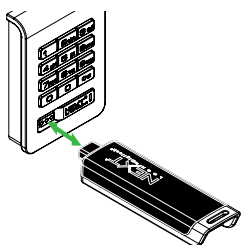


Operates the lock	•	•	•
Overrides user access		•	•
Allows management inspection		•	•
Provides external power		•	•
Programs Manager Keys			•
Assigns user credential (in assigned use functionality)		•	
Sets lock functionality			•

*Up to 25 Manager Keys may be programmed to each lock

**1 Programming Key allowed per lock group

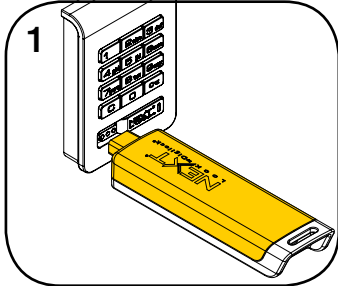
Key Insertion



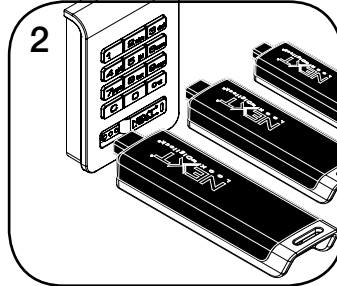
NextLock logo must face up.

Setup

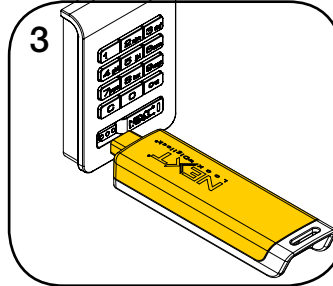
Locks are shipped with factory default settings (only operates by pressing **[C] [0m]**). Setup must be completed to program the Programming Key and Manager Keys to all the locks.



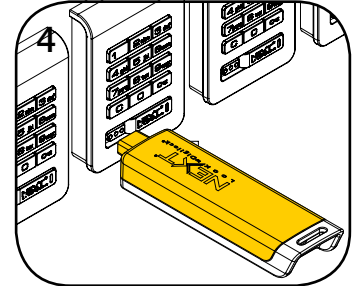
1
Insert the Programming Key.
A two-tone beep will be heard and the LED will turn on.



2
While the LED is on, insert one Manager Key at a time.
A two-tone 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.

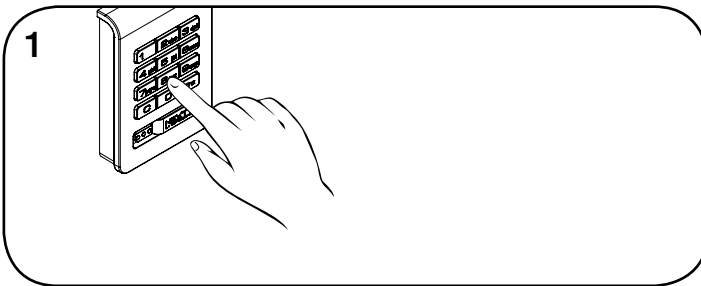


4
Repeat above steps for each lock or follow instructions to Express Register Manager Keys to set up all locks.

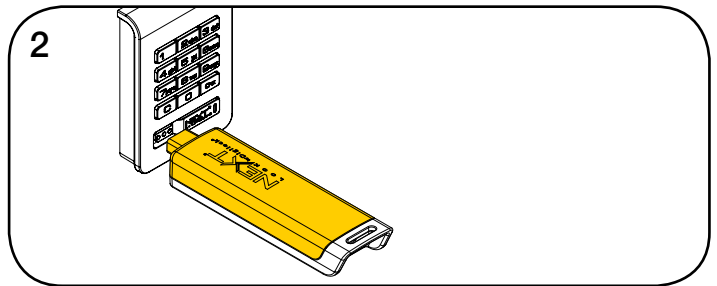
Programming Instructions

Express Register Manager Keys

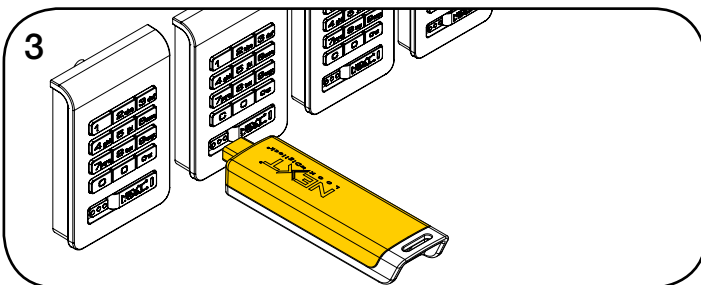
The Programming Key can quickly program the same Manager Keys to operate multiple locks.



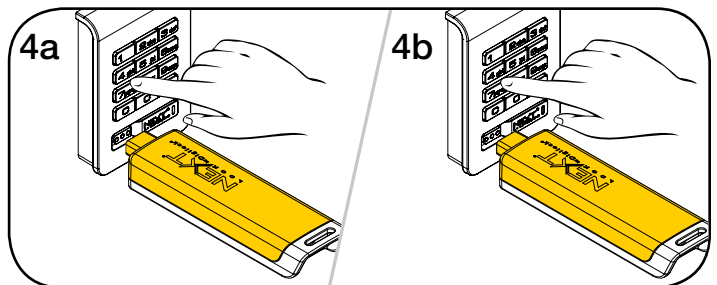
1
Go to the lock already programmed to operate with the Manager Keys.
Press **[C] [0m] [6] [6] [0m]**.
The LED will turn on.



2
While the LED is on, insert the Programming Key.
A two-tone beep will be heard and the LED will turn off.



3
At each lock to be programmed, insert the Programming Key.
A two-tone beep will be heard and the LED will flash once to indicate successful programming.



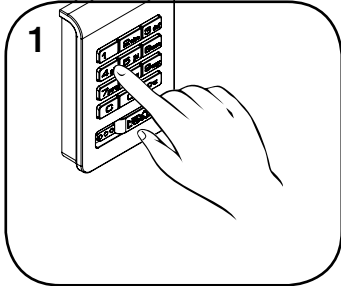
4a
To end Express Registration mode:
Go to any programmed lock.
Press **[C] [0m]** then insert the Programming Key.
Press **[C] [0m]** then insert the Programming Key again to return the bolt to the original position.*

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

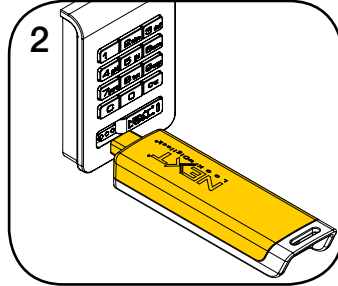
Programming Instructions

Add Manager Keys

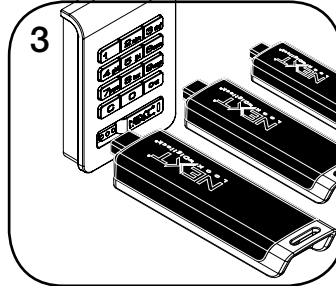
Manager Keys can be programmed to the locks at any time.



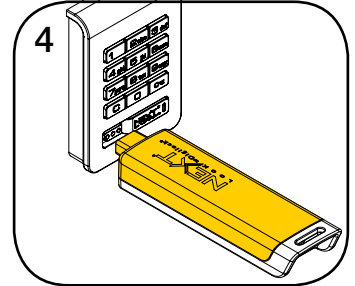
Go to a lock requiring additional Manager Keys.
Press **1 0 0 0 0 0**.
The LED will turn on.



While the LED is on, insert the Programming Key.
A two-tone beep will be heard.



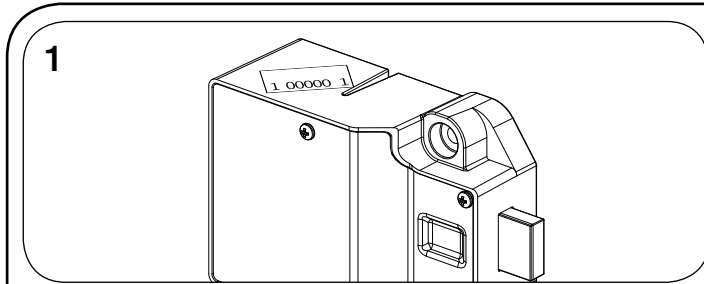
Insert each additional Manager Key one at a time.
A two-tone beep will be heard for each Manager Key programmed.



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 program the same Manager Keys to multiple locks.

Replace Keys

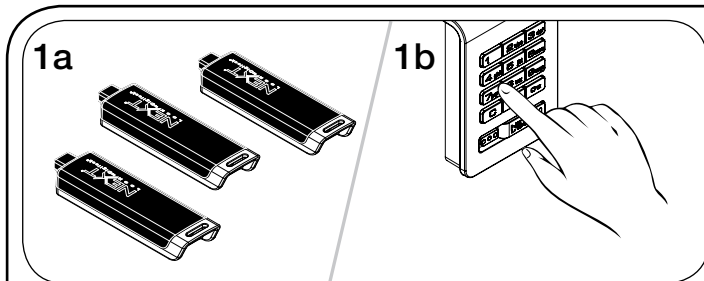
Replacement keys must be purchased and programmed to the locks to prevent the lost/stolen keys from operating a lock.



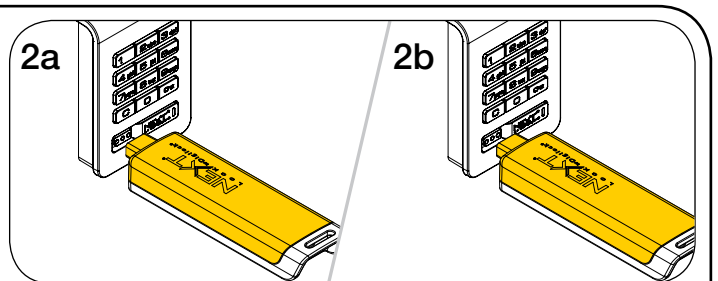
To replace the Programming Key:
Note the order number (found on the lock's rear unit).



Contact Digilock Support to purchase a replacement Programming Key.



To replace the Manager Keys:
Collect all remaining Manager Keys.
Go to any lock operated by the Manager Keys.
Press **1 0 0 0 0 0**. The LED will turn on.

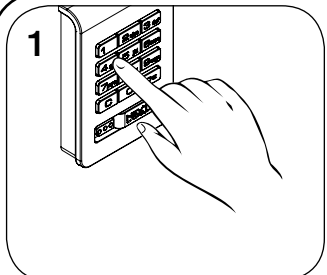


While the LED is on, insert the Programming Key.
A two-tone beep will be heard and the LED will remain on.
Insert the Programming Key again.
Three sets of two-tone beeps will be heard and the LED will turn off. All previously programmed Manager Keys are erased.
Follow instructions to [Add Manager Keys](#) to program the intended Manager Keys to the locks.

Programming Instructions

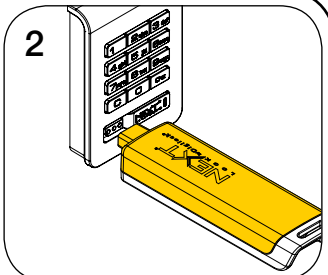
Set Lock Functionality

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



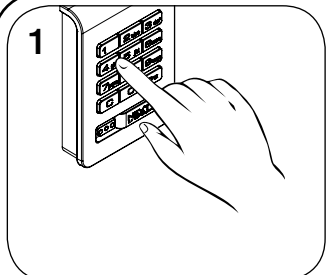
1

To set for assigned use:
Press **[*] [0] [6] [5] [*]**.
The LED will turn on.



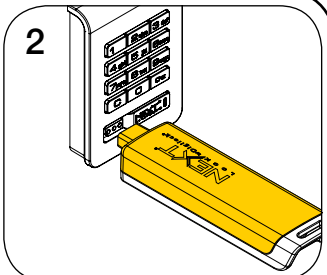
2

While the LED is on, insert the Programming Key.
A two-tone beep will be heard and the LED will turn off.



1

To set for shared use:
Press **[*] [0] [5] [6] [*]**.
The LED will turn on.

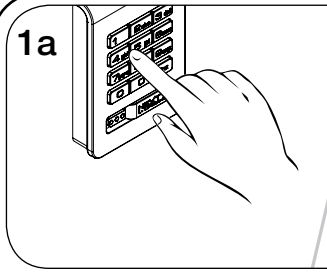


2

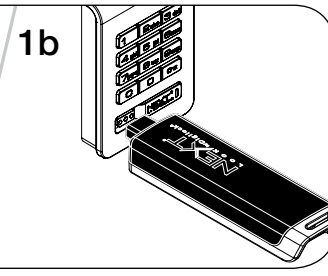
While the LED is on, insert the Programming Key.
A two-tone beep will be heard and the LED will turn off.

Assign User Credentials (for assigned use functionality only)

Make sure that the lock is set for assigned use functionality. Once a user credential is assigned, the previously assigned user credential will no longer operate the lock.

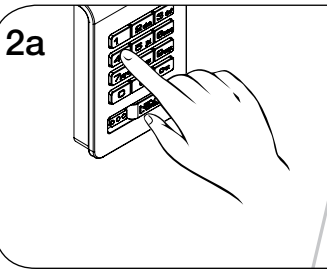


1a

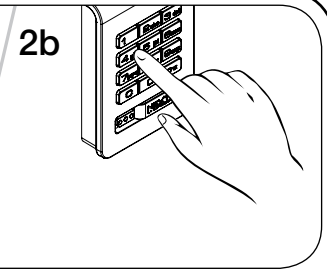


1b

Assign a User Code:
Default User Code: **[1] [2] [3] [4]**
Press **[*] [*]** then insert a valid Manager Key.
The LED will turn on.

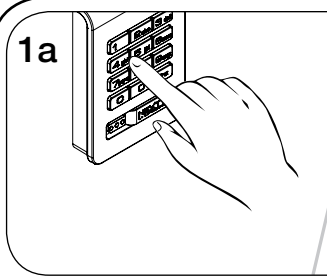


2a

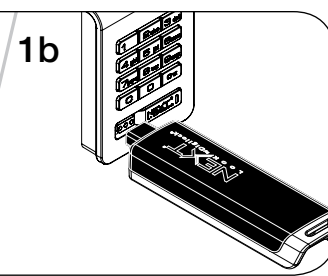


2b

While the LED is on, press **[*] [new 4-digit code] [*]**. A two-tone beep will be heard.
Press **[*] [the same 4-digit code] [*]**.
Two sets of two-tone beeps will be heard and the LED will turn off.

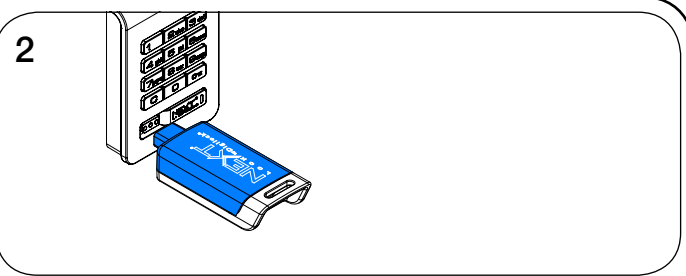


1a



1b

Assign a User Key:
Press **[*] [*]** then insert a valid Manager Key.
The LED will turn on.



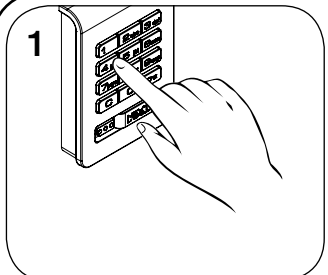
2

While the LED is on, insert a User Key.
A two-tone beep will be heard and the LED will turn off.

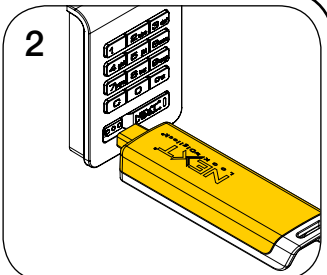
Set Additional Lock Features (for shared use functionality only)

LED Usage Indicator

When in shared use functionality, each lock can be programmed to have the LED flash or not flash while the lock is in use. The default setting is ON (red LED flashes while lock is in use).



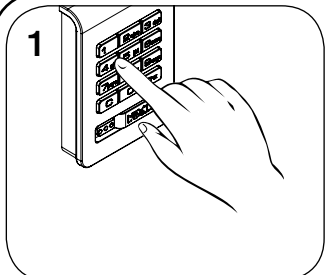
1



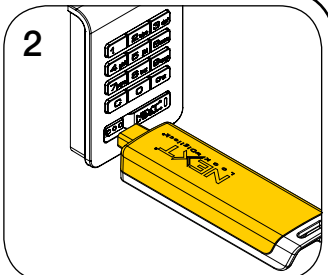
2

To turn off the LED Usage Indicator:
Press **[C] [0] [9] [2] [0]**.
The LED will flash.

While the LED is flashing, insert the Programming Key.
A two-tone beep will be heard and the LED will turn off.



1



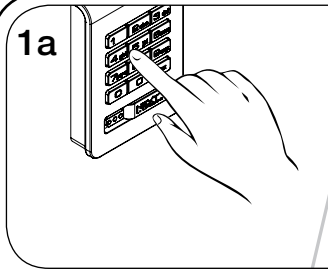
2

To turn on the LED Usage Indicator:
Press **[C] [0] [9] [1] [0]**.
The LED will flash.

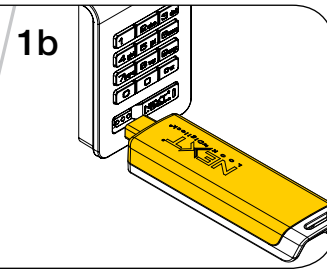
While the LED is flashing, insert the Programming Key.
A two-tone beep will be heard and the LED will turn off.

Auto Unlock

When in shared use functionality, each lock can be programmed to auto unlock after a set number of hours. The default setting is OFF (does not auto unlock).

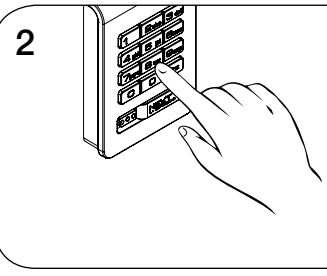


1a



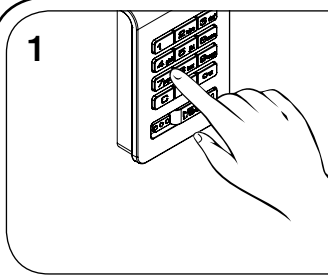
1b

To turn on Auto Unlock:
Press **[C] [0] [9] [5] [0]**.
The LED will flash.
While the LED is flashing, insert the Programming Key.
The LED will turn on.

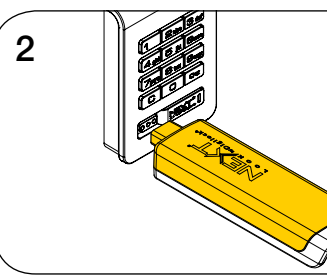


2

While the LED is on, press the set number of hours from **[1] - [9] [9]** then press **[0]**.
Two sets of two-tone beeps will be heard and the LED will turn off.
For example: Press **[8] [0]** to set the lock to auto unlock after 8 hours.



1



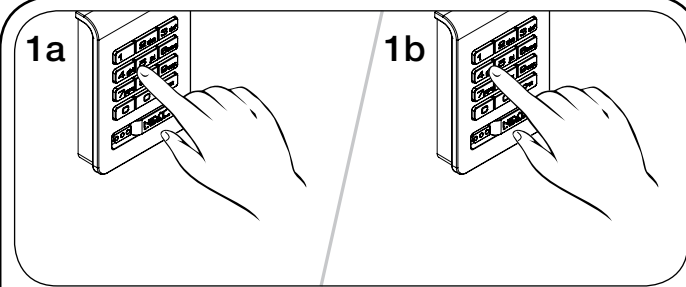
2

To turn off Auto Unlock:
Press **[C] [0] [9] [4] [0]**.
The LED will flash.

While the LED is flashing, insert the Programming Key.
A two-tone beep will be heard and the LED will turn off.

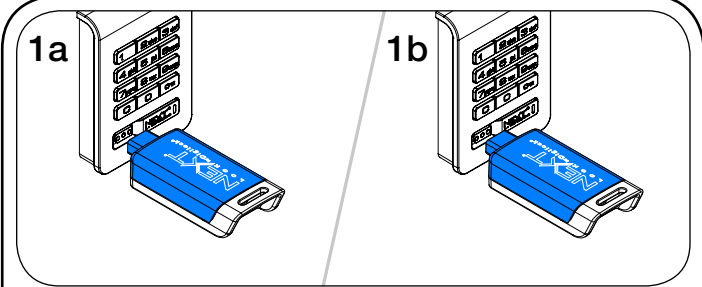
Operating Instructions - In Shared Use Functionality

In shared use functionality, users enter a self-selected 4-digit User Code or insert any User Key to lock and the same User Code or User Key to unlock. Once unlocked, the lock is available for a different user.



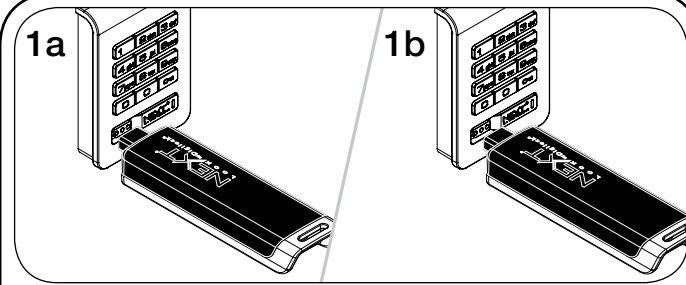
1a **1b**

Operate with a User Code
To lock: Close the door. Press [] [any 4-digit code] [].
To unlock: Press [] [the same 4-digit code] [].* Open the door.



1a **1b**

Operate with a User Key
To lock: Close the door. Insert any User Key.
To unlock: Insert the same User Key. Open the door.



1a **1b**

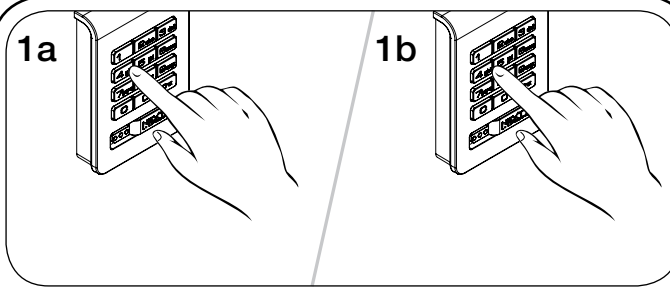
Operate with a Manager Key
To unlock: Insert a valid Manager Key. Open the door.
To relock: Close the door. Insert a valid Manager Key.**

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

**If a valid Manager Key is used to relock, the previous user credential will continue to operate the lock.

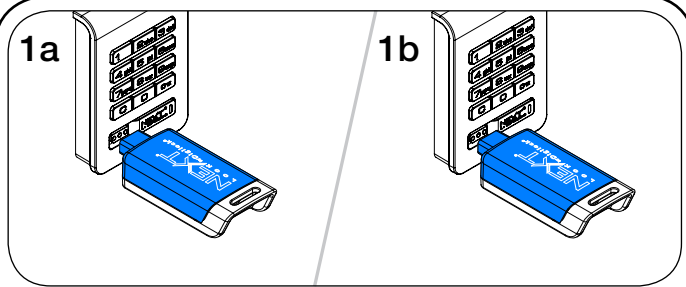
Operating Instructions - In Assigned Use Functionality

In assigned use functionality, users operate the lock with their assigned user credential (either a User Code or a User Key). To reassign a lock to a different user, follow instructions to [Assign User Credentials](#).



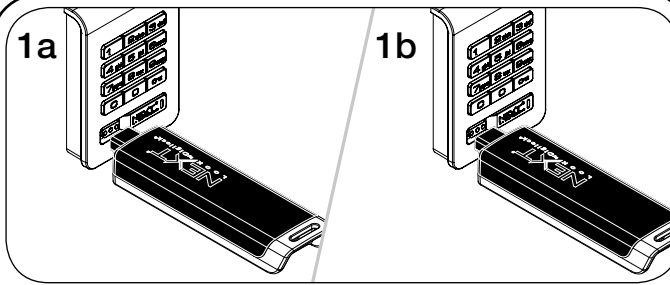
1a **1b**

Operate with the User Code
To unlock: Press [] [assigned 4-digit code] [].* Open the door.
To relock: Close the door. Press [] [] [].



1a **1b**

Operate with the User Key
To unlock: Insert the assigned User Key. Open the door.
To relock: Close the door. Insert the assigned User Key.



1a **1b**

Operate with a Manager Key
To unlock: Insert a valid Manager Key. Open the door.
To relock: Close the door. Insert a valid Manager Key.

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

Support

Sleep Mode

After three consecutive incorrect User Code entries to unlock, the lock will go into 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 the lock is in Sleep Mode.

Error Condition Indicators

10 rapid beeps:

The lock is binding, meaning 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.

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.

Does not Operate with the Programming Key

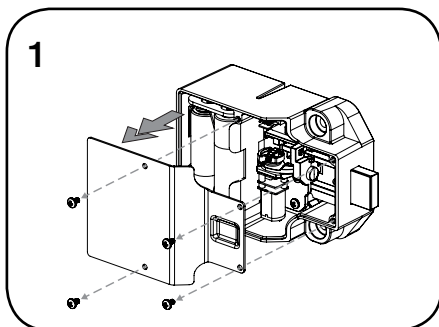
The lock does not recognize the Programming Key. If the Programming Key has been replaced, operate with the Replacement Programming Key. Contact Digilock support for additional assistance.

No Audible Feedback when **C** is Pressed

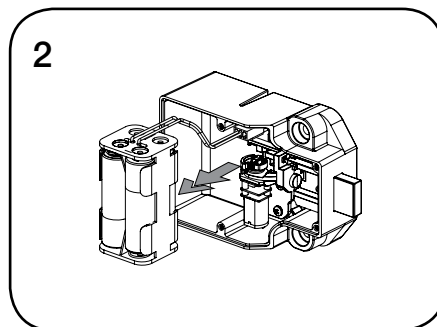
- The lock may be in Sleep Mode or the batteries may need to be replaced. For immediate access, operate with a valid Manager Key.
- The front unit may not be properly connected to the rear unit. Remove the lock from the door and check the connection.

Battery Replacement (shown with cable rear unit)

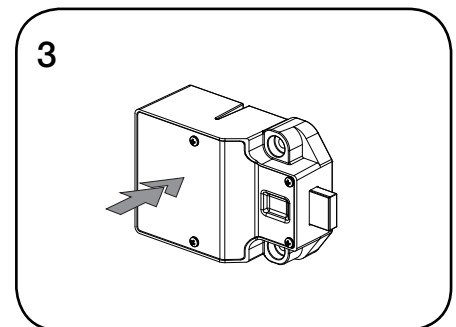
It is not necessary to uninstall the lock from the door. In case of battery failure, operate with a valid Manager Key.



1 Remove the screws and the cover plate.



2 Pull the battery pack from the rear housing. Replace with four premium alkaline AA batteries.



3 Place the battery pack back into the rear housing and screw cover plate in place.