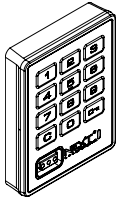


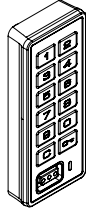
Range locks with a keypad interface are operated by a 4-digit User Code or by an ADA compliant User Key. Manager Keys provide management access and external power. Programming is accomplished via a Programming Key unique to the lock system.

Body Style

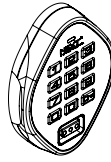
Range is available in three body styles: Standard, Vertical, and Oval.



Standard

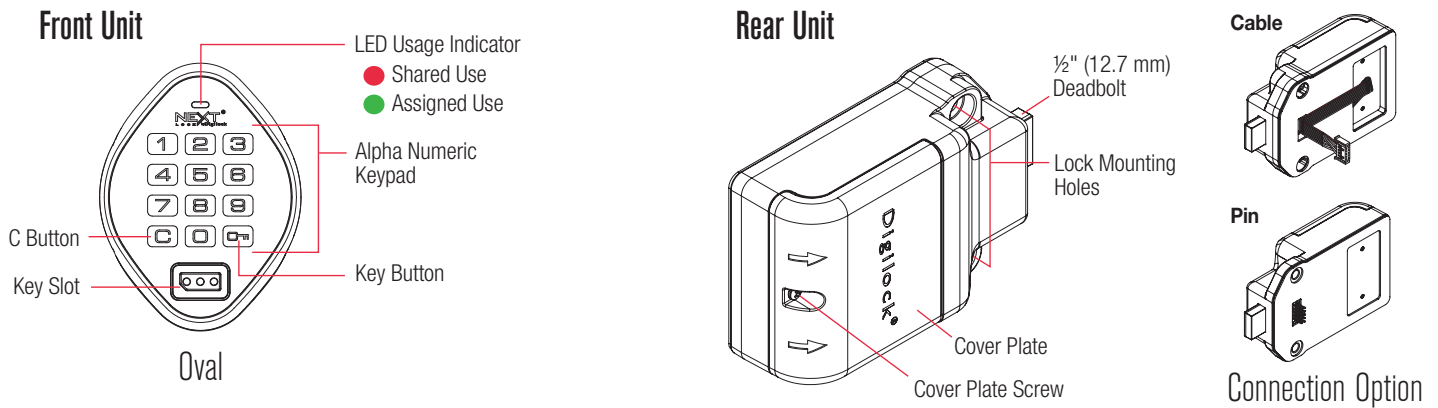


Vertical



Oval

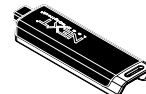
Lock Parts



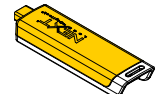
Keys



User Key



Manager Key*



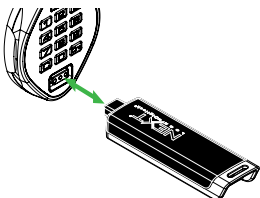
Programming Key**

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

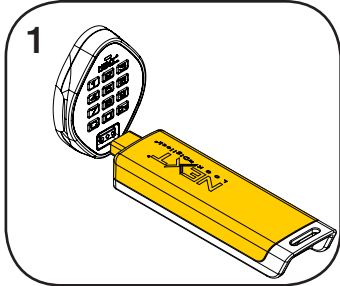
Key Insertion



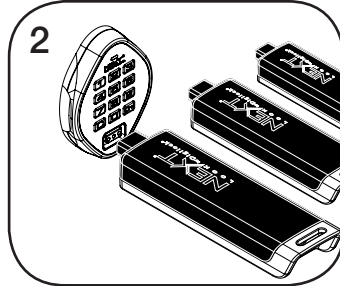
NextLock logo must face up.

Setup

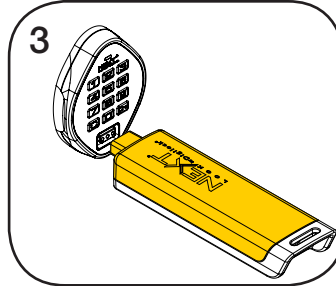
Locks are shipped with factory default settings (only operates by pressing **[C]** **[0m]**). Setup must be completed to program the Programming Key and Manager Keys to all the locks.



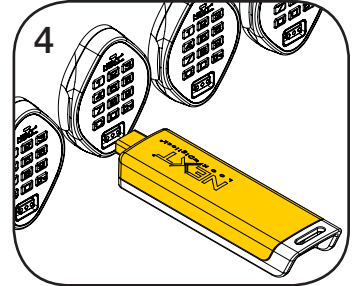
1 Insert the Programming Key.
A two-tone beep will be heard and the LED will turn on.



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.

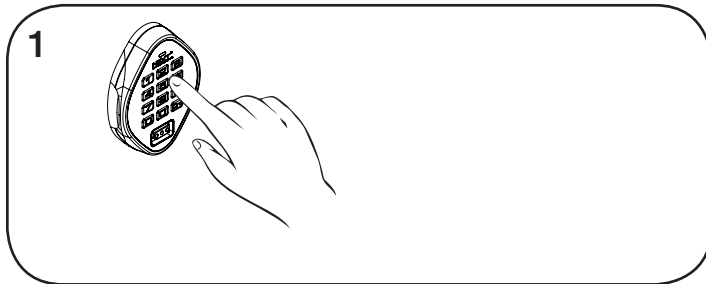


4 Repeat above steps for each lock or follow instructions to [Express Register Manager Keys](#) to set up all locks.

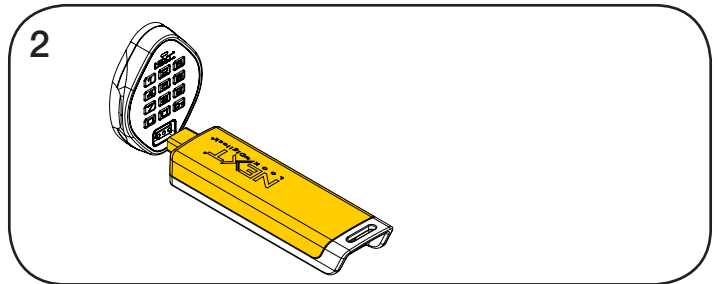
Programming Instructions

Express Register Manager Keys

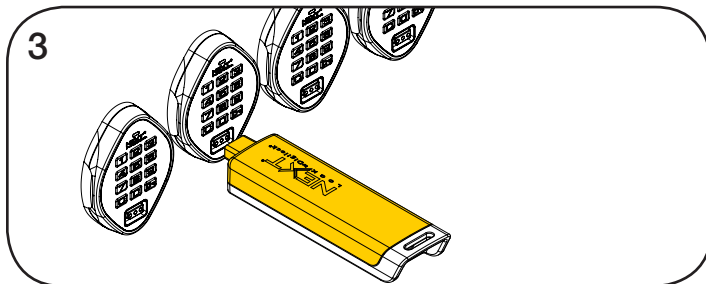
The Programming Key can quickly program the same Manager Keys to operate multiple locks.



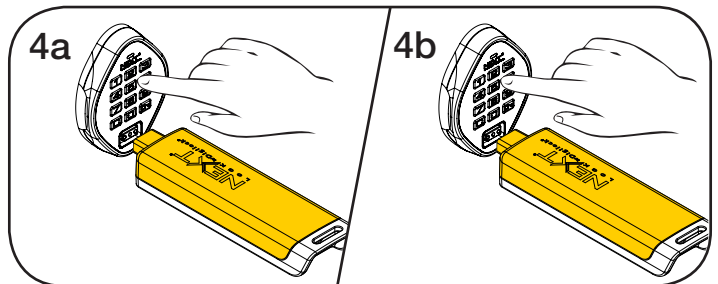
1 Go to the lock already programmed to operate with the Manager Keys.
Press **[C]** **[0m]** **[6]** **[6]** **[0m]**.
The LED will turn on.



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.



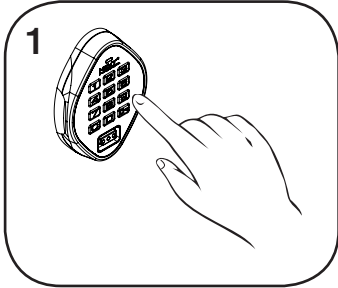
To end Express Registration mode:
Go to any programmed lock.
Press **[C]** **[0m]** then insert the Programming Key.
Press **[C]** **[0m]** then insert the Programming Key again to return the bolt to the original position.*

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

Programming Instructions

Add Manager Keys

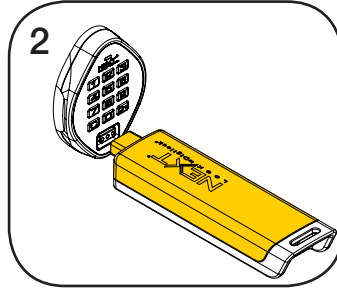
Manager Keys can be programmed to the locks at any time.



Go to a lock requiring additional Manager Keys.

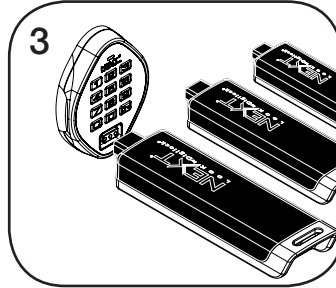
Press **C** **0π** **5** **5** **0π**.

The LED will turn on.



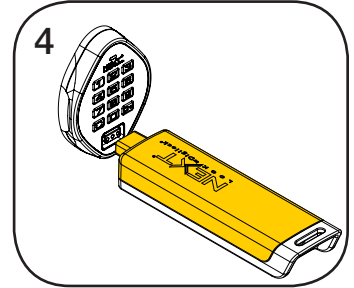
While the LED is on, insert the Programming Key.

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.



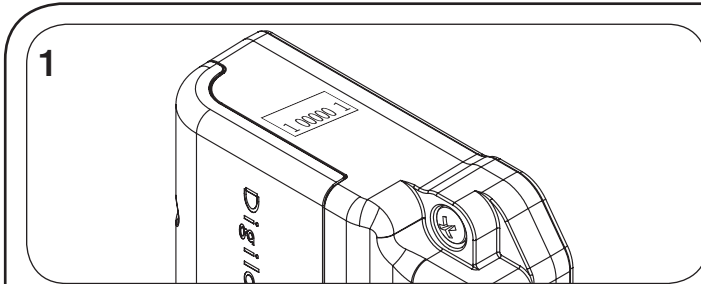
Insert the Programming Key.

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.

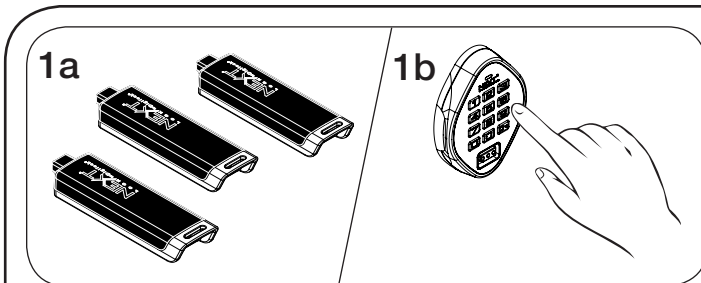


To replace the Programming Key:

Note the order number (found on the lock's rear unit).



Contact Digilock Support to purchase a replacement Programming Key.

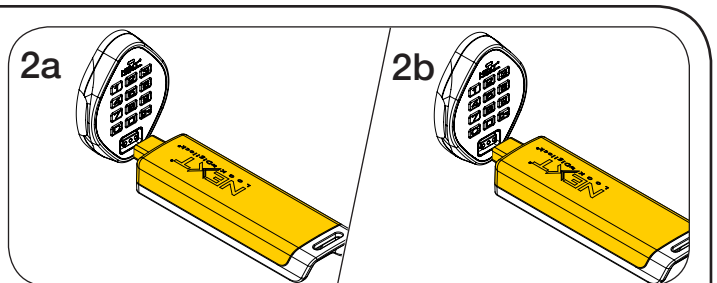


To replace the Manager Keys:

Collect all remaining Manager Keys.

Go to any lock operated by the Manager Keys.

Press **C** **0π** **5** **5** **0π**. 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.

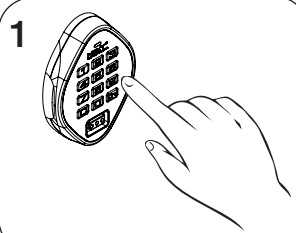
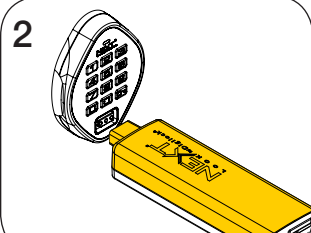
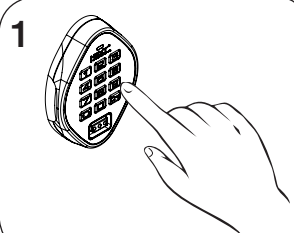
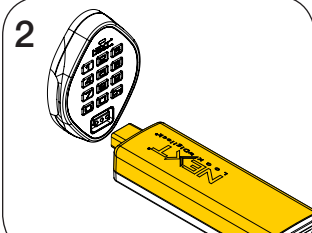
Three sets of two-tone beeps will be heard and the LED will turn off. All previously programmed Manager Keys are erased.

Follow instructions to [Add Manager Keys](#) to program the intended Manager Keys to the locks.

Programming Instructions

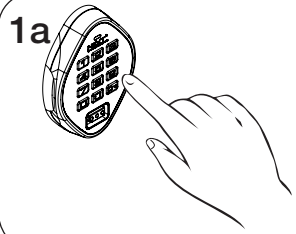
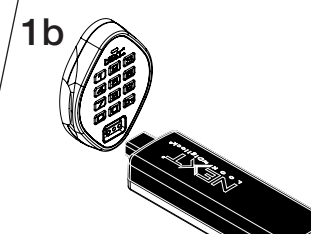
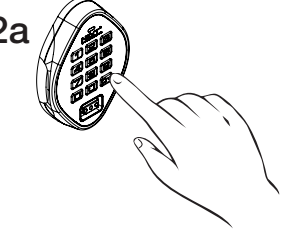
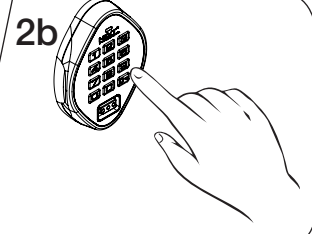
Set Lock Functionality

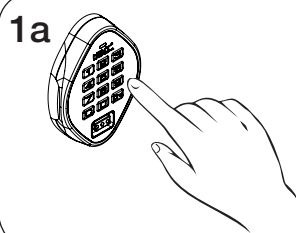
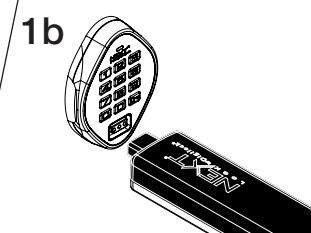
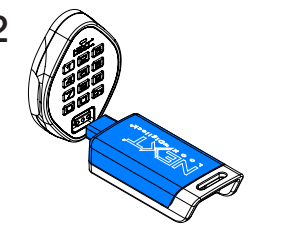
Each lock can be set for either shared or assigned use functionality. Press **[C]** to check functionality. If in shared use, LED is red. If in assigned use, LED is green.

 <p>1</p>	 <p>2</p>	 <p>1</p>	 <p>2</p>
<p>To set for assigned use: Press [C] [0] [6] [5] [0]. The LED will turn on.</p> <p>While the LED is on, insert the Programming Key. A two-tone beep will be heard and the LED will turn off.</p>		<p>To set for shared use: Press [C] [0] [5] [6] [0]. The LED will turn on.</p> <p>While the LED is on, insert the Programming Key. A two-tone beep will be heard and the LED will turn off.</p>	

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.


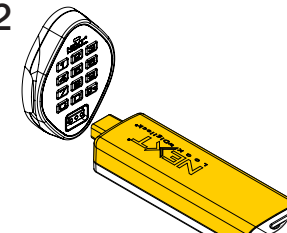
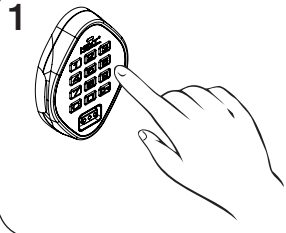
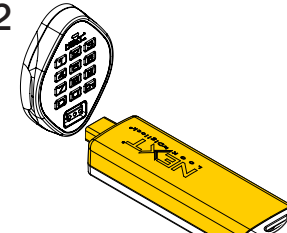
 <p>1a</p>	 <p>1b</p>	 <p>2a</p>	 <p>2b</p>
<p>Assign a User Code: Default User Code: [1] [2] [3] [4] Press [C] [0] then insert a valid Manager Key. The LED will turn on.</p>		<p>While the LED is on, press [C] [new 4-digit code] [0]. A two-tone beep will be heard. Press [C] [the same 4-digit code] [0]. Two sets of two-tone beeps will be heard and the LED will turn off.</p>	

 <p>1a</p>	 <p>1b</p>	 <p>2</p>
<p>Assign a User Key: Press [C] [0] then insert a valid Manager Key. The LED will turn on.</p>		<p>While the LED is on, insert a User Key. A two-tone beep will be heard and the LED will turn off.</p>

Set Additional Lock Features (for shared use functionality only)

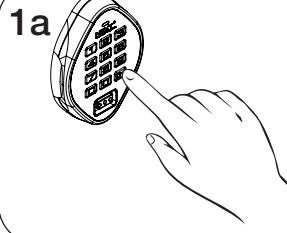
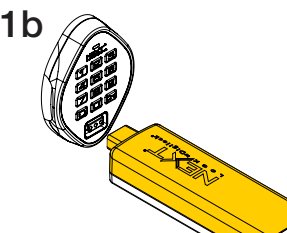
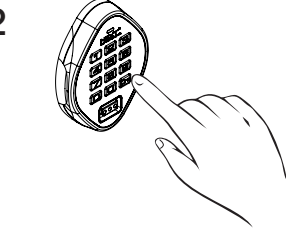
LED Usage Indicator

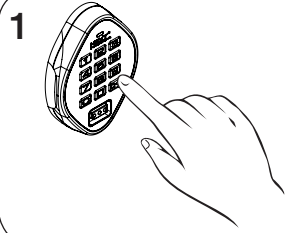
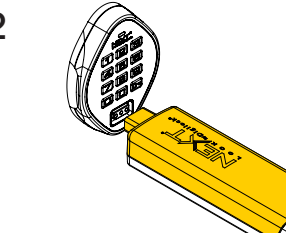
When in shared use functionality, each lock can be programmed to have the LED flash or not flash while the lock is in use. The default setting is ON (red LED flashes while lock is in use).

<p>1</p>  <p>To turn off the LED Usage Indicator: Press [C] [0m] [9] [2] [0m]. The LED will flash.</p>	<p>2</p>  <p>While the LED is flashing, insert the Programming Key. A two-tone beep will be heard and the LED will turn off.</p>	<p>1</p>  <p>To turn on the LED Usage Indicator: Press [C] [0m] [9] [1] [0m]. The LED will flash.</p>	<p>2</p>  <p>While the LED is flashing, insert the Programming Key. A two-tone beep will be heard and the LED will turn off.</p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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).

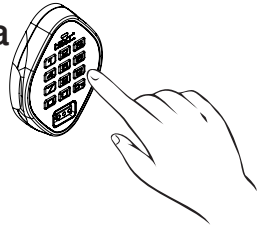
<p>1a</p>  <p>To turn on Auto Unlock: Press [C] [0m] [9] [5] [0m]. The LED will flash. While the LED is flashing, insert the Programming Key. The LED will turn on.</p>	<p>1b</p> 	<p>2</p>  <p>While the LED is on, press the set number of hours from [1] - [9] [9] then press [0m]. Two sets of two-tone beeps will be heard and the LED will turn off. For example: Press [8] [0m] to set the lock to auto unlock after 8 hours.</p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p>1</p>  <p>To turn off Auto Unlock: Press [C] [0m] [9] [4] [0m]. The LED will flash.</p>	<p>2</p>  <p>While the LED is flashing, insert the Programming Key. A two-tone beep will be heard and the LED will turn off.</p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

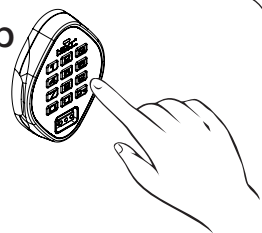
Operating Instructions - In Shared Use Functionality

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

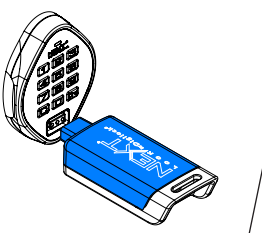


Operate with a User Code

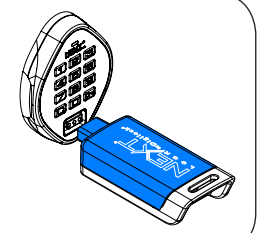
To lock: Close the door. Press **[C]** [any 4-digit code] **[0M]**.

To unlock: Press **[C]** [the same 4-digit code] **[0M]**.* Open the door.

1a



1b

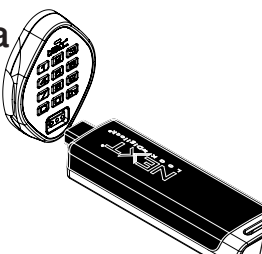


Operate with a User Key

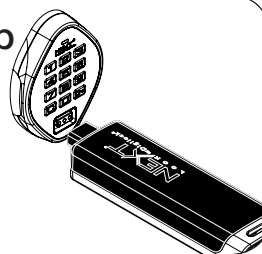
To lock: Close the door. Insert any User Key.

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.

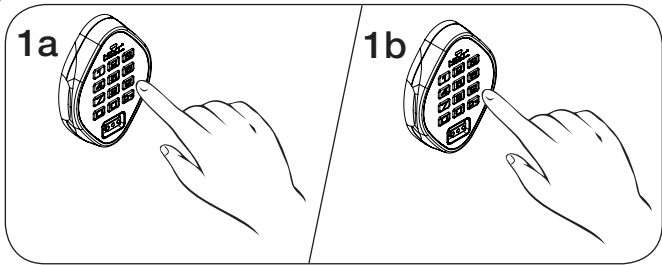
To relock: Close the door. Insert a valid Manager Key.**

*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

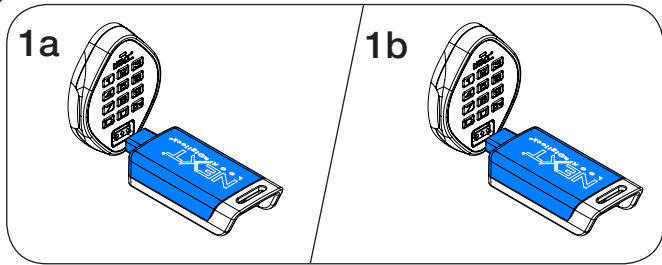
In assigned use functionality, users operate the lock with their assigned user credential (either a User Code or a User Key). To reassign a lock to a different user, follow instructions to [Assign User Credentials](#).



1a **1b**

Operate with the User Code

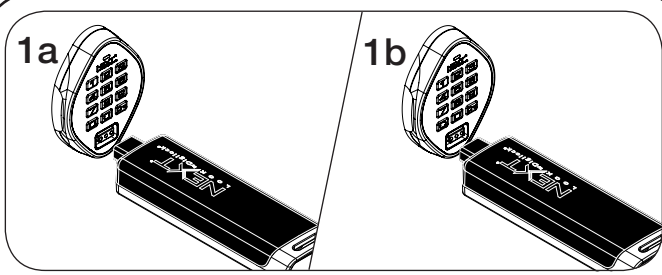
To unlock: Press [C] [assigned 4-digit code] [0M].* Open the door.
To relock: Close the door. Press [C] [0M] [0M].



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.

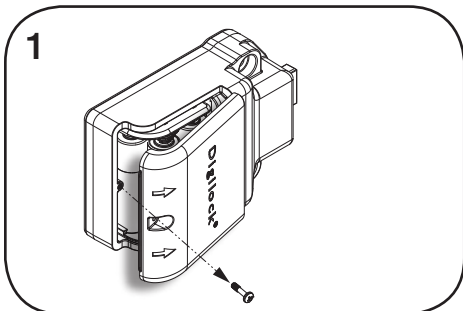
No Audible Feedback when **C** is Pressed

- 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.

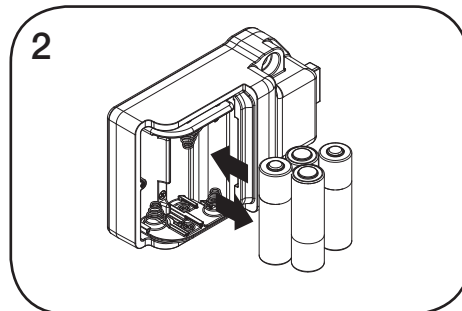
Battery Replacement

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

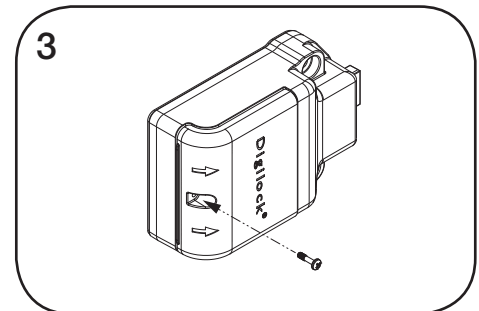
CAUTION: Risk of explosion or leakage if battery is replaced by an incorrect type, mixed with a different battery type, or inserted backwards. Replace all batteries of a set at the same time. Be sure to insert batteries with correct polarities. Remove exhausted batteries from product promptly and dispose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



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.



Remove the batteries from the housing.
Replace with four premium alkaline AA batteries. Recycle used batteries according to local regulations.



Replace the Cover Plate and secure with screw.