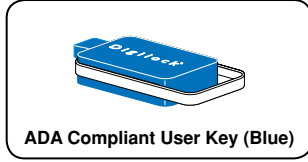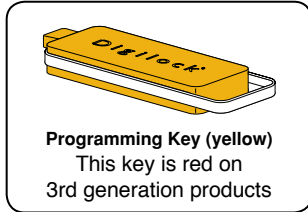# Digilock®

Manager Bypass Key (black)

- Provides management access to locks.
- Provides external power in case of battery failure.
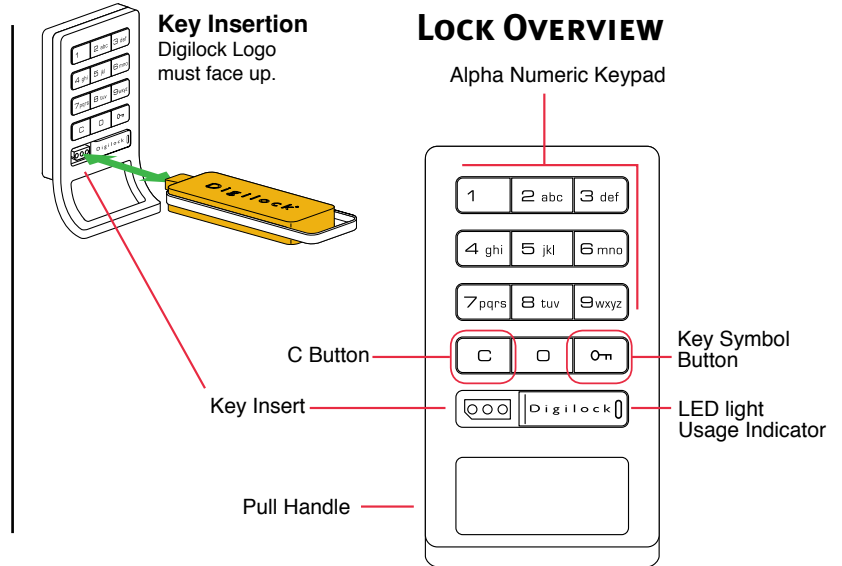- Each lock accepts up to (25) Manager Bypass Key(s)

ADA Compliant User Key (Blue)

- Allows user to lock and unlock any available lock

Programming Key (yellow)
This key is red on 3rd generation products

- Registers Manager Override Keys to locks.
- Provides external power in case of battery failure.
- Each lock accepts only (1) Programming Key.

Key Insertion
Digilock Logo must face up.

Lock Overview

Alpha Numeric Keypad

C Button

Key Insert

Pull Handle

Key Symbol Button

LED light
Usage Indicator

To Initialize New Locks

Step 1 NOTE: New locks will operate only with [C][O‑] until initialized. Step one will initialize one lock and register the Manager Bypass Key(s) to one lock. ** If you have more than one lock you will complete steps 1 and 2 on one lock and step 3 on the remaining locks in your facility.

1) Touch the Programming Key to the key slot for one full second. The LED will turn on.

2) Touch each Manager Bypass Key to the key slot, one at a time. A single blink of the led and a single beep after touching each Manager Bypass Key indicates that the Manager Bypass Key has been properly registered to the lock.

3) Touch the Programming Key to the key slot for one full second. A double tone signifies successful initialization of your lock.

Step 2 will copy the registration of the Manager Bypass Key(s) to the Programming Key. This step is to initialize or program more than one lock.

1) Go to the lock you initialized in step 1.

2) Press: [C] [O‑] [6] [6] [O‑]

3) Touch the Programming Key to the key slot for one full second. A double tone signifies that the registered Manager Bypass Key(s) were successfully copied to the Programming Key.

Step 3 will paste the information that was copied to the Programming Key in step two to all locks at your facility. (This step is only required if you have more than one lock).

1) Go to any lock that requires programming.

2) Touch the Programming Key to the key slot. A double tone signifies that the lock was successfully initialized and the Manager Bypass Key(s) were successfully registered to the lock.

3) Repeat this procedure to all locks in your facility. It is recommended to test the registration of the Manager Bypass Key(s) to the lock(s). To do this, operate the lock(s) with the Manager Bypass Key(s) by following the operating instructions "To Operate with Manager Bypass Key."

To Add Additional Manager Bypass Key(s)

This step will add additional Manager Bypass Key(s) to one lock and does not erase any previously registered Manager Bypass Key(s).

1) Go to one lock.

2) Press: [C] [O‑] [5] [5] [O‑] The LED will flash.

3) Touch the Programming Key to the key slot for one full second. The LED is solid.

4) Touch each Manager Bypass Key to the key slot, one at a time. A single blink of the led and a single beep after touching each Manager Bypass Key is an indicator that the Manager Bypass Key to be registered has been properly touched to the lock.

5) Touch the Programming Key to the key slot for one full second. A double tone signifies successful Addition of Manager Bypass Key(s).

If you need to add these manager keys to additional locks: Follow instructions " To initialize new locks: (step 2 and step 3)."

To Change the User Code

1) Press: [C] [On]
2) Insert a registered Manager Bypass Key to key slot. The LED will turn on.
3) Press [C] ⬜⬜⬜⬜ [On] (New User Code)
4) Press [C] ⬜⬜⬜⬜ [On] (Repeat User Code)

   The LED will turn off.

To Operate with a User Code

To Unlock: Press: [C] ⬜⬜⬜⬜ [On]
(registered four-digit code)
(Default four-digit user code is 1 2 3 4)

To Lock: Close the door.

To Register an ADA User Key

1) Press: [C] [On]
2) Insert a registered Manager Bypass Key to key slot. The LED will turn on.
3) Insert an ADA User Key to the key slot. The LED will turn off.

   *Note: The lock will accept one user code or one ADA User Key.

To Operate with a User Key

To Unlock: Touch the ADA User Key (blue) to key slot.

To Lock: Close the door.

To Operate with a Manager Bypass Key

To Unlock: Touch the Manager Bypass Key to key slot.

To Lock: Close the door.

To Operate with a Programming Key

To Unlock:
1) Press: [C] [On].
2) Insert Programming Key to key slot.

To Lock: Close the door.

For lost or stolen keys

For a lost Programming Key: Contact your Digilock Product Representative to order a replacement Programming Key.

For a lost Manager Bypass Key(s):

1) Collect all remaining manager keys or order additional keys from your Digilock Product Representative.
2) At one lock press [C] [On] [5] [5] [On]. The LED will flash.
3) Touch the Programming Key to the key slot again for one full second. The LED is solid.
4) Touch the Programming Key to the key slot again for one full second. The LED will turn off and all registered Manager Key(s) will be erased on the one lock.
5) Follow instructions "To add additional Manager Bypass Key(s).

Troubleshooting

1) No Audible feedback when [C] is pressed:
   a) The batteries have failed- replace batteries located in the rear unit.
   b) Poor connection on door- remove lock from door and reinstall.
   c) The lock is in "sleep state." Try again after one minute or use a registered Manager Bypass Key for lock access.
2) Lock does not unlock:
   a) Listen for additional audible feedback for an indicator as to what is going on.
   b) Try operating with Manager Bypass Key or Programming Key
   c) Contact Digilock Customer Support.
3) Lock emits 2 sets of three beeps during operation:
   a) Low battery indicator- replace batteries located in the rear unit.
4) Lock emits 10 rapid beeps during operation:
   a) Binding indicator- the lock is binding with the strike plate. Press firmly on the door while operating. If binding is a frequent occurrence, the strike plate and/or door hinges need to be aligned with the lock.