

Digilock KP-H and WP-H Operating & Programming Instructions



Table of Contents

Digilock KP-H and WP-H

Table of Contents	2
Lock Overview.....	4
Lock Functionality:	4
Sleep State:.....	4
Battery Operated:	4
High-Security Platform:	4
Keys:	4
To Register the Manager Bypass Key(s):	4
If a Manager Bypass Key is lost or stolen:	5
Registering Locks with Different Bypass Keys:.....	5
Lock Programming Options:.....	5
Initialization of the Programming Key	6
Operating Instructions	7
To Unlock with a User Code:	7
To Unlock Using the Manager Bypass Key:	7
To Unlock with a Programming Key:.....	8
Programming Instructions	9
To Register Manager Bypass Keys:.....	9
Express Registration:	11
<i>TO UPLOAD A REGISTERED LOCKS INFORMATION TO THE PROGRAMMING KEY.....</i>	<i>11</i>
<i>TO TRANSFER REGISTRATION INFORMATION STORED ON A PROGRAMMING KEY TO A LOCK(S)</i>	<i>12</i>

If a Manager Bypass Key is Lost or Stolen:	12
To Remove Registered Manager Bypass Keys:.....	12
To Add Manager Bypass Keys:	14
To Change a User Code Using the Manager Bypass Key:	16
To Change a User Code Using the Existing User Code:	17
Alternate Programming Instructions With Digilock Management Software	18
Troubleshooting	19

Lock Overview

Digilock KP-H and WP-H

Lock Functionality:

Digilock KP-H and WP-H are Digilock's **assigned-use locks**. Users enter their four-digit code to unlock their lock, while management has access to the with an electronic bypass key. The lock will automatically relock when the door is closed.

Sleep State:

If **three incorrect keys or codes** are entered, Digilock will go into a "**sleep state**." The lock is asleep when the LED emits a double flash and no audible sound is heard when the "C" key is pressed. Each additional incorrect entry will also result in "sleep state." "Sleep state" will last for 1 minute.

Battery Operated:

Digilock KP-H and WP-H are powered by four AA alkaline batteries. When the **batteries become low** Digilock emits an indicator sound, a triple beep, each time it is used. Batteries should be replaced when the low battery indicator is heard. In case the batteries no longer operate the Digilock, a power jumper is available to supply bypass power to the lock.

High-Security Platform:

Digilock KP-H and WP-H are built on Digilock's high security platform and offer electronic security features such as **audit trail** and physical security features such as a **½" deadlatch** with an **optional security strike plate**.

Keys:

Digilock KP-H and WP-H utilize electronic keys for accessing the locks and perform other management function such as audit trail. There are two different types of electronic keys: **Programming (red)** and **Manager Bypass (black)**. The Programming Key is used to register the Manager Bypass Key(s) to the locks and also for performing audit trail. The Manager Bypass Keys are used as an electronic bypass to the locks.

To Register the Manager Bypass Key(s):

You will need to use a Programming Key that is unique to your system. Once a Programming Key has been used to register the Manager Bypass Key(s) to a lock, that lock will not accept any other Programming Key. Thus, it is important to keep the Programming Key in a safe place because you will need to use it when you choose to re-register the Manager Bypass Key(s). This prevents others who possess a Programming Key from tampering with your locks. If you happen to loose your Programming Key you should call Digilock customer service.

If a Manager Bypass Key is lost or stolen:

Gather all existing registered Manager Bypass Keys and follow the programming instructions to register them again. You will first need to **erase the memory of the lock** and then **program the existing Manager Bypass Key(s)**. Once the lock has been erased any previously registered Manager Bypass Key(s), whether they were lost or stolen, will no longer be valid. Additional Manager Bypass Keys are available through a Digilock sales representative.

Registering Locks with Different Bypass Keys:

With Digilock, it is possible to register Manager Bypass Key(s) to each lock differently.

Example: a fitness center might want to have three different levels of Manager Bypass Key(s). Such that - level number one operates all of the locks - level number two operates the locks in the men's locker room - level number three operates the locks in the women's locker room.

The programming of **different access levels** can be achieved by labeling the Manager Bypass Key(s) prior to registration such that keys labeled "A" are registered to all of the locks, while keys labeled "B" are registered to the locks in the men's locker room and keys labeled "C" are registered to the locks in the women's locker room. Each lock can register up to **twenty-five** Manager Bypass Keys.

Lock Programming Options:



There are **two ways to complete the programming of the locks**. You may either use the **programming key** manually or use the windows based **Digilock Management Software**. Please note that if you choose to program the locks manually, you will not be able to utilize the audit trail features provided with Digilock KP-H and WP-H.

- In the following pages, you will find operating and programming instructions for Digilock KP-H and WP-H.
- If you have additional questions, contact Digilock customer service or visit us online at www.digilock.com.

Initialization of the Programming Key

Digilock KP-H and WP-H

Your locks have been shipped un-programmed and will not function until the Programming Key has been initialized to the locks.

- If you are unsure if your locks have been initialized, you can check by touching  + then  .
 - If this locks or unlocks the Digilock, you will need to initialize the programming key.
 - If this does not lock or unlock the Digilock, a Programming Key has already been initialized and you must use that same key to program the Manager Bypass Keys to the locks.

To initialize the programming key:

- Go to the first Digilock lock
- Firmly insert and hold the Programming Key to the Key Slot.
- Remove the Programming Key when the audible feedback has completed.
- Repeat this procedure to of the Digilock's in your facility.

Operating Instructions

Digilock KP-H and WP-H

To Unlock with a User Code:

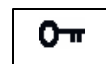
Press the "C" Key



Enter your 4-digit registered user code*



Press the "key symbol" to unlock



Pull the door open while the **green LED is lit**



Closing the door will **automatically relock** the lock

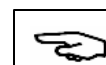


To register a user code, see Programming Instructions "To Program a New User Code."

***Please note:** Digilock KP-H and WP-H are shipped with a default user code of 1234.

To Unlock Using the Manager Bypass Key:

Touch a registered Manager Bypass Key to the key slot



Pull the door open while the green LED is lit



Closing the door will automatically relock the lock



To register a Manager Bypass Key(s), refer to the Programming Instructions under the section "To Register Manager Bypass Key(s)"

To Unlock with a Programming Key:

Press the "C" Key



Press the "key symbol"



Touch the Programming Key to the key slot



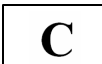
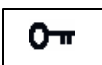
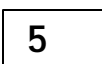

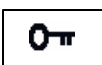

Programming Instructions

Digilock KP-H and WP-H

There are two different keys (Programming and Manager Bypass). The Programming Key is red and the Manager Bypass Key(s) is black. You must have a Programming Key for registering Manager Bypass Key(s) to the locks. Once a Programming Key has been used to register the Manager Bypass Key(s) to a lock, that lock will not accept any other Programming Key for registering Manager Bypass Key(s). Each lock can be registered with up to twenty-five unique Manager Bypass keys.

To Register Manager Bypass Keys:

- If you are planning to register the same set of Manager Bypass Key(s) to all of your locks or a group of your locks, use the procedure below to program one lock. Then follow the directions in "Express Registration" to program your remaining locks.
- If you are planning to set different levels of access with the Manager Bypass Key(s), (see example on page 2) you should consider labeling your Manager Bypass Key(s) prior to beginning the registration process. This will aid you in registering the correct key(s) to the correct lock(s).
- If you are planning to register each lock with different key(s), repeat the process below to each lock.

Press the "C" key	
Press the "key symbol"	
Press the number "5" twice	 
Press the "key symbol"	
The LED will emit a flashing green light	

(Continued)

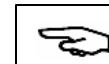
Touch the Programming Key to the key slot until you hear audible feedback



The lock will be in programming mode when the "LED" emits a solid green light

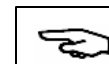


Touch the Manager Bypass Key(s) to be registered to the key slot one key at a time



A single blink of the LED and beep after touching each Manager Bypass Key is an indicator that the Manager Bypass Key(s) to be registered has been properly touched to the lock.

Touch the Programming Key to the key slot until you hear audible feedback



A double tone signifies successful programming¹



Once the Manager Bypass Key(s) are registered to one lock, you can either repeat this process to your additional locks, or you can simplify the registration process by following the instructions on "Express Registration."

¹ If the programming sequence is not terminated properly, the new Manager Bypass Key(s) will not be registered to the lock. The lock will keep (if any) existing registered Manager Bypass Key(s). During the programming sequence, if you touch the same Manager Bypass Key to a lock more than once it will register that key only once. If you are unsure, start over and repeat the procedure. If you do not touch a new Manager Bypass Key to the lock after touching the Programming Key, the programming sequence will expire in fifteen seconds and the existing registered key(s) if any will still operate the lock.

Express Registration:

Once you have registered one lock using the instructions "To Register Manager Bypass Key(s)," express registration simplifies additional lock programming by copying a lock's registration information to the Programming Key. Once copied, touching the Programming Key to any additional locks will complete Manager Bypass Key(s) registration by transferring the information stored on the Programming Key to the lock.

TO UPLOAD A REGISTERED LOCKS INFORMATION TO THE PROGRAMMING KEY

Press the "C" Key on the registered lock



Press the "key symbol"



Press the number "6" twice

6

6

Press the "key symbol"



Touch the Programming Key to the key slot until you hear audible feedback



A double tone signifies that the Manager Bypass Key registration was successfully stored to the Programming Key



You have now uploaded the registration information to the Programming Key. You are now ready to transfer this information to your remaining locks.

TO TRANSFER REGISTRATION INFORMATION STORED ON A PROGRAMMING KEY TO A LOCK(S)

Touch the uploaded Programming Key to the key slot of the lock to be registered locks you hear audible feedback



A double tone signifies successful programming



Repeat the procedure above procedure to any remaining locks to be registered.

All locks touched by the same programming key will have the same programming data (meaning the locks will operate the same and unlock with the same manager bypass keys).

If a Manager Bypass Key is Lost or Stolen:

If a Manager Bypass Key(s) is lost or stolen, gather all remaining registered Manager Bypass Key(s) or use a new set of Manager Bypass Key(s) to re-register the lock(s). First you need to erase a locks memory by "Removing Registered Manager Bypass Key(s)" and then you can re-program your locks using the instructions "To Register your Manager Bypass Key(s)."

****Note:** If you do not follow the directions "To Remove Registered Manager Bypass Key(s)" prior to "To Register your Manager Bypass Key(s)" your lost or stolen key(s) may still operate the lock.

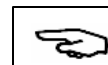
To Remove Registered Manager Bypass Keys:

When you need to remove a Manager Bypass Key(s) from the locks list of registered key(s), you will need to complete the process below and re-register all of your locks by following the directions "To Register the Manager Bypass Key(s)."

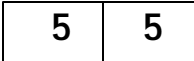






Press the "C" Key



Press the "key symbol"



(Continued)

Press the number "5" twice	
Press the "key symbol"	
The LED will emit a flashing green light	
Touch the Programming Key to the key slot until you hear audible feedback	
The lock will be in programming mode when the "LED" emits a solid green light	
Touch the Programming Key again to the key slot until you hear audible feedback	
A double tone signifies successful programming ²	

This process erases all of the registration information on a lock by lock basis. If you are planning to register more than one lock with the same access levels you will only need to erase one lock. Once the memory has been erased from one lock, follow the directions "To Register Manager Bypass Key(s)" to re-register that lock. When finished use "Express Registration" to transfer that registration list to any remaining locks.

Note:

If you decide not to use express registration be sure to remove the registered management keys on each lock prior to registering your existing Manager Bypass Key(s). This will ensure that you have erased any previous registrations.

² If the programming sequence is not terminated properly, any previously registered Manager Bypass Keys will still operate the lock.

To Add Manager Bypass Keys:

Manager Bypass Key(s) (up to twenty-five per lock) can be added to a lock at anytime with the Programming Key.

THIS PROCESS DOES NOT REQUIRE YOU TO COLLECT THE EXISTING REGISTERED MANAGER BYPASS KEY(S)

Press the "C" Key



Press the "key symbol"



Press the number "5" twice



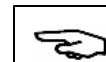
Press the "key symbol"



The LED will emit a flashing green light



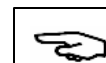
Touch the Programming Key to the key slot until you hear audible feedback



The lock will be in programming mode when the "LED" emits a solid green light

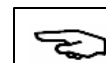


Touch the Manager Bypass Key(s) to be added to the key slot one key at a time



A single blink of the LED and beep after touching each Manager Bypass Key is an indicator that the Manager Bypass Key(s) to be added to the list of registered keys has been properly touched to the lock.

Touch the Programming Key to the key slot until you hear audible feedback



(continued)

A double tone signifies successful programming³



Once you have added the additional Manager Bypass Key(s) to one lock, you can either repeat this process to your additional locks, or you can simplify the registration process by using “Express Registration.”

³ If the programming sequence is not terminated properly, your additional Manager Bypass Key(s) will not be added and the lock will keep all existing registered Manager Bypass Key(s).

To Change a User Code Using the Manager Bypass Key:

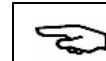
Press the "C" Key



Press the "key symbol"



Touch a registered Manager Bypass Key to the key slot until you **hear** audible feedback



The LED will emit a **solid** green light



While the light is on, enter the **new 4-digit User Code**

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Press the "key symbol"



The LED will emit a **solid** red light



Re-enter the **new 4-digit user code**

--	--	--	--

Press the "key symbol" to end the programming mode⁴



A **double tone** signifies successful programming⁵











Test the lock to make sure that the user code was entered properly by following the operating instructions "To Unlock."

⁴ If the programming sequence is not terminated properly, the new User Code will not be registered to the lock and the lock will keep the existing User Code. If you do not enter a new User Code to the lock after palcing it in programming mode, the programming sequence will expire in fifteen seconds and the existing registered code will still operate the lock

⁵ If the programming sequence is not terminated properly, the new Manager Bypass Key(s) will not be registered to the lock. The lock will keep (if any) existing registered Manager Bypass Key(s). During the programming sequence, if you touch the same Manager Bypass Key it will register that key only once. If you are unsure, start over and repeat the procedure. If you do not touch a new Manager Bypass Key to the lock after touching the Programing Key, the programming sequence will expire in fifteen seconds and the existing registered key(s) will still operate the lock.

To Change a User Code Using the Existing User Code:

Press the "C" Key	
Press the "key symbol"	
Enter the existing 4-digit user code	<div><div></div><div></div><div></div><div></div></div>
Press the "key symbol"	
The lock will be in programming mode when the "LED" emits a solid green light	
Enter the new 4-digit user code	<div><div></div><div></div><div></div><div></div></div>
Press the "key symbol"	
The "LED" will emit a solid red light	
Re-enter the new 4-digit user code	<div><div></div><div></div><div></div><div></div></div>
Press the "key symbol"	
A double tone signifies successful programming ⁶	

⁶ If the programming sequence is not terminated properly, the new UserCode will not be registered to the lock. The lock will keep (if any) existing registered User Code. If you do not enter a new User Code to the lock after entering programming mode, the programming sequence will expire in fifteen seconds and the existing code will still operate the lock.

Alternate Programming Instructions With Digilock Management Software



Enhance the performance of your Digilock product(s) by programming your locks using Digilock Management Software along with the Digilock Programming Kit.

With a Digilock Programming Kit you can:

- Keep track of the manager bypass keys via software
- Program the lock(s) to automatically unlock at a specific time or time interval
- Perform audits to find out who has accessed the locks and when.

To purchase this kit and/or order additional accessories contact Digilock Sales at 800-989-0201 or by emailing sale@digilock.com.

Troubleshooting

Digilock KP-H and WP-H

Problem	Possible Reason	Solution
There is no audible sound when touching the keypad and the lock is unlocked	<ul style="list-style-type: none"> ❖ Low Batteries ❖ Lock is not properly installed 	<ul style="list-style-type: none"> ❖ Replace the batteries, see "Instructions for Changing the Batteries" ❖ Uninstall the lock and assemble in your hands. If the lock is functioning it is not defective. Reinstall the lock on your door. If the lock continues to have problems (it may not be adjusted for your door thickness) or if the lock does not function while uninstalled contact Digilock customer service for troubleshooting.
There is no audible sound when touching the keypad and the lock is locked	<ul style="list-style-type: none"> ❖ Lock is in "sleep state" ❖ Low Batteries 	<ul style="list-style-type: none"> ❖ Wait one full minute and try the user code again, or unlock the lock with a valid manager bypass key ❖ Use a power jumper to unlock the lock. (See "Instructions for using a Power Jumper") and once unlocked, replace the batteries using "Instructions for Changing the Batteries"
The lock locks and unlocks normally, but emits an additional three red blinks and three audible beeps	<ul style="list-style-type: none"> ❖ Low Batteries 	<ul style="list-style-type: none"> ❖ Replace the batteries, see "Instructions for Changing the Batteries"

When entering a valid operating code/key the LED emits three red blinks and three audible beeps and the lock does not unlock	❖ Low Batteries	❖ Use a power jumper to unlock the lock. (See "Instructions for using a Power Jumper") and once unlocked, replace the batteries using "Instructions for Changing the Batteries"
The lock continues to go into "sleep state"	❖ Invalid operating code ❖ This user code is not programmed to the lock	❖ Use a valid manager bypass key to unlock the lock ❖ Program the user code to the lock, refer to your programming instructions for assistance
When entering a valid operating code/key the LED emits ten red blinks and ten audible beeps and the lock does not unlock	❖ The lock is binding	❖ Press firmly in on the lock while entering a valid operating code/key. If this problem persists, the strike plate may need to be adjusted.
The lock is locked; the manager bypass key does not allow access and power jumper does not unlock the lock. There is no audible sound when touching the keypad	❖ The lock has failed to recognize valid operating code/keys	❖ Reset the lock see "Instructions for Resetting the Lock"