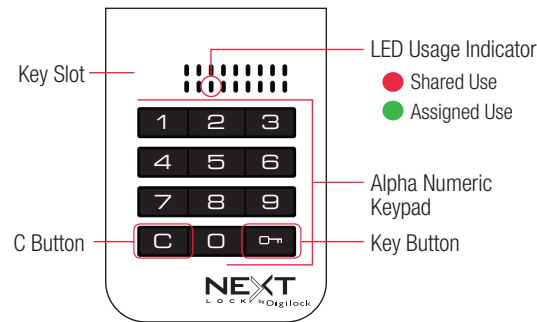


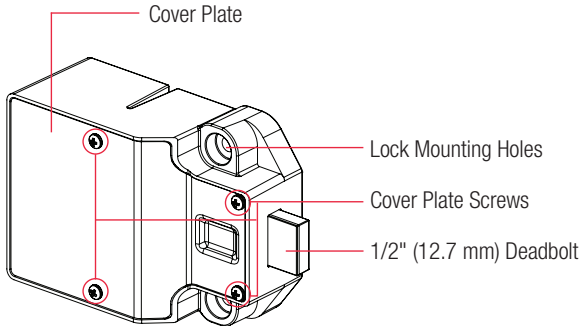
CUE is a keypad lock designed to operate for shared or assigned use applications. In shared use functionality, the user chooses any available locker and enters a self-selected 4-digit code to lock and the same code to later unlock. Once unlocked, the locker is available for a different user. In assigned use functionality, the user is assigned a specific locker and a 4-digit code to operate the lock. Owner and Manager Codes provide management access and inspection.

Lock Parts

Front Unit



Rear Unit



Codes

| | <div>□□□□</div> 4-digit User Code | <div>□□□□□</div> 5-digit Manager Code | <div>□□□□□□</div> 6-digit Owner Code |
|------------------------------|--------------------------------------|--|---|
| Operates the lock | • | • | • |
| Overrides user access | | • | • |
| Allows management inspection | | • | • |
| Programs Manager Code | | • | • |
| Programs Owner Code | | | • |
| Assigns User Code | | • | |
| Sets lock functionality | | | • |

Default Settings

New locks operate with the default Owner and Manager Codes. A new Owner and Manager Code must be programmed on the lock to prevent the default codes from operating the lock.

Functionality = Shared Use

Owner Code = 1 2 3 4 5 6

Manager Code = 1 2 3 4 5

Programming Instructions

Program a New 6-digit Owner Code

The Owner Code can only be programmed by using the current Owner Code.

- Press **[C][0][0]** [current Owner Code] **[0][0]**. A two-tone beep will be heard and the LED will turn on.
- Press **[C]** [new Owner Code] **[0][0]**. A two-tone beep will be heard.
- To confirm, press **[C]** [the same new Owner Code] **[0][0]**. Two sets of two-tone beeps will be heard and the LED will turn off.

Program a New 5-digit Manager Code

To Program the Manager Code by using the Owner Code:

- Press **[C][0][0]** [Owner Code] **[0][0]**. A two-tone beep will be heard and the LED will turn on.
- Press **[C]** [new Manager Code] **[0][0]**. A two-tone beep will be heard.
- To confirm, press **[C]** [the same new Manager Code] **[0][0]**. Two sets of two-tone beeps will be heard and the LED will turn off.

To Program the Manager Code by using the current Manager Code:

- Press **[C][0][0]** [current Manager Code] **[0][0]**. A two-tone beep will be heard and the LED will turn on.
- Press **[C]** [new Manager Code] **[0][0]**. A two-tone beep will be heard.
- To confirm, press **[C]** [the same new Manager Code] **[0][0]**. Two sets of two-tone beeps will be heard and the LED will turn off.

Set Lock Functionality

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

Set lock for assigned use functionality:

- Press **[C][0][0]** [Owner Code] **[0][0]**. The LED will turn on.
- Press **[C]** **[6][5]** **[0][0]**. Two sets of two-tone beeps will be heard and the LED will flash twice.
- Follow [Assign User Code](#) instructions to assign a User Code to operate the lock.

Set lock for shared use functionality:

- Press **[C][0][0]** [Owner Code] **[0][0]**. The LED will turn on.
- Press **[C]** **[5][6]** **[0][0]**. Two sets of two-tone beeps will be heard and the LED will flash twice.

Auto Unlock (for shared use functionality only)

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).

To turn on Auto Unlock:

- Press **[C][0][0]** [Owner Code] **[0][0]**. A two-tone beep will be heard and the LED will turn on.
- Press **[C]** **[9][5]** **[0][0]**. A two-tone beep will be heard.
- Set the number of hours: Press **[1]** - **[9][9]** **[0][0]**. Two sets of two-tone beeps will be heard and the LED will turn off.
For example: Press **[4]** **[0][0]** to set the lock to auto unlock after 4 hours.

To turn off Auto Unlock:

- Press **[C][0][0]** [Owner Code] **[0][0]**. A two-tone beep will be heard and the LED will turn on.
- Press **[C]** **[9][4]** **[0][0]**. Two sets of two-tone beeps will be heard and the LED will turn off.

LED Usage Indicator (for shared use functionality only)

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).

To turn off the LED Usage Indicator:

- Press **[C][0][0]** [Owner Code] **[0][0]**. A two-tone beep will be heard and the LED will turn on.
- Press **[C]** **[9][2]** **[0][0]**. A two-tone beep will be heard and the LED will turn-off.








To turn on the LED Usage Indicator:

- Press **[C][0][0]** [Owner Code] **[0][0]**. A two-tone beep will be heard and the LED will turn on.
- Press **[C]** **[9][1]** **[0][0]**. A two-tone beep will be heard and the LED will turn-off

Assign User Code (for assigned use functionality only)

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





Assign a User Code (default User Code = 1234):

- Press   [Manager Code] . A two-tone beep will be heard and the LED will turn on.
- Press  [new User Code] . A two-tone beep will be heard.
- To confirm, press  [the same new User Code] . Two sets of two-tone beeps will be heard and the LED will turn off.





Operating Instructions

Operate with a User Code

For assigned use functionality:

- To unlock: Press  [assigned 4-digit code] .
- To relock: Press  .

For shared use functionality:

- To lock: Press  [any 4-digit code] .
- To unlock: Press  [the same 4-digit code] .

Operate with a Registered Manager Code

- To lock and unlock: Press  [Manager Code] .

Operate with a Registered Owner Code

- To lock and unlock: Press  [Owner Code] .

* The lock will go into "Sleep Mode" (keypad is disabled for 1 minute) after 3 consecutive incorrect entries.

** If the Owner Code or Manager Code is used to unlock and then relock, the previous User Code will continue to operate the lock.

Support

Sleep Mode

After three consecutive incorrect User Code entries to unlock, the lock will go into “Sleep Mode” for one minute and for an additional minute for each subsequent incorrect entry. The keypad is disabled while in “Sleep Mode”.

Error Condition Indicator

10 rapid beeps:

The lock is binding which means that 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.

1 beep:

The lock does not recognize the User Code, Manager Code, or Owner Code.

Does not Unlock with the User Code

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

Does not operate with a Manager Code

The lock does not recognize the Manager Code. Follow instructions to Program a New Manager Code by using the Owner Code. For access, operate with the Owner Code.

Does not operate with the Owner Code

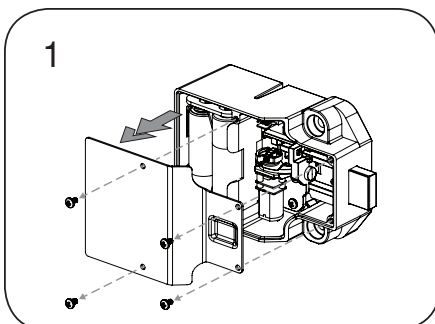
The lock does not recognize the Owner Code. Contact Digilock support.

No Audible Feedback when **C** is Pressed

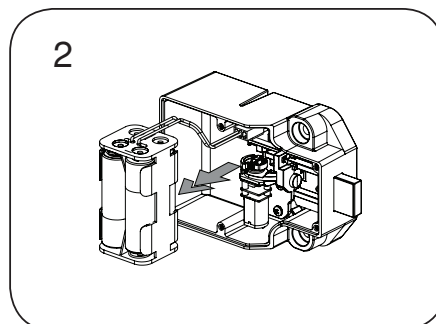
- The lock may be in “Sleep Mode”. The keypad is disabled for one minute while in sleep mode.
- The batteries may need to be replaced.
- The front unit may not be properly connected to the rear unit. Remove the lock from the door and check the cable connection.
- If error condition persists, contact Digilock support.

Battery Replacement

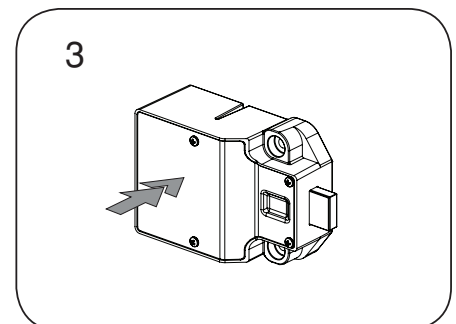
It is not necessary to uninstall the lock from the door.



Remove the screws and the cover plate.



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



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