

# Operating and Programming Instructions

## Digilock TE

### Operating Instructions -----3

To Unlock with User Button Key -----4

To Unlock with Management Button Key -----5

### Programming Instructions -----6

To Register a User Button Key -----6

For Lost or Stolen User Button Keys -----8

To Register a Management Button Key(s) -----8

To Add Management Button Key(s) -----10

For Lost or Stolen Management Button Keys -----12

# Operating and Programming Instructions

## Digilock TE

Digilock TE is Digilock's **ADA compliant locker lock**. Users touch a User Button Key to their locker to unlock the lock, while management/staff have access to the lockers with a Management Button Key. The locker door will automatically relock when the door is closed.

If someone attempts to open the locker with a non-registered button key, the LED will flash red and not allow access.

Digilock TE uses four AA batteries. The battery life is estimated between 3-5 years (approximately 120K operations) depending on usage. 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.

Digilock TE uses **four different button keys**: A Programming Button Key, a Management Button Key(s) a User Button Key and a Time-Set Button Key. The Programming Button Key is red, the Management Button Key(s) is black, the User Button Key is blue and the Time-Set Button Key is yellow. Every key carries a unique embedded serial number that is read and recognized by the lock.

**To register the User and Management Button Keys** you will need to use a Programming Button Key that is unique to your system. Once a Programming Button Key has been used to register the User and Management Button Keys to a lock, that lock will not accept any other Programming Button Key. Thus, it is important to keep the Programming Button Key in a safe place because you will need to use it when you choose to re-register the User or Management Button Keys. This prevents others who possess any Programming Button Key from tampering with your locks. If you happen to lose your Programming Button Key, you should call Digilock customer service.

**If a User Button Key is lost or stolen** you will need to register a new one to the lock. Once the lock has been reregistered with the new User Button Key, the previously registered User Button Key (whether it was lost or stolen) will no longer be valid. Additional User Button Keys are available through customer service.

**If a Management Button Key is lost or stolen** gather all existing registered Management Button Keys and follow the programming instructions to erase the lock(s) and register them again. Once the lock has been erased any previously registered

Management Button Keys (whether they were lost or stolen) will no longer be valid. Additional Management Button Keys are available through customer service.

With Digilock, it is possible to register the Management Button Key(s) to each lock differently.

For example: a school might want to have three different levels of Management Button Keys. Such that - level number one operates all of the locks, and is intended for routine locker checks - level number two operates a selection of locks, intended to be handed to the special needs teachers so they can assist their students when necessary – level number three operates a selection of locks, intended for the yard duty to assist the special needs students in case they need additional assistance with their lockers.

The programming of **different access levels** can be achieved by labeling the Management Button Keys prior to registration such that keys labeled “A” are registered to all of the locks, while keys labeled “B” are registered specifically for teachers assistance and keys labeled “C” are registered specifically for yard duty assistance.

Each lock can register **one** User Button Key and up to **twenty-five** Management Button Keys. A User Button Key may be registered to more than one lock; therefore a single User Button Key may operate more than one lock. If you require a lockset that may have more than one User Button Key per lock, contact a Digilock sales representative.

In the following pages, you will find operating and programming instructions for the Digilock TE.

If you have additional questions, contact Digilock customer service or visit us online at [www.digilock.com](http://www.digilock.com).

# Operating Instructions

## Digilock TE

- To Unlock Using the User Button Key

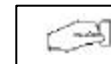
Touch a registered User Button Key to the lock

The latch will be released for ten seconds

A **flashing green** LED and **ten beeps** during this period indicates that the door may be pulled open



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



To register a User Button Key, see Programming Instructions "To Register a User Button Key to a Lock"



- **To Unlock Using the Management Button Key**

Touch a registered Management Button Key to the lock

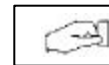
The latch will be released for two and a half seconds



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



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



To register a Management Button Key(s), refer to the Programming Instructions under the section "To Register Management Button Key(s) to a Lock"

# Programming Instructions

## Digilock TE

There are four different Button Keys (User, Management, Programming and Time-Set). For identification, the User Button Key is blue, the Management Button Key(s) is black, the Programming Button Key is red and the Time-Set Button Key is yellow. The User and Management Button Keys are operating Button Keys, the Programming Button Key is used to register the operating Button Keys to the locks and the Time-Set Button key allows you to adjust the unlock time. Each Button Key is unique and carries an embedded serial number.

Each lock can be operated by one User Button Key and up to twenty-five Management Button Keys. A User Button Key may be registered to more than one lock; therefore a single User Button Key may operate more than one lock.

- **To Register a User Button Key to the lock**

Touch the Programming Button key to the lock for **one full second**



(cont).

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

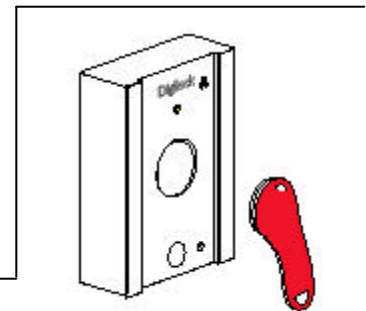


Touch a User Button Key to the lock



A single **flash** of the LED and **beep** indicates that the User Button Key to be registered has been properly touched to the lock.

Touch the Programming Button key to the lock for **one full second** to terminate the programming sequence



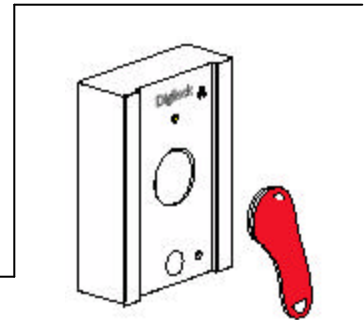
- If the programming sequence is not terminated properly, the new User Button Key will not be registered to the lock. The lock will keep (if any) existing registered User Button Key.
- If you do not touch a new User Button Key to the lock after touching the Programming Button Key to the lock, the programming sequence will expire in fifteen seconds and the existing registered key will still operate the lock.

(cont).

- If a lock's User Button Key is lost or stolen, repeat the procedure above to register a new User Button Key. Once a new User Button Key is registered to the lock, the old one will no longer be valid.
- You may register the same User Button Key to multiple locks (keyed alike) for providing access to more than one locker, however, you may not register more than one User Button Key to a single lock.
- **Note:** User Button Keys and Management Button Keys may be registered together for each lock.

- **To Register a Management Button Key(s) to the lock**

Touch the Programming Button key to the lock for **one full second**



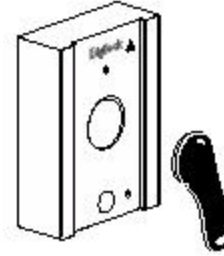
The lock will be in programming mode when the "LED" emits a **solid** green light



(cont).



Touch the Management Button Key(s) to the lock. You may program up to **twenty-five** Management Button Keys per lock.



A single **flash** of the LED and **beep** indicates that the Management Button Key(s) to be registered has been properly touched to the lock

Touch the Programming Button key to the lock for **one full second** to terminate the programming sequence



- Repeat the procedure above using the same Management Button Key(s) to register them to all of the locks in system.
- If you would like to create different management access levels (see example on page 2) you should consider labeling your Management Button Key(s) prior to beginning the registration process. This will aide you in registering the correct key(s) to the correct locks.

(cont).

- If the programming sequence is not terminated properly, the new Management Button Key(s) will not be registered to the lock. The lock will keep (if any) existing registered Management Button Key(s).
- During the programming sequence, if you touch the same Management Button Key twice, it will register that key only once. If you are unsure, start over and repeat the procedure.
- If you do not touch a new Management Button Key to the lock after touching the Programming Button Key to the lock, the programming sequence will expire in fifteen seconds and the existing registered key(s) will still operate the lock.
- If you would like to add Management Button Key(s) (up to twenty-five per lock) you do not need to collect the existing registered Management Button Keys. Follow the directions "To Add Management Button Key(s)."
- If a Management Button Key is lost or stolen, follow the directions "For Lost or Stolen Management Button Keys" to erase the memory of the lock and reregister the Operating Button Key(s).
- **Note:** User Button Keys and Management Button Keys may be registered together for each lock.

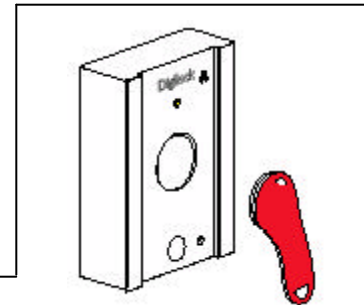
### • To Add Management Button Key(s)

Management Button 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 Management Button Key(s).

(cont).

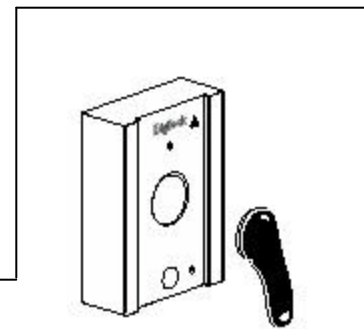
Touch the Programming Button key to the lock for **one full second**



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



Touch the Management Button Key(s) to be added to the lock one key at a time



A single **flash** of the LED and **beep** indicates that the Management Button Key(s) to be added has been Properly touched to the lock

Touch the Programming Button key to the lock for **one full second** to terminate the programming sequence



- Repeat the procedure above to all your locks in your system.

- **For Lost or Stolen Management Button Keys**

If a Management Button Key is lost or stolen, collect all existing Management Button Key(s) and follow the directions below to erase the memory of the lock. Once the memory is erased, you can reregister your remaining Management Button Key(s).

Touch the Programming Button key to the lock for **one full second**



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



Touch the Programming Button key to the lock for **one full second**



- The locks memory is now eared. Follow the directions "To Register a Management Button Key(s) to the lock. You will also need to reregister the User Button Key. Follow the directions "To Register a User Button Key to a Lock." Repeat this process to all locks in your system.
- **Note:** If you do not erase the memory of the lock prior to registering your existing key(s), your lost or stolen key(s) may still operate the lock.