



QUICK  
OPERATING & PROGRAMMING

DIGILOCK SHARED USAGE LOCKS  
STANDARD & HIGH SECURITY

TO INITIALIZE NEW LOCKS: (STEP 1)

NOTE: NEW LOCKS WILL OPERATE ONLY WITH   UNTIL INITIALIZED.

STEP ONE WILL INITIALIZE ONE LOCK AND REGISTER THE MANAGER BYPASS KEYS TO ONE LOCK.

**\*\* IF YOU HAVE MORE THAN ONE LOCK YOU WILL COMPLETE STEPS ONE AND TWO ON ONE LOCK AND STEP THREE ON THE REMAINING LOCKS IN YOUR FACILITY.**

- 1) TOUCH THE PROGRAMMING KEY (RED) TO THE KEY SLOT FOR ONE FULL SECOND.  
THE LED WILL TURN ON.
- 2) TOUCH EACH MANAGER BYPASS KEY (BLACK) 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.
- 3) TOUCH THE PROGRAMMING KEY (RED) TO THE KEY SLOT FOR ONE FULL SECOND.  
A DOUBLE TONE SIGNIFIES SUCCESSFUL INITIALIZATION OF YOUR LOCK .

TO INITIALIZE NEW LOCKS: (STEP 3)

STEP THREE 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.  
A DOUBLE TONE SIGNIFIES THAT THE LOCK WAS SUCCESSFULLY INITIALIZED AND THE MANAGER BYPASS KEYS WERE SUCCESSFULLY REGISTERED TO THE LOCK.
- 2) TOUCH THE PROGRAMMING KEY (RED) TO THE KEY SLOT.  
A DOUBLE TONE SIGNIFIES THAT THE LOCK WAS SUCCESSFULLY INITIALIZED AND THE MANAGER BYPASS KEYS 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 KEYS 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.”

DIGILOCK ACCESSORY GUIDE



PROGRAMMING KEY (SOLID RED)

- REGISTERS MANAGER OVERRIDE KEYS TO LOCKS.
- PROVIDES EXTERNAL POWER IN CASE OF BATTERY FAILURE.
- EACH LOCK ACCEPTS ONLY (1) PROGRAMMING KEY.



MANAGER BYPASS KEY (SOLID BLACK)

- PROVIDES MANAGEMENT ACCESS TO LOCKS.
- PROVIDES EXTERNAL POWER IN CASE OF BATTERY FAILURE.
- EACH LOCK ACCEPTS UP TO (25) MANAGER BYPASS KEYS.








ADA USER KEY (SOLID BLUE)

- ADA COMPLIANT USER KEY.
- ALLOWS USER TO LOCK AND UNLOCK ANY AVAILABLE LOCK.

TO INITIALIZE NEW LOCKS: (STEP 2)






STEP TWO WILL COPY THE REGISTRATION OF THE MANAGER BYPASS KEYS 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:       
THE LED WILL FLASH.
- 3) TOUCH THE PROGRAMMING KEY (RED) TO THE KEY SLOT FOR ONE FULL SECOND.  
A DOUBLE TONE SIGNIFIES THAT THE REGISTERED MANAGER BYPASS KEYS WERE SUCCESSFULLY COPIED TO THE PROGRAMMING KEY.

TO ADD ADDITIONAL MANAGER BYPASS KEYS :

THIS STEP WILL ADD ADDITIONAL MANAGER BYPASS KEYS TO ONE LOCK AND DOES NOT ERASE ANY PREVIOUSLY REGISTERED MANAGER BYPASS KEYS.

- 1) GO TO ONE LOCK.
- 2) PRESS:       
THE LED WILL FLASH.
- 3) TOUCH THE PROGRAMMING KEY (RED) TO THE KEY SLOT FOR ONE FULL SECOND.  
THE LED IS SOLID.
- 4) TOUCH EACH MANAGER BYPASS KEY (BLACK) 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 (RED) TO THE KEY SLOT FOR ONE FULL SECOND.  
A DOUBLE TONE SIGNIFIES SUCCESSFUL ADDITION OF MANAGER KEYS.

IF YOU NEED TO ADD THESE MANAGER KEYS TO ADDITIONAL LOCKS:

- 1) FOLLOW INSTRUCTIONS “ TO INITIALIZE NEW LOCKS: (STEP 2).”
- 2) FOLLOW INSTRUCTIONS “TO INITIALIZE NEW LOCKS: (STEP 3).”

To operate with a user code:

- To lock:
- 1) Find an available lock.
  - 2) Press: [C] [ ] [ ] [ ] [ ] [0π]  
(any four-digit code)

- To unlock:
- 1) At same lock.
  - 2) Press: [C] [ ] [ ] [ ] [ ] [0π]  
(same code used to lock)

To operate with an ADA user key:

- To lock:
- 1) Find an available lock.
  - 2) Touch the ADA user key (blue) to key slot.
- To unlock:
- 1) At same lock.
  - 2) Touch the ADA user key (blue) to key slot.

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] [0π] [5] [5] [0π]  
The LED will flash.
  - 3) Touch the programming key (red) to the key slot for one full second.  
The LED is solid.
  - 4) Touch the programming key (red) to the key slot for one full second.  
The LED will turn off and all registered manager keys will be erased on the one lock.
  - 5) Follow instructions “To add additional manager bypass keys.” If you have more than one lock, continue with steps 6 and 7.
  - 6) Follow instructions “ To initialize new locks: (step 2).”
  - 7) Follow instructions “To initialize new locks: (step 3).”

Additional product features

If you have the high security platform, this product line is capable of audit trail with use of a software programming kit. For additional information regarding this feature contact your DigiLock product representative.

To operate with the manager bypass keys:

- To lock or unlock:
- 1) Touch a registered manager bypass key (black) to key slot .

To operate with the programming key:

- To lock or unlock:
- 1) Press: [C] [0π]
  - 2) Insert programming key (red) to key slot.

Troubleshooting

- 1) No audible feedback when [C] button 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.
- 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 your DigiLock product representative or 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.

For additional product and/or product information:

Visit: [www.digilock.com](http://www.digilock.com)  
E-mail: [support@digilock.com](mailto:support@digilock.com)  
Contact: DigiLock or your DigiLock product representative



5341 Old Redwood Highway, Suite 200,  
Petaluma, CA 94954

Phone: (800) 989.0201 – (707) 766.6000  
Fax: (800) 986.4221 – (707) 766.6226