NE**X**T
L O C K by Digilock®

Product Guide
Code Managed
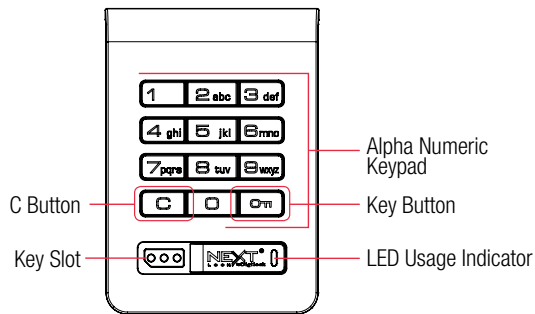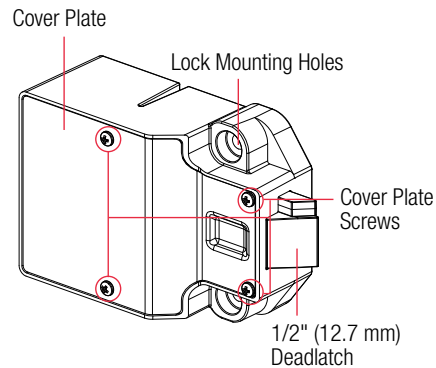Latch Mechanism

cue®

Assigned Use Functionality

Cue locks with a keypad interface are operated by a 4-digit User Code or by an ADA compliant User Key. Owner and Manager Codes provide management access and inspection.
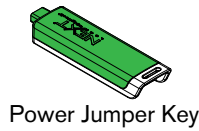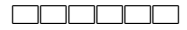
Lock Parts

Front Unit

C Button

Key Slot

Alpha Numeric Keypad

Key Button

LED Usage Indicator

Rear Unit

Cover Plate

Lock Mounting Holes

Cover Plate Screws

1/2" (12.7 mm) Deadlatch

Codes

	Power Jumper Key	4-digit User Code	5-digit Manager Code	6-digit Owner Code
Operates the lock		●	●	●
Overrides user access			●	●
Allows management inspection			●	●
Programs Manager Code			●	●
Programs Owner Code				●
Assigns User Code			●	
Provides external power	●			

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.
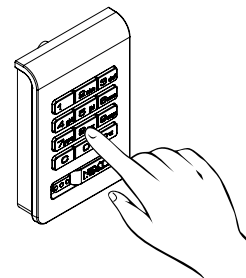
User Code = 1 2 3 4   **Owner Code** = 1 2 3 4 5 6   **Manager Code** = 1 2 3 4 5

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Programming Instructions

Program a New 6-digit Owner Code

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

a. Press C O⊓ [current Owner Code] O⊓. A two-tone beep will be heard and the LED will turn on.

b. Press C [new Owner Code] O⊓. A two-tone beep will be heard.

c. To confirm, press C [the same new Owner Code] O⊓. 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:

a. Press C O⊓ [Owner Code] O⊓. A two-tone beep will be heard and the LED will turn on.

b. Press C [new Manager Code] O⊓. A two-tone beep will be heard.

c. To confirm, press C [the same new Manager Code] O⊓. Two sets of two-tone beeps will be heard and the LED will turn off.

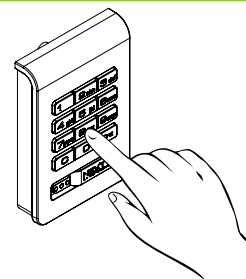**To Program the Manager Code by using the current Manager Code:**

a. Press C O⊓ [current Manager Code] O⊓. A two-tone beep will be heard and the LED will turn on.

b. Press C [new Manager Code] O⊓. A two-tone beep will be heard.

c. To confirm, press C [the same new Manager Code] O⊓. Two sets of two-tone beeps will be heard and the LED will turn off.

Assign User Code

Once a User Code is assigned, the previously assigned User Code will no longer operate the lock.

Assign a User Code (default User Code = 1 2 3 4):

a. Press C O⊓ [Manager Code] O⊓. A two-tone beep will be heard and the LED will turn on.

b. Press C [new User Code] O⊓. A two-tone beep will be heard.

c. To confirm, press C [the same new User Code] O⊓. Two sets of two-tone beeps will be heard and the LED will turn off.

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Latch Mechanism

NEXT LOCK by Digilock®

CUE®

Assigned Use Functionality
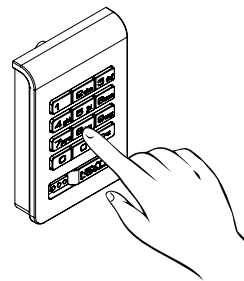
Operating Instructions

Operate with a User Code

For assigned use functionality:

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

For shared use functionality:

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

Operate with a Registered Manager Code

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

Operate with a Registered Owner Code

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

* 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 5-digit Manager Code by using the Owner Code. For access, operate with the Owner Code.

Does not operate with the Owner Code

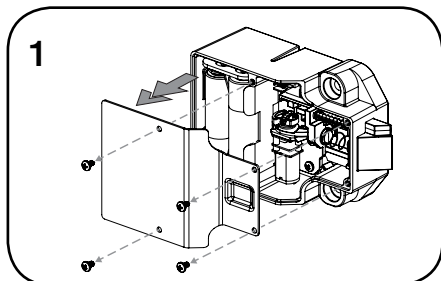The lock does not recognize the Owner Code. Contact Digilock support.

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.
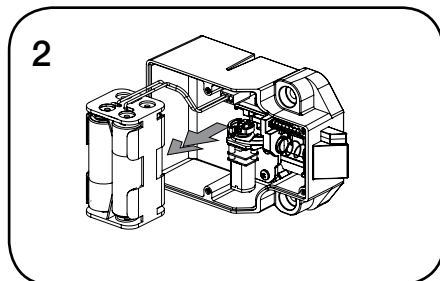- If error condition persists, contact Digilock support.

Battery Replacement

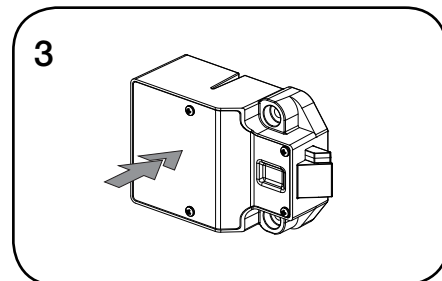It is not necessary to uninstall the lock from the door.

CAUTION: Risk of explosion or leakage if battery is replaced by an incorrect type, mixed with a different battery type, or inserted backwards. Replace all batteries of a set at the same time. Be sure to insert batteries with correct polarities. Remove exhausted batteries from product promptly and dispose of used batteries according to the battery manufacturer's instructions.

1 Remove the screws and the cover plate.

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

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