

D i g i l o c k[®]
www.digilock.com

Management System



User Guide

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Contacting Technical Support

For Technical Support or Warranty Service, contact:

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Makers of Digilock

Attn.: Warranty Department

3675 Enochs St.

Santa Clara, CA 95051

Phone: (800) 590-0984

Phone: (707) 766-6000

E-mail: support@digilock.com

Website: www.digilock.com

For Additional Products and Product Accessories, contact:

Security People, Inc.

Makers of Digilock

5341 Old Redwood Hwy

Suite # 200

Petaluma, CA 94954

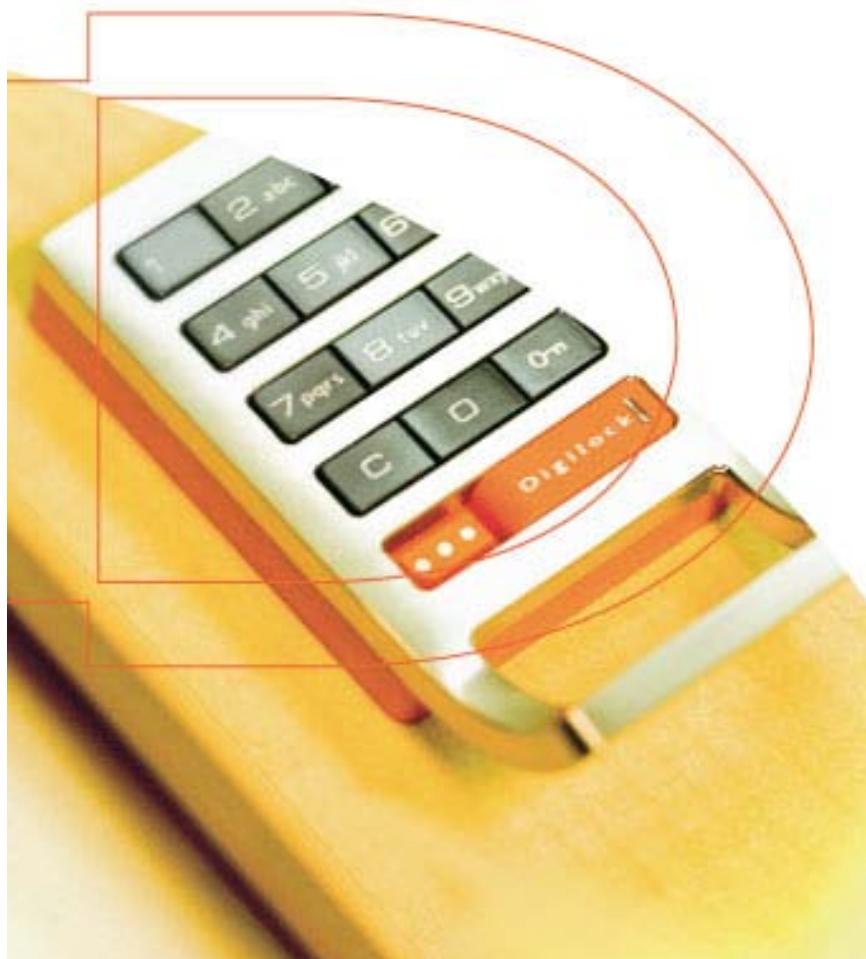
Phone: (800) 989-0201

Phone: (707) 766-6000

E-mail: sales@digilock.com

Website: www.digilock.com

Getting Started



Getting Started

Follow each chapter in this manual to view and operate the Digilock Management Software features, including:

Main Lock Tabs

A horizontal rectangular tab with a light beige background and a thin black border. The word "Keyholders" is centered in the tab in a small, black, sans-serif font.

The Keyholders Tab maintains a list of all persons to be issued Manager Bypass Keys.

A horizontal rectangular tab with a light beige background and a thin black border. The word "Keys" is centered in the tab in a small, black, sans-serif font.

The Keys Tab maintains a list of Manager Bypass Keys issued to Keyholders

A horizontal rectangular tab with a light beige background and a thin black border. The word "Locks" is centered in the tab in a small, black, sans-serif font.

The Locks Tab maintains a list of the H Series Lock Groups.

A horizontal rectangular tab with a light beige background and a thin black border. The words "System Data" are centered in the tab in a small, black, sans-serif font.

The System Data Tab manages the assignment of Lock Functions and Manager Bypass Keys to the H Series Locks.

Finding Additional Help

Additional information regarding software installation instructions and software user access rights can be found in the Digilock Installation and Administration Guide.

A full help menu is available in the software at anytime by accessing the Help menu (or by pressing F1) in the Digilock Software.

Digilock H Series Lock Overview:

Digilock H Series Locks are parts of Digilock's High Security product line providing a 1/2" deadlocking mechanism with audit trail.



Digilock H Series Lock



Programming Box

The Programming Box provides a communication link between the Digilock Software and a Programming or Manager Bypass Key.

Manager Keys are used to provide access to the locks.



**Red
Programming
Key**



**Black
Manager
Bypass Key**

Programming Keys are used to program the H Series locks and to receive audit trail information from the locks.

Launching the Digilock Software Program

Note: User ID's and Password information is reviewed in the Digilock Installation and Administration Guide.

To launch the Digilock Management Software:



KMH

1. Double-click the KMH icon on your Windows desktop.

A screenshot of a Windows-style login window titled 'Login'. The window has a blue title bar and a light beige background. In the center, there is a box with the word 'Digilock' in bold. Below this, there are two input fields: 'User ID :' and 'Password :'. To the right of the 'User ID' field is an 'OK' button. To the right of the 'Password' field are 'Cancel' and 'Help' buttons, stacked vertically.

2. Enter your User ID
3. Enter your password
4. When you are done, click OK

NOTE: The User ID and Password fields are case sensitive.

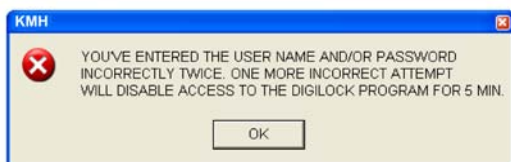
Login Safeguards

The Digilock Management Software displays the following message when the User ID or Password is incorrect:

Click OK to continue.



The Digilock Management Software Displays this when the password is incorrect for the second time.



After three consecutive incorrect logins, the Digilock Management Software shuts down for five minutes while the following message is displayed:



After this timed message clears, you can login to the Digilock Management Software again.

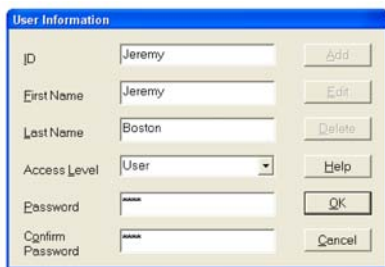
Changing your Password

NOTE: If you forget or lose your password, contact your system administrator, or see the Digilock Installation and Administration Guide.

Only the User currently logged into the Digilock Software can access the Password Change Option on the System Administration menu.

To change your password:

1. From the Digilock menu bar, select System Administration - Password Change.

A dialog box titled "User Information" with a blue header bar. It contains several input fields and buttons. The fields are: ID (text box with "Jeremy"), First Name (text box with "Jeremy"), Last Name (text box with "Boston"), Access Level (dropdown menu with "User" selected), Password (text box with "password"), and Confirm Password (text box with "password"). To the right of each field is a button: "Add" for ID, "Edit" for First Name, "Delete" for Last Name, "Help" for Access Level, "OK" for Password, and "Cancel" for Confirm Password.

2. Enter and Confirm the new Password you will use when logging into the system (up to 25 characters).

3. When you are done click OK.



Using the Programming Key

One Programming Key is issued with each Digilock Key Management System. It is important to maintain the security of this key at all times. The Programming Key transfers information to and from each Digilock H Series Lock.



The Programming Key is used to:

- Initialize each H Series Lock

- Program Management access information into the H Series Lock(s)

- Retrieve audit information from the H Series Lock(s)

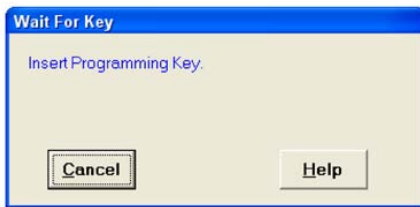
Initializing the Programming Key

Before a Programming Key can be used, it needs to be initialized by the Digilock Software.

The first Programming Key should have been initialized during the software installation.

If you need to register an additional Programming Key, or were not able to register your key during the installation process, follow these steps:

1. From the Digilock menu bar, select: Utilities-Make Programming Key.



2. When this prompt is displayed, insert the Programming Key (red) into the Programming Box.
3. When the Programming Key is registered, this message is displayed. To clear it, click OK.

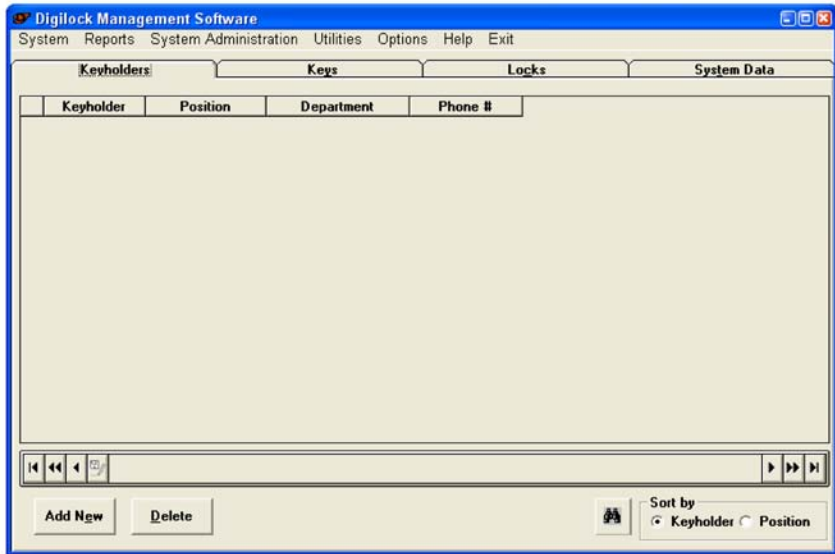


5 Steps to Set-Up Your Digilock System



Adding Keyholders -Step 1

Navigate to the KEYHOLDERS TAB:



1. On the Keyholders Tab, click the Add New button to display a new user information window.

A screenshot of a 'User Information' dialog box. The dialog has a blue title bar with the text 'User Information'. The main area is light beige and contains five text input fields, each with a label to its left: 'Last Name', 'First Name', 'Position', 'Department', and 'Phone #'. At the bottom of the dialog, there are three buttons: 'OK', 'Cancel', and 'Help'.

2. Enter the Last and First Name of the Keyholder up to 30 characters. (Required field entry).

3. Enter the keyholders position (optional field).

4. Enter their department (optional field)

5. Enter a primary phone number, up to 15 characters (optional field).

6. Click OK to enter the keyholder into the Keyholder Database.

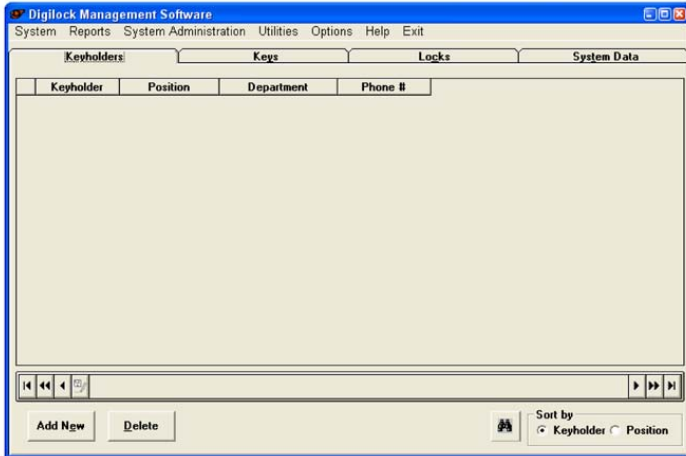
7. A new line is shown for this keyholder and is displayed in the keyholder database.

Repeat steps 1-7 to add additional keyholders (maximum of 25 allowed).

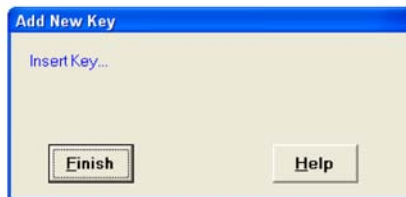
Adding Manager Bypass Keys -Step 2

Navigate to the KEYS TAB:

1. Go to the Keys Tab and click the Add New button.



2. When this prompt is displayed, insert the Manager Bypass Key(s) (black) into the Programming Box one at a time



3. As each key is inserted, a new line is added into the Keys database. Click Finish when you are through.

Assigning Keyholders to Manager Bypass Keys -Step 3

New Manager Bypass Keys are assigned as stock in the Keys Database as they are added.

1. On the Key ID line you are assigning, select the keyholder field to display a drop down button of available keyholders.
2. Click on the drop down button to display a list of available Keyholders.

The screenshot shows the 'Digilock Management Software' window with a menu bar (System, Reports, System Administration, Utilities, Options, Help, Exit) and four tabs: Keyholders, Keys, Locks, and System Data. The 'Keys' tab is active, displaying a table with columns: Key ID, Keyholder, Issue Date, and Due Date. The row for Key ID '0002' is selected, and the 'Keyholder' field is highlighted with a dropdown arrow. Below this, a sub-table lists available keyholders:

User	Position	Department
Brown, Chuck	Shift Supervisor-PM	
Doe, Jane	Shift Supervisor-AM	

At the bottom of the window, there is a status bar with navigation buttons (back, forward, etc.) and a text field containing '0002'. Below the status bar are several action buttons: Add New, Ret Stock, Lost Keys, Trash, Signature, Identify, and a 'Sort by' section with radio buttons for 'Keyholder' (selected) and 'Key ID'.

3. Click a Keyholders name to assign the Key to the Keyholder.

Adding a New H Series Lock Group -Step 4

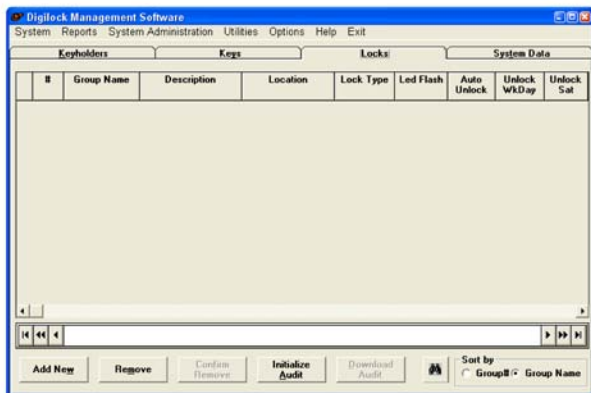
Navigate to the LOCKS GROUP TAB

Lock Groups allow management of assigned manager bypass keys to a set or system of locks. You are not limited to the number of lock groups that you create.

For example: You may choose to have two lock groups, one that manages the women's lockers and one that manages the men's lockers.

NOTE: If you have both shared and assigned use locks, you will need to create one lock group for each type of lock.

To add a new H Series Lock Group into the Locks Database:



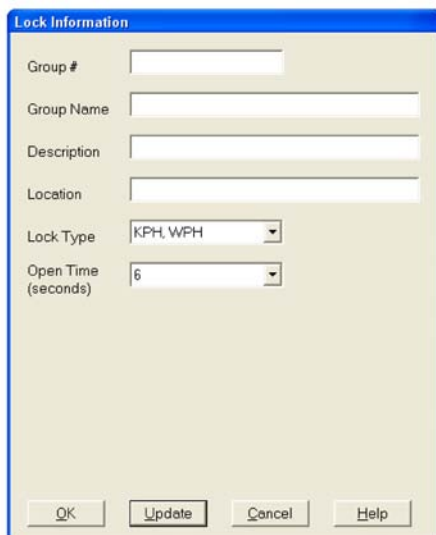
1. Click the Add New Button to display the lock information window.
2. Enter a Group #
3. Enter a Group Name

4. Enter a Lock Description (optional).
5. Enter a Lock Location (optional).
6. Click on the arrow and select your Lock Type
For HPS/HPV/HPH locks continue to page 18
For HTS/HTV/HTH locks continue to page 19

-To identify your lock type:

-HPS/HPV/HPH locks are assigned to an individual user and are unlocked with an assigned four-digit code. The locking mechanism is a latch.

-HTS/HTV/HPH locks are shared by multiple users and can be locked with any four-digit code when they are unlocked. The locking mechanism is a bolt.



The image shows a 'Lock Information' dialog box with a blue title bar. It contains several input fields and two dropdown menus. The fields are: 'Group #' (text box), 'Group Name' (text box), 'Description' (text box), and 'Location' (text box). The 'Lock Type' dropdown menu is set to 'KPH, WPH'. The 'Open Time (seconds)' dropdown menu is set to '6'. At the bottom, there are four buttons: 'OK', 'Update', 'Cancel', and 'Help'.

Group #	<input type="text"/>
Group Name	<input type="text"/>
Description	<input type="text"/>
Location	<input type="text"/>
Lock Type	KPH, WPH
Open Time (seconds)	6

OK Update Cancel Help

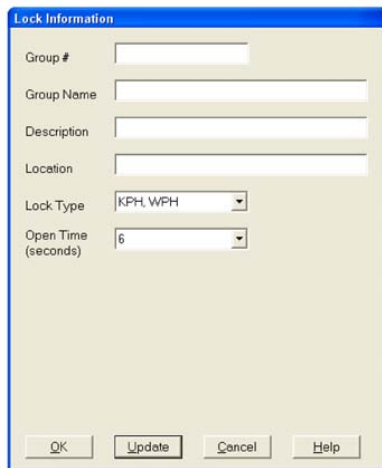
Adding a New HPS/HPV/HPH Lock Group -Step 4A

The following selections will need to be made for HPS/HPV/HPH locks:

Make sure LOCK TYPE is: HPS/HPV/HPH

Choose an open time. (The default is 6 seconds).

Click OK to add the H Series Lock into the Locks database.

A screenshot of a software dialog box titled "Lock Information". The dialog box has a blue title bar and a light beige background. It contains several input fields and a dropdown menu. The fields are: "Group #" (text box), "Group Name" (text box), "Description" (text box), "Location" (text box), "Lock Type" (dropdown menu showing "KPH WPH"), and "Open Time (seconds)" (dropdown menu showing "6"). At the bottom of the dialog box, there are four buttons: "OK", "Update", "Cancel", and "Help".

Group #	
Group Name	
Description	
Location	
Lock Type	KPH WPH
Open Time (seconds)	6

Lock Information:
HPS/HPV/HPH

Adding a New HTS/HTV/HTH Lock Group -Step 4B

The following selections will need to be made for HTS/HTV/HTH locks:

Make sure LOCK TYPE is: HTS/HTV/HTH

Lock Information

Group #

Group Name

Description

Location

Lock Type

Auto Unlock (hours)

Unlock At (Weekday) : ☒ AM ☐ PM ☒ Auto unlock

Unlock At (Saturday) ☐ Auto unlock

Unlock At (Sunday) ☐ Auto unlock

☒ Flash LED when locked

Lock Information:
HTS/HTV/HTH

If you would like the lock to auto unlock after a set number of hours, select the number of hours under the drop down menu -auto unlock (hours).

If you would like the lock to automatically unlock at a set time check the corresponding box and enter the correct unlock time.

Note: If you want the lock to unlock at a set period of time, you must set the unlock time for the weekdays, for Saturday and for Sunday individually.

FLASH LED WHEN LOCKED: Keep this checked if you want the LED to flash when the lock is locked. (Default setting).

Click OK to add the H Series Lock into the Locks database.

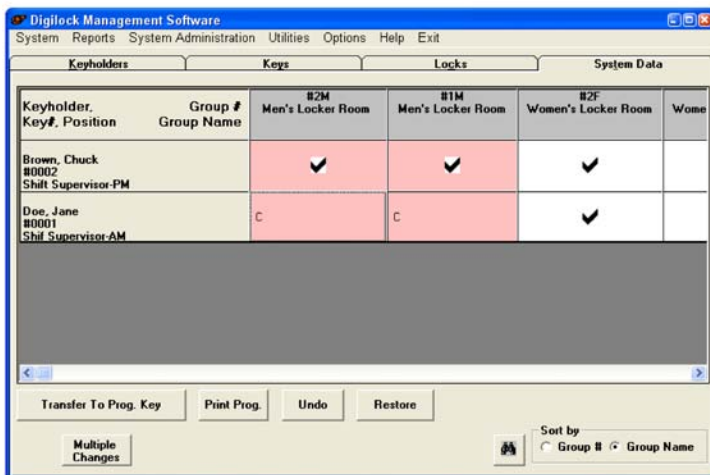
Programming a Keyholder to a Lock Group

-Step 5

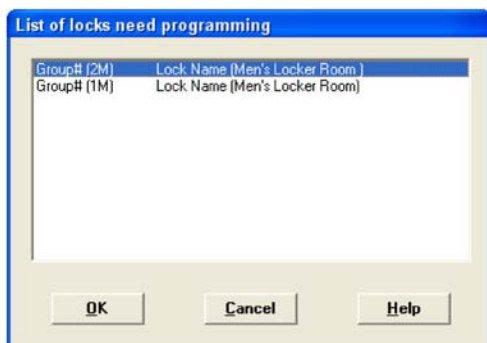
Navigate to the SYSTEM DATA TAB

On this page you will see the lock groups going across the page and the keyholders going down.

You must assign a check mark in the grid space to assign a key holder access to a lock group. To do this: double-click in the correct grid space for both the Keyholder and the Lock Group. (Double-click again to clear the grid space).



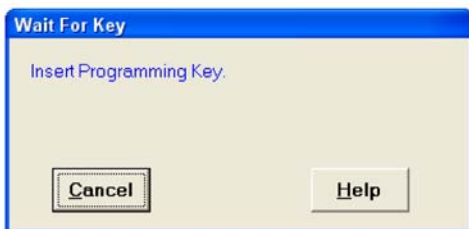
1. When you are ready to register your locks with the manager bypass key information, click on the Transfer to Programming Key Button on the bottom left of the system data tab.



2. If more than one lock group requires programming, choose the lock group you wish to program and click OK to continue and click OK to continue



4. When this prompt is displayed, insert the Programming Key (red) into the Programming Box.



5. When this message appears, your programming key contains the manager key registration information. Click OK to clear this message.



6. Insert the Programming Key in the key slot of each lock that belongs to the lock group in the previous step. A double tone from each lock indicates successful manager key registration.

Test the lock(s) to make sure that the Manager Bypass Key(s) were successfully registered to the lock(s). Follow the Operating Instructions To Operate with a Manager Bypass Key.

13. The grid space turns White when the Digilock H Series Lock is confirmed.

The screenshot shows the 'Digilock Management Software' window. It has a menu bar with 'System', 'Reports', 'System Administration', 'Utilities', 'Options', 'Help', and 'Exit'. Below the menu bar are four tabs: 'Keyholders', 'Keys', 'Locks', and 'System Data'. The 'Keyholders' tab is active, displaying a table with the following data:

Keyholder, Key#, Position	Group # Group Name	#2M Men's Locker Room	#1M Men's Locker Room	#2F Women's Locker Room	Wome
Brown, Chuck #0002 Shift Supervisor-PM		✓	✓	✓	
Doe, Jane #0001 Shif Supervisor-AM				✓	

Below the table is a large grey rectangular area. At the bottom of the window, there are several buttons: 'Transfer To Prog. Key', 'Print Prog.', 'Undo', and 'Restore'. To the left of these is a 'Multiple Changes' button. To the right is a 'Sort by' section with radio buttons for 'Group #' and 'Group Name', and a small icon button.

14. Repeat this process to register the manager bypass key(s) all of the lock groups.

Keyholders Tab

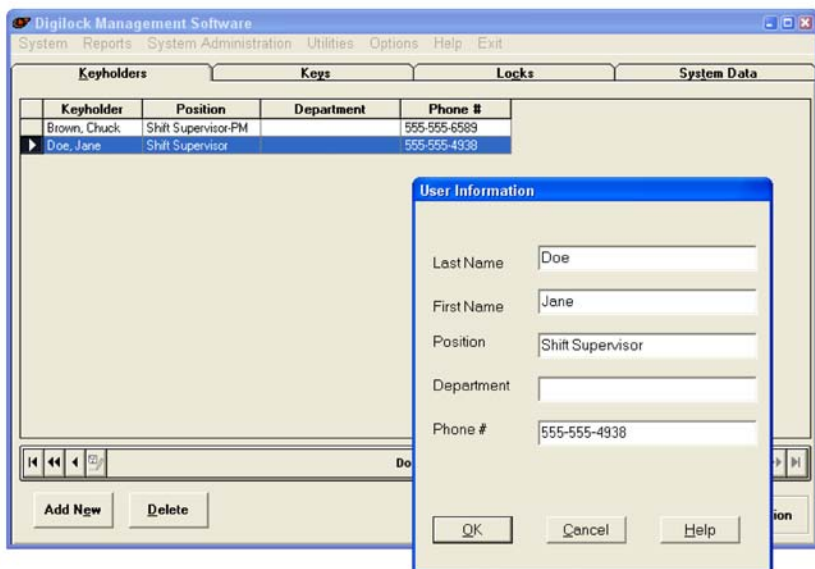


Editing Keyholder Information

After a keyholder is entered into the database, you can edit or review the Keyholder Information.

To do this:

1. On the Keyholder Tab, double click in any row to view or edit the Keyholder Information record for a selected keyholder.



2. Click OK when finished.

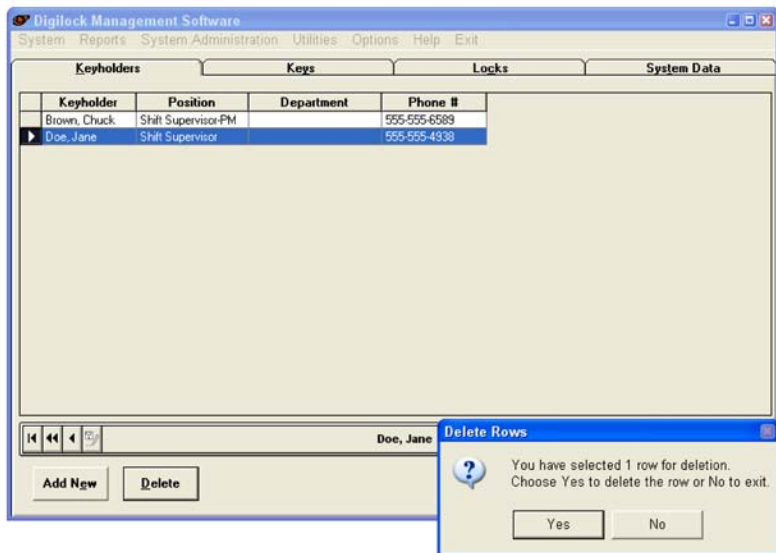
Deleting Keyholders

NOTE: If the Keyholder has been assigned a Manager Bypass Key, you will be prompted to remove it before you can delete the Keyholder.

Keyholders can be easily removed from the database.

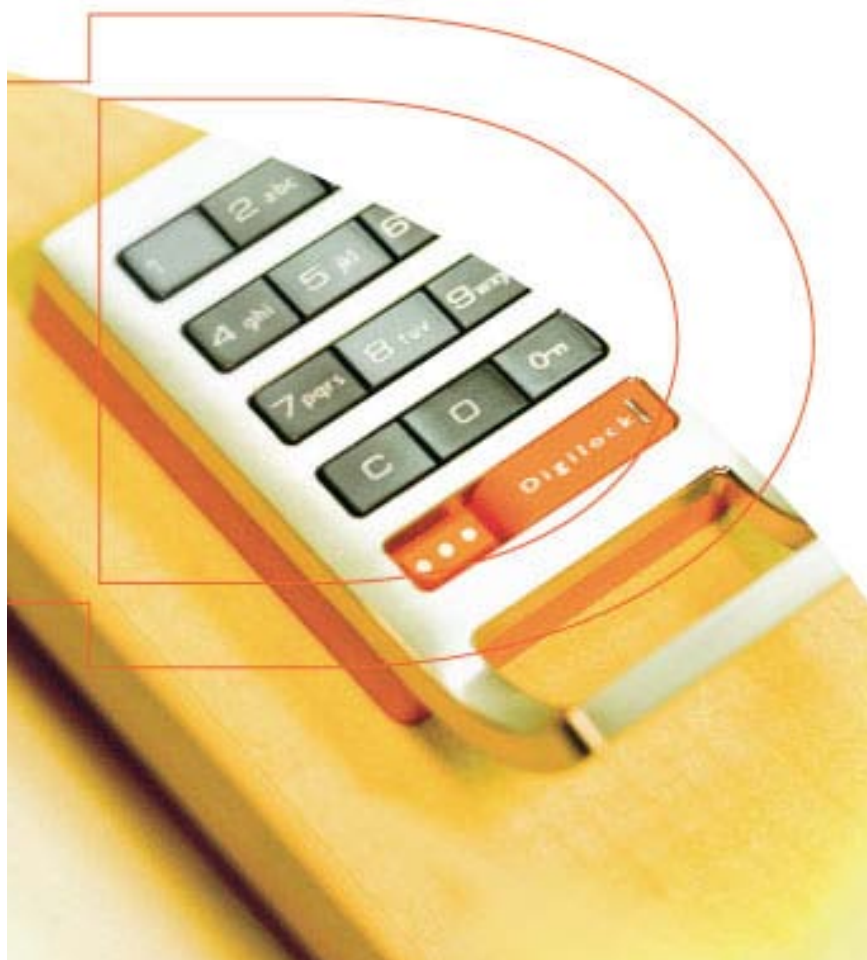
To do this:

1. On the Keyholder Tab, single click on the appropriate Keyholder line to highlight their user line.



2. Click Delete to remove this keyholder and click Yes to confirm.

Keys Tab

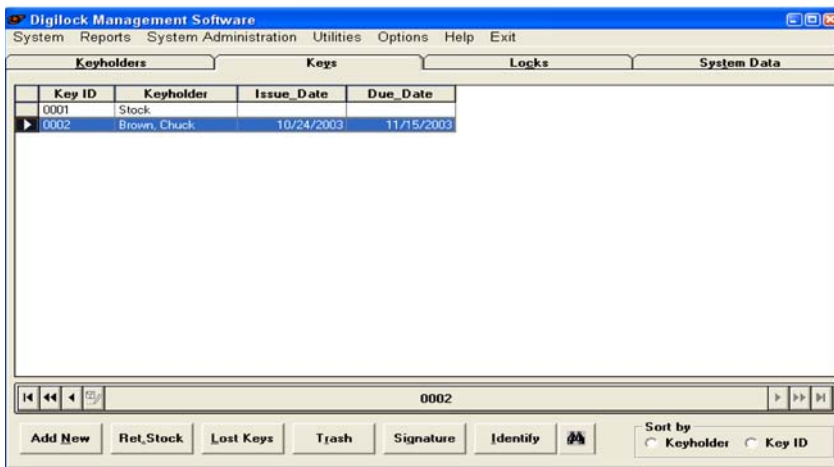


Identifying a Manager Bypass Key

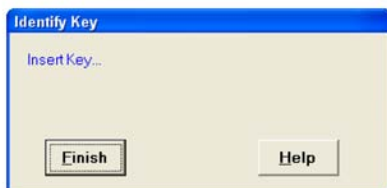
The Identify button can be used to match an assigned Manager Bypass Key to a Keyholder.

To do this:

1. Click the Identify button on the Keys Tab.

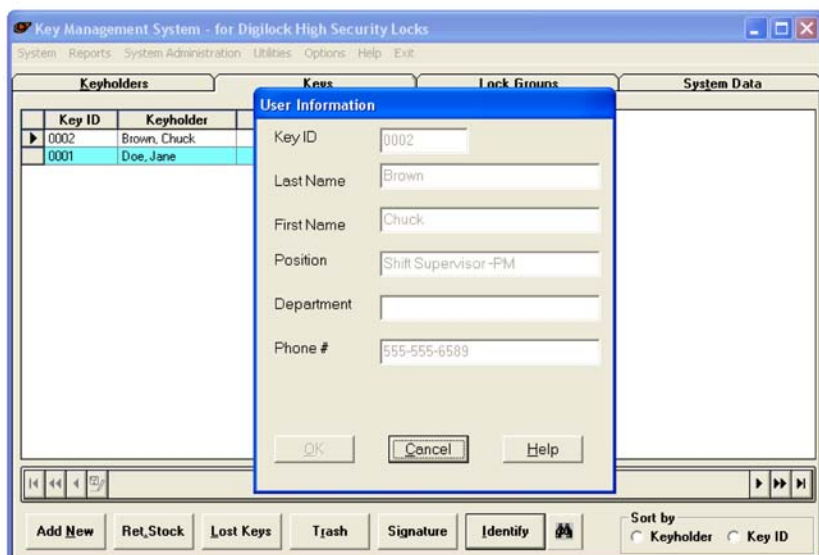


2. When the Insert Key prompt is displayed, insert the Manager Bypass Key (black) into the Programming Box.



The User Information window identifies the Key ID.

The Key ID is displayed.



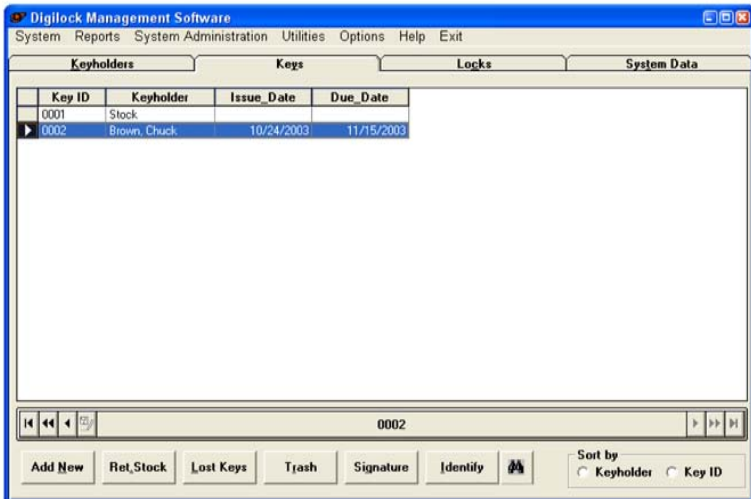
3. Click Cancel to return to the Keys tab.

Processing Lost Manager Bypass Keys

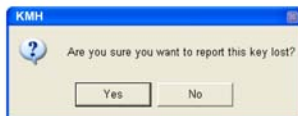
When a Manager Bypass Key is lost, you will need to remove it from your database to prevent someone else from gaining access to your locks.

To do this:

1. Select the appropriate key line in the database.



2. Click Lost Keys.
3. Click Yes to confirm the key as Lost.

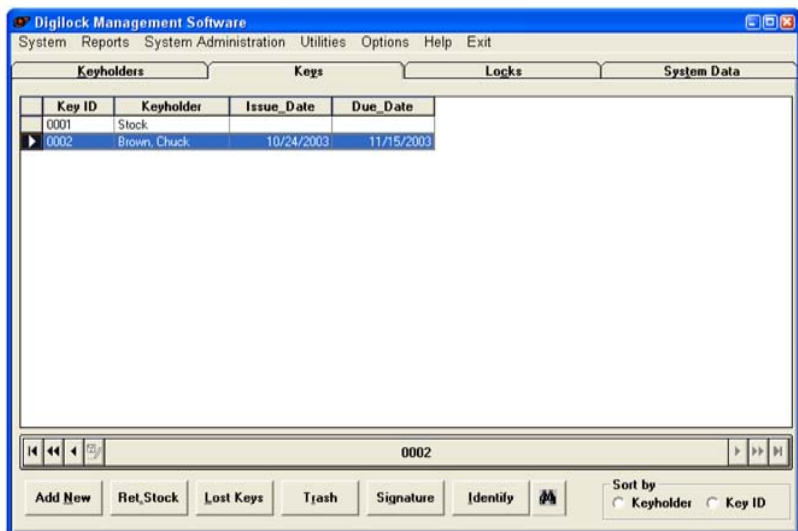


Note: You will need to update the programming of your lock groups after removing a Manager Bypass Key.

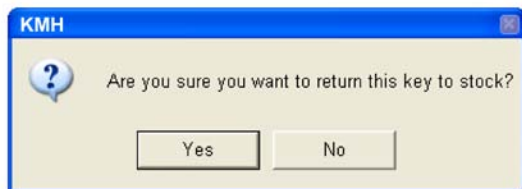
Returning Manager Bypass Keys to Stock

When an assigned key is no longer used, you can return it to stock.

1. Select the appropriate key line in the database.



2. Click Return Stock.
3. Click Yes to confirm this Manager Bypass Key as Stock.

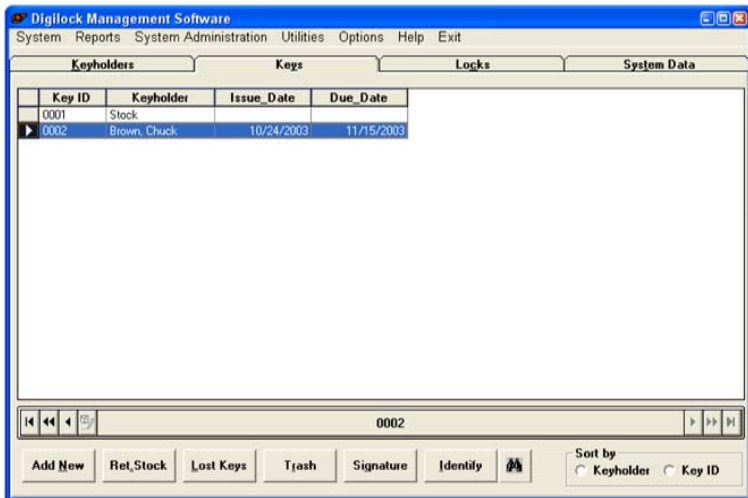


Printing Signature Cards for Manager Bypass Keys

When assigning Manager Bypass Keys, you may choose to print out a Signature Card.

To do this:

1. Select the appropriate key line.



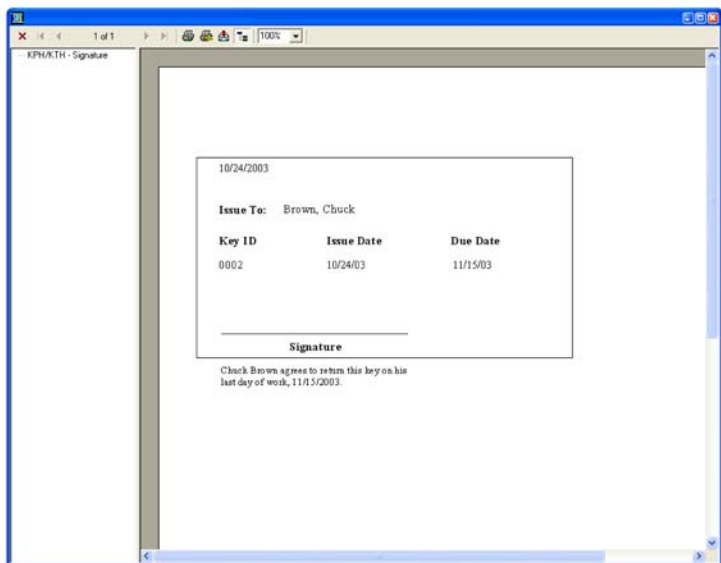
2. Click Signature.

The Signature Note window is displayed.

3. Type additional notes you want to include with the Signature Card.



4. Click OK to continue and display the Signature Report.



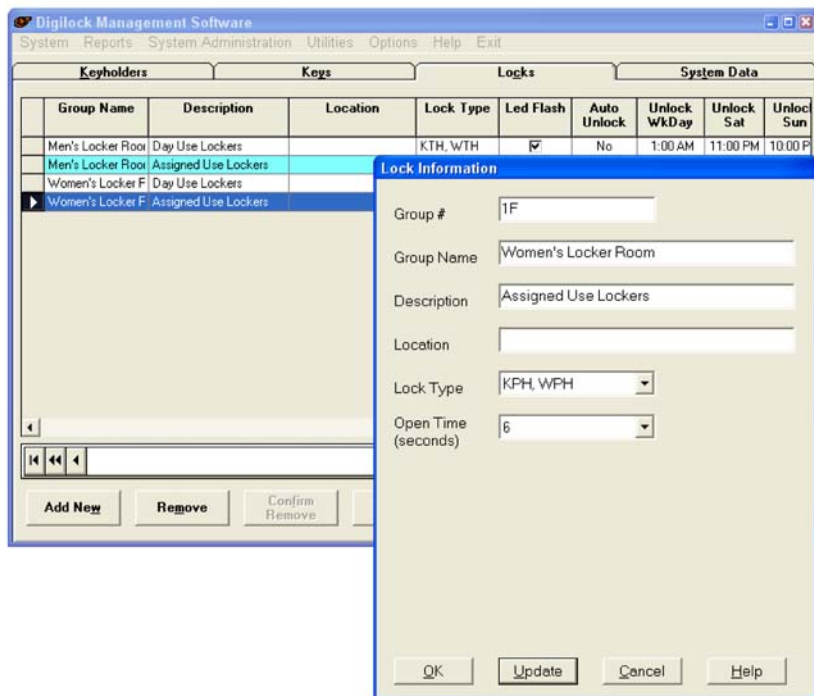
Lock Groups Tab



Editing Lock Group Information

After a lock has been added into the Locks database, to edit or review Lock information:

1. Double-click in the appropriate lock row to display the Lock Information window.



2. Change the Lock Group Information

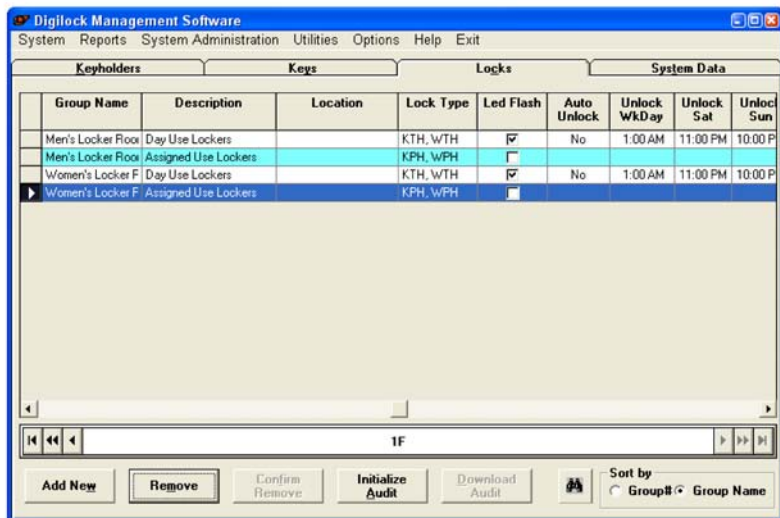
3. When you are done, click OK.

Note: Editing a lock group information may require you to update the programming of your locks.

Removing Lock Groups

To remove a Lock Group from the database:

1. Single click the appropriate lock row to select the lock group to be removed



2. Click the Remove button.
3. When prompted confirm that the lock group number is the group you would like to remove and click YES.



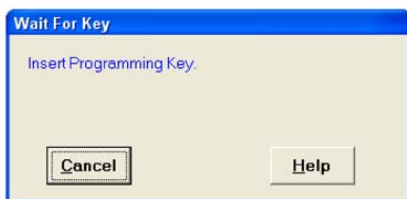
4. Click YES to continue if you are sure you want to delete the lock group.

Retrieving an Audit Trail

After you have registered a Manager Bypass Key to an H Series lock, an audit trail is recorded every time a code or key is introduced to the lock.

To retrieve audit information from a H Series Lock:

1. On the locks tab click Initialize Audit.
2. When this prompt is displayed, insert the Programming Key (red) into the Programming Box.



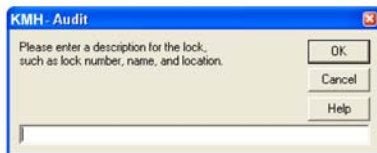
3. This prompt is displayed when the Programming Key is initialized for audit. Click OK to clear it.



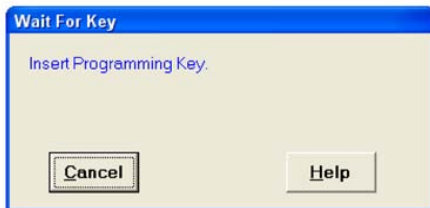
4. Insert the Programming Key into the appropriate H Series Lock. The lock flashes green while retrieving the information. Remove the key when once an audible tone is heard.

5. From the Keys tab, click Download Audit.

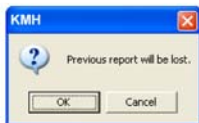
6. Enter a lock description to identify the lock you are auditing and click OK.



7. When this prompt is displayed, insert the Programming Key (red) into the Programming Box.



8. To delete the previous Audit Report, and view the new Audit Report click OK.



9. Audit report will be displayed in a new window for viewing, printing and/or exporting.

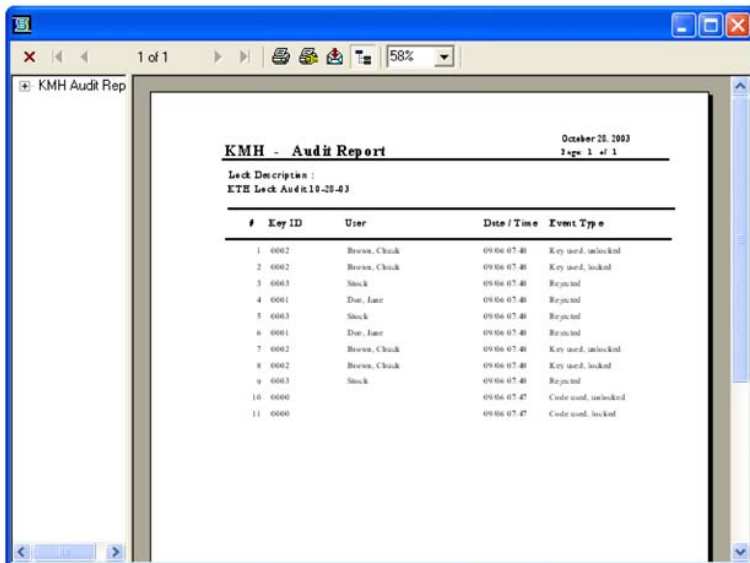
Sample Audit Report

Audit information can be viewed, exported or printed.

To view or print the previously retrieved audit information:

From the Digilock menu bar, select Utilities-Audit Trail-Last Audit Report.

The report will be displayed in a new window.



#	Key ID	User	Date / Time	Event Type
1	6002	Brown, Chuck	09/06/07 40	Key used, unlocked
2	6002	Brown, Chuck	09/06/07 40	Key used, locked
3	6003	Stuck	09/06/07 40	Rejected
4	6001	Doe, Jane	09/06/07 40	Rejected
5	6003	Stuck	09/06/07 40	Rejected
6	6001	Doe, Jane	09/06/07 40	Rejected
7	6002	Brown, Chuck	09/06/07 40	Key used, unlocked
8	6002	Brown, Chuck	09/06/07 40	Key used, locked
9	6003	Stuck	09/06/07 40	Rejected
10	6000		09/06/07 47	Code used, unlocked
11	6000		09/06/07 47	Code used, locked

System Data Tab

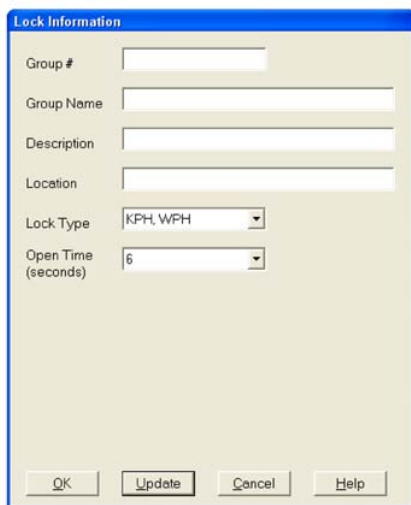


Update the Programming of your Locks

The KMH software program is utilized to register the manager bypass keys to your locks. In order to transfer this registration information to your programming key, the column on the system data tab must be pink.

If you have found your manager bypass key(s) is not registered to your lock(s), follow these steps to update the manager key registration information.

1. Navigate to the System Data Tab
2. Double click on the name of the lock group that you wish to update. The lock information window will appear.

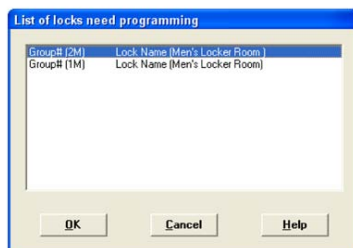


The image shows a 'Lock Information' dialog box with a blue title bar. It contains several input fields and dropdown menus for configuring lock settings. The fields are: 'Group #' (text box), 'Group Name' (text box), 'Description' (text box), 'Location' (text box), 'Lock Type' (dropdown menu showing 'KPH, WPH'), and 'Open Time (seconds)' (dropdown menu showing '6'). At the bottom, there are four buttons: 'OK', 'Update', 'Cancel', and 'Help'.

Field	Value
Group #	
Group Name	
Description	
Location	
Lock Type	KPH, WPH
Open Time (seconds)	6

3. Click the Update Button.

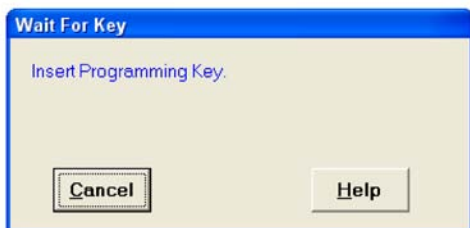
4. The lock information window will disappear and the column of the lock group that requires updating will turn pink.
5. Click on the transfer to programming key button on the bottom of the system data tab.



6. If more than one lock group requires programming, select the lock group you wish to program and click OK to continue.



7. When this prompt is displayed, insert the **Programming Key (red)** into the **Programming Box**.



8. When the prompt below appears, your programming key contains the manager key registration information. Click okay to clear the message.



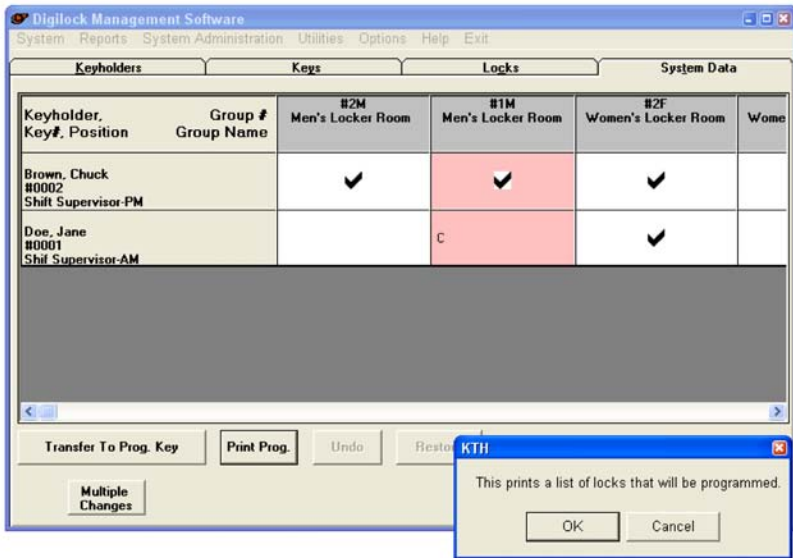
9. Insert the Programming Key in each lock that belongs to the lock group in the previous step. A double tone from each lock indicates successful manger key registration.

Test the lock(s) to make sure that the Manager Bypass Key(s) were successfully registered to the lock(s). Follow the Operating instructions To Operate with a Manager Bypass Key.

10. The grid space for the lock group you updated will turn white. If you have additional lock groups that are pink, repeat steps 5 through 12.

Printing a List of Locks to be Programmed

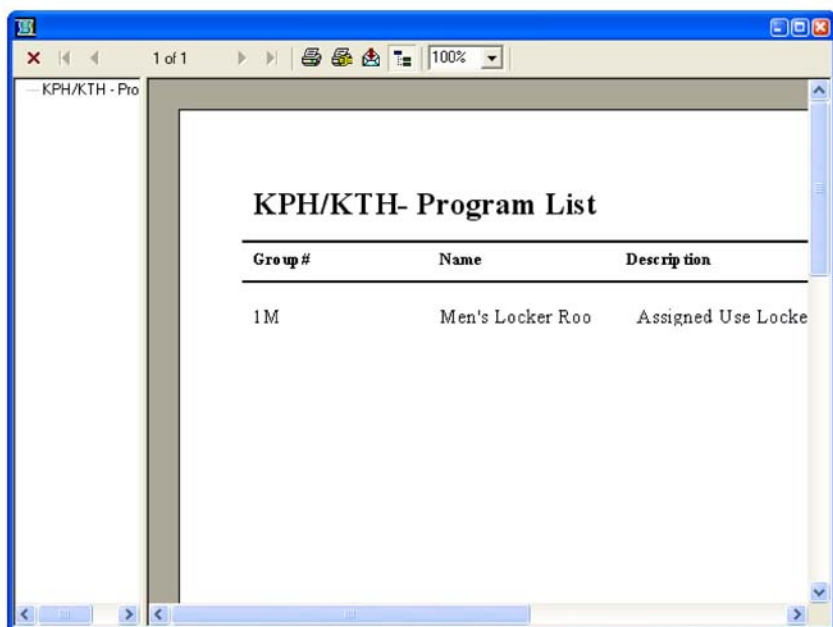
To print a list of Lock Groups that need to be programmed.



1. Click Print Program
2. Click **OK**.

The print window displays a list of Digilock H Series Lock Groups that need to be programmed.

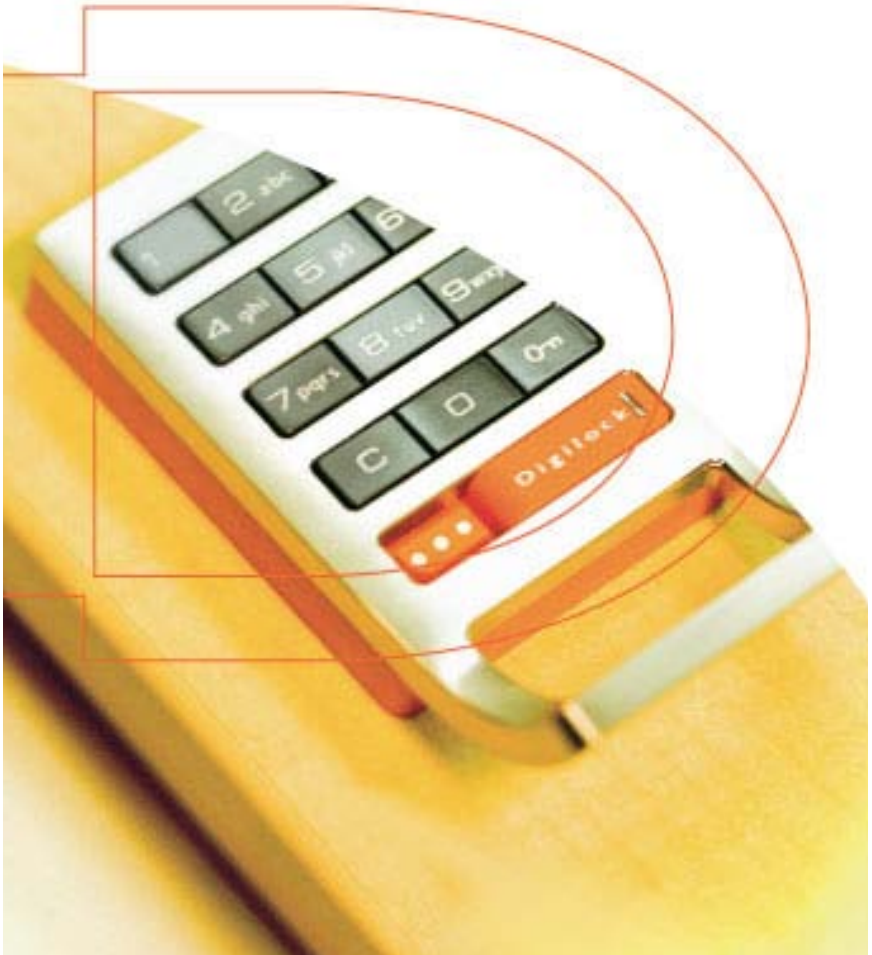
Click here to **Print** a list of Locks Groups to be Programmed.



KPH/KTH- Program List

Group #	Name	Description
1M	Men's Locker Roo	Assigned Use Locke

Backing Up and Restoring



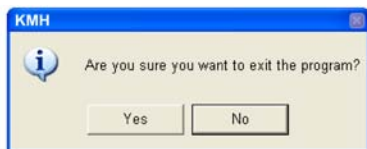
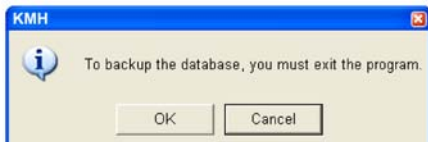
Backing up the Digilock Database File

It is a good idea to back up the Digilock database file at least once a week. To do this:

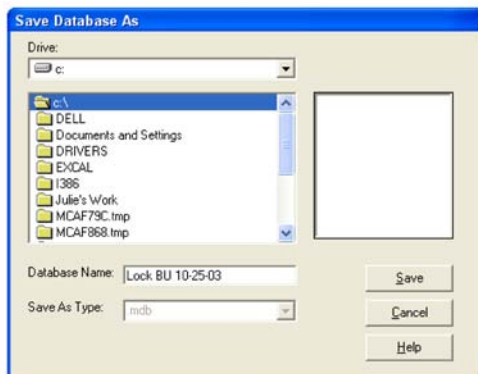
1. From the Digilock menu bar, select System Administration-Database Backup.

2. Click OK

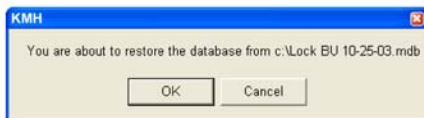
3. Click Yes again



4. Select a drive and path to save the backup file.



5. Enter a name for the backup file.
6. When you are done, click Save.
7. When the backup file is saved, click OK to clear this prompt, and log back into the Digilock Software.



8. This prompt displays when the database file is Restored. Click OK to clear it, and log back into the Digilock Software.



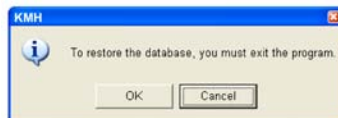
Restoring the Digilock Database File

If you have migrated to a new computer, or your computer crashed, you can use restore your lock database if you have a back up saved . To do this:

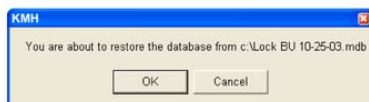
1. From the Digilock menu bar, select System Administration-Database Restore.



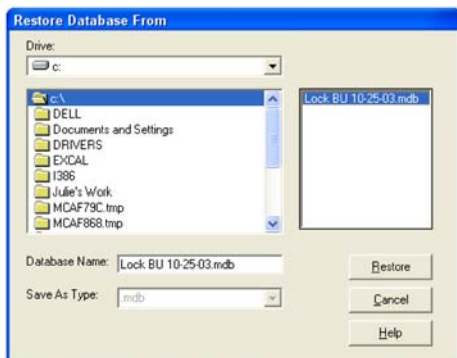
2. When prompted, enter the administrator password.
3. Click Okay to Exit the Program



4. Click Yes to confirm



5. Navigate through your computer to select the drive and path of the backup you wish to restore.



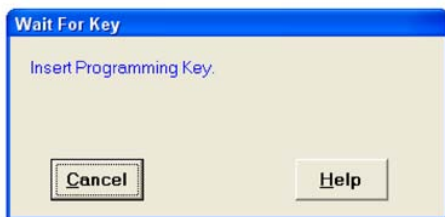
6. To restore, click OK and then click OK to re-enter the software.

8. Enter the user name and password to open the restored database.

Updating Time on the Programming Key

Any time there is a time change, it is necessary to update your locks with the new date and time. To do this:

1. From the Digilock menu bar, select: Utilities-Update Time for Programming Key
2. When this prompt is displayed, insert the Programming Key (red) into the Programming Box.

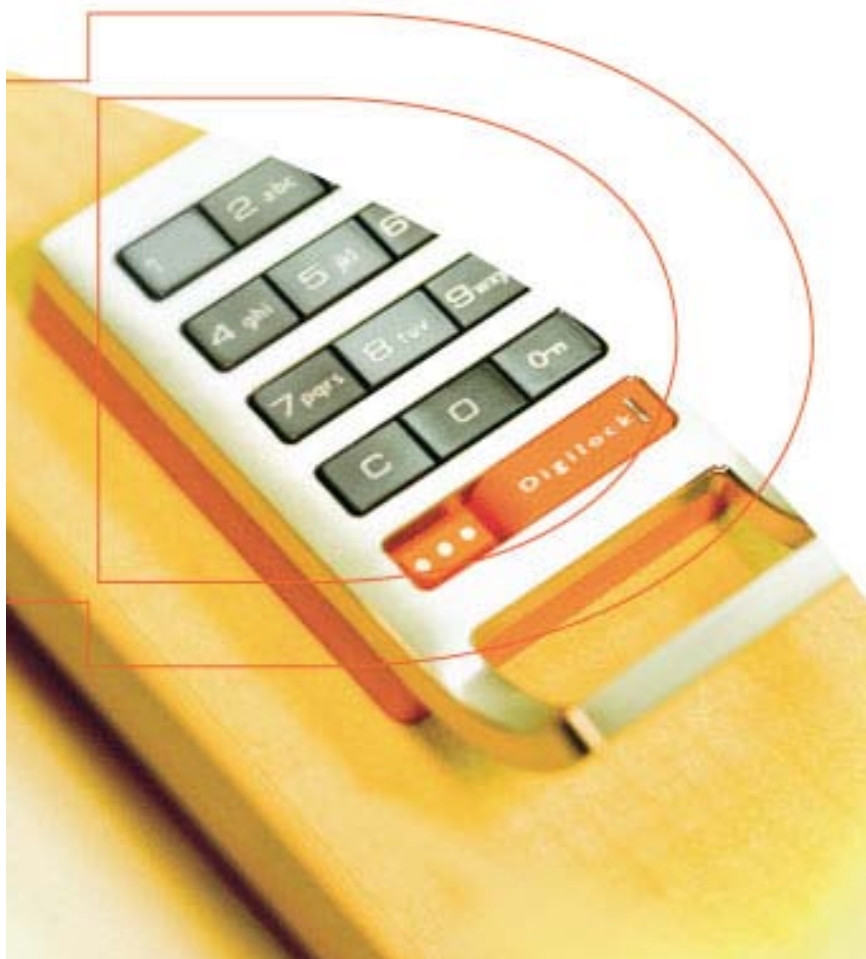


3. When the Programming Key is registered, this message is displayed. To clear it, click OK.



4. Touch the Programming Key to each lock to update them with the new date and time.

Processing Reports



Key Report by Keyholder

This report displays a list of User Keys assigned to each User. To view the Key Report by Keyholder

On the Reports menu, select Key Report by Keyholder:

1 of 1

KPH/KTH - Key
Brown, Chu
Doe, Jane

KPH/KTH - Key Report by Keyholder

Keyholder: Brown, Chuck
Position: Shift Supervisor-PM
Department:

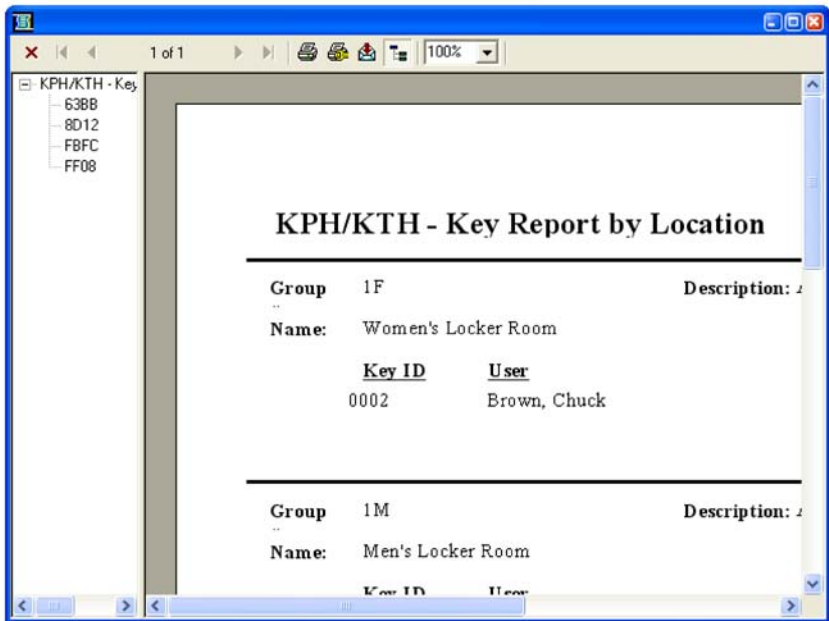
Key ID	Issue Date	Due Date
0002	10/24/2003	11/15/2003

Keyholder: Doe, Jane
Position: Shif Supervisor-AM
Department:

Key Report by Location

This report displays a list of User Keys assigned by Lock Location. To view the Key Report by Location:

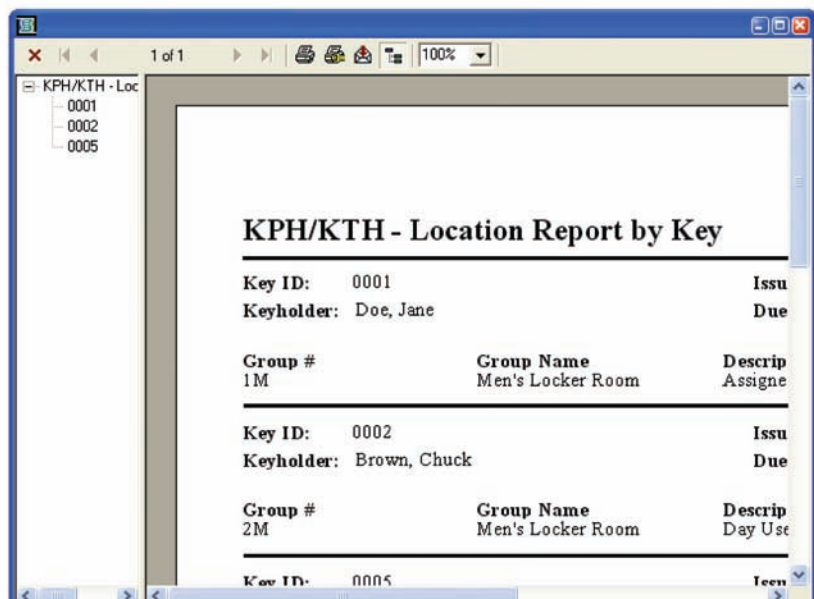
On the Reports menu, select Key Report by Location.



Location Report by Key

This report displays a list of Locks assigned by Key Location. To view the Location Report by Key:

On the Reports menu, select Location Report by Key.



Location Report by Keyholder

This report displays a list of Lock Locations assigned by Keyholder. To view the Location Report by Keyholder.

On the Reports menu, select Location Report by Keyholder.

The screenshot shows a software window titled "KPH/KTH - Loc" with a sidebar listing "Brown, Chu" and "Doe, Jane". The main content area displays a report titled "KPH/KTH - Location Report by User". The report is divided into sections by horizontal lines. The first section contains the following fields:

Keyholder:	Brown, Chuck
Position:	Shift Supervisor-PM
Department	

The second section contains:

Key ID:	0002
Issue Date:	10/24/03

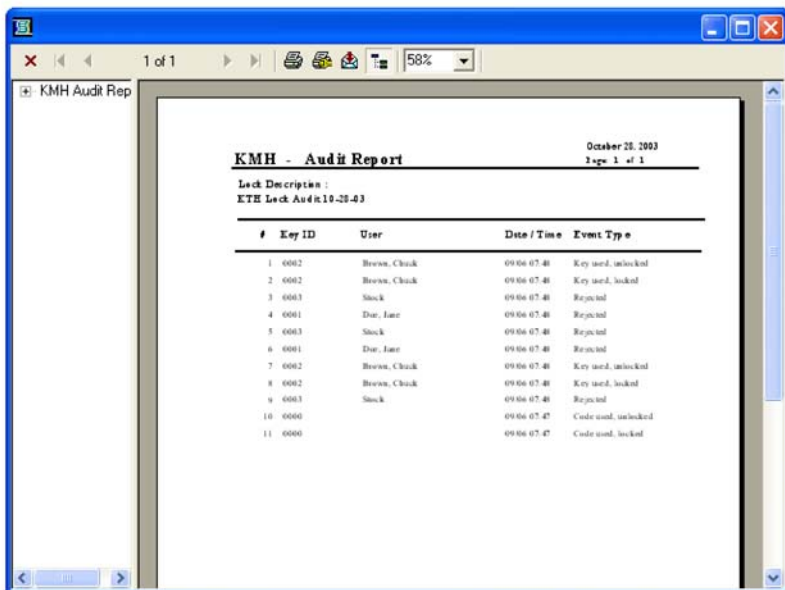
The third section contains:

Group#	2M
Name:	Men's Locker Room
Location:	
Description:	Day Use Lockers

Last Audit Report

This report displays the Last Audit Report retrieved from a H Series Lock. To view the Last Audit Report:

On the Reports menu, select Last Audit Report.



KMH - Audit Report October 28, 2003
Page 1 of 1

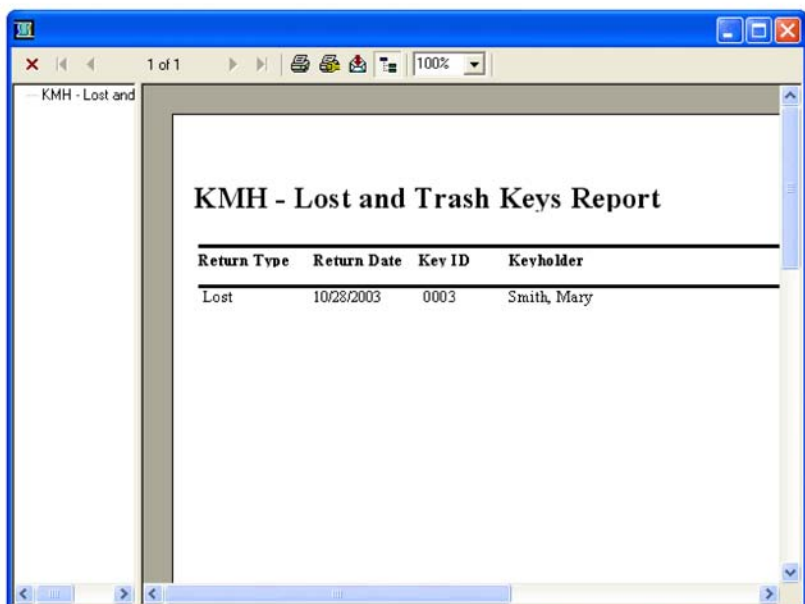
Lock Description :
KTH Lock Audit10-28-03

#	Key ID	User	Date / Time	Event Type
1	0002	Brown, Chuck	09/06/07 40	Key used, unlocked
2	0002	Brown, Chuck	09/06/07 40	Key used, locked
3	0003	Stock	09/06/07 40	Key used
4	0001	Doe, Jane	09/06/07 40	Key used
5	0003	Stock	09/06/07 40	Key used
6	0001	Doe, Jane	09/06/07 40	Key used
7	0002	Brown, Chuck	09/06/07 40	Key used, unlocked
8	0002	Brown, Chuck	09/06/07 40	Key used, locked
9	0003	Stock	09/06/07 40	Key used
10	0000		09/06/07 47	Code used, unlocked
11	0000		09/06/07 47	Code used, locked

Lost and Trash Keys Report

This report displays a list of User Keys assigned as Lost or Trash. To view the Lost and Trash Key Report:

On the Reports menu, select Lost and Trash Key Report.



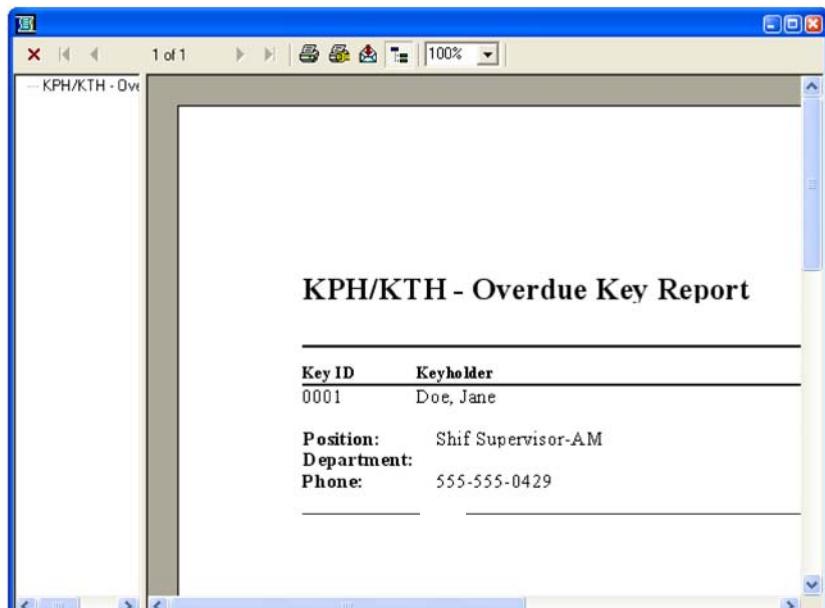
The screenshot shows a web browser window with a blue title bar. The address bar contains '1 of 1' and a search icon. The main content area displays the report title 'KMH - Lost and Trash Keys Report' in bold. Below the title is a table with four columns: 'Return Type', 'Return Date', 'Key ID', and 'Keyholder'. The table contains one row of data: 'Lost', '10/28/2003', '0003', and 'Smith, Mary'. The browser's status bar at the bottom shows the page number '1 of 1'.

Return Type	Return Date	Key ID	Keyholder
Lost	10/28/2003	0003	Smith, Mary

Overdue Key Report

This report displays a list of User Keys that have passed their assigned due date. To view the Overdue Key Report:

On the Reports menu, select Overdue Key Report.

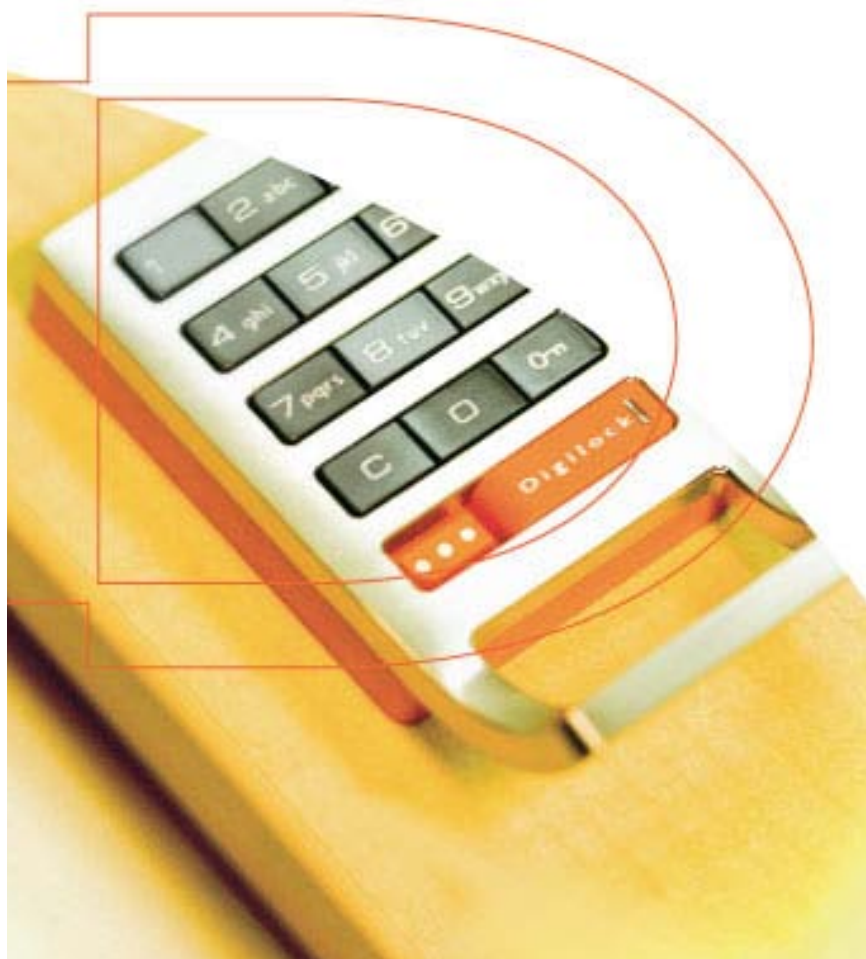


The screenshot shows a web browser window with a blue title bar. The address bar contains 'KPH/KTH - Overdue Key Report'. The page content is titled 'KPH/KTH - Overdue Key Report' in a large, bold, black font. Below the title, there is a table with two columns: 'Key ID' and 'Keyholder'. The table contains one row with the values '0001' and 'Doe, Jane'. Below the table, there are three lines of text: 'Position: Shif Supervisor-AM', 'Department:', and 'Phone: 555-555-0429'. The browser window also shows a status bar at the bottom with navigation buttons and a zoom level of 100%.

Key ID	Keyholder
0001	Doe, Jane



Position: Shif Supervisor-AM
Department:
Phone: 555-555-0429

Operating Instructions





Digilock HTS/HTV/HTH Operating Instructions

To Lock with a User Code:

- Press 
 - Enter any four-digit code of your choice
 - Press  to lock
- The "LED" will flash red when locked (unless this feature has been disabled)

To Unlock with a User Code:

- Press 
- Enter the same four-digit code used to lock the lock
- Press  to unlock



To Lock with a Manager Bypass Key:

- Touch a registered Manager Bypass Key (black) to the key slot

To Unlock with a Manager Bypass Key:



- Touch a registered Manager Bypass Key (black) to the key slot

To Unlock with a Programming Key:

- Press 
- Press the 
- Touch a registered Programming Key (red) to the key slot

Digilock HPS/HPV/HPH Operating Instructions

To Unlock with a User Code:



- Press 
- Enter your four-digit registered user code
- Press the  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 pages 73 and 74

To Unlock Using the Manager Bypass Key:

- Touch a registered Manager Bypass Key (black) to the key slot
- Pull the door open while the green LED is lit
- Closing the door will automatically relock the lock

To Unlock with a Programming Key:

- Press 
- Press the 
- Touch a registered Programming Key (red) to the key slot
- Pull the door open while the green LED is lit
- Closing the door will automatically relock the lock

To Change a User Code Using the Manager Bypass Key: (HPS/HPV/HPH only)

-Press 

-Press the 

-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

-Press the 

The LED will emit a solid red light

-Re-enter the new 4-digit user code

-Press the  to end the programming mode

A double tone signifies successful programming

Test the lock to make sure that the new User Code was entered properly by following the operating instructions To Unlock with a User Code.

To Change a User Code Using the Existing User Code: (HPS/HPV/HPH only)

-Press 

-Press the 

-Enter the existing 4-digit user code

-Press the 

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

-Enter the new 4-digit user code

-Press the 

The "LED" will emit a solid red light

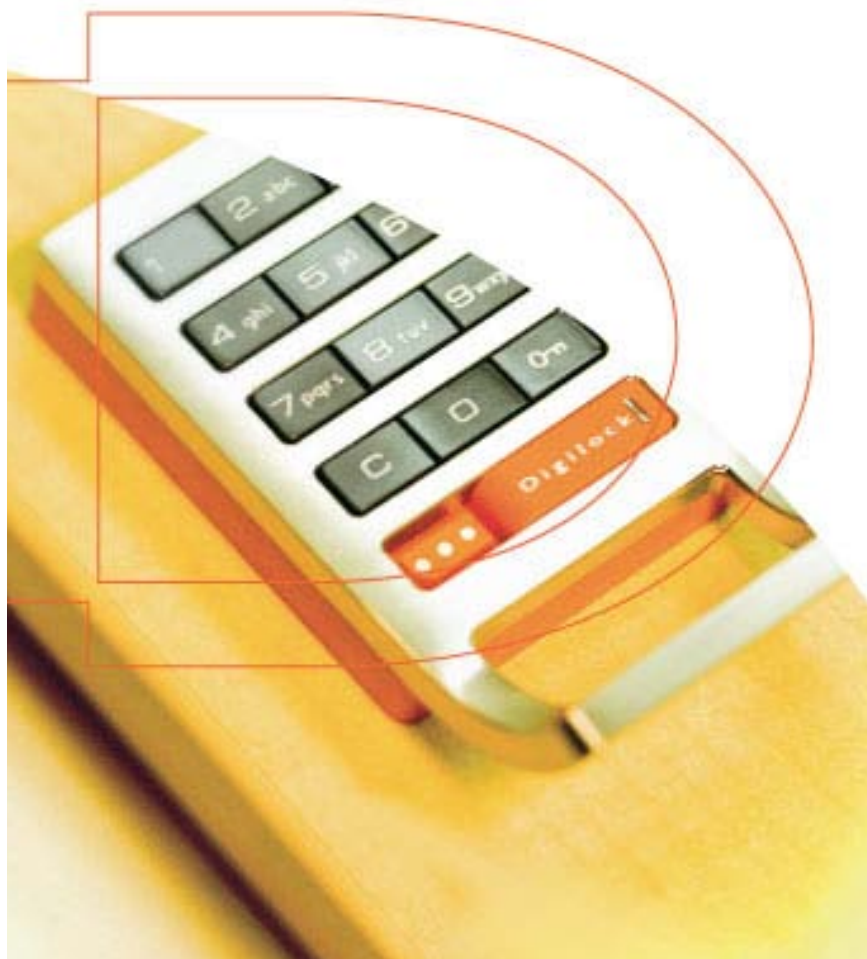
-Re-enter the new 4-digit user code

-Press the 




A double tone signifies successful programming

Test the lock to make sure that the new User Code was entered properly by following the operating instructions To Unlock with a User Code.

Troubleshooting Guide



Problem Descriptions and Solutions

Problem	Solution
Before the Digilock Software program loads, an “Overdue Keys” message is displayed.	In the Keys database, you have assigned a due date to keys that have surpassed the due date.
Cannot write Zone data to the Key. Fail to update the Programming Key	You pulled the Programming Key out of the Programming Box before the key was read. 1. Clear the “Transfer failed, Try again” prompt. 2. Select Transfer to Programming Key, and follow the prompts reenter the Programming Key into the Programming Box. 3. When the “Loaded successfully” prompt is displayed, clear it and then remove the Programming Key.
The lock only operates with   	The manager keys have not been registered to the lock. Refer to the 5 Steps to Setup Your Digilock System, beginning on page 11.

Problem	Possible Reason	Solution
There is no audible sound when touching the keypad and the lock is unlocked.	Low Batteries	Replace the batteries, visit www.digilock.com for instructions on replacing the batteries.
	Lock is not properly installed.	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.
There is no audible sound when touching the keypad and the lock is locked	Lock is in “sleep state”	Wait one full minute and try the user code again, or unlock with a valid manager bypass key
	Low Batteries	Use the manager bypass key to unlock the lock and replace the batteries.

Problem	Possible Reason	Solution
The lock locks and unlocks normally, but emits an additional double-set of three red blinks and three audible beeps	Low Batteries	Replace the batteries, visit www.digilock.com for instructions on replacing the batteries.
When entering a valid operating code/key the LED emits a double-set of three red blinks and three audible beeps and the lock does not unlock.	Low Batteries	Replace the batteries, visit www.digilock.com for instructions on replacing the batteries.
The lock continues to go into "sleep state."	Invalid operating code	Use a valid manager bypass key to unlock the lock
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.

Problem	Possible Reason	Solution
<p>The lock is locked; the manager key does not allow access</p> <p>There is no audible sound when touching the keypad and all of the above have been tried.</p>	<p>The lock has failed to recognize valid operating code/keys</p>	<p>Reset the lock, visit www.digilock.com for instructions on resetting the lock.</p>

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D i g i l o c k[®]
w w w d i g i l o c k c o m

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