Digilock®

Digilock Matrix Series KLB & KSB
Operating & Programming Instructions

You will need an Instant Programming Key (IPK) (which should be enclosed) to program your locks.

Instant Programming Key (IPK)

If you did not receive an IPK, please contact Digilock Sales at 800-989-0201. If you received multiple IPKs, only use one IPK to program all of your locks. Dispose of any additional IPKs to avoid confusion.

Note: Once you introduce an IPK to a lock, it will not accept any other IPKs. If you require a replacement IPK, you must contact Digilock Sales at 800-989-0201.

Programming Instructions:

These locks can be programmed to operate with either a User Code or a User Key or both. Although these locks may not have been provided with User Keys, you can purchase User Keys by contacting Digilock.

User Key

NOTE: The default User Code for the lock is 12345. Once you program the locks by registering them with User Code(s) or User Key(s), the default code will no longer operate the lock.

To Register User Codes:

• Insert and hold the IPK to the Key Slot for one full second. You should hear audible feedback.

• The lock will be in programming mode when the LED is solid green.

• Enter a User Code of choice 4-8 digits by using this pattern:

C + New 4-8 Digit Code + 🔑

The LED will flash twice and the lock will beep twice when the new User Code is entered and the LED will remain on.

• While the LED is solid, confirm the User Code by re-entering the new User Code.

C + Re-enter 4-8 Digit Code + 🔑

• A double beep signifies successful registration of the User Code.

Repeat this process to enter additional User Codes. Each lock will hold a total of 500 User Codes and/or Users Keys.

To Register User Keys:

• Insert and hold the IPK to the Key Slot for one full second. You will hear audible feedback.

• The lock will be in programming mode when the LED is solid green.

• Insert the User Key(s) (one or more) to be registered into the Key Slot one key at a time.

   A single blink of the LED and beep after touching each User Key is an indicator that the User Key(s) to be registered has been properly touched to the lock.

• Insert and hold the IPK to the Key Slot for one full second.

• A double tone signifies successful registration.

To add more User Keys to a lock, repeat the directions above.

To Erase the Lock:
When you erase a lock, with an IPK you delete all programmed User Codes and/or User Keys from the locks memory. (Advanced programming with the Digilock Programming Kit allows you to erase Users Code/Keys individually -see reverse for more information). In order to use the lock after erasing it, you will need to re-register the User Codes and/or User Keys.

• Insert the IPK into the Key Slot until you hear audible feedback.

• The lock will be in programming mode when the LED is solid green.

• Re-insert the IPK into the Key Slot for one full second.

• A double beep signifies that the lock has been erased.

For Lost or Stolen Keys:

• If you have lost a User Key:
   Follow the instructions "To erase the Lock." You will need to reprogram previously registered User Codes and User Keys.

• If you have lost your IPK:
   Contact Digilock Sales at 800-989-0201.

Operating Instructions:

• To **Lock:**
  Enter:

  C + 🔑 + 🔑

• To **Unlock** with a registered **User Code:**
  Enter:

  C + 4-8 Digit Code + 🔑

• To **Unlock** with a registered **User Key:**
  Touch a registered User Key to the Key Slot.

Digilock Contact Information:

Sales and Sales Support:
  1320 Industrial Ave, Suite B
  Petaluma CA, 94952
  Phone: 800-989-0201or 707-766-6000
  Email: sales@digilock.com
  Website: www.digilock.com

After Sales Technical Support:
  3675 Enochs St.
  Santa Clara, CA 95051
  Phone: 800-590-0984 or 408-774-1400
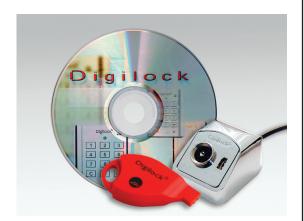 Email: support@digilock.com

Accessories for your Digilock product:

Digilock Management Software

Enhance the performance of your Digilock product(s) by programming your locks using Digilock Management Software along with the Digilock Programming Kit.

With a Digilock Programming Kit you can:

• Set up and administer access control allowing you to define which days and times of the week that Users are allowed to have access.

• Perform audits to find out who has accessed the locks and when.

• Set up features such as multiple credentials and/or simultaneous entry (requiring two people to be present to access the lock).

To purchase this kit and/or order additional accessories contact Digilock Sales at 800-989-0201 or by emailing sale@digilock.com.