



**SCHLAGE**

# BE468 Series Connected Touchscreen

**User guide**





# Connected Touchscreen Locks

# User Guide

## Contents

Warranty and FCC/Interference Statement .....	2
<b>Lock Setup .....</b>	<b>3</b>
<b>Lock Parts .....</b>	<b>3</b>
<b>Replacing the Batteries .....</b>	<b>3</b>
<b>Locking and Unlocking .....</b>	<b>4</b>
Locking from the Outside .....	4
Locking from the Inside .....	4
Unlocking from the Outside .....	4
Unlocking from the Inside .....	4
<b>Cleaning the Lock .....</b>	<b>4</b>
<b>Programming the Touchscreen .....</b>	<b>5</b>
Tips for Successful Programming.....	5
<b>Programming Descriptions .....</b>	<b>5</b>
<b>Programming Procedures.....</b>	<b>6</b>
<b>My Codes .....</b>	<b>7</b>
Best Practices .....	7
Default Codes Locations .....	7
<b>Record Your Codes .....</b>	<b>8</b>
<b>Factory Default Reset.....</b>	<b>9</b>
<b>Emergency Key Override .....</b>	<b>9</b>
<b>Z-wave Functions .....</b>	<b>10</b>
About Z-Wave.....	10
Enrolling on a Z-Wave Network.....	10

## Warranty and FCC/Interference Statement

### Lifetime Limited Mechanical and Finish Warranty and 3-Year Limited

#### Electronics Warranty

Subject to the terms and conditions of the warranty, Schlage extends a lifetime limited mechanical and finish warranty and a one-year limited electronics warranty to the original consumer user ("Original User") of our Schlage brand product ("Product") against defects in material and workmanship, as long as the Original User occupies the residential premises upon which the Product was originally installed. See [answers.schlage.com](http://answers.schlage.com) for specific warranty details and limitations, or contact Schlage Customer Service at (888) 805-9837 in the U.S. and Canada or (800) 506-7866 in Mexico for assistance.

### FCC Interference Statement

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

- Consult the dealer or an experienced radio/TV technician for help.

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:

1. This device may not cause harmful interference, and
2. This device must accept any interference received, including interference that may cause undesired operation.

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

### RF Exposure

To comply with FCC/IC RF exposure requirements for mobile transmitting devices, this transmitter should only be used or installed at locations where there is at least 20 cm separation distance between the antenna and all persons.

Under Industry Canada regulations, this radio transmitter may only operate using an antenna of a type and maximum (or lesser) gain approved for the transmitter by Industry Canada. To reduce potential radio interference to other users, the antenna type and its gain should be so chosen that the equivalent isotropically radiated power (e.i.r.p.) is not more than that necessary for successful communication.

This Device complies with Industry Canada License-exempt RSS standard(s). Operation is subject to the following two conditions: 1) this device may not cause interference, and 2) this device must accept any interference, including interference that may cause undesired operation of the device.

## Register your Product



Document your purchase and register your warranty at [RegisterMySchlage.com](http://RegisterMySchlage.com).

## Need Help?



Visit our web site for videos, FAQs and more: [answers.schlage.com](http://answers.schlage.com)



U.S.A.: 888-805-9837  
Canada: 800-997-4734  
Mexico: 018005067866

# LOCK SETUP

Follow these steps to get your lock set up and ready to use.

If you would like to use a home automation system, refer to **Z-wave Functions** on page 10.

## 1 Decide what length you want the User Codes for the lock to be.

You can set User Codes to be from 4 - 8 digits in length. The default length is 4 digits. All User Codes must be the same length. Any time you change the User Code length, all current User Codes will be deleted from the lock.

- See **Change User Code Length** on page 6.

## 2 Add/Delete User Codes.

The lock comes preset with two unique User Codes. You can either use these codes or remove them and program your own codes.

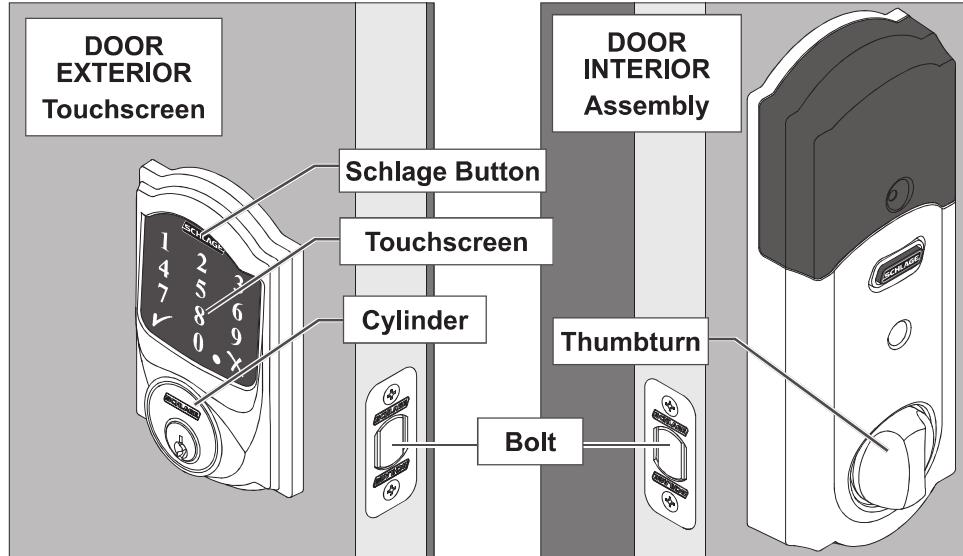
- See **Add User Code** and **Delete User Code** on page 6.

## 3 Decide if you want to use the Auto-Lock feature or not.

When the Auto-Lock feature is enabled, the lock will automatically relock itself 30 seconds after being unlocked.

- See **Enable/Disable Auto-Lock** on page 7.

# LOCK PARTS



<b>Thumturn</b>	<ul style="list-style-type: none"><li>Used to lock and unlock manually from the inside.</li></ul>
<b>Schlage Button</b>	<ul style="list-style-type: none"><li>Located on the outside of the door.</li><li>Press to exit programming mode immediately.</li><li>The first button you will press when entering a user and in the programming process.</li></ul>
<b>Touchscreen</b>	<ul style="list-style-type: none"><li>Located on the outside of the door.</li><li>Used to enter codes for programming and unlocking.</li><li>Remains unlit until the Schlage button is pressed.</li></ul>
<b>Cylinder</b>	<ul style="list-style-type: none"><li>Used to unlock only in emergency situations. <b>See Emergency Key Override on page 9.</b></li></ul>
<b>Bolt</b>	<ul style="list-style-type: none"><li>Automatically extends and retracts when the touchscreen is used.</li><li>Manually extends and retracts when the thumturn is rotated.</li></ul>

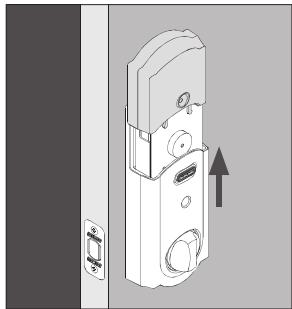
# REPLACING THE BATTERIES

- » Replace the batteries in your lock at the same time each year that you test and replace the batteries in your smoke alarms. This will ensure continued reliable operation.
- » Use four high-quality alkaline AA batteries for replacement. Lithium batteries may cause undesirable operation.

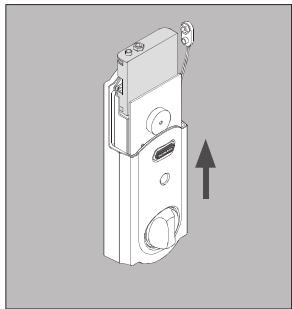
## ELECTROSTATIC DISCHARGE WARNING!



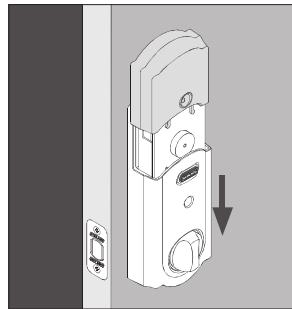
DO NOT TOUCH the circuit board! You may damage the lock.



1. Remove the inside cover.



2. Unsnap the battery connector, remove the battery tray and replace the batteries.



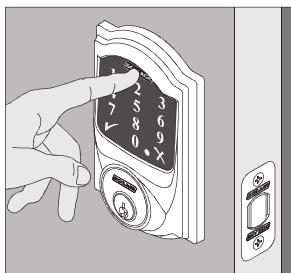
3. Replace the battery tray with the batteries facing the door. Snap the battery connector to the tray and replace the cover.

# LOCKING AND UNLOCKING

- » If you make a mistake while entering a User Code, press the Schlage Button and then start again.

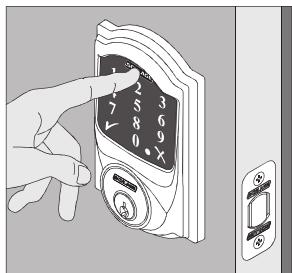
## Locking from the Outside

1. Press the Schlage Button.
2. The lock will lock. The green check mark will light once.
  - » If the bolt cannot fully extend, the red X will light and a tone will sound. The door may remain unlocked!
  - » If the Lock & Leave feature is disabled, a valid User Code must be entered to **lock** the door. See **Enable/Disable Lock & Leave** on page 6.



## Unlocking from the Outside

1. Press the Schlage Button to turn on the backlight.
2. Enter a valid User Code.
3. The green success check mark will flash twice and one beep will sound. The deadbolt will unlock.
  - » If the red error X lights, the User Code was not valid.



## Locking from the Inside

Rotate the Inside Thumturn.



## Unlocking from the Inside

Rotate the Inside Thumturn.



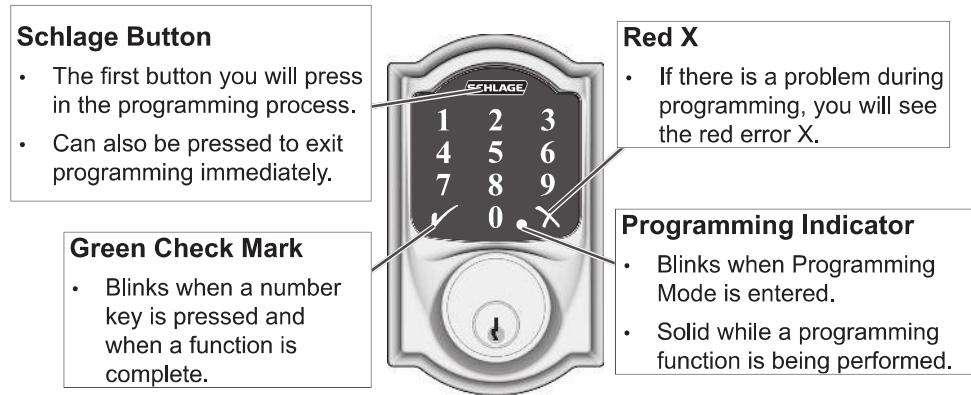
# CLEANING THE LOCK

In order to properly clean the touchscreen from build-up of dirt, oils, or other contaminates; you should use a mild dish soap with warm water and follow the general rules below:

- Do rinse the touchscreen with warm water prior to cleaning process.
- Do follow the application of soap with a damp, lukewarm cloth.
- Don't use abrasives, high alkaline cleaners, or gasoline.
- Don't leave cleaners on touchscreen for long periods, wash immediately.
- Don't apply cleaners in direct sunlight or at elevated temperatures.
- Don't use scrapers, squeegees or razors.

The bolt itself can be cleaned, using a mild dish soap and warm water. This can help improve decreased performance.

# PROGRAMMING THE TOUCHSCREEN



## Tips for Successful Programming

» The lock comes preset with a unique default Programming Code and two unique Default User Codes. Use these codes to operate your lock or change them using the instructions in this guide.

» Default Codes are located on the back of the Interior Assembly.

## Programming Descriptions

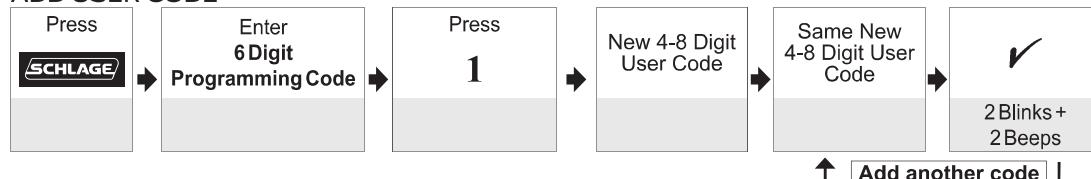
Add User Code	User Codes unlock the deadbolt. Can be 4 - 8 digits long. All codes must be the same length. See <b>Change User Code Length</b> on page 6.
Delete User Code	Removes one User Code at a time.
Change Programming Code	The Programming Code is used to put the lock into Programming Mode. It is 6 digits long.
Enable Vacation Mode	Prevents all user codes from unlocking the deadbolt. Enable for extra security while you are away for an extended period of time.
Disable Vacation Mode	Returns lock to normal operation.
Enable/Disable Beeper	The beeper can be turned off if desired. Beeps will still sound during programming.
Delete ALL User Codes	Removes ALL User Codes from the lock.
Enable/Disable Lock & Leave	When enabled: Press the Schrage Button to lock the deadbolt. (Default setting). When disabled: Press the Schrage Button and then enter a user code to lock the deadbolt.
Change User Code Length	User Codes can be 4 - 8 digits in length. Default is 4 digits. <b>Changing the User Code length will delete all existing User Codes!</b>
Enable/Disable Auto-Lock	When enabled, the lock will automatically relock 30 seconds after unlocking. (Disabled by default.)
Temporarily Disable Auto-Lock	Auto-Lock must already be enabled. While the deadbolt is locked, press the Schrage Button and then enter a 4-8 digit User Code to unlock the deadbolt. Within 5 seconds, manually lock and unlock the deadbolt using the thumbturn.
Restore Auto-Lock	Lock the deadbolt using the thumbturn.

# PROGRAMMING PROCEDURES

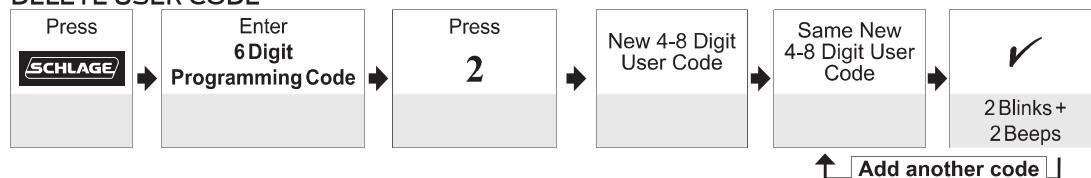
» Determine how long you want your User Codes to be BEFORE adding any User Codes. If you change the User Code length, all existing User Codes will be deleted!

» Programming Mode will automatically time out after 30 seconds of inactivity.

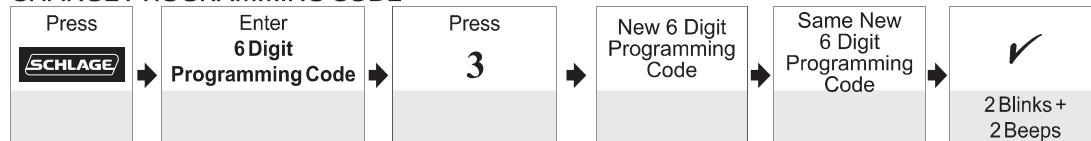
## ADD USER CODE



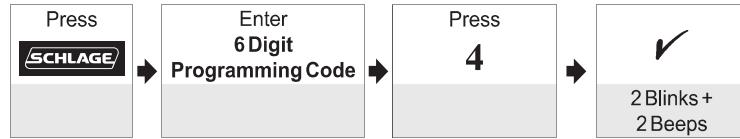
## DELETE USER CODE



## CHANGE PROGRAMMING CODE



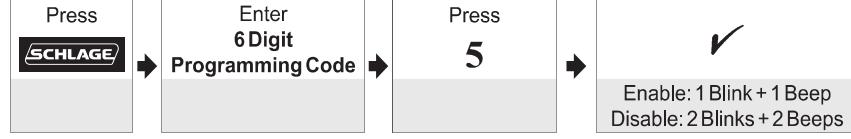
## ENABLE VACATION MODE



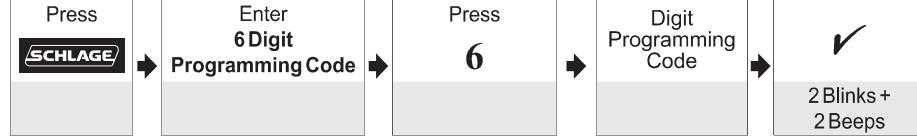
## DISABLE VACATION MODE



## ENABLE/DISABLE BEEPER

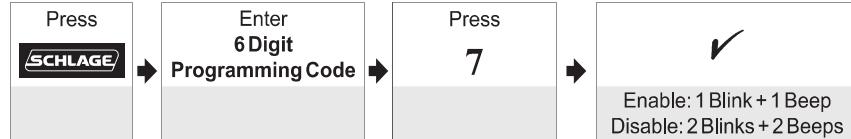


## DELETE ALL USER CODES

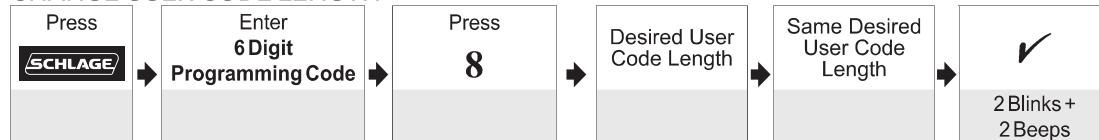


① **WARNING! Removes ALL User Codes from the lock. User Codes cannot be retrieved after they are deleted!**

## ENABLE/DISABLE LOCK & LEAVE

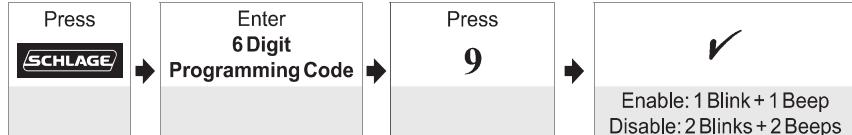
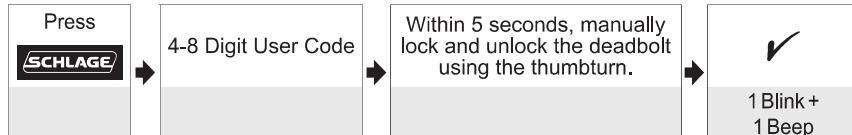


## CHANGE USER CODE LENGTH

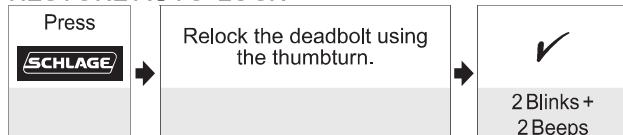


① **WARNING! Changing the User Code length will delete all existing User Codes! User Codes cannot be retrieved after they are deleted!**

1. Open the door and extend the deadbolt before beginning.
2. If you make a mistake, press the Schlage Button to leave Programming Mode, and then start over.

**ENABLE/DISABLE AUTO-LOCK****TEMPORARILY DISABLE AUTO-LOCK\***

\* Door should be locked to begin

**RESTORE AUTO-LOCK**

## MY CODES

Use the table on page 8 to record Programming and User Codes that you program into the lock.

- The Programming Code can be any combination of six numbers entered into the keypad to put the lock in Programming Mode.
- The first 4 - 6 numbers (depending on User Code Length) must be different from all of the User Codes currently in the lock.
- One Programming Code is programmed into the lock by default. This code can be found on the stickers, one on the back of the Interior Assembly and one on the back of this guide.

» Use a pencil to enter the codes in the boxes so you can easily change them later.

**User Codes**

- A User Code can be any combination of 4 - 8 digits entered into the keypad to unlock the lock.
- The first 4-6 digits must be different from the first 4-6 digits of the Programming Code.
- Two User Codes are programmed into the lock by default. These two codes can be found on the stickers, one on the back of the Interior Assembly and one on the back of this guide.

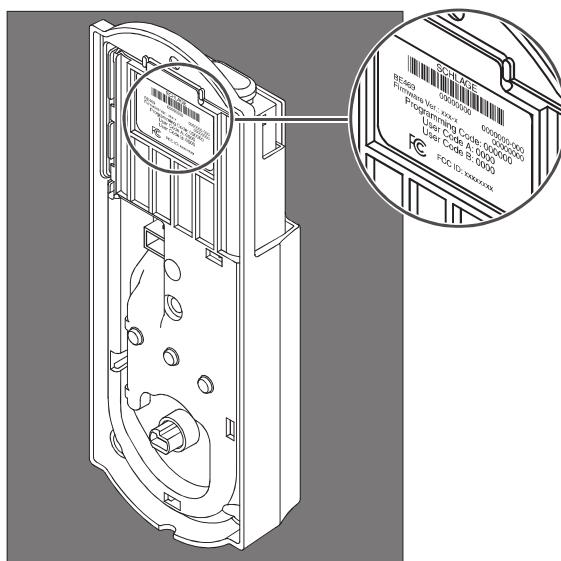
» Up to 30 User Codes can be stored in the lock at one time.

## Best Practices

- Give each person their own unique User Code.
- Change User and Programming Codes periodically to ensure security.

## Default Codes Locations

Codes are located on the back of the Interior Assembly.



» DO NOT remove the sticker from the back of the Interior Assembly! If you lose your Programming Code, you can reset your lock back to these default codes.

# RECORD YOUR CODES

» WRITE YOUR PROGRAMMING CODES HERE FOR EASY ACCESS.

# PROGRAMMING CODE

# FACTORY DEFAULT RESET

When should you perform a Factory Default Reset?

- If you want to move the lock to a different door, you need to restore default settings, move the lock to the new door, and then set up the lock again.
- If you have forgotten your Programming Code, you can restore the default codes.

1. Disconnect the batteries. See **Replacing the Batteries** on page 4.

2. Press and hold the Schlage Button.

3. While holding the Schlage Button, reconnect the batteries.

4. Release the Schlage Button.

① **If you are moving the lock to a new door, install the lock on that door before continuing.**

5. To check that the lock was reset, press the Schlage Button and enter one of the Default User Codes. See **Default Codes Locations** on page 7.

6. If the reset was successful, the lock will perform a setup routine. Wait until the bolt stops moving. The reset and setup are complete.

7. Z-Wave network settings are maintained thorough Factory Default Reset.

## ⚠ WARNING ⚠

Locate the default Programming and User Codes on the back of the Interior Assembly before beginning! Default Programming and User Codes will be restored. All existing User Codes and current Programming Code will be erased.

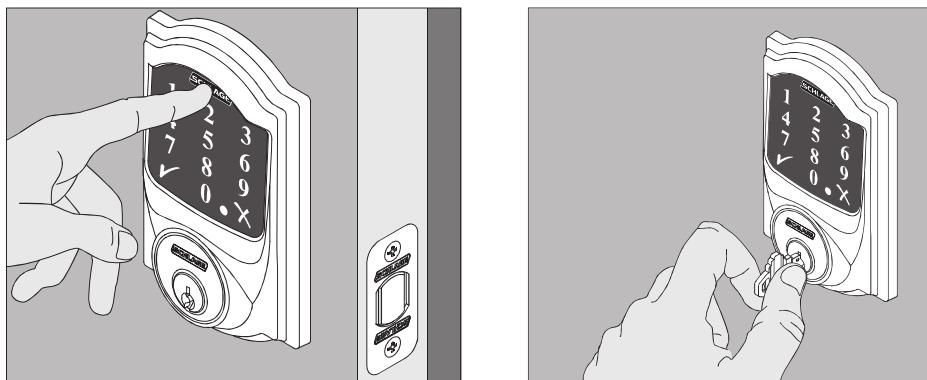
**CUSTOMER SERVICE CANNOT RETRIEVE LOST DEFAULT CODES! DO NOT RESTORE FACTORY SETTINGS UNLESS YOU CAN LOCATE THE DEFAULT CODES.**

# EMERGENCY KEY OVERRIDE

Emergency Key Override can be used when the battery is completely dead, or when no valid User Code is known.

Insert key and rotate to unlock, just like any lock. See **Replacing the Batteries** on page 4.

This lock may be rekeyed to match other locks in a residence. Contact a locksmith for assistance.



# Z-WAVE FUNCTIONS

ENGLISH

## About Z-Wave

This lock is a Security Enabled Z-Wave Product.

- This lock may be included into Z-Wave networks from various manufacturers.
- Listening nodes from any manufacturer can act as repeaters to extend network range.
- The lock will have limited functionality if included with a non-secure controller.
- Configuration parameters and association group information can be found at [answers.schlage.com](http://answers.schlage.com).

## Enrolling on a Z-Wave Network

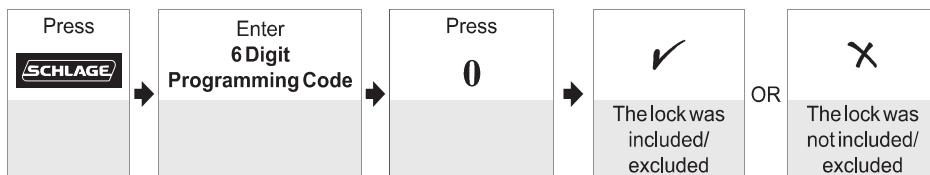
This lock may be included into any Z-Wave network, from any manufacturer. Refer to your home automation system's documentation for more information.

### Enroll Your Lock:

The Inclusion/Exclusion process for Z-Wave controllers depends on the controller that each manufacturer uses. Consult the security/home automation documentation from your security company to learn how to add your lock to the Z-Wave network.

Extend the bolt on the lock and then perform the following:

### ENROLL/UNENROLL THE LOCK



### To verify Enrollment:

1. Remove the battery cover. See **Replacing the Batteries** on page 4.
2. Disconnect the battery connector.
3. Observe the LED in the center of the printed circuit board while reconnecting the battery connector.
4. The LED will blink if the lock is included.

## PROGRAMMING USING Z-WAVE

Many home automation support features of the deadbolt including locking, unlocking, and various other programming options.

**Refer to your home automation system documentation for more information.**

# TROUBLESHOOTING

Problem	Sounds	Lights	Solution
I forgot my Programming Code.	—	—	<p>Check the back of the Interior Assembly for default Programming Code.</p> <p>If needed, restore lock to factory settings. See <b>Factory Default Reset</b> on page 9.</p>
I need to delete a User Code that I don't remember.	—	—	Delete all User Codes. Then add all needed User Codes back into the lock. See <b>Programming the Touchscreen</b> on page 5.
Cannot add a new User Code.	—	Yellow dot flashing	1 was not pressed after entering Programming Mode.
	2 beeps	2 Red ✗	30 User Codes already exist. Delete a User Code before adding a new one. See <b>Delete User Code</b> on page 6.
			Second User Code entry did not match first User Code entry.
			The new User Code matches the first 4 - 6 digits of the existing Programming Code.
Cannot delete a User Code.	—	Yellow dot flashing	2 was not pressed after entering Programming Mode.
	2 beeps	2 Red ✗	First User Code entered did not match any current User Code.
			Second User Code entered did not match first User Code entered.
Cannot change Programming Code.	—	Yellow dot flashing	3 was not pressed after entering Programming Mode.
	2 beeps	2 Red ✗	Second Programming Code entered did not match first Programming Code entered.
			First 4 - 6 digits of new Programming Code match an existing User Code.
Cannot delete all User Codes.	—	Yellow dot flashing	<p>6 was not pressed after entering Programming Mode.</p> <p><b>The 2nd Programming Code entered was not valid.</b></p>
	1 beep	1 Red ✗	<b>User Code entered is not a valid User Code.</b>
User Code cannot be entered after Schlage button is pressed.	1 beep	Green ✓ then Red ✗	Vacation Mode is enabled. Disable Vacation Mode. See <b>Disable Vacation Mode</b> on page 6.
	1 beep	1 Red ✗	Too many incorrect User Codes have been entered. Wait 30 seconds and try again.
Backlighting does not come on when Schlage button is pressed and User Code cannot be entered.	—	—	Batteries are completely dead and no electronic operations are possible. See <b>Replacing the Batteries</b> on page 4.
			The battery tray is not connected.
			The cable that runs through the door is not connected. Remove the Inside Assembly and check the connection. See <b>Step 8 of the Touchscreen Deadbolt Installation Instructions</b> for help.
After entering a User Code to unlock the lock, the yellow dot is flashing and there is a delay before unlock.	Several beeps	Outside yellow dot flashing	Battery is low and should be replaced. See <b>Replacing the Batteries</b> on page 4.
3 Red ✗ when Schlage Button is pressed.	—	3 Red ✗	Battery is critical and must be replaced. See <b>Replacing the Batteries</b> on page 4.
Pressing Schlage button when deadbolt is unlocked does not cause deadbolt to relock.	—	—	The Lock & Leave feature is not enabled. See <b>Enable/Disable Lock &amp; Leave</b> on page 6.
			If you do not want to enable Lock & Leave, then enter a valid User Code to lock the door.
Deadbolt will not extend or retract as expected.	1 long beep	1 Red ✗	Adjust bolt/frame alignment. Browse to <a href="http://answers.schlage.com">answers.schlage.com</a> for help.
Deadbolt requires two attempts to lock or unlock.	—	Green ✓	Deadbolt/frame alignment is marginal. Adjust door/frame for best operation. Browse to <a href="http://answers.schlage.com">answers.schlage.com</a> for help.
The bolt was operating smoothly, but now is not.	—	—	The bolt has become soiled. Clean with mild detergent and warm water.
			The strike has become worn. Flip the strike over for continued smooth operation.