

Product Support

Documentation

Digilock®

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How to operate a keypad lock

Shared Use

In Shared Use functionality (a red LED will flash when C Button is pressed on the keypad lock), users operate the keypad lock by entering any 4–7-digit User Code or inserting any User Key to lock and the same User Credential to unlock. Once unlocked, the lock is available for a different user. Shared Use locking mechanisms include Deadbolt and Cam. The following instructions apply to keypad locks with or without Digilock Mobile Access.

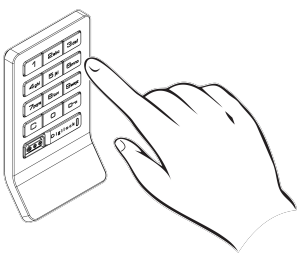
Operate with a User Code

Click on either the Deadbolt tab or Cam tab to view the instructions that pertain to your lock.

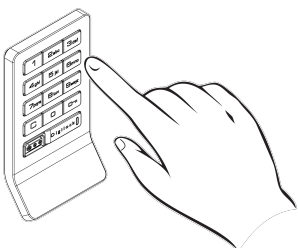
The images shown are for illustration purposes only and may not be an exact representation of your product.

Deadbolt

Lock: Close the door. “Press C Button+[any 4-7 digit code]+Key Button”.



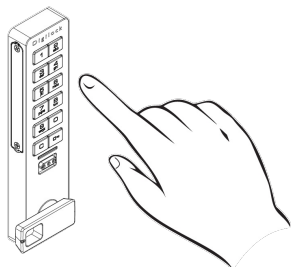
Unlock: “Press C Button+[the same 4-7 digit code]+Key Button”. Open the door.*



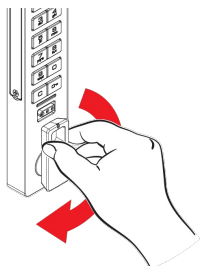
Cam

Lock:

1. Close the door. "Press C Button+[any 4-7 digit code]+Key Button".

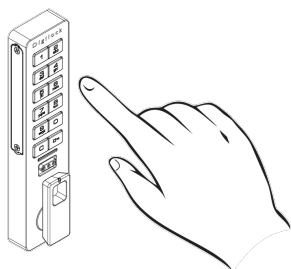


2. Turn the knob to the locked position.

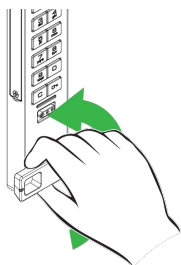


Unlock:

1. "Press C Button+[the same 4-7 digit code]+Key Button".*



2. Turn the knob to the unlocked position. Open the door.



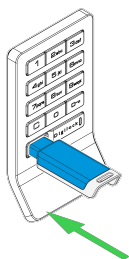
Operate with a User Key

Click on either the Deadbolt tab or Cam tab to view the instructions that pertain to your lock.

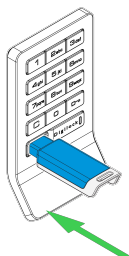
The images shown are for illustration purposes only and may not be an exact representation of your product.

Deadbolt

Lock: Close the door. Insert any User Key.



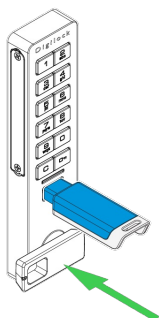
Unlock: Insert the same User Key. Open the door.



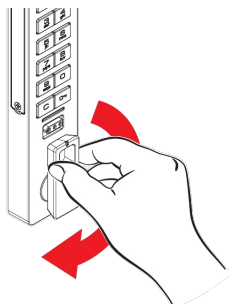
Cam

Lock:

1. Close the door. Insert any User Key.

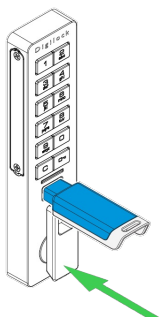


2. Turn the knob to the locked position.

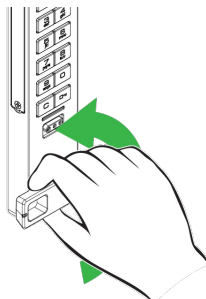


Unlock:

1. Insert the same User Key.



2. Turn the knob to the unlocked position. Open the door.



Operate with a User Digilock Mobile Access Credential

If your keypad lock is Digilock Mobile Access enabled — meaning it includes a Bluetooth Low Energy (BLE) chip — you can operate it using your mobile device in addition to the standard User Codes and Keys. This section is specifically for users with this capability and will guide you through the steps to operate your keypad lock using the User Digilock Mobile Access Credential through the app. If you need to download the Digilock Mobile Access app, [click here](#).

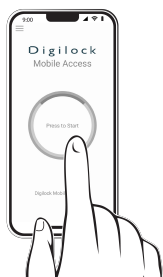
Click on either the Deadbolt tab or Cam tab to view the instructions that pertain to your lock.

The images shown are for illustration purposes only and may not be an exact representation of your product.

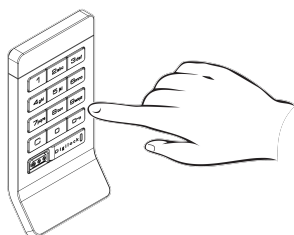
Deadbolt

Lock:

1. Close the door. Tap the Press to Start button on any User Digilock Mobile Access Credential.



2. "Press Key Button".



3. Present the User Digilock Mobile Access Credential to the lock.

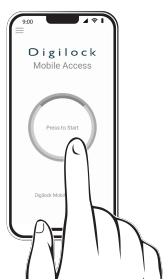


4. The User Digilock Mobile Access Credential will show that it has successfully locked.

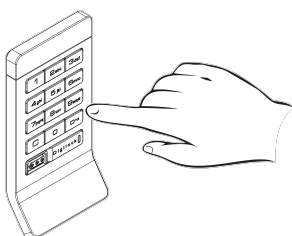


Unlock:

1. Tap the Press to Start button on the same User Digilock Mobile Access Credential.



2. "Press Key Button".



3. Present the User Digilock Mobile Access Credential to the lock.



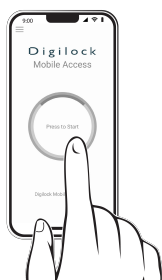
4. The Digilock Mobile Access Credential will show that it has successfully unlocked. Open the door.



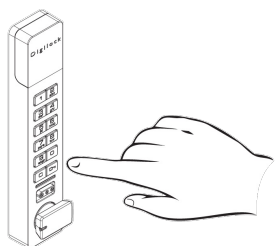
Cam

Lock:

1. Close the door. Tap the Press to Start button on any User Digilock Mobile Access Credential.



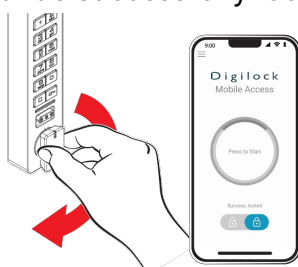
2. "Press Key Button".



3. Present the User Digilock Mobile Access Credential to the lock.

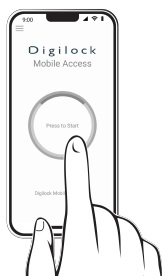


4. Turn the knob to the locked position. The User Digilock Mobile Access Credential will show that it has successfully locked.

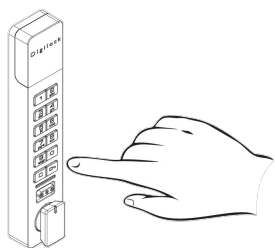


Unlock:

1. Tap the Press to Start button on the same User Digilock Mobile Access Credential.



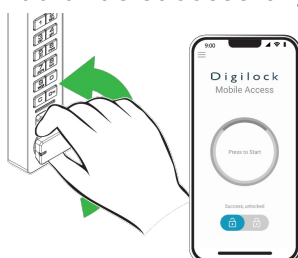
2. "Press Key Button".



3. Present the User Digilock Mobile Access Credential to the lock.



4. Turn the knob to the unlocked position. The User Digilock Mobile Access Credential will show that it has successfully unlocked. Open the door.



Assigned Use

In Assigned Use functionality (a green LED will flash when C Button is pressed on the keypad lock), users operate the keypad lock with their assigned User Code or assigned User Key. Assigned Use locking mechanisms include Deadbolt, Deadlatch, and Cam. The following instructions apply to keypad locks with or without Digilock Mobile Access.

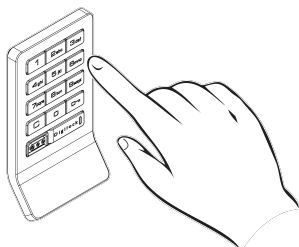
Operate with an assigned User Code

Click on the Deadbolt tab, Deadlatch tab, or Cam tab to view the instructions that pertain to your lock.

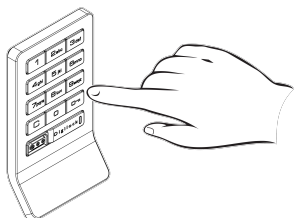
The images shown are for illustration purposes only and may not be an exact representation of your product.

Deadbolt

Unlock: “Press C Button+[assigned 4-7 digit code]+Key Button”. Open the door.*

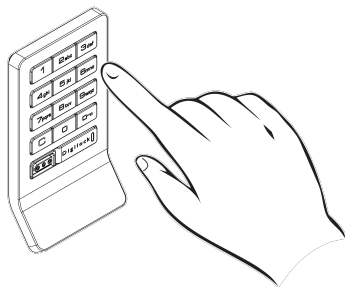


Relock: Close the door. “Press C Button+[assigned 4-7 digit code]+Key Button” or “Press C Button+Key Button+Key Button”.



Deadlatch

Unlock: "Press C Button+[assigned 4-7 digit code]+Key Button". Open the door.*

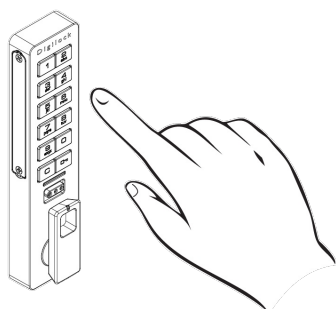


Relock: Close the door.

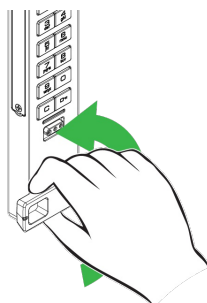
Cam

Unlock:

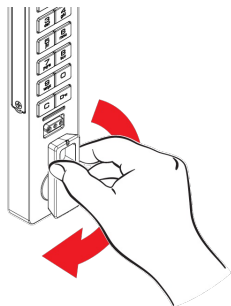
1. "Press C Button+[assigned 4-7 digit code]+Key Button".



2. Turn the knob to the unlocked position. Open the door.**



Relock: Close the door. Turn the knob to the locked position.



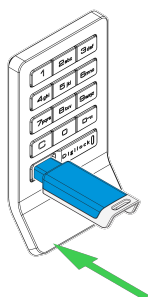
Operate with an assigned User Key

Click on the Deadbolt tab, Deadlatch tab, or Cam tab to view the instructions that pertain to your lock.

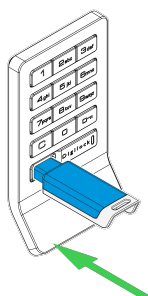
The images shown are for illustration purposes only and may not be an exact representation of your product.

Deadbolt

Unlock: Insert an assigned User Key. Open the door.

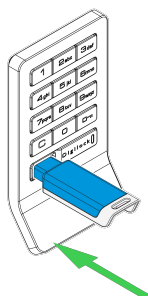


Relock: Close the door. Insert an assigned User Key or “Press C Button+Key Button+Key Button”.



Deadlatch

Unlock: Insert an assigned User Key. Open the door.

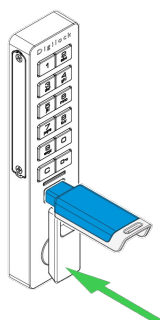


Relock: Close the door.

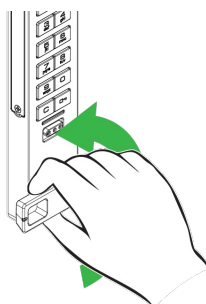
Cam

Unlock:

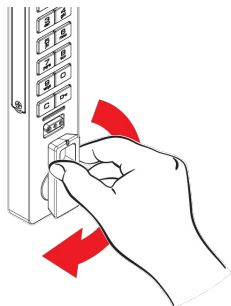
1. Insert an assigned User Key.



2. Turn the knob to the unlocked position. Open the door.*



Relock: Close the door. Turn the knob to the locked position.



Operate with an assigned User Digilock Mobile Access Credential

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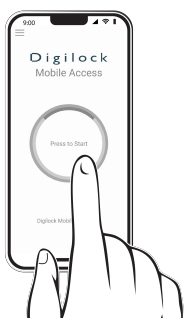
Click on the Deadbolt tab, Deadlatch tab, or Cam tab to view the instructions that pertain to your lock.

The images shown are for illustration purposes only and may not be an exact representation of your product.

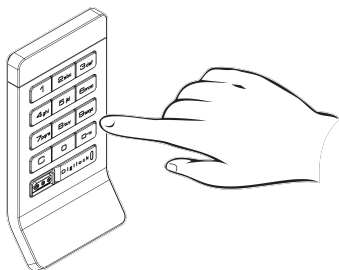
Deadbolt

Unlock:

1. Tap the Press to Start button on an assigned User Digilock Mobile Access Credential.



2. "Press Key Button".



3. Present the assigned User Digilock Mobile Access Credential to the lock.

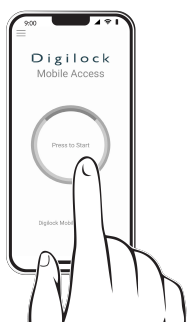


4. The assigned User Digilock Mobile Access Credential will show that it has successfully unlocked. Open the door.

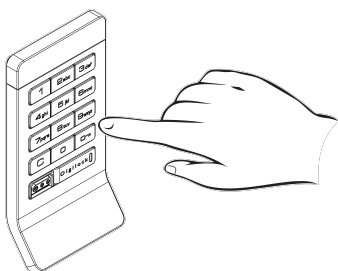


Relock:

1. Close the door. Tap the Press to Start button on an assigned User Digilock Mobile Access Credential.



2. "Press Key Button".



3. Present the assigned User Digilock Mobile Access Credential to the lock.



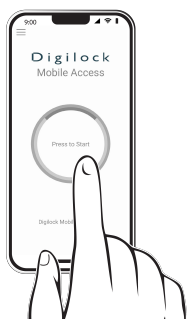
4. The assigned User Digilock Mobile Access Credential will show that it has successfully locked or “Press C Button+Key Button+Key Button”.



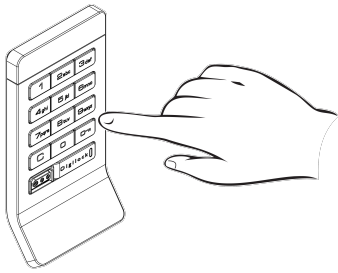
Deadlatch

Unlock:

1. Tap the Press to Start button on an assigned User Digilock Mobile Access Credential.



2. “Press Key Button”.



3. Present the assigned User Digilock Mobile Access Credential to the lock.



4. The assigned User Digilock Mobile Access Credential will show that it has successfully unlocked. Open the door.

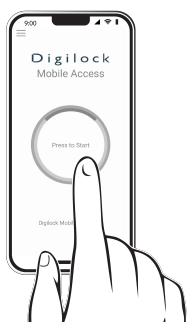


Relock: Close the door.

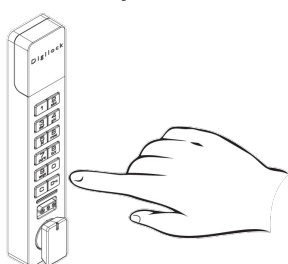
Cam

Unlock:

1. Tap the Press to Start button on an assigned User Digilock Mobile Access Credential.



2. "Press Key Button".



3. Present the assigned User Digilock Mobile Access Credential to the lock.



4. Turn the knob to the unlocked position. The assigned User Digilock Mobile Access Credential will show that it has successfully unlocked. Open the door.*



Relock: Close the door. Turn the knob to the locked position.

