Digilock®

user manual

keypad standard & vertical body

Solenoid products

DK-STS & DK-SPS & DK-SES

Shared & Assigned Use Functionality

Manual applies to all pull handle & no-pull handle models, surface/recess mounts and wood/metal doors

Table of Contents

Warranty

LIMITED WARRANTY

Security People, Inc., dba Digilock (the “Company”) warrants to the original purchaser the products manufactured by the Company (the “Product”) to be free of defects in material and workmanship, provided: (i) The Company has been notified of such defects within two years of purchase date and been given the opportunity of inspection by return of any alleged defective Product to the Company, or its authorized distributor, free and clear of all liens and encumbrances, transportation prepaid, accompanied by the statement of defects and proof of purchase; and (ii) the Product has not been modified, abused, misused, or improperly installed, maintained, and/or repaired during such period; and (iii) such defect has not been caused by corrosion, exposure to moisture, or ordinary wear and tear. Digilock lock products are not designed or intended for exterior use or where exposed to moisture. Any exterior use where exposed to moisture is not covered by any warranties and voids any warranties. Any resulting damage caused by direct exterior exposure or moisture is at the purchasers own risk.

This warranty does not cover any labor costs for installation, removal and/or re-installation of the product being serviced or replaced under warranty. This warranty is strictly limited to product repair or replacement. This warranty does not cover batteries, normal wear of parts and/or damage resulting from any of the following: improper installation, negligent use or misuse of the product, use of improper voltage or current, use contrary to operating instructions, and/or disassembly, repair or alteration by any person other than the Company service personnel.

The Company will not evaluate warranted product without first obtaining a Return Merchandise Authorization (RMA) number from the Company. Such returns must be prominently marked with the Return Merchandise Authorization number and shipped prepaid (return shipping is the responsibility of the end-user). Under no circumstance is the Company liable for incidental or consequential damages. The Company makes no other warranty, and all implied warranties including any warranty of merchantability or fitness for a particular purpose are limited to the duration of the expressed warranty period as set forth above.

LIMIT ON LIABILITY

The Company’s maximum liability for any damages resulting from or caused by the Product, whether in contract, tort, or otherwise is limited to the purchase price of the Product. In no event shall the company be liable for any incidental or consequential damages of any nature arising from the sale or use of this Product, whether in contract, tort, or otherwise by either use or purchase of the Product the user or purchaser agrees to this limit on the company’s liability.

Note: Should the Product be considered a consumer product as may be covered by the Magnusson Moss Federal Warranty Act, please be advised that: (1) some states do not allow limitations on incidental or consequential damages or how long an implied warranty lasts so that the above limitations may not fully apply; (2) this warranty gives specific legal rights, and a buyer may also have other rights which may vary from state to state. For warranty service and shipping instructions, contact the Company. The Company reserves the right to make changes in designs and specifications or to make additions or improvements on its products without notice and without incurring any obligation to incorporate them on products previously manufactured. The Company is not responsible for any modification, addition or alteration to our products by others. Purchaser agrees to indemnify and hold Company harmless from all claims causes of actions, lawsuits, administrative actions, and damages (except as covered by the express limited warranty as set forth above) including reasonable attorney fees and costs arising out of or pertaining to the Product.

Metal Door Installations

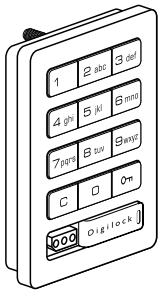
Required Components

Digilock Lock Parts

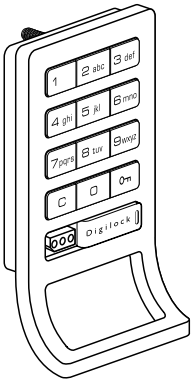
Note: Confirm that all lock parts are present. If there are damaged or missing parts contact your Digilock Product Support Specialist.

1-Front Unit with Screw Posts

No-Pull



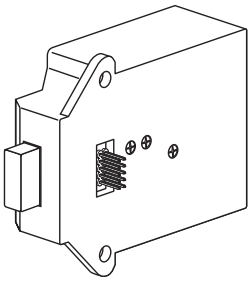
With-Pull



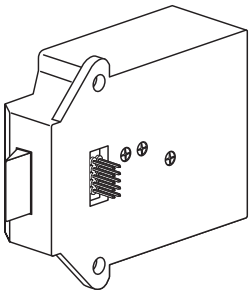
(Both body styles shown)

1-Solenoid Rear Unit

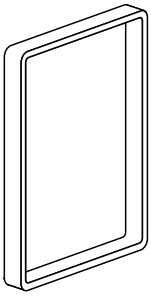
Spring Bolt



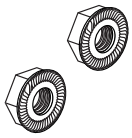
Spring Latch



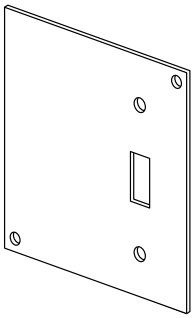
(Both Spring Bolt & Spring Latch shown)



1-Plastic Ring



2-Locking Nuts

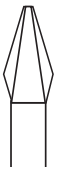


Optional-Back Plate

Required Tools

For lock installation

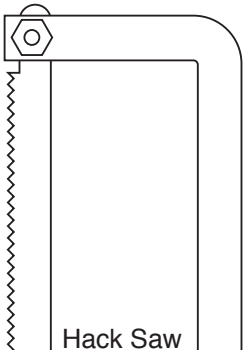
3/8" Socket
(deep socket required)



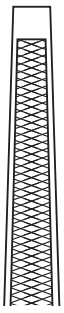
Phillips Screwdriver
Head Size #1 & #2

Warning: Do not use an electric screw gun during installation of the lock unless equipped with a torque adjuster, which must be set on a low torque setting. Otherwise, damage may be caused to the lock.

For padlock hasp removal



Hack Saw

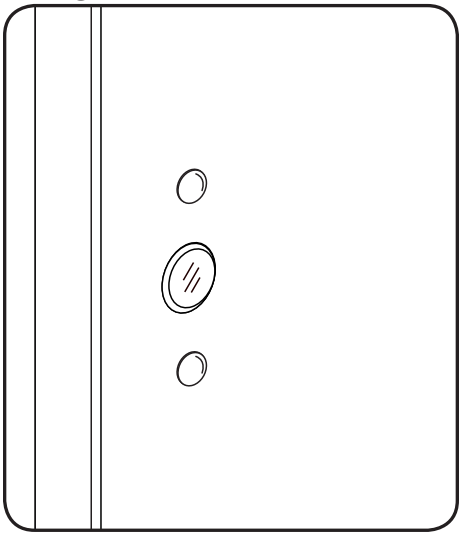


Metal File

Metal Door Mounting Types

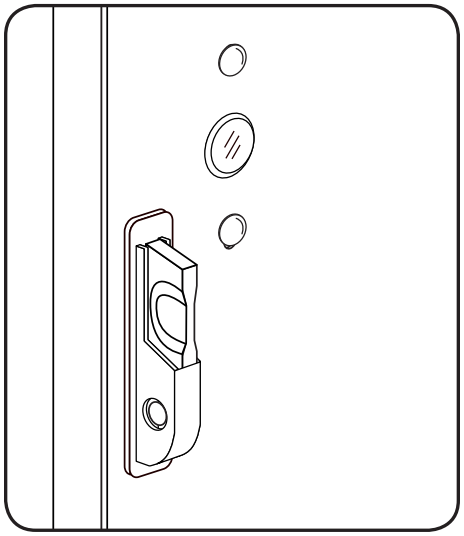
Digilock is compatible with a majority of industry standard 3-hole configuration, latch and handle types. Some door types may need disassembly or modifications prior to installation.

Single Point Latch



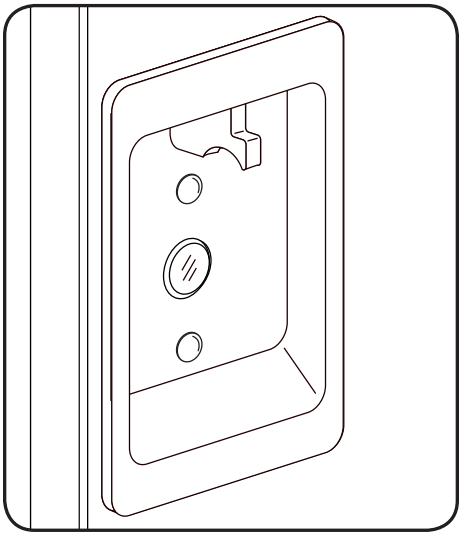
Compatible Digilock Body Types:
- Standard Body no-Pull Handle
- Standard Body with-Pull Handle
- Vertical Body no-Pull Handle
- Vertical Body with-Pull Handle

Standard Lift



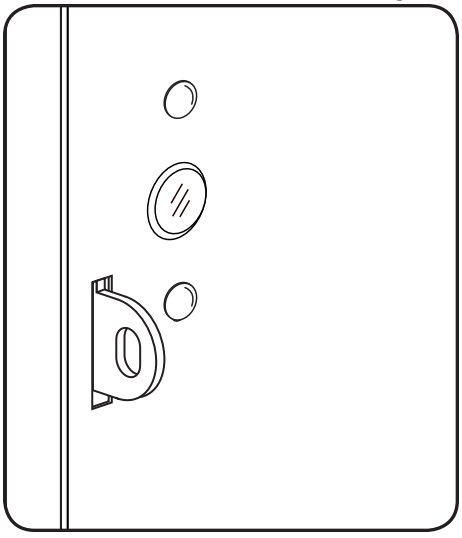
Compatible Digilock Body Types:
- Standard Body no-Pull Handle
- Standard Body with-Pull Handle
- Vertical Body no-Pull Handle
- Vertical Body with-Pull Handle

Recessed Cup with Multi-Point Latch



Compatible Digilock Body Types:
- Standard Body no-Pull Handle

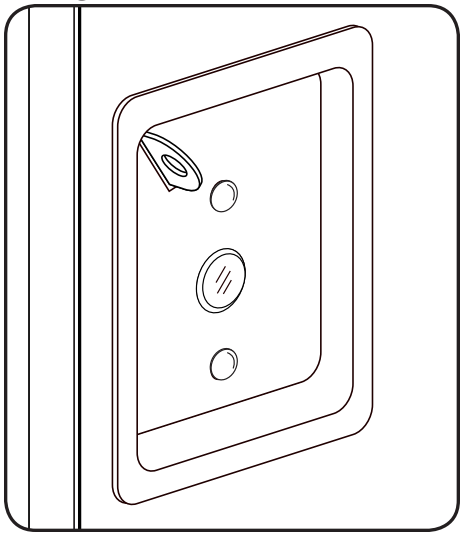
Box Locker Padlock Hasp



Compatible Digilock Body Types:
- Standard Body no-Pull Handle
- Standard Body with-Pull Handle
- Vertical Body no-Pull Handle
- Vertical Body with-Pull Handle

Note: See page 10 for additional modifications for this door type.

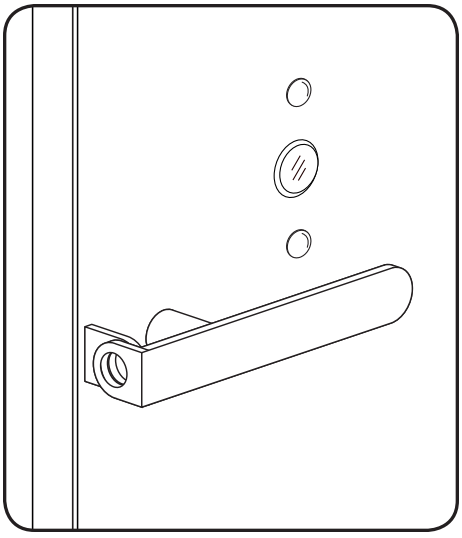
Recessed Cup with Single Point Latch



Compatible Digilock Body Types:
- Standard Body no-Pull Handle

Note: See page 10 for additional modifications for this door type.

ADA Handle

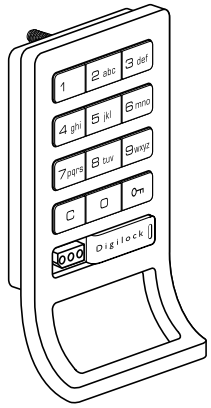


Compatible Digilock Body Types:
- Standard Body no-Pull Handle

Surface Mount Metal Door Installation Parts

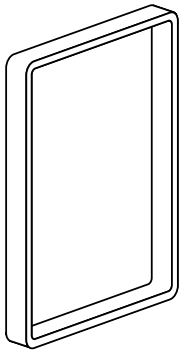
Note: For demonstration purposes the standard body with pull-handle and spring bolt rear unit will be shown.

A



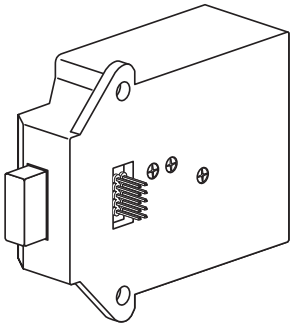
1-Front Unit
With-Pull Handle

B



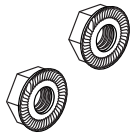
1-Plastic Ring

C



1-Rear Unit

D



2-Locking Nuts

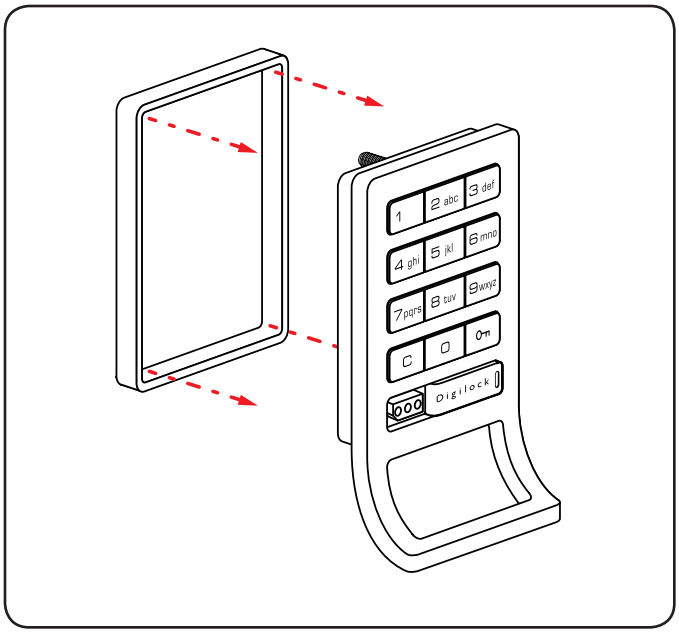
Required Tools

3/8” Socket
(deep socket required)

Surface Mount Metal Door Installation Steps

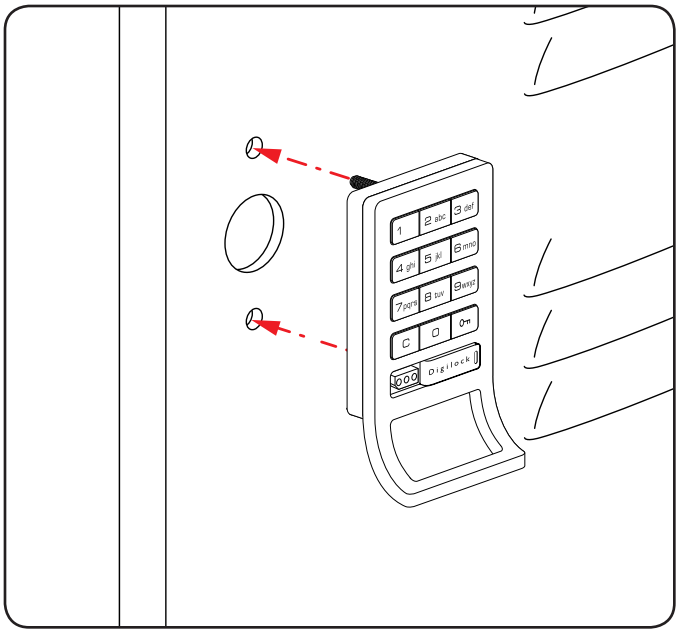
Note: Prior to installation the door must be clear of any obstructions. See page 9 for door prep.

Step 1



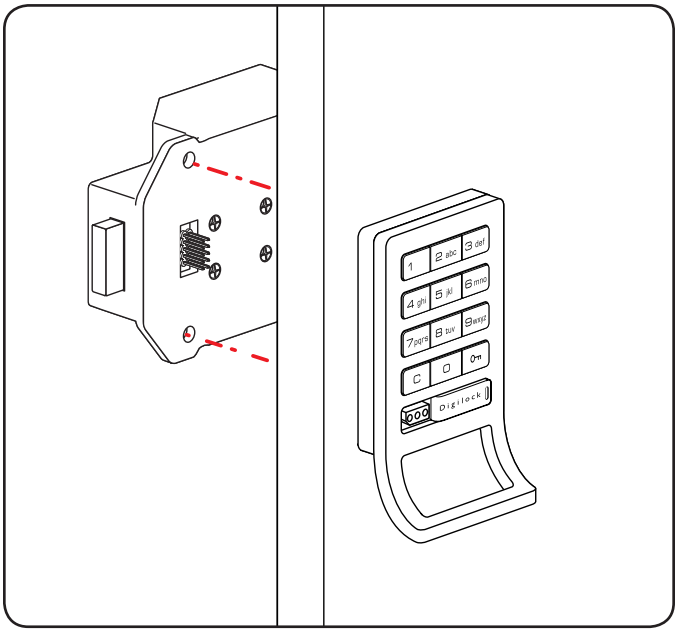
Place the plastic ring (B) onto the front unit (A).

Step 2



Place the mounting screw posts of the front unit (A) through the lock mounting holes on the front of the door.

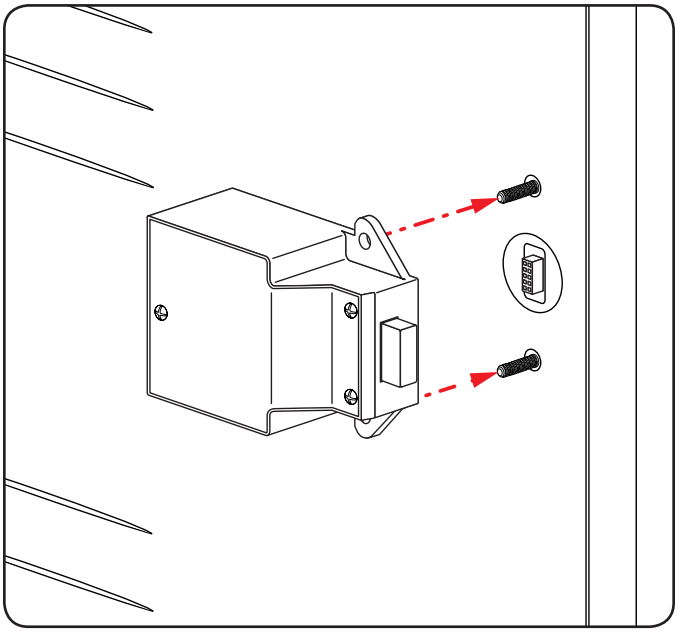
Step 3



While holding the front unit (A) against the front of the door, place the rear unit (C) against the rear face of the door, aligning its mounting holes with the mounting screw posts from the front unit.

NOTE: Do not touch the rear unit connector pins (male connector) against any metal or other conductive surfaces. This may short the batteries and cause damage to the lock.

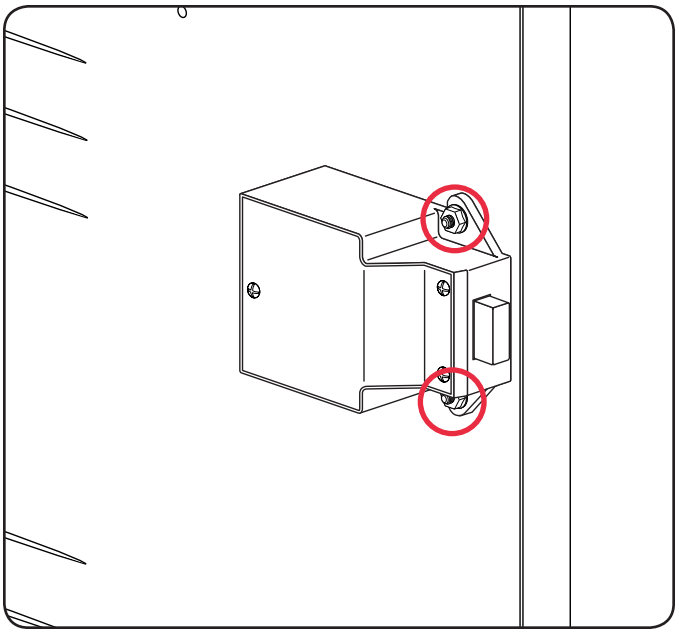
Step 4



Slide the front unit (A) and rear unit (C) together making sure that the pins of the rear unit connector align with the female connector of the front unit (A).

NOTE: An audible triple beep and three flashes of the LED light indicates that the lock was connected properly. If you do not hear these beeps, separate the units, press the “C” button on the keypad and reconnect the front and rear units on the door.

Step 5



Place the locking nuts (D) over the mounting screw posts and hand tighten to secure the lock to the door.

Step 6

Test the operation several times (as indicated below) while the door is open. Close the door and test the unit again. Make sure there is no binding between the bolt/latch and the door strike plate and/or frame. Adjust alignment if necessary.

To lock and unlock enter: C then 0

NOTE: If during operation of the lock, the lock emits 10 rapid beeps and 10 flashes of the LED light, it is an indicator that the bolt/latch of the lock is binding with the door strike plate and/or frame. If this occurs, the door and/or strike plate may need to be aligned or adjusted. It may also be an indicator that the locking nuts are over tightened on the screw posts or due to overtightening in Step 5.

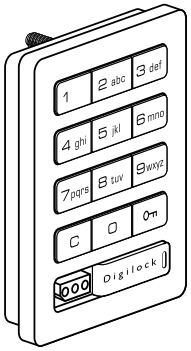
Step 7

Follow the Programming section of this manual on pages 34-39.

Recessed Cup Metal Door Installation Parts

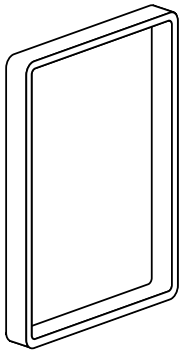
Note: For demonstration purposes the spring bolt rear unit will be shown.

A



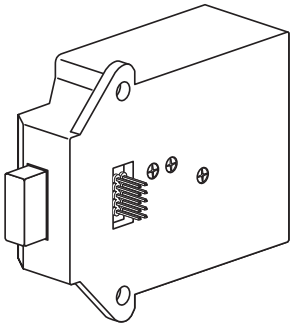
1-Front Unit
No-Pull Handle

B



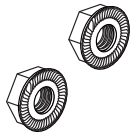
1-Plastic Ring

C



1-Rear Unit

D



2-Locking Nuts

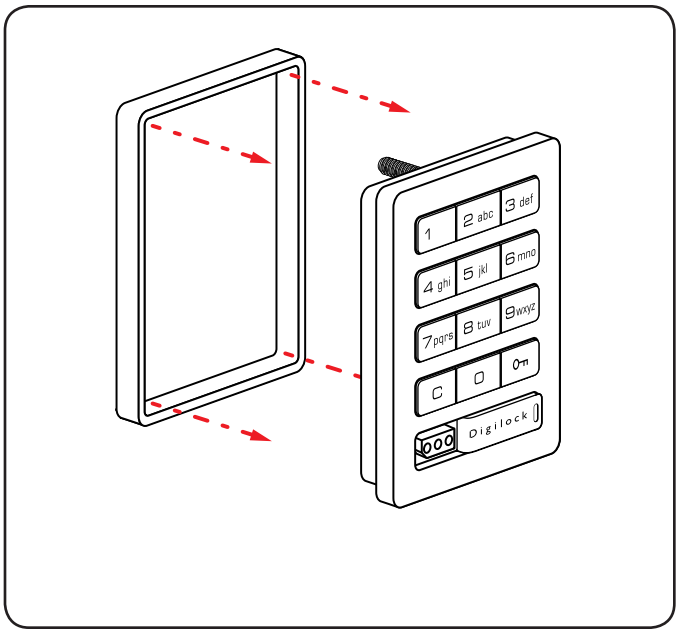
Required Tools

3/8” Socket
(deep socket required)

Recessed Cup Metal Door Installation Steps

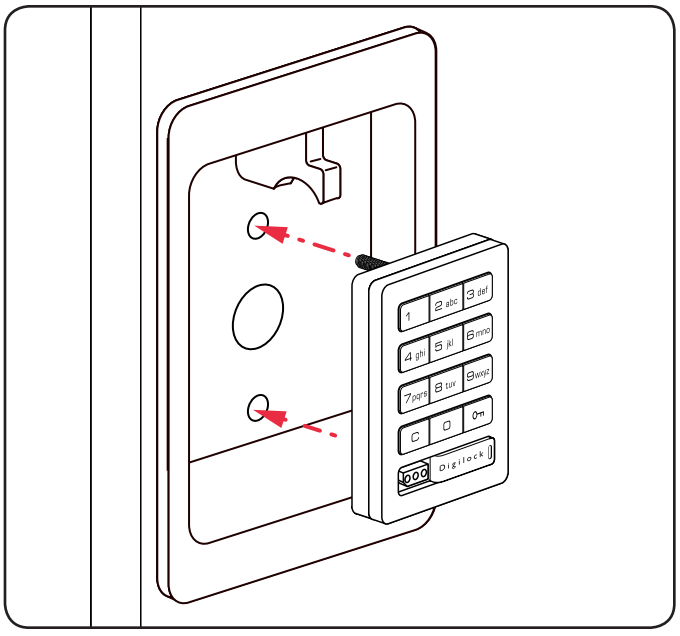
Note: Prior to installation the door must be clear of any obstructions. See page 9 for door prep.

Step 1



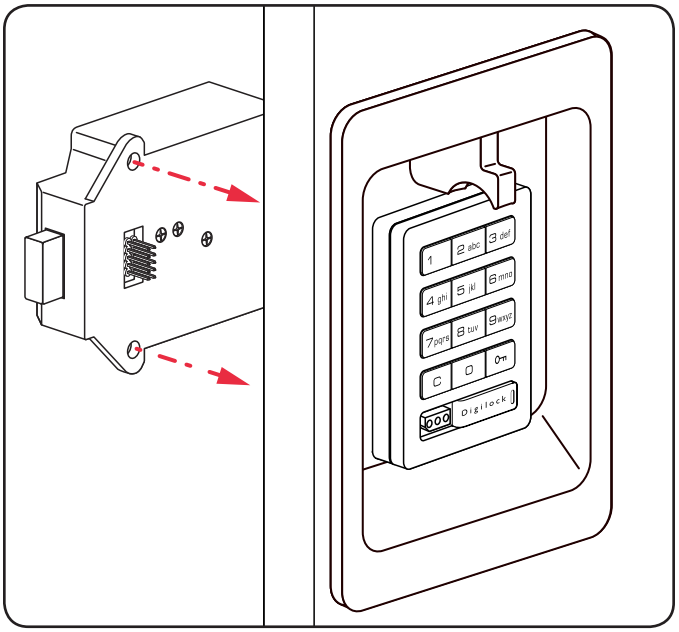
Place the plastic ring (B) onto the front unit (A).

Step 2



Place the mounting screw posts of the front unit (A) through the lock mounting holes on the front of the door.

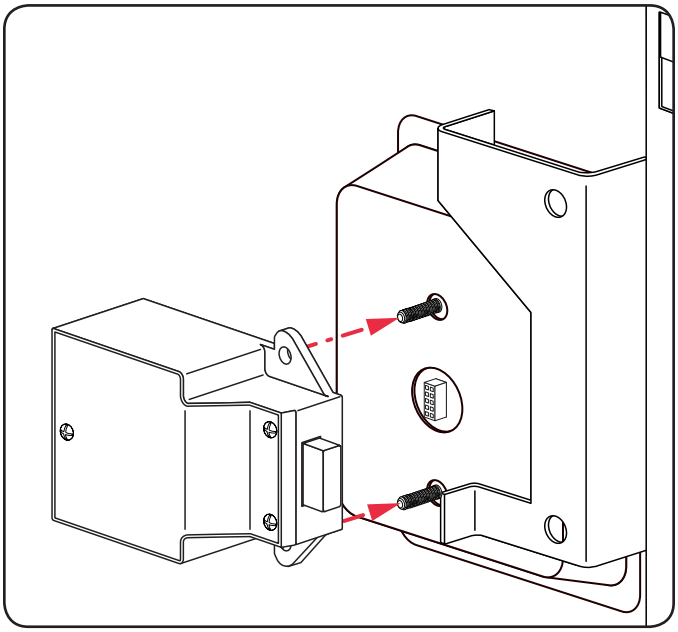
Step 3



While holding the front unit (A) against the front of the door, place the rear unit (C) against the rear face of the door, aligning its mounting holes with the mounting screw posts from the front unit.

NOTE: Do not touch the rear unit connector pins (male connector) against any metal or other conductive surfaces. This may short the batteries and cause damage to the lock.

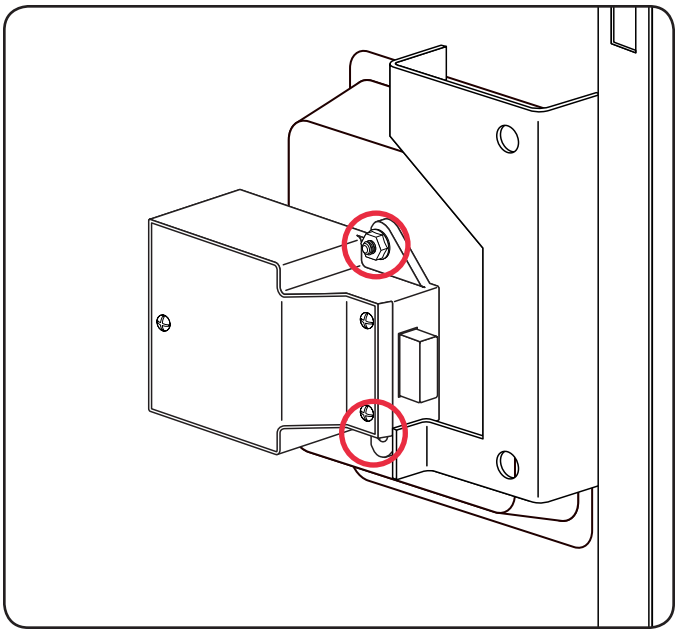
Step 4



Slide the front unit (A) and rear unit (C) together making sure that the pins of the rear unit connector align with the female connector of the front unit (A).

NOTE: An audible triple beep and three flashes of the LED light indicates that the lock was connected properly. If you do not hear these beeps, separate the units, press the "C" button on the keypad and reconnect the front and rear units on the door.

Step 5



Place the locking nuts (D) over the mounting screw posts and hand tighten to secure the lock to the door.

Step 6

Test the operation several times (as indicated below) while the door is open. Close the door and test the unit again. Make sure there is no binding between the bolt/latch and the door strike plate and/or frame. Adjust alignment if necessary.

To lock and unlock enter: C then 0

NOTE: If during operation of the lock, the lock emits 10 rapid beeps and 10 flashes of the LED light, it is an indicator that the bolt/latch of the lock is binding with the door strike plate and/or frame. If this occurs, the door and/or strike plate may need to be aligned or adjusted. It may also be an indicator that the locking nuts are over tightened on the screw posts or due to overtightening in Step 5.

Step 7

Follow the Programming section of this manual on pages 34-39.

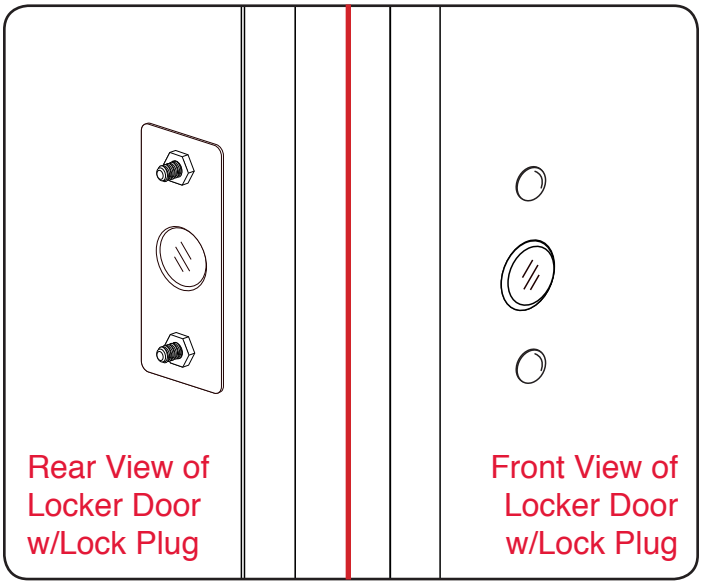
There are 4 Types of Door Mounts that Require Disassembly or Modifications Prior to your Digilock Lock Installation.

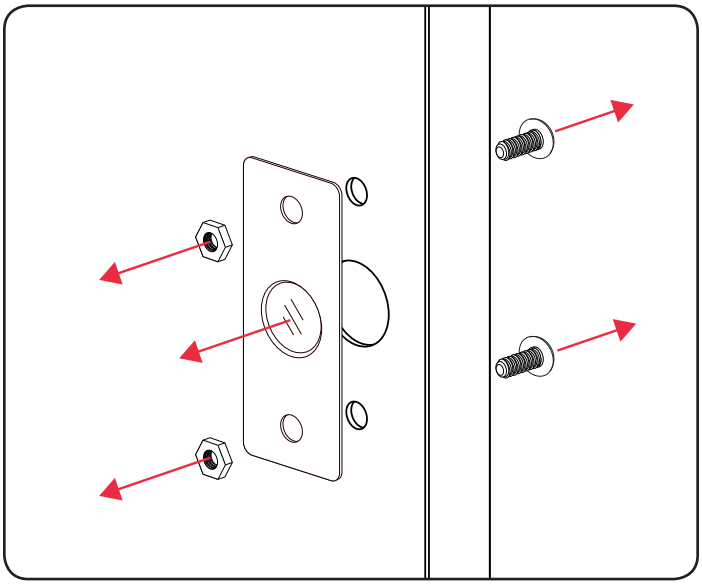
- Single or Standard Lift with Mounted Plug
- Recessed Cup with Multi-Point Latch
- Box Locker Padlock Hasp
- Recessed Cup with Single Point Latch

Door Prep - 3-Hole Lock Plug Removal

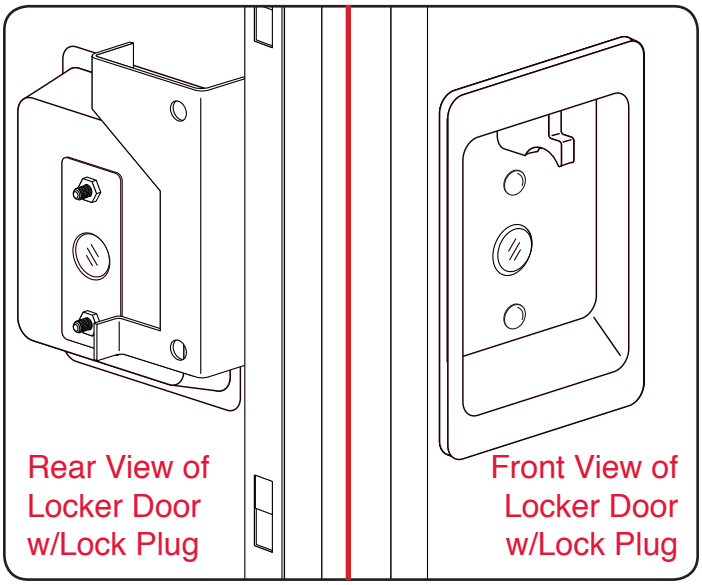
Most metal lockers will come with a 3 point dial combo metal plug. This will need to be removed in order to install your Digilock Lock.

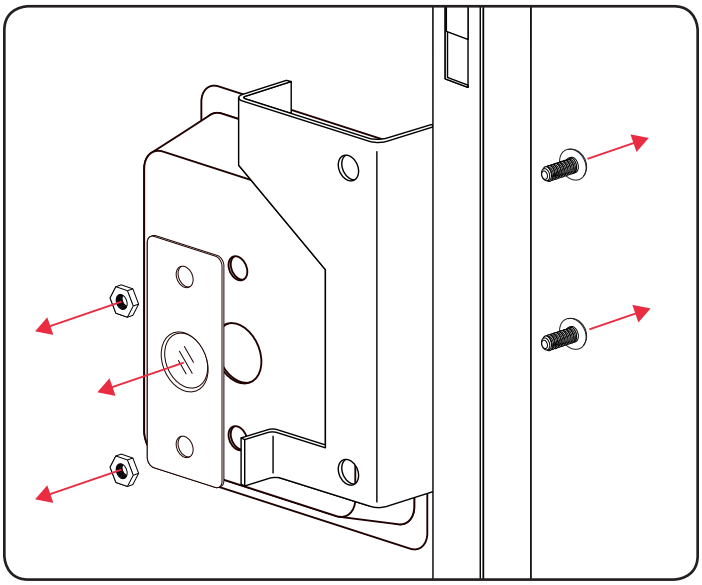
Single or Standard Lift with Mounted Plug





Recessed Cup with Multi-Point Latch

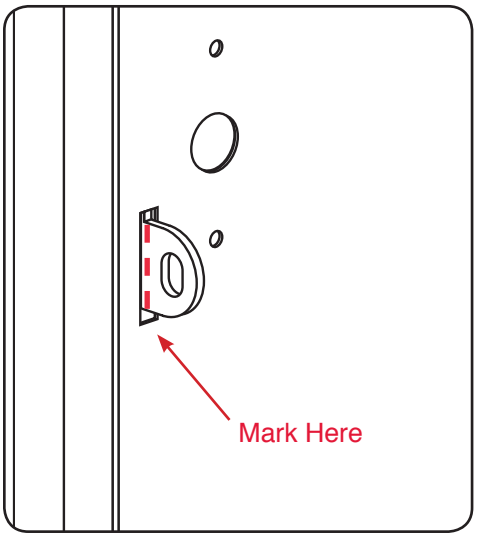




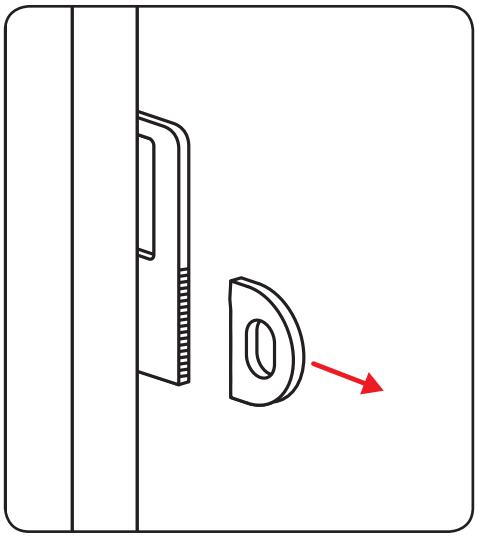
Door Prep - Padlock Hasp Removal

Required Tools: Hack Saw and Metal File.

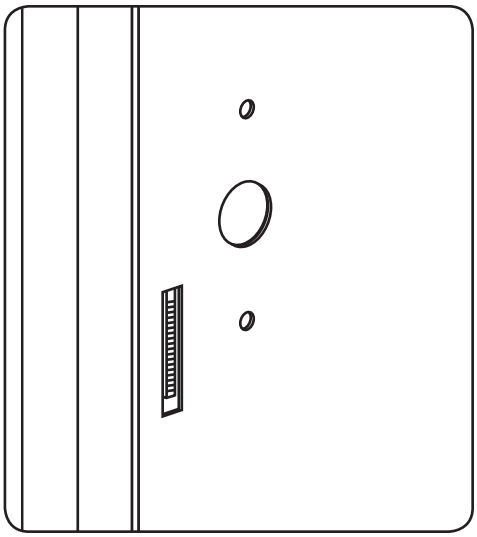
Box Locker Padlock Hasp



With the locker door closed, mark the appropriate area (as indicated above) to remove the padlock hasp. The cut-line needs to clear the front face of the locker door.

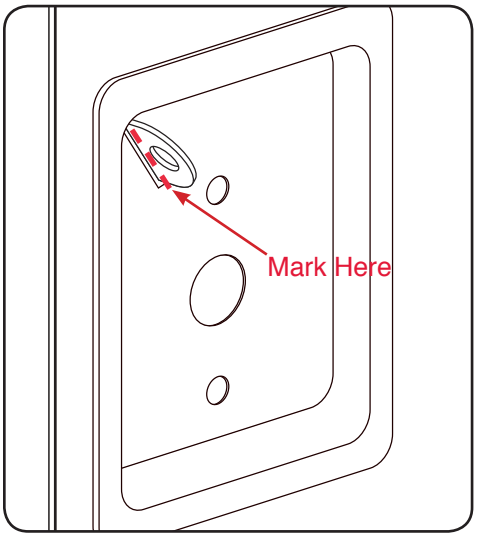


With the locker door open, use the hand-held grinder or the hack saw to cut the protruding part of the padlock hasp as demonstrated above.

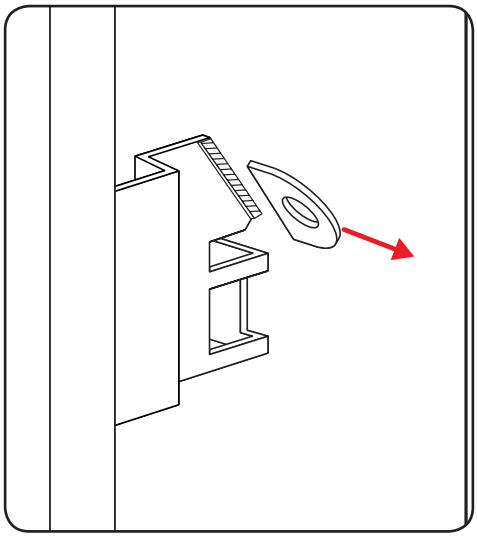


Smooth out any rough or sharp edges with a metal file. With the locker door closed, inspect the locker to ensure that nothing is protruding above the face of the locker door.

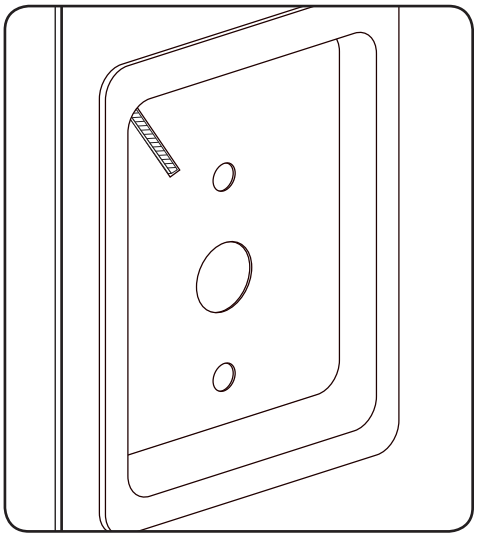
Recessed Cup with Single Point Latch



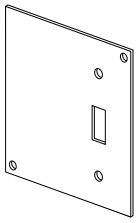
With the locker door closed, mark the appropriate area (as indicated above) to remove the padlock hasp. The cut-line needs to clear the front face of the locker door.



With the locker door open, use the hand-held grinder or the hack saw to cut the protruding part of the padlock hasp as demonstrated above.



Smooth out any rough or sharp edges with a metal file. With the locker door closed, inspect the locker to ensure that nothing is protruding above the face of the locker door.



Note:
Digilock manufactures an optional Back Plate to cover the padlock hasp hole.

For more information please contact your Digilock Product Specialist.

Wood Surface Mount

Required Components

Door Preparation Instructions

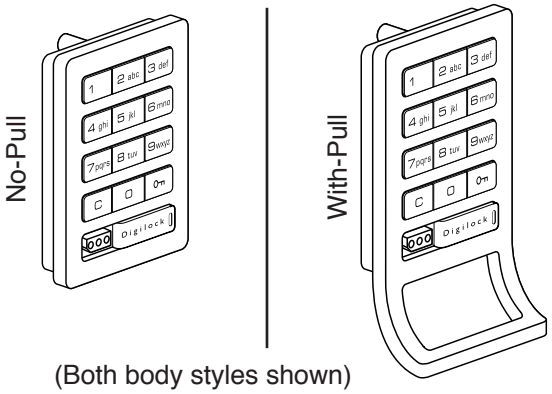
Installation Instructions

Required Components

Digilock Lock Parts

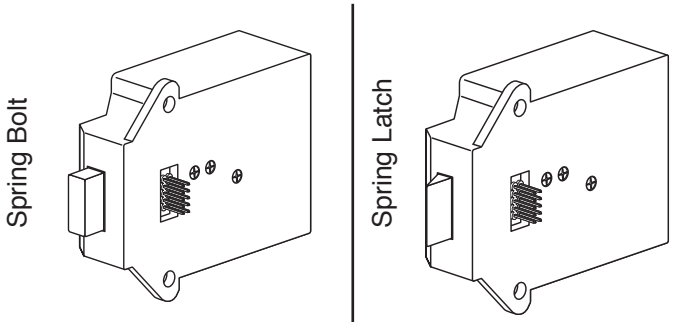
Note: Confirm that all lock parts are present. If there are damaged or missing parts contact your Digilock Product Support Specialist.

1-Front Unit with Nut Posts

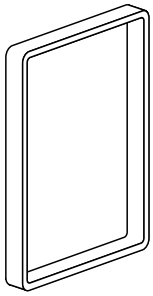


(Both body styles shown)

1-Solenoid Rear Unit

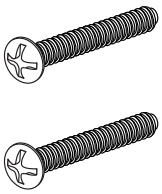


(Both Spring Bolt & Spring Latch shown)



1-Plastic Ring

1-Pin Extender



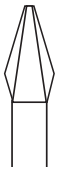
2-Phillips Head Screws*

2-Split Lock Washers

* Screws lengths vary based on door thickness.

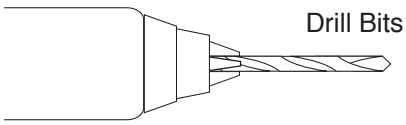
Required Tools

For lock installation



Phillips Screwdriver
Head Size #1 & #2

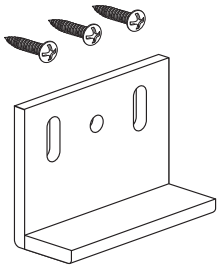
For door preparation



Power Drill

Drill Bits: 1/16”
5/16”
3/4”

Optional



1-Strike Plate with
3-Self-Tapping Screws

Warning: Do not use an electric screw gun during installation of the lock unless equipped with a torque adjuster, which must be set on a low torque setting. Otherwise, damage may be caused to the lock.

Door Preparation Instructions

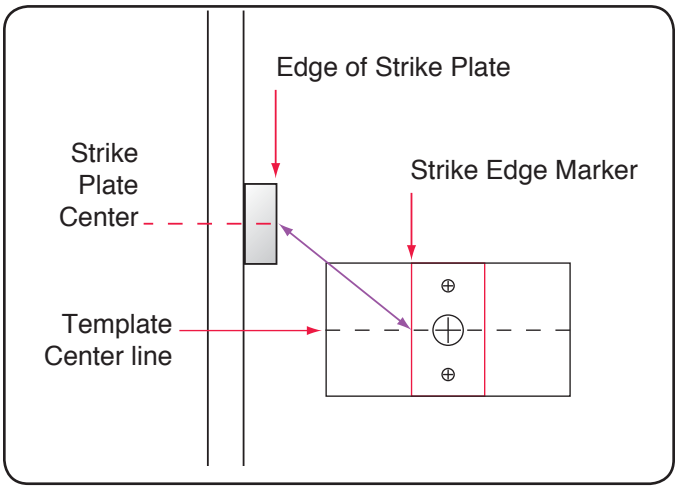
Note: Skip these steps if a Digilock compatible industry standard 3-hole configuration already exists on your door.

Lock Mounting Holes

Required Items: Lock Mounting Drill Template: See page 16 (print and cut out template)
Pencil: To mark door and template
Adhesive Tape: To secure template to door (masking tape recommended)

Required Tools: Power Drill: To drill holes
Drill Bits: 5/16" and 3/4"

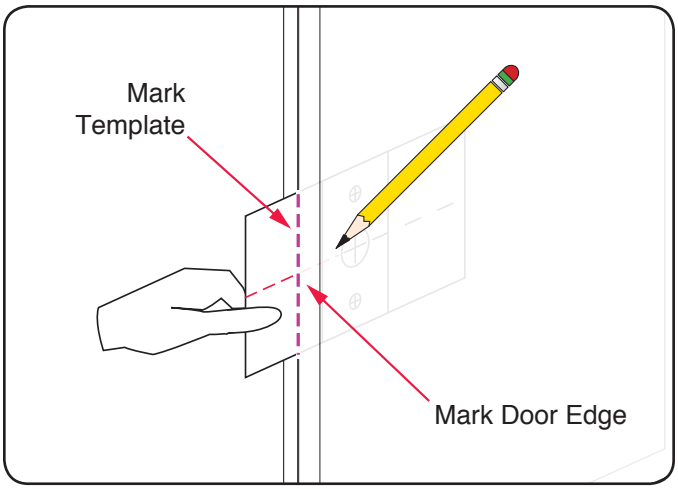
Step 1



Place the template over the strike plate. Using the corresponding markers on the template, align the template to the center and edge of the strike plate as shown above.

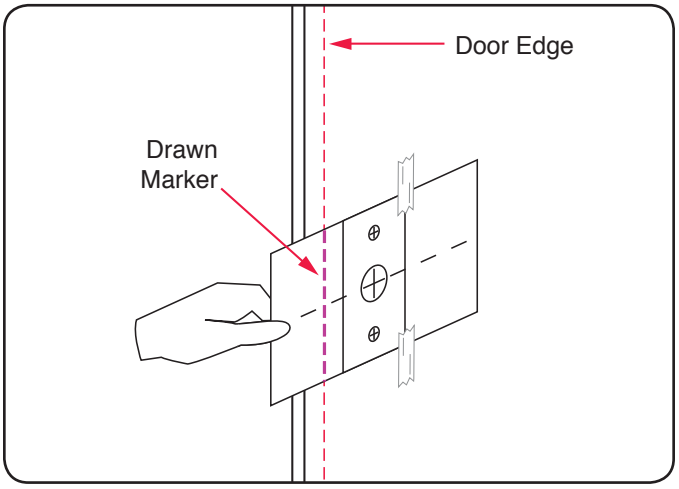
Note: Do not remove the template, it is required for "Step 2".

Step 2



With the positioned template, close the door. Draw a line on the template to mark the door edge. Then using the template "Center Line" mark a reference line on the door edge.

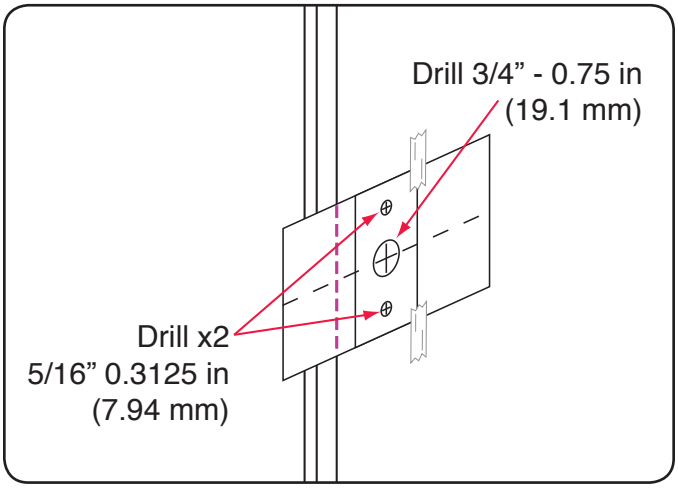
Step 3



Place the template over the door face and align the template using the marks drawn as directed on "Step 2".

Note: Secure the template to the door face with tape for the next step.

Step 4



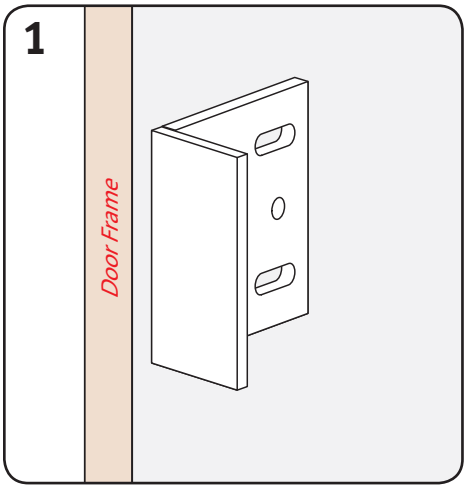
Mark the door face to drill the necessary holes. Using the template drill markers, drill two 5/16" holes as indicated above. Then, if not present, drill one 3/4" hole.

Strike Plate Installation

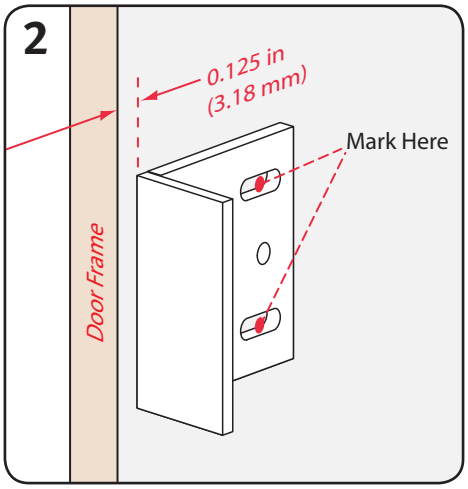
Note: Skip these steps if a Digilock compatible strike plate is already present.

Required Hardware & Tools:

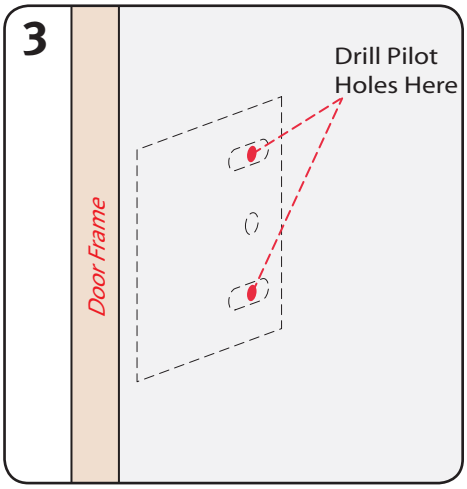
- Digilock Strike Plate with 3-Self-Tapping Screws
- Pencil: To mark screw holes
- Phillips Screwdriver: #1 or Cordless drill (*with torque adjustment*) and a phillips driver recommended



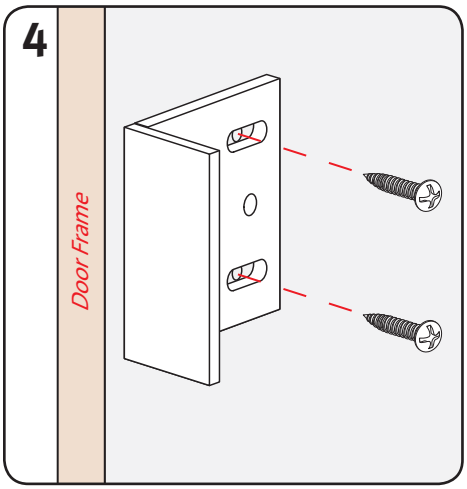
Position the Strike Plate on the door frame centering it adjacent to the center of the mounting holes.



Allow 1/8” or 0.125 in (3.18 mm) from door edge and mark pilot holes for the adjustment slots as shown above.

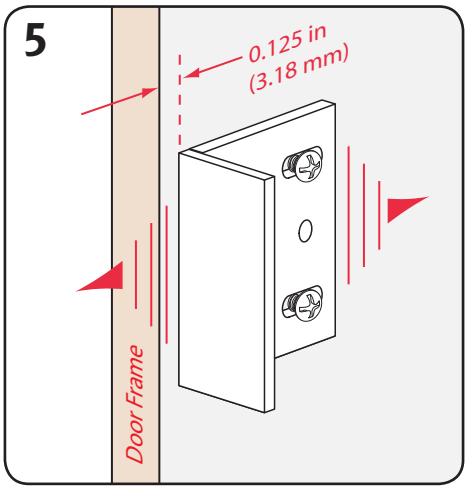


Drill 0.25 in (6.35 mm) pilot holes using a 1/16 in drill bit.

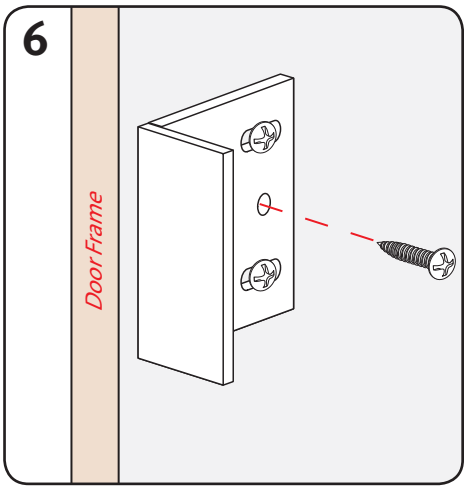


Position the Strike Plate and 2 self-tapping screws into the 2 outer adjustment slots.

NOTE: Do not tighten the screws.



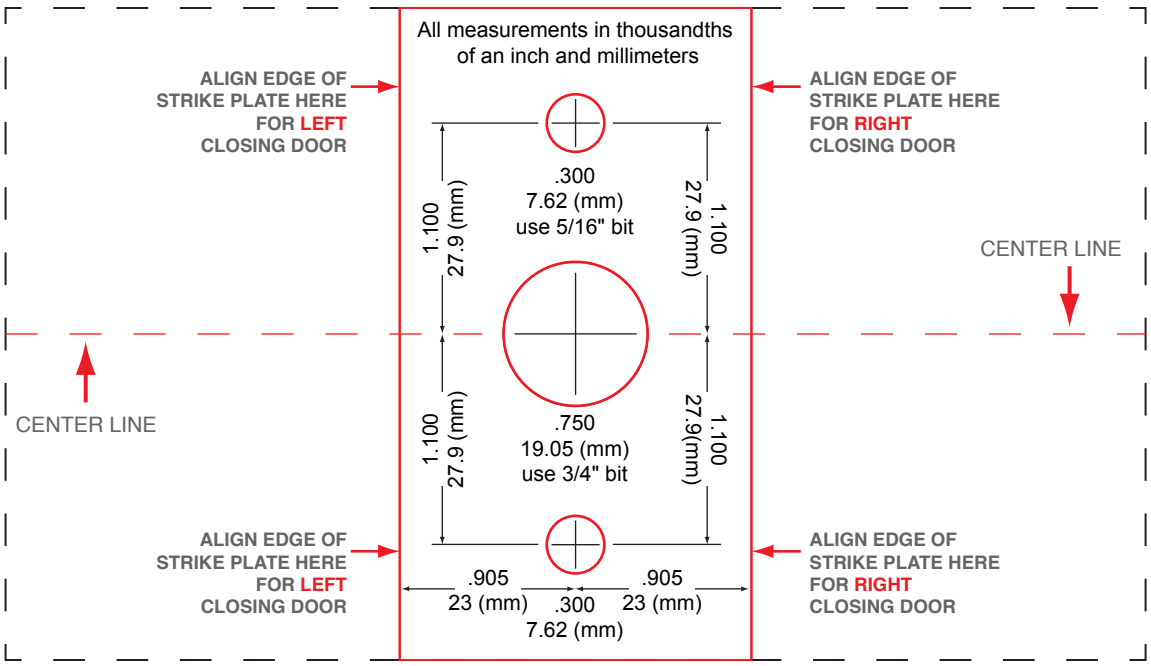
Adjust the Strike Plate to the proper position (as shown in Step 2). Then tighten the 2 screws in the adjustment slots.



Place and tighten the third screw into the center Strike Plate hole to lock the Strike Plate into position.

Lock Mounting Drill Template

Note: Use the corresponding side of the template for mounting the lock.

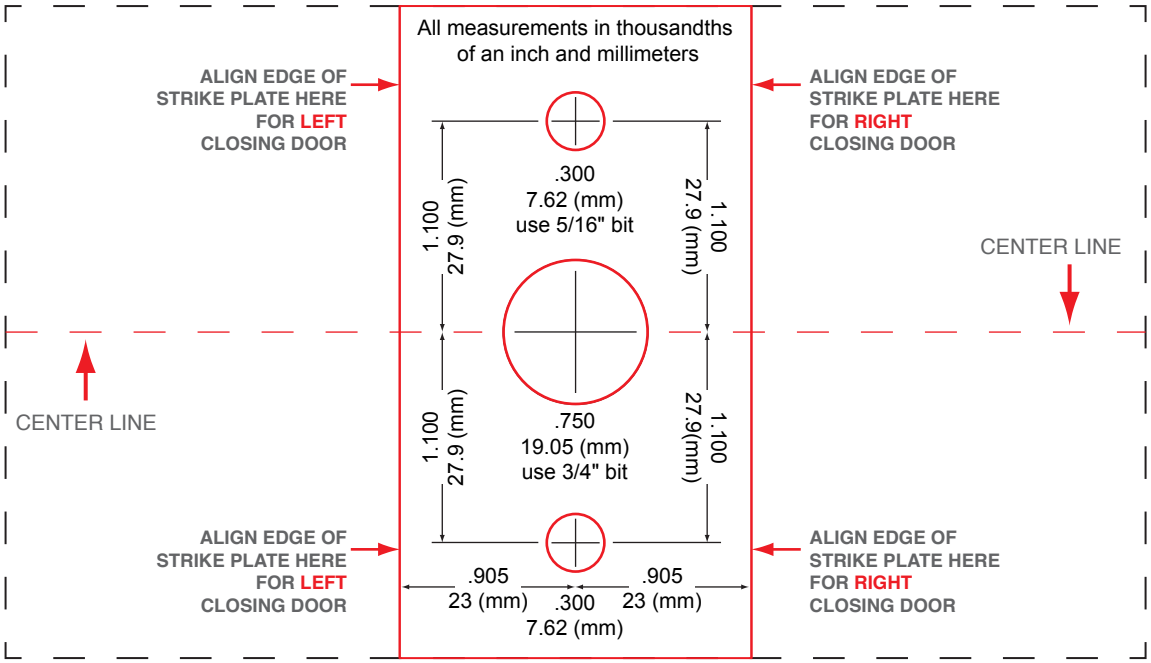


NOTE: Templates may not print to scale. Double check all measurements before drilling door. If printing this page, turn off any auto scaling in printer setup and print at 100%.

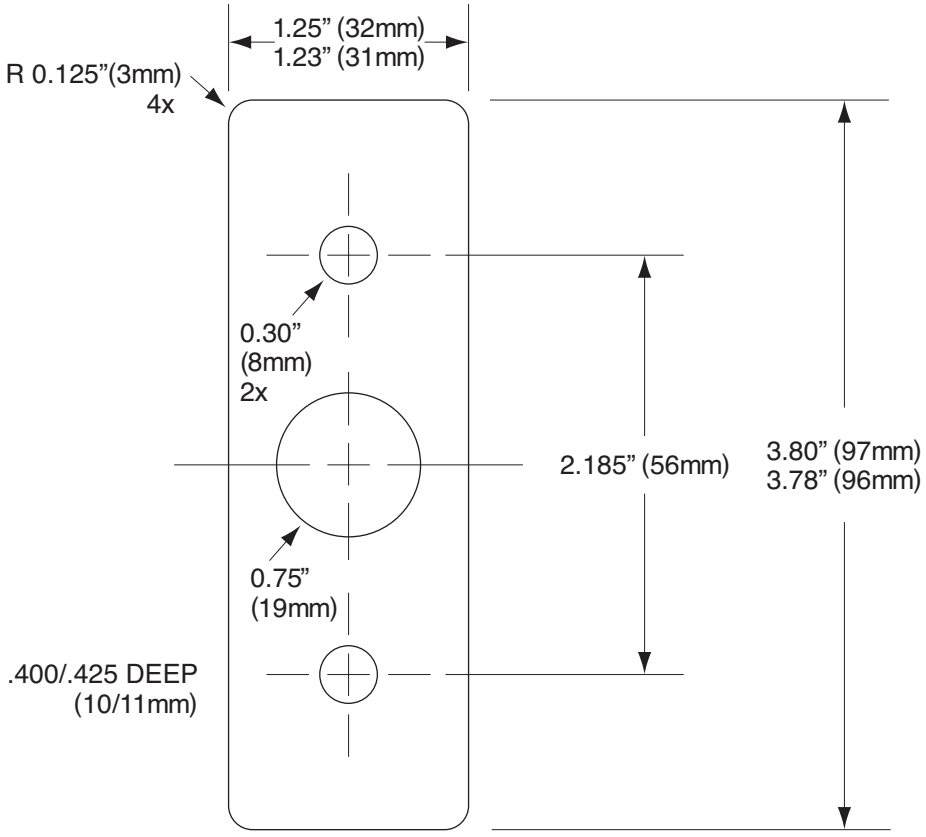
Drill template for vertical unit ????

Lock Mounting Drill Template

Note: Use the corresponding side of the template for mounting the lock.



Door Mortis Template: Vertical Body



NOTE: Templates may not print to scale. Double check all measurements before drilling door. If printing this page, turn off any auto scaling in printer setup and print at 100%.

Door Prep Requirements

Before installing, your door must be prepped with a Strike Plate (Figure A) and lock mounting holes (Figure B).

NOTE: See Door Preparation Instructions for more information on page 14-16.

FIG. A

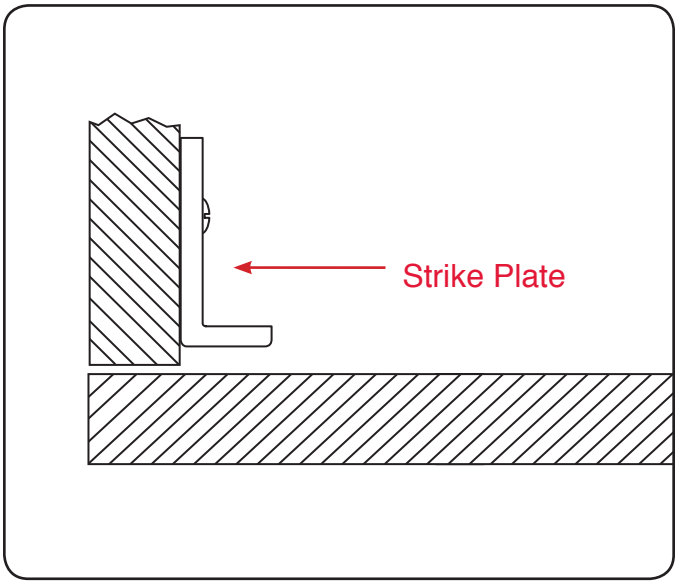
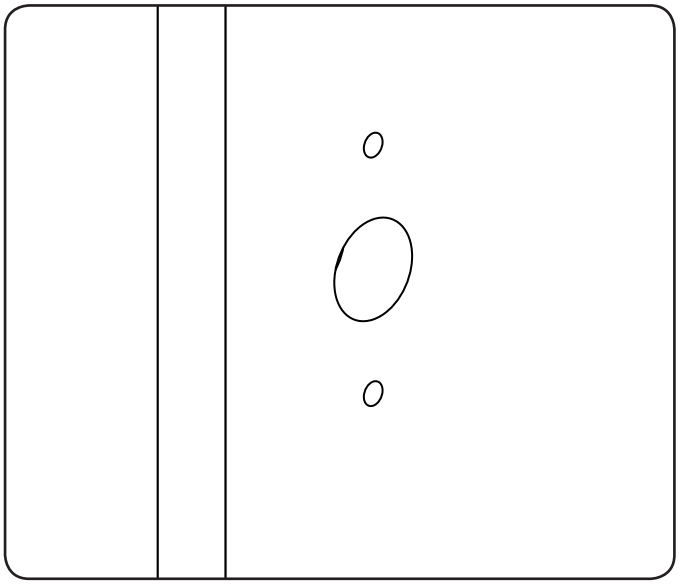


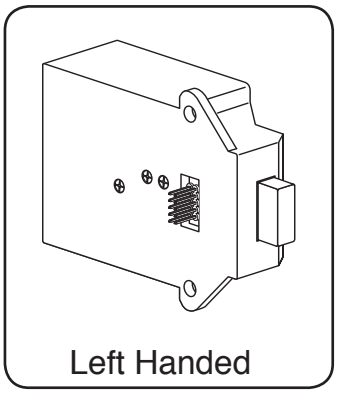
FIG. B

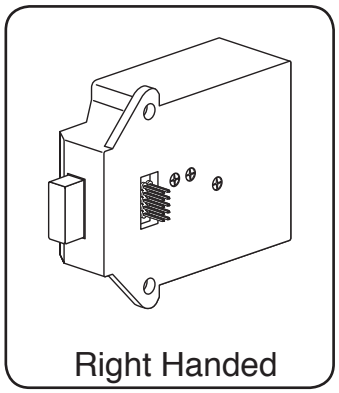


Lock Handing

To change handing:

1) Disconnect the front unit from the rear unit.
2) Hold down [C] Button for one full second.
3) Reconnect the units with the desired handing or connect them as part of the installation.


Left Handed

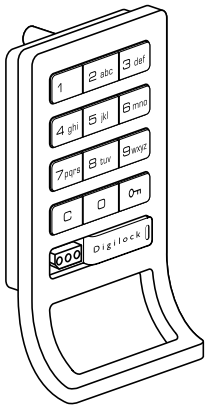

Right Handed

NOTE: If the handing has been previously registered by connecting and operating the lock prior to installation on the door, the lock may not function if the initial handing is different than the installation on the door. Both bolt and latch locks can be right or left handed. Bolt shown above for demonstration purposes.

Digilock Wood Surface Mount Lock Parts

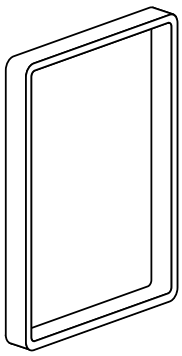
Note: For demonstration purposes the standard body with pull-handle and spring bolt rear unit will be shown.

A



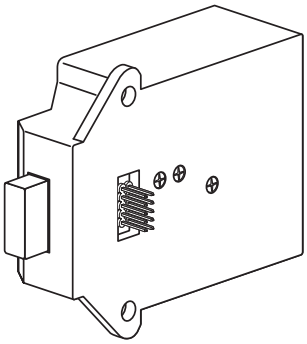
1-Front Unit

B



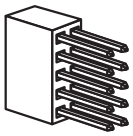
1-Plastic Ring

C



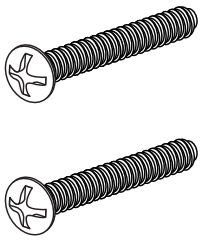
1-Rear Unit

D



1-Pin Extender

E



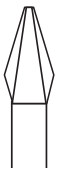
2-Phillips Head Screws*

F

2-Split Lock Washers

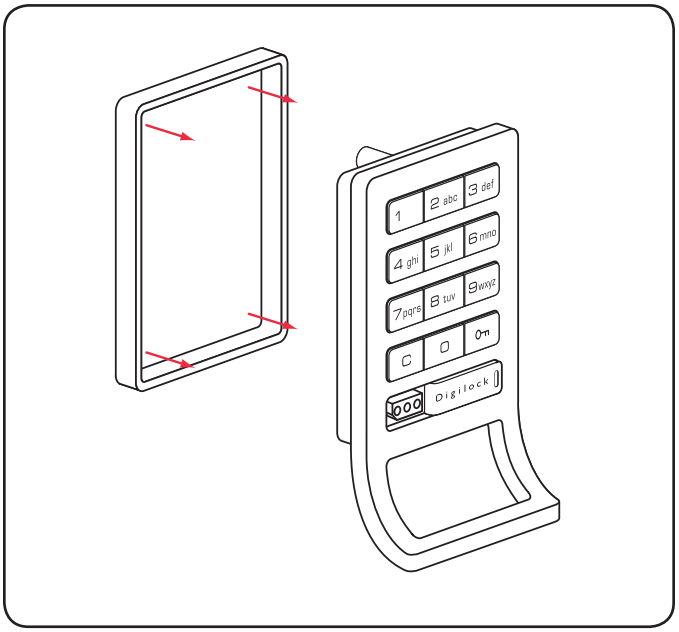
***** Screws lengths vary based on door thickness.

Required Tools



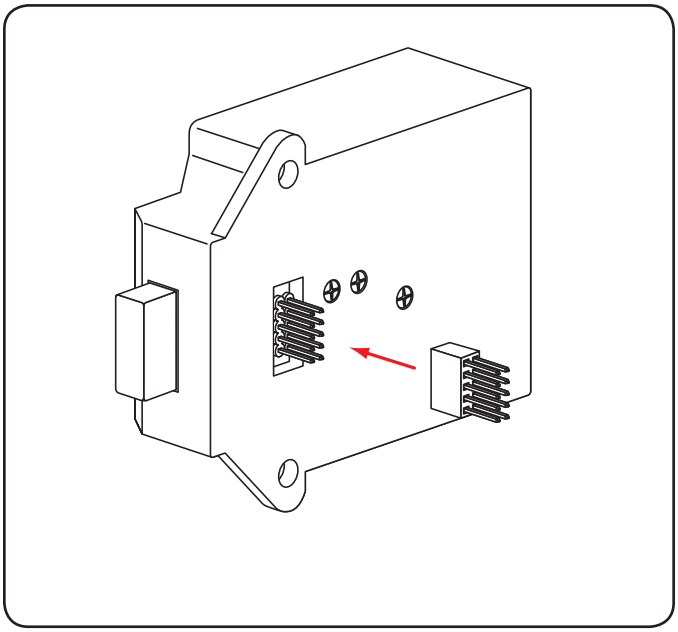
Phillips Screwdriver
Head Size #2

Step 1



Place the plastic ring (B) onto the front unit (A).

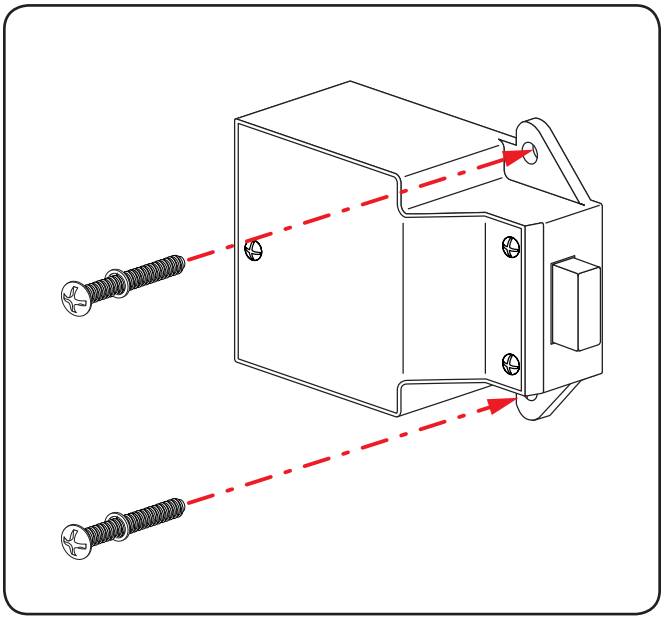
Step 1



Place the pin extender (D) on the connector pins of the rear unit (C).

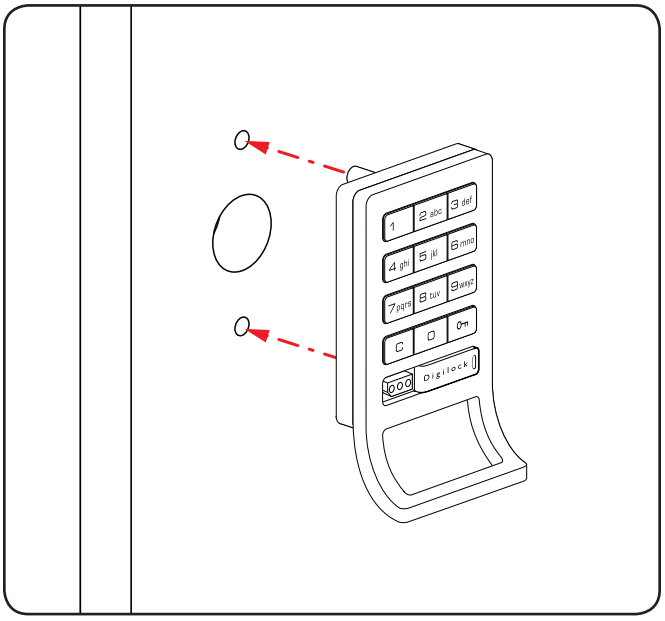
NOTE: Do not touch the rear unit connector pins (male connector) against any metal or other conductive surfaces. This may short the pins and cause damage to the lock.

Step 3



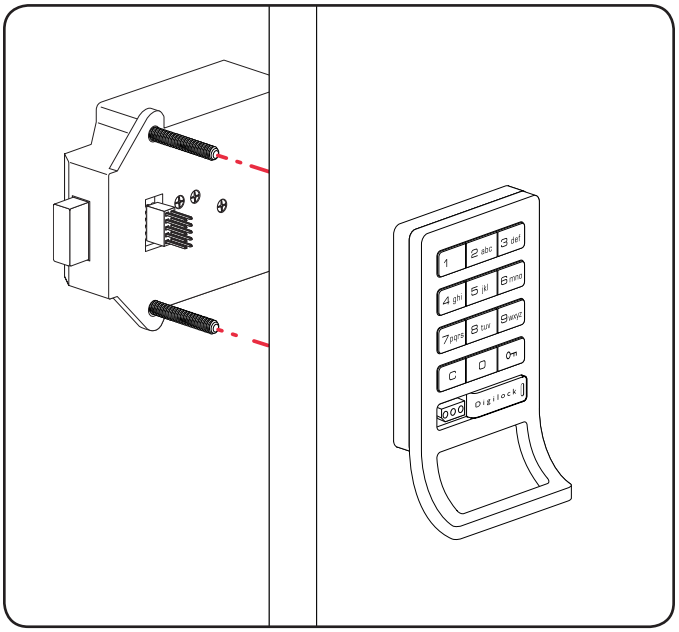
Place the split lock washers (F) on the phillips head screws (E) and place the phillips head screws (E) with washers through the holes on the rear unit (C) as shown above.

Step 4



Place the mounting nut posts of the front unit (A) through the lock mounting holes on the front of the door.

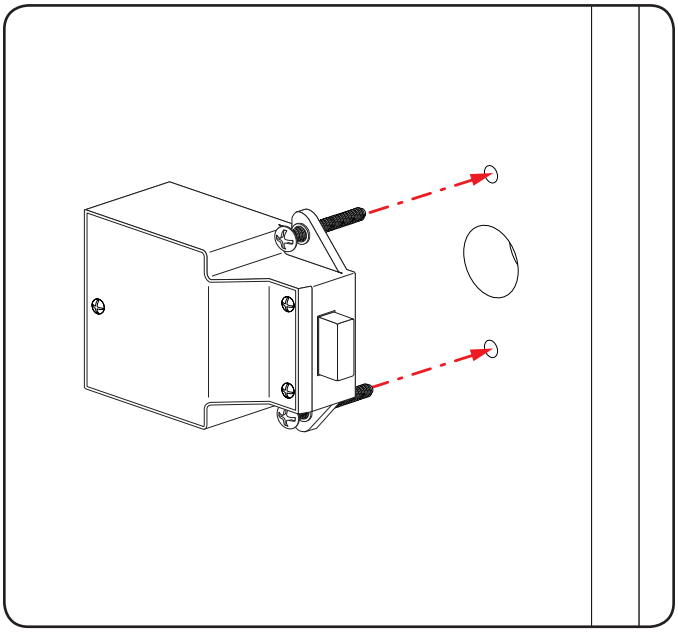
Step 5



While holding the front unit (A) against the front of the door, bring the rear unit (C) against the rear face of the door, aligning the screws in the rear unit with the mounting nut posts from the front unit.

NOTE: An audible triple beep and three flashes of the LED indicates that the lock was connected properly. If you do not hear these beeps, separate the units, press the “C” button on the keypad and reconnect the front and rear units on the door.

Step 6



Slide the front unit (A) and rear unit (C) together making sure that the pins of the rear unit connector align with the pins of the front unit connector and hand tighten the mounting screws.

WARNING: Do not overtighten screws.

Step 7

Test the operation several times (as indicated below) while the door is open. Close the door and test the unit again. Make sure there is no binding between the bolt/latch and the door strike plate and/or frame. Adjust alignment if necessary.

To lock and unlock enter: C then O-π

NOTE: If during operation of the lock, the lock emits 10 rapid beeps and 10 flashes of the LED light, it is an indicator that the bolt/latch of the lock is binding with the door strike plate and/or frame. If this occurs, the door and/or strike plate may need to be aligned or adjusted. It may also be an indicator that the mounting screws are over tightened or due to overtightening in Step 6.

Step 8

Follow the Programming section of this manual on pages 34-39.

Wood Recess Mount

Required Components

Door Preparation Instructions

Installation Instructions

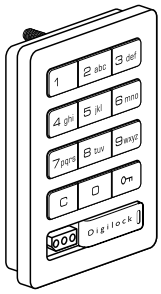
Required Components

Digilock Lock Parts

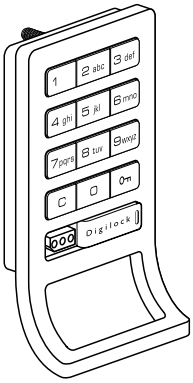
Note: Confirm that all lock parts are present. If there are damaged or missing parts contact your Digilock Product Support Specialist.

1-Front Unit with Screw Posts

No-Pull



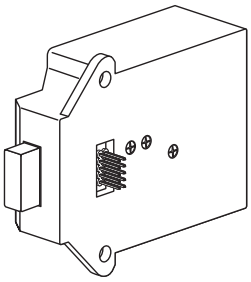
With-Pull



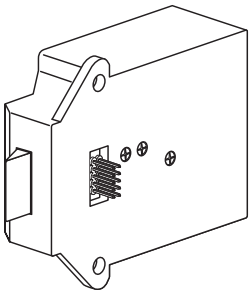
(Both body styles shown)

1-Solenoid Rear Unit

Spring Bolt

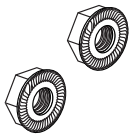


Spring Latch



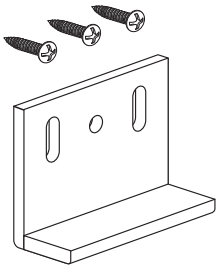
(Both Spring Bolt & Spring Latch shown)

1-Pin Extender

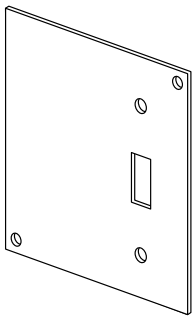


2-Locking Nuts

Optional



1-Strike Plate with
3-Self-Tapping Screws

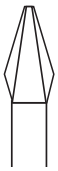


Optional-Back Plate

Required Tools

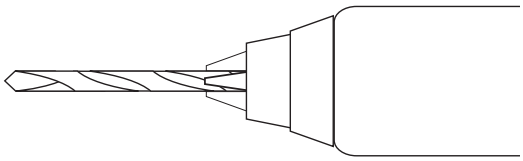
For lock installation

3/8” Socket
(deep socket required)



Phillips Screwdriver
Head Size #1 & #2

For door preparation



Power Drill

Drill Bits: 1/16”
5/16”
3/4”

Warning: Do not use an electric screw gun during installation of the lock unless equipped with a torque adjuster, which must be set on a low torque setting. Otherwise, damage may be caused to the lock.

Door Preparation Instructions

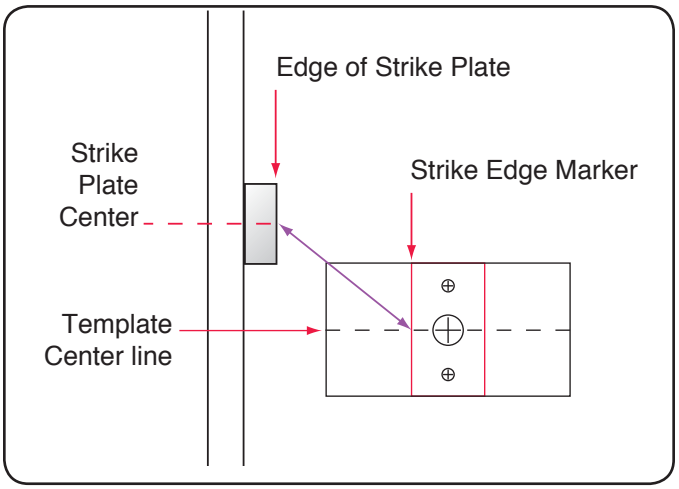
Note: Skip these steps if a Digilock compatible industry standard 3-hole configuration already exists on your door.

Lock Mounting Holes

Required Items: Lock Mounting Drill Template: See page 26 (print and cut out template)
Pencil: To mark door and template
Adhesive Tape: To secure template to door (masking tape recommended)

Required Tools: Power Drill: To drill holes
Drill Bits: 5/16" and 3/4"

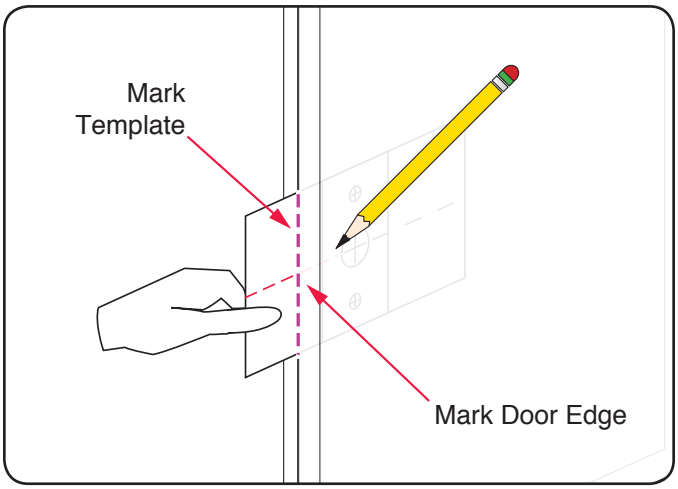
Step 1



Place the template over the strike plate. Using the corresponding markers on the template, align the template to the center and edge of the strike plate as shown above.

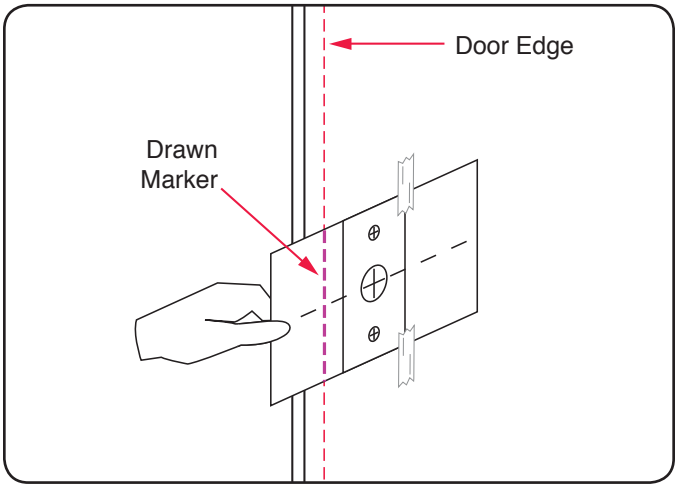
Note: Do not remove the template, it is required for "Step 2".

Step 2



With the positioned template, close the door. Draw a line on the template to mark the door edge. Then using the template "Center Line" mark a reference line on the door edge.

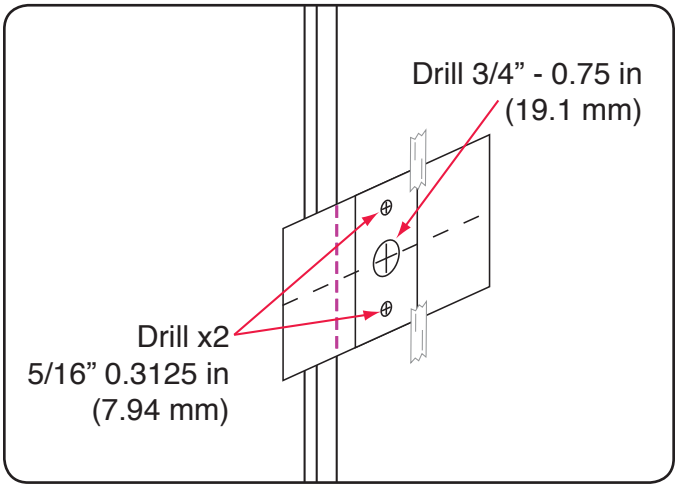
Step 3



Place the template over the door face and align the template using the marks drawn as directed on "Step 2".

Note: Secure the template to the door face with tape for the next step.

Step 4



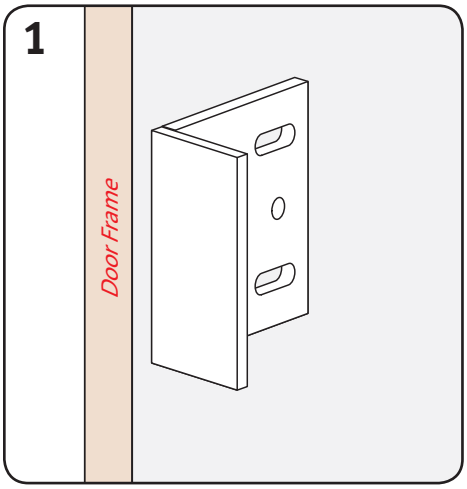
Mark the door face to drill the necessary holes. Using the template drill markers, drill two 5/16" holes as indicated above. Then, if not present, drill one 3/4" hole.

Strike Plate Installation

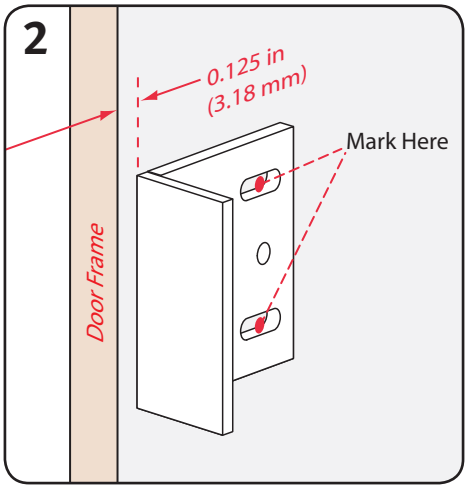
Note: Skip these steps if a Digilock compatible strike plate is already present.

Required Hardware & Tools:

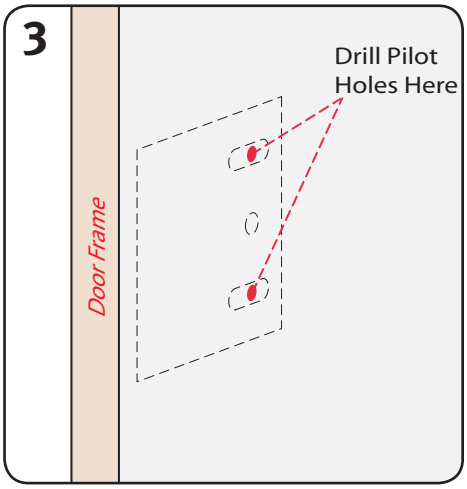
- Digilock Strike Plate with 3-Self-Tapping Screws
- Pencil: To mark screw holes
- Phillips Screwdriver: #1 or Cordless drill (*with torque adjustment*) and a phillips driver recommended



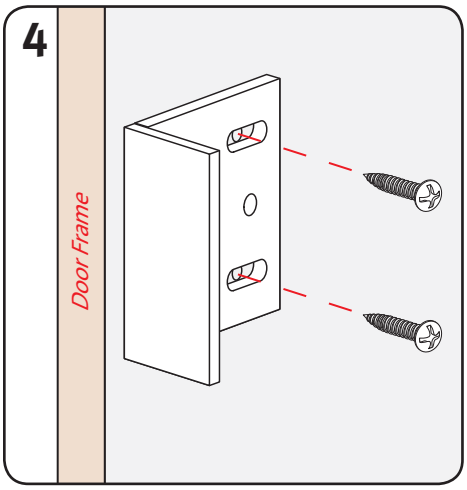
Position the Strike Plate on the door frame centering it adjacent to the center of the mounting holes.



Allow 1/8” or 0.125 in (3.18 mm) from door edge and mark pilot holes for the adjustment slots as shown above.

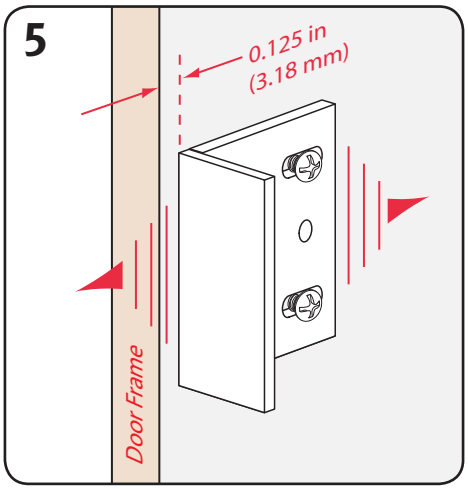


Drill 0.25 in (6.35 mm) pilot holes using a 1/16 in drill bit.

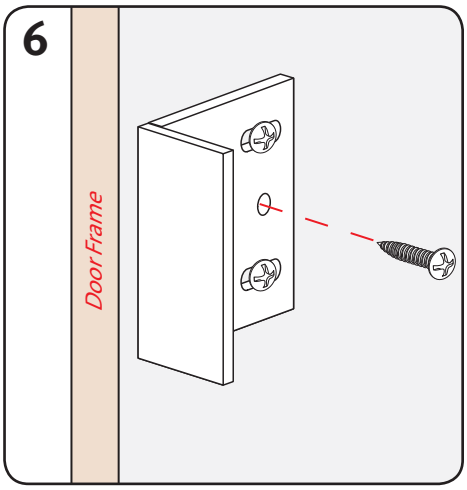


Position the Strike Plate and 2 self-tapping screws into the 2 outer adjustment slots.

NOTE: Do not tighten the screws.



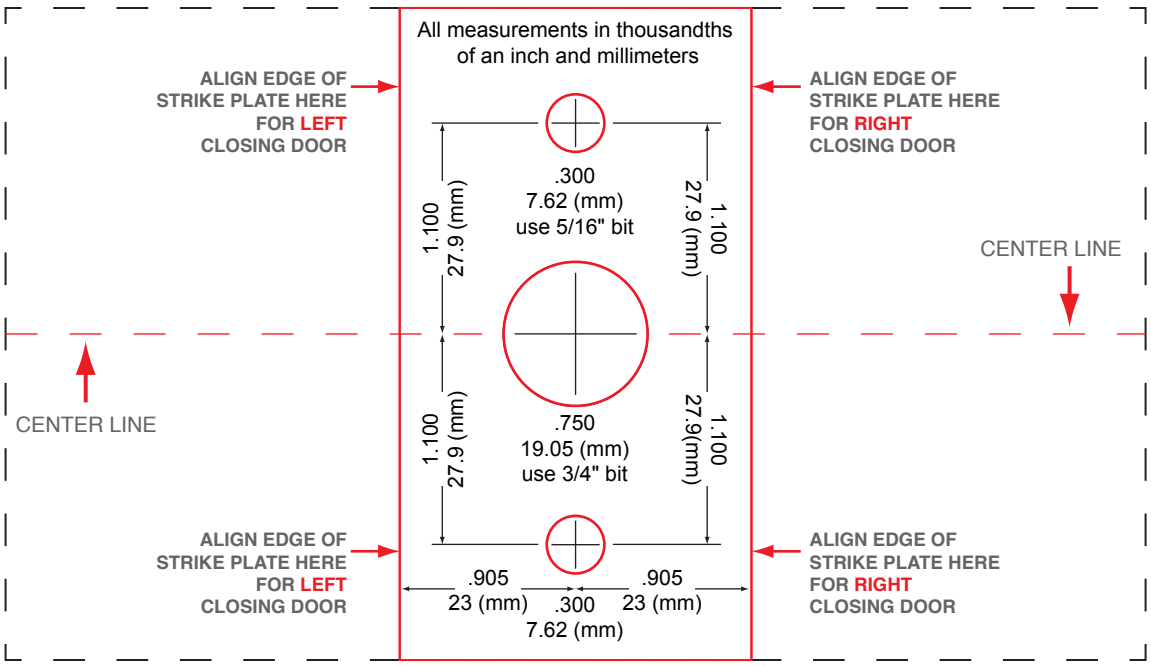
Adjust the Strike Plate to the proper position (as shown in Step 2). Then tighten the 2 screws in the adjustment slots.



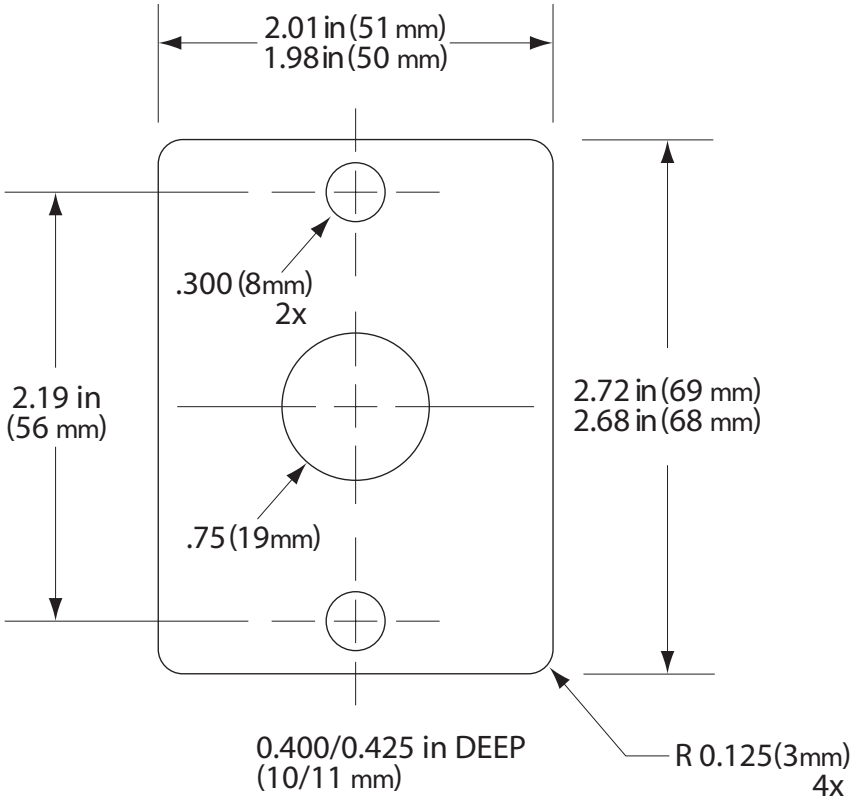
Place and tighten the third screw into the center Strike Plate hole to lock the Strike Plate into position.

Lock Mounting Drill Template

Note: Use the corresponding side of the template for mounting the lock.



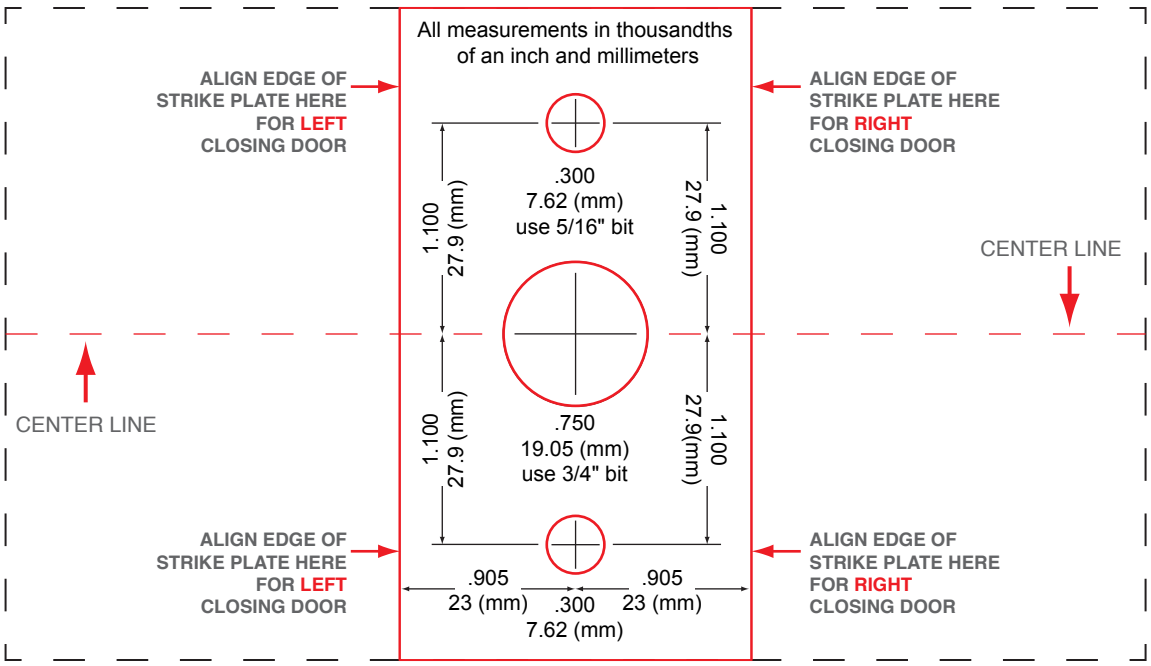
Door Mortis Template: Standard Body



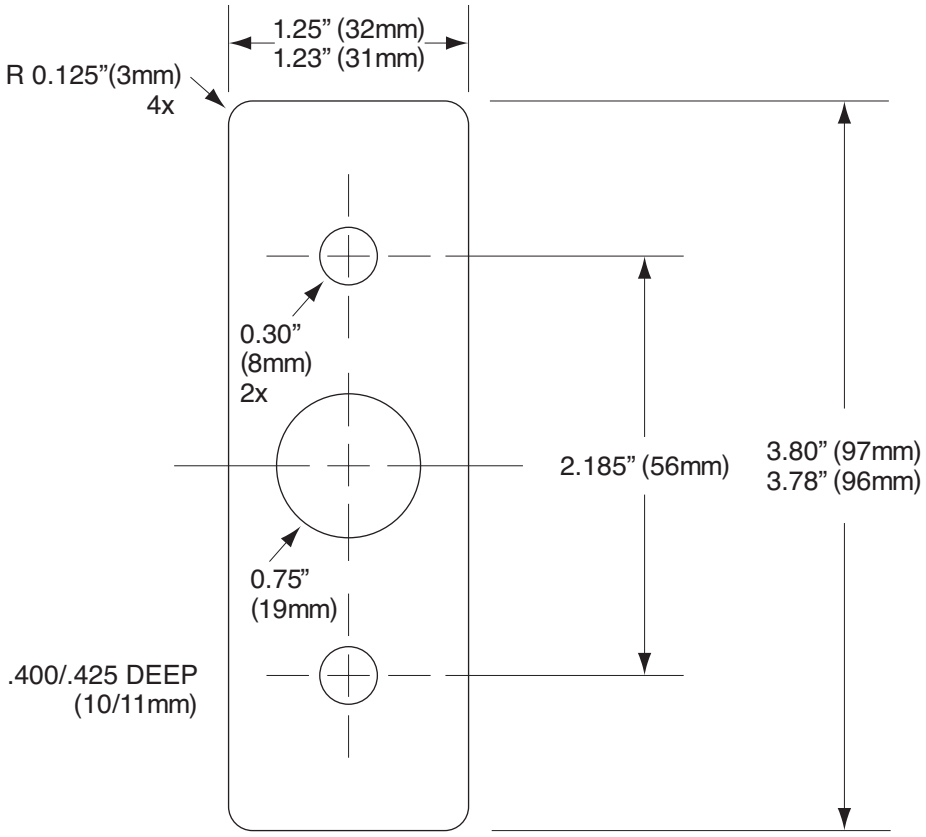
NOTE: Templates may not print to scale. Double check all measurements before drilling door. If printing this page, turn off any auto scaling in printer setup and print at 100%.

Lock Mounting Drill Template

Note: Use the corresponding side of the template for mounting the lock.



Door Mortis Template: Vertical Body



NOTE: Templates may not print to scale. Double check all measurements before drilling door. If printing this page, turn off any auto scaling in printer setup and print at 100%.

Door Prep Requirements

Before installing, your door must be prepped with a Strike Plate (Figure A) and must be Mortised to receive recessed lock (Figure B).

NOTE: See Door Preparation Instructions for more information on page 24-26.

FIG. A

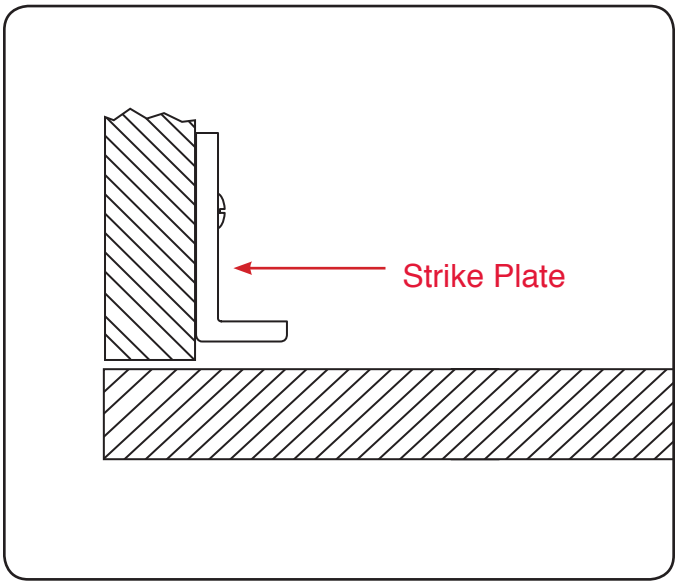
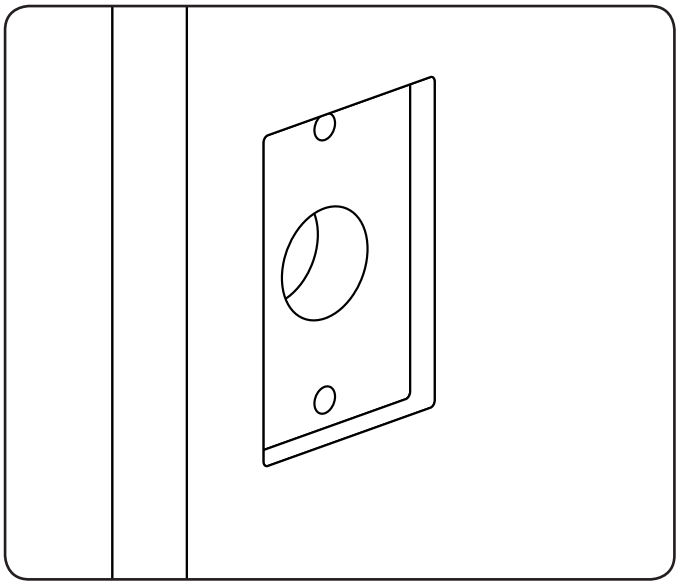


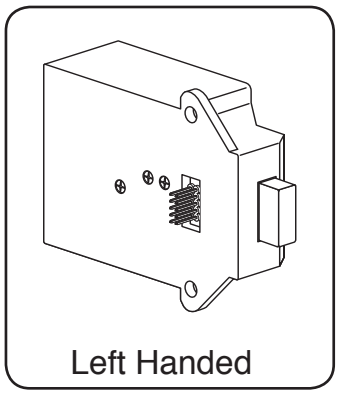
FIG. B

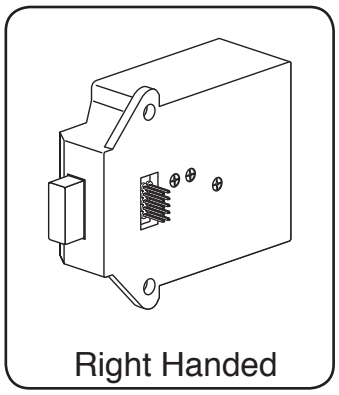


Lock Handing

To change handing:

1) Disconnect the front unit from the rear unit.
2) Hold down [C] Button for one full second.
3) Reconnect the units with the desired handing or connect them as part of the installation.


Left Handed

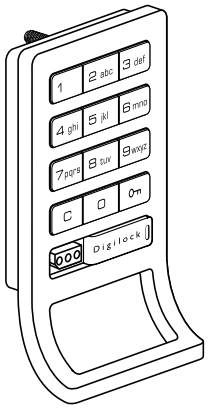

Right Handed

NOTE: If the handing has been previously registered by connecting and operating the lock prior to installation on the door, the lock may not function if the initial handing is different than the installation on the door. Both bolt and latch locks can be right or left handed. Bolt shown above for demonstration purposes.

Digilock Wood Recess Mount Lock Parts

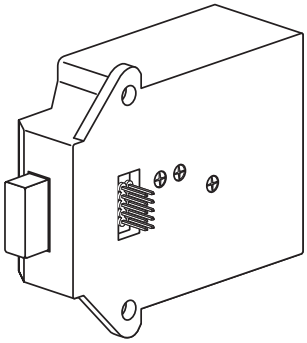
Note: For demonstration purposes the standard body with pull-handle and spring bolt rear unit will be shown.

A



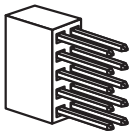
1-Front Unit

B



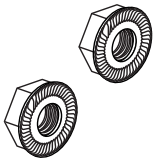
1-Rear Unit

C



1-Pin Extender

D

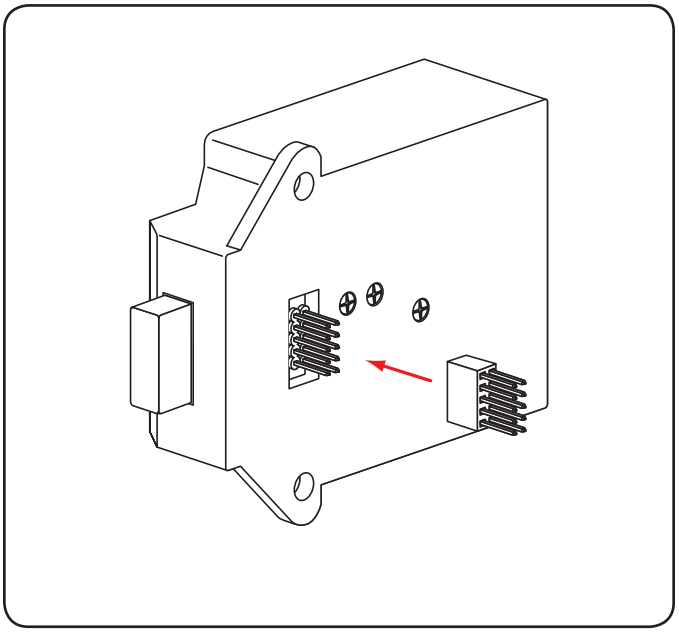


2-Locking Nuts

Required Tools

3/8” Socket
(deep socket required)

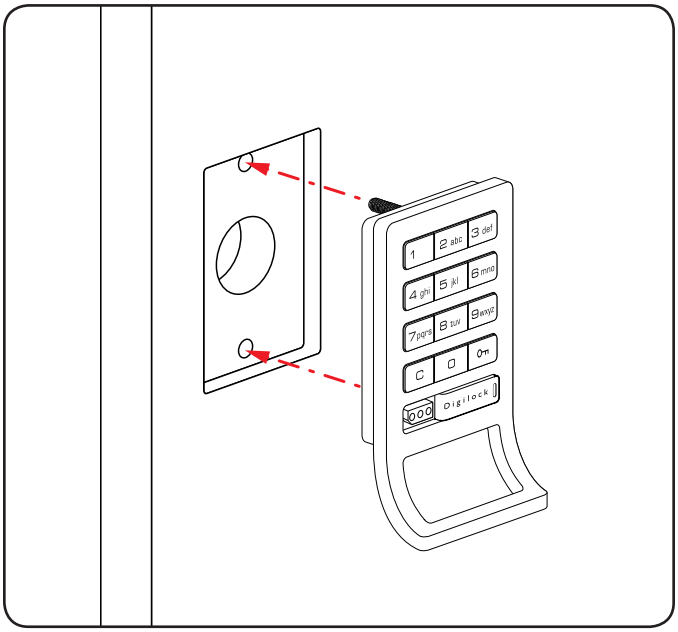
Step 1



Place the pin extender (C) on the connector pins of the rear unit (B).

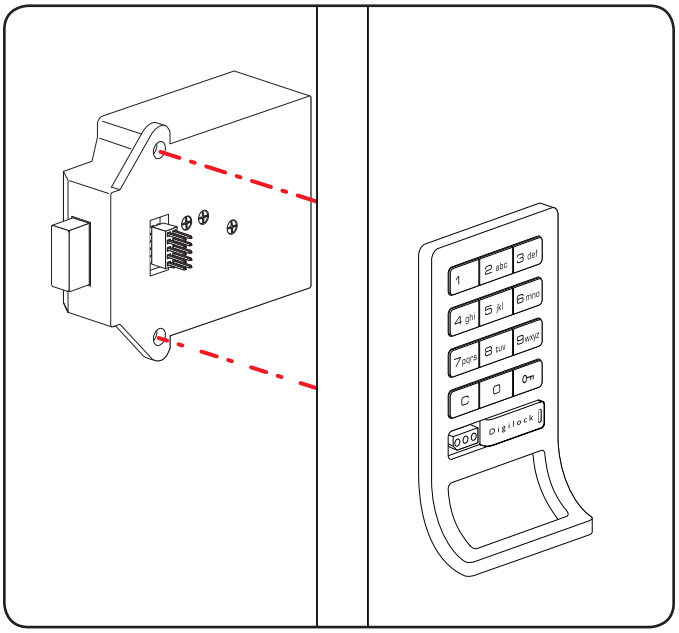
NOTE: Do not touch the rear unit connector pins (male connector) against any metal or other conductive surfaces. This may short the pins and cause damage to the lock.

Step 2



Place the mounting screw posts of the front unit (A) through the lock recessed mounting holes on the front of the door.

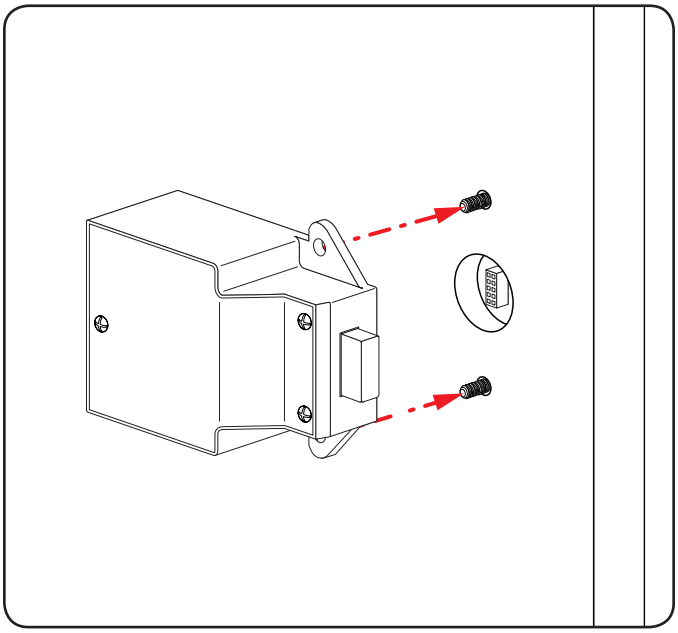
Step 3



Place the rear unit (B) against the rear face of the door, aligning its mounting holes with the mounting screw posts from the front unit.

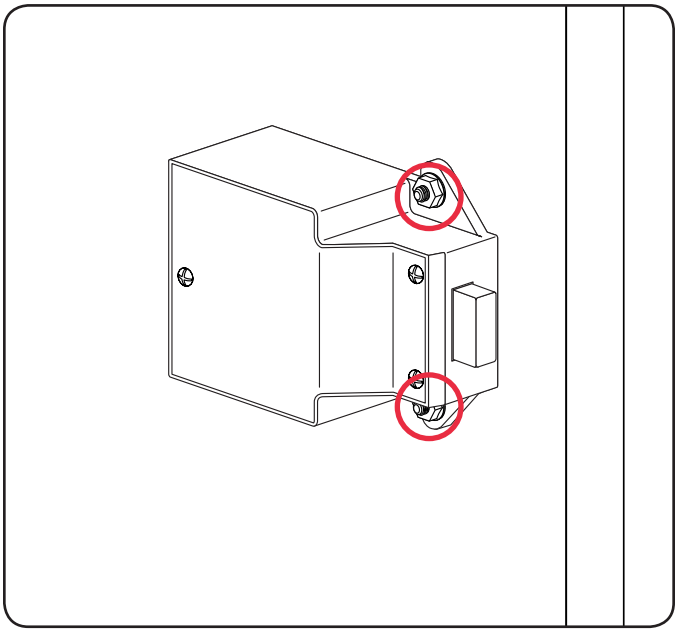
NOTE: An audible triple beep and three flashes of the LED indicates that the lock was connected properly. If you do not hear these beeps, separate the units, press the “C” button on the keypad and reconnect the front and rear units on the door.

Step 4



Slide the front unit (A) and rear unit (B) together making sure that the pins of the rear unit connector align with the female connector of the front unit (A).

Step 5



Place the locking nuts (D) over the mounting screw posts and hand tighten to secure the lock to the door.

WARNING: Do not overtighten screws.

Step 6

Test the operation several times (as indicated below) while the door is open. Close the door and test the unit again. Make sure there is no binding between the bolt/latch and the door strike plate and/or frame. Adjust alignment if necessary.

To lock and unlock enter: C then 0⊓

NOTE: If during operation of the lock, the lock emits 10 rapid beeps and 10 flashes of the LED light, it is an indicator that the bolt/latch of the lock is binding with the door strike plate and/or frame. If this occurs, the door and/or strike plate may need to be aligned or adjusted. It may also be an indicator that the locking nuts are over tightened on the screw posts or due to overtightening in Step 5.

Step 7

Follow the Programming section of this manual on pages 34-39.

Identifying Your Digilock Lock Function

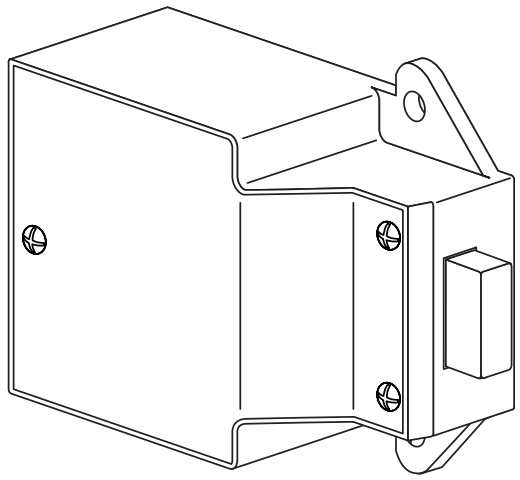
Shared Use Lock Model

Assigned Use Lock Model

Identifying Your Digilock Lock Function

Before initializing/programming your locks it is important to identify the functionality of the lock you have in order to determine which programming instructions will be applicable.

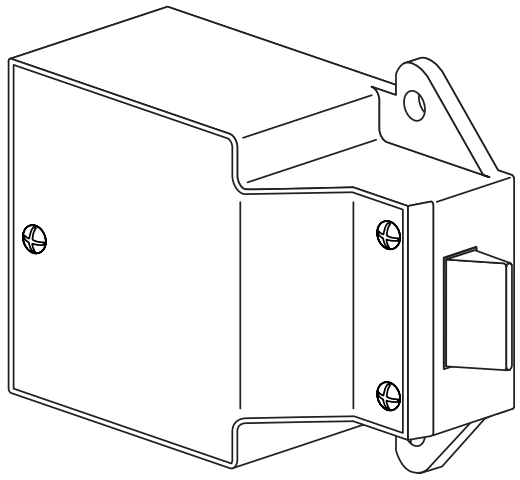
Shared Use Lock Model



Bolt

- The rear unit has a Spring Bolt.
- When you press the C then 0-⊓ buttons the bolt will extend locking the lock.
- When you press the C then 0-⊓ buttons a second time the bolt retracts, remaining in the unlocked position.
- Follow the programming and operating instructions on pages 35-39 and 40-46.

Assigned Use Lock Model



Latch

- The rear unit has a Spring Latch.
- When you press the C then 0-⊓ buttons the latch retracts allowing you to open the locker door.
- After 6-8 seconds the retracted latch will extend and upon closing the door will lock.
- Follow the programming and operating instructions on pages 35-39 and 49-54.

Programming Instructions

Lock Interface Overview

Key Guide

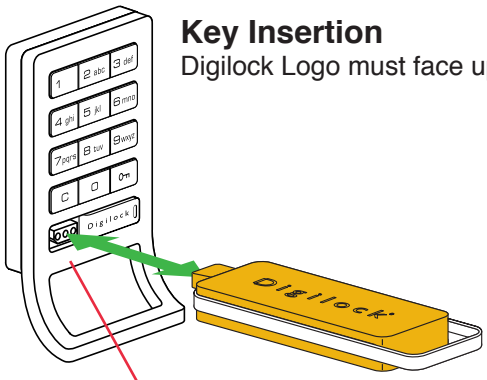
Initializing Locks

Express Registration

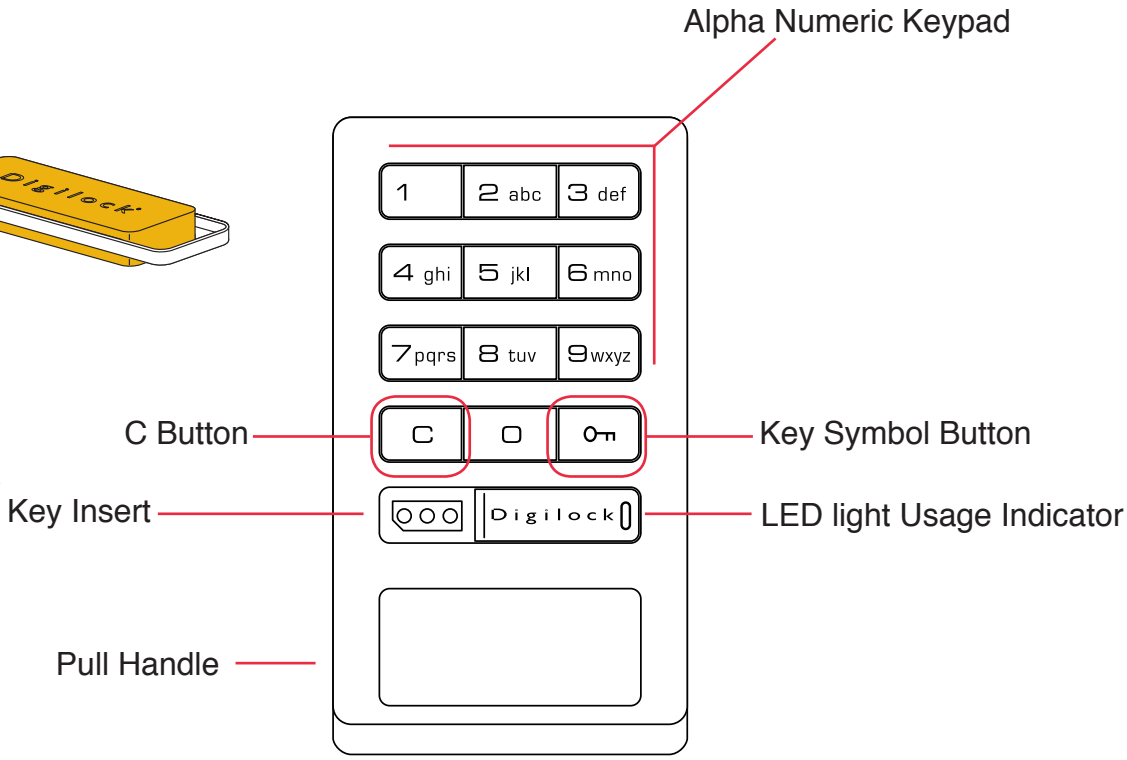
Register Additional Manager Bypass Keys

For Lost or Stolen Keys

Lock Interface Overview

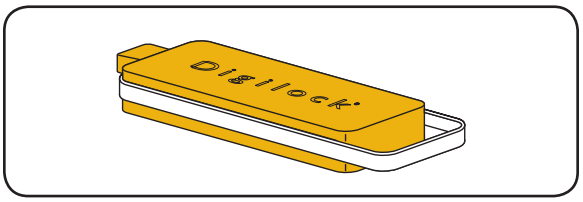


Key Insertion
Digilock Logo must face up.



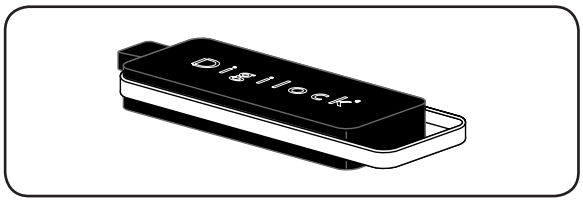
Key Guide:

Programming Key (Yellow)



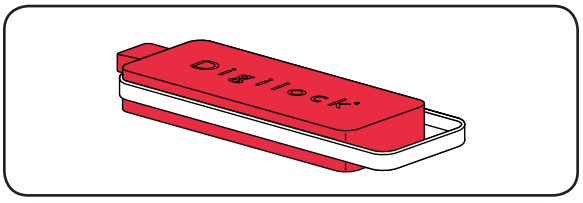
- Registers Manager Bypass Key(s)
- Provides external power
- Each lock accepts only (1) Programming Key
- Minimum of (1) required per location

Manager Bypass Key (Black)



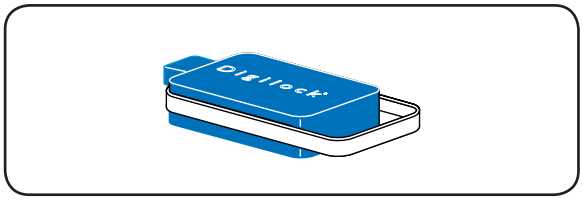
- Provides management access
- Provides external power
- Each lock accepts up to (25) Manager Key(s)
- Minimum of (1) required per location

3rd Generation - Programming Key (Red)



- Registers Manager Bypass Key(s)
- Provides external power
- Each lock accepts only (1) Programming Key
- Minimum of (1) required per location

ADA User Key (Blue)

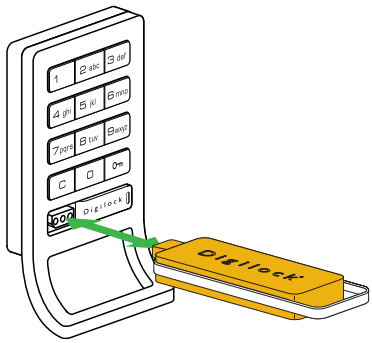


- ADA Compliant User Key
- Optional

Initializing Lock(s) For all T and P function Locks

These steps will initialize and register one or more Manager Bypass Keys to one lock.

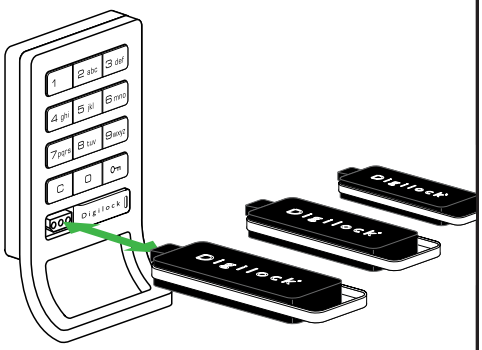
1



Start at locker #1. Touch the Programming Key (yellow) to the key slot for one full second.

A two tone beep will be heard and the LED light will turn solid. The lock is now in programming mode.

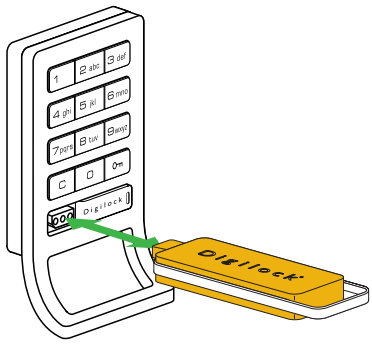
2



While the LED light is solid, touch each of the Manager Bypass Key(s) (black) to the key slot one at a time.

A single beep will be heard each time a new key is touched to the lock indicating acceptance.

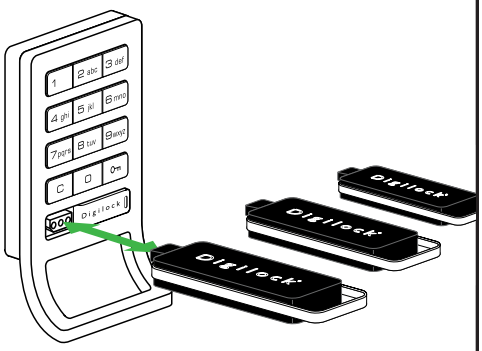
3



When you have finished touching all of your Manager Bypass Keys (black), end programming mode by reinserting the Programming Key (yellow).

A two tone beep will be heard and the LED light will turn off. This lock is initialized and programmed with the Manager Bypass Key(s).

4

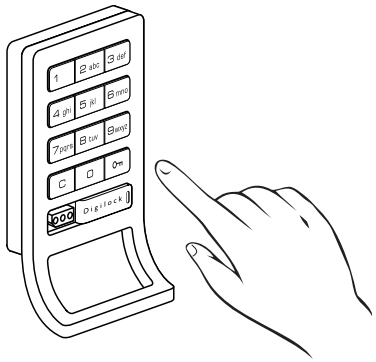


Test the programming by touching each Manager Bypass Key(s) to the key slot of lock. If programming is successful, the lock will operate with each Manager Bypass Key(s) (black).

Express Registration

These steps help speed registration and initialization of multiple new locks.

1

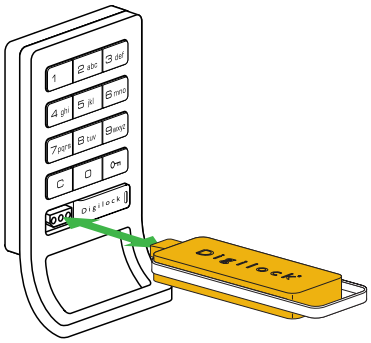


Go to the lock that was programmed in Step 1 on page 36.

Press: C 0 6 6 0

LED light will flash.

2

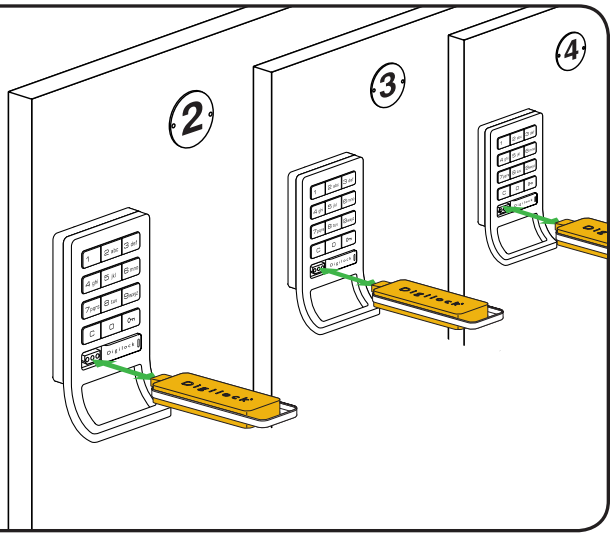


Touch the Programming Key (yellow) to the key slot.

A two tone beep will be heard and the LED light will turn off.

The Programming Key (yellow) has copied the lock programming information from locker #1 and is now ready to program all other locks in the locker room.

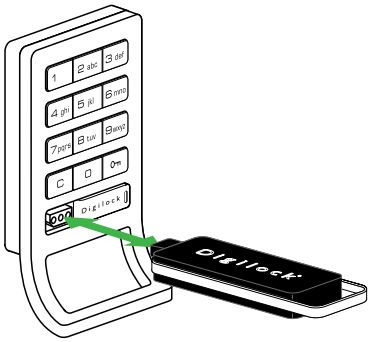
3



Touch the Programming Key (yellow) to the key slot of all locks to be programmed.

A two tone beep will be heard and the LED light will flash once to indicate successful programming of each lock.

4

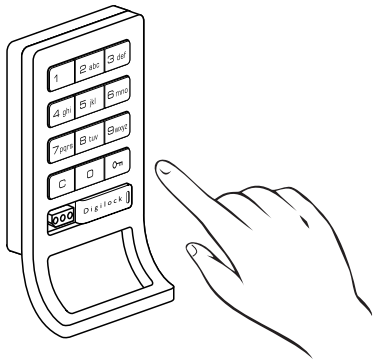


Test the programming by touching the Manager Bypass Key(s) (black) to the key slot of the lock(s). If programming is successful, the lock will operate.

Register Additional Manager Bypass Keys

To add additional Manager Bypass Key(s) to locks that have been previously programmed.

1

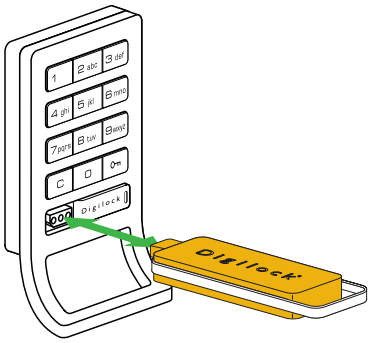


Go to a lock that has been programmed with existing Manager Bypass Keys.

Press: [C] [0⊓] [5] [5] [0⊓]

LED light will flash.

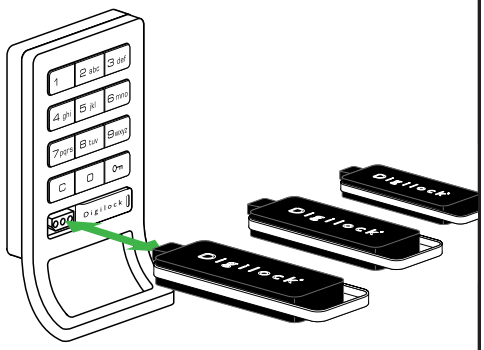
2



Touch the Programming Key (yellow) to the key slot of the lock for one full second.

The LED light will turn solid.

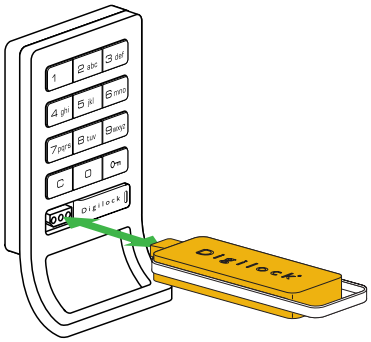
3



Touch each additional Manager Bypass Key (black) to the lock one at a time.

A single beep will be heard each time a new key is touched to the lock indicating acceptance.

4



Touch the Programming Key (yellow) to the key slot of the lock for one full second.

A two tone beep will be heard and the LED light will turn off.

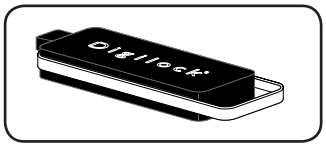
5 This lock is now programmed with the additional Manager Bypass Key(s). Test the programming by touching the Manager Bypass Key(s) (black) to the key slot of the lock(s). If programming is successful, the lock will operate.

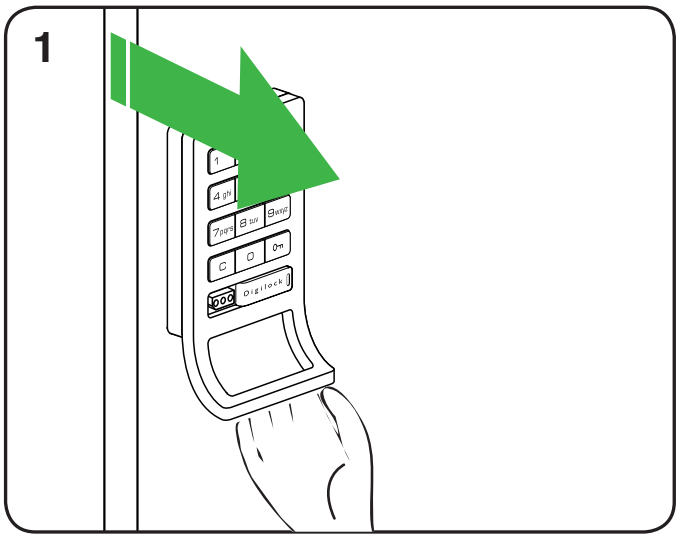
6 Repeat Steps 1-4 to all additional locks or use Express Registration Instructions on page 36 to speed registration of newly added keys.

Replacing Lost or Stolen Keys

For a Lost/Stolen Manager Flex Key

Contact your Digilock Product Support Representative to order a replacement Manager Flex Key.

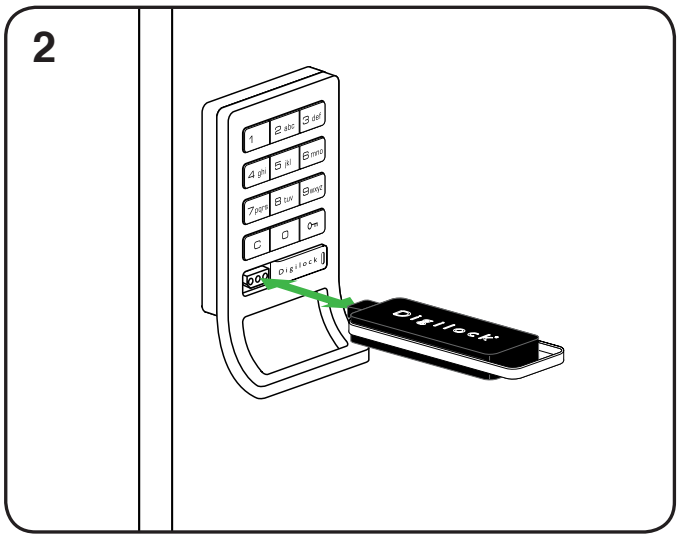




1) Go to a lock.

2) Make sure the lock is in the unlocked position (bolt is retracted).

3) Hold locker door open.



1) While the lock is in the unlocked position, touch the Manager Flex Key (black) to the key slot for one full second.

2) Repeat Steps 1-2 on each locker door opening.

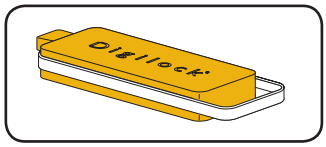
A two tone beep will beep heard and the LED light will flash once, signaling that the lock has successfully accepted the replacement Manager Flex Key(s).

Note: All previously registered Manager Flex Key(s) will no longer have access to the lock system.

For Lost or Stolen Keys

For a Lost Programming Key

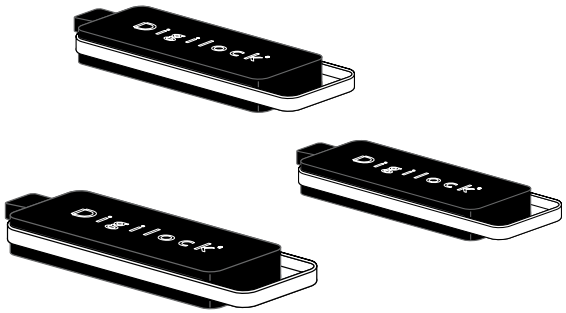
Contact your Digilock Product Support Representative to order a replacement Programming Key.



For a Lost Manager Bypass Key(s)

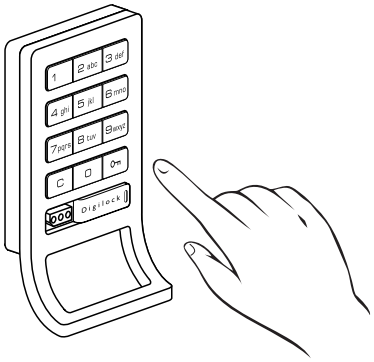
The following steps will erase registration of all Manager Bypass Keys.

1



Collect all remaining Manager Bypass Key(s) or order additional keys from your Digilock product representative.

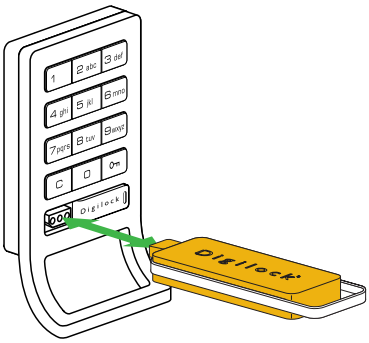
2



Go to locker #1 and press: C 0⊓ 5 5 0⊓

The LED light will flash.

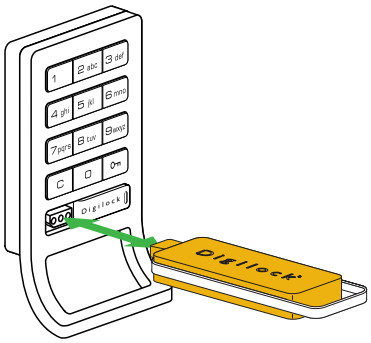
3



Touch the Programming Key (yellow) to the key slot for one full second.

The LED light will turn solid.

4



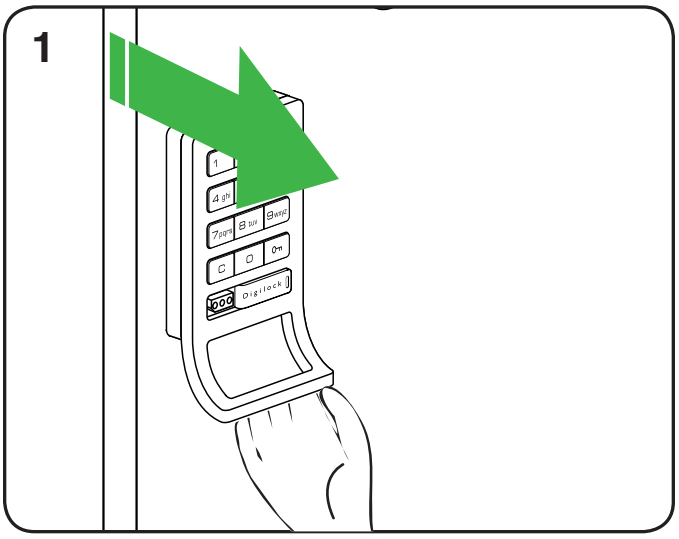
Touch the Programming Key (yellow) to the key slot for one full second.

A two tone beep will be heard and the LED light will turn off. Any previously registered Manager Bypass Keys will be erased on this lock.

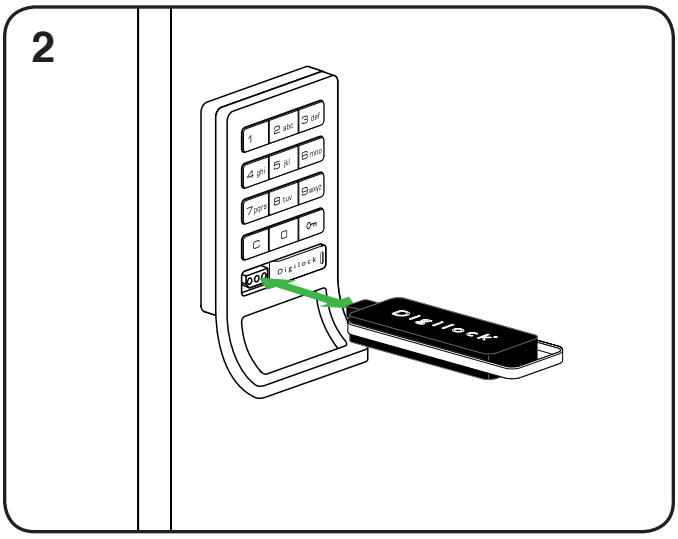
Note: All remaining Manager Bypass Key(s) must be re-registered. Please follow instructions "To Re-register Additional Manager Bypass Key(s)" on page 38.

Note: In most instanced this product is pre-initalized with the Manager Flex Key. The initlializing instructions are only applicable if the locks are working with the factory default code of C button followed by 0 button.

Initializing New Locks



1) Go to a new lock.
2) Make sure the lock is in the unlocked position (bolt is retracted).
3) Hold locker door open.



Touch the Manager Flex Key (black) to the key slot for one full second.

A two tone beep will beep heard and the LED light will flash once, signaling that the lock has successfully accepted the Manager Flex Key(s) and is now initialized.

Ordering Manager Flex Key(s)

1 Contact your Digilock Product Support Specialist to order an additional Manager Flex Key.

2 Request that the additional Manager Flex Key(s) -"Match Previous" issued key(s).

3 Your additional key(s) will automatically work with your lock system.

Please visit us online at:
www.digilock.com/us/service.html

Via email: support@digilock.com

Directly at:
Digilock
9 Willowbrook Court
Petaluma, CA 94954

Phone: (707) 766-6000
Toll-Free Phone: (800) 590-0984 (US only)
Fax: (707) 766-6226
Toll-Free Fax: (800) 989-4221 (US only)

Shared Use Programming

Automatic Unlock Feature

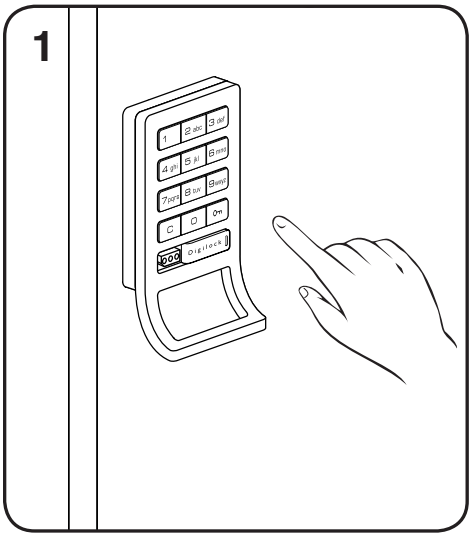
LED Light Function

Apply only for T and P fuction Locks

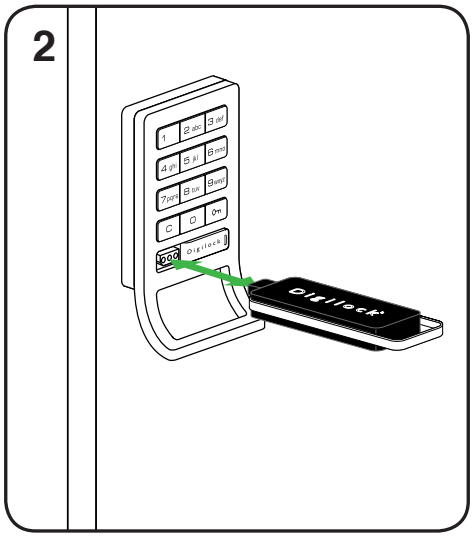
Automatic Unlock Feature

Automatic Unlock is an option that will only activate when it is programmed. It can be disabled at any time with a registered Manager Bypass Key.

To Enable Automatic Unlock

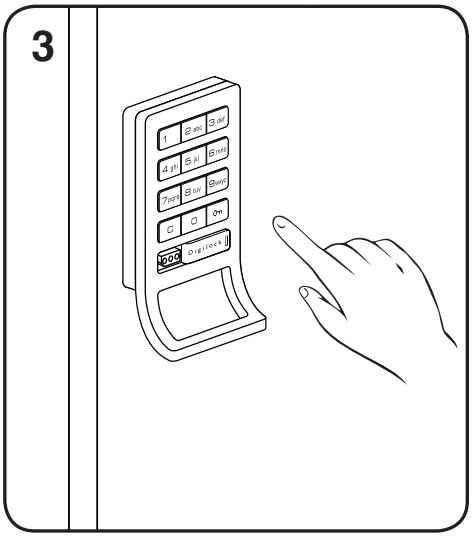


Press: C then 0-9



Touch a registered Manager Bypass Key (Black) to the key slot of the lock for one full second.

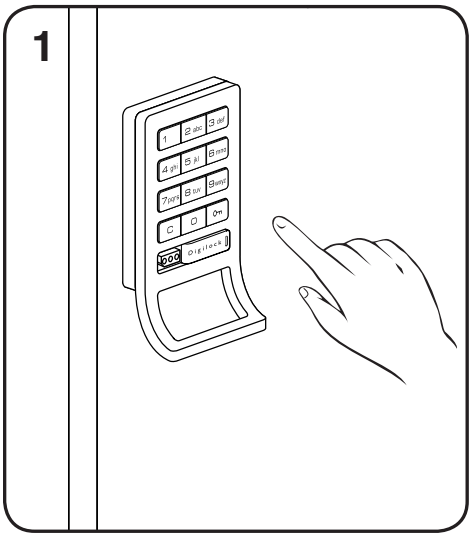
A two tone beep will be heard and the LED light will turn solid.



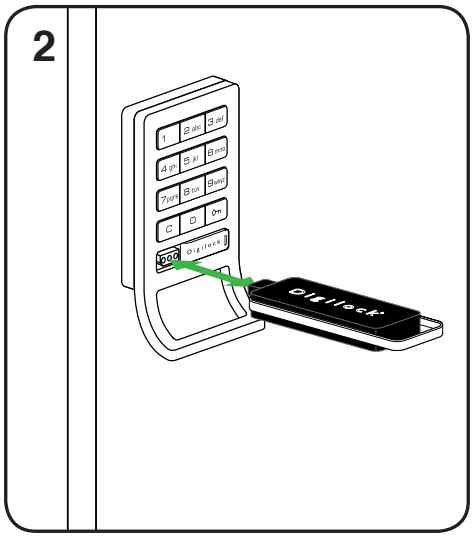
Press the 1 through 8 for the number of hours then press: 0-9*.

A two tone beep will be heard and the LED light will turn off.

To Disable Automatic Unlock

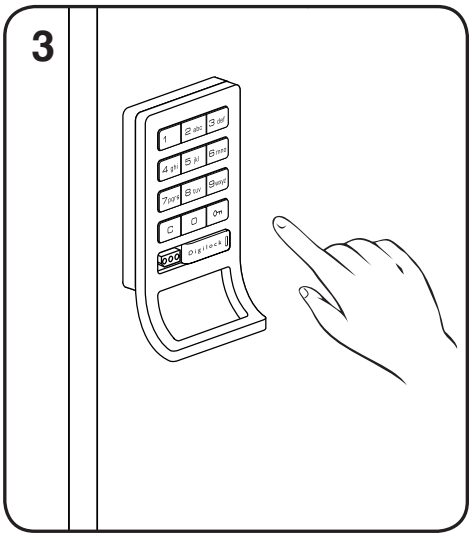


Press: C then 0-9



Touch the Manager Key (Black) to the key slot of the lock for one full second.

A two tone beep will be heard and the LED light will turn solid.



Press the 9 to disable the Auto-Unlock feature then press: 0-9*.

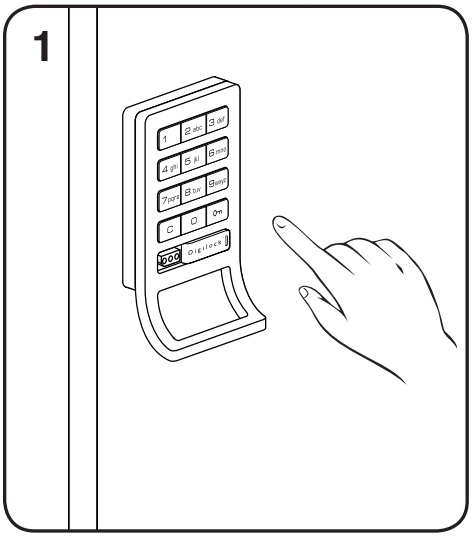
A two tone beep will be heard and the LED light will turn off. Disabling the Automatic Unlock will also enable the LED light (see page 42).

* Advanced Security locks do not require the 0-9 to be pressed.

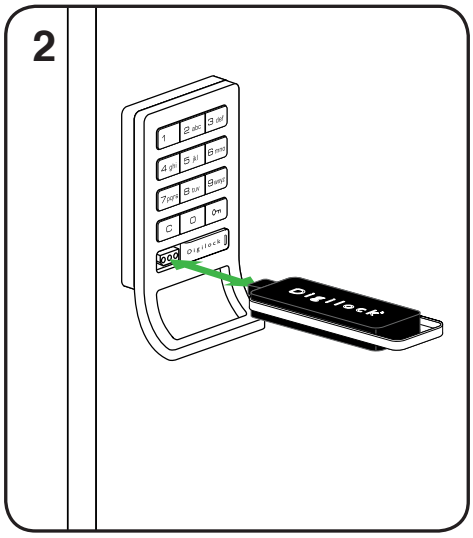
LED light Function

The purpose of the LED light is to provide a usage indicator for when the locks are being used in a shared use environment. In the event that the lock(s) are assigned to one user (converted to assigned use) it is advisable to disable the LED light with a registered Manager Bypass Key in order to extend the battery life.

To Disable the Flashing LED light

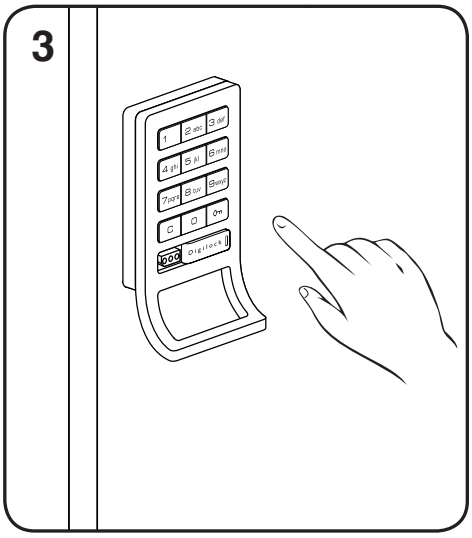


Press: C then 0-π



Touch a registered Manager Bypass Key (Black) to the key slot of the lock for one full second.

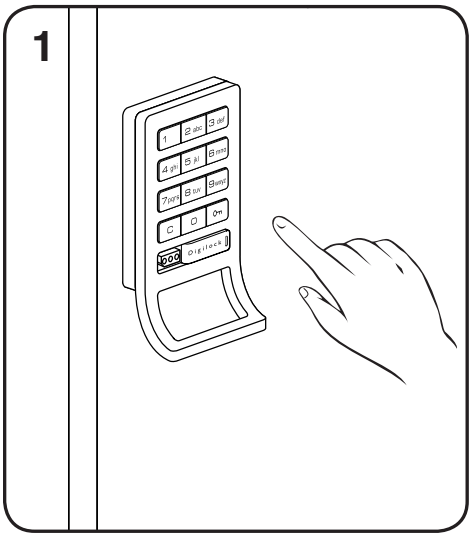
A two tone beep will be heard and the LED light will turn solid.



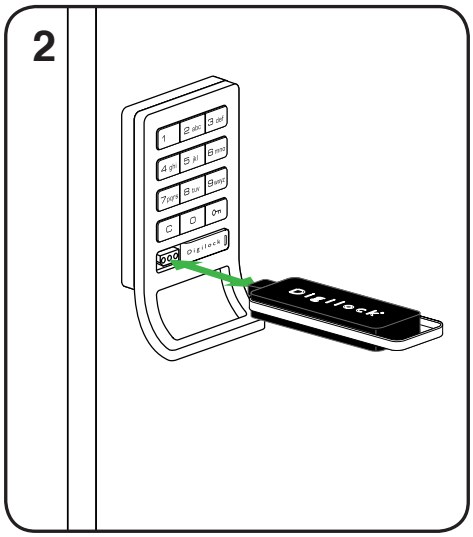
Press the 0 to disable the Flashing LED light feature then press: 0-π*.

A two tone beep will be heard and the LED light will turn off.

To Enable the Flashing LED light

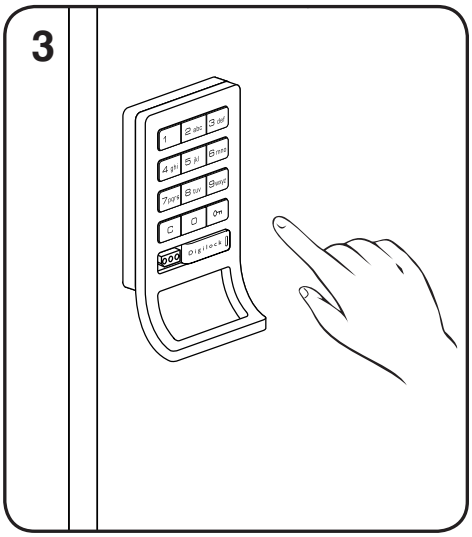


Press: C then 0-π



Touch the Manager Key (Black) to the key slot of the lock for one full second.

A two tone beep will be heard and the LED light will turn solid.



Press the 9 to enable the Flashing LED light feature then press: 0-π*.

A two tone beep will be heard and the LED light will turn off. Enabling the LED light will also disable the Automatic Unlock (see page 41).

* Advanced Security locks do not require the 0-π to be pressed.

Shared Use Instructions

Shared Use Lock Use Instructions

To Operate with a User Code

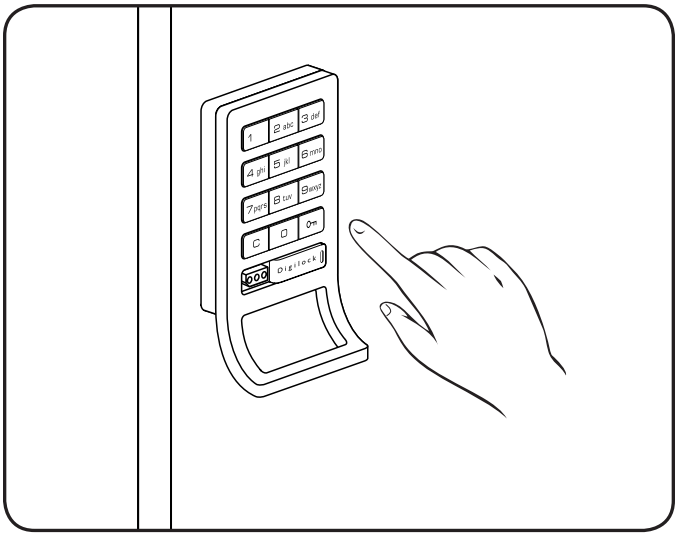
To Operate with an ADA User Key

To Operate with a Manager Bypass Key

To Operate with a Programming Key

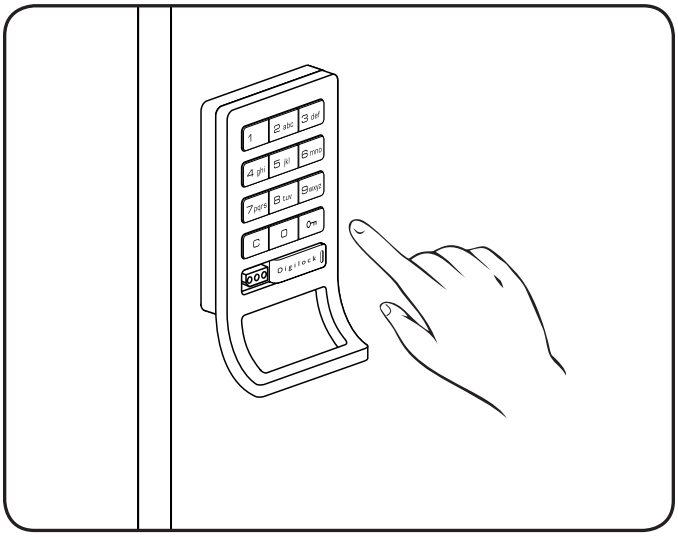
To Operate with a User Code

To Lock



1) Find an available lock.
2) Press: C ☐☐☐☐ 0⊓
   (any four-digit code)

To Unlock



1) At same lock.
2) Press: C ☐☐☐☐ 0⊓
   (same code used to lock)

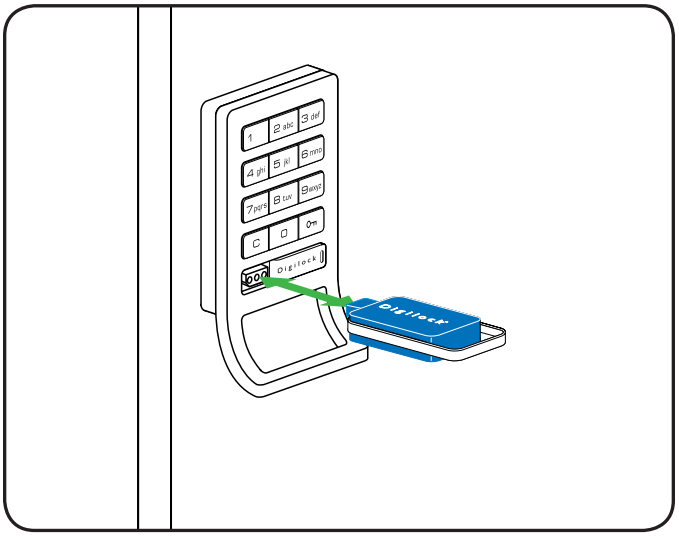
Note: If an incorrect User Code is entered three consecutive times, the lock will go into "Sleep State" for one full minute or until a registered Manager Key (black) is touched to the lock.

For SES:

Note: If an incorrect User Code is entered three consecutive times, the lock will go into "Sl
for one full minute or until a registered Manager Flex Key (black) is touched to the lo
Lock will automatically unlock after 12 hours of non-use.

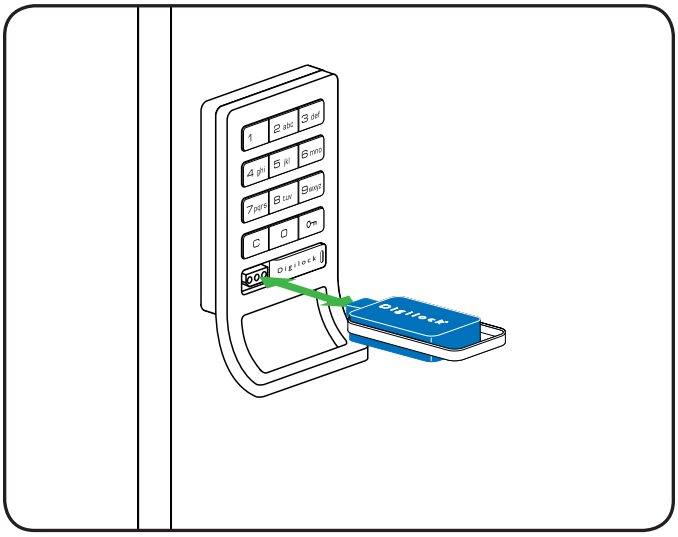
To Operate with an ADA User Key

To Lock



1) Find an available lock.
2) Touch any ADA User Key (blue) to key slot.

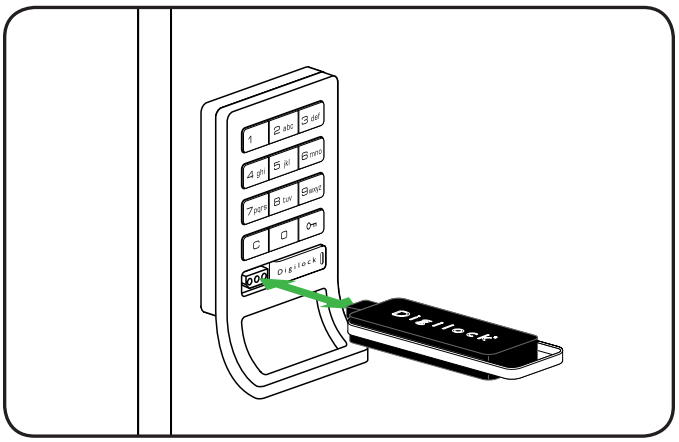
To Unlock



1) At same lock.
2) Touch the same ADA User Key (blue) to key slot.

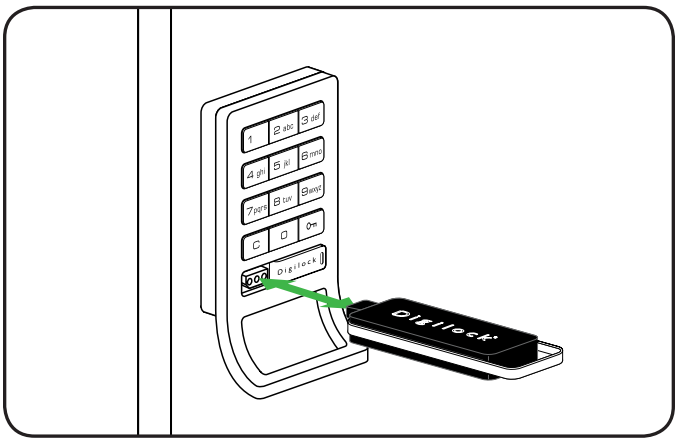
To Operate with a Manager Bypass Key

To Lock



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

To Unlock

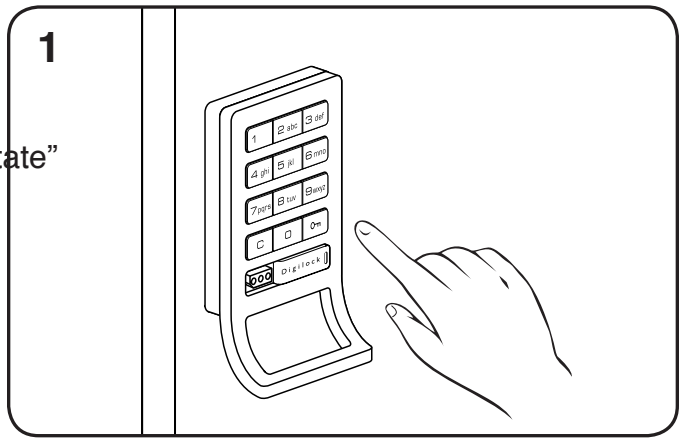


Touch a registered Manager Bypass Key (black) to key slot.

To Operate with a Programming Key

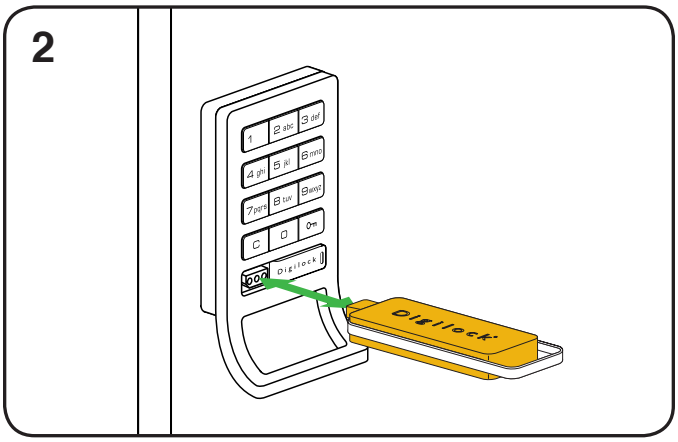
To Lock

1



Press: C then 0⊓

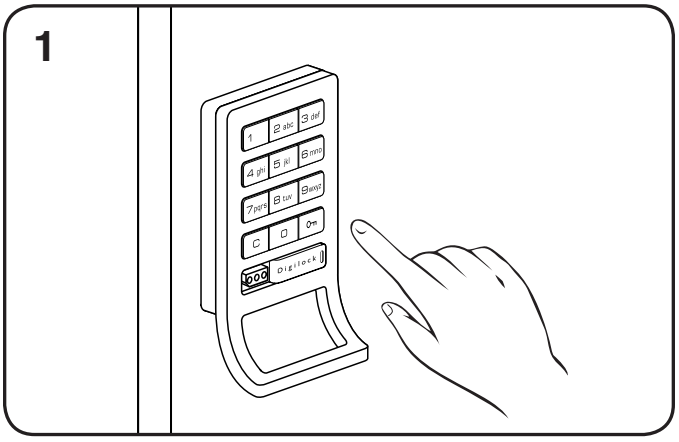
2



Touch the Programming Key (yellow) to key slot.

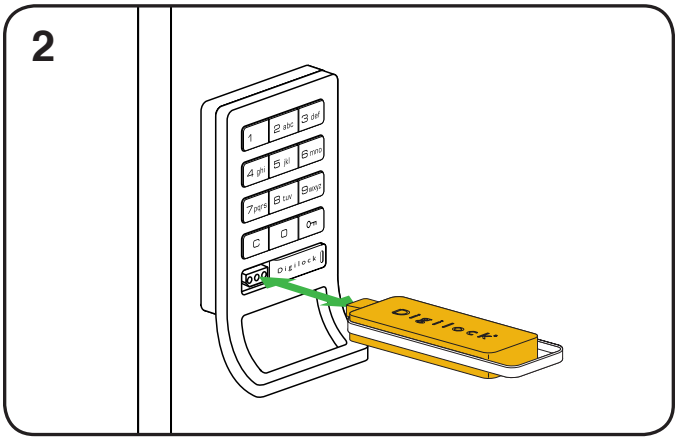
To Unlock

1



Press: C then 0⊓

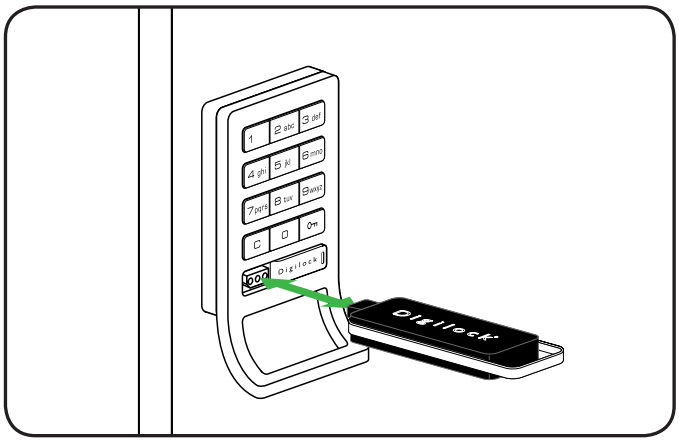
2



Touch the Programming Key (yellow) to key slot.

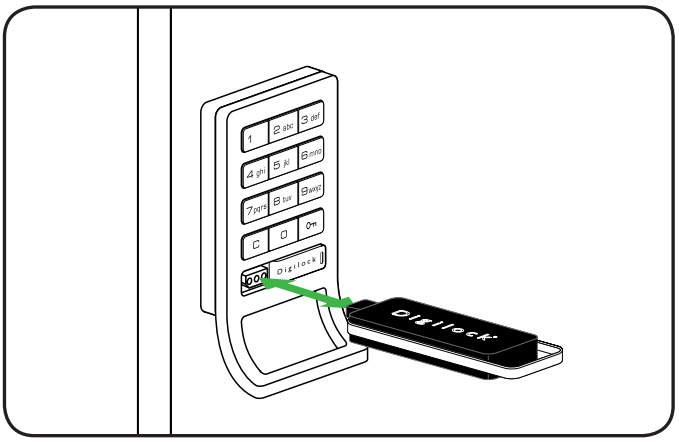
To Operate with a Manager Flex Key

To Lock



Touch a registered Manager Flex Key (black) to key slot.

To Unlock



Touch a registered Manager Flex Key (black) to key slot.

Assigned Use Programming

Assigned Use Setting the User Credentials

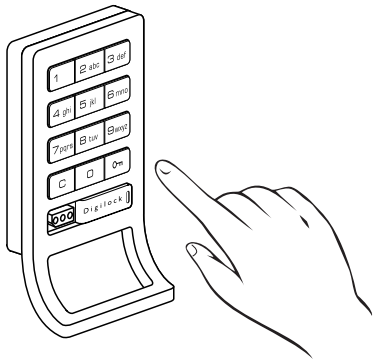
To Change the User Code

Assign an ADA User Key

To Change the User Code

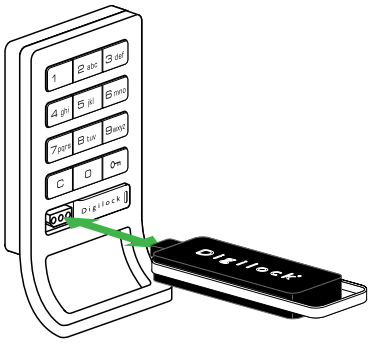
Assigned use locks have the default user code of 1 2 3 4 once initialized.

1



Press: C then 0⊓

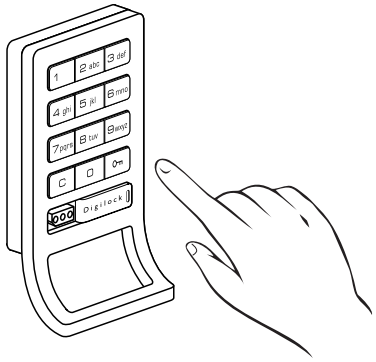
2



Insert a registered Manager Bypass Key (black) to key slot.

The LED light will turn solid.

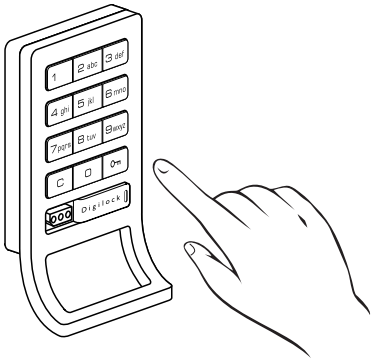
3



Press: C □□□□ 0⊓
(key in any four-digit code)

Lock will emit two tone beep and the LED light will remain solid.

4



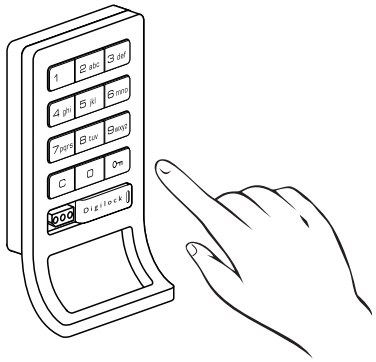
Repeat: C □□□□ 0⊓
(key in **the same** four-digit code)

Lock will emit two tone beep and the LED light will turn off.

Note: The lock will accept only one 4-digit code or one ADA User Key (blue) at a time.

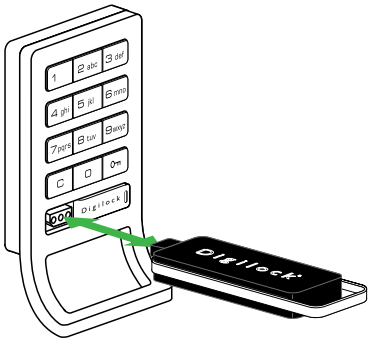
Assign an ADA User Key

1



Press: C then 0

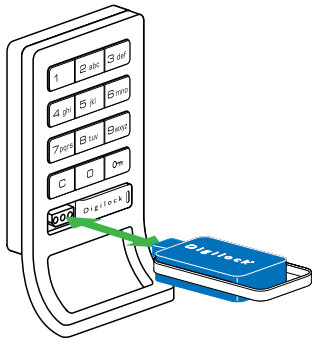
2



Insert a registered Manager Bypass Key (black) to key slot.

Lock will emit two tone beep and the LED light will turn solid.

3



Touch an ADA User Key (blue) to key slot.

Lock will emit two tone beep and the LED light will turn off.

Note: The lock will accept only one 4-digit code or one ADA User Key (blue) at a time.

Assigned Use Instructions

Assigned Use Lock Use Instructions

To Operate with an Assigned User Code

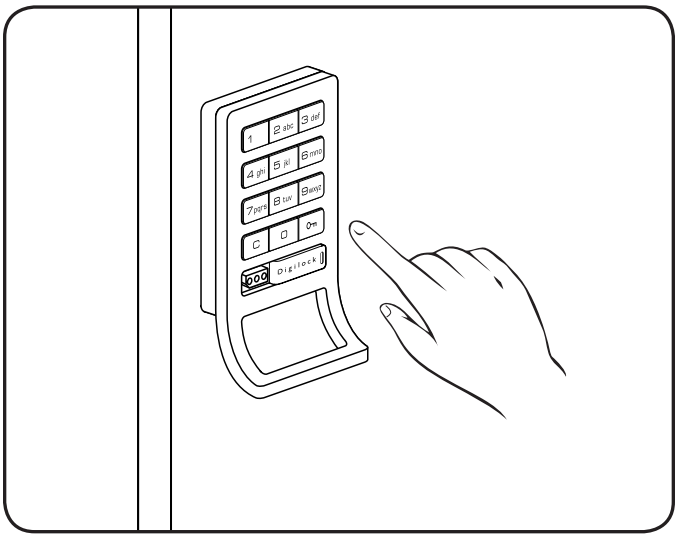
To Operate with an Assigned ADA User Key

To Operate with a Manager Bypass Key

To Operate with a Programming Key

To Operate with an Assigned User Code

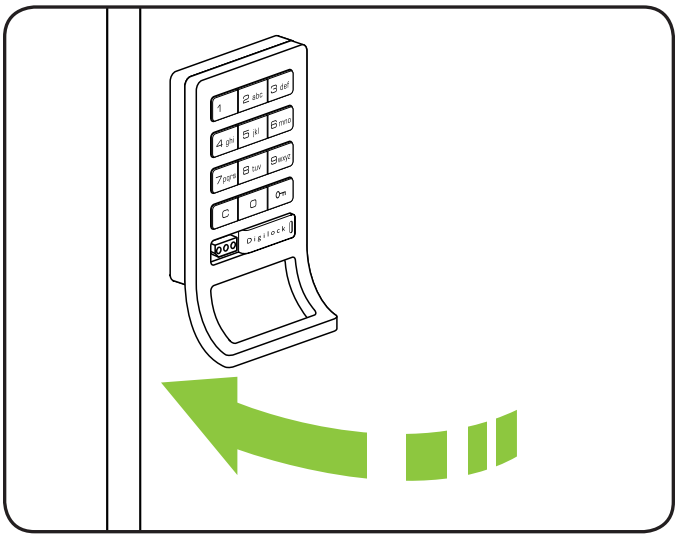
To Unlock



1) Press: C □□□□ 0π
   (assigned four-digit user code)
2) Open the door.

The lock will automatically relock after 6-8 seconds.

To Lock

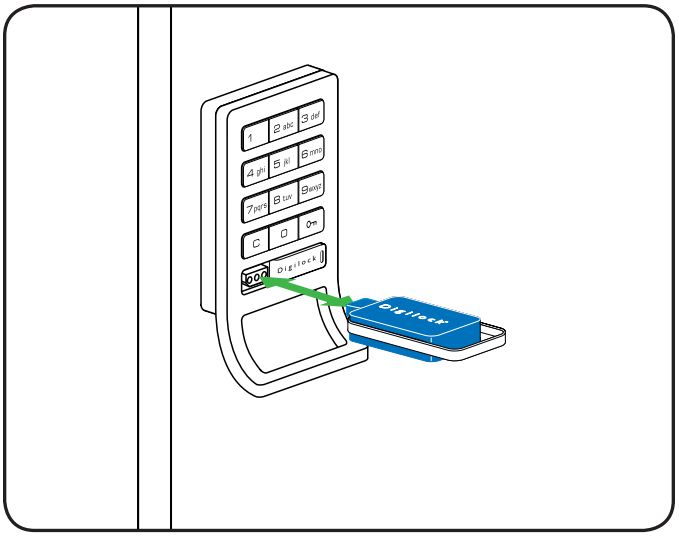


Simply close the door.

Note: If an incorrect User Code is entered three consecutive times, the lock will go into "Sleep State" for one full minute or until a registered Manager Key (black) is touched to the lock.

To Operate with an ADA User Key

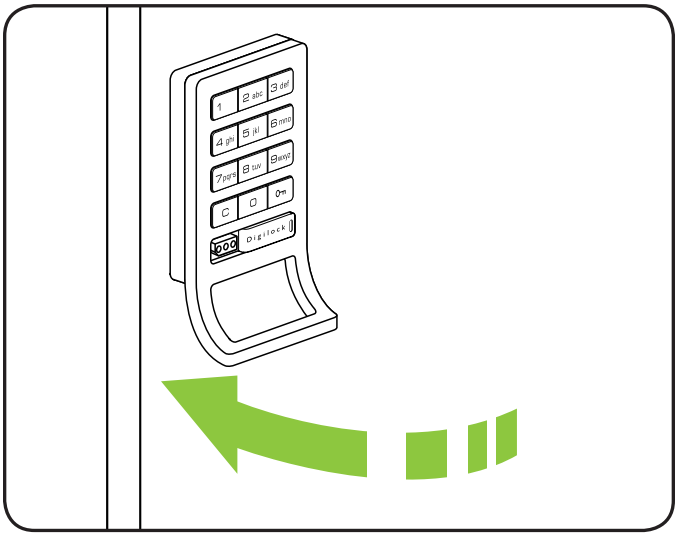
To Unlock



1) Touch the assigned ADA User Key (blue) to the key slot.
2) Open the door.

The lock will automatically relock after 6-8 seconds.

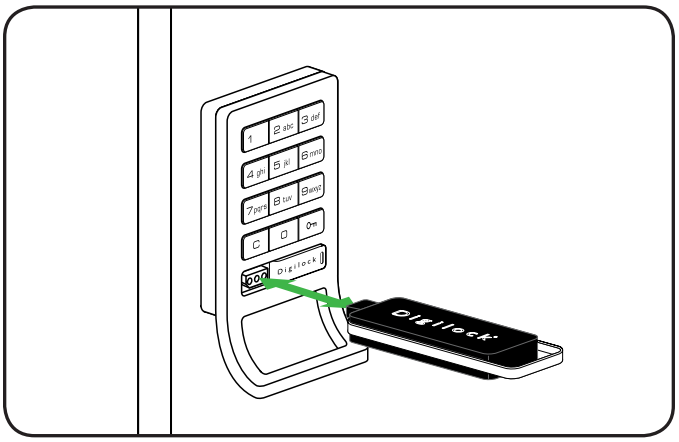
To Lock



Simply close the door.

To Operate with a Manager Bypass Key

To Unlock

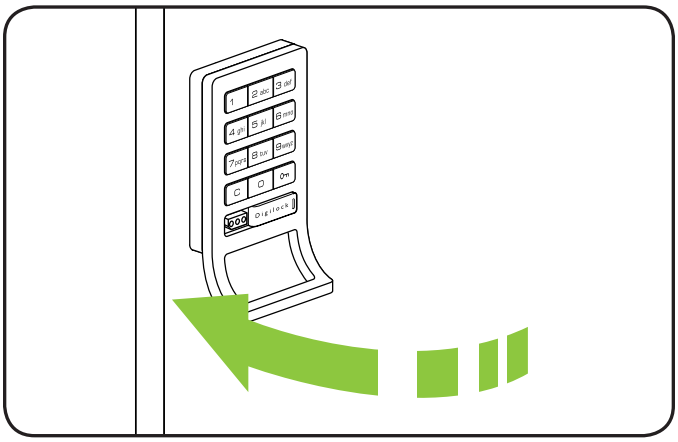


1) Touch a registered Manager Bypass Key (black) to key slot.

2) Open the door.

The lock will automatically relock after 6-8 seconds.

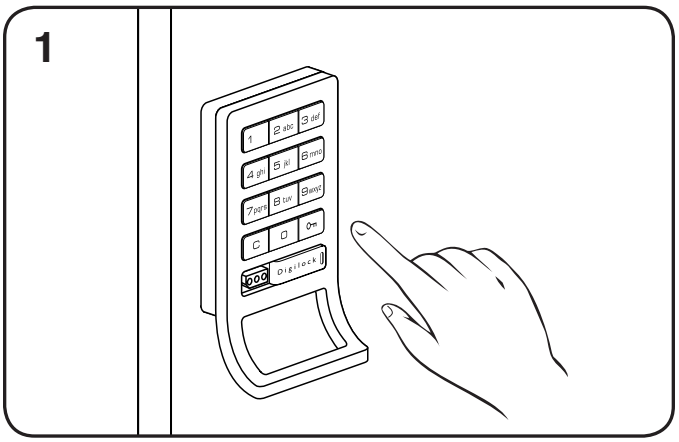
To Lock



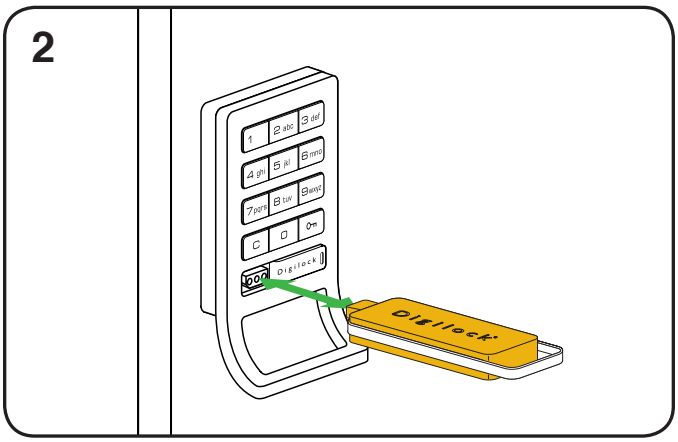
Simply close the door.

To Operate with a Programming Key

To Unlock



Press: C then O-π

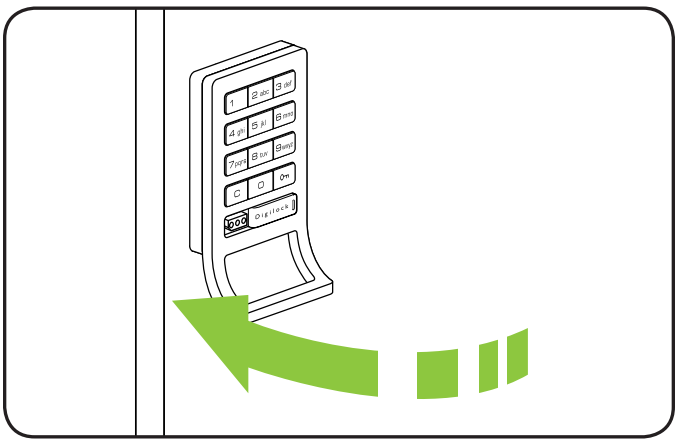


1) Touch the Programming Key (yellow) to key slot and then open the locker door.

2) Open the door.

The lock will automatically relock after 6-8 seconds.

To Lock



Simply close the door.

Troubleshooting

Trouble Shooting

If there is no audible feedback when [C] button is pressed:	
Poor Pin Connection:	Poor pin connection can occur if the lock you received is designed for a door thickness that differs from your door(s). It can also occur from a poor lock installation. If this happens on a new installation, there may be an installation error where the pins from the front and rear unit are not making good contact. Simply remove the lock from the door and reinstall. If the issue persists, remove the lock from the door and assemble the lock in your hand and test. If the lock functions in your hand, but not on the door, contact Digilock Customer Support.
Dead Batteries:	To determine if the batteries are expired you must use the Black Manager Bypass Key that has an external power source to power the lock. Simply, touch a registered Manager Bypass Key to the key slot for 30 seconds, remove and immediately retouch the same Key to unlock the lock. Note that the Red Programming Key will also supply bypass power to the lock in case of battery failure. If the lock functions with this key, you know the batteries need to be replaced. If the lock still fails to function please see the section in this manual on replacing batteries.
Over-Tightened:	To determine if the lock is over-tightened on the door, try loosening the mounting screws. Afterwards, press the [C] Button. If there is audible feedback, this is an indicator that the mounting screws are too tight. When installing Digilock we strongly recommend using a hand driven 3/8" deep socket or a #2 Phillips head screwdriver (depending on lock model). In the event that a cordless power drill is required please turn the torque adjustment to #4 setting or below. This will prevent the lock from being over tightened and prevent damage to the ten-pin connection. If the ten-pin connection is damaged and the lock fails to function on the door, please contact Digilock customer support for additional assistance.
Sleep State:	When an incorrect User Code has been entered three consecutive times, to protect the locker from tampering, the lock will go to sleep. In this sleep state the lock cannot operate with a code. Wait one minute and try again or touch are registered Black Manager Bypass Key to gain immediate access.

If the lock does not unlock with a User Code or ADA User Key:
When trying to open a lock with a User Code or ADA User Key, the lock will emit audible signals that provide feedback as to what may be happening. For the next steps, refer to the Lock Indicator list.
The Registered Manager Bypass Key or the Programming Key will also operate the lock to provide access.
If you are unsuccessful, please contact Digilock Customer Support.

Lock Usage Indicators The Digilock locks are designed to emit audible and visual feedback during regular use as well as when the lock might be encountering difficulties. The following are the most common lock usage indicators and their meanings.	
1 beep and 1 flash of the LED light during operation. The lock is indicating that an invalid code or invalid key is being presented to the locker.	a) If this occurs while entering a User Code it means that the lock does not recognize this code. A registered Manager Bypass Key will allow immediate access to the lock. If this is an assigned use lock, the Manager Bypass Key can then be used to change the User Code. b) If this occurs while using either a User Key or a Manager Bypass Key, it means this key is not properly registered to the lock. See instructions on how to register the key to the lock.
10 rapid beeps during operation. The lock is indicating that it is binding during use.	a) If locked, the lock is binding with the strike plate or the items in the locker. To address this issue, press firmly on the door while operating. b) If binding is a frequent occurrence, the door hinges will need to be aligned with the strike plate to provide proper lock engagement. c) If unlocked, the screws/locking nuts may be over-tightened. Loosen the screws/locking nuts and try to operate. If the binding indicator continues, remove the lock from door. Assemble the lock in your hand away from the door and test operation. If the lock works, reinstall on door. If the lock still gives the binding indicator, contact Digilock Customer Support.
2 sets of three beeps during operation. The lock is indicating that the batteries are low	a) Replace the batteries located in the rear unit using high alkaline batteries. Instructions are available below. Contact your Digilock Customer Support representative for a quote on replacement batteries. b) If batteries fail while in the locked position, the Manager Bypass Key or the Programming Key will supply external power to the lock. Use one of these keys to unlock the lock and replace the batteries immediately.

Trouble Shooting

If there is no audible feedback when [C] button is pressed:	
Poor Pin Connection:	Poor pin connection can occur if the lock you received is designed for a door thickness that differs from your door(s). It can also occur from a poor lock installation. If this happens on a new installation, there may bean installation error where the pins from the front and rear unit are not making good contact. Simply remove the lock from door and reinstall. If the issue persists, remove the lock from the door and assemble the lock in your hand and test. If the lock functions in your hand, but not on the door, contact Digilock Customer Support.
Dead Batteries:	To determine if the batteries are expired you must use the Flex Manager Key that has an external power source to power the lock. Simply, touch a registered Flex Manager Key to the key slot for 30 seconds, remove and immediately retouch the same Key to unlock the lock. If the lock functions with this key, you know the batteries need to be replaced. If the lock still fails to function please see the section in this manual on replacing batteries.
Over-Tightened:	To determine if the lock is over-tightened on the door, try loosening the mounting screws. Afterwards, press the [C] Button. If there is audible feedback, this is an indicator that the mounting screws are too tight. When installing Digilock we strongly recommend using a hand driven 3/8" deep socket. In the event that a cordless power drill is required please turn the torque adjustment to #4 setting or below. This will prevent the lock from being over tightened and prevent damage to the ten-pin connection. If the ten-pin connection is damaged and the lock fails to function on the door, please contact Digilock customer support for additional assistance.
Sleep State:	When an incorrect User Code has been entered three consecutive times, to protect the locker from tampering, the lock will go to sleep. In this sleep state the lock cannot operate with a code. Wait one minute and try again or touch a registered Flex Manager Key to gain immediate access.

If the lock does not unlock with a User Code or ADA User Key:
When trying to open a lock with a User Code or ADA User Key, the lock will emit audible signals that provide feedback as to what may be happening. For the next steps, refer to the Lock Indicator list.
The Registered Flex Manager Key will also operate the lock to provide access.
If you are unsuccessful, please contact Digilock Customer Support.

Lock Usage Indicators The Digilock locks are designed to emit audible and visual feedback during regular use as well as when the lock might be encountering difficulties. The following are the most common lock usage indicators and their meanings	
1 beep and 1 flash of the LED light during operation. The lock is indicating that an invalid code or invalid key is being presented to the locker.	a) If this occurs while entering a User Code it means that the lock does not recognize this code. A registered Flex Manager Key will allow immediate access to the lock. If this is an assigned use lock, the Flex Manager Key can then be used to change the User Code. b) If this occurs while using either a User Key or a Flex Manager Key, it means this key is not properly registered to the lock. See instructions on how to register the key to the lock.
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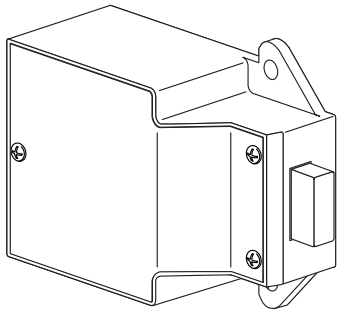
2 sets of three beeps during operation. The lock is indicating that the batteries are low	a) Replace the batteries located in the rear unit using high alkaline batteries. Instructions are available below. Contact your Digilock Customer Support representative for a quote on replacement batteries. b) If batteries fail while in the locked position, the Flex Manager Key will supply external power to the lock. Use one of these keys to unlock the lock and replace the batteries immediately.

Battery Replacement

The batteries are located in the rear unit of the lock.

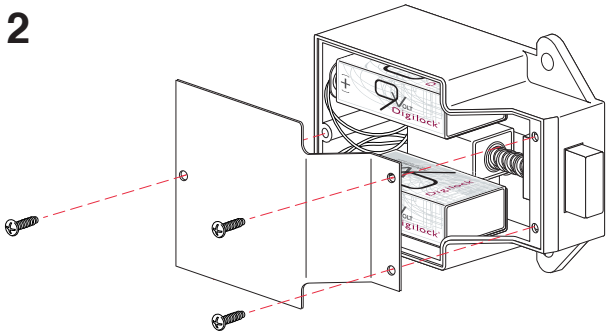
Note: It is not necessary to remove the mounting hardware or remove the lock from door to change the batteries.

1



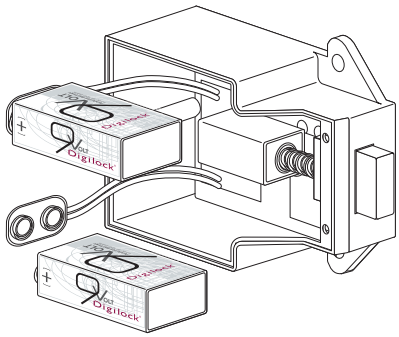
Remove the three screws as indicated above.

2



Remove the cover plate.

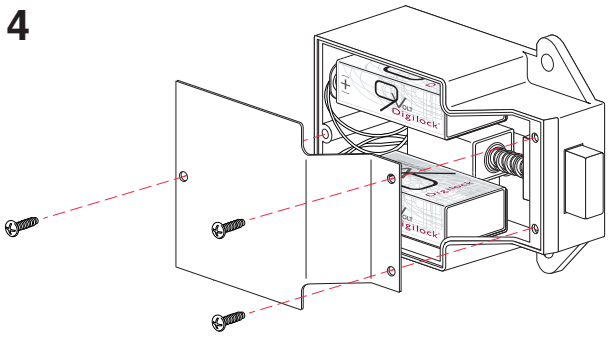
3



Pull the batteries from the rear housing and gently pull from the snap connectors.

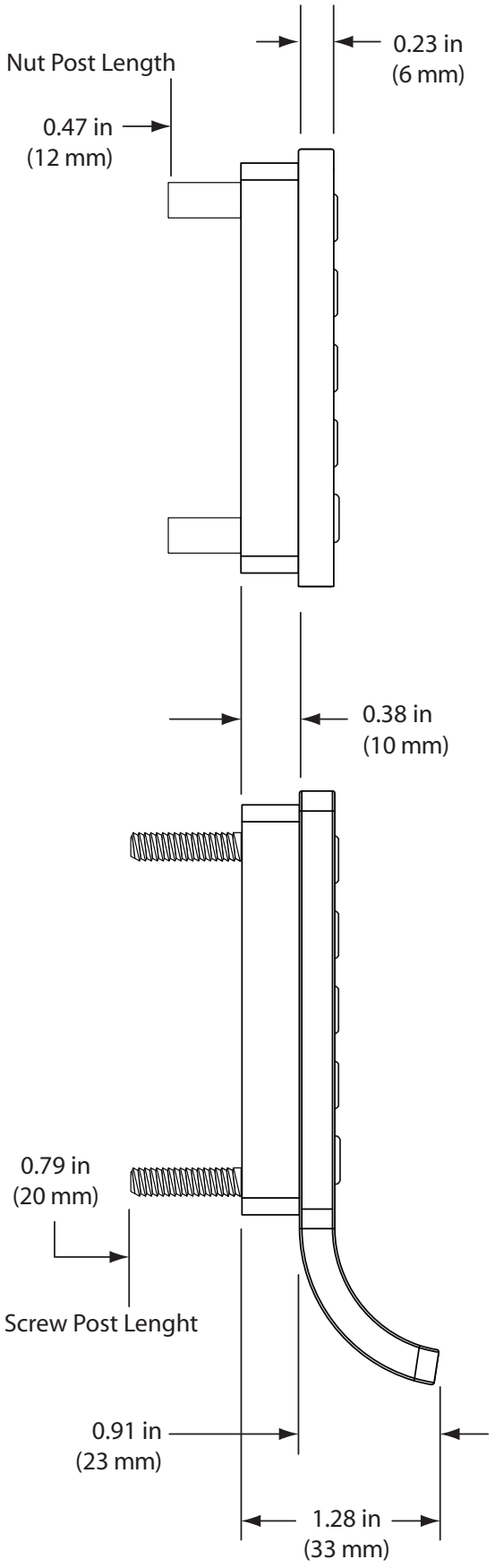
Replace the 2 batteries with 9V high alkaline batteries for optimal performance.

4

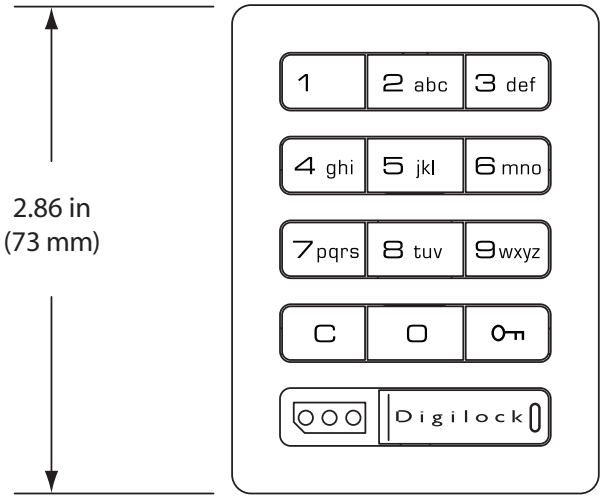


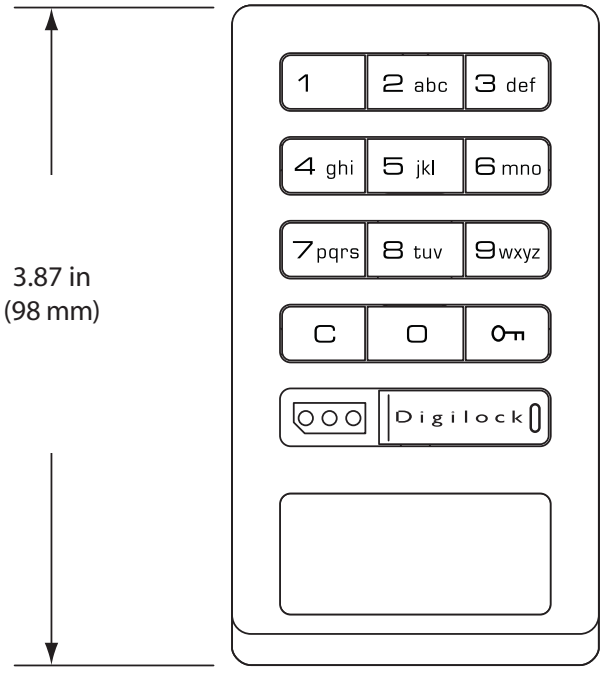
Reinstall the batteries and screw cover plate in place.

Standard Body Dimensions



Standard No-Pull

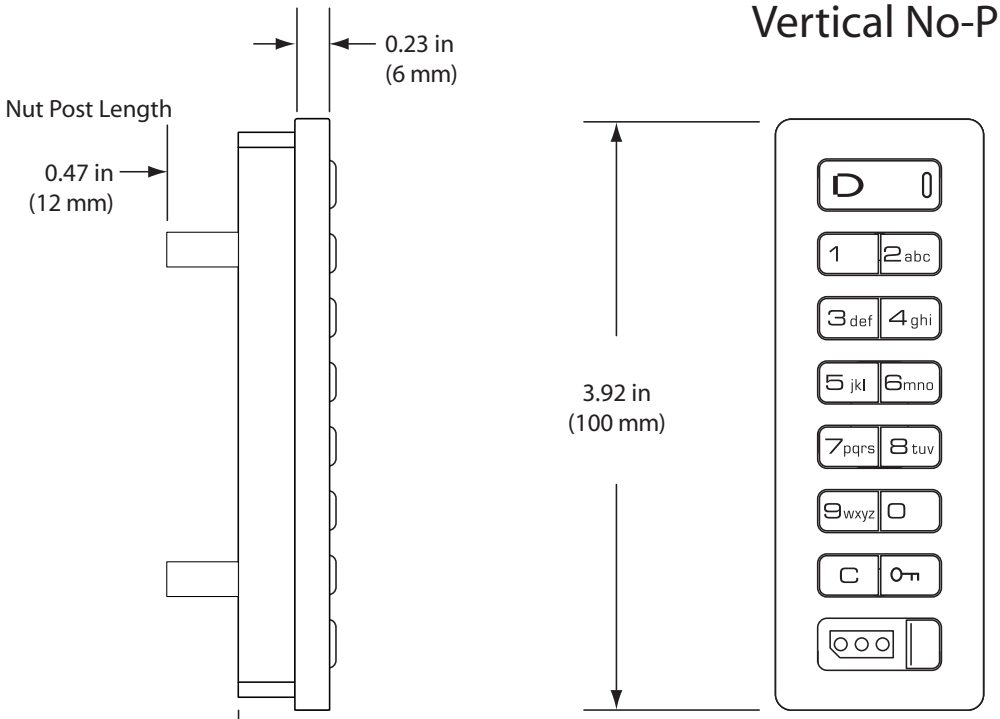


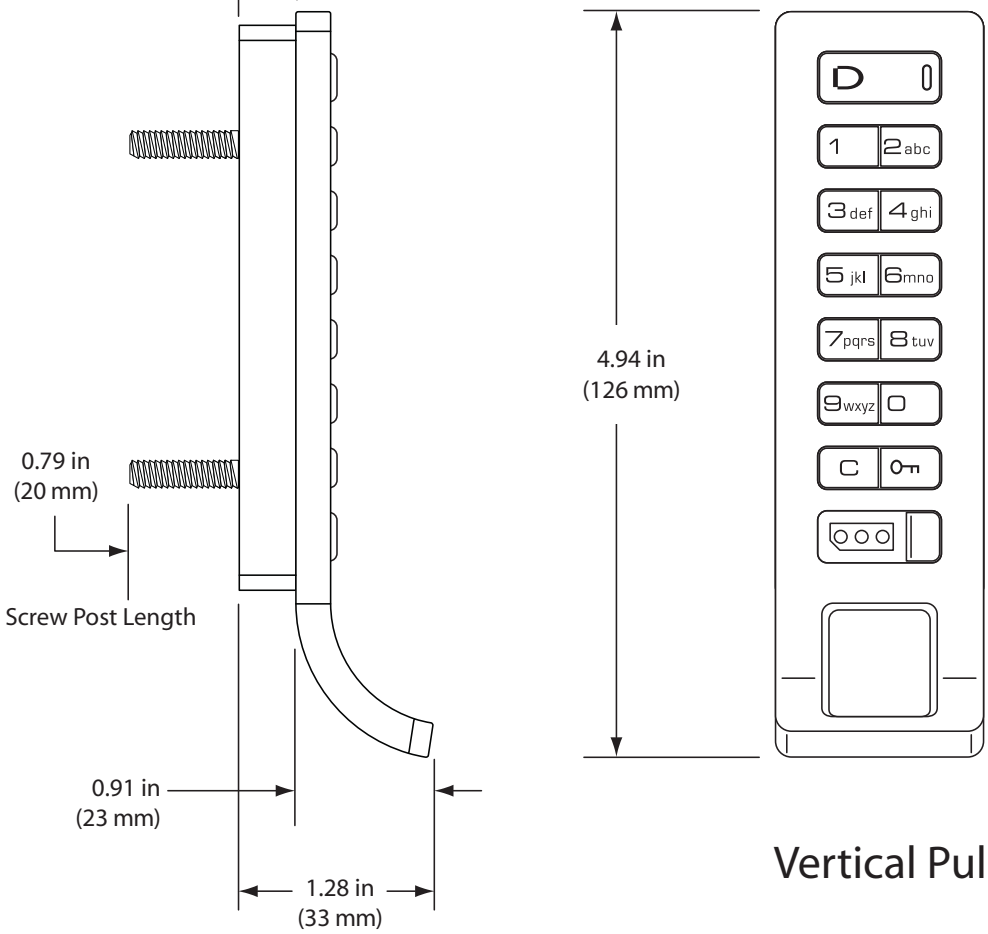


Standard Pull

Vertical Body Dimensions

Vertical No-Pull

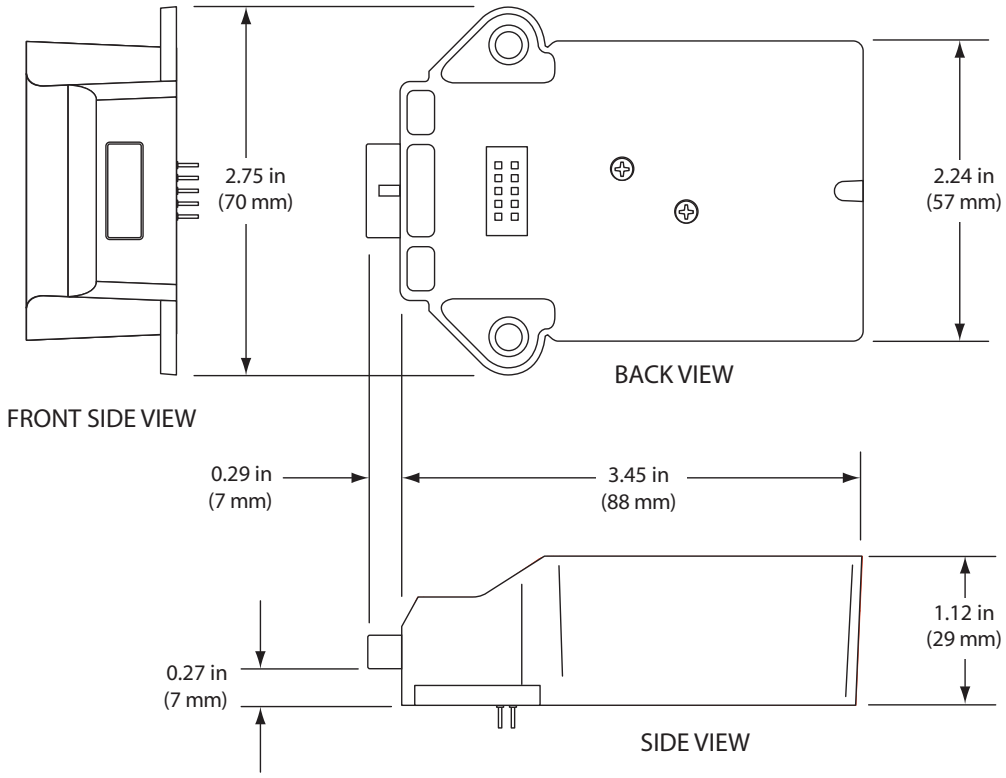




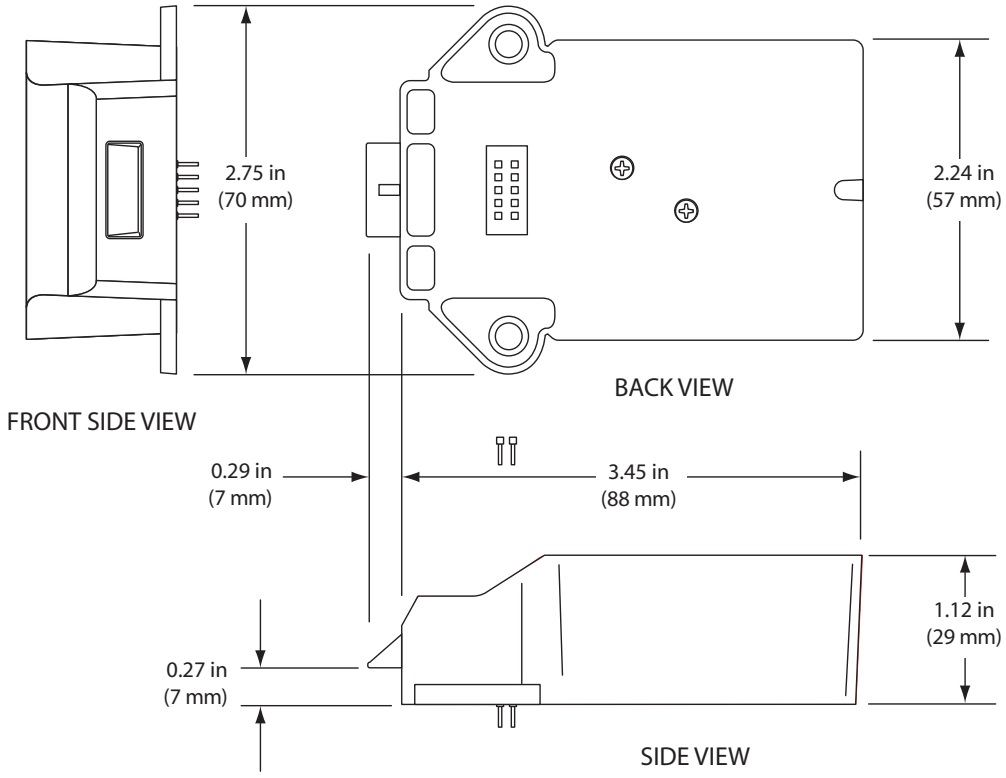
Vertical Pull

Rear Unit Dimensions

Solenoid Spring Bolt



Solenoid Spring Latch



Contacting Support

For additional product information including instructional videos.
Please visit us online at: www.digilock.com/us/service.html

Via email: support@digilock.com

Directly at: Digilock
9 Willowbrook Court
Petaluma, CA 94954

Phone: (707) 766-6000
Toll-Free Phone: (800) 590-0984 (US only)
Fax: (707) 766-6226
Toll-Free Fax: (800) 989-4221 (US only)

Notes

9 Willowbrook Court
Petaluma • CA 94954 • USA

phone: 707. 766.6000
fax: 707. 766.6226

www.digilock.com

SAFETY NOTICE

Instability Hazard

Mobile items on casters such as flip top, personal and movable tables of any type and storage items of any type may present an instability hazard if not secured correctly while in use or in storage. Flip top tables or training tables of any type, are inherently more unstable when folded. BRC provides the following guidelines & warnings when using mobile products:

- Lock casters immediately after moving. Do not leave the casters unlocked when in use or in storage.
- Motion may increase the instability of any item with casters. If the wheels hit an obstruction the table's forward momentum often causes overturn, especially if the item is not equipped with wheel extensions. Exercise strong caution while moving these items.
- Use caution when abrupt level changes in the floor are present (such as a doorway or room threshold) as caster failure or tipping may result.
- Do not stand, sit or lean on mobile items for support. They are not intended for this use and personal injury or property damage may result.
- Mobile units that feature height adjustable elements must be lowered to the minimum compressed height when moving to prevent instability. It is also recommended the user remove all computer equipment or other accessories to prevent possible weight imbalance or damage to equipment.
- Failure to follow the guidelines above may result in property damage or personal injury.

Heavy Load

- This product must be anchored to wall to ensure stability & safety.
- It is the owner and installers responsibility to ensure that the wall type and construction is of sufficient strength to carry the loads of any wall mounted products and their contents.
- Failure of the wall and anchors to support all imposed loads may result in property damage or personal injury.
- BRC can provide size and empty weight of its products only. As wall blocking is considered a building construction process, BRC cannot provide recommendations in this respect and cannot be responsible for damage or injury that may occur as a result of improper installation and/or blocking.

Load Bottom Drawer First!

- Operate one drawer at a time.
- Unit may tip if loaded incorrectly.
- Unit should be attached to a wall or other furniture to reduce tipping hazard.
- Always load the heaviest files in the bottom drawer.
- Failure to follow the guidelines above may result in property damage or personal injury.

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