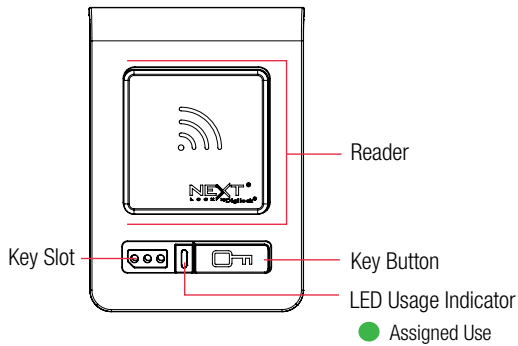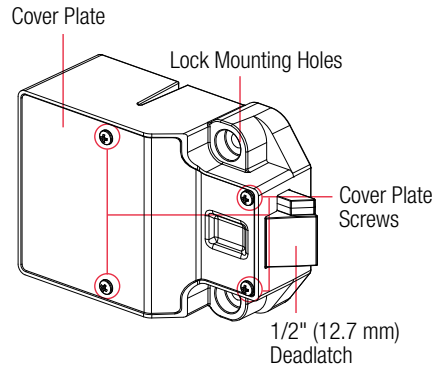# NEXT LOCK by Digilock®

Cue locks with an RFID interface are operated with an RFID credential or by an ADA compliant User Key. Manager Keys provide management access and external power. Programming is accomplished via a Programming Key unique to the lock system.
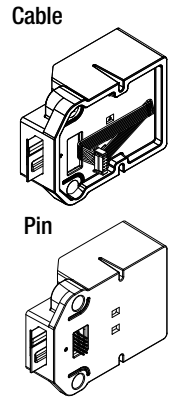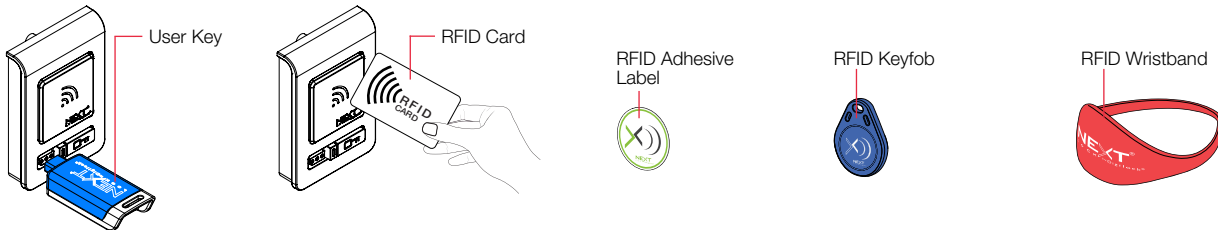
Lock Parts

Front Unit

Reader
Key Slot
Key Button
LED Usage Indicator
● Assigned Use

Rear Unit

Cover Plate
Lock Mounting Holes
Cover Plate Screws
1/2" (12.7 mm) Deadlatch

Connection Options
Cable
Pin

User Credential

User Key
RFID Card
RFID Adhesive Label
RFID Keyfob
RFID Wristband

Keys

	User Key	Manager Key*	Programming Key**
Operates the lock	●	●	●
Overrides user access		●	●
Allows management inspection		●	●
Provides external power		●	●
Programs Manager Keys			●
Assigns user credential (in assigned use functionality)	●		
Sets lock functionality			●

*Up to 25 Manager Keys may be programed to each lock   **1 Programming Key allowed per lock group
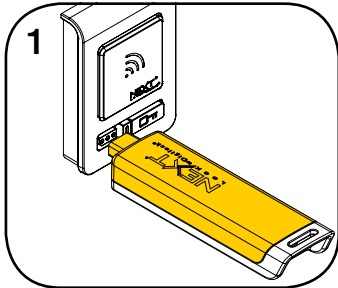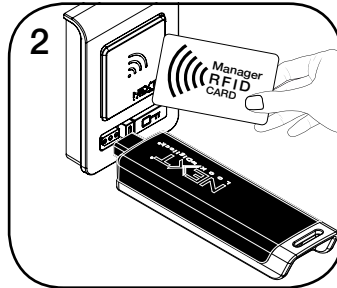
Key Insertion
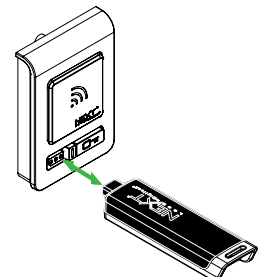
NextLock logo must face up.

1

Setup

Locks are shipped with factory default settings (only operates by pressing ⊟). Setup must be completed to program the Programming Key and Manager Keys or Manager RFID Credentials to all the locks.
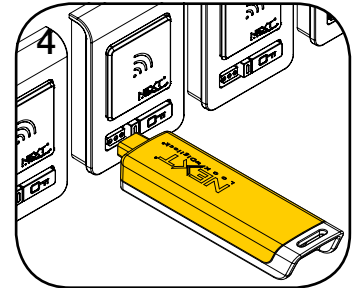
1

Insert the Programming Key.

A two-tone beep will be heard and the LED will turn on.

2

While the LED is on, insert one Manager Key or present one Manager RFID Credential at a time.

A two-tone beep will be heard for each Manager Key or Manager RFID Credential programmed.
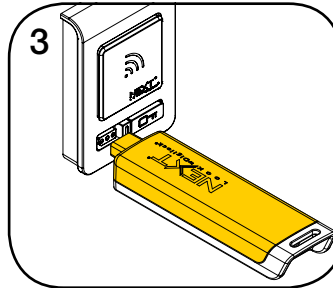
3

Insert the Programming Key.

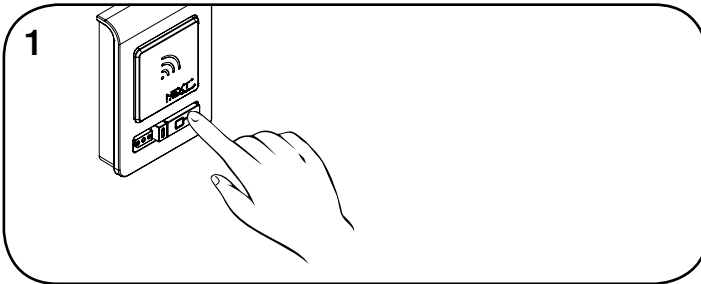A two-tone beep will be heard and the LED will turn off.

4

Repeat above steps for each lock or follow instructions to Express Register Manager Credentials to set up all locks.

Programming Instructions

Express Register Manager Credentials

The Programming Key can quickly program the same Manager Keys and Manager RFID Credentials to operate multiple locks.
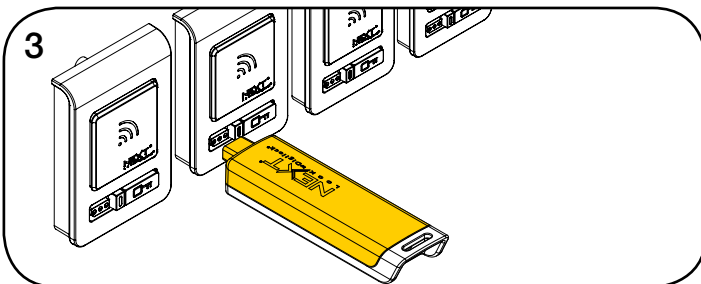
1

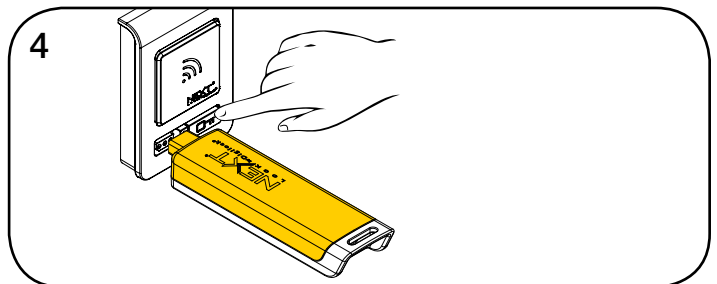Go to the lock already programmed to operate with the Manager Keys and Manager RFID Credentials.

Press and hold ⊟ for 10 seconds (a two-tone beep will be heard after 5 seconds followed by 2 sets of two-tone beeps after 10 seconds) then release. The LED will turn on.
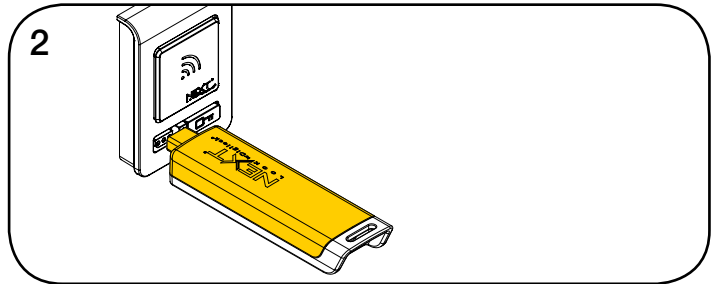
2

While the LED is on, insert the Programming Key.

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

3

At each lock to be programmed, insert the Programming Key.

A two-tone beep will be heard and the LED will flash once to indicate successful programming.

4

To end Express Registration mode:

Go to any programmed lock.

Press ⊟ then insert the Programming Key*.

Note: The latch will automatically release and re-lock 6 seconds after unlocking.

* The Programming Key will continue to function in Express Registration mode until it is used to operate a lock.

Product Guide
RFID Interface
Latch Mechanism

NEXT LOCK by Digilock®

CUE®

Assigned Use Functionality

Programming Instructions
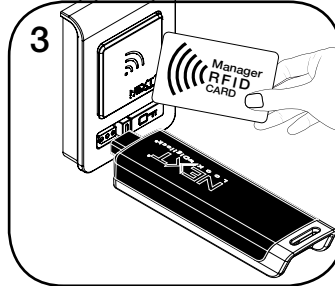
Add Manager Keys and RFID Credentials

Manager Credentials can be programmed to the locks at any time.

1
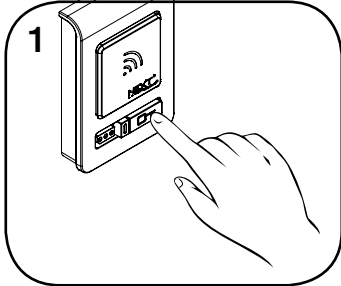
Go to a lock requiring additional Manager Credentials.

Press and hold 🔑 for 5 seconds (a two-tone beep will be heard after 5 seconds) then release.

The LED will turn on.

2

While the LED is on, insert the Programming Key.

A two-tone beep will be heard.

3
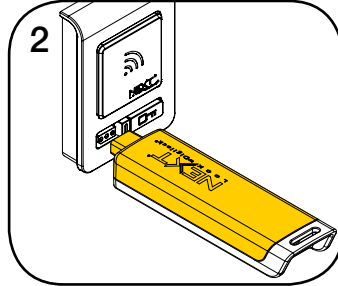
Insert each additional Manager Key or present each Manager RFID Credential one at a time.

A two-tone beep will be heard for each Manager Key or Manager RFID Credential programmed.

4
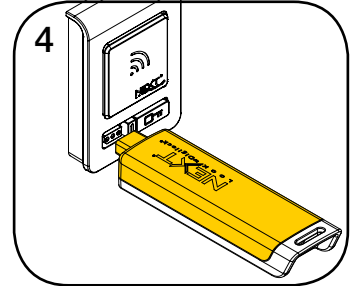
Insert the Programming Key.

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

Repeat above steps for each lock or follow instructions to Express Register Manager Credentials to program the same Manager Credentials to multiple locks.

Replace Keys

Replacement keys must be purchased and programmed to the locks to prevent the lost/stolen keys from operating a lock.
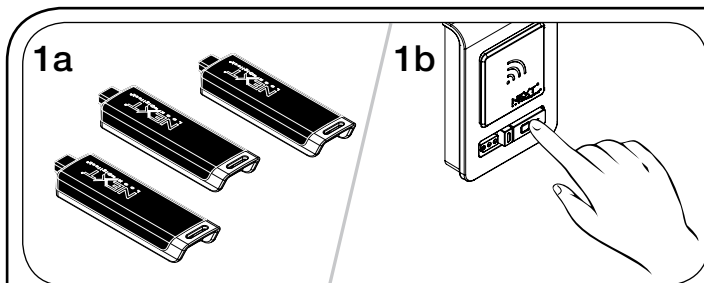
1

1 00000 1
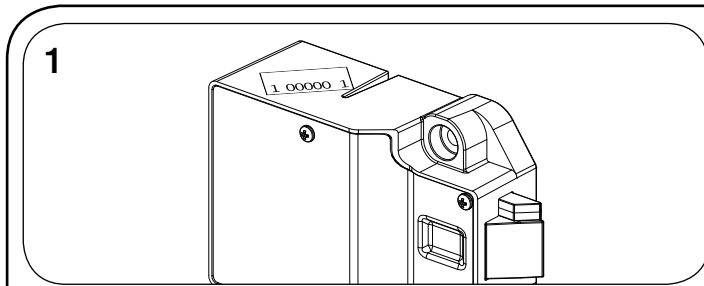
To replace the Programming Key:
Note the order or serial number (found on the lock's rear unit).
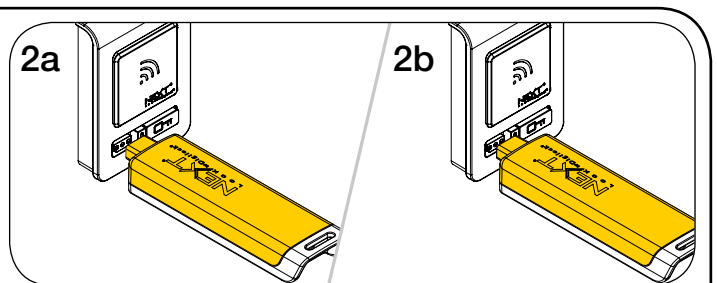
2

Contact Digilock Support to purchase a replacement Programming Key.

1a **1b**

To replace the Manager Keys:
Collect all remaining Manager Keys.

Go to any lock operated by the lost/stolen manager keys. Press and hold 🔑 for 5 seconds (a two-tone beep will be heard after 5 seconds) then release.

The LED will turn on.

2a **2b**

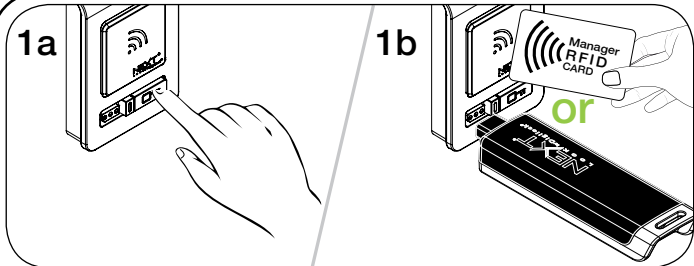While the LED is on, insert the Programming Key.

A two-tone beep will be heard and the LED will remain on.

Insert the Programming Key again.

Three sets of two-tone beeps will be heard and the LED will turn off. All previously programmed Manager Keys and Manager RFID Credential are erased.

Follow instructions to Add Manager Keys and RFID Credentials to program the intended Manager Credentials to the locks.
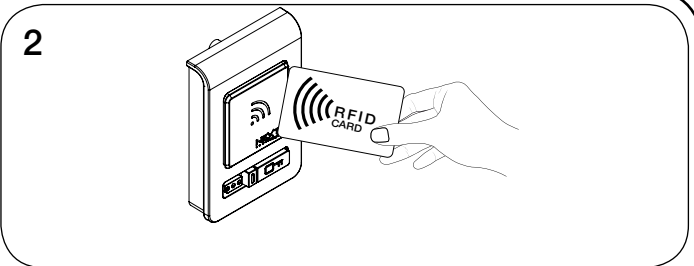
Programming Instructions

Assign User Credentials

Once a user credential is assigned, the previously assigned user credential will no longer operate the lock.
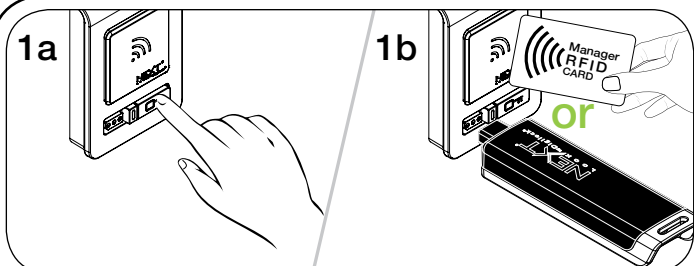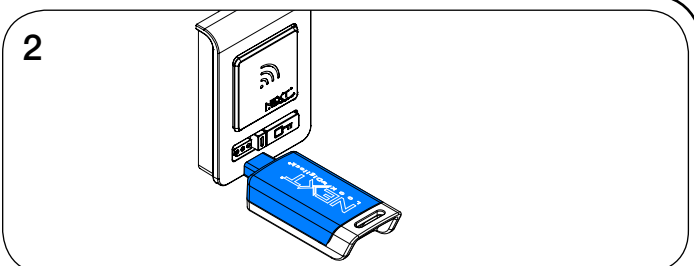

1a **1b** or **2**

Assign a User RFID Credential:

Press and hold ⊙ for 5 seconds (a two-tone beep will be heard after 5 seconds) then release.

The LED will turn on.

Insert a valid Manager Key or present a valid Manager RFID Credential.

A two tone beep will be heard.

While the LED is on, present the new User RFID Credential.

Two sets of two-tone beeps will be heard and the LED will turn off.
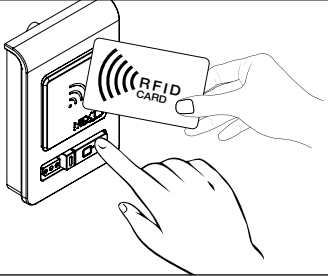

1a **1b** or **2**

Assign a User Key:

Press and hold ⊙ for 5 seconds (a two-tone beep will be heard after 5 seconds) then release.

The LED will turn on.

Insert a valid Manager Key or present a valid Manager RFID Credential.

A two tone beep will be heard.

While the LED is on, insert a User Key.

Two sets of two-tone beeps will be heard and the LED will turn off.
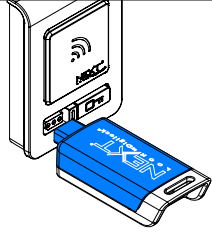
Operating Instructions

In assigned use functionality, users operate the lock with their assigned user credential (either a User RFID Credential or a User Key). To reassign a lock to a different user, follow instructions to Assign User Credentials.

1
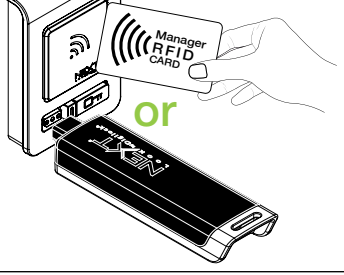
Operate with the User RFID Credential

To unlock: Press ⊙ and present the assigned User RFID Credential. Open the door.

To relock: Close the door.

1

Operate with the User Key

To unlock: Insert the assigned User Key. Open the door.

To relock: Close the door.

1

or

Operate with a Manager Credential

To unlock: Insert a valid Manager Key or present a valid Manager RFID Credential. Open the door.

To relock: Close the door.

Support

Error Condition Indicators

10 rapid beeps:

The lock is binding, meaning either door alignment or items in the locker are preventing the lock from operating. Press on the door while operating the lock. If error condition persists, contact Digilock support for assistance.

2 sets of three beeps:

The batteries are low. Replace the batteries.

Does not Unlock with the User RFID Credential or User Key

The lock does not recognize the User RFID or User Key. For immediate access, operate with a valid Manager Credential. If in assigned use functionality, follow instructions to Assign User Credentials to assign a new User RFID Credential or User Key to the lock.

Does not Operate with a Manager Key or Manager RFID Credential

The lock does not recognize the Manager Key or Manager RFID Credential. Follow instructions to Add Manager Keys and RFID Credentials to program the Manager Key or Manager RFID Credential to the lock. For immediate access, operate with another valid Manager Key or Manager RFID Credential.

Does not Operate with the Programming Key

The lock does not recognize the Programming Key. If the Programming Key has been replaced, operate with the Replacement Programming Key. Contact Digilock support for additional assistance.

No Audible Feedback when 🔑 is Pressed

- The batteries may need to be replaced. For immediate access, operate with a valid Manager Key.

- The front unit may not be properly connected to the rear unit. Remove the lock from the door and check the connection.
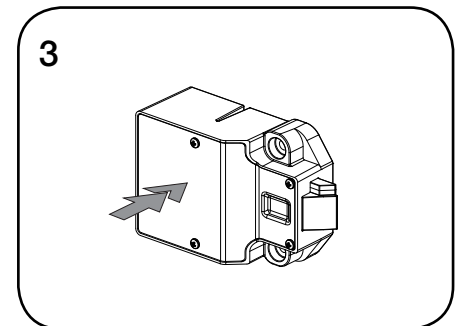
Battery Replacement (shown with cable rear unit)

It is not necessary to uninstall the lock from the door. In case of battery failure, operate with a valid Manager Key.
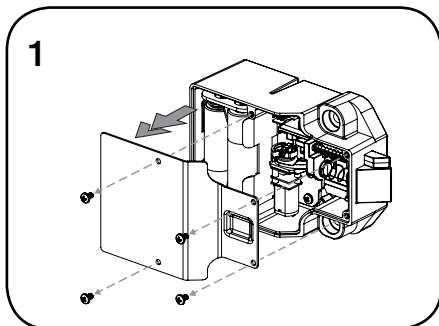
1 Remove the screws and the cover plate.
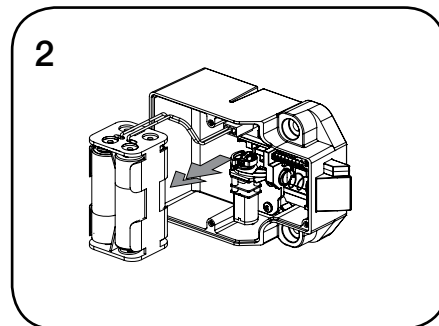
2 Pull the battery pack from the rear housing. Replace with four premium alkaline AA batteries.

3 Place the battery pack back into the rear housing and screw cover plate in place.