NEXT LOCK by Digilock®
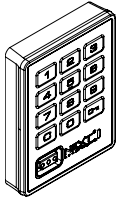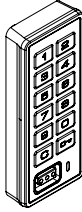
Range locks with a keypad interface are operated by a 4-digit User Code or by an ADA compliant User Key. Management staff uses Manager Flex Key(s) for locker access and audit/inspection.
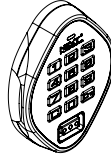
Body Style

Range is available in three body styles: Standard, Vertical, and Oval.
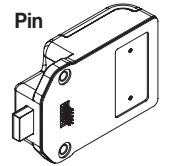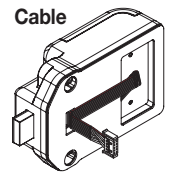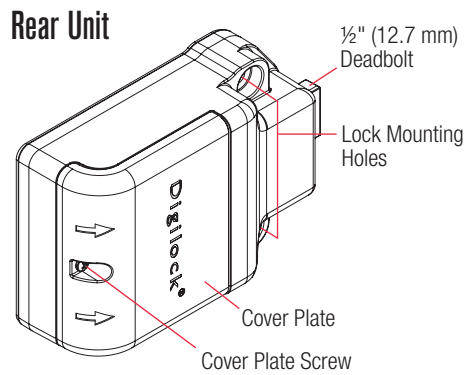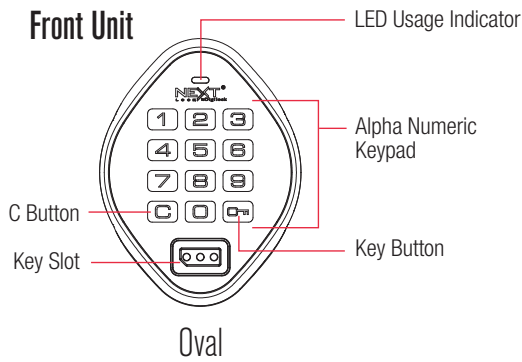
Standard   Vertical   Oval

Lock Parts

Front Unit

- LED Usage Indicator
- Alpha Numeric Keypad
- C Button
- Key Button
- Key Slot

Oval

Rear Unit

- ½" (12.7 mm) Deadbolt
- Lock Mounting Holes
- Cover Plate
- Cover Plate Screw

Cable

Pin

Connection Option

Keys
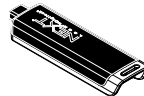
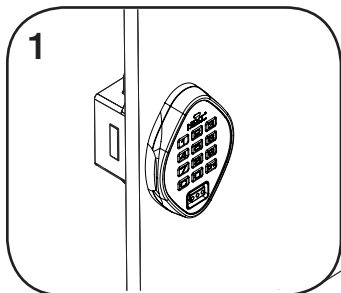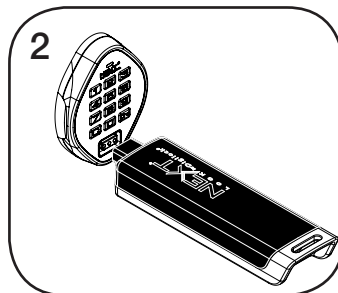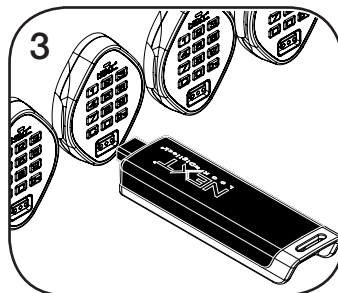|	User Key	Manager Flex Key
Operates the lock	●	●
Overrides user access		●
Allows management inspection		●
Provides external power		●

Key Insertion
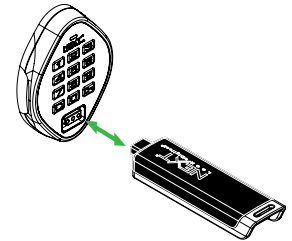
NextLock logo must face up.

Setup

Locks are shipped with factory default settings (only operates by pressing C O_{π}). Setup must be completed to allow full operation.

1
Make sure the door is open and the lock is in the unlocked position.

2
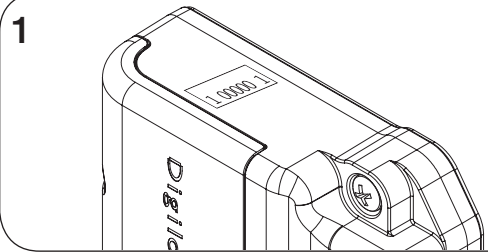Touch the Manager Flex Key to the key slot until a two-tone beep is heard.

3
Repeat above steps for each lock.

Programming Instructions

Add Manager Flex Keys

At least one Manager Flex Key is required for the lock system. For additional Manager Flex Key(s) contact Digilock Sales.

1

Note the order or serial number (found on the lock's rear unit). Collect all remaining Manager Flex Key(s).

Contact Digilock Support to purchase any additional copies of your Manager Flex Key - "Match Previous"

2

Upon receipt, no additional programming is required. The additional Manager Flex Key(s) "match" the Manager Flex Key(s) already registered to operate the lock(s).

Replace Manager Flex Keys

Replacement Manager Flex Key(s) must be purchased and registered to the lock(s) to prevent lost/stolen Manager Flex Key(s) from accessing a lock. All remaining Manager Flex Key(s) must also be replaced as they "match" the lost/stolen Manager Flex Key.
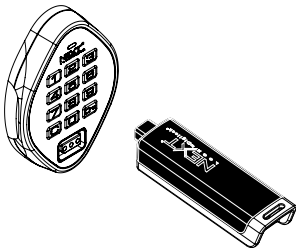
1
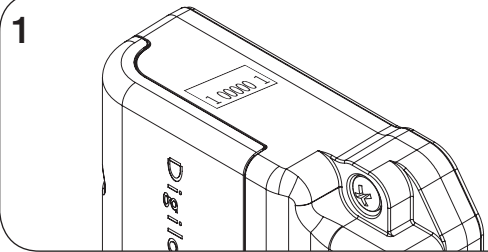
Note the order or serial number (found on the lock's rear unit). Collect all remaining Manager Flex Key(s).

2

Contact Digilock Support to purchase any additional copies of your Manager Flex Key - "Replacement Key".
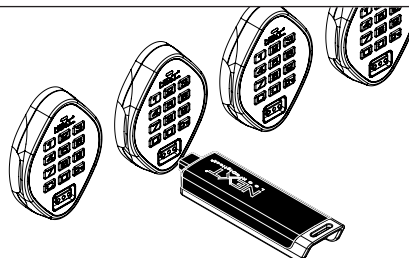
3

Upon receipt, touch one replacement Manager Flex Key to the key slot until a two tone beep is heard.

If multiple Manager Flex Keys operate the lock(s), only one replacement Manager Flex Key is required to be registered as they all "match".
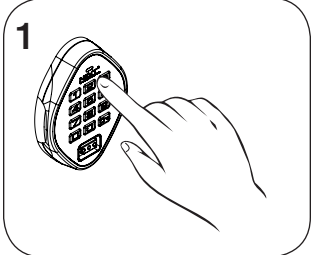
4

Repeat above step for each lock. All previously registered Manager Flex Keys will no longer operate the lock; discard/destroy them.

Set Additional Lock Features
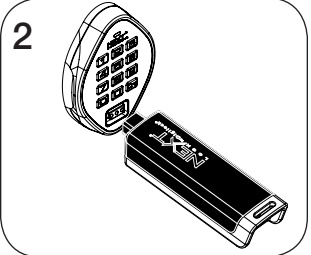
LED Usage Indicator

Each lock can be programmed to have the LED flash or not flash while the lock is in use. The default setting is ON (red LED flashes while lock is in use).

1

To turn off the LED Usage Indicator:
Press [C] [O⊓] [9] [2] [O⊓].

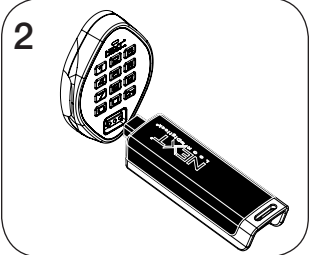The LED will flash.

2

While the LED is flashing, insert the Manager Flex Key.

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

1

To turn on the LED Usage Indicator:
Press [C] [O⊓] [9] [1] [O⊓].
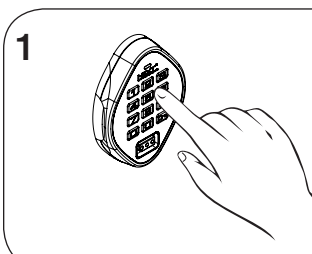
The LED will flash.

2

While the LED is flashing, insert the Manager Flex Key.

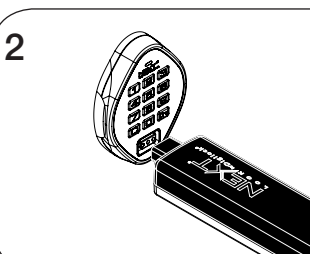A two-tone beep will be heard and the LED will turn off.

Auto Unlock

Each lock can be programmed to auto unlock after a set number of hours. The default setting is ON (unlocks automatically after 12 hours from last use).
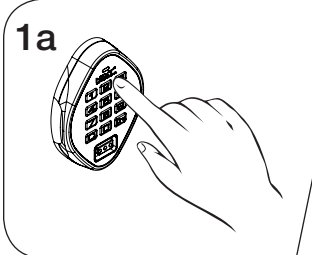
1

To turn off Auto Unlock:
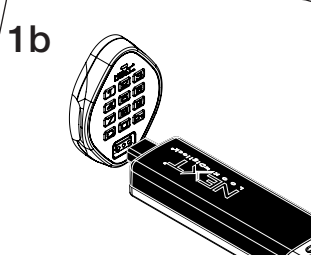Press [C] [O⊓] [9] [4] [O⊓].

The LED will flash.

2

While the LED is flashing, insert the Manager Flex Key.

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

1a   **1b**

To turn on Auto Unlock for Custom Number of Hours :
Press [C] [O⊓] [9] [5] [O⊓].

The LED will flash.

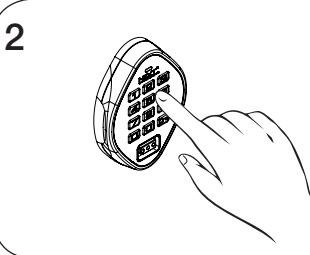While the LED is flashing, insert the Manager Flex Key.
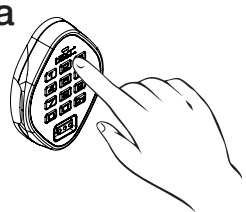
The LED will turn on.

2

While the LED is on, press the set number of hours from [1] - [9] [9] then press [O⊓].

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

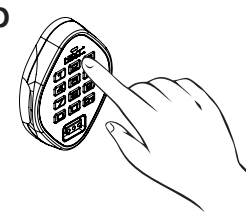For example: Press [8] [O⊓] to set the lock to auto unlock after 8 hours.

Operating Instructions

In shared use functionality, users enter a self-selected 4-digit User Code or insert any User Key to lock and the same User Code or User Key to unlock. Once unlocked, the lock is available for a different user.
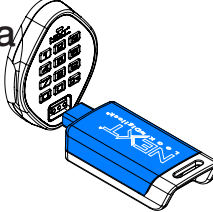

Operate with a User Code
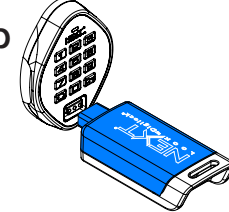
To lock: Close the door. Press `C` **[any 4-digit code]** `0⊓`.

To unlock: Press `C` **[the same 4-digit code]** `0⊓`.* Open the door.
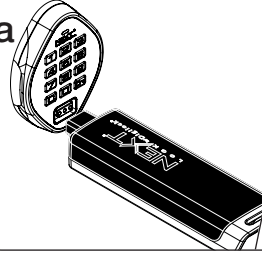
Operate with a User Key
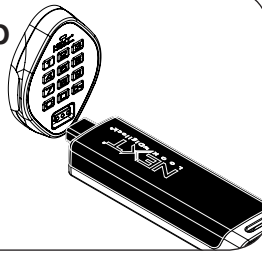
To lock: Close the door. Insert any User Key.

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

Operate with a Manager Flex Key

To unlock: Insert a valid Manager Flex Key. Open the door.

To relock: Close the door. Insert a valid Manager Flex Key.**

*After 3 consecutive incorrect User Code entries, the keypad will be disabled for 1 minute (Sleep Mode).

**If a valid Manager Flex Key is used to relock, the previous user credential will continue to operate the lock.

Support

Sleep Mode

After three consecutive incorrect User Code entries to unlock, the lock will go into Sleep Mode for one minute. For each subsequent incorrect entry, the lock will remain in Sleep Mode for an additional minute. The keypad is disabled while in Sleep Mode. A valid Manager Flex Key may be used to unlock while the lock is in Sleep Mode.

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 Code or User Key

The lock does not recognize the User Code or User Key. For immediate access, operate with a valid Manager Flex Key.

Does not Operate with a Manager Flex Key

The lock does not recognize the Manager Flex Key. Contact Digilock Support. For immediate access, operate with another valid Manager Flex Key.

No Audible Feedback when ☐C☐ is Pressed

- The lock may be in Sleep Mode or the batteries may need to be replaced. For immediate access, operate with a valid Manager Flex 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

It is not necessary to remove the lock from the door. In case of battery failure, operate with a valid Manager Key.

CAUTION: Risk of explosion or leakage if battery is replaced by an incorrect type, mixed with a different battery type, or inserted backwards. Replace all batteries of a set at the same time. Be sure to insert batteries with correct polarities. Remove exhausted batteries from product promptly and dispose of used batteries according to the battery manufacturer's instructions.
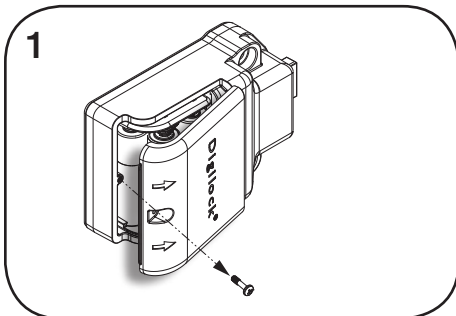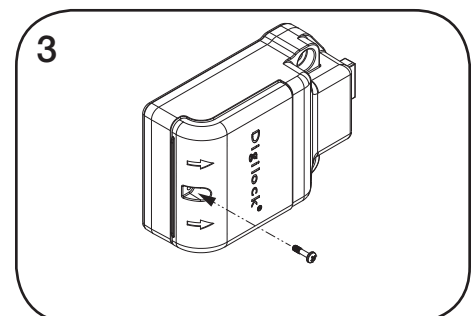

1 Remove the screw from the Cover Plate with a Phillips head screwdriver.

Remove the Cover Plate by lifting the tab at the edge of the cover, below the arrows.
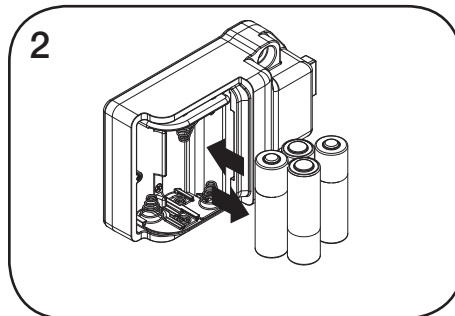
2 Remove the batteries from the housing.

Replace with four premium alkaline AA batteries. Dispose or recycle used batteries according to local regulations.

3 Replace the Cover Plate and secure with the screw.