

digital lock & keys user guide

02.2025



teknion

standard digital locks (6 generation)

Horizontal



Available in Filing & Storage: Ledger.

Vertical



Available in District, Upstage and Expansion Cityline.

 Locks are also available with ADA handles and different knob locations as specials.

digital lock keys (6 generation)

User Key (Blue)
(with extended connector)
KEY-D6-USR-00-01



Manager Key (Black)
(with extended connector)
KEY-D6-MGR-00-03

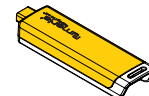


Programming Key (Yellow)
(with extended connector)
KEY-D6-PGR-00-03



To order Digital Lock Keys use the code:
(applicable to both Horizontal and Vertical 6G Digital Locks)

- LKEZ (Filing & Storage)
- LKEF (District)
- JLKEE (Expansion Cityline)

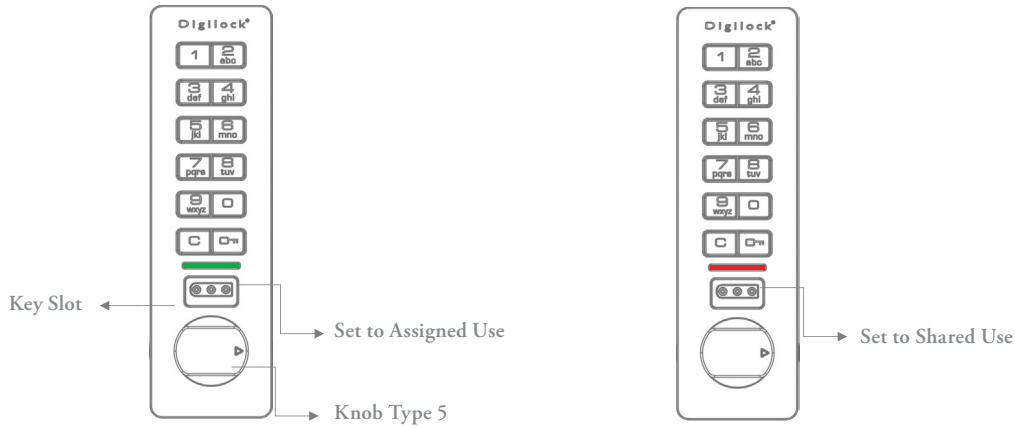


| | user key | manager key | programming key |
|--|----------|-------------|-----------------|
| Operates the lock | ✓ | ✓ | ✓ |
| Overrides user access | | ✓ | ✓ |
| Allow management inspection | | ✓ | ✓ |
| Provides external power | | ✓ | ✓ |
| Programs Manager Keys to the lock | | | ✓ |
| Assigns user credentials (in Assigned use functionality) | | ✓ | |
| Sets lock functionality | | | ✓ |

Up to six Manager Keys may be programmed to each lock.
One Programming Key is allowed per lock system.
Up to 20 user credentials may be assigned to each lock.
6th Generation Keys are compatible with 5th Generation Locks.

lock functionality

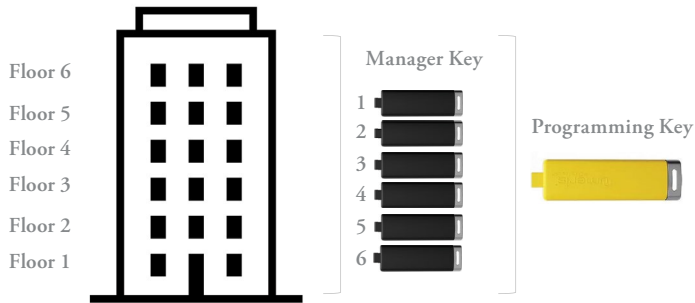
Each lock can be set for either Shared or Assigned use functionality. Press to check functionality. If in Shared use, LED is **RED**. If in Assigned use, LED is **GREEN**.



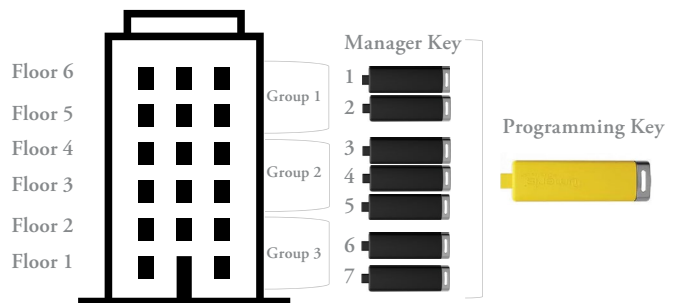
! Set to Assigned is the default Functionality programmed.

programming options

Universal Manager Keys for entire building

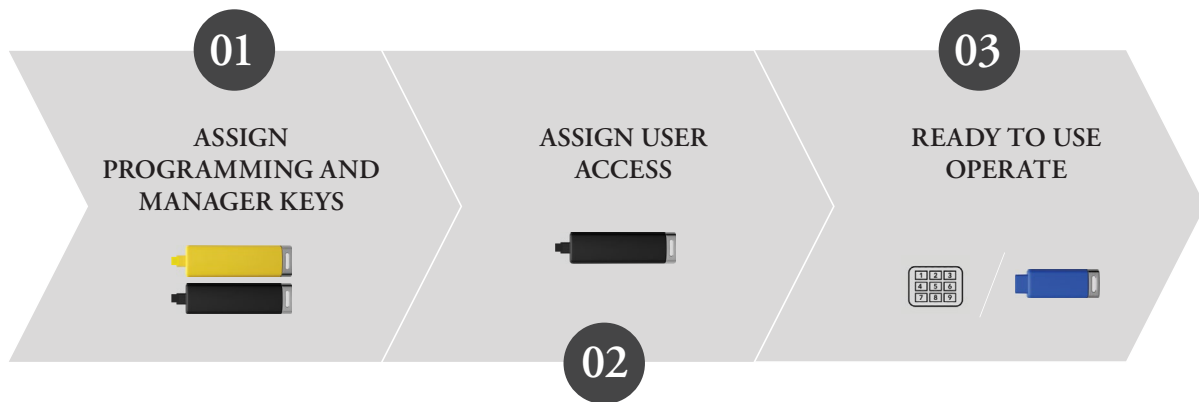


Manager Keys programmed in separate groups



- ⚠ One Programming Key allowed per lock system.
- Up to six Manager Keys may be programmed to each lock.
- It is recommended to identify each manager key when programmed in separate group.

programming locks



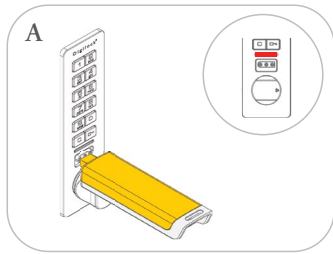
- ⚠ Locks are shipped with factory default settings (only operates by pressing **C** **On**).
- Each lock must be set up to operate with a Programming Key and Manager Key(s).

key management

programming locks

01

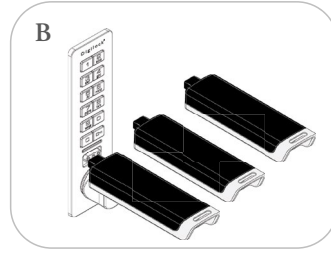
step 1 - programming first locks



Insert the Programming Key.

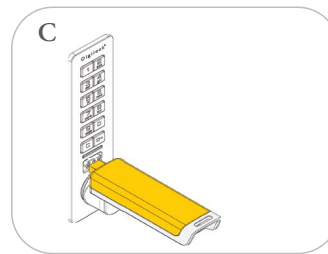
♪ Assigned: A two-tone beep will be heard and the **GREEN** LED will turn on.

♪ Shared: A two-tone beep will be heard and the **RED** LED will turn on.



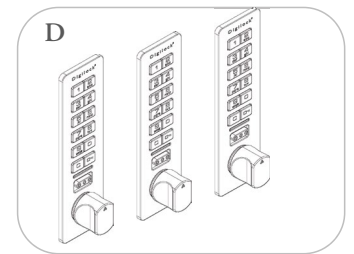
While the **GREEN** or **RED** LED is solid, insert a Manager Key one at a time.

♪ A beep will be heard for each Manager Key.



Insert the Programming Key.

♪ A two-tone beep will be heard and the **GREEN** or **RED** LED will turn off.



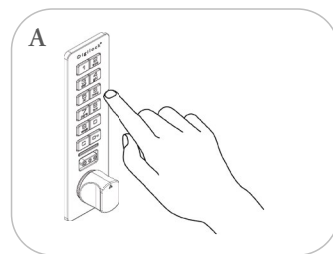
Follow **STEP 2** to **Express Register Manager Keys** for other locks

or

Repeat **STEP 1** for each lock.

step 2 - express register manager keys for each lock

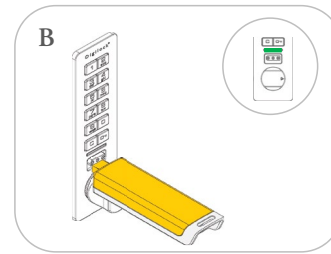
The Programming Key can quickly program multiple locks to operate with the same Manager Keys.



Go to a lock already programmed to operate with the Manager Key.

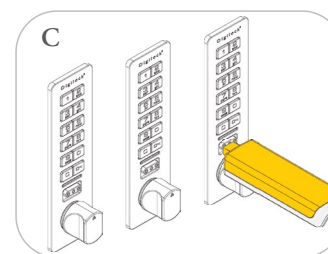
Press **C** **0** **π**

The **GREEN** LED will flash.



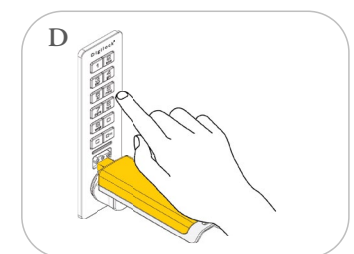
While the **GREEN** LED is solid, insert the Programming Key.

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



Insert the Programming Key to program each lock to operate with the same Manager Keys.

♪ Two sets of two-tone beeps will be heard and the LED will flash twice to indicate successful programming.



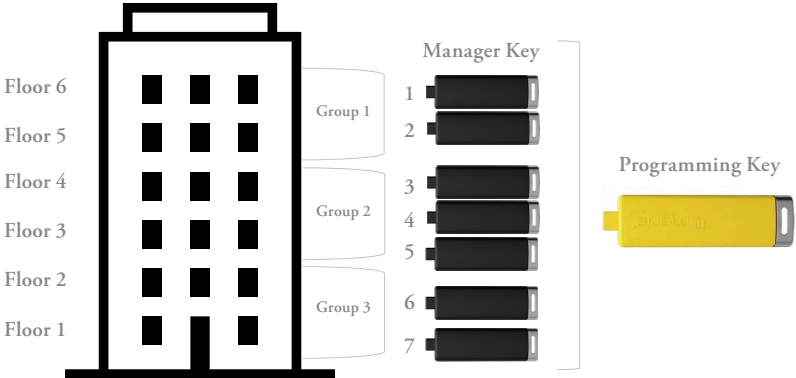
End Express Registration.

Go to any programmed lock.

Press **C** **0** **π** then insert the Programming Key.

⚠ It is important to end the Express Registration mode when all locks have been programmed. Otherwise, the Programming Key will continue to function in Express Registration mode.

Manager Keys programmed in separate groups



Follow STEP 1 and STEP 2 for each group.
It is important to end the Express Registration mode when all locks have been programmed in a group.

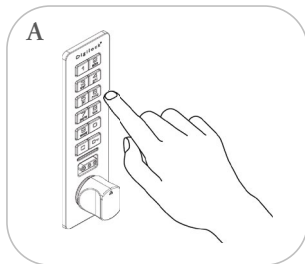
key management

programming locks

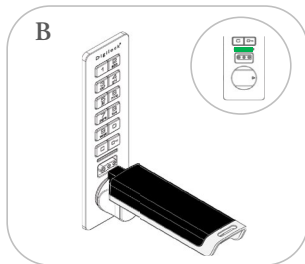
02

assign user access - code (in assigned functionality)

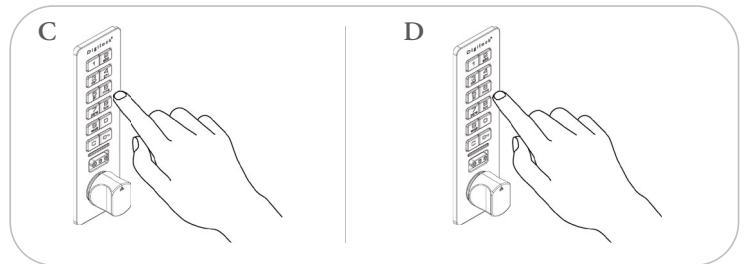
Up to 20 users (code and/or User Key) may be Assigned to each lock.



Press **C** **0** **5** **5** **0**
The **GREEN** LED will flash.



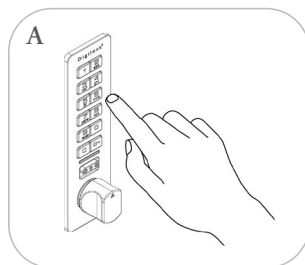
While the **GREEN** LED is flashing,
insert a valid Manager Key.
♪ A two-tone beep will be heard and
the **GREEN** LED will turn on.



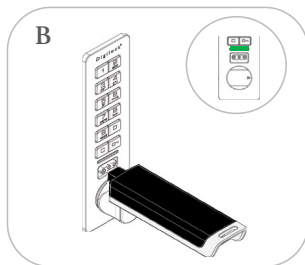
While the LED is flashing, press **C** [new 4-7 digit code] **0**
♪ A two-tone beep will be heard.
Press **C** [the same 4-7 digit code] **0**
♪ Two sets of two-tone beeps will be heard and the **GREEN** LED will turn off.

assign user access - user key (in assigned functionality)

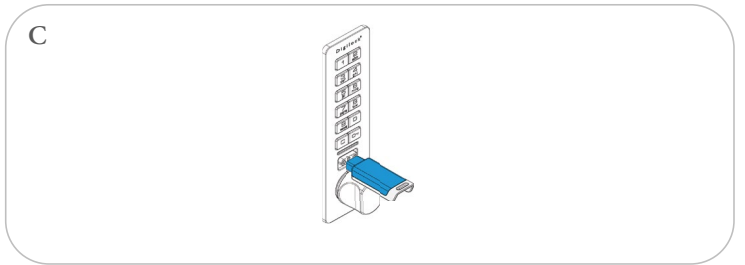
Up to 20 users (code and/or User Key) may be Assigned to each lock.



Press **C** **0** **5** **5** **0** The
GREEN LED will flash.



While the **GREEN** LED is flashing,
insert a valid Manager Key.
♪ A two-tone beep will be heard and
the **GREEN** LED will turn on.



While the **GREEN** LED is flashing, insert a User Key.
♪ Two sets of two-tone beeps will be heard and the LED will turn off.

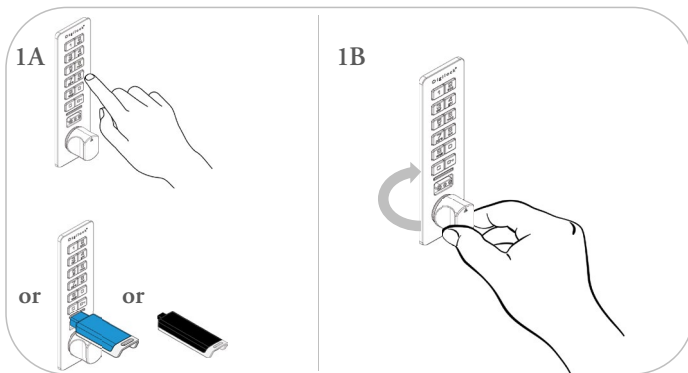
programming locks

03

operating lock (in assigned functionality)

Users operate the lock with their Assigned user code or key.

To Unlock:



Press **C** [Assigned user code] **0**

Or insert any User Key/valid Manager key.

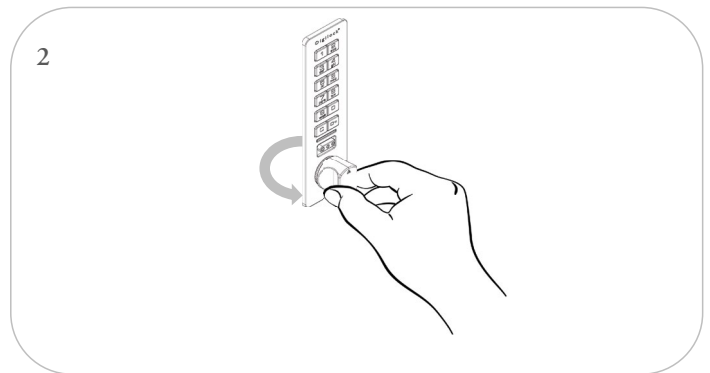
The motor will engage.

Turn the knob clockwise to the unlocked position.

Open the door.

⚠ After three consecutive incorrect User Code entries, the keypad will be disabled for one minute (Sleep Mode).

To Relock:



Close the door.

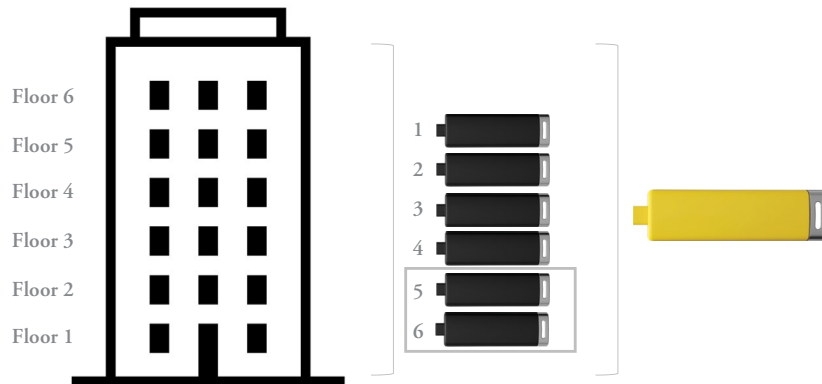
Turn the knob counter-clockwise to the locked position.

The motor will engage.

⚠ The lock will remain in the locked position if the knob is not turned within approximately six seconds.

register new manager keys

Option 1: Universal Manager Keys for entire Building



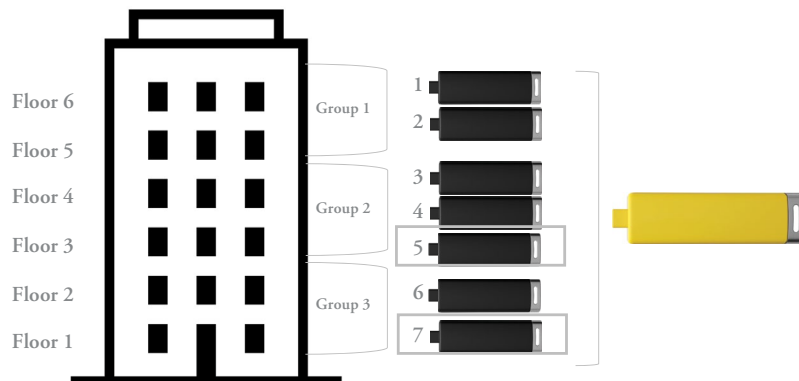
Each lock must be set up to operate with a Programming Key and Manager Key(s).

Follow **STEP 1** to program new Manager Keys to a first lock.

Follow **STEP 2** to register the new Manager Keys to other locks.

- ⚠ One Programming Key allowed per lock system.
- Up to six Manager Keys may be programmed to each lock.

Option 2: Manager Keys programmed for separate groups



Each lock must be set up to operate with a Programming Key and Manager Key(s).

For the first group:

Follow **STEP 1** to program new Manager Keys to a first lock.

Follow **STEP 2** to register the new Manager Keys to other locks.

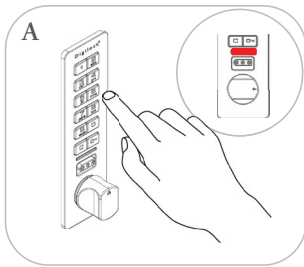
End the Express Registration mode before doing the second group.

For the second group:

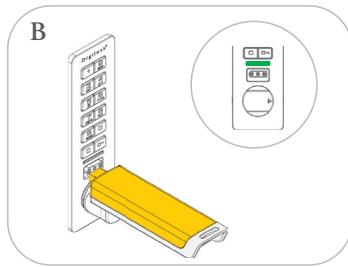
Repeat **STEP 1** and **STEP 2**

reset lock functionality

To set for Assigned use:

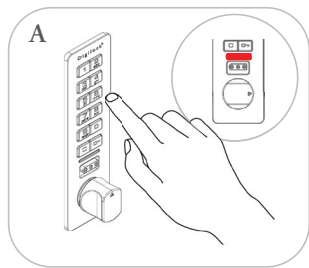


Press **C** **0** **6** **5** **0**
The **RED** LED will turn on.

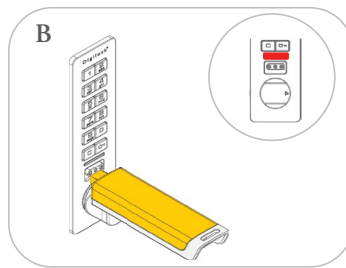


Insert the Programming Key.
♪ A two-tone beep will be heard
and the **GREEN** LED will flash
once.

To set for Shared use:



Press **C** **0** **5** **6** **0**
The **RED** LED will turn on.



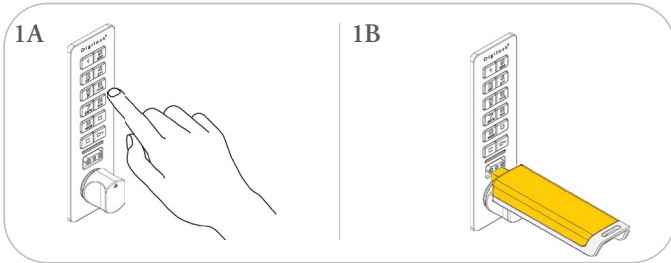
Insert the Programming Key.
♪ A two-tone beep will be heard
and the **RED** LED will flash once.

in shared use functionality

auto unlock

When in Shared use functionality, each lock can be programmed to auto unlock after a set number of hours. The default setting is OFF (does not auto unlock).

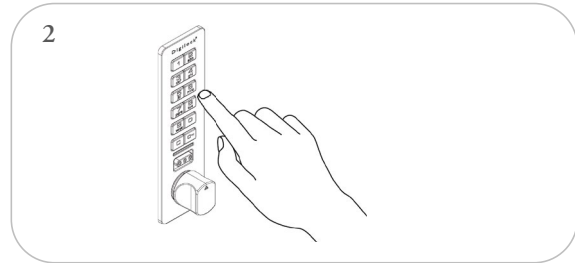
To turn on Auto Unlock:



Press **C** **0** **9** **5** **0**

The **RED** LED will turn flash. While the LED is flashing, insert the Programming Key.

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

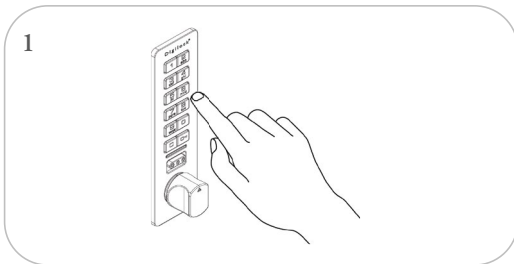


While the LED is on, enter the number of hours from **1** - **9** **9** then press **0**

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

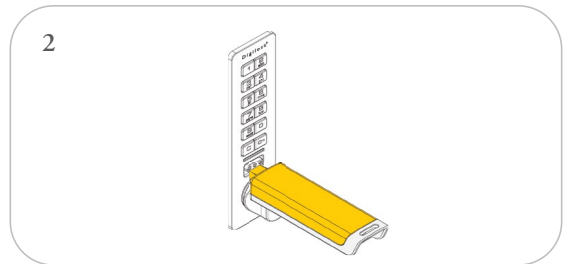
For example: Press **8** **0** to set the lock to auto unlock eight hours after locking.

To turn off Auto Unlock:



Press **C** **0** **9** **4** **0**

The **RED** LED will turn flash.



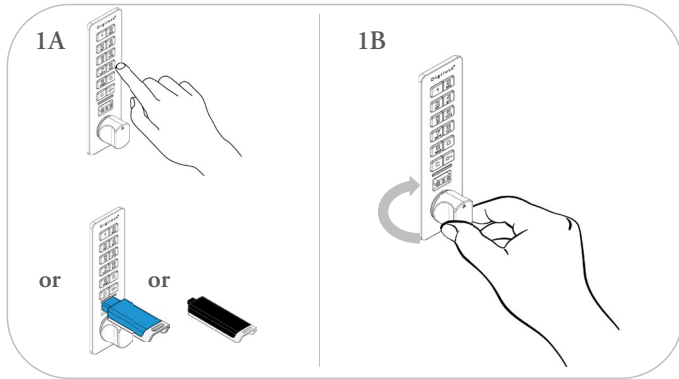
While the LED is flashing, insert the Programming Key.

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

operating the lock

In Shared use functionality, the user enters any 4-7 digit User Code or inserts 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.

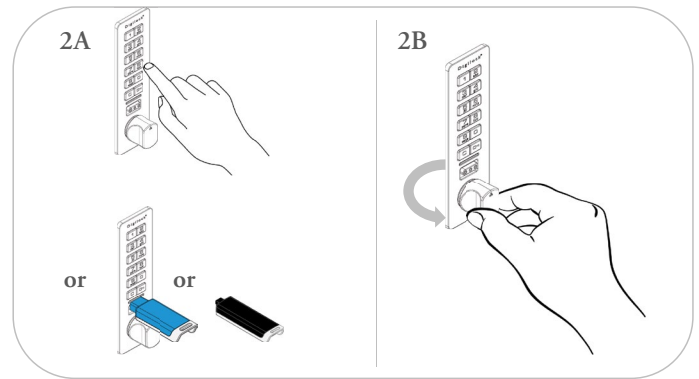
To lock:




Close the door. Press **C** [any 4-7 digit code] **0π**
Or insert any User Key/valid Manager Key.
Turn the knob counter-clockwise to the locked position.
The motor will engage.

 Lock will remain in the locked position if the knob is not turned within approximately six seconds.

To unlock:



Press **C** [the same 4-7 digit code] **0π**
Or insert any User Key/valid Manager Key.
The motor will engage.
Turn the knob clockwise to the unlocked position.
Open the door.

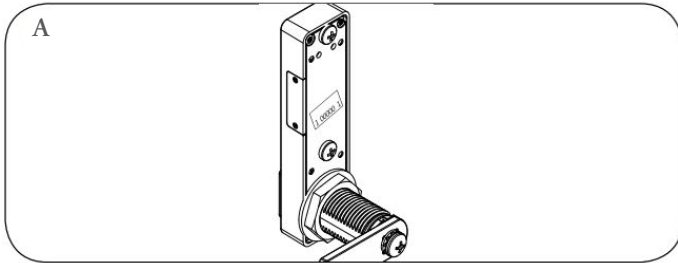
 After three consecutive incorrect User Code entries, the keypad will be disabled for one minute (Sleep Mode).

support

replace or erase keys

The locks must be reprogrammed to prevent the lost/stolen keys from operating a lock.

To replace the Programming Key:

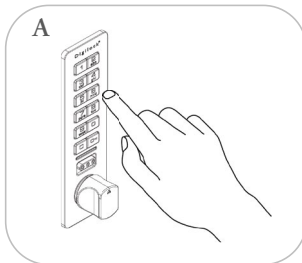


Note the order or serial number (found on the lock's rear).



Contact Digilock Support to purchase a replacement Programming Key.

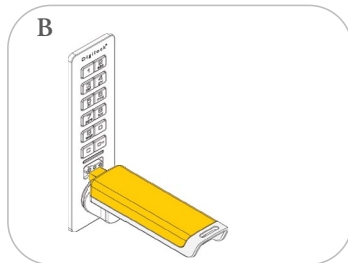
To replace the Manager Key:



Go to any lock operated by the lost/stolen Manager Keys.

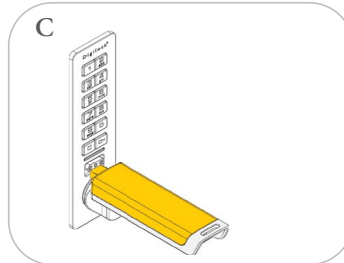
Press **[C] [0]** **[5] [5] [0]**

The **GREEN** LED will flash.



While the **GREEN** LED is flashing, insert the Programming Key.

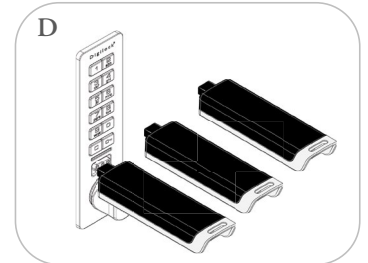
♪ A two-tone beep will be heard.



Insert the Programming Key again.

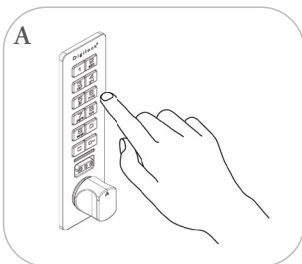
♪ Three sets of two-tone beeps will be heard and the **GREEN** LED will turn off.

All previously programmed Manager Keys will be erased.

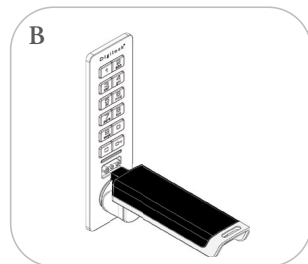


Follow instructions to Register new Manager Keys to program the remaining and replacement Manager Keys to the locks.

To replace an Assigned user code with a new user code:

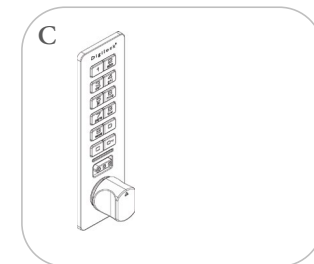


Press **[C] [0]**



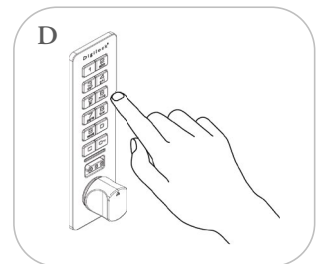
Insert a valid Manager Key.

♪ A two-tone beep will be heard and the **GREEN** LED will flash.



While the **GREEN** LED is on, press **[C]** [Assigned user code] **[0]**

♪ A two-tone beep will be heard.

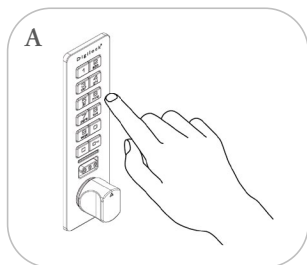


While the **GREEN** LED is on, press **[C]** [new 4-7 digit user code] **[0]**, **[C]** [the same 4-7 digit user code] **[0]**

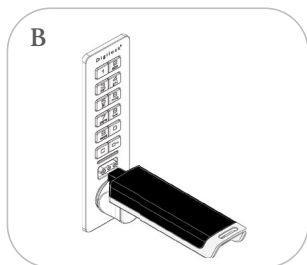
♪ A two-tone beep will be heard and the **GREEN** LED will turn off.

replace or erase keys

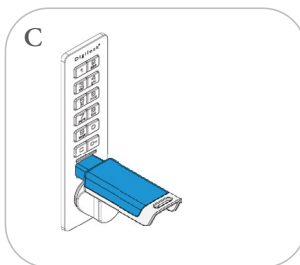
To replace an Assigned User Key with a new User Key:



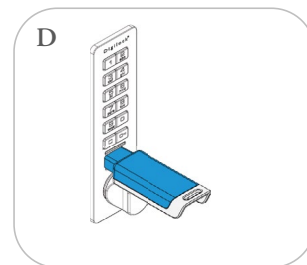
Press **C** **0π**



Insert a valid Manager Key.
 ♪ A two-tone beep will be heard and the **GREEN** LED will flash.

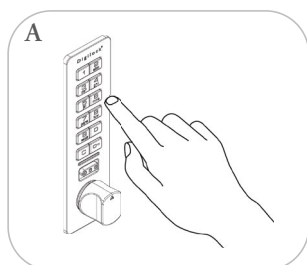


While the **GREEN** LED is on, insert the Assigned User Key.
 ♪ A two-tone beep will be heard.

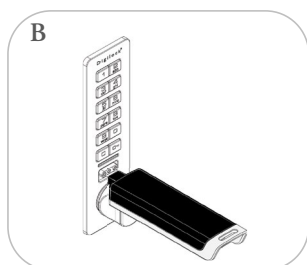


While the **GREEN** LED is on, insert a new User Key.
 ♪ A two-tone beep will be heard and the **GREEN** LED will turn off.

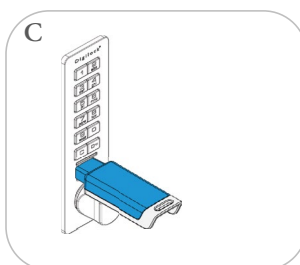
To replace an Assigned User Key with a new User Code:



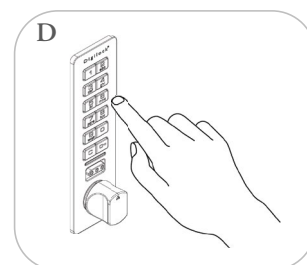
Press **C** **0π**



Insert a valid Manager Key.
 ♪ A two-tone beep will be heard and the **GREEN** LED will flash.

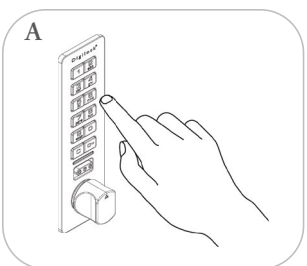


While the **GREEN** LED is on, insert the Assigned User Key.
 ♪ A two-tone beep will be heard.

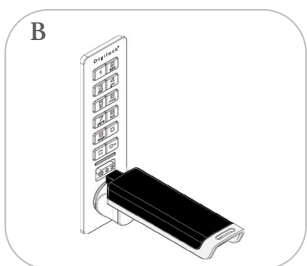


While the **GREEN** LED is on, press **C** [new 4-7 digit user code] **0π**, **C** [the same 4-7 digit user code] **0π**
 ♪ A two-tone beep will be heard and the **GREEN** LED will turn off.

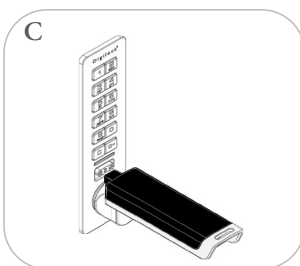
To erase all user codes:



Press **C** **0π** **5** **5** **0π**
 The **GREEN** LED will turn on.



While the **GREEN** LED is on, insert a valid Manager Key.
 ♪ A two-tone beep will be heard and the **GREEN** LED will flash.

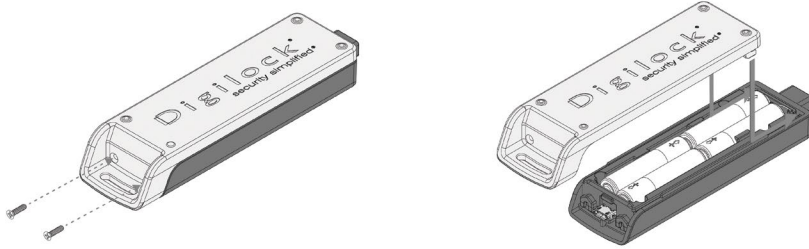


Insert the Manager Key again.
 ♪ A three-tone beep will be heard and the **GREEN** LED will turn off. All previously programmed user codes will be erased.

battery replacement

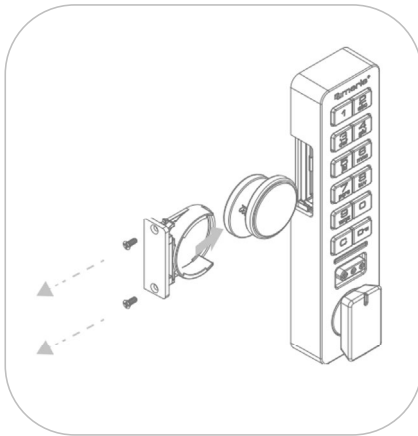
The lock may still be in Default Factory Mode, try the keys on another lock. If the condition persists, change the battery of the key (4xAA).

To replace key battery:



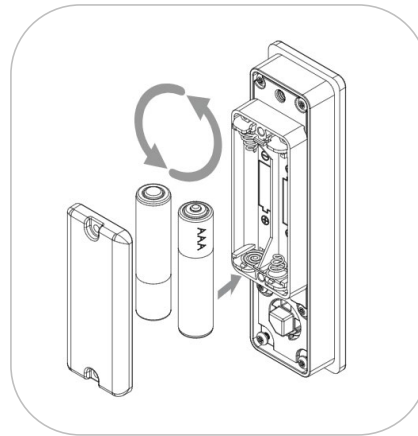
To replace lock battery:

Surface Mount



Remove the screws and battery pack.
Replace the premium CR2450 battery.
Re-insert battery pack and screws.

Recess Mount



Remove the screws and the battery cover.
Replace the two premium AAA batteries.
Replace battery cover and screws.

 In case of battery failure, operate with a valid Manager Key.

WHAT IS SLEEP MODE

After three consecutive incorrect User Code entries to unlock, the lock will enter 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 Key may be used to unlock while lock is in Sleep Mode.

I CANNOT HEAR AUDIBLE FEEDBACK WHEN I PRESS [C]

When I enter my code or key, the lock just emits a single beep and does not operate. The lock does not recognize the User Code or User Key. For immediate access, use a valid Manager Key.

I CAN LOCK WITH ONE CODE AND UNLOCK WITH A DIFFERENT CODE

The lock is still in factory default mode which means that the lock is not yet programmed. To test, press [C] [0-9] . If you can turn the knob to the locked or unlocked position, the lock is still in factory default mode. Follow instructions to program the lock.

I CANNOT UNLOCK WITH MY USER CODE OR USER KEY

When I enter my code or key, the lock just emits a single beep and does not operate. The lock does not recognize the User Code or User Key. For immediate access, use a valid Manager Key.

LOCK DOES NOT UNLOCK

For immediate access, operate with a valid Manager Key or the Programming Key. Once unlocked, if the knob turns freely to the locked and unlocked position, change the battery.

I FORGOT MY PIN CODE

For immediate access, operate with a valid Manager Key or the Programming Key.

HOW DO I KNOW WHEN THE BATTERIES ARE LOW

After locking or unlocking, the lock emits two sets of three beeps indicating that the batteries are low. Replace the batteries.

MY MANAGER KEY IS NOT WORKING

When I insert the Manager Key, the lock just emits a single beep and does not operate. The lock does not recognize the Manager Key. Follow instructions to add the Manager Key to operate the lock.

MY PROGRAMMING KEY IS NOT WORKING

When I insert the Programming Key, the lock just emits a single beep and does not operate. The lock does not recognize the Programming Key. If the programming key has been replaced, ensure that you are operating with the correct programming key.

I LOST THE MANAGER KEY

For immediate access, operate with another valid Manager Key or the Programming Key. Call for a new Manager Key to replace the lost Manager Key.

I LOST THE PROGRAMMING KEY

Call for a replacement Programming Key.

support - digital lock contact

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