narbutas

Electronic keypad lock CP and CS

User manual

narbutas.com

Before ordering

Types of Locks

CP – Personal use

· Personal to a single permanent user.
· Operates by entry of preprogrammed 4-digit code.
· Automatically locks when closed.
· Management staff operates the lock with either the Programming Key unique to the lock system or any registered Manager Key.

CS – Shared Use

· Shared by many users.
· Operates by entry of self-selected 4-digit code.
· Remains unlocked until actively locked by a user.
· Once unlocked, the code is no longer stored and the unit is available for use by another user.
· Management staff operates the lock with either the Programming Key unique to the lock system or any registered Manager Key.

Keys

! One Programming key and one to two Manager keys are recommended per office.

Programming key

· Provides lock access in case of forgotten/lost user credential (code or key)
· Allows management audit/ inspection
· Provides external power in case of battery failure
· One programming Key required per lock system

Manager key

· Provides lock access in case of forgotten/lost user credential (code or key)
· Allows management audit/ inspection
· Provides external power in case of battery failure
· Up to 25 Manager Keys may be registered per lock.

Reprogramming key

· Reprogramming key is used to reprogram locks from Personal type to Shared type. Reprogramming key is only sold by a request to NARBUTAS customer support team and will have an expiration period.

Lock setup

Programming Instruction

Initial Setup

· New locks operate only with C and Key button. Locks must be setup to allow full operation.

· Touch the Programming Key to the key slot until a two-tone beep is heard and the LED turns on.

· Touch each Manager Key to the key slot. A two-tone beep will be heard for each Manager Key that is successfully registered.

· Once finished registering Manager keys, touch the Programming Key to the key slot until a two-tone beep is heard and the LED turns off.

· Repeat above steps for each lock or follow Express Register instructions to setup all locks.

CP - Personal use lock setup

Assign a User Code (Default User Code=1234)

· Press C and Key button, then then touch a registered Manager Key to the key slot until the LED turns on.

· Press C button, then new 4-digit User Code and Key button. A two-tone beep will be heard.

· Confirm entry. Press C button then same 4-digit User Code and Key button. Two sets of two-tone

CS - Shared Use lock setup

After initial setup lock is ready to use.

Once a User Credential is assigned, the previous User Credential will no longer operate the lock.

Video link CP/CS:

· Programming, lock/unlock, express mode for manager keys - Link.
· How to add manager keys - Link

Operating the locks / Troubleshooting

Programming key does not operate

· Check batteries of lock and keys first.
· The lock does not recognize the Programming key. Contact Digilock support for assistance.

**Lost or stollen Programming key
(Supplier's user manual page 4)**

· The lost/stolen Programming Key will continue to operate the lock(s) until it is replaced. Immediately order a Replacement.
· Programming Key from your Digilock Product Representative. Once received, follow enclosed instructions to set up the lock(s) to operate with the Replacement Programming Key.

Manager key does not operate

· The lock does not recognize the Manager Key. Follow Register/Add Manager Key(s) instructions to register the Manager Key to the lock. For immediate access, operate with another registered Manager Key or with the Programming Key.

**Lost or stollen Manager key
(Supplier's user manual page 2)**

Lost/Stolen Manager Key(s) will continue to operate the lock(s). To prevent the lost/stolen Manager Key(s) from operating the lock(s), erase all registered Manager Key(s) and register only the remaining Manager Key(s).

· Collect all remaining Manager Key(s).Press = ` 55 `. The LED will turn on.
· Touch the Programming Key to the key slot until a two tone beep is heard.
· Touch the Programming Key to the key slot again until three sets of two-tone beeps are heard and the LED turns off. All previously registered Manager Key(s) have been erased from the lock.
· Follow Register/Add Manager Key(s) instructions to register the remaining Manager Key(s).

How to add extra Manager Keys (link to video)

Forgot code or lost credentials

· Unlock the locker using the Manager Key or Programming key, then assign new credentials (link to video)

Battery low. Sounds indication – 2 sets of three beeps

How do I access a lock if the battery dies while in the locked position?

Both Manager key and Programming Keys will provide temporary power to a lock allowing lock to open son batteries may be teplaced.

• **Sleep mode.** After three consecutive incorrect User Code entries to unlock, the lock will go into "Sleep Mode" for one minute and for an additional minute for each subsequent incorrect entry. The keypad is disabled while in "Sleep Mode".

• **10 rapid beeps.** The lock is binding which means that 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.

• **1 beep.** The lock does not recognize the User Code or RFID cards.

• **2 sets of three beeps.** The batteries are low. Replace the batteries.