

# DIGITAL LOCKER LOCK WITH PIN OPERATION AND MASTER KEY OVERRIDE



## PROGRAMMING AND USER MANUAL

Contents

Digital Locker Lock with Touch Screen Keypad .....3

1. REQUIRED COMPONENTS AND TOOLS .....3

2. COMPONENTS INCLUDED .....3

3. ADDITIONAL COMPONENTS REQUIRED .....3

4. OPTIONAL COMPONENTS .....3

5. PUBLIC USER MODE.....4

5.a Setting Public User Mode (Shared Operation).....4

5.b Setting User PIN for public user operation (Share User Operation) .....4

5.c To change from Public Share Mode back to Private Mode (Single User Mode).....4

6. PRIVATE USER MODE .....5

6.a Private User Mode (Private Operation).....5

6.b Private User Mode:.....5

7. OVERRIDE MASTER KEY .....6

8. REPLACING THE BATTERY .....6

9. HOT TIPS .....7

10. DIMENSIONS .....7

## USER INSTRUCTIONS FOR DIGITAL LOCKER LOCK



### **Default User Code**

**1234 OK**

### **Default Master Override Code\***

**4321 OK**

**To change the default Master PIN, enter 4321 + OK release press OK again for 3 seconds. After short beep and whilst Light is flashing enter new 4-8 digit PIN + OK**

### **Private Mode Assigned User Operation**

**Note:** In Private Mode the knob is always free to turn when it is in the OPEN position.

**To Lock:** Close the door and rotate the knob anti-clockwise to LOCK position.

**To Unlock.** Enter your permanent 4-8 digit Pin and rotate the knob to the OPEN position

**To Change Permanent User PIN:** Enter your current User PIN, press OK, release OK and press OK again for 3 seconds and release after hearing a short beep and light is flashing. Now enter new 4-8 Digit PIN and press OK

### **Public Mode Share User Operation**

**Note:** In Public Mode the knob is unlocked and if not in use it will be in the OPEN position.

**To Lock:** Close the door Press OK and release. Whilst light is flashing enter any 4-8 digit PIN and rotate the knob anti-clockwise to LOCK position.

**To Unlock.** Enter your temporary 4-8 digit Pin and rotate the knob to the OPEN position

**Note:** When lock is opened in the Public Mode the last user PIN is automatically deleted

### **Mechanical Master Key Override**

The digital lock features a mechanical Master Override Key that is used when the Master Code or User Codes are unknown, or, if the battery is too low to open the lock. To manually open the locker using the Key, insert a probe or paperclip into the small hole at the bottom of the knob to 'pop' the keyhole cover plate off and insert the Key. If the

Battery is low the User and Master Pins may not open the lock. You can insert a USB-C power bank into the left hand side of the Keypad to power the lock or, remove the battery cover and replace battery with a Lithium CR-2032 battery

**\* It is highly recommended that the Default Master Override PIN is changed following installation!**

# Digital Locker Lock with Touch Screen Keypad

## 1. REQUIRED COMPONENTS AND TOOLS

Please confirm all lock parts are present. If there are damaged or missing components contact your KSQ product support specialist.

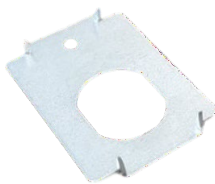
### **IMPORTANT PLEASE NOTE:**

**THE DIGITAL LOCK IS FACTORY DEFAULTED TO SINGLE USER  
MODE THE FACTORY SINGLE USER PIN IS 1234 + OK  
THE FACTORY MASTER OVERRIDE PROGRAM PIN IS 4321 + OK**

## 2. COMPONENTS INCLUDED



Digital Cam Lock With touch screen Keypad  
Concealed Master Override Key and Key way cover  
and probe to remove Key way cover



Installation Spur Bracket  
(Prevents lock from  
being rotated)



Washer, Cam Screw, Star Washer  
and 40mm Cam

## 3. ADDITIONAL COMPONENTS REQUIRED



PHILIPS HEAD SCREWDRIVER



1 x QUALITY CR2032  
3V LITHIUM BATTERY

## 4. OPTIONAL COMPONENTS



POWER PACK FOR PRE-PROGRAMMING THE LOCKS PRIOR TO INSTALLATION. PROVIDES POWER TO THE LOCKS WITHOUT BATTERIES TO SPEED UP PROGRAMMING AND COMMISSIONING. PROGRAMMING IS RETAINED IN THE LOCKS FOR UP TO 3 MONTHS WITHOUT POWER.



### **HIGHLY RECOMMENDED!**

EMERGENCY BATTERY POWER PACK FOR PROVIDING POWER TO THE LOCKS WHEN BATTERY IS FLAT. THIS DEVICE CAN ALSO BE USED FOR PROGRAMMING AND COMMISSIONING THE LOCKS PRIOR TO INSTALLATION INSTEAD OF THE AC PLUG PACK.

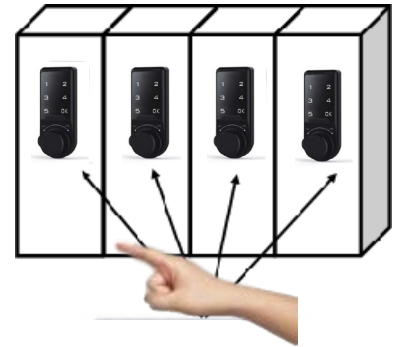
**FACTORY DEFAULT USER CODE: 1234 + OK**

**FACTORY DEFAULT MASTER CODE: 4321 + OK**

## **5. PUBLIC USER MODE**

Public User Mode for temporary shared use of lockers.

Public User Mode is for shared environment. In Public User Mode, any user can choose any lock not currently in use and enter their own unique PIN for temporary use. Once the user returns and unlocks the lock again, the lock automatically resets ready for the next user to enter their own unique PIN.



### **5.a Setting Public User Mode (Shared Operation).**

To program the lock for Public User Mode, enter the master override code and press OK


**(Default Factory Code is 4321 + OK )** Lock will emit a short beep and display a green unlock indicator.



Whilst the green indicator is on, press OK again and hold down button for 3 seconds. The green indicator light will flash, now press OK again and whilst green light continues to flash, enter 44 at the keypad and press OK.

**4321 + OK + Release and Hold OK for 3 seconds + OK + 4 4 + OK**

### **5.b Setting User PIN for public user operation (Share User Operation)**

To operate the lock in Public Mode, press OK. The green indicator light  will flash, whilst light is flashing enter your PIN which can be 4 to 8 digits long and press OK. Close the locker door and rotate the knob to the 'LOCK' position to secure your property.

To Open Enter the same PIN you used to lock the locker + OK and rotate the knob to the OPEN position and leave it in the OPEN position.

If the locker you have chosen displays a faint intermittent blinking green light, the locker is in use by another person.

If there is no blinking green light, the locker is vacant, ready to accept your PIN.

A temporary/share user PIN can be entered at the lock with the knob in either the Lock or Open positions, providing that there is no blinking green light.

After opening the Lock leave the knob in the OPEN position

If a lock has a slow or steady flashing  it indicates that the locker is engaged by another User

**PRESS OK + ENTER YOUR TEMPORARY 4-8 DIGIT PIN + OK CLOSE DOOR AND TURN KNOB**

### **5.c To change from Public Share Mode back to Private Mode (Single User Mode).**

Enter the master code 4321 and press OK. Release OK and press and hold OK again for 3 seconds until green light flashes and press OK again and enter 43 plus OK to set private user mode.

**ENTER 4321 + OK + Release and Hold OK for 3 seconds + OK + 4 3 + OK**

FACTORY DEFAULT USER CODE: 1234 + OK

FACTORY DEFAULT MASTER CODE: 4321 + OK

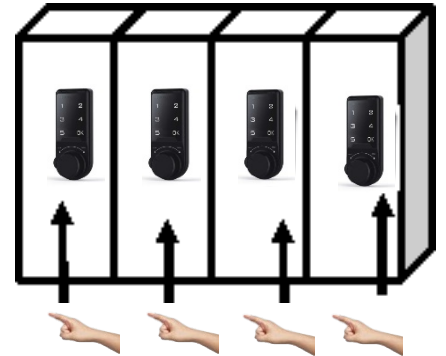
## 6. PRIVATE USER MODE

### 6.a Private User Mode (Private Operation).

Private User mode is for a single user operation when a user has been assigned with their own personal locker. When the lock is changed to this mode, the default user PIN 1234 will be enabled and must be changed to a new user PIN. The new user PIN can be 4 to 8 Digits in length.


In this mode, the user PIN is **not** required to relock the lock, simply rotate the knob after closing the door to relock it.

The Factory default user code is 1234 + OK.



### 6.b Private User Mode:

To change the lock to private user mode, input the master override code and press OK, the lock will emit a beep.

Press and hold down the OK button for 3 seconds until the green unlocked indicator  begins flashing.


The green indicator light will flash, now press OK again and whilst green light continues to flash, enter 43 at the keypad and press OK.

The lock is now in **Private User** mode and the default user code of 1234 will be restored. You **must** change this code before use.

**4321 + OK + Release and Hold OK for 3 seconds + OK + 4 3 + OK**

### 6.c Change Private User Code


(This is only a requirement for when the lock is in private user mode and not applicable to public share mode).

To change the private user Default PIN 1234 to a new User PIN, enter the default 1234 pin and press OK to open the lock. Leave the door in the open position. Enter the default PIN or your original User PIN and press OK, the lock will beep and the green indicator light will be displayed  Whilst green light is on enter your 4 to 8 digit PIN and press OK enter your new 4-8 digit pin followed by OK. Before closing the door, TEST the new code to confirm it operates the lock.

**1234 (or existing user PIN)+ OK Release and Hold OK for 3 seconds + ENTER NEW CODE + OK**

### 6.d To Change Default Master PIN

**WARNING! DO NOT CHANGE MASTER PIN OR USER PIN WITH THE LOCKER DOOR CLOSED**

**WRITE DOWN THE NEW MASTER PIN!** With the door in open position, enter the Default Master Pin 4321 and press the OK button on the touch keypad. Then press the OK button again and hold for 3 seconds which is confirmed by the green indicator light flashing.  Enter your **new** 4 to 8 digit master override pin and press OK. Test the new Master PIN 2-3 times before closing/ locking the door. The above procedure will also apply using an existing customer's master override PIN


**Example: 4321 + OK + Release and Hold OK for 3 seconds + ENTER NEW CODE + PRESS OK**

If the factory default master code has been changed and the new master override code is unknown, the lock must be reset with a special default code provided by the factory. To get this code please write down or photograph the serial number located on the right hand side of the lock. Email this serial number to [sales@ksq.com.au](mailto:sales@ksq.com.au) for KSQ to obtain a reset code from the manufacturer.

**NOTE:** This may take 2 to 3 business days and a small service fee will apply. The recovery PIN is only applicable to the individual lock therefore, the serial number for all locks will be required for resetting the lock to factory defaults.

## 7. OVERRIDE MASTER KEY

In event that a User or Master code is unknown the lock can be opened by the manual override Master Key.

To open the lock using the Master override key use the Probe supplied with the lock and  insert it into the small hole located at the bottom of the knob. This will pop out the front cover of the knob to gain access to the emergency master override key keyway. Insert the key to unlock the lock and immediately replace the battery. ( See battery replacement instructions below).

## 8. REPLACING THE BATTERY

The K-1603 BP MK features a low voltage alarm that will activate when the lock's battery is getting low.

There is a small battery indicator on the touch screen keypad. The Low Voltage indicator will flash after each operation when the lock's battery must be changed. Please ensure that the battery is changed immediately to avoid the lock losing power in the locked state. If the lock has lost power in the locked state, remove the top battery cover as pictured, and replace the battery with a new one. If a new battery is not immediately available contact the locker administrator to open the locker using the Master Override Key.



To program a new Master Override Key, you must reset the lock using the Probe supplied with the lock and inserting it into the small hole at the top of the rear battery box. The lock will then reset to 1234 as the default User PIN and 4321 as the default Master PIN. It is highly recommended that the default Master PIN is changed after installation.

The digital lock does not have an emergency power input as the battery housing is accessible from the outside on top of the lock key pad. We recommend purchasing spare batteries with your order. **Battery Code: CR2032 3V LITHIUM**



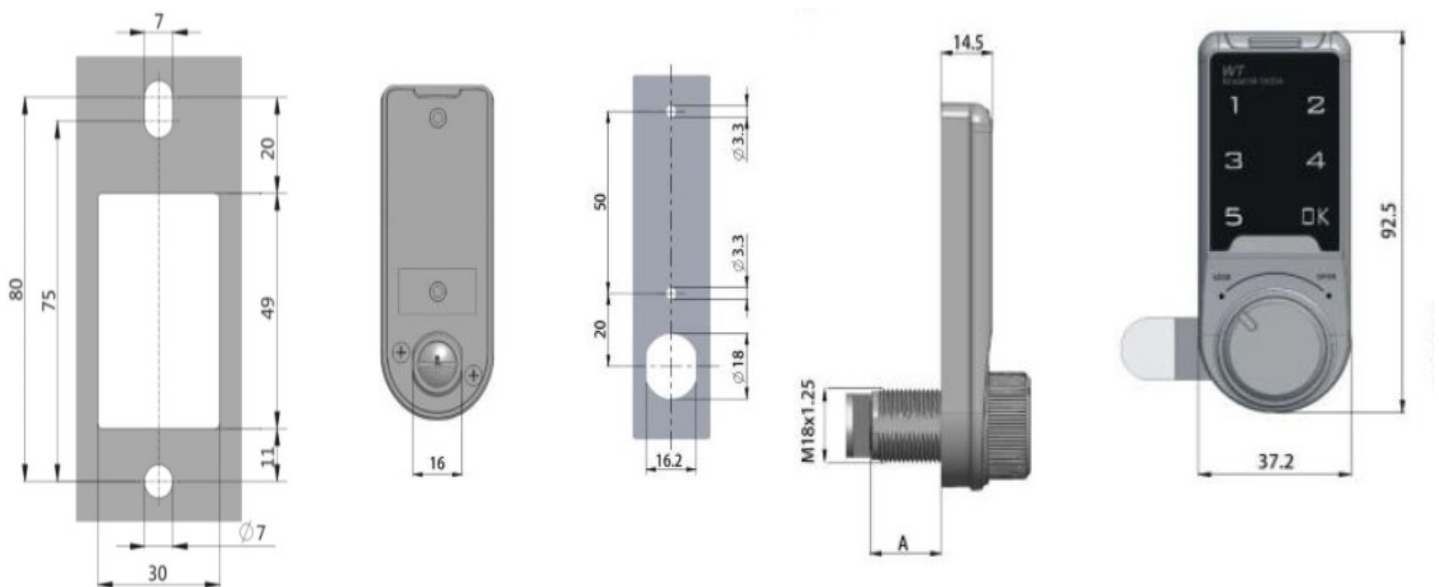
## 9. HOT TIPS

**WE STRONGLY SUGGEST TO CHANGE THE MASTER CODE FROM THE FACTORY DEFAULT OF 4321 AT THE TIME OF INSTALLATION.**

**WRITE DOWN ANY USER AND MASTER PINS BEFORE THEY ARE CHANGED, TEST NEW CODES 2-3 TIMES WITH THE DOOR OPEN!**

**ALWAYS TEST OPERATION OF THE LOCK WITH THE DOOR OPEN**

## 10. DIMENSIONS

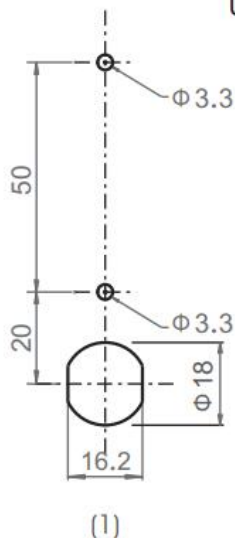


Fixing Hole Size

### ■ Fixing hole size & installation

#### ▼ Fixing hole size

Unit: mm



#### ▼ Installation

\* Suitable thickness:

Steel: 0.5 ~ 1.5mm

Wood: 16 ~ 20mm

