Installation & Programming Guide

Modern Style & Classic Style
Electronic Keypad Lever Locksets

EMTEK®
**ASSA ABLOY**
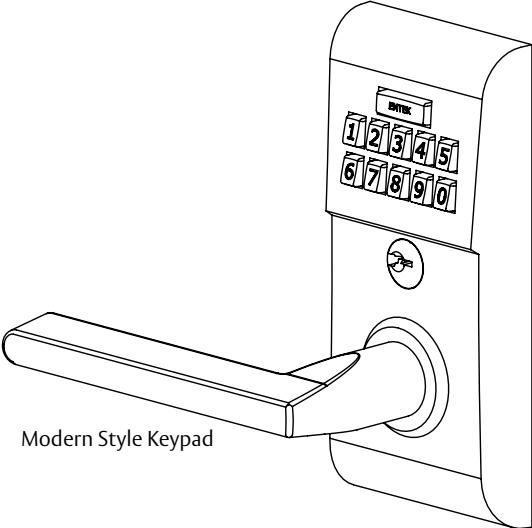
Modern Style Keypad
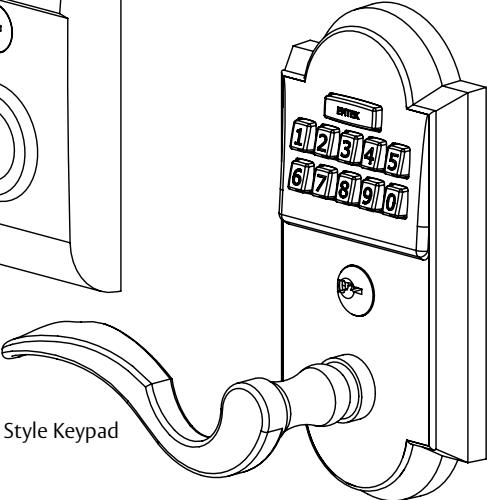
Classic Style Keypad

What's in the Box
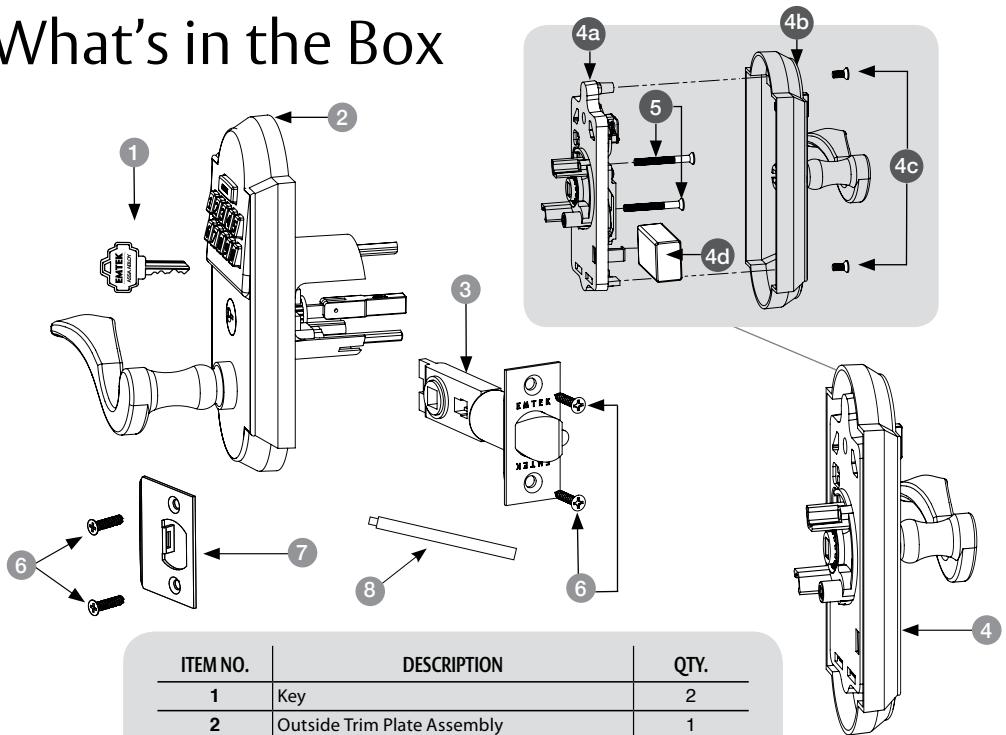
ITEM NO.	DESCRIPTION	QTY.
1	Key	2
2	Outside Trim Plate Assembly	1
3	Latch for 2⅜" or 2¾" Backset	1
4	Inside Trim Plate Assembly	1
4a	Inside Chassis	1
4b	Inside Trim Plate	1
4c	#8-32 x ⅜" Flat Head Machine Screw	2
4d	9V Alkaline Battery	1
5	#8-32 x 1½" Flat Head Machine Screw	2
6	#8 x ¾" Wood Screw	4
7	Strike Plate	1
8	Plastic Extender	1

Preparation

Confirm Handing   A

HANDING OF DOOR IS ALWAYS DETERMINED FROM THE OUTSIDE

In-Swing Doors

Out-Swing Doors

outside

outside

Hinge is on the left.
Door is Left Hand (LH)

Hinge is on the right.
Door is Right Hand (RH)

Hinge is on the left.
Door is Left Hand (LH)

Hinge is on the right.
Door is Right Hand (RH)

Door Prep

2 ⅜" or 2 ¾" Backset

⅛" Deep

2 ¼"

2 ⅛" Dia Bore

1"

1" Diameter Edge Bore

B

Door Jamb Prep

1" Deep, 1" Diameter Edge Bore

¹⁄₁₆" Deep

2 ¼"

1 ½"

C
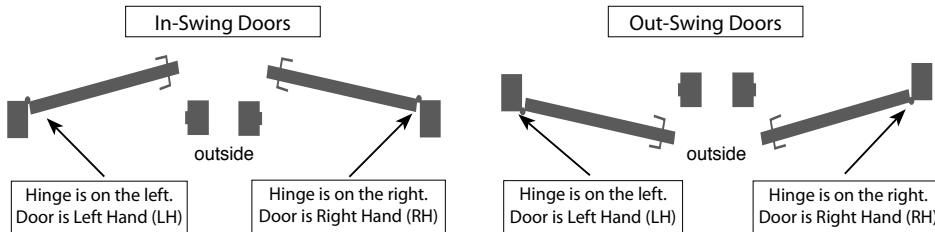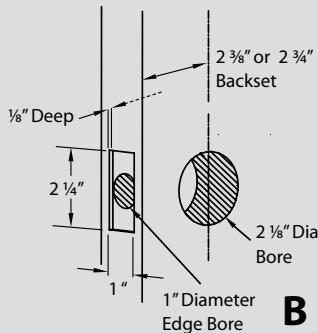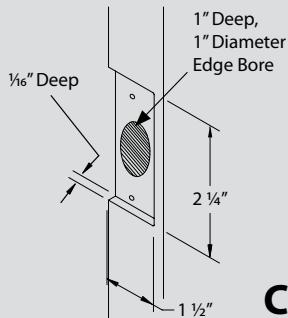
Install Strike Plate

Fasten Strike Plate using two #8 x ¾" Wood Screws (item #6).

D
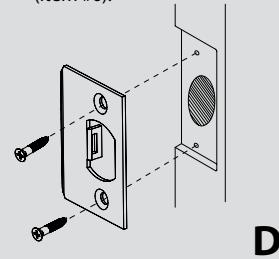
How to Install

1 Install Latch

Fasten Latch using two
#8 x ¾" Wood Screws
(item #6).
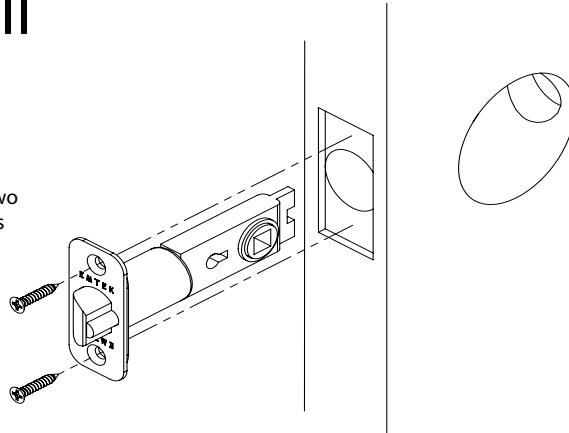
Remove Screws from Inside Trim Plate

Use a Phillips head screwdriver to remove
screws (item #4c) shown below and detach
Inside Trim Plate from the Inside Chassis.

⚠️

**Remove inside chassis from
trim plate before installing
the outside trim. Thumbturn
must be in neutral position.**

LH   **RH**

See Page 3 for Handing
Information.

Screws
(item #4c)

2
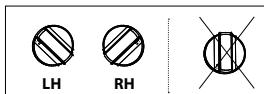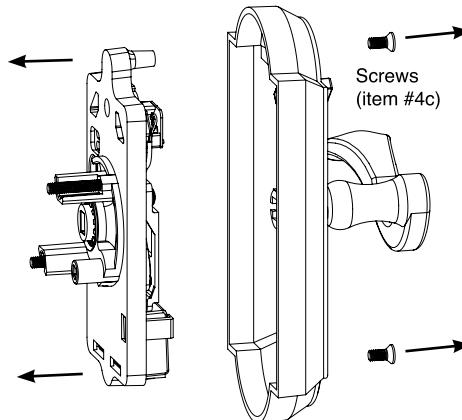
Install Outside Trim Plate Assembly

STEP 1

While holding Outside Trim Plate Assembly, Press the Plastic Extender (**A**) into end of Spindle Shaft (**B**). The Shaft is properly aligned when the marking 'TOP' can be seen from an overhead view.

B

A

⚠ *This side on top.*
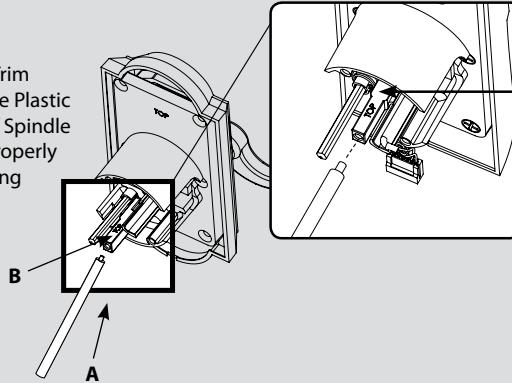
3

STEP 2   Position the Outside Trim Plate Assembly through the bore hole.

⚠ *Once positioned, outside trim plate assembly requires support.*

Feed wire harness through the bore hole.

Fit Plastic Extender through latch.
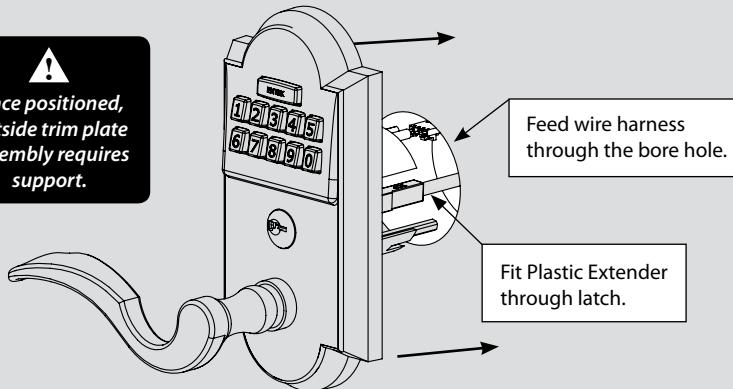
STEP 3   With the Outside Trim Plate Assembly flush to the door, *REMOVE* the Plastic Extender.

Install Inside Chassis

STEP 1 Confirm the position of Cam Link.

For Right Hand Locks:
Turn to right position.
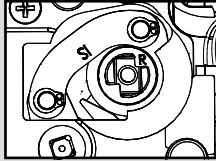
For Left Hand Locks:
Turn to left position.
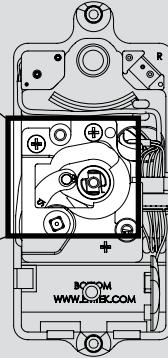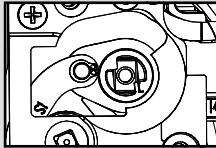
⚠️
Cam link must remain in the correct position during installation.

4

STEP 2 Feed the Wire Harness through Inside Chassis.
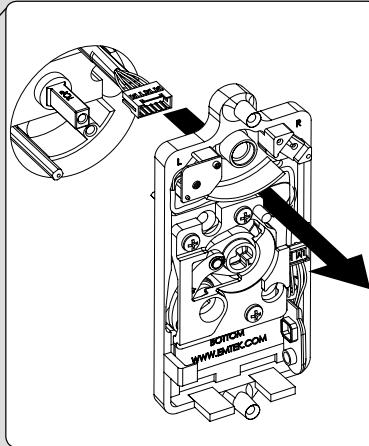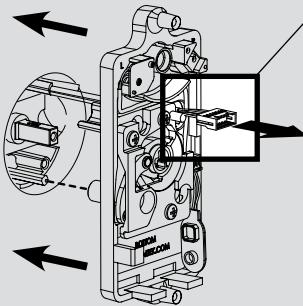
STEP 3 Fasten Inside Chassis using two #8-32 x 1½"
Flat Head Machine Screw (item #5).

⚠
*Check alignment before
fully tightening screws.*
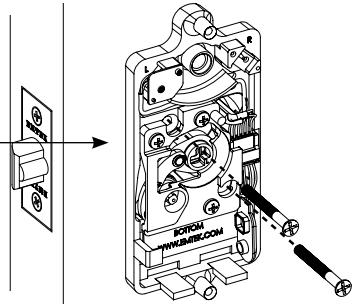
STEP 4 Connect Wire Harness (**A**) and tuck Connectors as shown (**B**).

A   **B**
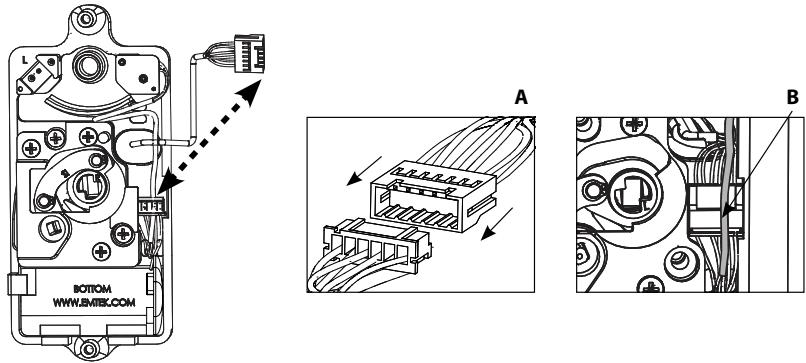
STEP 5 Install Battery.
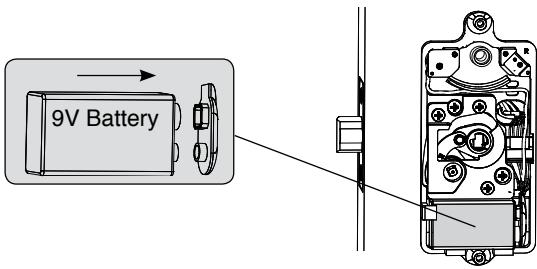
9V Battery

*For optimal performance, always
use a good quality battery.*

5 Install Inside Trim Plate

Fasten Inside Trim Plate using two#8-32 x ⅜"
Flat Head Machine Screws (item #4c).

⚠
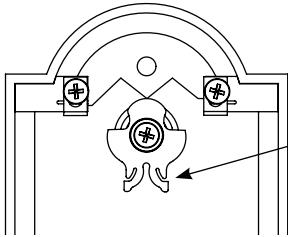
**User codes are located
on the inside trim plate
& back cover page.**

Inside

⚠
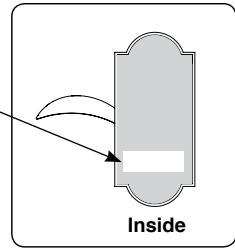
**Correct position for installation.
Thumbcam must be positioned
as shown (Neutral Position)***

*****Neutral position** is required for installation and removal of the Inside Trim Plate Assembly.

Screws (item #4c)
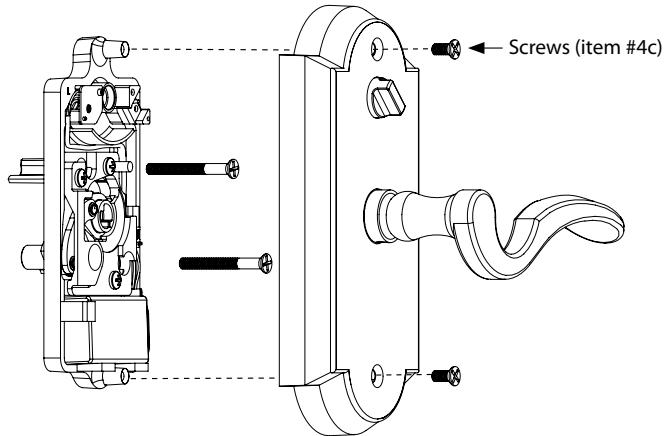
How to Use

EN

Your Emtek lock is shipped with two 4-digit user codes and a 6-digit programming code. These codes are randomly generated at the factory.
(Turn to next page for Programming Instructions.)

OUTSIDE

To Unlock

1. Enter 4-digit user codes.
   (See sticker located on the inside trim plate or back cover page).

2. Turn Handle.
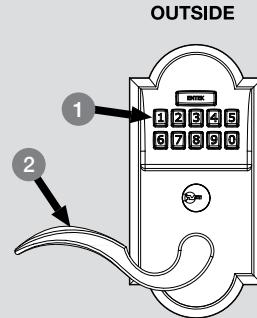
Passage Feature

(Does not apply to Keypad Storeroom/Gate product)

INSIDE

Activate by turning the inside thumbturn to the unlocked position. This will engage the outside lever so a code is not required to enter.

To Lock

1. Rotate Thumbturn from inside.

Locked   **Unlocked**
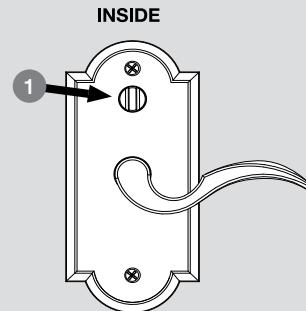
How to Program

Programming Your Lock

In order to perform each of the following six functions, the lock must first be placed in Programming Mode:

1. Press and hold EMTEK button for 3 seconds
2. *Yellow* LED flashes, then remains solid*
3. Enter Programming Code

4. *Green* LED flashes, then 2 beeps
5. *Yellow* LED remains solid
   (awaiting button press; see following table)

If You Wish To	Press Button	Actions		Indicators
Change Programming Code (6 digits)	1	Enter New Programming Code (6 digits)	Re-Enter New Programming Code (6 digits)	• 1 *Green* LED flash • 1 beep • 1 *Green* LED flash • 1 beep • 2 *Green* LED flashes • 2 beeps
Add User Code (4 digits) (Store up to 20 User Codes)	2	Enter New User Code (4 digits)	Re-Enter New User Code (4 digits)	• 1 *Green* LED flash • 1 beep • 1 *Green* LED flash • 1 beep • 2 *Green* LED flashes • 2 beeps
Delete User Code	3	Enter User Code to be Deleted	Re-Enter User Code to be Deleted	• 1 *Green* LED flash • 1 beep • 1 *Green* LED flash • 1 beep • 2 *Green* LED flashes • 2 beeps
**Enable/Disable All User Codes	4	Entering '4' disables all Users (enables all if disabled)		• 2 *Green* LED flashes • 2 beeps
Delete All User Codes	5	Re-Enter Programming Code		• 1 *Green* LED flash • 1 beep • 2 *Green* LED flashes • 2 beeps
Turn Beeper On/Off	6	Entering '6' turns OFF (or ON)		• 1 *Green* LED flash • 1 beep • 2 *Green* LED flashes • 2 beeps

*If no input within 10 seconds, *Yellow* LED goes out, *Red* LED flashes and lock exits Programming Mode.

**Also referred to as "vacation mode". This command temporarily disables all user codes (metal key override will still work).

Keypad Operation - Beeper & LED Indicators

Function	Indicators
Valid Code	• 1 short beep, EMTEK button flashes *Green*.
Invalid Code/Access Denied*	• 1 *Red* LED flash • 2 short beeps
Lock-Out Mode Error	• 2 short beeps • 1 short beep per second for duration
Access Accepted	• 1 short beep • 1 *Green* LED flash
Low Battery	• 4 *Red* LED flashes • 4 short beeps
Blackout Battery**	• 1 long *Red* LED flash • 4 long beeps
Button Press Accepted	• 1 *Yellow* LED flash • 1 Short Beep
Outside Thumb Turn Enabled	• 2 *Green* LED flashes

* If 3 consecutive incorrect codes are entered, the lock emits 4 short beeps and a flashing *Red* EMTEK button. The lock will not accept additional input for 20 seconds (20 beeps). When the next valid code is entered the lock will beep quickly 3 times to alert of the incorrect codes.

** Battery voltage has dropped too low; keypad will be disabled but metal key override will still work.

Restoring the Lock to Factory Default Setting

This procedure clears the lock of all users and restores the Programming Code and 2 User Codes shipped with the lock.

- Remove power (disconnect 9V battery) from Lock.

- Press and hold EMTEK button.

- While continuing to hold EMTEK button, restore power (reconnect 9V battery).

- Continue to hold EMTEK button for 3 seconds.

- 1 *Green* LED flash and 2 short beeps followed by 1 *Green* LED Flash and 2 short beeps indicates the lock has been successfully restored

U.S. patents:
8,176,761
8,141,400

Canadian patents:
2,698,041
2,789,278
2,789,280

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leader in door opening solutions,
dedicated to satisfying
end-user needs for security,
safety and convenience.

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Place Sticker Here

IN8-KEYPADLL

REV 17A   1/30/17