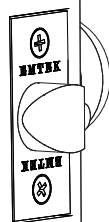
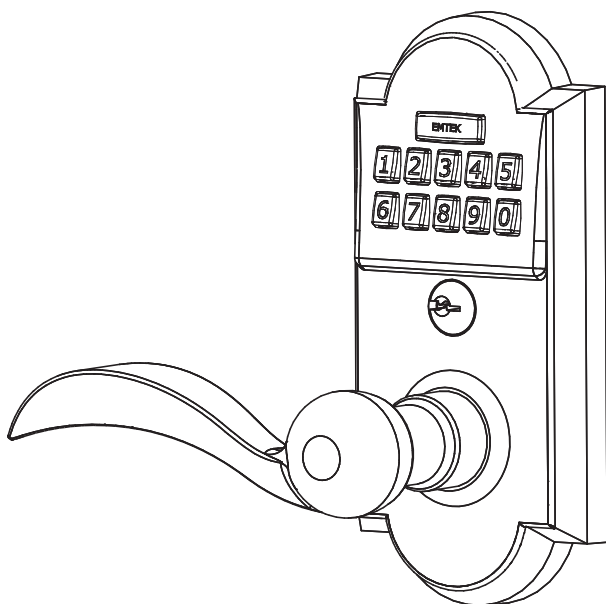
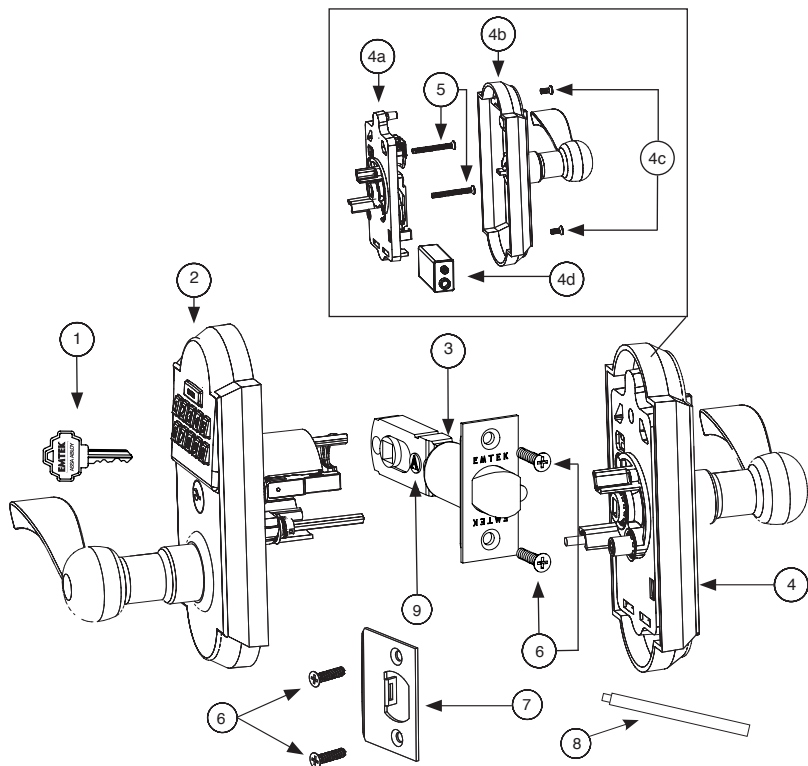


## Installation & Programming Guide

### Keypad Lever Locksets



## What's in the Box

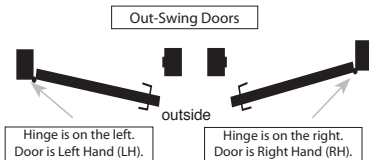
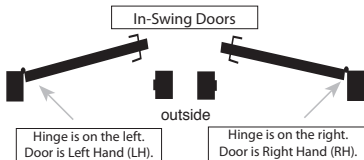


ITEM NO.	DESCRIPTION	QTY.
1	Key	2
2	Outside Trim Plate Assembly	1
3	Adjustable Latch for 2 3/8" or 2 3/4" Backset	1
4	Inside Trim Plate Assembly	1
4a	Inside Chassis	1
4b	Inside Trim Plate	1
4c	#8-32 x 1 1/2" Flat Head Machine Screw	2
4d	9V Alkaline Battery	1
5	#8-32 x 1 1/2" Flat Head Machine Screw	2
6	#8 x 3/4" Wood Screw	4
7	Strike Plate	1
8	Plastic Extender	1
9	Plastic Latch Pin	1

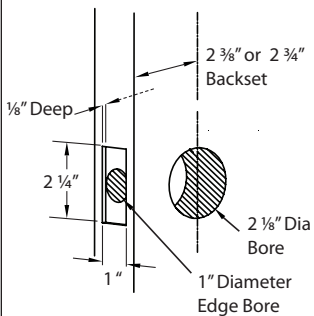
## Preparation

### 1. Confirm Handing

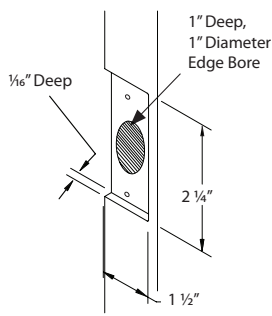
HANDING OF DOOR IS ALWAYS DETERMINED FROM THE OUTSIDE



### 2. Door Prep

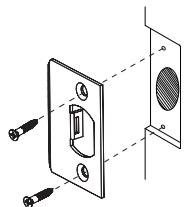


### 3. Door Jamb Prep



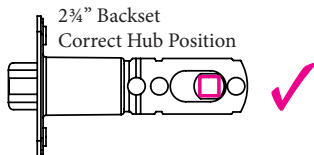
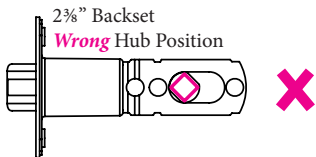
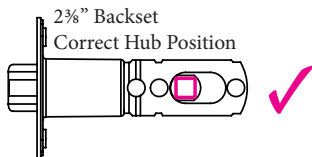
### 4. Install Strike Plate

Fasten Strike Plate using two #8 x  $\frac{3}{4}$ " Wood Screws (item #6).



## IMPORTANT!

CHECK LATCH HUB POSITION BEFORE INSTALLING



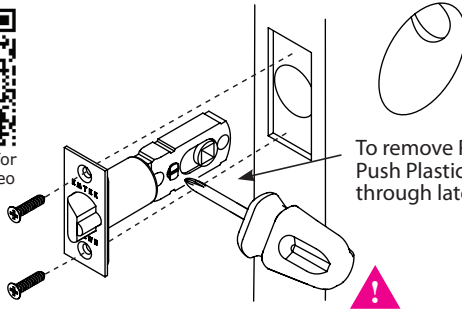
## How to Install

### 1. Install Adjustable Latch

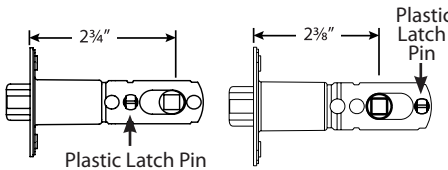
Fasten Adjustable Latch using two #8 x 3/4" Wood Screws (item #6).



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To remove Pin:  
Push Plastic Latch Pin (item #9)  
through latch with screwdriver.



The Adjustable Latch is factory shipped with a 2 3/4" backset position. Remove pin and slide spindle hub forward for a 2 3/8" backset, then reinsert the pin in the hole at the back of the latch as shown.

### 2. Remove Screws from Inside Trim Plate

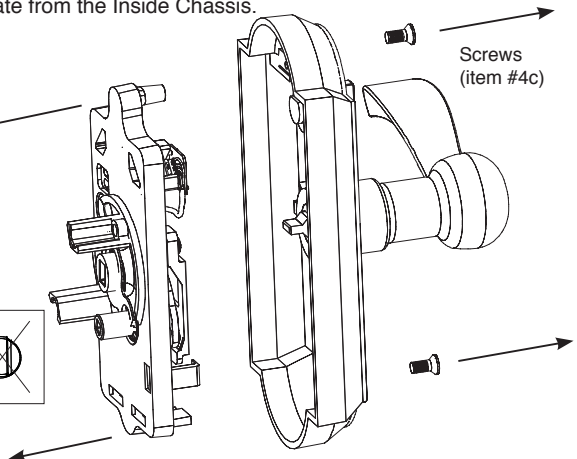
Use a Phillips head screwdriver to remove screws (item #4c) shown below and detach Inside Trim Plate from the Inside Chassis.



**REMOVE INSIDE CHASSIS FROM TRIM PLATE BEFORE INSTALLING THE OUTSIDE TRIM. THUMBTURN MUST BE IN NEUTRAL POSITION.**

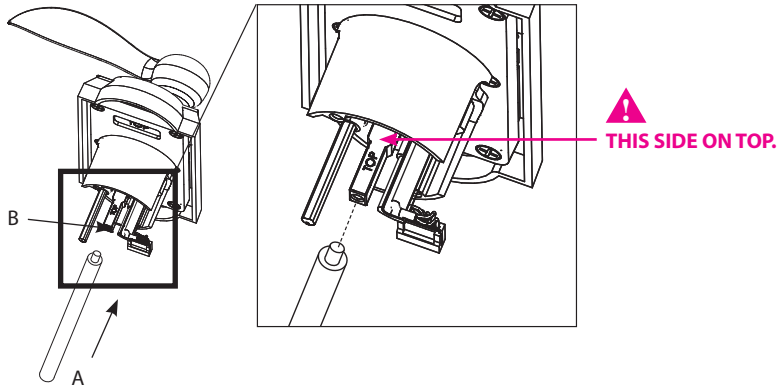


See Page 3 for Handling Information.



### 3. Install Outside Trim Plate Assembly

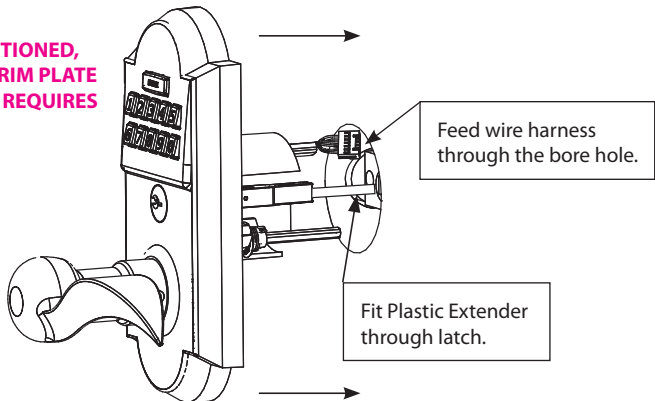
**Step 1:** While holding Outside Trim Plate Assembly, Press the Plastic Extender (A) into end of Spindle Shaft (B). The Shaft is properly aligned when the marking 'TOP' can be seen from an overhead view.



**Step 2:** Position the Outside Trim Plate Assembly through the bore hole.



**ONCE POSITIONED,  
OUTSIDE TRIM PLATE  
ASSEMBLY REQUIRES  
SUPPORT.**



**Step 3:** With the Outside Trim Plate Assembly flush to the door, **REMOVE** the Plastic Extender.

## 4. Install Inside Chassis

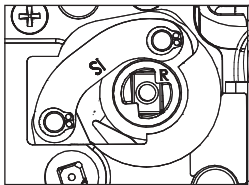
**Step 1:** Confirm the position of Cam Link.



**CAM LINK MUST  
REMAIN IN  
THE CORRECT  
POSITION DURING  
INSTALLATION.**

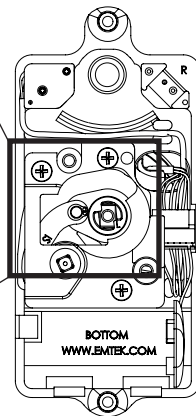
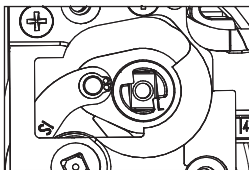
**For Right Hand Locks:**

Turn to right position.

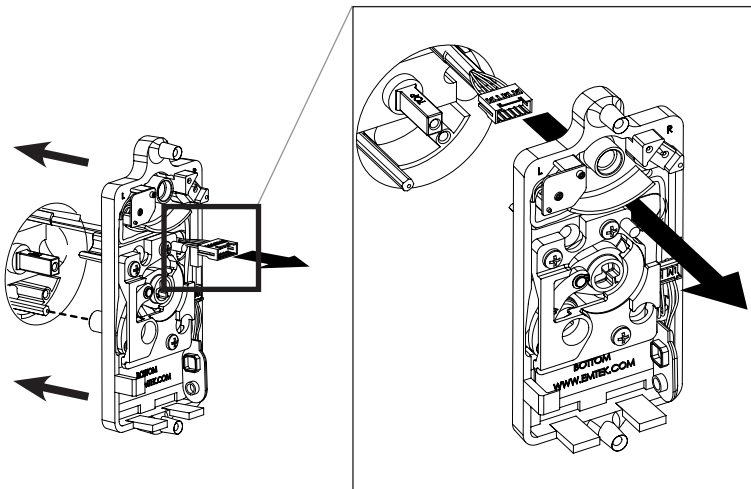


**For Left Hand Locks:**

Turn to left position.



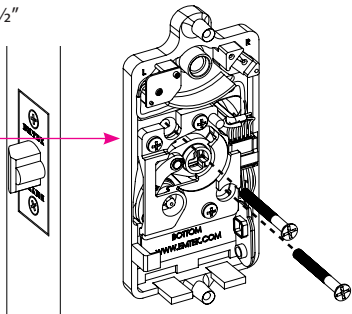
**Step 2:** Feed the Wire Harness through Inside Chassis.



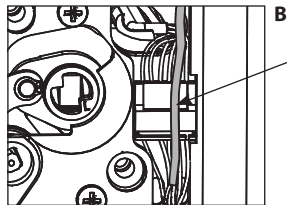
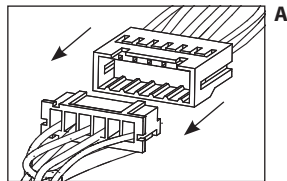
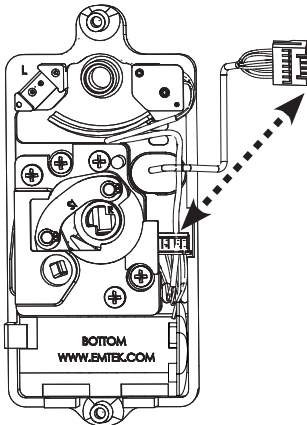
**Step 3:** Fasten Inside Chassis using two #8-32 x 1½" Flat Head Machine Screw (item #5).



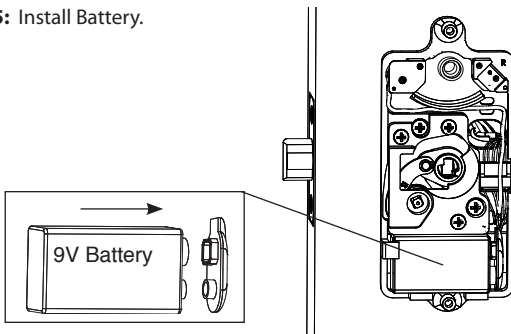
**CHECK ALIGNMENT BEFORE FULLY TIGHTENING SCREWS.**



**Step 4:** Connect Wire Harness (A) and tuck Connectors as shown (B).



**Step 5:** Install Battery.



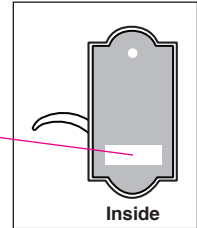
*For optimal performance, always use a good quality battery.*

## 5. Install Inside Trim Plate

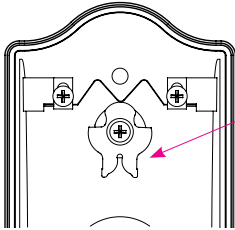
Fasten Inside Trim Plate using two #8-32 x 3/8" Flat Head Machine Screws (item #4c).



**USER CODES ARE LOCATED ON THE INSIDE TRIM PLATE & ON PAGE 11.**

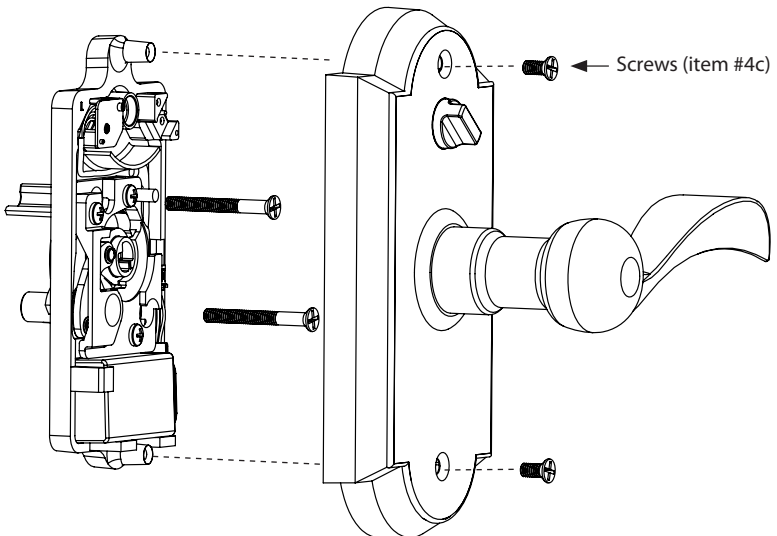


Scan QR code for installation video



**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. *(Does not apply to Keypad Storeroom/Gate product)*



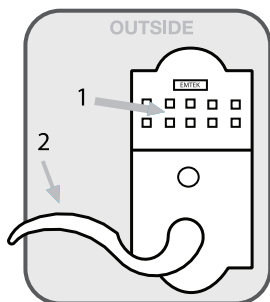


## Your Lock is Ready to Use

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.)

To Unlock:

1. Enter 4-digit user codes.  
(See sticker located on the inside trim plate or on page 11).
2. Turn Handle.



### Passage feature

(Does not apply to Keypad Storeroom/Gate product)

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:

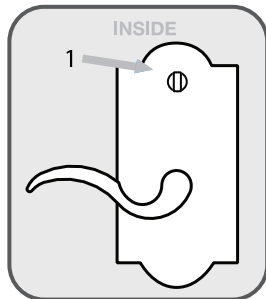
1. Rotate Thumbturn from inside.



**Locked**



**Unlocked**



## 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)	<ul style="list-style-type: none"> <li>• 1 <b>Green</b> LED flash</li> <li>• 1 beep</li> <li>• 1 <b>Green</b> LED flash</li> <li>• 1 beep</li> <li>• 2 <b>Green</b> LED flashes</li> <li>• 2 beeps</li> </ul>
Add User Code (4 digits) (Maximum of 20 User Codes)	2	Enter New User Code (4 digits)	Re-Enter New User Code (4 digits)	<ul style="list-style-type: none"> <li>• 1 <b>Green</b> LED flash</li> <li>• 1 beep</li> <li>• 1 <b>Green</b> LED flash</li> <li>• 1 beep</li> <li>• 2 <b>Green</b> LED flashes</li> <li>• 2 beeps</li> </ul>
Delete User Code	3	Enter User Code to be Deleted	Re-Enter User Code to be Deleted	<ul style="list-style-type: none"> <li>• 1 <b>Green</b> LED flash</li> <li>• 1 beep</li> <li>• 1 <b>Green</b> LED flash</li> <li>• 1 beep</li> <li>• 2 <b>Green</b> LED flashes</li> <li>• 2 beeps</li> </ul>
**Enable/Disable All User Codes	4	Entering '4' disables all Users (enables all if disabled)		<ul style="list-style-type: none"> <li>• 2 <b>Green</b> LED flashes</li> <li>• 2 beeps</li> </ul>
Delete All User Codes	5	Re-Enter Programming Code		<ul style="list-style-type: none"> <li>• 1 <b>Green</b> LED flash</li> <li>• 1 beep</li> <li>• 2 <b>Green</b> LED flashes</li> <li>• 2 beeps</li> </ul>
Turn Beeper On/Off	6	Entering '6' turns OFF (or ON)		<ul style="list-style-type: none"> <li>• 1 <b>Green</b> LED flash</li> <li>• 1 beep</li> <li>• 2 <b>Green</b> LED flashes</li> <li>• 2 beeps</li> </ul>

\*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 <b>Green</b> .
Invalid Code/Access Denied*	• 1 <b>Red</b> 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 <b>Green</b> LED flash
Low Battery	• 4 <b>Red</b> LED flashes • 4 short beeps
Blackout Battery**	• 1 long <b>Red</b> LED flash • 4 long beeps
Button Press Accepted	• 1 <b>Yellow</b> LED flash • 1 Short Beep
Outside Thumb Turn Enabled	• 2 <b>Green</b> 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 4 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
- Restore power (reconnect 9V battery) while continuing to hold EMTEK button
- 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. patent: **8,176,761**  
International patents pending.

Place Sticker Here



Scan QR code for  
installation video

**EMTEK<sup>®</sup>**  

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**ASSA ABLOY**

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