Hallowell®

Special Notes

Before installing the DigiTech-H1 lock, familiarize yourself with the operation operation and programming.

Unless manufactured to special order, the lock you are receiving is in day-use operating mode.
In this mode, the user must enter a four-digit code (twice for security purposes)) in order to lock the lock.
The lock can be opened at any time using the Master Code.

Unless manufactured to special order, the default Master Code is **1 1 3 3 5 5 7 7**.

This code is common to all DigiTech-H1 locks and it is very important that you set your own personal Master Code. Your lock is not secure until you have changed the Master Code. Keep a safe record of your master code as it is not possible to make any programming changes without it, nor is there a re-set feature. We cannot help you if you forget your master code.
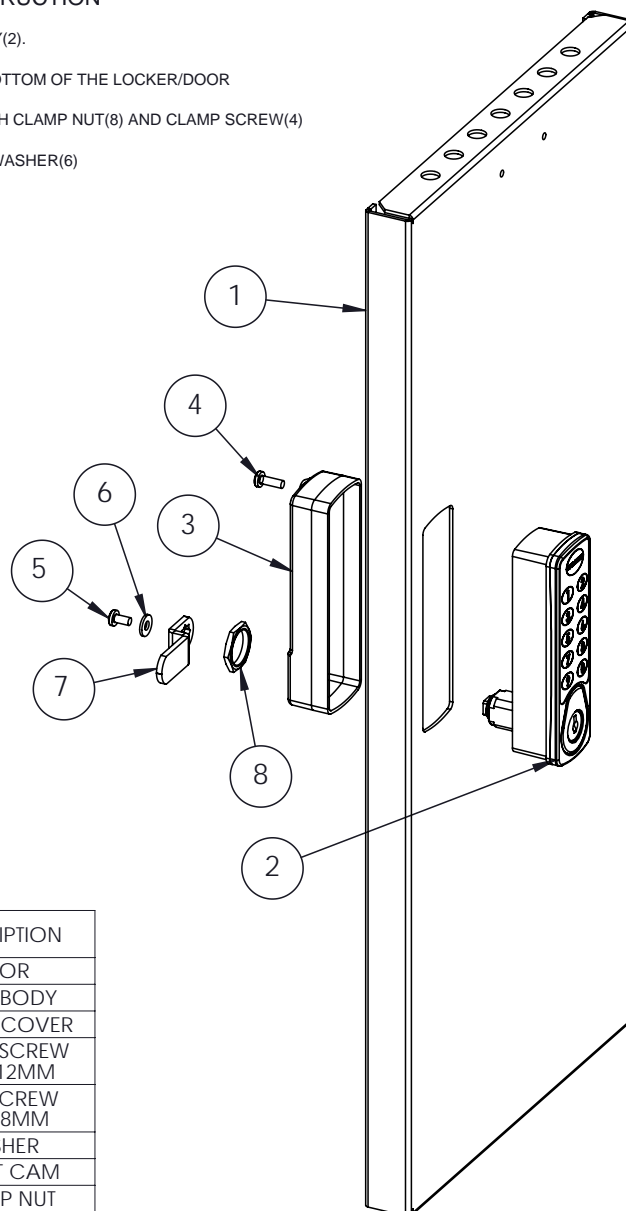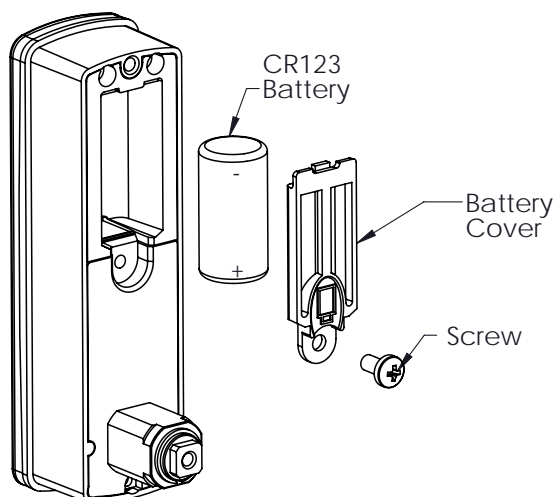
See programming guide (over) to set you own codes.

ELECTRONIC LOCK ASSEMBLY INSTRUCTION

STEP 1
UNPACK LOCK AND REMOVE CAM SCREW(5), WASHER(6) AND CLAMP COVER(3) FROM LOCK BODY(2).
STEP 2
INSERT LOCK BODY(2) THRU THE CUTOUT IN THE DOOR(1) WITH THE KEY SLOT TOWARDS THE BOTTOM OF THE LOCKER/DOOR
STEP 3
INSTALL CLAMP COVER(3) ONTO LOCK BODY(2) FROM INSIDE OF LOCKER DOOR AND FASTEN WITH CLAMP NUT(8) AND CLAMP SCREW(4)
STEP 4
INSTALL CAM(7) ON LOCK WITH OFFSET TOWARDS LOCK BODY FASTEN WITH M4 SCREW(5) AND WASHER(6)
NOTE: CAM(7) IS NOT INCLUDED WITH LOCK, IT SHIPS SEPARATELY
STEP 5
OPEN LOCK, CLOSE DOOR AND TEST LOCK.

INSERTING BATTERY
Remove all packaging
Insert battery CR123 as shown
Secure battery with battery
cover using screw

CR123
Battery

Battery Cover

Screw

ITEM NUMBER	DESCRIPTION
1	DOOR
2	LOCK BODY
3	CLAMP COVER
4	CLAMP SCREW M4 X 12MM
5	CAM SCREW M4 X 8MM
6	WASHER
7	OFFSET CAM
8	CLAMP NUT

FUNCTION	DAY USE	PERMANENT	MULTI USER	KEY SEQUENCE STEP 1	STEP 2	STEP 3	NOTES
MASTER CODE FUNCTIONS							
CHANGE MASTER CODE	✓	✓	✓	[logo] [Old Master Code]	01	[New Master Code] [New Master Code]	MASTER CODE IS **EIGHT DIGITS**
SET / CHANGE SUB-MASTER CODE	✓	✓	✓	[logo] [Master Code]	03	[New Sub-Master Code]	SUB-MASTER CODE IS **SIX DIGITS**
DELETE SUB-MASTER CODE	✓	✓	✓	[logo] [Master Code]	07		DELETES SUB-MASTER CODE
SET / CHANGE TECHNICIAN CODE	✓			[logo] [Master Code]	10	[New Technician Code]	TECHNICIAN CODE IS **SIX DIGITS**
DELETE TECHNICIAN MODE	✓			[logo] [Master Code]	11		DELETES TECHNICIAN CODE
CHANGE USER CODE		✓		[logo] [Master Code]	02	[New User Code]	USER CODE IS **FOUR OR SIX DIGITS**
SET SINGLE USER PERMANENT MODE FOUR DIGIT CODE	✓		✓	[logo] [Master Code]	09	[New Four Digit User Code]	SETS LOCK INTO FOUR DIGIT PERMANENT MODE - SINGLE USER ACCESS
SET MULTI-USER PERMANENT MODE (SIX DIGIT CODES)	✓	✓		[logo] [Master Code]			SETS LOCK INTO MULTI-USER MODE - NO USERS ARE ACTIVE INITIALLY
SET DAY USE MODE - FOUR DIGIT CODE		✓	✓	[logo] [Master Code]	08		SETS LOCK INTO FOUR DIGIT DAY USE MODE
SET AUDIBLE BUTTONS ON	✓	✓	✓	[logo] [Master Code]	12		LOCK WILL BEEP ON EACH BUTTON PRESS
SET AUDIBLE BUTTONS OFF	✓	✓	✓	[logo] [Master Code]	13		LOCK WILL OPERATE SILENTLY
SET UNSUCCESSFUL CODE LOCKOUT ON	✓	✓	✓	[logo] [Master Code]	24		KEYPAD IS DISABLED FOR A SHORT TIME FOLLOWING FIVE INCORRECT ENTRY ATTEMPTS
SET UNSUCCESSFUL CODE LOCKOUT OFF	✓	✓	✓	[logo] [Master Code]	25		KEYPAD DISABLE IS TURNED OFF
SET TIMER AUTO-UNLOCK ON & SET TIME	✓			[logo] [Master Code]	16	[3 Digit Time Code]	AUTOMATICALLY OPENS LOCK AFTER SET TIME PERIOD. SEE NOTES ON TIMERS BELOW.
SET TIMER AUTO-UNLOCK OFF	✓			[logo] [Master Code]	17		UNIT WILL NO LONGER OPEN AUTOMATICALLY
SET AUTO-TIMED CODE CANCEL ON & SET TIME	✓			[logo] [Master Code]	26	[3 Digit Time Code]	DISABLES USER CODE AFTER SET TIME PERIOD. SEE NOTES ON TIMERS BELOW.
SET AUTO-TIMED CODE CANCEL OFF	✓			[logo] [Master Code]	27		UNIT WILL NO LONGER CANCEL USER CODE
OPEN LOCK AND DELETE USER CODE	✓			[Master Code]			MASTER CODE IS **EIGHT DIGITS**
OPEN LOCK		✓	✓	[Master Code]			MASTER CODE IS **EIGHT DIGITS**
CLOSE LOCK		✓	✓				PUSH HANDLE BACK INTO UNIT
SUB-MASTER CODE FUNCTIONS							
CHANGE SUB-MASTER CODE	✓	✓	✓	[logo] [Sub-Master Code]	03	[New Sub-Master Code] [New Sub-Master Code]	SUB-MASTER CODE IS **SIX DIGITS**
CHANGE USER CODE		✓		[logo] [Sub-Master Code]	02	[New User Code]	USER CODE IS **FOUR DIGITS**
OPEN LOCK AND DELETE USER CODE	✓			[Sub-Master Code]			SUB-MASTER CODE IS **SIX DIGITS**.
OPEN LOCK		✓	✓	[Sub-Master Code]			SUB-MASTER CODE IS **SIX DIGITS**.
CLOSE LOCK		✓	✓				PUSH HANDLE BACK INTO UNIT
TECHNICIAN CODE FUNCTIONS							
OPEN LOCK AND RETAIN USER CODE	✓			[Technician Code]			TECHNICIAN CODE IS **SIX DIGITS**
OPEN LOCK		✓	✓	[Technician Code]			TECHNICIAN CODE IS **SIX DIGITS**
CLOSE LOCK	✓	✓	✓				PUSH HANDLE BACK INTO UNIT
USER CODE FUNCTIONS							
CHANGE USER CODE		✓		[logo] [User Code]	02	[New User Code] [New User Code]	USER CODE IS **FOUR DIGITS**
OPEN LOCK	✓	✓		[User Code]			USER CODE IS **FOUR DIGITS**
OPEN LOCK			✓	[Access Code]			ACCESS CODE IS TWO DIGIT USER REFERENCE FOLLOWED BY FOUR DIGIT USER CODE
CLOSE LOCK	✓			[User Code] [User Code]			WHEN **DOUBLE** USER CODE ENTRY MODE IS SET
CLOSE LOCK		✓	✓				PUSH HANDLE BACK INTO UNIT
FUNCTION AVAILABLE TO ALL CODES							
BATTERY CHECK	✓		✓	[logo] [logo]			REPLACE BATTERIES IF RED LIGHT SHOWS

NOTES

ALL ACCEPTABLE BUTTON PRESSES ARE SIGNIFIED BY A GREEN LIGHT.

INCOMPLETE FUNCTIONS "TIME-OUT" AFTER 4 SECONDS.

ERRORS AND "TIME-OUTS" ARE SIGNIFIED BY FLASHING RED LIGHT.

FOLLOWING AN ERROR OR "TIME-OUT", UNIT REVERTS TO PREVIOUS SETTINGS.

TIME CODES ARE 3-DIGIT CODES CORRESPONDING TO THE NUMBER OF MINUTES.

TIMER FUNCTIONS / TIME CODE EXAMPLES

TIMER FUNCTIONS		TIME CODE EXAMPLES
TIME CODE	001	1 MIN
TIME CODE	010	10 MINS
TIME CODE	030	1/2 HR
TIME CODE	060	1 HR
TIME CODE	480	8 HRS
TIME CODE	720	12 HRS
TIME CODE	999	16 HRS 39 MINS (MAXIMUM)

ALL TIMES ARE APPROXIMATE +/- 10%

BATTERY CONDITION INDICATOR

FOUR GREEN LIGHTS - EXCELLENT

THREE GREEN LIGHTS - VERY GOOD

TWO GREEN LIGHTS - GOOD

ONE GREEN LIGHT - LOW

RED LIGHT - CHANGE BATTERIES AS SOON AS POSSIBLE

FLASHING RED LIGHT PRIOR TO LOCK OR UNLOCK INDICATES LOW BATTERY VOLTAGE CHANGE BATTERIES AS SOON AS POSSIBLE

MASTER CODE (8 digits) ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

SUB-MASTER CODE (6 digits) (No Default) ☐ ☐ ☐ ☐ ☐ ☐

USER CODE (4 digits) ☐ ☐ ☐ ☐

ENSURE THAT YOU CHANGE THE DEFAULT MASTER CODE TO YOUR OWN MASTER CODE AND KEEP A SAFE RECORD IT IS NOT POSSIBLE TO PROGRAM THE LOCK WITHOUT IT