

- The KitLock has five code levels available:
  - Master Code
  - Sub-Master Code
  - User Code
  - Technician Code
  - NetCode
- The KitLock is supplied with two factory set codes:
  - Master Code: 11 33 55 77
  - User Code: 22 44
- Before fitting change the Master Code and User Code.
- All Master Codes and Sub-Master Codes are 8 digits long.
- All User Codes are 4 digits long.
- All Technician Codes are 6 digits long.
- All NetCodes are 12 digits long.
- The lock 'open' time is set at 4 seconds.

**FUNCTIONS**

Before programming, select the most appropriate function for the application:

**A), B) or C) – See Special Master Code set up commands.**

**A) PRIVATE USE**

**Important Note: This is the default function and is already pre-programmed in new locks. This is the most common function and is used where the same code will be repeatedly used.**

**B) PUBLIC USE**



The user enters their own personal four-digit code twice, the second time to confirm the correct code. This locks the lock. The same code is entered once only to open the lock before being erased and ready for the next new user. This function is used for short term, multi occupancy applications, e.g. a locker in a leisure centre.

**C) NETCODE**

The NetCode function enables the lock owner to generate time sensitive codes for locks installed remotely. NetCode function is activated prior to shipping to remote site/installation via web based application. This function is typically used for issuing codes to visiting service engineers, delivery personnel (drop boxes), medium term locker rental. Generated codes can be sent by email or SMS to any email account or mobile phone via a password protected kitlock.net account.

## OPERATING INSTRUCTIONS

Note: The KitLock has a 10 button keypad and a # button. The # button is hidden beneath the handle when in the locked position.

-  Blue LED = Code accepted
-  Red LED = Code rejected

**CODES** The lock has the following code levels:

**MASTER CODE**

The Master Code can:

- Open the lock.
- Change the Master Code.
- Set / Change / Delete the Sub-Master and User Code.
- Select between Private and Public Functions.
- Activate/deactivate Technician Code.
- Activate NetCode.

**SUB-MASTER CODE**

The Sub-Master Code can:

- Open the lock.
- Change the Sub-Master.
- Set / Change / Delete / the User Code.

**USER CODE**

The User Code can:

- Open the lock.
- Change the User Code.

**TECHNICIAN CODE**

The Technician Code can:

- Open the lock.

**NETCODE**

The NetCode can:

- Open the lock for a particular date, time and duration.

*A code cannot be programmed into more than one level.*

**LOST CODE PROCEDURE**

Note: The procedure requires the door to be open:

- Remove the rear-fixing bolt and swing the lock over the edge of the door to reveal the battery compartment.
- Remove one battery.
- Press and hold the 1 button, replace the battery, the Blue LED will flash twice, release the 1 button. Within three seconds press the 1 button three times. The Blue LED will flash twice and the lock will have reverted to the factory Master Code 11 33 55 77 and all other stored settings will be erased.



**PENALTY TIME**

- Entering three incorrect codes will cause the lock to shutdown for 10 seconds.

**BATTERY POWER**

- The KitLock should provide well in excess of 15,000 openings, of 4 seconds each, from 2 x AAA 1.5v cells.

**LOW BATTERY**

- When the battery power is low the
  -  Red LED will flash 3 times before the  Blue LED lights, accepting the code. Fit new batteries as soon as this happens. The lock will operate for 100 times with low battery.

**BATTERY FAILURE OVERRIDE**

The KitLock has been designed so an external PP3 battery can be placed against the contact points surrounding the Blue and Red LEDs so the lock can be opened to replace the batteries should they fail.

The procedure is as follows:

- Place the contact points of the PP3 battery against the contact points surrounding the Blue and Red LEDs.
- The positive + PP3 terminal against the Red LED contact point and the negative – PP3 terminal against the Blue LED.
- Enter the Master Code.
- The motor will withdraw the locking pin allowing the lock to be opened.
- Fit new batteries by removing the upper fixing bolt and swinging the lock down over the edge of the door. Refit the lock.

**PROGRAMMING**

To program – the lock must be in the open position with the # button visible. Every program command must commence by pressing the # button, followed by either the Master Code, Sub-Master Code or User Code.

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## MASTER CODE COMMANDS

### CHANGE THE MASTER CODE

# Master Code ● 01 ● New Master Code ● New Master Code ● ●  
Example: # 11335577 ● 01 ● 12345678 ● 12345678 ● ●  
Result: Master Code has been changed to 12345678.

### SET OR CHANGE THE USER CODE

# Master Code ● 02 ● User Code ● ● ●  
Example: # 11335577 ● 02 ● 9999 ● ● ●  
Result: New User Code 9999 now operative.

### DELETE USER CODE

# Master Code ● 03 ● ● ●  
Example: # 11335577 ● 03 ● ● ●  
Result: User Code deleted.

### SET OR CHANGE THE SUB-MASTER CODE

# Master Code ● 04 ● Sub-Master Code ● Sub-Master Code ● ● ●  
Example: # 11335577 ● 04 ● 87654321 ● 87654321 ● ● ●  
Result: Sub-Master Code 87654321 now operative.

### DELETE THE SUB-MASTER CODE

# Master Code ● 05 ● 05 ● ● ●  
Example: # 11335577 ● 05 ● 05 ● ● ●  
Result: Sub-Master Code deleted.

## SUB-MASTER CODE COMMANDS

### CHANGE THE SUB-MASTER CODE

# Sub-Master Code ● 06 ● New Sub-Master Code ● ●  
New Sub-Master Code ● ● ●  
Example: # 87654321 ● 06 ● 10101010 ● 10101010 ● ● ●  
Result: Sub-Master Code has been changed to 10101010.

### SET OR CHANGE THE USER CODE

# Sub-Master Code ● 07 ● User Code ● ● ●  
Example: # 87654321 ● 07 ● 6666 ● ● ●  
Result: New User Code 6666 now operative.

### DELETE USER CODE

# Sub-Master Code ● 08 ● ● ●  
Example: # 87654321 ● 08 ● ● ●  
Result: User Code deleted.

### CHANGE THE USER CODE

# User Code ● New User Code ● New User Code ● ● ●  
Example: # 2244 ● 6688 ● 6688 ● ● ●  
Result: User Code now 6688.

## USER CODE COMMANDS

## SPECIAL MASTER CODE COMMANDS

### SET A) PRIVATE USE

# Master Code ● 26 ● ● ●  
Example: # 11335577 ● 26 ● ● ●  
Result: The lock will revert back to default A) Private Use Function.  
Factory set User Code 2244 will now work repeatedly until reprogrammed.

### SET B) PUBLIC USE

# Master Code ● 24 ● ● ●  
Example: # 11335577 ● 24 ● ● ●  
Result: The lock will now remain open until the next user enters their own personal code into the lock as follows:  
**Step 1** – Enter 4 digit code ● Confirm 4 digit code ● ● ●  
Close the locker which will now be locked.  
**Step 2** – Enter the same 4 digit code ● ● the lock will now open and remain open until next 4 digit code is entered.  
**Note:** When locked in this mode ● LED will flash every 5 seconds to indicate the locker is locked.

### SET TECHNICIAN CODE

# Master Code ● 99 ● Technician Code ● Technician Code ● ● ●  
Example: # 11335577 ● 99 ● 555555 ● 555555 ● ● ●  
Result: The lock is automatically set into B) Public Use Function and allows the programmed Technician Code to open the lock WITHOUT the entered single use code being erased.  
**Note:** If lock is opened with a Master Code the User Code will be erased.

## GENERATE NETCODES

### SET C) NETCODE

#### 1) CREATE A KITLOCK.NET ACCOUNT

Step 1: Visit [www.kitlock.net](http://www.kitlock.net)  
Step 2: Create a new account – you will need a valid email address.  
If you already have a KitLock.net account, you can skip this step.

#### 2) REGISTER YOUR LOCK

Step 1: Visit [www.kitlock.net](http://www.kitlock.net) [Go to step 3 if already logged in].  
Step 2: Log-in.  
Step 3: Click Register My Lock.  
Step 4: Follow on-screen instructions.  
Step 5: Click **Save** to complete.

#### 3) CREATE A NET CODE

Step 1: Click Create NetCode.  
Step 2: Select your lock from the list.  
Step 3: Choose a date & time from which the code will be valid.  
Step 4: Choose a length of time for the code to work.  
The code will be deleted after this period.  
Step 5: Enter a note about the code if required.  
Step 6: Click Create to complete.

#### 4) ADDITIONAL KITLOCK.NET FEATURES

Once a NetCode has been created, you can choose to email or SMS the code to any email account or mobile phone\*.  
\* Additional charges apply for SMS delivery. See [www.kitlock.net/addons](http://www.kitlock.net/addons) for details.

## SPECIAL FUNCTIONS

### CREATE PERSONAL USER CODE

A user with a NetCode can create a shorter, more memorable code which will have the same validity period as the user's NetCode.  
### NetCode ● 01 ● Personal User Code ● ● ●  
Personal User Code ● ● ●  
Example: ### 392100136860 ● 01 ● 6688 ● 6688 ● ● ●  
Result: The Personal User Code 6688 will open the lock.

### USE OF A PERSONAL USER CODE

Personal User Code ● ● ●  
Example: 6688 ● ● ●  
Result: Lock opens.

### MANUAL DELETE OF NETCODE

# Master Code ● 11 ● NetCode ● ● ● ● ●  
Example: # 11335577 ● 11 ● 392100136860 ● ● ● ● ●  
Result: NetCode 392100136860 has been deleted.

### MANUAL DELETE OF A NETCODE VIA ANOTHER NETCODE

### NetCode ● 02 ● Unwanted NetCode ● ● ● ● ●  
Example: ### 471100538860 ● 02 ● 392100136860 ● ● ● ● ●  
Result: NetCode 392100136860 and any related Personal User Code has been deleted by NetCode 471100538860.

### CHANGE DATE & TIME

It is recommended to update the date and time once a year or after changing the batteries.  
# Master Code ● 12 ● YYMMDD ● HHmm ● ● ● ● ●  
Example: # 11335577 ● 12 ● 130522 ● 11:00 ● ● ● ● ●  
Result: Lock internal clock updated to 22/05/2013 11:00.