



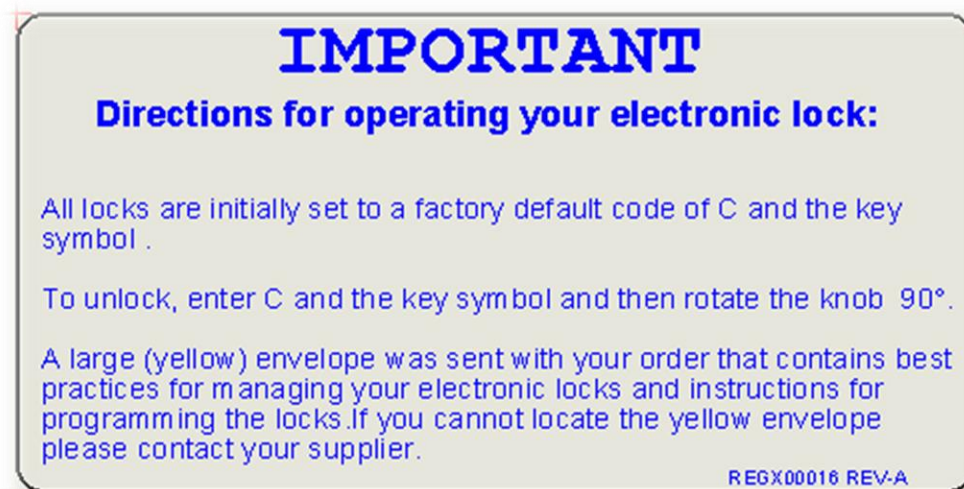
Electronic Locks-Digilock: Essential steps for managing an e-lock program

Congratulations on your purchase of Great Openings product with an electronic lock. Our electronic locks are powerful tools; you'll find features to address virtually any single or multi-user function needed at your facility. With that versatility comes the potential for confusion for your lock users; the following suggestions will help you to create an e-lock management program to ensure success.

The time to create your lock code management program is BEFORE INSTALLATION OF YOUR NEW LOCKERS/CABINETS.

Management control of electronic locks is similar to managing a physical key control system; master "keys" must be closely guarded.

When your new lockers/cabinets are delivered, each will include this sticker on the outside:



Prepare your locker management program as follows:

- Read the e-lock product guide carefully and determine how you want to program the locks. Develop a plan for how the locks will be programmed at time of installation. You may want to use different lock features in different areas or departments.
- You will need manager and programming keys to be able to program the locks. These should be ordered ahead of time.
- The Digilock instruction manual, included in this packet, provides detailed instructions on each of the e-lock many capabilities. If you need additional guidance or technical support, please call Great Openings Customer Service: 888.712.8582.
- See the Digilock product guide for your lock for programming information and the back of the guide has troubleshooting tips.
- If the manager keys and programming keys are lost or stolen you will need to contact Great Openings for a reset key or drill the lock out to get into the units.
- The Master reset keys are only good for a set time they have an expiration date.
- Each electronic lock has a serial number on the back of the lock. This is only needed for warranty claims.

Care and cleaning:

The electronic lock is intended for indoor use only. To clean the lock surface, use a non-acid based cleaner on a cotton cloth. Do not spray cleaner directly onto the lock surface.

