Installation & Programming Guide
EMTouch™ & EMTouch™ Classic Style
Electronic Lever Locksets
<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION</th>
<th>QTY.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Key</td>
<td>2</td>
</tr>
<tr>
<td>2</td>
<td>Outside Trim Plate Assembly</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>Adjustable Latch for 2 3/8&quot; or 2 3/4&quot; Backset</td>
<td>1</td>
</tr>
<tr>
<td>4</td>
<td>Inside Trim Plate Assembly</td>
<td>1</td>
</tr>
<tr>
<td>4a</td>
<td>Inside Chassis</td>
<td>1</td>
</tr>
<tr>
<td>4b</td>
<td>Inside Trim Plate</td>
<td>1</td>
</tr>
<tr>
<td>4c</td>
<td>#8-32 x 3/8&quot; Flat Head Machine Screw</td>
<td>2</td>
</tr>
<tr>
<td>4d</td>
<td>9V Alkaline Battery</td>
<td>1</td>
</tr>
<tr>
<td>5</td>
<td>#8-32 x 1 1/2&quot; Flat Head Machine Screw</td>
<td>2</td>
</tr>
<tr>
<td>6</td>
<td>#8 x 3/4&quot; Wood Screw</td>
<td>4</td>
</tr>
<tr>
<td>7</td>
<td>Strike Plate</td>
<td>1</td>
</tr>
<tr>
<td>8</td>
<td>Plastic Extender</td>
<td>1</td>
</tr>
<tr>
<td>9</td>
<td>Plastic Latch Pin</td>
<td>1</td>
</tr>
</tbody>
</table>
1. Confirm Handing

**HANDING OF DOOR IS ALWAYS DETERMINED FROM THE OUTSIDE**

- **In-Swing Doors**
  - Hinge is on the left. Door is Left Hand (LH).
  - Hinge is on the right. Door is Right Hand (RH).

- **Out-Swing Doors**
  - Hinge is on the left. Door is Left Hand (LH).
  - Hinge is on the right. Door is Right Hand (RH).

2. Door Prep

- 1/8” Deep
- 2 1/8” Diameter Edge Bore
- 2 3/8” or 2 3/4” Backset

3. Door Jamb Prep

- 1/16” Deep
- 1” Diameter Edge Bore
- 1” Diameter Bore

4. Install Strike Plate

- Fasten Strike Plate using two #8 x 3/4” Wood Screws (item #6).

**IMPORTANT!**

CHECK LATCH HUB POSITION BEFORE INSTALLING

- **2 3/8” Backset**
  - Correct Hub Position
  - ![Correct Hub Position](true)

- **2 3/4” Backset**
  - Wrong Hub Position
  - ![Wrong Hub Position](false)
How to Install

1. Install AdjustableLatch

Fasten Adjustable Latch using two #8 x ¾” Wood Screws (item #6).

Scan QR code for installation video

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

The Adjustable Latch is factory shipped with a 2¾” backset position. Remove pin and slide spindle hub forward for a 23/8” 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 Handing 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.

**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.

- **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.**

**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).

**Neutral position** is required for installation and removal of the Inside Trim Plate Assembly. *(Does not apply to Keypad Storeroom/Gate product)*

**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)*

Screws (item #4c)
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. Press EMTEK key or touch 3 fingers across screen.
2. Enter 4-digit user codes. (See sticker located on the inside trim plate or on page 11).
3. 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
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*, number keys also illuminate
3. Enter Programming Code
4. Yellow LED flashes, then 2 beeps
5. Yellow LED remains solid (awaiting button press; see following Table)

<table>
<thead>
<tr>
<th>IF YOU WISH TO</th>
<th>PRESS BUTTON</th>
<th>ACTIONS</th>
<th>INDICATORS</th>
</tr>
</thead>
</table>
| Change Programming Code (6 digits) | 1            | Enter New Programming Code (6 digits) | • 1 Green LED flash  
                                  |              | Re-Enter New Programming Code (6 digits) | • 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) | • 1 Green LED flash  
                                  |              | Re-Enter New User Code (4 digits) | • 1 beep  
                                  |              |                                             | • 1 Green LED flash  
                                  |              |                                             | • 1 beep  
                                  |              |                                             | • 2 Green LED flashes  
                                  |              |                                             | • 2 beeps  |
| Delete User Code | 3            | Enter User Code to be Deleted | • 1 Green LED flash  
                                  |              | Re-Enter User Code to be Deleted | • 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 20 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

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

* 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.

- Press and hold EMTEK button for 3 seconds.
- Enter “000000”
- After 2 beeps and 2 **Green** LED Flash, remove power (disconnect 9V battery) from Lock.
- After 5 seconds, restore power (reconnect 9V battery)
- Confirm by 2 beeps and 2 **Green** LED Flash.

U.S. patent: **8,176,761**  
International patents pending.