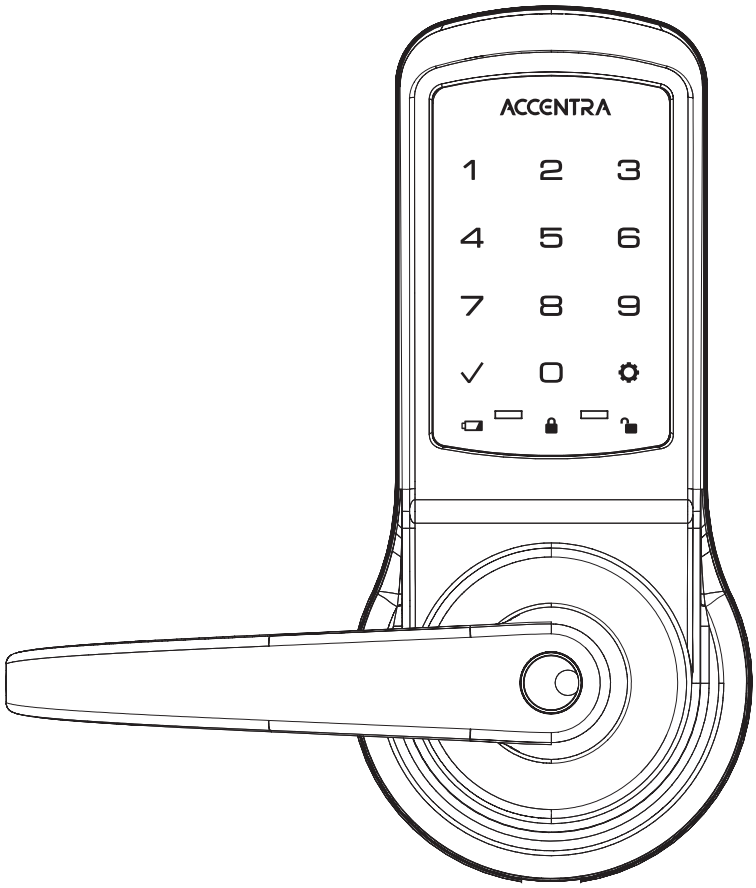
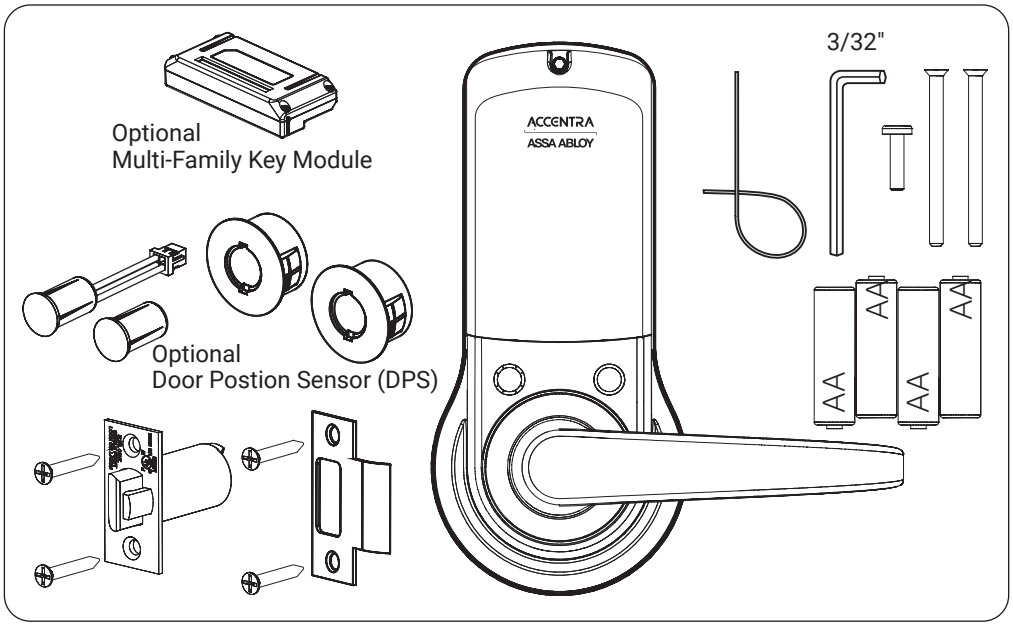
nexTouch® Keypad Access

Cylindrical Lock Touchscreen and Push Button

Installation and Programming Instructions

ACCENTRA
ASSA ABLOY





Retrofitting or modifying this product may impact fire rating, safety features and warranty. Consult with code specifications to ensure compliance with all codes and ratings.

80-9150-0080-010 04/2024

1-800-810-9473 • www.accentra-assaabloy.com

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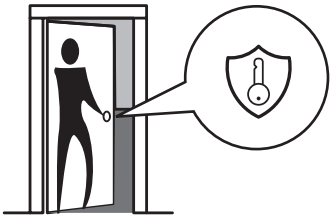
Experience a safer and more open world

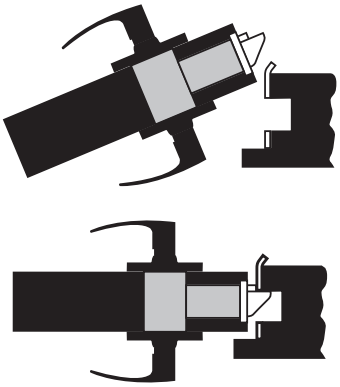
Determine Handing

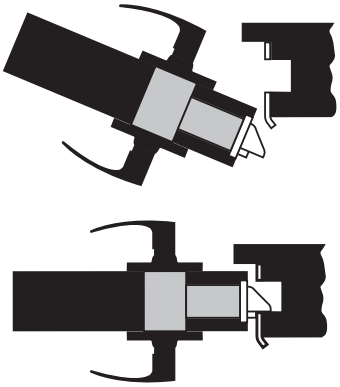
The hand of a door is determined from the secure side of the door. The term “secure” means the side from which you initially unlock and enter.

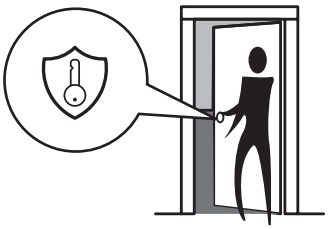


Left Hand “LH”, Hinges Left, Open Inward

Left Hand Reverse “LHR”, Hinges Left, Open Outward

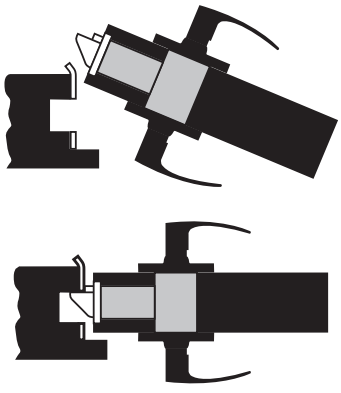


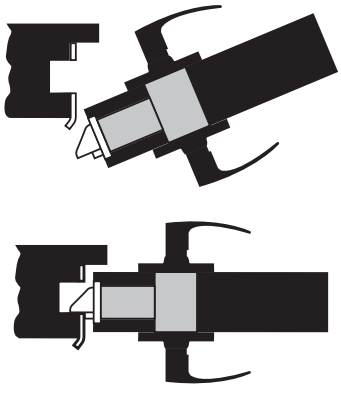




Right Hand “RH”, Hinges Right, Open Inward

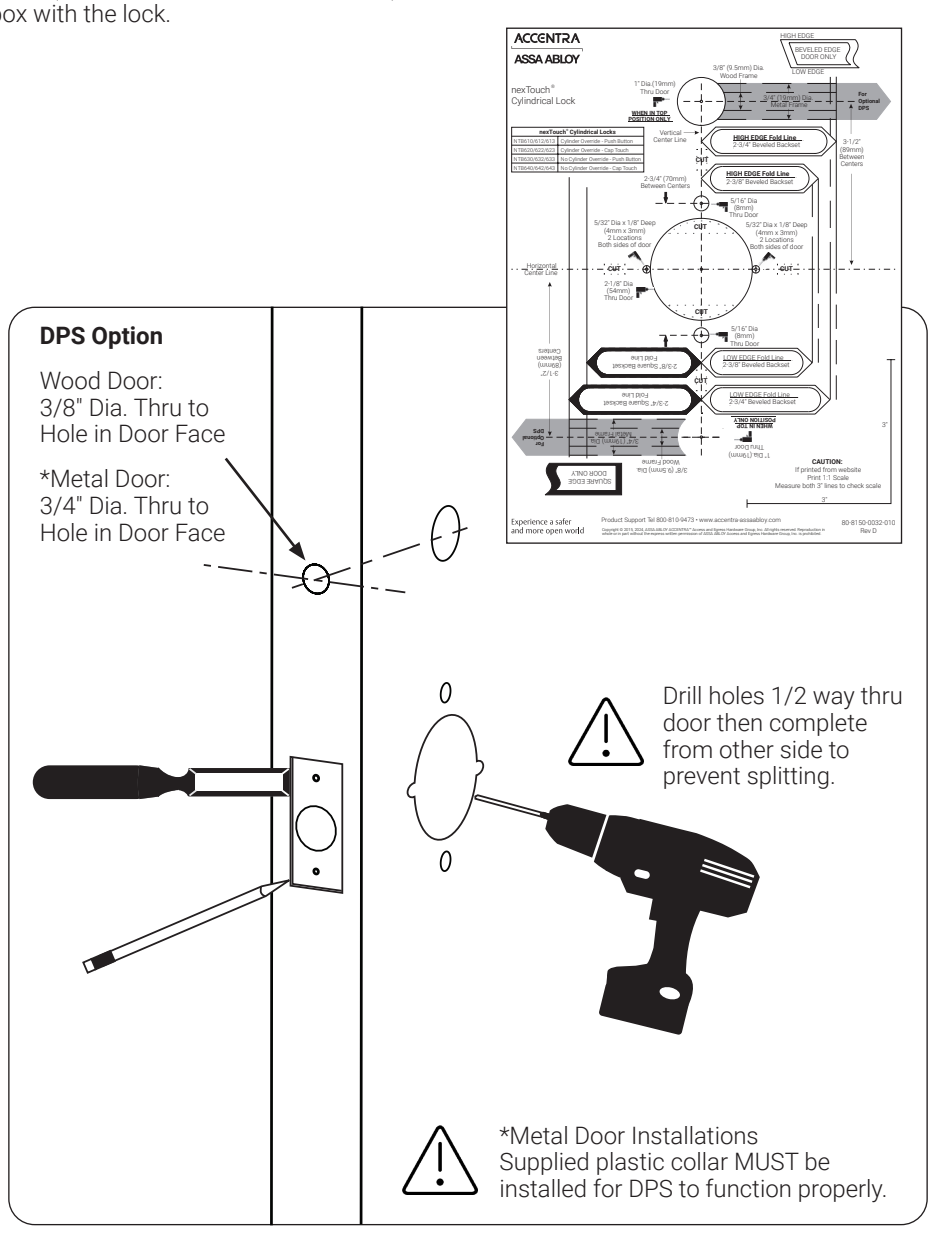
Right Hand Reverse “RHR”, Hinges Right, Open Outward



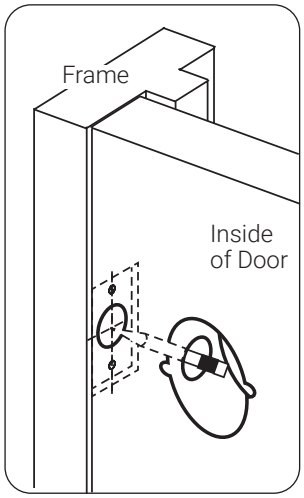


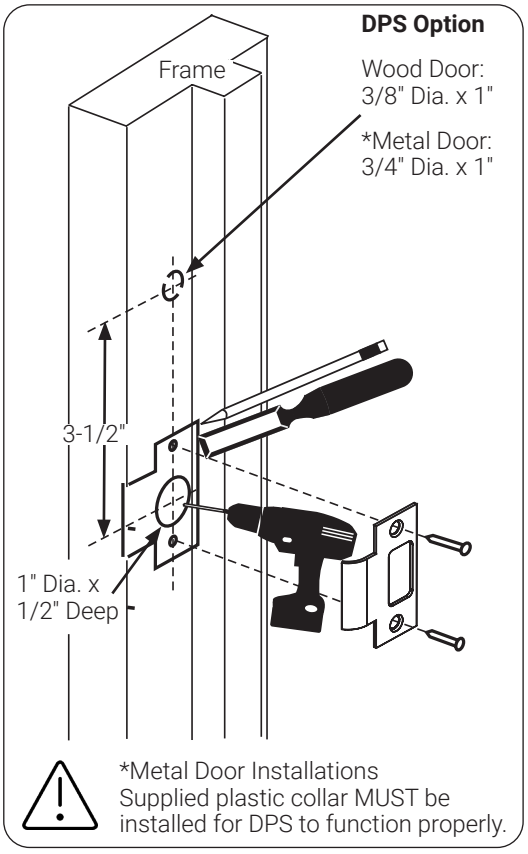
1 Prepare Door

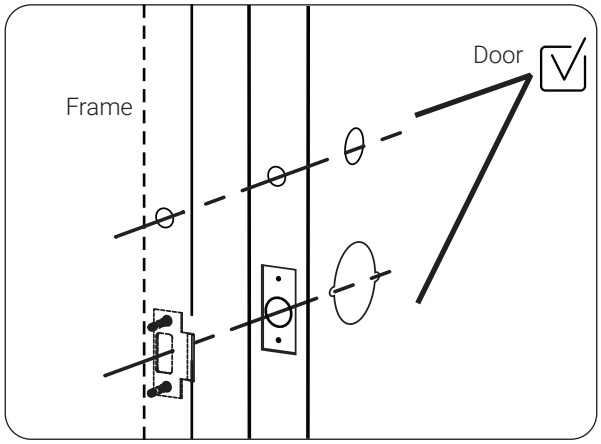
Use the door marker (Doc number: 80-8150-0032-010) included in the box with the lock.



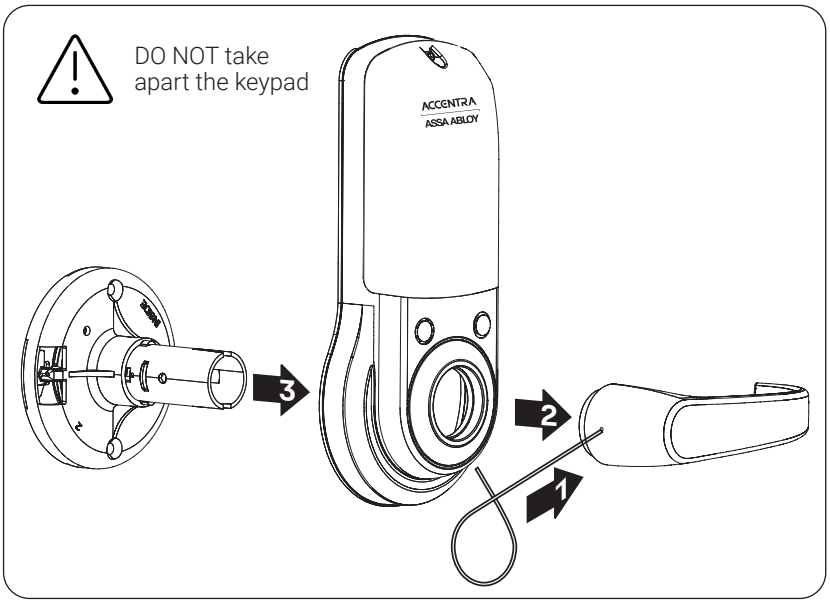
2 Prepare Frame







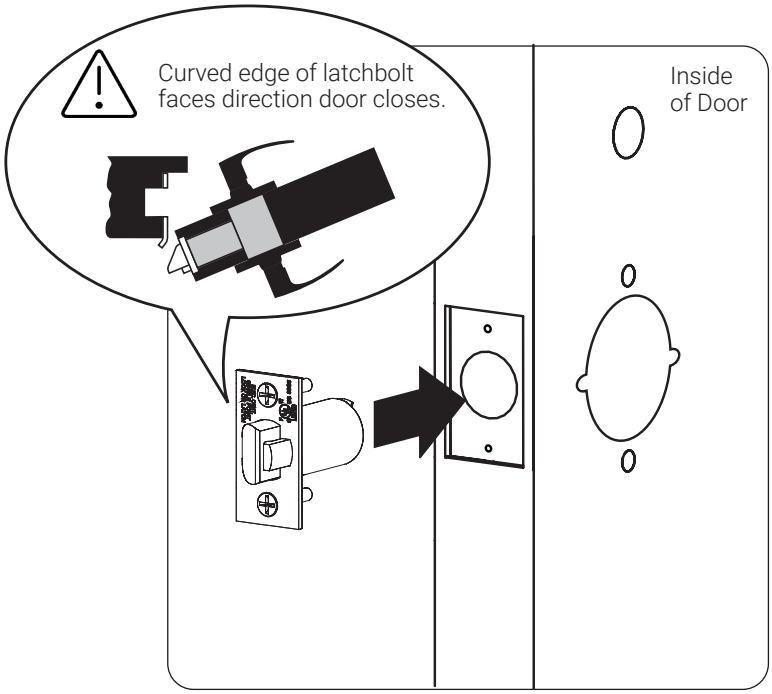
3 Prepare Inside Lock



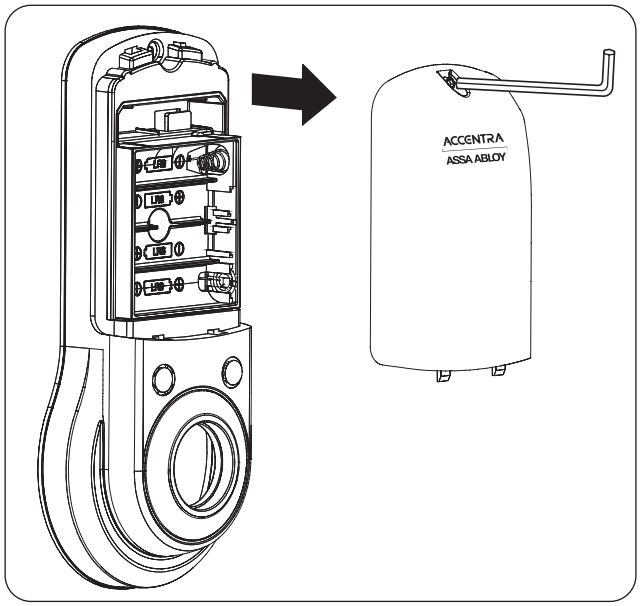
4 Install Latchbolt

7-16 / 8-32 x 1" UNCWS

x2

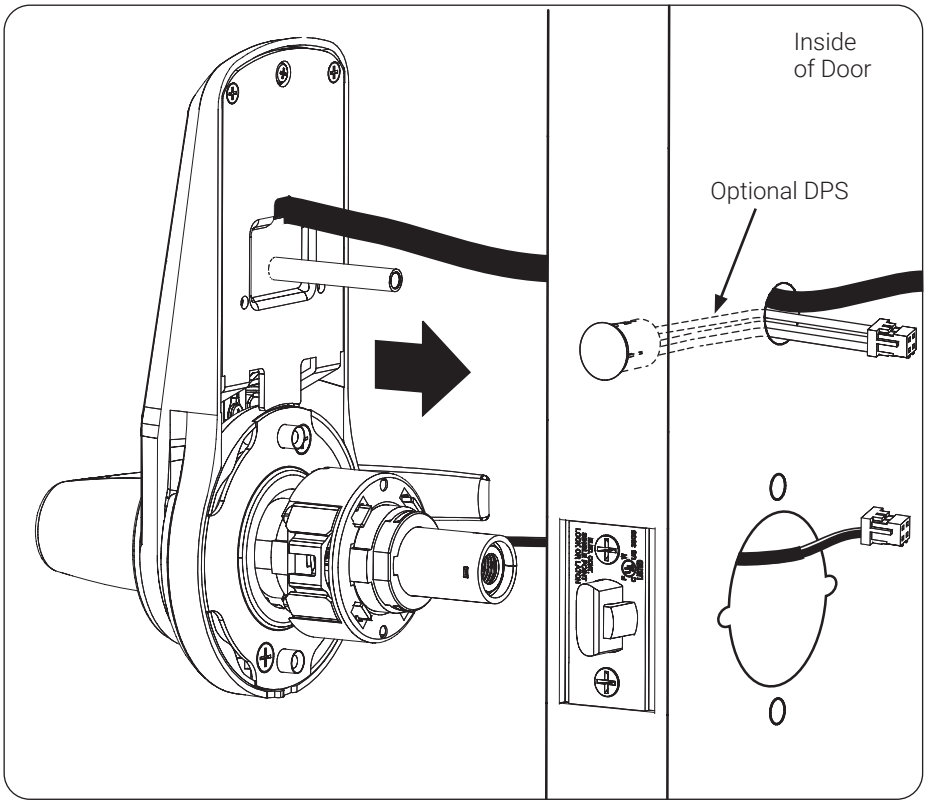


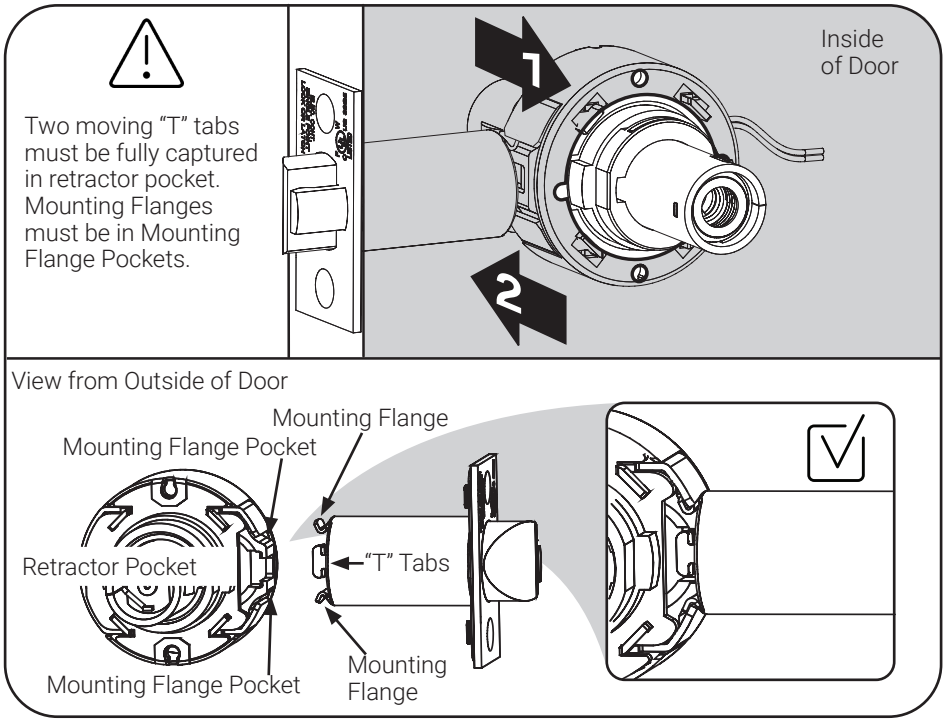
5 Remove Battery Cover



6 Install Keypad

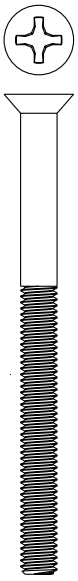
Thin door gaskets sold separately. See Installation Options.



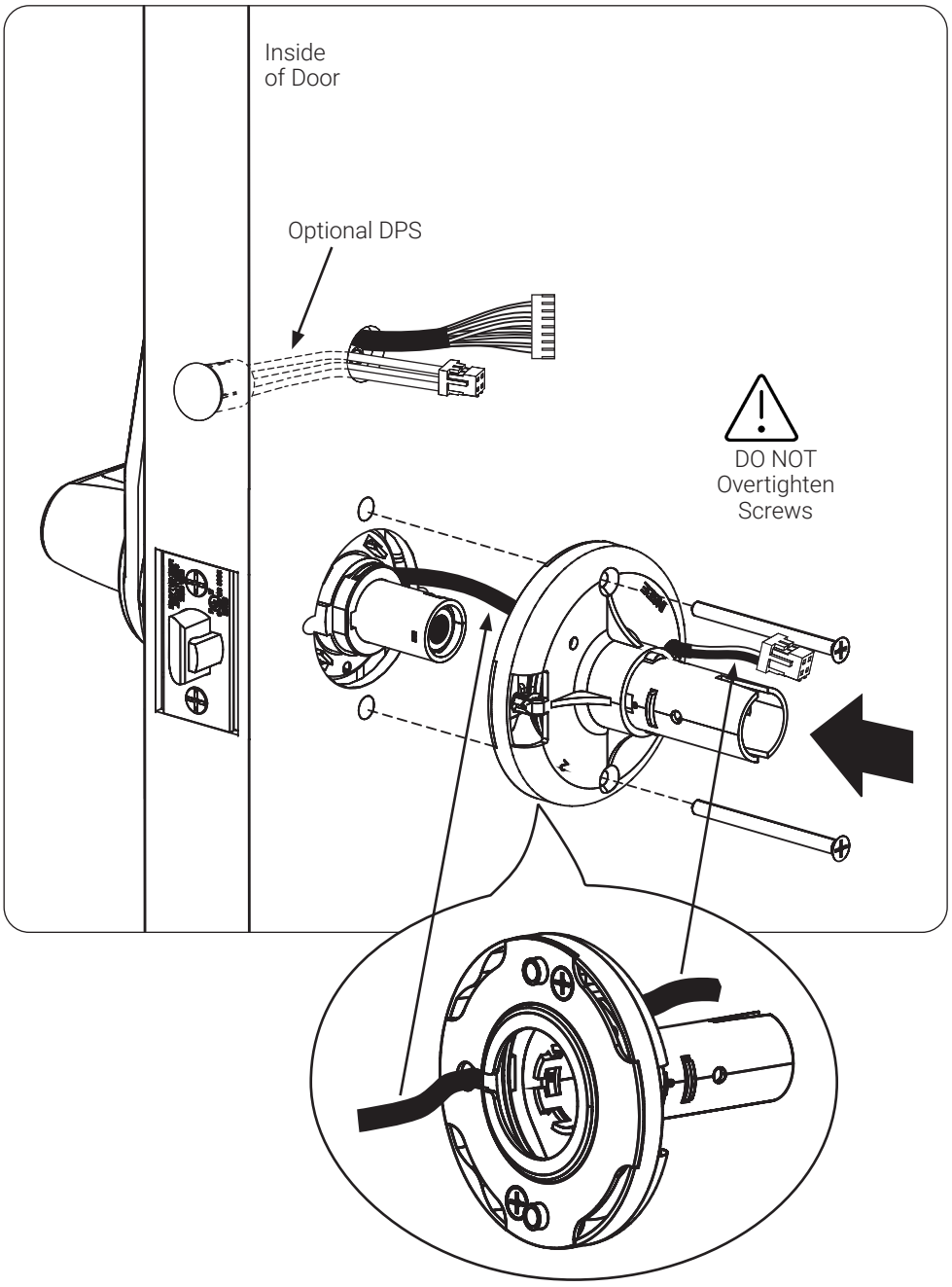


7 Install Inside Support

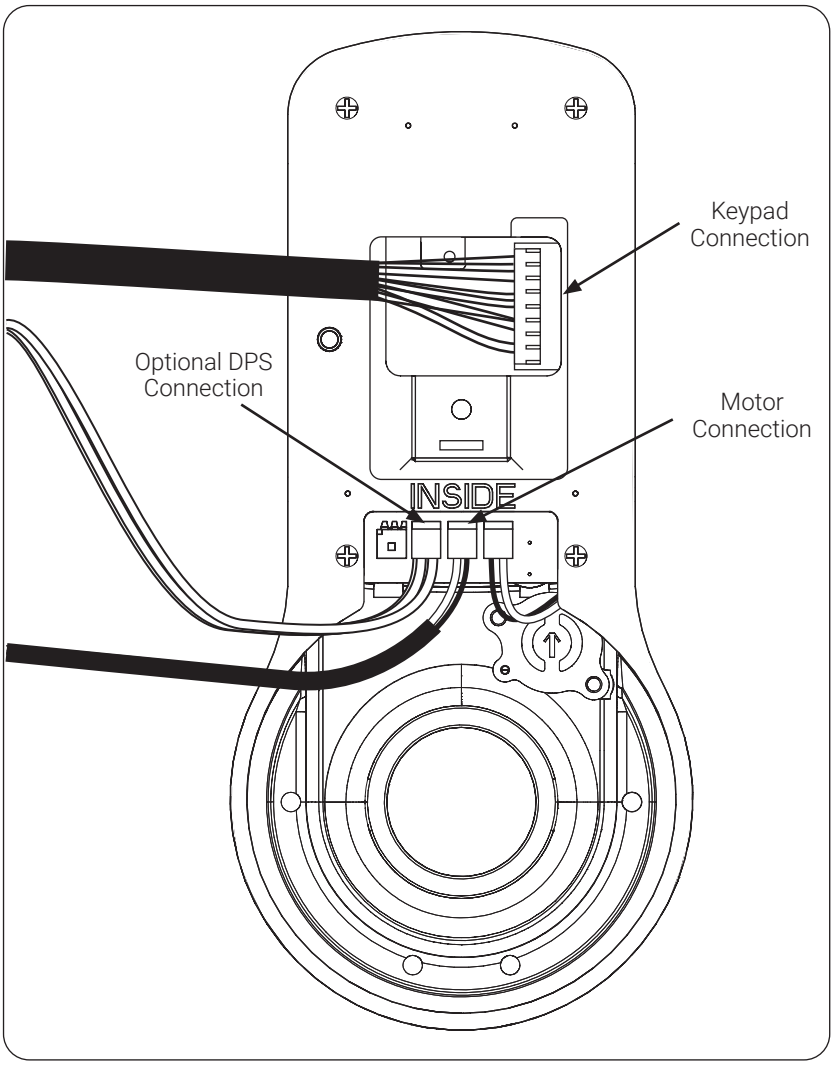
10-32 x 2-1/2" PFHMS



x2

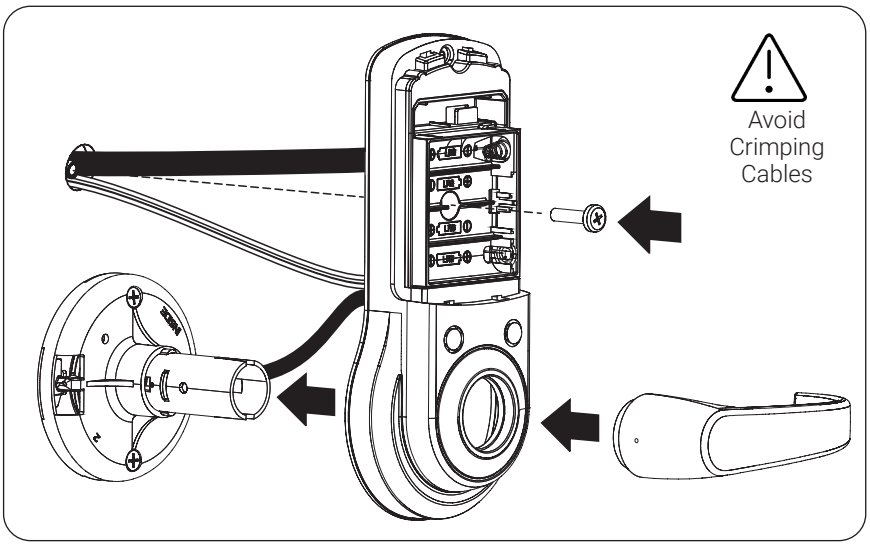


8 Attach Cables to Inside Lock



9 Install Inside Lock

Thin door gaskets sold separately. See Installation Options.

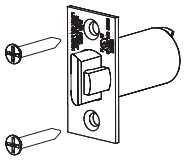


Installation Options

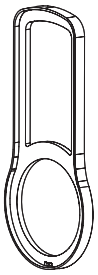
Install any spacers or DPS before securing interior escutcheon to door. Install Multi-Family Key Module before installing batteries.

Adjusting for 1-3/8" Door (if necessary)

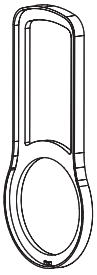
Order 1-3/8" Thin Door Kit: 14-4761-0106



2-3/8" Latchbolt



Outside Gasket

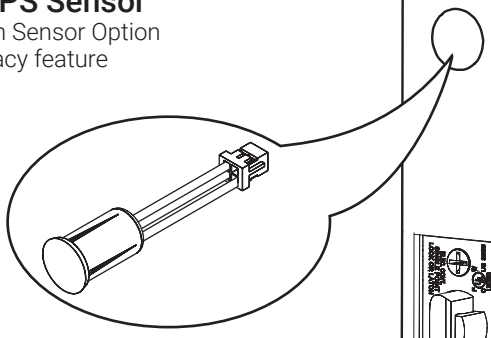


Inside Gasket

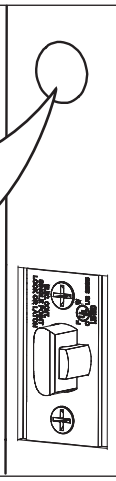
CAUTION: Cylinders furnished with nexTouch® lock for use in 1-3/8" doors have a tailpiece that is 1/4" shorter than the standard cylinders that are furnished for 1-3/4" doors. Trying to install a standard cylinder in 1-3/8" door will DAMAGE the lock.

Privacy DPS Sensor

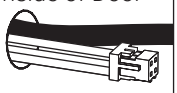
Door Position Sensor Option enables Privacy feature



Metal Frame/Door Installations
Supplied plastic collars MUST be installed for DPS to function properly.



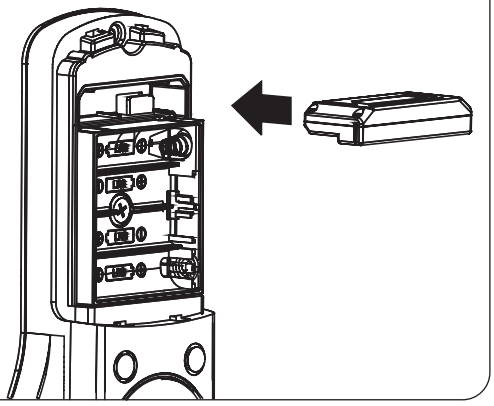
Inside of Door



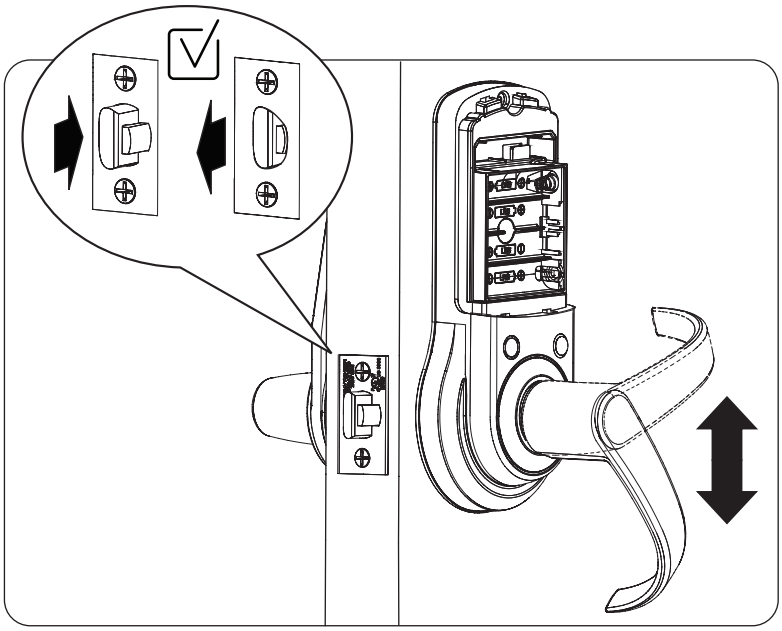
Multi-Family Key Module

Module must be installed BEFORE batteries. Remove batteries if adding module to existing unit.

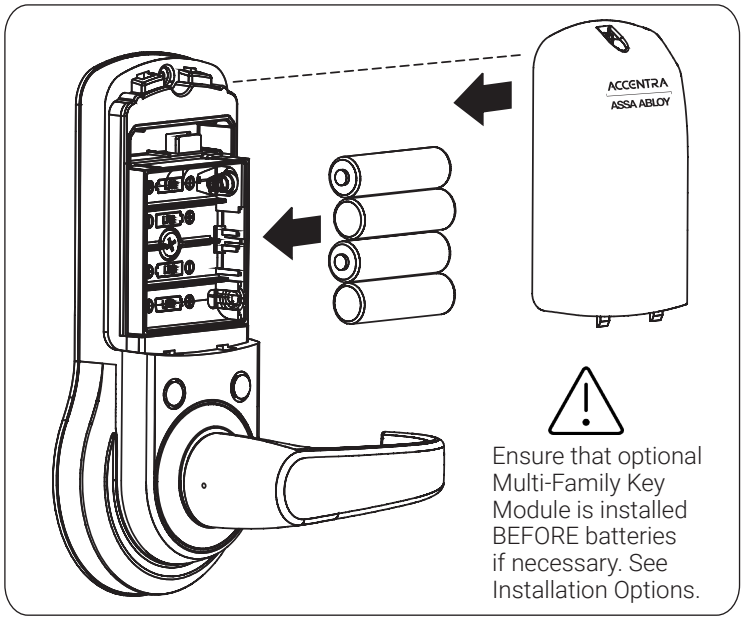
The Multi-Family Key module enables access with physical (cards and fobs) and mobile credentails ONLY. Creation and use of User PIN codes are disabled.



Test Inside Lever Operation



10 Install Batteries and Cover



Congratulations, you've installed the ACCENTRA nexTouch® Cylindrical Lock!

Programming Instructions

Lock Activation (Push Button)

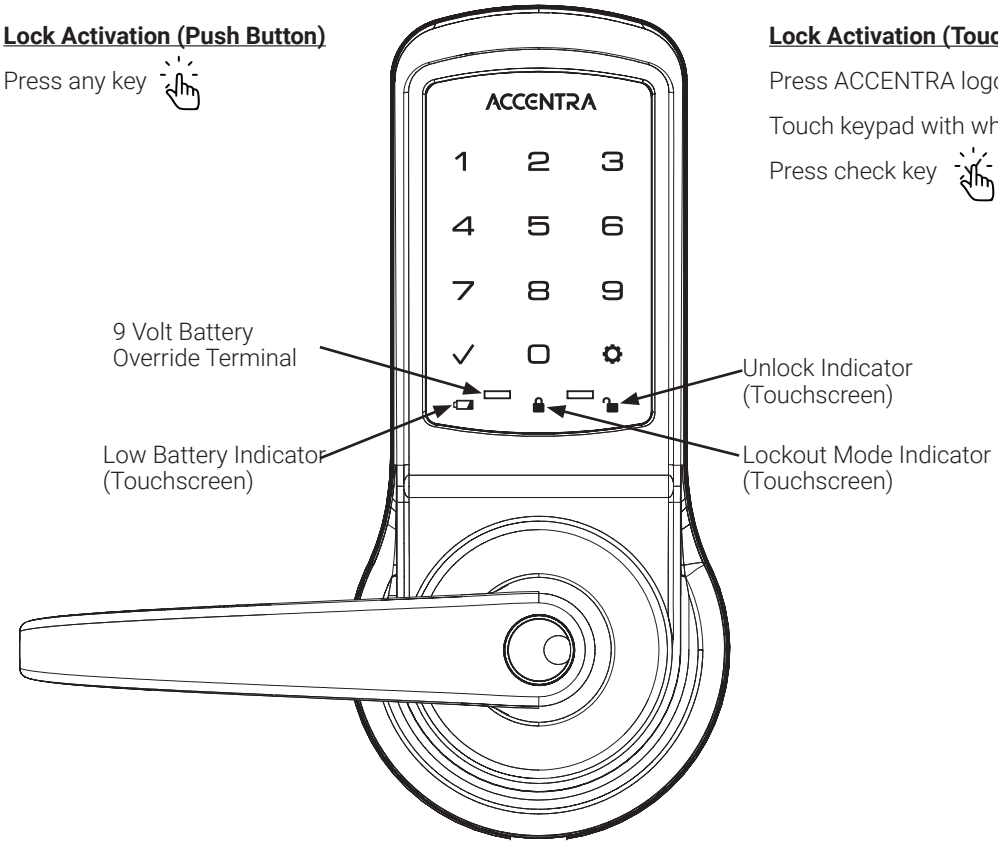
Press any key

Lock Activation (Touchscreen)

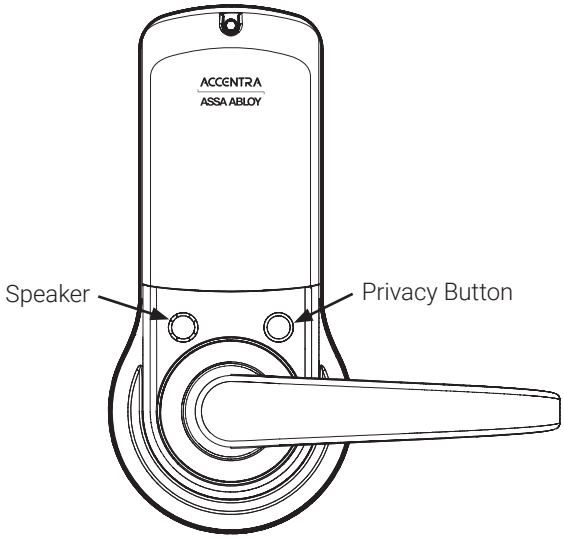
Press ACCENTRA logo

Touch keypad with whole hand

Press check key



Keypad

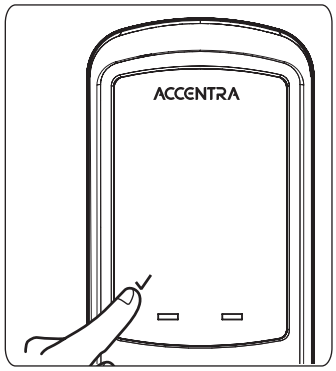


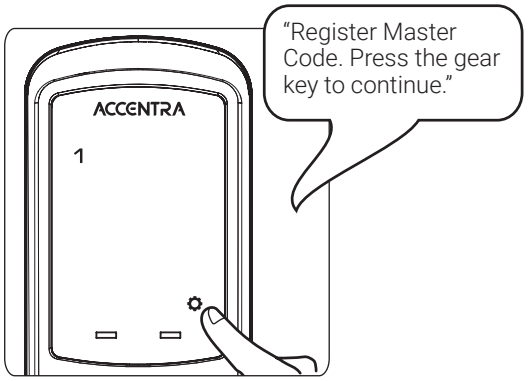
Inside Lock

1 Creating Master PIN Code

Creating a Master PIN Code must be performed upon installation or after resetting the lock to factory default. Programming and use of lock is not possible until this step has been successfully completed.

Activate Lock

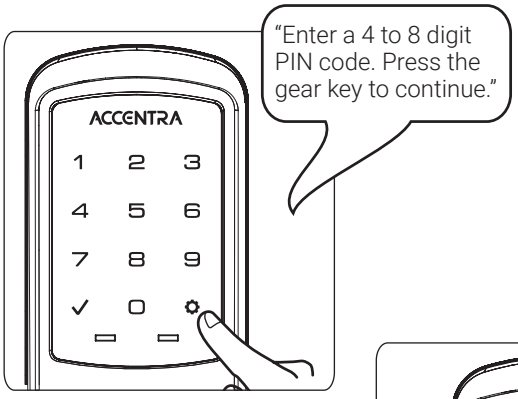


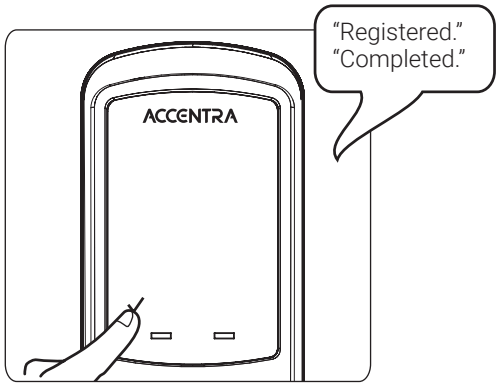


Press ⚙

Enter 4-8 digit Master PIN Code

Press ⚙



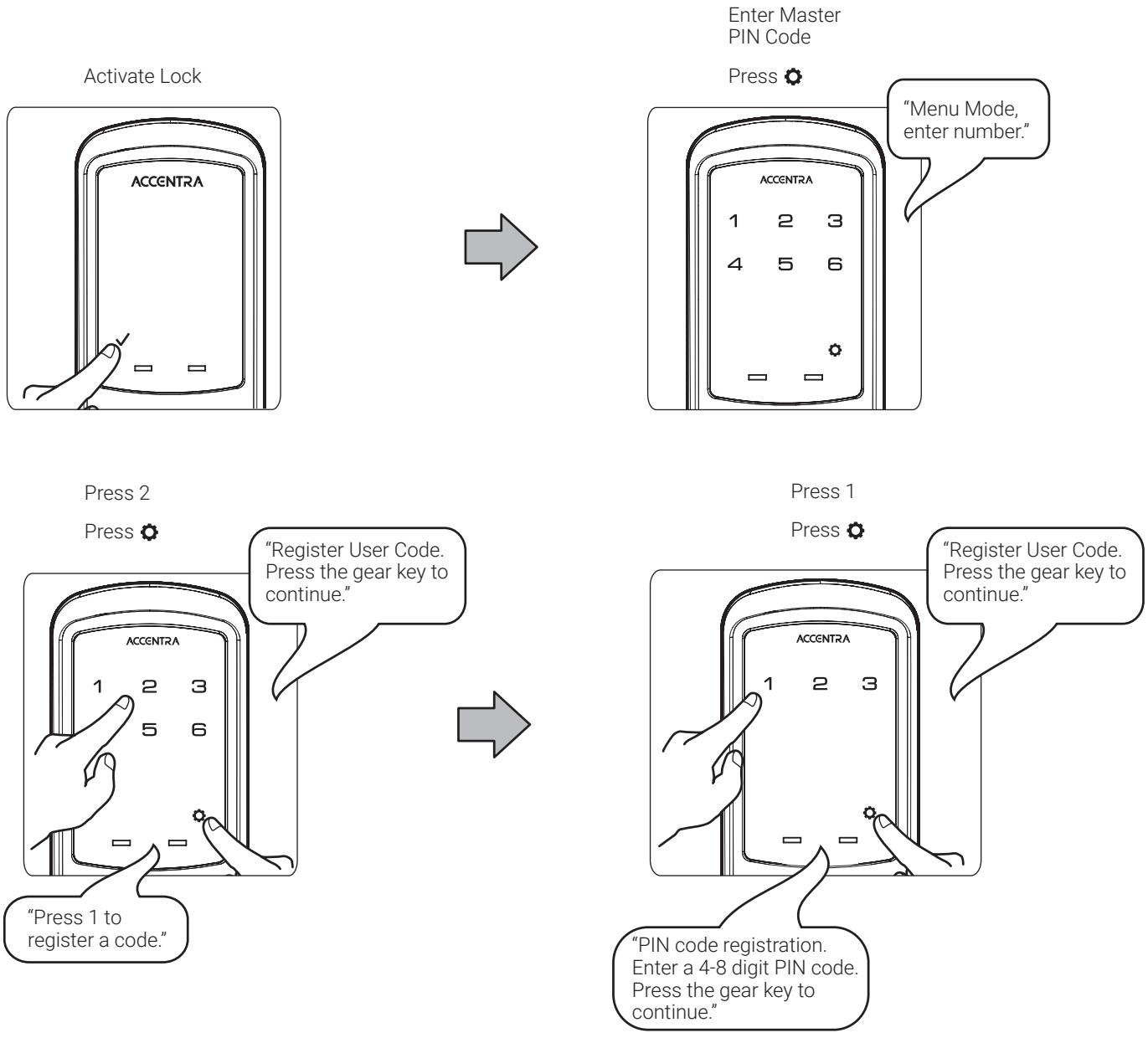


Press ✓

2a Creating User PIN Codes

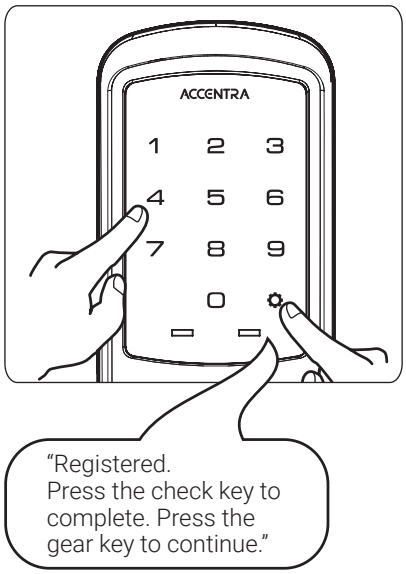
Master PIN code must be created first.

The Multi-Family Key module enables access with physical (cards and fobs) and mobile credentials ONLY. Creation and use of User PIN codes are disabled.



2b Creating User PIN Codes, continued

Enter 4-8 digit PIN code
followed by ⚙

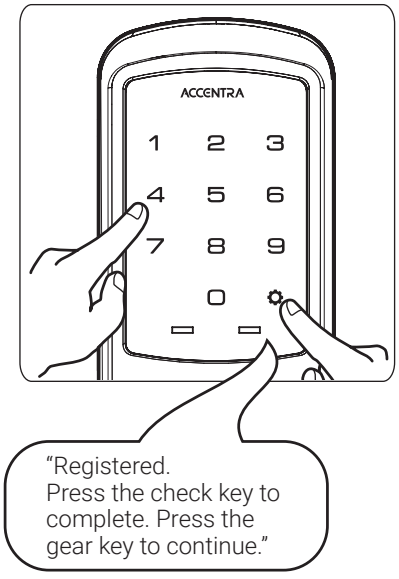


Adding more User Codes:

Press ⚙

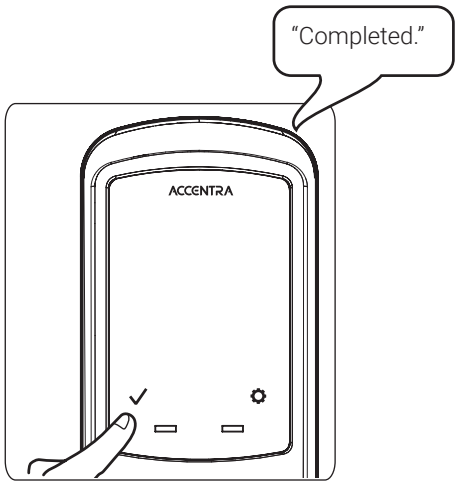
Enter 4-8 digit PIN code

Press ⚙



To end programming:

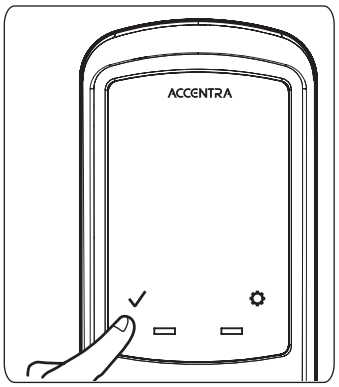
Press ✓



3 Locking and Unlocking Door with Registered Master or User PIN Code

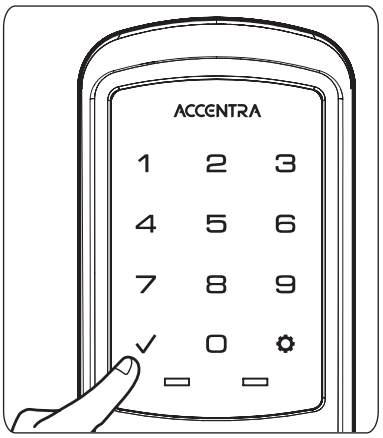
The Multi-Family Key module enables access with physical (cards and fobs) and mobile credentials ONLY. Creation and use of User PIN codes are disabled. Master PIN code is only used for programming and configuring lock with ACCENTRA Multi-Family configuration app and will not unlock door. When lock is configured into the Multi-Family system, “#2” and “#6” will no longer be visible when in “Menu” mode.

Activate Lock

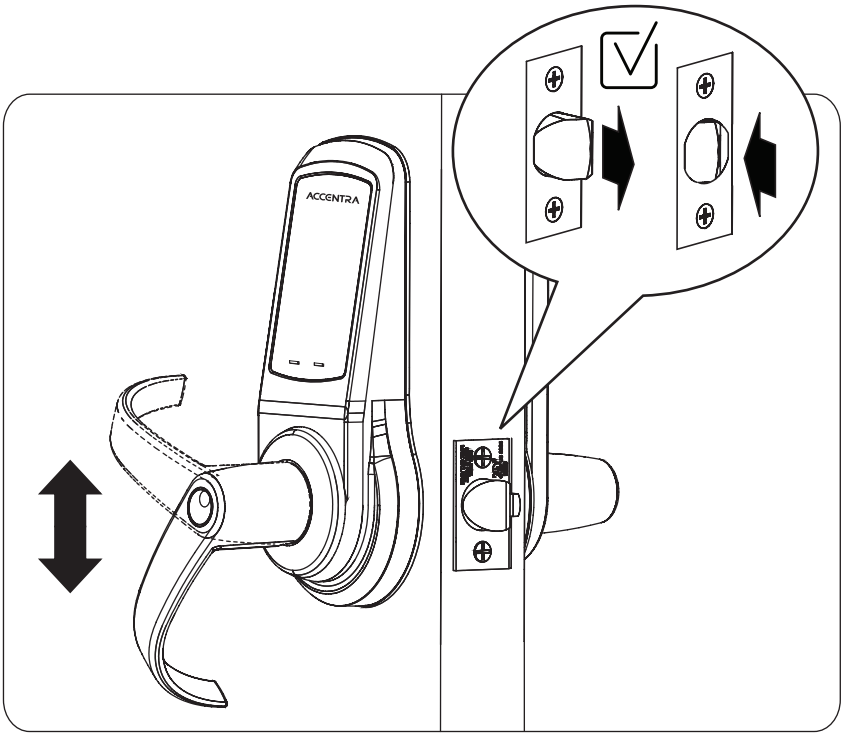


Enter PIN code

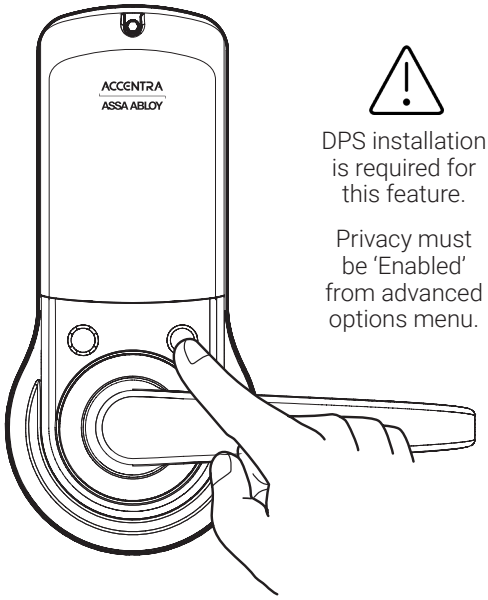
Press ✓



Testing Outside Lever Operation



4 Locking Door with Privacy Button

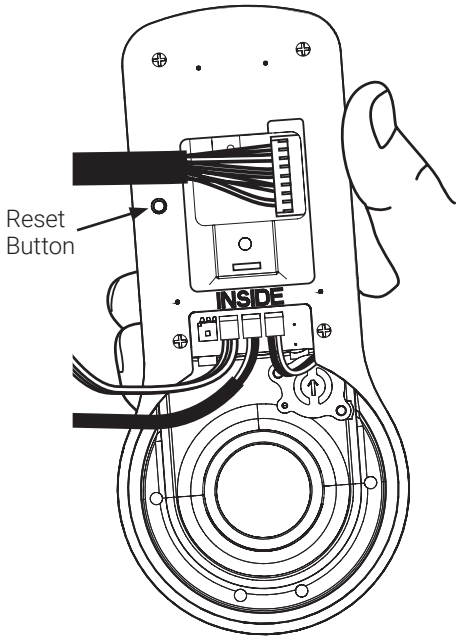


DPS installation is required for this feature.

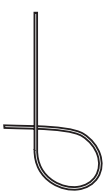
Privacy must be 'Enabled' from advanced options menu.

When door is in a Locked state (door closed) press the privacy button once to activate privacy mode. When the door is not in a Locked state, press the privacy button two times. First press puts the door in a Locked state, second time activates privacy mode.

Resetting Lock to Factory Default



Interior
Escutcheon



Lever Removal Tool

Hex Wrench

When lock is reset to factory defaults, all PIN codes, including the Master PIN code, are deleted and all programming features are reset to original default settings (see Factory Settings).

IMPORTANT: *The Reset Button is located on Interior Escutcheon. The keypad remains assembled.*

1. Remove inside lever with the supplied lever removal tool.
2. Remove the battery cover with supplied hex wrench and then remove all batteries.
3. Remove the 10-32 x 3/4" pan head screw from the center of the battery housing.
4. Remove the interior escutcheon from the door to access the reset button on back of interior escutcheon. Cables should stay connected (See illustration above for location of the reset button.)
5. Reinstall three (3) AA batteries.
6. Press the reset button for 3 seconds.
7. While continuing to press the reset button, insert remaining one (1) AA battery.
8. Release the reset button and wait approximately 15 seconds, or until the lock announces “Factory Reset Complete.”
9. Reassemble interior escutcheon and lever.

Upon reset, Master PIN Code creation is the only option available and must be performed prior to any other programming of the lock.

Definitions

All Code Lockout Mode: This feature is enabled by the Master PIN code. When enabled, it restricts all user (except Master) PIN code access. When attempting to enter a code while unit is in Lockout, there will be an audible lock response. The touchscreen keypad will display a RED locked padlock.
(Main Menu selection #6)

Automatic Re-lock Time: After a successful unlock, unit will re-lock automatically after 3 seconds or for a duration selected in Advanced Lock Settings. (Main Menu selection #3 then #1)

Eco Mode: When enabled, Eco Mode puts unit in low power mode extending life of battery.

Language Setting Mode: Choose English (1), Spanish (2), or French (3) for lock's voice prompts. (Main Menu selection #5)

Low Battery: When battery power is low, the Low Battery Warning indicator is a flashing red battery icon on the touchscreen keypad and the ACCENTRA logo will flash red on the push button keypad. If battery power is completely lost, use 9 volt battery override. To use 9V battery override apply 9V battery, in either direction, to terminals on the keypad for backup power option. Activate the lock and enter your PIN code to unlock door.

Master PIN Code: The Master PIN code is used for programming and for feature settings. **It must be created prior to programming the lock.** The Master PIN code will also unlock/lock the lock except when configured to the Multi-Family system.

Network Module Setting: With optional Multi-Family Key Module installed, this setting becomes available (Main Menu selection #0) and allows the lock to be configured into the ACCENTRA Multi-Family system.

One Touch Locking: When unit is unlocked, activating the lock will lock unit (during Automatic Re-lock duration or when Automatic Re-lock is disabled). When One-Touch Re-lock is **not** in use **(disabled)**, any valid PIN code will re-lock the lock. (Main Menu selection #3 then #3)

Passage PIN Code: When used to unlock, lock will remain unlocked/open. Lock cannot be locked/secured until Passage code is entered again.

Privacy Button to Lock Door: A press of this button will lock the door if the door is not locked.

Privacy Mode: With optional Door Position Sensor installed, Privacy Mode enabled through Menu Mode and door closed, all keypad functions can be disabled with a press of the Privacy Button. Privacy Mode is disabled by default. Enable Privacy Mode through Main Menu selection #3 then #4. With door closed, press and hold the privacy button until voice prompt indicates Privacy Mode enabled. Privacy Mode duration ends when door is opened and voice prompt indicates Privacy Mode is disabled.

Shut Down Time: Unit will shut down for sixty (60) seconds and not allow operation after wrong code entry limit (5 attempts) has been met. When unit is in Shut down, the keypad will be flashing.

Tamper Alert: Audible alarm sounds if attempting to forcibly remove outside lock from door.

User PIN Code: The User PIN code operates the lock when the Multi-Family Key module is not installed. Maximum number of user codes is 500.

Volume Setting Mode: The volume setting for PIN code verification is set to **HIGH (1)** by default; otherwise it can be set to **Low (2)** or **Silent (3)** for quiet areas. (Main Menu selection #4)

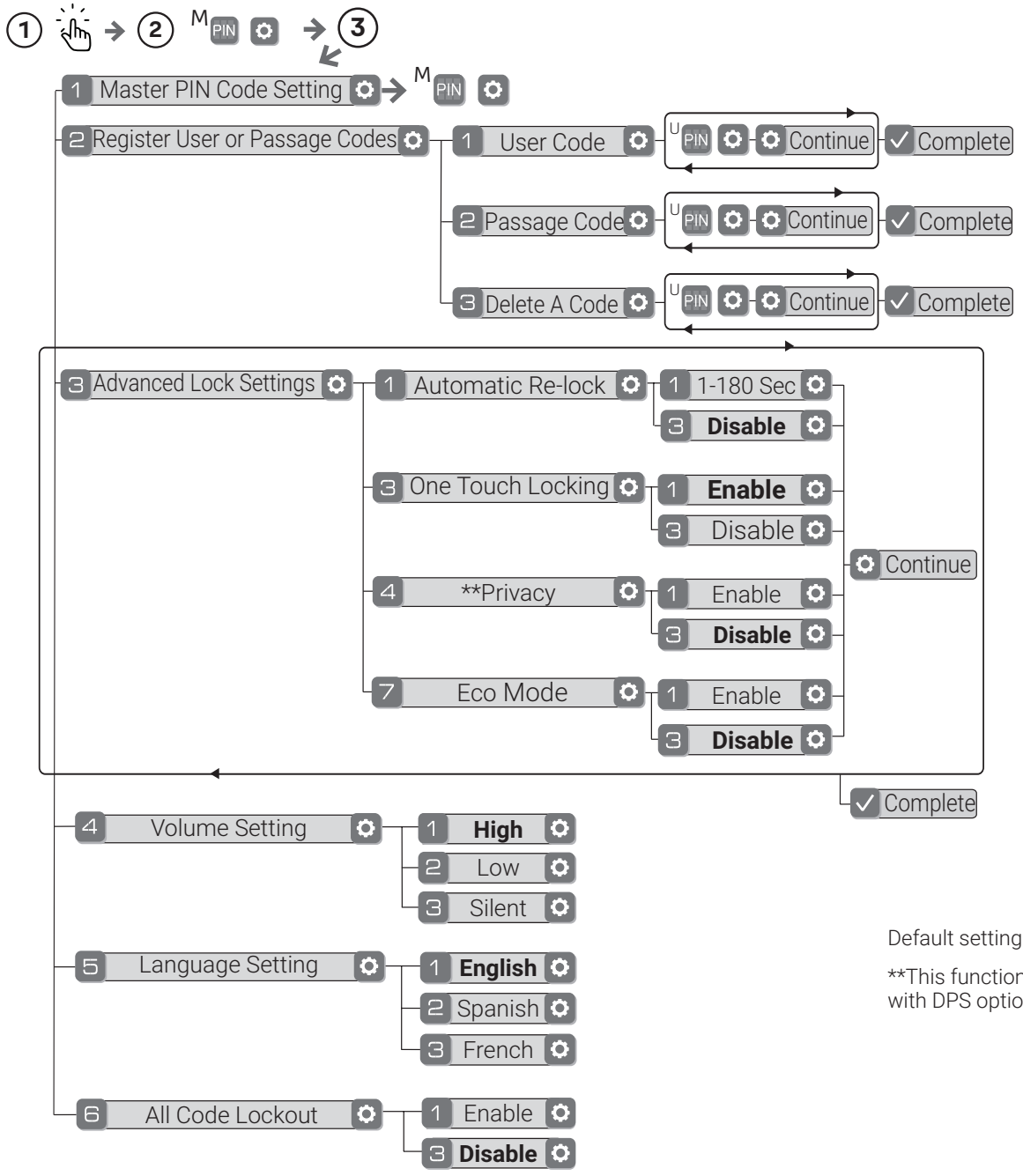
Wrong Code Entry Limit: After five (5) unsuccessful attempts at entering a valid PIN code, the lock will not accept a PIN code for the duration of the shut down time. The touchscreen keypad will flash, and a red padlock symbol will be at the bottom of the keypad. The push button keypad will flash and the ACCENTRA icon will flash blue for the shutdown period. The keypad will be available after the shutdown time is complete.

Feature Programming Through Menu Mode Using Master PIN Code*

1. Activate the lock.
2. Enter 4-8 digit Master PIN code* followed by ✿ key.

   Lock Response: "Menu mode, enter number (enter digit corresponding to the function to be performed), press the ✿ key to continue".
3. Follow the voice commands.
4. Press ✓ key to complete the process and conclude the programming session.

*The Master PIN code must be created prior to any other programming of the lock.



Default settings in **bold**.

**This function available only with DPS option installed.

Programming Troubleshooting

Symptom	Suggested Action
Lock does not respond. There are no lights or chimes and there is no mechanical sound indicating latchbolt movement.	Touchscreen models become active by pressing ACCENTRA logo or key or by touching keypad with whole hand. • Check batteries are installed and oriented correctly (polarity). • Replace batteries. • Check that cables are fully connected on inside lock and not crimped. • Apply 9V battery to terminals on the keypad for emergency power jump option.
Lock wakes but does not respond. Lights dim.	• Batteries do not have enough power. Replace batteries.
Lock chimes to indicate code acceptance, but door will not open.	• Check for another locking device on the door, i.e., deadbolt. • Check the door gaps for any foreign objects between door and frame. • Check that the motor cable is firmly connected into the PC board marked “MOTOR” on inside lock.
Lock operates to allow access, but will not automatically re-lock.	• Ensure Auto Re-lock Mode is enabled by Master user. • Replace batteries. • Ensure Passage PIN code was not used for access.
User/Passage PIN codes will not register	• Master user creates/manages User and Passage PIN codes. • PIN codes must consist of 4 to 8 digits to register. • PIN code may already be registered. • Check to see if a yellow Multi-Family Key module is installed. PIN codes are disabled when the Key module is installed. • PIN codes must be entered within 20 seconds (while keypad is active) or process will have to be restarted. • Check ✓ or gear ⚙ cannot be used as part of the PIN code.
Upon entering a User/Passage PIN code and pressing the ✓ key, the lock chimes an error or lock times out without responding.	• Ensure All Code Lockout Mode is disabled by Master user. Touchscreen will display a red padlock on keypad. • The digits entered were incorrect or incomplete. Re-enter 4-8 digits followed by the check ✓ key. • Master user may have deleted PIN code. • PIN code may have expired. • Check to see if a yellow Multi-Family Key module is installed. PIN codes are disabled when Key module is installed. • PIN codes must be entered within 20 seconds (while keypad is active) or process will have to be restarted.
TS lock displays “Low Battery” on keypad. PB lock ACCENTRA logo flashes red.	• This is the alert to replace the batteries. Replace all four (4) batteries with new AA alkaline batteries.
The lock operates, but it does not chime.	• Ensure Volume is set to Low or High by Master user.
Lock will not enter Privacy Mode.	• Ensure Privacy Mode is enabled by Master user. • Ensure door gap is correct. • Ensure DPS is installed.

NOTE: When batteries are replaced, Multi-Family Key module locks have a real-time clock that will be set through the Cloud Software User Interface. It is recommended to update the lock using the ACCENTRA Configuration app to verify correct date and time particularly for those locks operating under Daylight Saving Time (DST).

Hardware Troubleshooting

Door is binding. a. Check that door and frame are properly aligned and door is free swinging. b. Check hinges: They should not be loose or have excessive wear on knuckles.
Latchbolt will not deadlock. a. Either strike is out of alignment or the gap between door and jamb is too great. Realign strike or shim strike out towards flat area of latchbolt.
Latchbolt does not retract or extend properly. Latchbolt tail and retractor are not properly positioned: a. Remove lockset. Look through 2-1/8" hole and verify latchbolt tail is centered between top and bottom of hole. b. Remove latchbolt and insert lockset. Look through latchbolt hole and verify retractor mouth is centered in hole. If not, adjust outside rose plate. c. If necessary, rebore holes to line up retractor and tail.

Factory Settings

Settings	Factory Setting
Master PIN Code	Creation required*
All Code Lockout Mode	Disabled
Automatic Relock	3 Seconds
Language	English**
One Touch Locking	Enabled
Privacy Setting	Disabled
Shutdown Time	60 Seconds
Wrong Code Entry Limit	5 Times
Volume Setting	High

* The Master PIN code must be created prior to any other programming of the lock.

** Language retains chosen setting even when lock is reset to factory default.

Warnings and Notices

WARNING: Changes or modifications to this device not expressly approved by ASSA ABLOY ACCENTRA could void the user's authority to operate the equipment.

FCC:
This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:
Reorient or relocate the receiving antenna.
Increase the separation between the equipment and receiver.
Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
Consult the dealer or an experienced radio/TV technician for help.

Innovation, Science and Economic Development Canada:
Under Innovation, Science and Economic Development Canada regulations, this radio transmitter may only operate using an antenna of a type and maximum (or lesser) gain approved for the transmitter by Innovation, Science and Economic Development Canada. To reduce potential radio interference to other users, the antenna type and its gain should be so chosen that the equivalent isotropically radiated power (e.i.r.p.) is not more than that necessary for successful communication.

General Regulatory Compliance:
This device contains license-exempt transmitter(s)/receiver(s) that comply with Innovation, Science and Economic Development Canada's license-exempt RSS(s). This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.
This equipment complies with FCC and IC radiation exposure limits set forth for general population (uncontrolled environment). This device must not be co-located or operating in conjunction with any other antenna or transmitter and must be installed to provide a separation distance of at least 15 mm from all persons.

CAUTION: Risk of Explosion if battery is replaced by an incorrect type. Dispose of used batteries according to the instructions.

This product can expose you to lead which is known to the state of California to cause cancer and birth defects or other reproductive harm.
For more information go to: www.P65warnings.ca.gov.

Any retrofit or other field modification to a fire rated opening can potentially impact the fire rating of the opening, and ASSA ABLOY ACCENTRA™ makes no representations or warranties concerning what such impact may be in any specific situation. When retrofitting any portion of an existing fire rated opening, or specifying and installing a new fire-rated opening, please consult with a code specialist or local code official (Authority Having Jurisdiction) to ensure compliance with all applicable codes and ratings.

To avoid possible damage from electrostatic discharge (ESD), some basic precautions should be used when handling electronic components:
- Minimize build-up of static by touching and/or maintaining contact with unpainted metal surfaces such as door hinges, latches, and mounting plates especially when mounting electronic components such as readers and controllers onto the door.
- Leave components (reader and controller) protected in their respective anti-static bags until ready for installation
- Do not touch pins, leads or solder connections on the circuit boards

Avertissment : Les changements ou modifications apportés à ce dispositif sans l'approbation expresse d'ASSA ABLOY ACCENTRA peuvent annuler le droit de l'utilisateur à utiliser l'équipement.

FCC:
Cet équipement a été testé et déclaré conforme aux limites d'un dispositif numérique de classe B, conformément à la partie 15 des règles de la FCC. Ces limites sont conçues pour fournir une protection raisonnable contre les interférences nuisibles dans une installation résidentielle. Cet équipement génère, utilise et peut émettre des fréquences radioélectriques. S'il n'est pas installé et utilisé conformément aux instructions, il peut provoquer des interférences nuisibles aux communications radio. Cependant, il n'y a aucune garantie que des interférences ne se produiront pas dans une installation particulière. Si cet équipement provoque des interférences nuisibles à la réception radio ou télévision, ce qui peut être déterminé en éteignant et en rallumant l'équipement, il est conseillé à l'utilisateur de tenter de corriger les interférences par une ou plusieurs des mesures suivantes :
Réorienter ou déplacer l'antenne de réception.
Augmenter la distance entre l'équipement et le récepteur.
Brancher l'équipement à une prise sur un circuit différent de celui auquel le récepteur est connecté.
Consulter le revendeur ou un technicien radio/TV expérimenté pour obtenir de l'aide.

Innovation, Sciences et Développement économique Canada :
Conformément à la réglementation d'Industrie Canada, le présent émetteur radio peut seulement fonctionner avec une antenne d'un type et d'un gain maximal (ou inférieur) approuvé pour l'émetteur par Industrie Canada. Dans le but de réduire les risques de brouillage radioélectrique à l'intention des autres utilisateurs, il faut choisir le type d'antenne et son gain de sorte que la puissance isotrope rayonnée équivalente (p.i.r.e.) ne dépasse pas l'intensité nécessaire à l'établissement d'une communication satisfaisante.

Conformité réglementaire générale :
Ce dispositif contient des émetteurs/récepteurs exemptés de licence conformes aux normes RSS d'Innovation, Sciences et Développment économique Canada. Ce dispositif est conforme à la section 15 de la réglementation de la FCC.
Son fonctionnement est soumis aux deux conditions suivantes : (1) cet dispositif ne doit pas causer d'interférences nuisibles et (2) ce dispositif doit accepter toute interférence reçue, y compris les interférences susceptibles d'en provoquer un fonctionnement indésirable.
Cet équipement est conforme aux limites d'exposition aux radiations établies par la FCC et l'IC pour la population générale (environnement non contrôlé). Ce dispositif ne doit pas être placé à proximité ni fonctionner en conjonction avec une autre antenne ou un autre émetteur. Cet équipement doit être installé de manière à assurer une distance de séparation d'au moins 15 mm par rapport à toutes les personnes.

ATTENTION : Risque d'explosion en cas de remplacement des batteries par un type incorrect. Éliminez les batteries usagées conformément aux instructions.

Ce produit peut vous exposer au plomb, une substance reconnue par l'État de Californie comme pouvant causer le cancer et des anomalies congénitales ou d'autres problèmes de reproduction.
Pour plus d'informations, visitez : www.P65warnings.ca.gov.

Toute adaptation ou autre modification sur site d'une ouverture résistante au feu peut potentiellement avoir un impact sur la résistance au feu de l'ouverture et ASSA ABLOY ACCENTRA™ ne fait aucune déclaration et ne donne aucune garantie concernant cet impact dans une situation spécifique. Lors de l'adaptation d'une partie d'une ouverture résistante au feu existante, ou lors de la spécification et de l'installation d'une nouvelle ouverture résistante au feu, veuillez consulter un spécialiste du code ou un responsable du code local (autorité compétente) pour garantir la conformité avec tous les codes et normes en vigueur.

Pour éviter tout risque de dommage dû à une décharge électrostatique (ESD), certaines précautions de base doivent être prises lors de la manipulation des composants électroniques :
- Réduisez au minimum l'accumulation d'électricité statique en touchant et/ou en maintenant le contact avec des surfaces métalliques non peintes telles que les charnières de porte, les pênes et les plaques de montage, notamment lors du montage de composants électroniques tels que les lecteurs et les contrôleurs sur la porte.
- Laissez les composants (lecteur et contrôleur) protégés dans leurs sacs antistatiques respectifs jusqu'à ce qu'ils soient prêts à être installés.
- Ne touchez pas les broches, les fils ou les connexions soudées sur les circuits imprimés.

The ASSA ABLOY Group is the global leader in access solutions. Every day, we help billions of people experience a more open world.

ASSA ABLOY Opening Solutions leads the development within door openings and products for access solutions in homes, businesses and institutions. Our offering includes doors, frames, door and window hardware, mechanical and smart locks, access control and service.

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Contact Us

U.S.A.
ASSA ABLOY ACCENTRA
Address: 225 Episcopal Road
Berlin, CT 06037-4004
Tel: 1-800-438-1951
Fax: 1-800-338-0965
accentra-assaabloy.com

Canada:
ASSA ABLOY Door Security Solutions Canada
Address: 160 Four Valley Drive
Vaughan, Ontario L4K 4T9
Tel: 1-800-461-3007
Fax: 1-800-461-8989
assaabloydss.ca

International:
ASSA ABLOY Americas International
Tel: 1-905-821-7775
Fax: 1-905-821-1429
assaabloyai.com

Phone
1-800-810-9473
Customer Service Email
customerservice.accentra@assaabloy.com
Technical Product Support Email
techsupport.accentra@assaabloy.com
Order Entry Email
orders.accentra@assaabloy.com
Fax
1-800-338-0965
Website
www.accentra-assaabloy.com

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