CODE KEY

KeyInCloud

6580-WS SERIES

HEAVY DUTY COMMERCIAL LEVER

1 Do this first:
Hardware Installation

Need some help?

Visit us online.
keyincode.com/contact

We're here to help.
1 (978) 207 0269
techsupport@keyincode.com

Here's what you'll need:

- ☑ Four AA Batteries
- ☑ Phillips Screwdriver
- ☑ Power Drill

  2-⅛" Hole Saw (optional if the door is not preconfigured with this hole)

  1" (25mm) Drill Bit (for the middle hole and edge borehole if the door is not preconfigured)

  ⅜" (10mm) Drill Bit

- ☑ Measuring Tape
- ☑ Adhesive Tape

Let's get started.

First things first, let's get your new lock installed.

Drilling new holes?

Most doors will have an existing hole drilled for a lever installation. If your door needs to be drilled, you'll need to drill a 2 ⅛" (54mm) face bore hole for the lockset on the face of the door, as well as a 1" edge bore hole for the latch on the edge of the door.

Edge Bore Hole for Latch
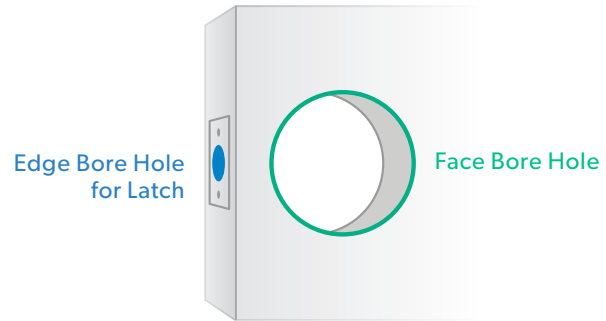
Face Bore Hole

STEP 1

Position the template.

Crease the template along Door Edge dotted line. Place the template on the door and position with the existing face bore hole.

Once the template is aligned, tape it to the door.

Quick Tip

View the template from the other side of the boring hole to make sure it's aligned.

STEP 2

Mark carefully and drill.

Use a thumbtack or sharp object to mark the center of each hole you will drill. Mark the seven holes on the exterior of the door. Then apply the template to the other side of the door and mark the holes from this side as well.

Exterior of Door

Interior of Door
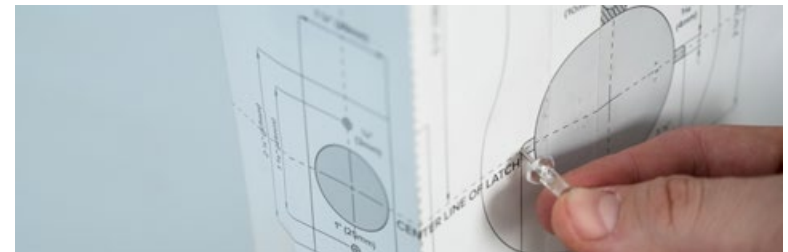
Remove the template.

Make sure the markings are aligned precisely from one side of the door to the other and double check all the measurements and markings before drilling.

Use a chisel to create the shallow notches on each side of the face bore hole.

Align the drill bit over your mark and hold the door steady. Keep the drill level and straight. Drill the ⅜" holes halfway through on the first side. Then drill the remaining half from the other side of the door. This prevents damage to the door and improves accuracy.
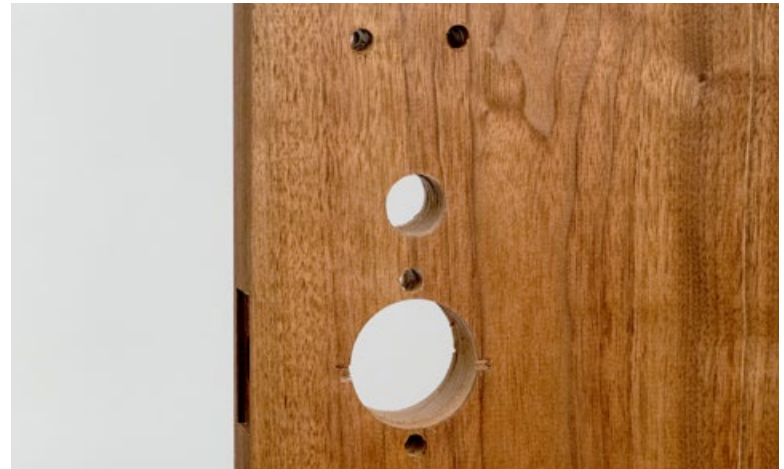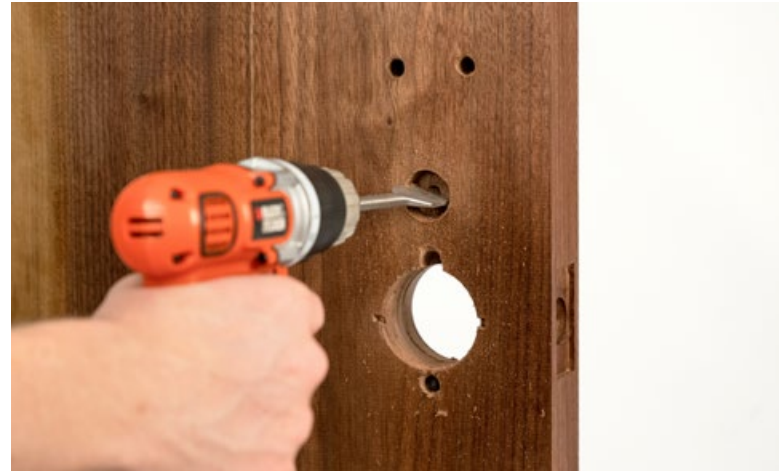
⅜" (10mm) Drill Bit

DRILL HALFWAY THROUGH ON EACH SIDE

Repeat these steps for the 1" middle hole.

Drill the 1" holes halfway through on the first side.
Then drill the remaining half from the other side
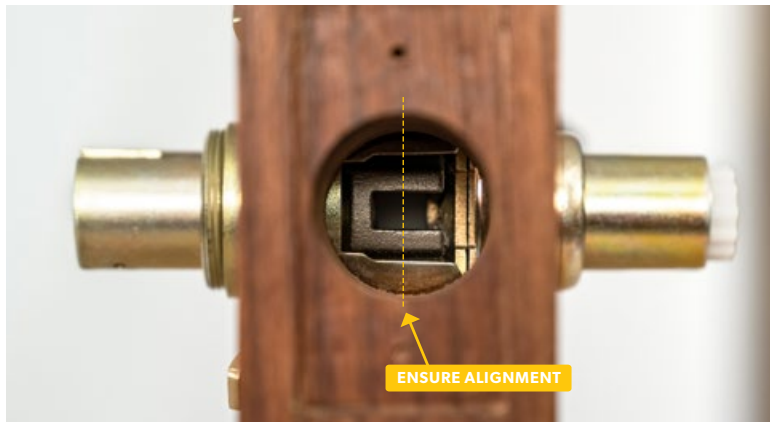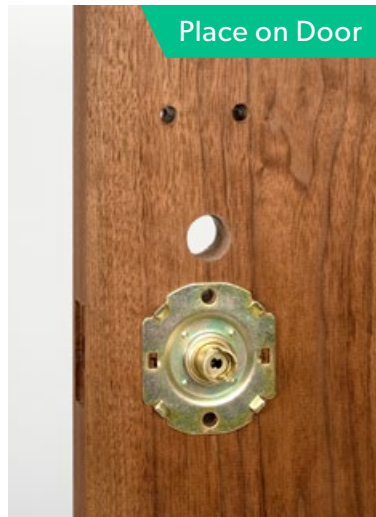of the door.

1" (25mm) Drill Bit

STEP 3

Confirm door thickness and adjust.

The lock body comes prepped for a 1 ¾" thick door. Ensure the setup is correct by removing the lock body from the lock housing and inserting the lock body in the face bore hole.

View the slide clip through the edge bore hole. Turn exterior rose to adjust center line of lock body to match the centerline of the door.

Remove the lock body after positioning and continue to **STEP 4**.

Remove Lock

Place on Door

ENSURE ALIGNMENT

Install latch.

Install the latch using the screws provided, with the bevel towards the door frame.

X2

Exterior of Door

Quick Tip

Make sure the latch plate lays flush with the door. If the latch plate is not flush with the door, draw an outline around the faceplate edge and chisel a rebate to allow the latch to lay flush with the door edge.
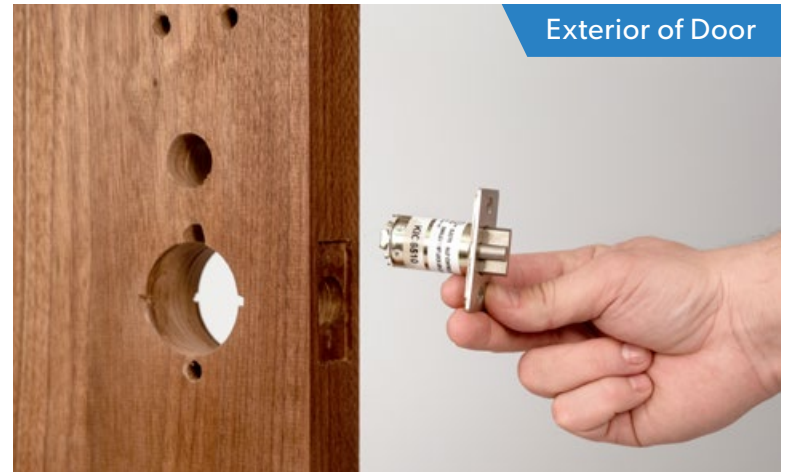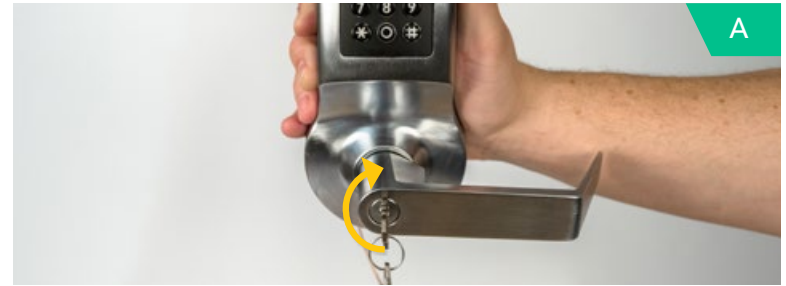
Confirm lock handing.

PLEASE NOTE:

Locks are supplied right handed. To reverse lock handing, perform the following steps. If handing is correct, move onto **STEP 6**.

To Reverse Outside Handle:

A. Turn key clockwise to vertical position.

B. Depress the lever catch with the pin wrench provided.

C. Pull off lever.

D. Remove the lever retractor spindle from the outside housing.

E. Rotate 180 degrees.

F. Place back into the housing.

G. Replace the lever back onto the lock in the left-hand position. Ensure key is in the vertical position and push lever on fully until it "clicks" into place. Turn key counter-clockwise and remove.

Quick Tip

You will see your lock's serial and model number on the RemoteLock sticker on the back of the lock. Write it down or take a picture for your records. This number is needed during online registration after installation. You will also find this sticker on the lock's box.
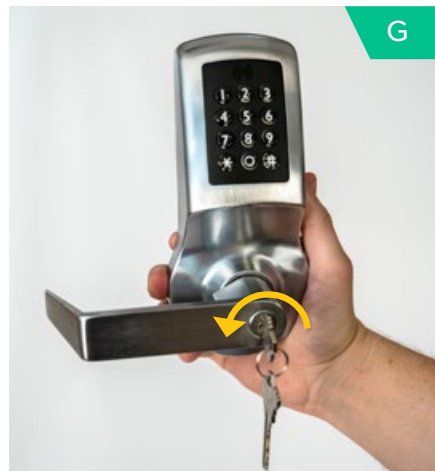
To Reverse Inside Handle:

A. Depress the lever catch with the pin wrench provided.

B. Pull off lever.

C. Remove the lever spring cage from the inside housing, rotate 180 degrees, then place back into the housing.

D. Position the lever in the left-hand position and slide onto lever spring cage. Push lever on fully until the lever "clicks" into place.
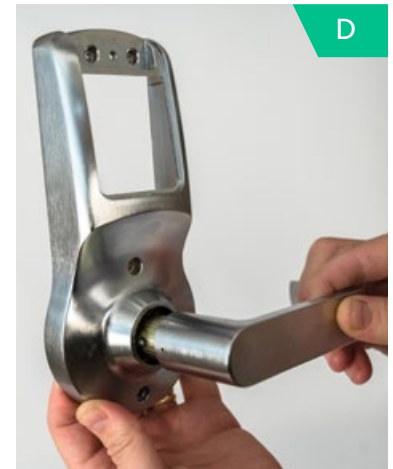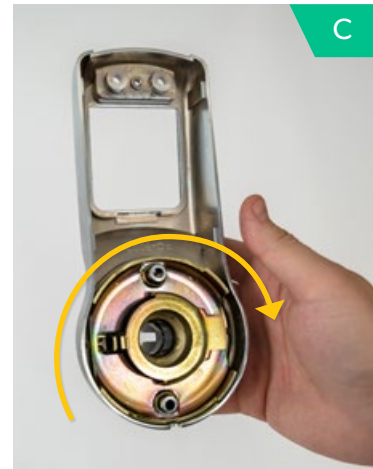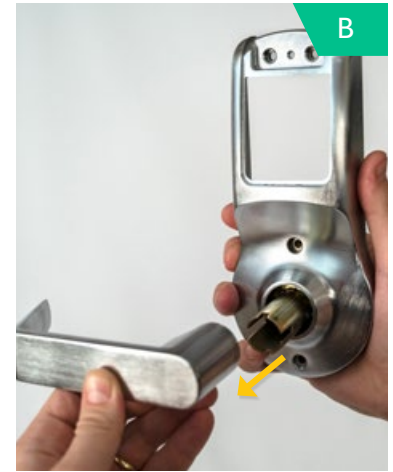
Place the outside lock.

Slide the lock body into place on the outside lock assembly, ensuring that the slide clip of the retractor is facing the latch side of the door.

Install the outside body and lock assembly. Take care to thread the upper three cables through the cable hole in the door. Also insert the motor cable through the face bore hole.

As the outside body is put in place, ensure that the prongs of the latch fit between the slide clip of the retractor. To do this, push in the latch slightly with your thumb.

If the prongs are not properly positioned, the latch could bind or be damaged resulting in improper function.

Exterior of Door

RETRACTOR SLIDE CLIP

Interior of Door

LATCH PRONGS
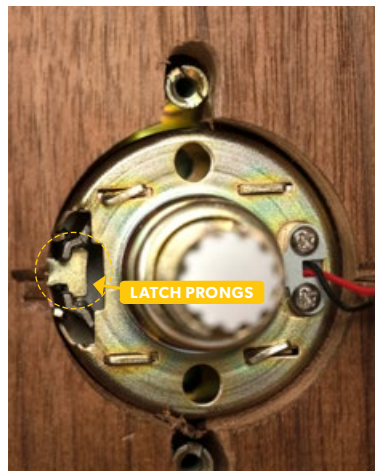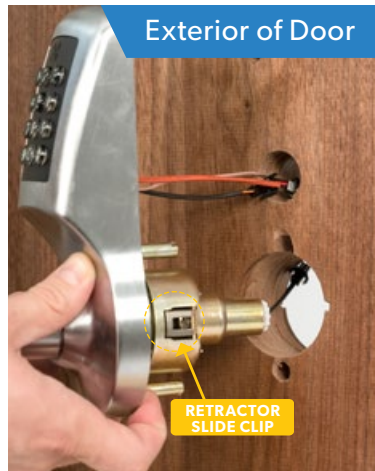
Install interior rose mounting plate.

Place the interior rose mounting plate over the spindle, ensuring that the cable hooks are on top and the motor cable passes through one side of the center hole.

The interior rose will be secured in a later step with screws.
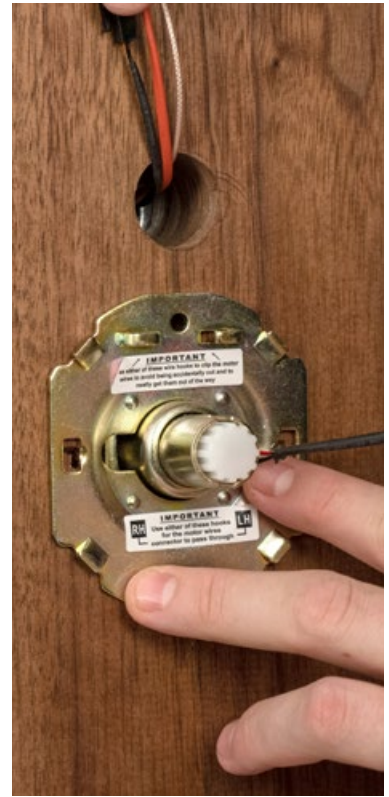
Interior of Door

Install battery mounting plate.

Place the battery mounting plate against the interior of the door, passing power cables and antenna through the hole in the center of the plate.

Pass two inner mounting bolts through the top of the mounting plate and door and tighten into the outside lock.

Interior of Door
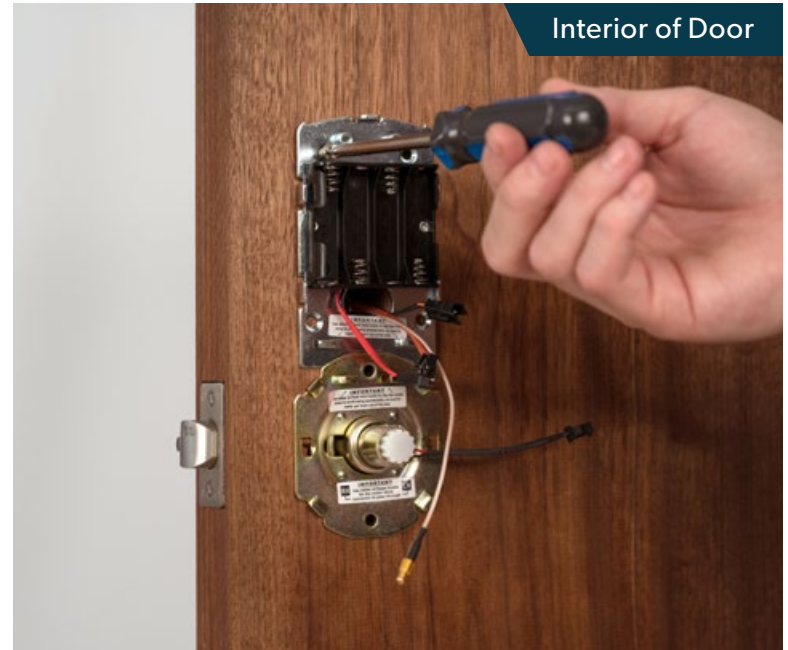
Connect wires.

Connect the red outside cable to the red battery plug.
Also connect the black outside cable to the black motor plug.

Push any excess cable back into the hole through the door.

IMPORTANT: Make sure cables are not pinched.
Utilize the cable hooks as shown.
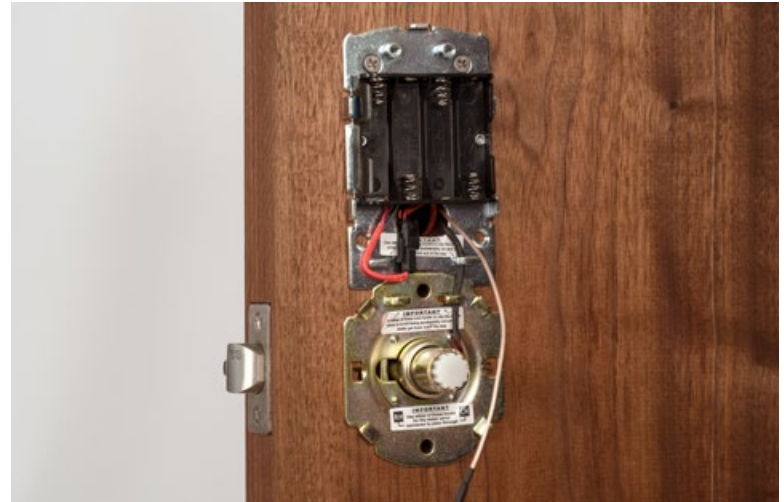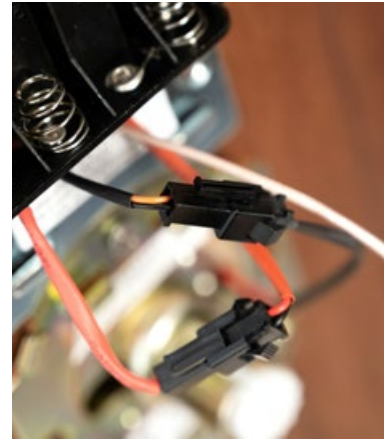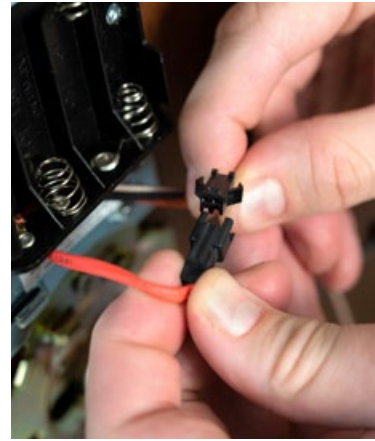
Install interior lock.

Remove the battery cover from the interior lock body if still secured.

Pass the antenna cable through the battery cover opening and position the interior lock body over the lever retractor spindle, ensuring it fits flush on the door.

Secure the interior lock with two through mounting bolts above and below the lever and two short mounting bolts at the top of the lock.

Interior of Door
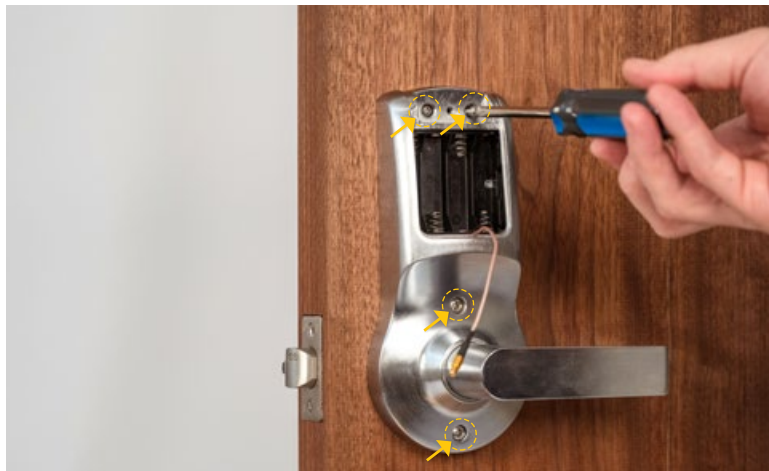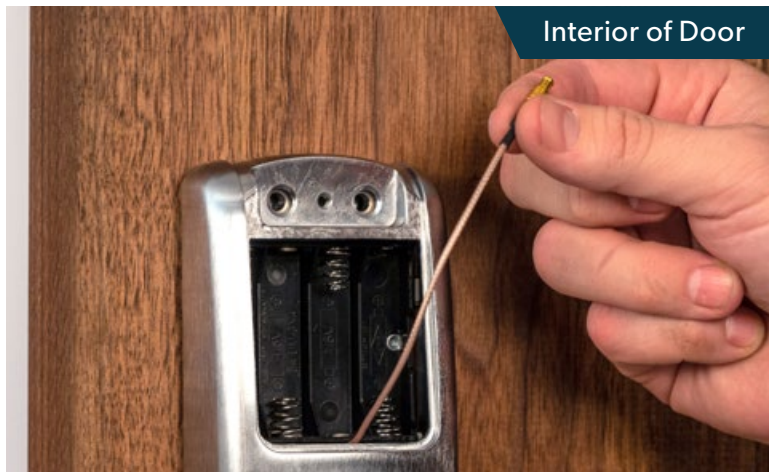
Install batteries and battery cover.

Install four AA batteries into the battery compartment.

Plug the antenna cable into the antenna plug on the battery cover. Push the plug firmly until you feel and hear it click into place.

Fit battery cover into place and secure with screw provided.
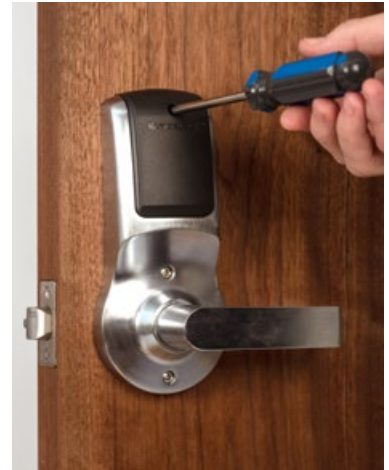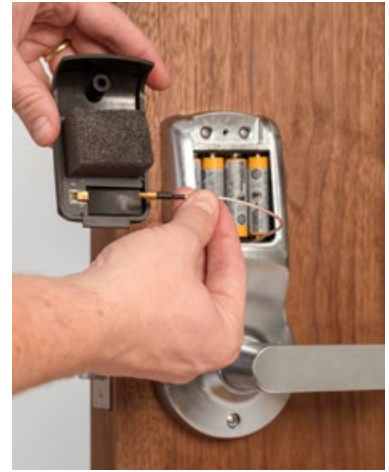
Operational Check

Before closing the door, check the operation of the lock.

Depress the internal lever to retract the latch. Ensure that the latch retracts, then fully springs back into place.

Test the outside of the lock by entering the default code **1234#**. You should see the keypad lights flash green. Depress the handle to ensure the latch retracts.

PLEASE NOTE:

1234 will be disabled once an additional code is added to the lock. Also, entering **#** after the code will not be required after the lock is connected to Wi-Fi.

Exterior of Door
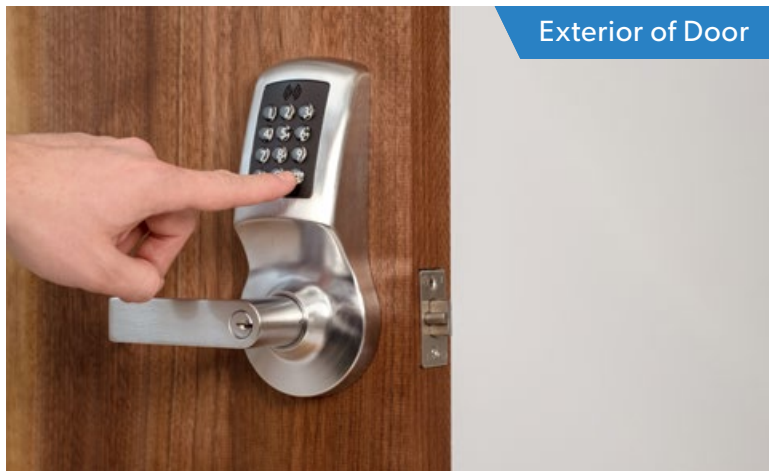
Congratulations!

Your lock is now installed.

Next:

Use the Connection Guide to finish setup.

Using your lock.

Locking
Lock the door by pressing *** *** on the keypad.

Unlocking
Unlock the door by entering a user code followed by the **#** button on the keypad. **#** will no longer be required after connecting the lock to Wi-Fi.

Once your lock is installed and connected to Wi-Fi, you can easily control your lock, add and manage access codes with the RemoteLock app.

For a complete list of manual programming options, visit **remotelock.com/programming**.

Default Settings

By default, and after a factory reset, your lock has the following settings:

Programming Code: 123456

User Code: 1234

Auto-Lock: Enabled

Auto-Lock Delay: 5 Seconds

Keypad Sound: Enabled

Heartbeat Interval: 1 Hour

Card Reader: Off (Enable with 381 or 382 function)

Programming Functions

The keypad can be used to program lock functions. These functions can also be performed remotely from the RemoteLock app. None of the following functions are required for setup.

All keypad programming functions follow the same general steps:

1. Enter your `Programming Code` followed by the **#** button.

2. Enter the `Function Code` for the desired function, followed by the **#** button.

3. Some functions will also require you to enter a `Function Value` followed by the **#** button.

Function Codes

PLEASE NOTE: Most of these settings can be updated online in the RemoteLock portal. After installing and connecting your lock to Wi-Fi, please register your lock and configure settings at **Connect.RemoteLock.com**

100: Change Programming Code
The programming code is essentially a password. This code allows you to program the lock directly, using the keypad. By default, the code is **123456**.

You can change this code to any anything 4–8 digits in length. To set a new programming code, enter the following on the lock's keypad:

Enter your current `Programming Code` followed by the **#** button, `100` followed by **#**, and then enter your `New Programming Code` followed by **#**.

Function Codes (cont.)

If successful, you will see two green flashes and hear two beeps. If an error was made, you will see a red flash.

110: Add a Local User Code

Local User Codes are intended to be used as a backup to User Codes created from the app. If internet is unavailable, you can program a code directly from the lock. Note that schedules cannot be applied to a Local User Code.

Local User Codes can be 4–8 digits in length. To Add a Local User Code, enter the following on the lock's keypad:

Enter your `Programming Code` followed by the **#** button, `110` followed by **#**, and then enter your desired `Local User Code` followed by **#**.

Once set, the default User Code will be disabled after your Local User Code is created.

120: Delete Local User Code

If you would like to remove your Local User Code, enter the following on the lock's keypad:

Enter your `Programming Code` followed by the **#** button, `120` followed by **#**, and then enter the existing `Local User Code` followed by **#**.

130: Erase ALL Local Codes

If you would like to remove ALL of your existing Local Codes, enter the following on the lock's keypad:

Enter your `Programming Code` followed by the **#** button, `130` followed by **#**.

Function Codes (cont.)

381: Enable Card/Fob Reader (Always On)

This function turns on the card/fob reader on the lock. Use this if cards/fobs are being provided to access users to unlock the door.

Enter your [Programming Code] followed by the **#** button, [381] followed by **#**.

382: Enable Card/Fob Reader on Button Press

This function turns on the card/fob reader on the lock only after a button press. This saves a bit more power than using the Always On 381 function.

Enter your [Programming Code] followed by the **#** button, [382] followed by **#**.

ADDITIONAL FUNCTIONS

131: Erase all user codes, except **1234** default.

135: Perform a factory reset. Careful, this will **delete all codes, schedules and events**.

160: Mute keypad beeping.

161: Unmute keypad beeping.

270: Disable Passage Mode. Your lock will automatically lock after each use.

271: Enable Passage Mode. Your lock will stay unlocked after being unlocked.

312: Reset Wi-Fi connection. (Forget All Known Connections and Networks).

320: Enter Access Point Mode to allow connection to another network.

380: Turn off SmartCard reads.

381: Turn on Always Scanning For Cards mode.

382: Turn on Only Read Card On Keypress.

390: Require # to be pressed after a user code is entered.

391: Removes the requirement to enter # after a user code.

411: Enter **411**∗ to force Wi-Fi to wake up if the lock is currently set to not wake up on keypress.

Notes

KeyInCloud

KEYINCODE SMARTLOCK CONNECTION GUIDE WITH KEYINCLOUD INTEGRATION

STEP 1

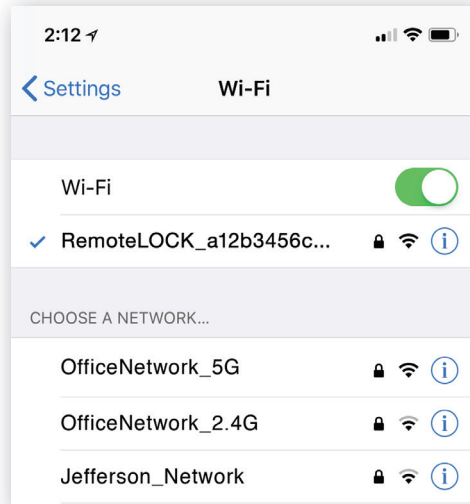### CONNECT YOUR LOCK TO WI-FI

After installing batteries, your lock creates a Wi-Fi network for a few minutes. Open the Wi-Fi settings on your smartphone or laptop.

Find and connect to the RemoteLock network. It will be named RemoteLOCK, followed by the lock's MAC address.

QUICK TIP

Not seeing the RemoteLock network?
Your lock broadcasts a temporary network that will expire after 10 minutes. To rebroadcast the network, simply remove and reinsert your lock's batteries.

2:12

Settings   Wi-Fi

Wi-Fi

✓ RemoteLOCK_a12b3456c...

CHOOSE A NETWORK...

OfficeNetwork_5G

OfficeNetwork_2.4G
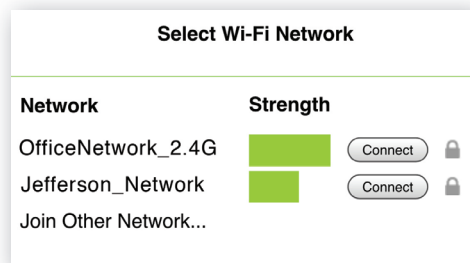
Jefferson_Network

STEP 2

CHOOSE YOUR NETWORK

Once connected to the lock's network, you will be presented with a list of available Wi-Fi networks.
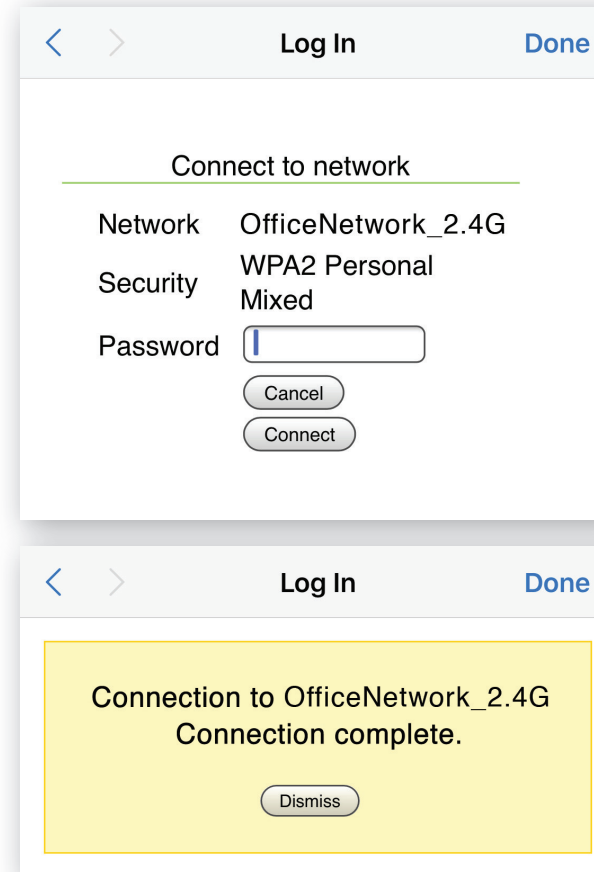
Select the Wi-Fi network you want to connect your lock to. You will need to know the password for that network.

QUICK TIP

If you were not automatically directed to a list of available Wi-Fi networks, you can do so manually by typing 192.168.0.1 into your web browsers address bar.

Select Wi-Fi Network

Network	Strength		
OfficeNetwork_2.4G		Connect	🔒
Jefferson_Network		Connect	🔒
Join Other Network...			

STEP 3

< >   **Log In**   Done

Connect to network

Network   OfficeNetwork_2.4G

Security   WPA2 Personal Mixed

Password   [ ]

Cancel

Connect

< >   **Log In**   Done

Connection to OfficeNetwork_2.4G Connection complete.

Dismiss

ENTER YOUR CREDENTIALS

After you've selected the network, enter your password and select **Connect**.

When your lock is connected, you'll see a success message and hear the lock beep twice.

If you hear 2 beeps on your lock, but do not see the "Connection Complete" message, your lock has still successfully connected to your network.

STEP 4 & 5   KeyInCloud

KEYINCODE ACCOUNT LOGIN

Log into your KeyinCloud account at: **www.keyincloud.com** and select "Login" on the upper right hand corner of the page.

Enter the e-mail address associated with your account to establish a connection.

ADMIN ACCOUNT PASSWORD

Establish a Password for your Admin Account associated with the e-mail address as noted in Step 4 (previous).

ADD YOUR NEW DEVICE

If registering by smartphone, select the "Add Device" icon on the main screen. This allows you to scan the QR Code on the lock packaging to input the serial number.

If registering via the web application, go to the "Devices" section and select "Register Device".

You will be prompted to enter a name, location and serial number.

The serial number and model number can be found on the back of the lock or on the lock packaging.

KEYINCLOUD PORTAL ACCOUNT (QUICK SETUP)

Now your KeyinCloud enabled Lock is setup we recommend you carry out these steps:

7A: Create an Access code for your own use. Go to Users, 'Add Access Users' and enter your details.

7B: In the Lock settings page, change the Programming Code to a unique 6 digit number.

7C: Under 'Local Pins' uncheck 1234, this will remove the default code.

7D: Change the 'Heartbeat Interval' to 4, 8 or 12 hours, this will conserve battery life.

7E: Make sure the correct battery type is selected, Alkaline or Lithium.

7F: Click Save and then press any button on the lock keypad to upload these settings.

LOCK HEARBEATS AND BATTERY LIFE

Your lock connects to the internet using Wi-Fi. In order to conserve battery usage, the lock's Wi-Fi radio is put to sleep for periods of time.

By default, the radio wakes up every hour and connects to the internet to see if new user codes or other commands are pending. This "heartbeat" interval can be shortened or lengthened from the lock's settings page.

A longer heartbeat interval leads to longer battery life.

The lock will also connect to the internet every time the keypad is pressed. This way lock events are reported in real time. When the lock connects to the internet, it stays connected for about 10 seconds and then returns to sleep mode.

To test commands sent from the mobile or web app to the lock, send the command (Eg. Add user code or lock/unlock), then press any button to wake the lock

CONGRATULATIONS!

Now your lock is fully functional and can be managed from anywhere

Visit us online.

keyincode.com/contact

We're here to help.

1 (978) 207 0269

techsupport@keyincode.com