



Programming & Operating Instructions

Codelocks ConnectShare - Programming & Operating Instructions

App Requirements

Platform	Minimum Required Version
iOS	16.1
Android	15

Introduction

The Codelocks ConnectShare smart locks by Codelocks provide simple and convenient access control via the Codelocks Connect App. The locks support up to 350 flexible User Codes and Card Users as well as flexible Smartphone Users, NetCode, Code Free and Do Not Disturb privacy features.

 **Safety:** Please review all information provided with your product prior to installation and initial use.

Key Information

Feature	Description
Models	CL4500 For low-medium traffic. • CL4510 - Tubular Mortice Latch • CL4520 - Mortice Lock with Double Cylinder CL5500 For high traffic applications. • CL5510 - Tubular Mortice Latch • CL5520 - Mortice Lock with Double Cylinder

Power 	The CL4500 and CL5500 smart locks are powered by 4x AA batteries. Codelocks recommend premium quality, alkaline batteries for best performance. Please dispose of batteries in accordance with the manufacturer's instructions. Subjecting batteries to extreme heat, flame, high and low pressure or force may result in explosion or leakage of hazardous material. Where used in external applications, protection must be provided to prevent any water ingress to internal electronics,
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Features

Feature	Description
Master Code	The factory set Master Code is #12345678 and should be changed during commissioning.
Sub-Master Code	The Sub-Master Code is used for user management and limited lock operations. The Sub-Master Code is not set by default.
Users	The lock supports Smartphone Users and up to 350 User Codes or Card Users.
NetCode	NetCodes should be prefixed with the  button.
Code Length	User Codes are 4,5 or 6 digits in length.
Code/Program Acceptance	After acceptance of a correct code or program, the blue LED shall flash twice.
Incorrect Code	After an incorrect code, the red LED shall flash twice. On three consecutive incorrect codes, the lock will not accept further keypad input for 30 seconds.
Low Battery	On low battery detection, the red LED shall flash three times after a correct code is entered.

REM (Auxiliary Connectors)	The PCBAs are equipped with two REM connectors supporting the connection of dry contact switches that on triggering, will signal the lock to unlock according to the behaviour detailed later in this document.
Keypad	The following illumination (back-light) options are available: • Proximity • On button press (default) • None If set to none, LED indication for button presses and programming functions is retained. When enabled, illumination is only active during the pre-set hours (via the App).
Sounder	• The sounder shall sound a single, short “beep” on any key press • Two short “beeps” shall sound on a permitted entry event (i.e. code/card/smartphone unlocking the lock) • Single long “beep” shall sound on a deny entry (incorrect code/card/smartphone) • Single short “beep” followed by a single long “beep” shall indicate any form of error Via the App, the sounder can be disabled. By default, the sounder shall be enabled.

Set-up

The lock can be managed with the Codelocks Connect App via smartphone devices. The App is available on the Apple App Store and Google Play™ for Android™ by searching for Codelocks Connect.

The Codelocks Connect App is compatible with iOS 16.1+ and Android OS 15+.

Install the App

1. Install the Codelocks Connect App on your device.
2. If you have an existing Codelocks Connect account, sign-in. Otherwise, sign-up for a new account. You will be asked to verify your email address during the sign-up process.

Connecting to your Lock

i During set-up, you will need to be in close proximity to your lock. Please ensure that your lock is powered on and that you know the Master Code.

1. On the **My Locks** screen, touch the **Add Lock** button to add your lock
2. Select your lock model from the [**Share**] locks.
3. Follow the on-screen instructions to connect and pair with your lock

Keypad Programming

⚠ Warning: We recommend using the Codelocks Connect App to manage your Codelocks ConnectShare locks. If settings are changed directly via the keypad, those changes will not be reflected in the app.

Keypad programming is intended for standalone usage only.

Details	Details
Change Master Code	#Master Code • 01 • New Master Code • New Master Code •• Example: #12345678 • 01 • 98765432 • 98765432 •• Result: The Master Code has been set to 98765432.
Set or Change Sub-Master Code	#(Sub)Master Code • 02 • New Sub-Master Code • New Sub-Master Code •• Example: #12345678 • 02 • 44557788 • 44557788 •• Result: The Sub-Master Code has been set to 44557788.
Clear Sub-Master Code	#Master Code • 03 • 03 •• Example: #12345678 • 03 • 03 •• Result: The Sub-Master Code has been cleared.
Re-Lock Delay	#(Sub)Master Code • 06 • Seconds to re-lock <02-30> •• Example: #12345678 • 06 • 10 •• Result: The re-lock delay has been changed from 4 seconds (default) to 10 seconds.

Emergency Open Cancellation	#(Sub)Master Code • 07 •• Example: #12345678 • 07 •• Note: Emergency open is triggered via a dry-contact switch connected to REM 2. When triggered, the lock remains unlocked for 30 minutes or until program 07 is used to manually cancel Emergency Open.
Locked/Unlocked Status	#(Sub)Master Code • 08 • LED Setting<1 2 3> •• Locked, No LED flashing (default) Example: #12345678 • 08 • 1 •• Result: When locked, no LEDs will flash. This is the default setting. Locked, Red LED flashes Example: #12345678 • 08 • 2 •• Result: When locked, the red LED will flash continuously every 5 seconds. Unlocked, Blue LED flashes Example: #12345678 • 08 • 3 •• Result: When unlocked, the blue LED will flash continuously every 5 seconds.
Dual Authorisation	#(Sub)Master Code • 09 • Disable/Enable <0 1> •• Example: #12345678 • 09 • 1 •• Result: Dual authorisation has been enabled. Any two valid credentials are required to unlock the lock. Present first credential (card/code), 2x blue LED flash, present second credential within 10 seconds, 2x blue LED flash, unlock.
Set Date & Time	#(Sub)Master Code • 10 • YYMMDD • HHmm •• Example: #12345678 • 10 • 220117 • 1015 •• Result: The date and time have been updated to 10:15 on January 17, 2022. Note: Date and time should always be entered as the current local time at the lock. Daylight Savings can be set via Program 11.
Set Daylight	NOTE: If it expected that Date and Time is always recorded in Local Time; NetCode and other time based functions

Savings Time	should compensate for DST if DST is enabled (and currently in DST). #(Sub)Master Code • 11 • DST Period <1-5> • DST Starts (yymmdd) • DST Ends (yymmdd) •• Example: #12345678 • 11 • 1 • 220327 • 221030 •• Result: The first DST period starts on 27/03/2022 and ends on 30/10/2022. Note: Up to 5 DST periods can be added allowing settings for up to 5 years to be set. Note: To disable DST, for each period, set DST Starts and DST Ends to 000000.
Set Daylight Savings Time Hours	#Master Code • 12 • HHmm (Starts) • HHmm (Ends) •• Example: #12345678 • 12 • 0100 • 0200 •• Result: Daylight Savings will start at 01:00 (spring forward) and end at 02:00 (fall back). Note: The default is: 01:00 (starts) and 02:00 (ends).
Enable Keypad Illumination	#Master Code • 14 • Option <0-2> • Start Hour <HH> • End Hour <HH> •• Enable Keypad Illumination by Proximity Example: #12345678 • 14 • 1 • 18 • 22 •• Result: The keypad will illuminate between 18:00 and 22:00 when a hand is in proximity to the keypad. Enable Keypad Illumination by Button Press (default) Example: #12345678 • 14 • 2 • 18 • 22 •• Result: The keypad will illuminate between 18:00 and 22:00 when a button is pressed for a short period (to match the K3 Connect locks) Disable Keypad Illumination #Master Code • 14 • 0 •• Example: #12345678 • 14 • 0 •• Result: Keypad illumination is disabled.
Lock Down	#(Sub)Master Code • 15 • <1 2> •• Lockdown #Master Code • 15 • 1 ••

Example: #12345678 • 15 • 1 ••

Result: Lock-Down is enabled. Only the Master Code can be used to open the lock.

Cancel Lockdown

#Master Code • 15 • 2 ••

Example: #12345678 • 15 • 2 ••

Result: Lock-Down is cancelled.

Users

User Codes

Stored on the individual lock, user codes benefit from a range of features that can be enabled via client permission and access restrictions in the app.

NetCodes

Date & time sensitive codes with set durations

Card Users

Stored on the individual lock, card users benefit from a range of features that can be enabled in the app. MIFARE Classic®, MIFARE Ultralite® or MIFARE DESFire® cards are supported.

Smartphone Users

A lock manager can invite other users of the Codelocks Connect app to have delegated access (unlock only) via creating a phone client with the invited users email address. Smartphone Users can also include active periods and valid from/expiry dates.

Programming

Program	Details
Add a User Code	#(Sub)Master Code • 20 • User Type <1-2> • User Code •• Example: #12345678 • 20 • 1 • 2244 •• Result: A User Code of 2244 has been added. Note: Multi and single use User Codes are available. 1: Multi-Use; 2: Single Use.
Add a Smart Card	#(Sub)Master Code • 20 • 3 • <Present Card> • <Present next card or wait 5s to end> •• Example: #12345678 • 20 • 3 • <Present Card> •• Result: The presented card has been added to the lock

Suspend a User Code	#(Sub)Master Code • 21 • Code •• Example: #12345678 • 21 • 1199 •• Result: The Code 1199 has been suspended. Note: Card and Smartphone Users cannot be suspended via the keypad.
Restore a User Code	#(Sub)Master Code • 22 • Code •• Example: #12345678 • 22 • 1199 •• Result: The Code 1199 has been restored. Note: User and Smartphone Users cannot be restored via the keypad.
Delete a User	#(Sub)Master Code • 25 • <User Code Present Smart Card> •• Example: #12345678 • 25 • 1199 •• Result: The User Code 1199 has been deleted.
Delete all Users	#(Sub)Master Code • 26 •• Example: #12345678 • 26 •• Result: All Card Users and User Codes have been deleted. Smartphone users cannot be deleted via the keypad.

User Settings

User settings apply to User Codes, Card Users and Smartphone Users when set via the app.

Parameter	Description
Active Periods	10 active periods can be set up with one or more days selected for each period. Each period can have a start and end time within the range of 00:00 to 24:00 set.
Active From	Sets the date and time after which a user becomes valid
Expires	Sets the expiry date and time of a user after which the user is suspended
Can Set Code Free	If set to yes, User can enter **4 within 10 seconds of presenting their credential. This will put the lock into Code-Free. Presenting any valid credential followed by

	**9 will cancel Code-Free and revert to normal operation.
Can Set Do-Not-Disturb	If set to yes, User can enter **7 within 10 seconds of presenting their credential. This will put the lock into Do-Not-Disturb. Presenting the same credential followed by **9 will cancel Do-Not-Disturb and revert to normal operation. "Can Set Do-Not-Disturb" cannot be set if the user has "Auto Do-Not-Disturb" enabled
Can Override Do-Not-Disturb	If set to yes, User can enter **8 within 10 seconds of presenting their credential. This will allow access but will not cancel Do-Not-Disturb. Presenting the original credential or any credential with "Can Override Do-Not-Disturb" enabled followed by **9 will cancel Do-Not-Disturb and revert the lock to normal operation.
Can Lockdown	If set to yes, User can enter **0 within 10 seconds of presenting their credential. This will block all access other than the (Sub)Master Code and the user who initiated lock down.
Auto Do-Not-Disturb (Touch Free)	If set to yes, Do-Not-Disturb will be automatically enabled on presentation of their credential. Further presentations of the same credential will permit access to allow for exit and re-entry. Presenting the same credential and entering **9 will cancel Do-Not-Disturb. "Auto Do-Not-Disturb" cannot be set if the user has "Can Set Do-Not-Disturb" enabled

Active Periods

Active Periods apply to an individual user, each of which can have up to 10 such periods. Each period can be of one or more of Mon-Sun and have a start time of 00:00 and end-time of 24:00. A single period cannot have multiple start and end times. Active Periods can be set via the management App only.

Code-Free

When Code-Free is enabled, the lock provides free passage and a valid credential is not required for access. Simple Code-Free configuration is available via a Master/Sub-Master Program. Further options are available via the management App.

Program	Details
Set Code-Free (on-demand)	#(Sub)Master Code • 40 • Auto-disable of Code-Free (Hours)<00-12 or 99> •• Example: #12345678 • 40 • 06 •• Result: Enables Code-Free immediately. Code-Free automatically disabled after 6 hours. Note: The last parameter of the Set Code-Free program is used to disable Code-Free (00), set Code-Free to be automatically disabled after 1-12 hours or to set unlimited Code-Free (99). Note: Program 40 (immediate Code-Free) takes precedence over Program 41 (Code-Free Periods).
Set Code-Free Periods	Set Code-Free Periods NOTE: Date and Time must be set for this function to work. Enable #(Sub)Master Code • 41 • Day of the week <0-7> • HHmm (Start) • HHmm (End) •• Example: #12345678 • 41 • 0 • 0900 • 1700 •• Result: The lock will be in Code-Free from 09:00 to 17:00, every day Note: Where day of the week is: Monday - 1, Tuesday - 2, Wednesday - 3, Thursday - 5, Friday - 5, Saturday - 6, Sunday - 7 and Every day - 0. Note: Program 40 (immediate Code-Free) takes precedence over Program 41 (Code-Free Periods). If Code-Free has been enabled via Program 40, all Program 41 periods will be ignored. Disable #(Sub)Master Code • 42 • Day of the week <0-7> •• Example: #12345678 • 42 • 0 ••

	Note: Code-Free has been disabled for every day. Example: #12345678 • 42 • 1 •• Note: Code-Free has been disabled for Monday.
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Code-Free Use Cases

i Use Case - First Person In What Manager/appointed person arrives at work premises, needs to allow free passage for subsequent visitors. How For each appointed person, set their user parameters to include "Can Set Code-Free". Entering **4 within 10 seconds of presenting their user credential will enable Code-Free.
i Use Case - Space Rental What A church rents its hall to a third-party who is hosting their own event. The third-party needs to gain access to the hall and then allow their own guests free passage into the hall. How The church hall administrator adds a new code user with the "Can Set Code-Free" parameter enabled. An expiry date & time may also be set, after which, the code will automatically be suspended. The code should be supplied to the third-party who will be able to enter the code, followed by **4. Thereafter, the lock will allow free passage. Presenting any valid credential followed by **9 will cancel Code-Free and revert to normal operation.

NetCode

Program	Details
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New NetCode Blocks Previous	#(Sub)Master Code • 51 • <0 or 1> •• Note: This feature is only available for standard NetCodes. Note: This program is available to Master and Sub-Master Codes. Enable Example: #12345678 • 51 • 1 •• Result: The previously used NetCode will be blocked whenever a new NetCode is entered. Disable Example: #12345678 • 51 • 0 •• Result: Any valid NetCode can be used.
Blocking another NetCode	Blocking another NetCode #(Sub)Master Code • 52 • NetCode-to-block •• Example: #12345678 • 52 • 987654 •• Result: NetCode 987654 is now blocked. Note: This program is available to Master and Sub-Master Codes. or ##NetCode • 52 • NetCode to Block •• Example: ##456872 • 52 • 987654 •• Result: NetCode 987654 has been blocked.
Early Expiry on Last Day	Note: Can be set via App only. Note: On calculated date of NetCode expiry, the NetCode cannot be used past the set time (HH:mm). This shall not apply to hour or single day based NetCodes.

Use Case - NetCode Early Expiry

What

Where NetCodes lasts more than 1 day; this setting allows for an override of the end time of the NetCodes; and when enabled and configured fixes the end of the NetCode to a fixed time of day.

Works best

Multiple day length NetCodes.

How

This value will be set in the lock and applied to all NetCodes with a length of a day or more. If the NetCode is entered within the valid period and after the Early Expiry it should be rejected in the same way as if it were entered outside the valid period.

Example

Mary has a Guest Lodge with a checkout time of 15:00. The early expiry is set for 15:00 after which her customer can no longer use their NetCode in the last day (of their stay and the NetCode) for entry. NetCode Grace Period would apply from the Early Expiry Time as it would at the expiry date/time of the NetCode.

NetCode Modes of Operation

NetCode mode of operation can be set via the Management App. The following modes are available:

Mode	Description	Notes
Standard (Single Use Only)	Choice of durations: 1-12 Hours, 1-7 Days	
Standard (Multi-Use Only)	Choice of durations: 1-12 Hours, 1-7 Days	
Standard (Both)	Choice of durations: 1-12 Hours, 1-7 Days. Choice of type: onetime, alltime	
Rental	Choice of durations: 1 Hour (Multi-Use), 1-21,28 Days (TBC)	NetCodes with durations in excess of 7 days must be used within 1 day of valid from date.

GuestCode

The GuestCode feature allows a guest to choose their own user code for repeat access to their room. By configuring each lock with a unique 3 digit prefix, on check-in, the guest is provided with the prefix. Entering the prefix followed by a 4 digit code of their choice provides access and thereafter, allows access via the 4 digit code.

NOTE: When GuestCode is activate then standard/one-time User Codes are ignored (apart from the one set via GuestCode). All User Cards continue to work as does NetCode. The User Code set by GuestCode is not used outside of this mode.

Program	Details
Enable GuestCode	#Master Code • 60 • <Prefix> • <Prefix> •• Example: #12345678 • 60 • 748 • 748 •• Result: The GuestCode feature is now enabled and the GuestCode prefix is set as 748. If the user enters 748 followed by any four digit number (the "GuestCode"), the lock will be able to be unlocked using the GuestCode until it is cleared using **9.
Disable GuestCode	#Master Code • 61 •• Example: #12345678 • 61 •• Result: The GuestCode feature is now disabled.
Clear a GuestCode	#{Sub)Master Code • **9 •• Example: #12345678 • **9 •• Result: The GuestCode is cleared. or <Present valid user credential> • **9 •• Example: <Presents card> • **9 •• Result: The GuestCode is cleared. Notes: If a valid user credential is presented but not followed by **9, then lock unlocks and relocks silently after the relock delay.

Use Case

Use Case - Small Hotel

What

Simple method that allows a guest to gain entry to their room and set their own memorable user code.

Works best

With code users.

How

The lock is configured with a GuestCode prefix, a 3 digit number that is unique to that particular lock within the location. On check-in, the guest is provided the 3 digit number. On entering the 3 digit number into the lock, followed by any further 4 digits (the "GuestCode"), the guest will be able to use their own personal GuestCode throughout their stay.

Standard users remain available and a GuestCode can be cleared, ready for the next guest, by presenting any valid standard user credential followed by **9.

Do-Not-Disturb/Changing Room Function

 This functionality requires Smart Phone app.

Do-Not-Disturb prevents another user from entering a room or space that is already in use. Designed for scenarios involving meeting, consultation and fitting rooms, this feature provides an additional degree of privacy and access control. When Do-Not-Disturb has been enabled, the lock LEDs shall flash red every 5 seconds. Only the user who enabled Do-Not-Disturb, (Sub)Master Code or users with "Can Override Do-Not-Disturb" set, can cancel Do-Not-Disturb. The user who enabled Do-Not-Disturb can exit and re-enter without having to re-enable Do-Not-Disturb.

Per-User Do-Not-Disturb

Program	Details
Set Do-Not-Disturb	The Do-Not-Disturb feature can be enabled for individual users via the Management App: 1. Select the user 2. Set Can Set Do-Not-Disturb to Yes 3. Save changes and sync with lock

	Presenting their credential followed by **7 will enable Do-Not-Disturb. Note: Any user with “Can Override Do-Not-Disturb” will be able to unlock the lock whilst in Do-Not-Disturb. Note: Do-Not-Disturb can also be enabled or disabled if the REM configuration is set to "Do-Not-Disturb (Privacy Button)". The privacy button accessory is required. See <i>Do-Not-Disturb via Privacy Accessory</i> below.
Disable Do-Not-Disturb	If Do-Not-Function is active, only the user who set Do-Not-Disturb, Master or Sub-Master Users can return the lock to normal operation. Presenting any of those credentials following by **9 will return the lock to normal operation. A user with the “Can Override Do-Not-Disturb” parameter set will also be able to disable Do-Not-Disturb.

Use Case - Changing Room

What

Staff member takes customer to fitting room, needs to ensure no-one else is able to interrupt fitting.

Works best

With card users.

How

For each staff member, set their user parameters to include "Auto Do-Not-Disturb". On presentation of their credential, Do-Not-Disturb will automatically be enabled. Exit & re-entry is possible without disabling Do-Not-Disturb. Do-Not-Disturb can be disabled by presenting their user credential followed by **9.

REM Devices

Program	Details	REM 1	REM 2

Remote Release (default)	On closing of a connected dry-contact switch, the lock is unlocked.	On close, triggers lock to open as per the re-lock delay.	On close, triggers lock to open for 30 minutes. Re-lock is automatic.
Sensor Mode	On closing of a connected dry-contact sensor, an audit entry is recorded. Triggering either REM connector does not in itself action any other lock operation although a REM connector may have been triggered by a separate unlocking event.	On close, triggers audit entry - text only.	On close, triggers audit entry - text only.
Sensor + Lock-Down	On closing of a connected dry-contact sensor, an audit entry is recorded (REM 1 only). Triggering of REM 2 will disable all lock functionality with the exception of Master Code access and programming.	On close, triggers audit entry - text only.	On close, triggers lock down of lock.

Advanced Programming Features

Program	Details
Battery Level Check	#Master Code • 87 •• Example: #12345678 • 87 •• Result: Red and Blue LEDs will flash to indicate current battery status. •• → ≤20% •• •• → ≤ 50% •• •• •• → ≤ 80% •• •• •• •• → ≤ 100%

Firmware Version	#Master Code • 88 • 88 •• Example: #12345678 • 88 • 88 •• Result: The LEDs will flash to indicate firmware major and minor version. The Red LED shall flash to indicate the major version followed by the Blue LED flashing to indicate the minor version. If Red LED flashes 3 times and the Blue LED flashes 4 times, the firmware version is v3.4. Note: Press any button or wait 30 seconds to return to normal operation.
Factory Reset	1. Remove a battery 2. Press and hold the 1 button 3. Replace the battery (blue LED will flash twice) 4. Release the 1 button 5. Within 3 seconds, press the 1 button three times 6. The blue LED will flash twice confirming that the lock has reverted to the factory settings
Factory Reset via Keypad	#Master Code • 99 • 99 •• Example: #12345678 • 99 • 99 •• Result: The motor will engage and the blue LED will flash twice confirming that the lock has reverted to the factory settings.



ConnectShare