ASSA ABLOY

nexTouch
Electronic Interconnected Touchscreen
Installation and Programming Instructions
NTC623-ACC / NTC643-ACC

Inside of Door

Outside of Door

4" Touchscreen Shown - 5.5" Available

80-8150-0068-010
10/23

Before You Begin

Mark Door Reference Lines

EXISTING

1 Preparing Door *(if necessary)*

2 Installing Strike Plates

x4

Determining Handing

3 Changing Handing *(if necessary)*

4-24 x 1/4" PPHMS

x2

3 Changing Handing *(if necessary)* continued

Lockset Handing Configurations

4" Left Hand to 4" Right Hand Shown

4" Left Hand

4" Right Hand

Test Lever and Thumbturn

4 Installing Fire Cups

O Optional Fire Kit Parts
For Model NTC623-ACC ONLY

5 Adjusting Deadbolt Latch
(If adjustable deadbolt latch provided)

6 Installing Deadbolt Latch & Latchbolt

7-16 / 8-32 x 1" UNCWS

x4

7 Installing Touchscreen Escutcheon

Inside of Door

Outside of Door

O optional

8 Installing Exterior Deadbolt

M6x55 PPHMS

x1

9 Installing Lock Chassis

x2

10-32 x 1-1/2" PPHMS

10 Securing Back Plate to Door

#8 Wood, 8-32 x 3/4" Machine

2x

Testing Deadbolt & Latchbolt Operation
Key test only applicable to NTC623-ACC

Outside of Door

90°

11 Remove Battery Cover

12 Attaching the Cable Assembly

Inside of Door

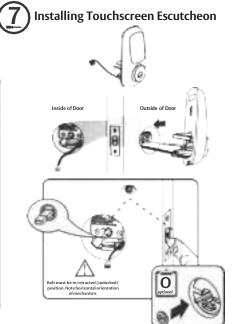## 13 Installing Interior Lock

⚠ Orientation must match.
Do not fasten lock to back plate until properly fitted.

⚠ Turn the roll so it is located and cannot be turned flat.

14 Installing Interior Lock continued

@ 10-32 x 5/8" POHMS   ⊕ 6-32 x 1" PPHMS

i x1

J x2

Inside of Door

⚠ DO NOT LOOSEN THIS SCREW

15 Installing Interior Lever

Inside of Door

(Key test only applicable to NTC623)

✓ Testing Final Latchbolt Operation

✓ Testing Final Deadbolt Operation

& If testing fails, go back to beginning of Step 12 and check installation.

16 Installing Batteries & Cover

Handing the Lock

Congratulations, you ? gate ? e C -J
nexTouch™ Electronic connected chscreen!
Continue with the Programming Instructions to customize your product.

Hardware Troubleshooting

Cycle lock in both the locked and unlocked positions. If problems are found:

Bolt will not extend and motor is grinding
a. Enter your Master PIN code.
b. With the bolt retracted, press menu Option 3 for Advanced Lock Settings.
c. Press Option 5 to rehand the lock.
d. Test the operation; locking the door via the keypad

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.

Bolt will not deadbolt
a. Check for sufficient clearance of the bolt within the strike-side jamb. Correct this by increasing the depth of the pocket for the bolt.
b. Check for misalignment of bolt and/or strike, which may be preventing bolt from properly entering the strike. With the door open, extend and retract the bolt; if it is smooth, check the strike alignment.

Bolt does not extend or retract smoothly
a. Bolt and strike are misaligned, see above.
b. Check the backset of door relative to adjustments already made to bolt
c. Verify proper door preparation and re-bore holes that are too small or misaligned.
d. Verify touchscreen wire harness is routed properly (see Step 10).
e. Verify bolt is installed with correct side up (see Step 6).

Keypad numerics are scrolling
Remove interior escutcheon:
a. Check that wire terminals are securely connected.
b. Check that wire harness lies flat against mounting plate and is routed through wire hook on mounting plate so cable is not pinched at any point.

Changing Lock: Replacing Cylinder

To Remove cylinder:
A. Remove touchscreen from door.
B. Remove pan head screw.
C. Remove cylinder by letting it drop out of assembly.

⚠ Touchscreen shown removed from door.

Resetting Lock to Factory Default

When resetting the lock, all user codes, including the Master PIN code, are deleted. All programming features are reset to original default settings (see below).

1. Remove the battery cover and batteries.
2. Remove the interior lock to access the reset button hole. (See image at right.)
3. Re-insert 3 batteries and insert a small screwdriver into the hole; holding the reset button for 3 seconds.
4. While still holding the reset button, insert the 4th battery and hold the reset button for an additional 3 seconds.
5. Release the reset button.
6. Re-install the interior lock onto the door.

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

For best results, the lock should be installed on the door when resetting the lock to factory default. If the process was done and the lock was not installed on the door, review the Re-Handing instructions listed in Hardware Troubleshooting.

Interior Lock (4" Shown)

Programming Instructions

Touchscreen

1 2 3
4 5 6
7 8 9
0

Interior Lock

Low Battery Indicator

Lockout Mode

Privacy Mode Button

Lock Activation

OR

Max U ...
Max User ... 5 without network module or with iM1
Max User Codes= 12 with Bluetooth

G) 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.

R) Creating User PIN Codes

Master PIN code must be created first.
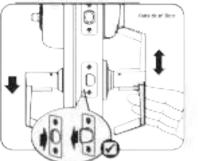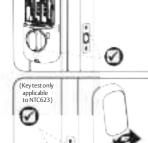◆Max user codes = 25

@ Unlocking Door with PIN Code

Unlocking Door with RFID

See "Customizing Lock Using Settings Menu", to configure RFID communication.

Definitions

All Code Lockout Mode: This feature is enabled by the Master code. When enabled, it restricts all user (except Master) PIN code access. When attempting to enter a code while unit is in Lockout, the RED locked padlock will appear on the screen.

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

Handing the Lock: Lock handing refers to which direction the bolt comes out of the door (right or left). If lock was programmed for the door, the lock may need adjusting. Review Handing the Lock instructions for Re-Handing instructions listed in Hardware Troubleshooting.

Inside Indicator Light: Located on interior lock. Shows active status (Locked) of lock and can be enabled or disabled in Advanced Lock Settings (Main Menu selection #3).

Language Setting Mode: Choosing English (1), Spanish (2) or French (3) becomes the (default) setting for the lock's voice prompts.

Low Battery: When battery power is low, the Low Battery Warning indicator flashes RED. If battery power is completely lost, use the cylinder key override.

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 code will also open the unlock/lock the lock.

Network Module Setting: With the optional Network Module installed, resetting to comes available through the Main Menu (n) and allows the lock to connect with a network controller.

One Touch Locking: When the latch is retracted, activating the keypad will extend the latch during Automatic Re-lock duration 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.

Previous: While in Menu Mode, pressing this icon cancels the current operation and returns the user to the previous step.

Privacy Mode: Privacy mode is disabled by default. Enable Privacy Mode by pressing the Privacy button for 4 seconds to put the lock in do-not-disturb mode (all pin codes are disabled).

Shutdown Time: The unit will shutdown (flashing RED) for sixty (60) seconds and not allow operation after the wrong code entry limit (5 attempts) has been met.

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

User PIN Code: The user code operates the lock. The maximum number of user codes with Z-Wave Plus or Zigbee network modules 250: without network module or with iM1 network module, maximum is 25; with Bluetooth; maximum is 12. Note: When deleting user pin code(s), screen will display user pin code being re-set.

Volume Setting Mode: The volume setting for PIN code verification is set to Low (2) by default. It otherwise it can be set to High(1) or Silent (3) for quiet areas.

Wrong Code Entry Limit: After five (5) unsuccessful attempts at entering a valid PIN code, the unit will shut down and not allow operation for six (6) seconds.
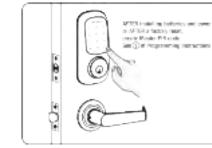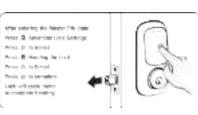
Feature Programming Thru Menu Mode Using Master PIN code*

1. Touch screen with back of hand or palm to activate. [◄]
2. Enter 4-8-digit master PIN code followed by [&] key.
   Lock Response: "Menu mode, enter number, press [ ] key to continue."
3. Enter digit corresponding to the function to be performed followed by the [→] key. Follow the voice commands.

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

Handing the Lock — Preforms automatic handing of the lock

Default settings in bold.

† Escape Return Mode is enabled, Automatic Re-lock cannot be enabled.

Programming Troubleshooting

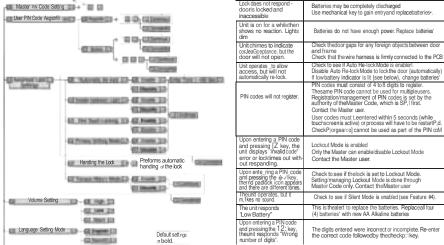| Symptom	Suggested Action
Lock does not respond - door is open and accessible	Touchscreen becomes active when pressed w/whole hand. Use a large area of the hand or fingers and verify contact with at least 3 areas. If touchscreen numbers are visible, check to see if they respond when pressed. Check batteries are installed and oriented correctly (polarity) in the battery case. Check batteries are in good condition; replace batteries if discharged. Check to site if touchscreen harness is fully connected and not pinched.
Lock does not respond - door is locked and inaccessible	Batteries may be completely discharged. Use mechanical key to gain entry and replace batteries.
Unit is on for a while then shows no reaction. Lights dim	Batteries do not have enough power. Replace batteries
Unit chimes to indicate codes acceptance, but the door will not open.	Check the door gaps for any foreign objects between door and frame. Check that the wire harness is firmly connected to the PCB
Unit operates to allow access, but will not automatically re-lock.	Check to see if Auto Re-lock Mode is enabled. Disable Auto Re-lock Mode to lock the door (automatically) if low battery indicator is lit (see below), change batteries
PIN codes will not register.	PIN codes must consist of 4 to 8 digits to register. The same PIN code cannot be used for multiple users. Registration/management of PIN codes is set by the authority of the Master Code, which is set first. Contact the Master user. User codes must be entered within 5 seconds (while touchscreen is active) or process will have to be restarted. Check if program(s) cannot be used as part of the PIN code
Upon entering a PIN code and pressing [↗] key, the unit displays "invalid code" error or lockdowns out with our responding.	Lockout Mode is enabled Only the Master can enable/disable Lockout Mode Contact the Master user.
Upon entering ring a PIN code and pressing the [↗] key, the red padlock icon appears and there are different tones.	Check to see if the lock is set to Lockout Mode. Setting/managing Lockout Mode is done through Master Code only. Contact the Master user
The unit operates, but it is has no sound.	Check to see if Silent Mode is enabled (see Feature #4).
The unit responds "Low Battery"	This is the alert to replace the batteries. Replace all four (4) batteries' with new AA Alkaline batteries
Upon entering a PIN code and pressing the [↗] key, the unit responds "Wrong number of digits".	The digits entered were incorrect or incomplete. Re-enter the correct code followed by the check [↗] key.

*When batteries are replaced, the lock will lose it's time reference. Please synchronize the time using the ASSA ABLOY Accentra Configuration app.

Factory Settings

Settings	Factory Setting
Master PIN Code	Registration required*
Automatic Re-lock	Disabled
Inside Indicator Light	Disabled (Off)
One Touch Locking	Enabled
Privacy Sutton Setting	Disabled
Volume Setting	Enabled (Low)
Language Setting	English
Lockout Mode	Disabled
Wrong Code Entry Limit	5 Times
Shutdown Time	60 Seconds

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