






Security & Convenience  
for the Whole Family

# User's Manual




Everything you need to know to install, program, and use  
your EMBASSY® HOME™ Electronic Door Lock EL1



## Documentation

-  User Manual
-  Tips for Use with Kids & Recording Codes
-  Warranty (requires registration)

More for the EL1 at [EmbassyHardware.com/EL1](https://EmbassyHardware.com/EL1)

-  Register Your Lock
-  Installation Video
-  User Manual as PDF

## Tools You'll Need



Phillips screwdriver (#2)




4 AA batteries (included)



Pointed object  
(such as a paper clip)

## Additional Tools Required for New Door Installations

-  Template for Boring (included)



2 1/8" (54mm) Hole saw



1" (25mm) Hole saw



1/8" (2.5mm) Drill bit



Chisel



Hammer

### **Read This First**

- Failure to follow these instructions could result in damage to the product and will void the manufacturer's warranty.
- Accurate alignment during your door prep is critical for proper functioning and security of this product. This will ensure smooth functioning and prevent both performance degradation and reduced security.

#### **IMPORTANT**

Do not install the 4 AA batteries until the lock is completely installed on your door.

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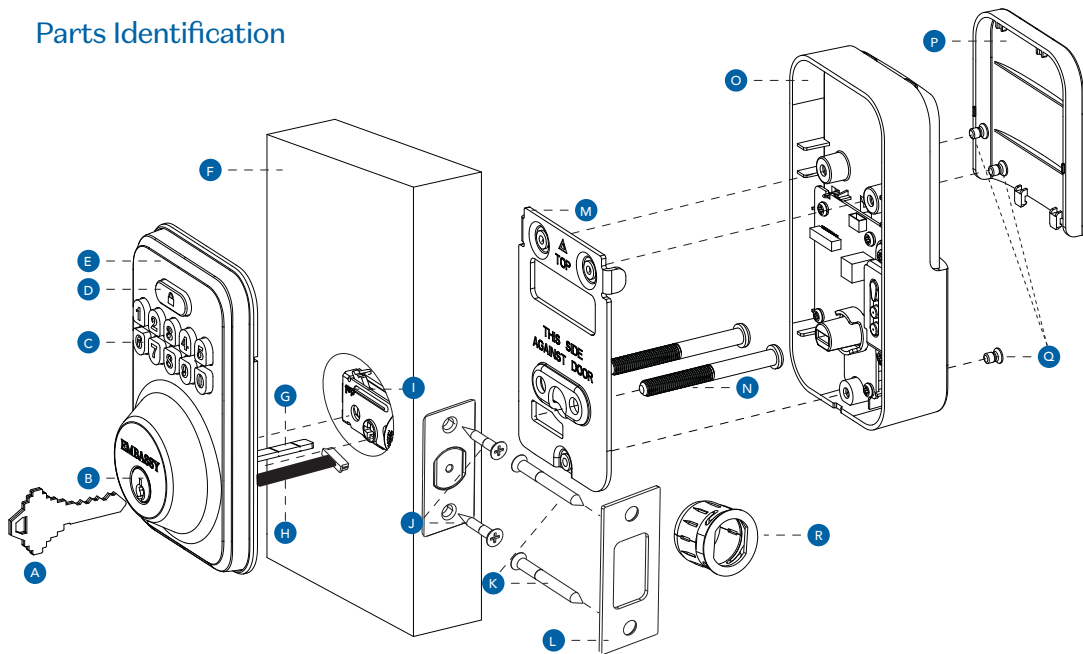


Security & Convenience  
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# EL1 Electronic Door Lock Installation Guide

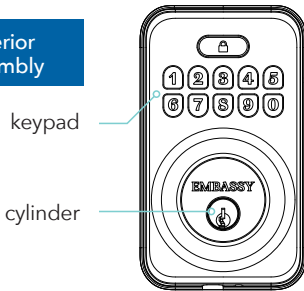
- A Manual Override Key
- B Cylinder
- C Push Buttons
- D Locking & Unlocking Button
- E Exterior Assembly
- F Door
- G Tailpiece
- H Wiring Cable
- I Bolt
- J 7/8" (23mm) Latch Screws
- K 1-1/2" (38mm) Strike Plate Screws
- L Door Frame Strike Plate
- M Interior Mounting Plate
- N 2-3/8" (60mm) Through Bolt Mounting Screws
- O Interior Assembly
- P Battery Cover
- Q Interior Assembly Screws
- R OPTIONAL Round Faceplate

## Parts Identification



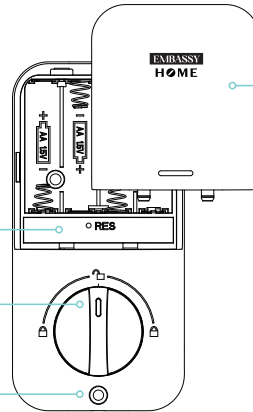
## Specifications

### Exterior Assembly



keypad

cylinder



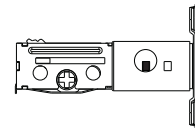
reset button

thumbturn

interior assembly screw

### Interior Assembly

battery cover



### Deadbolt

Item	Specifications
Exterior Assembly	(H) 5-1/8" (130mm) x (W) 3" (76mm) x (D) 1-3/16"(30mm)
Interior Assembly	(H) 5-9/16" (142mm) x (W) 2-3/4" (70mm) x (D) 1-3/4" (44mm)
Batteries (included)	AA Alkaline battery x4 (Operation voltage: 4.6~4.0V) Lasts up to one year (10 unlock/lock cycles per day)



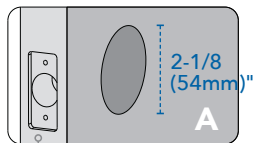
## Door Preparation for Installation

For doors which have pre-existing deadbolt installed.

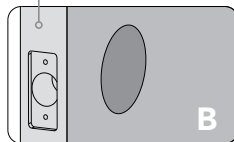
**A** Ensure that bore is 2-1/8" (54mm) wide.

**B** Confirm which face plate shape is required for your door.

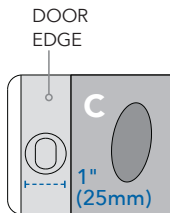
**C** (Optional) If necessary, change faceplate to Round Faceplate (part **R**).



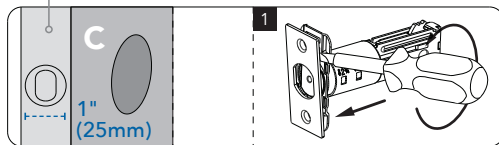
DOOR  
EDGE



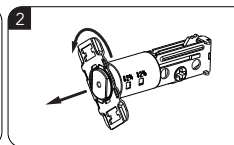
No change  
needed



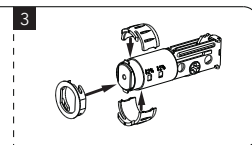
DOOR  
EDGE



With Flat Screwdriver,  
pry off faceplate



Twist off  
faceplate



Install Round Face Plate first  
(part **R**) and then install Collar

## Door Preparation for Installation

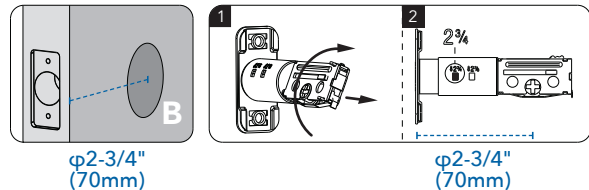
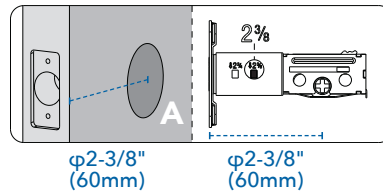
For doors which have pre-existing deadbolt installed.

### D Adjusting the Deadbolt Backset for your door.

The deadbolt ships with backset preset for 2-3/8" (60mm) position. If the centerpoint in your door bore is 2-3/8" away from the edge of the door (see drawing A) then you are ready to install the bolt.

If the centerpoint in your door bore is 2-3/4" away from the edge of the door (See drawing B) you can adjust the deadbolt by turning the boltcase and pulling it out to extend to the 2-3/4" (70mm) backset position.

(See pictures 1 and 2)

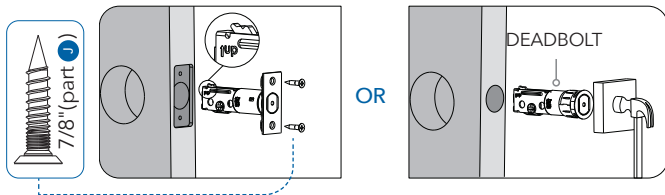


## Installing your Embassy EL1 Electronic Door Lock

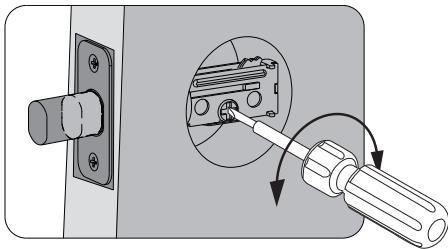
**1** Install Deadbolt into edge of door.

**IMPORTANT**

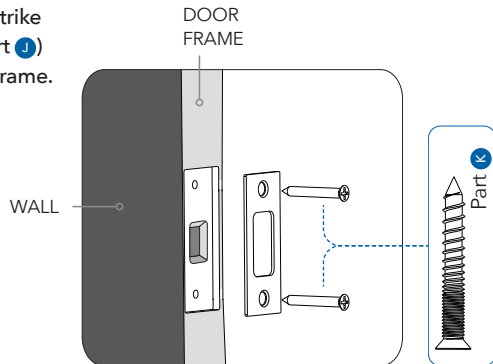
Make sure that the arrow at the tail end is pointing upwards.



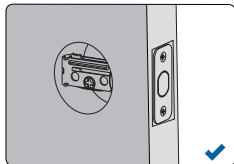
**2** Use a Phillips Screwdriver to test if deadbolt functions smoothly.



**3** Install strike plate (part J) on door frame.

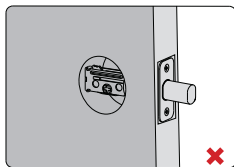


## Installing your Embassy EL1 Electronic Door Lock



**4** Make sure the bolt is in the retracted (unlocked) position.

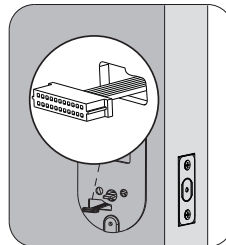
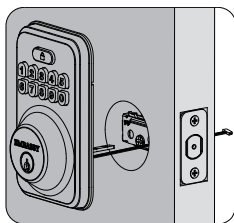
NOTE: The bolt must be in the retracted (unlocked) position before proceeding to the next step.



**5** Hold the exterior assembly flush to the door, pull the key tailpiece (part **G**) and wiring cable (part **H**) through the door hole.

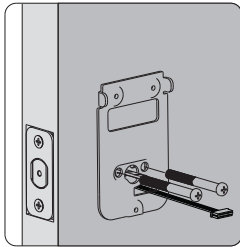
NOTE: Cable must go through door bore under the bolt.

NOTE: The tailpiece (part **G**) should be kept in a horizontal position.

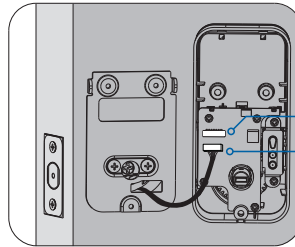


**6** Position the interior mounting plate by first routing the cable and connector through the mounting plate's cable hole.

## Installing your Embassy EL1 Electronic Door Lock



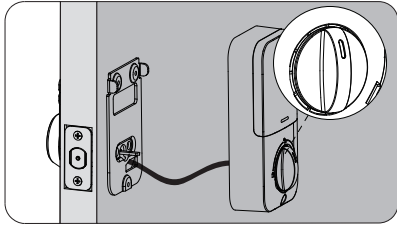
**7** Make sure that exterior assembly is vertically aligned. Secure both assemblies using 1/4" x 2-3/8" (60mm) throughbolt Screws (part **N**). Tighten securely with a #2 Phillips screwdriver.



Board Connector  
Cable Connector


**8** Attach cable assembly to the interior assembly by lining up notches on top of Cable Connector to slots on Board Connector. Attach Cable Connector firmly until completely connected.

## Installing your Embassy EL1 Electronic Door Lock



**9** Install interior assembly on inside mounting plate by attaching the thumbturn.

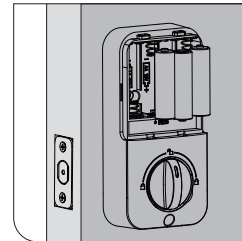
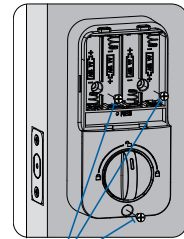
NOTE: Ensure that the tailpiece is in the horizontal orientation as you install the interior assembly. (Thumbturn should be in the vertical position)

**10** Secure the interior assembly onto the mounting plate with the 3 Interior Assembly Screws (part ).

NOTE: Before installing the batteries, test lock by using the Manual Over-ride Key and Interior Thumbturn. If the locking and unlocking works smoothly, proceed to next step.

**11** Install (3) three AA batteries.

Keep the lock in "unlocked" position, insert (3) three AA batteries in battery compartment first.



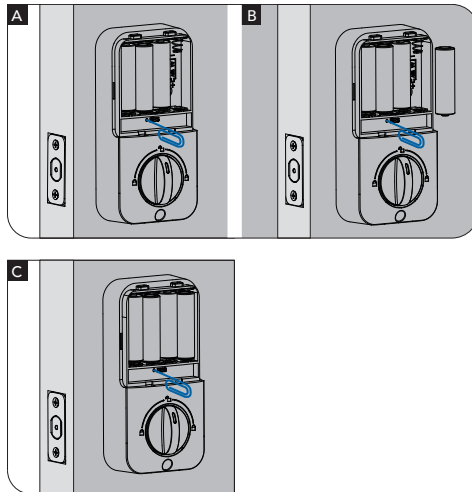
## Installing your Embassy EL1 Electronic Door Lock

**12** Activate the “automatic handing process” of the deadbolt.

**A** Use a paper clip or other small, pointed tool to depress the Reset button.

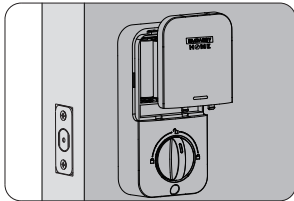
**B** While holding down the Reset button, insert the fourth battery in battery compartment.

**C** Continue holding down the Reset button (for several seconds) until you hear a beeping sound. You can now release the Reset Button. If handing was successful, the bolt will extend on its own into the locked position. Your lock is now ready to be programmed. If the bolt did not extend, try repeating the last two steps.



## Installing your Embassy EL1 Electronic Door Lock

**13** Install battery cover by slipping it into place. Ensure that it is firmly inserted into the slots.



### Congratulations!

You have successfully installed your EMBASSY EL1 Electronic Door Lock.

You are now ready to proceed to the Programming steps.



## How to Use Your EMBASSY® HOME™ Electronic Door Lock



INSIDE OF  
DOOR



OUTSIDE  
OF DOOR

## How to Use Your EMBASSY® HOME™ Electronic Door Lock


### How to UNLOCK the Door

From outside, use any of the following:

- the Master Code
- a User Code
- the One-Time Code
- the physical key

From inside:

- use the thumb turn.

*When unlocking with a code, enter the code then press the  Lock button.*

### How to LOCK the Door

From outside, automatically or manually.

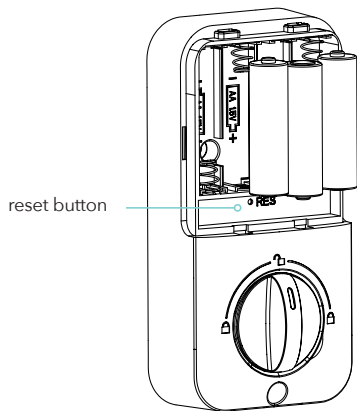
- Auto Lock Mode:  
*Locks automatically 30 seconds after unlocking (timing adjustable).*
- Manual Lock Mode:  
*Press and hold any button on the keypad for 2 seconds.*
- Lock button:  
*Press the lock button for 2 seconds in any mode.*
- The physical key locks the door as well.

From inside:

- use the thumb turn.

### How to Perform Auto-Handing for Your Lock

Your new EMBASSY® electronic door lock is non-handed and will work on left-handed or right-handed doors. During the initial installation and after a factory reset, your EMBASSY® door lock will automatically detect (based on where the bolt finds room to move) whether you have installed it on a left- or a right-handed door (see page 16).



## How to Reset to Factory Default Settings

1. Keep the lock in the unlocked position (the bolt retracted)
2. Open the battery compartment and find the small reset button (see diagram)
3. Press and hold the reset button with a paperclip or other sharp tool.
4. While holding the reset button, briefly remove one battery from the battery box and then replace the battery back into its normal position.
5. Keep holding the reset button for 5 more seconds until you hear a long beeping sound. The beep indicates you have successfully reset your EMBASSY® door lock to factory default settings.

### **⚠ CAUTION**

*Performing the reset operation will delete all user settings and all codes. The Master Code will be restored to the default 1-2-3-4-5-6-7-8. A reset will also perform the Auto-Handing of the lock.*

## Codes Overview

- 1. Master Code (4-10 digits):**  
The factory default Master Code is "1-2-3-4-5-6-7-8" – *please modify it after installation*. If you forgot your Master Code, you can reset your EMBASSY® lock to factory default settings as explained in this guide (page 16).
- 2. User Codes (4-10 digits):**  
You may program up to 20 unique User Codes for your EMBASSY® lock. Use the Master Code to create or delete User Codes at any time (page 23-24).
- 3. Coding Rules:**  
Both the Master Code and the unique User Codes are restricted by a few rules to ensure better security for your home. To prevent overly simple codes, the following code patterns cannot be programmed.

Varied and secure code

✓ 5 6 8 3 9 1 7 6 4 9

Forward sequence

✗ 1 2 3 4 5 6 7 8 9 0

Backward sequence

✗ 9 8 7 6 5 4 3 2 1 0

Repeated number

✗ 2 2 2 2 2 2 2 2 2 2

Existing Code Rule

5 6 8 3 9 1 7 6 4 9

✗ 4 8 2 1 9 1 5 6 8 3

New Code

*Existing Code Rule Explained: To help your User Codes remain unique, a new User Code cannot contain a code sequence that an existing User Code already contains. For example, if an existing User Code is 5683, you cannot create a new User Code as 568391 nor 915683.*

## Features List


Take a few minutes to get to know the convenience and security features of your EMBASSY HOME electronic door lock.

When ready, you can program any of them by following the simple steps in the Programming Instructions (page 22-24).

### ► Master Code

There is only one Master Code for your EMBASSY® electronic door lock. Use the Master Code to program additional User Codes (up to 20) and your lock's various security features. If you forget your Master Code, you can always reset it to factory default settings while inside of your home (page 16).

### ► Programming Mode

To program your EMBASSY® door lock, you will first need to enter Programming Mode using the  Lock button and your Master

Code. A green light will indicate that you are in Programming Mode (page 22). Then follow the simple steps to program a specific feature from the Programming Instructions (page 23-24).

### ► Auto Lock Mode

One of the most common ways that burglars enter a home is through unlocked doors. With the Auto Lock Mode on your new EMBASSY® door lock, misplaced keys and forgetting to lock the door are things of the past. The Auto Lock feature is a perfect backup for forgetful kids or scenarios where “the last-one-out locks up,” such as with house cleaners, contractors or nannies.

*How It Works: Once you enter a valid code to unlock your EMBASSY® door lock, the bolt will return to the locked position after 30 seconds, securing your door automatically. The Auto Lock time delay can be adjusted to your preference, from 10 to 99 seconds (page 24).*

### ▶ Manual Lock Mode

You have the option to disable the Auto Lock feature (page 24) Doing so will put your EMBASSY® door lock in Manual Lock Mode.

*How It Works: Manual Lock Mode is the default mode. Press any button for 2 seconds to lock it from the outside, or use the thumb turn to lock it from the inside.*

### ▶ Wrong Entry Limit

Your EMBASSY® door lock prevents intruders from using what security experts call a “brute force attack.” In this scenario, an intruder tries to crack a code by entering many different code combinations until they correctly guess the valid code. Your EMBASSY® door lock deters brute force attacks with a Wrong Entry Limit.

*How It Works: If invalid codes are entered 10 times in a row, your EMBASSY® door lock will automatically disable the keypad for 3 minutes, deterring would-be intruders from cracking your code with unlimited consecutive attempts.*

### ▶ Vacation Mode

Having up to 20 User Codes is very convenient for everyday use, especially with a busy family. However, when your family is away on vacation or an extended stay, too many usable codes presents a potential security risk to your home. While set to Vacation Mode, all User Codes are temporarily disabled (page 24).

*How It Works: Before leaving your home for an extended time, activate Vacation Mode on your EMBASSY® door lock. In Vacation Mode, only the Master Code will work on the keypad; all User Codes will be temporarily disabled. Enter the Master Code to unlock the door and re-enable the other codes. If the lock is unlocked with the physical key (from outside) or the thumb turn (from inside) instead of with the Master Code, the lock will sound an alarm. Use the Master Code to turn off the alarm.*

**NOTE: Batteries last about one year. If the low-battery indicator begins beeping, be sure to change the batteries before leaving on a trip (or bring your physical key with you instead).**

### ▶ One-Time User Code

A One-Time User Code gives you the convenience of providing limited entry to a trusted outsider. For example, if a friend will be dropping off something at your home while you're out, or you need to give one-time entry to a house sitter for the weekend (page 24).

*How It Works: You can create one (1) single-use code for your EMBASSY® door lock. Once this One-Time User Code is used, it will automatically be deleted and cannot be used again without using your Master Code to reset a new One-Time User Code.*

### ▶ Code Concealment

To help protect your codes from being recorded by outsiders, your EMBASSY® door lock comes with the Code Concealment feature.

*How It Works: Random numbers can be entered before and/or after a valid User Code. Your EMBASSY® door lock will still recognize the valid code and unlock your door. In effect, you have the benefit of using a longer "code" that is harder to capture by outsiders, but with the benefit of a shorter code (the actual code) that is easier to remember.*

*For more on Code Concealment, please read the guide, "Tips for Use with Kids & Recording Codes."*

### ▶ Silent Mode

By default, the keypad will beep each time a button is pressed. If you prefer, you can mute the beeping by activating Silent Mod (page 24).

*NOTE: muting the keypad does not mute the alarm.*

### ▶ Splash Proof

Your EMBASSY® door lock is sealed against splashes. It is not designed to withstand direct soaking such as with a water hose or jet stream. Water penetration and damage may occur from such water exposure and will void the warranty.

### ▶ Low Battery Indicator

Battery life for your EMBASSY® door lock is approximately one year with 4 AA batteries. This is based on 10 lock-and-unlock cycles per day. When the battery is low, a rapid red light and beeping will sound every time your lock is unlocked by any method. This indicator cannot be muted. Once the low

battery indicator comes on, the lock will continue to work for about 100 cycles.

### ▶ **Antimicrobial Coating**

Your EMBASSY® door lock's buttons are coated with an antimicrobial coating. This factory-applied coating releases silver ions that help suppress the growth of destructive bacteria and other microbes on high-touch surfaces.

### ▶ **Reset to Factory Default**

In some situations, you may wish to wipe all the codes and settings from your EMBASSY® door lock. Or, you may need to re-trigger the automatic handing of the lock. For either of these situations, you will need to perform a full reset of your lock (page 16).

*How It Works: Performing the reset operation will delete all user settings and all codes, including the Master Code. The Master Code will be restored to the default 1-2-3-4-5-6-7-8. A reset will also trigger the automatic handing of the lock.*

For your reference, the factory default settings are listed below.

Settings	Factory Default
Master Code	1-2-3-4-5-6-7-8
Auto Lock	Disabled
Silent Mode	Disabled



## Programming Instructions

Use the Programming Instructions to enable, disable, or adjust the different settings for your EMBASSY® door lock.

### Quick Reference

*Note: some features require multiple steps not listed in the Quick Reference.*

- 1 Edit Master Code
- 2 Add User Code
- 3 Delete User Code
- 4 Mute/Unmute Keypad
- 5 Set Auto/Manual Lock Modes
- 6 Set Vacation Mode
- 7 Set a One-Time Code
- 8 Customize Auto Lock Timing Delay



### IMPORTANT


Factory-preset Master Code must be changed before any other programming can be done.

*(Factory Preset to 1-2-3-4-5-6-7-8)*

## How to Enter Programming Mode

To adjust any of the features of your EMBASSY® door lock, you must first Enter Programming Mode

1. Press the  Lock button twice.
2. Enter the Master Code
3. Press the .

The  Lock button will then blink green to indicate that you have entered Programming Mode.

You can now program one of the features from the list below.

*NOTE: If you wait too long to program a feature, a red light will blink to indicate that Programming Mode has timed out.*

## How to Change the Master Code

(Factory Default Preset to 1-2-3-4-5-6-7-8)

1. Enter Programming Mode (page 22)
2. Press **1**
3. Enter a new Master Code (4-10 digits) followed by the **Lock** button.
4. Enter the new Master Code again, followed by the **Lock** button to confirm.

**CAUTION:** For your security, the Master Code must be changed before you program other settings on your EMBASSY® door lock.

## How to Delete a User Code

1. Enter Programming Mode (page 22)
2. Press button **3**
3. Enter the User Code that you want to delete.
4. Press the **Lock** button to confirm.

## How to Add a User Code

1. Enter Programming Mode (page 22)
2. Press button **2**
3. Enter a new User Code (4-10 digits) followed by the **Lock** button.
4. Enter the new User Code again, followed by the **Lock** button to confirm.

**NOTE:** You can store up to 20 User Codes.

We recommend that you write down all your codes and store them in a safe place.

## How to Mute/Unmute Keypad Beeping

1. Enter Programming Mode (page 22)
2. Press button **4**
3. Keypad beeping
  - A. To enable keypad beeping: press **1**
  - B. To disable keypad beeping: press **2**
4. Press the **Lock** button to confirm.

**NOTE:** When in Muted Keypad Mode, buttons will still beep during Programming.

## How to Set Auto Lock or Manual Lock Mode

1. Enter Programming Mode (page 22)
2. Press button **5**
  - A. To enable Auto Lock Mode: Press **1**  
(Default delay is 30 seconds.)  
Timing is adjustable.
  - B. To enable Manual Lock Mode: Press **2**  
(Lock will not lock automatically).
3. Press the **Lock** button to confirm.

*NOTE: Manual Lock Mode is the default setting.*

## How to Customize the Timing of Auto Lock

1. Enter Programming Mode (page 22)
2. Press button **8**
3. Using the keypad, enter a number of seconds from 10 to 99.
4. Press the **Lock** button to confirm.

*EXAMPLE: Pressing 1 and 5 and then the **Lock** button will set your Auto Lock timing delay to 15 seconds.*

## How to Set a One-Time Code

1. Enter Programming Mode (page 22)
2. Press button **7**
3. Enter One-Time Code (4-10 digits) followed by the **Lock** button.
4. Enter One-Time Code again, followed by the **Lock** button to confirm.

*NOTE: Only one (1) One-Time Code can be added. After it is used, it is automatically deleted and a new (or same) One-Time Code must be programmed.*

## How to Set Vacation Mode

1. Enter Programming Mode (page 22)
2. Press button **6**
3. Press the **Lock** button to confirm.

*NOTE: Setting Vacation Mode will restrict all User Codes until your Master Code is entered on the keypad. Using the physical key or the thumbturn will unlock the door and sound the lock's alarm.*

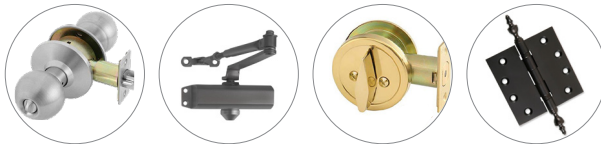
*To Deactivate Vacation Mode, enter the Master Code.*



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