

# RV DOOR LOCK

## *APEX VERSION*

USER'S MANUAL & INSTALLATION GUIDE

# TABLE OF CONTENTS

**01** Lock Front &  
Back Explained

---

**02** Welcome &  
Package Contents

---

**2A** Full Walkthrough  
Video Instructions

---

**03** Install & Change  
Door Handle Batteries

---

**04** Removal of Existing  
Door Handle

---

**05** Install New Door Lock

**08** Program Wireless  
Key-Fob

---

**09** Program Door  
Lock Keypad

---

**11** Maintenance

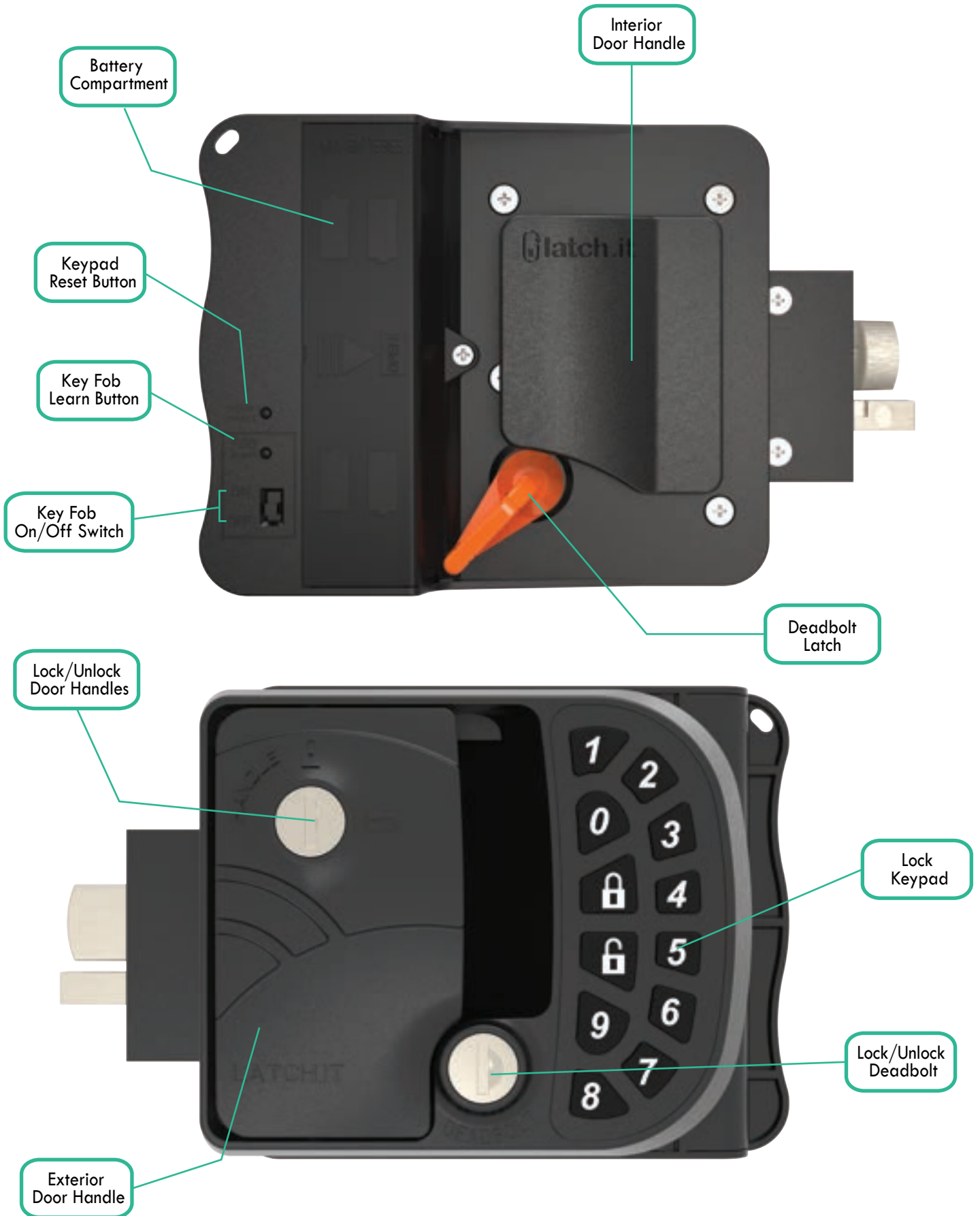
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**12** Troubleshooting

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**13 & 14**  
Frequently Asked Questions

# 01 | Lock Front & Back Explained



# WELCOME TO THE FAMILY!



Thanks for purchasing our LATCH.IT RV Door Lock! We are a family owned American business that cares about your safety and security!



Please review, read and understand ALL instructions to ensure proper functionality.

If you have any questions or concerns, don't hesitate to reach out to us, we are always available at [info@latchit.org](mailto:info@latchit.org)

**SEE FULL VIDEO INSTRUCTIONS AT**  
[www.latchit.org](http://www.latchit.org)

## PACKAGE CONTENTS

- 1x Keyless Lock
- 2x Wireless Key Fob
- 1x Mounting Hardware Set
- 1x Easy-to-Install User Manual
- 4x AA Batteries
- 4x High-Security Mechanical Keys
- Bonus 1: Oversize Door Gasket
- Bonus 2: Screwdriver Multi-tool

Don't want to READ all the instructions?

 **We got your back!** 

Simply scan the QR Code with your smart phone camera!

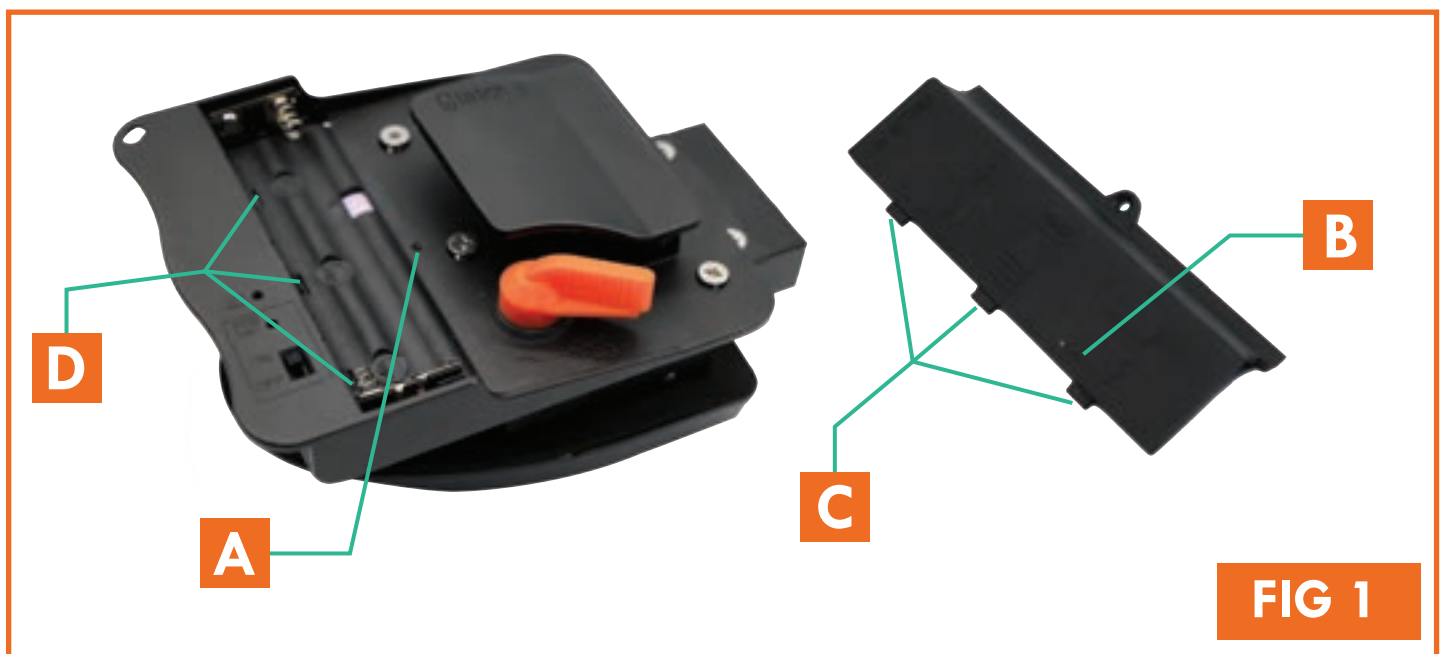


**OR VISIT**  
[latchit.org/how-to-videos](https://latchit.org/how-to-videos)

 **SCAN ME!**

# INSTALL & CHANGE YOUR DOOR HANDLE BATTERIES!

1. Remove the battery cover screw on the back of the lock (**Fig. 1 A**). Be cautious, the screw is very small!
  2. Pull the battery compartment lid (**Fig. 1 B**) back towards the handle and remove.
  3. Install/change (4) AA Alkaline batteries as required.
  4. Install the battery compartment lid by aligning the (3) tabs (**Fig. 1 C**) with slots on the lock backplate (**Fig. 1 D**) & slide in.
  5. Install the battery cover screw (**Fig. 1 A**) to secure the battery compartment lid. YOU DID IT!
- ✓ *Changing batteries will not reset your keypad code or key fob programming.*
  - ✓ *We recommend to remove batteries during off-season.*



# REMOVAL OF EXISTING DOOR HANDLE

1. Securely latch your RV door in the open position.
2. Remove (4) screws from the back of your existing door handle.
3. Remove (2) screws from the strike plate on the side of the door.
4. Remove strike plate. You are now able to remove the front & back portion of the existing door handle.
5. Clean the cut-out as necessary for your new lock!
6. Dispose or keep old parts for future needs.

SEE FULL VIDEO TUTORIALS AT



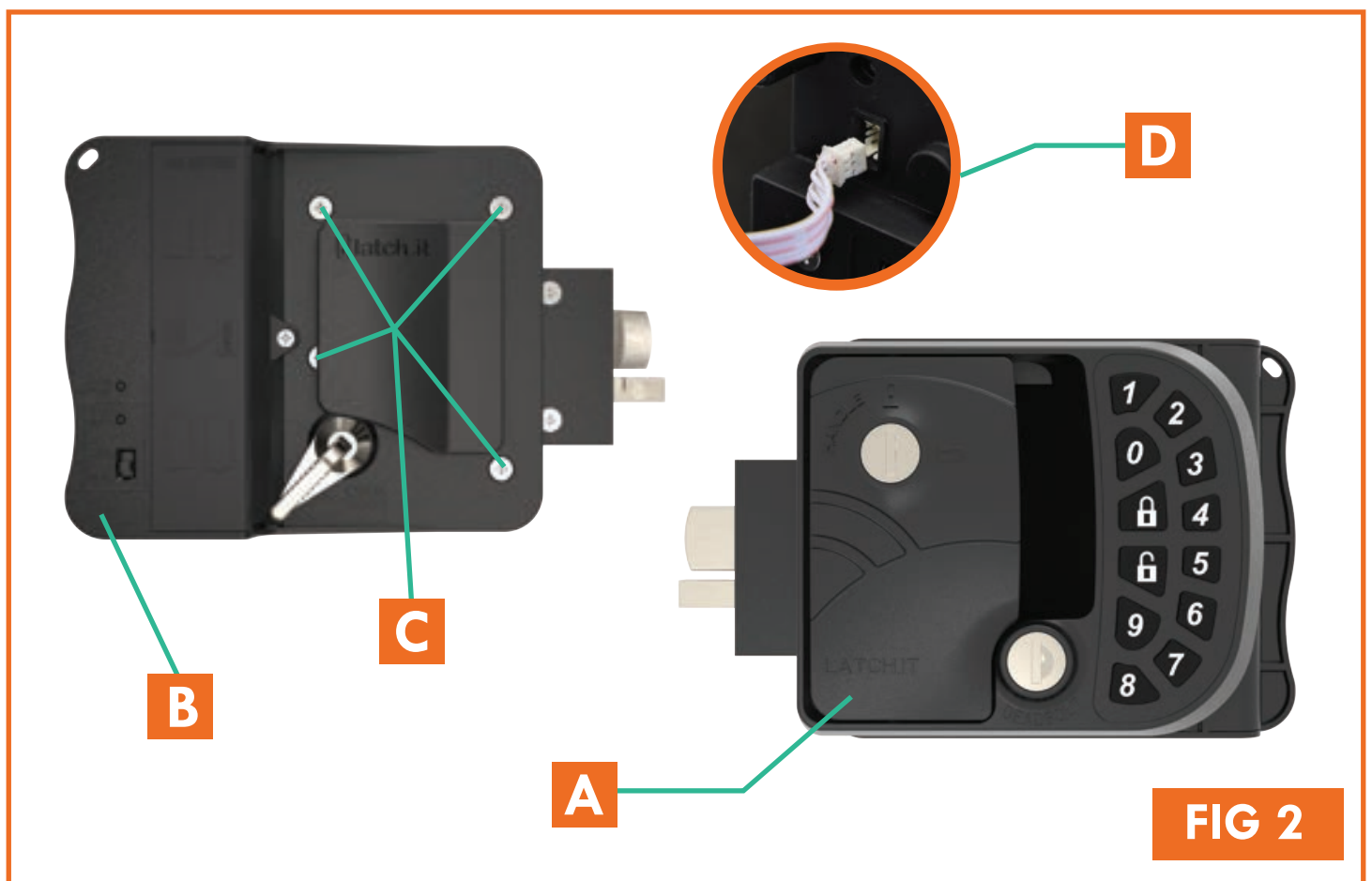
# INSTALL YOUR NEW KEYLESS ENTRY LOCK!

1. Place your new Latch.it lock and all its components on a smooth and soft surface to avoid scratches.

 Record your mechanic key # in case it is lost! \_ \_ \_ \_

2. Make sure wire harness is not connected (**Fig. 2D**).


3. Remove (4) screws (**Fig. 2C**) from the back to separate front face (**Fig. 2A**) and back face (**Fig. 2B**).





# INSTALL YOUR NEW KEYLESS ENTRY LOCK!

- Carefully slide the front face of your new lock into the cutout while pulling the wires ahead of the lock.
- Hold the front face (**Fig. 2A**) in place and attach the new strike plate with the 2 shorter screws in the same orientation as original.
- To connect the battery wire harness, insert the male end connector into the female end plug on the back of the exterior lock half. (**Fig. 2F**). You will hear a confirmation beep once the connection is made (if batteries are installed).
  - ON/OFF** switch only controls the key fob working or not.
- Align and attach the back face (**Fig. 2B**), be sure to not pinch any wires by tucking them away. Make sure the back handle is on the closed position when mating it to the front face.

 *Careful not to pinch or cut any wires. Make sure wires are away from screw holes and moving parts.*

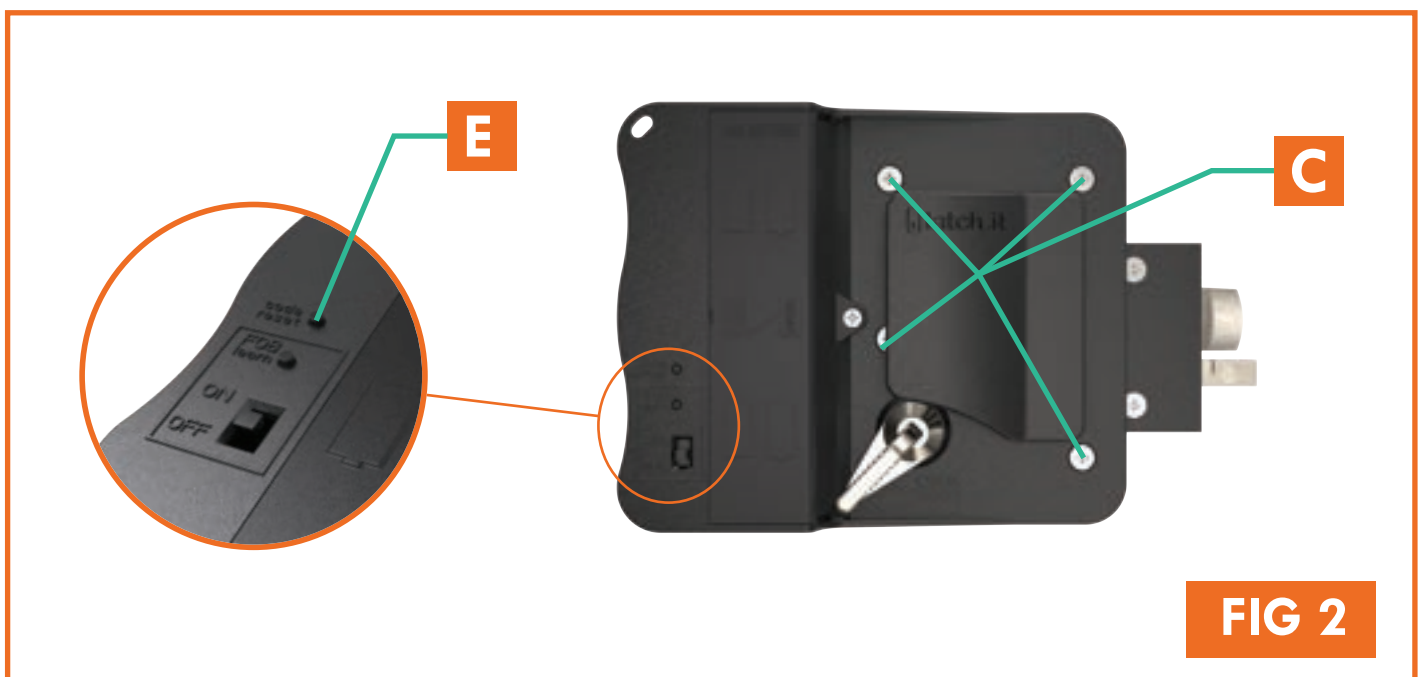
**F**



**FIG 2**

# INSTALL YOUR NEW KEYLESS ENTRY LOCK!

8. Use the provided Phillips screwdriver to re-install the (4) long screws (Fig. 2C). Only tighten enough to keep the lock secured against the door.
9. Align, center and level the lock against the door. Once in the perfect position, fully tighten. Be sure to not over tighten.
10. Key in default keypad code "1234" and press the LOCK button to test your lock. Your new door handle should work now!
  - A. If the default code does not work, press the keypad "Code Reset" button (Fig. 2E) on the back face for 5 seconds. This will reset your keypad code to "1234" and try again.



**FIG 2**

# PROGRAM YOUR WIRELESS KEY-FOB!

1. On the back of the lock, turn the switch to the “ON” position (**Fig. 3A**).
2. Gather a paperclip or something small enough to fit in the “FOB Learn” hole (**Fig. 3B**) on the back of your handle.



A. If no red light or is dim/blinks when fob button pressed, change batteries (CR2032)

3. Press & hold the “FOB Learn” button AND the key fob “LOCK button” (**Fig. 3C**) AT THE SAME TIME for 2-3 seconds.

The lock will beep twice & ACTUATE after a successful pairing.

- ✓ If you need to program another key fob, try steps 1 – 3 again.
- ✓ If you want to disable all key fobs, turn the switch to “OFF” position (**Fig. 3A**).
- ✓ You can program as many key fobs as you’d like with your lock!




# PROGRAM YOUR KEYPAD!


1. Think and write down your “new” keypad code below!

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*Code MUST BE between 4 to 8 digits.*

2. Press & hold the number “8” for 2 seconds. Without releasing, TAP the “LOCK” button **then release both immediately**. You will hear a confirmation beep & see the keypad flashing; you are now in “programming mode”.

 *Holding the “LOCK” button too long or being idle for more than 5 seconds will require you to restart and enter “programming mode” again.*

3. Key in the existing/default code, then tap the “LOCK” button. (Default Code is “1234”)

 *If the lock activates when entering existing/default code, then you need to restart. You either took too long or did not enter “programming mode”.*

4. Key in your “new” code and tap the “LOCK button”. DO THIS TWICE.

5. You are complete and your “new” code should be set up! Try your new code and pressing the LOCK/UNLOCK button to verify functionality, the deadbolt should move!

- ✓ *TIP #1: Turn off the beeping by pressing and holding the “1” button for 2-5 seconds*
- ✓ *TIP #2: You can also lock the deadbolt without the code by simply pressing and holding the “LOCK” button for 3 seconds.*

# PROGRAM YOUR KEYPAD!

## EXAMPLE TIME!

1. Let's assume your "new" chosen code is "9-8-7-6-5-4"
2. Default code is "1-2-3-4"
3. Press & hold "8" for 2 seconds, then tap "LOCK" and release both.
4. Enter default code "1-2-3-4" and tap "LOCK"
5. Enter "new" code "9-8-7-6-5-4" and tap "LOCK"
6. Enter "new" code AGAIN "9-8-7-6-5-4" and tap "LOCK"
7. You are all set! Try unlocking and locking your new lock. Enter "9-8-7-6-5-4" and press "LOCK/UNLOCK" to actuate your lock.

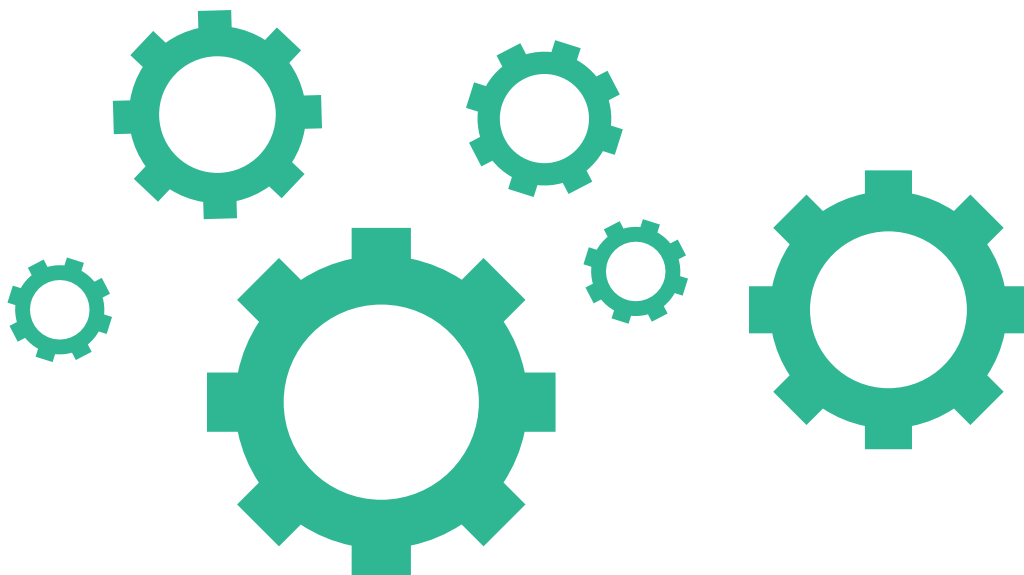
SEE FULL VIDEO TUTORIALS AT



# Easy...Peasy... MAINTENANCE

*Optimal maintenance habits to make the most out of your new LATCH.IT lock!*

- We recommend to change batteries every 6 months. Battery life is highly dependent on battery quality, usage and conditions.
- We highly recommend against power washing directly on the lock to prevent water intrusion.
- During off season, or extended period of inactivity (several months), please remove batteries.



Oops! Something went wrong...  
**TROUBLESHOOTING**

ISSUE	SOLUTION
<b>KEYPAD NOT WORKING</b>	Check battery life and if installed according to instructions. Check for corrosion or bad connections.
<b>CODE IS NOT WORKING</b>	Make sure you have the correct code and replace batteries. If all else fails, press and hold for 5 seconds the “Code Reset” button on the back face (Fig. 2B). This will reset the code back to the default “1-2-3-4” code. Follow instructions on Page 9 to set up your keypad code.
<b>KEY FOB IS NOT ACTUATING LOCK</b>	Make sure the switch on the back is on the “ON position (Fig. 3A). Check lock (4) AA batteries. Check key fob lithium CR2032 battery (when button is pressed, a small red light should light-up on the key fob). Check key fob is synced to lock, reperform instructions on Page 8.
<b>DEADBOLT NOT ENGAGING IN DOOR FRAME OR DOOR HARD TO LOCK</b>	Adjust the strike plate to make sure there is no obstructions. Make sure lock assembly is installed centered and aligned with the lock cutout.
<b>INSIDE DOOR HANDLE DOES NOT OPEN THE DOOR</b>	Make sure back face (Fig. 2C) is installed appropriately with the handle in the locked position. If it’s not installed appropriately, the latch “tooth” will not engage with the mechanism.

# Frequently Asked Questions

1. **What do I do, if my door is hard to shut or does not shut right?**

A. *Adjust the strike plate to make sure there is no obstructions. Make sure lock assembly is installed centered and aligned with the lock cutout.*
2. **How long should the batteries in my lock last?**

A. *Batteries will last up to 6 months; however we recommend to remove them during off season and long period of inactivity.*
3. **What type of battery does the key fob take?**

A. *The key fob takes a lithium CR2032 battery.*
4. **What do I do if my inside door handle does not open the door?**

A. *Make sure back face (Fig. 2C) is installed appropriately with the handle in the locked position. If it's not installed appropriately, the latch "tooth" will not engage with the mechanism.*
5. **What do I do if I lose my mechanical key?**

A. *Please contact us on our website [www.latchit.org](http://www.latchit.org). Make sure you have your mechanical key # ready.*
6. **What do I do if I lose my key fob?**

A. *You can purchase another key fob on our website [www.latchit.org](http://www.latchit.org)*



# Frequently Asked Questions

7. How many key fobs can I sync with my lock?

A. We recommend a max of FOUR.

8. Who do I contact with any questions about installing, programming or functionality?

A. You can contact us at [info@latchit.org](mailto:info@latchit.org) ANYTIME and we'll respond within a few hours!

9. What kind of warranty do you offer with your locks?

A. At [latch.it](http://latch.it), we believe in all our products. That is why we offer a Lifetime Warranty on ALL our locks. Simply make sure to register for your Lifetime Warranty on our website. [www.latchit.org](http://www.latchit.org)

10. Is my RV Door Lock waterproof?

A. Your new latchit lock is rain-proof. We highly recommend against using high-pressure washers directly on the lock.

11. Is my Key fob waterproof?

A. No, it is not.

12. Where can I find a video walk-through of all your instructions?

A. You can find that at [www.latchit.org](http://www.latchit.org)

13. Why does the lock beep 3 times when I click on any button?

A. The (4) AA lock batteries are low and need to be changed.