

## Kiosk Combination Lock Guide



The Auditcon and LA Gard Lock information contained in this document came from the manufacturers documentation. Sections that were not relevant to the respective locks were omitted from this document.

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## AUDITCON 2 OPERATING INSTRUCTIONS (MODELS 252 AND 552)

### Lock Modes

A lock is shipped from the factory with default lock “setup” values and a pre-set pin For unlocking the lock. This is referred to as Factory Mode.

The lock is shipped with a default factory Super Master User Pin that can be set (i.e., changed) when the is in factory mode. Once the super master pin is set, the super master user combination can be used to shelve the lock if the master user combination is lost.

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**WARNING:** *The setting of the super master user pin is optional, however, if you do not set the Super Master User PIN before setting the Master User Pin, All Super Master capabilities will be permanently lost.*

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The lock is removed from the Factory Mode when the Master User Pin gets changed. The lock has two modes of operation: independent Mode and Supervisory? Subordinate Mode. Within each operation mode, two access modes are available: Single User access and Dual User Access. In single User access, only one combination is required to open the lock. In Dual User Access, two combinations must be correctly and consecutively entered to open the lock.

- Independent Mode – To operate independent mode, the Master User must first add Access Users, One (Single User access) or two (dual User access) combinations are required to open the lock.
- Supervisory/Subordinate Mode (Super/Sub Mode) – To operate in Super/Sub Mode, the Master User must first add a supervisor, Subordinate Users must then be added by and assigned to a supervisor. A supervisor must enable lock access for Subordinate User(s).
- In Single User access, an enabled Subordinate User combination is required to open the lock. In dual User access, two enable Subordinate User combinations are required to open the lock. Once a supervisor combination and the Supervisor ID are re-entered to disable lock access for the Subordinate User(s) assigned to that Supervisor ID, the Subordinate User combinations for that will no longer open the lock.

To remove a lock from an operational mode, one can “shelve” the lock which places it in Shelved Mode. Most lock values are returned to the factory default.

## Personnel Classifications

There are five different classifications of lock personnel:

- **Master User** - The Master User performs the initial lock setup activities and can also shelve the lock. There is a maximum of one Master User per lock. The Master User combination will not open the lock.
- **Access User** - In Independent mode, a user added by the Master User. An Access User can open the lock.
- **Supervisor** - In Super/Sub mode, a user added by the Master User who has the ability to add/delete Subordinate Users. The maximum number of Supervisors per lock varies according to lock model. A Supervisor cannot open the lock.
- **Subordinate User** - In Super/Sub mode, a user who is added by and assigned to a Supervisor. Subordinates can open the lock when enabled by a Supervisor.
- **Time Delay Override User** - When Time Delay is set in a lock, designated Users (Access or Subordinate) become Time Delay Override Users.

## User ID

A **User ID** is a two-digit number that represents a user. **In all models, User ID 00 is reserved for the Master User.** For a Model 252 lock, the User IDs available for assignment are 01 through 20. For a Model 552, User IDs 01 through 99 are available for assignment. All operations performed by users require the entry of the User's ID as the first two digits of the combination. User IDs are assigned by the Master User or by a Supervisor.

In Super/Sub mode certain User IDs are reserved for Supervisors. **For a Model 252 in Super/Sub mode, User IDs 01 through 03 are reserved for a Supervisor.** For Model 552 User IDs 01 through 05 are reserved for Supervisors.

Certain User IDs are reserved for the ability to perform a **Time Delay Override when Time Delay has been set in the lock.** For a **Model 252 lock, User ID 20** can perform this action. For a **Model 552, Users 90-99** have this ability.

## Combination (User ID + PIN)

A combination is eight digits long and consists of a User ID + a User PIN.

A User Personal Identifier Number (PIN) is six digits. A User PIN can be defined to any combination of numbers. It can also be changed later.

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**Caution:** *When selecting a PIN, do not use a birthday or other predictable data that could give a correlation between the user and the PIN.*

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The following chart shows the activities that can be performed by each type of user.

Activity	Keypad Command	Master User	Access User	Supervisor	Subordinate User	Time Delay Override User
Set Master User PIN (p.6)	#1	✓				
Set Operating Mode (p. 7)	#2	✓				
Set Time Delay (p.7)	#5	✓				
Toggle Sound On/Off (p.8)	#9	✓				
Change Reporting Capabilities (p.9)	##1	✓				
Add Supervisors or Access Users (p.10)	#3	✓				
Add Subordinate Users (p. 10)	#3			✓		
Delete Supervisors or Access	#4	✓				
Delete Subordinate Users (p.10)	#4			✓		
Enable/Disable Lock Access For Subordinates (p.11)			N/A	✓		
Change PIN (p.11)	#1	✓	✓	✓	✓	✓
Unlock - Independent Mode (p.12)			✓	N/A	N/A	
Unlock - Super/Sub Mode (p.12)			N/A		✓	
Initiate Silent Duress Alarm (p.13)			✓		✓	
Time Delay Override (p.13)						✓
Shelve Lock (p.13)	#2	✓				
Set Lock Date* (p.14)	#6	✓				
Set Lock Time* (p.14)	#7	✓				
Toggle Daylight Savings Time* (p.15)	##5	✓	User	✓		
Start Timed Lockout* (p.15)	##4	✓	User	✓		
Set Time Windows* (p.16)	##3	✓				
Start Time Window Lockout* (p.17)	##7	✓	User	✓		
Add Holiday* (p.18)	##6	✓				
Delete Holiday* (p.19)	##6	✓				
Delete All Holidays* (p.19)	##6	✓				
Upload Data to Lock** (p.20)	#8	✓		✓		
Download Data from Lock** (p.21)	#8	✓	✓	✓		

\* Available on Model 552 only    \*\* Software Based Operations

## GETTING STARTED

### Lock Operating Conventions

- The power source for the Auditcon 2 Lock Series is **PowerStar™ Technology**. With this technology an internal generator is used to create all necessary power.

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**Important Note:** *The lock must be manually powered before each operation by briskly turning the dial back and forth CU.*

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- To **clear** a combination or keystroke, press the \* key.
- After initiating a lock operation, if 40 seconds expire without input to the keypad, the lock resets (powers down). You must then power the lock and re-key the entire operation.
- If the lock is powered but you have not started an operation, you are allotted the full 40 seconds until the lock powers down to begin an operation.
- If the bolt is not retracted within 4-6 seconds after a valid opening combination is accepted, the lock will "relock".
- In Dual User access, you should not turn the dial or press \* between combination entries.

Please note the following operational differences based on the type of bolt you have installed:

#### Dead Bolt (Manual Locking) Technology:






There is a "HOME" position for the dial on the lock that is directly related to the manual retraction or extension of the bolt. In the "HOME" position, the lip of the dial will cover the red "open lock" indicator. The dial must be positioned here on a lock "Open" operation before you can successfully open the lock. The dial must be turned to the right (CW) to retract the bolt and unlock the lock. The dial must be turned to the left (CCW) to extend the bolt and lock the lock. The lock may not open if more than a 5 lb. force is applied to the end or side of the bolt.

The Dead Bolt versions of the Auditcon 2 Lock Series (Models 252 and 552 only) are EN 1300 Class C certified when used with a VdS approved View Restrictor. When used without an appropriate View Restrictor, these models are only certified as EN 1300 Class B. When the duress alarm feature is used, these models are only certified as EN 1300 Class B.

#### Slide Bolt (Auto Locking) Technology:

Once a combination has been entered and accepted, the lock bolt movement works in conjunction with the bolt works of the container. When the bolt works are disengaged to open the container, the lock bolt will slide into the "unlocked" or retracted position. Once the bolt works are extended to the locked position, the lock bolt automatically slides into the "locked" position. The lock will not open if force is applied to the end or side of the bolt.

## Lock Responses

- Two simultaneous green and red flashes  display and two beeps **▶▶ ▶▶** sound to indicate that the lock is powered. Beeps sound to indicate that there is enough power for the next operation to be performed. If no beeps sound, you must power the lock by briskly turning the dial back and forth.
- After each keystroke, a green flash  is displayed. A beep **▶▶** will also sound if sound is toggled "on." If the lock does not respond, either the lock has powered down or the key was not pressed properly.
- After each accepted step of an operation, simultaneous green and red flashes display,  you to enter additional information for the next step of the operation.
- After you have completed all the steps of an operation, two simultaneous green and red flashes  display if the operation is successful. Three red flashes  display if the operation is unsuccessful and you will need to re-key the operation that caused the error.
- If a valid combination or combinations are entered to open the lock, the lock will respond as follows to indicate that the lock is ready to open:


**Dead Bolt** - 1 slow green flash 

**Slide Bolt** - Continuous green flashes  for approx. 5 seconds

- After five consecutive failed entry attempts (invalid combinations), the lock will

disable for three minutes. Slow red flashes  display approx. every 3-4

seconds during this period. Beeps **▶▶** will also sound if sound is toggled "on." Any additional failed entry attempts (after the first five consecutive attempts) result in the lock disabling for three minutes after each failed entry attempt. The count of failed entry attempts accumulates even if the lock powers down between attempts.

- A timed lockout is indicated by a series of three red flashes  followed by a short pause that continues as long as the lock is powered.
- If the Battery Assist option is included on your lock and a 9 Volt Alkaline has been installed for Battery Assist, the LEDs will continually flash throughout the duration of a Time Delay or Open Window period. The Battery Assist feature also provides additional power for lengthy lock operations. There is not a battery low indicator for Battery Assist. If the feature is not functioning properly, check the battery.

## INITIAL LOCK OPERATION

To evaluate successful installation of the lock before you begin lock setup, perform the following operation.

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**WARNING:** *The container door should remain locked open until testing is complete.*

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## To Unlock Using the Pre-Set PIN


Your lock has been shipped so that **any valid User ID for the lock model (except "00") followed by the factory pre-set PIN of "502550" will open the lock.**

1. For a **Dead Bolt**, place the dial in the **HOME** position (i.e., the lip of the dial will cover the red "open lock" indicator).
2. Enter any valid two-digit User ID for the lock model (except "00") followed by the pre-set PIN **502550** on the keypad. If the combination is entered successfully, the lock will respond as follows to indicate that the lock is ready to open:

**Dead Bolt** - 1 slow green flash 

**Slide Bolt** - Continuous green flashes  for approx. 5 seconds

3. For a **Dead Bolt**, dial right (clockwise) until the lock bolt is retracted and then open the container.

For a **Slide Bolt**, rotate the container handle while the green light is flashing  to retract the bolt.

Practice opening the lock several times with the pre-set PIN before you set a new combination.

## To Lock

How the lock and container are closed depends on the type of bolt you have installed.

For a **Dead Bolt**, close the container and then secure the lock by dialing left (counterclockwise) to extend the bolt.

For a **Slide Bolt**, close the container and rotate the handle to the locked position.

## Lock Setup











The following activities need to be performed by the Master User to configure the lock for operations when the lock is in Factory Mode or has been Shelved.

1. Set Master User PIN (p.10)
2. Set lock date & time (Model 552 only - p.19 & 20)
3. Set lock operating mode and assign lock ID for reporting purposes (p.10)
4. Add user(s) for Time Delay Override & Change PIN(s) (Optional - p.14 & p.16)
5. Set Time Delay (Optional - p.11)
6. Toggle sound off (Optional - p.12)
7. Change reporting capabilities for lock personnel (Optional - p.12)

## Set Master User PIN

**Note:** The default PIN assigned to the Master User is "120943". The Master User must change this default PIN before any lock operations can be performed.

















Once you have successfully opened the lock using the factory PIN, the **Master User must change the default Master User PIN** by completing the following steps:

1. Press # and then 1.  
2. Enter the two-digit Master ID 00 followed by the default Master User PIN 120943  
3. Enter the two-digit Master ID 00 followed by the new Master User PIN.  
4. Enter the two-digit Master ID 00 followed by the new Master User PIN again for verification.    
5. Record the new PIN and store it in a secure place.

**Note:** Once the Master User PIN has been set, the factory combinations (User ID + PIN of "502550") will no longer open the lock. In addition, the Master User PIN cannot be changed back to the default PIN of "120943". The lock is now operating in Independent mode with Single User access.

## Set Operating Mode and Assign Lock ID

When you change the operating mode, the lock will also prompt you to enter a two-digit number (01-99) that will identify the lock in the audit report. This lock ID assignment is optional. If you do not want to assign an ID to the lock, you can enter "00" at the prompt for the LockID.

1. Press # and then 2.  
2. Enter the Master User combination.  
3. Enter 01 for Single User access or 02 for Dual User access.  
4. Enter 01 or 02 again to verify the access type.  
5. Enter 01 for Independent mode or 02 for Super/Sub mode.  
6. Enter 01 or 02 again to verify the mode.  
7. Enter a two-digit number (01-99) for the lock ID. If you do not want to assign a lock ID, enter 00.  
8. If you entered a number other than "00" for lock ID, enter the number again for verification.  



## Set Time Delay and Delayed Opening Window

This operation allows the Master User to define a time delay period for opening of the lock as well as a delayed opening window. The Master User can specify a time delay of 01-99 minutes. The time delay begins as soon as a single valid combination is entered. While powered, the lock will display two red flashes approximately every four seconds for the duration of the time delay.

After the specified delay period has expired, you will have 01-20 minutes (the duration of this delayed opening window is user-defined) in which to re-enter the valid combination. During this 01-20-minute window, the lock will display two green flashes, each accompanied by a beep, every four seconds as long as it remains powered. If the lock powers down and you attempt to re-power it during this window, the lock will act the same as it did at the beginning of the delayed opening window. If the valid combination is not entered within the window, the lock will not open. A valid combination entered after the delayed opening window has expired will simply cause another time delay period to begin.

The default time delay is zero (i.e., the lock can be opened immediately after the combination requirements are met).

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**Note:** *The time delay settings can be changed at any time. A change in delayed opening will not take effect until after the next opening.*







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**Caution:** *When Time Delay is set in a lock, designated Users (Access or Subordinate) become Time Delay Override Users. Users who have the ability to override Time Delay cannot open the lock or be added to the lock once a Time Delay value has been defined in the lock.*









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1. Press # and then 5.  
2. Enter the Master User combination.  
3. Enter the number of minutes (01-99) you want to delay the lock opening.  

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**Note:** *To disable time delay, enter "00" for the previous step.*





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4. Enter the desired time delay again for verification.  
5. Enter the number of minutes (01-20) for the delayed opening window (i.e., the number of minutes in which the user must enter a valid combination after the delay period has expired).  
6. Enter the number of minutes for the delayed opening window again for verification.    

## Toggle Sound On/Off

The Master User can toggle the sound "on" or "off." If "on," one beep sounds each time the lock LED flashes.

**Note:** *The default value for the lock sound is "on." This toggle can be changed at any time except when the lock is in shelved mode, when the lock is disabled, or during a time delay.*

1. Press # and then 9.  
2. Enter the Master User combination.  

**Note:** *Some beeps will always sound regardless of whether the sound is toggled "on" or "off." They are as follows: beeps to indicate lock is powered, beeps that sound during the open window after a time delay, beep that accompanies the Clear (\*) key, beep that sounds between combination entry for Dual access.*











**Note:** *If you have completed an operation but the lock has powered down, two simultaneous green and red flashes will display but no beeps will sound.*

## Change Reporting Capabilities

The default reporting mode of the lock enables all lock personnel (Master User, Access Users, Supervisors and Subordinate Users) to retrieve audit records or to retrieve User information. However, the Master User can limit the reporting capabilities, as shown in the following chart, depending on the lock model.

Lock Model	Enter 01 to Allow Reporting Capabilities for	Enter 02 to Limit Reporting Capabilities to
252	All lock personnel	UserIDs 00-03 only
552	All lock personnel	UserIDs 00-05 only

To change the reporting capabilities of lock personnel, complete the following steps:

1. Press #, # and then 1.  
2. Enter the Master User combination.  
3. Enter 01 to enable all lock personnel to retrieve reporting information from the lock or enter 02 to allow only certain User IDs (see above chart) to retrieve reporting information.  
4. Enter the two-digit number you entered in Step 3 again for verification.    

## LOCK STARTUP OPERATIONS

With the lock set up, you are now ready for startup operations. The following operations should be performed to enable full capabilities of the lock. The instructions for performing these operations are in the Lock Operations section of the manual.

### Master User

Add Supervisor(s) or Access User(s) to the lock (p. 9)

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**Note:** *To add Supervisors, the lock must be operating in Super/Sub mode.*

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### Supervisor(s)

1. Change default PIN (p. 10)
2. Add Subordinate User(s) to the lock (p. 9)
3. Enable lock access for assigned Subordinate User(s) (p. 10)

### Subordinate or Access User(s)

Change default user PIN (p. 9)

## LOCK OPERATIONS

Operations found in this section are those that can be completed as needed during normal lock operation after the lock has been set up.

The following table denotes some of the storage differences and user limitations in lock models.

Model	Maximum # of Lock Users*	Reserved Supervisor IDs	# of Audit Records Stored
252	20	01-03	100
552	99	01-05	400

Note: In the table above, "Lock Users" refers to Supervisors and all other Users except for the Master User.













### Standard Operations - Models 252 & 552

#### Add Supervisor(s) or User(s)

The Master User can add an Access User to the lock in Independent mode or can add a Supervisor to the lock in Super/Sub mode. A Supervisor can add a Subordinate User to the lock in Super/Sub mode. Subordinate Users will be assigned to the Supervisor who added them.

**Note:** When Time Delay has been defined in the lock, certain User IDs are designated for Time Delay Override. For a Model 252 lock, User ID 20 can perform this action. For a Model 552, Users 90-99 have this ability.






**Caution:** Keep in mind when adding users to the lock that a Supervisor cannot open the lock in Super/Sub Mode and a user that has been added to perform Time Delay Override cannot open the lock when a Time Delay has been set in the lock.

1. Press # and then 3.  
2. Enter the Master User combination or Supervisor combination.  
3. Enter the new Supervisor or User ID.  
4. Enter the new Supervisor or User ID again for verification.  
5. If additional Supervisors or Users are to be added, repeat Steps 3-4 until all Supervisors/Users have been added.
6. Enter 00 to end operation.    

**Note:** The default PIN assigned to a new User or Supervisor ID is "502550". A user must change this default PIN before any lock operations can be performed. Refer to the "Change PIN" section for instructions on changing a User PIN.



## Delete Supervisor(s) or User(s)



**Note:** A User can only be deleted by the person who created the User (i.e., the Master User or the Supervisor). If a Supervisor is deleted, all Subordinate Users added by that Supervisor will automatically be deleted.


1. Press # and then 4. 
2. Enter the Master User combination or the Supervisor combination. 
3. Enter the Supervisor ID or User ID to be deleted. 
4. Enter the Supervisor ID or User ID to be deleted again for verification. 
5. If additional Supervisors or Users are to be deleted, repeat Steps 3-4 until all Supervisors/Users have been deleted.
6. Enter 00 to end operation. 

## Enable/Disable Lock Access For Subordinates

A Supervisor must complete the following steps to enable/disable lock access for Subordinate User combination(s):

1. Enter a valid Supervisor combination. 
2. Enter the two-digit Supervisor ID of the Supervisor to whom the Subordinate Users you want to enable/disable are assigned. For example, if the Subordinate Users you want to enable/disable are assigned to Supervisor ID "02", you would enter 02 to enable/disable this group of Subordinate Users. 
3. Enter the two-digit Supervisor ID you entered in Step 2 again for verification.





If you are enabling lock access, three slow green flashes.   
followed by two simultaneous green and red flashes   
display.

Subordinate User combination(s) assigned to the Supervisor ID can be entered at any time to open the lock. If you are disabling lock access, two simultaneous green and red flashes display.  The Subordinate combination(s) assigned to the Supervisor ID can no longer open the lock until lock access is again enabled by a Supervisor.







## Change PIN

A user (Master, Supervisor, Access User, Subordinate User, or Time Delay Override User) PIN can be changed at any time however, a User ID can never be changed.

**Caution:** Before changing a PIN, open the container door to allow testing with the new PIN.

1. Press # and then 1.  
2. Enter the combination (User ID + PIN) of the user for which the PIN is to be changed.  
 

**Note:** The default PIN for a Supervisor, Access User, or Subordinate User is "502550". The Master User PIN cannot be changed back to the default PIN of "120943".

3. Enter the new combination (User ID + PIN) for the user.  
4. Enter the new combination (User ID + PIN) for the user again for verification.  
   
5. Record the new PIN and store it in a secure place.

## To Unlock

1. For a **Dead Bolt**, place dial in the **HOME** position.
2. Enter a valid opening combination. If operating in Single User access and the combination is entered successfully, the lock indicates that it is ready to open by displaying the following:

**Dead Bolt** - 1 slow green flash. 

**Slide Bolt** - Continuous green flashes  for approx. 5 seconds

If operating in Dual User access, simultaneous green and red flashes display.  

3. For Dual User access, enter the second valid combination. If the combination is entered successfully, the lock indicates that it is ready to open by displaying the following:

**Dead Bolt** - 1 slow green flash. 

**Slide Bolt** Continuous green flashes  for approx. 5 seconds

4. For a **Dead Bolt**, dial right (clockwise) until the lock bolt is retracted. For a **Slide Bolt**, rotate the container handle to unlock.

## To Unlock with Time Delay Set

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**Note:** A change in delayed opening will not take effect until the next opening.

---

1. For a **Dead Bolt**, position the lock dial to the **HOME** position.
2. Enter a valid opening combination. Wait for the time delay to expire. (While powered, the lock will display two red flashes approximately every four seconds for the duration of the delay. There may be a short pause before the flashes start.)

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**Note:** If you have a Time Delay Display unit (P/N 307025) installed, the display unit will count down to the end of the time delay period and will count up to the end of the window period.

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If the lock is powered when the time delay has expired, the lock will begin to display two green flashes, each accompanied by a beep, every four seconds. This indicates that the delayed opening window has begun.

3. When the delayed opening window has begun, power the lock and re-enter the same combination.

If operating in Single User access and the combination is entered successfully, the lock indicates that it is ready to open by displaying the following:

**Dead Bolt** - 1 slow green flash 

**Slide Bolt** Continuous green flashes  for approx. 5 seconds.

If operating in Dual User access, simultaneous green and red flashes display.



4. For Dual User access, enter the second valid combination. If the combination is entered successfully, the lock indicates that it is ready to open by displaying the following:

**Dead Bolt** - 1 slow green flash. 

**Slide Bolt** Continuous green flashes  for approx. 5 seconds

5. For a **Dead Bolt**, dial right (clockwise) until the lock bolt is retracted. For a **Slide Bolt**, rotate the container handle to unlock.

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**Note:** The lock will not accept any # keypad commands during a delayed opening. If you attempt to enter a combination other than that of a Time Delay Override User during a time delay period, the LED will display three red flashes to indicate an error.

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## To Initiate Silent Duress Alarm

This operation is only available if the silent duress alarm feature is installed on your lock, and you have purchased and installed an Alarm Interface Kit (P/N 301040).

The silent duress combination is created by taking your existing combination and adding 10 to the last two digits of the PIN. For example, if the PIN is "526674", entering "526684" will activate the silent duress alarm. If the PIN is "526694", entering "526604" will activate the alarm. In this case note that "9" becomes "0" and that the "6" remains unchanged (i.e., no digits are carried over and added to the "6").

The silent duress alarm is activated, and normal lock operation continues.

## Time Delay Override

This feature enables certain users to override a Time Delay while a lock is in a Time Delay. User 20 can override the Time Delay in the Model 252. Users 90-99 can override the Time Delay in the Model 552. Once the user's override combination is entered, the Time Delay will end, and the delayed Opening Window will begin. Users who have the ability to override Time Delay cannot open the lock after doing so.

Only the user who initiated the Time Delay can then open the lock. If operating in Dual Access Mode, the user who started the delay and one other valid user (other than the user who performed the override) can open the lock.

---

**Note:** *Users who have the ability to override Time Delay cannot open the lock or be added to the lock once a Time Delay value has been defined in the lock.*

---





## To Lock

For a **Dead Bolt**, close the container and then secure the lock by dialing left (counterclockwise) to extend the bolt.

For a **Slide Bolt**, close the container and rotate the handle to the locked position.

## Shelve Lock

To remove a lock from operational mode, you can "shelve" the lock. This operation places the lock in **Shelved Mode** where most lock information is returned to the factory default settings. The only information retained from the operational mode is the audit information, the time delay setting, and holidays (if defined.) If a Time Delay setting the time delay will then reset to the factory default of "0" after an unlock operation has been performed.

1. Press # and then 2. 
2. Enter the Master User combination. 
3. Enter 08. 
4. Enter 08 again for verification. 



---

**Note:** A green flash  followed by three red flashes    indicates that the lock does not have enough power to perform the shelving operation.

---

The lock will now open by entering any valid User ID for the lock model (except "00") followed by 502550. You should test the opening of the lock with this combination.

## DELUXE OPERATIONS - MODEL 552 ONLY



















This section covers those features which are only offered in the Model 552 lock.

---















**Note:** The operations for "Set Lock Date" and "Set Lock Time" must be performed before initiating any other deluxe time related operations.

---

### Set Lock Date

1. Press # and then 6.  
2. Enter the Master User Combination.  
3. Enter the two-digit number that represents the year (e.g., enter "05" for 2005).  
4. Enter the two-digit number that represents the year again for verification.  
5. Enter the two-digit number that represents the month (e.g., enter "01" for January).  
6. Enter the two-digit number that represents the month again for verification.  
7. Enter the two-digit number that represents the day of the month (e.g., enter "31" for the 31st day of the month).  
8. Enter the two-digit number that represents the day of the month again for verification.    

### Set Lock Time

1. Press # and then 7.  
2. Enter the Master User Combination.  
3. Enter the two-digit number that represents the hour (00-23).  
4. Enter the two-digit number that represents the hour again for verification.  
5. Enter the two-digit number that represents the minute(s) (00-59).  
6. Enter the two-digit number that represents the minute(s) again for verification.    











---

**Note:** *It is recommended that you reset the time periodically in the Model 552 lock as there may be some drifting in the lock clock, up to 15 minutes per year.*

---

## Toggle Daylight Savings Time

This feature enables the Master User, User 20, or any Supervisor (if operating in Super/Sub mode) to “toggle” the Daylight Savings Time (DST) setting, moving the clock ahead one hour or back by one hour.

1. Press #, # and then 5.  
2. Enter the Master User, User 20, or Supervisor Combination.   The clock in the lock will be set ahead one hour or back one hour depending on what the previous DST setting was.
  - 4 long green flashes     = Moved ahead 1 hour
  - 2 long green flashes   = Moved back 1 hour

---

**Note:** *This operation will generate an error if changing the clock for DST also requires a date change. The error will be indicated by 3 red flashes.*

---

## Start Timed Lockout











This feature enables the Master User, User 20, or any Supervisor (if operating in Super/Sub mode) to disable lock access for 1 hour to 255 hours. During this time, the lock will not accept any keystrokes.

---

**Warning:** *You cannot override a timed lockout once you start it. This operation should only be performed by authorized personnel for weekends or extended holidays.*

---

To start an extended time lockout, complete the following steps:

1. Press #, # and then 4.  
2. Enter the Master User, User 20, or Supervisor Combination.  
3. Enter the three-digit number (001-255) that represents the number of hours for which you would like the lock to be disabled, followed by the # key.  
4. Enter the number of hours for verification, again followed by the # key.    

## Set Time Windows\*

\* Battery Assist Recommended

This feature enables the Master User to define time windows for access to the lock. A day/window code is required to identify the specific window being set. The following table describes the day/window codes to be used when setting Time Windows.

Day/Window Code		
01	All Days	First Window
02		Second Window
11	Sunday	First Window
12		Second Window
21	Monday	First Window
22		Second Window
31	Tuesday	First Window
32		Second Window
41	Wednesday	First Window
42		Second Window
51	Thursday	First Window
52		Second Window
61	Friday	First Window
62		Second Window
71	Saturday	First Window
72		Second Window

---

**Note:** Time Windows can also be set at the PC, using the Auditcon 2 Series Software program, and then uploaded to the lock using an SA key. See "Upload Data to Lock."



























---



---

**Note:** There can be some drifting in the lock clocks in the Model 552 locks, up to 15 minutes per year. Because of this possible variance, there should be minor allowances made in both the starting time and the ending time when setting time windows.

---

1. Press #, # and then 3.  
2. Enter the Master User Combination.  
3. Enter the two-digit number that represents the day/window code for the Time Window to be set.  
4. Enter the two-digit number that represents the day/window code again for verification.  
5. Enter the two-digit number that represents the starting hour (00-23) for the Time Window.  
6. Enter the two-digit number that represents the starting hour again for verification.  
7. Enter the two-digit number that represents the starting minute (00-59) within the hour for the Time Window.  
8. Enter the two-digit number that represents the starting minute within the hour again for verification.  
9. Enter the two-digit number that represents the ending hour (00-23) for the Time Window.  
10. Enter the two-digit number that represents the ending hour again for verification.  
11. Enter the two-digit number that represents the ending minute (00-59) within the hour for the Time Window.  
12. Enter the two-digit number that represents the ending minute within the hour again for verification.    

---







**Caution:** When setting time windows for a specific day/window code at the lock, both the first and second window for that day/window code must be set. If you are not actually using the second time window, set it to the same time period as the first-time window for the day/window code. If only one time window is set for a day/ window code, the second window will override the first window with the default of 24 hour a day access.

---

## Start Time Window Lockout

This feature enables the Master User, User 20, or any Supervisor (if operating in Super/Sub mode) to disable lock access for the current open time window. Access to lock entry will remain disabled until the time of the next open time window as defined by the Time Windows function. The lock will not open during this time, but it will accept keystrokes and will start a time delay for opening the lock. If the end of the delay falls in the next open time window, the lock can be opened at that time.

To start Time Window Lockout, complete the following steps:

1. Press #, # and then 7.  
2. Enter the Master User, User 20, or Supervisor Combination.    

## Add Holiday\*

### \* Battery Assist Required

This feature enables the Master User to define up to 20 annual holidays in the lock. A two-digit holiday code (01-20) is used to identify a specific holiday. Each holiday entry is defined by a month, day, and a holiday exception time window.

---

**Caution:** *You should not add two different holiday codes for the same calendar date. Each holiday definition should be unique regarding the date.*







---

An exception time window allows a period during the holiday when a valid user can access the lock. If access time windows are defined for the lock, the holiday exception time window must fall within the defined time windows for access to be granted. If the holiday exception time window or a portion of the exception window falls outside of the access time windows, access will not be granted during that time. **If an exception window is set for all 0's, then there will be no lock access allowed for the holiday.**

---

**Note:** *There can be some drifting in the lock clocks in the Model 552 locks, up to 15 minutes per year. Because of this possible variance, there should be minor allowances made in both the starting time and the ending time when setting a holiday exception time window.*



























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1. Press #, # and then 6.  
2. Enter the Master User Combination.  
3. Enter the two-digit number (01-20) that represents the holiday code for the Holiday to be set.  

---













**Caution:** *Do not enter a value of "00" for the holiday code as it will cause all holidays to be deleted. See the "Delete All Holidays" operation on the following page.*

---

4. Enter the two-digit holiday code (01-20) again for verification.  
5. Enter the two-digit number that represents the month (e.g., enter "01" for January).  
6. Enter the two-digit number that represents the month again for verification.  
7. Enter the two-digit number that represents the day of the month (e.g., enter "31" for the 31st day of the month).  
8. Enter the two-digit number that represents the day of the month again for verification.  
9. Enter the two-digit number that represents the starting hour (00-23) for the Holiday Exception Time Window.  
10. Enter the two-digit number that represents the starting hour again for verification.  
11. Enter the two-digit number that represents the starting minute (00-59) within the hour for the Holiday Exception Time Window.  
12. Enter the two-digit number that represents the starting minute within the hour again for verification.  
13. Enter the two-digit number that represents the ending hour (00-23) for the Holiday Exception Time Window.  
14. Enter the two-digit number that represents the ending hour again for verification.  
15. Enter the two-digit number that represents the ending minute (00-59) within the hour for the Holiday Exception Time Window.  
16. Enter the two-digit number that represents the ending minute within the hour again for verification.  









## Delete Holiday

This feature enables the Master User to delete a single holiday that has previously been added to the lock. A two-digit holiday code (01-20) is used to identify a specific holiday. Each holiday entry is defined by a month, day, and a holiday exception time window.

1. Press #, # and then 6.  
2. Enter the Master User Combination.  
3. Enter the two-digit number that represents the holiday code for the Holiday to be deleted.  
 
4. Enter the two-digit holiday code again for verification.  
5. Enter the "00" to delete the specified holiday.  
6. Enter the "00" to confirm deletion of the specified holiday.  

## Delete All Holidays

This feature enables the Master User to delete all holidays that are currently defined in the lock.

1. Press #, # and then 6.  
2. Enter the Master User Combination.  
3. Enter "00" to delete all holidays.  
4. Enter "00" to confirm deletion of all holidays.  

## SOFTWARE BASED LOCK OPERATIONS

### Upload Data to Lock

As an alternative to defining setup data and user data manually at the lock, certain types of data can be defined at the PC using the Auditcon 2 Series Software and the information can then be uploaded (transferred) to the lock via a Smart Key.

### Program Lock

If you choose the “Program the Lock” menu option from the Auditcon 2 Series PC software, you can define the following data in an Auditcon 2 lock:

- Lock ID
- Access Mode
- Lock Mode
- Sound ON/OFF
- Reporting Capabilities
- Delay Time and Delayed Opening Window
- Users

---

**Note:** *The Program Lock operation requires a red SA key that has been properly prepared at the PC using the Auditcon 2 Series Software.*

---


If you are programming a Model 552 lock, you can also set the Date & Time in the lock and define Time Windows.

---

**Note:** *If you choose to set the time in the lock using the software, the operation requires a teal-colored B key (P/N 202023), prepared at the PC using the Auditcon 2 Series Software, rather than a red SA key.*

---

To program the lock, complete the following steps:

1. Press # and then 8. 
2. Enter the Master User combination. Short red flashes begin to display. From the time these flashes begin, you have 10 seconds to properly place and hold the prepared Smart Key (SA or B key) to the lock key reader. If you do not properly hold the key to the lock key reader within the 10 second period, short red flashes followed by three long red flashes display to indicate an error and you will need to re-key the operation. If the Smart Key has not been properly initialized, three long red flashes display.

---

**Helpful Hint:** *For Round housing lock models, press down on the top of the key with your thumb, holding the key at an angle against the key reader to ensure that the key makes proper contact with the key reader. For Vertical housing lock models, press and hold the key directly against the key reader.*

---

3. Ensure that the key remains connected to the key reader until the lock has completed the upload. Upon completion, simultaneous green and red flashes display.



## Add/Delete Users

As an alternative to manually adding and deleting users at the lock, they can be added to and deleted from the system at the PC using the Auditcon 2 Series Software. The user data can then be transferred to the lock via a Smart Key.

---

**Note:** *The Add/Delete Users operation requires an SA key that has been properly prepared at the PC using the Auditcon 2 Series Software.*

---

The process for adding and deleting user information is the same as that for programming the lock. (The only difference is that the SA key has been initialized to add and delete users rather than program the lock.) To Add/Delete Users, perform Steps 1-3 in the previous "Program Lock" section.

---

**Important Note:** *If the SA Key has been initialized to add Subordinate Users, the combination for the Supervisor to whom the Subordinates are assigned must be entered to perform the "upload data" operation rather than the Master User combination.*

---

## Upload Time Windows (Model 552 Only)

As an alternative to manually defining Time Windows in a Model 552 lock, they can be defined at the PC using the Auditcon 2 Series Software and then uploaded to the lock via a Smart Key.

---

**Note:** *The Upload Time Windows operation requires an SA key that has been properly prepared at the PC using the Auditcon 2 Series Software.*

---

The process for uploading Time Windows is the same as that for programming the lock. (The only difference is that the SA key has been initialized to upload Time Windows rather than program the lock.) To Upload Time Windows, perform Steps 1-3 in the previous "Program Lock" section.

## DOWNLOAD DATA FROM LOCK

There are two types of data that can be “downloaded” (retrieved) from the Auditcon 2 Series locks.

---

**Note:** *Data cannot be retrieved from the lock when in factory or shelved mode.*

---

### Retrieve Audit Records

The lock’s audit feature will track the following types of lock transactions in sequential order of occurrence:


- lock opened
- Users added/deleted
- Supervisor enable/disable Subordinate User(s)
- PIN activated/changed
- wrong try lock out
- in Dual access mode, first combination entered
- lock date/time set (Model 552 only)
- lock shelved
- lock mode changed
- audit report retrieved
- time delay override
- beginning of timed lockout

For a Model 552 lock, each transaction will include a date and time stamp. The number of audit records stored by the lock varies according to lock model. Refer to the Lock Models table at the top of page 9 for detailed information. If you have purchased the Auditcon 2 Series Software, the audit trail data stored in the lock can be downloaded from the lock and taken to the PC for reporting.

---

**Note:** *The retrieve audit records operation requires a red SA key that has been initialized using the PC software to retrieve audit records.*

---

1. Press # and then 8. 
2. Enter the combination. Short red flashes begin to display. From the time these flashes begin, you have 10 seconds to properly place and hold the initialized SA key to the lock key reader. If you do not properly hold the key to the lock key reader within the 10 second period, short red flashes followed by three long red flashes display to indicate an error and you will need to re-key the operation. If the SA key has not been properly initialized, three long red flashes display.

---

**Helpful Hint:** *For Round housing lock models, press down on the top of the key with your thumb, holding the key at an angle against the key reader to ensure that the key makes proper contact with the key reader. For Vertical housing lock models, press and hold the key directly against the key reader.*

---

3. Ensure that the key remains connected to the key reader until the lock has completed downloading the reporting data. Upon completion, simultaneous green and red flashes display indicating that the audit data download is complete.
4. If you have purchased the PC software for reporting capabilities, return the key to the Auditcon PC to be read. Refer to the software documentation for instructions on reading the reporting key.

## Retrieve User Table

The lock's User information reporting feature will list the following information for all Users except the Master User:

- All current User IDs (those that currently exist in the lock)
- User ID of the Supervisor (in Super/Sub mode) who created the User

---

**Note:** *The retrieve User information operation requires an SA key that has been initialized using the PC software to retrieve User information.*

---

The process for retrieving User Table information is the same as that for retrieving audit information (The only difference is that the SA key has been initialized to retrieve User Table information rather than Audit information). To retrieve User Table information, perform Steps 1-4 in the previous "Retrieve Audit Records" section.

---

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This product is covered by one or more of the following U.S. patents:

4,803,860	5,170,431	5,265,452	5,271,253	5,410,301	5,451,934	5,488,358	5,488,660
5,493,279	5,511,401	5,590,917	5,592,838	5,709,114	5,774,058	5,774,059	5,870,914
5,873,276	5,881,589	5,893,283	5,896,026	D366,822	D388,308	D388,309	

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Guard lock, will arrive with the lock already installed and the Master ID activated. Before setting up the Manager and Users, there are several items to consider. The listed items below need to be addressed before programming the lock.

1. Master Combination. 8 digits (length cannot change) Reference section 3.4.1.1
2. User Combination length 6 - 9 characters. Default (6) All users are required to enter a new combination at 1<sup>st</sup> usage of the lock. Reference section 3.3.4
3. Time and Date Format.
4. Manager and User Settings. Reference section 3.4.1.2 and 3.4.1.3 also Reference Table 8 (System User functions).
5. Menu Settings Reference section 3.2.2, Table 2 Menu Settings. Note: All the options listed may not be available on some units or without additional equipment.

## LA GARD SERIES 702 DISPLAY SYSTEM USER GUIDE

### 1. INTRODUCTION

This guide outlines general information for using and programming LA GARD 700 Series Models 701-705 electric combination safe locks and all its components, including accessories and software client. For reliable and safe operation of the equipment, comply with all safety precautions outlined in this guide.

#### 1.1 Approved Standards

The LA GARD family of safe locks conform to the following approved standards:

- UL 2058 (High Security Electronic Locks)
- EN 1300:2018
- Model: 705 – FCC ID: 2ASNP-705, IC ID: 24793-705
- Model: DKLG70X – FCC ID: 2ASNP-DKLG70X, IC ID: 24793-DKLG70X
- VDS 2395 Class 2, Models: 701-704
- SBSC 3880:2015, Models: 701-704
- CNPP A2p – Level B/E, Models: 701-704

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna
- Increase the separation between the equipment and receiver
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected
- Consult the dealer or an experienced radio/TV technician for help

Changes or modifications not expressly approved by dormakaba USA Inc. could void the user's authority to operate the equipment.

This device contains license-exempt transmitter(s)/receiver(s) that comply with Innovation, Science and Economic Development Canada's license-exempt RSS(s). Operation is subject to the following two conditions:

1. This device may not cause interference.
2. This device must accept any interference, including interference that may cause undesired operation of the device.

## 1.2 Electrical Precautions

Ensure alkaline batteries (where applicable) are new and in good condition; leaking batteries can cause damage to components and can also cause serious bodily harm. Do not apply power (where applicable) before completing all steps of the installation; doing so may damage the components. Ensure all power supplies are plugged into grounded electrical receptacles that comply with local building code(s). When AC mains power is required the power supply shall be installed in accordance with NFPA 70 and any applicable electrical codes.

## 1.2 Tools

Dormakaba USA Inc. recommends having the following tools on hand to install LA GARD safe locks and their components:

- Digital voltmeter
- Wire cutters and needle nose pliers
- Set of screwdrivers
- Drill and drill bits
- Automatic saw (band saw, hand saw)
- US or Metric taps
- File or equivalent tool
- All installation/hardware documentation for quick reference.

## 2. LA GARD 702 DISPLAY INFORMATION

### 2.1 Keypad

The La Gard 702 Display variant shows messages on screen. The Keypad is the user interface for the entire system.

### 2.2 Safe Lock

The safe lock is a dead bolt, that locks and unlocks when the Keypad receives correct user credentials.

### 2.3 Battery Box

The Battery Box is the primary power source to the LA GARD System. The Battery Box is not UL evaluated.

### 3. HOW TO USE THE SYSTEM

This section outlines how to use the installed system and how to execute specified functions.

#### 3.1 702 Keypad Definitions

<b>OLED Display Keypad</b> (1.28, Monochrome 128 X 64)	Yes
<b>Swing Bolt Lock Type</b>	All
<b>Max. # of Total Users</b> (Includes Master and Manager users)	30
<b>Max. # of Master Users</b>	1
<b>Max. # of Managers</b>	1
<b># of Locks</b>	1
<b>Dual-User Mode</b>	Yes
<b>Reset Function</b>	Yes
<b>Time Delay</b>	0-99 Min.
<b>Confirmation Window</b>	0-60 Mon.
<b>Time Delay Override (TDO)</b>	Yes
<b>Programmable at Keypad</b>	Yes
<b>Programmable by PC</b>	Yes
<b>Audit Events</b>	500
<b>View Audit Trail</b>	Yes
<b>Downloadable Audit Trail</b>	Yes
<b>Duress Alarm</b>	Yes
<b>Combination Length</b>	11 (2id + 6-9)
<b>Back Lit Keypad</b>	Yes
<b>Bolt Switch Option*</b>	Yes
<b>Wrong Try Penalty</b>	Yes
<b>Battery Power</b>	2 x 9V
<b>Low-Profile Option</b>	Yes
<b>AC Power Option</b>	Yes
<b>VdS 2396 Class 2</b>	Yes
<b>UL 2058 – UL Type 1</b>	Yes
<b>EN1300 – Level B</b>	Yes
<b>SBSC – 3880-2015</b>	Yes
<b>CNPP q2p – Level B/E</b>	Yes
<b>Warranty</b>	2yr from Dom
<b>Extended Warranty*</b>	Yes
<b>Updateable Firmware</b>	Yes

\*Sold Separately

## 3.2 Keypad – Layout, Usage, and Settings

### 3.2.1 Keypad Layout & General Usage

Below is a list of buttons and their functions on the Keypad:

- Number Pad – Can be used for entering User combinations, # commands and specific optional functions on screen.
- Pound Key (#) – Is used to return to a previous screen, or to wake up the Keypad without entering a number.
- Up and Down Arrows (↕) – Navigate through options menu options.

Open Lock	Sub Menu Info	Sub Menu Info	Sub Menu Info	Allows the User to open a lock.
Change Combo	New Combo			Allows the User to change their combination.
Time/Date	Time Format	12 hr		Choose between a 12 and 24HR time format.
		24 hr		
	Date Format	YY/MM/DD		Select the date format. Set Time Date allows the entry. Once set changing format does not require the time and date to be reentered.
		MM/DD/YY		
		DD/MM/YY		
	Set Time Date			Enter the time and date. The display will show time and date per the above selections. Enter the info to update the display.
	Observe DST			Select Enable/Disable to observe Daylight Saving Time (DST).
Time Lock	Assign Access			Designate a lock as 24/7 or assign one of two schedules.
	View Access 1			View the access of schedule #1
	View Access 2			View the access of schedule #2
	View Holiday			View the assigned holidays.
Audits*				Displays transactional data from a lock.
Users	Add	ID		Enter the user ID # 02 thru 28.
		User Type		Standard User or Manager Note: only one Manager is allowed.
		Combo		Enter the user combination.
		Confirm		Enter the user combination again.
		Open	Open lock	Select the option for the user Note: Standard users are "Open lock"
			Audit	
			TDOvride	
		Open Lock		Select the lock the above setting and apply "1".
		User Add		use the "V" to select User Add to make the ID active.
	Edit	Enter ID#		Enter the user ID # 02 thru 28
			Status	Select: Enable or Disable
			Reset Combo	Update the ID combination and confirm
			Privileges	Select: Open, Audit or TDO After selection select the Update User
	Delete			Delete a User based on their User ID
System	Sys Info	KeyPad		Displays Battery Status, Firmware version, Model and Serial #s.
		Lock		Shows firmware versions, serial numbers, port & Lock # and Open Count.
	Backlight			Toggle the Backlight On and Off.
	Buzzer			Toggle the Buzzer sound On and Off.



	TD Cnt Mode			Set counting period to count up, down or not show time in the periods.
	Combo Length			Determines the length of a combination
	Force Change			Determines whether or not new Users will have to change their combination after initial login (choose Yes/No)
	User Mode			Choose between Single, Dual and Dual + Mgr
	Duress Mode*			Enables/Disables Duress Mode (Silent Alarm).
	Input Signal	Disable Open		Configures the Input Signal for Remote Disable function.
		Dly Override		Configures the Input Signal for Time Delay Override function.
		Dual Override		Configures the Input Signal for Dual User Override function
	Locks	Uninstall		Confirm Yes or No
		TL Schedule		Configure the Time delay period
		Reset		Confirm Yes or No
	FW Update			Enables a firmware update when connected to a PC running the LA GARD software client.

- Return Key – Confirms a selection or complete a command sequence.

### 3.2.2 Display Keypad – Menu Settings

To enter the Main Menu, press any non-numeric button followed by your user credentials.

Below is a table outlining each Menu Setting and sub-setting within the Keypad display interface. Note that the menu available changes based on the User Role and/or User Privileges.

\*Not evaluated by UL

### 3.3 System Functions

The System menu allows the User to view and change various aspects, such as Combination length, Buzzer and Backlight, amongst other options. Below is a table that outlines Buzzer, LED, and Screen Messages in response to certain events.

Event	Buzzer	LED	Screen Message(s)
Key press	Short beep	Short green or red flash	gh beep + Green flash = Valid Key Low Beep + Red flash = Invalid Key
Valid command response	3 short high beeps	3 short green flashes	Success
Invalid command response	3 short low beeps	3 short red flashes	Invalid Message
Wrong Try Penalty	2 short low beeps - every 10 seconds	2 short red flashes – every 10 seconds	Wrong Try Penalty
Wrong Try Penalty ends	2 short high beeps	2 short green flashes	
Time Delay	1 low beep – every 10 seconds	1 red flash – every 10 seconds	Time Delay
Confirm window	1 high beep – every 10 seconds	1 green flash – every 10 seconds	Confirmation Window
Low Battery	2 low beeps	2 red flashes	Low Battery
Critical Low Battery	3 long low beeps	3 long red flashes	Critical Low Battery

Master Reset	3 short high beeps	3 short green flashes	Reset Success
Power On – No lock connected	5 medium to low beeps	5 medium red flashes	No Lock Found Turn Power Off and Connect
Power On – Bad configuration	5 medium to low beeps	5 medium red flashes	Bad Config
Power On/Wake Up – Lock Connected but Not Installed	1 medium low beep	Solid red LED	Lock Detected
Power On – Keypad not compatible	1 long low beep	Continuous alternate flashing red and green	Wrong Keypad Model Cannot Install
Master reset	3 short high beeps	3 short green flashes	Reset Success

### 3.3.1 System Info

The System Info screen provides information related to the Keypad and safe, including Firmware version and Model number. **Note:** This information is only available to authorized users.

Follow these steps to navigate through the System Info menu:

1. Enter and Authorized User ID and Combination.
2. Navigate through the Main Menu and select "System."
3. Select "Sys Info" from the sub-menu.
4. Select between "Keypad" or "Lock."
5. If "Keypad" is selected, the following information is available on screen:
  - "Batt Status" – Displays battery level with a percentage
  - "FW version" – Shows the current firmware version on the Keypad
  - "Model" – Displays the Model # of the Keypad
  - "S/N Part 1" and "S/N Part 2" – Shows the serial number of the Keypad (divided between two screens)
6. If "Lock" is selected, the following information is available on screen:
  - "FW version" – Displays the current firmware version on the safe lock
  - "S/N Part 1" and "S/N Part 2" – Shows the serial number of the safe lock (divided between two screens)
  - "Port | Lock" – Represents the Port and Lock #s
  - "Open Count" – Shows how many times the safe lock was opened

### 3.3.2 Backlight Mode

The Backlight illuminates whenever a key is pressed on the Keypad. By default, the Backlight setting is Off to conserve battery power.

Follow these steps to toggle the Backlight Mode On and Off.

1. Enter an Authorized User ID and Combination.
2. Navigate through the Main Menu and select "System."
3. Select "Backlight" from the sub-menu.
4. Select between "On" and "Off" to Enable/Disable Backlight Mode.
5. "Success Mode updated" will appear on screen and the Keypad will beep three times and flash a green LED once complete.

### 3.3.3 Buzzer Mode

The Buzzer provides sound to signal specific functional outcomes. The Buzzer Mode is active (on) by default. It is recommended that the Buzzer is left on for Non-Display Keypads.

Follow these steps to toggle the Buzzer Mode On and Off on a Display Keypad:

1. Enter an Authorized User ID and Combination.
2. Navigate through the Main Menu and select "System".
3. Select Buzzer from the sub-menu.
4. Select Between "On" and "Off" to Enable/Disable Buzzer Mode.
5. "Success Mode updated" will appear on screen and the Keypad will beep twice and flash a green LED once complete.

**WARNING:** Once the Buzzer Mode has been turned off, there will be no audible signals for successful or unsuccessful commands.

### 3.3.4 Combination Length

The Combination Length can be changed to a length between 6 and 9 digits inclusively. This feature can only be modified by a Master user. This feature only applies to non-Master users. A Master combination is always 8 digits. By default, the combination length for non-Master users is 6 characters.

**WARNING:** If the combination length is changed after any users have been entered into the system, those users will need to reset their combination before they can perform any operations. After a user's combination is reset, the user will then need to change their combination again in order to use the system. Since the Master User is the only one whose combination is unaffected by change in Combination length, the Master must reset other users' combinations. Once a Manager's Combination is reset and then changed again, the Manager can reset other users' combinations.

#### 3.3.4.1 Combo Length – Display Keypad

Follow these steps to change the combination length on a Display Keypad:

1. Enter an Authorized User ID and Combination.
2. Navigate through the Main Menu and select "Combination."
3. Select "Combo Length" from the sub-menu.

4. Input the # of Digits with the Keypad. Confirm the selection with the <return key> (↵). For UL certification, the combination must be a minimum of 6 digits long.
5. The Keypad will ask for Confirmation, "Are you sure?." Select Yes.
6. "Success Length updated" will appear on screen and the Keypad will beep three times and flash a green LED once complete.

### 3.3.4.2 Combo Length – Non-Display Keypad

Follow these steps to change the combination length on a non-Display Keypad:

1. Using the Keypad, input #11 + Master User ID and Combination + Digit Length (from 6 – 9) + <return key>(↵).
2. The Keypad will beep three times and flash a green LED once complete.

### 3.3.5 Force Change Combination

The Force Change Combination setting is a security rule that, when enabled, forces Manager and Standard users to change their combination prior to first use.

- In new systems, Force Change Combination is turned off by default.
- This setting can be turned on/off by a Master User.
- The Force Change Combination rule applies to newly added users and newly reset combinations.

#### 3.3.5.1 Force Change Combination – Display Keypad

Follow these steps to change the Force Change Combination Rule using a Display Keypad:

1. Enter an Authorized User ID and Combination.
2. Navigate through the Main Menu and select "System."
3. Select "Combination" from the sub-menu.
4. Select "Force Change Combination."
5. Select "Yes" to enforce the rule, or "No" to ignore the rule.
6. "Success Updated" will appear onscreen, and the Keypad will beep three times and flash a green LED once the setting has been changed.

#### 3.3.5.2 Force Change Combination – Non-Display Keypad

Follow these steps to change the Force Change Combination Rule using a Non-Display Keypad:

1. Using the keypad, input #17 + Master User ID and Combination + 0 (for "Off") or 1 (for "On") + <return key> (↵).
2. The Keypad will beep and flash a green LED three times to indicate the setting has been successfully changed.

### 3.3.6 User Mode

The User Mode is a system setting that determines how many Users and what class of user can gain access to the Keypad and applies to all locks connected to the System. The User Mode can only be set by the Master.

Mode	Lock Access	Notes
Single	1 Access User or 1 Manager	Single user is the default User Mode for safe locks
Dual	2 Access Users or 1 Manager	Requires 2 Users (or 1 Manager) to authenticate. Duress can be activated with either of the user's combinations.
Dual + Mgr	2 Access Users or 1 Access User + 1 Manager or 2 Managers	Requires 2 non-Master IDs to authenticate. Duress can be activated with either of the user's combinations.

#### 3.3.6.1 User Mode

Follow these steps to change the User Mode:

1. Enter an Authorized User ID and Combination.
2. Navigate through the Main Menu and select "System."
3. Select "User Mode" from the sub-menu.
4. From the list provided, select between "Single," "Dual," and "Dual + Mgr."
5. "Success Mode updated" will appear on screen and the Keypad will beep three times and flash a green LED once complete.

## 3.4 Users

### Lock User Types

There are three types of users, each with different capabilities. The sub-sections outlined below cover each Lock User Type and their respective functions.

- Master
- Manager
- Standard Users

### 3.4.1 Master

- There will always be 1 Master User per safe lock.
- Combination length is always 8 digits and is not modified by the combination length system setting.
- The default Source Technology combination is 8-7-6-5-4-3-2-1 .
- The User ID is always 00 and cannot change.
- Can create or modify Manager and Standard users.
- Can change system settings.
- Cannot open the lock.
- Can change their combination via the Keypad.
- Master cannot change their combination to 1-2-3-4-5-6-7-8.
- It is recommended the Master combination be changed upon first use.
- Needs to authenticate with an old combination prior to being allowed to update their combination.

### 3.4.2 Manager

- Should be enabled within the system, but not required.
- Multiple Managers may not be created.
- Only Master users can modify the Manager's settings (Requires authenticated Master User ID).
- The Managers Credential will consist of a 2-digit User ID plus a 6-to-9-digit combination.  
**Note:** The Combination Length Requirement is a system setting and will be the same for all Managers and Users.
- May change their combination via the Keypad.
- Can create Standard Users.
- The forced-change-on-first-use rule may apply to Manager combinations depending on your system setting. When applied, users must change their combinations on first use after being added, or after their combinations have been changed by a Master or Manager user. Default System Setting does not require combination change.
- May be granted access to open the lock if the access settings are enabled for the lock.
- May set other access Users' combination via the Keypad
- May be granted Time Delay Override if Time Delay option is applied to a safe lock.
- Can bypass Dual User mode if not included in Dual User Requirement.
- Can bypass Dual Credential mode if not included in Dual Credential Requirement.

### 3.4.3 Standard Users

**Note:** The Combination Length Requirement is a system setting and will therefore be the same for all Managers and Users.

- The combination is in the format of 2 ID digits plus 6 to 9 combination digits.
- The forced-change-on first-use rule may apply to Standard User depending on your system settings. When applied, users must change their combinations on first use after being added, or after their combinations have been changed by a Master or Manager user. Default System Setting does not require combination change.
- Users can be granted one or more privileges.

### 3.4.4 User Privileges

There are 4 primary privileges that can impact a user's ability to open or audit a lock: Access Lock, Audit Lock, Time Delay Override with Combination, and Time Delay Override.

#### 3.4.4.1 User Privileges – Access Lock

A user may be granted permission to open the lock. This capability allows the user to open the lock when they present the proper credential(s). Access restrictions such as Time Delay, are enforced unless override privileges are granted.

#### 3.4.4.2 User Privileges – Audit Lock

A user can be granted permission to retrieve audits. information from the Keypad menus.

#### 3.4.4.3 User Privileges – Time Delay Override with Combination

A user may be granted permission to Override Time Delay. This will allow the user to open the lock without waiting for the time delay period to expire. If the system is in Dual User Mode and one user has this privilege, the Time Delay will be overridden.

TDO w/Combo	Audits	Access	User Capabilities
0	1	0	<ul style="list-style-type: none"> <li>• Can retrieve audits only</li> <li>• Cannot open the lock</li> </ul>
0	0	1	<ul style="list-style-type: none"> <li>• Can open the lock only</li> </ul>
0	1	1	<ul style="list-style-type: none"> <li>• Can open the lock</li> <li>• Can retrieve audits</li> </ul>
1	0	1	<ul style="list-style-type: none"> <li>• Can open the lock</li> <li>• Can override the Time Delay with their credential(s)</li> <li>• Cannot retrieve audits</li> </ul>
1	1	1	<ul style="list-style-type: none"> <li>• Can open the lock</li> <li>• Can retrieve audits</li> <li>• Can override the Time Delay with their credential(s)</li> </ul>

### 3.4.5 System User Functions

The Table below shows the list of System User Functions available for each System User type. A blank space below a user type indicates that the corresponding function is not available.

Functions	Master	Manager	Standard User
Install Lock	Yes (default)		
Uninstall Lock	Yes (default)		
Reinstall Keypad	Yes (default)	Yes (default)	Requires Access Privilege
Configure Time Lock Access Schedule	Yes (default)	Yes (default)	
View Time Lock Access Schedule on Keypad	Yes (default)	Yes (default)	
Configure Time Lock Holiday Schedule	Yes (default)	Yes (default)	
View Time Lock Holiday Schedules on Keypad	Yes (default)	Yes (default)	
Set Time Format	Yes (default)		
Set Date Format	Yes (default)		
Daylight Saving Time (DST) Enable/Disable	Yes (default)	Yes (default)	
Set Date/Time	Yes (default)	Yes (default)	
View Audits on Keypad	Yes (default)	Yes (default)	Requires Access Privilege
Assign Time Lock Access Schedule	Yes (default)	Yes (default)	
Enable/Disable Dual User Mode	Yes (default)		
Enable/Disable Dual User Mode Applies to Managers	Yes (default)		
Enable/Disable Dual Credential Mode	Yes (default)		
Enable/Disable Dual Credential Mode applies to Managers	Yes (default)		
Get System Information	Yes (default)	Yes (default)	Requires Access Privilege
Add/Delete/Disable/Enable Users	Yes (default)	Yes (default)	
Assign Lock Access for a User	Yes (default)	Yes (default)	
Add/Delete Manager	Yes (default)		
Enable Time Delay Override Feature (per lock)	Yes (default)		
Add/Remove Time Delay Override Privilege for a Manager/User	Yes (default)	Yes (default)	
Set Time Delay: Delay Period & Open Period Time	Yes (default)	Yes (default)	
Change Manager Combination	Yes (default)	Yes (default)	
Open Lock		Yes (default)	Yes (default)
Change User Combination	Yes (default)	Yes (default)	Requires Access, Audit, or TDO (with TDO Fob) Privilege
Time Delay: Delay Period	Yes (default)		



Functions	Master	Manager	Standard User
Counting – up/down/none			
Cancel Time Delay	Yes (default)	Yes (default)	Requires Access Privilege
Duress Combo Enable/Disable per System	Yes (default)		
Change Master Combination	Yes (default)		
Open Lock with Override Time Delay w/ Combination		Yes (default)	Requires Access Privilege
Override Time Delay with key fob			Requires TDO Privilege with TDO Fob
Reset lock via Master Combo	Yes (default)		
Set Keypad Backlight On/Off	Yes (default)	Yes (default)	
Set Buzzer On/Off	Yes (default)	Yes (default)	
Set Combination Length	Yes (default)		
Force Combination Change	Yes (default)		
Firmware Update	Yes (default)	Yes (default)	
Configure Auto Open	Yes (default)	Yes (default)	
Configure Remote Input Signal	Yes (default)		

### 3.4.6 Assigning User IDs and Privileges

You can add Users and Edit their User Privileges using the Keypad, The following section details the instructions for adding users.

Note: The forced-change-on-first-use rule applies to all non-Master users

#### 3.4.6.1 Add User

Follow these steps to add a User.

1. Enter an Authorized User ID and Combination.
2. Navigate through the Main Menu and select "Users."
3. From the sub-menu, select "Add."
4. Input a new User ID.
5. Select a User Type between Standard User and Manager.
6. Input a Combination with the Keypad. Note: When attempting to open a lock for the first time, the User may be required to change their combination. The new Combination must be different from the old Combination. The User is advised to use a strong combination.
7. "Confirm" appears on screen. Input the same Combination from the previous step.
8. "Enroll FOB?" appears on screen. Select Yes or No.
9. On the next screen that opens, you are given options for setting User Privileges. Default Privileges are Open/Access and Audit. To keep the Default Privilege, skip to step 10. To edit user privileges, do the following:

- a) Select User Privileges from the sub-menu.
- b) To customize Privileges for this user, select from one of the available options; "Open Priv" (Open Privilege), "Audit Priv" (Audit Privilege), or "TDO Pin Priv" (TDO with Pin Privilege). If adding a Manager, the "TimeLock" Privilege will also be available.
- c) Use the keypad to enter the number(s) corresponding to the locks for which the user will have this privilege, then press the (←). Repeat for each Privilege as needed.

**Note:** When granting TimeLock Privileges to a Manager, you will be asked "Has TL Priv?" Simply choose between "Yes" and "No."

10. When you are finished setting User Privileges, navigate through the options and select "Add User." "Success" appears on screen. The Keypad will beep three times and flash a green LED once complete.

### 3.4.6.3 Edit User

Follow these steps to edit a User on a Display Keypad:

1. Enter an Authorized User ID and Combination.
2. Navigate through the Main Menu and select "Users."
3. From the sub-menu, select "Edit."
4. Input the User ID to be edited.
5. From the menu, select one of the following settings to change and perform the associated steps.
  - Status of a User:
    - a. Select "Status"
    - b. Select between Enabled and Disabled
  - Reset the Combination:
    - a. Select "Reset Combo"
    - b. New Combo appears on screen. Input a new Combination with the number pad.

Note: The new Combination must be different from the old Combination. The User is advised to use a strong combination.

- c. Confirm appears on screen. Input the same Combination from the previous step to confirm. Success combo reset appears on screen. The Keypad will beep three times and flash a green LED once complete.
- Change User Privileges:
    - a. Select "Privileges"
    - b. Select from Open Priv, Audit Priv, TDO Pin Priv and Timelock Priv. For each, use the Keypad to select which locks the User will have privilege(s) on, if applicable.

- Change the User Type:
  - a. Select "User Type"
  - b. Select between Standard User and Manager.
- 6. Navigate through the options and select "Update User." "Success" appears on screen. The Keypad will beep three times and flash a green LED once complete.
  - 1. Open Lock Privilege
  - 2. Audit Lock Privilege
  - 3. Open Lock and Audit Lock Privileges
  - 5. Open Lock and TDO Combination Privileges
  - 7. Open Lock, Audit Lock, and TDO Combination Privileges
  - a. Press <return key> (←)
- **Reset User Combination** – Allows a Master or Manager user to reset another user's combination. Perform the following actions using the Keypad:
  - a. Input the pound key (#), then the number 57.
  - b. The Authorized User ID and Combination.
  - c. Input the User ID of the User whose Combination you want to change.
  - d. Input a new Combination for this User.
  - e. Repeat steps c and d, being careful to ensure that the User ID and Combination match the new one you just entered.
  - f. Press <return key>

For more details, please refer to Appendix B (contains 701 # commands).

### 3.4.7 Delete User

Follow these steps to delete a User:

1. Enter an Authorized User ID and Combination.
2. Navigate through the Main Menu and select "Users."
3. From the sub-menu, select "Delete."
4. Input the User ID to be deleted.
5. "Confirm delete" appears on screen. Press the <return key> on the Keypad to confirm deletion.
6. "User deleted" appears on screen. The Keypad will beep three times and flash a green LED once complete.

### 3.5 Open a Lock

Follow these steps to open a Safe Lock on a Display Keypad:

1. Enter the User ID.
2. Enter the User Combination.
3. If required, present and click the button on the user fob when requested.
4. If required, enter a second User ID and User Combination. 5. The lock's latch will open, and the screen will display Lock Open. After 3 seconds, the lock's latch will close.

If a Time Delay is in effect, menus will be different. Consult Section "Time Delay" in this document for more information.

### 3.6 Change Combination

Follow these steps to change a User combination

For Master/Manager Users changing another User's combination, do the following:

1. Enter an Authorized User ID and Combination.
2. From the Keypad display Main Menu, select "Users," then select "Edit."
3. Enter the ID of the User whose combination will be changed.
4. Select "Reset Combo"
5. Enter the New Combination.
6. Confirm the New Combination.

"Success combo reset" will appear on screen. The Keypad will produce 3 high beeps and flash a green LED. The new combination is set and will be in effect the next time the User enters their combination.

#### 3.6.1 Change Combination User

For a User changing their own combination, do the following:

1. Enter an Authorized User ID and Combination.
2. From the Keypad display Main Menu, select "Change combo."
3. "New Combo" appears on screen. Input a new combination with the number pad.

Note: The new Combination must be different from the old Combination. The User is advised to use a non-trivial combination.

4. "Confirm" appears on screen. Input the same combination from the previous step to confirm.

"Success" will appear on screen. The Keypad will beep three times with a green LED and return to the Enter ID menu once complete. The new combination is set and will be in effect the next time the User enters their combination.

### 3.7 Reinstall Keypad

A new Keypad can be installed into a system to replace a damaged unit. This operation can be completed by an authorized user. An Audit record will be recorded to the lock to indicate which user installed the new keypad. Once paired, the system returns to regular operation.

Keypads with display screens offer prompts to guide the user through the process.

**Note:** The system will only recognize the same Keypad model as before, otherwise it will reject the reinstall process. When installing a new model of Keypad, the lock attached to the system must be reset/uninstalled and reinstalled prior to installing the new Keypad.

### 3.8 Change Time/Date/DST

Follow these steps to change the Time/Date/DST on a Display Keypad:

1. Enter an Authorized User ID and Combination.
2. Navigate through the Main Menu and select "Time/Date."
3. Select one of the follow sub-menu options:
  - a. "Time Format" – Choose between 24Hr and 12Hr
  - b. "Date Format" – Choose between yy\_mm\_dd, mm\_dd\_yy, and dd\_mm\_yy
  - c. "Set Time Date" – Input the time and date with the number pad
  - d. "Observe DST" – Select either Enable or Disable
4. "Success updated" appears onscreen. The Keypad will beep three times and flash a green LED once complete.

Note: If the Time/Date is not set after a prolonged power outage, access time lock schedules cannot be enforced and may result in the inability to open the lock until the Time/Date is set.

### 3.9 Battery Levels

On a Keypad with a display screen, a battery level indicator is located at the bottom-right of the screen. The battery level indicator shows 5 levels of battery power. Additionally, indications will be made when the battery level reaches a low level and again when it reaches a critical low level.

Note: If the Buzzer Mode is Off, there will be no sound indications.

#### 3.9.1 Low Battery Warning

Low Battery Warnings indicate that the batteries need to be replaced immediately to ensure continued and safe operations of the device.

Keypads with a display will provide the following indicators as a Low Battery Warning:

- Upon wake-up, the Keypad will emit 2 high beeps and 2 green LED flashes, followed by 2 low beeps and 2 red LED flashes.
- The screen will display "Low Battery" on wake-up and at the end of an open sequence.

### 3.9.2 Critical Low Battery Warning

Critical Low Battery Warning indicates that the system will not respond to any other commands until the battery is replaced.

Keypads will provide the following indicators as a Critical Battery Warning:

- Upon wake-up, the Keypad will emit 3 high beeps and 3 green LED flashes, followed by 3 low beeps and 3 red LED flashes.
- The screen will display "Critical Low Battery" on wake-up.

### 3.9.3 Replacing Batteries in Critical Low Battery State

When in Critical Low battery state, and the batteries are within the secure container, the system must do a restart when a battery (or batteries) is applied to the Keypad. The restart can be forced by pressing the # key when the new battery is applied to the Keypad. The safe should be opened and the inside batteries replaced.

**Note:** If the Time/Date is not set after a prolonged power outage, access time lock schedules cannot be enforced and may result in the inability to open the lock until the Time/Date is set.

## 3.10 View Audits

Note: This function is not UL evaluated.

Audits can be viewed on Keypads equipped with a display. A maximum record of 50 events can be viewed on the Keypad display screen. The Keypad will display:

- The code indicating the Event/Action
- The Date and Time of the Event/Action
- The ID of the User who performed the Action

To view audits from the display, the User must have Audit Privileges enabled. The Master User ID is granted Audit Privileges by default.

Follow these steps to view Audits on screen

1. Enter an Authorized User ID and Combination.
2. Navigate through the Main Menu and select "Audits."
3. If using a multi-lock System, select the corresponding lock number on the Keypad. Otherwise, skip to the next step.
4. Navigate through each Audit transaction with the Arrow buttons on the Keypad.

To view the codes defined for each audit, please refer to Appendix A.

Further details concerning Audits can be found in section 3.16 "Time/Date Rules".

### 3.11 Wrong Try Penalty

The Wrong Try Penalty occurs when a User inputs a credential incorrectly 4 times in a row. The penalty period is for 5 minutes, within that time no safe lock connected to the Keypad will open. All menu access and command inputs on the Keypad will also be locked for 5 minutes. Once the 5-minute penalty is over, 2 consecutive incorrect credential inputs will initiate another 5-minute penalty. The Wrong Try Penalty does not expire. This penalty cycle will not be cleared until the lock is successfully opened.

The lock will do 2 short low beeps and 2 short red flashes will repeat every 10 seconds to signify the penalty is in effect. The time will count down on the screen. During this penalty, the Keypad will respond to any key with 2 short low beeps and 2 red flashes. When the Wrong Try Penalty is over, the LED will flash green twice and the keypad will produce 2 high beeps.

Note: If power to the Keypad is interrupted and restored during a Wrong Try Penalty, the penalty period will resume with same time remaining.

### 3.12 Time Delay

During a Time Delay, the safe lock cannot be opened until the delay period expires. The Time Delay period ranges from 00 (Disabled) to 99 minutes and can be set either via the Keypad. Once the Time Delay period is complete, the Confirmation Window period starts. During the confirmation period, the user can re-authenticate to open the lock.

- Keypads will provide continuous feedback to signify the Delay Period and Confirmation Window.
- The Keypad will beep and flash a red LED once every 10 seconds during the Time Delay period.
- The Keypad will then beep and flash a green LED once every 10 seconds during the Confirmation Window, signifying the safe lock can now be opened.
- Display Keypads provide additional on-screen feedback during the Delay Period and Confirmation Window.
- There are multiple ways to override the Time Delay period, if enabled. If Time Delay is enabled for a lock, each valid User ID with a Combination will trigger the start of the time delay period if the intent is to open the lock.

#### 3.12.1 Enable/Disable Time Delay

Follow these steps to Enable/Disable Time Delay:

1. Enter an Authorized User ID and Combination.
2. Navigate through the Main Menu and select "System."
3. Select "Locks" from the sub-menu.
4. Select "TimeDelay."

For multi-lock systems, select the corresponding lock number on the keypad.

5. To change the TimeDelay period, do the following:
  - a. Select "ConfigureTimes"
  - b. Select "Delay Period"
  - c. Use the keypad to input a new Time Delay (between 00 [Disabled] and 99 minutes)  
"Success TD Updated" appears on screen and the Keypad will beep three times and flash a green LED once complete
6. To change the Confirm Window time (the time frame in which the safe lock can be opened), do the following:
  - a. Select "TimeDelay" For multi-lock systems, select the corresponding lock number on the keypad
  - b. Select "ConfigureTimes"
  - c. Select "ConfirmWindow"
  - d. Use the keypad to input a new Confirm Window time (between 01 and 60 minutes)  
"Success TD Updated" appears on screen and the Keypad will beep three times and flash a green LED once complete

### 3.12.1.2 Time Delay Count Mode

There is an option to configure the time display for their respective time delay feature. Select one of the following options:

1. Off.
2. Count Up.
3. Count Down.

Follow these steps to set the options

1. Enter an Authorized User ID and Combination.
2. Navigate through the Main Menu and select "System."
3. Select "TD Cnt Mode" from the sub-menu.
4. Select either "Delay Period" or "Confirm Window."
5. Select one of the following choices and press the (←):
  - a. "Off"
    - i. The time remaining or accumulated will not display; only information on what period it is in will be displayed
  - b. Count Up
    - i. The count will start from 00:00 and count up until the period expires
  - c. Count Down
    - ii. The time will start at the period length and countdown to 00:00

"Success Mode Updated" appears on screen and the Keypad will beep three times and flash a green LED once complete.



### 3.12.2 Open a Lock During Time Delay

Follow these steps to open a safe lock during a Time Delay:

1. Using the Keypad, input the User ID and Combination.
2. For multi-lock systems, select the corresponding lock number on the keypad. Otherwise, skip to the next step.
3. "Lock # Start Delay" will appear on screen and provide timer feedback. The type of feedback depends on the setting for count feedback (the time may count down, up, or only show time remaining). A key must be pressed to check the Time Delay status. When a key is pressed on a Display Keypad, the 'most urgent' lock will be displayed.
  - a) Most Urgent Lock: In a single lock system, the Time Delay status is for a single lock, in a multilock system, the status will be provided for
    - i. the lock with the least amount of time remaining in the confirmation window, or
    - ii. if no lock is in the confirmation window, then the lock with the least amount of time remaining will be present in the delay window.
4. Once the Time Delay period expires, "Lock # status Confirm" appears on screen.
5. If a lock is in the confirmation window, it can be opened. Press a key to exit the Time Delay Status.
6. Input the User ID and Combination.
7. From the sub-menu, select "Open Lock."
  - a) For multi-lock systems, select the corresponding lock number on the keypad. If the selected lock has Time Delay enabled and
    - i. not already in Time Delay, Time Delay will start for the lock, and
    - ii. is already in Time Delay and the confirmation window, then the lock will open.
8. The lock will open, and the screen will display "Lock Open." After a few seconds, the lock will close.

### 3.12.3 Cancel a Time Delay

If desired, a Time Delay period can be cancelled. Some things to know when cancelling a Time Delay:

- The opening activity is cancelled.
- The Time Delay Period will end, and there will be no Confirmation period.
- The Lock cannot be opened.
- Re-authentication will initiate a new Time Delay period.

Follow these steps to cancel a Time Delay :

1. While a safe lock is currently in a Time Delay, press the <return key> (←) on the Keypad.
2. Input a valid User ID and Combination.
3. From the sub-menu, select "Cancel TD."  
For multi-lock systems, select the corresponding lock number on the keypad
4. "Lock Dly Cancelled" will appear on screen and the Keypad will beep three times and flash a green LED.

### 3.12.4 Allow Time Delay Override

For a user to execute a Time Delay Override, the lock must be configured to Allow Time Delay Override. The Time Delay Period and Confirmation Window period must be set.

There are two ways to perform a Time Delay Override:

1. The user must possess Time Delay Override w/ Combo privilege.
2. The user must possess Time Delay Override w/ fob privilege.

Refer to Section 3.4.6 “Assigning User IDs and Privileges” or Section 3.4.6.3 “Edit User” for information on how to give users Time Delay Override privileges.

#### 3.12.4.1 Allow Time Delay Override

Follow these steps to Allow Time Delay Override:

1. Enter an Authorized User ID and Combination.
2. Navigate through the Main Menu and select “System.”
3. Select “Locks” from the sub-menu.
4. Select “TimeDelay” from the Locks menu.
5. Select “ChangeOverride.”
  - a. For multi-lock systems, select the corresponding lock number on the keypad
6. “Allow Ovrde?” appears on screen. Choose between Yes or No.
7. “Success OvrRde update” appears on screen and the Keypad will beep three times and flash a green LED once complete.

### 3.12.5 Open Lock During Time Delay Using Override with Combo

Follow these steps to Open a lock during a Time Delay using Override:

1. Using the Keypad, input the User ID and Combination.
2. For multi-lock systems, select the corresponding lock number on the keypad. Otherwise, skip to the next step.
3. “Lock ‘N’ Start Delay” will appear on screen where ‘N’ represents the lock number. The screen will then provide timer feedback.
4. There is no continuous feedback. A key must be pressed to check on the Time Delay status. When a key is pressed, the Keypad will display the feedback for the ‘most urgent’ lock.
5. Press a key to exit the Time Delay Status screen.
6. Input the User ID and Combination.
7. From the Time Delay Menu, select “Open Lock.”
  - a. For multi-lock systems, select the corresponding lock number on the keypad
  - b. If the selected lock has Time Delay and Time Delay Override enabled, and the User has Time Delay Override w/ Combo privileges for the lock, then the lock will open.

### 3.13 Time/Date Rules

Understanding how the time and date are stored and managed is of great importance, as it impacts your ability to effectively utilize various time-based features in your system.

The following rules are in effect:

- When a lock system is not updated with time/date, the time zone will be GMT (UTC +0) with no adjustment to DST for that GMT time zone.
  - a. If a user updates time/date from the keypad, the local time entered will be assigned the GMT time zone. Unless the user is in GMT, the time will likely be set incorrectly.
  - b. Local time is represented by the following:  
UTC time as stored in lock system.
- Locks can accept changes via the keypad:
  - a. Local time can be entered based on rules on the system and converted to UTC and stored as UTC.
  - b. Time zone setting and DST tables cannot be changed via the keypad. Those settings must come from the PC/SW.
  - c. The DST observed setting can be changed.
- Audits are recorded in UTC time as known by the lock system.
- If the time/date is lost due to a power outage, to get time correct, the user must set time/date via keypad or via SW.
- If the time is lost due to a power outage, to get time correct, time/date must be set via keypad or via SW. On power up, the RTC time value in the lock system will be set to Jan 2, 2000, 00:00:00 GMT. Local time reference will be adjusted by DST settings in lock.
- Reset operations via reset box or via Master code reset will result in
  - a. UTC time in lock will not be reset unless power has been removed for a period of time.
  - b. DST rules tables will be defaulted to be no adjustments for any time zones.
  - c. Time Zone will be set to GMT.
  - d. DST observed flag will be set to true.
- A government-mandated change to the DST rules, as pertaining to the locality of the lock system, will require time/date to be refreshed from the SW to interpret local time/date handling.
- Access time schedules and holidays will not work properly if time/date is not set after an extended power outage.
  - a. When a time access schedule has been assigned to a lock, that lock cannot be opened until either a 24/7 access schedule is set to lock, or the time is set via keypad or software.
  - b. When holidays are created and assigned to the system, the holidays are ignored and will not block out access until time is set via keypad or software.




## APPENDIX A: LIST OF AUDITS




The following is the list of audit definitions and the codes associated with them.

Audit Code	Audit Definition	Audit Code	Audit Definition	Audit Code	Audit Definition
1	Power up	27	DST Table Update	47	Schedule Changed
2	RTC Time Set	29	Battery Critical	48	Schedule Assignment Changed
3	Lock Reset w/ Reset Box	30	User Made Changed	49	Holiday Changed
4	Lock Reset w/ Master combo	31	Combination Length Changed	50	Observe DST Changed
5	Lock Install	32	Credential Made Changed		
8	Time Delay Values Change	33	PC Link Enabled		
9	Audits viewed Via Keypad or Software	34	PC Link Disabled		
10	Lock Opened	35	RTC Time Reset		
11	Lock Uninstalled	36	Battery Good		
12	Time Delay Overridden with FOB use	37	Lock Firmware Update Started		
14	User Added, Modified, or Deleted	38	Keypad Firmware Update Started		
17	Keypad Reinstalled	39	Time Delay Override Enabled		
18	Bolt Opened	40	Time Delay Override Disabled		
19	Bolt Closed	41	Auto Open of Primary Lock		
20	Battery Low	42	Configure Auto Open Setting		
21	Time Delay Overridden via Combo	43	Configure Input Signal Setting		
22	Wrong Try Penalty Started	44	Remote Time Delay Override		
23	Duress Alarm	45	Remote Force Single User Mode		
26	Open attempted, remotely disabled	46	Require Combo Change		


## APPENDIX B: LA GARD 701 WITH 1 MANAGER/1 STANDARD USER/6 DIGIT COMBINATION


















### Navigation Tips

Pressing any key wakes the system. The commands below are shown with the  as the key pressed for waking the system. When not needed, the lock will respond with a short red flash  and a low  signaling that the lock is ignoring RETURN and waiting for your # command.


- Pressing the # key during a command sequence will cancel the sequence.
- Start a new open command string by entering id and combination.
-  Return Key generally submits the prior keystrokes.
  - Successful # command entries will receive a response with 
  - Failed # commands will receive a response with 
  - The light indicator will remain green during entry of a # command. This light will turn off when the command is canceled or completed.
































### Initial Set Up Commands (for 1 Manager/1 Standard User)


































The commands below are shown with the  as the key pressed for waking the system. When not needed the lock will respond with a short red flash and low beep signaling that the lock is ignoring that key and waiting for your # command.

	Action	Command String	Result
<b>Open the container using the Factory Default Open Code of 1. Keep the container open while performing these set up commands.</b>			
Step 1 Install with Preconfigured User	Add Preconfigured Manager: #50	 #50  	Keypad: 
	Change Master Combination: #52	 #52 00 (ID) 12345678 (Combo) 00 (ID) _____ (New 8 Digit Combo) 00 (ID) _____ (New Combo) 	Lock: Installed with Manager User 01 Enabled, Combination = 123456, Privileges: Users should change the combination for first use.
	Install Lock: #22	 [22] + [00] + [8 Digit Combo] 	Audit: Event 5 & 14 Recorded
Step 2	Add Standard User with Open Only: #50	Standard User  #50 00 (ID) _____ (New Master Combo) 02 (ID) 123456 (Combo) 2 1  Open Only Privilege	Keypad:  Lock: New User with Privileges. Users should change the combination for first use. Audit: Event 14 Recorded
Step 3 Change Combinations (Recommended)	Change Manager Combination: #52	 #52 01 (ID) 123456 (Combo) 01 (ID) _____ (New 6 Digit Combo) 01 (ID) _____ (New Combo) 	Keypad:  Lock: Combination Changed Audit: Event 14 Recorded
	Change Standard User Combination: #52	 #52 02 (ID) 123456 (Combo) 02 (ID) _____ (New 6 Digit Combo) 02 (ID) _____ (New Combo) 	Keypad:  Lock: Combination Changed Audit: Event 14 Recorded

## Other System Function Settings











The commands below are shown with the  as the key press for waking the system. When not needed the lock will respond with a short red flash and low beep signaling that the lock is ignoring that key and waiting for your # command.

Action	Command String	Requirement	Result
Set/Change Combination Length: #11	 #11 00 (ID) _____ (Combo) 6  for 6 digit  #11 00 (ID) _____ (Combo) 7  for 7 digit  #11 00 (ID) _____ (Combo) 8  for 8 digit  #11 00 (ID) _____ (Combo) 9  for 9 digit	Master Only  Note: Impact to existing user combinations	<b>Keypad:</b>   <b>Lock:</b> Combo length changed for Manager and Standard Users.  <b>Note:</b> Master Combo length does not change from 8 characters. Changing the Combo Length will impact existing user combos.  * Use the Master to Reset User combos after changing the Combo Length. Users should then change their combo for first use. <b>Audit:</b> Event 31 Recorded
Set Force Change Combo	<b>Force Combination Change On/Off:</b> #17 (Default Off)  <b>Do Not Require Combo Change:</b>  #17 00 (ID) _____ (Combo) 0   <b>Require Combo Change:</b>  #17 00 (ID) _____ (Combo) 1 	Master Only	<b>Keypad:</b>   <b>Lock:</b> Require Combination Change on First Use will be On/Off <b>Audit:</b> Event 46 Recorded
Set Buzzer On/Off: #41	 #41 __ (ID) _____ (Combo) 0  for Buzzer Off  #41 __ (ID) _____ (Combo) 1  for Buzzer On	Master or Manager	<b>Keypad:</b>   <b>Lock:</b> Buzzer is On/Off
Set Backlight to On/Off: #40	 #40 __ (ID) _____ (Combo) 0  for Off  #40 __ (ID) _____ (Combo) 1  for On	Master or Manager	<b>Keypad:</b>   <b>Lock:</b> Backlight is On/Off
Set Local Time: #65	#65 __ (ID) _____ (Combo) YYMMDD HHmm   YY=Year, MM=Month, HHmm=Hour/Minutes (24 hours)	Master or Manager	<b>Keypad:</b>   <b>Lock:</b> Time Set Audit: Event 2 Recorded

Action	Command String	Requirement	Result
Enable/ Disable/ Modify Time Delay: #72 )	<p>to Enable: #72 __ (ID) _____ (Combo) XX YY             XX=Delay Period Minutes 1-99, YY=Confirmation Window Minutes 1-60</p> <p>to Disable: #72 __ (ID) _____ (Combo) 00 01             00=Delay Period Minutes, 01=Confirmation Window Minute</p>	Master or Manager	<p><b>Keypad:</b>      </p> <p><b>Lock:</b> Time Delay is Enabled with selected Delay Period and Confirmation Window or Disabled.</p> <p><b>Audit:</b> Event 8 Recorded</p> <p><b>Note:</b> When modifying time delay settings to disable or reduce Delay Period, the new time delay setting will not be effective until the lock is opened successfully under the previous delay requirement</p>
Allow Time Delay Override (TDO): #73	<p>#73 00 (ID) _____ (Combo) 1  to Enable and Allow TDO</p> <p>#73 00 (ID) _____ (Combo) 0  to Disable and Disallow TDO</p>	Master Only	<p><b>Keypad:</b>      </p> <p><b>Lock:</b> Time Delay Override is Enabled/Disabled</p> <p><b>Audit:</b> Event 39/40 Recorded</p>
Set User Mode: #12	<p>#12 00 (ID) _____ (Combo) 0  Single User</p> <p>#12 00 (ID) _____ (Combo) 1  Dual User, does not apply to manager</p> <p>#12 00 (ID) _____ (Combo) 2  Dual User, does apply to manager</p>	Master Only	<p><b>Keypad:</b>      </p> <p><b>Lock:</b> User Mode is set and defined as selected.</p> <p><b>Audit:</b> Event 30 Recorded</p>
Enable/ Disable Duress Mode: #14	<p>#14 00 (ID) _____ (Combo) 0  to Disable</p> <p>#14 00 (ID) _____ (Combo) 1  to Enable</p>	Master Only	<p><b>Keypad:</b>      </p> <p><b>Lock:</b> Duress Mode is Disabled/Enabled</p>


## Operation Commands



























The commands below are shown with the as the key press for waking the system. When not needed the lock will respond with a short red flash and low beep signaling that the lock is ignoring that key and waiting for your # command.




Action	Command String	Requirement	Result
Change Combination: #52	 #52 __ (ID) ____ (Combo) __ (ID) ____ (New Combo) __ (ID) ____ (New Combo) 	Master, Manager or Standard User, Combination length 6-9 as required (Master requires 8)	<b>Keypad:</b>  <b>Lock:</b> Combination Change <b>Audit:</b> Event 14 Recorded
Open Lock (Single User)	 __ (ID) ____ (Combo) Signal Duress +1/-1 last digit of combination Alarm box and Alarm Connectivity required for Silent Alarm	Manager or Standard User with Privilege	<b>Keypad:</b>  <b>Lock:</b> Opens Audit: Event 10 Recorded for successful Unlock Event 21 when Unlocked with TDO Event 23 when Unlocked with Duress Combo Event 18 Bolt Retracted (Bolt Switch Required) Event 19 Bolt Extended (Bolt Switch Required)
Open Lock (Dual User)	 __ (ID) ____ (Combo)  __ (ID) ____ (Combo) Signal Duress +1/-1 last digit of combination Alarm box and Alarm Connectivity required for Silent Alarm	Manager or Standard User with Privilege	<b>Keypad:</b>  <b>Lock:</b> Opens Audit: Event 10 Recorded for successful Unlock Event 21 when Unlocked with TDO Event 23 when Unlocked with Duress Combo Event 18 Bolt Retracted (Bolt Switch Required) Event 19 Bolt Extended (Bolt Switch Required)
Cancel Time Delay: #74	#74 __ (ID) ____ (Combo) 	Master, Manager, or Standard User  Time Delay Period must be active	<b>Keypad:</b>  Lock: Remains Locked. Delay Period is Ended. No Opening Window will be started




## User Administration Commands

The commands below are shown with the  as the key press for waking the system. When not needed the lock will respond with a short red flash and low beep signaling that the lock is ignoring that key and waiting for your # command.












Action	Command String	Requirement	Result
<b>Add Standard User: #50</b>	<p><b>Open Only:</b>  #50 __ (ID) _____ (Combo) _____ (New ID) _____ (New Combo) 21 </p> <p><b>Audit Only:</b>  #50 __ (ID) _____ (Combo) _____ (New ID) _____ (New Combo) 22 </p> <p><b>Open + Audit:</b>  #50 __ (ID) _____ (Combo) _____ (New ID) _____ (New Combo) 23 </p> <p><b>Open + TDO:</b>  #50 __ (ID) _____ (Combo) _____ (New ID) _____ (New Combo) 25 </p> <p><b>Open + Audit + TDO:</b>  #50 __ (ID) _____ (Combo) _____ (New ID) _____ (New Combo) 27 </p>	<p>Master or Manager</p> <p>Combination Length must meet requirement</p>	<p><b>Keypad:</b> </p> <p><b>Lock:</b> New User with Privileges as identified. User should change combination for first use.</p> <p>Audit: Event 14 Recorded</p>
<b>Add Manager User: #50</b>	<p><b>Open Only:</b>  #50 __ (ID) _____ (Combo) _____ (New ID) _____ (New Combo) 41 </p> <p><b>Audit Only:</b>  #50 __ (ID) _____ (Combo) _____ (New ID) _____ (New Combo) 42 </p> <p><b>Open + Audit:</b>  #50 __ (ID) _____ (Combo) _____ (New ID) _____ (New Combo) 43 </p> <p><b>Open + TDO:</b>  #50 __ (ID) _____ (Combo) _____ (New ID) _____ (New Combo) 45 </p> <p><b>Open + Audit + TDO:</b>  #50 __ (ID) _____ (Combo) _____ (New ID) _____ (New Combo) 47 </p>	<p>Master Only</p> <p>Manager must be created by Master</p> <p>Combination Length must meet requirement</p>	<p><b>Keypad:</b> </p> <p><b>Lock:</b> New User with Privileges as identified. User should change combination for first use.</p> <p>Audit: Event 14 Recorded</p>
<b>User Enable/Disable: #54</b>	<p> #54 __ (ID) _____ (Combo) ____ (User to Change) 0  to Disable User</p> <p> #54 __ (ID) _____ (Combo) ____ (User to Change) 1  to Enable User</p>	<p>Master or Manager</p> <p>Manager must be managed by Master</p>	<p><b>Keypad:</b> </p> <p><b>Lock:</b> User Enabled/Disabled</p> <p>Audit: Event 14 Recorded</p>

Action	Command String	Requirement	Result
<b>Edit User Privileges: #55</b>	<p><b>Open Only:</b> #55 __ (ID) ____ (Combo) _          _ (User to Change) 1</p> <p><b>Audit Only:</b> #55 __ (ID) ____ (Combo) _          (User to Change) 2</p> <p><b>Open + Audit:</b> #55 __ (ID) ____ (Combo)          __ (User to Change) 3</p> <p><b>Open + TDO:</b> #55 __ (ID) ____ (Combo)          __ (User to Change) 5</p> <p><b>Open + Audit + TDO:</b> #55 __ (ID) ____          (Combo) __ (User to Change) 7</p>	<p>Master or Manager</p> <p>Manager privileges must be edited by Master</p>	<p><b>Keypad:</b> </p> <p><b>Lock:</b> User Privilege changed as identified</p> <p>Audit: Event 14 Recorded</p>
<b>Delete User: #56</b>	<p>#56 __ (ID) ____ (Combo) __ (User to Delete)</p>	<p>Master or Manager</p> <p>Manager must be deleted by Master</p>	<p><b>Keypad:</b> </p> <p><b>Lock:</b> User Deleted</p> <p>Audit: Event 14 Recorded</p>
<b>Reset User Combination: #57</b>	<p>#57 __ (ID) ____ (Combo)</p> <p>__ (ID to Reset) ____ (New Combo)</p> <p>__ (ID to Reset) ____ (New Combo)</p>	<p>Master or Manager</p> <p>Manager must be reset by Master</p> <p>Combination Length must meet requirement</p>	<p><b>Keypad:</b> </p> <p><b>Lock:</b> User will have new Initial Combination. User should change combination for first use.</p> <p>Audit: Event 14 Recorded</p>

### Uninstall/Reinstall/Reset Keypad and Lock

The commands below are shown with the  as the key press for waking the system. When not needed the lock will respond with a short red flash and low beep signaling that the lock is ignoring that key and waiting for your # command.

Audit Events shown below are not recorded for the 701 Models.

Action	Command String	Requirement	Result
Reinstall Keypad: #32	 #32 __ (ID) _____ (Combo) 	Open Privilege Required	<b>Keypad:</b> Alternating Red and Green Flashes indicate the same Keypad Model is not paired, Success indicated with  <b>Lock:</b> Lock is Installed to Keypad Audit: Event 17 Recorded
Uninstall Lock: #23	 #23 00 (ID) _____ (Combo) 	Master Only	<b>Keypad:</b>  <b>Lock:</b> Is no longer installed to Keypad, all settings are maintained. Audit: Event 11 Recorded
Reset Lock: #25	 #25 00 (ID) _____ (Combo) 	Master Only	<b>Keypad:</b>  <b>Lock:</b> Master Combination is reset to 12345678, All users deleted, All Factory Defaults restored, Lock will be uninstalled from Keypad Audit: Event 14 Recorded
Install Lock: #22	 #22 00 (ID) _____ (Combo) 	Uninstalled: Master Combination has been changed from default	<b>Keypad:</b>  <b>Lock:</b> Installed Audit: Event 5 Recorded

## CONTACT INFORMATION

Source Technologies

Attn.: Inside Sales

11401A Granite Street, Charlotte, NC 28273

800.922.8501 (Voice)

704.522.8579 (Fax)

**[www.sourcetech.com](http://www.sourcetech.com)**

### Technical Support

### Contact Procedure

Before contacting Technical Support, please gather the following information:

1. Kiosk serial number and REV level.
2. Contact name and phone number of person at the site.
3. Street address where the kiosk is located.
4. List of all symptoms the kiosk is exhibiting.

Contact your company's internal help desk and explain the nature of the problem. For technical support, call: 1.800.922.8501.