

## Manually Program User Codes

- After each step of a procedure, the red and green LEDs will alternately flash several times, indicating the step was performed successfully. WAIT for the flashing to stop before continuing.
- If at any time the red LED remains on while the green LED flashes, an error has occurred. A green flashing error code is repeated three times (with a pause in between each set of flashes). Count the number of green flashes to determine error code, then consult Error Code chart below.
- Entered codes must be 3-8 digits in length. **Keep a log of all issued codes.** Issue codes exclusively with all odd or all even numbers, this practice will make it easier to spot duplicate codes - since each keypad button represents two numbers (for example, code 246 is identical to code 135).

| <i>Add<br/>Normal Use<br/>code ↓</i> | <i>Add<br/>Toggle<br/>code ↓</i> | <i>Add<br/>Freeze/Lockout<br/>code ↓</i> | <i>Add<br/>One Time Use<br/>code ↓</i> | <i>Add<br/>Supervised<br/>code ↓</i> | <i>Add<br/>Pass Thru<br/>code ↓</i> |
|--------------------------------------|----------------------------------|--|--|--------------------------------------|-------------------------------------|
| Prog. Code *                         | Prog. Code *                     | Prog. Code *                             | Prog. Code *                           | Prog. Code *                         | Prog. Code *                        |
| 3 *                                  | 3 3 *                            | 3 3 *                                    | 3 3 *                                  | 3 3 *                                | 3 3 *                               |
|                                      | 1 9 1 *                          | 1 1 5 *                                  | 1 1 3 *                                | 1 1 7 *                              | 1 1 9 *                             |
| ▶ NewCode *                          | ▶ NewCode *                      | ▶ NewCode *                              | ▶ NewCode *                            | ▶ NewCode *                          | ▶ NewCode *                         |
| *                                    | *                                | *  | *                                      | *                                    | *                                   |
| ... to add more                      | ... to add more                  | ... to add more                          | ... to add more                        | ... to add more                      | ... to add more                     |
| *<br>to complete                     | *<br>to complete                 | *<br>to complete                         | *<br>to complete                       | *<br>to complete                     | *<br>to complete                    |

| <i>Change<br/>Programming Code<br/>(5 Digit min.) ↓</i> | <i>Delete<br/>a code<br/>↓</i> | <i>Change<br/>Relock Time<br/>↓</i>                                    |
|---|--------------------------------|--|
| Prog. Code *  | Prog. Code *                   | Prog. Code *   |
| 7 *   | 5 *                            | 9 9 *  |
| NewCode *   | ▶ OldCode *                    | 1 *  |
| NewCode *   | ... delete more                | Press and release<br>1 for each sec.<br>and / or<br>5 for every 5 sec. |
| Completed   | * to complete                  | * to complete  |

| <i>Flashes</i> | <i>Error Code Description</i>   | <i>Flashes</i> | <i>Error Code Description</i>       |
|----------------|---|----------------|-------------------------------------|
| 2              | Code too long, 8 digits max.  | 7              | Code to be deleted does not exist   |
| 3              | Memory full, must delete some codes   | 8              | Code too short, 3 digit min.        |
| 4              | Use <i>Change Programming</i> procedure   | 9              | Duplicate code, code already exists |
| 5              | Second entry did not match first (Prog. Code)   |                |                                     |
| 6              | Invalid entry, start over (verify any codes entered prior to this error, they may operate the lock) |                |                                     |



## Clearing Memory

Clearing memory **deletes** all user data and **restores** the factory default codes (see *Code Functions*). Clearing memory a second time restores relock delay timer defaults.

1. On the electronics board, press and release the pushbutton labeled **CLR**, **three** times. *The red LED lights for about 10 sec. – all user data is cleared.*
2. Before adding any new users, repeat step 1 to reset the relock delay timer back to the factory default value.

## Low Battery Indications

Battery powered products have built-in low battery indications. A lock with low batteries will act differently, allowing the appropriate support personnel to be notified of the locks differing behavior. **Changing batteries does not affect any programmed data.** Battery voltage can be checked with meter on the metal iButton ports (6.2 volts=full power, 4.5 volts=replace batteries)

There are two phases of low battery indications:

- A. When a valid code is used on a lock with weak batteries (below 4.5v), the red LED will flash twelve times before the green LED flashes and the lock is released. This is an indication to **replace the batteries** at this time. The lock will operate in this manner for about 500 cycles.
- B. After 500 cycles of the lock operating as described in Step A, when a valid code is used, the red LED will flash twelve times and the lock will not release – the lock automatically goes into a **Lockout Mode**. A Freeze/Lockout must be used to reset the lock to an accessible state and then a Normal code must be used to gain access. The lock will operate in this dual code manner for about 200 cycles. Then the mechanical override key must be used to gain access (if the lock is so equipped).

## Code Functions

All keypad products have four default factory codes detailed below.

| Factory Default | Function                | Description   |
|-----------------|-------------------------|---|
| <b>13579</b>    | <i>Normal</i>           | releases a lock for a configurable amount of relock time, while lock is released green LED will flash quickly   |
| <b>135135</b>   | <i>Toggle</i>           | releases a lock, the lock remains released until any Toggle code is used to return the lock to a secured state  |
| <b>9115</b>     | <i>Freeze / Lockout</i> | freezes the lock in its current state, until any Freeze/Lockout code is entered to reset the lock to an accessible state (when a valid code is entered while the lock is in Freeze/Lockout mode the red LED flashes 12 times indicating access is not permitted at this time)<br><br>Also required to reset a lock ignored beyond the initial low battery indication (see <i>Low Battery Indications</i> ).   |
| none            | <i>One Use</i>          | will only release the lock one time   |
| none            | <i>Supervised</i>       | requires two users to release the lock, two Supervised codes must be entered within approximately five seconds to release the lock  |
| none            | <i>Pass Thru</i>        | releases lock even if the lock is in a Lockout Mode, then lock returns to its Lockout Mode  |
| <b>97531</b>    | <i>Programming</i>      | puts the lock in a Programming Mode<br><br>When a Programming Code plus * is entered or a Programming code is presented, the LEDs alternately flash several times indicating the lock is in a Programming Mode. If more than 30 sec pass in between programming entries, the lock returns to a normal operational state.<br><br><b>For security reasons the factory default codes should be deleted. To automatically delete all default factory codes change the default Programming Code</b> (see programming chart). |

When entering codes, if a wrong button is pressed, press \* to clear the keypad then re-enter the entire code. The keypad will clear itself if no button is pressed within approximately ten seconds.

If any keypad buttons are pressed 20 times in succession, without a valid code being entered, the keypad will shutdown for 30 seconds.