

Selecting the Mode of Operation

The Electronic Lock can be programmed to operate in either of two modes of operation:

- 1) **Standard Operation Mode** - In this mode, both the Personal and Administrator passwords are stored in the system memory until they are manually changed.
- 2) **Hotel Operation Mode** - In this mode, the Personal password is automatically reset to the default after opening the electronic lock. The Administrator password does not automatically reset to the default.

Selecting the Mode of Operation:

- 1) Press # key and enter **4 0 9 3 4 0 9 3**.
- 2) Use the 0 key to switch modes (Hotel ON, Hotel OFF).

Default Passwords

The system has two passwords: personal and administrator, either can be used to open the door. The factory presets for each are as follows:

- Personal / guest: **1 2 3 4** - Administrator: **1 2 3 4 5 6**

THESE ARE COMMONLY USED PERSONAL AND ADMINISTRATOR DEFAULT PASSWORDS. FOR MAXIMUM SECURITY, BOTH PASSWORDS SHOULD BE IMMEDIATELY CHANGED. FAILURE TO IMMEDIATELY CHANGE BOTH PASSWORDS WILL COMPROMISE THE SECURITY OF THIS CABINET AND MAY RESULT IN THE THEFT OF ITS CONTENTS.

Lock Procedures

Opening the Door

- 1) Press # key. The display will read "-----". Enter the password and press # key to confirm. Should you wish to conceal the password as it is entered, press the * key once before entering the code. Press the * key twice to disable concealment. Once the password is accepted, the display will read "OPEN". The lock will stay open for approximately 7 seconds.

NOTE: An alarm will sound if an incorrect password is tried three times. It will sound for 1 minute or until a correct password is entered.

Changing the Personal / Guest Password

Standard Operation Mode

- 1) Open the door with the personal password (default = 1 2 3 4).
- 2) While the display reads "OPEN" press the * key. The display will read "-----".
- 3) Enter the new password and press the # key to confirm. The display will read "IN". If the password has 8 digits, the confirmation will be done automatically.

Hotel Operation Mode

- 1) Open the door with the guest password (default = 1 2 3 4).
- 2) Before closing the cabinet, press the green reset button inside the door. The display will read "-----".
- 3) Enter the new password and press the # key to confirm. The display will read "IN". If the password has 8 digits, the confirmation will be done automatically.

If the lock program is in Hotel Mode, the personal / guest password will automatically be reset to the default code after opening the lock. **FOR MAXIMUM SECURITY WHILE IN HOTEL MODE, THE GUEST PASSWORD SHOULD BE CHANGED EACH TIME THE CABINET IS CLOSED WHEN VALUABLES ARE STORED.**

Changing the Administrator Password

- 1) Open the door with the administrator password (default = 1 2 3 4 5 6).
- 2) While the display reads "OPEN" press the * key. The display will read "-----".
- 3) Enter the new password and press the # key to confirm. The display will read "IN". If the password has 8 digits, the confirmation will be done automatically.

Setting the Date and Time

- 1) Press the * key.
- 2) Enter the year by using the 8 and 0 keys to scroll up and down. When correct, press the # key.
- 3) Repeat the previous step for the month, day, hour (military time), minute and day of the week successively.
- 4) When finished, wait several seconds; the flashing of the display will stop and the information will be stored.

Retrieve the Open Door Records

- 1) Enter the password, press # and the display will read "OPEN" with a blue light. After a few seconds, the "OPEN" will disappear but the blue light will still be on. At this moment, press the 0 key to access the records.
- 2) The display will cycle through the date, time and the type of password (PASS 1 or PASS 2) on the most recent opening. Pressing 0 while the record is visible will display next most recent opening. Keep pressing 0 to scroll backwards through all the records.

Restoring Passwords

- 1) Press the # key. Enter 4 0 9 3 4 0 9 3 and make sure the system is in Hotel Operation Mode. Press 0 to set the display to Hotel ON if necessary.
- 2) Press the # key. Enter 6 3 8 0 9 2 8 9. The display should read "good" for a second.
- 3) Both the passwords are now restored to the factory defaults.

Forgotten Passwords

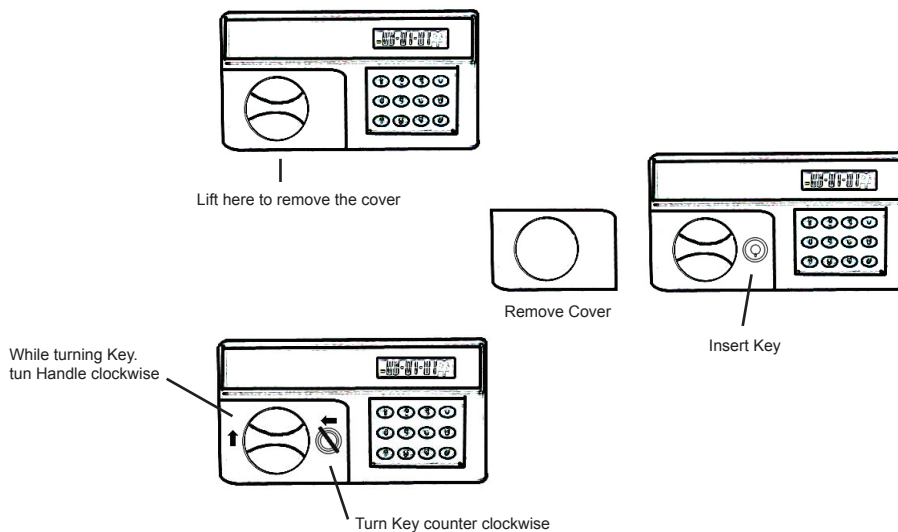
- 1) Use the **Key Entry Procedure** described below and then restore the passwords to their factory defaults using the previous procedure for **Restoring Passwords**.

Battery Failure

- 1) Connect the external power supply to the socket on the bottom of the keypad and follow the normal entry procedures, or use the **Key Entry Procedure** described below to access the cabinet. Replace the batteries.

Key Entry

- 1) The keypad can be bypassed by using the key should the electronic lock become inoperable.
- 2) Remove the cover by prying it up from the bottom.
- 3) Insert the key into the lock and turn it counter clockwise.
- 4) **While the key is turned**, turn the handle clockwise to release the lock.



Notes:

- 1) After a power down, the open door records will not be lost. However, the date and time will not be kept.
- 2) When using the keypad, if a key is not pressed for 20 seconds, the system will return to standby status.