

A. Opening the Door – (Default personal code = **1234**)

- 1) Press #. The display will read "----". Enter the personal code and press # again, #1234#. To conceal the password as it is entered, press * once before entering the code, #*1234#. 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 code is entered.

B. Changing the Personal Code

- 1) Open the door with the personal code, #1234#.
- 2) Press the * key. The display will read "----". Enter the new code then press #, * _ _ _ _ #.
- 3) The display will read IN. Record new Personal Code: _ _ _ _ _ .

C. Changing the Administrator Code – (Default administrator code = **123456**)

- 1) Open the door with the administrator code, #123456#.
- 2) Press the * key. The display will read "----". Enter the new code then press #.
- 3) The display will read IN. Record new Administrator Code: _ _ _ _ _ .

D. Setting the Date and Time

NOTE: Each parameter will flash in succession till entries are complete. If nothing is entered for 10 seconds, the screen will darken. Restart the process.

- 1) Press the * key. Enter 8 0 0 8 8 0 0 8 to access the Date and Time function.
- 2) Enter the two digit year, month, day, example: 150323.
- 3) Enter the single digit representing the day of the week: Mon=1, Tue=2, Wed=3, Thu=4, Fri=5, Sat=6, Sun=7.
- 4) Enter the time in 24 hr format (11:30am = 1130, 1:15pm = 1315, 4:00pm = 1600)
- 5) When all entries are complete, the screen will darken and the information is stored.

E. Retrieve the Open Door Records

- 1) Enter the administrator code, #123456#
- 2) When the display reads OPEN, press 0 to view the most recent record. The display will cycle through the type of code (PASS 1 or PASS 2) and the date and time of the most recent opening.
- 3) Continue pressing 0 to scroll through the records.

F. Setup Auto Reset "Hotel" Mode for Guests

Note: In Auto Reset Mode, the guest code will automatically be reset to the default personal code after opening the lock. FOR MAXIMUM SECURITY WHILE IN AUTO RESET MODE, THE PERSONAL CODE SHOULD BE CHANGED EACH TIME THE CABINET IS CLOSED.

- 1) Press #40934093#
- 2) The display shows "HOTEL MODE ON" (Toggle Hotel Mode On and Off by pressing 0).
- 3) Enter the personal code, #1234#.
- 4) Open the door.
- 5) Enter the new guest code, #****#, display reads IN.
- 6) Close and lock the door.
- 7) To re-open, enter the guest code from step 5, #****#.
- 8) Remove items and close door.
- 9) The personal code automatically resets, #1234#.
- 10) If the guest or personal codes are forgotten, open the door with the administrative code, #123456#.
- 11) With the door open, reset the personal code, #1234#.

G. Battery Failure

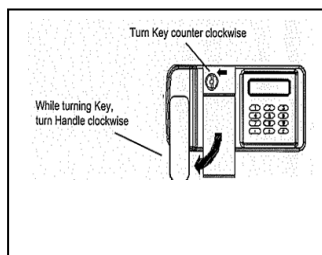
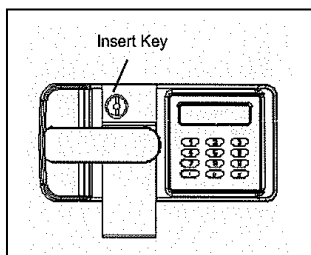
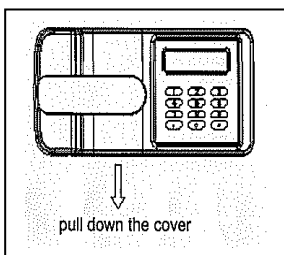
- 1) Use the Key Entry Procedure described below to access the cabinet then, replace the batteries.

Notes:

- a. Remove and replace one battery at a time to avoid having to reprogram the codes.
- b. After a power down, the open door records will not be lost. However, the date, time and codes must be reset.
- c. When using the keypad, if a key is not pressed for 10 seconds, the system will return to standby status.

H. Emergency Key Override

- 1) Pull down the keyhole cover.
- 2) Insert the key and turn it counter-clockwise, $\frac{1}{4}$ turn.
- 3) Turn the swing handle clockwise.



I. Forgotten Passwords

- 1) Reset the lock to the factory default settings.
- 2) Remove the batteries and wait 10 seconds to discharge the capacitor.
- 3) Press and hold in the red button while placing the batteries into the battery holder.
- 4) Release the red button when GOOD is displayed on the screen.