



Opening the Lock

1. Enter valid six (6) digit combination
2. Touch E-key into port, lock will then emit a double beep if code and key are valid. Remove key
3. Within 4 seconds of entering the code and E-key the lock can be opened- either turn the keypad or handle (depending on how the lock as been installed. Please ask your installer for further details)
4. Pull door open.
 - **INVALID CODE ENTRY** – Triple beep after 6 digits and E-key is entered
 - **VALID CODE ENTRY**- double beep after 6 digits and E-key is entered

Opening the Lock with Time delay

1. Enter valid six (6) digit combination and e-key. Delay period starts. LED flashes RED at one (1) second intervals
2. At end of delay period open period starts. LED flashes RED at ½ second intervals. During open period enter valid code and key to open
 1. If valid code entered during delay, delay restarts
 2. If invalid code entered during delay, delay aborts
 3. If invalid code entered during open period, open period continues

Dual Combination Operation *(feature must be pre-enabled)*

1. If time delay is active, one valid code and E-key will start the delay period. Both codes must then be entered to open the lock during the open period
2. To open, enter both codes and E-keys as per open instructions, one after the other. Any 2 valid opening codes can be used

Time Delay Override Operation *(feature must be pre-enabled)*

1. User 9 must be added (see ADD USER if this has not been configured by your installer), this is the only user with the ability to bypass an enabled override
2. Entry of override code during Delay period will open the lock
3. Entry of override code at any time will immediately open the lock
 - If dual combination is enabled another user must enter their code prior to entering user 9

Silent Signal Alarm *(must be pre-enabled, duress interface required)*

1. Enter code and E-key as normal but enter the last digit one number HIGHER or LOWER
- EXAMPLE: code = 123456. Duress code is 123455 or 123457
- The lock will open without any indication duress has been sent

Changing your code

Always perform operation with the door open

1. Enter your existing code. Enter E-key and hold E-key into the port unit LED stays on, remove E-key.
 2. Press 0.
 3. Enter your NEW six (6) digit code, touch in the E-key
 4. Enter the new code again to confirm, touch in the E-key
 5. If a mistake is made wait thirty (30) seconds and repeat steps 1-3
 6. test lock operation several times before closing the door
- VALID CODE ENTRY**- double beep after 6 digits and E-key are entered
- INVALID CODE ENTRY** – Triple beep after 6 digits and E-key are entered

STANDARD FEATURES

WRONG TRY PENALTY

- Four (4) consecutive invalid codes initiates five minute delay period.

LOW BATTERY WARNING

- Repeated audio and visual signal (LED flashing and repeated beeping) during opening indicates battery low.

AUDIO AND VISUAL SIGNAL

- Double signal (LED flashes and unit beeps) indicates entry is valid or accepted.
- Triple signal indicates invalid or not accepted.

AUDIT TRAIL

- For audit features see LPAUDIT Software Package

PROGRAMMABLE FEATURES

MANAGER CODE- Code length

- Activate/Delete Users
- Enable/Disable users
- Set time delay values
- Open lock

DUAL CODE

TIME DELAY OVERRIDE CODE

Duress active (alarm interface required)

Signal to disable lock opening (alarm interface required)

User # installed:

2	3	4	5	6	7	8	9

Time delay period

Open window period

CONTROL CODE PROGRAMMING

Refer to control code instruction sheet for information on control code programming features

OPTIONAL KEYPAD- 3190-K

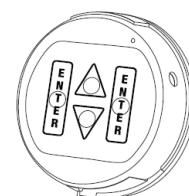
The Privat keypad operates in the same manner, the only difference being the way in which the digits are entered. To operate, press a button to power up. The LCD will display a random number. Press the UP/DOWN to move to the required digit then press enter. Another random digit will then appear. Continue entering the digits to perform the required operation.



3125
Entry



5750-K
Entry



MANAGER PROGRAMMING

- **VALID CODE ENTRY**- double beep after valid 6 digits and E-key are entered
- **INVALID CODE ENTRY** – Triple beep after 6 digits and E-key are entered

NOTES

- For new locks, manager code must be changed before any programming features can be used.
- If dual code is activated another user code must be entered prior to accessing manager features. If no other users are activated yet you must first add another user before you can access any other functions.
- Number E-keys according to user number to ensure they are not mixed and to avoid confusion
- To minimize the impact of errors perform all programming operations with the door open

Add user *(Users must be pre-enabled)*

1. Enter manager code, enter manager key and HOLD IN to port until LED light remains ON. (REMOVE KEY)
2. Press 1. lock signals twice
3. Press user number that is to be added (user 2-9)
4. Enter user code followed by users E-key. Enter code and key again to confirm. Test new user code and key several times

Disable user

1. Enter manager code, enter manager key and HOLD IN to port until LED light remains ON
2. Enter user ID that needs to be disabled (user 2-9)
3. PRESS 2. Lock signals once. User is temporarily disabled.

Reinstate user

1. Enter manager code, enter manager key and HOLD IN to port until LED light remains ON
2. Enter user ID that needs to be reinstated (user 2-9)
3. Press 1, lock signals once. User is reinstated

Remove user

1. Enter manager code, enter manager key and HOLD IN to port until LED light remains ON. Then remove key.
2. Press 3. lock signals once, next user ID you want to delete (user 2-9)
3. User is permanently deleted. Another code can be added if required via the add user function

Check User Status

1. Enter manager code, enter manager key and HOLD IN to port until LED light remains ON
2. Press and HOLD DOWN 1, unit signals twice
3. Press user number 2-9
4. Unit will signal once if user is active, twice if disabled, three times if user is available. Unit will signal with one extended signal if user is unavailable
5. To exit press 0 or 1

Receive Audit

1. Enter manager code and HOLD DOWN LAST DIGIT of code until the lock signals with 2 sets of double beeps
2. Connect Interface to front of keypad and click safe icon button on the PC software to begin acquisition.
3. PRESS 7. Unit signals once and Audit will be sent.
4. Disconnect Interface Cable from PC and keypad once transmission finishes.

Set/Change time delay values

1. Enter Manager Code and hold down last digit of code until unit double signals twice and the LED stays on.
2. PRESS 9. Unit signals twice.
3. Enter Delay period value, from 00 to 99 minutes. For example five (5) minutes would be entered by pressing the 0 key and then the 5 key.
4. Enter Open period value, from 00 to 19 minutes. For example two (2) minutes would be entered by pressing the 0 key and then the 2 key. Unit will signal twice. Note: Selecting 0000 minutes deactivates the Time Delay Feature.
5. Confirm all four values. Unit signals twice and feature is active.
6. If Time Delay is active it may only be deactivated or decreased in Open Period.

Wrong try penalty

- Entry of 4 consecutive invalid codes starts a 5 minute delay period. LED flashes red at ten (10) second intervals
- At the end of the delay period, two more consecutive invalid codes will restart an additional 5 minute delay period

Entry will not respond to a single keystroke during the delay period

Battery low warning

Repeated beeping during an opening indicates that the battery is low and needs immediate replacement. LA GARD recommends the replacement of batteries at least once annually.

Changing the battery

3750-K KEYPADS

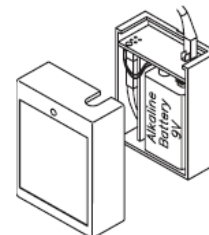
Remove black plastic battery compartment cover (located at the bottom of the keypad) by gently pulling down on its handle. Allow the battery and its attached leads to drop down and out of the battery compartment. If it does not drop, gently pull at the battery until it drops out.

When battery is changed gently push the battery and the leads completely up into the battery compartment. Install the battery cover by placing one side of the cover in position first and then gently pressing the other side in place.

3135 KEYPADS

If the battery is completely depleted, place a 9v battery on the 'snake eyes' on the outside of the keypad, hold the battery there for the entire time while you enter the code and open the lock.

There is a battery box located on the inside of the safe/cabinet which houses the battery. Please refer to your cabinet manufacturer for the exact location. The lid of



the battery box can be lifted and the new battery is placed inside. Exercise caution with cables, and be careful not to get wires caught in the battery box when replacing the lid, pinched cables can result in a short circuit.

CHANGING THE BATTERY- Remove 9-Volt Alkaline battery and replace with new one. The connector is easily removed by unsnapping it from the two terminals on the top of the battery.

ONLY USE ALKALINE BATTERIES- we strongly recommend the use of Duracell