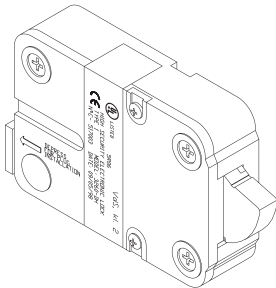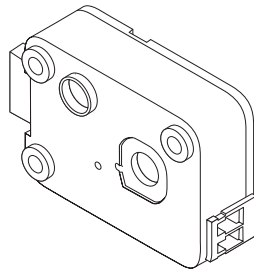## MASTER SETUP AND OPERATIONAL INSTRUCTIONS

LOCKS
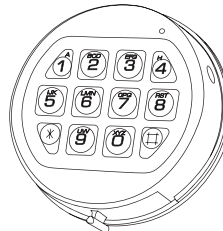
4300
Dual-Handed
Swing bolt

6040
Dead bolt

ENTRY DEVICE OPTIONS

3750-K
Round Entry

3125
Round Entry

8130
(Optional)

LOCK OPERATING CONVENTIONS:

+ User ID plus 6 digit PIN
+ Time Delay: Delay 01-99; Open 01-19
+ Duress (+/- last digit of combination, if enabled)
+ Single Access Mode - one combination required to open.
+ Dual Access Mode - two combinations required to open (if enabled.)
+ Wrong Try (4 wrong combinations = 5 minute lock out)
+ If a mistake is made, wait thirty (30) seconds and repeat operation.
+ Double signal - two (2) LED flashes and two (2) beeps - indicates entry is valid or accepted.
+ Triple signal - three (3) LED flashes and three (3) beeps - indicates invalid or not accepted.

LOCK USERS FUNCTIONS

Master User - Lock setup, add Users, and Master Reset
Manager User - Open Lock, Enable/Disable Users, Delete/Reinstate User, set Time Delay, and Audit
Access User - Open Lock
+ User 02 -30
+ User 31 (Time Delay Override, if enabled)

> NOTE: User IDs are underlined in the instruction for identification purposes.

All locks are shipped from the factory in pre-setup mode, with no features installed.

Lock will open when 1 is pressed.

EXIT PRE-SETUP

> NOTE: Perform all Administrative Functions with the door open.

1. Press and hold the "0" key until unit double signals.
2. Enter the default Master Combination, 00 5-5-5-5-5-5.
   + Unit will signal twice.

Lock is now in setup and test mode.
+ **ONLY the Master can enroll manager and users!**
+ **ONLY the manager can select operational modes: Time Delay Override, Dual Mode, or Silent Alarm. (Special Function 8, see configuration chart.)**

KEYPAD SETUP
MASTER FUNCTIONS

To enroll/activate the Manager (Master only)

1. Enter Master combination (00 555555) and hold down last digit of combination until unit double signals and the LED stays on.
2. PRESS 1 (add user).
3. Enter Manager ID 01; lock should beep twice and LED stays on
4. Enter the Manager ID 01 and combination XXXXXX. (Example: 01 123456)
5. Re-enter 01 XXXXXX
6. The Lock will double signal if the operation was successful, and triple signal if not accepted.

Key press sequence – 00 555555(hold last) 1, 01, 01 123456, 01 123456

Manager is now enrolled and activate; to test enter the Manager ID and combination; the lock should open.

> NOTE: the Manager can open the lock, but all other "Manager Function" will not be available until the Lock is in Operational Mode (see Exiting Setup Mode.)

To enroll/activate Users (Master only)

1. Enter Master combination (00 55555) and hold down last digit of combination until unit double signals and the LED stays on.
2. PRESS 1 (add user).
3. Enter User ID (02-31); lock should beep twice and LED stays on.
4. Enter User ID and combination XXXXXX (example: 02 222222).
5. Re-enter ID XXXXXX
6. The Lock will double signal if the operation was successful, and triple signal if not accepted.

Repeat the process for each User enrolled.

> NOTE: User 31 must be activated to use Time Delay Override.

> NOTE: Each combination must be changed independently at the Lock. When selecting a combination, do not use a birthday or other predictable information that could give correlation between the user and the combination.

To enroll/activate the Manager (Master only)

1. Enter Master combination (00 555555) and hold down last digit of combination until unit double signals and the LED stays on.
2. PRESS 8.
3. Enter operational mode: (0-7 - corresponding operational mode from chart below.)
4. Re-enter operational mode (0 – 7) to confirm.

Mode Option	Time Delay Override (User 31)	Dual Mode	Silent Alarm
0			
1	x		
2		x	
3	x	x	
4			x
5	x		x
6		x	x
7	x	x	x

Example: TD override and Silent Alarm
Key press sequence – 00 55555 (hold last) 8, 5, 5
(operation complete).

Exiting Setup Mode

NOTE: *While the lock is in Setup Mode, only the Master can perform "Manager Functions" (see Operational Instructions). Once in Operational Mode, only the Master User can perform these functions.*

WARNING: *Once the Master or the Manager changes their combination then the setup is frozen (Operational Mode). Lock must be reset either with Master reset or Reset box (p/n 6066) to change configuration or add Users.*

CAUTION: *Always perform this operation with the door open, and test the opening of the Lock with the new combination several times before closing the door.*

Changing the Master Combination:

It is recommended that the Master combination be changed from the default combination.
1. Enter Master combination (00 555555) and hold down last digit of combination until unit double signals and the LED stays on.
2. PRESS 0 (change combination).
3. Enter 00 and new combination XXXXXX. (Example 00 654321.)
4. Reenter 00 and new combination XXXXX (to confirm).
5. Lock is now in operational mode, and the only function the Master can now perform is resetting the lock.

Changing the Master Combination:

The Master combination must be changed from the initial combination used during activation in order to enable all the Manager functions.
1. Enter Manager combination (01 XXXXXX) and **hold down last digit of combination until unit double signals and the LED stays on.**
2. PRESS 0 (change combination).
3. Enter 01 and new combination XXXXXX. (Example 01 111111.)
4. Reenter 01 and new combination XXXXX (to confirm).
5. Lock is now in operational mode, and the only function the Master can now perform is resetting the lock.

Master Reset:

This Function will reset the Lock to pre-setup mode; all Lock settings and Users are erased. To perform a Master Reset the following two condition must be met: The Lock must be in Operational Mode **AND** the Manager combination must be changed from the initial combination used to enroll/activate the Manager.
1. Enter Master combination and **hold down last digit of combination until unit double signals and the LED stays on.**
2. PRESS 8 (Special Function - Master Reset).
3. Enter Manager combination.
4. Lock will sound one long beep (approx. 2 seconds); the lock is now in pre-setup mode.
5. PRESS 1 to open the lock.

Example: 00 654321 (hold last); 8, 01 111111 (operation complete)

OPERATIONAL INSTRUCTIONS
MANAGER FUNCTIONS

Disable User
1. Enter Manager combination and **hold down last digit of combination until unit double signals and the LED stays on.**
2. PRESS 2. Unit signals twice.
3. Enter User ID (02 to 31). User is temporarily disabled. (User combination is saved and will be valid if reinstated.)

Delete User
1. Enter Manager combination and hold down last digit of combination until unit double signals and the LED stays on.
2. PRESS 3. Unit signals twice.
3. Enter User ID (02 to 31). User is deleted.

Reinstate User
1. Enter Manager combination and **hold down last digit of combination until unit double signals and the LED stays on.**
2. PRESS 1. Unit signals twice.
3. Enter User ID (02 -31). Unit signals once. User is reinstated. (If deleted continue with steps 4-6.)
4. Enter User ID and new combination XXXXXX. (Example: 02 222222.)
5. Re-enter ID XXXXXX.
6. The Lock will double signal if the operation was successful, and triple signal if not accepted.

Change Combination (all users)
1. 1. Enter User ID (00-31) and current combination (example 02 222222) and **hold down last digit of combination until unit double signals and the LED stays on.**
2. PRESS 0 (change combination).
3. Enter User ID and new combination XXXXXX. (Example 02 020202.)
4. Reenter User ID and new combination XXXXX (to confirm).
5. The Lock will double signal if the operation was successful, and triple signal if not accepted.

Set/Change Time Delay Values
1. 1. Enter Manager combination and hold down last digit of combination until unit double signals and the LED stays on.
2. PRESS 9. Unit signals twice.
3. Enter two-digit Delay period value (00 to 99 minutes) followed by the two-digit Open period value (00 to 19 minutes).
   • Unit will signal twice, if accepted.
   • Unit will signal three times, if invalid.
4. Re-enter the Delay and Open period values, to confirm.
   • Unit will signal twice and feature is active.

NOTE: *Entering 0000 will deactivate the Time Delay Feature.*

NOTE: *If Time Delay is active it may only be deactivated or delay value decreased in Open Period.*

SMARTLOCK DIGITAL

Time Delay – Lock Response
+ During the Delay Period the LED will flash every second.
+ During the Open Period the LED will flash twice a second, and the Entry Device will beep every 10 seconds.

Time Delay Override *(If feature is enabled)*
+ Must add User 31. **(See Enroll/Activate Users.)**
  - If User 31 is disabled or deleted, this feature will no longer function.
+ Entry of Override combination during Delay period will open the lock.

Receive Audit
(Manager Only; this function requires Serial Interface [P/N 43087] and LGViewer Software)

1. Plug Interface into PC and open LGViewer software on PC.
2. Connect Interface to front of keypad and click safe icon button on the PC software to begin acquisition.
3. Enter Manager combination and **hold down last digit of combination until unit double signals and the LED stays on.**
4. PRESS 7. Unit signals once and Audit will be sent.
5. Disconnect Interface Cable from PC and keypad.

Dual Access Mode *(If feature is enabled)*
1. Must add at least one (1) user to open lock.
   (See Enroll Activate Users.)
   • At least one user must be active; all users cannot be disabled or deleted.
2. If Time Delay is active, one valid combination will start Delay period.
   • Two combinations required to open lock in Open period.

Silent Alarm *(If feature is enabled AND optional Alarm Box is connected to an alarm system)*

Enter last digit of combination one number higher or one number lower.
   Example: Combination: 01 1-2-3-4-5-6
   Duress: 01 1-2-3-4-5-5 or 01 1-2-3-4-5-7
The lock will open without any indication that the duress signal has been sent.

Disable Lock
(Optional Alarm Box is connected to an alarm system)
Alarm Box (2789 or 4002) required. Input signal to the Alarm Box will disable the lock opening by a valid combination.

Wrong Try Penalty
Entry of four (4) consecutive invalid combinations starts a five (5) minute delay period.
   - LED flashes red at ten (10) second intervals.
At the end of the delay period, two more consecutive invalid combinations will start the five (5) minute delay period.

During delay period keystrokes will respond with three signals.

Battery Low Warning
+ Repeated LED flashing beeping after an opening indicates that the battery is low and needs immediate replacement. It is recommended that batteries be replaced at least once a year.
+ Uses alkaline battery only. (Example: Duracell™ or Eveready™ alkaline batteries.)
+ When the battery level becomes too low to safely operate the lock any key press will give a low battery warning, and the battery must be changed before the lock will operate.

If battery is depleted and will not allow lock to open, follow instructions found in the User Instructions for your keypad. Lock contains a non-volatile memory; even with batteries removed the lock will retain all programming.