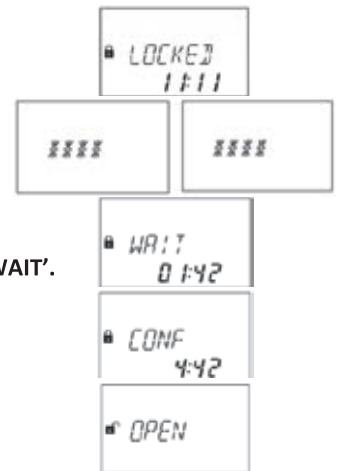# SMARTLOCK DIGITAL

Open Lock

1. **The home screen should say "LOCKED"**
   If the home screen does not say locked, wait for the keypad to go to sleep, and start again.

2. **Enter your 8-digit code and press ENTER.**
   - If the lock is in Dual User mode the screen will display "CODE 2".
     Enter the second 8-digit code and press ENTER.

3. **'DELAY' - Wait out the Time delay.** If there is a time delay activated, the screen will display **'WAIT'.**

4. **'CONF'** - When the time delay has finished counting, **the screen will display 'CONF'.**
   Enter your 8 Digit code(s) again, and press ENTER.

   NOTE: If the lock is in dual mode – you must enter 2 codes in the CONF window

5. With a valid entry code, the screen displays 'OPEN'. **Open the door.**

```
🔒 LOCKED
   1:11
```
```
XXXX        XXXX
```
```
🔒 WAIT
   01:42
```
```
🔒 CONF
    4:42
```
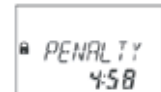```
🔓 OPEN
```

## Wrong Code

If an incorrect code is entered the display will return to the 'LOCKED' screen. If a correct code entry is made that has been restricted from opening the lock the screen will display "DENIED".
Wait for the keypad to go to sleep and try again.

```
🔒 DENIED
```

Penalty time

When your code is denied 4 times, the screen displays 'PENALTY'
You must wait a 5 minute penalty time. Then enter a Correct code.

```
🔒 PENALTY
    4:58
```

Enable Duress

1. **An external alarm system is required for this feature. When Performing a normal open, Enter the LAST digit of your code one number higher or lower** than the last digit of your standard code.
   Eg; if your standard code is 11111111 – to activate Duress enter 11111110 or 11111112.

2. **Lock will open** and display just like a normal open, but the lock will silently trigger the alarm panel.

```
       CODE
```

Changing Codes

1. **First open the lock** – The screen displays 'OPEN'

2. **Press MODE button.** The screen displays 'PRG-MOD'.

3. **Enter a manager code and press ENTER**

4. Use the arrow buttons to **scroll to 'CODE' & press ENTER**

5. **Scroll to 'USER' or 'MANAGER' (depending which code you want to change) & Press ENTER**

6. **Select the user ID# of the user that you wish to change. eg 'USER 11' and Press ENTER**

7. Display shows 'CHANGE?' **Scroll to 'YES' and press ENTER.**

8. **Enter the new 8-digit code and Press ENTER.** (the first two digits must always be the user position. eg 11XXXXXX.

9. Screen displays 'CONFIRM' **Enter 8-digit code again and press ENTER.**

The screen displays 'Accepted', and your code is now changed.

```
    USER
```
```
  USER 11
   - - - -
```
```
  CHANGE ?
    YES
```
```
  CONFIRM
```

SMARTLOCK DIGITAL

Axessor CIT
Basic Manager Instructions

Add a User

1. **First open the lock** – The screen displays 'OPEN'
2. **Press MODE button.** Screen displays 'PRG-MOD'.
3. **Enter a manager code and press ENTER**
4. Use the arrow buttons to **scroll to 'CODE' and press ENTER**
5. **Scroll to 'USER' & Press ENTER**
6. **Scroll to the user ID# of the user that you wish to delete. eg 'USER 11'.**
7. Press ENTER. The screen displays 4 dashes (waiting for you to enter a code)
8. **Enter an 8-digit code and press ENTER.** (the first two digits must always be the user position. eg 11XXXXXX.
9. Screen displays 'CONFIRM' **Enter the 8-digit code again and press ENTER.**

The screen displays 'Accepted', your user is now added

Delete a User

1. **First open the lock** – The screen displays 'OPEN'
2. **Press MODE button.** Screen displays 'PRG-MOD'.
3. **Enter a Manager code and press ENTER**
4. Use the green arrow buttons to **scroll to 'CODE' & press ENTER**
5. **Scroll to 'USER' & Press ENTER**
6. **Scroll to the user ID# of the user that you wish to delete. eg 'USER 11'**
7. **Press DEL button.** Screen asks 'CLEAR?'
8. Use the green arrow buttons to **scroll to 'YES' & press ENTER**

The screen displays 'ACCEPTED' and the code has been deleted.

Enable Immediate Time Lock

1. **Press MODE**.
2. **Enter your code and press ENTER**
3. When the screen displays 'PROG', **press ENTER**
4. Screen displays 'IMM-TL", **Press ENTER**
5. Enter the duration of time that you want to lock the unit down for and **press ENTER.**
   eg. 005:00 = 5 hours, 001:30 = 1.5 hours. You can enter a maximum of 9 hours.
6. Time lock is now activated and there is NO way to bypass this function once activated.