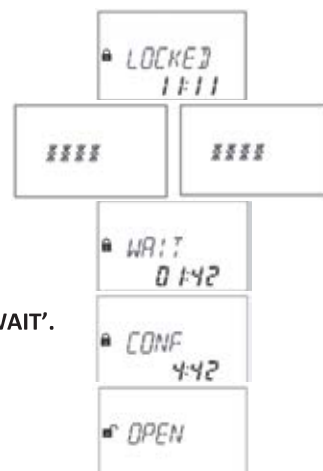




## Open Lock

NOTE: Depending on how the lock has been programmed, you may need to

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.**



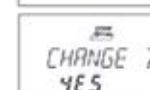
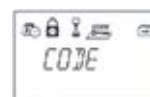
## Changing Codes - User only

1. **First open the lock** – The screen displays 'OPEN'
2. **Press MODE button.** The screen displays 'PRG-MOD'.
3. **Enter your code and press ENTER**
4. Four dashes appear enter the new 8 digit code including the user position
5. Enter new code again to confirm
6. Display shows Accepted if code changed.



## Changing Codes Manager only

7. **First open the lock** – The screen displays 'OPEN'
8. **Press MODE button.** The screen displays 'PRG-MOD'.
9. **Enter a manager code and press ENTER**
10. Use the arrow buttons to **scroll to 'CODE' & press ENTER**
11. **Scroll to 'USER' or 'MANAGER' (depending which code you want to change) & Press ENTER**
12. **Select the user ID# of the user that you wish to change.** eg 'USER 11' and Press ENTER
13. Display shows 'CHANGE?' **Scroll to 'YES' and press ENTER.**
14. **Enter the new 8-digit code and Press ENTER.** (the first two digits must always be the user position.  
eg 11XXXXXX.
15. Screen displays 'CONFIRM' **Enter 8-digit code again and press ENTER.**  
The screen displays 'Accepted', and your code is now changed.





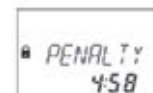
### Wrong Code

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.



### 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.**



### Add a User – Manager only

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.**

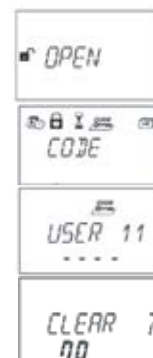
The screen displays 'Accepted', your user is now added



### Delete a User – Manager only

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 – Manager only if enabled

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.

