Operating Instructions S&G Nexus IP

Digital Platform

Static code Operation Instructions   http://www.sargentandgreenleaf.com

- The S&G Digital Platform Static code Operation instructions covers the basic operation components for lock modesl Audit 2.0, Digital Time Lock, and Nexus IP
- The S&G Digital Platform is built using sophisticated electronic circuitry. These locks are suitable for indoor use only.
- Please follow all installation instructions when installing the lock. It is very important to note that all power should be removed from the lock when the unit is mounted or removed.
- The keypad should only be cleaned with a soft, dry cloth. Avoid solvents or liquids.
- Never attempt to lubricate the lock or keypad components. Service should only be performed by a qualified technician.
- Each time a button is pressed and the lock accepts the input, it emits a "chirp," and the LED on the keypad lights momentarily.
- All the letters of the English alphabet are displayed on the keypad. This allows you to devise numeric, alphanumeric, or word-based codes. Use whatever approach works best for you.
- All codes end with #. This signals the lock that you have finished entering all digits of the code.
- Personal data that can be related to a code holder, such as a birth date, street number, or phone number, should not be used in creating a lock code. Avoid codes that can be easily guessed (such as 1 2 3 4 5 6 7 8 or 1 1 1 1 1 1 1 1). The lock's factory default code should be changed when the lock is put into operation by the end user.

General notes

- You will need the Nexus IP software to setup the file.
- A connector for a USB flash drive is provided on the front of the keypad. This connection allows a flash drive to be inserted into the keypad. The USB flash drive is used to configure or pull data from your lock
- Flash Drive Specification
  - Flash drive to be USB 2.0 certified and that meet MSD Class certifications.
  - Flash drive to be formatted to FAT32 file system.
  - Flash drive to be formatted with the Default Allocation Unit size for the drive capacity.
  - Only flash memory type devices should be used.
  - Preference for OEM grade flash drives.
- Default Settings
  - Programmer Code: 00123456
  - Manager Code: 02020202
  - User Code: 10101010

Create and Download the Wifi Connection configuration record. Navigate to **Locks** and click the **New** button. Supply all requested information. Click the **Create File** button to download the file to the flash drive.

Setup Wifi Connection at the lock
86* Programmer code # Insert flash drive

Review IP Setting
87*

```
SERVICE SET IDENTIFIER (SSID)
IP ADDRESS
SUBNET MASK
DEFAULT GATEWAY
TCP PORT
CONNECTION STATUS (ok/wait/error)
```

EX:

```
STORE 195 WIFI
192.168.0.100
255.255.255.0
192.168.0.1
500
OK
```

Serial Number - the lock serial number.
Local IP address - IP address that will be used to identify the lock.
Addressable IP Address - Lock IP address or IP address of router which lock is connected.
Gateway - Default gateway address for the local network
Subnet Mask - A number that definds a range of IP addresses
Port - Port that will be used to communicate across the network.
Lock Name- Name of the lock
Description - Description of the lock
Address- Physical address of the lock
Location - Select from drop down. Location is created under the location menu.
Wifi SSID - Name of the wifi network
Password - Wifi network password

Table of content

1. General Information

1.1 About Your Locking System

The S&G Digital Platfrom Electronic Lock has the following hardware components:

- DP Lock – The motor driven lock body (direct drive, pivot bolt,deadlatch,push/pull) housed within the container.
- DP Keypad –The 12-key alphanumeric keypad, on the front of the container, that is used to enter PIN codes and programming commands. The keypad will contain three LEDs (red, green, yellow) and a beeper to indicate the different states of the lock. The keypad also contains a USB connector that will allow a flash drive to be connected for audit trail downloads.

Each time you press a number, letter, or other character on the keypad, it beeps and the keypad's red LED flashes. If there is no beep or LED flash, check the batteries and try again (See section 2.10 — Changing the Batteries).

The # key acts as an enter function and must be used after each code entry.

IMPORTANT: The lock responds with different beep sequences to indicate different conditions. The beeps are indicated in the examples by the symbol (Q). For example, five beeps are indicated by Q Q Q Q Q. You should always wait for each set of beeps to end before entering another number or letter or you will interrupt the lock's instructions.

The * key is used with Programming Command Codes. It may also be used to clear the keypad if there is an input error, by entering the * key twice.

1.2 Factory Default Settings

The Digital Platfrom is shipped from Sargent & Greenleaf with factory default settings

- Multiple User Mode – enabled
- Time Delay - zero (0) minutes
- Duress – disabled
- Positions 00, 02, and 10 default codes set at the factory:
- Programmer Code 00123456
- Manager Code 02020202
- User Code 10101010

The Programmer Code (PC) can only set-up the operating parameters of the lock and download the audit trail data. The Programmer Code cannot open the safe.

The Digital Platfrom has the capacity for up to 100 PIN Code positions; 1 Programmer, 3 Managers and 6 Supervisors who manage the lock programs and up to 81 Users who open and close the lock.

If the lock still has the original S&G factory default settings, you can open the lock by entering a PIN position and PIN Code, which makes up an 8-digit User code, followed by the # key.

To open the lock, use the factory setting for PIN position 10, with PIN Code 10101010. Enter: 10101010# and the lock should open. (If lock does not open and beep patterns were heard after pressing the # key, reference SECTION 2.3 "Beep Patterns" to identify condition.)

We recommend that Users change their PIN Codes immediately after the PIN positions are assigned (Section 3.1).

2. Operating the Lock

2.1 Operating Mode, PIN Positions, and User Codes

The S&G Digital Platfrom has the code hierarchy of...

- Programmer (PIN position 00)
- Managers (PIN positions 01, 02, 03)
- Supervisors (PIN positions 04, 05, 06, 07, 08, 09)
- Users (PIN positions 10 through 99)

See Table A & Table B beginning on the next page for access privileges. The lock can be configured to operate in three different User access modes.

- Multiple User mode — any valid code (Supervisor, Manager, or
- User) can open the lock.
- Manager / Employee mode — the Managers or Supervisors enable/disable the access privilege of individual User Codes. When in this mode the Manager and Supervisor Codes do not open the lock.
- Dual Control mode— two independent User Codes are needed to open the lock. Manager and Supervisor Codes can be used to open the lock in this mode.
- Dual Control Manager mode— A Manager/Supervisor code must be entered along with any other valid code to open the lock.

2.2 PIN Positions and Access Responsibilities

This section defines each PIN position and the respective User functions as summarized in Tables A & B.

PIN position 00, the Programmer position, can only configure the lock and download the audit trail. The Programmer cannot open any locks.

Each User is assigned a 2-digit PIN (Personal Identification Number) position and an 8-digit PIN Code. The PIN position identifies the type of User (Programmer, User, etc.) The PIN Code allows the User to access the lock. Please note that the PIN position is not part of the code that is entered. Each User can change his own PIN Code but not his PIN position.

If the lock still has the original S&G factory default settings, you can open the lock by entering a PIN position and PIN Code, which makes up an 8-digit User code, followed by the # key.

Example: 0 2 0 2 0 2 0 2 #

TABLE A: Programmer Code

Pin Position	Position Description	Activity
00	Programmer Code	Cannot open lock

		Cannot add/delete other PIN codes
		Can change their PIN codes
		Send duress alarm (when programmed)
		Can be used to program the lock functions (audit downloads, time delay, set time & date)

Table B: User Groups

Pin Postion	Position Description	Activity
01-03	Managers	Open the lock
		Add new users
		Delete users
		Start time delay (when programmed)
		Send duress alarm (when programmed)
		Change their PIN code
04-09	Supervisors	Open the lock
		Delete users
		Start time delay (when programmed)
		Send duress alarm (when programmed)
		Change their PIN code
10-99	Users	Open the lock
		Start time delay (when programmed)
		Send duress alarm (when programmed)
		Change their PIN code

CAUTION: During normal entry, don't wait more than 10 seconds between entries or the lock will clear and you will have to start over.

2.3 Beep Patterns

The following table lists the beep patterns that will be heard when using the the Digital Platform Lock.

***Beep1 = Is sound emitted when any single button is pressed Beep2 = Is pitched lower than beep1

Table C: Beep Patterns

Action/ Condition	Tone & Keypad LED	LED Color	Duration
Normal condition	-	-	-
Each keystroke	1 beep1		1 cycle
Low battery	2 beep1	Red	5 cycles
Battery too low	20 beep1	Red	1 cycle
Tamper indication	3 beep1 +3 beep1 +3 beep1	Red	2 cycles
Start time delay	3 quick beep1	Red	1 cycle
Time delay countdown	1 beep1	Red	Every 10 seconds
Time delay expired	10 quick beep1	Green	1 cycle
Opening Window countdown	2 beep1	Green	Every 10 seconds
Bolt extension	1 beep2 + 1 beep1	Red	1 cycle
Code input lock in penalty time	2 brap	Red	1 cycle
Code input lock disabled	2 beep2	Red	1 cycle
Enable lock manager/employee	4 beep1	Green	1 cycle
Disable lock	2 beep2	Red	1 cycle

manager/employee			
Access to program modes	5 beep1	Green	1 cycle
Program Argument confirmation	3 beep1	Green	1 cycle
Program complete	3 beep1	Green	1 cycle
Mode 77 PIN used	1 beep2	Red	1 cycle
Mode 77 PIN empty	1 brap	Red	1 cycle
Wrong input/ Access denied	1 brap	Red	1 cycle

2.4 Opening the Lock

Time Delay - The lock may be programmed with a time delay from 0 - 99 minutes with an opening window of 1 minute to 10 minutes.

If your lock does not use the time delay...

> Enter: 8-digit PIN Code #
> Turn the safe handle to the unlocked position within 6 seconds.

If your lock uses the time delay...

> Enter: 8-digit PIN Code #

The pre-set time delay period begins after you enter your code. During the time delay period, the lock beeps once every 10 seconds. At the end of the time delay, the lock will beep rapidly 10 times to signal the start of the opening window, the period during which you can open the lock.

During the opening window, the lock beeps twice every 10 seconds.

You must now:

> Enter: 8-digit PIN Code again #
> Turn the safe handle to the unlocked position within 6 seconds.

If your lock has Manual Secure Mode Enabled, you will need to enter the 00# command when you want the lock to return to it's secure state.

2.5 Keypad Input Errors and Clearing the Lock

If you make a mistake while entering a User Code, press * twice at any time to clear the lock and start over. If you hear a single long beep after entering the # key you have made an error.

Press * key twice to clear and try again, or you can wait 10 seconds and the lock will clear itself.

2.6 Penalty Time

If you enter 5 incorrect codes in a row, the lock goes into a 10-minute penalty time and cannot be opened. Once in penalty time, additional input does not affect the lock, and you must wait 10 minutes before any valid code entry will be accepted.

2.7 Bolt Extension Indicator

When the lock bolt extends to the locked position, you will hear one double-beep (low then high pitch).

2.8 Low Battery Indicator

If you enter a correct User Code and hear 5 double-beeps when the lock opens, the batteries are low. Change the batteries.

If the batteries are so low the lock can't work properly, the lock beeps 20 times when a User code is entered. The lock will not open. Change the batteries right away and re-enter a User code to open the lock.

The 9V batteries are located inside the keypad.

2.9 Changing the Batteries

The lock will not lose any codes or program settings while you replace the batteries. Your lock uses two 9-volt alkaline batteries. We recommend Duracell® alkaline batteries.

To change the batteries, carefully remove the keypad housing by lifting up the bottom edge of the keypad (closest to the S&G logo). Move the spring clips under each battery to release the battery. Insert the new batteries into the proper compartment and move the spring clips back into place. Press the keypad housing firmly back onto the base.

2.10 USB Flash Drive

A connector for a USB flash drive is provided on the front of the keypad. This connection allows a flash drive to be inserted into the keypad. The USB flash drive is used to configure or pull data from your lock.

Audit 2.0 - Pulls audit trail from lock
Digital Time Lock - Pulls audit trail and ploads time lock schedule.
Nexus IP - Uploads IP configuration.

Flash Drive Specification

- Flash drive to be USB 2.0 certified and that meet MSD Class certifications.

- Flash drive to be formatted to FAT32 file system.
- Flash drive to be formatted with the Default Allocation Unit size for the drive capacity.
- Only flash memory type devices should be used.
- Preference for OEM grade flash drives.

NOTES

- Reliability of the download/upload process cannot be guaranteed for those drives that do not meet this specification.
- The speed of the download/upload process may vary greatly depending on the size and type of flash drive that is used.
- Flash drives that have been designed with built-in encryption or other security features will not work as expected with the Digital Platform lock. These drives typically require additional input from the end-user before they can be used and this is not available through the keypad.

3. Programming the Lock

These programming commands allow you to perform a variety of lock functions.

Command. . . . . Description/Function

0 0 *. . . . . Enable/disable manual secure mode
0 3 *. . . . . Set daylight saving start time start hour
0 4 *. . . . . Set daylight saving start date
0 5 *. . . . . Set daylight savings end date
0 6 *. . . . . Verify daylight savings mode settings
1 0 *. . . . . Enable/disable daylight saving time
1 1 *. . . . . Set date
1 2 *. . . . . Set time
1 3 *. . . . . Start clock
1 4 *. . . . . PIN Code Setting (6 or 8)
2 2 *. . . . . Change PIN code
3 2 *. . . . . Set the mode of operation
3 3 *. . . . . Change PIN code
4 3 *. . . . . Identify the lock mechanics
4 4 *. . . . . Identify the operating mode
4 6 *. . . . . Setup time delay override (TDO) type
4 7 *. . . . . Setup time delay value
4 8 *. . . . . Setup opening window value
5 5 *. . . . . Enable / disable lock (manager / employee mode)
5 6 *. . . . . Manager / employee mode type
5 7 *. . . . . Manager / employee mode – opening settings
6 7 *. . . . . Setting / using MRC function
7 5 *. . . . . Adding a code
7 6 *. . . . . Deleting a code
7 7 *. . . . . Verify PIN positions
8 3 *. . . . . Disable time delay override (TDO)
9 8 *. . . . . Verify lock currently in DST

3.1 Command 00: Enable/Disable Manual Secure Mode

Some application may require a manual process to secure the locking mechanism. To change the default behavior of the locking device to require the user to press 00# to secure the lock, perform the following:

Step 1   Enter: 0 0 *
Step 2   Enter: 8-digit Programmer #
Step 3   Enter: 1 # (to enable) or 0 # (to disable)
Step 4   Enter: Confirm 1 # (to enable) or 0 # (to disable)

Example...

14

Step 1   Enter 0 0 *
Step 2   Enter: 0 0 1 2 3 4 5 6 #
Step 3   Enter: 1 # (to enable)

                0 # (to disable)

Step 4   Enter: 1 # (to enable)

                0 # (to disable)

If your lock has Manual Secure Mode Enabled, you will need to enter the 00# command when you want the lock to return to it's secure state.

3.2 — Command 03: Set Daylight Savings Start Hour

When implementing the Daylight Savings Time (DST) features, you must setup the hour of the day when the DST changes will be made. This is the time when the clock inside the lock will increment 1 hour or decrement 1 hour, depending on the dates when DST is enabled. To setup the DST change time perform the following steps:

Step 1   Enter: 0 3 *
Step 2   Enter 8-digit Programmer #
Step 3   Enter: Enter DST Hour (HH) #
Step 4   Enter: Confirm DST Hour (HH) #

Example...

Step 1   Enter: 0 3 *
Step 2   Enter 0 0 1 2 3 4 5 6 #
Step 3   Enter: 0 2 #
Step 4   Enter: 0 2 #

This will set a start hour of 2 AM

3.3 Command 04: Set Daylight Savings Start Date

When implementing Daylight Saving Time (DST), you must set the Week, Day, Month in which DST is set to begin. This is the date when the lock will increment 1 hour.

> The range for the week setting is 1-5.
> The range for the Day setting is 1-7 (Sunday - Saturday).
> The range for the Month setting is 1-12 (January – December).

To set the start date perform the following steps:

Step 1   Enter: 0 4 *
Step 2   Enter: 8-digit Programmer #
Step 3   Enter: Week/Day/Month #
Step 4   Enter: Week/Day/Month #

Example...

Step 1   Enter: 0 4 *
Step 2   Enter: 0 0 1 2 3 4 5 6 #
Step 3   Enter: 04 / 01 / 03 #
Step 4   Enter: 04 / 01 / 03 #

Find a guide at http://www.sargentandgreenleaf.com/digital-platform

3.4 Command 05: Set Daylight Savings End Date

When implementing Daylight Saving Time (DST), you must set the Week, Day, Month in which DST is set to begin. This is the date when the lock will increment 1 hour.

        The range for the week setting is 1-5.
        The range for the Day setting is 1-7 (Sunday - Saturday).
        The range for the Month setting is 1-12 (January – December).

To set the end date perform the following steps:

Step 1   Enter: 0 4 *
Step 2   Enter: 0 0 1 2 3 4 5 6 #
Step 3   Enter: Enter DST Hour (HH) #
Step 4   Enter: Confirm DST Hour (HH) #

Example...

Step 1   Enter: 0 5 *
Step 2   Enter: 0 0 1 2 3 4 5 6 #
Step 3   Enter: 01 / 01 / 11 #
Step 4   Enter: 01 / 01 / 11 #

Find guide at http://www.sargentandgreenleaf.com/digital-platform/

3.5 Command 06: Verify Daylight Saving Mode Settings

To verify the lock has disable/enable DST setting, perform the following:

Step 1 Enter: 0 6*
Step 2 Listen for the beep response.

Example...

Step 1   Enter: 0 6*
Step 2   5 high beeps = mode on

                2 low beeps = mode off

3.6 Command 10: Enable/Disable Daylight Savings

When implementing Daylight Saving Time (DST), you must enable the function on the lock.

To enable/disable perform the following:

16

Step 1	Enter: 1 0 *
Step 2	Enter: 8-digit Programmer #
Step 3	Enter: 1 # (to enable) or 0 # (to disable)
Step 4	Enter: Confirm 1 # (to enable) of 0 # (to disable)

Example...

Step 1	Enter: 1 0 *
Step 2	Enter: 0 0 1 2 3 4 5 6 #
Step 3	Enter: 1 # (to enable) 0 # (to disable)
Step 4	Enter: 1 # (to enable) 0 # (to disable)
Step 3	Enter: 1 3 4 2 #
Step 4	Enter: 1 3 4 2 #

To enable/disable the the user pin postion as part of the code peform the following steps:

Step 1	Enter: 1 4 *
Step 2	Enter: 8-digit Programmer #
Step 3	Enter: 1# (enable) 0# (disable)
Step 4	Enter: 1# (enable) 0# (disable)

3.7 Command 11: Set Date

You must set the date in order to use the audit trail function. The date should be entered in DDMMYY format, where DD = day, MM = month, and YY = year. The Date should be set when the lock is first set up and prepared for use.

To set the date, perform the following steps:

Step 1	Enter: 1 1 *
Step 2	Enter: 8-digit Programmer #
Step 3	Enter: Date in DDMMYY format #
Step 4	Enter: Date in DDMMYY format #

Example...

To set the date as April 25, 2023 (using the factory default Codes):

Step 1	Enter: 1 1 *
Step 2	Enter: 0 0 1 2 3 4 5 6 #
Step 3	Enter: 2 5 0 4 2 3 #
Step 4	Enter: 2 5 0 4 2 3 #

3.8 Command 12: Set Time

You must set the time in order to use the audit trail function. The time should be set in HH mm format based on a 24-hour clock, where HH = hours and mm = minutes. The time should be set when the lock is first set up. The time is to always be set in the local standard time. Local standard time must be set even though daylight savings time may be in effect.

To set time perform the following steps:

Step 1   Enter: 1 2 *
Step 2   Enter: 8-digit Programmer #
Step 3   Enter: Time in HHmm format #
Step 4   Enter: Time in HHmm format #

Example...

To set the time as 1:42 p.m., becoming 13:42 (using the factory default Codes):

Step 1   Enter: 1 2 *
Step 2   Enter: 0 0 1 2 3 4 5 6 #

3.9 Command 13: Start the Clock

After setting the time and date values, you must use a separate command to start the clock. This step helps to match the time in the lock to the current time.

To start the clock, perform the following steps (after programming time & date):

Step 1 Enter: 1 3 *
Step 2 Enter: 8-digit Programmer #
Step 3 Enter: sequence to start the clock. 1#
Step 4 Enter: sequence to start the clock. 1#

3.10 Command 14: PIN Code Setting (6/8)

Use command 14 to change the PIN Code Setting. Default pin code Setting is 8. This allows you to change the complete 8 digit number. To maintain the first two numbers of the PIN Code to the PIN position, change the enable the PIN code Setting.

Step 1   Enter: 1 4 *
Step 2   Enter: 8-digit Programmer #
Step 3   Enter: 1 # (to enable) or 0 # (to disable)
Step 4   Enter: Confirm 1 # (to enable) or 0 # (to disable)

Example...

Step 1   Enter: 1 4 *
Step 2   Enter: 0 0 1 2 3 4 5 6 #
Step 3   Enter: 1 # (to enable) 0 # (to disable)
Step 4   Enter: 1 # (to enable) 0 # (to disable)

After enabling the PIN Codes setting to 6, the user will have to maintain the first two number during every code change.

3.11 Command 22: Changing a PIN Code (PIN code Setting disabled)

Use command sequence 22 in order to change your PIN Code. Leave the safe door open while changing codes.

To change a PIN Code, when the Pin Code Setting is DISABLED, perform the following steps (A PIN Code can contain any numbers/ letters except # or*):

Step 1   Enter: 2 2 *
Step 2   Enter: 8-digit PIN Code #
Step 3   Enter: New 8-digit PIN Code #
Step 4   Enter: New 8-digit Pin Code again #

Example...

Step 1   Enter: 2 2 *
Step 2   0 2 0 2 0 2 0 2 #
Step 3   2 1 2 1 2 1 2 1 #
Step 4   2 1 2 1 2 1 2 1 #

With the above example, the default PIN code of 0 2 0 2 0 2 0 2 has been changed to 2 1 2 1 2 1 2 1.

To change a PIN Code, when the Pin code Setting is ENABLED, per-form the following steps (A PIN Code can contain any numbers/letters except # or *):

Step 1   Enter: 2 2 *
Step 2   Enter: 8-digit PIN Code #
Step 3   Enter: 2 digit pin + 6-digit PIN Code #
Step 4   Enter: 2 digit pin + 6-digit PIN Code #

Example...

Step 1   Enter: 2 2 *
Step 2   0 2 0 2 0 2 0 2 #
Step 3   0 2 2 1 2 1 2 1 #
Step 4   0 2 2 1 2 1 2 1 #

With the above example, the default PIN code of 0 2 0 2 0 2 0 2 has been changed to 0 2 2 1 2 1 2 1.

IMPORTANT: Try the new PIN Code at least three times to confirm operation before closing the safe door.

3.12 — Command 32: Setting the Operating Mode Enable the Manager/Employee Mode

The lock may be enabled for Manager/Employee mode by performing the following steps:

Step 1   Enter: 3 2 *
Step 2   Enter: 8-digit Programmer Code #
Step 3   Enter: 2 (Function Number) #
Step 4   Enter: 2 (Function Number) #

Function #

2	Manager/Employee
3	Dual Control
4	Multiple Users

The lock now requires input of a Management code to enable the User codes.

Enable the Dual Control Mode

The lock may be set for Dual Control mode operation by performing the following steps:

Step 1   Enter: 3 2 *
Step 2   Enter: 8-digit Programmer Code #
Step 3   Enter: 3 (Function Number) #
Step 4   Enter: 3 (Function Number) #

The lock is now set in Dual Control mode requiring two valid User or Management codes to gain access, create codes, and change access. En-abling dual control will disable using MRC function.

Enable the Dual Control Mode (Manager Mode)

The lock may be set for Dual Control mode operation by performing the following steps:

Step 1   Enter: 3 2 *
Step 2   Enter: 8-digit Programmer Code #
Step 3   Enter: 7 (Function Number) #
Step 4   Enter: 7 (Function Number) #

The lock is now set in Dual Control Manager mode requiring a valid User (10-99) and Management Codes (01-09) or to Management Codes to gain access, create codes, and change access. Enabling dual control will disable using MRC function.

Enable Multiple User Mode

The lock may be enabled for Multiple User mode by performing the following steps:

Step 1   Enter: 3 2 *
Step 2   Enter: 8-digit Programmer Code #
Step 3   Enter: 4 (Function Number) #
Step 4   Enter: 4 (Function Number) #

The lock is set to Multiple User mode, and can be opened using any valid code.

3.13 — Command 33: Changing a PIN Code
Use command sequence 33 in order to change your PIN Code.

Please Reference documentation for command 22 replacing 33 for 22.

20

3.14 — Command 43: Identify Lock Mechanics

Use this code to verify that the firmware version that has been loaded into the lock.

Step 1   Enter: 4 3 *
Step 2   Listen for the beeps to determine the lock mechanics.

The lock will emit one low beep – one high beep – one low beep to begin the sequence. The next set of beeps will indicate the type of lock mechanics that are being used.

1 beep = PIVOT BOLT
2 beeps = DIRECT DRIVE
3 beeps = MOTOR DRIVE
4 beeps = MOTOR GEAR

3.15 — Command 44: Identify Operating Mode

Use this code to verify that the Operating Mode of the lock.

Step 1   Enter: 4 4 *
Step 2   Listen for the beeps response

The lock will emit one low beep – one high beep – one low beep to begin the sequence. The next set of beeps will indicate the operating mode.

2 beeps = Manager / employee mode
3 beeps = Dual control mode
4 beeps = Multiple user mode

3.16 — Command 46: Setting Up the Time Delay Override Options

When the time delay feature is enabled, the USB Audit Lock 2.0 can be programmed with a time delay override (TDO) feature that will allow a specific user to bypass the time delay countdown. The time delay override code must always be setup in PIN position 29.

There are two types of TDO available. TDO TYPE 1 requires that the time delay override code is entered within the first minute of the time delay countdown period. In other words, a User must start the time delay countdown by entering their code. If the time delay override code is entered within the first minute, then the lock will open.

TDO TYPE 2 will allow the lock to be opened by the time delay override code without requiring another User start the time delay countdown.

IMPORTANT: If a time delay value has already been entered then any changes to the time delay override feature must be made during the opening window.

Enabling the Time Delay Override (TDO) Type

If the time delay has already been set, enter a User Code to start the time delay. When the time delay expires (the lock emits 10 rapid beeps) and the opening window has begun, immediately proceed to change the time delay by performing the following steps:

Enabling the Time Delay Override (TDO) Type (cont.)

Step 1   Enter: 4 6 *
Step 2   Enter: 8-digit Programmer Code #
Step 3   Enter: TDO Type (1 or 2) #
Step 4   Enter: TDO Type (1 or 2) #

Example...

To enable TDO type 2:

Step 1   Enter: 4 6 *
Step 2   Enter: 0 0 1 2 3 4 5 6 #
Step 3   Enter: 2 #
Step 4   Enter: 2 #

The TDO TYPE 2 function has now been enabled. The code in position 29 can now be used to open the lock without waiting for the time delay countdown.

3.17 — Command 47: Setting up the Time Delay

The DP Audit Lock can be programmed with a time delay feature. Time delay applies only to those users who can open the lock. The time delay can be set from 0 to 99 minutes. If the lock is in the time delay period, the LED red light on the keypad flashes and a single beep sounds every 10 seconds.

When the time delay expires, the lock emits 10 rapid beeps to indicate thatthe opening window has started and the lock can now be opened. During thisopening window the lock beeps and the LED flashes twice every 10 seconds.

The opening window factory default is set for 2 minutes, and the opening window can be set from 1 to 99 minutes.

To open the lock when a time delay has been programmed, a User must enter their User Code to start the time delay period, wait the length of the time delay period and then enter a valid User Code during the opening window.

If the lock is not opened during the open window period, it automatically resets and the process must be repeated.

The DP Audit Lock comes from the factory with no time delay set.

If the time delay has already been set, changes to the opening window and time delay duration can only be made during the opening window.

IMPORTANT: Do not set the time delay until you have finished all other programming functions or you will have to wait through the time delay before making any other programming changes.

Set time delay duration

If the time delay has already been set, enter a User Code to start the time delay. When the time delay expires (the lock emits 10 rapid beeps) and the opening window has begun, immediately proceed to change the time delay by performing the following steps:

Step 1   Enter: 4 7 *
Step 2   Enter: 8-digit Programmer Code #
Step 3   Enter: Time delay minutes (0-99) #
Step 4   Enter: Time delay minutes again (0-99) #

Example…

To set the time delay to 10 minutes:

Step 1   Enter: 4 7 *
Step 2   Enter: 0 0 1 2 3 4 5 6 #
Step 3   Enter: 1 0 #
Step 4:   Enter: 1 0 #

To eliminate the time delay period, simply enter zero (0) for the time delay minutes.

3.18 — Command 48: Setting Up the Opening Window

If the time delay has already been set, enter a User Code to start the time delay. When the time delay expires (the lock emits 10 rapid beeps) and the opening window has begun, immediately proceed to set the opening window minutes by performing the following steps:

Step 1   Enter: 4 8*
Step 2   Enter: 8-digit Programmer#
Step 3   Enter: Opening window minutes (1-99) #
Step 4   Enter: Opening window minutes (1-99) #

Example…

To set the opening window to 5 minutes:

Step 1   Enter: 4 8 *
Step 2   Enter: 0 0 1 2 3 4 5 6 #
Step 3   Enter: 5 # (Number of Minutes)
Step 4   Enter 5 # (Number of Minutes)

If time delay has not been previously set, the setting of the opening window may begin immediately upon input of the correct code sequence.

3.19 — Command 55: Enable / Disable the Lock (manager / employee mode)

The DP Audit Lock can be programmed to work in manager / employee mode. In this mode, Managers and Supervisors enable the lock and Users open the lock (only when enabled). Users can also be setup to disable the lock using this command (using the 56* command). Please note that this function is only available in manager / employee mode.

Enable / Disable the lock

23

When the lock is in manager / employee mode, the ability for Users to open the lock can be toggled by performing the following steps. If the lock is disabled, this function will enable the lock. If the lock is disabled, this function will enable the lock.

Step 1   Enter: 5 5 *

Step 2   Enter: 8-digit Manager or Supervisor
                PIN code (01 - 09) #

NOTE: Four high beeps indicate the lock is now enabled and 2 low beeps indicate the lock is now disabled.

Step 1   Enter: 5 5 *
Step 2   Enter: 0 2 0 2 0 2 0 2 #

3.20 — Command 56: Enable/Disable User / Disable Feature - Manager / employee mode

When the lock is in manager / employee mode, the lock can be setup to allow users to disable the lock. By default, only Managers and Supervisors have the ability to disable the lock. This function will also allow the Users to disable the lock (but the Users will not be able to enable the lock).

Enable / Disable the User's Ability to Disable the Lock

The ability to allow users to disable the lock (manager/employee mode only) by performing the following steps:

Step 1   Enter: 5 6 *
Step 2   Enter: 8-digit Programmer #
Step 3   Enter: 1 #

                Option 1 – users can disable the lock
                Option 0 – users cannot disable

Step 3   Enter: 1 #

                Option 1 – user can disable the lock
                Option 0 – users cannot disable

Example...

Step 1   Enter: 5 6 *
Step 2   Enter: 0 0 1 2 3 4 5 6 #
Step 3   Enter: 1 #
Step 4   Enter: 1 #

The users will have the ability to disable lock in manager/employee mode.

3.21 — Command 57: Enable/Disable Managers and Supervisors to Open the Lock in Manager / Employee Mode

When the lock is in manager / employee mode, the lock can be set up to allow the managers and supervisors to open the lock. By default, managers and supervisors will only have the ability to enable & disable the lock. The 57* function will allow managers and supervisors to open the lock in manager / employee mode (or disable this ability). This can be completed by performing the following steps:

Step 1	Enter: 5 7 *
Step 2	Enter: 8-digit Programmer #
Step 3	Enter: 1 #
	Option 1 – managers/supervisors can open the lock
	0 – managers/supervisors cannot open the lock
Step 4	Enter: 1 #
	Option 1 – managers/supervisors can open the lock
	0 – managers/supervisors cannot open the lock

Example...

Step 1	Enter: 5 7 *
Step 2	Enter: 0 0 1 2 3 4 5 6 #
Step 3	Enter: 1 #
Step 4	Enter: 1 #

The Manager / Supervisors will now have the ability to open the lock in manager / employee mode.

3.22 — Command 67: Setting / Using MRC Function Setting the MRC

The DP Audit Lock can be programmed with a Management Reset Code (MRC). The MRC can be used to reset the Manager code (02) in the event that the code has been lost or needs to be reset.

Step 1	Enter: 6 7 *
Step 2	Enter: 8-digit Programmer #
Step 3	Enter: New 8-digit MRC value #
Step 4	Enter: New 8-digit MRC value #

Example...

To ad dan MRC with a value of 98765432:

Step 1	Enter: 6 7 *
Step 2	Enter: 0 0 1 2 3 4 5 6 #
Step 3	Enter: 9 8 7 6 5 4 3 2 #
Step 4	Enter: 9 8 7 6 5 4 3 2 #

Using the MRC

The MRC in the USB Audit Lock 2.0 can be used to reset the Manager code in position 02 if it is ever lost. No other changes to the lock occur when the MRC is used.

Step 1   Enter: 6 7 *
Step 2   Enter: 8-digit MRC code #
Step 3   Enter: New Manager code (02) #
Step 4   Enter: New Manager code (02) #

Example...

To use the MRC (98765432) to reset the Manager code to 11223344:

Step 1   Enter: 6 7 *
Step 2   Enter: 9 8 7 6 5 4 3 2 #
Step 3   Enter: 1 1 2 2 3 3 4 4 #

Disabling the Ability to Change/Delete the MRC

The ability to change or delete the MRC value can be disabled if the programmer code (00) is changed. If you want to disable the ability to change / delete the MRC value, simply change the programmer code (00) to a new value (or even the same value).

Example...

Step 1   Enter: 2 2 *
Step 2   Enter: Default 8-digit Programmer #
Step 3   Enter: New 8-digit Programmer #
Step 4   Enter: New 8-digit Programmer #

Example...

Step 1   Enter: 2 2 *
Step 2   Enter: 0 0 1 2 3 4 5 6 #
Step 3   Enter: 0 0 1 2 3 4 5 6 #
Step 4   Enter: 0 0 1 2 3 4 5 6 #

The Programmer code has been changed to the same value, so the MRC can no longer be programmed.

3.23 — Command 75: Adding Code Positions Single Control
To add a user position while the lock is in single control, perform the following steps:

Step 1   Enter: 7 5 *
Step 2   Enter: 8-digit Manager PIN Code (01-03) #
Step 3   Enter: New 2-digit PIN position #
Step 4   Enter: New 8-digit PIN Code #
Step 5   Enter: New 8-digit PIN Code #

Example... To add User position 20 with a code of 21212121

Step 1   Enter: 7 5 *
Step 2   0 2 0 2 0 2 0 2 #
Step 3   2 0 #
Step 4   2 1 2 1 2 1 2 1 #
Step 5   2 1 2 1 2 1 2 1 #

With this example, a new user code of 21212121 has been added to position 20.

Command 75: Adding Code Positions Dual Control

To add a user position while the lock is in dual control, perform the following steps:

Step 1   Enter: 7 5 *
Step 2   Enter: 8-digit Manager PIN Code (01 - 03) #
Step 3   Enter: 8 digit secondary code #
Step 4   Enter: New 2-digit PIN position to delete #
Step 5   Enter: New 8-digit PIN Code #
Step 6   Enter: New 8-digit PIN Code #

To Add User position 20 with a code of 21212121

Step 1   Enter: 7 6 *
Step 2   0 2 0 2 0 2 0 2 #
Step 3   1 0 1 0 1 0 1 0 #
Step 3   2 0 #
Step 4   2 1 2 1 2 1 2 1 #
Step 5   2 1 2 1 2 1 2 1#

With this example, user code in position 20 will be Added.

3.24 Command 76: Deleting Code Positions

To delete a user position, perform the following steps:

Step 1   Enter: 7 6 *
Step 2   Enter: 8-digit Manager PIN Code (01-03) #
Step 3   Enter: New 2-digit PIN position to delete #
Step 4   Enter: The # key is signify the code deletion #
Step 5   Enter: The # key is signify the code deletion #

Example...

To delete User position 20

Step 1   Enter: 7 6 *
Step 2   0 2 0 2 0 2 0 2 #
Step 3   2 0 #

Step 4   #
Step 5   #

With this example, user code in position 20 will be deleted.

3.25— Command 77: PIN Position Verification

Use this programming sequence to verify that a User has been assigned to a PIN position. For example, it will tell you whether PIN 07 has a PIN Code in this position. In order to manage the PIN User Codes, the PIN Code Position Verification Worksheet located at the end of this document is recommended.

Step 1   Enter: 7 7 *
Step 2   Enter: PIN position to be verified and #

One long beep means no Code is set for that position. One short beep means a Code is set.

*** Please note that the lock will remain in this function until the "*"key is pressed or there are 10 seconds between key presses.

3.26 Command 98: Verify Daylight Savings Status

To verify DST status (are we in or out of dst), perform the following:

Step 1   Enter: 9 8 *
Step 2   Listen for the beep response.

Example...

Step 1   Enter: 9 8 *

Step 2   5 high beeps = In DST
               2 low beeps = Out of DST

Step 1   Enter: 7 7 *
Step 2   Enter: PIN position to be verified and #

One long beep means no Code is set for that position. One short beep means a Code is set.

***   Please note that the lock will remain in this function until the "*"key is pressed or there are 10 seconds between key presses.

3.27 — Command 83: Disabling the Time Delay Override Feature

If you do not want the time delay override function available, it can be permanently disabled and all of the time delay override commands will no longer work.

Please note that this is a permanent function. Once the TDO features have been disabled using the 83* command, there is no way to ever use time delay override with the lock.

In order to permanently disable TDO functionality, perform the following steps:

Step 1 Enter: 8   3 *
Step 2 Enter: 8-digit Programmer #

28

Step 3 Enter: 1   (confirm TDO disable) #
Step 4 Enter: 1   (confirm TDO disable) #