



Operating Instructions for Filing Cabinets Starting FL2015320051 and Beyond

Contents - Page 1	Contents - Page 2
Function Codes	To Delete All Users
Opening / Closing the Lock with Single Usage	Lock out Delay / Wrong Entry Try
Opening / Closing the Lock with Dual Control Mode Setting	User ID Check Procedure
Opening / Closing the Lock with Time Delay Setting	Standby Status & Automatic Relock
Changing the Master Default Code ID01 Setting 123456	Low Battery Alert
Enroll Manager Code ID02	To Change / Replace Battery
Enroll User Codes ID03 to ID30	To Enable or Disable User Function
To Change Any Code's 6-digit Setting by Any User Code	To Enable or Disable Dual Control for Users
To Delete One User Code	To Set or Cancel the Time Delay For Users
	Obfuscate Code Entry

FEATURES:

- Bright LCD Screen
- Automatic Re-Lock
- 6-digit combinations standard, enabling enhanced security
- Keypad supports and tracks 1 Master Code (ID01), 1 Manager Code (ID02) with some administrative control and 27 Users combinations ID03 to ID30
- Expected Battery Life: up to 5000 operation cycles with a single 9V battery (Duracell or Energizer Alkaline brand batteries recommended)
- Wrong Entry Penalty
- Low Battery Alert
- Time Delay Option 1 to 99 minutes for Users ID03 to ID30
- For Indoor use only.
- Single and Dual Control Option for Users ID03 to ID30

1. FUNCTION CODES:

- a. Master Code is user ID01
- b. Manager Code is user ID02
- c. All other User Codes are ID03 to ID30

2. OPENING / CLOSING THE LOCK WITH SINGLE USAGE CODE SETTINGS

- a. Enter the valid code on the keypad dial.
- b. The display will read "ID number verified", and you can open the drawer. To note the lock is permanently set to relock after 6 seconds.
- c. To lock the file cabinet shut / close the drawer.
- d. When entering codes you can use the back key as an erase / back space key.

3. OPENING / CLOSING THE LOCK WITH DUAL CONTROL MODE CODE SETTING - (See below how to set this function)

- a. Enter the valid code on the keypad dial. The display will read "IDXX Verified".
- b. The display will then read "Enter 2nd User Code". The display will read "IDXX Verified".
- c. The lock will open and relock in 6 seconds.
- d. When entering codes you can use the back key as an erase / back space key.

4. OPENING / CLOSING THE LOCK WITH TIME DELAY SETTING - (See below how to set this function).

- a. Enter the valid code on the keypad dial.
- b. The display will read "Time Delay Start". Display will flash on every 15 minutes, counting up until it reaches programmed time delay value. When time delay expires the lock will beep twice the display "Time Window XX:00", indicating the length of time the User has to enter their valid code to gain entry.
- c. Enter a valid code to open the lock. (If time expires you will have to start again with the above steps).
- d. When entering codes you can use the back key as an erase / back space key.

5. CHANGING THE MASTER DEFAULT CODE ID01 (It is recommended to change the Factory default code for the Master Code and to note always perform changing operations with the entry pad keylock unlocked and drawer open. Before closing the drawer, make sure all the changes work and are correct. Do not set any codes to six "0's" or 1-2-3-4-5-6. *Please keep your new code stored in a secure place and the Master Code has all rights to add, delete, or change users).

- a. Press the Menu/Ok Button and using the ▲ up arrow or ▼ down arrow buttons scroll to "System Menu" and press Menu/Ok.
- b. The display will prompt you to enter a valid code. Enter the default Master Code ID01 – factory setting 123456.
- c. "Select Menu" will be displayed. Scroll to "Change Code" and press Menu/Ok.
- d. The display will show message "Set Code of "ID01" to be changed.
- e. Enter a unique new 6-digit code. System will request to "Repeat" new code. Once new code repeated system verifies new code is saved. (Special note: The lock is programmed to prevent duplicating 6-digits codes – so no two codes will ever be alike).

6. ENROLL MANAGER CODE ID02 (IF NEEDED) – (To note this Manager Code also has some basic administrative rights - Add, Delete, Change Users and *Special Note – if you select and Ok "Delete All Users" with this Manager Code ID02 it will also delete this Manager Code along with resetting Master Code ID01 back to the Factory Default setting 123456 – it would then have to be reset by the Master Code ID01).

- a. Press the Menu/Ok Button and using the ▲ up arrow or ▼ down arrow buttons scroll to "System Menu" and press Menu/Ok.
- b. The display will prompt you to enter valid code – must be Master Code set for ID01
- c. "Select Menu" will be displayed. Scroll to "Enroll New User" and press Menu/Ok. Select ID02 - to select this ID number, Press Menu/ Ok or if necessary to select the ID02 number position scroll until it is displayed and press Menu/Ok.
- d. Enter a unique new 6-digit code. System will request to "Repeat" new code. Once new code repeated system verifies new code is saved.
- e. The new code is now available to be used to open the lock.

7. ENROLL USER CODES CODE ID03 TO ID30 (IF NEEDED) – (To note this User code can only open the cabinet and can only change their own 6-digit code.)

- a. Press the Menu/Ok Button and using the ▲ up arrow or ▼ down arrow buttons scroll to "System Menu" and press Menu/Ok.
- b. The display will prompt you to enter valid code – must be Master Code set for ID01 or Manager Code set for ID02.
- c. "Select Menu" will be displayed. Scroll to "Enroll New User" and press Menu/Ok. The next available User Number will be displayed. To select this ID number, Press Menu/ Ok or to select a different ID number position by scrolling to desired ID and press Menu/Ok.
- d. Enter a unique new 6-digit code. System will request to "Repeat" new code. Once new code repeated system verifies new code is saved.
- e. The new code is now available to be used to open the lock.
- f. Repeat steps above to add another User Code.

8. TO CHANGE ANY CODE'S 6-DIGIT SETTING BY ANY USER CODE

- a. Press the Menu/Ok Button and using the ▲ up arrow or ▼ down arrow buttons scroll to "System Menu" and press Menu/Ok.
- b. The display will prompt you to enter a valid code. Enter the code to be changed.
- c. "Select Menu" will be displayed. Scroll to "Change Code" and press Menu/Ok.
- d. The display will show message "Set Code of "IDXX" to be changed.
- e. Enter a unique new 6-digit code. System will request to "Repeat" new code. Once new code repeated system verifies new code is saved. (Special note: The lock is programmed to prevent duplicating 6-digits codes – so no two codes will ever be alike).

9. TO DELETE ONE USER CODE

- a. Press the Menu/Ok Button and using the ▲ up arrow or ▼ down arrow buttons scroll to "System Menu" and press Menu/Ok.
- b. The display will prompt you to enter valid code – must be Master Code set for ID01 or Manager Code set for ID02.

TO DELETE ONE USER CODE (continued)

- c. "Select Menu" will be displayed. Scroll to "Delete One User" and press Menu/Ok and press Menu/Ok again. The system will ask which User Code is to be deleted.
- d. Scroll until desired User Number is displayed then press Menu/Ok. The user code selected is now deleted from the system.
10. **TO DELETE ALL USERS (To note this feature will delete the Manager Code ID01 Code and all User Codes and reset the Master Code back to the Factory Setting 1-2-3-4-5-6).**
 - a. Press the Menu/Ok Button and using the ▲ up arrow or ▼ down arrow buttons scroll to "System Menu" and press Menu/Ok. Enter Master Code (User ID01) or Manager Code (User ID02).
 - b. "Select Menu" will be displayed. Scroll to "Delete All Users" is displayed on the screen and press Menu/Ok.
 - c. When the screen displays "Delete All Users", press the Menu/Ok button once. And the system will request a Confirmation. Press Menu/Ok.
 - d. The system will verify that all User Codes have been deleted.
 - e. The only remaining code will be the default code for Master Code 123456.
11. **LOCK OUT DELAY / WRONG ENTRY PENALTY**
 - a. If four (4) incorrect codes are entered in consecutively the lock will shut down for 5 minutes and display will have "Device Locked".
 - b. During lock out keypad buttons will not work and all keypad functions will be disabled.
 - c. The keypad screen will light up every 15 seconds, to confirm the amount of time remaining for the lockout delay. The keypad will emit a "chirp" each time the display screen updates the time.
 - d. After lock out the "Device Unlocked" message will flash once on the display screen. Lock function will resume.
 - e. To note: During delay period, removing batteries, the entry pad stops counting time: reinstalling the batteries, the entry pad continues to count down until the 5 minutes delay period finishes.
12. **USER ID CHECK PROCEDURE (Use this simple procedure to determine the correct User ID Number for any valid 6-digit code)**
 - a. Enter a valid 6-digit code into the keypad. The message "ID (#) Verified" will appear on the screen.
 - b. The number next to the "ID" will state the User ID Number that is assigned to this 6-digit code.
13. **STANDBY STATUS & AUTOMATIC RELOCK**
 - a. When entering on the keypad if there is no activity for 10 seconds the keypad will revert back to standby status.
 - b. The entry key pad will relock in 6 seconds after a valid User Code / Entry is made and the door is open.
14. **LOW BATTERY ALERT**
 - a. "Low Battery" will display when time to change battery and should be replaced immediately.
 - b. It is recommended to use a premier 9-Volt alkaline battery (Duracell or Energizer) and to do an annual maintenance replacement.
15. **TO CHANGE / REPLACE BATTERY**
 - a. Locate the black plastic battery box cover on bottom side of keypad.
 - b. Flip down / release the locking latch to remove battery box from keypad and replace the battery.
 - c. Reinsert the black plastic battery box and snap close the locking latch.
16. **TO ENABLE OR DISABLE USER FUNCTION (To note this function will allow you to temporarily suspend a User ID Number code (i.e. medical leave, vacations, temporarily out of the office etc.)**
 - a. Press the Menu/Ok Button and using the ▲ up arrow or ▼ down arrow buttons scroll to "System Menu" and press Menu/Ok. Enter Master Code (User ID01) or Manager Code (User ID02).
 - b. "Select Menu" will be displayed, scroll to "Disable User" is displayed on the screen and press Menu/Ok
 - c. The system will ask which User Code to disable. Scroll to desired User Code and press Menu/Ok.
 - d. The system will verify the User Code selected has been deleted.
 - e. After the code has been disabled, it can be re-enabled at a later time, follow the same process above but selecting "Enable User".
17. **TO ENABLE / DISABLE DUAL CONTROL FOR USERS (Dual Control Mode two valid codes must be entered to open the filing cabinet lock system, EXCEPTION Master Code ID01 and Manager Code ID02 have automatic override authority).**
 - a. Press the Menu/Ok Button and using the ▲ up arrow or ▼ down arrow buttons scroll to "System Menu" and press Menu/Ok. Enter Master Code (User ID01) or Manager Code (User ID02).
 - b. "Select Menu" will be displayed, scroll to "Enable Dual Mode" is displayed on the screen and press Menu/Ok.
 - c. Dual Mode will now be enabled.
 - d. To disable the above follow the above steps, but select "Disable Dual Mode".
18. **TO SET OR CANCEL TIME DELAY FOR USERS – (option to set for 0 to 99 minutes)**
 - a. Press the Menu/Ok Button and using the ▲ up arrow or ▼ down arrow buttons scroll to "System Menu" and press Menu/Ok. Enter Master Code (User ID01) or Manager Code (User ID02).
 - b. "Select Menu" will be displayed, scroll to "Set/Cancel Time Delay" is displayed on the screen and press Menu/Ok.
 - c. Press the ▲ up arrow or ▼ down arrow buttons to adjust the Time Delay value (0-99 minutes). Press Menu/Ok.
 - d. The system will display the Time Window. This is the preset length of time allowed to enter a valid code after Time Delay. Scroll to select time window value desired. Press Menu/Ok.
 - e. By default Master Code ID01 and Manager Code ID02 are Time Delay Override Codes. The maximum number of TDO users is 2.
 - f. Repeat steps above to cancel the time delay or change the minutes for the delay.
19. **OBFUSCATE CODE ENTRY – (feature to obfuscate the code as it is entered on the display - the default setting is the digit entered is displayed and turns to "*" when next number entered. You can set to Obfuscate Code to have every digit entered displayed as a "*" only).**
 - a. Press the Menu/Ok Button and using the ▲ up arrow or ▼ down arrow buttons scroll to "System Menu" and press Menu/Ok. Enter Master Code (User ID01) or Manager Code (User ID02).
 - b. "Select Menu" will be displayed, scroll to "Obfuscate Code Entry" is on the screen and press Menu/Ok. All entries will now display as "*".
 - c. To revert from this mode, follow the same process above, but, select "Show Code Entry".

SPECIFICATIONS:

Power Supply:	DC 9V Alkaline (Duracell or Energizer brands)
Power Supply Range:	DC 4.5V-12V
Standby Current:	<15µA
Active Current:	<20mA
Battery Low Voltage:	5.2±0.2V
Working Temperature:	0°C- +49°C
Working Humidity (max):	<90%
Password Length:	6 digits
Mechanical System Life Span:	<10,000 Cycles (evaluated by UL) >100,000 Cycles (not evaluated by UL)