

# OMNILOCK<sup>®</sup>

## ACCESS CONTROL SYSTEMS

### SERIES OM100, OM300 & OM500

(Firmware Version 3.xx)

#### Quick Reference Guide

#### Standard Features

- **Code capacity** of 100, 300 or 500 users, depending on the System selected
- **Code lengths** from 4 to 9 digits
- **Seven code levels:** Master, Submaster, Manager, Supervisor, General User, Audit and Service (temporary code)
- **Autocode** feature allows hundreds of codes to be added instantly.
- **Up to four user groups** of variable size
- **Audit report** that lists all entries, attempts and other System activity by date and time
- **Four Access Levels** (unlocked, code required, lockout and shutdown). Includes access by group
- **Time Schedule** allows unattended setting of the access level
- **Holiday List** with capacity of 32 holidays
- Variable **Open Delay** before the lockset re-locks
- **Anti-tamper** lockout that inhibits unauthorized “guessing”
- **Automatic daylight savings** clock adjustments
- **Battery status** indications
- **Mechanical key bypass** always available

#### Overview

The OMNILOCK<sup>®</sup> Access Control System (the System) is a self contained, electronically controlled, battery powered, single door access control device. A keyless system, it has an 11-key pad on which access codes are entered. A control module containing the System electronics, batteries, and keypad, is coupled to a heavy-duty lockset. A patented low-power motorized locking mechanism in the lockset allows for years of reliable operation on a single set of batteries.

To gain entry through a door secured with the Lock, a user enters an individual code at the keypad. If both the access level and the code are valid (i.e., the code entered exists in an authorized section of the Lock's code list) the outside handle will unlock for a predetermined time, then re-lock when released. The door can always be opened from the inside, regardless of the locked status of the outside handle.

The System maintains an audit log of all System activity for later retrieval by an administrator. The audit log stores the user ID, and the date and time of each event. It even records unauthorized attempts to open the Lock!

The System has a programmable time schedule and holiday list that allows it to automatically change access levels at predetermined times of the day. It can even be programmed to automatically unlock and remain unlocked during times when access control is not required.

The System is programmed at the door. A user must have either a Master code or one of eight Submaster codes to program the System. In addition, any User code can be assigned the Manager privilege to change the access level. Two lights on the Keyboard provide information such as lock/unlock condition, battery level, programming results, etc.

### **Programming Modes**

The System has two programming modes, Menu mode and Command mode.

#### **Menu Mode**

The Menu mode requires use of the WP4000 Wireless Printer. The Printer is used for collecting the various reports maintained by the System, including the Audit Log. The System also sends prompts to the user via the Printer to simplify the programming task.

The Printer is held above the Keyboard and communicates with the System via infrared light. No wires or connectors are required!

#### **Command Mode**

After the System is initially programmed, the Command mode allows programming a limited set of features without the use of the Printer.

### **Verify Operation**

Before starting to program, verify proper operation of the System in accordance with the Installation Instruction that came with the product.

### **Registration**

Complete and mail the Product Registration Form or register on-line through our web site: [HTTP://WWW.OMNILOCK.COM](http://WWW.OMNILOCK.COM).

### **User Guide**

If you do not already have a copy of the User Guide, a copy may be ordered by calling Customer Service at 619-628-1000 or it may be downloaded from our web site: <http://www.omnilock.com/files/OM135man.PDF>

### Customer Service / Technical Support

If you wish to return material for credit, contact the dealer from whom you purchased the product, otherwise, our Customer Support staff is available Monday through Friday 7:00 AM to 5:00 PM, Pacific time. Contact Customer Service concerning product pricing, availability and order status. Contact Technical Support concerning technical problems and repairs. They can be reached by

- calling our corporate telephone number: (619) 628-1000
- Fax: (619) 628-1001\*
- through our web site: <http://www.omnilock.com>\*
- or E-mail: [osi@omnilock.com](mailto:osi@omnilock.com)\*

\*Every effort will be made to respond by the next business day.

### Warranty Service

OSI Security Devices will service any product we sell when you return it to the factory complete, free and clear of all liens and encumbrances. You *must* prepay transportation and accompany the product by a Return Material Authorization Number (see below). For warranty service on products that have not been registered with our Customer Service Department, include your sales receipt or other documentary proof of when you bought your OMNILOCK product. If the product requires warranty related service, we will repair or replace it and return it to you, shipping prepaid.



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#### Important!

If we find no faults with the product sent to us for warranty service, we reserve the right to charge a diagnostic fee and handling fee. Also, we will charge for repairing all damage not covered by the Limited Warranty.

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### Out-of-Warranty Service

We handle out-of-warranty repairs or replacement similar to the manner for warranty service. In this case, there will be a charge for parts, labor and return shipping costs.

### Return Material Authorization

Before you return any product to OSI Security Devices *for any reason*, you **must** first get a Return Material Authorization (RMA) number.

To get an RMA number, call Technical Support and describe the problem. If we determine your System needs to be returned to us for repair, we will give you an RMA number. *Please* mark this number *clearly* on the outside of your shipping package. You can also help by marking the RMA number on a tag and attaching it to the System.

**BE SURE TO INCLUDE THE KEY FOR THE LOCK OR ADDITIONAL CHARGES MAY BE APPLIED FOR LOCKSMITH SERVICES.**

## OM100, OM300 & OM500 – QUICK REFERENCE GUIDE

To program the System in the **Command Mode**:

1. Enter Master or Submaster Code  
(Press and Release CL Key to Extend Time-out to 1 Minute)
2. Enter Command from Below (Where Indicated with CL, Press and Hold CL Key Until Lights Flash Result)
3. Repeat Step 2 as Required or Enter 000 when done

**- Single Red Light Indicates Invalid or Unrecognized Command Sequence -**

Function	Command Sequence	Lights	Command Result
Add or Change Code	ID + PIN + CL	G R-R	Code added Code already in use
Hold Code	86 + ID + CL	R-R-R	Code placed on hold
Restore Code	87 + ID + CL	G G-G R-R	Code restored Supervisor restored Code already in use
Supervisor Privileges	88 + ID + CL	G-G R	Assigned Invalid ID
Manager Privileges	89 + ID + CL	G-G-G R	Assigned Invalid ID
ID Status Inquiry	ID + CL	G G-G G-G-G G-R G-G-R G-G-G-R R-R-R	User code in use Active Supervisor code Active Manager code User code on hold Supervisor code on hold Manager code on hold Code ID unassigned
Set Access Level	90 + Level + CL (Level = 1-Unlocked, 2-Code Required, 3- Lockout or 4-Shutdown)  To set Level 1 to unlock with first code, continue to hold the CL key until a second green flash appears, (about. 1.5 seconds).	G G-G G-G-G G-G-G-G R-R G----G	Unlocked level set Code Required set Lockout set Shutdown set Invalid access level Unlocked after first valid code
Enable User Groups	91 + Groups + CL	G G-G R-R	Groups enabled Groups enabled & unsupervised Invalid group number
Disable User Groups	92 + Groups + CL	G R-R	Groups disabled Invalid group number
Service Code Time Limit	94 + HH + MM + CL	G R-R	Time limit set Invalid time limit
<b>Menus</b>	<b>99</b>	<b>N/A</b>	<b>* Requires printer</b>

Code ID Number Ranges:

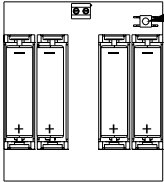
- 001 - 100; 300 or 500 General User / Extended User Codes
- 501 Master Code
- 502 - 509 Submaster Codes
- 510 Service Code
- 511 Audit Code

# OM100, OM300 & OM500 – QUICK REFERENCE GUIDE

ENTER MASTER CODE, WAIT FOR 3 GREEN FLASHES THEN ENTER "99"

This chart is for general reference only.  
Specific features may vary with software

This chart is intended for use  
with OMNILOCK printer WP4000.

1-Audit	2-Codes	3-Access	4-Schedule	5-Setup
<b>Audit Log</b> Location #123456 BAT:3 Mon 00/00/01 08:00am 1-More 2-Reprint CL-Done	<b>Codes Menu</b> 1-Users 2-Service 3-Audit 4-Submasters 5-Master <b>1-Users</b> User Codes Menu 1-Add 2-Remove 3-Verify 4-Hold 5-Restore 6-Groups 7-Extend 1-Add (1-4) Autocode 5-Manual Starting ID (###)? Ending ID (###)? 2-Remove Starting ID (###)? Ending ID (###)? Remove Users ###-###? 1-Yes 2-No 3-Verify Print Pins? 1-Yes 2-No Print Groups? 1-Yes 2-No Starting ID (###)? Ending ID (###)? 4-Hold Hold ID (###)? 5-Restore Restore ID (###)? 6-Groups Starting ID (###)? Ending ID (###)? Select User Groups (1-4, 5-All, CL-Done) 7-Extend Extended User Type? 1-Supervisor 2-Manager Extend User ID(###)?	<b>Access Level Menu</b> 1-Unlock 2-Code 3-Lock 4-Shutdown <b>1-Unlock</b> Unlock With First Code? 1-Yes 2-No <b>2-Code</b> Select Groups To Enable (1-4, 5-All, CL-Done) Group # Supervised? 1-Yes 2-No Access: C/R + + + + <b>3-Lock</b> Access: Lockout <b>4-Shutdown</b> Access: Shutdown <b>NOTE:</b> Access: C/R + + + + (Code Required for four(4) groups; Where + = enabled, - = disabled, and s = supervised)	<b>Schedule Menu</b> 1-Add 2-Remove 3-Verify 4-Copy 5-CLR 6-Holiday <b>1-Add</b> Schedule(Mon-1..Day-9)? Add Mon Time (24 HR)? 1-Unlock 2-Code 3-Lock Access Level? Unlock With First Code? 1-Yes 2-No Select Groups To Enable (1-4, 5-All, CL-Done) Group #1 Supervised? <b>2-Remove</b> Remove (dd) Time (24 HR)? Remove Mon 08:00am? 1-Yes 2-No <b>3-Verify</b> In Use: # Schedule (Mon-1..Day-9)? <b>4-Copy</b> Copy From: Schedule (Mon-1..Day-9)? Copy(dd) To: Schedule (Mon-1..Day-9)? <b>5-Clear</b> Select Schedule To Clear (Mon-1..Day-9, 0-All)? Clear All Schedules? 1-Yes 2-No <b>6-Holiday</b> 1-Add 2-Remove 3-Verify 4-Clear Holiday list (00:00) Month (mm)? Day (dd)? Schedule (Mon-1..Day-9)?	<b>Setup Menu</b> 1-Status Report 2-Clock 3-Defaults 4-Autocodes 5- Run Diagnostics <b>1-Status</b> Status Report Location #123456 BAT:3 Mon 00/00/01 08:00am Access: C/R + + + + Open Delay Seconds: 02 Daylight: Northern Service Code Time: 00:00 Battery Usage: 000 <b>2-Clock</b> Month (mm)? Day (dd)? Year (yy)? Time: (24 HR)? <b>3-Defaults</b> Defaults Menu 1- Open delay Seconds: 02 2- Daylight: Northern 3- Group Boundaries 4- Location: 123456 <b>4-Autocodes</b> Facility Autocodes 1- 000000 2- 000000 3- 000000 4- 000000 6 Digit Autocode? (enter 6 digits) <b>5-Run Diagnostics</b> -- Diagnostics Report -- OMNILOCK 500 vX.XX (c) OSI SECURITY DEVICES LOCATION #000000 BAT:3
<b>NOTE:</b> (1-4)Autocode only works when it has been Setup in the lock				
				<b>To Reset The Lock To The Default Master Code:</b> Press and hold the Reset Button until the light flashes green on the keyboard. The system will perform a self-test and then flash green five(5) times. Any red flashes indicate an electronics or drive problem. The Master Code is now set back to the factory default of 5 0 1 - 1 2 3 4 , and all programming has been erased. To log on and begin programming, enter Master Code and use Command # 99.  Reset Button

## Limited Warranty

OSI Security Devices (“OSI”) warrants the products manufactured by it (the "Product") to be free of defects in material and workmanship for a period of ONE YEAR (the "Warranty Period") from the date of original purchase. Only units specified as weatherized are warranted for outside use. If ownership of the Product is transferred, the warranty is automatically transferred to the new owner and remains in effect for the balance of the Warranty Period. During the Warranty Period OSI shall, at its option, either repair or replace, free of charge, any Product or part thereof found, upon OSI's inspection, to be defective. OSI is not responsible for warranty service should the Product fail to be properly maintained or fail to function properly as a result of accident, misuse, abuse, vandalism, disassembly, modification, improper installation, corrosion, ordinary wear and tear, neglect or damage caused by natural disasters such as, but not limited to, fire, flood, earthquake, and lightning. Batteries (and damage caused by the batteries) are not covered by this warranty. Consult with the battery manufacturer about battery and battery leakage warranties.

Postage, insurance, and/ or shipping costs incurred in presenting the Product for warranty service are your responsibility. If claimed defect cannot be identified or reproduced in service, you may be held responsible for costs incurred. Products are sold on the basis of specifications applicable at the time of manufacture. OSI shall have no obligation to modify or update the Product once sold.

**THE WARRANTY AND REMEDY PROVIDED ABOVE ARE EXCLUSIVE AND IN LIEU OF ALL OTHER EXPRESSED WARRANTIES AND, UNLESS STATED HEREIN, ANY STATEMENTS OR REPRESENTATIONS MADE BY ANY OTHER PERSON OR FIRM ARE VOID. THE DURATION OF ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE ON THE PRODUCT SHALL BE LIMITED TO THE DURATION OF THE EXPRESSED WARRANTY SET FORTH ABOVE. EXCEPT AS PROVIDED IN THIS WRITTEN WARRANTY, NEITHER OSI SECURITY DEVICES NOR ITS AFFILIATES SHALL BE LIABLE FOR ANY LOSS, INCONVENIENCE, OR DAMAGE, INCLUDING DIRECT, SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES RESULTING FROM THE USE OR INABILITY TO USE THE PRODUCT, WHETHER RESULTING FROM BREACH OF WARRANTY OR ANY OTHER LEGAL THEORY, AND ALL OTHER IMPLIED AND EXPRESS WARRANTIES, INCLUDING THE WARRANTIES OF MERCHANTABILITY AND AGAINST INFRINGEMENT, ARE EXPRESSLY DISCLAIMED.**

Some states do not allow limitations on how long an implied warranty lasts and some states do not allow the exclusion or limitation of incidental or consequential damages, so the above limitations and exclusions may not apply to you.

This warranty gives you specific rights and you may also have other rights, which vary from state to state, province to province, or country to country.

**Warning:** When properly installed and maintained, the Product may reduce risk of property loss due to burglary, robbery, or otherwise, but is not insurance or a guarantee that these events will not occur. OSI makes no representation that the Product may not be compromised or circumvented; nor that the Product will prevent any personal injury or property loss.

**NOTE:** It is the responsibility of the distributor or installing dealer to educate the end user in programming the OMNILOCK Access Control System and in regard to use of the system.

OSI Security Devices and its sales representatives *are not* responsible for programming. If required to do so, a fee will be incurred by the end user.

**INSTALLATION INSTRUCTIONS AND USER GUIDES ARE TO BE KEPT BY THE END USER FOR MAINTENANCE OF THE SYSTEM.**



1580 Jayken Way  
 Chula Vista, California 91911-4644  
**Phone (619) 628-1000 Fax (619) 628-1001**  
 Website: [www.omnilock.com](http://www.omnilock.com)  
 E-mail: [osi@omnilock.com](mailto:osi@omnilock.com)