

BEST



dormakaba Group



KEYPAD EZ LOCK

QUICK START GUIDE

BEST

KEYPAD EZ LOCK

Default Values

LOCK SETUP AND MANAGEMENT

Defaults are factory preset values. In most cases, you shouldn't have to change the default settings (with the exception of the Administrator PIN). Just make sure that you think about your Users, their convenience and security before using the default values.

Feature	Default value- factory preset values
PIN length	4 digits (If desired, change the PIN length first before entering the PINs.)
Unlock duration	3 seconds
Deadbolt override access	Only granted to Administrators and Supervisors
Passage mode access	Only granted to Administrators and Supervisors
Passage mode duration	No time limit
Wrong entries allowed	3 wrong entries; then a denied access timeout
Timeout after wrong entries	30 seconds
One-time Service User PIN	24 hours
Group number	1
Buzzer volume	Normal
Remote unlock/lock access	Disabled; must be enabled before use
Passage toggle button (optional)	Disabled; must be enabled before use
Administrator PIN	9998 (Personal Identification Number)



For a full introduction to the Keypad EZ, including the complete setup guide, maintenance and more, see the Keypad EZ Lock Programming Guide (T92519).

Administrator Programming

SET ADMINISTRATOR PIN

To change the Administrative Programming PIN from the default "9998"

- 1 Enter **0 0 #** (to begin programming)
- 2 Enter the default Administrator PIN **9 9 9 8**, then press **#**.
- 3 Enter **2 0**, then press **#**.
- 4 Enter the NEW Administrator PIN (any 4 digits) **N N N N**, then press **#**.
- 5 Enter the above number in step 4 (same 4 digits) **N N N N**, then press **#**.
- 6 To end programming, press **9 9 #**.

CAUTION

The default Admin PIN is "9998". It is vital for security to change the default Admin PIN to a new value.

TIPS

All Supervisors and Admins automatically have privileges.

For example:

You enter . . .	<i>NNNN = New Administrator PIN</i>
20 # NNNN # NNNN #	

Be sure to substitute digits for the letters given in the "You enter . . ." code sequence.

TO ADD USER PIN

- 1 Enter **0 0 #** (to begin programming)
- 2 Enter the Administrator PIN **N N N N**, then press **#**.
- 3 Enter **1 0**, then press **#**.
- 4 Enter a new User PIN (any 4 digits) **U U U U**, then press **# #**.
(Repeat steps 3 and 4 to add more User PINs.)
- 5 To end programming, press **9 9 #**.

CAUTION

The PIN length can be set from 3 to 8 digits. The default is 4 digits. If desired, change the PIN length first, before entering the PINs, as changing the PIN length will delete any PINs already entered.

For example:

You enter . . .	<i>UUUU = User PIN to be added (3 to 8 digits as set by code 30) Repeat with a different number to add more PINs to group 1.</i>
10 # UUUU # # or	
10 # UUUU # G # or	<i>G = Group number (1 to 5) Not entering a group number # # defaults to group 1.</i>
10 # UUUU #	<i>Supervisors can only add a PIN in their group. No double # # or group number is required for a Supervisor to add a PIN.</i>

Be sure to substitute digits for the letters given in the "You enter . . ." code sequence.

TO DELETE USER PIN

- 1 Enter **00#** (to begin programming)
- 2 Enter the Administrator PIN **N N N N**, then press **#**.
- 3 Enter **11**, then press **#**.
- 4 Enter a User PIN to be deleted **UUUU**, then press **#**.
[Repeat steps 3 and 4 to delete more User PINs.]
- 5 To end programming, press **99#**.

TIPS

Up to five groups of Users can be created, each with a Supervisor.

Add up to 1000 PIN numbers to the lock. Use the forms to record them as you enter them.

For example:

You enter . . . 11 # UUUU #	UUUU = User PIN to be deleted Supervisors can only delete a PIN in their group.
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Be sure to substitute digits for the letters given in the "You enter . . ." code sequence.

TO RESET ALL PROGRAMMING TO FACTORY DEFAULTS

- 1 Enter **00#** (to begin programming)
- 2 Enter the Administrator PIN **N N N N**, then press **#**.
- 3 Enter **33**, then press **#**.
- 4 Enter **33**, then press **#**.
- 5 To end programming, press **99#**.

⚠ CAUTION

This programming procedure will delete ALL PINs in all groups and cannot be undone. All programming will be reset to the factory defaults.

For example:

You enter . . . 33 # 33 #	New Keypad EZ Locks will reboot automatically and do not require code 99 # to end programming.
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TIPS

The factory default for completing a programming command is to use the # key, the * key may be substituted.

END PROGRAMMING

- 1 To end programming, press **99#**.

For example:

You enter . . . 99 #	End programming session
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TIPS

New Keypad EZ Locks will reboot automatically and do not require code **99#** to end programming.

Programming Commands

LOCK SETUP AND MANAGEMENT

Use these programming codes to set up advanced functions and manage your Keypad EZ Locks.

Code	Description	Code	Description	Code	Description
00 ^a	Begin programming	27 ^a	Enable User PIN	40 ^b	Set time
10^a	Add User PIN	28	Disable all User, Supvr, and Service PINs (not Admin)	41	Set date
11^a	Delete User PIN			42	Passage mode duration
12 ^a	Set User privileges	29	Enable all User, Supvr, and Service PINs (not Admin)	43	Daily passage mode setup
13 ^a	Delete Grp of PINs	30 [†]	Set PIN length	45	Enable daily passage mode
14 ^a	Enable Grp of PINs	32	Set unlock duration	46	Disable daily passage mode
15 ^a	Disable Grp of PINs	33[†]	Reset to factory defaults	50	Add one-time Service User PIN
20	Set Admin PIN	34	Number of wrong entries allowed before timing out	51	Delete one-time Service User PIN
21 ^a	Set Supvr PIN to Grp 1			52	Delete all Service User PINs
22 ^a	Set Supvr PIN to Grp 2	35	Wrong entry timeout duration	54	Enable/Disable remote unlock
23 ^a	Set Supvr PIN to Grp 3	36	Switch # and * keys	*#	Enable/Disable one-time passage mode
24 ^a	Set Supvr PIN to Grp 4	37	Buzzer volume control		
25 ^a	Set Supvr PIN to Grp 5	38	Delete all User, Supvr, and Service PINs (not Admin)	99[*]	End programming session
26 ^a	Disable User PIN				

ADDITIONAL PROGRAMMING

See the Keypad EZ Lock Programming Guide (T92519).

- 1 Getting basic access: See page 1.**
- 2 Passage mode access: See page 2.**
- 3 Daily passage mode: See page 3 and page 15.**
- 4 Remote unlock/lock access: See page 3.**
- 5 Set up a lock using factory-default values: See page 8.**
- 6 To substitute the * key for the # key: See page 23.**

TIPS

Skipping a code and pressing # will enter the default value, if it exists.

† WARNING: These commands erase all programming and set the Administrator PIN back to its default.

a Supervisor may program this code.

b Daylight Savings Time change is not supported.



For Online Instructions Visit:

<https://dhwsupport.dormakaba.com/hc/en-us>

For Assistance or Warranty Information:

Call 1-800-392-5209 or visit

<https://dhwsupport.dormakaba.com/hc/en-us>

⚠Warning: This Manufacturer advises that no lock can provide complete security by itself. This lock may be defeated by forcible or technical means, or evaded by entry elsewhere on the property. No lock can substitute for caution, awareness of your environment, and common sense. Builder's hardware is available in multiple performance grades to suit the application. In order to enhance security and reduce risk, you should consult a qualified locksmith or other security professional.



Para obtener instrucciones línea, visite:

<https://dhwsupport.dormakaba.com/hc/en-us>

Si desea ayuda o información sobre la garantía:

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