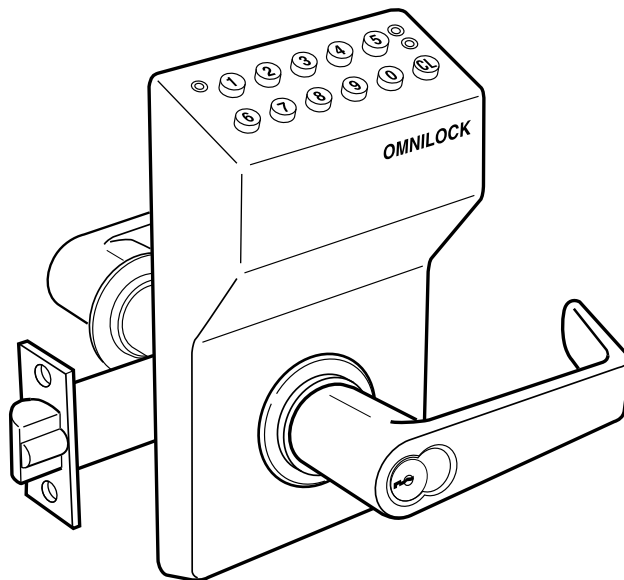


STANLEY

OMNILOCK[®]

Stanley OMNILOCK[®] ACCESS CONTROL SYSTEMS SERIES OM500

(Firmware Version 2.xx)



USER GUIDE

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CAUTION

Use electrostatic discharge protection procedures when the printed circuit board is exposed.

STANLEY OMNILOCK®
ACCESS CONTROL SYSTEMS
SERIES OM500
(Firmware Version 2.xx)

Initial Setup Checklist

- ☐ Complete and mail the **Product Registration** Form.
- ☐ Read the **User Guide!**
- ☐ Verify operation. Enter the Default Master Code 5 0 1 1 2 3 4.
The System will flash the Green Light and Unlock. Then after approximately 5 seconds the Red Light will flash and the System will Lock. If the System fails, reset the system. (See **Resetting The System** page 110), then verify operation.
- ☐ Enter the Menu Mode (see **Programming in Menu Mode**, page 29).
- ☐ Determine the code length that you want to use and set the Master code (see page 68).
- ☐ Add any Submaster codes that you plan to use (see **Adding Submaster Codes**, page 62).
- ☐ Set the clock (see **Setting the Clock**, page 89).
- ☐ Set Daylight Savings if different from the default Northern setting. (see **Setting Daylight Savings**, page 92).
- ☐ Set the Open Delay Time if different from the default of 2 seconds (see **Setting the Open Delay Time**, page 90).
- ☐ Program the Location number (see **Setting the Location Number**, page 94).
- ☐ If you are going to use the Autocode feature, program the Facility Autocode numbers (see **Setting the Facility Autocodes**, page 95).
- ☐ If you are going to control access to User codes by groups, adjust the group boundaries as needed (see **Setting Group Boundaries**, page 93).
- ☐ Add User codes (see **Adding User Codes**, page 34).

- ☐ Assign group membership if needed (see ***Assigning Extended Group Membership***, page 41).
- ☐ Assign Supervisor codes if needed (see ***Assigning Supervisor Codes***, page 45).
- ☐ Assign Manager codes if needed (see page 47).
- ☐ Program the Time Schedule and Holiday List if needed (see ***Adding a Schedule Event***, page 74).
- ☐ End the Menu Mode (see ***End Command***, page 31).



CYLINDRICAL
LOCK SYSTEM



MORTISE
LOCK SYSTEM



WALL MOUNT
LOCK SYSTEM



SYSTEM
PRINTER

BLANK

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Chapter 1 Overview

New Features in Firmware Version 2.xx

- A new User privilege, Manager, is available. A user with Manager privileges can change or set any access level of the lock except Shutdown. In addition the Manager may enable or disable specific groups.
- The Hold and Restore features for codes is now available in the Menu Mode as well as in the Command Mode.
- The procedure for assigning Supervisor privileges has been changed in both the Command and Menu Modes.
- A new Command Mode feature, ID Status Inquiry, has been added. This feature allows you to determine whether a particular User Code ID Number is currently in use, on hold or is unassigned.

General

The OMNILOCK® 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.

The WP4000 portable printer is held above the Keyboard to receive programming prompts and to audit the System. The printer communicates with the System via infrared light and requires no wires or connectors!

The System includes these standard features:

- **Code capacity** of 100, 300 or 500 users
- **Code lengths** from 4 to 9 digits long
- **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 32 holiday capacity.
- 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

Chapter 2 Access Levels and Codes

Access Levels

The System can be set to four levels of access: 1-Unlocked, 2-Code Required, 3-Lockout and 4-Shutdown.

- **Unlocked** - free passage.
- **Code Required** - a valid code is required for access.
- **Lockout** - The Master, Submaster or a Manager code is required for access.
- **Shutdown** - the Master code is required for access. (Can only be set or changed by the Master code and during shutdown the time schedules are disabled).

Note

When the access level is set to Unlocked, you have the option of unlocking immediately or unlocking after a valid access code has been entered (first code in). This feature can be particularly useful when used in conjunction with the System's Time Schedule!

Codes

The Lock provides seven types of codes. These include:

- **Master** for an administrator.
- **Submaster** for up to eight administrator assistants
- **Manager** for Users requiring access level control and limited group access control.
- **Supervisor** for Users requiring group access control.
- **General User** for anyone who requires normal day-to-day access.
- **Service** for someone who requires access for a limited period of time.
- **Audit** for printing the Audit Log (non-access code)

All codes consist of a three digit code ID number and a PIN (personal identification number). The ID number uniquely identifies the code and is used to reference the code while programming. Further, any time a code is used, it's ID number is recorded along with the date, time and action taken in the System's audit log.

The following Table lists valid ID numbers and their associated code types.

ID Number	Code Type
001 - 500	General User, Supervisor or Manager
501	Master
502 - 509	Submaster
510	Service
511	Audit

The PIN length is determined by the length of the Master code and may be 4, 5 or 6 digits long (only one PIN length can be in use at a time).

There are two modes of operation supported: **PIN Only**, where only the PIN is required for access, and **ID+PIN**, where the user must enter both the code ID and the PIN for access.

Important!

There are two modes of operation supported: **PIN Only**, where only the PIN is required for access, and **ID+PIN**, where the user must enter both the code ID and the PIN for access. When the length of the Master code is set to 4 through 6 digits, the System operates in PIN Only mode. When the length of the Master code is set to 7 through 9 digits, the System operates in ID + PIN mode.

Not only does the ID+PIN mode afford a much higher level of security, but it also enables the Autocode feature which can greatly simplify code management. For these reasons, a minimum code length of 7 digits is recommended.

Note: Due to the widespread use of seven digit telephone numbers, a seven digit number may also be easier to commit to memory.

Master Code

Note

As shipped from the factory, **the Master Code is set to 5011234**.

The Master code is reserved for the primary administrator of the System and is comparable to a lock's master key. The Master code has complete control of the System. This control includes entering or deleting user codes at all levels, setting access levels, setting time and date, setting up groups and controlling their access, and so forth. The Master code should be disclosed only to an administrator ultimately responsible for controlling the space secured by the locked door.

The Master code can have as few as four and as many as nine digits. Its length sets the length for all other codes used (i.e., if its length is five digits, all other code lengths are five digits). The more digits used, the greater the possible number of code combinations and the greater resulting security.

*For security, you should **change** the Master Code **before** installing the System .*
Write down your new Master code and store it somewhere safe and separate from your list of all other System codes.

Submaster Codes

The System can be programmed with up to eight Submaster codes. The Submaster codes function the same as the Master Code with the following limitations -- Submaster codes can not:

- Change the Master Code
- Program other Submaster codes
- Set Shutdown access level

A Submaster's authority may also be restricted to any combination of the Main Menu programming options.

Manager Codes

Manager codes provide the ability to manually set the access level of the System. The access level set will remain in effect until overridden by the time schedule, a Master Code User, a Submaster Code User or a User with Manager privileges. Limited group control (no supervisory settings) is also provided. Manager codes are not subject to group control and are valid under all access levels except Shutdown.

Supervisor Codes

Supervisor codes are reserved for users who have supervisory or managerial responsibilities over a group of general users. A user with a Supervisor code can control access by general users within the supervisor's group. Supervisor codes have access at access level Code Required only.

General User Codes

General User codes are for the day-to-day user. A General User code has access at Code Required access level only. If the user code is within a group that has a supervisor, access can be enabled or denied by a Supervisor (or Master/Submaster if no supervisor is defined for the group).

Service Code

The System can be programmed with a single Service code for use by persons who require access for a special purpose such as maintenance personnel or vendors. This code has a limited life as set by an administrator. The Service Code is valid from the first time it is used and can be used any number of times during the life of the code (one hour as shipped from the factory, refer to **Setting the Service Code Time** on page 54). When the time expires, the Service code will automatically be placed on hold and you must then restore or re-enter the code before it can be used again.

For example, the Service code could be set for use by a contract mechanical engineer that needs access to a secured room to repair the air conditioning. You might set the Service Code time for 2 hours which would allow the contractor to enter and leave as many times as required during the 2-hour time period.

The Service code may be used as a 'One-time' use code by setting the Service Code Time to 00:00. When used in this fashion, the Service code will be automatically placed on hold after its first use.

Conversely, the Service code may be made permanent by setting the Service Code Time to 99:99. When used in this fashion, the Service code will remain valid indefinitely.

Audit Code

The audit code is reserved strictly for printing the contents of the Audit Log (requires the WP4000 wireless printer) This code does **not** open the lockset.

Code Groups

The System's access code list may be divided into as many as four groups. The boundaries (the highest code ID number) of groups 1 through 3 are adjustable, allowing for variable sized groups, i.e. 50 users in group 1, 7 users in group 2, etc. The following table shows the default group settings for the various Systems, as shipped from the factory.

System	Group 1	Group 2	Group 3	Group 4
OM500	001 - 125	126 - 250	251 - 375	376 - 500

When a User or Supervisor code is added to the System, its group membership defaults to the code group in which the code ID falls. For example, if group 1 ranges from code ID 001 through code ID 025, and you add User number 025 to the Lock, then User number 025 is automatically assigned to group 1.

When the System's access level is at Code Required, access privileges for each group may be **enabled** or **disabled** by the **Master code, Submaster codes, Manager codes or Time Schedule only**. When a group is disabled, access will be denied to all codes within the group (including Supervisor codes). When a group is enabled, it may be either **supervised** or **unsupervised**. When a group is supervised, access will be allowed only to Supervisor codes within the group. When a group is unsupervised, all codes within the group, General User or Supervisor, will be allowed access. A group's supervision may be controlled by any Supervisor code within the group (see **Supervisor Operation**, page 13), or by the Master, Submaster or Manager codes in the absence of a Supervisor or by the System Time Schedule.

A typical application of this feature might be for a factory with multiple shifts where it may not be desirable to have the personnel for a particular shift in a controlled area without a shift supervisor or manager present.

Users may be assigned additional group membership outside of their default or 'home' group. When a User code has multiple group membership, and the System's access level is at Code Required, then that User will be allowed access if any of the groups it belongs to is enabled and unsupervised.

Supervisors can also be assigned group membership outside of their home group. **However, a Supervisor's authority to set a group's supervision level does not extend beyond its home group.** When a Supervisor code has multiple group membership, and the System's access level is at Code Required, then that Supervisor code will allow access if any of the groups it belongs to are enabled.

Chapter 3 Time Schedule and Holiday List

Time Schedule

The Time Schedule enables the System to automatically switch between any of three access levels (Unlocked, Code Required and Lockout) as determined from nine daily schedules (Monday through Sunday and two additional schedules, DY8 and DY9, for use on holidays). The Time Schedule is essentially a list of scheduled events, consisting of the day of the week, the time and the access level to set at that time. A typical scheduled event might be Monday at 08:00 a.m., Unlock.

Once a scheduled event occurs, the access level set remains in effect until overridden manually by a Master, Submaster, Manager or Supervisor code, or automatically by the next scheduled event.

If a daily schedule is empty, then the time schedule will make no changes for that day of the week. For instance, if the System is scheduled to set the access level to Unlocked at 08:00 a.m. and then return to Code Required level at 05:00 p.m. Monday through Friday, and both Saturday's and Sunday's schedules are empty, then the access level will remain at Code Required from 5:00 p.m. Friday until 08:00 a.m. Monday, when it will unlock. When the entire time schedule is empty, the Lock defaults to Code Required level.

When the Time Schedule is programmed to set the access level to Unlocked, you have the option of unlocking immediately at the specified time or unlocking after a valid access code has been entered (first code in). This feature may be particularly useful when the Lock is installed on the primary entrance or is controlling access to an area where unlocking automatically with no one present is not desired.

When the Time Schedule is programmed to set the access level to Code Required, you may also specify which of the four user groups you wish to allow access at the specified time. This provides for automated group control or "time zones."

Holiday List

The daily time schedule for any given date may be overridden by the Holiday List. A holiday description consists of a month and day, and the **daily schedule** to use on that date. A typical holiday might be 12/25-SUN. The System would then use Sunday's schedule on December 25, regardless of what day of the week December 25 actually falls on. A maximum of 32 holidays may be added.

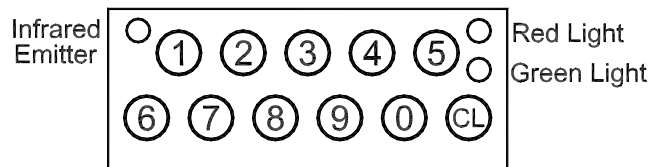
For example, let's say that the System is programmed to unlock at 8:00 a.m. and lock again at 5:00 p.m., Monday through Friday, and you want your facility to be closed for Memorial Day. For this scenario, you would simply program the month and day of the holiday (i.e. May 29) and the schedule to use. Since you want to extend the weekend by a day and both Saturday's and Sunday's schedules are empty, you could specify either of these two schedules to be used on the holiday instead of Monday's schedule. The System would then set the access level to Code Required on Friday at 05:00 p.m. and would remain at that level until Tuesday at 08:00 a.m., when it would unlock.

If a daily schedule is not available that fits your needs for a particular date, then either of the DY8 or DY9 schedules can be used. For example, let's assume the same scenario as above, however, your facility will not reopen until Tuesday at 12:00 p.m. In this case, you might want to program DY8's schedule to set the access level to Unlocked at 12:00 p.m. and Code Required at 05:00 p.m. You would then set May 30 as a holiday and specify DY8's schedule for use on that day. The System would then set the access level to Code Required on Friday at 05:00 p.m. and would remain at that level until Tuesday at 12:00 p.m., when it would unlock.

Chapter 4 Operation and Indicators

Basic Operation

The System control module has an 11 key pad on top, numbers 0 through 9 and **CL** (Figure 1). Operation is simple: press a code number in sequence. Two lights, one red and the other green, flash to indicate the status of the code that was entered.



The Green Light

If the code is valid, the green light flashes once and the System unlocks. This light also flashes at every key press while in the programming mode.

The Red Light

The red light flashes each time the System re-locks after a code has been entered. Also, if an invalid code is entered, the red light flashes. Invalid codes are either those that are not in the System's user list or codes that are restricted by the access level. The red light also flashes at every key press when the System is in anti-tamper shutdown (refer to **Anti-Tamper** on page 14). The red light will also flash once if a valid code is entered while the access level is set to unlocked.

Important!

Three rapid flashes of the red and green lights indicates that a jam condition has occurred in the motor drive system. Entering the Master code will cause the System to attempt to clear the jam. This condition may indicate an improperly installed System. If the System is properly installed and the condition continues, service may be required.

Manager Operation

A user with Manager privileges can change or set any access level of the lock except Shutdown. In addition the Manager may enable or disable specific groups.

To change the access level of the System, enter a Manager Code, and during the open delay time:

- To set the access level to **Unlocked**:
 - a) Press the 0 key, the green light will flash.
 - b) Press and hold the CL key (approximately 2 seconds) until the green light flashes once.
- To set the access level to **Unlock With Code**:
 - a) Press the 0 key, the green light will flash.
 - b) Press the 1, 2, 3, 4 or 5 keys as required to select the groups that you wish to enable (5 = all groups). The green light will flash for each key press.
 - c) Press and hold the CL key (approximately 2 seconds) until the green light flashes four times.
- To set the access level to **Code Required**:
 - a) Press the 1, 2, 3, 4 or 5 keys as required to select the groups that you wish to enable (5 = all groups). The green light will flash for each key press.

b) Press and hold the CL key (approximately 2 seconds) until the green light flashes two times.

- To set the access level to **Lockout**:

a) Press and hold the CL key (approximately 2 seconds) until the green light flashes three times.



TIP

If the red light flashes while changing the access level, you have paused too long between key presses and the programming session has ended. No programming has been changed. Re-enter the Manager Code and try again.

Supervisor Operation

A user with Supervisor privileges can allow or restrict access by all general users within the Supervisor's home group.

To allow access to all General User codes within a Supervisor's home group, set the group to **unsupervised** as follows: enter the Supervisor code then press and hold the CL key until the green light flashes twice.

To deny access to all General User codes within a Supervisor's home group, set the group to **supervised** as follows: enter the Supervisor code then press and hold the CL key until the red light flashes twice.



Tip

If the System repeatedly denies access to a valid General User code, the user's group may be restricted by a Supervisor code.

Anti-Tamper

The system has an anti-tamper feature that helps frustrate any attempts to “guess” a valid code.

If an invalid code is entered, the red light will flash. After three invalid codes are entered consecutively, the System enters the anti-tamper shutdown mode and the red light will flash for each key press. The System will not accept any code for 10 seconds, after which time, the System resets and will allow a valid code to be entered.

Each time the System enters the Anti-tamper mode, an entry is made in the Audit Log for later retrieval.

|| Chapter 5 || Programming Overview

This section provides an overview of the programming process. We recommend that you read this section thoroughly at least once. Then read Chapters 6 and 7 and practice programming with the System. After you know what results to expect, you can program the System for use.

There are two programming modes, the Command Mode and the Menu Mode. The Command Mode provides limited programming capability and does not require use of the WP4000 Printer. The Menu Mode provides complete programming capability and requires the Printer. Chapter 11 is a Menu Tree that shows the menus that appear when programming in the Menu mode (see page 121) . There is a Quick Reference Programming Guide located on the inside back cover for an overview of programming commands used when programming in the Command mode.

In general, the Master or a Submaster code is required to program the System. The Manager and Supervisor codes have limited programming privileges. Some of the programming commands operate only with the Master code. Refer to the following Table for an overview of programming privileges for each code level.

Code Level	Access/Programming Privileges	Programming Functions
Master	All times	All functions
Submaster	All times except when the access level is set to Shutdown; Programming privileges may be limited by the Master code	All functions, if assigned, except: 1. Change Master code 2. Program Submaster codes 3. Set Shutdown access level
Manager	All times except when the access level is set to Shutdown	1. Can set the access level 2. Can enable or disable groups
Supervisor	Only when access level is Code Required and user group is enabled	Can set access privileges for General Users in the Supervisors home group to unsupervised (allows access for General Users) or supervised (denies access to General Users)
General User	Only when access level is Code Required and user group is enabled and unsupervised	No programming functions
Service	Only when access level is Code Required and as allowed by the Service Code Time setting	No programming functions
Audit	No access privileges - prints Audit Log only	No programming functions

Syntax Conventions

Syntax refers to the order in which you enter a command and any parameters that follow it. You *must* enter each of the elements in the order shown in the syntax line. In this guide, elements that appear in *italic type* are place-holders and represent specific information that you supply. Elements within brackets ([]) represent optional information. A plus (+) character separates individual parameters within the syntax line. The + does **not** indicate that you should enter the sum of the numeric values!

General Programming Operation

There are two programming modes supported: Command mode and Menu mode. When in Command mode, the System will accept a single command line at a time and indicate the result of the command via the red and/or

green lights. The WP4000 wireless printer is not required for programming in the Command mode, however, it may be used to see a printout of the results of the program entry if desired. There are a limited number of functions available from the Command mode; they are:

1. Add, Hold or Restore individual codes to the Lock
2. Set the Access level
3. Enable Group access
4. Disable Group access
5. Set the Service code life time
6. Enter Menu mode
7. End programming session

Refer to the **Quick Reference Programming Guide** located inside the back cover for a summary of the commands and results available while in the Command Mode.

These functions and all others (with the exception of entering the Menu Mode) are also available while in the Menu mode. Menu Mode requires the use of the WP4000 wireless printer which displays the various menus and prompts transmitted to it via infrared light from the System. The System User Capacity and Firmware Version are printed as part of the header information when entering the Menu Mode.

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Chapter 6 Programming in Command Mode

To begin programming, enter the Master or a Submaster code. (As shipped from the factory, the Master Code is set to **5011234**.) The lights will flash 3 times to indicate the battery level (see **Batteries**, page 99). If locked, the System will unlock for access. **To enter the Command Mode**, press (and release) the CL key or begin programming before the red light flashes to indicate the end of the open delay time. The System will remain in the Command mode for a minute after the last key that you pressed. This time-out gives you the necessary time to decide what command you are going to use next.



Tip

You have 5 seconds or the open delay time, if set longer, to begin programming after entering the Master or Submaster code. If you do not press a key during this time, Command mode ends. Pressing the **CL** key right after you enter the Master or Submaster code extends the open delay time-out to one minute for programming.

Because the System automatically ends a programming session after one minute, you do not have to use the End command. However, because the programming mode unlocks the lockset and the lockset remains unlocked for a minute after you stop programming, we recommend that you use the End command to end your programming session (step 5, below).

Note

Unless specified otherwise, a command is completed by pressing and holding the **CL** key until the lights flash (approximately 2 seconds).

To program the System, follow these steps:

- Step 1 Enter the Master or a Submaster code and begin programming within the Open Delay Time (as shipped from the factory, the Open Delay Time is 2 seconds).
- Step 2 Enter the desired command sequence.
- Step 3 **Press and hold the CL** key until the lights flash (unless specified otherwise).
- Step 4 Repeat steps 2 and 3 as required.
- Step 5 When done, press **000** (the End command) to end your programming session.

When you Quit your programming session, the green light flashes to acknowledge the command. The red light flashes immediately afterward to indicate the end of the programming session and the System will lock unless the access level is set to Unlocked.

Indicator Lights

By a single flash or through a sequence of flashes, the lights give you the status of a command that you entered during programming in the Command Mode.

The green light will flash each time a key is pressed during a programming session.

A single long green flash after entering a command means your programming was successful. Typically, two flashes indicate that the System accepted a Supervisor or higher command or code.

The red light flashes whenever the System does not recognize a command, or if a parameter is invalid (e.g., Group number 5). Typically, two red flashes means that the parameter that followed the command is invalid.

Adding/Changing User Codes

Programming Code Required:

Master Code, or
Submaster Code with menu privilege **2-CODES**

To assign a new code or change an existing code, enter the following command sequence while in the Command mode:

$ID + PIN + CL$

where *ID* is the three digit code ID number to which you want to assign the new code (you must enter any leading zeros) and where *PIN* is the PIN you want to assign (it must be the same length as the current Master code PIN).

To indicate the status of your new code, the lights will flash as follows:

Green	The new code is set.
Red-Red	The code is already in use.

Placing Codes on Hold

Programming Code Required:

Master Code, or

Submaster Code with menu privilege **2-CODES**

When a code is placed on hold, all access privileges for the code are temporarily rescinded. The code is **not** removed from the memory of the System and may be restored to full privileges with the restore command (see below) at a later time.

To place a code on hold, enter the following command sequence while in the Command mode:

$86 + ID + CL$

where *ID* is the three digit ID number of the code that you want to remove (you must enter any leading zeros).

To indicate the result of the command, the lights will flash as follows:

Red-Red-Red	The code has been placed on hold.
-------------	-----------------------------------

Restoring Codes

Programming Code Required:

Master Code, or

Submaster Code with menu privilege **2-CODES**

To restore a code from Hold status, enter the following command sequence while in the Command mode:

$87 + ID +$
CL

where *ID* is the three digit ID number of the code that you want to restore (you must enter any leading zeros).

To indicate the result of the command, the lights will flash as follows:

Green	The code is restored.
Green-Green	The Supervisor code has been restored.
Green-Green-Green	The Manager code has been restored.
Red	Invalid command, the code was not on hold.

Assigning Supervisor Privileges

Programming Code Required:

Master Code, or

Submaster Code with menu privilege **2-CODES**

A user with Supervisor privileges can allow or restrict access by all general users within the Supervisor's home group.

To assign Supervisor privileges to a general user, enter the following command sequence while in the Command mode:

$88 + ID +$
CL

To indicate the results of the command, the lights will flash as follows:

Green-Green	Supervisor privileges assigned
Red	Invalid ID number

Assigning Manager Privileges

Programming Code Required:

Master Code or

Submaster Code with menu privilege **2** (codes)

A user with Manager privileges can change or set any access level of the lock except Shutdown. In addition the Manager may enable or disable specific groups.

To assign Manager privileges to a general user, enter the following command sequence while in the Command mode:

$89 + ID +$
CL

To indicate the results of the command, the lights will flash as follows:

Green-Green-Green	Manager privileges assigned
Red	Invalid ID number

Access Level

Programming Code Required:

Master Code, or

Submaster Code with menu privilege **3-ACCESS**

To set the access level of the System, enter the following command sequence while in the Command mode:

$90 + \textit{Level} + \textit{CL}$

where *Level* is the Access level to set: 1-Unlocked, 2-Code Required, 3-Lockout or 4-Shutdown. (4-Shutdown is only programmable with the Master code)

To indicate the Access Level, the lights will flash as follows:

Green	Level 1: Lockset is unlocked. 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).
Green-Green	Level 2: Code required
Green-Green-Green	Level 3: Lockout
Green-Green-Green-Green	Level 4: Shutdown
Red-Red	Invalid Access Level

Enable Groups

Programming Code Required:

Master Code, or

Submaster Code with menu privilege **3-ACCESS**

With the Enable Groups command, you can re-enable a previously disabled user group (or groups). This command may also be used to set a group's level of supervision to supervised or unsupervised in the absence of a Supervisor code. For example, if the supervisor of a work group is out ill, then you can use this command to allow access to the workers within the affected Group.

When you enable a group, the level of supervision for the group is determined by the type of group. If the group contains one or more Supervisor codes, the group's supervision will default to supervised. If there are no Supervisor codes within the group, the group's supervision will default to unsupervised.

The length of time you hold the **CL** key determines whether a Group's supervision will be set to its default (1 green flash) or be forced to unsupervised (2 green flashes). If you want the supervised Groups to be unsupervised, continue to hold the **CL** key after the first green flash until there are two more green flashes (approximately 2 seconds).

To enable access for a group or groups, enter the following command sequence while in the Command mode:

$91 + [1] + [2] + [3] + [4] + \text{CL}$
--

where 1, 2, 3 and 4 represent the Group number(s) you want to enable. **If you want to enable all Groups, do not enter any Group numbers.**

To indicate the status of the command, the lights will flash as follows:

Green	Selected Groups (or all Groups) set to Supervised.
Green-Green	Selected Groups (or all Groups) fully enabled and have unlimited access.
Red-Red	Invalid Group number.

Disable Groups

Programming Code Required:

Master Code, or

Submaster Code with menu privilege **3-ACCESS**

The Disable Groups command is used to restrict access to **all codes, except codes with Manager privileges**, within a group (or groups).

To disable access for a user group or groups, enter the following command sequence while in the Command mode:

$92 + [1] + [2] + [3] + [4] + CL$

where 1, 2, 3 and 4 represent the Group number(s) you want to disable. **If you want to disable all Groups, do not enter any Group numbers.**

To indicate the status of the groups, the lights will flash as follows:

Green	Selected Groups (or all Groups) disabled.
Red-Red	Invalid Group number.

Setting the Service Code Time

Programming Code Required:

Master Code, or

Submaster Code with menu privilege **2-CODES**

The Service code time defines the length of time that the Service code remains active after its first use. To set the Service code time, enter the following command sequence while in the Command mode:

$94 + hh + mm + CL$

where *hh* is hours in the range 00 - 99 and *mm* is minutes in the range 01 - 59. (You must add a leading 0 for hours and minutes 9 or less, e.g., 0507).

The System ships from the factory with the Service code time set to one hour (0100).

Note

Setting the Service code time to 00:00 provides a 'One-time' use code.

Setting the Service code time to 99:99 will allow the Service code to remain valid indefinitely.

To indicate the status of the Service code time, the lights will flash as follows:

Green	Time set.
Red-Red	Invalid time.

ID Status Inquiry

Programming Code Required:

Master Code or Submaster Code

The ID Status Inquiry command allows you to query the system about whether a particular User Code ID Number is currently in use, on hold or is unassigned.

To inquire about the status of any User Code ID Number, enter the following command sequence while in the Command mode:

ID + CL

To indicate the status of the User Code ID Number, the lights will flash as follows:

Green	User Code is in use
Green-Green	Active Supervisor Code
Green-Green-Green	Active Manager Code
Green-Red	User Code is on hold
Green-Green-Red	Supervisor Code is on hold
Green-Green-Green-Red	Manager Code is on hold
Red-Red-Red	Code ID is currently unassigned

Enter Menu Mode

Programming Code Required:

Master Code, or **Submaster Code**

To exit Command mode and enter Menu mode, enter the following command sequence while in the Command mode:

99

Note: This command executes immediately, you do not need to press and hold the CL key to enter it.

End Programming Session

To exit Command mode, enter the following command sequence while in the Command mode:

000

Note: This command executes immediately, you do not need to press and hold the CL key to enter it.

Chapter 7 Programming in Menu Mode

Programming in Menu mode requires the use of the WP4000 wireless printer. Before programming for the first time, familiarize yourself with the printer controls and its operation (see Chapter 9, *The WP4000 Printer*).

Holding the Printer

Because the printer couples to the System optically, you must take care to hold it as shown in Figure 2 below. If you move the printer so that it cannot “see” the optical transmitter on the System, the printer will stop printing. If this happens, you will have to press **CL**, then re-enter the command.

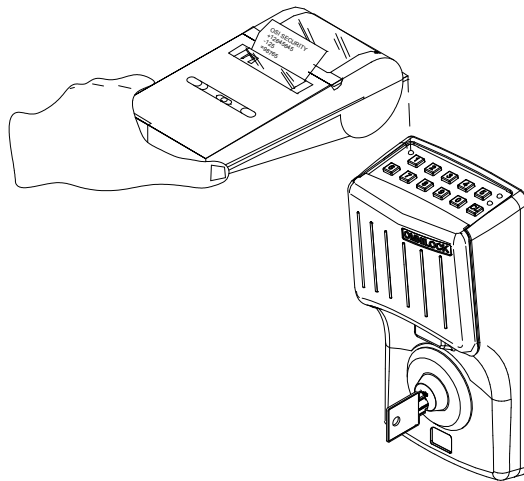


Figure 2 Holding the Printer

Entering the Menu Mode

Turn on the power to the WP4000 Printer and position the Printer above the System. Enter the Master Code or a Submaster Code (As shipped from the

factory, the Master Code is set to 5011234.) The lights will flash to indicate the battery level (see **Batteries**, page 99). If locked, the System will unlock for access. The Printer will print COMMAND # ?. Press 99 within five seconds to begin programming. The "log on" header and the Main Menu similar to below will print.

OMNILOCK 500 v2.05
(C) Stanley SECURITY
SOLUTIONS
LOCATION #123456 BAT:3
MON 03/01/99 07:54pm
ACCESS: C/R s + + -
----- MAIN MENU -----
1-AUDIT 2-CODES 3-ACCESS
4-SCHEDULE 5-SETUP 0-END

The log on header displays the following information:

1. The model and firmware version of your System, such as **OMNILOCK 500 v2.05**
2. The user programmed location of the System, such as **LOCATION #123456**
3. The current battery status from 3 (new) to 0 (low battery shutdown), such as **BAT: 3**
4. The system date and time, such as **MON 03/01/99 07:54pm**
5. The current access level in affect, such as:
C/R s + + - (Where C/R represents Code Required level and 's + + -' represents the security level of code groups 1 through 4; (s) supervised, (+) enabled/unsupervised, (-) disabled)
or **U/C s + + -** (Where U/C represents Unlock with Code level and 's + + -' represents the group security levels)
or **UNLOCKED**
or **LOCKOUT**
or **SHUTDOWN**

All programming steps begin from the Main Menu. The Main Menu lists the following options. To select an option, press the key corresponding to the number of the option.

- 1-AUDIT (Select to print the Audit Log.)
- 2-CODES (Select to manage codes.)
- 3-ACCESS (Select to set the access level.)
- 4-SCHEDULE (Select to edit the Schedule or Holiday List.)
- 5-SETUP (Select to modify general settings.)
- 0-END (Select to end the programming session.)



Tip

To return to the Main Menu at any time while in Menu mode, press and hold the CL key for approximately 1.5 seconds.

Operational Control Features

End Command

Pressing 0 in response to any menu will cause the System to exit Menu mode and terminate the programming session. (Note: Ending Menu mode does not return you to Command mode. To return to Command mode, you must reenter the Master code or the Submaster code and the desired programming code.)

Keyboard Time-out

If a key is not pressed for approximately one minute, the System will automatically exit Menu mode and terminate the programming session. Because the System automatically ends a programming session after one minute, you do not have to use the End command. However, because the programming mode unlocks the lockset and the lockset remains unlocked for one minute after you stop programming, we recommend that you use the End command to end your programming session.

To Correct an Error

While entering data, briefly press the CL key to clear erroneous numbers entered BEFORE the System has accepted the data.

To Correct an Error After Entry

Return to the previous menu and re-enter the data.

Reprinting a Menu

To return to the previous menu or prompt, press the CL key as the first key whenever data is requested.

Printing an Audit Log

Programming Code Required:

Master Code, or

Submaster Code with menu privilege **1-AUDIT**

Note: The Audit Code may also be used to print the Audit Log without entering programming mode.

To output the Audit Log to the printer, while in Menu mode, press 1-AUDIT from the Main Menu:



```
----- MAIN MENU -----  
1-AUDIT 2-CODES 3-ACCESS  
4-SCHEDULE 5-SETUP 0-END
```

The printer will print up to eight lines at a time and then pause. At this time enter 1-MORE to continue, 2-REPRINT to reprint the previous eight lines, or CL-DONE to end the printout.

```
----- AUDIT LOG -----  
LOCATION #123456 BAT:3  
MON 05/29/95 08:26pm  
1-MORE 2-REPRINT CL-DONE  
MON 05/29/95  
08:26pm 501-LOG ON  
04:28pm 204-ENTRY  
FRI 05/28/95  
05:00pm 000 C/R s - + +  
08:00am 000 UNLOCKED  
-----
```

In the sample Audit Log printout above, the dates are the dates of the events, the times are the times of the events, the 3 digit numbers following the times are the code ID numbers, and the words after the ID numbers (e.g., LOG ON) are the events themselves. An ID number of **000** indicates an action taken by the System (no code was used).

Possible events include:

ANTI-TAMPER	Anti-tamper mode set
ATTEMPT	Attempted access by restricted code
AUDIT LOG	Audit Code Used
LOW BATTERY	Low Battery Level Set
C/R x x x x	Code Required Access Level Set x x x x represents group security levels
ENTRY	Access Granted
LOG ON	Menu Mode entered
MOTOR FAIL	Motor Drive System Failed
SHUTDOWN	Shutdown Access Level Set
U/C x x x x	Unlock with Code Access Level Set x x x x represents group security levels
UNLOCKED	Unlocked Access Level Set
LOCKOUT	Lockout Access Level Set
DST	Daylight Savings Time change

The following events only print in the Audit Log if they were entered from the Command Mode.

x x x x	Group level(s) set (where x can be (+) enabled, (–) disabled, (s) supervised)
xxx ADD	Code ID xxx added
xxx HOLD	Code ID xxx placed on hold
xxx RESTORE	Code ID xxx restored
SVC hh:mm	Service Code Time set to “hh” hours and “mm” minutes

User Codes

Adding User Codes

Programming Code Required:

Master Code, or

Submaster Code with menu privilege **2-CODES**

To add User codes to the System, select 2-CODES from the Main Menu:



----- MAIN MENU -----
1-AUDIT **2-CODES** 3-ACCESS
4-SCHEDULE 5-SETUP 0-END

Next, select 1-USER from the Codes Menu:



----- CODES MENU -----
1-USER 2-SERVICE 3-AUDIT
4-SUBMASTERS 5-MASTER

Note

A Submaster can not change other Submaster codes or the Master code, therefore the Codes Menu appears as shown below when a Submaster code is used.

----- CODES MENU -----
1-USER 2-SERVICE 3-AUDIT

Next, select 1-ADD from the User Codes Menu:



--- USER CODES MENU ---
1-ADD 2-REMOVE 3-VERIFY
4-HOLD 5-RESTORE
6-GROUPS 7-EXTEND

If the code length in use on the System is 7, 8 or 9 digits, the following prompt will print. Otherwise, skip ahead to the next step -- "STARTING ID".

(1-4)AUTOCODE 5-MANUAL

To have the System **automatically** generate and assign PINs for you, select the Facility Autocode number to use (1-4). Each Facility Autocode number must have been previously programmed before it can be used. (**See Setting The Facility Autocodes**, page 95). To add the code PINs **manually**, select 5-MANUAL. Once you have made your selection, the following prompt will print:

STARTING ID (###)?

Enter the three digit code ID at which you want to begin adding (you must enter any leading zeros) or press the CL key if you are finished adding User codes. When you have entered a valid starting ID number, the following prompt will print:

ENDING ID (###)?

Enter the last three digit code ID that you want to add or, if you are only adding a single User code, press the CL key and the System will accept the starting ID number that you entered above as the ending ID number.

If you elected to add codes with the Autocode feature, a confirmation of the codes added will print and the starting ID prompt will then reprint. Otherwise, you will be prompted to enter the PIN for each code ID number that you are adding. For example:

001: 4 DIGIT PIN?

The first three digits of the prompt represent the Code ID to which the PIN will be assigned. If you are using a PIN length of 5 or 6 digits, the prompt will reflect it accordingly. When all of the PINs have been entered, a confirmation of the User IDs added will print and the starting ID prompt will then reprint.

Important!

Before you can add a block of User codes, all codes within the block must be available. If you are not sure, first clear the block by removing all of the codes. Another way to quickly determine what blocks of codes are available is to verify users **without** printing PINs or groups.

Removing User Codes

Programming Code Required:

Master Code, or

Submaster Code with menu privilege **2-CODES**

To remove User codes from the System, select 2-CODES from the Main Menu:



----- MAIN MENU -----

1-AUDIT **2-CODES** 3-ACCESS

4-SCHEDULE 5-SETUP 0-END

Next, select 1-USER from the Codes Menu:



----- CODES MENU -----

1-USER 2-SERVICE 3-AUDIT

4-SUBMASTERS 5-MASTER

Note

A Submaster can not change other Submaster codes or the Master code, therefore the Codes Menu appears as shown below when a Submaster code is used.

```
----- CODES MENU -----
1-USER 2-SERVICE 3-AUDIT
```

Next, select 2-REMOVE from the User Codes Menu:



```
--- USER CODES MENU ---
1-ADD 2-REMOVE 3-VERIFY
4-HOLD 5-RESTORE
6-GROUPS 7-EXTEND
```

The following prompt will print:

```
STARTING ID (###)?
```

Enter the three digit code ID at which you want to begin removing codes (you must enter any leading zeros) or press the CL key if you are finished removing User codes. When you have entered a valid starting ID number, the following prompt will print:

```
ENDING ID (###)?
```

Enter the last three digit code ID that you want to remove or, if you are only removing a single User code, press the CL key and the System will accept the starting ID number that you entered above as the ending ID number. When you have entered a valid ending ID number, the System will prompt you for confirmation before removing the specified block of User codes such as follows:

```
REMOVE USERS 100-300 ?
1-YES 2-NO
```

Select 1-YES to remove the specified block of User codes. Select 2-NO to abort without removing codes. Once you have made your selection and if

any codes were removed, a confirmation will be printed. The starting ID prompt will then reprint.

Verifying User Codes

Programming Code Required:

Master Code, or

Submaster Code with menu privilege **2-CODES**

To verify User codes (print a list of assigned codes), select 2-CODES from the Main Menu:



```
----- MAIN MENU -----  
1-AUDIT 2-CODES 3-ACCESS  
4-SCHEDULE 5-SETUP 0-END
```

Next, select 1-USER from the Codes Menu:



```
----- CODES MENU -----  
1-USER 2-SERVICE 3-AUDIT  
4-SUBMASTERS 5-MASTER
```

Note

A Submaster can not change other Submaster codes or the Master code, therefore the Codes Menu appears as shown below when a Submaster code is used.

```
----- CODES MENU -----  
1-USER 2-SERVICE 3-AUDIT
```

Next, select 3-VERIFY from the User Codes Menu:



```
--- USER CODES MENU ---  
1-ADD 2-REMOVE 3-VERIFY  
4-HOLD 5-RESTORE  
6-GROUPS 7-EXTEND
```


The following prompt will print:

PRINT PINs? 1-YES 2-NO

Select 1-YES if you want the PINs to be printed, otherwise select 2-NO. Once you have made your selection, the following prompt will print:

PRINT GROUPS? 1-YES 2-NO

Select 1-YES if you want to print the group membership for the User ID codes, otherwise select 2-NO. Once you have made your selection, the following prompt will print:

STARTING ID (###)?

Enter the three digit code ID at which you want to begin the User Verify Report (you must enter any leading zeros) or press the CL key if you are finished verifying User codes. When you have entered a valid starting ID number, the following prompt will print:

ENDING ID (###)?

Enter the last three digit code ID that you want to verify or, if you are only verifying a single User code, press the CL key and the Lock will accept the starting ID number that you entered above as the ending ID number. When you have entered a valid ending ID number, the System will print the requested Verify User Report.

The printer will print up to eight lines at a time and then pause. At this time enter 1-MORE to continue, 2-REPRINT to reprint the previous eight lines, or CL-DONE to end the printout.

```
-- VERIFY USER REPORT --
1-MORE 2-REPRINT CL-DONE
001-1234  GRP: 1,3,4
002-2345  GRP: 1
003-5678  GRP: 1,3,4
-----
```

Sample Verify User Report With PINs and Groups

```
-- VERIFY USER REPORT --  
1-MORE 2-REPRINT CL-  
DONE  
001-1234 002-2345  
003-1234 004-4567  
005-5678s 006-6789  
-----
```

Sample Verify User Report With PINs and No Groups

```
-- VERIFY USER REPORT --  
1-MORE 2-REPRINT CL-  
DONE  
001-    GRP: 1,3,4  
002-    GRP: 1  
003-    GRP: 1,3,4  
004-    GRP: 1  
005-s    GRP: 1  
-----
```

Sample Verify User Report With Groups and No PINs

```
-- VERIFY USER REPORT --  
1-MORE 2-REPRINT CL-  
DONE  
#001-#010 #022-#125  
#135-#175 #200-#500  
-----
```

Sample Verify User Report Without PINs or Groups

Note: An 's' after the code ID or PIN in the above reports indicates a Supervisor code, an 'm' indicates a Manager code.

When the report has finished, the starting ID prompt will reprint.

Assigning Extended Group Membership

Programming Code Required:

Master Code, or
Submaster Code with menu privilege **2-CODES**

To assign extended group membership privileges for User, Supervisor or Manager codes, select 2-CODES from the Main Menu:



```
----- MAIN MENU -----
1-AUDIT 2-CODES 3-ACCESS
4-SCHEDULE 5-SETUP 0-END
```

Next, select 1-USER from the Codes Menu:



```
----- CODES MENU -----
1-USER 2-SERVICE 3-AUDIT
4-SUBMASTERS 5-MASTER
```

Note

A Submaster can not change other Submaster codes or the Master code, therefore the Codes Menu appears as shown below when a Submaster code is used.

```
----- CODES MENU -----
1-USER 2-SERVICE 3-AUDIT
```

Next, select 6-GROUPS from the User Codes Menu:



```
--- USER CODES MENU ---
1-ADD 2-REMOVE 3-VERIFY
4-HOLD 5-RESTORE
6-GROUPS 7-EXTEND
```

The following prompt will print:

```
STARTING ID (###)?
```

Enter the three digit code ID at which you want to begin assigning extended group membership (you must enter any leading zeros) or press the CL key if you are finished assigning groups. When you have entered a valid starting ID number, the following prompt will print:

ENDING ID (###)?

Enter the last three digit code ID to which you want to assign extended group membership, or, if you are only assigning membership for a single code, press the CL key and the System will accept the starting ID number that you entered above as the ending ID number. When you have entered a valid ending ID number, the following prompt will print:

SELECT USER GROUPS
(1-4, 5-ALL, CL-DONE)?

Press the group number for each group for which you wish to extend membership to the selected code block. If you are assigning membership to all groups, press 5. When you have finished specifying group numbers, press the CL key.

If you press the CL key before making any selections, no changes will be made to the group membership of the specified code block. Otherwise, the selected group membership will be assigned to the specified code block and a confirmation of these changes will print. Once completed, the starting ID prompt will reprint.

Note

The System will not allow you to remove the home group of a code from its assigned membership. (See **Setting Group Boundaries**, page 93 for setting home group boundaries.)

Placing User Codes On Hold

Programming Code Required:

Master Code, or

Submaster Code with menu privilege **2-CODES**

To place User codes on Hold, select 2-CODES from the Main Menu:



```

----- MAIN MENU -----
1-AUDIT 2-CODES 3-ACCESS
4-SCHEDULE 5-SETUP 0-END
    
```

Next, select 1-USER from the Codes Menu:



```

----- CODES MENU -----
1-USER 2-SERVICE 3-AUDIT
4-SUBMASTERS 5-MASTER
    
```

Note

A Submaster can not change other Submaster codes or the Master code, therefore the Codes Menu appears as shown below when a Submaster code is used.

```

----- CODES MENU -----
1-USER 2-SERVICE 3-AUDIT
    
```

Next, select 4-HOLD from the User Codes Menu:



```

--- USER CODES MENU ---
1-ADD 2-REMOVE 3-VERIFY
4-HOLD 5-RESTORE
6-GROUPS 7-EXTEND
    
```

The following prompt will print:

```

HOLD ID (###)?
    
```

Enter the three digit code ID that you want to place on Hold (you must enter any leading zeros) or press the CL key if you are finished placing User codes on Hold. When you have entered a valid code ID number, confirmation of the change will print and the above prompt will reprint.

Restoring User Codes

Programming Code Required:

Master Code, or
Submaster Code with menu privilege **2-CODES**

To Restore User codes from Hold status to active status, select 2-CODES from the Main Menu:



----- MAIN MENU -----
1-AUDIT **2-CODES** 3-ACCESS
4-SCHEDULE 5-SETUP 0-END

Next, select 1-USER from the Codes Menu:



----- CODES MENU -----
1-USER 2-SERVICE 3-AUDIT
4-SUBMASTERS 5-MASTER

Note

A Submaster can not change other Submaster codes or the Master code, therefore the Codes Menu appears as shown below when a Submaster code is used.

----- CODES MENU -----
1-USER 2-SERVICE 3-AUDIT

Next, select 5-RESTORE from the User Codes Menu:



--- USER CODES MENU ---
1-ADD 2-REMOVE 3-VERIFY
4-HOLD **5-RESTORE**
6-GROUPS 7-EXTEND

The following prompt will print:

RESTORE ID (###)?

Enter the three digit code ID that you want to Restore (you must enter any leading zeros) or press the CL key if you are finished restoring User codes. When you have entered a valid code ID number, confirmation of the change will print and the above prompt will reprint.

Assigning Supervisor Codes

Programming Code Required:

Master Code, or

Submaster Code with menu privilege **2-CODES**

Note

Before assigning Supervisor Codes, the System should have been through an unlock and lock cycle. Otherwise the Access Level will be incorrectly reported until the Access Level is Subsequently changed manually or by the Time Schedule.

To assign Supervisor privileges to an active User code, select 2-CODES from the Main Menu:



----- MAIN MENU -----
1-AUDIT **2-CODES** 3-ACCESS
4-SCHEDULE 5-SETUP 0-END

Next, select 1-USER from the Codes Menu:



----- CODES MENU -----
1-USER 2-SERVICE 3-AUDIT
4-SUBMASTERS 5-MASTER

Note

A Submaster can not change other Submaster codes or the Master code, therefore the Codes Menu appears as shown below when a Submaster code is used.

----- CODES MENU -----
1-USER 2-SERVICE 3-AUDIT

Next, select 7-EXTEND from the User Codes Menu:



--- USER CODES MENU ---
1-ADD 2-REMOVE 3-VERIFY
4-HOLD 5-RESTORE
6-GROUPS **7-EXTEND**

The following prompt will print:

EXTENDED USER TYPE?
1-SUPERVISOR 2-MANAGER

Select 1-SUPERVISOR

The following prompt will print:

EXTEND USER ID (###)?

Enter the three digit code ID to which you want to assign Supervisor privileges (you must enter any leading zeros) or press the CL key if you are finished assigning Supervisor privileges. When you have entered a valid ID number, a confirmation of the change will print and the above prompt will reprint.

Assigning Manager Codes

Programming Code Required:

Master Code, or
Submaster Code with menu privilege **2-CODES**

To assign Manager privileges to an active User code, select 2-CODES from the Main Menu:



```
----- MAIN MENU -----  
1-AUDIT 2-CODES 3-ACCESS  
4-SCHEDULE 5-SETUP 0-END
```

Next, select 1-USER from the Codes Menu:



```
----- CODES MENU -----  
1-USER 2-SERVICE 3-AUDIT  
4-SUBMASTERS 5-MASTER
```

Note

A Submaster can not change other Submaster codes or the Master code, therefore the Codes Menu appears as shown below when a Submaster code is used.

```
----- CODES MENU -----  
1-USER 2-SERVICE 3-AUDIT
```

Next, select 7-EXTEND from the User Codes Menu:



```
--- USER CODES MENU ---  
1-ADD 2-REMOVE 3-VERIFY  
4-HOLD 5-RESTORE  
6-GROUPS 7-EXTEND
```

The following prompt will print:

```
EXTENDED USER TYPE?  
1-SUPERVISOR 2-MANAGER
```

Select 2-MANAGER

The following prompt will print:

EXTEND USER ID (###)?

Enter the three digit code ID to which you want to assign Manager privileges (you must enter any leading zeros) or press the CL key if you are finished assigning Manager privileges. When you have entered a valid ID number, a confirmation of the change will print and the above prompt will reprint.

Service Code

Adding the Service Code

Programming Code Required:

Master Code, or

Submaster Code with menu privileges **2-CODES**

To add the Service code to the System, select 2-CODES from the Main Menu:



----- MAIN MENU -----
1-AUDIT **2-CODES** 3-ACCESS
4-SCHEDULE 5-SETUP 0-END

Next, select 2-SERVICE from the Codes Menu:



----- CODES MENU -----
1-USER **2-SERVICE** 3-AUDIT
4-SUBMASTERS 5-MASTER

Note

A Submaster can not change other Submaster codes or the Master code, therefore the Codes Menu appears as shown below when a Submaster code is used.

```
----- CODES MENU -----
1-USER 2-SERVICE 3-AUDIT
```

Next, select 1-ADD from the Service Code Menu:



```
-- SERVICE CODE MENU ---
1-ADD 2-REMOVE 3-VERIFY
4-HOLD 5-RESTORE
6-TIME LIMIT (01:00)
```

The following prompt will print:

```
510: 4 DIGIT PIN?
```

If you are using 5 or 6 digit PINs, the prompt will reflect it accordingly. Enter the PIN that you wish to assign for the Service code or press the CL key to abort without changing the Service code.

Once you have entered the PIN, a confirmation of the change will print and the Service Code Menu will then reprint.

Removing the Service Code

Programming Code Required:

Master Code, or

Submaster Code with menu privilege **2-CODES**

To remove the Service code from the System, select 2-CODES from the Main Menu:



```
----- MAIN MENU -----  
1-AUDIT 2-CODES 3-ACCESS  
4-SCHEDULE 5-SETUP 0-END
```

Next, select 2-SERVICE from the Codes Menu:



```
----- CODES MENU -----  
1-USER 2-SERVICE 3-AUDIT  
4-SUBMASTERS 5-MASTER
```

Note

A Submaster can not change other Submaster codes or the Master code, therefore the Codes Menu appears as shown below when a Submaster code is used.

```
----- CODES MENU -----  
1-USER 2-SERVICE 3-AUDIT
```

Next, select 2-REMOVE from the Service Code Menu:



```
-- SERVICE CODE MENU ---  
1-ADD 2-REMOVE 3-VERIFY  
4-HOLD 5-RESTORE  
6-TIME LIMIT (01:00)
```

The following prompt will print:

```
REMOVE SERVICE CODE?  
1-YES 2-NO
```

Press 1-YES to remove the Service code. Otherwise, press 2-NO to abort without removing the Service code.

If 1-YES is pressed, the following conformation will print:

SERVICE CODE REMOVED

The Service Code Menu will then reprint.

Verifying the Service Code

Programming Code Required:

Master Code, or

Submaster Code with menu privilege **2-CODES**

To verify the Service code setting, select 2-CODES from the Main Menu:



----- MAIN MENU -----
1-AUDIT **2-CODES** 3-ACCESS
4-SCHEDULE 5-SETUP 0-END

Next, select 2-SERVICE from the Codes Menu:



----- CODES MENU -----
1-USER **2-SERVICE** 3-AUDIT
4-SUBMASTERS 5-MASTER

Note

A Submaster can not change other Submaster codes or the Master code, therefore the Codes Menu appears as shown below when a Submaster code is used.

----- CODES MENU -----
1-USER 2-SERVICE 3-AUDIT

Next, select 3-VERIFY from the Service Code Menu:



-- SERVICE CODE MENU ---
1-ADD 2-REMOVE **3-VERIFY**
4-HOLD 5-RESTORE
6-TIME LIMIT (01:00)

If the Service code is assigned, the following will print:

SERVICE CODE 510-1234

Where 1234 is the PIN assigned to the Service code.

If the Service code is currently on hold, the following will print:

SERVICE CODE ON HOLD

If the Service code is not currently assigned, the following will print:

SERVICE CODE UNASSIGNED

Once the status of the Service code is printed, the Service Code Menu will reprint.

Placing The Service Code On Hold

Programming Code Required:

Master Code, or

Submaster Code with menu privilege **2-CODES**

To place the Service code on Hold, select 2-CODES from the Main Menu:



----- MAIN MENU -----
1-AUDIT **2-CODES** 3-ACCESS
4-SCHEDULE 5-SETUP 0-END

Next, select 2-SERVICE from the Codes Menu:



----- CODES MENU -----
1-USER **2-SERVICE** 3-AUDIT
4-SUBMASTERS 5-MASTER

Note

A Submaster can not change other Submaster codes or the Master code, therefore the Codes Menu appears as shown below when a Submaster code is used

----- CODES MENU -----
1-USER 2-SERVICE 3-AUDIT

Next, select 4-HOLD from the Service Code Menu:



-- SERVICE CODE MENU --
1-ADD 2-REMOVE 3-VERIFY
4-HOLD 5-RESTORE
6-TIME LIMIT (01:00)

The following conformation will print:

SERVICE CODE ON HOLD

The above prompt will then reprint.

Restoring The Service Code

Programming Code Required:

Master Code, or

Submaster Code with menu privilege **2-CODES**

To Restore the Service code, select 2-CODES from the Main Menu:



----- MAIN MENU -----
1-AUDIT **2-CODES** 3-ACCESS
4-SCHEDULE 5-SETUP 0-END

Next, select 2-SERVICE from the Codes Menu:



----- CODES MENU -----
1-USER **2-SERVICE** 3-AUDIT
4-SUBMASTERS 5-MASTER

Note

A Submaster can not change other Submaster codes or the Master code, therefore the Codes Menu appears as shown below when a Submaster code is used.

----- CODES MENU -----
1-USER 2-SERVICE 3-AUDIT

Next, select 5-RESTORE from the Service Code Menu:



-- SERVICE CODE MENU --
1-ADD 2-REMOVE 3-VERIFY
4-HOLD **5-RESTORE**
6-TIME LIMIT (01:00)

The following confirmation will print:

SERVICE CODE RESTORED

The above prompt will then reprint.

Setting the Service Code Time Limit

Programming Code Required:

Master Code, or

Submaster Code with menu privilege **2-CODES**

The Service code time limit defines the length of time that the Service code remains active after its first use. To set the Service code time, select 2-CODES from the Main Menu:



----- MAIN MENU -----
1-AUDIT **2-CODES** 3-ACCESS
4-SCHEDULE 5-SETUP 0-END

Next, select 2-SERVICE from the Codes Menu:



```
----- CODES MENU -----
1-USER 2-SERVICE 3-AUDIT
4-SUBMASTERS 5-MASTER
```

Note

A Submaster can not change other Submaster codes or the Master code, therefore the Codes Menu appears as shown below when a Submaster code is used.

```
----- CODES MENU -----
1-USER 2-SERVICE 3-AUDIT
```

The current setting for the Service Code Time Limit is displayed in parentheses immediately following the 6-TIME LIMIT option on the Service Code Menu.

If you want to change the Time Limit, select 6-TIME LIMIT from the Service Code Menu:



```
-- SERVICE CODE MENU ---
1-ADD 2-REMOVE 3-VERIFY
4-HOLD 5-RESTORE
6-TIME LIMIT (01:00)
```

If you select 6-TIME LIMIT, the following prompt will print:

```
SVC CODE TIME (hhmm)?
```

Enter the new Service code time limit as *hhmm*, where *hh* is hours in the range 00 - 99 and *mm* is minutes in the range 01 - 59. (You must add a leading 0 for hours and minutes less than 9, e.g., 0507). The System ships from the factory with the Service Code Time set to one hour (0100).

Note

Setting the Service code time to 00:00 provides a 'One-time' use code.

Setting the Service code time to 99:99 will allow the Service code to remain valid indefinitely.

Once you have entered a new Service Code Time Limit, the Service Code Menu will reprint. You can then verify the change by observing the new time limit displayed.

Audit Code

Adding the Audit Code

Programming Code Required:

Master Code, or

Submaster Code with menu privilege **2-CODES**

To add the Audit code to the System, select 2-CODES from the Main Menu:



```
----- MAIN MENU -----  
1-AUDIT 2-CODES 3-ACCESS  
4-SCHEDULE 5-SETUP 0-END
```

Next, select 3-AUDIT from the Codes Menu:



```
----- CODES MENU -----  
1-USER 2-SERVICE 3-AUDIT  
4-SUBMASTERS 5-MASTER
```

Note

A Submaster can not change other Submaster codes or the Master code, therefore the Codes Menu appears as shown below when a Submaster code is used.

```
----- CODES MENU -----
1-USER 2-SERVICE 3-AUDIT
```

Next, select 1-ADD from the Audit Code Menu:



```
--- AUDIT CODE MENU ---
1-ADD 2-REMOVE 3-VERIFY
4-HOLD 5-RESTORE
```

The following prompt will print:

```
511: 4 DIGIT PIN?
```

If you are using 5 or 6 digit PINs, the prompt will reflect it accordingly. Enter the PIN that you wish to assign for the Audit code or press the CL key to abort without changing the Audit code.

The following confirmation will print:

```
AUDIT CODE ADDED
```

The Audit Code Menu will then reprint.

Removing the Audit Code

Programming Code Required:

Master Code, or

Submaster Code with menu privilege **2-CODES**

To remove the Audit code from the System, select 2-CODES from the Main Menu:



----- MAIN MENU -----
1-AUDIT **2-CODES** 3-ACCESS
4-SCHEDULE 5-SETUP 0-END

Next, select 3-AUDIT from the Codes Menu:



----- CODES MENU -----
1-USER 2-SERVICE **3-AUDIT**
4-SUBMASTERS 5-MASTER

Note

A Submaster can not change other Submaster codes or the Master code, therefore the Codes Menu appears as shown below when a Submaster code is used.

----- CODES MENU -----
1-USER 2-SERVICE 3-AUDIT

Next, select 2-REMOVE from the Audit Code Menu:



--- AUDIT CODE MENU ---
1-ADD **2-REMOVE** 3-VERIFY
4-HOLD 5-RESTORE

The following prompt will print:

REMOVE AUDIT CODE?
1-YES 2-NO

Press 1-YES to remove the Audit code. Otherwise, press 2-NO to abort without removing the Audit code.

If 1-YES is pressed the following confirmation will print:

AUDIT CODE REMOVED

The Audit Code Menu will then reprint.

Verifying the Audit Code

Programming Code Required:

Master Code, or

Submaster Code with **2-CODES** menu privileges

To verify the Audit code setting, select 2-CODES from the Main Menu:



----- MAIN MENU -----
1-AUDIT **2-CODES** 3-ACCESS
4-SCHEDULE 5-SETUP 0-END

Next, select 3-AUDIT from the Codes Menu:



----- CODES MENU -----
1-USER 2-SERVICE **3-AUDIT**
4-SUBMASTERS 5-MASTER

Note

A Submaster can not change other Submaster codes or the Master code, therefore the Codes Menu appears as shown below when a Submaster code is used.

----- CODES MENU -----
1-USER 2-SERVICE 3-AUDIT

Next, select 3-VERIFY from the Audit Code Menu:



--- AUDIT CODE MENU ---
1-ADD 2-REMOVE **3-VERIFY**
4-HOLD 5-RESTORE

If the Audit code is assigned, the following will print:

AUDIT CODE 511-1234

Where 1234 is the PIN assigned to the Audit code.

Otherwise, if the Audit code is currently on hold, the following will print:

AUDIT CODE ON HOLD

Otherwise, if the Audit code is not currently assigned, the following will print:

AUDIT CODE UNASSIGNED

Once the status of the Audit code is printed, the Audit Code Menu will reprint.

Placing the Audit Code on Hold

Programming Code Required:

Master Code, or

Submaster Code with **2-CODES** menu privileges

To place the Audit Code on hold, select 2-CODES from the Main Menu:



----- MAIN MENU -----
1-AUDIT **2-CODES** 3-ACCESS
4-SCHEDULE 5-SETUP 0-END

Next, select 3-AUDIT from the Codes Menu:



----- CODES MENU -----
1-USER 2-SERVICE **3-AUDIT**
4-SUBMASTERS 5-MASTER

Next, select 4-HOLD from the Audit Code Menu:



--- AUDIT CODE MENU ---
1-ADD 2-REMOVE 3-VERIFY
4-HOLD 5-RESTORE

The following confirmation will print:

AUDIT CODE ON HOLD

The Audit Code Menu will then reprint

Restoring the Audit Code

Programming Code Required:

Master Code, or

Submaster Code with **2-CODES** menu privileges

To Restore the Audit Code, select 2-CODES from the Main Menu:



----- MAIN MENU -----

1-AUDIT **2-CODES** 3-ACCESS

4-SCHEDULE 5-SETUP 0-END

Next, select 3-AUDIT from the Codes Menu:



----- CODES MENU -----

1-USER 2-SERVICE **3-AUDIT**

4-SUBMASTERS 5-MASTER

Next, select 5-RESTORE from the Audit Code Menu:



--- AUDIT CODE MENU ---

1-ADD 2-REMOVE 3-VERIFY

4-HOLD **5-RESTORE**

The following confirmation will print:

AUDIT CODE RESTORED

The Audit Code Menu will then reprint.

Submaster Codes

Adding Submaster Codes

Programming Code Required:

Master Code

To add a Submaster code to the System, select 2-CODES from the Main Menu:



```
----- MAIN MENU -----  
1-AUDIT 2-CODES 3-ACCESS  
4-SCHEDULE 5-SETUP 0-END
```

Next, select 4-SUBMASTERS from the Codes Menu:



```
----- CODES MENU -----  
1-USER 2-SERVICE 3-AUDIT  
4-SUBMASTERS 5-MASTER
```

Note

A Submaster can not change other Submaster codes or the Master code, therefore the Codes Menu appears as shown below when a Submaster code is used.

```
----- CODES MENU -----  
1-USER 2-SERVICE 3-AUDIT
```

Next, select 1-ADD from the Submaster Codes Menu:



```
- SUBMASTER CODES MENU -  
1-ADD 2-REMOVE 3-VERIFY  
4-HOLD 5-RESTORE
```

The following prompt will print:

```
SUBMASTER ID (###)?
```


Enter the three digit ID number of the Submaster code you want to add or press CL if you are finished adding Submaster codes. (Valid Submaster ID numbers range from 502 through 509.)

When you have entered a valid ID, the following prompt will print:

502: 4 DIGIT PIN?

The first three digits of the prompt represent the Submaster ID number that you entered above. If you are using 5 or 6 digit PINs, the prompt will reflect it accordingly. Enter the PIN that you wish to assign for the Submaster code or press the CL key to abort without changing the Submaster code.

Once you have entered the PIN, the following prompt will print:

SELECT MENU RIGHTS:
1-AUDIT 2-CODES 3-ACCESS
4-SCHEDULE 5-SETUP
(1-5, 6-ALL, CL-DONE)?

Press the Main Menu option number for each menu you wish to assign access privileges for this Submaster code. If you are assigning rights to all menus, press 6. When you have finished specifying menus, press the CL key. Note: There is no confirmation made for menus that you have selected until after you have finished your selections.

If you press the CL key before making any selections, no changes will be made to the specified Submaster code and the new PIN will not be assigned. Otherwise, the selected menu rights will be assigned to the specified Submaster code and a confirmation of these changes will print. Once completed, the Submaster ID prompt will reprint.

If Menu options 1, 2 and 3 were selected for Submaster ID 502 the confirmation would print as follows:

SUB #502: 1,2,3

Note

Menu privileges assigned to a Submaster code also apply while programming in the Command mode.

Removing Submaster Codes

Programming Code Required:

Master Code

To remove a Submaster code from the System, select 2-CODES from the Main Menu:



```
----- MAIN MENU -----  
1-AUDIT 2-CODES 3-ACCESS  
4-SCHEDULE 5-SETUP 0-END
```

Next, select 4-SUBMASTERS from the Codes Menu:



```
----- CODES MENU -----  
1-USER 2-SERVICE 3-AUDIT  
4-SUBMASTERS 5-MASTER
```

Next, select 2-REMOVE from the Submaster Codes Menu:



```
- SUBMASTER CODES MENU -  
1-ADD 2-REMOVE 3-VERIFY  
4-HOLD 5-RESTORE
```

The following prompt will print:

```
SUBMASTER ID (###)?
```

Enter the three digit ID number of the Submaster code you want to remove or press CL if you are finished removing Submaster codes.

When you have entered the ID of a valid Submaster code, the following prompt will print:

REMOVE SUBMASTER #502?
 1-YES 2-NO

The three digit ID number indicated will be the ID number that you entered above. To remove the specified Submaster code, press 1-YES. To abort without removing the Submaster code, press 2-NO.

If 1-YES is pressed a confirmation similar to the following will print:

SUBMASTER #502 REMOVED

The Submaster Codes Menu will then reprint.

Verifying Submaster Codes

Programming Code Required:

Master Code

To verify Submaster codes (print a list of assigned Submaster code ID numbers and their menu privileges), select 2-CODES from the Main Menu:



----- MAIN MENU -----
 1-AUDIT **2-CODES** 3-ACCESS
 4-SCHEDULE 5-SETUP 0-END

Next, select 4-SUBMASTERS from the Codes Menu:



----- CODES MENU -----
 1-USER 2-SERVICE 3-AUDIT
4-SUBMASTERS 5-MASTER

Next, select 3-VERIFY from the Submaster Codes Menu:



- SUBMASTER CODES MENU -
 1-ADD 2-REMOVE **3-VERIFY**
 4-HOLD 5-RESTORE

A Submaster List report similar to the following will print:

```
---- SUBMASTER LIST ----  
SUBMASTER #: MENU ACCESS  
#502: ALL  
#503: 1,3,4,5  
#509: 1,2,3  
-----
```

Note that for security purposes the PIN numbers for the assigned Submaster codes are never printed. When the report is finished printing, the Submaster Codes Menu will be reprinted.

Placing Submaster Codes On Hold

Programming Code Required:

Master Code

To place Submaster codes on Hold, select 2-CODES from the Main Menu:



```
----- MAIN MENU -----  
1-AUDIT 2-CODES 3-ACCESS  
4-SCHEDULE 5-SETUP 0-END
```

Next, select 4-SUBMASTERS from the Codes Menu:



```
----- CODES MENU -----  
1-USER 2-SERVICE 3-AUDIT  
4-SUBMASTERS 5-MASTER
```

Next, select 4-HOLD from the User Codes Menu:



```
--SUBMASTER CODES MENU --  
1-ADD 2-REMOVE 3-VERIFY  
4-HOLD 5-RESTORE
```

The following prompt will print:

```
SUBMASTER ID (###)?
```

Enter the three digit ID number of the Submaster code that you want to place on hold or press the CL key if you are finished placing Submaster codes on Hold.

When you have entered a valid Submaster ID number, confirmation of the change will print and the above prompt will reprint.

Restoring the Submaster Codes

Programming Code Required:

Master Code

To Restore Submaster codes from Hold status to active status, select 2-CODES from the Main Menu:



```
----- MAIN MENU -----  
1-AUDIT 2-CODES 3-ACCESS  
4-SCHEDULE 5-SETUP 0-END
```

Next, select 4-SUBMASTERS from the Codes Menu:



```
----- CODES MENU -----  
1-USER 2-SERVICE 3-AUDIT  
4-SUBMASTERS 5-MASTER
```

Next, select 5-RESTORE from the Submaster Codes Menu:



```
-- SUBMASTER CODES MENU --  
-  
1-ADD 2-REMOVE 3-VERIFY  
4-HOLD 5-RESTORE
```

The following prompt will print:

```
SUBMASTER ID (###)?
```

Enter the three digit ID number of the Submaster code that you want to Restore or press the CL key if you are finished restoring Submaster codes .

When you have entered a valid Submaster ID number, confirmation of the change will print and the above prompt will reprint.

Changing the Master Code

Programming Code Required:

Master Code

As shipped from the factory, the Master code is set to:

501-1234

*For security, you should **change** the Master Code **before** using the System.*

Write down your new Master code and store it in a sealed envelope somewhere safe and separate from your list of all other System codes.

The Master code can be as few as four and as many as nine digits long. The length of the Master code sets the length for *all* other codes used on the System.

Important!

If you change the length of your Master code, **all** other codes are **erased!** Also, if you lose your Master Code, you will have to reset the System. (See **Resetting The System** page **110**). Resetting the system will reset the Master Code to the factory default and **erase** all other programming. **Don't lose your Master Code!**

To change the Master code, select 2-CODES from the Main Menu:



----- MAIN MENU -----
1-AUDIT **2-CODES** 3-ACCESS
4-SCHEDULE 5-SETUP 0-END

Next, select 5-MASTER from the Codes Menu:



----- CODES MENU -----
1-USER 2-SERVICE 3-AUDIT
4-SUBMASTERS **5-MASTER**

The following prompt will print:

NEW CODE LENGTH (4-9)?

Enter the desired code length.

Important!

There are two modes of operation supported: **PIN Only**, where only the PIN is required for access, and **ID+PIN**, where the user must enter both the code ID and the PIN for access. When the length of the Master code is set to 4 through 6 digits, the System operates in **PIN Only** mode. When the length of the Master code is set to 7 through 9 digits, the System operates in **ID+PIN** mode.

Not only does the ID+PIN mode afford a much higher level of security, but it also enables the Autocode feature which can greatly simplify management of large numbers of codes. For these reasons, a minimum code length of 7 digits is recommended.

If the length entered is different from the existing Master code, the following message and prompt will print:

WARNING-NEW CODE
LENGTH!
ALL CODES WILL BE ERASED
CONTINUE? 1-YES 2-NO

Press 1-YES to continue, otherwise press 2-NO to abort without changing the code length or Master code.

If you selected 1-YES to the above prompt, or you are not changing the code length in affect, a prompt similar the following will print:

NEW 4 DIGIT MASTER PIN?

The length of the PIN requested will vary from 4 through 6 digits as determined by the code length that you specified above. Note that the PIN length may not be the same as the code length in that it does not include the 3 digit ID number when using code lengths of 7 through 9 digits.

Enter the new PIN that you wish to assign to the Master code. Once you have entered the new PIN, the following prompt will print:

REENTER CODE TO CONFIRM

Reenter the new PIN for confirmation. Once the PIN has been reentered, a confirmation of the changes made will print.

If the code length was changed, the following will print:

ALL CODES ERASED
MASTER CODE SET

If the code length was NOT changed, the following will print:

MASTER CODE SET

The Codes Menu will then reprint.

Setting the Access Level

Programming Code Required:

Master Code, or **Submaster Code** with menu privilege **3-ACCESS**
(Master code required to set access level 4-SHUTDOWN)

Important!

Changes made to the access level will not take effect until after you have quit the programming session. Any changes made will remain in effect until changed again manually, or until overridden by the next scheduled event in the Time Schedule.

To set the current access level, select 3-ACCESS from the Main Menu:



----- MAIN MENU -----
1-AUDIT 2-CODES **3-ACCESS**
4-SCHEDULE 5-SETUP 0-END

Next, select the desired level from the Access Level Menu:



-- ACCESS LEVEL MENU ---
1-UNLOCK 2-CODE 3-LOCK
4-SHUTDOWN

Unlocked

If you selected **1-UNLOCK**, the following prompt will print:



UNLOCK WITH FIRST CODE?
1-YES 2-NO



Select **1-YES** if you want the System to set Unlock with Code level, where it will wait for a valid entry code to be entered and then will remain unlocked

Select **2-NO** if you want the System to remain unlocked immediately after ending the programming session,.

If you selected **1-YES** to the above prompt, the following prompt will print:

SELECT GROUPS TO ENABLE
(1-4, 5-ALL, CL-DONE)?

Press the number of each code group that you want enabled while at the Unlock with Code level. If you want to enable all groups, press 5-ALL. Press CL when you have finished selecting groups. Note: There is no confirmation made for groups that you have selected until after you have finished your selections.

If you press the CL key before making any selections, the System will set access level Unlocked immediately after quitting the programming session.

Otherwise, for each of the selected groups that contain a Supervisor code, the following prompt will print in succession:



GROUP #*n* SUPERVISED?
1-YES 2-NO

Select **1-YES** if you want the security level of the code group indicated by *n* to be set to supervised. Otherwise, select **2-NO**.

When you have responded to all of the required prompts, a confirmation of the changes made will print. The confirmation will be similar to the following:

ACCESS: U/C s + + -

Where U/C represents Unlock with Code level and 's + + -' represents the security level of code groups 1 through 4; (s) supervised, (+) enabled/unsupervised, (-) disabled. The Main Menu will then reprint.

If you selected **2-NO** to the Unlock With First Code prompt, the following confirmation of the change will print and the Main Menu will reprint.

ACCESS: UNLOCKED

Code Required

If you selected **2-CODE**, the following prompt will print:



SELECT GROUPS TO
ENABLE
(1-4, 5-ALL, CL-DONE)?

Press the number of each code group that you want enabled while at the Code Required access level. If you want to enable all groups, press 5-ALL. Press **CL** when you have finished selecting groups. Note: There is no confirmation made for groups that you have selected until after you have finished your selections.

If you press the **CL** key before making any selections, no changes will be made to the access level and the Main Menu will reprint. Otherwise, for each of the selected groups that contain a Supervisor code, the following prompt will print in succession:



GROUP #*n* SUPERVISED?
1-YES 2-NO

Select **1-YES** if you want the security level of the code group indicated by *n* to be set to supervised. Otherwise, select **2-NO**.

If you selected **1-YES**, when you have responded to all of the required prompts, a confirmation of the changes made will print and the Main Menu will then reprint. The confirmation will be similar to the following:

ACCESS: C/R s + + -

Where C/R represents Code Required level and 's + + -' represents the security level of code groups 1 through 4; (s) supervised, (+) enabled/unsupervised, (-) disabled. The Main Menu will then reprint.

If you selected **2-NO** to the Group #*n* Supervised prompts, a confirmation of the group security levels will print and the Main Menu will reprint. . The confirmation will be similar to the following:

ACCESS: C/R + + --

Where C/R represents Code Required level and '+ + --' represents the security level of code groups 1 through 4; (+) enabled/unsupervised, (-) disabled.

Lockout

If you selected **3-LOCK**, a confirmation of the change made will print as indicated below and the Main Menu will then reprint.

ACCESS: LOCKOUT

Shutdown

The Master Code is required to set 4-SHUTDOWN. If you select **4-SHUTDOWN**, a confirmation of the change made will print as indicated below and the Main Menu will then reprint.

ACCESS: SHUTDOWN

Schedule

Adding a Schedule Event

Programming Code Required:

Master Code, or

Submaster Code with menu privilege **4-SCHEDULE**

Important!

Changes made to the Time Schedule will not take effect until after you have ended the programming session at which time, the System will override the current access level with the appropriate level as determined by the schedule.

To add an event to the Time Schedule, select 4-SCHEDULE from the Main Menu:



----- MAIN MENU -----
1-AUDIT 2-CODES 3-ACCESS
4-SCHEDULE 5-SETUP 0-END

Next, select 1-ADD from the Schedule Menu:



---- SCHEDULE MENU ----
1-ADD 2-REMOVE 3-VERIFY
4-COPY 5-CLR 6-HOLIDAY

The following prompt will print:

SCHEDULE (MON-1..DAY-9)?

Select the daily schedule number that you want to add, or press the **CL** key if you are finished adding events to the Time Schedule. The following prompt will print:

ADD *ddd* TIME (24 HR)?

Enter the time (in 24 hour format) of the event you wish to add to the daily schedule for *ddd* (where *ddd* represents the schedule that you selected above), or press the **CL** key if you are finished adding events to the Time Schedule.

If you pressed **CL** in response to the above prompt, the Schedule number prompt will reprint. Otherwise, when you have entered a valid time, the following prompt will print:

1-UNLOCK 2-CODE 3-LOCK
ACCESS LEVEL?

Select the access level that you want the System to set at the specified day and time.

UNLOCKED

If you selected **1-UNLOCK** in response to the access level prompt, the following prompt will print:

UNLOCK WITH FIRST CODE?
1-YES 2-NO

Select **1-YES** if you want the System to set Unlock with Code level, where it will wait for a valid entry code to be entered and then will remain unlocked.

Select **2-NO** to have the System unlock immediately at the specified time.

If you selected **1-YES** to the above prompt, the following prompt will print:

SELECT GROUPS TO ENABLE
(1-4, 5-ALL, CL-DONE)?

Press the number of each code group that you want enabled while at the Unlock with Code level. If you want to enable all groups, press 5-ALL. Press **CL** when you have finished selecting groups. Note: There is no confirmation made for groups that you have selected until after you have finished your selections.

If you press the CL key before making any selections, the System will set access level Unlocked at the specified event time. Otherwise, for each of the selected groups that contain a Supervisor code, the following prompt will print in succession:

GROUP #*n* SUPERVISED?
1-YES 2-NO

Select **1-YES** if you want the security level of the code group indicated by *n* to be set to supervised. Otherwise, select **2-NO**.

If you select **1-YES**, when you have responded to all of the required prompts, a confirmation of the changes made will print. The confirmation will be similar to the following:

ACCESS: U/C s + + -

Where U/C represents Unlock with Code level and 's + + -' represents the security level of code groups 1 through 4; (s) supervised, (+) enabled/unsupervised, (-) disabled. The event time prompt will then reprint.

If you selected **2-NO** to the Unlock With First Code prompt, the following confirmation of the change will print and the event time prompt will reprint

ACCESS: UNLOCKED

Code Required

If you selected **2-CODE** in response to the access level prompt, the following prompt will print:

SELECT GROUPS TO ENABLE
(1-4, 5-ALL, CL-DONE)?

Press the number of each code group that you want enabled while at the Code Required access level. If you want to enable all groups, press 5-ALL. Press **CL** when you have finished selecting groups. Note: There is no confirmation made for groups that you have selected until after you have finished your selections.

If you press the **CL** key before making any selections, no changes will be made to the Time Schedule and the event time prompt will reprint. Otherwise, for each of the selected groups that contain a Supervisor code, the following prompt will print in succession:

GROUP #*n* SUPERVISED?
1-YES 2-NO

Select **1-YES** if you want the security level of the code group indicated by *n* to be set to supervised. Otherwise, select **2-NO**.

If you selected **1-YES**, when you have responded to all of the required prompts, a confirmation of the changes made will print and the event time prompt will then reprint. The confirmation will be similar to the following:

ACCESS: C/R s + + -

Where C/R represents Code Required level and 's + + -' represents the security level of code groups 1 through 4; (s) supervised, (+) enabled/unsupervised, (-) disabled.

If you selected **2-NO** to the Group #*n* Supervised prompts, a confirmation of the group security levels will print and the event time prompt will reprint. . The confirmation will be similar to the following:

ACCESS: C/R + + --

Where C/R represents Code Required level and '+ + - -' represents the security level of code groups 1 through 4; (+) enabled/unsupervised, (-) disabled.

Lockout

If you selected **3-LOCK** in response to the access level prompt, a confirmation of the change made will print as indicated below and the event time prompt will then reprint.

ACCESS: LOCKOUT

Removing a Schedule Event Time

Programming Code Required:

Master Code, or

Submaster Code with menu privilege **4-SCHEDULE**

Important!

Changes made to the Time Schedule will not take affect until after you have ended the programming session at which time, the System will override the current access level with the appropriate level as determined by the schedule.

To remove a scheduled event from the Time Schedule, select 4-SCHEDULE from the Main Menu:



----- MAIN MENU -----
1-AUDIT 2-CODES 3-ACCESS
4-SCHEDULE 5-SETUP 0-END

Next, select 2-REMOVE from the Schedule Menu:



---- SCHEDULE MENU ----
1-ADD **2-REMOVE** 3-VERIFY
4-COPY 5-CLR 6-HOLIDAY

The following prompt will print:

SCHEDULE (MON-1..DAY-9)?

Select the daily schedule number from which you want to remove an event or press the **CL** key if you are finished removing events from the Time Schedule. The following prompt will print:

REMOVE *ddd* TIME (24 HR)?

Enter the time (in 24 hour format) of the event you wish to remove from the daily schedule for *ddd* (where *ddd* represents the schedule that you selected above), or press the **CL** key if you are finished removing events from the Time Schedule.

If you pressed **CL** in response to the above prompt, the Schedule number prompt will reprint. Otherwise, when you have entered a valid time, A prompt, similar to the following, will print:

REMOVE MON 08:00am?
1-YES 2-NO

Select **1-YES** to remove the specified event from the Time Schedule.

Select **2-NO** to abort without removing the event.

When you have made your selection, a confirmation of any change made will print and the event time prompt will then reprint. The confirmation will be similar to the following:

MON 08:00am REMOVED

Verifying Schedules Time

Programming Code Required:

Master Code, or

Submaster Code with menu privilege **4-SCHEDULE**

To verify a daily schedule (print a listing of the scheduled events), select 4-SCHEDULE from the Main Menu:



```
----- MAIN MENU -----
1-AUDIT 2-CODES 3-ACCESS
4-SCHEDULE 5-SETUP 0-END
```

Next, select 3-VERIFY from the Schedule Menu:



```
---- SCHEDULE MENU ----
1-ADD 2-REMOVE 3-VERIFY
4-COPY 5-CLR 6-HOLIDAY
```

A prompt, similar to the following, will print:

```
IN USE: 1,2,3,4,5
SCHEDULE (MON-1..DAY-9)?
```

The 'IN USE' line indicates which daily schedules currently have events assigned. Select the daily schedule number that you want to verify, or press the **CL** key if you are finished verifying schedules. A schedule listing, similar to the following will print:

```
---SCHEDULE FOR MON ---
1-MORE 2-REPRINT CL-DONE

07:45am-U/C S - - -
05:00pm-C/R + + + +
07:00pm-LOCKOUT
-----
```

The printer will print up to eight lines at a time and then pause. At this time enter 1-MORE to continue, 2-REPRINT to reprint the previous eight lines, or CL-DONE to end the printout.

When the report has finished printing, the schedule number prompt will reprint.

Copying a Schedule Time

Programming Code Required:

Master Code, or

Submaster Code with menu privilege **4-SCHEDULE**

Important!

Changes made to the Time Schedule will not take effect until after you have quit the programming session at which time, the System will override the current access level with the appropriate level as determined by the schedule.

To copy one daily schedule to another, select 4-SCHEDULE from the Main Menu:



```
----- MAIN MENU -----
1-AUDIT 2-CODES 3-ACCESS
4-SCHEDULE 5-SETUP 0-END
```

Next, select 4-COPY from the Schedule Menu:



```
---- SCHEDULE MENU ----
1-ADD 2-REMOVE 3-VERIFY
4-COPY 5-CLR 6-HOLIDAY
```

The following prompt will print:

```
COPY FROM:
SCHEDULE (MON-1..DAY-9)?
```

Select the daily schedule that you want to copy. When you have made your selection, a prompt, similar to the following, will print:

```
COPY MON TO:
SCHEDULE (MON-1..DAY-9)?
```

Select the daily schedule that you want to copy to, or press the **CL** key if you are finished copying schedules. When you have made your selection, a confirmation of any change will print and the 'copy to' prompt will then reprint.

Note

All events previously assigned to the schedule to which you are copying will be replaced with the schedule from which you are copying.

Clearing a Schedule Time

Programming Code Required:

Master Code, or

Submaster Code with menu privilege **4-SCHEDULE**

Important!

Changes made to the Time Schedule will not take affect until after you have ended the programming session at which time, the System will override the current access level with the appropriate level as determined by the schedule.

To clear a daily schedule or the entire Time Schedule, select 4-SCHEDULE from the Main Menu:



```
----- MAIN MENU -----  
1-AUDIT 2-CODES 3-ACCESS  
4-SCHEDULE 5-SETUP 0-END
```

Next, select 5-CLR from the Schedule Menu:



```
---- SCHEDULE MENU ----  
1-ADD 2-REMOVE 3-VERIFY  
4-COPY 5-CLR 6-HOLIDAY
```

The following prompt will print:

```
SELECT SCHEDULE TO  
CLEAR  
(MON-1..DAY-9, 0-ALL)?
```

Select the daily schedule that you want to clear or select 0 if you want to clear the entire Time Schedule. When you have made your selection, a prompt, similar to the following, will print:

CLEAR TUE SCHEDULE?
1-YES 2-NO

Select **1-YES** to clear the specified schedule.

Select **2-NO** to abort without clearing the schedule.

When you have made your selection, a confirmation of any changes made will print and the Schedule Menu will then reprint. The confirmation will be similar to the following:

TUE SCHEDULE
CLEARED

Adding Holidays

Programming Code Required:

Master Code, or

Submaster Code with menu privilege **4-SCHEDULE**

A maximum of 32 holidays may be added. To add a holiday to the Holiday List, select 4-SCHEDULE from the Main Menu:



----- MAIN MENU -----
1-AUDIT 2-CODES 3-ACCESS
4-SCHEDULE 5-SETUP 0-END

Next, select 6-HOLIDAY from the Schedule Menu:



---- SCHEDULE MENU ----
1-ADD 2-REMOVE 3-VERIFY
4-COPY 5-CLR **6-HOLIDAY**

Then, select 1-ADD from the Holiday Menu:



----- HOLIDAY MENU -----
1-ADD 2-REMOVE 3-VERIFY
4-CLEAR HOLIDAY LIST

The following prompt will print:

MONTH (mm)?

Enter the month that the holiday will occur in, or press the **CL** key if you are finished adding holidays to the Holiday List. You must enter any leading 0 in the month. Once you have entered a valid month, the following prompt will print:

DAY (dd)?

Enter the day of the month that the holiday will occur on. You must enter any leading 0 in the day. Once you have entered a valid day, the following prompt will print:

SCHEDULE (MON-1..DAY-9)?

Select the daily schedule that you want to be used on the holiday.

Note

Enter the daily schedule that you want to be used on the holiday, **not** the day of the week on which the holiday falls! Any of the 9 daily schedules may be used for a holiday, not just DY8 or DY9.

When you have made your selection, a confirmation of the changes made to the Holiday List will print and the month prompt will then reprint.

Removing Holidays

Programming Code Required:

Master Code, or

Submaster Code with menu privilege **4-SCHEDULE**

To remove a holiday from the Holiday List, select 4-SCHEDULE from the Main Menu:



```
----- MAIN MENU -----
1-AUDIT 2-CODES 3-ACCESS
4-SCHEDULE 5-SETUP 0-END
```

Next, select 6-HOLIDAY from the Schedule Menu:



```
---- SCHEDULE MENU ----
1-ADD 2-REMOVE 3-VERIFY
4-COPY 5-CLR 6-HOLIDAY
```

Then, select 2-REMOVE from the Holiday Menu:



```
----- HOLIDAY MENU -----
1-ADD 2-REMOVE 3-VERIFY
4-CLEAR HOLIDAY LIST
```

The following prompt will print:

```
MONTH (mm)?
```

Enter the month of the holiday you want to remove, or press the **CL** key if you are finished removing holidays from the Holiday List. You must enter any leading 0 in the month. Once you have entered a valid month, the following prompt will print:

```
DAY (dd)?
```

Enter the day of the month of the holiday to remove. You must enter any leading 0 in the day. Once you have entered a valid day, a prompt similar to the following will print:

```
REMOVE HOLIDAY 05/29?
1-YES 2-NO
```

Select **1-YES** to remove the specified holiday from the Holiday List.

Select **2-NO** to abort without changing the Holiday List.

When you have made your selection, a confirmation of any changes made will print and the month prompt will then reprint.

Verifying Holidays

Programming Code Required:

Master Code, or

Submaster Code with menu privilege **4-SCHEDULE**

To verify holidays (print a copy of the Holiday List), select 4-SCHEDULE from the Main Menu:



```
----- MAIN MENU -----  
1-AUDIT 2-CODES 3-ACCESS  
4-SCHEDULE 5-SETUP 0-END
```

Next, select 6-HOLIDAY from the Schedule Menu:



```
---- SCHEDULE MENU ----  
1-ADD 2-REMOVE 3-VERIFY  
4-COPY 5-CLR 6-HOLIDAY
```

Then, select 3-VERIFY from the Holiday Menu:



```
----- HOLIDAY MENU -----  
1-ADD 2-REMOVE 3-VERIFY  
4-CLEAR HOLIDAY LIST
```

A report similar to the following will print:

```
----- HOLIDAY LIST -----  
1-MORE 2-REPRINT CL-DONE  
05/29-DY9 07/03-SUN  
07/04-MON 09/04-DY8  
11/26-DY9 12/25-SUN  
-----
```


The printer will print up to eight lines at a time and then pause. At this time enter 1-MORE to continue, 2-REPRINT to reprint the previous eight lines, or CL-DONE to end the printout.

When the report has finished printing, the Holiday Menu will reprint.

Clearing the Holiday List

Programming Code Required:

Master Code, or

Submaster Code with menu privilege **4-SCHEDULE**

To clear the entire Holiday List, select 4-SCHEDULE from the Main Menu:



```
----- MAIN MENU -----  
1-AUDIT 2-CODES 3-ACCESS  
4-SCHEDULE 5-SETUP 0-END
```

Next, select 6-HOLIDAY from the Schedule Menu:



```
---- SCHEDULE MENU ----  
1-ADD 2-REMOVE 3-VERIFY  
4-COPY 5-CLR 6-HOLIDAY
```

Then, select 4-CLEAR HOLIDAY LIST from the Holiday Menu:



```
----- HOLIDAY MENU -----  
1-ADD 2-REMOVE 3-VERIFY  
4-CLEAR HOLIDAY LIST
```

The following prompt will print:

```
CLEAR ALL HOLIDAYS?  
1-YES 2-NO
```

Select **1-YES** to clear the Holiday List.

Select **2-NO** to abort without changing the Holiday List.

When you have made your selection, a confirmation of any changes made will print and the Holiday Menu will then reprint.

Setup

Printing the Status Report

Programming Code Required:

Master Code, or

Submaster Code with menu privilege **5-SETUP**

To output the Status report to the printer, while in Menu mode, press 5-SETUP from the Main Menu:



```
----- MAIN MENU -----  
1-AUDIT 2-CODES 3-ACCESS  
4-SCHEDULE 5-SETUP 0-END
```

Next, select 1-STATUS REPORT from the Setup Menu:



```
----- SETUP MENU -----  
1-STATUS REPORT 2-CLOCK  
3-DEFAULTS 4-AUTOCODES  
5-RUN DIAGNOSTICS
```

A report similar to below will print:

```
---- STATUS REPORT----  
LOCATION #123456 BAT:3  
MON 05/29/95 08:26pm  
ACCESS: C/R + + + +  
OPEN DELAY SECONDS: 02  
DAYLIGHT: NORTHERN  
SERVICE CODE TIME: 01:00  
BATTERY USAGE: 12,176  
-----
```

In addition to providing a hard copy printout of the settings of the System, the Status Report also reports the number of uses on the current set of batteries (BATTERY USAGE). This counter automatically resets when the batteries are replaced or if the System is reset to its default values. (See **Resetting The System** page 110.)

When the report finishes printing, the Setup Menu will reprint.

Setting the Clock

Programming Code Required:

Master Code, or

Submaster Code with menu privilege **5-SETUP**

To set the internal clock of the system, while in Menu Mode, press 5-SETUP from the Main Menu:



```
----- MAIN MENU -----
1-AUDIT 2-CODES 3-ACCESS
4-SCHEDULE 5-SETUP 0-END
```

Next, select 2-CLOCK from the Setup Menu:



```
----- SETUP MENU -----
1-STATUS REPORT 2-CLOCK
3-DEFAULTS 4-AUTOCODES
5-RUN DIAGNOSTICS
```

The following prompt will print:

```
MONTH (mm)?
```

Enter the current month. You must enter any leading zero. When you have entered a valid month, the following prompt will print:

```
DAY (dd)?
```

Enter the current day of the month. You must enter any leading zero.

When you have entered a valid day, the following prompt will print:

YEAR (yy)?

Enter the last 2 digits of the current year. You must enter any leading zero.

When you have entered a valid year, the following prompt will print:

DAY (MON-1..SUN-7)?

Enter the current day of the week. When you have entered a valid day of the week, confirmation of the new date will print and then, the following prompt will print:

TIME (24 HR)?

Enter the current time in 24 hour format (military time) or press the **CL** key to abort without changing the System time. You must enter any leading zeros. When you have entered a valid time, confirmation of the new time will print and the Setup Menu will be reprinted

Setting the Open Delay Time

Programming Code Required:

Master Code, or

Submaster Code with menu privilege **5-SETUP**

The Open Delay Time controls the length of time the System remains unlocked after a valid code is entered. As shipped from the factory and when the System is reset, this time is two seconds. (See **Resetting The System** page 110.)

You can set a delay time from 1 to 30 seconds.

Note

Increasing the Open Delay Time can significantly reduce battery life.

To set the Open Delay Time, while in Menu Mode, press 5-SETUP from the Main Menu:



```
----- MAIN MENU -----
1-AUDIT 2-CODES 3-ACCESS
4-SCHEDULE 5-SETUP 0-END
```

Next, select 3-DEFAULTS from the Setup Menu:



```
----- SETUP MENU -----
1-STATUS REPORT 2-CLOCK
3-DEFAULTS 4-AUTOCODES
5-RUN DIAGNOSTICS
```

Then, select 1-OPEN DELAY SECONDS from the Defaults Menu:



```
---- DEFAULTS MENU ----
1-OPEN DELAY SECONDS: 02
2-DAYLIGHT: NORTHERN
3-GROUP BOUNDARIES
4-LOCATION: 123456
```

The following prompt will print:

```
OPEN DELAY SECONDS (##)?
```

Enter the desired Open Delay Seconds from 01 to 30. You must enter any leading zeros. When you have entered a valid delay time, the Defaults Menu will reprint and you can then confirm that the new delay time is shown.

Note

When the Master, a Submaster, a Manager or a Supervisor code is used, the System remains open a minimum of 5 seconds to ensure enough time to begin programming.

Setting Daylight Savings

Programming Code Required:

Master Code, or
Submaster Code with menu privilege **5-SETUP**

The System has the ability to automatically adjust its internal clock for daylight savings time. The four daylight savings time settings are:

Northern: The schedule used in most of North America (first Sunday in April to last Sunday in October).

Southern: The schedule used in most of the southern hemisphere (last Sunday in October to first Sunday in March).

European: The schedule used in most of Europe (last Sunday in March to last Sunday in September).

Manual: For use when none of the above three settings apply. Automatic time adjustment is disabled and you must set the clock manually for daylight savings.

To program the Daylight Savings setting, while in Menu Mode, press 5-SETUP from the Main Menu:



----- MAIN MENU -----
1-AUDIT 2-CODES 3-ACCESS
4-SCHEDULE **5-SETUP** 0-END

Next, select 3-DEFAULTS from the Setup Menu:



----- SETUP MENU -----
1-STATUS REPORT 2-CLOCK
3-DEFAULTS 4-AUTOCODES
5-RUN DIAGNOSTICS

Then, select 2-DAYLIGHT from the Defaults Menu:



---- DEFAULTS MENU ----
1-OPEN DELAY SECONDS: 02
2-DAYLIGHT: NORTHERN
3-GROUP BOUNDARIES
4-LOCATION: 123456

A prompt similar to the following will print:



```
DAYLIGHT: NORTHERN
1-NORTHERN 2-SOUTHERN
3-EUROPEAN 4-MANUAL
```

Select the desired Daylight Savings setting. When you have made your selection, a confirmation of the setting will print and then, the Defaults Menu will reprint.

Setting Group Boundaries

Programming Code Required:

Master Code, or

Submaster Code with menu privilege **5-SETUP**

A group boundary is the highest ID number within the code group. Use this command to set the boundaries for Groups 1, 2, and 3 (the Group 4 Boundary is fixed at the maximum number of User codes for your System).

To set the boundary of a selected Group, while in Menu Mode, press 5-SETUP from the Main Menu:



```
----- MAIN MENU -----
1-AUDIT 2-CODES 3-ACCESS
4-SCHEDULE 5-SETUP 0-END
```

Next, select 3-DEFAULTS from the Setup Menu:



```
----- SETUP MENU -----
1-STATUS REPORT 2-CLOCK
3-DEFAULTS 4-AUTOCODES
5-RUN DIAGNOSTICS
```

Next, select 3-GROUP BOUNDARIES from the Defaults Menu:



```
---- DEFAULTS MENU ----
1-OPEN DELAY SECONDS: 02
2-DAYLIGHT: NORTHERN
3-GROUP BOUNDARIES
4-LOCATION: 123456
```

Then, select the group number from the Group Boundaries Menu for which you want to set the boundary.



--- GROUP BOUNDARIES ---
1-125 2-250 3-375 4-500

A prompt similar to the following will print:

GROUP 1: LAST ID (###)?

Enter the desired boundary for the specified group. When you have made your selection, the Group Boundaries Menu will reprint and you may then confirm the new setting.

Note

Adjusting the group boundaries may affect the home group assignments of the underlying codes in the code list. It is a good idea to print a Verify User Report, with groups, after you have modified the group boundaries.

Setting the Location Number

Programming Code Required:

Master Code, or

Submaster Code with menu privilege **5-SETUP**

The location is a 6 digit number that is printed in the log on header and on most reports. It is used for relating the printouts back to the System when multiple Systems are in use. It can be set to any value you like.

To set the Location number, while in Menu Mode, press 5-SETUP from the Main Menu:



----- MAIN MENU -----
1-AUDIT 2-CODES 3-ACCESS
4-SCHEDULE **5-SETUP** 0-END

Next, select 3-DEFAULTS from the Setup Menu:



```
----- SETUP MENU -----
1-STATUS REPORT 2-CLOCK
3-DEFAULTS 4-AUTOCODES
5-RUN DIAGNOSTICS
```

Next, select 4-LOCATION from the Defaults Menu:



```
---- DEFAULTS MENU ----
1-OPEN DELAY SECONDS: 02
2-DAYLIGHT: NORTHERN
3-GROUP BOUNDARIES
4-LOCATION: 123456
```

The following prompt will print:

```
6 DIGIT LOCATION?
```

Enter any 6 digit number you want to use as a reference for the System printout. Once you have entered the number, the Defaults Menu will reprint with the new Location number.

Setting the Facility Autocodes

Programming Code Required:

Master Code, or

Submaster Code with menu privilege **5-SETUP**

The four Facility Autocodes are used for adding User codes quickly and reliably on one System, or multiple Systems with common Users (Autocoding). The 6 digit Facility Autocode number acts as a 'seed' to the code generator of the System, allowing the System to automatically generate a different list of PIN numbers for each different Facility Autocode number. Systems with the same Facility Autocode number will generate identical PIN numbers.

To program the Facility Autocodes, while in Menu Mode, press 5-SETUP from the Main Menu:



----- MAIN MENU -----
1-AUDIT 2-CODES 3-ACCESS
4-SCHEDULE **5-SETUP** 0-END

Next, select 4-AUTOCODES from the Setup Menu:



----- SETUP MENU -----
1-STATUS REPORT 2-CLOCK
3-DEFAULTS **4-AUTOCODES**
5-RUN DIAGNOSTICS

Then, select the number of the Facility Autocode that you wish to set from the Facility Autocodes Menu:



-- FACILITY AUTOCODES --
1-123456 2-389576
3-041961 4-061061

The following prompt will print:

6 DIGIT AUTOCODE?

Enter any 6 digit number you want to use as a 'seed' to the Autocode generator. Once you have entered the number, the Facility Autocodes Menu will reprint with the new Facility Autocode number.

Important!

The Autocode feature is only available when operating in ID+PIN mode (the code length in use is from 7 to 9 digits).

If a Facility Code is subsequently changed, any User codes already assigned will remain unaffected. Only new User codes Autocoded **after** the new Facility Autocode has been set will be affected.

Running Diagnostics

Programming Code Required:

Master Code, or

Submaster Code with menu privilege **5-SETUP**

The Diagnostic Report provides information about the mechanical and electrical condition of the system. It may be used as a trouble shooting aid.

The Diagnostic function does not report on the condition of the Wall Mount System.

To run the Diagnostic Report, while in the Menu Mode, press 5-SETUP from the Main Menu:



```
----- MAIN MENU -----
1-AUDIT 2-CODES 3-ACCESS
4-SCHEDULE 5-SETUP 0-END
```

Next, select 5-RUN DIAGNOSTICS from the Setup Menu:



```
----- SETUP MENU -----
1-STATUS REPORT 2-CLOCK
3-DEFAULTS 4-AUTOCODES
5-RUN DIAGNOSTICS
```

A Diagnostic Report similar to the following will print:

```
--DIAGNOSTICS REPORT--
  OMNILOCK 300 v2.05
(C) Stanley SECURITY
SOLUTIONS
LOCATION #123456 BAT:3
MON 03/01/99 07:54pm

DRIVE TYPE: MOTOR
DRIVE: 5810 mV
MOTOR: 1121 mV 0284 mA
SAMPLES: 12 JAMS: 00
BATTERY USAGE: 35
ELAPSED USAGE: 35
-----
```

The Setup Menu will then reprint.

Chapter 8 Batteries

Four AA-size 1½-volt alkaline batteries power the System. You can expect them to last for approximately 5 years or: 100,000 operations for Cylindrical Locks, 100,000 operations for NT Falcon Mortise locks, 80,000 operations for Schlage mortise locks, or 150,000 operations for Wall Mount Systems. Each time you enter the Master or a Submaster code, the System flashes the lights according to the condition of the batteries as follows:

Light Flashes	Battery Condition	Battery Level†
Grn-Grn-Grn	½ to Full – Good	3
Grn-Grn-Red	¼ to ½ – Fair	2
Grn-Red-Red	⅛ to ¼ (Low – replace)	1
Red-Red-Red	Replace now – Low Battery Shutdown	0

† The Battery Level appears in the log on header and some reports.

Low Battery Indicator

When the battery status declines to level 1, the System will alert the User upon each entry by flashing the battery level indicator (Grn-Red-Red) instead of the single green Light.

If the battery status is allowed to decline to 0, the System will indicate the replace battery condition (Red-Red-Red) and will deny access to all but the Master Code (access level is set to Low Battery Shutdown).

The Low Battery Shutdown feature reserves some power for memory retention so that programming will not be lost. Replace the batteries as soon as possible.

Battery Replacement Instructions



CAUTION

Use electrostatic discharge protection procedures when the printed circuit board is exposed.

Note

The battery voltage is measured under load conditions and the voltages from a number of operations are averaged to determine the Battery Status.

After new batteries are installed, the Battery Status may be reported as less than 3 for the first few operations due to averaging with previous low voltage readings.

Replacing the batteries for the standard non-weatherized model requires removing the System from the door and opening the rear (door side) of the System. For the weatherized model, the System need not be removed from the door when changing the batteries. Before you begin, get four fresh **AA size alkaline** batteries and have them ready. To change the batteries, follow these steps:



Tip

Print the Audit Log and Code reports, and verify the Time Schedule and Holiday List before replacing the batteries to avoid loss of important data in the event of accidental reset.

Cylindrical Models (Non-Weatherized)

- Step 1 Unlock the System and prop open the door so that you can work on it.
- Step 2 Locate the Lever Catch Hole in the Inside Handle opposite the lever and insert the Push Pin supplied with the System.
- Step 3 Press the Lever Catch with the Push Pin.
- Step 4 For SCHLAGE® Locks; remove the Inside Lever and the Driver from the Spindle (Figure 3).

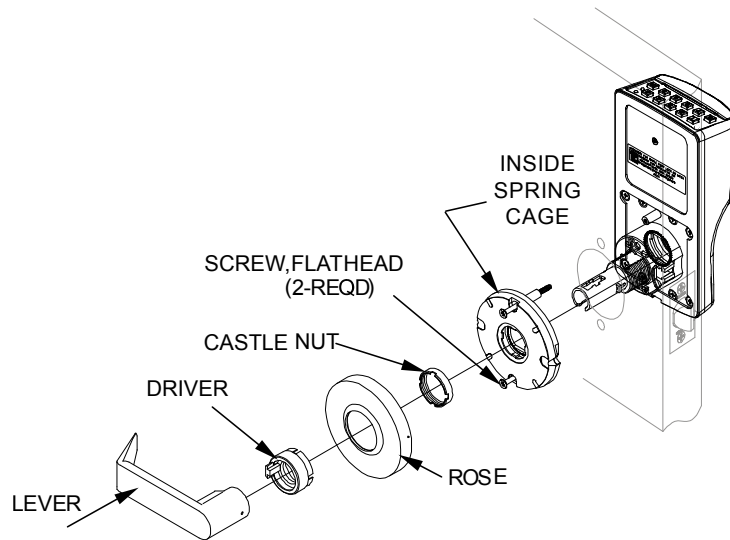


Figure 3 OMNILOCK System with SCHLAGE® Lockset

- Step 5 Remove the Inside Rose by twisting it counter-clockwise slightly and pulling it off.
- Step 6 Using a Phillips screwdriver, remove the 2 screws that hold the System to the door.
- Step 7 For SCHLAGE® Locks; use the Installation Tool (provided with the System) to remove the Castlenut Bushing and then remove the Spring Cage.
- Step 8 Remove the System from the outside of the door.
- Step 9 Using the tab on the Battery Cover, carefully pull the Battery Cover away from the Housing to expose the Batteries (Figure 4).



Very Important!

Get your fresh replacement batteries positioned and ready to install **before** you begin the next step.

Avoid touching the Battery Contacts or the Contacts in the Battery Holders because the oils and acids from your fingers can cause long term electrical contact problems.

Batteries are to be removed and replaced **one at a time**.

If all Batteries are removed at the same time, the System may reset and require reprogramming (See **Resetting The System** page 110).

Step 11 Remove and replace each of the old Batteries, **one at a time**, with the plus (+) end *down* (Figure 4).

Step 12 Close the Battery Cover and press the Gasket in place.

Step 13 Remount the System in the reverse order of Steps 1 through 9 and you are done !

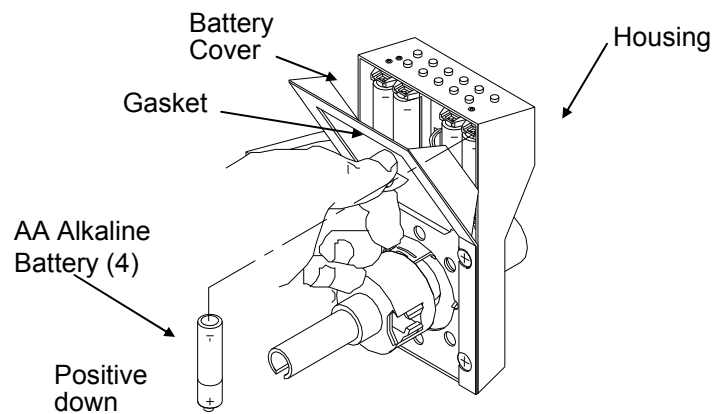


Figure 4 Battery Orientation and Replacement

BLANK

Mortise Models (Non-Weatherized)



CAUTION

Use electrostatic discharge protection procedures when the printed circuit board is exposed.

- Step 1 Open the Lock and prop open the door so that you can work on it.
- Step 2 Remove the Faceplate and loosen the Cylinder Retaining Screw .
- Step 3 Partially insert the Key into the Cylinder, turn it counterclockwise and unscrew the Cylinder. Remove the Cylinder, Wavy Washer and Collar from the Module.
- Step 4 Using your finger, reach into the hole in the Module and guide the cables and connectors out through the hole. Note how the wires are connected and disconnect the connectors.
- Step 5 Loosen the Module Mounting Screws, then, while holding the Module, unscrew the screws and remove the Module from the door.
- Step 6 Using the tab on the Battery Cover, carefully pull the Battery Cover away from the Housing to expose the Batteries (Figure 5).



Very Important!

Get your fresh replacement batteries positioned and ready to install **before** you begin the next step.

Avoid touching the Battery Contacts or the Contacts in the Battery Holders because the oils and acids from your fingers can cause long term electrical contact problems.

Batteries are to be removed and replaced **one at a time**.

If all Batteries are removed at the same time, the System may reset and require reprogramming (See **Resetting The System** page 110).

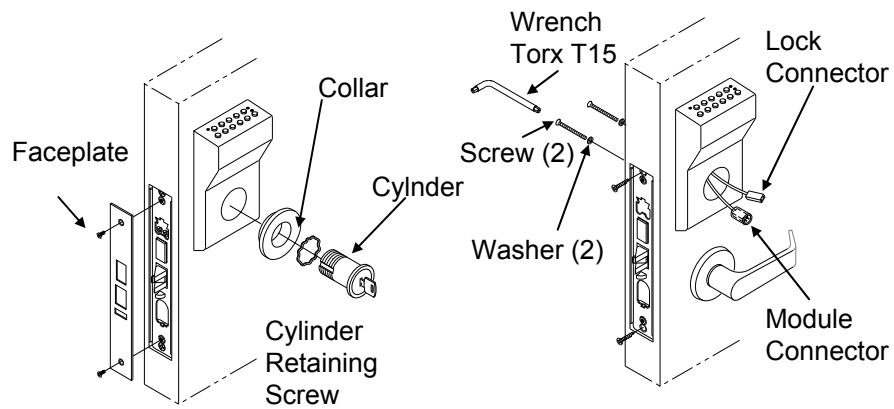


Figure 4 OMNILOCK System With Mortise Locksets

- Step 7 Remove and replace each of the old Batteries, **one at a time**, with the plus (+) end *down* (Figure 5)
- Step 8 Close the Battery Cover and press the Gasket in place.
- Step 9 Remount the System in the reverse order of Steps 1 through 5 and you are done!

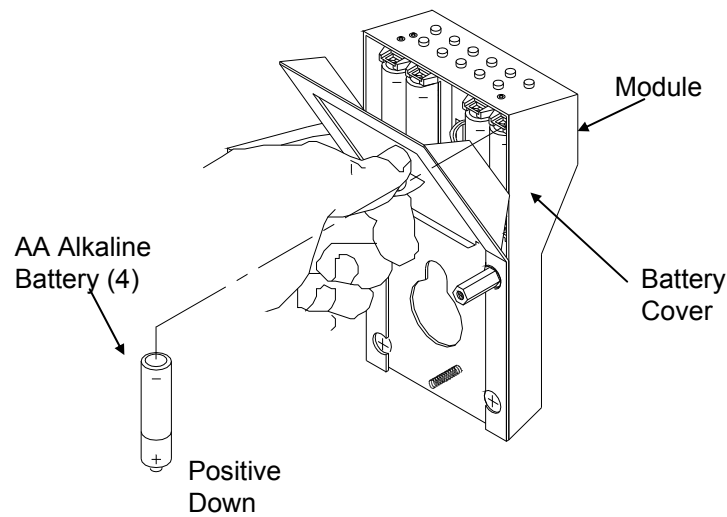


Figure 5 Battery Replacement

Wall Mount System (Non-Weatherized)



CAUTION

Use electrostatic discharge protection procedures when the printed circuit board is exposed.

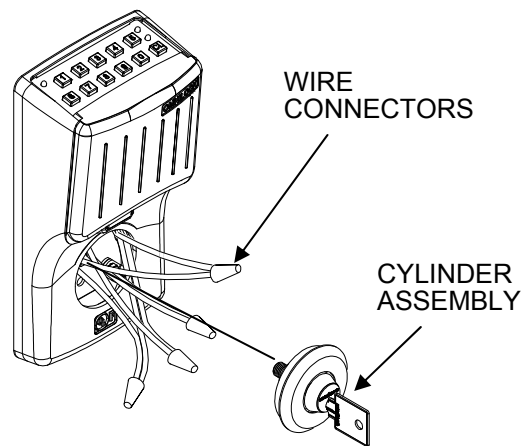


Figure 6 OMNILOCK Wall Mount System

- Step 1 Insert the key into the Cylinder Assembly and rotate it counter-clockwise until the Cylinder Assembly can be removed from the Module (Figure 6) .
- Step 2 With your finger, reach into the hole in the Module and guide the wires out through the hole. Make a note of how the wires are connected and then disconnect the wires.
- Step 3 Remove the two Mounting Screws and remove the Module from the wall.
- Step 4 Using the tab on the Battery Cover, carefully pull the Battery Cover away from the Housing to expose the Batteries (Figure 7)
- Step 5 Remove and replace each of the old Batteries, **one at a time**, with the plus (+) end *down*.

- Step 6 Close the Battery Cover and press the Gasket in place.
- Step 7 Remount the System in the reverse order of Steps 1 through 3 and you are done!

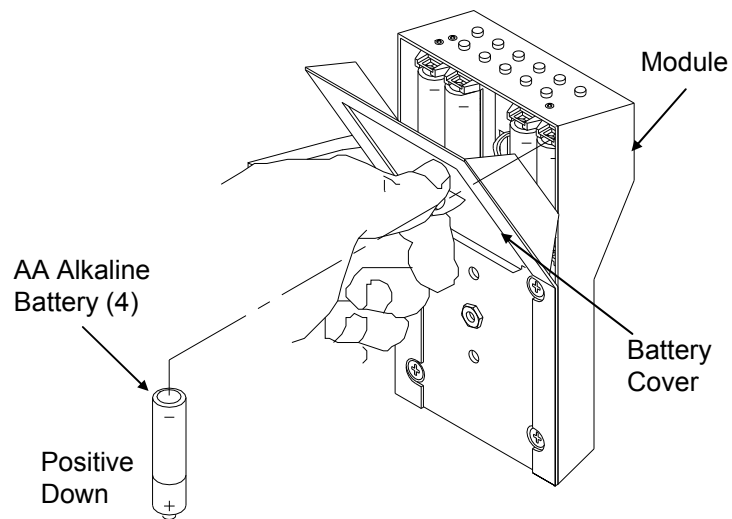


Figure 7 Battery Replacement

Extreme Weatherized Models



CAUTION

Use electrostatic discharge protection procedures when the printed circuit board is exposed.

Important!

Get your fresh replacement batteries positioned and ready to install **before** you begin the next step.

Avoid touching the Battery Contacts or the Contacts in the Battery Holders because the oils and acids from your fingers can cause long term electrical contact problems.

Batteries are to be removed and replaced **one at a time**.

If all Batteries are removed at the same time, the System may reset and require reprogramming (See **Resetting The System** page 110).

Step 1 Unscrew the four Security Screws and remove the Cover (Figure 8).

Step 2 Remove and replace each of the old batteries, **one at a time**, with the plus (+) end *down*.

Step 3 Replace the Cover and tighten the Security Screws.

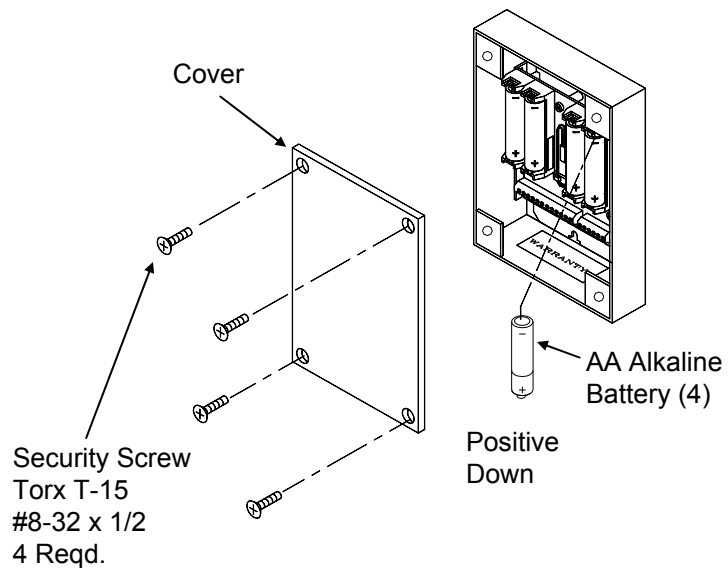


Figure 8 Extreme Weatherized Wall Mount System

Resetting The System

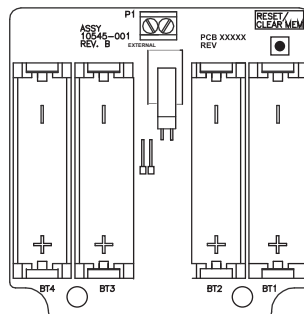


CAUTION

Use electrostatic discharge protection procedures when the printed circuit board is exposed.

Important!

All data and programming will be erased when the System is reset. Before resetting the System, print the Audit Log and other reports if this information is important to you.



In some special cases you may want to reset the System to the way it was shipped from the factory.

Important!

Avoid touching the Battery Contacts or the Contacts in the Battery Holders because the oils and acids from your fingers can cause long term electrical contact problems.

To ensure a complete System reset, **remove all of the Batteries** and then short the negative (-) terminal of the Battery Holder, Point A, to the positive (+) terminal of the Battery Holder, Point B, for approximately 15 seconds.

Replace the Batteries from **left to right** and check for a proper reset by pressing any key and observing the Red Light which will flash to indicate a reset. If the Red Light does not flash, remove the Batteries and repeat the reset process.

Close the Battery Cover (Standard Models) or replace the Electronics Housing (Extreme Weatherized Models) and continue to press keys, until the Red Light doesn't flash (about six times). The System will then go through a self test and all settings will return to their factory defaults. Note that the Master code is reset to the factory default of **5 0 1 - 1 2 3 4**. If you are using a printer with your System, you may see these messages:

```
----- SYSTEMS TEST -----  
RAM TEST: PASS (or FAIL)  
CLOCK TEST: PASS (or FAIL)  
DRIVE TYPE: MOTOR (or RELAY)  
             or DRIVE WIRES DISCONNECTED  
             or DRIVE WIRES REVERSED  
BATTERY TEST: PASS (or FAIL)  
SYSTEMS TEST: PASS (or FAIL)
```

The Green Light will flash if the self-test of the System completed satisfactorily or the Red Light will flash if something failed. If the BATTERY TEST indicates a failure, replace the Batteries and reset the System again. Otherwise, the Red Light indicates the System may require service.

Chapter 9

The WP4000 Printer

The WP4000 Wireless Printer is used for reading the various reports maintained by the System including the Audit Log. The System also sends prompts to the user via the Printer while the System is in the Menu programming mode.

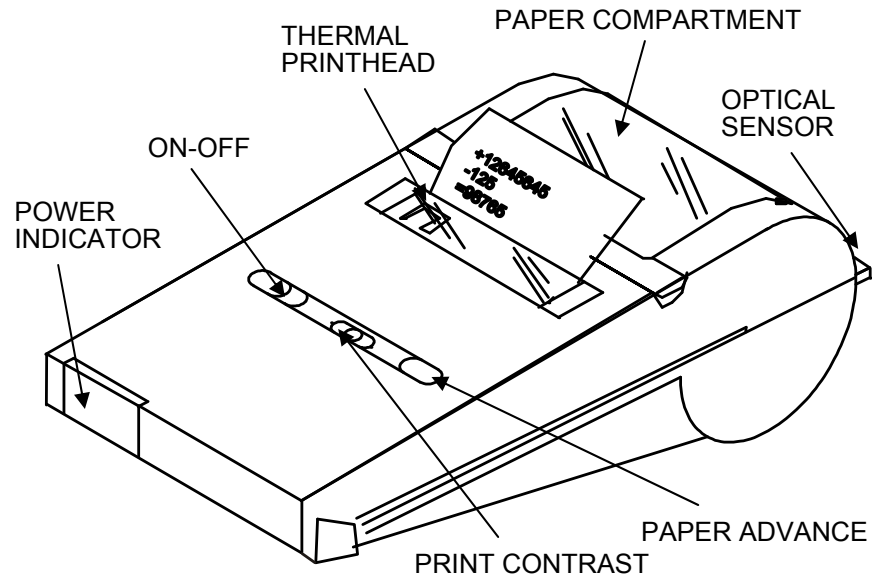


Figure 9 Switches and Indicators

Installing Batteries

Remove the Battery Compartment Door from the rear of the Printer. Install 4 fresh '**AA**' **alkaline batteries** in alternating directions, **as marked in the printer**. Replace the Battery Compartment Door.

Installing Paper

Do not operate the Printer without paper. For best results, use Hewlett Packard 82175 Black-Printing Thermal Paper. Do not pull on the paper -- use the Paper Advance Button. Do not pull the paper backwards through the printer. Do not run the paper to the end of the roll if the paper is attached to its inner core.

Tear or cut the end of a new roll of paper evenly at a slight angle. Do not use paper with folds or uneven edges and do not allow obstructions to contact the print mechanism.

Open the Paper Compartment Door and position the paper with the curl **facing up**. The paper should feed from the bottom of the roll into the paper slot. Slip the angled cut into the paper slot. While applying slight pressure to the paper, press and hold the Paper Advance Button until the paper is completely past the print head. If the paper jams, pull backwards **very** slowly. Place the paper in the Paper Compartment and close the Paper Compartment Door.

Important!

To avoid damage to the Thermal Print Head:

- Do not operate the Printer without paper
 - Do not pull on the paper -- use the Paper Advance Button
 - Do not pull the paper backward through the Printer unless jammed
-

Self Test/Battery Test

If a Printer problem is suspected, or to check the Printer Batteries, perform the following Steps:

Step 1 Turn the Printer Power Switch to OFF

Step 2 Hold down the Paper Advance Button

Step 3 Turn the Printer Power Switch to ON

Step 4 Release the Paper Advance Button

The Printer will perform a self test by printing the entire character set. The battery status will print immediately following the character print test and will be indicated by BAT:5 (new) to BAT:0 (replace).

Note

Most printing problems are the result of misalignment of the Optical Receiver of the Printer and the Optical Transmitter of the System.

Operating Information

Automatic Power-Down. After about 10 minutes of inactivity, the Printer will switch to low-power mode to conserve batteries. To reactivate the Printer, press the paper advance button.

Batteries. Battery life for alkaline batteries is approximately 6000 print lines of continuous printing. To prolong battery life, turn the Printer Power Switch to OFF when not in use and set the contrast to the lowest comfortable setting.

You should install fresh batteries when any of the following conditions occur:

- The print contrast is uncomfortably low, even when the Print Contrast Control is set to highest contrast.
- Printing slows because the print head moves across the paper at a much slower speed.
- Printing halts before all information on a line has printed.
- The battery status printed at the end of the self test is 0-1.


If you are not planning to use the Printer in the near future, you should remove the batteries before storing the Printer.


You can use rechargeable batteries, but they cannot be recharged inside the Printer. Battery life for a single charge is less than for alkaline batteries.

Self-Test and Battery Status. If you suspect that the Printer is not operating properly, run the self-test (refer to page 114.) If the printer fails the self-test, rerun the test to verify results. If the printer fails again, it may require service.

The battery status is a number from 0 to 5 that describes how much useful battery life remains. Regardless of the battery status, you should install new batteries when any of the symptoms of low batteries appear. If you anticipate needing to operate the printer without interruption for an extended period of time, you may want to install new batteries before the status has dropped to 2.

Controlling the print head. If you turn the Printer Power Switch to OFF while it is printing, the print head may stop in the middle of the line. To return the print head to the left side of the paper, turn the Printer to ON, then OFF. Leaving the print head in the middle of a line causes *temporary* lightening of characters in that column; continued printing restores the print contrast in that position.

Incorrect or missing characters. The  character is printed if the Printer detects incorrect data due to interference with or interruption of the stream of incoming information. Common causes for incorrect data are improper positioning of the Printer with respect to the System, obstruction of the infrared beam, or interference from another infrared source.

The  character is printed if information is lost because the Printer cannot print fast enough to keep up with incoming data.

Environmental Limits. You should observe the following temperature and humidity limits to preserve product reliability -- operating temperature: 0° to 50°C (32° to 122° F), storage temperature: -40° to 60°C (-40 to 140°F), humidity: 5% to 95% relative humidity at 40°C (104°F).

Chapter 10 Help!!

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. Contact Customer Service concerning product pricing, availability and order status. Contact Technical Support concerning technical problems and repairs. They can be reached at:

Customer Service

Monday through Friday 8:00 AM to 5:00 PM, EST

(800) 711-6814

sss-customerservicehelp@stanleyworks.com

Technical Support

Monday through Friday 8:00 AM to 6:00 PM, EST

(800) 392-5209

techs@stanleyworks.com

Or visit the website www.omnilock.com.

Warranty Service

Stanley Security Solutions 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.

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.

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 Stanley Security Solutions *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.**

Limited Warranty

Except as otherwise provided below, STANLEY warrants that all Products manufactured by STANLEY and sold under its trade names "Omnilock" are free of defects in materials, workmanship and operation, normal wear and tear excepted, for a period of one (1) year from the date of sale to the original purchaser. The liability of STANLEY under this warranty is limited to the repair or replacement of any Product covered by the warranty. Written notice of a claim under this warranty should be mailed to STANLEY SECURITY SOLUTIONS, P.O. Box 50444, Indianapolis, IN 46250. The notice should include information as to the identity of the Product and its defect along with a customer contact name, company name, address, and phone number. STANLEY will then provide shipping directions, with all shipping charges prepaid by you. STANLEY will then cause the Product to be examined and, if found defective and covered under this warranty, will repair or replace said Product at the sole discretion of STANLEY. Warranty service shall only be provided in the United States.

Software

Omnilock OM/OP2000 Software and Omnilock WAMS Software Warranty - STANLEY warrants that all CD ROM and software keys shall be free from defects in material and workmanship and will function in substantial accordance to the specifications for a period of one (1) year from the date of installation.

Specific Limitations of Omnilock OM/OP2000 Software and Omnilock WAMS Software Warranty

The warranty for all Omnilock OM/OP2000 Software and Omnilock WAMS Software Warranty Products does not cover, free-of-charge, any post-sales technical support during the warranty under the following circumstances:

Calls from sub-contractors not authorized by STANLEY

Problems caused by misuse of software or hardware.

Failure to provide a network connection or site phone line for a modem connection, if deemed necessary by STANLEY.

Technical support for third party software or hardware products.

Technical support for network software products.

Support for the items above during normal technical support hours will be provided at an hourly rate of \$150, billable in one (1) hour increments. For pre-arranged, after-hours support, please call for quote.

General Limitations Of Warranty

This warranty specifically excludes, and STANLEY shall not be held responsible for, damage caused by Product malfunction or failure attributable to acts of God, improper use or installation, poor or no maintenance, work performed by other than an Authorized STANLEY technician; failure to follow STANLEY's operating instructions or environmental specifications, modification, vandalism, shipping and/or handling, improper storage, accident, abuse or any other cause not within the control of STANLEY other than ordinary wear and tear.

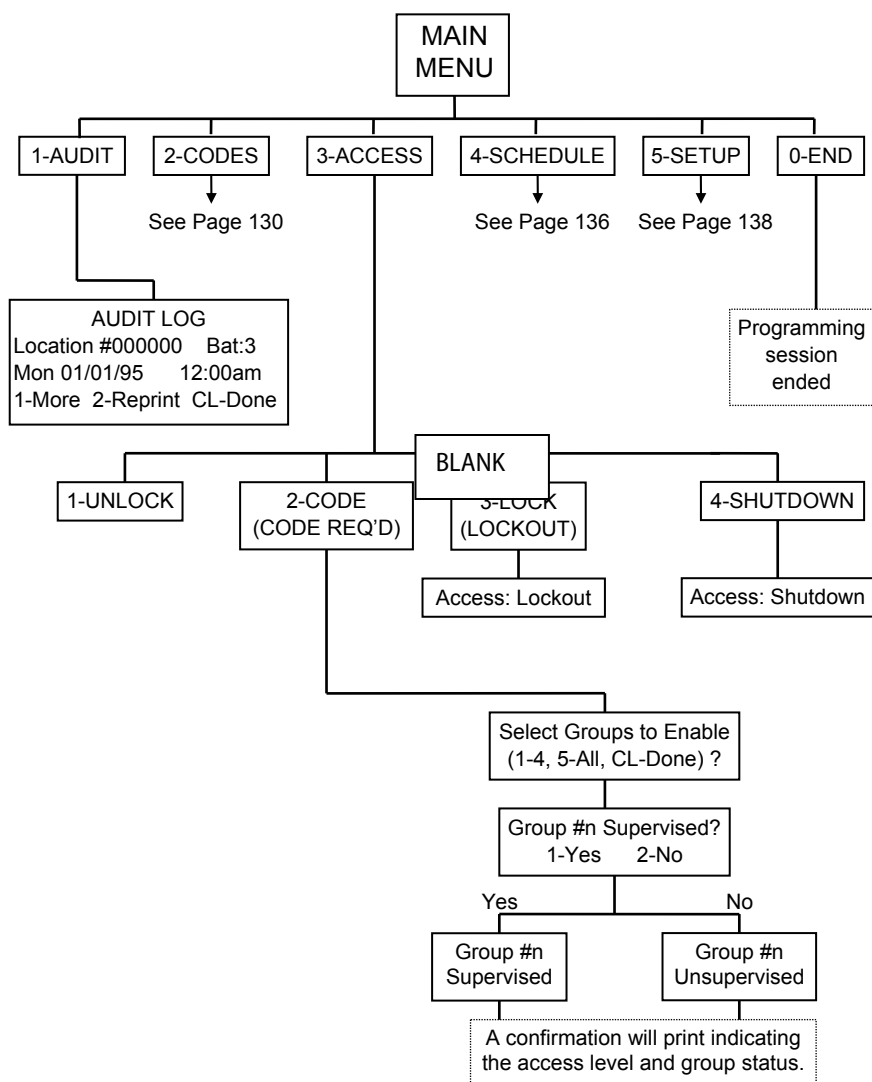
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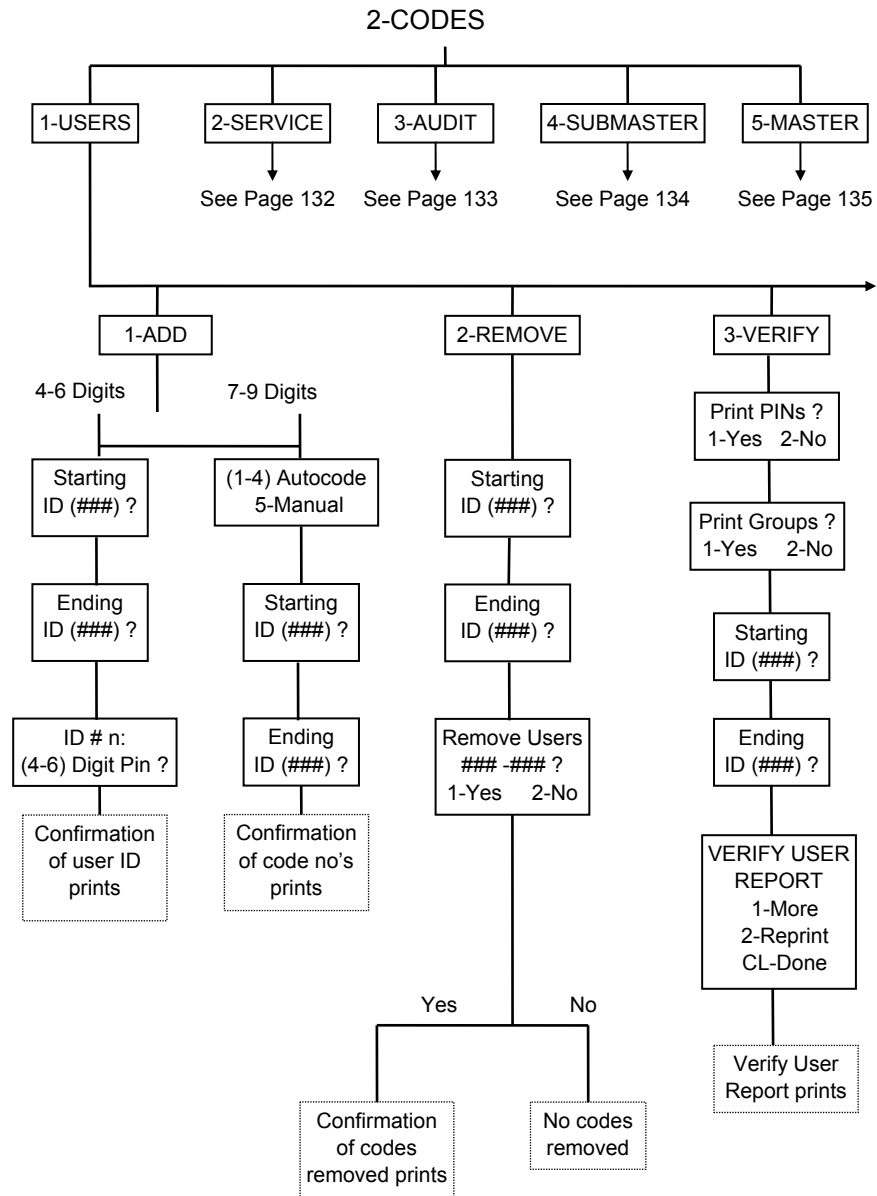
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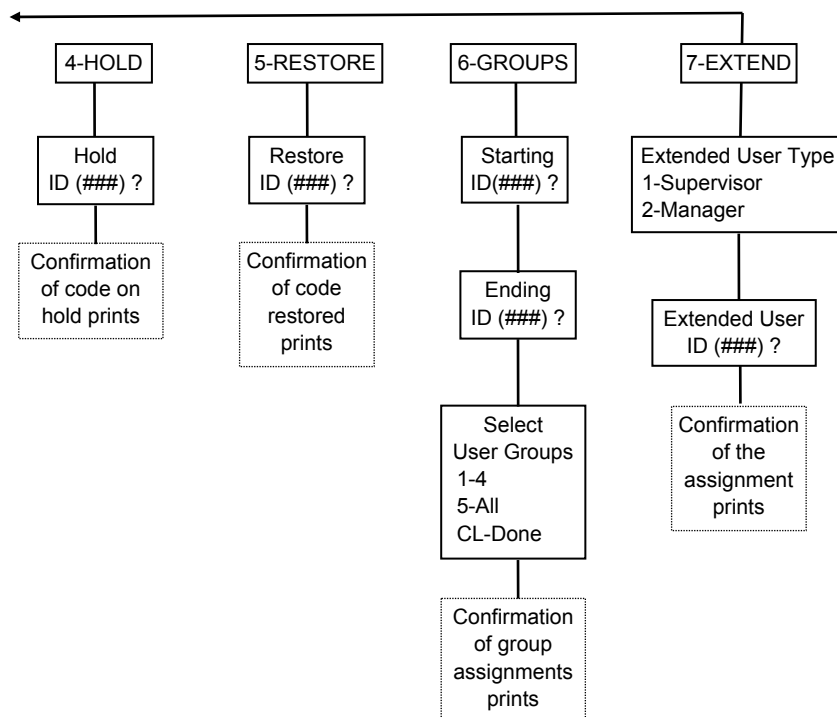
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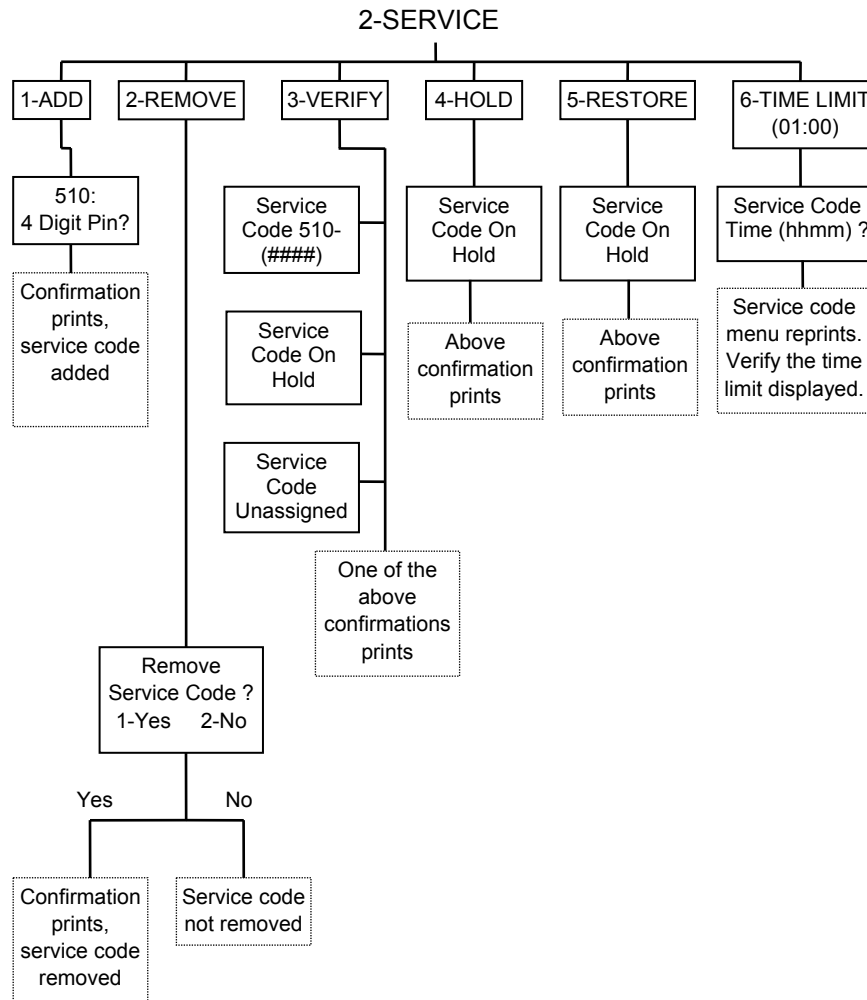
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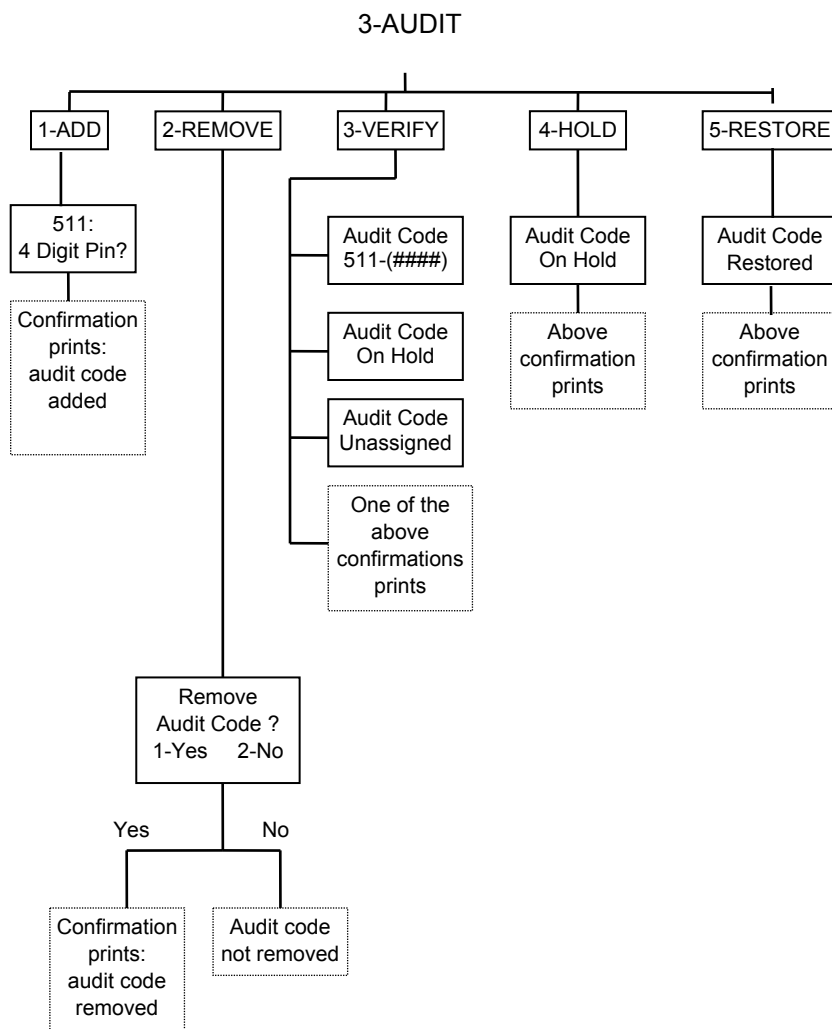
Chapter 11 Menu Tree

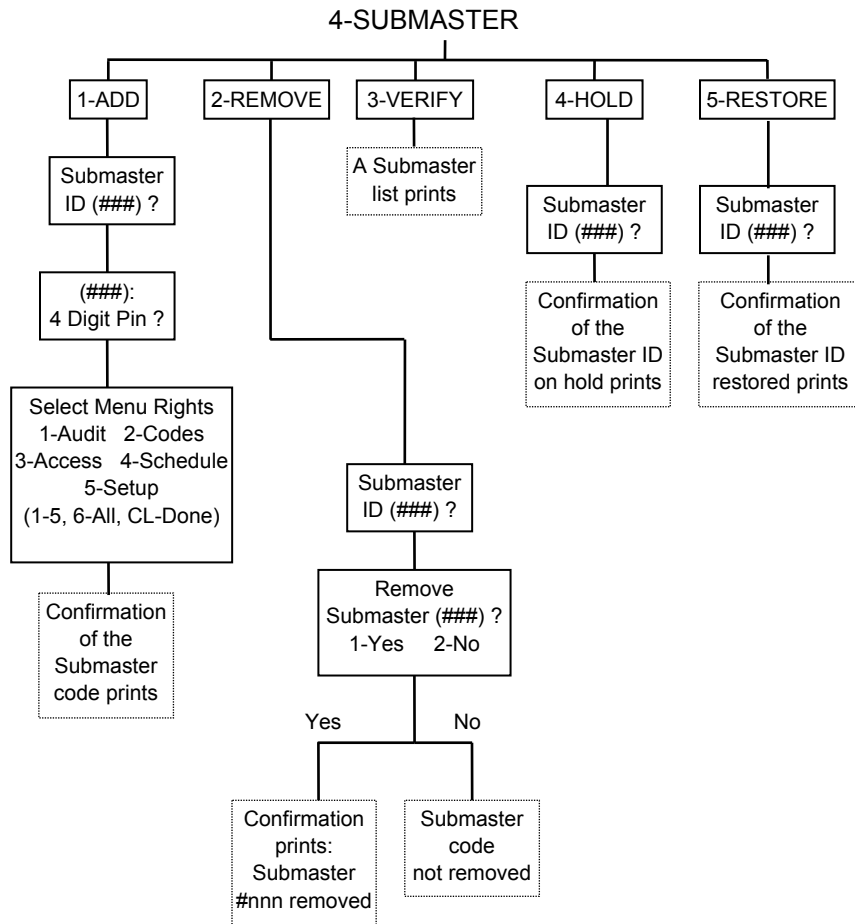


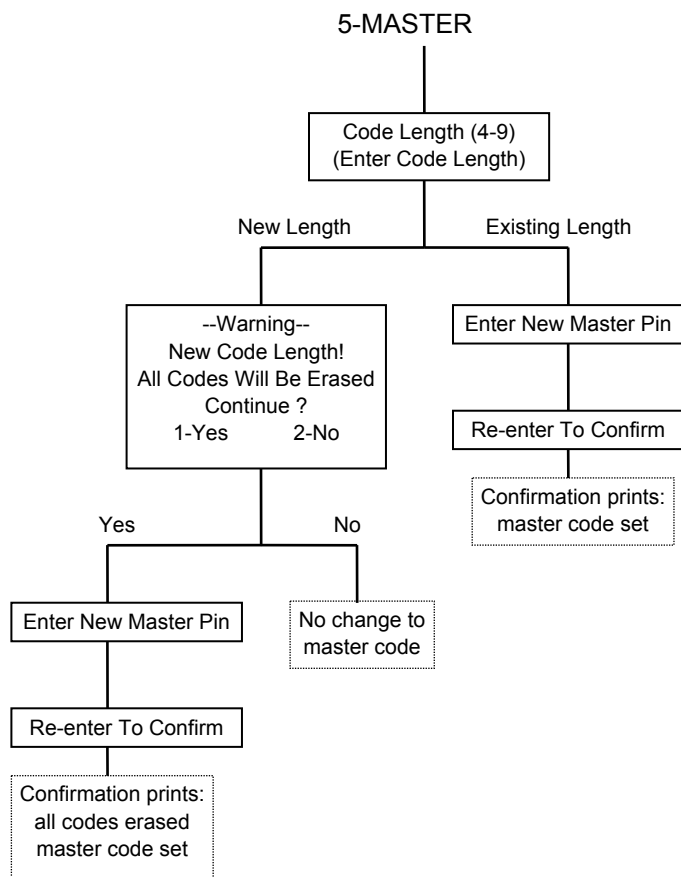


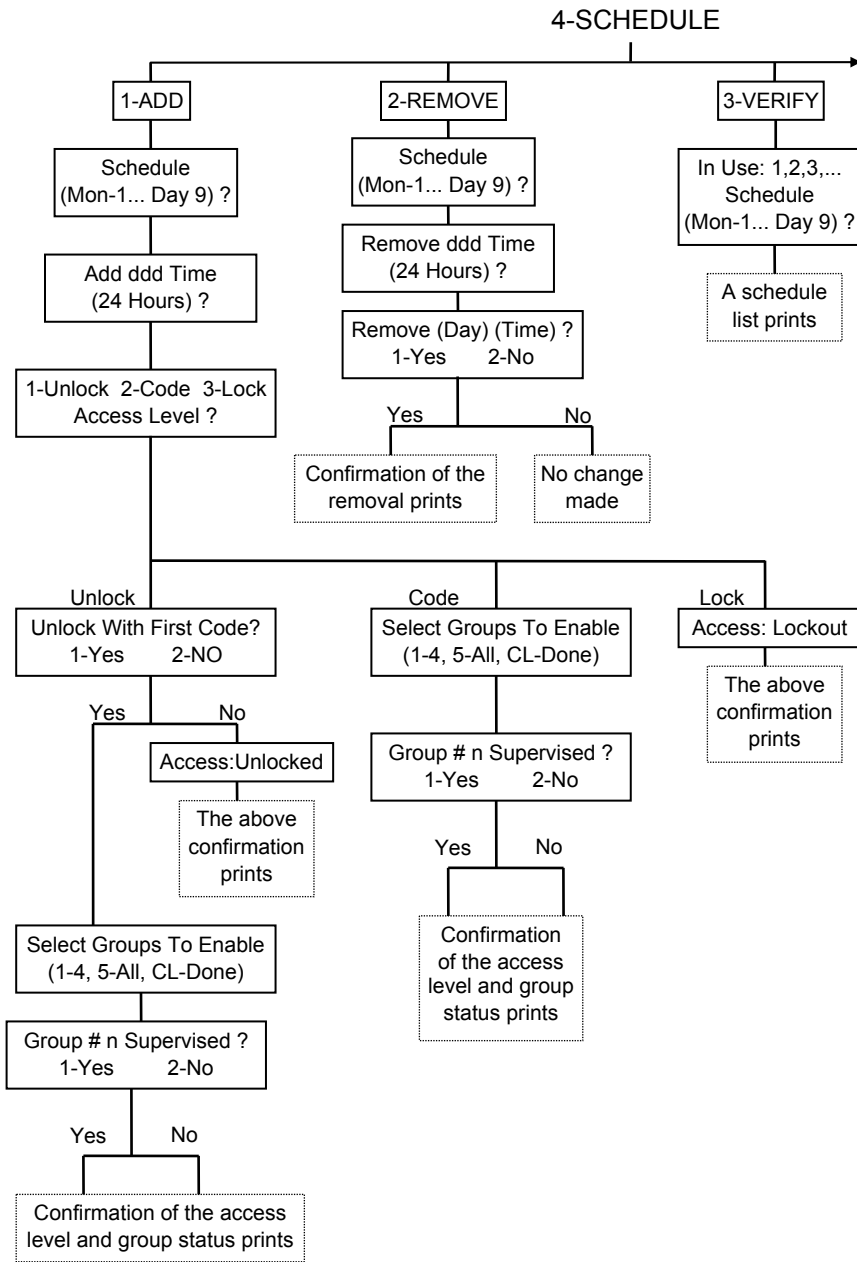


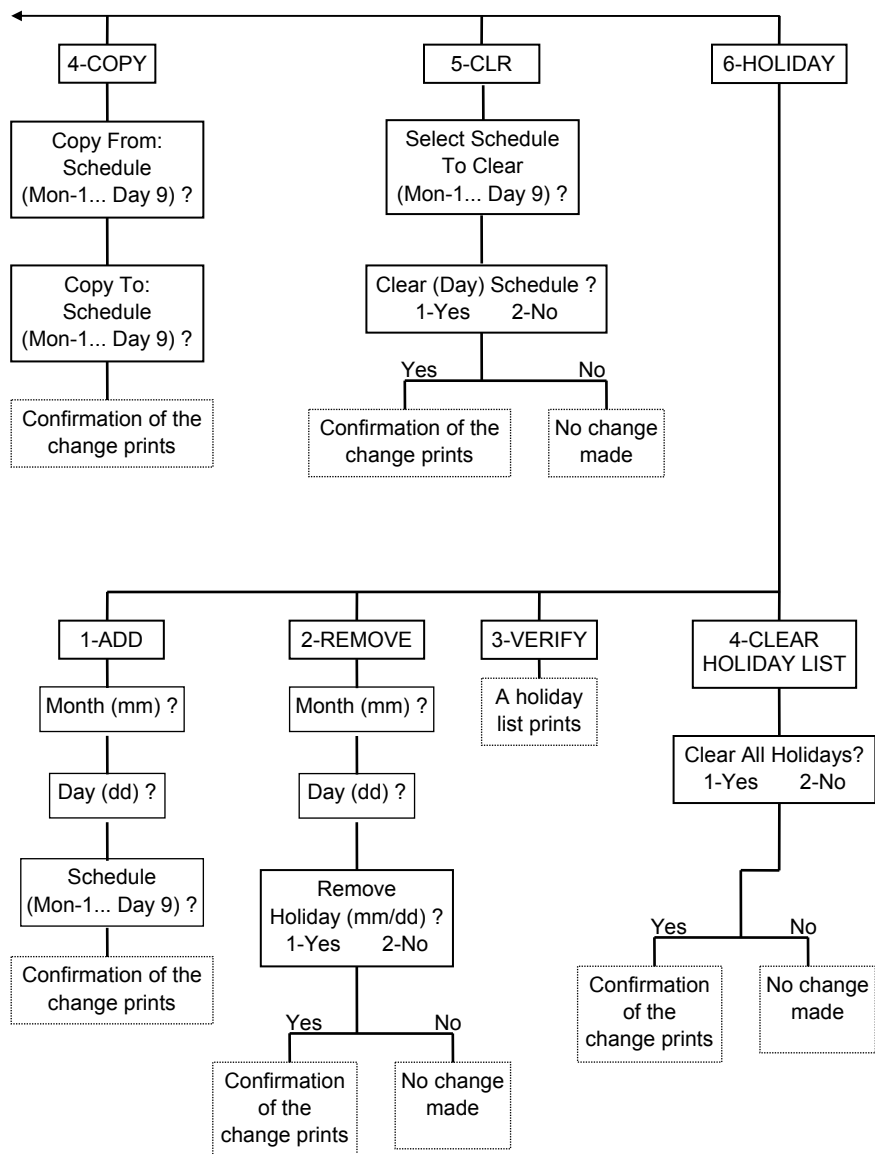


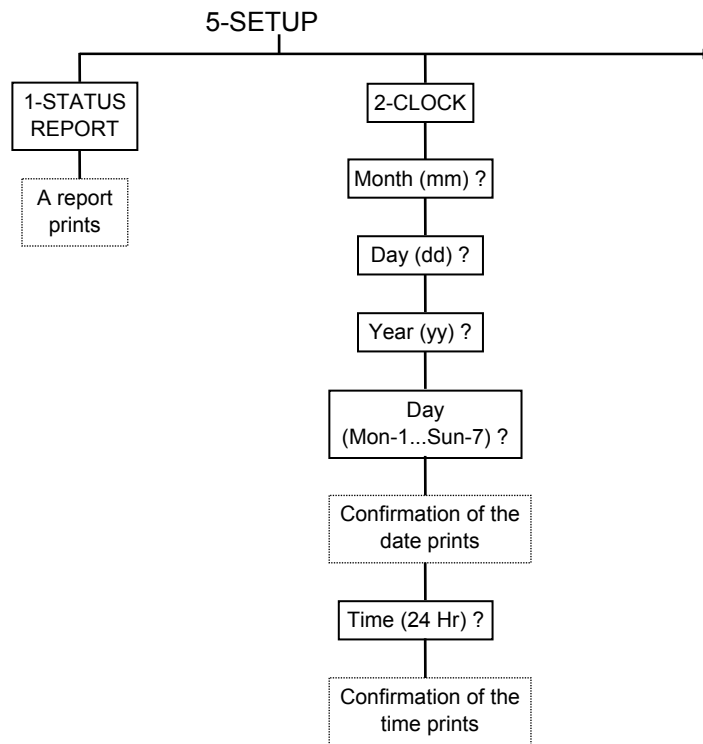


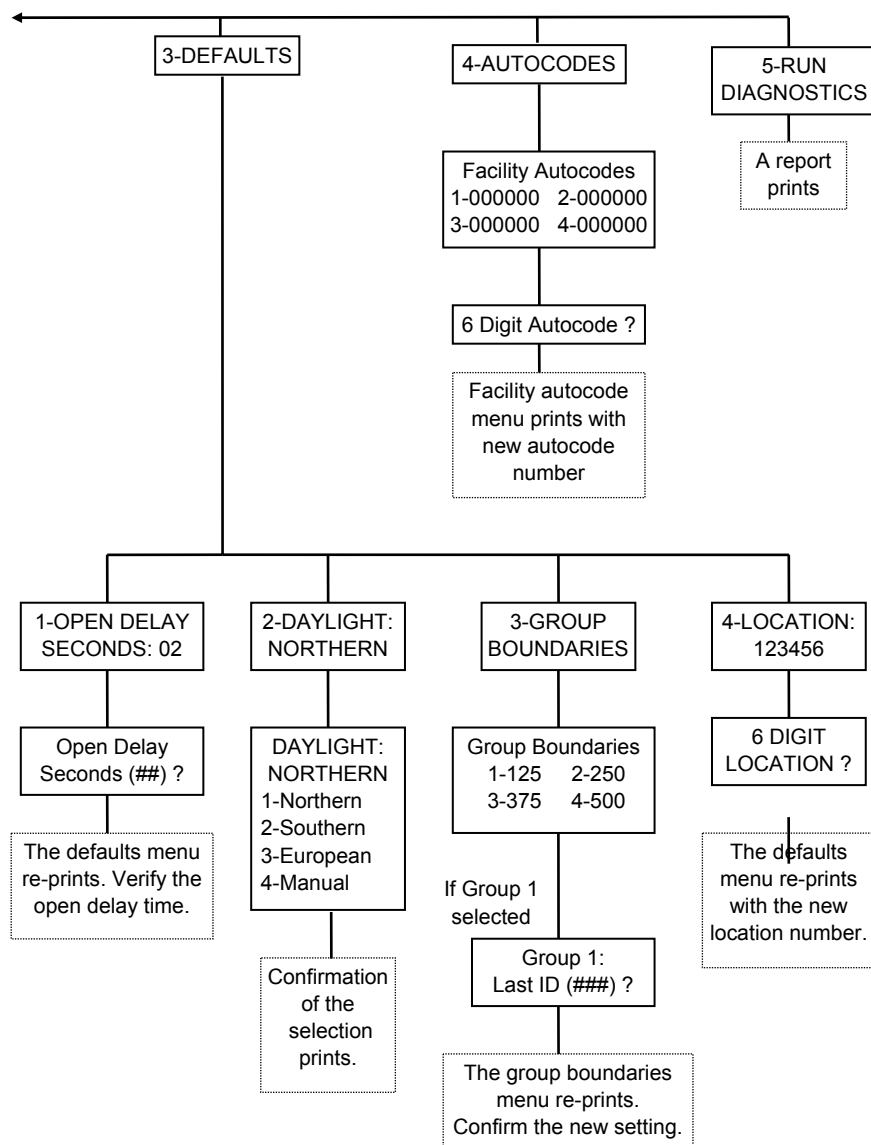












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QUICK REFERENCE PROGRAMMING GUIDE
OMNILOCK® ACCESS CONTROL SYSTEMS SERIES OM500
(Firmware Version 2.xx)

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
Menus	99	N/A	* Requires printer

Code ID Number Ranges:

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

