



# <u>Index</u>

Definitions2
Factory Default Settings3
Important Notes 3
Change Master Code 4
Add Codes·····4
Add a User Code
Add Multiple User Codes
Add Service Code
Delete Codes 5
Delete User Code
Delete Service Code
Delete All Service Codes
Disable Codes ······5
Disable all Codes ······ 6
Passage Mode ······ 6
Pass Time7
Sound 7
Lock Status Indicator7
Penalty Time8
Penalty Time
Penalty Time
Penalty Time

## **Definitions**

- **Code Length:** Length of Master Code defines the length of all other codes. Length of codes can be 4, 5 or 6 digits. Master Code and User Codes must be the same length.
- LED Indicator: LED indicators are located at the top outside of the lock. Lock flashes green LED and/or red LED dependent on inputs.
- Master Code: Code used to program the lock and unlock the lock. Factory Default Settings' Master Code is 12345 this
  must be changed before programming the lock. Each lock has only one Master Code. Multiple locks can have same Master
  Code.
- User ID: Two-digit Identification numbers for User Codes. Each User Code must have a User ID (00-99).
- User Code: Codes used to unlock the lock. User Codes are programmed by Master Code. Lock can have a maximum of 100 User Codes. Program 02 programs User IDs and their User Codes.
- Service Code (One-time User Code): Code that allows one entry per code. Service Code is deleted after it has been used. Lock can have a maximum of 5 Service Codes active simultaneously.
- **Passage Mode:** Mode that keeps the lock unlocked until it is disabled. Factory Default Settings has this mode disabled. Program 40 enables Passage Mode and Program 41 disables Passage Mode
- **Pass Time:** Period that a lock stays in unlocked position after a valid code is entered. Factory Default Settings' Pass Time is 5 seconds. Program 42 adjusts Pass Time from 2 to 20 seconds.
- stays in unlocked position. Turning inside or outside lever opens the lock.
- **Sound:** Keypad sound is enabled by Default Factory Settings. Disabling the sound affects general operation and programming of the lock. Program 73 disables sound and Program 71 enables Sound.
- Lock Status Indicator: LED indicator on lock to show whether it is locked (flashing red LED) or unlocked (flashing green LED). Program 91 enables or disables the lock status indicator.
- Penalty Time (Keypad Anti-Tamper Lockout Time): Period that a lock stays in locked position after it reached its max number of incorrect code entries. During Penalty Time, no other codes will be accepted. Factory Default Settings' Penalty Time is 60 seconds after 3 invalid tries. Program 92 adjusts Penalty Time from 0 (disabled) to 90 seconds after 0 (disabled) to 9 tries. This is used to prevent unauthorized entry.

### Factory Default Settings

Master Code: 12345 Passage Mode: Disabled Pass Time: 5 seconds Sound: Enabled Lock Status Indicator: Disabled Penalty Time (Keypad Anti-Tamper Lockout Time): 60 seconds after 3 Invalid Code Entries

### **Important Notes**

- Factory Default Settings' Master Code must be changed before programming any other codes.
- Manufacturer assumes no liability, direct or indirect, due to failure to change Master Code
- Pressing the Star (\*) key will cancel any on-going program sequence or code input.
- Pressing the Pound (#) key starts programming.
- Programming can be done only if the lock is locked.
- Replacing batteries does not change existing settings.
- During programming, green LED indicator indicates success and the red LED indicator indicates failure.
  - One green LED flash and 2 short beeps occurs after each program sequence. (•)
  - Two green LED flashes and 2 beeps (one short beep and one long beep) occurs at the end of each successful program sequence (●●).
  - One red LED flash and 1 long beep indicates failure program sequence.
  - The red LED will flash 0.5 second (with one long beep) after an invalid code is entered.
- It is important to maintain track of user ID's and Codes used in the system to use certain feature

**Disclaimer -** The Codes used in the following examples are not recommended for actual valid codes. Accepted protocol should be followed for secure codes. Repeated strings of numbers are not secure.

## Change Master Code

Key Sequence

[#] [Master Code] • [01] • [1-digit Code length] • [New Master Code] • [New Master Code] • •

- For example, to change Master Code to "5555", Press: [#] [12345] [01] [4] [5555] [5555] ●
- The length of the Master Code defines the length of all other codes. It cannot be changed to other lengths unless factory default settings are restored.

## Add Codes

#### Add a User Code

Key Sequence

[#] [Master Code] • [02] • [2-digit User ID] • [New User Code] • •

• For example, to add User Code of "2010" with User ID 01, Press: [#] [5555] ● [02] ● [01] ● [2010] ●●

#### Add Multiple User Codes

Key Sequence

[#] [Master Code] • [02] • [2-digit User ID] • [New User Code] •• [Second 2-digit User ID] • [Second New

User Code] •• ... And so forth

- *For example*, to add User Codes "2020", "2030" and "2040" with User ID 10, 11, and 12 respectively, Press: [#] [5555] [02] [10] [2020] ●● [11] [2030] ●● [12] [2040] ●●
- Input of additional User Code must start before the green LED indicator stops flashing (8 Seconds) otherwise start process from beginning.

### Add a Service Code

Key Sequence

[#] [Master Code] • [2] [1-digit Service Code ID] • [Enter Service Code] • •

- For example, to add Service Code 1 "9999", Press [#] [5555] [2] [1] [9999] ●●
- Up to 5 Service Codes can be programmed. Use Service Codes ID's 1, 2, 3, 4, or 5.

## **Delete Codes**

#### Delete a Code

Key Sequence

[#] [Master Code] ● [03] ● [2-digit User ID] ●●

• For example, to delete User Code "2040" with User ID "04", Press: [#] [5555] ● [03] ● [04] ●●

#### Delete a Service Code

Key Sequence

[#] [Master Code] • [3] [1-digit Service Code ID] ••

• For example, to delete Service Code 1, Press [#] [5555] ● [3] [1] ●●

### **Delete All Service Codes**

Key Sequence

[#] [Master Code] ● [30] ● [3] [0] ●●

• For example, to delete all Service Codes, Press [#] [5555] ● [30] ● [30] ●

## Disable a Code

#### Disable a User Code

Key Sequence

[#] [Master Code] ● [04] ● [2-digit User ID] ●●

• For example, to disable User Code "2030" with User ID "03", Press [#] [5555] ● [04] ● [03] ●●

#### Enable a User Code

Key Sequence

[#] [Master Code] ● [05] ● [2-digit User ID] ●●

• For example, to enable User Code "2030" with User ID "03", Press [#] [5555] ● [05] ● [03] ●●

## **Disable all User Codes**

#### Disable all User Codes

Key Sequence

[#] [Master Code] • [06] ••

- For example, to disable all Users Codes, Press [#] [5555] [06] ●●
- All User Codes are disabled, and Service Codes are deleted.

#### **Enable all User Codes**

Key Sequence

[#] [Master Code] • [08] ••

- For example, to enable all User Codes, Press [#] [5555] [08] ●●
- All User Codes are enabled, and Service Codes must be re-programmed.
- If Codes are disabled using Program 06 and a new User Code is subsequently added (or an existing Code changed), the new (or changed) User Code will automatically become enabled.

## Passage Mode

Enable Passage Mode

Key Sequence [#] [Master Code] ● [40] ●●

#### **Disable Passage Mode**

A valid code will be required to unlock the door. Key Sequence

## [#] [Master Code] ● [41] ●●

- Lock will stay in unlocked position until Passage Mode is disabled.
- Only the Master Code can enable or disable Passage Mode.

## Pass Time

Key Sequence

[#] [Master Code] • [42] • [2-digit XX seconds] • •

• Pass Time changes to XX seconds and XX is programmable from 2 seconds to 20 seconds.

## <u>Sound</u>

Disable Keypad Sound – Sound Off Key Sequence [#] [Master Code] ● [73] ●●

Enable Keypad Sound – Sound On Key Sequence [#] [Master Code] ● [71] ●●

Lock Status Indicator Enable Lock Status Indicator – Status Locked (Red LED) Key Sequence [#] [Master Code] ● [91] ● [2] ●●

Enable Lock Status Indicator – Status Unlocked (Green LED) Key Sequence [#] [Master Code] ● [91] ● [3] ●●

• Red LED flashes when door is locked; Green Led flashes when door is unlocked or in Passage Mode

Disable Lock Status Indicator – No Flashing LED indicator

*Key Sequence* [#] [Master Code] ● [91] ● [1] ●●

## Penalty Time (Keypad Anti-Tamper Lockout Time)

#### **Adjust Penalty Time**

Key Sequence

[#] [Master Code] • [92] • [1-digit invalid codes entry] • [1-digit X0 seconds] • •

For example, to adjust Penalty Time for 70 seconds after 5 invalid entries, Press
 [#] [5555] ● [92] ● [5] ● [7] ●●

#### **Disable Penalty Time**

Key Sequence

[#] [Master Code] ● [92] ● [0] ● [0] ●

- Number of invalid User Codes can be programmed from 0 (disable) to 9.
- Penalty Time can be programmed from 10 seconds to 90 seconds, incremental in 10s (i.e. 9 = 90 seconds).

## **Code Location Function**

*Key Sequence* [#] [Master Code] ● [09] ● [Enter Code to be located] ●●

If the code entered is recognized, the following sequence will occur:

- At the start of the Code Location Function, the lock will flash both the green and red LEDs and emit 2 beeps.
- The lock will identify the first digit by flashing the green LED and beeping 0 9 times.
- To signify the end of the first digit sequence, the lock will flash both the green and red LEDs and will emit 2 beeps.
- The lock will identify the second digit by flashing the green LED and beeping 0 9 times.
- To signify the end of the second digit sequence, the lock will flash both the green and red LEDs and will emit 2 beeps.

Should the code not be recognized, the lock will sound one long beep (0.5 sec) with a red LED.

### Next Free User Code ID Locator

Key Sequence [#] [Master Code] ● [10] ●●

If a next free user ID is recognized, the following sequence will occur:

- At the start of the Next Free User Code Location function, the lock will flash both the green and red LEDs and will emit 2 beeps.
- The lock will identify the first digit by flashing the green LED and beeping 0 -9 times.
- To signify the end of the first digit sequence, the lock will flash both the green and red LEDs and will emit 2 beeps.
- The lock will identify the second digit by flashing the green LED and beeping 0 -9 times.
- To signify the end of the Next Free User Code, the lock will flash both the green and red LEDs and will emit 2 beeps. If no free address is found, then the lock will emit one long beep (0.5 sec) with a red LED.

Should a Free User Code ID not be found, the lock will sound one long beep (0.5 sec) with a red LED.

## **Reset to Factory Default Settings**

Reset to Factor Default Settings with a Master Code

Key Sequence

[#] [Master Code] ● [99] ● [99] ●●

#### Reset to Factor Default Settings without a Master Code

- 1. Remove one battery.
- 2. Press and hold the "0" button, then replace the battery.
- 3. Release the "0" button after green LED flashes twice and lock beeps twice.
- 4. Within 3 seconds, press the star \* key 3 times.
- The green LED will light for 7 seconds and 2 beeps will sound.
- The lock is reset to the Factory Default Settings. All programming is deleted. Master Code is 12345.

## Low Battery Warning

When the battery voltage is low, the red LED will flash 5 times before the green LED flashes to signal acceptance of the code. Batteries should be changed as soon as this happens. Only 200 operations are allowed under low battery condition. After 200 operations, User Codes will be disabled under low battery condition. Then, only Master Code can be used to unlock the lock, and LED indicator will flash in red for 10 times before the lock is unlocked.

## Visit www.TownSteel.com for more.

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