# Time Commander II® Electronic Time Lock

# Operating Instructions

*The Sargent & Greenleaf Time Commander II provides an easy way to add the ultimate in high security devices—a time lock—to your S&G Comptronic® Electronic Safe Lock. This highly accurate time lock will provide many years of quality service when programmed and operated according to the following instructions.*

## INTRODUCTION

The Time Commander II (TC-II) must be programmed before it can be used. It does not come equipped with default programming. Follow the simple setup steps in this document. **Do not omit any steps.**

When setting a time into the TC-II, numbers increase by one every time the proper button is pressed. If you hold the button down, numbers increase rapidly.
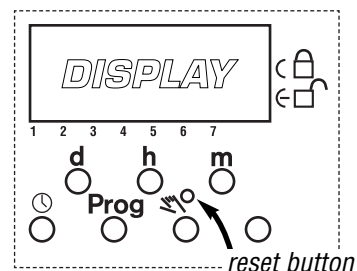
The TC-II always reverts to the current time display if no buttons are pressed for 40 seconds.

The tip of a pencil or ball point pen can be used to press the small reset button to clear all of the TC-II's programming. This will allow you to re-program the unit from the beginning.

The TC-II's single "N" size battery should be replaced annually.

**DO NOT USE THE TIME COMMANDER II WITH ANY COMPTRONIC DURESS MODULE. A DURESS SIGNAL CANNOT BE SENT WHEN THE TIME COMMANDER II IS TIME LOCKING THE SAFE.**

**DO NOT CLOSE YOUR SAFE UNTIL OPENING AND CLOSING TIMES ARE PROGRAMMED INTO THE TIME COMMANDER II.**





## Sargent & Greenleaf, Inc.
PO Box 930, Nicholasville, Kentucky 40340
Phone (606) 885-9411     FAX (606) 887-2057

## Sargent & Greenleaf S.A.
9, chemin du Croset, 1024 Ecublens, Switzerland
Phone 41-21-691-9583     FAX 41-21-691-5349

## Setup Instructions

**Daylight Savings Time**—Use the tip of a pen or pencil to press the small reset button. The TC-II will momentarily display the software revision number, then show the *DATE* screen. At this point, you can tell the TC-II to automatically adjust its internal clock to account for daylight savings time. Five different options are available.



*reset button*

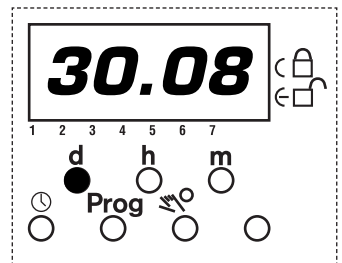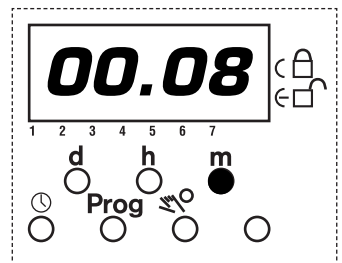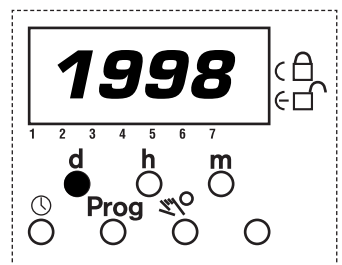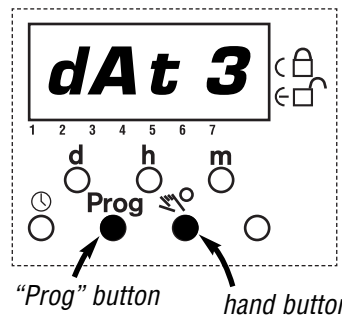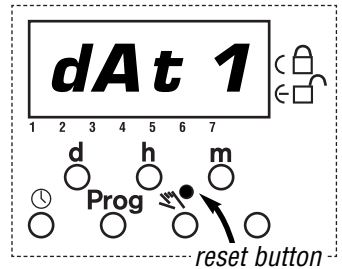| DISPLAY | BEGINNING OF DAYLIGHT SAVINGS | END OF DAYLIGHT SAVINGS | AREA WHERE THESE DATES ARE USED |
|---|---|---|---|
| dat | last Sunday of March | last Sunday of Sept. | Europe |
| dat1 | last Sunday of March | last Sunday in Oct. | Europe (new standard) |
| dat2 | last Sunday of March | last Sunday in Oct. | Great Britain |
| dat3 | first Sunday in April | last Sunday in Oct. | U.S.A. |
| no | no daylight savings time adjustment will be made | | |

Press the "hand" key to toggle through the available options. When the daylight savings time setting appropriate for your area appears in the display window, press the "Prog" button. The year display will appear.



*"Prog" button*　　*hand button*

**Year**—Press the "d" button to advance the display to the current year. Then press the "Prog" button. The day/month display will now appear.
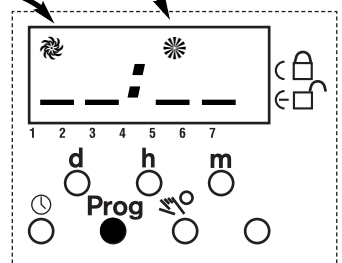


**Day/Month**—Press the "m" button until the number of the current month is displayed on the right side of the window. In this example, the TC-II has been set to the 8th month—August.



Press the "d" button until the current day of the month is displayed on the left side of the window. In this example, the TC-II has been set to the 30th day of the month.



*standard time symbol*
*daylight savings symbol*

When the month and day have been set, press the "Prog" button and the current time display will appear. If you are using the daylight savings time option, a sun symbol will appear at the upper left of the display when daylight savings time is in effect (spring and summer). A snowflake will appear if the option is used and it is the time of the year when clocks are set to standard time (fall and winter).
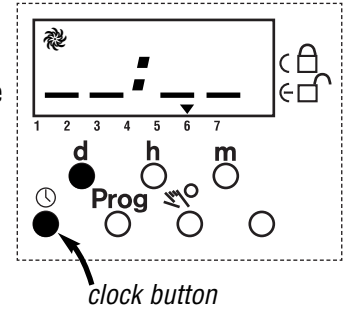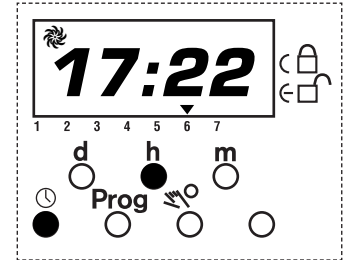
# Setup Instructions (cont.)

***Set Current Time***—Press and hold down the "clock" button while pressing the "d" button once. A small pointer will appear over the number representing the day of the week. In this example, the day is Saturday, so the pointer is over the number 6. The day of the week is calculated automatically from the month and day information entered earlier. The days of the week are numbered on the display as follows:

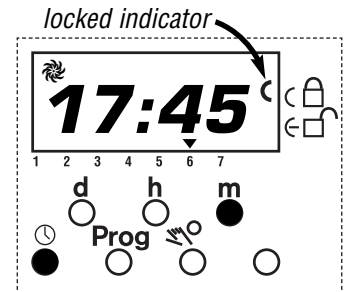| | | | |
|---|---|---|---|
| 1 Monday | 2 Tuesday | 3 Wednesday | 4 Thursday |
| 5 Friday | 6 Saturday | 7 Sunday | |

*clock button*

Hold down the "clock" button while pressing the "h" button until the current hour is displayed. The TC-II uses a 24 hour clock. In this example, the hour is 5 p.m., so the display should be advanced to 17 hours. A random number may appear in the minutes side of the window.

| | | | | |
|---|---|---|---|---|
| 00:00= 12 a.m. | 01:00=1 a.m. | 02:00=2 a.m. | 03:00=3 a.m. | 04:00=4 a.m. |
| 05:00=5 a.m. | 06:00=6 a.m. | 07:00=7 a.m. | 08:00=8 a.m. | 09:00=9 a.m. |
| 10:00=10 a.m. | 11:00=11 a.m. | 12:00=12 p.m. | 13:00=1 p.m. | 14:00=2 p.m. |
| 15:00=3 p.m. | 15:00=3 p.m. | 16:00=4 p.m. | 17:00=5 p.m. | 18:00=6 p.m. |
| 19:00=7 p.m. | 20:00=8 p.m. | 21:00=9 p.m. | 22:00=10 p.m. | 23:00=11 p.m. |

*locked indicator*

Hold down the "clock" button while pressing the "m" button until the current minutes are displayed. In this example, the time is 5:45 p.m. When the "clock" button is released, the colon between the hours and minutes digits should be blinking. If it is not, reset the hours and minutes. The "locked" indicator will appear at the right side of the display.

The basic setup is now complete. Remember that you can press the reset button at any time to clear the Time Commander's memory and re-program the unit completely.

You can check your setup information at any time by pressing and holding the "clock" button while then pressing and holding the "d" button. After holding both buttons down for about two seconds, the daylight savings time display will appear. You can step through the other setup displays by pressing the "Prog" button. You can change the information on any of these displays at this time just as you did during the initial setup

***IMPORTANT—DO NOT CLOSE YOUR SAFE UNTIL OPENING AND CLOSING TIMES ARE PROGRAMMED INTO THE TIME COMMANDER II.***
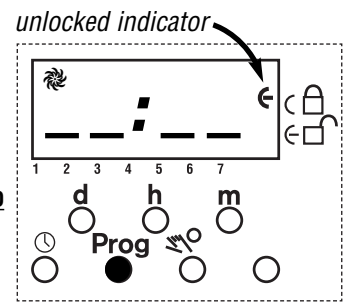
## Programming Instructions

***General Information***—After the initial setup is completed, you can program the days and times you want the TC-II to time lock your safe. "Opening time" is the time when the TC-II will allow your safe to be opened. "Closing time" is the time when the TC-II will **NOT** allow your safe to be opened.

It is common to have the same opening and closing times for two or more days of the week. These can be conveniently programmed at the same time. Also, combining like opening and closing times conserves memory and increases TC-II efficiency. For instance, you may want the safe to be accessible beginning at 9 a.m. on Monday, Tuesday, Wednesday, and Thursday. The opening time of 9 a.m. can be programmed for all four days at the same time.
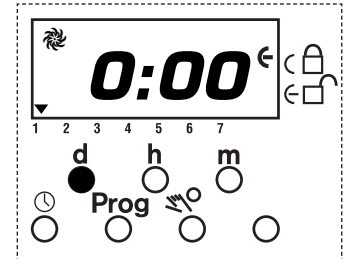
Every closing time needs an opening time. When the TC-II reaches a closing time, the lock prevents your safe from opening until the next opening time is reached.
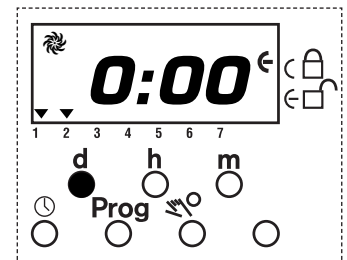
# PROGRAMMING INSTRUCTIONS (cont.)

Press the "Prog" button to begin programming opening and closing days and times. The day of the week marker disappears. The "unlocked" symbol ( ⊝ ) will replace the "locked" symbol ( ☾ ) at the right side of the display. You can toggle back and forth between locked and unlocked by pressing the "hand" button. **DO NOT CLOSE THE SAFE DOOR IF YOU HAVE DELETED ALL OPENING AND CLOSING TIMES AND HAVE NOT YET PROGRAMMED NEW ONES.**
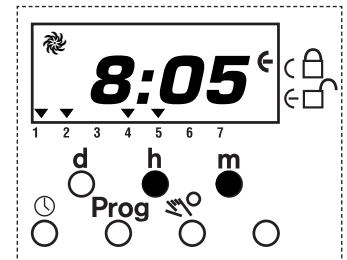
Press "d" and the day of the week marker blinks over the "1" (Monday). If you want to set an opening time for Monday, press "Prog." The marker will stop blinking.
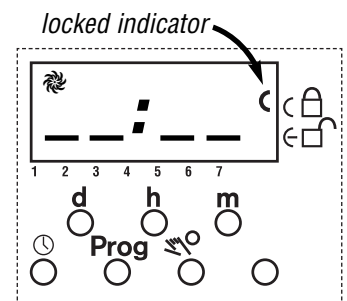
Press "d" again and the day of the week marker blinks over "2" (Tuesday). If you want set the same opening time for Tuesday, press "Prog" and the marker will stop blinking. If you want to skip Tuesday, press "d" again, and the blinking marker will move to "3" (Wednesday). Use this method to mark every day of the week that is to share the same opening time.

Set the opening time for all the marked days by using the "h" (hours) and "m" (minutes) buttons. Remember that the TC-II uses a 24-hour clock. The opening time shown in the example is 8:05 a.m. for Monday, Tuesday, Thursday, and Friday. If it was 8:05 p.m. for each day, the time display would read 20:05.

Press the "Prog" button until this display appears. The daylight savings time symbol may be different or absent, and the "locked/unlocked" symbol may show either state.
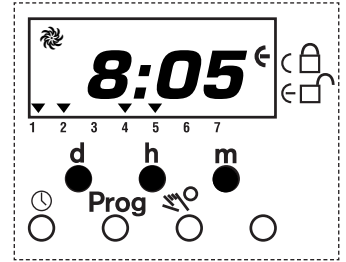
Set days of the week and a time for locking by using the same process you followed to set opening times. If necessary, press the "hand" button to toggle the "locked/unlocked" indicator to "locked."

You can program up to fourteen sets of scheduled opening and/or closing commands. Each set can consist of anywhere from one to seven openings or closings.

To review the openings and closings you programmed, press the "Prog" button to step through each opening/closing display. As you do this, you can change days of the week by using the "d" and "Prog" buttons, just as you did during the initial programming. You can also use the "h" and "m" buttons to change the time of the opening or closing. Press "Prog" after you have completed your changes.
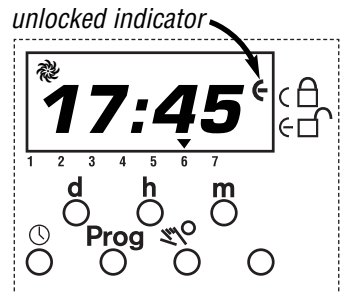
## PROGRAMMING INSTRUCTIONS (cont.)

All programmed opening and closing days and times can be deleted at once. Press the "Prog" button to view any display of your opening or closing times. Then press the "d," "h," and "m" buttons simultaneously. After this is done, you will have no closing times and no opening times; they must be re-programmed.
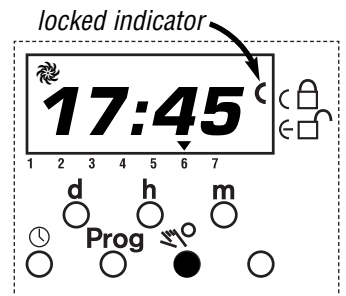
## SHORT CLOSE

You may want to time lock your safe during a time when the TC-II would normally allow it to be opened. For instance, you might need to leave your office in the middle of the afternoon for an appointment, but the TC-II is not scheduled to time lock your safe until 5 p.m.
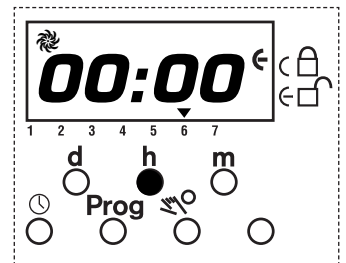
*unlocked indicator*

With the current time visible on the TC-II's display, press the "hand" button once. The locked/unlocked symbol will change from "unlocked" to "locked." When you close your safe, it cannot be opened until the TC-II reaches its next scheduled opening time.
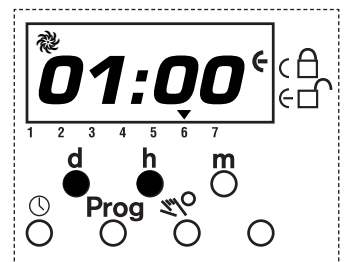
*locked indicator*

## VACATION CLOSE

The vacation close allows you to temporarily override the TC-II's lock and unlock programming to prevent your safe from being opened at any time during a one to ninety-nine day period. Vacation close periods always start at midnight (12:00 a.m.) and end at midnight.

To program a vacation close, press the "h" button and keep it depressed. The display will look similar to the example shown.

While holding down the "h" button, press the "d" button to set the time when the vacation close will start. If you leave the display at zero, the vacation close will start the very next midnight. If you set it to "01," the vacation close will start at midnight the next day. For instance, if today is Thursday and you set the first position to "01," the vacation close will start midnight Friday (same as 12:00 a.m. Saturday). You can set the first position up to "99."
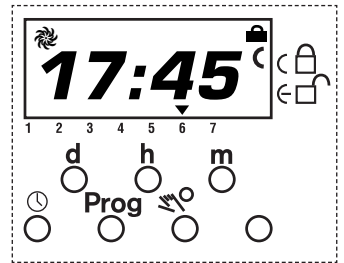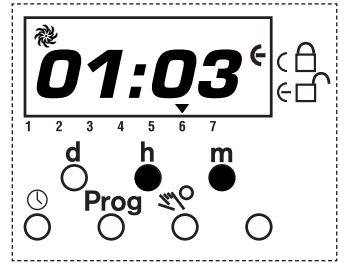
## Vacation Close (cont.)

While holding down the "h" button, press the "m" button to set the number of days for the duration of the vacation close. You can enter a vacation close duration up to ninety-nine days.

If today is Thursday, the display shown here indicates the vacation close will begin at midnight Friday (12:00 a.m. Saturday), and it will keep the safe from being opened at anytime on Saturday, Sunday, and Monday. The safe can be opened after the first programmed opening time that takes place after midnight Monday (12:00 a.m. Tuesday).

You can reset the vacation close values by following the vacation close programming procedure. If you set the duration to zero, there will be no vacation close period.

When the vacation close is taking place, a suitcase symbol will appear on the display. Since the safe will be locked during this time, you won't normally see it.

## Time Correction

If adjustment of the current time display becomes necessary (such as when manually compensating for daylight savings time), press and hold the "clock" button while adjusting hours by pressing the "h" button, or adjusting minutes by pressing the "m" button.

## Battery Changing

The TC-II is powered by one "N" size, 1.5 volt, alkaline battery. The Time Commander II will retain its programming for 30 seconds with the battery removed. This provides adequate time to follow the steps below:

• Use a screwdriver to carefully lift the battery holder far enough so that you can grasp it with your fingers and lift it out of the TC-II.

• Remove the battery from the holder.

• Install the new battery, observing the polarity (+ and -) markings in the holder unit.

• Press the holder back into place in the TC-II.