IP Series™ 100 Keypad Interface

User Operating Instructions

The Sargent & Greenleaf IP Series 100 Keypad is designed to work in combination with a 6120-6125 series electronic locks, including the Z^{02} and Z^{03}. Follow all of the instructions carefully to get the best possible performance from your system.

Introduction

All codes must contain eight digits or eight letters. Any digit or letter can be used as many times as you wish. The first two digits represent pin position and cannot be changed. To remove the 'Tamper On', enter the lock's factory default code and press 'Enter' or enter a valid user code and press 'Enter'.

- A code always ends with '#' to signal the lock that you have finished entering all digits of the code.
- The '#' key and the '*' key are used for basic navigation functions. The '#" key is used as the Next or Enter key. The '*' key is used as Back, Escape and some Special Characters.

NOTE: Personal data which can be directly related to a code holder, such as a birth date, should not be used in making up a lock code. Avoid codes which can be easily guessed. After the lock is changed to a new code, the lock function must be checked by locking and unlocking it several times with the container door open. Make sure it functions correctly before closing the door.

Powering on the Keypad

- As you power on the keypad Interface, you will see three small dots in the upper left hand corner of the screen. The IP Series version number will be shown at the bottom center of the display and you will hear a series of beeps. The screen will then display "TAMPER ON".
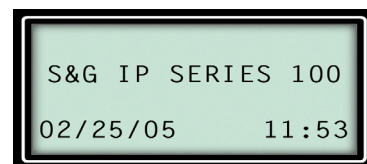
```
...
S&G IP SERIES 100

   V1.1 22/11/05
```

Input Password

- This screen will appear when the lock is powered on initially or anytime the lock has lost power and regained it. Enter a valid password to clear this message.

```
    Input Password
```

Main Screen

- This screen is the default screen. It is present when the Keypad is at rest. It displays the date, time and model number of the Keypad.

```
 S&G IP SERIES 100
02/25/05     11:53
```

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Change Your Code
• Before you begin using the keypad, it is highly recommended that you change your password/code. This adds to the security of the password feature.
• To change your own code, begin in the Main Menu. Type in your User Code and press the '*' key.
• Enter your new code and press '#'.
• Confirm your new code by typing it in again and pressing '#'. You will hear a series of beeps.
• Your code will now be changed in the lock and in the keypad.

Note: Your code must contain eight digits with the first two beginning with the same two digits as your original code.
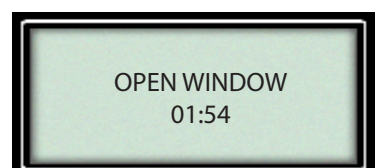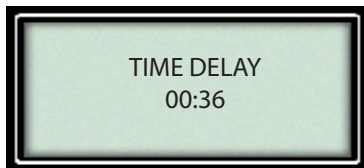
```
    PASSWORD
* * * * * * * *
```
```
   NEW PASSWORD
* * * * * * * *
```
```
  CONF. PASSWORD
* * * * * * * *
```

Opening the Lock
• While in the Main Screen, enter your User Code on the Keypad and press the '#' key. It will appear on the screen as '********'.

```
S&G IP SERIES 100

02/25/05      11:53
```
```
    PASSWORD
* * * * * * * *
```

• If the Time Delay is set to zero, the keypad will beep. The Turn Handle screen will appear. You can now open the safe.

```
   Turn Handle
```

• If the Time Delay is active, the following screens will be shown respectively. You cannot open the safe until the time delay has counted down to 0.

```
  TIME DELAY
    00:36
```
```
    WAIT TD
```
```
  OPEN WINDOW
    01:54
```

• After the opening window appears, enter your User Code on the Keypad and press the '#' key. It will appear on the screen as '********'. You may now open the safe.

```
    PASSWORD
* * * * * * * *
```
```
   TURN HANDLE
```