

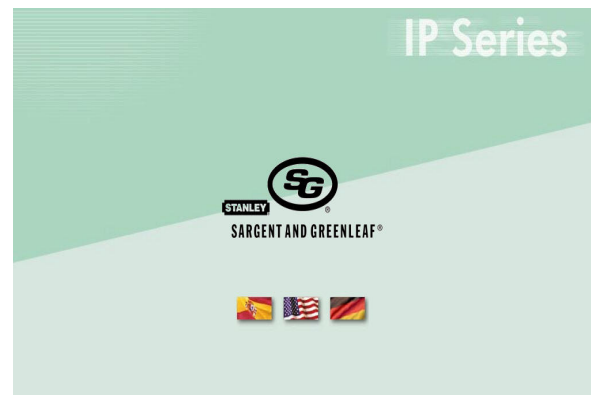
IP Series™ 100 HTML Interface

Operating Instructions

The Sargent & Greenleaf IP Series 100 Keypad is designed to work with your HTML browser to allow functionality through Internet access.

System Requirements

- The IP Series Keypad must have a static IP Address, Subnet and Gateway set. This information is covered in the IP Series Keypad Interface Instructions.
- A PC connected to the same network as the IP Series 100.
- A Web Browser adhering to the w3c HTML 4.01 Specification.(Opera 7.x, IE 5.x, Netscape 4.x, Mozilla 1.6, Konqueror 3.x). The browser must also have a JavaScript enabled and allow popup windows.



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.



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Opening the HTML Interface

- Open your web browser and type the address of the IP Series 100 Keypad in the Address Bar and press enter.
Example: <http://192.168.1.1>. Enter.

You are greeted by the screen shown here. The main entrance to the program is the Language Window. Select the desired language by clicking on the appropriate country flag.



Login Screen

- The next screen will be the login screen. Here, you are asked to Insert Code and Password. The default Code from the factory is 00123456. The default Password is 12345678. It will appear as dots when you enter your code and password.

NOTE: If you enter the wrong information here more than five (5) times, you will activate the Penalty Time. You will have to wait the allotted time to try again.

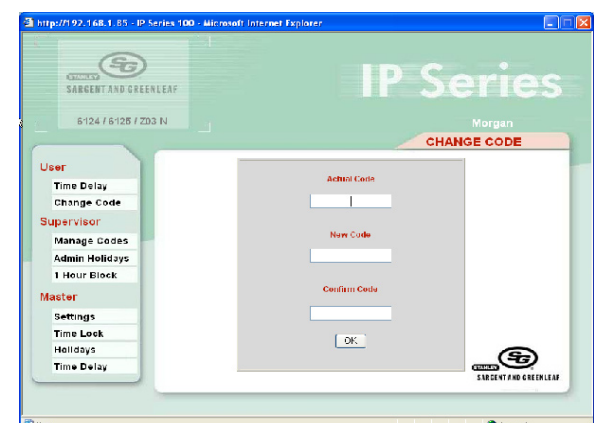
Once you are logged into the system, you will proceed to the Primary Navigation Search.

It is strongly recommended to change your Master Code and Password when you begin working.



Change Code

- To change your own code, select Change Code from the User Menu.
- Type in your current or Actual code and then your new code. Note, the first two digits of your code are the user position and may not be changed.
- Confirm your new code by typing it again in the Confirm box. Click 'OK'. The keypad and lock access codes are now set to the new code.



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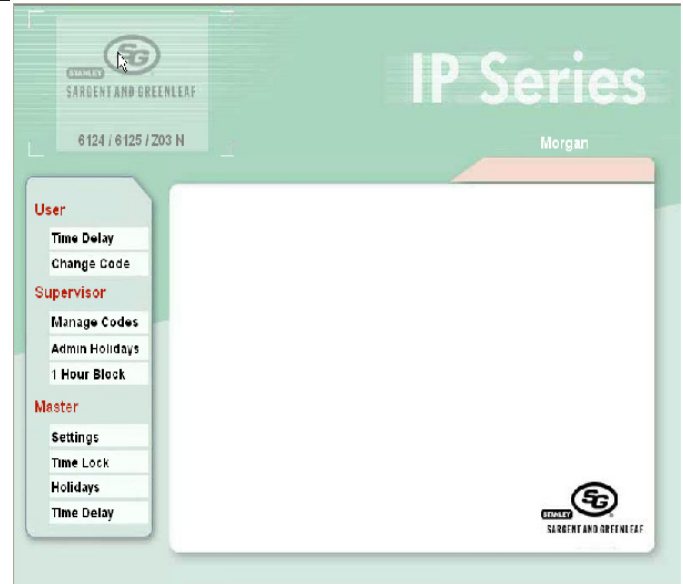
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Administration

- Along the left of the screen is the Navigation Menu. The Administrator is the only user that can see all three menus and has access to them.

- Supervisor Menu:** The supervisor has access to the User Menu and the Supervisor Menu. The Supervisor Menu includes three additional functions: Manage Codes, Enter Extra Holidays and Emergency Close.

- User Menu:** The User may perform two functions: Start Time Delay and change their own code. The user cannot see the Supervisor or Master menus.



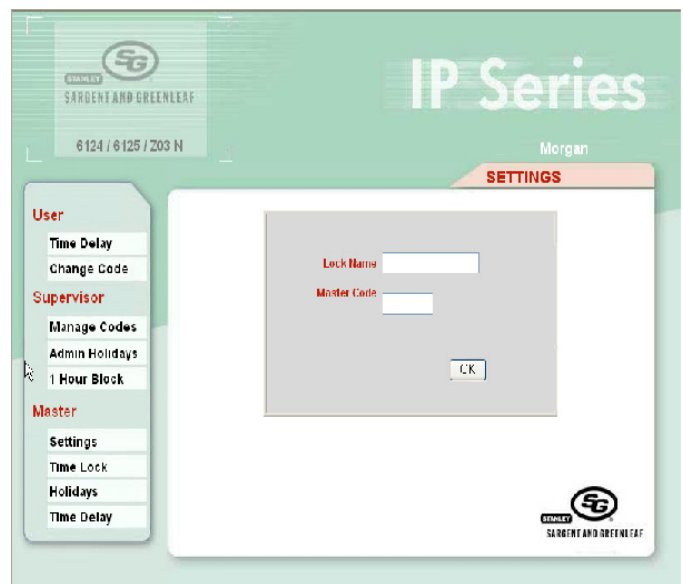
- As the Administrator, you should begin by inputting all necessary information. You can schedule time delay, enter holidays, and enter general information regarding alarms, users, supervisors, etc.

Master Menu: Accessible only to Administrator

Settings

- Under the Master Menu, click on Settings. The menu shown here will appear.

- Enter your Master Code to confirm the changes. Change the lock name and click 'OK'.

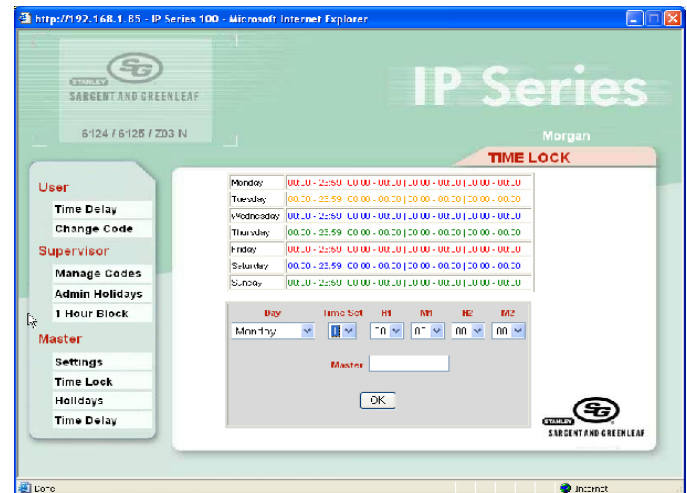


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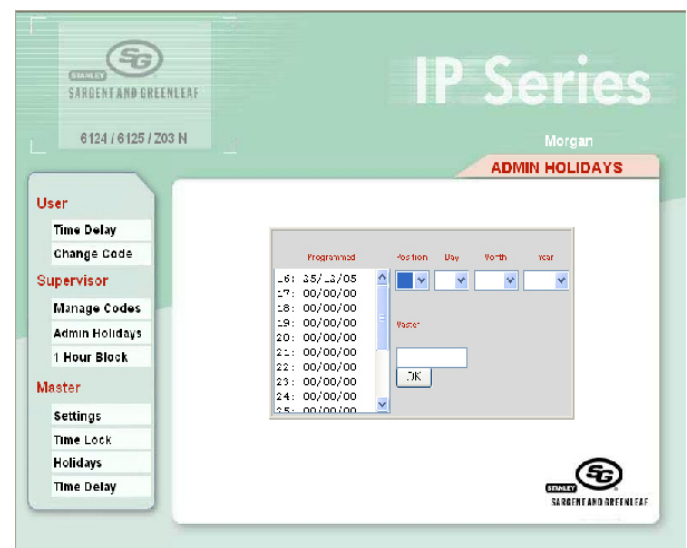
Time Lock

- Under the Master Menu, you also have an option set customized time lock function programming.
- To begin programming the time lock function, click on Time Lock under the Master Menu.
- The Time Lock screen will open and you will see a list of days, Monday-Sunday, with four time lock settings for each day.
- Select the Day you wish to set from the pull down menu in the gray area of the screen. Then, select the first Hour and Minute you wish to have the lock open. The next Hour and Minute selection will be the time you want the lock to not be accessible. For example if you wish the lock to be open all of the time, you should select 00:00 as the H1 and M1 and 23:59 as the H2 and M2. Enter Master Code and click 'OK'.
- You can choose up to four opening times for each day of the week.



Holidays

- The Administrator also has the option to set holiday dates. The program allows the Administrator a total of 15 dates to be entered as Holidays. The Supervisor also has the ability to enter up to 15 Holiday dates.
- To begin programming the Holidays, click on Holidays under the Master Menu.
- The Admin Holidays Menu will appear with a list of 15 'positions', numbered 16-30. Each position can be entered with a day, month and year.
- To enter the Holidays, select the position you would like to set from the pull-down menu.
- Then, enter the day, month and year of the Holiday.
- When you have entered one holiday, enter your Master Code and click 'OK'. Repeat this process for however many Holidays you wish to enter, up to 15.



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Time Delay

The Time Delay and Opening Window may be configured from this screen.

- Select the Time Delay option from the Master Menu.
- Enter the number for Time Delay and Opening Window.
- After setting the Time Delay, enter your Master Code and click 'OK'.
- The message 'Start Time Delay to Complete Setting' will appear. The User will Start Time Delay when advised.
- Once Time Delay has been started, the setting is programmed into the lock once the opening window has been reached.

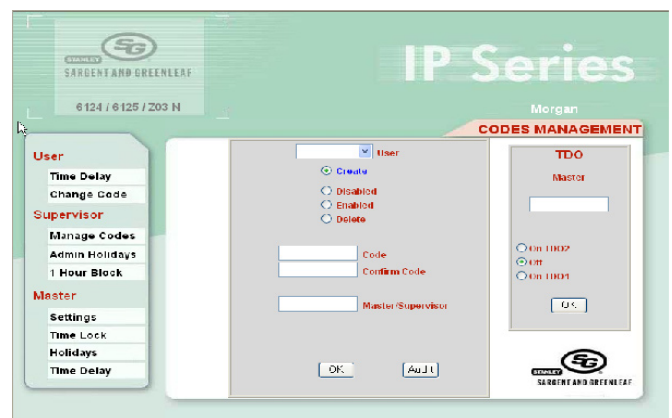
Note: If you accidentally start a time delay from the HTML, you cannot abort or return to the previous time. You will have to wait until the lock is accessible.



Supervisor Menu: Manage Codes

To add, edit and delete users/codes, choose the Manage Codes button on the Supervisor menu. From here, fill in the appropriate fields. The Master Code user is automatically configured. It is the '0' user.

- To add a User: Select the user position in the lock. You will see a list of Users in the pull-down menu. If DL precedes the User Number, this signifies that this user has not been created or assigned yet. If CR precedes the User Number, the user has been created.
- Click the 'Create' button.
- The 'Disable', 'Enable' and 'Delete' buttons are other possible selections. Disable and enable will not delete user codes. However, these are good solutions to enable/disable codes when employees are on vacation, etc.
- To create a new user, type in the User's new code. This can be changed by the User later.
- Enter your Master Code in Master/Supervisor field and click 'OK'.



NOTE: You must use a valid pin position for the first two digits of the code. The Master Code PIN is 00 and the Supervisor is PIN 01. Users can be PINs 02-08. You can use any combination of numbers or letters for the remaining six digits.

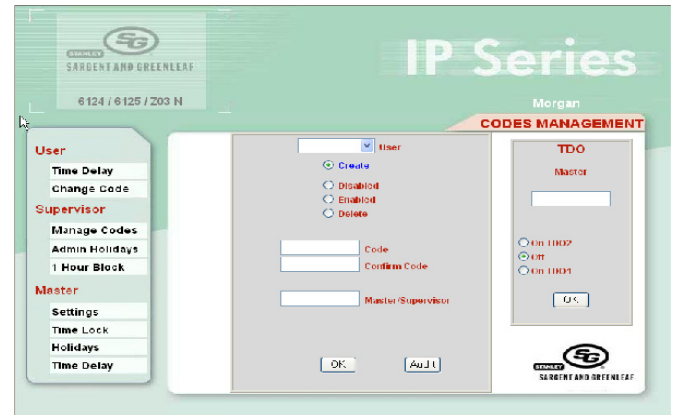
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• The TDO is to allow the user to have Time Delay Override permissions. TDO defines whether or not the user can override the Time Delay. This may be selected and configured for the user in the TDO position for the lock after that user has been added and configured.

• TDO can allow the user to operate in Mode 1 or Mode 2. If you want the User to be able to open the lock after Time Delay begins, Mode 1 should be used. If using Mode 2, the User will be able to open the lock immediately without waiting for the time delay to be started.

• Enter your Master Code in Master/Supervisor field and click 'OK'.

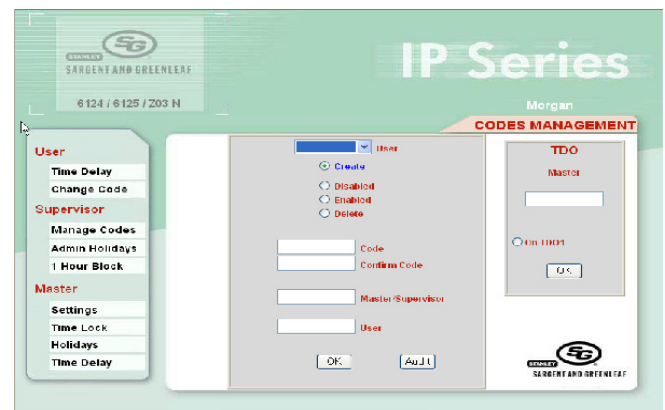
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Dual User Locks

• If you are using a Dual User lock, this screen will show a field for the Master/Supervisor code and another field for the second User to enter their code. This means that two separate codes must be used to make changes.

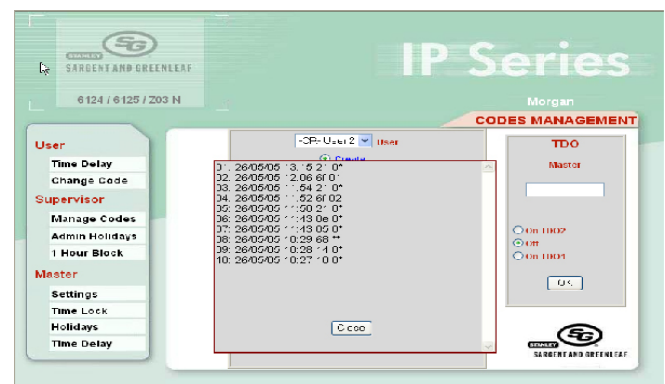
• Dual User locks are set-up the same way as single user. However, there are two major differences in Manage Codes and Time Delay. In these two areas, you will be prompted for both the Master/Supervisor Code and the User Code. Otherwise, the HTML interface functions the same as for a single user.



Audit Trail

• To view the last ten events of the IP keypad, select 'Audit' from the Manage Codes menu.

• To cross reference the event code to the action, refer to Appendix A.

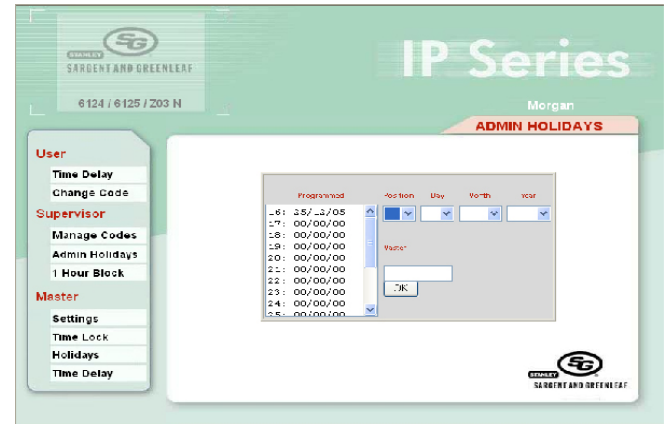


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Admin Holidays

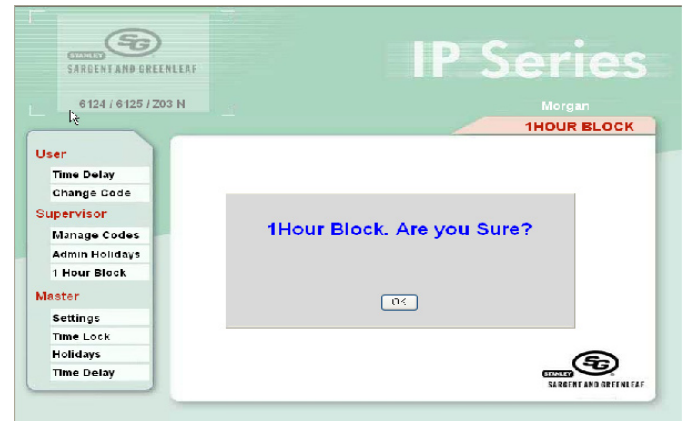
The Holiday feature can be used from the Supervisor Menu as well. Again, you would select the position, the day, month and year. Then, type your code and click 'OK'. The Supervisor can enter up to 15 Holiday dates, numbered 1 through 15.



1 Hour Block

If for some reason the Supervisor or Administrator needs to block access to the keypad, it can be blocked for One Hour as an emergency situation.

- Select '1 Hour Block' from the Supervisor Menu.
- By Clicking 'OK' from this Menu, the keypad cannot be accessed for one hour. The lock cannot be accessed from the keypad, however it can be accessed from LMP.



User Menu:

Time Delay

- For the User to start Time Delay, select 'Time Delay' from the User Menu.
- Type in the User Code and click 'OK'. This will start the time delay and indicate the countdown on the screen.
- Time Delay will count down until it reaches 00:00, at which point a pop-up window will appear to indicate the opening window available time.
- NOTE: Time delay cannot be started from the HTML Interface if it is set to 0.



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Messages

- If the keypad is in use from another interface, the following message will appear.



- An 'Operation OK' message will appear once an operation is successfully completed.



- Lock Busy: If the keypad is being used and/or the lock is open, you will receive the "Lock Busy" message if you try to perform an operation in HTML.



- An Error message will appear if you attempt to Start Time Delay and the lock does not have Time Delay set.



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Warranty IP Series 100 Keypad

Limited Warranty

Seller warrants that for two (2) years from the date of shipment from Seller's point of manufacture, the goods will be free from defects in material and workmanship, provided the goods are normally and properly used according to the Seller's written instructions.

THIS WARRANTY IS EXPRESSLY MADE IN LIEU OF ANY AND ALL OTHER WARRANTIES, EXPRESS OR IMPLIED. S&G DOES NOT WARRANT THAT THE GOODS ARE MERCHANTABLE OR FIT FOR ANY PARTICULAR PURPOSE EXCEPT AS EXPRESSLY PROVIDED HEREIN.

Seller's entire liability and Buyer's exclusive remedy in the event that the goods do not conform to the foregoing warranty shall be Seller's repair or replacement of the goods (including payment of freight costs to and from point of manufacture). This warranty does not apply to batteries or damage from battery leakage.

SELLER SHALL HAVE NO LIABILITY FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT OR SPECIAL DAMAGES. SELLER DOES NOT WARRANT ITS LOCK PRODUCTS TO BE IMPERVIOUS TO FORCIBLE OR SUR-REPTITIOUS ENTRY, AND SELLER SHALL HAVE NO LIABILITY FOR DAMAGE TO OR LOSS OF PROPERTY SOUGHT TO BE PROTECTED BY ANY SUCH LOCK.

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Audit Trail Action Codes

| Keypad Code | Network Code (Web & LMP) | Audit Trail Action |
|-------------|-----------------------------|--|
| 00 | 64 | Timing Changes |
| 01 | 65 | Configuration Change |
| 02 | 66 | Audit Trail |
| 03 | 67 | Time Penalty |
| 04 | 68 | Access Denied |
| 05 | 69 | Bolt Retracted |
| 06 | 6A | Time Delay |
| 07 | 6B | Change Code |
| 08 | 6C | User Enabled |
| 09 | 6D | User Disabled |
| 0A | 6E | User Deleted |
| 0B | 6F | User Installed |
| 0C | 70 | Wrong Try |
| 0D | 71 | Holidays Changed (Web) |
| 0E | 72 | Bolt Extended |
| 0F | 73 | Time Lock Changed (Web) |
| 10 | 74 | Tamper |
| 11 | 75 | Dual User - First User |
| 12 | 76 | Duress Sent |
| 13 | 77 | Time Penalty Started |
| 14 | 78 | Tamper Reset |
| 15 | 79 | Time Change |
| 16 | 7A | Date Change |
| 17 | 7B | 1 Hour Lock |
| 18 | 7C | Time Delay Change |
| 19 | 7D | Open Window Change |
| 1A | 7E | TDO Programmed Mode X (X=Mode 0, 1, 2) |
| 1B | 7F | KP-MRC Executed |
| 1C | 80 | Lock MRC Executed |
| 1D | 81 | Duress Enabled |
| 1E | 82 | Tamper Enabled |
| 1F | 83 | IP Changed |
| 20 | 84 | LMP Validation Code Changed |
| 21 | 85 | Lock Model Changed |
| 22 | 86 | HTML Code Changed |