

Sargent and Greenleaf®

# USB 3006 Pivot Audit Lock and 3007 Direct Drive System Operating Instructions

*The Sargent & Greenleaf Audit Lock is designed to provide a high level of security combined with flexible features that allow multiple levels of control over normal operations. Follow these instructions carefully to get the best possible use from your lock.*



**SARGENT AND GREENLEAF®**

## Notes:

- The S&G Model 3006 USB Pivot Audit Lock and 3007 Direct Drive Lock System are built using sophisticated electronic circuitry. These locks are suitable for indoor use only.
- The 3006 USB Pivot Audit Lock and the 3007 Drive Lock System can be used with the 31 KP Keypad Modules
- Please follow all installation instructions when installing the lock.
- The keypad should only be cleaned with a soft, dry cloth. Avoid solvents or liquids.
- Each time a button is pressed and the lock accepts the input, it emits a “chirp,” and the LED on the keypad lights momentarily.
- All the letters of the English alphabet are displayed on the keypad. This allows you to devise numeric, alphanumeric, or word-based codes. Use whatever approach works best for you.
- All codes end with #. This signals the lock that you have finished entering all digits of the code.
- This is a battery operated product. 9 Volt Alkaline Duracell Batteries recommended.
- Cables longer than 3 meters should not be connected to the keypad USB port
- A small musical note ( ♪ ) is used within these instructions to indicate the "beep" that the lock makes.
- USB and Audit Trail was not evaluated by UL.

**It is very important to note that all power should be removed from the lock when the unit is mounted or removed.**

**Never attempt to lubricate the lock or keypad components.**

**Service should only be performed by a qualified technician.**

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## 1. General Information

### 1.1 About Your Locking System

The S&G Audit Lock Electronic Lock has the following hardware components:

- **USB Audit Lock** – The motor driven lock body (direct drive / pivot bolt) housed within the container.
- **USB Keypad** – The 12-key alphanumeric keypad, on the front of the container, that is used to enter

PIN codes and programming commands. The keypad contains three LEDs (red, green, yellow) and a beeper to indicate the different states of the lock. The keypad also contains a USB connector that will allow a flash drive to be connected for audit trail downloads.

Each time you press a number, letter, or other character on the keypad, it beeps and the keypad's red LED flashes. If there is no beep or LED flash, check the batteries and try again (See section 2.10 - Changing the Batteries).

**The "\*" key acts as an enter function and must be used after each code entry.**

The "\*" key is used with Programming Command Codes. It may also be used to clear the keypad if there is an input error, by entering the "\*" key twice.



**IMPORTANT:** The lock responds with different beep sequences to indicate different conditions. The beeps are indicated in the examples by the symbol Q. For example, five beeps are indicated by Q Q Q Q Q.

You should always wait for each set of beeps to end before entering another number or letter or you will interrupt the lock's instructions.

### 1.2 Factory Default Settings

The USB Audit Lock is shipped from Sargent & Greenleaf with factory default settings:

- Multiple User Mode - enabled
- Time Delay - zero (0) minutes
- Positions 00, 02, and 10 have default PIN Codes set at the factory:
  - Programmer Code 00123456
  - Manager Code 02020202
  - User Code 10101010

The Programmer Code (PC) can only set-up the operating parameters of the lock and download the audit trail data.

The Programmer Code cannot open the safe.

The USB Audit Lock has the capacity for up to 30 PIN Code positions; 1 Programmer, 3 Managers and 6 Supervisors who manage the lock programs and up to 20 Users who open and close the lock.

If the lock still has the original S&G factory default settings, you can open the lock by entering a PIN position and PIN Code, which makes up an 8-digit User code, followed by the # key.

To open the lock, use the factory setting for PIN position 10, with PIN Code 10101010. Enter: 10101010 # and the lock should open. (If lock does not open and beep patterns were heard after pressing the # key, reference Section 2.3 "Beep Patterns" to identify condition.)

We recommend that Users change their PIN Codes immediately after the PIN positions are assigned (Section 3.1).

## 2. Operating the Lock

### 2.1 Operating Mode, PIN Positions, and User Codes

The USB Audit Lock has the code hierarchy of:

- Programmer (PIN position 00)
- Managers (PIN positions 01, 02, 03)
- Supervisors (PIN positions 04, 05, 06, 07, 08, 09)
- Users (PIN positions 10 through 29)

See Table A & Table B beginning on the next page for access privileges.

The lock can be configured to operate in three different User access modes:

- Multiple User mode - any valid code (Supervisor, Manager, or User) can open the lock.
- Manager/Employee mode - the Managers or Supervisors enable/disable the access privilege of individual User Codes. When in this mode the Manager and Supervisor Codes do not open the lock.
- Dual Control mode - two independent User Codes are needed to open the lock. Manager and Supervisor Codes can be used to open the lock in this mode.

### 2.2 PIN Positions and Access Responsibilities

This section defines each PIN position and the respective User functions as summarized in Tables A & B.

PIN position 00, the Programmer position, can only configure the lock and download the audit trail.

The Programmer cannot open any locks.

Each User is assigned a 2-digit PIN (Personal Identification Number) position and an 8-digit PIN Code. The PIN position identifies the type of User (Programmer, User, etc.) The PIN Code allows the User to access the lock.

Please note that the PIN position is not part of the code that is entered.

Each User can change his own PIN Code but not his PIN position. Users will always enter their PIN Code, followed by the # key.

Example: 0 2 0 2 0 2 0 2 #

**See the following page for tables.**

**Table A: Programmer Code**

PIN Position	Position Description	Activity
00	Programmer Code	Cannot open lock
		Cannot add/delete other PIN codes
		Can change their PIN codes
		Can be used to program the lock functions (audit downloads, time delay, set time & date)

**Table B: User Groups**

PIN Position	Position Description	Activity
01 - 03	Managers	Open the lock
		Add new users
		Delete users
		Start time delay (when programmed)
		Change their PIN code
04 - 09	Supervisors	Open the lock
		Delete users
		Start time delay (when programmed)
		Change their PIN code
10 - 29	Users	Open the lock
		Start time delay (when programmed)
		Change their PIN code

**NOTE:**

Managers can enable/disable (manager/employee mode)  
 Supervisors can enable/disable (manager/employee mode)

**2.3 Beep Patterns**

The following table lists the beep patterns that will be heard when using the USB Audit Lock.

Beep 1 = Sound emitted when any single button is pressed

Beep 2 = Lower pitch than beep 1

Action/Condition	Tone & Keypad LED	LED Color	Duration
Normal condition	-	-	-
Each keystroke	(1) beep 1	-	1 cycle
Low battery	(2) beep 1	Red	5 cycles
Battery too low	(20) beep 1	Red	1 cycle
Tamper indication	(3) beep 1 + (3) beep 1 + (3) beep 1	Red	2 cycles
Start time delay	(3) quick beep 1	Red	1 cycle
Time delay countdown	(1) beep 1	Red	Every 10 seconds
Time delay expired	(10) quick beep 1	Green	1 cycle
Opening window countdown	(2) beep 1	Green	Every 10 seconds
Bolt extension	(1) beep 2 + (1) beep 1	Red	1 cycle
Code input - lock in penalty time	(2) brap	Red	1 cycle
Code input - lock disabled	(2) beep 2	Red	1 cycle
Enable lock (manager/employee mode)	(4) beep 1	Green	1 cycle
Disable lock (manager/employee mode)	(2) beep 2	Red	1 cycle
Access to program modes	(5) beep 1	Green	1 cycle
Program argument confirmation	(3) beep 1	Green	1 cycle
Program complete	(3) beep 1	Green	1 cycle
Mode 77 - PIN used	(1) beep 2	Red	1 cycle
Mode 77 - PIN empty	(1) brap	Red	1 cycle
Wrong input/Access denied	(1) brap	Red	1 cycle



**CAUTION:** During normal entry, do not wait more than 10 seconds between entries or the lock will clear and you will have to start over.

## 2.4 Opening the Lock

Time Delay - The lock may be programmed with a time delay from 0 - 99 minutes with an opening window of 1 minute to 10 minutes.

If your lock does not use the time delay...

Enter: 8-digit PIN Code #

Turn the safe handle to the unlocked position within 6 seconds.

If your lock uses the time delay...

Enter: 8-digit PIN Code #      ♪ ♪ ♪

The pre-set time delay period begins after you enter your code. During the time delay period, the lock beeps once every 10 seconds. At the end of the time delay, the lock will beep rapidly 10 times to signal the start of the opening window, the period during which you can open the lock.

During the opening window, the lock beeps twice every 10 seconds.

You must now:

Enter: 8-digit PIN Code (again) #

Turn the safe handle to the unlocked position within 6 seconds.

## 2.5 Keypad Input Errors and Clearing the Lock

If you make a mistake while entering a User Code, press \* twice at any time to clear the lock and start over. If you hear a single long beep after entering the # key you have made an error.

Press \* key twice to clear and try again, or you can wait 10 seconds and the lock will clear itself.

## 2.6 Penalty Time

If you enter 5 incorrect codes in a row, the lock goes into a 10-minute penalty time and cannot be opened. Once in penalty time, additional input does not affect the lock, and you must wait 10 minutes before any valid code entry will be accepted.

## 2.7 Bolt Extension Indicator

When the lock bolt extends to the locked position, you will hear one double-beep (low then high pitch).

## 2.8 Low Battery Indicator

If you enter a correct User Code and hear 5 double-beeps when the lock opens, the batteries are low. Change the batteries.

If the batteries are so low the lock can't work properly, the lock beeps 20 times when a User code is entered.

The lock will not open. Change the batteries right away and re-enter a User code to open the lock.

The 9V batteries are located inside the keypad.

## 2.9 Changing the Batteries

The lock will not lose any codes or program settings while you replace the batteries. Your lock uses two 9-volt alkaline batteries. We recommend Duracell® alkaline batteries.

To change the batteries, carefully remove the keypad housing by lifting up the bottom edge of the keypad (closest to the S&G logo). Move the spring clips under each battery to release the battery. Insert the new batteries into the

## 2.9 Changing the Batteries (cont.)

proper compartment and move the spring clips back into place. Press the keypad housing firmly back onto the base.

## 2.10 USB Flash Drive

A connector port for a recommended USB flash drive is provided on the front of the keypad. This connection allows the flash drive to be inserted into the key, so that the audit trail can be downloaded.

The USB flash drive cannot be used to open the lock and contains no security relevant information. However a flash drive containing audit data should be secured if container entry events are considered sensitive information.

For more instructions on downloading the audit trail see Section 3.5 on page 7 of this manual.

## 3. Programming the Lock

These programming commands allow you to perform a variety of lock functions.

Command.....	Description/Function
1 1 *	Set date (Note: Clock start command (13*) must be implemented for changes to take effect)
1 2 *	Set time (Note: Clock start command (13*) must be implemented for changes to take effect)
1 3 *	Start clock
2 2 *	Change PIN code
2 8 *	Download the audit trail
3 2 *	Set the mode of operation
3 3 *	Change PIN code
4 2 *	Identify the type of lock
4 3 *	Identify the lock mechanics
4 4 *	Identify the operating mode
4 6 *	Setup time delay override (TDO) type
4 7 *	Setup time delay value
4 8 *	Setup opening window value
5 5 *	Enable / disable lock (manager / employee mode)
5 6 *	Manager / employee mode type
5 7 *	Manager / employee mode – opening settings
6 7 *	Setting / using MRC function
7 5 *	Adding a code
7 6 *	Deleting a code
7 7 *	Verify PIN positions
7 9 *	Identify the firmware version
8 3 *	Disable time delay override (TDO)

### 3.1 Command 11: Set Date

You must set the date in order to use the audit trail function. The date should be entered in DDMMYY format, where DD = day, MM = month, and YY = year. The Date should be set when the lock is first set up and prepared for use.

To set the date, perform the following steps:

Step 1	Enter: 1 1 *
Step 2	Enter: 8-digit Programmer PIN Code (00) #    ♪ ♪ ♪ ♪ ♪
Step 3	Enter: Date in DDMMYY format #                    ♪ ♪ ♪
Step 4	Enter: Date in DDMMYY format #                    ♪ ♪ ♪

#### Example...

➔ To set the date as May 25, 2015 (using the factory default Codes):

Step 1	Enter: 1 1 *
Step 2	Enter: 0 0 1 2 3 4 5 6 #                    ♪ ♪ ♪ ♪ ♪
Step 3	Enter: 2 5 0 5 1 5 #                    ♪ ♪ ♪
Step 4	Enter: 2 5 0 5 1 5 #                    ♪ ♪ ♪

### 3.2 Command 12: Set Time

You must set the time in order to use the audit trail function. The time should be set in HHmm format based on a 24-hour clock, where HH = hours and mm = minutes. The time should be set when the lock is first set up. The time is to always be set in the local standard time. Local standard time must be set even though daylight savings time may be in effect.

To set time perform the following steps:

- Step 1 Enter: 1 2 \* (Note: Clock start command (13\*) must be implemented for changes to take effect)
- Step 2 Enter: 8-digit Programmer PIN Code (00) # J J J J J J
- Step 3 Enter: Time in HHmm format # J J J
- Step 4 Enter: Time in HHmm format # J J J

#### Example...

- To set the time as 1:42 p.m., becoming 13:42 (using the factory default Codes):

- Step 1 Enter: 1 2 \* (Note: Clock start command (13\*) must be implemented for changes to take effect).
- Step 2 Enter: 0 0 1 2 3 4 5 6 # J J J J J J
- Step 3 Enter: 1 3 4 2 # J J J
- Step 4 Enter: 1 3 4 2 # J J J

### 3.3 Command 13: Start the Clock

After setting the time and date values, you must use a separate command to start the clock. This step helps to match the time in the lock to the current time.

To start the clock, perform the following steps (after programming time & date):

- Step 1 Enter: 1 3 \*
- Step 2 Enter: 8-digit Programmer PIN Code (00) # J J J J J J
- Step 3 Enter: sequence to start the clock. 1# J J J
- Step 4 Enter: sequence to start the clock. 1# J J J

### 3.4 Command 22: Changing a PIN Code

Use command sequence 22 in order to change your PIN Code. You should always leave the safe door open while changing codes. When changing any code, you will need to enter both the 8-digit PIN Code. The PIN position does not change. Please note that the 33 command performs the exact same function.

To change a PIN Code, perform the following steps (A PIN Code can contain any numbers/letters except # or \* Personal data that can be related to a code holder, such as a birth date, street number, or phone number, should not be used in creating a lock code).

Avoid codes that can be easily guessed (such as 1 2 3 4 5 6 or 1 1 1 1 1 1 1 1):

- Step 1 Enter: 2 2 \*
- Step 2 Enter: 8-digit PIN Code # J J J J J J
- Step 3 Enter: New 8-digit PIN Code # J J J
- Step 4 Enter: New 8-digit PIN Code again # J J J

#### Example...

- Step 1 Enter: 2 2 \*
- Step 2 0 2 0 2 0 2 0 2 # J J J J J J
- Step 3 2 1 2 1 2 1 2 1 # J J J
- Step 4 2 1 2 1 2 1 2 1 # J J J

With the above example, the default PIN code of 0 2 0 2 0 2 0 2 has been changed to 2 1 2 1 2 1 2 1.

#### Example...

- Step 1 Enter: 2 2 \*
- Step 2 1 0 1 0 1 0 1 0 # J J J J J J
- Step 3 2 0 1 5 2 0 1 5 # J J J
- Step 4 2 0 1 5 2 0 1 5 # J J J

With the lower left example, the default PIN code of 1 0 1 0 1 0 1 0 has been changed to 2 0 1 5 2 0 1 5.



\*\*\* IMPORTANT \*\*\*

Try the new PIN Code at least three times to confirm operation before closing the safe door

### 3.5 Command 28: Audit Download

The S&G Audit Lock Audit Trail can store as many as 1,000 events that include the time & date. Some examples of events are:

- Adding or deleting a User code.
- Changing a code.
- Opening or closing the lock.
- Programming commands, such as setting the date.

The audit trail can be downloaded to a Touch Memory key and uploaded to a computer using the Sargent and Greenleaf USB Drive Audit Lock Audit Trail Software. Complete instructions are provided with the software.

To download the Audit Trail, perform the following steps:

- Step 1 Enter: 2 8 \*
- Step 2 Enter: 8-digit Programmer or Manager PIN Code (00, 01, 02, 03) #
- Step 3 Enter: The option for number of audit events to download (1 – 6) #
- Step 4 Enter: The option for number of audit events to download (1 – 6) #
- Step 5 Insert the USB flash drive into the corresponding port on the front of the keypad.

The yellow LED on the keypad will remain on while the audit trail is being downloaded to the USB flash drive. Depending on the size of the audit trail, this could take up to 45 seconds.

- Step 6 The lock beeps 3 times (J J J) when the download is complete.

If you hear an error beep (one long continuous beep), the audit trail was not downloaded properly. You must start the download over, beginning with Step 1. After you've successfully downloaded the audit trail, it is stored in the Touch Key USB Drive.

The available options for the number of events to download are as follows...

- 1 – upload the 1 most recent event in the audit trail
- 2 – upload the 8 most recent events in the audit trail
- 3 – upload the 32 most recent events in the audit trail
- 4 – upload the 64 most recent events in the audit trail
- 5 – upload the 128 most recent events in the audit trail
- 6 – upload all of the events in the audit trail (up to 1,000 events)

#### Example...

- Step 1 Enter: 2 8 \*
- Step 2 Enter: 0 0 1 2 3 4 5 6 #
- Step 3 6 #
- Step 4 6 #
- Step 5 Insert the USB flash drive into the corresponding port on the front of the keypad.
- Step 6 The lock beeps 3 times (J J J) when the download is complete.

Follow the instructions provided with the Sargent and Greenleaf audit trail software to upload the data to your computer. A flash drive should be provided with the audit trail software kit.

### 3.6 — Command 32: Setting the Operating Mode

#### Enable the Manager/Employee Mode

The lock may be enabled for Manager/Employee mode by performing the following steps:

Step 1	Enter: 3 2 *	
Step 2	Enter: 8-digit Programmer Code #	♪♪♪♪♪
Step 3	Enter: 2 (Function Number) #	♪♪♪
Step 4	Enter: 2 (Function Number) #	♪♪♪

The lock now requires input of a Management code to enable the User codes.

### 3.7 — Command 33: Changing a PIN Code

Use command sequence 33 in order to change your PIN Code. You should always leave the safe door open while changing codes. When changing any code, you will need to enter both the 8-digit PIN Code. The PIN position does not change. Please note that the 22 command performs the exact same function.

To change a PIN Code, perform the following steps (A PIN Code can contain any numbers/letters except # or \*):

Step 1	Enter: 3 3 *	
Step 2	Enter: 8-digit PIN Code #	♪♪♪♪♪
Step 3	Enter: New 8-digit PIN Code #	♪♪♪
Step 4	Enter: New 8-digit PIN Code again #	♪♪♪

#### Example...

Step 1	Enter: 2 2 *	
Step 2	0 2 0 2 0 2 0 2 #	♪♪♪♪♪
Step 3	2 1 2 1 2 1 2 1 #	♪♪♪
Step 4	2 1 2 1 2 1 2 1 #	♪♪♪

With the above example, the default PIN code of 0 2 0 2 0 2 0 2 has been changed to 2 1 2 1 2 1 2 1.

#### Example...

Step 1	Enter: 3 3 *	
Step 2	1 0 1 0 1 0 1 0 #	♪♪♪♪♪
Step 3	2 0 1 5 2 0 1 5 #	♪♪♪
Step 4	2 0 1 5 2 0 1 5 #	♪♪♪

With the above example, the default PIN code of 1 0 1 0 1 0 1 0 has been changed to 2 0 1 5 2 0 1 5.



**\*\*\* IMPORTANT \*\*\***  
Try the new PIN Code at least three times to confirm operation before closing the safe door.

### 3.8 — Command 42: Identify Lock Type

Use this code to verify the lock type that has been setup for the lock.

Step 1	Enter: 4 2 *	
Step 2	Listen for the beeps to determine the lock type.	

The lock will emit one low beep – one high beep – one low beep to begin the sequence. The next set of beeps will indicate the type of lock that is being used.

- 1 beep = AUDIT LOCK
- other beeps = {future versions}

### 3.9 — Command 43: Identify Lock Mechanics

Use this code to verify that the firmware version that has been loaded into the lock.

Step 1	Enter: 4 3 *	
Step 2	Listen for the beeps to determine the lock mechanics.	

The lock will emit one low beep – one high beep – one low beep to begin the sequence. The next set of beeps will indicate the type of lock mechanics that are being used.

- 1 beep = PIVOT BOLT
- 2 beeps = DIRECT DRIVE
- 3 beeps = MOTOR DRIVE
- 4 beeps = MOTOR GEAR

### 3.10 — Command 44: Identify Operating Mode

Use this code to verify that the firmware version that has been loaded into the lock.

Step 1	Enter: 4 4 *	
Step 2	Listen for the beeps to determine the operating mode.	

The lock will emit one low beep – one high beep – one low beep to begin the sequence. The next set of beeps will indicate the operating mode.

- 2 beeps = Manager / employee mode
- 3 beeps = Dual control mode
- 4 beeps = Multiple user mode

### 3.11 — Command 46: Setting Up the Time Delay Override Options

When the time delay feature is enabled, the USB Audit Lock can be programmed with a time delay override (TDO) feature that will allow a specific user to bypass the time delay countdown. The time delay override code must always be setup in PIN position 29.

There are two types of TDO available. TDO TYPE 1 requires that the time delay override code is entered within the first minute of the time delay countdown period. In other words, a User must start the time delay countdown by entering their code. If the time delay override code is entered within the first minute, then the lock will open.

TDO TYPE 2 will allow the lock to be opened by the time delay override code without requiring another User start the time delay countdown.



**IMPORTANT: If a time delay value has already been entered, then any changes to the time delay override feature must be made during the opening window.**

#### Enabling the Time Delay Override (TDO) Type

If the time delay has already been set, enter a User Code to start the time delay. When the time delay expires (the lock emits 10 rapid beeps) and the opening window has begun, immediately proceed to change the time delay by performing the following steps:

Step 1	Enter: 4 6 *	
Step 2	Enter: 8-digit Programmer Code #	♪♪♪♪♪
Step 3	Enter: Time Delay Override Type (1 or 2) #	♪♪♪
Step 4	Enter: Time Delay Override Type (1 or 2) #	♪♪♪



### 3.11 — Command 46: Setting Up the Time Delay Override Options (cont.)

**Example...**

- To enable TDO type 2:
 

Step 1	Enter: 4 6 *	
Step 2	Enter: 0 0 1 2 3 4 5 6 #	(PC 8-digit Code)    ♪ ♪ ♪ ♪ ♪
Step 3	Enter: 2	# (TDO type – 1 or 2)    ♪ ♪ ♪
Step 4	Enter: 2	# (TDO type – 1 or 2)    ♪ ♪ ♪

The TDO TYPE 2 function has now been enabled. The code in position 29 can now be used to open the lock without waiting for the time delay countdown.

### 3.12 — Command 47: Setting up the Time Delay

The USB Audit Lock can be programmed with a time delay feature. Time delay applies only to those users who can open the lock. The time delay can be set from 0 to 99 minutes. If the lock is in the time delay period, the LED red light on the keypad flashes and a single beep sounds every 10 seconds.

When the time delay expires, the lock emits 10 rapid beeps to indicate that the opening window has started and the lock can now be opened. During this opening window the lock beeps and the LED flashes twice every 10 seconds.

The opening window factory default is set for 2 minutes, and the opening window can be set from 1 to 99 minutes.

To open the lock when a time delay has been programmed, a User must enter their User Code to start the time delay period, wait the length of the time delay period and then enter a valid User Code during the opening window.

If the lock is not opened during the open window period, it automatically resets and the process must be repeated.

The USB Audit Lock comes from the factory with no time delay set.

If the time delay has already been set, changes to the opening window and time delay duration can only be made during the opening window.



**IMPORTANT:** Do not set the time delay until you have finished all other programming functions or you will have to wait through the time delay before making any other programming changes.

#### Set time delay duration

If the time delay has already been set, enter a User Code to start the time delay. When the time delay expires (the lock emits 10 rapid beeps) and the opening window has begun, immediately proceed to change the time delay by performing the following steps:

- |        |   |           |
|--------|---|-----------|
| Step 1 | Enter: 4 7 *                              |           |
| Step 2 | Enter: 8-digit Programmer PIN Code (00) # | ♪ ♪ ♪ ♪ ♪ |
| Step 3 | Enter: Time delay minutes (0-99) #        | ♪ ♪ ♪     |
| Step 4 | Enter: Time delay minutes again (0-99) #  | ♪ ♪ ♪     |

**Example...**

- To set the time delay to 10 minutes:
- |        |   |           |
|--------|---|-----------|
| Step 1 | Enter: 4 7 *                                |           |
| Step 2 | Enter: 0 0 1 2 3 4 5 6 #                    | ♪ ♪ ♪ ♪ ♪ |
| Step 3 | Enter: 1 0 # (Number of Minutes Time Delay) | ♪ ♪ ♪     |
| Step 4 | Enter: 1 0 #                                | ♪ ♪ ♪     |
- (Number of Minutes Time Delay)

### 3.12 — Command 47: Setting up the Time Delay (cont.)

To eliminate the time delay period, simply enter zero (0) for the time delay minutes.

### 3.13 — Command 48: Setting Up the Opening Window

If the time delay has already been set, enter a User Code to start the time delay. When the time delay expires (the lock emits 10 rapid beeps) and the opening window has begun, immediately proceed to set the opening window minutes by performing the following steps:

- |        |  |           |
|--------|--|-----------|
| Step 1 | Enter: 4 8 *                                 |           |
| Step 2 | Enter: 8-digit Programmer PIN Code (00) #    | ♪ ♪ ♪ ♪ ♪ |
| Step 3 | Enter: Opening window minutes (1-99) #       | ♪ ♪ ♪     |
| Step 4 | Enter: Opening window minutes again (1-99) # | ♪ ♪ ♪     |

**Example...**

- To set the opening window to 5 minutes:
 

Step 1	Enter: 4 8 *	
Step 2	Enter: 0 0 1 2 3 4 5 6 #	(Programmer PIN Code)
Step 3	Enter: 5	# (Number of Minutes For Opening Window)
Step 4	Enter: 5	# (Number of Minutes For Opening Window)

If time delay has not been previously set, the setting of the opening window may begin immediately upon input of the correct code sequence.

### 3.14 — Command 55: Enable / Disable the Lock (manager / employee mode)

The USB Audit Lock can be programmed to work in manager / employee mode. In this mode, Managers and Supervisors enable the lock and Users open the lock (only when enabled). Users can also be setup to disable the lock using this command (using the 56\* command). Please note that this function is only available in manager / employee mode.

#### Enable / Disable the lock

When the lock is in manager / employee mode, the ability for Users to open the lock can be toggled by performing the following steps. If the lock is disabled, this function will enable the lock. If the lock is disabled, this function will enable the lock.

- |        |   |         |
|--------|---|---------|
| Step 1 | Enter: 5 5 *  |         |
| Step 2 | Enter: 8-digit Manager or Supervisor PIN code (01 - 09) # | ♪ ♪ ♪ ♪ |

NOTE: Four high beeps indicate the lock is now enabled and 2 low beeps indicate the lock is now disabled.

- |        |                          |     |
|--------|--------------------------|-----|
| Step 1 | Enter: 5 5 *             |     |
| Step 2 | Enter: 0 2 0 2 0 2 0 2 # | ♪ ♪ |

### 3.15 — Command 56: Enable/Disable User Disable Feature (manager / employee mode)

When the lock is in manager / employee mode, the lock can be setup to allow users to disable the lock. By default, only Managers and Supervisors have the ability to disable the lock. This function will also allow the Users to disable the lock (but the Users will not be able to enable the lock).

### 3.15 — Command 56: Enable/Disable User Disable Feature - Manager / employee mode (cont.)

#### Enable/Disable the User's Ability to Disable the Lock

The ability to allow users to disable the lock (manager/employee mode only) by performing the following steps:

- |        |   |      |
|--------|---|------|
| Step 1 | Enter: 5 6 *  |      |
| Step 2 | Enter: 2-digit Programmer PIN position (00) #   | ♪♪♪♪ |
| Step 3 | Enter: 1<br>(OPTION 1 – users can disable the lock,<br>OPTION 0 – users cannot disable) # | ♪♪   |
| Step 4 | Enter: 1<br>(OPTION 1 – user can disable the lock,<br>OPTION 0 – users cannot disable) #  | ♪♪   |

### 3.16 — Command 57: Enable/Disable Managers and Supervisors to Open the Lock in Manager / Employee Mode

When the lock is in manager / employee mode, the lock can be set up to allow the managers and supervisors to open the lock. By default, managers and supervisors will only have the ability to enable & disable the lock. The 57\* function will allow managers and supervisors to open the lock in manager / employee mode (or disable this ability). This can be completed by performing the following steps:

- |        |  |      |
|--------|--|------|
| Step 1 | Enter: 5 7 *   |      |
| Step 2 | Enter: 2-digit Programmer PIN position (00) #  | ♪♪♪♪ |
| Step 3 | Enter: 1 (OPTION 1 – managers/supervisors can open the lock,<br>0 – managers/supervisors cannot open the lock) # | ♪♪   |
| Step 4 | Enter: 1 (OPTION 1 – managers/supervisors can open the lock,<br>0 – managers/supervisors cannot open the lock) # | ♪♪   |

#### Example...

- |        |                          |      |
|--------|--------------------------|------|
| Step 1 | Enter: 5 7 *             |      |
| Step 2 | Enter: 0 0 1 2 3 4 5 6 # | ♪♪♪♪ |
| Step 3 | Enter: 1 #               | ♪♪   |
| Step 4 | Enter: 1 #               | ♪♪   |

The Manager / Supervisors will now have the ability to open the lock in manager / employee mode.

### 3.17 — Command 67: Setting / Using MRC Function

#### Setting the MRC

The USB Audit Lock can be programmed with a Management Reset Code (MRC). The MRC can be used to reset the Manager code (02) in the event that the code has been lost or needs to be reset.

- |        |   |      |
|--------|---|------|
| Step 1 | Enter: 6 7 *                              |      |
| Step 2 | Enter: 8-digit Programmer PIN Code (00) # | ♪♪♪♪ |
| Step 3 | Enter: New 8-digit MRC value #            | ♪♪   |
| Step 4 | Enter: New 8-digit MRC value #            | ♪♪   |

### 3.17 — Command 67: Setting / Using MRC Function (cont.)

#### Example...

➤ To add an MRC with a value of 98765432:

- |        |  |      |
|--------|--|------|
| Step 1 | Enter: 6 7 *                               |      |
| Step 2 | Enter: 0 0 1 2 3 4 5 6 # (PC 8-digit Code) | ♪♪♪♪ |
| Step 3 | Enter: 9 8 7 6 5 4 3 2 # (new MRC value)   | ♪♪   |
| Step 4 | Enter: 9 8 7 6 5 4 3 2 # (new MRC value)   | ♪♪   |

#### Using the MRC

The MRC in the USB Audit Lock can be used to reset the Manager code in position 02 if it is ever lost. No other changes to the lock occur when the MRC is used.

- |        |                                |      |
|--------|--------------------------------|------|
| Step 1 | Enter: 6 7 *                   |      |
| Step 2 | Enter: 8-digit MRC code #      | ♪♪♪♪ |
| Step 3 | Enter: New Manager code (02) # | ♪♪   |
| Step 4 | Enter: New Manager code (02) # | ♪♪   |

#### Example...

➤ To use the MRC (98765432) to reset the Manager code to 11223344:

- |        |  |      |
|--------|--|------|
| Step 1 | Enter: 6 7 *                                 |      |
| Step 2 | Enter: 9 8 7 6 5 4 3 2 # (existing MRC code) | ♪♪♪♪ |
| Step 3 | Enter: 1 1 2 2 3 3 4 4 # (new Manager code)  | ♪♪   |
| Step 4 | Enter: 1 1 2 2 3 3 4 4 # (new Manager code)  | ♪♪   |

#### Disabling the Ability to Change/Delete the MRC

The ability to change or delete the MRC value can be disabled if the programmer code (00) is changed. If you want to disable the ability to change / delete the MRC value, simply change the programmer code (00) to a new value (or even the same value).

#### Example...

- |        |   |      |
|--------|---|------|
| Step 1 | Enter: 2 2 *                              |      |
| Step 2 | Enter: 8-digit Programmer PIN Code (00) # | ♪♪♪♪ |
| Step 3 | Enter: 8-digit Programmer PIN Code (00) # | ♪♪   |
| Step 4 | Enter: 8-digit Programmer PIN Code (00) # | ♪♪   |

#### Example...

- |        |                          |      |
|--------|--------------------------|------|
| Step 1 | Enter: 2 2 *             |      |
| Step 2 | Enter: 0 0 1 2 3 4 5 6 # | ♪♪♪♪ |
| Step 3 | Enter: 0 0 1 2 3 4 5 6 # | ♪♪   |
| Step 4 | Enter: 0 0 1 2 3 4 5 6 # | ♪♪   |

The Programmer code has been changed to the same value, so the MRC can no longer be programmed.

### 3.18 — Command 75: Adding Code Positions

To add a user position, perform the following steps:

- |        |   |      |
|--------|---|------|
| Step 1 | Enter: 7 5 *                                      |      |
| Step 2 | Enter: 8-digit Manager PIN Code (01, 02, or 03) # | ♪♪♪♪ |
| Step 3 | Enter: New 2-digit PIN position #                 | ♪♪   |
| Step 4 | Enter: New 8-digit PIN Code #                     | ♪♪   |
| Step 5 | Enter: New 8-digit PIN Code #                     | ♪♪   |



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