Time Lock Keypad (TLKP) Model 6120-420 for use with S&G lock models:
2003 (Z⁰³ Rotarybolt™), 6124, 6125, 6126 Audit Lock, and 6127 Audit Lock.

General Information
• The TLKP is "digital" (not analog like other S&G e-locks). Input codes with a quick push. Holding down the button will give unsatisfactory results.
• Lock functions remain the same after installation of the Time Lock Keypad. Refer to the operating instructions packaged with the lock for programming and usage of lock functions. <u>These instructions are for the Time Lock Keypad only</u>.
• The TLKP factory default <u>Master</u> Program Code is: 0 0 1 2 3 4 5 6 #
• The TLKP factory default Program Code (also known as the Local Code) is: 1 2 3 4 5 6 #
     These are keypad codes, and are separate from any Master Code and/or Supervisor Code
     that may be present in the lock.
• To enter TLKP programming mode press $\overset{START}{\bullet}$. When the time and date appear on the LCD, press and hold ▲☀ until the LCD prompts you to enter a program code. Enter the program code, followed by #.
• All codes and most data entries must be followed by pressing #.
• When options are available on the LCD, you can scroll through them using the ▲☀ and #▼ buttons.
• Pressing and holding 0z powers down the keypad.
• If you refrain from pressing any keypad buttons for approximately one minute, the keypad will power down.
• If 5 or more incorrect codes are entered in a row, the keypad will shut down for 15 minutes after displaying the "Penalty" message. During this period, the keypad will not accept any code entries, and will display "Penalty" whenever code entry is attempted. When $\overset{START}{\bullet}$ is pressed, the amount of penalty time remaining will be displayed. Attempting to enter any code during the penalty time will cause the penalty timer to reset to the full 15-minute period. This is independent of any penalty time feature built into the lock.

FUNCTIONS OF THE TIME LOCK KEYPAD <u>8-DIGIT</u> TLKP MASTER PROGRAM CODE

1. Select Language
The Time Lock Keypad can display messages in English, Spanish, Portuguese, German, and Italian.
To enter TLKP programming mode press $\overset{START}{\bullet}$. When the time and date appear on the LCD, press and hold ▲☀ until the LCD prompts you to enter a program code. Enter the Master Program Code, followed by #. Scroll down until the language option is displayed (option 3). Press 3, then scroll through the language options (using the ▲☀ and #▼ buttons) until you find the language you want. Press the number button, which corresponds with the desired language. Wait for the keypad LCD to clear, or press 0z to back up to the previous menu. Optionally, you can press and hold 0z to power down the keypad.

2. Set Daylight Saving Time (Summer/Winter Time)
This feature <u>must</u> be set before setting the current time.

To enter TLKP programming mode press $\overset{START}{\bullet}$. When the time and date appear on the LCD, press and hold ▲☀ until the LCD prompts you to enter a program code. Enter the Master Program Code, followed by #.
Option 1 is Keypad Setup. Press 1.
Scroll down to Summer/Winter (option 3). Press 3.
Enter the start date and the end date for Daylight Saving Time (Summer/Winter Time) for this year. Enter dates in DD/MM format, followed by #.
If Daylight Saving Time is not applicable to your location, enter 000000 for both the start and end dates.
Wait for the keypad LCD to clear, or press 0z to back up to the previous menu.
Alternatively, you can press and hold 0z to power down the keypad.

3. Set Time
To enter TLKP programming mode press $\overset{START}{\bullet}$. When the time and date appear on the LCD, press and hold ▲☀ until the LCD prompts you to enter a program code. Enter the Master Program Code, followed by #.
Option 1 is Keypad Setup. Press 1.
Option 1 in the menu now displayed is Set Time. Press 1.
Enter the current time in 24-hour format (i.e. 3:20 p.m. is entered as 15:20) followed by #.
Wait for the keypad LCD to clear, or press 0z to back up to the previous menu.
Alternatively, you can press and hold 0z to power down the keypad.

4. Set Date

To enter TLKP programming mode press $\boxed{\overset{START}{•}}$. When the time and date appear on the LCD, press and hold ▲⁎ until the LCD prompts you to enter a program code. Enter the Master Program Code, followed by #.

Option 1 is Keypad Setup. Press 1.

Option 2 in the menu now displayed is Set Date. Press 2.

Enter today's date in DD/MM/YY format followed by #.

Wait for the keypad LCD to clear, or press 0z to back up to the previous menu.

Alternatively, you can press and hold 0z to power down the keypad.

5. Set Number of Digits

Models 6126 and 6127 Audit Locks operate on 8-digit codes. All other locks that can be used with the Time Lock Keypad operate on 6-digit codes. The keypad must be set for the number of code digits the connected lock requires.

To enter TLKP programming mode press $\boxed{\overset{START}{•}}$. When the time and date appear on the LCD, press and hold ▲⁎ until the LCD prompts you to enter a program code. Enter the Master Program Code, followed by #.

Option 1 is Keypad Setup. Press 1.

Scroll down to 6/8 Digits (option 7). Press 7 ….. then

Press 1 if your lock uses 6-digit codes **OR** press 2 if your lock uses 8-digit codes.

Wait for the keypad LCD to clear, or press 0z to back up to the previous menu.

Alternatively, you can press and hold 0z to power down the keypad.

6. Change TLKP Master Program Code (default is 00 123456)

To enter TLKP programming mode press $\boxed{\overset{START}{•}}$. When the time and date appear on the LCD, press and hold ▲⁎ until the LCD prompts you to enter a program code. Enter the Master Program Code, followed by #.

Option 1 is Keypad Setup. Press 1.

Scroll down to Ch Prog Cod (option 4). Press 4.

Enter a new 8-digit TLKP Master Program Code followed by # when prompted to do so. ***The first two digits must be 00.***

When prompted to confirm the new programmer code, enter it again followed by #.

The new programmer code will take effect immediately.

Wait for the keypad LCD to clear, or press 0z to back up to the previous menu.

Alternatively, you can press and hold 0z to power down the keypad.

General Information about Encryption

The Time Lock Keypad can communicate with the lock in either an unencrypted or encrypted mode. Unencrypted mode simply passes codes input from the keypad directly to the lock. In the unencrypted mode the Time Lock Keypad can be replaced with a standard keypad to open the lock to circumvent the time lock schedule. No special action need be taken to enter lock codes while in unencrypted mode.

The encrypted mode uses a secure algorithm to encrypt codes entered at the keypad before passing them to the lock. In this mode, no other keypad can operate the lock. Therefore, the time lock schedule cannot be circumvented. For secure applications, encryption should be turned on. Before turning on encryption, make sure your lock is set to factory default codes only (as it normally arrives from the S&G factory) with no other codes set, and that any programming which must be done before the lock's Master Code is changed for the first time is completed. Refer to the instructions packed with the lock.

Packaged with your Time Lock Keypad are two sealed brown envelopes. Each envelope has a label with a number printed on it. The number on each of the two Time Lock Keypad envelopes is identical to the other. Inside the envelope are encryption codes for 6-digit and 8-digit locks. The information on the card inside each envelope is identical to that on the other card. You will use one card and save the other card in a safe place as a backup.

Note: If your kit contains one or more additional envelopes that are labeled differently, they contain lock (not keypad) information.

Use the operating instructions packaged with the lock to perform lock code changes. Before turning on encryption, you must change one or more of the existing lock codes to the 6- or 8-digit codes printed on the card found inside one of your Time Lock Keypad brown envelopes.

Locks with 6-Digit Codes

Lock models 2003 (Z[03] Rotarybolt™), 6124, or 6125 leave the factory as single control locks. However, they can be changed to dual control before being put into service. This change must be done <u>before</u> codes are changed from the factory defaults. See the <u>lock</u> instructions for how to make the change, if dual control is desired.

If your lock is a model 2003 (Z[03] Rotarybolt™), 6124, or 6125, set the lock Master Code PIN position (0) to the 6-digit code marked "A:" on the envelope card.
If your lock is a model 2003 (Z[03] Rotarybolt™), 6124, or 6125 <u>in Dual Control</u> (or <u>Dual User</u>) mode, also set the lock's first User Code (PIN position 2) to the 6-digit code marked "B:" on the envelope card. If the lock is not in Dual Control mode, skip this step.

Locks with 8-Digit Codes

If your lock is a model 6126 or 6127, set the lock's Programmer Code (PIN position 00) to the 8-digit code marked "E:" on the envelope card. Then set the lock's Manager Code (PIN position 02) to the 8-digit code marked "C:" on the envelope card. Finally, set the lock's User Code (PIN position 10) to the 8-digit code marked "D:" on the envelope card.

Note: If your lock is programmed with a Management Reset Code (MRC), the MRC is not subject to encryption, and keypad encryption must be turned off before the MRC can be entered into the lock.

7. Keypad Serial Number

To enter TLKP programming mode press $\boxed{START}$. When the time and date appear on the LCD, press and hold ▲✳ until the LCD prompts you to enter a program code. Enter the Master Program Code, followed by #.
Option 1 is Keypad Setup. Press 1.
Scroll down to Serial Number (option 5). Press 5.
The keypad's serial number will be displayed. It must match the serial number printed on the card inside the small brown envelope ("S:"). If the serial numbers match, press ▲✳ to move to the encryption option screen, and proceed to Step 8.

If the serial number displayed by your lock and the serial number on your envelope card do <u>not</u> match, press and hold 0z until the keypad powers down, then perform the following procedure:

Enter the TLKP programming mode by pressing $\boxed{START}$. When the time and date appear on the LCD, press and hold ▲✳ until the LCD prompts you to enter a program code. Enter the Master Program Code, followed by #.
Option 1 is Keypad Setup. Press 1.
Scroll down to Recover Lock (option 6). Press 6.
You will be prompted to enter a serial number. Enter the <u>serial number printed on your envelope card</u>. Follow it by pressing #▼. The keypad will immediately assume the serial number just entered. Do not press any buttons until the LCD goes blank, or press and hold 0z until the screen becomes blank. Now you can turn encryption on or off by following the procedure in Step 8.

8. Enable / Disable Encryption

To enter TLKP programming mode press $\boxed{START}$. When the time and date appear on the LCD, press and hold ▲✳ until the LCD prompts you to enter a program code. Enter the Master Program Code, followed by #.
Option 1 is Keypad Setup. Press 1.
Scroll down to Serial Number (option 5). Press 5. Confirm that the serial number on your card (entry "S:") matches the serial number displayed on the lock's LCD. After confirming the match, press ▲✳.
Select option 1 to enable keypad encryption or select option 2 to disable keypad encryption.
Your choice becomes effective immediately. If you failed to set the lock codes to the numbers provided in the Time Lock Keypad code envelope before enabling encryption, you will be unable to operate your lock until you disable encryption.
Do not press any buttons until the LCD goes blank, or press and hold 0z until the screen becomes blank.

9. Open Lock with Encryption Enabled (On)
Note - After encryption is enabled, the lock's factory default codes printed in the <u>lock instructions</u> will operate it (not the lettered codes found in the small brown envelope).

Locks with 6-Digit Codes
When encryption is enabled, the keypad will display Encryption On when $\boxed{\text{START}}$ is pressed to wake it up followed by a display that reads: START + PIN + CODE.

It will then be necessary to press $\boxed{\text{START}}$ again before entering any code to open the lock.

Normal opening sequence example: $\boxed{\text{START}}$ (to power up the keypad), then

$\boxed{\text{START}}$ 123456 #

Locks with 8-Digit Codes
When encryption is enabled, the keypad will display Encryption On when $\boxed{\text{START}}$ is pressed to wake it up followed by a display that reads: START + PIN + CODE.

Press $\boxed{\text{START}}$ again before entering the 2-digit PIN position and 6 code digits.

Normal opening sequence example: $\boxed{\text{START}}$ (to power up the keypad), then

$\boxed{\text{START}}$ 02 020202 #

Note - You may now change the factory default lock codes using the lock instructions. Remember to press $\boxed{\text{START}}$ <u>every</u> <u>time</u> a code is to be entered.

10. Time Lock Program – Read these comments!
The time lock keypad is time locked during any period not specifically designated as an open period. The default factory setting is an open period of 00:00 to 23:59 every day of the week. In other words, the default setting is essentially for no time lock function. You can program up to two different open periods per day, and all times must be entered in 24-hour format (9:15 a.m. would be entered as 09:15, and 3:30 p.m. would be entered as 15:30). Four digits must be entered to successfully set a time. You must scroll through all days of the week to set or change an open period for any day. Open periods must be at least thirty minutes, and always remember that you are setting time periods during which the lock may be opened …….. at all other times it will be time locked. Once a time lock schedule is entered, you should go back through every day of the schedule to make sure you have set the desired open periods.

11. Time Lock Program
To enter TLKP programming mode press $\boxed{\text{START}}$. When the time and date appear on the LCD, press and hold ▲☀ until the LCD prompts you to enter a program code. Enter the Master Program Code, followed by #.
Option 2 is Timelock Pr. Press 2.
In the resulting menu, option 1 is Set Daily Pr. Press 1.
The opening period displays will start with Sunday and provide space for you to enter the start and end times for up to two open periods for the day displayed on the screen.
If you only need one open period, enter it, then press #▼ to move to the next day. Press ▲☀ to move to an earlier day.
Whether you enter new time periods or not, you must work your way through to the Saturday screen before exiting the Time Lock Program screens.
When your time lock schedule is finished, Operation OK will display then revert to the last menu.
Press 0 to go back to the main menu, then Press 4 (Prog Values).
Press 1 to Confirm.
To activate your recently completed time lock schedule, let the keypad power down. The next time it powers up, your time lock schedule will be in effect.
You can modify the opening periods anytime the lock is <u>not in time lock</u>. <u>No programming can be performed when a time lock period is in effect</u>.

12. Set Holidays

You can specify up to twenty (20) individual days when the lock is to remain time locked all day (from 00:00 to 24:00), overriding the regular schedule of open period(s).

To enter TLKP programming mode press ⬚START⬚. When the time and date appear on the LCD, press and hold ▲✳ until the LCD prompts you to enter a program code. Enter the Master Program Code, followed by #.

Option 2 is Timelock Pr. Press 2.

In the resulting menu, option 2 is Set Holidays. Press 2.

Enter date information for any days when you want your safe to be time locked, using day / month / year format (25 February, 2008 is entered as 25/02/08).

Whether you enter new holidays or not, you must work your way through all twenty date entry screens before exiting the holiday programming screens.

When your holiday schedule is finished, Operation OK will display, then automatically revert to the last menu.

Press 0 to go back to the main menu, then press 4 (Prog Values).

Press 1 to Confirm.

To set your recently completed holiday schedule into the keypad's memory, let the keypad power down. The next time it powers up, your holiday schedule will be in effect. You can modify the holidays anytime the lock is not in time lock. No programming can be performed when a time lock period is in effect.

13. Set Vacation

You can specify up to fifteen (15) time periods when the lock is to remain time locked, overriding the regular schedule of open period(s).

To enter TLKP programming mode press ⬚START⬚. When the time and date appear on the LCD, press and hold ▲✳ until the LCD prompts you to enter a program code. Enter the Master Program Code, followed by #.

Option 2 is Timelock Pr. Press 2.

In the resulting menu, option 3 is Set Vacation. Press 3.

Enter the start date and end date information for the days when you want the safe to be time locked, using day/month format (25 February is entered as 25/02). Programmed vacation periods are for full days only (00:00 to 24:00).

Whether you enter new vacation periods or not, you must work your way through all fifteen date entry screens before exiting the vacation programming screens.

When your vacation schedule is finished, Operation OK will display, then revert to the last menu.

Press 0 to go back to the main menu, then press 4 (Prog Values).

Press 1 to Confirm.

To set your recently completed vacation schedule into the keypad's memory, let the keypad power down. The next time it powers up, your vacation schedule will be in effect.

You can modify the vacation schedule anytime the lock is not in time lock. No programming can be performed when a time lock period is in effect.

14. Set Timer (Manual Lock)

You can program the Time Lock Keypad to go into immediate time lock and remain time locked until a specified date and time, regardless of programmed open periods.

To enter TLKP programming mode press ⬚START⬚. When the time and date appear on the LCD, press and hold ▲✳ until the LCD prompts you to enter a program code. Enter the Master Program Code, followed by #.

Option 2 is Timelock Pr. Press 2.

In the resulting menu, option 4 is Set Timer. Press 4.

Enter the date using day/month/year format (25 February, 2008 is entered as 25/02/08) and the time (in 24-hour format) when the lock is allowed to revert to its regular time lock/holiday/vacation schedule. Until that time is reached, the Time Lock Keypad will remain securely time locked, regardless of any other programming.

Let the keypad power down and the manual lock period will immediately go into effect.

FUNCTIONS OF THE TIME LOCK KEYPAD <u>6-DIGIT</u> PROGRAM (LOCAL) CODE

15. Change TLKP Program Code (default is 123456)

To enter TLKP programming mode press [START]. When the time and date appear on the LCD, press and hold ▲✳ until the LCD prompts you to enter a program code. Enter the 6-digit TLKP Program (Local) Code, followed by #.
Option 1 is Change Code. Press 1.
Enter a new 6-digit TLKP Program (Local) Code followed by # when prompted to do so.
When prompted to confirm the new TLKP Program (Local) Code, enter it again.
The new TLKP Program (Local) Code will take effect immediately.

16. Early Close

To enter TLKP programming mode press [START]. When the time and date appear on the LCD, press and hold ▲✳ until the LCD prompts you to enter a program code. Enter the 6-digit TLKP Program (Local) Code, followed by #.
Option 2 is Early Close. Press 2.
Press 1 to confirm.
The Time Lock Keypad will immediately go into time lock and will remain there until the next scheduled open period.

17. Extra Holiday

To enter TLKP programming mode press [START]. When the time and date appear on the LCD, press and hold ▲✳ until the LCD prompts you to enter a program code. Enter the 6-digit TLKP Program (Local) Code, followed by #.
Option 3 is Extra Holiday. Press 3.
Enter the number of days you wish the keypad to remain time locked (starting TOMORROW).
The maximum number of days is five (5). If zero (0) is entered no holiday is scheduled. If you set a value greater then five, the TLKP will interpret your entry to be five days.
The screen will display Operation OK then revert to the main menu.
From the main menu, press 8 to program the values.
Press 1 to confirm.
The Extra Holiday(s) will take effect at the next midnight.
The Time Lock Keypad will remain time locked until the Extra Holiday period is over and the next open period is reached.

18. 2nd Period On/Off

If the keypad's time lock schedule was set up with a 2nd open period for one or more days, that 2nd period can be switched on and off by the TLKP Program (Local) Code holder. If switched off, the lock will remain time locked during what was originally programmed as the day's 2nd open period.
To enter TLKP programming mode press [START]. When the time and date appear on the LCD, press and hold ▲✳ until the LCD prompts you to enter a program code. Enter the 6-digit TLKP Program (Local) Code, followed by #.
Option 4 is 2nd Period On/Off. Press 4.
Press 1 to turn the 2nd Time Lock Period on, or press 2 to turn the 2nd Time Lock Period off.
Your selection remains in effect until you change it.

19. See Timers

During a time lock period, the start of the next opening date and time can be momentarily displayed on the LCD when you activate the keypad by pressing [START]. Alternatively, you can prevent the next opening date and start time from appearing. If you choose this option, the LCD will simply display "Time Lock" momentarily when first activated.
To enter TLKP programming mode press [START]. When the time and date appear on the LCD, press and hold ▲✳ until the LCD prompts you to enter a program code. Enter the 6-digit Local Program Code, followed by #.
Option 5 is See Timers. Press 5.
Press 1 to turn the Timer Displays on, or press 2 to turn the Timer Displays off.
Your selection remains in effect until you change it.

20. Lock Setup

All lock features can be programmed through the Time Lock Keypad as described in the lock's operating instructions. Some features of 6-digit lock models 6124, 6125, and 2003 (Z03 Rotarybolt™) in any mode <u>other than</u> Dual Control (Dual User) can be programmed using self-explanatory menus of the Time Lock Keypad. To explore the lock features menus, enter the keypad programming mode using the 6-digit Local Program Code.

To enter TLKP programming mode press $\boxed{START}$. When the time and date appear on the LCD, press and hold ▲⁎ until the LCD prompts you to enter a program code. Enter the 6-digit TLKP Program (Local) Code, followed by #.

Option 6 is Lock Setup. Press 6, then select the lock feature you want to program from the subsequent menu(s).

21. Attend Mode (for 6-digit 6124, 6125, and Z03 Locks <u>ONLY</u>)

This mode simplifies code entry for the holders of lock codes. Whether the keypad is in encrypted mode or not, lock codes can be entered by just pressing the code digits, followed by #▼. It also allows lock code holders to change their codes by simply entering their present code followed by ▲⁎, then following the LCD instructions to enter and confirm the new code. To turn on *Attend Mode*, enter the keypad programming mode using the 6-digit TLKP Program (Local) Code.

To enter TLKP programming mode press $\boxed{START}$. When the time and date appear on the LCD, press and hold ▲⁎ until the LCD prompts you to enter a program code. Enter the 6-digit TLKP Program (Local) Code, followed by #.

Option 7 is *Attend Mode*. Press 7, then press 1 to enable *Attend Mode* or press 2 to disable *Attend Mode*.

22. Info

This menu selection displays the Time Lock Keypad firmware version and whether or not encryption is turned on or off. To display this information, enter the keypad programming mode using the 6-digit TLKP Program (Local) Code.

To enter TLKP programming mode press $\boxed{START}$. When the time and date appear on the LCD, press and hold ▲⁎ until the LCD prompts you to enter a program code. Enter the 6-digit TLKP Program (Local) Code, followed by #.

Option 9 is *Info*. Press 9

IN CASE OF KEYPAD DAMAGE

23. Replace a Damaged Keypad When Its Serial Number is <u>Unknown</u> and Encryption is Turned On

If a Time Lock Keypad <u>with encryption turned on</u> becomes inoperable (burglary, etc.), the recommended way to connect a new Time Lock Keypad and open the safe is to remove the old keypad, attach the new keypad, and use the <u>lock's</u> Management Reset Code (see the lock instructions) to set the lock to its factory default values, then set up the new keypad beginning with Step 1 of this instruction sheet.

Note that dual control locks cannot be reset, and the safe will need to be opened by a trained safe technician.

24. Replace a Damaged Keypad When Its Serial Number is <u>Known</u> and Encryption is Turned On

If a Time Lock Keypad <u>with encryption turned on</u> becomes inoperable (burglary, etc.), the recommended way to connect a new Time Lock Keypad and open the safe is to remove the old keypad, attach the new keypad, and perform the following procedure:

To enter TLKP programming mode press $\boxed{START}$. When the time and date appear on the LCD, press and hold ▲⁎ until the LCD prompts you to enter a program code. Enter the Master Program Code (a new keypad's Master Program Code is likely 0 0 1 2 3 4 5 6) followed by #.

Option 1 is Keypad Setup. Press 1.

Scroll down to Recover Lock (option 6). Press 6.

You will be prompted to enter the <u>old</u> keypad's serial number. Enter it, then press #▼.

The new keypad will immediately assume the old keypad's serial number. Do not press any buttons until the LCD goes blank, or press and hold 0z until the screen becomes blank. The next time you press $\boxed{START}$, the keypad will power up in encrypted mode, and your existing lock codes will work, as the new keypad now encrypts codes the same as the old keypad.

Note: Destroy the keypad codes that were packaged with the <u>new keypad</u>, as they are no longer relevant. Safely store the keypad codes that were packaged with the old keypad in case they are needed in the future. You will also need to set up the new keypad beginning with Step 1 of this instruction sheet.