

IP Series™ 100 Keypad Interface

Administrator Operating Instructions

The Sargent & Greenleaf IP Series™ 100 Keypad is designed to work in combination with the 6120, 6123, 6124, 6125 Z⁰² and Z⁰³ series electronic locks. 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. The first two digits are always the pin position. Any digit or letter can be used as many times as you wish for the remaining six positions.

- 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, Cancel and some Special Characters.
- The Master Code for the keypad allows the Administrator to use and make changes to the keypad. The factory default Master Code for a 6124/6125 lock is 00123456 or 01123456 for 6120 and 6123 series locks.

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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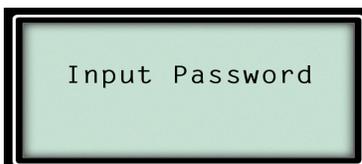
Powering on the Keypad

- When power is connected to 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. Then, the lock will start in Tamper mode.

- To remove the 'Tamper On', enter the lock's default factory code or a valid user code and press 'Enter'.

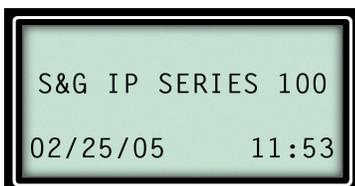
Main Screen

- 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.



Setting the Language

- Your keypad can be displayed in Spanish, English, and German.
 - To select the language, from the Main Menu press the '#' key.
 - Enter the number of the Language you wish to use. For example, press the number '2' for English. You will automatically return to the resting screen.



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Change Your Code

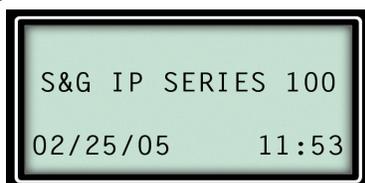
- The Default Master Code from the factory is 00123456. It is highly recommended to change your code as soon as you begin setting up the lock and keypad. If the code is left as the default from the factory, you are compromising your security.

- From the Main Menu, type in your Master Code and press the '*' key. You will be prompted to enter a new password. Your master code must contain eight digits, with the first two being '00'.
- Enter the code you would like to be your new Master Code. Press '#'. You will then be prompted to Confirm the password.
- Confirm your new code by typing it again in the Conf. Password Screen. Press '#'. You will hear a series of beeps. Your code has been successfully changed in the lock and the keypad.



Opening the Lock

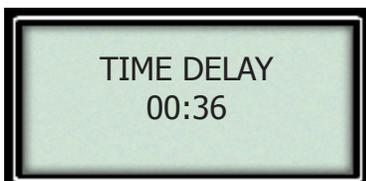
- While on the Main Screen, enter your Master Code on the Keypad and press the '#' key. It will appear as '*****'.



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



- If the Time Delay is active, the following screens will be shown respectively:



- After the opening window appears, enter your User Code to open the lock.



- NOTE:** If using HTML, the HTML code should be changed from the factory default code of 12345678, to any unique numeric code. Store the new code in a secure location other than the area you are securing with this keypad.

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Administration

- Your keypad can be used to perform many administrative tasks.
- 1. To enter the Administrative mode, press the '*' key from the Main Menu and enter the Master Code, followed by the '#' key.

Main Administration Menu

- From this menu, you can configure the Network, change Time and Date and LMP Validate, as well as administrative tasks of deleting users, turning flags on and off and many other audit features.
- In this Main Menu, there are some basic navigations to learn. The '#' key functions as Next or Enter. The '*' key functions as Back, Escape, and some other special characters.

1. Network Menu

- The keypad must have a static address, subnet mask and properly configured gateway. The Network Administrator will be able to assist you in actual and new configurations.

- From the Main Administration Menu, press '1' to enter the Network Menu.
- To view the actual configuration already set-up, press '1'.
- To enter a new configuration, press '2'.

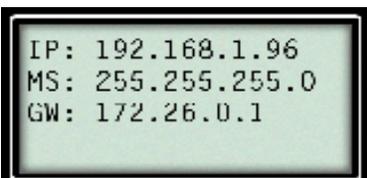
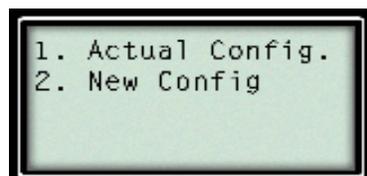
1.1 Actual Configuration

Here is an example of a actual configuration. These numbers are already set.

1.2 New Configuration

This is the screen you will see when you select 'New Configuration'. Type in the configuration for each line. Use '*' for a " and '#' is used to enter the line. If a problem occurs, you must completely re-enter all of the information.

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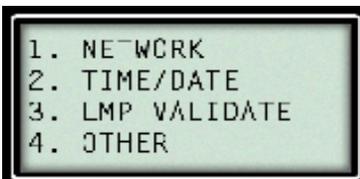


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2. Time/Date

•Choosing '2' from the Main Menu will allow you to administer time and date functions.



2.1 Date

1. Select '2' from the Main Menu.
2. To change the date, enter '1' for the date function.
3. Enter the date by using the numbers on your keypad. The default is set to Day/Month/Year. You only need to enter the numbers; the '/' are inserted automatically. Then press '#'.



2.2 Time

1. To change the time, enter '2'. You will be prompted to insert the current time.
2. Enter the time by using the numbers on your keypad. The default setting is a 24 hour format with Hours/Minutes. The ':' is inserted automatically. Then press '#'.



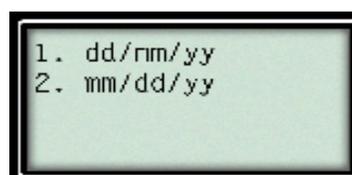
2.3 Format

1. Enter '3' from the keypad to change the format of the time or date.



2.3.1 Date Format

1. Enter '1' from the format menu.
2. Choose a date format. Enter the number associated with the format you prefer.



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2.3.2 Time Format

1. Press '2' to change the time format.
2. Enter the number associated with the time format you prefer.



2.4 Change S/W (Summer/Winter)

By selecting number 4 from the menu, you can configure time changes, such as Daylight Savings Time.

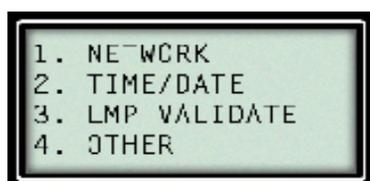
1. Press '4' to change the S/W format.
2. Enter the date for each event. In this example, you would enter the actual Summer Date for the time change as "DayMonthYear" and then enter the Winter Date for the change as "DayMonthYear".



3. LMP Validate (Optional Software)

- If LMP is not installed, continue on to section 4, Other.
- If LMP is installed, you must enter the LMP validate code for each lock so that the software and lock properly communicate.

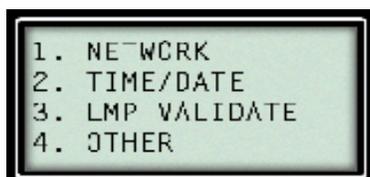
1. Select '3', LMP Validate.
2. Enter the last 6 digit code from the LMP Software and press '#'.



Six Digit Code

4. Other

- This selection gives you access to numerous operations. To scroll through the "Other Menu", use your '*' key to scroll up and your '#' key to scroll down.



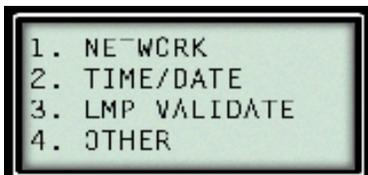
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4.1 Delete User

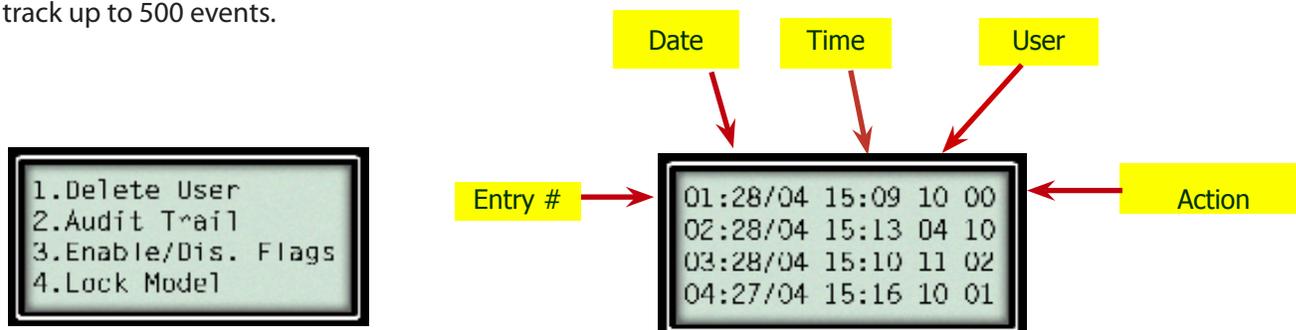
• From the keypad, you can select and delete users. Select the user to delete and enter it here. NOTE: Only the Master Code and Supervisor Code can delete users from the Keypad. You cannot ADD users from the keypad.

Note: The 'User' code will be deleted when the number is entered. This action does not require the '#' key to be pressed.



4.2 Audit Trail

Enter a number 2 here and you can view the last 20 audit trail events. Use the '*' key to scroll up through the events and the '#' to scroll down. The display will show you the entry, date, time, user and action that occurred. Once you have reached the end of the audit trail, press '#' and select "yes" to exit. NOTE: Optional LMP Software will track up to 500 events.



4.2.1 Audit Trail Action Codes

• A list of Action Codes is shown here.

From Keypad	From Network (Web & LMP)	Action Code
00	64	TIMING CHANGES
01	65	CONFIGURATION CHANGES
02	66	AUDIT TRAIL REQUEST
03	67	PENALTY TIME
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 MODIFIED ON WEB
0E	72	BOLD EXTENDED
0F	73	TIME LOCK MODIFIED ON WEB
10	74	TAMPER SITUATION
11	75	DUAL LOCK (FIRST USER)
12	76	DURESS SENDED
13	77	PENALTY TIME STARTED
14	78	TAMPER RESET
15	79	DATE CHANGE
16	7A	TIME CHANGE
17	7B	1 HOUR LOCK
18	7C	TIME DELAY CHANGE
19	7D	OPEN WINDOW CHANGE
1A	7E	TDO PROGRAMMED TYPE X (X= MODE 0, 1, 2)
1B	7F	KP-MRC EXECUTED
1C	80	LOCK MRC EXECUTED
1D	81	DURESS FEATURE ENABLED
1E	82	TAMPER FEATURE (OPTIC) ENABLED
1F	83	IP ADDRESS CHANGE
20	84	LMP VALIDATION CODE CHANGED
21	85	LOCK MODEL CHANGED
22	86	HTML CODE CHANGED

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4.3 Enable/Disable Flags

- From the "Other Menu", you can select the flags you want to use by pressing number 3. Use the '*' key to scroll up and the '#' key to scroll down.



4.3.1 Accept LMP Data

- The default for this function is 'Yes'. 'Yes' enables communication between the keypad and LMP Software. Entering 'No' will disable communication between the keypad and LMP Software.

4.3.2 See Timings

- This option enables or disables timers to be shown on the LCD screen. The default function is 'Yes', enable timers. Timers include Penalty Time Countdown, Time Delay Countdown and Opening Window.

4.3.3 Enable I/O

- This option refers to the monitoring of the door switch I/O screw terminal located in the keypad. The factory default is 'Yes'. 'Yes' will enable monitoring of the door switch.

4.3.4 Cash Carry Mode

- In this mode, the microprocessor will accept commands from a logic box to enable or disable itself. The default is 'No'. 'Yes' enables the Cash Carry Mode.

4.3.5 Enable Beeps

- This option allows you to enable or disable beeps. The default is set to 'No'. When 'No' is selected you will not hear any beeps from the keypad. If you select 'Yes', enable beeps, the keypad will beep when codes are entered and for any other operations.

4.3.6 Enable Duress

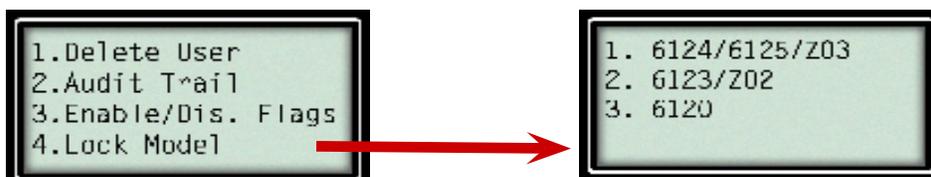
- The default for this function is 'No'. Whenever 'Yes' is selected, the duress feature is activated and causes an alarm signal to be sent when a code is entered. If this capability is enabled in the lock, an optional duress module must be added to the lock for this feature to work. To create a duress code, simply use any valid lock code with one number added to the last number of the code. For example if your code is 222222, then the duress code would be 22222(2+1) or 222223.

4.3.7 Enable Tamper

- The default is set to 'No'. 'Yes' will enable the tamper sensor located in the keypad.

4.4 Lock Model

- To customize your keypad, you must select the model of the lock you will be using. Select number 4 and then select the lock type you are using.

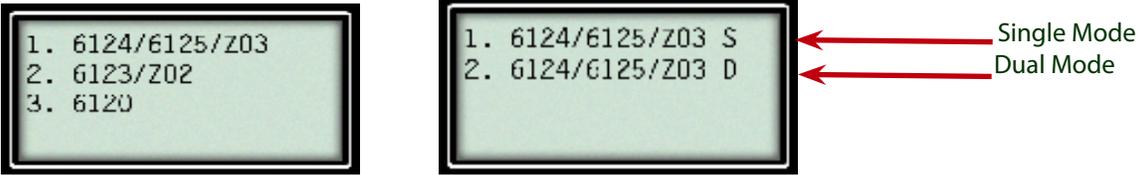


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4.4.1 Lock Mode Configuration: 6124/6125/Z⁰³

• After selecting the model of your lock, you must select Single(S) or Dual(D) lock mode configuration. For example, the 6124-121 is a Single Mode Multiple User Lock where the 6124-131 is a Dual Mode Lock.



4.4.2 Lock Mode Configuration: 6123/Z⁰²

• After selecting the 6123 lock, you must select Single mode, Dual mode or Supervisor/User mode configuration. Upon selecting the appropriate mode, the lock is programmed with the mode information.



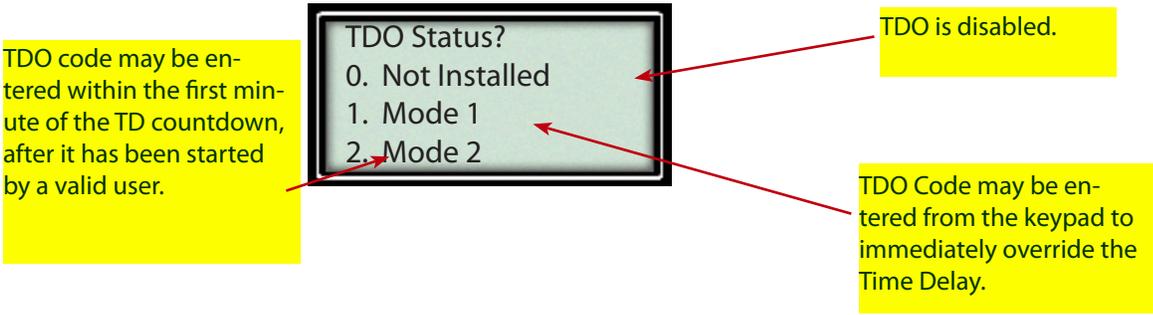
4.4.2.1 Lock Mode Configuration: 6123/Z⁰²

• After making this selection, you will be asked if the MRC is installed.



4.4.2.2 MRC Installed

• After answering this question, you will then be prompted to select the TDO(Time Delay Override) configuration for the lock.

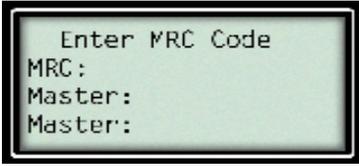


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4.4.2.3 MRC Installed in Keypad

• Use the Keypad to install Lock MRC. Enter number 1, New MRC. However, you cannot enter a New Master Code from the keypad.



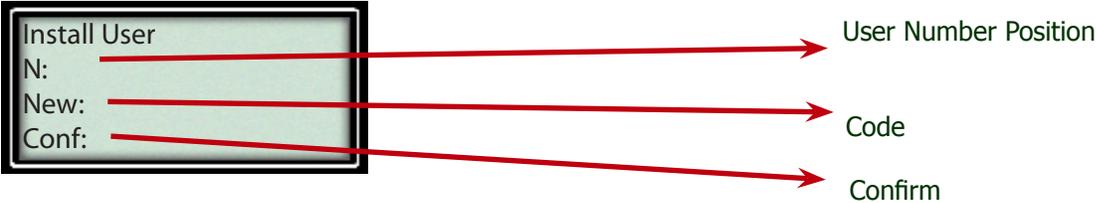
4.4.3 6120

• After selecting the Lock Model 6120, you will be asked if you want to install a user. The Master user has been installed automatically. You can add users now through the keypad or through HTML Interface later if you prefer.



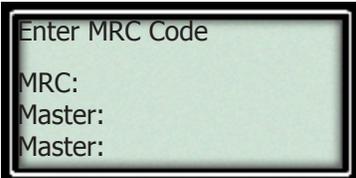
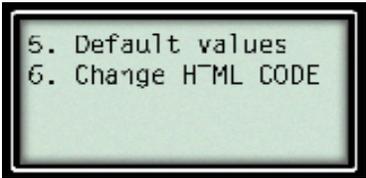
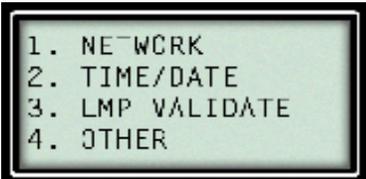
4.4.3.1 Yes-Install User

• Select the User Number. Then, type the code and then confirm the code. The User code will be programmed into the lock.



4.5 Default Values

• If you select Default Values, #5, from the Other Menu, you can reset the lock and keypad to their default values. This deletes all users from the lock and keypad. It does not change the Time Delay and Opening Window. The MRC and Master code must be set before a reset may occur. The Master Code should begin with '00' followed by six digits.



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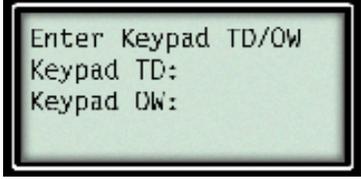
4.5.2 Reset All Values

- All User Codes are deleted from the lock and the keypad. The MC is changed to the values indicated in the new MRC menu. Select number 2 from the Default Values Menu.



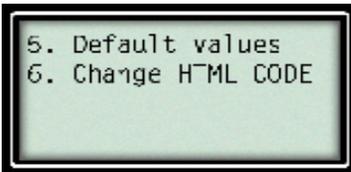
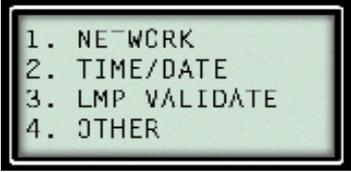
4.5.3 Keypad Time Delay

- Select number 3 to manually set the Time Delay to synchronize the keypad Time Delay to the Lock Time Delay.



4.6 Change HTML Code

- Select number 6 to enter your new HTML code which is found on the HTML software. The default HTML Code is 12345678.



Enter the Eight Digit Code.

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Keypad Feedback

Tamper

- This tamper occurs when power has been cycled on the keypad or if the keypad has been removed from the base and the optical sensor was triggered.
- A valid code must be entered to remove this tamper.
- Upon entering a valid code, the "Tamper Off" message is momentarily displayed. The keypad is then available for normal use.

Wrong Data

- This message is displayed when Data entered in the Administration section is incorrect. For example, if the IP address is entered incompletely, this error will display.

Wrong User

- If an invalid user code is typed into the keypad, this message will be displayed.

Enter 8 Digits

- This error occurs when more than 8 digits are input into the keypad.

MRC Not Installed

- From 4.5, Default Values, enter 2. "Reset all Values" is selected without first inputting the MRC and MC from 1. New MRC.

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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 SURREPTITIOUS 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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A

Pin Code Position Verification Worksheet: 6124/6125/Z⁰³

POSITION	DESCRIPTION	CODE SET Yes/No
00	Programmer/Master	
01	Supervisor	
02	User	
03	User	
04	User	
05	User	
06	User	
07	User	
08	User	
09	TDO	

Pin Code Position Verification Worksheet: 6120

POSITION	DESCRIPTION	CODE SET Yes/No
01	Programmer/Master	
02	User	
03	User	
04	User	
05	User	
06	User	
07	User	
08	User	

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Pin Code Position Verification Worksheet: 6123/Z⁰²

POSITION	DESCRIPTION	CODE SET Yes/No
01	Programmer/Master	
02	Supervisor	
03	User	
04	User	
05	User	
06	User	
07	User	
08	User	
09	TDO	