Electronic Lock Quick Reference Guide

Blue LED – Indicates accepted command or controller waiting for command

Red LED – indicates incorrect command or timed out

1 2 3 4 5 6 Lock

6 7 8 9 0 ★ CLEAR

Clear Key – clears previous keystrokes

Lock Key – locks doors during access time

Factory Preset Code - (1)(2)(3)(4)

Factory Supervisor Code - 7 1 8 3

To add new access code:

Press - (*) (7) (1) (8) (3) (*)

Press - 5 *

Enter new 4-digit code. The blue light will flash when completed.

To remove access code:

Press - (*) 1 (8) 3 (*)

Press – (3) (*)

Enter the 4-digit access code that needs to be removed. The blue light will flash when when completed.

To change auto-lock time:

Press - (*) (7) (1) (8) (3) (*)

Press - 6 *

Enter the minutes and seconds using 4 digits. Example: 5 minutes, 30 seconds = 0530 The blue light will flash when completed.

To add new supervisor code:

Press - * 7 1 8 3 *

Press – 7 *

Enter the 4-digit access code that needs to be removed. The blue light will flash when completed.

