SMARTLINC
Multiple Lock System

MANAGER OPERATING INSTRUCTIONS

Optional
*e*Key^{II}
P/N 40169

AVAILABLE FEATURES
MANAGER CODE (Factory set to 1-1-1-1-1-1)
• Manage Users
• Change Time Delay Values, if enabled
• Download Audit
• Control Temporary Time Lock
• Extend Open Period, if enabled
USER CODE
• Up to nine users per lock
• Open Lock
• Change Code
• Set Immediate Lock, if Time Lock is programmed
MULTIPLE LOCKS
• Up to Five
TIME DELAY
• Programmable on each lock
      - Delay Period: 1 - 99 minutes
      - Open Period: 1 - 19 minutes
• Two Time Delays Can Run At Once
TIME DELAY OVERRIDE
• Ability to override time delay, if enabled
• Assigned to User #9
SILENT SIGNAL ALARM *(Optional Alarm Box Required)*
• Programmable on each lock
REMOTE DISABLE *(Optional Alarm Box Required)*
• Programmable on each lock
AUDIT TRAIL
• Each Lock will record last 500 operations with time,
  USER, date and function
DUAL CODE
• Programmable on each lock
• If set-up automatically installs User #2
        (Default User Code 2-2-2-2-2-2)
• Two Codes required to open
eKEY^{II} MODE
• Programmable on each lock, requires code and key
• Available to Manager and Users only, if enabled

WRONG TRY PENALTY
• Four (4) consecutive invalid codes initiates five-minute delay period
LOW BATTERY WARNING
• Repeated audio and visual signal (LCD readout and repeated beeping) during opening indicates battery low
AUDIO AND VISUAL SIGNAL
• Double signal (LCD readout and unit beeps) indicates entry is valid or accepted
• Triple signal indicates invalid or not accepted
TIME LOCK
• Selectable for each lock
• Standard Week (4 open periods per day)
• Special Events (Up to 20 close periods programmable with day and month)
• Immediate Time Lock (From now until next available open period)
• Temporary Time Lock (From now to required date and time, maximum of four (4) weeks)
• Time Lock Open Period Extension (Maximum two (2) hours)
• Daylight Saving Time, if enabled

CHANGING YOUR CODE - MANAGER
ALWAYS PERFORM THIS OPERATION WITH THE DOOR OPEN
If you have access to multiple locks, you must change your code on each lock you have access to.

① Press any key to power up SMARTLINC.
    • Display will show either "ENTER COMBO" or SELECT LOCK" when two or more locks are installed.

SELECT LOCK
XX

② Select lock if two or more locks are installed.

ENTER COMBO
X-X-X-X-X-X

③ Enter "zero" six times
④ Enter your existing six (6) digit code one time (and insert *e*Key^{II}, if set-up, after 2nd entry).

OLD CODE
X-X-X-X-X-X

⑤ Enter your NEW six (6) digit code two times (and insert *e*Key^{II}, if set-up).
    • If a valid code is entered the LCD will display "USER UPDATED"

NEW CODE
X-X-X-X-X-X

⑥ If a mistake is made wait thirty (30) seconds and repeat steps ① - ④.
    • Old Code will remain valid if a mistake is made.
    • In case of a mistake, LCD will display "ERROR!"

CONFIRM NEW
X-X-X-X-X-X

MANAGER CODE
UPDATED!

⑦ Test lock operation several times before closing the door.

ERROR!

Please note: If you are using the SMARTLINC with the *e*KEY^{II} feature, you must remove the key after each insertion to begin the next step. If the *e*KEY^{II} is left in the key port, the SMARTLINC will not respond to any key stroke.

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OPENING THE LOCK (WITHOUT TIME DELAY)

① Press any key to power up SMARTLINC.
  • Display will show either "ENTER COMBO" or "SELECT LOCK" when two or more locks are installed.
② Select lock if two or more locks are installed.
③ Enter a valid 6 (six) digit code (and insert the *e*Key^{II}, if set-up)
  • If a valid code is entered the LCD will display "OPEN".
④ Open the Door within 3 seconds.
  • Before power-off, LCD will show current date and time.
• Invalid code will prompt LCD to display "NOT VALID USER".
• Display will power-off after 30 seconds of non-operation.

SELECT LOCK XX
ENTER COMBO X-X-X-X-X-X
OPEN!
NOT VALID USER!

OPENING THE LOCK (WITH TIME DELAY)

① Press any key to power up SMARTLINC.
  • Display will show either "ENTER COMBO" or "SELECT LOCK" when two, or more, locks are installed.
② Select lock if two or more locks are installed.
③ Enter a valid 6 (six) digit code (and insert the *e*Key^{II}, if set-up)
  • If Time Delay has been set the LCD will show "TIME DELAY" and the counting time.
  • Counting is updated every second, if displayed.
  • Press "0" to abort Time Delay   DELAY ABORTED!
  • After Time Delay has elapsed, the display will show "mm:ss" (open window counting time). Unit will beep every five (5) seconds during count down.
④ Enter again a valid code (and insert a *e*Key^{II}, if set-up) to open.
  • If a valid code is entered the LCD will display "OPEN".
⑤ Open the Door within 3 seconds.
• Invalid code will prompt LCD to display "NOT VALID USER".
• Display will power-off after 30 seconds of non-operation.
• If using the Time Delay Override (USER #9), enter USER code for USER #9 and insert *e*Key^{II} .
NOTE: To open a 2nd lock while one is in Time Delay, press the "P" key and select that lock number then follow opening procedure above. During Time Delay only the "P" and the zero key are active.

SELECT LOCK XX
ENTER COMBO X-X-X-X-X-X
TIME DELAY 14:31
03:51 X-X-X-X-X-X
OPEN!
NOT VALID USER!

OPENING THE LOCK (WITH DUAL CODE - NO TIME DELAY)

① Press any key to power up SMARTLINC.
  • Display will show either "ENTER COMBO" or "SELECT LOCK" when two or more locks are installed.
② Select lock if two or more locks are installed.
③ Enter a valid 6 (six) digit code (and insert the *e*Key^{II}, if set-up)
④ Enter a 2nd valid 6 (six) digit code (and insert the *e*Key^{II}, if set-up)
  • If a valid code is entered the LCD will display "OPEN".
⑤ Open the Door within 3 seconds.
  • Before power-off, LCD will show current date and time.
• Invalid code will prompt LCD to display "NOT VALID USER".
• Display will power-off after 30 seconds of non-operation.

SELECT LOCK XX
ENTER COMBO X-X-X-X-X-X
2nd CODE X-X-X-X-X-X
OPEN!
NOT VALID USER!

OPENING THE LOCK (WITH DUAL CODE AND TIME DELAY)

① Press any key to power up SMARTLINC.
  • Display will show either "ENTER COMBO" or "SELECT LOCK" when two or more locks are installed.
② Select lock if two or more locks are installed.
③ Enter a valid 6 (six) digit code (and insert the *e*Key^{II}, if set-up)
  • If Time Delay has been set the LCD will show "TIME DELAY" and the counting time.
  • Counting is updated every second, if displayed.
  • Press "0" to abort Time Delay   DELAY ABORTED!
  • After Time Delay has elapsed, the display will show "mm:ss" (open window counting time).
④ Enter again a valid 6 (six) digit code (and insert a *e*Key^{II}, if set-up)
⑤ Enter a 2nd valid 6 (six) digit code (and insert the *e*Key^{II}, if set-up)
  • If a valid code is entered the LCD will display "OPEN".
  • If the Override User (#9) is installed with Dual Code, User #9 must enter their code (and insert *e*Key^{II}, if set-up) first.
⑥ Open the Door within 3 seconds.
• Invalid code will prompt LCD to display "NOT VALID USER".
• Display will power-off after 30 seconds of non-operation.
NOTE: To open a 2nd lock while one is in Time Delay, press the "P" key and select that lock number then follow opening procedure above. During Time Delay only the "P" and the zero key are active.

SELECT LOCK XX
ENTER CODE X-X-X-X-X-X
TIME DELAY 14:31
03:51 X-X-X-X-X-X
2nd CODE X-X-X-X-X-X
OPEN!
NOT VALID USER!

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MANAGER MENU

Manager Menu allows to access to following functions:
- User Management (install, delete, disable/enable and view user status)
- Set-up Time Delay, if enabled
- Download Audit Information

SELECT LOCK
XX

To access the MANAGER MENU
① Press any key to power up SMARTLINC.
   - Display will show either "ENTER COMBO" or "SELECT LOCK" when two or more locks are installed.
② Hold down OK button, display will show "MANAGER, X-X-X-X-X-X"
③ Enter Manager code (and insert the *e*Key^{II}, if set-up).

ENTER COMBO
X-X-X-X-X-X

MANAGER
X-X-X-X-X-X

USER MANAGEMENT

The User Management Screen allows you to manage all users in each lock
① You must first access the MANAGER MENU by following the instructions above.
   - If a valid Manager code is entered, LCD will display "USERS ON/OFF"
② Press OK button to access User Management screen 2.
- Active users are shown with a fixed number (from 2 to 9).
- Disabled users are shown with a blinking number (from 2 to 9).
- Deleted or uninstalled users are shown with "_" sign in the number position (from 2 to 9).

USERS ON/OFF

USERS ON/OFF
23_567_ _

INSTALL A USER

The User Management Screen allows you to manage all users in each lock
① You must first access the MANAGER MENU by following the instructions above.
   - If a valid Manager code is entered, LCD will display "USERS ON/OFF"
② Press OK button to access User Management screen 2.
   - Deleted or uninstalled users are shown with "_" sign in the number position (from 2 to 9).
③ Select and press the number for the deleted or uninstalled User you wish to install (from 2 to 9).
④ The screen will show the USER ID number for the number you selected. To confirm press OK button.
⑤ Enter the Users NEW six (6) digit code two times (and insert *e*Key^{II}, if set-up).
   - If a valid code is entered the LCD will display the "USERS ON/OFF" screen and show the number for the newly installed User.
⑥ If a mistake is made wait thirty (30) seconds and repeat steps ① - ⑤.

NOTE: If you accidentally enter a USER already installed, the display will show "USER ID = X, DISABLE?". Press the "P" key to scroll back to the start menu.

USERS ON/OFF

USERS ON/OFF
23_567_ _

USER ID = 4
INSTALL?

NEW CODE
X-X-X-X-X-X

CONFIRM NEW
X-X-X-X-X-X

USERS ON/OFF
234567_ _

DISABLE A USER

The User Management Screen allows you to manage all users in each lock
① You must first access the MANAGER MENU by following the instructions above.
   - If a valid Manager code is entered, LCD will display "USERS ON/OFF"
② Press OK button to access User Management screen 2.
   - Active users are shown with a fixed number (from 2 to 9).
③ Select and press the number for the User you wish to disable (from 2 to 9).
④ The screen will show the active USER ID number for the number you selected. To confirm press OK button.
⑤ The LCD will display the "USERS ON/OFF" screen and show a blinking number for the newly disabled User.
⑥ If a mistake is made wait thirty (30) seconds and repeat steps ① - ③.

USERS ON/OFF

USERS ON/OFF
23_567_ _

USER ID = 3
DISABLE?

USERS ON/OFF
234567_ _

DELETE A USER

The User Management Screen allows you to manage all users in each lock
① You must first access the MANAGER MENU by following the instructions above.
   - If a valid Manager code is entered, LCD will display "USERS ON/OFF"
② Press OK button to access User Management screen 2.
   - Active users are shown with a fixed number (from 2 to 9).
③ Select and press the number for the User you wish to Delete (from 2 to 9).
④ The screen will show the USER ID number for the number you selected.
⑤ To move from the "DISABLE" screen to the "DELETE" screen, press the P button. Press OK to confirm deletion of User.
⑥ The LCD will display the "USERS ON/OFF" screen and show a "_" sign instead of the number of the newly deleted User.
⑦ If a mistake is made wait thirty (30) seconds and repeat steps ① - ⑤.

USERS ON/OFF

USERS ON/OFF
23_567_ _

USER ID = 2
DISABLE?

USER ID = 2
DELETE?

USERS ON/OFF
_34567_ _

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ENABLE A USER

The User Management Screen allows you to manage all users in each lock

① You must first access the MANAGER MENU by following the instructions above.
   • If a valid Manager code is entered, LCD will display "USERS ON/OFF"
② Press OK button to access User Management screen 2.
   • Disabled users are shown with a blinking number (from 2 to 9).
③ Select and press the number for the User you wish to Enable (from 2 to 9).
④ The screen will show the USER ID number for the number you selected. To confirm press OK button.
⑤ The LCD will display the "USERS ON/OFF" screen and show a fixed number for the newly Enabled User.
⑥ If a mistake is made wait thirty (30) seconds and repeat steps ① - ④.

USERS ON/OFF
USERS ON/OFF 23_567_ _
USER ID = 3 ENABLE?
USERS ON/OFF 234567_ _

MANAGER MENU
Time Delay Menu

NOTE: Time Delay can be increased or decreased in Manager Mode. If you select a lower Time Delay value than that currently set on the lock, once you confirm your selection with the OK button the old Time Delay value will begin counting automatically. The updated values will take effect once the unit is in the Open Window. You will have to wait through the existing Time Delay period before entering the new times.

To access the MANAGER MENU

① Press any key to power up SMARTLINC.
   • Display will show either "ENTER COMBO" or "SELECT LOCK" when two or more locks are installed.
② Hold down OK button
③ Enter Manager code (and insert the *e*Key^{II}, if set-up).

④ Press the P button to access the Time Delay Menu.

⑤ Press the OK button and the LCD will display the current Time Delay settings.

⑥ Press the OK button a second time and then enter the new time delay values. The values must be entered in two digit increments (example: for a five minute delay period you would enter 05).

⑦ Press the OK button to confirm the new time delay values. The LCD will display a message confirming the update of Time Delay values.

SELECT LOCK XX
ENTER COMBO X-X-X-X-X-X
MANAGER X-X-X-X-X-X
USERS ON/OFF
TIME DELAY
DELAY   XX OPEN   XX
DELAY   05 OPEN   02
OK, UPDATED VALUES!

MANAGER MENU
Audit List Menu

To access the MANAGER MENU

This function requires Serial Interface (P/N 43087) and TOTAL AUDIT Software

① Plug Interface and cable into PC and open TOTAL Audit software on PC.
② Connect Interface to port on keypad.
③ Press any key to power up SMARTLINC.
   • Display will show either "ENTER COMBO" or SELECT LOCK" when two or more locks are installed.
④ Select the lock to be audited.
⑤ Hold down OK button
⑥ Enter Manager code (and insert the *e*Key^{II}, if set-up).
⑦ Press the P button two times to access the Audit List Menu.
⑧ Press the OK button to start download.

NOTE: Downloading audit information does not change or remove any audit information from the lock.

SELECT LOCK XX
ENTER COMBO X-X-X-X-X-X
MANAGER X-X-X-X-X-X
USERS ON/OFF
DOWNLOAD AUDIT
DOWNLD.AUDIT ENABLED **

TIME MENU

Time Menu allows the MANAGER access to following functions if programmed during initial lock set-up:

• Immediate Time Lock - Immediate Closing until the next opening period.

NOTE: This function is available only if one opening period is stored in Time Lock Standard Week. Please see Master Operating Instructions for more information on setting this up.

• Temporary TIme Lock - Immediate closing until Time and Date programmed. [Maximum of four (4) weeks]

• Extension Time Lock (Active only if programmed through the PC) - Increase the closing period. [30 Minutes at a time for a maximum of two (2) hours.]

NOTE: This function is available only if one opening period is stored in Time Lock Standard Week. Please see Master Operating Instructions for more information on setting this up.

TIME MENU ***IMMEDIATE TIME LOCK*** ***Available only if programmed during initial lock set-up*** **To access the TIME MENU** ① Press any key to power up SMARTLINC. • Display will show either "ENTER COMBO" or "SELECT LOCK" when two or more locks are installed. ② Hold down P button, display will show "TIME MENU". ③ Enter Manager code (and insert the *e*Key*II*, if set-up). • If a valid code is entered, the display will show "IMMEDIATE TIME LOCK?" ④ Press OK to continue, display will show "Do You CONFIRM?" ⑤ Press OK a 2nd time to confirm. • If the list of Time Lock Standard Week is empty, the function is unavailable and the display will show"NO OPEN PER. PROGRAMMED."	SELECT LOCK XX TIME MENU X-X-X-X-X-X IMMEDIATE TIME LOCK? Do You CONFIRM? NO OPEN PER. PROGRAMMED

TIME MENU ***TEMPORARY TIME LOCK*** ***Available only if programmed during initial lock set-up*** **To access the TIME MENU** ① Press any key to power up SMARTLINC. • Display will show either "ENTER COMBO" or "SELECT LOCK" when two or more locks are installed. ② Hold down P button, display will show "TIME MENU". ③ Enter Manager code (and insert the *e*Key*II*, if set-up). • If a valid code is entered, the display will show "IMMEDIATE TIME LOCK?" ④ Press P to select next function, display will show "TEMPORARY TIME LOCK?" ⑤ Press OK to confirm, display will show "HH:MM, MM/DD/YYYY". • Insert Time and Date for the next opening period [maximum of four (4) weeks] ⑥ Press OK to confirm, display will show "Do You CONFIRM?" ⑦ Press OK a 2nd time to confirm, display will show "OK TIME LOCK ACTIVATED." **CAUTION: If a mistake is made inserting Time and Date values, DO NOT CONFIRM. Instead, press P to cancel and repeat the steps from the beginning.**	SELECT LOCK XX TIME MENU X-X-X-X-X-X IMMEDIATE TIME LOCK? TEMPORARY TIME LOCK? HH:MM MM/DD/YYYY Do You CONFIRM? OK TIME LOCK ACTIVATED

TIME MENU ***OPEN EXTENSION TIME LOCK*** ***Available only if programmed during initial lock set-up*** **To access the TIME MENU** ① Press any key to power up SMARTLINC. • Display will show either "ENTER COMBO" or "SELECT LOCK" when two or more locks are installed. ② Hold down P button, display will show "TIME MENU". ③ Enter Manager code (and insert the *e*Key*II*, if set-up). • If a valid code is entered, the display will show "IMMEDIATE TIME LOCK?" ④ Press P two (2) times to select extension function, display will show "OPEN PERIOD, +30 min?" ⑤ Press OK to confirm, display will show "Do You CONFIRM?" ⑦ Press OK a 2nd time to confirm, display will show "OK OPENING, TIME +30 min." The next closing period has been increased by 30 minutes.	SELECT LOCK XX TIME MENU X-X-X-X-X-X IMMEDIATE TIME LOCK? OPEN PERIOD +30 min? Do You CONFIRM? OK OPENING TIME +30 min

CHANGING YOUR BATTERY
① Remove black plastic battery compartment cover (located at the bottom of the keypad) by gently pulling downward on it's handle.
② Allow the battery and it's attached leads to drop down and out of the battery compartment. If it does not drop, gently pull on the battery until it does.
③ The connector is easily removed by unsnapping it from the two terminals on the top of the battery.
Never Pull on the Battery Leads
④ Connect a new 9-Volt Alkaline battery to the battery clip.
⑤ Push the battery and the leads completely up into the battery compartment.
⑤ Install the battery cover by placing one side of the cover in position and then pressing the other side into position with your finger.

WARNING: The port for the *e*KEY*II* is a data port only. Connecting power to this port will damage the system.

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