MODELS 252 & 552

OPERATING INSTRUCTIONS

Lock Modes

A lock is shipped from the factory with default lock "setup" values and a pre-set PIN for unlocking the lock. This is referred to as **Factory Mode**.

The lock is shipped with a default factory **Super Master User PIN** that can be set (i.e., changed) when the lock is in Factory Mode. Once the Super Master User PIN is set, the Super Master User combination can be used to shelve the lock in the event that the Master User combination is lost.

WARNING: *The setting of the Super Master User PIN is optional, however, if you do not set the Super Master User PIN before setting the Master User PIN, all Super Master User capabilities will be <u>permanently</u> lost.*

The lock is removed from Factory Mode when the Master User PIN gets changed, The lock has two modes of operation: **Independent Mode** and **Supervisory/ Subordinate Mode**. Within each operation mode, two access modes are available: **Single User access** and **Dual User access**. In Single User access, only one combination is required to open the lock. In Dual User access, two combinations must be correctly and consecutively entered to open the lock.

- **Independent Mode** - To operate in Independent Mode, the Master User must first add Access Users. One (Single User access) or two (Dual User access) combinations are required to open the lock.

- **Supervisory/Subordinate Mode (Super/Sub Mode)** - To operate in Super/Sub Mode, the Master User must first add a Supervisor. Subordinate Users must then be added by and assigned to a Supervisor. **A Supervisor must enable lock access for Subordinate User(s).**

  In Single User access, an enabled Subordinate User combination is required to open the lock.

  In Dual User access, two enabled Subordinate User combinations are required to open the lock.

  Once a Supervisor combination and the Supervisor ID are re-entered to disable lock access for the Subordinate User(s) assigned to that Supervisor ID, the Subordinate User combinations for that will no longer open the lock.

To remove a lock from an operational mode, one can "shelve" the lock which places it in **Shelved Mode**. Most lock values are returned to the factory default.

Personnel Classifications

There are five different classifications of lock personnel:

- **Master User** - The Master User performs the initial lock setup activities and can also shelve the lock. There is a maximum of one Master User per lock. The Master User combination will not open the lock.
- **Access User** - In Independent mode, a user added by the Master User. An Access User can open the lock.
- **Supervisor** - In Super/Sub mode, a user added by the Master User who has the ability to add/delete Subordinate Users. The maximum number of Supervisors per lock varies according to lock model. A Supervisor cannot open the lock.
- **Subordinate User** - In Super/Sub mode, a user who is added by and assigned to a Supervisor. Subordinates can open the lock when enabled by a Supervisor.
- **Time Delay Override User** - When Time Delay is set in a lock, designated Users (Access or Subordinate) become Time Delay Override Users.

User ID

A **User ID** is a two-digit number that represents a user. **In all models, User ID 00 is reserved for the Master User.** For a Model 252 lock, the User IDs available for assignment are 01 through 20. For a Model 552, User IDs 01 through 99 are available for assignment. All operations performed by users require the entry of the User's ID as the first two digits of the combination. User IDs are assigned by the Master User or by a Supervisor.

In Super/Sub mode certain User IDs are reserved for Supervisors. **For a Model 252 in Super/Sub mode, User IDs 01 through 03 are reserved for a Supervisor. For a Model 552 User IDs 01 through 05 are reserved for Supervisors.**

Certain User IDs are reserved for the ability to perform a **Time Delay Override when Time Delay has been set in the lock**. For a **Model 252 lock, User ID 20** can perform this action. For a **Model 552, Users 90-99** have this ability.

Combination (User ID + PIN)

A combination is eight digits long and consists of a User ID + a User PIN.

A **User Personal Identifier Number (PIN)** is six digits. A User PIN can be defined to any combination of numbers. It can also be changed at a later time.

Caution: *When selecting a PIN, do not use a birthday or other predictable data that could give a correlation between the user and the PIN.*

The following chart shows the activities that can be performed by each type of user.

Activity	Keypad Command	Master User	Access User	Supervisor	Subordinate User	Time Delay Override User
Set Master User PIN (p.6)	#1	✓				
Set Operating Mode (p. 7)	#2	✓				
Set Time Delay (p.7)	#5	✓				
Toggle Sound On/Off (p.8)	#9	✓				
Change Reporting Capabilities (p.9)	##1	✓				
Add Supervisors or Access Users (p.10)	#3	✓				
Add Subordinate Users (p. 10)	#3			✓		
Delete Supervisors or Access Users(p.10)	#4	✓				
Delete Subordinate Users (p.10)	#4			✓		
Enable/Disable Lock Access For Subordinates (p.11)			N/A	✓		
Change PIN (p.11)	#1	✓	✓	✓	✓	✓
Unlock - Independent Mode (p.12)			✓	N/A	N/A	
Unlock - Super/Sub Mode (p.12)			N/A		✓	
Initiate Silent Duress Alarm (p.13)			✓		✓	
Time Delay Override (p.13)						✓
Shelve Lock (p.13)	#2	✓				
Set Lock Date* (p.14)	#6	✓				
Set Lock Time* (p. 14)	#7	✓				
Toggle Daylight Savings Time* (p.15)	##5	✓	User 20	✓		
Start Timed Lockout* (p.15)	##4	✓	User 20	✓		
Set Time Windows* (p.16)	##3	✓				
Start Time Window Lockout* (p. 17)	##7	✓	User 20	✓		
Add Holiday* (p.18)	##6	✓				
Delete Holiday* (p. 19)	##6	✓				
Delete All Holidays* (p. 19)	##6	✓				
Upload Data to Lock** (p.20)	#8	✓		✓		
Download Data from Lock** (p.21)	#8	✓	✓	✓		

* Available on Model 552 only   ** Software Based Operations

Lock Operating Conventions

- The power source for the Auditcon 2 Lock Series is **PowerStar™ Technology**. With this technology an internal generator is used to create all necessary power. **Important Note: The lock must be manually powered before each operation by briskly turning the dial back and forth** ↺ ↻.

- To **clear** a combination or keystroke, press the ✱ key.

- After initiating a lock operation, if 40 seconds expire without input to the keypad, the lock resets (powers down). You must then power the lock and re-key the entire operation.

- If the lock is powered but you have not started an operation, you are allotted the full 40 seconds until the lock powers down to begin an operation.

- If the bolt is not retracted within 4-6 seconds after a valid opening combination is accepted, the lock will "relock".

- In Dual User access, you should not turn the dial or press ✱ between combination entries.

Please note the following operational differences based on the type of bolt you have installed:

- **Dead Bolt (Manual Locking) Technology:**

  There is a "**HOME**" position for the dial on the lock that is directly related to the manual retraction or extension of the bolt. In the "HOME" position, the lip of the dial will cover the red "open lock" indicator. The dial must be positioned here on a lock "Open" operation before you can successfully open the lock. The dial must be turned to the right (CW) to retract the bolt and unlock the lock. The dial must be turned to the left (CCW) to extend the bolt and lock the lock. The lock may not open if more than a 5 lb. force is applied to the end or side of the bolt.

  The Dead Bolt versions of the Auditcon 2 Lock Series (Models 252 and 552 only) are EN 1300 Class C certified when used with a VdS approved View Restrictor. When used without an appropriate View Restrictor, these models are only certified as EN 1300 Class B.

  When the duress alarm feature is used, these models are only certified as EN 1300 Class B.

- **Slide Bolt (Auto Locking) Technology:**

  Once a combination has been entered and accepted, the lock bolt movement works in conjunction with the bolt works of the container. When the bolt works are disengaged to open the container, the lock bolt will slide into the "unlocked" or retracted position. Once the bolt works are extended to the locked position, the lock bolt automatically slides into the "locked" position. The lock will not open if force is applied to the end or side of the bolt.

Lock Responses

- Two simultaneous green and red flashes ⊙ⓖ ⊙ⓡ display and two beeps ◁))◁)) sound to indicate that the lock is powered. Beeps sound to indicate that there is enough power for the next operation to be performed. If no beeps sound, you must power the lock by briskly turning the dial back and forth.

4

- After each keystroke a green flash ⨀-G is displayed. A beep 🔊 will also sound if sound is toggled "on". If the lock does not respond, either the lock has powered down or the key was not pressed properly.
- After each accepted step of an operation, simultaneous green and red flashes ⨀-G ⨀-R display, prompting you to enter additional information for the next step of the operation.
- After you have completed all the steps of an operation, two simultaneous green and red flashes ⨀-G ⨀-R display if the operation is successful. Three red flashes ⨀-R ⨀-R ⨀-R display if the operation is unsuccessful and you will need to re-key the operation that caused the error.
- If a valid combination or combinations are entered to open the lock, the lock will respond as follows to indicate that the lock is ready to open:

  Dead Bolt - 1 slow green flash ⨀-G

  Slide Bolt - Continuous green flashes ⨀-G... for approx. 5 seconds
- After five consecutive failed entry attempts (invalid combinations), the lock will disable for three minutes. Slow red flashes ⨀-R display approx. every 3-4 seconds during this period. Beeps 🔊 will also sound if sound is toggled "on". Any additional failed entry attempts (after the first five consecutive attempts) result in the lock disabling for three minutes after each failed entry attempt. The count of failed entry attempts accumulates even if the lock powers down between attempts.
- A timed lockout is indicated by a series of three red flashes ⨀-R ⨀-R ⨀-R followed by a short pause that continues as long as the lock is powered.
- If the Battery Assist option is included on your lock and a 9 Volt Alkaline has been installed for Battery Assist, the LEDs will continually flash throughout the duration of a Time Delay or Open Window period. The Battery Assist feature also provides additional power for lengthy lock operations. There is not a battery low indicator for Battery Assist. If the feature is not functioning properly, check the battery.

Initial Lock Operation

To test successful installation of the lock before you begin lock setup, perform the following operation.

WARNING: *The container door should remain locked open until testing is complete.*

To Unlock Using the Pre-Set PIN

Your lock has been shipped so that **any valid User ID for the lock model (except "00") followed by the factory pre-set PIN of "502550" will open the lock.**

1. For a Dead Bolt, place the dial in the **HOME** position (i.e., the lip of the dial will cover the red "open lock" indicator.)

2. Enter any valid two-digit User ID for the lock model (except "00") followed by the pre-set PIN **502550** on the keypad. If the combination is entered successfully, the lock will respond as follows to indicate that the lock is ready to open:

> **Dead Bolt** - 1 slow green flash ⚙

> **Slide Bolt** - Continuous green flashes ⚙... for approx. 5 seconds

3. For a **Dead Bolt**, dial right (clockwise) until the lock bolt is retracted and then open the container.

    For a **Slide Bolt**, rotate the container handle while the green light is flashing ⚙... to retract the bolt.

Practice opening the lock several times with the pre-set PIN before you set a new combination.

To Lock

How the lock and container are closed is dependent on the type of bolt you have installed.

For a **Dead Bolt**, close the container and then secure the lock by dialing left (counter-clockwise) to extend the bolt.

For a **Slide Bolt**, close the container and rotate the handle to the locked position.

Lock Setup

The following activities need to be performed by the Master User to configure the lock for operations when the lock is in Factory Mode or has been Shelved.

1. Set Master User PIN (p.6)
2. Set lock date & time (Model 552 only - p.14)
3. Set lock operating mode and assign lock ID for reporting purposes (p.7)
4. Add user(s) for Time Delay Override & Change PIN(s) (Optional - p.10 & p.11)
5. Set Time Delay (Optional - p.7)
6. Toggle sound off (Optional - p.8)
7. Change reporting capabilities for lock personnel (Optional - p.9)

Set Master User PIN

> **Note:** *The default PIN assigned to the Master User is "120943". The Master User must change this default PIN before any lock operations can be performed.*

Once you have successfully opened the lock using the factory PIN, **the Master User must change the default Master User PIN** by completing the following steps:

1. Press **#** and then **1**. ⚙ Ⓡ

2. Enter the two-digit Master ID **00** followed by the default Master User PIN **120943**. ⚙ Ⓡ

3. Enter the two-digit Master ID **00** followed by the new Master User PIN. ⚙ Ⓡ

4.   Enter the two-digit Master ID **00** followed by the new Master User PIN again for verification. (G)—(R) (G)—(R)

5.   Record the new PIN and store it in a secure place.

Note: *Once the Master User PIN has been set, the factory combinations (User ID + PIN of "502550") will no longer open the lock. In addition, the Master User PIN cannot be changed back to the default PIN of "120943". The lock is now operating in Independent mode with Single User access.*

Set Operating Mode and Assign Lock ID

When you change the operating mode, the lock will also prompt you to enter a two-digit number (01-99) that will identify the lock in the audit report. This lock ID assignment is optional. If you do not want to assign an ID to the lock, you can enter "00" at the prompt for the Lock ID.

1.   Press **#** and then **2**. (G)—(R)

2.   Enter the Master User combination. (G)—(R)

3.   Enter **01** for Single User access or **02** for Dual User access. (G)—(R)

4.   Enter **01** or **02** again to verify the access type. (G)—(R)

5.   Enter **01** for Independent mode or **02** for Super/Sub mode. (G)—(R)

6.   Enter **01** or **02** again to verify the mode. (G)—(R)

7.   Enter a two-digit number (01-99) for the lock ID. If you do not want to assign a lock ID, enter **00**. (G)—(R)

8.   If you entered a number other than "00" for lock ID, enter the number again for verification. (G)—(R) (G)—(R)

Set Time Delay and Delayed Opening Window

This operation allows the Master User to define a time delay period for opening of the lock as well as a delayed opening window. The Master User can specify a time delay of 01-99 minutes. The time delay begins as soon as a single valid combination is entered. While powered, the lock will display two red flashes approximately every four seconds for the duration of the time delay.

After the specified delay period has expired, you will have 01-20 minutes (the duration of this delayed opening window is user-defined) in which to re-enter the valid combination. During this 01-20 minute window, the lock will display two green flashes, each accompanied by a beep, every four seconds as long as it remains powered. If the lock powers down and you attempt to re-power it during this window, the lock will act the same as it did at the beginning of the delayed opening window. If the valid combination is not entered within the window, the lock will not open. A valid combination entered after the delayed opening window has expired will simply cause another time delay period to begin.

The default time delay is zero (i.e., the lock can be opened immediately after the combination requirements are met).

Note: *The time delay settings can be changed at any time.* **A change in delayed opening will not take effect until** *underline* **after** *the next opening.*

Caution: *When Time Delay is set in a lock, designated Users (Access or Subordinate) become Time Delay Override Users. Users who have the ability to override Time Delay cannot open the lock or be added to the lock once a Time Delay value has been defined in the lock.*

1. Press **#** and then **5**. (G)–(R)

2. Enter the Master User combination. (G)–(R)

3. Enter the number of minutes (01-99) you want to delay the lock opening. (G)–(R)

Note: *To disable time delay, enter "00" for the previous step.*

4. Enter the desired time delay again for verification. (G)–(R)

5. Enter the number of minutes (01-20) for the delayed opening window (i.e., the number of minutes in which the user must enter a valid combination after the delay period has expired). (G)–(R)

6. Enter the number of minutes for the delayed opening window again for verification. (G)–(R) (G)–(R)

Toggle Sound On/Off

The Master User can toggle the sound "on" or "off". If "on", one beep sounds each time the lock LED flashes.

Note: *The default value for the lock sound is "on". This toggle can be changed at any time except when the lock is in shelved mode, when the lock is disabled, or during a time delay.*

1. Press **#** and then **9**. (G)–(R)

2. Enter the Master User combination. (G)–(R) (G)–(R)

Note: *Some beeps will always sound regardless of whether the sound is toggled "on" or "off". They are as follows: beeps to indicate lock is powered, beeps that sound during the open window after a time delay, beep that accompanies the Clear (✱) key, beep that sounds between combination entry for Dual access.*

Note: *If you have completed an operation but the lock has powered down, two simultaneous green and red flashes will display but no beeps will sound.*

Change Reporting Capabilities

The default reporting mode of the lock enables all lock personnel (Master User, Access Users, Supervisors and Subordinate Users) to retrieve audit records or to retrieve User information. However, the Master User can limit the reporting capabilities, as shown in the following chart, depending on the lock model.

Lock Model	Enter 01 to Allow Reporting Capabilities for	Enter 02 to Limit Reporting Capabilities to
252	All lock personnel	User IDs 00-03 only
552	All lock personnel	User IDs 00-05 only

To change the reporting capabilities of lock personnel, complete the following steps:

1. Press **#**, **#** and then **1**. 🟢—🔴

2. Enter the Master User combination. 🟢—🔴

3. Enter **01** to enable all lock personnel to retrieve reporting information from the lock or enter **02** to allow only certain User IDs (see above chart) to retrieve reporting information. 🟢—🔴

4. Enter the two-digit number you entered in Step 3 again for verification. 🟢—🔴
   🟢—🔴

Lock Startup Operations

With the lock set up, you are now ready for startup operations. The following operations should be performed to enable full capabilities of the lock. The instructions for performing these operations are located in the Lock Operations section of the manual.

Master User

1. Add Supervisor(s) or Access User(s) to the lock (p. 9)

Note: *To add Supervisors, the lock must be operating in Super/Sub mode.*

Supervisor(s)

1. Change default PIN (p. 10)
2. Add Subordinate User(s) to the lock (p. 9)
3. Enable lock access for assigned Subordinate User(s) (p. 10)

Subordinate or Access User(s)

1. Change default user PIN (p. 9)

LOCK OPERATIONS

Operations found in this section are those that can be completed as needed in the course of normal lock operation after the lock has been set up.

The following table denotes some of the storage differences and user limitations in lock models.

Model	Maximum # of Lock Users*	Reserved Supervisor IDs	# of Audit Records Stored
252	20	01-03	100
552	99	01-05	400

* In the table above, "Lock Users" refers to Supervisors and all other Users except for the Master User.

Standard Operations - Models 252 & 552

Add Supervisor(s) or User(s)

The Master User can add an Access User to the lock in Independent mode or can add a Supervisor to the lock in Super/Sub mode. A Supervisor can add a Subordinate User to the lock in Super/Sub mode. Subordinate Users will be assigned to the Supervisor who added them.

Note: *When Time Delay has been defined in the lock, certain User IDs are designated for Time Delay Override. For a **Model 252 lock, User ID 20** can perform this action. For a **Model 552, Users 90-99** have this ability.*

Caution: *Keep in mind when adding users to the lock that a Supervisor cannot open the lock in Super/Sub Mode and a user that has been added to perform Time Delay Override cannot open the lock when a Time Delay has been set in the lock.*

1. Press **#** and then **3**. ⊙—Ⓡ

2. Enter the Master User combination or Supervisor combination. ⊙—Ⓡ

3. Enter the new Supervisor or User ID. ⊙—Ⓡ

4. Enter the new Supervisor or User ID again for verification. ⊙—Ⓡ

5. If additional Supervisors or Users are to be added, repeat Steps 3-4 until all Supervisors/Users have been added.

6. Enter **00** to end operation. ⊙—Ⓡ ⊙—Ⓡ

Note: ***The default PIN assigned to a new User or Supervisor ID is "502550". A user must change this default PIN before any lock operations can be performed.*** *Refer to the "Change PIN" section for instructions on changing a User PIN.*

Delete Supervisor(s) or User(s)

Note: *A User can only be deleted by the person who created the User (i.e., the Master User or the Supervisor). If a Supervisor is deleted, all Subordinate Users added by that Supervisor will automatically be deleted.*

1. Press **#** and then **4**. (G)(R)

2. Enter the Master User combination or the Supervisor combination. (G)(R)

3. Enter the Supervisor ID or User ID to be deleted. (G)(R)

4. Enter the Supervisor ID or User ID to be deleted again for verification. (G)(R)

5. If additional Supervisors or Users are to be deleted, repeat Steps 3-4 until all Supervisors/Users have been deleted.

6. Enter **00** to end operation. (G)(R) (G)(R)

Enable/Disable Lock Access For Subordinates

A Supervisor must complete the following steps to enable/disable lock access for Subordinate User combination(s):

1. Enter a valid Supervisor combination. (G)(R)

2. Enter the two-digit Supervisor ID of the Supervisor to whom the Subordinate Users you want to enable/disable are assigned. For example, if the Subordinate Users you want to enable/disable are assigned to Supervisor ID "02", you would enter "02" to enable/disable this group of Subordinate Users. (G)(R)

3. Enter the two-digit Supervisor ID you entered in Step 2 again for verification.

   If you are enabling lock access, three slow green flashes (G)(G)(G) display followed by two simultaneous green and red flashes (G)(R) (G)(R). Any valid Subordinate User combination(s) assigned to the Supervisor ID can be entered at any time to open the lock.

   If you are disabling lock access, two simultaneous green and red flashes (G)(R) (G)(R) display. The Subordinate combination(s) assigned to the Supervisor ID can no longer open the lock until lock access is again enabled by a Supervisor.

Change PIN

A user (Master, Supervisor, Access User, Subordinate User, or Time Delay Override User) PIN can be changed at any time (however, a User ID can never be changed.)

Caution: *Before changing a PIN, open the container door to allow testing with the new PIN.*

1. Press **#** and then **1**. (G)(R)

2. Enter the combination (User ID + PIN) of the user for which the PIN is to be changed. (G)(R)

Note: ***The default PIN for a Supervisor, Access User, or Subordinate User is "502550". The Master User PIN cannot be changed back to the default PIN of "120943".***

3. Enter the new combination (User ID + PIN) for the user. (G)(R)

4. Enter the new combination (User ID + PIN) for the user again for verification. (G)(R) (G)(R)

5. Record the new PIN and store it in a secure place.

To Unlock

1. For a **Dead Bolt**, place dial in the **HOME** position.

2. Enter a valid opening combination. If operating in Single User access and the combination is entered successfully, the lock indicates that it is ready to open by displaying the following:

   > **Dead Bolt** - 1 slow green flash -Ⓖ-

   > **Slide Bolt** - Continuous green flashes -Ⓖ-... for approx. 5 seconds

   If operating in Dual User access, simultaneous green and red flashes -Ⓖ-Ⓡ- display.

3. For Dual User access, enter the second valid combination. If the combination is entered successfully, the lock indicates that it is ready to open by displaying the following:

   > **Dead Bolt** - 1 slow green flash-Ⓖ-

   > **Slide Bolt** - Continuous green flashes -Ⓖ-... for approx. 5 seconds

4. For a **Dead Bolt**, dial right (clockwise) until the lock bolt is retracted. For a **Slide Bolt**, rotate the container handle to unlock.

To Unlock with Time Delay Set

Note: *A change in delayed opening will not take effect until the next opening.*

1. For a **Dead Bolt**, position the lock dial to the **HOME** position.

2. Enter a valid opening combination. Wait for the time delay to expire. (While powered, the lock will display two red flashes approximately every four seconds for the duration of the delay. There may be a short pause before the flashes start.)

Note: *If you have a Time Delay Display unit (P/N 307025) installed, the display unit will count down to the end of the time delay period and will count up to the end of the window period.*

   If the lock is powered when the time delay has expired, the lock will begin to display two green flashes, each accompanied by a beep, every four seconds. This indicates that the delayed opening window has begun.

3. When the delayed opening window has begun, power the lock and re-enter the same combination.

   If operating in Single User access and the combination is entered successfully, the lock indicates that it is ready to open by displaying the following:

   > **Dead Bolt** - 1 slow green flash -Ⓖ-

   > **Slide Bolt** - Continuous green flashes -Ⓖ-... for approx. 5 seconds

   If operating in Dual User access, simultaneous green and red flashes -Ⓖ-Ⓡ-display.

4. For Dual User access, enter the second valid combination. If the combination is entered successfully, the lock indicates that it is ready to open by displaying the following:

  Dead Bolt - 1 slow green flash -ⓖ-

  Slide Bolt - Continuous green flashes -ⓖ-... for approx. 5 seconds

5. For a **Dead Bolt** , dial right (clockwise) until the lock bolt is retracted. For a **Slide Bolt**, rotate the container handle to unlock.

Note: *The lock will not accept any # keypad commands during a delayed opening. If you attempt to enter a combination other than that of a TIme Delay Override User during a time delay period, the LED will display three red flashes to indicate an error.*

To Initiate Silent Duress Alarm

This operation is only available if the silent duress alarm feature is installed on your lock and you have purchased and installed an Alarm Interface Kit (P/N 301040).

The silent duress combination is created by taking your existing combination and adding 10 to the last two digits of the PIN. For example, if the PIN is "526674", entering "526684" will activate the silent duress alarm. If the PIN is "526694", entering "526604" will activate the alarm. In this case note that "9" becomes "0" and that the "6" remains unchanged (i.e., no digits are carried over and added to the "6").

 The silent duress alarm is activated and normal lock operation continues.

Time Delay Override

This feature enables certain users to override a Time Delay while a lock is in a Time Delay. User 20 can override the Time Delay in the Model 252. Users 90-99 can override the Time Delay in the Model 552. Once the user's override combination is entered, the Time Delay will end and the delayed Opening Window will begin. Users who have the ability to override Time Delay cannot open the lock after doing so. Only the user who initiated the Time Delay can then open the lock. If operating in Dual Access Mode, the user who started the delay and one other valid user (other than the user who performed the override) can open the lock.

Note: *Users who have the ability to override Time Delay cannot open the lock or be added to the lock once a Time Delay value has been defined in the lock.*

To Lock

For a **Dead Bolt**, close the container and then secure the lock by dialing left (counter-clockwise) to extend the bolt.

For a **Slide Bolt**, close the container and rotate the handle to the locked position.

Shelve Lock

To remove a lock from an operational mode, you can "shelve" the lock. This operation places the lock in **Shelved Mode** where most lock information is returned to the factory default settings. The only information retained from the operational mode is the audit information, the time delay setting, and holidays (if defined.) If a Time Delay setting he time delay will then reset to the factory default of "0" after an unlock operation has been performed.

1. Press **#** and then **2**. ⚪-G̱—Ⓡ-

2. Enter the Master User combination. -Ⓖ—Ⓡ-

3. Enter **08**. -Ⓖ—Ⓡ-

4. Enter **08** again for verification. -Ⓖ—Ⓡ- -Ⓖ—Ⓡ-

Note: *A green flash -Ⓖ- followed by three red flashes -Ⓡ—Ⓡ—Ⓡ- indicates that the lock does not have enough power to perform the shelving operation.*

The lock will now open by entering any valid User ID for the lock model (except "00") followed by **502550**. You should test the opening of the lock with this combination.

# Deluxe Operations - Model 552 Only

This section covers those features which are only offered in the Model 552 lock.

Note: *The operations for "Set Lock Date" and "Set Lock Time" must be performed before initiating any other deluxe time related operations.*

Set Lock Date

1. Press **#** and then **6**. -Ⓖ—Ⓡ-

2. Enter the Master User Combination. -Ⓖ—Ⓡ-

3. Enter the two-digit number that represents the year (e.g., enter "05" for 2005). -Ⓖ—Ⓡ-

4. Enter the two-digit number that represents the year again for verification. -Ⓖ—Ⓡ-

5. Enter the two-digit number that represents the month (e.g., enter "01" for January). -Ⓖ—Ⓡ-

6. Enter the two-digit number that represents the month again for verification. -Ⓖ—Ⓡ-

7. Enter the two-digit number that represents the day of the month (e.g., enter "31" for the 31st day of the month). -Ⓖ—Ⓡ-

8. Enter the two-digit number that represents the day of the month again for verification. -Ⓖ—Ⓡ- -Ⓖ—Ⓡ-

Set Lock Time

1. Press **#** and then **7**. -Ⓖ—Ⓡ-

2. Enter the Master User Combination. -Ⓖ—Ⓡ-

3. Enter the two-digit number that represents the hour (00-23). -Ⓖ—Ⓡ-

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4. Enter the two-digit number that represents the hour again for verification. -G--R-

5. Enter the two-digit number that represents the minute(s) (00-59). -G--R-

6. Enter the two-digit number that represents the minute(s) again for verification. -G--R- -G--R-

---

Note: *It is recommended that you reset the time periodically in the Model 552 lock as there may be some drifting in the lock clock, up to 15 minutes per year.*

Toggle Daylight Savings Time

This feature enables the Master User, User 20, or any Supervisor (if operating in Super/Sub mode) to "toggle" the Daylight Savings Time (DST) setting, moving the clock ahead one hour or back by one hour.

1. Press **#, #** and then **5**. -G--R-

2. Enter the Master User, User 20 or Supervisor Combination. -G--R- The clock in the lock will be set ahead one hour or back one hour depending on what the previous DST setting was.

   4 long green flashes -G--G--G--G- **= Moved ahead 1 hour**

   2 long green flashes -G--G- **= Moved back 1 hour**

Note: *This operation will generate an error if changing the clock for DST also requires a date change. The error will be indicated by 3 red flashes.*

Start Timed Lockout

This feature enables the the Master User, User 20, or any Supervisor (if operating in Super/Sub mode) to disable lock access for 1 hour to 255 hours. During this time, the lock will not accept any keystrokes.

Warning: *You cannot override a timed lockout once you start it. This operation should only be performed by authorized personnel for weekends or extended holidays.*

To start an extended time lockout, complete the following steps:

1. Press **#, #** and then **4**. -G--R-

2. Enter the Master User, User 20, or Supervisor Combination. -G--R-

3. Enter the three-digit number (001-255) that represents the number of hours for which you would like the lock to be disabled, followed by the **#** key. -G--R-

4. Enter the number of hours for verification, again followed by the **#** key. -G--R- -G--R-

Set Time Windows*

* Battery Assist Recommended

This feature enables the Master User to define time windows for access to the lock. A day/window code is required to identify the specific window being set. The following table describes the day/window codes to be used when setting Time Windows.

Day/Window Code		
01	All Days	First Window
02		Second Window
11	Sunday	First Window
12		Second Window
21	Monday	First Window
22		Second Window
31	Tuesday	First Window
32		Second Window
41	Wednesday	First Window
42		Second Window
51	Thursday	First Window
52		Second Window
61	Friday	First Window
62		Second Window
71	Saturday	First Window
72		Second Window

Note: *Time Windows can also be set at the PC, using the Auditcon 2 Series Software program, and then uploaded to the lock using an SA key. See "Upload Data to Lock".*

Note: *There can be some drifting in the lock clocks in the Model 552 locks, up to 15 minutes per year. Because of this possible variance, there should be minor allowances made in both the starting time and the ending time when setting time windows.*

1. Press **#, #** and then **3**. ⬤G–⬤R

2. Enter the Master User Combination. ⬤G–⬤R

3. Enter the two-digit number that represents the day/window code for the Time Window to be set. ⊙-Ⓡ

4. Enter the two-digit number that represents the day/window code again for verification. ⊙-Ⓡ

5. Enter the two-digit number that represents the starting hour (00-23) for the Time Window. ⊙-Ⓡ

6. Enter the two-digit number that represents the starting hour again for verification. ⊙-Ⓡ

7. Enter the two-digit number that represents the starting minute (00-59) within the hour for the Time Window. ⊙-Ⓡ

8. Enter the two-digit number that represents the starting minute within the hour again for verification. ⊙-Ⓡ

9. Enter the two-digit number that represents the ending hour (00-23) for the Time Window. ⊙-Ⓡ

10. Enter the two-digit number that represents the ending hour again for verification. ⊙-Ⓡ

11. Enter the two-digit number that represents the ending minute (00-59) within the hour for the Time Window. ⊙-Ⓡ

12. Enter the two-digit number that represents the ending minute within the hour again for verification. ⊙-Ⓡ ⊙-Ⓡ

Caution: *When setting time windows for a specific day/window code at the lock, both the first and second window for that day/window code must be set. If you are not actually using the second time window, set it to the same time period as the first time window for the day/window code. If only one time window is set for a day/window code, the second window will override the first window with the default of 24 hour a day access.*

Start Time Window Lockout

This feature enables the the Master User, User 20, or any Supervisor (if operating in Super/Sub mode) to disable lock access for the current open time window. Access to lock entry will remain disabled until the time of the next open time window as defined by the Time Windows function. The lock will not open during this time but it will accept keystrokes and will start a time delay for opening the lock. If the end of the delay falls in the next open time window, the lock can be opened at that time.

To start Time Window Lockout, complete the following steps:

1. Press **#, #** and then **7**. ⊙-Ⓡ

2. Enter the Master User, User 20, or Supervisor Combination. ⊙-Ⓡ ⊙-Ⓡ

Add Holiday*

* Battery Assist Required

This feature enables the Master User to define up to 20 annual holidays in the lock. A two-digit holiday code (01-20) is used to identify a specific holiday. Each holiday entry is defined by a month, day, and a holiday exception time window.

Caution: *You should not add two different holiday codes for the same calendar date. Each holiday definition should be unique in regard to the date.*

An exception time window allows a period during the holiday when the lock can be accessed by a valid user. If access time windows are defined for the lock, the holiday exception time window must fall within the defined time windows in order for access to be granted. If the holiday exception time window or a portion of the exception window falls outside of the access time windows, access will not be granted during that time. **If an exception window is set to all 0's, then there will be no lock access allowed for the holiday.**

Note: *There can be some drifting in the lock clocks in the Model 552 locks, up to 15 minutes per year. Because of this possible variance, there should be minor allowances made in both the starting time and the ending time when setting a holiday exception time window.*

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1. Press **#, #** and then **6**. G R

2. Enter the Master User Combination. G R

3. Enter the two-digit number (01-20) that represents the holiday code for the Holiday to be set. G R

Caution: *Do not enter a value of "00" for the holiday code as it will cause all holidays to be deleted. See the "Delete All Holidays" operation on the following page.*

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4. Enter the two-digit holiday code (01-20) again for verification. G R

5. Enter the two-digit number that represents the month (e.g., enter "01" for January). G R

6. Enter the two-digit number that represents the month again for verification. G R

7. Enter the two-digit number that represents the day of the month (e.g., enter "31" for the 31st day of the month). G R

8. Enter the two-digit number that represents the day of the month again for verification. G R

9. Enter the two-digit number that represents the starting hour (00-23) for the Holiday Exception Time Window. G R

10. Enter the two-digit number that represents the starting hour again for verification. G R

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11. Enter the two-digit number that represents the starting minute (00-59) within the hour for the Holiday Exception Time Window. -Ⓖ-Ⓡ-

12. Enter the two-digit number that represents the starting minute within the hour again for verification. -Ⓖ-Ⓡ-

13. Enter the two-digit number that represents the ending hour (00-23) for the Holiday Exception Time Window. -Ⓖ-Ⓡ-

14. Enter the two-digit number that represents the ending hour again for verification. -Ⓖ-Ⓡ-

15. Enter the two-digit number that represents the ending minute (00-59) within the hour for the Holiday Exception Time Window. -Ⓖ-Ⓡ-

16. Enter the two-digit number that represents the ending minute within the hour again for verification. -Ⓖ-Ⓡ- -Ⓖ-Ⓡ-

Delete Holiday

This feature enables the Master User to delete a single holiday that has previously been added to the lock. A two-digit holiday code (01-20) is used to identify a specific holiday. Each holiday entry is defined by a month, day, and a holiday exception time window.

1. Press **#, #** and then **6**. -Ⓖ-Ⓡ-

2. Enter the Master User Combination. -Ⓖ-Ⓡ-

3. Enter the two-digit number that represents the holiday code for the Holiday to be deleted. -Ⓖ-Ⓡ-

4. Enter the two-digit holiday code again for verification. -Ⓖ-Ⓡ-

5. Enter the "00" to delete the specified holiday. -Ⓖ-Ⓡ-

6. Enter the "00" to confirm deletion of the specified holiday. -Ⓖ-Ⓡ-

Delete All Holidays

This feature enables the Master User to delete all holidays that are currently defined in the lock.

1. Press **#, #** and then **6**. -Ⓖ-Ⓡ-

2. Enter the Master User Combination. -Ⓖ-Ⓡ-

3. Enter "00" to delete all holidays. -Ⓖ-Ⓡ-

4. Enter "00" to confirm deletion of all holidays. -Ⓖ-Ⓡ-

SOFTWARE BASED LOCK OPERATIONS

Upload Data to Lock

As an alternative to defining setup data and user data manually at the lock, certain types of data can be defined at the PC using the Auditcon 2 Series Software and the information can then be uploaded (transferred) to the lock via a Smart Key.

Program Lock

If you choose the "Program the Lock" menu option from the Auditcon 2 Series PC software, you can define the following data in an Auditcon 2 lock:

- Lock ID
- Access Mode
- Lock Mode
- Sound ON/OFF
- Reporting Capabilities
- Delay Time and Delayed Opening Window
- Users

Note: *The Program Lock operation requires a red SA key that has been properly prepared at the PC using the Auditcon 2 Series Software.*

If you are programming a Model 552 lock, you can also set the Date & Time in the lock and define Time Windows.

Note: *If you choose to set the time in the lock using the software, the operation requires a teal colored B key (P/N 202023), prepared at the PC using the Auditcon 2 Series Software, rather than a red SA key.*

To program the lock, complete the following steps:

1. Press **#** and then **8**. ⊙–ⓡ

2. Enter the Master User combination. Short red flashes begin to display. From the time these flashes begin, you have 10 seconds to properly place and hold the prepared Smart Key (SA or B key) to the lock key reader. If you do not properly hold the key to the lock key reader within the 10 second period, short red flashes followed by three long red flashes display to indicate an error and you will need to re-key the operation. If the Smart Key has not been properly initialized, three long red flashes display.

Helpful Hint: *For Round housing lock models, press down on the top of the key with your thumb, holding the key at an angle against the key reader to ensure that the key makes proper contact with the key reader. For Vertical housing lock models, press and hold the key directly against the key reader.*

3. **Ensure that the key remains connected to the key reader until the lock has completed the upload. Upon completion, simultaneous green and red flashes display.**

Add/Delete Users

As an alternative to manually adding and deleting users at the lock, they can be added to and deleted from the system at the PC using the Auditcon 2 Series Software. The user data can then be transferred to the lock via a Smart Key.

Note: *The Add/Delete Users operation requires an SA key that has been properly prepared at the PC using the Auditcon 2 Series Software.*

The process for adding and deleting user information is the same as that for programming the lock. (The only difference is that the SA key has been initialized to add and delete users rather than program the lock.) To Add/Delete Users, perform Steps 1-3 in the previous "Program Lock" section.

Important Note: *If the SA Key has been initialized to add Subordinate Users, the combination for the the Supervisor to whom the Subordinates are assigned must be entered to perform the "upload data" operation rather than the Master User combination.*

Upload Time Windows (Model 552 Only)

As an alternative to manually defining Time Windows in a Model 552 lock, they can be defined at the PC using the Auditcon 2 Series Software and then uploaded to the lock via a Smart Key.

Note: *The Upload Time Windows operation requires an SA key that has been properly prepared at the PC using the Auditcon 2 Series Software.*

The process for uploading Time Windows is the same as that for programming the lock. (The only difference is that the SA key has been initialized to upload Time Windows rather than program the lock.) To Upload Time Windows, perform Steps 1-3 in the previous "Program Lock" section.

<u>Download Data from Lock</u>

There are two types of data that can be "downloaded" (retrieved) from the Auditcon 2 Series locks.

Note: *Data cannot be retrieved from the lock when in factory or shelved mode.*

Retrieve Audit Records

The lock's audit feature will track the following types of lock transactions in sequential order of occurrence:

- lock opened
- Users added/deleted
- Supervisor enable/disable Subordinate User(s)
- PIN activated/changed
- wrong try lock out
- in Dual access mode, first combination entered
- lock date/time set (Model 552 only)
- lock shelved

- lock mode changed
- audit report retrieved
- time delay override
- beginning of timed lockout

For a Model 552 lock, each transaction will include a date and time stamp. The number of audit records stored by the lock varies according to lock model. Refer to the Lock Models table at the top of page 9 for detailed information. If you have purchased the Auditcon 2 Series Software, the audit trail data stored in the lock can be downloaded from the lock and taken to the PC for reporting.

Note: *The retrieve audit records operation requires a red SA key that has been initialized using the PC software to retrieve audit records.*

1. Press **#** and then **8**. -Ⓖ- -Ⓡ-

2. Enter the combination. Short red flashes begin to display. From the time these flashes begin, you have 10 seconds to properly place and hold the initialized SA key to the lock key reader. If you do not properly hold the key to the lock key reader within the 10 second period, short red flashes followed by three long red flashes display to indicate an error and you will need to re-key the operation. If the SA key has not been properly initialized, three long red flashes display.

Helpful Hint: *For Round housing lock models, press down on the top of the key with your thumb, holding the key at an angle against the key reader to ensure that the key makes proper contact with the key reader. For Vertical housing lock models, press and hold the key directly against the key reader.*

3. **Ensure that the key remains connected to the key reader until the lock has completed downloading the reporting data. Upon completion, simultaneous green and red flashes display indicating that the audit data download is complete.**

4. If you have purchased the PC software for reporting capabilities, return the key to the Auditcon PC to be read. Refer to the software documentation for instructions on reading the reporting key.

Retrieve User Table

The lock's User information reporting feature will list the following information for all Users except the Master User:
- All current User IDs (those that currently exist in the lock)
- User ID of the Supervisor (in Super/Sub mode) who created the User

Note: *The retrieve User information operation requires an SA key that has been initialized using the PC software to retrieve User information.*

The process for retrieving User Table information is the same as that for retrieving audit information (The only difference is that the SA key has been initialized to retrieve User Table information rather than Audit information). To retrieve User Table information, perform Steps 1-4 in the previous "Retrieve Audit Records" section.

This product is covered by one or more of the following U.S. patents:

4,803,860 5,170,431 5,265,452 5,271,253 5,410,301 5,451,934 5,488,358 5,488,660

5,493,279 5,511,401 5,590,917 5,592,838 5,709,114 5,774,058 5,774,059 5,870,914

5,873,276 5,881,589 5,893,283 5,896,026 D366,822 D388,308 D388,309

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