PRO/PRO+ Series
Manual Programming Guide

For Programming User Codes
into 20 Code Keypads/Trim (120 codes for PRO+)

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Code Functions / Factory Default Codes

Factory Code	Function	Description
13579	*Normal Use*	Normal Use codes will release a lock. While the lock is released the green LED will flash quickly. The lock remains released for a programmable amount of relock delay time.
135135	*Toggle*	Toggle codes will release a lock, the lock will remain released until any Toggle code is entered to reset the lock to a locked position.
9115 A Lockout code is also required to reset a lock that has been ignored beyond the initial low battery indication (see Low Batt. Indications)	*Lockout*	Lockout codes disable all codes from operating the lock until any Lockout code is entered to reset the lock to an accessible state. When a valid code is entered while a lock is in Lockout mode, the red LED will flash quickly twelve times (indicating that the code is valid but access is not permitted.) Think of the Lockout function as a "freeze" function, it will freeze the lock in its current state (locked or unlocked) not allowing any codes to operate the lock, until a Lockout code is entered to return the lock to an accessible state.
none	*One Time Use*	One Time Use codes will only release the lock one time.
none	*Supervised Access*	Supervised Access codes require two users to be present to release the lock, two Supervised Access codes must be entered within approximately five seconds to release the lock.
97531 **For security reasons the factory default Master Programming Code should be changed (refer to programming procedures for instructions).**	*Master Prog.*	A Master Programming Code allows access to programming functions. **The Master Programming Code will not release a lock**, it just initiates programming. When a Master Programming Code plus ✳ is entered, the LEDs alternately flash several times indicating the lock is in programming mode. If more than 30 seconds pass between programming entries, the lock returns to the normal operational state. **To automatically delete all default factory codes, change the default Master Programming Code.**

User Codes

When entering codes, if a wrong button is pressed, press ✳ to clear the keypad then reenter the entire code. The keypad will clear itself if no button is pressed within approximately five seconds.

If any keypad buttons are pressed forty times in succession, without a successful code being entered, the keypad will shutdown for approximately thirty seconds.

User codes must be 3-7 digits in length for Pro Series locks. Security increases as the number of digits in a user code increases. The chart below provides the total number of possible combinations, based upon the length of the user code.

User Code Length	Possible Combinations
3	125
4	625
5	3125
6	15625
7	78125

Keep in mind that the keypads contain 5 buttons, and each button represents two numbers, so the code 2468 is identical to code 1357 (as far as the lock is concerned). If you plan to administer and track codes manually, **issue codes exclusively with all odd or all even numbers**, this practice will make it easier to spot duplicate codes (the final page of this document provides space for you to record issued codes). An error code will occur during programming if a duplicate code is attempted.

Codes of varying length can be used in the same lock but this will effect the total number of possible combinations. For example, if you choose five digit User Codes to be the standard, and then add a three digit User Code such as 246, no other five digit code beginning with 246 can be used.

Programming User Codes

Using the keypad, follow the procedure tables below to program user codes

- After each step of a procedure, **the red and green LEDs will alternately flash several times**, indicating the step was performed successfully. WAIT for flashing to stop before continuing.

- **If at any time the red LED remains on while the green LED flashes, an error has occurred**. Refer to bottom of page for Error Code Descriptions.

- Entered codes must be 3-7 digits in length.

Add Normal Use Code ⇩	*Add Toggle Code* ⇩	*Add Lockout Code* ⇩	*Add One Time Use Code* ⇩	*Add Supervised Access* ⇩
MasterCode ✱	MasterCode ✱	MasterCode ✱	MasterCode ✱	MasterCode ✱
3 ✱	3 3 ✱	3 3 ✱	3 3 ✱	3 3 ✱
	1 9 1 ✱	1 1 5 ✱	1 1 3 ✱	1 1 7 ✱
▶ NewCode ✱	▶ NewCode ✱	▶ NewCode ✱	▶ NewCode ✱	▶ NewCode ✱
⋯ *to add more*	⋯ *to add more*	⋯ *to add more*	⋯ *to add more*	⋯ *to add more*
✱ to complete	✱ to complete	✱ to complete	✱ to complete	✱ to complete

Change a Code ⇩	*Delete a Code* ⇩	*Change Master Code* (5 digit min) ⇩	*Change Relock Time* ⇩
MasterCode ✱	MasterCode ✱	MasterCode ✱	MasterCode ✱
1 ✱	5 ✱	7 ✱	9 9 ✱
OldCode ✱	▶ OldCode ✱	NewMaster ✱	Press and hold ✱ for the desired time (red LED blinks)
NewCode ✱	⋯ *delete more*	NewMaster ✱	
Automatically completed	✱ to complete	Automatically completed	Release ✱ to complete

Error Code Descriptions

If an error occurs during programming, the red LED remains lit while the green LED flashes an error code. **A flashing error code is repeated three times (with a pause in between each set of flashes).** Count the number of flashes to determine the error code, then consult the chart below.

Green Flashes	*Error Description*
2	Code entered is too long, 7 digits maximum
3	Memory full, more than 20 codes have been entered
4	Master Prog Code must be changed with *Change Master Code* procedure
5	The second entry for verification of a new Master Prog Code did not match the first
6	Invalid command, press ✱ and start over (previous programming, up to this error, may still be valid)
7	Code to be deleted does not exist
8	Code entered is too short (3 digits min. for User Code, a Master Prog Code must have at least 5 digits)
9	Duplication, the code entered already exists

Clearing / Resetting Memory

Clearing the memory of a lock **deletes all** programmed codes that were in the lock, and **restores** the four default factory codes: Master Prog., Normal, Toggle, and Lockout.

To clear memory and return to the default Factory Codes	A. Disconnect batteries or power. B. Push and hold any button on the keypad for about two seconds. C. Wait approximately 5 seconds. D. Reconnect the batteries/power and immediately proceed to the next step. *The green and red LEDs will alternately flash several times.* E. Immediately <u>**after the LEDs stop flashing**</u>, push the ✶ button **three** times. *The green and red LEDs will alternately flash several times again, indicating the memory has been cleared – if not return to step A.* *Note: If more than 3 seconds pass before the ✶ button is pressed, the green LED will blink only once, this indicates the memory was not cleared – return to step A.* **To Clear memory on older PRO Series battery operated models with an external electronics board containing a CLR(MEM) microswitch, perform the following:** 1. Remove the battery/electronics cover from the secure side of the door. 2. Press and release the microswitch pushbutton labeled **CLR**(MEM), **three** times. *The red LED will light for several seconds then go out.* 3. Replace the battery/electronics cover.

Low Battery Indications

Battery powered products have built-in low battery indications. A lock with low batteries will act differently, allowing the appropriate support personnel to be notified of the locks differing behavior. Changing batteries does not effect any programmed data.

Low Battery Indications Changing batteries does not effect programmed user codes.	There are two phases of low battery indications: A. When a valid code is entered on a lock with weak batteries (~75% of full power), the red LED will flash twelve times before the green LED flashes and the lock is released. This is an indication to **replace the batteries** at this time. The lock will operate in this manner for about 500 cycles. B. After 500 cycles of the lock operating as described in Step A, when a valid code is entered, the red LED will flash twelve times and the lock will not release – the lock automatically goes into a **Lockout** mode. A Lockout code must be entered to return the lock to an accessible state and then a Normal Use code must be entered to gain access. The lock will operate in this dual credential manner for about 200 cycles until the batteries fail completely. A mechanical override key can always gain access (if the lock is so equipped).

User Code Records

Master Code_____

User Code	Function	User Name / Notes

User Code Records

Master Code_____

User Code	Function	User Name / Notes