

Multiple-User Mode Operating Guide for Lock Models 2006 and 2007

Change from Multiple-User to Dual-User—This non-reversible function change must be done before the factory Master Code is changed for the first time. You will need to use the Dual-User Operating Guide after function change.

7 6 * 1 2 3 4 5 6 # (↓↓↓↓↓) 1 # (↓↓↓) 1 # (↓↓↓)

Note: User 2 will be automatically installed as code 2 2 2 2 2, and the Management Reset Code will become inoperable to prevent dual control from being overridden.

Reset the Lock's Factory Programmed Management Reset Code (MRC) to a Code of Your Own Choosing

6 7 * 1 2 3 4 5 6 # (↓↓↓↓↓) NEW 8-DIGIT MRC # (↓↓↓) NEW 8-DIGIT MRC # (↓↓↓)

Note: The MRC can only be changed at the keypad by using the factory default master code of 1 2 3 4 5 6 before the master code is changed for the first time.

Delete the Lock's Management Reset Code (MRC)

6 7 * 1 2 3 4 5 6 # (↓↓↓↓↓) # (↓↓↓) # (↓↓↓)

Note: The MRC can only be deleted at the keypad by using the factory default master code of 1 2 3 4 5 6 before the master code is changed for the first time.

Opening the Lock using the Factory Default Code

The factory default Master Code is 1 2 3 4 5 6. To open the lock, enter 1 2 3 4 5 6 # then rotate the keypad to the right if D•Drive or turn safe handle if any other model of lock is installed.

Disable the Time Delay Override Function

8 3 * 1 2 3 4 5 6 # (↓↓↓↓↓) 1 # (↓↓↓) 1 # (↓↓↓)

*Notes: This programming sequence **MUST** be performed before the Master Code is changed for the first time.*

Changing Your Own Code or the Factory Default Code

2 2 * (or 3 3 *) YOUR OLD CODE # (↓↓↓↓↓) NEW CODE # (↓↓↓) NEW CODE # (↓↓↓)

Creating a New Code (Supervisor or User Code)

7 4 * MASTER CODE OR SUPERVISOR CODE # (↓↓↓↓↓) PIN POSITION # (↓↓↓) NEW CODE # (↓↓↓) NEW CODE # (↓↓↓)

PIN Positions: 1 Supervisor Code (note that a Supervisor Code can only be created by the holder of the Master Code.)

2 – 9 User Codes (User Code 9 only performs as a regular User Code when the time delay override feature is turned off.)

Deleting a Code (Supervisor or User Code)

7 4 * MASTER CODE OR SUPERVISOR CODE # (↓↓↓↓↓) PIN POSITION # (↓↓↓) # (↓↓↓) # (↓↓↓)

PIN Positions: 1 Supervisor Code

2 – 9 User Codes (Code 9 acts as a regular User Code when the time delay override feature is turned off.)

Notes: The Master Code cannot be deleted. The Supervisor Code cannot be used to delete itself. If the lock is using time delay, the time delay override code can only be deleted during an opening window period.

Changing the Length of the Opening Window

7 4 * MASTER CODE # (↓↓↓↓↓) 0 1 # (↓↓↓)

LENGTH OF DESIRED OPENING WINDOW # (↓↓↓) LENGTH OF DESIRED OPENING WINDOW # (↓↓↓)

Notes: The opening window period can be set anywhere from 1 to 15 minutes. If the lock is using time delay, the opening window period can only be changed during an opening window period.

Setting, Changing, or Deleting a Time Delay

7 4 * MASTER CODE # (↓↓↓↓↓) 0 0 # (↓↓↓)

LENGTH OF DESIRED TIME DELAY # (↓↓↓) LENGTH OF DESIRED TIME DELAY # (↓↓↓)

Notes: The time delay period can be set anywhere from 1 to 99 minutes. An existing time delay can only be changed during an opening window period. To delete a time delay, enter the length of desired time delay as zero.

Creating a Time Delay Override Code

7 4 * MASTER CODE OR SUPERVISOR CODE # (↓↓↓↓↓)

9 # (↓↓↓) NEW TIME DELAY OVERRIDE CODE # (↓↓↓) NEW TIME DELAY OVERRIDE CODE # (↓↓↓)

Note: The Time Delay Override Code only works if Time Delay Override is turned on and the lock has a time delay period programmed. If the lock is already using time delay, the time delay override code can only be created during an opening window period.