

# M•LOCKS

## Basic line

EM1620

EM2020

EM2520

EM3020

EM3520

User manual  
V05 EN



**M•LOCKS BV**

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# M•LOCKS

## CONTENT INSTRUCTIONS FOR USE

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**1****IMPORTANT INSTRUCTIONS**

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- Before using the lock, please read the instructions for use carefully.
- The instructions for use only relate to the lock itself and not to how to operate the safe.
- Ensure that you **only** program the lock while the **safe door is open**.
- After changing the code, always try the code several times with the safe door open.
- **Only after several positive function tests (opening / closing) the safe door may be closed.**
- Each key entry is confirmed by an audible tone and visual signal. These signals are not referred to in the description that follows.
- Acoustic signals are always accompanied by the same optical signals.
- You have a maximum of 10 seconds for each key entry. If you do not make an entry via the keypad during this period of 10 seconds, the entry procedure will automatically abort. You must then start again from the beginning.
- After entering a valid code, a double signal sounds. An invalid entry will trigger a long tone.
- After entering an invalid code the first attempt, wait 20 seconds before entering the code again.
- If the code is entered incorrectly on four consecutive occasions, the keypad and the lock will be disabled for 5 minutes. During this period, the LED will flash every 10 seconds and you will hear a long tone when attempting to make an entry. Entering an incorrect code on two further occasions after the keypad has been re-enabled will trigger a new keypad lock-out period of 5 minutes. After entering a valid code you have four new occasions to enter the code and open the lock.
- The lock works with a six digit code.
- **At the time of delivery**, the lock is set to the standard **Manager Code of 1 2 3 4 5 6**. Change this code immediately to your own choice of Manager Code. Do not use personal or other simple data which can easily be found out for your Manager Code
- If needed, the owner of the Manager Code can add one user. This code must be immediately changed by the user in a code of their own choice. Do not use personal or other simple data for your user code.
- Please keep the code always carefully and protect it against improper use by unauthorized persons.
- When typing in your code cover the keypad so no one near you can see your code.
- Depending on the used lock / keypad and the way the lock is installed, there are several ways to open and to close a safe. By example with a lever or by turning the keypad. Please contact your safe supplier for more information about your specific situation.

**!** Our products fulfil the EN1300 requirements regarding resistance against electrostatic charge. In fact it may happen that the electrostatic charge of a user exceeds the extreme value many times. That's why we are asking you to touch the metal surface of the safe for discharging before operating the lock.

**!** **Caution! Don't forget your code, if lost, the lock can not be opened anymore!**

**! Caution!**

- The lock has been designed for use in a temperature range from +10°C to +50°C and a non-condensing humidity range from 30% to 80%.
- It may only be cleaned with a moist cloth (do not use aggressive cleaning agents).
- The lock may only be installed by qualified fitters.
- The lock may not be lubricated.
- Never open the lock housing. If it is necessary to disassemble the hardware, only do so in accordance with the technical instructions. If you fail to do so, the lock may no longer function properly and you will forfeit your right to warranty.

**2 SYMBOLS AND SIGNALS**

double audible tone, **correct**  
entry



LED **flashes**



digit on keypad



long audible tone, **incorrect**  
entry



LED **illuminated**



press and hold

**3 OPENING THE LOCK**

Enter the code (Manager Code set at the factory = 1-2-3-4-5-6), if the code is correct, a double signal sounds, you can now unlatch the door and open it. If the door is not opened within 3 seconds, the lock will automatically engage again. **EM3020**: to close the lock, press any key.

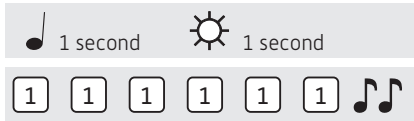
**4 OPEN WITH TIME DELAY**

**For example!**



Enter the code (i.e. 1-1-1-1-1-1), after entering a right code, a double signal sounds and time delay starts. During time delay expires, the light flashes every 10 seconds. After time delay has elapsed, a double signal sounds and the open window starts.

### For example!



During the open window, the light flashes and the locks beeps, every second. To open the lock, a valid code has to be entered again during the open window. After entering a right code, a double signal sounds. You can unlock the door. If the lock is not opened within 3 seconds, the lock will automatically lock again.

If the open window expires without entering a valid code, the lock is secured again with time delay.

If the lock is set to dual combo, one valid code starts time delay. During the open window, two valid codes have to be entered, to open the lock.

Press a random key to break off time delay.

## 5 CHANGING CODE (WITH THE DOOR OPEN!)



Press and hold '0' until a double signal sounds. The LED will illuminate when performing the following actions:



- Enter the old code 🎵

### For example!



- Select your new personal code. Enter the new code 🎵



- Enter the new code again 🎵

If an incorrect code is entered on the second occasion, a long signal sounds and the old code remains valid.

## 6 ADDING A NEW CODE/USER



Press and hold '1' until a double signal sounds. The LED will illuminate when performing the following actions:



- Enter your personal Manager Code 🎵🎵

**For example!**



- Enter the new User Code 🎵🎵



- Enter the new User Code again 🎵🎵

If an incorrect code is entered on the second occasion, a long signal sounds and the old code remains valid.

## 7 DELETE SECOND USER



Press and hold '3' until a double signal sounds. The LED will illuminate when performing the following actions:



- Enter your personal Manager Code 🎵🎵

The user has been deleted.

## 8 SETTING THE TIME DELAY AND OPENING WINDOW TIME

**Time delay:** The time between the first and second code entry in minutes.

**Open window time:** The period of time in minutes during which the code can be entered a second time and the lock can be opened.

**Changing or deleting the time delay values can only be done in open window time.**



Press and hold '9' until a double signal sounds. The LED will illuminate when performing the following actions:



- Enter the Manager Code



- Enter the delay setting and opening window time. Time delay min. 01 - max. 99 minutes.  
Open window time min. 01 - max. 19 minutes.  
In this example: 2602 for a **delay of 26 minutes** and an **opening window time of 2 minutes**



- Enter the delay setting and opening window time again

## 9 DELETING THE DELAY SETTING

The delay setting can only be changed or deleted during the open window time.



Enter a valid code. After the delay period the opening window time starts. The LED flashes 1x a second and beeps.



Press and hold '9' until a double signal sounds. The LED will illuminate when performing the following actions:



- Enter the Manager Code



- Delete the delay and opening window time by entering **00 for the delay setting** and **01 for the opening window time**.



- Enter the delay setting and opening window time again



## 10 REPLACING THE BATTERY



If the lock emits a series of audible tones when opened, the battery is almost exhausted and must be replaced immediately.

You may **only use 9V ALKALINE Duracell, Duracell Industrial, Procell or Energizer alkaline batteries.**

### Battery compartment in entry unit

Open the battery compartment and replace the battery by a new one.

### Battery compartment inside the safe

In case of keypads starting with ST40xx and DE20xx, the battery compartment is located inside the safe. If the battery is completely exhausted, hold a fresh battery pressed against the poles on the front of the keypad, while entering the code, until the lock opens completely.

## 11 TROUBLESHOOTING

### The lock does not react.

#### a. Replace the battery

**Always** first replace the battery for a new 9V ALKALINE Duracell, Duracell Industrial, Procell or Energizer alkaline block battery.

#### b. Check the keypad

If the lock does not react, follow the procedure below to check that your keypad is working.



**Press and hold key '5'** until a double signal sounds. The LED will illuminate when performing the following actions:



Press all the keys one by one. If the key is OK a double signal sounds, if the key is not OK, a long signal sounds. the test will be aborted.

If one or more keys do not operate properly, please contact your supplier.

#### c. The lock does not emit any audible tones at all

The lock does not emit an audible tone when a key is pressed. The battery is exhausted, replace the battery. See point 9.

**d. I have forgotten my code**

For security reasons, M-LOCKS does not provide a code that you can use to open your lock. Please contact your supplier.

**The lock is difficult to move and open**

This is probably a problem with the lock bar mechanism, inside the safe door, and not a problem of the lock itself. This manual only relates to the lock and not the complete safe. Please contact the manufacturer of the safe in order to resolve this problem.



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