

## SafeLogic Basic Series -MANAGER- Operating Instructions

This MANAGER INSERT is for the SafeLogic Basic Series EC-0601A EntryPad used in conjunction with EL-0601, EL-0701, EL-0801 or EL-0901 lock bodies.

**In some instances the Manager Code and associated Operating Instructions are not issued to the End User. In this case, simply remove this insert from the Operating Instruction.**

### 1. Manufacturer default codes

The SafeLogic Series safe lock system comes with two codes the Manager Code and the User Code as follows:

- a. The Manager Code is set to 1-1-1-1-1-1
- b. The User Code is set to 1-2-3-4-5-6

### 2. Functions of the Manager Code

- a. Unlock safe lock system
- b. Change Manager Code
- c. Add or Delete the User Code
- d. Enable or Disable the User Code

### MANAGER PROGRAMMING INSTRUCTIONS

- ***ALWAYS PERFORM OPERATIONS WITH THE SAFE LOCK SYSTEM UNLOCK AND THE SAFE DOOR OPEN.***
- ***Before closing the door, make sure all the program changes are correct.***
- ***The system will not allow the Manager Code or User Code to be set to six zeros.***

#### 1. To Change the Manager Code

- a) Enter "0" six times. Two beeps will sound, indicating the entry is valid and the system is awaiting the code change.
- b) Next, enter the existing six (6) digit code. Two beeps will sound, indicating the entry is valid.
- c) Enter the new six (6) digit code. One beep will sound, indicating the entry is valid.
- d) Re-enter the new six (6) digit code. One beep will sound, indicating the codes entered in steps c and d are the same and the code changing process is successful.
- e) If Three Beeps sound, the code change process has been unsuccessful. The existing code is still valid. Repeat steps a to d.

#### **Note:**

- Verify the new code at least 3 times before closing the door to make sure the code has been programmed correctly.

- The system will revert to standby status if there is no key press within 10 seconds. Standby status is indicated by two short beeps.

### **1. To Add the User Code**

Note: By default the system will have a User Code installed with a default code of 1-2-3-4-5-6. If this code has been deleted, follow these steps to add the User Code:

- a) Enter the Manager Code and hold down the last digit of this code. Two beeps will sound indicating a valid code entry. Continue to hold down this digit until two additional beeps sound. This indicates that the system is now in program mode.
- b) Press button "1". Two beeps will sound, indicating that the system is ready to receive the new User Code
- c) Enter a six digit code. One beep will sound.
- d) Repeat the six digit code. One beep will sound, indicating that the six digit codes entered were the same and the addition of the User Code was successful.
  - If 3 beeps sound, the programming attempt was unsuccessful. Repeat steps a) through d).

#### **Note:**

- Verify the new code at least 3 times before closing the door to make sure the code has been programmed correctly.
- The system will revert to standby status if there is no key press within 10 seconds. Standby status is indicated by two short beeps.

### **2. To Disable the User Code**

- a) Enter the Manager Code and hold down the last digit of this code. Two beeps will sound indicating a valid code entry. Continue to hold down this digit until two additional beeps sound. This indicates that the system is now in program mode.
- b) Press button "2". Two beeps will sound, indicating that the system has disabled the User Code

### **3. To Enable the User Code**

- a) Enter the Manager Code and hold down the last digit of this code. Two beeps will sound indicating a valid code entry. Continue to hold down this digit until two additional beeps sound. This indicates that the system is now in program mode.
- b) Press button "1". Two beeps will sound, indicating that the system has enabled the User Code

### **4. To Delete the User Code**

- a) Enter the Manager Code and hold down the last digit of this code. Two beeps will sound indicating a valid code entry. Continue to hold down this digit until two additional beeps sound. This indicates that the system is now in program mode.
- b) Press button "3". Two beeps will sound, indicating that the system has deleted the existing User Code

## **5. To Reset the Lock back to Factory Default**

- a) Disconnect the battery
- b) Disconnect the cable from the lock
- c) Using a poke tool (paper clip or other) depress the Reset button 3 times. This discharges any latent energy stored in the capacitors inside the lock.

Note: The Reset button is located on the back of the lock, under the round QC sticker. You will see the word Reset above the Reset access hole.

- d) Now press and hold the Reset button. While holding down the Reset button, reconnect the cable to the lock. Still continuing to hold down the reset button, reconnect the 9V battery.
- e) The lock will continue to beep until the Reset button is released.

Note: If the EntryPad does not beep, repeat steps a) through e) again.

- f) The codes in the lock have been restored to factory default as follows:
  - a. The Manager Code is 1-1-1-1-1-1
  - b. The User Code is 1-2-3-4-5-6

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