

AUDITCON

Quick Guide

Super-Master Reset







The Super Master Reset code is just a code that will reset the lock back to factory settings, you can only set this up at the beginning of the setup.



SET SUPER MASTER USER PIN

The lock must be in factory mode.

Note: The default factory PIN assigned to the Super Master User is "120943". This default PIN must be changed before the Super Master User combination can be used to shelve the lock.

1. Press # and then 0.  
2. Enter the two-digit Super Master ID 00 followed by the default factory Super Master User PIN "120943".  
3. Enter the two-digit Super Master ID 00 followed by any six-digit PIN other than "120943".  
4. Enter the two-digit Super Master ID 00 followed by the new six-digit PIN entered in Step 5 again for verification. The new Super Master User combination is now set.
5. Record the combination and store it in a secure place.







Setting Master Code

The Master PIN programs the lock, before this is set the lock will open on any user ID + 50-25-50 (i.e. 01 50-25-50, 08 50-25-50, 17 50-25-50, etc.) Note: this will not work on "00 50-25-50" as "00" is not a valid user ID. If the lock no longer opens on 01 50-25-50 then the master code has been set.

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.    
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.

Adding a User

You have to add the users into the lock. This two digit user ID for 252 can be 01-20 for a 552 can be 01-99









Standard Operations - Models 252 & 552

Add 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  
3. Enter the new User ID.  
4. Enter the new User ID again for verification.  










Set User Combination

Now you need to change the user's pin number which is 50-25-50 by default.

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.  
2. Enter the combination (User ID + PIN) of the user for which the PIN is to be changed.  
3. Enter the new combination (User ID + PIN) for the user.  
4. Enter the new combination (User ID + PIN) for the user again for verification.   
5. Record the new PIN and store it in a secure place.



















Changing the Mode

Default Mode setting for Auditcon is Single independent.

Test the user combination, now if you have tested 2 + combinations you can set the lock to dual independent mode. We do not recommend supervisor subordinate mode unless you have time to train the supervisors who are going to be using the lock.

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**.  
2. Enter the Master User combination.  
3. Enter **01** for Single User access or **02** for Dual User access.  
4. Enter **01** or **02** again to verify the access type.  
5. Enter **01** for Independent mode or **02** for Super/Sub mode.  
6. Enter **01** or **02** again to verify the mode.  
7. Enter a two-digit number (01-99) for the lock ID. If you do not want to assign a lock ID, enter **00**.  
8. If you entered a number other than "00" for lock ID, enter the number again for verification.    

If you get three red lights when trying to perform the operation of adding and deleting the user, then the user has already been added or does not exist to be deleted. If the user does not work, delete it and add it back in.

Deleting a User

The user must be added to the lock to be deleted.

1. Press # and then **4**.  
2. Enter the Master User combination or the Supervisor combination.  
3. Enter the Supervisor ID or User ID to be deleted.  
4. Enter the Supervisor ID or User ID to be deleted again for verification.  
5. If additional Supervisors or Users are to be deleted, repeat Steps 3-4 until all Users have been deleted.
6. Enter **00** to end operation. 