USER GUIDE

4000 Programmable Electronic

Pushbutton Lock

PK2971

KABA®

4000 Programmable Electronic Pushbutton Lock User Guide

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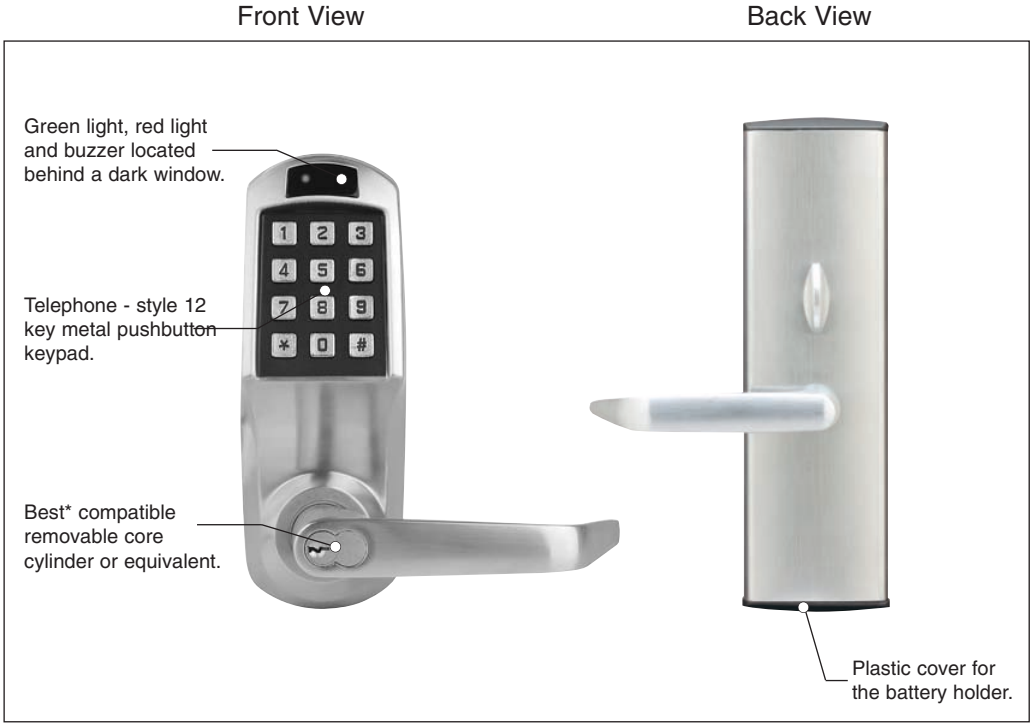
1. BASIC FEATURES AND OPERATION

The 4000 lock is a completely stand-alone electronic programmable pushbutton lock powered by AA alkaline batteries. There is no wiring, cabling or computer required to operate the lock. The 4000 lock can be programmed and operated entirely by entering codes on the keypad, by following the instructions in this booklet.

To enter the room, users enter their personalized access code (or PIN) previously programmed using a Manager or Master level code, and turn the handle. The lock grants access if the code is valid, shows a flashing green LED and emits a short beep.



Physical characteristics of the 4000 lock.

Physical characteristics of the 4000 lock

1.1 Lock Hardware Features:

- Durable, heavy-duty mortise or cylindrical lock
- Force-protected handle with clutch mechanism
- ANSI/BMHA 156.2 certified Grade 1 lock
- 3-hour UL/ULC fire rating for "A" labeled doors
- Weather resistant, indoor/outdoor operation
- Indoor temperature range: 32ºF to 120ºF (0ºC to 49ºC)
- Outdoor temperature range: -31ºF to 151ºF (-35ºC to 66ºC)
- ADA (Americans with Disabilities Act) compatible handles
- Key override, accepting Best and compatibles, Medeco/ASSA, Schlage and Yale removable core cylinders
- Vandal resistant, telephone-style metal pushbutton keypad
- Durable finishes (brass, chrome and duranodic dark bronze)
- Red/green LED and high/low tone provide feedback to the user
- Powered by 4 standard AA alkaline batteries
- Audible and visible warning of low batteries (lock continues to function until batteries are completely discharged)

1.2 Lock Software Features:

- Three security levels: one 8-digit master authorization code, six 7-digit group manager authorization codes, 54 user access codes and one service access code.
- Passage mode, lockout mode and privacy/lockout override available to privileged users.
- Programmable user code length, from 3 to 6 digits
- Programmable unlock time from 1 to 20 seconds
- The lock is programmed by using the keypad
- Programmable tamper shutdown after 3 to 6 successive invalid access codes, for a duration of 30 seconds to 15 minutes
- Volume control for audible feedback (10 levels).

1.3 Unlocking with a User PIN Code:

1. To unlock the door, a user simply enters their previously programmed PIN code. When each key is pressed, the green LED will flash once, and the lock will beep once.

2. If the code is valid, the clutch will engage, the green light will flash continuously, and the lock will emit a 0.5-second beep (high tone). The user can enter the room by turning the handle while the green LED is flashing.

Any other combination of indicator lights and buzzes (low tone) indicates that an error has been made when entering the code, the code is invalid, a lockout is in place, the user has been temporarily disabled by management, the lock is in tamper shutdown mode due to attempted code guessing, or that the batteries are low.

Table 1.3: Audible and visible feedback when entering a user access code

Situation	Indicator Light	Buzzer
Key pressed	Short green flash	Short beep
Keypad timeout	Solid red (1 second)	Buzz (1 second)
Access granted	Flashing green (until the door is opened or the unlock time period expires)	Beep (0.5 second)
Access denied	Solid red (1 second)	Buzz (1 second)
Low batteries*	Alternating green and red when access is granted with a valid code	Buzz (with each flash of the red indicator)

1.3.1 Passage Mode and Access Restrictions

A Manager or a Master level code can be used to place the lock in Passage Mode (no access code required to open the door), or in Lockout Mode (all access codes except privileged users are temporarily locked out, for example if a room contains valuables or is closed for the season. Management can also choose to temporarily deactivate specific codes or all codes, in order to fully protect a room (for example, if it contains evidence of a crime).

See Chapter 2 for information on programming the lock using a Master or Manager authorization code.

1.3.2 Privileged Users

A privileged user with a valid access code (not disabled, deleted or modified) will always be granted access to the lock, even if there is a lockout in place or the optional deadbolt is engaged. As long as they enter their code correctly, they will see the flashing green light, and the clutch will engage, allowing them to open the door.

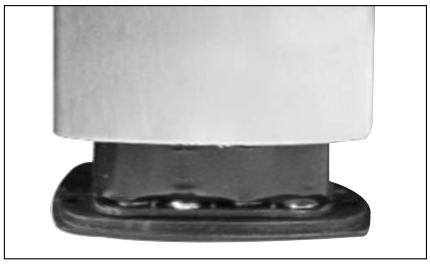
Privileged Managers can also remove or impose Lockout Mode or Passage Mode. In order to do so, they enter their access code without turning the handle, wait until the green LED starts flashing, and then enter a command code.

- To enable Passage Mode for a specified time period, enter 1-#-HH-#, where HH = 1 to 24 hours or 99 to infinity.
- To enable Lockout Mode, enter 2-#. Only privileged users will have access until this mode is disabled.
- To disable Passage Mode or Lockout Mode, enter 0-#.

1.4 Low Batteries and Battery Replacement:

When batteries need replacement, the lock will give the warning sequence of lights and buzzes described in Table 1.3 above (*). Access will be granted normally until the batteries are too weak to operate the lock. The batteries are located on the inside of the door. Replace the batteries promptly to avoid having to use the mechanical key override to open the door if batteries become too weak to operate the lock.

To replace the batteries, remove the two hex-head battery compartment screws using a 5/64" (2mm) Allen key. Replace the batteries with four AA alkaline batteries, according to the polarity (+/-) indications on the battery compartment. (Remove the shrink-wrapping covering the old batteries if necessary.) Reinstall the battery compartment with the two screws.



Test the lock to ensure that it operates properly. All PIN codes and settings remain unchanged following battery replacement, except for the Passage Mode setting. If the lock was in Passage Mode when the batteries were changed, it reverts to normal locked mode

1.5 Tamper Shutdown:

The programmable tamper shutdown feature allows the master user to select the number of wrong code attempts needed to lock out all users temporarily, and the length of time that all access code are disabled. This feature prevents random guessing of codes.

All user codes are locked out until the end of the tamper shutdown period, or until the tamper shutdown is cleared by a manager or master code (see section 2.7, "Clearing a Tamper Shutdown"). Entering further invalid codes during a tamper shutdown re-initializes the timer, beginning another full shutdown period.

A person can exit the room from inside at any time by turning the inside handle.

Table 1.5: Audible and visible feedback during a tamper shutdown

Situation	Indicator Light	Buzzer
Start of Tamper Shutdown	Solid red (2.5 seconds)	Buzz (2.5 seconds)
During Tamper Shutdown	Flashing red (once every 10 seconds)	None
End of Tamper Shutdown	Solid green (2.5 seconds)	Beep (2.5 seconds)

1.6 Mechanical Key Override:

In an emergency, or if the batteries are dead, the override key can be used to open the door. Insert the key and turn it 90º, then turn the lever. Note that turning the key alone does not retract the latch. Do not force the key. If the key is turned but the lever will not retract the latch, turn the key in the opposite direction.

WARNING: Never turn the key and the lever at the same time. Turn the key a full 90º and then turn the lever. Never force the key.

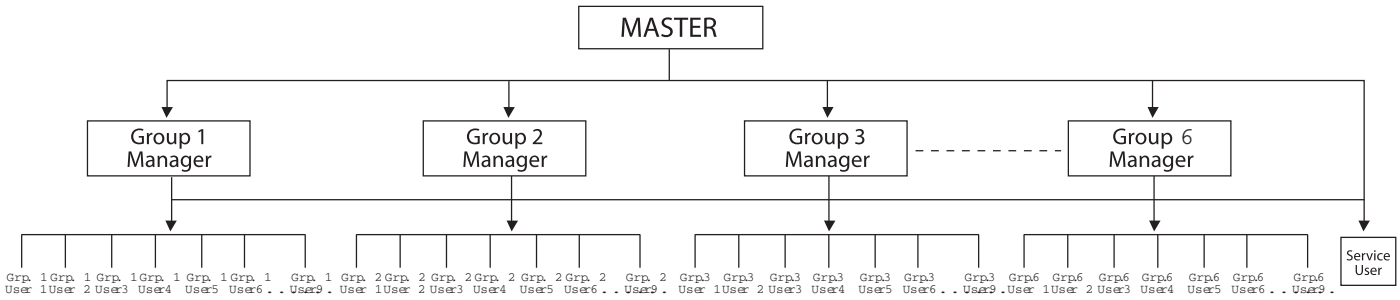
2. PROGRAMMING PIN CODES AND SETTING FEATURES

The lock can be programmed and operated using the keypad, following the instructions in this chapter.

2.1 User Levels and Features

2.1.1 User Levels

The 4000 lock is managed using three security levels, Master, Manager and User:



- The Master authorization code can modify all feature settings and all PIN codes of the lock, including adding, deleting, or locking out all user access codes and Manager authorization codes. The factory Master PIN Code is set to 12345678. For your protection, you MUST change this code as soon as the lock is installed.
- Until this default Master code is changed, the only valid access code is 4000 and the only available function is to change the Master code.
- Each Manager authorization code controls the access codes and privileges of a group of 9 users, and also controls the Service user access code.
- Master and Manager codes are authorization codes that are for programming only and do not open the door. There are a total of 54 user codes, which can open the door (6 groups of 9 users, plus the Service user which can only be set up using the Master authorization code).
- The Master code is 8 digits long; each Manager code is 7 digits long. All user codes are the same length as the first user code programmed into the lock, from 3 to 6 digits.

2.1.2 Access Privileges

When programming the lock manually, each group of 6 users can be assigned as privileged users by their Manager or using the Master authorization code. Privileged users can set or remove access restrictions (deadbolt and lockout) and turn Passage Mode on or off.

2.1.3 Lock Features

The Master and Manager authorization codes control lock features as follows

Lock Function Control

MASTER	GROUP MANAGERS
Access Code	Access code within the manager's group
Passage Mode	Passage Mode
Lock-out Mode	Lock-out Mode
Unlock Time	User Privileges
Tamper Shutdown Time	
Tamper Shutdown Counter	
Buzzer Volume	
Lock Configuration	
User Privileges	

2.2 Operational Modes:

The 4000 lock has four modes of operation:

Normal	The lock unlocks when a valid access code is entered.
Programming	A Master or Manager level authorization code has been used to open a programming session.
Passage	The lock allows access without an access code.
Tamper Shutdown	The lock is temporarily disabled due to a series of invalid entries.

2.3 Getting Started

IMPORTANT: After the lock is installed, open the door, using the factory default code (4000). Then you must immediately program a new Master code and a new User code for the door. When the Master code is changed, the factory default code (4000) will be automatically disabled.

The shipping Master code is 12345678, and the factory default access code to open the door during installation is 4000. There are no manager or user codes defined when the lock is shipped. The first operation should always be to change the Master code of the lock. When the Master code is changed, the factory default code (4000) will be automatically inactivated.

For your protection, program a new Master code:

1. Press <#> to begin programming.
2. Enter the factory default Master code <12345678>.
3. Press <#>.
4. Enter < 299# >, then enter your new Master code (8 digits).
   If you make a mistake, press <*> and re-enter the Master code.
5. Press <#>.
6. Re-enter your new Master code (8 digits).
7. Press <#>.

   The green LED should light for 1 second and the lock should beep in the pattern long, short, short. If you see or hear any other pattern, there is an error. The factory default Master code is still valid. Start again at step 1.
8. Press <#> to end programming.
9. Write down your master code on the Code Record Log Sheet on the last page of this manual, and keep it in a safe place accessible only to authorized persons.

Do not use the factory default Master code. The lock will not accept the factory default Master code as a valid new master code.

User Code Length

The length of the first user code programmed into the lock determines the length of ALL the User access codes and of the Service access code. For more combinations, use more digits.

6 digits =	1,000,000 combinations
5 digits =	100,000 combinations
4 digits =	10,000 combinations
3 digits =	1,000 combinations

Select the User Code Length and enter the first User code:

1. Press <#> to begin programming.
2. Enter your Master code (8 digits).
3. Press <#>.
4. Enter < 211# >, and then enter the new User code (3 to 6 digits).
5. Press <#>.
6. The green LED should light for 1 second and the lock should beep in the pattern long, short, short. If you see or hear any other pattern, there is an error.
7. Press <#> to end programming.
8. Write down the User code on the Code Record Log Sheet (User 1, Group 1).

Recommandations: For security reason do not use factory default access code 4000 as user access code.

The lock ships from the manufacturer with the following default parameters in memory

Situation	Indicator Light
All Manager authorization codes	Blank
All User access codes	Blank, (except for user code just programmed)
Service access code	Blank
Passage Mode	Off
Lockout Mode	Off
Configuration	"Commercial setup"
Unlock Time	5 seconds
Buzzer Volume	5
Tamper Shutdown time	4 minutes
Tamper Shutdown counter	6 times
Lock ID	0000
Privileged users none defined	0000
Master Code	12345678
Access Code	4000

Refer to sections 2.4 and 2.5 for the procedure to program more user codes and Manager codes, and for selecting lock features.

2.4 Security:

- **Change** the Master Authorization code from the factory default; you **must** do this.
- **Record** Master, manager and user codes, (as you program them) in the Code Record Log Sheet located at the end of this manual. Keep this sheet securely under lock and key so that it will be accessible only to authorized personnel. If the log sheet is properly maintained, you can avoid having to reprogram locks if a PIN code is forgotten, particularly the Master code.
- **Keep** the mechanical override key in a secure location accessible to authorized personnel in an emergency, but safe from theft.
- **Choose** a longer user code for higher security. Six digits provide 1,000,000 unique combinations, making random guessing of codes extremely difficult.
- **Increase** the tamper shutdown time and/or reduce the number of attempts required before the lock shuts down, if you are concerned about code guessing.
- **Do not lend** codes to persons other than the assigned user, at any time. Codes must be kept secret.

2.4 Manual Programming Procedure

2.4.1 Programming Rules

A programming session is used to manage PIN codes and lock feature settings. During a programming session, the following rules apply:

- Use the 8-digit Master authorization code or a 7-digit Manager authorization code to start programming.
- Press the <#> key to start or end programming, and to separate each authorization code, command code, or parameter entered using the keypad.
- Press the <#> key to separate each authorization code, command code, or parameter entered using the keypad.
- Press the <*> key immediately to clear an incorrect command or parameter (before pressing the <#> key). Once the <#> is pressed, the command is executed.
- If too much time elapses between key presses (more than 5 seconds), or too much time to enter all the key sequence (more than 15 sec. the lock will leave programming mode and return to normal mode.
- Press <#> after the last command is accepted to end the programming session. During a programming session, you can continue entering commands one after the other, until you have completed all desired programming. Then press <#>.

- The LED indicators and the buzzer will provide important feedback, according to the following table:
- Managers can only affect the users that are in their user group and the privileged /normal user setting for their entire group.
- The Master code can change any setting or code.

Table 2.4.1: Audible and visible feedback during a tamper shutdown

Situation	Indicator Light	Buzzer
Key pressed	Short green flash	Short beep
Invalid key pressed	Short red flash	Short buzz
Programming command accepted (correct entry)	Solid green (1 second)	3 beeps (1 long, 2 short)
Programming command rejected (error in command)	Solid red (1 second)	Buzz (1 second)
Keypad timeout	Solid red (1 second)	Buzz (1 second)

2.4.2 Perform a Programming Session

To place the lock in Programming Mode and enter commands, do the following:

1. Press <#> to begin programming.
2. Enter your Master code (8 digits) or Manager code (7 digits).
3. Press <#>.
4. Enter a 3-digit command code from the chart in Section 2.5, then press <#>.

   The command code is made up of the first digit, which identifies the type of command, followed by two digits that specify the user affected or the value of a setting in the lock features.

5. Enter any additional parameters that the command code requires, then press <#>.

   Examples of additional parameters include user access codes or manager authorization codes and the length of time to remain in Passage mode.

6. If you make an error at any time, press <*> to cancel the command (before pressing <#>).

7. Press <#>. The green LED should light for 1 second and the buzzer should sound 1 long and 2 short beeps to indicate acceptance of the programming command.

8. Enter another command, or press <#> to end the programming session.

For a complete list of command codes, refer to section 2.5.

2.4.3 Sample Programming Session

The following commands could all be performed in sequence in a single programming session, or entered individually, starting with the Master Authorization code to open each programming session.

1. Start the programming session (if the Master authorization code is 45657890).

   #-4-5-6-5-7-8-9-0-#

2. Delete all existing Manager authorization and User access codes so that you can change the code length to 6 digits for maximum security.

   3-0-0-#

3. Define the Group 1 Manager authorization code (as 1176548). In this example, the Master user makes an error when entering the code (enters 202 instead of 201), and uses the <*> key to correct the mistake.

   2-0-2-*-2-0-1-#-1-1-7-6-5-4-8-#

4. Define the access codes for Users 2, 3 and 4 in Group 1 (with codes 349023, 496756 and 090988).

   2-1-2-#-3-4-9-0-2-3-#
   2-1-3-#-4-9-6-7-5-6-#
   2-1-4-#-0-9-0-9-8-8-#

5. Set the users in Group 1 as privileged users who can operate Passage Mode and override or set a lockout.

   9-6-1-#

6. Set the lock configuration to Handicapped.

   8-0-2-#

7. Enable Passage mode with a 2-hour time limit (the lock will remain in Passage Mode for the next 2 hours before returning to normal operation).

   9-4-1-#-0-2-#

8. Exit the programming session.

   #

2.4.4 Commands Available with a Manager Authorization Code

- Add, delete, modify, lock out or re-activate users within the Manager's group.
- Assign all users in the Manager's group as "Privileged" users or normal users.
- Add, delete, modify, lock out or re-activate the Service user.
- Enable or disable Passage Mode, with or without a time limit.
- Enable or disable Lockout Mode, which removes access temporarily from all users.

2.5 Manual Programming Reference Chart

Command Name	Command (1st digit)	Arguments (2nd & 3rd digit)	Description	Available to group Manager
Disable Users	0	00 #	ALL codes (except Master)	
		0M #	Manager of group M (from 1 to 6)	
		G0 #	All users in group G (from 1 to 6)	YES
		GU #	User U (from 1 to 9) in group G (from 1 to 6)	YES
		77 #	Service access code	YES
Activate Users	1	00 #	ALL codes (except Master)	
		0M #	Manager of group M (from 1 to 6)	
		G0 #	All users in group G (from 1 to 6)	YES
		GU #	User U (from 1 to 9) in group G (from 1 to 6)	YES
		77 #	Service access code	YES
Add/Modify Users	2	0M # KKKKKKK #	Manager of group M (from 1 to 6) Enter 7-digit code	
		GU # KKK{KKK} #	User U (from 1 to 9) in group G (from 1 to 6) Enter 3 to 6-digit code, same length as all other access codes	YES
		77 # KKK{KKK} #	Service access code Enter 3 to 6-digit code, same length as all other access codes	YES
		99 # MMMMMMM M # MMMMMMMM #	Master authorization code Enter 8-digit code Re-enter 8-digit code to confirm	
Delete Users	3	00 #	ALL codes (except Master)	
		0M #	Manager of group M (from 1 to 6)	
		G0 #	All users in group G (from 1 to 6)	YES
		GU #	User U (from 1 to 9) in group G (from 1 to 6)	YES
		77 #	Service access code	YES
Passage Mode	4	00 #	OFF (normal operation)	YES
		01 #	ON (no code required to open door)	YES
Lock-out Mode	4	90 #	OFF (normal operation)	YES
		91 #	ON (all user access codes temporarily locked out, Master and Manager codes still accepted for programming)	YES
Unlock Time Setup	5	SS #	Select from 01 to 20 seconds to turn the handle after entering a valid code	
Tamper Parameters Setup	6	MM #	Shutdown period, from 00 to 15; 00 = 30 sec, 1 to 15 = minutes	
		9N #	Tamper counter, from 3 to 6 invalid codes prior to shutdown	
Buzzer Volume Setup	7	00 #	OFF	
		0N #	Volume level control, from 1 to 9	
Configuration Setup	8	00 #	Commercial configuration	
		01 #	Residential configuration	
		02 #	Handicapped configuration	
Manual Diagnostics	9	30 # 123456789*0 #	Start Manual Diagnostics Press each key in sequence to test the keypad.a	
Passage Mode with Timer	9	41 # HH #	Set timer for HH = 1 to 24 hours, 99 = no time limit. The lock will enter Passage Mode immediately and return to locked mode (normal operation) after the timer has elapsed.	YES
Privileged User Setup	9	5G #	Set all users in group G (from 1 to 6) as privileged	YES
	9	6G #	Set all users in group G (from 1 to 6) as normal	YES
Factory Defaults	9	99 #	Restore factory default settings, erases all codes except the Master code	

Note: Passage Mode can be enabled without a time limit (command 401), or with a time limit (command 941). To disable Passage Mode, always use command 400.

Note: Master authorization code cannot be deleted by typing on the keypad. It can be modified, but only if the existing Master authorization code is known. If your Master code has been forgotten, refer to section 2.9.

2.5.1 Setting Parameters Using Default Configurations:

When the lock is shipped, it is configured in the Commercial setup (command 800). There are two other choices of configuration, which affect the unlock time, buzzer and tamper shutdown parameters, as described in the table below. The access and authorization codes are not affected when one of the default configurations is selected.

Command code	Commercial	Residential	Handicapped
	800	801	802
Unlock time	5 sec	5 sec	20 sec
Buzzer sound	loud (9)	medium (5)	loud (9)
Tamper shutdown time	4 minutes	2 minutes	1 minute

2.6 Locking Out Specific Users

There are two ways to lock out users.

- User codes can be disabled individually or
- in groups without deleting the codes, using command 0.

This technique is useful if a specific person or group of people will be absent, is temporarily reassigned, or has an access pattern which changes from time to time.

To stop access by all user access codes temporarily, use the Lockout function (command 49), or the Disable Users function (command 0).

Note: "Disable Users" is more powerful than "Lockout". A Privileged user with a valid access code can enter a room that is locked out, but not a room for which their code is disabled. If a room must be completely sealed, for example if it contains evidence of a crime, disable all codes using command 0.

2.7 Clearing a Tamper Shutdown

The 4000 lock enters a tamper shutdown after the number of successive invalid code attempts specified under the Tamper Counter setting (command 69). While in the 'tamper shutdown' state, the LED indicator gives a half-second red pulse repeated every 10 seconds. All access codes are locked out until the shutdown time specified in command 6 expires. If an access code (valid or invalid) or an invalid master or manager authorization code is keyed in during the tamper shutdown, the lock discards it and re-initializes the tamper shutdown timer back to its programmed value, thus extending the tamper shutdown period.

There are two ways to open the door from the outside before the end of the shutdown time.

- Keying in a valid master or manager authorization code places the lock in programming mode, and also ends the tamper shutdown. Ex: #master# and # to finish programming.

- Alternatively, the manual override key can be used in an emergency, if there is no time to program the lock using a manager or a master level code. The override key does not remove the tamper shutdown, which will continue until the shutdown time has expired.

2.8 Reset Button (Forgotten Master Code)

In order to completely reset all the PIN codes and parameters of the lock if moving it to a new location, if completely reprogramming all locks in your access control system, or in the event of master authorization code being forgotten, perform the following sequence of steps:

1. On the inside of the door, the inside lever and the inside cover. Loosen the mounting screws and remove the inside housing from the door.

2. Using a pen or small screwdriver, press the reset switch through the hole in the inside housing. Hold the switch down for 1 second.

3. Replace the, cover, handle and batteries.

4. Proceed to reprogram the lock, including changing the Master authorization code, which has been reset to the factory default value (12345678).

2.9 Manual Diagnostics

When you enter programming mode using the Master code, followed by the manual diagnostics command (930#), the lock is prepared to test the keypad. Press each digit on the keypad in the following order: 1-2-3-4-5-6-7-8-9-*-0-#. If one of the keys is not functioning correctly, the lock will buzz and the red LED will light. The diagnostic function will be terminated, but the lock will remain in programming mode. To confirm that a key is not working, re-enter the manual diagnostic command (930#) and re-test the keypad.

3. Troubleshooting

Problem

Possible cause

Solution

The lock does not respond at all—no lights and no sound—when a key is pressed.

1. The connector end of the ribbon cable connecting the front housing and the inside housing is not snugly pushed in.

Push in the connector so that it locks snugly and makes a good connection.

2. The batteries are missing, the battery connector is not connected, one or more batteries are placed with the wrong polarity, the batteries are completely discharged, or non-alkaline batteries are in use.

Correct the above condition and retry.

3. The lock is currently in tamper shutdown mode.

To open the lock, use the mechanical override key, or simply wait until the tamper shutdown time period (30 seconds to 15 minutes) has elapsed.

A User access or Service access code is not accepted—will not unlock the lock.

The access code is not programmed into the lock, the access code is deactivated, or the lock is in lockout mode.

Program the lock to add the access code (command 2)

Ensure the access code is activated (command 1)

Ensure the lock is not in lockout mode (command 490)

The lock can be opened without an access code.

The lock is in passage mode.

Program the lock to disable the passage mode (command code 400), if desired.

When a valid access code is entered, the lock unlocks but it alternately flashes the green and red lights during the unlock time period instead of just the green light.

This is the low battery indicator. The lock batteries are weakening; however, the lock will continue to operate for up to 2 000 openings after the first warning.

Replace all four AA alkaline batteries with new batteries.

No sound is heard from the lock when access codes are entered—when a pushbutton is pressed or access is granted.

The buzzer volume is set to too low or off.

Program the lock buzzer to a higher volume setting (command code 701 to 709).

Certain users can enter a door, which is in lockout mode.

These users are Privileged users.

Change the users' status from "privileged" to "normal" by changing the setting for their entire user group (command 96).

Leave the users as "privileged", but disable all codes temporarily in order to fully lock out all users (command 000)

APPENDIX

Environmental Specifications

Outside Housing:
Operating temperature: -35ºC to +66ºC
Humidity: 100% condensing
Rain proof / Dust proof

Inside Housing:
Operating temperature: -35ºC to +66ºC
Humidity: 100% condensing
Rain proof / Dust proof

Certifications and Approvals

- ANSI grade 1
- ANSI / BHMA A.156.2, A.156.13 and A.156.25
- UL part 10B fire rating
- CRF 47 part 15
- EMC directive 89/336/EEC

Code Record Log Sheet
SAMPLE

Code Record Log Sheet for the 4000 Series Lock

Serial Number: _____ **Location:** _____

Name	Authority	Authorization Code
	Master	
	Group 1 Manager	
	Group 2 Manager	
	Group 3 Manager	
	Group 4 Manager	
	Group 5 Manager	
	Group 6 Manager	

Name	Group #	User #	Access Code
	1	1	
	1	2	
	1	3	
	1	4	
	1	5	
	1	6	
	1	7	
	1	8	
	1	9	
	2	1	
	2	2	
	2	3	
	2	4	
	2	5	
	2	6	
	2	7	
	2	8	
	2	9	
	3	1	
	3	2	
	3	3	
	3	4	
	3	5	
	3	6	
	3	7	
	3	8	
	3	9	
	Service User		

Operational Parameters	Current Setting
Passage mode	☐ Disabled ☐ Enabled
Lockout mode	☐ Disabled ☐ Enabled
Unlock time	Seconds (1 to 20)
Tamper shutdown time	3 to 6
Tamper counter	Minutes (to 15)
Buzzer sound	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9
Configuration	☐ Commercial ☐ Residential ☐ Handicapped

Copy this sheet for each lock

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Code Record Log Sheet for the 4000 Series Lock

Serial Number: _____ **Location:** _____

Name	Authority	Authorization Code
	Master	
	Group 1 Manager	
	Group 2 Manager	
	Group 3 Manager	
	Group 4 Manager	
	Group 5 Manager	
	Group 6 Manager	

Name	Group #	User #	Access Code
	4	1	
	4	2	
	4	3	
	4	4	
	4	5	
	4	6	
	4	7	
	4	8	
	4	9	
	5	1	
	5	2	
	5	3	
	5	4	
	5	5	
	5	6	
	5	7	
	5	8	
	5	9	
	6	1	
	6	2	
	6	3	
	6	4	
	6	5	
	6	6	
	6	7	
	6	8	
	6	9	
	Service User		

Operational Parameters	Current Setting
Passage mode	☐ Disabled ☐ Enabled
Lockout mode	☐ Disabled ☐ Enabled
Unlock time	Seconds (1 to 20)
Tamper shutdown time	3 to 6
Tamper counter	Minutes (to 15)
Buzzer sound	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9
Configuration	☐ Commercial ☐ Residential ☐ Handicapped

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Technical Support

For **Technical Support**, call **1-888-217-5654**
8:00 AM to 5:00 PM Eastern time, Monday to Friday (except holidays).

Addendum to EPL4000 User Guide

Please note that if you make a mistake while entering a key sequence (access code), the lock responds with a short red flash and a short audible tone.

This is an indication from the EPL4000 that a specific key was not pressed properly. (Example: If your finger overlaps another key or the key was not pressed hard enough).

This type of error causes the EPL4000 to reject the code sequence.

To make sure that your key sequence is accepted by the EPL4000, follow the instructions below.

- Press the (*) key to clear current code sequence.
- Re-enter the key sequence, making sure that each key is pressed firmly and that you press only one key at a time.