

Cencon System RETRIEVE LOCK AUDIT COUNT



Required Items: F or R Key

1. Power up Lock by turning dial CCW until EC is displayed.
2. Press ## on Lock Keypad. IPI is displayed.
3. Insert and hold F or R key in Key Reader. SC is displayed followed by a four digit Audit Count, two digits at a time.
4. Press * to clear Display.

**To Retrieve Audit Count for FLM Mode, use an FLM Key.
**To Retrieve Audit Count for Route Mode, use a Route Key.

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Cencon System ACTIVATE LOCK FROM FACTORY MODE



Required Items: F or R Key, Change Key, SA Key, Activation Combination

1. Power up Lock by turning dial CCW until EC is displayed.
2. Enter Factory Combination 50-25-50. OPr is displayed.
3. Turn Dial CW to open Lock.
4. Open Door.
5. Insert Change Key into Change Key Socket.
6. **Do not close door.** Turn Dial CCW to close Lock until EC is displayed.
7. Enter Factory Combination 50-25-50. ISA is displayed.
8. Insert and hold SA Key in Key Reader until POC is displayed.
9. Pull out Change Key. OPr is displayed.
10. Turn Dial CW to open Lock.

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Cencon System RETRIEVE AUDIT FROM LOCK



Required Items: Initialized SA Key

1. Power Up Lock by turning dial CCW until EC is displayed.
2. Press #0 on Lock Keypad. ISA is displayed.
3. Insert and hold SA Key in Key Reader while Aud is displayed.
4. Continue to hold SA Key to Key Reader and turn dial CCW until EOP is displayed.
5. Return SA Key to Supervisor for reporting.

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Cencon System ACTIVATE LOCK IN FLM MODE (ALREADY IN ROUTE MODE)



Required Items: F Key, R Key, Change Key, SA Key, Service Call Combination, Activation Combination

1. Power up Lock by turning Dial CCW until EC is displayed.
2. Enter Route Service Call Combination. IPI is displayed.
3. Insert and Hold R Key in Key Reader until OPr is displayed.
4. Turn Dial CW to open Lock.
5. Open door.
6. Insert Change Key into Change Key Socket.
7. **Do not close door.** Turn Dial CCW to close Lock until EC is displayed.
8. Enter Factory Combination 50-25-50. ISA is displayed.
9. Insert and hold SA Key in Key Reader until POC is displayed.
10. Pull out Change Key. OPr is displayed.

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Cencon System RETRIEVE LAST CLOSE SEAL NUMBER



Required Items: F or R Key

1. Power up Lock by turning dial CCW until EC is displayed.
2. Press #4 on Lock Keypad. IPI is displayed.
3. Insert and hold F or R Key in Key Reader until the Last Close Seal is displayed.

Example: c25 (Gen1), c2531 (Gen2)

**To Retrieve Last Close Seal for FLM Mode, use an FLM Key.
**To Retrieve Last Close Seal for Route Mode, use a Route Key.

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Cencon System SHELVE MODE IN LOCK



Required Items: F or R Key, Change Key, SA Key, Shelf Combination

1. Power up Lock by turning Dial CCW until EC is displayed.
2. Enter Shelve Combination. IPI is displayed.
3. Insert and hold F or R Key in Key Reader until OPr is displayed.
4. Turn Dial CW to open Lock.
5. Open Door.
6. Insert Change Key into Change Key Socket.
7. **Do not close door.** Turn Dial CCW to close Lock until EC is displayed.
8. Enter Factory Combination 50-25-50. ISA is displayed.
9. Insert and hold SA Key in Key Reader until POC is displayed.

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Cencon System OPEN AND CLOSE LOCK FOR SERVICE CALL OR ROUTE VISIT



Required Items: F or R Key, Service or Route Combination

1. Power up Lock by turning dial CCW until EC is displayed.
2. Enter Service or Route Combination. IPI is displayed.
3. Insert and hold F or R Key in Key Reader until OPr is displayed.
4. Turn Dial CW to Open Lock.
5. Open Door.
6. Perform Service or Route Operations.
7. Close Door.
8. Turn Dial CCW to close Lock until IPI is displayed.
9. Insert and hold F or R Key in Key Reader until Close Seal is displayed.
10. Record Close Seal.
11. Report Close Seal to Dispatcher.

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Cencon System ACTIVATE LOCK IN ROUTE MODE (ALREADY IN FLM MODE)



Required Items: R Key, F Key, Change Key, SA Key, Service Call Combination, Activation Combination

1. Power up Lock by turning Dial CCW until EC is displayed.
2. Enter FLM Service Call Combination. IPI is displayed.
3. Insert and hold F Key in Key Reader until OPr is displayed.
4. Turn Dial CW to open Lock.
5. Open Door.
6. Insert Change Key into Change Key Socket.
7. **Do not close door.** Turn Dial CCW to close Lock until EC is displayed.
8. Enter Factory Combination 50-25-50. ISA is displayed.
9. Insert and hold SA Key in Key Reader until POC is displayed.
10. Pull out Change Key. OPr is displayed.

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Cencon System RETRIEVE TOTAL OPENINGS AUDIT COUNT

Required Items: None

1. Power up Lock by turning Dial CCW until EC is displayed.
2. Press #3 on Lock Keypad. AC is displayed followed by a four digit Total Openings Audit Count, two digits at a time.
3. Press * to clear Display.

11. **Do not close door.** Turn Dial CCW to close Lock until EC is displayed.
12. Enter Activation Combination. IPI is displayed.
13. Insert and hold F or R Key in Key Reader until OPr is displayed.
14. Turn Dial CW to open Lock.
15. Close Door.
16. Turn Dial CCW to close Lock until IPI is displayed.
17. Insert and hold F or R Key in Key Reader until Close Seal is displayed.
18. Record Close Seal.
19. Report Close Seal to Dispatcher.

- **To activate a Lock in FLM Mode from Factory Mode, use an FLM Key.
- **To activate a Lock in Route Mode from Factory Mode, use a Route Key.
- **To activate a Lock in FLM and Route Mode from Factory Mode, use either an FLM or a Route Key.

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Cencon System RETRIEVE LOCK SERIAL NUMBER

Required Items: None

1. Power up Lock by turning Dial CCW until EC is displayed.
2. Press #2 on Lock Keypad. Sn is displayed followed by a six digit Serial Number, two digits at a time.
3. Press * to clear Display.

11. Turn Dial CW to open Lock.
12. **Do not close door.** Turn Dial CCW to close Lock until IPI is displayed.
13. Insert and hold R Key in Key Reader until Close Seal is displayed.
14. Record Route Service Call Close Seal.
15. Turn Dial CCW until EC is displayed.
16. Enter FLM Activation Combination. IPI is displayed.
17. Insert and hold F Key in Key Reader until OPr is displayed.
18. Turn Dial CW to Open Lock.
19. Close Door.
20. Turn Dial CCW to close Lock until IPI is displayed.
21. Insert and hold F Key in Key Reader until Close Seal is displayed.
22. Record FLM Activation Close Seal.
23. Report Close Seals to Dispatcher(s).

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10. Pull out Change Key. OPr is displayed.
11. Turn Dial CW to open Lock.
12. Close Door.
13. Turn Dial CCW to close Lock until IPI is displayed.
14. Insert and hold F or R Key in Key Reader until Close Seal is displayed.
15. Record Close Seal.
16. Report Close Seal to Dispatcher.
17. Return SA Key to Dispatcher for Shelve Verification.

- **To shelve a Lock in FLM Mode, use an FLM Key.
- **To shelve a Lock in Route Mode, use a Route Key.
- **To shelve a Lock in FLM and Route Mode, use either an FLM or a Route Key.

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Cencon System OPEN AND CLOSE LOCK IN FACTORY MODE

Required Items: None

1. Power up Lock by turning Dial CCW until EC is displayed.
2. Enter Factory Combination 50-25-50. OPr is displayed.
3. Turn Dial CW to Open Lock.
4. Open Door.
5. Close Door.
6. Turn Dial CCW to close Lock.

11. Turn Dial CW to open Lock.
12. **Do not close door.** Turn Dial CCW to close Lock until IPI is displayed.
13. Insert and hold F Key in Key Reader until Close Seal is displayed.
14. Record FLM Service Call Close Seal.
15. Turn Dial CCW until EC is displayed.
16. Enter Route Activation Combination. IPI is displayed.
17. Insert and hold R Key in Key Reader until OPr is displayed.
18. Turn Dial CW to open Lock.
19. Close Door.
20. Turn Dial CCW to Close Lock until IPI is displayed.
21. Insert and hold R Key in Key Reader until Close Seal is displayed.
22. Record Route Activation Close Seal.
23. Report Close Seals to Dispatcher(s).

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Cencon System SET LOCK TIME (GEN 2)



Required Items: Initialized White Clock Set Key

1. Power Lock CCW until EC.
2. Press #0.
3. Insert and hold initialized clock set key on key reader. Lock will display CLS (CLock Set in Progress).
4. Continue to hold key on key reader until EOP is displayed.
5. Remove clock set key.

NOTE: The clock set key is not lock specific and may be reused to set the time on additional locks.

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Cencon System ACTIVATE LOCK IN BANK MODE FROM FACTORY MODE



Required Items: SA Key, Change Key

1. Power up Lock by turning Dial CCW until EC is displayed.
2. Enter Factory Combination 50-25-50. OPr is displayed.
3. Turn Dial CW to open Lock.
4. Open Door.
5. Insert Change Key into Change Key Socket.
6. **Do not close door.** Turn Dial CCW to close Lock until EC is displayed.
7. Enter Factory Combination 50-25-50. ISA is displayed.
8. Insert and hold SA Key in Key Reader while InI is displayed.
9. Continue to hold SA Key to Key Reader and Turn Dial CCW until POC is displayed.

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Cencon System ADD BANK USERS TO/DELETE BANK USERS FROM LOCK



Required Items: User's B Key, User's Combination, SA Key, Change Key

1. Power up Lock by turning Dial CCW until EC is displayed.
2. Enter User's Combination. IPI is displayed.
3. Insert and hold B Key in Key Reader until OPr is displayed.
4. Turn Dial CW to open Lock.
5. Open Door.
6. Insert Change Key into Change Key Socket.
7. **Do not close door.** Turn Dial CCW to close Lock until EC is displayed.
8. Enter Factory Combination 50-25-50. ISA is displayed.
9. Insert and hold SA Key in Key Reader while Add or deL is displayed.

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Cencon System RESYNCHRONIZE THE DATABASE WITH A LOCK (GEN2)



Required Items: Initialized Gray Resynchronization Key

1. Power Lock CCW until EC.
2. Press #0.
3. Insert and hold Resync Key on Key Reader. Lock will display rSY (reSYnchronization in Progress).
4. Continue to hold Resync Key on Key Reader until EOP is displayed.
5. Remove Resync Key.
6. Return Resync Key to Dispatch Center to be read at Software using Resynchronize Database with Lock Data Operation.

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Cencon System CHANGE INITIAL BANK USER COMBINATION TO VALID COMBINATION



Required Items: B Key

1. Power up Lock by turning Dial CCW until EC is displayed.
2. Enter Factory Combination 50-25-50. IPI is displayed.
3. Insert and hold B Key in Key Reader. EnC is displayed.
4. Enter new combination. CnC is displayed.
5. Enter new combination again for verification. EOP is displayed.

NOTE: If a flashing Lightning Bolt displays, the combination was not confirmed properly. Reset by pressing * and re-key operation.

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Cencon System RETRIEVE BANK USERS FROM LOCK (GEN2)



Required Items: Initialized Red SA Key

1. Power Lock CCW until EC.
2. Press #0.
3. Insert and hold SA Key on Key Reader. Lock will display UdP (User dumP in progress).
4. Continue to hold SA Key on Key Reader until EOP is displayed.
5. Remove SA Key.
6. Return SA Key to Dispatch Center to be read at Software using Cencon Key Report Function.

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Cencon System SHELVE LOCK IN BANK MODE



Required Items: B Key, SA Key, Change Key, User's Combination

1. Power up Lock by turning Dial CCW until EC is displayed.
2. Enter User's Combination. IPI is displayed.
3. Insert and hold User's B Key in Key Reader until OPr is displayed.
4. Turn Dial CW to open Lock.
5. Open Door.
6. Insert Change Key into Change Key Socket.
7. **Do not close door.** Turn Dial CCW to close Lock until EC is displayed.
8. Enter Factory Combination 50-25-50. ISA is displayed.
9. Insert and hold SA Key in Key Reader while SHL is displayed.

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Cencon System OPEN/CLOSE LOCK IN FACTORY MODE

Required Items: None

1. Power up Lock by turning Dial CCW until EC is displayed.
2. Enter Factory Combination 50-25-50. OPr is displayed.
3. Turn Dial CW to open Lock.
4. Open Door.
5. Close Door.
6. Turn Dial CCW to close Lock.

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- 10. Pull out Change Key. OPr is displayed.
- 11. Turn Dial CW to open Lock.
- 12. Close Door.
- 13. Turn Dial CCW to close Lock.

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Cencon System
OPEN/CLOSE LOCK IN BANK MODE**Required Items: None**

1. Power up Lock by turning Dial CCW until EC is displayed.
2. Enter User's Combination. IPI is displayed.
3. Insert and hold B Key in Key Reader until OPr is displayed.
4. Turn Dial CW to open Lock.
5. Open Door.
6. Perform Service or Route Operations.
7. Close Door.
8. Turn Dial CCW to close Lock. IPI is displayed.
9. Insert and hold B Key in Key Reader until EOP is displayed.

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Cencon System
CHANGE BANK MODE COMBINATION**Required Items: B Key, User's Combination**

1. Power up Lock by turning Dial CCW until EC is displayed.
2. Press #8. IPI is displayed.
3. Insert and hold B Key in Key Reader. EcC is displayed.
4. Enter current Combination. EnC is displayed.
5. Enter new Combination. CnC is displayed.
6. Enter new Combination again for verification. EOP is displayed.

Note: If a flashing Lightning Bolt displays, the Combination was not confirmed properly. Reset by pressing * and re-key operation.



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