Axessor Apexx
Keypad User Guide

EN

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1. Introduction

This guide outlines general information regarding the using and programming of Axessor Apexx Keypads, including descriptions of the physical layout of the keypad, the keypad's menu system, and using the keypad to setup and configure all the equipment in your Apexx lock system. This guide assumes the installer has knowledge of electrical, mechanical, and computer concepts, as well as having familiarity with safe lock systems and associated components. For reliable and safe operation of the equipment, comply with all safety precautions outlined in this guide.

It is recommended that you read and review this document prior to the installation or setup of any Axessor Apexx equipment.

For information pertaining to the installation of Apexx Series Keypads, Locks, and eBox, please see the Apexx Series Installation Guide (801.0622). See also the Apexx Series Software "help" menu for detailed information of configuring a lock system via software.

1.1   Approved Standards

The AXESSOR APEXX family of safe locks conform to the following approved standards:

- UL 2058 (High Security Electronic Locks)

- EN 1300:2018

- Model: APX01 – FCC ID: 2ASNP-APX01, IC ID: 24793-APX01

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna

- Increase the separation between the equipment and receiver

- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected

- Consult the dealer or an experienced radio/TV technician for help

Changes or modifications not expressly approved by dormakaba USA Inc. could void the user's authority toperate the equipment.

This device contains license-exempt transmitter(s)/receiver(s) that comply with Innovation, Science and Economic Development Canada's license-exempt RSS(s). Operation is subject to the following two conditions:

1. This device may not cause interference.

2. This device must accept any interference, including interference that may cause undesired operation of the device.

L'émetteur/récepteur exempt de licence contenu dans le présent appareil est conforme aux CNR d'Innovation, Sciences et Développement économique Canada applicables aux appareils radio exempts de licence.

L'exploitation est autorisée aux deux conditions suivantes :

1. L'appareil ne doit pas produire de brouillage.

2. L'appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible d'en compromettre le fonctionnement.

CET APPAREIL EST CONFORME À LA NORME RSS INDUSTRIE CANADA EXEMPT DE LICENCE. Son fonctionnement est soumis aux deux conditions suivantes:(1) Cet appareil ne doit pas provoquer d'interférenceset(2) Cet appareil doit accepter toute interférence, y compris les interferences pouvant causer un mauvais fonctionnement du dispositif. Cet appareil numérique de la classe [B] respecte toutes les exigences du Réglement sur le matériel brouilleur du Canada.

1.2   Security Precautions

NOTICE   The security level of the locking system may be endangered/compromised by any of the following methods:

> The use of incompatible extraneous components

> The use of the system components (keypads, locks, eBox, computers/servers, etc.) in a non-safe environment

> Improper operation by the end user

> Improper installation by the user (see the Apexx Series Installation Guide (801.0622))

- Computers (clients/servers/laptops) used to run the management software (Apexx Series Software and its services) and/or store backup data can be utilized in conjunction with Apexx Series equipment, but it is the customers responsibility to ensure that they do not compromise the security level of the locking system.

- In order to maintain the security level, the operator shall carry out a risk analysis with regard to the required specifications for the existing IT infrastructure and implement the resulting measures.

- When attempting to access the lock system, always be sure to enter User IDs and PINs at the keypad in a safe/secure environment to prevent others from learning your ID, PIN, or allowing unauthorized individuals access to the lock system

- When performing backups of any system data, including lock system data and/or any data hosted on databases or servers running Apexx Series Software or its services, ensure that the data is stored in an encrypted format or in a specifically protected area that is inaccessible to unauthorized users.

2. Axessor Apexx Keypad Layout
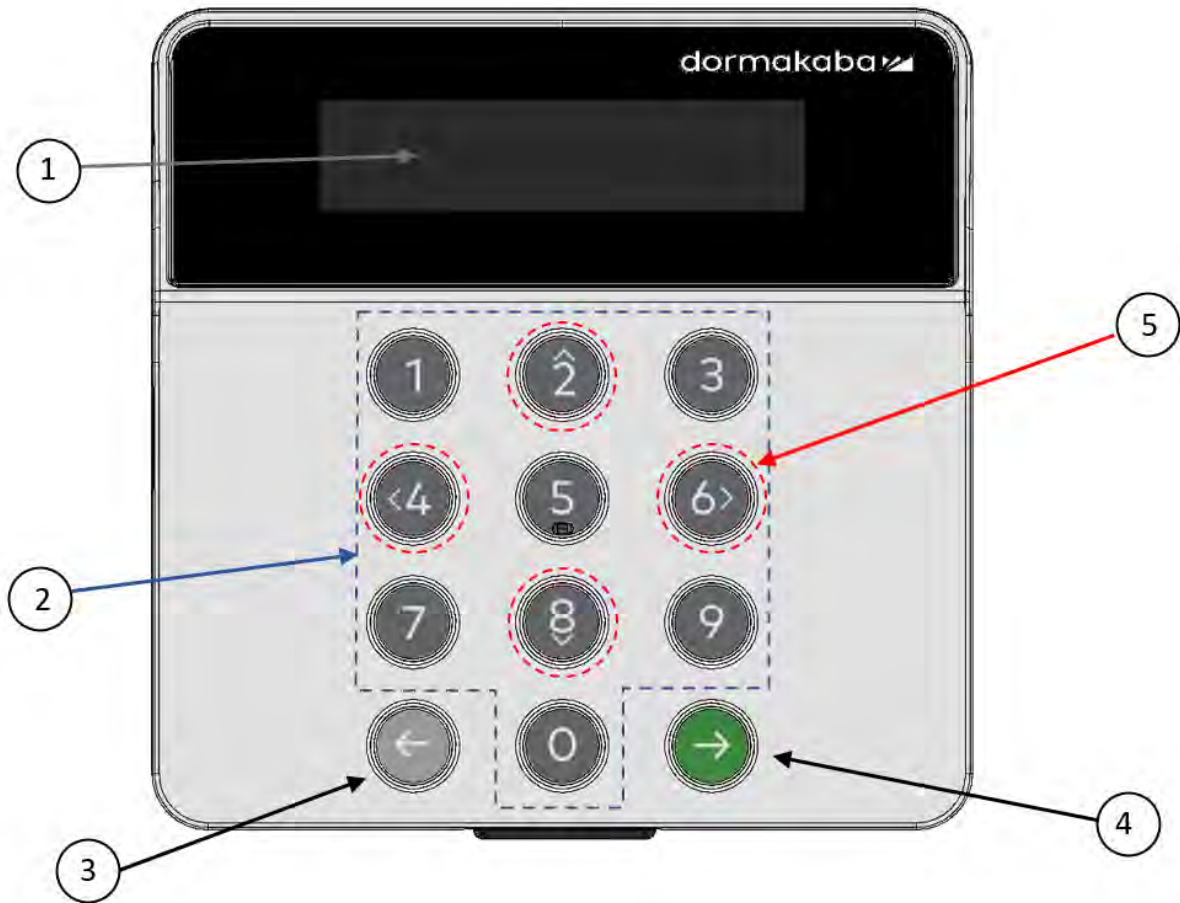
1. **Display screen –** Monochrome display showing Icon-based menu options for system setup and configuration.

2. **Numeric Keys –** (0-9) Used primarily for entering User Credentials, PINs, and changing settings.

3. **Back/Cancel Key –** This key is most often used to exit from one section of the menu and return to the previous screen.

4. **Enter Key –** This key is most often used to select a highlighted menu option and/or proceed to the next screen.

5. **Directional Arrows –** (Numeric Keys 2, 4, 6, and 8) These keys are used to scroll or move the cursor left/right/up/down on menu screens to highlight the various menu options. The number 6 is especially useful, as it allows you to navigate to the bottom of many of the configuration menu screens rather than manually scrolling to the bottom.

2.1 Axessor Apexx Keypad Display Screen

The Axessor has three distinct modes: Status Screen, Sleep Mode, and the Keypad Menu.

2.1.1 Axessor Apexx Keypad Display Screen - Status Screen

The Status Screen consists of many important icons and display elements that show the current state of the Locking System and the devices it is comprised of.
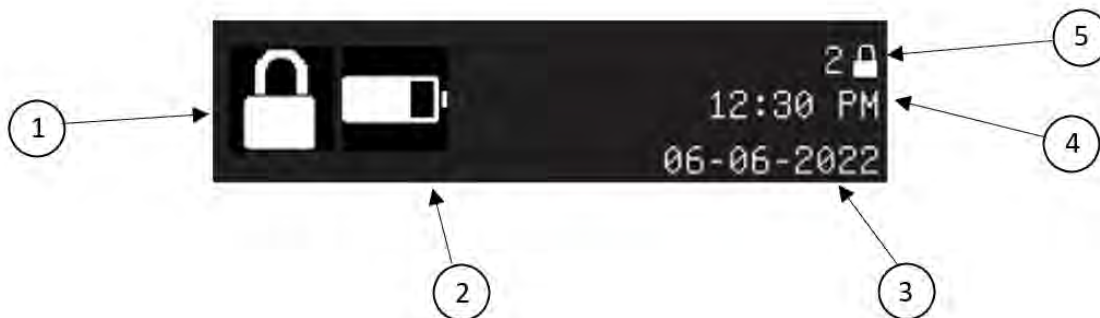
1. **Lock Status Icon –** this icon will change depending on the following:

    Normal conditions: state of the lock (open/closed)

    Immediate Time lock in effect: If an Immediate Time Locking period is in effect, the lock icon will change to the Immediate Time Lock icon with a timer underneath it displaying time (if the Time Delay setting is set to "Count Uown") or the remaining time (if the Time Delay Setting is set to "Count Down") of the blocking period. See Immediate Time Lock for more details.

    Holiday Time Lock in effect: during an active holiday, this icon will change to the Holiday Time Lock icon with a timer underneath it displaying either the elapsed time (if the Time See Holiday Time Lock for more details.

2. **Battery Level Indicator –** shows a visual depiction of the amount of power remaining in the keypad batteries.

Battery Level Indicator	
	Full Battery
	Partial Battery
	Partial Battery
	Partial Battery
	Low Battery
	Line Power

3. **Current System Date –** displays the current system date in the chosen format (MM-DD-YYYY, DD-MM-YYYY, YYYY-MM-DD)

4. **Current System Time –** displays the current system time in the chosen format (12h, 24h)

5. **Installed Locks –** displays the number of locks installed in the lock system. If no locks are commissioned, but the system is physically connected, the devices will display in the following format: keypad, and no eBox.

- Pressing the Back ← button while on the Status Screen will put the Apexx Keypad into Sleep Mode.
- Pressing the Enter → key while on the Status Screen will take you to the Main Menu.

2.1.2   Axessor Apexx Keypad Display Screen - Sleep Mode

After a prolonged period of inactivity wherein no keypresses have occurred, the Axessor Apexx Keypad will enter Sleep Mode. When in Sleep Mode, pressing the → Enter key will bring you to the Main Menu, and pressing the ← Back key will bring you to the Status Screen. The amount of time before the keypad enters Sleep Mode is different depending on where you are in the keypad menu.

- When in the Main Menu or the Status Screen, the keypad will enter Sleep Mode after **15 seconds** of inactivity

- When in the Advanced Menu, the keypad will enter Sleep Mode after **30 seconds** of inactivity

- When using Add Devices, the keypad will enter Sleep Mode after **45 seconds** of inactivity

- If the keypad is connected via USB, the keypad will not enter Sleep Mode

2.1.3   Axessor Apexx Keypad Display Screen - Keypad Menu

The Keypad Menu provides a graphical icon-based interface wherein a user can perform a variety of tasks, including anything from unlocking an Apexx Series Lock, to advanced system administrative tasks.

Pressing the ← Back button while at the Keypad's Main Menu will bring you to the Status Screen. The bulk of this manual will describe how to navigate through the menu system and walk you through each of its sub-menus.

2.2   Axessor Apexx Keypad - Main Menu Options - Overview

Menu Icon	Name	Description
	Lock Information	Allows the user to view basic information for all connected locks
	System Information	Allows the user to view basic system information
	Unlock	Allows the user to lock/unlock any safe lock that the user is authorized to access
	Language	Allows the user the ability to set the language to be used on the keypad display screen menus
	Advanced Menu	Allows a user the ability to access advanced features and settings

2.2   Axessor Apexx Keypad - Main Menu Options - Overview

Menu Icon	Name	Description	Who Can Access? (Default)
	Add Devices	Allows the user the ability to add new locks, keypads, and eBoxes to the system.	Administrator
	Immediate Time Lock	Allows a user with immediate time lock privilege to force a block on opening of any locks for a specified duration.	Administrator, Manager
	Change PIN	Allows you to change the PIN of the User who is currently logged in.	Administrator, Manager, User
	Manage Users	Allows an Administrative User to view a user's status and the ability to Add, Edit, and Delete Users.	Administrator, Manager
	Time/Date	Allows you to view and configure all the current time and date settings in your system.	Administrator
	System Settings	Allows you to view and configure Display brightness, Keypad brightness, Beep level, Duress, Open Confirmation Window time, and PIN length.	Administrator, Manager
	Audit	Allows a user to view the 50 most recent audits on the display screen.	Administrator, Manager
	Network	Allows the user the set up their safe lock system to work with a networked connection	Administrator
	PC Connect	Allows the user to connect to a PC using the keypad's USB port.	Administrator, Manager* *Note: Managers can only use this to access audits (Enable USB for Audits Only)
	Time Delay	Allows the user to apply Time Delay settings to select locks in their system, and to view and edit Time Delay and Duress settings (if Duress enabled)	Administrator, Manager
	Weekly Time Lock	Allows the user to create a custom schedule, view downloaded schedules, and apply these Time Lock schedules to locks in your system.	Administrator
	Holiday Time Locks	Allows the user to create, view, edit, or delete Holiday Time Lock schedules	Administrator
	Shelve	Allows the user the ability to reset locks, keypads, and eBoxes to factory mode.	Administrator
	Security	Allows the user to regenerate security keys	Administrator
	FW Update	Allows the user to update the firmware of any of the devices on the CAN bus using a USB connection to Apexx Series Software. When updating firmware vie the eBox/ethernet, this menu is used to approve the firmware update.	Administrator, Manager

2.4   Axessor Apexx Keypad - Menu (No Locks Commissioned)

Prior to commissioning Locks, only System Information, Language, and Add Devices are the only options accessible at the keypad

2.5   Axessor Apexx Keypad - Directory Sync Mode

Lock Systems that consist of an Apexx eBox and a networked connection to a computer hosting the Apexx Series Software allow an administrative software user the ability to use the software to configure and change the lock system settings. A lock system using this method for management and configuration is said to be in Directory Sync Mode.

NOTICE	A Lock System is put into Directory Sync Mode when the first default administrator is sent to the lock system via software.

For more information on Directory Sync Mode and Apexx Series Software, refer to Apexx Series Software's help menu.

When in Directory Sync Mode, several aspects of lock system management are managed by the software, meaning that they can no longer be modified using the keypad. The following chart outlines the changes to the keypad menu when the lock system is in Directory Sync Mode:

Menu Icon	Name	Functional Changes when in "Directory Sync Mode"
	Add Devices	N/A (no change)
	Immediate Time Lock	N/A (no change)
	Change PIN	N/A (no change)
	Manage Users	Can only view a user's status at the keypad. To Add, Edit, or Delete Users, you must use Apexx Series Software.
	Time/Date	This menu option does not appear. Time and Date settings are dependent on the Time Zone setting for your lock system as set in software.
	System Settings	Can only View (no longer Edit) Confirmation Window, PIN Length, and Duress
	Audit	N/A (no change)
	Network	N/A (no change)
	PC Connect	N/A (no change)
	Time Delay	Can only view the Time Delay settings at the keypad. To apply or edit Time Delay settings, you must use Apexx Series Software.
	Weekly Time Lock	• Custom schedule – the user no longer has the ability to create or apply a custom schedule at the keypad • Downloaded schedules – the user can view these at the keypad, but cannot apply these schedules to locks. • Locks – the user can view which schedules are applied to which locks • All schedule management (creating, editing, applying to locks) is done using Apexx Series Software

	Holiday Time Locks	Can only view the Holidays assigned to your lock system when using the keypad. To create, view, edit, or delete Holiday Time Lock schedules, you must use Apexx Series Software.
	Shelve	N/A (no change)
	Security	N/A (no change)
	FW Update	N/A (no change), though firmware updates can also be done through the software using a networked connection instead of USB when in Directory Sync Mode.

3. Factory Mode

Prior to installation, the locks are in what's known as factory mode. When the locks are in factory mode, the numeric keys on the Apexx Series Keypad can be used to perform certain functions prior to adding/installing the locks.

1. In the keypad menu, highlight the 🔒 *"Add Devices"* icon, then press the ➜ Enter key.

2. *"Checking System"* > A system check is performed, and the number of devices found is shown on the display screen. Press the ➜ Enter key to view all found devices.

3. A list of all new devices will appear on the display screen. Use the arrow keys to highlight the name of one of the locks, then press one of the following numeric keys to perform the associated function:

Key	Function (when lock name highlighted in "Add Devices" screen)
1	**Bolt open –** The highlighted lock will open for 6-seconds, then close.
2	**Arrow key –** moves the cursor/highlight up on the keypad's display screen
3	**Lock I/O test –** toggles the outputs of the highlighted lock. If the outputs are in different states, they will all be switched to the same state after the first toggle.
4	**Arrow key –** no function
5	**Bolt open/Sensor Test Results –** The highlighted lock will open for 6-seconds, then close. Pressing 5 will also display the sensors test results.
6	**Arrow key –** no function
7	no function
8	**Arrow key –** moves the cursor/highlight down on the keypad's display screen
9	**Lock I/O test –** wrap test. Sets the highlighted lock's outputs based on the state of its inputs.
0	**Bolt open –** The highlighted lock will open for 6-seconds, then close.

NOTICE   Once the installation has occurred and an initial user has been added to the system, the system is no longer in Factory Mode and the commands included in the above chart will no longer function (all keys will operate as described in the *Keypad Layout* section).

4. Dual Mode

Dual Mode is a feature that, if enabled, requires 2 users to enter their credentials for access to be granted and/or perform certain functions.

- In Dual Mode, both users must have permission to open the target lock.
- Dual Mode for Opening requires two sets of user credentials to open a lock.

5. Duress Mode

Enabling Duress Mode allows for a silent alarm signal to be generated in cases of emergency when a Duress Combination is entered at the keypad. A Duress Combination will be accepted by the system just as a standard user combination would be, except there will be a special audit recorded and, if configured, a signal asserted. This gives the user the ability to signal an emergency situation without alerting the individual who is posing the threat.

The Duress Combination can be configured so that Duress is triggered by entering a user combination with the last digit adjusted + or − 1 digit.

Examples:

User Combination	>	0-0-0-0-0-0-0	
Duress Combination	>	0-0-0-0-0-1	(+1 digit option)
Duress Combination	>	0-0-0-0-0-9	(-1 digit option)
User Combination	>	5-5-5-5-5-5-5	
Duress Combination	>	5-5-5-5-5-6	(+1 digit option)
Duress Combination	>	5-5-5-5-5-4	(-1 digit option)

NOTICE: The Duress Combination +/- alteration of the original user combination only affects the last digit. It is not a pure addition or subtraction of the entire combination.

Things to consider with Duress Mode:

- When Duress is not enabled, only the valid user combination (without alteration) will be a valid authentication for that user.
- When Dual Mode is enabled, either user's combination can signal a duress alarm. If the first user enters their Duress Combination, the lock defined Duress Time Delay will be recognized regardless of whether the second user enters a Duress Combination or not.
- Duress can be enabled/disabled by accessing the System Settings menu of the keypad.
- Duress Mode can be enabled or disabled at the system level.
- When Duress is enabled, any user authentication for purposes of opening a lock or accessing the menus, the user will have 3 combinations that will authenticate; their normal user combination (will NOT signal duress), and the two Duress Combination variants (will both signal duress).

IMPORTANT   If running Duress through the eBox, the duress signal would not be sent in the event of a power loss. For this reason, dormakaba recommends that the Duress signal be run directly from a lock to the alarm system.

6. User Permissions

The following table outlines the unique permissions of each of the three default User Types (Administrator, Manager, User).

Permission	Administrator (Default)	Manager (Default)	User (Default)
Open Lock	When new administrator users are created, they will automatically be assigned to open all existing commissioned locks. When new locks are commissioned, existing administrators will be assigned open privilege for the new locks.	When new Manager users are created, they can be assigned to all locks, some locks, or no locks. When new locks are commissioned, existing Managers will not be automatically assigned open privileges for the new locks (must be done manually) **Note:** If the system is in Directory Sync Mode, lock access will be determined in the Software for the Manager defaults. A Software User can set the lock open permission for Managers even when a lock is not in the system. If a lock is added at a later time and given an ID that the Manager was previously assigned in Software, that Manager would be able to open that lock.	When new non-administrators and non-manager Users are created, to open locks, they must be assigned to specific existing commissioned locks. When new locks are commissioned, existing non-administrator and non-manager users will not be assigned open privilege for the new locks (must be done manually) **Note:** If the system is in Directory Sync Mode, lock access will be determined in the Software for the User defaults.
Can read Audits of all locks	Yes	Yes	
Can start/stop Immediate Time Lock	Yes	Yes	
Can Create/Edit/Delete Managers	Yes		
Can Create/Edit/Delete Administrators	Yes		
Can Create/Edit/Delete Users of the same group as itself		Yes	
Can Create/Edit/Delete all Users in system	Yes		
Can Commission devices in system	Yes		
Can shelve devices in system	Yes		
Can change own PIN	Yes	Yes	Yes
Can modify network settings (IP info) for an eBox	Yes		
Can enable/disable network comms	Yes		
Can update FW of any device in system	Yes	Yes	
Can change PIN length	Yes		
Can create/modify/delete holidays	Yes		
Can create/modify/delete weekly blocking schedules	Yes		
Can set/modify Time Delay settings to any lock	Yes	Yes	
Can change Configuration Window setting	Yes	Yes	
Can set Duress setting	Yes		

Can change buzzer volume	Yes	Yes
Can change LCD brightness	Yes	Yes
Can change keypad brightness	Yes	Yes
Can set Time/Date (DST Observed, time zone, AM/PM, date/time format)	Yes	
Can Activate USB enable for PC comms	Yes	
Can modify Time Lock schedules and Immediate Time Lock	Yes	Yes
Can clear Battery Open indicator	Yes	Yes

7. Initial Setup – Commissioning your first lock and creating an Administrator User

After the physical installation of the safe lock equipment has been completed, the devices must be logically installed (commissioned). Commissioning can be done conveniently using the keypad's menu system.

1. In the keypad menu, highlight the 🔒 ""Add Devices" icon, then press the ➡ Enter key.

2. "Checking System…" appears onscreen as a system check is performed, and the number of devices found is shown on the display screen. Press the ➡ Enter key to view all found devices.

3. "Add Devices" appears onscreen along with a list of all new/found devices. Highlight the lock that you want to commission, then press the ➡ Enter key.

NOTICE: You must first commission a lock before adding any other devices.

4. "Enter Lock Number (1-16)" > After selecting a lock, use the numeric keys to enter a valid lock number (1-16), then press the ➡ Enter key.

NOTICE: It is recommended that Lock #1 be used for the outer door.

5. "Add device?" > Press ➡ Enter to confirm, or ⬅ Back to cancel.

6. "Enter New Administrator ID" > Use the numeric keys to enter a new Administrator ID (1-10 digits), then press the ➡ Enter key.

7. "Set PIN Length" > Highlight one of the PIN length options, then press the Enter key. To save the setting, highlight the word "Save", then press the ➡ Enter key.

8. "Enter Administrator PIN" > Enter a PIN for the new User, then press the ➡ Enter key.

NOTICE: Important! For improved security, ensure that the User PINs you use are not simple (e.g., 1,2,3,4,5,6) or easy to guess (based on dates, addresses, etc.)

9. "Confirm Administrator PIN" > Confirm the new PIN by entering it a second time, then press the ➡ Enter key.

10. *"Select Group"* > Select a Group by highlighting the group name and press the   Enter key, then scroll to the bottom of the screen and highlight the word "Save", then press the ⊙ Enter key.

11. *"Initial Commissioning..."* appears on the display screen. After a brief period, *"Administrator Setup Success"* will appear on the display screen. Press the ⊙ Enter key to go to the Keypad Main Menu.

12. To add any additional locks or an eBox, refer to the steps in the **Add Devices** section.

8. Entering User Credentials

8.1   Wrong Try Penalty

The Wrong Try Penalty occurs when a User inputs a credential incorrectly 5 times in a row.

- The initial penalty period is for 5 minutes, within that time no safe lock connected to the Keypad will open.

- *"Invalid Entry Limit"* will appear onscreen in addition to a timer indicating the duration of the penalty period.

- All menu access and command inputs on the Keypad will also be locked for 5 minutes.

- Once the 5-minute penalty is over, any incorrect credential inputs will initiate another 5-minute penalty.

- After the third 5-minute penalty period, any further incorrect credential inputs will initiate a 20-minute penalty.

- The Wrong Try Penalty does not expire. This penalty cycle will not be cleared until the lock is successfully opened.

NOTICE: If power to the Keypad is interrupted and restored during a Wrong Try Penalty, the penalty period will resume with same time remaining.

9. Navigating the Axessor Apexx Keypad Menu – Main Menu

9.1   Lock Information

🔒 The Lock Information screen allows the user to view basic information for all connected locks.

An icon will appear for each lock containing the lock number and a visual representation of the state of the lock:

🔓 1	**Open**
🔒 1	**Closed**
🔓 1	**Closed Disabled**

9.1.1   Lock Information – Steps:

1. From the keypad main menu, highlight the 🔒 *"Lock Information"* icon, then press the ➜ Enter key.

2. Use the directional arrows to scroll through the list of the installed locks in your system.

    Lock Name / Lock Number: Displays both the Lock number and any user-given name for the lock

    Open: This is a counter displaying the number of times a particular lock has been opened.

    Next Open: if a blocking schedule (Weekly or Holiday Time Lock) is applied to the lock, it will state the next time at which the lock can be opened again

    Lock Type: Deadbolt, Slambolt, Swingbolt, or Latchbolt

    FW: Firmware version (Lock)

    BL: Bootloader version (Lock)

    MCU ID: Microcontroller Unit ID (Identification number for the Lock's on-board microcontroller)

3. When you are done viewing Lock Information, press the ← Back key to return to the Main Menu.

9.2　System Information

The System Information screen allows the user to view basic system information.

9.2.1　System Information – Steps:

1. From the keypad main menu, highlight the *"System Information"* icon, then press the → Enter key.

2. Use the directional arrows to scroll up/down through the system details. The following information is viewable on the System Information screen:

   Time: Displays the system time in the chosen format (to configure, see **Time/Date**)

   Date: Displays the system date in the chosen format (to configure, see **Time/Date**)

   Battery Level Indicator:

Battery Level Indicator	
	Full Battery
	Partial Battery
	Partial Battery
	Partial Battery
	Low Battery
	Line Power

   Battery Voltage: Displays the voltage of whatever power source is powering the lock system (batteries, power supply, etc.)

   Installed Locks: the number of installed locks is displayed next to a lock icon

   FW: Firmware Version (Keypad)

   BL: Bootloader Version (Keypad)

   MCU ID: Microcontroller Unit ID (Keypad)

   eBox MCU ID: Microcontroller Unit ID (eBox)

   eBox FW: Firmware Version (eBox)

   eBox BL: Bootloader Version (eBox)

   Connection: displays the connection/communication status of the eBox (No = not connected, Yes = connected)

   Model: The Keypad's Model number

   FCC ID & statement: Federal Communications Commission ID number and compliance information

   IC: Industry Canada ID number

3. When you are done viewing System Information, press the ← Back key to return to the Main Menu.

9.3   Unlock

The Unlock screen allows the user to lock/unlock any safe lock that the user is authorized to access.

9.3.1   Unlock – Steps:
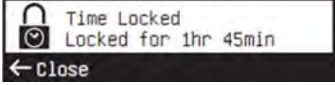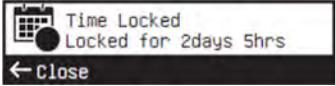
1. From the keypad main menu, highlight the *"Unlock"* icon, then press the → Enter key.

2. A list of all safe locks in the system appears on the display screen, including the lock number, name, and an icon representing the status of the lock.

🔓	Unlocked
🔒	Locked
⚠	Missing/Off-line
⚠	Unresponsive
● ● ●	Looking
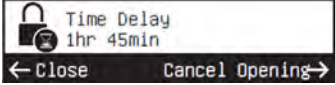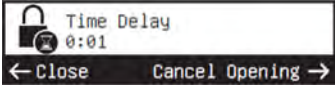
3. To lock/unlock a safe lock, scroll through the list of locks and highlight the desired lock, then press the → Enter key.

4. *"ENTER ID"* > Enter a valid User ID, then press the → Enter key.

5. *"ENTER PIN"* > Use the numeric keys to enter the corresponding User PIN, then press the → Enter key.

6. If the system requires dual authentication/access, repeat steps 4 and 5 using another set of valid user credentials.

7. If successful, the lock will lock/unlock, and the lock status icon will change to match the current status.

8. Repeat steps 3-6 for any additional locks you want to lock/unlock.

9. When you are done locking/unlocking, press the ← Back key to return to the Main Menu.

9.3.2   Unlock – Timed Locks and Time Delays

If an unlock attempt is made when a Timed Lock is not in its open window, the Keypad display will indicate how much time remains until the locks open window. Hitting the BAK button will close this message. In the case of multiple time locks, the messages will display in order of importance: Immediate Timed Lock, Holiday Timed Lock, then Weekly Timed Lock.

Time Lock Type	Keypad Display Example
Immediate	Time Locked Locked for 1hr 45min ← Close
Holiday	Time Locked Locked for 2days 5hrs ← Close
Weekly	Time Locked Locked for 2days 5hrs ← Close

If an unlock attempt is made when a Time Delay has been applied to a lock, the Keypad display will show the delay time. The Time Delay will appear differently depending on how the system has been configured:

Time Delay Setting	Keypad Display Example
Count Down Setting	Time Delay 1hr 45min ← Close Cancel Opening→
Count Up Setting	Time Delay 0:01 ← Close Cancel Opening →
No Time Setting	Time Delay ← Close Cancel Opening→

At any point during the Time Delay period, you can use the → Enter key to cancel the opening.

When the opening is canceled, the Time Delay period will reset, and will revert to its full value prior to the next unlock attempt.

When the delay period has ended, the Confirmation Window begins.

Confirmation Window
0:01
Continue →
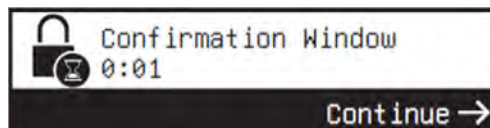
Press the → Enter key to continue, then enter a valid User ID and PIN to open the lock.

9.4 Language

The Language screen allows the user the ability to set the language to be used on the keypad display screen menus.

9.4.1 Language - Steps:

1. From the keypad main menu, highlight the *"Language"* icon, then press the ➔ Enter key.

2. In the Language menu, you are presented with a list of all available display languages. Scroll through the list to highlight the desired language, then press the ➔ Enter key to select your choice.

3. Highlight *"Save"*, then press the ➔ Enter key to return to the Main Menu

9.5 Advanced Menu

The Advanced Menu contains a variety of advanced features and settings. See the *"Navigating the Axessor Apexx Keypad Menu – Advanced Menu"* section for more details.

10. Navigating the Axessor Apexx Keypad Menu - Advanced Menu

10.1 Accessing the Advanced menu

To access the advanced menu, do the following:

1. From the keypad main menu, highlight the *"Advanced Menu"* icon, then press the Enter key.

2. *"ENTER ID"* > Enter a valid Administrative User ID, then press the ➔ Enter key.

3 *"ENTER PIN"* > Enter the corresponding Administrative User PIN, then press the ➔ Enter key.

Once inside the Advanced Menu, you can access all the advanced features and settings as described in the following sections.

10.2 Add Devices

The Add Devices screen allows the user the ability to add new locks, keypads, and eBoxes to the system.

NOTICE: This menu option will appear only if you are an Administrator or a Custom Role User with this permission.

10.2.1   Add Devices – Steps:

1. In the Advanced Menu, highlight the 🔒 *"Add Devices"* icon, then press the ➡ Enter key.

2. *"Checking System"* > A system check is performed, and the number of devices found is shown on the display screen. Press the ➡ Enter key to view all found devices.

3. A list of all new devices will appear on the display screen. Highlight the device you want to add, then press the ➡ Enter key.

NOTICE: You must first commission a lock before adding any other devices. Please see *"Initial Setup – Commissioning your first lock and creating an Administrator User"* for more details.

4. *"Enter Lock Number (1-16)"* > If adding a lock, enter a valid lock number (1-16), then press the ➡ Enter key.

NOTICE: A leading zero is not required for lock number. For example, lock numbers 01 and 1 are viewed as identical, therefore both cannot coexist.

5. *"Add device?"* > press the ➡ Enter key to confirm.

6. A confirmation message will appear on the display screen indicating the device was added successfully. Press the ➡ Enter key to continue.

7. Repeat steps 3 to 6 for any additional devices or press the ⬅ Back key at any time to return to the Advanced Menu.

10.3   Immediate Time Lock

🔒 This feature allows a user the ability to block the opening of all locks in a locking system for a specified period of time.

- Only lock users with an Immediate Time Lock privilege can start an Immediate Time Lock period
- If permitted, some users may cancel/stop an active immediate time lock.
- If a schedule is in an open period, the current open time period is canceled and cannot be re-activated. If an extension is in effect and overlaps another open period, and the Immediate Time Lock is requested during the overlap, the overlapped open period is locked. The lock cannot be accessed (opened) until the next opening period. Refer to the Weekly Time Lock section for more details.

10.3.1   Immediate Time Lock - Steps:

1. In the Advanced Menu, highlight the 🔒 *"Immediate Time Lock"* icon, then press the   Enter key.

2. Highlight *"Time"*, then press the ➡ Enter key.

3. Enter the number of hours for your Immediate Time Lock setting, then press the ➡ Enter key.

4. Enter the number of minutes for your Immediate Time Lock setting, then press the ➡ Enter key.

5. Highlight *"Start"* or *"Stop"*, then press the Enter key to toggle from Start to Stop or vice versa. When the Immediate Time Lock is in effect, the word *"Start"* will change to *"Stop"* and a timer will appear displaying the Immediate Time Lock count. To stop the Immediate Time Lock, highlight the word *"Stop"* and press the ➡ Enter key.

6. When you are done configuring, press the ⬅ Back key to return to the Advanced Menu.

10.4　Change PIN

The Change PIN screen allows you to change the PIN of the User who is currently logged in.

10.4.1　Change Pin – Steps:

1. In the Advanced Menu, highlight the *"Change PIN"* icon, then press the Enter key.

2. *"Enter New PIN"* > Enter a new Administrative User PIN, then press the Enter key.

NOTICE: Important! For improved security, ensure that the User PINs you use are not simple (e.g., 1,2,3,4,5,6) or easy to guess (based on dates, addresses, etc.)

3. *"Confirm New PIN"* > Confirm the new PIN by entering it a second time, then press the Enter key.

4. *"Change PIN Success"* appears onscreen. Press the Enter key to dismiss this message.

10.5　Manage Users

The Manage Users screen allows an Administrative User (Administrator or Manager User type, or a Custom Role user with adequate permission) to view a user's status as well as the ability to Add, Edit, and Delete Users.

NOTICE: This menu option will appear only if you are an Administrative User (Administrator, or Manager) or a Custom Role User who has this permission.

10.5.1　Manage Users – Steps:

1. In the Advanced Menu, highlight the *"Manage Users"* icon, then press the Enter key.

2. Highlight one of the options (*Add User*, *User Status*, *Edit User*, *Delete User*), press the Enter key, then follow the associated steps as described in the following sections.

10.5.1.1　Manage Users – Add User:

Add User – this is used to create new Lock users in your system, assigning them an ID, PIN, Role, Groups, and Lock access.

1. From the Manage User menu, highlight *"Add User"*, then press the Enter key.

2. *"Enter User ID"* > Enter a User ID for the new User, then press the Enter key.

3. *"Enter New PIN"* > Enter a PIN for the new User, then press the Enter key.

NOTICE: Important! For improved security, ensure that the User PINs you use are not simple (e.g., 1,2,3,4,5,6) or easy to guess (based on dates, addresses, etc.)

4. *"Confirm New PIN"* > Confirm the new PIN by entering it a second time, then press the Enter key.

5. *"Select Role"* > Select a role for the new user (Administrator, Manager, User, or a Custom role), then press the Enter key.

6. *"Select Group"* > Select a Group by highlighting the group name and press the Enter key,

then select "Save" by pressing the → Enter key.

7. *"Select Locks"* > Select the Locks that you want this User to have access to by using the directional arrows to highlight one of the locks, then press the → Enter key. A checkmark will appear next to the lock name when it has been selected.

8. Repeat the previous step for any additional locks you wish to provide access to.

9. When you are done selecting locks to assign the new user, highlight and select *"Next"* by pressing the → Enter key.

10. The new User's status will appear on the display screen. Press the → Enter key to continue.

11. Repeat steps 1-10 for any additional New Users or press the ← Back key to return to the Advanced Menu.

10.5.1.2 Manage Users – User Status:

User Status – this can be used to view the status of the users in your system. The status includes the User ID, User Role, Group, and all Locks the user has access to.

1. From the Manage User menu, highlight *"User Status"*, then press the → Enter key.

2. Select a User by doing one of the following:

   • Highlight one of the User IDs from the list, then press the → Enter key.

   • Highlight *"Enter User ID"* then press the → Enter key. This is particularly useful if your system contains many users. Use the numeric keys to enter the ID of a specific User, then press the → Enter key.

3. The User's status will appear on the display screen. When you are finished viewing the Status, Press the → Enter key to continue.

4. When finished, press the ← Back key to return to the Advanced menu.

10.5.1.3 Manage Users – Edit User:

Edit User – this allows you to make changes to a user's profile (assign them a new role, assign them to a new group, assign a user to a lock).

1. From the Manage User menu, highlight *"Edit User"*, then press the → Enter key.

2. Select a User by doing one of the following:

• Highlight one of the User IDs from the list, then press the → Enter key.

• Highlight *"Enter User ID"* then press the → Enter key. This is particularly useful if your system contains many users. Use the numeric keys to enter the ID of a specific User, then press the → Enter key.

3. *"Select Role"* > Select a new role for the user (Administrator, Manager, User, or Custom role), the press the → Enter key.

4. *"Select Group"* > Select a Group by highlighting the group name and press the → Enter key,

then scroll to the bottom of the screen and highlight *"Save"* then press the ➡ Enter key.

5. *"Select Locks"* > Select the Locks that you want this User to have access to by using the directional arrows to highlight one of the locks, then press the ➡ Enter key. A checkmark will appear next to the lock name when it has been selected.

6. Repeat the previous step for any additional locks you wish to provide access to.

7. When you are done selecting locks to assign the user, scroll to the bottom of the screen and select *"Next"* by pressing the ➡ Enter key.

8. *"Edit User?"* > Press the Enter key to confirm you want to Edit the User.

9. The User's status will appear on the display screen. Press the ➡ Enter key to continue.

10. When finished, press the ⬅ Back key to return to the Advanced menu.

10.5.1.4 Manage Users – Delete User:

Delete User – this allows you to permanently remove a user from the system.

1. From the Manage User menu, highlight *"Delete User"*, then press the ➡ Enter key.

2. Select a User to delete by doing one of the following:

- Highlight one of the User IDs from the list, then press the ➡ Enter key.

- Highlight *"Enter User ID"* then press the ➡ Enter key. This is particularly useful if your system contains many users. Use the numeric keys to enter the ID of a specific User, then press the ➡ Enter key.

3. *"Delete User _ ?"* > Press the ➡ Enter key to confirm that you want to delete the selected user.

4. Repeat the steps 2-3 for any other users you wish to delete.

5. When you are done deleting users, press the ⬅ Back key to return to the Manage Users menu.

10.6   Time/Date

The Time/Date screen allows you to view and configure all the current time and date settings in your system.

NOTICE: This menu option will appear only if you are an Administrator or a Custom Role User who has this permission

NOTICE: If the lock system is in Directory Sync Mode, it will sync the date and time when it connects to software and when a change is made to the lock system settings via software. See Directory Sync Mode for further details.

10.6.1   Time/Date – Steps:

1. In the Advanced Menu, highlight the ⊘ *"Time/Date"* icon, then press the ➜ Enter key.

2. To change Time and Date settings, scroll to highlight the setting you want to change, and press the ➜ Enter key. Each setting is described below:

> I. *"Clock"* – highlight a clock setting of either 12H format (HH:MM AM/PM), or 24H format (HH:MM) then press the Enter key. Once selected, scroll to the bottom of the screen, and select *"Save"* by pressing the ➜ Enter key.

> II. *"Time"* - to change the system time, use the numeric keys to enter the appropriate time, beginning with the hour, then the minute, then AM/PM (12H clock format only). As you enter each number, the highlighted portion of the time will advance automatically. If you make a mistake, or want to make a specific change, you can use the Back and Enter keys to move the highlight left or right. If using a 12H clock, toggle AM/PM by using the up/down keys. Press the Enter key to save the time and return to the Time/Date screen.

NOTICE: both the hour and minute fields are two-digit. For a single-digit hour (1, 2, 3, etc.), you must enter a leading "0" (01, 02, 03, etc.)

> III. *"Format"* - select from one of the following time display formats, then press the ➜ Enter key:
>
> - MM-DD-YYYY
>
> - DD-MM-YYYY
>
> - YYYY-MM-DD

Once selected, scroll to the bottom of the screen, and select Save by pressing the Enter key.

> IV. *"Date"* - to change the system date, use the numeric keys to enter the appropriate month, day, and year. As you enter each number, the highlighted portion of the time will advance automatically. If you make a mistake, or want to make a specific change, you can use the ← Back and ➜ Enter keys to move the highlight left or right. Press the ➜ Enter key to save the date and return to the Time/Date screen.

NOTICE: The Day and Month fields are two-digit. For a single-digit day or month (1, 2, 3, etc.), you must enter a leading "0" (01, 02, 03, etc.)

> V. *"DST"* - Daylight Savings Time. Use the directional arrows to highlight *"OFF"* or *"ON"*, then press the ➜ Enter key. Once selected, scroll to the bottom of the screen, and select *"Save"* by pressing the ➜ Enter key.

> VI. *"Time Zone"* – displays the current Time Zone setting. Press the ➜ Enter key to return to the Time/Date screen.

> VII. *"UTC as Local time"* – Coordinated Universal Time. Use the directional arrows to highlight OFF or ON, then press the ➜ Enter key. Once selected, scroll to the bottom of the screen, and select *"Save"* by pressing the ➜ Enter key.

3. When you are done setting the Time and Date, press the ← Back key to return to the Advanced Menu.

10.7   System Settings

System Settings screen allows you to view and configure the following settings: Display brightness, Keypad brightness, Beep level, Duress, Open Confirmation Window time, and PIN length.

NOTICE: This menu option will appear only if you are an Administrative User (Administrator, or Manager) or a Custom Role user with this permission

10.7.1   System Settings – Steps:

1.   In the Advanced Menu, highlight the *"System Settings"* icon, then press the → Enter key.

2.   Use the directional arrows to highlight one of the settings from the System Settings menu, then press the → Enter key. The following System Settings can be edited using the keypad:

I. *"Display"* – Set the brightness level for the keypad's display screen. Highlight the desired brightness level, then press the → Enter key to save the new setting.

NOTICE: A higher brightness level will result in a higher power draw on the keypad's batteries.

II. *"Keypad"* – Set the brightness level for the keypad backlight. Highlight the desired brightness level, then press the → Enter key to save the new setting.

III. *"Beep"* – Set the volume of system audio feedback. Highlight the desired volume level, then press the → Enter key to save the new setting.

IV. *"Duress"* – Set the Duress setting On or Off. Highlight either On or Off, then press the Enter key. Select the word "Save", then press the → Enter key to save the new setting.

V. *"Open Confirmation Window"* – Set the time for the global Open Confirmation Window. Use the numeric keypad to enter a time (1-255 minutes), then press the → Enter key to save the setting.

VI. *"PIN Length"* – Set the required length for all User PINs in the system. Highlight one of the PIN Length options, then press the → Enter key. To save the setting, highlight the word *"Save"*, then press the → Enter key.

NOTICE: You will be informed that all Users will have to change their PIN on next use. Press the → Enter key to confirm or press the ← Back key to cancel.

3.   When you are done modifying the System Settings, press the   Back key to return to the Advanced Menu.

10.8   Audit

The Audit screen allows a user to view the 50 most recent audits on the keypad's display screen.

NOTICE: This menu option will appear only if you are an Administrative User (Administrator, or Manager) or a Custom Role user with this permission

10.8.1   Audit – Steps:

1.   In the Advanced Menu, highlight the *"Audit"* icon, then press the → Enter key.

2.   *"Select Device"* > use the keypad to highlight a device, then press the → Enter key.

3. *"Select Table"* > if you've selected a Lock, use the keypad to select the audit table you want to view (Main Table, FW Update), then press the ⊙→ Enter key to view the audits.

4. A list of the 50 most recent audits will appear on the keypad's display screen. Use the directional arrows to scroll through the list of audits, then press the ⊙← Back key to return to the previous screen.

5. When you are done viewing audits, press the ⊙← Back key to return to the Advanced Menu.
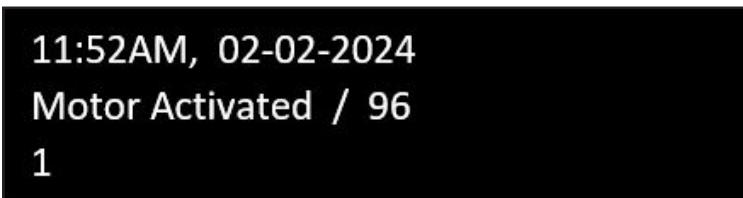
The Audits appear on the keypad screen in the following format:

Time, Date

Audit Description / Audit Code

Lock User ID# (if applicable)

Example)

```
11:52AM,  02-02-2024
Motor Activated  /  96
1
```

10.8.2   Audit Codes

Audit Code	Audit Definition	Audit Code	Audit Definition	Audit Code	Audit Definition
1	Power Event (Power Up, Power Down, Wake Up, Go to Sleep)	37	Invalid Credential Attempt	114	Battery Critical on Open
8	Keypad Open	48	Changed Language	128	Wrong Try Penalty start
9	Keypad Open Acknowledging	49	Changed Duress setting	129	Duress Code
10	Audits Viewed via Keypad or SW	50	Changed Holiday settings	130	Remote Disable
11	User initiated change of encryption keys	51	Changed Weekly block schedule settings	144	IP settings changed for eBox
14	Reinstall Keypad	64	Commission	145	Network turned on/off
16	Time/Date set	80	Shelve	146	Possible eBox DDoS attack
17	Time Zone changed	96	Motor activated	160	USB PC identifier (on first comms with PC)
18	Time Delay Override (while opening lock)	97	Bolt Open	161	PC Link Enabled (USB enabled)
19	Time Delay values changed (Audit occurs when Keypad or SW uses the "Get Number of Audits" command)	98	Bolt Closed	162	PC Link Disable (USB disabled)
20	Immediate Time Lock Changed (Set or Cleared)	99	Door Open/Closed (boltworks switch or door switch)	240	FW Update Started
21	RTC time reset, if clock has been reset as oscillator error or power off for > 30 min	100	Open Lock failed attempt		
32	Config update authenticated to change settings	101	Signal Out		
33	User Data Changed (User Add, Modify, Delete)	102	External Signal In		
34	Changed User Mode	103	Configure Input Signal Setting		
35	Changed User Combination Length	112	Battery Low		
36	Changed Credential Mode	113	Battery Good		

10.9   Network

The Network screen allows the user to set up their safe lock system to work with a networked connection. Once the networked connection between the lock system (using an Apexx eBox) and computer has been established, the system is in Directory Sync Mode. Refer to the Axessor Apexx Keypad - Directory Sync Mode section for further details.

NOTICE: This menu option will appear only if you are an Administrator or a Custom Role user with this permission

10.9.1   Network – Steps:

1. In the Advanced Menu, highlight the 🌀 *"Network"* icon, then press the ➔ Enter key.

2. The Network screen has multiple sub-menus for configuration. Highlight one of the options, then press the Enter key. Each of these sub-menus are described below:

    I.   *"Enable"* – Allows you to enable/disable network connectivity.

        a. Use the directional arrows to highlight On or Off, then press the ➔ Enter key.

        b. Use the directional arrows to highlight the word *"Save"*, then press the ➔ Enter key to return to the main Network screen.

    II. *"Mode"* – Allows you to choose the networking mode. Choose from DHCP, or Static.

        a. Use the directional arrows to highlight one of the networking modes, then press the ➔ Enter key.

        b. Use the directional arrows to highlight the word *"Save"*, then press the ➔ Enter key to return to the main Network screen.

    III. *"View/Configure"* – Allows you to view and configure the networking IP addresses.

NOTICE: If using DHCP mode, configuration settings are obtained from the DHCP client, and therefore cannot be configured at the keypad (only viewed)

    a. Use the directional arrows to highlight one of the following, then press the ➔ Enter key to configure:

        • IP Address

        • Subnet

        • Gateway

        • DNS

        • Alt. DNS

    b. Use the numeric keys to enter each part of the network address. As you enter each number, the highlighted portion of the time will advance automatically. If you make a mistake, or want to make a specific change, you can use the   Back and   Enter keys to move the highlight left or right. When complete, press the ➔ Enter key to save the address and return to the View/Configure screen.

    c. Repeat a and b for each of the addresses on the View/Configure screen, then press the ← Back key to return to the main Network screen.

IV. *"End Point"* – allows you to setup, view, and configure the End Point (your computer or server hosting the Apexx Series Software). Use the directional arrows to highlight one of the following menu items, then press the ⮕ Enter key:

  a. *"Mode"* - set the communication mode.

  I.   Use the directional arrows to highlight *"Local Server"* or *"Disconnected"*, then press the ⮕ Enter key.

  II.   Use the directional arrows to highlight the word *"Save"*, then press the ⮕ Enter key to return to the End Point screen.

  b.   *"Edit Local End Point"* – allows the user to edit the addresses and ports used to communicate with the End Point

  I.   *"IP Address"* > Use the numeric keys to enter each part of the IP address. Pressing the   Enter key will advance to the next portion of the address. If you make a mistake, or want to make a specific change, you can use the ⬅ Back and ⮕ Enter keys to move the highlight left or right. When complete, press the ⮕ Enter key to save the address and advance to the next screen.

  II.   *"Enter Commissioning Port"* > Use the numeric keys to enter a port number to use during the commissioning process, then press the ⮕ Enter key to advance to the next screen.

  III.   *"Enter MQTT Broker Port"* > Use the numeric keys to enter a port number to use for eBox communication, then press the ⮕ Enter key.

  c. *"Activate"/"Deactivate"* eBox – Use this menu option to activate or deactivate an eBox. The behavior of this menu option will change depending on whether or not the eBox has been commissioned/ activated.

  I.   *"Activate eBox"* > This appears when the attached eBox has not yet been commissioned.

  i. Enter the **Claim Code** (obtained from Apexx Series Software when adding a new Lock System), then press the ⮕ Enter key.

  ii. *"Activation started"* should appear on the keypad display screen. Press the ⮕ Enter key to continue. After a period of time, the commissioning/activation process will complete.

  II.   *"Deactivate eBox"* > This appears when the attached eBox is already commissioned.

  i. Press the Enter key to confirm that you wish to deactivate the connected eBox.

  d. *"View"* – view the End Point details. When you are done, press the ⬅ Back key to return to the End Point screen.

  e. *"Ping End Point"* – use this to test your network connection. After the test is complete, press the Enter key to return to the End Point menu.

3. If you are done modifying Network settings, press the ⬅ Back key to return to the Advanced Menu.

10.10   PC Connect

The PC Connect screen allows the user to connect to a PC using the keypad's USB-C port (located on the left side of the keypad)

NOTICE: This menu option will appear only if you are a Custom Role user with the permission 'Enable USB for Audits Only' or the default Administrator. A Lock User with default Manager role will also see this option, as they also have the **'Enable USB for Audits Only'** permission.

10.10.1   PC Connect – Steps:

1. In the Advanced Menu, use the directional arrows to highlight the *"PC Connect"* icon, then press the Enter key.

2. *"Activate USB?"* > Ensure that the USB cable is connected from the keypad to your PC, then press the Enter key to continue.

3. *"USB Active"* will appear on the display screen once connection has been established. If *"PC connection..."* appears onscreen, there might be a problem with your USB connection (cable, port, etc.).

4. If you wish to de-activate the USB connection, press the Back key to return to the Advanced Menu.

10.11   Time Delay

The Time Delay screen allows the user to apply Time Delay settings to select locks in their system, and to view and edit Time Delay and Duress settings (if Duress enabled)

NOTICE: This menu option will appear only if you are an Administrator, Manager, or a Custom Role user with this permission

10.11.1   Time Delay – Steps:

1. In the Advanced Menu, use the directional arrows to highlight the *"Time Delay"* icon, then press the Enter key.

2. A list of all locks and their Time Delay & Duress settings (if Duress enabled) will appear on the display screen. Use the directional arrows to highlight a lock whose Time Delay settings you wish to modify, then press the   Enter key. If you wish to have the same Time Delay settings apply to multiple locks, highlight any additional locks, then press the Enter key.

3. When you are done selecting locks, use the directional arrows to scroll to the bottom of the screen, highlight the word Next, then press the Enter key.

4. *"Enter Time Delay"* > Use the numeric keys to enter a valid Time Delay value (0-255 minutes), then press the Enter key.

5. *"Duress Time Delay"* > If Duress is enabled, enter a valid Duress time value (0-255 minutes), then press the Enter key.

6. If you are done modifying Time Delay settings, press the Back key to return to the Advanced Menu.

10.12   Weekly Time Lock

The Weekly Time Lock screen allows the user to create a custom schedule, view downloaded schedules, and apply these Time Lock schedules to locks in your system.

NOTICE: This menu option will appear only if you are an Administrator or a Custom Role user with this permission

10.12.1   About Weekly Time Lock Schedules

Weekly Time Lock Schedules are a 7-day locking schedule consisting of user defined Locking Periods during which access to particular lock(s) becomes restricted.

Basic schedules can be created at the keypad that can contain a single Locking Period per day.

More advanced schedules can be created using the software that allow more sophisticated schedules with multiple Locking Periods per day.

After a schedule is created, it can be applied to individual locks using the keypad.

The custom schedule can only be applied to a lock using the keypad menu, but the schedules created using Apexx Series Software can be applied to a lock using either the keypad menu or via the software.

10.12.2   Weekly Locking Period Rules

- 5 Time Lock schedules per system

- Maximum of 35 locking periods per schedule

- Maximum of 175 total locking periods

- Weekly Locking Periods can be anywhere from 1 min to 7 days in length

- A Locking Period can span multiple days

- Weekly schedules are per lock, and each lock can have 1 of 5 schedules assigned to it

- Weeks start at midnight on Sunday and end at midnight on Saturday

10.12.3   Weekly Time Lock – Steps:

1.   In the Advanced Menu, use the directional arrows to highlight the 　 *"Weekly Time Lock"* icon, then press the 　 Enter key.

2.   Use the directional arrows to highlight one of the following menu options, then press the 　 Enter key to select.

    I.   *"Custom Schedule"* – Allows you to create a custom schedule using the keypad.

        a.　Use the directional arrows to highlight one of the days of the week, then press the 　 Enter key.

        b.　Use the numeric keys to enter a Start Time. As you enter each number, the highlighted portion of the time will advance automatically. If you make a mistake, or want to make a specific change, you can use the   Back and   Enter keys to move the highlight left or right. If using a 12H clock, toggle AM/PM by using the up/down keys. Press the 　 Enter key when complete.

NOTICE: both the hour and minute fields are two-digit. For a single-digit hour (1, 2, 3, etc.), you must enter a leading "0" (01, 02, 03, etc.)

    c.   Use the numeric keys to enter an End Time. Press the ⟶ Enter key when complete.

    d.   Repeat steps a, b, and c for all other days of the week, then press the ⟵ Back key to return to the Weekly Time Lock main screen.

II.   *"Downloaded Schedule"* – Allows you to view all downloaded schedules.

    a.   If schedules have been downloaded to your device, they will appear in a list on the display screen. Use the directional arrows to highlight one of the downloaded schedules, then press the ⟶ Enter key to view the schedule details.

    b.   Use the directional arrows to scroll through the schedule details. When you are done viewing the schedule, press either the Back or ⟶ Enter key to return to the list of downloaded schedules.

    c.   Repeat steps a and b to view other downloaded schedules or press the Back key to return to the Weekly Time Lock main screen.

III.   *"Locks"* – Shows a list of all locks in the system and allows you to apply schedules to locks.

    a.   A list of all the locks in your system will appear on the display screen along with the name of the schedule that is currently applied to them (or "None" if no schedule is applied). Use the directional arrows to highlight one of the locks, then press the   Enter key to select it.

    b.   Use the directional arrows to highlight one of the schedules on the list, then press the Enter key to apply the schedule to the selected lock. Use the directional arrows to highlight the word *"Save",* then press the ⟶ Enter key.

    c.   Repeat steps a and b to apply schedules to other locks or press the ⟵ Back key to return to the Weekly Time Lock main screen.

3. If you are done modifying and applying Weekly Time Lock settings, press the ⟵ Back key to return to the Advanced Menu.

10.13   Holiday Time Locks

The Holiday Time Locks screen allows the user to create, view, edit, or delete Holiday Time Lock schedules. Holidays apply system wide.

NOTICE: This menu option will appear only if you are an Administrator or a Custom Role user with this permission.

10.13.1 Holiday Time Locks – Steps:

1. In the Advanced Menu, use the directional arrows to highlight the ▦ *"Holiday Time Locks"* icon, then press the ⟶ Enter key.

2. The Holiday Time Locks screen has a list of existing Holiday Time Lock schedules to view/edit/delete, as well as an option to create a new holiday. Select one of the options and follow the steps as described.

3. If you are done modifying and creating Holiday Time Lock schedules, press the ⟵ Back key to return to the Advanced Menu.

10.13.1.1 Creating a New Holiday Time Lock Schedule:

1. From the Holiday Time Lock menu, use the directional arrows to highlight *"New Holiday"*, then press the ➜ Enter key.

2. *"Enter Start Date"* > Use the numeric keys to enter a Start Date. As you enter each number, the highlighted portion of the time will advance automatically. If you make a mistake, or want to make a specific change, you can use the   Back and   Enter keys to move the highlight left or right. Press the ➜ Enter key when complete.

NOTICE: both the month (MM) and day (DD) fields are two-digit. For a single-digit month/day (1, 2, 3, etc.), you must enter a leading "0" (01, 02, 03, etc.)

3. *"Enter End Date"* > Use the numeric keys to enter an End Date. Press the ➜ Enter key when complete.

4. *"Repeat"* > Use the directional arrows to highlight *"Yes"* (for a repeating holiday), or *"No"* (non-repeating holiday), then press the ➜ Enter key. Use the directional arrows to highlight the word *"Save"*, then press the ➜ Enter key.

10.13.1.2 Editing a Holiday Time Lock Schedule:

1. From the Holiday Time Locks menu, use the directional arrows to highlight one of the existing schedules, then press the ➜ Enter key.

2. Use the directional arrows to highlight *"Edit"*, then press the ➜ Enter key.

3. *"Enter Start Date"* > Use the numeric keys to enter a Start Date. As you enter each number, the highlighted portion of the time will advance automatically. If you make a mistake, or want to make a specific change, you can use the ← Back and ➜ Enter keys to move the highlight left or right. Press the ➜ Enter key when complete.

NOTICE: both the month (MM) and day (DD) fields are two-digit. For a single-digit month/day (1, 2, 3, etc.), you must enter a leading "0" (01, 02, 03, etc.)

4. *"Enter End Date"* > Use the numeric keys to enter an End Date. Press the ➜ Enter key when complete.

5. *"Repeat"* > Use the directional arrows to highlight *"Yes"* (for a repeating holiday), or *"No"* (non-repeating holiday), then press the ➜ Enter key. Use the directional arrows to highlight the word *"Save"*, then press the ➜ Enter key.

10.13.1.3 Deleting a Holiday Time Lock Schedule:

1. From the **Holiday Time Locks** menu, use the directional arrows to highlight one of the existing schedules, then press the ➜ Enter key.

2. Use the directional arrows to highlight *"Delete"*, then press the ➜ Enter key.

3. *"Entry deleted"* appears on the display screen. Press the ➜ Enter key to return to the Holiday Time Locks main screen.

10.14   Shelve

The Shelve screen allows the user the ability to reset locks, keypads, and eBoxes to factory mode.

NOTICE: This menu option will appear only if you are an Administrator or a Custom Role user with this permission.

NOTICE	**Important!** Ensure that the lock system is constantly powered while shelving any devices. Power disruption of any kind may result in the device becoming non-responsive

10.14.1   Shelve – Steps:

1. In the Advanced Menu, use the directional arrows to highlight the *"Shelve"* icon, then press the Enter key.

2. Use the directional arrows to scroll the list of devices, highlight the device you want to shelve, then press the Enter key.

3. *"Factory Reset* <device name>?" appears on the display screen. Press the Enter key to confirm that you want to reset the device to factory mode.

4. *"Shelving.."* appears on the display screen, followed by *"Shelve Process Complete"* indicating the device has been reset to factory mode. Press the Enter key to return to the Shelve main screen.

5. If you are done shelving devices, press the Back key to return to the Advanced Menu

NOTICE	In a system containing multiple locks, if the shelved lock is not the last lock in the system, prior users who were assigned lock access for that lock ID will retain that access. If another lock is added to the system and assigned that same lock ID, those users would automatically have access to that new lock unless that access is removed manually by an administrator.

NOTICE	If a keypad that is powered by batteries is shelved and removed from one Lock System and added to a different lock system, the user will need to cycle power. To do this, momentarily remove one of the batteries from the keypad, then place it back in the keypad's battery holder to cycle power. **This needs to be completed before the keypad is connected to the new lock system**. See the Apexx Series Installation Guide (801.0622) for further details on battery replacement.

10.15   Security

The Security screen allows the user to generate and utilize new CAN Bus security keys. The Apexx keypads, locks, and eBox all communicate to each other via the CAN bus. The security keys used on the CAN bus are changed automatically by the system in certain instances but can also be changed by the user manually at will. Follow the steps outlines in this section to generate new CAN bus security keys.

NOTICE This menu option will appear only if you are an Administrator. For security purposes, it is recommended that the key generation process shall be initiated exclusively in a secure environment/IT infrastructure.

10.15.1   Security – Steps:

1. In the Advanced Menu, use the directional arrows to highlight the *"Security"* icon, then press the Enter key.

2. Use the directional arrows to highlight *"Generate New Keys"*, then press the Enter key.

3. *"Confirm New Key Generation"* appears on the display screen. Press the Enter key to confirm, or the Back key to cancel.

4. *"New Keys Generated"* appears on the display screen. Press the Enter key to dismiss this message.

5. Repeat steps 2 to 4, or press the Back key to return to the Advanced Menu.

10.16   FW Update

The FW (firmware) Update screen allows you to update the firmware of any of the devices on the CAN bus using a USB connection.

If your lock system includes an eBox, you also have the option of using the Apexx Series Software to perform firmware updates over a networked connection. The process of updating your lock system firmware using the eBox via a networked connection is described in the Apexx Series Software help menu.

NOTICE: The "FW Update" menu option will appear only if you are an Administrative User (Administrator, or Manager) or a Custom Role user with this permission.

10.16.1   FW Update (via USB) – Steps:

1. In the Advanced Menu, use the directional arrows to highlight the *"FW Update"* icon, then press the Enter key.

2. Connect the USB end of a USB-to-USB-C cable to your computer's USB port, then connect the USB-C end of the cable into the USB-C port located on the side of the keypad.
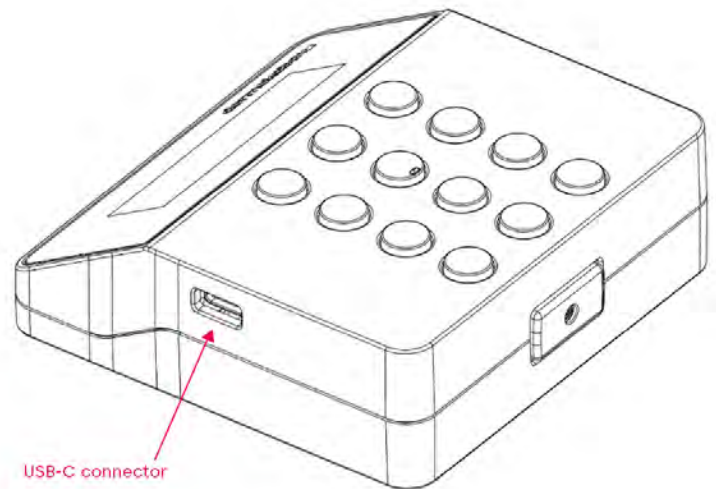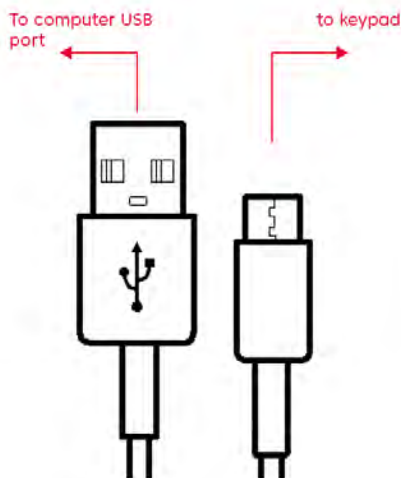
3. Highlight *"Update Over USB"* to establish the USB connection to the computer, then press the Enter key.

4. Follow the steps outlined in the Apexx Series Software help menu to manage and update the firmware on the devices in your lock system.

5. If you are done updating firmware, press the Back key to return to the Advanced menu.

10.16.2   Approving a FW Update (IP Connected, eBox via network) – Steps:

IP Connected lock systems that utilize the Apexx eBox can use a networked connection to perform lock system firmware updates.

NOTICE: The process of updating your lock system firmware using the eBox via a networked connection is described in the Apexx Series Software help menu.

An authorized Software User initiates the firmware update process by using Apexx Series Software to push the firmware files to the lock system devices (keypad, lock, eBox).

Once you have used Apexx Series Software to perform an update to your IP Connected lock system's firmware, an authorized Lock User must perform the following steps at the keypad to complete the firmware update process:

1. *"New Firmware Available"* will appear on the keypad's display screen. Press the ⊕ Enter key to confirm.

2. *"ENTER ID"* > Enter a valid User ID, then press the ⊕ Enter key.

3. *"ENTER PIN"* > Use the numeric keys to enter the corresponding User PIN, then press the ⊕ Enter key.

4. From the keypad main menu, highlight the ⚙ *"Advanced Menu"* icon, then press the ⊕ Enter key.

5. *"ENTER ID"* > Enter a valid Administrative User ID, then press the ⊕ Enter key.

6. *"ENTER PIN"* > Enter the corresponding Administrative User PIN, then press the ⊕ Enter key.

7. In the Advanced Menu, use the directional arrows to highlight the *"FW Update"* icon, then press the ⊕ Enter key.

8. Highlight "Approve Updates (*)" then press the ⊕ Enter key.

* The number of pending updates will appear in parenthesis next to *"Approve Updates"*

"Approving Updates ..." will appear on the display screen as the firmware files update one by one, then the system will reboot and complete the update process.

Our Sustainability Commitment

We are committed to foster a sustainable development along our entire value chain in line with our economic, environmental and social responsibilities toward current and future generations. Sustainability at product level is an important, future-oriented approach in the field of construction. In order to give quantified disclosures of a product's environmental impact through its entire life cycle, dormakaba provides Environmental Product Declarations (EPD), based on holistic life cycle assessments.

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