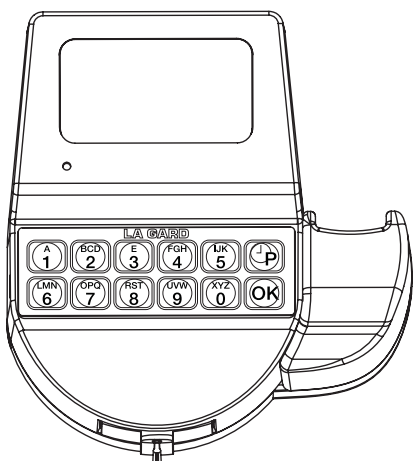


### MANAGER OPERATING INSTRUCTIONS



The SMARTPOINT is a feature rich product with many possible options available. Please read through the instructions carefully before attempting any programming. After reading through the entire manual, highlight any features to be programmed in the system.

#### AVAILABLE FEATURES

##### MANAGER CODE

- Change Own Code
- Access to Manager Menu
- Set Time and Date
- Download or View Audit
- Assign Locks
- Set System Operation Mode (Code, Fingerprint, etc)
- Set User Code Access Limit
- Add/Delete Users and Enroll Fingerprint
- Set Time Delay and Open Offset

##### MULTIPLE LOCKS

- Up to Five

##### TIME DELAY

- Programmable on each lock
- Delay Period: 0 - 99 minutes
- Open Period: 1 - 19 minutes
- Two Time Delays (on different locks) Can Run At Once

##### TIME DELAY OVERRIDE

- Ability to override time delay
- User(s) selected at time of setup

##### SILENT SIGNAL ALARM *(Optional Alarm Box Required)*

- Programmable on each lock
- Requires external alarm system connection. See alarm supplier for system instructions
- Duress signal if last number of code(s) is entered using one number higher or one number lower.

##### REMOTE DISABLE *(Optional Alarm Box Required,)*

- Programmable on each lock
- Requires external alarm system connection. See alarm supplier for system instructions

##### AUDIT

- Each lock will record last 4000 events. Logic Module can scroll last 1000 system events (all locks and users)

##### DUAL CODE

- Requires the presence of two users to open.

##### WRONG TRY PENALTY

- Four (4) consecutive invalid codes initiates five-minute delay period. Two additional invalid codes will begin another five-minute delay.

##### LOW BATTERY WARNING

- Repeated audio and visual signal (LCD readout and repeated beeping) during opening indicates back-up battery is low and should be replaced.

##### AUDIO AND VISUAL SIGNAL

- Double signal (LCD readout and unit beeps) indicates entry is valid or accepted
- Triple signal indicates invalid or not accepted

##### TIME LOCK

- Two Time Lock periods are available for set-up
- Selectable for each lock - Time Lock 1, 2 or None
- Standard Week (Up to 4 open periods per day)
- Special Events (Up to 20 close periods programmable by day and month) [i.e., January 1, July 4]
- Immediate Time Lock (From now until next available open period)
- Time Lock Open Period Extension (Max. two (2) hours), **if enabled**

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## SMARTPOINT SMARTLINC II

This system is available with or without biometric identification ability. If using the SMARTLINC II, without biometric feature, please disregard any reference, in these instructions, to fingerprints. The functionality of the two systems are identical except for the use of fingerprints for identification.

### 1.0 CHANGING YOUR CODE - MANAGER

#### ALWAYS PERFORM THIS OPERATION WITH THE DOOR OPEN

- ① Press any key to power up SMARTPOINT.
  - Display will show either "ENTER CODE" or "SELECT LOCK" when two or more locks are installed.
- ② Select lock if two or more locks are installed.
- ③ Enter "zero" six times
- ④ Enter existing six (6) digit code one time.
- ⑤ Enter NEW six (6) digit code two times (and scan finger, if set-up, after 2nd entry).
  - If a valid code is entered, display will show "CODE CHANGED"
- ⑥ Test lock operation several times before closing the door.
- ⑦ If a mistake is made wait thirty (30) seconds and repeat steps ① - ⑥.
  - Old Code will remain valid if a mistake is made.
  - In case of a mistake, display will show "CONFIRM CODE, NOT MATCH" and the old code will still be valid. Wait thirty seconds and repeat steps ① - ⑥.

**NOTE: IF THERE IS A LOCK SET TO AUTO OPEN** - In a multiple lock system you can set an outer door lock to AUTO OPEN. This will allow the user (if authorized) to open the inner compartment lock and have the outer door lock automatically open. The AUTO OPEN lock always opens first.

SELECT LOCK  
XX

ENTER CODE  
X-X-X-X-X-X

OLD CODE  
X-X-X-X-X-X

NEW CODE  
X-X-X-X-X-X

CONFIRM NEW  
X-X-X-X-X-X

CODE CHANGED

CONFIRM CODE  
NOT MATCH

## 2.0 Opening Lock

### 2.1 OPENING THE LOCK (WITH FINGER ONLY ACCESS WITHOUT TIME DELAY)

- ① Press any key to power up SMARTPOINT.
  - Display will show either "ENTER CODE" or "SELECT LOCK" when two or more locks are installed.
- ② Select lock if two or more locks are installed, display will show "P TO SCAN, OK FOR CODE".
- ③ Press P key, display will show "SCAN YOUR FINGER".
  - If a valid fingerprint is entered, display will show "LOCK = 1, OPEN!".
  - If Lock is set with Open Offset, the display will show "LOCK = #, OFFSET = ##", and will show the counting sequence to the Offset.
- ④ Open the Door within 3 seconds.
  - After doors re-lock, display will show current date and time.
- If an invalid fingerprint is scanned or the finger was not placed directly on the scanner, the display will show "FINGERPRINT ERROR!".
- Display will power-off after 30 seconds of non-operation.

**NOTE: IF THERE IS A LOCK SET TO AUTO OPEN** - In a multiple lock system you can set an outer door lock to AUTO OPEN. This will allow the user (if authorized) to open the inner compartment lock and have the outer door lock automatically open. The AUTO OPEN lock always opens first.

**CAUTION: If there is a user who fingerprint is unable to be read, by pressing OK they can enter their code and scan their print. The system will do a one-to-one match.**

SELECT LOCK  
XX

P TO SCAN  
OK FOR CODE

SCAN  
YOUR FINGER

LOCK = 1  
OPEN!

FINGERPRINT  
ERROR!

### 2.2 OPENING THE LOCK (WITHOUT TIME DELAY)

- ① Press any key to power up SMARTPOINT.
  - Display will show either "ENTER CODE" or "SELECT LOCK" when two or more locks are installed.
- ② Select lock if two or more locks are installed.
- ③ Enter a valid 6 (six) digit Manager Code (and scan finger, if set-up)
  - If a valid code/finger is entered, display will show "LOCK = 1, OPEN!".
  - If Lock is set with Open Offset, the display will show "LOCK = #, OFFSET = ##", and will show the counting sequence to the Offset.
- ④ Open the Door within 3 seconds.
  - After doors re-lock, display will show current date and time.
- If and invalid code is entered, display will show "NOT VALID USER!".
- If an invalid fingerprint is scanned or the finger was not placed directly on the scanner, the display will show "FINGERPRINT ERROR!".
- Display will power-off after 30 seconds of non-operation.

**NOTE: IF THERE IS A LOCK SET TO AUTO OPEN** - In a multiple lock system you can set an outer door lock to AUTO OPEN. This will allow the user (if authorized) to open the inner compartment lock and have the outer door lock automatically open. The AUTO OPEN lock always opens first.

SELECT LOCK  
XX

ENTER CODE  
X-X-X-X-X-X

LOCK = #  
OFFSET = ##

LOCK = 1  
OPEN!

NOT VALID  
USER!

FINGERPRINT  
ERROR!

### 2.3 OPENING THE LOCK (WITH TIME DELAY)

- ① Press any key to power up SMARTPOINT.
  - Display will show either "ENTER CODE" or "SELECT LOCK" when two, or more, locks are installed.
- ② Select lock if two or more locks are installed.
- ③ Enter a valid 6 (six) digit Manager Code (and scan finger, if set-up)
  - If Time Delay has been set, display will show "STARTING, TIME DELAY" and then "LOCK = #, DELAY MM:SS"
  - The downward count is updated every second.
  - Press "P" to abort Time Delay, display will show "CANCEL, TIME DELAY?" Press OK, display will show, "TIME DELAY, CANCELLED".
  - After Time Delay has elapsed, the display will show "#X MM:SS, x-x-x-x-x-x" (open window counting time).
- ④ During the open window, enter a valid code (and scan finger, if set-up) to open.
  - If a valid code is entered, display will show "LOCK = 1, OPEN!".
- ⑤ Open the Door within 3 seconds.
  - After doors re-lock, display will show current date and time.
- If and invalid code is entered, display will show "NOT VALID USER!".
- If an invalid fingerprint is scanned or the finger was not placed directly on the scanner, the display will show "FINGERPRINT ERROR!".
- Display will power-off after 30 seconds of non-operation.
- If using the Time Delay Override, enter USER code and touch finger, if set-up.

**NOTE: During the Open Window the unit will beep 2 times every 10 seconds.**

SELECT LOCK XX
ENTER CODE X-X-X-X-X-X
STARTING TIME DELAY
LOCK = # DELAY MM:SS
CANCEL TIME DELAY?
#1 MM:SS X-X-X-X-X-X
LOCK = 1 OPEN!
NOT VALID USER!
FINGERPRINT ERROR!

### 2.4 OPENING THE LOCK (WITH DUAL CODE - NO TIME DELAY)

- ① Press any key to power up SMARTPOINT.
  - Display will show either "ENTER CODE" or "SELECT LOCK" when two or more locks are installed.
- ② Select lock if two or more locks are installed, display will show "ENTER CODE, X-X-X-X-X-X".
- ③ Enter a valid 6 (six) digit Manager Code (and scan finger, if set-up), display will show "2nd CODE, X-X-X-X-X-X".
- ④ Enter a 2nd valid 6 (six) digit code (and scan finger, if set-up)
  - If a valid code is entered the LCD will display "LOCK = 1, OPEN!".
- ⑤ Open the Door within 3 seconds.
  - Before power-off, LCD will show current date and time.
- Invalid code will prompt LCD to display "NOT VALID USER".
- If an invalid fingerprint is scanned or the finger was not placed directly on the scanner, the display will show "FINGERPRINT ERROR!".
- Display will power-off after 30 seconds of non-operation.

SELECT LOCK XX
ENTER CODE X-X-X-X-X-X
2nd CODE X-X-X-X-X-X
LOCK = 1 OPEN!
NOT VALID USER!
FINGERPRINT ERROR!

### 2.5 OPENING THE LOCK (WITH DUAL CODE AND TIME DELAY)

- ① Press any key to power up SMARTPOINT.
  - Display will show either "ENTER CODE" or "SELECT LOCK" when two, or more, locks are installed.
- ② Select lock if two or more locks are installed.
- ③ Enter a valid 6 (six) digit Manager Code (and scan finger, if set-up)
  - If Time Delay has been set, display will show "STARTING, TIME DELAY" and then "LOCK = #, DELAY MM:SS"
  - The downward count is updated every second.
  - Press "P" to abort Time Delay, display will show "CANCEL, TIME DELAY?" Press OK, display will show, "TIME DELAY, CANCELLED".
  - After Time Delay has elapsed, the display will show "#X MM:SS, x-x-x-x-x-x" (open window counting time).
- ④ During the open window, enter any valid code (and scan finger, if set-up), display will show "ENTER CODE, X-X-X-X-X-X".
  - If a valid code is entered, display will show "2ND CODE, X-X-X-X-X-X".
- ⑤ Enter any valid code, display will show "LOCK = 1, OPEN!".
- ⑥ Open the Door within 3 seconds.
  - After doors re-lock, display will show current date and time.
- If and invalid code is entered, display will show "NOT VALID USER!".
- If an invalid fingerprint is scanned or the finger was not placed directly on the scanner, the display will show "FINGERPRINT ERROR!".
- Display will power-off after 30 seconds of non-operation.
- If using the Time Delay Override, enter USER code and touch finger, if set-up.

**NOTE: During the Open Window the unit will beep 2 times every 10 seconds.**

SELECT LOCK XX
ENTER CODE X-X-X-X-X-X
STARTING TIME DELAY
LOCK = # DELAY MM:SS
CANCEL TIME DELAY?
#1 MM:SS X-X-X-X-X-X
ENTER CODE X-X-X-X-X-X
2ND CODE X-X-X-X-X-X
LOCK = 1 OPEN!

## 3.0 Manager Menu

### MANAGER MENU

**Manager Menu allows to access to following functions:**

- Set Time and Date
- View Audit
- PC Link
- System Set-up (assign locks to time lock setting, set system operation mode, set user access limit)
- User Management (add, delete, disable/enable, set lock access, add/delete time delay override, re-enroll fingerprints, set duress)
- General Manager (User #2) has the ability to add/delete other managers
- Set-up Time Delay, if enabled
- Open Offset

### 3.1 MANAGER MENU ACCESS

- ① Press any key to power up SMARTPOINT.
  - Display will show either "ENTER CODE" or "SELECT LOCK" when two or more locks are installed.
- ② Hold down OK button, display will show "MANAGER, MENU ACCESS" then, "MANAGER CODE, X-X-X-X-X-X".
- ③ Enter Manager Code (and scan finger, if set-up).

**NOTE: First time the Manager accesses the Manager Menu, the system will prompt the user to change the Manager code.**

ENTER CODE  
X-X-X-X-X-X

MANAGER  
MENU ACCESS

MANAGER CODE  
X-X-X-X-X-X

### 3.2 MANAGER MENU - Time/Date

- ① Access the MANAGER MENU by following the instructions in section 3.1.
  - If a valid code is entered the display will show "TIME/DATE"
- ② Press OK to select this function, the display will show current time and date.
- ③ Press OK to modify date and time, the display will show "HH:MM, MM/DD/YYYY".
  - Insert new values for the time and date.
- ④ Press OK to confirm new time and date, display will show new time and date.
- ⑤ Press P to return MANAGER MENU.

TIME/DATE

18:30 MON  
07/10/2005

HH:MM  
MM/DD/YYYY

18:30  
07/10/2005 \*

18:30 MON  
07/10/2005

### 3.3 MANAGER MENU - View Audit

- ① Access the MANAGER MENU by following the instructions in section 3.1.
    - If a valid code is entered the display will show "TIME/DATE"
  - ② Press P one (1) times to select the next function, the display will show "VIEW AUDIT".
  - ③ Press OK to select, the display will show "MM/DD HH:MM, UX LX C:XX".
  - ④ Press OK to scroll through the last 1000 system events.
- Please see the last page of this instruction sheet for a list of codes.

TIME/DATE

VIEW AUDIT

08/08 16:34  
UX LX C:XX

### 3.4 MANAGER MENU - PC Link

- ① Access the MANAGER MENU by following the instructions in section 3.1.
- ③ Press the P button two (2) times to select PC Link, the display will show "PC LINK".
- ④ Press the OK button to start communication with the PC.
- ⑤ Press the P to stop the communication.

TIME/DATE

PC LINK

PC LINK  
\*ENABLED\*

### 3.5 SYSTEM SET-UP

#### **System Set-Up allows access to the following functions:**

- Assign Lock (Assigns Time Lock Schedule, i.e., TL1 or TL2, to a specific Lock)
- System Operation Mode (User Code Only[System Default], Dual User Code, Fingerprint Only, Fingerprint plus User Code, Fingerprint plus Dual Code, Dual Fingerprint plus Dual Code)
- Access Limit (Ability to delete user automatically based on number of days assigned)
- System Information (Shows firmware version set in Logic Module)

**NOTE: IF THERE IS A LOCK SET TO AUTO OPEN** - In a multiple lock system you can set an outer door lock to AUTO OPEN. This will allow the user (if authorized) to open the inner compartment lock and have the outer door lock automatically open. The AUTO OPEN lock always opens first.

#### 3.5.1 SYSTEM SET-UP - Assign Lock (Assign Time Lock Set-up to a Lock)

- ① Access the MANAGER MENU by following the instructions in section 3.1.
- ② Press P three (3) times to select the next function, the display will show "SYSTEM SETUP"
- ② Press OK, display will show "ASSIGN LOCK".
- ③ Press OK, display will show "LOCK1 ASSIGN TIME SET 1".
- ④ Press OK to assign Time Lock Set-up 1 to Lock 1 or Press 2 to assign Time Lock Set-up 2 to Lock 1. Display will show "LOCK1 ASSIGN SET 1 , OK?"
- ③ Press OK to confirm. If more than one lock is enrolled in the system the display will show, "LOCK2 ASSIGN TIME SET 1". If only one lock is enrolled, the display will show, "ASSIGN LOCK".
- ⑥ Press P to esc from menu.

SYSTEM SETUP

ASSIGN LOCK

LOCK1 ASSIGN  
TIME SET 0

LOCK1 ASSIGN  
SET 1, OK?

LOCK2 ASSIGN  
TIME SET 1

#### 3.5.2 SYSTEM SET-UP - System Operation Mode

- ① Access the MANAGER MENU by following the instructions in section 3.1.
  - If a valid code is entered the display will show "TIME/DATE"
- ② Press P three (3) times to select the next function, the display will show "SYSTEM SETUP".
- ③ Press OK to select this function, display will show "ASSIGN LOCK".
- ④ Press P one (1) time, display will show "SYSTEM OPER. MODE".
- ⑤ Press OK to enter the Menu.
- ⑥ Press P to scroll through operation options.
  - Options include, USER CODE (default), 2 USER CODE, FINGER ONLY, FINGER+CODE, FINGER+2CODE, 2FINGER+2CODE.
- ⑦ After scrolling to appropriate operation, press OK to select, display will show "SYSTEM OPER. MODE".
- ⑧ Press P to esc from menu.

TIME/DATE

SYSTEM SETUP

ASSIGN LOCK

SYSTEM  
OPER. MODE

USER CODE

#### 3.5.3 - SYSTEM SET-UP - Access Limit

**Ability to disable users automatically based on number of days assigned if the Users code is not entered within the time frame assigned.**

##### **Follow the four (4) steps for system set-up.**

- ① Access the MANAGER MENU by following the instructions in section 3.1.
  - If a valid code is entered the display will show "TIME/DATE"
- ② Press P three (3) times to select the next function, the display will show "SYSTEM SETUP".
- ③ Press OK to select this function, display will show "ASSIGN LOCK".
- ④ Press P two (2) time, display will show "ACCESS LIMIT".
- ⑤ Press OK to enter the Menu, the display will show "ACCESS LIMIT DAYS = 0".
- ⑥ Enter the number of days, from 1 to 99, of no usage before a User is disabled from the system, display will show "ACCESS LIMIT" once last number is entered.
  - Must be entered as a two digit number, i.e., 02.
- ⑦ Press P to esc from menu.

TIME/DATE

SYSTEM SETUP

ASSIGN LOCK

ACCESS LIMIT  
DAYS = 0

ACCESS LIMIT

**NOTE: Leaving the ACCESS LIMIT DAYS set to "0", will mean the Users will never be disabled from the system.**



### 3.5.4 - SYSTEM SET-UP - System Information

- ① Access the MANAGER MENU by following the instructions in section 3.1.
  - If a valid code is entered the display will show "TIME/DATE"
- ② Press P three (3) times to select the next function, the display will show "SYSTEM SETUP".
- ③ Press OK to select this function, display will show "ASSIGN LOCK".
- ④ Press P three (3) times to enter System Set-up Menu, display will show "SYS INFO".
- ⑤ Press OK to enter Info Menu, display will show the name of the software and the version of the firmware contained in the Logic Module.
- ⑥ Press P to esc from Info Menu.

TIME/DATE

SYSTEM SETUP

ASSIGN LOCK

SYS INFO

Ver. 2.1.1.  
Aug 14 2007

## 3.6 User Menu

### 2.6.1 MANAGER MENU - USER - Add User

- ① Access the MANAGER MENU by following the instructions in section 3.1.
  - If a valid code is entered the display will show "TIME/DATE"
- ② Press P four (4) times to select the User Menu, the display will show "USERS ON/OFF? ".
- ③ Press OK to view the User status, the display will show "USERS ON/OFF, (XX - XX)".
- ④ Press 02 to 99 to enroll a user, display will show "USER ID = X, INSTALL?"
  - Depending on how the Logic Module was setup, only the amount of users available on the system will appear.
- ⑤ Press OK to install USER, the display will show "NEW CODE, X-X-X-X-X-X."
- ⑥ Enter a new six (6) digit code, display will show "CONFIRM NEW, X-X-X-X-X-X."
- ⑦ Enter new six (6) digit code a second time to confirm, display will show "ACCESS LOCK, ----".
- ⑧ Enter the Lock ID number for each lock that the User will have access to and press OK, display will show "FINGERPRINT NUMBER = 1".
- ⑨ Place finger on the reader and unit will beep once and begin scan. Unit will beep again and the display will show, "2nd SCANNING" then "3rd SCANNING". Once scanning is completed, the display will show "ANOTHER FINGER".
  - The system offers the option of scanning up to three (3) fingers for each User or the Manager.
  - For optimal results, finger should be lifted after each scan and then quickly replaced so that three separate captures are made.
  - Repeat this procedure for each fingerprint to be enrolled for this User. The system will only ask for the number of fingerprints as setup during Logic Module setup.
- ⑩ Press OK to confirm and enroll another Fingerprint or P to exit, display will show "USER IS, MANAGER?".
- ⑪ Press OK to accept or P to bypass, display will show, "TIME DELAY, OVERRIDE"
- ⑫ Press OK to accept or P to bypass, display will show, "USER = X, INSTALLED!"

TIME/DATE

USERS ON/OFF

USERS ON/OFF  
(XX - XX)

USER ID = X  
INSTALL?

NEW CODE  
X-X-X-X-X-X

CONFIRM NEW  
X-X-X-X-X-X

ACCESS LOCK  
-----

FINGERPRINT  
NUMBER = 1

SCAN YOUR  
FINGER

2ND SCANNING

3RD SCANNING

ANOTHER  
FINGER?

USER IS  
MANAGER?

TIME DELAY  
OVERRIDE

FINGERPRINT  
ENROLL FAIL

TRY AGAIN?

**NOTE:** If fingerprint enrollment fails, either because the finger was not placed on the scanner fully thereby not allowing enough information to be collected, or because the finger was either too dry or too wet for scanning, the display will show "FINGERPRINT ENROLL FAIL" and then "TRY AGAIN?" Press OK to attempt fingerprint enroll again.

### 3.6.2 MANAGER MENU - Users - Delete A User

- ① Access the MANAGER MENU by following the instructions in section 3.1.
  - If a valid code is entered the display will show "TIME/DATE"
- ② Press P four (4) times to select the User Menu, the display will show "USERS ON/OFF? "
- ③ Press OK to view the User status, the display will show "USERS ON/OFF, (XX - XX)"
- ④ Press 02 to 99 to delete a user, display will show "USER ID = X, DISABLE?"
- ⑤ Press P, display will show "USER ID = X, DELETE?"
- ⑥ Press OK, display will show "USERS ON/OFF, -----"

TIME/DATE

USERS ON/OFF

USERS ON/OFF  
(XX - XX)

USER ID = X  
DISABLE?

USER ID = X  
DELETE?

### 3.6.3 MANAGER MENU - Users - Disable A User

- ① Access the MANAGER MENU by following the instructions in section 3.1.
  - If a valid code is entered the display will show "TIME/DATE"
- ② Press P four (4) times to select the User Menu, the display will show "USERS ON/OFF? "
- ③ Press OK to view the User status, the display will show "USERS ON/OFF, (XX - XX)"
- ④ Press 02 to 99 to delete a user, display will show "USER ID = X, DISABLE?"
- ⑤ Press OK, display will show "USERS ON/OFF, -----"

TIME/DATE

USERS ON/OFF

USERS ON/OFF  
(XX - XX)

USER ID = X  
DISABLE?

### 3.6.4 MANAGER MENU - Users - Enable A User

- ① Access the MANAGER MENU by following the instructions in section 3.1.
  - If a valid code is entered the display will show "TIME/DATE"
- ② Press P four (4) times to select the User Menu, the display will show "USERS ON/OFF? "
- ③ Press OK to view the User status, the display will show "USERS ON/OFF, (XX - XX)"
- ④ Press 02 to 99 to delete a user, display will show "USER ID = X, ENABLE?"
- ⑤ Press OK, display will show "USERS ON/OFF, -----"

TIME/DATE

USERS ON/OFF

USERS ON/OFF  
(XX - XX)

USER ID = X  
ENABLE?

### 3.6.5 MANAGER MENU - Users - Access Lock

- ① Access the MANAGER MENU by following the instructions in section 3.1.
  - If a valid code is entered the display will show "TIME/DATE"
- ② Press P four (4) times to select the User Menu, the display will show "USERS ON/OFF? "
- ③ Press OK to view the User status, the display will show "USERS ON/OFF, (XX - XX)"
- ④ Press 02 to 99 to delete a user, display will show "USER ID = X, DISABLE?"
- ⑤ Press P two (2) times, display will show "USER ID = X, ACCESS LOCK?"
- ⑥ Press OK, display will show "ACCESS LOCK, ----"
- ⑦ Press the number for the lock to be enrolled or unenrolled for the user.
- ⑧ Press OK, display will show "USERS ON/OFF, (XX - XX)"

TIME/DATE

USERS ON/OFF

USERS ON/OFF  
(XX - XX)

USER ID = #  
DISABLE?

USER ID = X  
ACCESS LOCK?

ACCESS LOCK  
----

### 3.5.6 MANAGER MENU - Users - Add / Remove Manager

- ① Access the MANAGER MENU by following the instructions in section 3.1.
  - If a valid code is entered the display will show "TIME/DATE"
- ② Press P four (4) times to select the User Menu, the display will show "USERS ON/OFF? "
- ③ Press OK to view the User status, the display will show "USERS ON/OFF, (XX - XX)"
- ④ Press 02 to 99 to delete a user, display will show "USER ID = X, DISABLE?"
- ⑦ Press P three (3) times, display will show "USER ID = X, ADD/DEL MGR?"
- ⑧ Press OK, display will show "REMOVE, MANAGER" (or "MAKE, MANAGER" if the user was originally added without the manager feature added.)
- ⑨ Press OK, display will show "MANAGER, REMOVED" (or "MANAGER, ADDED")
- ⑩ Press OK, display will show "USERS ON/OFF, (XX - XX)"

TIME/DATE

USERS ON/OFF

USERS ON/OFF  
(XX - XX)

USER ID = #  
DISABLE?

USER ID = X  
ADD/DEL MGR?

REMOVE  
MANAGER

MANAGER  
REMOVED

### 3.5.7 MANAGER MENU - Users - Add/Remove Time Delay Override

- ① Access the MANAGER MENU by following the instructions in section 3.1.
  - If a valid code is entered the display will show "TIME/DATE"
- ② Press P four (4) times to select the User Menu, the display will show "USERS ON/OFF? "
- ③ Press OK to view the User status, the display will show "USERS ON/OFF, (XX - XX)"
- ④ Press 02 to 99 to delete a user, display will show "USER ID = X, DISABLE?"
- ⑤ Press P four (4) times, display will show "USER ID = X, ADD/DEL TDO?"
- ⑥ Press OK, display will show "REMOVE TIME, DELAY OVR" (or "ADD TIME, DELAY OVR" if the user was originally added without the time delay override feature added.)
- ⑦ Press OK, display will show "TIME DLY OVR, REMOVED" (or "TIME DLY OVR, ADDED")
- ⑧ Press OK, display will show "USERS ON/OFF, (XX - XX)"

TIME/DATE

USERS ON/OFF

USERS ON/OFF  
(XX - XX)

USER ID = #  
DISABLE?

USER ID = X  
ADD/DEL TDO?

REMOVE TIME  
DELAY OVR

TIME DLY OVR  
REMOVED

### 3.5.8 MANAGER MENU - USER - Re-Enroll

- ① Access the MANAGER MENU by following the instructions in section 3.1.
  - If a valid code is entered the display will show "TIME/DATE"
- ② Press P four (4) times to select the User Menu, the display will show "USERS ON/OFF? "
- ③ Press OK to view the User status, the display will show "USERS ON/OFF, (XX - XX)"
- ④ Press 02 to 99 to delete a user, display will show "USER ID = X, DISABLE?"
- ⑤ Press P five (5) times, display will show "USER ID = X, RE-ENROLL?"
- ⑥ Press OK, display will show "FINGERPRINT NUMBER = 1".
- ⑦ Press OK, the display will show, "SCAN YOUR FINGER" then "2nd SCANNING" then "3rd SCANNING". Once scanning is completed, the display will show "ANOTHER FINGER".
  - The system offers the option of scanning up to three (3) fingers for each User or the Manager.
  - Finger should be lifted after each scan and then quickly replaced so that three separate scans are made.
  - Repeat this procedure for each fingerprint to be enrolled for this User. The system will only ask for the number of fingerprints as setup during Logic Module setup.
- ⑧ Press OK to confirm and enroll another Fingerprint or P to exit, display will show "FINGERPRINT, SUCCESS".

TIME/DATE

USERS ON/OFF

USERS ON/OFF  
(XX - XX)

USER ID = X  
DISABLE?

USER ID = X  
RE-ENROLL?

FINGERPRINT  
NUMBER = 1

SCAN YOUR  
FINGER

2ND SCANNING

3RD SCANNING

ANOTHER  
FINGER?

FINGERPRINT  
SUCCESS

**NOTE:** If fingerprint enrollment fails, either because the finger was not placed on the scanner fully thereby not allowing enough information to be collected, or because the finger was either too dry or too wet for scanning, the display will show "FINGERPRINT ENROLL FAIL" and then "TRY AGAIN?" Press OK to attempt fingerprint enroll again.



### 3.6.9 MANAGER MENU - Users - Set Duress

- ① Access the MANAGER MENU by following the instructions in section 3.1.
  - If a valid code is entered the display will show "TIME/DATE"
- ② Press P four (4) times to select the User Menu, the display will show "USERS ON/OFF?".
- ③ Press OK to view the User status, the display will show "USERS ON/OFF, (XX - XX)".
- ④ Press 02 to 99 to delete a user, display will show "USER ID = X, DISABLE?".
- ⑤ Press P six (6) times, display will show "USER ID = X, SET DURESS?".
- ⑥ Press OK, display will show "FINGERPRINT NUMBER = 1".
- ⑦ Press OK, "FINGERPRINT NUMBER = 1" then "SCAN YOUR FINGER" then "2nd SCANNING" then "3rd SCANNING". Once scanning is completed, the display will show "ANOTHER FINGER".

**Once the third fingerprint has been enrolled, the display will show "DURESS?". Press OK to accept as duress or P to bypass. If selected this fingerprint may be used to active the silent alarm signal, if this feature was set-up and if the unit is hooked up to an external alarm system.**

TIME/DATE

USERS  
ON/OFF

USERS ON/OFF  
-----

USER ID = #  
ENABLE?

USER ID = X  
SET DURESS?

### 3.7 MANAGER MENU - Time Delay

- ① Access the MANAGER MENU by following the instructions in section 3.1.
  - If a valid code is entered the display will show "TIME/DATE"
- ② Press P five (5) times to select the Time Delay Menu, the display will show "TIME DELAY".
- ③ Press OK to enter the Time Menu, the display will show "TIME DELAY, TD:XX OW:XX" when only one lock is installed or "SELECT LOCK, 1 - - -" when more than one lock is enrolled.
- ④ Enter new values for the Time Delay and Open Window, display will show "TIME DELAY SET OK!".
  - If the lock is already set for Time Delay, a window will open and the unit will begin counting through the current Time Delay time. If the new Time Delay is less than the existing Time Delay, the system must go through the entire sequence before the new time takes effect.
  - To delete Time Delay enter 00 for the Time Delay time and 01 for the Open Window.

TIME/DATE

TIME DELAY

SELECT LOCK  
1 - - -

TIME DELAY  
TD: 00 OW: 01

TIME DELAY  
SET OK

### 3.8 MANAGER MENU - Open Offset

**This function is used if an extended period of time is required between entering a valid code and lock activation.**

- ① Access the MANAGER MENU by following the instructions in section 3.1.
  - If a valid code is entered the display will show "TIME/DATE"
- ② Press P six (6) times to select the next function, the display will show "OPEN OFFSET".
- ③ Press OK to enter the Open Offset Menu, the display will show "LOCK 1, OFFSET = 00".
- ④ Enter new value for the Open Offset.
  - System will automatically go to the next lock enrolled in the system, to ESC press P.

NOTE: Offset can be set between 1 and 99 seconds.

**CAUTION: THE OPEN OFFSET TIME IS PART OF THE OPEN WINDOW TIME. THE OPEN OFFSET TIME MUST BE LESS THAN THE OPEN WINDOW TIME.**

TIME/DATE

OPEN OFFSET

LOCK 1  
OFFSET = 00

## 4.0 Audit Functions

### AUDIT DOWNLOAD (LOCK AUDIT REQUEST)

**Can be retrieved either directly from lock or through the Logic Module**

**Each lock will record the last 4000 operations. The following information will be shown on the audit report:**

- Number
- Date
- Time
- Last Name, First Name, Middle Initial
- Action

### 4.1 MANAGER MENU - Audit Functions - Audit Lock (Via Logic Module)

**This function requires RS232 Serial Cable (P/N 2041) and Total Audit software**

- ① Connect cable to PC and open Total Audit software on PC. In the software window, select Audit Lock.
- ② Select the appropriate COM port, lock ID and the number of events to be downloaded.
- ③ Place a check in the box marked, Via Logic Module.
- ④ Select a date range or leave circle for all events checked.
- ⑤ Plug cable to port on logic module.
- ⑥ Access the MANAGER MENU by following the instructions in section 3.1.
- ⑦ Press the P button two (2) times to select PC Link, the display will show "PC LINK".
- ⑧ Press the OK button to start communication with the PC.
- ⑨ In the software window, select Get Data button.
  - Once information has been sent, a new window will open showing the Audit Trail file.
- ⑩ Press the P to stop the communication.

TIME/DATE

PC LINK

PC LINK  
ENABLED \*\*

PC LINK

#### 4.2 MANAGER MENU - Audit Functions - Logic Module Audit

**This function requires RS232 Serial Cable (P/N 2041) and Total Audit software**

- ① Connect cable to PC and open Total Audit software on PC. In the software window, select Audit Controller.
- ② Select the appropriate COM port and the number of events to be downloaded.
- ④ Select a date range or leave circle for all events checked.
- ③ Plug cable to port on keypad.
- ⑥ Access the MANAGER MENU by following the instructions in section 3.1.
- ⑦ Press the P button two (2) times to select PC Link, the display will show "PC LINK".
- ⑧ Press the OK button to start communication with the PC.
- ⑨ In the software window, select Get Data button.
  - Once information has been sent, a new window will open showing the Audit Trail file.
- ⑩ Press the P to stop the communication.

TIME/DATE

PC LINK

PC LINK  
ENABLED \*\*

PC LINK

## 5.0 Time Menu

### TIME MENU

*Time Menu allows the MANAGER access to following functions if programmed during initial lock set-up:*

**NOTE:** These functions are available only if one or more opening periods are stored in Time Lock Standard Week. Please see Master Operating Instructions for more information on setting this up.

- Immediate Time Lock - Immediate Closing until the next opening period.
- Extension Time Lock (Active only if programmed through the PC) - Increase the open period. [30 Minutes at a time for a maximum of two (2) hours.]

#### 5.1 TIME MENU - IMMEDIATE TIME LOCK

*Available only if programmed during initial lock set-up*

- ① Press any key to power up SMARTPOINT.
  - Display will show either "ENTER CODE" or "SELECT LOCK" when two or more locks are installed.
- ② Hold down "9" button, display will show "ACCESS, TIME MENU" then "ENTER CODE, X-X-X-X-X-X".
- ③ Enter Manager code (and scan finger, if set-up).
  - If a valid code is entered, the display will show "IMMEDIATE TIME LOCK?"
- ④ Press OK to continue, display will show "SELECT, T.L. SET = 1"
- ⑤ Press OK to continue, display will show "Do You CONFIRM?"
- ⑥ Press "OK" a 2nd time to confirm.
  - If the list of Time Lock Standard Week is empty, the function is unavailable and the display will show "TIME LOCK, IS EMPTY."

SELECT LOCK  
XX

ENTER CODE  
X-X-X-X-X-X

IMMEDIATE  
TIME LOCK?

SELECT  
T.L. SET = 1

Do You  
CONFIRM?

LOCK = #  
NOT VALID

#### 5.2 TIME MENU - TIME LOCK EXTENSION

*Available only if programmed during initial Logic Module set-up*

**To access the TIME MENU**

- ① Press any key to power up SMARTPOINT.
  - Display will show either "ENTER CODE" or "SELECT LOCK" when two or more locks are installed.
- ② Hold down "9" button, display will show "ACCESS, TIME MENU" then "ENTER CODE, X-X-X-X-X-X".
- ③ Enter Manager code (and scan finger, if set-up).
  - If a valid code is entered, the display will show "IMMEDIATE TIME LOCK?"
- ④ Press "P" to select next function, display will show "EXTENSION TIME"
- ④ Press "OK" to continue, display will show "SELECT LOCK, NUMBER = #"
- ⑤ Press "OK" to confirm, display will show "EXTENT. TIME, 0 MIN".
- ⑥ Press "P" to change the extension time in 30 minute increments. Press P once for 30 minutes, twice for 60 minutes, three times for 90 minutes and four time for 120 minutes.
- ⑦ Press "OK" to confirm, display will show "EXTENSION SET!".
  - If the list of Time Lock Standard Week is empty, the function is unavailable and the display will show "TIME LOCK, IS EMPTY."

**CAUTION:** If a mistake is made inserting Time and Date values, DO NOT CONFIRM. Instead, press P to cancel and repeat the steps from the beginning.

**NOTE:** Time Lock Extension can only be implemented one time per time lock period. For example, if the extension needed is 60 minutes, it must be entered as 60 minutes, not 30 minutes and then part way through the 30 minute extension extend it another 30 minutes.

SELECT LOCK  
XX

MANAGER CODE  
X-X-X-X-X-X

IMMEDIATE  
TIME LOCK?

EXTENSION  
TIME

SELECT  
T.L. SET = 1

EXTENT. TIME  
0 MIN

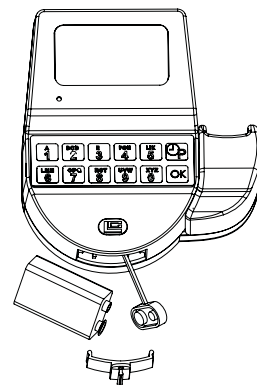
EXTENSION  
SET!

## 6.0 BACK-UP BATTERY INSTALL/CHANGE OUT PROCEDURE

- ① Remove black plastic battery compartment cover (located at the bottom of the keypad) by gently pulling downward on it's handle.
- ② Allow the battery and it's attached leads to drop down and out of the battery compartment. If it does not drop, gently pull on the battery until it does.
- ③ The connector is easily removed by unsnapping it from the two terminals on the top of the battery.

### Never Pull on the Battery Leads

- ④ Connect a new High Quality Energizer e2 Titanium or Duracell Ultra 9-Volt Alkaline battery to the battery clip.
- ⑤ Push the battery and the leads completely up into the battery compartment.
- ⑥ Install the battery cover by placing one side of the cover in position and then pressing the other side into position with your finger.



## VIEWABLE AUDIT CODES

When viewing the Audit on the LCD, the following is a list of code descriptions.

- U:** User number, where 0 is the Master 0 and 1 is the Master 1. All other numbers correspond to the appropriate user 02 through 99.
- L:** Lock number where 0 is the Logic Module. All other numbers correspond to the locks enrolled in the system.
- C:** The code number for the event. See list below for a reference.

U 255 REFERS TO ANY OPERATION PERFORMED BY THE LOGIC MODULE. I.E. TIME DELAY SUSPEND, POWER UP AND BATTERY LOW.

03	COMBO CHANGE	47	ASSIGN LOCK
05	DOOR OPEN	48	VIEW AUDIT
06	BOLT SWITCH OPEN	4A	MANAGER FINGERPRINT ENROLL
08	TIME DELAY START	4B	SET SYSTEM OPERATION MODE
0B	1ST DUAL USER	4C	SET IMMEDIATE TIME LOCK
0E	BATTERY LOW	4D	SET OPEN OFFSET
10	USER ENABLED	4E	SET EXTENSION TIME
11	USER ENROLLED	4F	SET ACCESS LIMIT
12	USER DISABLED	50	RTC FAIL
13	USER DELETED	51	FINGER MODULE FAIL
27	AUDIT FILE REQUEST	52	OPEN CANCEL
29	TIME DELAY CHANGE	54	DURESS ACCESS
30	ENTER MASTER MENU	55	MANAGER DISABLED
31	ENTER MANAGER MENU	56	MANAGER ENABLED
32	ENTER TIME MENU	57	MANAGER RIGHTS ASSIGNED
33	ENTER PC LINK	58	MANAGER RIGHTS REMOVED
34	LEAVE PC LINK	62	IDENTIFICATION FINGERPRINT FAIL
40	SET TIME DATE	63	CODE TO FINGERPRINT NOT MATCH
41	SET TIME LOCK	F0	POWER UP
42	SET SPECIAL EVENT	F3	POWER OFF
43	LOCK INSTALL	F5	WRONG TRY
44	LOCK REMOVE	F6	TIME PENALTY START
45	MANAGER INSTALL	FA	FACTORY RESET
46	MANAGER DELETE	FF	EEPROM MEMORY INIT

**LA GARD's customer service department can be reached 24 hours a day, seven days a week. They are ready to assist with any questions regarding the SMARTPOINT or any LA GARD product. Please contact them, toll-free at (877-522-2627).**

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