

# Operating Instructions

## BASIC MODE



SARGENT AND GREENLEAF®

### GENERAL NOTES

All operating codes consist of six characters (digits and/or letters). The S&G factory master code is 1 2 3 4 5 6.

When a keypad button is pressed, the red LED in the upper-left area of the keypad will light momentarily. If the keypad beeper is turned on, it will beep at the same time as the LED flashes. If the keypad beeper is turned off, a soft click will sound.

If you enter a code and the lock beeps twenty times rapidly, the battery must be replaced with a new 9-volt Duracell® alkaline battery.

#### **ALWAYS LEAVE THE SAFE DOOR OPEN WHEN CHANGING AND CHECKING CODES!**

“e” is a keypad beep. Do not proceed to the next step in a sequence until after the beeps sound.

If you make a mistake during code entry, press \*\* or simply wait 10 seconds for the lock to clear, then begin again.

If you pause more than 10 seconds between button presses, the lock will reset, and you will have to start again.

If five or more incorrect codes are entered in a row, the lock will enter a three-minute penalty period during which it will not accept input. Pressing a key during the penalty time extends the period a few seconds.

The lock will not allow you to program a *user code* that is identical to the *master code*. It will indicate an error if you try.

Your lock may have a *management reset code* (MRC) that allows you to set a new *master code* in case the existing one is lost. Contact your safe manufacturer or lock installer in the event of a lost *master code*.

Personal data that can be related to a code holder, such as a birth date, street number, or phone number, should not be used in creating a lock code. Avoid codes that can be easily guessed (such as 1 2 3 4 5 6 or 1 1 1 1 1 1). The lock's factory default code must be changed to a unique, secure code when the lock is put into operation by the end user.

Your lock can operate in two different modes: STAR MODE and BASIC MODE. The features remain the same, but code input and programming sequences are slightly different. This side of the instruction sheet is for **BASIC MODE**.

■ **Hold** means to hold down the last digit of a code until the indicated number of beeps has sounded.

#### **Setting the Lock to BASIC Mode**

Enter 66\*, (6-digit master code) #<sup>jjjjj</sup>, 2#<sup>jjj</sup>, 2#<sup>jjj</sup>. *The lock will stay in BASIC MODE until it is intentionally changed to STAR MODE.*

#### **Opening Lock**

Enter your 6-digit code <sup>jj</sup>. *The lock will beep twice, unlock for approximately six seconds, then return to the locked state if you do not open the safe.*

#### **Creating a Second Code (user code)**

Enter the 6-digit master code and **Hold** <sup>jjj</sup>, 1<sup>jj</sup> (new 6-digit user code) <sup>jj</sup>, (new 6-digit user code) <sup>jj</sup>.

*The new user code will open the lock just like the master code.*

#### **Disable User Code**

Enter (6-digit master code and **Hold**) <sup>jjj</sup>, 2<sup>j</sup>. *The user code is still in the lock. When used, the lock triple-beeps, but does not open.*

#### **Enable User Code (to activate a user code that was previously disabled)**

Enter (6-digit master code and **Hold**) <sup>jjj</sup>, 1<sup>j</sup>. *The user code will now be able to open the lock.*

#### **Delete User Code**

Enter (6-digit master code and **Hold**) <sup>jjj</sup>, 3<sup>j</sup>. *The user code is erased. If you enter the deleted code, the lock will triple-beep, but won't open.*

#### **Changing Your Code (either master code or user code) ALWAYS CHECK NEW CODE AT LEAST THREE TIMES BEFORE CLOSING THE DOOR!**

##### **Method 1**

Enter 000000<sup>jj</sup>, (current 6-digit code)<sup>jj</sup>, (new 6-digit code)<sup>jj</sup>, (new 6-digit code)<sup>jj</sup>.

##### **Method 2**

Enter 0 and **Hold** <sup>jjj</sup>, (current 6-digit code)<sup>jj</sup>, (new 6-digit code)<sup>jj</sup>, (new 6-digit code)<sup>jj</sup>.

#### **Using the Management Reset Code (MRC)**

Enter 67\*, (8-digit reset code) #<sup>jjjjj</sup>, (new 6-digit master code) #<sup>jjj</sup>, (new 6-digit master code) #<sup>jjj</sup> more.

*After the three keypad beeps at the end of the sequence, the lock will emit an additional beep for every time the MRC has been used, including the current time.*

#### **Set the Keypad Beeper Off or On**

Enter 78\*, (6-digit master code) #<sup>jjjjj</sup>, then enter 0#<sup>jjj</sup>, 0#<sup>jjj</sup> for “OFF” OR 1#<sup>jjj</sup>, 1#<sup>jjj</sup> for “ON.”

#### **Battery Check**

Enter 89\*. One beep indicates a weak battery, and two beeps indicate a good battery. After hearing the battery check signal, press \* again to reset the battery check.

#### **BASIC Mode Notes:**

*If your lock does not respond to key presses and the keypad's red LED blinks once every 10 seconds, the lock is in penalty time. Do not press any buttons for at least 3 minutes, then try your code again.*