# Electronic Lock Surface Mounted Vertical Keypad

Models: 641634

## Features:

- 4 Different Operator's Codes
- 8 Digit Master Code
- 8 Digit Sub-Master Code
- 6 Digit Technician Code
- 4 Digit User Code
- Two Modes: Public and Private
- Two-Color LED for Lock Status
- Mechanical Keyway for Emergency Override w/ Master Key
- Requires (1) Lithium Button Cell Battery (included)

## Functions:

**Public Mode (Default)**
This function is used for short term, multi user applications.
While the lock is unlocked, input a 4 digit code to lock the lock.
When the lock is locked,using the same code to unlock,the code is erased and a new code can be input by the next user.

Default Settings: Public Mode
No user code,locks are in unlocking status
Master Code: 20050330

**Private Mode**
User code is set once and can be reused to lock and unlock the unit
Default user code:1111

**Mode Setting:**

| | |
|---|---|
| Private Mode | Set: *--Digit Master Code--#--07--#<br>(If Successful: Green light will flash 2 times, unit will beep |
| Public Mode | Set: *--Digit Master Code--#--06--#<br>(successful: Green light will flash 2 times, unit will beep |



# Electrical Lock

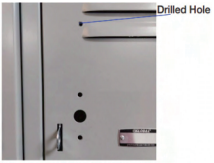
## Installation

1. Open the locker door that the Electronic Lock will be installed on. Remove the nuts holding the plate that covers the hole in the door.

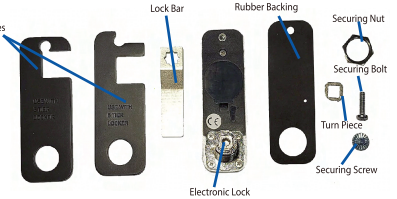


2. Using the included template, align the large hole on the locker and the hole indicated in the template. Align the edge of the template so that it is parallel with the edge of the locker door. Drill a second hole for the securing screw included in the Electronic Lock. Clean off any metal dust

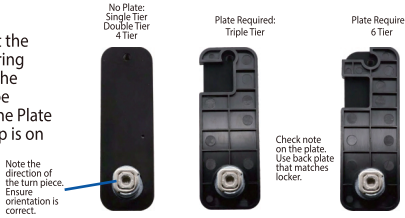





3. Remove the locking bar from the lock and the securing nut from the threaded core. Place batteries inside the unit. Replace rubber cover.




4. Insert Turn Piece on the lock so that the lock can only be turned to the left during unlocking. Depending on the size of the door on the locker, a Vent Plate may be necessary. If Plate is necessary, slide the Plate over the rubber mount so that the gap is on the left side.




5. Insert the threaded core through the door of the locker. Reattach the Securing Nut, Lock Bar, and Locking Screw onto the threaded core. Insert the Securing Bolt through the drilled hole and secure the unit through the hole on the top.



Ensure the lock bar is positioned as shown in the image, with the flat side facing outward and the curved part aligning with the mounting slot. This is the correct orientation for installation.

The lock should rest flatly against the locker door with the plate

# Electrical Lock

## Setup:

Before programming, choose which mode would be most appropriate for the application: Public Mode or Private Mode
New locks operate with the default user and master codes. A new user and master code must be programmed to prevent the default codes from operating the lock and reducing lock security

***Be sure to change the master code after installation***

## Operating Instructions:

The lock has a 10 number button keypad, a * button and a # button.
The lock has four codes that allow you to perform the following actions:
1) Master code:
   Open the lock
   Change the master code
   Set/Change/Delete the sub-master
   Set/Change/Delete user code(Private Mode)
   Select between Private and Public functions
   Set/Delete Technician code(Public Mode)
2) Sub-master code:
   Open the lock
   Change the sub-master code
   Set/Change/the user code (Private Mode)
3) User code:
   Open the lock
   (Private Mode) - Change the user code
4) Technician code:
   Open the lock without resetting user code (Public Code)
5) Return lock to default settings



# Electrical Lock

## Master Code Functions:

1) Open:
   Enter master code
   (The user code will be deleted when using master code when the lock is in public mode)
2) Programing Master Code
   Press *--master code--#--01--#--new master code--#--new master code--#
3) Set or change the Sub-master Code
   Press * --master code--#--04--#--new sub-master code--#
4) Delete Sub-master code
   Press * --master code--#--05--#
5) Set or change the User Code (Private Mode)
   Press *--master code--#--02#--4 digit new user code--#
6) Delete User Code (Private Mode)
   Press *--master code--#--03--#
   (Note:After deleting new user code when the lock is in Private Mode,the default user code 1111 can be used again)
7) Set Public Mode from Private Mode
   Press *--master code--#--06--#
8) Set Private Mode from Public Mode
   Press *--master code--#--07--#
9) Set Technician Code (Public Mode)
   Press *--master code--#--08--#--6 digit new technician code--#
10) Delete Technician Code (Public Mode)
   Press *--master code--#--09--#

## Sub-Master Code Functions:

1) Open:
   Enter 8 digit sub-master code
   (The user code will be deleted when using sub master code when the lock is in public mode)
2) Set the Sub-master Code
   Press *--sub-master code--#--04--#--new sub-master code--#
3) Set User Code(Private Mode)
   Press *--sub-master code--#--02--#--4 digit new user code--#

## User Code Functions:

Private Mode:

1) Open:
   Enter 4 digit user code
2) Change the User Code (Private Mode)
   Press*--user code--#--new user code--#

Public Mode:

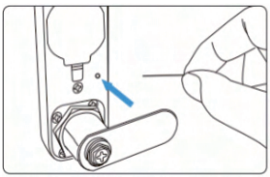
1) Open Lock

## Technician Code Functions (Public Mode):

Open:
Enter 6 digit technician code - User code will not be deleted (in public mode)

## Initialize Function:

*-- 99 -- #-- press reset button
Enter the operation and press the reset button on the back of lock within 8 seconds. The green light flash with and the lock will beep and will go back to default settings



# Additional Functions

### Automatic Open(Public mode)

1) Set automatic open lock
Press*--master code--#--10--#--XX--#
(XX optional:02,04,06,08,10,12,For example:12 means 12 hours, the lock will open automatically) after 12 hours.The duration is 2 hours step.The time starts to calculate when it is locked.)
2) Set auto-timed unlock on
Press*--master code--#--11--#
3) Set auto-timed unlock off
Press*--master code--#--12--#
(The auto time function will restarted if lock is open)

### Occupied Status Indicator(Public mode)

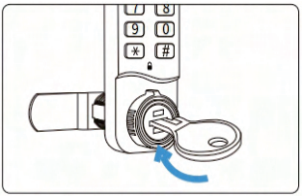
Enter the code to lock,geen light will flash on every 6 seconds to indicate the lock is in use.
1) Set occupy light on
Press*--master code--#--13--#
2) Set occupy light off
Press*--master code--#--14--#

### Penalty time:

When the password is incorrectly entered 5 times continously, the lock will be automatically locked for 5 minutes

### Mechanical Lock Opening:

Open the protective cover, insert the master key to emergency opening, the lock code still keep the previous setting




### Color signals

Green light flashes when: 1) unlocked successfully 2) programming successful
Red light flashes when: 1) wrong code entered 2) low power alarm

### Changing the Battery

1. Remove lock from locker installation.
2. Take out the batteries.
3. Put in the new batteries and test
4. Reinstall lock back into place.