

## LA GARD 702

High Security Lock for Safes & Vaults



### Standard User Instructions

#### Available users and default codes

When supplied by Safelock Systems, locks are setup so that ID 01 is assigned a Manager profile with a code which is valid to open the lock immediately.

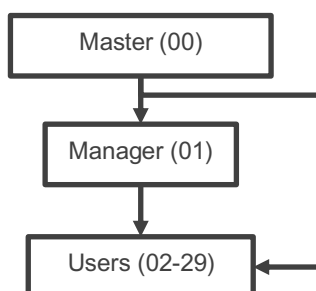
As supplied by Safelock Systems Limited:

ID	Profile	(ID) Default Code
00	Master	(0-0)-8-7-6-5-4-3-2-1
01	Manager	(0-1)-1-2-3-4-5-6
02-29	Users	Deleted – Can be added by the Master or Manager

**Warning:** Default codes must be changed immediately. The Master has overall administrative control of the lock system and therefore can **create other users who can open the lock.**

#### User hierarchy

As supplied by Safelock Systems:



#### User permissions

Profile	Permission
Master	<ul style="list-style-type: none"> <li>Full control of the lock and other users</li> <li>Cannot open directly</li> </ul>
Manager	<ul style="list-style-type: none"> <li>Open lock, Change own code</li> <li>Manage users (Add, delete, disable, enable, reset)</li> <li>Manage time delay values</li> <li>Activate PC link for audit</li> <li>Set date and time</li> <li>Turn backlit buttons and keypad beeps off or on</li> <li>Override time delay (If profiled)</li> </ul>
User	<ul style="list-style-type: none"> <li>Open lock, Change own code</li> <li>Override time delay (If profiled)</li> <li>Activate PC link for audit (If profiled)</li> </ul>

#### Code length

The Master code always contains ID 00 + 8-digits. Other user codes contain the 2-digit ID + 6-digits by default but can be changed so that 6-9 digits are used.

#### Buttons

Key	Use
#	To use commands (Hash #)
↵	To confirm a command (Enter)

## Commands

Non-opening functions are available to Users depending on their profile, with # commands. These instructions cover the commands listed below:

Category	Key	Function
Codes	#52	Change code
	#50	Add a User
User management	#54	Disable or re-enable a User
	#55	Change user privilege
	#56	Delete a User
	#57	Reset a User code
Time delay	#72	Amend time delay values
	#74	Cancel time delay counting
General operation	#40	Disable or enable backlit buttons
	#41	Turn keypad beeps off or on
	#65	Set time and date

Advanced commands are available in separate instructions: **Advanced Operation** available to download from our website.

Advanced Commands	Category	Key	Function
	Codes	#11	Change code length
		#12	Enable or disable dual mode
		#17	Force code change
	General operation	#14	Enable or disable the Duress feature
		#16	Specify alarm input setting
	Audit	#30	Activate PC link
	Manager Management	#50	Add a Manager
		#54	Disable or re-enable a Manager
		#55	Change Manager privilege
		#56	Delete a Manager
	Time delay	#57	Reset a Manager code
#73		Enable time delay override feature	

Additional commands #22, #23, #25, #32, #99 are available to the Master, which should only be used by engineers who are servicing the lock.

## Visual and acoustic signals

Lock status is indicated with LED flashes and beeps.

Signal	Symbol
Green flash + short high beep Meaning: Button pressed correctly	
Red flash + short low beep Meaning: Invalid key	
3 green flashes + short high beeps Meaning: Command or code accepted	
3 red flashes + short low beeps Meaning: Invalid code or command	
2 red flashes + short low beeps on a key press, or every 10 seconds Meaning: The lock is in penalty	
2 green flashes + high beeps then 2 red flashes + short low beeps Meaning: Low battery	
3 green flashes + high beeps then 3 red flashes + short low beeps Meaning: Critical low battery	
Red flash + short low beep (Every 10 seconds) Meaning: Time delay is counting	
Green flash + short high beep (Every 10 seconds) Meaning: The open window is counting	

## Open the lock

Manager/Users

Depending on the construction of the safe or vault, other locks such as key locks may need to be opened first. Any actions required to open the door and lock should be reversed to close and secure the door and lock.

- Enter a Valid ID and code
- *If accepted, the lock will signal 3 green flashes + short beeps*
- Within 3 seconds, turn the keypad and/or turn the safe handle

## Open the lock when time delay is active

- Enter a valid ID and code. *The lock will signal 3 green flashes + short high beeps* *after the code is entered, followed by 1 red flash + short low beep every 10 seconds*
- Once the time delay has elapsed the lock will signal the open window with 1 green flash + short high beep every 10 seconds
- **During the open window**, enter a Valid ID and code
- *If accepted, the lock will signal 3 green flashes + short beeps*
- Within 3 seconds, turn the keypad and/or turn the safe handle

## Override time delay

If the feature has been enabled using #73 see **Advanced Operation**, and a User has been profiled with the privilege to override time delay, their code is valid to open the lock immediately using the standard open lock instruction.

## Open the lock if operating in dual mode

- Enter a valid ID and code (*No signal*)
- Enter a 2<sup>nd</sup> valid ID and code
- *If both codes are accepted, the lock will signal 3 green flashes + 3 short beeps*
- Within 3 seconds, turn the keypad and/or turn the safe handle

## Dual mode for the Manager

Manager

If the lock has been set to operate dual mode for Users + Manager, to carry out any commands, the Manager must enter their ID and code **first**, followed by a second valid ID and code, before the rest of the command process is followed.

Example to add a standard opening user:



## Backlit buttons (#40)

Master/Manager

Keypad buttons can be illuminated on first button press to provide a guide in dark areas. By default, backlit buttons are turned off.

- Enter #40
- Enter the Master or Manager ID and code
- Press 1 to turn backlit buttons on, or 0 to turn off
- Press Enter. *If accepted, the lock will signal 3 green flashes + short beeps.* 🟢🟢🟢

Example to turn backlit buttons on:



## Keypad beeps (#41)

Master/Manager

Keypad beeps can be turned off to prevent others hearing that the lock is being operated.

- Enter #41
- Enter the Master or Manager ID and code
- Press 0 to turn keypad beeps off, or 1 to turn on
- Press Enter. *If accepted, the lock will signal 3 green flashes (No beeps) if the beeps have been turned off or 3 green flashes + short beeps if the keypad beeps have been turned on.* 🟢🟢🟢

Example to turn keypad beeps off:



## Add a User (#50)

Master/Manager

### User privilege

When users are added, their privilege must be defined.

Key	Privilege
1	Open only
2	Audit only
3	Open and audit
5	Open and override time delay*
7	Open, audit and override time delay*

\*If a user is defined as being able to override time delay, the feature must be enabled using #73 see **Advanced Operation**.

### Add a User

- Enter #50
- Enter the Master or Manager ID and code
- Enter an available ID and new code
- Press 2 to indicate 'User'
- Press 1, 2, 3, 5 or 7 to indicate the privilege setting
- Press Enter. *If accepted, the lock will signal 3 green flashes + short beeps.* 🟢🟢🟢

Example to add a standard opening user:



## Change code (#52)

All

Opening codes should be changed and tested with the safe or vault door open where possible.

- Enter #52
- Enter the current ID and code
- Enter the current ID and new code **twice**
- Press Enter. *If accepted, the lock will signal 3 green flashes + 3 short beeps.* 🟢🟢🟢

Example to change code:



Test that the new code works whilst the door is open.

## Disable or re-enable a User (#54)

Master/Manager

A user code can be temporarily disabled and then re-enabled later.

- Enter #54
- Enter the Master or Manager ID and code
- Enter the ID to be disabled or enabled
- Press 0 to disable the code or 1 to enable it
- Press Enter. *If accepted, the lock will signal 3 green flashes + short beeps.* 🟢🟢🟢

Example to disable a user:



## Change User privilege (#55)

Master/Manager

It is possible to redefine a user's privilege per the table shown in **Add a User**

- Enter #55
- Enter the Master or Manager ID and code
- Enter the ID to be changed
- Press 1, 2, 3, 5 or 7 to indicate the privilege setting
- Press Enter. *If accepted, the lock will signal 3 green flashes + short beeps.* 🟢🟢🟢

Example to change user privilege:



## Delete a User (#56)

Master/Manager

- Enter #56
- Enter the Master or Manager ID and code
- Enter the ID to be deleted
- Press Enter. *If accepted, the lock will signal 3 green flashes + short beeps.* 🟢🟢🟢

Example to delete a user:



## Reset a User code (#57) Master/Manager

If a User has forgotten their code, it is possible to reset it rather than deleting and adding the User again.

- Enter #57
- Enter the Master or Manager ID and code
- Enter the current ID and new code **twice**
- Press Enter. *If accepted, the lock will signal 3 green flashes + short beeps* 🟢🟢🟢

Example to reset a user code:



## Set date and time (#65) Master/Manager

To maintain the integrity of the audit, it is important to ensure that date and time is set on an annual basis and re-established after a power loss lasting for more than a few minutes.

- Enter #65
- Enter the Master or Manager ID and code
- Enter 10 digits to reflect the date and time in the format (YY) (MM) (DD) (24HR)
- Press Enter. *If accepted, the lock will signal 3 green flashes + short beeps* 🟢🟢🟢

Example date and time:

22<sup>nd</sup> July 2022, 2:30pm **2107221430**

Example to set date and time:



## Amend time delay values (#72) Master/Manager

Time delay is a feature that requires a period of time to elapse before the lock can be opened, to prevent Users from being coerced into opening the safe or vault immediately.

### Add time delay values

- Enter #72
- Enter the Master or Manager ID and code
- Enter 2 digits to indicate the time delay (00-99 minutes)
- Enter 2 digits to indicate the open window (01-60 minutes)
- Press enter. *If accepted, the lock will signal 3 green flashes + short beeps* 🟢🟢🟢

Example to add time delay:



If time delay values need to be reduced or removed, the procedure can be carried out at any time, but one complete cycle (Time delay, open lock) of the previous settings must occur before the new settings take effect.

To remove time delay, enter 0001 (00 for time delay, 01 for the open window)

## Cancel time delay counting (#74) All

If time delay has been initiated but is no longer required, it can be cancelled.

- Enter #74
- Enter any valid ID and code
- Press Enter. *If accepted, the lock will signal 3 green flashes + short beeps* 🟢🟢🟢

Example to cancel time delay counting:



## Troubleshooting

### Key press results in 2 red flashes + short beeps 🔴🔴

The lock is in penalty caused by 4 consecutive incorrect code entries. Wait for the 5-minutes penalty period to elapse. After the penalty has elapsed, 2 further wrong codes will again initiate a penalty. The trigger will reset after a valid code has been entered.

### 2 red flashes + short beeps every 10 seconds 🔴🔴

The lock is in penalty, see above

### 3 red flashes + short low beeps 🔴🔴🔴

The code or command has not been entered correctly, re-enter.

### If a mistake is made during code or command entry

Press # to cancel

### A key does not beep when pressed

If the LED still flashes, keypad beeps may have been turned off. If there is no flash, the batteries may be depleted. Change the batteries then set the date and time to ensure accuracy of the audit data.

### The safe or vault door does not open

If the lock system is otherwise operating normally, there may be a mechanical fault with the safe. Contact a safe engineer.

## Document version

These instructions may be updated from time to time to reflect firmware changes, visit [safelocksystems.co.uk](https://safelocksystems.co.uk) to check for updates or download additional instructions such as **Advanced Operation**.