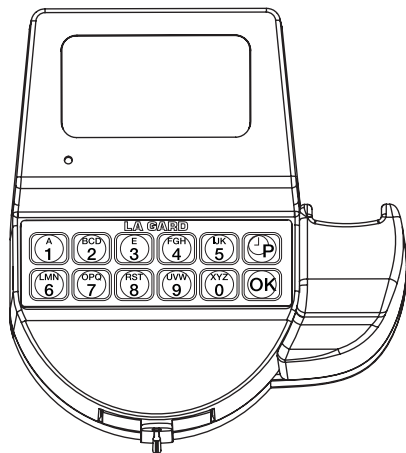


### MASTER OPERATING INSTRUCTIONS



#### AVAILABLE FEATURES

**Master Code cannot open locks, only control menus and functional abilities**

**MASTER CODE 0 (Default set to 1-2-3-4-5-6-7-8)**

**MASTER CODE 1 (Default set to 8-7-6-5-4-3-2-1)**

- Change Own Code
- Access to Master Menu
- Set Time and Date
- Set Time Lock & Special Events Periods
- Download or View Audit
- Install/Remove/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

**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.**

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#### SMARTPOINT SMARTLINC II

This system is available with or without biometric identification ability. If using the SMARTLINC II, without biometric ability, 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 - MASTER

- ① Press any key to power up SMARTPOINT.
  - Display will show either "ENTER CODE" or SELECT LOCK NUMBER" when two or more locks are installed.
- ② Hold down "zero" until the display shows "MASTER CODE, X-X-X-X-X-X-X".
- ③ Enter "zero" eight times.
- ④ Enter your existing eight (8) digit master code one time.
- ⑤ Enter your NEW eight (8) digit master code two times.
  - If a valid code is entered the display will show "MASTER CODE UPDATED"
- 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.

MASTER CODE  
XXXXXXXX

OLD CODE  
XXXXXXXX

NEW CODE  
XXXXXXXX

CONFIRM NEW  
XXXXXXXX

MASTER CODE  
UPDATED!

CONFIRM CODE  
NOT MATCH

## 2.0 Master Menu

### **Master Menu allows access to the following functions:**

- Time/Date (Set-up Time and Date)
- Time Lock Standard Week (Add, Modify, Verify opening period), if enabled (Can be viewed even during Time Lock period)
- Time Lock Special Events (Add, Modify, Verify closing period), if enabled (Can be viewed even during Time Lock period)
- View Audit
- PC Link (Open serial port to communicate with PC for set-up and audit)
- System Set-up (Enroll/Delete/Assign locks. Set System Operating Mode, Retrieve System Information)
- Users (Add/Delete Users, Enroll Fingerprint)
- Time Delay
- Open Offset (Set in seconds, minimum of 0 to 99 seconds for the firing of the solenoid on an interior lock)

### 2.1 MASTER MENU - Time/Date

- 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 "zero" until the display shows "MASTER CODE, X-X-X-X-X-X-X".
- ③ Enter master code.
  - If a valid code is entered the display will show "TIME/DATE"
- ④ Press OK to select this function, the display will show current time and date.
- ⑤ Press OK to modify date and time, the display will show "HH:MM, MM/DD/YYYY".
  - Insert new values for the time and date. If a mistake is made Press the P key to return to current time and date.
- ⑥ Press OK to confirm new time and date, display will show new time and date.
- ⑦ Press P to return MASTER MENU.

MASTER CODE  
XXXXXXXX

TIME/DATE

18:30 SUN  
07/10/2005

HH:MM  
MM/DD/YYYY

18:30  
07/10/2005 \*

18:30 SUN  
07/10/2005

### 2.2 MASTER MENU - VERIFY Time Lock Period

#### **In this menu you can verify all stored opening periods.**

- 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 "zero" until the display shows "MASTER CODE, X-X-X-X-X-X-X".
- ③ Enter master code.
  - If a valid code is entered the display will show "TIME/DATE"
- ④ Press P to select the next function, the display will show "TIME LOCK, STAND. WEEK".
- ⑤ Press OK to select Time Lock Standard Week, the display will show "SELECT T.L SET = 1".
- ⑥ Press 1 for Time Lock 1 or 2 for Time Lock 2.
- ⑦ Press OK to scroll through all stored open periods.
  - Press P to go back to original screen, "TIME LOCK, STAND. WEEK".

MASTER CODE  
XXXXXXXX

TIME/DATE

TIME LOCK  
STAND. WEEK

SELECT  
T.L SET = 1

🕒 08:00 MON  
🕒 18:00

## 2.2.1 MASTER MENU - Adding Time Lock Standard Week

**In this menu you can enter a new opening period, modify and verify all stored opening periods.**

- 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 "zero" until the display shows "MASTER CODE, X-X-X-X-X-X-X".
- ③ Enter master code.
  - If a valid code is entered the display will show "TIME/DATE"
- ④ Press P to select the next function, the display will show "TIME LOCK, STAND. WEEK".
- ⑤ Press OK to select Time Lock Standard Week, the display will show "SELECT T.L SET = 1".
- ⑥ Press 1 for Time Lock 1 or 2 for Time Lock 2.
- ⑦ Enter the time in Hours (HH) and Minutes (MM) for the opening period. Once the last digit is entered, the bottom of the screen will display, "1:SUN 2:MON".
  - If there are time lock periods already installed, press P to scroll to the end to add new ones.
- ⑧ Enter the number for the day of the week (1:SUN, 2:MON, 3:TUE, 4:WED, 5:THU, 6:FRI, 7:SAT)
- ⑨ Enter the time in Hours (HH) and Minutes (MM) for the closing period. Once the last digit is entered, the display will show, "HH:MM DAY, HH:MM".
- ⑩ Enter the new values or press P to go back to the original screen, "TIME LOCK, STAND. WEEK".
  - Repeat this procedure for all days
  - Press P to esc from this procedure.

**NOTE: During the Standard Week Opening Period the safe's door can be opened if a valid code is entered. Four (4) different opening periods may be entered for each day.**

**To delete an opening period, install a new opening period press 99 for the HH and the display will show, "DELETE ..."**

MASTER CODE  
XXXXXXXX

TIME/DATE

TIME LOCK  
STAND. WEEK

SELECT  
T.L SET = 1

⌚ HH:MM DAY  
🔒 HH:MM

⌚ 08:00 DAY  
1:SUN 2:MON

⌚ HH:MM DAY  
🔒 HH:MM

DELETE ...

## 2.3 MASTER MENU - VERIFY Special Events

- 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 "zero" until the display shows "MASTER CODE, X-X-X-X-X-X-X".
- ③ Enter master code.
  - If a valid code is entered the display will show "TIME/DATE"
- ④ Press P two (2) times to select the next function, the display will show "TIME LOCK, SPECIAL EVNT".
- ⑤ Press OK to select Special Events Menus, the display will show the first closing period stored.
- ⑥ Press OK to scroll through all stored closing periods.

**To delete an opening period, install a new opening period press 99 for the HH and the display will show, "DELETE ..."**

MASTER CODE  
XXXXXXXX

TIME/DATE

TIME LOCK  
SPECIAL EVNT

🔒 12/25  
⌚ 12/27 \*

### 2.3.1 MASTER MENU - Time Lock - Adding Special Events

**NOTE: Special Events are a closing period. Entrance to the safe is blocked during these times. Special Events repeat every year. Up to twenty (20) special events per year.**

**In this menu you can enter a new Special Event or closing period.**

- 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 "zero" until the display shows "MASTER CODE, X-X-X-X-X-X-X".
  - ③ Enter master code.
    - If a valid code is entered the display will show "TIME/DATE"
  - ④ Press P two (2) times to select the next function, the display will show "TIME LOCK, SPECIAL EVNT".
- NOTE: The first date is the closing date and the second is the opening date.**
- ⑤ Press OK to select Time Lock Standard Week, the display will show, "MM/DD, MM/DD".
    - If there are time lock periods already installed, press P to scroll to the end to add new ones.
  - ⑥ Repeat this procedure for each special event.
  - ⑦ Press P to select the next programming window.
    - Maximum duration is four (4) weeks.

**To delete an opening period, install a new opening period press 99 for the HH and the display will show, "DELETE ..."**

**CAUTION: Be careful not to invert the month and date fields as it might put the unit into Time Lock for a full year.**

MASTER CODE  
XXXXXXXX

TIME/DATE

TIME LOCK  
SPECIAL EVNT

🔒 MM/DD  
⌚ MM/DD

🔒 12/25  
⌚ 12/27 \*

DELETE ...

## 2.4 MASTER MENU - View Audit

- 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 "zero" until the display shows "MASTER CODE, X-X-X-X-X-X-X".
- ③ Enter master code.
  - If a valid code is entered the display will show "TIME/DATE"
- ④ Press P three (3) times to select the next function, the display will show "VIEW AUDIT".
- ⑤ Press OK to select, the display will show "MM/DD MM:SS, UX LX C:XX".
  - Please see the last page of this instruction sheet for a list of codes.
- ⑥ Press OK to scroll through the last 1000 system events.

MASTER CODE  
XXXXXXXX

TIME/DATE

VIEW AUDIT

MM/DD MM:SS  
UX LX C:XX

## 2.5 MASTER MENU - PC Link

- 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 "zero" until the display shows "MASTER CODE, X-X-X-X-X-X-X". Enter the Master code.
- ③ Press the P button four (4) 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.

MASTER CODE  
XXXXXXXX

TIME/DATE

PC LINK

PC LINK  
ENABLED \*\*

## 2.6 SYSTEM SET-UP

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

- Install Locks to Logic Module (Ability to set locks to AUTOOPEN status)
- Remove Locks
- 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.

## SYSTEM 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 "zero" until the display shows "MASTER CODE, X-X-X-X-X-X-X".
- ③ Enter MASTER code
- ④ Press the P button five (5) times to select System Set-up, the display will show "SYSTEM SET-UP".

MASTER CODE  
XXXXXXXX

TIME/DATE

SYSTEM SET-UP

### 2.6.1 SYSTEM SET-UP - Install a Lock to the Logic Module

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

- ① Press OK to select this function, display will show "LOCKS INSTALL".
- ② Press OK to select this function, display will show "SELECT LOCK ID =".
- ③ Enter Lock ID number (always start with ID number = 1), display will show "Do You CONFIRM?"
- ④ Press OK to confirm, display will show "LOCK #, IS AUTOOPEN"
  - Press P for NO and OK for YES, display will show, "OK, LOCK # INSTALLED"
  - If the display shows "LOCK=1, COMM FAIL!", the SMARTPOINT is not communicating with the lock or lock has not been programmed. Check the lock ID, power connection and all cable connections & retry.
  - The system must be set-up by installing Lock 1 first. By attempting to enroll any other lock prior to enrolling Lock 1, the display will show, "FIRST LOCK 1, INSTALL".

LOCKS  
INSTALL

SELECT  
LOCK ID =

Do You  
CONFIRM?

LOCK #  
IS AUTOOPEN

OK, LOCK #  
INSTALLED!

FIRST LOCK 1  
INSTALL!

## 2.6.2 SYSTEM SET-UP - Remove a Lock from the Logic Module

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

- ① Press OK to select this function, display will show "LOCKS INSTALL".
- ② Press P to select the next function, display will show "LOCKS REMOVE".
- ③ Press OK to enter Remove Lock Menu, display will show "SELECT LOCK ID = "
- ④ Enter Lock ID number, display will show "Do You CONFIRM?"
- ⑤ Press OK to remove the selected lock, the display will show "OK LOCK # REMOVED".

**NOTE:** Always remove Lock #1 last.

LOCKS  
INSTALL

LOCKS  
REMOVE

SELECT  
LOCK ID =

Do You  
CONFIRM?

OK, LOCK #  
REMOVED

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

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

- ① Press OK to select this function, display will show "LOCKS INSTALL".
- ② Press P two (2) times, display will show "ASSIGN LOCK".
- ③ Press OK, display will show "LOCK1 ASSIGN TIME SET 0".
- ④ Press 1 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?"

**NOTE:** If there is no Time Lock information setup, display will show "TL SET 1, NOT DEFINED."

- ⑤ Press OK to confirm. If more than one lock is installed in the system the display will show, "LOCK2 ASSIGN TIME SET 1". If only one lock is installed, the display will show, "ASSIGN LOCK".
- ⑥ Press P to esc from menu.

LOCK S  
INSTALL

ASSIGN LOCK

LOCK1 ASSIGN  
TIME SET 0

LOCK1 ASSIGN  
SET 1, OK?

LOCK2 ASSIGN  
TIME SET 1

## 2.6.4 SYSTEM SET-UP - System Operation Mode

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

- ① Press OK to select this function, display will show "LOCK INSTALL".
- ② Press P three (3) times, display will show "SYSTEM OPER. MODE".
- ③ Press OK to enter the Menu, display will show "USER CODE".
- ④ Press P to scroll through operation options.
  - Options include, USER CODE (default), 2 USER CODE, FINGER ONLY, FINGER+CODE, 2FINGERS, 2FINGR+2CODE.
- ⑤ After scrolling to appropriate operation, press OK to select, display will show "SYSTEM OPER. MODE".
- ⑥ Press P to esc from menu.

LOCK  
INSTALL

SYSTEM  
OPER. MODE

USER CODE

SYSTEM  
OPER. MODE

## 2.6.5 - 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 Press OK to select this function, display will show "LOCK INSTALL".
- ② Press P four (4) times to enter System Set-up Menu, display will show "ACCESS LIMIT".
- ③ Press OK to enter the Menu, the display will show "ACCESS LIMIT DAYS = 0".
- ④ 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.

**NOTE:** Leaving the ACCESS LIMIT DAYS set to "0", will mean the Users will never be disabled from the system. Limit days are based on calendar dates not hours.

LOCK  
INSTALL

ACCESS LIMIT

ACCESS LIMIT  
DAYS = 0

ACCESS LIMIT

## 2.6.6 - SYSTEM SET-UP - System Information

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

- ① Press OK to select this function, display will show "LOCK INSTALL".
- ② Press P five (5) times to enter System Set-up Menu, display will show "SYS INFO".
- ③ 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.
- ④ Press P to esc from Sys Info Menu.

LOCK  
INSTALL

SYS INFO

Ver. 2.1.1  
Aug 14, 2007

SYS INFO



## 2.7 Audit Functions

### RETRIEVE STATUS REPORT (STATUS REQUEST)

*PC must be connected directly to lock*

*Real time information for each lock, including:*

- Solenoid status (activated or not)
- Mode (Setup or Operational)
- External Input (active or inactive)
- Bolt Switch Detection (N/A, Closed, Open, Opened and then Closed)
- Lock State (Normal, Time Delay, Open Window, Time Penalty)
- List can be exported in excel format

### LOCK CONFIGURATION (REPORT REQUEST)

*PC must be connected directly to lock*

*Set-up report for each lock, including:*

- Lock Name
- Software version for the lock
- Time Delay (minutes 1-99)
- Open Window (minutes 1-19)
- Mode (Standard, Time Delay Override, Silent Alarm)
- Lock ID
- Lock State (Standard, Bolt Switch Detected, Set-up Ended, LED/button Interface Mode for use with open device, RTC Detected, Memory Detected)
- List can be exported in excel format

### 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

#### 2.7.1 MASTER 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 Connect cable to port on Logic Module.
- ⑥ Press any key to power up SMARTPOINT.
  - Display will show either "ENTER CODE" or SELECT LOCK" when two or more locks are installed.
- ⑦ Hold down "zero" until the display shows "MASTER CODE, X-X-X-X-X-X-X". Enter the Master code.
- ⑧ Press the P button four (4) times to select PC Link, the display will show "PC LINK".
- ⑨ Press the OK button to start communication with the PC.
- ⑩ In the software window, select Get Data button.
  - Once information has been sent, a new window will open showing the Audit Trail file.
- ⑪ Press the P to stop the communication.

MASTER CODE  
XXXXXXXX

TIME/DATE

PC LINK

PC LINK  
ENABLED \*\*

PC LINK

#### 2.7.2 MASTER 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.
- ⑤ Plug cable to port on logic module.
- ⑥ Press any key to power up SMARTPOINT.
  - Display will show either "ENTER CODE" or SELECT LOCK" when two or more locks are installed.
- ⑦ Hold down "zero" until the display shows "MASTER CODE, X-X-X-X-X-X-X". Enter the Master code.
- ⑧ Press the P button four (4) times to select PC Link, the display will show "PC LINK".
- ⑨ Press the OK button to start communication with the PC.
- ⑩ In the software window, select Get Data button.
  - Once information has been sent, a new window will open showing the Audit Trail file.
- ⑨ Press the P to stop the communication.

MASTER CODE  
XXXXXXXX

TIME/DATE

PC LINK

PC LINK  
ENABLED \*\*

## 2.8 User Functions

### 2.8.1 MASTER MENU - USER - Add User

- 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 "zero" until the display shows "MASTER CODE, X-X-X-X-X-X-X".
- ③ Enter master code.
  - If a valid code is entered the display will show "TIME/DATE"
- ④ Press P six (6) times to select the User Menu, the display will show "USERS ON/OFF".
- ⑤ Press OK to view the User status, the display will show "USERS ON/OFF, (XX - XX):"
- ⑥ 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.
- ⑦ Press OK to install USER, the display will show "NEW CODE, X-X-X-X-X-X."
- ⑧ Enter a new six (6) digit code, display will show "CONFIRM NEW, X-X-X-X-X-X."
- ⑨ Enter new six (6) digit code a second time to confirm, display will show "ACCESS LOCK, ----".  
NOTE: If Logic Module is set to Code only, steps 10 and 11 will not appear.
- ⑩ Enter the Lock ID number for each lock that the User will have access to and press OK, display will show "FINGERPRINT NUMBER = 1" then "SCAN YOUR FINGER".
- ⑪ 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.
- ⑫ Press OK to confirm and enroll another Fingerprint or P to exit, display will show "USER IS, MANAGER?".
- ⑬ Press OK to accept or P to bypass, display will show, "TIME DELAY, OVERRIDE"
- ⑭ Press OK to accept or P to bypass, display will show, "USER = X, INSTALLED!"

**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.

MASTER CODE  
XXXXXXX

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?

### 2.8.2 MASTER MENU - Users - Delete A User

- 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 "zero" until the display shows "MASTER CODE, X-X-X-X-X-X-X".
- ③ Enter master code.
  - If a valid code is entered the display will show "TIME/DATE"
- ④ Press P six (6) times to select the User Menu, the display will show "USERS ON/OFF? "
- ⑤ Press OK to view the User status, the display will show "USERS ON/OFF, (XX - XX)"
- ⑥ Press User ID (XX) to select a user, display will show "USER ID = X, DISABLE?"
- ⑦ Press P, display will show "USER ID = X, DELETE?"
- ⑧ Press OK, display will show "USERS ON/OFF, (XX - XX)"

MASTER CODE  
XXXXXXXX

TIME/DATE

USERS ON/OFF

USERS ON/OFF  
(XX - XX)

USER ID = 2  
DISABLE?

USER ID = 2  
DELETE?

### 2.8.3 MASTER MENU - Users - Disable A User

- 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 "zero" until the display shows "MASTER CODE, X-X-X-X-X-X-X".
- ③ Enter master code.
  - If a valid code is entered the display will show "TIME/DATE"
- ④ Press P six (6) times to select the User Menu, the display will show "USERS ON/OFF? "
- ⑤ Press OK to view the User status, the display will show "USERS ON/OFF, (XX - XX)"
- ⑥ Press User ID (XX) to select a user, display will show "USER ID = X, DISABLE?"
- ⑦ Press OK, display will show "USERS ON/OFF, (XX - XX)"

MASTER CODE  
XXXXXXXX

TIME/DATE

USERS ON/OFF

USERS ON/OFF  
(XX - XX)

USER ID = #  
DISABLE?

USERS ON/OFF  
(XX - XX)

### 2.8.4 MASTER MENU - Users - Enable A User

- 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 "zero" until the display shows "MASTER CODE, X-X-X-X-X-X-X".
- ③ Enter master code.
  - If a valid code is entered the display will show "TIME/DATE"
- ④ Press P six (6) times to select the User Menu, the display will show "USERS ON/OFF? "
- ⑤ Press OK to view the User status, the display will show "USERS ON/OFF, (XX - XX)"
- ⑥ Press User ID (XX) to select a user, display will show "USER ID = X, ENABLE?"
- ⑦ Press OK, display will show "USERS ON/OFF, (XX - XX)"

MASTER CODE  
XXXXXXXX

TIME/DATE

USERS ON/OFF

USERS ON/OFF  
(XX - XX)

USER ID = #  
ENABLE?

USERS ON/OFF  
(XX - XX)



### 2.8.5 MASTER MENU - Users - Access Lock

- 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 "zero" until the display shows "MASTER CODE, X-X-X-X-X-X-X".
- ③ Enter master code.
  - If a valid code is entered the display will show "TIME/DATE"
- ④ Press P six (6) times to select the User Menu, the display will show "USERS ON/OFF? "
- ⑤ Press OK to view the User status, the display will show "USERS ON/OFF, (XX - XX)"
- ⑥ Press User ID (XX) to select a user, display will show "USER ID = 2, DISABLE?"
- ⑦ Press P two (2) times, display will show "USER ID = X, ACCESS LOCK?"
- ⑧ Press OK, display will show "ACCESS LOCK, ----"
- ⑨ Press the number for the lock to be installed or removed for the user.
- ⑩ Press OK, display will show "USERS ON/OFF, (XX - XX)"

MASTER CODE  
XXXXXXXX

TIME/DATE

USERS ON/OFF

USERS ON/OFF  
(XX - XX)

USER ID = #  
DISABLE?

USER ID = X  
ACCESS LOCK?

ACCESS LOCK  
\_\_\_\_\_

### 2.8.6 MASTER MENU - Users - Add / Remove Manager

- 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 "zero" until the display shows "MASTER CODE, X-X-X-X-X-X-X".
- ③ Enter master code.
  - If a valid code is entered the display will show "TIME/DATE"
- ④ Press P six (6) times to select the User Menu, the display will show "USERS ON/OFF? "
- ⑤ Press OK to view the User status, the display will show "USERS ON/OFF, (XX - XX)"
- ⑥ Press User ID (XX) to select a user, display will show "USER ID = 2, 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)"

MASTER CODE  
XXXXXXXX

TIME/DATE

USERS ON/OFF

USERS ON/OFF  
(XX - XX)

USER ID = #  
DISABLE?

USER ID = X  
ADD/DEL MGR?

REMOVE  
MANAGER

MANAGER  
REMOVED

### 2.8.7 MASTER MENU - Users - Add/Remove Time Delay Override

- 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 "zero" until the display shows "MASTER CODE, X-X-X-X-X-X-X".
- ③ Enter master code.
  - If a valid code is entered the display will show "TIME/DATE"
- ④ Press P six (6) times to select the User Menu, the display will show "USERS ON/OFF? "
- ⑤ Press OK to view the User status, the display will show "USERS ON/OFF, (XX - XX)"
- ⑥ Press User ID (XX) to select a user, display will show "USER ID = 2, DISABLE?"
- ⑦ Press P four (4) times, display will show "USER ID = X, ADD/DEL TDO?"
- ⑧ 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.)
- ⑨ Press OK, display will show "TIME DLY OVR, REMOVED" (or "TIME DLY OVR, ADDED")
- ⑩ Press OK, display will show "USERS ON/OFF, (XX - XX)"

MASTER CODE  
XXXXXXXX

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

## 2.8.8 MASTER MENU - USER - Re-Enroll Fingerprint

- 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 "zero" until the display shows "MASTER CODE, X-X-X-X-X-X-X".
- ③ Enter master code.
  - If a valid code is entered the display will show "TIME/DATE"
- ④ Press P six (6) times to select the User Menu, the display will show "USERS ON/OFF? "
- ⑤ Press OK to view the User status, the display will show "USERS ON/OFF, (XX - XX)"
- ⑥ Press User ID (XX) to select a user, display will show "USER ID = X, DISABLE?"
- ⑦ Press P five (5) times, display will show "USER ID = X, RE-ENROLL?"
- ⑧ Press OK, display will show "FINGERPRINT NUMBER = 1".
- ⑨ 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.
- ⑩ Press OK to confirm and enroll another Fingerprint or P to exit, display will show "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.

**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.**

MASTER CODE XXXXXXXX
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

## 2.9 MASTER MENU - 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 Hold down "zero" until the display shows "MASTER CODE, X-X-X-X-X-X-X".
- ③ Enter master code.
  - If a valid code is entered the display will show "TIME/DATE"
- ④ Press P seven (7) times to select the Time Delay Menu, the display will show "TIME DELAY".
- ⑤ 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.
- ⑥ 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, the unit will begin counting through the current Delay time. If the new Delay time is less than the existing Delay time, the system must go through the entire sequence before the new Delay time takes effect.
  - To delete Time Delay enter 00 for the Time Delay time and 01 for the Open Window.

MASTER CODE XXXXXXXX
TIME/DATE
TIME DELAY
TIME DELAY TD: 00 OW: 01
TIME DELAY SET OK!

## 2.10 MASTER MENU - Open Offset

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

- 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 "zero" until the display shows "MASTER CODE, X-X-X-X-X-X-X".
- ③ Enter master code.
  - If a valid code is entered the display will show "TIME/DATE"
- ④ Press P eight (8) times to select the Open Offset Menu, the display will show "OPEN OFFSET".
- ⑤ Press OK to enter the Open Offset Menu, the display will show "LOCK 1, OFFSET = 00"
- ⑥ Enter new value for the Open Offset or Press OK to scroll to the next lock in the system.
  - 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.**

MASTER CODE XXXXXXXX
TIME/DATE
OPEN OFFSET
LOCK 1 OFFSET = 00

## 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). Visit us on the web at [www.kaba-mas.com](http://www.kaba-mas.com).**