

LA GARD 700 Series

High Security Lock for Safes & Vaults



Commissioning Guide

Keypad firmware version 1.2.3.4, Lock firmware version 1.2.2.3 (v1)

Introduction

700 Series locks are provided by Safelock Systems ready to operate with the default codes below:

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

Instructions to install locks and keypads are available to download from our website.

Do not apply power to the lock system until the keypad has been plugged into the lock's ENT port.

Once the lock has been installed and the mechanical function has been tested using the Manager ID and code to open, several steps should be followed by installers to ensure correct operation of the lock system.

User operating instructions

700 Series locks are provided with a printed copy of **Standard User Instructions**. Other instructions such as **Quick Reference Guides** and **Advanced User Instructions** are available to download from our website, on the relevant 700 Series model web page. Our web page also features videos demonstrating procedures.



Step 1: Set date and time

***Not required for model 701**

To maintain the integrity of the audit, and to allow correct timelock operation, 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. Locks are supplied without power connected, so the date and time must be set after the lock has been installed. If the date and time is not set, the lock reverts to 00:00 on the 2nd January 2000.

Date and time: Non-display keypads

- Enter **#65**
- Enter the Master ID (**00**) 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:

22nd July 2022, 2:30pm **2207221430**

Example to set date and time:



Step 1: Set date and time continued

Date and time: Display keypads

- Either:
 - Enter the Master ID (**00**) and **code** or;
 - Press **Arrow Down**, then enter the Manager ID and **code**
- Press **Arrow Down** to scroll to **Time / Date**, press **Enter**
- Press **Arrow Down** to scroll to **Set Time Date**, press **Enter**
- The display shows the current time and date, press **Enter**
- Enter new values in the format shown onscreen, noting that the date starts with YY for **Year**

Step 2: Advise code change

As the Master code has the permission to completely control the lock system, including creating subordinate users who can open the lock, both the default Master and Manager codes should be changed immediately.

Opening codes should be changed and tested with the safe or vault door open where possible. Once changed, test that the new code works whilst the door is open.

Code change: Non-display keypads

- 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:



Code change: Display keypads

- Either:
 - Enter the Master ID (**00**) and **code** or;
 - Press **Arrow Down**, then enter another ID and **code**
- **Change combo** may already be highlighted, if it is not, press **Arrow Down** to scroll to it, then press **Enter**
- Enter the new **code** twice

Checklist

- Set date and time (Not required for 701)
- Change Master code (Advise and support user)
- Change Manager code (Advise and support user)
- Demonstrate adding Users
- Set time delay if required
- Cover features in **Standard User Instructions** if required

Document version

These instructions may be updated from time to time, visit safelocksystems.co.uk to check for updates.