

LA GARD 704

High Security Lock for Safes & Vaults



Advanced User Instructions

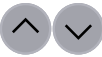


Keypad firmware 1.2.3.4, Lock firmware 1.2.2.3 (v1)

Introduction

These instructions outline advanced procedures for operating locks using the Master code and should be used in conjunction with the document **Standard User Instructions**, which is available to download from our website.

When supplied by Safelock Systems Limited, the Master operates on the code (0-0)-8-7-6-5-4-3-2-1

Buttons

Key	Use
	Arrow Up or Arrow Down : To scroll through menus
	# : To go back a step in a menu, or cancel a code entry
	Enter : To select a menu item or confirm an entry

Commands

These instructions cover the commands listed below:

Category	Function
Codes	Change code length
	Forced code change
	Enable or disable dual mode
General operation	Enable or disable the Duress feature
	Specify alarm input setting
Manager Management	Add a Manager
	Change Manager privilege
	Disable or re-enable a Manager
	Delete a Manager
	Reset a Manager code
Audit	View audit event codes, activate PC Link
Time delay	Enable time delay override feature
	Adjust time delay count mode
Timelock	View and assign timelock schedules

Basic commands as listed below are shown in the **Standard User Instructions**.

Basic Commands	Category	Function
	Codes	Change code
		Add a User
	User management	Disable or re-enable a User
		Change user privilege
		Delete a User
		Reset a User code
	Time delay	Amend time delay values
		Cancel time delay counting
	General Operation	Disable or enable backlit buttons
		Turn keypad beeps off or on
		Set time and date

Engineer commands

Additional commands are available to the Master, which should only be used by engineers who are servicing the lock: Install lock | Uninstall lock | Reset lock | Install new keypad | Update firmware

Command menu

To access the command menu:

- Press either **Arrow Up**, **Arrow Down** or **Enter**



- Enter a valid ID and when prompted, the code

Command menu navigation

Use the **Arrow Up** and **Arrow Down** keys to scroll through menus. When a menu item or option is selected, it is highlighted in white. Press **Enter** to either confirm the selection or access a sub-menu. Press **#** to return to the previous menu or to exit.

Change code length

Master

By default, the Manager and Users have a code comprised of a 2-digit ID + 6-digits. The code length can be changed to have a 2-digit ID + 7, 8 or 9 digits. **If changed, existing Manager and User codes will no longer be valid and will need their codes to be reset.**

Command Menu >System >Combination >Combo Length >Specify the number of digits

- The display shows **Are you sure?**, press **Enter** to confirm

Forced code change

Master

When a new Manager or User code is added to the lock, or a code is reset, the system can require that on first use, the code holder must change their code. By default, force change is set to **No**.

Command Menu >System >Combination >Force Change> Select Yes or No, press Enter to confirm

Enable or disable dual mode

Master

Dual mode is a feature that requires 2 codes to be Entered before the lock can be opened. Dual mode can be set up so that: Dual mode applies to Users only, or Dual mode applies to Users and the Manager.

Command Menu >System >User Mode >Select the required option

Enable or disable Duress

Master

The Duress feature allows a coerced user to Enter a special variant of their code which opens the lock, and also generates a silent signal to notify others that safe is being opened under duress. Connection to an alarm system and peripheral equipment sold separately is required. Duress is disabled by default.

Command Menu >System >Duress Mode >Select Yes or No, press Enter to confirm

A duress code is the user's normal code with the last digit increased or decreased by 1. For example, 01-123456 would become 01-123455 or 01-123457

Specify alarm input setting Master

With connection to an alarm system and peripheral equipment sold separately, an alarm input signal can alter the lock's operation with one of the settings below:

Operation
Ignore input signal
Input signal remote blocks (Prevents the lock from being opened)
Input signal overrides time delay
Input signal overrides dual mode

Command Menu >System >Input Signal >Select the required option

Audit Master, Manager, User

With licensed software and peripheral equipment sold separately, an audit of the last 500 lock events can be downloaded. The audit is stamped with time and date information based on the clock time of the keypad, as such it is **vital to ensure correct clock time, with annual updates.**

Full instructions to take audit are available in the help menus of the software. PC link must be activated using the keypad to start communication with the software.

To scroll through a list of audit event codes on the display:

Command Menu >Select **Audits**, press **Enter** to confirm

The display shows the following information

Date	Event Code	User
Time		

- Press **Arrow Down** to scroll through audit events.

Event codes are available to view in the On-Screen audit instructions available to download from our website.

Activate PC Link Authorised Users

To start communication with LA GARD 700 Series software, PC Link must be activated.

Command Menu >Select **PC Link**, press **Enter** to confirm

Manage the Manager Master

In 704 locks supplied by Safelock Systems Ltd, a Manager is installed with ID 01. To manage the Manager, the process is the same as for users but only the Master code is valid to perform the command.

Reset the Manager code Master

If the Manager code has been lost, it is possible to reset it rather than deleting and adding the Manager again.

Command Menu >Users >Edit >Reset combo> Enter the ID to be reset

- Enter the new code, then repeat the new code to confirm

Add a Manager Master

Generally, Manager code can be reset rather than being deleted. If the Manager code has been deleted, it can be added again or assigned to a different ID, or a second manager can be added.

When a Manager is added, the privilege to open, audit and override time delay* must be defined for each lock that may be connected to the keypad.

*If a Manager is defined as being able to override time delay (**TDO Pin Priv**), the feature must be enabled.

Command Menu >Users >Add > Enter an ID to be added

- Select **Manager**, press **Enter** to confirm
- Enter a new code, then repeat the new code to confirm

A sub-menu is displayed >Add >

> Open Priv
> Audit Priv
> TDO Pin Priv
> Add User

- If open and audit privilege is all that is needed, select **Add User**, press **Enter** to confirm
- If privileges must be edited, select each **Priv** option as required, press **Enter** to access. The display shows either **1 2 3 4 5** or **_ _ _ _ _**. Each digit or **_** represents a lock ID. **In most cases only one lock (ID 1) is in use.** To remove privilege from a lock, press a digit so that it changes to **_**. To enable a privilege, press a digit so the **_** changes to a digit. When complete, press **Enter** to confirm and return to the **Add user** menu.
- Select **Add User**, press **Enter** to confirm

Change Manager privilege Master

It is possible to redefine the Manager's privilege to allow or disallow opening, audit or time delay override for each lock that may be connected to the keypad.

Command Menu >Users >Edit >Enter the ID to be changed

- Select **Privileges**, press **Enter**

A sub-menu is displayed >Privileges

>Open Priv
>Audit Priv
>TDO Pin Priv
>Update User

- Select **Open Priv**, **Audit Priv** and **TDO Pin Priv** and amend as required using the instruction in **Add a Manager**.
- Select **Update User**, press **Enter** to confirm

*Only the lock IDs that have been added to **Open Priv** are available under **TDO Pin Priv**.

Disable or re-enable the Manager Master

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

Command Menu >Users >Edit >Enter the ID to be changed

- Select **Status** >Select **Disabled** or **Enabled**

Delete the Manager Master

Command Menu >Users >Delete >Enter the ID to be deleted

- When the display shows **Confirm delete: xx**, press **Enter**

Enable or disable time delay override Master

Users profiled with time delay override privilege cannot use the privilege unless time delay override has been enabled. **Time delay override is disabled by default.**

Command Menu >System >Locks >Time Delay >Change Override >Select Yes or No

Adjust time delay count mode Master

When time delay is in use, the keypad display can be configured to show the time when a key is pressed for both the time delay and open (Confirmation) window. The available options are:

Display options
Off
Count up (Default)
Count down

Time delay:

Command Menu >System >TD cnt Mode >Delay Period >Select the required option

Open (Confirmation) Window:

Command Menu >System >TD cnt Mode >Confirm Window >Select the required option

View timelock schedules Master/Manager

If previously loaded with software, timelock schedules can be viewed by the Master or a Manager.

Command Menu >Time Lock >

- Select View Access 1 or 2 or View Holiday
- Scroll through the values

There are 4 possible values per day, as such there may be empty values indicated by 00:00 to 00:00.

Assign timelock schedules Master/Manager

If previously loaded with software, timelock schedules can be assigned by the Master or a Manager.

- Command Menu >Time Lock >Assign Access>**
Specify the lock by pressing a digit
- Select **24/7 Access** or **Schedule 1**, or **Schedule 2**
- Press Enter to confirm

Troubleshooting

If a mistake is made during code or function entry

Press # to cancel

There is no response from the lock

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.

Command menu structure

	Master	Manager	User
Open Lock		✓	✓
Change combo	✓	✓	✓
Time / Date...	✓	✓	
>Time Format	✓		
>Date Format	✓		
>Set Time Date	✓	✓*	
>Observe DST	✓	✓*	
Time Lock	✓	✓	
>Assign Access	✓	✓*	
>View Access 1	✓	✓	
>View Access 2	✓	✓	
>View Holiday	✓	✓	
Audits...	✓	✓	✓
PC Link	✓	✓	✓
Users...	✓	✓	
>Add...	✓	✓	
>Open Priv	✓	✓	
>Audit Priv	✓	✓	
>TDO Pin Priv	✓	✓	
>Add user	✓	✓	
>Edit...	✓	✓	
>Status	✓	✓	
>Reset Combo	✓	✓	
>Privileges	✓	✓	
>User Type	✓		
>Delete...	✓	✓	
System...	✓	✓	✓
>Sys Info...	✓	✓	✓
>Entry	✓	✓	✓
>Lock	✓	✓	✓
>Backlight	✓	✓	
>Buzzer	✓	✓	
>TD cnt Mode...	✓		
>Delay Period	✓		
>Confirm Window	✓		
>Combination	✓		
>Combo Length	✓		
>Force Change	✓		
>User mode	✓		
>Duress mode	✓		
>Input Signal	✓		
>Locks...	✓	✓	
>Uninstall	✓		
>Time Delay...	✓	✓	
>Configure Times...	✓		
>Delay Period	✓	✓	
>Confirm Window	✓	✓	
>Change Override	✓		
>Reset	✓		
>FW Update	✓	✓	

*Only if timelock is not active

Document version

These instructions may be updated from time to time, visit safelocksystems.co.uk to check for updates or download additional instructions such as **Advanced User Instructions**.