




Quick Reference LA GARD 704

Keypad firmware 1.2.3.4, Lock firmware 1.2.2.3 (v1)



Default codes:	Master 00-87654321 Manager 01-123456. Default codes must be changed immediately.	
Available User IDs:	IDs 02-49. One of the IDs can be used for a 2 nd Manager. Users are deleted and can be added by the Master or Manager.	
Hierarchy:	The Master can manage the Manager and User(s). The Manager can manage User(s). The Master has full administrative control but cannot open directly.	
Open lock:	Enter a valid ID and code. If time delay is in operation, wait for the time delay to elapse and enter the code again during the open window. If dual mode is in operation, enter a second ID and code.	
Command menu:	To access the command menu, press either Arrow Up , Arrow Down or Enter . Enter a valid ID and when prompted, the code.	  
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.	

		Master	Manager	User
Open Lock	Press Enter to open the lock		✓	✓
Change combo	Press Enter , then input a new code twice	✓	✓	✓
Time / Date...	Press Enter to access a sub-menu	✓	✓	
>Time Format	Press Enter , Select 24hr or 12hr , press Enter to confirm	✓		
>Date Format	Press Enter , Select yy-mm-dd or mm-dd-yy , press Enter to confirm	✓		
>Set Time Date	Press Enter to view the time and date. Press Enter again to enter the time and date in the format HH:MM YY-MM-DD , press Enter to confirm. *Only if timelock is not active	✓	✓*	
>Observe DST	Press Enter , select Enable or Disable , press Enter to confirm. *Only if timelock is not active	✓	✓*	
Time Lock	Press Enter to access a sub-menu	✓	✓	
>Assign Access	Press Enter , Press a digit to indicate the lock, Select 24/7 Access or Schedule 1 or Schedule 2 , press Enter to confirm. *Only if timelock is not active.	✓	✓*	
>View Access 1	Press Enter to scroll through access schedule 1, only if it has been previous loaded with software	✓	✓	
>View Access 2	Press Enter to scroll through access schedule 2, only if it has been previous loaded with software	✓	✓	
>View Holiday	Press Enter to scroll through Holiday dates, only if dates have been previous loaded with software	✓	✓	
Audits...	Press Enter to scroll through audit event codes	✓	✓	✓
PC Link	Press Enter to initiate PC Link communication with software	✓	✓	✓
Users...	Press Enter to access a sub-menu	✓	✓	
>Add...	Press Enter , Enter an ID to be added, (Master only: select Standard User or Manager , press Enter) Enter a new code, then repeat the new code to confirm. A sub-menu is displayed	✓	✓	
>Open Priv	Press Enter , the display shows 1 2 3 4 5 which indicate 5 possible locks that may be connected to the keypad. Press a corresponding digit. When the digit shows, the privilege is enabled for that lock, when an _ shows, the privilege is removed. By default users have the privilege to open locks. Press Enter to confirm.	✓	✓	
>Audit Priv	Repeat as with Open Priv . By default, users have the privilege to audit locks.	✓	✓	
>TDO Pin Priv	Repeat as with Open Priv to specify locks on which the user can override time delay. By default, users do not have the privilege to override time delay. *The TDO feature must be enabled	✓	✓	
>Add user	Press Enter to add the user.	✓	✓	
>Edit...	Press Enter , enter the ID to be edited, a sub-menu is displayed	✓	✓	
>Status	Press Enter , select Enable or Disable , press Enter to confirm	✓	✓	
>Reset Combo	Press Enter , Enter a new code twice. On first use, the User will be prompted to change their code	✓	✓	
>Privileges	Press Enter to access a sub-menu and specify privileges as with adding a user. Once specified, select Update User , press Enter to confirm	✓	✓	
>User Type	Press Enter , select Standard User or Manager , press Enter to confirm	✓		
>Delete...	Press Enter , enter the ID to be deleted, press Enter to confirm	✓	✓	
System...	Press Enter to access a sub-menu	✓	✓	✓
>Sys Info...	Press Enter to access a sub-menu	✓	✓	✓
>Keypad	Press Enter to scroll through: Battery status % Firmware Version Model Serial Number	✓	✓	✓
>Lock	Press Enter to scroll through: Firmware Version Serial Number Ports Open Count	✓	✓	✓
>Backlight	Press Enter , select On or Off , press Enter to confirm	✓	✓	
>Buzzer	Press Enter , select On or Off , press Enter to confirm	✓	✓	
>TD cnt Mode...	Press Enter to access a sub menu	✓		
>Delay Period	Press Enter , select Off Count up Count down , press Enter to confirm	✓		
>Confirm Window	Press Enter , select Off Count up Count down , press Enter to confirm	✓		
>Combination	Press Enter to access a sub menu	✓		
>Combo Length	Press Enter , specify the number of digits: 6 7 8 9 , press Enter to confirm. The display shows "Are you sure?" Select Yes or No , press Enter to confirm. Existing codes must be reset.	✓		
>Force Change	Press Enter , select Yes or No , press Enter to confirm. By default, forced code change is set to No	✓		
>User mode	Press Enter , select Single Dual Dual + Mgr , press Enter to confirm	✓		
>Duress mode	Press Enter , select Yes or No , press Enter to confirm	✓		
>Input Signal	Press Enter , select Ignore Disable Open Dly Override Dual Override , press Enter to confirm	✓		
>Locks...	Press Enter to access a sub-menu	✓	✓	
>Uninstall	Press Enter , select Yes or No , press Enter to confirm	✓		
>Time Delay...	Press Enter to access a sub-menu	✓	✓	
>Configure Times...	Press Enter to access a sub-menu	✓		
>Delay Period	Enter 2 digits for the delay (00-99 minutes)	✓	✓	
>Confirm Window	Enter 2 digits for the open window (01-60 minutes)	✓	✓	
>Change Override	Press Enter , select Yes or No , press Enter to confirm	✓		
>Reset	Press Enter , select Yes or No , press Enter to confirm	✓		
>FW Update	Press Enter to initiate firmware update	✓	✓	