

LA GARD 704

High Security Lock for Safes & Vaults



Standard User Instructions

Keypad firmware 1.2.3.4, Lock firmware 1.2.2.3 (v1)

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:

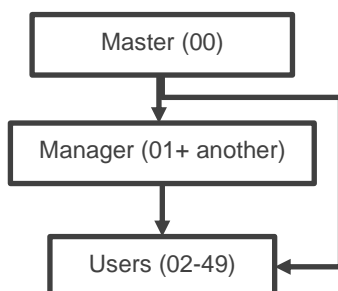
ID	Profile	(ID) Default Code
00	Master	(0-0)-8-7-6-5-4-3-2-1
01	Manager	(0-1)-1-2-3-4-5-6
02-49	Users	Deleted – Can be added by the Master or Manager.

*A 2nd Manager can also be assigned to an ID 02-49

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

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
	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

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

Category	Function
Codes	Change code
User management	Add a User
	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 (If timelock is not active)

Advanced commands are available in a separate document: **Advanced User Instructions** available to download from our website.

Advanced Commands	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
	Audit	Activate PC link, view audit event codes
	Manager Management	Add a Manager
		Disable or re-enable a Manager
		Change Manager privilege
		Delete a Manager
		Reset a Manager code
	Time delay	Enable time delay override feature
Adjust time delay count mode		
Timelock	View and assign timelock schedules	

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.

Visual and acoustic signals

Lock status is indicated with display messages and LED flashes and beeps.

Signal	Symbol
Green flash + short high beep <i>Meaning: Button pressed correctly</i>	
Red flash + short low beep <i>Meaning: Invalid key</i>	
3 green flashes + short high beeps <i>Meaning: Command or code accepted</i>	
3 red flashes + short low beeps <i>Meaning: Invalid code or command</i>	

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 when prompted, the code
- 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 when prompted, the code.

The lock will signal 3 green flashes + short high beeps . The display will show **Lock Start Delay !** and then **Locks status Delay**. A counter will show the time that has elapsed. After the display has powered down, press any key to view the counter again.

During time delay, the lock signals a low beep + red flash every 10 seconds . During the open window, the lock signals a high beep + green flash every 10 seconds .

- During the open window, press any key to wake the display which will show **Lock status Confirm** with a counter.
- Press any key to access the code entry screen
- Enter a valid ID and when prompted, the code
- Within 3 seconds, turn the keypad and/or turn the safe handle

Override time delay

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

Open the lock if operating in dual mode

- Enter a valid ID, and when prompted, the code
- Enter a 2nd valid ID, and when prompted, the code
- Within 3 seconds, turn the keypad and/or turn the safe handle.

*If the lock has been set to operate on Dual Mode for Users only, the Manager can enter just their code to open the lock.

Dual mode for the Manager

Manager

If the lock has been set to operate dual mode for Users + Manager, to access command menus, press either **Arrow Up**, **Arrow Down** or **Enter** to view a menu. Select **Go to Menu** and press **Enter**. The Manager must enter their ID and code **first**, followed by a second valid ID and code.

Backlit buttons

Master/Manager

Keypad buttons can be illuminated on first button press to provide a guide in dark areas for entry of the code. By default, the feature is turned off.

Command Menu >System >Backlight > Select On or Off, Press Enter to confirm

Keypad beeps *Master/Manager*

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

Command Menu >System >Buzzer >Select On or Off, press Enter to confirm

Add a User *Master/Manager*

When a User is added, by default the User has the privilege to open and audit each lock that may be connected to the keypad. If the privilege to override time delay* is required, it must be specified. The add user procedure is different for the Manager and Master.

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

Manager procedure:

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

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

A sub-menu is displayed with user privilege options

```
> 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 privilege must be edited, select each **Priv** option, 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

Master procedure:

After the new ID is entered, either **Standard User** or **Manager** must be confirmed before the new code is entered. Unless the Manager has been deleted, or a second Manager is to be added, only **Standard User** should be selected.

Change code *All*

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

- Press **Arrow Up**, **Arrow Down** or **Enter**
- Enter a valid **ID**, and when prompted, enter the **existing code**
- Press **Arrow Down** to scroll so that **Change combo** is highlighted, press **Enter** to confirm
- Enter the **new code**
- The display shows **Confirm**, enter the **new code** again
- The display shows **Success**

Change code when dual mode is active *All*

- When dual mode is active, press either **Arrow Up**, **Arrow Down** or **Enter** to access the command menu, then scroll to **Change combo**. Press **Enter**
- Enter a valid **ID**, and when prompted, enter the existing code
- Enter the new code, then repeat the new code to confirm

Disable or re-enable a User *Master/Manager*

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

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

- Select **Status >Select Enable or Disable**, press **Enter** to confirm

Change User privilege *Master/Manager*

It is possible to redefine a user'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 User**.
- Select **Update User**, press **Enter** to confirm

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

Delete a User *Master/Manager*

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

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

Reset a User code *Master/Manager*

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

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

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

Set date and time

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. In 704 locks, timelock schedules may also be in user and so accurate time will allow for the lock to operate correctly.

**Time and date can only be set by the Manager if timelock is not active.*

Command Menu >Time / Date >Set Time Date

The display will show the current lock time and date

- Press **Enter**
- Enter new values in the format shown onscreen, noting that the date starts with YY for **Year**

Amend time delay values

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.

Command Menu >System >Locks >Time delay >Configure Times

- Select **Delay period**. Enter 2 digits to indicate the time delay (00-99 minutes)
- Select **Confirm window**. Enter 2 digits to indicate the open window (01-60 minutes)

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, use 00 for the delay and 01 for the open (confirmation) window.

Cancel time delay counting

All

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

- Press any key to wake the display
- Press any key to access the code entry screen
- Enter a valid ID and when prompted, the code
- Select **Cancel TD**, press **Enter**

Troubleshooting

If a mistake is made during code or command 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.

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**.