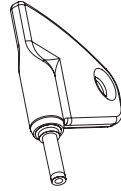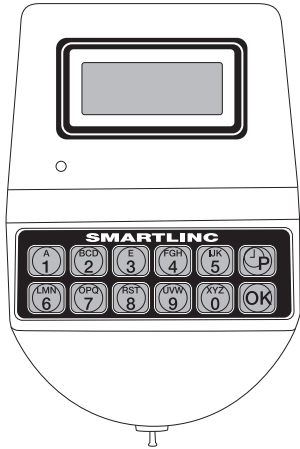# LA GARD
SMARTLINC
Multiple Lock System

MANAGER OPERATING INSTRUCTIONS

Optional eKey^{II}
P/N 40169

AVAILABLE FEATURES
MANAGER CODE (Factory set to 1-1-1-1-1-1)
• Manage Users
• Change Time Delay Values, if enabled
• Download Audit
• Control Temporary Time Lock
• Extend Open Period, if enabled

USER CODE
• Up to nine users per lock
• Open Lock
• Change Code
• Set Immediate Lock, if Time Lock is programmed

MULTIPLE LOCKS
• Up to Five

TIME DELAY
• Programmable on each lock
  - Delay Period: 1 - 99 minutes
  - Open Period: 1 - 19 minutes
• Two Time Delays Can Run At Once

TIME DELAY OVERRIDE
• Ability to override time delay, if enabled
• Assigned to User #9

SILENT SIGNAL ALARM *(Optional Alarm Box Required)*
• Programmable on each lock
• Unavailable on a single lock system using AC Power

REMOTE DISABLE *(Optional Alarm Box Required)*
• Programmable on each lock
• Unavailable on a single lock system using AC Power

AUDIT TRAIL
• Each Lock will record last 500 operations with time, USER, date and function

DUAL CODE
• Programmable on each lock
• If set-up automatically installs User #2 (Default User Code 2-2-2-2-2-2)
• Two Codes required to open and access Manager Menu

eKEY^{II} MODE
• Programmable on each lock, requires code and key
• Available to Manager and Users only, if enabled

WRONG TRY PENALTY
• Four (4) consecutive invalid codes initiates five-minute delay period

LOW BATTERY WARNING
• Repeated audio and visual signal (LCD readout and repeated beeping) during opening indicates battery low

AUDIO AND VISUAL SIGNAL
• Double signal (LCD readout and unit beeps) indicates entry is valid or accepted
• Triple signal indicates invalid or not accepted

TIME LOCK
• Selectable for each lock
• Standard Week (4 open periods per day)
• Special Events (up to 20 close periods programmable with day and month)
• Immediate Time Lock (until next available open period)
• Temporary Time Lock (to required date and time, maximum of four (4) weeks)
• Time Lock Open Period Extension (Maximum two (2) hours)
• Daylight Savings Time, if enabled

CHANGING YOUR CODE - MANAGER
ALWAYS PERFORM THIS OPERATION WITH THE DOOR OPEN
If you have access to multiple locks, you must change your code on each lock you have access to.

1. Press any key to power up SMARTLINC.
   • Display will show either "ENTER COMBO" or "SELECT LOCK" when two or more locks are installed.
2. Select lock if two or more locks are installed.
3. Enter "zero" six times
4. Enter existing six (6) digit code one time (and insert eKey^{II}, if set up).
5. Enter NEW six (6) digit code two times (and insert eKey^{II},if set up, after 2nd entry).
   • If a valid code is entered the LCD will display "USER UPDATED"
6. If a mistake is made wait thirty (30) seconds and repeat steps 1 - 4.
   • Old Code will remain valid if a mistake is made.
   • In case of a mistake, LCD will display "ERROR!"
7. Test lock operation several times before closing the door.

SELECT LOCK XX
ENTER COMBO X-X-X-X-X-X
OLD CODE X-X-X-X-X-X
NEW CODE X-X-X-X-X-X
CONFIRM NEW X-X-X-X-X-X
USER UPDATED
ERROR!

Please note: If using the SMARTLINC with the eKEY^{II} feature, remove the key after each insertion to begin the next step. If the eKEY^{II} is left in the key port, the SMARTLINC will not respond to any key stroke.

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OPENING THE LOCK (WITHOUT TIME DELAY)
1. Press any key to power up SMARTLINC.
   - Display will show either "ENTER COMBO" or "SELECT LOCK" when two or more locks are installed.
2. Select lock if two or more locks are installed.
3. Enter a valid 6 (six) digit code (and insert the eKey^{II}, if set-up)
   - If a valid code is entered the LCD will display "OPEN"
4. Open the Door within 3 seconds.
   - Before power-off, LCD will display current date and time.
- Invalid code will prompt LCD to display "NOT VALID USER"
- Display will power-off after 30 seconds of non-operation.

| SELECT LOCK XX |
| ENTER COMBO X-X-X-X-X-X |
| OPEN! |
| NOT VALID USER! |

OPENING THE LOCK (WITH TIME DELAY**)**
1. Press any key to power up SMARTLINC.
   - Display will show either "ENTER COMBO" or "SELECT LOCK" when two or more, locks are installed.
2. Select lock if two or more locks are installed.
3. Enter a valid 6 (six) digit code (and insert eKey^{II}, if set up)
   - If Time Delay has been set the LCD will show "TIME DELAY" and the counting time.
   - Counting is updated every second, if displayed.
   - Press "0" to abort Time Delay DELAY ABORTED!
   - After Time Delay has elapsed, the display will show "mm:ss" (open window counting time). Unit will beep every five (5) seconds during count down.
4. Enter a valid code (and insert eKey^{II}, if set up) to open.
   - If a valid code is entered the LCD will display "OPEN"
5. Open the door within 3 seconds.
   - Invalid code will prompt LCD to display "NOT VALID USER"
- Display will power-off after 30 seconds of non-operation.
- If using the Time Delay Override (USER #9), enter USER code for USER #9 and insert eKey^{II}.
NOTE: To open a 2nd lock while one is in Time Delay, press the "P" key and select that lock number, then follow opening procedure above. During Time Delay only the "P" and the zero key are active.

| SELECT LOCK XX |
| ENTER COMBO X-X-X-X-X-X |
| TIME DELAY 14:31 |
| 03:51 X-X-X-X-X-X |
| OPEN! |

OPENING THE LOCK (WITH DUAL CODE - NO TIME DELAY**)**
1. Press any key to power up SMARTLINC.
   - Display will show either "ENTER COMBO" or "SELECT LOCK" when two or more locks are installed.
2. Select lock if two or more locks are installed.
3. Enter a valid 6 (six) digit code (and insert eKey^{II}, if set up)
4. Enter a 2nd valid 6 (six) digit code (and insert eKey^{II}, if set up)
   - If a valid code is entered the LCD will display "OPEN"
5. Open the door within 3 seconds.
   - Before power-off, LCD will display current date and time.
- Invalid code will prompt LCD to display "NOT VALID USER".
- Display will power-off after 30 seconds of non-operation.

| SELECT LOCK XX |
| ENTER COMBO X-X-X-X-X-X |
| 2nd CODE X-X-X-X-X-X |
| OPEN! |
| NOT VALID USER! |

OPENING THE LOCK (WITH DUAL CODE AND TIME DELAY)
1. Press any key to power up SMARTLINC.
   - Display will show either "ENTER COMBO" or "SELECT LOCK" when two or more locks are installed.
2. Select lock if two or more locks are installed.
3. Enter a valid 6 (six) digit code (and insert eKey^{II}, if set up)
   - If Time Delay has been set the LCD will show "TIME DELAY" and the counting time.
   - Counting is updated every second, if displayed.
   - Press "0" to abort Time Delay DELAY ABORTED!
- After Time Delay has elapsed, the display will show "mm:ss" (open window counting time).
4. Enter a valid 6 (six) digit code (and insert eKey^{II}, if set up)
5. Enter a 2nd valid 6 (six) digit code (and insert eKey^{II}, if set up)
   - If a valid code is entered the LCD will display "OPEN"
   - If the Override User (#9) is installed with Dual Code, User #9 must enter their code (and insert eKey^{II}, if set up) first.
6. Open the door within 3 seconds.
- Invalid code will prompt LCD to display "NOT VALID USER"
- Display will power-off after 30 seconds of non-operation.
NOTE: To open a 2nd lock while one is in Time Delay, press the "P" key and select that lock number then follow opening procedure above. During Time Delay only the "P" and the zero key are active.

| SELECT LOCK XX |
| ENTER COMBO X-X-X-X-X-X |
| TIME DELAY 14:31 |
| 03:51 X-X-X-X-X-X |
| 2nd CODE X-X-X-X-X-X |
| OPEN! |

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MANAGER MENU

Manager Menu allows to access to following functions:
- User Management (install, delete, disable/enable and view user status)
- Set up Time Delay, if enabled
- Download Audit information
- If set for Dual Code, two codes will be required to access the menu itself.

To access the MANAGER MENU
1. Press any key to power up SMARTLINC.
   - Display will show either "ENTER COMBO" or "SELECT LOCK" when two or more locks are installed.
2. Hold down OK button; display will show "MANAGER, X-X-X-X-X-X"
3. Enter Manager Code (and insert eKey[II], if set up).

| SELECT LOCK |
| XX |

| ENTER COMBO |
| X-X-X-X-X-X |

| MANAGER |
| X-X-X-X-X-X |

USER MANAGEMENT

The User Management Screen allows you to manage all users in each lock
1. Access the MANAGER MENU by following the instructions above.
   - If a valid Manager Code is entered, LCD will display "USERS ON/OFF"
2. Press OK button to access User Management Screen 2.
   - Active users are shown with a fixed number (from 2 to 9).
   - Disabled users are shown with a blinking number (from 2 to 9).
   - Deleted or uninstalled users are shown with "_" sign in the number position (from 2 to 9).

| USERS ON/OFF |

| USERS ON/OFF |
| 23_567_ _ |

INSTALL A USER

The User Management Screen allows you to manage all users in each lock
1. Access the MANAGER MENU by following the instructions above.
   - If a valid Manager Code is entered, LCD will display "USERS ON/OFF"
2. Press OK button to access User Management Screen 2.
   - Deleted or uninstalled users are shown with "_" sign in the number position (from 2 to 9).
3. Press the number for the deleted or uninstalled User to be installed (from 2 to 9).
4. The screen will show the USER ID number for the number selected. To confirm press OK button.
5. Enter the User's NEW six (6) digit code two times (and insert eKey[II], if set up).
   - If a valid code is entered the LCD will display the "USERS ON/OFF" screen and show the number for the newly installed User.
o If a mistake is made wait thirty (30) seconds until the unit powers off and repeat steps **1 - 5.**
NOTE: If you accidentally enter a USER already installed, the display will show "USER ID = X, DISABLE?"
Press the "P" key to scroll back to the first menu.
   - **If the unit is set to Dual Code, the 2nd user will blink as though disabled until the user's code has been changed from the default 6(2-2-2-2-2-2)**
   - **If the unit is set for Time Delay Override, when the 9th user is installed, after the user code is entered, the unit will open rather than returning to the user's ON/OFF screen.**

| USERS ON/OFF |

| USERS ON/OFF |
| 23_567_ _ |

| USER ID = 4 |
| INSTALL? |

| NEW CODE |
| X-X-X-X-X-X |

| CONFIRM NEW |
| X-X-X-X-X-X |

| USERS ON/OFF |
| 234567_ _ |

DELETE A USER

The User Management Screen allows you to manage all users in each lock
1. You must first access the MANAGER MENU by following the instructions above.
   - If a valid Manager code is entered, LCD will display "USERS ON/OFF"
2. Press OK button to access User Management Screen 2.
   - Active users are shown with a fixed number (from 2 to 9).
3. Select and press the number for the User you wish to Delete (from 2 to 9).
4. The screen will show the USER ID number for the number you selected.
5. To move from the "DISABLE" screen to the "DELETE" screen, press the P button. Press OK to confirm deletion of user.
6. The LCD will display the "USERS ON/OFF" screen and show a "_" sign instead of the number of the newly deleted user.
7. If a mistake is made wait thirty (30) seconds and repeat steps 1 - 5.

| USERS ON/OFF |

| USERS ON/OFF |
| 23_567_ _ |

| USER ID = 2 |
| DISABLE? |

| USER ID = 2 |
| DELETE? |

| USERS ON/OFF |
| _34567_ _ |

DISABLE A USER
The User Management Screen allows you to manage all users in each lock
1. Access the MANAGER MENU by following the instructions above.
   • If a valid Manager Code is entered, LCD will display "USERS ON/OFF"
2. Press OK button to access User Management Screen 2.
   • Active users are shown with a fixed number (from 2 to 9).
3. Press the number for the user to be disabled (from 2 to 9).
4. The screen will show the active USER ID number for the number selected. To confirm press OK button.
5. The LCD will display the "USERS ON/OFF" screen and show a blinking number for the newly disabled user.
6. If a mistake is made wait thirty (30) seconds or until unit powers down and repeat steps **1 - 3**.

USERS ON/OFF

USERS ON/OFF 23_567 _ _

USER ID = 3 DISABLE?

USERS ON/OFF 234567 _ _

ENABLE A USER
The User Management Screen allows you to manage all users in each lock
1. Access the MANAGER MENU by following the instructions above.
   • If a valid Manager code is entered, LCD will display "USERS ON/OFF"
2. Press OK button to access User Management Screen 2.
   • Disabled users are shown with a blinking number (from 2 to 9).
3. Press the number for the user you wish to Enable (from 2 to 9).
4. The screen will show the USER ID number for the number selected. To confirm press OK button.
5. The LCD will display the "USERS ON/OFF" screen and show a fixed number for the newly enabled user.
6. If a mistake is made wait thirty (30) seconds or until unit powers down and repeat steps **1 - 4**.

USERS ON/OFF

USERS ON/OFF 23_567 _ _

USER ID = 3 ENABLE?

USERS ON/OFF 234567 _ _

MANAGER MENU
Time Delay Menu
NOTE: Time Delay can be increased or decreased from the Manager Menu. If a lower Time Delay value than that currently set on the lock is selected, once confirmed with the OK button the old Time Delay value will begin counting automatically. The updated values will take effect once the unit is in the Open Window. It is necessary to wait through the existing Time Delay period before entering the new times.

1. Press any key to power up SMARTLINC.
   • Display will show either "ENTER COMBO" or "SELECT LOCK" when two or more locks are installed.
2. Hold down OK button
3. Enter Manager code (and insert eKey[II], if set up).
   • If set for Dual Code, a second code will be required to enter the Manager Menu.
4. Press the P button to access the Time Delay Menu.
5. Press the OK button and the LCD will display the current Time Delay settings.
6. Press the OK button a second time and then enter the new time delay values. The values must be entered in two digit increments (example: for a five minute delay period you would enter 05).
7. Press the OK button to confirm the new time delay values. The LCD will display a message confirming the update of Time Delay values.

SELECT LOCK XX

ENTER COMBO X-X-X-X-X-X

MANAGER X-X-X-X-X-X

USERS ON/OFF

TIME DELAY

DELAY   XX OPEN   XX

DELAY   05 OPEN   02

OK, UPDATED VALUES!

MANAGER MENU
Audit List Menu
This function requires Serial Interface (P/N 43087) and TOTAL AUDIT Software

1. Plug Interface and cable into PC and open Total Audit software on PC.

2. In the software click File, then New, SMARTLINC. Select Audit.

3. In the software window, select Manager and then enter the lock ID number.
4. In the software window, enter the Manager Code and the number of events to be downloaded.
5. Connect Interface to port on keypad.
6. Press any key to power up SMARTLINC.
    - Display will show either "ENTER COMBO" or SELECT LOCK" when two or more locks are installed.
7. Hold down OK button until the display shows "MANAGER, X-X-X-X-X-X". Enter the Manager Code (and insert eKey^{II}, if set up).
8. Press the P button two (2) times to access the Audit List Menu.
9. Press the OK button to start communication with the PC.
10. Press the P to stop the communication.
    - In the software window, there will be a message "COMMUNICATION IN PROGRESS" and the audit events will begin to list on the screen.

SELECT LOCK XX
ENTER COMBO X-X-X-X-X-X
MANAGER X-X-X-X-X-X
USERS ON/OFF
DOWNLOAD AUDIT
DOWNLD.AUDIT ENABLED **

TIME MENU
Time Menu allows the MANAGER access to following functions if programmed during initial lock set-up:
- Immediate Time Lock - Immediate closing until the next opening period.

NOTE: This function is available only if one opening period is stored in Time Lock Standard Week. Please see Master Operating Instructions for more information on setting this up.
- Temporary TIme Lock - Immediate closing until Time and Date programmed. (Maximum of four [4] weeks.)
- Extension Time Lock (active only if programmed through the PC) - increase the closing period. (30 Minutes at a time for a maximum of two [2] hours.)

NOTE: This function is available only if one opening period is stored in Time Lock Standard Week. Please see Master Operating Instructions for more information on setting this up.

TIME MENU
IMMEDIATE TIME LOCK
Available only if programmed during initial lock set-up
To access the TIME MENU
1. Press any key to power up SMARTLINC.
    - Display will show either "ENTER COMBO" or "SELECT LOCK" when two or more locks are installed.
2. Hold down P button; display will show "TIME MENU".
3. Enter Manager code (and insert eKey^{II}, if set up).
    - If a valid code is entered, the display will show "IMMEDIATE TIME LOCK?"
4. Press OK to continue, display will show "Do You CONFIRM?"
5. Press OK a 2nd time to confirm.
    - If the list of Time Lock Standard Week is empty, the function is unavailable and the display will show "NO OPEN PER. PROGRAMMED."

SELECT LOCK XX
TIME MENU X-X-X-X-X-X
IMMEDIATE TIME LOCK?
Do You CONFIRM?
NO OPEN PER. PROGRAMMED

TIME MENU
TEMPORARY TIME LOCK
Available only if programmed during initial lock set-up
To access the TIME MENU
1. Press any key to power up SMARTLINC.
   • Display will show either "ENTER COMBO" or "SELECT LOCK" when two or more locks are installed.
2. Hold down P button, display will show "TIME MENU".
3. Enter Manager code (and insert the eKeyII, if set-up).
   • If a valid code is entered, the display will show "IMMEDIATE TIME LOCK?"
4. Press P to select next function, display will show "TEMPORARY TIME LOCK?"
5. Press OK to confirm, display will show "HH:MM, MM/DD/YYYY".
   • Insert Time and Date for the next opening period [maximum of four (4) weeks]
6. Press OK to confirm, display will show "Do You CONFIRM?"
7. Press OK a 2nd time to confirm, display will show "OK TIME LOCK ACTIVATED."
CAUTION: If a mistake is made inserting Time and Date values, DO NOT CONFIRM. Instead, press P to cancel and repeat the steps from the beginning.

SELECT LOCK XX
TIME MENU X-X-X-X-X-X
IMMEDIATE TIME LOCK?
TEMPORARY TIME LOCK?
HH:MM MM/DD/YYYY
Do You CONFIRM?
OK TIME LOCK ACTIVATED

TIME MENU
OPEN EXTENSION TIME LOCK
Available only if programmed during initial lock set-up
To access the TIME MENU
1. Press any key to power up SMARTLINC.
   • Display will show either "ENTER COMBO" or "SELECT LOCK" when two or more locks are installed.
2. Hold down P button; display will show "TIME MENU"
3. Enter Manager code (and insert eKeyII, if set up).
   • If a valid code is entered, the display will show "IMMEDIATE TIME LOCK?"
4. Press P two (2) times to select extension function; display will show "OPEN PERIOD, +30 min?"
5. Press OK to confirm; display will show "Do You CONFIRM?"
6. Press OK a 2nd time to confirm, display will show "OK OPENING, TIME +30 min." The next closing period has been increased by 30 minutes.

SELECT LOCK XX
TIME MENU X-X-X-X-X-X
IMMEDIATE TIME LOCK?
OPEN PERIOD +30 min?
Do You CONFIRM?
OK OPENING TIME +30 min

CHANGING YOUR BATTERY
1. Remove black plastic battery compartment cover (located at the bottom of the keypad) by gently pulling downward on its handle.
2. Allow the battery and its attached leads to drop down and out of the battery compartment. If it does not drop, gently pull on the battery until it does.
3. Remove the connector by unsnapping it from the two terminals on the top of the battery.
Never Pull on the Battery Leads
4. Connect a new 9-Volt Alkaline battery to the battery clip.
5. Push the battery and the leads completely up into the battery compartment.
6. Install the battery cover by placing one side of the cover in position and then pressing the other side into position with your finger.
WARNING: The port for the eKEYII is a data port only. Connecting power to this port will damage the system.

NOTE: This system comes equipped with an Auxiliary Power Box (APB). If primary power is lost, the APB will maintain power to the audit clock for 90 hours. **THE UNIT WILL NOT FUNCTION UNTIL PRIMARY HAS BEEN RE-ESTABLISHED, i.e. batteries have been replaced or A/C power has been connected.**