

OPERATING INSTRUCTIONS

AUDITCON[®] LOCK

100, 200, 400, 500 SERIES



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5,271,253	5,592,838	5,896,026
5,410,301	5,709,114	D366,822
5,451,934	5,774,058	D388,308
5,488,358	5,774,059	D388,309
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Lock Models

The following table denotes some of the storage differences and user limitations in the available models of the Auditcon® 100, 200, 400, 500 locks. (See table below.)

Model	Maximum # of Lock Users*	Reserved Supervisor IDs	# of Audit Records Stored
100	5	01	10
200	19	01-03	100
400	99	01-05	200
500	99	01-05	400

* There are different types of classifications of personnel who can access the lock: a Master User (maximum of one), Supervisors (the maximum number of Supervisors varies according to lock model as shown in the table above), and Users. In the table above, "Lock Users" refers to Supervisors and other Users (excludes the Master User). Refer to "Lock Personnel Classifications" for more detail.

The instructions covered in this guide pertain to all models unless otherwise noted.

Lock Housing Types

There are 3 types of housings that are available for each Auditcon model . "R" denotes a **Round** lock housing, "LP" denotes the **Low Profile** housing, and "V" denotes a **Vertical** lock housing. The type of housing does not have any effect on operational procedures.

Power Source

There are two possible power sources available for the Auditcon 100, 200, 400, 500 locks. The standard power source is **PowerStar™ Technology**. With this technology an internal generator is used to create all necessary power. The lock must be powered before any operations can occur. The lock is powered by turning the dial briskly in any direction. Simultaneous green and red flashes display and two beeps sound to indicate that the lock is powered.

An alternate power source is **PowerSaver™ Technology**. With this option the combination of PowerStar's low voltage technology and the use of one 9 Volt Alkaline or Lithium battery supplies enough power to the lock for virtually the shelf life of the battery. With PowerSaver Technology the lock is essentially "powered" at all times and does not have to be manually powered. See the *Optional Features* section of the manual for more information on PowerSaver Technology.

Spindle/Bolt Designation

The Auditcon locks can be **Spindled** or **Non-Spindled**. There are minor operational differences between the two, and the bolts associated with each type can also cause operational differences. The Spindled version of the lock can operate with a **Standard Deadbolt**, a **Snap Bolt**, or a **Spring Bolt**. The Non-Spindled version of the lock uses the Kaba Mas **Slide Bolt**.

The Non-Spindled version of the lock does not have a "Home" position identified in relation to the dial since there is no spindle used to extend and retract the bolt. See *Lock Operations* and the *Optional Features* section of the manual for more detailed information.

Lock Operating Modes

The lock has two modes of operation as described in the following: Independent Mode and Supervisory/Subordinate Mode. Within each operation mode, two access modes are available: Single User access and Dual User access. In Single User access, only one combination is required to open the lock. In Dual User access, two combinations must be correctly and consecutively entered to open the lock.

- **Independent Mode** - When operating in Independent Mode, only one (Single User access) or two (Dual User access) combinations are required to open the lock. In Dual User access, either combination can be entered first. However, you should not turn the dial or press **Clear** between combination entries.

- **Supervisory/Subordinate Mode (Super/Sub Mode)** - When operating in Super/Sub Mode, a Supervisor must first enable lock access for Subordinate User(s) in order for them to be able to open the lock. In Single User access, two separate combinations are required to open the lock. A Supervisor combination followed by an assigned Supervisor ID must be entered first to enable lock access for a Subordinate User combination. The Subordinate User combination can be entered an unlimited number of times thereafter to open the lock. Once the Supervisor combination and the assigned Supervisor ID are re-entered to disable lock access for a Subordinate User, the Subordinate User combination will no longer open the lock.

In Dual User access, three separate combinations are required to open the lock. A Supervisor combination followed by an assigned Supervisor ID must be entered first to enable lock access for two Subordinate User combinations. The Subordinate User combinations can be entered an unlimited number of times thereafter (and in any order) to open the lock. Once the Supervisor combination and the assigned Supervisor ID are re-entered to disable lock access for the Subordinate User(s), these Subordinate User combinations will no longer open the lock.

Lock Personnel Classifications

There are four different types of classifications of personnel who can access the lock:

- **Master User** - The Master User performs the initial lock setup activities. There is a maximum of one Master User per lock. The Master User combination (User ID 00 + PIN) will not open the lock.

Note: *A Super Master User may also exist. A Super Master User PIN can be set and then used to shelve the lock in the event that the Master User combination is lost. Refer to “Super Master User Lock Operations” for more detail.*

- **Access User** - In Independent mode, a user added by a Master User.
- **Supervisor** - In Supervisory/Subordinate mode, a user added by the Master User and who has the ability to add/delete other Subordinate Users. The maximum number of Supervisors per lock varies according to lock model. A Supervisor cannot open the lock.

- **Subordinate User** - In Supervisory/Subordinate mode, a user who is added by and assigned to a Supervisor.

The following chart shows the activities that can be performed by each personnel classification.

Activity	Master User	Access User	Supervisor	Subordinate User
Set Master User PIN	✓			
Set Operating Mode	✓			
Set Delay Time	✓			
Time Delay Override	✓	Users 90-99	✓	
Toggle Sound On/Off	✓			
Set Lock Date	✓			
Set Lock Time	✓			
Toggle Daylight Savings Time	✓	User 20	✓	
Set Time Window	✓			
Upload Time Window	✓			
Start Window Time Lockout	✓	User 20	✓	
Start Extended Time Lockout	✓	User 20	✓	
Shelve Lock*	✓			
Retrieve Audit Records	✓	✓	✓	✓
Add/Delete Access Users	✓			
Add/Delete Supervisors	✓			
Add/Delete Subordinate Users			✓	
Enable Lock Access For Sub.			✓	
Disable Lock Access For Sub.			✓	
Open/Close Lock				
Factory/Shelved	✓	✓	✓	✓
Independent mode		✓		
Super/Sub mode				✓
Change PIN	✓	✓	✓	✓
Set Silent Duress Alarm	✓	✓	✓	✓

* The Super Master User combination can also be used to Shelve the lock in the event that the Master User combination is lost.

Combinations, User IDs and User PINs

Before attempting to open the lock, you may want to familiarize yourself with the following terminology associated with user identifiers and combinations.

Combinations

A combination consists of a User ID and a User PIN. Combinations are eight digits.

User IDs

A User ID is a two-digit number. For a Model 100 lock this number can be between 00 and 05. For a Model 200 lock this number can be between 00 and 19. For a Model 400 or a Model 500 lock this number can be between 00 and 99. **In all models, User ID 00 is reserved for the Master User.** The only other instance in which User IDs are reserved is when the lock is operating in Supervisory/Subordinate mode. (Refer to the chart on page 1.) For a Model 100 in Supervisory/Subordinate mode, User ID 01 is reserved for a Supervisor. For a Model 200 User IDs 01 through 03 are reserved for Supervisors. For a Model 400 or a Model 500, again only when operating in the Supervisory/Subordinate mode, User IDs 01 through 05 are reserved for Supervisors. The remaining User IDs can be assigned to Users. All operations performed by users require the entry of the User's ID as the first two digits of the combination.

User IDs are assigned by the Master User or by a Supervisor. User IDs that are added by a Supervisor will be able to access the lock only when that particular Supervisor enables his Subordinates (by entering his combination). When a Supervisor is deleted, all of the Subordinate Users that were added by that Supervisor will be automatically deleted.

User PINs

A User Personal Identifier Number (PIN) is six digits. A User PIN can be any combination of numbers and can be changed at any time.

Other Materials

Laminated Quick Reference Cards that document lock operations for the Auditcon 100, 200, 400, 500 Series lock are available. Contact Kaba Mas Order Entry to order your cards.

GETTING STARTED

To test successful installation of the lock before you begin lock set up, perform the following operation.

Open Lock/Container Using the Pre-Set PIN

Your lock has been shipped pre-set so that any pair of numbers (except “00”) followed by the factory PIN “502550” will open the lock.

Practice opening the lock several times before you set a new combination.

To open the lock using the pre-set PIN, complete the following steps:

1. For a PowerStar version of the lock, power the lock by briskly turning the dial back and forth in both directions. Simultaneous green and red flashes display and two beeps sound to indicate that the lock is powered.
2. If this is a Spindled version of the lock, position the lock dial to the **HOME** position (i.e., the lip of the dial will cover the red “open lock” indicator).
3. Enter any two-digit number (except “00”) followed by the pre-set PIN **502550** on the keypad. If the combination is entered successfully, the lock will respond as follows to indicate that the lock is ready to open:

Spindled PowerStar - 1 slow green flash

Spindled PowerSaver - Continuous green flashes for approx. 5 seconds

Non-Spindled PowerStar - Continuous green flashes for approx. 5 seconds

Non-Spindled PowerSaver - Continuous green flashes for approx. 5 seconds

4. For a **Spindled** version of the lock, dial right (clockwise) until the lock bolt is retracted and then open the container. If you have a **Spring Bolt**, you must dial right and hold the dial until the container has been opened so that the bolt does not “spring” back into the extended position. For a **Non-Spindled** version of the lock, rotate the container handle while the green light is flashing to retract the bolt and open the container simultaneously.

Note: *The lock will not open if excessive force is applied to the end or side of the bolt. The installer should check for these conditions during installation.*

Close the Lock/Container

How the lock and container are closed is dependent on whether the lock is Spindled or Non-Spindled and also on the type of bolt that is installed .

Spindled Locks:

For a **Standard Deadbolt** close the container and then lock the lock by dialing left (counter-clockwise) to extend the bolt.

For a **Snap Bolt** close the container and extend the container boltworks to the locked position. The lock bolt will automatically lock in conjunction with the boltworks.

For a **Spring Bolt** close the container. The lock will automatically lock.

Non-Spindled Locks:

For a **Slide Bolt** close the container and extend the container boltworks to the locked position. The lock bolt will automatically lock in conjunction with the boltworks.

When you feel comfortable opening and closing the lock using the pre-set PIN, you are ready to put the lock into operation.

Set Super Master User PIN

The lock is shipped with a default factory Super Master User PIN that can be set (i.e., changed) by the Master User when the lock is in factory or shelved mode. Once the Super Master User PIN is set, the Super Master User combination can be used to shelve the lock in the event that the Master User combination is lost.

Warning: *The setting of the Super Master User PIN is optional, however, if you do not set the Super Master User PIN at this time, all Super Master User capabilities will be permanently lost.*

Note: *The default factory PIN assigned to the Super Master User is “120943”. When the lock is in factory or shelved mode, this default PIN must be changed before the Super Master User combination can be used to shelve the lock.*

To change the default factory Super Master User PIN, complete the following steps:

1. Ensure that the lock is in factory mode or shelved mode.
2. For a PowerStar version of the lock, power the lock by briskly turning the dial back and forth in both directions.
3. Press **Enter** and then **0**. Simultaneous green and red flashes display.
4. Enter the two-digit Super Master ID **00** followed by the Super Master User PIN “120943.” Simultaneous green and red flashes display.
5. Enter the two-digit Super Master ID **00** followed by any six-digit PIN other than “120943”. Simultaneous green and red flashes display.
6. Enter the two-digit Super Master ID **00** followed by the new six-digit PIN entered in Step 5 again for verification. The new Super Master User combination is now set.

Note: *A Super Master User PIN can be changed any time while the lock is in shelved mode. Refer to “Change Super Master User PIN” for more detail. Once set, the Super Master User PIN will continue to be valid (even if the lock is shelved) until the Super Master User PIN is disabled. Refer to “Permanently Disable Super Master User PIN” for more detail.*

Lock Setup Activities

The following provides a brief list of the activities that must be performed by the Master User to configure the lock for lock operations. The instructions for performing these activities are located on the indicated pages.

Warning: *If you do not set the Super Master User PIN before completing the following activities, all Super Master User capabilities will be permanently lost.*

2. Set Master User PIN (page 22)
3. Set lock operating mode/identify lock for reporting purposes (page 23)
4. Optionally, set delay time (page 24)
5. Optionally, toggle sound on/off (page 26)
6. Optionally, change reporting capabilities for lock personnel (page 26)

To see an example of the activities listed above, go to the *Sample Lock Setup/Operation* section.

Lock Startup Operations

Note: *Before any startup operations can be performed, the Master User must complete the activities listed in the previous “Setup Activities” section.*

The following provides a brief list of the operations that should be performed to enable full operation capabilities of the lock. The instructions for performing these activities are located on the indicated pages.

Master User

1. Add Supervisor(s) or Access User(s) to the lock (page 27)

Note: *To add Supervisors, the lock must be operating in Supervisory/Subordinate mode.*

Supervisor(s)

1. Change default PIN (page 30)

Note: *If operating in Supervisory/Subordinate Mode, the Supervisor must also complete the following steps.*

2. Add Subordinate User(s) to the lock (page 27)

3. Enable lock access for assigned Subordinate User(s) (page 29)

User(s)

Note: *If operating in Supervisory/Subordinate Mode, the Supervisor must first complete the above steps before a Subordinate User can open the lock.*

1. Change default PIN (page 30)

Sample Lock Setup/Operation

The following provides a general example of how to perform the setup activities for the Auditcon 100, 200, 400, 500 Series Lock. This example demonstrates how to set up the lock in Independent mode with Single User access. If you would like to set up your lock in this manner (defining your own values for User IDs and PINs), you can follow the steps outlined in this example. For a definition of all lock modes and for detailed information on lock setup activities and lock operations, you should refer to the appropriate sections in this guide. If at any time the lock powers down, you should turn the dial in any direction until simultaneous green and red flashes display and two beeps sound to indicate that the lock is powered.

Warning: *A Super Master PIN can be set and then used to shelve the lock in the event that the Master User combination is lost. If you do not set the Super Master User PIN prior to completing the activities in the following example, all Super Master User capabilities will be permanently lost. Refer to “Set Super Master User PIN” on page 7 or page 19 for more detailed information.*

I. Set Master User PIN

The default PIN assigned to the Master User is “120943”. You must change this default PIN before the Master User combination (Master User ID + PIN) can be used to perform lock operations. Change the Master User PIN to “123456” by completing the following:

1. For a PowerStar version of the lock, power the lock by briskly turning the dial back and forth in both directions.
2. Press **Enter** and then **1**. Simultaneous green and red flashes display.
3. Enter two-digit Master ID **00** followed by default Master User PIN **120943**. Simultaneous green and red flashes display.
4. Enter two-digit Master ID **00** followed by new Master User PIN **123456**. Simultaneous green and red flashes display.
5. Enter two-digit Master ID **00** and new Master User PIN **123456** again. Simultaneous green and red flashes display.

II. Set Lock Operating Mode

For more detail on lock operating/access modes, refer to pages 1-2 in this guide. For this example, set the lock to operate in Independent operating mode and Single User access (i.e., only one combination is required to open the lock) by completing the following:

1. For a PowerStar version of the lock, power the lock by briskly turning the dial back and forth in both directions.
2. Press **Enter** and then **2**. Simultaneous green and red flashes display.
3. Enter Master User combination **00123456**. Simultaneous green and red flashes display.
4. Enter **01** for Single User access. Simultaneous green and red flashes display.
5. Enter **01** again to verify Single User access. Simultaneous green and red flashes display.
6. Enter **01** for Independent mode. Simultaneous green and red flashes display.
7. Enter **01** again to verify Independent mode. Simultaneous green and red flashes display.
8. Enter a two-digit number (01-99) to identify the lock in all audit records. If you do not want to assign an identification number to the lock, enter **00**. Simultaneous green and red flashes display.
9. If you entered a two-digit number other than “00” in Step 7, enter the number again for verification. Simultaneous green and red flashes display.

III. Add User

Now add one User to the lock, having a User ID of “02” by completing the following:

1. For a PowerStar version of the lock, power the lock by briskly turning the dial back and forth in both directions.
2. Press **Enter** and then **3**. Simultaneous green and red flashes display.
3. Enter Master User combination **00123456**. Simultaneous green and red flashes display.

4. Enter new User ID **02**. Simultaneous green and red flashes display.
5. Enter new User ID again for verification. Simultaneous green and red flashes display.
6. Enter **00**. Simultaneous green and red flashes display.

IV. Change User PIN

The default PIN assigned to the new User ID you just added is “502550”. You must change this default PIN before the User combination (User ID + PIN) can be used to open the lock. Change the User PIN to “000000” by completing the following:

1. For a PowerStar version of the lock, power the lock by briskly turning the dial back and forth in both directions.
2. Press **Enter** and then **1**. Simultaneous green and red flashes display.
3. Enter User combination (User ID + default User PIN) **02502550**. Simultaneous green and red flashes display.
4. Enter new User combination (User ID + new PIN) **02000000**. Simultaneous green and red flashes display.
5. Enter new User combination again for verification. Simultaneous green and red flashes display.

V. Open Lock/Container

Now open the lock using the new User combination by completing the following:

1. For a PowerStar version of the lock, power the lock by briskly turning the dial back and forth in both directions.
2. If this is a Spindled version of the lock, position the lock dial to the **HOME** position (i.e., the lip on the dial will cover the red “open lock” indicator) and
3. Enter User combination **02000000**. If the combination is entered successfully, the lock will respond as follows to indicate that the lock is ready to open:

Spindled PowerStar - 1 slow green flash

Spindled PowerSaver - Continuous green flashes for approx. 5 seconds

Non-Spindled PowerStar - Continuous green flashes for approx. 5 seconds

Non-Spindled PowerSaver - Continuous green flashes for approx. 5 seconds

4. For a **Spindled** version of the lock, dial right (clockwise) until the lock bolt is retracted and then open the container. If you have a **Spring Bolt**, you must dial right and hold the dial until the container has been opened so that the bolt does not “spring” back into the extended position. For a **Non-Spindled** version of the lock, disengage the container boltworks to unlock the lock and open the container simultaneously.

VI. Close Lock/Container

How the lock and container are closed is dependent on whether the lock is Spindled or Non-Spindled and on the type of bolt that is installed .

Spindled Locks:

For a **Standard Deadbolt** close the container and then lock the lock by dialing left (counter-clockwise) to extend the bolt.

For a **Snap Bolt** close the container and extend the container boltworks to the locked position. The lock bolt will automatically lock in conjunction with the boltworks.

For a **Spring Bolt** close the container. The lock will automatically lock.

Non-Spindled Locks:

For a **Slide Bolt** close the container and extend the container boltworks to the locked position. The lock bolt will automatically lock in conjunction with the boltworks.

VII. Shelve Lock

Now you can shelve the lock (i.e., return it to the mode it was in when it arrived from the factory) by completing the following. All information you have stored in the lock will be lost (except audit information, time delay settings, and the Super Master User combination, if any).

1. For a PowerStar version of the lock, power the lock by briskly turning the dial back and forth in both directions
2. Press **Enter** and then **2**. Simultaneous green and red flashes display.
3. Enter Master User combination **00123456**. Simultaneous green and red flashes display.
4. Enter **08**. Simultaneous green and red flashes display.
5. Enter **08** again for verification. Simultaneous green and red flashes display.
6. The lock will now open by entering any two-digit number (except "00") followed by "502550".

LOCK OPERATIONS

Lock Operational Differences

Please note the following operational differences based on the type of power, spindle, and bolt technology that your Auditcon Series lock is using:

PowerStar Technology:

The lock must be manually powered by briskly turning the dial back and forth in both directions. Simultaneous green and red flashes display and two beeps sound to indicate that the lock is powered.

During operations that require the lock to stay powered for an extended period of time (e.g., Retrieve Audit Records, Retrieve User Information), the operator must continually power the lock until the operation is completed.

PowerSaver Technology:

The lock is battery powered; therefore, no turning of the dial is required to power the lock.

Spindled Technology:

There is a “**Home**” position for the dial on the lock that is directly related to the turning of the spindle and retraction or extension of the bolt. The dial must be positioned here on a lock “Open” operation before you can successfully open the lock.

With the Spindled version of the lock, there are four different bolt types that can be used. Once a combination has been entered and accepted for access to the lock, there will be operational differences based on the bolt technology.

Standard Bolt - The dial must be turned to the right to retract the bolt and unlock the lock. The dial must be turned to the left to extend the bolt and lock the lock.

Snap Bolt - The dial must be turned to the right to retract the bolt and unlock the lock. Automatic locking of the lock works in conjunction with the boltworks. Once the bolt works are extended to the locked position, the lock is automatically locked. The lock dial itself does not have to be turned to extend the lock bolt .

Spring Bolt - The dial must be turned to the right to retract the bolt and then must be held until the container is opened so that the bolt does not “spring” back into place. Automatic locking of the lock occurs as soon as the container door is closed. The lock dial does not have to be turned to the left to extend the bolt.

Non-Spindled Technology:

The “**Home**” position on the Non-Spindled version of the lock does not exist since without a spindle there is no relation to the turning of the spindle and retraction or extension of the bolt.

There is only one bolt available at this time on the Non-Spindled version of the lock.

Slide Bolt - Once a combination has been entered and accepted for access to the lock, the bolt movement works in conjunction with the boltworks of the container. When the boltworks are disengaged to open the container, the bolt will be forced into the “unlocked” or retracted position. Once the boltworks are extended to the locked position, the lock bolt automatically extends into the “locked” position. There is no spindle involved, so the lock dial itself does not have to be turned to retract and extend the lock bolt.

Note: *The lock will “relock” if the boltworks are not engaged within 6-8 seconds after the combination is accepted.*

See the section of the manual on *Optional Features* for more detail.

Lock Operating Conventions

The following conventions apply to lock operations:

- To clear a combination or keystroke, press the **Clear** key.
- To initiate a lock operation other than opening the lock, you must press the **Enter** key or the **Enter** key twice followed by the number associated with that lock operation (e.g., when adding a User you would press **Enter** and then **3**).
- After initiating a lock operation, if 40 seconds expire without input to the keypad, the lock resets requiring you to re-key the entire operation.

- If the lock is powered but you have not started an operation, you are allotted the time until the lock powers down to begin an operation.

Lock Responses

- For a PowerStar version of the lock, simultaneous green and red flashes display and two beeps sound to indicate that the lock is powered. Beeps sound to indicate that there is enough power for the next operation to be performed. If no beeps sound, you must power the lock by turning the dial in any direction.
- After each accepted step of an operation, simultaneous green and red flashes display prompting you to enter additional information for the next step of the operation.
- After you have completed all the steps of an operation, two simultaneous green and red flashes display if the operation is successful. Three red flashes display if the operation is unsuccessful and you will need to re-key the operation that caused the error.
- If a valid combination or combinations are entered to open the lock, the lock will respond as follows to indicate that the lock is ready to open:

Spindled PowerStar - 1 slow green flash

Spindled PowerSaver - Continuous green flashes for approx. 5 seconds

Non-Spindled PowerStar - Continuous green flashes for approx. 5 seconds

Non-Spindled PowerSaver - Continuous green flashes for approx. 5 seconds

- After five consecutive failed entry attempts (invalid combinations), the lock will disable for three minutes. Slow red flashes display during this period. Any additional failed entry attempts (after the first five consecutive attempts) result in the lock disabling for three minutes after each failed entry attempt. The count of failed entry attempts accumulates even if the lock powers down between attempts.
- Six red flashes indicate an internal error. If this occurs, the lock can only be opened using the Master User combination. This is the only instance in which the Master User combination can open the lock.
- After each keystroke a green flash is displayed. A beep will also sound if the sound is toggled “on”. If the lock does not respond, either the lock has powered down or the key was not pressed properly.

Super Master User Lock Operations

The lock is shipped with a default factory Super Master User PIN that can be set (i.e., changed) when the lock is in factory or shelf mode. Once the Super Master User PIN is set, the Super Master User combination can be used to shelve the lock in the event that the Master User combination is lost.

Set Super Master User PIN

Note: *The default factory PIN assigned to the Super Master User is “120943”. When the lock is in factory or shelve mode, this default PIN must be changed before the Super Master User combination can be used to shelve the lock.*

To change the default factory Super Master User PIN, complete the following steps:

1. Ensure that the lock is in factory mode or shelve mode.
2. For a PowerStar version of the lock, power the lock by briskly turning the dial back and forth in both directions.
3. Press **Enter** and then **0**. Simultaneous green and red flashes display.
4. Enter the two-digit Super Master ID **00** followed by the Super Master User PIN “120943.” Simultaneous green and red flashes display.
5. Enter the two-digit Super Master ID **00** followed by any six-digit PIN other than “120943”. Simultaneous green and red flashes display.
6. Enter the two-digit Super Master ID **00** followed by the new six-digit PIN entered in Step 5 again for verification. The new Super Master User combination is now set.

Note: *A Super Master User PIN can be changed any time while the lock is in shelved mode. Refer to “Change Super Master User PIN” for more detail. Once set, the Super Master User PIN will continue to be valid (even if the lock is shelved) until the Super Master User PIN is disabled. Refer to “Permanently Disable Super Master User PIN” for more detail.*

Detect if Super Master Combination is Active

To determine if the Super Master combination is active (i.e., the default factory Super Master User PIN has been changed) within either factory or shelve mode, complete the following steps:

1. For a PowerStar version of the lock, power the lock by briskly turning the dial back and forth in both directions.
2. Press **Enter**, **Enter** and then **2**. If the Super Master User combination is active, a red flash will display. If the Super Master User combination is inactive a green flash will display.

Shelve Lock (Super Master User)

Note: *Once a lock is shelved, all information stored in the lock (except audit information, time delay settings, and the Super Master User combination, if any) is lost.*

To shelve a lock using the Super Master User combination, complete the following steps:

1. Ensure that the lock is in any mode other than factory mode or shelve mode.
2. For a PowerStar version of the lock, power the lock by briskly turning the dial back and forth in both directions.
3. Press **Enter** and then **0**. Simultaneous green and red flashes display.
4. Enter the Super Master User combination (i.e., ID “00” followed by the six-digit PIN). The lock is now shelved.

Change Super Master User PIN

To change the Super Master User PIN anytime while the lock is in shelved mode, complete the following steps:

1. Shelve the lock under normal circumstances by completing Steps 1-5 in the “Shelve Lock” section on page 34.
2. Press **Enter** and then **0**. Simultaneous green and red flashes display.

3. Enter **00** followed by the current Super Master User PIN. Simultaneous green and red flashes display.
4. Enter **00** followed by the new Super Master User PIN. Simultaneous green and red flashes display.
5. Enter **00** followed by the new Super Master User PIN again for verification. Simultaneous green and red flashes display.

Permanently Disable Super Master User PIN

There are two methods for permanently disabling the Super Master User PIN (i.e., the capability to use the Super Master combination is permanently lost). If the Super Master User PIN has not been set (i.e., the default factory Super Master User PIN has not been changed) the Super Master User PIN can be permanently disabled by leaving factory mode without changing the Super Master User PIN from the default.

If the Super Master User PIN has been set, the Super Master User PIN can be permanently disabled by completing the following steps:

1. Shelve the lock under normal circumstances by completing Steps 1-5 in the “Shelve Lock” section on page 34.
2. For a PowerStar version of the lock, power the lock by briskly turning the dial back and forth in both directions.
3. Press **Enter** and then **0**.
4. Enter **00** followed by the current Super Master User PIN.
5. Enter **00** followed by the default factory PIN **120943**.
6. Enter **00** followed by the default factory PIN **120943** again for verification. Simultaneous green and red flashes display. The Super Master combination capability is lost permanently.

Standard Model Lock Operations

This section covers those lock operations which are available for all Auditcon Series lock models.

Set Master User PIN

Warning: *A Super Master PIN can be set and then used to shelve the lock in the event that the Master User combination is lost. If you do not set the Super Master User PIN prior to setting the Master User PIN, all Super Master User capabilities will be permanently lost. Refer to “Set Super Master User PIN” on page 19 for more detailed information.*

Note: *The default PIN assigned to the Master User is “120943”. The Master User must change this default PIN before any lock operations can be performed. Refer to the following for instructions on changing the default Master User PIN.*

Once you have successfully opened the lock using the factory PIN, the Master User must change the default Master User PIN by completing the following steps:

1. For a PowerStar version of the lock, power the lock by briskly turning the dial back and forth in both directions.
2. Press **Enter** and then **1**. Simultaneous green and red flashes display.
3. Enter the two-digit Master ID **00** followed by the default Master User PIN **120943**. Simultaneous green and red flashes display.
4. Enter the two-digit Master ID **00** followed by the new Master User PIN. Simultaneous green and red flashes display.
5. Enter the two-digit Master ID **00** followed by the new Master User PIN again for verification. Simultaneous green and red flashes display.

Note: *Once the Master User PIN has been set, the factory PIN “502550” will no longer open the lock. In addition, the Master User PIN cannot be changed back to the default PIN of “120943”. The lock is now operating in Independent mode and Single User access.*

After the new Master User PIN has been set, you may want to change the lock operation mode. Refer to the following *Set Operating Mode and Identify Lock* section for information on performing this procedure.

Set Operating Mode and Identify Lock

Note: *Only a Master User can change the lock operation mode. It is assumed that mode changes, other than a change at initial lock set up, will be rare since such a change has a significant impact on all lock personnel.*

When you change the operating mode, the lock will also prompt you to enter a two-digit number (01-99) that will identify the lock in the audit report. This ID assignment is optional. If you do not want to assign an ID to the lock, you can enter “00” at this prompt. To change the mode of operation for the lock and identify the lock for audit purposes, complete the following steps:

1. For a PowerStar version of the lock, power the lock by briskly turning the dial back and forth in both directions.
2. Press **Enter** and then **2**. Simultaneous green and red flashes display.
3. Enter the Master User combination. Simultaneous green and red flashes display.
4. Enter **01** for Single User access or **02** for Dual User access. Simultaneous green and red flashes display.
5. Enter **01** or **02** again to verify the mode you selected in Step 4. Simultaneous green and red flashes display.
6. Enter **01** for Independent mode or **02** for Supervisory/Subordinate mode. Simultaneous green and red flashes display.

7. Enter **01** or **02** again to verify the mode you selected in Step 6. Simultaneous green and red flashes display.
8. Enter a two-digit number (01-99) to identify the lock in all audit records. If you do not want to assign an identification number to the lock, enter **00**. Simultaneous green and red flashes display.
9. If you entered a two-digit number other than “00” in Step 8, enter the number again for verification. Simultaneous green and red flashes display.

Set Delay Time and Delayed Opening Window

Note: *Only the Master User can set the delay time and delayed opening window. The delay time settings can be changed at any time.*

Note: *A change in delayed opening will not take effect until the next opening.*

This operation allows the Master User to define a delay time for opening of the lock as well as a delayed opening window. The delay time for opening is the amount of time that must expire before the lock can be opened. The Master User can specify a time period of 05-99 minutes for Models 100, 200, and 400 or 01-99 minutes for a Model 500. This delay period begins as soon as a single valid combination is entered. In Supervisory/Subordinate mode, a Subordinate user must be enabled before a Subordinate combination can be entered to begin the time delay period. If you attempt to enter a combination during a time delay period, the LED will display three red flashes to indicate an error.

After the specified delay period has expired, you will have 01-20 minutes (the duration of this delayed opening window is user-defined) in which to re-enter the valid combination. During this 01-20 minute window, the lock will display two green flashes, each accompanied by a beep, every four seconds as long as it remains powered. If the lock powers down and you attempt to re-power it during this window, the lock will act the same as it did as the beginning of the delayed opening window. If the valid combination is not entered within the window, the lock will not open. A valid combination entered after the delayed opening window has expired will simply cause another time delay period to begin.

The default delay time is zero (i.e., the lock can be opened immediately after the combination requirements are met). To set the delay time and the delayed opening window, complete the following steps:

1. For a PowerStar version of the lock, power the lock by briskly turning the dial back and forth in both directions.
2. Press **Enter** and then **5**. Simultaneous green and red flashes display.
3. Enter the Master User combination. Simultaneous green and red flashes display.
4. Enter the number of minutes (05-99 for Model 100, 200, 400; 01-99 for Model 500) you want to delay the lock opening. Simultaneous green and red flashes display.

Note: *To disable delay time, enter "00" for the previous step.*

5. Enter the delay time again for verification. Simultaneous green and red flashes display.
6. Enter the number of minutes (01-20) for the delayed opening window (i.e., the number of minutes in which the user must enter a valid combination after the delay period has expired).
7. Enter the number of minutes for the delayed opening window again for verification.

Toggle Sound On/Off

Note: *Only a Master User can toggle the sound on/off. This toggle can be changed at any time except when the lock is in shelved mode, when the lock is disabled, or during a time delay period.*

A Master User can toggle the sound “on” so that one beep sounds each time the lock LED flashes. To toggle the sound of these beeps “on” or “off”, complete the following steps:

1. For a PowerStar version of the lock, power the lock by briskly turning the dial back and forth in both directions.
2. Press **Enter** and then **9**. Simultaneous green and red flashes display.
3. Enter the Master User combination. Simultaneous green and red flashes display.

Note: *Some lock sound responses can never be turned off. There are two situations in which the lock will beep regardless of whether the sound is toggled “off” or “on”. The beeps that sound to indicate that a PowerStar lock is powered will always occur as will the beeps that sound during the open window after a delay period.*

Note: *If you have completed an operation but the lock has powered down, two simultaneous green and red flashes will display but no beeps will sound.*

Change Reporting Capabilities

Note: *Only a Master User can change the reporting capabilities of lock personnel.*

When shipped from the factory, the default reporting mode of the lock enables all lock personnel (Master User, Access Users, Supervisors and Subordinate Users) to retrieve audit records or to retrieve User information. However, the Master User can limit the reporting capabilities, as shown in the following chart, depending on the lock model.

Lock Model	Enter 01 to Limit Reporting Capabilities to	Enter 02 to Limit Reporting Capabilities to
100, 200	All lock personnel	User IDs 00-03 only
400, 500	All lock personnel	User IDs 00-05 only

To change the reporting capabilities of lock personnel, complete the following steps:

1. For a PowerStar version of the lock, power the lock by briskly turning the dial back and forth in both directions.
2. Press **Enter**, **Enter** again and then **1**. Simultaneous green and red flashes display.
3. Enter the Master User combination. Simultaneous green and red flashes display.
4. Enter **01** to enable all lock personnel to retrieve reporting information from the lock or enter **02** to allow only certain User IDs (see above chart) to retrieve reporting information. Simultaneous green and red flashes display.
5. Enter the two-digit number you entered in Step 4 again for verification. Simultaneous green and red flashes display.

Add Supervisor(s) or User(s)

Note: *A Master User can add a User to the lock (in Independent mode) or can add a Supervisor to the lock (in Supervisory/Subordinate mode). A Supervisor can add a User to the lock (in Supervisory/Subordinate mode). In Supervisory/Subordinate mode, Subordinate Users will be assigned to the Supervisor who added them.*

The maximum number of users that the lock will accommodate varies according to lock model, each user having a unique combination. Refer to the “Lock Models” section on page 1 for detailed information on the maximum number of users.

To add a Supervisor or User to the lock, complete the following steps:

1. For a PowerStar version of the lock, power the lock by briskly turning the dial back and forth in both directions.
2. Press **Enter** and then **3**. Simultaneous green and red flashes display.
3. Enter the Master User combination or Supervisor combination. Simultaneous green and red flashes display.
4. Enter the new User or Supervisor ID. Simultaneous green and red flashes display.

Note: *When operating in Supervisory/Subordinate mode, keep in mind for the Auditcon 100 that User ID 01 is reserved for a Supervisor. For the Auditcon 200, User IDs 01 through 03 are reserved for Supervisors. For the Auditcon 400 or 500, User IDs 01 through 05 are reserved for Supervisors.*

5. Enter the new User or Supervisor ID again for verification. Simultaneous green and red flashes display.
6. If additional Users or Supervisors are to be added, repeat Steps 4-5 until all Users/Supervisors have been added.
7. Enter **00**. Simultaneous green and red flashes display.

Note: *The default PIN assigned to a new User or Supervisor ID is "502550". A user must change this default PIN before any lock operations can be performed. Refer to the "Change PIN" section for instructions on changing a User PIN.*

Delete Supervisor(s) or User(s)

Note: *A User can only be deleted by the person who created the User (i.e., the Master User or the Supervisor). If a Supervisor is deleted, all Subordinate Users added by that Supervisor will automatically be deleted.*

To delete a User or Supervisor, complete the following steps:

1. For a PowerStar version of the lock, power the lock by briskly turning the dial back and forth in both directions.
2. Press **Enter** and then **4**. Simultaneous green and red flashes display.
3. Enter the Master User combination or the Supervisor combination. Simultaneous green and red flashes display.
4. Enter the User ID or Supervisor ID to be deleted. Simultaneous green and red flashes display.
5. Enter the User ID or Supervisor ID to be deleted again for verification. Simultaneous green and red flashes display.
6. If additional Users or Supervisors are to be deleted, repeat Steps 4-5 until all users have been deleted.
7. Enter **00**. Simultaneous green and red flashes display.

Enable/Disable Lock Access For Subordinates

Note: *In Supervisory/Subordinate mode, only a Supervisor can enable lock access for Subordinate User(s).*

The Supervisor must complete the following steps to enable/disable lock access for Subordinate User combination(s):

1. For a PowerStar version of the lock, power the lock by briskly turning the dial back and forth in both directions.
2. Enter the valid Supervisor combination. Simultaneous green and red flashes display.
3. Enter the two-digit Supervisor ID of the Supervisor to whom the Subordinate Users you want to enable/disable are assigned. For example, if the Subordinate Users you want to enable/disable are assigned to Supervisor ID "02", you would enter "02" to enable/disable this group of Subordinate Users. Simultaneous green and red flashes display.

4. Enter the two-digit Supervisor ID you entered in Step 3 again for verification. If you are enabling lock access, three slow green flashes followed by simultaneous green and red flashes display. Any valid Subordinate User combination(s) assigned to the Supervisor ID can be entered at any time to open the lock. If you are disabling lock access, simultaneous green and red flashes display. The Subordinate combination(s) assigned to the Supervisor ID can no longer open the lock until lock access is again enabled by a Supervisor.

Change PIN

Any lock personnel (Master, Supervisor, Access User or Subordinate User) can change his PIN at any time (however, a User ID can never be changed). To change a PIN, complete the following steps:

1. For a PowerStar version of the lock, power the lock by briskly turning the dial back and forth in both directions.
2. Press **Enter** and then **1**. Simultaneous green and red flashes display.
3. Enter the combination (User ID + PIN) of the user for which the PIN is to be changed. Simultaneous green and red flashes display.
4. Enter the new combination (User ID + PIN) for the user. Simultaneous green and red flashes display.
5. Enter the new combination (User ID + PIN) for the user again for verification. Simultaneous green and red flashes display.

Open the Lock/Container

Note: *For a Spindled version of the lock, you must position the lock dial to the **HOME** position (i.e., the lip on the dial will cover the red “open lock” indicator) before a combination is entered.*

Note: *In Supervisory/Subordinate mode, a Supervisor must enable lock access for his assigned Subordinate User(s) before the Subordinate User combination(s) can open the lock.*

Note: *In Dual User access, you should not turn the dial or press **Clear** between combination entries.*

To open the lock, complete the following steps:

1. For a PowerStar version of the lock, power the lock by briskly turning the dial back and forth in both directions.
2. If this is a Spindled version of the lock, position the lock dial to the **HOME** position.
3. Enter the valid combination. If operating in Single User access and the combination is entered successfully, the lock indicates that it is ready to open by displaying the following:

Spindled PowerStar - 1 slow green flash

Spindled PowerSaver - Continuous green flashes for approx. 5 seconds

Non-Spindled PowerStar - Continuous green flashes for approx. 5 seconds

Non-Spindled PowerSaver - Continuous green flashes for approx. 5 seconds

If operating in Dual User access, simultaneous green and red flashes display.

4. If operating in Dual User access, enter the second valid combination. If the combination is entered successfully, the lock indicates that it is ready to open by displaying the following:

Spindled PowerStar - 1 slow green flash

Spindled PowerSaver - Continuous green flashes for approx. 5 seconds

Non-Spindled PowerStar - Continuous green flashes for approx. 5 seconds

Non-Spindled PowerSaver - Continuous green flashes for approx. 5 seconds

5. For a **Spindled** version of the lock, dial right (clockwise) until the lock bolt is retracted and then open the container. If you have a **Spring Bolt**, you must dial right and hold the dial until the container has been opened so that the bolt does not “spring” back into the extended position. For a **Non-Spindled** version of the lock, disengage the container boltworks to unlock the lock and open the container simultaneously.

Note: *The lock will not open if excessive force is applied to the end or side of the bolt. You should check for these conditions during installation.*

Open the Lock/Container with Time Delay Set

Note: *In Supervisory/Subordinate mode, a Supervisor must enable lock access for his assigned Subordinate User(s) before these Subordinate User combination(s) can open the lock.*

Note: *A change in delayed opening will not take effect until the next opening.*

If a time delay has been set, complete the following steps to open the lock:

1. For a PowerStar version of the lock, power the lock by briskly turning the dial back and forth in both directions.
2. If this is a Spindled version of the lock, position the lock dial to the **HOME** position.
3. Enter the valid combination. Wait for the time delay to expire. (While powered, the lock will display two red flashes approximately every four seconds for the duration of the delay.) Once the time delay has expired, the lock will begin to display two green flashes, each accompanied by a beep, every four seconds. This indicates that the delayed opening window has begun.

4. When the delayed opening window has begun, re-enter the same combination. If operating in Single User access and the combination is entered successfully, the lock indicates that it is ready to open by displaying the following:

Spindled PowerStar - 1 slow green flash

Spindled PowerSaver - Continuous green flashes for approx. 5 seconds

Non-Spindled PowerStar - Continuous green flashes for approx. 5 seconds

Non-Spindled PowerSaver - Continuous green flashes for approx. 5 seconds

If operating in Dual User access, simultaneous green and red flashes display.

5. If operating in Dual User access, enter the second valid combination. If the combination is entered successfully, the lock indicates that it is ready to open by displaying the following:

Spindled PowerStar - 1 slow green flash

Spindled PowerSaver - Continuous green flashes for approx. 5 seconds

Non-Spindled PowerStar - Continuous green flashes for approx. 5 seconds

Non-Spindled PowerSaver - Continuous green flashes for approx. 5 seconds

6. For a **Spindled** version of the lock, dial right (clockwise) until the lock bolt is retracted and then open the container. If you have a **Spring Bolt**, you must dial right and hold the dial until the container has been opened so that the bolt does not “spring” back into the extended position. For a **Non-Spindled** version of the lock, engage the container boltworks to unlock the lock and open the container simultaneously.

Note: *The lock will not accept any “Enter” commands during a delayed opening.*

Close Lock/Container

How the lock and container are closed is dependent on whether the lock is **Spindled** or **Non-Spindled** and on the type of bolt that is installed .

Spindled Locks:

For a **Standard Deadbolt** close the container and then lock the lock by dialing left (counter-clockwise) to extend the bolt.

For a **Snap Bolt** close the container and extend the container boltworks to the locked position. The lock bolt will automatically lock in conjunction with the boltworks.

For a **Spring Bolt** close the container. The lock will automatically lock.

Non-Spindled Locks:

For a **Slide Bolt** close the container and extend the container boltworks to the locked position. The lock bolt will automatically lock in conjunction with the boltworks.

Shelve Lock

Shelving a lock is the process of returning it to factory mode (i.e., the mode of the lock when it arrived from the factory). To shelve a lock, complete the following steps:

Note: *In normal circumstances, only a Master User can shelve a lock. However, in the event that the Master User combination is lost, the Super Master User combination can be used to shelve the lock. If a lock is shelved and a Super Master User combination has not been set, the Super Master User combination capability is lost forever. Refer to “Super Master User Lock Operations” for more detail. Once a lock is shelved, all information stored in the lock (except audit information, a time delay setting, and the Super Master User combination, if any) is lost.*

1. For a PowerStar version of the lock, power the lock by briskly turning the dial back and forth in both directions.
2. Press **Enter** and then **2**. Simultaneous green and red flashes display.
3. Enter the Master User combination. Simultaneous green and red flashes display.
4. Enter **08**. Simultaneous green and red flashes display.
5. Enter **08** again for verification. Simultaneous green and red flashes display.
6. The lock will now open by entering any two-digit number (except "00") followed by **502550**.

Retrieve Audit Records

The lock's audit feature will track the following types of lock transactions in sequential order of occurrence:

- lock opened
- Users added/deleted
- Supervisor enable/disable Subordinate User(s)
- PIN activated/changed
- wrong try lock out
- in Dual access mode, first combination entered
- lock date/time set (Model 400 only)
- lock shelved
- lock mode changed
- audit report retrieved
- time delay override
- beginning of timed lockout

For a Model 400 or 500 lock, each transaction will include a date and time stamp. The number of audit records stored by the lock varies according to lock model. Refer to the "Lock Models" section on page 1 for detailed information. If you have purchased the PC software for reporting capabilities, the audit trail data stored in the lock can be read from the lock and taken to the Auditcon PC for reporting.

Note: *The default factory audit mode enables all lock personnel (Master User, Access Users, Supervisors and Subordinate Users) to retrieve reporting information. However the Master User can limit the capability to retrieve audit records to only certain User IDs. Refer to “Change Reporting Capabilities” for more detailed information.*

Note: *The retrieve audit records operation requires an SA key that has been initialized using the PC software to retrieve audit records.*

To retrieve audit records, complete the following steps:

1. For a PowerStar version of the lock, power the lock by briskly turning the dial back and forth in both directions.
2. Press **Enter** and then **8**. Simultaneous green and red flashes display.
3. Enter the combination. Short red flashes begin to display. From the time these flashes begin, you have 10 seconds to properly place and hold the initialized SA key to the lock key reader. If you do not properly hold the key to the lock key reader within the 10 second period, short red flashes followed by three long red flashes display to indicate an error and you will need to re-key the operation. If the SA key has not been properly initialized, three long red flashes display.

Helpful Hint: *For Round housing lock models, press down on the top of the key with your thumb, holding the key at an angle against the key reader to ensure that the key makes proper contact with the key reader. For Vertical housing lock models, press and hold the key directly against the key reader.*

4. Ensure that the key remains connected to the key reader until the lock has completed dumping the reporting data. Hold the key in the key reader and turn the dial three or four times every fifteen seconds until **simultaneous green and red flashes display** indicating that the audit data dump is complete. (This data transfer can take up to about 40 seconds.)
5. If you have purchased the PC software for reporting capabilities, return the key to the Auditcon PC to be read. Refer to the software documentation for instructions on reading the reporting key.

Retrieve User Information

The lock's User information reporting feature will list the following information for all Users except the Master User:

- all current User IDs (those that currently exist in the lock)
- User ID of the Supervisor (in Supervisory/Subordinate mode) who created the User

Note: *The retrieve User information operation requires an SA key that has been initialized using the PC software to retrieve User information.*

The process for retrieving User information is the same as that for retrieving audit information (The only difference is that the SA key has been initialized to retrieve User information rather than audit information). To retrieve User information, perform steps 1-5 in the previous "Retrieve Audit Records" section.

Deluxe Model Lock Operations

This section covers those features which are only offered on the deluxe models of the Auditcon family of locks - Models 400 and 500.

Set Lock Date

This feature is available in the Model 400 and Model 500 locks. It enables the Master User to set the date in the lock.

Note: *Only the Master User can set the date in the lock.*

To set the lock date, complete the following steps:

1. For a PowerStar version of the lock, power the lock by briskly turning the dial back and forth in both directions.
2. Press **Enter** and then **6**. Simultaneous green and red flashes display.
3. Enter the Master User Combination. Simultaneous green and red flashes display.
4. Enter the two-digit number that represents the year (e.g., enter "97" for 1997). Simultaneous green and red flashes display.
5. Enter the two-digit number that represents the year again for verification. Simultaneous green and red flashes display.
6. Enter the two-digit number that represents the month (e.g., enter "01" for January). Simultaneous green and red flashes display.
7. Enter the two-digit number that represents the month again for verification. Simultaneous green and red flashes display.
8. Enter the two-digit number that represents the day of the month (e.g., enter "31" for the 31st day of the month). Simultaneous green and red flashes display.
9. Enter the two-digit number that represents the day of the month again for verification. Simultaneous green and red flashes display.

10. If operating a Model 500, enter the two-digit number that represents the day of the week (e.g., enter “01” for Sunday, “02” for Monday, etc.). Simultaneous green and red flashes display.
11. If operating a Model 500, enter the two-digit number that represents the day of the week again for verification. Simultaneous green and red flashes display.

Set Lock Time

This feature is available in the Model 400 and 500 locks. It enables the Master User to set the time in the lock.

Note: *Only the Master User can set the time in the lock.*

To set the lock time, complete the following steps:

1. For a PowerStar version of the lock, power the lock by briskly turning the dial back and forth in both directions.
2. Press **Enter** and then **7**. Simultaneous green and red flashes display.
3. Enter the Master User Combination. Simultaneous green and red flashes display.
4. Enter the two-digit number that represents the hour (00-23). Simultaneous green and red flashes display.
5. Enter the two-digit number that represents the hour again for verification. Simultaneous green and red flashes display.
6. Enter the two-digit number that represents the minute(s) (00-59). Simultaneous green and red flashes display.
7. Enter the two-digit number that represents the minute(s) again for verification. Simultaneous green and red flashes display.

Note: *It is recommended that you reset the time periodically in the Model 400 and 500 locks as there may be some drifting in the lock clock, up to 15 minutes per year.*

Toggle Daylight Savings Time

This feature is available in the Model 500 locks. It enables the Master User, User 20 , or any Supervisor (if operating in Supervisory/Subordinate mode) to “toggle” Daylight Savings Time, setting the clock ahead one hour or back by one hour.

To toggle Daylight Savings Time, complete the following steps:

1. For a PowerStar version of the lock, power the lock by briskly turning the dial back and forth in both directions.
2. Press **Enter, Enter** and then **5**. Simultaneous green and red flashes display.
3. Enter the Master User, User 20 or Supervisor Combination. Simultaneous green and red flashes display. The clock in the lock will be set ahead one hour or back one hour depending on what the previous DST setting was.

4 long green flashes = Moved ahead 1 hour

2 long green flashes = Moved back 1 hour

Note: *This operation will generate an error if changing the clock for DST also requires a date change. The error will be indicated by 3 red flashes.*

Time Delay Override

This feature is available in the Model 500 locks. It enables any one of Users 90-99 to override a Time Delay while a lock is in a Time Delay period. The user simply enters his combination. This action causes the lock to end the Time Delay period and move to the delayed Opening Window. Users 90-99 can override the Time Delay but they cannot open the lock after doing so. Only the user who initiated the Time Delay can then open the lock. If operating in Dual Access Mode, the user who started the delay and one other valid user can open the lock.

Note: *Users 90-99 cannot open the lock or be added to the lock while it is in a Time Delay mode.*

Set Time Window

This feature is available in the Model 500 locks. It enables the Master User to define time windows for access to the lock. A day/window code is required to identify the specific window being set. The following table describes the day/window codes to be used when setting Time Windows.

Day/Window Code		
01	All Days	First Window
02		Second Window
11	Sunday	First Window
12		Second Window
21	Monday	First Window
22		Second Window
31	Tuesday	First Window
32		Second Window
41	Wednesday	First Window
42		Second Window
51	Thursday	First Window
52		Second Window
61	Friday	First Window
62		Second Window
71	Saturday	First Window
72		Second Window

Note: Only the Master User can set Time Windows at the lock. Time windows can also be set, however, at the PC using the Auditcon AuditOnly for Windows Software program (Version 3.1 or greater.)

To set a time window, complete the following steps:

Note: *There can be some drifting in the lock clocks in the Model 400 and 500 locks, up to 15 minutes per year. Because of this possible variance, there should be minor allowances made in both the starting time and the ending time when setting time windows*

1. For a PowerStar version of the lock, power the lock by briskly turning the dial back and forth in both directions.
2. Press **Enter, Enter** and then **3**. Simultaneous green and red flashes display.
3. Enter the Master User Combination. Simultaneous green and red flashes display.
4. Enter the two-digit number that represents the day/window code for the Time Window to be set. Simultaneous green and red flashes display.
5. Enter the two-digit number that represents the day/window code again for verification. Simultaneous green and red flashes display.
6. Enter the two-digit number that represents the starting hour (00-23) for the Time Window. Simultaneous green and red flashes display.
7. Enter the two-digit number that represents the starting hour again for verification. Simultaneous green and red flashes display.
8. Enter the two-digit number that represents the starting minute (00-59) within the hour for the Time Window. Simultaneous green and red flashes display.
9. Enter the two-digit number that represents the starting minute within the hour again for verification. Simultaneous green and red flashes display.
10. Enter the two-digit number that represents the ending hour (00-23) for the Time Window. Simultaneous green and red flashes display.
11. Enter the two-digit number that represents the ending hour again for verification. Simultaneous green and red flashes display.
12. Enter the two-digit number that represents the ending minute (00-59) within the hour for the Time Window. Simultaneous green and red flashes display.

13. Enter the two-digit number that represents the ending minute within the hour again for verification. Simultaneous green and red flashes display.

Caution: *When setting time windows for a specific day/window code at the lock, both the first and second window for that day/window code must be set. If you are not actually using the second time window, set it to the same time period as the first time window for the day/window code. If only one time window is set for a day/window code, the second window will override the first window with the default of 24 hour a day access.*

Note: *Time Windows can also be set at the PC using the Auditcon Audit Only for Windows Software (Version 3.1 or greater.) The Time Windows can then be uploaded to the lock using an SA Key. See Upload Time Windows.*

Upload Time Windows

As an alternative to defining Time Windows at the lock, they can be defined at the PC using the Auditcon Audit Only for Windows software and the information can then be transferred to the lock via an SA Key.

Note: *The Upload Time Windows operation requires an SA key that has been properly prepared at the PC using the Auditcon Audit Only for Windows software.*

To upload time windows, complete the following steps:

1. For a PowerStar version of the lock, power the lock by briskly turning the dial back and forth in both directions.
2. Press **Enter** and then **8**. Simultaneous green and red flashes display.

3. Enter the Master User combination. Short red flashes begin to display. From the time these flashes begin, you have 10 seconds to properly place and hold the prepared SA key to the lock key reader. If you do not properly hold the key to the lock key reader within the 10 second period, short red flashes followed by three long red flashes display to indicate an error and you will need to re-key the operation. If the SA key has not been properly initialized, three long red flashes display.

Helpful Hint: *For Round housing lock models, press down on the top of the key with your thumb, holding the key at an angle against the key reader to ensure that the key makes proper contact with the key reader. For Vertical housing lock models, press and hold the key directly against the key reader.*

4. Ensure that the key remains connected to the key reader until the lock has completed the upload (**upon completion, simultaneous green and red flashes display**).

Start Time Window Lockout

This feature is available in the Model 500 locks. It enables the the Master User, User 20 , or any Supervisor (if operating in Supervisory/Subordinate mode) to disable lock access for the current open time window. Access to lock entry will remain disabled until the time of the next open time window as defined by the Time Windows function. The lock will not open during this time but it will accept keystrokes and will start a time delay for opening the lock. If the end of the delay falls in the next open time window, the lock can be opened at that time.

To start Time Window Lockout, complete the following steps:

1. For a PowerStar version of the lock, power the lock by briskly turning the dial back and forth in both directions.
2. Press **Enter, Enter** and then **7**. Simultaneous green and red flashes display.
3. Enter the Master User, User 20 or Supervisor Combination. Simultaneous green and red flashes display.

Start Timed Lockout

This feature is available in the Model 500 locks. It enables the the Master User, User 20 , or any Supervisor (if operating in Supervisory/Subordinate mode) to disable lock access for 1 hour to 255 hours. During this time, the lock will not accept any keystrokes.

To start an extended time lockout, complete the following steps:

1. For a PowerStar version of the lock, power the lock by briskly turning the dial back and forth in both directions.
2. Press **Enter, Enter** and then **4**. Simultaneous green and red flashes display.
3. Enter the Master User, User 20 or Supervisor Combination. Simultaneous green and red flashes display.
4. Enter the one to three-digit number (1-255) that represents the number of hours for which you would like the lock to be disabled, followed by the **Enter** key. Simultaneous green and red flashes display.
5. Enter the number of hours for verification, again followed by the **Enter** key. Simultaneous green and red flashes display.

OPTIONAL FEATURES

Silent Duress Alarm

If the silent duress alarm feature is installed on your lock and you have purchased and installed an Alarm Interface Kit (P/N 301040), an external, customer supplied alarm can be activated by the lock when a combination is entered. To activate the silent duress alarm, complete the following steps:

1. When entering your combination, add 10 to the last two digits of the PIN.

For example, if the PIN is “526674”, entering “526684” will activate the silent duress alarm. If the PIN is “526694”, entering “526604” will activate the alarm. In this case note that “9” becomes “0” and that the “6” remains unchanged (i.e., no digits are carried over and added to the “6”).

After the alarm has been activated, normal lock operation is resumed.

Spindle Designation/Bolt Options

The Auditcon locks can be **Spindled** or **Non-Spindled**. There are minor operational differences between the two, and the bolts associated with each type can also cause operational differences. The Spindled version of the lock can operate with a **Standard Deadbolt**, a **Snap Bolt**, or a **Spring Bolt**. The Non-Spindled version of the lock uses the Kaba Mas **Slide Bolt**.

The Non-Spindled version of the lock does not have a “Home” position identified in relation to the dial since there is no spindle used to extend and retract the bolt. There is no “Home” position for the dial since the dial is not connected to the locking mechanism and does not control retraction or extension of the bolt.

Spindled Technology:

There is a “**Home**” position for the dial on the lock that is directly related to the turning of the spindle and retraction or extension of the bolt. The dial must be positioned here on a lock “Open” operation before you can successfully open the lock.

With the Spindled version of the lock, there are four different bolt types that can be used. Once a combination has been entered and accepted for access to the lock, there will be operational differences based on the bolt technology.

Standard Bolt - The dial must be turned to the left to extend the bolt and lock the lock.

Snap Bolt - Automatic locking of the lock works in conjunction with the bolt works. Once the bolt works are closed, the lock is locked. The lock dial itself does not have to be turned to the left to extend the bolt and lock the lock.

Spring Bolt - The dial must be turned to the right to retract the bolt and then must be held until the container is opened so that the bolt does not “spring” back into place. Automatic locking of the lock occurs as soon as the container door is closed. The lock dial does not have to be turned to the left to extend the bolt.

Non-Spindled Technology:

The “**Home**” position on the Non-Spindled version of the lock does not exist since without a spindle there is no relation to the turning of the spindle and retraction or extension of the bolt.

There is only one bolt available at this time on the Non-Spindled version of the lock.

Slide Bolt - Once a combination has been entered and accepted for access to the lock, the bolt movement works in conjunction with the boltworks of the container. When the boltworks are disengaged to open the container, the bolt will be forced into the “unlocked” or retracted position. Once the boltworks are extended to the locked position, the lock bolt automatically extends into the “locked” position. There is no spindle involved, so the lock dial itself does not have to be turned to retract and extend the lock bolt.

Note: *The lock will “relock” if the boltworks are not engaged within 6-8 seconds after the combination is accepted.*

PowerSaver Technology

If you have opted for PowerSaver Technology (Battery Powered) for your lock rather than PowerStar Technology (No Battery Required), the power source for the lock will be a 9 Volt Alkaline or Lithium Battery.

If the lock you have operates with PowerSaver Technology (Battery Powered) rather than PowerStar Technology (No Battery Required), there will be one major operational difference. When performing lock operations, you do not need to rotate the dial to power the lock.

Low Battery Condition

A low battery condition on the lock will be indicated by rapidly alternating green and red flashes at the time the lock is opened. If this condition occurs, complete the appropriate process below as defined by housing type to replace the battery:

Replace Battery - Low Profile Lock:

1. Enter a valid combination and open the lock.

Note: *If the existing battery will not provide enough power for you to open the lock, hold a fresh 9 Volt Alkaline Battery to the lock with the contacts touching the metal trim encircling the red and green LEDs. The “+” (positive) battery terminal should cover the red LED. Enter a valid combination and open the lock while holding the battery in place.*

2. Locate the battery box mounted inside the door near the lock.
3. Remove the two Phillips head screws securing the battery box cover.
4. Note how the battery and the cable are positioned in the box then remove the battery and battery cable from the battery box.
5. Unsnap the connector from the old battery and reconnect a fresh 9 Volt Alkaline or Lithium battery to the battery connector.
6. Insert the new battery and cable into the battery box, and secure the cover with the two Phillips head screws.

7. Test operation of the lock prior to closing the container .

Replace Battery - Vertical Lock:

1. Remove the battery compartment cover located on the right side of the lock front by prying the cover off using a small flat bladed screwdriver. Pry around the top and bottom ends of the battery cover in the area of the cover fasteners until the fasteners are fully free of the lock front.
2. Withdraw the battery half way out of the battery compartment by pulling out the extractor ribbon as far as it will go.
3. Grasp the end of the battery and pull it fully out of the battery compartment and unsnap the connector from the old battery.
4. Reconnect a fresh 9 Volt Alkaline or Lithium battery to the battery connector.
5. Insert the battery straight into the battery compartment making sure that the extractor ribbon is routed on the side of the battery away from the container. Ensure that the extractor ribbon is routed correctly so that the battery can again be easily withdrawn from the battery compartment.
6. Tuck the end of the ribbon into the compartment so that it is not exposed but is still accessible.
7. Place the cover over the battery compartment. Locate the fasteners in their respective holes and press the fasteners down until the cover is fully in place.

Battery Assist

If the Battery Assist option is included on your lock, there are no operational differences; however, the lock will act differently than a non-battery assist lock when it is in a Time Delay or Open Window period. When a 9 Volt Alkaline or Lithium battery has been installed for Battery Assist, the LEDs will continually flash throughout the duration of a Time Delay or Open Window period.

Note: *The battery that is used as a power source for Battery Assist is not required for any lock operations.*

Low Battery Condition

There is not a battery low indicator for Battery Assist

Replace Battery Assist Battery:

1. Enter a valid combination and open the lock.
2. Locate the battery box mounted inside the door near the lock.
3. Remove the two Phillips head screws securing the battery box cover.
4. Note how the battery and the cable are positioned in the box then remove the battery and battery cable from the battery box.
5. Unsnap the connector from the old battery and reconnect a fresh 9 Volt Alkaline or Lithium battery to the battery connector.
6. Insert the new battery and cable into the battery box, and secure the cover with the two Phillips head screws.

Lock Keypad Commands

The following is a list of the keypad commands that are available for the Auditcon 100, 200, 400, 500 Series lock:

Command	Description
Enter and then 0	Set Super Master User PIN (p. 19) or Shelve Lock (Super Master User) (p. 20) or Disable Super Master User PIN (p. 21)
Enter and then 1	Set Master User PIN (p. 22) or Change PIN(p. 30)
Enter and then 2	Set Operating Mode & Identify Lock (p.23) or Shelve Lock (p. 34)
Enter and then 3	Add Supervisor(s) or User(s) (p. 27)
Enter and then 4	Delete Supervisor(s) or User(s) (p. 28)
Enter and then 5	Set Delay Time and Delayed Opening Window (p. 24)
Enter and then 6	Set Lock Date * (p. 38)
Enter and then 7	Set Lock Time * (p. 39)
Enter and then 8	Retrieve Audit Records (p. 35) or Retrieve User Information (p. 37) or Upload Time Windows ** (p. 43)
Enter and then 9	Toggle Sound On/Off (p. 26)
Enter, Enter and then 1	Change Reporting Capabilities (p. 26)
Enter, Enter and then 2	Detect if Super Master User Combination is Active (p. 20)
Enter, Enter and then 3	Set Time Window ** (p. 41)
Enter, Enter and then 4	Start Timed Lockout ** (p. 45)
Enter, Enter and then 5	Toggle Daylight Savings Time ** (p. 40)
Enter, Enter and then 7	Start Time Window Lockout ** (p. 44)

* Available on Models 400 and 500 only

** Available on Model 500 only

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Kaba® Mas Corporation
749 W. Short St.
Lexington, KY 40508 USA
Phone: 859-253-4744
FAX: 859-255-2655
www.kaba-mas.com



1333 Highland Road • Stillwater, MN 55082
Tel: 651.275.0401 • Fax: 651.275.0402
www.stockbridgecorp.com