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**Quick Set-Up Programming Guide For & Series Locksets**

# STEP 1 - INITIALIZE LOCK ID:

NOTE: The Lock ID is a *six digit number of your choosing*. Skipping this step will default the Lock ID to 000001. At the keypad, Enter the Factory Code: 9991234, then the # key, enter 6 Digit Lock ID, then the # key.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EXAMPLE** | ***Factory Code*** | **#** | ***6 digit Lock ID*** | **#** |
| **9991234** | **#** | **000001** | **#** |

***The Lock ID will NOT open the lock.***

***STEP 2 - CREATE GREAT GRAND MASTER (GGM):***

Your GGM will consist of a User ID (**UID**) and a Personal Identification Number (**PIN**). You should have these numbers established before you begin to program the lock. This code is required by the **SYSTEM MANAGER** to perform all programming functions.

NOTE: **UID** can be 2, 3 or 4 digits in length. **PIN** can be 3, 4, 5 or 6 digits in length.

At the keypad, Enter the Factory Code: **9991234**, then the  key, enter **UID**, then the **#** key, enter **PIN**, then the **#** key.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EXAMPLE** | ***9991234*** |  | ***UID* #** | ***PIN* #** |

***The GGM is now established for the SYSTEM MANAGER. LOCK IS NOW INITIALIZED!***

***STEP 3 - TEST LOCK:***

At the keypad enter **UID**, **PIN**, then the  key.

|  |  |  |  |
| --- | --- | --- | --- |
| **EXAMPLE** | ***UID*** | ***PIN*** |  |

After entering this code the **LED** will turn green and lock will allow access for 3 seconds.

***BEFORE YOU START! BEFORE YOU START! BEFORE YOU START!***

***IMPORTANT DEFINITIONS:***

1. ***FACTORY CODE:*** is **9991234**, and is used to initialize the lock for a new installation or full reset. This code must be entered to set the **GREAT GRAND MASTER (GGM)**. After the GGM code is set, the **FACTORY CODE** will no longer be valid and is only re-enabled after a full reset, see page 11.
2. ***LOCK ID:*** A unique six digit number entered during initialization defining the specific lock.
3. ***USER IDENTIFICATION NUMBER (UID):*** A unique number assigned to each User with 2, 3 or 4 digits.
4. ***GROUP:*** One or several Users, all of whom have the same access to the locks, categorized by a two digit **GROUP** number.
5. ***PERSONAL IDENTIFICATION NUMBER (PIN):*** A unique combination of 3, 4, 5 or 6 keypad letters, numbers or both. (Letters or numbers may be used multiple times to increase the total number of combinations).
6. ***USER CODE:*** Unique combination of **UID** and **PIN** codes, in that order, having up to 10 total digits.
7. ***GREAT GRAND MASTER (GGM):*** Code required by the **SYSTEM MANAGER** to perform all programming functions. It replaces the **FACTORY CODE**. This code can also open the lock.
8. ***SYSTEM MANAGER:*** Person establishing the **GGM** and responsible for highest level of programming. Can establish lower levels of programming for other Users or Groups
9. ***PROGRAM INSTRUCTION:*** Series of key strokes used to enter a function.

## IMPORTANT KEYS:

1. ***TERMINATOR KEY* (****):** Acts like the “Enter” key on a computer, and is used to add or confirm codes on the keypad.
2. ***PROGRAMMING KEY* (#):** After a valid **MASTER CODE** is entered, this key is depressed to enter the programming mode.

**This key can also be used as a time saving feature, allowing the entry of multiple functions.**

**At the end of any PROGRAMMING INSTRUCTION, replace the last**  **with a # to return to FUNCTION NUMBER input eliminating the need to re-enter MASTER CODE.**

***LED INDICATOR:***

**LED INDICATING *GREEN (NORMAL MODE)***

1. Denotes lock enabled to open. Will flash green after entering valid **MASTER CODE** and **TERMINATOR KEY (****).**

**LED INDICATING *RED (NORMAL MODE)***

1. Denotes a wrong **MASTER CODE** entry to open the lock.
2. Denotes wrong **MASTER CODE** entry 3 consecutive times and disables keypad for 20 seconds. If another wrong **MASTER CODE** is entered, the keypad is disabled for 40 seconds.

**LED INDICATING *RED (PROGRAMMING MODE)***

1. Denotes incorrect entry or error and vacates programming mode.
2. Programming mode vacated if no key entry within 5 seconds