Sargent & Greenleaf Comptronic 6124 and 6125 Electronic Safe Locks

STANDARD FEATURES AND FUNCTIONS

Management Guide

Dual Control

STANDARD FEATURES AND FUNCTIONS

1. About Your Lock

Each time you press a number, letter, or other character on the keypad of your Comptronic 6124 or 6125 electronic safe lock, it beeps and the red LED flashes. If it doesn't, check your batteries to make sure they are fresh and/or connected properly, then try again. (See *Section 9, Changing the Batteries*, for instructions.)

- The lock responds with various beep (*) sequences to indicate different conditions. The * symbols in examples show the number of beeps you hear.
- When programming, you enter new codes twice, to confirm their accuracy.
- If you hear an error beep (long continuous) during any programming sequence, start the sequence over.
- *Always wait for each set of beeps to end before entering another number or letter, or you will interrupt the code sequence.*

Factory Settings

Master Code
1, 2, 3, 4, 5, 6, #

User Code
(PIN position 2)
2, 2, 2, 2, 2, 2, #

PIN Positions

Each code created for use in your lock is assigned a personal identification number (PIN) position. The Master Code is PIN 0 (zero), the Supervisor is PIN 1, Users are PINs 2 through 8, and the Time Delay Override Code uses PIN 9. *Security Note:* To maintain the security of the dual control lock, the master code holder and the PIN 2 holder must change their respective codes and verify no other code positions are active using 7 7 *.

2. The Master Code and PIN Position 2

The Master Code and PIN position 2 are used when entering many commands for specific lock management functions. You must change the Master Code from the factory-set 1 2 3 4 5 6 (or other Master Code) and the PIN position 2 from factory-set code 2 2 2 2 2 2 *before you put the lock into service*.

- Use this programming sequence whenever you need to create a new 6-digit Master Code. Enter your new Master Code where the example says *New MC:*

  2 2 * [Current MC] # ***** [New MC] # *** [New MC] # ***

  For example, to change the factory-set Master Code to 654321:

  2 2 * 1 2 3 4 5 6 # ***** 6 5 4 3 2 1 # *** 6 5 4 3 2 1 # ***

- Use this programming sequence when you need to create a new 6-digit PIN Position 2 code. Enter your new Code where the example says *New Code:*

  2 2 * [Current PIN 2 code] # ***** [New Code] # *** [New Code] # ***

  For example, to change the PIN Position 2 code to 646464:

  2 2 * 2 2 2 2 2 2 # ***** 6 4 6 4 6 4 # *** 6 4 6 4 6 4 # ***

3. Creating a Supervisor Code

Using the Master Code and an active user code, you can create a supervisor level code (PIN 1). The Supervisor Code can be used to add and delete User Codes. Create a 6-digit Supervisor Code and enter:

7 4 * [Master Code] # ***** [User Code] # *****
1 # *** [Supervisor Code] # *** [Supervisor Code] # ***

4. Creating User Codes

To create new User Codes, first access the programming mode using the Master or Supervisor Code and another User Code. Then, for each user, create a unique 6-digit code and assign a PIN position (2 through 8). For example, to create a User Code (*New UC*) for PIN position 3, you would enter:

7 4 * [Master or Supervisor Code] # ***** [User Code] # *****
3 # *** [New UC] # *** [New UC] # ***

Security Note: After setting up a new user code, it is recommended that each user change his/her code to a unique 6-digit code of their choice.

5. Changing Codes

Master, Supervisor and Users can change their own 6-digit codes using command 2 2 * (or CC, for *"change code").* Enter:

2 2 * [Old User Code] # ***** [New User Code] # *** [New User Code] # ***

6. Deleting Codes

To delete the Supervisor or a specific user (the Master Code may be changed but not deleted), first access the programming mode using the Master or Supervisor Code and another User Code. Then, you only need to know their PIN position. The example shows the deletion of the User in PIN 3.

7 4 * [Supervisor or Master Code] # ***** [User Code] # ***** 3 # *** # *** # ***

7. Detecting Active User Positions

You can identify active PIN positions for which codes are present (PIN 0-9). Each number on the keypad corresponds to a PIN position. Enter:

7 7 E *[0, 1, 2, 3, 4, 5, 6, 7, 8, 9]* (PIN position)

If the lock beeps one high short beep when pressing a number key on the keypad, that PIN position is active. If it beeps one low long beep, it is not active.

8. Time Delay

Time Delay is a security feature that creates a period of time between the entering of a valid code and the ability to open the safe door.

a. Opening Window Duration

The "opening window" (OW) is the period of time during which you can open the lock, immediately following the end of the time delay period. The OW can be set for 1 to 9 minutes. (The factory default is 2 minutes.) *Security Note: Changes to the time delay duration can only be made during the opening window.* To set the minutes for the Opening Window, enter:

7 4 * [Master Code] # ***** [User Code] # ***** 0 1 # *** [OW min] # *** [OW min] # ***

For example, to set the Opening Window to 5 minutes, enter:

7 4 * [Master Code] # ***** [User Code] # ***** 0 1 # *** 5 # *** 5 # ***

b. Time Delay Duration

Time delay can be set to delay opening from 1 to 99 minutes. *Security Note: Changes to the time delay duration can only be made during the opening window.* If the time delay parameter has been set and you want to change it, enter a valid 6-digit code to start the time delay. When Time Delay expires (the lock emits 10 rapid beeps) and the Opening Window has begun, set your Time Delay minutes. (To eliminate the Time Delay period, simply enter zero for the time delay minutes.) Enter:

7 4 * [Master Code] # ***** [User Code] # ***** 0 0 # *** [TD min] # *** [TD min] # ***

For example, to set the Time Delay to 15 minutes, enter:

7 4 * [Master Code] # ***** [User Code] # ***** 0 0 # *** 1 5 # *** 1 5 # ***

9. Changing the Batteries

Carefully remove the keypad housing by first lifting the bottom edge (closest to the S&G logo) and then easing it off the base. Detach the old batteries from the terminals. To prevent bending or breaking the holder, support the top of each battery holder as you insert each fresh battery (Duracell7 alkaline batteries are recommended). *Note: No codes or settings are lost during battery replacement.*

LOCK OPTIONS

10. Keypad Tamper Indicator (OPTIONAL: MUST BE ORDERED) ***Required for Vds rating.***

If this option is installed, the lock records each time the lock keypad housing is unseated or removed. If the housing is disturbed, the Keypad Tamper Indicator beeps an SOS warning signal the next time you attempt to enter a valid access code. The lock will not open; it beeps the SOS: 3 short/high beeps, 3 short/low beeps, 3 short/high beeps. This signal is repeated twice. When it stops, enter a valid code within one minute and the Keypad Tamper Indicator will reset and the lock will open.

11. Duress Indicator and Investigation (ORDER DURESS MODULE SEPARATELY)

Your Comptronic lock has duress capability (a silent alarm option). Installation of the duress signal box is required for proper connection to your alarm system. Use the instructions provided with the duress signal box to ensure accurate installation and connection.

Enable the Duress Feature

When the lock is installed with the duress signal box, you then need to enable the duress feature. Enter:

3 8 * [Master Code] # ***** 1 #*** 1 #***

Your lock is now capable of sending a duress signal to the duress signal box.

Send a Duress Signal

When the duress feature is enabled, you can send a duress signal (silent alarm) by altering the last number of your Code by *plus* or *minus* one number. For example, if your code is 246812, you would enter either 246811 or 246813 followed by # to send the duress signal. Either (or both) users and the TDO code can send the duress signal (with or without time delay programmed), and also may be sent by Master Code, Supervisor Code, or User Code during programming sequences.

Duress Investigation

If your Comptronic lock has the duress (silent alarm) capability enabled, you can tell if a lock has sent a duress signal. Fifteen minutes after a duress signal has been sent, you can “interrogate” the lock by pressing and holding down the * key for at least 4 seconds. The lock will emit a continuous alternating series of high- and low-pitch beeps for approximately 4 seconds to let you know the lock has sent a duress signal.

Reset the Duress Investigation Signal

To reset the duress investigation signal, enter the Master or Supervisor Code within one minute after the investigation signal ends. (Lock does not open.)

Disable the Duress Feature

You can disable the duress feature without disconnecting a functioning duress signal box. Enter:

3 8 * [Master Code] # ***** 0 # *** 0 # ***

12. Event Audit Trail (ORDER AUDIT TRAIL MODULE SEPARATELY)

If your Comptronic lock was purchased with an Event Audit Trail, it keeps a sequential record of lock opening and programming events. This Event Audit Trail is stored in the lock memory and can be downloaded to a computer *(this requires the installation of a download module).*

To download the Event Audit Trail record, enter:

2 8 * [Master Code] # The lock beeps three times (***) when the download is complete.

Questions? Contact the Sargent & Greenleaf *Combination Lock Automated Helpline* at 1-800-826-7652, extension 500.

Comptronic Models 6124 and 6125 Electronic Safe Lock and 61KP Keypad Limited Warranty

Seller warrants that for two (2) years from the date of shipment from Seller's point of manufacture, the goods will be free from defects in material and workmanship, provided the goods are normally and properly used according to the Seller's written instructions.

THIS WARRANTY IS EXPRESSLY MADE IN LIEU OF ANY AND ALL OTHER WARRANTIES, EXPRESS OR IMPLIED. S&G DOES NOT WARRANT THAT THE GOODS ARE MERCHANTABLE OR FIT FOR ANY PARTICULAR PURPOSE EXCEPT AS EXPRESSLY PROVIDED HEREIN.

Seller's entire liability and Buyer's exclusive remedy in the event that the goods do not conform to the foregoing warranty shall be Seller's repair or replacement of the goods (including payment of freight costs to and from point of manufacture). This warranty does not apply to batteries or damage from battery leakage.

SELLER SHALL HAVE NO LIABILITY FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT OR SPECIAL DAMAGES. SELLER DOES NOT WARRANT ITS LOCK PRODUCTS TO BE IMPERVIOUS TO FORCIBLE OR SURREPTITIOUS ENTRY, AND SELLER SHALL HAVE NO LIABILITY FOR DAMAGE TO OR LOSS OF PROPERTY SOUGHT TO BE PROTECTED BY ANY SUCH LOCK.

Specifications for Comptronic 6124 and 6125 Electronic Safe Locks and 61KP Keypads

Lock Dimensions	Width: 2.4" (61mm) Height: 1.1" (30mm) Length: 3.32" (84.3mm)
Keypad Dimensions	4 inches diameter (101.6mm) Height: 1.44" (36.5mm)
Weight	6124: 1 pound (.454Kg) 6125: 1 pound (.454Kg) Housing/base: .7 pound (.284Kg)
Shipping Weight	6124: 1.75 pounds (.738Kg) 6125: 1.75 pounds (.738Kg)
Finish	Case: Black paint Cover: Black paint Keypad: Satin chrome plated
Power	Two (2) 9-volt alkaline batteries (Duracell® recommended)
Battery Life	Approximately 5,000 openings (based on use of Duracell® batteries). Note: Use of time delay will decrease battery life.
Low Battery Detection	Beep/LED flash feedback from keypad (5 double beeps/flashes)
Operating Temperature	32 to 120 F. (0 to 60 C.) Fresh batteries are recommended at lower temperatures.

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