FUNCTION	MODE			KEY SEQUENCE			NOTES
	PUBLIC	PRIVATE	MULTI USER				
MASTER CODE FUNCTIONS - FOR STEPS 1-3 PLEASE ENTER THE RELEVANT NUMBERS IN THE SEQUENCE SHOWN BELOW (EG. STEP1STEP2STEP3)							
				STEP 1	STEP 2	STEP 3	
CHANGE **MASTER** CODE	✓	✓	✓	[logo] [Old Master Code]	01	[New Master Code] [New Master Code]	MASTER CODE IS **EIGHT DIGITS**
SET / CHANGE **SUB-MASTER** CODE	✓	✓	✓	[logo] [Master Code]	03	[New Sub-Master Code]	SUB-MASTER CODE IS **SIX DIGITS**
DELETE **SUB-MASTER** CODE	✓	✓	✓	[logo] [Master Code]	07		DELETES SUB-MASTER CODE
SET / CHANGE **TECHNICIAN** CODE	✓			[logo] [Master Code]	10	[New Technician Code]	TECHNICIAN CODE IS **SIX DIGITS**
DELETE **TECHNICIAN** MODE	✓			[logo] [Master Code]	11		DELETES TECHNICIAN CODE
CHANGE **USER** CODE		✓		[logo] [Master Code]	02	[New User Code]	USER CODE IS **FOUR OR SIX DIGITS**
SET **SINGLE USER PRIVATE** MODE - **FOUR** DIGIT CODE	✓		✓	[logo] [Master Code]	09	[New Four Digit User Code]	SETS LOCK INTO FOUR DIGIT PRIVATE MODE - SINGLE USER ACCESS
SET **MULTI-USER PRIVATE** MODE (SIX DIGIT CODES)	✓	✓		[logo] [Master Code]			SETS LOCK INTO MULTI-USER MODE - NO USERS ARE ACTIVE INITIALLY
SET **PUBLIC** MODE - **FOUR** DIGIT CODE		✓	✓	[logo] [Master Code]	08		SETS LOCK INTO FOUR DIGIT PUBLIC MODE
SET **AUDIBLE** BUTTONS ON	✓	✓	✓	[logo] [Master Code]	12		LOCK WILL BEEP ON EACH BUTTON PRESS
SET **AUDIBLE** BUTTONS OFF	✓	✓	✓	[logo] [Master Code]	13		LOCK WILL OPERATE SILENTLY
SET **UNSUCCESSFUL CODE LOCKOUT** ON	✓	✓	✓	[logo] [Master Code]	24		KEYPAD IS DISABLED FOR A SHORT TIME FOLLOWING FIVE INCORRECT ENTRY ATTEMPTS
SET **UNSUCCESSFUL CODE LOCKOUT** OFF	✓	✓	✓	[logo] [Master Code]	25		KEYPAD DISABLE IS TURNED OFF
SET **TIMER AUTO-UNLOCK** ON & SET TIME	✓			[logo] [Master Code]	16	[3 Digit Time Code]	AUTOMATICALLY OPENS LOCK AFTER SET TIME PERIOD. SEE NOTES ON TIMERS BELOW.
SET **TIMER AUTO-UNLOCK** OFF	✓			[logo] [Master Code]	17		UNIT WILL NO LONGER OPEN AUTOMATICALLY
SET **AUTO-TIMED CODE CANCEL** ON & SET TIME	✓			[logo] [Master Code]	26	[3 Digit Time Code]	DISABLES USER CODE AFTER SET TIME PERIOD. SEE NOTES ON TIMERS BELOW.
SET **AUTO-TIMED CODE CANCEL** OFF	✓			[logo] [Master Code]	27		UNIT WILL NO LONGER CANCEL USER CODE
OPEN LOCK AND DELETE USER CODE	✓			[Master Code]			MASTER CODE IS **EIGHT DIGITS**
OPEN LOCK		✓	✓	[Master Code]			MASTER CODE IS **EIGHT DIGITS**
CLOSE LOCK		✓	✓				PUSH HANDLE BACK INTO UNIT
RE-LOCK TIME		✓		[logo] [Master Code]	23	[Enter chosen time length]	1 = 8 SECONDS, 2 = 16 SECONDS, 3 = 32 SECONDS 4= 40 SECONDS, 5= 50 SECONDS, 6= 60 SECONDS
SUB-MASTER CODE FUNCTIONS							
CHANGE **SUB-MASTER** CODE	✓	✓	✓	[logo] [Sub-Master Code]	03	[New Sub-Master Code] [New Sub-Master Code]	SUB-MASTER CODE IS **SIX DIGITS**
CHANGE **USER** CODE		✓		[logo] [Sub-Master Code]	02	[New User Code]	USER CODE IS **FOUR DIGITS**
OPEN LOCK AND DELETE USER CODE	✓			[Sub-Master Code]			SUB-MASTER CODE IS **SIX DIGITS**.
OPEN LOCK		✓	✓	[Sub-Master Code]			SUB-MASTER CODE IS **SIX DIGITS**.
CLOSE LOCK		✓	✓				PUSH HANDLE BACK INTO UNIT
TECHNICIAN CODE FUNCTIONS							
OPEN LOCK AND RETAIN USER CODE	✓			[Technician Code]			TECHNICIAN CODE IS **SIX DIGITS**
OPEN LOCK		✓	✓	[Technician Code]			TECHNICIAN CODE IS **SIX DIGITS**
CLOSE LOCK	✓	✓	✓				PUSH HANDLE BACK INTO UNIT
USER CODE FUNCTIONS							
CHANGE **USER** CODE		✓		[logo] [User Code]	02	[New User Code] [New User Code]	USER CODE IS **FOUR DIGITS**
OPEN LOCK	✓	✓		[User Code]			USER CODE IS **FOUR DIGITS**
OPEN LOCK			✓	[Access Code]			ACCESS CODE IS TWO DIGIT USER REFERENCE FOLLOWED BY FOUR DIGIT USER CODE
CLOSE LOCK	✓			[User Code] [User Code]			WHEN **DOUBLE** USER CODE ENTRY MODE IS SET
CLOSE LOCK		✓	✓				PUSH HANDLE BACK INTO UNIT
FUNCTIONS REQUIRING NO AUTHORISATION							
BATTERY CHECK	✓		✓	[logo] [logo]			REPLACE BATTERIES IF RED LIGHT SHOWS

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Ver 2 3950 Programming Instructions 062021

NOTES	TIMER FUNCTIONS		TIME CODE EXAMPLES
	TIME CODE	001	1 MIN
	TIME CODE	010	10 MINS
	TIME CODE	030	1/2 HR
	TIME CODE	060	1 HR
	TIME CODE	480	8 HRS
	TIME CODE	720	12 HRS
	TIME CODE	999	16 HRS 39 MINS (MAXIMUM)
	ALL TIMES ARE APPROXIMATE +/- 10%		

MASTER CODE (8 digits)	SUB MASTER CODE (6 digits) (No Default)	USER CODE (4 DIGITS)
☐☐☐☐☐☐☐☐	☐☐☐☐☐☐	☐☐☐☐

ENSURE THAT YOU CHANGE THE DEFAULT MASTER CODE TO YOUR OWN MASTER CODE AND KEEP A SAFE RECORD - IT IS NOT POSSIBLE TO PROGRAM THE LOCK WITHOUT IT