

OPERATING AND PROGRAMMING INSTRUCTIONS

Horizon Digital Lock - Real Time Clock:- 3951



FUNCTION	MODE						KEY SEQUENCE			NOTES
	PUBLIC	PRIVATE	MULTI-USER	RTC STOP	RTC START/STOP	DAY CODE				
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 CODE	✓					✓	[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 - SIX DIGIT CODE	✓		✓	✓	✓	✓	[logo] [Master Code]	06	[New Six Digit User Code]	SETS LOCK INTO SIX DIGIT PRIVATE MODE - SINGLE USER ACCESS
SET SINGLE USER PUBLIC MODE - SIX DIGIT CODE		✓	✓	✓	✓	✓	[logo] [Master Code]	05		SETS LOCK INTO SIX DIGIT PRIVATE MODE - SINGLE USER ACCESS
SET PRIVATE MODE – FOUR DIGIT CODE	✓		✓	✓	✓	✓	[logo] [Master Code]	09	[New Four Digit User Code]	SETS LOCK INTO FOUR DIGIT PRIVATE MODE
SET PUBLIC MODE - FOUR DIGIT CODE		✓	✓	✓	✓	✓	[logo] [Master Code]	08		SETS LOCK INTO FOUR DIGIT PUBLIC MODE. Deletes all existing user codes
SET MULTIUSER MODE			✓			✓	[logo] [Master Code]	60		ENABLES MULTIUSER MODE MAX 50 users numbered 00 to 49.
ADD MULTIUSER ACCESS CODE FOR ONE USER			✓				[logo] [Master Code]	61	[Two Digit User Number][Four Digit User Code]	Format: XYYYY.XX = User Number MUST BE from 00 to 49 only. YYYY = Four digit user code. Example: 012244
DELETE MULTIUSER ACCESS CODE FOR ONE USER			✓				[logo] [Master Code]	62	[Two Digit User Number]	DELETES ONE SPECIFIED USER ONLY
DELETE ALL MULTIUSER ACCESS CODES			✓				[logo] [Master Code]	63		DELETES ALL MULTIUSER ACCESS CODES
SET AUDIBLE BUTTONS ON	✓	✓	✓	✓	✓	✓	[logo] [Master Code]	12		LOCK WILL BEEP ON EACH BUTTON PRESS (ENABLED BY DEFAULT)
SET AUDIBLE BUTTONS OFF	✓	✓	✓	✓	✓	✓	[logo] [Master Code]	13		LOCK WILL OPERATE SILENTLY
SET UNSUCCESSFUL CODE LOCKOUT ON	✓	✓	✓	✓	✓	✓	[logo] [Master Code]	50		KEYPAD IS DISABLED FOR A SHORT TIME FOLLOWING FIVE INCORRECT ENTRY ATTEMPTS (ENABLED BY DEFAULT)
SET UNSUCCESSFUL CODE LOCKOUT OFF	✓	✓	✓	✓	✓	✓	[logo] [Master Code]	51		KEYPAD DISABLE IS TURNED OFF
ALLOW USER TO CHANGE OWN CODE		✓	✓	✓	✓		[logo] [Master Code]	52		USERS ARE ABLE TO CHANGE THEIR OWN USER CODE
DISALLOW USER TO CHANGE OWN CODE		✓	✓	✓	✓		[logo] [Master Code]	53		USER CODES MAY ONLY BE CHANGED USING THE MASTER OR SUB-MASTER CODES
SET DOUBLE USER CODE ENTRY MODE	✓						[logo] [Master Code]	54		USER CODE MUST BE ENTERED TWICE IN ORDER TO LOCK UNIT (ENABLED BY DEFAULT)
SET SINGLE USER CODE ENTRY MODE	✓						[logo] [Master Code]	55		USER CODE MUST BE ENTERED ONCE IN ORDER TO LOCK UNIT
SET LOCK ACTIVE AND AUTO UNLOCK	✓						[logo] [Master Code]	28	[Four Digit start time and One Digit Auto Unlock code] [Four Digit start time and One Digit Auto Unlock code] [Four Digit stop time and One Digit Auto Unlock code] [Four Digit stop time and One Digit Auto Unlock code]	Auto Unlock Codes: 0 = None, 1 = on start, 2 = on stop. Example: lock required to work from 08:30 to 16:15 and open on stop will be set as 08302 08302 16152 16152
SET AUTO TIMED UNLOCK AND SET TIME	✓						[logo] [Master Code]	16	[Four Digit Time][Four Digit Time]	Format: hhmm hhmm. Example Auto Unlock at 15:59 will be set as 1559 1559.
SHOW AUTO UNLOCK TIME	✓						[logo] [Master Code]	21		Count the 'flashes' on the light sequence. Format: hhmm
SET TIME	✓	✓	✓	✓	✓	✓	[logo] [Master Code]	40	[Four Digit Time][Four Digit Time]	SET UP THE CURRENT TIME eg: 08:27 will be typed in as [hhmm] 0827 0827
SET DATE	✓	✓	✓	✓	✓	✓	[logo] [Master Code]	41	[Seven Digit Date][Seven Digit Date]	SET UP THE CURRENT DATE eg: 05 February 2018 Thursday will be typed in as [ddmmyyyy] 0502184 0502184
SHOW TIME	✓	✓	✓	✓	✓	✓	[logo] [Master Code]	42		LOCK WILL FLASH CURRENT TIME USING LED
SHOW DATE	✓	✓	✓	✓	✓	✓	[logo] [Master Code]	43		LOCK WILL FLASH CURRENT DATE USING LED
SET LOCK ACTIVE TIME	✓	✓	✓				[logo] [Master Code]	45	[Four Digit Start Time][Four Digit Start Time][Four Digit Stop Time][Four Digit Stop Time]	LOCK WILL CEASE TO OPERATE eg: Required lock operational time of 8:30 - 16:45 will be typed in as 0830 0830 1645 1645
DISABLE LOCK ACTIVE AND AUTO UNLOCK	✓	✓	✓				[logo] [Master Code]	46		LOCK WILL BE OPERATIONAL AT ALL TIMES. ANY LOCK ACTIVE ALLOCATION OR AUTO UNLOCK FUNCTIONALITY WILL BE REMOVED.
SHOW START TIME	✓	✓	✓				[logo] [Master Code]	47		LOCK WILL FLASH CURRENT DATE USING LED
SHOW STOP TIME	✓	✓	✓				[logo] [Master Code]	48		LOCK WILL FLASH CURRENT DATE USING LED
SET RAS (REMOTE ALLOCATION SYSTEM) MODE	✓	✓	✓	✓	✓	✓	[logo] [Master Code]	20	[Four Digit serial number]	CAN ONLY BE USED WITH ON-LINE SOFTWARE
SET RAS SINGLE USE MODE	✓	✓	✓	✓	✓	✓	[logo] [Master Code]	35	[Four Digit serial number]	CAN ONLY BE USED WITH ON-LINE SOFTWARE
SET RAS RTC STOP MODE	✓	✓	✓	✓	✓	✓	[logo] [Master Code]	36	[Four Digit serial number]	SETS LOCK INTO RAS RTC MODE WITH A STOP TIMECODE ONLY
SET RAS RTC START STOP MODE	✓	✓	✓	✓	✓	✓	[logo] [Master Code]	37	[Four Digit serial number]	SETS LOCK INTO RAS RTC MODE WITH A START AND STOP TIMECODE ONLY
ENTER A DATECODE(STOP ONLY)				✓					[Eight Digit DATECODE][New User Code][New User Code]	SETS LOCK STOP OPERATIONAL TIME eg: 42039826 datecode followed by 0099 0099 usercode
ENTER DAY CODE						✓			[Four Digit DAYCODE]	LOCK WILL OPEN WITH CORRECT DAY CODE
ENTER A DATECODE(START STOP)					✓				[Eleven Digit DATECODE][New User Code][New User Code]	SETS LOCK START AND STOP OPERATIONAL TIME eg: 11504834128 datecode followed by 0099 0099 usercode
ENABLE AUTOMATIC BATTERY CHECK DURING LOCKING/UNLOCKING	✓	✓	✓	✓	✓	✓	[logo] [Master Code]	33		THE LOCK WILL AUTOMATICALLY MEASURE THE BATTERY VOLTAGE DURING OPERATION (ENABLED BY DEFAULT)
DISABLE AUTOMATIC BATTERY CHECK DURING LOCKING/UNLOCKING	✓	✓	✓	✓	✓	✓	[logo] [Master Code]	34		THE LOCK WILL NOT MEASURE THE BATTERY VOLTAGE DURING OPERATION
SHOW FIRMWARE REVISION	✓	✓	✓	✓	✓	✓	[logo] [Master Code]	96		COUNT FLASHES
SHOW LOCKS SERIAL NUMBER	✓	✓	✓	✓	✓	✓	[logo] [Master Code]	97		COUNT FLASHES. APPLIES TO RAS AND RTC MODES.
SHOW DAY CODE START/STOP HOUR						✓	[logo] [Master Code]	98		IF THE LOCK IS SET IN THE DAY CODE MODE COUNT FLASHES OTHERWISE FLASHES ALL RED
SET RTC DAY CODE MODE						✓	[logo] [Master Code]	99		FORMAT: SSSS.HH. FOR EXAMPLE TO SET SERIAL NUMBER 0123 WITH OFFSET HOUR 2 PM WILL BE SET AS 0123.14. THE SERIAL NUMBERS ALLOWED ARE FROM 0001 TO 2000. THE NEXT DAY CODE WILL BECOME ACTIVE AT THE OFFSET HOUR.
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

OPERATING AND PROGRAMMING INSTRUCTIONS

Horizon Digital Lock - Real Time Clock:- 3951



FUNCTION	MODE						KEY SEQUENCE	NOTES		
	PUBLIC	PRIVATE	MULTI-USER	R/C STOP	R/C START/STOP	DAY CODE				
SUB-MASTER CODE FUNCTIONS - PLEASE ENTER THE RELEVANT NUMBERS IN THE SEQUENCE SHOWN BELOW (EG. STEP1STEP2STEP3)										
CHANGE SUB-MASTER CODE	✓	✓	✓	✓	✓	✓	[logo] [Sub-Master Code]	03	[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.
ADD / CHANGE USER ACCESS CODE			✓				[logo] [Sub-Master Code]	61	[User Reference][New User Code]	ACCESS CODE IS TWO DIGIT USER REFERENCE FOLLOWED BY FOUR DIGIT USER CODE
DELETE USER ACCESS CODE			✓				[logo] [Sub-Master Code]	62	[User Reference]	USER REFERENCE IS FIRST TWO DIGITS OF USER CODE
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 OR SIX DIGITS
CHANGE USER CODE			✓	✓	✓		[logo] [Access Code]	02	[New User Code] [New User Code]	USER CODE IS LAST FOUR DIGITS OF ACCESS CODE.
OPEN LOCK	✓	✓					[User Code]			USER CODE IS FOUR OR SIX DIGITS
OPEN LOCK			✓	✓	✓		[Access Code]			ACCESS CODE IS TWO DIGIT USER REFERENCE FOLLOWED BY FOUR DIGIT USER CODE
CLOSE LOCK	✓						[User Code]			WHEN SINGLE USER CODE ENTRY MODE IS SET
CLOSE LOCK	✓						[User Code] [User Code]			WHEN DOUBLE USER CODE ENTRY MODE IS SET
CLOSE LOCK		✓	✓	✓	✓					PUSH HANDLE BACK INTO UNIT
TYPE IN A DATE/TIME CODE				✓					[Eight Digit stop date and time code][Four Digit user code][Four Digit user code]	LOCK WILL BE OPERATIONAL TILL ENTERED ENCODED DATE AND TIME. THE CODE IS GENERATED BY THE PC SOFTWARE
TYPE IN DAY CODE					✓	✓			[Eleven Digit start/stop date and time code][Four Digit user code][Four Digit user code]	LOCK WILL BE OPERATIONAL ONLY WITHIN PRE-SET START/STOP TIME BRACKET
FUNCTIONS REQUIRING NO AUTHORISATION										
BATTERY CHECK	✓	✓	✓	✓	✓		[logo] [logo]			
AUTOMATIC BATTERY CHECK										BATTERY CHECK DONE WHEN ALLOWED BY FUNCTION 32 (ENABLED BY DEFAULT)
MASTER CODE (8 digits)			SUB MASTER CODE (6 digits) (No Default)					USER CODE (4 DIGITS)		
<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>			<div><div></div><div></div><div></div><div></div><div></div><div></div></div>					<div><div></div><div></div><div></div><div></div></div>		
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										