

EMR (2) KB/KU (2) – AP/OF/SC/PR Programming Manual

88301 Rev 2
Firmware Rev X.X.X



Table of Contents:

EMR KB/KU – AP/OF/SC/PR Features.....	Page 2
EMR KB/KU – AP/OF/SC/PR Quick Start Guide.....	Page 4
EMR KB/KU – AP/OF Configuration Overview.....	Page 5
EMR KB/KU – AP/OF Manage Users.....	Page 6
EMR KB/KU – AP/OF Configure Lock Functions.....	Page 8
EMR KB/KU – AP/OF Configure Settings.....	Page 9
EMR KB/KU – AP/OF Reset Options.....	Page 11
EMR KB/KU – AP/OF Troubleshooting.....	Page 12
EMR KB/KU SC Configuration Overview.....	Page 13
EMR KB/KU SC Manage Users.....	Page 14
EMR KB/KU SC Configure Lock Functions.....	Page 16
EMR KB/KU SC Configure Settings.....	Page 18
EMR KB/KU SC Troubleshooting.....	Page 20
EMR KB/KU PR Configuration Overview.....	Page 21
EMR KB/KU PR Manage Users.....	Page 22
EMR KB/KU PR Configure Lock Functions.....	Page 24
EMR KB/KU PR Configure Settings.....	Page 25
EMR KB/KU PR Troubleshooting.....	Page 27
EMR KB/KU – SC/PR Reset Options.....	Page 28
EMR KB/KU – AP/OF/SC/PR Sample User Chart.....	Page 29

FCC Statement

This device complies with Part 15 of the FCC rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.



Lockset Features

- 100 users plus one master code
- Change function of lock electronically
- Emergency Lockdown
- EMR KB/KU – AP/OF: Relock
- EMR KB/KU – SC:
 - Storeroom (Relock)
 - Classroom (Passage Toggle)
 - Classroom (Passage Toggle) Timer
 - Permanent Passage
- EMR KB/KU – PR:
 - Faculty Privacy (Relock)
 - Service Station (Passage Toggle)
 - Service Station (Passage Toggle) Timer
- Power options:
 - Battery operated with 4 AA Alkaline batteries, or
 - 12V to 24V DC power input, or
 - 12V to 24V AC power input
- Minimum 100,000 cycles or one year per set of batteries
- Low battery warning
- Non-volatile memory
- All programming entered through keypad
- Valid code is 4-8 digits. Digits may be repeated. Codes may start with zero (0)
- Entry of three invalid user codes temporarily disables all codes
- Mute function: Beeper may be audible or muted
- No user numbers to track; user number is access code
- Duplicate codes not allowed
- Backlit keypad

Factory Default Settings

- Function: Relock
- Sound: ON
- Unlock length: 4 seconds
- Anti-tamper Lockout Delay Time: 20 seconds

Power Requirements

Power may be supplied in one of three ways:

- Four AA alkaline batteries, or
- Hard wired to 12V to 24V DC power supply, or
- Hard wired to 12V to 24V AC power supply

External power requirements:

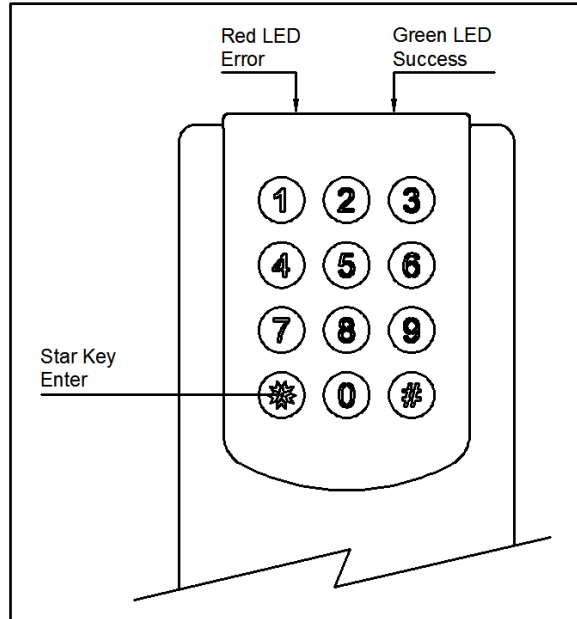
- Voltage: 12 to 24VDC or 12 to 24VAC
- Current: 0.30 A/12VDC; 0.30 A/24 VDC



Initial Set-up (Quick Start)

1. Install Battery Pack

- A. After initial battery pack installation, LEDs above keypad will flash rapidly, indicating lock is waiting to accept a master code.
- B. Door is unlocked until a valid master code is entered.



2. Set Master Code

- A. Select Master Code (4-8 digits) and enter in boxes. Keep this page in you records file.
- B. Enter the selected "Master Code" followed by the * Button.

--	--	--	--	--	--	--	--

DEVICE IS NOW LOCKED AND OPERATIONAL WITH MASTER CODE.

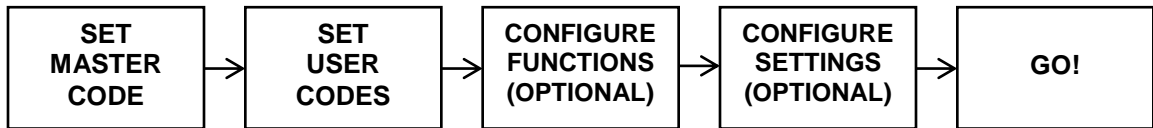
1. Understanding Light and Beeper Feedback:

- **Success:** Two short beeps and green LED
- **Error:** Long beep and red LED
- **Low battery:** Success beep immediately followed by long error beep
- **Factory reset:** Lights rapidly flashing

2. Keypad Backlighting:

Press and hold any number key to illuminate the keys. Backlight will automatically turn off after f seconds of inactivity.

3. Steps to Fully Configure Lock



4. Setting Master Code

- After initial battery pack installation LEDs above keypad will flash rapidly, indicating lock is waiting to accept master code. To conserve battery, LEDs will flash for two minutes.
- Door is unlocked until a valid master code is entered.
- Choose and enter a 4-8 digit master code. Press * to complete.
- Device locks after master code is entered.

DEVICE IS NOW LOCKED AND OPERATIONAL WITH MASTER CODE.

Function Overview:

Mode	Lock Function	Page Number
0	Emergency Lockdown – Mode 0	Page 8
1	Relock – Mode 1	Page 8

Mode	Lock Setting	Page Number
4	Unlock Delay Time	Page 9
5	Lockout Delay Time	Page 9
6	Remote Release Functionality	Page 10
7	Sound	Page 10
8	Single and Limited Use Code(s)	Page 7
Reset	Reset Options	Page 11

5. Manage Codes

When entering a new user code, press # after the user code, then press * to complete the process.

NOTE: When entering a string of codes, all valid codes are immediately stored with each press of the # key. If a code is rejected, all valid codes preceding the rejected code are still in the memory.

<p>Add Single User Code</p>	<p>1. Key in master code. 2. Press #. 3. Key in new code. 4. Press #. 5. Press *.</p>	<p>Master Code # User Code # *</p>
<p>Add Multiple User Codes</p>	<p>1. Key in master code. 2. Press #. 3. Key in 1st new code. 4. Press #. 5. Key in 2nd new code. 6. Press #, then *.</p>	<p>Master Code # User Code # Second User Code # *</p>
<p>Delete Single User Code</p>	<p>1. Key in master code. 2. Press #. 3. Press 10, then #. 4. Press 1, then *.</p>	<p>Master Code # User Code # *</p>
<p>Delete All User Codes</p>	<p>1. Key in master code. 2. Press #. 3. Press 10, then #. 4. Press 1, then *.</p>	<p>Master Code # 10 # 1 *</p>
<p>Delete All Single and Limited User Codes (Regular codes are not affected.)</p>	<p>1. Key in master code. 2. Press #. 3. Press 10, then #. 4. Press 2, then *.</p>	<p>Master Code # 10 # 2 *</p>



Single Use Code(s) – Function 8

Single Use Code(s) - Function 8 allows a single entry. When used, the code is immediately erased from memory. Single use code(s) are entered one at a time. Multiple single use codes cannot be entered in a string like the standard user codes.

Key Stroke Example

<p>Single Use Code(s) – Function 8</p>	<ol style="list-style-type: none"> 1. Key in master code. 2. Press #. 3. Press 8. 4. Press #. 5. Key in new code. 6. Press #, then *. 	<p style="text-align: center;">Master Code # 8 # Single Use Code *</p>
---	---	---

Limited Use Code(s) – Function 8

Limited Use Code(s) - Function 8 allows the user to enter a code for a configurable number of times; minimum number of entries is 1, maximum is 9. The code is erased from memory immediately after the last allowed access event. Limited use code(s) are entered one at a time. Multiple limited use code(s) cannot be entered in a string like the standard user codes.

Key Stroke Example

<p>Limited Use Code(s) – Function 8</p>	<ol style="list-style-type: none"> 1. Key in master code. 2. Press #. 3. Press 8. 4. Press #. 5. Key in new code. 6. Press #. 7. Press X (1-9 entries allowed) 8. Press, then *. 	<p style="text-align: center;">Master Code # 8 # Limited Use Code # The number of entries allowed (1-9) *</p>
--	--	--



The EMR KB/KU – AP/OF lock has two operational modes (functions): Emergency Lockdown – Mode 0, and Relock – Mode 1. The factory default setting is Relock – Mode 1.

The factory default setting is Relock – Mode 1.

Emergency Lockdown – Mode 0

In Emergency Lockdown – Mode 0, the lock temporarily disables all user codes except the master code, and immediately locks the door. A master code or optional remote release temporarily unlocks the door to allow entry, and then relocks.

1. Enter master code, followed by #.
2. Press zero (0).
3. Press *.

Key Stroke Example

Emergency Lockdown – Mode 0	<ol style="list-style-type: none"> 1. Key in master code. 2. Press #. 3. Press zero (0). 4. Press *. 	Master Code # 0 *
------------------------------------	--	--------------------------

NOTE: To exit emergency lockdown, enter the master code, and then follow the instructions below for one of the following:

- Relock - Mode 1
- Passage (Toggle) - Mode 2
- Permanent Passage - Mode 9

Relock – Mode 1

In Relock – Mode 1, the lock will unlock for 4 seconds, and then relock. This mode is used when you want the lock to remain secure at all times. Setting the device to Relock – Mode 1 immediately secures the door.

Key Stroke Example

Relock – Mode 1	<ol style="list-style-type: none"> 1. Key in master code. 2. Press #. 3. Press 1. 4. Press *. 	Master Code # 1 *
------------------------	---	--------------------------



Unlock Delay Time

The Unlock Delay Time function sets the number of seconds the lock remains unlocked when in Relock – Mode 1. The default time is 4 seconds; minimum is 1 second, maximum is 99 seconds.

Key Stroke Example

<p>Unlock Delay Time Default = 4 seconds X = Time Choice (Seconds)</p>	<p>1. Key in master code. 2. Press #. 3. Press 4. 4. Press #. 5. Press X (Time Choice). 6. Press *.</p>	<p>Master Code # 4 # Unlock Delay Time Seconds (1-99) *</p>
---	--	--

Lockout Delay Time

The Lockout Delay Time function sets the number of seconds the lock will disallow keypad entry after three unsuccessful code entries. The default time is 20 seconds, zero (0) seconds disables the feature; maximum is 99 seconds.

Key Stroke Example

<p>Locked Delay Time Default = 20 seconds X = Time Choice (Seconds)</p>	<p>1. Key in master code. 2. Press #. 3. Press 5. 4. Press #. 5. Press X (Time Choice). 6. Press *.</p>	<p>Master Code # 5 # Lockout Delay Time Seconds (0-99) *</p>
--	--	---



Remote Release Functionality

This function allows activation by a momentary switch. Uses include receptionist desk, security station, and offices.

Key Stroke Example

<p>Remote Functionality X = Mode Choice</p>	<p>1. Key in master code. 2. Press #. 3. Press 6. 4. Press #. 5. Press X (Mode Choice). 6. Press *.</p>	<p>Master Code # 6 # Mode Choice (0-4) *</p>
---	---	--

X = 0 → Default: Matches current function mode.

X = 1 → Use with Mode 1 and 2 when in:

- A. Passage (Toggle) – Mode 2: Reverses current state of door. Activate M/O Switch 1 time (locks the door). Activate the switch again (unlocks the door).
- B. Relock – Mode 1: Activation allows temporary passage. Door automatically relocks.

X = 2 → Passage (Toggle) – Use in Mode 2 only: Always locks the door, activation the second time unlocks the door.

X = 3 → Switches to Emergency Lockdown – Mode 0. Set to Passage (Toggle) – Mode 2 or Relock – Mode 1 on lock keypad to exit this mode.

X = 4 → Disables remote release.

Sound: The sound function toggles confirmation beeps from ON to OFF, and OFF to ON.

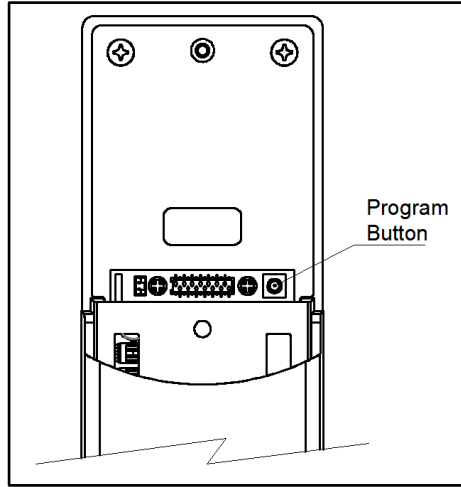
Key Stroke Example

<p>Sound Default = ON</p>	<p>1. Key in master code. 2. Press #. 3. Press 7. 4. Press *.</p>	<p>Master Code # 7 *</p>
---	---	---------------------------------



EMR KB/KU – AP/OF Reset Options

Reset Options:



<p>Change Master Code This mode does not delete users or lock settings.</p>	<ol style="list-style-type: none"> 1. Hold program button (shown above) for 5 seconds until beep is heard. 2. Release button. 3. Enter new master code. 4. Press *. 	<p>Hold Program Button for 5 seconds until beep is heard. Release button. Master Code *</p>
<p>Factory Reset This mode clears all codes, and resets all lock settings.</p>	<ol style="list-style-type: none"> 1. Hold program button (shown above) for 5 seconds until beep is heard. 2. Press #, 10 times. 	<p>Hold Program Button for 5 seconds until beep is heard. Release button. #####</p>

EMR KB/KU – AP/OF Troubleshooting

Problem	Possible Cause	Solution
No sound/tone when buttons are pressed or when I present my credentials.	Sound is muted.	Turn sound ON. See page 10.
I hear a long steady tone with a green light after I enter or present my credentials.	Low battery.	Check and replace batteries, if necessary.
I hear a long steady tone with a red light after I enter or present my credentials.	Invalid user code.	Add user. See page 5.
	Emergency Lockout – Mode 0 is active.	Change mode. See page 7.
The lock remains unlocked after I enter/present my credentials.	Permanent Passage - Mode 9 is active.	Change mode. See page 8.
There is a long tone and the red light illuminates with every button press or credentials presentation.	More than 3 invalid credentials were entered in a row.	Wait 30 seconds depending on configuration) and try again. See Lockout Delay Time on page 9.
Unlocks, but locks again too quickly.	Unlock delay time too short.	Lengthen Unlock Delay Time. See page 9.
The lock will not accept the code I am trying to add.	Code already exists in the lock.	Enter a different code.
	Code length is too short or too long.	Enter a 4-8 digit code.
	You are not in program mode.	Refer to Managing Users section. See page 5.
During the initial master key entry an error code sounds.	The unit is not taking the master code.	Reset the master code by following instructions found on page 11.



EMR KB/KU – AP/OF User Instructions

Listed below is the User Code you use to gain entry to this lock or facility.

							*
--	--	--	--	--	--	--	---

- **Success:** Two short beeps and green LED.
- **Error:** Long beep and red LED. Try again.

A. Example: Key in a user code with any digit between 4 and 8. B. Press *.	
--	--



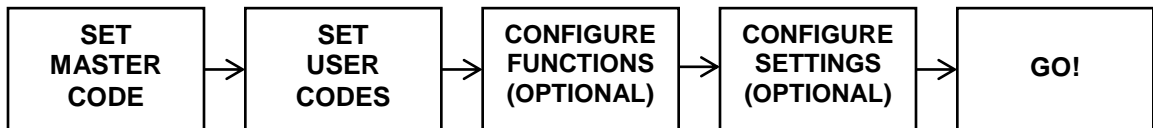
1. Understanding Light and Beeper Feedback:

- **Success:** Two short beeps and green LED
- **Error:** Long beep and red LED
- **Low battery:** Success beep immediately followed by long error beep
- **Factory reset:** Lights rapidly flashing

2. Keypad Backlighting:

Press and hold any number key to illuminate the keys. Backlight will automatically turn off after f seconds of inactivity.

3. Steps to Fully Configure Lock



4. Setting Master Code

- After initial battery pack installation LEDs above keypad will flash rapidly, indicating lock is waiting to accept master code. To conserve battery, LEDs will flash for two minutes.
- Door is unlocked until a valid master code is entered.
- Choose and enter a 4-8 digit master code. Press * to complete.
- Device locks after master code is entered.

DEVICE IS NOW LOCKED AND OPERATIONAL WITH MASTER CODE.

Function Overview:

Mode	Lock Function	Page Number
0	Emergency Lockdown – Mode 0	Page 24
1	Relock – Mode 1	Page 24
2	Service Station (Passage Toggle) – Mode 2	Page 25

Mode	Lock Setting	Page Number
3	Service Station (Passage Toggle) Mode Timer	Page 25
4	Unlock Delay Time	Page 25
5	Lockout Delay Time	Page 26
6	Remote Release Functionality	Page 26
7	Sound	Page 26
8	Single and Limited Use Code(s)	Page 23
Reset	Reset Options	Page 28



5. Manage Codes

When entering a new user code, press # after the user code, then press * to complete the process.

NOTE: When entering a string of codes, all valid codes are immediately stored with each press of the # key. If a code is rejected, all valid codes preceding the rejected code are still in the memory.

<p>Add Single User Code</p>	<p>1. Key in master code. 2. Press #. 3. Key in new code. 4. Press #. 5. Press *.</p>	<p>Master Code # User Code # *</p>
<p>Add Multiple User Codes</p>	<p>1. Key in master code. 2. Press #. 3. Key in 1st new code. 4. Press #. 5. Key in 2nd new code. 6. Press #, then *.</p>	<p>Master Code # User Code # Second User Code # *</p>
<p>Delete Single User Code</p>	<p>1. Key in master code. 2. Press #. 3. Press 10, then #. 4. Press 1, then *.</p>	<p>Master Code # User Code # *</p>
<p>Delete All User Codes</p>	<p>1. Key in master code. 2. Press #. 3. Press 10, then #. 4. Press 1, then *.</p>	<p>Master Code # 10 # 1 *</p>
<p>Delete All Single and Limited User Codes (Regular codes are not affected.)</p>	<p>1. Key in master code. 2. Press #. 3. Press 10, then #. 4. Press 2, then *.</p>	<p>Master Code # 10 # 2 *</p>

Single Use Code(s) – Function 8

Single Use Code(s) - Function 8 allows a single entry. When used, the code is immediately erased from memory. Single use code(s) are entered one at a time. Multiple single use codes cannot be entered in a string like the standard user codes.

Key Stroke Example

<p>Single Use Code(s) – Function 8</p>	<ol style="list-style-type: none"> 1. Key in master code. 2. Press #. 3. Press 8. 4. Press #. 5. Key in new code. 6. Press #, then *. 	<p style="text-align: center;">Master Code # 8 # Single Use Code *</p>
---	---	---

Limited Use Code(s) – Function 8

Limited Use Code(s) - Function 8 allows the user to enter a code for a configurable number of times; minimum number of entries is 1, maximum is 9. The code is erased from memory immediately after the last allowed access event. Limited use code(s) are entered one at a time. Multiple limited use code(s) cannot be entered in a string like the standard user codes.

Key Stroke Example

<p>Limited Use Code(s) – Function 8</p>	<ol style="list-style-type: none"> 1. Key in master code. 2. Press #. 3. Press 8. 4. Press #. 5. Key in new code. 6. Press #. 7. Press X (1-9 entries allowed) 8. Press, then *. 	<p style="text-align: center;">Master Code # 8 # Limited Use Code # The number of entries allowed (1-9) *</p>
--	--	--

The EMR KB/KU SC lock has four operational modes (functions): Emergency Lockdown – Mode 0, Storeroom (Relock) – Mode 1, Classroom (Passage Toggle) – Mode 2, and Permanent Passage – Mode 9.

The factory default setting is Storeroom (Relock) – Mode 1.

Emergency Lockdown – Mode 0

In Emergency Lockdown – Mode 0, the lock temporarily disables all user codes except the master code, and immediately locks the door. A master code or optional remote release temporarily unlocks the door to allow entry, and then relocks.

4. Enter master code, followed by #.
5. Press zero (0).
6. Press *.

Key Stroke Example

Emergency Lockdown – Mode 0	<ol style="list-style-type: none"> 1. Key in master code. 2. Press #. 3. Press zero (0). 4. Press *. 	Master Code # 0 *
------------------------------------	--	--------------------------

NOTE: To exit emergency lockdown, enter the master code, and then follow the instructions below for one of the following:

- Relock - Mode 1
- Passage (Toggle) - Mode 2
- Permanent Passage - Mode 9

Storeroom (Relock) – Mode 1

In Relock – Mode 1, the lock will unlock for 4 seconds, and then relock. This mode is used when you want the lock to remain secure at all times. Setting the device to Relock – Mode 1 immediately secures the door.

Key Stroke Example

Relock – Mode 1	<ol style="list-style-type: none"> 1. Key in master code. 2. Press #. 3. Press 1. 4. Press *. 	Master Code # 1 *
------------------------	---	--------------------------



Classroom (Passage Toggle) – Mode 2

In Classroom (Passage Toggle) – Mode 2, the lock will unlock when a valid code is entered. It remains unlocked until another valid code is entered. Classroom (Passage Toggle) – Mode 2 is used when you want to unlock a door and leave it unlocked for an extended period of time. Setting device to Classroom (Passage Toggle) – Mode 2 does not immediately unlock the door.

1. Enter master code, followed by #.
2. Press 2.
3. Press *.

Key Stroke Example

Emergency Lockdown – Mode 0	<ol style="list-style-type: none"> 1. Key in master code. 2. Press #. 3. Press 2. 4. Press *. 	Master Code # 2 *
------------------------------------	---	--------------------------

Permanent Passage – Mode 9

In Permanent Passage – Mode 9, the lock immediately unlocks. It cannot be locked until you enter another mode, such as Storeroom (Relock) – Mode 1 or Classroom (Passage Toggle) – Mode 2.

- Enter master code, followed by #.
- Press 9.
- Press *.

Key Stroke Example

Relock – Mode 9	<ol style="list-style-type: none"> 1. Key in master code. 2. Press #. 3. Press 9. 4. Press *. 	Master Code # 9 *
------------------------	---	--------------------------

Classroom (Passage Toggle) Mode Timer

The Classroom (Passage Toggle) Mode Timer automatically locks after a configurable number of hours (Classroom (Passage Toggle) – Mode 2). A setting of zero (0) disables this feature. The default setting is disabled (0); minimum time is 1 hour, maximum is 9 hours.

Key Stroke Example

Classroom (Passage Toggle) Mode Timer Default = 0 X = Time Choice (Hours)	<ol style="list-style-type: none"> 1. Key in master code. 2. Press #. 3. Press 3. 3. Press #. 4. Press X (Time Choice). 5. Press *. 	Master Code # 3 # X *
--	---	------------------------------



Unlock Delay Time

The Unlock Delay Time function sets the number of seconds the lock remains unlocked when in Relock – Mode 1. The default time is 4 seconds; minimum is 1 second, maximum is 99 seconds.

Key Stroke Example

<p>Unlock Delay Time Default = 4 seconds X = Time Choice (Seconds)</p>	<p>1. Key in master code. 2. Press #. 3. Press 4. 4. Press #. 5. Press X (Time Choice). 6. Press *.</p>	<p>Master Code # 4 # Unlock Delay Time Seconds (1-99) *</p>
---	--	--

Lockout Delay Time

The Lockout Delay Time function sets the number of seconds the lock will disallow keypad entry after three unsuccessful code entries. The default time is 20 seconds, zero (0) seconds disables the feature; maximum is 99 seconds.

Key Stroke Example

<p>Locked Delay Time Default = 20 seconds X = Time Choice (Seconds)</p>	<p>1. Key in master code. 2. Press #. 3. Press 5. 4. Press #. 5. Press X (Time Choice). 6. Press *.</p>	<p>Master Code # 5 # Lockout Delay Time Seconds (0-99) *</p>
--	--	---



Remote Release Functionality

This function allows activation by a momentary switch. Uses include receptionist desk, security station, and offices.

Key Stroke Example

<p>Remote Functionality X = Mode Choice</p>	<p>1. Key in master code. 2. Press #. 3. Press 6. 4. Press #. 5. Press X (Mode Choice). 6. Press *.</p>	<p>Master Code # 6 # Mode Choice (0-4) *</p>
---	---	--

X = 0 → Default: Matches current function mode.

X = 1 → Use with Mode 1 and 2 when in:

- C. Passage (Toggle) – Mode 2: Reverses current state of door. Activate M/O Switch 1 time (locks the door). Activate the switch again (unlocks the door).
- D. Relock – Mode 1: Activation allows temporary passage. Door automatically relocks.

X = 2 → Passage (Toggle) – Use in Mode 2 only: Always locks the door, activation the second time unlocks the door.

X = 3 → Switches to Emergency Lockdown – Mode 0. Set to Passage (Toggle) – Mode 2 or Relock – Mode 1 on lock keypad to exit this mode.

X = 4 → Disables remote release.

Sound: The sound function toggles confirmation beeps from ON to OFF, and OFF to ON.

Key Stroke Example

<p>Sound Default = ON</p>	<p>1. Key in master code. 2. Press #. 3. Press 7. 4. Press *.</p>	<p>Master Code # 7 *</p>
---	---	---------------------------------



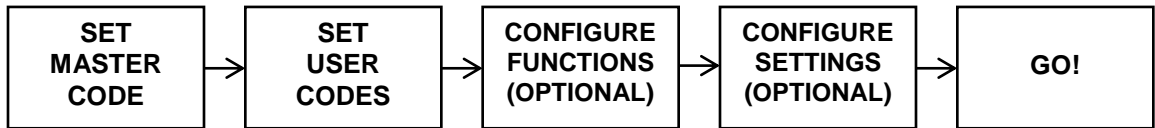
1. Understanding Light and Beeper Feedback:

- **Success:** Two short beeps and green LED
- **Error:** Long beep and red LED
- **Low battery:** Success beep immediately followed by long error beep
- **Factory reset:** Lights rapidly flashing

2. Keypad Backlighting:

Press and hold any number key to illuminate the keys. Backlight will automatically turn off after 5 seconds of inactivity.

3. Steps to Fully Configure Lock



4. Setting Master Code

- E. After initial battery pack installation LEDs above keypad will flash rapidly, indicating lock is waiting to accept master code. To conserve battery, LEDs will flash for two minutes.
- F. Door is unlocked until a valid master code is entered.
- G. Choose and enter a 4-8 digit master code. Press * to complete.
- H. Device locks after master code is entered.

DEVICE IS NOW LOCKED AND OPERATIONAL WITH MASTER CODE.

Function Overview:

Mode	Lock Function	Page Number
0	Emergency Lockdown – Mode 0	Page 16
1	Relock – Mode 1	Page 16
2	Classroom (Passage Toggle) – Mode 2	Page 17
9	Permanent Passage – Mode 9	Page 17

Mode	Lock Setting	Page Number
3	Classroom (Passage Toggle) Mode Timer	Page 18
4	Unlock Delay Time	Page 18
5	Lockout Delay Time	Page 18
6	Remote Release Functionality Storeroom/Classroom	Page 19
7	Sound	Page 19
8	Single and Limited Use Code(s)	Page 15
Reset	Reset Options	Page 28

5. Manage Codes

When entering a new user code, press # after the user code, then press * to complete the process.

NOTE: When entering a string of codes, all valid codes are immediately stored with each press of the # key. If a code is rejected, all valid codes preceding the rejected code are still in the memory.

<p>Add Single User Code</p>	<p>1. Key in master code. 2. Press #. 3. Key in new code. 4. Press #. 5. Press *.</p>	<p>Master Code # User Code # *</p>
<p>Add Multiple User Codes</p>	<p>1. Key in master code. 2. Press #. 3. Key in 1st new code. 4. Press #. 5. Key in 2nd new code. 6. Press #, then *.</p>	<p>Master Code # User Code # Second User Code # *</p>
<p>Delete Single User Code</p>	<p>1. Key in master code. 2. Press #. 3. Press 10, then #. 4. Press 1, then *.</p>	<p>Master Code # User Code # *</p>
<p>Delete All User Codes</p>	<p>1. Key in master code. 2. Press #. 3. Press 10, then #. 4. Press 1, then *.</p>	<p>Master Code # 10 # 1 *</p>
<p>Delete All Single and Limited User Codes (Regular codes are not affected.)</p>	<p>1. Key in master code. 2. Press #. 3. Press 10, then #. 4. Press 2, then *.</p>	<p>Master Code # 10 # 2 *</p>

Single Use Code(s) – Function 8

Single Use Code(s) - Function 8 allows a single entry. When used, the code is immediately erased from memory. Single use code(s) are entered one at a time. Multiple single use codes cannot be entered in a string like the standard user codes.

Key Stroke Example

<p>Single Use Code(s) – Function 8</p>	<ol style="list-style-type: none"> 1. Key in master code. 2. Press #. 3. Press 8. 4. Press #. 5. Key in new code. 6. Press #, then *. 	<p style="text-align: center;">Master Code # 8 # Single Use Code *</p>
---	---	---

Limited Use Code(s) – Function 8

Limited Use Code(s) - Function 8 allows the user to enter a code for a configurable number of times; minimum number of entries is 1, maximum is 9. The code is erased from memory immediately after the last allowed access event. Limited use code(s) are entered one at a time. Multiple limited use code(s) cannot be entered in a string like the standard user codes.

Key Stroke Example

<p>Limited Use Code(s) – Function 8</p>	<ol style="list-style-type: none"> 1. Key in master code. 2. Press #. 3. Press 8. 4. Press #. 5. Key in new code. 6. Press #. 7. Press X (1-9 entries allowed) 8. Press, then *. 	<p style="text-align: center;">Master Code # 8 # Limited Use Code # The number of entries allowed (1-9) *</p>
--	--	--



The EMR KB/KU PR lock has three operational modes (functions): **Emergency Lockdown – Mode 0**, **Faculty Privacy (Relock) – Mode 1**, and **Service Station (Passage Toggle) – Mode 9**.

The factory default setting is Relock – Mode 1.

Emergency Lockdown – Mode 0

In Emergency Lockdown – Mode 0, the lock temporarily disables all user codes except the master code, and immediately locks the door. A master code or optional remote release temporarily unlocks the door to allow entry, and then relocks.

1. Enter master code, followed by #.
2. Press zero (0).
3. Press *.

Key Stroke Example

Emergency Lockdown – Mode 0	<ol style="list-style-type: none"> 1. Key in master code. 2. Press #. 3. Press zero (0). 4. Press *. 	Master Code # 0 *
------------------------------------	--	--------------------------

NOTE: To exit emergency lockdown, enter the master code, and then follow the instructions below for one of the following:

- Relock - Mode 1
- Passage (Toggle) - Mode 2
- Permanent Passage - Mode 9

Faculty Privacy (Relock) – Mode 1

In Faculty Privacy (Relock) – Mode 1, the door is always locked. A valid credential will unlock the lock for 4 seconds unless the room is occupied, and the thumbturn is engaged. When the thumbturn is engaged, all users except the master are disabled. Setting the device to Faculty Privacy (Relock) - Mode 1 immediately secures the door.

1. Enter master code, followed by #.
2. Press 1.
3. Press *.

Key Stroke Example

Faculty Privacy (Relock) – Mode 1	<ol style="list-style-type: none"> 1. Key in master code. 2. Press #. 3. Press 1. 4. Press *. 	Master Code # 1 *
--	---	--------------------------



Service Station (Passage Toggle) – Mode 2

In Service Station (Passage Toggle) - Mode 2, the lock is unlocked until the room is occupied, and the thumbturn is engaged. When the thumbturn is engaged, all users except the master are disabled. Entering a valid credential secures the room until another valid credential is entered to unlock the room.

1. Enter master code, followed by #.
2. Press 2.
3. Press *.

Key Stroke Example

Service Station (Passage Toggle) – Mode 2	<ol style="list-style-type: none"> 1. Key in master code. 2. Press #. 3. Press 2. 4. Press *. 	Master Code # 2 *
--	---	--------------------------

Service Station (Passage Toggle) Mode Timer

The Service Station (Passage Toggle) Mode Timer automatically locks after a configurable number of hours (Service Station (Passage Toggle) – Mode 2). A setting of zero (0) disables this feature. The default setting is disabled (0); minimum time is 1 hour, maximum is 9 hours.

Key Stroke Example

Service Station (Passage Toggle) Mode Timer Default = 0 X = Time Choice (Hours)	<ol style="list-style-type: none"> 1. Key in master code. 2. Press #. 3. Press 3. 3. Press #. 4. Press X (Time Choice). 5. Press *. 	Master Code # 3 # Service Station Mode Timer Hours (1-99)*
--	---	---

Unlock Delay Time

The Unlock Delay Time function sets the number of seconds the lock remains unlocked when in Relock – Mode 1. The default time is 4 seconds; minimum is 1 second, maximum is 99 seconds.

Key Stroke Example

Unlock Delay Time Default = 4 seconds X = Time Choice (Seconds)	<ol style="list-style-type: none"> 1. Key in master code. 2. Press #. 3. Press 4. 4. Press #. 5. Press X (Time Choice). 6. Press *. 	Master Code # 4 # Unlock Delay Time Seconds (1-99) *
--	---	---

Lockout Delay Time

The Lockout Delay Time function sets the number of seconds the lock will disallow keypad entry after three unsuccessful code entries. The default time is 20 seconds, zero (0) seconds disables the feature; maximum is 99 seconds.

Key Stroke Example

<p>Locked Delay Time Default = 20 seconds X = Time Choice (Seconds)</p>	<p>1. Key in master code. 2. Press #. 3. Press 5. 4. Press #. 5. Press X (Time Choice). 6. Press *.</p>	<p>Master Code # 5 # Lockout Delay Time Seconds (0-99) *</p>
--	--	---

Remote Release Functionality

This function allows activation by a momentary switch. Uses include receptionist desk, security station, and offices.

Key Stroke Example

<p>Remote Release Functionality X = Mode Choice</p>	<p>1. Key in master code. 2. Press #. 3. Press 6. 4. Press #. 5. Press X (Mode Choice). 6. Press *.</p>	<p>Master Code # 6 # Mode Choice (0-4) *</p>
---	--	--

X = 0 → Default: Matches current function mode.

X = 1 → Use with Mode 1 and 2 when in:

- E. Passage (Toggle) – Mode 2: Reverses current state of door. Activate M/O Switch 1 time (locks the door). Activate the switch again (unlocks the door).
- F. Relock – Mode 1: Activation allows temporary passage. Door automatically relocks.

X = 2 → Passage (Toggle) – Use in Mode 2 only: Always locks the door, activation the second time unlocks the door.

X = 3 → Switches to Emergency Lockdown – Mode 0. Set to Passage (Toggle) – Mode 2 or Relock – Mode 1 on lock keypad to exit this mode.

X = 4 → Disables remote release.

Sound: The sound function toggles confirmation beeps from ON to OFF, and OFF to ON.

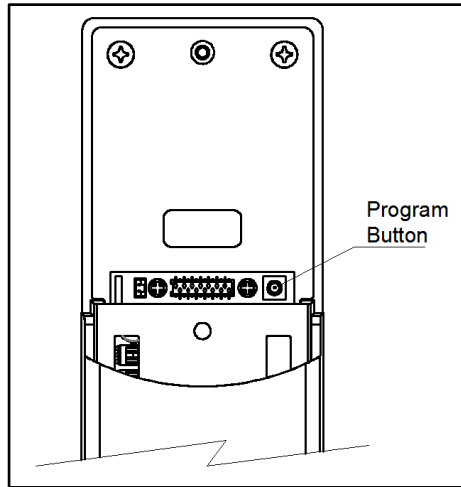
Key Stroke Example

<p>Sound Default = ON</p>	<p>1. Key in master code. 2. Press #. 3. Press 7. 4. Press *.</p>	<p>Master Code # 7 *</p>
---	--	---------------------------------



EMR KB/KU – SC/PR Reset Options

Reset Options:



<p>Change Master Code This mode does not delete users or lock settings.</p>	<ol style="list-style-type: none"> 1. Hold program button (shown above) for 5 seconds until beep is heard. 2. Release button. 3. Enter new master code. 4. Press *. 	<p>Hold Program Button for 5 seconds until beep is heard. Release button. Master Code *</p>
<p>Factory Reset This mode clears all codes, and resets all lock settings.</p>	<ol style="list-style-type: none"> 1. Hold program button (shown above) for 5 seconds until beep is heard. 2. Press #, 10 times. 	<p>Hold Program Button for 5 seconds until beep is heard. Release button. #####</p>

EMR KB/KU – SC/PR Troubleshooting

Problem	Possible Cause	Solution
No sound/tone when buttons are pressed or when I present my credentials.	Sound is muted.	Turn sound ON. See page 26.
I hear a long steady tone with a green light after I enter or present my credentials.	Low battery.	Check and replace batteries, if necessary.
I hear a long steady tone with a red light after I enter or present my credentials.	Invalid user code.	Add user. See page 22.
	Emergency Lockout – Mode 0 is active.	Change mode. See page 24.
The lock remains unlocked after I enter/present my credentials.	Permanent Passage - Mode 9 is active.	Change mode. See page 21.
There is a long tone and the red light illuminates with every button press or credentials presentation.	More than 3 invalid credentials were entered in a row.	Wait 30 seconds depending on configuration) and try again. See Lockout Delay Time on page 26.
Unlocks, but locks again too quickly.	Unlock delay time too short.	Lengthen Unlock Delay Time. See page 25.
The lock will not accept the code I am trying to add.	Code already exists in the lock.	Enter a different code.
	Code length is too short or too long.	Enter a 4-8 digit code.
	You are not in program mode.	Refer to Managing Users section. See page 22.



EMR KB/KU - AP/OF/SC/PR Sample User Chart

User #	User Name	Code
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		





TellCard Systems
P. O. Box 485
Leola, PA 17540
855-200-2611