Electronic Locks:
Essential steps for managing an e-lock program

Congratulations on your purchase of the Great Openings electronic lock. Our electronic locks are powerful tools; you'll find features to address virtually any single or multi-user function needed at your facility. With that versatility comes the potential for confusion for your lock users; the following suggestions will help you to create an e-lock management program to insure success.

The time to create your lock code management program is BEFORE INSTALLATION OF YOUR NEW LOCKERS/CABINETS.

Management control of electronic locks is similar to managing a physical key control system; master "keys" must be closely guarded.

When   your new

IMPORTANT
Directions for operating your electronic lock

All locks are initially set to a default User Code of 1, 2, 3, 4.

To unlock, enter this four digit code, press "enter", and then rotate the knob clockwise.

A large envelope was sent with your order that contains instructions for programming the locks as well as best practices for managing your electronic lock codes. If you cannot locate the envelope, please contact your supplier for assistance.

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lockers/cabinets are delivered, each will include this sticker on the outside:

Each electronic lock has a serial number etched on the side of the lock. It is best to document these serial numbers so that you know which serial number is associated with which locker/cabinet. The serial number will be needed if the Supervisor Code is lost and the lock needs to be reset.

Unless otherwise programmed in the factory, each lock is initially programmed with the Supervisor Code 1, 2, 3, 4, 5. It is best to change the Supervisor Codes before the cabinet are put into use.

Prepare your locker management program as follows:

- Read the e-lock manual carefully and determine how you want to program the locks. Develop a plan for how the locks will be programmed at time of installation. You may want to use different lock features in different areas or departments.

- Supervisor Codes must be closely guarded and should be changed before the cabinets are put into use. The serial numbers and corresponding Supervisor Codes, along with the User Codes if applicable, should be documented and stored by management. It is possible to have a common Supervisor Code programmed into every one of your cabinets; this must be arranged with the manufacturer prior to production.

- It is possible to affix a unique number to each door to aid in the identification of each locker/cabinet. This feature must be arranged with the manufacturer prior to production.

- How and where will Supervisor Codes be securely stored? Who will have maintenance responsibility for Supervisor Codes? Who will be your "resident experts" on lock programing? Who will train users on electronic lock usage?

- The CompX Regulator instruction manual, included in this packet, provides detailed instructions on each of the e-lock many capabilities. If you need additional guidance or technical support, please call Great Openings Customer Service: 888.712.8582.

Care and cleaning:
The electronic lock is intended for indoor use only. To clean the lock surface, use a non-acid based cleaner on a cotton cloth. Do not spray cleaner directly onto the lock surface.

Quick Reference for Common E-Lock Programming Tasks

Please read the CompX Regulator Instruction Manual for detailed programming guidance. Below is a quick reference for the three most common programming requirements.

Changing Supervisor Code

Unless special ordered, the factory default Supervisor Code is 1, 2, 3, 4, 5. Often it is useful for all lockers/cabinets in one department or area to have the same Supervisor Code.

1. Lock must be in the locked position (handle will be parallel to the lock body)
2. Type in supervisor code and press ENTER (Default code is 12345)
3. Rotate knob clockwise 90° to unlocked position; press and hold ENTER button for 3 seconds (yellow indicator light will illuminate)
4. Press "2" then ENTER
5. Type current supervisor code and press ENTER
6. Type new supervisor code and press ENTER
7. Re-type new supervisor code and press ENTER
➢ If successful, the green indicator light will illuminate for 1 second
8. Continue programming or press 9, then ENTER to exit programming, if the red light is flashing wait until it stops before proceeding.
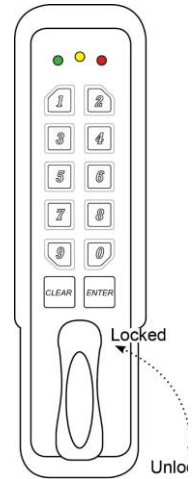
Changing The Lock Mode (Standard Mode or Single Use Mode)

Electronic locks are set in Standard Mode, meaning the lock operates with an unchanging fixed User Code. They may also be programmed to function in Single Use Mode (also called "Hoteling" mode), which allows for a revolving User Code so that multiple people may use the lock, each using their personalized User Code.

1. Lock must be in locked position
2. Type in supervisors code and press ENTER (Default code is 12345)
3. Rotate knob clockwise 90° to unlock; press and hold ENTER button for 3 seconds
➢ Yellow light will illuminate
a. To turn single use mode "ON" press 51, then press ENTER
b. To return to standard mode press 50, then press ENTER
➢ If successful, the green indicator light will illuminate for 1 second
➢ Returning to standard mode will reset user code to 1,2,3,4
4. Continue programming or press 9, ENTER to exit programming, if the red light is flashing wait until it stops before proceeding.

Changing User Code

The User Code is the series of numbers individual users input to open/close the electronic lock in Standard Mode.

1. Lock must be in the locked position (handle will be parallel to the lock body)
2. Type in user code and press ENTER (Default code is 1234)
3. Rotate knob clockwise 90° to unlocked position; press and hold ENTER button for 3 seconds (yellow indicator light will illuminate)
4. Press "1" then ENTER
5. Type current user code and press ENTER
6. Type new user code and press ENTER
7. Re-type new user code and press ENTER
➢ If successful, the green indicator light will illuminate for 1 second
8. Press 9, then ENTER to exit programming, if the red light is flashing wait until it stops before proceeding.

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