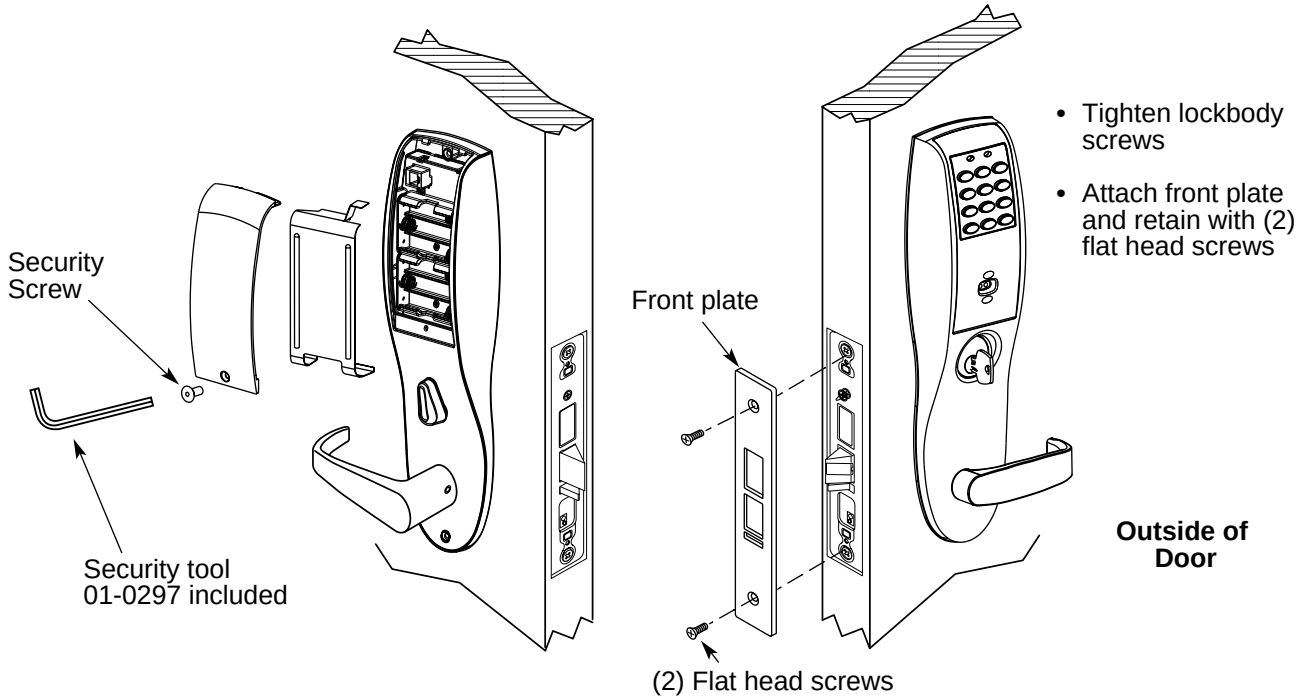
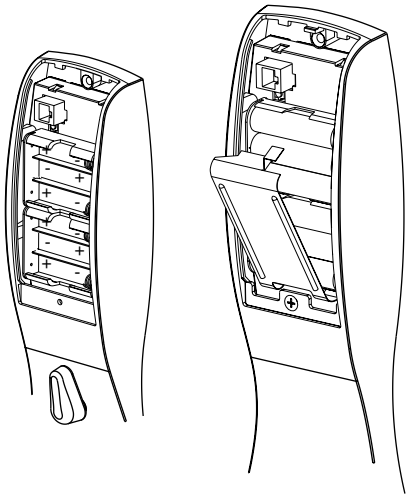
Installation Instructions (Continued)

Step #5 Battery Installation/Application of Front Plate/Optional Gasket

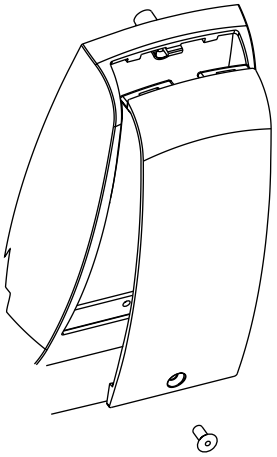


- Tighten lockbody screws
- Attach front plate and retain with (2) flat head screws

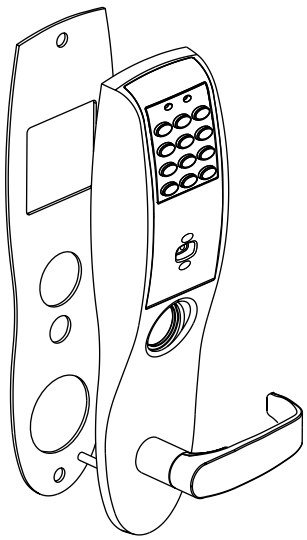
- Place (6) AA batteries into the compartment as indicated
- **Observe polarity when installing "AA" batteries**
- Install battery keeper clip by inserting tabs into bottom slots first
- To remove keeper, pull on top tab



- Attach battery cover to inside escutcheon making sure to line up tabs with retaining slots in battery cover
- Secure with security screw



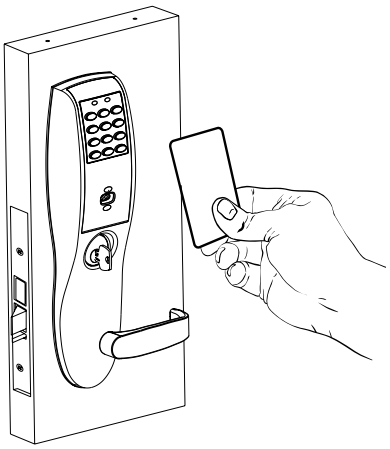
- **Optional gasket (82-0500) intended for exterior applications only**



7 Operational Check

- Place key into cylinder and rotate key.
- The key will retract the latchbolt.
- If the deadbolt is thrown, the key will retract both the deadbolt and the latchbolt.
- Inside handle lever retracts latchbolt and deadbolt (if provided).
- Enter 1234* to unlock outside lever handle and retract latchbolt and deadbolt (if provided)
- If a card or prox is used, present them as shown below

Key/Cylinder, Code Verification



Presentation of Card

Presentation of FOB

- Key should rotate freely. There should be no friction against lock case, wire harness or any other obstructions.
- Refer to Step 4 if harness friction exists.
- Rotate cylinder further into lock case to eliminate lockbody obstruction.

8 Programming Instructions for Keypad Operations Only

The Low Profile Keypad Lock can support 100 (LK) / 500 (LU, PK, PA) users. Each user is assigned a User Number in addition to the code used for entry.

Example:

USER TYPE	USER NUMBER	USER CODE* (2-6 DIGITS)
Master	01	1 2 3 4
Emergency	02	2 2 2 2
Supervisor	03	3 0 3 0 3 0
Standard	04-97 (LK) 04-500 (LU, PK, PA))	2 6 5

8 Programming Instructions for Keypad Operations Only

- Soflink™ Plus must be used with (PA) controller for programming
- The Master Code is **always** User “01”. The Master Code assigns the Emergency and Supervisory Codes. It is also used for programming. Users are deleted through the Master Programming Code only
- The Emergency Code is **always** User “02”. The Emergency Code will override the deadbolt in the mortise lock and has an unlock time of 10 seconds
- The Supervisory Code is **always** User “03”. The Supervisory Code allows temporary lockout of selected users, changes duration of unlock time, requests infrared interrogation output, may add additional User Codes and entry when low battery has expired
- The first User Code will be User “04” or higher. User numbers do not have to be used or entered sequentially

To Begin Programming:

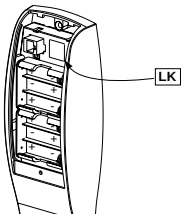
The Keypad Mortise Lock is preset at the factory with Master Code “1234”. Entering 1234 * will unlock the lock allowing the lever handle to retract the latchbolt.

Initial Set-Up Procedures:

- The following are typical procedures to follow when setting up your 8200 Series Keypad
- If a mistake is made during any of procedures, depress the “*” several times until the yellow LED goes out
- If no keystroke is made in a 30sec time frame the programming up to that point will default and you will have to start over

LK Programming

To determine which programming steps to use for your lock see the example below:



If your label has an LK, then use the programming below.
If your label has an LU or PK, turn to the next set of programming.

Change Master Code (This Example uses the Factory Default Master)

99# 1234*	Yellow LED Blinks
50# 1# 01# New Master Code*	Yellow LED Blinks Quickly
New Master Code*	Yellow LED Blinks Slowly (If Solid, see Note)
*	Yellow LED Goes Out

To Enter the Emergency Code (Unlock Duration 10 Seconds)

99# Master Code*	Yellow LED Blinks
50# 2# Emergency Code*	Yellow LED Blinks Quickly
Emergency Code*	Yellow LED Blinks Slowly (If Solid, see Note)
*	Yellow LED Goes Out

To Change the Supervisory Code

99# Master Code*	Yellow LED Blinks
50# 1# 03# Supervisory Code*	Yellow LED Blinks Quickly
Supervisory Code*	Yellow LED Blinks Slowly (If Solid, see Note)
*	Yellow LED Goes Out

• Factory Default Supervisory Code is 4321

To Enter a User Code

99# Supervisory or master Code*	Yellow LED Blinks
50# 1# User number (04-97)# User Code*	Yellow LED Blinks Quickly
User Code*	Yellow LED Blinks Slowly (If Solid, see Note)
*	Yellow LED Goes Out

To Enter a Passage (Maintained) Code

When this code is used, it must also be used to re-lock the device.

99# Supervisory or master Code*	Yellow LED Blinks
50# 2# User number (04-97)# User Code*	Yellow LED Blinks Quickly
User Code*	Yellow LED Blinks Slowly (If Solid, see Note)
*	Yellow LED Goes Out

To Enter a One Time User Code

99# Supervisory or Master Code*	Yellow LED Blinks
50# 5# User number (04-97)# User Code*	Yellow LED Blinks Quickly
User Code*	Yellow LED Blinks Slowly (If Solid, see Note)
*	Yellow LED Goes Out

To Deactivate / Reactivate "Beep" With Key Stroke

99# Supervisory or master Code*	Yellow LED Blinks
30# 0# 0# (Off) (1# = On)	Yellow LED Blinks
*	Yellow LED Blinks Quickly
*	Yellow LED Blinks Slowly (If Solid, see Note)
*	Yellow LED Goes Out

Note: If turning Beep OFF, No audible on last two steps.

To Clear the Entire Memory

99# Master Code*	Yellow LED Blinks
46# 00000# 00000#	Yellow LED Blinks
*	Yellow LED Blinks Quickly
*	Yellow LED Goes Solid and Begins to Blink
*	Yellow LED Goes Out (If Solid, see Note)

This Deletes ALL Codes, including Master, Emergency and Supervisory. The Master Code is set back to 1234*, Door Number to 0001 and Unlock Time to 5 Seconds. If the master Code is not known, Factory Assistance will be required to clear the memory. Call 1-800-810-9473

To Program Door Name into Keypad

99# Master Code*	Yellow LED Blinks
43# 0# Door Name# (Must be four digits)	Yellow LED Blinks
*	Yellow LED Blinks Quickly
*	Yellow LED Blinks Slowly (If Solid, see Note)
*	Yellow LED Goes Out

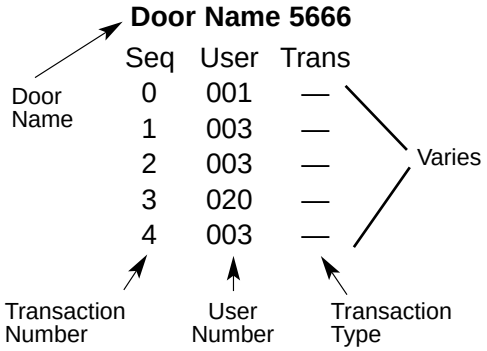
If SofLink™ Plus is being used, door name must be changed via PC

To Interrogate Transaction Log

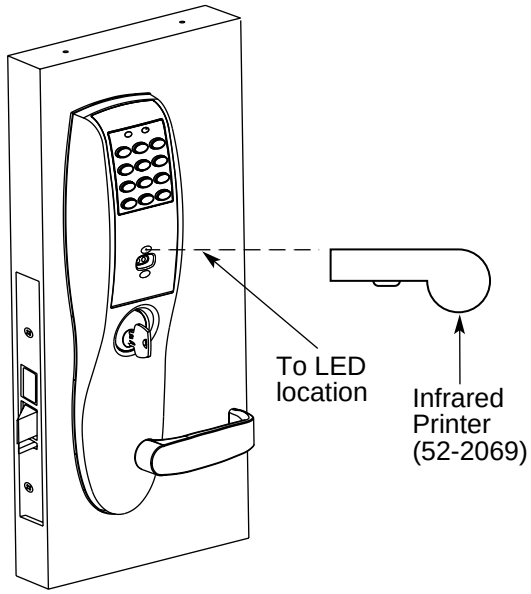
99# Supervisory or Master Code*	Yellow LED Blinks
70# 0# 0#	Yellow LED Blinks
*	Yellow LED Blinks Quickly
*	Yellow LED Goes Out (If Solid, see Note)

For additional information, see “Transaction Log”.

Note: Seq. # 0 is the programming request to output the entries. Sequence numbers 1-9 are the actual entries.



Hold an infrared printer up to the red infrared LED (as shown). An HP82240B Infrared Printer can be used to download information from the keypad to a printout.



To Reset / Clear Transaction Log

99# Master Code*	Yellow LED Blinks
76# 00000# 00000#	Yellow LED Blinks
*	Yellow LED Blinks Quickly
*	Yellow LED Goes Out (If Solid, see Note)

To Delete a User Number

99# Master Code*	Yellow LED Blinks
User Number#	Yellow LED Blinks
*	Yellow LED Blinks Quickly
*	Yellow LED Blinks Slowly
*	Yellow LED Goes Out (If Solid, see Note)

To Disable / Enable a User Number

99# Master Code*	Yellow LED Blinks
56# 0# = Enable (1# = Disable), User#	Yellow LED Blinks
*	Yellow LED Blinks Quickly
*	Yellow LED Blinks Slowly (If Solid, see Note)
*	Yellow LED Goes Out

To Set Unlock Time

Master Code*	Yellow LED Blinks
11# Time Duration# (01-99sec) 0#	Yellow LED Blinks
*	Yellow LED Blinks Quickly
*	Yellow LED Blinks Slowly (If Solid, see Note)
*	Yellow LED Goes Out

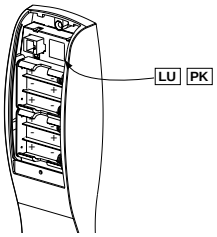
The Unlock Time is adjustable foe Momentary Operation. A 5 Second unlock time is recommended to extend battery life. Once the unlock time is entered, it is the same for ALL users except 02.

Status Indicators

No Green LED after code is entered once, but flashes after 3 consecutive entries- Invalid Code
4 Long beeps after code is entered - Low Battery
4 long beeps after code is entered, 4 more long beeps - Voltage (batteries) to low to operate
Enter Supervisory Code to gain 1 entry.

LU and PK Programming

To determine which programming steps to use for your lock see the example below:



If your label has a LU or PK then use the programming below.
If your label has a LK turn to LK programming.

Change the Master Code

99# 1234*	Yellow LED Blinks
1#	Yellow LED Blinks
New Master Code*	Yellow LED Blinks Quickly
New Master Code*	Yellow LED Blinks Slowly (If Solid, see Note)
*	Yellow LED Goes Out

This example uses the Factory Default 1234*, yours may differ.
It is recommended not to use the factory default master code.

To Enter the Emergency Code

99# Master Code*	Yellow LED Blinks
2#	Yellow LED Blinks
Emergency (1-6 Digit)*	Yellow LED Blinks Quickly
Emergency (1-6 Digit)*	Yellow LED Blinks Slowly (If Solid, see Note)
*	Yellow LED Goes Out

Emergency Codes Default to a 10 Second Unlock Time

To Change the Supervisor Code

99# Master Code*	Yellow LED Blinks
3#	Yellow LED Blinks
Supervisory (1-6 Digit)*	Yellow LED Blinks Quickly
Supervisory (1-6 Digit)*	Yellow LED Blinks Slowly (If Solid, see Note)
*	Yellow LED Goes Out

• Factory Default Supervisory Code is 4321

Enter A User Code

99# Master Code*	Yellow LED Blinks
50# 1# (User Number 04-500)#	Yellow LED Blinks
User Code (1-6 Digit)*	Yellow LED Blinks Quickly
User Code (1-6 Digit)*	Yellow LED Blinks Slowly (If Solid, see Note)
*	Yellow LED Goes Out

Enter A Passage Code

99# Master Code*	Yellow LED Blinks
50# 0# (User Number 04-500)#	Yellow LED Blinks
User Code (1-6 Digit)*	Yellow LED Blinks Quickly
User Code (1-6 Digit)*	Yellow LED Blinks Slowly (If Solid, see Note)
*	Yellow LED Goes Out

Enter A One Time User Code

99# Master Code*	Yellow LED Blinks
50# 5# (User Number 04-500)#	Yellow LED Blinks
User Code (1-6 Digit)*	Yellow LED Blinks Quickly
User Code (1-6 Digit)*	Yellow LED Blinks Slowly (If Solid, see Note)
*	Yellow LED Goes Out

Enter a Card or FOB User

99# Master Code*	Yellow LED Blinks
50# 1# (User Number 04-500)#	Yellow LED Blinks
*	Yellow LED Blinks Quickly
*	Yellow LED Blinks Slowly (If Solid, see Note)
Present Card or FOB	BEEP / Yellow LED Blinks
*	Yellow LED Blinks Slowly
*	Yellow LED Goes Out

Enter a User Code + Card or FOB

99# Master Code*	Yellow LED Blinks
50# 1# (User Number 04-500)#	Yellow LED Blinks
User Code (1-6 Digits)*	Yellow LED Blinks Quickly
User Code (1-6 Digits)*	Yellow LED Blinks Slowly (If Solid, see Note)
Present Card or FOB	BEEP / Yellow LED Blinks
*	Yellow LED Blinks Slowly
*	Yellow LED Goes Out

To Clear the Entire Memory

99# Master Code*	Yellow LED Blinks
46# 00000# 00000#	Yellow LED Blinks
*	Yellow LED Blinks Quickly
*	Yellow LED Blinks Very Fast for 10 sec., then slow
*	Yellow LED Goes Out

Turn OFF Audio Beep verification on every Key Depression

99# Master Code*	Yellow LED Blinks
30# 0# 0# (1# = on)	Yellow LED Blinks
*	Yellow LED Blinks Quickly
*	Yellow LED Blinks Slowly (If Solid, see Note)
*	Yellow LED Goes Out

Turn ON Yellow LED verification on every Key Depression

99# Master Code*	Yellow LED Blinks
30# 1# 1# (On) (0# = Off)	Yellow LED Blinks
*	Yellow LED Blinks Quickly
*	Yellow LED Blinks Slowly (If Solid, see Note)
*	Yellow LED Goes Out

Set Time

99# Master Code*	Yellow LED Blinks
41# hh:mm# (24Hr Format) 0#	Yellow LED Blinks
*	Yellow LED Blinks Quickly
*	Yellow LED Blinks Slowly (If Solid, see Note)
*	Yellow LED Goes Out

24Hr Format = 1PM = 13, 2PM = 14.....10PM = 22, Midnight = 00 **Example 13:15 = 1:15PM**

Daylight Savings Time

99# Master Code*	Yellow LED Blinks
30# 13# 1#	Yellow LED Blinks
*	Yellow LED Blinks Quickly
*	Yellow LED Blinks Slowly (If Solid, see Note)
*	Yellow LED Goes Out

Set Date (Today's Date)

99# Master Code*	Yellow LED Blinks
42# mm/dd/yy# D.O.W.# (Sunday=1)	Yellow LED Blinks
*	Yellow LED Blinks Quickly
*	Yellow LED Blinks Slowly (If Solid, see Note)
*	Yellow LED Goes Out

D.O.W. = Day of week

Set Unlock Time

99# Master Code*	Yellow LED Blinks
11# (1-99 sec.)# 0#	Yellow LED Blinks
*	Yellow LED Blinks Quickly
*	Yellow LED Blinks Slowly (If Solid, see Note)
*	Yellow LED Goes Out

To Enable/Disable A User

99# Master Code*	Yellow LED Blinks
56# 0# (Enable) or 1# (Disable) (User No. 04-500)#	Yellow LED Blinks
*	Yellow LED Blinks Quickly
*	Yellow LED Blinks Slowly (If Solid, see Note)
*	Yellow LED Goes Out

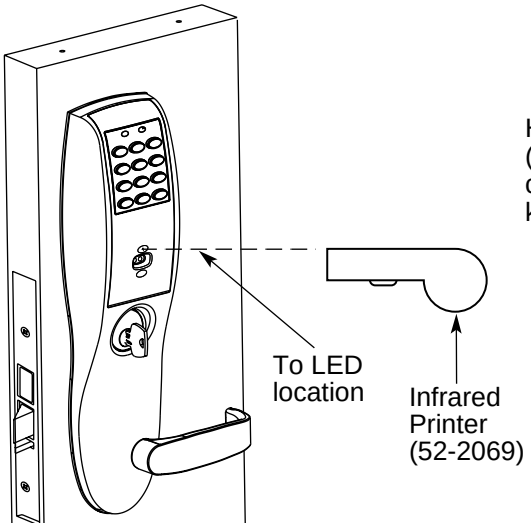
To Delete A User

99# Master Code*	Yellow LED Blinks
50# 0# (User Number 04-500)#	Yellow LED Blinks
*	Yellow LED Blinks Quickly
*	Yellow LED Blinks Slowly (If Solid, see Note)
*	Yellow LED Goes Out

To Interrogate Transaction Log Using IR Printer (52-2069)

99# Master Code*	Yellow LED Blinks
70# 0# 0#	Yellow LED Blinks
*	Yellow LED Blinks Quickly
*	Yellow Blink, Green Fast, Point Printer to LED above the 3. The printer will start to record the transactions.
*	This will stop the Green LED and Yellow Blinks Slow. Transactions STOP
*	Yellow LED goes out

For additional information, see “Transaction Log”.



Hold an infrared printer up to the infrared LED (as shown). An HP82240B Infrared Printer can be used to download information from the keypad to a printout.

To Erase Transaction Log

99# Master Code*	Yellow LED Blinks
76# 00000# 00000#	Yellow LED Blinks
*	Yellow LED Blinks Quickly
*	Yellow Blink, Green Fast
*	Yellow LED Blinks Slowly (If Solid, see Note)
*	Yellow LED Goes Out

Note: If the Yellow LED becomes Solid rather than blinking, a mistake has been made. Depress the * Button until the Yellow LED goes out and start programming again.

Status Indicators

3 very rapid beeps after User Code entered - Invalid User Code

4 long beeps after User Code entered - Low Battery Indication

4 long beeps after User Code entered, 4 more long beeps - Voltage too low to operate

1 beep after User Code entered - disabled user

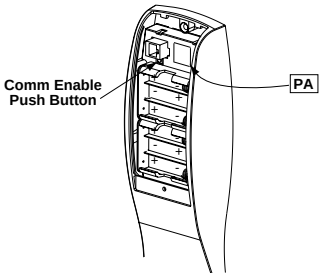
4 beeps after User Code entered - deadbolt thrown (8200 Series)

3 beeps after User Code entered - user lockout

Alternating red/green LED — Awaiting second entry of Code/Card or FOB user

PA Programming

To determine which programming steps to use for your lock see the example below:



If your label has a PA and no keypad or front bezel then use the programming below.
If your label has an LK turn to LK Programming.
If your label has an LU or PK turn to LU or PK Programming

In a Prox Only (PA) configuration, all programming must be completed using SofLink™ Plus Software, Part Number 52-2412. The Software includes a convenient User's Manual, Part Number A7462, to be used as a programming guide.

First Time Programming

During the Programming sequence of downloading data from the PC to the PA Controller, a prox card must be presented to the controller to wake up the unit. This is followed by pressing the CommEnable Push Button for at least one second. When the SofLink™ Plus Software displays:

"Please enter your master code at the controller and then click OK".

Reprogramming

Any user can be designated as a "CommEnable" user type by selecting the user type in SofLink. When this is done, presenting the prox card with a person selected as a "ComEnable" user will allow the unit to wake up and initiate the communications channel to the PC without the need to press the CommEnable push button.

9 Chain Programming

When programming multiple User Numbers and Codes into the Low Profile (LK, LU, PK) Mortise Keypad Lock, it is not necessary to leave and re-enter the programming Mode (50) for each entry. Multiple entries may be chained together and the three different types of user codes (Standard, Passage and One Time) may be mixed.

The format to be used is as follows where:

“T” is the **T**ype of user code with “1” Standard, “2” Passage and “3” One Time.

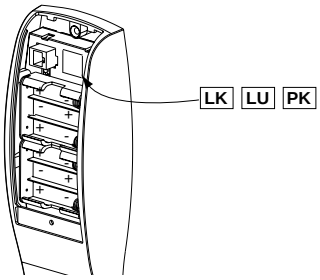
“UN_” is **U**ser **N**umber (04-99)

“UC_” is **U**ser **C**ode (2 to 6 digits) which correlates with the User Number

99# Master or Supervisor Code* 50# Type# User Number a# User Code a*
User Code a* T# UNb# UCb* UCb* T# UNc# UCc* UCc* ..... T# UN_# UC_* UC_**

An example with four user codes is shown below:

Type	User Number	User Code
1	05	875
3	12	2226
2	08	5444
1	50	3367



Using Master Code 4732 and above information, the lock would be programmed as follows:

99# 4732* 50# 1# 05# 875* 875* 3# 12# 2226* 2226* 2# 08# 5444* 5444* 1# 50# 3367* 3367*

If all user codes are type 1, it is not necessary to enter the type number with each entry.

The format now simplifies to:

99# Master or Supervisor Code* User Number a# User code a* User Code a* UNb# UCb* UCb* UNc# UCc* UCc*..... UN_# UC_* UC_**

An example with three user codes is shown below:

Type	User Number	User Code
1	07	77
1	15	67832
1	91	7568

Using Master Code 45988 and above information, the lock would be programmed as follows:

99# 45988* 07# 77* 77* 15# 67832* 67832* 91# 7568* 7568**

To chain the User Number delete procedure:
99# Master Code* User Number a#** UNb#** UNc#**..... UN_#****

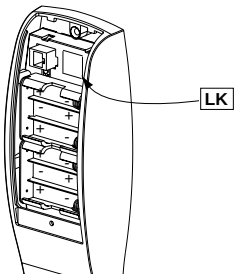
Using the information from the above example:

99# 45988* 07#** 15#** 91#****

10 Transaction Log

To output the last 15 or 1000 transactions, enter 99 # Supervisory or Master Code * 70 # 0 # 0 # **.

- **Examples on this page are for the 100 user, 15 transaction unit**



Note: Seq. # 0 is the programming request to output the entries. Sequence numbers 1-9 are the actual entries.

Door Name 5666

Seq	User	Trans
0	001	—
1	003	—
2	003	—
3	020	—
4	003	—

Door Name

Varies

Transaction Number

User Number

Transaction Type

Door Name

- If SofLink™ Plus is used, door name must be changed via PC

Sequence Number

- Single digit - 0-9
- Latest transaction - 0
- Oldest transaction - 9

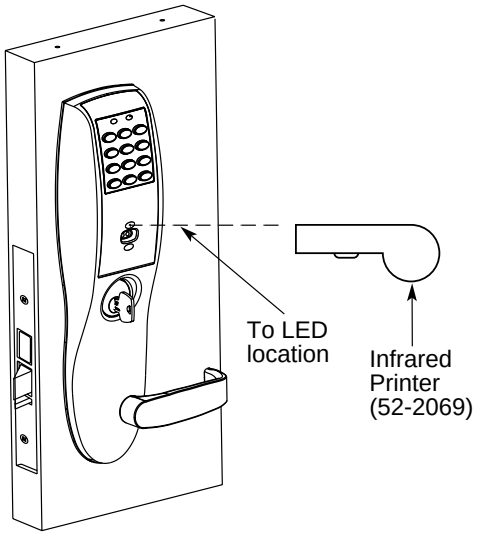
User Number

- Three digits - 001 through 099
- User numbers assigned at time of programming

Transaction Descriptions

- Will vary

Optional Equipment

- Printer Paper (6 Rolls) - 52-0034 used for infrared printers
- Infrared Printer - 52-2069 - used to download the user and transaction type.
- Remote Unlocking - 52-2071 - used for remote unlocking of keypad mortise lock. When the deadbolt is thrown and the remote unlocking feature is used, both the latchbolt and deadbolt can be retracted by turning the lever handle.

Hold an infrared printer up to the infrared LED (as shown). An HP82240B Infrared Printer can be used to download information from the keypad to a printout.