

Operating Instructions

Model AX26-2xx with 6120-27x Quick Mount Keypad

Model AX26-3xx with 6120-23x One Battery Keypad

* "x" denotes sales variations, such as color.



SARGENT AND GREENLEAF®

www.sargentandgreenleaf.com

NOTE:

The audit features, peripheral devices and accessories, software features, one-time code functionality, USB functionality, wireless functionality, remote functionality, Bluetooth functionality, and other additional features are beyond the scope of the UL 2058 standard and not part of the UL Listing.

Opening the Lock using the Factory Default Code (Keypad)

The factory default Master Code or "Your Code" is 1 2 3 4 5 6. To open the lock, enter 1 2 3 4 5 6 # then turn safe handle.

Set Keypad Beeper Volume

7 8 * MASTER CODE # (1111) volume value # (11) volume value # (11)

Note: volume value is 0 for "OFF" OR 1 for "LOW" OR 2 for "HIGH"

The following procedure should be evaluated and performed before changing the factory default master code(1 2 3 4 5 6). Once the master code has been changed for the first time, these procedures are disabled.

Note: Some locks are shipped with an Management Reset Code (MRC) envelope. The MRC is an 8 digit number that is used to recover a lost Master Code (Main Administration code). If the envelope is not enclosed, the lock does not have an MRC or may be retained by the safe manufacture.

Set or Change the MRC

6 7 * 1 2 3 4 5 6 # (1111) NEW 8-DIGIT MRC # (111) NEW 8-DIGIT MRC # (111)

Delete the Lock's MRC

6 7 * 1 2 3 4 5 6 # (1111) # (111) # (111)

Disable the Time Delay Override Function

8 3 * 1 2 3 4 5 6 # (1111) 1 # (111) 1 # (111)

Changing Your Code or the Factory Default Code

2 2 * (or 3 3 *) YOUR OLD CODE # (1111) NEW CODE # (111) NEW CODE # (111)

Identifying Active or Created PIN Positions

7 7 * ANY PIN NUMBER (0 – 9)

Note: The PIN Position is the location in the lock which the combination is stored. If the entered PIN Position is in use the lock will emit one short beep. If the PIN Position is not in use or disabled, the lock will emit one long beep.



SARGENT AND GREENLEAF®

Creating New Codes/Additional Code (Supervisor or User Code)

7 4 * MASTER OR SUPERVISOR CODE # (####) PIN # (###) NEW CODE # (###) NEW CODE # (###)

PIN Positions: 1 Supervisor Code (Supervisor Code can only be created by the Master Code), 2 – 9 User Codes (User Code 9 only performs as a regular User Code when the time delay override feature is turned off).

Deleting a Code (Supervisor or User Code)

7 4 * MASTER CODE OR SUPERVISOR CODE # (####) PIN # (###) # (###) # (###)

PIN Positions: 1 Supervisor Code, 2 – 9 User Codes

Note: The Master Code cannot be deleted. The Supervisor Code cannot delete itself. If the lock is using time delay, the time delay override code can only be deleted during an opening window.

Changing the Length of the Opening Window

7 4 * MASTER CODE # (##### 0 1 # (###)

LENGTH OF OPENING WINDOW # (###) LENGTH OF OPENING WINDOW # (###)

Note: The opening window period can be set anywhere from 1 to 15 minutes. If the lock is using time delay, the opening window period can only be changed during an opening window period.

Setting, Changing, or Deleting a Time Delay

7 4 * MASTER CODE # (####) 0 0 # (###)

LENGTH OF TIME DELAY # (###) LENGTH OF TIME DELAY # ()

Note: The time delay period can be set anywhere from 1 to 99 minutes. An existing time delay can only be changed during an opening window period. To delete a time delay, enter the length of desired time delay as zero.

Creating a Time Delay Override Code

7 4 * MASTER CODE OR SUPERVISOR CODE # (####)

9 # (###) NEW TIME DELAY OVERRIDE CODE # (###) NEW TIME DELAY OVERRIDE CODE # (###)

Note: The Time Delay Override Code only works if Time Delay Override is turned on and the lock has a time delay period programmed. If the lock is already using time delay, the time delay override code can only be created during an opening window period.

Turning On Time Delay Override Function

4 6 * MASTER CODE # (#####) 1 for Dual Control TDO or 2 for Single Control TDO # (###) 1 for Dual Control TDO or 2 for Single Control TDO # (###)

Note: Type 1 override requires entry of any valid lock code to start the time delay followed by entry of the Time Delay Override Code within one minute to open the lock. Type 2 override simply requires entry of the Time Delay Override Code to open the lock immediately.

Turning Off Time Delay Override Function

4 6 * MASTER CODE # (#####) 0 # (###) 0 # (###)

Note: The Time Delay Override Code (PIN 9) will be automatically deleted.



SARGENT AND GREENLEAF®

Turning Duress On/Off

3 8 * MASTER CODE # (####) 1 for ON or 0 for OFF # (###) 1 for ON OR 0 for OFF # (###)

Note: Duress function requires an optional duress module and connection to a central alarm system. When turned on, only User Codes 2 and 3 are available. User Codes 4 – 8 are disabled. User Code 9 will be available to use if time delay override is not enabled. Loss of User Codes when duress is enabled is required to meet EN1300 specifications for this product.

Note for the following five programming sequences: Manager / Employee Access Mode is a reversible mode of operation within the Multiple-User configuration.

Turn On and Turn Off Manager / Employee Access Mode

3 2 * MASTER CODE # (####) 2 (ON) OR 1 (OFF) # (###) 2 (ON) OR 1 (OFF) # (###)

Note: Lock is in a disabled state immediately after Management/Employee mode is turned on. It returns to regular multiple-user mode when turned off.

Enabling and Disabling the Lock in Manager / Employee Access Mode

5 5 * MASTER CODE OR SUPERVISOR CODE # (####) or (##)

Note: The lock emits 4 quick beeps to indicate 'Enabled' or 2 quick beeps to indicate that it is 'Disabled.'

Setting User Disable Permission in Manager / Employee Access Mode

5 6 * MASTER CODE # (####) 1 # (###) 1 # (###)

Note: In this mode, any user code can be used to "Disable" the lock by using the sequence.

Disabling the Lock by User Code in Manager / Employee Access Mode

5 5 * ANY USER CODE # (####)

Note: The lock emits 2 quick beeps to indicate that it is "Disabled."

Manager / Employee Access Mode

5 6 * MASTER CODE # (####) 0 # (###) 0 # (###)

Note: In this mode, only the holder of the Master Code or Supervisor code can "Disable" the lock.

Note: If you have the 8 digit MRC, use the following instruction to recover or reset a master code.

Reset or Recover the Master Code by using the Management Reset Code (MRC)

6 7 * MANAGEMENT RESET CODE # (####) NEW 6-DIGIT MASTER CODE # (###) NEW 6-DIGIT MASTER CODE # (###)

Note: Codes are automatically deleted when the Management Reset Code is used. These include the Time Delay Override Code, Supervisor Code, and all User Codes. Not affected are the time delay period, opening window period, duress function, or lock access mode.

FCC Compliance 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.

To comply with FCC's and Industry Canada's RF radiation exposure limits for general population/uncontrolled exposure, this device must be installed to provide a separation distance of at least 20cm from all persons. This device must not be co-located or operating in conjunction with any other antenna or transmitter.

NOTE: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

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

Industry Canada Statement

This device complies with Industry Canada license-exempt RSS standard(s). Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.

L'émetteur/récepteur exempt de licence contenu dans le présent appareil est conforme aux CNR d'Innovation, Sciences et Développement économique Canada applicables aux appareils radio exempts de licence.

L'exploitation est autorisée aux deux conditions suivantes : 1) L'appareil ne doit pas produire de brouillage; 2) L'appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible d'en compromettre le fonctionnement

This Class B digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

CAN ICES-3 (B)/NMB-3(B)



The Bluetooth® word mark and logos are registered trademarks owned by Bluetooth SIG, Inc. and any use of such marks by Sargent and Greenleaf, Inc. is under license. Other trademarks and trade names are those of their respective owners.