ASERIES™

ACCESS MANAGEMENT SYSTEM

MODELS 6128 AND 6129

Programming and Operations Guide

The Sargent & Greenleaf Models 6128 and 6129 are designed to provide a high level of security combined with flexible features that allow multiple levels of control over normal operations and service access. Follow these instructions carefully to get the best possible use from your lock.

INTRODUCTION

- ASERIES electronic safe locks incorporate sophisticated electronic circuitry. These locks are suitable for indoor use only.
- The keypad should only be cleaned with a soft, dry cloth. Avoid the use of solvents or liquids.
- Never attempt to lubricate the lock or keypad components.

  Service should only be performed by a qualified technician.
- Anytime the keypad is removed from its mounting base, either disconnect the lock cable or support the keypad so that it does not hang by the cable. This could adversely affect the cable connector or the keypad receptacle.
- Each time a button is pressed and the lock accepts the input, it emits a “beep,” and the LED on the keypad lights momentarily.
- All the letters of the English alphabet are displayed on the keypad. This allows you to devise numeric, alphanumeric, or word-based codes. Use whatever approach works best for you.
- All codes end with #. This signals the lock that you have finished entering all digits of the code.
- Personal data which can be directly related to a code holder, such as a birthdate, should not be used in making up a lock code. Avoid codes which can be easily guessed.
- After the lock is changed to a new code, the lock function must checked by locking and unlocking it several times with the container door open. Make sure it functions correctly before closing the door.

Note: This lock has been Listed by Underwriters Laboratories for use with the following S&G keypad(s):
6120-0XX, 61KP-1XX, 61KP-2XX

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MODEL 6128/6129 ELECTRONIC LOCK

Programming and Operations Guide

1.1 — Security Hierarchy

The Model 6128 ATM banking lock system operates in a Bank Mode only, Service Mode only, or both Bank and Service Mode simultaneously.

***Bank Mode Only** - Bank users have local control of user PIN positions and codes, and programming through the keypad.*

***Service Mode Only -** Requires the "Lock Management System" for programming Touch Memory Keys and generating one-time use Operation codes for service users. Bank User PIN codes are disabled.*

***Bank and Service Mode -** Bank users have local control of PIN positions and codes, and limited keypad programming commands. The "Lock Management System" controls Bank mode optional features and is used for programming Touch Memory Keys and generating one-time use codes.*

1.2 — About Your Locking System

The Model 6128/6129 Comptronic™ Electronic Lock has the following hardware components:

6128 /6129 Motorized lock — *housed within the safe. Provides for Bank and Service modes of operation.*

Keypad — *on front of safe door. This is a 12-key alphanumeric keypad used to enter PIN codes and programming commands.*

Keypad Extension Base — *Installed under the keypad. This is required when using the lock's Service Mode operation or audit trail function. The extension base provides a green LED to indicate "Status 1", and a red LED to indicate "Status 2" and a yellow LED to indicate "Mode" of lock operation. The extension base also provides a port for communication with Touch Keys.*

Duress Module (optional) — *Housed within the safe. this module must be connected to the lock to use the duress alarm feature.*

Each time you press a number, letter, or other character on the keypad, it beeps and the keypad's red LED flashes. If there is no beep or LED flash, check the batteries and try again (See section 2.10 — ***Changing the Batteries****).*

The # key acts as an enter function and must be used after each code entry.

*The * key is used with Programming Command Codes. It may also be used to clear the keypad if there is an input error, by entering the * key twice.*

> **IMPORTANT:** *The lock responds with different beep sequences to indicate different conditions. The beeps are indicated in the examples by the symbol ♪ For example, five beeps are indicated by ♪♪♪♪♪ Always wait for each set of beeps to end before entering another number or letter or you will interrupt the lock's instructions.*

1.3 — Factory Default Settings

The 6128/6129 is shipped from Sargent & Greenleaf with factory default settings:

- *Bank Mode — enabled / no time restriction.*
- *Multiple User Mode — enabled*
- *Time Delay — zero (0) minutes*
- *Duress — disabled*
- *Audit download — enabled*
- *Set Date / Time — enabled*

Positions 00, 02, and 10 have default PIN Codes set at the factory:

PIN Position Description	PIN Position	Default PIN Code
Programmer Code	*00*	*123456*
Officer Code	*02*	*020202*
User Code	*10*	*101010*

Programmer Code (PC) *can only set-up the operating parameters of the lock and download the audit trail data.* **The Programmer Code cannot open the safe.**

Bank User Group consists of up to 16 PIN Code positions; 2 Officers and 4 Administrators who manage the lock programs and up to 10 Users who open and close the lock.

If the lock still has the original S&G factory default settings, you can open the lock by entering a PIN position and PIN Code, which makes up an 8-digit User code, followed by the # key.

The lock is set to default to Multiple User mode which allows opening of the lock by entering any valid code other than the Programmer Code. (See 3.3 ***Setting Access Mode****).*

(If lock does not open and beep patterns were heard after pressing the # key, reference section 2.3.1 "Beep Patterns" to identify condition.)

We recommend that Users change their PIN Codes immediately after the PIN positions are assigned (Section 3.1).

2.1 — Bank User Group, PIN Positions, and User Codes

2.1.1 — Bank User Group

Bank User Group is the factory default and is always active in each lock (unless disabled under Service Mode operation). The Bank User Group has an access hierarchy of Officers (PIN positions 02 and 03), Administrators (PIN positions 04, 05, 06 and 07), and Users (PIN positions 10 through 19). See Tables A&B beginning on the next page for access privileges.

Bank User Group can be configured to operate in three different User access modes.

- ***Multiple User mode*** *— any valid code for the lock (other than the Programmer Code) can be used to open it.*
- ***Manager / Employee mode*** *— the Officers or Administrators enable/disable the access privilege of individual User Codes. When in this mode the officer and Administrator Codes do not open the lock.*
- ***Dual Control mode—*** *two independent User Codes are needed to open the lock. Officer and Administrator Codes can be used to open the lock in this mode.*

2.2 — PIN Positions and Access Responsibilities

This section defines each PIN position and the respective User functions as summarized in Tables A & B.

PIN position 00, the Programmer position, can only configure the lock and download the audit trail. The Programmer cannot open any locks. The Programmer Code is used in conjunction with the Lock Management System to initiate the command to set the lock into Service Mode of operation.

Each User is assigned a 2-digit PIN (Personal Identification Number) position and a 6-digit PIN Code. The PIN position identifies the type of User (Programmer, User, etc.) The PIN Code allows the User to access the lock. Together these two codes form the 8-digit User Code. Each User can change his own PIN Code but not his PIN position.

Users will always enter both their PIN position and their PIN Code, followed by the # key.

	PIN POSITION	PIN CODE	
Example:	*02*	*020202*	*#*

Table A: *Programmer Code*

Pin Position	Position Description	Activity
00	*Programmer Code*	• *Used for initialization of Service Mode with command 54.*
		• *Used in conjunction with other codes for commands 28,32,38,73,74, and 78.*
		• *Cannot open lock.*
		• *Cannot add/delete other PIN Codes.*
		• *Can change its own PIN code.*
		• *Send duress alarm (when programmed).*

Table B: *Bank User Group*

PIN Position	Position Description	Access
02 - 03	*Officers*	• *Open the lock (except when Manager/Employee Mode is enabled).*
		• *Enable and disable Users in Manager/Employee Mode.*
		• *Add new Users (requires a second valid User Code).*
		• *Delete Users (requires a second valid User Code).*
		• *Start time delay (when programmed).*
		• *Send duress alarm (when programmed).*
		• *Can be a valid second User Code for Dual Control and programming.*
		• *Change their own PIN Code.*
04 - 07	*Administrators*	• *Open the lock (except when Manager/Employee Mode is enabled).*
		• *Enable/disable Users in Manager/Employee Mode.*
		• *Delete Users (requires a second valid User Code).*
		• *Start time delay (when programmed).*
		• *Send duress alarm (when programmed).*
		• *Can be a valid second User Code for Dual Control and programming.*
		• *Change their own PIN Code.*
10 - 19	*Users*	• *Open the lock*
		• *Start time delay (when programmed).*
		• *Send duress alarm (when programmed).*
		• *Provide second User Code for programming.*
		• *Change their own PIN Code.*

2.3 — Beep Patterns

The following table lists the beep patterns that will be heard when using the 6128/6129 lock. (KEB = Keypad Extension Base, SM = Service Mode Use).

2.3.1 — Beep Patterns *(beep[1] is the sound emitted when any single button is pressed; beep[2] is pitched lower)*

Action/Condition	Tone & Keypad LED	KEB LED (if present)	Duration
Normal condition	*-*	*-*	*-*
Each Keystroke	*1 beep[1]*	*-*	*1 cycle*
Low Battery	*2 beep[1]*	*Red*	*5 cycles*
Battery too low	*20 beep[1]*	*Red*	*1 cycle*
Start Time Delay	*3 quick beep[1]*	*Red*	*1 cycle*
Time Delay Countdown	*1 beep[1]*	*Red*	*Every 10 sec*
Time Delay Expired	*10 quick beep[1]*	*Green*	*1 cycle*
Open Window Countdown	*2 beep[1]*	*Green*	*Every 6 sec.*
Bolt Extension	*1 beep[2] + 1 beep[1]*	*Red*	*1 cycle*
Code input - Lock in penalty time (10 minute duration)	*2 brap*	*Red (+ Amber if SM)*	*1 cycle*
Code input - Lock Disabled	*2 beep[2]*	*Red*	*1 cycle*
Lock ID	*4/5 beep[1] + 4 beep[2] + 4 beep[1]*	*Green*	*1 cycle*
Duress Investigation	*1 beep[1] + 1 beep[2]*	*Red*	*14 cycles*
Enable lock (mgr/emp mode)	*4 beep[1]*	*Green*	*1 cycle*
Disable lock (mgr/emp mode)	*2 beep[2]*	*Red*	*1 cycle*
Access to program modes	*5 beep[1]*	*Green*	*1 cycle*
Program argument confirmation	*3 beep[1]*	*Green*	*1 cycle*
Program complete	*3 beep[1]*	*Green*	*1 cycle*
First user entry - dual control	*4 beep[1]*	*Red*	*1 cycle*
Mode 77 - PIN used	*1 beep[2]*	*Red*	*1 cycle*
Mode 77 - PIN empty	*1 brap*	*Red*	*1 cycle*
Access granted	*3 beep[1]*	*Green (+ Amber if SM)*	*1 cycle*
Wrong input/Access denied	*1 brap*	*Red (+ Amber if SM)*	*1 cycle*
Lock Bolt Bound and Unable to Move	*4 brap*	*Red*	*1 cycle*

2.3.2 — Additional Actions/Conditions for Bank Mode with Keypad Extension

Action/Condition	Tone & Keypad LED	KEB LEDs	Duration
Audit download initiated	*3 beep[1]*	*Green (+ Amber if SM)*	*1 cycle*
Audit download complete	*3 beep[1]*	*Green (+ Amber if SM)*	*1 cycle*
Audit download error	*1 brap*	*Red (+ Amber if SM)*	*1 cycle*
Valid touch key read/write	*3 beep[1]*	*Green (+ Amber if SM)*	*1 cycle*
Touch key read/write error	*1 brap*	*Red (+ Amber if SM)*	*1 cycle*
Clock battery too low	*2 brap*	*Red/Green alternate*	*2 cycles*

2.3.3 — Additional Actions/Conditions for Service Mode

Action/Condition	Tone & Keypad LED	KEB LEDs	Duration
Lockout initiated	*3 brap*	*Red + Amber*	*1 cycle*
Service Mode initiated		*Amber*	*Duration of SM Activity*
Prompt user for input	*1 beep[1]*	*Amber + flash Green*	*1 cycle - flash until timeout*
Secure condition — prompt user	*3 beep[2] + 2 beep[1]*	*Amber + flash Green*	*1 cycle - flash until timeout*
Lock initialization successful	*1 beep[1]*	*Green + Amber*	*1 cycle*
Lock initialization failed	*2 brap*	*Red + Amber*	*1 cycle*

2.4 — User Access Modes and Opening the Lock

Multiple User — *The lock can be opened by entering any valid code other than the Programming Code. If time delay is activated, any valid code (except the Programming Code) can be entered to start the time delay. Then any valid code (except the Programming Code) can be entered during the opening window to open the lock.*

Manager/Employee — *The Group Officers or Administrators enable/disable the access by the User Codes. When in this mode the Group Officer and Administrator Codes do not open the lock.*

To enable your lock in Manager/Employee mode

Enter: Your 2-digit Officer/Administrator PIN position
Your 6-digit Officer/Administrator PIN Code
 # ♪♪♪♪

Lock is enabled for use by User PIN positions.

To disable your lock in Manager/Employee mode

Enter: Your 2-digit Officer/Administrator PIN position
Your 6-digit Officer/Administrator PIN Code
 # ♪♪

Lock is disabled for use by User PIN positions.

Dual Control —*Two valid codes are required to make any programming changes or to open the lock. These may be either User or Officer/Administrator Codes. The second code must be entered within 60 seconds after entry of the first code. If time delay is activated, only one code is required to start the time delay, but both codes must be entered during the opening window to open the lock.*

Time Delay —*The lock may be programmed with a time delay from 0 - 99 minutes with an opening window of 1minute to 10 minutes.*

If your lock does not use the time delay

Enter: Your 2-digit PIN position
Your 6-digit PIN Code
 # ♪♪♪
After the beeps, turn the safe handle to the unlocked position within 6 seconds.

If your lock uses the time delay

Enter: Your 2-digit PIN position
Your 6-digit PIN Code
#
♪♪♪

The pre-set time delay period begins after you enter your code. During the time delay period, the lock beeps once every 10 seconds. At the end of the time delay, the lock will beep rapidly 10 times to signal the start of the opening window, the period during which you can open the lock.

During the opening window, the lock beeps twice every 6 seconds. You must now:

Enter: Your 2-digit PIN again
Your 6-digit User Code again
#
♪♪♪

2.5.— Keypad Input Errors and Clearing the Lock

*If you make a mistake while entering a User Code, press * twice at any time to clear the lock and start over. If you hear a single long beep after entering the # key you have made an error. Press * key twice to clear and try again, or you can wait 10 seconds and the lock will clear itself.*

> **CAUTION:** *During normal entry, don't wait more than 10 seconds between entries or the lock will clear and you will have to start over.*

2.6 — Penalty Time (Bank Mode)

If you enter 5 incorrect codes in a row, the lock goes into a 10-minute penalty time and cannot be opened. Once in penalty time, additional input does not affect the lock or increase the penalty time. You must wait 10 minutes before any valid code entry will be accepted. If you enter a code (valid or invalid) during the lockout time period, the lock will emit two long beeps and will not open.

2.7 — Lockout (Service Mode)

In the unlikely event that the lock is put into penalty time five times in a row, the lockout function will engage. When you attempt to enter a code, the lock will emit three braps, but will not operate. The lock will have to be reset with a red management key. Contact your lock software administrator or dispatcher for the proper key and code.

2.8 — Bolt Extension Indicator

When the lock bolt extends to the locked position, you will hear one double-beep (low then high pitch).

2.9 — Low Battery Indicator

If you enter a correct User Code and hear 5 double-beeps when the lock opens, the batteries are low. Change the batteries.

If the batteries are so low the lock can't work properly, the lock beeps 20 times when a User code is entered. The lock will not open. Change the batteries right away and re-enter a User code to open the lock.

The 9V batteries are located behind the keypad.

2.10 — Changing the Batteries

The lock will not lose any codes or program settings while you replace the batteries.

Your lock uses two 9-volt alkaline batteries. We recommend Duracell® alkaline batteries.

To change the batteries, carefully remove the keypad housing by lifting the bottom edge (closest to the S&G logo) and easing it off the base. Detach both batteries from the terminals. Insert the new batteries, supporting the top of each battery holder with your other hand to prevent bending or breaking the holder.

2.11 — iButton Touch Key

The touch key allows you to transfer the audit trail from the lock to your computer. The audit trail is a time and date stamped record of all lock activity. The touch key is also used in the authorization of Service Mode Users at the lock.

The Sargent & Greenleaf Lock Management System software or S&G's Audit Manager software must be installed on your computer before you can upload and use the audit trail information stored in your lock. For more instructions on downloading the audit trail see Section 3.2.

These programming commands allow you to perform a variety of lock functions.

Command	Description/Function
2 2 *	Change PIN Code.
2 8 *	Download the Audit Trail – Optional in Service Mode.
3 2 *	Select Access Mode.
3 8 *	Enable/Disable Duress – Duress Module required.
4 3 *	Identify the type of lock.
5 4 *	Lock initialization – Service Mode function.
5 7 *	Microprocessor Reset
7 3 *	Set date. (Bank Mode only)
7 4 *	Add or delete User PIN Codes & Set Time Delay.
7 7 *	Verify PIN position.
7 8 *	Set time. (Bank Mode only)

3.1 — Command 22: Changing a PIN Code

Use Command 22 to change your own PIN Code. Always change codes with the safe door open. When changing a User Code, you will enter both the 2-digit PIN position and the 6-digit PIN Code. The PIN position does not change.

*To change a PIN Code, perform the following 4 steps (A PIN Code can contain any numbers/letters except # or *):*

Step 1. *Enter:* ***2 2 ****

Step 2. *Enter:* *2-digit PIN position*
Current 6-digit PIN Code
#
♪♪♪♪♪

Step 3. *Enter:* *2-digit PIN position*
New 6-digit PIN Code
#
♪♪♪

Step 4. *Enter:* *2-digit PIN position again*
New 6-digit PIN Code again
#
♪♪♪

Try the new PIN Code at least three times to confirm operation before closing the safe door.

3.2 — Command 28: Audit Download

The 6128/29 Lock Audit Trail can store as many as 400 time and date events. Some examples of events are:

- *Adding or deleting a User code.*
- *Changing a code.*
- *Opening or closing the lock. (Bank and Service Mode Users)*
- *Programming commands, such as setting the date. (Bank and Service Mode Users)*

The audit trail can be downloaded to a Touch Memory key and uploaded to a computer using the Sargent and Greenleaf Comptronic Lock Management System software. Complete instructions are provided with the software.

To download the Audit Trail, perform the following 4 steps:

Step 1. *Enter:* ***2 8 ****

Step 2. *Enter: 2-digit Programmer PIN position (00)*
6-digit PIN Code followed by #

Step 3. *Enter: 8 digit cipher code and # as described in the Lock Management software instructions.*

Step 4. *Press the silver face of the Touch Memory Key into the corresponding port (the round depression) on the keypad extension. The touch key will snap into place and will be retained.*

The yellow LED will remain on while the audit trail is downloading to the Touch Memory Key. This takes about 20 seconds.

The lock beeps 3 times ♪♪♪ when the download is complete.

If you hear an error beep (one long continuous beep), the audit trail was not downloaded properly. You must start the download over, beginning with Step 1.

After you've successfully downloaded the audit trail information into the Touch Key, follow the Lock Management System instructions provided with the Lock Management System software to upload the data to your computer.

3.3 — Command 32: Setting the Access Mode

The lock may be set for Multiple User, Manager/Employee, or Dual Control Modes.

Multiple User *— The lock can be opened by entering any valid code, except for the Programming Code.*

Manager/Employee *— The Group Officers or Administrators enable/disable the access of individual User Codes. When in this mode, the Group Officer and Administrator Codes do not open the lock.*

Dual Control — *Two valid User Codes are required to make any programming changes or to open the lock. These may be either User or Manager Codes. The second code must be entered within 60 seconds after entry of the first code. If time delay is activated, only one code is required to start the time delay, but both codes must be entered during the opening window to open the lock.*

Enable the Manager/Employee Mode

The lock may be enabled for Manager/Employee mode by performing the following 5 steps:

Step 1. *Enter:* ***3 2 ****

Step 2. *Enter: 2-digit Programmer PIN position (00)*
6-digit PIN Code # ♪ ♪ ♪ ♪ ♪

Step 3. *Enter: A valid 2-digit Officer or Administrator PIN position (02-07)*
6-digit PIN Code # ♪ ♪ ♪ ♪ ♪

Step 4. *Enter:* ***2*** *(Function Number) # ♪ ♪ ♪*

Step 5. *Enter:* ***2*** *(Function Number) # ♪ ♪ ♪*

The lock now requires input of a Management code to enable the User codes.

Enable the Dual Control Mode

The lock may be set for Dual Control mode operation by performing the following 5 steps:

Step 1. *Enter:* ***3 2 ****

Step 2. *Enter: 2-digit Programmer PIN position (00)*
6-digit PIN Code # ♪ ♪ ♪ ♪

Step 3. *Enter: A valid 2-digit Officer or Administrator PIN position (02-07)*
6-digit PIN Code # ♪ ♪ ♪ ♪ ♪

Step 4. *Enter:* ***3*** *(Function Number) # ♪ ♪ ♪*

Step 5. *Enter:* ***3*** *(Function Number) # ♪ ♪ ♪*

The lock is now set in Dual Control mode requiring two valid User or Management codes to gain access.

Enable the Multiple User Mode

The lock may be enabled for Multiple User mode by performing the following 5 steps:

Step 1. *Enter:* ***3 2 ****

Step 2. *Enter: 2-digit Programmer PIN position (00)*
6-digit PIN Code # ♪ ♪ ♪ ♪ ♪

Step 3. *Enter: A valid 2-digit Officer or Administrator PIN position (02-07)*
6-digit PIN Code # ♪ ♪ ♪ ♪ ♪

Step 4. *Enter:* ***4*** *(Function Number) # ♪ ♪ ♪*

Step 5. *Enter:* ***4*** *(Function Number) # ♪ ♪ ♪*

3.4 — Command 38: Setting the Duress Alarm Feature

The model 6128/6129 lock has an optional duress, or silent alarm, option. The optional duress module must be connected to the lock and your alarm system for this feature to work.

Using the Duress Alarm Feature

To send a duress alarm to the alarm center, enter a User Code that is one number higher or lower on the last digit of a User's normal PIN Code and press the # key.

For example, if the normal User Code is 123456 for PIN position 02, the User can activate the duress alarm by entering 02123455 or 02123457, followed by #. If the User Code ends in 0, use 1 or 9 to activate the duress alarm. The lock will operate normally when a Duress code is entered.

All User Codes can send the duress signal at any time. It can also be sent during programming sequences.

Enable the Duress Alarm Feature

After the lock is installed with the module, the duress feature must be enabled by performing the following 5 steps:

Step 1. *Enter:* ***3 8 ****

Step 2. *Enter:* *2-digit Programmer PIN position (00)*
6-digit PIN Code
 # ♪♪♪♪♪♪

Step 3. *Enter:* *A valid 2-digit Officer or Administrator PIN position (02-07)*
6-digit PIN Code
 # ♪♪♪♪♪♪

Step 4. *Enter:* *1 (Function Number)*
 # ♪♪♪

Step 5. *Enter:* *1 (Function Number)*
 # ♪♪♪

The lock can now send a duress signal through the interface module.

Disabling the Duress Alarm Feature

The duress feature can be disabled without disconnecting the duress module, by performing the following 5 steps:

Step 1. *Enter:* ***3 8 ****

Step 2. *Enter:* *2-digit Programmer PIN position (00)*
6-digit PIN Code
 # ♪♪♪♪♪♪

Step 3. *Enter:* *A valid 2-digit Officer or Administrator PIN position (02-07)*
6-digit PIN Code
 # ♪♪♪♪♪♪

Step 4. *Enter:* *0 (Function Number)*
 # ♪♪♪

Step 5. *Enter:* *0 (Function Number)*
 # ♪♪♪

3.5 — Command 43: Identifying the Type of Lock

At times, a service technician may need to know what type of lock is mounted on the safe door.

To identify the lock, perform the following 2 steps:

Step 1. *Enter:* ***4 3 ****

Step 2. *Listen for the three sets of beeps. Use the table below to determine the type of lock.*

Beep Set	Number of Beeps	Number of Beeps
1st set (high pitch)	*4*	*5*
2nd set (low pitch)	*4*	*4*
3rd set (high pitch)	*4*	*4*
Type of Lock	*6128: Deadlocking Bolt*	*6129: Push/Pull Bolt*

3.6 — Command 54: Lock Initialization for Service Mode Use

Command 54 is used to set the lock to Service Mode. The Sargent & Greenleaf Lock Management Software System is required to create a programming touch key that is used in conjunction with the ***54**** *command to program the lock for Service mode use. See Section 4.1 for* ***Lock Initialization*** *instructions.*

3.7 — Command 57: Microcontroller Reset

This command is used to reset the microcontroller inside the lock without removing power. Simply press ***5 7 ****. *The keypad extension LEDs will all flash momentarily. No code or programming information in the lock will be altered.*

3.8 — Command 73: Set Date - Bank Mode Only

You must set the date in order to use the audit trail function. The date should be entered in DDMMYY format, where DD = day, MM = month, and YY = year. The Date should be set prior to initializing the lock for Service Mode use. To set the date, perform the following 5 steps:

Step 1. *Enter:* ***7 3 ****

Step 2. *Enter: 2-digit Programmer PIN position (00)*
6-digit PIN Code
 # ♪ ♪ ♪ ♪ ♪

Step 3. *Enter: 2-digit Officer or Administrator PIN position (02-07)*
6-digit PIN Code
 # ♪ ♪ ♪ ♪ ♪ *(continued on next page)*

Step 4. *Enter:* *Date in DDMMYY format*
#
♪♪♪

Step 5. *Enter:* *Confirm date by entering it again in DDMMYY format*
#
♪♪♪

Example

To set the date as July 4, 2000 (using the factory default Codes):

Step 1. *Enter:* ***7 3 ****

Step 2. *Enter:* ***0 0***
1 2 3 4 5 6 #
♪♪♪♪♪

Step 3. *Enter:* ***0 2***
0 2 0 2 0 2 #
♪♪♪♪♪

Step 4. *Enter:* ***0 4 0 7 0 0 #***
♪♪♪

Step 5. *Enter:* ***0 4 0 7 0 0 #***
♪♪♪

3.9 — Command 74: Add or Delete Code Positions

Add a New User Position

To add or delete User positions, perform the following 5 steps:

Step 1. *Enter:* ***7 4 ****

Step 2. *Enter:* *2-digit Officer PIN position (02 or 03)*
6-digit PIN Code
#
♪♪♪♪♪

Step 3. *Enter:* *A valid 2-digit PIN position (Officer, Administrator, or User)*
6-digit PIN Code
#
♪♪♪♪♪

Step 4. *Enter:* *New 2-digit PIN position*
A 6-digit PIN Code
#
♪♪♪

Step 5. *Enter:* *New PIN position again to confirm*
6-digit PIN Code again to confirm
#
♪♪♪

After a User has been assigned a PIN position and a PIN Code, we recommend that each User change his or her PIN Code using Command 22.

Example

*Add PIN position 14 (using the factory default codes). Note that for the new User you can assign any PIN Code as long as it does not contain * or # as one of the digits.*

Step 1. *Enter:* ***7 4 ****

Step 2. *Enter:* ***0 2***
0 2 0 2 0 2 #
♪♪♪♪♪

Step 3. *Enter:* ***1 0***
1 0 1 0 1 0 #
♪♪♪♪♪

Step 4. *Enter:* ***1 4***
1 4 1 4 1 4 #
♪♪♪

Step 5. *Enter:* ***1 4***
1 4 1 4 1 4 #
♪♪♪

The User should now change his PIN Code using Command 22.

Delete a User

To delete a User you only need to know his 2-digit PIN position and perform the following 5 steps.

Step 1. *Enter:* ***7 4 ****

Step 2. *Enter:* *2-digit Officer or Administrator PIN position.*
6-digit PIN Code
#
♪♪♪♪♪

Step 3. *Enter:* *A valid 2-digit PIN position (Officer, Administrator, or User)*
6-digit PIN Code
#
♪♪♪♪♪

Step 4. *Enter:* *2-digit PIN position to be deleted*
#
♪♪♪

Step 5 *Enter:* *2-digit PIN position again to confirm*
#
♪♪♪

Example

Delete the User for PIN 14.

Step 1. *Enter:* ***7 4 ****

Step 2. *Enter:* ***0 2***
0 2 0 2 0 2 #
♪♪♪♪♪

Step 3. *Enter:* ***1 0***
1 0 1 0 1 0 #
♪♪♪♪♪ *(continued on next page)*

Step 4. *Enter:* ***1 4 #***
♪♪♪

Step 5. *Enter:* ***1 4 #***
♪♪♪

3.10 — Command 74: Setting Up the Time Delay

Time Delay Feature — Bank Mode only

The 6128/6129 can be programmed with a time delay feature. Time delay applies to Bank Users only.

The time delay can be set from 0 to 99 minutes. The LED red light on the keypad flashes and a single beep sounds every 10 seconds as a reminder that the lock is in the time delay period. When the time delay expires, the lock emits 10 rapid beeps to indicate that it can now be opened. During this opening window the lock beeps and the LED flashes twice every 6 seconds.

The opening window factory default is set for 2 minutes, and the opening window can be set from 1 to 10 minutes.

To open the lock, a User must enter a his or her User Code to start the time delay period, wait the length of the time delay period and then enter a valid User Code during the opening window. If the lock is not opened during the open window period, it automatically resets and the process must be repeated.

The 6128/6129 comes from the factory with no time delay set.

NOTES:

1. *If the time delay has already been set, changes to the opening window and time delay duration can only be made during the opening window.*
2. *Use Command 74* to set both the time delay and the opening window. Enter the respective function number 00 or 01, for the desired setting.*

IMPORTANT: *Do* **not** *set the time delay until you have finished all other programming functions or you will have to wait through the time delay before making any other programming changes.*

Set time delay duration

If the time delay has already been set, enter a User Code to start the time delay. When the time delay expires (the lock emits 10 rapid beeps) and the opening window has begun, immediately proceed to change the time delay by performing the following 6 steps:

Step 1. *Enter:* ***7 4 ****

Step 2. *Enter:* *2-digit Programmer PIN position (00)*
6-digit PIN Code
#
♪♪♪♪♪

Step 3. *Enter:* *A valid 2-digit Officer or Administrator PIN position (02-07)*
6-digit PIN Code
#
♪♪♪♪♪ *(continued on next page)*

Step 4. Enter: **00** (Function Number)
#
♪♪♪

Step 5. Enter: Time delay minutes (0-99)
#
♪♪♪

Step 6. Enter: Time delay minutes again (0-99)
#
♪♪♪

Example

To set the time delay to 10 minutes:

Step 1. Enter: **7 4***

Step 2. Enter: **0 0** (PC 2 digit position)
1 2 3 4 5 6 # (PC 6 digit Code)
♪♪♪♪♪

Step 3. Enter: **0 2** (valid 2 digit pin position)
0 2 0 2 0 2 # (6 digit pin Code)
♪♪♪♪♪

Step 4. Enter: **0 0 #** (Function Number)
♪♪♪

Step 5. Enter: **1 0 #** (Number of Minutes Time Delay)
♪♪♪

Step 6. Enter: **1 0 #** (Number of Minutes Time Delay)
♪♪♪

To eliminate the time delay period, simply enter zero (0) for the time delay minutes.

Changing the opening window duration

If the time delay has already been set, enter a User Code to start the time delay. When the time delay expires (the lock emits 10 rapid beeps) and the opening window has begun, immediately proceed to set the opening window minutes by performing the following 6 steps:

Step 1. Enter: 7 4 *

Step 2. Enter: 2-digit Programmer PIN position (00)
6-digit PIN Code
#
♪♪♪♪♪

Step 3. Enter: A valid 2-digit Officer or Administrator PIN position (02-07)
6-digit PIN Code
#
♪♪♪♪♪ (continued on next page)

Step 4. *Enter:* ***0 1*** *(Function Number)*
#
♪♪♪

Step 5. *Enter: Opening window minutes (1-10)*
#
♪♪♪

Step 6. *Enter: Opening window minutes again (1-10)*
#
♪♪♪

Example

To set the opening window to 5 minutes:

Step 1. *Enter:* ***74****

Step 2. *Enter:* ***0 0*** *(PC 2 digit pin position)*
1 2 3 4 5 6 # *(PC 6 digit pin Code)*
♪♪♪♪♪

Step 3. *Enter:* ***0 2*** *(Valid 2 digit pin position)*
0 2 0 2 0 2 # *(6 digit pin Code)*
♪♪♪♪♪

Step 4. *Enter:* ***0 1 #*** *(Function Number)*
♪♪♪

Step 5. *Enter:* ***5 #*** *(Number of Minutes For Opening Window)*
♪♪♪

Step 6. *Enter:* ***5 #*** *(Number of Minutes For Opening Window)*
♪♪♪

If time delay has not been previously set, the setting of time delay may begin immediately upon input of the correct code sequence.

3.11 — Command 77: PIN Position Verification

Use this code to verify that a User has been assigned to a PIN position. For example, it will tell you whether PIN 07 has a PIN Code in this position. In order to manage the PIN User Codes, the attached ***PIN Code Position Verification Worksheet*** *is recommended (see page 23).*

Step 1. *Enter:* ***7 7 ****

Step 2. *Enter: PIN position to be verified and #*

One long beep means no Code is set for that position. One short beep means a Code is set.

3.12 — Command 78: Set Time – Bank Mode Only

You must set the time in order to use the audit trail function. The time should be set in HHmm format based on a 24-hour clock, where HH = hours and mm = minutes. The time should be set prior to initializing the lock for Service Mode use. The time is to always be set in the local standard time for use in Service Mode. Local standard time must be set even though daylight savings time may be in effect. To set time perform the following 5 steps:

Step 1. *Enter:* ***7 8 ****

Step 2. *Enter:* *2-digit Programmer PIN position (00)*
6-digit PIN Code
#
♪♪♪♪♪

Step 3. *Enter:* *2-digit Officer or Administrator PIN position (02-07 PIN positions only)*
6-digit PIN Code
#
♪♪♪♪♪

Step 4. *Enter:* *Time in HHmm format*
#
♪♪♪

Step 5. *Enter:* *Time in HHmm format again to confirm*
#
♪♪♪

Example

To set the time as 3:15 p.m., becoming 15:15 (using the factory default Codes):

Step 1. *Enter:* ***7 8 ****

Step 2. *Enter:* ***0 0***
1 2 3 4 5 6 #
♪♪♪♪♪

Step 3. *Enter:* ***0 2***
0 2 0 2 0 2 #
♪♪♪♪♪

Step 4. *Enter:* ***1 5 1 5 #***
♪♪♪

Step 5. *Enter:* ***1 5 1 5 #***
♪♪♪

PIN CODE POSITION VERIFICATION WORKSHEET		
Position	**Description**	**Code Set**
		Yes/No
00	*Programmer*	
02	*Officer*	
03	*Officer*	
04	*Administrator*	
05	*Administrator*	
06	*Administrator*	
07	*Administrator*	
10	*User*	
11	*User*	
12	*User*	
13	*User*	
14	*User*	
15	*User*	
16	*User*	
17	*User*	
18	*User*	
19	*User*	

4.1 — Service Mode Initialization

To successfully operate the lock in Service Mode requires that the lock first be initialized for Service operation. The 6128 keypad extension base with the Touch key reader and three LED indicators is required to be connected to the lock for proper operation.

To initialize the lock for Service mode operation, a management touch key must be prepared by the primary service company's Lock Management Software system. Instructions for the preparation of the initialization touch key can be found in the Lock Management System operating instructions.

The management touch key is used in conjunction with a keypad command to set the lock in the initialization mode. Lock initialization is the only Service Mode operation that is not date and time dependent.

Since all Service Mode functions are date and time dependent, it is important to set the proper date and time in the lock for proper operation. It is recommended that prior to lock initialization, the date and time first be set in the lock using the procedures outlined in Section 3.8 & Section 3.12. It is important that the time set in the lock always be set to the local standard time at the lock's location. (If the lock is located in an area that observes daylight savings time and daylight savings time is presently being observed, then the time must be adjusted back one hour in the lock's settings).

The process used to initialize the lock is as follows:

Step 1. *Set the date & time using the procedures outlined in Sections 3.7 & 3.11.*

Step 2. *Place the programmed Management touch key in the reader on the keypad extension.*

Step 3. *Enter: 54 * 00 123456 # (the default Programmer Code or the current Programmer Code)*

Step 4. *The Amber "Mode" indicator will illuminate indicating acknowledgement of the request.*

Step 5. *The Amber "Mode" light on the keypad extension base will remain lit during the initialization process. This will take approximately 45 seconds to complete.*

Step 6. *Upon the successful completion of the initialization process, the Green "Status 1" indicator will flash and the keypad will emit three beeps. If the initialization fails for any reason, the Red "Status 2" indicator will illuminate and the lock will emit one long beep.*

Step 7. *The touch key can then be removed and returned to the Lock Management System to confirm that the lock was successfully initialized.*

Step 8. *The lock is now ready to be assigned to an ATM and respond to Service mode operations.*

NOTE: *An initialization touch key can only be used once before being returned to the Lock Management System to be reprogrammed.*

4.2 — Service Mode Operation

Service mode operations require the input of a Service User's four digit PIN code, an eight digit operation code, and presentation of a valid Service touch key. The presentation of the PIN, operation code, and the touch key must be made to the lock during the date and time window specified by the system operator when the operation code was generated.

The process to be utilized by the Service User at the lock in performing a Service Mode operation is:

Step 1. *Insert the User touch key into the reader port on the keypad extension*

Step 2. *Input the User four digit PIN code and press the # key.*

Step 3. *Input the eight digit operation code supplied by the Lock Management System software and and press the # key.*

The lock will respond by illuminating the Amber "Mode" indicator to acknowledge the Service mode request and will then process the requested operation.

If the operation is verified and allowed by the lock, the response will be three Green "Status 1" indicator flashes along with three beeps. If the request is denied, the Red "Status 2" indicator will be used in conjunction with a beep pattern to notify the User of the failure. Reference page 9, Section 2.3 ***Beep Patterns*** *to identify the failure condition.*

Step 4. *The touch key may be removed if the operation is complete. If the operation was to access the lock, the lock will now be unlocked and access can be made. The User has approximately six seconds from the indication of the acceptance of the operation code to open the door before the lock will automatically attempt to re-lock.*

Step 5. *When access is granted the lock will continue to monitor its "unsecured" status. When the door is closed and the lock is "secured," the User will be prompted to present the touch key to the reader a second time to capture a "secure" code from the lock.*

The Amber "Mode" indicator will be illuminated and the Green "Status 1" indicator will flash in conjunction with a periodic beep. This will prompt the User to present the touch key. The User will have approximately four minutes to present the touch key before the lock resets.

When the secure code is successfully captured by the User's touch key, the lock will flash the Green "Status 1" indicator and emit three beeps. The touch key may now be removed.

If the User's touch key is not presented to capture the secure code, the User's touch key will be disabled from further operation and will require an operation code to be issued from the Lock Management System to re-enable the touch key.

NOTE: *The recommended procedure is for the User to leave the touch key in the reader for the duration of the access and securing of the door or to place the touch key back in the reader prior to securing the door.*

4.3 — Service Mode Operation Codes

Service Mode operation codes may only be generated by the Lock Management System for locks that have been previously initialized. The Operation codes are eight digits in length and will be valid for only one use. If the operation code is not used, the code will expire at the end of the time window specified by the operator of the Lock Management System at the time the code was generated.

Each operation code is specific to the lock being addressed, the user, his four digit PIN code, the touch key being presented, the request being made, and the date and time the code is valid.

4.3.1 — Access Lock:

The lock management software can create an eight-digit code for use by both Users and Management Users. It is valid for only one use at the specified lock within the specified time window.

Example

Step 1. *User places his touch key in reader.*

Step 2. *User inputs his four digit PIN and presses the # key.*

Step 3. *User inputs the eight digit operation code and presses the # key.*

Step 4. *Lock illuminates Amber "Mode" indicator during processing of code.*

Step 5. *Lock indicates successful result with Green "Status 1" indicator and three beeps.*

Step 6. *Lock is unlocked. User may open the door and perform the desired function.*

Step 7. *When the door is closed, the lock prompts the user to present the touch key to capture the secure code.*

Step 8. *User places touch key in reader. Lock indicates successful transfer of "secure" code to touch key with Green "Status1" indicator and three beeps.*

Step 9. *User removes touch key.*

4.3.2 — Program Bank Features:

This is a management only operation code that is used to set the bank operational features of the lock. This code does not open the lock.

- *The programmable features that may be set with this code are:*
- *Bank mode enabled or disabled.*
- *Time window of operation for bank users if enabled.*
- *Access to audit log through bank operations.*

Example

Step 1. *User places his management touch key in reader.*

Step 2. *User inputs his four digit PIN and presses the # key.*

Step 3. *User inputs the eight digit operation code and presses the # key.*

Step 4. *Lock illuminates Amber "Mode" indicator during processing of code.* *(cont.)*

Step 5. *Lock indicates successful result with Green "Status 1" indicator and three beeps.*

Step 6. *User removes touch key.*

4.3.3 — Download Audit Log:

This is a management only operation code that is used to download the audit log of the lock. This code does not open the lock. The lock's entire audit log is transferred to the touch key for uploading and reporting at the Lock Management System.

Example

Step 1. *User places his management touch key in reader.*

Step 2. *User inputs his four digit PIN & and presses the # key.*

Step 3. *User inputs the eight digit operation code and presses the # key.*

Step 4. *Lock illuminates Amber "Mode" indicator during processing of code.*

Step 5. *The Amber "Mode" indicator will remain illuminated during the transfer of the audit data to the touch key. This step takes approximately 15 seconds.*

Step 6. *At the successful completion of the audit data transfer the lock will flash the Green "Status 1" indicator and emit three audible beeps.*

Step 7. *User removes touch key.*

4.3.4 — Reset User Touch Key:

This operation code may be created for Users and Management Users to reset the users touch key in the event that the user did not successfully capture the "secure" code from the previous transaction. This code does not open the lock.

Example

Step 1. *User places his touch key in reader.*

Step 2. *User inputs his four digit PIN and presses the # key.*

Step 3. *User inputs the eight digit operation code and presses the # key.*

Step 4. *Lock illuminates Amber "Mode" indicator during processing of code.*

Step 5. *At the successful completion of the reset touch key operation, the lock will flash the Green "Status 1" indicator and emit three audible beeps.*

Step 6. *User removes touch key.*

4.3.5 — Using the Duress Alarm Feature:

The optional duress module must be connected to the lock and your alarm system for this feature to work. A duress alarm is sent by entering a valid 5-digit PIN and entering the 4th PIN digit twice, followed by any valid operation code. If your PIN is 1234 and your operation code is 12345678, you would enter 12344# 12345678#. This would send the duress signal, store a duress event in the touch key audit trail, and store a duress event in the lock audit trail.

4.3.6 — Set Clock Calendar:

This is a management only operation code that is used to reset the clock calendar setting inside the lock. This code operates under specific parameters that are detailed in the Lock Management System instructions. When this code is used, the lock will derive the date information from the management touch key, however the time must be input through the keypad by the user. The time should be set in HHmm format based on a 24-hour clock, where HH = hours and mm = minutes. It is important to note that the time to be set is the local standard time at the lock location. This code will not open the lock.

Example

Step 1. *User places his touch key in reader.*

Step 2. *User inputs his four digit PIN and presses the # key.*

Step 3. *User inputs the eight digit operation code and presses the # key.*

Step 4. *Lock illuminates Amber "Mode" indicator during processing of code*

Step 5. *At the successful completion of the processing the lock will flash the Green "Status 1" indicator and emits five audible beeps.*

Step 6. *User inputs new time on keypad in HHmm format and presses the # key*

Step 7. *Lock responds with Green "Status 1" indicator and emits three audible beeps.*

Step 8. *User inputs time on keypad (HHmm) and presses the # again to confirm*

Step 9. *Lock responds with Green "Status 1" indicator and emits three audible beeps.*

4.3.7 — Reset Lockout:

This is a management only operation code. This operation is used to reset the lock once it is set in a lockout mode due to excessive unauthorized attempts to operate the lock with invalid operation codes or bank user PIN codes. This code will not open the lock.

Example

Step 1. *User places his management touch key in reader.*

Step 2. *User inputs his four digit PIN and presses the # key.*

Step 3. *User inputs the eight digit operation code and presses the # key.*

Step 4. *Lock illuminates Amber "Mode" indicator during processing of code.*

Step 5. *At the successful completion of the reset operation, the lock will flash the Green "Status 1" indicator and emit three beeps.*

Step 6. *User removes touch key.*

4.3.8 — Revoke Dispatcher:

This is a management only operation code that is used to transfer the identity of a subcontractor system to the locks table in order to prevent the subcontractor from performing any subsequent operations at the lock. This code will not open the lock. To reinstate the revoked dispatcher requires an "Add Dispatcher" command.

Example

Step 1. *User places his management touch key in reader.*

Step 2. *User inputs his four digit PIN and presses the # key.*

Step 3. *User inputs the eight digit operation code and presses the # key.*

Step 4. *Lock illuminates Amber "Mode" indicator during processing of code.*

Step 5. *At the successful completion of the reset operation, the lock will flash the Green "Status 1" indicator and emit three beeps.*

Step 6. *User removes touch key.*

4.3.9 — Add Dispatcher:

This is a management only operation code that is used to reset the privileges of a subcontractor system that was previously revoked using the revoke a dispatcher code. This code will not open the lock.

Example

Step 1. *User places his management touch key in reader.*

Step 2. *User inputs his four digit PIN and presses the # key.*

Step 3. *User inputs the eight digit operation code and presses the # key.*

Step 4. *Lock illuminates Amber "Mode" indicator during processing of code.*

Step 5. *At the successful completion of the reset operation, the lock will flash the Green "Status 1" indicator and emit three audible beeps.*

Step 6. *User removes touch key.*

4.3.10 — Un-install Lock:

This is a management only operation code that is used to return the lock to its default Bank Operating Mode. Once this operation code is successfully performed, no new Service Mode operations are possible until the lock is initialized for Service Mode again.

Example

Step 1. *User places his management touch key in reader.*

Step 2. *User inputs his four digit PIN and presses the # key.*

Step 3. *User inputs the eight digit operation code and presses the # key.*

Step 4. *Lock illuminates Amber "Mode" indicator during processing of code.*

Step 5. *At the successful completion of the reset operation, the lock will flash the Green "Status 1" indicator and emit three audible beeps.*

Step 6. *User removes touch key.*

Appendix A. Specifications

Below are the specifications for the Comptronic Models 6128 and 6129 electronic safe locks and 61KP keypads.

Lock dimensions
- *Width: 2.4 inches (62 mm)*
- *Height: 1.1 inches (30 mm)*
- *Length: 3.32 inches (84 mm)*

Keypad dimensions
- *4 inches diameter (101 mm)*
- *Height: 1.44 inches (36 mm)*

Weight
- *1 pound (450 g)*
- *Housing/base: 0.7 pound (320 g)*
- *Module: 1 pound (450 g*

Shipping weight
- *2.75 pounds (1250 g)*

Finish
- *Case: Black paint*
- *Cover: Black paint*
- *Keypad: Satin chrome plated (standard)*

Power
- *Two (2) 9-volt alkaline batteries in keypad (Duracell recommended)*

Battery life
- *Approximately 5000 openings (based on use of Duracell alkaline batteries)*
  Note: *Use of time delay will decrease battery life.*

Low battery detection
- *Beep/LED flash feedback from keypad (5 double beeps/flashes)*

Operating temperature
- *32° to 120° F (0° to 50° C)*
  Keep batteries fresh when operating at lower temperatures

WARRANTY
Comptronic Model 6128/6129 Electronic Safe Lock And Model 61KP Keypad
Limited Warranty

Seller warrants that for two (2) years from the date of shipment from Seller's point of manufacture, the goods will be free from defects in material and workmanship, provided the goods are normally and properly used according to the Seller's written instructions.
THIS WARRANTY IS EXPRESSLY MADE IN LIEU OF ANY AND ALL OTHER WARRANTIES, EXPRESS OR IMPLIED. S & G DOES NOT WARRANT THAT THE GOODS ARE MERCHANTABLE OR FIT FOR ANY PARTICULAR PURPOSE EXCEPT AS EXPRESSLY PROVIDED HEREIN.
Seller's entire liability and Buyer's exclusive remedy in the event that the goods do not conform to the foregoing warranty shall be Seller's repair or replacement of the goods (including payment of freight costs to and from point of manufacture). This warranty does not apply to batteries or damage from battery leakage.
SELLER SHALL HAVE NO LIABILITY FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT OR SPECIAL DAMAGES. SELLER DOES NOT WARRANT ITS LOCK PRODUCTS TO BE IMPERVIOUS TO FORCIBLE OR SURREPTITIOUS ENTRY, AND SELLER SHALL HAVE NO LIABILITY FOR DAMAGE TO OR LOSS OF PROPERTY SOUGHT TO BE PROTECTED BY ANY SUCH LOCK.

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