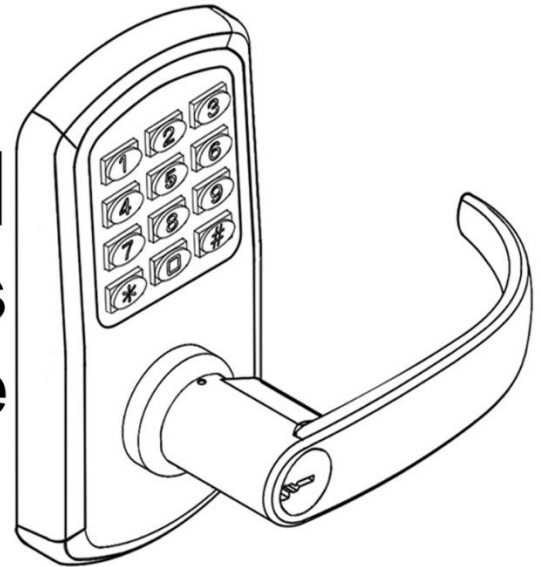


TownSteel e-Elite 2900 Series Programming Guide



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Definitions

- **Code Length:** Length of Master Code defines the length of all other codes. Length of codes can be 4, 5, or 6 digits. Master Code and User Codes must be the same length.
- **LED Indicator:** LED indicators are located at the top outside of the lock. Lock flashes both green and red LED dependent on user inputs.
- **Master Code:** Code used to program and unlock the lock. Factory Default Setting Master Code is 12345 - this must be changed before programming the lock. Multiple locks can have same Master Code.
- **Manager Code:** A single lock can have a maximum of 5 Manager Codes. Manager Codes can program User Codes under the same group. Manager Codes can be programmed using function 51, 52, 53, 54, and 55.
- **User ID:** Two-digit Identification numbers for User Codes. Each User Code must have a User ID (00-99).
- **User Code:** Codes used to unlock the lock. User Codes are programmed by the Master or Manager Code. Lock can have a maximum of 100 User Codes. Function 02 programs User IDs and their User Codes.
- **Service Code (One-time User Code):** Code that allows one-time entry per code. Service Code is automatically deleted after it has been used. Lock can have a maximum of 5 Service Codes simultaneously active.
- **Passage Mode:** Mode that keeps the lock unlocked until it is disabled. Factory Default Setting has this mode disabled. Function 40 enables Passage Mode and Function 41 disables Passage Mode
- **Pass Time:** Period that a lock stays in unlocked position after a valid code is entered. Factory Default Setting Pass Time is 5 seconds. Function 42 adjusts Pass Time from 2 to 20 seconds.
- **Sound:** Keypad sound is enabled by Default Factory Setting. Disabling the sound affects general operation and programming of the lock. Function 73 disables sound and Function 71 enables Sound.
- **Penalty Time (Keypad Anti-Tamper Lockout Time):** Period that a lock stays in locked position after it reaches its max number of incorrect code entries. During Penalty Time, no other codes will be accepted. Factory Default Settings' Penalty Time is 60 seconds after 3 invalid tries. Function 92 adjusts Penalty Time from 0 (disabled) to 90 seconds after 0 (disabled) to 9 tries. This is used to prevent unauthorized entry.
- **Privacy Function:** designed to allow access to individuals with user codes & service codes. The lock will typically be used for rooms needing privacy from others such as bathrooms, rest areas and meeting rooms.
- **Group Function:** A group is defined by the first and last location of User ID's programmed into a Manager Code. Manager Code programs User Codes under the same group. Group Function may be enabled or disabled by Master Code. Manager Code may program all User Codes if Group Function is disabled.

Factory Default Settings

Master Code: 12345

Passage Mode: Disabled

Pass Time: 5 seconds

Sound: Enabled

Lock Status Indicator: Enabled

Penalty Time (Keypad Anti-Tamper Lockout Time): 60 seconds after 3 Invalid Code Entries

Important Notes

- Master Code must be changed from Factory Default Setting before programming any other codes.
- Manufacturer assumes no liability, direct or indirect, due to failure to change Master Code.
- Pressing the Star (*) key will cancel any on-going program sequence or code input.
- Pressing the Pound (#) key starts programming.
- Programming can be done only if the lock is locked unless in passage mode.
- Replacing batteries does not change existing settings.
- During programming, green LED indicator indicates success and the red LED indicator indicates failure.
 - One green LED flash and 2 short beeps occurs after each program sequence. (●)
 - Two green LED flashes and 2 beeps (one short beep and one long beep) occur at the end of each successful program sequence (●●).
 - One red LED flash and 1 long beep indicates failure during program sequence.
- The red LED will flash 0.5 second (with one long beep) after an invalid code is entered.
- It is important to maintain track of user IDs and Codes used in the system to use certain features.
- The length of the Master Code defines the length of all other codes. The length of the Master Code cannot be changed to other lengths unless factory default settings are restored (lock is reset).

Disclaimer - *The Codes used in the following examples are not recommended for actual valid codes. Accepted protocol should be followed for secure codes. Repeated strings of numbers are not secure.*

Privacy Function Information - IMPORTANT

Privacy Function Default Mode: (Door Normally Locked - Factory Default)

The privacy feature is designed to allow access to individuals with user codes & service codes. The lock will typically be used for rooms needing privacy from others such as bathrooms, rest areas and meeting rooms (Factory Default).

To unlock the lock the user must use a Master/Sub-Master/Manager/User/Service code. Once inside, the user presses the button and automatically disables the keypad from allowing another user code or service code to enter for a pre-programmed amount of time. The red LED on the exterior of the lock will blink indicating that the room is occupied. When the initial user exits, the lock is automatically set back into the original locked mode and allows access to any valid code. The privacy time-out duration can be pre-programmed by the installer (default time is 10 minutes). The privacy time-out duration can be programmed to disable user/service codes from 1- 99 minutes or can be set to indefinite. All user codes and service codes are disabled when the privacy feature is active. Master, Sub-Master, Manager Codes or a key can always override this lockout feature.

Privacy Function Passage Mode: (Door Normally unlocked - Programmable through keypad) See page 8 – Passage Mode

Configuring the lock into passage mode will initially provide a normally unlocked (passage mode) state. Once inside, the user presses the button and automatically disables the keypad from allowing another user code or service code to enter for a pre-programmed amount of time. The red LED on the exterior of the lock will blink indicating that the room is occupied. When the initial user exits, the lock is automatically set back into the original passage mode and remains unlocked until the passage mode is disabled. The privacy time-out duration can be pre-programmed by the installer (default time is 10 minutes). The privacy time-out duration can be programmed to disable user/service codes from 1- 99 minutes or can be set to indefinite. All user codes and service codes are disabled when the privacy feature is active. Master, Sub-Master, Manager Codes or a key can always override this lockout feature.

Change Master Code

Key Sequence

[#] [Master Code] • [01] • [1-digit Code Length] • [New Master Code] • [New Master Code] ••

- *For example*, to change Master Code to “5555”, Press: [#] [12345] • [01] • [4] • [5555] • [5555] ••
- The 3 options for the 1-Digit Code Lengths are 4, 5 or 6.
- The length of the Master Code defines the length of all other codes. It cannot be changed to other lengths unless factory default settings are restored. In order to do any programming, you must change the Master Code from the default settings.

Sub-Master Code

Add/Change Sub-Master Code

Key Sequence

[#] [Master Code] • [11] • [New Sub-Master Code] • [New Sub-Master Code] ••

Note: Sub-Master code has access to all functions except being able to change master code and reset lock to factory settings.

Manager Codes

Add a Manager Code

Key Sequence

[#] [Master Code/Sub-Master Code] • [Enter 2-Digit Manager ID] • [New Manager Code] • [First 2-Digit User ID Location] • [Last 2-Digit Last Location] ••

- *For example*, to add Manager code “8888” with Manager ID 51 which manages User ID’s 01-10, Press [#] [5555] • [51] • [8888] • [01] • [10] ••
- Up to 5 Manager Codes can be programmed. Use 2-digit Manager Code ID’s 51, 52, 53, 54, or 55.
- The 2-Digit First Location and 2-Digit Last Location sets the group of User Codes that the Manager ID will manage.
- *For example*, the first location (01) and last location (10) will give the Manager ID 51 control over every User Code with an ID between 01 and 10, including 01 and 10.
- 2-Digit first and last locations cannot overlap with another Manager Code’s 2-Digit first and last locations.

Add Codes

Add a User Code

Key Sequence

- [#] [Master Code/Sub-Master Code or Manager Code] • [02] • [2-digit User ID] • [New User Code] ••
- *For example*, to add User Code of “2010” with User ID 01, Press: [#] [5555] • [02] • [01] • [2010] ••

Add Multiple User Codes

Key Sequence

- [#] [Master Code/Sub-Master Code or Manager Code] • [02] • [2-digit User ID] • [New User Code] ••
- [Second 2-digit User ID] • [Second New User Code] •• ... *And so forth*
- *For example*, to add User Codes “2020”, “2030” and “2040” with User ID 10, 11, and 12 respectively, Press: [#] [5555] • [02] • [10] • [2020] •• [11] • [2030] •• [12] • [2040] ••
 - Input of additional User Codes must start before the green LED indicator stops flashing (8 Seconds) otherwise start process from the beginning.

Add a Service Code

Key Sequence

- [#] [Master Code/Sub-Master Code or Manager Code] • [Enter Service Code ID] • [Enter Service Code]
-
- *For example*, to add Service Code 1 “9999”, Press [#] [5555] • [21] • [9999] ••
 - Up to 5 Service Codes can be programmed. Use Service Codes ID’s 21, 22, 23, 24, or 25.
 - Service Codes are one-time use Codes that will be deleted after each use
 - You can Program all 5 Service Code ID’s to the same code, *i.e.* “9999” giving that code 5 total uses before expiring.

Delete Codes

Delete a Code

Key Sequence

- [#] [Master Code/Sub-Master Code or Manager Code] • [03] • [2-digit User ID] ••
- *For example*, to delete User Code “2040” with User ID “04”, Press: [#] [5555] • [03] • [04] ••

Delete a Manager Code

Key Sequence

- [#] [Master Code/Sub-Master Code] • [Enter 2-Digit Delete Code] ••
- *For example*, to delete Manager Code 51, Press [#] [5555] • [61] ••
 - Up to 5 Manager Delete Code ID’s 61, 62, 63, 64, or 65.
 - All Manager Codes have their own corresponding Delete Code 61 = 51, ... 65 = 55

Delete All Manager Codes

Key Sequence

- [#] [Master Code/Sub-Master Code] • [60] • [60] ••
- *For example*, to delete all Manager Codes, Press [#] [5555] • [60] • [60] ••

Delete a Service Code

Key Sequence

- [#] [Master Code/Sub-Master Code or Manager Code] • [Enter Service Delete Code ID] ••
- *For example*, to delete Service Code 1, Press [#] [5555] • [31] ••
 - Up to 5 Service Delete Code ID’s, 31, 32, 33, 34, or 35
 - All Service Codes have a corresponding Delete Code ID, 31 = 21 ... 35=25

Delete All Service Codes

Key Sequence

- [#] [Master Code/Sub-Master Code or Manager Code] • [30] • [30] ••
- *For example*, to delete all Service Codes, Press [#] [5555] • [30] • [30] ••

Disable/Enable a Code

Disable a User Code

Key Sequence

- [#] [Master Code/Sub-Master Code or Manager Code] • [04] • [2-digit User ID] ••
- *For example*, to disable User Code “2030” with User ID “03”, Press [#] [5555] • [04] • [03] ••
 - Manager Code can only disable users under its location group.

Enable a User Code

Key Sequence

- [#] [Master Code/Sub-Master Code or Manager Code] • [05] • [2-digit User ID] ••
- *For example*, to enable User Code “2030” with User ID “03”, Press [#] [5555] • [05] • [03] ••
 - Manager Code can only enable users under its location group.

Disable/Enable all User Codes

Disable all User Codes

Key Sequence

- [#] [Master Code/Sub-Master Code or Manager Code] • [06] ••
- *For example*, to disable all Users Codes, Press [#] [5555] • [06] ••
 - All User Codes are disabled, and Service Codes are deleted.
 - If using Manager Code, all User Codes under that Manager Group are disabled.
 - Using Manager Code does not delete/disable Service Codes.

Enable all User Codes

Key Sequence

- [#] [Master Code/Sub-Master Code or Manager Code] • [08] ••
- *For example*, to enable all User Codes, Press [#] [5555] • [08] ••
 - All User Codes are enabled, and Service Codes must be re-programmed.
 - If Codes are disabled using Program 06 and a new User Code is subsequently added (or an existing Code changed), the new (or changed) User Code will automatically become enabled.
 - If group function is enabled and you use a Manager Code, only User Codes under that Manager Group are enabled.

Passage Mode

Enable Passage Mode

Key Sequence

[#] [Master Code/Sub-Master Code or Manager Code] • [40] ●●

Disable Passage Mode

Key Sequence

[#] [Master Code/Sub-Master Code or Manager Code] • [41] ●●

- Lock will stay in unlocked position until Passage Mode is disabled.
- Only the Master Code can enable or disable Passage Mode.

Pass Time

Key Sequence

[#] [Master Code/Sub-Master Code] • [42] • [2-digit XX seconds] ●●

- Pass Time changes to XX seconds and XX is programmable from 02 seconds to 20 seconds.

Enable Group Function (Factory Default)

Key Sequence

[#] [Master Code/Sub-Master Code] • [43] ●●

- *For example*, to Enable Manager Groups, Press [#] [5555] • [43] ●●
- Managers are restricted to controlling only the User Codes under their set Location Group.

Disable Group Function

Key Sequence

[#] [Master Code/Sub-Master Code] • [44] ●●

- *For example*, to Disable Manager Groups, Press [#] [5555] • [44] ●●
- Managers are not restricted to groups, can add/delete/enable/disable all User Codes.

Sound

Disable Keypad Sound – Sound Off

Key Sequence

[#] [Master Code/Sub-Master Code] • [73] ●●

Enable Keypad Sound – Sound On

Key Sequence

[#] [Master Code/Sub-Master Code] • [71] ●●

Privacy Time-out Duration

Key Sequence

[#] [Master Code/Sub-Master Code] • [84] • [2- digit time-out duration] ●●

- *For example*, to set the time-out duration to 20 minutes, Press [#] [5555] • [84] • [20]●
- Time out duration is the amount of time the privacy feature will remain enabled, factory default time is 10 minutes.
- To keep privacy feature on for an indefinite amount of time enter 00 as the 2 digit time-out duration.

Penalty Time (Keypad Anti-Tamper Lockout Time)

Adjust Penalty Time

Key Sequence

[#] [Master Code/Sub-Master Code] • [92] • [1-digit invalid codes entry] • [1-digit X0 seconds] ●●

- *For example*, to adjust Penalty Time for 70 seconds after 5 invalid entries, Press [#] [5555] • [92] • [5] • [7] ●●

Disable Penalty Time

Key Sequence

[#] [Master Code/Sub-Master Code] • [92] • [0] • [0] ●●

- Number of invalid User Codes can be programmed from 0 (disable) to 9.
- Penalty Time can be programmed from 10 seconds to 90 seconds, incremental in 10s (i.e. 9 = 90 seconds).

Code Location Function

Key Sequence

[#] [Master Code/Sub-Master Code or Manager Code] • [09] • [Enter Code to be located] ••

- *For example*, to find the location of code “2010”, Press [#] [5555] • [09] • [2010] •• [Keypad will light up 2-Digit Code Location] ••

If the code entered is recognized, the following sequence will occur:

- At the start of the Code Location Function, the lock will flash both the green and red LED and emit 2 beeps.
- The keypad will light the 2-digit User ID, one digit at a time, showing the User ID for the corresponding User code entered.
- To signify the end of the Code Location Function, the lock will flash both the green and red LED and emit 2 beeps.
- If there is no existing Code Location, then the lock will sound one long beep (0.5 sec) with a red LED.

Next Free User Code ID Locator

Key Sequence

[#] [Master Code/Sub-Master Code or Manager Code] • [10] ••

If a free user ID is recognized, the following sequence will occur:

- At the start of the Next Free User ID Location function, the lock will flash both the green and red LED and emit 2 beeps.
- The keypad will light the 2-digit User ID, one digit at a time, showing the next free user ID available for use.
- To signify the end of the Next Free User ID, the lock will flash both the green and red LED and emit 2 beeps.
- If no free address is found, then the lock will emit one long beep (0.5 sec) with a red LED.

Reset to Factory Default Settings

Reset to Factor Default Settings with a Master Code

Key Sequence

[#] [Master Code/Sub-Master Code] • [99] • [99] ●●

Reset to Factor Default Settings without a Master Code

1. Remove one battery.
2. Press and hold the “0” button, then replace the battery.
3. Release the “0” button after green LED flashes twice and lock beeps twice.
4. Within 3 seconds, press the star (*) key 3 times.
 - The green LED will light for 7 seconds and 2 beeps will sound.
 - The lock is reset to the Factory Default Settings. All programming is deleted. Master Code is 12345.

Low Battery Warning

When the battery voltage is low, the red LED will flash 5 times before the green LED flashes to signal acceptance of the code. Batteries should be changed as soon as this happens. Only 200 operations are allowed under low battery condition. After 200 operations, User Codes will be disabled under low battery condition. Then, only Master Code can be used to unlock the lock, and LED indicator will flash red 10 times before the lock is unlocked.

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