

# **KP Series Keypad Mortise Lock Installation & Programming Instructions**

A7373E

02/21

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## 1 Regulatory Compliance

Changes or modifications to this unit not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

### FCC:

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.

### Industry Canada:

This Class B digital apparatus meets all requirements of the Canadian Interference Causing Equipment Regulations. 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.

Cet appareillage numérique de la classe B répond à toutes les exigences de l'interférence canadienne causant des règlements d'équipement. L'opération est sujette aux deux conditions suivantes: (1) ce dispositif peut ne pas causer l'interférence nocive, et (2) ce dispositif doit accepter n'importe quelle interférence reçue, y compris l'interférence qui peut causer l'opération peu désirée.

This equipment complies with FCC radiation exposure limits set forth for an uncontrolled environment. This equipment should be installed and operated with minimum distance 20cm between the radiator and your body. This transmitter must not be co-located or operating in conjunction with any other antenna or transmitter.

Cet équipement est conforme aux limites d'exposition aux radiations de la FCC définies pour un environnement non contrôlé. Cet équipement doit être installé et utilisé à une distance minimale de 20 cm entre le radiateur et votre corps. Cet émetteur ne doit pas être co-localisé ou fonctionner en conjonction avec une autre antenne ou un autre émetteur.

Under Industry Canada regulations, this radio transmitter may only operate using an antenna of a type and maximum (or lesser) gain approved for the transmitter by Industry Canada. To reduce potential radio interference to other users, the antenna type and its gain should be so chosen that the equivalent isotropically radiated power (e.i.r.p.) is not more than that necessary for successful communication.

Conformément à la réglementation d'Industrie Canada, le présent émetteur radio peut fonctionner avec une antenne d'un type et d'un gain maximal (ou inférieur) approuvé pour l'émetteur par Industrie Canada. Dans le but de réduire les risques de brouillage radioélectrique à l'intention des autres utilisateurs, il faut choisir le type d'antenne et son gain de sorte que la puissance isotrope rayonnée équivalente (p.i.r.e.) ne dépasse pas l'intensité nécessaire à l'établissement d'une communication satisfaisante.

## 2 Warning



This product can expose you to lead which is known to the state of California to cause cancer and birth defects or other reproductive harm. For more information go to: [www.P65warnings.ca.gov](http://www.P65warnings.ca.gov).

Ce produit peut vous exposer au plomb qui, dans l'état de la Californie, est reconnu pour causer le cancer, des anomalies congénitales ou d'autres problèmes de reproduction.

Pour plus d'informations, visitez: [www.P65warnings.ca.gov](http://www.P65warnings.ca.gov).



Any retrofit or other field modification to a fire rated opening can potentially impact the fire rating of the opening, and SARGENT Manufacturing makes no representations or warranties concerning what such impact may be in any specific situation. When retrofitting any portion of an existing fire rated opening, or specifying and installing a new fire-rated opening, please consult with a code specialist or local code official (Authority Having Jurisdiction) to ensure compliance with all applicable codes and ratings.



To avoid possible damage from electrostatic discharge (ESD), some basic precautions should be used when handling electronic components:

- Minimize build-up of static by touching and/or maintaining contact with unpainted metal surfaces such as door hinges, latches, and mounting plates especially when mounting electronic components such as readers and controllers onto the door.
- Leave components (reader and controller) protected in their respective anti-static bags until ready for installation
- Do not touch pins, leads or solder connections on the circuit boards

### 3 General Description

The SARGENT KP Series Mortise Lock is designed for areas which require standalone authorized entry. It is a self-contained microprocessor-controlled keypad with non-volatile memory.

The keypad holds a total of 99 different user codes. User codes **01**, **02** and **03** are utilized for Master Code, Emergency Code and Supervisory Code, respectively.

This motorized 8200 mortise lock is operated by four (4) “C” **alkaline** batteries. SARGENT mortise locks are designed with quality components to provide high security, performance and durability.

### 4 Specifications

- Latchbolt - Stainless Steel
- Deadbolt - Stainless Steel
- Guardbolt - Stainless Steel, non handed
- Handed - Easily field reversible without disassembling the lock body
- Case - 12 gauge heavy duty wrought steel
- Outside lever controlled by keypad
- Inside lever retracts latchbolt and deadbolt
- Locks furnished for 1 3/4” doors. Can be furnished for other door sizes upon request. (Consult factory)
- UL Listed (3 hr.)
- Accepts size 41 (standard) and 42 (removable core) SARGENT mortise cylinders (KP8276 and KP8278)
- Key retracts latchbolt (KP8276 and KP8278)

### 5 Features

- Non-volatile memory
- Motor driven, battery-operated mortise lock
- Battery operated with (4) each “C” Alkaline
- Typical 40,000 operations per set of batteries
- Low battery alert – 4 chirps after code entry
- Option Code available to sound horn every time keypad is pressed
- External remote “request to enter” connector requires wire harness (52-2071)
- All programming done at keypad
- LED’s indicate valid or invalid entries
- Green LED indicates unlocked.
- Yellow LED indicates unit is in programming mode
- Flashing green and yellow LED’s indicate deadbolt thrown or lock set in passage mode
- 99 users total: (1) Master Code, (1) Emergency Code, (1) Supervisory Code, with the rest being standard codes, passage codes, or one time only codes
- Deadbolt switch inside mortise lock allows Emergency Code and Master Code users to gain entry when deadbolt is thrown
- Pharmacy ‘PHR’ Mode may be activated through keypad which denies entry to ALL users when deadbolt is extended. Entry when in PHR Lockout mode is through Key Override only.
- Operates utilizing any two to six digits per code. Digits may be repeated and codes may start with zero
- Adjustable unlock time
- Entry of three wrong User Codes disables all codes for ten seconds. Green LED flashes.
- Piezo horn can be heard with each keystroke or turned off by Master or Supervisory Code
- Last 15 transactions can be output to printer via Data Transfer Device (DTD)

**5 Features (continued)**

**KP8276**

- Deadbolt function
- Cylinder override provided

**KP8277**

- Deadbolt function
- No cylinder override

**KP8278**

- No deadbolt function
- Cylinder override provided

**KP8279**

- No deadbolt function
- No cylinder override

**Keypad**

- Tactile keypad made of Ultraviolet stable material
- Valid entry gives flashing green LED for duration of unlock time. Invalid entry gives no LED response.
- Green LED indicates unlocked. Yellow LED indicates unit is in programming mode.
- Yellow solid, green flashing = deadbolt thrown or lock in passage mode
- Flashing green and yellow LED's indicate deadbolt thrown or lock set in passage mode
- Infrared LED for transaction output. Provides last 15 valid codes.

**Items included in your KP8276/KP8278 Keypad Mortise Lock:**

- Outside Escutcheon with Keypad
- Outside Lever Handle Assembly
- Inside Lever Handle
- Mortise cylinder
- Inside Escutcheon with Circuit Board and Battery Pack
- Batteries (4 "C" alkaline)

**Items included in your KP8277/KP8279 Keypad Mortise Lock:**

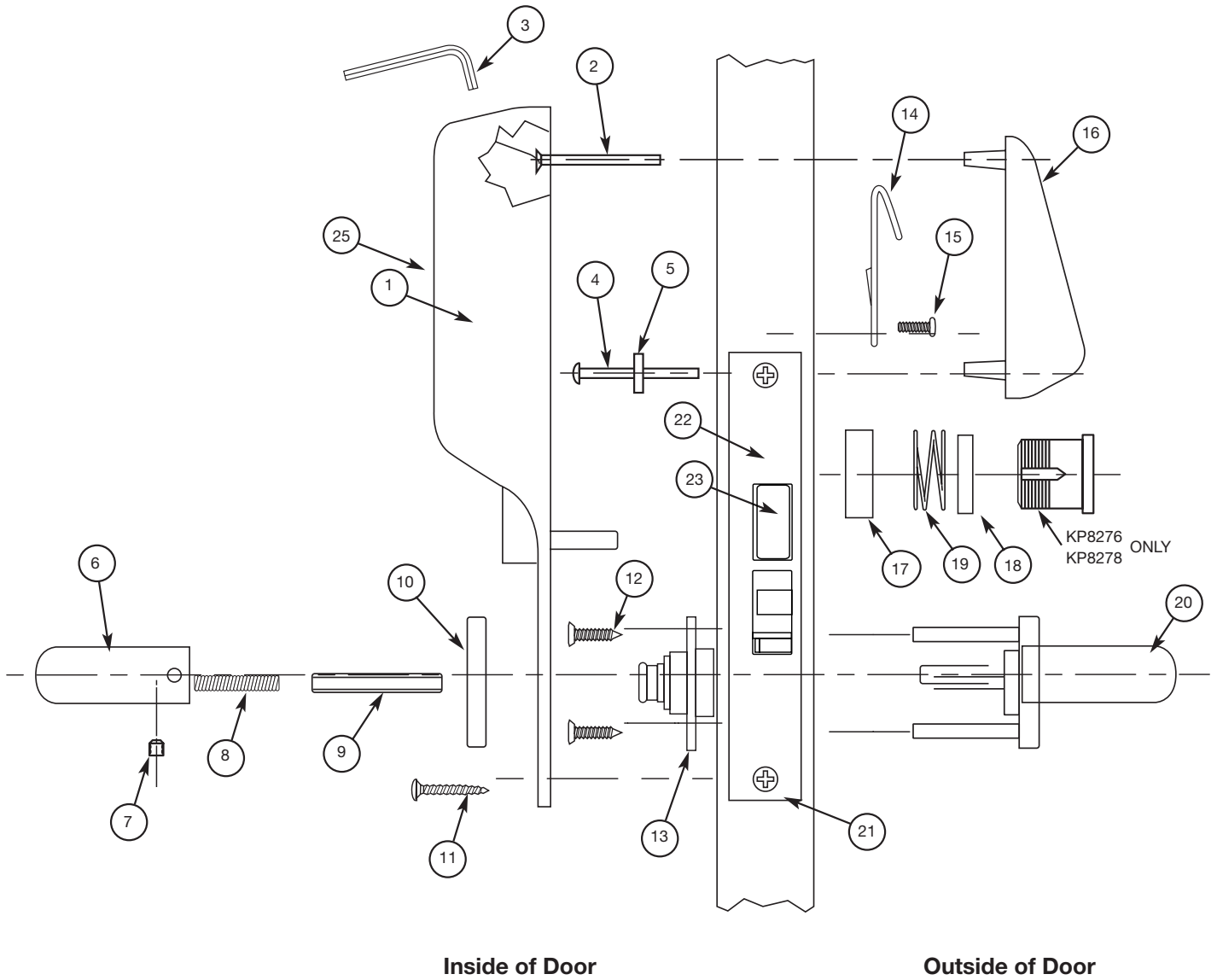
- Outside Escutcheon with Keypad
- Outside Lever Handle Assembly
- Inside Lever Handle
- Inside Escutcheon with Circuit Board and Battery Pack
- Batteries (4 "C" alkaline)

### 6 Parts Breakdown

#### KP Series Parts List

#### Tools Required (not supplied):

- #2 Phillips screwdriver
- Flat head screwdriver
- Security socket screw key 1/8" allen wrench



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**6 Parts Breakdown (Continued)**

Item	Part #	Description	Req.
1	01-0803	Battery Alkaline ("C" cell)	4
2	77-0168	#8-32UNC-2A x 1-7/8" PH FL HD Machine Screw	1
3	01-0297	Security Socket Screw Key (1/8") - not provided	1
4	01-9674	#8-32UNC-2A x 1-1/2" PH Machine Screw	1
5	01-9063	Washer	1
6	81-0467	Inside Lever (L.H.) A" Design	1
	81-0468	Inside Lever (R.H.) A" Design	1
	81-0490	Inside Lever B" Design	1
	81-0470	Inside Lever E" Design	1
	81-0471	Inside Lever F" Design	1
	81-4648	Inside Lever H" Design	1
	81-0447	Inside Lever J" Design	1
	81-0489	Inside Lever L" Design	1
	81-0513	Inside Lever P" Design	1
7	01-1472	Lever Handle Screw A, E, F & H (Lever)	1
	01-1174	Lever Handle Screw B, J, L, P & W (Lever)	1
8	82-0347	Handle Spring	1
9	82-0368	Spindle	1
10	81-0093	LN" Rose	1
11	01-4388	#8 x 1 Phillips Flat Head Screw	1
12	01-1495	#8-32 x 5/8 Machine Screw	2
13	82-3088	Inside Lever Adapter & Plate Assembly	1
14	52-0033	Fire Stop Plate	1
15	01-1500	#8 x 1/2 Pan Head Self Tapping Screw	2
16	52-2340	Outside Escutcheon & Keypad Assembly	1
17	77-0566	Cylinder Rosette (Size 41 Cylinder)	1
	13-0596	Cylinder Rosette (Size 42 Cylinder)	1
18	13-0489	Cylinder Ring (Size 41 Cylinder)	1
	13-0490	Cylinder Ring (Size 42 Cylinder)	1
19	13-0140	Compression Spring	1
20	OS-8276 x LNA	Outside Lever (R.H.) A" Design	1
		(L.H.) A" Design "	1
	OS-8276 x LNB	Outside Lever B" Design "	1
	OS-8276 x LNE	Outside Lever E" Design "	1
	OS-8276 x LNF	Outside Lever F" Design "	1
	OS-8276 x LNH	Outside Lever H" Design	1
	OS-8276 x LNJ	Outside Lever J" Design	1
	OS-8276 x LNL	Outside Lever L" Design	1
	OS-8276 x LNP	Outside Lever P" Design	1
	OS-8276 x LNW	Outside Lever W" Design "	1
	OS-8276 x LA	Outside Lever (R.H.) A" Design "	1
		(L.H.) A" Design "	
	OS-8276 x LB	Outside Lever B" Design "	1
	OS-8276 x LE	Outside Lever E" Design "	1
	OS-8276 x LF	Outside Lever F" Design "	1
	OS-8276 x LH	Outside Lever H" Design "	1
	OS-8276 x LJ	Outside Lever J" Design "	1
	OS-8276 x LL	Outside Lever L" Design	1
	OS-8276 x LP	Outside Lever P" Design "	1
OS-8276 x LW	Outside Lever W" Design	1	
21	01-1028	Outside Front #8-32x1/4 FL HD Screw	2
	01-2299	Lockbody Screws for Wood #12x1-1/4 FL HD (not shown)	2
	01-1019	Lockbody Screws for Metal #12-24x1/2 FL HD (not shown)	2
22	82-0084	Outside Front (KP8276 & KP8277)	1
	82-0081	Outside Front (KP8278 & KP8279)	1
23	82-3732	Lockbody Assembly (with deadbolt) (KP8276 & KP8277)	1
	82-3733	Lockbody Assembly (without deadbolt) (KP8278 & KP8279)	1
24	82-5154	Wire Harness Assembly (not shown)	
	82-5155	Wire Harness Assembly w/ Deadbolt (not shown)	
25	82-3730	Inside Escutcheon Assembly (Turn Lever-KP8276/KP8777)	1
26	82-3729	Inside Escutcheon Assembly (Hole Plug-KP8278/KP8779)	1
27	52-6085	Replacement Inside Controller Assembly Kit	1

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## 7 Installation Instructions

### Step #1 – Verify Hand and Bevel of Door

#### A. Verify Hand and Bevel of Door

Stand on outside/locked side of door when determining the door hand

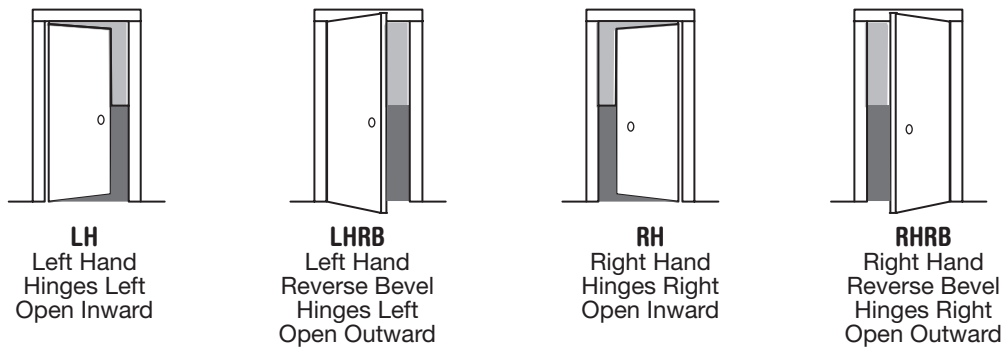


Fig. 1A

#### B. Prepare Door

- Prep door according to mortise door template A7367 and appropriate template:
- Manufacturer Door Template - 4514 (available at [www.sargentlock.com](http://www.sargentlock.com))

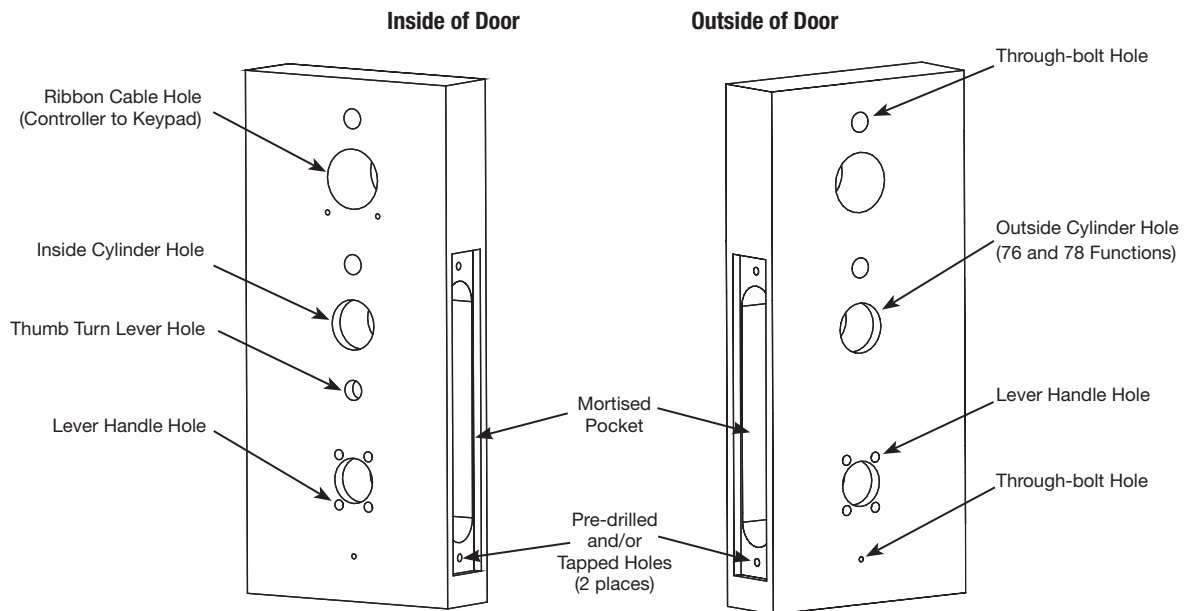


Fig. 1B Wood Door Preparation



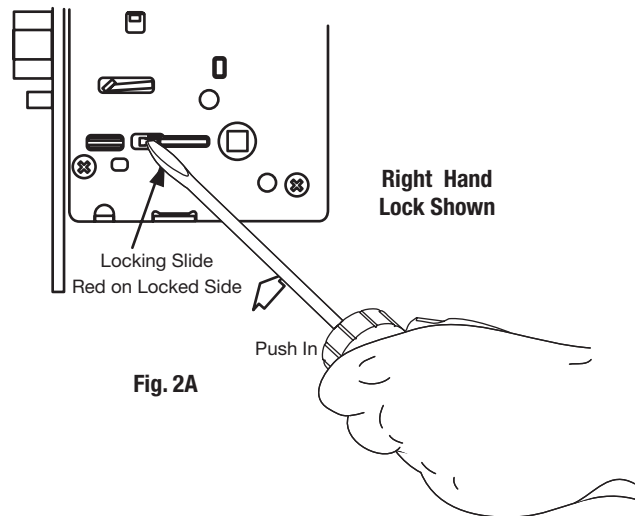
**Step #2 – Verify Hand and Bevel of Door**

**A. Reverse Lock Hand**

Red surface of locking piece must face the outside/locked side of door. To rotate locking piece (Fig. 2A):

1. Position lock body with red surface of locking piece visible.
2. Insert blade type screwdriver into locking piece slot to rotate locking piece toward back of lock body.
3. Rotate the locking piece 180° until RED surface is on opposite side.

Note: Red indicates locked side (outside).



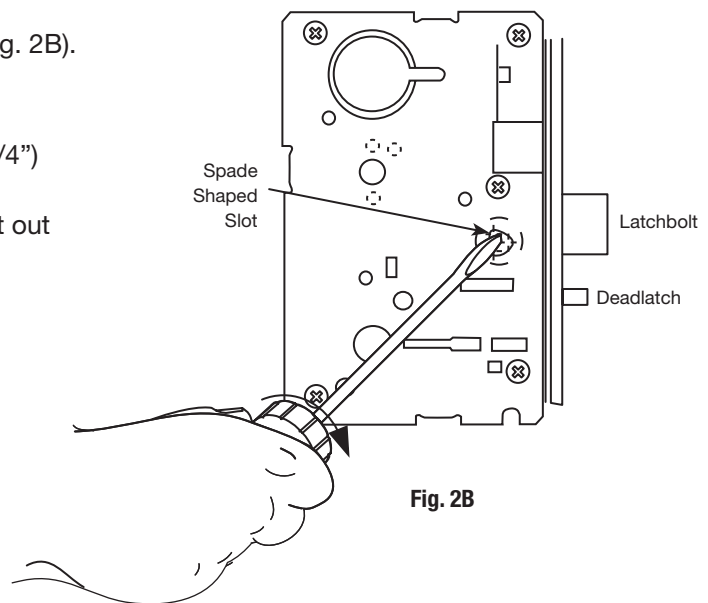
**B. Reverse Latch Hand**

Beveled surface of latchbolt must face strike (Fig. 2B). The deadlatch is self adjusting.

To change the hand of the latchbolt:

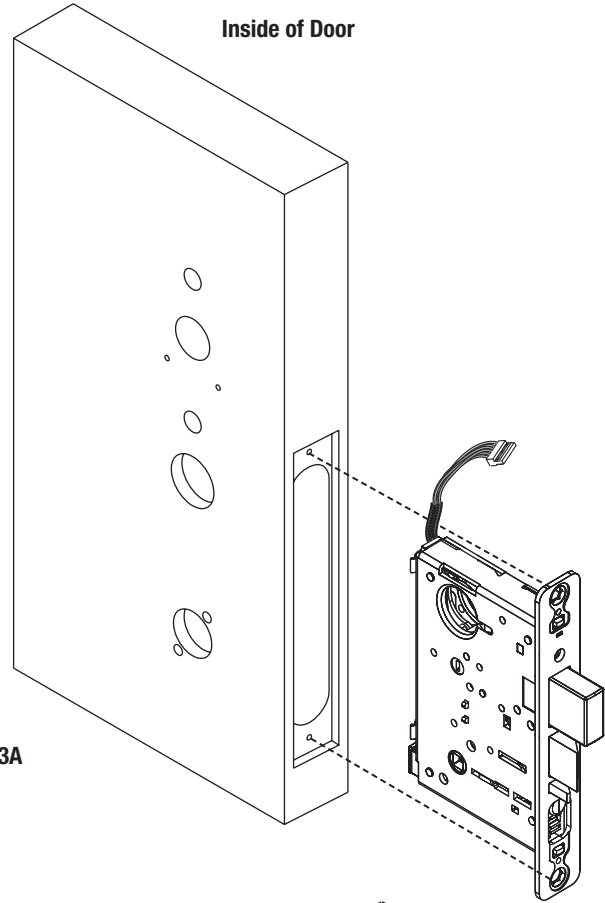
1. Insert the blade of a slotted screwdriver (>1/4") into the spade shape slot behind latch.
2. Rotate the screwdriver 90° to push latchbolt out until back of bolt clears lock case front.
3. Rotate latchbolt 180° until the latchbolt drops back into the lock body.

Note: Latch cannot be unscrewed.

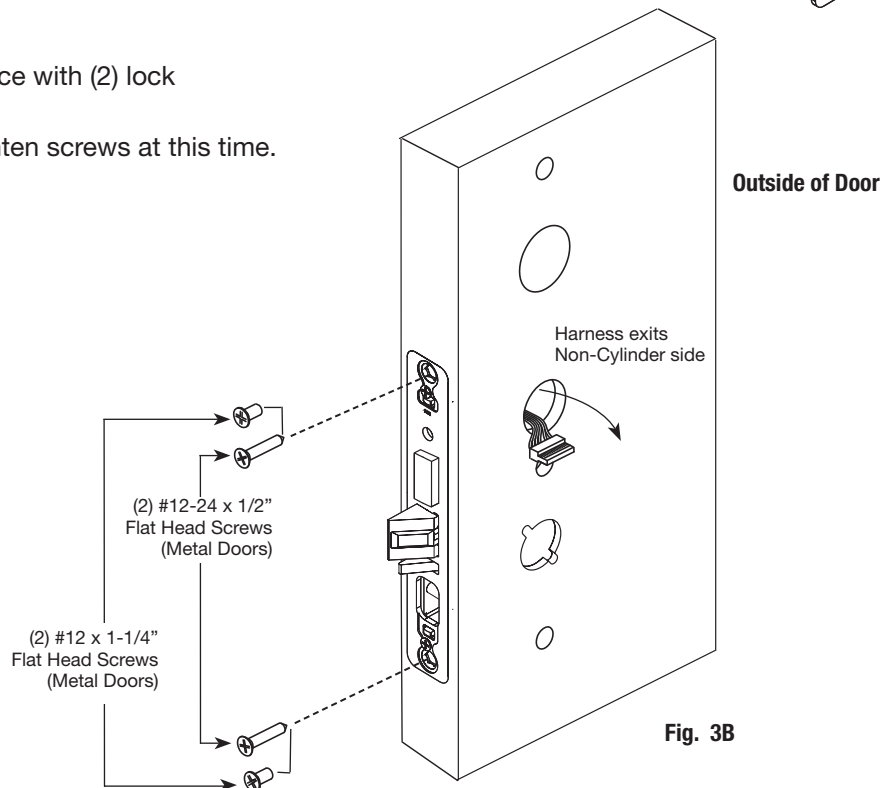


#### Step #3 – Install Lock Body

1. Insert lock body into mortised cutout (Fig. 3A).



2. Hold lock body loosely in place with (2) lock body screws.  
**Note:** Do not completely tighten screws at this time.



**Step #4 – Exterior Door Options**

**A. Fire Stop Plate (P/N 53-0033)**

Fire-rated doors require a fire stop plate on the outside of the door (Fig. 4A).

1. Drill (2) 1/8" x 1-1/4" deep holes in the door if not already present.

Refer to template for fire-stop prep locations.

2. Attach with flap up and out using (2) #8 x 1/2" self-tapping screws for wood and metal doors.

**B. Weather Conduit\***

(supplied with Weatherization Kit 52-6085)

Install weather conduit\* on **NON FIRE-RATED** exterior doors only (Fig. 4B).

Ensure larger conduit houses the smaller conduit (with attached O-ring)

\*Install conduit if exterior door is directly exposed to the weather, if it's a hollow metal (open core) type door. It's not required on solid core doors. If rain water enters open web at top of door, the conduit prevents water from inside of door entering onto controller or keypad.

**Install Weather Conduit  
Non Fire-Rated Exterior  
hollow metal doors only**

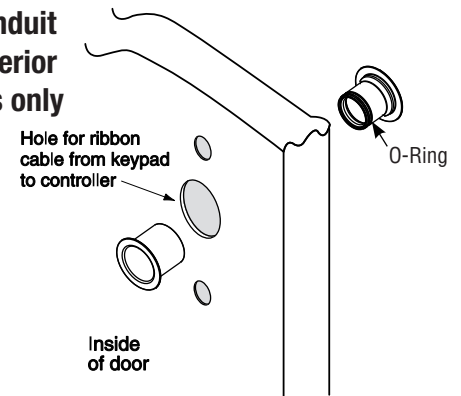


Fig. 4B

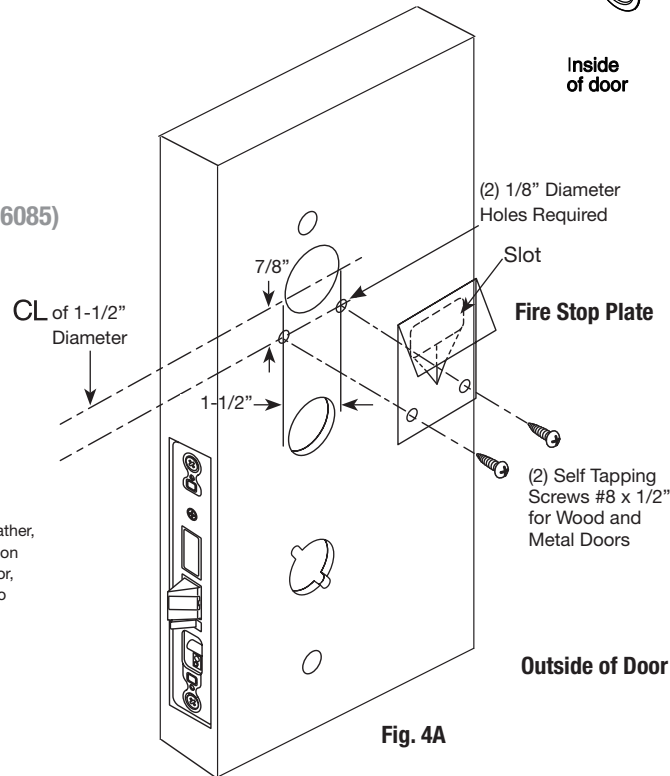


Fig. 4A

**Step #5 – Install Weatherseal Gasket (Exterior Doors\*)**

1. Carefully remove adhesive backing from the gasket (Fig. 5A).

2. Apply gasket to escutcheon:
  - Starting in one place, press the adhesive side of the gasket firmly against the escutcheon.
  - Work around the escutcheon, pressing the sticky side of the gasket firmly against the escutcheon edge.
  - The gasket should be aligned so that all edges of the escutcheon are covered.

3. Attach escutcheon to the door.

Note: The 43 cylinder may be used with or without a gasket.

\*For exterior doors and supplied with Weatherization Kit (p/n 52-6085). Additional supplied shroud (not shown) is required if outside keypad escutcheon is directly exposed to weather.

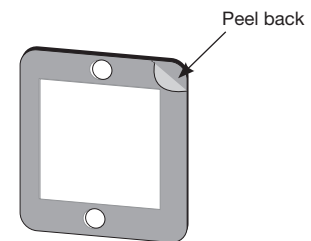


Fig. 5A

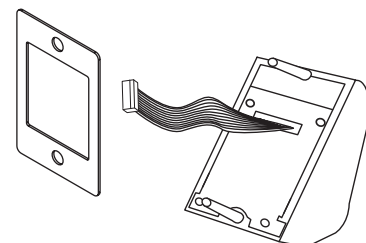


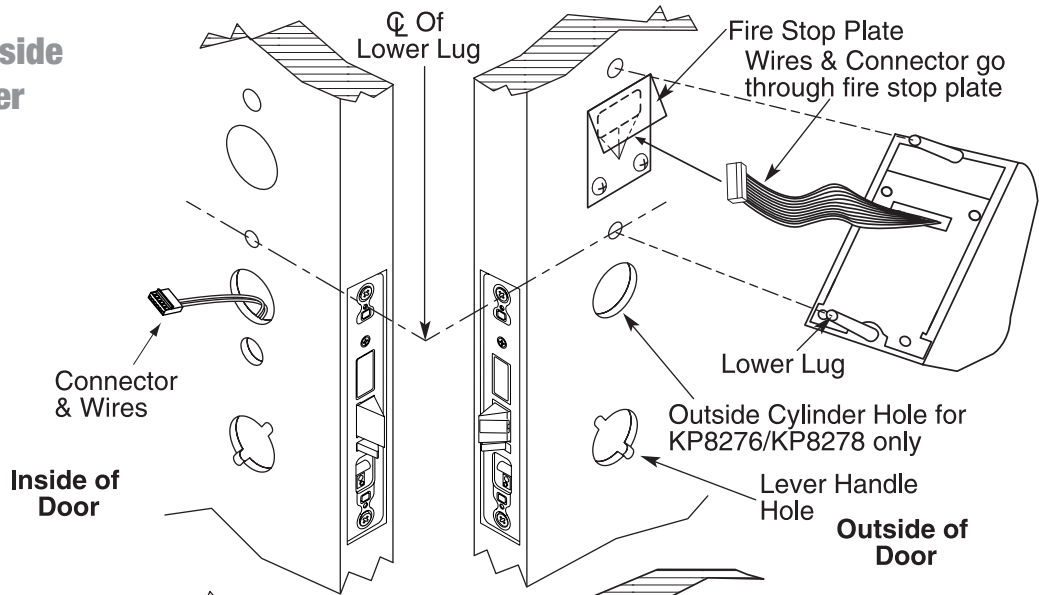
Fig. 5B

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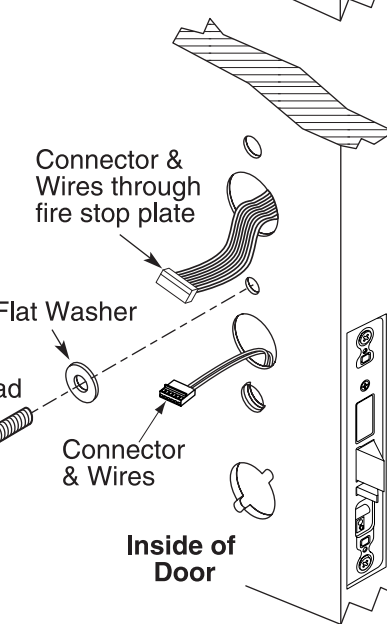
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#### Step #6 – Install Outside Escutcheon and Lever Assembly

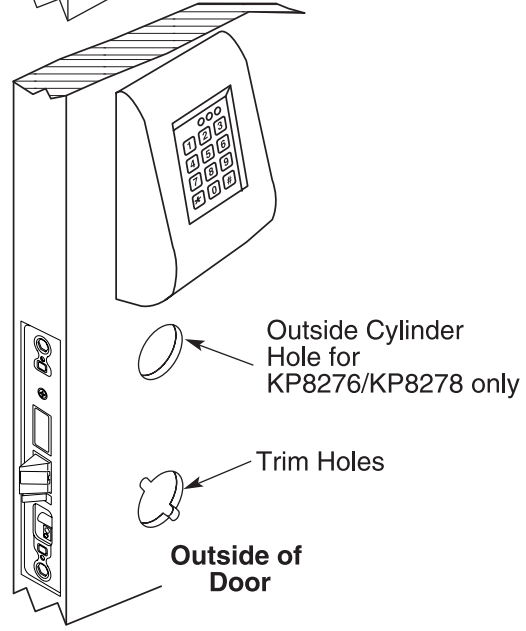
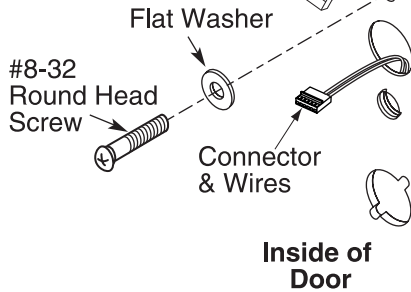
A. From the outside of the door, feed wires and connector through fire stop plate



B. From the inside of the door, use the #8-32 x 1 1/4" Round Head Screw with the Flat Washer to attach the Escutcheon using the lower lug



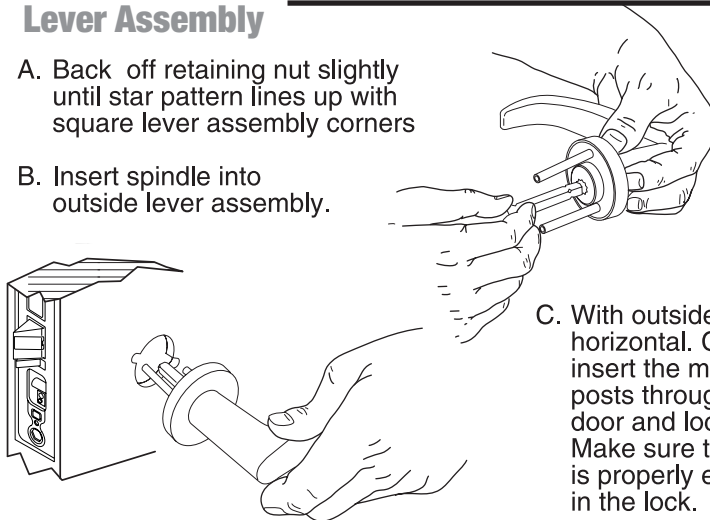
C. Straighten Escutcheon and tighten the #8-32 Round Head Screw



#### Install Outside Lever Assembly

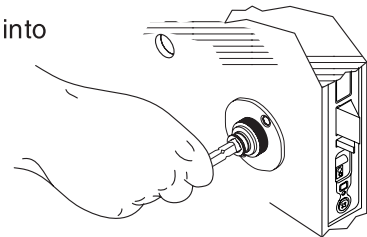
A. Back off retaining nut slightly until star pattern lines up with square lever assembly corners

B. Insert spindle into outside lever assembly.

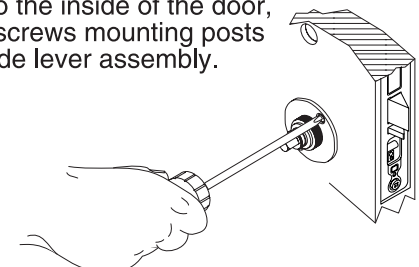


C. With outside lever horizontal. Carefully insert the mounting posts through the door and lockbody. Make sure the spindle is properly engaged in the lock.

D. Insert Spindle into square hole on inside of door.



E. To secure the adapter and plate assembly to the inside of the door, thread the screws mounting posts of the outside lever assembly.

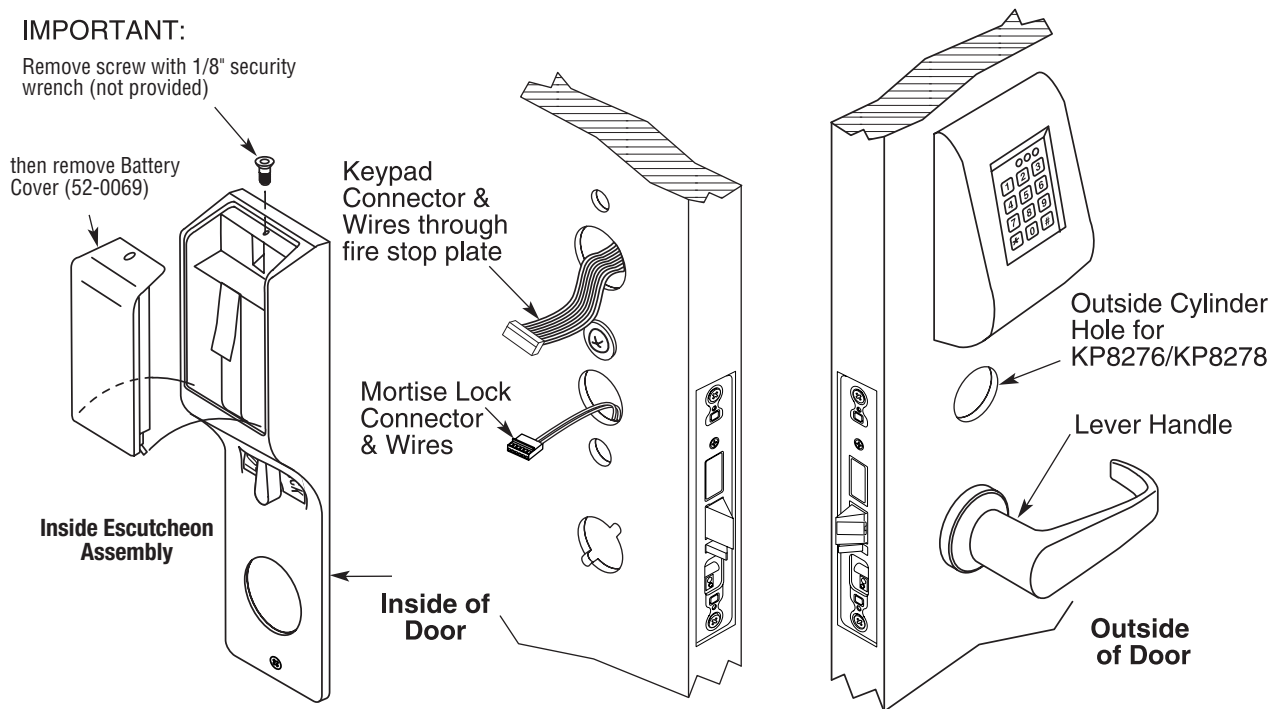


**Step #7 – Install Inside Escutcheon**

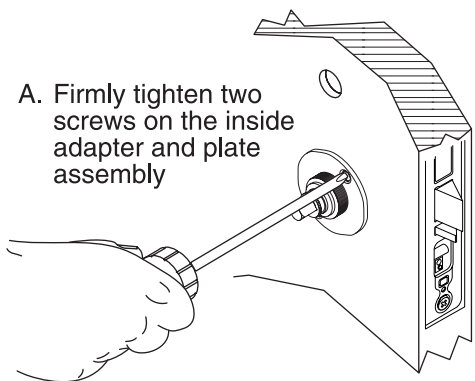
**IMPORTANT:**

Remove screw with 1/8" security wrench (not provided)

then remove Battery Cover (52-0069)

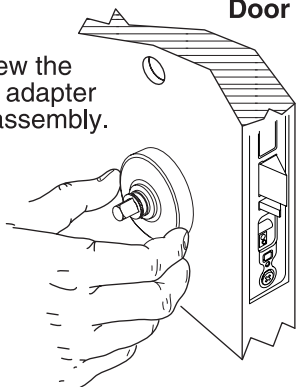


A. Firmly tighten two screws on the inside adapter and plate assembly



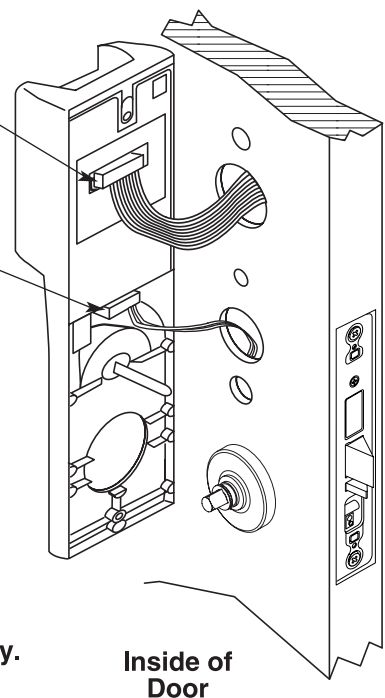
Inside of Door

B. Tightly screw the rose to the adapter and plate assembly.



C. Plug keypad connector into inside escutcheon as shown. Gently fold cable into hole toward keypad.

D. Plug 6-pin connector into 6-pin plug as shown. Gently fold excess wire into inside escutcheon assembly. Keep excess wires away from cylinder hole.

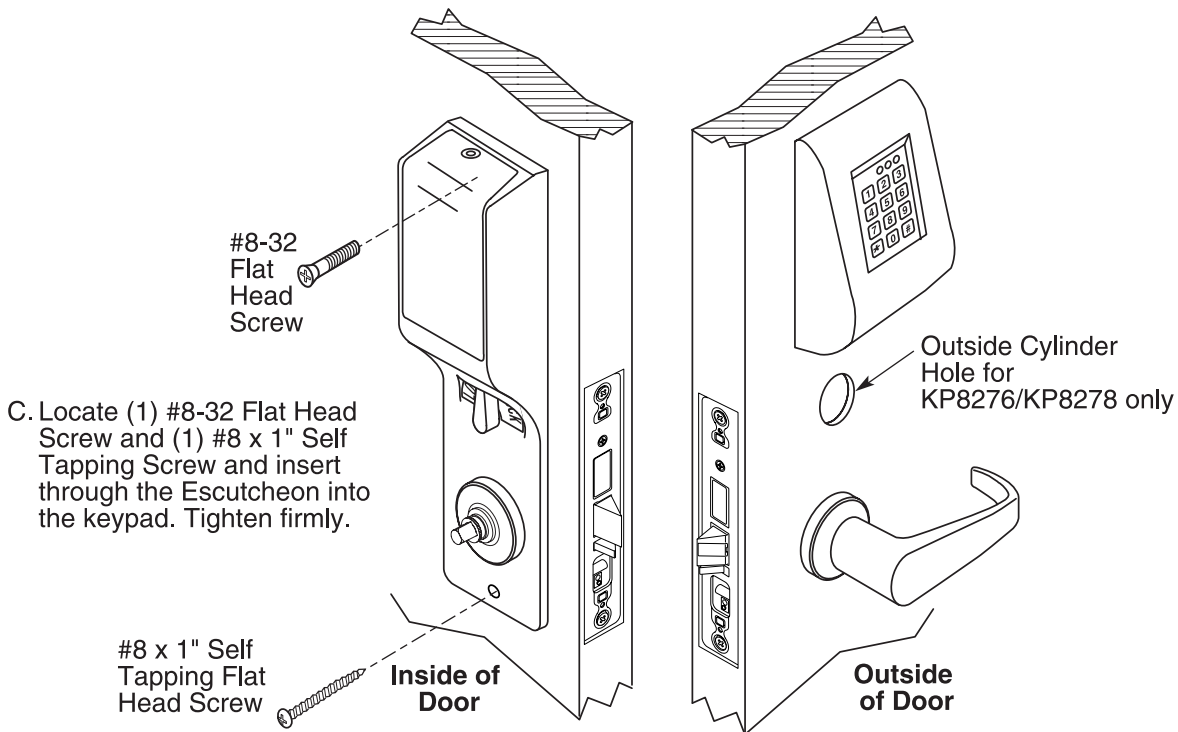
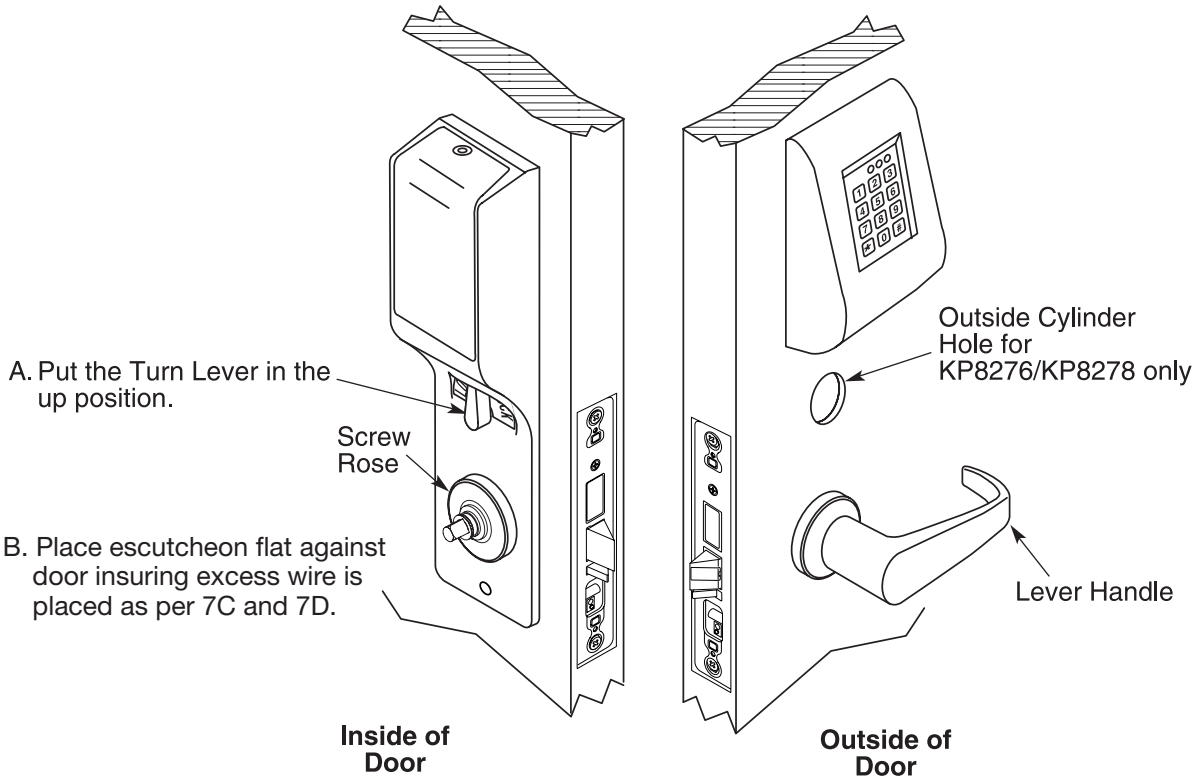


**NOTE:**  
Both connectors go on only one way. Do not offset the connectors. Be sure connectors are seated completely. If not seated, Keypad will not function properly.

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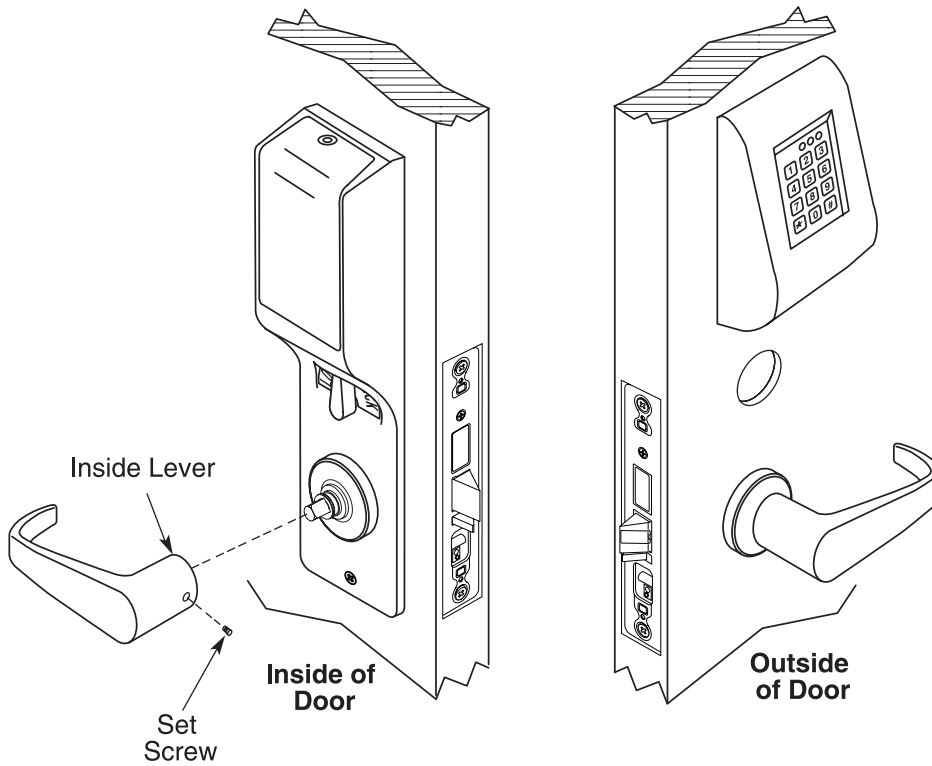
#### Step #8 – Inside Lever Installation



# KP Series Keypad Mortise Lock

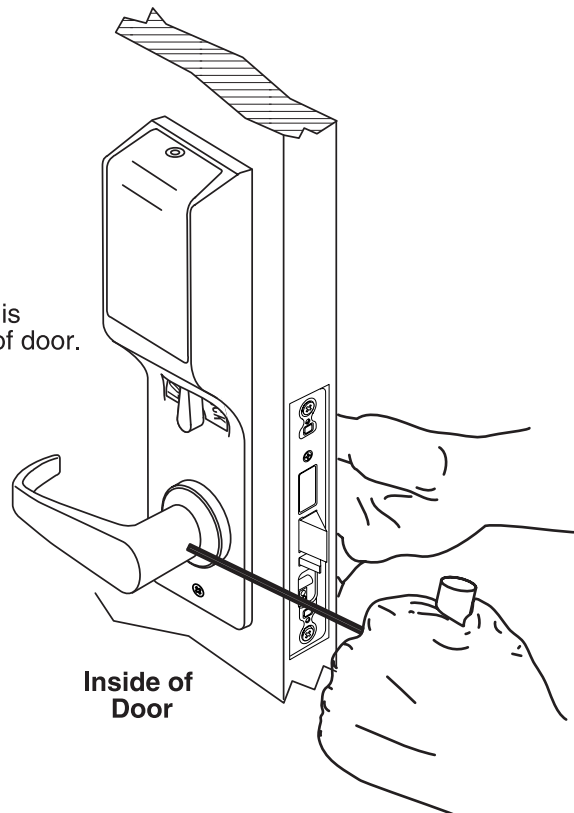
**SARGENT**  
**ASSA ABLOY**

## Step #8 – Continued



D. Slide lever handle onto spindle until fully seated. Be sure handle is horizontal and facing to the rear of door.

E. Tighten set screw securely with 1/8" hex wrench.

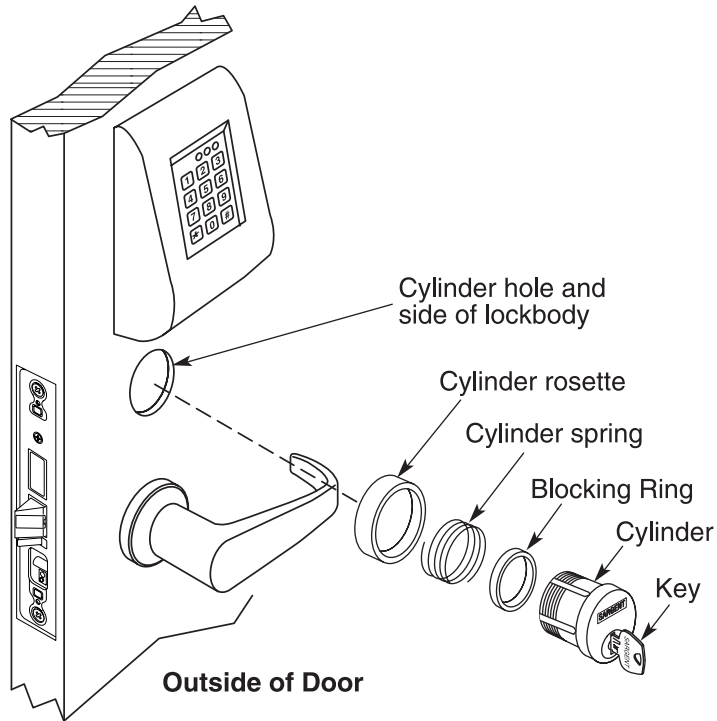


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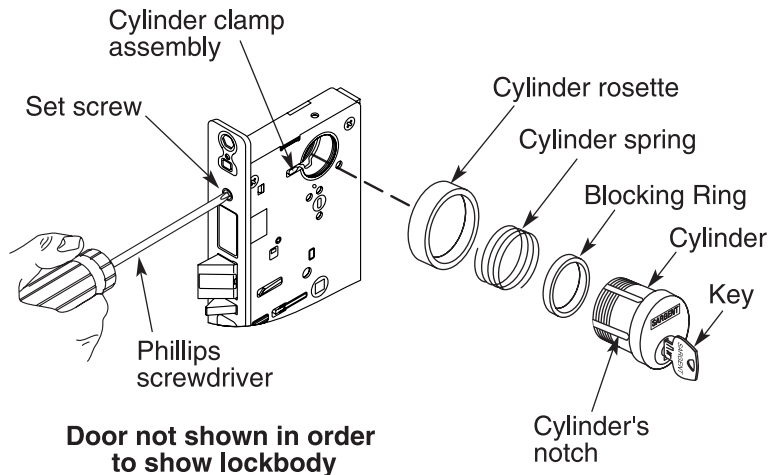
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#### Step #9 – KP8276 and KP8278 Only - Install Cylinder

- A. Align cylinder rosette, spring blocking ring and cylinder as shown.
- B. Screw cylinder along with cylinder spring and collar into lockbody unit.
- C. After cylinder is screwed into the lock make certain the cylinder retainer is lined up with the notch on the cylinder and the keyway is vertical.



- D. Tighten the set screw to prevent unscrewing of the cylinder.
- E. Turn the key way in the cylinder to make certain that the locking or latching mechanism functions correctly.



Position cylinder so that the SARGENT logo is right-side up.



Correct

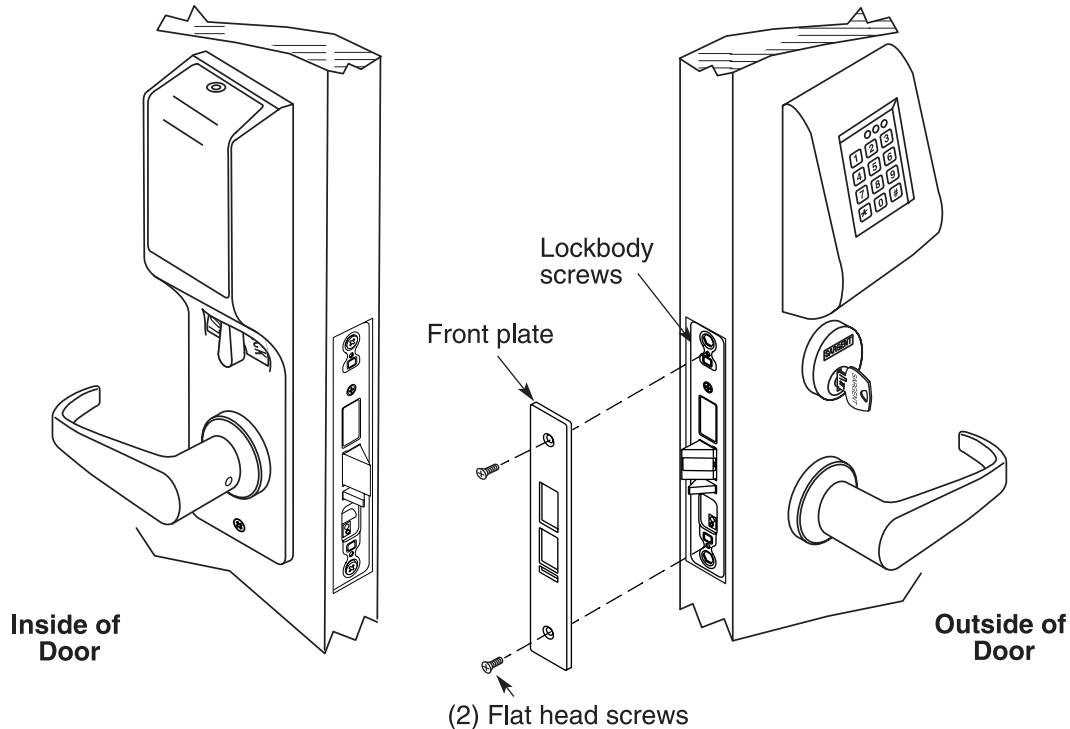


Incorrect



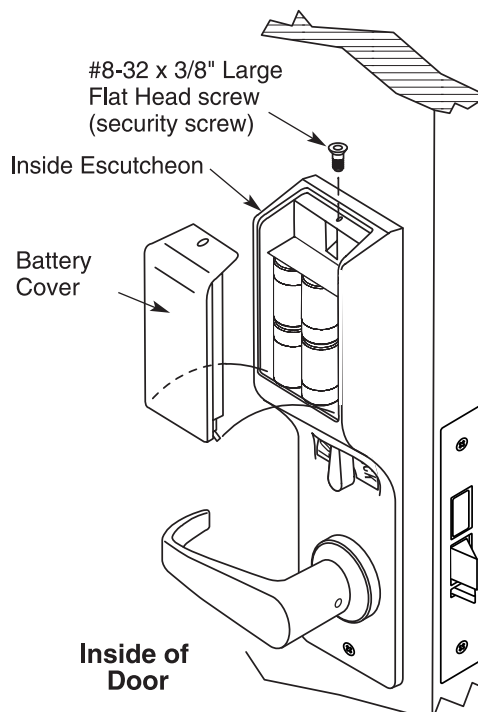
**Step #10 – Application of Front Plate**

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



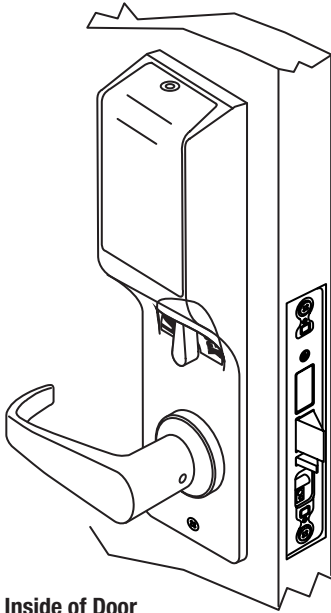
**Step #11 – Battery Installation**

- A. Place (4) "C" batteries into the compartment as indicated.
- B. Attach battery cover to inside Escutcheon and secure with # 8-32 x 3/8" long flat head screw.

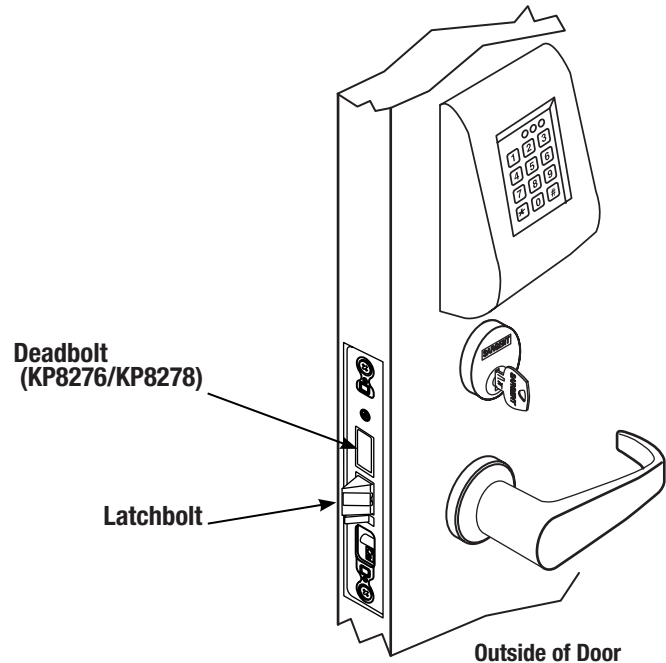


## 8 Operational Check

- 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 (if provided).
- Enter 1234\* to unlock outside lever handle and retract latchbolt and deadbolt (if provided).



Inside of Door



Outside of Door

- Key should rotate freely. There should be no friction against lock case, wire harness or any other obstructions.
- Refer to Step 7 if harness friction exists.
- Rotate cylinder further into lock case to eliminate lockbody obstruction.

**9 Programming Instructions**

The KP Keypad Lock can support 99 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 2
Supervisor	03	3 0 3 0 3 0
Standard	04-97	2 6 5
Special Factory 10 Sec. Time Preset	98 99	1 3 6 8

**This Keypad Mortise Lock has 99 User Codes available for programming purposes.**

- The Master Code is always User “01”. The Master Code assigns the Emergency and Supervisory Codes. It is also used for programming and will override the deadbolt\*. 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, and may add additional User Codes.
- The first User Code will be User “04” or higher. User numbers do not have to be used or entered sequentially.
- User codes “98” and “99” have a factory-set unlock time of ten seconds. This allows a handicapped person extra time which would not be required by other users.

**\*NOTE: When keypad is programmed to Pharmacy (PHR) mode locks will not allow Emergency or Master Code users entry when deadbolt is thrown.**

**Entry (with deadbolt thrown) is through key cylinder override only. With deadbolt retracted all users operate as normal.**

**Initial Set-Up Procedures:**

The following are typical procedures\*\* to follow when setting up your KP 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 30-sec time frame the programming up to that point will default and you will have to start over.

**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.

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**9 Programming Instructions (Continued)**

**\*\*NOTE:** Product is shipped in Standard Mode (default mode). If lock configuration needs to change from Standard to Pharmacy mode then ENABLE Pharmacy mode using the following keypad programming steps:

**Pharmacy (PHR) Mode ENABLE**

- 99# Master Code\* (Yellow LED Begins to Blink Slowly)
- 747# 6# 1#
- \* (Yellow LED Begins to Blink Quickly)
- \* (Yellow LED Begins to blink Slowly)
- 747# 6# 1#
- \* (Yellow LED Begins to Blink Quickly)
- \* (Yellow LED Begins to blink Slowly)
- \* (Yellow LED Goes Out)

**Note:** PHR Mode is NOT changed during a “Clear Entire Memory” (code 46) command

**Pharmacy (PHR) Mode DISABLE – i.e. Standard Mode**

- 99# Master Code\* (Yellow LED Begins to Blink Slowly)
- 747# 6# 0#
- \* (Yellow LED Begins to Blink Quickly)
- \* (Yellow LED Begins to blink Slowly)
- 747# 6# 0#
- \* (Yellow LED Begins to Blink Quickly)
- \* (Yellow LED Begins to blink Slowly)
- \* (Yellow LED Goes Out)

## **9** Programming Instructions (Continued)

**All of the following procedures start with 99#.**

*If after the last “\*” is depressed, the yellow LED does not go out, depress “\*” once more.*

### **Change Master Code:**

- 1234\* (Yellow LED Begins to Blink Slowly) This example uses the Factory Default Master Code
- 50# 1# 01# New Master Code\* (Yellow LED Blinks Quickly)
- New Master Code\* (Yellow LED Blinks Slowly) \* (Yellow LED Goes Out)

### **To Enter the Emergency Code:** (Unlock Duration is Factory Set at 10 Sec)

- Master Code\* (Yellow LED Begins to Blink Slowly)
- 50# 1# 02# Emergency Code\* (Yellow LED Blinks Quickly)
- Emergency Code\* (Yellow LED Blinks Slowly) \* (Yellow LED Goes Out)

### **To Enter the Supervisory Code:**

- Master Code\* (Yellow LED Begins to Blink Slowly)
- 50# 1# 03# Supervisory Code\* (Yellow LED Blinks Quickly)
- Supervisory Code\* (Yellow LED Blinks Slowly) \* (Yellow LED Goes Out)

### **To Enter a User Code:**

- Supervisory or Master Code\* (Yellow LED Begins to Blink Slowly)
- 50# 1# User Number (04-97)# User Code\* (Yellow LED Blinks Quickly)
- User Code\* (Yellow LED Blinks Slowly) \* (Yellow LED Goes Out)

### **To Enter a Passage (Maintained Mode) Code:**

- When Passage Mode is used, **the same User Code** must be used to re-lock the lock.
- Supervisory or Master Code\* (Yellow LED Begins to Blink Slowly)
- 50# 2# User Number (04-97)# User Code\* (Yellow LED Blinks Quickly)
- User Code\* (Yellow LED Blinks Slowly) \* (Yellow LED Goes Out)

### **To Enter a One Time User Code:**

- Supervisory or Master Code\* (Yellow LED Begins to Blink Slowly)
- 50# 3# User Number# User Code\* (Yellow LED Blinks Quickly)
- User Code\* (Yellow LED Blinks Slowly) \* (Yellow LED Goes Out)

## 9 Programming Instructions (Continued)

**All of the following procedures start with 99# (continued).**

*If after the last "\*" is depressed, the yellow LED does not go out, depress "\*" once more.*

### **To Deactivate "Beep" With the Depression of Each Key:**

- Supervisory or Master Code\* (Yellow LED Begins to Blink Slowly)
- 30# 0# 0# (Yellow LED Continues to Blink Slowly)
- \* (Yellow LED Blinks Quickly)
- \* (No Beep on Depression and Yellow LED Blinks Slowly)
- \* (No Beep on Depression and Yellow LED Goes Out)

### **To Reactivate "Beep" With the Depression of Each Key:**

- Supervisory or Master Code\* (Yellow LED Begins to Blink Slowly)
- 30# 0# 1# (Yellow LED Continues to Blink Slowly)
- \* (Yellow LED Blinks Quickly)
- \* (Beep on Depression and Yellow LED Blinks Slowly)
- \* (Beep on Depression and Yellow LED Goes Out)

### **To Clear the Entire Memory:**

#### **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 Sec. If the Master Code is not known, Factory Assistance will be required to clear the memory. 1-800-810-WIRE.

- Master Code\* (Yellow LED Begins to Blink Slowly)
- 46# 00000# 00000# (Yellow LED Continues to Blink Slowly)
- \* (Yellow LED Blinks Quickly)
- \* (No Beep on Depression and Yellow LED Goes Out)  
PAUSE, Yellow LED Begins to Blink Again
- \* (Yellow LED Goes Out)

### **To Program Door Numbers into Keypad:**

- Master Code\* (Yellow LED Begins to Blink Slowly)
- 43# 0# Door Number# (must be four digits) (Yellow LED Blinks Slowly)
- \* (Yellow LED Begins to Blink Quickly)
- \* (Yellow LED Blink Slowly)
- \* (Yellow LED Goes Out)

**9 Programming Instructions (Continued)**

**Chain Programming**

When programming multiple User Numbers and Codes into the Keypad Exit Device, 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 Type of user code with “1” Standard, “2” Passage and “3” One Time.

“UN\_” is User Number (04-99).

“UC\_” is User Code (2 to 6 digits) which correlates with 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 keypad exit device 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 the same type, it is not necessary to enter the type number with each entry. The type number only has to be entered with the first user code. The format now simplifies to:

99# Master or Supervisor Code\* 50# Type# 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 keypad exit device would be programmed as follows: 99# 45988\* 50# 1# 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#\*\*\*

## 9 Programming Instructions (Continued)

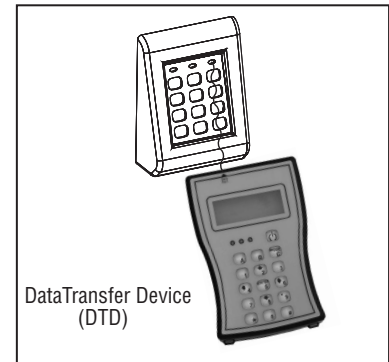
All of the following procedures start with 99# (continued).

If after the last "\*" is depressed, the yellow LED does not go out, depress "\*" once more.

### To Interrogate Transaction Log (to output last 15 entries):

- Supervisory or Master Code\* (Yellow LED Begins to Blink Slowly)
- 70# 0# 0# (Yellow LED Blinks Slowly)
- \* (Yellow LED Begins to Blink Quickly)
- Set DTD to printer mode
- Select 'Infrared Capture'
- Press Enter key on DTD
- Hold DTD between 1 to 3 inches from the KP keypad infrared LED (top right side LED on keypad). Press Enter key on DTD.
- \* (Yellow LED Begins to Blink Slowly or alternately) IR LED will begin broadcasting data, and the DTD will retrieve door transaction log.

Hold Data Transfer Device (DTD) up to the (top right side) infrared LED as shown. DTD can be used to download information from the keypad.



Note: Retrieving the transaction log takes approximately 20 seconds, after 20 seconds continue to next step

\* (Yellow LED Goes Out)

For additional information, see "Transaction Log".

**Note: Seq. # 1 is the programming request to output the entries. Sequence numbers 2-5 are the actual entries.**

### Transaction Log

#### To output the last 15 entries:

- enter 99 # Supervisory or Master Code \* 70 # 0 # 0 # \*\*.

#### Door Number

- 4 Digits
- Up to 9999 different doors, assigned by user

#### Transaction Number

- Single digit - 1-5
- Latest transaction - 1
- Oldest transaction - 5

#### User Number

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

#### To Reset / Clear Transaction Log

- Master Code\* (Yellow LED Begins to Blink Slowly)
- 76# 00000# 00000# (Yellow LED Blinks Slowly)
- \* (Yellow LED Begins to Blink Quickly)
- \* (Yellow LED Goes Out)

Door Number	Seq	User	Trans
	1	001	003
	2	003	005
	3	003	005
	4	020	005
	5	003	005

Diagram annotations: An arrow points from "Door # 5666" to the "Door Number" column. An arrow points from "Transaction Number" to the "Seq" column. An arrow points from "User Number" to the "User" column. An arrow points from "Transaction Type\*" to the "Trans" column.

#### \*Transaction Types

003 = Log transaction started  
005 = 5 second unlock time\*\*



## 9 Programming Instructions (Continued)

**All of the following procedures start with 99# (continued).**  
*If after the last “\*” is depressed, the yellow LED does not go out, depress “\*” once more.*

### To Delete a User Number:

- Master Code\* (Yellow LED Begins to Blink Slowly)
- User Number# (Yellow LED Blinks Slowly)
- \* (Yellow LED Begins to Blink Quickly)
- \* (Yellow LED Blinks Slowly)
- \* (Yellow LED Goes Out)

### To Disable / Enable a User Number:

- Supervisory or Master Code\* (Yellow LED Begins to Blink Slowly)
- 56# 0# = Enable, 1# = Disable User Number# (04-99) (Yellow LED Blinks Slowly)
- \* (Yellow LED Begins to Blink Quickly)
- \* (Yellow LED Blinks Slowly)
- \* (Yellow LED Goes Out)

### To Set Unlock Time:

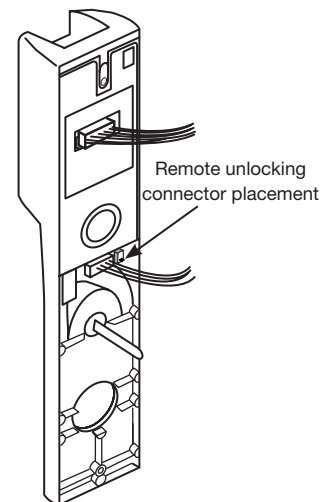
- Master Code\* (Yellow LED Begins to Blink Slowly)
- 85# Time Duration# (01-99 Sec) 0# (Yellow LED Blinks Slowly)
- \* (Yellow LED Begins to Blink Quickly)
- \* (Yellow LED Blinks Slowly)
- \* (Yellow LED Goes Out)

\*Note: The Unlock Time is Adjustable for 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, 98 and 99 which are factory set for 10 seconds.

### Optional Equipment

- Data Transfer Device (DTD) - used to download the user and transaction type.
- Remote Unlocking - 52-2071 (has a 2-pin connector with 2 wires). When wired to a remote normally open momentary switch, a momentary switch closure is used for remote unlocking of keypad mortise lock. When the deadbolt is thrown and the remote unlocking feature is used, both the latch bolt and deadbolt can be retracted by turning the lever handle.



Inside Escutcheon

## 10 Troubleshooting Instructions

Note: The following three tests are used to check basic functionality of the keypad, inside controller and deadbolt (on 8200 series mortise lock only).

### Power On Self Test (POST) for new KP controllers only (released after 1/2021)

- Immediately after installing the batteries, verify the following keypad sequence:
- Green LED flashes quickly - (5) times a second
- Yellow LED flashes quickly - (5) times a second
- Beeps 3 times quickly - (3) times a second

The following tests are for existing Legacy and New KP controllers and take approximately 1 to 2 seconds each:

### After lock is powered, perform Keypad Self Test for all locks without deadbolt, or an 8200 series mortise lock with deadbolt retracted

- Enter '7890#123456\*' - each key beeps when pressed (if key beep is activated)
- Verify the following keypad sequence:  
Green LED flash, Yellow LED flash, 3 beeps

### If you have the optional DTD

- Set DTD to printer mode, press (center) enter key on DTD once
- Align DTD Infrared port 1 – 3" from the top right side keypad Infrared transmitting LED
- Press enter key on DTD again just before the \* key in the following step
- Enter '7890#123456\*' - each key beeps when pressed (if key beep is activated)
- Verify the following on keypad/DTD sequence:  
Green LED flash, Yellow LED flash, 3 quick beeps, "IR OK" is displayed on DTD

### After lock is powered, perform Keypad Self Test for 8200 series mortise locks with deadbolt thrown/extended)

- Enter '7890#123456\*' - each key beeps when pressed (if key beep is activated)
- Verify the following keypad sequence:  
Green LED flash, Yellow LED flash, 2 quick beeps (deadbolt switch is closed check), 3 quick beeps

### If you have an optional DTD:

- Set DTD to printer mode, press (center) enter key on DTD once
- Align DTD Infrared port 1 – 3" from the top right side keypad Infrared transmitting LED
- Press enter key on DTD again just before the \* key in the following step
- Enter '7890#123456\*' - each key beeps when pressed (if key beep is activated)
- Verify the following on keypad/DTD:  
Green LED flash, Yellow LED flash, 2 quick beeps (deadbolt switch is closed), 3 quick beeps, "IR OK" is displayed on DTD

**KP Series  
Keypad Mortise Lock**

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