SMARTGARD®
PROGRAMMING INSTRUCTIONS

PROGRAM COMBINATION WILL SET-UP FEATURES ONLY. DOES NOT OPEN UNIT. MUST ADD MANAGER (USER #0).

TO SET-UP OR CHANGE FEATURE: Enter Program Key ▼/A plus factory-set combination 1-6-1-6-1-6-1-6.

Use ▼/A key to scroll through features. Press key at any time to exit. Hit ▶/0 key to change feature. If value is changed, flashing cursor appears in upper right corner of LCD. Press ▮ to accept change.

FOLLOW CURSOR PROMPTS AFTER ACCESSING PROGRAMMING AREA.

TO SET TIME DELAY AND TIME LOCK TIMES: Enter Program Key ▼/A plus plus program combination.

TO CHANGE PROGRAM COMBINATION: Enter Program Key ▼/A then eight zeros (0-0-0-0-0-0-0-0). Enter valid OLD combination. Enter valid NEW combination and press ▮ to accept. When LCD displays "CONFIRM", enter new combination again. If valid, LCD displays "ACCEPTED". If invalid, LCD displays "CONFIRM INVALID" and confirm screen reappears.

FEATURES IN PROGRAMMING AREA:

☐ **ADD/DISABLE/REINSTATE/DELETE MANAGER (USER #0):** Programmer may add, disable, reinstate, or delete manager at any time. Only Manager may add/disable/delete users 1 to 9. Manager can also Change for Daylight Savings Time and Run Audit Trail.

☐ **DAYLIGHT SAVINGS TIME CHANGE:** Change time one hour up or down. *(Note: UP/DOWN direction predetermined by factory setting. If direction is incorrect, use "Set Date and Time" feature.)*

☐ **SET DATE AND TIME:** May only be set in Open period.

☐ **TIME DELAY:** "Delay" and "Open" periods from one to 99 minutes. May only be turned OFF in Open period.

FEATURES IN PROGRAMMING AREA: *(Continued)*

To set Delay and Open times, enter Program Key ▼△ plus ◌n key plus program combination.

☐ **TIME DELAY OVERRIDE:** *(User #9 is override - Manager must install in Open period. Time Delay Feature must be ON.)* Overrides "Delay" period.

☐ **TIME LOCK:** Standard Week with auto lock. **Special Event** lock period up to seven days. *(Time Lock Feature must be ON.)* **Immediate Lock** - Select Manager only or All User(s) option.

To set Time Lock and Special Event times, enter Program Key ▼△ plus ◌n key plus program combination. Hit ▼△ key once.

☐ **DUAL COMBINATION:** Two combinations required to open.

☐ **HOLD-UP (Silent Signal Alarm):** *(Optional Alarm Box Required)* Duress signal if last number of combination(s) entered one number higher or one number lower.

☐ **BOLT SENSOR:** Signals if lock bolt not thrown. Must be connected into Normally Open or Normally Closed Switch.

☐ **LANGUAGES:** English, French, German, Spanish, Dutch and Portuguese.

☐ **DATE FORMAT:** Two formats available, MM/DD/YY and DD/MM/YY.

☐ **MOUNT OUTSIDE:** When SmartGard used as lock input pad. *(Mount inside when used with other entry methods.)*

☐ **CONFIGURATION REPORT:** Printed on optional printer. Shows features that are turned ON and other configurations.

☐ **TIME REPORT:** Located in Setting Times area. Printed on optional printer. Shows Time Lock and Time Delay open and lock values.

SMARTGARD

MANAGER INSTRUCTIONS

TO PERFORM MANAGER FUNCTIONS: Enter Manager Key ▶/0 plus combination. Manager may Add, Disable, Reinstate and Delete Users 1 to 9, Run Audit Trail and Change Time for Daylight Savings.

Use ▼/▲ key to scroll through menu options. Press key at any time to exit. If value is changed, flashing cursor appears in upper right corner of LCD. Press to accept change.

FOLLOW CURSOR PROMPTS AFTER ACCESSING PROGRAMMING AREA.

☐ **ADD/DISABLE/REINSTATE/DELETE USERS:**
User numbers 1 to 9. User #9 is Override User. Feature must be ON and Override User may be added only in Open period.

☐ **AUDIT TRAIL:** Programmer or Manager may track user functions, either shown on LCD or printed on optional printer. 500 events are stored. Both LCD and printed format shows unit serial number and software version. See below for Function Code Description.

00	COMBINATION ENTRY	21	USER ADDED
01	OPEN	22	USER DELETED
02	SILENT ALARM	23	USER DISABLED
03	WRONG TRY	24	USER ENABLED
04	TIME PENALTY	30	IMMEDIATE LOCK
10	TIME DELAY	40	DOOR CLOSED
11	TIME LOCK	41	DOOR OPENED
12	REMOTE LOCK	42	BATTERY LOW
20	TIME CHANGE		

☐ **DAYLIGHT SAVINGS TIME CHANGE:** Change time one hour up or down. *(Note: UP/DOWN direction predetermined by factory setting. If direction is incorrect, only programmer may change date/time.)*

CHANGING COMBINATIONS:

Enter six zeros (0-0-0-0-0-0). *(Program Key* ▼Ⓐ *and eight zeros for programmer.)* Enter valid OLD combination. Enter valid NEW combination and press ▨ key to accept. When LCD displays "CONFIRM", enter new combination again. If valid, LCD displays "ACCEPTED". If invalid, LCD displays"CONFIRM INVALID" and confirm screen reappears.

TIME LOCK - IMMEDIATE LOCK:

If Time Lock feature is available, can be immediately locked by Manager or any user (option is preset). To immediately lock Time Lock, press ▨ key plus combination. LCD will display next preset opening time. To activate time lock, press and hold ▨ until LCD displays. TIME LOCK ACTIVATED.

BATTERY AND ALARM BOX CONNECTIONS

Model 4002 *Large Alarm/Battery Box*

Connection To SmartGard (ALARM)

Connections to Alarm

MODEL 4002 ALARM CONNECTIONS

Alarm Relay
Out - 50 VDC @ 0.25 Amp Max
Input - 5-12 VDC @ 20 mAmp Max

Alarm Relay
Jumper Position
NO - (right pos.)
NC - (left pos.)

Connection
To SmartGard (ALARM)

Relay Connections

Input Connections

PC Board

CHANGING BATTERIES:

Use six (6) 1.5-Volts Alkaline Batteries
Size C.