SARGENT®

ASSA ABLOY

PG

PASSPORT 1000
Cylindrical Lock
Installation Instructions

A7808B
10/12

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in door opening solutions

Table of Contents

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1 **Warning**

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:

Statement: The term "IC:" before the radio certification number only signifies that Industry Canada technical specifications were met.

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.

Observe precautions for handling electrostatic sensitive devices.

SARGENT Mfg. Co. Passport 1000 locksets utilizing a door position switch (DPS) are not rated for, or intended for use in life safety applications.

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.

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Passport 1000 PG Cylindrical Lock

2 General Description

Designed specifically for the campus market, the SARGENT Passport 1000 PG Cylindrical Lock (powered by PERSONA) provides card/PIN access control, as well as detailed audit capabilities.

- The PG stand-alone unit is available with both keypad and magstripe card technology, or magstripe only.
- The Passport 1000 PG operates on six (6) "AA" alkaline batteries and may be used for both indoor and outdoor applications.

  Note: A weather-protective gasket is recommended for outdoor applications.

3 Hardware Specifications

- Latch - 1/2" standard 3/4" throw fire-rated double door (optional 41- prefix)
- Deadlocking latch
- Outside lever controlled by keypad/magstripe card or key retracts latch
- Inside lever retracts latch

- Locks furnished for 1-3/4" and 1-3/8" doors only (a spacer is needed for 1-3/8" doors)
- Grade 1; U.L. Listed

4 Electronics Specifications

- Over 1 million users per door; 700 event transaction audit trail
- Multiple time zone and holiday access scheduling
- First-In unlock configuration, either by time or by valid time or by user (selectable)

- Input Power: DC 9V, 1.5A through 6 AA Alkaline Batteries or Electrical Power
- Card Coercivity: HiCo (4000 Oersted) or LoCo (300 Oersted)

PERSONA Campus™ Online Software Features

- Use existing magstripe ID cards (high or low coercivity)
- New keycards can invalidate and reactivate key cards/users – encoded quickly and easily through the "Conference Guest Wizard"
- Assign pre-defined access patterns and access points as well as keycard start and end times (group or individually)
- Importing student/personnel information is easy using the Import module

- Provide Deadbolt override at user-specified doors for groups or individuals
- Connect to an external database for seamless integration of common information
- Remote technical support is available
- PERSONA Campus Online Software runs as a standalone system on a single PC or networked using existing TCP/IP networks

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5 **Parts Breakdown**

PG Standalone With Card Insert and/or Keypad
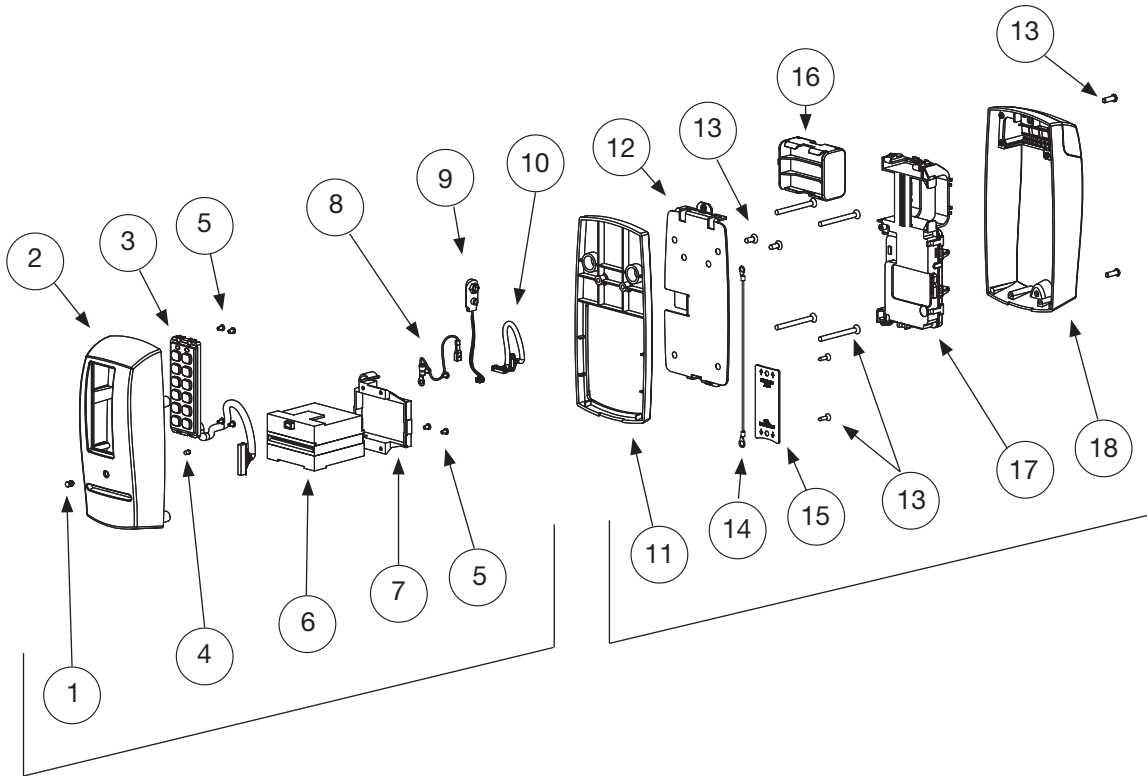
ITEM	PART No.	DESCRIPTION
1	52-0757	Lens (Cliplite)
2	52-0736	Outside Passport Escutcheon (With Keypad)
2	52-0737	Outside Passport Escutcheon (Without Keypad)
3	52-3593	Slim Style Keypad Assembly (KP-PG Only)
4	52-0760	Light Pipe (Cliplite)
5	01-9299	4-40 X 3/16 Machine Screw
6	52-0741	LCU Card Reader
7	52-0742	Card Reader Mount
8	52-2501	Grounding Harness
9	52-3597	9V Battery Harness
10	52-3599	Wire Harness LCU to Interface PCB
11	52-0875	PG Passport 1000 Spacer (Included only with 1-3/8" thick doors)
12	52-0748	Inside Mounting Plate
13	52-3804	Screw Pack
14	52-3906	Grounding Harness
15	52-0871	Wire Cover Plate
16	52-0751	Battery Cartridge
17	52-4245	Modular Component
18	52-3592	Inside Escutcheon Assembly

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Parts Breakdown (Continued)

Bored Cylindrical Lock
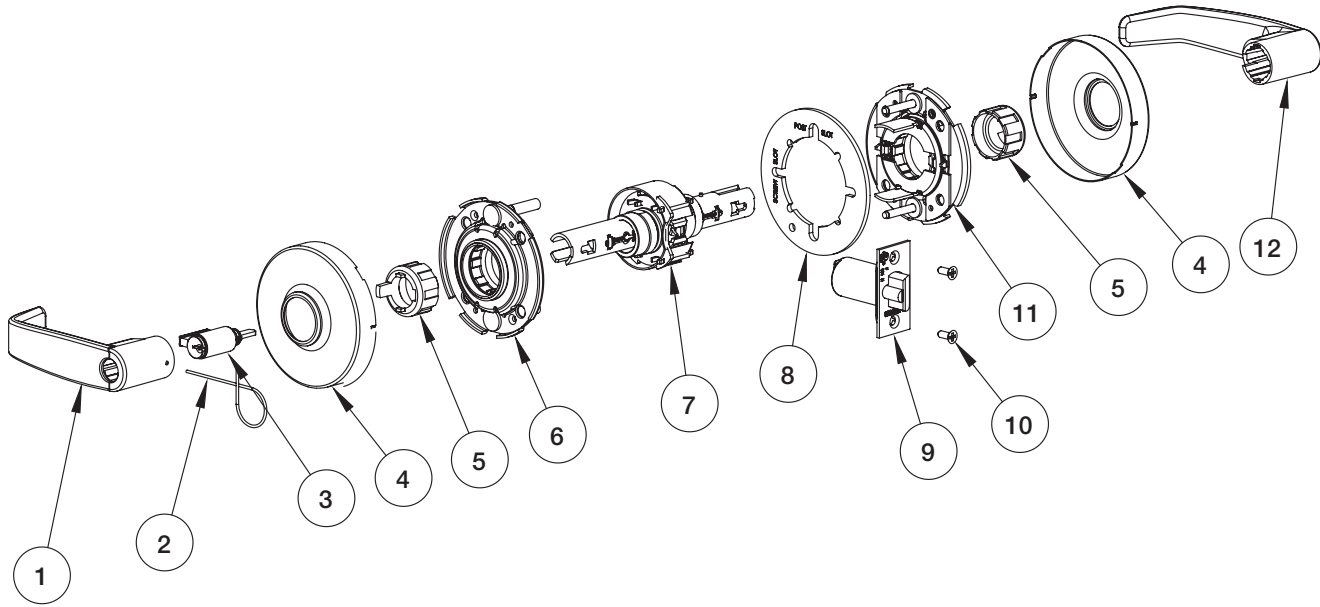
ITEM	PART No.	DESCRIPTION	QTY
1	---	Outside Lever (Reference Catalog for Available Styles)	1
2	10-0043	Lever Retainer Key (In Screw Pack 10-2052)	1
3	---	Cylinder Assembly (Reference Catalog for Available Cylinders)	1
4	---	Rose (Reference Catalog for Available Styles)	2
5	10-0792	Spacer Bushing	2
6	10-3049	Outside Rose Spring Assembly	1
7	---	Lock body Assembly 10G77 - PG	1
8	10-0847	Spacer - (Included Only With 1 3/8" Thick Doors)	1
9	10-3192	Latch Assembly	1
10	10-2052	Screw Pack 2	2
11	10-3048	Inside Rose Spring Assembly	1
12	---	Inside Lever (Reference Catalog for Available Styles)	1

6 Installation Instructions

1 - Verify Hand and Bevel of Door

Stand on outside/locked side of door when determining the door hand.
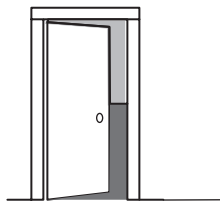
LH
Left Hand
Hinges Left
Open Inward
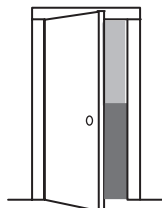
LHRB
Left Hand
Reverse Bevel
Hinges Left
Open Outward
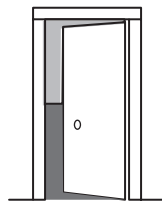
RH
Right Hand
Hinges Right
Open Inward
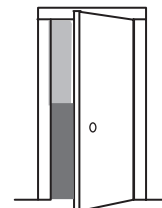
RHRB
Right Hand
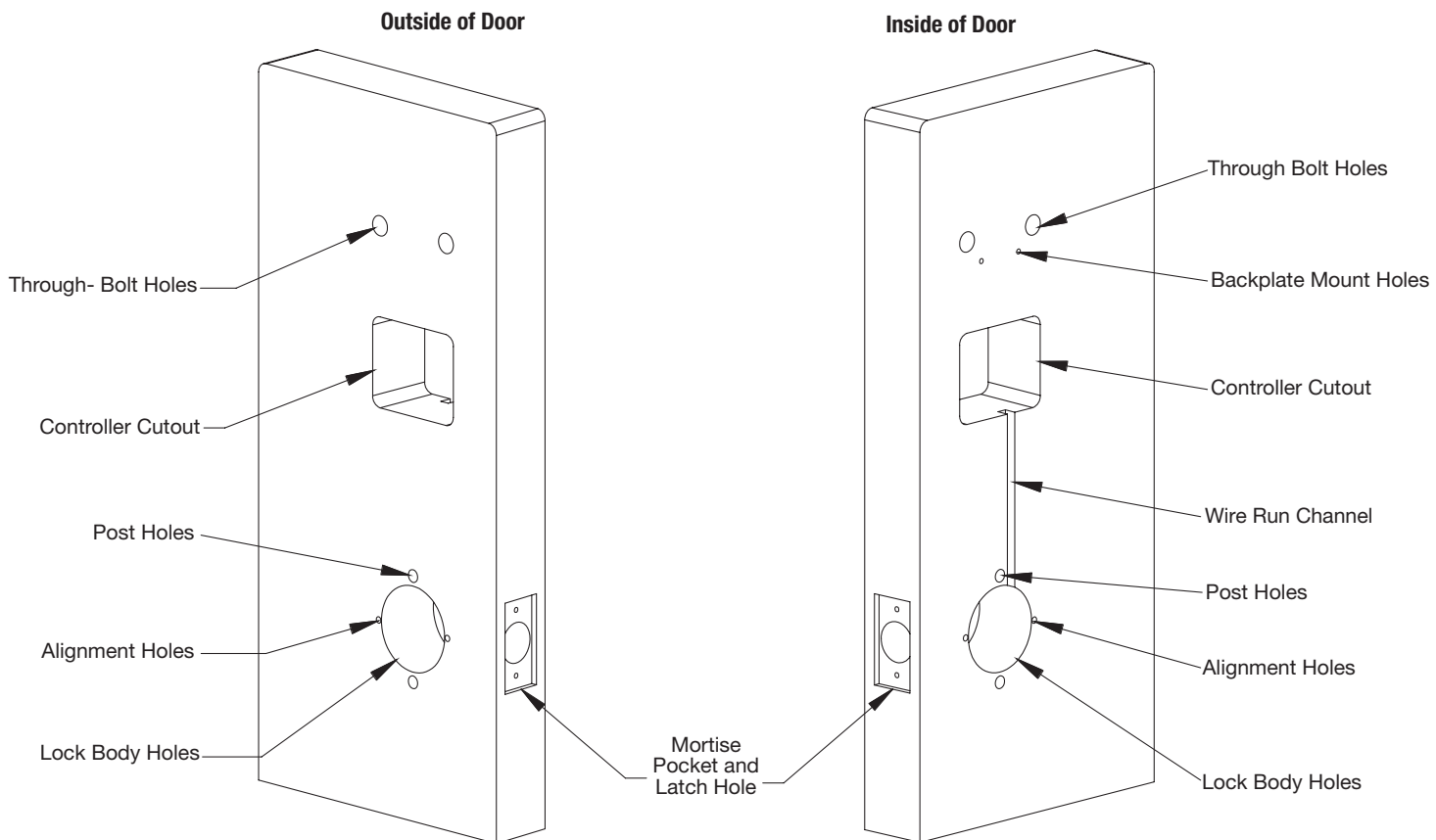Reverse Bevel
Hinges Right
Open Outward

2 – Door Preparation

Prior to installation, all holes must be free of burrs, debris and sharp edges.

If doors are not properly reinforced per ANSI 115.2, commercially available reinforcements should be installed.

Prepare door according to appropriate template:

• Field template A7949 (or wood doors).

• Manufacturer's template 4629 (for metal doors).

Outside of Door

Through- Bolt Holes

Controller Cutout

Post Holes

Alignment Holes

Lock Body Holes

Mortise
Pocket and
Latch Hole

Inside of Door

Through Bolt Holes

Backplate Mount Holes

Controller Cutout

Wire Run Channel

Post Holes

Alignment Holes

Lock Body Holes

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3 – Prepare Frame for Strike

Install strike (Fig. 3A)

Centerline of Latch
Front and Strike

(2) #8-32 x 3/4" Screws

Fig. 3A
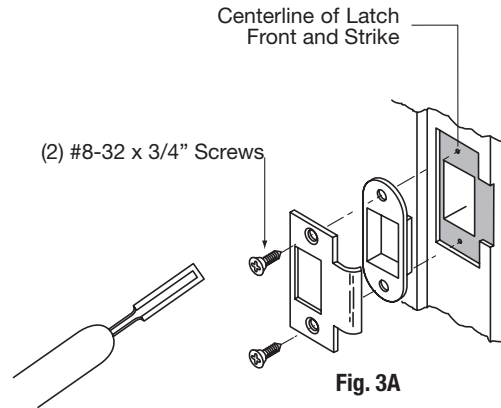
4 - Latch Bolt and Fire Stop Plate Installation

A. Latch Bolt Installation:

  1. Install latch with beveled bolt facing strike.

  2. Attach with two screws.
     DO NOT tighten completely at this time.

B. Fire Stop Plate:

  IMPORTANT: Fire stop plate is required
  for all fire-rated doors.

  1. Attach fire stop plate (P/N 52-0033)
     using two screws (Fig. 4A).

Outside of Door

Fire Stop Plate

Slot

(2) 1/8" Diameter Holes

1-1/2"

Latch Assembly
(See Fig. 4B Detail)

(2) #8-32 x 3/4"
Combination Screws

(2) #8 x 1/2" Self-Tapping Screws
for Wood and Metal Doors

Fig. 4A
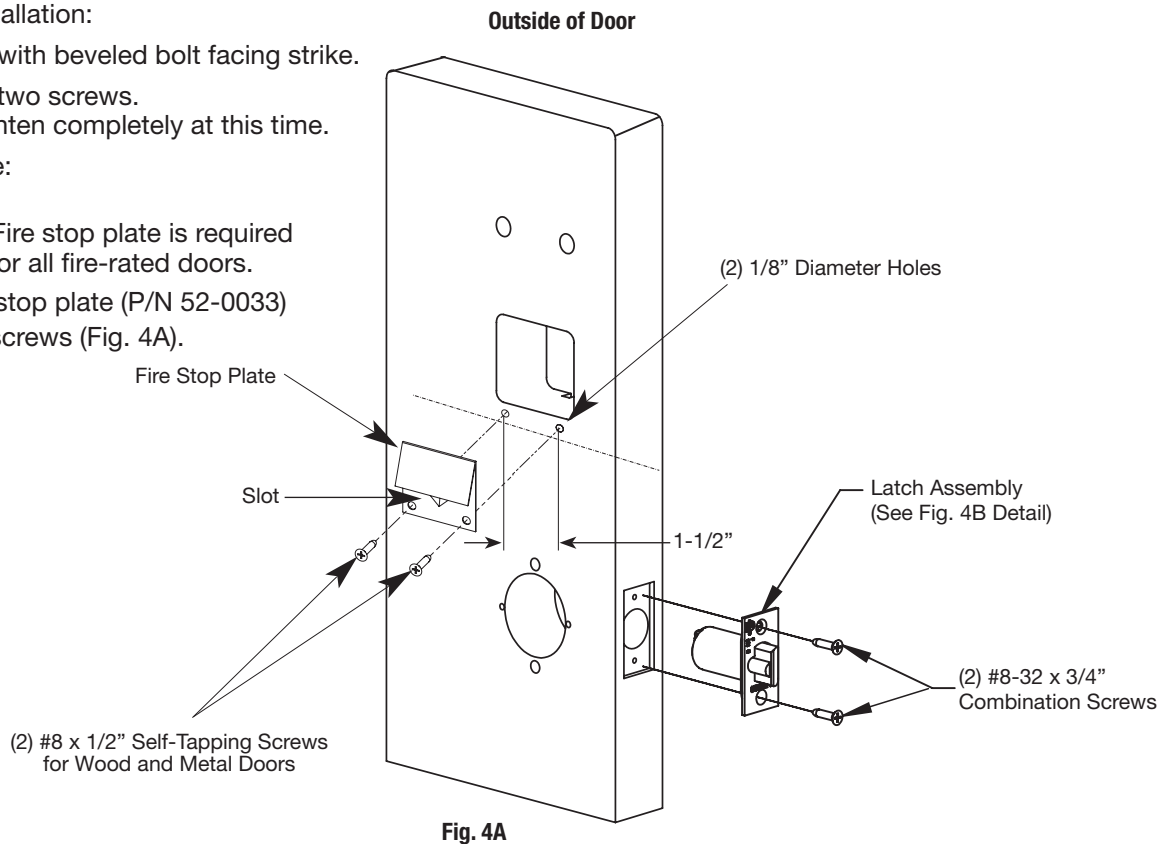
IMPORTANT: Latch bevel must match door bevel and
deadlocking latch must stop on strike when door is closed.

Fire

Strike

Deadlocking Latch

Fig. 4B (Detail)

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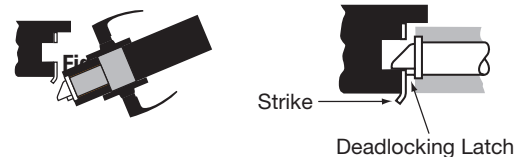
5 – Lock Installation

A. Lock Preset:
- Lock body holes – 12 & 6 o'clock (Fig. 5A).
- Door thickness – 1-3/4" thick. Refer to adjustments below for other door conditions (Fig. 5B).

B. Through bolt and Door Thickness Adjustment:
- Through bolt location: Rotate outside rose to match door (Fig. 5B).
- Door thickness: Rotate outside rose to align door thickness, marking with lock body edge.
- Spacer bushing: Remove and realign to fit into back of lever.

Through Bolt Holes

Spacer Bushing

1-3/4" Thick Doors
2" Thick Doors

Lock Body Holes

Rotate to match
lock body holes in door.
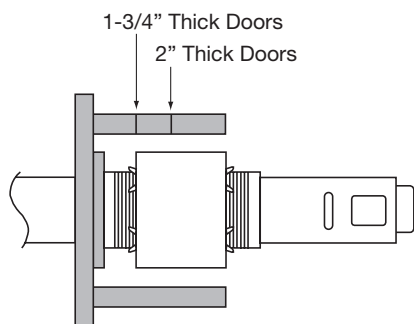
Fig. 5A

Fig. 5B (Detail)
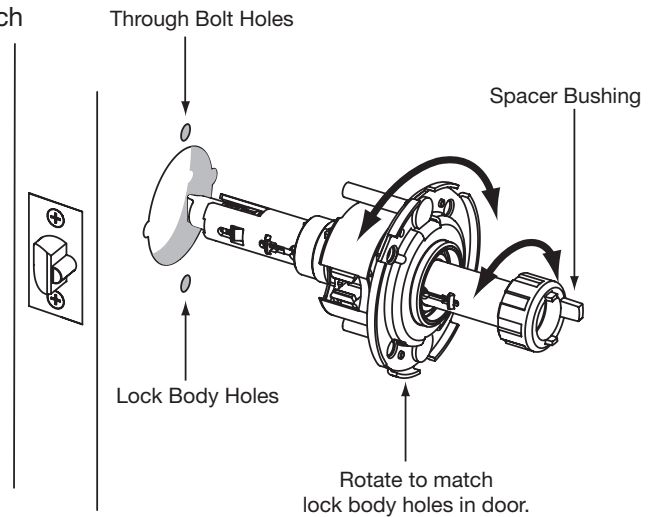
Outside of Door

C. Install Lock:
1. Feed wires into the lock body hole, from outside of door (Fig. 5C).
2. Slide lock body into cross-bore hole from outside (locked side) of the door (Fig. 5D Detail).
3. Lock body must engage both the latch unit prongs and tail piece (Fig. 5C).

   IMPORTANT:
   - Door must remain open during installation. Use door stop.
   - Lock body must be centered in the door.

Wire Harness
(From Lock Body)

Cylindrical Lock Body
and Outside Trim
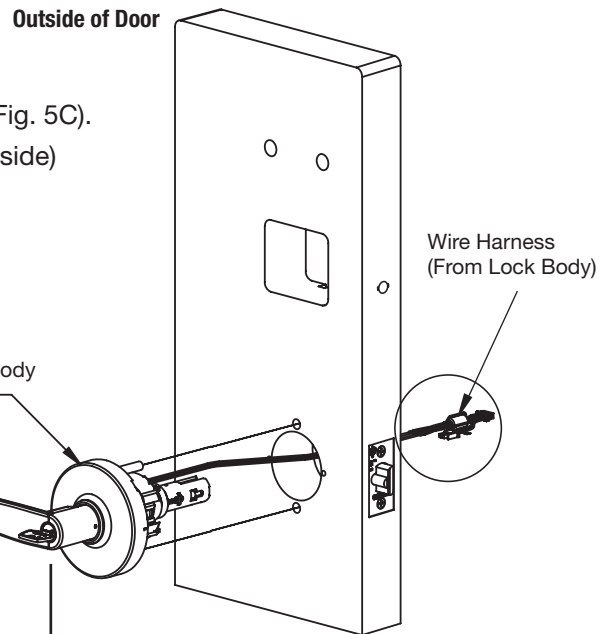
Fig. 5C

Fig. 5D (Detail)

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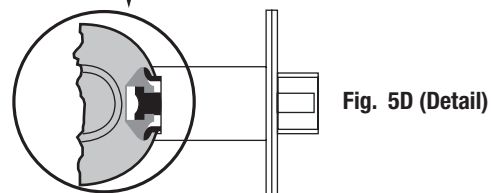
6 – Remove Outside Lever Only

1. Insert key, rotate 45° clockwise and hold (Fig. 6A).
2. Depress lever retainer with push pin tool (provided).

45°
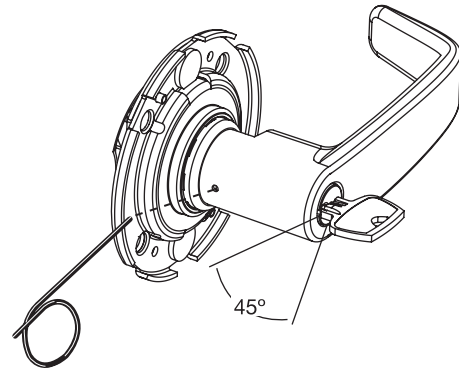
Fig. 6A

7 – Securing the Lock to Door

1. Feed wire and connector:
   - For wood door, feed wires up through the routed channel as shown (Fig. 7A).
   - For metal door (not shown), feed wire and connector through inside of door and out hole on outside of door (not shown).
2. Attach inside rose assembly and secure with screws, as shown (Fig. 7A).
3. Finish securing latch by tightening (2) #8-32 x 3/4"combination screws (see Fig. 7A & 4A).

Inside of door

Wire Harness
(From Lock body)

(2) #8-32 x 3/4"
Combination Screws

(2) #10-32 x 1-1/4"
Flat Head Machine
Screws (Secures
outer spring housing)

Fig. 7A

Spring housing assembly
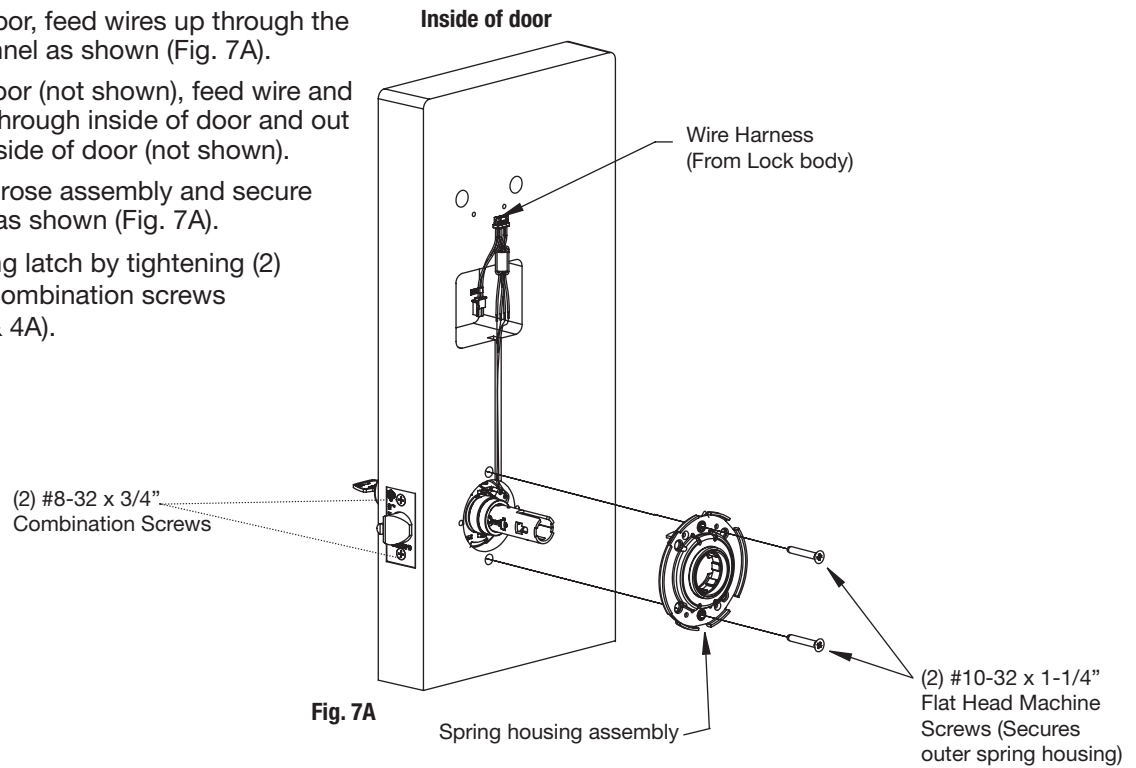
8 – How to Change Cylinder (If Necessary)

1. With outside lever in hand, use standard pliers to pull out cylinder retainer.
2. Remove key and cylinder from lever.
3. Insert new cylinder.
4. Secure by pressing cylinder retainer flush.

Cylinder Retainer

Key

Outside Lever

Cylinder

Washers (Only 30- Prefix)

Fig. 8A

10/31/12
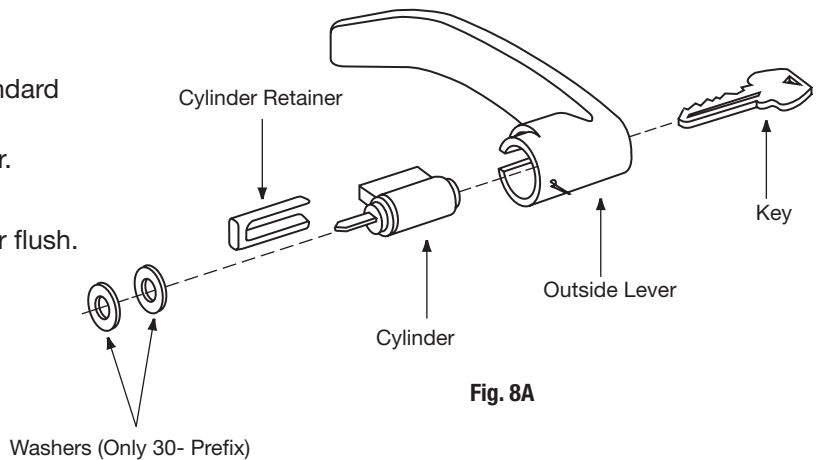
9 – Assemble Trim

1. Verify cylinder spacer is inserted into horizontal slot of lock body.

2. Place rose scalp over shaft of lock body against surface of door (Fig. 9A); hand-tighten (clockwise).

3. Attach lever (push until engaged).
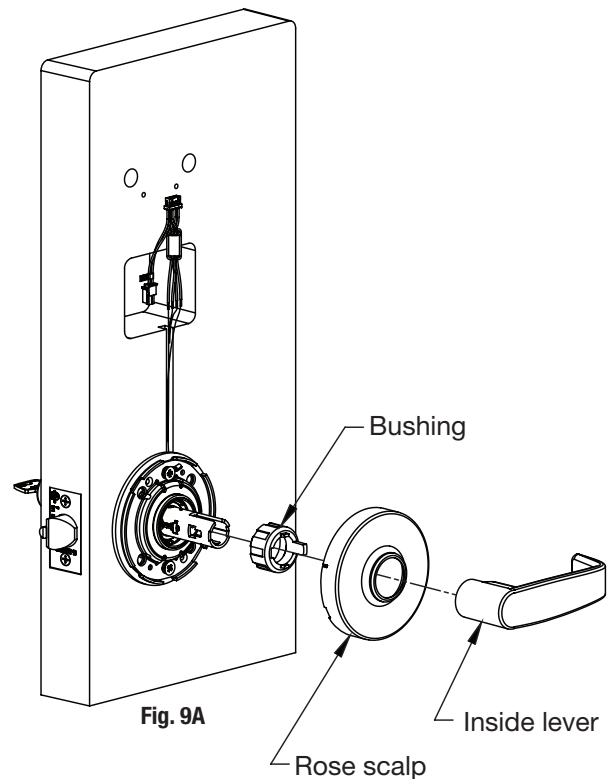
10 – Installation of Wire Cover Plate (Wood Door Only)

1. Align wire cover plate with chassis side against exit chassis cover and mark hole positions.

2. Ensure stamped side of plate goes against door.

3. Drill (2) 3/32" diameter by 1/2" deep holes (Fig. 10A).

4. Cover wires with cover plate by securing plate to door directly above rose (note orientation) using (2) #6 x 1/2" flat head security torx wood screws (Fig.10A).

   NOTE: Position lower edge of cover plate against the rose to ensure no wires are visible (Fig. 10B).

Bushing

Inside lever

Rose scalp

Fig. 9A

Wire cover

(2) 3/32" dia. by 1/2" deep holes

(2) #6 x 1/2" flat head security torx wood screws

Fig. 10A

Fig. 10B Detail

EXIT CHASSIS

CYL. LOCKBODY

This side down

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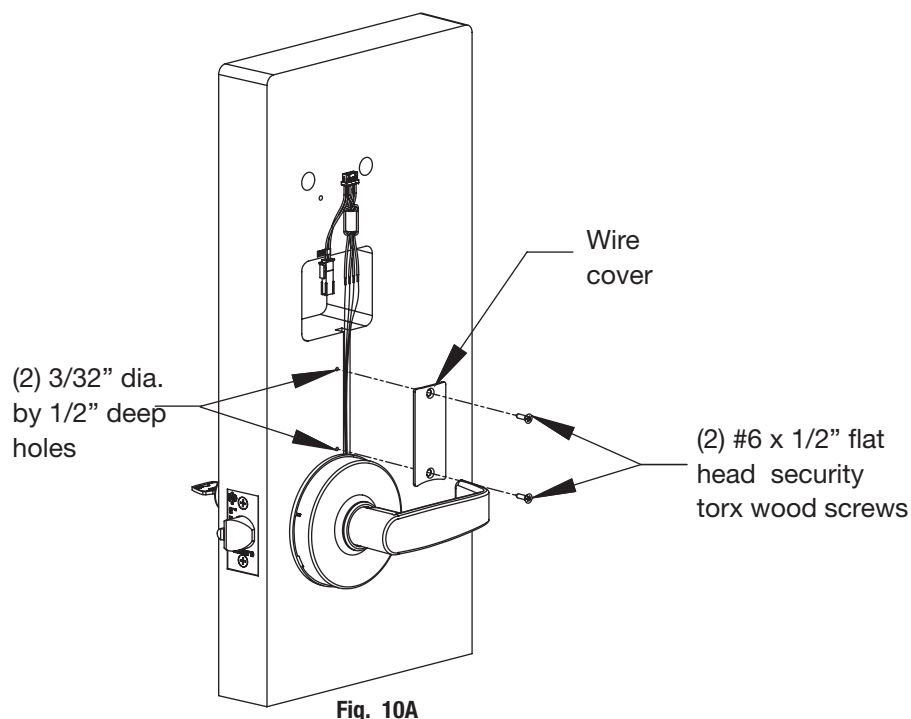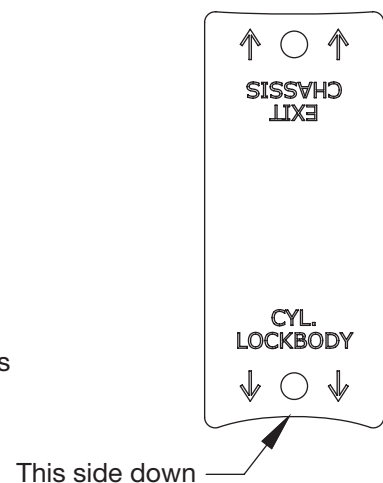
11 – Gasket Installation (Optional)

Note: Optional, for non-fire rated doors only.

For non-fire rated door applications, an optional gasket may be used as a weather seal between the escutcheon and the outside door surface.

Passport Gasket

Outside Passport Trim
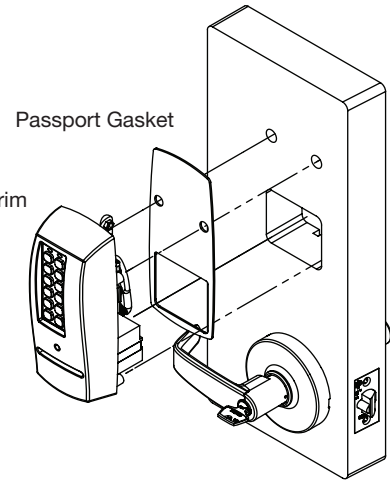
Note: Peel off adhesive backing and attach to (outside) escutcheon

Fig. 11A

12 – Installation of Outside Escutcheon and Mounting Plate Assembly

1. Insert the mounting posts through holes as shown.

2. On the inside of the door, position the mounting plate over the indicated holes.

   Note: Feed controller and keypad cables through side opening (Fig. 12A).

   Cable from lock body feeds through bottom (Fig. 12A and 12B).

3. Attach grounding lug to bottom right screw and note upright positioning of lug (Fig. 12A).

4. Insert other three corner screws and tighten, fastening the outside escutcheon to the door (Fig. 12B).

5. **IMPORTANT: If the following step is skipped, the product will not be UL-compliant:**

   Attach two (2) #8 x 3/8" flat head wood screws for wood doors, or (2) #8-32 x 3/8" flat head machine screws for metal doors (Fig. 12C).

↑TOP↑

Mounting Plate

Cables

Position lug upright, then tighten screw

Fig. 12B

Outside Passport Trim

Mounting Plate

(4) #8 - 32 x 1-7/8" Flat Head Machine Screws

Fig. 12A

(2) #8 - 3/8" Flat Head Wood Screws OR (2) #8 - 3/8" Flat Head Machine Screws

Fig. 12C

10/31/12
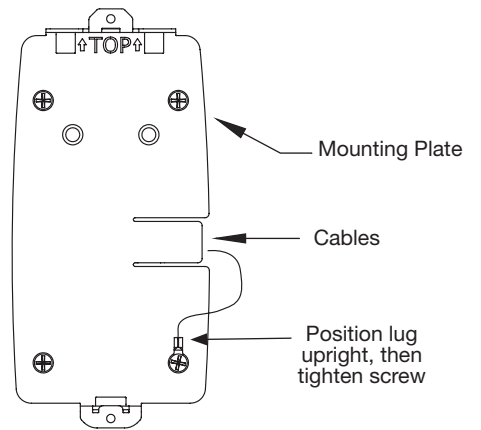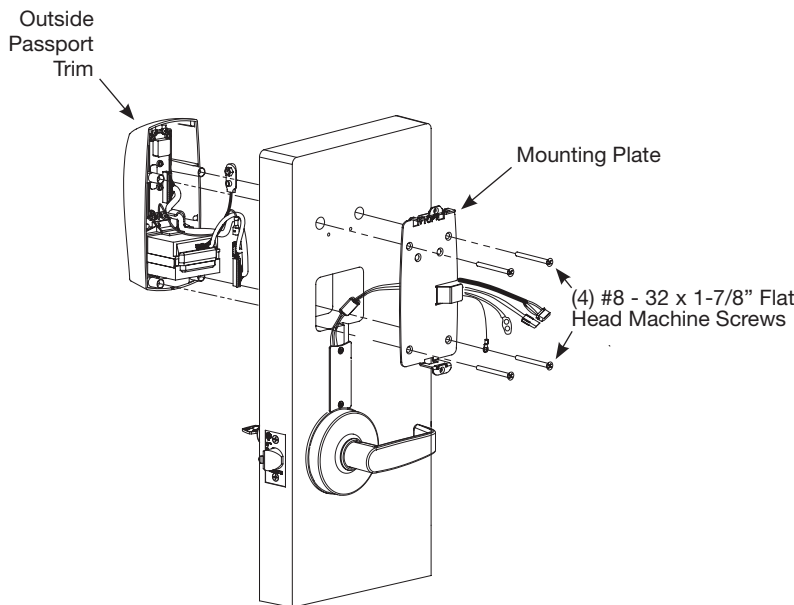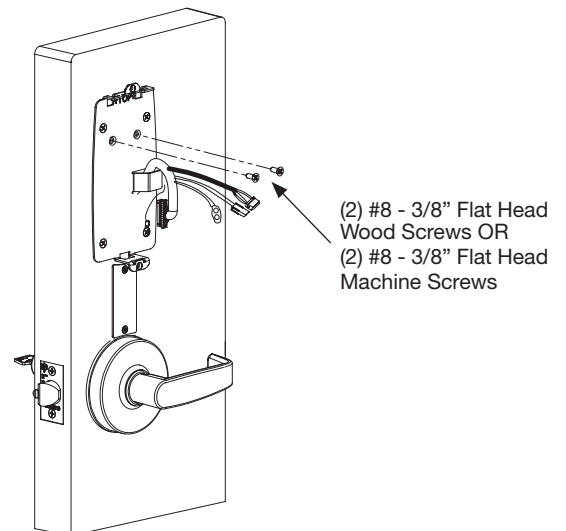
13 – Installation of Inside Component Assembly

Insert bottom of Component Assembly first (Fig. 13A), then clip top of Component Assembly to backplate, verifying both tabs attached securely.

Inside of Door

Modular component assembly
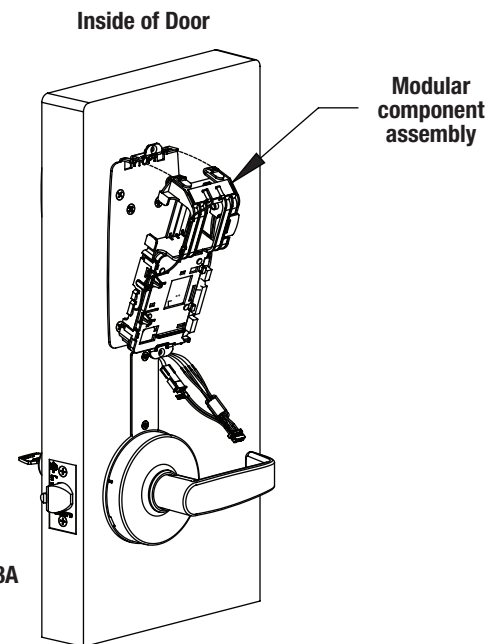
Fig. 13A

14 – Installation of Connectors

Secure the following connectors onto the circuit board (Fig. 14A and 14B):

1. Secure the mortise lock body assembly connector (10-pin).

2. Secure the mortise keypad/card reader connector (14-pin).

3. Secure the LCU connector (7-pin).

   Notes:

   • Connectors go on only one way.

   • Do not force and do not offset connectors.

   • Be sure they are completely seated (flush).

Detail 14B

From Outside Trim (LCU Card Reader)

From Outside Trim (Keypad)

From Lock body

Fig. 14B (Detail)

Fig. 14A

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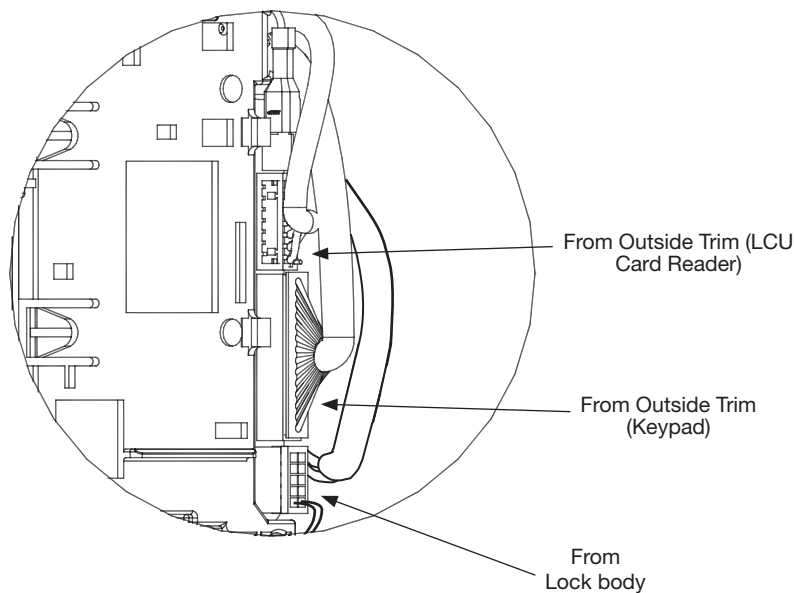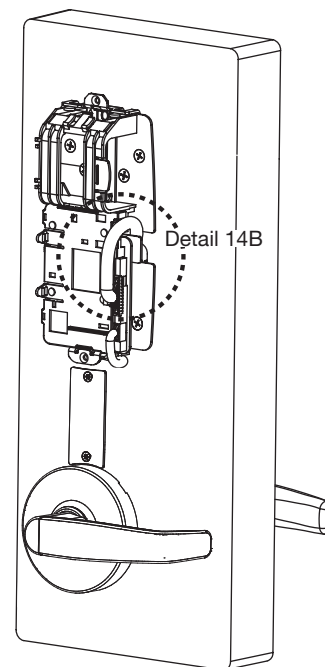
15 - Battery/Battery Pack Installation

1. Place (6) "AA" batteries into the compartment being careful to align polarity (- & +) properly.

2. Insert battery pack and click into place, making sure polarity terminals on the battery pack are oriented upwards (Fig. 15A).

PERSONA PG Controller DIP switch settings (Fig. 15A)

SARGENT mortise lock with and without deadbolt:

- Switch 1 and 2 - OFF

- Switch 3 - ON
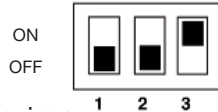
SARGENT cylindrical locks or exit devices:

- Switch 1 - OFF

- Switch 2 and 3 - ON

Battery pack
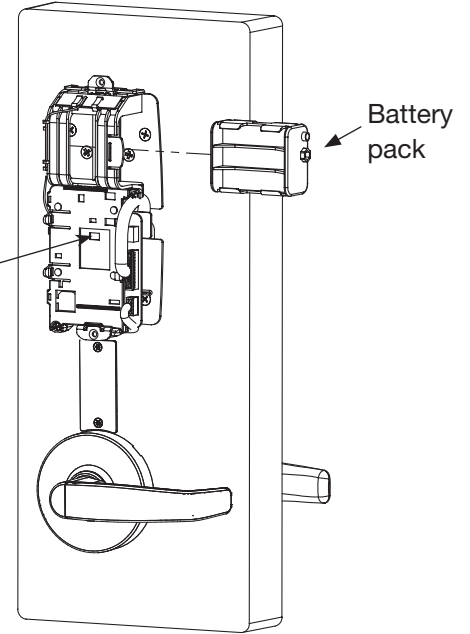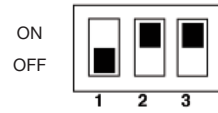
Fig. 15A

16 - Installation of Inside Escutcheon

1. Position inside escutcheon (Fig. 16A).

2. Insert screws, top and bottom, and tighten securely.

   DO NOT OVERTIGHTEN.

   NOTE: All wires should be placed inside to avoid being pinched.

3. Straighten escutcheon and tighten securely.

(2) # 8-32 x 1/2" pan head torx machine screws

Fig. 16A

10/31/12
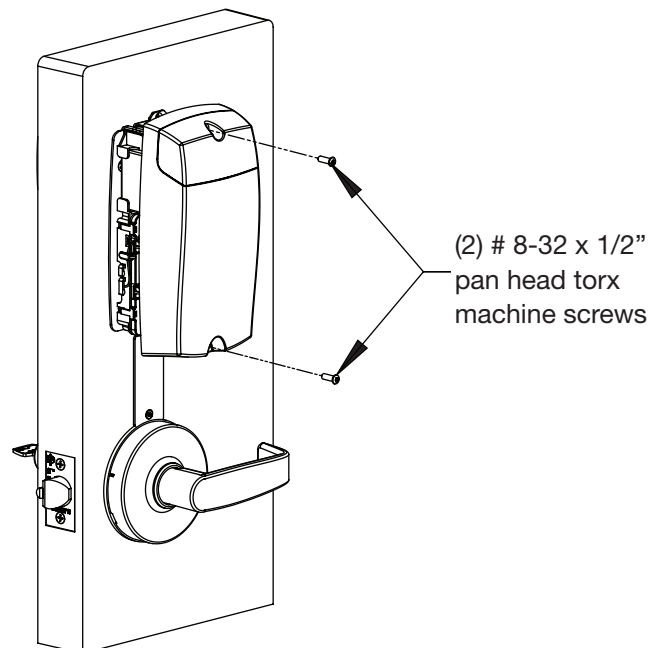
7 Setting up the LockLink™ and Contact Card for First Use*

*NOTE: The following steps in this section are only performed <u>one time</u>. Once Bluetooth pairing is complete, these steps do not need to be repeated to program locks (Section 8 "Lockset Programming").
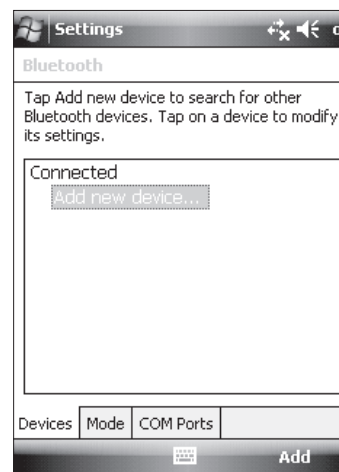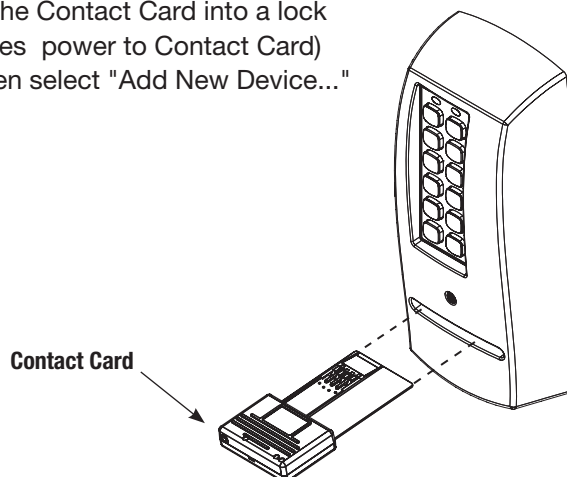
Pairing the Pocket PC with the Contact Card

1. To begin, highlight (by tapping) the [Start] button and select the 'Settings' menu.
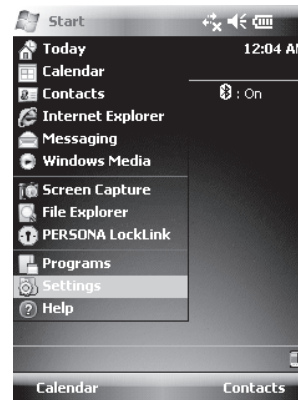
2. Next, tap the 'Connections' tab at the bottom of the screen and highlight the Bluetooth icon from the 'Settings' menu.
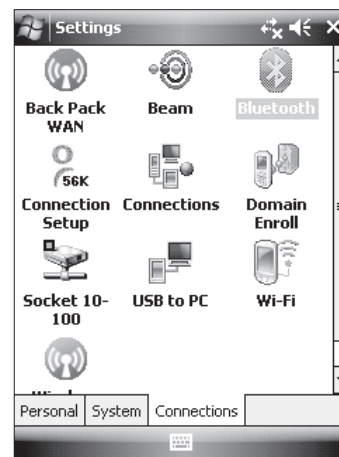
3. Insert the Contact Card into a lock (provides power to Contact Card) and then select "Add New Device..."

Contact Card

4. The Pocket PC will enable Bluetooth and begin discovery. If you receive a warning, "No Devices Found," then check again to see the blue light flashing on the Contact Card and tap 'Retry' .

   If the blue light is not flashing, remove the Contact Card, wait for the lights to go dark, then reinsert it before tapping 'Retry'.

   If this step fails repeatedly, then contact PERSONA technical support at (800)–481–8464.

Configuring the LockLink™ Software

Once you can see the " 🔵 FireFly-EAE0 " list entry, highlight it and tap 'Next'.

1. Enter "1234" when prompted for 'Passcode'.

2. Tap the 'COM Ports' tab at the bottom of the screen.

   Note the COM port number assigned to the Firefly device.

   NOTE: If you do not see the FireFly-EAE0 device in the COM port list, tap 'New Outgoing Port' and pick the FireFly-EAE0 device before tapping "Next'.

3. Choose an available COM port number (COM8 is often a good choice) and tap 'Finish."
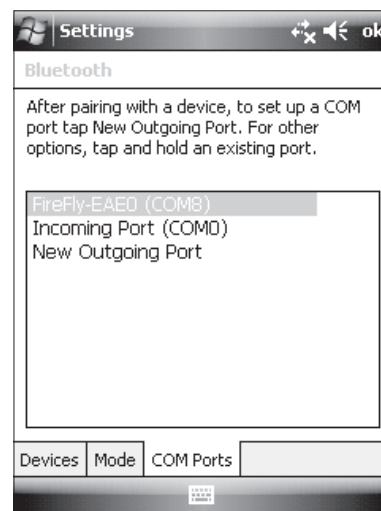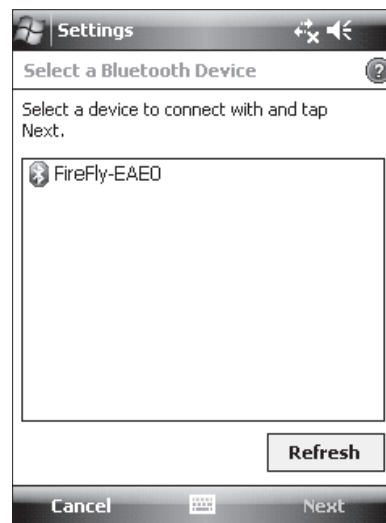
8 Lockset Programming

1. Tap [Start] then tap [PERSONA LockLink] to launch the LockLink™ program. Choose Menu and then 'Setup'.

2. Pick the COM port noted in Step 6. Check the box 'Use Bluetooth' and click 'Apply'.
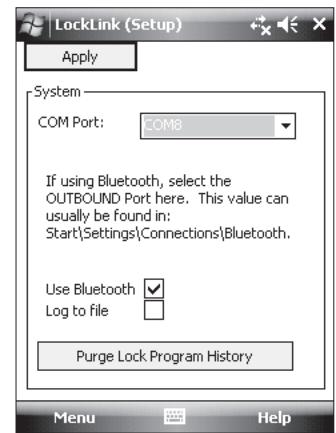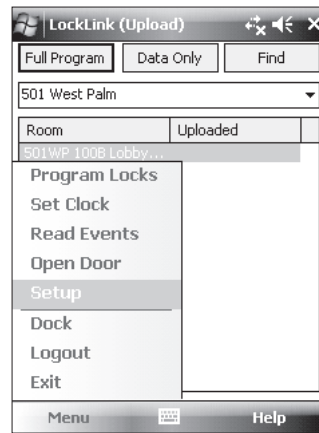
Start the PERSONA LockLink™ software:

3. Tap the Start button on the Pocket PC Screen.

4. If visible, select **PERSONA LockLink™ to launch the program; otherwise, tap Start and Programs to launch the Programs list and then select the PERSONA LockLink™ icon (right).**

5. Log into the LockLink™ by tapping the arrow and selecting your username from the drop down list:
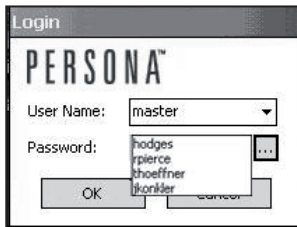
6. Type in your password.

You can use the onscreen keyboard entry method to enter information.

7. To access the full screen keyboard (shown at right) tap on the ellipsis (three dots) next to the password field.
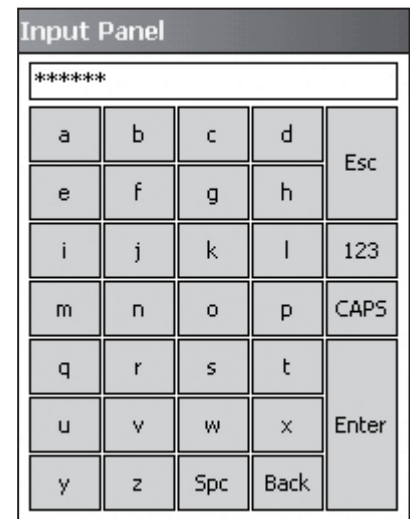
Once you have entered your password, you will begin on the Upload screen. This is the proper place to be for programming locks.

Note: Be sure to perform an Operational Check (see Section 9) for each lock.

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Lockset Programming Instructions (Continued)

Upload Full Program

After locks are installed, they must have program files copied into them before they can receive and interpret data. In many ways, the program files act as the locks' operating system by interpreting the lock data to control each lock's behavior.

1. Highlight (by tapping) the name of the lock that you wish to program.

   If the list of locks is longer than the display, locate the lock using the scroll bar at the right of the display or use the button [Find] at the top of the display.
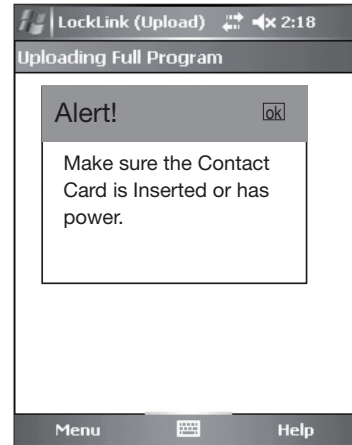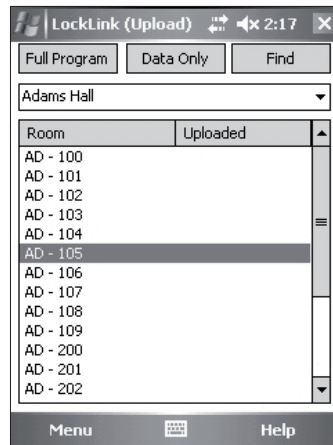
2. Tap the [Full Program] button to completely initialize the lock; the message "Alert! Make sure the Contact Card is Inserted or has power."

3. Tap "ok".

4. Follow the directions on the screen.

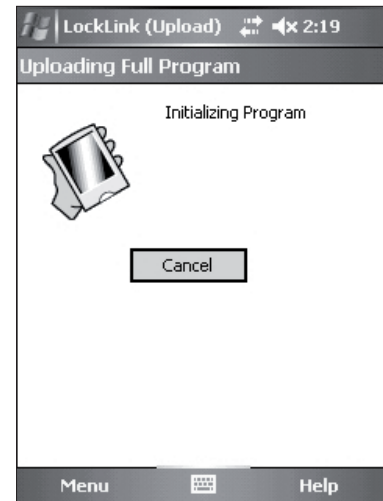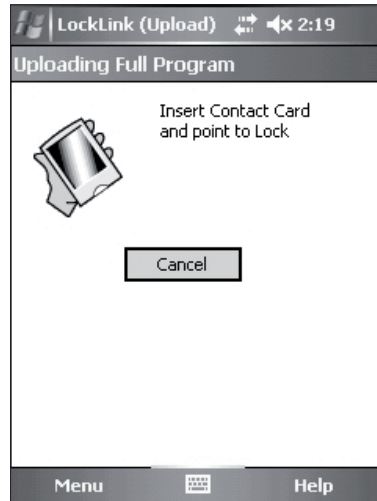   NOTE: You will be prompted to insert the Contact Card into the lock three times.

5. When the data has finished loading, you are notified to remove the Contact Card from the lock.
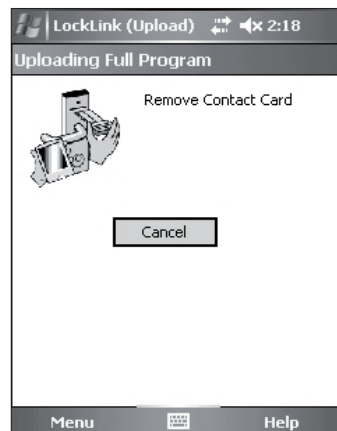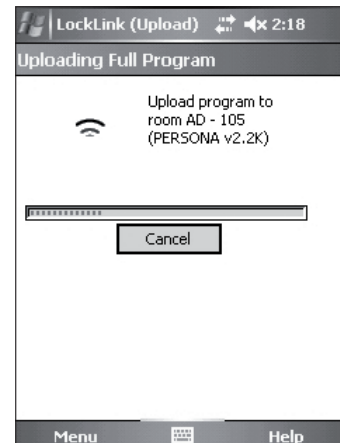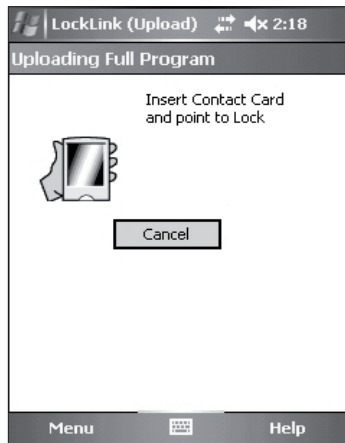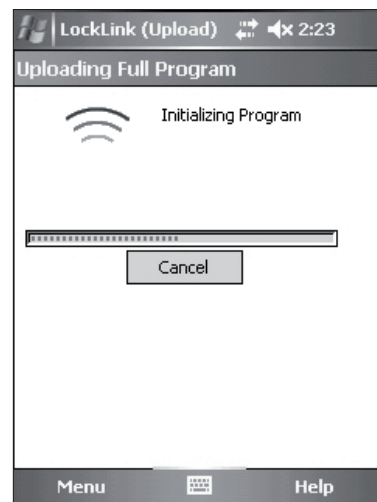
Lockset Programming Instructions (Continued)

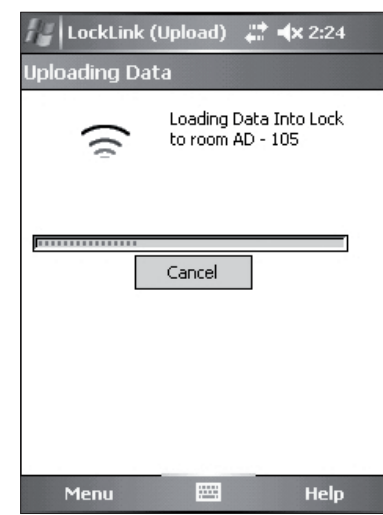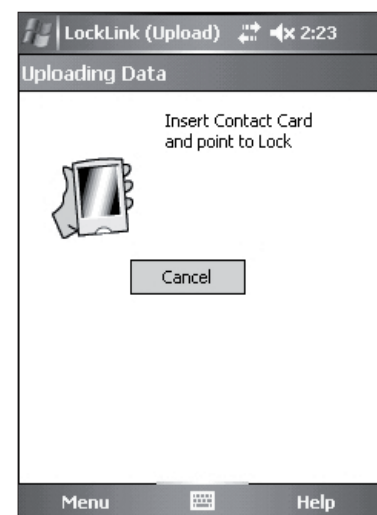5. Reinsert **Contact Card** a second time to initialize the program.

NOTE: You should hear the motor run briefly.

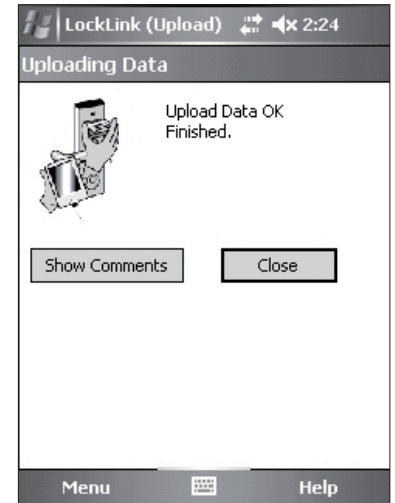6. Program initializes and directs you to remove the **Contact Card**.

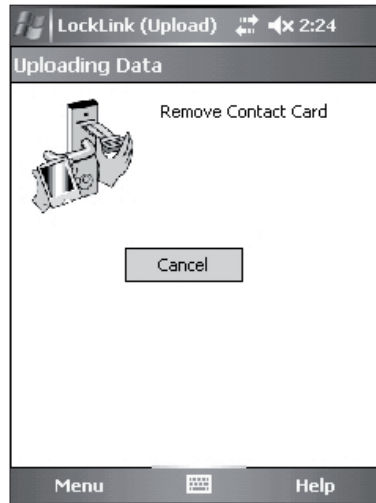7. Follow the on-screen directions and reinsert the **Contact Card** a third time.

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Lockset Programming Instructions (Continued)

8. Remove the **Contact Card**.

9. To exit and return to the program screen, tap the [Close] button.

10. After programming the new lockset, verify operation by performing the Operational Check (refer to Section 9).

11. Repeat this procedure for each lock to be programmed with lock data.

Note: With a successful upload, the time and date it was programmed will appear beside each lock name.

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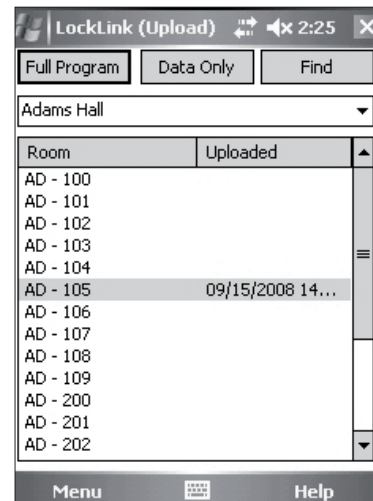
9 Operational Check

IMPORTANT: Be sure to test functions prior to closing door.

In all cases, perform the following checks:

1. Ensure that inside lever retracts latch (and deadbolt for deadbolt functions).

   • For devices with cylinders, the following checks apply:

   Insert key into cylinder and rotate:

   a. There should be no friction against lock case, wire harness, or any other obstructions.

   If harness friction exists, refer to the section on **'Installation of Inside Component Assembly'** in PERSONA instructions **A7808 (this manual)**.

   b. The key should retract the latch and the key should rotate freely.

   c. The key should extend and retract the latchbolt.

   • For units without a keypad, the following checks apply:

   Insert test card marked NO PIN and retract:

   a. Ensure lockset displays a green flash (and no other lights).

   b. Ensure outside lever retracts latch, the door opens, and that there is no binding against lock case, wire harness or other obstructions.

   • For units with a keypad, test the keypad by using the following checks:

   Create and insert a test card marked 'PIN 1234' and retract:

   a. Ensure lockset displays solid yellow light.

   b. Type 1, 2, 3, 4 on keypad.

   c. Ensure outside lever retracts latch, the door opens, and that there is no binding against lock case, wire harness or other obstructions.

   d. Test again with card marked 'PIN 5678'.

   e. Test again with card marked 'PIN 9090'.

2. Any rapid yellow or rapid red flashing lights indicate a low power condition.
   Check the battery voltage at the top of the battery pack to check for the required 9V.
   If the voltage is correct, inspect the wiring for a possible short.

3. When you have completed the tests, close the door, ensuring latchbolt and deadbolt fully extend into strike plate without binding.

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Passport 1000 PG Cylindrical Lock

Notes

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