Sargent & Greenleaf Comptronic 6124 and 6125 Electronic Safe Locks

Setting Up the Lock

Multiple User Configuration

1. About Your Lock

Each time you press a number, letter, or other character on the keypad of your Comptronic 6124 or 6125 electronic safe lock, it beeps and the red LED flashes.
If it doesn't, check your batteries to make sure they are fresh and/or connected properly, then try again. (See *Section 8, Changing the Batteries*.)

Factory-Set Master Code
1, 2, 3, 4, 5, 6, #

- The lock responds with various beep (♪) sequences to indicate different conditions. The ♪ symbols in examples show the number of beeps you hear.
- When programming, you always enter new codes twice, to confirm their accuracy.
- If you hear an error beep (long continuous tone) during any programming sequence, start the sequence over.
- *Always wait for each set of beeps to end before entering another number or letter, or you will interrupt the code sequence.*

PIN Positions

Each code created for use in your lock is assigned a personal identification number (PIN) position. The Master Code is PIN 0 (zero), the Supervisor is PIN 1, Users are PINs 2 through 8, and the Time Delay Override Code option uses PIN 9. To add codes for new PIN positions, see *Multiple User Management Guide, #630-436.*

2. Quick Reference Tables

Command Reference: Each of the following commands begins a code sequence to perform a specific function.

Command	Function
2 2 *	Change six-digit access code.
2 8 *	Download the event audit trail. See *Multiple User Management Guide, #630-436.*
3 2 *	Set up the method of enabling/disabling the lock.
3 8 *	Activates the lock duress feature. See *Multiple User Management Guide, #630-436.*
4 3 *	Identify the type of lock.
4 6 *	Program the time delay override option.
5 5 *	Enable/disable the lock (with Master or Supervisor Code, in Management/Employee mode). See *Multiple User Management Guide, #630-436.*
5 6 *	Disable the lock with User Code; see *Multiple User Management Guide, #630-436.*
6 7 *	Define and use the Management Reset Code.
7 4 *	Program a range of functions (Requires Master Code) • Define or change the time delay period (1-99 minutes) • Define or change the opening window (1-9 minutes) • Add/delete Supervisor Code Program a range of functions (Requires Master or Supervisor Code) • Add User Codes 2-8 • Delete code 1-8 • Create/delete a Time Delay Override Code (PIN 9)
7 7 *	Detect active PIN positions

Lock Identification: Enter 4 3 * and listen carefully for the lock identification beeps.

Beep Set Descriptions	Lock Identification: Number of Beeps		
1st set of Beeps: Lock Model (high/short)	Deadlocking motor lock (6124) 4 beeps	Push/pull motor lock (6125) 5 beeps	---
2nd set of Beeps: Lock Features (low/long)	Single User 1 beep	**Multiple User 2 beeps**	Dual Control 3 beeps

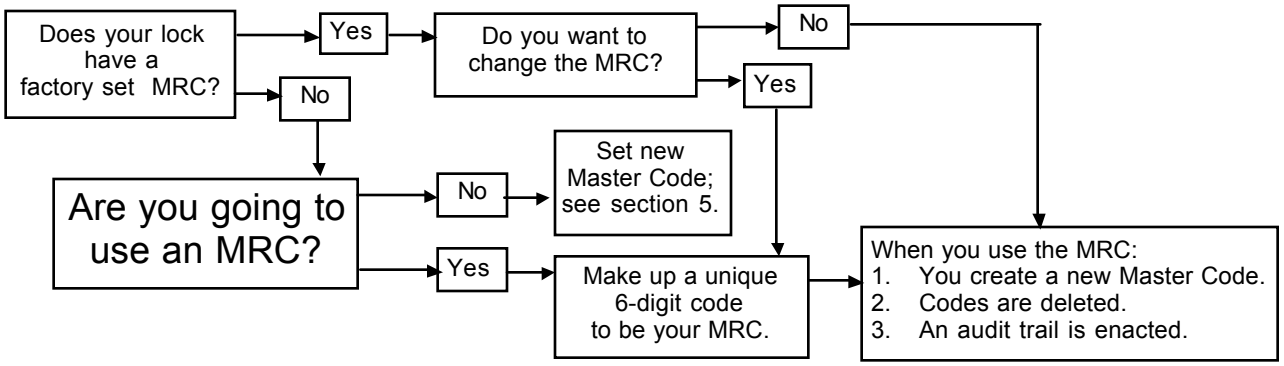
Reference for Beep Patterns

Action/Condition	What You Hear
Lock Model Identification	See *Lock Identification* table, above
Wrong code entered	1 long continuous beep
Code entered during error penalty time	2 long continous beeps
User code entered to start time delay	3 short high-pitch beeps
Time Delay countdown	1 short high-pitch beep every 10 seconds
Time Delay expiration signal	10 short high-pitch beeps
Opening Window signal	2 short high-pitch beeps every 6 seconds
Low Battery Warning	5 sets of 2 short high-pitch beeps
Battery too low to perform functions	20 short high-pitch beep (code lockout)
Lock bolt extension indicator	1 low/high beep sequence
Keypad tamper signal (optional)	2 sequences of S-O-S
End of Audit Trail download (optional)	3 high pitch beeps

3. Set Up the Management Reset Code

You set up a Management Reset Code (MRC) to use if you need to reset the lock in the future. Resetting the lock deletes the time delay override code, supervisor code and user codes; you also create a new Master Code at the same time. Resetting the lock does *not* affect the time delay or opening window durations, duress, audit trail, lock access method or audit trail settings.

Important! *The factory-set Master Code is 1 2 3 4 5 6. The first step in preparing for your lock operation is to decide if you want to use a Management Reset Code (MRC). If you do, we suggest that you store this code off the premises as an additional security measure.* ***The MRC must be set up prior to changing the Master Code for the first time.*** *Note: The MRC may have been preset at the factory; a factory-set MRC can be changed using this procedure if the Master Code has not been changed.*



The Management Reset Code (MRC) must be a unique code with six digits; one of the digits must be 1/0 or 3/0. That is, when you enter the code, you willl press the 1 or 3 simultaneously with 0 (zero). Examples of valid MRCs are 7 6 5 4 3/0 2 AND 4 5 2 1/0 6 6. The combination of the two keys (1/0 or 3/0) provide added security. Be sure to listen for the beeps (♪) as you enter the following:

6 7 * [*Factory-set Master Code*] # ♪♪♪♪♪ [*MRC*] # ♪♪♪ [*MRC*] # ♪♪♪

For example: 6 7 * 1 2 3 4 5 6 # ♪♪♪♪♪ 9 1/0 8 9 2 7 # ♪♪♪ 9 1/0 8 9 2 7 # ♪♪♪

Master Code MRC MRC

a. Use the MRC

Use the MRC only when you know you have lost or forgotten the Master Code. Remember that the MRC deletes the time delay override code, supervisor code and user codes. You also create a new Master Code as you use the Management Reset Code (MRC). Enter:

6 7 * [*MRC*] # ♪♪♪♪♪ [*New Master Code*] # ♪♪♪ [*New Master Code*] # ♪♪♪

For example, to use the MRC of 9, 1/0, 8, 9, 2, 7 and create a Master Code of 6, 5, 4, 3, 2, 1:

6 7 * 9 1/0 8 9 2 7 # ♪♪♪♪♪ 6 5 4 3 2 1 # ♪♪♪ 6 5 4 3 2 1 # ♪♪♪
MRC New Master Code New Master Code

b. MRC Audit Trail

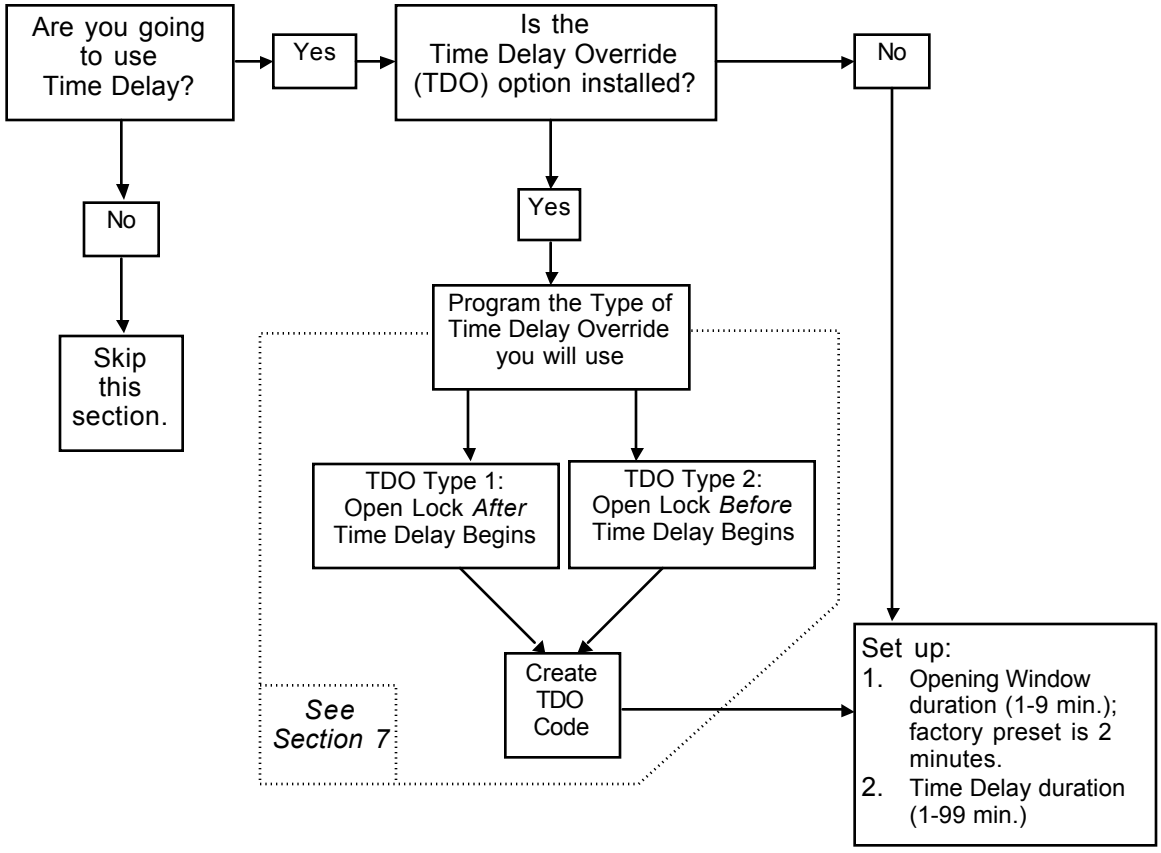
Immediately after the new Master Code is set with the MRC, the lock will beep once for each time the MRC has been used, including the current usage. This audit trail is provided to let you know how many times the MRC has been used to reset the lock. Note: If your lock has the Event Audit Trail option, use of the MRC is recorded in the event audit trail.

4. Time Delay

Time delay is a security feature that creates a period of time between the entering of a valid code and the ability to open the safe door. At the end of the time delay period, the lock begins the *opening window*, the time period when you can open the safe. You set the number of minutes for the time delay and opening window periods independently.

You may have the *time delay override (TDO)* option installed in your lock. This option allows you to stop the time delay either before or after it begins. If you have the TDO option, set up your time delay parameters in the following order (refer to the diagram below):

- Define how/if time delay override will be used (go to Section 7).
- Define the opening window duration in minutes (1-9) - the factory setting is 2 minutes.
- Define the time delay duration in minutes (1-99).
- Set up a time delay override code (go to Section 7).



a. Set Up the Opening Window Duration

The "opening window" (OW) is the period of time during which you can open the lock, immediately following the end of the time delay period. The OW can be set for 1 to 9 minutes (factory setting is 2 minutes). Once the time delay is programmed, changes can only be made in the opening window. To set the minutes for the Opening Window, enter:

7 4 * [Master Code] # ♪♪♪♪♪ 0 1 # ♪♪♪[OW min] # ♪♪♪ [OW min] # ♪♪♪

For example, to set the Opening Window to 5 minutes, enter:

7 4 * [Master Code] # ♪♪♪♪♪ 0 1 # ♪♪♪ 5 # ♪♪♪ 5 # ♪♪♪

b. Set Up the Time Delay Duration

The Time Delay (TD) is the period of time from the entry of a valid Code to the time the lock can actually be opened. Time delay can be set to delay opening from 1 to 99 minutes. *Security Note: Changes to the time delay duration can only be made during the opening window.* Enter:

7 4 * [Master Code] # ♪♪♪♪♪ 0 0 # ♪♪♪[TD min] # ♪♪♪ [TD min] # ♪♪♪

For example, to set the Time Delay to 15 minutes, enter:

7 4 * [Master Code] # ♪♪♪♪♪ 0 0 # ♪♪♪ 1 5 # ♪♪♪ 1 5 # ♪♪♪

To eliminate the Time Delay period after previously being set up, simply enter zeroes (0) for the time delay minutes.

5. The Master Code

The Master Code is used when entering commands for specific lock management functions. Once the Management Reset Code (MRC) parameter has been set (section 3), you must change the Master Code from the factory setting 1 2 3 4 5 6. Use this programming sequence whenever it is necessary to create a new 6-digit Master Code. Enter your new Master Code where the example says *New MC:*

2 2 * Current MC # ♪♪♪♪♪ New MC # ♪♪♪ New MC # ♪♪♪

For example, to change the Master Code to 654321:

2 2 * 1 2 3 4 5 6 # ♪♪♪♪♪ 6 5 4 3 2 1 # ♪♪♪ 6 5 4 3 2 1 # ♪♪♪

6. Keypad Tamper Indicator (OPTIONAL: MUST BE ORDERED) ***Required for Vds rating***

If this option is installed, the lock records each time the lock keypad housing is unseated or removed. If the housing is disturbed, the Keypad Tamper Indicator beeps an SOS warning signal the next time you attempt to enter a valid access code. The lock will not open; it beeps the SOS: 3 short/high beeps, 3 short/low beeps, 3 short/high beeps. This signal is repeated twice. When it stops, enter a valid code within one minute and the Keypad Tamper Indicator will reset and the lock will open.

7. Time Delay Override (OPTIONAL: MUST BE ORDERED)

a. Set Up Time Delay Override (TDO)

With Time Delay Override (TDO), you define whether or not you can *override* Time Delay, in case you need to open the lock before the time delay expires - for example, by a cash carrier. If time delay has been programmed, the following steps must be performed in the Opening Window.

Type 1: Open Lock After Time Delay Begins

With this option, you enter a TDO Code after a valid user has entered his/her code and the time delay period has begun. The TDO code must be entered in the first 60 seconds of the time delay period. To choose this type of override, enter:

4 6 * [Master Code] # ♪♪♪♪♪ 1 # ♪♪♪ 1 # ♪♪♪

Type 2: Open Lock Before Time Delay Begins
With this option, you enter a TDO Code that allows the lock to be opened immediately without waiting for the time delay to be started. To choose this type of override, enter:

4 6 * [Master Code] # ♪♪♪♪♪ 2 # ♪♪♪♪ 2 # ♪♪♪

Turn Off Time Delay Override
Note: The TDO code (PIN position 9) is automatically deleted when TDO is turned off. To turn off the Time Delay Override completely after it's been programmed, enter:

4 6 * [Master Code] # ♪♪♪♪♪0 # ♪♪♪ 0 # ♪♪♪

b. Program a Time Delay Override (TDO) Code

To use the TDO feature, you need to create a unique 6-digit TDO code in PIN position 9. Note: The TDO code is created and changed the same as user codes.

Create the TDO Code. Enter:

7 4 * [Master Code] # ♪♪♪♪♪9 # ♪♪♪ [TDO Code] # ♪♪♪ [TDO Code] # ♪♪♪

For example, to create a TDO Code of 494949 using the factory-set master code, enter:

7 4 * 1 2 3 4 5 6 # ♪♪♪♪♪ 9 # ♪♪♪ 4 9 4 9 4 9 # ♪♪♪ 4 9 4 9 4 9 # ♪♪♪

Change the TDO Code. Enter:

2 2 * Old Code # ♪♪♪♪♪[New Code] # ♪♪♪ [New Code] # ♪♪♪

For example, to change 494949 to 321123, enter:

2 2 * 4 9 4 9 4 9 # ♪♪♪♪♪3 2 1 1 2 3 # ♪♪♪3 2 1 1 2 3 # ♪♪♪

Delete the TDO Code. Enter:

7 4 * [Master Code] # ♪♪♪♪♪ 9 # ♪♪♪ # ♪♪♪# ♪♪♪

8. Changing the Batteries

Carefully remove the keypad housing by first lifting the bottom edge (closest to the S&G logo) and then easing it off the base. Detach the old batteries from the terminals. To prevent bending or breaking the holder, support the top of each battery holder as you insert each fresh battery (Duracell® alkaline batteries are recommended). *Note: No codes or settings are lost during battery replacement.*

Specifications for Comptronic 6124 and 6125 Electronic Safe Locks and 61KP Keypads

Lock Dimensions	Width: 2.4" (61mm) Height: 1.1" (30mm) Length: 3.32" (84.3mm)
Keypad Dimensions	4 inches diameter (101.6mm) Height: 1.44" (36.5mm)
Weight	6124: 1 pound (.454Kg) 6125: 1 pound (.454Kg) Housing/base: .7 pound (.284Kg)
Shipping Weight	6124: 1.75 pounds (.738Kg) 6125: 1.75 pounds (.738Kg)
Finish	Case: Black paint Cover: Black paint Keypad: Satin chrome plated
Power	Two (2) 9-volt alkaline batteries (Duracell® recommended)
Battery Life	Approximately 5,000 openings (based on use of Duracell® batteries). Note: Use of time delay will decrease battery life.
Low Battery Detection	Beep/LED flash feedback from keypad (5 double beeps/flashes)
Operating Temperature	32 to 120 F. (0 to 60 C.) Fresh batteries are recommended at lower temperatures.

Comptronic Models 6124 and 6125 Electronic Safe Lock and 61KP Keypad Limited Warranty

Seller warrants that for two (2) years from the date of shipment from Seller's point of manufacture, the goods will be free from defects in material and workmanship, provided the goods are normally and properly used according to the Seller's written instructions.

THIS WARRANTY IS EXPRESSLY MADE IN LIEU OF ANY AND ALL OTHER WARRANTIES, EXPRESS OR IMPLIED. S&G DOES NOT WARRANT THAT THE GOODS ARE MERCHANTABLE OR FIT FOR ANY PARTICULAR PURPOSE EXCEPT AS EXPRESSLY PROVIDED HEREIN.

Seller's entire liability and Buyer's exclusive remedy in the event that the goods do not conform to the foregoing warranty shall be Seller's repair or replacement of the goods (including payment of freight costs to and from point of manufacture). This warranty does not apply to batteries or damage from battery leakage.

SELLER SHALL HAVE NO LIABILITY FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT OR SPECIAL DAMAGES. SELLER DOES NOT WARRANT ITS LOCK PRODUCTS TO BE IMPERVIOUS TO FORCIBLE OR SURREPTITIOUS ENTRY, AND SELLER SHALL HAVE NO LIABILITY FOR DAMAGE TO OR LOSS OF PROPERTY SOUGHT TO BE PROTECTED BY ANY SUCH LOCK.

S&G Confidential

Sargent & Greenleaf, Inc.
Corporate Headquarters:
One Security Drive
Nicholasville, KY 40356 USA
800-826-7652
Fax 800-634-4843
Outside the United States
Tel. 859-885-9411
Fax 859-887-2057

ON THE INTERNET
Email: custsvc@sglocks.com
Website: http://www.sglocks.com

Sargent & Greenleaf, Inc.
European Headquarters:
9 Chemin du Croset
1024 Ecublens
Switzerland
Tel. 41-21-691-9583
Fax 41-21-691-5349

Revision 7/9/03