

# Supra

High Security Lock for Safes & Vaults



# LA GARD

## User Operating Instructions

### Standard Specification

With additional instruction for Dual Mode, Alarm Signals and Time Delay Override

## Available users and default codes

User	User ID	Default Code
Master	N/A	0-0-9-8-7-6-5-4
Manager	N/A	0-1-1-2-3-4-5-6
Users 02-31	02-31	Deleted – Must be added by the Manager

Default codes must be changed immediately. All codes contain 8 digits. The first 2 digits are always the user ID, where the master is 00, the manager is 01 and the users are numbered 02-31. The remaining 6 digits should be set to a private code known only by the user.

## Acoustic and visual signals

The lock system will indicate status with beeps and LED flashes on the keypad

Signal	Indication
Short beep & LED flash	Button pressed correctly
Double beep & LED flash	Code or function entered correctly
Triple beep & LED flash	Code or function entered incorrectly
5 beeps on a key press	Remote disable is active
LED flash every second	The lock is in time delay
LED flash twice per second and beep every 10 seconds	The lock is in the open window
LED flash every 10 seconds	The lock is in penalty
Repeated beeping and flashing during opening	Low battery warning

## Command Keys

All of the functions available to the master, manager and users are accessible using command keys. To use a command key, enter a valid code and hold down the last digit until 2 sets of double beeps have sounded and the LED stays on. Press the relevant command key and follow the remaining instruction.

Key	Function
0	Change Code
1	Add a user / enable a disabled user / check user status
2	Disable a user
3	Delete a user
7	Download an audit
9	Enter time delay values

## Standard Features

### Codes & Users

The master code holder can:	
• Change Code	• Audit the lock

The manager code holder can:	
• Open the lock	• Change code
• Add, enable, disable and delete users	• Audit the lock
• Check user status	• Set time delay values

There are 30 user codes numbered 02-31. Users can:	
• Open the lock	• Change code

## Time delay

Time Delay is a feature requiring a period of time to elapse before the lock system can be opened, to prevent a user being forced to open the lock immediately.

The Time Delay period can be set from 1 – 99 minutes. The Open Window is the period of time after time delay has expired during which the lock can be opened which can be set from 1-19 minutes.

## Low battery warning

If the battery is running low, repeated beeping during opening will indicate the need to change the battery.

## Penalty

Entry of 4 consecutive incorrect codes results in a 5-minute penalty - all lock functions are disabled.

During penalty, the LED flashes at 10 second intervals and a key press will result in 3 beeps. After the penalty has expired, 2 further consecutive incorrect codes will initiate the penalty. Once a correct code is entered, the penalty trigger resets to 4 wrong tries.

## Check user status

The status of users, whether enabled, disabled or deleted may be audited using the keypad.

## Optional Features Available On Request

### Audit

An audit can be taken of the last 479 lock events, showing opening activity and other operations. The audit shows time and date information. To take an audit, a PC is required along with software and a cable interface kit, items sold separately.

### Dual mode

The lock system can be set up so that 2 codes are required to open the lock and carry out manager special functions.

### Alarm signals

The lock can be set up so that a silent signal is sent to an alarm system when a duress code is entered, in addition to one of the following options:

- When an input signal is received from an alarm system, the lock is disabled from opening.
- When an input signal is received from an alarm system, the lock is disabled from opening, and any command functions are disabled.

An alarm box, sold separately, is required to interface with the alarm system

### Time delay override

User 31 is able to override time delay. This feature is intended for cash carriers who may require immediate access to the safe.

## To open the lock

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Enter a valid 8 digit manager or user code. Within 4 seconds, turn the safe handle and/or turn the keypad.

## To close the lock

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Turn the safe handle and/or turn the keypad.

## To open the lock when time delay is active

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Enter a valid 8 digit manager or user code. Wait for the time delay period to elapse.

The open window will be indicated with LED flashes twice every second, and a beep every 10 seconds

Enter a valid 8 digit manager or user code. Within 4 seconds, turn the safe handle and/or turn the keypad.

## To change code

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Codes should always be changed and tested with the safe or vault door open, with the bolt in the locked position.

Enter the old code and hold down the last digit until 2 sets of double beeps sound and the LED stays on

Press 0, a double beep will sound

Enter the new code ensuring that the first 2 digits are the same to indicate the user ID, a double beep will sound

Enter the new code again to confirm, a double beep will sound

Test that the new code works whilst the door is open.

New codes which differ from the existing code by only 1 digit will not be accepted

## Manager Functions

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### To add a user

If a user is deleted, the user can be activated with a new code.

Enter the manager code and hold down the last digit until 2 sets of double beeps sound and the LED stays on

Press 1, a double beep will sound

Enter a user ID number from 02-31. A double beep will sound (If a double beep sounds and the LED turns off, that user is already activated and can be disabled or deleted)

The user should enter their 8 digit code ensuring that the first 2 digits are the user ID, a double beep will sound.

The user should enter their 8 digit code again to confirm, a double beep will sound.

The user should check the code to ensure correct entry whilst to door is open.

## Manager Functions continued...

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### To delete a user

If a user's code is no longer required it can be deleted  
Enter the manager code and hold down the last digit until 2 sets of double beeps sound and the LED stays on.

Press 3, a double beep will sound

Enter the user ID number from 02-31. A double beep will sound to confirm deletion of the user.

### To disable a user

A user can be temporarily disabled without deleting their code

Enter the manager code and hold down the last digit until 2 sets of double beeps sound and the LED stays on.

Press 2, a double beep will sound

Enter the user ID number 02-31. A double beep will sound and the LED will turn off.

### To enable a user

If a user has been disabled, their code can be enabled

Enter the manager code and hold down the last digit until 2 sets of double beeps sound and the LED stays on.

Press 1, a double beep will sound

Enter the user ID number 02-31. A double beep will sound and the LED will turn off.

### To check user status

Enter the manager code and hold down the last digit until 2 sets of double beeps sound and the LED stays on

Press and hold 1 until 2 sets of double beeps sound and the LED stays on

Press each user ID 2-9 in turn. The signals below indicate the user's status

- A double beep - user is active
- A long beep - user is disabled
- A quadruple beep - user is deleted

Wait 10 seconds to exit

### To audit the lock

Full technical instructions for taking an audit are available with the audit software. The command required on the lock is:

Enter the manager code and hold down the last digit until 2 sets of double beeps sound and the LED stays on

Press 7 to start the audit transmission.

## Manager Functions continued...

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### To enter time delay values

Enter the manager code and hold down the last digit until 2 sets of double beeps sound and the LED stays on.

Press 9, a double beep will sound

Enter 2 digits to indicate the time delay period 01-99 minutes. Enter 2 digits to indicate the open window period 01-19 minutes

A double beep will sound

Re-enter the 4 digits to confirm

A double beep will sound to confirm that the values have been set.

### To increase time delay values

To increase time delay values follow the steps in "To enter time delay values"

### To decrease or remove time delay values

To decrease or remove time delay values, the operation must be performed during the open window before the user or manager code is entered. To decrease, follow the steps in "To enter time delay values"

To remove:

Enter the manager code and hold down the last digit until 2 sets of double beeps sound and the LED stays on.

Press 9, a double beep will sound

Enter 00 to indicate the time delay period should be 0 minutes. Enter 00 to indicate the open window should not be operational.

A double beep will sound. Re-enter the 4 digits to confirm. A double beep will sound to confirm. The open window will continue.

## Master Functions

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### To audit the lock

Full technical instructions for taking an audit are available with the audit software. The command required on the lock is:

Enter the master code and hold down the last digit until 2 sets of double beeps sound and the LED stays on

Press 7 to start the audit transmission

## Optional Feature – Dual Mode

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If the lock has been supplied in dual mode, user 02 is installed with the default code 0-2-0-2-0-2-0-2

### To open the lock

Two valid codes must be entered to open the lock, one of which can be a manager code.

### To open the lock when time delay is active

Two valid codes are required to start time delay, and to open the lock during the open window. User 31 may override time delay after another valid code has been entered.

## Optional Feature – Dual Mode continued...

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### To perform a manager function

A valid user code must be entered before following the standard manager function procedure.

## Optional Feature – Alarm signals

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### To enter a duress code

If the feature has been enabled, a duress code can be entered which will open the lock and also send a silent signal to the alarm system to notify others that the lock is being opened under duress.

The duress code is the user's normal code, but the last digit should be decreased or increased by 1, for example:

- Normal code: 0-1-1-2-3-4-5-6
- Duress code: 0-1-1-2-3-4-5-5 or 0-1-1-2-3-4-5-7

### Signals if remote block is active

If the lock system is connected to an alarm and an input signal is received, the lock will beep 5 times either when a key is pressed or after entry of a valid code.

## Optional Feature – Time Delay Override

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If the feature has been enabled, User number 31 is able to override time delay. User 31 can only be added by the manager if time delay is not active or during the open window if time delay is active.

## Troubleshooting

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### Any key press results in a triple beep

The lock is in penalty. The LED will flash every 10 seconds. Wait for the 5-minutes penalty period to elapse to enter a valid code.

### A triple beep sounds

The code or function has not been entered correctly re-enter.

### If a mistake is made during code or function entry

Wait 30 seconds and repeat the function

### A key does not beep when pressed

The battery may be depleted. Consult the safe or vault supplier for information on changing batteries.

### Repeated beeps and flashes during opening

The battery is running low. Consult the safe or vault supplier for information on changing batteries.

### The safe or vault door does not open

If the lock system is otherwise operating normally, there may be a mechanical fault with the safe. Contact a safe engineer.