OPERATING INSTRUCTIONS

Rotarybolt™ Z^{02} Electronic Safe Lock

The Sargent & Greenleaf Rotarybolt Z^{02} lock combines ease of operation with security and flexibility. Its advanced electronic circuit design makes it easy to open and easy to change codes. Follow these instructions carefully to get the best possible use from your lock.

INTRODUCTION

- The Sargent & Greenleaf Rotarybolt Z^{02} lock is shipped from the factory in single user mode with a **factory master code** only. It is 1 2 3 4 5 6 #. This code is used to open the lock and set or change all of its codes. If the safe maker or your dealer sets a new **master code**, he will advise you of the change. You should set the lock to your own, unique **master code** immediately.

- The Rotarybolt Z^{02} lock in single user mode will always open on the **master code**. At your discretion, it can also be set to accept a **supervisor code**, up to five different **user codes,** and a **time delay override code**. The **master code** holder is responsible for maintaining the number of active users programmed into each lock. The **supervisor code** holder can create, change, and delete user codes. The **master code** is designated as code #1. The **supervisor code** (if set) is designated as code #2. The **user codes** (if set) are designated by user I.D. numbers 3, 4, 5, 6, and 7. The **time delay override code** (if set) is designated as code #9.

- Each time a button is pressed, the lock acknowledges it by sounding a "chirp," and the LED on the keypad will light momentarily as the "chirp" sounds.

- All codes must contain six digits or six letters. Any digit or letter can be used as many times as you wish. For instance, the following codes (while not recommended) will operate the lock: 5 5 5 5 5 5 #   OR   J J J J J J #

- All codes end with #. This signals the lock that you have finished entering all digits of the code.

- If you pause more than 10 seconds between button presses when entering a code, the lock will assume you do not want to continue, and it will reset itself to the original code. To open the lock, begin the code entry sequence again from the first step.

- If you realize you have pressed an incorrect button when entering a code, press ✱ or simply pause ten seconds or more, then begin entering your code again.

- If four incorrect codes are entered in a row, the Rotarybolt Z^{02} lock will shut down for a period of five minutes. This is a security feature. Pressing any button anytime during the lockout period will reset the timer to its **maximum** penalty time. Do not touch any keypad buttons for a period of at least five minutes, then enter any valid code(s) to open the lock.

  The lock can also go into the lockout period during programming if it interprets an incorrect programming sequence as four or more consecutive incorrect code entries. If the lock emits a long error tone (brap) during repeated programming attempts, it may be in lockout mode. Do not press any buttons for five minutes, then try again.

  The Rotarybolt Z^{02} lock is extremely versatile, and therefore somewhat complex to program. These detailed programming instructions are followed by a condensed, two-page quick programming reference designed for anyone who is already familiar with the lock's various features.

- For UL installations, the maximum number of user codes is one.

S&G

SARGENT AND GREENLEAF ®

STANLEY

OPERATING INSTRUCTIONS

Rotarybolt™ Z^{02} Electronic Safe Lock
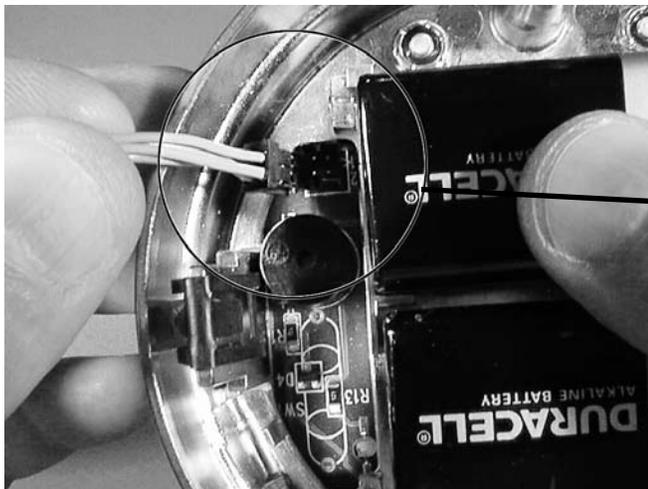
TO OPEN THE LOCK

Press the code digits or letters in order, followed by **#**. The lock bolt will retract for six seconds, allowing you time to operate the safe handle and open the door. **Do not put any pressure on the safe handle until after the code has been entered.** The Rotarybolt Z^{02} lock will lock automatically when the safe door is closed and the handle is turned to the locked position.

> Note: The Master Code Holder is responsible for maintaining the number of active users programmed into each lock.

IN CASE OF TROUBLE

If your lock should fail to open when a valid code is entered, check for the following:

1. The boltwork of a safe can, under certain conditions, place pressure on the side of the lock's bolt. This is often caused by something inside the safe pressing against the door or by something caught between the safe door and its frame. When this occurs, the lock will not operate properly. To relieve side pressure on the lock bolt, move the safe's handle to the fully locked position, then re-enter a working code. The lock should open.

2. If the lock "chirps" when keys are pressed, but it will not open, the batteries may be drained to the point that they will not operate the lock's solenoid. Follow the battery replacement procedure in this manual.

3. If the lock makes no sound when any of the keys are pressed, dead batteries are likely to be the cause. Follow the battery replacement procedure in this manual.

4. **This item applies to the two-battery keypad only:**

   If the lock makes no sound when any of the keys are pressed, but the batteries have been checked and found to be good, a loose keypad connector may be the cause. Pull the keypad away from the base as described in the battery changing procedure. Check to make sure the wire connector is firmly seated into its receptacle on the keypad circuit board. The connector is designed so that it will only slide into the receptacle when aligned correctly.

Wire connector being inserted into the receptacle on the keypad circuit board.
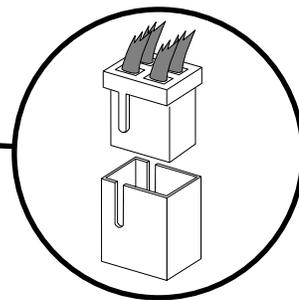
If all of the preceding remedies have been exhausted and the lock still does not open, contact a qualified safe technician in your area for professional service.

Rotarybolt™ Z^{02} Electronic Safe Lock

DECISIONS — MRC AND TDO

MRC — MANAGEMENT RESET CODE

Before any buttons are pressed, you need to make some decisions. Each Rotarybolt Z^{02} lock has a factory installed **management reset code** (**MRC**), and you need to decide if your lock will keep the **management reset code** it was shipped with or get a new one of your own choosing. Any **MRC** change must be programmed into the lock before the **master code** is changed for the first time. After the master code is changed, the **MRC** cannot be changed or deleted.

The factory set **management reset code** is stored in a small, black, plastic envelope packaged with the lock. The maker of your safe may retain the **MRC** to provide safe storage so that it will be available in the event it must be used. If the need arises, contact the manufacturer of your safe for help.

The **MRC** has the ability to regain control of a lock when the **master code** is lost. When the **MRC** is employed, it deletes the **supervisor** and all **user codes** present in the lock and changes the **master code** to the factory default of **1 2 3 4 5 6 #**. This can be a real time and money-saving feature if a **master code** is lost. If you decide to change the **MRC**, here's what you need to know.

Important: All programming and code changing should be done with the safe door open. Do not close the safe door until all programming and/or code changes are completed and triple checked to make sure everything is working correctly.

An **MRC** consists of seven digits, including one [01] <u>or</u> [03] pair that can appear once anywhere in the code. When entering the **MRC**, these two digits are pressed simultaneously. An example of an acceptable management reset code is:

7 4 8 1 [01] 5

Before programming the <u>new</u> **MRC** into the lock, enter the **master code** (123456#) to make sure the lock is functioning correctly on the factory default **master code**. When the bolt extends, press:

✲ ✲ # 1 2 3 4 5 6 # (_____) # (_____) #♪♪♪

<div align="center">

new
management
reset code

new
management
reset code

</div>

Remember that the [01] or [03] pair of digits in your **management reset code** must be pressed at the same time. The lock will emit three rapid beeps after the final **#** is pressed to acknowledge the successful programming of the **MRC**. If you don't hear those three beeps, the **MRC** has not been programmed. If you hear a long tone (called a "brap") while trying to program the **MRC**, either you've made an error in the entry sequence or the **master code** has already been changed. Even if the **master code** is changed, then set back to 1 2 3 4 5 6 #, the **management reset code** cannot be set.

The procedure for using the **MRC** to reset a lock with a lost **master code** is found in the *Quick Reference* section (page 9).

TDO — TIME DELAY OVERRIDE

Note: Time delay override is not available if the lock is used in supervisor/user mode.

If your Rotarybolt Z^{02} lock will be using a time delay, you may also want to program a **time delay override** capability. Like the **MRC**, you've got to make this decision and do the programming before the **master code** is changed for the first time.

A time delay is used to deter armed robbery. Statistics show that the longer an armed robber has to wait for a safe to open, the less likely he is to initiate the crime. The Z^{02}'s time delay feature enforces a waiting time between the entry of the lock code and the opening of the safe.

Often a safe that requires a time delay lock is involved in a cash carrier or armored car pickup process. Excess cash receipts are picked up at various intervals by armored car services. In the interest of security and efficiency, it is important that these couriers do not spend any more time than is absolutely necessary to access the safe, remove the excess valuables, and be on their way. This is where the **time delay override code** comes into play. It allows <u>one</u> code to override the lock's time delay and open the safe immediately.

Before the lock's **master code** is changed for the first time, you should determine whether or not you will need a **time delay override code** or not. If you will need a **TDO**, you must decide if it will be a **single user time delay override** or a **dual control time delay override**.

Rotarybolt™ Z[02] Electronic Safe Lock

If you do not want your Rotarybolt Z[02] lock to have **time delay override** capability, use the following programming sequence to permanently remove it:

8 3 ✳ 1 2 3 4 5 6 # 1 # 1 #♪♪♪

The lock will emit three rapid beeps after the final **#** is pressed to acknowledge that the **time delay override** capability has been irrevocably removed. If you don't hear those three beeps, or if you hear a long tone (called a "brap") while following this procedure, either you've made an error in the entry sequence, or the **master code** has already been changed.

A **single user time delay override code** allows the holder of the code to enter it into the lock and immediately gain access to the safe. He does not have to wait for the time delay, and there are no other actions required.

To program the lock for **single user time delay override**, use the following procedure:

4 6 ✳ 1 2 3 4 5 6 # 2 # 2 #♪♪♪

The lock will emit three rapid beeps after the final **#** is pressed to acknowledge that the **single user time delay override** capability has been set. If you don't hear those three beeps, or if you hear a long tone (called a "brap") while following this procedure, either you've made an error in the entry sequence, or the **master code** has already been changed.

A **dual control time delay override** is somewhat similar, with one restriction placed on it. The **override code** will only open the safe when it is entered within one minute of another code holder entering his or her code to start the time delay. For example, when the armored car shows up at the safe, a store employee would enter the **master code**, the **supervisor code**, or any **user code** to start the lock's time delay. Within one minute, the armored car person would enter his code. The safe would immediately open, rather than enforce the entire time delay period.

The **dual control time delay override** is often preferred, because it imposes a supervisory restriction on the only person who has a code that will circumvent the time delay. To set the lock for **dual control time delay** capability, press:

4 6 ✳ 1 2 3 4 5 6 # 1 # 1 #♪♪♪

The lock will emit three rapid beeps after the final **#** is pressed to acknowledge that the **dual control time delay override** capability has been set. If you don't hear those three beeps, or if you hear a long tone (called a "brap") while following this procedure, either you've made an error in the entry sequence, or the **master code** has already been changed.

Once you've successfully set a **management reset code** (if desired) and a **time delay override** method (or deleted the capability permanently), you can perform any of the lock's other programming functions, including changing the **master code**. Any programming you do from this point on can be changed.

Either type of **time delay override** still requires you to select and set the actual six-digit **TDO** code number that will be used to open the safe. Even if the capability for **TDO** has been programmed, it is useless until a code is programmed. The code can be set, changed, or deleted at any time by the holder of the lock's **master code**. It is easiest to set the **time delay override code** before a time delay period is programmed. To do so, press:

Press SG ✳ (_____) #♪♪♪♪♪ **9 ✳ (_____) #**♪♪♪ **(_____) #**♪♪♪
(7 4) *existing master code* *new TDO code* *new TDO code*

If a time delay period is already programmed into the lock, the **time delay override code** can only be set, changed, or deleted during the *opening window*, which is explained later in the manual.

ACCESS METHODS — MODES OF OPERATION

SINGLE USER MODE

One person with a single, valid, six-digit code can open the lock. Lock features can include time delay and **time delay override code**, if desired. The holder of the **master code** can perform all programming functions. The holder of the **supervisor code** (if it's set) can set, change, and delete **user codes**. He can also change and delete his own code. **User code** holders can change their own codes. Your lock left S&G's factory in **single user mode** (the default mode). If it's in another mode and you want to change it to **single user mode**, follow this programming sequence:

3 2 ✳ (_____) #♪♪♪♪♪ **0 #**♪♪♪ **0 #**♪♪♪
existing master code

Rotarybolt™ Z^{02} Electronic Safe Lock

DUAL CONTROL MODE

This is also referred to as **dual user mode**. It requires two different valid lock codes to be entered within one minute of each other for the lock to open. The idea is that no one person has the ability to open the safe alone. Lock features can include time delay and **time delay override code**, if desired. The holder of the **master code** can perform all programming functions. The holder of the **supervisor code** cannot perform any programming or code changes. He cannot even change or delete his own code. **User code** holders can change their own codes. You should also be aware that a **single user time delay override code** can open the lock immediately without entry of a second code. The **dual control time delay override** will require another code to start the time delay before it can be used to open the safe. A time delay period of at least one minute must be programmed into the lock for a **time delay override code** of either variety to work. It cannot open a lock that is not using the time delay feature.

If your lock is in another mode and you want to change it to **dual control mode**, follow this programming sequence:

3 2 ✱ (_____) # 1 # 1 #
existing master code

SUPERVISOR/USER MODE

This is sometimes referred to as **supervisor/user mode**. In this mode, the **master code** and the **supervisor code** cannot open the lock. Instead, they are used to enable and disable the lock for opening by the **user codes**. When either the **master code** or the **supervisor code** (if set) is entered, the lock will emit four short beeps or two long beeps. If it gives the four short beeps, any **user code** can subsequently be used to open the lock. The next time the **master code** or **supervisor code** is entered, the lock will emit the two long beeps. Now the **user codes** cannot open the lock. When the lock is disabled and a **user code** is entered, it does not open, but emits two long beeps instead. The **master code** and **supervisor code** are effectively used to toggle the lock back and forth between usable and non-usable states. Lock features can include time delay, but the **time delay override** is not available in this mode. The holder of the **master code** can perform all programming functions. The holder of the **supervisor code** (if it's set) can set, change, and delete **user**

codes. He can also change and delete his own code. **User code** holders can change their own codes and open the lock when it is enabled by the master code or supervisor code.

To place your Model Z^{02} lock in supervisor/user mode, press:

3 2 ✱ (_____) # 2 # 2 #
existing master code

SETTING / CHANGING / DELETING CODES

THE MASTER CODE

As mentioned previously, the **master code** can perform all programming functions for the Z^{02} lock. The **master code** can be changed, but the lock will not allow you to delete it. The factory default **master code** is 1 2 3 4 5 6 #. We strongly suggest you change it to a six-digit code of your own choosing before storing anything of value in your safe. Only the holder of the **master code** can change the **master code**. The sequence is:

Press SG ✱ (____) # 1 ✱ (____) # (____) #
(7 4) existing master code   *new master code*   *new master code*

If the long error tone (brap) sounds at any time during the **master code** changing procedure, you have made an error. The old **master code** is retained.

THE SUPERVISOR CODE

The **supervisor code** can change and delete itself (once set). It can be set, changed, and deleted by the holder of the master code. The process for using the master code to set or change the supervisor code is:

Press SG ✱ (____) # 2 ✱ (____) # (____) #
(7 4) existing master code   *new supervisor code*   *new supervisor code*

If the long error tone (brap) sounds at any time during the **supervisor code** changing procedure, you have made an error. The old **supervisor code** is retained.

To delete the **supervisor code**, the **master code** holder enters:

Press SG ✱ (____) # 2 ✱ # #
(7 4) existing master code

Rotarybolt™ Z⁰² Electronic Safe Lock

If the long error tone (brap) sounds at any time during the **supervisor code** deletion procedure, you have made an error. The old **supervisor code** is retained.

Here is the sequence the **supervisor code** holder uses to change his own six-digit code:

Press SG✱ (___) #ᴶᴶᴶᴶᴶᴶ 2 ✱ (___) #ᴶᴶᴶ (___) #ᴶᴶᴶ
(7 4) *existing supervisor code* *new supervisor code* *new supervisor code*

If the long error tone (brap) sounds at any time during the **supervisor code** changing procedure, you have made an error. The old **supervisor code** is retained.

The **supervisor code** holder can delete his code completely from the lock. This is the procedure he would use:

Press SG✱ (___) #ᴶᴶᴶᴶᴶᴶ 2 ✱ #ᴶᴶᴶ #ᴶᴶᴶ
(7 4) *existing supervisor code*

If the long error tone (brap) sounds at any time during the **supervisor code** deletion procedure, you have made an error. The old **supervisor code** is retained.

THE USER CODES

Holders of **user codes** can do two things—open the safe within the restrictions of the lock mode, and change their code numbers. **User codes** do not exist until set by the holder of the **master code** or the **supervisor code**. As we discovered earlier, however, the **supervisor code** holder cannot set, change, or delete any codes when the lock is in **dual control mode**.

There are provisions for five different **user codes** in the Rotarybolt Z⁰² lock. Each one is associated with a storage position number. The first **user code** is stored in position #3, the second in position #4, the third in position #5, the fourth in position #6, and the fifth **user code** is stored in position #7. When we program a **user code**, we have to identify the particular code by its position number. For instance, here's how the holder of the **master code** or **supervisor code** (except in **dual control mode**) sets or changes the **user code** found in the #3 position.

user code position number
↑
Press SG✱ (___) #ᴶᴶᴶᴶᴶᴶ 3 ✱ (___) #ᴶᴶᴶ (___) #ᴶᴶᴶ
(7 4) *existing master code or supervisor code* *new user code* *new user code*

If the long error tone (brap) sounds at any time during the **user code** setting or changing procedure, you have made an error. If a **user code** already existed in this position, it will be retained.

The holder of the **master code** or **supervisor code** can delete a **user code** as follows:

user code position number
↑
Press SG✱ (___) #ᴶᴶᴶᴶᴶ 3 ✱ #ᴶᴶᴶ #ᴶᴶᴶ
(7 4) *existing master code or supervisor code*

If the long error tone (brap) sounds at any time during the **user code** deletion procedure, you have made an error. The **user code** will be retained.

To set, change, or delete any **user code**, follow the two previous programming sequences, changing the position number to point to the particular **user code** you want to affect.

The holder of a **user code** can change his own six-digit code to a new number. He cannot delete his own code, leaving his user position empty. To make the change:

Press 3 3 ✱ (___) #ᴶᴶᴶ (___) #ᴶᴶᴶ (___) #ᴶᴶᴶ
existing user code *new user code* *new user code*

Notice that you don't have to put in a position number to identify which **user code** position you're changing. That's because the lock figures it out from the existing code that you enter.

If the long error tone (brap) sounds at any time during the **user code** changing procedure, you have made an error. The old **user code** is retained.

THE TIME DELAY OVERRIDE CODE

This is a code we learned about earlier in the manual. It circumvents any time delay period programmed into the lock. A time delay period of at least one minute must be used for the time **delay override code** to be valid. If there is no time delay in the lock, the **override code** will not work.

Only the holder of the lock's **master code** can set, change, or delete the **time delay override code**. To set or change it:

Press SG✱ (___) #ᴶᴶᴶ 9 ✱ (___) #ᴶᴶᴶ (___) #ᴶᴶᴶ
(7 4) *existing master code* *new TDO code* *new TDO code*

© Copyright 2004, Sargent & Greenleaf, Inc.

Rotarybolt™ Z⁰² Electronic Safe Lock

IMPORTANT NOTE: If a time delay is already present in your Rotarybolt Z⁰² lock when you want to set, change, or delete a **time delay override code**, the programming must be done during the time delay *opening window*. This is the period of time that the lock is normally able to be opened following the countdown of the time delay period. For instance, if your lock is in **single user mode**, enabled for a **time delay override code**, and using a two-minute time delay, this is how you would program the **TDO**: Enter any valid operating code for the lock (**master**, **supervisor**, or any **user code**) to start the time delay. The lock will beep once every ten seconds during the two minute time delay period. At the end of two minutes, the lock will beep ten times rapidly to signal the beginning of the opening window period. Instead of entering a valid operating code to open the lock, you initiate the programming sequence to create a time delay override code.

Press SG✶ (_____) # 9 ✶ (_____) # (_____) #
    (7 4) *existing master code*   *new TDO code*   *new TDO code*

If you wished to delete an existing **time delay override code**, the sequence would be:

Press SG✶ (_____) # 9 ✶ # #
    (7 4) *existing master code*

If there is no time delay period programmed when you want to set, change, or delete a **time delay override code**, you obviously don't need to be concerned about performing the programming during the opening window.

TIME DELAY FEATURES

SETTING / CHANGING / DELETING THE TIME DELAY PERIOD

Time delay can be used with any of the Z⁰²'s operating modes. It can only be programmed by the holder of the lock's **master code**, and it can be set for any time between one and ninety-nine minutes, in single minute increments.

To set a time delay when none exists:

Press SG✶ (_____) # 0 ✶ (_____) # (_____) #
    (7 4) *existing master code* *time delay period in minutes (1 - 99)* *time delay period in minutes (1 - 99)*

Changing or deleting an existing time delay period requires programming to be done during the opening window period. This is the period of time that the lock is normally able to be opened following the countdown of the time delay period. For instance, if your lock is in **single user mode** and using a two-minute time delay, this is how you would change the length of the time delay. Enter any valid operating code for the lock (**master**, **supervisor**, or any **user code**) to start the time delay. The lock will beep once every ten seconds during the two minute time delay period. At the end of two minutes, the lock will beep ten times rapidly to signal the beginning of the opening window period. Instead of entering a valid operating code to open the lock, you initiate the programming sequence to change the length of the time delay period.

Press SG✶ (_____) # 0 ✶ (_____) # (_____) #
    (7 4) *existing master code* *new time delay period in minutes (1 - 99)* *new time delay period in minutes (1 - 99)*

To delete the time delay altogether, you follow the same programming sequence to set the time delay period to zero.

USING THE ROTARYBOLT Z⁰² LOCK WITH A TIME DELAY PERIOD

Time delay can be used with any of the Z⁰²'s operating modes. It automatically enforces a waiting period between the time a valid lock code is first entered and when the safe can be opened.

In **single user mode**, a Rotarybolt Z⁰² lock with time delay is opened by first entering any valid operating code (**master**, **supervisor**, or **user**) to begin the time delay. At the end of the time delay period, the lock beeps ten times rapidly. Now you have a period of time (the opening window) during which you enter any valid code for the lock. It can be the same code used to start the time delay, or it can be another code. The lock will open.

In **dual control mode**, a Z⁰² with time delay is opened by first entering any valid operating code (**master**, **supervisor**, or **user**) to begin the time delay. At the end of the time delay period, the lock beeps ten times rapidly. During the opening window you must enter any <u>two</u> valid operating codes within sixty seconds of each other to open the lock. One of these codes may be the same one used to begin the time delay, but it may be two different codes for the lock.

In **supervisor/user** mode, only **user codes** can open the lock, and then only when the lock has been enabled by the holder of the **master code** or **supervisor code**. Once the lock is enabled, any valid **user code** is entered to begin the time delay. At the end of the time delay, the lock beeps ten times rapidly to mark the beginning of the opening window. During the opening window, any valid **user code** is entered to open the lock. It can be the same **user code** that initiated the time delay, or it can be any

Rotarybolt™ Z⁰² Electronic Safe Lock

other valid **user code** for the lock. The time delay override feature does not work when the lock is used in **supervisor/user mode**. If a **TDO code** is programmed into the lock when it is placed in **supervisor/user** mode, the **TDO code** simply ceases to function.

THE OPENING WINDOW

An important part of the time delay feature is the opening window. This is the limited period of time immediately following the time delay period during which a valid code (or codes) can be entered to open the lock. If the opening window is allowed to expire after a time delay has elapsed, the lock cannot be opened without initiating the time delay (by entering a valid lock code) all over again. In other words, if you don't take advantage of the opportunity the opening window provides for you to open the lock, you must start all over again.

The factory default setting for the opening window is two minutes. You can easily change this to expand the window up to nine minutes, in single minute increments. The process is:

Press SG✱ (___) # ♪♪♪♪♪   **8 ✱ (___) #**♪♪♪   **(___) #**♪♪♪
    (7 4) *existing master code*   *new opening window period in minutes (1 - 9)*   *new opening window period in minutes (1 - 9)*

Only the lock's **master code** can be used to alter the opening window period. If the lock is using a time delay, the opening window can only be altered during the opening window. If you are programming a lock from scratch and you know you will be changing the opening window value, it's easiest to do it before you program the time delay period.

Whenever a safe is secured with a time delay device, a sign should be posted on the door of the container to indicate the presence of the device. Suggested wording is:

"THIS EQUIPMENT IS PROTECTED AGAINST HOLD UP AND ROBBERY BY TIME DELAY LOCK."

This information should be clearly posted in every language which is prevalent in the area where the safe is located.

A self-adhesive label is available from Sargent & Greenleaf distributors or your local safe and lock retailer. The S&G part number for the label is 0000-636-152000. This label is available in English only.

MODEL Z⁰² QUICK REFERENCE GUIDE

The following two pages comprise the Model Z⁰² Quick Reference Guide. It contains the programming sequences we've already covered, and presents them in a form that makes it easy to find and use the particular feature you need to implement.

Rotarybolt™ Z⁰² Electronic Safe Lock Quick Reference

Set the Management Reset Code (before the Master Code is changed for the first time)**:**

Press ✱✱# (1 2 3 4 5 6) # (_ _ _ _ _ _) # (_ _ _ _ _ _) #♪♪♪
      factory master code   *MRC*   *MRC*

Use the Management Reset Code

Press ✱6# (_ _ _ _ _ _) # *(lock beeps once ♪ for each time the MRC has been used)*
           MRC
                                            Note: clears all codes except the Time Delay Override Code

---

Disabling Time Delay Override Capability (before the Master Code is changed for the first time)**:**

Press 8 3 ✱ (1 2 3 4 5 6) # 1 # 1 #♪♪♪
         factory master code

Set a Time Delay Override Mode (before the Master Code is changed for the first time)**:**

Press 4 6 ✱ (1 2 3 4 5 6) # (⊕) # (⊕) #♪♪♪
         factory master code

                                     ⊕ **= 1 for dual control TDO**
                                     ⊕ **= 2 for single control TDO**

Set or Change the Time Delay Override Code:

Press 7 4 ✱ (_ _ _ _ _ _) #♪♪♪♪♪ 9 ✱ (_ _ _ _ _ _) #♪♪♪ (_ _ _ _ _ _) #♪♪♪
          master code   *TDO code*   *TDO code*
Note: must be set or changed in the "opening window" if the time delay length is more than zero

---

Set or Change the Time Delay Length:

Press 7 4 ✱ (_ _ _ _ _ _) #♪♪♪♪♪ 0 ✱ (delay length) #♪♪♪ (delay length) #♪♪♪
          master code
Note: must be set or changed in the "opening window" if the time delay length is more than zero

---

Set or Change the Opening Window Length:

Press 7 4 ✱ (_ _ _ _ _ _) #♪♪♪♪♪ 8 ✱ (window length) #♪♪♪ (window length) #♪♪♪
          master code
Note: must be set or changed in the "opening window" if the time delay length is more than zero

---

Change the Master Code:

Press 7 4 ✱ (_ _ _ _ _ _) #♪♪♪♪♪ 1 ✱ (_ _ _ _ _ _) #♪♪♪ (_ _ _ _ _ _) #♪♪♪
          master code   *new master code*   *new master code*
Note: to delete a code, simply do not enter a new code number—just push the # key

---

Set, Change, Delete Supervisor and User Codes:

Press 7 4 ✱ (_ _ _ _ _ _) #♪♪♪♪♪ ⊕ ✱ (_ _ _ _ _ _) #♪♪♪ (_ _ _ _ _ _) #♪♪♪
          master or   *new code*   *new code*
          supervisor code
Note: to delete a code, simply do not enter a new code number—just push the # key

                                     ⊕ **= 2 for Supervisor Code**
                                     ⊕ **= 3 through 7 for User Codes**

Rotarybolt™ Z⁰² Electronic Safe Lock Quick Reference

User Changes His Own Code:

Press 3 3 ✶ (_ _ _ _ _ _) # ♪♪♪♪♪ (_ _ _ _ _ _) # ♪♪♪ (_ _ _ _ _ _) # ♪♪♪
$\quad\quad\quad\quad\quad$ *current user code* $\quad\quad\quad\quad\quad$ *new user code* $\quad\quad\quad\quad\quad$ *new user code*

Note: users cannot delete their own codes

Setting the Access Mode:

Press 3 2 ✶ (_ _ _ _ _ _) # ♪♪♪♪♪ (⊕) # ♪♪♪ (⊕) # ♪♪♪
$\quad\quad\quad\quad\quad$ *master code*

$\quad\quad\quad\quad\quad\quad\quad\quad\quad\quad\quad\quad\quad\quad\quad$ ⊕ = 0 for Single User access
$\quad\quad\quad\quad\quad\quad\quad\quad\quad\quad\quad\quad\quad\quad\quad$ ⊕ = 1 for Dual User access
$\quad\quad\quad\quad\quad\quad\quad\quad\quad\quad\quad\quad\quad\quad\quad$ ⊕ = 2 for Supervisor/User access

Notes:$\quad\quad$ [1]time delay override does not work in S/S mode

$\quad\quad\quad\quad\quad\quad\quad$ [2]a supervisor code <u>must</u> be set <u>before</u> changing to S/S mode

Notes:

- *The Supervisor code cannot set, change, or delete any codes in Dual Control mode.*

- *Time Delay Override (TDO) is not available in Supervisor/User mode.*

Recovering a Model Z⁰² with Unknown Programming:

You will need the Management Reset Code (MRC) for the lock.

1. Make sure there are good batteries in the keypad.

2. The lock cable must be plugged into the keypad.

3. **DO NOT PRESS ANY BUTTONS FOR AT LEAST 15 MINUTES!**

4. Press ✶6 # (_ _ _ _ _ _) # *(lock beeps once ♪ for each time the MRC has been used)*
$\quad\quad\quad\quad\quad\quad\quad\quad\quad$ *MRC*

5. Press 3 2 ✶ 1 2 3 4 5 6 # ♪♪♪♪♪ 0 # ♪♪♪ 0 # ♪♪♪

The lock should now be in Single User Mode, and the Master Code is 1 2 3 4 5 6 .

Repeat steps 1 through 5 if necessary.

To make sure a Time Delay Override Code is not retained in the lock:

Press 7 4 ✶ 1 2 3 4 5 6 # ♪♪♪♪♪ 9 ✶ # ♪♪♪ # ♪♪♪

Rotarybolt™ Z^{02} Lock — Two Battery Keypad

LOW BATTERY CONDITION

The Rotarybolt Z^{02} lock uses two 9-volt alkaline batteries when equipped with the standard keypad. We recommend Duracell® brand. If the batteries in your lock need to be replaced, twenty consecutive beeps will be heard after the last number of the code and **#** have been pressed. The batteries will have to be replaced before the lock can be opened.

Note: A low battery simulator is built into the Model Z^{02} so that you can familiarize yourself with how the lock sounds under a low battery condition. To activate the low battery simulator, depress the ✱ key for approximately three seconds, until the lock emits three chirps. Immediately enter your code. Each time you press a key, the chirp will sound distinctly different than it does during normal operation. Approximately two seconds after you enter the code and open the lock, it will revert to normal operation.

BATTERY REPLACEMENT PROCEDURE

The lock will NOT forget your code(s) during battery change. The circuitry is designed to hold this information for extended periods of time even if there are no batteries installed. Codes are stored in non-volatile memory.

Step 1—Remove the keypad from its mounting base. This can be done by pulling the bottom of the keypad housing away from the base. Grip the keypad housing as shown in the Figure 1 for best results. **Support the keypad housing so that the wires which are attached to its circuit board are not pulled or stressed.** <u>Do NOT LET THE KEYPAD HANG FROM ITS WIRES</u>.

Step 2—Turn the keypad over and remove both batteries. This is best done by grasping the bottom of a battery and pulling it gently away from the keypad circuit board. Do not use any type of tool to pry a battery from its holder.

Step 3—Install new batteries by pushing them directly into the battery connectors attached to the keypad circuit board (Figure 2). It's important to support the connectors so they will not become bent during battery insertion. The connectors are designed to make it very difficult to install a battery incorrectly. Pay close attention to battery polarity so as not to damage a connector by forcing a battery into it backwards.
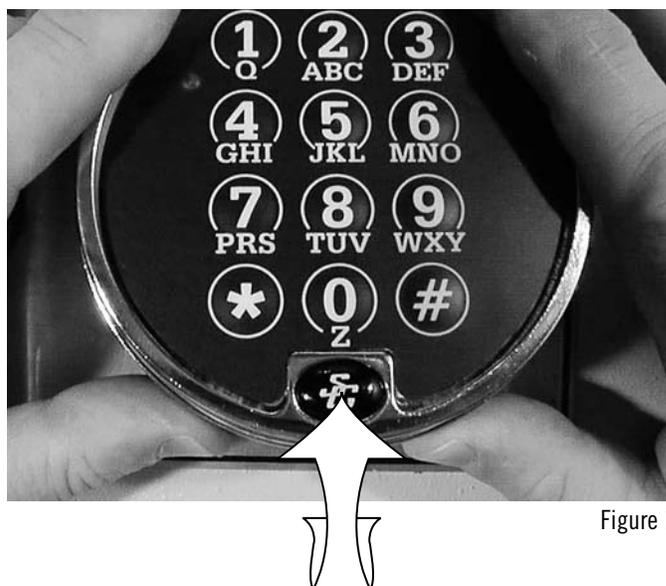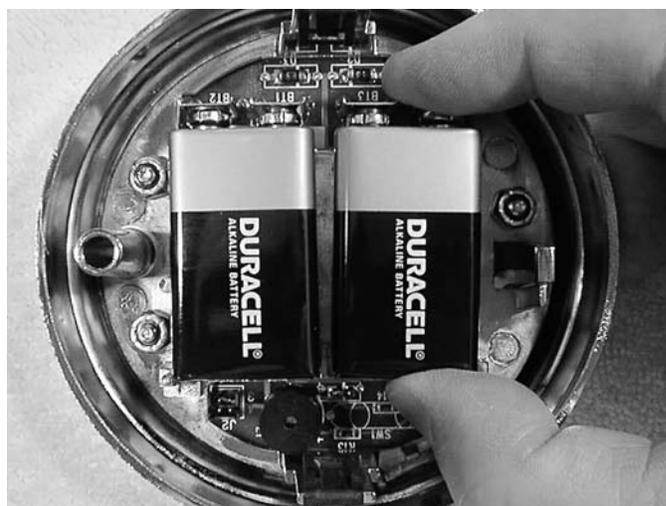

Figure 1

Figure 2

Rotarybolt™ Z^{02} Lock — Two Battery Keypad

Step 4—Hold the keypad housing close to the mounting base while you coil excess wire inside the housing. Position the wire away from the spring clips that hold the keypad housing to the mounting base (Figure 3).

Step 5—Align the spring clips with the receptacles in the base. Using steady pressure, push the keypad housing back onto its mounting base. Don't allow any wire(s) to be damaged by contact with the spring clips. The keypad housing will snap into place on the base.

Step 6—Check the **master code** and all **user codes** at least three times *with the safe door open*. Close the safe door only after the lock has been thoroughly checked to make sure it's operating properly.

Note: The Rotarybolt Z^{02} lock will operate with just one 9-volt alkaline battery attached to either connector of the standard, two-battery keypad. This is only recommended under emergency conditions when a second replacement battery is not available. Using a single battery will not harm the lock in any way.


Figure 3

Rotarybolt™ Z^{02} Lock — One Battery Keypad

Remove Changing the battery in this keypad is a simple process. Always handle components and connectors with care to avoid damage. <u>Battery changing should be performed with the safe door open</u>.

Step 1—Keypad disassembly is neither required nor advised. The removable battery holder is accessed from the bottom of the keypad base. Pull it slightly toward the front of the keypad, then downward to remove it.

Step 2—As you remove the old battery, you will notice there is a spring at the bottom of the holder. The new battery will rest on top of this spring to maintain good electrical contact.
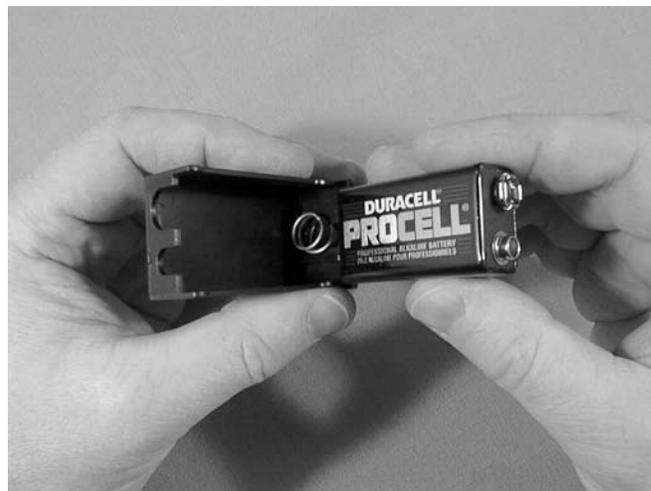
Step 3—Note that the battery is oriented so that the larger contact is in line with the larger opening in the top of the battery holder. It's important to orient the new battery this way.

BATTERY CHANGING INSTRUCTIONS

Rotarybolt™ Z^{02} Lock — One Battery Keypad

Step 4—With the new battery in the holder, slide the holder into the base of the keypad until it clicks into place. If your lock does not operate properly, don't press any buttons for five minutes, then try it again.

WARRANTY

Seller warrants that for one year from the date of shipment from Seller's point of manufacture, the goods shall 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).

UNAUTHORIZED USE OF DIAL, DIAL RINGS, AND/OR SPINDLES NOT MANUFACTURED BY THE SELLER IN CONJUNCTION WITH ITS COMBINATION LOCK PRODUCTS INVALIDATES THE WARRANTY.
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.

STANLEY

SARGENT AND GREENLEAF ®