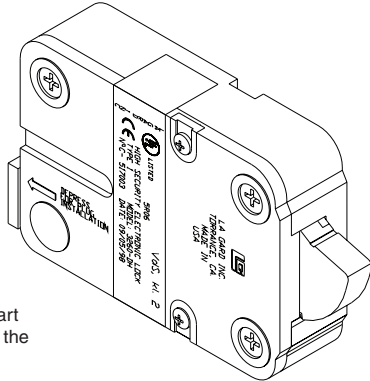




# SAFEGARD

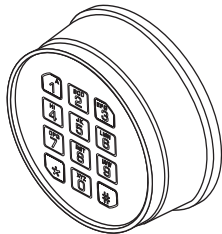
## 3260 / 4100 Dual-Handed Swingbolt Lock Instructions

### MANAGER PROGRAMMING

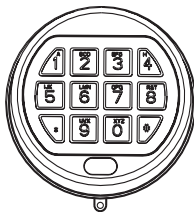


4100 is a new part number replacing the 3260

Suggested Keypads



3000 Round Entry



3715 LGBASIC II Input



3900 LGACCESS Handle

### STANDARD FEATURES

#### WRONG TRY PENALTY

- Four (4) consecutive invalid codes initiates five minute delay period.

#### LOW BATTERY WARNING

- Repeated audio and visual signal (LED flashing and repeated beeping) during opening indicates battery low.

#### AUDIO AND VISUAL SIGNAL

- Double signal (LED flashes and unit beeps) indicates entry is valid or accepted.
- Triple signal indicates invalid or not accepted.

### PROGRAMMABLE FEATURES

### ACTIVE

**MANAGER CODE** (Factory set to 1-2-3-4-5-6) .....

- Add/Remove Second User
- Enable/Disable Second User

**USER CODE** .....

- Open Lock
- Change Code

**TIME DELAY OVERRIDE** .....

- Ability to add second combination to override delay period

**DUAL CODE** .....

- Two combinations required to open

**TIME DELAY** .....

- Delay period 1 - 99 minutes
- Open period 1 - 19 minutes

**SILENT SIGNAL ALARM** (Optional Alarm Box Required) .....

- Duress signal if last number of code(s) is entered using one number higher or one number lower.

**DISABLE LOCK** (Optional Alarm Box Required) .....

- Input signal disables opening of lock by valid code

### OPENING THE LOCK

- ① Enter valid six (6) digit code.
  - ② The lock will indicate a valid code entry with a double signal.
  - ③ Within four (4) seconds, turn handle to the open position.
  - ④ Pull door open.
- **Invalid Code Entry** - Lock will signal three (3) times.
  - **Security Considerations** - On safes using more than one lock the swingbolt lock must lock first.

### CHANGING YOUR CODE

**ALWAYS PERFORM THIS OPERATION WITH THE DOOR OPEN**  
**If your unit is programmed for Dual Code, each code must be changed independently. Follow these instructions for each code change.**

- ① Enter "zero" six times.
  - ② Enter your existing six (6) digit code one time.
  - ③ Enter your NEW six (6) digit code two times.
  - ④ If a mistake is made wait thirty (30) seconds and repeat steps ① - ③.
  - ⑤ Test lock operation several times before closing the door.
- **Valid Code Entry** - Double signal after valid six (6) digit code is entered.
  - **Invalid Code Entry** - Triple signal and old code is still valid.

**ADD USER** (If Manager, Time Delay Override, Remote Override, or Dual Combination feature activated.)

**ALWAYS PERFORM THIS OPERATION WITH THE DOOR OPEN**

- ① Enter Manager code and HOLD DOWN LAST DIGIT of CODE until the lock signals with two sets of double beeps.
  - ② PRESS 1. Lock signals twice. Lock will only signal twice if the user code is not already in use. It will beep once if a user is already installed and three (3) times if the function has not been programmed in the lock.
  - ③ Enter user code twice. The lock signals twice after each valid entry.
  - ④ If a mistake is made wait thirty (30) seconds and repeat steps ① - ③.
- **Valid Code Entry** - Double signal after valid six (6) digit code is entered.
  - **Invalid Code Entry** - Triple signal and old code is still valid.

**DISABLE USER** (Manager feature only.)

**ALWAYS PERFORM THIS OPERATION WITH THE DOOR OPEN**

- ① Enter Manager code and HOLD DOWN LAST DIGIT of CODE until the lock signals with two sets of double beeps.
  - ② PRESS 2. Lock signals once.
  - ③ User is temporarily disabled.
  - ④ If a mistake is made wait thirty (30) seconds and repeat steps ① - ③.
- **Valid Code Entry** - Double signal after valid six (6) digit code is entered.
  - **Invalid Code Entry** - Triple signal and old code is still valid.

## **REINSTATE USER** *(Manager feature only.)*

### **ALWAYS PERFORM THIS OPERATION WITH THE DOOR OPEN**

- ① Enter Manager code and HOLD DOWN LAST DIGIT of CODE until the lock signals with two sets of double beeps.
  - ② PRESS 1. Lock signals once.
  - ③ User is reinstated.
  - ④ If a mistake is made wait thirty (30) seconds and repeat steps ① - ③.
- **Valid Code Entry** - Double signal after valid six (6) digit code is entered.
  - **Invalid Code Entry** - Triple signal and old code is still valid.

## **REMOVE USER** *(Manager feature only.)*

### **ALWAYS PERFORM THIS OPERATION WITH THE DOOR OPEN**

- ① Enter Manager code and HOLD DOWN LAST DIGIT of CODE until the lock signals with two sets of double beeps.
  - ② PRESS 3. Lock signals once.
  - ③ User is permanently removed.
  - ④ If a mistake is made wait thirty (30) seconds and repeat steps ① - ③.
- **Valid Code Entry** - Double signal after valid six (6) digit code is entered.
  - **Invalid Code Entry** - Triple signal and old code is still valid.

## **DUAL CODE OPERATION** *(If feature is active. Must be programmed using 3045 Hand-Held Programmer)*

- ① Must add second user to open lock. (See **ADD USER**)
  - Second User cannot be disabled or removed.
- ② If Time Delay is active, one valid code will start Delay period.
  - Both codes required to open lock in Open period.

## **TIME DELAY** *(If feature is active. Must be programmed using 3045 Hand-Held Programmer.)*

- ① Enter valid code.
  - Delay period starts.
  - LED flashes RED at one (1) second intervals.
    - If valid code entered during delay, Delay period restarts.
    - If invalid codes entered during delay, Delay period aborts.
- ② At end of delay period, Open period starts.
  - LED flashes RED at 1/2 second intervals.
  - Lock beeps at ten (10) second intervals.
- ③ During open period, enter valid code(s).
  - If invalid code entered during open, Open period continues.
  - If four (4) consecutive invalid codes entered Wrong Try Penalty starts.

## **TIME DELAY OVERRIDE** *(If feature is active. Must be programmed using 3045 Hand-Held Programmer)*

- Must add second code. (See **ADD USER**)
  - Second User cannot be disabled or removed.
- Entry of Override code during Delay period will open the lock.

## **SILENT SIGNAL ALARM** *(If feature is active AND optional Alarm Box is connected to an alarm system.)*

- Enter last digit of code one number higher or one number lower.
  - Example: Code: 1-2-3-4-5-6
  - Duress: 1-2-3-4-5-5 or 1-2-3-4-5-7
- The lock will open without any indication that the duress signal has been sent.

## **WRONG TRY PENALTY**

- Entry of four (4) consecutive invalid codes starts a 5-minute delay period.
    - LED flashes red at ten (10) second intervals.
  - At the end of the delay period, two more consecutive invalid codes will restart an additional 5-minute delay period.
- Entry will not respond to a single keystroke during delay period.**

## **BATTERY LOW WARNING**

- Repeated beeping during an opening indicates that the battery is low and needs immediate replacement. LA GARD recommends the replacement of batteries at least once annually.
- Uses one (1) 9-Volt Alkaline Battery. LA GARD recommends the use of Duracell™ or Eveready™ Alkaline batteries. LA GARD recommends the replacement of batteries at least once annually.

**If battery is depleted and will not allow lock to open, simply follow instructions below. Lock contains a non-volatile memory, even with batteries removed the lock will retain all programming.**