



# LPAUDIT

## 66E SERIES ELECTRONIC LOCK

### CONTROL CODE INSTRUCTIONS

- ALL LOCKS ARE SHIPPED FROM THE FACTORY IN PRE SET-UP MODE, WITH NO FEATURES INSTALLED. PRESSING THE 1 KEY WILL OPEN THE LOCK. PLEASE FOLLOW LPAUDIT PC SOFTWARE INSTRUCTIONS TO INITIALLY CONFIGURE LOCKS TO DEFAULT SETTINGS.
- THE CONTROL CODE DOES NOT OPEN THE LOCK.
- THE CONTROL CODE IS SET TO A FACTORY DEFAULT OF 5-5-5-5-5-5-5-5 AND IT IS ALWAYS AN EIGHT (8) DIGIT CODE.
- TO PERFORM ANY ACTION USING THE CONTROL CODE YOU MUST FIRST CHANGE THE CODE AT THE LOCK.
- IF THE UNIT IS SET-UP WITH eKEY<sup>II</sup>, CONTROL CODE WILL WORK WITH ANY eKEY<sup>II</sup>.
- LOCKS USING THE KEY FEATURE MUST BE ORDERED THAT WAY FROM THE FACTORY. PLEASE SEE PRICE LIST FOR PART NUMBERS FOR LOCKS SET-UP FOR eKEY<sup>II</sup> USE.

#### ACTIVATING LOCKS VIA LPAUDIT PC SOFTWARE (v1.30)

- ① Open LPAUDIT Set-up software on PC.
- ② After completing steps 1 through 4 in the software set-up, connect the serial interface cable (P/N 43087) to the keypad and press the send button on the PC.
- ③ Press the "0" key on the keypad to begin transmission.
  - PC screen will display dONE when download is complete.

#### CHANGING YOUR CODE

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

- ① Press and hold the "0" key until unit signals twice.
  - ② Enter existing Control code and hold down the last digit until unit double signals twice and the LED stays on. If eKEY<sup>II</sup> is set-up, enter existing code, hold in key until unit double signals twice and LED stays on. Remove key.
  - ③ Press the "0" key. Unit signals twice.
  - ④ Enter your NEW eight (8) digit control code two times. If eKEY<sup>II</sup> is set-up, touching the key after each complete six-digit code entry.
  - ⑤ If a mistake is made wait thirty (30) seconds and repeat steps ① - ④.
  - ⑥ Test unit operation several times before closing the door.
- **Valid Code Entry** - Double signal after valid eight (8) digit code is entered.
  - **Invalid Code Entry** - Triple signal and old code is still valid.

#### RECEIVE AUDIT

*This function requires Serial Cable Interface (P/N 43087) and LGVIEW Software*

- ① Plug Interface into PC and open LGVIEW software on PC.
  - ② Connect Interface to front of keypad and click safe icon button on the PC software to begin acquisition.
  - ③ Press and hold the "0" key until unit signals twice.
  - ④ Enter existing Control code and hold down the last digit until unit double signals twice and the LED stays on. If eKEY<sup>II</sup> is set-up, enter existing code, hold in key until unit double signals twice and LED stays on. Remove key.
  - ⑤ Connect Serial Interface Cable to front of keypad and click safe icon button on the PC software to begin acquisition.
  - ⑥ Press the "7" key. Unit signals once and audit will be sent.
  - ⑦ Remove Serial Cable.
- If a mistake is made wait thirty (30) seconds and repeat steps ① - ⑥.

#### RESET LOCK FEATURE

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

**CAUTION: THIS FUNCTION RESETS THE LOCK TO PRE SET-UP MODE. PRESSING "1" WILL OPEN THE LOCK FOR TESTING PURPOSES. USE OF LPAUDIT SET-UP PC SOFTWARE (v1.30) AND THE AUDIT INTERFACE WILL BE REQUIRED TO PERFORM A NEW LOCK SET-UP. eKEY<sup>II</sup> OPTION CANNOT BE CHANGED WITH THIS FUNCTION.**

- ① Press and hold the "0" key until unit signals twice.
  - ② Enter existing Control code and hold down the last digit until unit double signals twice and the LED stays on. If eKEY<sup>II</sup> is set-up, enter existing code, hold in key until unit double signals twice and LED stays on. Remove key.
  - ③ Press the "8" key. Unit signals twice.
  - ④ Enter Manager code (and touch eKEY<sup>II</sup> if installed).
- Lock is now in pre set-up mode.

## **REPLACE MANAGER KEY** (If eKEY<sup>II</sup> option is activated)

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

- ① Press and hold the “0” key until unit signals twice.
  - ② Enter existing Control code and hold down the last digit until unit double signals twice and the LED stays on. If eKEY<sup>II</sup> is set-up, enter existing code, hold in key until unit double signals twice and LED stays on. Remove key.
  - ③ Press the “4” key. Unit signals once.
  - ④ If a mistake is made wait thirty (30) seconds and repeat steps ① - ③.
- Manager can now open the lock with **any** key.
  - Manager must change their code before performing any function and to assign a specific eKEY<sup>II</sup>.

**THE FEATURES DESCRIBED BELOW ARE ONLY AVAILABLE WITH SOFTWARE VERSION LGA v1.30 AND HIGHER AND ONLY IF THIS OPTION WAS ACTIVATED IN THE PC SET-UP PROCESS.**

## **DELETING THE MANAGER**

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

- ① Press and hold the “0” key until unit signals twice.
  - ② Enter existing Control code and hold down the last digit until unit double signals twice and the LED stays on. If eKEY<sup>II</sup> is set-up, enter existing code, hold in key until unit double signals twice and LED stays on. Remove key.
  - ③ Press the “3” key. Unit signals twice.
  - ④ Press 1 for the Manager position. Unit signals once and the Manager is deleted.
  - ⑤ If a mistake is made wait thirty (30) seconds and repeat steps ① - ④.
- **Valid Code Entry** - Double signal after valid six (6) digit code is entered.
  - **Invalid Code Entry** - Triple signal and old code is still valid.

## **ACTIVATING THE MANAGER**

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

- ① Press and hold the “0” key until unit signals twice.
  - ② Enter existing Control code and hold down the last digit until unit double signals twice and the LED stays on. If eKEY<sup>II</sup> is set-up, enter existing code, hold in key until unit double signals twice and LED stays on. Remove key.
  - ③ Press the “1” key. Unit signals twice.
  - ④ Press 1 for the Manager position. Unit signals twice.
  - ⑤ Enter Manager code two times. Unit will signal twice.
  - ⑥ If a mistake is made wait thirty (30) seconds and repeat steps ① - ⑤.
  - ⑦ Test unit 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.

## **DISABLING THE MANAGER**

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

- ① Press and hold the “0” key until unit signals twice.
  - ② Enter existing Control code and hold down the last digit until unit double signals twice and the LED stays on. If eKEY<sup>II</sup> is set-up, enter existing code, hold in key until unit double signals twice and LED stays on. Remove key.
  - ③ Press the “2” key. Unit signals twice.
  - ④ Press 1 for the Manager position. Unit signals once and manager is disabled.
  - ⑤ If a mistake is made wait thirty (30) seconds and repeat steps ① - ④.
- **Valid Code Entry** - Double signal after valid six (6) digit code is entered.
  - **Invalid Code Entry** - Triple signal and old code is still valid.

## **REINSTATING THE MANAGER**

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

- ① Press and hold the “0” key until unit signals twice.
  - ② Enter existing Control code and hold down the last digit until unit double signals twice and the LED stays on. If eKEY<sup>II</sup> is set-up, enter existing code, hold in key until unit double signals twice and LED stays on. Remove key.
  - ③ Press the “1” key. Unit signals twice.
  - ④ Press 1 for the Manager position. Unit signals once and manager is reinstated.
  - ⑤ If a mistake is made wait thirty (30) seconds and repeat steps ① - ④.
- **Valid Code Entry** - Double signal after valid six (6) digit code is entered.
  - **Invalid Code Entry** - Triple signal and old code is still valid.