AuditGard 66e

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

SAFELOCK
SYSTEMS

Available users and default codes

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

Default codes must be changed immediately. The master code contains 8 digits, all other codes contain 6 digits.

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
	• Set time delay values
• Check user status	

There are 8 user codes numbered 2-9. 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 512 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 9 is able to override time delay. This feature is intended for cash carriers who may require immediate access to the safe.

Dallas Key / eKey / Dual Token

Users must insert a Dallas key into the reader on the keypad in addition to entering their code to open the lock system. This feature requires eKeys which are sold separately.

To open the lock

Enter a valid 6 digit code. Within 4 seconds, turn the safe handle and/or turn the keypad.

To close the lock

Turn the safe handle and/or turn the keypad.

To open the lock when time delay is active

Enter a valid 6 digit 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 6 digit code. Within 4 seconds, turn the safe handle and/or turn the keypad.

To change code

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, 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

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 2-9. A double beep will sound (If a single beep sounds and the LED turns off, that user is already activated and can be disabled or deleted)
The user should enter their 6 digit code, a double beep will sound.
The user should enter their 6 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.

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 2-9
A single beep will sound to confirm deletion of the user.

Manager Functions continued…

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 2-9. A single 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 2-9. A single 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 single beep - user is active
- A double beep - user is disabled
- A triple beep - user is deleted
Press 0 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.

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

Prior to performing a master function, the master code holder must press and hold 0 until a double beep sounds to indicate that an 8 digit code is to be used.

To change code
Press and hold 0
Follow the user change code procedure

To audit the lock
Full technical instructions for taking an audit are available with the audit software. The command required on the lock is:
Press and hold 0
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

If the lock has been supplied in dual mode, user 2 is installed with the default code 2-2-2-2-2-2
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 9 may override time delay after another valid code has been entered.

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

Optional Feature – Alarm signals

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: 1-2-3-4-5-6
- Duress code: 1-2-3-4-5-5 or 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

If the feature has been enabled, User number 9 is able to override time delay. User 9 can only be added by the manager if time delay is not active or during the open window if time delay is active.

Troubleshooting

Any key press results in a triple beep
The lock is in penalty. The LED will flash every 10 seconds. Wait for the 5-minute penalty 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.

User Record

Master	
Manager	
2	
3	
4	
5	
6	
7	
8	
9	