

## **Electronic Coded Lock for Storage Cabinets Step by Step Programming Instructions**

RETAIN INSTRUCTIONS FOR FUTURE REFERENCE

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Cabinet locks are shipped with four batteries. The battery compartment is located on the back of the electronic lock. The right door must be opened to access the rear of the electronic lock.

The grey plastic battery compartment can be opened by lifting up on the compression tab located at the bottom of the battery compartment. Install batteries per diagram on bottom of the compartment.

### **BATTERIES ARE TAPED TO THE BACK OF THE LOCK**

The key for manual entry is located within the battery compartment.

### **Default Password**

The system has a password that can be used to open the door. The factory preset for this is:

**1 2 3 4**

**This is a commonly used default password. For maximum security, this should be IMMEDIATELY changed. Failure to change the passwords will compromise the security of the cabinet and may result in the theft of it's contents.**

### **Lock Procedures**

#### **Opening the Door**

1. Press # key. The display will read "-----".
2. Enter the password and press # key to confirm. Once the password is accepted, the display will read "OPEN", the lock will stay open for approximately 7 seconds.

Should you want to conceal the password as it is entered, press the \* key before entering the code. Press the \* key twice to disable concealment.

**NOTE: An alarm will sound if an incorrect password is tried three times. It will sound for 1 minute or until a correct password is entered.**

### **Changing the Password**

#### **Standard Operation Mode**

1. Open the door with the personal password (default = 1234).
2. While the display reads "OPEN" press the \* key. The display will read "-----".
3. Enter the new password and press the # key to confirm. The display will read "IN". If the password has 8 digits, the confirmation will be done automatically.

#### **Setting the Date and Time**

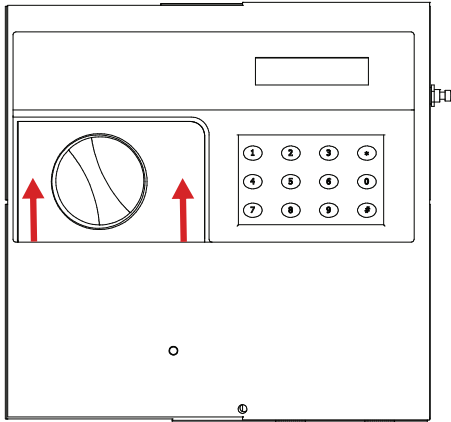
1. Press the \* key.
2. Enter the last two digits of the year.
3. Enter the last two digits of the month. If any of the dates are single digits, then a "0" must be used before the number entered.
4. Enter the two digits for the date.
5. Enter the date of the week by entering the order in which the day occurs with Monday being #1 and Sunday being #7.
6. Enter the hour and minute as military time, with the AM hours being 1 through 12 and the PM hours being 13 through 24.

All information must be entered or the display will revert back to the original settings.

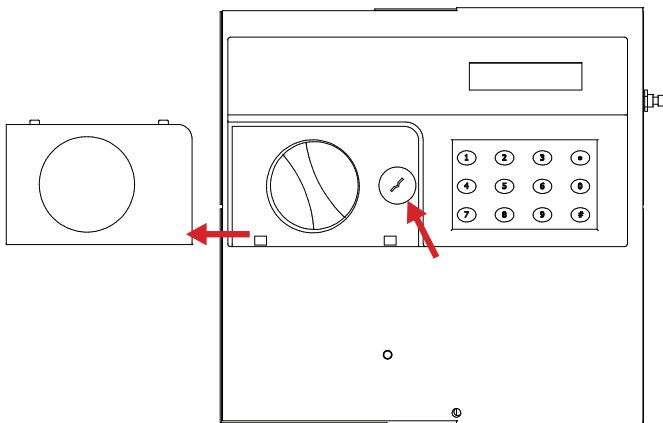
**Continued on other side**

## Key Entry

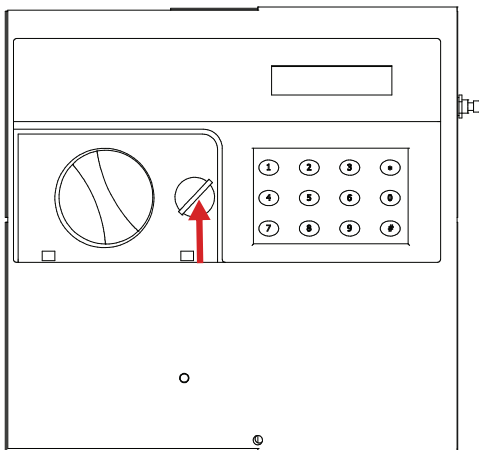
1. The keypad can be bypassed by using the key should the electronic lock become inoperable. The key is located in the battery compartment. The key lock is located under the dial cover.



2. Remove the cover by prying it up from the bottom.



3. Insert the key into the lock and turn it counter clockwise.
4. While the key is turned, turn the handle clockwise to release the lock.



## Retrieve the Open Door Records

1. Enter the password, press the # key and the display will read "OPEN" with a blue light. At this moment, press the 0 key to access records.
2. The display will cycle through the date, time, and the type of password (PASS 1 or PASS 2) on the most recent opening. Pressing 0 while the record is visible will display the next most recent opening. Keep pressing 0 to scroll backwards through all the records.

## Forgotten Passwords

1. Use the Key Entry Procedure and then press the red button located on the top left side of the electronic lock.
2. Type your desired password, then press the # key.

The new code will be stored and the previous personal code will no longer open the electronic lock.

## Battery Failure

1. Use the Key Entry Procedure to access the cabinet.
2. Replace the batteries.

When using the keypad, if a key is not pressed for approximately 10 seconds, the system will return to standby status.

Tennsco makes every effort to ensure that all units ship complete with all parts and arrive undamaged. However, should your unit contain missing or damaged parts, please contact your purchase location.



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