

LA GARD 702

Manager Operating Instructions







MANAGER FUNCTIONS

- Change their own Managers combination
- Add and delete users
- Reset user combinations

Default Manager Code 01 111111
ID 6 digit combination

The combination format is:

- The first 2 digits are the ID 01 (this **cannot** be changed)
- Then a 6 digit combination (this **can** be changed)

Key	Use
 	Arrow up or Arrow Down : To scroll through menus
	# : To go back a step in a menu, or cancel an entry
	Enter : To select a menu item or confirm an entry

CHANGE COMBINATION

Note to First Time Users - A Manager or user must change their combination on their first use after being added into the lock, or after they have been issued a new combination by the manager.

IMPORTANT: Only attempt to change the combination while the safe door is OPEN

Before you start, have ready your new 6-digit combination, remembering it will have the 2 digit user ID as the prefix, followed by your new 6-digit combination.

The process to change the opening combination is:

1. While the keypad is asleep, press either the Arrow Up, Arrow Down, or Enter button to access the menu
2. Use the arrow button to scroll to 'Change Combo'
3. Press enter
4. Enter your ID and Old Combination
5. Enter your New combination
6. Confirm your New combination



The display will say "Success!" and the keypad will beep 3 times and flash a Green LED once you have successfully completed the combination change.

If your combination change is unsuccessful, the keypad will beep and flash a Red LED 3 times.

Once you have successfully changed the combination, test your new combination with the door open at least 3 times before closing the safe.

OPEN THE SAFE

1. Enter the User ID and Combination
 - With a correct code, the keypad will beep and flash a Green LED 3 times and the screen will say 'Lock Open'.
2. Turn the safe handle if required and open the safe door.

WRONG TRY PENALTY

If you enter the incorrect code 4 times, the lock will go into a 5 minute Time Penalty.

Note: During the time penalty, the keypad will respond to any button press with 2 beeps with Red LED flashes, and the screen will say 'Time Penalty' while counting down 5 minutes.


USER MANAGEMENT

- The Manager can add and delete users
- There are 30 possible user positions:
 - Manager ID 01
 - User ID 02-30

ADD A USER

Before you start, have ready the user ID that you want to add, and the default combination of 123456 to enter the keypad.


Attention: Add the user with a default combination as this code must be changed again by the user before it will open the lock.

1. While the keypad is asleep, press either the Arrow Up, Arrow Down, or Enter button to access the menu 
2. Use the arrow button to scroll to 'Go to menu'
3. Press enter
4. Enter Manager ID and combination
5. Use the arrow button to scroll to 'Users' and Press enter
6. Use the arrow button to scroll to 'New' and Press enter
7. Enter New User ID and New combination
8. Confirm User combination
9. Scroll down to "Add User", and press enter.

The display will say "Success!" and the keypad will beep 3 times and flash a Green LED once you have successfully added a new user.


DELETE A USER

Note: Ensure you correctly identify the User ID that you wish to delete before starting this process.

1. While the keypad is asleep, press either the Arrow Up, Arrow Down, or Enter button to access the menu 
2. Use the arrow button to scroll to 'Go to menu'
3. Press enter
 - Enter Manager ID and combination
4. Use the arrow button to scroll to 'Users' and Press enter
5. Use the arrow button to scroll to 'Delete' and Press enter
6. Enter the 2 digit User ID that you want to delete
7. The screen will display Confirm delete: XX (X is the user ID), Press enter.

The display will say "User XX deleted" and the keypad will beep 3 times and flash a Green LED once you have successfully deleted the user.

ENABLE TIME DELAY

While the keypad is asleep, press either the Arrow Up, Arrow Down, or Enter button to access the menu 

1. Use the arrow button to scroll to 'Go to menu'
2. Enter Manager ID and combination
3. Use the arrow button to scroll to 'System' and Press enter
4. Scroll to 'Locks' and Press enter
5. Scroll to "Time Delay" and Press enter
6. Scroll to "Configure Times" and press Enter.
7. Scroll to "Delay Period" and press Enter.
8. Enter your digit time delay minutes using 2 digits. Eg for 1 minute enter 01 then enter your opening window using 2 digits
9. Use the arrow button to highlight 'Yes:' and press Enter

The Screen will Say 'Success Mode updated' and return back to the time delay Menu

RESET A COMBINATION

Before you start, have ready the user ID and a temporary new combination to enter on the keypad.

Note: After this process, this combination will need to be changed again by the user before it will open the lock.

To reset a user combination:

1. While the keypad is asleep, press either the Arrow Up, Arrow Down, or Enter button to access the menu
2. Use the arrow button to scroll to 'Go to menu'
3. Press enter
Enter Manager ID and combination 01 XXXXXX
4. Use the arrow button to scroll to 'Users' and Press enter
5. Use the arrow button to scroll to 'Edit' and Press enter
6. Enter the 2 digit User ID that you wish to reset the combination for
7. Scroll to "Reset combo" and press enter
8. Enter the new combination
9. Confirm the new combination.

The display will say "Reset combo success" and the keypad will beep 3 times and flash a Green LED once you have successfully reset the user combination.

BATTERIES








If the batteries are low, the lock will signal with a sequence of sounds and flashes upon wake up and opening.

Low battery warning – The keypad will signal 2 beeps with Red LED flashes, followed by 2 beeps with 2 Green LED flashes.

Critically low battery warning – The keypad will signal 3 long beeps with 3 long Red LED flashes.

Note: If the batteries are completely flat, the lock will retain your existing opening code.

Lock status is indicated with LED flashes and beeps.

Signal	Symbol
Green flash + short high beep Meaning: Button pressed correctly	
Red Flash + short low beep Meaning: Invalid key	
3 green flashes + short high beeps Meaning: Command accepted	
3 red flashes + short low beeps Meaning: Invalid code or command	
2 red flashes + short low beeps Meaning: The lock is in penalty	
2 red flashes + short low beeps then 2 green flashes + high beeps Meaning: Low battery	
3 long red flashes + long low beeps Meaning: Critical low battery	

BATTERY REPLACEMENT



The LA GARD 700 series safe locks have been designed for optimal operation with Alkaline Duracell or Energizer batteries. **Use of other battery brands may cause issues with the lock operation.**

HIGH PROFILE PAD

1. Depress the battery drawer button located at 6 o'clock on the side of the keypad
- This will release the drawer and allow you to slide out the battery drawer.
2. Remove and dispose of the old batteries
3. Insert the two 9-volt batteries in the drawer noting the correct polarity
- You will note the + and - symbol in the plastic moulding.
 - The large terminal on the battery is the - symbol
 - The small terminal on the battery is the + symbol
4. Once the batteries are inserted correctly into the drawer, slide the battery drawer back into place within the keypad.
5. Test correct operation before closing the safe door.

