Electronic lock

SELO-BR

SECU
Sicherheitsprodukte GmbH

Made in Germany

www.secu-gmbh.de

Operating instructions for the additional functions:

Weekly timer, holiday / vacation calendar,
opening delay, administrator functions

Contents

Changing the operating mode from „Standard" to „Backup"

The lock is of fully redundant design. This means that all electrical components vital to the proper functioning of the lock come in pairs and form a complete second or backup operating system. As the systems are of equal standard, each has to be made operational by the same procedure. The instructions on the following pages, therefore, have to be completed twice, once for the standard system and once for the backup system. After energizing the lock, it automatically starts up in the standard mode. All entries made immediately following switching on the lock, e.g. for opening or setting of the lock, always apply to the standard system.

The backup system is reserved for an emergency, i.e. when the lock refuses to open due to a fault in the standard system. Entries made in the backup system are completely independent of the standard system. When, after energizing the lock, the operation mode is switched over from the standard to the backup system, all following entries made to open or set the lock, up to and including the automatic deactivation of the lock, automatically apply to the backup system only. The next time the lock is switched on, it will automatically start up in the standard mode again.
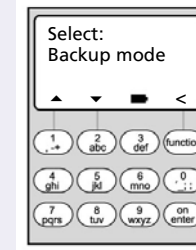
Change-over: Standard system → Backup system:

Press On/Enter key. Next, press Function key.

- Using the ▲/▼ keys (keys 1 and 2) go to:
Menu Mode select   Select by pressing the On/Enter key.

- Using the ▲/▼ keys, go to:
Select: Backup mode   Confirm by pressing the On/Enter key.

Next, continue tipping on the Function key until you return to the point where you are requested to enter a code, and start making the necessary entries, e.g. for entering of a code or programming the lock, for the back-up system.
From this point on until the locked is automatically switched of, or until the operating mode is manually changed over to the standard system by way of the menu item „Mode select", all subsequent entries will be valid for the back-up system only.

Please note!
When the lock is set for the first time, make sure the factory-set administrator code 1 2 3 4 5 6 7 of the back-up system is also replaced with a valid secret code! Failing this, the lock can be opened by anybody knowing the factory setting whenever it is in backup mode. Until the system administrator has changed the factory-set administrator code for the backup system, i.e. 1 2 3 4 5 6 7 to the secret code of his choice, the lock will send out the warning *Backup code still factory setting!* each time it is switched on.

Mode selection

The lock may be operated in **Professional Mode** (full set of functions) or in **Lite Mode** (limited set of functions). The lock is supplied pre-set to **Professional Mode**. It is possible to switch back and forth between the two modes.

Change from Professional Mode → Lite Mode:

Set to the Lite Mode, the lock is operated with one secret code of only 7 digits.
The lock can only be set to opening without delay.
It is possible to change the language of operation on the display.

Press On/Enter key. Press Function key.

- Using the ▲/▼ keys (keys 1 and 2), select::
Administrator menu
Press On/Enter key.

- Using the ▲/▼ keys, select::
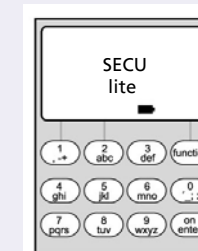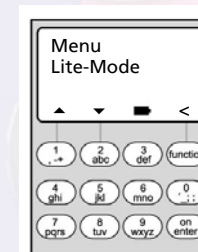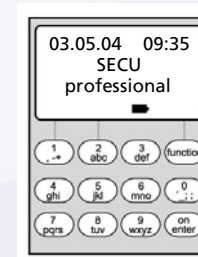### Lite Mode menu
Press On/Enter key

Enter your valid administrator code.

Key-in the 4 digit **Changeover code 7293**. Press On/Enter key.

To change the operating mode to Lite Mode, confirm the setting once more by pressing the On/Enter key.

Important!
All extended settings such as user, calendar, time switch ... are re-set (deleted!) when changing the locking system from Professional Mode to Lite Mode. The first 7 digits of the Administrator code are then the normal user code, as only a 7-digit code can be programmed in Lite Mode.

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Mode selection

Change from Lite Mode → Professional Mode:

With the lock set to Professional Mode, all lock functions are ready to be activated.

Press On/Enter key. Press Function key.

- Using the ▲/▼ keys (keys 1 and 2), select:

Professional Mode menu
Press On/Enter key

Key-in your valid user code.

Key-in the 4-digit **Changeover code 3195** and press On/Enter key.

To change the operating mode to Professional Mode, confirm the setting once more by pressing the On/Enter key.
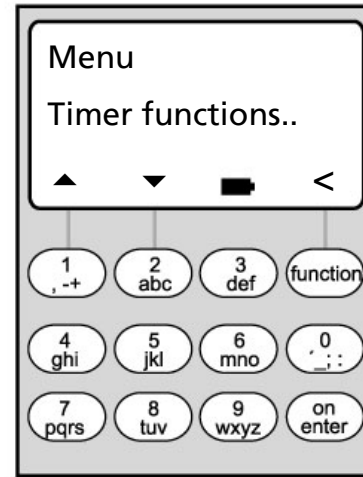
Note: - The new 7-digit Administrator code is the same as the previous user code from the Lite Mode.

- All extended settings have to be re-entered.

- To change the number of digits of the code, see comments on page 23.
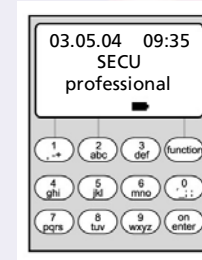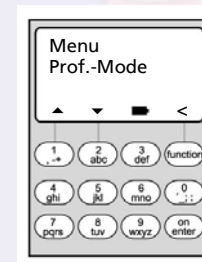
5

Timer functions

Menu: **Timer functions**

- Select sub-menu by means of the ▲/▼ keys:

Menu
Timer functions..

• **Time entry**

03.05.04 09:35
time entry...

➔ Enter and confirm hour
Enter and confirm minute

• **Date entry**

03.05.04 09:35
date entry...
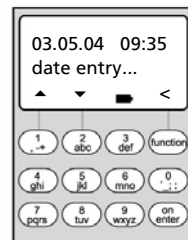
➔ Enter and confirm day
Enter and confirm month
Enter and confirm year

• **Access times**

03.05.04 09:35
access times...

➔ page 8

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Timer functions

Menu: **Timer functions**

- Select sub-menu by means of the ▲/▼ keys:

Display	Reference
• Holiday calendar	➔ page 11
• Opening Delay	➔ page 18
• Calibrating the timer	➔ page 19
• Summer time	➔ page 20

Menu
Timer functions..

03.05.04   09:35
Holidays calendar

03.05.04   09:35
Opening Delay...

03.05.04   09:35
Calibrating timer...

Summertime:
MESZ / MEWZ
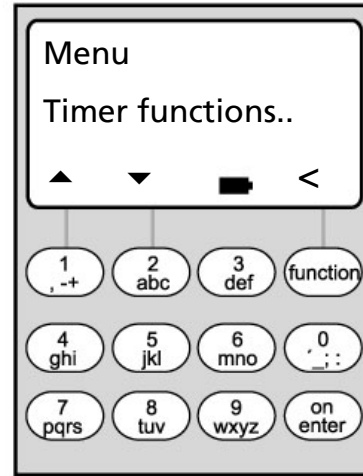
Weekly timer

Menu: **Access times**

```
03.05.04      09:35

Access times..

▲      ▼      ■   <
```

- Select sub-menu by means of the ▲/▼ keys:

• **Timer A**

```
Selection:
Timer A
       ▼   ■   <
```
→ page 9
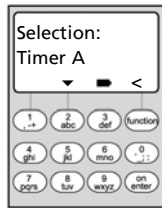
• **Timer B**
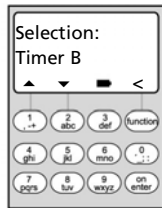
```
Selection:
Timer B
▲   ▼   ■   <
```
→ page 9

Weekly switch timer

Menu: **Timer A or timer B:**
       (individual access)

- Switch timer A and switch timer B operate independently of each other and
  each administer a maximum of 8 time windows, which repeat weekly.

- Users can be allocated to timer A or to timer B or to neither of the
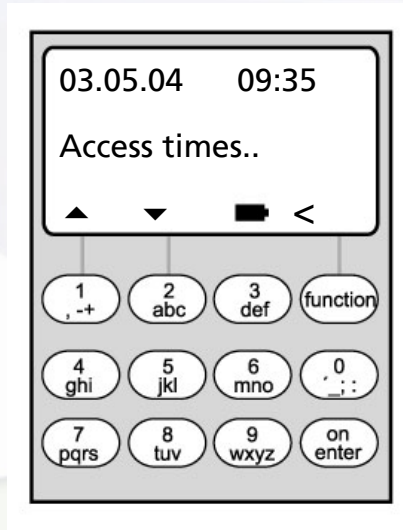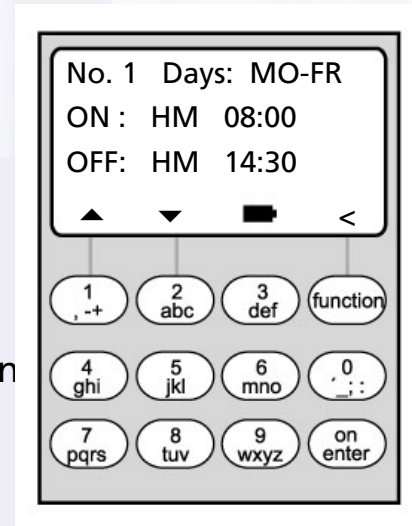 timers: ➔ page 22

- If a user has been allocated to one of the timers, the lock is closed for him
  outside the defined time windows. This applies to all users, with the exception
  of the administrator, who has permanent access.
  Note: as long as no time window has been defined, the lock is released for
  allocated users without limitation.

- By means of the ▲/▼ keys, the individual time windows can be created
  or edited.

- When editing the time windows, individual days (e.g. MO, TU, ... SU) can be
  selected or the following time periods: Mo-Fr, Sa-So, Mo-Su
  OFF means that the time window has been deactivated.

- Example: time window 1   No. 1   Days: Mo-Fr
            Monday-Friday   ON: H:M   08:00
            8 - 14^{30} hours   OFF: H:M   14:30

```
No. 1   Days:  MO-FR
ON :   HM    08:00
OFF:   HM    14:30
  ▲      ▼      ▬       <
 1      2      3    function
,.-+   abc    def
 4      5      6     ,0
ghi    jkl    mno    _.:
 7      8      9     on
pqrs   tuv    wxyz  enter
```

**HM means:**

H: Hour

M: Minute

Weekly switch timer

- Example of the programming of timer A or timer Solicitor's office:

Solicitor (= Administrator):   Not allocated to any timer, unlimited access

Staff:	Allocated to timer A	
	Time window 1:	Mo – Fr, 8-16 hours
	Time window 2:	Fr, 7-7:59 hours
	Time window 3:	Sa, 8-11 hours

```
No. 3   Days:  SA
ON :   HM    08:00
OFF:   HM    11:00
▲     ▼     ■     <
```

Cleaners:	Allocated to timer B	
	Time window 1:	Mo – Fr, 8–10 hours
	Time window 2:	Tu, 17-19 hours
	Time window 3:	Fr, 14-16:59 hours

....
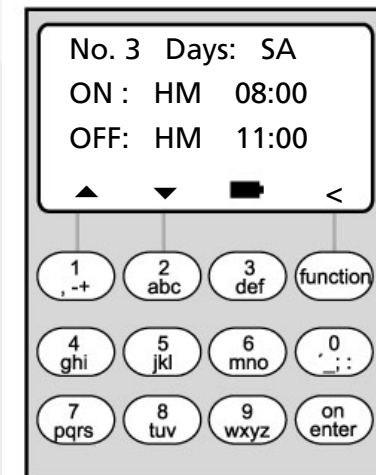
If time windows are programmed overlapping, the command which was processed last of all will determine the status of the lock. This allows for very flexible programming.

Example: Time window 1: Mo-Fr, 8-16 hours
Time window 2: Fr, 14:30 - 15 hours

The lock is open Mo-Th from 8-16 hours. On Friday it is only open from 8-15 hours, because the lock switches to "closed" at 15 hours.

If for one particular time of day (e.g. 14 hours) ON and OFF times are programmed, the OFF command has the higher priority and the lock will be closed.

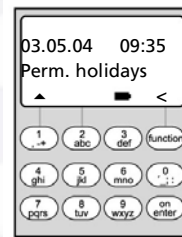# Holiday calendar / vacation calendar

Menu: **Holiday calendar**

- Select sub-menu by means of the ▲/▼ keys:

03.05.04   09:35
Holiday calendar...

- • One-time holidays → page 12

| 03.05.04   09:35 |
| One-time holidays |

- • Permanent holidays → page 15

| 03.05.04   09:35 |
| Perm. holidays |

Public holiday / vacation calendar

Menu: **One-time holidays**

- Select sub-menu by means of the ▲/▼ keys:

03.05.04	09:35

One-time holidays

▲   ▼   ▬   <

- Holiday: create   → page 13

Holiday:
create
▼   ▬   <

- Holiday : display / delete   → page 14

Holiday.:
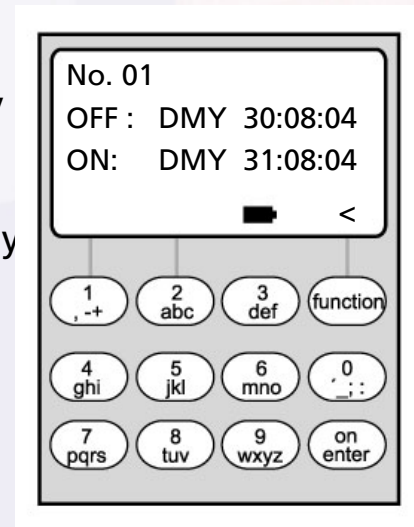display/delete
▲   ▬   <

Public holiday / vacation calendar

Menu: **Holiday: create**

- On the programmed public holidays / vacations, the lock remains closed
  for visitors who are allocated to timer A or to timer B. This does not apply
  to any other visitor or to the administrator.

- Up to 20 public holiday entries are possible (e.g. 13 one-time public holiday
  + 7 permanent public holidays).

- One-time holidays are variable, e.g. Easter or a summer vacation.
  <u>After they have expired they are deleted automatically.</u>

- A public holiday can cover a single day, such as Late summer holiday:

      e.g. Late summer holiday   OFF: DMY   30.08.04
      (on the 30th August 04)   ON: DMY   31.08.04

- A public holiday can also cover a period of several days:

      e.g. Easter   OFF: DMY   09.04.04
      (9th to 13th April 04)   ON: DMY   14.04.04

      e.g. summer vacation   OFF: DMY   09.08.04
   (9th to 27th August 04)   ON: DMY   28.08.04

No. 01
OFF :   DMY 30:08:04
ON: DMY 31:08:04

DMY means:

D: Day

M: Month

Y: Year

Holiday / vacation calendar

Menu: **One-time holidays: display / delete**

- All entries can be viewed here and, if applicable, be deleted.

- To do this, select the one-time holiday to be deleted by means of the ▲/▼ keys and then delete by pressing the ON key.

Holiday / vacation calendar

Menu: **Permanent holidays**

```
03.05.04      09:35

Perm. holidays

  ▲      ▼      ▬      <
```
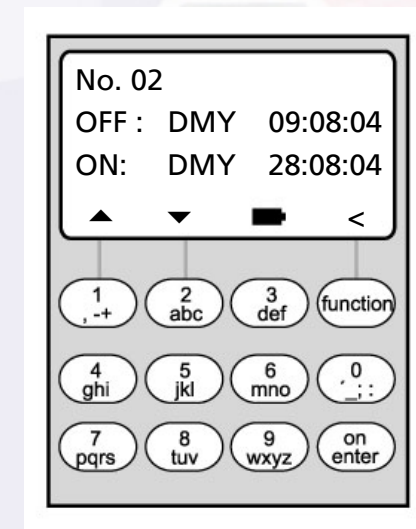
- Select sub-menu by means of the ▲/▼ keys

• Holiday: create

```
Holiday:
create
      ▼    ▬    <
```
→ page 16

• Holiday: display / delete

```
Holiday:
display/delete
  ▲      ▬    <
```
→ page 17

Public holiday / vacation calendar

Menu: **Permanent public holidays: create**

- On the programmed public holidays / vacations, the lock remains closed
  for visitors who are allocated to timer A or timer B. This does not apply
  to any other visitor or to the administrator.

- Up to 20 public holiday entries are possible (e.g. 9 one-time public
  holidays + 11 permanent public holidays).

- Permanent holidays are fixed on a particular date, e.g. New Year or
  Christmas. They are copied to the subsequent years and do not need
  to be re-programmed year after year.

- <u>When programming permanent holidays, the year is not entered.</u>

- A public holiday can cover a single day:

e.g. New Year	OFF:	DM	01.01
(on the 1st January)	ON:	DM	02.01

- A public holiday can also cover a period of several days:

e.g. Christmas vacation	OFF:	DM	25.12
(25th Dec. to 1st January)	ON:	DM	02.01

No. 01
OFF :   DM   01:01
ON: DM   02:01
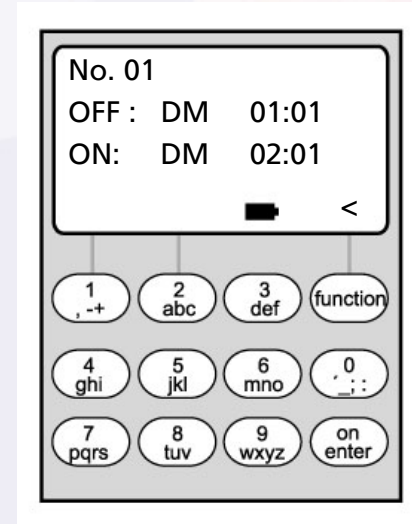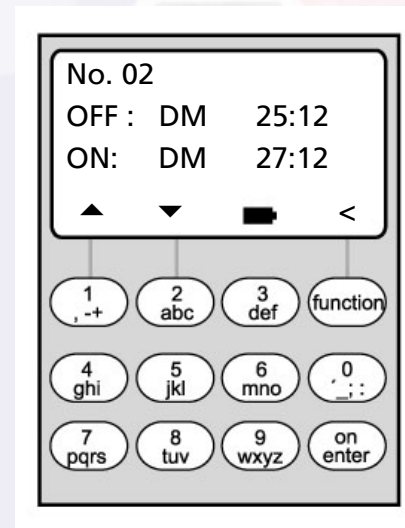
D:M means:

D: Day

M: Month

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Public holiday / vacation calendar

Menu: **Permanent holidays: display / delete**

- All entries can be viewed here and, if applicable, be deleted.

- To do this, select the one-time holiday to be deleted by means of the ▲/▼ keys and then delete by pressing the ON key.

Opening delay function

Menu: **Opening delay**

- The opening delay function prevents immediate opening, e.g. to protect against robberies.

- The delay applies to all the users including the administrator; it can only be created or modified by the administrator.

- After the first code has been entered, the programmed delay is counted down; afterwards, the code must be entered once again; the authorised person has 5 min time for this (this period cannot be modified).
If 5 minutes pass without the code being entered again, the entire procedure must be repeated.

- Delays between 00 s and 99 s can be programmed. A delay of 00 means that the opening delay is not active.

Clock calibration

Menu: **Clock calibration**

- If you require a particularly high timer precision, you can calibrate it.

- Example:

    measured deviation: + 1 min (= 60 sec) in 90 days

    this results in a
    correction factor of   - 60 sec / 90 days = - 0.7 seconds per day

- Input: select the sign by means of the ▲/▼ keys and then enter the
            calculated correction value.

correction factor:

-   00.7 sec / Tag
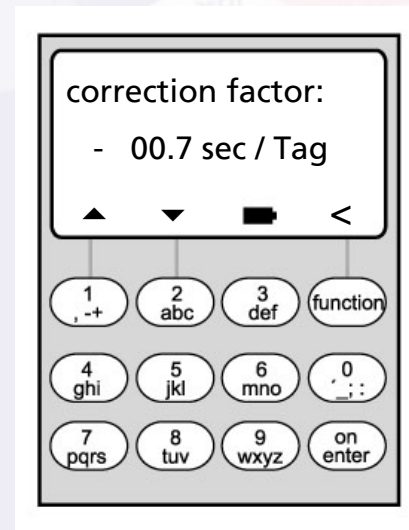
Change-over summer time / winter time

Menu: **Summer time**

- The timers can automatically change over to summer time or to winter time.

- This function can be activated by means of the ▲/▼ keys:

      CEST: function is activated

      OFF: function is deactivated

User functions

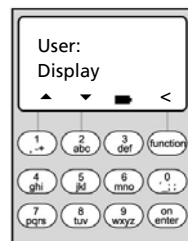Menu: **User**

- Select sub-menu by means of the ▲/▼ keys:

Menu

User..

• **Create** → page 22

User:
Create

• **Modify** → page 22
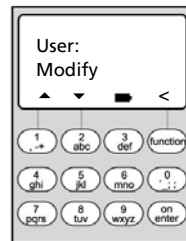
User:
Modify

• **Display** → Select and confirm user

User:
Display

• **Delete** → Select and confirm user
Delete data with ON-key

User:
Delete

Create user/edit user

Menu: **Create user/edit user**

- in the first line the user name can be entered.

- in the second line, the following access rights can be determined:

        1 : access authorisation alone
        0 : access denied
        1/2 : access only allowed together with a further person
        1/3 : access only allowed together with two further persons
        ADMI : access and programming authorisation

- in the 2nd line on the right the user can be allocated to a weekly
  timer: -> page 9
  A: timer A   B: timer B   -: not allocated to a timer

- in the 3rd line, the user is allocated a code

_____

Example: C Koenig has access authorisation alone (1), is
             allocated to weekly timer B and has the
             access code 987654
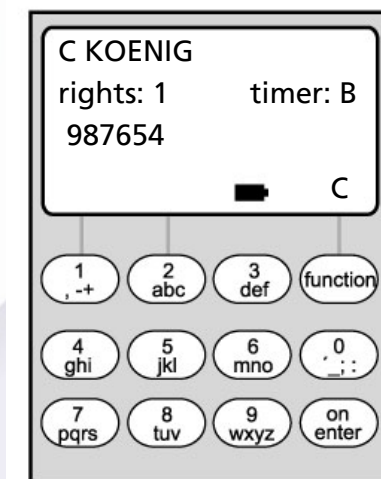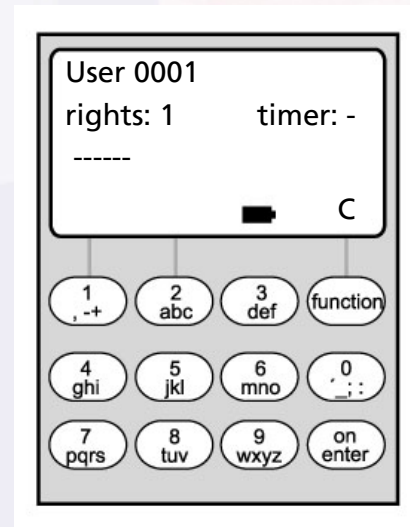
Administrator functions

Menu: **Administrator**

- Select sub-menu by means of the ▲/▼ keys:

• **Code length**
➔ Enter code length (7 or 8 digits)
  Confirm code length

• **Restructure**
➔ Restructuring of database
  Function reserved for servicing

• **Edit user code**
➔ page 25

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Administrator functions

Menu: **Administrator**
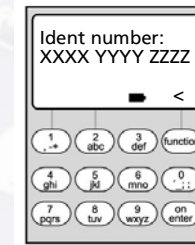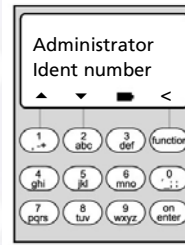
- Select sub-menu by means of the ▲/▼ keys:

• **Reset timer functions**   ➔ page 26

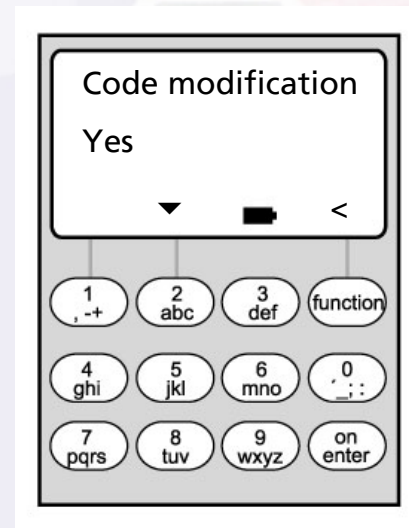• **Ident number**   ➔ Here the ident number of the lock can be requested.

Code modification by user is authorised

Menu: **Code modification**

- Here the administrator defines whether the users may edit their access code themselves:

- Select by means of the ▲/▼ keys:

      Yes: The users may edit their access code themselves.

      No: Only the administrator may edit the access code of the users.

Reset timer functions

Menu: **Reset timer functions**

- By means of this function, the administrator can very quickly and easily delete <u>all</u> the entries in the weekly timer, the public holiday calendar or the opening delay.

- WARNING: All entries will be irrevocably deleted!

- Please note: After the reset, all users who are allocated to a timer and therefore only have limited access will gain an unlimited access right!
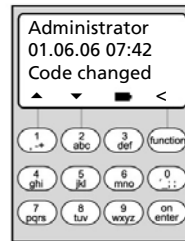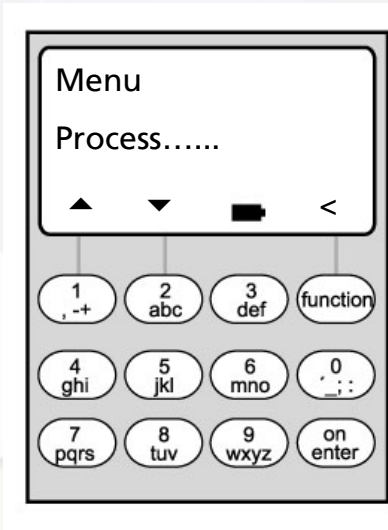
Display processes

Menu
Process…...

Menu: **Process**

- Select sub-menu by means of the ▲/▼ keys:

Administrator
01.06.06 07:42
Code changed

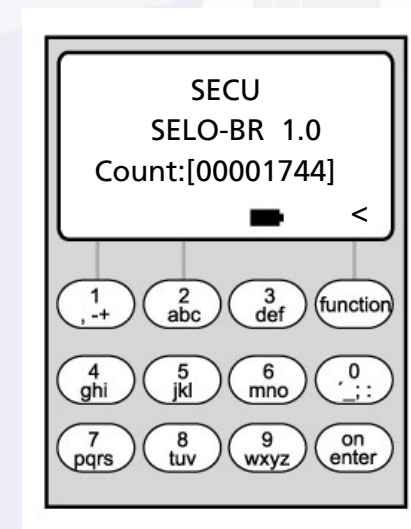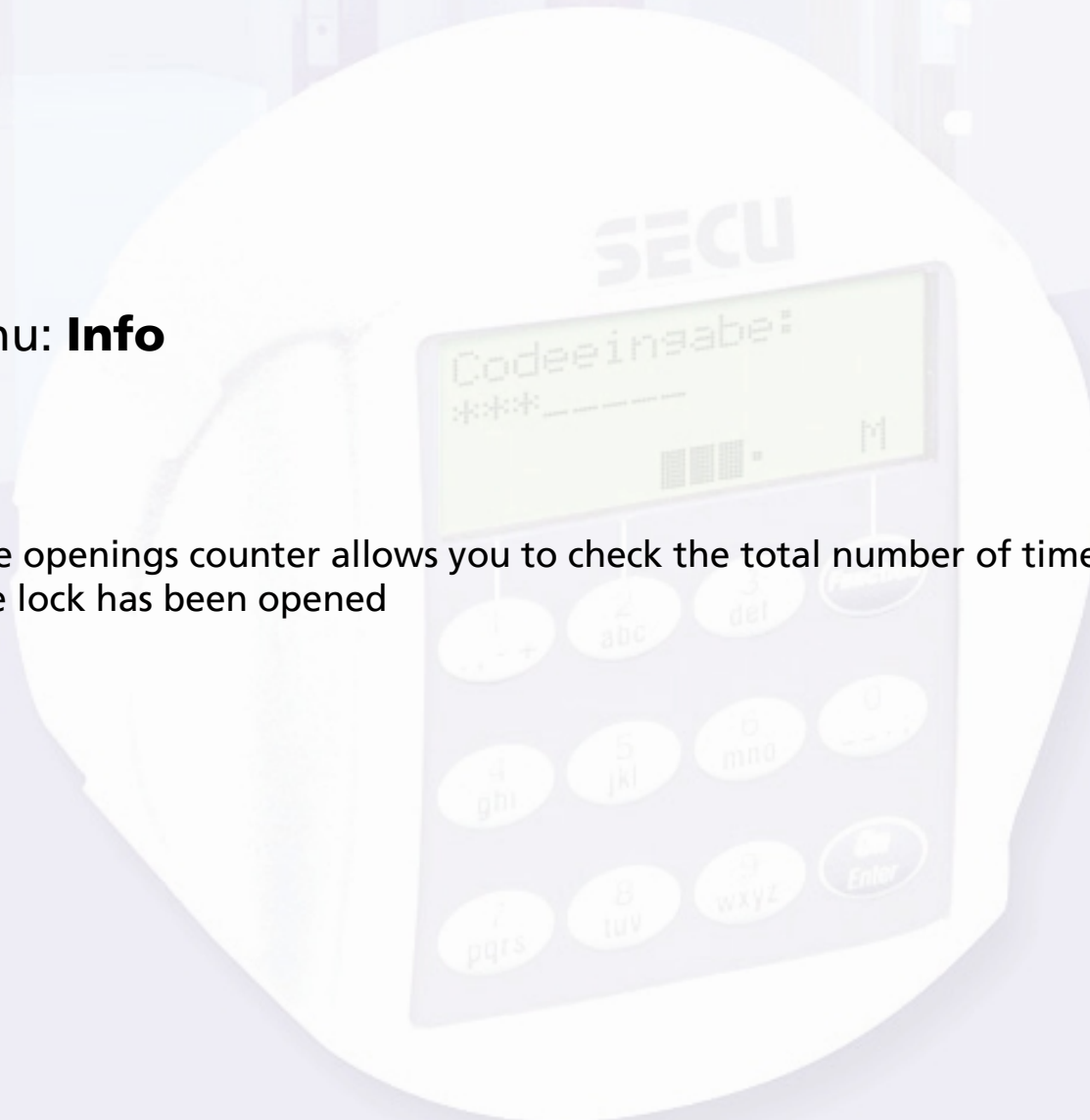• **Reset timer functions** → Enter administrator code
Select process

The last 1000 processes can be displayed.

Display lock information

Menu: **Info**

- The openings counter allows you to check the total number of times the lock has been opened

```
SECU
SELO-BR  1.0
Count:[00001744]
                      <
```

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Irrtum und Änderungen vorbehalten

Omissions and changes reserved

Sous réserve de fautes d'erreurs et de modifications

BA SELO-BR   VF   01/2006

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