

OPERATING INSTRUCTIONS

The following instructions cover lock operations for **LC Series** locks. The lock models are battery powered (PowerSaver™ technology). See back page for Battery Replacement instructions.

SUPER MASTER CONTROL

The Super Master Combination is a six-digit combination used to reset the lock to the factory default combination (**50 25 50**) in the event the user combination(s) are lost. **See the Super Master Operations sheet (P/N 394.101).**

LOCK MODES

A maximum of two users can exist in a lock. A lock can operate in either **Single Mode** or **Dual Custody Mode**.

- **Single Mode** †

Single Mode defaults to having only a **Manager User** (User 1) in the lock. A **second user** (User 2) can then be added by the Manager User (User 1). (See section on **Manager User Operations**.)

In Single Mode only one valid user combination is required to open the lock - the Manager User (User 1) combination or the User 2 combination.

Note: *Default lock status from the factory is Single Mode with an opening combination of "50 25 50" for the Manager User (User 1).*









- **Dual Custody Mode** ††

Dual Custody Mode defaults to two users in the lock - **User 1** and **User 2**.

Both user combinations are required to open the lock - the User 1 combination and the User 2 combination.




Note: *Manager User Operations are not available in Dual Custody Mode.*




LOCK OPERATION & RESPONSES

- Each keystroke generates a green flash  with a beep .
- To cancel entry, press .
- The completion of a step within an operation is indicated by a green flash  with a beep .
- The successful completion of an operation is indicated by two green flashes with beeps. .
- An error is indicated by five green flashes with beeps. .
- A low battery is indicated by 5 series of three green flashes with beeps  after a lock opening.

(See **Battery Replacement** on back page.)

OPEN/CLOSE THE CONTAINER











- **For Single Mode †** (Factory combination is “50 25 50”).
Enter Manager User (User 1) or User 2 combination. 
 - **For Dual Custody Mode ††**
Enter User 1 or User 2 combination. 
Enter the second combination. 

Wrong Try Penalty: 5 wrong tries = 3 min. lockout
Each additional wrong try = 3 min. lockout
Green flashes with beeps  will occur during the lockout.
- Immediately rotate the container handle** to retract bolt works **before green  lights flash with beeps **. Open the container door. To close and lock the container, close the door and rotate the container handle back to locked position.

CHANGE COMBINATION









WARNING: Super Master Control will be permanently lost if you do not change the default Super Master Combination prior to changing any User combinations. See Super Master Operations sheet (P/N 388.105).

Caution: Before changing combination, open the container door to allow testing with the new combination. Record new combination and store it in a secure place.

- **For User 1 (Manager User in Single Mode)**
Press . Press . 
 - **For User 2**
Press . Press . 
- Enter current combination. (Factory combination is “50 25 50”). 
- Enter new six-digit combination. 
- Enter new combination again for verification.  
- Open the lock with the new combination before closing container.

CHANGE LOCK MODE (SINGLE / DUAL CUSTODY)

Note: Changing the lock mode will reset the combination(s) to “50 25 50”.









- Press . Press . 
- **If changing from Single to Dual Custody Mode**
Enter Manager User (User 1) combination.  
 - **If changing from Dual Custody to Single Mode**
Enter User 1 or User 2 combination. 
Enter the second combination.  

Manager User Operations

These operations are only available in Single Mode and can only be performed by the Manager User (User 1). All Manager User Operations involve management of User 2.









User 2 can have a lock access status of “Enabled” or “Disabled”. If “Enabled”, User 2 can open the lock. When User 2 is added to the lock, the default lock access status is “Enabled”. The Manager User (User 1) has the authority to change the lock access status for User 2 and can temporarily “Disable” lock access for the user.

ADD USER 2









1. Press . Press .  
2. Enter Manager User (User 1) combination.    

Note: *User 2 is added to the lock as “Enabled” with a factory combination of “50 25 50”. User 2 can change the User 2 combination while Enabled, but only the Manager User (User 1) can change the lock access status.*

DELETE USER 2

1. Press . Press .  
2. Enter Manager User (User 1) combination.    

ENABLE USER 2

1. Press . Press .  
2. Enter Manager User (User 1) combination.    

Note: *If you try to enable User 2 when already enabled, you will get an error indication.*

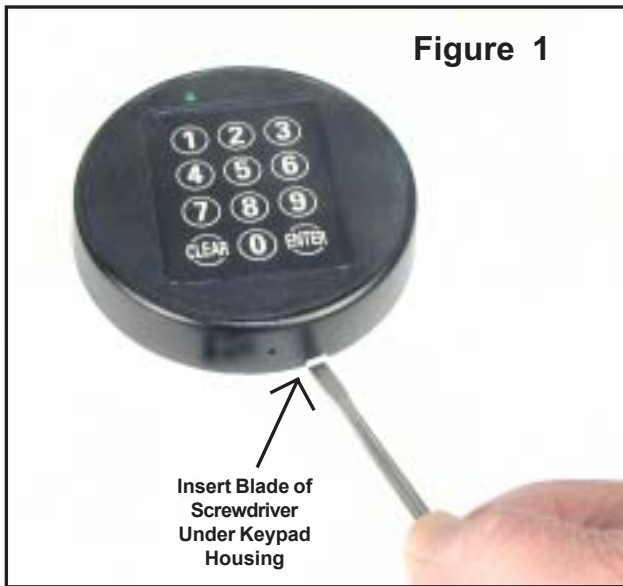
DISABLE USER 2

1. Press . Press .  
2. Enter Manager User (User 1) combination.    

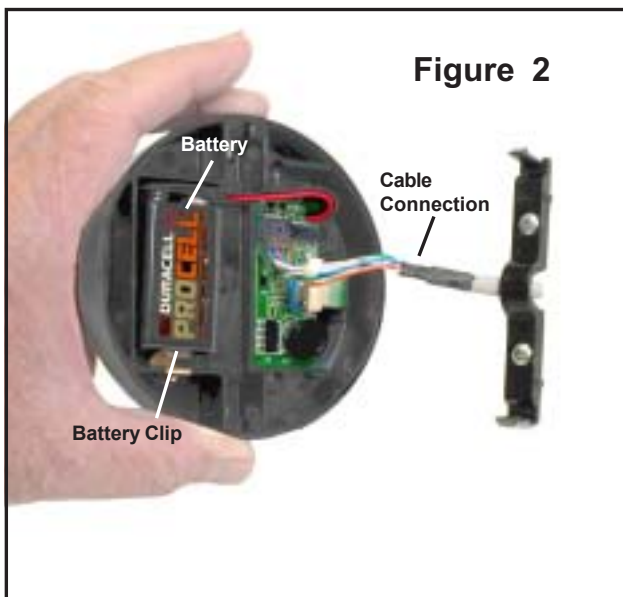
Note: *If you try to disable User 2 when already disabled, you will get an error indication.*

Battery Replacement

Read all instructions before attempting to replace the battery in an LC Series lock.



To replace the battery, you must first remove the keypad assembly. To do so, insert the blade of a flat head screwdriver under the keypad housing at a point about 15 degrees to the right of 6 o'clock on the face of the keypad (below the Enter key). (See Figure 1.) There is a small indentation on the back edge of the keypad housing that will allow the screwdriver to easily be inserted at this point. Pry the keypad assembly from the face of the safe being careful not to damage the cable connection from the safe to the keypad assembly. (See Figure 2.)



Remove the old battery and replace with a new 9-Volt battery. (See Figure 2.) Reattach the keypad **being careful not to pinch the battery cable between the keypad housing and the mounting bracket.**

Test the operation of the lock before closing the container. If the combination is entered successfully, one green flash displays to indicate the lock is ready to open. Then rotate the container handle to retract the bolt. If the test is successful, the lock and container are now ready for use.

Note: If the lock does not operate successfully, carefully remove the keypad, check the cable connection, and verify that all mounting screws are securely tightened.



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