

OPERATING MANUAL

V02 English



ELECTRONIC LOCK

M-LOCKS BASIC LINE

**EM1620 / EM2020 / EM2520 /
EM3020 / EM3520**

TABLE OF CONTENTS

1.	Notes regarding the operating manual.....	2
2.	Product description.....	4
3.	Opening of the lock.....	5
4.	Open with time delay.....	5
5.	Changing code (with the door open!).....	6
6.	Adding a new code / user	7
7.	Delete second code / user	7
8.	Setting the time delay and opening window time.....	8
9.	Replacing the battery.....	9
10.	Questions or problems?.....	10

1. NOTES REGARDING THE OPERATING MANUAL

Before using the lock, please read the instructions for use carefully. If you have questions, which are not or insufficiently answered in this manual, please contact us by the contact details as mentioned on page 10 of this operating manual.

The instructions for use only relate to the lock itself and not how to operate the safe.

Depending on the used lock / keypad and the way the lock is installed, there are several ways to open and close a safe. By example with a lever or by turning the keypad. For more information about your specific situation, please contact us by the contact details as mentioned on page 10 of this operating manual.

Dujardin is niet aansprakelijk voor storingen en/of schade welke ontstaat door ondeskundig gebruik, dan wel het met opzet verkeerd gebruiken van de geleverde producten.

Important instructions:

- Your code is personal. Don't give out your code. Please keep the code always carefully and protect it against improper use by unauthorized persons.
- When typing in your code cover the keypad so no one near you can see your code.
- Do not use personal or other simple data which can easily be found out for your code.
- Don't forget your code. If lost, the lock can't be opened anymore!
- Ensure that you **only program the lock while the safe door is open.**
- After changing the code, always try the code several times with the safe door open. **Only after several positive function tests (opening / closing) the safe door may be closed.**

2. PRODUCT DESCRIPTION

The lock works with a six digit code. At the time of delivery, the lock is set to the standard Manager Code of 123456. Change this code immediately to your own choice of Manager Code. If needed, the owner of the Manager Code can add one user.

Symbols and signals:

<u>Beep signal</u>	<u>LED</u>	<u>Omschrijving</u>
1 short beep	1 flash	Key stroke
2 short beeps	2 flashes	Correct code entry
1 long beep	illuminated	Incorrect code entry
Long beep during key stroke	Flashes every 10 sec.	Manipulation protection active
	Flashes every 10 sec.	Time delay active
1 short beep / sec.	Flased evert sec.	Opening window time active
Series of beep signals after opening lock		Low battery signal

3. OPENING OF THE LOCK

1. Enter the code (Manager Code set at the factory = 1-2-3-4-5-6). If the code is correct, a double signal sounds.
2. Unlatch the door and open it. If the door is not opened within 3 seconds, the lock will automatically engage again.
For model EM3020: to close the lock, press any key.

4. OPEN WITH TIME DELAY

1. Enter the code. After entering a right code, a double signal sounds and the time delay starts.

During the time delay expires, the LED flashes every 10 seconds. After time delay has elapsed, a double signal sounds and the opening window starts. During the opening window, the LED flashes and the lock beeps, every second. To open the lock, a valid code has to be entered again during the opening window.

2. Enter the code again during the opening window. A double signal sounds.

If the opening window expires without entering a valid code, the lock is secured again with time delay.

3. Unlatch the door and open it. If the door is not opened within 3 seconds, the lock will automatically engage again.
For model EM3020: to close the lock, press any key.

If the lock is set to dual combo, one valid code starts time delay. During the opening window, two valid codes have to be entered to open the lock.

5. CHANGING CODE (WITH THE DOOR OPEN!)

1. Press and hold "0" until a double signal sounds. The LED will illuminate when performing the following actions.
2. Enter the old code. A double signal sounds.
3. Enter the new code. A double signal sounds.
4. Enter the new code again. A double signal sounds.

If an incorrect code is entered on the second occasion, a long signal sounds and the old code remains valid.

6. ADDING A NEW CODE / USER

1. Press and hold “1” until a double signal sounds. The LED will illuminate when performing the following actions.
2. Enter your personal Manager code. A double signal sounds.
3. Enter the new User code. A double signal sounds.
4. Enter the new User code again. A double signal sounds.

If an incorrect code is entered on the second occasion, a long signal sounds and the old code remains valid.

7. DELETE SECOND CODE / USER

1. Press and hold “3” until a double signal sounds. The LED will illuminate when performing the following actions.
2. Enter your personal Manager code. A double signal sounds. The user has been deleted.

8. SETTING THE TIME DELAY AND OPENING WINDOW TIME

Time delay : time between first and second code entry in minutes.

Opening window time : Time period of time in minutes during which the code can be entered a second time and the lock can be opened (after the time delay has expired)

Changing or deleting the time delay values can only be done during the opening window time.

1. Press and hold “9” until a double signal sounds. The LED will illuminate when performing the following actions.
2. Enter your personal Manager code. A double signal sounds.
3. Enter the delay setting and opening window time. A double signal sounds.

Time delay : min. 01 – max. 99 minutes

Opening window time : min. 01 – max. 19 minutes

For example: 2602 for a **time delay of 26 minutes** and an **opening window time of 2 minutes**.

4. Enter the delay setting and opening window time again. A double signal sounds.

9. REPLACING THE BATTERY

It the lock emits a series of audible tones when opened, the battery is almost exhausted and must be replaced immediately.

You may only use 9V ALKALINE Duracell, Duracell Industrial or Energizer alkaline batteries.

A. Battery compartment in entry unit:

Open the battery compartment and replace the battery by a new one.

B. Battery compartment inside the safe:

In case of keypads starting with ST40xx and DE20xx, the battery compartment is located inside the safe. If the battery is completely exhausted, hold a fresh battery pressed against the poles on the front of the keypad, while entering the code, until the lock opens completely.

10. QUESTIONS OR PROBLEMS?

Problems, questions or malfunctions can be reported 24 hours a day / 7 days a week by our general telephone number:

+31 345 - 616110

Or during opening hours by e-mail:

service@dujardin.nl