

LA GARD 702

High Security Lock for Safes & Vaults



Standard User Instructions

Keypad firmware 1.1.0.2, Lock firmware 1.1.5.7 (v1)

Available users and default codes

When supplied by Safelock Systems, locks are setup so that ID 01 is assigned a Manager profile with a code which is valid to open the lock immediately.

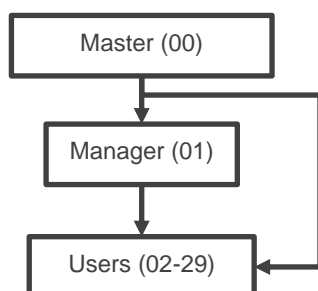
As supplied by Safelock Systems Limited:

ID	Profile	(ID) Default Code
00	Master	(0-0)-1-2-3-4-5-6-7-8
01	Manager	(0-1)-1-2-3-4-5-6
02-29	Users	Deleted – Can be added by the Master or Manager

Warning: Default codes must be changed immediately. The Master has overall administrative control of the lock system and therefore can **create other users who can open the lock.**

User hierarchy

As supplied by Safelock Systems:



User permissions

Profile	Permission
Master	<ul style="list-style-type: none"> Full control of the lock and other users Cannot open directly
Manager	<ul style="list-style-type: none"> Open lock, Change own code Manage users (Add, delete, disable, enable, reset) Manage time delay values Activate PC link for audit Set date and time Turn backlit buttons and keypad beeps off or on Override time delay (If profiled)
User	<ul style="list-style-type: none"> Open lock, Change own code Override time delay (If profiled) Activate PC link for audit (If profiled)

Code length

The Master code always contains ID 00 + 8-digits. Other user codes contain the 2-digit ID + 6-digits by default but can be changed so that 6-9 digits are used.

Buttons

Key	Use
#	To use commands (Hash #)
↵	To confirm a command (Enter)

Commands

Non-opening functions are available to Users depending on their profile, with # commands. These instructions cover the commands listed below:

Category	Key	Function
Codes	#52	Change code
User management	#50	Add a User
	#54	Disable or re-enable a User
	#55	Change user privilege
	#56	Delete a User
	#57	Reset a User code
Time delay	#72	Amend time delay values
	#74	Cancel time delay counting
General operation	#40	Disable or enable backlit buttons
	#41	Turn keypad beeps off or on
	#65	Set time and date

Advanced commands are available in separate instructions: **Advanced Operation** available to download from our website.

Advanced Commands	Category	Key	Function
	Codes	#11	Change code length
		#12	Enable or disable dual mode
	General operation	#14	Enable or disable the Duress feature
		#16	Specify alarm input setting
	Audit	#30	Activate PC link
	Manager Management	#50	Add a Manager
		#54	Disable or re-enable a Manager
		#55	Change Manager privilege
		#56	Delete a Manager
Time delay	#57	Reset a Manager code	
	#73	Enable time delay override feature	

Additional commands #22, #23, #25, #32, #99 are available to the Master, which should only be used by engineers who are servicing the lock.

Visual and acoustic signals

Lock status is indicated with LED flashes and beeps.

Signal	Symbol
Green flash + short high beep <i>Meaning: Button pressed correctly</i>	
Red flash + short low beep <i>Meaning: Invalid key</i>	
3 green flashes + short high beeps <i>Meaning: Command or code accepted</i>	
3 red flashes + short low beeps <i>Meaning: Invalid code or command</i>	
2 red flashes + short low beeps on a key press <i>Meaning: The lock is in penalty</i>	
2 green flashes + high beeps then 2 red flashes + short low beeps <i>Meaning: Low battery</i>	
3 green flashes + high beeps then 3 red flashes + short low beeps <i>Meaning: Critical low battery</i>	
Red flash + short low beep (Every 10 seconds) <i>Meaning: Time delay is counting</i>	
Green flash + short high beep (Every 10 seconds) <i>Meaning: The open window is counting</i>	

Open the lock

Manager/Users

Depending on the construction of the safe or vault, other locks such as key locks may need to be opened first. Any actions required to open the door and lock should be reversed to close and secure the door and lock.

- Enter a Valid ID and code
- *If accepted, the lock will signal 3 green flashes + short beeps*
- Within 3 seconds, turn the keypad and/or turn the safe handle

Open the lock when time delay is active

- Enter a valid ID and code. *The lock will signal 3 red flashes + short low beeps* *after the code is entered, followed by 1 red flash + short low beep every 10 seconds*
- Once the time delay has elapsed the lock will signal the open window with *1 green flash + short high beep every 10 seconds*
- **During the open window**, enter a Valid ID and code
- *If accepted, the lock will signal 3 green flashes + short beeps*
- Within 3 seconds, turn the keypad and/or turn the safe handle

Override time delay

If the feature has been enabled using #73 see **Advanced Operation**, and a User has been profiled with the privilege to override time delay, their code is valid to open the lock immediately using the standard open lock instruction.

Open the lock if operating in dual mode

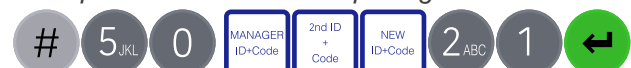
- Enter a valid ID and code (*No signal*)
- Enter a 2nd valid ID and code
- *If both codes are accepted, the lock will signal 3 green flashes + 3 short beeps*
- Within 3 seconds, turn the keypad and/or turn the safe handle

Dual mode for the Manager

Manager

If the lock has been set to operate dual mode for Users + Manager, to carry out any commands, the Manager must enter their ID and code **first**, followed by a second valid ID and code, before the rest of the command process is followed.

Example to add a standard opening user:



Backlit buttons (#40) Master/Manager

Keypad buttons can be illuminated on first button press to provide a guide in dark areas. By default, backlit buttons are turned off.

- Enter #40
- Enter the Master or Manager ID and code
- Press 1 to turn backlit buttons on, or 0 to turn off
- Press Enter. *If accepted, the lock will signal 3 green flashes + short beeps.* 🟢🟢🟢

Example to turn backlit buttons on:



Keypad beeps (#41) Master/Manager

Keypad beeps can be turned off to prevent others hearing that the lock is being operated.

- Enter #41
- Enter the Master or Manager ID and code
- Press 0 to turn keypad beeps off, or 1 to turn on
- Press Enter. *If accepted, the lock will signal 3 green flashes (No beeps) if the beeps have been turned off or 3 green flashes + short beeps if the keypad beeps have been turned on.* 🟢🟢🟢

Example to turn keypad beeps off:



Add a User (#50) Master/Manager

User privilege

When users are added, their privilege must be defined.

Key	Privilege
1	Open only
2	Audit only
3	Open and audit
5	Open and override time delay*
7	Open, audit and override time delay*

*If a user is defined as being able to override time delay, the feature must be enabled using #73 see **Advanced Operation**.

Add a User

- Enter #50
- Enter the Master or Manager ID and code
- Enter an available ID and new code
- Press 2 to indicate 'User'
- Press 1, 2, 3, 5 or 7 to indicate the privilege setting
- Press Enter. *If accepted, the lock will signal 3 green flashes + short beeps.* 🟢🟢🟢

Example to add a standard opening user:



After the code has been added successfully, the User must change the code before it can be used to open the lock. Add simple code such as 02-020202.

Change code (#52) All

Opening codes should be changed and tested with the safe or vault door open where possible.

- Enter #52
- Enter the current ID and code
- Enter the current ID and new code **twice**
- Press Enter. *If accepted, the lock will signal 3 green flashes + 3 short beeps.* 🟢🟢🟢

Example to change code:



Test that the new code works whilst the door is open.

Disable or re-enable a User (#54) Master/Manager

A user code can be temporarily disabled and then re-enabled later.

- Enter #54
- Enter the Master or Manager ID and code
- Enter the ID to be disabled or enabled
- Press 0 to disable the code or 1 to enable it
- Press Enter. *If accepted, the lock will signal 3 green flashes + short beeps.* 🟢🟢🟢

Example to disable a user:



Change User privilege (#55) Master/Manager

It is possible to redefine a user's privilege per the table shown in **Add a User**

- Enter #55
- Enter the Master or Manager ID and code
- Enter the ID to be changed
- Press 1, 2, 3, 5 or 7 to indicate the privilege setting
- Press Enter. *If accepted, the lock will signal 3 green flashes + short beeps.* 🟢🟢🟢

Example to change user privilege:



Delete a User (#56) Master/Manager

- Enter #56
- Enter the Master or Manager ID and code
- Enter the ID to be deleted
- Press Enter. *If accepted, the lock will signal 3 green flashes + short beeps.* 🟢🟢🟢

Example to delete a user:



Reset a User code (#57)

Master/Manager

If a User has forgotten their code, it is possible to reset it rather than deleting and adding the User again.

- Enter #57
- Enter the Master or Manager ID and code
- Enter the current ID and new code **twice**
- Press Enter. *If accepted, the lock will signal 3 green flashes + short beeps* 🟢🟢🟢

Example to reset a user code:



After the code has been reset successfully, the User must change the code before it can be used to open the lock. Use a simple code such as 02-020202.

Set date and time (#65)

Master/Manager

To maintain the integrity of the audit, it is important to ensure that date and time is set on an annual basis and re-established after a power loss lasting for more than a few minutes.

- Enter #65
- Enter the Master or Manager ID and code
- Enter 10 digits to reflect the date and time in the format (YY) (MM) (DD) (24HR)
- Press Enter. *If accepted, the lock will signal 3 green flashes + short beeps* 🟢🟢🟢

Example date and time:

22nd July 2021, 2:30pm **2107221430**

Example to set date and time:



Amend time delay values (#72)

Master/Manager

Time delay is a feature that requires a period of time to elapse before the lock can be opened, to prevent Users from being coerced into opening the safe or vault immediately.

Add time delay values

- Enter #72
- Enter the Master or Manager ID and code
- Enter 2 digits to indicate the time delay (00-99 minutes)
- Enter 2 digits to indicate the open window (01-60 minutes)
- Press enter. *If accepted, the lock will signal 3 green flashes + short beeps* 🟢🟢🟢

Example to add time delay:



Time delay values cont.

Master/Manager

If time delay values need to be reduced or removed, the procedure can be carried out at any time, but one complete cycle (Time delay, open lock) of the previous settings must occur before the new settings take effect.

To remove time delay:

- 2 digits for the time delay: 00
- 2 digits for the open window: 01

Cancel time delay counting (#74)

All

If time delay has been initiated but is no longer required, it can be cancelled.

- Enter #74
- Enter any valid ID and code
- Press Enter. *If accepted, the lock will signal 3 green flashes + short beeps* 🟢🟢🟢

Example to cancel time delay counting:



Troubleshooting

Key press results in 2 red flashes + short beeps 🟡🟡

The lock is in penalty caused by 4 consecutive incorrect code entries. Wait for the 5-minute penalty period to elapse. After the penalty has elapsed, 2 further wrong codes will again initiate a penalty. The trigger will reset after a valid code has been entered.

3 red flashes + short low beeps 🟡🟡🟡

The code or command has not been entered correctly, re-enter.

If a mistake is made during code or function entry

Press # to cancel

A key does not beep when pressed

If the LED still flashes, keypad beeps may have been turned off. If there is no flash, the batteries may be depleted. Change the batteries then set the date and time to ensure accuracy of the audit data.

The safe or vault door does not open

If the lock system is otherwise operating normally, there may be a mechanical fault with the safe. Contact a safe engineer.

Document version

These instructions may be updated from time to time to reflect firmware changes, visit safelocksystems.co.uk to check for updates or download additional instructions such as **Advanced Operation**.

LA GARD 702

High Security Lock for Safes & Vaults



Advanced User Instructions



Keypad firmware 1.1.0.2, Lock firmware 1.1.5.7 (v1)

Introduction

These instructions outline advanced procedures for operating locks using the Master code and should be used in conjunction with instructions for **Standard Operation**, which are available to download from our website.

When supplied by Safelock Systems Limited, the Master operates on the code (0-0)-1-2-3-4-5-6-7-8

Buttons

Key	Use
	To use commands (Hash #)
	To confirm a command (Enter)

Commands

These instructions cover the commands listed below:

Category	Key	Function
Codes	#11	Change code length
	#12	Enable or disable dual mode
General operation	#14	Enable or disable the Duress feature
	#16	Specify alarm input setting
Audit	#30	Activate PC link
Manager Management	#50	Add a Manager
	#54	Disable or re-enable a Manager
	#55	Change Manager privilege
	#56	Delete a Manager
	#57	Reset a Manager code
Time delay	#73	Enable time delay override feature

Basic commands as listed below are shown in the **Standard Operation** instructions.










Basic Commands	Category	Key	Function
	Codes	#52	Change code
	User management	#50	Add a User
		#54	Disable or re-enable a User
		#55	Change user privilege
		#56	Delete a User
		#57	Reset a User code
	Time delay	#72	Amend time delay values
		#74	Cancel time delay counting
	General operation	#40	Disable or enable backlit buttons
		#41	Turn keypad beeps off or on
		#65	Set time and date

Engineer commands

Additional commands #22, #23, #25, #32, #99 are available to the Master, which should only be used by engineers who are servicing the lock. More information can for engineers can be found on our website.

Visual and acoustic signals


Lock status is indicated with LED flashes and beeps.

Signal	Symbol
Green flash + short high beep <i>Meaning: Button pressed correctly</i>	
Red flash + short low beep <i>Meaning: Invalid key</i>	
3 green flashes + short high beeps <i>Meaning: Command accepted</i>	
3 red flashes + short low beeps <i>Meaning: Invalid code or command</i>	
2 red flashes + short low beeps on a key press <i>Meaning: The lock is in penalty</i>	
2 green flashes + high beeps then 2 red flashes + short low beeps <i>Meaning: Low battery</i>	
3 green flashes + high beeps then 3 red flashes + short low beeps <i>Meaning: Critical low battery</i>	
Red flash + short low beep (Every 10 seconds) <i>Meaning: Time delay is counting</i>	
Green flash + short high beep (Every 10 seconds) <i>Meaning: The open window is counting</i>	

Change code length (#11)

Master

By default, the Manager and Users have a code comprised of a 2-digit ID + 6-digits. The code length can be changed to have a 2-digit ID + 7, 8 or 9 digits. If changed, existing Manager and User codes will no longer be valid and will need their codes to be reset and then changed.

- Enter #11
- Enter the Master ID and code
- Press 6,7,8 or 9 to specify the number of digits required
- Press Enter. *If accepted, the lock will signal 3 green flashes + 3 short beeps* 

Example:




Enable or disable dual mode (#12)

Master

Dual mode is a feature that requires 2 codes to be Entered before the lock can be opened. Dual mode can be set up so that: Dual mode applies to Users only, or Dual mode applies to Users and the Manager. Dual mode must be defined as required per the table below.

Key	Mode
1	Dual mode for Users
2	Dual mode for Users + Manager
0	Dual mode disabled

- Enter #12
- Enter the Master ID and code
- Press 1, 2 or 0 as required for the dual mode setting
- Press Enter. *If accepted, the lock will signal 3 green flashes + 3 short beeps* 

Example to enable dual mode for Users + Manager:



Enable or disable Duress (#14) Master

The Duress feature allows a coerced user to Enter a special variant of their code which opens the lock, and also generates a silent signal to notify others that safe is being opened under duress. Connection to an alarm system and peripheral equipment sold separately is required. Duress is disable by default.

- Enter #14
- Enter the Master ID and code
- Press 1 to enable duress or 0 to disable it.
- Press Enter. *If accepted, the lock will signal 3 green flashes + 3 short beeps* 🟢🟢🟢

Example to enable duress:



A duress code is the user's normal code with the last digit increased or decreased by 1. For example, 01-123456 would become 01-123455 or 01-123457

Specify alarm input setting (#16) Master

With connection to an alarm system and peripheral equipment sold separately, an alarm input signal can alter the lock's operation with one of the settings below:

Setting	Operation
0	Ignore input signal
1	Input signal remote blocks (Prevents the lock from being opened)
2	Input signal overrides time delay
3	Input signal overrides dual mode

Alarm input signals are ignored by default

- Enter #16
- Enter the Master ID and code
- Press 0, 1, 2 or 3 as required
- Press Enter. *If accepted, the lock will signal 3 green flashes + 3 short beeps* 🟢🟢🟢

Example to set remote block:



Audit Master, Manager, User (If profiled)

With licensed software and peripheral equipment sold separately, an audit of the last 500 lock events can be downloaded. The audit is stamped with time and date information based on the clock time of the keypad, as such it is **vital to ensure correct clock time, with annual updates.**

Full instructions to take audit are available in the help menus of the software. PC link must be activated using the keypad to start communication with the software.

Activate PC Link (#30) Authorised Users

To start communication with LA GARD 700 Series software, PC Link must be activated.

The Master and Manager can both activate PC Link. If a User has been assigned audit privilege, that User can also activate PC Link.

- Enter #30
- Enter a valid ID and code
- Press Enter. *If accepted, the lock will signal 3 green flashes + short beeps* 🟢🟢🟢, and the red light will stay on 🔴→

Example to activate PC link:



Manage the Manager Master

In 702 locks supplied by Safelock Systems Ltd, a Manager is installed with ID 01. To manage the Manager, the process is the same as for users but only the Master code is valid to perform the command.

Add the Manager (#50) Master

Generally, the Manager code can be reset rather than being deleted. If the Manager code has been deleted, it can be added again or assigned to a different ID.

Manager privilege

When the Manager is added, the privilege must be defined.

Key	Privilege
1	Open only
2	Audit only
3	Open and audit
5	Open and override time delay*
7	Open, audit and override time delay*

*If the Manager is defined as being able to override time delay, the feature must be enabled using #73 see **Advanced Operation.**

Add the Manager

- Enter #50
- Enter the Master ID and code
- Enter ID 01 and new code
- Press 4 to indicate 'Manager'
- Press 1, 2, 3, 5 or 7 to indicate the privilege setting
- Press Enter. *If accepted, the lock will signal 3 green flashes + short beeps* 🟢🟢🟢

Example to add the Manager:



After the code has been added successfully, the Manager must change the code before it can be used to open the lock. Use a simple code such as 01-123456.

Disable or re-enable the Manager (#54) Master

- Enter #54
- Enter the Master ID and code
- Enter the ID to be disabled or enabled (*Normally 01*)
- Press 0 to disable the code or 1 to enable it
- Press Enter. *If accepted, the lock will signal 3 green flashes + short beeps* 🟢🟢🟢

Example to disable the Manager:



Change Manager privilege (#55) Master

It is possible to redefine the Manager's privilege per the table shown in **Add a User**

- Enter #55
- Enter the Master ID and code (*Normally 01*)
- Enter the ID to be changed
- Press 1, 2, 3, 5 or 7 to indicate the privilege setting
- Press Enter. *If accepted, the lock will signal 3 green flashes + short beeps* 🟢🟢🟢

Example to change user privilege:



Delete Manager (#56) Master

- Enter #56
- Enter the Master ID and code
- Enter the ID to be deleted (*Normally 01*)
- Press Enter. *If accepted, the lock will signal 3 green flashes + short beeps* 🟢🟢🟢

Example to delete the Manager:



Reset Manager code (#57) Master

If the Manager has forgotten their code, it is possible to reset it rather than deleting and adding the Manager again.

- Enter #57
- Enter the Master ID and code
- Enter the current ID (*Normally 01*) and new code **twice**
- Press Enter. *If accepted, the lock will signal 3 green flashes + short beeps* 🟢🟢🟢

Example to reset the Manager code:



After the code has been reset successfully, the Manager must change the code before it can be used to open the lock. Use a simple code such as 01-123456

Enable or disable time delay override Master

Users profiled with time delay override privilege cannot use the privilege unless time delay override has been enabled. **Time delay override is disabled by default.**

- Enter #73
- Enter the Master ID and code
- Press 1 to enable time delay override or 0 to disable it.
- Press Enter. *If accepted, the lock will signal 3 green flashes + 3 short beeps* 🟢🟢🟢

Example to enable time delay override:



Engineer commands Master

Additional commands are available to the Master, which should only be used by engineers who are servicing the lock. More information can for engineers can be found on our website.

Key	Function
#22	Install a lock onto a keypad
#23	Uninstall a lock from a keypad
#25	Reset the lock to factory settings
#32	Install a new keypad onto an existing lock (Command also available to Manager and Users)
#99	Initiate communication for a firmware update

If a lock is reset, it must be setup using the LA GARD 700 series software to correctly configure DST settings so that the audit time and date data is accurate.

Document version

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