

# TL11

High Security Lock for Safes & Vaults



# LA GARD

## User Operating Instructions

### Standard Specification

With additional instruction for Dual Mode, Alarm Signals and Time Delay Override

## Available users and default codes

User	User ID	Default Code
Master	N/A	9-8-7-6-5-4-3-2
Manager	N/A	1-2-3-4-5-6
Users 2-9	2-9	Deleted – Must be added by the Manager

Default codes must be changed immediately. The master code contains 8 digits; all other codes contain 6 digits.

## Acoustic and visual signals

The lock system will indicate status with beeps and LED flashes on the keypad

Signal	Indication
Short beep & LED flash	Button pressed correctly
Double beep & LED flash	Code or function entered correctly
Triple beep & LED flash	Code or function entered incorrectly
Continuous 2 second beep	Timelock is active
5 beeps on a key press	Remote disable is active
LED flash every second	The lock is in time delay
LED flash twice per second and beep every 10 seconds	The lock is in the open window
LED flash every 10 seconds	The lock is in penalty
Repeated beeping and flashing during opening	Low battery warning
6 second beep	Power loss, clock synchronisation with PC required

## Command Keys

All of the functions available to the master, manager and users are accessible using command keys. To use a command key, enter a valid code and hold down the last digit until 2 sets of double beeps have sounded and the LED stays on. Press the relevant command key and follow the remaining instruction. The Master must press and hold 0 for 2 sets of double beeps before entering their code.

Key	Function
0	Change Code
1	Add a user / enable a disabled user
2	Disable a user
3	Delete a user
4	Activate immediate timelock (If enabled) or activate open extension (If enabled)
5	Change Daylight Savings Time
6	Communicate with PC for timelock settings
7	Download an audit
9	Enter time delay values

## Standard Features

### Codes & Users

The master code holder can:	
<ul style="list-style-type: none"> <li>Change Code</li> </ul>	<ul style="list-style-type: none"> <li>Audit the lock</li> </ul>
The manager code holder can:	
<ul style="list-style-type: none"> <li>Open the lock</li> <li>Add, enable, disable and delete users</li> <li>Change code</li> <li>Audit the lock</li> <li>Set time delay values</li> </ul>	<ul style="list-style-type: none"> <li>Change DST status if timelock is active</li> <li>Communicate with PC for timelock settings</li> <li>Activate Immediate timelock if the feature is enabled and timelock is active</li> </ul>

## Standard Features continued...

There are 8 user codes numbered 2-9. Users can:	
<ul style="list-style-type: none"> <li>Open the lock</li> <li>Change code</li> </ul>	<ul style="list-style-type: none"> <li>Activate immediate timelock if the feature is enabled and timelock is active</li> </ul>

### Time delay

Time Delay is a feature requiring a period of time to elapse before the lock system can be opened, to prevent a user being forced to open the lock immediately.

The Time Delay period can be set from 1 – 99 minutes. The Open Window is the period of time after time delay has expired during which the lock can be opened which can be set from 1-19 minutes.

### Low battery warning

If the battery is running low, repeated beeping during opening will indicate the need to change the battery.

### Penalty

Entry of 4 consecutive incorrect codes results in a 5 minute penalty - all lock functions are disabled. During penalty, the LED flashes at 10 second intervals and a key press will result in 3 beeps. After the penalty has expired, 2 further consecutive incorrect codes will initiate the penalty. Once a correct code is entered, the penalty trigger resets to 4 wrong tries.

## Optional Features Available On Request

### Audit

An audit can be taken of the last 479 lock events, showing opening activity and other operations. The audit shows time and date information. To take an audit, a PC is required along with software and a cable interface kit, items sold separately.

### Dual mode

The lock system can be set up so that 2 codes are required to open the lock and carry out manager special functions.

### Alarm signals

The lock can be set up so that a silent signal is sent to an alarm system when a duress code is entered, in addition to one of the following options:

- When an input signal is received from an alarm system, the lock is disabled from opening.
- When an input signal is received from an alarm system, the lock is disabled from opening, and any command functions are disabled.

An alarm box, sold separately, is required to interface with the alarm system.

### Time delay override

User 9 is able to override time delay. This feature is intended for cash carriers who may require immediate access to the safe.

### Timelock

Weekly Timelock settings and special opening events can be transmitted to the lock using a PC. Please refer to full PC Timelock instructions.

## Optional Features continued..

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### Immediate Timelock or Open Extension

The manager and users can initiate Timelock for a specified number of hours. Timelock will be active until the next scheduled opening period if the specified end time falls into a normal timelock period. Alternatively, Open Extension can be enabled which allows the manager and users to extend the opening window if required. Please refer to full PC Timelock Instructions.

#### To open the lock

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Enter a valid 6 digit code. Within 4 seconds, turn the safe handle and/or turn the keypad.

#### To close the lock

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Turn the safe handle and/or turn the keypad.

#### To open the lock when time delay is active

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Enter a valid 6 digit code. Wait for the time delay period to elapse.

The open window will be indicated with LED flashes twice every second, and a beep every 10 seconds

Enter a valid 6 digit code. Within 4 seconds, turn the safe handle and/or turn the keypad.

#### To change code

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Codes should always be changed and tested with the safe or vault door open, with the bolt in the locked position.

Enter the old code and hold down the last digit until 2 sets of double beeps sound and the LED stays on

Press 0, a double beep will sound

Enter the new code, a double beep will sound

Enter the new code again to confirm, a double beep will sound

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

New codes which differ from the existing code by only 1 digit will not be accepted

## Manager Functions

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### To add a user

If a user is deleted, the user can be activated with a new code.

Enter the manager code and hold down the last digit until 2 sets of double beeps sound and the LED stays on

Press 1, a double beep will sound

Enter a user ID number from 2-9. A double beep will sound (If a single beep sounds and the LED turns off, that user is already activated and can be disabled or deleted)

The user should enter their 6 digit code, a double beep will sound.

The user should enter their 6 digit code again to confirm, a double beep will sound.

The user should check the code to ensure correct entry whilst to door is open.

## Manager Functions continued...

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### To delete a user

If a user's code is no longer required it can be deleted

Enter the manager code and hold down the last digit until 2 sets of double beeps sound and the LED stays on.

Press 3, a double beep will sound

Enter the user ID number from 2-9

A single beep will sound to confirm deletion of the user.

### To disable a user

A user can be temporarily disabled without deleting their code. Enter the manager code and hold down the last digit until 2 sets of double beeps sound and the LED stays on.

Press 2, a double beep will sound

Enter the user ID number 2-9. A single beep will sound and the LED will turn off.

### To enable a user

If a user has been disabled, their code can be enabled

Enter the manager code and hold down the last digit until 2 sets of double beeps sound and the LED stays on.

Press 1, a double beep will sound

Enter the user ID number 2-9. A single beep will sound and the LED will turn off.

### To audit the lock

Full technical instructions for taking an audit are available with the audit software. The command required on the lock is:

Enter the manager code and hold down the last digit until 2 sets of double beeps sound and the LED stays on

Press 7 to start the audit transmission.

### To change the DST status

If timelock is in use, the clock time must be changed for summer and winter. Enter the manager code and hold down the last digit until 2 sets of double beeps sound and the LED stays on.

Press 5 a double beep will sound. Press either:

0 – to decrease time by 1 hour for winter

1 – to increase time by 1 hour for summer

### To enter time delay values

Enter the manager code and hold down the last digit until 2 sets of double beeps sound and the LED stays on.

Press 9, a double beep will sound

Enter 2 digits to indicate the time delay period 01-99 minutes. Enter 2 digits to indicate the open window period 01-19 minutes. A double beep will sound

Re-enter the 4 digits to confirm

A double beep will sound to confirm that values have been set.

### To increase time delay values

To increase time delay values follow the steps in "To enter time delay values"

## Manager Functions continued...

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### To decrease or remove time delay values

To decrease or remove time delay values, the operation must be performed during the open window before the user or manager code is entered. To decrease, follow the steps in "To enter time delay values"

To remove:

Enter the manager code and hold down the last digit until 2 sets of double beeps sound and the LED stays on.

Press 9, a double beep will sound

Enter 00 to indicate the time delay period should be 0 minutes. Enter 00 to indicate the open window should not be operational.

A double beep will sound. Re-enter the 4 digits to confirm. A double beep will sound to confirm. The open window will continue.

## Master Functions

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### To change code

Press and hold 0

Follow the user change code procedure

### To audit the lock

Full technical instructions for taking an audit are available with the audit software. The command required on the lock is:

Press and hold 0

Enter the master code and hold down the last digit until 2 sets of double beeps sound and the LED stays on

Press 7 to start the audit transmission

## Optional Feature – Timelock

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Please refer to full PC timelock instructions.

## Optional Feature – Immediate Timelock or Opening Extension

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The Immediate Timelock feature must be enabled for the manager and users using TL11 Timelock software.

Enter a user or manager code and hold down the last digit until 2 sets of double beeps sound and the LED stays on

Press 4

Enter 2 digits to indicate the number of hours to timelock (max 99 hours). A double beep will sound

Re-enter the 2 digits to confirm. A double beep will sound.

If Opening Extension has been enabled instead of Immediate Timelock, follow the same procedure to specify the number of hours the lock should stay open for.

## Optional Feature – Dual Mode

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If the lock has been supplied in dual mode, user 2 is installed with the default code 2-2-2-2-2-2

### To open the lock

Two valid codes must be entered to open the lock, one of which can be a manager code.

### To open the lock when time delay is active

Two valid codes are required to start time delay, and to open the lock during the open window.

## Optional Feature – Dual Mode continued...

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### To perform a manager function

A valid user code must be entered before following the standard manager function procedure.

## Optional Feature – Alarm signals

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### To enter a duress code

If the feature has been enabled, a duress code can be entered which will open the lock and also send a silent signal to the alarm system to notify others that the lock is being opened under duress.

The duress code is the user's normal code, but the last digit should be decreased or increased by 1, for example:

- Normal code: 1-2-3-4-5-6
- Duress code: 1-2-3-4-5-5 or 1-2-3-4-5-7

### Signals if remote block is active

If the lock system is connected to an alarm and an input signal is received, the lock will beep 5 times either when a key is pressed or after entry of a valid code.

## Optional Feature – Time Delay Override

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If the feature has been enabled, User number 9 is able to override time delay. User 9 can only be added by the manager if time delay is not active or during the open window if time delay is active.

## Troubleshooting

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### Any key press results in a triple beep

The lock is in penalty. The LED will flash every 10 seconds. Wait for the 5-minute penalty to elapse to enter a valid code.

### A triple beep sounds

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

### A continuous 2 second beep sounds

The lock is in timelock; wait until the next scheduled opening period.

### A 6-second beep sounds

There has been a power loss, which results in the internal clock losing time. Synchronisation with a PC is required using TL11 Timelock Software.

### If a mistake is made during code or function entry

Wait 30 seconds and repeat the function.

### A key does not beep when pressed

The battery may be depleted. Consult the safe or vault supplier for information on changing batteries.

### Repeated beeps and flashes during opening

The battery is running low. Consult the safe or vault supplier for information on changing batteries.

### 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.