SDC SECURITY DOOR CONTROLS
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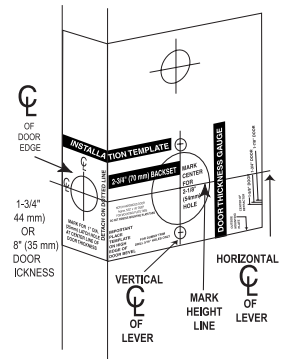
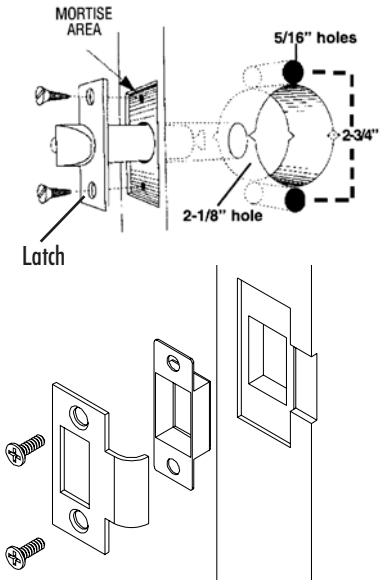
INSTALLATION INSTRUCTIONS
E72 EntryCheck™

1

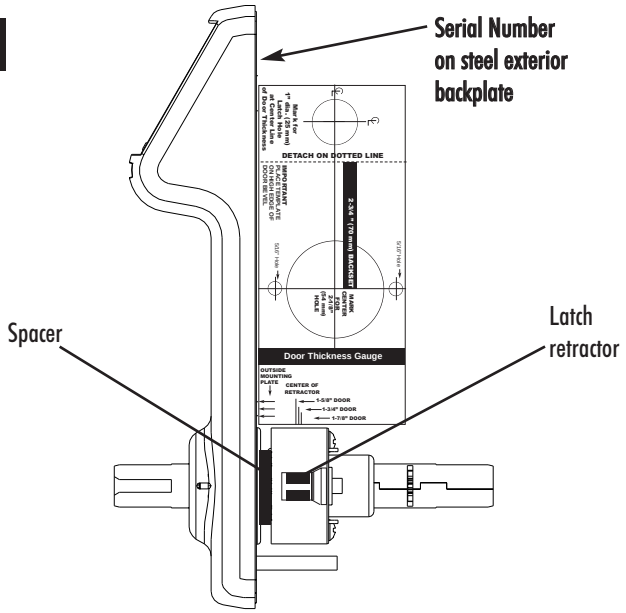


See template for measurements.



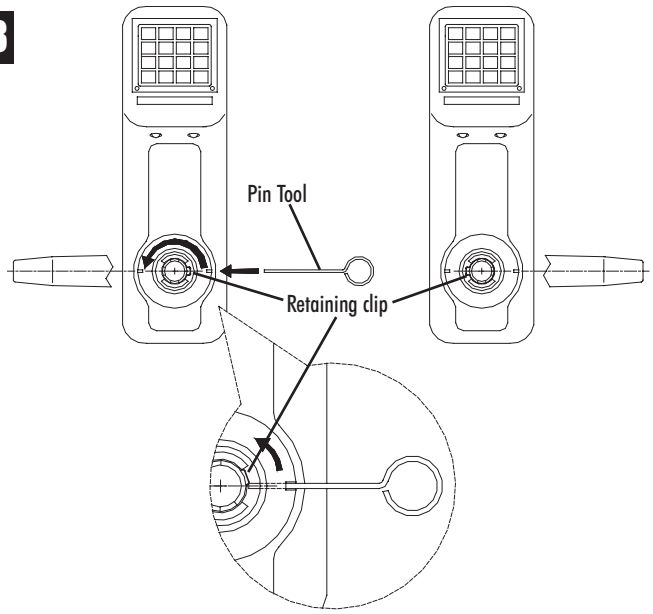
Affix paper template to door and follow template instructions in preparing door. Install latch.

2



1. Locks are factory assembled with a spacer for 1-3/4" door thickness, (when lock chassis is firmly against ring.)
2. Locks can be adjusted for 1-5/8" to 1-7/8" door thickness. Before installation, use **door thickness gauge** on **template** as shown, to check lock chassis position. Center of latch retractor should align with mark on gauge for appropriate door thickness.
3. If chassis is not on center, screw chassis in or out to align with mark. If adjusting for doors thinner than 1-3/4" thickness, split spacer must be removed. **Check that lever engages lever catch before installation.**
4. **Make sure to adjust for correct door thickness.**

3



To position latch retractor for proper handing of door opening, line up retaining clip located on lever handle with the slot in the escutcheon. Depress retaining clip with pin tool provided. While depressing, rotate chassis 180 deg to desired position.

4

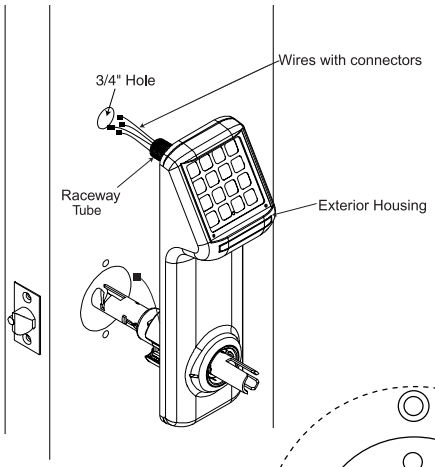
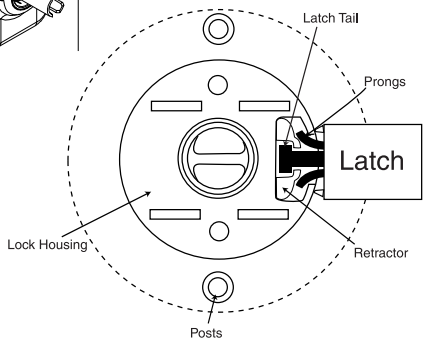
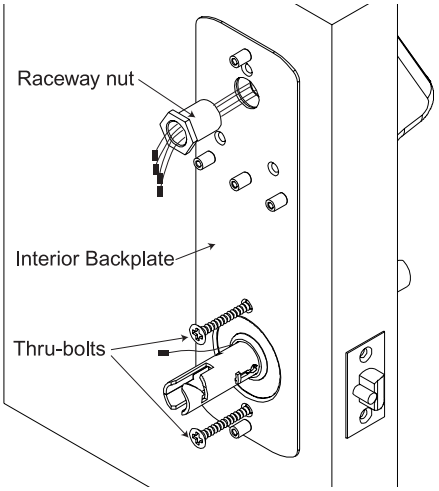


Figure 2A



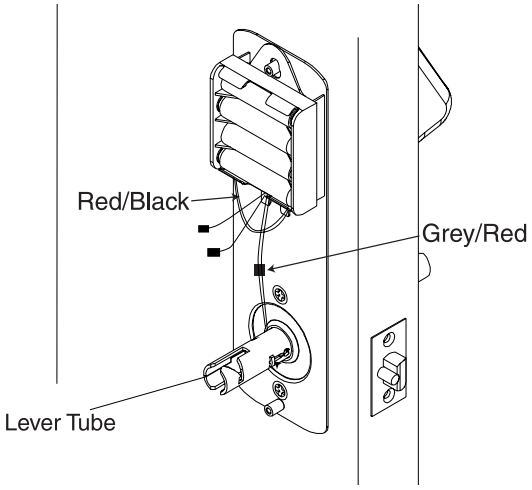
Pass the cable assembly with connectors through the 3/4" hole, then mount the exterior housing through door preparation. Make sure that the lock chassis and latch are properly engaged as shown. *(See Figure 2A.)*

5 Remove screw from Battery Cover to access backplate.



1. Feed the cable assembly with connectors through the backplate and raceway nut.
2. While holding the interior backplate in position, loosely install the two thru-bolts.
3. Tighten the raceway nut on the raceway tube that passes through the door using a crescent or 7/8" socket wrench .
   When this connection is tight, secure the thru-bolts.
4. Tear cable wrap to separate wires.

6



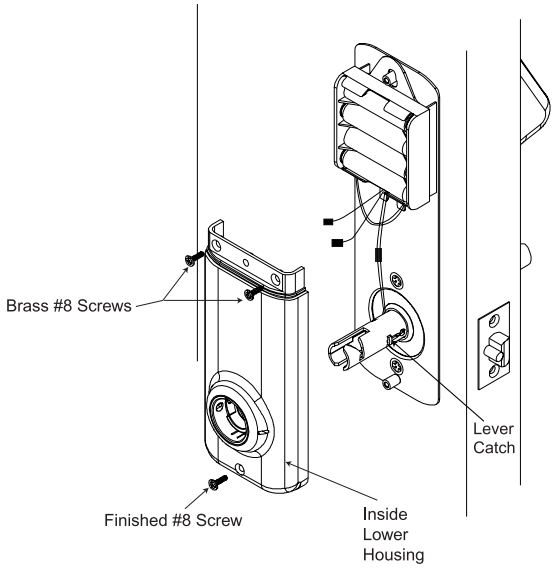
NOTE: USE ONLY ALKALINE BATTERIES, DUE TO PREDETERMINED POWER SETTINGS IN THE LOCK.

Insert 4 AA batteries into battery holder. (Note polarity.)

Note: All wire pairs are color coded to connect with like colored pairs.

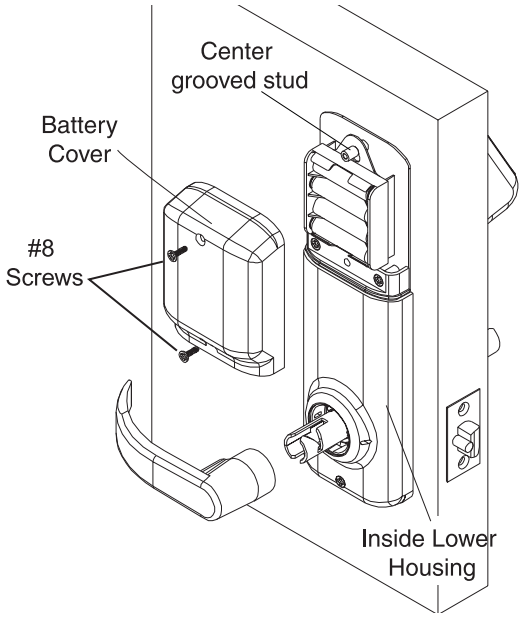
1. Connect the grey/red wires from the raceway to the grey/red wires from the lever tube. The two remaining pairs are only for the ***optional*** sensor-array package, as well as the "reset lock" function. *(See page v of the programming guide.)*
2. Connect the red/black wires from the raceway to the red/black wires from the battery pack.
3. Place the battery holder over the center grooved stud. *Note: The fork, located on the bottom of the battery holder will clear the lower inside housing.*
4. When properly aligned, push down on the battery holder assembly, engaging the upper part of the hole into the groove of the center stud. This will connect the lower fork with the center post, giving a very secure fit.

7



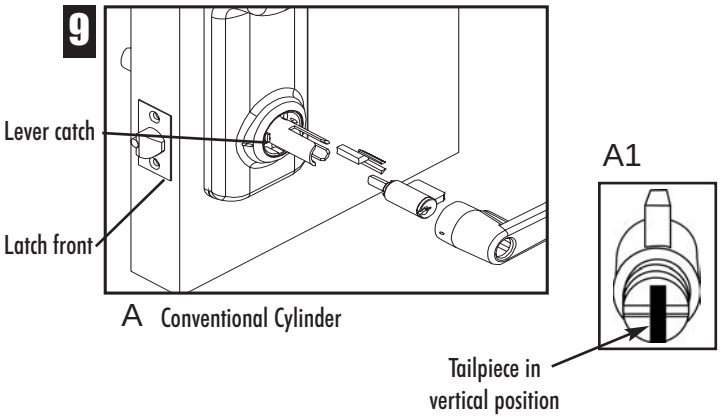
1. Slide the inside lower housing over the lever tube until it has passed over the lever catch. *(Be sure wires are not pinched.)*
2. Fasten with two brass #8 screws. Once secure, fasten the finished #8 screw at the bottom.

8

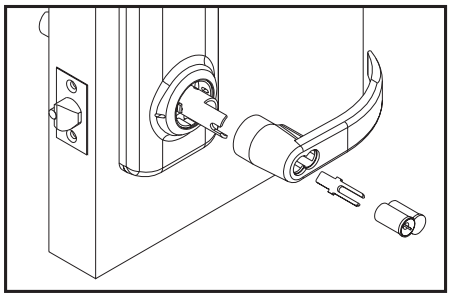


PUSH ALL EXCESS WIRE LENGTHS DOWN THROUGH THE OPENING AT THE TOP OF THE INSIDE LOWER HOUSING.

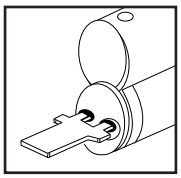
1. Attach the battery cover with two finished #8 screws. Battery cover has a lip which engages the lower inside housing, it is important that this lip be seated properly to insure correct alignment.



A Conventional Cylinder



B IC Core Cylinder



Tailpiece in
horizontal position

Installing The Levers

Outside Lever

Conventional Cylinder *(Figure A)*

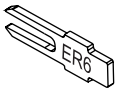
1. **Align lever catch of outside tube to face latch front.** *(Fig. A)*
2. **Tailpiece** must be in a vertical position in **cylinder**. *(Fig. A1)*
3. Insert **cylinder** in lever.
4. Press **cylinder retainer** into **lever** until flush with base of **lever.**
5. Turn **key** in cylinder **45°** in either direction.
6. Slide **lever** on tube until it stops at the **lever catch**.
7. Slightly wiggle and push until **lever engages lever catch** and **connector**.

Conventional Tailpieces For the E72		
	Part No.	For
	E1903	SDC Cylinders
	E1903-L	Arrow PK 100C, Ilco 705, Lori 1539, ASSA 65673, 65691 ABLOY
	EA1903-C	Schlage Cylinders 23-001, Primus, Corbin-Russwin 2000-034

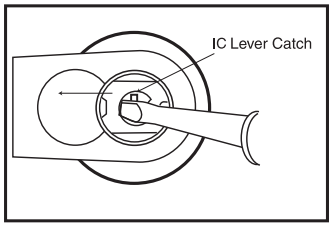
Installing IC Core

IC Core Cylinder *(Figure B)*

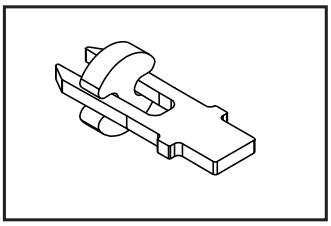
1. Push lever on door in **horizontal** position until secure.
2. Insert control key (marked with a "C") into IC core and turn **clockwise**.
3. Insert **tailpiece** *(See chart below.)* into **core**. *(Fig. B1)*
4. With control key in core, insert **core** fully into lever.
5. Turn **control key 15° counter-clockwise** to lock cylinder in place. Remove **control key**.

I.C. Tailpieces For the E72		
	Part No.	For
	ER1984	7 pin IC Core Cylinder
	ER1981	Spacer to convert 7 pin tailpiece to use with 6 pin IC core.

To Remove IC Core Lever Handle

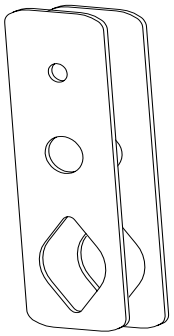


Correct Orientation of Spacer

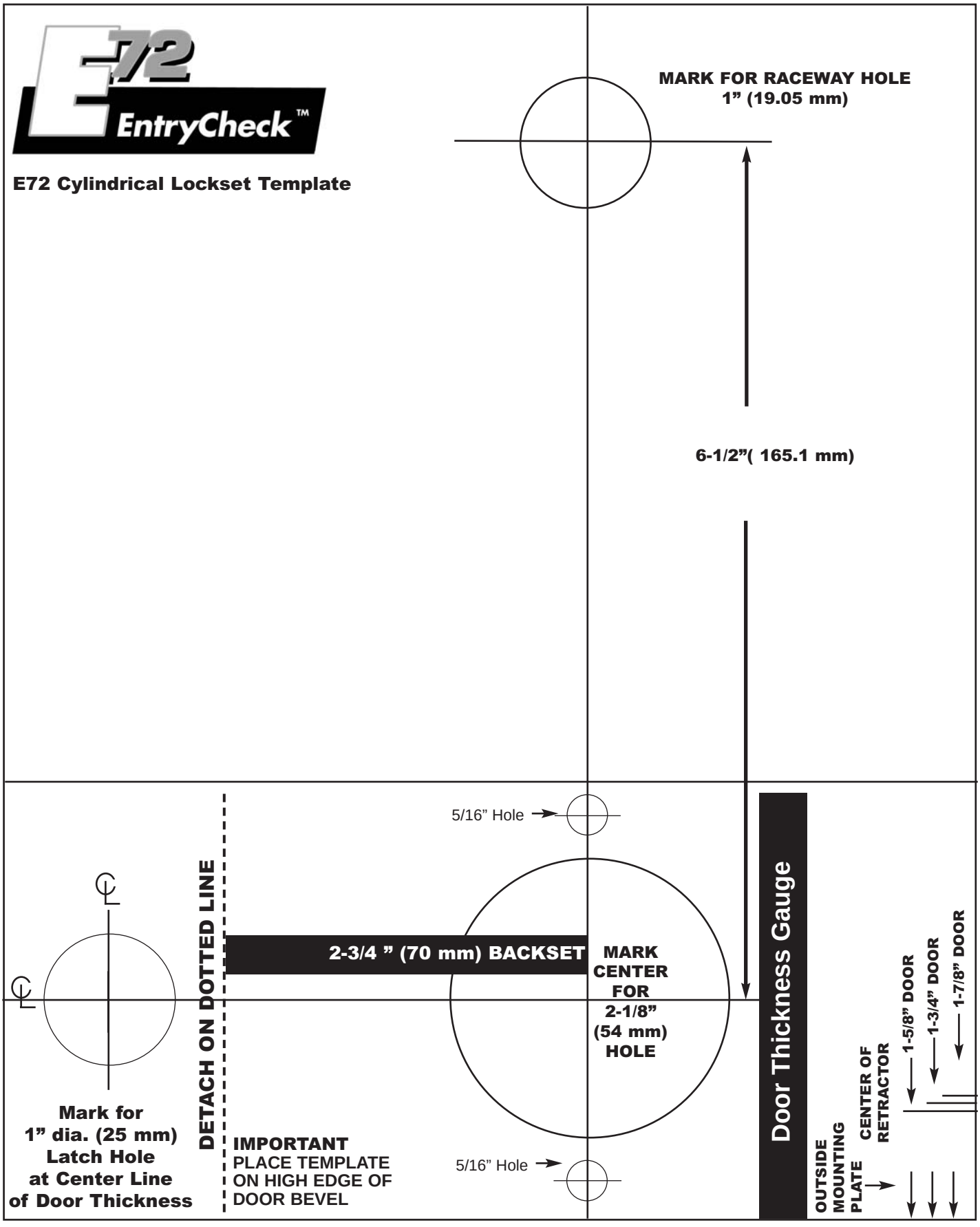


Inside Lever

1. Push lever on door in horizontal position until secure.



SK-1 Spacer kit for 1-3/8" doors



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E70K Series
Digital Lockset
Programming Guide

Table of Contents

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E-mail: service@sdcsecurity.com

Web: www.sdcsecurity.com

BEFORE YOU START!

IMPORTANT DEFINITIONS

1. **FACTORY CODE:** is **9991234**, and is used to initialize the lock for a new installation or full reset. This code must be entered to set the **LOCK ID** and the **GREAT GRAND MASTER (GGM)**. After the GGM code is set, the **FACTORY CODE** will no longer be valid and is only re-enabled after a full reset, see page 15.
2. **LOCK ID:** A unique six digit number entered during initialization defining the specific lock. Used by **IDT** software to identify specific lock when uploading user data or downloading audit trail data. (See page 13.)
3. **USER IDENTIFICATION NUMBER (UID):** A unique number assigned to each User with 2, 3 or 4 digits.
4. **GROUP:** One or several Users, all of whom have the same access to the locks, categorized by a two digit **GROUP number.**
5. **PERSONAL IDENTIFICATION NUMBER (PIN):** A unique combination of 3, 4, 5 or 6 keypad letters, numbers or both. (Letters or numbers may be used multiple times to increase the total number of combinations).
6. **YOUR CODE:** Your unique combination of **UID** and **PIN** codes, in that order, having up to 10 total digits.
7. **GREAT GRAND MASTER (GGM):** Code required by the **SYSTEM MANAGER** to perform all programming functions. It replaces the **FACTORY CODE**. This code can also open the lock.
8. **SYSTEM MANAGER:** Person establishing the **GGM** and responsible for highest level of programming. Can establish lower levels of programming for other users or groups.
9. **PROGRAM INSTRUCTION:** Series of key strokes used to enter a function.

MODELS:	**PROGRAMMING CAPABILITIES:**	
E72 Cylindrical	E70K-B	320 Users/ 1600 Event Audit Trail
E73 Mortise	E70K-C	510 Users / 2200 Event Audit Trail
E74 Rim Exit Device Interface	E70K-D	860 Users/ 3120 Event Audit Trail
	E70K-E	1500 Users/ 2520 Event Audit Trail
	E70K-F	3000 Users/ 1180 Event Audit Trail

IMPORTANT KEYS

1. **TERMINATOR KEY (✳):** Acts like the "Enter" key on a computer, and is used to add or confirm codes on the keypad. This key is usually depressed after entering **YOUR CODE** to unlock the **E70**, but can be disabled for this purpose as an option, see page 7.
2. **PROGRAMMING KEY (#):** After a valid **YOUR CODE** is entered, this key is depressed to enter the programming mode. **This key can also be used as a time saving feature, allowing the entry of multiple functions. At the end of any PROGRAMMING INSTRUCTION, replace the last ✳ with a # to return to FUNCTION NUMBER input, eliminating the need to reenter YOUR CODE.**

LED INDICATOR

LED INDICATING *GREEN* (NORMAL MODE)

1. Denotes lock enabled to open.
   Will flash *green* after entering valid **YOUR CODE** and **TERMINATOR KEY (✳).**

LED INDICATING *RED* (NORMAL MODE)

1. Denotes a wrong **YOUR CODE** entry to open the lock.
2. Denotes wrong **YOUR CODE** entry 3 consecutive times and disables keypad for 20 seconds.
   If another wrong **YOUR CODE** is entered, the keypad is disabled for 40 seconds.

LED INDICATING *RED* (PROGRAMMING MODE)

1. Denotes incorrect entry or error and vacates programming mode.
2. Programming mode vacated if no key entry within 5 seconds.

INITIALIZE LOCK

1. Initializing the lock with a unique 6 digit code assigns a **LOCK ID** number to each specific lock.
   Using keypad, enter the **FACTORY CODE 9991234**, the # key, and the 6 digit **LOCK ID**
   (usually starting with 000001), and finally, the # key.

	Factory Code #	*6 digit Lock ID* #
Example:	**9991234** #	**000001** #

This code will NOT open the lock.

Create GREAT GRAND MASTER (GGM)

2. This code is required by the **SYSTEM MANAGER** to perform all programming functions.
   In any lock system, the number of digits used for the UID of each User must be the same.

Example: If the UID is 3 digits, all Users must have a 3 digit UID code.

Also, the number of digits used for the PIN of each User must be the same.
Example: If the **GGM's** PIN is 5 digits, all Users must have a 5 digit PIN code.

Using keypad, enter the **FACTORY CODE 9991234**, the ✳ key, the **UID** of the system manager
(either 2,3 or 4 digits), the # key, the **PIN** of the system manager (either 3,4,5 or 6 digits), and finally, the # key.
FACTORY CODE ✳ UID # PIN #

	Factory code ✳	*UID (2 ,3, or 4 digits)* #	*PIN (3,4,5 or 6 digits)* #
Example:	**(9991234)** ✳	**123** #	**12345** #

The GGM is now established for the SYSTEM MANAGER only:
a combination of their UID followed by their PIN.

Lock is now initialized.

SYSTEM MANAGER'S ACCESS TO THE LOCK:

Enter UID plus PIN, then the ✳ key.

	GGM ✳
Example:	**12312345** ✳

GROUPS

In order to organize the management of individual Users, they can be put into 98 different **GROUPS**. Users in the same **GROUP** will have the same access rights. Users in different **GROUPS** can have varied access rights from other **GROUPS**. Each **GROUP** is assigned a 2 digit **GROUP NUMBER** from **02** to **99**.
All Users must be assigned to a GROUP. Depending on your assigned **GROUP**, you may or may not be able to program the lock, and may also have restricted access.

The **SYSTEM MANAGER** is automatically assigned to group 01, and can assign Users to all other groups. **GROUPS 02** through **09** are management **GROUPS**, with 24/7 access to the locks, and can change various settings used during access by other User **GROUPS**. The Table of Contents (Page i) lists the minimum **GROUP NUMBER** required for rights to program **EACH** specific function.
Higher **GROUPS** can override access functions of lower **GROUPS**.

Example: **GROUP (02)** can override access functions to **GROUP (03**), etc.

NOTE: In addition, Users in GROUP 09 will automatically put lock into passage or locked mode, each time their YOUR CODE is entered.

GROUPS 10 through **99** have no programming rights. Their access may be restricted by schedules or during holidays. They may, however, change their own **PIN** when authorized by the **SYSTEM MANAGER**.

Function 01, Adding & Deleting User Codes *Min. Group Number 03*

To Add Users:
Enter **YOUR CODE** (UID and PIN), the # key, **FUNCTION NUMBER** (01), the ✳ key, the Users **UID** you want to include in the **GROUP**, the ✳ key, the 2 digit **GROUP NUMBER**, the ✳ key, the User's PIN, the ✳ key twice.

PROGRAM INSTRUCTION	YOUR CODE #	*Function #*	*UID* ✳	*Group No.* ✳	*PIN* ✳	✳
Example:	**12312345 #**	**01** ✳	**678** ✳	**04** ✳	**56789**✳	✳

To Delete Users:
Enter **YOUR CODE** (UID and PIN), the # key, **FUNCTION NUMBER** (01), the ✳ key, the Users **UID** you want to delete, the ✳ key, the 0 key in place of the **GROUP NO.**, the ✳ key twice.

PROGRAM INSTRUCTION	YOUR CODE #	*Function*✳	*UID to be deleted* ✳	*0* ✳ *to delete User*	✳
Example:	**12312345 #**	**01** ✳	**678** ✳	**0** ✳	✳

NOTE: GROUP NUMBERS ARE NOT USED TO ACCESS THE LOCK

User's Access the Lock:
Enter User's **UID** plus User's **PIN** then the ✳ key.

PROGRAM INSTRUCTION	*UID*	*PIN* ✳
Example:	**123**	**12345** ✳

User's Entry to Programming Mode
Enter User's **UID** plus User's **PIN** then the # key.

PROGRAM INSTRUCTION	*UID*	*PIN* #
Example:	**123**	**12345** #

Section 2 Lock Configuration

Function 32: PIN Only Entry

Min. Group Number 02

The PIN Only mode allows management to shorten the length of the code that the User must enter **to gain access**. The code can not be shorter than the PIN.

CAUTION: In PIN Only mode the Audit Trail may report inaccurately if there are duplicate PIN numbers. (*It is recommended that the PIN numbers be unique if you are tracking Audit Trail in PIN Only mode*).

PIN Only Mode (for Access PIN ONLY)

PROGRAM INSTRUCTION	YOUR CODE #	32 ✳	0 ✳	✳

UID & PIN Required - Default

PROGRAM INSTRUCTION	YOUR CODE #	32 ✳	1 ✳	✳

NOTE: Program mode requires that UID and PIN be entered.

Function 08: Change User PIN

Min. Group Number All Users

This function gives users the ability to change their PIN. (*User must know his UID and PIN to perform this function*).

PROGRAM INSTRUCTION	YOUR CODE #	08 ✳	New PIN ✳	Verify PIN ✳	✳

Function 10: Deny / Restore Access

Min. Group Number 03

This function is used to temporarily deny access to User Groups (10-99) without removing them from the memory.

To DENY access to a Group

PROGRAM INSTRUCTION	YOUR CODE #	10 ✳	Group to be denied access ✳	1 ✳	✳

To RESTORE access to a Group

PROGRAM INSTRUCTION	YOUR CODE #	10 ✳	Group to be restored access ✳	0 ✳	✳

Function 07: Change Group Association

Min. Group Number 03

This function allows management to change the Group an existing User is assigned to.

PROGRAM INSTRUCTION	YOUR CODE	#	07	✳	User UID ✳ (of existing User)	New Group No.	✳	✳

Function 11: Set Access Level

Min. Group Number 03

Access can be denied to Users in Groups lower then the Group number entered.
This function **cannot** deny access to Groups 03 (*Master*), 02 (*Grand Master*), or 01(*Great Grand Master*).
To allow all Groups access the Group level setting must be set to “99”.

PROGRAM INSTRUCTION	YOUR CODE	#	11	✳	Group Level	✳	✳

Function 18: Define Open Time

Min. Group Number 03

This function will set the time delay the lock will stay unlocked after a valid user code has been entered.
The time delay can be set from 1 to 9 seconds. (*Default setting is 3 seconds.*)

PROGRAM INSTRUCTION	YOUR CODE	#	18	✳	Single Digit 1 - 9 seconds	✳	✳

Function 33: Multiple Code Entry

Min. Group Number 03

For higher security the lock can be set to require two User codes be entered before access is granted. For even higher security it can be required for one of the Users to be in a Manager Group.

One User code required - Default

PROGRAM INSTRUCTION	YOUR CODE	#	33	✳	0	✳	✳

Two User codes required

PROGRAM INSTRUCTION	YOUR CODE	#	33	✳	1	✳	✳

Two User codes one must be a Manager

PROGRAM INSTRUCTION	YOUR CODE	#	33	✳	2	✳	✳

Three Code Entry - Two User codes plus a Manager

PROGRAM INSTRUCTION	YOUR CODE	#	33	✳	3	✳	✳

Function 30: Manual Passage Mode

Min. Group Number 03

This function puts the lock in an unlocked state, granting free access (*no code required)* to all Users, until lock is returned to the locked state.

Closed - Locked - Default

PROGRAM INSTRUCTION	YOUR CODE	#	30	✳	0	✳	✳

Open - Unlocked

PROGRAM INSTRUCTION	YOUR CODE	#	30	✳	1	✳	✳

NOTE: A User assigned to Group 09 toggled passage mode will override this setting.

NOTE: Function 30 can also be used to cancel schedules for the remainder of the day, until midnight of the same day.

Function 34: Lock Audio

Min. Group Number 03

If the Audio is set to "ON" the lock will beep with each key pressed.
To conserve power the audio is turned off (*default*).

Audio Off - Default

PROGRAM INSTRUCTION	YOUR CODE	#	34	✳	0	✳	✳

Audio On

PROGRAM INSTRUCTION	YOUR CODE	#	34	✳	1	✳	✳

Function 36: Fail Safe/Fail Secure

Min. Group Number 03

Use this function to create a power reserve to ensure if the **Low Battery Warning** is not heeded, and the battery pack fails, the lock will fail in the **selected** state.

Lock fails in the last state that the lock was in when the power was lost. - Default

PROGRAM INSTRUCTION	YOUR CODE	#	36	✳	0	✳	✳

Fail Safe - Lock will ensure that power is reserved to fail in the unlocked or safe position.

PROGRAM INSTRUCTION	YOUR CODE	#	36	✳	1	✳	✳

Fail Secure - Lock will ensure that power is reserved to fail in the locked or secured position.

PROGRAM INSTRUCTION	YOUR CODE	#	36	✳	2	✳	✳

Function 37: Terminator On/Off

Min. Group Number 03

This function will switch the "✳" terminator on or off. Selecting off automatically sets lock to PIN Only Mode. To gain access with terminator off, simply enter your PIN code. With terminator On, you are required to enter "✳" after your code.
To enter program mode with terminator off, you must first press the "#" key then enter your code.

Terminator Off

PROGRAM INSTRUCTION	YOUR CODE	#	37	✳	0	✳	✳

Terminator On - Default

PROGRAM INSTRUCTION	YOUR CODE	#	37	✳	1	✳	✳

NOTE: To enter program mode with terminator off, you must first press the "#" key then enter your code.

Function 38: Panic Alarm

Min. Group Number 03

This function is intended to be wired to an alarm panel or siren. When enabled, any User can enter 911✳, and the lock will close a contact thus setting off the alarm system.

Disabled - Default

PROGRAM INSTRUCTION	YOUR CODE	#	38	✳	0	✳	✳

Enabled, alarm activated

PROGRAM INSTRUCTION	YOUR CODE	#	38	✳	1	✳	✳

Function 39: Privacy Mode

Min. Group Number 03

Privacy Mode *(This is a factory installed option.)* If you have purchased this option it must be turned on after the lock is initialized. The privacy mode option will have a button installed on the inside housing.
When pressed, it will block out keypad entrys (except the GGM, GM and Master codes). When the inside lever is pressed the request to exit switch will reset the keypad back to normal operating mode.

Privacy Mode

PROGRAM INSTRUCTION	YOUR CODE	#	39	✳	1	✳	✳

Section 3 Scheduling

Programming the Schedule Functions
The scheduled functions will allow you to customize your lock and grant/deny access to your Users by times and day/days of the week. **The time and date should be set first before programming any schedules.** If the time and date are incorrect in the lock then the schedules will not function correctly.
See Function 12, Set Time (Page 9) and Function 13, Set Date (Page 10).

Delete Set Schedules
Enter "0" in place of the day code, then "✳" to exit. This will delete all set schedules for that function.

Note: Schedules do not effect Users in Groups 02-09. These User Groups are management levels and will override all set schedules and holidays. The schedule functions will effect Users in Groups 10-99 only.

Day Codes
Allows selection of the day/days of the week that schedule is active. The day code is a two-digit number.

Day Codes

01-07 Individual days of the week (*Monday= 01*)
08 Week days (*Monday through Friday*)
09 Week ends (*Sat & Sun*)
10 Even Days (*Tuesday & Thursday*)
11 Odd Days (*Monday, Wednesday & Friday*)
12 Override Preprogrammed Holidays
(Used when a holiday is scheduled, but a certain User/Group needs access).
13 All Days

Open and Close times
Use the 24-hour (*Military Time*) format for entering Start and End times for schedules.
The chart below shows the 24-hour format.

Standard Time	Military Time	Standard Time	Military Time
1:00 am	0100	1:00 pm	1300
2:00 am	0200	2:00 pm	1400
3:00 am	0300	3:00 pm	1500
4:00 am	0400	4:00 pm	1600
5:00 am	0500	5:00 pm	1700
6:00 am	0600	6:00 pm	1800
7:00 am	0700	7:00 pm	1900
8:00 am	0800	8:00 pm	2000
9:00 am	0900	9:00 pm	2100
10:00 am	1000	10:00 pm	2200
11:00 am	1100	11:00 pm	2300
12:00 pm	1200	12:00 am	2400

Function 12: Set Time

Min. Group Number 03

The time (HHMM) must be set prior to setting any schedules. See the chart above for help.

PROGRAM INSTRUCTION	YOUR CODE #	12 ✳	HHMM ✳	✳

Example 3:30 p.m. = 1530
Daylight savings time is enabled by default. To disable daylight savings add a “0” (*zero*) at the end of the time entry.

Example 3:30 p.m. = 15300 Daylight savings disabled

Function 13: Set Date

Min. Group Number 02

The date must be set prior to setting any holidays or scheduling. This function will set the Month, Day, Year and day of the week. There are 2 formats available: **Standard** (*default*) (*MM DD YY*) or **European** (*DD MM YY*).

PROGRAM INSTRUCTION	YOUR CODE #	13 ✳	MMDDYY ✳	✳

NOTE: For European Date format set: DD MM YY.

Function 02: Basic Schedule

Min. Group Number 03

This function is used to simplify scheduling by creating one schedule for all Users (in Groups 10-99). May be used in conjunction with Passage and Holiday Schedules. Time entered in military time format (HHMM).

PROGRAM INSTRUCTION	YOUR CODE #	02 ✳	Day Code ✳	HHMM ✳ (Open Time)	HHMM ✳ (Close Time) ✳

NOTE: The Basic Schedule cannot be used with the Group Schedule (03) or User Schedules (04).
NOTE: Time must be entered in Military Time format.

Day Codes

01-07 Individual days of the week (*ex. Monday=01*)
08 Week days (*Monday through Friday*)
09 Week Ends (*Sat & Sun*)
10 Even Days (*Tuesday & Thursday*)
11 Odd Days (*Monday, Wednesday & Friday*)
13 All Days

Function 03: Group Schedule

Min. Group Number 03

This schedule will apply to all the Users in the specified Group (10-99). Time entered in military time format. (HHMM).

PROGRAM INSTRUCTION	YOUR CODE #	03 ✳	Day Code ✳	Group No. ✳	HHMM ✳ (Open Time)	HHMM ✳ (Close Time) ✳

NOTE: Time must be entered in Military Time format.

Day Codes

01-07 Individual days of the week (*ex. Monday=01*)
08 Week days (*Monday through Friday*)
09 Week Ends (*Sat & Sun*)
10 Even Days (*Tuesday & Thursday*)
11 Odd Days (*Monday, Wednesday & Friday*)
12 Override Preprogrammed Holidays
13 All Days

Function 04: User Schedule

Min. Group Number 03

The User schedule gives additional access rights to a specific User.
Time entered in military time format. (HHMM).

PROGRAM INSTRUCTION	YOUR CODE	#	04	✳	Day Code	✳	UID	✳	HHMM ✳ (Open Time)	HHMM ✳ (Close Time)	✳

The UID is the User ID of the User to be scheduled.
NOTE: Time must be entered in Military Time format.

Day Codes
01-07 Individual days of the week (*ex. Monday=01*)
08 Week days (*Monday through Friday*)
09 Week Ends (*Sat & Sun*)
10 Even Days (*Tuesday & Thursday*)
11 Odd Days (*Monday, Wednesday & Friday*)
12 Override Preprogrammed Holidays
13 All Days

Function 05: Passage Schedule

Min. Group Number 03

This function allows the lock to be placed in an unlock state automatically for a pre-determined time period.
Time entered in military time format. (HHMM).

PROGRAM INSTRUCTION	YOUR CODE	#	05	✳	Day Code	✳	HHMM ✳ (Open Time)	HHMM ✳ (Close Time)	✳

NOTE: Time must be entered in Military Time format.

NOTE: If needed Manual Passage Mode (Function 30, page 6) or a User assigned to Group 9 will override this schedule until midnight.

Day Codes
01-07 Individual days of the week (*ex Monday =01*)
08 Week days (*Monday through Friday*)
09 Week Ends (*Sat & Sun*)
10 Even Days (*Tuesday & Thursday*)
11 Odd Days (*Monday, Wednesday & Friday*)
13 All Days

Function 06: Temporary User Schedule

Min. Group Number 03

This function allows you to restrict an **existing** User access by a **date range**. To further restrict the temporary User **by time**, you can also implement a User schedule.
Temporary User schedules do not delete and must be maintained or access repeats annually.

PROGRAM INSTRUCTION	YOUR CODE	#	06	✳	UID	✳	MMDDYY ✳ (Start Date)	MMDDYY ✳ (End Date)	✳

Function 09: Holiday Maintenance

Min. Group Number 03

Setting holidays will override all set schedules and block access to Users in Groups 10 - 99 during these periods.

NOTE: Dates are set by month/day format. The E70 does not track the year of the holiday, so holidays that occur on different dates each year will have to be manually adjusted each year.

NOTE: Holidays are not automatically removed from memory. It is suggested to maintain the holiday schedule yearly. *Example = 1225 = Christmas Day* This holiday recurs each year. Holidays (*like Thanksgiving*) that fall on different dates each year must be readjusted each year.
Also, You may enter a shutdown as one event by entering the start date and end date.
Example: Christmas / New Year week Start=1225 End=0101 is an eight day period.

To SET a Holiday

PROGRAM INSTRUCTION	YOUR CODE #	09 ✳	MMDD ✳ (Start Date)	MMDD ✳ (End Date)	✳

To DELETE ALL set Holidays

PROGRAM INSTRUCTION	YOUR CODE #	09 ✳	0 ✳	✳

Function 31: First Supervisor To Arrive

Min. Group Number 03

When enabled this function will delay the set schedules until a manager has entered his code.
Users (*In Groups 10-99*) will not have access until a Management code has been entered.

Disabled, Users will have access at times specified by schedules - Default

PROGRAM INSTRUCTION	YOUR CODE #	31 ✳	0 ✳	✳

Enabled, Users will be denied access, regardless of schedule, until a manager enters their code.

PROGRAM INSTRUCTION	YOUR CODE #	31 ✳	1 ✳	✳

Section 4 Software Interface

Function 15: Download Audit Trail

Min. Group Number 05

This function downloads the locks history of events to the **IDT.**
For more information on the **IDT** and software see the **IDT** software manual.
NOTE: The Memory Upgrade Level will determine the number of events available for audit.

PROGRAM INSTRUCTION	YOUR CODE	#	15	✳	(Enter No. of Events to be Downloaded)	✳	"RECEIVED" (as shown on IDT)	✳

NOTE: The **IDT** must be in proper alignment with the IR ports. (*resting centered on handle)*

Function 14: Upload Lock Information

Min. Group Number 05

This function uploads information from the **IDT** to the lock.
For more information on the **IDT** and software see the **IDT** software manual.

NOTE: The Memory Upgrade Level will determine the number of users that may be uploaded.

PROGRAM INSTRUCTION	YOUR CODE	#	14	✳	"DONE" (as shown on IDT)	✳

NOTE: The **IDT** must be in proper alignment with the IR ports. (*resting centered on handle)*

Section 5 Lock Maintenance

Function 16: Clear Memory

Min. Group Number 02

If it becomes necessary to reset the memory of the E70, there are two options instead of the Full Reset Option.

Delete ALL the Users, Schedules and Holidays. See also "Resetting the E70" (*page 15*)

PROGRAM INSTRUCTION	YOUR CODE	#	16	✳	16	✳	0	✳	✳

Delete ONLY Schedules and Holidays.

PROGRAM INSTRUCTION	YOUR CODE	#	16	✳	16	✳	1	✳	✳

Function 17: Battery Status Check

Min. Group Number 03

This function manually checks the battery status of the E70.
The LED on the keypad will display visual indicator.

PROGRAM INSTRUCTION	YOUR CODE	#	17	✳	WATCH LED	✳

Green - Green	Two *green* LED flashes indicate full power 5.25 volts and above.
Yellow - Yellow	Two *yellow* LED flashes 5.25 to 4.75 volts.
Yellow - Red	*Yellow* then *Red* LED flashes 4.75 to 4.37 volts.
Red - Red	Two *Red* LED flashed indicates below 4.37 volts batteries need to be changed.

Note If the voltage of the battery pack falls to 4.7v DC, the E70 will beep every 15 minutes indicating a low battery status.
If you are using the software each time you perform a download, the battery status will appear on the **IDT** display as well as on the header of the audit trail.

Function 20: Memory Upgrade

Min. Group Number 03

The standard E70 has a 320 User and 1600 event audit trail, but can be upgraded as follows:

Memory Upgrade E70 Series	Part #
512 Users/2208 Event Audit Trail	U3
864 Users/3124 Event Audit Trail	U4
1504 Users/2520 Event Audit Trail	U5
3008 Users/1180 Event Audit Trail	U6

This function permanently upgrades the E70's memory. The upgrade code is obtained from the factory. The upgrade code is an eight-digit number specifically assigned for the serial number of the lock being upgraded, and **will not** upgrade any other serial number.

NOTE: Upon entering the upgrade code, **ALL data in the lock will be lost**. Be sure your important information is recorded in your computer so that the saved data can be uploaded to the lock after the upgrade. Follow these easy steps to perform the memory upgrade:

PROGRAM INSTRUCTION								
	YOUR CODE	#	**20**	✳	--------	✳	✳

NOTE: The LED glows red for several seconds before flashing green and the lock will beep.
Now perform the steps outlined on Page 2 for initializing the lock with **LOCK ID** and **GREAT GRAND MASTER**, then re-enter your information either by keypad or **IDT** upload. (*Function 14 Page 13.*)

Battery Information

THE E70 IS SHIPPED WITH 4 AA ALKALINE BATTERIES. The life span of the batteries has been tested in two different ways. The first test was performed to see how many operations could be performed repeatedly before a failure. The test averaged 150 thousand operations. The second test was performed over time for normal operations. This test revealed that the E70 batteries would last approximately four years at 80 - 90 thousand operations. Using the factory settings, the lockset is set for optimized power usage.

Changing the Batteries

When the batteries need to be changed, you will have 10 minutes to remove the old batteries and install the four new AA batteries, before memory is effected. **IT IS RECOMMENDED TO USE ONLY ALKALINE BATTERIES,** due to the predetermined power settings in the lock. The alkaline battery has a gradual curve in the drop off voltage. This curve determines the power settings for the two stages of battery warnings and the Fail Secure settings. A lithium battery differs from an alkaline battery in the life cycle of the battery cell. A lithium battery has a very sharp drop off voltage, going from fully charged to a dead cell quickly. This makes monitoring the voltage settings impossible.

Two Stage Low Battery Warning

The E70 has a two-stage low battery warning.
The **first warning stage** will add a **double beep and yellow LED** when the user enters their code.

The **second warning stage** will be a **double beep every 15 minutes**. **BATTERIES SHOULD BE CHANGED IMMEDIATELY. Double beeps** will occur until the batteries fail.

To ensure the lock fails in a locked or unlocked mode, use Function 36 Fail Safe/Secure page 7 or the lock will fail in the last state, either open or closed. The batteries can also be checked manually using Function 17 Battery Status Check page 13. The battery status will be displayed on every audit trail as well.

Connection Diagram

Panic Alarm (Green and Grey)
Hard wired to an alarm device when **function 38** is enabled (see page 8) on and a user enters 911 * it will close the contact setting off the alarm

Secretaries Button (Orange and Grey)
This can be wired to a Momentary Normally Open (NO) switch When pressed, lock will open for the set amount of time.
(button not included)

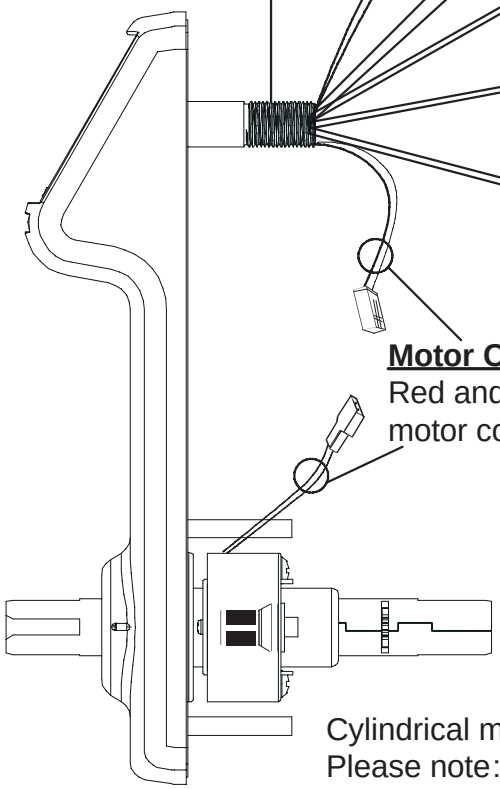
Blue and Grey
Request to Exit switch.
(Factory installed option)
Switch installed in the inside rose will record all opening in the audit trail

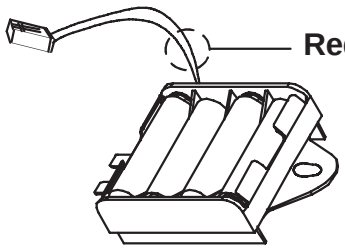
Cable Guard

Reset / Key Switch Grey and Yellow
(Factory installed option)
This option will monitor if a key is used To open the lock.
For Resetting the E70 see below

Power RED (+) and Grey (-)
6 Volts DC. Connects to the supplied battery pack

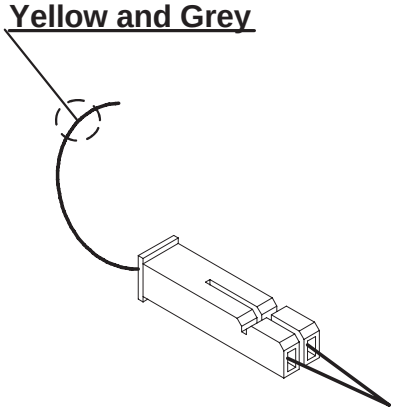
Motor Cable
Red and Gray lines to the motor connector





Cylindrical model shown (E72).
Please note: The Mortise (E73)
And Exit device interface (E74) will not have the motor leads.
These leads will be connected inside the front trim by the factory.

Yellow and Grey



Reset the E70 back to factory default

- Unplug the batteries and place aside
- Find the Grey and Yellow cable
- Using a reset jumper plug, small piece of wire, or paper clip short the two wires of the black and yellow cable together (place the wire from the one hole on the connector to the one next to it, thus making a loop)
- With the reset wire in place reinstall the batteries.
- The LED should go RED then Green, You should hear the lock relock.
- Remove the reset wire and reassemble the batteries and cover on to the housing assembly.
- The lock is now reset. You are now at the point of set up. Install the LOCK ID and GGM code. (See Page 2)

Glossary

Access Code	Numeric or alphanumeric data which when correctly entered into a keypad, allows authorized entry into a controlled area without causing an alarm condition.
Access Control	The control of persons, vehicles and materials through entrance and exit of a protected area utilizing hardware systems specialized to control and monitor the movement into, out of, or within the protected area.
Audit trail	A historical record sequentially accounting for all activities with an access control system. Such a record allows reconstruction and analysis of events during a given time period.
ESD	Electro Static Discharge
Fail safe lockset	A type of lock set that unlocks when a power failure occurs.
Fail secure lockset	A type of lock set that locks when a power failure occurs.
Infrared (IR)	Light waves that are too low frequency to be seen by the unaided human eye.
Keypad	A device for inputting information into a computer controlled system for the purposes of arming and disarming an alarm system or operating an access control system.
Multiple Key Depressions	The pressing of more than one key simultaneously.
Personal Identification Number (PIN)	This number can be a combination of digits and letters, increasing the overall number of code possibilities.
Tailgating	In access control, tailgating is the act of one or more individuals entering a controlled area by using a single card or code. Also known as piggybacking.
User Identification Number (UID)	A unique number assigned to each User. The UID has a length 2 to 4 digits. The I.D. number will be displayed in the audit trail showing that User's history of events for that lock.
Terminator	The "✳" key acts as the terminator which functions similar to the "enter" key on a standard computer keyboard. It is also pressed after a code is entered to gain access.
Programming Key	The "# " key is the programming key. Note that the "#" key is used during the initialization process for the lock GGM and to enter program mode.

Trouble shooting guide for the E70 Line

Set up

Q The factory code will not open the lock.

A The factory code will not give you access to the lock at any time.
This code is only used to set up the lock, the first code that will open the lock is your GGM code.

Adding Users

Q I have installed Users and some of them do not have access?

A How many users are installed? If you have the basic model that holds 320 Users and have installed more than 320, some Users will not have access.
If you have installed schedules to restrict access, you will also need to set the date and time.

Q My GGM code is set to 3 digits for UID and the PIN is 3 digits.
Can I set my Users up to have a PIN of 4 digits?

A No, the Great Grand Master code length sets up the format for all other Users in the system.

Q I am trying to add a User but when I enter the Group number, I get a red LED.

A This indicates that the Users UID is already in memory. Each UID must be unique.

Programming/Scheduling

Q I have entered a group or User schedule between 9 a.m. and 5 p.m. and now my other Users don't have access.

A If no schedules are set, everyone has 24 hour access with their valid code. Once any schedules have been set the rules of the lock are changed and schedules must be set to give Users access.

Q When I try to enter in a User or Group schedule I get a Red light.

A The User and Group schedules will not work with a basic schedule. If a basic schedule is currently set, you will receive an error. You will also receive an error if you are not at the minimum security level required to program that function.

Notes

INDEX

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E70 Series

Software *Version 3.0*

Installation Manual

Any suggestions or comments to this instruction or product are welcome. Please contact us through our website or email engineer@sdcsecurity.com

Table of Contents

PRODUCT SCOPE

Version 3.0 is a standalone application for controlling E70 Electronic Locksets manufactured by **SDC**. All User Codes, Groups, Access or Denial, lock configuration and schedules can be maintained in the application. The application manages multiple time zones, which are uploaded into user specified locks. The application controls the Standard, Next generation and Prox locksets. A downloaded lock history can be imported into the application and user selectable reports can be generated.

IMPORTANT DEFINITIONS

1. **Factory Code is 9991234**, and is used to initialize the lock for a new installation or full reset. This code must be entered to set the **LOCK ID** and the **GREAT GRAND MASTER (GGM**). After the GGM code is set, the FACTORY CODE will no longer be valid and is only re-enabled after a full reset.
2. **Lock ID:** A UNIQUE six-digit number entered during initialization defining the specific lock. Used by **IDT** software to identify specific lock when uploading user data or downloading audit trail data.
3. **User Identification Number (UID**): A UNIQUE number assigned to each User with 2, 3 or 4 digits.
4. **Group:** One or several Users, all of whom have the same access to the locks, categorized by a two digit GROUP number.
5. **Personal Identification Number (PIN):** A UNIQUE combination of 3, 4, 5 or 6 keypad letters, numbers or both. (Letters or numbers may be used multiple times to increase the total number of combinations).
6. **Your Code**: Your UNIQUE combination of UID and PIN codes, in that order, having up to 10 total digits.
7. **Great Grand Master (GGM):** Code required by the SYSTEM MANAGER to perform all programming functions. It replaces the FACTORY CODE. This code can also open the lock.
8. **System Manager:** Person establishing the GGM and responsible for highest level of programming. Can establish lower levels of programming for other users or groups.
9. **Program Instruction**: Series of keystrokes used to enter a function.

IMPORTANT KEYS

1. **Terminator Key (*)** Acts like the "Enter" key on a computer, and is used to add or confirm codes on the keypad. This key is usually depressed after entering YOUR CODE to unlock the E70, but can be disabled for this purpose as an option, see Programming Guide.
2. **Programming Key (#):** After a valid YOUR CODE is entered, this key is depressed to enter the programming mode. This key can also be used as a time saving feature, allowing the entry of multiple functions. At the end of any PROGRAMMING INSTRUCTION, replace the last S with a # to return to FUNCTION NUMBER input, eliminating the need to reenter YOUR CODE.

LED INDICATOR

LED INDICATING *GREEN* (NORMAL MODE)

1. Denotes lock enabled to open. Will flash *green* after entering valid YOUR CODE and TERMINATOR KEY.

LED INDICATING *RED* (NORMAL MODE)

1. Denotes a wrong YOUR CODE entry to open the lock.
2. Denotes a wrong YOUR CODE entry 3 consecutive times and disables keypad for 20 seconds. If another wrong YOUR CODE is entered, the keypad is disabled for 40 seconds.

LED INDICATING *RED* (PROGRAMMING MODE)

1. Denotes incorrect entry or error and vacates programming mode.
2. Programming mode vacated if no key entry within 5 seconds.

INITIALIZE LOCK

Initializing the lock with a UNIQUE 6 digit code assigns a LOCK ID number to each specific lock. This code will NOT open the lock.

1. Using keypad, enter the **FACTORY CODE 9991234**
2. Press the **#** key
3. Enter the **6 digit LOCK ID** (usually starting with 000001)
4. Press the # key

CREATE GREAT GRAND MASTER (GGM)

This code is required by the SYSTEM MANAGER to perform all programming functions. In any lock system, the number of digits used for the UID of each User must be the same.
Example: If the UID is 3 digits, all Users must have a 3-digit UID code.

Also, the number of digits used for the PIN of each User must be the same.
Example: If the PIN is 5 digits, all Users must have a 5-digit PIN code.

1. Using keypad, enter the **FACTORY CODE 9991234**,
2. Press the * key,
3. Choose and Enter the **UID** of the system manager (either 2, 3 or 4 digits).
4. Press the # key
5. Choose and Enter the **PIN** of the system manager (either 3, 4, 5 or 6 digits), and finally, the # key**.**

The GGM is now established for the SYSTEM MANAGER only: a combination of their UID followed by their PIN.

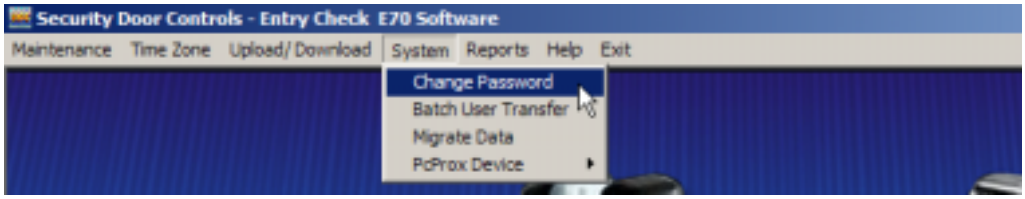
Lock is now initialized.

SYSTEM MANAGER'S *ACCESS TO THE LOCK*: Enter UID plus PIN, then the * Key

When using the software for the first time, there will be no information in the database.
Follow these guidelines to add data. (See also Migration Module)

- First, enter all the lock information.
- Then create all the groups that will be needed.
- If used enroll Prox cards
- Then create all users starting with the Great Grand Master code. Once you have entered this information in the database you can create the timezones and assign the locks and users and configure the locks as needed.

CHANGE PASSWORD



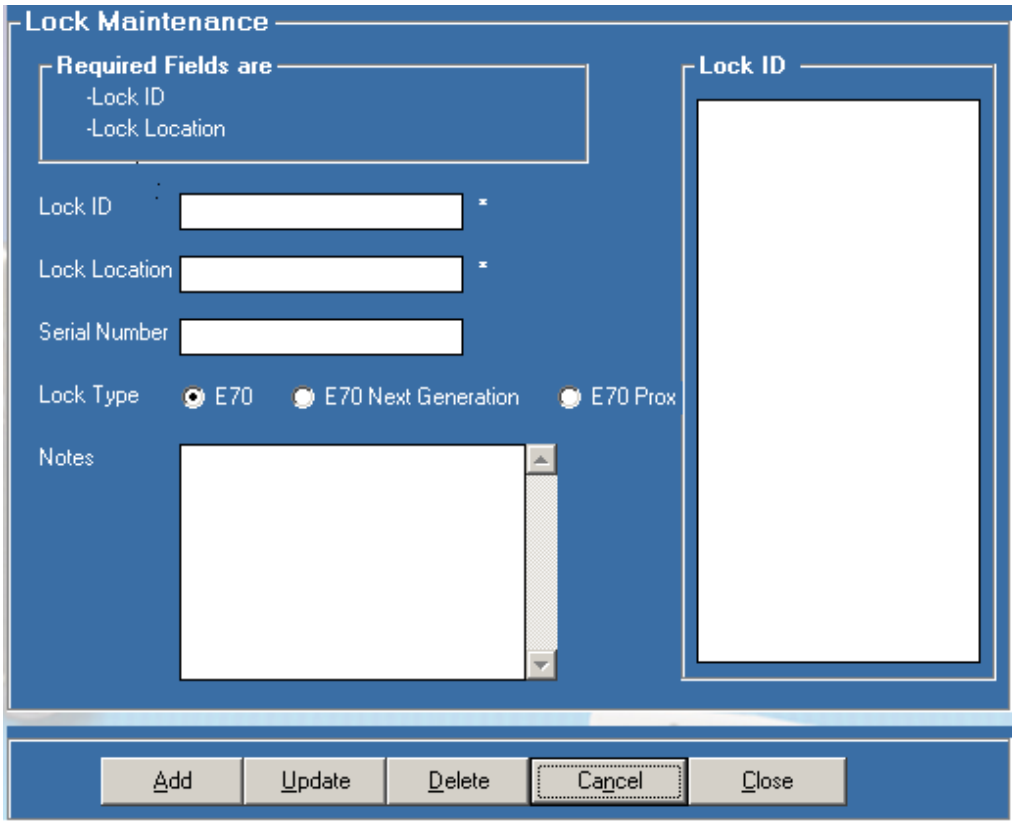
The default password is **"entrycheck**" all lower case. Note: The password is case sensi

To change the password

- Click on "System" on the top menu,
- Click "Change Password".
- Old Password
- New Password
- Confirm New Password
- Click on Ok button to set the new password for the system.

Note: DO NOT FORGET YOUR PASSWORD. A forgotten password is not recoverable and the software will have to be reinstalled causing all data to be lost.

LOCK MAINTENANCE



To open the Lock Maintenance Form, from the top tool bar select

- Maintenance,
- Select Locks from the drop down list.

(Remember you must initialize the Lock ID at the keypad. The Lock ID you installed must also be entered into the software.)
The Lock ID will be used as the address or name of the lock. When you upload information to the lock, the software refers to the Lock ID to determine what information is uploaded to that particular lock

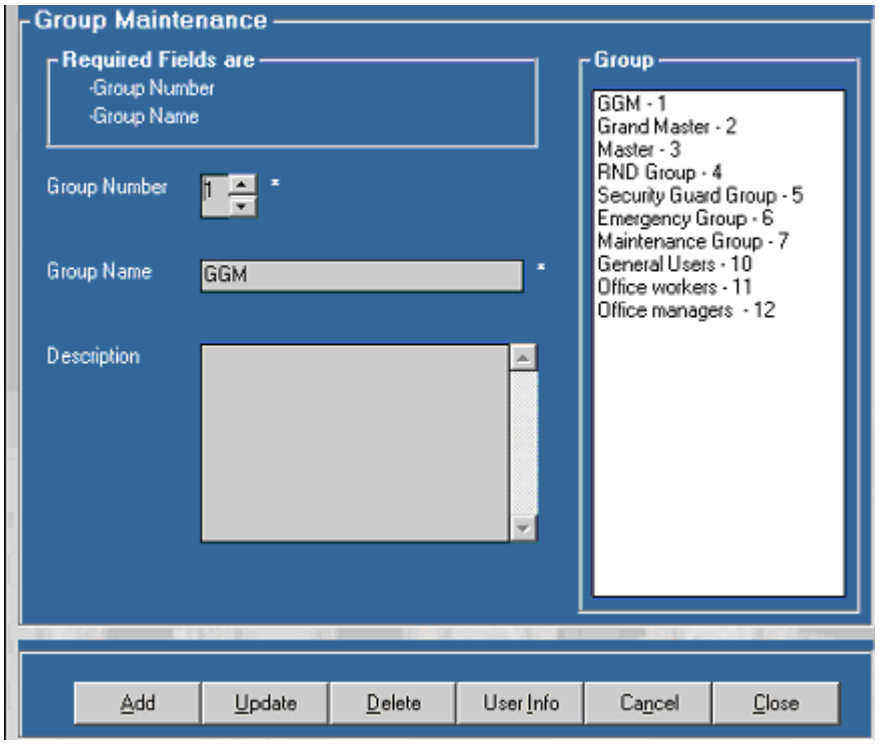
Add a Lock (Lock ID, Lock location and lock Type are required fields);
To add a lock, Enter in:

- The Lock ID (NOTE Must be 6 digits; the software adds zeros to the front of any number that has less than six characters)
- Lock location
- Select the type of E70 that you have
  - ~ **E70** is standard lock w/64 users. This lock type has a four-digit serial number written on the outside back plate under the gasket.
  - ~ **E70 Next Generation** is a new lock design with increased features. This lock type has a five-digit serial number written on the outside back plate under the gasket.
  - ~ **E70 Prox** is a lock set with HID proximity capability. It has an antenna on the front housing.
- Click on “Add”.
- Now the lock will appear on the list of locks ID's on the right side.

Removing/Editing a Lock
To remove or edit a lock:

- Select the lock from the Lock ID List
- Update the information and select “Update” or select “Delete”.
- Select “Close” when finished.

GROUP MAINTENANCE



To open the Group Maintenance Form, select the menu option **"Maintenance -> Group".**
Group numbers range from 1-99. Groups 1-9 are for management. Management Group names are shown in yellow when being created Group 09 on the E70 Next Generation and E70 Prox will toggle the lock in and out of Passage mode.. The remaining groups (10-99) will have no name assigned to them so you must assign a name. Group Name is a required field. **Groups must have a UNIQUE name.**

Add Group
To create new groups

- Select the number **(1-99)** you want to assign to the new group. The Group number already assigned to some group will be colored gray. Enter in a UNIQUE name for the group, then select
- Click "Add" button. The Description field is for entering the comments pertaining to that group and is not a required field.

Edit Group

- To update a group, select a group from the Group list.
- Make your changes and then Click on the "Update" button.

Delete Group

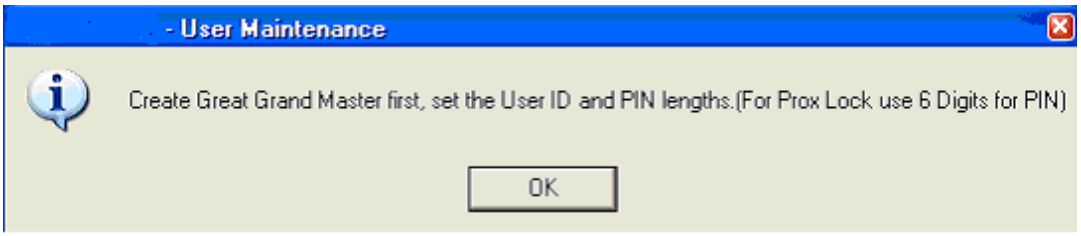
- To remove a group, select a group from the Group list
- Click on the "Delete" button. This will permanently remove that group. (Note: you cannot delete a group that has users assigned to it)

User Info

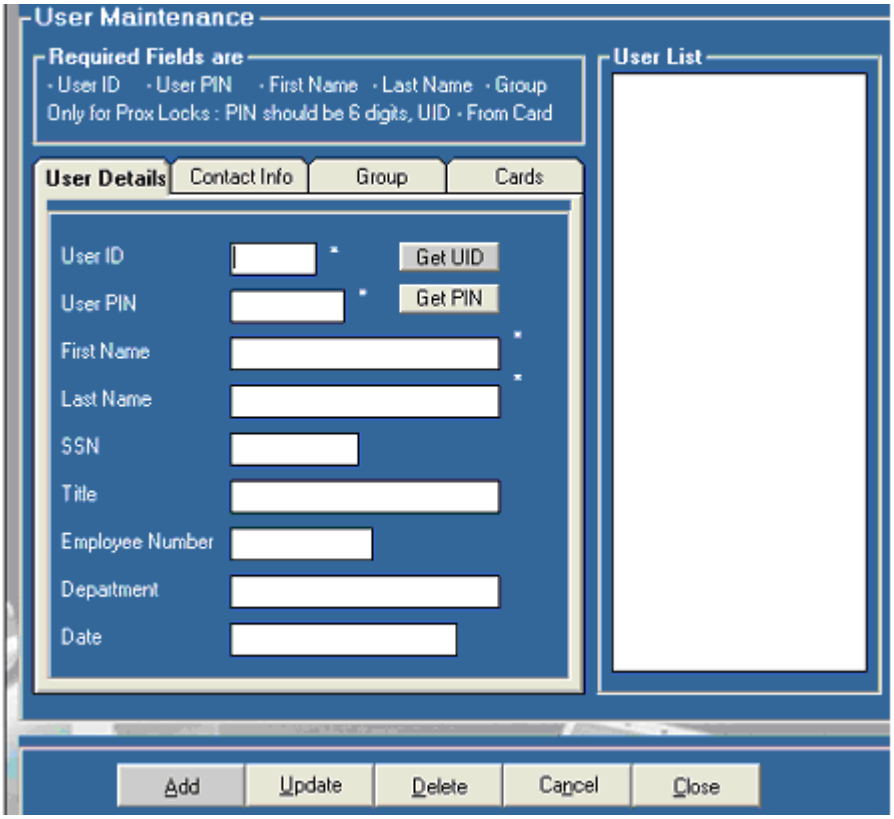
- Select a group from the Group list,
- Click on the "User Info" button. This will show all Users assigned to that group.

USER MAINTENANCE

Before any user is created, the system will prompt you to create the GGM. It is also indicated that the GGM for E70 Prox should have a 6-digit PIN. Click OK and proceed.



To open the User Maintenance Form, select the menu option **Maintenance -> User**.



This screen is where all the Users are created and maintained. **Required fields are User ID, PIN Number, First Name, Last Name and Group Level.** The UID and PIN numbers must follow the same structure as the GGM code. **UID and Pins can be randomly generated by clicking the "Get UID" and "Get PIN" buttons,** or they can be entered manually.

ADDING USERS

User ID
The USER ID can be added manually with the number of your choice (**must be UNIQUE**) or can be randomly generated by the software. Simply type the desired code in the User ID field. Or use the "get UID" button. This number will remain visible during both Add and Update functions, and also appears next to it's associated name on the list of users to the right. This is the UID number that will appear in the audit trail next to an event. If you are using the E70 Prox lock, the UID will be ignored and the card number will be used.

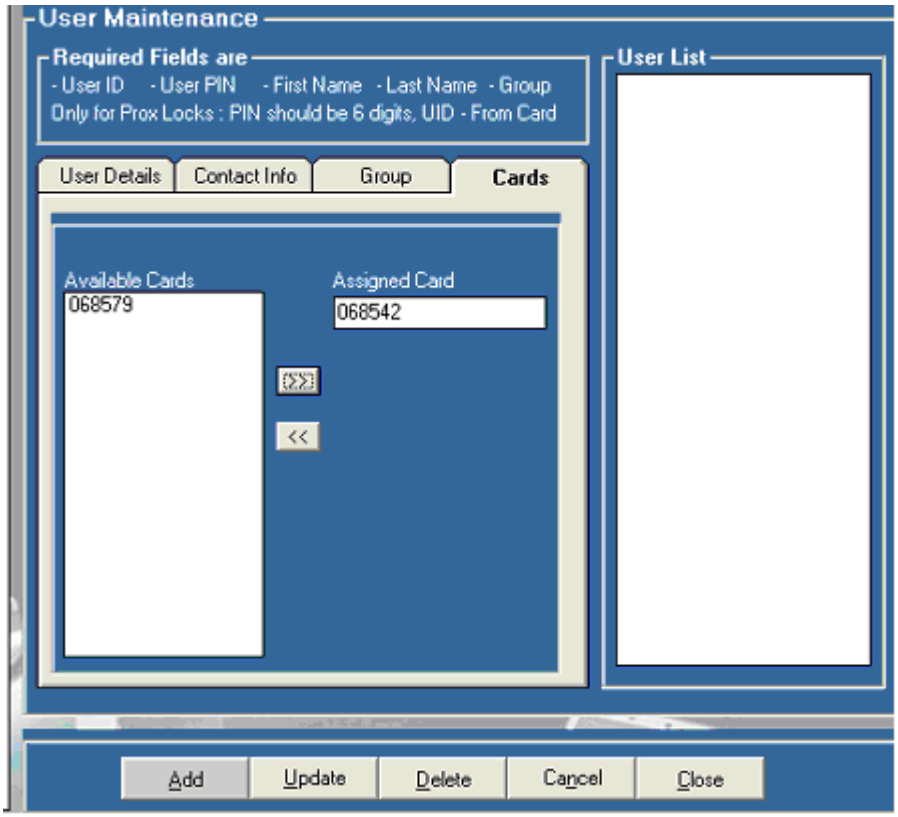
PIN Number
The PIN number can also be added manually, or generated randomly using the "get PIN" button. When creating the User PIN number using the get PIN Button, the PIN number will appear in the PIN Number field of the pop-up box. **Copy the PIN number to your records**. After you accept the PIN and check yes, the box closes. This PIN number will NOT be shown again and does not appear in the box on the User form or on the user list to the right.

Assigning Users to a Group
Each User must be assigned to a group. (These groups must first be created in the Group Maintenance screen.) Click on the “Group” file tab. Select a group from the list shown and then select the right arrow “>” button to move the group name to the Assigned Group list. NOTE If the group you want to use is not in the list, then that group must be created. (See Group Maintenance for more information) Once you have filled out the Users information select “Add” button to complete.

Edit User Details
The Users can be searched by Name. From the list on the right, click on the user you wish to edit. Edit the details of the user and then click on the “Update” button.

Delete a User
Select the user to be removed from the system by clicking on the name.
Click the “Delete” button.
Note: You cannot delete a user if it is assigned to a Time Zone. You must first unassign the user from the Time Zone, and then delete the user.

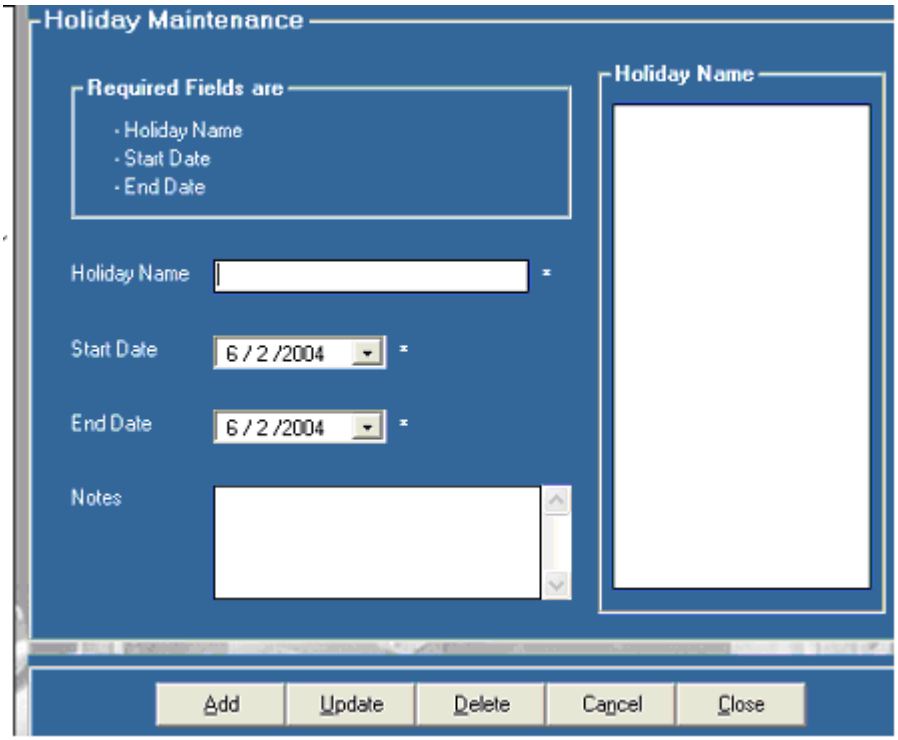
Contact Info: Ensure that the telephone number has numeric value and the format is without any spaces e.g. 18003332222



For E70 Prox locks the user has to be assigned to the Available cards. Use the >> arrow key to assign the card to the user. The name of the user will be displayed in the user list. To make cards available, go to **Maintenance –> Card** (refer to Card Maintenance section for details)

HOLIDAY MAINTENANCE

To open the Holiday Maintenance Form, select the menu option **Maintenance-> Holiday**.



This allows you to set all the company holidays in advance. Once the holidays are set, they will automatically override the set schedules, denying access to Users (Groups 10-99) on those days. Holiday scheduling must be maintained yearly. Past holidays do not delete automatically or adjust for day/date. **Note: Each holiday must have a UNIQUE name assigned to it. Ensure that there is minimum one holiday added.** A block of time with a start date and end date is considered one holiday. The default date shown is the current date. Ensure that end date is greater than or equal to start date.

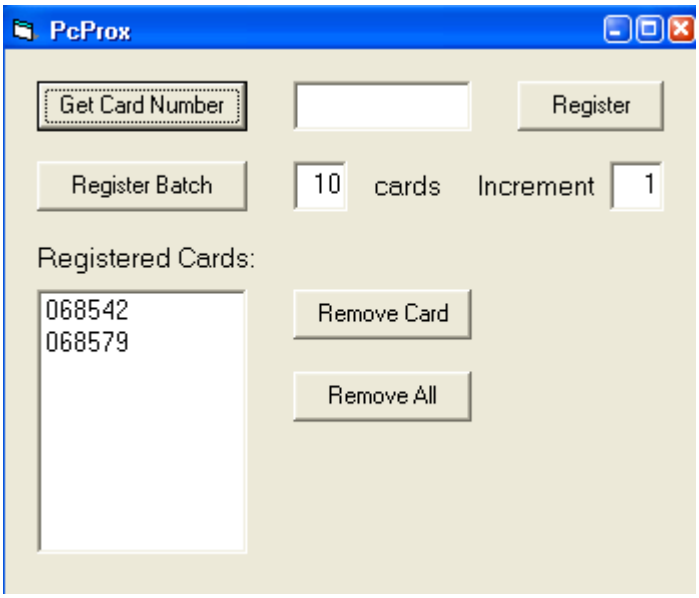
Adding a Holiday

- Enter in the Holiday name,
- Start date (required field)
- End date (required field)
- Click on the “Add” button.

Removing/Editing a Holiday

- Select the holiday from the Holiday list
- Click “Delete” or change the desired information
- Click the “Update” button.

CARD MAINTENANCE



This section is applicable for E70 Prox locks. This module is used to register the cards to the system to ensure that cards that don't belong to the system cannot be used.

- Ensure that the card reader is connected to the appropriate port. The connectivity can be tested by going to main menu **System –> Pc Prox device –> Test**.
- Ensure that you have the 26 or 37 bit HID formatted cards.
- Press the "Get Card Number" button and then wave or place the card on the reader.
- The *red* light on the reader will turn *green*, indicating acceptance of card.
- The card number will be shown.
- Press the Register button. The register button will add the card number to the available list. If there is more than 1 card, the Register Batch can be used.

To use Register Batch
The 1st card has to be registered by the Register button.
Then put the number of cards that you want to register and select the increment number. Ensure that you have all the cards available before registering.

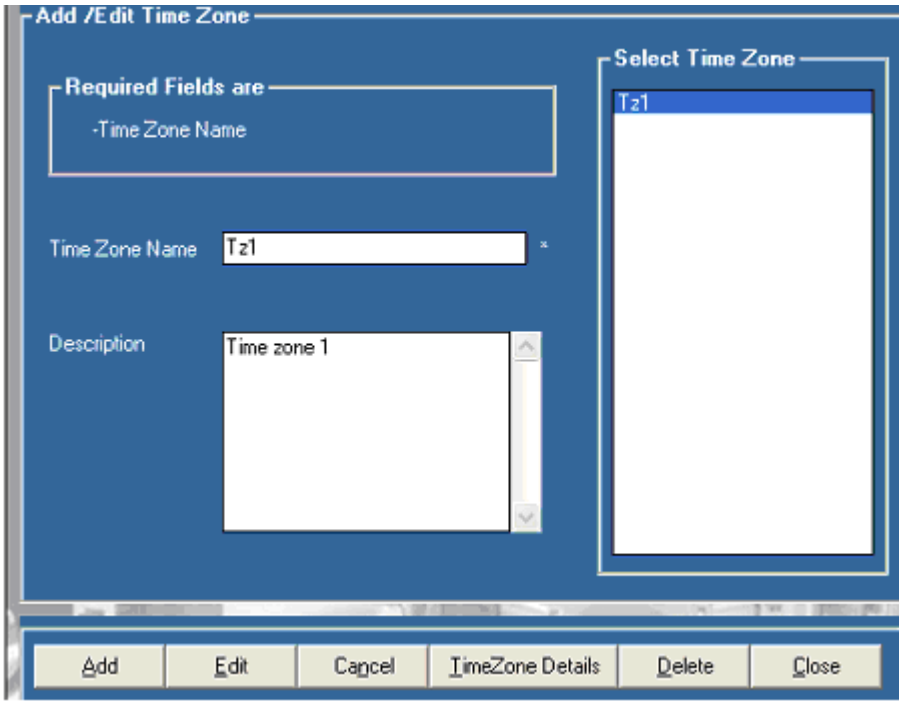
To Remove Card
Ensure that no user is assigned to the card, else the system will give an error.

- Select the card no from the Registered Cards List.
- Press Remove Card button.

You can unassign the user in **Maintenance –> User –> Card –> Un-assign**. Once all users are unassigned, the Remove all button can remove all the registered cards from the system.
If you press "Remove All" button only cards which are un-assigned from the user will be removed. Any card still assigned to the user will not be removed.
To exit from the screen, click the "x" on the right hand top corner of the window.

TIME ZONE MANAGEMENT

To open the Add/Edit Time Zone Form, select the menu option **Time Zone -> Manage**.



A Time Zone gives you the ability to manage a group of locks at one time. The locks assigned to a time Zone should have the same users and settings.

For example: a building with four floors and twenty-five locks on each floor can be programmed as 4 Time Zones, one for each floor, by using the Time Zone screen.

The Time Zone screens will allow you to change the locks' configuration. You can create temporary Users and Schedules for all users (basic schedule), single Users, and Groups that are assigned to that Time Zone.
Ensure that each time zone has only one Lock type (example: E70, E70 next Generation or Prox).

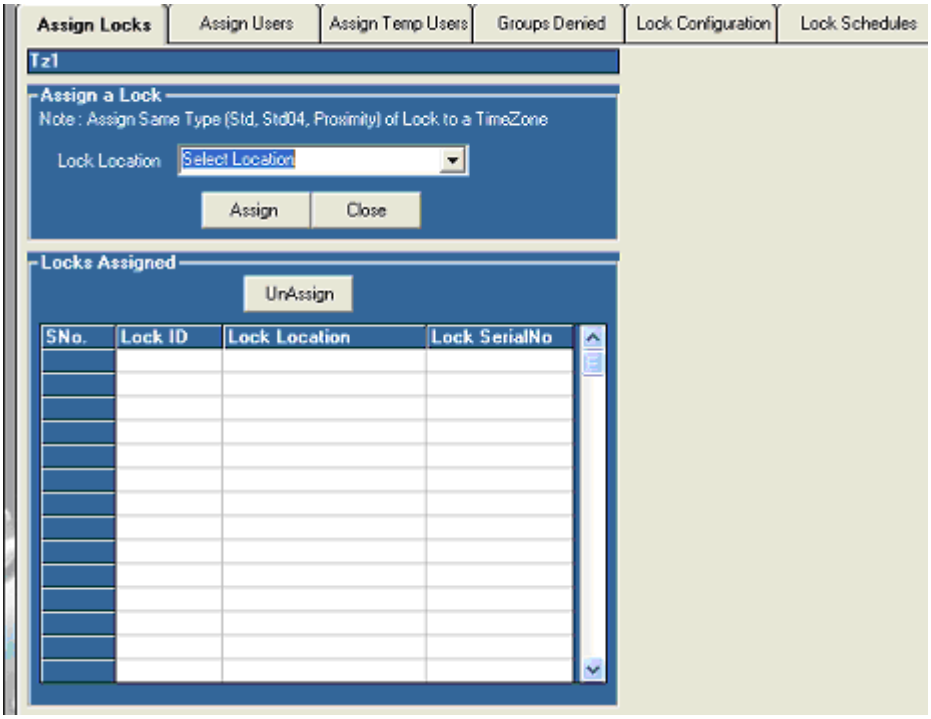
Adding a Time Zone

- Enter the new Time Zone's name (required) and optional description **Note: Time Zone Names cannot contain these characters: @^ # (); \? /**
- Click on the "Add" button. Click "Ok" on the confirmation message. The new Time Zone will appear on the list.

To Manage a Time Zone

- Select desired Time Zone from the list
- Click on the "Time Zone Details" button. This will bring you directly to the Time Zone page for the selected time zone. This screen is where you can manage the
  - ~ Locks assigned
  - ~ Users assigned
  - ~ Temporary users
  - ~ Groups denied
  - ~ Lock configuration
  - ~ Scheduling

TIME ZONE – ASSIGN LOCK



Assigning Locks to a Time Zone
Click on the "Assign Locks" tab in the Time zone details section.
To Assign a Lock that was added in the "Lock Maintenance Section ", choose a lock from the Lock Location pull down menu. Next to each location, the type of lock code is displayed to ensure that a Time Zone should have the same lock type. The type codes are

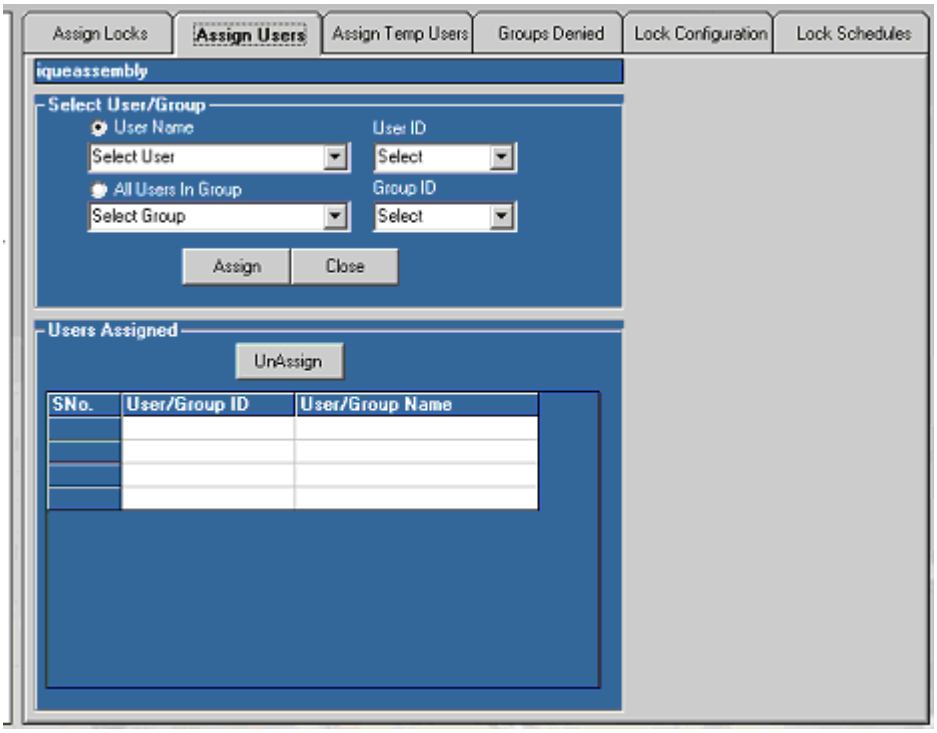
- **Std** for E70 locks
- **Std04** for E70 Next Generation
- **Proximity** for E70 Prox

Once you have selected the lock, click on the "Assign" button. Now the lock will appear in the "Locks Assigned" list.
Note: Each lock can only be assigned to one time zone. Once that lock is assigned to the desired time zone the lock will be removed from the available lock list.

Un-Assigning a Lock

- Select a lock from the "Locks Assigned" list
- Click on the "Un-Assign" button.
- Click YES to remove the lock from that Time Zone.

TIME ZONE – ASSIGN USER



Click on the "Assign Users" tab in the Time zone details section. This screen will show all Users that are currently assigned to the Time Zone you are working on.

Assign User by name to the Time Zone, select the option

- "User Name",
- Choose the User from the drop down menus or by entering either the User UID or by User Name in the appropriate field.

***You can also assign Users by their Groups*.**

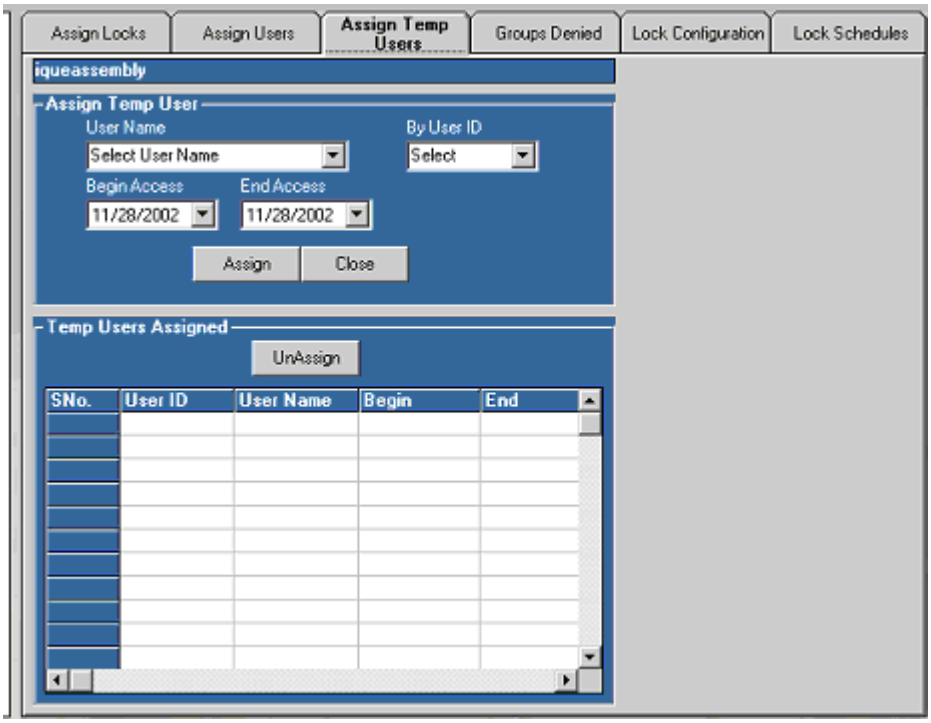
- Select the check box marked "All Users in Groups", and select the desired group from the "Available Groups" pull down menu. This will assign all the Users in that selected group to the Time Zone.
- When using the drop down arrows, groups can be selected by group name or by Group ID number by using the corresponding field.
- After clicking your selection, click on the "Assign" button.
- Click "OK" on the confirmation message box.

Note: Great Grand Master (GGM) is automatically added to all Time Zones.
All locks managed by the software must have the same GGM.

Un-Assign User

- Highlight the name on the list
- Click on the "Un-Assign" button.
- Click "Yes" on the confirmation message box. The user will be unassigned from that Time Zone.

TIME ZONE – TEMPORARY USER



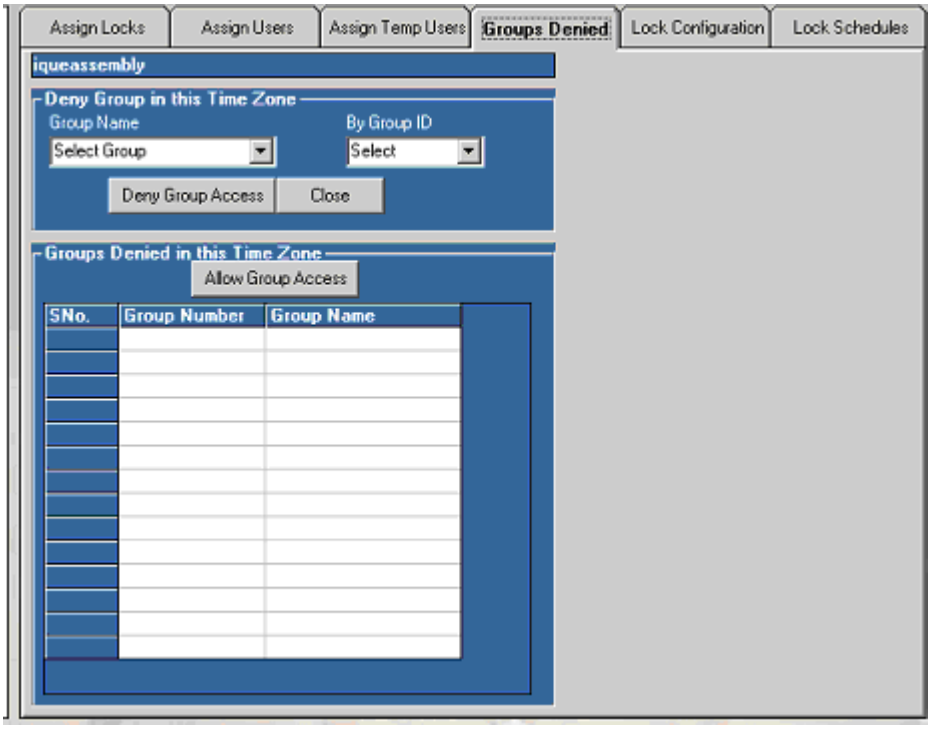
This allows you to make an existing User a Temporary User for a specified period of time. (If the user does not exist create the user as outlined in the "User Maintenance Section".)

- Click on the "Temporary Users" tab
- Then select "User name" or "User ID" from the pull down menu.
- Assign that user "Begin Access" Date for this User with the drop down calendar
- Assign that user "End Access" date for this User with the drop down calendars.

The User will now be added to a Temporary User List.
Temporary Users are not given any time of day constraints. In order to limit access of your Temporary Users to a specific time frame you must create a Group Schedule for Temporary Users.

NOTE: It is recommended that you create separate groups for Temporary Users to make managing them easier. Temporary Users will remain in the system, unless deleted (even after temporary schedule has expired), and when Temporary Status expires, will be denied entrance until new access dates are granted or the user is returned to non-temporary user status. You can assign multiple dates to a temporary user.

TIME ZONE – GROUPS DENIED



This restricts access of a Group to the lock. This will remain in effect until Group access is restored. Select the "Groups denied" tab

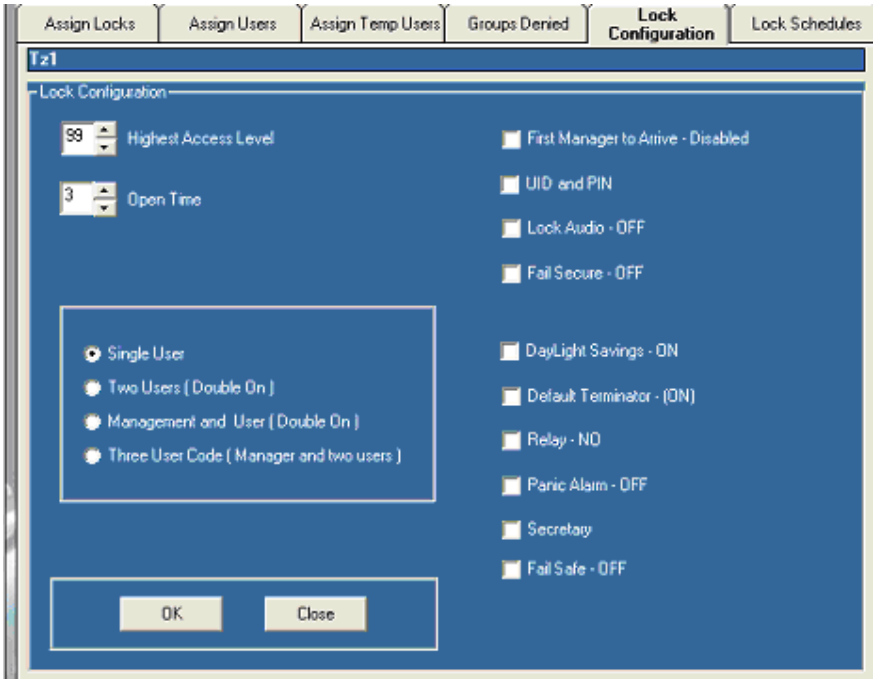
- Select the group that you wish to deny. By selecting the Group Name or the Group Number
- Click the "Deny Group Access" button.
- The group will appear on the Groups Denied list below. This is a list of all Groups currently denied access.

To restore access to a group,

- Click on the name of the group from the groups denied list
- Click the "Allow Group access" button.

NOTE: Groups Denied via the software are not uploaded and therefore denied due to exclusion of their codes in the lock. This makes it necessary to include the group in an upload at a later time when you wish to restore access of that group. Another option is to upload that group but Deny it at the lock (see function 10 in the Programming Guide). Denying access in this way can be reversed at the lock by performing a Function 10 to restore that group's access.

TIME ZONE – LOCK CONFIGURATION



This section lets you enable or disable features, as well as set parameters such as open time, and access level. To change the state of a feature, click the box or bullet and the function will be toggled on or off. When you are finished be sure to click "OK" to save the changes.

NOTE: All locks assigned to the same Time Zone will have the same lock configuration, which is transferred to the locks during an upload. The configuration displayed is based on the Lock type selected. The software supports E70 Lock, E70 Next Generation and E70 Prox locks.

Highest Access Level Highest group level that will have access to the lock. **Default = 99 (all group levels allowed)**

Open Time The amount of time the lock will remain in the open state after the code is entered. 1 to 9 seconds.
Default = 3 seconds
IR Interrupt (for E70 Locks only) **Default = Disabled**. This is to prevent future infrared devices from communicating with the ports. Leaving this feature set to disabled does not restrict the use of the IDT.

Fail Secure Default = off When the batteries fail the lock will shut down in the last state the lock was in at the time of battery failure be it locked or unlocked. Turning this function on will monitor the batteries and save enough power to relock itself before shutting down due to dead batteries.

Fail Safe Default = off

Lock Audio when enabled gives an audible "beep" when keys are depressed. To conserve power the **Default = off**.

Daylight Savings enables automatic Daylight Savings Time correction. Default = ON (See also Function 12 in the Programming Guide)

UID & PIN Required by default Users are required to enter both User ID and PIN for access. To shorten the code length, change this setting to PIN only, then users need only enter their PIN to gain access.

First Manager to Arrive when enabled this function overrides the set schedule until a Management level code is entered for access. The set schedule will then resume allowing access of scheduled user codes. **Default = OFF**

Panic Alarm See E70 wiring instruction

Relay default is ON See E70 wiring instruction

Secretary This will toggle to Privacy mode.

Default Terminator Switches the function of the "*" and the "#" key. (Default is "*".)
This function is to add another layer of security to your system.

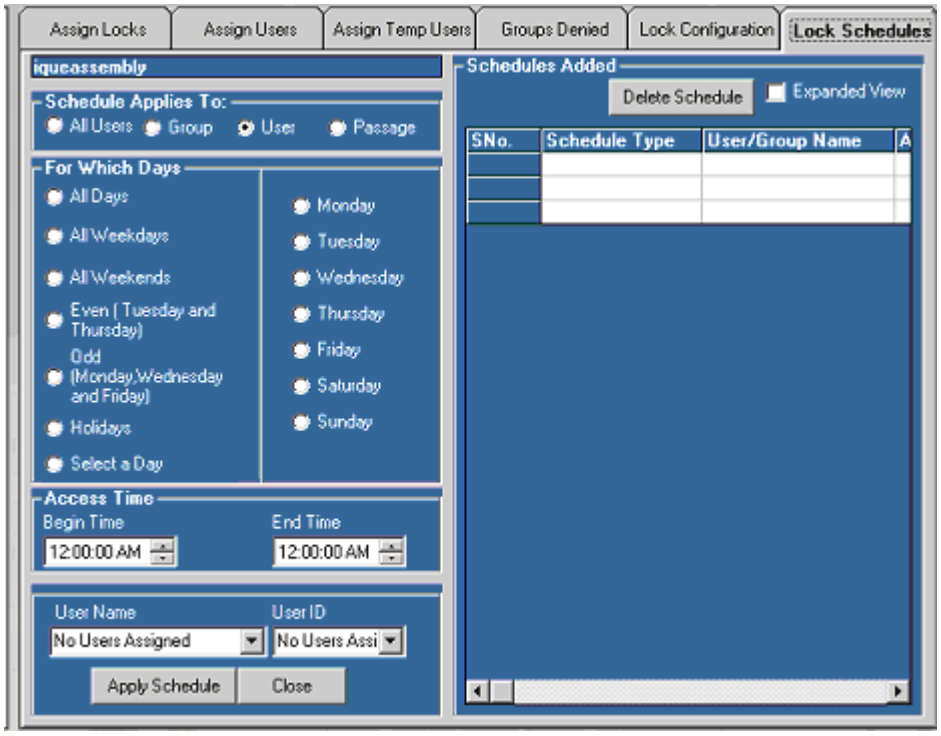
Double Code Entry This function requires an additional User to enter his/her code to gain access to the door. This function has three options.

- *Single User* - Requires only one valid user code. (Default setting)
- *Two User* – Double On Requires two user codes.
- Manager and Two User (double on) – Requires two user codes. One must be management group level 4 or higher.
- *Three User Code* – Requires one manager and 2 users
-

NOTE: Once the first user enters their code the second user must start entering their code within five seconds or they will be timed out. For information on performing these functions at the keypad, see the Programming Guide.

NOTE: All locks assigned to the same Time Zone will have the same lock configuration, which is transferred to the locks during an upload.

TIME ZONE – LOCK SCHEDULES



This page is for Basic (all users), Group, User, and Passage Schedule options. Each Time Zone may have multiple schedules to create the security needed for your organization.

Notes on scheduling options:

Basic Schedule*
Designed for systems in which all Users have the same access rights.
Can create schedules defined by times of day and/or days of the week

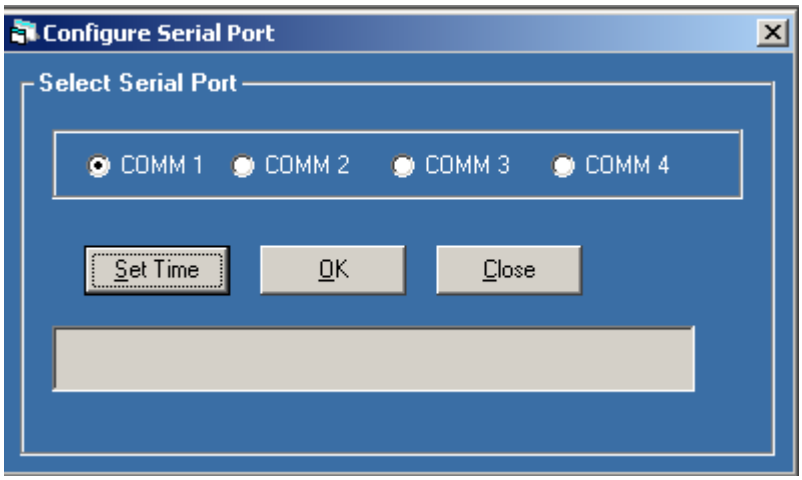
Group Schedule*
Allow you to define the schedule for different Groups of Users.
The Group name or Group number in pull down menus selects groups.
Groups can have multiple schedules.
Allows the ability to restrict access by time of day and/or day of week.

User Schedule*
Is intended for Users that fit into a group but have a few exceptions or additional requirements. Permits access according to set days and time.

Passage Schedule
Allow you to schedule the lock to unlock itself (passage mode) giving unrestricted access for the scheduled period of time.

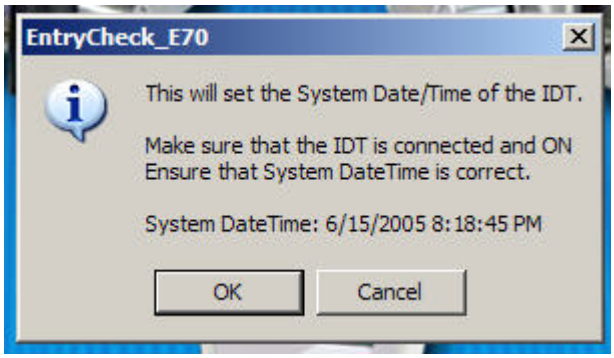
***NOTE: The Basic (all users) schedule cannot be used in conjunction with Group schedule or User schedules.

CONFIGURE SERIAL PORT



Connecting the IDT
The first step is to connect the IDT to your computer via a serial cable. (Included) Press the button on the IDT front panel once and insure that the LCD screen is showing the version, date and time. **NOTE this screen must be showing in order for the IDT to go into battery saving mode when not in use.** The IDT will go into battery save mode after 4 minutes.

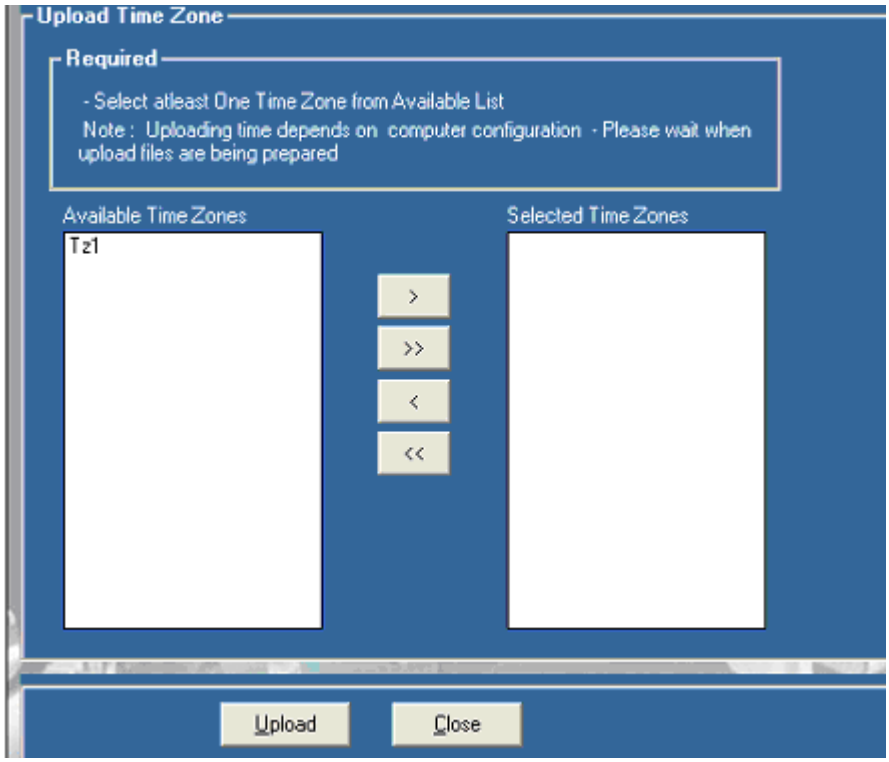
From the top menu select "upload / download" then "Configure Serial Port", The Screen above will be displayed. COM 1 is the default setting. If this is not the correct port, select the correct one. If you are not sure which port is correct, select one, then select the "Set Time" button.



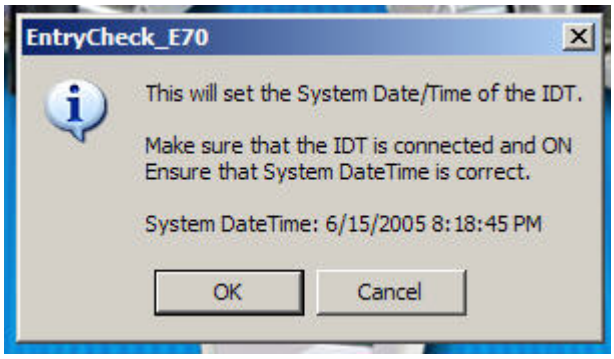
This will reset the IDT time and day stamp to match your computer. If you receive the error "Upload IDT Sync- failed", press the button on the IDT and select another COM Port. When the connection is working properly, the command box will state, "The date and time successfully set". Press the button on the IDT. Clear the memory of the IDT by clicking "Upload / Download" from the to menu and click "reset IDT Module"
Caution! Always confirm that the date and time on the IDT are correct before performing upload or download at the lock or date and time errors will occur.

Resetting the IDT module
This must be done with each new operation, whether it is downloading an audit trail or uploading Time Zones.
With the IDT connected, select the button that states "Reset the IDT module". When you receive the message **"Reset completed"** the memory is cleared. This prevents obsolete data from being uploaded and maximizes memory storage space.

UPLOAD TIME ZONE



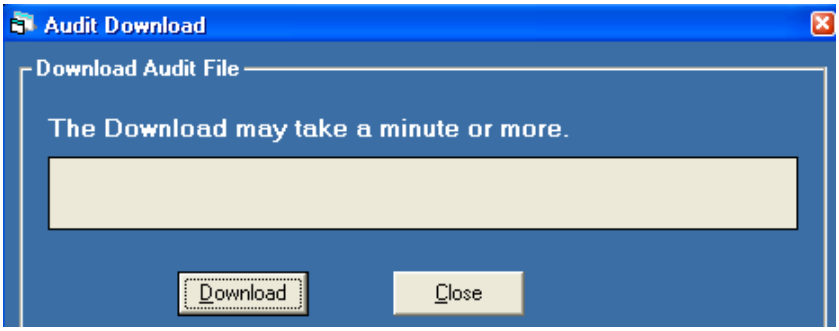
- Select the Time Zone you wish to upload from the Available Time Zones list
- Click the right arrow (>>) button to move the selected Time Zone to the list on the right.
- Select the “Upload” button.



The system will prompt you that the time will be set to match your PCs date and time.
Check that the date and time on your system are correct or scheduling errors and audit trail errors will occur.
Please note that at the time of upload the IDT version screen should be on by pressing the button on the IDT once. Click on “OK”. The software will move the selected Time Zone information to the IDT. On successful upload User is prompted with “Upload Successful” message and the screen disappears. The IDT is now ready to transfer data to the lock.

If the IDT is not connected to the port properly or if you have not selected the correct port then an error message pops up to tell you to connect the device to the proper port.
Refer to Programming Guide Function 14 for uploading data from the IDT device to the Lock.

DOWNLOAD AUDIT TRAIL

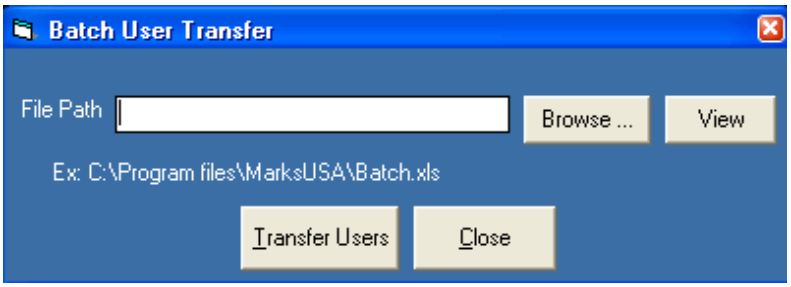


See Programming Guide Function 15 for downloading the Audit trail from the lock. Remember that you must download audit trails from the locks you want to Audit.

- Connect the IDT device to the computer.
- Press the button on the IDT once to show version screen.
- On the top menu of the software, select “Upload/Download”, “Download Audit File”.
- Click the “Download” button.
- The Audit Trail data will be imported into the application.

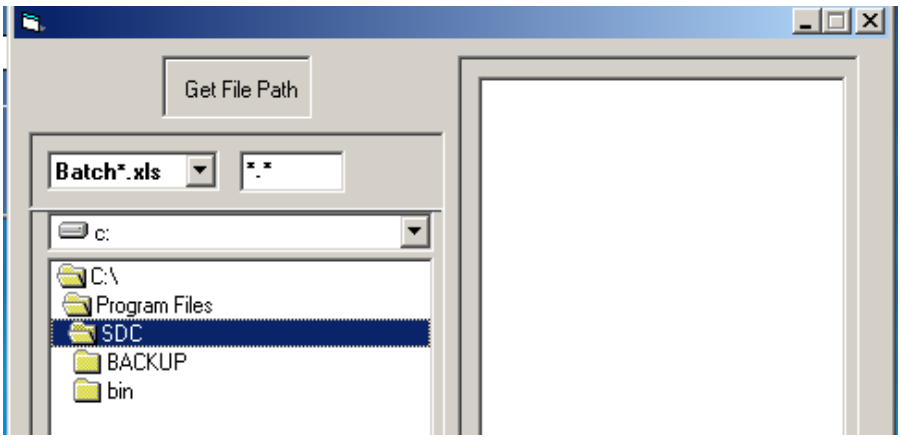
Refer to the Reports Section for instructions on viewing the Audit Trail information.

BATCH USER TRANSFER



Under the “System” drop down, the Batch user transfer module assist in appending multiple users. This allows porting user details from existing systems to software. A batch.xls file is installed by default.

- Press the View button to open the excel file. The format of the excel file maps to the application fields. Ensure that Microsoft Excel is installed in the computer to open the batch.xls file.

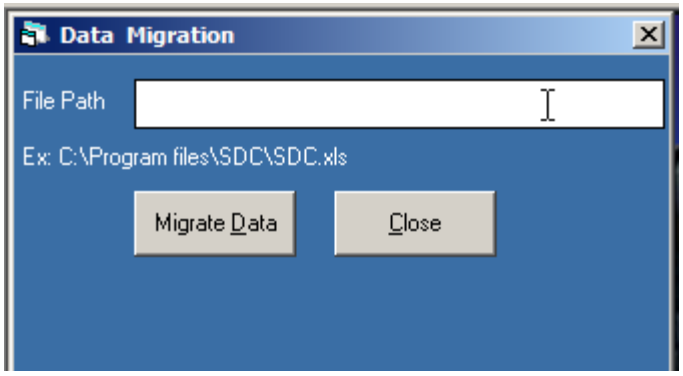


- Click the Get File Path button. Do not rename the file. In the Excel file the fields marked *Red* are required. If these fields are blank, the system will give an error. Ensure that the UID and PIN match GGM settings. Do not change the field lengths.

UserID	**UserPIN**	**FirstName**	**LastName**	**AssignedGroup**
SSN	**Title**	**EmployeeNumber**	**Department**	**OfficePhone**
Extension	**HomePhone**	**CellPhoneEmail**	**Description**	

- After entering the data or cut/pasting from the source file, press the “Transfer User” button. Then press “Yes”.

MIGRATION MODULE

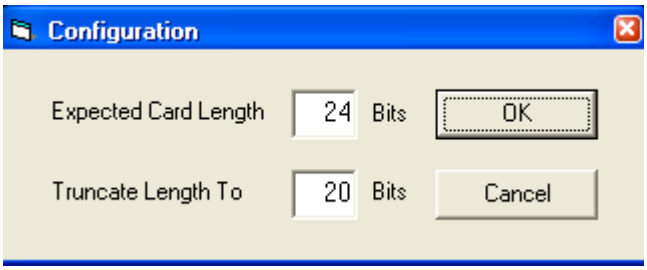


The Data Migration Module should be used only once during a new installation. Please be sure that you migrate data before creating any Users or Groups or Holidays or Time Zone. If you already have created data, duplicates or conflicts may result. Note: The users PC must have MS Office 97 (or newer) installed for the Migration module to work. If not, an error "Active X cannot create object" will result.

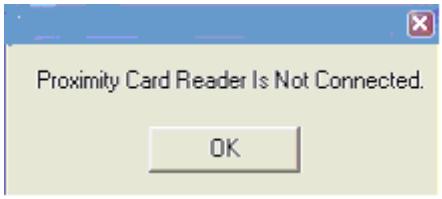
- Select **System -> Migrate Data**
  The Migrate data screen opens up as shown above.
- Type the valid path of the Excel file you want to Migrate.
  (Example: C:\mydocuments\SDC\SDC.xls)
- If the path to the Excel file is valid and there are no errors during the transfer of data from Excel sheets the user will get a message saying that "Import Successful". Once the Migration is done, Migrate Data Menu will be disabled.

PC PROX MODULE

- Under system go to "Pc Prox Device".
- Select Configure to set the length of the card in bits. The setup default will be 35/20. The card is 37 bits = 35 bits for data (15 bits for FacID and 20 bits for UserID) + 2 bits are parity.
- To use the 26 bit cards, just set the expected card length to 24.
- To get the correct ID as printed on the card to display, set the truncate length to 16 bits.

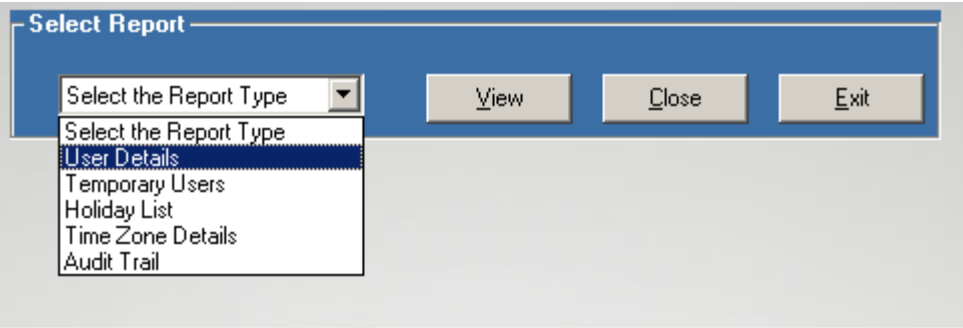


To test the reader, connect the reader to the computer and then press the Test button. If reader is not connected the following error will be displayed. The system supports USB and Serial type readers, but Serial type readers are not recommended for XP.



REPORT SECTION

The Report Wizard Option in the Software enables you to view the Data in the Application and print it. From the top menu select **Reports -> Report Wizard**
Then select the report type you wish to view using the pull down arrow.



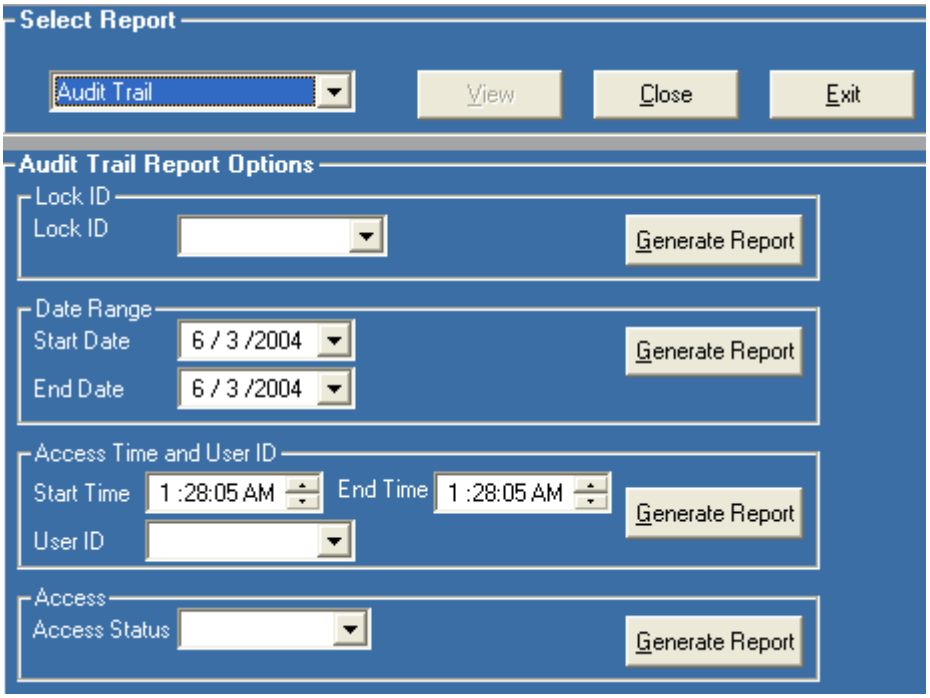
The Report Wizard offers the following Options:

User Details Report
Choose the User Details Option and Click on the View Button. The generated report is a list of users in the System. In the Report you can navigate by Group in the preview column and the scroll bar to see the assigned users.

Temporary Users Report
Choose the Temporary Users Option and Click on the View Button. This will generate the Report with the List of Temporary Users with their permitted dates and the Time Zone they have access to.

Holiday Report
Choose the Holiday Option and Click on the View Button. It will generate the Report with the List of Holidays with their Start Date and End Date, and Yes or indicating if the particular holiday has passed or is still active.

Viewing the Audit Trail
Choose the Audit Trail Option from the List of Reports. Select the search criteria that best matches your requirements then click the “Generate Report” button for that option. Those options are described below.



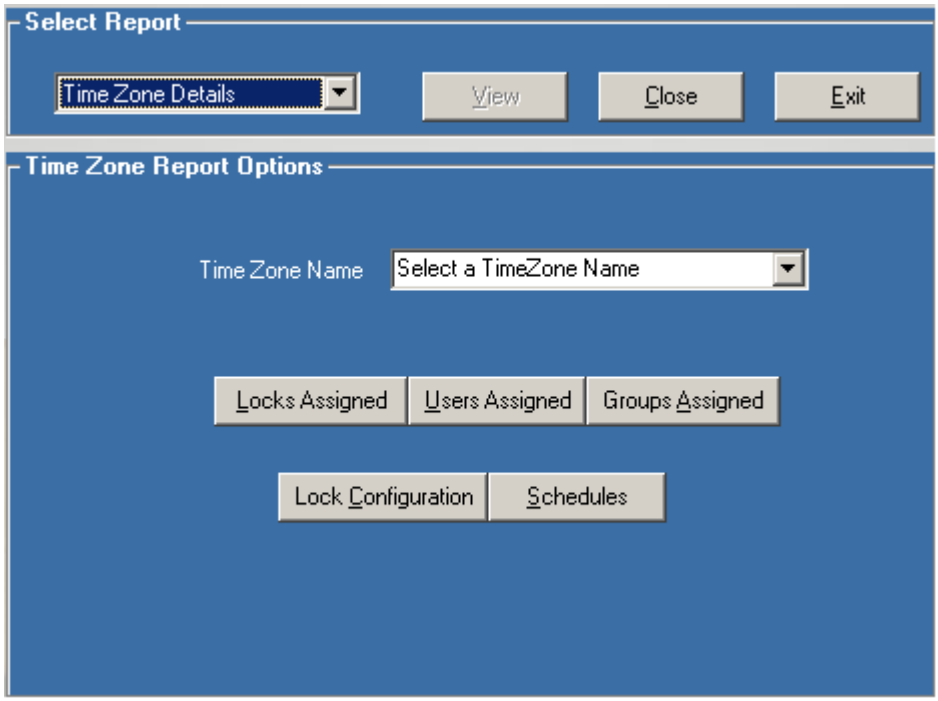
*** NOTE** Audit Trail Data must be retrieved from the locks that you want to view. See Programming Guide Function 15. The Audit Trail information is limited to the amount of events that the lock memory can hold. See Programming Guide for information on lock memory maximum quantities.

a. If you select the "Lock ID" from the Drop down list and click on the Generate Report, it will display the Audit Trail* for that particular Lock ID only.
b. If you select the Date Range by giving the "Start Date" and the "End Date" and Click Generate Report it will display the Audit Trail of all the Locks* for the specified date range.
c. Select the Access Time. Click on "Generate Report". It will display the users who have accessed the locks* at that particular Time. To restrict the report to a particular user select that User from the List.
d. Select the "Access Type" (Error or Good) and click on Generate Report to view the report.

***Note: Use the refresh button (lightning bolt) to ensure that you are viewing all of the available data.**

Time Zone Details Report

Select Time Zone Details from the report Wizard, select a time zone name from the list, then choose a report option. Choose the option "Select All" to view the data of the all Time Zones in the System. Options are described below.



Locks Assigned will display all of the Locks assigned to the selected Time Zones.

Users Assigned will display all of the Users Assigned to the selected Time Zones.

Groups Assigned will display all of the Groups Assigned to the selected Time Zones.

Lock Configuration will display the Lock Configuration of all of the locks in the selected Time Zones. Scroll down in this report to view the Settings Legend.

Schedules will display all of the schedules for the selected Time Zones.

Note: Use the refresh button (lightning bolt) to ensure that you are viewing all of the available data.

FREQUENTLY ASKED QUESTIONS

When I try to upload to the lock I get an error "Not found" on the IDT display.

The error "*Not Found* " indicates that the lock ID is not in the time zone you are uploading and/or not entered into the software. Make sure the lock ID is assigned in the software to the Time zone you are trying to upload.

Each time I try to upload or down load I get an error on the IDT.

The position of the IDT and to the lock is critical and the infrared ports must be aligned correctly. Hold the IDT level just above the lever and centered left to right.

I have entered in a Passage schedule, now only managers have access.

Once you have implemented any scheduling you will need to grant non-management users access times. Implementing an All-User, User, or Group schedule will solve this problem.

I have uploaded a large number of users and only some of the codes work.

You may have exceeded the Maximum User Capacity of the lock. The basic unit will allow 64 users to be entered. For information on Memory Upgrades contact your Distributor or **SDC**.

If I add a user at the door will the software be updated?

No, for security reasons the information in the lock is overwritten by an IDT upload. Therefore anything entered at the lock that is not present in the software database will be overwritten.

I'm trying to assign a lock to a new time zone and I don't see the lock ID in the available lock list

This indicates that the lock is already assigned to a different time zone. The easiest way to find out what time zone that lock is assigned to is to run a report on time zone locks assigned. This will show you which locks are assigned to each time zone.

The IDT batteries aren't lasting very long. Is the IDT defective?

No, The batteries in the IDT will last for about thirty hours of use, however their life is much shorter if the IDT is not allowed to go into battery saving mode. Press the button on the IDT so the "IDT ver 1.xx" and the date and time are showing. The IDT will (after 4 minutes) go into battery saving mode from this screen only.