V Series

Keypad Security Device Programming Guide

To use a factory default V Series Keypad Security Device:

1. Using the keypad, type the temporary operator PIN: **99998** (four 9s and one 8).
2. Press ✻.

To begin programming a factory default V Series Keypad Security Device:

1. Using the keypad, type the temporary communication PIN: **99999** (five 9s).
2. Press ✻.
3. Type the default password: **123456**.
4. Press ✻.

Protect these PINs and remove them from the keypad security device after user PINs have been programmed. For more information, see the *V Series Intelligent Programmer Software User Manual* or the *V Series Handheld Terminal User Manual*.

BEST ACCESS SYSTEMS

Written and designed by Best Access Systems and Avalon Group, Inc., Indianapolis, Indiana.

CONTENTS

1 SUPPORT FOR KEYPAD SECURITY DEVICE USERS

All keypad security device programming functions available through the IPS software or handheld terminal

This manual is written primarily for people who will program keypad security devices (either the V Series Electronic Lock or the V Series Controller) using the keypad itself. The same programming functions done using the keypad can be done using the handheld terminal, or the Intelligent Programmer Software (IPS).

Even though you have keypad security devices, you do not have to use the keypad to perform programming functions. The programming functions available using the keypad are mainly intended as a convenience when a handheld terminal or IPS is not available.

V Series document family

In addition to this guide, the following documents are available to help you with the installation, setup, and maintenance of the V Series System:

- *V Series Intelligent Programmer Software User Manual*
- *Getting Started with the Intelligent Programmer Software*
- *V Series Service Manual*, which describes how to install, maintain, and troubleshoot the V Series Security Device
- *Installation Instructions for V Series 83KV/93KV–85KV/95KV Locksets*
- *Installation Instructions for V Series 34HV–35HV Locksets*
- *Installation Instructions for VPD-CE Card Encoder*
- *V Series Handheld Terminal User Manual*
- *V Series Controller Installation Instructions*.

To get these documents, contact your local BEST representative.

Support services

When you have a question or problem with any component in the V Series System, your first resources for help are the documents described above. If you can't find a satisfactory answer, contact your local BEST representative.

Telephone technical support

Before you call for technical support, try to be in the location where the problem exists and prepare to provide the following information:

- the exact wording of any error or warning messages
- what you were doing when you encountered the problem and exactly what happened
- what you have done so far to correct the problem.

BEST Representatives provide telephone technical support for all V Series products. You may locate the representative nearest you by calling (317) 849-2250 Monday through Friday, between 7:00 a.m. and 4:00 p.m. eastern standard time; or visit the web page, www.BestAccess.com.

2 GETTING STARTED WITH THE KEYPAD SECURITY DEVICE

CONVENTIONS USED IN THIS MANUAL

Each activity described in this manual begins with a brief explanation of its purpose. To help you select programming settings, read this explanation before you perform the activity.

Step-by-step instructions also are provided for each activity. To help you understand the steps provided for activities, review the following table, which describes the conventions used in this manual.

Convention	Explanation
BOLD	Information that you type or would type if you were entering the information provided in an example.
*	Indicates the * key on the keypad. Use this key to enter information that you have typed *correctly*. This key corresponds to the **RETURN** key or **ENTER** key on a keyboard.
#	Indicates the # key on the keypad. Use this key to cancel information that you have typed *incorrectly*. This key corresponds to the **ESCAPE** key on a keyboard.
Keypad security device	A term that refers to either a V Series Keypad Electronic Lock or a V Series Keypad Controller.
PIN	Personal Identification Number. This number is the code issued to a user and used to gain access to a keypad security device.
Token	A term that refers to either a PIN or card.

PROGRAMMING FROM THE KEYPAD

What programming can be done from the keypad?

A V Series Keypad Security Device is a fully functional V Series device and can be programmed with a handheld terminal or the Intelligent Programmer Software (IPS). Refer to the *V Series Handheld Terminal User Manual* or the *IPS User Manual* for details.

The following programming functions can be done from the keypad security device without using either the handheld terminal or the IPS:

- Setting the date and time. See *Setting the date and time* on page 3 -3.
- Changing the chassis type. See *Changing the chassis type* on page 3 -4.
- Changing the access code length. See *Changing the access code length* on page 3 -5.
- Defining communication PINs and passwords. See *Defining communication PINs and passwords* on page 3 -6.

- Adding a Personal Identification Code (PIN). See *Adding a PIN* on page 3 -8.
- Adding a range of PINs. See *Adding a range of PINs* on page 3 -10.
- Modifying a PIN. See *Modifying a PIN* on page 3–12
- Deleting a PIN. See *Deleting a PIN* on page 3 -14.
- Deleting a range of PINs. See *Deleting a range of PINs* on page 3 -14.
- Changing the door mode. See *Programming a security device to override time zone control* on page 3 -16.
- Resetting the keypad security device. See *Resetting the keypad security device* on page 3–20
- Clearing the low battery alarm. See *Clearing the low battery warning and alarm* on page 3 -19.

For other functions such as adding a holiday, setting up time zones, etc., see the manuals mentioned above.

GATHERING INFORMATION

Organizing your information

Use the forms mentioned in the next section or some other method to gather and organize PIN information.

Also use the forms (or another method) to keep the information up-to-date when you add, modify, or delete PINs.

Token & Door Information form *and* Token by Door Information forms

The *Token & Door Information* form and the *Token by Door Information* form help you determine:

- the information necessary to configure the security device for each door.
- the token data necessary to provide people access to each door.

Use either the *Token & Door Information form* or the *Token by Door Information* form. You don't need to complete both forms. The *Token & Door Information* form is best suited to smaller facilities.

The *Token by Door Information* form is best suited to larger facilities.

For samples of completed forms, see the *V Series Handheld Terminal User Manual* or the *V Series Intelligent Programmer Software User Manual*.

Users and codes

Communication PINs and passwords

The communication PIN and password is a code that you enter on the keypad to access the programming features of the keypad security device.

PINs

A PIN is a number that you assign to a user and that gets programmed into the security device to let a user access it. Your BEST representative should tell you what ranges and formats to use when adding and modifying PINs.

Programming codes

Programming codes are the code numbers that you enter at the keypad to start a programming sequence. For example, the programming code 11 is the number you type to start adding a PIN. The following table lists programming codes and their descriptions.

Type this …	To …
11 *	Add a PIN
12 *	Modify a PIN
13 *	Delete a PIN
21 *	Add a range of PINs
22 *	Delete a range of PINs
31 *	Set the door mode
51 *	Define the main communication PIN and password
52 *	Define an additional communication PIN and password
61 *	Set the date, time, and daylight saving time mode
62 *	Change the PIN length[a]
63 *	Select the chassis type (electronic lock only)
71 *	Reset the keypad device's factory-programmed default settings
41 *	Clear the low battery alarm
99 *	End programming

a. If the PIN includes a facility code, this command will change the length of that part of the PIN, less the facility code.

Other information

To add and modify PINs using the security device keypad, you need to know more than the PINs themselves. You also need to know what time zones are available, as well as how to use expiration dates, and deadbolt override and passage mode privileges. For more information on these features, see either the *IPS User Manual* or the *Handheld Terminal User Manual*.

GETTING READY TO PROGRAM

How to enter programming codes

When programming from the keypad, remember:

- The * key is the enter or accept key. Use this key to enter information that you have typed correctly.
- The # key is the cancel or escape key. Use this key to cancel the last information you typed incorrectly. The # key will not cancel the current programming mode; it will only clear the current information.
- A solid green light means that the security device is waiting for a programming code. If you get a solid green light after typing a programming code or other command, you have accidentally entered an invalid programming code or command and need to re-enter the programming code.
- A solid red light means that you have typed a valid programming code and the security device is waiting for the next command in the programming sequence.

History records

After successfully performing a programming sequence, the security device automatically records the event in history. For example, after adding a PIN, the security device records that the PIN was added at a certain time.

For information on how to retrieve history, see the *IPS User Manual* or the *Handheld Terminal User Manual*.

Important note!

The keypad security device has the following factory-programmed default settings for the "variable card format" personal identification number (PIN) settings. These settings have been selected to make the keypad easy to operate.

This default setting . . .	Is programmed for this feature . . .
8	Token length
0	Facility code length
0	Facility code start location
5	Access code length
2	Access code start location
0	Issue code length
N/A	Issue code start location
N/A	Issue code start number
N/A	Issue code end number
0	Look ahead setting
on	Validate LRC setting

As reflected in the default settings, the facility code, issue code, and related features are not usually used with keypad security devices. Before you start programming the keypad security device to accept users, you should make any changes that you want to make to the variable card format settings, such as changing the access code length.

From the keypad, you can change the access code length. Using IPS or the handheld terminal, you can make any other changes to the variable card format settings that you want.

For a full explanation of the variable card format, see the *Handheld Terminal User Manual* or the *IPS User Manual*.

Caution

Changing the keypad security device's variable card format settings, such as the length of the access code, will delete any PINs already defined for the keypad security device. If you need to change these settings, be sure that you do so before you add PINs.

3 PROGRAMMING KEYPAD SECURITY DEVICES

ENTERING PROGRAMMING MODE

To perform any programming from the keypad, such as adding a personal identification number (PIN), you first must enter the programming mode.

To enter programming mode:

1. Type the communication PIN. For example, if your communication PIN is 1234567, type **1234567**.
2. Press *.

   You see the green light stay on.
3. Type the password. For example, if your password is 654321, type **654321**.

Note: The temporary communication PIN is 99999 (five 9s). The default password is 123456.

4. Press *.

   You see two green light flashes and hear two tones. Afterward the green light stays on. You are now ready to enter a programming code.

UNDERSTANDING KEYPAD RESPONSES

Use the following table to understand the keypad's responses when you perform programming tasks.

When you see and hear	It means
one green light flash and one tone red light stays on	**OK** The keypad accepted your action. You can continue the programming task.
two green light flashes and two tones green light stays on	**complete** The keypad accepted your action. The programming task is complete.
one red light flash and one tone green light stays on	**bad command** The keypad did *not* accept the command. You did not begin a programming task.
three red light flashes and three tones green light stays on	**bad data** The keypad did *not* accept your action. It could not confirm the data that you entered.
two red light flashes and two tones green light stays on	**no record** The keypad could *not* find the record that you entered.

SELECTING KEYPAD SETTINGS

Setting the date and time

This procedure lets you set the current date and time for the keypad security device. It also lets you select the daylight saving time mode.

The security device has an internal clock/calendar that keeps track of the current date and time. The security device needs to know the date and time to operate correctly and to keep an accurate record of all events at the lock.

When you first program the security device, you need to set the correct date and time. You also need to indicate whether the security device is located in an area that changes to daylight saving time for part of the year.

Note: For descriptions of the keypad responses noted in the following table, see *Understanding keypad responses* on page 3–2.

To set the date, time, and daylight saving time mode:[1]

Step	Do this…	Then you should see and hear…	But if you see and hear…
1	Type **61** ✻.	OK response	bad command response. Repeat step 1.
2	Type today's date, first typing the year, then the month, then the day. **Example:** If today is November 8, 1998, type **981108** ✻.	OK response	bad data response. Return to step 1.
3	Type the current time in 24 hour format. **Example:** If the current time is 5:05 p.m., type **1705** ✻.	OK response	bad data response. Return to step 1.

1. Before typing the programming code you must first enter programming mode. For details on how to enter programming mode see page 3–1. To finish programming after the last step, type **99** ✻.

Step	Do this…	Then you should see and hear…	But if you see and hear…
4	Type the value for the daylight saving mode. Type **1** * to enable daylight saving mode. Type **0** * to disable daylight saving mode.	Complete response	bad data response. Return to step 1.

Changing the chassis type

If the keypad security device is an electronic lock (not a controller), this procedure lets you change the chassis type (cylindrical or mortise) setting. The factory-programmed default setting is cylindrical.

Note: Cylindrical chassis types have a figure-eight core in the knob or lever. Mortise chassis types have a figure-eight core in the escutcheon or none at all.

The chassis type setting determines how long the lock operates its motor when accessed using the keypad. The cylindrical motor is required to run slightly longer than the mortise motor.

Note: For descriptions of the keypad responses noted in the following table, see *Understanding keypad responses* on page 3–2.

To select the chassis type:[1]

Step	Do this…	Then you should see and hear…	But if you see and hear…
1	Type **63** *.	OK response	bad command response. Repeat step 1.
2	Type the value for the electronic lock's chassis type. Type **0** * for cylindrical or type **1** * for mortise. **Example:** If the electronic lock has a mortise chassis type, type **1** *.	complete response	bad data response. Return to step 1.

1. Before typing the programming code you must first enter programming mode. For details on how to enter programming mode see page 3–1. To finish programming after the last step, type **99** *.

Changing the access code length

This procedure lets you change the access code length, one of the "variable card format" personal identification number (PIN) settings. When you use the keypad to change the access code length, you automatically change:

- the token length to the selected access code length plus 3
- the access code start location to 2
- the validate LRC setting to on
- all other settings to 0.

Caution

Changing the keypad security device's access code length, will delete any PINs already defined for the keypad security device. If you need to change this setting, be sure that you do so before adding PINs.

For information about the default settings for the variable card format, see page 2–7. For a full explanation of the variable card format, see the *Handheld Terminal User Manual* or the *IPS User Manual*.

Note: For descriptions of the keypad responses noted in the following table, see *Understanding keypad responses* on page 3–2.

To change the access code length:[1]

Step	Do this…	Then you should see and hear…	But if you see and hear…
1	Type **62 ✻**.	OK response	bad command response. Repeat step 1.
2	Type the access code length (from 1 to 9 digits). **Example:** If the access code length is 5, type **5 ✻**.	complete response	bad data response. Return to step 1.

1. Before typing the programming code you must first enter programming mode. For details on how to enter programming mode see page 3–1. To finish programming after the last step, type **99 ✻**.

Defining communication PINs and passwords

This procedure lets you add a communication PIN and password, or change the password for an existing communication PIN. Before you begin, make sure that you have all of the information that you need.

You need to define a permanent communication PIN to replace the temporary communication PIN used to access the keypad for initial programming. You must define at least one communication PIN and you may have a maximum of two.

The permanent communication PIN lets you access the keypad at any time to program it. The same permanent communication PIN generally is used for all of the keypads in your system.

You pick the password for each communication PIN. After you use the communication PIN at the keypad, you enter this password to access programming features.

Caution

You must remember the communication PIN's password to access the keypad. If you can't remember the password, you must manually enter communications mode from the security device's electronic circuit board following the instructions in the V Series Service Manual, Troubleshooting, Emergency Operations *section.*

Note: For descriptions of the keypad responses noted in the following table, see *Understanding keypad responses* on page 3–2.

To define the main communication PIN and password:[1]

Step	Do this…	Then you should see and hear…	But if you see and hear…
1	Type **51 ✻**.	OK response	bad command response. Repeat step 1.
2	Type the communication PIN. **Example:** If the communication PIN is 00817, type **00817 ✻**.	OK response	bad data response. Return to step 1.
3	Type the communication PIN again.	OK response	bad data response. Return to step 1.
4	Type the password for the communication PIN (six digits). **Example:** If the password is 1289, type **001289 ✻**.	OK response	bad data response. Return to step 1.
5	Type the password again.	complete response	bad data response. Return to step 1.

To define an additional communication PIN and password:[1]

Step	Do this…	Then you should see and hear…	But if you see and hear…
1	Type **52 ✻**.	OK response	bad command response. Repeat step 1.
2	Type the communication PIN. **Example:** If the communication PIN is 00817, type **00817 ✻**.	OK response	bad data response. Return to step 1.
3	Type the communication PIN again.	OK response	bad data response. Return to step 1.
4	Type the password for the communication PIN (six digits). **Example:** If the password is 1289, type **001289 ✻**.	OK response	bad data response. Return to step 1.
5	Type the password again.	complete response	bad data response. Return to step 1.

1. Before typing the programming code you must first enter programming mode. For details on how to enter programming mode see page 3-1. To finish programming after the last step, type **99 ✻**.

ADDING, MODIFYING, AND DELETING PINS

Adding a PIN

This procedure lets you add individual PINs. Before you begin, make sure that you have all of the information that you need. If you need to add a series of PINs, see page 3–10.

Note: For descriptions of the keypad responses noted in the following table, see *Understanding keypad responses* on page 3–2.

To add a PIN:[1]

Step	Do this…	Then you should see and hear…	But if you see and hear…
1	Type **11** ✻.	OK response	bad command response. Repeat step 1.
2	Type the PIN. **Example:** If the PIN is 12345, type **12345** ✻. **Note:** To accept the default values for time zone, expiration date, passage mode, and deadbolt override, type ✻ twice instead of once. For example, if the PIN is 00099, type **00099** ✻ ✻. This will assign the PIN 00099 a time zone of 9 (always), an expiration date of December 31 of the current year, and will disable deadbolt override and passage mode.	OK response *[Reviewers, what response is generated if the user types the star key twice?]*	bad data response. Return to step 1.

1. Before typing the programming code you must first enter programming mode. For details on how to enter programming mode see page 3–1. To finish programming after the last step, type **99** ✻.

Step	Do this…	Then you should see and hear…	But if you see and hear…
3	Type the number of the time zone that represents the time periods when you want the PIN to be able to access the security device. Type the number of one of the time zones that are already defined, or type **0** * for never, or type **9** * for always.	OK response	bad data response. Return to step 1.
4	Type the year, then the month, then the day when you want the PIN to expire. **Note:** To automatically assign an expiration date of December 31 of the current year, type *. **Example:** To have the PIN expire in 1999 on the first day of May at midnight, type **990501** *. **Example:** To have the PIN expire in the year 2001 on the last day of June, type **010630** *.	OK response	bad data response. Return to step 1.
5	Refer to the table and type the value for the deadbolt override and passage mode privilege that you want the PIN to have. **Note:** To accept the default privileges—both privileges disabled, type *. **Note:** For keypad controllers, only values 0 and 1 are valid. **Example:** To give the PIN both passage mode and deadbolt override privileges, type **3** *.	complete response	bad data response. Return to step 1.

Value	Deadbolt override	Passage mode
0	Disabled	Disabled
1	Disabled	Enabled
2	Enabled	Disabled
3	Enabled	Enabled

Adding a range of PINs

This procedure lets you add a range of PINs. Before you begin, make sure that you have all of the information that you need. If you need to add PINs that are not in a series, see page 3–8.

Note: For descriptions of the keypad responses noted in the following table, see *Understanding keypad responses* on page 3–2.

To add a range of PINs:[1]

Step	Do this…	Then you should see and hear…	But if you see and hear…
1	Type **21** *.	OK response	bad command response. Repeat step 1.
2	Type the starting PIN. **Example:** If the starting PIN number is 00001, type **00001** *.	OK response	bad data response. Return to step 1.
3	Type the ending PIN. For example, if the ending PIN is 00099, type **00099** *.	OK response	bad data response. Return to step 1.
4	Type the number of the time zone that represents the time periods when you want the PINs to be able to access the security device. Type the number of one of the time zones that are already defined, or type **0** * for never, or type **9** * for always.	OK response	bad data response. Return to step 1.
5	Type the year, then the month, then the day when you want the PINs to expire. **Example:** To have the PINs expire in 1999 on the first day of May at midnight, type **990501** *. **Example:** To have the PINs expire in the year 2001 on the last day of June, type **010630** *.	OK response	bad data response. Return to step 1.

1. Before typing the programming code you must first enter programming mode. For details on how to enter programming mode see page 3–1. To finish programming after the last step, type **99** *.

Step	Do this…	Then you should see and hear…	But if you see and hear…
6	Refer to the table and type the value for the deadbolt override and passage mode privilege that you want the PINs to have. **Note:** To accept the default privileges—both privileges disabled, type *. **Note:** For keypad controllers, only values 0 and 1 are valid. **Example:** To give the PINs both passage mode and deadbolt override privileges, type **3** *.	complete response	bad data response. Return to step 1.

Value	Deadbolt override	Passage mode
0	Disabled	Disabled
1	Disabled	Enabled
2	Enabled	Disabled
3	Enabled	Enabled

Modifying a PIN

This procedure lets you modify a PIN's time zone, expiration date, or deadbolt override/passage mode privileges. Before you begin, make sure that you have all of the information that you need.

Note: For descriptions of the keypad responses noted in the following table, see *Understanding keypad responses* on page 3–2.

To modify a PIN:[1]

Step	Do this…	Then you should see and hear…	But if you see and hear…
1	Type **12** *.	OK response	bad command response. Repeat step 1.
2	Type the PIN to be changed. **Example:** If the PIN is 00099, type **00099** *	OK response	bad data response. Return to step 1. no record response. Repeat step 2.
3	To change the time zone, type the number of one of the time zones that are already defined, or type **0** * for never, or type **9** * for always. **Note:** To automatically assign the time zone 9 (always), type *.	OK response	bad data response. Return to step 1.
4	Type the year, then the month, then the day when you want the PIN to expire. **Example:** To have the PIN expire in 1999 on the first day of May at midnight, type **990501** *. **Example:** To have the PIN expire in the year 2001 on the last day of June, type **010630** *.	OK response	bad data response. Return to step 1.

1. Before typing the programming code you must first enter programming mode. For details on how to enter programming mode see page 3–1. To finish programming after the last step, type **99** *.

Step	Do this…	Then you should see and hear…	But if you see and hear…
5	Refer to the table and type the value for the deadbolt override and passage mode privilege that you want the PIN to have. **Note:** To keep the passage mode and deadbolt override privileges the same, type ✻. **Note:** For keypad controllers, only values 0 and 1 are valid. **Example:** To give the PIN both passage mode and deadbolt override privileges, type **3** ✻.	complete response	bad data response. Return to step 1.

Value	Deadbolt override	Passage mode
0	Disabled	Disabled
1	Disabled	Enabled
2	Enabled	Disabled
3	Enabled	Enabled

Deleting a PIN

This procedure lets you delete individual PINs. If you need to delete a series of PINs, see the next section.

Note: For descriptions of the keypad responses noted in the following table, see *Understanding keypad responses* on page 3–2.

To delete a PIN:[1]

Step	Do this…	Then you should see and hear…	But if you see and hear…
1	Type **13** *.	OK response	bad command response. Repeat step 1.
2	Type the PIN to be deleted. **Example:** If the PIN is 12345, type **12345** *.	complete response	bad data response. Return to step 1. no record response. Repeat step 2.

Deleting a range of PINs

This procedure lets you delete a series of PINs. If you need to delete PINs that are not in a series, see the previous section.

Note: For descriptions of the keypad responses noted in the following table, see *Understanding keypad responses* on page 3–2.

To delete a range of PINs:[1]

Step	Do this…	Then you should see and hear…	But if you see and hear…
1	Type **22** *.	OK response	bad command response. Repeat step 1.
2	Type the starting PIN. **Example:** If the starting PIN number is 00001, type **00001** *.	OK response	bad data response. Return to step 1. no record response. Repeat step 2.

1. Before typing the programming code you must first enter programming mode. For details on how to enter programming mode see page 3–1. To finish programming after the last step, type **99** *.

Step	Do this…	Then you should see and hear…	But if you see and hear…
3	Type the ending PIN. **Example:** If the ending PIN is 00099, type **00099 ***.	complete response	bad data response. Return to step 1. no record response. Repeat step 2.

PROGRAMMING A SECURITY DEVICE TO OVERRIDE TIME ZONE CONTROL

Time zone control is the default door mode. In this door mode, all timed access features that you have programmed into the security device will work. These timed access features include time zones, door unlock time zones, etc.

There are four door modes that let you override and disable time zone control for a security device. When you select one of these four door modes to override time zone control, the selected door mode remains in effect until you restore time zone control for the security device.

These four door modes disable all timed access features such as time zones, door unlock time zones, etc.

The following door mode features are available:

- **Door lock**. This feature locks down the security device, denying all PINs access.
- **Keypad only**. This feature sets the security device to allow access to any PIN in the security device's PIN database. The security device still checks the individual PIN time zones.
- **Facility code only**. This feature sets the security device to allow access to any PIN with a valid facility code. While a security device is in this door mode, PINs will work even if the PIN has expired or does not have a valid time zone.

Note: The Facility code only door mode will not work on locks whose PINs do not contain facility codes.

- **Door unlock**. This feature sets the security device to unlock and remain unlocked.

An example for using the door lock mode

Here's one example of why you might change the door mode: During an emergency you use the door lock mode on the entrance doors to lock out all employees and keep them from being endangered. When the emergency is over, you restore the security device to time zone control.

Door mode codes

The following table lists the codes that you enter to enable door modes. The following pages describe how to use the codes.

Enter this code	For this door mode
0 ✻	Time zone control
1 ✻	Door lock
2 ✻	Keypad only
3 ✻	Facility code only
4 ✻	Door unlock

Note: For descriptions of the keypad responses noted in the following tables, see *Understanding keypad responses* on page 3–2.

To lock down a security device continuously:[1]

Step	Do this…	Then you should see and hear…	But if you see and hear…
1	Type **31 ✻**.	OK response	bad command response. Repeat step 1.
2	Type the door mode code **1 ✻**.	complete response	bad data response. Return to step 1.

To disable time zone control while allowing individual PINs access:[1]

Step	Do this…	Then you should see and hear…	But if you see and hear…
1	Type **31 ✻**.	OK response	bad command response. Repeat step 1.
2	Type the door mode code **2 ✻**.	complete response	bad data response. Return to step 1.

1. Before typing the programming code you must first enter programming mode. For details on how to enter programming mode see page 3–1. To finish programming after the last step, type **99 ✻**.

To allow access to PINs with a valid facility code:[1]

Step	Do this…	Then you should see and hear…	But if you see and hear…
1	Type **31** *.	OK response	bad command response. Repeat step 1.
2	Type the door mode code **3** *.	complete response	bad data response. Return to step 1.

To unlock the security device continuously:[1]

Step	Do this…	Then you should see and hear…	But if you see and hear…
1	Type **31** *.	OK response	bad command response. Repeat step 1.
2	Type the door mode code **4** *.	complete response	bad data response. Return to step 1.

To restore time zone control:[1]

Step	Do this…	Then you should see and hear…	But if you see and hear…
1	Type the programming code **31** *.	OK response	bad command response. Repeat step 1.
2	Type the door mode code **0** *.	complete response	bad data response. Return to step 1.

1. Before typing the programming code you must first enter programming mode. For details on how to enter programming mode see page 3–1. To finish programming after the last step, type **99** *.

CLEARING THE LOW BATTERY WARNING AND ALARM

When the batteries become low, the V Series Electronic Lock warns you of the condition. You know it's time to replace the batteries when you start to encounter a different response than normal when accessing the security device. To determine the condition of the batteries, refer to the following table.

Note: These conditions will only appear on a V Series Electronic Lock, not on a V Series Controller.

When access is…	and you see a…	and you hear…	The battery voltage level is…
Granted	green flash		normal
Granted	four green flashes	four tones	low with limited accesses remaining
Denied[a]	red and green flash		very low
Denied[b]	nothing		dead

a. Access to PINs is denied, but access to programming functions is still allowed via the communication code and password. To unlock the door when the battery is at this level, access programming with the communication code and set the door mode to "door unlock."

b. In this case, access can only be gained by mechanical key bypass or by using the external battery pack. For more information, see the *V Series Service Manual, Emergency Opening* section.

For more information about replacing batteries, see the *V Series Service Manual*. After replacing the batteries, you will need to clear the low battery warning or alarm.

Note: The warning can also be cleared by entering a valid PIN 11 times after replacing the batteries.

To clear the low battery alarm:[1]

Step	Do this…	Then you should see and hear…	But if you see and hear…
1	Type **41 ***.	OK response	bad command response. Repeat step 1.
2	Type **1 ***.	complete response	bad data response. Return to step 1.

RESETTING THE KEYPAD SECURITY DEVICE

You can reset a V Series Keypad Security Device if you want to restore the factory default settings for the device and reprogram the device.

Caution

Resetting a keypad security device will erase all of the device's programming settings, all of the device's history events, and all of the PINs in the device's user database including the temporary operator PIN; the temporary communication PIN will be restored.

Note: For descriptions of the keypad responses noted in the following table, see *Understanding keypad responses* on page 3–2.

To reset the programming settings, history, and user database:[1]

Step	Do this…	Then you should see and hear…	But if you see and hear…
1	Type **71** ✻.	OK response	bad command response. Repeat step 1.
2	Type **1** ✻.	complete response	bad data response. Return to step 1.

1. Before typing the programming code you must first enter programming mode. For details on how to enter programming mode see page 3–1. To finish programming after the last step, type **99** ✻.

4 GLOSSARY

PIN database — All PINs—up to 1000—defined for a device configuration.

Communication PIN — Code used to access a security device's programming mode.

Deadbolt override privilege — Privilege that can be granted to a PIN so that the PIN can access an electronic lock even when the lock's deadbolt is thrown.

Door lock door mode — Door mode that locks down a security device, denying all PINs access.

Door lock time zone — Time zone when a security device automatically locks down, denying all PINs access, and then later resumes normal operation.

Door mode — One of five types of security device operation that determines what access is currently provided.

Door unlock door mode — Door mode that sets the security device to unlock and remain unlocked.

Door unlock time zone — Time zone when a security device automatically unlocks and then relocks at the end of the time zone.

Electronic lock — Battery-powered, self-contained, programmable lock for controlling access to a door.

Facility code only door mode — Door mode that sets a security device to allow access to any PIN with a valid facility code.

Facility code only time zone — Time zone when all PINs with a valid facility code can access a security device.

Handheld terminal — Device that lets you program a security device with parameters and view access control information, such as the PIN data, device configuration, and event history.

History — Chronological record of up to the last 1000 events at a security device, including the date and time of each event.

Holiday — Time period of any length defined for a security device, and usually associated with a calendar holiday.

Intelligent Programmer Software (IPS) — Software that lets you define programming settings and the user database for groups of security devices, as well as individual security devices. The IPS also lets you retrieve the history records from security devices, as well as view and print security device information.

Low battery alarm — A lock's indication—by a combination of lights—that the battery is low and must be replaced.

Low battery warning — A lock's indication—by a combination of green light and sound—that the battery is low and should be replaced.

Keypad only door mode — Door mode that disables time zone control yet still allows access to any PIN in a security device's database.

Keypad security device — A V Series security device that has a keypad as an entry method instead of another type of reader.

Passage mode privilege Privilege that can be granted to a PIN for a security device. When the PIN is entered twice during the time zone assigned to the PIN, the security device remains unlocked. When the device is unlocked, and the PIN is entered twice, the device relocks. Or instead of entering the PIN twice, a user can enter the PIN, press * and then #.

Password One to six digits used with a communication code to access a security device for programming. Or, one to six digits used to access the Intelligent Programmer Software.

Programming code The code used to enter a programming mode. For example, typing the programming code **11** * lets you enter the add user PIN programming mode.

Programming mode The type of security device operation that lets you program the security device. For example, the add user programming mode stops the normal operation of the security device to let you add PINs.

Temporary communication PIN Code for temporary use that lets you communicate with a security device programmed with factory default settings. The temporary communication PIN is 99999 (five 9s).

Temporary operator PIN Code that gives people temporary access to security devices before the security device system is permanently programmed. The temporary operator PIN is 99998 (four 9s and one 8).

Time interval Block of time during a time zone.

Time zone Blocks of time (up to three time intervals) that occur weekly and/or on holidays, and determine when selected PINs can access a security device or a special access feature is in effect.

Time zone control door mode Door mode that lets timed access features determine the operation of a security device.

Unlock duration Number of seconds that a security device remains unlocked when accessed by a PIN.

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