

## Changing your PIN (during card and PIN mode only)

If you must use your card **and** PIN to unlock the door during some or all time periods, change your PIN periodically for added security. You can change your PIN only during a time period when **both** your card and PIN are required to unlock the door.

**Important:** Do not write your PIN on your card or in a place where someone might see it.

- 1 Use your card at the lock.
- 2 Immediately enter:  
✖ + your current 4-digit PIN + #  
The red light remains on, indicating that you can change your PIN.
- 3 Immediately enter:  
your **new** PIN + #

- 4 Immediately re-enter:  
your **new** PIN + #

The green light flashes to indicate that you successfully changed your PIN.

*If you make a mistake re-entering your new PIN, three short tones sound and the red light turns off. Start over with Step 1; use your old PIN for Step 2.*

### Example:

Your old PIN = 1234  
Your new PIN = 4321

To change your PIN:

- Use your card
- Enter ✖ 1 2 3 4 #
- Enter 4 3 2 1 #
- Re-enter 4 3 2 1 #

The Best Access Systems logo and B.A.S.I.S. are registered trademarks of Best Access Systems.

© 2001 Best Lock Corporation dba Best Access Systems.  
T61808/Rev - 1838820 ER-7991-29 September 2001



## Using Your B.A.S.I.S. Lock

## Opening the Door

- 1 Use your card and/or PIN as shown inside this card.

The green light flashes and the door unlocks.

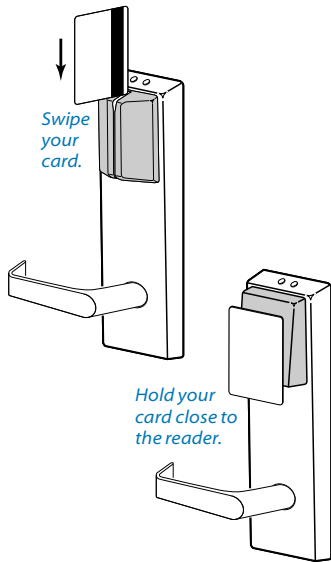
*If the green light flashes slowly and 3 long tones sound, the lock's batteries are getting low and should be replaced.*

- 2 Turn the lever and open the door.

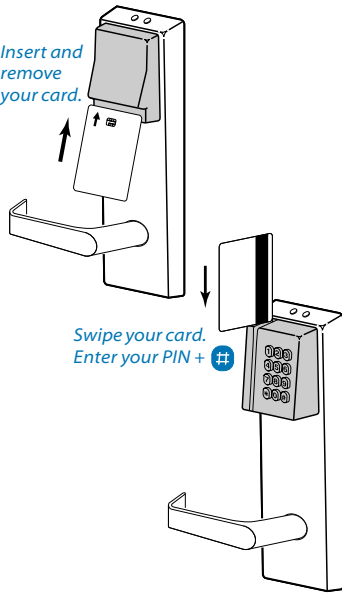
### If the door doesn't unlock...

Lights	Tones	You should
---	3 short tones	Use your card and/or PIN at a moderate speed.
Red flashes	3 short tones	Make sure that you used the correct card and/or PIN. (Your card or PIN could be invalid. Or, the lock might be in a timed locked mode.)
Green & red flashes	3 short tones	Notify the building administrator that the lock's batteries must be replaced.

## Using your card and/or PIN



Insert and remove your card.



## Keeping the Door Unlocked

If your card has the passage mode privilege, you can use your card (or card and PIN) twice to keep the door unlocked. Later, you can use your card (or card and PIN) twice to re-lock the door.

### To unlock

- 1 Use your card (or card and PIN) at the lock. *The green light flashes and the door unlocks.*
- 2 Immediately use your card (or card and PIN) again. *The green light flashes and the door remains unlocked.*

### To re-lock

- 1 Use your card (or card and PIN) at the lock. *The green light flashes.*
- 2 Immediately use your card (or card and PIN) again. *The green light flashes and the door locks.*

**Shortcut:** To unlock or relock the door in card and PIN mode, use your card and enter your PIN + \* + #