



Operating instructions for the Platinum Safe digital code lock 3550

(Used on Models CL1-D, D1-D and Internal Cupboards on D3 and D4)

OPENING THE LOCK

The lock will come standard set up with Dual User (Manager & User 1) with a 1 minute time delay

1. Factory setting is Manager code 1,2,3,4,5,6 and User 1 code : 1,1,1,1,1,1

2. The unit will indicate a valid code entry with a double signal and will go into its time delay mode (1 minute) you will here clicking from the code pad and the red LED will be flashing
 3. Once the time delay has finished the lock will beep every 2 seconds for 1 minute. During this time you must enter one of the valid codes (either manager or user) and you will get a double beep to signal a correct code then another double beep in which then you need to enter the second code (must be different from the first code entered) if correct the lock will allow the keypad to be turned clockwise
 4. Now rotate the keypad clockwise until it stops (it will stop just before 3 O'Clock) and then pull the door open
- **Invalid Combination Entry** - Unit will signal 1 long beep.

CHANGING THE CODES ON THE LOCK

Always perform this with the door in the open position and the lock bolt thrown into the locked position

Each code must be changed independently

1. Enter existing code and **hold down the last digit of the code until a double beep signal and the LED stays on.**
2. Press the "0" key.
3. Enter your **NEW** code, (**MUST BE 6 numbers – No more and no Less**) then re-enter **NEW** code to confirm.
4. If a mistake is made wait thirty (30) seconds and repeat steps 1 - 3.
5. Test unit operation several times before closing the door.

CAUTION: When selecting a code do not use birthday or other predictable data that could give correlation between the user and the code. Keep the code secret.

- **Valid Code Entry** - Double signal after valid code is entered.
- **Invalid Code Entry** – Long Beep indicates the old code is still valid.

ACTIVATING A NEW USER (FROM 1 TO 9)

Always perform this with the door in the open position and the lock bolt thrown into the locked position

Note that user 9 will override the time delay period

1. Enter Manager code and **hold down last digit of the combination until a double beep signal and the LED stays on.**
2. **PRESS 1.** Unit beeps twice.
3. Press User number, 1 to 9. Unit beeps twice. (**Remembering that User 1 is already entered**)
4. Enter your **NEW** code, (**MUST BE 6 numbers – No more and no Less**) then re-enter **NEW** combination to confirm.
5. If a mistake is made wait thirty (30) seconds and repeat steps 1 – 4.

- **Valid Code Entry** - Double beep after valid combination is entered.
- **Invalid Code Entry** - Triple beep indicates operation was not successful.

SET/CHANGE TIME DELAY VALUES

This procedure needs to be performed with the door in the open position and the lock bolt thrown into the locked position

NOTE: If Time Delay is active the settings may only be altered during the Open Period window

1. Enter Manager code and **hold down last digit of the code until unit a double beep signal and the LED flashes.**
– See Note: That if time delay is currently activated then enter the manager code first to start the time delay running, once it has finished then enter the manager code again holding down the last number unit you get a double beep.
2. **PRESS 9.** Unit beeps twice.
3. Enter Delay period value, from 00 to 99 minutes. IE: five (5) minutes would be entered by pressing the 0 key and then the 5 key.
4. Enter Open period value, from 00 to 19 minutes. IE two (2) minutes would be entered by pressing the 0 key and then the 2 key.
Unit will beep twice.

Note: Selecting 0000 minutes deactivates the Time Delay Feature.

5. Re-enter to confirm values. Unit beeps twice and feature is active.

DISABLE A USER

Always perform this with the door in the open position and the lock bolt thrown into the locked position

1. Enter Manager code and **hold down last digit of the code until unit a double beep signal and the LED stays on.**
 2. **PRESS 2.** Unit beeps twice.
 3. Press User number, 1 to 9. Unit signals once.
 4. User is temporarily disabled. (User code is saved and will be valid if reinstated).
 5. If a mistake is made wait thirty (30) seconds and repeat steps **1 - 3.**
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REINSTATE A USER

Always perform this with the door in the open position and the lock bolt thrown into the locked position

1. Enter Manager code and **hold down last digit of the code until a double beep signal and the LED stays on.**
 2. **PRESS 1.** Unit beeps twice.
 3. Press User number, 1 to 9. Unit signals once.
 4. User is reinstated.
 5. If a mistake is made wait thirty (30) seconds and repeat steps **1 - 3.**
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DELETE A USER

Always perform this with the door in the open position and the lock bolt thrown into the locked position

1. Enter Manager code and **hold down last digit of the code until a double beep signal and the LED stays on.**
 2. **PRESS 3.** Unit beeps twice.
 3. Press User number, 1 to 9. Unit signals once.
 4. User and code are removed from the lock. (Add user feature is still available.)
 5. If a mistake is made wait thirty (30) seconds and repeat steps **1 - 3.**
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CHECK THE STATUS OF A USER

Always perform this with the door in the open position and the lock bolt thrown into the locked position

1. Enter Manager code and **hold down last digit of the code until a double beep signal and the LED stays on.**
 2. **PRESS AND HOLD DOWN 7.** Unit beeps twice.
 3. Press User number, 1 to 9.
 4. Unit will signal once if the user is active, twice if the user is disabled, three times if the User is available. The unit will signal with one extended signal if the User is unavailable.
 5. To exit **PRESS 0.**
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TIME DELAY OVERRIDE – USER 9

This feature is enabled during Lock Setup. If User 9 is disabled or deleted this feature will no longer function. Entry of Override code during Delay period will open the lock.

WRONG TRY PENALTY – LOCKOUT

Entry of four (4) consecutive invalid codes starts a five (5) minute delay period. - LED flashes red at ten (10) second intervals. At the end of the delay period, two more consecutive invalid combinations will restart the five (5) minute delay period.

During delay period the LED will respond with three flashing signals.

LOW BATTERY WARNING

Repeated beeping during an opening indicates that the battery is low and needs immediate replacement. Uses one (1) 9-Volt alkaline battery only. (Example: Energizer™ or Duracell™ alkaline batteries.) It is recommended that batteries be replaced at least once a year.

If battery is depleted and will not allow lock to open get a new 9V battery as suggested above and hold it against the 2 terminals on the front of the code (negative up the top and positive down the bottom). This will allow you to power up the lock and get the door open. Once opened you can replace the battery

Lock contains a non-volatile memory, even with batteries removed the lock will retain all programming.

For any help or advise on any of the above please contact Platinum Safes on 1800 732 630