

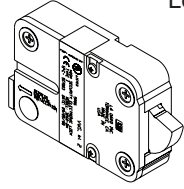


LGAUDIT LPAUDIT

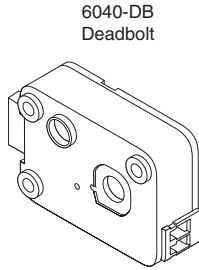
4300 Dual-Handed Swingbolt or 6040-DB Deadbolt Lock Instructions

MANAGER PROGRAMMING

Lock Choices



4300
Dual-Handed Swingbolt
4300 is a new part number replacing the 6260



6040-DB
Deadbolt

Suggested Keypad



3750-K
Round Entry



3125 Round
Entry

- All locks are shipped from the factory in Pre Set-up mode, with no features installed.
- Lock will open when 1 is pressed.
- Please follow LPAUDIT PC software instructions to initially configure locks to default settings.

OPENING THE LOCK (Without eKEY or eKEY^{II})

- 1 Enter valid six (6) digit code.
 - 2 The unit will indicate a valid code entry with a double signal.
 - 3 Within four (4) seconds open lock by either rotating the keypad to open position (Clock-wise) or turning the handle to the open position.
 - 4 Pull door open.
- **Invalid Code Entry** - Unit will signal three (3) times.

CHANGING YOUR CODE (Without eKEY or eKEY^{II})

ALWAYS PERFORM THIS OPERATION WITH THE DOOR OPEN
If your unit is programmed for Dual Code, each code must be changed independently.

- 1 Enter existing code and hold down the last digit until unit double signals twice and the LED stays on.
 - 2 Press the "0" key.
 - 3 Enter your NEW six (6) digit code two times.
 - 3 If a mistake is made wait thirty (30) seconds and repeat steps 1 - 3.
 - 4 Test unit operation several times before closing the door.
- **Valid Code Entry** - Double signal after valid six (6) digit code is entered.
 - **Invalid Code Entry** - Triple signal and old code is still valid.
- MANAGER CODE MUST BE CHANGED PRIOR TO PERFORMING ANY ACTION OTHER THAN OPENING THE LOCK**

ACTIVATING USER (Manager Only, without eKEY or eKEY^{II})

ALWAYS PERFORM THIS OPERATION WITH THE DOOR OPEN

- 1 Enter Manager code and hold down last digit of code until unit double signals twice and the LED stays on.
 - 2 PRESS 1. Unit signals twice.
 - 3 Press User number, 2 to 9. Unit signals twice.
 - 4 Enter NEW six (6) digit User code two times.
 - 3 If a mistake is made wait thirty (30) seconds and repeat steps 1 - 4.
- **Valid Code Entry** - Double signal after valid six (6) digit code is entered.
 - **Invalid Code Entry** - Triple signal and old code is still valid.

DISABLE USER (Manager Only, without eKEY or eKEY^{II})

ALWAYS PERFORM THIS OPERATION WITH THE DOOR OPEN

- 1 Enter Manager code and hold down last digit of code until unit double signals twice and the LED stays on.
 - 2 PRESS 2. Unit signals twice.
 - 3 Press User number, 2 to 9. Unit signals once.
 - 4 User is temporarily disabled.
 - 3 If a mistake is made wait thirty (30) seconds and repeat steps 1 - 3.
- **Valid Code Entry** - Double signal after valid six (6) digit code is entered.
 - **Invalid Code Entry** - Triple signal and old code is still valid.

STANDARD FEATURES

MANAGER CODE (Factory set to 1-2-3-4-5-6 or 7-8-9 depending on code length) **CODE LENGTH**

- Activate/Delete Users
- Enable/Disable Users
- Set Time Delay Values
- Open Lock

USER CODE

- Open Lock
- Change Code

TIME DELAY

- Delay period 1 - 99 minutes
- Open period 1 - 19 minutes

DUAL CODE

- Two codes required to open

SIGNAL TO DISABLE LOCK OPENING (Optional Alarm Box Required)

- Input signal disables opening of lock by valid code

WRONG TRY PENALTY

- Four (4) consecutive invalid codes initiates five minute delay period.

LOW BATTERY WARNING

- Repeated audio and visual signal (LED flashing and repeated beeping) during opening indicates battery low.

AUDIO AND VISUAL SIGNAL

- Double signal (LED flashes and unit beeps) indicates entry is valid or accepted.
- Triple signal indicates invalid or not accepted.

AUDIT TRAIL

- For audit features see LPAUDIT Software Package

PC PROGRAMMABLE FEATURES

MULTIPLE USERS

Up to nine (1 Manager and 8 Users)

User # Installed 2 3 4 5 6 7 8 9

TIME DELAY OVERRIDE

- Ability to add second combination to override delay period

SILENT SIGNAL ALARM

 (Optional Alarm Box Required)

- Duress signal if last number of code(s) is entered using one number higher or one number lower.

SIGNAL TO DISABLE LOCK

 (Optional Alarm Box Required)

- Input signal disables all lock functions by valid code

eKEY or eKEY^{II}

- Use of key and code required

ACTIVE

REINSTATE USER (Manager Only, without eKEY or eKEY^{II})

ALWAYS PERFORM THIS OPERATION WITH THE DOOR OPEN

- ① Enter Manager code and hold down last digit of code until unit double signals twice and the LED stays on.
 - ② PRESS 1. Unit signals twice.
 - ③ Press User number, 2 to 9. Unit signals once.
 - ④ User is reinstated.
 - ⑤ If a mistake is made wait thirty (30) seconds and repeat steps ① - ③.
- **Valid Code Entry** - Double signal after valid six (6) digit code is entered.
 - **Invalid Code Entry** - Triple signal and old code is still valid.

DELETE USER (Manager Only, without eKEY or eKEY^{II})

ALWAYS PERFORM THIS OPERATION WITH THE DOOR OPEN

- ① Enter Manager code and hold down last digit of code until unit double signals twice and the LED stays on.
 - ② PRESS 3. Unit signals twice.
 - ③ Press User number, 2 to 9. Unit signals once.
 - ④ User is deleted.
 - ⑤ If a mistake is made wait thirty (30) seconds and repeat steps ① - ③.
- **Valid Code Entry** - Double signal after valid six (6) digit code is entered.
 - **Invalid Code Entry** - Triple signal and old code is still valid.

CHECK USER STATUS (Manager Only, without eKEY or eKEY^{II})

ALWAYS PERFORM THIS OPERATION WITH THE DOOR OPEN

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

SET/CHANGE TIME DELAY VALUES (Manager Only, without eKEY or eKEY^{II})

ALWAYS PERFORM THIS OPERATION WITH THE DOOR OPEN

- ① Enter Manager code and hold down last digit of code until unit double signals twice and the LED stays on.
- ② PRESS 9. Unit signals twice.
- ③ Enter Delay period value, from 00 to 99 minutes. For example 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. For example two (2) minutes would be entered by pressing the 0 key and then the 2 key. Unit will signal twice.

Note: Selecting 0000 minutes deactivates the Time Delay Feature.

- ⑤ Confirm all four values. Unit signals twice and feature is active.

NOTE: If Time Delay is active it may only be deactivated or delay value decreased in Open Period.

RECEIVE AUDIT (Manager Only, without eKEY or eKEY^{II})

This function requires Serial Interface (P/N 43087) and LGVIEW Software

- ① Plug Interface into PC and open LGVIEW software on PC.
- ② Connect Interface to front of keypad and click safe icon button on the PC software to begin acquisition.
- ③ Enter Manager code and hold down last digit of code until unit double signals twice and the LED stays on.
- ④ PRESS 7. Unit signals once and Audit will be sent.
- ⑤ Disconnect Interface Cable from PC and keypad.

DUAL CODE OPERATION (If feature is active, without eKEY or eKEY^{II})

- ① Must add second user to open lock. (See **ADD USER**)
 - Second User cannot be disabled or removed.
- ② If Time Delay is active, one valid code will start Delay period.
 - Both codes required to open lock in Open period.

TIME DELAY OVERRIDE (If feature is active, without eKEY or eKEY^{II})

- Must add User 9. (See **ADD USER**)
 - User 9 cannot be disabled or removed.
- Entry of Override code during Delay period will open the lock.

SILENT SIGNAL ALARM (If feature is active AND optional Alarm Box is connected to an alarm system.) Without eKEY or eKEY^{II}.

- Enter last digit of code one number higher or one number lower.
Example: Code: 1-2-3-4-5-6
Duress: 1-2-3-4-5-5 or 1-2-3-4-5-7
- The lock will open without any indication that the duress signal has been sent.

OPENING THE LOCK (With eKEY or eKEYII)

- ① Enter valid six (6) digit code and insert key.
 - ② The unit will indicate a valid code and key entry with a double signal.
 - ③ Within four (4) seconds open lock by either rotating the keypad to open position (Clock-wise) or turning the handle to the open position.
 - ④ Pull door open.
- **Invalid Code Entry** - Unit will signal three (3) times.

CHANGING YOUR CODE (With eKEY or eKEYII)

ALWAYS PERFORM THIS OPERATION WITH THE DOOR OPEN

If your unit is programmed for Dual Code, each code must be changed independently.

- ① Enter existing code and hold in key until unit double signals twice and the LED stays on. Leave the key in the unit.
 - ② Press the "0" key.
 - ③ Enter your NEW six (6) digit code two times, touching the key after each complete six-digit code entry.
 - 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.
- **Valid Code Entry** - Double signal after valid six (6) digit code is entered.
 - **Invalid Code Entry** - Triple signal and old code is still valid.

MANAGER CODE MUST BE CHANGED PRIOR TO PERFORMING ANY ACTION OTHER THAN OPENING THE LOCK

ACTIVATING USER (Manager Only, with eKEY or eKEYII)

ALWAYS PERFORM THIS OPERATION WITH THE DOOR OPEN

- ① Enter Manager code and hold in key until unit double signals twice and the LED stays on. Remove key.
 - ② PRESS 1. Unit signals twice.
 - ③ Press User number, 2 to 9. Unit signals twice.
 - ④ Enter NEW six (6) digit User code two times, touching the key after each complete six-digit code entry.
 - ⑤ If a mistake is made wait thirty (30) seconds and repeat steps ① - ⑤.
- **Valid Code Entry** - Double signal after valid six (6) digit code is entered.
 - **Invalid Code Entry** - Triple signal and old code is still valid.

DISABLE USER (Manager Only, with eKEY or eKEYII)

ALWAYS PERFORM THIS OPERATION WITH THE DOOR OPEN

- ① Enter Manager code and hold in key until unit double signals twice and the LED stays on.
 - ② PRESS 2. Unit signals twice.
 - ③ Press User number, 2 to 9. Unit signals once.
 - ④ User is temporarily disabled.
 - ⑤ If a mistake is made wait thirty (30) seconds and repeat steps ① - ⑤.
- **Valid Code Entry** - Double signal after valid six (6) digit code is entered.
 - **Invalid Code Entry** - Triple signal and old code is still valid.

REINSTATE USER (Manager Only, with eKEY or eKEYII)

ALWAYS PERFORM THIS OPERATION WITH THE DOOR OPEN

- ① Enter Manager code and hold in key until unit double signals twice and the LED stays on.
 - ② PRESS 1. Unit signals twice.
 - ③ Press User number, 2 to 9. Unit signals once.
 - ④ User is reinstated.
 - ⑤ If a mistake is made wait thirty (30) seconds and repeat steps ① - ⑤.
- **Valid Code Entry** - Double signal after valid six (6) digit code is entered.
 - **Invalid Code Entry** - Triple signal and old code is still valid.

DELETE USER (Manager Only, with eKEY or eKEYII)

ALWAYS PERFORM THIS OPERATION WITH THE DOOR OPEN

- ① Enter Manager code and hold in key until unit double signals twice and the LED stays on.
 - ② PRESS 3. Unit signals twice.
 - ③ Press User number, 2 to 9. Unit signals once.
 - ④ User is deleted.
 - ⑤ If a mistake is made wait thirty (30) seconds and repeat steps ① - ⑤.
- **Valid Code Entry** - Double signal after valid six (6) digit code is entered.
 - **Invalid Code Entry** - Triple signal and old code is still valid.

CHECK USER STATUS (Manager Only, with eKEY or eKEYII)

ALWAYS PERFORM THIS OPERATION WITH THE DOOR OPEN

- ① Enter Manager code and hold in key until unit double signals twice and the LED stays on.
- ② PRESS AND HOLD DOWN 1. Unit signals twice.
- ③ Press User number, 2 to 9.
- ④ Unit will signal once is the user is active, twice is the user is disabled, three times if the User is available. The unit will signal with one extended signal is the User is unavailable.
- ⑤ To exit PRESS 0 or 1.

LOCKS USING THE KEY FEATURE MUST BE ORDERED THAT WAY FROM THE FACTORY. PLEASE SEE PRICE LIST FOR PART NUMBERS FOR LOCKS SET-UP FOR eKEY or eKEY^{II} USE.

SET/CHANGE TIME DELAY VALUES (*Manager Only, with eKEY or eKEY^{II}*)

- ① Enter Manager code and hold in key until unit double signals twice and the LED stays on.
- ② PRESS 9. Unit signals twice.
- ③ Enter Delay period value, from 00 to 99 minutes. For example 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. For example two (2) minutes would be entered by pressing the 0 key and then the 2 key. Unit will signal twice.

Note: Selecting 0000 minutes deactivates the Time Delay Feature.

- ⑤ Confirm all four values. Unit signals twice and feature is active.

NOTE: If Time Delay is active it may only be deactivated or delay value decreased in Open Period.

RECEIVE AUDIT (*Manager Only, with eKEY or eKEY^{II}*)

This function requires Serial Interface (P/N 43087) and LGVIEW Software

- ① Plug Interface into PC and open LGVIEW software on PC.
- ② Enter Manager code and hold in key until unit double signals twice and the LED stays on.
- ③ Remove key and connect Interface to front of keypad and click safe icon button on the PC software to begin acquisition.
- ④ PRESS 7. Unit signals once and Audit will be sent.
- ⑤ Disconnect Interface Cable from PC and keypad.

DUAL CODE OPERATION (*If feature is active.*)

- ① Must add second user to open lock. (See **ADD USER**)
 - Second User cannot be disabled or removed.
- ② If Time Delay is active, one valid code will start Delay period.
 - Both codes required to open lock in Open period.

TIME DELAY OVERRIDE (*If feature is active.*)

- Must add User 9. (See **ADD USER**)
 - User 9 cannot be disabled or deleted. If the User is disabled or deleted, this feature will no longer function.
- Entry of Override code during Delay period will open the lock.

SILENT SIGNAL ALARM (*If feature is active AND optional Alarm Box is connected to an alarm system.*)

- Enter last digit of code one number higher or one number lower.
 - Example: Code: 1-2-3-4-5-6
 - Duress: 1-2-3-4-5-5 or 1-2-3-4-5-7
- The lock will open without any indication that the duress signal has been sent.

WRONG TRY PENALTY

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

During delay period a single keystroke will respond with three signals.

BATTERY LOW WARNING

- Repeated beeping during an opening indicates that the battery is low and needs immediate replacement. LA GARD recommends the replacement of batteries at least once annually.
- Uses one (1) 9-Volt Alkaline Battery. LA GARD recommends the use of Duracell™ or Eveready™ Alkaline batteries.
- **If battery is depleted and will not allow lock to open, follow instructions found on the User Instructions for your keypad. Lock contains a non-volatile memory, even with batteries removed the lock will retain all programming.**

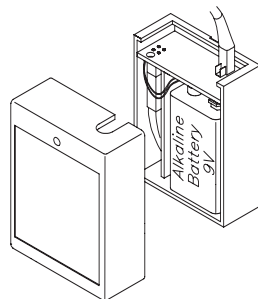
WARNING: The port for the eKEY^{II} is a data port only. Connecting power to this port will damage the system.

CHANGING YOUR BATTERY

- ① Open safe door.
- ② Remove battery box cover by pulling the front portion away from the safe door.
- ③ The connector is easily removed by unsnapping it from the two terminals on the top of the battery.

Never Pull on the Battery Leads

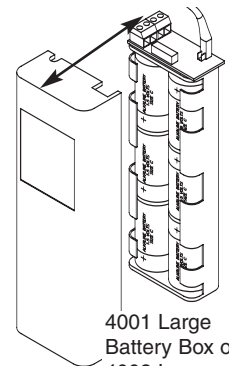
- ④ Connect a new 9-Volt Alkaline battery to the battery clip.
- ⑤ Push the battery and the leads completely up into the battery compartment.
- ⑥ Replace the cover and test the unit several times before closing the door



2788 Small Battery Box or 2789 Small Battery Alarm Box

CHANGING YOUR BATTERY

- ① Open safe door.
- ② Remove battery box cover by pulling the front portion away from the safe door.
- ③ Remove six "C" cell Alkaline batteries.
- ④ Insert six new "C" cell batteries
- ⑤ Replace the cover and test the unit several times before closing the door



4001 Large Battery Box or 4002 Large Battery/Alarm Box