

# I-SERIES KEYPAD LOCK OPERATING INSTRUCTIONS

For **Spartan**, **Titan**, **6124**, and **6125** lock bodies



## GENERAL NOTES

All operating codes consist of six characters (digits and/or letters). The default S&G factory master code (**your code**) is 1 2 3 4 5 6 #. If the battery icon is yellow and the keypad gives 5 beeps after an opening code, then this is a low battery warning and the batteries should be replaced soon. If the battery icon is red and the keypad gives 20 beeps after an opening, then this is a low battery lockout and the lock will not open until batteries have been changed. The batteries should be replaced with four new AA Duracell® alkaline battery.

### **ALWAYS LEAVE THE SAFE DOOR OPEN WHEN CHANGING AND CHECKING CODES!**

“#” is a number beep. Do not proceed to the next step in a sequence until after the beeps sound.

If you make a mistake during code entry, press \*\* or simply wait 10 seconds for the lock to clear, then begin again. If you pause more than 10 seconds between number presses, the lock will reset, and you will have to start again.

If five or more incorrect codes are entered in a row, the lock will enter a 15-minute penalty period during which it will not accept input.

Your lock may have a management reset code (MRC) that allows you to set a new master code in case the existing one is lost. This code comes with your lock. If you do not have this code, contact the safe manufacturer or lock installer.

Personal data that can be related to a code holder, such as a birth date, street number, or phone number, should not be used in creating a lock code. Avoid codes that can be easily guessed (such as 12 3 4 5 6 or 111 111). The lock's factory default code should be changed to a unique, secure code when the lock is put into operation by the end user.

Click on the ⓘ icon in the right corner to review lock type, keypad firmware, or keypad serial number.

For complete operation instruction for your lock model please visit our website ([sargentandgreenleaf.com](http://sargentandgreenleaf.com)).

## Opening the Lock

Enter your 6-digit code, then #.

*The lock will unlock for approximately six seconds, then return to the locked state if you do not open the safe.*

*Press on the face of the keypad to enable.*

## Changing Your Code ( master code or user code) **ALWAYS CHECK NEW CODE AT LEAST THREE TIMES BEFORE CLOSING THE DOOR!**

Enter 22\* the (current 6-digit code) #, (new 6-digit code) #, (new 6-digit code) #.

*The Spartan lock will not allow a user code (if created) and the master code to be the same.*

## Creating additional Codes

Enter 74\*, (6-digit master code) #, 1#, (new 6-digit user code) #, (new 6-digit user code) #.

*The additional code will open the lock just like the master code.*

## Delete the User Code

Enter 74\*, (6-digit master code) #, 1#, #, #.

*The user code is erased from the lock.*

## Using the Management Reset Code (MRC)

Enter 67\*, (8-digit reset code) #, (new 6-digit master code) #, (new 6-digit master code) #+ more.

*After the three keypad beeps at the end of the sequence, the lock will emit an additional beep for every time the MRC has been used, including the current time.*

# I-SERIES KEYPAD LOCK OPERATING INSTRUCTIONS

For **6120** and **6123** lock bodies



## GENERAL NOTES

All operating codes consist of numbers. The default S&G factory master code (**your code**) is 1 2 3 4 5 6 #.

If the battery icon is yellow and the keypad gives 5 beeps after an opening code, then this is a low battery warning and the batteries should be replaced soon. If the battery icon is red and the keypad gives 20 beeps after an opening, then this is a low battery lockout and the lock will not open until batteries have been changed. The batteries should be replaced with four new AA Duracell® alkaline battery.

## **ALWAYS LEAVE THE SAFE DOOR OPEN WHEN CHANGING AND CHECKING CODES!**

“**B**” is a keypad beep. Do not proceed to the next step in a sequence until after the beeps sound.

If you make a mistake during code entry, press \*\* or simply wait 10 seconds for the lock to clear, then begin again.

If you pause more than 10 seconds between button presses, the lock will reset, and you will have to start again.

If three or more incorrect codes are entered in in a row, the lock will enter a 15 minute penalty period during which it will not accept input.

Your lock may have a management reset code (MRC). The MRC will reset a 6120 back to factory. The MRC in a 6123 will reset the codes but maintains time delay and operation mode (dual control, manager employee, multi- user).

Personal data that can be related to a code holder, such as a birth date, street number, or phone number, should not be used in creating a lock code. Avoid codes that can be easily guessed (such as 1 2 3 4 5 6 or 1 1 1 1 1 1). The lock’s factory default code should be changed to a unique, secure code when the lock is put into operation by the end user.

Click on the ⓘ icon in the right corner to review lock type, keypad firmware, or keypad serial number.

For complete operation instruction for your lock model please visit our website ([sargentandgreenleaf.com](http://sargentandgreenleaf.com)).

## Opening the Lock

Enter your 6-digit code, then #.

*The lock will unlock for approximately six seconds, then return to the locked state if you do not open the safe.*

## Changing Code **ALWAYS CHECK NEW CODE AT LEAST THREE TIMES BEFORE CLOSING THE DOOR!**

Enter 74\* (the current 6-digit code) # **B B B B B B**, 1\* (new 6-digit code) # **B B B B B B**, (new 6-digit code) # **B B B B B B**.

## Creating/Changing additional Codes *The additional code will open the lock just like the master code.*

Enter 74\*, (6-digit master code) # **B B B B B B**, 2\*, (new 6-digit user code) # **e e e e e e**, (new 6-digit user code) # **B B B B B B**.

## Delete the User Code

Enter 74\*, (6-digit master code) # **B B B B B B**, 2\*, # **B B B B**, # **B B B B**.

*The user code is erased from the lock.*

## Using the Management Reset Code (MRC)

Enter \*6#, (7-digit reset code) # **B B B B B B B**

*MRC’s with 0/1, [01], .01., press the bottom left-hand corner.*

*MRC’s with 0/3, [03], .03., press the bottom right-hand corner.*

*After the three keypad beeps at the end of the sequence, the lock will emit an additional beep for every time the MRC has been used, including the current time.*