




# Monthly Steps

1 <sup>st</sup> Half	Date	2 <sup>nd</sup> Half	Date
<input type="checkbox"/> 1 <sup>st</sup> Month: _____		<input type="checkbox"/> 7 <sup>th</sup> Month: _____	
<input type="checkbox"/> 2 <sup>nd</sup> Month: _____		<input type="checkbox"/> 8 <sup>th</sup> Month: _____	
<input type="checkbox"/> 3 <sup>rd</sup> Month: _____		<input type="checkbox"/> 9 <sup>th</sup> Month: _____	
<input type="checkbox"/> 4 <sup>th</sup> Month: _____		<input type="checkbox"/> 10 <sup>th</sup> Month: _____	
<input type="checkbox"/> 5 <sup>th</sup> Month: _____		<input type="checkbox"/> 11 <sup>th</sup> Month: _____	

Go to 6 month Section  

Go to Yearly Section 

## Monthly Maintenance:

### △ All Locks


Ensure all locks, are properly cleaned using Kaba Cleaning Cards\*\* 10-15 swipes per unit, including Guest/Staff common areas, ie: Pools, Gyms, Elevator, etc...

To clean EXTERIOR of locks use cloth with mild soapy water, then wipe dry. Do not use abrasive or harsh cleaning products as this will damage finish.

### △ All FDU's

Ensure all FDU's are properly cleaned using Kaba Cleaning Cards\*\* 10-15 swipes per unit

**Each 6 Months**

1<sup>st</sup> 6 Months  \_\_\_\_\_  
Date

6<sup>th</sup> Month: \_\_\_\_\_

△ Do same task as scheduled for **Monthly Maintenance**

+

### △ FDU Data Transfer

if you have more than 1 FDU  
See FDU To FDU Transfer on reverse side

+

### △ Reset Lock Time

procedure to ensure that the locks and FDU's are on the same time (see reverse side)

**Once a Year**  \_\_\_\_\_  
Date

12<sup>th</sup> Month: \_\_\_\_\_ \*

△ Do same task as scheduled for **Monthly & 6 Month Schedule**

+

△ Test each Lock with mechanical override key (if applicable)

+

### △ Create a **Battery Test Keycard\*\***

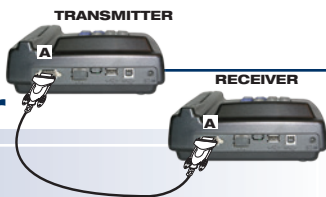
Swipe through each lock to test battery level (see reverse side)



# FDU Preventative Maintenance Schedule & Easy Steps

\* You can download a new Maintenance Schedule @ [www.ilcosupport.com](http://www.ilcosupport.com)  
\*\*These products are available at 1-877-468-3555 or online [www.ilcostore.com](http://www.ilcostore.com)

## FDU to FDU Data Transfer



DB9 Female / Female  
NULL Modem Cable Required

### TRANSMITTER Good Working Unit

Swipe a **Grand Master Authorization**  
Keycard through the FDU

Connect Cable to **A** then  
**Press 8** then  
**Press 2** then  
**Press 2** to send

### RECEIVER

Swipe a **Grand Master Authorization**  
Keycard through the FDU

Connect Cable to **A**  
**Press 8** then  
**Press 2** then  
**Press 1** to receive

## How To Make



### PROGRAMMING KEYCARD

To make a **Programming Keycard**

Swipe a **Grand Master Authorization**  
Keycard through the FDU

**Press 4** then  
**Press 2** then **<ENTER>**

Swipe a **Blank** Keycard through the FDU

### INITIALIZATION KEYCARD

To make an **Initialization Keycard**

Swipe a **Grand Master Authorization**  
Keycard through the FDU

**Press 4** then  
**Press 3** then **<ENTER>**

Swipe a **Blank** Keycard through the FDU

### BATTERY TEST KEYCARD

To make a **Battery Test Keycard**

Swipe a **Grand Master Authorization**  
Keycard through the FDU

**Press 4** then  
**Press 1** then **<ENTER>**

Swipe a **Blank** Keycard through the FDU

Swipe the **Keycard** in the door

Red & Green LED = Low battery

Green LED = Good

### EMERGENCY KEYCARD

To make a **Emergency Keycard**

Swipe a **Grand Master Authorization**  
Keycard through the FDU

**Press 6** then  
**Press 6** then **<ENTER>**

Swipe a **Blank** Keycard through the FDU

This keycard will override deadbolt when engaged  
in lock

This card will not work if power has been disrupted

## Electronic Lock Easy Steps

### RESET LOCK TIME

Swipe a **Grand Master Authorization**  
Keycard through the FDU

**Press 8** then  
**Press 1** then  
**Press 6**

Swipe a **Programming** Keycard in the lock, ensure  
Green LED is on, connect cable to lock

**Press <ENTER>** Repeat for all locks

### AFTER REPLACING THE LOCK BATTERIES

1- Swipe an **Initialization Keycard**

GREEN & RED LED'S FLASH  
THEN THE GREEN FLASHES ONCE

2- Swipe a **Grand Master Authorization**  
Keycard through the FDU

**Press 8** then  
**Press 1** then  
**Press 6**

3- Swipe a **Programming** Keycard into the lock.  
Ensure that the LED is solid Green

4- Insert the **Programming** cable into the door lock

**Press <ENTER>** on the FDU to send the programming into  
the lock

BEYOND SECURITY

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please visit our Support Website:  
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