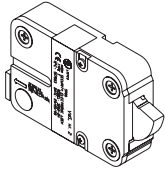
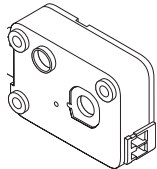


### MANAGER INSTRUCTIONS

#### LOCKS:



Dual-handed  
Swing Bolt Lock



Dead Bolt Lock



3000 Entry  
(Swing Bolt Only)



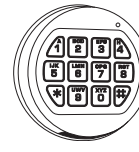
3710 Entry  
(Swing Bolt Only)



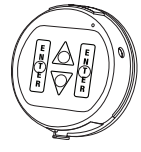
3715 Entry  
(Swing Bolt Only)



3035 Entry



3750 Entry



3190 Privat!  
(Optional)

#### KEYPADS:

#### SUPER MASTER RESET (SMR)\*

- 8 Digit code – default code 5-5-5-5-5-5-5-5 [consistent with other LA GARD locks]
- If the default code is not changed before Manager changes his or her code then the SMR option will be lost, unless hard reset of the lock is performed.
- Once set the SMR cannot be changed, unless hard reset.

#### FACTORY RESET PROCEDURE

##### Remove Battery.

- Hold down key “0” for 10 seconds to discharge all internal capacitors.
- Connect Reset Box (p/n 6066) to alarm box connector. Put the battery back in place, factory reset is completed.

##### Disconnect Reset Box.

- Lock configuration is: only manager code exists, set to 1-2-3-4-5-6. Audit file not cleared.
- Lock is operational with manager code only; other users are deleted.

#### LOCK USERS

##### Manager

- Open Lock
- Change Combination
- Enable/Disable User
- Delete User

##### Users

- Open Lock
- Change Combination

#### STANDARD LOCK FEATURES

##### Wrong Try Penalty

- Entry of four (4) consecutive invalid combinations initiates a five (5) minute delay penalty. Lock responses during the penalty period are as follows:
  - The LED will flash every ten (10) seconds. If any key is pressed, there is no response.
- Once the penalty period has ended, two (2) consecutive invalid combinations will initiate another five (5) minute penalty period.

##### Low Battery Warning

- Repeated audio/visual signals (LED flashes/beeps) during Lock opening indicate the battery is low and should be replaced immediately.
- If the battery level becomes too low to safely operate the Lock, pressing any key will initiate the low battery warning. The battery must be replaced before the Lock will operate.

#### LOCK OPERATING CONVENTIONS

- If a mistake is made while entering keystrokes, wait thirty (30) seconds and repeat operation.
- To access lock commands, enter combination and hold down the last digit until Lock double signals and the LED stays on.

#### LOCK RESPONSES

##### Standard Operations

- Manager Menu – LED on during operation
- Double signal - two (2) LED flashes and two (2) beeps indicate entry is valid or accepted.
- Triple signal - three (3) LED flashes and three (3) beeps indicate invalid or not accepted.
- Lock must be opened within 4 seconds once a valid combination has been entered.
- To open a container with a Swing Bolt Lock, turn the container handle to the open position and open the door.
- To open a container with a Dead Bolt Lock, turn the keypad or dial to retract the bolt and open the door.
- When closing a container, verify that it has been secured.

## LOCK OPERATIONS

### CHANGE COMBINATION Manager and User

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**NOTE:** Each combination must be changed independently at the Lock. New combination will not be accepted if it varies from the current combination by only one digit (+/-). When selecting a combination, do not use a birthday or other predictable information that could give correlation between the user and the combination.

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**CAUTION:** Always perform this operation with the door open, and test the opening of the Lock with the new combination several times before closing the door.

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1. Enter zero [0] six times.  
Ex. (0-0-0-0-0-0)
2. Enter an existing combination.  
Ex. (1-2-3-4-5-6)
3. Enter the NEW combination.  
Ex. (6-5-4-3-2-1)
4. Re-enter the NEW combination to confirm  
Ex. (6-5-4-3-2-1)  
The NEW combination is now active.
5. Test lock operation several times before closing the door.

## MANAGER COMMANDS

### COMMAND 1

#### Activate User

1. Enter Manager combination and **hold down last digit of combination until Lock double signals and the LED stays on.**
2. **PRESS 1.**
3. Enter the NEW User combination.
4. Re-enter the NEW User combination to confirm. User combination is now active.

#### Reinstate User

1. Enter Manager combination and **hold down last digit of combination until Lock double signals and the LED stays on.**
2. **PRESS 1.**
3. Enter User number (1- 9). User is reinstated.

### COMMAND 2

#### Disable User

1. Enter Manager combination and **hold down last digit of combination until Lock double signals and the LED stays on.**
2. **PRESS 2.** User is temporarily disabled. The User combination is saved and will be valid once reinstated.

### COMMAND 3

#### Delete User

1. Enter Manager combination and **hold down last digit of combination until Lock double signals and the LED stays on.**
2. **PRESS 3.** User is deleted.

## Super Master Reset (SMR)

SMR will reset the lock back to factory state, but SM code remains unchanged. The default code of 5-5-5-5-5-5-5 must be changed before the Manager default code is changed or the function will be permanently lost.

Process is as follows:

Action - Press and hold [0] key for 3 seconds

Result - Lock beeps twice and the LED is ON, until the process is complete

Action - default code is entered 5-5-5-5-5-5-5 (last digit must be held for 3 seconds)

Result - Command Menu access is granted.

SMR has only 2 Command options available.

If press [0] = change code, (1 time use)

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**NOTE:** once the default code is changed to a new code the code can never be changed. A reset box must be used to reset.

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If press (8) = Reset the lock.

## BATTERY MAINTENANCE & REPLACEMENT

- It is recommended that batteries be replaced at least once a year.
- The use of a high quality, name brand alkaline battery (Energizer® or Duracell®) is recommended.
- If the battery is depleted, follow the battery changing instructions for the Entry Device you are using. Battery changing instructions can be found in either the **Electronic Entry Device Installation Instructions** (762.128) or in the respective Entry Device User Instructions for the Entry in operation.

The latest versions of LA GARD documentation are available for download at [www.kaba-mas.com](http://www.kaba-mas.com).

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**NOTE:** The Input Unit 3190, audit features, the software features associated with peripheral devices and systems, the silent alarm feature, and other additional features have not been evaluated by UL.

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