

PowerLever®

**ACTIVE PIN OPTION
REFERENCE
MANUAL**



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4,803,860	5,410,301	5,493,279	5,709,114	5,873,276	D366,822
5,170,431	5,451,934	5,511,401	5,774,058	5,881,589	D388,308
5,265,452	5,488,358	5,590,917	5,774,059	5,893,283	D388,309
5,271,253	5,488,660	5,592,838	5,870,914	5,896,026	

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TABLE OF CONTENTS

GETTING STARTED	1
Introduction	1
Function Description	1
SPECIFYING ACTIVE PINS FOR KEYPAD ACCESS USERS	2
Add Locks to System	2
Import Users from File	3
Copy Users from Lock	5
EXPORTING KEYPAD ACCESS USERS	7
REPORTS	9
User Table Download Report	9
LOCK OPERATIONS	11
Add Keypad Access Users(s)	11

Introduction

This document describes the unique function of the PowerLever® Model 455x Door Lock with the Active PIN Option. Information in this document should be used in conjunction with the PowerLever Software Reference Manual, Version 3.0 (Document Number 433.030) and the PowerLever Model 455x Operating Instructions (Document Number 438.030).

The unique function associated with the Active PIN Option requires:

- A modified version of the PowerLever Door Lock System PC software.
- A modified version of the script lock code stored in the lock flash memory.

The new function in the Active PIN Option that is implemented in script lock code is initialized in the lock flash memory at the factory during lock manufacture.

Function Description

The unique function provided by the Active PIN Option includes the following:

- When a lock is added to the system, the lock administrator, who has the PowerLever PC software logon key, can define Keypad Access User PINs (either specified or randomly generated) that are **active** immediately. The Keypad Access User does not have to change the PIN at the lock to open the lock.
 - A value of all 0s is not allowed as a defined PIN.

Note: *Active PINs may be used immediately to open the lock.*

- The PowerLever PC software saves Keypad Access User PINs in the lock database.
- Keypad Access User PINs can be re-used for other locks that are activated for the same group of users.
- Keypad Access User PINs may optionally be included in the User Table Download when retrieved by the Master User.
- PINs are included in data printed on business cards for Keypad Access Users.
- Keypad Access User PINs will not be displayed in any screens on the PC except optionally for a User Table Download.
- PIN data along with other Keypad Access User data (name, User ID, etc.) can be exported into a database file.
- When a new Keypad Access User is added to the lock via the lock menu, the User ID + PIN must be defined.

SPECIFYING ACTIVE PINs FOR KEYPAD ACCESS USERS

Active PINs may be specified for Keypad Access Users either when a lock is added to the system, or after a lock has been stored in the system.

Add Locks to System

To specify active PINs for Keypad Access Users when a lock is added to the system, refer to the “Locks” section of the *PowerLever Software Reference Manual, Version 3.0* (Document Number 433.030).

1. Select **Locks** from the PowerLever software Main Menu, and then select **Add Locks to System**.

The following dialog displays.

The screenshot shows a dialog box titled "Add Locks to System". It has several input fields and options:

- Lock Serial Number: 100076
- Site Number: 123456 (dropdown menu)
- Lock Name: Chemistry Lab
- Lock Location: All American High School, 4321 Varsity Way, Anytown, USA
- Lock Model: Model 455x (Up to 6 Access Schedules) (selected)
- Lock adjusts for Daylight Saving Time: checked
- Assign PINs for Keypad Users: checked
- PIN Length: 4 (selected)
- Keypad Users: 2500
- Key Users: 500
- Total Users: 3000

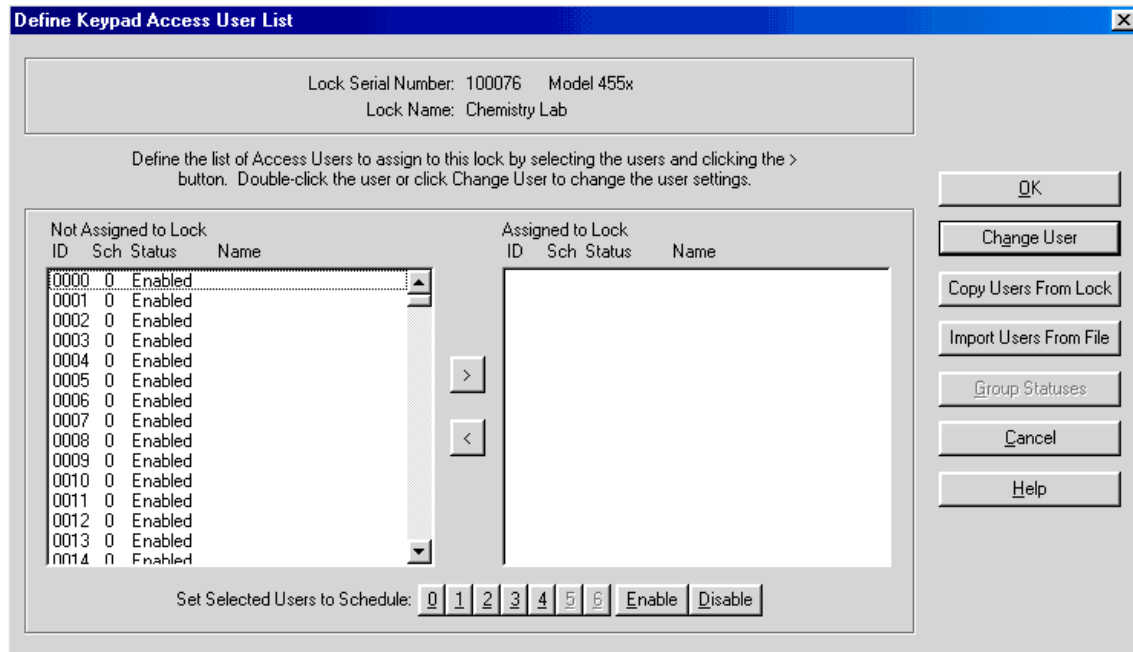
Buttons: OK, Cancel, Help

2. Complete all the entries in the Add Locks to System window. Make sure that the “Assign PINs for Keypad Users” checkbox is checked.

Note: *If this checkbox is not checked, user PINs will default to all 0s, and a user’s PIN will not open the lock until the PIN has been changed.*

3. After completing all entries in the Add Locks to System window, click **OK** to process.
4. Complete the steps outlined in the PC Software Reference Manual to define lock holiday settings and define access schedules.

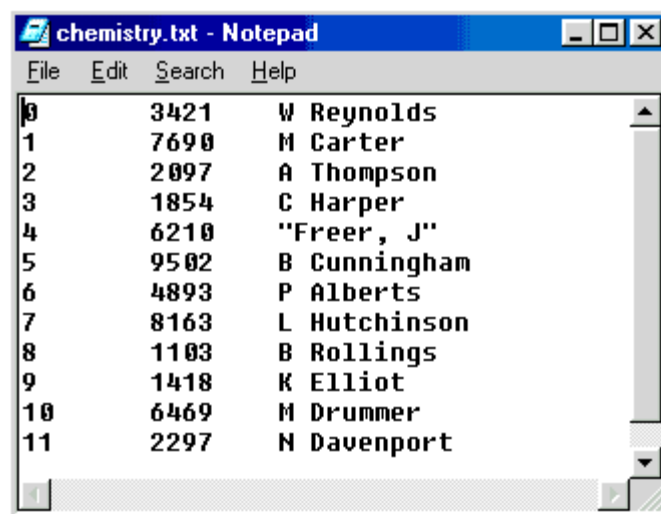
You can now specify the users that will be assigned to the lock. Refer to the following dialog.



Import Users from File

If the lock you are adding is the first lock in the system or if you want to create a new Access User List, you may generate the user data including active PINs using the Import Users function described in the “Locks” section of the Software Reference Manual. The Import Users function on the Define Keypad Access User List dialog allows the operator to import a standard list of names to associate with predefined User IDs and active PINs.

The user name file to be imported must be an ASCII (plain text) file that contains: a User ID followed by some white space (spaces, tab or comma), an active PIN followed by some white space (spaces, tab or comma), and then a user name. User names that contain a comma require quotation marks around them. Otherwise, no quotation marks are required. Listed below is an example of a valid import file.

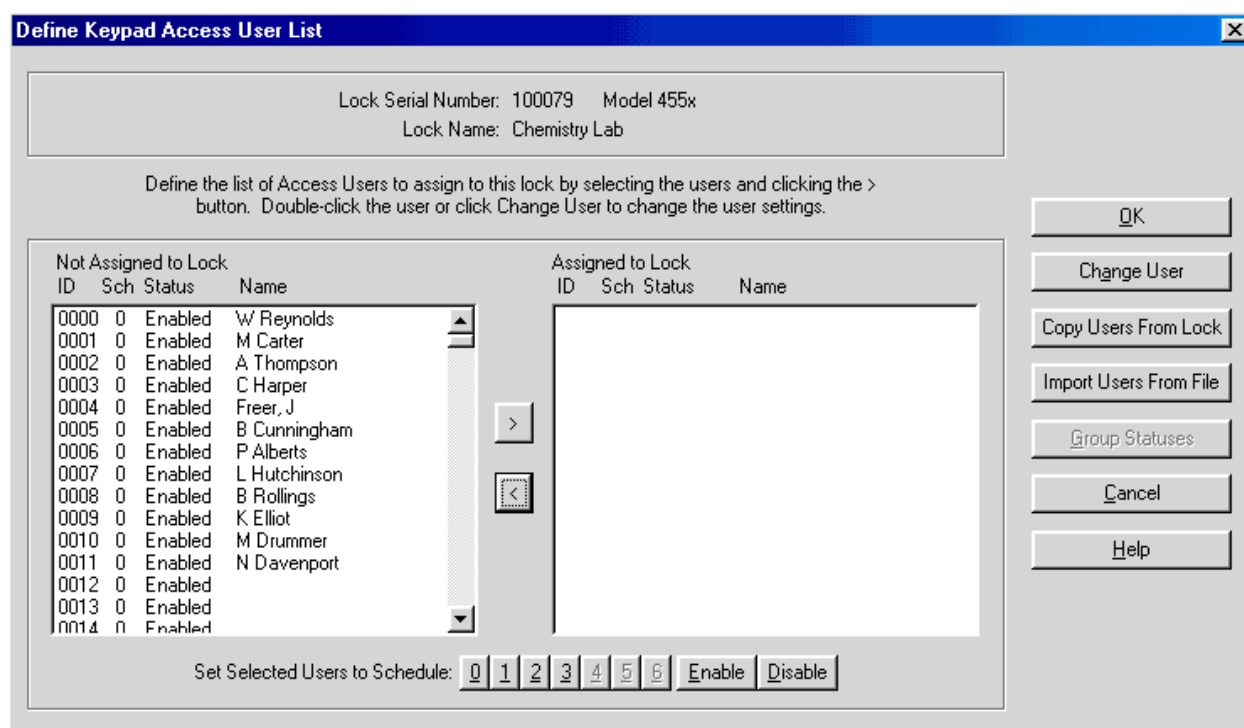


To access the Import Users function,

1. Click on the **Import Users From File** button in the Define Keypad Access User List window.

The Open dialog will display, enabling you to select the file that contains the desired user information.

2. Locate the file that contains the user information and click **Open**. The names will automatically appear in the Define Keypad Access User List for those User IDs provided.



3. Assign Access Users to the lock and select access schedules using the process described in the “Create a New Access User List” section in the PC Software Reference Manual.
4. Click on the **OK** button in the Define Keypad Access User List dialog when complete.
5. Follow the instructions in the PC Software Reference Manual to complete the lock processing.

Copy Users from Lock

If locks have previously been added to the system, you can add a lock to the system with user data including active PINs from an existing lock. Refer to the “Add Locks to System” section on page 2, and complete all entries in the Add Locks to System window.

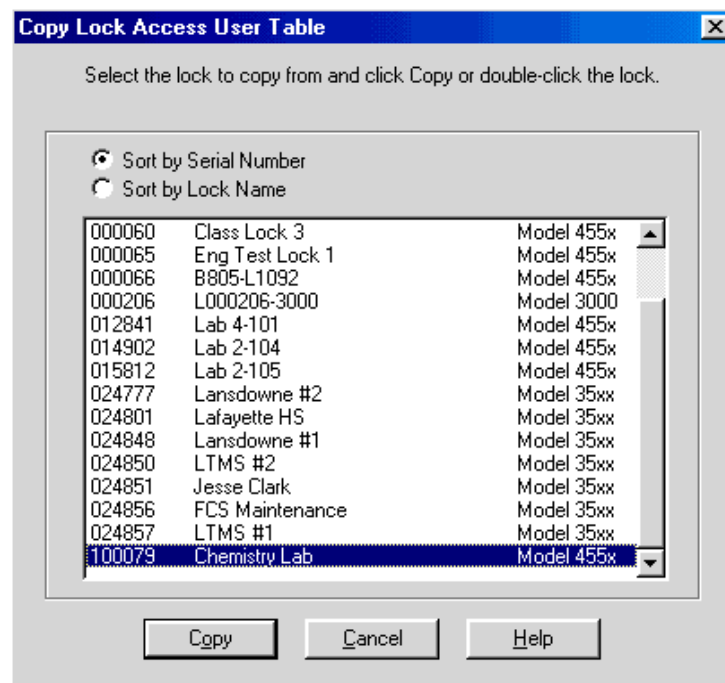
To access the Copy Users function,

1. Refer to the Define Keypad Access User List dialog on page 3.
2. Click on the **Copy Users From Lock** button in the Define Keypad Access User List window.

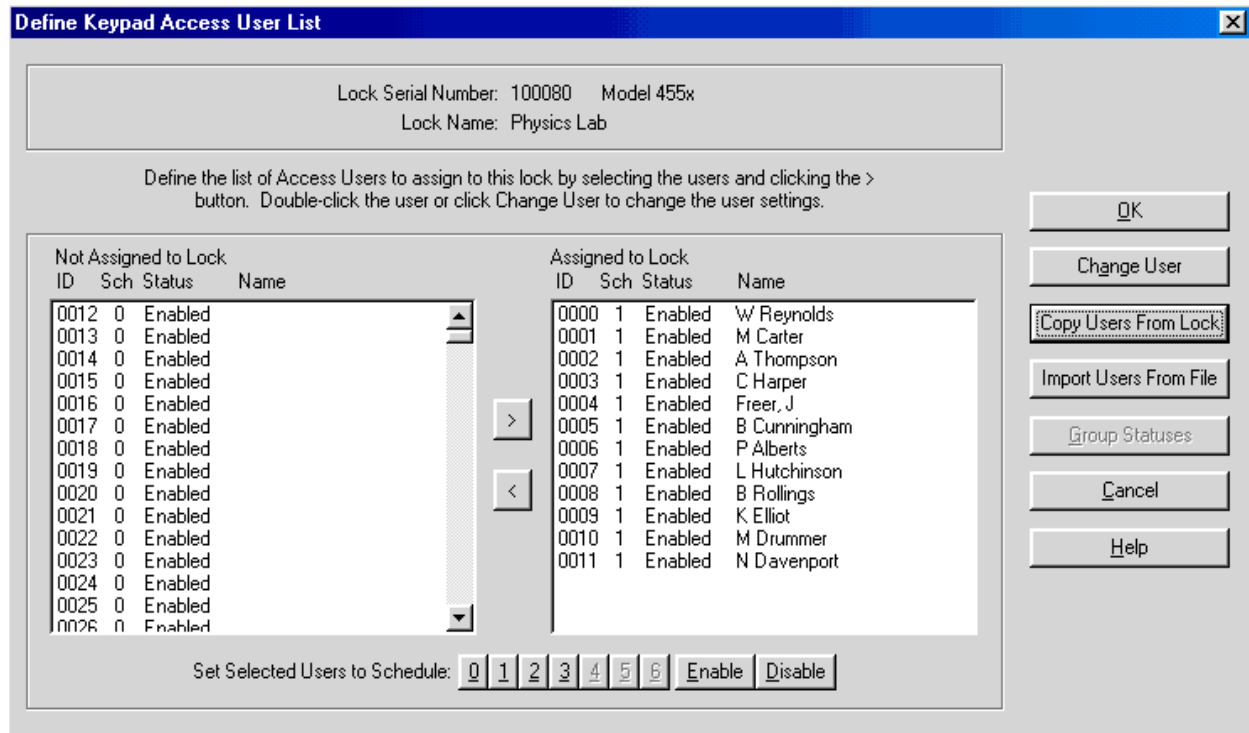
The Copy Lock Access User Table window is displayed, enabling you to select the lock that contains the desired user information.

3. Select the lock to copy from and click **Copy** or double-click the lock.

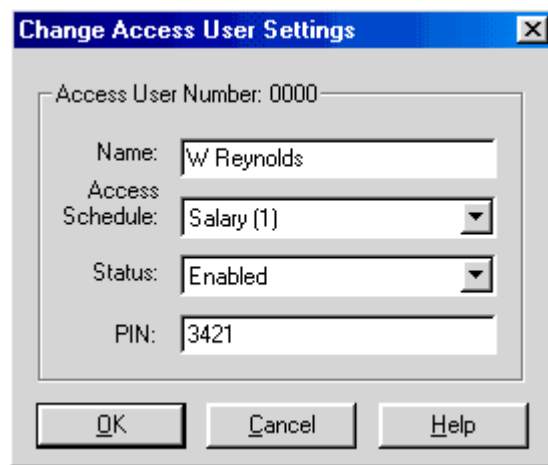
The Copy Lock Access User Table window is displayed.



The user table for the selected lock is displayed as shown in the following sample screen.



4. Modify this list as needed. Click on the **Change User** button to change access user settings. The Change Access User Settings window is displayed.



Refer to the “Change Access User Settings” section of the PC Software Reference Manual for more detailed information.

5. Click on the **OK** button when all modifications are complete.

The system returns to the List of Locks Processed dialog for reviewing and storing the lock data. Refer to the “List of Locks Processed” section of the PC Software Reference Manual for instructions.

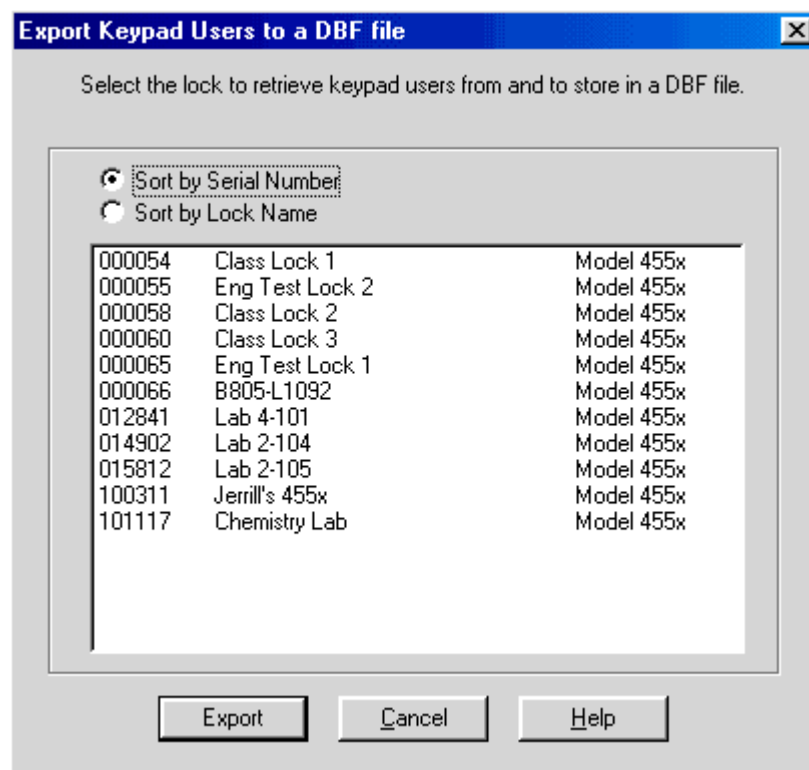
EXPORTING KEYPAD ACCESS USERS

Keypad Access User data (User ID, PIN, Access Schedule, and User Name) can be exported in a dBase IV database file for use in generating user data in custom reports that the lock administrator may require.

To export Keypad Access User data,

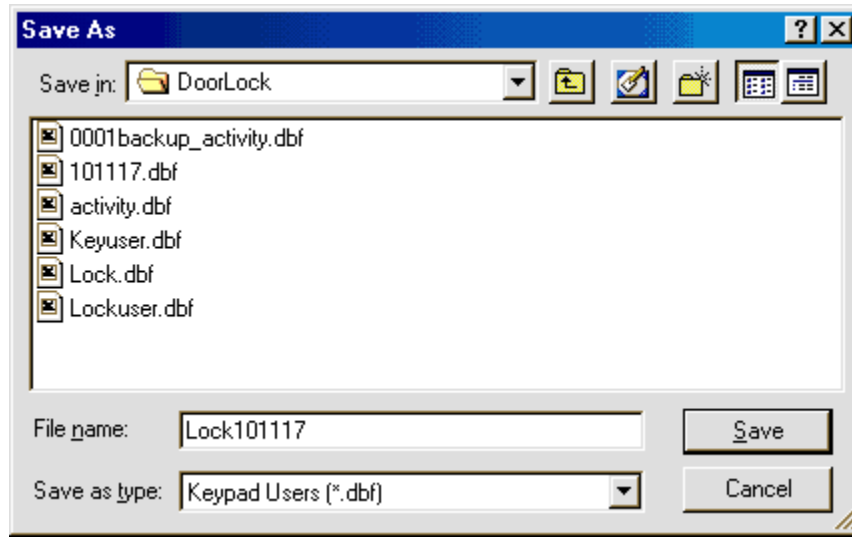
1. Select **Locks** from the PowerLever software Main Menu, and then select **Export Keypad Access Users**.

The following dialog displays.



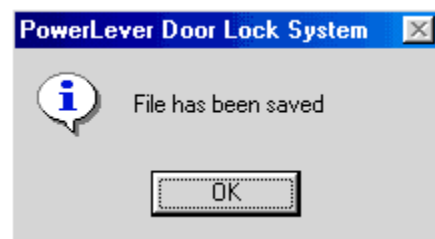
2. Select the lock from which the user data is to be exported and click on the **Export** button, or double click on the serial number of the lock.

The Save dialog is shown below.



3. Specify a file name, and then click on **Save**. The database file will be saved as a dBase IV file in .dbf format in the DoorLock subdirectory, unless another path was selected.

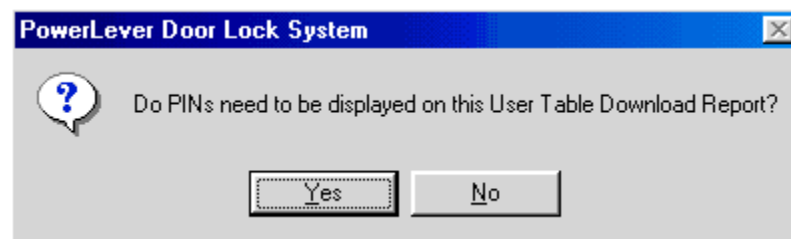
The following screen will display confirming that the file has been saved.



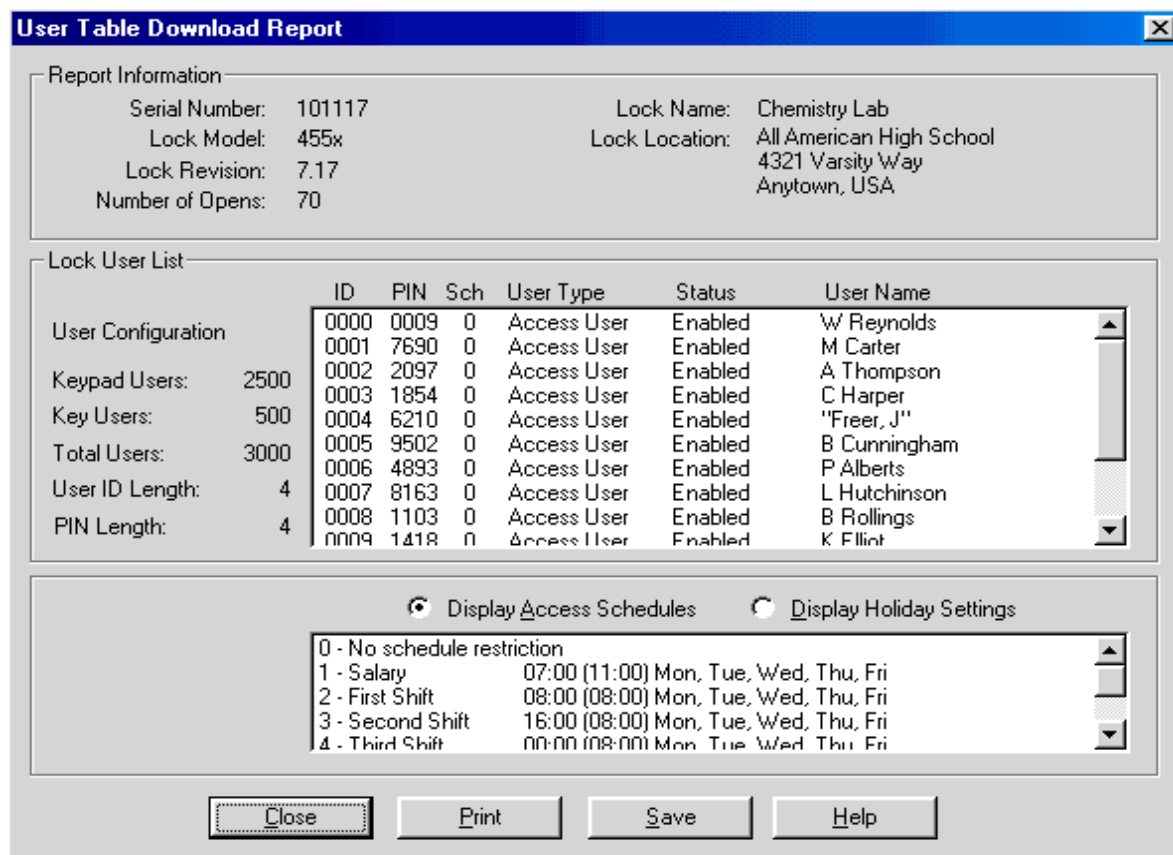
User Table Download Report

This menu item allows you to display the User Table information retrieved from a lock and stored on an SA Smart Key. The report lists the users enabled for the lock and their access schedule definitions, if applicable, at the time of the download.

The Active PIN Option version of the PowerLever PC software provides a means of displaying PINs in the User Table Download Report. When a User Table Download Report is selected, the following dialog box is displayed.



Click on the **Yes** button to include PINs in the Report as shown below. Click on the **No** button to produce a Report without PIN data.



The report also reflects any user additions or deletions that have been performed manually at the lock without using the PowerLever system software.



Note: *The Lock User Table contains information for Keypad Access Users, Key Access Users, Audit Users, and Service Users. When a Master User downloads the User Table, information for Manager Users and the Master User is also included.*

LOCK OPERATIONS

Add Keypad Access User(s)

Note: You do not need to perform this operation if you are downloading users from the PC.

Note: If at any time during the procedure the lock power drops below a sufficient level for operation, the lock will continually beep and flash the red LED, prompting the user to depress the outside lever to provide additional power within 5 seconds.



Step	Detailed Instructions
1. Power lock.	Power the lock by depressing the outside lever.
2. Enter Master User or a Manager User combination.	Enter the Master User or a Manager User combination on the lock keypad. The lock will beep/flash the green LED on each keystroke entered. If the Clear key is pressed during data entry, the lock responds with one beep/flash of the green LED followed by the red LED, and all digits of the combination must be re-entered. The lock responds with three beeps/flushes of the green LED to indicate available entry. If the combination is not valid, the lock responds with three beeps/flushes of the red LED.
3. Press  then 2.	Before re-lock time expires, press  (Enter key) followed by the 2 key. The lock responds with two beeps/flushes of the green LED.
4. Enter Keypad Access User ID and PIN.	Enter a User ID and PIN for a Keypad Access User. The lock responds with two beeps/flushes of the green LED if the User ID and PIN are valid.
Note: The User ID selected must be in the range from 0 to the number of keypad users minus one.	
Note: If the PIN length > 0, the PIN selected must be a nonzero number. If a PIN of all 0s is entered, the PIN will not be active and must be changed to open the lock.	
Note: The PIN field length must be in the range of 0-4 and must match the PIN field length defined when the lock was configured.	
5. Enter Keypad Access User ID and PIN again.	Enter the Keypad Access User ID and PIN again for verification. The lock responds with two beeps/flushes of the green LED. The lock responds with two beeps/flushes of the red LED if the User ID was unconfirmed, or if the User ID was already in use, or no space was found in the Keypad Access User table.

Step	Detailed Instructions
6. Enter one-digit user access schedule.	Enter a one-digit value to select the access schedule for the User ID. The value must be in the range of 0–6 where 0 indicates no access time restriction. The lock responds with four beeps/flashes of the green LED if the access schedule designation is valid. The lock responds with two beeps/flashes of the red LED to indicate an error. Refer to the “Access Schedules” section on page 6 of the PowerLever Model 455x Operating Instructions (P/N 438.030) for more detailed information.

Note: *If the value of “0” is assigned for the access schedule, the Keypad Access User can access the lock at all times. To assign a value other than “0”, defined access schedules must have been downloaded from the PC.*

7. Repeat Steps 4–6 to add more users or go to Step 8.	The Keypad Access User is now added to the lock with the entered User ID and PIN (if the PIN length is not 0). The PIN is active and does not have to be changed to open the lock. If additional Keypad Access Users are to be added, repeat Steps 4–6 until all User IDs have been added. If no additional Keypad Access Users are to be added, go to Step 8.
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Caution: *If you are adding multiple Keypad Access Users, you may need to depress the outside lever to provide additional power.*

8. Press .	Press  (Enter key) to exit this procedure. The lock responds with two simultaneous beeps/flashes of the green and red LEDs and exits this procedure.
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Note: *To change an access schedule assignment for a user at the lock, the user must first be deleted and then re-added to the lock with the new schedule assignment. The other method to change an access schedule occurs at the PC and requires downloading of the users into the lock again after the change has been made at the PC.*

NOTES

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