

## MODEL CL20



# OPERATING INSTRUCTIONS

## Lock Modes

A lock is shipped from the factory with default lock “setup” values and a pre-set PIN for unlocking the lock. This is referred to as **Factory Mode**.

The lock is shipped with a default factory **Super Master User PIN** that can be set (i.e., changed) when the lock is in Factory Mode. Once the Super Master User PIN is set, the Super Master User combination can be used to shelve the lock in the event that the Master User combination is lost. Refer to the *Super Master Operations* (Document # 3072.026) for more detail.

**WARNING:** *The setting of the Super Master User PIN is optional, however, if you do not set the Super Master User PIN before setting the Master User PIN, all Super Master User capabilities will be permanently lost.*

The lock is removed from Factory Mode when the Master User PIN gets changed. The lock has two modes of operation: **Independent Mode** and **Supervisory/Subordinate Mode**. Within each operation mode, two access modes are available: **Single User access** and **Dual User access**. In Single User access, only one combination is required to open the lock. In Dual User access, two combinations must be correctly and consecutively entered to open the lock.

- **Independent Mode** - When operating in Independent Mode, the Master User can add Access Users. One (**Single User access**) or two (**Dual User access**) combinations are required to open the lock. This is the default operation mode for the lock when the Master User PIN first gets changed.
- **Supervisory/Subordinate Mode (Super/Sub Mode)** - When operating in Super/Sub Mode, the Master User can add Supervisors. Subordinate Users must then be added by and assigned to a Supervisor.

In **Single User access**, one valid User combination is required to open the lock.

In **Dual User access**, two valid User combinations are required to open the lock.

If a Supervisor disables lock access for the Subordinate User(s) assigned to a Supervisor ID, the Subordinate User combinations for that Supervisor ID will no longer be valid combinations for lock access.

To remove a lock from an operational mode, one can “shelve” the lock which places it in **Shelved Mode**. Most lock values are returned to the factory default.

## Personnel Classifications

There are four different classifications of lock personnel:

- **Master User** - The Master User performs the initial lock setup activities and can also shelve the lock. There is a maximum of one Master User per lock. The Master User combination will also open the lock.
- **Access User** - In Independent mode, a user added by the Master User. An Access User can open the lock.

- **Supervisor** - In Super/Sub mode, a user added by the Master User who has the ability to add/delete Subordinate Users. The maximum number of Supervisors per lock is four. A Supervisor can also open the lock.
- **Subordinate User** - In Super/Sub mode, a user who is added by and assigned to a Supervisor. Subordinates can open the lock when enabled by a Supervisor.

### Access Combination Requirements

A valid access combination allows a user to open a lock. By default a combination is eight digits long and consists of a 3-digit User ID + a 5-digit User PIN. The access combination requirement can be changed to require entry of only the User ID. This decreased access requirement lessens the security of the lock and is not recommended in most situations.

**Note:** *The full 8-digit combination of User ID + PIN is always required for the Master User.*

### User ID

A **User ID** is a three-digit number that represents a user. **User ID 111 is reserved for the Master User.** A maximum of 125 users are available in the lock (Master User + 124 other users.) All operations performed by users require the entry of the User's ID as the first three digits of the combination. User IDs are assigned by the Master User or by a Supervisor.

In Super/Sub mode **User IDs 112, 113, 114 and 115 are reserved for Supervisors.** In this mode, the allocation of users allowed is a Master User, 4 Supervisors and 120 Subordinate Users.

### User PIN

A **User Personal Identifier Number (PIN)** is five digits. A User PIN can be defined to any combination of numbers allowed by the keypad. A PIN can also be changed at a later time.

### Personnel Activity Chart

The following chart shows the activities that can be performed by each type of user.

Activity	Keypad Command	Master User	Access User	Supervisor	Subordinate User
Set Master User PIN (p.6)	#1	✓			
Change PIN (p.10)	#1	✓	✓	✓	✓
Shelve Lock - Master User (p.11)	#3	✓			
Add Supervisors or Access Users (p.9)	#4	✓			
Add Subordinate Users (p.9)	#4			✓	
Delete Supervisors or Access Users (p.9)	#5	✓			
Delete Subordinate Users (p.9)	#5			✓	
Set Access/Operating Mode/Lock ID(p.6)	##1	✓			
Enable/Disable Lock Access For Subordinates (p.10)	##4		N/A	✓	
Toggle Sound On/Off (p.7)	##5	✓			
Toggle Daylight Savings Time (p.12)	###1	✓			
Change Reporting Capabilities (p.7)	###2	✓			
Toggle Access Combination Req. (p.12)	###3	✓			
Unlock - Independent Mode (p.10)		✓	✓	N/A	N/A
Unlock - Super/Sub Mode (p.10)		✓	N/A	✓	✓
Upload Data to Lock* (p.13)	#2	✓		✓	
Download Data from Lock* (p.14)	#2	✓	✓	✓	✓

\* Software Based Operations

# GETTING STARTED

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## Lock Operating Conventions

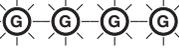
- The power source for the Unicon CL Lock Series is two CR-2 Lithium 3V batteries.
- The lock is activated for operation when a keypad button is pressed. If any additional keystrokes for an operation are not completed within the allotted time of 15 seconds between keystrokes, operation abort is indicated by simultaneous green and red flashes  with a beep .
- The “3” key is held down as a shift key in order to use the “★” and the “#” function keys. When the “3” shift key is pressed and held followed by the 2 (★) or the 4 (#) key, a yellow flash displays with a beep to indicate that the keypad is in “shift” mode.  
**3 + 4** keys together represents the # key. The # key is used for keypad operations. For operations requiring multiple # keys, you must release the **3** and **4** keys before pressing keys for another # key selection.  
**3 + 2** keys together represents the ★ key. The ★ key is used to clear an operation or combination entry. If the clear operation is successful, a yellow flash with a beep is displayed followed by two simultaneous green and red flashes with beeps.
- If the bolt is not retracted within 4-6 seconds after a valid opening combination is accepted, the lock will “relock”.
- In Dual User access, you should not press ★ between combination entries. This action will cancel the attempted access.

Please note the following operational differences based on the type of bolt you have installed:

- **Dead Bolt (Manual Locking) Technology:**  
There is a “**locked**” position and an “**unlocked**” position for the knob on the lock that is directly related to the manual retraction or extension of the bolt. The knob must be turned in a clockwise (CW) direction to the “unlocked” position to retract the bolt and unlock the lock. The knob must be turned counter-clockwise (CCW) back to the “locked” position to extend the bolt and lock the lock. A “lock closed” audit record will be recorded indicating that the lock bolt is in the locked position.
- **Spring Latch Bolt (Auto Locking) Technology:**  
There is a “**locked**” position and an “**unlocked**” position for the knob on the lock that is directly related to the manual retraction or extension of the bolt. The knob must be turned in a clockwise (CW) direction to the “unlocked” position to retract the bolt and unlock the lock. Once the knob is released, the lock will automatically relock and a “lock closed” audit record will be recorded indicating that the lock bolt is in the locked position.

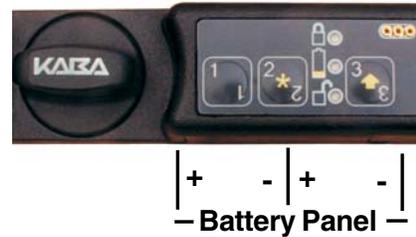
## Lock Responses

- If sound is toggled “off”, no beeps  will sound.
- After each keystroke a green flash  is displayed with a beep . If the lock does not respond, the key was not pressed properly.

- After each accepted step of an operation, simultaneous green and red flashes  display with a beep , prompting you to enter additional information for the next step of the operation.
- After you have completed all the steps of an operation, two simultaneous green and red flashes display with beeps  if the operation is successful. Three red flashes  display with beeps  if the operation is unsuccessful, and you will need to re-key the operation that caused the error.
- If a valid combination or combinations are entered to open the lock, the lock will respond as follows:
  - **If a valid combination is entered** to open the lock, the lock will respond with one green flash  and a beep  to indicate that a valid combination has been entered and then one long green flash  displays with a beep  to indicate that the motor has fired and the lock is ready to open.
  - **If a valid combination is entered to open the lock but the motor does not fire (motor fire error) or you are outside of a valid access schedule**, the lock will respond with one green flash  and a beep  to indicate that a combination has been entered but will then display three red flashes  with simultaneous beeps  to indicate an error firing the motor.
- A long red flash  is displayed when the knob is returned to the closed position after a lock opening (or when lock opening period ends with no open.)
- **A low battery condition** is indicated by ten fast yellow flashes after a valid combination has been entered. Normal opening operation and responses occur after that, as described above. For instructions on how to change batteries, see the following section on *Lock Maintenance*.
- **A keystroke error or invalid combination** is indicated by three red flashes  with simultaneous beeps .
- **After five consecutive failed entry attempts** (invalid combinations), the lock will be disabled for three minutes. Slow red flashes  display with beeps  approx. every 2 seconds during this period. Any additional failed entry attempts (after the first five consecutive attempts) result in the lock disabling for three minutes after each failed entry attempt.
- **When enabling or disabling Subordinate Users**, the lock will respond as follows:
  - **Enabling** - four slow green flashes  with beeps  followed by two simultaneous green and red flashes 
  - **Disabling** - two simultaneous green and red flashes display 
- **When new batteries are installed properly**, the lock will indicate this “powered” condition with simultaneous red, green, and yellow flashes with a beep  followed by two simultaneous red and green flashes with beeps .
- **If new batteries are not installed properly or if batteries are almost dead**, the lock may indicate this condition with six quick red flashes  with simultaneous beeps . The batteries must be reinserted properly or replaced.

## Lock Maintenance

Once you have received the “battery Low” indication of ten fast yellow flashes after a valid combination entry, you should change the batteries in a reasonable amount of time. Remove the two screws from the battery panel and then remove the panel. Remove the CR-2 Lithium 3V batteries and replace with high quality, name brand batteries (Energizer® or Duracell®.) The negative (-) end of the battery should be inserted into the battery cavity first.



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**WARNING:** *The lock MUST NOT be sprayed with water or any cleaning liquid. Recommended cleaning is to wipe down the lock using a damp cloth or a towelette. Alcohol is an acceptable disinfectant for medical environments.*

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## Initial Lock Operation

To test successful installation of the lock before you begin lock setup, perform the following operation.

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**WARNING:** *The container door should remain locked open until testing is complete.*

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## **To Unlock Using the Pre-Set PIN**

Your lock has been shipped so that **any valid User ID for the lock model followed by the factory pre-set PIN for that User ID will open the lock.**

1. Enter any valid three-digit User ID for the lock model followed by the default factory PIN for the User ID. ( For **User ID 111** the default PIN is “12345”. For all other Users IDs the default PIN is “55255”. )

If the combination is entered successfully, the lock displays one green flash  with a beep  to indicate that a valid combination has been entered and then one long green flash  with a beep  to indicate that the lock is ready to open.

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**Note:** *A “lock open” audit record is written at this point (with user, date, and time.)*

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2. Turn the lock knob clockwise (CW) to the “unlocked” position to open the secured unit (cabinet, cart, drawer, etc.)

Practice opening the lock several times with the pre-set PIN before you set a new combination.

## **To Lock**

How the lock and container are closed is dependent on the type of bolt you have installed.

If the lock is a **Dead Bolt**, the knob must be turned back to the “locked” position to extend the bolt and lock the lock. A “lock close” audit record will be recorded indicating that the lock bolt is in the locked position.

If the lock is a **Spring Latch Bolt** and the lock knob is released, the lock will automatically relock and a “lock close” audit record will be recorded indicating that the lock bolt is in the locked position.

## Lock Setup

The lock is shipped with a default factory Super Master User PIN that can be set (i.e., changed) when the lock is in Factory Mode. Once the Super Master User PIN is set, the Super Master User combination can be used to shelve the lock in the event that the Master User combination is lost.

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**Warning:** *The setting of the Super Master User PIN is optional, however, if you do not set the Super Master User PIN before setting the Manager User PIN, all Super Master User capabilities will be permanently lost.*

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If you **do not** wish to define a Super Master User combination for your lock, proceed to the following page to complete the lock setup activities. Otherwise, refer to the *Super Master Operations* sheet for instruction on setting the Super Master PIN.

The following lock setup activities need to be performed by the Master User to configure the lock for operations when the lock is in Factory Mode or has been Shelved.

1. Set Master User PIN (p.6)
2. Set lock access mode, operating mode, and assign lock ID for reporting purposes (p.7)
3. Toggle sound off (Optional - p.7)
4. Change reporting capabilities for lock personnel (Optional - p.7)

## Set Master User PIN

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**Note:** *The default PIN assigned to the Master User is “12345”. The Master User must change this default PIN before any lock operations can be performed.*

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Once you have successfully opened the lock using the Master User’s factory combination, **the Master User must change the default Master User PIN** by completing the following steps:

1. Press # and then 1. 
2. Enter the three-digit Master User ID **111** followed by the default Master User PIN **12345**. 
3. Enter the three-digit Master User ID **111** followed by the new Master User PIN. 
4. Enter the three-digit Master User ID **111** followed by the new Master User PIN again for verification.  
5. Record the new PIN and store it in a secure place.

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**Note:** *Once the Master User PIN has been set, the factory combinations (User ID + default factory PIN) will no longer open the lock. The lock defaults to operating in Independent mode with Single User access.*

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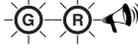
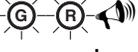
## Set Access Mode, Operating Mode and Assign Lock ID

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**Caution:** *If you switch the operating mode from Independent to Supervisor/Subordinate mode **after** users have been added to the lock, you will lose all users except the Master User and those who have a User ID that is reserved for Supervisors (i.e., User IDs 112, 113, 114, 115.)*

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When you change the access and operating modes, the lock will also prompt you to enter a four-digit number that will identify the lock in the audit report. This lock ID assignment is optional. If you do not want to assign an ID to the lock, you can enter “5555” at the prompt for the lock ID and the assigned lock ID will default to “0000”.

1. Press #, # and then 1. 
2. Enter the Master User combination. 
3. Enter 1 for Single User access or 2 for Dual User access. 
4. Enter 1 or 2 again to verify the access type. 
5. Enter 1 for Independent mode or 2 for Super/Sub mode. 
6. Enter 1 or 2 again to verify the mode. 
7. Enter a four-digit number for the lock ID other than 5555.   
If you do not want to assign a lock ID, enter **5555**.  
8. If you entered a number other than “5555” for lock ID, enter the number again for verification.  

## Toggle Sound On/Off

The Master User can toggle the sound “on” or “off”. If “on”, one beep sounds each time the lock LED flashes.

**Note:** *The default value for the lock sound is “on”. This toggle can be changed at any time except when the lock is in shelved mode or when the lock is disabled.*

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1. Press #, # and then 5. 
2. Enter the Master User combination.  

## Change Reporting Capabilities

The default reporting mode of the lock enables all lock personnel (Master User, Access Users, Supervisors and Subordinate Users) to retrieve audit records or to retrieve User information. However, the Master User can limit the reporting capabilities.

To change the reporting capabilities of lock personnel, complete the following steps:

1. Press #, #, # and then 2. 
2. Enter the Master User combination. 
3. Enter 1 to enable all lock personnel to retrieve reporting information from the lock. Enter 2 to allow only the Master User (111) and User IDs (112, 113, 114, 115) to retrieve reporting information. Enter 3 to allow only the Master User (111) to retrieve reporting information. 
4. Enter the one-digit number you entered in Step 3 again for verification.  
 

## Lock Startup Operations

With the lock set up, you are now ready for startup operations. The following operations should be performed to enable full capabilities of the lock. The instructions for performing these operations are located in the Lock Operations section of the manual.

### Master User

1. If in Independent Mode, add Access User(s) to the lock. If in Super/Subordinate Mode, add Supervisors. (p. 9 - *Add Supervisor(s) or User(s)* operation)

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**Note:** To add Supervisors, the lock must be operating in Super/Sub mode.

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### Supervisor(s)

1. Change default PIN (p. 10 - *Change PIN* operation)
2. Add Subordinate User(s) to the lock (p. 9 - *Add Supervisor(s) or User(s)* operation)

### Subordinate or Access User(s)

1. Change default user PIN (p. 10 - *Change PIN* operation)

# LOCK OPERATIONS

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Operations found in this section are those that can be completed as needed in the course of normal lock operation after the lock has been set up.

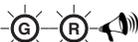
## Add Supervisor(s) or User(s)

The Master User can add an Access User to the lock in Independent mode or can add a Supervisor to the lock in Super/Sub mode. A Supervisor can add a Subordinate User to the lock in Super/Sub mode. Subordinate Users will be assigned to the Supervisor who added them.

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**Note:** A maximum of 124 users can be added to the lock.

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1. Press # and then 4. 
2. Enter the Master User combination or Supervisor combination. 
3. Enter the new Supervisor or User ID. 
4. Enter the new Supervisor or User ID again for verification. 
5. If additional Supervisors or Users are to be added, repeat Steps 3-4 until all Supervisors/Users have been added.
6. Enter 111 to end the operation.  

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**Note:** *The default PIN assigned to a new User or Supervisor ID is “55255”. This default PIN must be changed by the User before any lock operations can be performed. Refer to the “Change PIN” section for instructions on changing a User PIN.*

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## Delete Supervisor(s) or User(s)

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**Note:** *A User can only be deleted by the person who created or who supervises the User (i.e., the Master User or the Supervisor). If a Supervisor is deleted but not the Subordinate Users belonging to the Supervisor, the Subordinate Users will be orphaned and automatically disabled but will still exist in the lock. They will not be enabled for lock access again until the same Supervisor ID is added back to the lock and the Supervisor ID PIN has been changed.*

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1. Press # and then 5. 
2. Enter the Master User combination or the Supervisor combination. 
3. Enter the Supervisor ID or User ID to be deleted. 
4. Enter the Supervisor ID or User ID to be deleted again for verification. 
5. If additional Supervisors or Users are to be deleted, repeat Steps 3-4 until all Supervisors/Users have been deleted.
6. Enter 111 to end the operation.  

## Enable/Disable Lock Access For Subordinates

A Supervisor must complete the following steps to enable/disable lock access for Subordinate User combination(s):

1. Press #, # and then 4. 
2. Enter a valid Supervisor combination. 
3. Enter the three-digit Supervisor ID of the Supervisor to whom the Subordinate Users you want to enable/disable are assigned. For example, if the Subordinate Users you want to enable/disable are assigned to Supervisor ID “112”, you would enter “112” to enable/disable this group of Subordinate Users. 
4. Enter the three-digit Supervisor ID you entered in Step 3 again for verification.

**If you are enabling lock access**, four slow green flashes  display with beeps  followed by two simultaneous green and red flashes with beeps  . Any valid Subordinate User combination(s) assigned to the Supervisor ID can be entered at any time to open the lock.

**If you are disabling lock access**, two simultaneous green and red flashes display with beeps  . The Subordinate combination(s) assigned to the Supervisor ID can no longer open the lock until lock access is again enabled by a Supervisor.

## Change PIN

A user (Master, Supervisor, Access User, or Subordinate User) PIN can be changed at any time (however, a User ID can never be changed.)

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**Caution:** Before changing a PIN, open the container door to allow testing with the new PIN.

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1. Press # and then 1. 
2. Enter the combination (User ID + PIN) of the user for which the PIN is to be changed. 

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**Note:** *The default PIN for a Supervisor, Access User, or Subordinate User is “55255”. For security purposes, the Master User PIN should not ever be changed back to the default PIN of “12345”.*

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3. Enter the new combination (User ID + PIN) for the user. 
4. Enter the new combination (User ID + PIN) for the user again for verification.  
5. Record the new PIN and store it in a secure place.

## To Unlock

1. Enter a valid access combination. If operating in Single User access and the combination is entered successfully, the lock displays one green flash  with a beep  to indicate that a valid combination has been entered and then one long green flash  with a beep  to indicate that the lock is ready to open.

If operating in Dual User access, simultaneous green and red flashes  display with a beep .

3. For Dual User access, enter the second valid combination or User ID only if the “PIN Required” status is off. If the combination is entered successfully, the lock displays one green flash  with a beep  to indicate that a valid combination has been entered and then one long green flash  with a beep  to indicate that the lock is ready to open.

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**Note:** A “lock open” audit record is written at this point (with user, date, and time.)

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4. Turn the lock knob clockwise (CW) to the “unlocked” position to open the secured unit (cabinet, cart, drawer, etc.) If the knob is never turned to unlock the lock, a red flash  is displayed with a beep  to indicate that the lock opening period has ended.

## To Lock

How the lock and container are closed is dependent on the type of bolt you have installed.

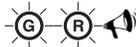
If the lock is a **Dead Bolt**, the knob must be turned CCW back to the “locked” position to extend the bolt and lock the lock. A “lock close” audit record will be recorded indicating that the lock bolt is in the locked position.

If the lock is a **Spring Bolt** and the knob is released, the lock will automatically relock and a “lock close” audit record will be recorded indicating that the lock bolt is in the locked position.

A long red flash  is displayed with a beep  when the knob is returned to the closed position after the lock opening period has ended. If the knob is returned to the closed position before the lock opening period has ended, the red flash and beep do not occur until the lock opening period ends.

## Shelve Lock using Master User Combination

To remove a lock from an operational mode, you can “shelve” the lock. This operation places the lock in **Shelved Mode** where **most** lock information is returned to the factory default settings. The only information retained from the operational mode is the audit information. If the Super Master is active, it is also unaffected.

1. Press # and then 3. 
2. Enter the Master User combination. 
3. Enter 5. 
4. Enter 5 again for verification.    

The lock will now open by entering any valid User ID for the lock model followed by the default factory PIN for that User ID. (“12345” for **User ID 111**, “55255” for all other Users IDs.) You should test the opening of the lock with this combination.

## Toggle Daylight Savings Time

This feature enables the Master User to “toggle” the Daylight Savings Time (DST) setting, moving the clock ahead one hour or back by one hour.

1. Press #, #, # and then 1.   

2. Enter the Master User Combination.

The clock in the lock will be set ahead one hour or back one hour depending on what the previous DST setting was.

**2 long green flashes with beeps**     = Moved back 1 hour

**4 long green flashes with beeps**         = Moved ahead 1 hour

## Toggle Access Combination Requirement

This feature enables the Master User to “toggle” the access combination requirement for lock access. The default access combination requirement is an 8-digit combination (User ID + PIN), meaning that entry of both the User ID and the PIN are required for lock access. The access combination requirement can be “toggled” to require entry of only the User ID to open the lock. This decreased access requirement lessens the security of the lock and is not recommended in most situations. The access requirement can however be toggled back to the default at a later time to provide more security.

1. Press #, #, # and then 3.   

2. Enter the Master User Combination.

The access combination requirement will be toggled and the new status will be indicated as follows:

**2 long green flashes with beeps**     = User ID only required

**4 long green flashes with beeps**         = User ID + PIN required

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**Note:** *The value of a PIN is unaffected by the status of the access combination requirement.*

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# SOFTWARE BASED LOCK OPERATIONS

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## Upload Data to Lock

As an alternative to defining setup data and user data manually at the lock, certain types of data can be defined at the PC using the Unicon CL Series Software and the information can then be uploaded (transferred) to the lock via a Smart Key.

## Program Lock

If you choose the “Program the Lock” menu option from the Unicon CL Series PC software, you can define the following data in a Unicon CL20 lock:

- Lock ID
- Access Mode
- Lock Mode
- Sound ON/OFF
- Reporting Capabilities
- Users
- Date & Time
- Time Windows.

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**Note:** *The Program Lock operation requires a teal colored (blue green) programming key fob that has been properly prepared at the PC using the Unicon CL Series Software.*

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To program the lock, complete the following steps:

1. Press # and then 2. 
2. Enter the Master User combination. Short red flashes with beeps  begin to display. From the time these flashes begin, you have 10 seconds to properly insert the prepared red reporting key fob into the lock key fob reader. If you do not properly insert the key fob within the 10 second period, short red flashes followed by three red flashes display with beeps  to indicate an error and you will need to re-key the operation. If the reporting key fob has not been properly initialized, three red flashes display with beeps .
3. **Ensure that the key fob remains connected to the key reader until the lock has completed downloading the reporting data. Upon completion, simultaneous green and red flashes display  with a beep .**

## Add/Delete Users

As an alternative to manually adding and deleting users at the lock, they can be added to and deleted from the system at the PC using the Unicon CL Series Software. The user data can then be transferred to the lock via a teal colored programming key fob.

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**Note:** *The Add/Delete Users operation requires a teal colored (blue green) programming key fob that has been properly prepared at the PC using the Unicon CL Series Software.*

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The process for adding and deleting user information is the same as that for programming the lock. (The only difference is that the teal colored programming key fob has been initialized to add and delete users rather than program the lock.) To Add/Delete Users, perform Steps 1-3 in the previous “Program Lock” section.

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**Important Note:** *If the programming key fob has been initialized to add Subordinate Users, the combination for the the Supervisor to whom the Subordinates are assigned can be entered to perform the “upload data” operation rather than the Master User combination.*

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## **Upload Access Schedules**

Access Schedules can be defined at the PC using the Unicon CL Series Software and then uploaded to the lock via a programming key fob.

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**Note:** *The Upload Access Schedules operation requires a teal colored (blue green) programming key fob that has been properly prepared at the PC using the Unicon CL Series Software.*

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The process for uploading Access Schedules is the same as that for programming the lock. (The only difference is that the teal colored programming key has been initialized to upload Access Schedules rather than program the lock.) To Upload Access Schedules, perform Steps 1-3 in the previous “Program Lock” section.

## **Upload Time**

The current time can be retrieved from the PC using the Unicon CL Series Software and then uploaded to the lock via a programming key fob.

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**Note:** *The Upload Access Schedules operation requires a teal colored (blue green) programming key fob that has been properly prepared at the PC using the Unicon CL Series Software.*

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The process for uploading time to the lock is the same as that for programming the lock. (The only difference is that the teal colored programming key has been initialized to upload the time than program the lock.) To Upload Time, perform Steps 1-3 in the previous “Program Lock” section.

## **Download Data from Lock**

There are two types of data that can be “downloaded” (retrieved) from the Unicon CL20 locks.

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**Note:** *Data cannot be retrieved from the lock when in factory or shelved mode.*

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## Retrieve Audit Records

The lock's audit feature will track the following types of lock transactions in sequential order of occurrence:

- lock opened
- lock closed
- users added/deleted
- Supervisor enable/disable Subordinate User(s)
- PIN activated/changed
- wrong try penalty
- in Dual access mode, first combination entered
- lock date/time set
- lock shelved
- set access schedules
- lock mode changed
- audit report retrieved
- user table report retrieved

Each transaction will include a date and time stamp. The number of audit records stored by the lock is 400. If you have purchased the Unicon CL Series Software, the audit trail data stored in the lock can be downloaded from the lock and taken to the PC for reporting.

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**Note:** *The retrieve audit records operation requires a red reporting key fob that has been initialized using the PC software to retrieve audit records. When an audit is retrieved, it will overwrite any previously existing audit data that is in the key fob.*

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1. Press # and then 2. 
2. Enter the combination. Short red flashes with beeps  begin to display. From the time these flashes begin, you have 10 seconds to properly insert the prepared red reporting key fob into the lock key fob reader. If you do not properly insert the key fob within the 10 second period, short red flashes followed by three red flashes display with beeps  to indicate an error and you will need to re-key the operation. If the reporting key fob has not been properly initialized, three red flashes display with beeps .
3. **Ensure that the key fob remains connected to the key reader until the lock has completed downloading the reporting data. Upon completion, simultaneous green and red flashes display  with a beep  indicating that the audit data download is complete.**
4. Return the key fob to the Unicon CL Series Software PC to be read. Refer to the software documentation for instructions on reading the reporting key.

## Retrieve User Table

The lock's User information reporting feature will list the following information for all Users except the Master User:

- All current User IDs (those that currently exist in the lock)
- User ID of the Supervisor (in Super/Sub mode) who created the User

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**Note:** *The Retrieve User information operation requires a red reporting key fob that has been initialized using the PC software to retrieve User information. When a user table is retrieved, it will overwrite any previously existing user data that is in the key fob.*

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The process for retrieving User Table information is the same as that for retrieving audit information (The only difference is that the red reporting key fob has been initialized to retrieve User Table information rather than Audit information). To retrieve User Table information, perform Steps 1-4 in the previous "Retrieve Audit Records" section.

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This product is covered by one or more of the following U.S. patents:

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

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