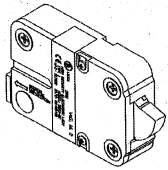
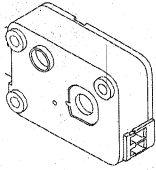


### MANAGER INSTRUCTIONS

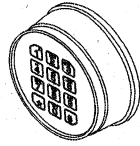
#### LOCKS:



Dual-handed  
Swing Bolt Lock



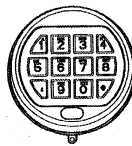
Dead Bolt Lock



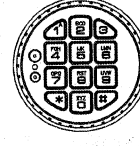
3000 Entry  
(Swing Bolt Only)



3710 Entry  
(Swing Bolt Only)



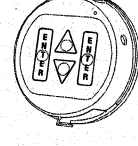
3715 Entry  
(Swing Bolt Only)



3035 Entry



3750 Entry



3190 Privat<sup>II</sup>  
(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

**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.

**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.

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)

**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.

If press (8) = Reset the lock.

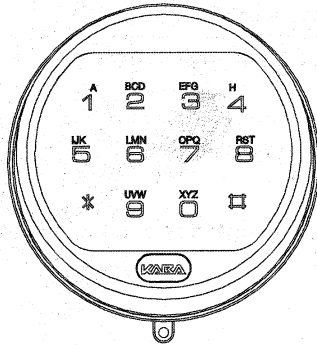
## BATTERY MAINTENANCE & REPLACEMENT

- 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).

**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.

## USER OPERATING INSTRUCTIONS



### FEATURES

See *Manager Instructions for additional features.*

### USER COMBINATION

- Open Lock
- Change Combination

### WRONG TRY PENALTY

- Four (4) consecutive invalid combination initiates five (5) minute delay period.

### LOW BATTERY WARNING

- Repeated LED flashing and beeping during opening indicates battery is low and needs immediate replacement.

### AUDIO AND VISUAL SIGNAL

- Double signal - two (2) LED flashes and two (2) beeps - indicates entry is valid or accepted.
- Triple signal - three (3) LED flashes and three (3) beeps - indicates invalid or not accepted.

### OPENING THE LOCK

1. Enter valid six (6) digit combination (factory set to 1-2-3-4-5-6).
2. The lock will confirm a valid combination entry with a double signal.
3. Within four (4) seconds, turn the handle to the open position.
4. Pull door open.

- **Invalid Combination Entry** - Lock will signal three (3) times.

### WRONG TRY PENALTY

- Entry of four (4) consecutive invalid combinations starts a five (5) minute delay period.
  - LED flashed red at ten (10) second intervals.
- At the end of the delay period, two (2) more consecutive invalid combinations will restart the additional five (5) minute delay period.

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**NOTE:** *Entry will not respond to keystrokes during delay period.*

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## CHANGING YOUR COMBINATION

**CAUTION!** Always perform this operation with the door open

1. Enter "zero" six times.
2. Enter your existing six (6) digit combination one time.
3. Enter your NEW six (6) digit combination two times.
4. If a mistake is made wait thirty (30) seconds and repeat steps 1 - 3.
5. Test lock operation several times before closing the door.

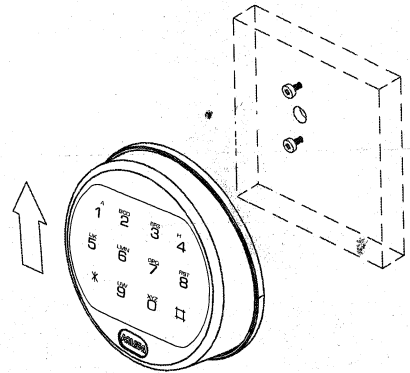
**CAUTION:** When selecting a combination do not use birthday or other predictable data that could give correlation between the user and combination.

- **Valid Combination Entry** - Double signal after valid six (6) digit combination is entered.
- **Invalid Combination Entry** - Triple signal indicates the old combination is still valid.

## BATTERY LOW WARNING

- Repeated LED flashing and beeping during an opening indicates that the battery is low and needs immediate replacement.
- Uses one (1) 9-Volt alkaline battery only.  
(Example: Duracell™ or Eveready™ alkaline batteries.) The replacement of batteries at least once annually is recommended.

**If battery is depleted and will not allow lock to open, follow instructions below. Lock contains a non-volatile memory, even with batteries removed the lock will retain all programming.**

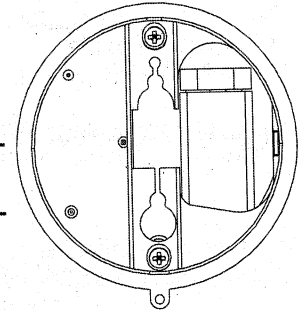


## CHANGING YOUR BATTERY

1. Slide the keypad housing up and carefully pull away from mounting surface to expose battery compartment.
2. Remove the old 9-Volt alkaline battery.
3. Remove the connector by unsnapping it from the two terminals on the top of the battery.

**CAUTION!** Hold on to battery terminal connector to avoid pulling the wires out of housing

4. Press and hold zero (0) key for ten (10) seconds before installing a battery.
5. Carefully position the keypad over the mounting screws and slide the keypad housing down. Ensure there are no wires or cables trapped between the input pad and the safe door. Pinched cables can result in a short circuit.



**Mounting Instructions available at [www.kaba-mas.com](http://www.kaba-mas.com).**