

KABA-MAS 252-552 MANAGER INSTRUCTIONS

Add User(s) - ALWAYS PERFORM THIS OPERATION WITH THE DOOR OPEN

The Master User can add an Access User to the lock in Independent mode.

1. Press # and then 3. GR
2. Enter the Master User combination or Supervisor combination. GR
3. Enter the new Supervisor or User ID. GR
4. Enter the new Supervisor or User ID again for verification. GR
5. If additional Supervisors or Users are to be added, repeat Steps 3-4 until all Supervisors/Users have been added.
6. Enter 00 to end operation. GRGR

Note: The default PIN assigned to a new User is "502550". A user must change this default PIN before any lock operations can be performed.

Refer to the "Change PIN" section for instructions on changing a User PIN.

Delete User(s) - ALWAYS PERFORM THIS OPERATION WITH THE DOOR OPEN

1. Press # and then 4. GR
2. Enter the Master User combination or the Supervisor combination. GR
3. Enter the Supervisor ID or User ID to be deleted. GR
4. Enter the Supervisor ID or User ID to be deleted again for verification. GR
5. If additional Supervisors or Users are to be deleted, repeat Steps 3-4 until all Supervisors/Users have been deleted.
6. Enter 00 to end operation. GRGR

Change PIN - ALWAYS PERFORM THIS OPERATION WITH THE DOOR OPEN

A user PIN can be changed at any time (however, a User ID can never be changed.)

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

1. Press # and then 1. GR
2. Enter the combination (User ID + PIN) of the user for which the PIN is to be changed. GR
Note: The default PIN for an Access User is "502550".
3. Enter the new combination (User ID + PIN) for the user. GR
4. Enter the new combination (User ID + PIN) for the user again for verification. GRGR
5. Record the new PIN and store it in a secure place.

Model 552 only

Set Lock Time- ALWAYS PERFORM THIS OPERATION WITH THE DOOR OPEN

1. Press # and then 7. GR
2. Enter the Master User Combination. GR
3. Enter the two-digit number that represents the hour (00-23). GR
4. Enter the two-digit number that represents the hour again for verification. GR
5. Enter the two-digit number that represents the minute(s) (00-59). GR
6. Enter the two-digit number that represents the minute(s) again for verification. GRGR

Note: It is recommended that you reset the time periodically in the Model 552 lock as there may be some drifting in the lock clock, up to 15 minutes per year.

KABA-MAS 252-552 USER INSTRUCTIONS

To Unlock

1. For a **Dead Bolt**, place dial in the **HOME** position.
2. Enter a valid opening combination. If operating in Single User access and the combination is entered successfully, the lock indicates that it is ready to open by displaying the following:
Dead Bolt - 1 slow green flash **G**
Slide Bolt - Continuous green flashes **G** ... for approx. 5 seconds
If operating in Dual User access, simultaneous green and red flashes **G R** display.
3. For Dual User access, enter the second valid combination. If the combination is entered successfully, the lock indicates that it is ready to open by displaying the following:
Dead Bolt - 1 slow green flash **G**
Slide Bolt - Continuous green flashes **G** ... for approx. 5 seconds
4. For a **Dead Bolt**, dial right (clockwise) until the lock bolt is retracted.
For a **Slide Bolt**, rotate the container handle to unlock.

To Unlock with Time Delay Set

Note: A change in delayed opening will not take effect until the next opening.

1. For a **Dead Bolt**, position the lock dial to the **HOME** position.
2. Enter a valid opening combination. Wait for the time delay to expire. (While powered, the lock will display two red flashes approximately every four seconds for the duration of the delay. There may be a short pause before the flashes start.)
If the lock is powered when the time delay has expired, the lock will begin to display two green flashes, each accompanied by a beep, every four seconds. This indicates that the delayed opening window has begun.
3. When the delayed opening window has begun, power the lock and re-enter the same combination.
If operating in Single User access and the combination is entered successfully, the lock indicates that it is ready to open by displaying the following:
Dead Bolt - 1 slow green flash **G**
Slide Bolt - Continuous green flashes **G** ... for approx. 5 seconds
If operating in Dual User access, simultaneous green and red flashes **G R** display.
4. For Dual User access, enter the second valid combination. If the combination is entered successfully, the lock indicates that it is ready to open by displaying the following:
Dead Bolt - 1 slow green flash **G**
Slide Bolt - Continuous green flashes **G** ... for approx. 5 seconds
5. For a **Dead Bolt**, dial right (clockwise) until the lock bolt is retracted. For a **Slide Bolt**, rotate the container handle to unlock.

Note: The lock will not accept any # keypad commands during a delayed opening. If you attempt to enter a combination other than that of a Time Delay Override User during a time delay period, the LED will display three red flashes to indicate an error

To Initiate Silent Duress Alarm

This operation is only available if the silent duress alarm feature is installed on your lock and you have purchased and installed an Alarm Interface Kit (P/N 301040). The silent duress combination is created by taking your existing combination and adding 10 to the last two digits of the PIN. For example, if the PIN is "526674", entering "526684" will activate the silent duress alarm. If the PIN is "526694", entering "526604" will activate the alarm. In this case note that "9" becomes "0" and that the "6" remains unchanged (i.e., no digits are carried over and added to the "6"). The silent duress alarm is activated and normal lock operation continues.

To Lock

For a **Dead Bolt**, close the container and then secure the lock by dialing left (counter-clockwise) to extend the bolt.

For a **Slide Bolt**, close the container and rotate the handle to the locked position.