

Sargent & Greenleaf – Digital Platform Series

Models 3006, 3007, 3028, 3029

May include optional suffixes -1XX*, -2XX, -3XX* (*3006 & 3007 only)

Basic Programming & Operations Guide

The Sargent & Greenleaf Digital Platform series of locks (models 3006, 3007, 3028 and 3029) are designed to provide a high level of security combined with flexible features that allow multiple levels of control over normal operations and service access. There are multiple variations of the Digital Platform locks, each with their own unique set of available features. These instructions outline the basic programming and operating steps for all of these lock models. For specific feature details and operating instructions for each lock type and feature set, please refer to the Sargent & Greenleaf website for the appropriate document. www.SargentAndGreenleaf.com/DigitalPlatform/

Translation Information

- For instructions available in other languages, please go to website location: Website: www.SargentAndGreenleaf.com/DigitalPlatform/languages/
 - Für Anweisungen auf **Deutsch** besuchen Sie bitte die folgende Website: www.SargentAndGreenleaf.com/DigitalPlatform/languages/
 - Pour obtenir les instructions en **français**, veuillez consulter le site ci-dessous: www.SargentAndGreenleaf.com/DigitalPlatform/languages/
 - Para obtener instrucciones en **español**, visite la siguiente página web: www.SargentAndGreenleaf.com/DigitalPlatform/languages/

Introduction

- S&G electronic safe locks incorporate sophisticated electronic circuitry and are suitable for indoor use only.
- The keypad should only be cleaned with a soft, dry cloth. Avoid the use of solvents or liquids.
- Never attempt to lubricate the lock or keypad components. Service should only be performed by a qualified technician.
- When installing the unit, to prevent damage always install the keypad face (with the keys/display) into the keypad base **before** inserting the batteries.
- Each time a button is pressed and the lock accepts the input, the lock emits a “beep”, the red LED on the keypad flashes and a character will be displayed on the screen (display keypads only).
- All the letters of the English alphabet are displayed on the keypad. This allows you to devise numeric, alphanumeric or word-based codes. Use what works best for you.
- All codes end with #. This signals the lock that you have finished entering all digits of the code.
- Personal data which can be directly related to a code holder, such as a birthdate, should not be used in making up a lock code. Avoid codes which can be easily guessed.
- After entering a new code, the lock must be checked by locking/unlocking it at least 3 times with container door open. Make sure it functions correctly before closing the door.
- The audit features, peripheral devices and accessories, software features, one-time code functionality, USB functionality, wireless functionality, remote functionality, and other additional features are beyond the scope of the UL 2058 standard and not part of the UL Listing.
- The length of any external cabling used for this product must not exceed 3 meters in length. Use of cabling exceeding 3 meters may void product certifications.

About Your Locking System

The Digital Platform locks will contain the following hardware components (depending on your lock type):

- **Digital Platform Lock** – There are four different lock models available for the Digital Platform. These lock models include the 3006 (Pivot Bolt), 3007 (Direct Drive), 3028 (Motor Driven, Dead Latching) and 3029 (Motor Driven, Push / Pull). All lock models share the same “magic module footprint” for installation.
- **Digital Platform Keypad (31KP Series)** – The 12-key alphanumeric keypad, on the front of the container that is used to enter PIN codes and programming commands. The keypad will contain three LEDs (red, green, yellow) and a beeper to indicate the different states of the lock. For display keypads, there will also be a large digital display on the keypad face. All keypads also contain a USB connector that will allow a flash drive to be connected for audit trail downloads.
- **Electronic Dial Ring (only for certain lock types)** – The Electronic Dial Ring (EDR) is the ‘base’ of the keypad unit that allows the keypad to communicate with peripheral devices.
- **Blue Dot Reader (only for certain lock types)** – The Blue Dot Reader (BDR) is a peripheral device which connects to the EDR and allows the lock to communicate with touch keys.

Each time you press a button on the keypad, the lock beeps and the red LED flashes. If there is no beep or LED flash, check the batteries and try again (See — *Changing the Batteries*). The # key acts as an enter function and must be used after each code entry. The * key is used with programming sequences and may also be used to clear the keypad if there is an input error, by entering the * key twice.

Factory Default Settings

All Digital Platform locks are shipped from Sargent & Greenleaf with factory default settings:

- Bank Mode – enabled (Service Mode disabled), Multiple User Mode - enabled
- Time Delay - zero (0) minutes, Duress – disabled
- Positions 00, 02, and 10 have default PIN Codes set at the factory:
 - Programmer Code (00) - 00123456
 - Manager Code (02) - 02020202
 - User Code (10) - 10101010

If the lock still has the S&G factory default settings, you can open the lock by entering the default eight-digit PIN Code for manager 02 or user 10, followed by the # key. To open the lock, use the factory setting for PIN position 10, with PIN Code 10101010. Enter: *10101010#* and the lock should open. We recommend that Users change their PIN Codes immediately after the PIN positions are assigned as described in “*Changing a PIN Code*”.

OPERATING THE LOCK --

The Digital Platform Locks have the code hierarchy of...

- Programmer (PIN position 00) – The programmer can only setup operating parameters and download the audit trail. The programmer cannot open the lock.
- Managers (PIN positions 01, 02, 03) – The managers manage the codes in the lock. Managers can open the lock or enable the lock (depending on operating mode).
- Supervisors (PIN positions 04, 05, 06, 07, 08, 09) – The supervisors manage the codes in the lock. Supervisors can open the lock or enable the lock.
- Users (PIN positions 10 through 29 or 10 through 99) – The users can open the lock. Users cannot perform any programming operations. Please note that the total number of available users depends on the type of lock.

To Open the Lock

To open the lock using the factory setting for PIN position 10, with PIN Code 10101010:

Step 1 Enter: 10101010
#

(If lock does not open and beep patterns were heard after pressing the # key, reference the beep patterns section for your specific operating guide.)

Adding Code Positions

To add a user position, perform the following steps:

Step 1 Enter: 7 5 *
Step 2 Enter: 8-digit Manager PIN Code (01, 02, 03)

Step 3 Enter: New 2-digit PIN position

Step 4 Enter: New 8-digit PIN Code

Step 5 Enter: New 8-digit PIN Code
#

Try the new PIN Code at **least three times** to confirm operation before closing the safe door.

Deleting Code Positions

To delete a user position, perform the following steps:

Step 1 Enter: 7 6 *
Step 2 Enter: 8-digit Manager PIN Code (01, 02, 03)

Step 3 Enter: 2-digit PIN position to be deleted

Step 4 Enter: The # key signifies the code deletion

Step 5 Enter: The # key signifies the code deletion
#

Changing a PIN Code: Command 22 or 33

Use command sequence 22 in order to change your PIN Code. You should always leave the safe door open while changing codes. When changing any code, you will need to enter the new 8-digit PIN Code twice for confirmation. The PIN position does not change. *Please note that the 33 command performs the exact same function.*

To change a PIN Code, perform the following steps (A PIN Code can contain any numbers/letters except # or *):

Step 1 Enter: 2 2 *
Step 2 Enter: 8-digit PIN Code

Step 3 Enter: New 8-digit PIN Code

Step 4 Enter: New 8-digit PIN Code again
#

Try the new PIN Code at **least three times** to confirm operation before closing the safe door.

Changing the Batteries

The lock will not lose any codes or program settings while you replace the batteries. Your lock uses two 9-volt alkaline batteries and we strongly recommend Duracell® alkaline batteries. To change the batteries, carefully pull up on the keypad bezel (ring) by lifting up on the outside of the keypad. Move the spring clips under each battery to release each battery from the compartment. Insert the new batteries into the compartment and move the spring clips back into place. Please note that the polarity of the battery (+/-) is designated on the inside of the compartment. After securing the spring clips, press the keypad bezel firmly back into place.

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WARRANTY

Digital Platform Lock and Model 31KP Keypad Limited Warranty

Seller warrants that for two (2) years from the date of shipment from Seller's point of manufacture, the goods will be free from defects in material and workmanship, provided the goods are normally and properly used according to the Seller's written instructions. THIS WARRANTY IS EXPRESSLY MADE IN LIEU OF ANY AND ALL OTHER WARRANTIES, EXPRESS OR IMPLIED. S&G DOES NOT WARRANT THAT THE GOODS ARE MERCHANTABLE OR FIT FOR ANY PARTICULAR PURPOSE EXCEPT AS EXPRESSLY PROVIDED HEREIN. Seller's entire liability and Buyer's exclusive remedy in the event that the goods do not conform to the foregoing warranty shall be Seller's repair or replacement of the goods (including payment of freight costs to and from point of manufacture). This warranty does not apply to batteries or damage from battery leakage. SELLER SHALL HAVE NO LIABILITY FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT OR SPECIAL DAMAGES. SELLER DOES NOT WARRANT ITS LOCK PRODUCTS TO BE IMPERVIOUS TO FORCIBLE OR SURREPTITIOUS ENTRY, AND SELLER SHALL HAVE NO LIABILITY FOR DAMAGE TO OR LOSS OF PROPERTY SOUGHT TO BE PROTECTED BY ANY SUCH LOCK.

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