

TIMEPILOT®



iButton Solo Setup Instructions



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Introduction

Congratulations and thank you for purchasing an iButton Solo Lock. Here's how to get your lock up and running:

1. Install the lock on your door using the included template.
2. Install the batteries.
3. Set up the lock and assign iButtons using the instructions on page 3. The first thing you should do is change the Master Code, which is the "password" that tells the lock you have authority to make changes to it. The default master code, and the one you'll use when you first set up the lock, is 123456. It's important to change this code immediately so that others will not have access to your lock. Instructions on how to change the code (and perform other setup functions) are on Page 3.

General Information

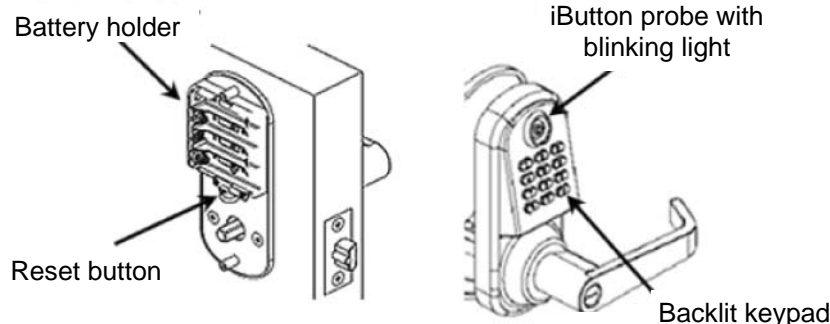
- **User Capacity:** Handles 299 users, combination of iButton, keypad or dual access users.
- **Power:** 4 AA alkaline batteries (not included).
- **Battery life expectation:** 10,000 operations. The lock warns you when batteries are low: When the voltage drops below 4.8V, the red LED will flash and beep five times after a valid User Code is entered or a valid iButton is tapped to the probe. We recommend changing the batteries every six months.
- **Access Option:** iButton; Keypad; iButton + Keypad; mechanical key.
- **User code length:** 1-8 digits.
- **To enter setup mode:** Press the # key, then enter your Master Code, then press #.
- **To exit setup mode:** Enter * one time or wait for 10 seconds to exit the setting.
- **To reset the lock:** Press and hold the reset button for 10 seconds. (See illustration on next page for reset button location.)
- **Keypad:** 3x4 matrix keypad, including # and *.
- **Index Numbers:** The first user of the lock will be assigned Index Number 001; subsequent users will be assigned Index Numbers up to 299, the capacity of the lock. Index Numbers are assigned in sequence, so the second user will have Index Number 002, and so on.
- **The Index Numbers of deleted users** can be re-used for new users, and the existing user codes will remain unchanged.

How To Unlock

- **Keypad only:** Enter User Code, then press the # key.
- **iButton only:** Touch the iButton to the probe on the lock.
- **iButton + Keypad:**
 - Method 1: Touch iButton, then enter User Code, then press #.
 - Method 2: Enter User Code, then press #, then touch iButton.
- **Using a one-time code:** Enter User Code, then press #.

Manufacturer's Default Settings

- Storehouse Mode. (See definition below)



- Daylight saving time is disabled.
- Auto lock is disabled.
- Keypad's backlight is on.
- Default master code: 123456.

Major Functions

- **Auto Lock at preset time.** The lock can be programmed to automatically lock at the same time every day
- **Optional time-restricted user.** Individual users can be set up with restricted access during the day. For example, a user can be set up so that they can unlock the lock only between 8 a.m. and 5 p.m. each day. Note: The restricted access applies to every day of the week. You cannot select specific days of the week.
- **Classroom Mode or Storehouse Mode.** By default, the lock remains in Storehouse Mode unless you change its settings. See the instructions for Function 15 to set the lock temporarily or permanently in Classroom Mode.

Definitions

- **Storehouse Mode:** When the lock is set up in Storehouse Mode, it will unlock for 5 seconds after being accessed and then relock.
- **Classroom Mode:** When the lock is set in Classroom Mode, it will toggle between locked and unlocked for each user access. For example, if the lock is locked when an authorized user touches his or her iButton to it, the lock will unlock and remain unlocked until the next user access (iButton or User Code), which will return the lock to a locked state.
- **Index Number:** Each user is assigned an "Index Number" between 001 and 299. The table in the back of this manual can be used to keep track of which user is represented by which Index Number. Index Numbers are assigned in sequence as you assign users. It's important to keep track of the users in the User Index table, because when deleting a user you will need to know that user's Index Number. When adding a user, that user will be assigned the lowest unused Index Number—which can be either the next in sequence or a that of a deleted user.
- **User Code:** The User Code is the optional numeric password that is assigned to the user. This is if you set up the user to use the keypad to access the lock.

iButton Solo Quick Reference

If you're setting up the locks for the first time or setting up after resetting the lock to its factory settings, you must set a new Master Code (see "Detailed Instructions" below).

The Master Code is the "password" that allows you to make changes the lock. You will not be able to program any lock functions until the Master Code is changed from the factory default. The default Master Code is 123456.

It's important to change this code immediately so that others will not have access to your lock. Instructions on how to change the code (and perform other common setup functions) are listed below.

A note about syntax: When you press the "#" button, it's a "signal" to the lock that an instruction is going to be entered next. Here's the general format:

1. Press # to enter setup mode.
2. You enter your Master Code to let the lock know you have authority to make the change.
3. Press #
4. You enter the Function Code, which tells the lock what you want done.
5. Press #

Starting from scratch

There may be a time when you want to erase everything in the lock and restore its master code to the factory setting. To do so, press and hold the reset button for about 10 seconds until green light flashes and the lock beeps three times.

All user settings in the lock will be erased and the Master Code will be reset to 123456. As described in the text above, you must set the Master Code to something of your own choosing before reprogramming the lock.

6. You enter the information the lock needs to perform that action. In important instructions, including setting a new Master Code, you'll be asked to enter the new code twice to ensure it has been entered correctly.
7. Press #

Here are some common functions:

Set a new Master Code I

This function deletes all existing users of the lock and is recommended for first-time setup of the lock.

Current Master Code (default is 123456) # 22 # New Master Code # New Master Code

Set a new Master Code II

This function leaves intact all existing users of the lock and is recommended if you just want to change your Master Code. This might be used if someone discovers your Master Code and you want to change it to regain security.

Current Master Code (default is 123456) # 11 # New Master Code # New Master Code

Enabling Daylight Saving Time

This function tells the clock inside the lock that Daylight Saving Time is in effect.

Master Code # 31

Set time on the lock

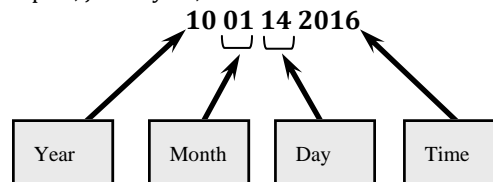
This function is optional: If you're not going to limit access by time or date, there's no need to set the clock in the lock.

Master Code # 88 # Time and Date (see format below)

Time and date format:

1. Last two digits of year
2. Month
3. Day
4. Time in military time.

For example, the code to set the clock to 8:16 p.m., January 14, 2010 would be:



So with this example, the format would be:

Master Code # 88 # 1001142016

Add a single User Code

This function sets the code a person (employee, etc.) uses to operate a lock. The User Code can be from 1 to 8 digits long. Be sure to write the code in the Index Number chart at the back of this manual. If you want to change or delete this code at a later date, you'll need its Index Number. The lock assigns the User Code to the first empty Index Number in the list.

Master Code # 01 # User Code

Note: To restrict a user's ability to operate the lock by time or day, see the instructions on page 10. Also make sure you've set the time and date on your lock (instructions are above.)

Add multiple User Codes at one time

You can have as many as 299 User Codes. Be sure to write the codes in the Index Number chart at the back of this manual. If you want to change or delete a code at a later date, you'll need its Index Number. The lock assigns the User Code to the first empty Index Number in the list.

Master Code # 01 # First User Code ### Second User Code ### Third User Code ### (and so on)

Note: To restrict users' ability to operate the lock by time or day, see the instructions on page 10. Also make sure you've set the time and date on your lock (instructions are above.)

Add a single iButton

Master Code # 01 # Touch the iButton to the receptor on the lock

Add multiple iButtons at one time

Master Code # 01 # Touch the first iButton to the receptor on the lock ## Touch the second iButton to the receptor on the lock ## Touch the third iButton to the receptor on the lock ## (and so on)

Add an iButton and a User Code

With this function, the user would have to touch their iButton to the receptor on the lock, then enter the correct User Code to gain entry.

Master Code # 01 # User Code # Touch the iButton to the receptor on the lock

Delete a User Code or iButton (by Index Number)

With this function, you can delete a User Code that has been assigned to a particular Index Number.

Master Code # 44 # Index Number

Delete a User Code

With this function, you can delete a User Code, even if you don't know its Index Number.

Master Code # 46 # User Code

Delete an iButton

With this function, you can delete an iButton, even if you don't know its Index Number.

Master Code # 46 # Touch iButton to lock's receptor

Detailed Instructions

A note about syntax: In the chart below, the ">" symbol stands for "next": For instance, when you see "# > Code > #", it means "Press the '#' key; next, enter your code; next, press the '#' key."

Operation	Procedure	Response	Notes
Master Code Operation	Reset Master Code and Delete Existing Users: 1. # > Old master code > # 2. 22 > # 3. New Master Code > # 4. New Master Code (repeat) > #	Green light flashes four times. Beeps four times.	<ul style="list-style-type: none"> • Master code is to set up lock only, not to unlock. • Default Code: 123456 • New master codes can be 1-8 digits, but not 123456.
	Reset Master Code and Do Not Delete Existing Users: 1. # > Old master code > # 2. 11 > # 3. New Master Code > # 4. New Master Code (repeat) > #		
Set Time	1. # > Master Code > # 2. 88 > # 3. Enter time > #	Green light flashes. Beeps twice	Time format: yy+mm+dd+hh+mm (Use military time format.).

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Operation	Procedure	Response	Notes
Add/ Modify User: Keypad	<ol style="list-style-type: none"> 1. # > Master Code > # 2. 01 > # 3. User Code > # 4. Starting Time > # 5. Ending Time > # 6. To continue adding user codes, repeat Steps 3-5, otherwise, exit by "*" 	<p>After each step, 2 green light flashes, 2 short beeps.</p> <p>After completion of one Index Number, 3 green light flashes, 3 short beeps.</p> <p>On exit, red light flash, single long beep.</p>	<ul style="list-style-type: none"> • Time format: yymmddhhmm. For example: For May 23, 2007, 15:24, enter:0705231524. • If there is no time restriction, just enter # to skip the time format. • DO NOT add an iButton user in the same setup as a key code user.
Add/ Modify User: iButton	<ol style="list-style-type: none"> 1. # > Master Code> # > 01 > # 2. Touch iButton 3. Starting Time > # 4. Ending Time > # 5. To continue adding user codes, repeat Steps 3-5, otherwise, exit by "#" 	Same as Add User: Keypad (above)	
Add/ Modify iButton+ Keypad User	<ol style="list-style-type: none"> 1. # > Master Code > # 2. 01 > # 3. User Code > # 4. Touch iButton. 5. Starting time > # 6. Ending time > # 7. To continue adding user codes, repeat Steps 3-5, otherwise, exit by "#" 	Same as Add User: Keypad (above)	
Set One-Time Use User	<ol style="list-style-type: none"> 1. # > Master Code > # 2. 33 > # 3. User code (1-8 Digits) > # 4. To set up more one time use codes, repeat step 3; otherwise, exit by "#" 	Green light flashes, beeps twice.	<ul style="list-style-type: none"> • Can set up to 10 one-time users. • To operate: user code > "#"
Deactivate Users (Not Delete)	<ol style="list-style-type: none"> 1. # > Master Code > # 2. 02 > # 3. Index number you need deactivate (001-299) > # 4. To deactivate more users, repeat Step 3; otherwise, exit by "*" 	Green light flashes, beeps twice.	If the deactivated user tries to use the code to open the lock, it shows three red light flashes and three beeps, and the lock remains locked.
Reactivate User	<ol style="list-style-type: none"> 1. # > Master Code > # 2. 03 > # 3. Index Number (001-299) > # 4. To reactivate more users, repeat Step 3; otherwise, exit by "*" 	Green light flashes, beeps twice.	
Delete User	<ol style="list-style-type: none"> 1. # > Master Code > # 2. 44 > # 3. Index Number (001-299) > # 4. To delete more users, repeat Step 3; otherwise, exit by "*" 	After completion of one index Number, green light flashes/ beeps twice.	

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Operation	Procedure	Response	Note
Lockout/Unlock All Users	1. # > Master Code > # 2. 99 > # The lock will stay in its current mode until you enter the same code to release it from lockout mode.	Red light flashes, beeps four times (lockout mode); Green light flashes, beeps twice (normal mode)	If user tries to open the locked out lock, green light flashes 4 times; lock beeps 4 times.
Set permanent Classroom Mode	1. # > Master Code > # 2. 15 > # 3. 1 > # 4. 10591100 > #	Green light flashes, lock beeps twice to indicate the lock has been set in Classroom Mode.	To set the lock in Classroom Mode for a specified time, see Page 10
Disable Classroom Mode	1. # > Master Code > # 2. 16 > #	Red light flashes, lock beeps four times to indicate the lock has been set in Storehouse Mode.	
Set/Cancel Blink (lights lock's iButton probe for use in dark areas)	1. # > Master Code > # 2. 18 > #	Cancel blink: Green light flashes, lock beeps twice. Set blink: Red light flashes three times, lock beeps four times.	Use the same method to return the previous state.
Set Auto-Lock Time	1. # > Master Code > # 2. 66 > # 3. HHMM > #	Green light flashes, lock beeps twice.	The lock will lock every day at the same time. (This function must be "turned on" in the step below.)
Enable/ Disable Auto Lock Function	1. # > Master Code > # 2. 67 > # (to enable Auto lock function) or 68 > # (To disable Auto Lock function)	Enable response: Green light flashes, lock beeps twice. Disable response: Red light flashes, lock beeps twice.	
Daylight Saving Time Enable	1. # > Master Code > # 2. 31 > # (to enable) or 32 > # (to disable)	Red light flashes, lock beeps twice (DST enable). Green light flashes, beeps twice (DST disable).	

Setting up the lock for restricted access

When you set up an iButton or User Code on the iButton Solo lock, by default the user has access 24 hours a day, seven days a week. With just a few commands, you can change that to give individual users access only at particular times of day. For instance, you can set the lock to allow one person access Monday through Friday, from 9 a.m. to 5 p.m., and another person access only from 7 to 9 p.m. on Sundays.

Here's how to do it:

1. Following the detailed instructions in the previous section, do the following:
 - A. Enable Daylight Saving Time on the lock (Function code 31).
 - B. Set up the date and time on the lock (Function code 88).
 - C. Add the iButton and/or User Code to the lock (Function code 01). (The user will have 24/7 access, but you'll modify that in the next steps.)
2. Now you'll set the restrictions, using the table below:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
0	1	2	3	4	5	6

Here's the syntax (examples follow):

Master code # > 45 # > User Code or iButton tap to the lock # > Days (from chart above) # > Beginning time and ending time

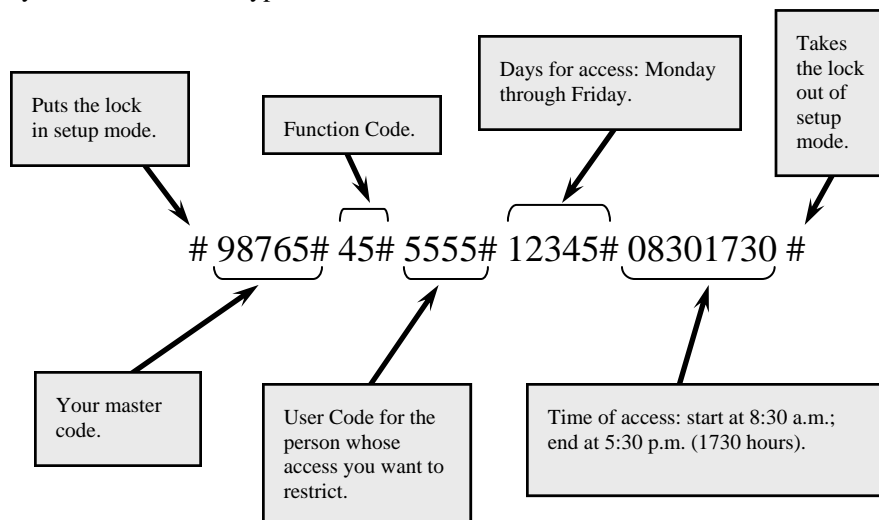
Examples:

Example 1

Let's assume the following:

- The user you want to restrict operates the lock with a User Code (not an iButton) and has a User Code of 5555.
- Your Master Code is 98765.
- You want to give this user access only Monday through Friday, from 8:30 a.m. to 5:30 p.m.

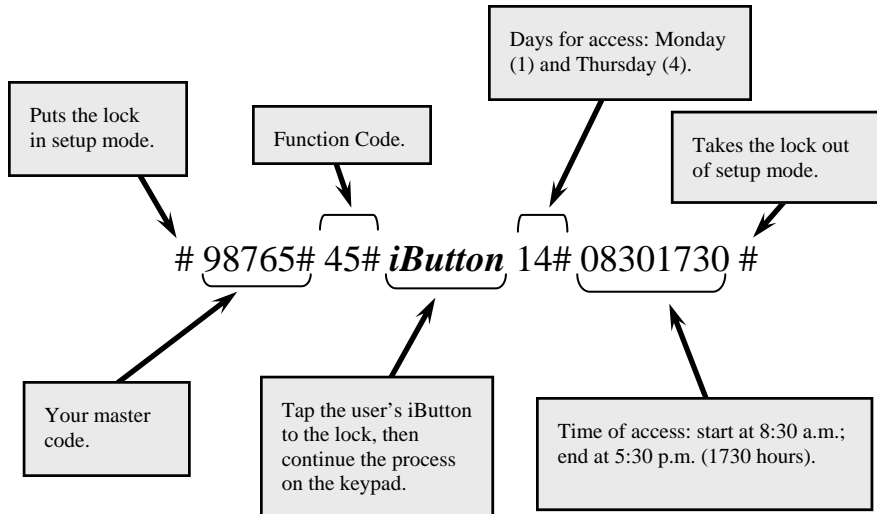
Here's what you'll enter on the keypad:



Example 2

Assumptions:

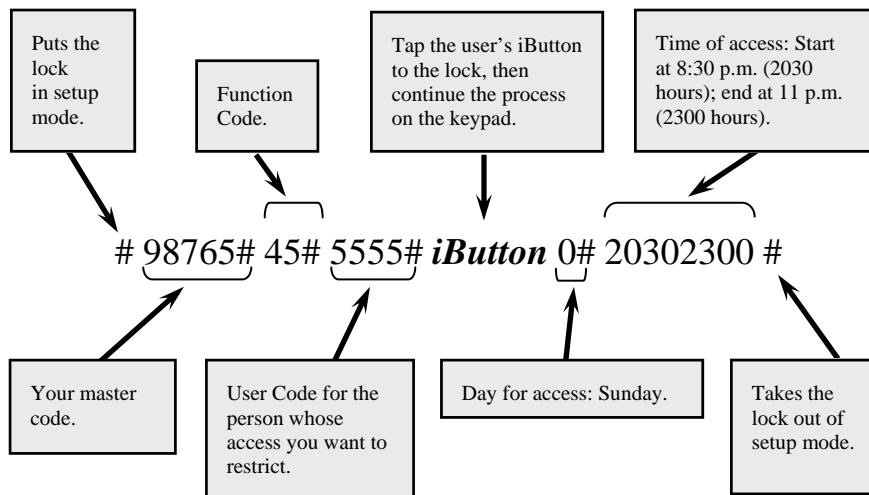
- The user you want to restrict operates the lock with an iButton.
- Your Master Code is 98765.
- You want to give this user access only Monday and Thursday, from 8:30 a.m. to 5:30 p.m.



Example 3

Assumptions:

- The user you want to restrict operates the lock by tapping their iButton and then entering their User Code, which is 5555.
- Your Master Code is 98765.
- You want to give this user access only on Sunday from 8:30 p.m. to 11 p.m.



List of lock functions

In the chart below, the ">" symbol stands for "next": For instance, when you see "# > Code > #", it means "Press the '#' key; next, enter your code; next, press the '#' key."

No	Operation	Procedure
11 #	Change Master Code w/o deleting users	#old master code# > 11# > new code# > new code#
22 #	Change Master Code & delete all users	#old master code# > 22# > new code# > new code#
01 #	Add/Modify Keycode User (no time limit)	#master code# > 01# > user code# > # > #
01 #	Add/Modify iButton User (no time limit)	#master code# > 01# > touch iButton > # > #
01 #	Add/Modify iButton +Keycode User (no time limit)	#master code# > 01# > user code# > touch iButton > # > #
01 #	Add/Modify Keycode User (time limit)	#master code# > 01# > user code# > yymmddhhmm#>yymmddhhmm #
01 #	Add/Modify iButton User (time limit)	#master code# > 01# > touch iButton > yymmddhhmm # >yymmddhhmm #
01 #	Add/Modify iButton+Keypad User (time limit)	#master code# > 01# > keypad# > touch iButton > yymmddhhmm# >yymmddhhmm #
02 #	Temporarily deactivate one user	#master code# > 02# > Index #
03 #	Reactivate user	#master code# > 03# > Index #
15 #	Set lock in Classroom Mode (See detailed instructions on Page 9)	#master code# > 15#> DayCode(s) (from chart on pg. 6) #>StartTimeEndTime#
16 #	Set Storehouse Mode	#master code# > 16#
18 #	Enable/Disable Blink light	#master code# > 18# (repeat "on & off")
31 #	Daylight Saving Time "Enable"	#master code# > 31#
32 #	Daylight Saving Time "Disable"	#master code#> 32#
33 #	Set one-time user code.	#master code# > 33# > user code# (up to 10 one time codes)
34 #	Background Light Setting "Enable"	#master code# > 34 #
35 #	Background Light Setting "Disable"	#master code# > 35#
44 #	Delete user	#master# > 44# > index #
45 #	Restrict access by individual user by day or time.	# Master code # > 45 # > user code or iButton tap to the lock # > DayCode (from chart on pg. 6) # > StartTimeEndTime#

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No.	Operation	Procedure
66#	Set up the Auto-Lock Time	#master code# > 66# > HHMM#
67#	Auto-Lock Function "Enable"	#master code# > 67#
68#	Auto-Lock Function "Disable"	#master code# > 68#
88#	Set up Time	#master code# > 88# > yymmddhhmm#
99#	Lockout & Unlockout all users	#master code# > 99#

All about Index Numbers

When a user is added to a lock, the lock assigns him or her an Index Number. It's important that the lock's supervisor keep track of which user has which Index Number.

That's why we have included the chart on the following pages.

Each time a user is added, the lock assigns him or her the lowest Index Number available.

This means that if you're just starting the setup of the lock, the first user will be Index Number 001, the second will be 002, etc. However, if at some point you delete a user, that may change the sequence.

For example, let's say you have 10 users, and they occupy Index Numbers 001 through 010. Then the person who was assigned to Index Number 004 resigns, and you delete his iButton from the lock. The next time you add a user, the lock will assign them to Index Number 004. Subsequent users will be assigned 011, then 012, etc.

Index Number Log Sheet

Index No.	User Name	User Code
001		
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Technical support

If you experience any difficulty installing or operating your iButton Solo lock, please contact TimePilot Technical Support at 1-630-879-6400, Ext. 104, or e-mail Technical Support at Support@TimePilot.com. See the CrossOver Lock web site—www.CrossOverLock.com—for more tips and other information about the locks.

Lock specifications

- **Access Type:** IButton, numeric code or both.
- **Setup Method:** Set up users from keypad.
- **User Capacity:** 299.
- **Auto Lock Function:** Set the lock to automatically lock at a preset time.
- **Modes:** Storehouse or Classroom (In Classroom Mode, once a door is opened, the door remains unlocked until an iButton is used to lock it; in Storehouse Mode, the door locks each time it is closed.)
- **Usage:** Outdoor or indoor.

Hardware highlights

- **Keypad:** 12 numeric buttons.
- **Finish:** Stainless steel or brass finish.
- **Power Supply:** 4 standard AA batteries.
- **Battery life expectancy:** 10,000 operations; low battery warning.
- **Door Preparation:** Standard ANSI A115 Series Prep, modified by adding additional 5/8" through-bolt holes to add stability to the lock and increase security.
- **Strike Plate:** ANSI Standard 115.3. 1-1/8 x 2-3/4 inch T strike with 1-1/4 lip-to-center dimension.
- **Handle:** Lever. Reverses to left- or right-hand.
- **Latch:** 2 3/4 inch backset standard (2 3/8 inch backset optional), solid brass with 1/2 inch throw. 1-inch diameter bore is required.
- **Materials:** Zinc Alloy.
- **Temperature:** 0°F-120°F (-18°C-50°C).
- **Accessibility Standard:** Meets ADA standards.