

## Programming and Operating Instructions


  
**CODELOCKS**  
control + convenience

## CODES - THE BASICS

- The factory set Master Code is #1234. This should be changed immediately after installation (see program 10).
- The Master Code and optional Sub-Master Code always start with the # prefix. This puts the lock into Programming Mode.
- When the Master or Sub-Master Code is entered 3 times consecutively without performing a programming function, a penalty time of 10 seconds is activated. This feature is to discourage the casual use of Master Codes as User Codes.
- The length of the Master Code determines the length of the User Code and the Sub-Master Code.
- If the Master Code is changed to another of the same length then the Sub-Master and all User Codes will be retained.
- If the Master Code is changed to one of a different length then the Sub-Master and all User Codes will be deleted.
- Codes may be 4, 5 or 6 digits long.
- The lock memory will store 80 different User Codes, each identified by a User Code ID - 01 to 80.
- The lock memory can store 10 different One-Time User Codes. Each One-Time User Code is identified by a One-Time User Code ID - 81 to 90.
- When in Programming Mode a Program Code must be entered within 5 seconds, otherwise the Red light will flash and beep and the lock will revert to normal.
- If a programming mistake is made wait 5 seconds, the Red light will flash and beep and the lock will revert to normal.
- A new code will be rejected if it is already in the memory.

## OPERATING INSTRUCTIONS

The CL5000 lock has a 12 button keypad including \* and # buttons.

The CL2000 and CL4000 locks have an 11 button keypad including the badge bar  which acts as the # button.

### UNLOCK TIME

The factory pre-set UNLOCK time is 4 seconds. This may be changed - (see Program 06).

### PENALTY TIME

Entering 3 incorrect codes will cause the lock to suspend activity for a penalty time of 10 seconds.

### KEY OVERRIDE

For the CL5000 and CL4000 the Key-in-Lever allows the lock to be opened for Security and Housekeeping Functions. Turn the key clockwise 90° and depress the lever handle to open the door. For the CL2000 turning the key clockwise will retract the latch allowing the door to be opened.

### CODE FREE MODE

Using the Master or the Sub-Master Code, programs 08 and 09 will put the lock into, and out of, Code Free Mode. In Code Free Mode battery

power is not being used. For the CL4000 and CL5000 only, if Master and Sub-Master Codes cannot be issued for this purpose it is possible to use the Key-in-Lever to put the lock into Code Free Mode. This requires that the cylinder tailpiece be changed according to the instruction on pages 4 and 5.

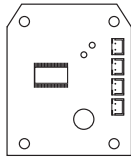
### REVERTING TO FACTORY SETTING

If the Master Code is not known the lock memory can be cleared and made to revert to the factory Master Code as follows:

- 1 Remove one battery.
- 2 Press and hold the '0' button, replace the battery, the Blue LED will flash twice, beep will sound twice, then release the '0' button.
- 3 Within 3 seconds press the \* button 3 times. For CL2000 and CL4000 locks press the '0' button 3 times. The Blue LED will light continuously for 7 seconds and then 2 beeps will sound. The lock will have reverted to the factory set Master Code, #1234, and all other settings will be erased.

## REMOTE RELEASE OPTION

The lock has 2 sets of terminals for remote release, labelled REM 1 and REM 2 on the printed circuit board in the front housing. Cables are provided with the lock for these connections.



1. Battery
2. Remote 1
3. Remote 2
4. Clutch / Actuator

**REM 1** is intended for use when there is a need to allow a visitor to open the door after having been identified by intercom or by sight from within. **REM 1** would be connected to a pushbutton on a reception desk, or to the appropriate button on an intercom. Pushing the button would cause the Blue LED to light and would release the lock for the normal set time.

**REM 2** is intended for use when there is a need for the door to be released by an alarm system, such as a fire alarm. This enables emergency personnel to rapidly check that no one is trapped/overlooked in classrooms, wards, guest rooms, etc. during an emergency evacuation, or during a fire drill. When activated by an alarm **REM 2** will maintain the unlocked condition for 30 minutes. During this time the red LED will flash once every second and beep to indicate the unlocked condition. The lock will automatically revert to normal after 30 minutes. If required Program 11 can be used to revert the lock to normal before the 30 minute period has finished.

## LOCKED/UNLOCKED STATUS INDICATION

Using Program 15 the Blue and Red LED's can be programmed to indicate locked and unlocked status.

## BATTERY POWER

The CL5000 and CL4000 Electronic Codelocks should provide in excess of 200,000 openings from the 4 x AA cells rated at 2,900 mAh. The CL2000 should provide in excess of 80,000 openings from the 2 x AA cells rated at 2,900 mAh.

## LOW BATTERY

When the battery power is low the Red LED will flash 5 times before the Blue LED flashes to signal acceptance of the code. Batteries should be changed as soon as this happens.

## BATTERY FAILURE OVERRIDE

The CL2000 series has been designed so that a PP3 battery can be used to open the lock should batteries fail. See image below.

### The procedure is as follows:

- Place the terminals of the PP3 battery against the contact points on the lock.
- The positive +PP3 terminal to the left hand contact.
- The Negative -PP3 terminal to the right hand contact.
- On secure maintained contact the lock will beep twice and the Blue light will flash twice.
- Maintaining contact enter the Master Code.
- The clutch will release allowing the lock to be opened.
- Fit the new batteries to the lock by removing the battery cover on the inside of the door.

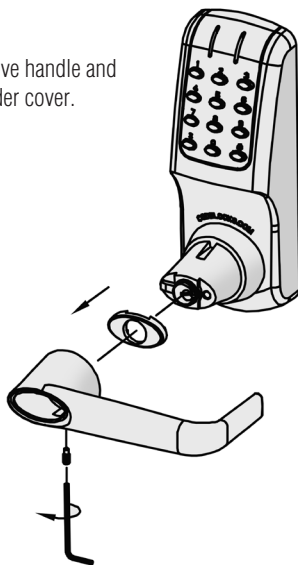


## CODELOCKS CL4000 AND CL5000 LOCKS

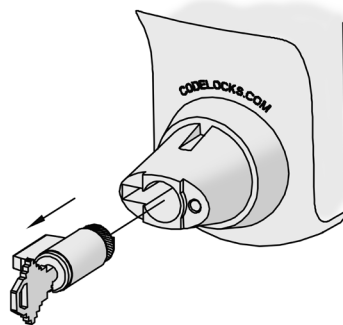
**Removal of front-load cylinders to change key bypass function, to repin cylinders, or to replace with cylinders by a different manufacturer\***

\* If intending to use a cylinder by a different manufacturer it is advisable to confirm beforehand that the new cylinder will fit the boss. Note that the CL5000 uses a 6 pin screw-cap cylinder. The CL4000 use a 5 pin cylinder.

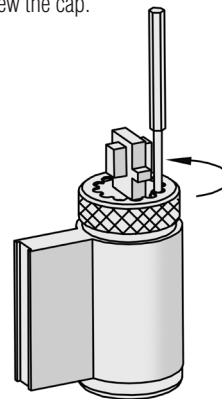
**1** Remove handle and cylinder cover.



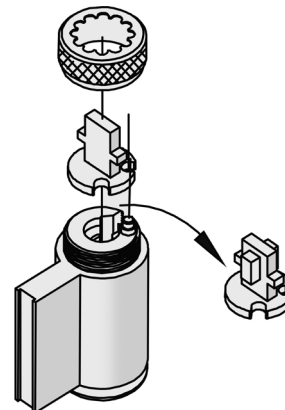
**2** Turn key 90° clockwise and remove cylinder from boss.



**3** Remove key from cylinder. Hold down the control pin in the end of the cylinder and unscrew the cap.

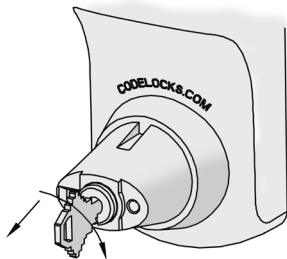


**4** Replace the tailpiece, hold down the control pin and screw the cap fully on without tightening. Ensure control pin projects to lock the cap.



**5** Test the key operation. If the key is difficult to insert or tight when turning, then the cap maybe too tight. Loosen the cap one notch at a time and try the key again. If the key inserts and turns OK, but is difficult to remove, then the cap may be too loose. Tighten up the cap one notch at a time. Adjust the cap until the key inserts, turns and removes easily.

**6** With key turned 90° clockwise replace cylinder, cylinder cover and handle.

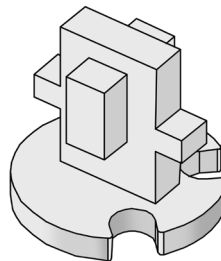


## CAUTION!

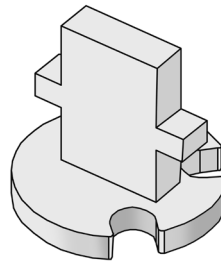
DO NOT INSERT THE KEY IN THE CYLINDER  
ONCE YOU HAVE REMOVED THE SCREW-CAP

## CHANGING KEY BYPASS FUNCTIONS

**Storeroom Function** tailpiece allows key to turn 90° clockwise to enable handle to retract the latch - this is the factory fitted function.



**Classroom Function** tailpiece allows key to turn 90° clockwise and be removed leaving the handle engaged in Code Free Mode. Code Free Mode is cancelled by turning key 90° anti-clockwise.



**THESE TAILPIECES WILL FIT MOST SCREW-CAP CYLINDERS  
FROM OTHER MANUFACTURERS**

## PROGRAMMING INSTRUCTIONS

\*First change the factory Master Code #1234 - see program 10. If the Master or Sub-Master Code is entered 3 times consecutively without performing a programming function, a penalty time of 10 seconds is activated.

**Note:** On the CL2000 and CL4000 locks the [CODELOCKS.COM](http://CODELOCKS.COM) at the bottom of the keypad acts as the # button. The Master Code and Sub-Master Code MUST always start with #. Codes can only be the same length as the Master Code. A • or • in the Key Sequence opposite indicates LED illumination.

**IF ENTERED, A SUB-MASTER CODE CAN BE USED INSTEAD OF THE MASTER CODE FOR ALL PROGRAMS EXCEPT PROGRAMS 10 AND 12.**

### USER CODES

#### ENTER NEW USER CODE - PROGRAM 01

#Master Code • 01 • User Code ID (eg 05) •  
New Code (eg 4321) ••

**Result:** New code 4321 entered at User Code ID 05  
(• when user enters code)

#### SUSPEND USER CODE - PROGRAM 02

#Master Code • 02 • User Code ID (eg 05) ••

**Result:** User Code at ID 05 suspended  
(•• when user 05 enters code)

#### RESTORE USER CODE - PROGRAM 03

#Master Code • 03 • User Code ID (eg 05) ••

**Result:** User Code at ID 05 restored  
(• when user 05 enters code)

#### SUSPEND ALL USER CODES - PROGRAM 04

#Master Code • 04 ••

**Result:** All User Codes suspended  
(•• when all users enter code)

#### RESTORE ALL USER CODES - PROGRAM 05

#Master Code • 05 ••

**Result:** All User Codes restored  
(• when all users enter code)

#### CHANGE UNLOCK TIME - PROGRAM 06

#Master Code • 06 • enter open time (range 2 - 9 secs) ••

**Result:** After code entry the lock will unlock for the set time  
(Factory pre-set time is 4 seconds)

## MASTER CODES

### ONE TIME USER CODE - PROGRAM 07

#Master Code • 07 • One time code ID (eg 81) • One time Code (eg 4321) ••

**Result:** Code 4321 in position 81 will work once and then be removed from memory

**Note: ID Positions 81 to 90 are reserved for this program function, allowing up to 10 One-Time User Codes to be entered.**

### SET CODE FREE MODE - PROGRAM 08

#Master Code • 08 ••

**Result:** Lock will be continuously unlocked

### CANCEL CODE FREE MODE - PROGRAM 09

#Master Code • 09 ••

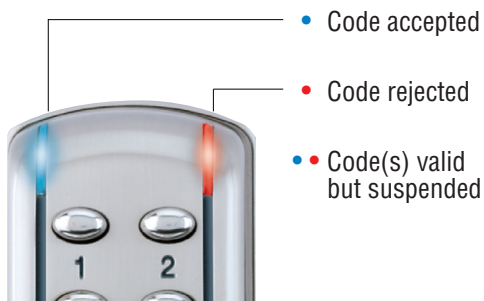
**Result:** Lock will revert to normal operation

### CHANGE MASTER CODE - \*PROGRAM 10

#Master Code • 10 • enter length of Master Code followed by new Master Code (eg 6, 123456) • confirm length of Master Code followed by new Master Code (eg 6, 123456) ••

**Result:** Master Code now changed to #123456

**Note: If the length of the Master Code is changed then all previous User Codes will be deleted**



## SUB-MASTER CODES

### CANCEL EMERGENCY OPEN MODE - PROGRAM 11

#Master Code • 11 ••

**Result:** The emergency unlocked condition via REM 2 will be cancelled and the lock will revert to normal operation

### DELETE ALL USER CODES - PROGRAM 12

#Master Code • 12 • 12 •• (7 secs)

**Result:** All User Codes will be cleared from the memory

### ADD/CHANGE SUB-MASTER CODE - PROGRAM 13

#Master Code • 13 • Sub-Master Code (eg 2468) ••

**Result:** A Sub-Master Code #2468 has been entered

### DELETE SUB-MASTER CODE - PROGRAM 14

#Master Code • 14 • 14 ••

**Result:** Sub-Master Code has been deleted

### LOCKED/UNLOCKED STATUS - PROGRAM 15

1. #Master Code • 15 • 1 •• = Locked, No LED flashing (this is the default setting)
2. #Master Code • 15 • 2 •• = Locked-Red • LED flashing
3. #Master Code • 15 • 3 •• = Unlocked-Blue • LED flashing

**Result:** If activated LED's will flash continuously every 5 seconds

**Note: LED's will not indicate unlocked mode by key**



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