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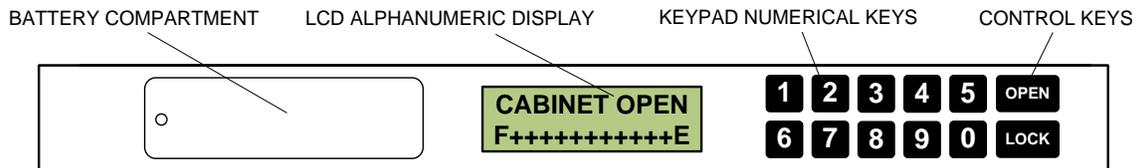
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OVERVIEW

The Global E-Lock is a HIGH SECURITY lock specifically designed for Filing and Storage Cabinets.

The Lock’s front panel contains a keypad (comprising of ten numerical keys and two control keys), LCD display and Battery compartment.



Operating the lock requires 4-digits ACCESS CODE which is entered using the keypad numerals. The lock has 2 modes of operation, SECURE and HOTEL.

SECURE mode.

In this mode of operation, the lock can store up to five unique codes providing the users with two levels of access privileges: MASTER and USER.

The MASTER access level allows for storing up to 4 USER codes, re-programming MASTER code, viewing and erasing stored USER codes, calibrating the lock (in case of a malfunction), displaying cabinet’s serial number (IDNum) and lock’s software version.

The USER access level can unlock the cabinet only, using one of the pre-programmed USER codes.

Locking the cabinet does not require an access code.

HOTEL mode

In this mode of operation, the lock stores two unique codes providing the users with two levels of access privileges: MASTER and USER.

The MASTER menu allows for opening of a locked cabinet (while erasing the USER code that was used to lock the cabinet), re-programming the MASTER code, calibrating the lock (in case of a malfunction), displaying cabinet’s serial number (IDNum) and lock’s software version.

USER access code allows opening and locking of the cabinet only. Each locking operation of a cabinet requires unique locking code which is stored in lock’s memory. That code must be used to open the cabinet. Once the cabinet is open, the stored access code is erased and a new code is required to lock the cabinet.



MASTER LEVEL ACCESS

Accessing MASTER menu requires entering a [0000] code (“0000” is a reserved code and cannot be used as any programmed access code) followed by a 4-digits MASTER code (“5555” is factory default).

The MASTER menu is displayed on the LCD. It contains 8 items (commands) in SECURE mode and 6 commands in HOTEL mode.

Keys “OPEN” and “LOCK” scroll through the commands (‘up’ and ‘down’ respectively). Each command that appears on the display can be activated by pressing key “0”. The display then is guides the user in command execution. The MASTER menu remains active until “EXIT” command is executed.

WARNING:

If a key is not depressed within 6 seconds following an active display, the system will cancel the last operation and enter standby mode.

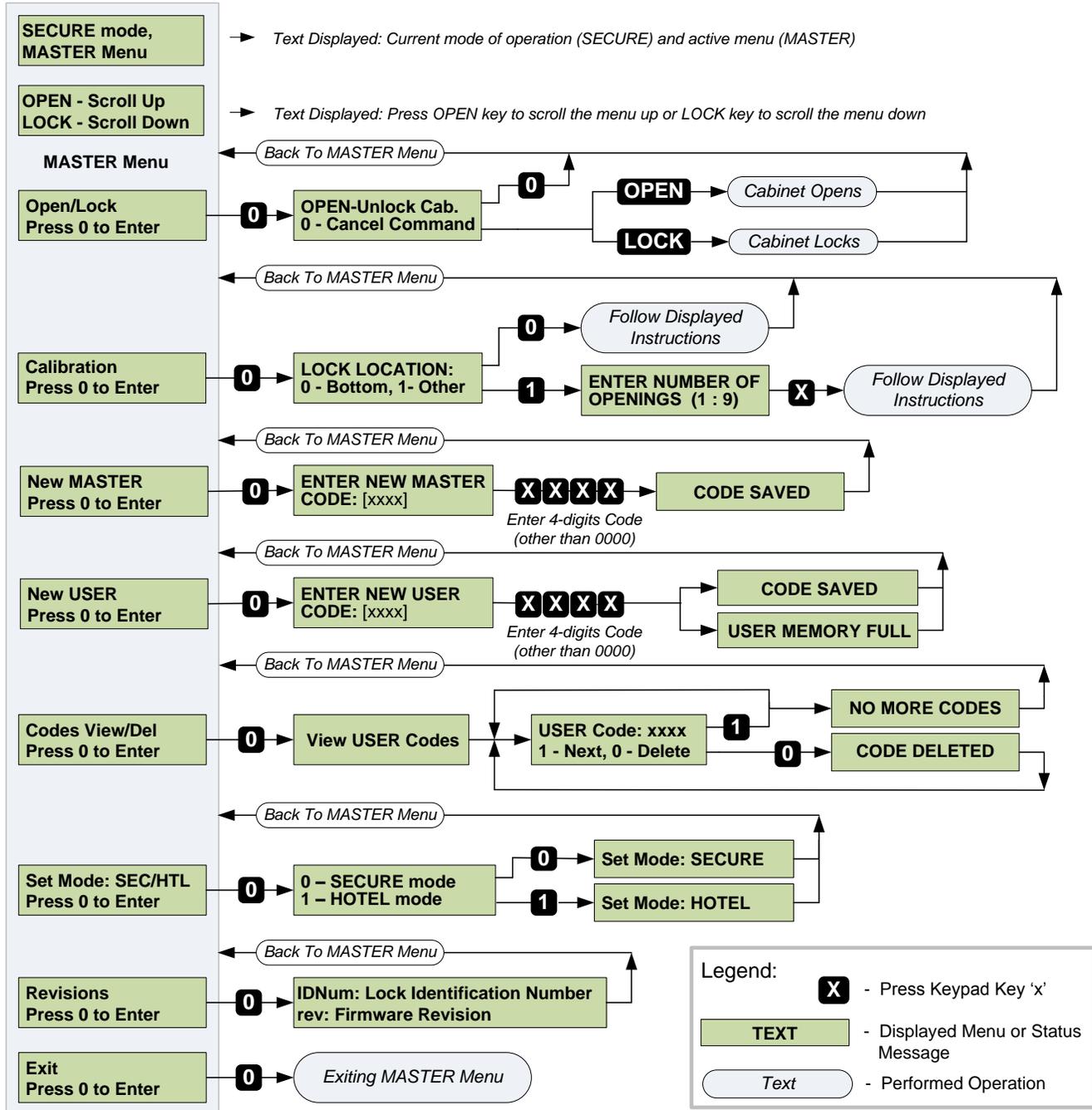
RECOMMENDATION:

For added security, the user with MASTER level access privilege should reprogram the default MASTER code to a personal (secret) code and should delete the default USER code (1234).



The following contains a flowchart of the SECURE mode MASTER menu with a detailed description of available commands and options.

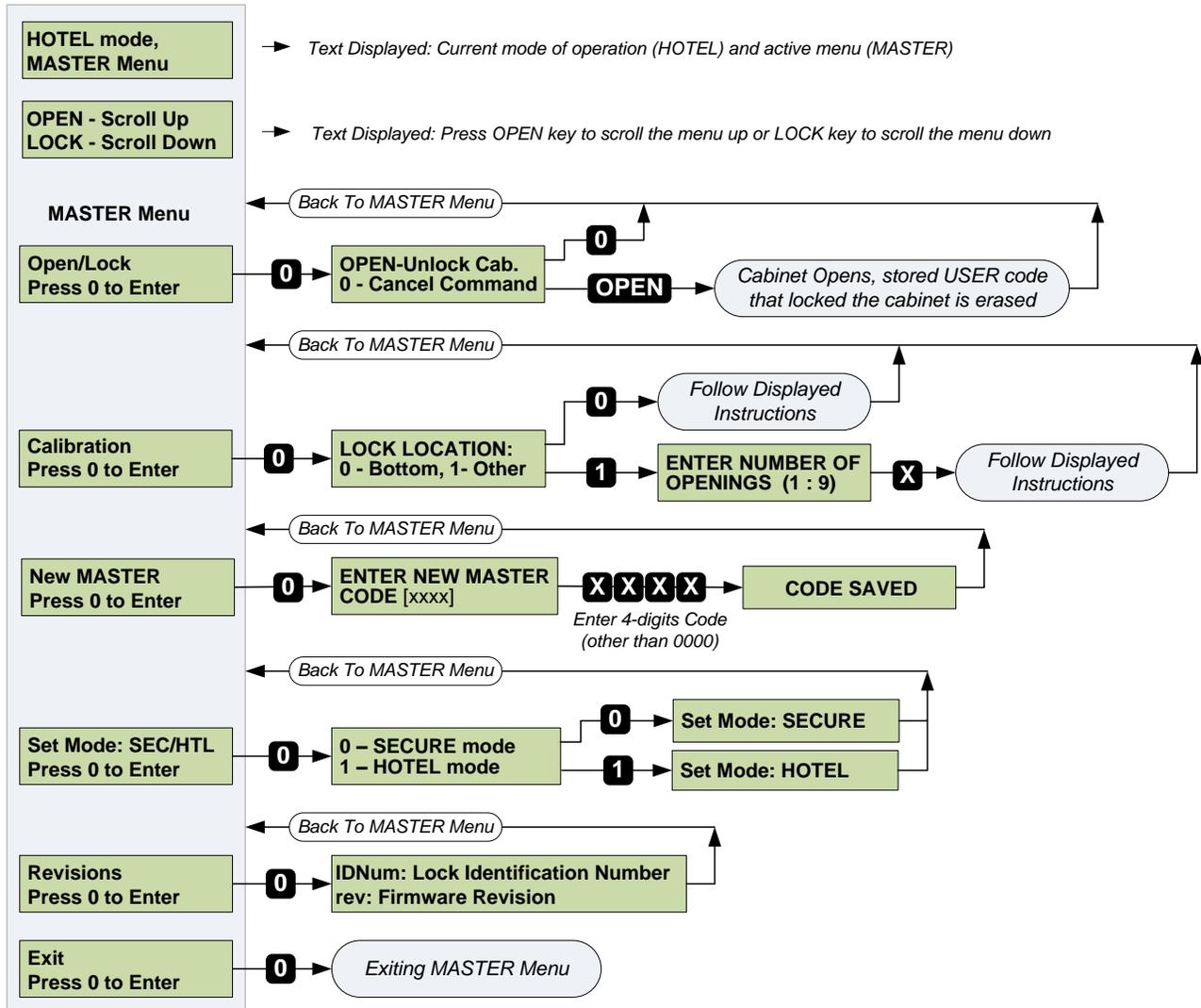
0000 → **5555** → Enter MASTER Code 0000 5555 (factory default)



MASTER menu flowchart - SECURE mode



0000 → **5555** → Enter MASTER Code 0000 5555 (factory default)



Legend:

- X** - Press Keypad Key 'x'
- TEXT** - Displayed Menu or Status Message
- Text* - Performed Operation

MASTER menu flowchart - HOTEL mode



MASTER Menu Detailed Description

[Open/Lock]

SECURE mode - Selecting the command allows opening and locking of the cabinet while MASTER menu is active (before selecting Exit command)

HOTEL mode - Selecting the command allows opening of the cabinet (while it is locked) while erasing the USER code that was previously used to lock the cabinet. In this mode of operation, locking of the cabinet is only allowed in USER mode.

[Calibration]

Lock calibration. Cabinet movement resulting in frame misalignment or environmental conditions (such as dust) may cause the lock to be unable of locking or opening. In such case the user needs to re-calibrate the lock to adapt it to changed conditions. It is an interactive process, during which the system acquires a new set of parameters needed to operate the lock.

Selecting command displays a set of submenus. The user is required to follow an on-screen instructions and to respond to displayed questions.

WARNING:

[LOCK LOCATION: 0-Bottom, 1-Other] menu refers to the placement of the lock within the cabinet. Press [0] if the lock is located at the bottom of the cabinet (below the opening) or [1] if the location is in the middle or at the top.

WARNING:

For the cabinets equipped with Posting Shelf always select [0] as lock location.

[New MASTER]

Selecting the command prompts the user to enter a 4-digit code. The digits are displayed on the LCD as they are entered. Following the entry of the fourth digit, the code is saved in lock's memory and a message [CODE SAVED] is displayed.

[New USER]

The command is available in SECURE mode of operation only.

Selecting the command prompts the user to enter a 4-digit code. The digits are displayed on the LCD as they are entered. Following the entry of the fourth digit, the code is saved in lock's memory and a message [CODE SAVED] is displayed. The lock can store up to 4 USER codes. If all four codes were programmed, a message [USER MEMORY FULL] is displayed.

CAUTION: The program does not verify the new codes against the stored ones. The user must ensure that its MASTER code is not programmed as a USER code as well. It is recommended for the MASTER to change his code, instead of requesting a different USER code.

**WARNING:**

Code [0000] is reserved and cannot be programmed as an access code.

[Codes View/Del]

The command is available in SECURE mode of operation only.

Selecting the command displays the first stored USER code in the first line and available two options on the bottom line:

[1 – Next, 0 – Delete]

Pressing key [0] deletes the displayed USER code. Pressing key [1] displays next stored USER code. The operation will continue until all stored USER codes (up to 4 codes) are displayed.

[Set Mode: SEC/HTL]

The command enables SECURE or HOTEL mode of operation. Selecting the command displays available selection:

[0 – SECURE mode, 1 – HOTEL mode]

Pressing key [0] sets SECURE mode of operation and a message [Set Mode: SECURE] is displayed.

Pressing key [1] sets HOTEL mode of operation and a message [Set Mode: HOTEL] is displayed.

WARNING:

When switching from HOTEL mode to SECURE mode, the default open code (1234) might not be available. The MASTER is then required to program new USER codes.

[Revisions]

Display cabinet's Identification number (IDNum) in first line and the lock's firmware revision on the bottom line.

[Exit]

The command exits the MASTER menu and returns the lock to USER mode of operation.



USER LEVEL ACCESS – SECURE MODE

The system allows for four unique USER access codes. Each USER code allows opening of the cabinet. The lock is shipped from the factory pre-programmed with a single default USER code [1234]. The default code as well as any additional USER codes can be changed through the MASTER menu only.

RECOMMENDATION:

For added security, the user with MASTER level access privilege should delete the default USER code.

USER Menu Detailed Description

Entering the USER code displays the following message:

Press OPEN key
to open cabinet

The message prompts the user to press the OPEN key to unlock the cabinet.

Following the successful operation, a status message specifying the current cabinet status (open or locked) is displayed on the top line. The bottom line displays the charge status of the battery. The charge indicator is contained between letters 'F' (Full) and 'E' (empty). The amount of battery charge is represented by '+' and '-' signs. The '+' signs (full charge) change to '-' signs as the batteries deplete.

CABINET OPEN
F+++++++E

CABINET OPEN
F -----E

WARNING:

If the OPEN or LOCK key are not depressed within 14 seconds of the code entry, the operation is cancelled.



USER LEVEL ACCESS – HOTEL MODE

HOTEL mode of operation allows for a single USER code, programmable with each instance of opening of the cabinet.

When the cabinet is open, pressing any keypad key activates the LCD display. A menu prompting the user to enter personal 4-digits code is shown on the display. Entering the code and pressing the LOCK key locks the cabinet and the code is stored in the memory.

Enter 4-Digits
Lock Code:

Press LOCK key
to lock cabinet

When the cabinet is locked, entering an opening code (code that was used to lock the cabinet) and pressing the OPEN key unlocks the cabinet. The stored opening code is then erased preparing the lock to accept new access code.

Enter Code
to OPEN:

Press OPEN key
to open cabinet

Following the successful operation, a status message specifying the current cabinet status (open or locked) is displayed on the top line. The bottom line displays the charge status of the battery. The charge indicator is contained between letters 'F' (Full) and 'E' (empty). The amount of battery charge is represented by '+' and '-' signs. The '+' signs (full charge) change to '-' signs as the batteries deplete.

CABINET LOCKED
F+++++++E

CABINET LOCKED
F -----E

WARNING:

If the OPEN or LOCK key are not depressed within 14 seconds of the code entry, the operation is cancelled.



REMOTE ACCESS PROCEDURE

The Global E-Lock provides highly secured access to the cabinet. Each code is individually programmed by the user and there is NO “hidden reset code” that would open the cabinet in case of a lost access code. However, to address such an event, we devised a method to remotely open the cabinet, while maintaining security of the stored records.

The process is available to users who registered their cabinets through our website www.globalelockfiles.com. If the requesting person is verified as authorized to open the cabinet, a onetime unlock code can be obtained through the Customer Service (1-905-761-3284). That code is a result of a unique interactive process between the lock and the Customer Service office. It is initiated by the lock, thus making the procedure unique to each cabinet. The obtained code will open the cabinet once and will not work again.

The following describes the process that takes place between the user and Customer Service.

The user is instructed to enter code [0000] [0000] to activate the Remote Access procedure.

In response, the cabinet Identification Number is displayed on the LCD top line. The number is submitted to the Customer Service representative who then performs a security check validating the user’s request. If authorized, the process of Remote Access continues.

Next, the 8-digits number displayed on the LCD bottom line, the CC (Calling Code) number is submitted to the Customer Service representative. The CC number is generated following the [0000] [0000] remote code entry by the lock. It is random and unique with each remote request instance. That number is used to generate a 4-digit cabinet access code by the Customer Service.

The Remote Access procedure can generate two levels of access codes: MASTER and USER.

MASTER level code restores the factory default MASTER code [0000] [5555] without affecting the stored USER codes. It allows the user to re-program the MASTER code.

USER level code opens the cabinet only.

The obtained code provides the user with onetime access to the cabinet and will not work again. If another request to open the same cabinet without an access code is made, the whole process will be repeated, resulting in another unique onetime opening code.

WARNING:

The above described procedure generates a onetime access code. That code will not work again. The whole process must be repeated in case of another incident of lost codes.



POWER SOURCE - BATTERIES

The four alkaline AA type (1.5v) batteries are located in a BATTERY COMPARTMENT beside the LCD panel.

The system constantly monitors the battery charge level. When low, a warning message is displayed prompting the user to replace the batteries.

In addition, each opening and locking of the cabinet displays the charge status of the battery on the bottom line of LCD. The charge indicator is contained between letters 'F' (Full) and 'E' (empty). The amount of battery charge is represented by '+' and '-' signs. The '+' signs (full charge) change to '-' signs as the batteries deplete.



Loss of power does not affect the lock’s programming. The stored codes will work after power is restored.

To replace the batteries, remove a screw securing the battery compartment cover, remove the cover and pull out the batteries tray. Replace the batteries and secure the cover.

WARNING: Do not let the battery tray hang out. Always support the tray with one hand while replacing the batteries.

WARNING: Use only Alkaline or Lithium (longer life) batteries. The lock will not work with Rechargeable batteries

WARNING: Always replace all four batteries.

WARNING: Leaving discharged batteries for a prolonged time in the cabinet may cause them to leak, damaging the unit.