

Electronic lock

SELO-B

SECU
Sicherheitsprodukte GmbH

Made in Germany
www.secu-gmbh.de

Operating instructions for the additional functions:

Weekly timer, holiday / vacation calendar,
opening delay, administrator functions



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Mode selection

The lock may be operated in **Professional Mode** (full set of functions) or in **Lite Mode** (limited set of functions). The lock is supplied pre-set to **Professional Mode**. It is possible to switch back and forth between the two modes.

Change from Professional Mode → Lite Mode:

Set to the Lite Mode, the lock is operated with one secret code of only 7 digits. The lock can only be set to opening without delay. It is possible to change the language of operation on the display.

Press On/Enter key. Press Function key.

- Using the ▲/▼ keys (keys 1 and 2), select::

Administrator menu

Press On/Enter key.

- Using the ▲/▼ keys, select::

Lite Mode menu

Press On/Enter key

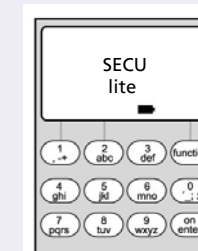
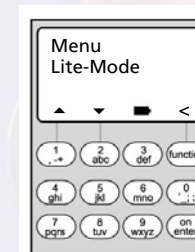
Enter your valid administrator code.

Key-in the 4 digit **Changeover code 7293**. Press On/Enter key.

To change the operating mode to Lite Mode, confirm the setting once more by pressing the On/Enter key.

Important!

All extended settings such as user, calendar, time switch ... are re-set (deleted!) when changing the locking system from Professional Mode to Lite Mode. The first 7 digits of the Administrator code are then the normal user code, as only a 7-digit code can be programmed in Lite Mode.



Mode selection

Change from Lite Mode → Professional Mode:

With the lock set to Professional Mode, all lock functions are ready to be activated.

Press On/Enter key. Press Function key.

- Using the ^/▼ keys (keys 1 and 2), select:

Professional Mode menu

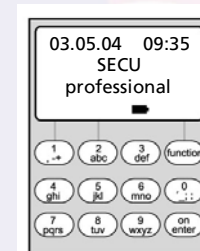
Press On/Enter key

Key-in your valid user code.

Key-in the 4-digit **Changeover code 3195** and press On/Enter key.

To change the operating mode to Professional Mode, confirm the setting once more by pressing the On/Enter key.

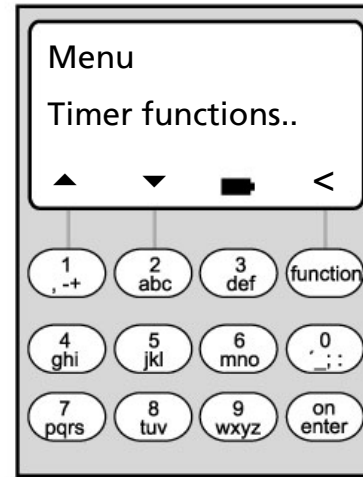
- Note:**
- The new 7-digit Administrator code is the same as the previous user code from the Lite Mode.
 - All extended settings have to be re-entered.
 - To change the number of digits of the code, see comments on page 22.



Timer functions

Menu: Timer functions

- Select sub-menu by means of the ▲/▼ keys:

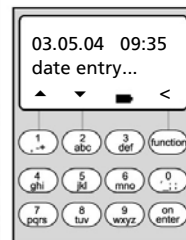


- **Time entry**



→ Enter and confirm hour
Enter and confirm minute

- **Date entry**



→ Enter and confirm day
Enter and confirm month
Enter and confirm year

- **Access times**



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Timer functions

Menu: **Timer functions**

- Select sub-menu by means of the **▲/▼** keys:

- **Holiday calendar**



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- **Opening Delay**



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- **Calibrating the timer**

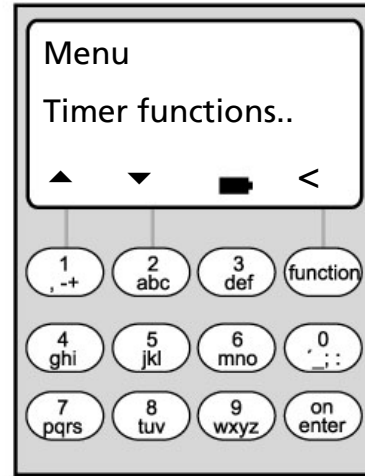


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- **Summer time**



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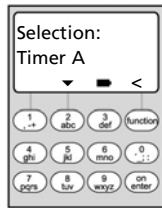


Weekly timer

Menu: **Access times**

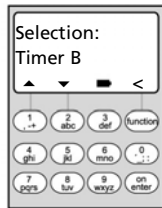
- Select sub-menu by means of the **▲/▼** keys:

- **Timer A**

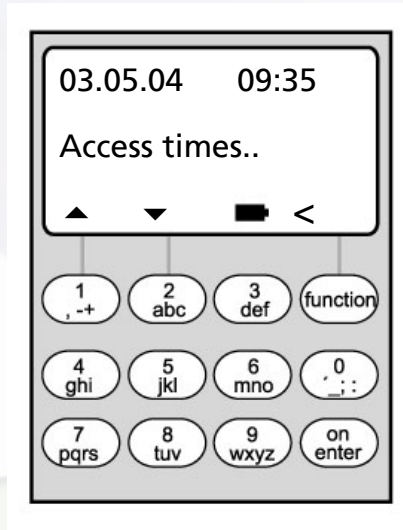


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- **Timer B**



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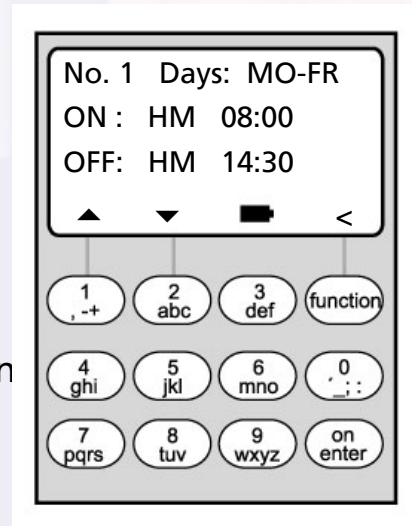


Weekly switch timer

Menu: **Timer A or timer B:** **(individual access)**

- Switch timer A and switch timer B operate independently of each other and each administer a maximum of 8 time windows, which repeat weekly.
- Users can be allocated to timer A or to timer B or to neither of the timers: → page 21
- If a user has been allocated to one of the timers, the lock is closed for him outside the defined time windows. This applies to all users, with the exception of the administrator, who has permanent access.
Note: as long as no time window has been defined, the lock is released for allocated users without limitation.
- By means of the ▲/▼ keys, the individual time windows can be created or edited.
- When editing the time windows, individual days (e.g. MO, TU, ... SU) can be selected or the following time periods: Mo-Fr, Sa-So, Mo-Su
OFF means that the time window has been deactivated.
- Example: time window 1
Monday-Friday
8 - 14³⁰ hours

No. 1 Days: Mo-Fr
ON: H:M 08:00
OFF: H:M 14:30



HM means:

H: Hour

M: Minute

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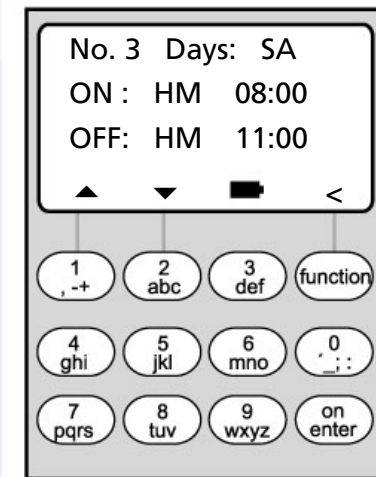
Weekly switch timer

- Example of the programming of timer A or timer Solicitor's office:

Solicitor (= Administrator): Not allocated to any timer, unlimited access

Staff: Allocated to timer A
Time window 1: Mo – Fr, 8-16 hours
Time window 2: Fr, 7-7:59 hours
Time window 3: Sa, 8-11 hours

Cleaners: Allocated to timer B
Time window 1: Mo – Fr, 8–10 hours
Time window 2: Tu, 17-19 hours
Time window 3: Fr, 14-16:59 hours



.....
If time windows are programmed overlapping, the command which was processed last of all will determine the status of the lock. This allows for very flexible programming.

Example: Time window 1: Mo-Fr, 8-16 hours
Time window 2: Fr, 14:30 - 15 hours

The lock is open Mo-Th from 8-16 hours. On Friday it is only open from 8-15 hours, because the lock switches to "closed" at 15 hours.

If for one particular time of day (e.g. 14 hours) ON and OFF times are programmed, the OFF command has the higher priority and the lock will be closed.

Holiday calendar / vacation calendar

Menu: **Holiday calendar**

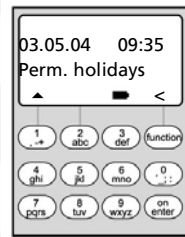
- Select sub-menu by means of the \blacktriangle / \blacktriangledown keys:

- One-time holidays

- Permanent holidays



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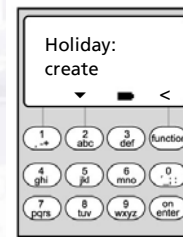
Public holiday / vacation calendar

Menu: **One-time holidays**

- Select sub-menu by means of the ▲/▼ keys:

- Holiday: create

- Holiday : display / delete



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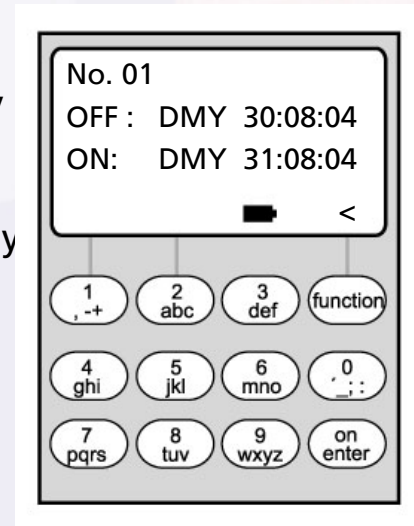
Public holiday / vacation calendar

Menu: **Holiday: create**

- On the programmed public holidays / vacations, the lock remains closed for visitors who are allocated to timer A or to timer B. This does not apply to any other visitor or to the administrator.
- Up to 20 public holiday entries are possible (e.g. 13 one-time public holiday + 7 permanent public holidays).
- One-time holidays are variable, e.g. Easter or a summer vacation. After they have expired they are deleted automatically.
- A public holiday can cover a single day, such as Late summer holiday:

e.g. Late summer holiday	OFF:	DMY	30.08.04
(on the 30 th August 04)	ON:	DMY	31.08.04
- A public holiday can also cover a period of several days:

e.g. Easter	OFF:	DMY	09.04.04
(9 th to 13 th April 04)	ON:	DMY	14.04.04
e.g. summer vacation	OFF:	DMY	09.08.04
(9 th to 27 th August 04)	ON:	DMY	28.08.04



DMY means:

D: Day

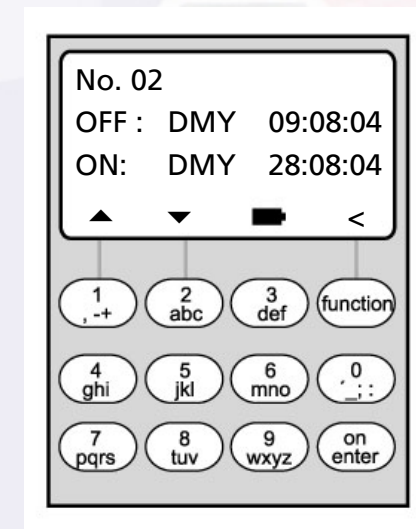
M: Month

Y: Year

Holiday / vacation calendar

Menu: **One-time holidays: display / delete**

- All entries can be viewed here and, if applicable, be deleted.
- To do this, select the one-time holiday to be deleted by means of the ▲/▼ keys and then delete by pressing the ON key.



Holiday / vacation calendar

Menu: **Permanent holidays**

- Select sub-menu by means of the ▲/▼ keys

- Holiday: create

- Holiday: display / delete



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Public holiday / vacation calendar

Menu: **Permanent public holidays: create**

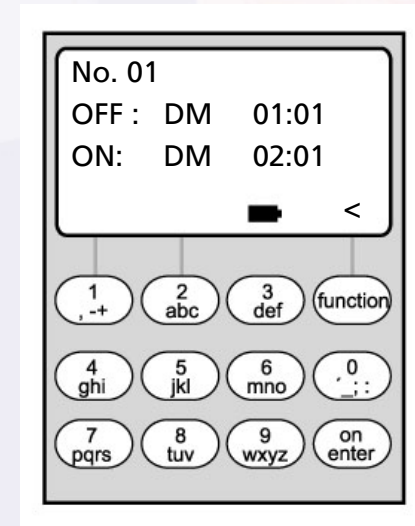
- On the programmed public holidays / vacations, the lock remains closed for visitors who are allocated to timer A or timer B. This does not apply to any other visitor or to the administrator.
- Up to 20 public holiday entries are possible (e.g. 9 one-time public holidays + 11 permanent public holidays).
- Permanent holidays are fixed on a particular date, e.g. New Year or Christmas. They are copied to the subsequent years and do not need to be re-programmed year after year.
- When programming permanent holidays, the year is not entered.

- A public holiday can cover a single day:

e.g. New Year (on the 1 st January)	OFF:	DM	01.01
	ON:	DM	02.01

- A public holiday can also cover a period of several days:

e.g. Christmas vacation (25 th Dec. to 1 st January)	OFF:	DM	25.12
	ON:	DM	02.01



D:M means:

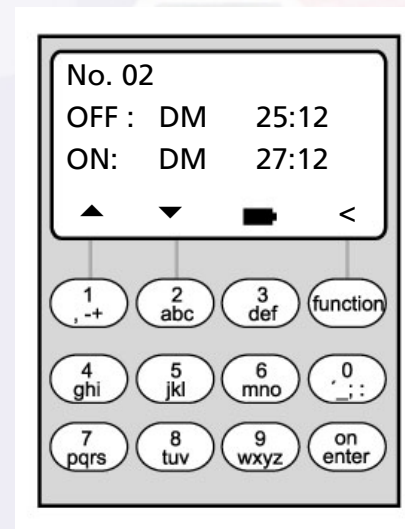
D: Day

M: Month

Public holiday / vacation calendar

Menu: **Permanent holidays: display / delete**

- All entries can be viewed here and, if applicable, be deleted.
- To do this, select the one-time holiday to be deleted by means of the \uparrow/\downarrow keys and then delete by pressing the ON key.



Opening delay function

Menu: **Opening delay**

- The opening delay function prevents immediate opening, e.g. to protect against robberies.
- The delay applies to all the users including the administrator; it can only be created or modified by the administrator.
- After the first code has been entered, the programmed delay is counted down; afterwards, the code must be entered once again; the authorised person has 5 min time for this (this period cannot be modified). If 5 minutes pass without the code being entered again, the entire procedure must be repeated.
- Delays between 00 s and 99 s can be programmed. A delay of 00 means that the opening delay is not active.



Clock calibration

Menu: **Clock calibration**

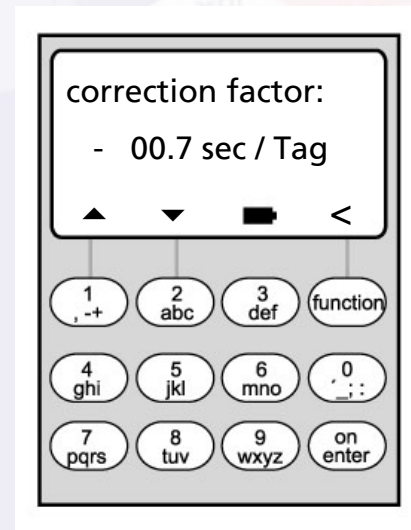
- If you require a particularly high timer precision, you can calibrate it.

- Example:

measured deviation: **+ 1 min (= 60 sec) in 90 days**

this results in a
correction factor of **- 60 sec / 90 days = - 0.7 seconds per day**

- Input: select the sign by means of the **▲/▼** keys and then enter the calculated correction value.



Change-over summer time / winter time

Menu: **Summer time**

- The timers can automatically change over to summer time or to winter time.
- This function can be activated by means of the **▲/▼** keys:

CEST: function is activated

OFF: function is deactivated



User functions

Menu: **User**

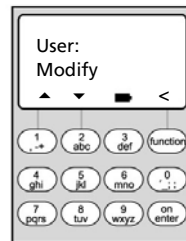
- Select sub-menu by means of the \blacktriangle / \blacktriangledown keys:

- **Create**



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- **Modify**



→ page 21

- **Display**



→ Select and confirm user

- **Delete**



→ Select and confirm user
Delete data with ON-key



Administrator functions



Menu: Administrator

- Select sub-menu by means of the ▲/▼ keys:



- **Code length**



→ Enter code length (7 or 8 digits)
Confirm code length

Note:

- On first changing the code from 7 to 8 digits, the figure „zero“ is automatically added to any previously programmed codes.
- After the code has been changed from 8 to 7 digits, use only the first 7 digits of any previously programmed code. When the code is changed back from 7 to 8 digits at a later date, the original 8-digit codes will become valid once more.

- **Restructure**



→ Restructuring of database
Function reserved for servicing

- **Edit user code**



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Administrator functions



Menu: Administrator

- Select sub-menu by means of the ▲/▼ keys:

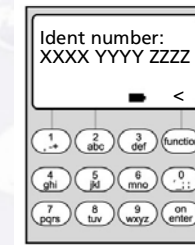
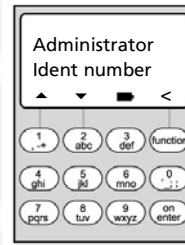


- **Reset timer functions**



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- **Ident number**



→ Here the ident number of the lock can be requested.



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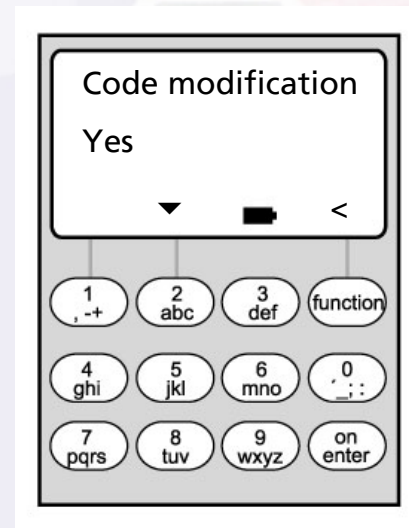
Code modification by user is authorised

Menu: **Code modification**

- Here the administrator defines whether the users may edit their access code themselves:
- Select by means of the ▲/▼ keys:

Yes: The users may edit their access code themselves.

No: Only the administrator may edit the access code of the users.



Reset timer functions

Menu: **Reset timer functions**

- By means of this function, the administrator can very quickly and easily delete all the entries in the weekly timer, the public holiday calendar or the opening delay.
- **WARNING: All entries will be irrevocably deleted!**
- Please note: After the reset, all users who are allocated to a timer and therefore only have limited access will gain an unlimited access right!



Display processes

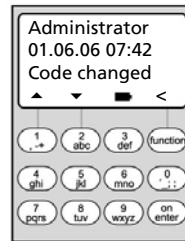
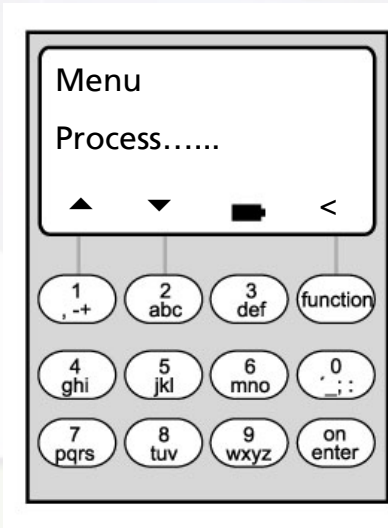
Menu: **Process**

- Select sub-menu by means of the ▲/▼ keys:

- **Reset timer functions**

→ Enter administrator code
Select process

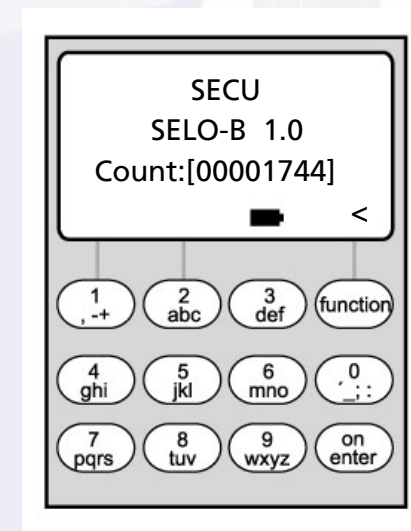
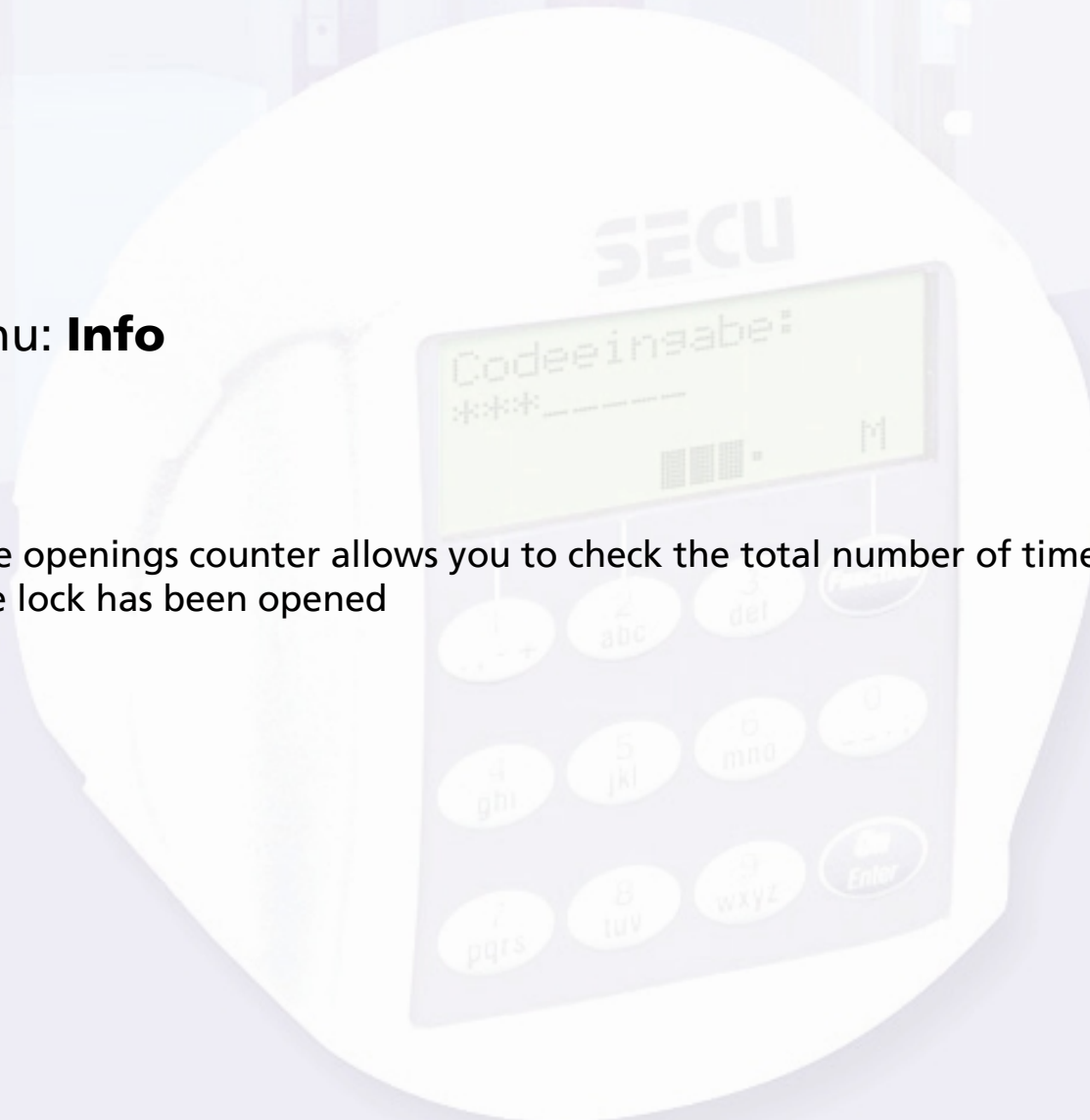
The last 1000 processes can be displayed.



Display lock information

Menu: **Info**

- The openings counter allows you to check the total number of times the lock has been opened



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