



Keyless Electronic Locks Instruction Manual



Thank you for purchasing this Keyless Locking System. Powered by 2 AAA batteries (included), Regulator operates using a 4 to 8 digit code. Operation is simple: type a valid code and press ENTER. Then just turn the lever to the locked or unlocked position.

Regulator is intended for interior use only.

Operating temperature: 50°F - 120°F (10°C - 48°C)

Note: It is strongly recommended that batteries be replaced on an annual basis. In the event the batteries should die, they can be replaced via the external battery compartment.

Each lock contains 2 green stickers with reset codes printed on them that are needed for resetting Regulator. In the event Regulator needs to be reset, one green sticker is placed on the back of the device. The remaining sticker should be saved in a safe and secure location for future reference (See page 7 for reset instructions.)

Care and Cleaning

To clean the Regulator surface, apply non-acid based cleaner to a clean cotton cloth; do not spray cleaner directly on the Regulator. Wipe down keypad and its respective housing surfaces of excess cleaner.

Powering Up and Battery Installation

RegulatoR is shipped with two AAA batteries. While RegulatoR features a low battery indicator, annual battery replacement is recommended. Mixing batteries of different chemistries could damage the RegulatoR resulting in lock failure.

To power up RegulatoR, remove the red tag. Lock is now ready for use.

A T-15 pin in head Torx® (6-lobe) will be required to remove the battery cover (not included)

To change batteries:

1. Loosen the retaining screw.
2. Remove battery cover.
3. Press **CLEAR** 5 times.
4. Insert new batteries as shown in the illustration.
5. Reinstall battery cover, tighten retaining screw.

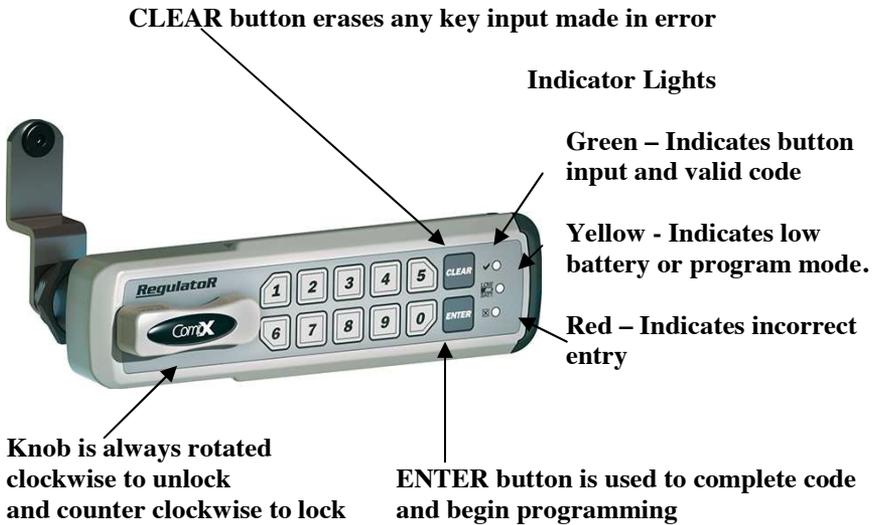


Programming - Introduction

RegulatoR is easy to program and operate. Type the user code (factory default 1 2 3 4) and press ENTER to lock or unlock the cabinet.

The supervisor can change operating codes, modes and restore lock settings. While RegulatoR is easy to program, we highly recommend reading the complete programming instructions prior to making any changes. Remember to keep track of any programming changes.

Button locations, indicator lights and knob referenced in the programming instructions are shown below.



Operating the Lock

To **unlock**, type a valid code, press ENTER and rotate knob clockwise 90°.

To **lock**, rotate knob 90° counter clockwise.



Programming Mode

To enter programming mode you must know the supervisor code. The default supervisor code is **1 2 3 4 5**. Once in programming mode, multiple changes can be made prior to exiting programming.

There is a **10** second programming time limit between each step. If Regulator times out or an error is made, programming will end and you will need to enter programming mode again.

1. Lock must be in the **locked** position prior to entering programming mode.
2. Type a supervisor code and press **ENTER**. Rotate the knob to the **unlocked** position and press and hold **ENTER** for 3 seconds (**yellow** indicator light will illuminate).
3. With the **yellow** indicator light illuminated, programming can begin.

Changing the User Code

To change the user code, follow the steps on page 5 to enter programming mode.

The factory default user code is **1 2 3 4** (User codes must be 4 to 8 digits in length.)

There is a **10** second programming time limit between each step. If Regulator times out or an error is made, programming will end and you will need to enter programming mode again.

1. Place Regulator into programming mode (see page 5)
2. Press 1 and then press **ENTER**.
3. Type the *current* user code and press **ENTER**.
4. Type the new user code and press **ENTER**.
5. Retype the new user code and press **ENTER**.
6. If successful, the **green** indicator light will illuminate for 1 second.

Continue programming or press 9 and then **ENTER** to exit programming.

Changing the Supervisor Code

To change the supervisor code, follow the steps on page 5 to enter programming mode.

The factory default user code is **1 2 3 4 5** (Supervisor codes must be 4 to 8 digits in length.)

There is a **10** second programming time limit between each step. If Regulator times out or an error is made, programming will end and you will need to enter programming mode again.

1. Place Regulator into programming mode (see page 5)
2. Press 2 and then press **ENTER**.
3. Type the *current* supervisor code and press **ENTER**.
4. Type the new supervisor code and press **ENTER**.
5. Retype the new supervisor code and press **ENTER**.
6. If successful, the **green** indicator light will illuminate for 1 second.

Continue programming or press 9 and then **ENTER** to exit programming.

Regulator features a reset code which will restore the default supervisor code and user code. Regulator was shipped with green reset stickers; one attached to the back of the Regulator and an extra sticker that should be saved in a safe and secure location for future reference.

To restore the factory default supervisor and user code, type the **Reset Code** on the green sticker and press **ENTER**.

RegulatoR features several modes of operation. These functions can be changed using the following instructions with a valid supervisor code.

Programming Single Use Mode / Standard Mode

Single Use Mode: allows for a revolving user code so multiple people may use the lock without having to reprogram the RegulatoR each time. *These codes are for 1-time use. A user creates a code and unlocks the cabinet in order to place items inside. When the user returns, and that code is used to unlock that cabinet, it is erased. Use for empty cabinets for temporary storage.*

Standard Mode: RegulatoR operates with a fixed code. To change the code, follow the **Changing the User Code** steps on page 6.

To change the RegulatoR to Single Use or Standard Mode, follow the steps on page 5 to enter programming mode.

There is a **10** second programming time limit between each step. If RegulatoR times out or an error is made, programming will end and you will need to enter programming mode again.

1. Place RegulatoR into programming mode (see page 5).
 - a. To turn Single Use Mode “On”: type **51** and then press **ENTER**.
 - OR
 - b. To return to Standard Mode: type **50** and then press **ENTER**.
2. If successful, the **green** indicator light will illuminate for 1 second.

Note: Returning to Standard Mode will reset the factory user default code (**1 2 3 4**).

Continue programming or press **9** and then **ENTER** to exit programming.

Programming Single Use Timeout ON / Single Use Timeout OFF

Warning: Manual Lock - Single Use Timeout ON is a feature to prevent users from occupying a shared use locker or cabinet for a prolonged period of time. Turning this feature on will disable the user code after a programmable amount of time. After this time elapses, Regulator can only be opened with the supervisor code. *In Single Use Mode, if the user with the code never returns to unlock the cabinet, the code will be erased after XX amount of time.*

To change the Regulator to Single Use Timeout ON or OFF, follow the steps on page 5 to enter programming mode.

There is a **10** second programming time limit between each step. If Regulator times out or an error is made, programming will end and you will need to enter programming mode again.

1. Place Regulator into programming mode (see page 5).
 - a. To set Timeout On: type **2XX** and then press **ENTER**.
(XX represents a time period from 04-12 in whole hours)

OR

 - b. To turn Timeout OFF: type **20** and then press **ENTER**.
2. If successful, the **green** indicator light will illuminate for 1 second.

Continue programming or press **9** and then **ENTER** to exit programming.

Programming Security Timeout ON / Security Timeout OFF

Warning: Security Timeout ON will disable the Regulator from use for 5 minutes when 5 invalid attempts to unlock Regulator occur. During this time, Regulator will not unlock with either the valid user or supervisor code.

To change the Regulator to Security Timeout ON or OFF, follow the steps on page 5 to enter programming mode.

There is a **10** second programming time limit between each step. If Regulator times out or an error is made, programming will end and you will need to enter programming mode again.

1. Place Regulator into programming mode (see page 5).
 - a. To turn Security Timeout On: type **11** and then press **ENTER**.
 - OR*
 - b. To turn Security Timeout OFF: type **10** and then press **ENTER**.
2. If successful, the **green** indicator light will illuminate for 1 second.

Continue programming or press **9** and then **ENTER** to exit programming.

Reset User Code to Factory Default 1 2 3 4

(Does not apply to Single Use Mode)

To reset the User Code to the factory default **1 2 3 4**, follow the steps on page 5 to enter programming mode.

There is a **10** second programming time limit between each step. If Regulator times out or an error is made, programming will end and you will need to enter programming mode again.

1. Place Regulator into programming mode (see page 5).
2. Type **8 8 8 8** and then press the ENTER button.
3. If successful, the **green** indicator light will illuminate for 1 second.

Continue programming or press **9** and then **ENTER** to exit programming.

Add User Without Specifying Memory Slot

The Supervisor Code memory location is called Slot 01 and the first User Code is called Slot 02. Any additional User Codes reside in memory slots 03-20.

To add a user code without specifying a memory slot (03-20), follow the steps on page 5 to enter programming mode.

User codes must be 4 to 8 digits in length and **must** be different from all existing codes (including Slot 01 Supervisor and Slot 02 User codes).

There is a **10** second programming time limit between each step. If Regulator times out or an error is made, programming will end and you will need to enter programming mode again.

1. Place Regulator into programming mode (see page 5)
2. Press **410** and then press **ENTER**.
3. Type the new user code and press **ENTER**.
4. Retype the new user code and press **ENTER**.
5. If successful, the **yellow** indicator light will illuminate for 1 second.

Continue programming or press 9 and then **ENTER** to exit programming.

Add User to Specific Memory Slot (03-20)

The advantage of putting each employee's user code into a specific slot is that if the employee is terminated, the supervisor can erase that slot without knowing the employee's user code.

The Supervisor Code memory location is called Slot 01 and the first User Code is called Slot 02. Any additional User Codes reside in memory slots 03-20.

To add a user code to a specific memory slot (03-20), follow the steps on page 5 to enter programming mode.

User codes must be 4 to 8 digits in length and **must** be different from all existing codes (including Slot 01 Supervisor and Slot 02 User codes).

There is a **10** second programming time limit between each step. If Regulator times out or an error is made, programming will end and you will need to enter programming mode again.

1. Place Regulator into programming mode (see page 5)
2. Press **411** and then press **ENTER**.
3. Type memory slot to be added, followed by **ENTER**. (for memory slots 03-09, you must type a leading "0" - e.g. "07" for slot 7.
4. Retype memory slot to be added, followed by **ENTER**.
5. Type the new user code and press **ENTER**.
6. Retype the new user code and press **ENTER**.
7. If successful, the **yellow** indicator light will illuminate for 1 second.

Continue programming or press 9 and then **ENTER** to exit programming.

Delete User Without Specifying Memory Slot

The Supervisor Code memory location is called Slot 01 and the first User Code is called Slot 02. Any additional User Codes reside in memory slots 03-20.

To delete a user code without specifying a memory slot (03-20), follow the steps on page 5 to enter programming mode.

There is a **10** second programming time limit between each step. If RegulatorR times out or an error is made, programming will end and you will need to enter programming mode again.

1. Place RegulatorR into programming mode (see page 5)
2. Press **400** and then press **ENTER**.
3. Type the user code and press **ENTER**.
4. Retype the user code to be deleted and press **ENTER**.
5. If successful, the **yellow** indicator light will illuminate for 1 second.

Continue programming or press 9 and then **ENTER** to exit programming.

Delete User from Specific Memory Slot (03-20)

The Supervisor Code memory location is called Slot 01 and the first User Code is called Slot 02. Any additional User Codes reside in memory slots 03-20.

To delete a user code from a specific memory slot (03-20), follow the steps on page 5 to enter programming mode.

There is a **10** second programming time limit between each step. If Regulator times out or an error is made, programming will end and you will need to enter programming mode again.

1. Place Regulator into programming mode (see page 5)
2. Press **401** and then press **ENTER**.
3. Type memory slot to be vacated, followed by **ENTER**. (for memory slots 03-09, you must type a leading “0” - e.g. “07” for slot 7.
4. Retype memory slot to be vacated, followed by **ENTER**..
5. If successful, the **yellow** indicator light will illuminate for 1 second.

Continue programming or press 9 and then **ENTER** to exit programming.

If you have any additional questions about the use
of the Regulator Keyless Electronic Lock, please
call 1.847.752.2500 or 1.847.752.2583.



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