# LA GARD COMBOGARDPRO

## 39E Electronic Combination Lock

# SETUP INSTRUCTIONS

ComboGard Pro locks can either be configured using the ComboGard Pro Setup software or through a series of keypad commands. This document will cover configuring the lock using both methods.

The ComboGard Pro Lock has three states of operation: **Factory Default, Manual Setup**, and **Active**. ComboGard Pro locks are shipped from LA GARD in Factory Default state without Users or features enabled.

**Factory Default:** The Lock must be in the Factory Default state to be programmed by the PC software.

Factory mode functions as follows:
- **1** key – When pressed, will open the Lock.
- **0** key – When pressed, prompts the ComboGard Pro Setup software to send the configuration settings to the Lock.
  **OR** if pressed and held, places the Lock into Manual Setup.
- All other keys perform no function.

**Manual Setup:** The Lock can be configured using the keypad only.

**Active:** To activate the Lock and freeze the configuration, the Manager combination MUST be changed.

## PROGRAMMABLE LOCK FEATURES

**MODES** *(Multiple Modes may be selected.)*
- **Silent Alarm** *(Alarm Box Required)*
  If enabled, this option will send a signal to an outside alarm system through the LA GARD Alarm Box.

- **Dual Mode**
  If enabled, two combinations will be required to operate the Lock.
  The Manager and one additional User must be active.

- **Time Delay Override**
  If enabled, User 9 can override delay period.
  User 9 must be active.

**EXTERNAL SIGNALS** *(Alarm Box Required. Only one External Signal type may be selected.)*
An external input signal to the Alarm Box will either disable the Lock from opening, override the time delay, or enable the remote override depending on the selection programmed for External Signals.
- External Signal disables Lock opening with valid combination.
- **OR** External Signal overrides Time Delay. (This option is ONLY available if enabled using Setup software.)
- **OR** External Signal enables the Remote Override. (This option is ONLY available if enabled using Setup software, **and with Lock code level 39E v1.09 or higher.**)

### TIME DELAY
- Delay Period 1 - 99 minutes
- Open Period 1 - 19 minutes

**NOTE:** *If the Time Delay On is not selected, then this feature is inactive. This feature may be enabled later. (Refer to Manager Instructions 732.018.)*

### COMBINATION LENGTH
A combination length from six (6) to nine (9) digits may be selected.

**NOTE:** *To maintain the VdS Class 2 and EN 1300 Class B certification when the duress alarm feature is used, a combination length of 7 digits or longer must be selected.*

### LOCK USERS
**Manager**
- Open Lock
- Change Combination
- Enable/Disable Users
- Delete Users
- Set Time Delay Values
- Audit Lock

**Up to 9 Users**
- Open Lock
- Change Combination

## STANDARD LOCK FEATURES

**Wrong Try Penalty**
- Entry of four (4) consecutive invalid combinations initiates a five (5) minute delay penalty.
  Lock responses during the penalty period are as follows:
    - The LED will flash every ten (10) seconds.
    - If any key is pressed, the Lock will flash the LED and beep three times.
- Once the penalty period has ended, two (2) consecutive invalid combinations will initiate another five (5) minute penalty period.

**Low Battery Warning**
- Repeated audio/visual signals (LED flashes/beeps) during Lock opening indicate the battery is low and should be replaced immediately.
- If the battery level becomes too low to safely operate the Lock, pressing any key will initiate the low battery warning.
  The battery must be replaced before the Lock will operate.

**Audit Records**
- Lock records the last 63 events in non-volatile memory.
- Audit file cannot be deleted from the Lock.
- Only the Manager can audit the Lock.
- ComboGard Pro auditing software and an Interface Adapter are required to retrieve a Lock audit.

## LOCK OPERATING CONVENTIONS

- If a mistake is made while entering keystrokes, wait thirty (30) seconds and repeat operation.
- To access lock commands, enter combination and hold down the last digit until Lock double signals and the LED stays on.
- In Dual Mode, two combinations are required to operate the Lock.

**NOTE:** *In Dual Mode, a valid User combination must be entered first, followed by the Manager combination to access the following Manager Commands: 1, 2, 3, 7 and 9.*

- Lock must be opened within 4 seconds once a valid combination has been entered.
- To open a container with a Swing Bolt Lock, turn the container handle to the open position and open the door.
- To open a container with a Dead or Spring Bolt Lock, turn the keypad or dial to retract the bolt and open the door.
- When closing a container, verify that it has been secured.

## LOCK RESPONSES

### Standard Operations
Entry Devices with LEDs (3125, 3190 and 3750-K) respond with both LED flashes and beeps.
- Single signal - one (1) LED flash and one (1) beep indicate the operation is complete.
- Double signal - two (2) LED flashes and two (2) beeps indicate entry is valid or accepted.
- Triple signal - three (3) LED flashes and three (3) beeps indicate invalid or not accepted.

**NOTE:** *The 8130 Entry Device (no LED) responds with beeps only.*

### Additional Operations
- Delay Period - The LED will flash once every second.
- Open Period - The LED will flash twice a second, and the Entry Device will beep every 10 seconds.
- Penalty Period - The LED will flash every ten (10) seconds.
- Low Battery Warning - During a Lock opening, the LED will flash and Entry Device will beep repeatedly.

# PROGRAM THE LOCK USING SETUP SOFTWARE

The ComboGard Pro Setup software allows the Manager to install Users, assign combinations, select the modes of operation, and configure other parameters. The settings are then uploaded to the Lock using either a Serial (P/N 42150) or USB (P/N 707010) Interface adapter and the programming cable. There are two types of programming cable used with the ComboGard Pro (P/N 42145 or P/N 43087) depending upon which Entry Device is used.

## CONFIGURE LOCK SETTINGS
**Start the Setup Program:**
Select the **CGP Setup** icon from the desktop (Figure 1) or complete the following steps:
1. Select the **Start** icon from the Windows task bar.
2. Select the **Programs** or **All Programs** menu item.
3. Select the **LA GARD** menu item.
4. Select the **LA GARD CGP** menu item.
5. Select the **ComboGard Pro Setup** icon.

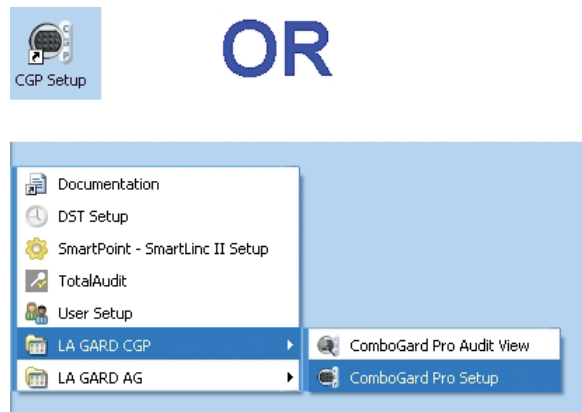**Start -> Programs -> LA GARD -> LA GARD CGP -> ComboGard Pro Setup**



Figure 1.
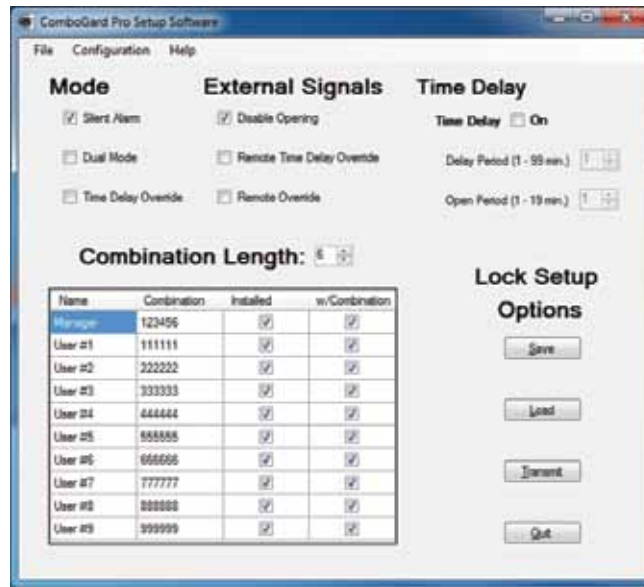
The Setup Main Menu screen will be displayed (Figure 2).



Figure 2.

**Select the COM Port**
When the Setup program is started, it identifies the COM Ports that are currently available on your PC. You must select the COM Port to be used when communicating with the lock each time you start the program.

1. Access the Device Manager to determine which COM Port to select for the Setup Software by completing the following steps:
   a. Right click on **My Computer**.
   b. Select **Manage**.
      The Computer Management window is displayed.
   c. Under System Tools, select the **Device Manager**.
   d. From the Device Manager list, select **Ports (COM & LPT)**.
      The list of communication and printer ports currently identified in the PC system will be displayed.
   e. Plug the USB or Serial Interface Adapter into an available USB port on the PC.
      **If using a USB Adapter**, the list of ports will be updated to reflect the new device. The LA GARD USB Interface Adapter can be identified in the list as **USB Serial Adapter**. The virtual COM Port assigned to the USB port where the Adapter is currently installed will follow the device description (Figure 3).
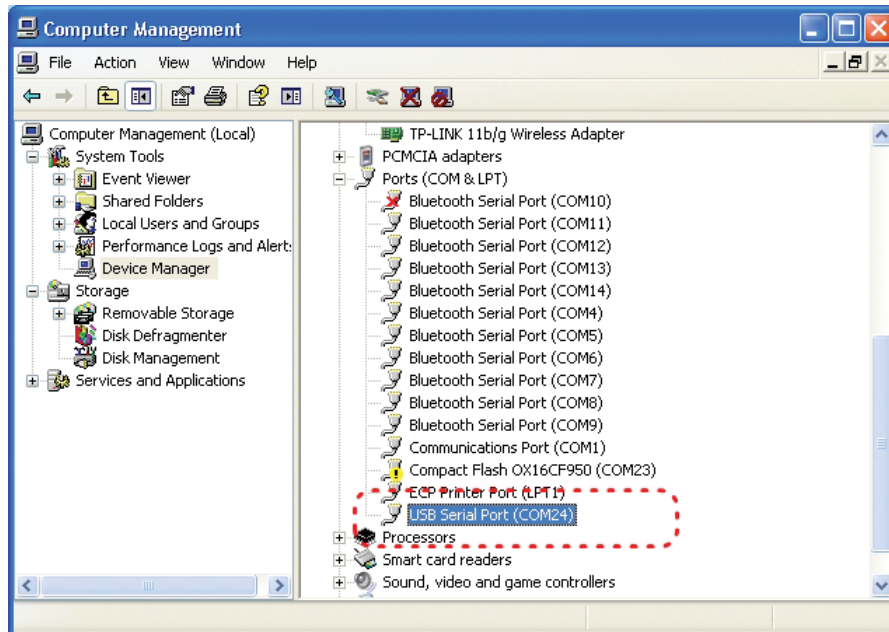


Figure 3.

**If using a Serial Adapter**, identify the standard Serial COM Port to be used. Standard Serial COM Ports are identified in the list with a description of **Communications Port**.

2. From the Setup software, select the **Configuration** menu on the Menu bar.
   The list of available COM Ports will be displayed.

3. Select the appropriate COM port from the list (Figure 4). For a USB Adapter select the virtual COM Port assigned by the system. For a Serial Adapter select the standard Serial COM Port to be used.
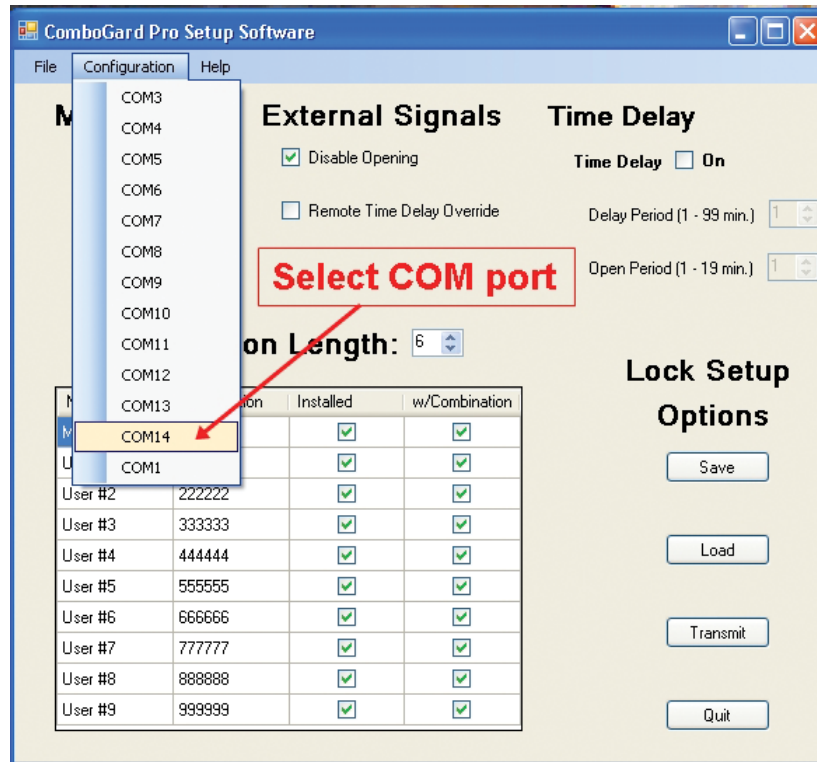


Figure 4.

**Select Mode(s):**
Select by placing a check mark in the desired operational Mode, External Signals, and Time Delay. Multiple modes can be selected.

**Silent Alarm:** If selected, a LA GARD alarm box will be required to use this feature.

**Dual Mode:** If selected, two combinations are required to operate the lock. At least one additional User with combination must be installed. The software will automatically install User 1 with the default combination 1-1-1-1-1-1 if no other User(s) are selected for installation (Figure 5).
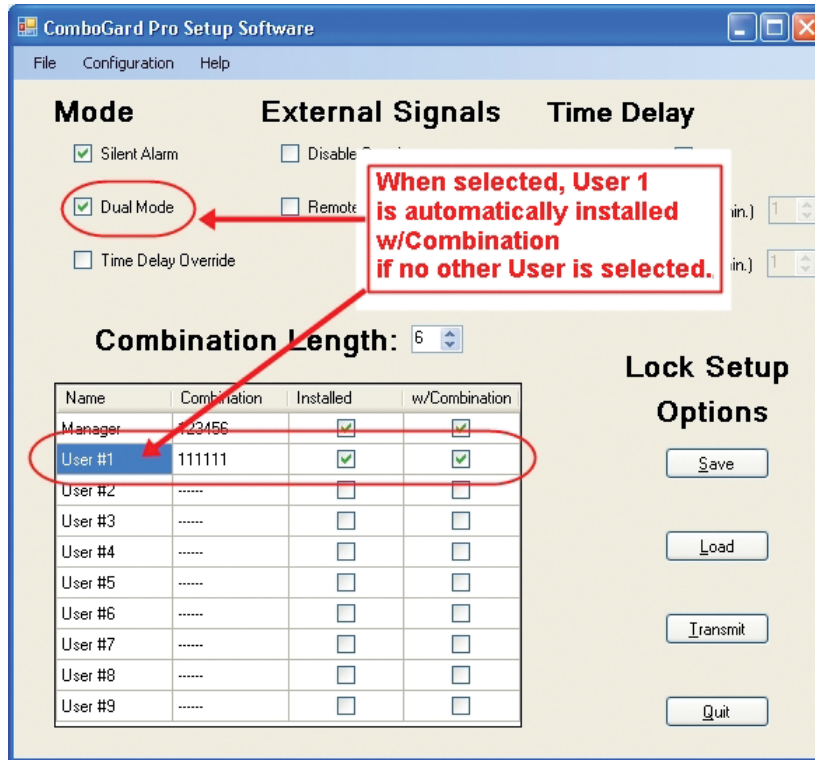


Figure 5

**Time Delay Override:** If selected, User 9 must be installed to use this option.
The software will automatically install User 9 without combination (Figure 6). The Manager can choose to enable the **w/Combination** option or enroll User 9 through the keypad later. (Refer to Manager Instructions 732.018.)
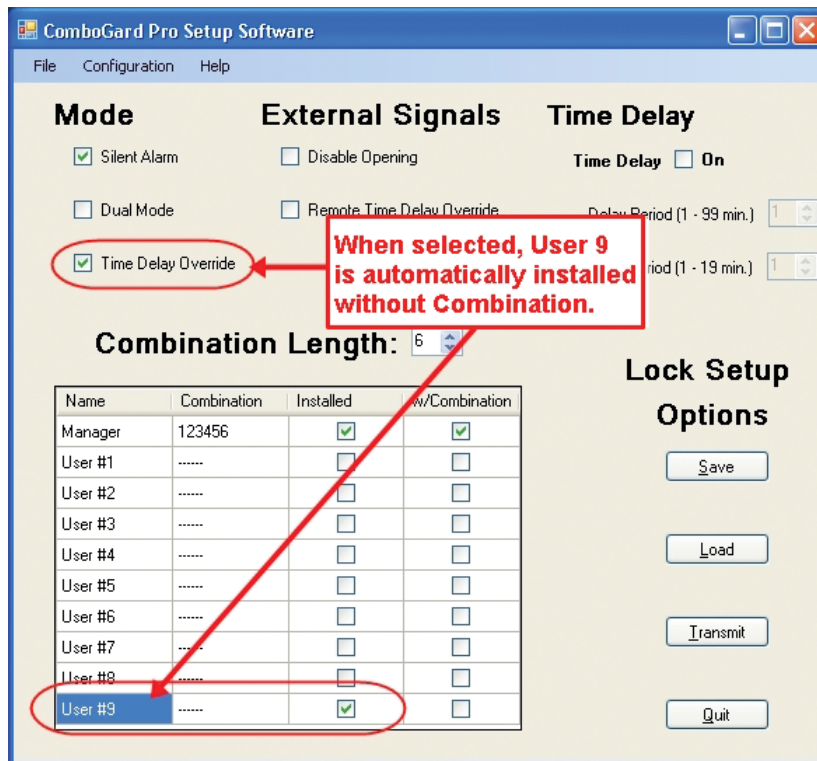


Figure 6

**Select Combination Length:**
To change the Combination Length, click on the up and down arrows. A combination length of 6 to 9 digits can be selected.
    Example: 7 digits (Figure 7)

> **CAUTION:** *To maintain the VdS Class 2 and EN 1300 Class B certification when the Silent alarm feature is used, a combination length of 7 digits or longer must be selected.*

**Select External Signals (Alarm Box required):**
By placing a check mark in the desired option, select either Disable Opening, Remote Time Delay Override, or Remote Override. (Figure 8).

Disable Opening:
• Input signal to the Alarm Box will disable the opening of the lock by a valid combination.

Remote Time Delay Override:
• Input signal to the Alarm Box will disable the time delay, and allow the opening of the lock by any valid combination.

Remote Override:
This option is ONLY available with **Lock code level  39E v1.09 or higher**.
Remote Override is typically used by the banking industry, and changes how the lock is accessed.

• Input signal to the Alarm Box will enable opening of the lock using only one valid combination.
• If there is no input signal, then the lock can be opened by entering two valid combinations.

> **WARNING:** *The silent alarm will be activated, if the lock is opened using the two combination method*
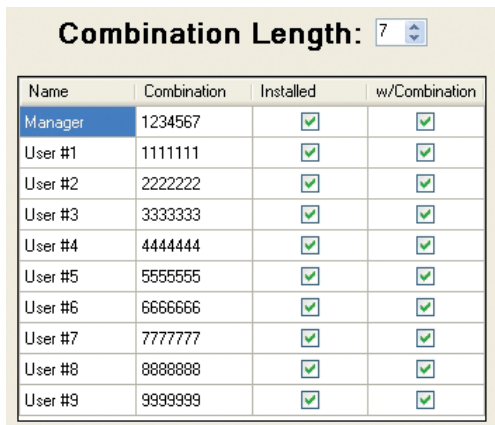
**Select Time Delay:**
The Delay and Open Periods may be set up in this window. Enable feature by placing a check mark in the Time Delay On box. Then enter the desired time period in the text box or use the up and down arrows to select the time periods.
Example: 15 min Delay Period and 5 min Open Period  (Figure 9).
    • A Delay period between 1 - 99 minutes may be selected.
    • An Open period between 1 - 19 minutes may be selected.

> **NOTE:** *If Time Delay On is not selected, this feature is inactive. This feature may be enabled later by the Manager. (Refer to ComboGard Pro Manager Instructions 732.018.)*



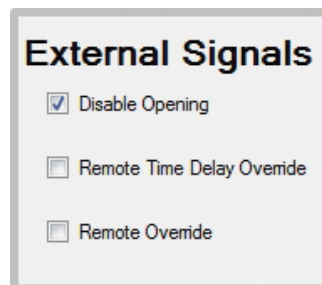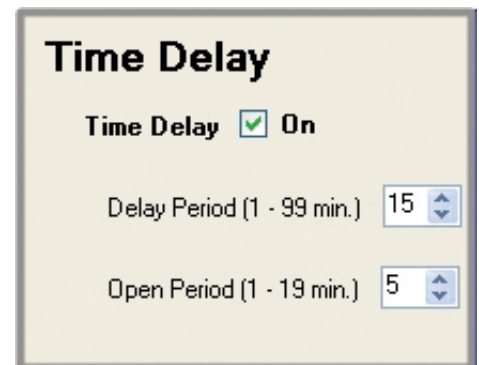| Name | Combination | Installed | w/Combination |
|------|-------------|-----------|---------------|
| Manager | 1234567 | ☑ | ☑ |
| User #1 | 1111111 | ☑ | ☑ |
| User #2 | 2222222 | ☑ | ☑ |
| User #3 | 3333333 | ☑ | ☑ |
| User #4 | 4444444 | ☑ | ☑ |
| User #5 | 5555555 | ☑ | ☑ |
| User #6 | 6666666 | ☑ | ☑ |
| User #7 | 7777777 | ☑ | ☑ |
| User #8 | 8888888 | ☑ | ☑ |
| User #9 | 9999999 | ☑ | ☑ |

Figure 7

Figure 8

Figure 9

**Install Users:**

*The Manager cannot be disabled because the Manager must be installed with a combination in order to activate the lock.*

To install a User, place a check mark in the **Installed** box next to the User ID. When a User is selected, the default is **w/Combination**. The default combination can be changed by clicking in the text box and entering an alternate combination (Figure 10). When the **w/Combination** box is unchecked, the User is available but must be enabled by the Manager later. (Refer to ComboGard Pro Manager Instructions 732.018.)
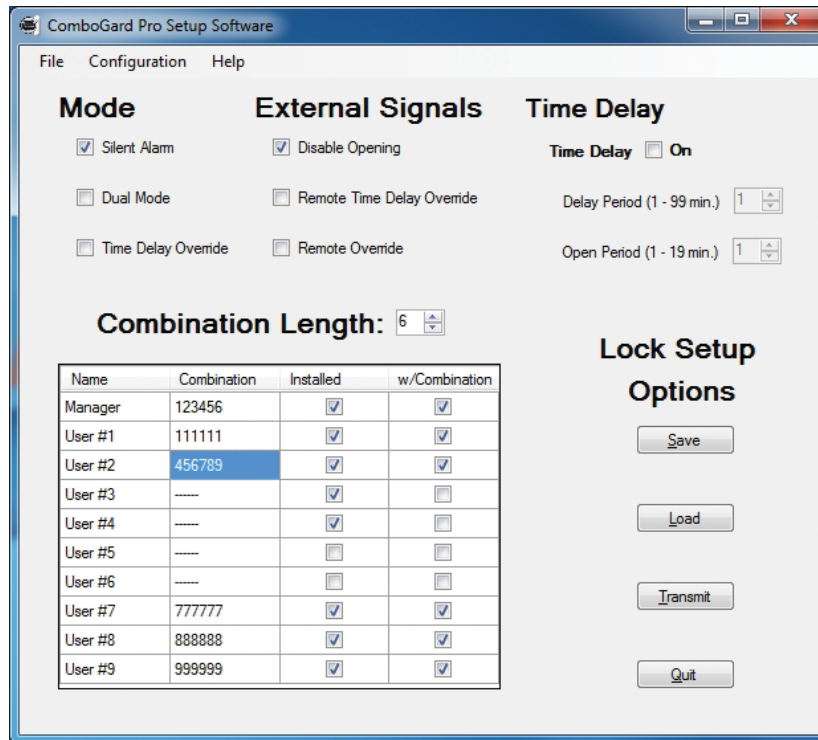


Figure 10

**SEND SETTINGS TO THE LOCK**

A LA GARD Interface adapter and programming cable is required to program the lock.

1. Connect Entry Device to the lock by plugging the cable into the lock port marked ENT.
2. Connect power to the lock through the Entry Device (9-volt battery) or by connecting a LA GARD battery box or AC Power Adapter to the lock port marked BAT.
3. Plug the Interface Adapter with the appropriate programming cable into PC.
4. Plug the programming cable into the audit/programming port of the Entry Device (Figure 11).



Figure 11

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5. Click on the **Transmit** button in the software (Figure 12).
6. Press the **0** key on the keypad to begin transmitting the configurations to the lock. (Figures 13, 14, &15).
   - If the COM port has been incorrectly set, return to the setup window (Figure 3), and reset the COM port to the correct one.
   - If you do not know which COM port to use, check the computer's device manager.
7. Disconnect the programming cable from the Entry Device.
8. Repeat steps 3 - 7 for each lock to be programmed with this configuration.

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**NOTE:** *If you receive a transmission error, check connections and COM port setting. Then resend the configuration settings to the lock.*
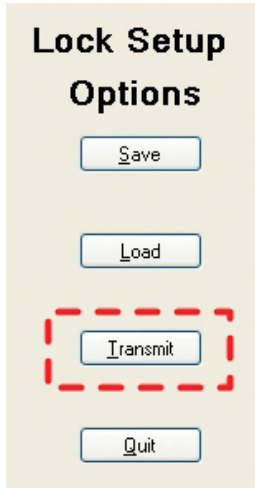
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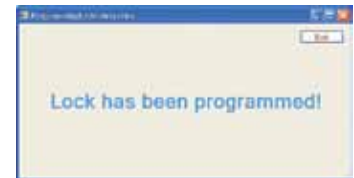Figure 12

Figure 13

Figure 14

Figure 15

### SAVE SETUP CONFIGURATION
Once the setup configuration has been completed, you may name and save the setup file (*.xml) for future use.
1. Click the **Save** button or on the **Files** tab at the top of the program and select Save (Figure 16).
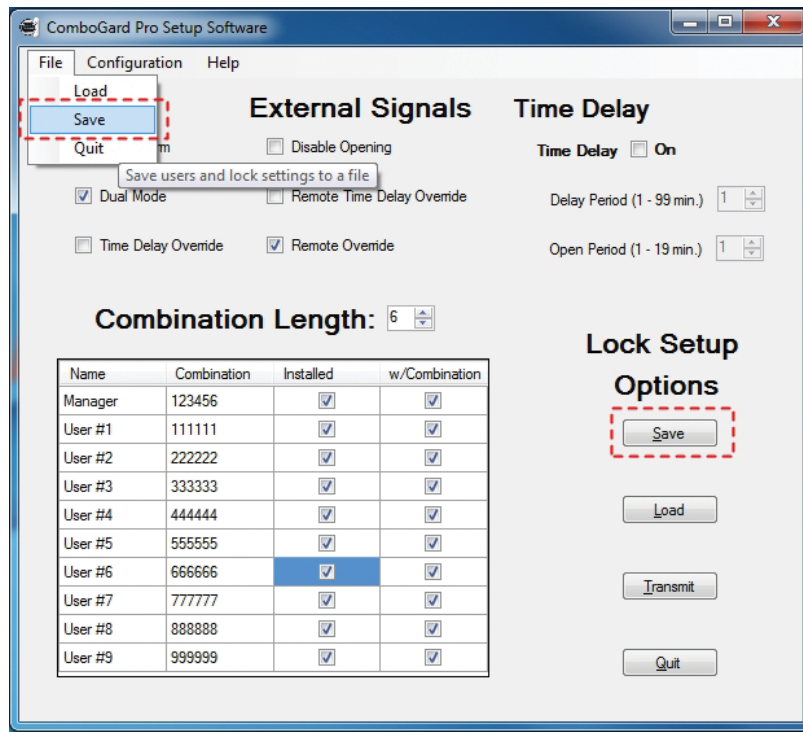2. Name the file and click the **Save** button (Figure 17).
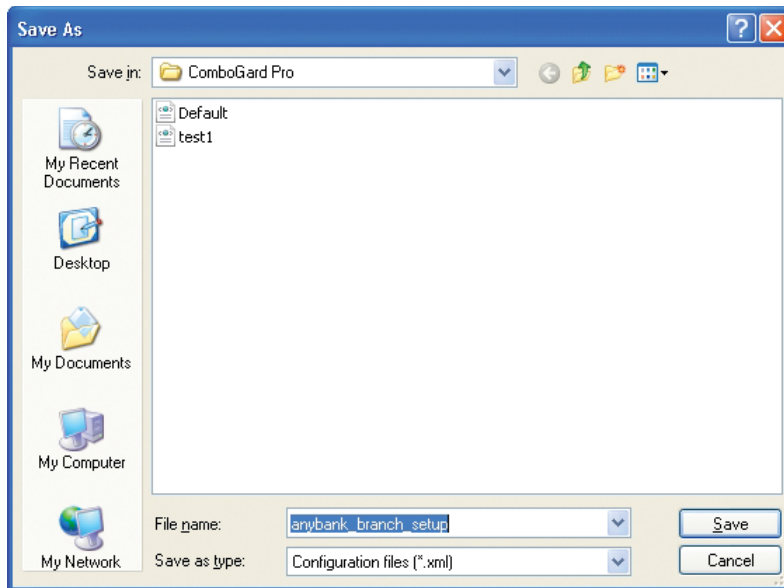


Figure 16

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Figure 17

**ACTIVATE THE LOCK**
1. Press and hold the **0** key until the lock signals twice.
2. Enter any valid combination within 40 seconds.
   The lock will signal twice then one long beep (approximately 2 seconds). The lock is now fully functional, but still in Setup. This means the Manager still has the ability to change the lock configuration. To complete the activation and freeze the lock's configuration, the Manager combination MUST be changed.

**To change the Manager combination, follow the steps below:**

**CAUTION:** *Always perform this operation with the door open!*

3. Enter the Manager combination and hold down the last digit until unit double signals twice and the LED stays on.
4. **PRESS 0**.
5. Enter the NEW combination.
6. Re-enter the NEW combination to confirm. The lock is now active and the configuration is frozen.

**NOTE:** *To change the settings after the configuration has been frozen, the lock must first be reset. Refer to the Reset Lock section of this document.*

8. Test unit operation several times before closing the door.

**NOTE:** *If default combinations are used, it is recommended that they be changed. New combination will not be accepted if it varies from the current combination by only one digit (+/-). When selecting a combination, do not use a birthday or other predictable information that could give correlation between the user and the combination.*

# PROGRAM THE LOCK USING THE KEYPAD ONLY

## EXIT FACTORY STATE

**CAUTION:** *Always perform this operation with the door open!*

1. Press and hold the **0** key until lock double signals.
2. Enter the default Manager combination, 5-5-5-5-5-5.
   The lock will open. Lock is now in Manual Setup.

## SET COMBINATION LENGTH

1. Enter the default Manager combination (5-5-5-5-5-5) and **hold down last digit of combination until lock double signals twice and the LED stays on**.
2. **PRESS 8**.
3. Enter combination length (6, 7, 8, or 9).
4. Press **0**.
5. Enter combination length a second time and press **0** to confirm.
   Example setting a combination length to seven digits:
   Enter 5-5-5-5-5-5 (hold down the last number) 8 - 7-0-7-0.
6. To test, enter default Manager combination 5-5-5-5-5-5-5 (all fives to length of combination). Lock will signal twice and lock will open.

   **NOTE:** *If combination length is changed after Users are enrolled, all Users will be deleted and must be re-enrolled.*

   **CAUTION:** *To maintain the VdS Class 2 and EN 1300 Class B certification when the Silent alarm feature is used, a combination length of 7 digits or longer must be selected.*

## CONFIGURE LOCK MODES

1. Enter default Manager combination (all fives to length of combination) and hold down last digit of combination until lock double signals twice and the LED stays on.
2. **PRESS 8**.
3. Enter **0** (this maintains current combination length value).
4. Enter desired Lock Mode configuration from the chart below.
5. Enter **0** and re-enter the desired Lock Mode configuration to confirm.

**NOTE:** *Dual Mode cannot be selected if at least one additional User has not been enrolled. User 9 must be enrolled to use the Time Delay Override function.*

| MODE | TIME DELAY OVERRIDE | DUAL MODE | SILENT ALARM |
|:---:|:---:|:---:|:---:|
| 0 | | | |
| 1 | ✓ | | |
| 2 | | ✓ | |
| 3 | ✓ | ✓ | |
| 4 | | | ✓ |
| 5 | ✓ | | ✓ |
| 6 | | ✓ | ✓ |
| 7 | ✓ | ✓ | ✓ |

**ACTIVATE USERS**

1. Enter Default Manager combination (all **5's** to length of combination) and hold down last digit of combination until lock double signals twice and the LED stays on.
2 **PRESS 1**.
3. Enter User number (1 - 9.)
4. Enter the NEW User combination
5. Re-enter the User combination to confirm.
6. Repeat steps 1- 5 for each User to be added.

**NOTE:** *If a User is not enrolled during setup, the User is blocked and cannot be added later. New combinations are rejected when less than 2 digits are different from existing combinations.*

**External Signals:**
When configuring the ComboGard Pro Lock using the keypad only, the **Disable Opening** option is enabled by default and cannot be changed.

**Set Time Delay Values:**
The Delay and Open Periods may be set up at this time or later by the Manager. To set the Time Delay Periods follow the instructions below or refer to Manager Instructions 732.018.

1. Enter Manager combination and **hold down last digit of combination until lock double signals and the LED stays on**.
2. **PRESS 9**.
3. Enter two-digit Delay Period value (00 to 99 minutes) followed by the two-digit Open Period value (00 to 19 minutes).
4. Re-enter the Delay and Open Period values to confirm.

**ACTIVATE THE LOCK**
To complete the activation of the lock and freeze the configuration, the Manager combination MUST be changed

**To change the Manager combination, follow the steps below:**

**CAUTION:** *Always perform this operation with the door open!*

1. Enter the default Manager combination and hold down the last digit until unit double signals twice and the LED stays on.
2. **PRESS 0**.
3. Enter your NEW combination,
4. Re-enter your NEW combination to confirm.
5. The lock is now active and the configuration is frozen.
6. Test lock operation several times before closing the door.

**NOTE:** *If default combinations are used, it is recommended that they be changed. New combination will not be accepted if it varies from the current combination by only one digit (+/-). When selecting a combination, do not use a birthday or other predictable information that could give correlation between the user and the combination.*

# RESET THE LOCK

(*Reset Box [P/N 6066] required.*)
To change the lock settings after the configuration is frozen, you must reset the lock.

1. Remove battery.
2. Hold down the **0** key for at least 10 seconds to discharge all internal capacitors.
3. Connect Reset Box to BAT port on Lock.
4. **PRESS 1**.
   If the lock opens, the factory reset is complete. If the lock does not open, disconnect the Reset Box and repeat steps 2 and 3.
5. Disconnect Reset Box.
   The Lock is now in Factory mode, and is ready to be configured by the PC Software or through the keypad.