

Z03 Rotarybolt® and D-Drive™ Common Functions for Dual-User and Multiple-User Modes

Changing Your Own Code

2 2 * YOUR OLD CODE # (↓↓↓↓↓) NEW CODE # (↓↓↓) NEW CODE # (↓↓↓)

Turning Time Delay Override Off

4 6 * MASTER CODE # (↓↓↓↓↓) 0 # (↓↓↓) 0 # (↓↓↓)

Note: Turning off time delay override automatically deletes the Time Delay Override Code, if one was programmed into the lock.

Turning Duress On

3 8 * MASTER CODE # (↓↓↓↓↓) 1 # (↓↓↓) 1 # (↓↓↓)

Note: Duress function requires an optional duress module and connection to a central alarm system. In a Multiple-User Mode lock, only User Codes 2 and 3 are available. User Codes 4 – 8 are disabled. User Code 9 will be available to use if time delay override is not enabled. Loss of User Codes when duress is enabled is required to meet VdS specifications for this product.

Turning Duress Off

3 8 * MASTER CODE # (↓↓↓↓↓) 0 # (↓↓↓) 0 # (↓↓↓)

Z03 Rotarybolt® and D-Drive™ Dual-User Mode Quick Reference Guide

Creating a New Code

7 4 * MASTER CODE OR SUPERVISOR CODE # (↓↓↓↓↓) ANY OTHER VALID USER CODE # (↓↓↓↓↓)

PIN POSITION # (↓↓↓) NEW CODE # (↓↓↓) NEW CODE # (↓↓↓)

*PIN Positions: 1 Supervisor Code
2 – 9 User Codes (User Code 9 only performs as a regular User Code when the time delay override feature is turned off.)*

Creating a Time Delay Override Code

7 4 * MASTER CODE OR SUPERVISOR CODE # (↓↓↓↓↓) ANY OTHER VALID USER CODE # (↓↓↓↓↓)

9 # (↓↓↓) NEW TIME DELAY OVERRIDE CODE # (↓↓↓) NEW TIME DELAY OVERRIDE CODE # (↓↓↓)

Note: The Time Delay Override Code only works if Time Delay Override is turned on and the lock has a time delay period programmed.

Deleting a Code

7 4 * MASTER CODE OR SUPERVISOR CODE # (↓↓↓↓↓) ANY OTHER VALID USER CODE # (↓↓↓↓↓)

PIN POSITION # (↓↓↓) # (↓↓↓) # (↓↓↓)

*PIN Positions: 1 Supervisor Code
2 – 9 User Codes (Code 9 acts as a regular User Code when the time delay override feature is turned off.)*

Notes: The Master Code cannot be deleted. The Supervisor Code cannot be used to delete itself. A time delay override code can only be deleted from within an opening window period.

Setting or Changing a Time Delay

7 4 * MASTER CODE # (↓↓↓↓↓) ANY OTHER VALID USER CODE # (↓↓↓↓↓) 0 0 # (↓↓↓)

LENGTH OF DESIRED TIME DELAY # (↓↓↓) LENGTH OF DESIRED TIME DELAY # (↓↓↓)

Notes: The time delay period can be set anywhere from 1 to 99 minutes. An existing time delay can only be changed within an opening window period.

Deleting a Time Delay

7 4 * MASTER CODE # (↓↓↓↓↓) ANY OTHER VALID USER CODE # (↓↓↓↓↓) 0 0 # (↓↓↓) 0 # (↓↓↓) 0 # (↓↓↓)

Note: The time delay can only be deleted from within an opening window period.

Changing the Length of the Opening Window

7 4 * MASTER CODE # (↓↓↓↓↓) ANY OTHER VALID USER CODE # (↓↓↓↓↓) 0 1 # (↓↓↓)

LENGTH OF DESIRED OPENING WINDOW # (↓↓↓) LENGTH OF DESIRED OPENING WINDOW # (↓↓↓)

Notes: The opening window period can be set anywhere from 1 to 99 minutes. If a lock is using time delay, the opening window period can only be changed from within an opening window period.

Turning Time Delay Override On

4 6 * MASTER CODE # (↓↓↓↓↓) 1 # (↓↓↓) 1 # (↓↓↓)

Z03 Rotarybolt® and D-Drive™ Multiple-User Mode Quick Reference Guide

Change from Multiple-User to Dual-User (This non-reversible function change must be done before the factory Master Code is changed for the first time. You will need to use the Dual-User Quick Reference Guide after function change.)

7 6 * 1 2 3 4 5 6 # (↓↓↓↓↓) 1 # (↓↓↓) 1 # (↓↓↓)

Note: User 2 will be automatically installed as code 2 2 2 2 2, and the Management Reset Code function will be disabled.

Creating a New Code

7 4 * MASTER CODE OR SUPERVISOR CODE # (↓↓↓↓↓)

PIN POSITION # (↓↓↓) NEW CODE # (↓↓↓) NEW CODE # (↓↓↓)

PIN Positions: 1 Supervisor Code

2 – 9 User Codes (User Code 9 only performs as a regular User Code when the time delay override feature is turned off.)

Creating a Time Delay Override Code

7 4 * MASTER CODE OR SUPERVISOR CODE # (↓↓↓↓↓)

9 # (↓↓↓) NEW TIME DELAY OVERRIDE CODE # (↓↓↓) NEW TIME DELAY OVERRIDE CODE # (↓↓↓)

Note: The Time Delay Override Code only works if Time Delay Override is turned on and the lock has a time delay period programmed.

Deleting a Code

7 4 * MASTER CODE OR SUPERVISOR CODE # (↓↓↓↓↓)

PIN POSITION # (↓↓↓) # (↓↓↓) # (↓↓↓)

PIN Positions: 1 Supervisor Code

2 – 9 User Codes (Code 9 acts as a regular User Code when the time delay override feature is turned off.)

Notes: The Master Code cannot be deleted. The Supervisor Code cannot be used to delete itself. A time delay override code can only be deleted from within an opening window period.

Setting or Changing a Time Delay

7 4 * MASTER CODE # (↓↓↓↓↓) 0 0 # (↓↓↓)

LENGTH OF DESIRED TIME DELAY # (↓↓↓) LENGTH OF DESIRED TIME DELAY # (↓↓↓)

Notes: The time delay period can be set anywhere from 1 to 99 minutes. An existing time delay can only be changed within an opening window period.

Deleting a Time Delay

7 4 * MASTER CODE # (↓↓↓↓↓) 0 0 # (↓↓↓) 0 # (↓↓↓) 0 # (↓↓↓)

Note: The time delay can only be deleted from within an opening window period.

Changing the Length of the Opening Window

7 4 * MASTER CODE # 0 1 # (↓↓↓)

LENGTH OF DESIRED OPENING WINDOW # (↓↓↓) LENGTH OF DESIRED OPENING WINDOW # (↓↓↓)

Notes: The opening window period can be set anywhere from 1 to 99 minutes. If a lock is using time delay, the opening window period can only be changed from within an opening window period.

Turning Time Delay Override On

4 6 * MASTER CODE # (↓↓↓↓↓) 1 for Dual Control TDO or 2 for Single Control TDO # (↓↓↓) 1 for Dual Control TDO or 2 for Single Control TDO # (↓↓↓)

Turn On and Turn Off Management / Employee Access Mode

3 2 * MASTER CODE # (↓↓↓↓↓) 2 (TURN ON) OR 1 (TURN OFF) # (↓↓↓) 2 (TURN ON) OR 1 (TURN OFF) # (↓↓↓)

Note: Lock is in a disabled state immediately after Management/Employee mode is turned on. It returns to regular multiple-user mode when turned off.

Enabling and Disabling the Lock in Management / Employee Access Mode

5 5 * MASTER CODE OR SUPERVISOR CODE # (↓↓↓↓) or (↓—↓)

Note: The lock emits 4 quick beeps to indicate 'Enabled' or 2 long beeps to indicate that it is 'Disabled.'

Setting User Disable Permission in Management / Employee Access Mode

5 6 * MASTER CODE # (↓↓↓↓↓) 1 # (↓↓↓) 1 # (↓↓↓)

Disabling the Lock by User Code in Management / Employee Access Mode

5 5 * ANY USER CODE # (↓—↓)

Note: The lock emits 2 long beeps to indicate that it is 'Disabled.'

Cancelling User Disable Permission in Management / Employee Access Mode

5 6 * MASTER CODE # (↓↓↓↓↓) 0 # (↓↓↓) 0 # (↓↓↓)

Reset Lock using the Management Reset Code (MRC)

6 7 * MANAGEMENT REST CODE # (↓↓↓↓↓) NEW 6-DIGIT MASTER CODE # (↓↓↓) NEW 6-DIGIT MASTER CODE # (↓↓↓)

Note: Codes deleted are the Time Delay Override Code, Supervisor Code, and all User codes. Not affected are the time delay period, opening window period, duress function, or lock access mode.