



### Touchpads for Advanced and Wireless Models:

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|--|--|
| 1. Proximity Card Reader scan area (If equipped) | 7. Network activity indicator (blue LED) |
| 2. "Add User" button                             | 8. Numeric keypad                        |
| 3. "Add Supervisor" button                       | 9. "LOCK/CLEAR" button                   |
| 4. Replace battery indicator (yellow LED)        | 10. "ENTER" button                       |
| 5. Access Denied indicator (red LED)             | 11. "SYNC" button                        |
| 6. Unlocked Cart indicator (green LED)           |  |

### Section 1: General Information

Each electronic lock is capable of storing any combination of 3,000 unique PIN or card credentials. (12 codes are reserved for a special Facility Code Access feature available in the LockView 5.2 Pro software package.)

There are 2 categories of credential – Supervisor or User.

A valid supervisor credential is needed to add and delete other supervisor and/or user credentials.

### Section 2: Setting up the electronic lock

#### Getting Started Out of the Box

If the electronic lock is a stand-alone Starsys Advanced model (direct connection via USB port) and will be used in conjunction with LockView Software V5.2 or higher, please follow the LockView Instruction Manual.

For Networked (802.11a, b, g, or n) Starsys Wireless models, please follow the electronic lock Database & Network Configuration & Installation Manual & the LockView Instruction Manual before proceeding.

The electronic locks are shipped with a default User PIN Code of 0531 and a default Supervisor PIN Code of 1350.

**\*\*In order to ensure the security of the application on which the electronic lock will be installed, the setup code (supplied on green sticker set as Setup Cd) must be kept in a safe location.\*\***

There are two status levels; Supervisor and User. Only Supervisors are, among other things, allowed to ADD & DELETE Users and other Supervisors.

#### Slot Based Programming

Using slot based programming, credentials can be added to a specific slot number. If it becomes necessary to manually delete a credential without possession of the card or knowledge of the PIN, deletion of the slot the credential occupies will remove the access rights of the credential. Slot based programming may also be useful for identifying the identity of users when manually entered credentials are merged into the software database. If slot specific manual programming is not needed, skip to SECTION 4.

### Section 3: Adding & Deleting Users & Supervisors by Slot #

#### ADD USER (Slot Specific):

1. Enter valid supervisor PIN code or present valid supervisor proximity card credential (if equipped).
2. Type the desired unoccupied slot number.
3. Press ADD USER.
4. Enter the new user PIN code (4 to 14 digits) & press ENTER or present new user card credential.

**NOTE:** Manual programming of additional credentials can continue by returning to step 2 or press LOCK/CLEAR to exit manual programming.

#### ADD SUPERVISOR (Slot Specific):

1. Enter valid supervisor PIN code or present valid supervisor card credential (if equipped).
2. Type the desired unoccupied slot number.

3. Press **ADD SUPERVISOR**.
4. Enter the new supervisor PIN code (4 to 14 digits) & press **ENTER** or present new supervisor card credential.

**NOTE:** Manual programming of additional credentials can continue by returning to step 2 or press **LOCK/CLEAR** to exit manual programming.

**DELETE USER OR SUPERVISOR (Slot Specific):**

1. Type the desired slot number to be deleted --**DO NOT HIT ENTER**--
  2. Enter valid supervisor PIN code or present valid supervisor card credential (if equipped).
  3. *Press & Hold* **ADD USER** if the credential to be deleted is a user.
- or
4. *Press & Hold* **ADD SUPERVISOR** if the credential to be deleted is a supervisor.
  5. Press **LOCK/CLEAR**.
  6. *Release* **ADD USER** or **ADD SUPERVISOR**.
  7. Type the slot number again and press **ENTER**.

**NOTE:** Manual programming of additional credentials can continue by returning to step 2 or press **LOCK/CLEAR** to exit manual programming.

**Section 4: Adding & Deleting Users & Supervisors without Specifying Slot #**

**ADD USER:**

1. Enter valid supervisor PIN code or present valid supervisor card credential (if equipped).
2. Press **ADD USER**.
3. Enter the new user PIN code (4 to 14 digits) & press **ENTER** or present new user card credential.

**NOTE:** Manual programming of additional credentials can continue by returning to step 2 or press **LOCK/CLEAR** to exit manual programming.

**ADD SUPERVISOR:**

1. Enter valid supervisor PIN code or present valid supervisor card credential (if equipped).
2. Press **ADD SUPERVISOR**.
3. Enter the new supervisor PIN code (4 to 14 digits) & press **ENTER** or present new supervisor card credential.

**NOTE:** Manual programming of additional credentials can continue by returning to step 2 or press **LOCK/CLEAR** to exit manual programming.

**DELETE USER OR SUPERVISOR:**

1. Enter valid supervisor PIN code or present valid supervisor card credential (if equipped).
  2. *Press & Hold* **ADD USER** if the credential to be deleted is a user.
- or
3. *Press & Hold* **ADD SUPERVISOR** if the credential to be deleted is a supervisor.
  4. Press **LOCK/CLEAR**.
  5. *Release* **ADD USER** or **ADD SUPERVISOR**.
  6. Enter the PIN code to be deleted and press **ENTER** or present the card to be deleted.

**NOTE:** Manual programming of additional credentials can continue by returning to step 2 or press **LOCK/CLEAR** to exit manual programming.

**Section 5: Operating the electronic lock**

**Follow the instructions below to operate the electronic lock.**

**PIN CREDENTIAL:**

1. Enter a valid PIN (between 4 - 14 digits).
2. Press "ENTER."

**CARD CREDENTIAL:**

If the electronic lock is equipped with a card reader (HID Proximity or HID iCLASS, iClass SE or iClass Seos):

1. Present a valid card within range of the proximity card reader.

**DUAL CREDENTIAL:**

If the User or Supervisor requires a dual credential:

1. Enter a valid PIN and press “ENTER” (for touchpad credentials) or present a valid card (for HID Proximity or HID iCLASS, iClass SE or iClass Seos credentials).
2. Enter the second credential (4-14 digit PIN) and press “ENTER.”

**NOTE:**

1. The second credential must always be a 4 - 14 digit pin.
2. Lockview software is required for dual credential programming.

## **Section 6: SETUP Mode & Factory Reset**

### **SETUP MODE:**

Set up Mode would be necessary only:

- In the event that initialization of the electronic lock was done via manual programming and it is now desired to add the electronic lock to the database in LockView.
- In lieu of a valid Supervisor credential, set up mode allows manual programming of Supervisor and/or User credentials.

To place the electronic lock into **SETUP** mode:

1. Press **LOCK/CLEAR** for 3 seconds.
2. Enter the 8 digit setup code (**Setup Cd**) assigned to the electronic lock and press **ENTER**.

**NOTE:** Each electronic lock has a unique setup code.

3. Press **LOCK/CLEAR** to exit setup mode.

### **FACTORY RESET:**

In the event that it becomes necessary to erase **ALL** Supervisors/Users and access entries from the electronic lock and reset all settings to the original factory defaults, a **FACTORY RESET** may be performed.

**\*\*WARNING\*\*** Once a factory reset it performed, it **can not** be reversed.

To perform a Factory Reset:

1. Press **LOCK/CLEAR** for 3 seconds.
2. Enter the 8 digit setup code (**Setup Cd**) assigned to the electronic lock and press **ENTER**.
3. *Press & Hold* **LOCK/CLEAR**.
4. Press ‘86’.
5. *Release* **LOCK/CLEAR**.

## **Section 7: Passage Mode (LockView software required)**

To hold the lock in the open position indefinitely, there is a setting in LockView called Passage Mode.

Passage Mode can be assigned to an electronic lock and/or a Supervisor/User credential.

In LockView, via the Lock Editor, Passage Mode can be selected so that every valid User or Supervisor that has access rights to that particular electronic lock can place it in passage mode.

Passage Mode can be assigned to an electronic lock and/or a Supervisor/User credential.

In LockView, via the User Editor, Passage Mode can be selected so that specific Users and Supervisors can place any electronic lock to which they have access rights into Passage Mode. This is regardless of whether or not Passage Mode has been activated in the electronic lock.

### **Section 7.1: To place an electronic lock in Passage Mode**

#### **PIN CREDENTIAL:**

1. Enter a valid PIN (between 4 - 14 digits) and press “ENTER.”
2. Press “ENTER” again. **GREEN LED** will flash once every 6 seconds.

#### **CARD CREDENTIAL:**

If the electronic lock is equipped with a card reader (HID Proximity or HID iCLASS, iClass SE or iClass Seos):

1. Present a valid card within range of the proximity card reader.
2. Press “ENTER”. **GREEN LED** will flash once every 6 seconds.

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**DUAL CREDENTIAL:**

If the User or Supervisor requires a dual credential:

1. Enter a valid PIN and press "ENTER" (for touchpad credentials) or present a valid card (for HID Proximity or HID iCLASS, iClass SE or iClass Seos credentials).
2. Enter the second credential (4-14 digit PIN) and press "ENTER."
3. Press "ENTER" again. GREEN LED will flash once every 6 seconds.

**NOTE:** The second credential must always be a 4 - 14 digit pin.

**Section 7.2: To EXIT Passage Mode (re-lock the unit):****PIN CREDENTIAL:**

1. Enter a valid PIN (between 4 - 14 digits).
2. Press "ENTER."

**CARD CREDENTIAL:**

If the electronic lock is equipped with a card reader (HID Proximity or HID iCLASS, iClass SE or iClass Seos):

1. Present a valid card within range of the HID proximity reader.
2. Press "ENTER."

**DUAL CREDENTIAL:**

If the User or Supervisor requires a dual credential:

1. Enter a valid PIN and press "ENTER" (for touchpad credentials) or present a valid card (for HID Proximity or HID iCLASS, iClass SE or iClass Seos credentials).
2. Enter the second credential (4-14 digit PIN) and press "ENTER."
3. Press "ENTER" again.

**Section 7: LED Behavior**

Each electronic lock membrane touchpad has a green, red, yellow and blue LED.

**During general lock use:**

- Key press = 1 RED flash
- Supervisor = Flash GREEN (2 blink pattern x 9)
- User = Solid GREEN
- Dual Credential Supervisor = Alternate RED & GREEN after first credential; flash GREEN (2 blink pattern x 9) after secondary PIN
- Dual Credential User = Alternate RED & GREEN after first credential; solid GREEN after secondary PIN
- Programming Mode (after hitting ADD SUPERVISOR or ADD USER) = Flash GREEN to RED to YELLOW (repeat)
- Network or USB Connection = Solid BLUE
- PC Control Mode = Simultaneous flashing of GREEN, RED and YELLOW (repeat) with solid BLUE