

Access Control Keypad

User Guide

For Helmer Horizon Series™ Products



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1 About this User Guide

The Access Control Keypad user guide provides information about use of the optional keypad installed in Helmer Horizon Series™ products. For general use of Helmer equipment, refer to the operation and service manuals for the equipment on which the keypad is installed.

1.1 Symbols

Symbols found in this document

The following symbols are used in this manual to emphasize certain details for the user:



Task Indicates procedures which need to be followed.



Note Provides useful information regarding a procedure or operating technique when using Helmer Scientific products



CAUTION Advises the user against initiating an action or creating a situation which could result in damage to equipment or impair the quality of the products or cause minor injury.

1.2 General Information

The Access Control Keypad provides fail-safe digital keypad access. In the event of a mains voltage power loss, the state of the magnetic lock does not change while on backup battery power, and the non-volatile memory ensures data is not lost. The keypad allows up to 100 individual user codes, which can be entered and deleted individually, or cleared all at once. Keypad options include: sound preferences, door open timer, and security responses for invalid code entry.

2 Initial Access

The Access Control Keypad was pre-programmed by Helmer at the factory. It was shipped with a preset master code (0000) that will be used initially to program the keypad and enter user access codes. Refer to your product Operation Manual located at info.helmerinc.com/manuals for detailed instructions regarding using the Access Control lock.

Notes:

- The master code should be changed to prevent unauthorized user code setup.
- There is a lock override key on Helmer equipment. The key disconnects power to the magnetic lock, allowing users to access the contents of the cabinet. A keyed mechanical lock is provided on the door to allow secure access if the magnetic lock is overridden. In the event of an AC power failure, the magnetic lock override key should be switched to the override position and the mechanical key lock should be used to provide secure access until AC power is restored.

Prior to programming user codes in the Access Control Keypad, the master code can be used to release the door lock.

Release the Door Lock

Step	Operation	Buttons
1	Initial factory setting = 0000 Enter the master code	< 4 digit master code > *

3 Keypad Basics

3.1 The Master Code

The master code is used to enter programming mode. The master code must be entered before user codes can be added. The default master code is 0000.

 **CAUTION**

If the master code is lost, the door must be removed to reset the system. All codes and settings must be re-entered.

 **Note**

The master code should be changed to prevent unauthorized user code setup.

 **Change the Master Code**

Step	Operation	Buttons
1	Enter the current master code	< 4 – 8 digit master code > *
2	Initiate the change master code programming function	0
3	Enter the new master code	< New 4 – 8 digit master code > #
4	Save changes and return to normal operation	*

3.2 Using the Keypad

Commands are entered directly into the keypad. If an entry was incorrect, cancel it by pressing the # key, or wait 10 seconds and retry. The initial default user code is 2580.

 **Note**

The door lock release timer controls how long the door remains unlocked before automatic re-lock occurs.

 **Release the Door Lock**

Step	Operation	Buttons
1	Enter the user code (Helmer preset)	< 2580 > #
2	Door lock is released	---

3.3 State and Activity Indicators

The red, yellow, and green LED lights at the top of the keypad show door lock state and keypad activity. Sound signals occur with keypad activity and door lock operation.

 **Note**

Keypad activity and door lock sounds can be enabled or disabled.

Door Lock State	LED Light Behavior	Sound Signals
Access Control door lock is operating	Green light = On	1-second beep
Access Control door lock is not operating (contact Helmer Technical Support)	Red light = On	-

Keypad Activity	Yellow Light Behavior	Sound Signals
Programming mode	On/Solid	-
Standby mode (system normal)	1 flash in 2 seconds	-
Valid programming code entry	2 flashes	2 beeps
Invalid programming code entry	5 flashes	5 beeps
Door lock released by valid user code entry	On 1-second	1-second beep
Exit programming/Return to standby	On 2-second	2 beeps

4 Enter and Manage User Codes

On first use of the Access Control Keypad (or after a reset procedure), user codes must be entered. User codes are changed, added, and deleted with simple commands. Up to 100 user codes can be programmed. A unique user code can not be assigned more than once.

Note

The Access Code Register sheet at the end of this user guide may be used to record user data.

4.1 User Code Location Number

Each user code is stored in a specific addressed internal memory location (numbers 00–99). To delete a single user code, it is not necessary to know the user code number, however the location number must be known.

Each user code location number must be recorded. Keep a record of the location number with the user name.

4.2 Valid User Codes

- ◆ Each user code must be a 4 – 8 digit number
- ◆ Digits can be repeated, for example: 2225

Add User Codes

Step	Operation	Buttons
1	Enter the master code	< 4 – 8 digit master code > *
2	Initiate the new user code programming function	1
3	Enter the location number (00 – 99)	< 00 – 99 >
4	Enter the user code	< 4 – 8 digit user code > #
5	Save changes and return to normal operation	*

Delete User Codes

Step	Operation	Buttons
1	Enter the master code	< 4 – 8 digit master code > *
2	Initiate the delete user code programming function	1
3	Enter the location number (00 – 99)	< 00 – 99 > #
4	Save changes and return to normal operation	*

Note

To delete all user codes at once, perform a reset procedure. The reset procedure will also clear keypad options, which must be re-entered. If a small number of user codes are to be deleted, it is recommended that they be deleted individually using the delete user command.

5 Keypad Options

On first use of the Access Control Keypad (or after a reset procedure), set the keypad options. Program commands directly into the keypad. Make continuous entries until complete. If an entry was incorrect, cancel it by pressing the # key, or wait 10 seconds and retry.

5.1 Setting Keypad Functions

Notes

- Some, all, or none of the following procedures may be used when setting keypad functions.
- The keypad can be unlocked by entering the master code.
- The keypad recognizes four digits as one code entry.

Setting Keypad Functions

Step	Operation	Buttons
1	Enter the master code	< 4 – 8 digit master code > *
Set Door Lock Release Timer (optional)		
2	Initiate the door lock release timer programming function	40
3	Initial factory setting = 10 seconds Specify the timer duration, in seconds	< 1 – 999 > #
Set the Door Lock Release Sound (optional)		
4	1-second beep occurs with door lock release Turn the door lock release beep <i>on</i>	812 #
5	2 short beeps occur with door lock release Turn the door lock release beep <i>on</i>	811 #
6	Turn the door lock release beep <i>off</i>	810 #
Set the Keypad Activity Sound (optional)		
7	Turn keypad activity sounds <i>on</i>	831 #
8	Turn keypad activity sounds <i>off</i>	830 #
Set the Invalid Code Response(s) (optional)		
9	After 10 consecutive invalid code entries, the keypad locks for 30 seconds (initial factory setting) Turn 30-second keypad lockout <i>on</i>	701 #
10	After (5 - 10) consecutive invalid code entries, the keypad locks for 15 minutes Turn 15-minute keypad lockout <i>on</i>	70
11	Enter the number of consecutive invalid code entries before the keypad locks out	< 5 – 10 > #
12	Remove all invalid code responses Initiate the invalid code response removal function	7000 #
Select Fail-Safe or Fail-Secure Lock Operation (optional)		
13	Turn Fail-Safe lock operation <i>on</i>	661 #
14	Default after Reset System to Factory Settings Turn Fail-Secure lock operation <i>on</i>	660 #
Exit Programming Mode		
15	Save changes and return to normal operation	*

6 Troubleshooting

Problem	Indicator	Solution
System will not accept a user code.	Yellow light: 5 flashes 5 beeps	Review first digit limitation rule (see below) to verify the code number does not violate the rule.
System will not accept a correct user code.	Red light: On	Electric lock has been inhibited. Contact Helmer Technical Support.
A correct user code entry does not unlock the door.	Yellow light: 2 flashes 2 beeps	Keypad is locked. Use the master code to release keypad, or wait for security response to terminate, then retry.
Code entry unlocks door but will not allow programming.	-	Use correct master code.
-	LED light and sound signals activate continuously.	Contact Helmer Technical Service.

6.1 Reset the System to Factory Settings

The Access Control Keypad was pre-programmed by Helmer at the factory. Use this reset procedure to clear all post-factory programming and return to the factory-originated condition. User codes and keypad options must be re-entered. Only the master code will be retained.

Reset the System

Step	Operation	Buttons
1	Enter the master code	< 4 – 8 digit master code > *
2	Enter the reset code	8901 #
3	Save changes and return to normal operation	*

Note

The system takes three seconds to reset itself after the command code is entered. Do not enter any other codes until the reset procedure is complete (wait to hear two confirmation beeps).

7 Support and Other Information

Contact Helmer Scientific

U.S. and Canada

Technical Service	techservice@helmerinc.com
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Operation and Service Manuals

Product Operation and Service Manuals are available at info.helmerinc.com/manuals.



Access Code Register

Records for individual access accounts should be recorded in the chart below. This page may be reproduced if additional access codes are registered.

Table with 6 columns: Location (00-99), User Code, Begin (date), End (date), User Name, Signature. The table contains multiple empty rows for recording data.

