EC SERIES USER MODES: PUBLIC, PRIVATE, & RAS

Locks in the **Electronic Cabinet and Locker Lock Series** are available in three user modes: Public, Private, and Remote Allocation System mode (RAS).

PUBLIC MODE
User code is lost when opened.

Commonly used for locks on shared spaces such as in fitness locker rooms, shared work spaces, festivals and amusement parks.

TO SET IN PUBLIC MODE:
[LOGO] [MASTER CODE] [08]

TO LOCK:
1. Select the open locker, cabinet or drawer.
2. Place items inside and close the door.
3. Engage lock by turning handle.
4. Enter any four digit code.
5. Re-enter the same four digit code.
6. It is now locked.

TO UNLOCK:
1. Return to the lock.
2. Enter your four digit code on the keypad.
3. Turn handle to disengage.
4. The lock is now unlocked.

PRIVATE MODE
User code is retained when opened.

Commonly used for locks on cabinets, lockers, drawers and other applications in non-shared spaces. The lock is assigned to an individual user.

TO SET IN PRIVATE MODE:
[LOGO] [MASTER CODE] [09] [NEW USER CODE]

TO UNLOCK:
1. Enter assigned four digit code.
2. Turn handle to disengage.
3. Place items inside.

TO LOCK:
1. Close the door.
2. Return handle back to the locked position.

The lock **automatically** relocks after four seconds and engages when the handle is returned back to the locked position.

REMOTE ALLOCATION SYSTEM
User code is managed online.

The Remote Allocation System (RAS) is an online code management system available on all keypad locks in the Electronic Cabinet & Locker Series. With **RAS**, administrators can remotely manage all locks without ever having to go to the lock itself!
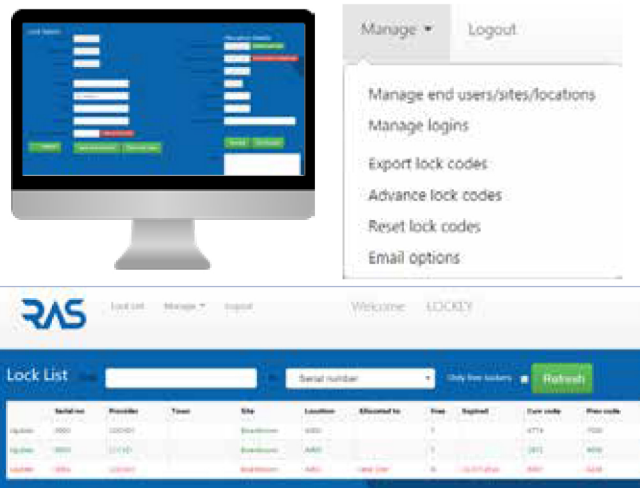
Through the online portal, administrators can view a detailed overview of all the locks they currently manage. The lock list provides information such as the serial number, location of the lock and who the lock is currently allocated to.

> **Change many or all lock codes at once!**
> 1. Select locks to be updated.
> 2. Click "Manage."
> 3. Click "Advance lock codes."
> The next user code is now available!

Administrators can manage a single lock by clicking "Update," which can be found on the far left side of the lock list. This will allow the administrator to see all details of the lock.

From the lock details page, administrators can manage, amend and update all aspects of the individual lock.

Administrators can advance the lock code, reallocate the lock to a different user, and edit all aspects of the lock details with the **Remote Allocation System.**