

Operator's Guide

Lock Model SW3780 Electronic Cam Lock

USER TROUBLESHOOTING TIPS:

Notes

- All acceptable buttons presses are signified by a green light.
- Incomplete functions "time-out" after 4 seconds.
- Errors and "time-outs" are signified by flashing red light.
- Following an error or "time-out" limit reverts to previous settings.

Errors

- Errors will time-out after 10 seconds.
- Unfinished instructions will time-out after 10 seconds.
- Always wait for LED lights to finish before pressing next key.

Battery Test

TO CHECK BATTERY LEVEL:

1. Press the logo key at the top of the lock
2. Press the logo key at the top of the lock again

*** In PUBLIC Mode, battery test cannot be performed on a lock that is in use (locked). Unlock before performing test.*

Battery Conditions Indicator

Four green lights	=	excellent condition
Three green lights	=	very good condition
Two green lights	=	good condition
One green light	=	low

Red light - Change battery as soon as possible 1
Flashing red light prior to lock or unlock indicates low battery voltage and batteries should be changed as soon as possible

1 A lock in use, when in PUBLIC Mode, will flash "RED" when tested. Unlock, then test again.

Logo Button →



Public Shared Use Lockers

*** When in use, the lock with FLASH "Red" once every ten seconds.*

TO LOCK:

1. Select an open locker
2. With the lock's finger pull in the open position, close the door
3. When the door closes, swing the finger pull to the vertical position to engage the lock
4. Enter any four digit code into the keypad
5. Re-enter the same four digit code to confirm
6. The locker is now locked

TO UNLOCK:

1. Select your locker
2. Enter your four digit code on the keypad
3. Swing the finger pull either left or right to open the lock
4. Now you can open the door

Should you forget your four digit access code, contact the locker control manager to obtain access.

Private Non-Shared Lockers

TO LOCK:

1. Select an open locker
2. With the lock's finger pull in the open position, close the door
3. When the door closes, swing the finger pull to the vertical position to engage the lock
4. Enter any four digit code into the keypad
5. Re-enter the same four digit code to confirm
6. The locker is now locked

TO UNLOCK:

1. Select your locker
2. Enter your four digit code on the keypad
3. Swing the finger pull either left or right to open the lock
4. Now you can open the door
5. Door will automatically re lock after 4 seconds

TO CHANGE USER CODE:

6. Press the logo key at the top of the lock
7. Enter the old user four digit code on the keypad
8. Press 02 on the keypad
9. Enter new four digit user code
10. Re-enter the same four digit code to confirm
11. The locker is now locked

Should you forget your four digit access code, contact the locker control manager to obtain access.

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DEFAULT MASTER CODE (8 digits)

1 1 3 3 5 5 7 7

DEFAULT USER CODE (4 digits)

2 2 4 4

Ensure that you keep a safe record of your master code. It is not possible to program the lock without it.

NO DEFAULT SUB-MASTER CODE (6 digits)

Battery Test

TO CHECK BATTERY LEVEL:

1. Press the logo key at the top of the lock
2. Press the logo key at the top of the lock again

*** In PUBLIC Mode, battery test cannot be performed on a lock that is in use (locked). Unlock before performing test.*

See Page 2 and 3 of the Troubleshooting Guide for more information on battery operations.

Battery Conditions Indicator

Four green lights	=	excellent condition
Three green lights	=	very good condition
Two green lights	=	good condition
One green light	=	low

Red light - Change battery as soon as possible 1

Flashing red light prior to lock or unlock indicates low battery voltage and batteries should be changed as soon as possible

1 A lock in use, when in PUBLIC Mode, will flash "RED" when tested. Unlock, then test again.

Notes

- All acceptable buttons presses are signified by a green light.
- Incomplete functions "time-out" after 4 seconds.
- Errors and "time-outs" are signified by flashing red light.
- Following an error or "time-out" limit reverts to previous settings.
- Time codes are 3 digits corresponding to the number of

Errors

- Errors will time-out after 10 seconds.
- Unfinished instructions will time-out after 10 seconds.
- Always wait for LED lights to finish before pressing next key.

Time Function Examples

- Time code 001 1 MIN
- Time code 010 10 MIN
- Time code 030 30 MIN
- Time code 060 1 HR
- Time code 480 8 HRS
- Time code 720 12 HRS
- Time code 990 16 HRS 30 MIN (maximum)

minutes

Public Shared Use Lockers

*** When in use, the lock with FLASH "Red" once every ten seconds.*

TO LOCK:

1. Select an open locker
2. With the lock's finger pull in the open position, close the door
3. When the door closes, swing the finger pull to the vertical position to engage the lock
4. Enter any four digit code into the keypad
5. Re-enter the same four digit code to confirm
6. The locker is now locked

TO UNLOCK:

1. Select your locker
2. Enter your four digit code on the keypad
3. Swing the finger pull either left or right to open the lock
4. Now you can open the door

Should you forget your four digit access code, contact the locker control manager to obtain access.

Battery Information: PUBLIC MODE

Notes

- **BATTERY TEST IN PUBLIC MODE:** The lock must be unlocked. Otherwise, pressing the logo button twice, flashes "red", and might mistakenly be construed as low battery.
- **RED LED "IN USE" INDICATOR IN PUBLIC MODE:** A locked unit will blink "RED" about once every ten seconds. It is the easiest way to see if a locker is in use.
- **CHANGING BATTERIES IN PUBLIC MODE (via master key):** The lock remains engaged. When new batteries are in, the lock opens when any user code is entered 3 times.
- **BATTERIES:** The manufacturer recommends a high grade of battery.

Private Non-Shared Lockers

TO LOCK:

1. Select an open locker
2. With the lock's finger pull in the open position, close the door
3. When the door closes, swing the finger pull to the vertical position to engage the lock
4. Enter any four digit code into the keypad
5. Re-enter the same four digit code to confirm
6. The locker is now locked

TO UNLOCK:

1. Select your locker
2. Enter your four digit code on the keypad
3. Swing the finger pull either left or right to open the lock
4. Now you can open the door
5. Door will automatically re lock after 4 seconds

TO CHANGE USER CODE:

6. Press the logo key at the top of the lock
7. Enter the old user four digit code on the keypad
8. Press 02 on the keypad
9. Enter new four digit user code
10. Re-enter the same four digit code to confirm
11. The locker is now locked

Should you forget your four digit access code, contact the locker control manager to obtain access.

Battery Information: PRIVATE MODE

Notes

- **BATTERY TEST IN PRIVATE MODE:** The unit can be locked and will test as expected (two key presses of the logo button).
- **RED LED "IN USE" INDICATOR IN PRIVATE MODE:** Feature is disabled in private mode.
- **CHANGING BATTERIES IN PRIVATE MODE (via master key):** The lock remains engaged. When new batteries are in, the lock opens with the user code.
- **AUTO-LOCK IN PRIVATE MODE:** There is a timed auto-lock response in private mode only. The user does not need to re-enter the code to enable lock.
- **BATTERIES:** The manufacturer recommends a high grade of battery, similar to Duracell's "Procell" or equal.

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Master Code Functions

FUNCTION	MODE		KEY SEQUENCE			NOTES
	PUBLIC	PRIVATE				
Change Master Code	✓	✓	[LOGO] [OLD MASTER CODE]	01	[NEW MASTER CODE] [NEW MASTER CODE]	Master Code is eight digits
Change User Code		✓	[LOGO] [MASTER CODE]	02	[NEW USER CODE]	User Code is four digits
Set / Change Sub-Master Code	✓	✓	[LOGO] [MASTER CODE]	03	[NEW SUB-MASTER CODE]	Sub-Master Code is six digits
Delete User Code	✓		[MASTER CODE]			Opens lock and deletes User Code
Delete Sub-Master Code	✓	✓	[LOGO] [MASTER CODE]	07		
Open Lock	✓	✓	[MASTER CODE]			Deletes User Code in public mode
Close Lock		AUTO				Re-locks automatically after 4 seconds
Set Public Mode		✓	[LOGO] [MASTER CODE]	08		Deletes all existing User Codes
Set Private Mode	✓		[LOGO] [MASTER CODE]	09	[NEW USER CODE]	Deletes all existing User Codes
Set Technician Mode	✓		[LOGO] [MASTER CODE]	10	[NEW TECHNICIAN CODE]	Technician Code is six digits
Remove Technician Mode	✓		[LOGO] [MASTER CODE]	11		
Set Audible Buttons On	✓	✓	[LOGO] [MASTER CODE]	12		
Set Audible Buttons Off	✓	✓	[LOGO] [MASTER CODE]	13		
Set Alarm Mode On & Set Time		✓	[LOGO] [MASTER CODE]	14	[TIME CODE]	Switched versions only. See notes on timers.
Set Alarm Mode Off		✓	[LOGO] [MASTER CODE]	15		Switched version only
Set Auto-Timed Unlock On & Set Time	✓		[LOGO] [MASTER CODE]	16	[TIME CODE]	See notes on timers
Set Auto-Timed Unlock Off	✓		[LOGO] [MASTER CODE]	17		
Set Coin Lock Mode On	✓		[LOGO] [MASTER CODE]	18		Switched version only
Set Coin Lock Mode Off	✓		[LOGO] [MASTER CODE]	19		Switched version only

This grid indicates the operating and programming instructions for the 3780 digital combination lock.

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Sub-Master Code Functions

FUNCTION	MODE		KEY SEQUENCE			NOTES
	PUBLIC	PRIVATE				
Change User Code		✓	[LOGO] [SUB-MASTER CODE]	02	[NEW USER CODE]	User Code is four digits
Change Sub-Master Code	✓	✓	[LOGO] [SUB-MASTER CODE]	03	[NEW SUB-MASTER CODE]	Sub-Master Code is six digits
Delete User Code	✓		[SUB-MASTER CODE]			Opens lock and deletes User Code
Open Lock	✓	✓	[SUB-MASTER CODE]			Deletes User Code in public mode
Close Lock		AUTO				Re-locks automatically after 4 seconds

User Code Functions

FUNCTION	MODE		KEY SEQUENCE			NOTES
	PUBLIC	PRIVATE				
Change User Code		✓	[LOGO] [OLD USER CODE]	02	[NEW USER CODE] [NEW USER CODE]	User Code is four digits
Open Lock	✓	✓	[USER CODE]			
Close Lock	✓		[USER CODE] [USER CODE]			User Code is four digits
Close Lock		AUTO				Re-locks automatically after 4 seconds

Technician Code Functions

FUNCTION	MODE		KEY SEQUENCE			NOTES
	PUBLIC	PRIVATE				
Open Lock	✓		[TECHNICIAN CODE]			Does not delete User Code
Close Lock		AUTO				

Functions Available to All Codes

FUNCTION	MODE		KEY SEQUENCE			NOTES
	PUBLIC	PRIVATE				
Battery Check	✓	✓	[LOGO] [LOGO]			Replace batteries if red light shows