

# Installation Instructions

## Atlas Electronic Safe Lock Model 1004-100 Series



[www.sargentandgreenleaf.com](http://www.sargentandgreenleaf.com)

- Für Anweisungen auf Deutsch besuchen Sie bitte die folgende Website:
- Pour obtenir les instructions en français, veuillez consulter le site ci-dessous:

The Atlas lock is a reversible, non-handed electronic safe lock. Either side of the lock case can be mounted against the safe door to accommodate the direction of movement of the blocking bar or cam plate of the safe's boltworks. No matter which side of the case is placed against the safe's mounting plate, the lock cable needs to be routed in the recessed channel of the lock's cover. Make sure the cable is in the recessed channel before the lock is tightened against the mounting surface.

- 1 The mounting surface should be smooth and flat, with either ¼-20 or M6 mounting screw holes. The wire channel (spindle hole) through the safe door must be at least 0.312 inch (7.9 mm) in diameter. First, connect the cable to the lock. NOTE that this is a latching connector and cannot be removed from the lock without actuating the latch release. Insert the lock cable through the spindle hole and gently pull it from the front of the safe as you place the lock body against the mounting surface.
- 2 After making sure the cable is protected within the lock's recessed channel and not crimped or stressed at any point, attach the lock body to the mounting surface using the four screws provided. Tighten the four mounting screws to 40 inch-pounds (4.5 Nm).
- 3 Make sure there is a minimum clearance of 0.150 inch (3.8 mm) between the end of the lock case and the blocking bar of the safe's boltworks. Check for clearance on all sides of the lock bolt when the safe is in the locked state. If any part of the safe mechanism is in contact with the bolt, it could prevent the lock from opening or locking properly. If additional clearance is required, remove material from the safe's boltworks, not the lock.

### 4 Fixed Keypad Installation

- (a) Position the keypad housing on the safe door so that the battery door is at the bottom. Attach housing using (2) #8-32 or M0.7 screws and (2) T-shaped spacers. (Figure 1a)
- (b) Pass the loose end of the lock cable through the spindle hole and keypad housing. Plug the lock cable into the receptacle in the back of the keypad electronic assembly.
- (c) Coil the excess lock cable into the back of the keypad.
- (d) Guide the 9V battery cable through the slot in the keypad housing. THE BATTERY CONNECTOR MUST BE ACCESSIBLE FROM THE BATTERY DOOR BEFORE SNAPPING THE KEYPAD TOGETHER, OR THE KEYPAD WILL BE INOPERABLE. Snap the keypad electronic assembly to the housing until evenly seated. (Figures 1b, 1c)

### Quick Mount Keypad Installation (refer to document 630-876 for more information)

- (a) Place metal collars over the keypad mounting screws. Install screws into mounting holes in safe door. (Figure 2a)
  - (b) Plug lock cable coming through the spindle hole into the back of the keypad.
  - (c) Coil the excess lock cable into the back of the keypad.
  - (d) Angle the keypad at an ~11 o'clock position over the mounting screws. Push flat against the safe door.  
Pull down in the direction indicated by the arrow to a positive stop. The movement will be less than ½ inch. (Figure 2b)
  - (e) Turn keypad clockwise a few degrees until it comes to a stop. Number columns should now be straight up and down. (Figure 2b)
- 5 Sliding door at the bottom of keypad provides battery access. Slide door to the left to open. Snap 9-volt battery onto connector and place battery inside keypad (Figure 2c). Battery will only install when polarity is matched with connector. Ensure all wires are inside the keypad and slide door to the right until fully closed. Battery removal is reverse of installation. For initial installation, install battery and test the lock and keypad operation at least 3 times before closing the safe door, using the factory combination 1 2 3 4 5 6 #.
- NOTE: The lock combination must be changed from the factory setting before being put into service.
- MAKE SURE YOUR LOCK IS FULLY OPERATIONAL BEFORE CLOSING THE SAFE DOOR FOR THE FIRST TIME.

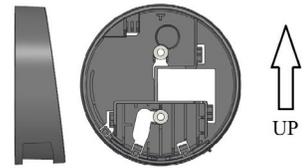


Figure 1a

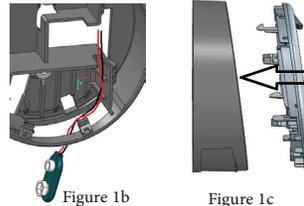


Figure 1b

Figure 1c



Figure 2a



Figure 2b



Figure 2c

## Atlas Lock Specifications

**Attaching Screws:** Use only the screws provided with the lock. They must engage the mounting plate by at least four full threads. Do not use lock washers or thread sealing compounds.

**Recommended Attaching Screw Torque:** Lock = 40 inch-pounds (4.5 Nm); Keypad = 15 inch-pounds (1.7 Nm)

**Minimum Lock Cable (Spindle) Hole Diameter:** 0.312 inch (7.9 mm)

**Maximum Lock Cable (Spindle) Hole Diameter:** 0.406 inch (10.3 mm)

**Lock is Designed to Move:** 0.0 lbs. (0 Newtons)

**Lock Bolt Maximum Free Movement:** 0.352 inch (8.95 mm); 0.109 inch outside the edge of the lock case

**Maximum Bolt End Pressure:** Lock is designed to withstand at least 225 lbs. (1000 Newtons)

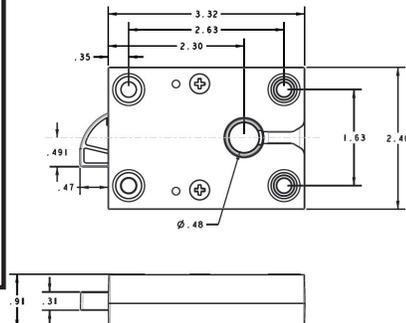
**Maximum Bolt Side Pressure:** Safe and container boltwork or locking cam designs must never apply more than 225 lbs. (1000 Newtons) of side pressure on the lock bolt.

**Mounting Environment:** The lock body is designed to be mounted inside a secure container. The container must be constructed to offer protection against physical attack directed at the lock. The amount of protection is dependent on the desired level of security for the system as a whole. Lock protection may include barrier materials, relock devices, thermal barriers, thermal relock components, or any combination of these. A minimum distance of 0.150 inch (3.8 mm) is recommended between the end of the lock case and the closest approach of the safe's blocking bar or cam plate (which is normally blocked by the extended lock bolt). Maintaining this clearance will allow the lock to deliver optimum performance.

**Interface with Boltwork:** This lock is not intended for direct boltwork attachment. Before installing the lock, operate the safe opening mechanism and verify that the installed position will effectively secure the boltworks when locked. After installation, check that there is clearance between the combination lock bolt and the boltworks, as pressure on the bolt could affect the lock's ability to function properly.

**Code Restrictions:** Personal data that can be related to a code holder, such as a birth date, street number, or phone number, should not be used in creating a lock code. Avoid codes that can be easily guessed (such as 1 2 3 4 5 6 or 1 1 1 1 1). The lock's factory default code must be changed to a unique, secure code when the lock is put into operation by the end user.

**Note:** Every installation of this product must comply with these requirements and those in the product installation instructions to qualify for the manufacturer's warranty and to comply with EN1300 requirements.



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# Operating Instructions

## Atlas STAR MODE



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### GENERAL NOTES

Your 1004 Series lock can operate in two different modes: STAR MODE and BASIC MODE. The features remain the same, but code input and programming sequences are different. STAR MODE is default and these instructions are for STAR MODE. See S&G website for BASIC MODE instructions. (<http://www.sargentandgreenleaf.com/knowledgebase/2018/05/15/1004-lock-modes/>)

All operating codes consist of six characters (digits and/or letters). The S&G factory master code is 1 2 3 4 5 6 #.

When a keypad button is pressed, the red LED in the upper-left area of the keypad will light momentarily. If the keypad beeper is turned on, it will beep at the same time as the LED flashes. If the keypad beeper is turned off, a soft click will sound.

If you enter a code and the lock beeps twenty times rapidly, the battery must be replaced with a new 9-volt Duracell® alkaline battery.

### **ALWAYS LEAVE THE SAFE DOOR OPEN WHEN CHANGING AND CHECKING CODES!**

“♪” is a keypad beep. Do not proceed to the next step in a sequence until after the beeps sound.

If you make a mistake during code entry, press \*\* or simply wait 10 seconds for the lock to clear, then begin again.

If you pause more than 10 seconds between button presses, the lock will reset, and you will have to start again.

If five or more incorrect codes are entered in a row, the lock will enter a three-minute penalty period during which it will not accept input. Pressing a key during the penalty time extends the period a few seconds.

The lock will not allow you to program a user code that is identical to the master code. It will indicate an error if you try.

Your lock may have a *management reset code* (MRC) that allows you to set a new master code in case the existing one is lost. Contact your safe manufacturer or lock installer in the event of a lost master code.

Personal data that can be related to a code holder, such as a birth date, street number, or phone number, should not be used in creating a lock code. Avoid codes that can be easily guessed (such as 1 2 3 4 5 6 or 1 1 1 1 1 1). The lock's factory default code must be changed to a unique, secure code when the lock is put into operation by the end user.

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### Opening the Lock

Enter your 6-digit code, then #. *The lock will unlock for approximately three seconds, then return to the locked state if you do not open the safe.*

### Creating a Second Code (user code)

Enter 74\* (6-digit master code) # ♪ ♪ ♪ ♪ ♪ ♪ ♪ ♪, 1# ♪ ♪ ♪ ♪ ♪ ♪ ♪ ♪, (new 6-digit user code) # ♪ ♪ ♪ ♪ ♪ ♪ ♪ ♪, (new 6-digit user code) # ♪ ♪ ♪ ♪ ♪ ♪ ♪ ♪.

*The new user code will open the lock just like the master code.*

### Disable User Code

Enter 55\* (6-digit master code) # ♪ ♪ ♪ ♪ ♪ ♪ ♪ ♪. *The user code is still in the lock. When used, the lock double-beeps but does not open.*

### Enable User Code (to activate a user code that was previously disabled)

Enter 55\* (6-digit master code) # ♪ ♪ ♪ ♪ ♪ ♪ ♪ ♪. *The user code will now be able to open the lock.*

### Delete User Code

Enter 74\* (6-digit master code) # ♪ ♪ ♪ ♪ ♪ ♪ ♪ ♪, 1# ♪ ♪ ♪ ♪ ♪ ♪ ♪ ♪, # ♪ ♪ ♪ ♪ ♪ ♪ ♪ ♪, # ♪ ♪ ♪ ♪ ♪ ♪ ♪ ♪. *The user code is erased from the lock.*

### Changing Your Code (either master code or user code) **ALWAYS CHECK NEW CODE AT LEAST THREE TIMES BEFORE CLOSING THE DOOR!**

Enter 22\* **OR** 33\*, then (current 6-digit code) # ♪ ♪ ♪ ♪ ♪ ♪ ♪ ♪, (new 6-digit code) # ♪ ♪ ♪ ♪ ♪ ♪ ♪ ♪, (new 6-digit code) # ♪ ♪ ♪ ♪ ♪ ♪ ♪ ♪.

### Using the Management Reset Code (MRC)

Enter 67\* (8-digit reset code) # ♪ ♪ ♪ ♪ ♪ ♪ ♪ ♪ ♪ ♪, (new 6-digit master code) #, (new 6-digit master code) # ♪ ♪ ♪ ♪ ♪ ♪ ♪ ♪ *+more beeps.*

*After the three keypad beeps at the end of the sequence, the lock will emit an additional beep for every time the MRC has been used, including the current time.*

### Set the Keypad Beeper Off or On

Enter 78\* (6-digit master code) # ♪ ♪ ♪ ♪ ♪ ♪ ♪ ♪, **then enter 0# ♪ ♪ ♪ ♪ ♪ ♪ ♪ ♪ (0# ♪ ♪ ♪ ♪ ♪ ♪ ♪ ♪ for OFF) or 1# ♪ ♪ ♪ ♪ ♪ ♪ ♪ ♪ (1# ♪ ♪ ♪ ♪ ♪ ♪ ♪ ♪ for ON).**

### Battery Check

Enter 89\*. *One beep indicates a weak battery, and two beeps indicate a good battery. After hearing the battery check signal, press \* again to reset the battery check.*

### Setting the Lock to STAR Mode (from BASIC Mode)

Enter 66\* (6-digit master code) # ♪ ♪ ♪ ♪ ♪ ♪ ♪ ♪, 1# ♪ ♪ ♪ ♪ ♪ ♪ ♪ ♪, 1# ♪ ♪ ♪ ♪ ♪ ♪ ♪ ♪. *The lock will stay in STAR MODE until it is intentionally changed to BASIC MODE.*

### STAR Mode Notes:

*If you press any button and hear two long beeps (braps), the lock is in penalty time. Do not press any buttons for at least 3 minutes, then try your code again.*

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