



# Zephyr Lock

BETTER SECURITY THROUGH INNOVATION

## Model 2310 & 2315 Traditional Series Electronic Keypad Lock Manual

### Supervisory Instructions

**\*\*Please read through each step before starting process\*\***

#### **1. Step # 1: Reset to factory default:**

1. Resetting to factory default will clear both the User code and the custom Managers code, if one has been programmed to your lock. The lock will also be reset to the factory default of shared use.
2. If either or both of the User's Codes or Manager's Codes are forgotten, use the Control Key to open the door.
3. Unscrew the battery cover to get access to the Reset button.
4. Insert a paper clip or other thin tool into the hole marked "RESET" to depress the button. The lock will issue 2 audible "beeps", the green and red light will flash twice.
5. The lock has now been reset to the factory default settings of Shared Use mode and Manager Code "123456".

#### **2. Step # 2: Change lock to perm use after Step # 1 has been completed**

1. Factory standard programming is for Shared Use.
2. To change programming from Shared to Permanent Use
  - A. Depress the Reset Button to reset to the factory default.
  - B. Enter 8 Digit Program Code "12344321", press Zephyr button for confirmation. The lock issues a long audible "beep" and the red and green light will flash twice to show program has been changed successfully.

#### **3. Step # 3: Change Managers code after Step # 2 has been completed**

1. Enter 6 Digit Default Managers Code "123456", press Zephyr button, green light turns on.
2. Hold the Zephyr button until long beep.
3. Enter new 6 Digit Managers Code, press Zephyr button, the new managers code is now set.

