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Main Office: (248) 932-5400
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WRG Apollo Manual

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MANUFACTURER

WRG Services Inc.
38585 Apollo Parkway
Willoughby, Ohio 44094
USA
(800) 531-1230

(440) 954-3670 fax

For technical support call your local distributor, or call the WRG Technical Support department at (800) 531-1230 option 5.

The information in this document is subject to change without notice. WRG Services Inc. and/or any of their affiliates, hereafter referred to as WRG, shall not be held responsible for any information in this document other than that pertaining to WRG manufactured equipment itself. Should you find incorrect or unclear information in this Software Guide, please notify WRG Services Inc. at your earliest convenience.

WARNING: Disconnect power to the machine by either turning off the power switch if your equipment is equipped with one or by unplugging the machine prior to servicing. Failure to do so may cause personal injury and/or property damage.

WRG SERVICES INC. MANUFACTURER'S WARRANTY

a. Hardware: Seller warrants that new hardware Products furnished hereunder will be free from defects in material and workmanship for a period of thirteen (13) months (twenty-four months for the PHX-1000 CPU) from the date of shipment from Seller's factory in Willoughby, Ohio. Repaired, replaced or field exchanged Products (and components of Products) provided as a result of this warranty subparagraph are similarly warranted for a period of three (3) months from the date of shipment from Seller's factory in Willoughby, Ohio, or the remainder of the original warranty term for that particular Product, whichever is longer.

b. Software and Firmware: Unless otherwise provided in a Seller or third party license, Seller warrants that standard software or firmware Products furnished hereunder, when used with Seller-specified hardware, will perform in accordance with published specifications prepared, approved, and issued by Seller for a period of thirteen (13) months from the date of shipment from Seller's factory in Willoughby, Ohio. Seller makes no representation or warranty, express or implied, that the operation of the software or firmware Products will be uninterrupted or error free, or that the functions contained therein will meet or satisfy Buyer's intended use or requirements.

c. Non-Warranty Factory Remanufacture: Seller warrants that non-warranty factory remanufactured hardware Products will be free from defects in material and workmanship for a period of thirteen (13) months from the date of shipment from Seller's factory in Willoughby, Ohio. Repaired, replaced or field exchanged Products (and components of Products) provided as a result of this warranty subparagraph are warranted for a period of three (3) months from the date of shipment from Seller's factory in Willoughby, Ohio, or the remainder of the original warranty term for that particular factory remanufactured Product, whichever is longer.

d. Services: Seller warrants that Products comprised solely of services (e.g., training, and on-site repair) will be performed by appropriately skilled personnel employed or retained by Seller.

e. "Open Box" Products: Seller warrants that hardware Products sold as "Open Box" (specifically, customer and distributor returns, and factory refurbished or reconditioned Products) will be free from defects in material and workmanship for a period of three (3) months from the date of shipment from Seller's factory in Willoughby, Ohio. "Open Box" Products, while serviceable, may not reflect the latest series or revision. Repaired or replacement Products provided as a result of this warranty subparagraph are similarly warranted for a period of one (1) month from the date of shipment from Seller's factory in Willoughby, Ohio, or the remainder of the original three (3) month warranty term for that particular "Open Box" Product, whichever is longer.

f. Buyer Specifications/Compatibility: Seller does not warrant and will not be liable for any design, materials, construction criteria or goods furnished or specified by Buyer (including that sourced from other manufacturers or vendors specified by Buyer). Any warranty applicable to such Buyer-specified items will be limited solely to the warranty, if any, extended by the original manufacturer or vendor directly or indirectly to Buyer. Seller does not warrant the compatibility of its Products with the goods of other manufacturers or Buyer's application except to the extent expressly represented in Seller's published specifications or written quotation.

g. Recyclable Materials: In keeping with environmental policies and practices, Seller reserves the right to utilize in its product manufacturing, repair and remanufacturing processes certain recyclable materials (e.g., fasteners, plastics and the like) or remanufactured parts equivalent to new in performance or parts which may have been subject to incidental use. However, such utilization will not affect any provided Product warranty.

h. Remedies: Remedies under the above warranties will be limited, at Seller's option, to the replacement, repair (consisting of parts and Seller's factory labor), or modification of, or issuance of a credit for the purchase price, of the Products involved, and where applicable, only after the return of such Products pursuant to Seller's instructions. Replacement Products may be new, remanufactured, refurbished or reconditioned at Seller's discretion. Buyer requested on-site warranty service (consisting of time, travel and expenses related to such services) would be at Buyer's expense. The foregoing will be the exclusive remedies for any breach of warranty or breach of contract arising therefrom.

i. General: Warranty satisfaction is available only if (a) Seller is provided prompt written notice of the warranty claim and (b) Seller's examination discloses that any alleged defect has not been caused by misuse; neglect; improper installation, operation, maintenance, repair, alteration or modification by other than Seller; accident; or unusual deterioration or degradation of the Products or parts thereof due to physical environment or electrical or electromagnetic noise environment. All Products are shipped F.O.B. Seller's factory in Willoughby, Ohio.

j. THE ABOVE WARRANTIES ARE IN LIEU OF ALL OTHER WARRANTIES AND CONDITIONS, WHETHER EXPRESSED, IMPLIED OR STATUTORY, INCLUDING IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR USE, TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW. Rights under the above warranties (subject to noted limitations) extend to Buyer's customers if Buyer is a Seller-appointed distributor for the Products.

Disclaimer and Limitation of Liability

TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW, SELLER WILL NOT BE LIABLE FOR ANY BUSINESS INTERRUPTION, LOSS OF PROFIT, REVENUE, MATERIALS, ANTICIPATED SAVINGS, DATA, CONTRACT, GOODWILL OR THE LIKE (WHETHER DIRECT OR INDIRECT IN NATURE) OR FOR ANY OTHER FORM OF INCIDENTAL, INDIRECT OR CONSEQUENTIAL DAMAGES OF ANY KIND. SELLER'S MAXIMUM CUMULATIVE LIABILITY RELATIVE TO ALL OTHER CLAIMS AND LIABILITIES, INCLUDING OBLIGATIONS UNDER ANY INDEMNITY, WHETHER OR NOT INSURED, WILL NOT EXCEED THE COST OF THE PRODUCT(S) GIVING RISE TO THE CLAIM OR LIABILITY. SELLER DISCLAIMS ALL LIABILITY RELATIVE TO GRATUITOUS INFORMATION OR ASSISTANCE PROVIDED BY, BUT NOT REQUIRED OF SELLER HEREUNDER. ANY ACTION AGAINST SELLER MUST BE BROUGHT WITHIN EIGHTEEN (18) MONTHS AFTER THE CAUSE OF ACTION ACCRUES. THESE DISCLAIMERS AND LIMITATIONS OF LIABILITY WILL APPLY REGARDLESS OF ANY OTHER CONTRARY PROVISION HEREOF AND REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT, TORT (INCLUDING NEGLIGENCE AND STRICT LIABILITY) OR OTHERWISE, AND FURTHER WILL EXTEND TO THE BENEFIT OF SELLER'S VENDORS, APPOINTED DISTRIBUTORS AND OTHER AUTHORIZED RESELLERS AS THIRD-PARTY BENEFICIARIES. EACH PROVISION HEREOF WHICH PROVIDES FOR A LIMITATION OF LIABILITY, DISCLAIMER OF WARRANTY OR CONDITION OR EXCLUSION OF DAMAGES IS SEVERABLE AND INDEPENDENT OF ANY OTHER PROVISION AND IS TO BE ENFORCED AS SUCH.

USER INFORMATION

This equipment complies with Part 68 of the Federal Communications Commission (FCC) rules and the requirements adopted by the ACTA. On the back of the equipment is a label that contains a product identifier in the format US: AAAEQ##TXXXX. If requested, this number must be provided to the telephone company.

This equipment complies with Part 68 of the FCC rules. On the back of the equipment is a label that contains the FCC registration number and the ringer equivalence number (REN) for this device. If requested, this information must be provided to the telephone company.

The ringer equivalence number (REN): [01.B]

A plug and jack used to connect this equipment to the premise's wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. This device has been designed to connect to a compatible compliant modular jack.

The USOC jack required [RJ11C]

The REN is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most, but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company. For products approved after July 23, 2001, the REN for this product is part of the product identifier that has the format US: AAAEQ##TXXXX. The digits represented by the ## are the REN without a decimal point (i.e., 03 is a REN of 0.3). For earlier products, the REN is separately shown on the label.

If this equipment (CPU) causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. If advance notice is not practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is not necessary.

The telephone company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the equipment. If this does apply, the telephone company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

If trouble is experienced with this equipment, for repair or warranty information, contact your distributor or WRG.

In the event of equipment malfunction, our company must perform all repairs. It is the responsibility of users requiring service to report the need for service to our company, or to one of our authorized agents. All equipment being returned for service must have a return material authorization (RMA) number issued and a copy of the RMA paperwork must be packaged with the part being returned. Any equipment returned to WRG without the correct paperwork may be returned un-repaired at the owner's expense. Service can be facilitated through our office at:

WRG Services Inc.
38585 Apollo Parkway
Willoughby, OH 44094
USA
(800) 531-1230

Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission, or corporation commission for information.

If your business has any special wired alarm equipment connected to the telephone line, ensure that installation of this CPU does not disable your alarm equipment. If you have any questions on what will disable alarm equipment, consult your telephone company or a qualified installer.

NOTICE: This equipment meets the applicable Industry Canada Terminal Equipment Technical Specifications. This is confirmed by the registration number. The abbreviation, IC, before the registration number signifies that the registration was performed based on a Declaration of Conformity indicating that Industry Canada technical specifications were met. It does not imply that Industry Canada approved the equipment.

NOTICE: The Ringer Equivalence Number (REN) for this terminal equipment is 0.1. The REN assigned to the terminal equipment provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination of a telephone interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed five.

OPERATING ENVIRONMENT

WRG's Apollo ATM is designed for indoor use at the indoor temperature and humidity ranges noted below.

Operating Temperature Range:	45° F to 95° F (7.2° C to 35° C)
Humidity:	85% max. Non-condensing.

POWER REQUIREMENTS

WRG recommends that the ATM be on a dedicated AC circuit.

120 VACS, 60 Hz, 3 Amps for North American Installations.

PHONE LINE REQUIREMENTS

The Apollo ATM must be connected to a dedicated phone line that has been run through metal conduit. The phone line must be a direct line equipped with a standard RJ11 telephone wall jack. This phone line must not be shared with any other equipment at the location.

ATM HEIGHT, WEIGHT, AND DIMENSIONS

Weight: 110 pounds

CABINET ACCESS

The Apollo ATM has been specifically designed to give qualified personnel easy access to all components. When facing the machine the left side is referred to as the service side. Whether you are replacing a roll of paper, loading cash, or replacing an assembly the service side should give you the best access to most of the retaining hardware and controls.

OPENING THE FRONT DOOR

- Insert the key and turn it clockwise to allow the front door to swing open

OPENING THE VAULT

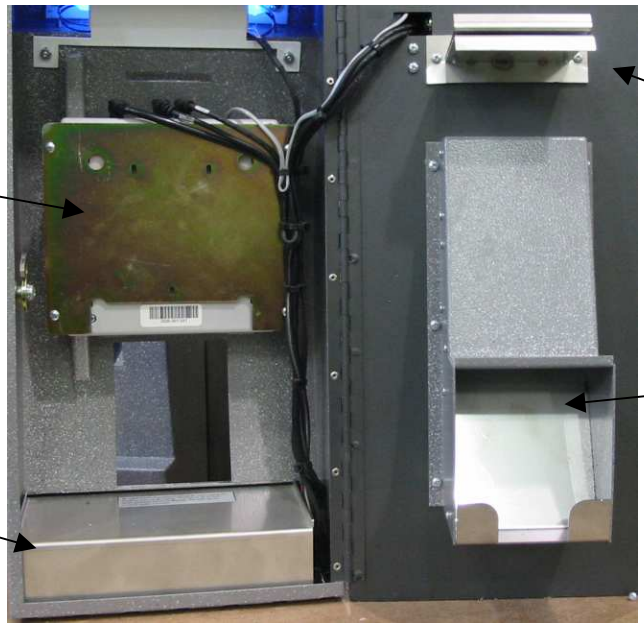
- Spin the dial counter-clockwise four (4) full turns stopping at 50, the factory default (Refer to lock instructions if you are using a three (3) number combination.)
- Turn the dial clockwise until the dial stops turning
- Turn the vault door handle counter-clockwise and pull the vault door open

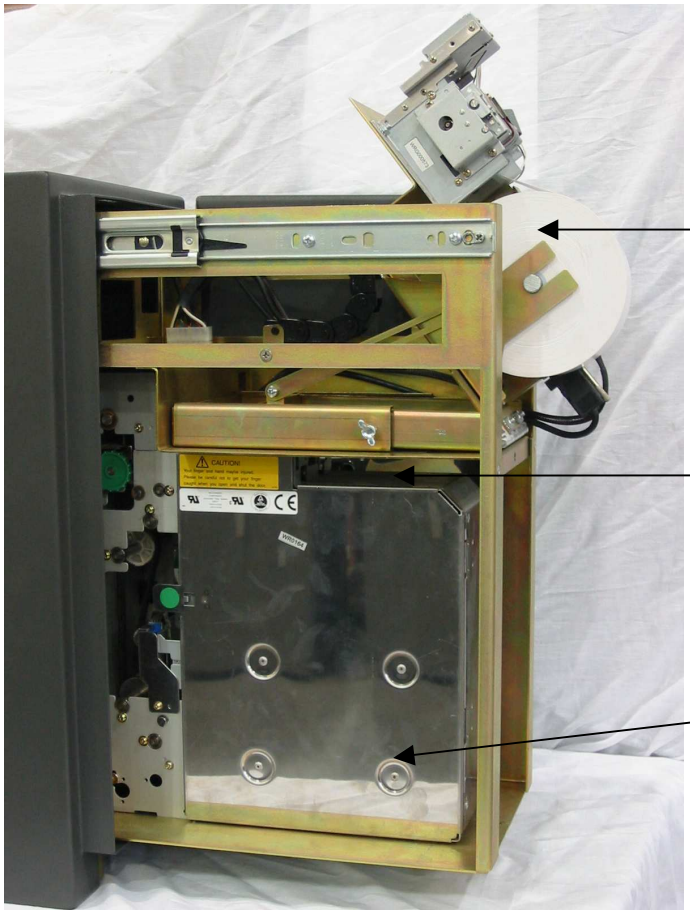
CLOSING THE VAULT DOOR

- Ensure that the component tray assembly has been push completely into the vault
- Swing the vault door closed
- Turn the vault door handle fully clockwise until it stops and then spin the dial four (4) full turns counter-clockwise

Note: If your ATM has been equipped with an electronic lock, then refer to the instructions in the back of this manual.

COMPONENT LOCATIONS





COUNTERTOP MOUNTING

You will need to purchase two (2) 3/8 diameter carriage bolts and hardware to complete the counter top installation. The length of the carriage bolts will be determined by the thickness of the counter top. Add 1½ inches to the thickness of the countertop for carriage bolt length. There will be a ¼ inch clearance between the end of the bolt and the bottom of the carriage.

Unplug the raceway wiring harness from the slide assembly by pressing the lock tab and carefully unplugging.

Disconnect the raceway from its bracket by pressing the release tab outward and slightly twisting the raceway.

Remove the slide assembly from the vault by releasing the slide rail locks by pressing the lock arm up or down as required and carefully separating the slide rails.

Place the Apollo ATM in desired location. Ensure that there is enough clearance behind and around the machine for the doors to be fully opened and the side rail completely removed.
Note: Allow a six (6) inch minimum clearance on the left side for front and vault door openings, a minimum of 15 inches to the rear of the machine for slide rail assembly removal and allow an eight (8) inch clearance for the cash door on the dispenser to be opened.

Reach into the vault and mark the locations of the two (2) square holes onto the counter top.

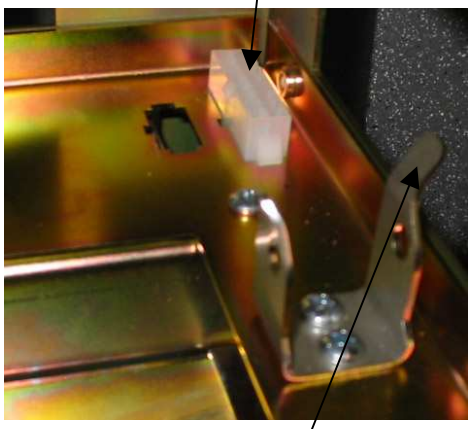
Move the cabinet to the side and drill two (2) 3/8-diameter holes through the counter top through the marks.

Set the counter top plate on top of the counter and line up the square holes with the holes just drilled. To conceal the incoming phone and power cables WRG suggests that a one (1) inch minimum hole be drilled through the counter 1¼ inches away from the mounting plate.
Note: The vault door has been designed so that the incoming phone and power cables could be run under it but recommend that this additional hole be drilled to keep the cables out of the way and eliminate possible service calls.

Take and center the mounting plate on the holes on the underside of the counter top. The mounting plate can be held into place with a couple of drywall screws placed through the outer holes in the plate.
Note: The plate's outer holes line up with corresponding holes in the bottom of the vault and that the screws that are holding the plate can be left in place after the installation is complete.

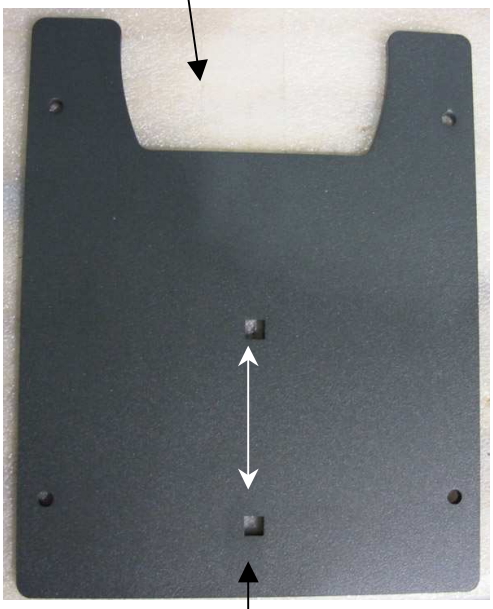
Place the Apollo ATM back in place on the counter top and center it on the drilled holes. Run the carriage bolts up through the mounting plate into the vault and install the washer and nuts. Tighten the bolts down. This mounting method is recommended for security purposes.

Wiring Connector
Slide Assembly

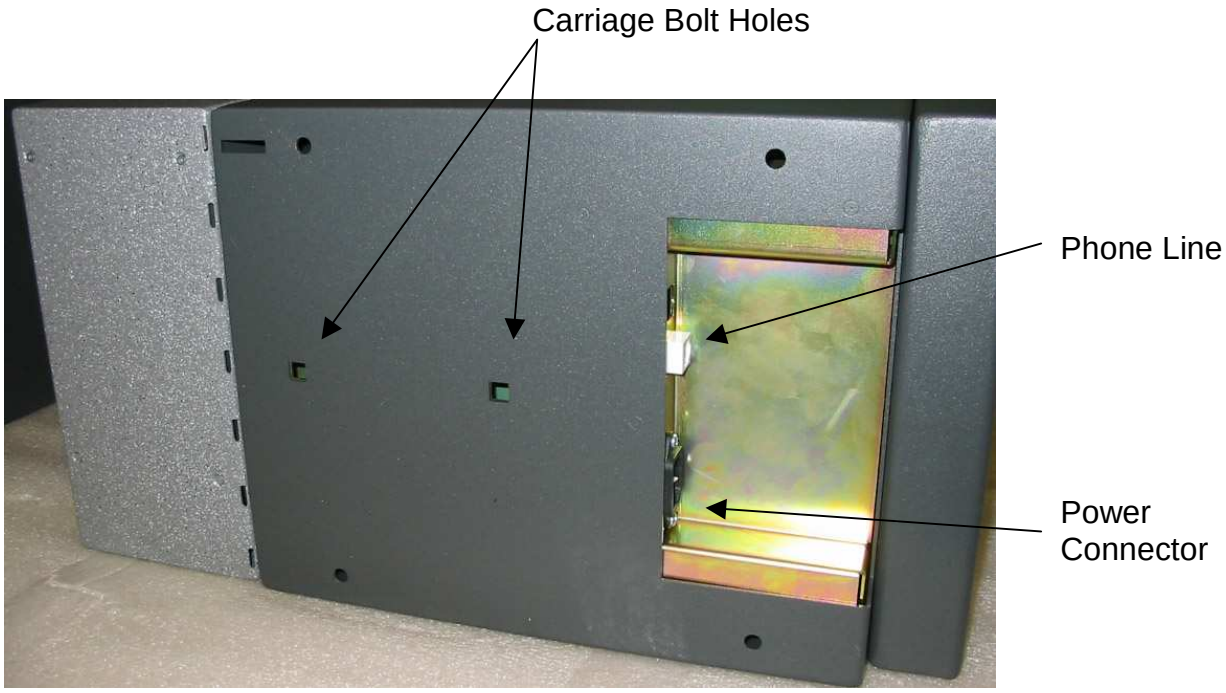


Raceway Release

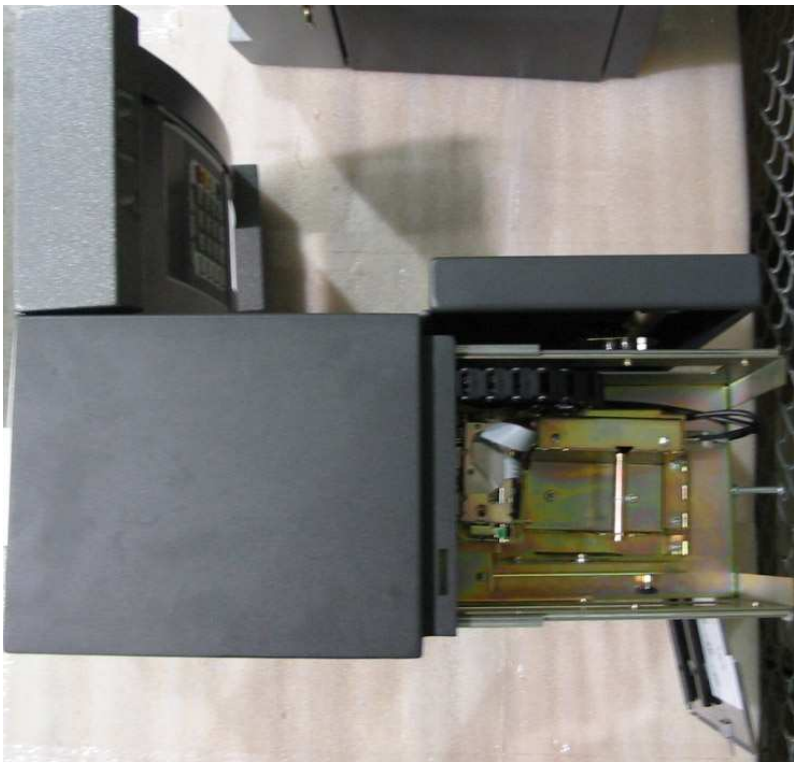
Area for Incoming
Cable Hole



Carriage Bolt Holes



Bottom View of Apollo ATM

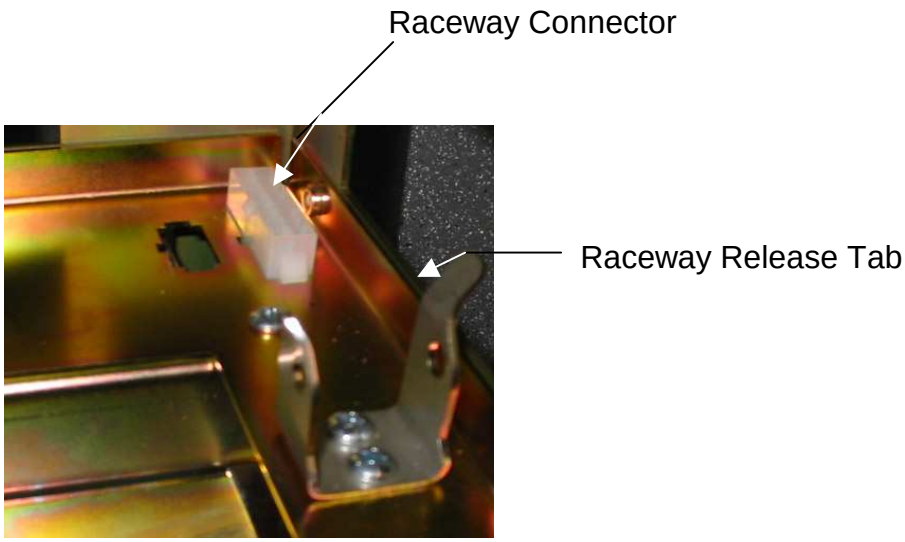


Overhead View with Doors Open

SLIDE ASSEMBLY REMOVAL

Unplug the Apollo ATM from the wall outlet.

- Open the vault door
- Unplug the raceway harness from the connector on the slide assembly
- Push the raceway release tab and twist the raceway slightly to disconnect it from the slide assembly
- Separate the slide rails by pressing the release levers in the rails and pulling the slide assembly past the lock arms
- Carefully continue sliding the assembly back off of the rails



Slide Assembly Top (with printer removed and raceway disconnected for clarity)

PRINTER ASSEMBLY REMOVAL

- WRG recommends that the ATM be unplugged (powered off) during any assembly removal
- Disconnect the printer power cable by carefully pulling the cable away from the control board
- Loosen the thumbscrews securing the printer communications cable and remove the cable from the control
- With the slide mount thumbscrew loose, slide the printer assembly completely out of the assembly
- Re-install the printer assembly in reverse order

DISPENSER REMOVAL

- Follow the printer assembly removal instructions
- Unplug the dispenser communications cable (RS232) from the control board on the side of the dispenser by carefully pulling the connector
- Disconnect the dispenser power by pressing the tab on the backside of the connector while gently pulling the connector from the control board
- Lay the assembly on its side (board side) and remove the four (4) metric screws that secure the dispenser to the carriage assembly from the bottom
- Slide the dispenser out of the carriage assembly
- Re-install the dispenser in the reverse order

POWER SUPPLY REMOVAL

Unplug the machine from the AC Outlet**.**

Remove the spill plate from the lower door. The spill plate is held in place by pressure. To remove it, be sure that it is centered in the door opening and carefully pry up the front edge of the splash guard.

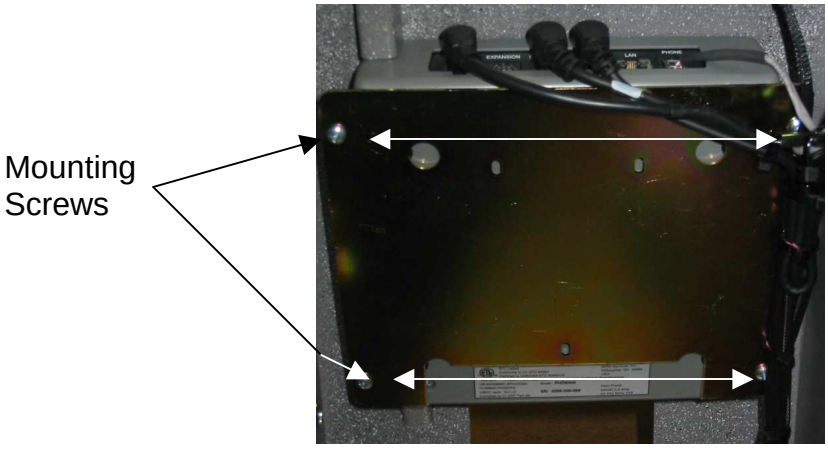
Remove the four (4) screws securing the power supply to the door. These screws go up through the door into the bottom of the power supply and the access to the screws will vary depending on the mounting of the ATM.

Loosen the terminals that secure the wiring on the power supply. The replacement power supply must be wired the same way. You may find it easier to have the new power supply ready and transfer the wires one terminal at a time.

Line up the power supply with the holes in the lower front door and secure the power supply with the screws removed earlier.

Replace the spill plate. The front of the spill plate should be flush against top of the lower door at the cash chute opening. With the front in place, squeeze the spill plate slightly to get it into place. Make sure that the back of the spill plate is in contact with the door bottom.

CPU REMOVAL



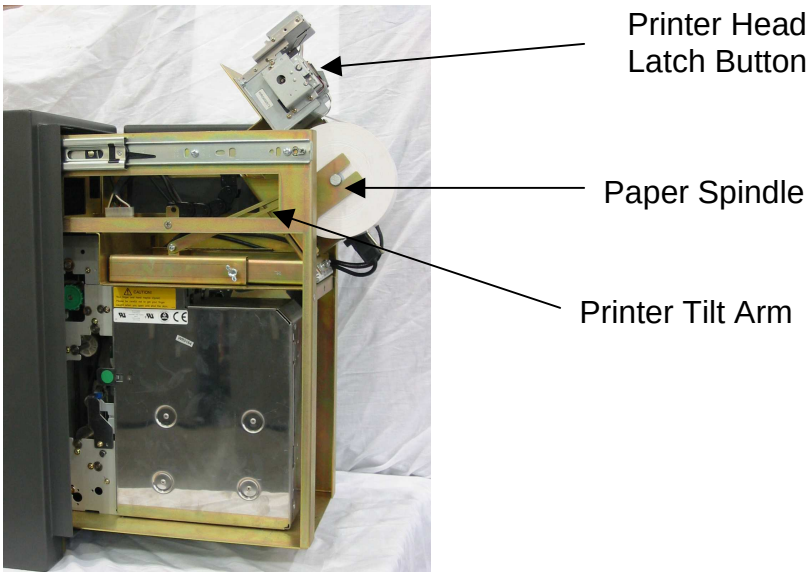
- Unplug the machine from the wall outlet
- Carefully unplug the cables and phone line from the CPU
- Locate and remove the four (4) corner mounting screws
- The cables are secured to the mounting plate and will hold the plate while the CPU is being swapped out
- Remove the CPU from the opening
- Replace in the reverse order

Cable Marking	Plug Name
-ATP	Printer
-F50	Dispenser
No Mark	Power
Phone Line	Phone

LOADING RECEIPT PAPER

- Unlock and open the vault door
- Extend the slide assembly out of the vault
- Loosen the printer thumbscrew and slide the printer back
- Lift the front end of the printer assembly until it locks in the upright position
- Remove the paper spindle from its cradle and insert it through the paper roll core
- Place the paper roll and spindle, with the print side of the paper up, into the printer making sure that it is properly seated
- Insert the paper into the paper entry slot located on the back of the printer mechanism facing the paper roll (or open the printer head and place the paper into the path and close the printer head down onto the paper) - the printer will grab the paper and advance approximately six (6) inches of paper and then it will cut the paper
- Lift the printer tilt arm and lower the printer assembly
- Slide the printer assembly to the front of the slide assembly and tighten the thumbscrew
- Push the complete slide assembly into the vault ensuring that it is all the way in the vault, close and lock the vault door

Note: Thermal paper is coated on one side only. If you just changed the paper and all the receipts are now blank, reload the paper with the paper roll turned over.



CLEARING PAPER JAMS

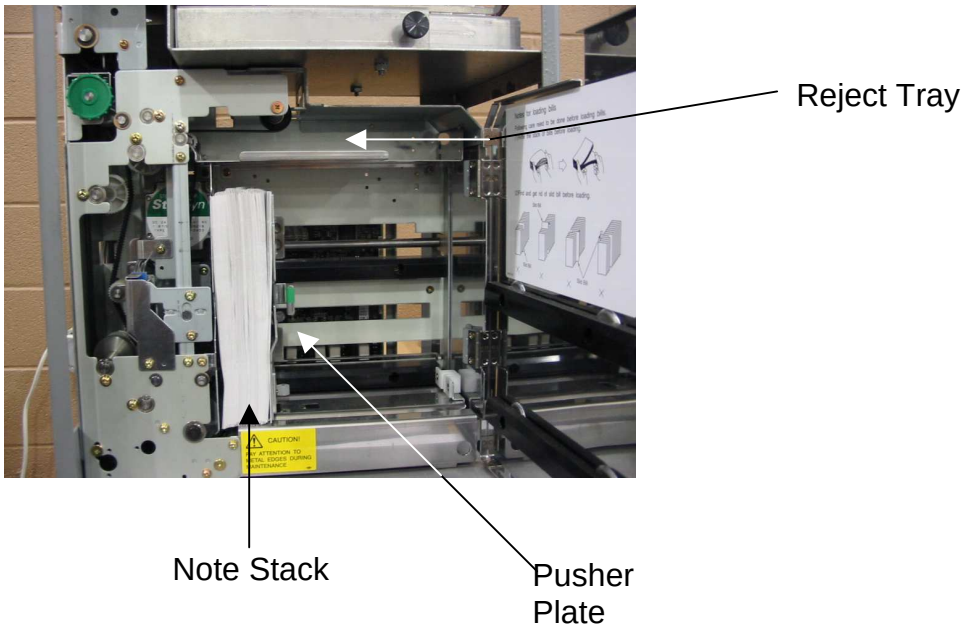
Note: Refer to the picture on the previous page for clarification.

- Open the vault door and pull the slide assembly out
- Loosen the printer slide lock thumbscrew
- Slide the printer assembly toward the back of the unit and tilt it up until it locks into place
- Press the printer head latch button
- Remove the paper that caused the jam
- Remove any receipt paper from the start of the roll that has been damaged (crumpled)
- Slide the receipt paper across the printer assembly and feed a small amount through the cutter opening
- Close and latch the printer head (The printer will auto-feed approximately six (6) inches of receipt paper then cut.)
- Check the receipt chute for any remnants of paper or foreign objects and remove them
- Lift the printer tilt latch and lower the printer, slide the printer assembly all the way into the tray assembly and secure the printer slide with the thumb screw
- Push the complete pullout assembly fully into the vault, close and lock the vault door
- Enter the Administration Menu (* # then your code)
- Press the function key under the $$$$ (Cash Menu) selection on the display. (If you entered into Administration Menu with the cash loader password then skip this step.)
- Press the function key under BAL (This will cause the ATM to print the machine's cash balance.)
- If the receipt is printed correctly, then press the CANCEL (red button) twice to put the ATM back to the Welcome Screen

LOADING NOTES (BILLS) INTO APOLLO ATM

Note: Refer to additional pages in this section for locations and additional information on the loading of the cassette.

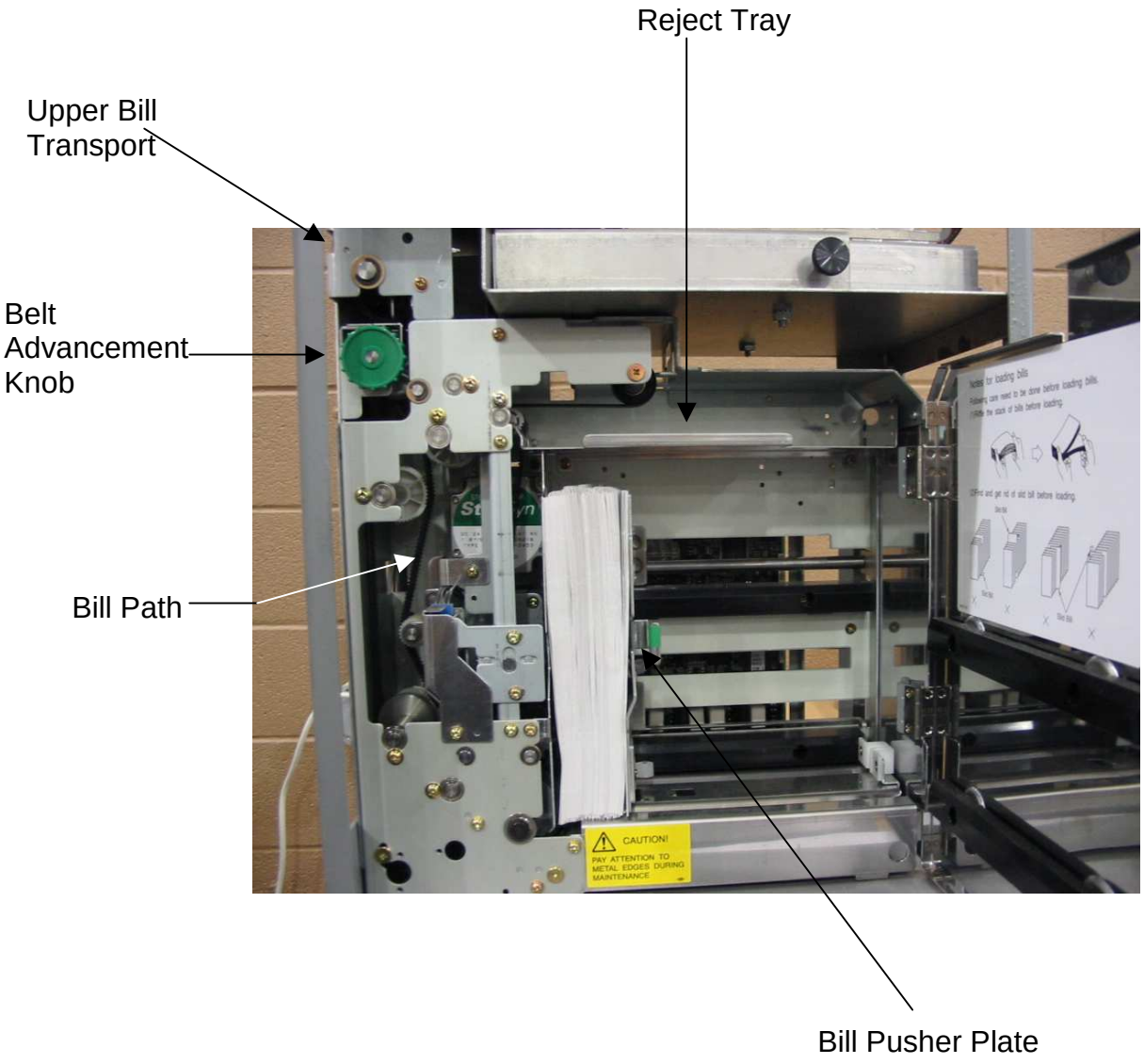
- Open the vault and pull the assembly back
- Open the dispenser cash door
- Move the pusher plate to the right
  Note: The plate will lock into place if it is pushed all the way back.
- Place notes into the cassette making sure that they are evenly placed within the cassette and are fully against the bottom
- If the pusher plate was latched open, then while holding the pusher plate, move it towards the bills to unlatch it and slide the plate against the bills
- Close the dispenser cash door and push the component assembly back into the vault
- Close and lock the vault door
  Note: Do not forget to add the loaded cash into the machine balance through the Administrative Menu.



CLEARING NOTE (BILL) JAMS

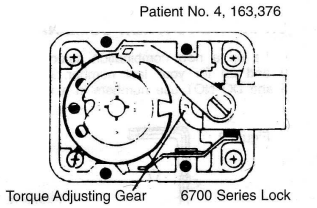
Note: Refer to the picture on the next page for clarification of locations.

- Gain access to the ATM vault
- Pull the component slide tray out to give access to the dispenser
- Open the cash door and remove all bills from the dispenser
- Rotate the green belt advancement knob, located above the cash, counter-clockwise to expose any notes remaining in the note path (It may be easier to remove bills from the bill path rather than advancing them completely through the transport.)
- Check the upper bill transport area for any folded or jammed bills and remove as necessary
- Remove any notes that may be in the reject tray and inspect the notes prior to returning them to the cassette
  Note: Rejected notes are still included in the machine's balance.
- If notes are removed from the reject tray and are going to be put back into the cassette, then follow the cassette loading instructions
  Note: Any notes not being returned to the cassette must either be left on the reject tray or subtracted from the machine balance.
- Push the component tray assembly completely into the vault, then close and secure the vault door
  Note: The component tray assembly must be pushed completely into the vault to activate the vault switch for proper operation of the dispenser.
- Enter into Administration Menu through the keypad (* # and your code)
- Press the function key under the $$$$ (Cash Menu) selection on the display (If you entered into Administration Menu with the cash loader password then skip this step.)
- Press the function key under the TEST selection
- The dispenser should cycle and pull one (1) note from the cassette and put it into the reject tray (test dispense)
- If the test dispense was successful you may press the CANCEL (red button) twice to return the ATM into operation
- If the test dispense fails twice then you must recheck the notes in the cassette



OPERATING & CHANGING INSTRUCTIONS-SPIN DIAL LOCK

Before operating the lock or changing the combination, READ THESE INSTRUCTIONS THOROUGHLY.



At the top of the dial ring an index is provided for normal dialing and opening. At the side of the opening index, a changing index is provided for use only when setting a new combination.

This is a precision lock; therefore, extreme care must be used to align the combination numbers with the index.

Turn the dial slowly and steadily. If, after turning the correct number of revolutions, any number is turned beyond the index, the entire series of combination numbers must be re-dialed. DO NOT TURN BACK TO REGAIN A PROPER ALIGNMENT WITH THE NUMBERS. Each time a selected number is aligned with the opening index, a revolution is counted.

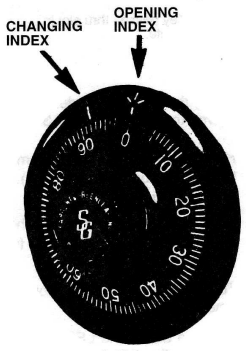


Figure 1.

TO UNLOCK ON A FACTORY SETTING

TO UNLOCK ON FACTORY SETTING – TURN DIAL LEFT FOUR (4) TURNS, STOPPING ON 50. TURN DIAL RIGHT UNTIL THE BOLT RETRACTS.

TO UNLOCK ON A 3 NUMBER COMBINATION-For Example 50-50-50

- Turn dial to the LEFT four (4) turns, stopping when 50 is aligned with the opening index, on the fourth revolution
- Turn dial to the RIGHT three (3) turns, stopping when 50 is aligned with the opening index, on the third revolution
- Turn dial to the LEFT twice, stopping when 50 is aligned with the opening index, on the second revolution
- Turn dial slowly to the RIGHT until the bolt retracts
- Turn the vault door handle and pull the door open

TO LOCK

- Close the vault door and turn handle
- Turn dial to the LEFT at least four (4) full revolutions

CHANGING TO A NEW COMBINATION

Make up a new combination selecting three (3) sets of numbers of your own choosing. Do not use numbers between 0 and 20 for your last number. (i.e. 46-82-13). For maximum security, do not use numbers ending in 0 or 5 and do not use numbers in a rising or falling sequence. (Example: 54-38-72 is a better combination than 35-50-75)

Figure 2.

Wing on Key passes thru slot in lock plate.

Figure 3.

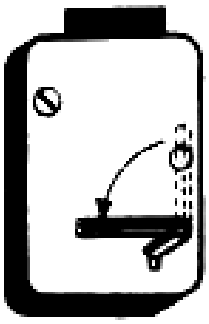
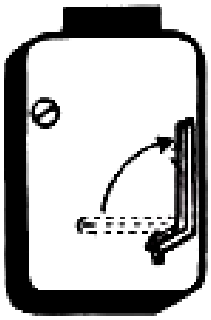


Figure 4.



CAUTION: After changing lock combination, try the new combination several times before closing the vault door.

- Using the changing index, dial the existing combination as explained in the first three steps in the TO UNLOCK ON A 3 NUMBER COMBINATION (refer to previous page).* The lock leaves the factory with all three (3) numbers of the combination set on 50.
- Hold the dial with the last number at the changing index, and insert the changing key into the hole in the back of the lock (see figure 2). Insert the key until the wing is entirely inside of the lock and comes to a positive stop.
- Turn the key ¼ turn to the LEFT (see figure 3). With the changing key in this position, turn the dial to the LEFT four (4) turns, stopping when the first number of the newly selected combination aligns with the changing index on the fourth revolution.
- Turn the dial to the RIGHT three (3) turns, stopping when the second number is aligned with the changing index on the third revolution.
- Turn the dial to the LEFT twice, stopping when the third number is aligned with the changing index on the second revolution. While holding the dial in this position, turn the changing key back to the right and remove it (see figure 4). The new combination you have chosen is now set in the lock.*

*REMEMBER TO TEST YOUR NEW COMBINATION BEFORE YOU CLOSE THE VAULT DOOR.

Motorized Electronic Combination Lock

INTRODUCTION

- The Sargent & Greenleaf Model 6120 Motorized Electronic Combination Lock is shipped from the factory with a factory master code only. It is 1 2 3 4 5 6 #. This code is used to open the lock and set or change all of its codes. You should set the lock to your own unique master code immediately.

- The Model 6120 will always open on the master code**.** At your discretion, it can also be set to accept up to eight (8) different user codes in addition to one (1) master code. The master code holder is responsible for maintaining the number of active users programmed into each lock. The master code is designated as code #1, and the user codes (if set) are designated by user I.D. number 2, 3, 4, 5, 6, 7, 8, and 9. The user codes do not exist until they are programmed into the lock.

- Each time a button is pressed and the lock accepts the input, it emits a chirp, and the LED on the keypad momentarily lights up.

- All codes must contain six (6) digits or six (6) letters. Any digit or letter can be used as many times as you wish. For instance, the following codes (while not recommended) will operate the lock:

  5 5 5 5 5 5 # or J J J J J J #

- All codes end with #. This signals the lock that you have finished entering all digits of the code.

- If you pause for more than ten (10) seconds between pressing buttons when entering a code, the lock will assume you do not want to continue, and it will reset itself to the original code. To open the lock, begin the code entry sequence from the first entry.

- If you realize you have pressed an incorrect button when entering a code, press * or simply pause ten (10) seconds or more, then begin entering your code again.

- If four (4) incorrect codes are entered in a row, the lock will shut down for a period of up to fifteen (15) minutes. This is a security feature. Pressing any button during the lockout period will cause the timer to go back to fifteen (15) minutes. Do not touch any of the keypad buttons during the timeout period.

TO OPEN THE LOCK

Press the code digits or letters in order followed by the #. The lock bolt will retract for six (6) seconds, allowing you the time to operate the vault handle and open the door. **Note: Do not try turning the vault handle until after the code has been entered.** The Model 6120 will lock automatically when the vault handle is turned back to the locked position.

IN CASE OF TROUBLE

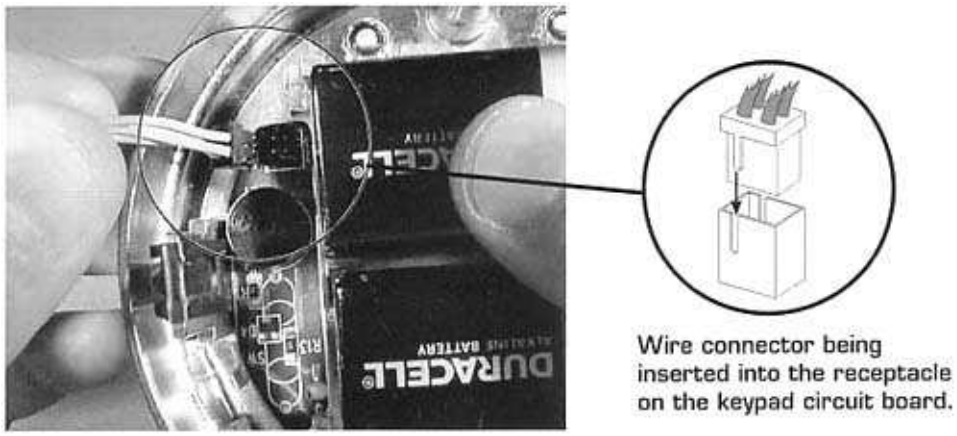
If your lock should fail to open when a valid code is entered, check for the following:

- The bolt work of a safe can, under certain conditions, place pressure on the side of the lock's bolt. This is often caused by something inside the safe pressing against the door or by something caught between the safe door and its frame. When this occurs, the lock will not operate properly. To relieve side pressure on the lock bolt, move the safe's handle to the fully locked position, then re-enter a code. The lock should open.

- If the lock chirps when keys are pressed, but will not open, the batteries may be drained to the point that they will not operate the lock's motor. Follow the battery replacement procedure in this section of the manual.

- If the lock makes no sound when any of the keys are pressed, dead batteries are likely to be the case. Follow the battery procedure in this section of the manual.

- If the lock makes no sound when the keys are pressed, but the batteries have been checked and found to be good, a loose keypad connector may be the cause. Pull the keypad away from the base as described in the battery changing procedure. Check to make sure the wire connector is firmly seated into its receptacle when aligned correctly.



Wire connector being inserted into the receptacle on the keypad circuit board.

If all of the preceding remedies have been exhausted and the lock still does not open, contact a qualified safe technician (locksmith) in your area for professional service.

ABOUT CHANGING CODES

All code changing procedures begin by pressing 7 4 *, followed by the existing six-digit master code and #. The lock immediately chirps five times (` ` ` ` `). If the lock emits a series of closely spaced chirps (almost a continuous tone) you have made a mistake and must start again. Always keep the safe door open when making lock code changes.

TO CHANGE THE MASTER CODE (CODE #1)

Press S G * (_ _ _ _ _ _) # ` ` ` ` ` 1 * (_ _ _ _ _ _) # ` ` ` (_ _ _ _ _ _) # ` ` `
(7 4) existing master code new master code new master code

Whenever # is pressed, the lock chirps to acknowledge the entry. Wait for the chirps before proceeding. If a long series of closely spaced chirps (almost a continuous tone) sounds when # is pressed, the new code will not be accepted—the old master code is retained.

TO ENTER OR CHANGE A USER CODE (CODES #2 - #9)

Press S G * (_ _ _ _ _ _) # ` ` ` ` ` (user I. D.) * (_ _ _ _ _ _) # ` ` ` (_ _ _ _ _ _) # ` ` `
(7 4) existing master code new user code new used code

Whenever # is pressed, the lock chirps to acknowledge the entry. Wait for the chirps before proceeding. If a long series of closely spaced chirps (almost a continuous tone) sounds when # is pressed, the new code will not be accepted. Any existing user code is retained.

For instance, if you want to enable the #2 user code (the first user code) to open the lock with a code of 4 4 6 6 3 3, you will use the following procedure,

Press S G * (_ _ _ _ _ _) # ` ` ` ` ` 2 * 4 4 6 6 3 3 # ` ` ` 4 4 6 6 3 3 # ` ` `
(7 4) existing master code

This same procedure would change any existing #2 user code to 4-4-6-6-3-3.

TO DELETE A USER CODE

You may find a particular user code that you have enabled is no longer needed. It is a good security policy to remove any unneeded codes. To do so, follow this procedure:

Press S G * (_ _ _ _ _ _) # ` ` ` ` ` (user I. D. 2 through 9) * # ` ` ` # ` ` `
(7 4) existing master code

Whenever # is pressed, the lock chirps to acknowledge the entry. Wait for the chirps before proceeding. If a long series of closely spaced chirps (almost a continuous tone) sounds when # is pressed, the user code will not be deleted.
The 6120 lock will not allow you to inadvertently remove the master code.

LOW BATTERY CONDITION

The Model 6120 uses two (2) 9-volt alkaline batteries. S&G recommends Duracell. If the batteries in your lock need to be replaced, twenty (20) consecutive beeps will be heard after the last number of the code and the # sign have been pressed. The batteries will have to be replaced before the lock will open.

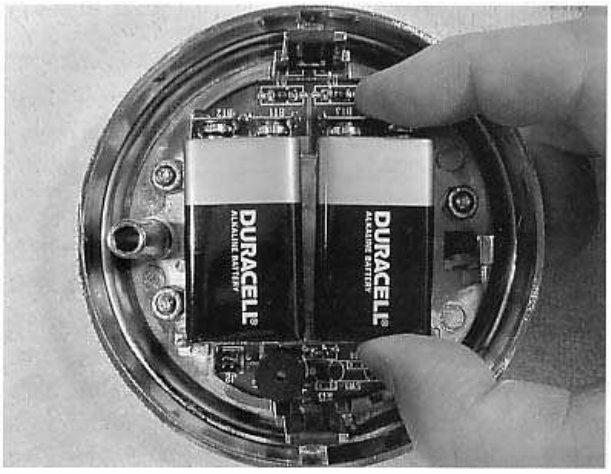
BATTERY REPLACEMENT PROCEDURE

The lock will not forget any code during the battery change. The circuitry is designed to hold this information for extended periods even if there are no batteries installed.

- Remove the keypad from its mounting base by pulling the bottom of the keypad housing away from the base. Grip the keypad housing as shown in the photograph for best results. Support the keypad so that the wires, which are attached, are not pulled or stretched. Do not let the keypad hang from its wires.

- Turn the keypad over and remove both batteries. This is best done by grasping the bottom of a battery and pulling it gently away from the keypad circuit board. Do not use any type of tool to pry a battery from its holder.

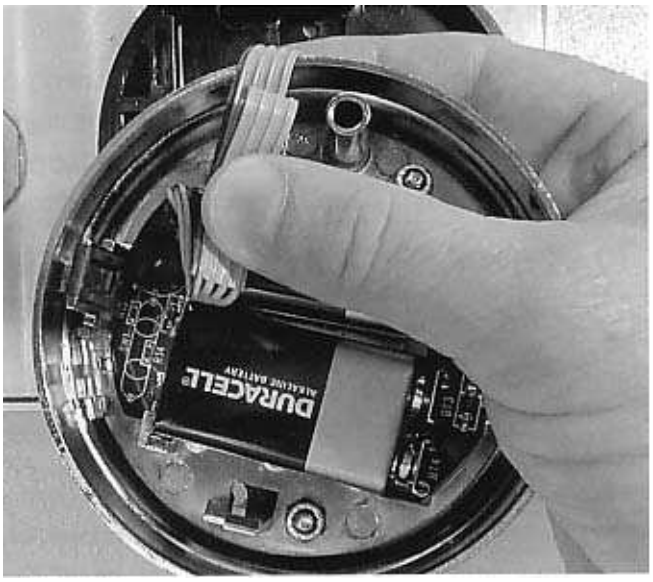
- Install new batteries by pushing them directly into the battery connectors attached to the keypad circuit board. It's important to support the connectors so that they do not get bent during battery insertion. The connectors are designed to make it difficult to install a battery incorrectly. Pay close attention to battery polarity so as not to damage a connector by forcing a battery into it.



- Hold the keypad housing close to the mounting base while you put the excess wire into the housing. Position the wire away from the spring clips that hold the keypad housing to the mounting base.

- Align the spring clips with the receptacles in the base. Using steady pressure, push the keypad housing back into its mounting base. Don't allow any of the wires to be damaged by contact with the spring clips. The keypad housing will snap into place on the base.

- Check the master code and all user codes at least three (3) times with the vault door open. Close the vault door only after the lock has been thoroughly checked for proper operation.



Note: The 6120 lock will operate with just one (1) 9-volt battery attached to either connector. Using a single battery will not harm the lock in any way.

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