



AUDITLOK[®] XL

ELECTRONIC LOCK

OPERATOR'S MANUAL



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I. INTRODUCTION

The NKL AuditLok XL electronic lock package incorporates manufacturing and microcomputer technology to deliver an effective solution to your loss prevention needs.

The AuditLok XL is a computerized locking mechanism used to control and monitor access to the NKL Safe. AuditLok XL's primary purpose is to prevent internal theft through controlled access and complete documentation of entry or attempted entry. All activities are recorded in the controller's memory and can be retrieved for review by authorized personnel.

At first glance, you can recognize that the AuditLok XL is modern, menu driven (similar to an ATM banking machine!), and provides a clear visual display and is easy to use.

- ➔ The arrows located on both sides of the screen allow you to easily select the functions you need to perform your job duties. Use the arrow keys adjacent to the line of text you wish to activate. Left side arrows are normally used to scroll through the rows of text and, occasionally, are used to select options. Right side arrows are predominantly used to select rows of information or, when prompted, activate a desired action.
- ➔ The symbols  or  are used to indicate the selection activity/arrow field to be used.
- ➔ Number pads are used to enter your PIN (Personal Identification Number), supervisory codes and all numbers.
- ➔ **ESC** (located on the 0) is used to exit from a menu or function. A help screen display is available by selecting **ESC** (or any key) while the main screen is in idle condition.
- ➔ To access the language option, press **ESC** (or any key) while the controller is displaying the idle screen. You will then have the option to select a pre-programmed, alternate language.

- A key receptacle is at the lower right side. This is used for presenting your key to the controller.
- A screen saver is automatically initiated via a timer to prolong the life of your display. The screen saver will appear to be a moving asterisk (*) and randomly erase lettering from the idle screen display.

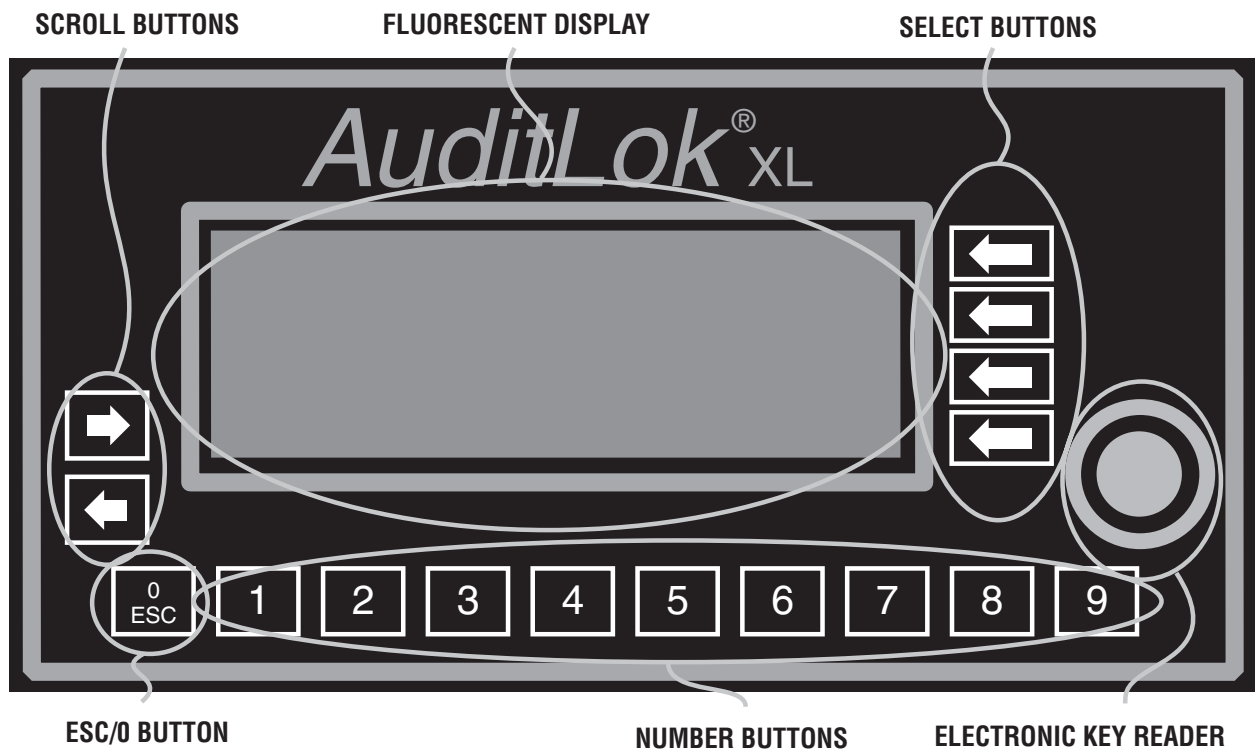


Figure 1. AuditLok XL Outer Board Display Panel

II. KEY CARE

Please take a few moments to familiarize yourself with the correct use of the AuditLok XL key.

Always keep your key clean. Although the key is sealed for protection, keeping the contact surface clean will increase its life and minimize problems. Use only a dry non-abrasive cloth when cleaning your key and avoid using any type of liquid cleaner.

Present key firmly and evenly. Only light pressure is required for acceptable contact.

When it comes to key care:



DO NOT leave your key in direct sunlight for an extended period.



DO NOT immerse in water or any liquid.



DO NOT place on any type of a fuse box, transformer, power supply unit, or any other source of magnetism.



Figure 2. Electronic Key

III. KEY PERMISSIONS

Keys for the AuditLok XL are programmed with a specific set of permissions as well as identification information. A number stamped into the key will indicate the permission level of the key. Refer to the chart below for complete list of permissions for each key level.

Key Level:	1	2	3	4	5	6	7	8	9	10	11
Open Safe Door 1	X	X	X	X	X				X		
Open Safe Door 2		X	X	X	X				X		
Open Safe Door 3				X	X				X		
Open Safe Door 4					X				X		
Open Exterior Doors 5-36	X	X	X	X	X				X		X
Display or Print Audit				X	X	X	X		X	X	
Audit Via Modem					X	X	X		X	X	
Adjust DST			X	X	X	X	X		X	X	
*Enroll Users				X	X	X	X		X	X	
*Delete Users			X	X	X	X	X		X	X	
*Set Timelocks						X	X		X	X	
*Set Door Delay, Access, and Warning Times							X		X	X	
Armor Car Override								X			
Adjust Minutes		X	X	X	X	X	X		X	X	
Arm/Disarm Alarm	X	X	X	X	X					X	X
*Set Time or Date										X	
*Set Time or Date Format										X	
*Print Configuration										X	
*Initialize Audit										X	
*Set Idle Text										X	
*Configure Doors										X	
*Set Company Code										X	
*Set Key Life										X	
*Timelock Override											
*Lost Key Override											

*These functions may be performed via override

Figure 3. Key Permission Chart

Note about Keyless version: Users who are enrolled without keys are automatically assigned "2" level permission. Fingerprints are treated like keys on units equipped with biometrics technology.

IV. LOGGING IN — USING YOUR KEY

After you have presented your key to the AuditLok XL, the display will prompt you for your PIN (Personal Identification Number) and will look like this:



Figure 4. LOGIN Screen

- ➔ At this point, you must enter your PIN. As you enter each digit, the AuditLok XL will display a series of stars (****), one for each digit.
- ➔ If you make a mistake, select **CANCEL** and restart.
- ☠ **NOTE:** You have FIVE attempts to access AuditLok XL with your PIN. After that, a SECURITY VIOLATION will be displayed and the resulting time out will prohibit access for FIVE MINUTES.
- ➔ The first time you use your key, you will have a temporary PIN. In this case, the AuditLok XL will tell you that your PIN has expired and will ask you to enter a new PIN.
- ➔ Any four digits other than your temporary PIN will work, but make sure that you select a PIN that is not easily guessed; and keep it secret!
- ➔ When entering a new PIN the AuditLok XL will ask you to confirm the new PIN by entering it again. Enter the same four digits.

V. LOGGING IN — KEYLESS USERS

→ Start by directly entering your user number. After entering the first digit the screen (shown here) will appear. When you have entered your full user number select **DONE**.

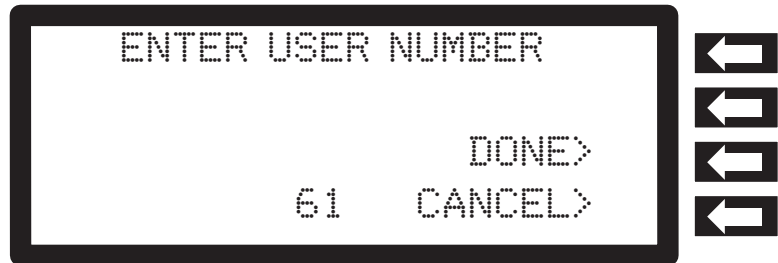


Figure 5. Enter User Number and Select DONE.

→ After you have entered your user number, the display will prompt you for your PIN (Personal Identification Number) and will look like this:

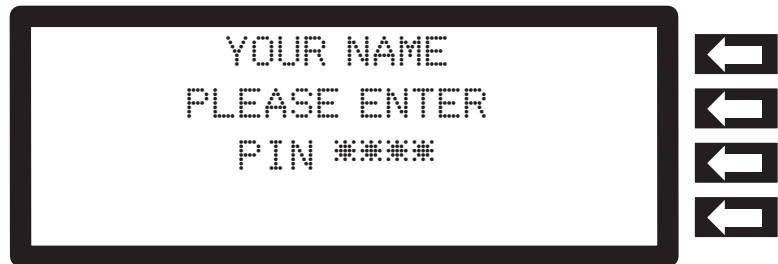


Figure 6. LOGIN Screen

→ At this point, you must enter your PIN. As you enter each digit, the AuditLok XL will display a series of stars (****), one for each digit.



NOTE: You have FIVE attempts to access AuditLok XL with your PIN. After that, a SECURITY VIOLATION will be displayed and the resulting time out will prohibit access for FIVE MINUTES.

→ The first time you use your user number, you will have a temporary PIN. In this case, the AuditLok XL will tell you that your PIN has expired and will ask you to enter a new PIN.

→ Any four digits other than your temporary PIN will work, but make sure that you select a PIN that is not easily guessed; and keep it secret!

→ When entering a new PIN the AuditLok XL will ask you to confirm the new PIN by entering it again. Enter the same four digits.

VI. LOGGING IN — FINGERPRINT USERS

→ Start by directly entering your user number. After entering the first digit the screen (shown here) will appear. When you have entered your full user number select **DONE**.

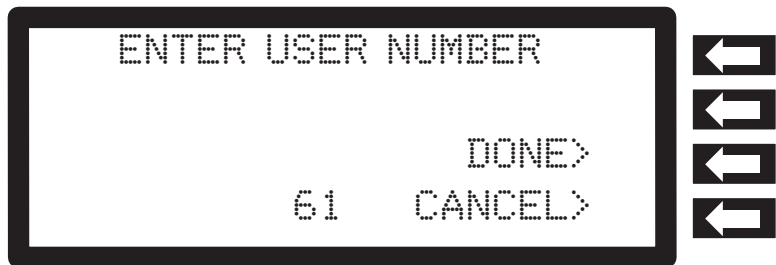


Figure 7. Enter User Number and Select DONE.

→ After you have entered your user number, the display will prompt you place your fingerprint on the reader.

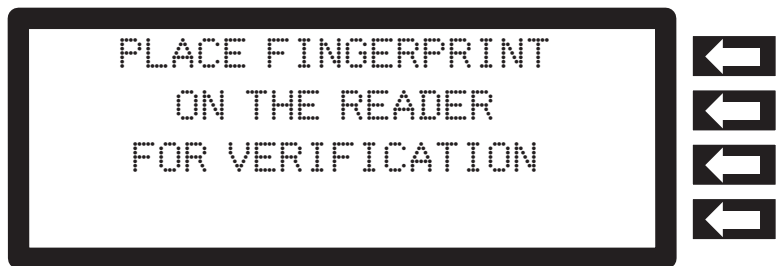


Figure 8. LOGIN Screen

VII. OPENING DOORS

- Once you have logged in, the AuditLok XL will display a menu of choices to select from (SUPERVISORY> will only appear for those who have the permission key to access this function).

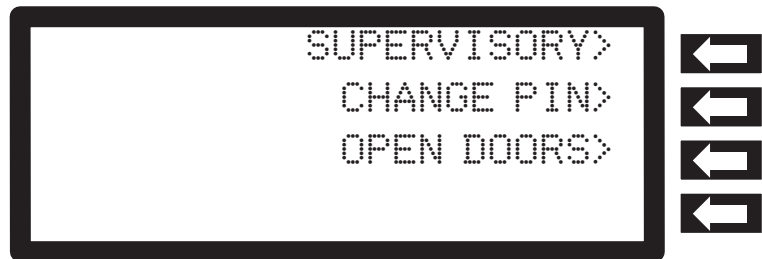


Figure 9. Initial Message Screen

- Select OPEN DOORS> .

- If you want to open the outer door, select DOOR 1> . To open the inner door, select DOOR 2> .



Figure 10. Select Door

- The AuditLok XL will tell you when the outer door is unlocked by displaying the message OPEN DOOR 1 NOW!
- Turn the safe handle and open the outer door.
- If you chose to open the inner door, the screen will display the message OPEN DOOR 2 NOW. Turn the knob on the inner door to open.
- The display will next tell you that DOOR 1 IS OPEN and the timer will indicate the time remaining until you must close the door to prevent an alarm.



NOTE: If the door has a delay or is in timelock, refer to Section VII.



NOTE: The inner door must be closed before the outer door is closed. If you fail to close the inner door, an audible alarm will sound after the outer door is closed until you re-open the outer door and fully shut the inner door.

VIII. TIME DELAY AND TIME LOCK

→ Your AuditLok XL may be set up to delay opening some of the doors and/or it may not permit anyone to open some of the doors at certain times or on certain days. This latter case is known as time lock. When either door will not open due to time lock, the display will read **TIME LOCK – NO ACCESS**. If you try to open any door that is in time lock, the AuditLok XL will tell you that the door is not accessible.

→ If a door has a time delay set, the AuditLok XL will start the delay as soon as you select the door you wish to open. The delay time-out will not be displayed for security reasons. The clock will count upwards to the factory set time, which is set according to directions from your Corporate Security or Loss Prevention Department.

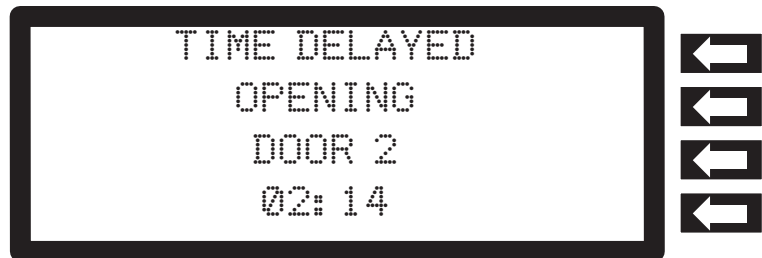


Figure 11. Delay In Progress

→ Once the delay is complete, the AuditLok XL will display **DOOR READY, INSERT KEY**.

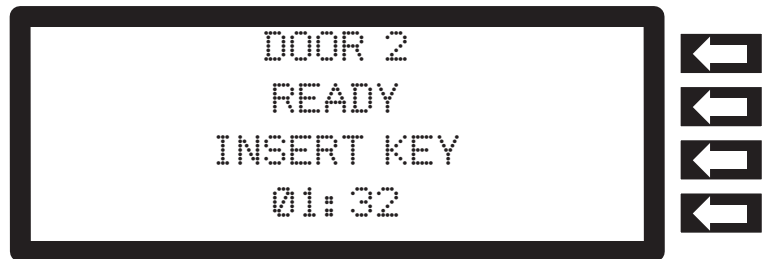


Figure 12. Delay Complete

→ You (or another authorized employee) must present your key again and enter your PIN in order to proceed.

→ After entering your PIN, select **OPEN DOORS>** from the menu display. **OPEN DOOR 2>** will be flashing. Select this option.

→ The display will direct you to **OPEN DOOR 1 NOW**, then, **OPEN DOOR 2 NOW**. If you do not get the door open before the display timer counts down to zero, you will have to repeat the process.

→ After starting a delay, you may cancel the delay by logging in, selecting **OPEN DOORS>** and then selecting **CANCEL DELAY DOOR 1>** or allowing the time to expire. **Do not leave the safe unattended and accessible!**

IX. ARMOR CAR & DUAL KEY ACCESS OPTIONS

When armor car couriers are used to pick up or deliver money, it is not possible to anticipate every opening requirement interval for time delayed inner doors. Therefore, the AuditLok XL provides an armor car override which functions with two-person access.

- ➔ The armor car driver arrives and presents his/her key to the AuditLok XL.
- ➔ The screen will immediately prompt for a second key with permission to open the doors. No PIN is required for the armor car key.
- ➔ A store key with the proper door permission level must be presented within 30 seconds of the armor car key with the correct user's PIN.
- ➔ When the store employee logs in correctly, the DOOR menu will appear.
- ➔ Select **OPEN DOOR 2** (for example) and AuditLok XL will allow access to all safe compartments with no delay.

Your safe may be configured to require two users for normal safe access. This requirement is implemented if your corporate management feels additional verification is required for entry. In the case of armored car access, this feature requires two enrolled users plus the armor car key. To open doors requiring dual key access, present the second key and enter the second PIN when instructed on the display.

X. DURESS

Your system may be connected to a silent alarm. If so, you may activate the silent alarm during a robbery by following these steps.

- ➔ You can use this feature to send a silent alarm in the event you are being robbed and someone is forcing you to open your safe. Follow the normal door access procedures, except change your PIN as follows:
- ➔ The duress feature is set up in a +1 mode. For example, in +1 mode, you must increase the LAST DIGIT of your PIN by one to send the silent alarm. So, if your PIN code is **1234**, your duress code will be **1235**. Once entered, the safe will function normally while simultaneously sending a silent alarm.



If the last digit of your PIN number is 9, +1 advances to the next whole number. For example, if your PIN is **5159**, your duress PIN is **5160**. NKL recommends that you do not use a 9 as the last digit in you PIN to avoid any confusion.

XI. CLOSING DOORS

- ➔ After opening a door to your safe, the AuditLok XL will require that you close the door after 5 minutes (or other access time specified by your Security Manager).
- ➔ When the door opens, the AuditLok XL will display a message telling you that the door is open and a timer will be counting down. The door(s) must be closed before the timer reaches zero.
- ➔ If you do not close the door(s) before reaching zero, the AuditLok XL will flash a message saying **CLOSE DOOR NOW, ALARM IN 05: 00** and you will hear a beep every other second.
- ➔ A new timer will start counting down at this point and if the door is not closed in 5 minutes, the AuditLok XL will send an alarm and flash a display; **VIOLATION, CLOSE DOOR**. The buzzer will sound continuously.
- ➔ The inner door must be closed before the outer door. Failure to close the inner door will cause an audible alarm to sound until the outer door is re-opened and the inner door is properly shut.

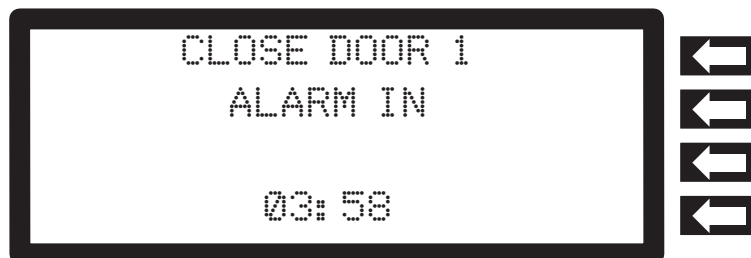


Figure 13. Alarm Count Down

XII. CHANGING YOUR PIN

- ➔ By selecting CHANGE PIN> from the main menu, you can change your PIN to any other 4-digit number.
- ➔ You must first enter your old PIN.
- ➔ The AuditLok XL will prompt you to enter your new PIN twice to verify that the entry is correct.

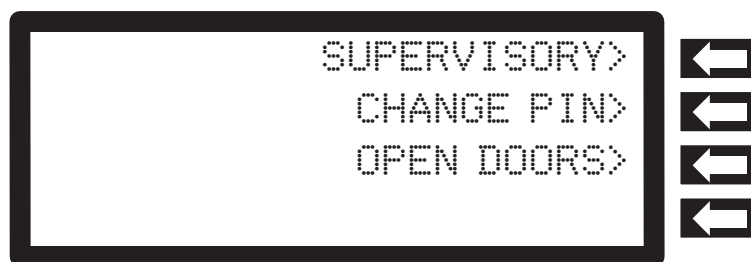


Figure 14. Initial Message Screen

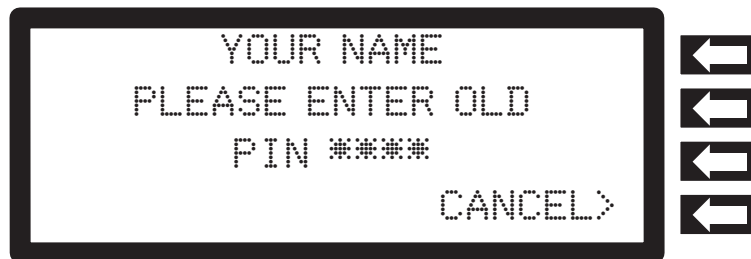


Figure 15. PIN Expired



Figure 16. Enter New PIN



Figure 17. Confirm PIN

XIII. SUPERVISORY FEATURES

- ➔ The SUPERVISORY option on the main menu is reserved for enrolling and deleting keys, obtaining reports and other administrative functions. When your key is not authorized to perform any of these functions, the SUPERVISORY option on the main menu will not be visible.
- ➔ Each AuditLok XL can perform a number of different functions such as opening a safe door or deleting keys. The ability to perform these functions is governed by Permissions (see the Key Permissions Chart). To perform a function, your key must have the permission for that function. A single key may have a single permission or it may have many permissions.
- ➔ You can tell if your key has the permission for a specific item by the menu options displayed on the AuditLok XL. If your key does not have the permission for an item, then that menu may not appear. Because of this, menus will appear differently for different keys, if the keys have different permissions. An exception is the DOOR functions. If you do not have permission to access a door function, AuditLok XL will display a message informing you that **USER CAN NOT ACCESS THIS OPTION**.

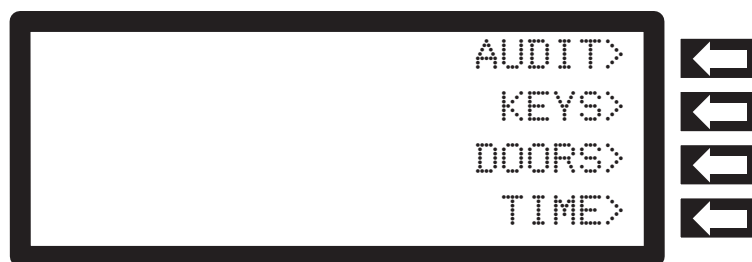


Figure 18. Supervisory Screen

XIV. DISPLAY AUDIT REPORT

- ➔ Log in.
- ➔ Select `SUPERVISORY>` from the main menu.
- ➔ Select `AUDIT>` from the supervisory menu.
- ➔ You will see the AUDIT display screen. Use the arrows to select the line in which you wish to enter information. A flashing cursor will be displayed on the data you may change. By default the last 30 days will be the range to report. Use the number pads to enter specific dates.
- ➔ Select `KEYS>` to choose all keys or only specific key numbers.
- ➔ Select `DONE>` when you have completed entering the desired report parameters.
- ➔ Select `DISPLAY>` to receive an on-screen audit report.

The following information is displayed:

DATE:	09/29/01	<i>Notes:</i>
TIME:	14:22	<i>Military time</i>
RECORD NO:	1726	<i>In data memory</i>
LEVEL:	9	<i>Key Permission Level</i>
SLOT NUMBER:	#11	<i>Key slot number in memory</i>
NAME:	JOHN DOE	<i>Registered key holder</i>
TRANSACTION:	DISPLAYED LOG 12	

- ➔ To scroll through the records, use the left arrow keys to go forward or backwards. All records will be displayed on an individual transaction basis.

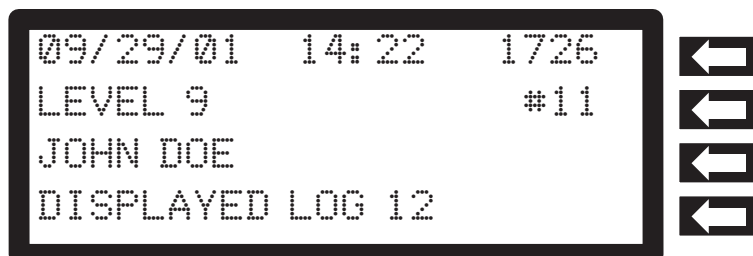


Figure 19. Sample Displayed Audit

XV. PRINT AUDIT REPORT

- ➔ Prior to and after printing any report, the user is prompted to connect/disconnect the printer. It is important to follow the prompts or the report will not print properly.
- ➔ A serial printer (i.e.; Okidata 184 Turbo Serial Printer) is required. See Appendix.
- ➔ Settings for the two switch banks located on the back of the printer are:
 1. Switch 1: segment 4 OFF, the rest are ON.
 2. Switch 2: segment 1 and 4 OFF, the rest are ON.
- ➔ A serial port adapter, female DB9 to female DB25 (Radio Shack part number 26-265A) is used to connect the printer cable to the printer port.
- ➔ To interface between the safe and the printer, you will need to purchase a **printer cable** from the NKL Parts Department (call 1-800-452-4655 between the hours of 8 AM and 5 PM Eastern Standard Time, Monday through Friday).
- ➔ Log in and select `SUPERVISORY>` from the main menu.
- ➔ Select `AUDIT>` from the supervisory menu.
- ➔ You will see the AUDIT display screen. Use the arrows to select the line you wish to enter information into. A flashing cursor will be displayed on the data you may change. By default the last 30 days will be the range to report. Use the number pads to enter specific dates.
- ➔ Select `KEYS>` to choose all keys or only specific key numbers.
- ➔ Select `DONE>` when you have completed entering the desired report parameters.
- ➔ Select `PRINT>` to receive a printed audit report.

XVI. DOWNLOAD AUDIT REPORT

- ➔ Obtain AuditLok XL Download Software from NKL Technical Support (1-800-452-4655).
- ➔ Follow the same steps as you would if printing the audit report with the following exceptions:
 - 1) Obtain and connect the appropriate serial port adapter for you PC.
 - 2) Connect your PC to the safe using the printer cable (obtain from NKL Parts) and adapter.
 - 3) Start the NKL AuditLok Download Software on your PC.
 - 4) "Print" the report from the safe as if printing to paper.

XVII. SAMPLE AUDITLOK XL AUDIT REPORT

AUDITLOK XL ACTIVITY AUDIT

SERIAL NO.: 1234567890

DATE: 11/13/95

TIME: 14:22

KEY	SUBSCRIBER	USER ID	STATUS	ENROLLED	KEY SERIAL
1	Rich	22222222	ACTIVE	11/13/95	00000083148A
2	Nancy	44444444	ACTIVE	11/13/95	000000832084
200	Factory Lost Key	01356987	ACTIVE	11/13/95	000000000000

END OF LIST

Date	Time	Key	Level	Subscriber	Action	
11/13/95	24:00	200	0		End Day	
11/13/95	24:00	0	0		New Day	
11/13/95	10:49	0	0		Initialize Log	
****	11/13/95	10:49	0	0	Power On Reset	
11/13/95	10:49	200	10	Factory Lost Key	Lost Key Log In	
11/13/95	10:49	200	10	Factory Lost Key	Enrolled Key 1	
11/13/95	10:49	1	10	Rich	New Enrollment	
11/13/95	10:49	0	0		Lost Key Code Cleared	
11/13/95	10:49	200	10	Factory Lost Key	Log Off	
11/13/95	10:49	1	10	Rich	Log In	
11/13/95	10:50	1	10	Rich	Changed Exp PIN	
11/13/95	10:50	1	10	Rich	Enrolled Key 2	
11/13/95	10:50	2	6	Nancy	New Enrollment	
11/13/95	10:50	1	10	Rich	Log Off	
11/13/95	10:50	2	6	Nancy	Log In	
11/13/95	10:50	2	6	Nancy	Changed Exp PIN	
11/13/95	10:50	2	6	Nancy	Printed Audit	
****	11/13/95	10:50	2	6	Nancy	Time Out
11/13/95	10:50	2	6	Nancy	Log off	
11/13/95	10:51	1	10	Rich	Log In	
****	11/13/95	10:52	0	0	Power On Reset	
****	11/13/95	11:00	1	10	Rich	Time Out
11/13/95	11:00	2	6	Nancy	Log In	
11/13/95	11:00	2	6	Nancy	Printed Audit	

Violations preceded by ****

XVIII. ENROLLING A NEW KEY

➔ To enroll a new key in your AuditLok XL, you must first log in with your key. *Note: If your key is not currently enrolled or if your permission level is not high enough, the following procedures will not be available.*

➔ After you have logged in with your key, select **SUPERVISORY** from the main menu. Use the arrow buttons to make your selection.

➔ Select **KEYS** from the next menu.

➔ To enroll a new key, select **ENROLL KEYS**.

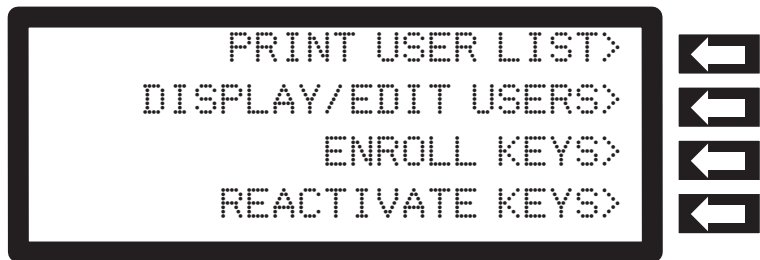


Figure 20. Keys Screen

➔ The AuditLok XL will ask you to insert the key being enrolled. Firmly hold the target key to the key receptacle.

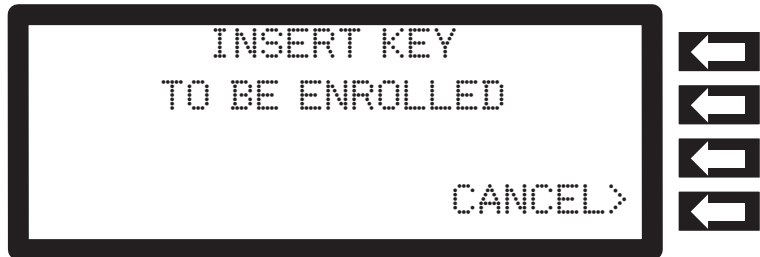


Figure 21. Present Key

➔ The AuditLok XL will display the key number and level, then prompt you to select **NEXT**.

➔ You will then be asked to **ENTER USER ID**, which is usually a social security number. Enter a unique nine-digit number. Select **DONE** from the display.

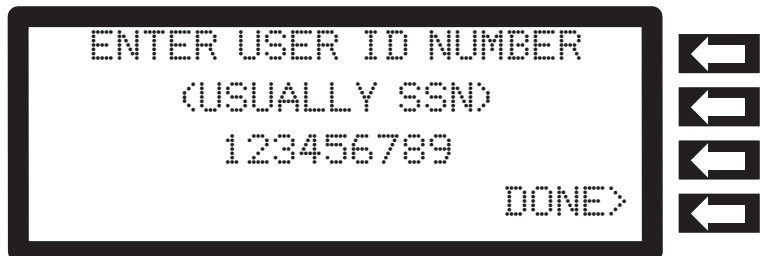


Figure 22. User Identification

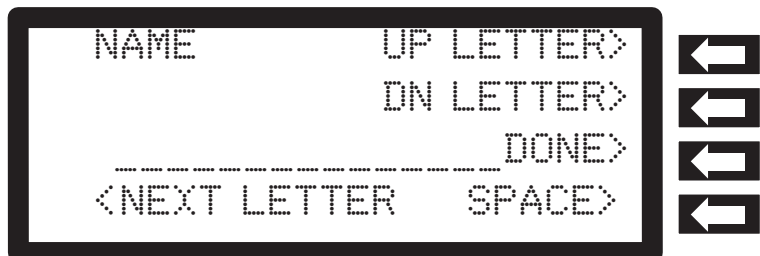


Figure 23. Name Screen

ENROLLING A NEW KEY (CONT'D)

- You will then be requested to enter a name for the user. In order to enter the user's name, you will be using the arrow keys to the left and right of the display screen to select letters.
- Select the `UP LETTER>` arrow (top right) to begin the alphabet at the first letter space. Continue pressing the `UP LETTER>` arrow until you reach the desired letter. Use the `DN LETTER>` if you need to back up to a lower alphabet letter.
- When the proper letter is displayed, select `<NEXT LETTER` (left side) to move the cursor. Use the `UP LETTER>` or `DN LETTER>` to advance up and down through the alphabet to select the letters you desire. Repeat as needed until the name is entered as desired.
- You may use the two left side arrows to move the cursor backwards/ forwards. You may correct any letter by positioning the cursor over the letter and re-selecting a letter from the `UP LETTER>` or `DN LETTER>` selections (same procedure as stated above).
- By selecting `SPACE>` , you will have a blank spot between the persons first and last name.
- Select `DONE>` (right side) when you have finished entering the name. The screen will now prompt you to `ENTER TEMPORARY PIN` (use an easily remembered number such as **1111** for the initial PIN as the AuditLok XL will require the user to change their PIN when used the first time).
- You will now be requested to `CONFIRM PIN` (enter the temporary PIN again).
- The AuditLok XL will now display `ACCEPTED`. You have completed the enrolling process.

XIX. ENROLLING A KEYLESS USER



NOTE: Keyless access is only available on AuditLok XL units with the proper software version. The keyless access feature must be enabled (requires factory override) for it to work. If you believe your AuditLok XL should be capable of keyless entry and it does not seem to work, contact NKL Technical Support (1-800-452-4655).



NOTE: Keyless users have key #2 permissions only. See Section III for information about key permissions.

- ➔ Log in with your key. *Note: If your key is not currently enrolled or if your permission level is not high enough, the following procedures will not be available.*
- ➔ After you have logged in with your key, select **SUPERVISORY>** from the main menu. Use the arrow buttons to make your selection.
- ➔ Select **KEYS>** from the next menu.

- ➔ To enroll a new key, select **ENROLL KEYS>**.

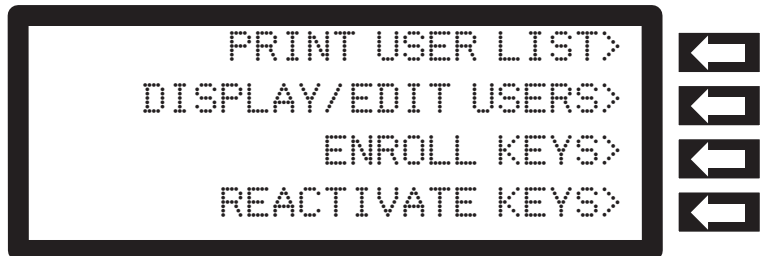


Figure 24. Keys Screen

- ➔ When instructed to **INSERT KEY TO BE ENROLLED**, select **KEYLESS>**.

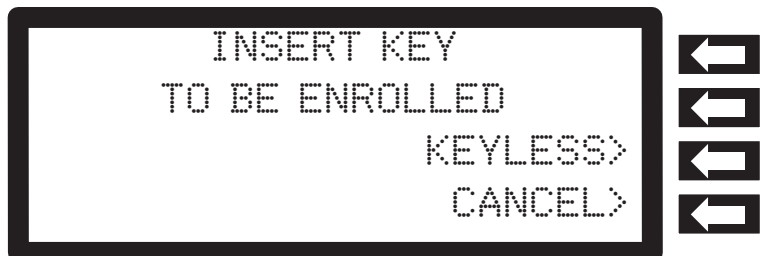


Figure 25. Present Key

ENROLLING A KEYLESS USER (CONT'D)

- The user number assigned will appear briefly on the screen. Be sure to make a note of this number as the user will need it each time they log in.

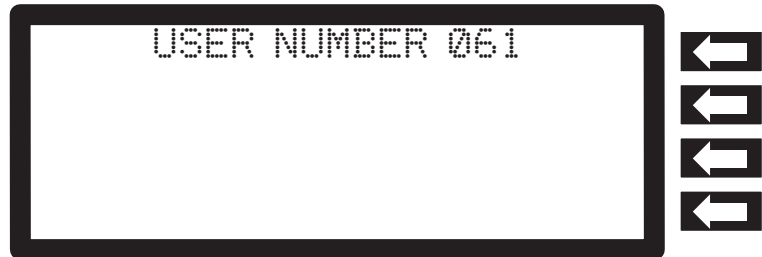


Figure 26. User Identification

- You will then be asked to ENTER USER ID, which is usually a social security number. Enter a unique nine-digit number. Select DONE> from the display.

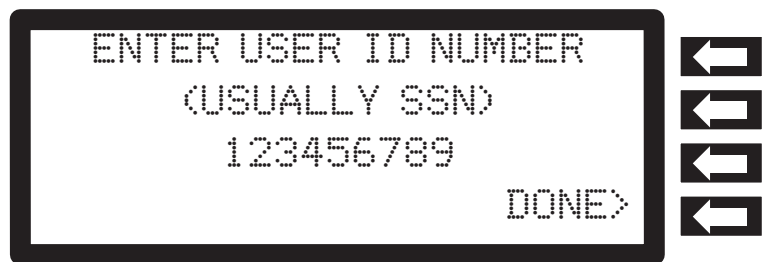


Figure 27. User Identification

- You will then be requested to enter a name for the user. In order to enter the user's name, you will be using the arrow keys to the left and right of the display screen to select letters.

- Select the UP LETTER> arrow (top right) to begin the alphabet at the first letter space. Continue pressing the UP LETTER> arrow until you reach the desired letter. Use the DN LETTER> if you need to back up to a lower alphabet letter.

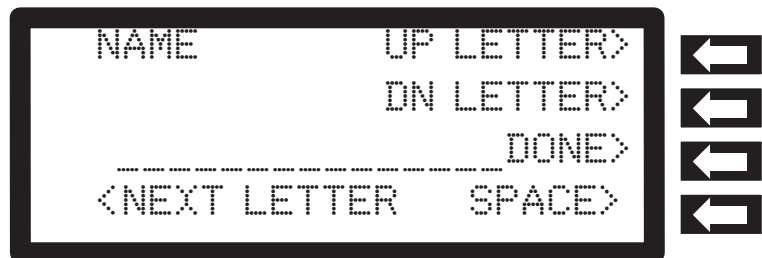


Figure 28. Name Screen

- When the proper letter is displayed, select <NEXT LETTER (left side) to move the cursor. Use the UP LETTER> or DN LETTER> to advance up and down through the alphabet to select the letters you desire. Repeat as needed until the name is entered as desired.

ENROLLING A KEYLESS USER (CONT'D)

- ➔ You may use the two left side arrows to move the cursor backwards/ forwards. You may correct any letter by positioning the cursor over the letter and re-selecting a letter from the UP LETTER➤ or DN LETTER➤ selections (same procedure as stated above).
- ➔ By selecting SPACE➤ , you will have a blank spot between the persons first and last name.
- ➔ Select DONE➤ (right side) when you have finished entering the name. The screen will now prompt you to ENTER TEMPORARY PIN (use an easily remembered number such as 1111 for the initial PIN as the AuditLok XL will require the user to change their PIN when used the first time).
- ➔ You will now be requested to CONFIRM PIN (enter the temporary PIN again).
- ➔ The AuditLok XL will now display ACCEPTED. You have completed the enrolling process.

XX. ENROLLING A NEW FINGERPRINT

→ To enroll a new fingerprint in your AuditLok XL, you must first log in with your fingerprint. *Note: If your fingerprint is not currently enrolled or if your permission level is not high enough, the following procedures will not be available.*

→ After you have logged in, select **SUPERVISORY>** from the main menu. Use the arrow buttons to make your selection.

→ Select **KEYS>** from the next menu.

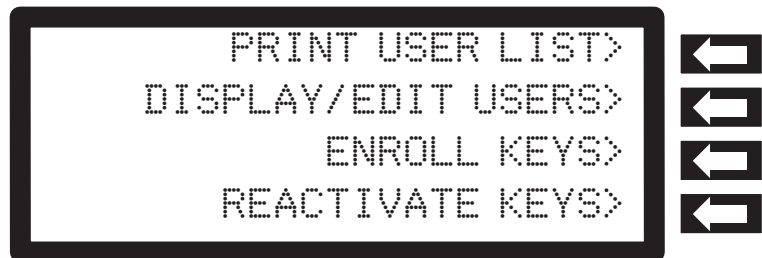


Figure 29. Keys Screen

→ To enroll a new user, select **ENROLL KEYS>**.

→ The AuditLok XL will ask you to insert the identifier (in this case identifier means fingerprint) being enrolled. Place your finger on the fingerprint reader.

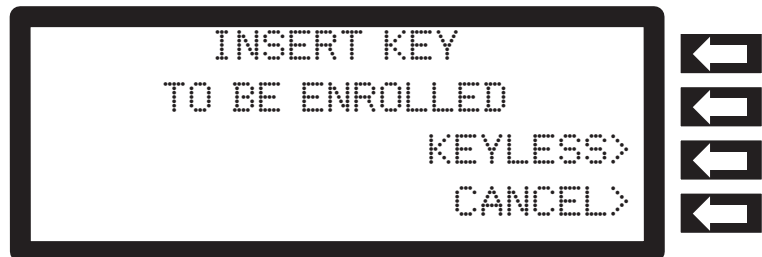


Figure 30. Present Key

→ Remove your finger and place it on the reader again to **CONFIRM FINGER>**.



Figure 31. Name Screen

→ Enter the permission level you are assigning the user. Refer to Section III for a complete list of available permission levels.



Figure 32. Name Screen

ENROLLING A NEW FINGERPRINT (CONT'D)

- The AuditLok XL will display the user number, fingerprint ID number and permission level. Make a note of the User Number assigned. This number must be used every time the user logs in. Select **NEXT>**.

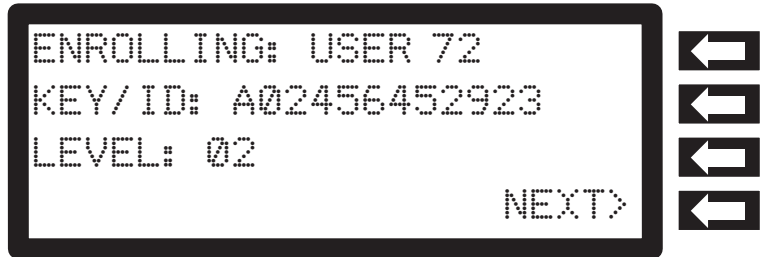


Figure 33. Name Screen

- You will then be asked to **ENTER USER ID**, which is usually a social security number. Enter a unique nine-digit number. Select **DONE>**.

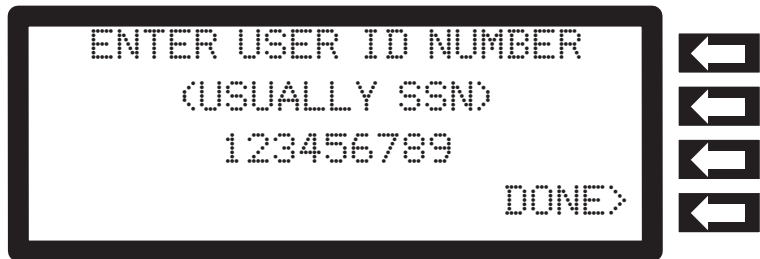


Figure 34. User Identification

- Enter a name for the user. Select the **UP LETTER>** arrow (top right) to begin the alphabet at the first letter space. Continue pressing the **UP LETTER>** arrow until you reach the desired letter. Use the **DN LETTER>** if you need to back up to a lower alphabet letter. When the proper letter is displayed, select **<NEXT LETTER** (left side) to move the cursor. Repeat as needed until the name is entered as desired. Select **SPACE>** to leave a blank spot. Select **DONE>** (right side) when you have finished entering the name.

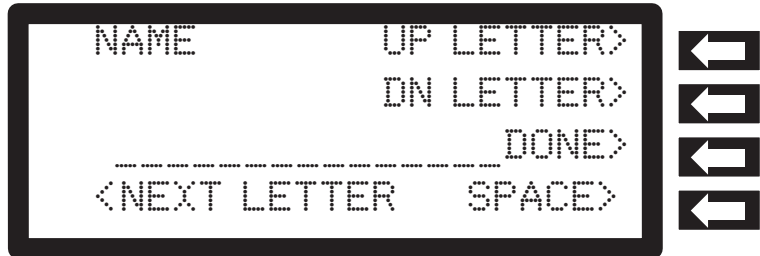


Figure 35. Name Screen

- The screen will now prompt you to **ENTER TEMPORARY PIN**. Enter a number such as **1111**, then enter it a second time to **CONFIRM PIN**.
- The AuditLok XL will now display **ACCEPTED**. You have completed the enrolling process.

XXI. USER STATUS

→ To inspect or change the status of users, log in and access the **SUPERVISORY** menu.

→ Select **KEYS**.

→ Select **DISPLAY/EDIT USERS**.

→ Use the left arrows to scroll through the list of users. Stop on the name of the person to whom you wish to make a status change.

→ Select **CHANGE STATUS** to display the options that are available to you (**TEMP PIN**, **DELETED**, **INACTIVE**). The status change takes place immediately. If you continue to scroll through the screens, a user you just deleted will not be displayed! Once a key leaves **ACTIVE** status, **TEMP PIN** is the only selection that can be used to reset it.



Figure 36. Keys Screen

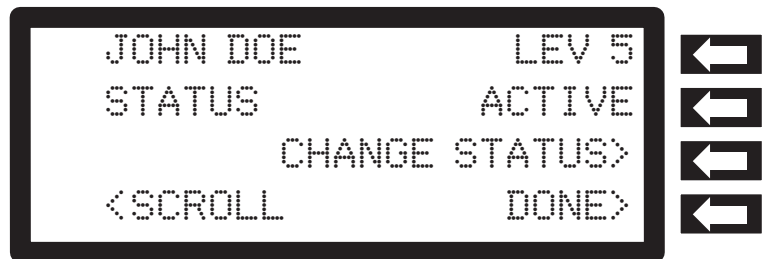


Figure 37. Display User Status



Figure 38. Edit User Status

→ Select the desired status and you will be returned to the **DISPLAY/EDIT USERS** screen where the new status will be displayed and ready to be activated. Scroll to continue with status changes for other personnel.

→ Select **DONE** when you have completed your actions to return to the menu screen. Your status change is now complete.

→ You may print a list of enrolled keys and user information by choosing **PRINT USERS** from the key menu. For additional information about printing, refer to Section XIV.

XXII. REACTIVATE A KEY

- ➔ Select `SUPERVISORY>`.
- ➔ Select `KEYS>`.
- ➔ Select `REACTIVATE KEYS>`.
- ➔ The key(s) that have been inactivated will be displayed one by one. To select which one you wish to reactivate, be sure it is displayed on your screen by using the scroll arrows (left side).
- ➔ Select `CHANGE STATUS>` to access the user status change screen.
- ➔ Select `TEMP PIN>` (if reactivating a key):
- ➔ You will be returned to the `DISPLAY/EDIT USERS` screen displaying the new status.

XXIII. SETTING TIME DELAYS AND ACCESS TIMES

- ➔ Select **DOORS** from the **SUPERVISORY** menu to access the next screen.
- ➔ Use the left side arrows to scroll available doors.

- ➔ Use the right side arrows to select the parameter to edit.

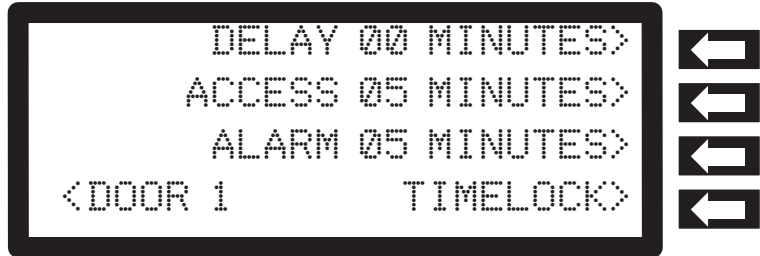


Figure 39. Doors Screen

- ➔ Use the number buttons to enter your setting.

- ➔ Daily access times may be set by selecting **TIMELOCK** at any time in the process.

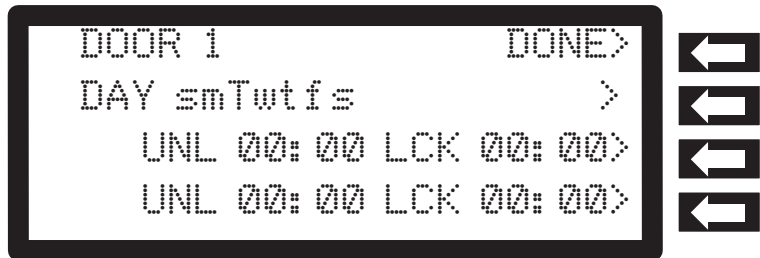


Figure 40. Timelock Screen

- ➔ On the timelock screen, use the left arrow to select and scroll between the days of the week. At the highlighted day (indicated by caps and blinking letter), you are able to set the unlock and lock times that meet your needs.
- ➔ To select the same parameters for all days, use the second arrow from the top, right side (corresponding to the **DAY** line). The days of the week will be replaced by the message **ALL**.
- ➔ Select the first or second timelock (the third or fourth line) to enter a timelock access period. Always enter time in military (24 hour) format. When all **UNL** and **LCK** times are set to **00:00**, there will be no timelock. When the **UNL** and **LCK** times are set to the same non-zero time, the door will be set to a 24 hour timelock condition.
- ➔ Select **DONE** to accept your settings and return to the menu.

XXIV. SYSTEM CLOCK

- ➔ Time and date are set at the factory. To correct for a difference in time zones contact NKL Technical Support (1-800-452-4655).
- ➔ You may edit your system clock by adjusting the time up to two minutes, in either direction, once in 30 days.
- ➔ To adjust the time on your AuditLok XL, log in with your key and select **SUPERVISORY** > from the main menu.
- ➔ Select **TIME**> from the supervisory menu.
- ➔ Select **MINUTES**> from the time screen.
- ➔ To change minutes, use the right side arrow key to select a +/- maximum of a two minute change.
- ➔ Select **DONE**> to set the time change.



Figure 41. Time Screen

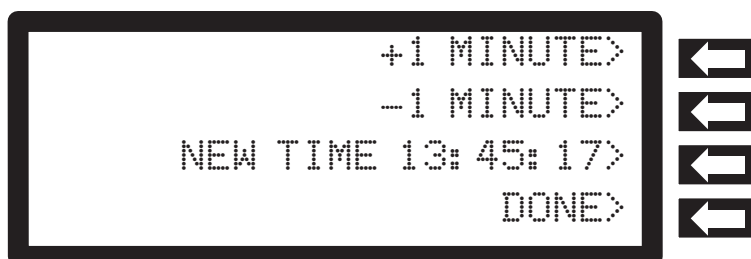


Figure 42. Adjust Minutes

XXV. DAYLIGHT SAVINGS TIME

- Time and date are set at the factory. To correct for a difference in time zones contact NKL Technical Support (1-800-452-4655).
- When you are able to select this option, you will only be able to select “**set**” to DST in March/April and “**remove**” in October/November to return to standard time.
- Once set, Daylight Savings Time can not be changed until the next scheduled window arrives 6 months later: March/April for setting DST, October/November for removing DST.
- To set/remove Daylight Savings Time, log in with your key and select **SUPERVISORY>** from the main menu.
- Select **TIME>** from the supervisory menu.
- Select **DAYLIGHT SAVINGS>** from the time screen.
- Select **SET DST>** to set/remove the Daylight Savings Time hour.
- Select **DONE>** to complete the time change.

XXVI. POWER FAILURE

- ➔ Your safe is equipped with a battery backup, therefore your AuditLok XL will be operational during a power outage for up to 8 hours with limited use.
- ➔ When the AC power to your AuditLok XL fails, the display will go blank and beep every thirty seconds.
- ➔ If this occurs at a time other than a power failure, check the power supply module to insure it is plugged in properly and the power indicator light is on, indicating power is present.
- ➔ When the module is securely plugged into a working outlet, the green light is on and the AuditLok XL screen remains blank, contact NKL Technical Service (1-800-452-4655) for further assistance.
- ➔ The back-up battery is rechargeable. If the battery is low on power, the screen will display a message alerting you to a battery low condition. If this message does not clear after one day, call NKL Technical Service to arrange to have the battery replaced.

XXVII. TROUBLESHOOTING

You are encouraged to familiarize yourself with your NKL safe and the functioning of the AuditLok XL. Understanding the AuditLok XL features and characteristics will drastically diminish the need for assistance. However, should you experience difficulties, you may call **1-800-452-4655** to speak to an NKL factory technician. This telephone number is monitored 24-hours a day. Although you may experience a reasonable delay during evenings and holidays, a technician will return your call promptly.

Do not call your local locksmith for service. Service must be coordinated and approved by NKL to be covered under warranty conditions.

PROBLEM	PROBABLE CAUSE	CORRECTIVE ACTION
Safe will not allow access to any authorized employees.	Time lock. <i>Your NKL Safe is equipped with a time lock feature.</i>	If the safe has entered the time lock period, you must wait for the time lock period to expire in order to access the safe (usually the next day). Lost PIN.
AuditLok XL uses	the employee PIN as an assurance against unauthorized use. NKL does not have access to your PIN nor can your key be made functional without it.	Contact your supervisor for further assistance. Suggested action: <ol style="list-style-type: none"> 1. Delete Key 2. Re-enroll Key
Lost or Damaged Key.	It is impossible to gain access to the safe without combining a key with the corresponding PIN.	Contact your immediate supervisor for further instructions. Replacement keys from NKL must be approved by the appropriate security department and delivery usually takes 3-4 days. Delete any lost keys. Call NKL Technical Service for assistance.

TROUBLESHOOTING (CONT'D)

PROBLEM

Message: ER-
ROR, NOT A
VALID KEY.

Certain AuditLok XL options are not available to you.

Controller is inop-
erable.

M e s s a g e :
ELECTRON-
ICS ERROR.

Message: KEY
POST SHORT.

Display is blank
and beeping.

PROBABLE CAUSE

Your key has been re-
moved from authorized
access.

AuditLok XL will allow
you to perform only
those functions for
which you are autho-
rized as "granted" by
the key's permissions
level.

Like most computers,
the AuditLok XL may
need to be reset occa-
sionally.

AuditLok XL has de-
tected a problem in the
electronics.

A short is detected in
the key reader circuit.

Power failure and con-
troller is on battery
back-up.

CORRECTIVE ACTION

See your manager.

This decision is made by your
Corporate Security Profes-
sionals.

If inoperable, check the pow-
er supply. AuditLok XL should
reset itself after 1 second. If
the problem continues, call
the NKL Customer Service
department.

Report this to your manager
and contact NKL ASAP. The
electronics must be replaced
immediately before further
expense is incurred.

1. Clean the hot spot key reader thoroughly with rubbing alcohol and cotton swab.
2. If problem persists, contact NKL. The electronics may have to be replaced.

1. Reset your circuit breaker.
2. Plug transformer into another working wall outlet.
3. See Section XXIII.

XXVIII. WARRANTY & WARRANTY SERVICE

If a mechanical, electronic, or operable part of an NKL safe malfunctions or breaks down during normal use, Fire King Security Products will, at our option, repair or replace such part free for a period of one year from the date of installation. External devices or parts subject to normal wear and tear such as tubes, validator cassettes, power supplies, cables, transformers, surge protectors, uninterruptable power supply, power strips and printers are warranted for 90 days and are not covered by extended service agreements.

Warranty service is available by contacting your dealer or by contacting Fire King Security Products Technical Service at 800-452-4655 (or 812-948-8400). Fire King Security Products reserves the right to have its representative inspect any product or part to honor any claim, and to receive a purchase receipt or other proof of original purchase before any warranty service is performed.

This warranty is limited to the terms stated herein. All expressed and implied warranties including merchantability and fitness for a particular purpose are excluded, except as stated above. Fire King Security Products disclaims all liabilities for incidental or consequential damages resulting from the use of this product, or arising out of any breach of this warranty. Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation may not apply to you. This warranty gives you specific legal rights, and you may have other rights as well, which vary from state to state.

- ➔ NKL provides commercial warranty coverage. Security Keys are included in this warranty coverage. Defective keys must be returned to NKL within 30 days to receive credit. All warranty service **MUST** be arranged by contacting NKL Technical Service at 1-800-452-4655.
- ➔ Repairs should only be performed by qualified servicing agents approved by NKL. Call our NKL Technical Service Department to report any problems. NKL Technical Service will dispatch service personnel, as needed, for all warranty service.
- ➔ Although your standard warranty is 1 Year (14 months from the date of manufacture), your security management may have a service contract, extended warranty plan, or other special arrangements with NKL for service after the initial warranty period. Please contact your security manager or NKL to verify your warranty status even if you think your safe is out of warranty.



UNAUTHORIZED SERVICE WILL VOID THE WARRANTY AND WILL DEFINITELY NOT BE PAID FOR BY NKL.

APPENDIX A. ALARM CONNECTIONS

The AuditLok XL provides for duress and burglar alarm connections through a cable located at the back of the safe. Either alarm is switched via a SPDT relay with both normally open and normally closed contacts provided. When an alarm condition is activated, the appropriate relay will switch and remain in the alarm state until a valid key and PIN are presented.

Bare terminations from the alarm cable are labeled as follows:

- Burglar Common
- Burglar Normally Open
- Burglar Normally Closed
- Duress Normally Closed
- Duress Normally Open
- Duress Common

Relay contact specifications are for 30 V_{AC/DC}, 1A, power limited circuits only.

APPENDIX B. PRINTER CONNECTIONS

OKIDATA 184 TURBO SERIAL PARALLEL PRINTER
MODEL NO. GE5256K
AUDITLOK XL NKL SYSTEMS ONLY

SW1 Settings: Segment 4 OFF, all other segments ON.

SW2 Settings: Segments 1 and 4 OFF, all other segments ON.

Main Board Settings: Segments 2, 3, 4, 6, 8 OFF, segments 1, 5, and 7