

ResortLock Quick Setup Guide

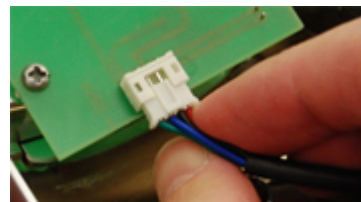
It's a good idea to get familiar with your lock before installation. Follow the quick steps below to program your lock and start issuing temporary remote codes via the Code Generation Website. (**Note: Your lock will not lose its memory if you unplug the power cable after programming.)

Step 1 Install Batteries & Connect Front of Lock to Back

1. Take the battery cover off the back of the lock (the side with no keypad) & install 4 AA batteries.



2. Plug in the power cable from the lock front (keypad side) to the back (battery side).



Step 2 Program a New Master Code into the Lock

****IMPORTANT: Your lock will not work until you program a new Master & Permanent Code into your lock!**

As such, this is the first thing you'll need to do. The Master Code does not unlock your door. It is simply used to program your lock. First, decide on a new 3 to 6 digit Master Code and write it down:

Your New Master Code _____

To program a new Master Code, enter the following into the lock's keypad:

123456 # 11 # Your Master Code # Your Master Code Again

- If done **correctly**, after the last # you press you'll hear 2 quick beeps and then the keypad light will go out.

Step 3 Program Date & Time into Lock

You'll need to tell the lock what the date & time is so that it will know when it can let your guests in. The lock reads the time on a 24 hour time format (so 2:30PM is entered as "1430"). Here is how to enter the date & time:

Master Code # 88 # YYMMDDHHMM # Your Date & Time _____

Example: If the date and time is 05/30/2008 at 3:32PM, you would enter:

Master Code # 88 # 0805301532

Step 4 Program a Permanent Code into the Lock

It's a good idea to program your lock with a permanent code to provide you with access. You can program up to 400 permanent codes into your lock. Unlike the Master Code, a permanent code will actually unlock your door. Here is how to program permanent codes:

Master Code # 01 # 1 to 9 digit user code # # # # Your User Code _____

- If done **correctly**, you will hear two beeps after pressing the 3rd #, then a red light after the 4th #.
- To then **unlock the door**, enter **permanent code** followed by # (Enter).

Step 5 Set Passage Mode

Your lock is shipped in Storehouse Mode. This means that after unlocked, it will relock automatically after 5 sec. If you wish to switch to Passage mode so that it stays unlocked after unlocking, enter the following code:

Master Code # 15 # 1-7 Schedule # hhmm start, hhmm end

(1=Monday, 7=Sunday) (24 hr. clock start & stop time. So 8AM to 5PM would be: 08001700)

Management & Remote Code Generation Website

Now that we've set up the lock with a master code, the date & time, permanent codes and the passage mode we're ready generate remote temporary codes for the lock. This will be done on the ResortLock Management & Code Generation Website. Follow the simple steps below to generate your own temporary codes...

Step 1 Login to Code Generation Site

Go to <http://www.codes.resortlock.com> and enter the Username & Password provided to you when you purchased the lock. If you did not receive a Username & Password, please call us at (877) 670-5625.

Login

Please enter your username and password below.

Username:
Password:
 Remember me?

Step 2 Customize Property & Lock Name

Lock Property Management

Lock List

Lock Name	Property Name	Option
Front Door	Rob's House	Edit / Delete

1. Select "Lock/Property Management" from the home page or left menu.
2. Click the Edit link next to the lock you want to customize. You can also add a new lock on this screen if needed.
3. Enter the name you would like to call your lock (like "Front Door" or "Unit 24") & lock serial # if Necessary.



4. Enter any information about the lock or property you would like to associate with the lock. This could be special instructions about how to find the property or anything else. This information will then be included in an email that is generated for your guest.

5. Click the "Modify Lock" button at the bottom of the lock's information to save changes.

6. Click on the Property tab. Customize the property name if desired.

Step 3 Generate Temporary Codes

1. Select "Generate Codes" from the home page or left menu on the site.



RemoteCode Generate

Lock Information

Property:
Lock/Unit:

Guest Information

Guest Name:
Address: Address2:
Phone: Country:
E-mail: ZIP:

Reservation

Checkin:
Checkout:

Code Type

Select Code:

2. Select the Property you wish to issue a code for.
3. Select the Lock (if you only have one lock, this will be selected by default).
4. Enter the Guest Name and other relevant information. Guest Name is the only required field. If you enter an email address, you will be given the option to email the code and instructions after you have issued the code.
5. Set your Check In and Check Out dates and times.
6. Select your code type. Choose between Guest Code or One Time Code.
7. Click on "Issue Code" A screen will appear below the Issue Code button with your temporary code.
8. Click Send Email to send email to your guest.

Results

ACCESS CODE: **0107735511**
Date: 02/25/2009 03:00PM - 02/26/2009 11:00AM
Guest Name: Joe Smith
Property: Rob's House
Door: Front Door
Address: 2570 Parfet Street Lakewood CO
Date Created: 2/24/2009 1:28:13 PM