



# MATRIX 3

## USER INSTRUCTIONS



**INSAFE HELPDESK**  
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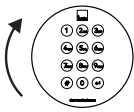
Enter each digit slowly and distinctly. The lock signals at each entry.

If a mistake is made press '#' to clear.

**Factory-set Master code: 00-12345678** (Change immediately after installation).  
This code is for resetting the lock. Please keep it safe.

**Factory-set Manager code: 01-123456** (Change immediately after installation).  
This code opens the lock and can add or delete a second (02) user if required.

## Opening the Lock for the first time

- 0 1 1 2 3 4 5 6** Enter Manager ID and code (01-123456)  
the keypad will beep and flash green 3 times. 3 red flashes indicate wrong code (see "Wrong Try Penalty")
-  Turn keypad clockwise 1/4 turn within 3 seconds.
- Open safe, turn handle, if any, and open safe door.
- Now change your Master and Manager code

## Changing the Master Code

Enter each digit slowly and distinctly. The lock signals at each entry.

- # 5 2** Press #52 to put lock in program mode.  
The green led will stay on during this process.  
If the light goes out, restart the process
- 0 0** Enter ID (00) plus existing 8-digit code (12345678)  
**1 2 3 4 5 6 7 8**
- 0 0** Enter ID (00) and new 8-digit code  
**X X X X X X X X**
- 0 0** Enter ID (00) and new 8-digit code again and press the purple button to complete the process. The keypad will beep and flash green 3 times. 3 low beeps and 3 red LED flashes will indicate code not changed.  
**X X X X X X X X**



## Manager / User Code Change

**Remember:** Manager and User codes are 8 digits long (a fixed 2-digit ID followed by a changeable 6-digit PIN).

Ensure door is open through the entire process (including testing).

- # 5 2** Press #52 to put lock in program mode.  
The green led will stay on during this process.  
If the light goes out, restart the process

**0 1 X X X X X X X** Enter user ID and current combination "01-xxxxxx"

**0 1 X X X X X X X** Enter user ID again followed by your new combination  
"01-xxxxxx"

**0 1 X X X X X X X** Enter ID and new combination again then press purple button to complete the process. The keypad will beep and flash green 3 times. 3 low beeps and 3 red LED flashes will indicate code not changed

Test the code by opening and closing the lock with the door in the open position.


## Adding 02 User Code

- # 5 0** Press #50 to enter Add User Mode. The green led will stay on during this process. If the light goes out, restart the process
- 0 1 X X X X X X X** Input Manager code (01-xxxxxx)
- 0 2 X X X X X X X** Input new user ID and code (02-xxxxxx)
- 2 1** Press 2 then 1, followed by the purple button to complete the process. The keypad will beep and flash green 3 times. 3 low beeps and 3 red LED flashes will indicate code not added.


**CODE MUST BE CHANGED BY THE USER BEFORE THE LOCK CAN BE OPENED.**

## Deleting 02 User Code

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 **Press #56** to enter Delete User Mode

 **Input Manager code (01-xxxxxx) followed by 02**  


 **Press purple button.** The keypad will beep and flash green 3 times. 3 low beeps and 3 red LED flashes will indicate code not deleted.

## Wrong Try Penalty

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The entry of four consecutive invalid combinations will start a 5-minute penalty period. The keypad will not operate during this period.

## Changing Batteries

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1. Remove battery box located at the bottom of the keypad by pressing the button. The spring-loaded mechanism will partially eject the battery pack out of the keypad.
2. Remove old batteries and install new 9 vdc ALKALINE only, e.g. Energizer or Duracell batteries.
3. Reinstall battery pack.

**In case of difficulty, call the Insafe Helpdesk on 0800 526388**

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