



# SECURITECH™



## CENTURION DX1 SERIES

Operating Information

Programming Manual

CONFIDENTIAL

FOR POSTMASTER USE ONLY



## CENTURION DX 1 Series Operating Info

- Red & Green LEDs
- Digital Keypad With 10 Digits
- \* And # Keys
- Key Override
- Internal Electric Release
- Lever Handle
- Handle Stop



### DX1 Series Operation

#### ▪ Entry By Keypad

Entering a valid USER code, followed by the # key, illuminates the green LED and energizes the internal electric release. The lever is pulled downward and the door may be opened. The lever relocks five seconds after the valid code is entered.

#### ▪ Entry By Key Override

Insert the key, rotate in either direction until it stops. Pull down lever and open the door. Remove the key. The lever relocks upon removal of the key.

#### ▪ Blocking Keypad Operation

Entering a valid ACTIVATION code deactivates the keypad. The user code cannot be used for entry. The red LED stays lit. The Key Override may be used for entry.

#### ▪ Allowing Keypad Operation

Re-Entering the valid ACTIVATION code activates the keypad. The red LED turns off. A valid USER code will work as detailed in "Entry By Keypad."

#### ▪ Entering An Invalid Code

If an invalid code is entered, the red LED will illuminate for three seconds and then turn off. A new code may be entered after the LED turns off.

#### ▪ Loss Of Power

The Digital Keypad will not operate. The memory is stored and will not be lost when power is returned to the unit. Exiting is always possible from interior. Entry is possible via key.

### Exiting From Inside

Depressing the panic bar or lever handle allows single motion exiting at all times.



## PROGRAMMING INFORMATION

A valid PROGRAMMING Code is required to enter or change USER & ACTIVATION codes.

All units are shipped with a factory default PROGRAMMING Code. It should be changed upon installation (or upon turning over the facility). The \* button is used during programming only.

The PROGRAMMING Code is for senior staff only!

Up to 50 USER Codes may be programmed. Postal Facilities typically operate with one USER code. This same code is used by all employees to enter. The code is to be changed upon dismissal of any employee.

The ACTIVATION Code allows the keypad to be used or restricts it's use by turning the power on or off. This code is to be restricted to senior management personnel. It is only disclosed to those with opening/closing responsibilities.



# CENTURION DX Series Programming Instructions CHANGE MASTER CODE AND USER CODES

Make extra copies of this form for future use. Record all combinations on the separate log sheet

## Factory Master Code is 1234

Please read all steps before starting programming.

You must make an entry within 10 sec. or you have to return to step 1.

### To Change Master Code:

- 1) Press \* \*
  - 2) Enter **MASTER CODE** (first time use factory master code)
  - 3) Press \* \* again, Red LED will start blinking slowly.
  - 4) Press 2 Red LED will light steady for 3 sec. then starts blinking fast.
  - 5) Press 0 Red LED will blink fast.
  - 6) Press # Red LED will light steady for 3 sec.
  - 7) Enter new **MASTER CODE** (4 to 8 digits, **do not use \* or #**)         **^**
  - 8) Press # to confirm entry, Red LED will light for 3 sec. then starts blinking
  - 9) Reenter new **MASTER CODE**     (Same as step 7!)
  - 10) Press # to confirm entry, Red LED will light for 3 sec. then will blink slowly.
  - 11) Press # to exit program
- NEW MASTER CODE IS SET**

### To Change User Code:

- 1) Press \* \*
  - 2) Enter **MASTER CODE** (first time use factory master code)
  - 3) Press \* \* again, Red LED will start blinking slowly.
  - 4) Press 2 Red LED will light steady for 3 sec. then starts blinking fast
  - 5) Enter **User Number (2-58)** you want to change, Red LED will blink fast. 2 to 58
  - 6) Press # Red LED will light for 3 sec. then starts blinking fast.
  - 7) Enter new **USER CODE** (4 to 8 digits, **do not use \* or #**).
  - 8) Press # Red LED will light steady for 3 sec. then starts blinking fast.
  - 9) Reenter new **USER CODE**.     (Same as step7!)
  - 10) Press # Red LED will light for 3 sec. then starts blinking slow.
  - 11) Press # to exit program.
- NEW USER CODE IS SET**

**^ Record the new master code and keep in a safe place!!!!**

### Operating Instructions:

- 1) Enter **USER CODE**
- 2) Press #, Green LED will light for 5 sec.
- 3) Open Door.

Note: Entering a wrong code 3 times will lockout the keypad for 30 seconds.

Programming Date: \_\_\_\_\_

Programmed By: \_\_\_\_\_



**SECURITECH GROUP, INC.**

54-45 44TH STREET MASPETH, NY 11378

(718)392-9000

FAX: (718)392-8944



## CENTURION DX Series Programming Instructions ADDING & DELETING USER CODES

Make extra copies of this form for future use.

Factory Master Code 1234

Please read all steps before starting programming.

You must make an entry within 10 sec. or you have to return to step 1.

### To Delete User Code:

- 1) Press
  - 2) Enter **MASTER CODE**
  - 3) Press   again, Red LED will start blinking slowly.
  - 4) Press  Red LED will light steady for 3 sec. then starts blinking fast.
  - 5) Enter User Code to delete.
  - 6) Press  Red LED will light steady for 3 sec. then starts blinking slow
- You may repeat steps 4 to 6 to delete another user. If you done, go to step 7
- 7) Press  to exit program

**USER CODE(S) IS DELETED**

Make extra copies of this form for future use. Record all combinations on the separate log sheet

Factory Master Code 1234

Please read all steps before starting programming.

You must make an entry within 10 sec. or you have to return to step 1.

### To Add User Codes:

- 1) Press
- 2) Enter **MASTER CODE** (first time use factory master code)
- 3) Press   again, Red LED will start blinking slowly.
- 4) Press , Red LED will light steady for 3 sec. then starts blinking fast
- 5) Enter **User Number** (2-58) you want to add, Red LED will blink fast.  to
- 6) Press , Red LED will light for 3 sec. then starts blinking fast.
- 7) Enter new **USER CODE** (4 to 8 digits, **do not use \* or #**).
- 8) Press , Red LED will light steady for 3 sec. then starts blinking fast.
- 9) Reenter new **USER CODE**.  (Same as step7!)
- 10) Press , Red LED will light for 3 sec. then starts blinking slow.
- 11) Press , to exit program.

**NEW USER CODE IS SET**

Programming Date: \_\_\_\_\_

Programmed By: \_\_\_\_\_



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# CENTURION DX Series Programming Instructions CHANGING ACTIVATION CODE & LEVER RELEASE TIMER

Make extra copies of this form for future use. Record all combinations on the separate log sheet

Factory Master Code 1234  
Factory Activation Code 567890

Please read all steps before starting programming.  
You must make an entry within 10 sec. or you have to return to step 1.

### To Change Activation Code:

- 1) Press \* \*
- 2) Enter **MASTER CODE** (first time use factory master code)
- 3) Press \* \* again, Red LED will start blinking slowly.
- 4) Press 2 Red LED will light steady for 3 sec. then starts blinking fast
- 5) Press 1, Red LED will blink fast.
- 6) Press # Red LED will light for 3 sec. then starts blinking fast.
- 7) Enter new **Lockout CODE** (4 to 8 digits, **do not use \* or #**).     ^
- 8) Press # Red LED will light steady for 3 sec. then starts blinking fast.
- 9) Reenter new **Lockout CODE**.     (Same as step7!)
- 10) Press # Red LED will light for 3 sec. then starts blinking slow.
- 11) Press # to exit program.

**NEW ACTIVATION CODE IS SET**

**^Record the new Activation code and keep in a safe place!!!!**

### To Change Lever Release Timer (Default is 5 sec.): Do Not Change Timer Unless Needed

- 1) Press \* \*
- 2) Enter **MASTER CODE** (first time use factory master code)
- 3) Press \* \* again, Red LED will start blinking slowly.
- 4) Press 1, Red LED will light steady for 3 sec. then starts blinking fast
- 5) Enter time in seconds (03-99 sec.).  
Note: Do not use "00", "01" or "02".
- 6) Press #, Red LED will light steady for 3 sec. then will blink slow.
- 7) Press # to exit program.

**NEW LEVER RELEASE TIMER IS SET**

### Activation Code (Code Lockout Function) Operating Instructions:

- 1) Enter **ACTIVATION CODE**
- 2) Press #: Red LED will light for 3 sec. then blink slowly.  
*Slow Blinking Light Means That The USER CODE will not operate*  
To change operating mode enter ACTIVATION CODE again and Press #. Red LED will turn off. The USER CODE will operate.  
Note: Entering a wrong code 3 times locks out the keypad for 30 seconds.

Programming Date: \_\_\_\_\_

Programmed By: \_\_\_\_\_



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**8155-DX User Combination Log**

The User Code is used for entry. It is to be disclosed to all those who are to have "keyless" entry through the door. The code is to be changed whenever any employee who knows the code is transferred or dismissed!

Up to 50 Codes may be entered. Use Numbers "2" through "50". We discourage using multiple codes as it will increase the amount of programming and record keeping you will have to do.

User #	Date	Code	By

User #	Date	Code	By

**To use this log:**

- 1) Make copies of this sheet so that you always have an original for future copying!
- 2) Follow the correct instruction sheet!
- 3) All codes can be from 4-8 numbers.
- 4) Enter date and new code on log as well as your name when changing the code.
- 5) If you are using multiple User codes, cross-out the last version of a user code when entering a new one.
- 6) Make sure to inform all related parties of the new User Code.