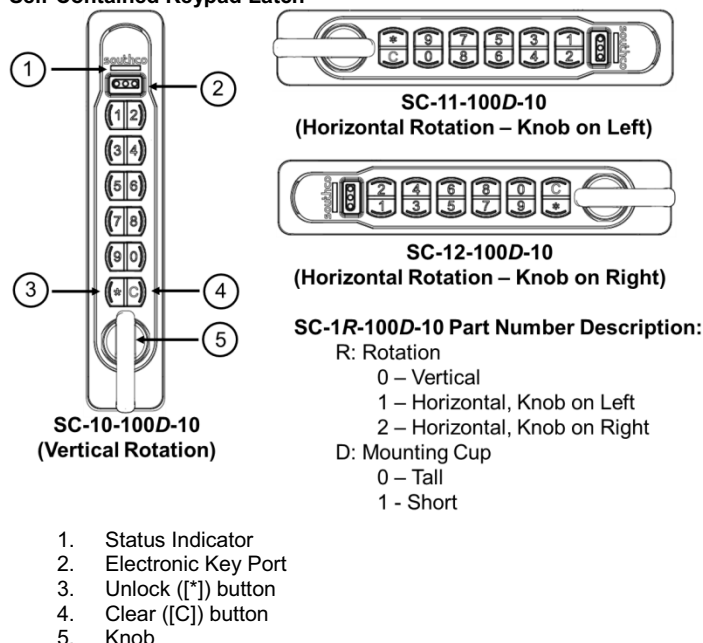


SC-1R-100D-10 Self-Contained Keypad Latch Operating Instructions

Package Contents

- SC-1R-100D-10 Self-Contained Keypad Latch (qty1)
- Rotation Limiter (qty 1)
- Cam Screw (qty 1)
- Short Mounting Screw (qty 2)
- Long Mounting Screw (qty 2)
- Battery Box (qty 1)
(3 AA batteries not included)
- Operating Instructions (qty 1)

Self-Contained Keypad Latch



Features

- Blue status indicator
- Six second access time
- Supports one SC-A10-10 red programming key (order separately)
- Supports up to six SC-A20-10 black manager keys (order separately)
- Supports up to 20 SC-A30-10 user keys (order separately).
- Supports up to 20 user PIN codes. Codes can be four to seven digits.
- Lockout mode
- Express registration
- Uses 3 AA batteries (not included)
- Indoor use only

Battery Box

WARNING: Use only the included battery box to provide power to the latch. The use of any other power supply may affect product functionality and will void product warranty.

Contact Southco if a replacement battery box is needed.

Mounting and Installation

Please refer to Southco trade drawing J-SC-10-1000 for mounting and installation details.

WARNING: The latch is shipped with both short and long mounting screws. Be sure to use the appropriate mounting screw for the latch's mounting cup and panel thickness, as shown below. See J-SC-10-1000 for additional details.

panel thickness	mounting cup	mounting screw
1 – 5 mm	tall cup (SC-10-Rxx0-10)	short screw
>5 – 10 mm		long screw
>10 – 15 mm		short screw
>15 – 20 mm	short cup (SC-10-Rxx1-10)	short screw
>20 – 25 mm		long screw

Black Manager Key Battery Back-Up

In the event the battery power supply for the latch runs out, an assigned black manager key can still be used to open the latch by contacting it to the electronic key port. The latch will unlock and the status indicator will flash for six seconds. While the status indicator is flashing, turn the knob to open the latch. The latch will re-lock after six seconds. Turn the knob to its original position to secure the latch.

Low Battery Indicator

If the battery power supply is low, the latch will emit a pair of warning beeps after access is granted. The batteries in the battery box should be replaced.

Demo Mode (prior to programming)

The latch is shipped without user PIN codes or keys assigned. Before the program key is assigned, the latch will operate in demo mode with the clear ([C]) and unlock ([*]) buttons.

1. Press [C] [*]. The latch will unlock and the status indicator will flash for six seconds.
2. While the status indicator is flashing, turn the knob to open the latch.
3. The latch will re-lock after six seconds. Turn the knob to its original position to secure the latch.

NOTE: Once the latch has been programmed, this feature will not work.

Programming the Latch

Initialize and Assign Red Programming Key and Black Manager Key(s) (if no black manager keys have been previously assigned)

1. Contact a red programming key to the electronic key port. **This will permanently assign the red programming key to the latch.**
2. While the status indicator is solidly lit, contact the black manager key(s) one by one to the electronic key port.


NOTE: The latch supports up to six black manager keys. Attempting to assign a seventh black manager key will automatically end the programming sequence.

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3. Contact the red programming key again to end the sequence.
4. The latch will now operate with the assigned red programming key and black manager key(s).



4. The latch will now operate with the user PIN code assigned.
5. User PIN codes are assigned one at a time. Repeat the above steps to assign additional user PIN codes.

Assign Additional Black Manager Key(s) (if less than six black manager keys have been previously assigned)

1. Press [C] [*] [66] [*].
 2. While the status indicator is flashing, contact the red programming key to the electronic key port.
 3. While the status indicator is solidly lit, contact the additional black manager key(s) to be assigned one by one to the electronic key port.
-  **NOTE:** The latch supports up to six black manager keys. Attempting to assign a seventh black manager key will automatically end the programming sequence.
4. Contact the red programming key again to end the sequence.
 5. The latch will now operate with the additional black manager key(s).



Assign User Keys

Any combination of user keys and user PIN codes - up to a maximum of 20 - can be assigned to a latch. Each unique user key counts as one; however, if user PIN codes are duplicated, they will count as two.

1. Press [C] [*] [66] [*].
 2. While the status indicator is flashing, contact an assigned black manager key to the electronic key port.
 3. While the status indicator is solidly lit, contact the user key to the electronic key port.
-  **WARNING:** Do not contact the black Manager Key to the electronic key port before assigning user PIN codes. Doing so will delete all previously enrolled User Keys and user PIN codes.
-  **NOTE:** If the maximum number of user keys and user PIN codes has been reached, the latch will emit an error feedback and the user key will not be assigned.
4. The latch will now operate with the assigned user key.
 5. User keys are assigned one at a time. Repeat the above steps to assign additional user keys.

Assign User PIN Codes

Any combination of user keys and user PIN codes - up to a maximum of 20 - can be assigned to a latch. Each unique user key counts as one; however, if user PIN codes are duplicated they will count as two.

1. Press [C] [*] [66] [*].
 2. While the status indicator is flashing, contact an assigned black manager key to the electronic key port.
 3. While the status indicator is solidly lit, enter the [user PIN code] [*] [same user PIN code again] [*]. User PIN codes can be four to seven digits.
-  **WARNING:** Do not contact the black Manager Key to the electronic key port before assigning user PIN codes. Doing so will delete all previously enrolled User Keys and user PIN codes.
-  **NOTE:** If the maximum number of User Keys and Codes has been reached, the latch will emit an error feedback and the user PIN code will not be assigned.

Replace a User PIN Code with a New User PIN Code

1. Press [C] [*].
2. Contact an assigned black manager key to the electronic key port.
3. While the status indicator is solidly lit, enter the [old user PIN code] [*] [new user PIN code] [*] [same new user PIN code] [*].
4. The latch will emit a confirmation feedback. The latch will operate with the new user PIN code and no longer operate with the old user PIN code.

Replace a User PIN Code with a User Key

1. Press [C] [*].
2. Contact an assigned black manager key to the electronic key port.
3. While the status indicator is solidly lit, enter the [old User PIN Code] [*], then contact a user key to the electronic key port.
4. The latch will emit a confirmation feedback. The latch will operate with the new user key and no longer operate with the old user PIN code.

Replace a User Key with a New User Key

1. Press [C] [*].
2. Contact an assigned black manager key to the electronic key port.
3. While the status indicator is solidly lit, contact the old user key to the electronic key port, then contact the new user key.
4. The latch will emit a confirmation feedback. The latch will operate with the new user key and no longer operate with the old user key.

Replace a User Key with a User PIN Code

1. Press [C] [*].
2. Contact an assigned black manager key to the electronic key port.
3. While the status indicator is solidly lit, contact the old user key to the electronic key port, then enter the [user PIN code] [*] [same user PIN code again] [*].
4. The latch will emit a confirmation feedback. The latch will operate with the new user PIN code and no longer operate with the old user key.

Delete All User Keys and User PIN Codes

1. Press [C] [*] [66] [*].
2. While the status indicator is flashing, contact an assigned black manager key to the electronic key port.
3. While the status indicator is solidly lit, contact the black manager key again to the electronic key port.

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4. The latch will emit a confirmation feedback to indicate deletion has been completed.
5. All previously assigned user keys and user PIN codes will no longer operate the latch.

2. While the status indicator is flashing, turn the knob to open the latch.
3. The latch will re-lock after six seconds. Turn the knob to its original position to secure the latch.

Delete All Black Manager Keys

1. Press [C] [*] [66] [*].
2. While the status indicator is flashing, contact the red programming key to the electronic key port.
3. While the status indicator is solidly lit, contact the red programming key again to the electronic key port.
4. The latch will emit a confirmation feedback to indicate deletion has been completed.
5. All previously assigned black manager keys, user keys, and user PIN codes will no longer operate the latch.

Using a User Key (p/n SC-A30-10)

1. Contact an assigned user key to the electronic key port. The latch will unlock and the status indicator will flash for six seconds.
2. While the status indicator is flashing, turn the knob to open the latch.
3. The latch will re-lock after six seconds. Turn the knob to its original position to secure the latch.



Express Registration

Of Black Manager Keys

1. On the latch with the assigned black manager keys to be copied, press [C] [*] [52] [*].
2. While the status indicator is flashing, contact the red programming key to the electronic key port until confirmation feedback is heard.
3. Contact the red programming key to the new latch. The latch will emit confirmation feedback indicating successful express registration.
4. The new latch will operate with the registered black manager keys.
5. To exit Express Registration mode, press [C] [*] on one of the latches programmed, and contact the red programming key to the electronic key port until a beep is heard and the latch unlocks.

Using a Black Manager Key (p/n SC-A20-10)

1. Contact an assigned black manager key to the electronic key port. The latch will unlock and the status indicator will flash for six seconds.
2. While the status indicator is flashing, turn the knob to open the latch.
3. The latch will re-lock after six seconds. Turn the knob to its original position to secure the latch.



WARNING: The red programming key will continue to operate in Express Registration mode unless Step #5 is performed.

Using a Red Programming Key (p/n SC-A10-10)

1. Press [C] [*].
2. Contact the red programming key to the electronic key port. The latch will unlock and the status indicator will flash for six seconds.
3. While the status indicator is flashing, turn the knob to open the latch.
4. The latch will re-lock after six seconds. Turn the knob to its original position to secure the latch.



Of Black Manager Keys, User PIN Codes, and User Keys

1. On the latch with the assigned black manager keys, user PIN codes, and User Keys to be copied, press [C] [*] [55] [*].
2. While the status indicator is flashing, contact the red programming key to the electronic key port until confirmation feedback is heard.
3. Contact the red programming key to the new latch. The latch will emit confirmation feedback indicating successful express registration.
4. The new latch will operate with the registered black manager keys, user PIN codes, and user keys.
5. To exit Express Registration mode, press [C] [*] on one of the latches programmed, and contact the red programming key to the electronic key port until a beep is heard and the latch unlocks.

WARNING: The red programming key will continue to operate in Express Registration mode unless Step #5 is performed.

Normal Use

After the latch has been programmed, it can be unlocked using PIN codes, user keys, black manager keys, or the red programming key, as follows:

Using a User PIN Code

1. Press [C] [user PIN code] [*]. The latch will unlock and the status indicator will flash for six seconds.

Lockout Mode

Entry of three consecutive incorrect user PIN codes will put the latch into lockout mode for one minute. While in lockout mode, keys on the keypad will not respond, and the status indicator will blink.

The latch will return to normal mode after one minute. If an incorrect user PIN code is entered after the latch returns to normal mode, then the latch will be put back into lockout mode for an additional minute.

Only contacting a black manager key to the electronic key port will cause the latch to immediately exit lockout mode and return to normal mode.

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Operating Instructions

FCC Compliance Statement

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions:

- 1) This device may not cause harmful interference, and
- 2) This device must accept any interference received, including interference that may cause undesired operation.

CAUTION: Any changes or modifications to this device not explicitly approved by manufacturer could void your authority to operate this equipment.

Industry Canada Compliance Statement

CAN ICES-3 (B)/NMB-3(B)