

ePass, College lock

Manager instructions

For your students convenience the secure storage locker is fitted with a KG Group ePass College function lock. Please read through instructions carefully before handling the secure storage locker. The pictured lock is for illustration purposes only, the KG Group ePass College function lock can be fitted in all four mounting directions.

System components:

- 1: Thumb turn
- 2: Code digit buttons
- 3: LED
- 4: Battery compartment



Key to signs:

- ☀️🎵= LED and buzzer sound (every time a button is pressed lock will confirm with 1x ☀️🎵)
- ☀️☀️🎵= Double LED and buzzer sound (indicates correct code or manoeuvre)
- 🎵☀️→🎵☀️= Long LED and buzzer sound (indicates incorrect code or manoeuvre)

The ePass College system allows the student to choose his/her own 4-digit code to manoeuvre the lock during the term/study period. The 4-digit code is then used to open the locker (see separate student instructions). The lock can also be opened with a 6-digit manager code should the student forget the code or leave with the lock locked on his/her code. The manager default code is 1 2 3 4 5 6 when the lock is delivered and should be changed to a new code as soon as possible. For convenience we recommend that you keep the locks (or at least all locks on the same floor) to one manager code.

To change manager code (always with door open):

- Press and hold "0" until ☀️☀️🎵
- Enter old code, (delivery code is 1 2 3 4 5 6) ☀️☀️🎵
- Enter new (6-digit) code, ☀️☀️🎵
- Enter new code again to confirm, ☀️☀️🎵

If the thumb-turn (1) is turned to closed and no 4-digit code is known, open the lock with the manager code and leave open ready for next student.

To open with manager code:

- Press and hold "1" until ☀️☀️🎵
- Enter manager code (☀️☀️🎵) and turn thumb-turn to open within 3 seconds

If the lock signals with 6x ☀️🎵 after locking or opening the battery need replacing. The ePass uses one 9V battery. Change battery by unscrewing the screw holding the battery compartment cover (4). Be careful when extracting old battery and do NOT pull it out by pulling on the battery cable as this might damage connectors. Replace battery and replace battery compartment cover. No codes are lost during battery change or if battery is completely depleted.

The lock is equipped with a manipulation protection counter device that will switch off the lock for five minutes if four consecutive incorrect opening attempts are made. During this time the lock will not be operable and any keystroke will result in a long LED/Buzzer sound (🎵☀️→🎵☀️). After the five minute penalty time two more incorrect attempts will re-start the 5 minute penalty shut-down.

ePass, College lock

Student instructions

For your convenience the secure storage locker is fitted with a KG Group ePass College function lock. Please read through instructions carefully before using the secure storage locker. The pictured lock is for illustration purposes only, the KG Group ePass College function lock can be fitted in all four mounting directions.

The ePass College system allows you to choose your own 4-digit code to use the secure storage locker at the start of the term.

System components:

- 1: Thumb turn
- 2: Code digit buttons
- 3: LED
- 4: Battery compartment



Key to signs:

- ☀️🎵 = LED and buzzer sound (every time a button is pressed lock will confirm with 1x ☀️🎵)
- ☀️☀️🎵 = Double LED and buzzer sound (indicates correct code or manoeuvre)
- 🎵☀️→🎵☀️ = Long LED and buzzer sound (indicates incorrect code or manoeuvre)

Should the secure storage locker be closed and locked when assigned to you, contact staff to re-set lock for new student.

1. To use the secure storage locker for the first time, close the door and enter any 4-digit code (☀️☀️🎵🎵) and turn thumb-turn (1) to locked position within 10 seconds. Your lock is now set to your personal code.
2. To open the secure storage locker, enter the 4-digit code (☀️☀️🎵🎵) and turn thumb-turn (1) to unlocked position within 3 seconds and open door. If lock signals one long LED/Buzzer (🎵☀️→🎵☀️) after entering your code you are not entering the correct code. If you can not remember your code then contact staff.
3. To lock simply close door and turn thumb-turn (1) to closed.

If you suspect that your code has been compromised you can always change your code by repeating step 1.

At the end of term (or other study period) you must leave door and lock in the open position and thereby ready for next student that will use the secure storage locker.

If the lock signals with 6x ☀️🎵 after locking or opening the battery need replacing. The ePass uses one 9V battery. Change battery by unscrewing the screw holding the battery compartment cover (4). Be careful when extracting old battery and do NOT pull it out by pulling on the battery cable as this might damage connectors. Replace battery and replace battery compartment cover. No codes are lost during battery change or if battery is completely depleted.

The lock is equipped with a manipulation protection counter device that will switch off the lock for five minutes if four consecutive incorrect opening attempts are made. During this time the lock will not be operable and any keystroke will result in a long LED/Buzzer sound (🎵☀️→🎵☀️). After the five minute penalty time two more incorrect attempts will re-start the 5 minute penalty shut-down.