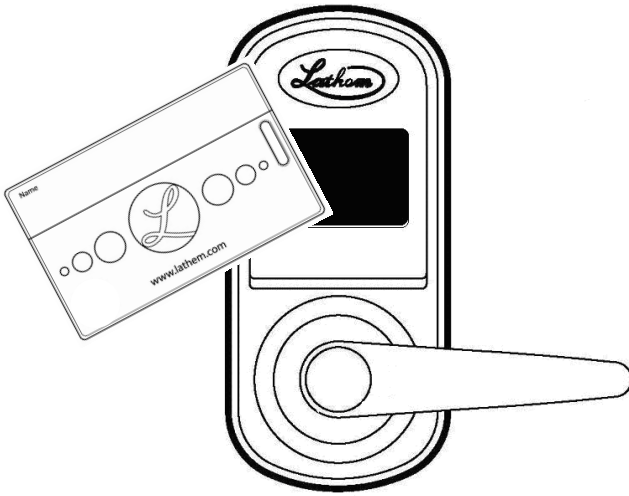


Model LX100

Proximity Door Lock



User's Guide

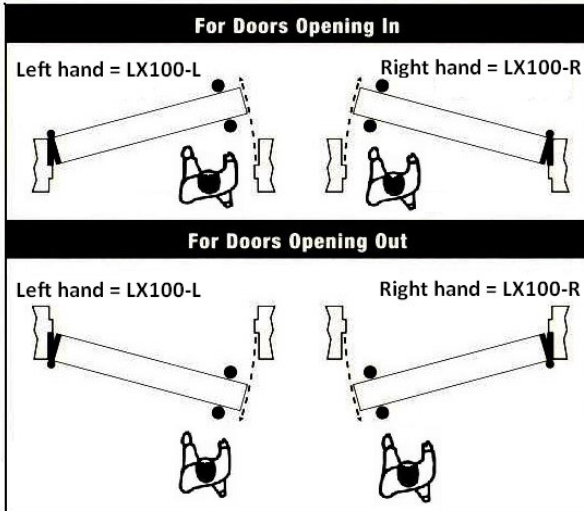


Lathem Security Solutions

IMPORTANT!

- **Disassembling the LX100 in any way will void the warranty.**
- The LX100 is designed for interior use only.
- The LX100 is not recommended for building exit doors.
- The LX100 is not reversible from Right to Left hand or vice-versa.

Make sure you have the correct model for your door.



- There are 2 backup keys included for emergency purposes. Lathem does not manufacture or stock extra keys. Store them appropriately.
- Make sure your door is between 1 3/8" – 2" thick.
- Lock requires 4 AA (1.5 volt) alkaline batteries not included.

**THIS EQUIPMENT COMPLIES WITH FCC CLASS-A REQUIREMENTS
PURSUANT SUBPART J OF PART-15**

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.

WARNING: Changes or modifications to this product not expressly approved by the party responsible for compliance could void the user's authority to operate this equipment.

NOTE: This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a business 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:

This Class A digital apparatus complies with Canadian ICES-003.

Introduction

The LX100 is a keyless proximity door lock that fits most standard doors. Simply replace your existing cylindrical style door handle with the LX100 for an economical access control system for your business or home. The locks provide stand alone operation and do not require the use of a computer or any external device for programming. They are powered by standard alkaline batteries eliminating the need for wiring. The LX100 uses radio frequency technology to instantly identify proximity badges and key fobs. No transaction history is retained.

LX100 Features

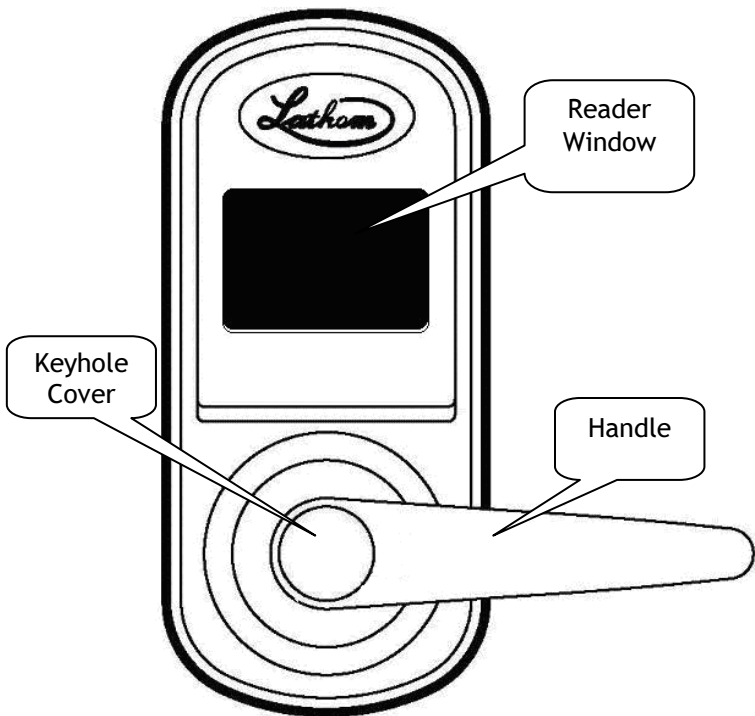
- User-installable access control
- 120 user capacity per lock
- Operates for 1 year or 4,000 activations on batteries
- Heavy duty all metal construction
- Lighted display & audio alerts for badge authorization
- Stand-alone operation - no computer required
- One year warranty
- Designed in the USA

Installation

Please refer to the separate Quick Start Guide enclosed with the lock for basic installation instructions. More detailed installation instructions, including the preparation of new doors, are contained in the back of this User's Guide.

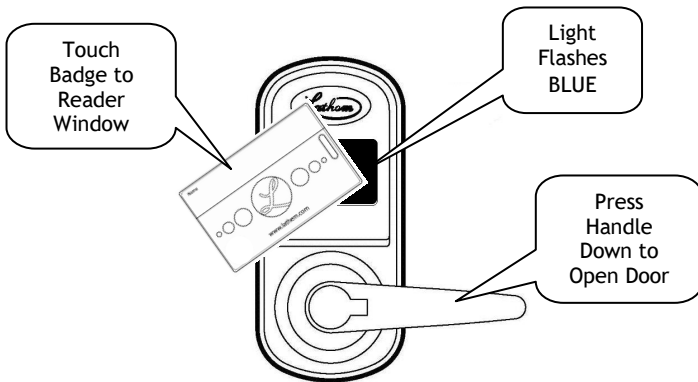
Using the LX100

When a badge or key fob is placed over the reader window of the LX100, it instantly reads its unique encoded ID number and verifies that it has been authorized to open the door. The LX100 comes with five preprogrammed badges which can be used immediately following installation with no additional setup required.



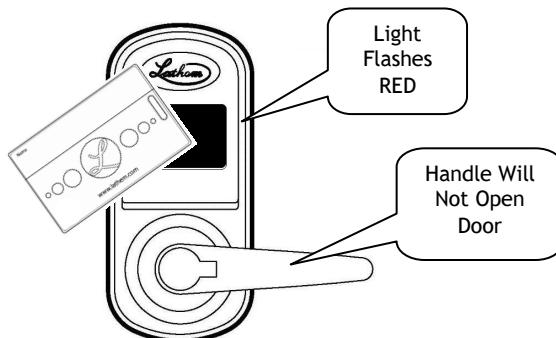
Good Badge

If the badge or key fob has been programmed into to the lock, the LX100 flashes a blue light, sounds a positive tone, and engages the door handle to allow access. The default unlock window to open the door is 5 seconds, but this can be customized for each lock to 3 or 10 seconds (see Customizing Unlock Window).



Bad Badge

If a badge or key fob has not been programmed into the lock, the LX100 will flash a red light and a sound a negative tone. The handle will not engage the latch and the door will not open.

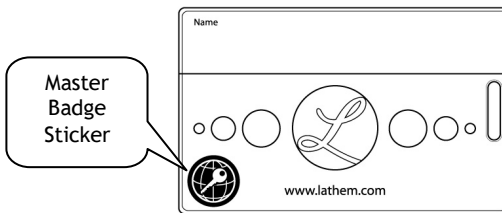


Badges and Key Fobs

The LX100 supports the use of Lathem proximity ID badges (included with lock) or optional Lathem proximity key fobs that users can simply attach to their key chains. The use of badges or key fobs is an individual user preference, and they can be used interchangeably on any lock.

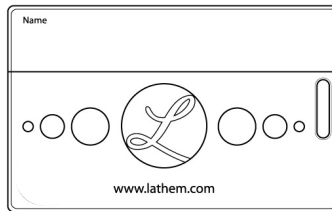
A badge or key fob can be programmed to be one of two distinct types of users of the LX100: **Master** or **User**

Master Badges



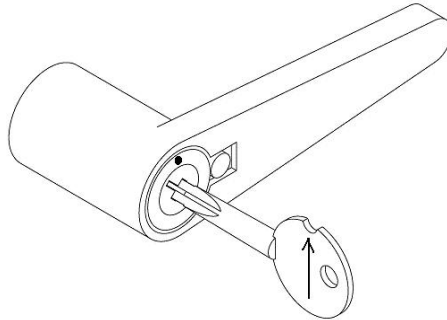
The Master not only allows access through the door, but also provides additional administrative rights to the holder so they can add and remove users as needed. The LX100 supports up to two (2) Master badges or key fobs. Each Master can add up to 59 individual Users. Therefore, the LX100 supports up to 120 total authorized users including the two Masters. The LX100 comes with one preprogrammed Master badge, which is identified by the global key sticker located in the lower left corner of one of the badges. This Master badge can begin accessing the lock and adding or removing users as needed without any additional programming (see Adding a Master).

User Badges



A User badge or key fob allows access through the door. User badges or key fobs are added by a Master badge. There can be up to 59 User badges assigned to each Master card. The LX100 comes with four (4) preprogrammed User badges. These badges do not have the global key sticker like the Master badge. These User badges can begin accessing the lock immediately with no additional programming needed.

Backup Keys

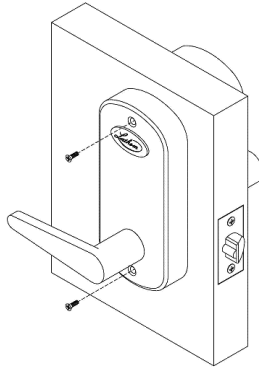


The keys enclosed with your LX100 are for backup purposes in the event of badge loss or battery failure only. Keep your keys in a protected and easy-to-remember location OUTSIDE of the room the lock is on. Lathem does not manufacture or stock extra keys. You are responsible for their safekeeping.

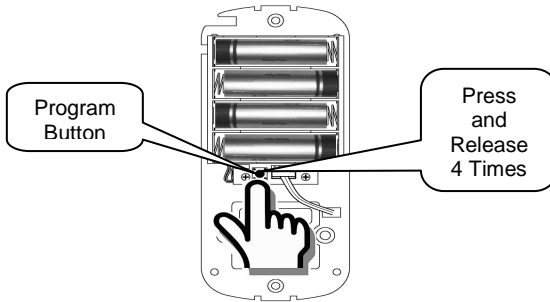
1. The keyhole cover is attached using a high-powered magnet. Your backup keys also have a smaller magnet embedded on one side to assist in removing the keyhole cover. Or, you can use your fingernail to pry open the cover.
2. After removing keyhole cover, place key in keyhole with arrow and notch pointing up to align with dot above keyhole.
3. Insert key and turn to the right until key stops.
4. While key is turned, push handle down to open door.

Adding a Master Badge

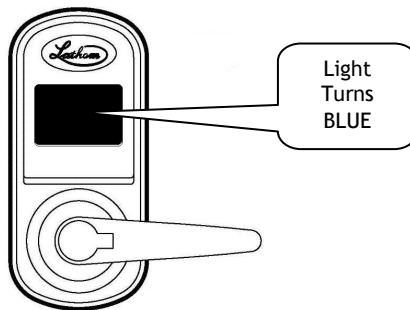
Remove the interior handle from over the battery compartment.



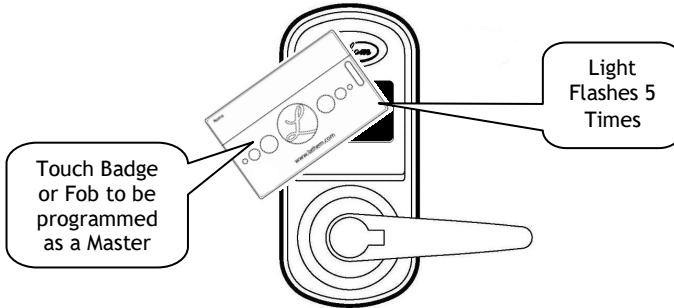
Press the Program Button four times, one right after another.



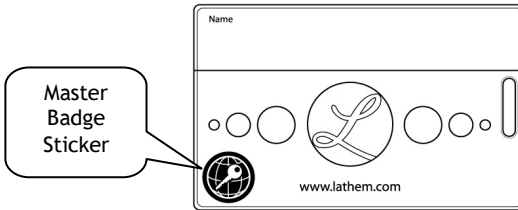
The blue light will appear and you will hear a long beep.



Select badge to assign as a Master, and place it over the reader window. *Note: If this is a current User badge, you must first delete this User from the LX100 before it can be added as a Master.*



The light will flash blue five times, and the Master badge is now programmed. Place the extra Master badge sticker included with the lock on the corner of the badge.

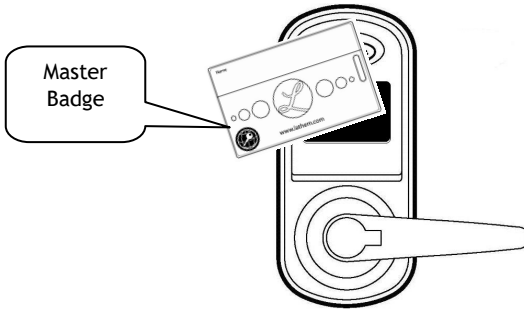


Test your new Master badge by placing it back over the reader window. You should hear a short beep, followed by 5 flashing blue lights. Your Master badge has been successfully programmed.

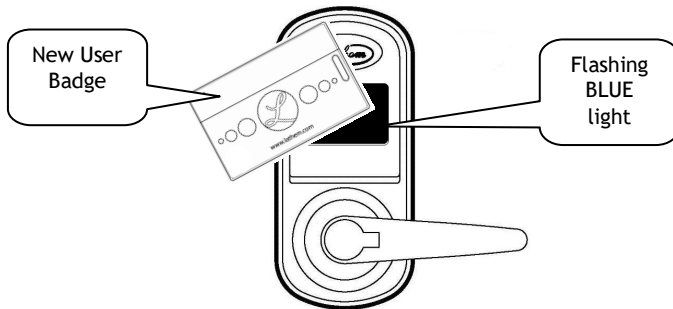
If you see a red light and hear 3 quick beeps the Master badge was not successfully programmed. Repeat these steps until successfully added.

Adding a User Badge

Place a Master badge over the reader window until you hear a beep.



The blue light will begin flashing. Place a new User badge over the reader window.

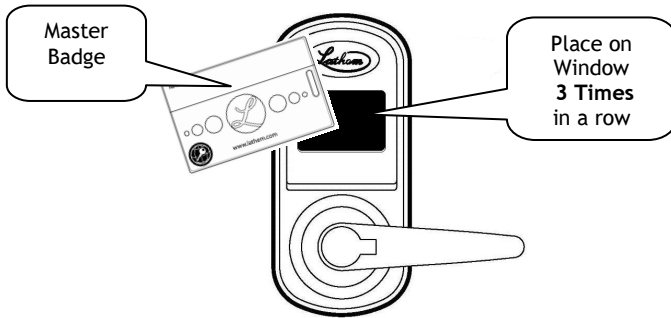


You will hear an ascending tone, and the User badge is now added. You have 5 seconds after adding a badge, to continue adding more badges by placing them on the reader window. To finish the process, simply wait 5 seconds for the window to timeout. You will hear a buzz, and the lock returns to normal operating mode.

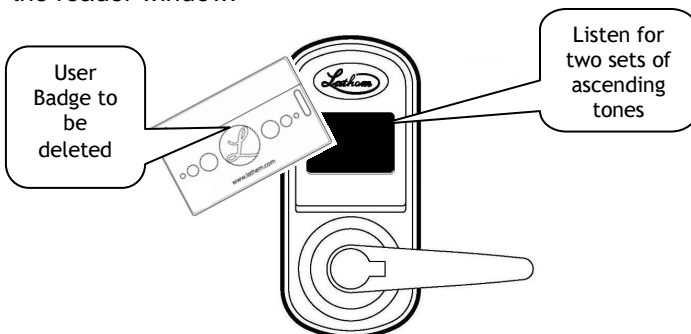
Deleting an Individual Badge Only

You can not individually delete a Master badge. Only User badges can be individually deleted. You must reset the lock, deleting ALL badges, to delete a Master badge (see Resetting the Lock).

Place the Master badge used to originally add the User over the reader window three (3) times in succession. You will hear a beep each time and the blue light will flash.



Within 5 seconds, place the User badge you wish to delete over the reader window.

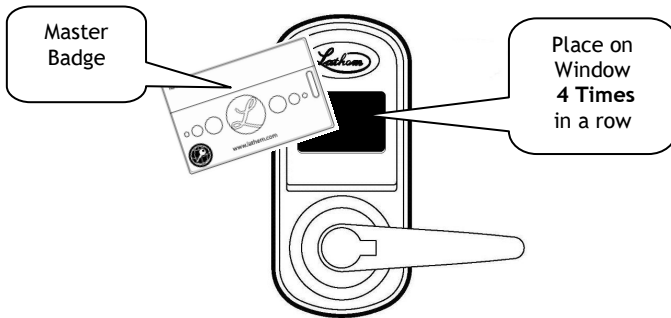


The User badge is now deleted.

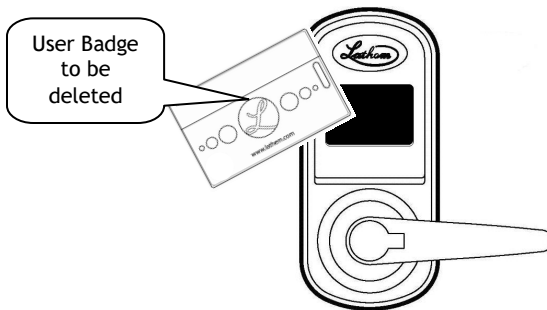
Deleting All User Badges Only

You can delete all of the User badges assigned to a specific Master badge without deleting the Master badge itself.

Place the Master badge, originally used to add the Users, over the reader window four (4) times in succession. You will hear a beep each time and the blue light will flash.



Within 5 seconds, place ANY User badge over the reader window.

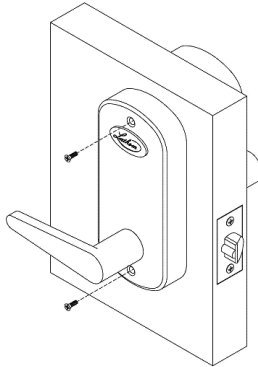


ALL of the User badges are now deleted, but the Master badge is still programmed.

Customize Unlock Window Time

This specifies the door open time after a valid badge is used.

Remove the interior handle from over the battery compartment.

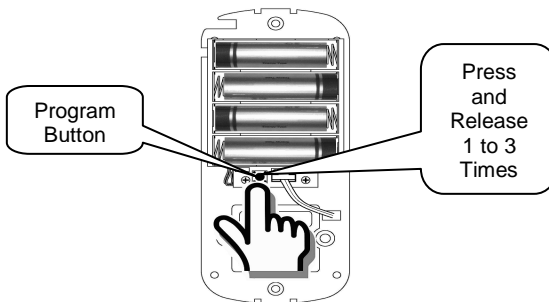


Press the Program Button once to set the unlock window to 3 seconds.

Press the Program Button twice within 2 seconds to set the unlock window to 5 seconds.

Press the Program Button three times within 2 seconds to set the unlock window to 10 seconds.

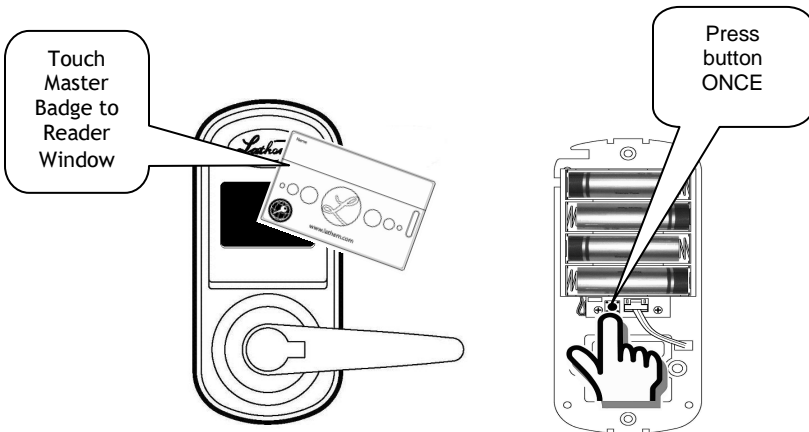
You will hear either 3, 5 or 10 beeps confirming your setting.



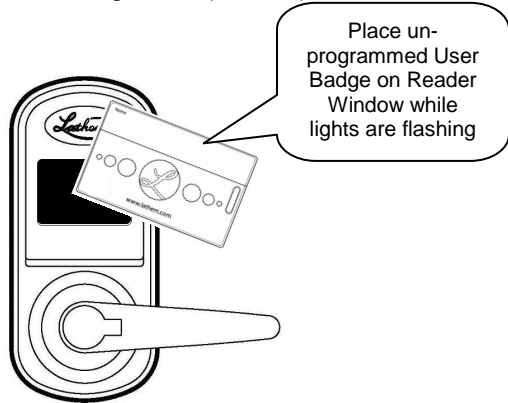
“Meeting Mode” Setting (Lock Bypass)

Warning: Meeting Mode disables the lock and bypasses the use of badges for authorization. When in this mode, the lock will function only as a door handle. These badges will serve as “on/off switches” if a room is being used for a long meeting, etc.

1. The badge(s) you assign to Meeting Mode will serve this function solely and cannot be used as a User badge. So, if you have a badge that’s been programmed as a User badge and want to reprogram it as Meeting Mode badge, you must first clear the User badge programming as previously described in “Deleting an Individual Badge”.
2. Remove Interior handle & place Master badge on display once, then remove. After you hear one “beep” and see blue light flashing, press the programming button once.



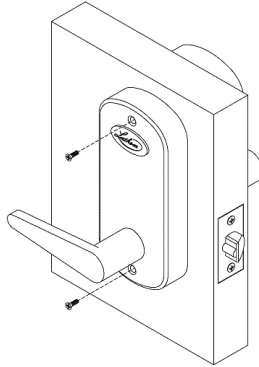
3. The light will now flash red and blue. Place the badge you want to program for Meeting Mode on the display. You will hear 4 ascending notes (1-2-3-4).



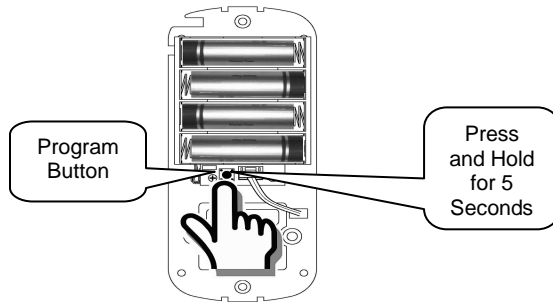
4. This badge will now allow you to turn off the authorization of badges and override the lock for as long as you wish. To return the lock to normal, simply present the Meeting Mode badge once more *or any* badge programmed to this lock.
5. Label the badge as you prefer in the "Name" field (i.e. "Meeting Badge for Conference Rm.") and store badge in a secure location.
6. To clear the Meeting Mode badge see "Deleting an Individual Badge". This will return the badge to a vacant, un-programmed status.
7. You can program up to 58 Meeting Mode badges per Master badge.

Resetting the Lock

Remove the Interior handle.



Press and hold down the Program Button for 5 seconds.



The blue LED will appear and you will hear one beep, followed by 3 ascending tones. Release the Program Button. The lock is now completely reset and all badges have been removed. You must add new badges, including a Master badge, to begin using the lock again.

Using Multiple Locks

If you have purchased multiple LX100s, you can configure and change the badge accessibility to each of your locks as you prefer. Remember that each lock is stand alone which means you must program them individually. However, this also means you have greater flexibility to customize access to rooms as employees or work areas change.

For example, if you want to program a User badge from Lock #1 to also access Lock #2, simply use Lock #2's Master badge to add it to Lock #2.

Please note: We suggest you maintain a list of which badges are programmed to which locks (example below), location of emergency backup keys and Meeting Mode badges. Keep the list updated frequently.

Sample Lock Assignment List

Lock Location	Master Badge(s)	Users
Inventory	John	Mike Cynthia
Conference Room	John Rita	Mike Cynthia Phil
IT Closet	John	Phil
Office Suite B	Rita	None

Maintaining the Lock

The Lathem LX100 is designed for years of trouble-free operation. The only routine maintenance typically required is the changing of batteries and occasional cleaning.

You should routinely check your batteries every few months depending on the usage of door.

LOW BATTERY INDICATOR: When the batteries begin to run low, you will see the Red light flash and a beep after badges are used. You may also notice that the volume of the beeps decreases. Change all four batteries (AA alkaline only) as soon as possible.

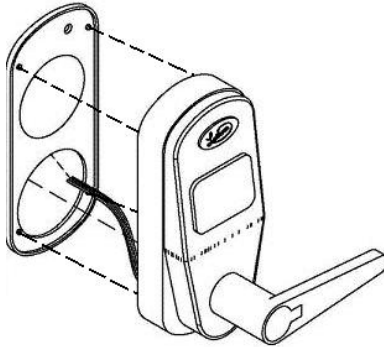
Clean handle by spraying a small amount of glass cleaner on to a towel and wipe handles with soft towel.

Periodically inspect handles for tampering, vandalism or “wear and tear”. After a period of usage, you may find it beneficial to retighten the connecting screws by removing the Interior handle and using a screwdriver.

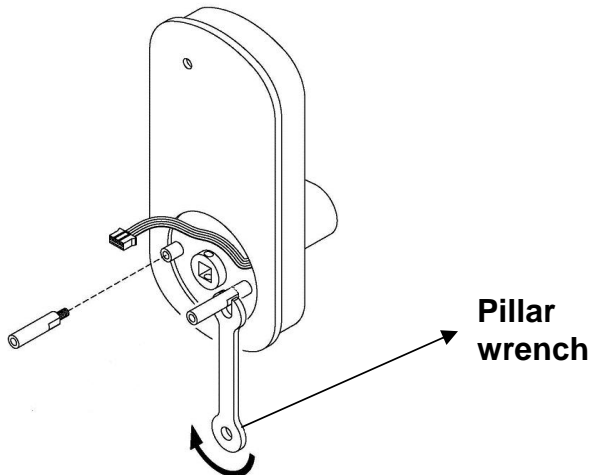
Installing the Lock

PLEASE NOTE: We have used a **Right hand LX100** for purposes of demonstration in this User Guide.

1. Affix the gaskets to the Exterior handle and battery pack. Use the 4 “dimple” guides in each corner and insert them in corresponding holes, peel away sticker and attach.

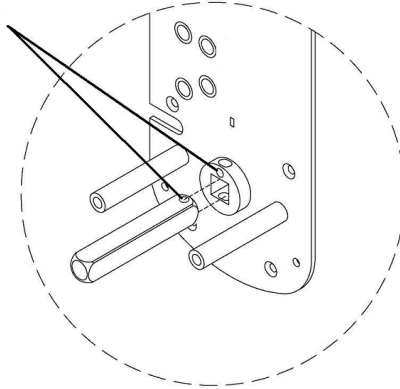


2. Install connecting pillars to Exterior handle with pillar wrench included as shown below.

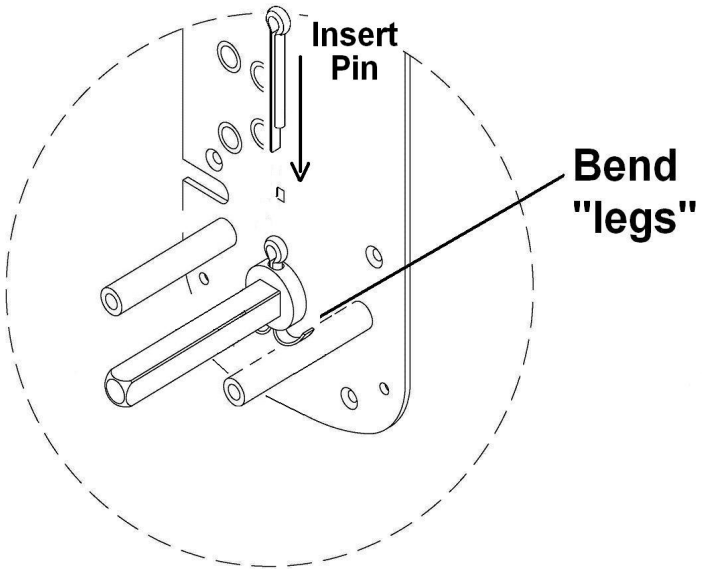


3. Insert axle (**short axle for thinner doors, longer axle for thicker doors included**) into center turning hub. **Make sure the “dot” is up on the turning hub and holes are vertical on axle.**

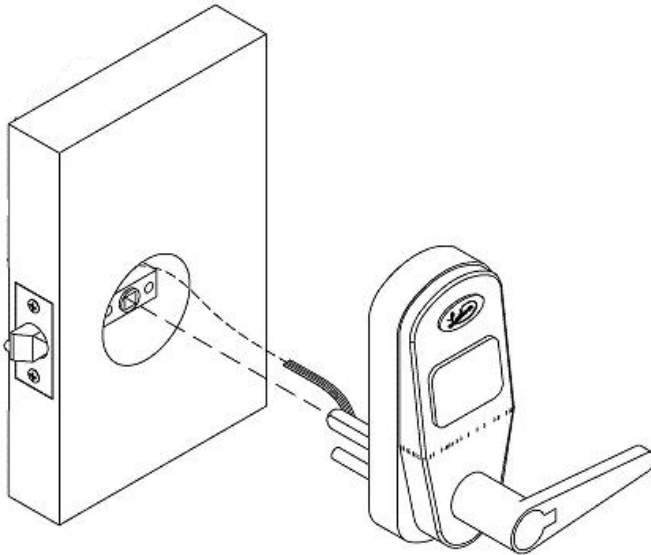
Dot up, axle holes vertical



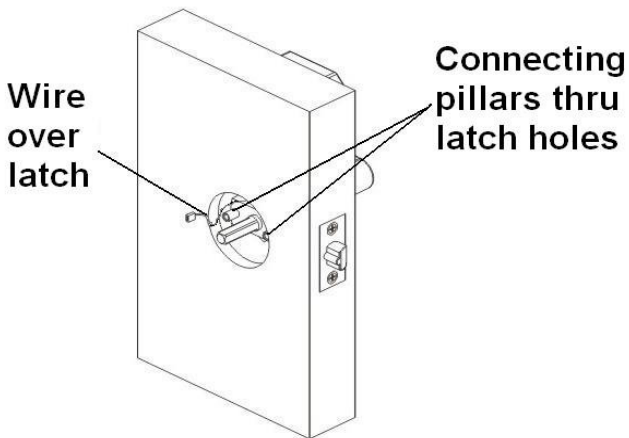
4. Insert securing pin downward thru top of turning hole, thru axle until pin is completely thru.
5. Bend “legs” of pin outward around turning hole to secure. You may require pliers to do this.



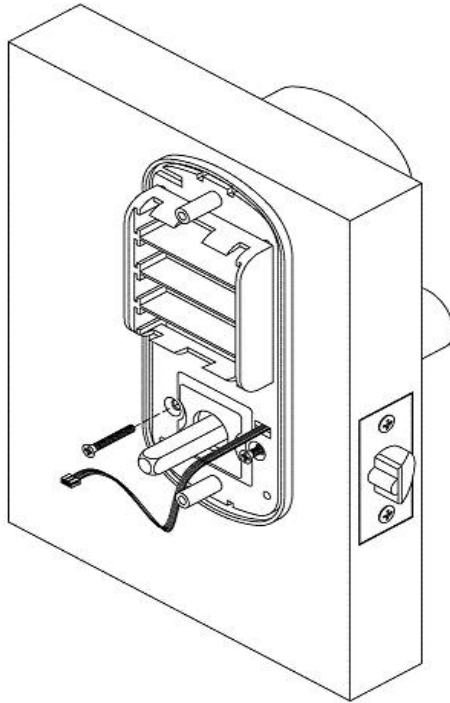
6. If the axle and pillars fit, you may elect to keep your current latch in place or remove it and replace with the latch included. To expand latch for larger door hole, hold front of latch with one hand and pull on center axle hub. Make sure that latch slope faces the same direction the door closes. Secure with 2 small latch screws provided.
7. Place Exterior handle on door: Guide wire thru door hole over top of latch assembly. Place connecting pillars thru latch holes and axle thru center hole. **Make sure the dot is still up on the axle turning hub.**



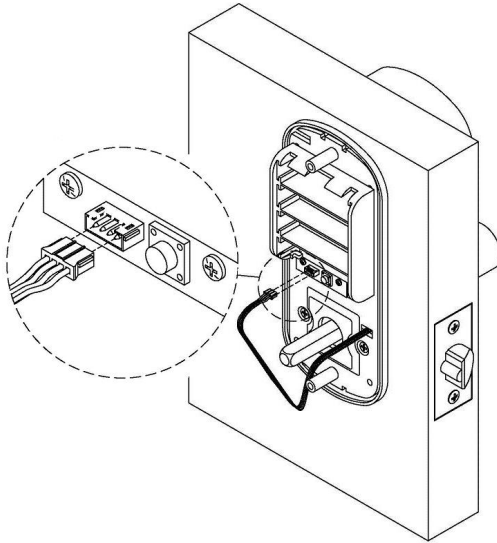
8. Push thru and allow Exterior handle to rest in latch.



9. Run wire thru rectangular opening in battery pack (to side of center hole).
10. Secure battery pack with 2 long connector screws at each side of opening into connecting pillars.



11. Make sure Exterior handle and battery pack are straight as you tighten connector screws.
12. Connect wire to circuit board underneath the bottom battery on the battery pack. Observe how pins align with plastic connector.
13. Push back any excess wire thru the rectangular opening.

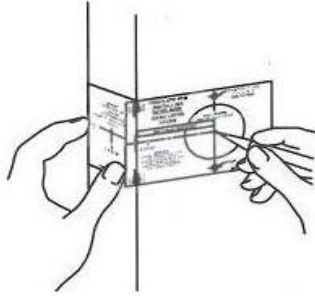


14. Install 4 new AA (1.5 volt) alkaline batteries (not included) into battery pack on Interior handle. **Make sure they are installed in the correct direction and are firmly seated in position.** You will hear a buzz, indicating the lock is energized.
15. Place Interior handle cover over battery pack and secure with 2 screws on top and bottom. **Do not over-tighten the Interior handle!** Doing so may affect the performance of the lock.

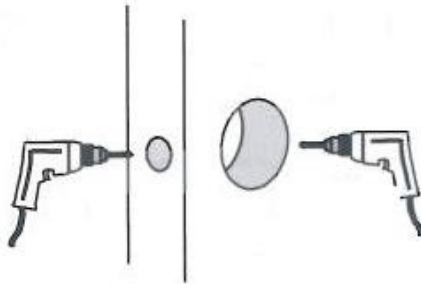
Preparing a New Door

Verify that your new door is 1 3/8" – 2" thick.

1. Use the enclosed "Door Cutting Template" to mark your drill holes.



Note: Position template at correct height (suggested: 38" or 97 mm from floor). Mark center for lock hole.



2. Drill 2 1/8" hole through door. Do this by **drilling once from each side** to center of door to avoid damaging door.
3. Drill 1 1/8" latch hole being sure to align the center of the latch hole with the center of the main door hole.

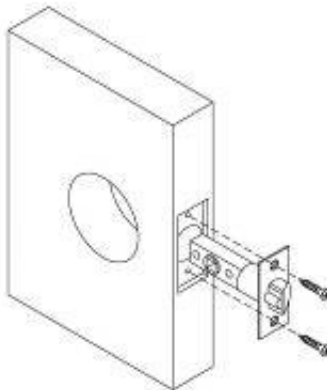
Latch Installation

Use enclosed "Strike Plate Cutting Template" to cut and install latch in door as indicated below.

1. Insert latch into 1 1/8" latch hole in "width" of door. Latch is expandable, depending on the size of your door hole, to 2 3/4". To expand latch, hold front of latch with one hand and pull on center axle hub.
2. Trace around the perimeter of the latch faceplate to create your chisel border. Remove latch in order to chisel.
3. Chisel out wood as indicated on template (1/8") until faceplate fits flat with door edge.

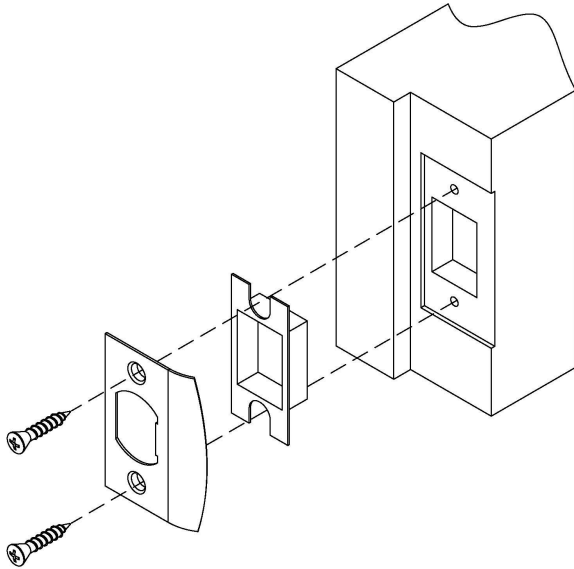
Important: Be sure to install the latch to match your lock (Right or Left hand).

4. Make sure that latch slope faces the same direction the door closes.
5. Fasten latch to door with 2 small latch screws.



Strike Plate & Dust Boot Installation

1. If you are installing on an existing door jamb, you may be able to use your existing strike. However, it is recommended that you use the strike included.



2. On a new door, use the “Strike Plate Cutting Template” to mark and install the strike plate. Center the metal strike plate over the dust boot with the curved edge facing the interior of the room. The goal is to have the metal strike plate flush with your door jamb.
3. Insert dust boot and secure strike plate with screws provided. Test opening and closing of door and adjust as needed.

Troubleshooting

Problem	Solution
No response from badge	<p>Make sure you're holding badge on window and allow 1 – 2 seconds.</p> <p>Batteries may be expired. Replace with new batteries.</p> <p>Badge damaged – replace badge.</p>
Badge will not operate door (error beep heard)	<p>Badge not assigned – follow steps to enroll User badge</p> <p>Badge damaged – replace badge.</p>
Can't assign User badge	<p>Maximum badges assigned – each Master badge can program up to 58 User badges. You have probably exceeded this maximum.</p> <p>Master badge not assigned – follow steps to assign master badge.</p>
Red light beeping	<p>Badge not enrolled for lock. Or, batteries are low and should be replaced. Be sure to use four new AA alkaline batteries.</p>
Sound is low	<p>Batteries are low or not installed properly. One battery could be inserted in the wrong direction.</p>
Turn handle, but latch sticks, won't return to outright position.	<p>Check the Interior door handle to make sure it's not overly tightened. Loosen screws slightly.</p>
Button isn't making a "beep" when programming.	<p>Follow programming instructions as printed and use ascending notes (1-2-3-4) as an indicator of successful programming.</p>
Batteries appear to be dead and keys are misplaced.	<p>Remove lock from door.</p>

One Year Warranty

Lathem warrants the hardware product described in this guide against defects in material and workmanship for a period of one year from date of original purchase from Lathem or from an authorized Lathem reseller. The conditions of this warranty and the extent of the responsibility of Lathem Time Corporation (“Lathem”) under this warranty are listed below.

1. This warranty will become void when service performed by anyone other than an approved Lathem warranty service center results in damage to the product.
2. This warranty does not apply to any product which has been subject to abuse, neglect, or accident, or which has had the serial number altered or removed, or which has been connected, installed, adjusted, or repaired other than in accordance with instructions furnished by Lathem.
3. This warranty does not cover labor cost for removing and reinstalling the machine for repair, or any expendable parts that are readily replaced due to normal use.
4. The sole responsibility of Lathem under this warranty shall be limited to repair of this product, or replacement thereof, at the sole discretion of Lathem.
5. If it becomes necessary to send the product or any defective part to Lathem or any authorized service dealer, the product must be shipped in its original carton or equivalent, fully insured with shipping charges prepaid. Lathem will not assume any responsibility for any loss or damage incurred in shipping.
6. **WARRANTY DISCLAIMER AND LIMITATION OF LIABILITY:** Except only the limited express warranty set forth above, the products are sold with no expressed or implied warranties of any kind, and the implied warranties of merchantability and fitness for a particular purpose are hereby expressly disclaimed. No warranties are given with respect to products purchased other than from Lathem or an authorized Lathem reseller and any such products are purchased “as is, with all faults.” In no event will Lathem be liable for any direct, special, or consequential damages arising out of or in connection with the delivery, use or inability to use, or performance of this product. In any event any limited remedy given herein shall be deemed to have failed of its essential purpose; Lathem’s maximum liability shall be to refund the purchase price upon return of the product.
7. Proof of date of purchase from Lathem or an authorized Lathem reseller is required for warranty service on this product.
8. This Warranty grants specific legal rights. Additional legal rights, which may vary by locale, may also apply.
9. Should any difficulties arise with the performance of this product during warranty, or with any Lathem authorized service center, contact Lathem at the address below.

Lathem, Inc.
200 Selig Drive, SW, Atlanta, GA 30336
404-691-0405
www.lathem.com

Accessories

Accessories are normally available from the place where you originally purchased your LX100 door lock or online at <http://shop.lathem.com>



Additional Proximity Badges (RF-BADGE)

Use to add more users to your door lock or replace lost or stolen badges. These are the same badges used with Lathem's PC50 Proximity Time & Attendance System.



Proximity Key Fobs (RFKEY-5)

These compact alternatives to badges attach to a key chain for convenient use.



Badge Reels

(BREL-5)

Attach these retractable badge reels to a belt for quick access to the badge at anytime.



Proximity Time & Attendance System (PC50-KIT)

Employees use the same badge to unlock doors as well clock in and out. PayClock Express comes with time clock, USB cable, software and 15 additional proximity badges.

