Martela

LOCK COLLECTION

OSM COMBI

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QUICK GUIDE V.03

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SPECS

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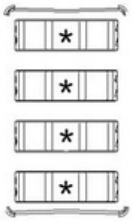
· IP55 (Suitable for wet areas)
· Integrated DDA/ADA handle
· Easy 4 digit operation
· Free or assigned mode use
· Heavy duty die-cast lockbody
· Code finding option
· Lock status display
· Removable cylinder in case of master key loss or theft

OPERATING THE LOCK

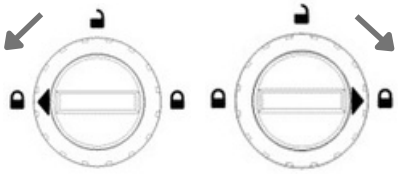
1. HOW TO LOCK

Place your items in the locker and close the door

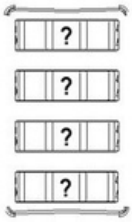
Choose your combination



Turn to close

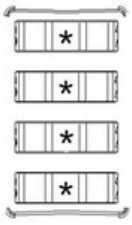


Change combination

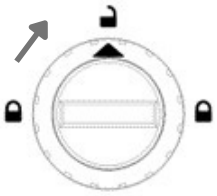


1. HOW TO UNLOCK

Insert your combination

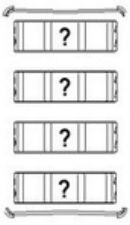


Turn to open



Open the door and remove your items

Change combination



WHAT TO DO IF A CODE IS FORGOTTEN OR LOST

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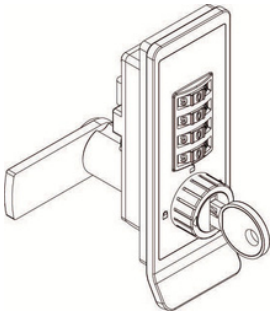
The combination lock can be opened with the override Master key at anytime if the previously entered code is forgotten, lost or in an emergency.

Using the Master Key to open the lock it will then also be able to discover the code used previously.
Note: It is important and advisable that the Master Key is kept securely and issued and controlled by management only.

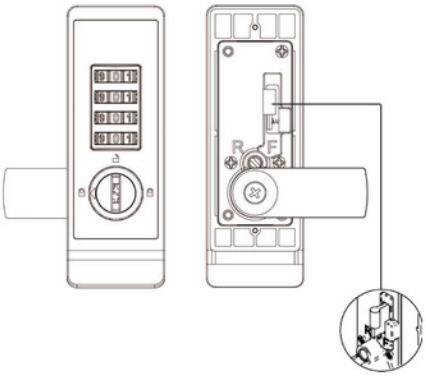
1. OPEN DOOR WITH MASTER KEY

To open the door using the Master Key, insert into lock cylinder and turn 90º right for right hand doors and 90º left for left hand doors. The door will now open. With the door now open, turn the Master key 90º to the locked position and remove.



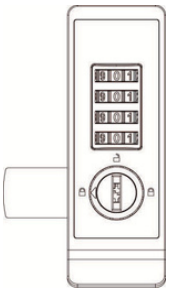
2. CODE RECOVERY

With the door now open and access to the rear of the lock the combination code stored in the lock can be recovered as follows: Firmly press and hold the code recovery lever on the inside of the lock. See diagram bellow: Whilst maintaining pressure on the lever, turn each code wheel from left to right until it stops or a click is heard. See diagram:

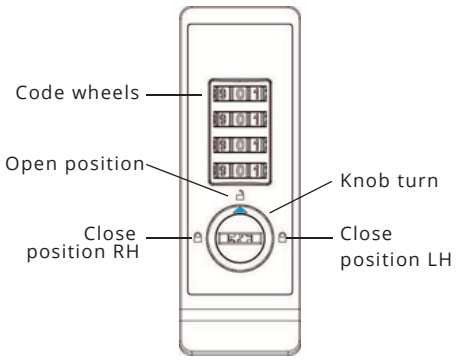


3. CONFIRMING RECOVERED CODE

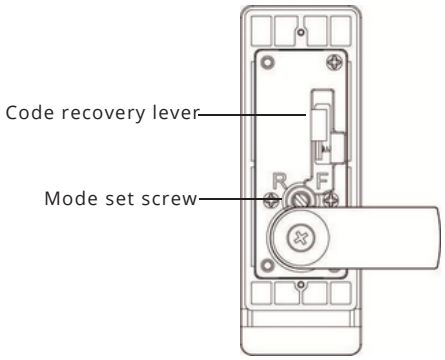
Where the wheels stop will indicate the code stored in the lock and you should now be able to open and close the lock freely. If the lock does not open and close freely, repeat step 2. Code recovery.



Lock front view



Lock rear view



HOW TO CHANGE A CODE AND SET LOCK MODE

The lock has two operating modes:

1. Dedicated mode (F):

When set in this mode the code is fixed and the same code will be used to open the lock each time.

2. Free mode (R):

When set in this mode the lock code can be reset by the user of the locker. On vacating the locker a new user can set a new code once again.
Note: The lock is supplied from the factory with the code 0-0-0-0 and set in Free mode.

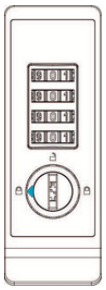
HOW TO SET DEDICATED MODE OPERATION

In this mode the same code must be used when opening the lock.

1. With the lock in the closed position ensure that the mode set screw on the rear of the lock is turned to position R, see diagram below.

2. Using the knob turn put the lock into the open position, with the blue arrow vertical, see diagram below.

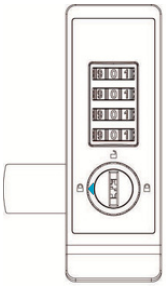
Open Position
(Blue Indicator)



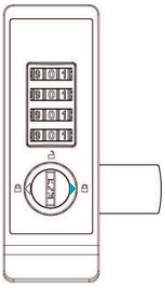
3. Now set required private 4 digit code by turning code wheels. Remember the code!

4. Next turn the knob 90º left or right to the locked position according to the hand of your lock. See diagram below:

Right Hand Lock

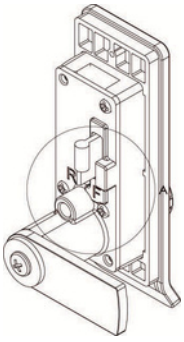


Left Hand Lock



Closed
Position (Blue
Indicator)

5. Now turn the mode set screw on the rear of the lock to position F. The lock is now ready to be used in dedicated mode with the same code being used every time to open the lock. See diagram below:



Fixed Position

HOW TO SET FREE MODE OPERATION

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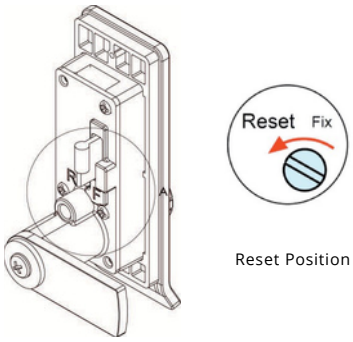
In this mode the code can be changed by each repeat user of the locker.

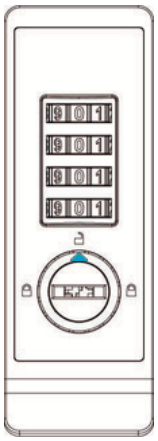
1. With the lock in the closed position ensure that the mode set screw on the rear of the lock is turned to position R. See diagram:



Reset Position

2. With the knob turn the lock to the open position. See diagram below:

Open Position
(Blue Indicator)

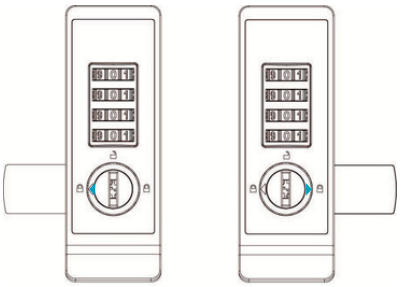


3. With the lock still in the open position turn the wheels to the required 4 digit code. Remember the code!

4. Close the door and turn the lock to the closed position according to the hand of you lock. See diagram:

Right Hand Lock

Left Hand Lock



Closed Position
(Blue Indicator)

IMPORTANT

- After step 4 for both Free and Dedicated mode, user must “scramble” code by randomly turning code wheels. This will secure the lock and prevent others opening the door.

OGS 10

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1. OGS10 LOCK

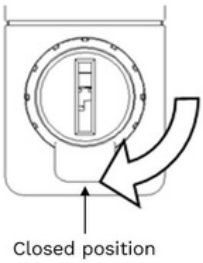
The OGS10 lock's main features are:

AUTHENTICATION METHODS	**Authentication method**	Pin code
USE MODES	**Free Mode**	Configurable 4, 5 or 6 digits user code
	Dedicated Mode	Configurable 4, 5 or 6 digits user code
	Dedicated auto-closing mode	Configurable 4, 5 or 6 digits user code LEDs
USER INTERFACES	**Notifications**	(Red, amber & Green) and Buzzer
POWER SUPPLY	**Batteries (Type & quantity)**	Two CR2032 Primary Lithium Batteries
	Battery life	Up to 6 years (depends on use) / 10.000 cycles
MECHANICAL CHARACTERISTICS	**Dimensions**	111 x 26 x 15.5 mm 215 g
	Weight	215 g
	Close resistance	DIN EN 16014:2011-10
	Housing	Black (logo and icons in Pantone 420C)
ENVIRONMENTAL CONDITIONS	**Temperature**	From 0°C to +50°C (interiors)
	Humidity	UNE EN ISO 6270-2

1.1 HOW IT WORKS

By default, the lock is always switched off. The lock only switches on when the ⏻ button is pressed. From that moment on, the user can insert a numeric code sequence to close or open the lock. For finishing any code insertion sequence, the user must press the 🔒

Lock closing



1. Rotate nozzle to Closed position

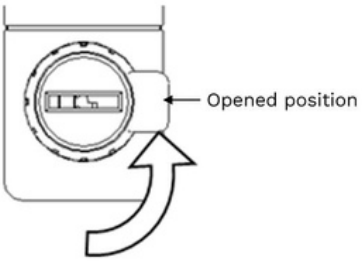
2. Lock the lock with user code

EXAMPLE: ⏻ + _1_ _2__3_ _4_ + 🔒

Lock opening

1. Unlock the lock with user code

EXAMPLE: ⏻ + _1_ _2__3_ _4_ + 🔒



2. Rotate nozzle to Opened position

o NOTE: After commissioning the locks, the default master code “000000” should be updated to unique combination. Updated master code should be kept only for personnels responsible for property management.

1.2 LOCK CONFIGURATIONS

o WARNING: To change the lock configuration, it must be unlocked (opened).

o NOTE: The factory default settings are:

- Lock mode = Free.
- User code length = 4 digit.
- Master code = 000000.
- Buzzer = On.
- Keypad blocking = Off.

o NOTE: The only case in which the lock configuration modification is allowed when it is locked (closed) is: if the lock is configured in *Dedicated with autoclosing* mode and/or if the configuration is a *Lock Reset (factory default settings)* operation.

1.2.1 Free mode

This is the lock's default working mode. In Free mode locks, its usage is not restricted to some specific user(s), it is intended to be for public use.
Follow the next steps to configure the lock in *Free mode*:

- Insert the following sequence:  + Master code + 11 +

After inserting the special code, the lock LED will blink 3 times in green and buzz 3 times.

1.2.2 Dedicated mode

n Dedicated mode locks, its usage is restricted to some specific user(s) who know the lock access code. The lock usage is intended to be private.
Follow the next steps to configure the lock in *Dedicated mode*:

- Insert the following sequence:  + Master code + 00 +

After inserting the previous sequence, the lock LED will blink 3 times in green and buzz 3 times.

o WARNING: After changing the lock working mode from Free to Dedicated mode, the user code resets to all zeroes: "0000" or "00000" or "000000" (depending on the configured user code length).

Otherwise, when changing the working mode from Dedicated with autoclosing to Dedicated mode, the previous dedicated user code is conserved (the user code only reset to all zeroes when changing the lock working mode from Free mode).

o NOTE: In order to update the *Dedicated user-code, see section 1.2.5 Dedicated user-code update*.

1.2.3 Dedicated with autoclosing mode

In Dedicated with autoclosing mode locks, the behaviour is similar to Dedicated mode locks. The only difference is that in Dedicated with autoclosing mode the lock automatically closes after 5s of its unlocking/opening.

Follow the next steps to configure the lock in *Dedicated with autoclosing mode*:

- Insert the following sequence:  + Master code + 01 +

After inserting the previous sequence, the lock LED will blink 3 times in green and buzz 3 times.

o WARNING: After changing the lock working mode from *Free* to *Dedicated with autoclosing mode*, the user code resets to all zeroes: "0000" or "00000" or "000000" (depending on the configured user code length).

Otherwise, when changing the working mode from *Dedicated* to *Dedicated with autoclosing mode*, the previous *dedicated user code* is
conserved (the user code only reset to all zeroes when changing the lock working mode from *Free* mode).

o NOTE: In order to update the *Dedicated user-code, see section 1.2.5 Dedicated user-code update.*

1.2.4 Master code

Follow the next steps to update the lock *Master code*:

- Insert the following sequence: ⏻ + Master code + New Master code + 77 + 🔓

After inserting the previous sequence, the lock LED will blink 3 times in green and buzz 3 times.

1.2.5 Dedicated user-code update

Follow the next steps to update the lock *Dedicated user code*:

Option 1:

- Insert the following sequence: ⏻ + Master code + New Dedicated user code + 🔓

After inserting the previous sequence, the lock LED will blink 3 times in green and buzz 3 times.

Option 2:

- Insert the following sequence:

⏻ + Dedicated user code + 00 + New Dedicated user code + New Dedicated user code + 🔓

After inserting the previous sequence, the lock LED will blink 3 times in green and buzz 3 times.

2. MAINTENANCE

2.1 EMERGENCY OPENING

There are two options for an emergency lock opening:

Option 1: Master code

- Insert the following sequence: ⏻ + Master code + 🔓. Then rotate the lock nozzle to open the door.

Rotate back the lock nozzle and insert again the sequence ⏻ + Master code + 🔓 to close the door and leave the lock as it was before the emergency opening.

Option 2: Master key - NB! Contact Martela for access to master key.

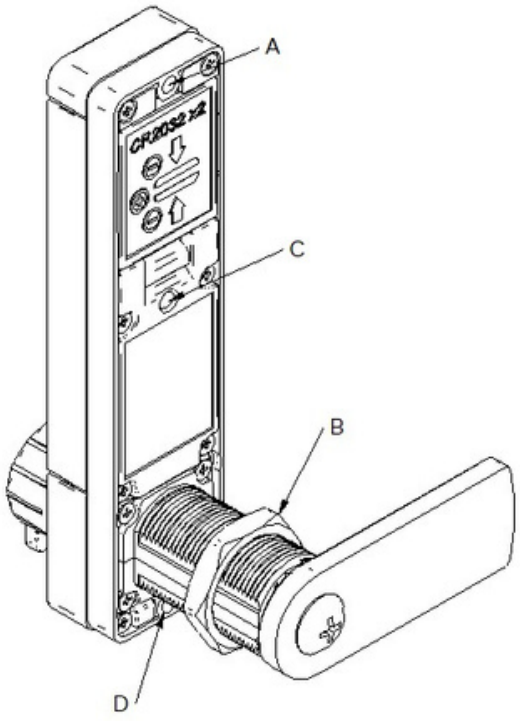
- Insert the Master key into the cylinder and rotate it. This will mechanically unlock the lock and enable access to the door.
- Rotate back the mechanical key to its original position to leave the lock as it was before the emergency opening.

2.3 BATTERIES REPLACEMENT

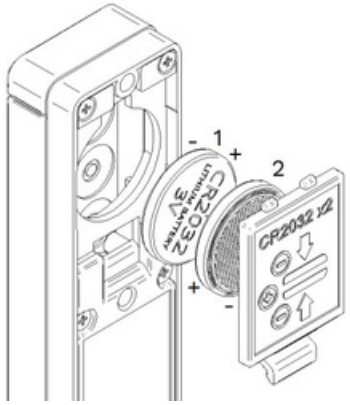
To replace the batteries, follow the next steps:

1. Remove the assembling screws (A, B, C, D) from the furniture door.

   o NOTE: It is necessary assembling screw A and nut B. C and D are optional screws and its usage depends of each furniture.



2. Rotate or remove the lock from the door and open the battery cover.
3. Remove the old batteries.
4. Insert the new two CR2032 batteries.



5. Close the battery cover.

o NOTE: It´s advisable to press the ⏻ button after replacing the batteries and before assembling the lock to the furniture again. If after the ⏻ button pressing the locks gives a 1 short green LED plus 1 buzzer sound feedback, it means that the new batteries are OK.

If desired, a closing and opening operation are advisable to ensure the correct lock behavior.

6. Place the lock on its original position and assembly (screw) it to the furniture door.

OTS 20 Batteryless

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SPECS

- Power supply: Self-powered by “Push Power” technology
- No Batteries, No accumulators, No wires
- RFID Standards: MIFARE® (DESFire EV1 & EV2, Ultralight, Ultralight C, Classic 1K/4K 4B and 7B UID - ISO/IEC 14443)
- Credentials: RFID cards, RFID wristbands, RFID FOBs
- Protection: IP55/IK9
- Mechanical lock occupation indicator: Red

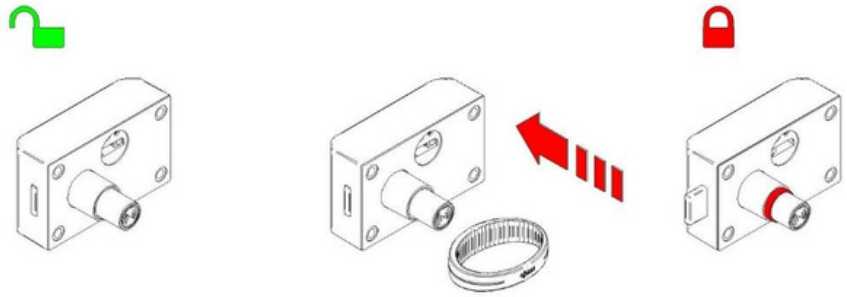
OPENING AND CLOSURE

The lock opening and closure processis as follows:

CLOSURE

1. Bring the key towards the knob of the open lock and use the key to press the knob inwards.

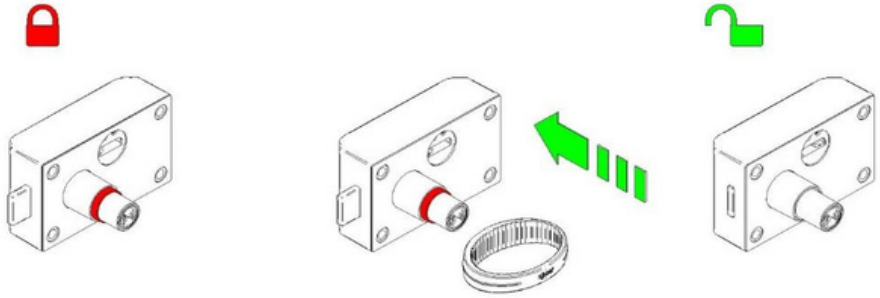
2. Press the knob fully. The lock is then automatically closed, protruding the closed door indicator (red color).



OPENING

1. Bring the key towards the knob of the lock and press it inwards using the key.

2. If the key matches the lock and has no restriction applied: it will automatically unlock. The knob will move outwards fully.



LOCK TYPE

The “Free” operating mode allows access to the lock by any supported RFID-key.

This works as follows:

A free key allows to open and close any free lock that is not in use at the time.

MASTER KEY

This is used to open and close any type of lock.

NOTE: Once the lock is open, if it is not locked again with the master key, any user key can occupy the lock, deleting the previous user from memory.

NOTE: Once the lock is open, if it is locked again with the master key, the user key that occupied the lock previously is retained in memory.

RFID Invisible 2.0

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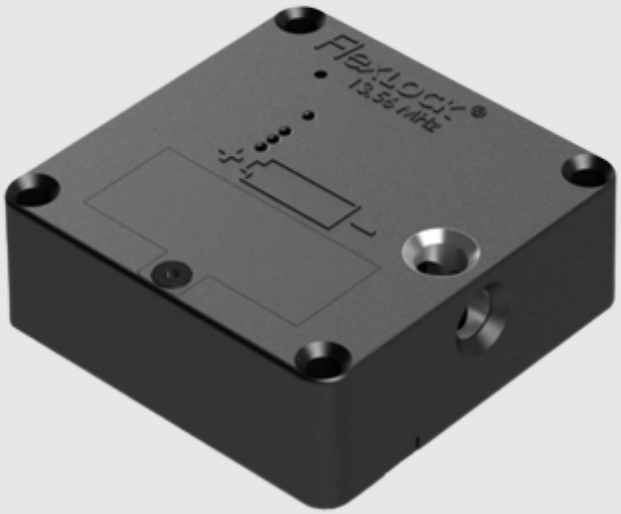
USER QUIDE



FLEXLOCK
easy access

RFID HIDDEN LOCK
The lock is controlled using a key card or tag, and the lock's function can be configured to unique requirements, regardless of whether it is for permanent or temporary storage.

RFID standard - Mifare (13.56 MHz)

Functions

Mode 1 (assigned use)

One or several users are programmed to have private access.
The lock is open as default until someone locks it.
FlexLOCK is delivered in Mode 1 as default.

Mode 2 (assigned use)

One or several users are programmed to have private access.
Mode 2 is similar to Mode 1 with the exception that the lock is locked as default.
After 4 seconds the lock will automatically lock. Because of this, it is enough to close the front to lock it. There is no need to actively lock with the card.

Mode 3 (shared use)

The lock is open as default. This function is for temporary use. The lock is not assigned to a specific user.

The lock is open until someone with any compatible RFID-card or tag wants to use it. The exact same card or tag has to be used to open the lock again. If another person tries to open the lock it will emit an error signal. Once the user has opened the lock and taken his or her things, the lock is then ready for a new user.

Modes 4 and 5 (shared use with time limit)

Modes 4 and 5 are just like Mode 3, but with the addition of a time limit.

- Mode 4: if this person does not return within 12 hours, the lock will automatically open when 12 hours have passed.
- Mode 5: if this person does not return within 2 hours, the lock will automatically open when 2 hours have passed.

Ready to use mode (assigned use)

Ready to use is a function used in Mode 1 or Mode 2.

With this function, the storages are prepared in advance so that the first user to present his or her card will be registered in the lock as a unique user. This means that locks can be assigned to persons even before knowing exactly who the person is.

When the user no longer shall have access to the lock, it is simple to reprogram the lock with Ready to use again to make it prepared for a new user.

Changing Functionality/ Mode

Note! When changing Mode you always have to change via Mode 1.

1. If the lock is not in Mode 1, reset the lock to Mode 1.
2. Program the desired Mode

Example:
A change from Mode 3 to Mode 2 means: Mode 3 -> Mode 1 -> Mode 2

Reset the lock to Mode 1 (and erase all users in Mode 1 and 2)

To reset, you will need the programming card.
Resetting will also erase any users added in Mode 1 and 2.

1. Hold the programming card on the lock for about 10 seconds. When a reset signal is heard, all users have been erased and the lock is now in Mode 1.

Reset signal — — —7 sec · · ·

The lock is now in Mode 1 (default setting) and you may now change the Mode or add users.

Programming from Mode 1 (default setting) to Mode 2, 3, 4 or 5

When programming to a new Mode from Mode 1, you need the programming card and the Mode-card for the Mode you want to program to.

1. Place the programming card on the lock. Repeated tones will sound for 7 seconds. Programming signal. — — —7 sec — —
2. Place the selected Mode-card on the lock within 7 seconds until you hear a double confirmation signal. · ·

(If instead you hear an Error signal, · · · · check that the lock really is in Mode 1.)
Note! In Mode 1 and 2 you also have to add users.

Add users (Mode 1 and 2)

To add users you need the programming card and the user cards you wish to add.

1. Place the programming card on the lock. Repeated tones will sound for 7 seconds. Programming signal.
2. Place the user card on the lock within 7 seconds until you hear a confirmation signal. Confirmation signal.
3. Continue adding users by repeating the above (Up to 200 users may be added per lock).

Remove users (Mode 1 and 2)

To remove users you need the programming card and the user cards you wish to remove.

1. Place the programming card on the lock. Repeated tones will sound for 7 seconds. Programming signal.
2. Place the user card you want to remove on the lock within 7 seconds until you hear an erase signal
3. To check, wait for seconds and then place the user card on the lock. If everything is correct, an error signal will sound (4 short tones). Error signal.

If you want to erase all users from the lock at the same time, see heading Reset the lock to Mode 1.

Operating instructions in Mode 1 and 2

To Unlock:

- Present pre-programmed user card or tag on to the lock

To lock:

- In Mode 1 you must place the card on the lock again.
- In Mode 2, the lock automatically locks after 4 seconds. You only need to close the storage for the lock to be locked.

Operating instructions in Mode 3, 4 and 5

To lock:

- The lock is locked by placing any RFID-card (or tag) onto the lock.

To unlock:

- To open again, the exact same RFID-card (or tag) has to be placed onto the lock again. Once the lock has been opened again it is then ready for a new user.

Note that no other card (or tag) can open the lock once it is occupied (except for the service card which serves as a master key).

Batteries

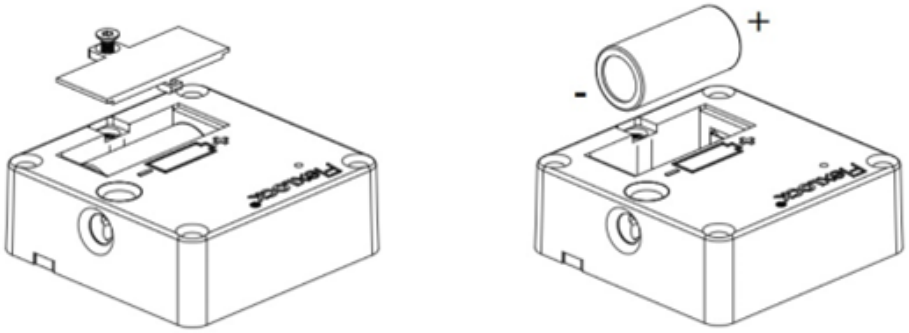
Lock is powered by 1 lithium battery CR123A (3V, min 1400 mAh).
Providing battery life of 30,000 cycles

When the battery is low, a warning signal will sound when locking.
Warning signal, low battery:

-- -- -- -- --

If the batteries run out before the battery is changed, the lock will automatically open and stay open.

Warranty does not cover batteries or damages caused by misuse.
Batteries estimated lifetime is about 2 to 4 years depending on use.



When the battery is changed, the storage must not be closed until the function of the battery is verified. If the battery is missing or broken, you might not be able to open the lock again. (Refers to locks in Mode 2.) Test the lock with the front open!