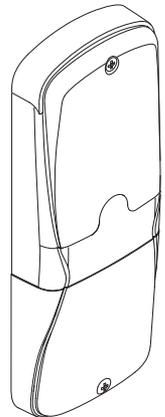
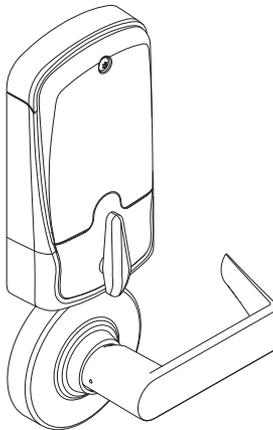
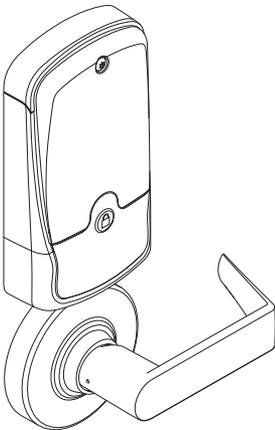
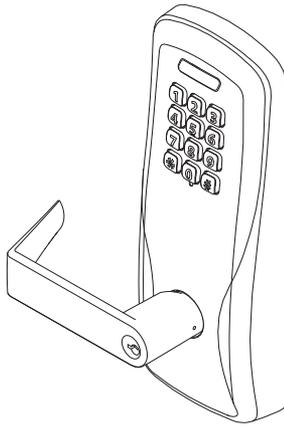




CO-100

OFFLINE LOCK USER GUIDE INSTRUCTIONS FOR CORE SERIES OFFLINE LOCKS



Para el idioma español, navegue hacia www.schlage.com/support.

Pour la portion française, veuillez consulter le site www.schlage.com/support.

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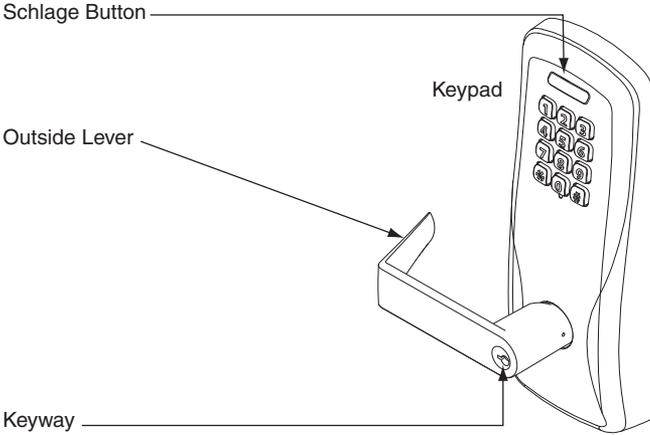
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OVERVIEW

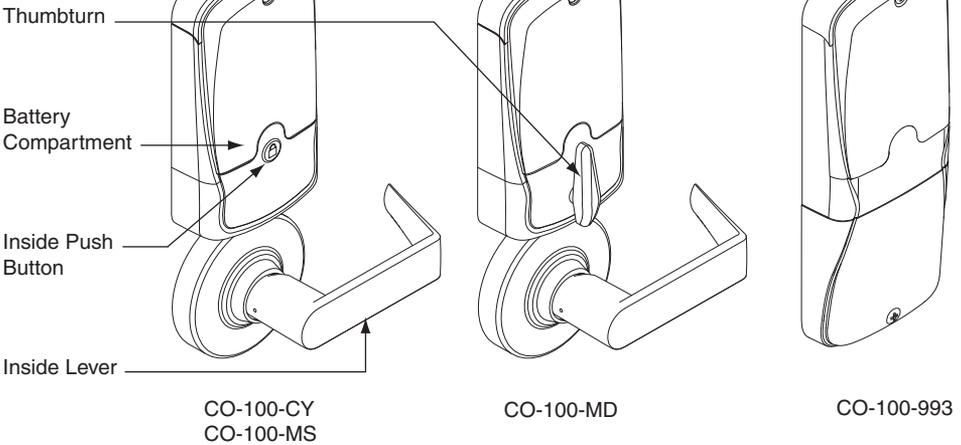
The Schlage CO-100 is an off-line electronic lock in the CO-Series product line.

- Two factory-configured functions are available: 1) Classroom/Storeroom, and 2) Office.
- The lock is powered by four (4) AA batteries. See *Batteries* on page 9 for more information.
- Outside lever is normally locked.
- Inside lever always allows egress.

Outside



Inside



GETTING STARTED

Follow these steps when setting up a new lock.

1. Install the lock. See the installation guide that came with the lock, or visit www.schlage.com/support, for more information.
2. Test the lock for proper mechanical and electronic operation. See *Testing* on page 7 for more information.
3. When ready to set up for normal use, enter a new programming code, then program the user credentials. See *Manual Lock Programming* on page 5-6 for more information.
4. Familiarize yourself with the information in this guide.

! *Save this user guide for future reference.*

CONSTRUCTION ACCESS MODE

Construction Access Mode is used to allow access before the lock has been programmed, and for testing purposes. Construction Access Mode is enabled by default.

Offline locks with keypads, have a default PIN of 13579 and “#”, which can be used for installation, testing and construction access.

- To test, enter the default PIN (13579 and “#”).
- The Schlage button will blink and the lock will unlock.
- The default PIN is automatically deleted when a new programming credential is created.

TIP

If you press the Default PIN code on a new lock and the code is not accepted, the lock has already been programmed.

If the new PIN is not known, or to put the lock back into construction access mode, reset the lock to factory settings. See *Resetting To Factory Defaults* on page 8 for more information.

MANUAL LOCK PROGRAMMING

Left LED →  ← Right LED



Credential Types

Credential Type	Function	Description	Default PIN
Programming	Used to program the lock – does not unlock the lock	Five-digit code	97531 and *
Normal Use	Unlocks the lock	PIN (3 - 6 digits)	13579 and #
Toggle	Changes the state of the lock unless in Freeze state	PIN (3 - 6 digits)	
Freeze	Maintains the lock in current state until Freeze PIN is entered again	PIN (3 - 6 digits)	
Pass-Through	Unlocks a lock momentarily, regardless of state	PIN (3 - 6 digits)	

Programming Legend

Symbol	Description
[Programming Code] ¹	Five-digit code, identical to programming credential code listed in the Credential Types table.
[PIN]	Three- to Six-digit code. A PIN can be any of the PIN code types listed in the Credential Types table.
*	Asterisk key on the keypad
0 - 9	Number keys on the keypad
	Schlage button

TIP

Use the same programming code for all locks in the facility.

¹ Programming codes such as 1-1-1 or 1-2-3-4 can be easily selected by non-authorized users and should not be used.

CO-100 Offline Lock User Guide

Manual Programming Commands

→ Commands are confirmed by five alternating green blinks of the Schlage button.

→ The right LED on the Schlage button will blink green to indicate an incorrect entry. To interpret blink patterns, refer to Error Codes on page 7.

Function	Press	Wait For Confirmation ¹
Change [Programming Code]	[Programming Code] *	Wait for  to stop flashing between each step.
	7 *	
	New [Programming Code] *	
	New [Programming Code] *	
Add Normal Use PIN	[Programming Code] *	Wait for  to stop flashing between each step.
	3 *	
▶ New [PIN] * *	
 add another PIN OR * to finish	
Add Toggle PIN	[Programming Code] *	Wait for  to stop flashing between each step.
	3 3 *	
	1 9 1 *	
▶ New [PIN] * *	
 add another PIN OR * to finish	
Add Freeze PIN	[Programming Code] *	Wait for  to stop flashing between each step.
	3 3 *	
	1 1 5 *	
▶ New [PIN] * *	
 add another PIN OR * to finish	
Add Pass-Through PIN	[Programming Code] *	Wait for  to stop flashing between each step.
	3 3 *	
	1 1 9 *	
▶ New [PIN] * *	
 add another PIN OR * to finish	
Delete a PIN	[Programming Code] *	Wait for  to stop flashing between each step.
	5 *	
	[PIN] to be deleted *	
	* to finish	
Change Relock Time	[Programming Code] *	Wait for  to stop flashing between each step.
	9 9 *	
	1 *	
	1 to add 1 second AND/OR 5 to add 5 seconds	
	* to finish	
Disable/Enable Beeper	[Programming Code] *	Wait for  to stop flashing between each step.
	9 9 *	
	3 *	
	0 * to disable beeper OR 7 * to enable beeper	

¹ Other lights may show before the final confirmation. Wait for final confirmation before continuing to the next step.

USING THE LOCK

After PIN credentials have been programmed, enter a PIN to operate the lock as follows:

Credential	Action
Press a valid PIN	Green LED will blink and access granted

→ The “#” key is used as ENTER key for PINs with fewer than six digits.

→ If the PIN credential is entered incorrectly, press “*” to start over.

ERROR CODES

→ All error codes are indicated on the Schlage button by a solid red LED and a blinking green LED. The number of green blinks indicates the error code.

Number of Green Blinks	Error Code Description
1	Computer programming error (not complete).
2	Too long user/master code entered. Code length cannot exceed 8 digits.
3	Memory full, too many codes. Delete some codes.
4	Master code cannot be deleted, only changed.
5	Master code entries do not match. Master code not changed.
6	Invalid command. Invalid function code entered.
7	Code not found.
8	Code too short. Minimum master code length is five (5) digits, minimum user code length is three (3) digits.
9	Not a unique code.
10	Manual programming not allowed.

TESTING

If you encounter problems while performing any of the following tests, review the installation guide and correct any problems.

Mechanical Testing

1. Rotate the inside lever or depress the push bar to open the door. Operation should be smooth, and the latch should retract.
2. Insert the key into the keyway and rotate the key and the outside lever to open the door. Operation should be smooth, and the latch should retract.

Electronic Testing

1. Press any number key. The lock will beep. Use the default PIN (13579 and “#”) to verify access.

Error code functions have not been verified by Underwriters Laboratories Inc.

RESETTING TO FACTORY DEFAULTS

! All information in the lock will be deleted and reset to factory defaults!

In the factory default reset state, offline locks have a default PIN of 13579 and “#”, which can be used for installation and testing.

Follow these steps to reset to factory defaults.

1. Remove the top inside cover.
2. Remove one battery from the battery pack to disrupt power. Wait 5 to 10 seconds for power to run out in the lock.
3. Press and hold the Schlage button while reconnecting the battery into the battery pack to resupply power.
4. Continue holding the Schlage button, and wait for two beeps to sound and two green blinks of the Schlage button.
5. Release the Schlage button.
6. Press and release the Schlage button three (3) times within 10 seconds of the beeps and blinks at step 4. One beep will sound and one red blink will occur with each press.
7. The Schlage button will light green for one second and a one-second beep will sound, indicating that the lock has been reset.
→ If the Schlage button is not pressed 3 times within 10 seconds, two beeps and two red blinks indicate timeout.
8. Replace the top inside cover.

TIP

If the Schlage button is not pressed and held while reconnecting the battery, then the lock is ready for normal operation (as after a power-on reset).

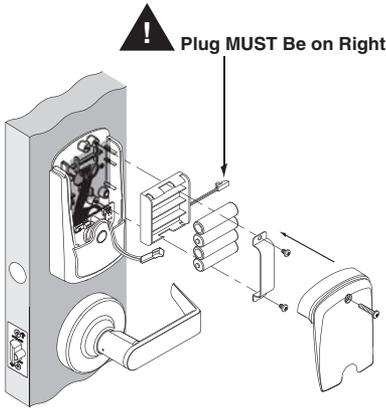
To test, enter 13579 and “#”. The Schlage button will blink and the lock will unlock.

BATTERIES

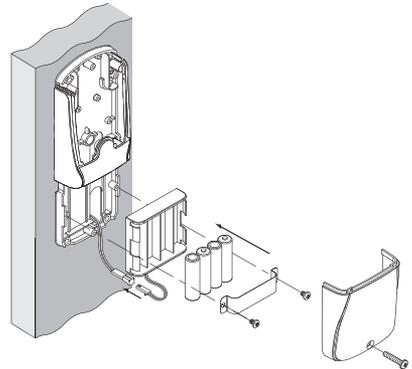
Installing or Replacing Batteries

1. Remove the battery cover.
2. Remove the Battery Bracket.
3. Install the new batteries. **Observe polarity.** (Install only new AA Alkaline batteries.)
4. Install the Battery Bracket.
5. Connect the batteries.
6. Reinstall the battery cover.

! CAUTION! Danger of explosion if batteries are incorrectly replaced! Replace only with new AA alkaline batteries. Dispose of used batteries according to the manufacturer's instructions.



CY, MS, & MD



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Low Battery Indications

→ Changing batteries does not affect any programmed data.

Condition	Indicator	Solution
Batteries Low	After credential PIN is pressed, 9 red blinks of Schlage button, then normal indicator.	Replace batteries immediately to avoid battery failure. Lock is intended to operate for 500 cycles in low battery condition.
Battery Failure	No LED or beeps Valid credentials do not grant access	Replace batteries immediately. Mechanical override key must be used to unlock lock.

Battery Failure Mode

In the event of battery failure, the lock will fail As-Is (lock remains in current state, locked or unlocked, until batteries are replaced).

LED REFERENCE

Schlage Button

Condition	Lights
Access denied	2 red blinks
Factory default reset	One-second solid green with one-second beep
Low battery indicator, AA batteries	9 left red blinks
Momentary unsecured access	1 green blink, then one red blink on relock

Optional Inside Push Button (IPB)

Action	Lights
Office Mode	
Press IPB to lock	1 red blink
Press IPB to unlock ¹	1 green blink

¹ Unlocking the lock with the IPB will cause the lock to remain unlocked until the IPB is depressed again.

TROUBLESHOOTING

For troubleshooting, visit to www.schlage.com/support.

FCC STATEMENTS



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.



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