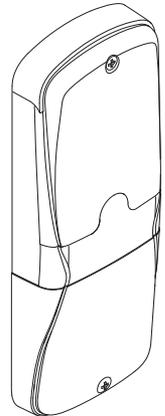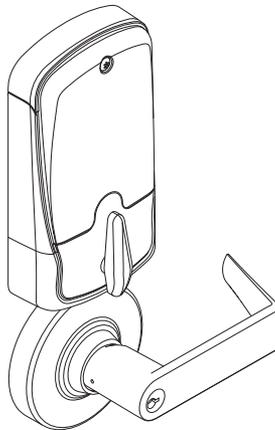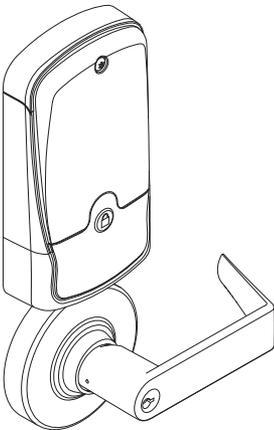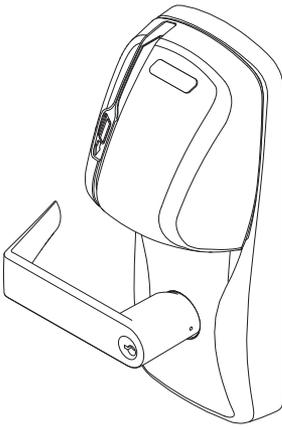**IML**
SECURITY SUPPLY

SCHLAGE®

CO-250

OFFLINE LOCK USER GUIDE

INSTRUCTIONS FOR PROGRAMMING 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.

CONTENTS

www.schlage.com/support

877.671.7011

OVERVIEW

The Schlage CO-250 is an off-line electronic lock in the CO-Series product line.

- The lock is powered by four (4) AA batteries. See *Batteries* on page 7 for more information.

- Outside lever is normally locked.

- Inside lever always allows egress.

- The lock maintains an audit trail of events.

- The lock is configured using the Handheld Device (HHD). See *Handheld Device (HHD)* on page 4 for more information.
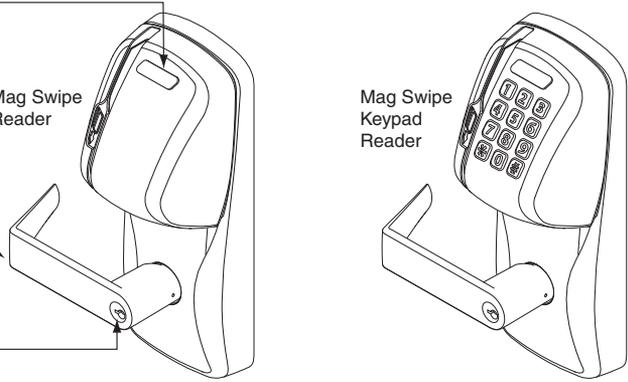
Outside

Schlage Button

Outside Lever

Mag Swipe Reader
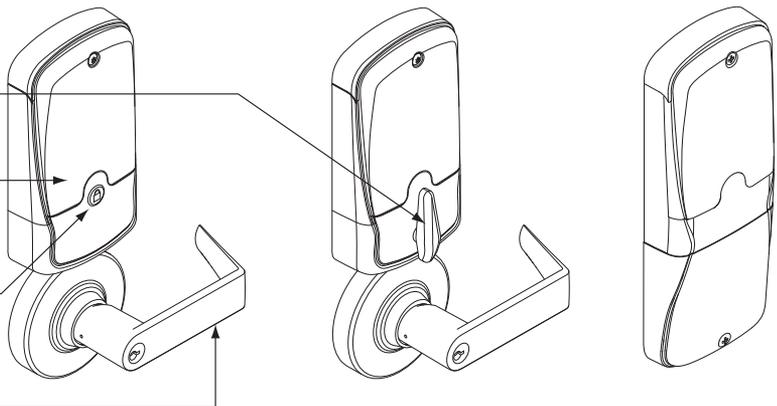
Keyway

Mag Swipe Keypad Reader

Inside

Thumbturn

Battery Compartment

Inside Push Button

Inside Lever

CO-250-CY
CO-250-MS

CO-250-MD

CO-250-993

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. Make sure the batteries are installed properly. See *Batteries* on page 7 for more information.

3. Configure the Master Construction Credential (where applicable). See *Construction Access Mode* on page 5 for more information. The lock should remain in Construction Access Mode until you are ready to set up the rest of the system.

4. Test the lock for proper mechanical and electronic operation. See *Testing* on page 6 for more information.

5. Consult the Schlage Utility Software (SUS) User Guide for information about configuring the lock.

6. Familiarize yourself with the information contained in this user guide.

! *Save this user guide for future reference.*

HANDHELD DEVICE (HHD)

! *The Handheld Device is used for programming and setup only.*

The Handheld Device (HHD) is used to configure locks. The HHD configures lock functions that cannot be configured with manual programming, and is used to transfer data files between the access control software and locks.

For more information about the HHD, see the Schlage Utility Software (SUS) User Guide.

CONSTRUCTION ACCESS MODE

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

- Enabled by default.
- The lock will remain in Construction Access Mode until the mode is cancelled as described below.
- No audits are captured while the lock is in Construction Access Mode.

Create the Master Construction Credential - Locks with Card Readers

1. Press and hold the Schlage button while presenting a credential.
2. This credential becomes the Master Construction Credential.

After you have created the Master Construction Credential, you can then use that card to add construction access mode user credentials.

➔ *The Master Construction Credential will not grant access. It is used only to add additional access credentials.*

Add User Credentials - Locks with Card Readers

1. Present the Master Construction Credential to the lock. The Schlage button will light green.
2. Present the user credential to be added within twenty (20) seconds. The user credential will be added to the lock database.
3. To test enrolled user credential, present the credential. The Schlage button will blink and the lock will unlock.

   ➔ *Credentials added using the Master Construction Credential will have normal 24/7 access.*

Cancel Construction Access Mode

Do one of the following:

- Reset the lock to factory settings. See *Resetting to Factory Defaults* on page 6 for more information.
- Authenticate or program the lock with the HHD. See the Schlage Utility Software User Guide for more information.
- Create a master programming credential.

! **When construction mode is cancelled, the Master Construction Credential and all other credentials added using the Master Construction Credential will no longer function.**

Locks with Keypads

In the factory default reset state, offline locks with keypads, with or without additional credentials, have a default PIN of 13579 and "#", which can be used for installation, testing and construction access. To test, enter 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, or the lock is programmed with the Schlage Utility Software (SUS).

TIPS

Use the same Master Construction Credential for all the locks in the facility.

If you present the first card to a new lock to create the Master Construction Credential and the card is not accepted, the lock has either been programmed or already has a Master Construction Credential.

If the Master Construction Credential cannot be located, or to put the lock back into construction access mode, reset the lock to factory settings. See *Resetting to Factory Defaults* on page 6 for more information.

USING THE LOCK

After the lock has been programmed, present credentials to operate the lock as follows:

Credential Type	Action			
Credential	Present credential to reader ➜		Green blink and access granted	
+ PIN Credential	Present credential to reader ➜	Press PIN [1] ➜	Within 5 seconds, Press # [2] ➜	Green blink and access granted

1   If the PIN is entered incorrectly, press "∗" to start over.
2   The "#" key is used as ENTER key for PINs with fewer than the minimum number of digits. Default minimum digits is six (6). This can be configured with the HHD, so users do not have to push the "**#**" key.

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. For locks with a keypad, press any number key. The lock will beep. Use the default PIN (13579 and "#") to verify access in construction mode.

2. Present a user credential to the reader. The lock will beep, the Schlage button will light green and the lock will unlock. (If this is the first credential presented to a new lock, it becomes the master construction programming credential. See *Construction Access Mode* on page *5*.)

During normal use after adding user credentials, the lock will beep and the Schlage button will light green when a valid credential is presented. The Schlage button will blink red twice when the credential is not valid for the lock.

RESETTING TO FACTORY DEFAULTS

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

➜ *The door must be locked (not toggled open or in the middle of normal access) before resetting to factory defaults.*

1. Press and hold the Schlage button. Wait for the lock to beep twice and two green blinks of the Schlage button, indicating confirmation.

2. After confirmation signals, release the Schlage button.

3. Rotate the mechanical key within 10 seconds and hold. Continue holding the key until confirmation signals are observed.

4. The Schlage button will light green for one second and a one-second beep will sound to confirm reset to factory defaults.

   ➜ *If the mechanical key is not rotated within 10 seconds, two beeps and two red blinks indicate timeout.*
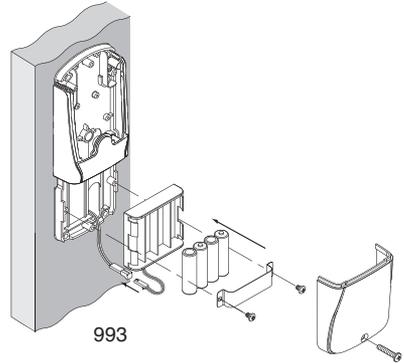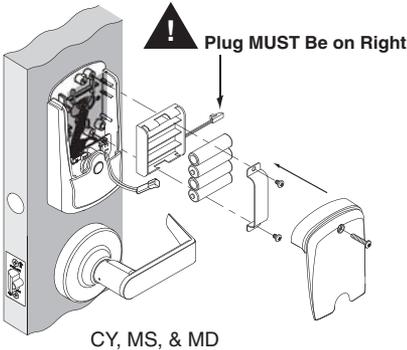
BATTERIES

Installing or Replacing Alkaline Batteries

Approximately one month prior to the end of the battery life, a Batteries Low signal is indicated by the LEDs. See *Low Battery Indications* below for more information.

➔ *For coin cell battery installation or replacement, refer to instructions at www.schlage.com/support.*

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 the same or equivalent type. Dispose of used batteries according to the manufacturer's instructions.*

! Plug MUST Be on Right

CY, MS, & MD   993

Low Battery Indications

➔ *Changing batteries does not affect programmed data. Battery voltage can be checked with the HHD.*

Condition	Indicator	Solution
Batteries Low	After credential is presented, 9 red blinks of Schlage button (Left = AA batteries, Right = Coin Cell battery), then normal indicator.	Replace batteries immediately to avoid battery failure. Lock is intended to operate for 500 cycles in low battery condition.
Battery Failure (configured by HHD)	No LED or beeps Valid credentials do not grant access	Replace batteries immediately. Mechanical override key must be used to unlock lock.

Battery Failure Modes

➔ *The battery failure mode is set using the Handheld Device (HHD). See the Schlage Utility Software (SUS) User Guide for more information.*

Mode	Description
Fail As-Is (default)	Lock remains in current state until batteries are replaced.
Fail Unlocked	Lock unlocks and remains unlocked until batteries are replaced.
Fail Locked	Lock locks and remains locked until batteries are replaced.

LED REFERENCE

Most LED and beep indicators are configured using the HHD. See the Schlage Utility Software (SUS) User Guide for more information.

Schlage Button

Condition	Lights
Access denied	2 red blinks
Access denied, user outside time zone	4 red blinks
Factory default reset	One-second solid green with one-second beep
Low battery indicator, AA batteries	9 left red blinks
Low battery indicator, coin cell	9 right red blinks
Momentary unsecured access	1 green blink, then one red blink on relock
Toggle unsecured	2 green blinks
Toggle secure (relocking)	1 red blink
HHD authentication	Left green solid
USB active with no physical connection	Left green blinking
Waiting for PIN (Card + PIN)	Mode 0 only: 5 left red with right green blinks then solid right green.

Optional Inside Push Button (IPB)

Action	Lights
Office Mode –Allows lock to toggle between locked (normal) and unlocked state	
Press IPB to lock	1 red blink
Press IPB to unlock[1]	1 green blink
Privacy Mode – Allows the lock to toggle between normal access and a state in which normal credentials are ignored	
With door closed, press IPB to engage privacy[2]	4 green blinks
With door closed, press IPB to release privacy[3]	4 red blinks

1 Unlocking the lock with the IPB will cause the lock to remain unlocked until the IPB is depressed again.
2 On locks configured with a mortise-deadbolt, throwing the deadbolt will also engage privacy.
3 If DPS is used, then opening door will also release privacy. If a mortise-deadbolt is used, then retracting the deadbolt will also release privacy.

TROUBLESHOOTING

For troubleshooting, visit 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.**

Ingersoll Rand
Security Technologies