



# CrossOver Lock System

## Software Instructions

**TimePilot Corporation**  
340 McKee Street, Batavia, Illinois 60510  
[www.TimePilot.com](http://www.TimePilot.com)

# Table of Contents

- Chapter 1**  
Getting Started .....3
  
- Chapter 2**  
Lock Orientation .....4
  
- Chapter 3**  
System Setup .....5
  
- Chapter 4**  
Software Setup for a Single Lock .....8
  
- Chapter 5**  
Software Setup for Multiple Locks .....10
  
- Chapter 6**  
Changing Your Password .....12
  
- Chapter 7**  
Single Lock Timed Operations .....13
  
- Chapter 8**  
Multiple-Lock Timed Operations .....21
  
- Chapter 9**  
Changing the Time on Your Lock .....24
  
- Chapter 10**  
Tracking Lock Usage .....25
  
- Chapter 11**  
Technical Support and Troubleshooting .....27



## Chapter 1: Getting Started

**Congratulations and** thank you for purchasing a CrossOver iButton Lock.

This manual describes your new lock and explains how to use its features. Before installing the lock on your door (using the template included in your lock package), you should install the lock software and use it to set up the lock.

### How the system works

Here's an overview of how the lock and software work together:

1. After the locks are installed in the doors and the software and BlueDot Receptor are installed on a PC, a supervisor tells the software which employees get access to which locks. He or she also decides when each employee can have access to each lock--either between certain hours or all the time.
2. The supervisor snaps the yellow Program Key into the Blue Dot Receptor. The information for each lock is transferred from the PC through the Blue Dot Receptor to the Program Key.
3. The supervisor touches the Program Key to the receptor on each lock. While the Program Key is in contact with the lock, the data for that specific lock is transferred to memory inside the lock. When the data is transferred, a microprocessor inside the lock knows who can open the door and who cannot.
4. Each employee is issued either a black iButton Key, a small, key-sized button that fits on a keychain. Their iButton Key serves as a key for any lock they are allowed to open.

**Please note:** The lock software is used with several different locks: the CrossOver X15, X20, X25 and X30. This manual has been written with all CrossOver locks in mind, and contains several references to a keypad. If your lock doesn't have a keypad, simply ignore those references.

### What do I do next?

Here's how we recommend you start:

1. Install the lock software and Blue Dot Receptor.
2. If you're installing multiple locks, use the software to set up the lock that will be used the least. This will help you to understand how the process works without causing inconvenience.
3. Install the lock on the door using the template and instructions provided in your lock package. You'll need access to the back side of the front of the lock to set it up, so don't install it until after it has been set up in the software.
4. Set up and install the other new locks.

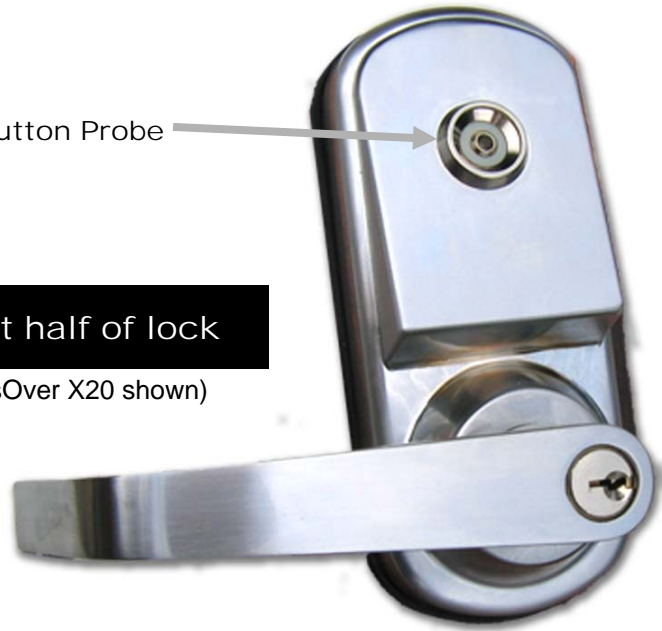


## Chapter 2: Lock Orientation

iButton Probe

Front half of lock

(CrossOver X20 shown)



Reset button

Back half of lock

### Low battery warning

If the lock emits a continuous beep and the green light flashes for 8 seconds, replace the lock's 4 AA batteries immediately.

Depending upon the lock's use, you should replace the batteries at least once a year.



## Chapter 3: CrossOver Lock Setup

Getting your lock up and running is a multi-step process.

1. First you'll install the software on your computer.
2. Next, you'll set up users on the system and assign them their iButtons.
3. Finally, you'll set up each lock and tell it whose iButton(s) will be able to operate it.

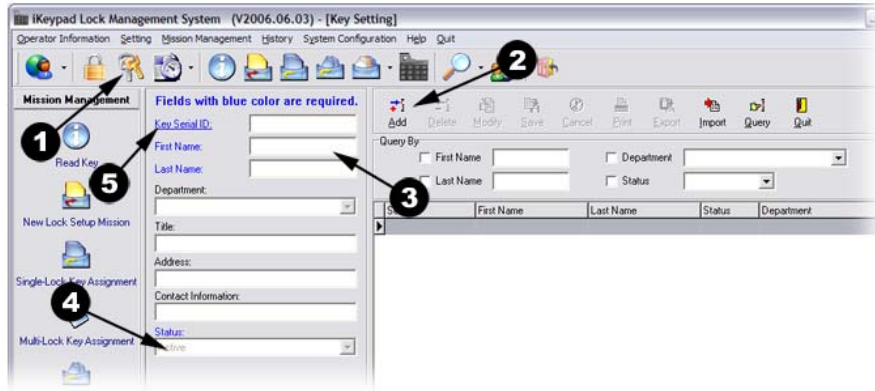
### Software installation

Insert the lock software CD into your computer's CD drive. The program's installation screen will appear after a few seconds. Click the button to install the Blue Dot Receptor driver first; after it has installed, return to the installation screen and install the lock software.

### Software setup

1. Install the batteries in the lock and connect the wire that emerges from the front of the lock to the back (battery side). Do not mount the lock to your door yet.
2. Connect the Blue Dot Receptor to a USB port on your computer. If the Found New Hardware Wizard starts, select the third option ("No, not at this time") and follow the wizard's instructions. When the Wizard asks for the location of the installation software, make sure that "Install the software automatically" is checked. If the Wizard offers a choice of drivers, choose the one that's highlighted. (Click "Continue anyway" if the Hardware Installation Window pops up.)
3. Start the software.
4. You'll be asked to log in. Enter "dallas" (all lower case) as the user name; enter "ibutton" (all lower case) as the password. Click OK.
5. The software will suggest changing the default password to something more secure for your company. Click OK. The System Password Setting box will pop up, asking you to set a new password. When you're using the software for the first time, the default username and password cannot be changed, so simply click the "Close" button. (To change your password after the software is installed and set up, see Chapter 6, "Changing the Password.")

Before you add the locks to the system, you should add all of the desired users to the software. During this process, leave the Blue Dot Receptor attached to your computer's USB port.



## Add one or more users to the software

1. Click the “Key Setting” icon near the top of the screen with the image of silver and gold keys. (See item 1 in the screenshot above.)
2. Click “Add.” The cursor will shift to the left side of the screen. Note: Use only the mouse to navigate; do not tab through these lists. (Item 2 in the screenshot.)
3. Enter the name of the employee to add to the database, as well as their department, title, address and contact information, if applicable. (Item 3)
4. Make sure his or her status is set to “Active.” (Item 4)
5. Snap a black iButton into either of the two sockets in the Blue Dot Receptor.
6. Click the “Key Serial ID” link underlined in blue. (Item 5) The iButton’s serial number will appear in the box to the right of the link.
7. Click “Save” at the top middle of the screen. The iButton is now assigned to the specified user.
8. Unsnap the iButton from the Blue Dot Receptor.
9. Repeat the above process for each user and iButton key you wish to add to the system.
10. Continue to the next page when all users have been added.

## Set up your Program iButton

1. Snap the yellow Program iButton into the Blue Dot Receptor.
2. In the “Mission Management” panel on the left side of the screen, click “New Lock Setup Mission.” (See screenshot at right.)
3. The Lock Setup Mission screen will open. If you want the red LED in the lock’s iButton probe to blink (useful for locating the lock if it is mounted in a dark environment, but a slight drain on the batteries), check the box next to “Blink.” (See screenshot at right) If you don’t want the LED to blink, make sure the box is not checked.
4. Just below the “Blink” checkbox is an entry marked “PC Time.” This is the time and date that will be set on the lock, and it comes from the clock on your PC. Please be sure the time on your PC is accurate; if it’s wrong on your PC, it will be wrong on the lock. If you’re using Windows, you can correct the date and time on your PC’s clock by double-clicking the clock in the lower right corner of your computer screen and making your changes. If you later find that you need to change the time or date contained in each lock, see the chapter on that topic in this manual.



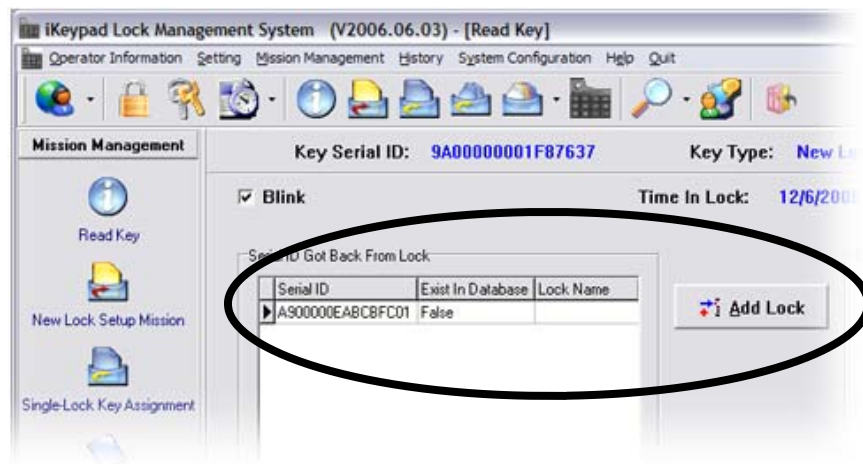
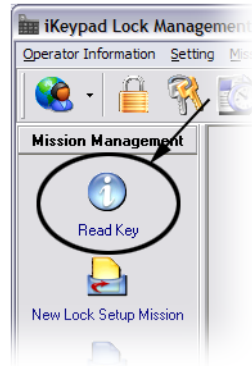
5. Click "Issue Key."
6. Click OK to clear the message warning you that all information in the lock's memory will be erased.
7. You'll get a popup box indicating that the Program Key has been set up successfully.
8. Click "OK" and remove the yellow Program iButton from the Blue Dot Receptor.
9. Please turn to the next chapter to continue the setup process.



## Chapter 4: Software Setup for a Single Lock

First, add the lock to the software

1. Press the reset button located on the back of the lock. (See the photo on page 5 for its location.) The lock will beep twice and the LED will turn green for about 5 seconds. While the LED is green, hold the yellow Program iButton to the lock's iButton probe. The lock will transmit its information into the Program iButton's memory and will beep twice when the transfer is complete.
2. After the transfer is complete, snap the yellow Program iButton back into the Blue Dot Receptor and click the "Read Key" icon on the left side of the screen (see screenshot at right).
3. A new screen will come up with the image of an iButton and a PC. Click the "Read Key" button at the bottom of the screen.
4. The software will read the lock information that was transferred to the Program iButton. The lock's serial number will appear in the "Serial ID Got Back From Lock" window. After the key is read, click the lock's serial number to highlight it and click "Add Lock" in the middle of the screen. This will add the lock to the software's database. (See screenshot below.)



5. On the right side of the screen, you'll see the lock's serial number appear, as well as its status and type. Enter a name and location for the lock (i.e., Storeroom Lock, at John's Garage). This will help you keep track if you have multiple locks.
6. By default, the lock status is set to "No Limit Classroom Mode." To change the lock's status, click on the field where "No Limit Classroom Mode" appears. The "Time Operation Setting" box appears. For now, please choose "No Limit Classroom Mode" or "No Limit Storehouse Mode."
  - **No Limit Classroom Mode:** In this mode, once the lock is opened, it will remain unlocked until an iButton key is touched to the lock to lock it.
  - **No Limit Storehouse Mode:** In this mode, the lock will re-lock itself about 5 seconds after each time it is opened. To have the lock relock itself in more or fewer than 5 seconds, see page 39.

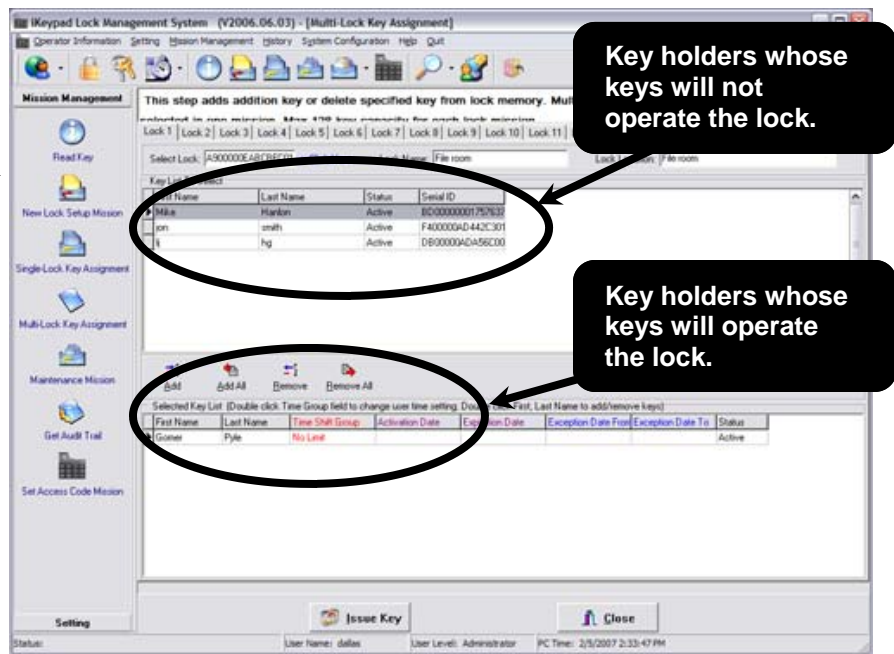
After the lock is set up, you can set 14 other custom modes; please see the section on Time Operations for details.

- When you've made your choice between classroom and storehouse modes, click the "select" button at the top of the box. The box will close, and your choice will appear in the Lock Status box.
- The Lock Type field has a drop-down box with two choices: iButton or Access Code. Your lock has no keypad, so it must be operated with iButtons, so leave that choice in the box.
- When you have completed entering the lock information, click "Save." The lock will be recorded in the software's database. Its status will change from "False" to "True" and the lock's name will appear in the left panel.

Now you may mount your new lock in your desired location. You'll need to remove the batteries to mount the lock. If you haven't already, remove the yellow Program iButton from the Blue Dot Receptor.

## Next, add users to the lock

- Click "Single-Lock Key Assignment" on the left of the screen. A list of locks that you have set up will appear in the middle panel of the screen and a list of all key holders that you have set up will appear in a panel on the right side of the screen.
- Click to highlight the lock you created in the "Select a Lock From Lock List" menu. The name and location of the lock will appear at the top of the screen.
- Highlight the name of the first person you wish to add to the lock in the "Key List To Select" box.
- Click "Add."



- The names of the selected keyholder will move from the top panel on the right to the bottom panel, indicating he or she has been added to the lock. To remove a key holder from the lock, simply click to highlight their name in the bottom panel, and then click the "Remove" button. The keyholder's name will move from the bottom panel to the top. (If you want to remove all keyholders from the lock at once, click "Remove All.")
- Repeat the process for each keyholder you wish to add to the lock. (If you want to add all keyholders to the lock at once, click "Add All.")
- When you're finished assigning users to the lock, snap the yellow Program iButton into the Blue Dot Receptor and click "Issue Key" at the bottom of the screen. It will take a few seconds for the software to transfer the data to the Program iButton. A popup box will appear when the process is complete. Click OK.
- Remove yellow Program iButton from Blue Dot Receptor.
- Touch and hold the yellow Program iButton to the iButton Receptor on the lock.
- Listen for a series of beeps followed by two distinct beeps at the end. The information has been transferred from the Program iButton to the lock.
- To test the new key, tap a black iButton that you just authorized to operate the lock to the lock's iButton probe. If the setup was successful, you'll hear the lock's motor operate.

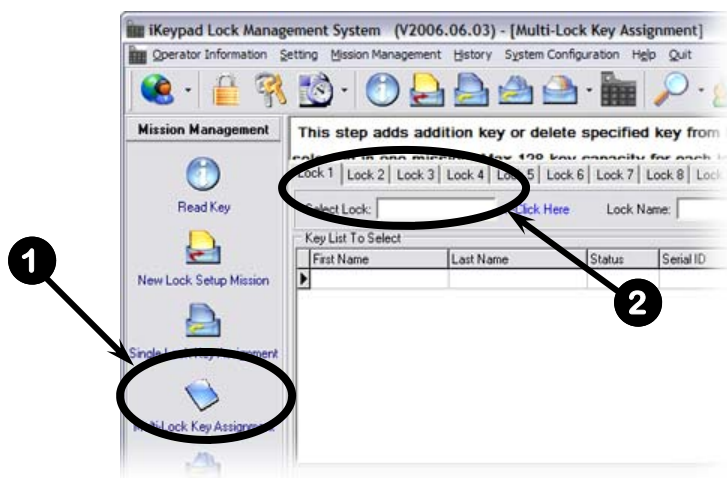
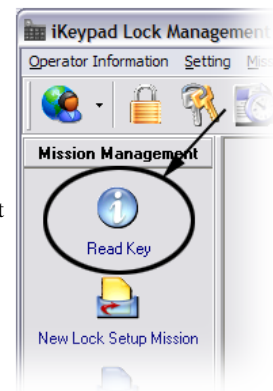


## Chapter 5: Setting Up and Using Multiple Locks

You can use the process described in the previous chapter to set up multiple locks, but it can be time-consuming if you have more than a few locks. Here's a way to set up as many as 15 locks or add as many as 128 users at once.

First, add the locks to the software

1. Press the reset button located on the back of the first lock to be set up. (See the photo on page 5 for its location.) The lock will beep twice and the LED will turn green. While the LED is green, touch and hold the yellow Program iButton to the lock's iButton probe. The lock will transmit its information into the iButton and will beep twice when the transfer is complete.
2. Repeat Step 1 on each additional lock you wish to add to the software, to a maximum of 15 locks at a time, then snap the yellow Program iButton into the Blue Dot Receptor.
3. Click the "Read Key" icon located on the left side of the screen. (See screenshot at right.)
4. Click the "Read Key" button near the bottom of the screen.
5. The software will download the lock information from the Program iButton and display a list of your locks.
6. The locks are not currently active in the system, so you will need to click on each lock individually and click "Add Lock": Give the lock a name, lock location and lock type. The process is described in detail in the instructions for a single lock on page 12.
7. Click "Save" each time you enter the information for each lock until the status of each lock has been changed from "False" to "True." (See the screenshot on page 11 as an example.)



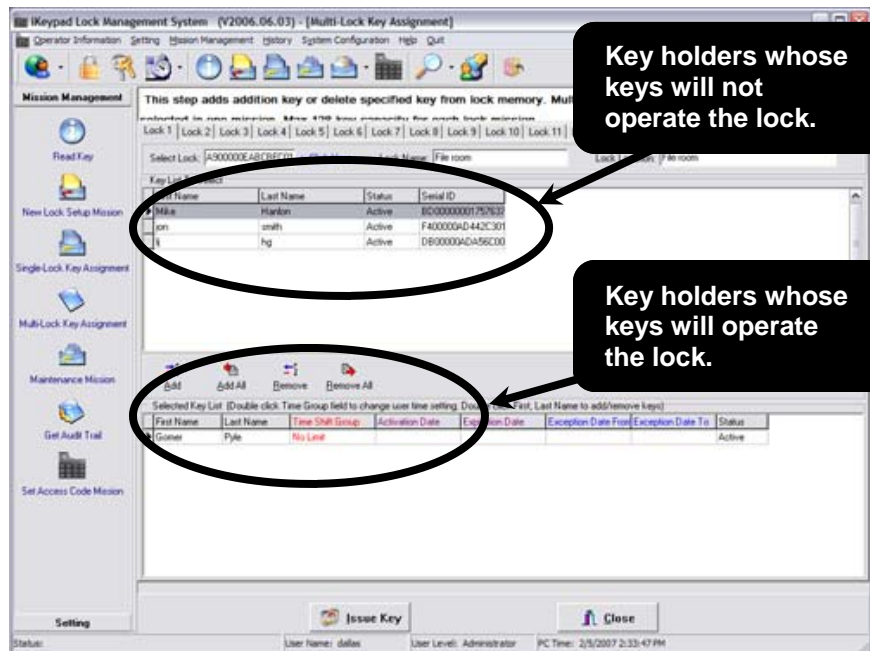
Next, add users to the locks

This section assumes you have already used the software to assign iButtons to users, as described on page 8. If you haven't done so, please turn to page 8 and set up your iButtons and users. Return to this section when you are finished. Here's how to add up to 128 users to the locks:

1. Snap your yellow Program iButton into the Blue Dot Receptor.
2. Click on the “Multi-Lock Key Assignment” icon located on the left side of the screen. (See Item 1 above.)
3. Double-click in the “Select Lock” text box. (See Item 2 above.)
4. The “Which Lock” box will pop up. Click on the lock to which you want to add or delete users, then click “Select” at the bottom of that window. If you want to add or delete users to more than one lock, highlight all the locks (up to 15) you wish to change and click “Select.” If you have to change more than 15 locks, you’ll have to perform additional key assignment missions for the extra locks.
5. The popup screen will vanish, and the first lock’s serial number, name and location will appear in the appropriate boxes at the top of the screen. In addition, a list of those who have been assigned keys and haven’t been assigned to the lock will appear in upper of the two large boxes on the screen; the bottom box will show a list of those who currently have access to the lock. See the following page for a screenshot.

6. If you want to add users to this lock, click on the user’s name in the upper box and click the “Add” button in the middle of the screen. (Alternatively, you can double-click the user’s name.) The user’s name will move to the bottom box. Repeat this step for each employee who will be able to use the lock. If you wish to add all users simply click “Add All.”

7. If you want to remove users from this lock, click on the user’s name in the lower box and click the “Remove” button in the middle of the screen. (Alternatively, you can double-click the user’s name.) The user’s name will move to the upper box. Repeat this step for each employee who will no longer be able to use the lock. If you wish to remove all users simply click “Remove All.”



8. To add users to another lock, click the “Lock 2 tab” tab of the lock at the top of the screen and double-click the “Select Lock” Field. A box will pop up with all locks available. Choose the next lock to be set up and click “Select.” Repeat Steps 5-7 for each lock.
9. Click “Issue Key.”
10. Click “OK” when the “Write Multi Lock Key OK” message pops up.
11. Take the yellow Program Key to each of the locks you set up in the previous steps and hold the key to the locks’ probes. You’ll hear a series of chirps followed by two distinct beeps.



## **Chapter 6: Changing Your Password**

1. When the software is running, click “Operator Information” at the top of the screen.
2. Select “Change Operator Password.”
3. Enter user name “dallas” and old password “ibutton”
4. Enter the desired new password, and then a second time to confirm it.
5. Click “OK”

Your password has been changed.



## Chapter 7: Single Lock Timed Operations

By default, when you set an iButton key to open your CrossOver Lock, it will open the lock at any time. With Timed Operations, you can set the lock to perform various “timed operations,” such as:

- **Time Shift:** Restricting a specified iButton key’s ability to access the lock to between certain hours of certain days (for instance, a key that will only work Mondays through Fridays between 8 a.m. and 5 p.m.).
- **Timed Operation:** Having the lock unlock and lock itself at a particular time (for instance, unlocking a storeroom at 7 a.m. and locking again at 5 p.m.). Any iButton key that has been given authority to open the lock will be able to open it at any time.
- **Activation/Expiration Date:** Giving an iButton key the ability to operate the lock between two dates only (for instance, only between 8 a.m. December 2, 2007 and 5 p.m. December 12, 2007).
- **Exception Date:** Preventing an iButton key that is generally authorized to open the lock from opening it during a specified time period (for instance, blocking access on holidays).

The procedure to set up Time Shift, Activation/Expiration Date and Exception Date is the same: first, you set the dates and times for the desired operation, then you assign the operation to particular keys, and finally you transfer the information to the lock.

Timed Operation is similar, except the function affects the lock and not the keys.

The following instructions on how to set up these functions for a single lock assume you have already set up your employees’ iButton keys and your lock. To set up the iButton keys, see the instructions on page 8; to set up the lock, see Chapter 4 (for a single lock) or Chapter 5 (for multiple locks).

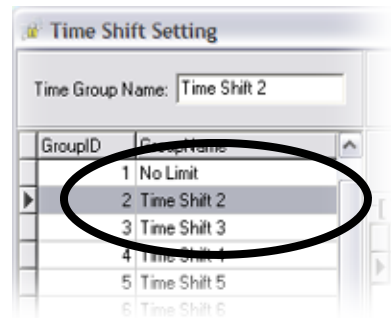
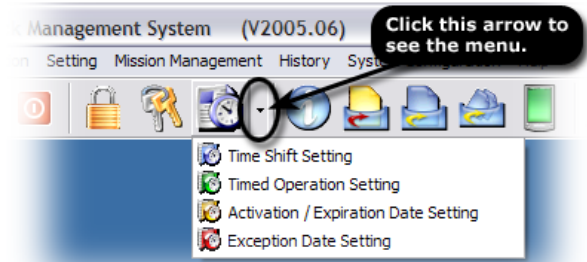
### Time Shift

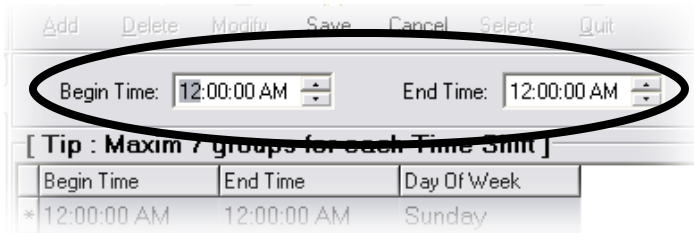
#### What’s a Time Shift?

This function restricts a specified iButton’s ability to access a lock to between certain hours of certain days. This might be used, for instance, if you wanted employees to have access to a storeroom only during business hours.

First, create your shift:

1. Start the lock software.
2. Click the arrow next to the “Time Settings” icon and choose “Time Shift Setting” from the menu that appears.
3. Click on “Time Shift 2” in the box on the left side of the screen. (see the screenshot at right).
4. If you wish to give the shift a particular name (Day Shift, Night Shift, etc.), click on the Team Group Name box, delete the words “Time Shift 2” and replace them with your choice of name.
5. To create your first shift, click the “Add” button.

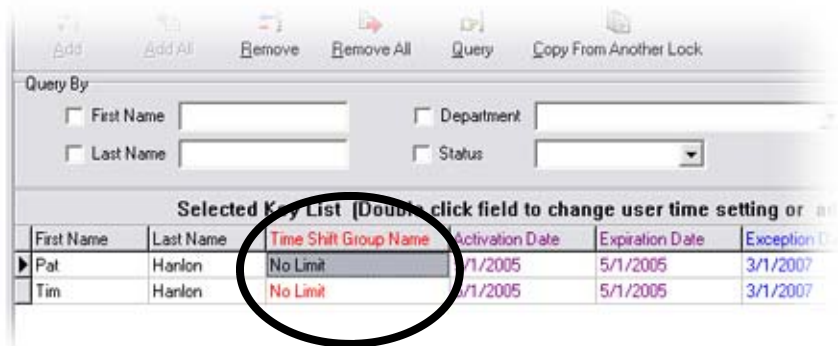




6. Click the time in the “Begin Time” box and use the up and down arrows to change the time to the time you wish the shift to start. (See screenshot above.)
7. Do the same for the “End Time” and then choose the day of week you wish the times to apply. Click “Save.”
8. If you want to have the shift apply to other days of the week, click the “Add” button and repeat steps 6 and 7. You can have as many as seven such groups for each shift.
9. When you’re done, click “Quit.”

Now apply the shift to the keys and lock:

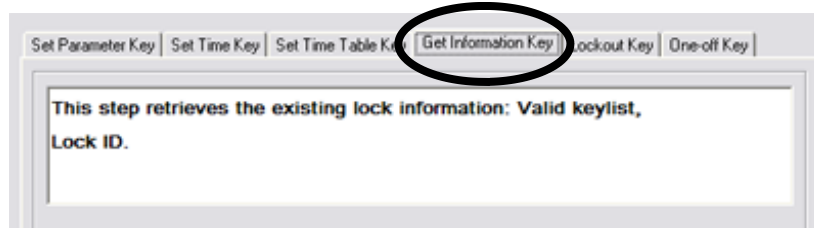
1. Click the “Single-Lock Key Assignment” icon on the left side of the screen.
2. You’ll see the keys that you have assigned to operate the lock at the bottom of the screen. The “Time Shift Group” column will contain the words “No Limit” in red for each key. That indicates that the user has around-the-clock access.



3. To change that to the time shift that you just created, double-click the words “No Limit.” The Time Shift Setting box will appear.
4. Click on the time shift you want to apply to the key, then click the “Select” button. The Time Shift Setting box will disappear and the name of the shift you selected will appear next to the key user’s name.
5. Repeat steps 3 and 4 for each user whose access you wish to limit.
6. Now it’s time to transfer the information to your lock. Snap your yellow Program iButton into the Blue Dot Receptor.
7. Click the “Issue Key” button at the bottom of the screen. It may take a few moments for the software to transfer the instructions to the Program iButton. A box will pop up when the process is complete. Click OK to clear the box.
8. Remove your iButton from the Blue Dot Receptor and hold it to the iButton receptor on each lock. You’ll hear a series of chirps, indicating that the information is being transferred into the lock’s memory. The process is complete when the lock beeps twice.

Here’s how you can double-check that the change has been made:

1. Snap your yellow Program iButton into the Blue Dot Receptor.
2. On the left side of the screen, click the “Maintenance Mission” icon.
3. Click the “Get Information Key” tab. (See screenshot on next page.)
4. Click the “Issue Key” button.



5. You can see the progress of the transfer by watching the gray bar just above the “Issue Key” button.
6. When the bar is all dark gray, the transfer is complete and you’ll get a message saying “Write Key Management Mission Key OK.” Click OK to clear the box.
7. Remove your iButton from the Blue Dot Receptor and hold it to the iButton receptor on the lock. You’ll hear a series of chirps, indicating that the information is being transferred into the Program iButton’s memory. The process is complete when the lock beeps twice.
8. Snap the Program iButton back into the Blue Dot Receptor.
9. Click the “Read Key” icon on the left side of the screen, then the “Read Key” button at the bottom of the screen.
10. Information about your lock will appear, including its serial number, name, the time on the clock in the lock and its location. You’ll also see the settings for the lock’s memory and the settings for the lock in the software. If the two match, the change has been made.

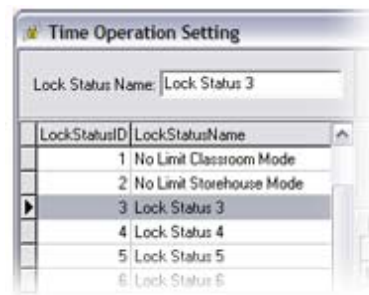
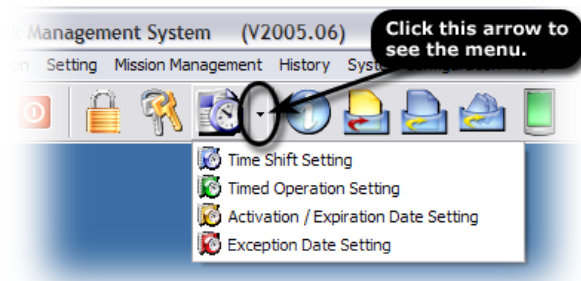
## Timed Operation

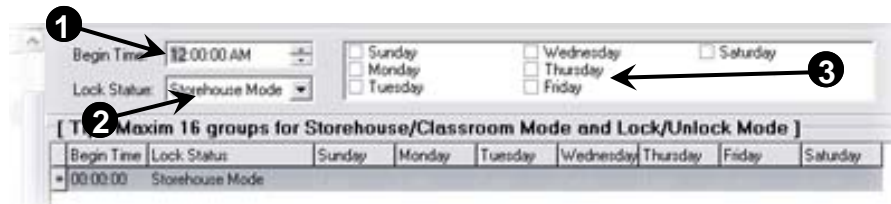
### What is a Timed Operation?

This function sets the lock to unlock and lock itself at particular times. For instance, automatically having the front door of a shop unlock Monday through Saturday at 9 a.m. and then automatically lock on those days at 5 p.m. Unlike the other operations described in this chapter, this function affects the lock, not the iButton keys. Any iButton key that has been given access privileges can still operate the lock.

First, set up your operation.

1. Start the lock software.
2. Click the arrow next to the “Time Settings” icon and choose “Timed Operation Setting” from the menu that appears.
3. On the left side of the screen is a list of lock statuses.
  - Lock Status 1, “No Limit Classroom Mode,” will set the lock to remain open after it has been unlocked. It will lock again when an iButton key is touched to the lock. An example (and the source of the name) is a school classroom that is opened in the morning and locked at the end of the day.
    - Lock Status 2, “No Limit Storehouse Mode,” will cause the lock to re-lock itself about 5 seconds after being unlocked. To have the lock relock itself in more or fewer than 5 seconds, see page 39.
    - Lock Statuses 3 through 16 are defined by the user.
4. To define your first lock status, click Lock Status 3 in the Lock Status Name panel (shown above), and enter a name for the setting (for instance, “Business hours”) in the Lock Status Name field at the top of the screen.
5. Click the “Add” button.





6. Click the time in the “Begin Time” box and use the up and down arrows to change the time to the time you wish the shift to start. (See item 1 in the screenshot above.)
7. Set the Lock Status (see item 2 in the screenshot above) by clicking the down arrow. Your choices are:
  - **Storehouse Mode:** In this mode, the lock will re-lock itself about 5 seconds after each time it is opened.
  - **Classroom Mode:** In this mode, once the lock is opened, it will remain unlocked until an iButton key is touched to the lock to lock it.
  - **Lock Mode:** In this mode, the lock will automatically lock at the time set in the “Begin Time” box.
  - **Unlock Mode:** In this mode, the lock will automatically unlock at the time set in the “Begin Time” box.
8. Check the days of the week when you wish the operation to occur (see item 3 in the screenshot above).
9. Click the Save button.
10. To add another lock instruction to this group, click the Add button and repeat steps 6 through 9. **For example**, if you’re setting up the lock to control the door of a storage room that you want to be open to employees from 9 a.m. to 5 p.m., Monday through Friday, but locked at other times, you would set the first mode’s begin time at 9 a.m., the lock status at Unlock Mode and the days at Monday, Tuesday, Wednesday, Thursday and Friday. Then you’d click Add to create the second mode, which would begin at 5 p.m., have the lock status at Lock Mode, and the days Monday through Friday. When the lock locks itself at 5 p.m. Friday, it remains locked until 9 a.m. Monday (unless opened with an iButton).
11. When you’re done, click Quit to close the Time Operation Setting screen.

Now it’s time to assign the new information to the lock in the software.

1. Click the lock icon (shown at right) on the software’s main screen.
2. Click on the name of the lock in the list of locks to highlight it.
3. Click the “Modify” button.
4. Click the words “Lock Status.” (See screenshot at right.)



5. The Time Operation Setting box, where you just set up your lock statuses, will open. In the list down the left side of the box, click on the name of the status you wish to apply to the lock.
6. Click the Select button. The Time Operation Setting box will close and the name you clicked now appears in the Lock Status field.
7. Click Save.

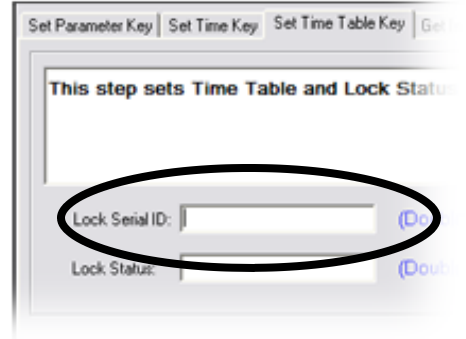


8. You can check to see that the lock has the new operation by clicking on the Timed Operation Setting tab at the bottom of the Lock Setting screen.
9. When you’re done, click Quit.

Finally, you transfer the instructions to the lock.

1. Click the “Maintenance Mission” icon on the left side of the screen.
2. Click the “Set Time Table Key” tab.
3. Double-click the “Lock Serial ID” field to choose the lock. (See screenshot on next page)

4. The “Which Lock” screen will pop up. Click on the appropriate lock to highlight it, then click Select. The Which Lock screen will close and the selected lock’s serial name will appear in the Lock Serial ID field and its current status will appear in the Lock Status field.
5. If at this point you want to change the lock’s status to one of the other Timed Operations that you have set up, follow these instructions:
  - a. Double-click inside the Lock Status field.
  - b. The Timed Operations box will pop up.
  - c. Click on the Lock Status Name in the left column that you wish to apply to the lock, then click the “Select” button.



6. Snap your Program iButton into the Blue Dot Receptor.
7. Click the “Issue Key” button at the bottom of the Key Management screen. You can see the progress of the transfer by watching the gray bar just above the “Issue Key” button.
8. When the bar is all dark gray, the transfer is complete and you’ll get a message saying “Write Set Time Table Mission Key OK.” Click OK to clear the box.
9. Remove your iButton from the Blue Dot Receptor and hold it to the lock’s receptor. You’ll hear a series of chirps, indicating that the information is being transferred into the lock’s memory. When the lock beeps twice, the process is complete.

You can check that the lock has received the setting by following the “Here’s how you can double-check that the change has been made” instructions on page 23.

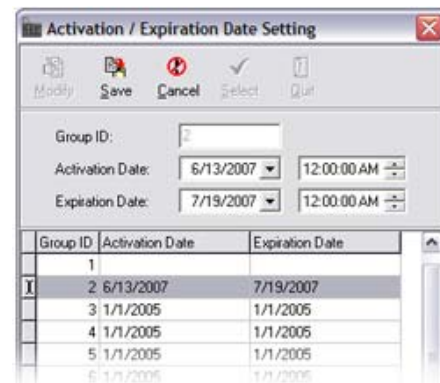
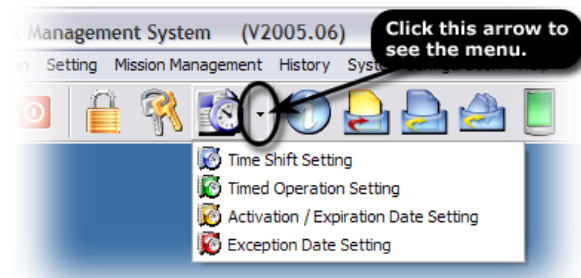
## Activation/Expiration Date Setting

### What is Activation/Expiration Date?

This function gives an iButton the ability to operate a lock between two dates. At all other times, the lock rejects any attempt to operate it with that iButton. For example, you might give an iButton to a contractor who will be in your facility between June 13 and July 19 and set the lock to allow that iButton access only between those two dates.

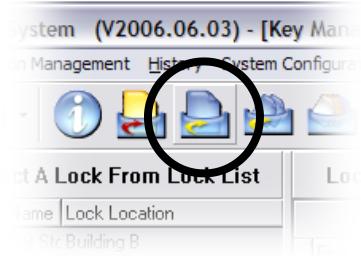
Here’s how to do it: First, you’ll set up your activation and expiration dates. Then you’ll assign them to keys. Finally, you’ll transfer the information to your lock.

1. Start the lock software.
2. Click the arrow next to the “Time Settings” icon and choose “Activation/Expiration Date Setting” from the menu that appears. (See screenshot at right.)
3. If this is the first time you have set an Activation/Expiration Date, click the second line in the list of dates. (The first line, Group ID 1, is the default and imposes no time limits.)
4. Click the “Modify” button at the top of the box.
5. Set your Activation Date and time you wish to give a key the ability to open a lock. Do the same for the Expiration Date, which is when you wish to stop access.
6. Click the “Save” button at the top of the box and the “Quit” button to close the box.



Now apply the setting to the key(s):

1. Click the “Key Management Mission” icon at the top of the screen. (See the screenshot at right.)
2. The Key Management Mission box will appear. Click the appropriate lock in the list on the left side of the box. The list of keyholders who have been authorized to operate the lock will appear at the bottom of the screen.
3. Double-click the Activation Date field of the keyholder you wish to change. (See screenshot below.)



Selected Key List (Double click field to change user time setting or add/remove)					
First Name	Last Name	Time Shift Group Na	Activation Date	Expiration Date	Exception Date First
		Shift 2			3/1/2007

**Double-click here to set an Activation/Expiration Date**

4. The Activation/Expiration Date Setting box, which you just used to create the setting, will open. Click on the desired setting, then click the “Select” button.
5. The Activation/Expiration Date Setting box will disappear and the activation and expiration dates will appear in the appropriate fields. (See screenshot below.)

Selected Key List (Double click field to change user time setting or add/remove)					
First Name	Last Name	Time Shift Group Na	Activation Date	Expiration Date	Exception Date First
Pat	Harlon	Time Shift 2			3/1/2007
Tim	Harlon	No Limit	6/13/2007	7/19/2007	

6. Repeat steps 3 through 5 for each key that will have the setting.
7. Click the “Quit” button.

Finally, you transfer the instructions to the lock.

1. Click the “Maintenance Mission” icon on the left side of the screen. (See screenshot at right.)
2. Click the “Set Time Table Key” tab.
3. Double-click the “Lock Serial ID” field to choose the lock.



4. The “Which Lock” screen will pop up. Click on the appropriate lock to highlight it, then click Select. The Which Lock screen will close and the selected lock’s name will appear in the Lock Serial ID field.
5. Snap your Program iButton into the Blue Dot Receptor.
6. Click the “Issue Key” button at the bottom of the Key Management screen. You can see the progress of the transfer by watching the gray bar just above the “Issue Key” button.
7. When the bar is all dark gray, the transfer is complete and you’ll get a message saying “Write Set Time Table Mission Key OK.” Click OK to clear the box.
8. Remove your iButton from the Blue Dot Receptor and hold it to the lock’s receptor. You’ll hear a series of chirps, indicating that the information is being transferred into the lock’s memory. When the lock beeps twice, the process is complete.

You can check that the lock has received the setting by following the “Here’s how you can double-check that the change has been made” instructions on page 23.

## Exception Date Setting

### What are Exception Dates?

This function prevents an iButton key that is generally authorized to open a lock from opening it during a specified time period. For example, a business owner who will close their shop for a week at Christmas may want to prevent employees from having access to the premises for that week, but not block them from having access during the usual workweek.

Here's how to set it up: First, you'll set up your exception dates. Then you'll assign them to keys. Finally, you transfer the information to your lock.

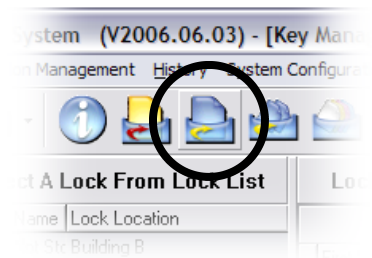
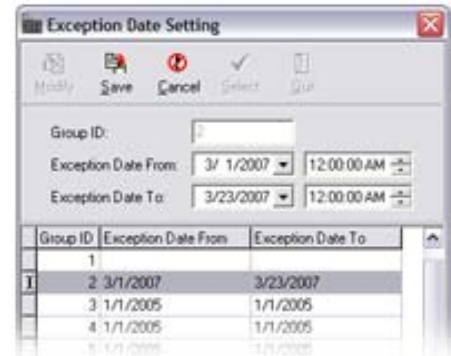
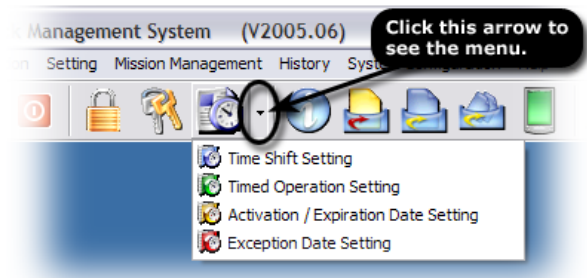
1. Start the lock software.
2. Click the arrow next to the "Time Settings" icon and choose "Exception Date Setting" from the menu that appears. (See screenshot at right.)
3. If this is the first time you have set an Exception Date, click the second line in the list of dates (the first line, Group ID 1, is the default and imposes no time limits).
4. Click the "Modify" button at the top of the box.
5. In the "Exception Date From" fields, set the date and time you wish to prevent a key from opening the lock. In the "Exception Date To" fields, set the date and time the lock will resume normal operation.
6. Click the "Save" button at the top of the box.
7. Click the "Quit" button to close the box.

Now apply the setting to the keys:

1. Click the "Key Management Mission" icon at the top of the screen. (See screenshot at right.)
2. The Key List box will appear. In the list of locks on the left side of the screen, click the lock to which you want to apply the exception.
3. The names of the key holders who have been given access to the lock will appear in the bottom panel. The sixth column from the left is labeled "Exception Date From." Keeping your cursor in that column, double-click the field that corresponds with the employee whose access you wish to change.
4. The Exception Date Setting box will pop up. Click on the exception dates that you want, then click the "Select" button.
5. The Exception Date Setting box will close and the appropriate dates will appear in the appropriate columns in the Selected Key List.
6. Repeat steps 3 through 5 for each key that will have the setting.

Now it's time to transfer the instructions to the lock.

1. Snap your Program iButton into the Blue Dot Receptor.
2. Click the "Issue Key" button at the bottom of the screen. You can see the progress of the transfer by watching the gray bar just above the "Issue Key" button.
3. When the bar is all dark gray, the transfer is complete and you'll get a message saying "Write Set Time Table Mission Key OK." Click OK to clear the box.



4. Remove your iButton from the Blue Dot Receptor and hold it to the lock's receptor. You'll hear a series of chirps, indicating that the information is being transferred into the lock's memory. When the lock beeps twice, the process is complete.

You can check that the lock has received the setting by following the "Here's how you can double-check that the change has been made" instructions on page 23.



## Chapter 8: Multiple-Lock Timed Operations

By default, when you set an iButton key to open your CrossOver Locks, it will open the locks at any time. With Timed Operations, you can set the locks to perform various “timed operations,” such as:

- **Time Shift:** Restricting a specified iButton key’s ability to access the locks to between certain hours of certain days (for instance, a key that will only work Mondays through Fridays between 8 a.m. and 5 p.m.).
- **Timed Operation:** Having the locks unlock and lock themselves at a particular time (for instance, unlocking storerooms at 7 a.m. and locking again at 5 p.m.). Any iButton key that has been given authority to open the locks will be able to open them at any time.
- **Activation/Expiration Date:** Giving an iButton key the ability to operate the locks between two dates only (for instance, only between 8 a.m. December 2, 2007 and 5 p.m. December 12, 2007).
- **Exception Date:** Preventing an iButton key that is generally authorized to open the locks from opening it during a specified time period (for instance, blocking access on holidays).

The procedure to set up Time Shift, Activation/Expiration Date and Exception Date is the same: first, you set the dates and times for the desired operation, then you assign the operation to particular keys, and finally you transfer the information to the locks.

Timed Operation is similar, except the function affects the locks and not the keys.

The following instructions on how to set up these functions for multiple locks assume you have already set up your employees’ iButton keys and your locks. To set up the iButton keys, see the instructions on page 8; to set up the locks, see Chapter 4 (for a single lock) or Chapter 5 (for multiple locks).

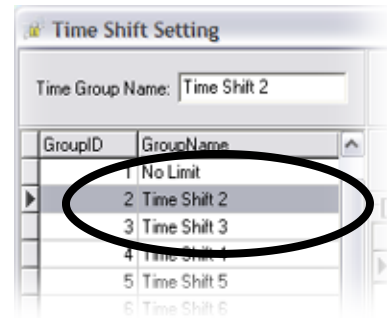
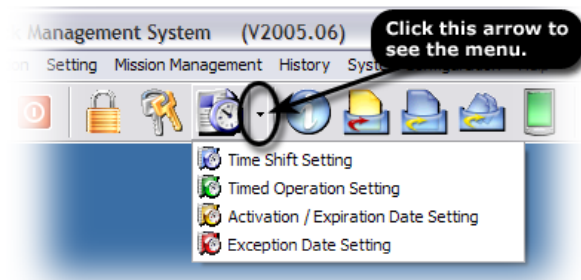
### Time Shift

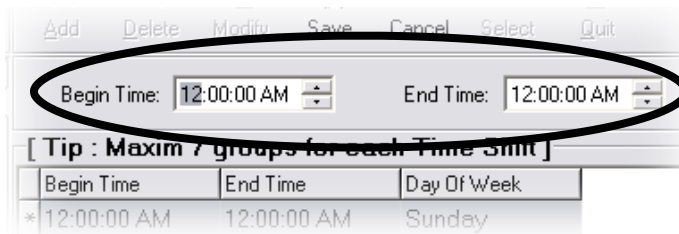
#### What’s a Time Shift?

This function restricts a specified iButton’s ability to access a lock to between certain hours of certain days. This might be used, for instance, if you wanted employees to have access to a storeroom only during business hours.

First, create your shift:

1. Start the lock software.
2. Click the arrow next to the “Time Settings” icon and choose “Time Shift Setting” from the menu that appears.
3. Click on “Time Shift 2” in the box on the left side of the screen. (See the screenshot at right).
4. If you wish to give the shift a particular name (Day Shift, Night Shift, etc.), click on the Team Group Name box, delete the words “Time Shift 2” and replace them with your choice of name.
5. To create your first shift, click the “Add” button.

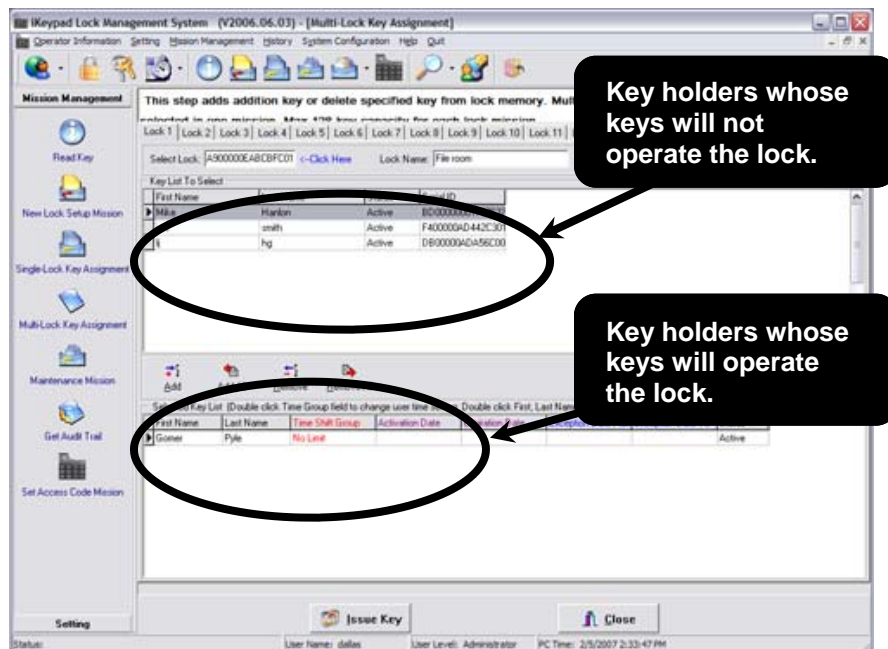
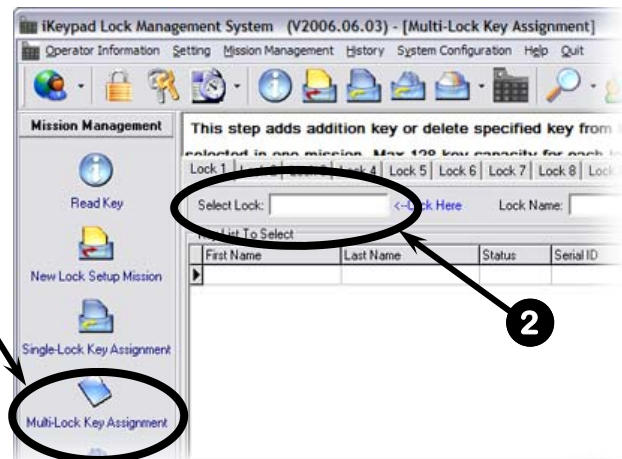




6. Click the time in the “Begin Time” box and use the up and down arrows to change the time to the time you wish the shift to start. (See screenshot above.)
7. Do the same for the “End Time” and then choose the day of week you wish the times to apply. Click “Save.”
8. If you want to have the shift apply to other days of the week, click the “Add” button and repeat steps 6 and 7. You can have as many as seven such groups for each shift.
9. When you’re done, click “Quit.”

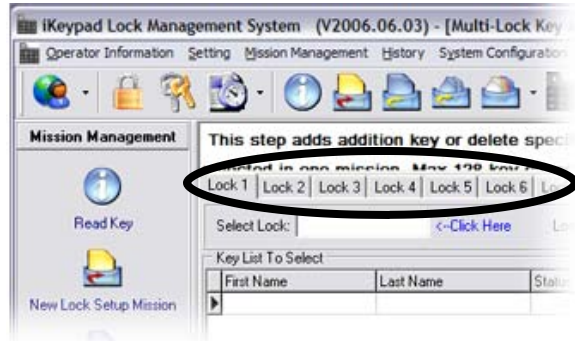
Now apply the shift to the keys and locks:

1. Click the “Multi-Lock Key Assignment” icon on the left side of the screen.
2. Click the “Select Lock” field (see No. 2 in the screenshot at right). The “Which Lock” box will pop up. Highlight all the locks (up to 15) you wish to change and click “Select.” If you have to change more than 15 locks, you’ll have to repeat the instructions in this chapter for the extra locks.
3. The popup screen will vanish, and the first lock’s serial number, name and location will appear in the appropriate boxes at the top of the screen. In addition, a list of those who have been assigned keys and haven’t been assigned to the lock will appear in upper of the two large boxes on the screen; the bottom box will show a list of those who currently have access to the lock. See below for a screenshot.



4. You'll see the keys that you have assigned to operate the lock at the bottom of the screen. The "Time Shift Group" column will contain the words "No Limit" in red for each key. That's the default, and it indicates that the user has around-the-clock access.
5. To change that to the time shift that you just created, double-click the words "No Limit." The Time Shift Setting box will appear.
6. Click on the time shift you want to apply to the key, then click the "Select" button. The Time Shift Setting box will disappear and the name of the shift you selected will appear next to the key user's name.
7. Repeat steps 5 and 6 for each user whose access you wish to limit.
8. To move on to the next lock whose access you wish to limit, click the "lock 2" tab (see screenshot at right). The lock's serial number, name and location will appear in the fields at the top of the box.
9. Repeat steps 4-6 for this lock and continue in this manner until you've made the desired changes for all your locks (up to 15).

**Note:** If you need to return to a lock to make a change, just click the lock's tab at the top of the screen.



Now it's time to transfer the information to your locks.

1. Snap your yellow Program iButton into the Blue Dot Receptor.
2. Click the "Issue Key" button at the bottom of the screen. It may take a few moments for the software to transfer the instructions to the Program iButton. A box will pop up when the process is complete. Click OK to clear the box.
3. Remove your iButton from the Blue Dot Receptor and hold it to the iButton receptor on each lock. You'll hear a series of chirps, indicating that the information is being transferred into the lock's memory. When the lock beeps twice, the process is complete for that lock and you can move to the next lock.

Here's how you can double-check that the change has been made on a particular lock:

1. Snap your yellow Program iButton into the Blue Dot Receptor.
2. On the left side of the screen, click the "Maintenance Mission" icon.
3. Click the "Get Information Key" tab. (See screenshot above.)
4. Click the "Issue Key" button.
5. You can see the progress of the transfer by watching the gray bar just above the "Issue Key" button.
6. When the bar is all dark gray, the transfer is complete and you'll get a message saying "Write Key Management Mission Key OK." Click OK to clear the box.
7. Remove your iButton from the Blue Dot Receptor and hold it to the iButton receptor on the lock. You'll hear a series of chirps, indicating that the information is being transferred into the Program iButton's memory. The process is complete when the lock beeps twice.
8. Snap the Program iButton back into the Blue Dot Receptor.
9. Click the "Read Key" icon on the left side of the screen, then the "Read Key" button at the bottom of the screen.
10. Information about your lock will appear, including its serial number, name, the time on the clock in the lock and its location. You'll also see the settings for the lock's memory and the settings for the lock in the software. If the two match, the change has been made.



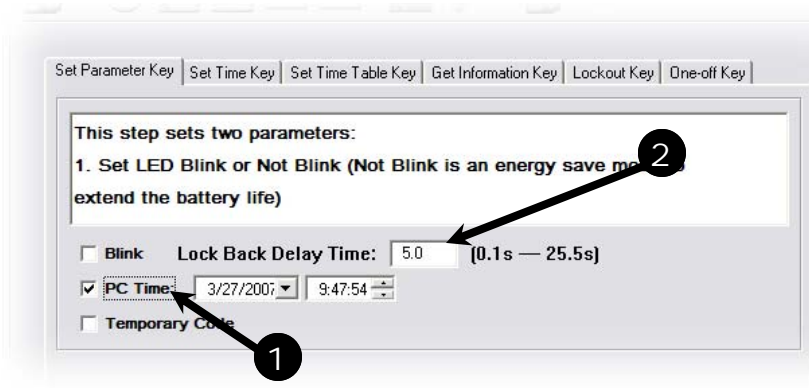
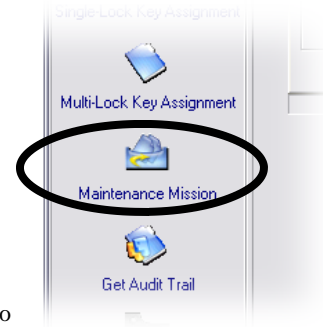
## Chapter 9: Changing the Time on Your Lock

The clock in your iButton Lock may need to be updated occasionally, for instance, when Daylight Saving Time starts or ends, or after replacing the batteries.

To do so, you'll use the software to transfer the time to your Program iButton, then touch the Program iButton to the lock to set the clock inside the lock.

Here's how to do it:

1. Click the Maintenance Mission icon at the left side of the screen. (See screenshot at right.)
2. Click the checkbox next to "PC time." The date and time shown are the date and time on your PC. You can accept that time or change the time and date to anything you choose. **Note:** If your lock is far away, you might want to sent the time that's a few minutes later to allow for the amount of time it takes to bring the Program iButton from the computer to the lock.



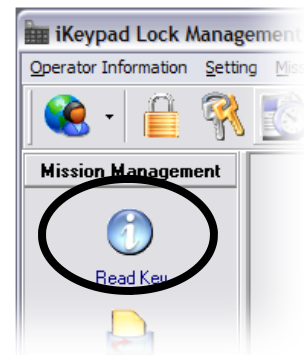
3. If you have your lock set in Storeroom mode, by default the lock re-locks itself 5 seconds after opening. If you want to change the amount of time it takes to relock itself, you can do that here. Simply change the Lock Back Delay Time from 5.0 to the number of seconds (up to 25.5) that you wish to have the lock remain open.
4. Click the "Issue Key" button. You can see the progress of the transfer by watching the gray bar just above the "Issue Key" button.
5. When the bar is all dark gray, the transfer is complete and you'll get a message saying "Write Key Management Mission Key OK." Click OK to clear the box.
6. Remove your iButton from the Blue Dot Receptor and hold it to the iButton receptor on the lock. You'll hear a series of chirps, indicating that the information is being transferred into the lock's memory. The process is complete when the lock beeps twice.



## Chapter 10: Tracking Lock Usage

**Each lock** records who used it and when it was used. Failed attempts are also recorded. Here's how to retrieve the lock's usage records:

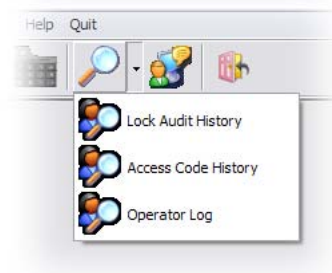
1. Start the lock software.
2. Click the "Get Audit Trail" icon in the Mission Management menu on the left side of the screen. (See screenshot at right.)
3. The default number of records that will be displayed is 25. That means that when the process is complete, you'll see the last 25 times the lock was operated. By clicking the down arrow next to the "Number of records from each lock" field, you can choose more or fewer records. One Program iButton can handle up to 2,000 records. Unless you need more than the last 25 records, we suggest staying with the default of 25.
4. Snap your Program iButton into the Blue Dot Receptor.
5. Click the "Issue Key" button.
6. A "Write Get Audit Trail OK" message will pop up. Click OK to get rid of the box.
7. Unsnap your Program iButton from the Blue Dot Receptor and hold it to the lock's receptor. You'll hear a series of chirps followed by two beeps. This indicates that the lock's usage data has been transferred to the Program Key.
8. Snap the Program Key back into the Blue Dot Receptor and click the "Read Key" button in the Mission Management menu on the left side of the screen (see screenshot at right). The UCA box will pop up; click the "Read Key" button at the bottom of that box.
9. A screen will pop up listing all the data collected by the lock, in chronological order, with the oldest record at the top. Lock openings will be in green and lock closings in black. If someone touches an iButton to the lock that has not been set up on that lock, that fact will be in purple; if you've given an employee limited access to the lock and they try to use it outside those limits (for instance, if an employee tries to use the lock outside of his or her designated time shift), it will be in red.



If you want to save the data to view at another time, or to export it to a Microsoft Excel spreadsheet, click the "Save Data" button at the top right of the screen. Click OK after the data has been saved.

Here's how to view the saved data:

1. Click "Close" to close the "Read Key" screen.
2. Click the down arrow next to the "History" icon on the opening screen and choose "Lock Audit History" from the drop-down menu. (See screenshot at right.)
3. The saved audit trail will appear. You can use the "Query By" tools at the bottom of the screen to filter the results (for instance, see the activity on a single lock or by a single user). For example, here's how to see just the records collected by a specific lock:
  - a. In the "Query By" area toward the bottom of the box, click the checkbox next to "Lock Name," then click the down arrow to choose your lock's name from the drop-down menu. (See screenshot on next page.)



First Name	Last Name	Open Lock Type	Open Lock Time	Status	Lock Name
Pat	Hankin	Close Lock With Key	3/27/2007 1:16:29 PM	Active	TimePlot Storeroom
		Invalid Key	2/25/2007 12:29:34 PM		TimePlot Storeroom
		Invalid Key	2/25/2007 12:29:31 PM		TimePlot Storeroom
123456	123456	Open Lock With Code(Storehouse Mode)	2/25/2007 3:33:31 PM		TimePlot Storeroom
123456	123456	Open Lock With Code(Storehouse Mode)	2/25/2007 3:33:48 PM		TimePlot Storeroom
111111	111111	Open Lock With Code(Storehouse Mode)	2/25/2007 3:37:41 PM		TimePlot Storeroom
111111	111111	Open Lock With Code(Storehouse Mode)	2/25/2007 3:37:51 PM		TimePlot Storeroom
Pat	Hankin	Open Lock With Key(Classroom Mode)	3/27/2007 1:16:15 PM	Active	TimePlot Storeroom
123456	123456	Setup Master Code	2/25/2007 3:32:56 PM		TimePlot Storeroom
111111	111111	Setup Master Code	2/25/2007 3:34:11 PM		TimePlot Storeroom
111111	111111	Setup Master Code	2/25/2007 3:36:42 PM		TimePlot Storeroom
123456	123456	Setup Slave Code	2/25/2007 3:33:04 PM		TimePlot Storeroom
123456	123456	Setup Slave Code	2/25/2007 3:33:03 PM		TimePlot Storeroom
111111	111111	Setup Slave Code	2/25/2007 3:34:19 PM		TimePlot Storeroom
111111	111111	Setup Slave Code	2/25/2007 3:34:26 PM		TimePlot Storeroom
111111	111111	Setup Slave Code	2/25/2007 3:36:40 PM		TimePlot Storeroom
111111	111111	Setup Slave Code	2/25/2007 3:36:53 PM		TimePlot Storeroom
111111	111111	Setup Slave Code	2/25/2007 3:37:00 PM		TimePlot Storeroom
111111	111111	Setup Slave Code	2/25/2007 3:37:07 PM		TimePlot Storeroom
111111	111111	Setup Slave Code	2/25/2007 3:37:12 PM		TimePlot Storeroom
111111	111111	Setup Slave Code	2/25/2007 3:37:16 PM		TimePlot Storeroom
111111	111111	Setup Slave Code	2/25/2007 3:37:20 PM		TimePlot Storeroom

Query By

Open Lock Time: 3/27/2007 To 3/27/2007  Lock Name: TimePlot Storeroom  First Name:

Open Lock Type:   Lock Location:   Last Name:

Order By

Open Lock Type  Lock Name  Lock Location  Last Name

User Name: dallas User Level: Administrator PC Time: 3/27/2007 3:35:45 PM

- b. Click the “Query” button at the bottom of the Audit Record screen.
4. To export a copy of the information to Excel, click the “Export” button at the bottom of the screen. Excel will start with the data entered into the spreadsheet.



## Chapter 11 Technical Support and Troubleshooting

**Our support technicians** can be reached in several ways:

**By e-mail**

Our e-mail address is [Support@TimePilot.com](mailto:Support@TimePilot.com)

**By phone or fax**

Voice: 630.879.6400

Fax: 614.455.2499

**By mail**

Our street address is:

TimePilot Corporation  
340 McKee Street  
Batavia, Illinois 60510

### Troubleshooting

Problem	Possible reason	Solution
iButton Key is not working.	Key isn't set up in system or restricted.	Check lock to see if the key has access. See Chapter 4 or 5 for instructions.
Red light in lock's iButton probe; lock beeps three times.	Batteries are low.	Change batteries and reset time on lock.
Green light is on and two beeps, but motor is not running.	No power to lock motor.	Make sure the motor wire is firmly connected to the two halves of the lock.
Will changing the batteries erase the key list in the lock?		Answer: No. The key list and timetable are stored inside the flash memory. Disconnecting the batteries can't erase them.