



# Standard Operating Procedure (SOP)

<b>Name</b>	MANUAL RESET TO FACTORY SETTINGS OF AUSTYLE DIGITAL LOCKS
<b>Version</b>	V0124
<b>Product Code</b>	59410, 59405, 59400, 59409 59143 / 89143 / 59407

## OVERVIEW

<b>Purpose</b>	This SOP outlines the steps to manually reset Austyle digital locks to factory settings when technical issues arise. This procedure ensures the locks are restored to their original configuration, allowing for re-initialization and setup.
<b>Scope</b>	This procedure applies to all personnel responsible for the installation and maintenance of Austyle digital locks.
<b>Responsibility</b>	The maintenance team and authorized personnel are responsible for performing the reset procedure as needed.
<b>Procedure</b>	<div style="display: flex; flex-direction: column; align-items: center;"><div style="display: flex; justify-content: space-between; width: 100%;"><div style="width: 45%; background-color: #ff0066; color: white; padding: 10px;"><b>01</b> <b>Verify Installation</b> Ensure that the lock handle set is correctly installed. Check for any visible issues that may cause the lock to malfunction.</div><div style="width: 45%; background-color: #9900cc; color: white; padding: 10px;"><b>02</b> <b>Perform Factory Reset</b> Locate the reset button on the lock. Press and hold the reset button for 5 seconds.</div></div><div style="display: flex; justify-content: space-between; width: 100%; margin-top: 20px;"><div style="width: 30%; background-color: #003366; color: white; padding: 10px;"><b>05</b> <b>Manual Reset Completed</b></div><div style="width: 35%; text-align: center; padding: 10px;"><b>Process Grid Flow Chart</b></div><div style="width: 30%; background-color: #006633; color: white; padding: 10px;"><b>03</b> <b>Initialize the Lock</b> After the reset, initialize the lock for operational use. Enter the 000# sequence on the keypad. This prepares the lock for setup.</div></div><div style="width: 65%; background-color: #ff6600; color: white; padding: 10px; margin-top: 20px;"><b>04</b> <b>Configure Administrator / User</b> Once the lock is in operational mode: Follow the manufacturer's guidelines to set up an administrator account or user profiles</div></div>