

Standard Operating Procedure (SOP)

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

OVERVIEW

Purpose	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.		
Scope	This procedure applies to all personnel responsible for the installation and maintenance of Austyle digital locks.		
Responsibility	The maintenance team and authorized personnel are responsible for performing the reset procedure as needed.		
Procedure	<div> <div> 01 Verify Installation Ensure that the lock handle set is correctly installed. Check for any visible issues that may cause the lock to malfunction. </div> <div> 02 Perform Factory Reset Locate the reset button on the lock. Press and hold the reset button for 5 seconds. </div> <div> 03 Initialize the Lock After the reset, initialize the lock for operational use. Enter the 000# sequence on the keypad. This prepares the lock for setup. </div> <div> 04 Configure Administrator / User Once the lock is in operational mode: Follow the manufacturer's guidelines to set up an administrator account or user profiles </div> <div> 05 Manual Reset Completed </div> <div> Process Grid Flow Chart </div> </div>		