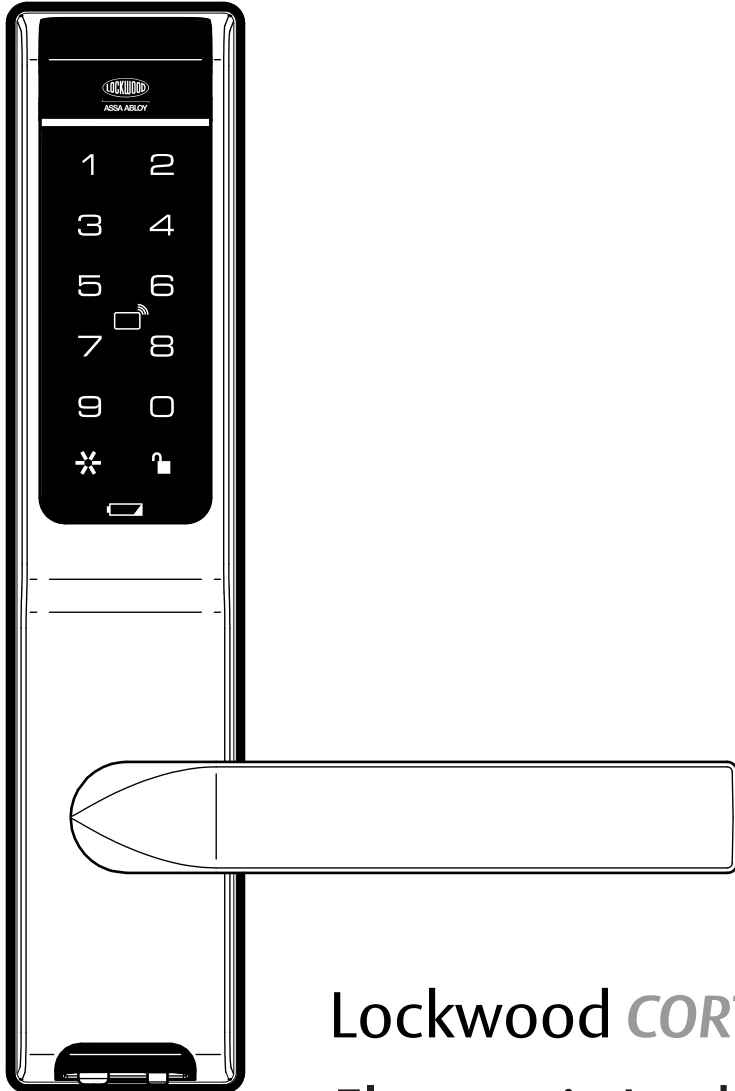# Lockwood *CORTEX* ™

USER GUIDE

Lockwood *CORTEX*™

Electronic Lockset

Introduction

The Lockwood CORTEX™ intelligently combines the convenience of digital locking technology with a contemporary aesthetic.

Users benefit from an interactive touchscreen that makes day-to-day access effortless and convenient.

CORTEX ™ features the choice of "EZ" mode or "Advanced" operations modes. Locks are shipped as a default in "EZ" mode. The desired operating mode should be determined before the completion of the lock installation, but can be changed at a later time if required.

Mode Selection
It's important you understand the differences between EZ mode and advanced mode. Decide what functions the user needs before selecting the appropriate mode.

Warnings

CAUTION: Changes or modifications to this unit not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.
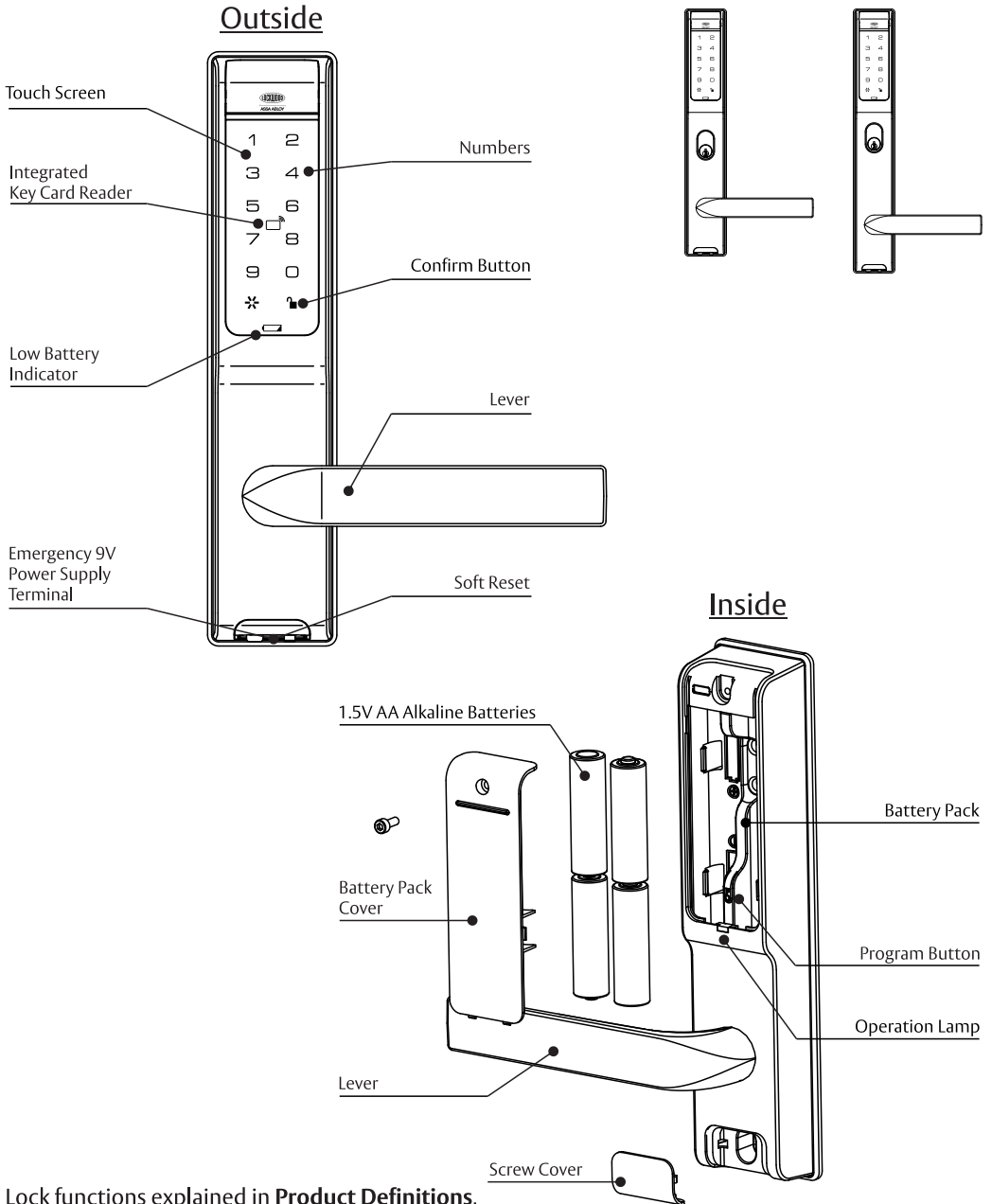
IMPORTANT: The accuracy of the door preparation is critical for the proper functioning and security of this product. Misalignment can cause premature wear and a lessening of security. The CORTEX™ should only be serviced by a qualified technician.

Finish Care: This lockset is designed to provide the highest standard of product quality and performance. Care should be taken to ensure a long-lasting finish. When cleaning is required use a soft, damp cloth. Using lacquer thinner, caustic soaps, abrasive cleaners or polishes could damage the coating and result in tarnishing. Do not clean screen with any cleaning products containing bleach. Do not install the lock in close proximity to caustic vapours or where it may be subjected to extreme weather conditions.

Outside

Touch Screen

Integrated
Key Card Reader

Numbers

Confirm Button

Low Battery
Indicator

Lever

Emergency 9V
Power Supply
Terminal

Soft Reset

Inside

1.5V AA Alkaline Batteries

Battery Pack

Battery Pack
Cover

Program Button

Operation Lamp

Lever

Screw Cover
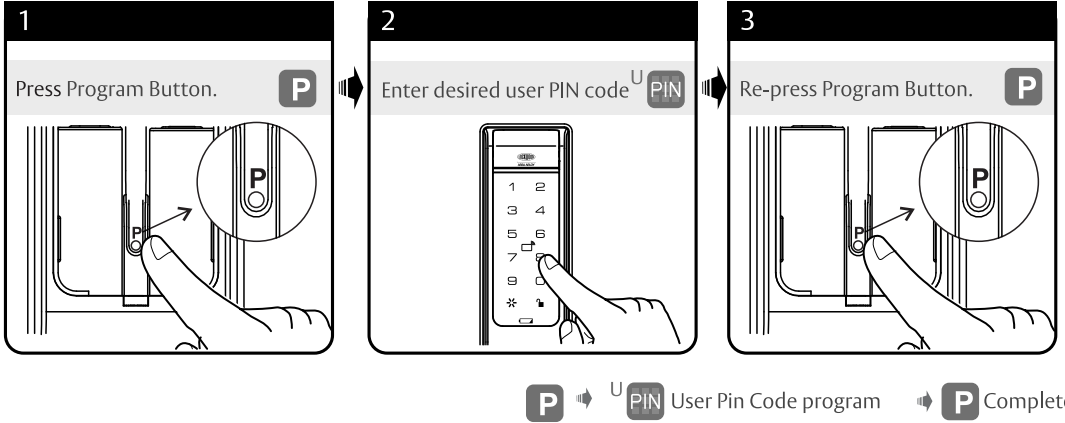
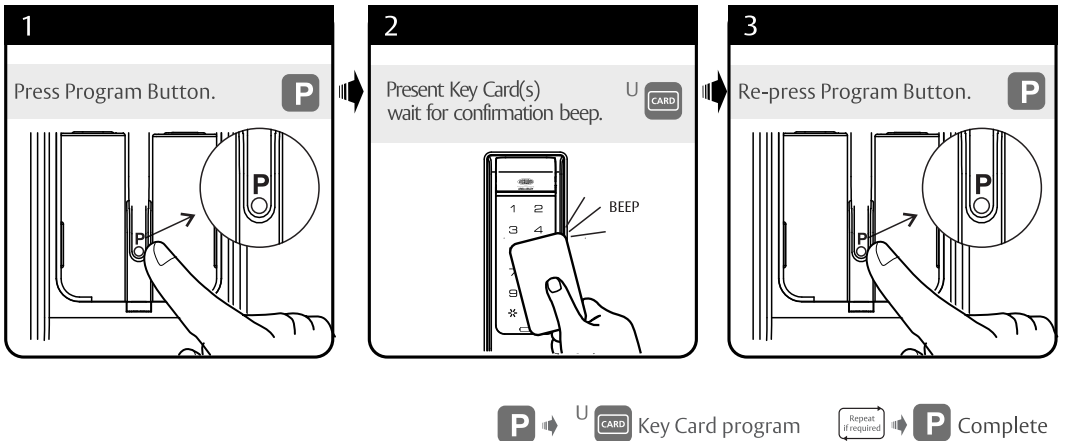Lock functions explained in **Product Definitions**,
refer page 8.

CORTEX™ Quick Programming Guide

Note: This quick guide is for EZ Mode only, for Advanced Mode please refer to page 13.

To Program Keypad with User Pin Code

1	2	3
Press Program Button. **P**	Enter desired user PIN code ᵁ **PIN**	Re-press Program Button. **P**

P ➠ ᵁ **PIN** User Pin Code program ➠ **P** Complete

To Program Keypad with Key Card

1	2	3
Press Program Button. **P**	Present Key Card(s) wait for confirmation beep. ᵁ **CARD** BEEP	Re-press Program Button. **P**

P ➠ ᵁ **CARD** Key Card program | Repeat if required | ➠ **P** Complete

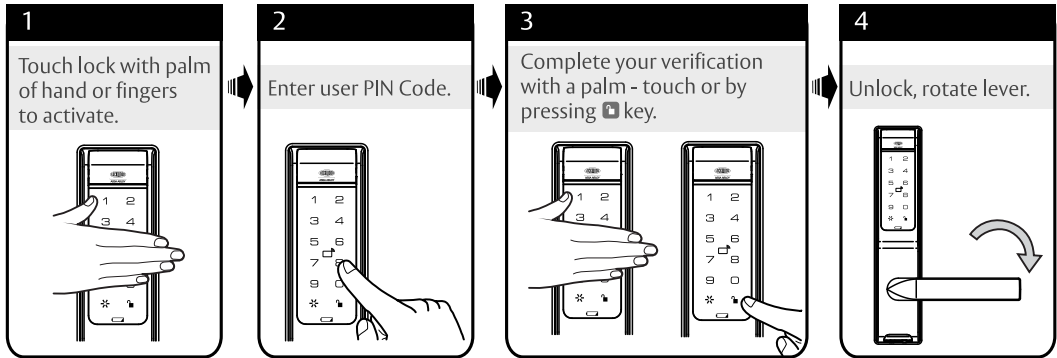Note: In EZ mode; you can enter a 4-10 digit PIN code and up to 40 Key Cards can be registered

Always ensure you test the User PIN code and Key Card with the door open to ensure the lock code or Key Card is working correctly.
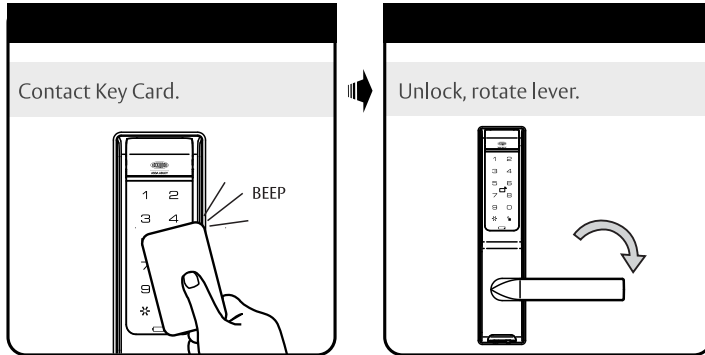
Quick Guide - Keypad Operation

CORTEX™ Quick User Guide
Note: This quick guide is for EZ Mode only, for Advanced Mode please refer to page 13.

To Open Door with User PIN Code

1	2	3	4
Touch lock with palm of hand or fingers to activate.	Enter user PIN Code.	Complete your verification with a palm - touch or by pressing ◧ key.	Unlock, rotate lever.

To Open Door with Key Card

| Contact Key Card.	Unlock, rotate lever.
BEEP	

Quick Notes

- Programming a new key card will not affect the user PIN code
- Programming a new user PIN code will not affect the key card
- Deleting user Pin – This can be accomplished by reprograming a new pin and the old will be overridden
- Deleting key card – This can be accomplished by reprograming the key cards at hand, any key cards not present will be deleted.

- Note: If you choose to only ever use a pin code for entry it could be handy to enrol a key card as a backup.
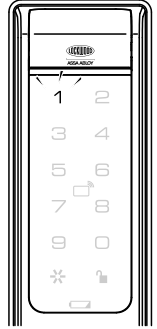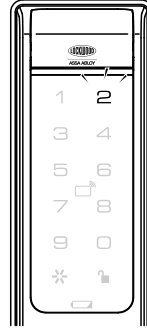
Keypad Functions

Smart Pad

Low Battery Warning
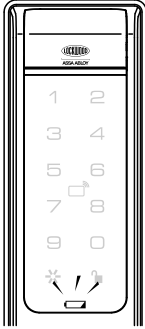
Wrong Code Entry Limit Warning

Battery Replacement

To install batteries, first remove Battery Pack Cover by unscrewing the Battery Pack Screw with the tool supplied, slide the cover up to open the Battery Pack. Insert 4 good quality alkaline AA batteries into the Battery pack as shown.
Re-insert cover and re-fasten battery pack screw.

Batteries must be new good quality alkaline and not be mixed between new and old.

Caution: Dispose of them responsibly and do not throw batteries in fire.

Battery Pack

1.5V AA Alkaline Batteries

Battery Pack Screw

Battery Pack Cover
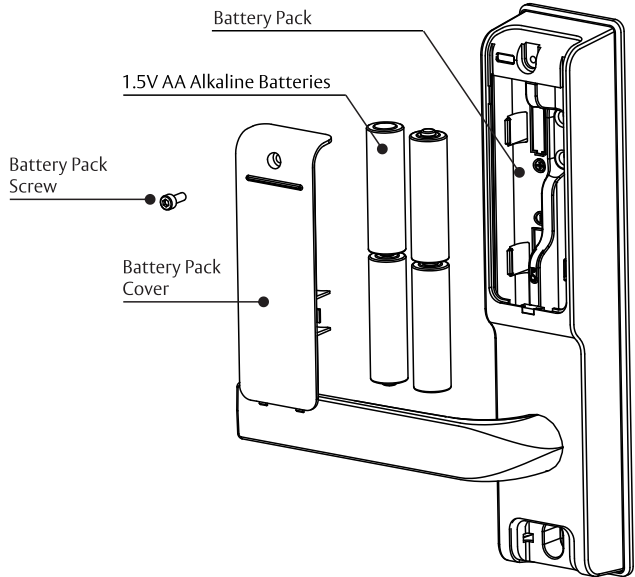
EZ MODE

EZ mode: This mode is used if you want one simple PIN code or several key cards programmed into the lock. Up to 40 cards can be programmed into the lock at a time however these key cards can't be individually added and removed.

Programming cards or PIN: In EZ mode the "P" button is used to enrol a new PIN or key cards. A valid PIN entry will unlock the door for 5 seconds.

Key cards: Key cards are handy for children or the elderly that may forget or cannot easily use the pin code function. Key cards are held in front of the lock for 2 seconds; the lock should then remain unlocked for 5 seconds. Key cards can also be used as backup credentials.

Your user Pin code: Is also used to program the following functions and features into the lock:

Program time & date: You have the ability to programme the time* and date into the lock, this will allow you to set the visitor code to be valid for as long as you want.

Visitor code: You can program a single visitor code and allow that code access between a certain date period. This is ideal if you have a contractor or visitor that may need access for several days. Time and date must be entered for this function to work.

Program Passage Mode: If passage mode is enabled the lock will remain unlocked until again disabled.

Battery Check: You have the ability to check the battery level at any time, during the checking process a field of led's on the keypad will light up according to the strength of the batteries. (refer page11)

Volume on/off: You have the ability to disable or enable the audible tones in the EZ mode.

Cryptic Code function: Prevents others from seeing your PIN during access. This allows any random digit to be entered before or after your real PIN to confuse onlookers.

Soft reset: Located in between the emergency 9v power socket. Insert a small pin (paperclip size) this will reboot or refresh the internal software. This is only used if your lock malfunctions. NOTE: this will not reset your pin, cards, time and date or any settings.

Low battery: You can check the status of your battery at any time. However if your battery need to be replaced the low battery warning will prompt you to do so. Please replace the battery with good alkaline batteries when you see this warning.

Program Button: Located on the internal battery housing, the program button is used for changing the user PIN or enrolling new Key Cards (Only used in EZ Mode).
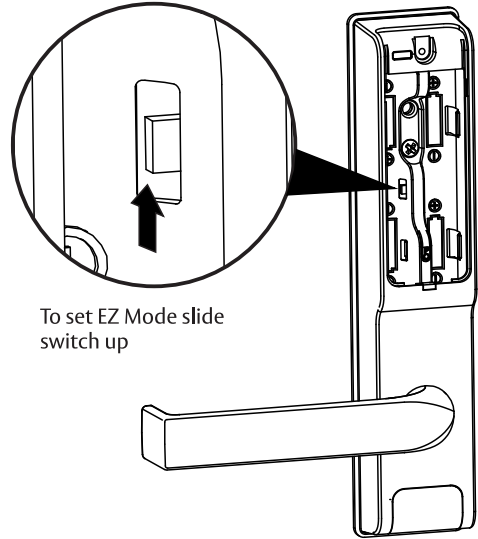
*Daylight saving time changes need to be updated manually when they occur or during battery changes.

EZ Mode Functions

Factory Defaults

Settings	Factory Defaults
Default Mode	EZ Mode
User PIN Code	1234567890
Passage	Disable
Visitor Code	Non
Volume	On
Relock time	5 sec. *
Wrong code entry limit	5 times *
Shut down time	180 sec. *

To set EZ Mode slide switch up

- EZ mode allows for a single User PIN Code to be assigned.
- Up to 40 Key Cards can be programmed into the CORTEX in this mode.
- With the use of the User PIN Code a number of basic functions outline on page 11 can be accessed.
- A User PIN Code between 4 to 10 digits can be entered.
- For programming new User PIN Code in EZ mode refer to the next page.
* These values cannot be changed.

Programming Icons - EZ Mode

EZ Mode

🖐	Touch the screen with palm of hand or fingers to activate pad	U PIN	Enter User code. (4-10 Digits) Factory default: 1234567890
1 ~ 0	Push the indicated Number	V PIN	Enter Visitor PIN. (4-10 Digits)
*	Press the * key on the touchscreen to enter Menu mode.	U CARD	Enter user key card(s) Add up to 40 cards
🔓	Press the 🔓 key on the touchscreen to unlock or accept PIN code	0:00	Set the Time and Date
P	Program button when programming User PIN or Keycard		Repeat operation using settings indicated

PIN and Key Card programming – EZ Mode

To Program Keypad with Pin code
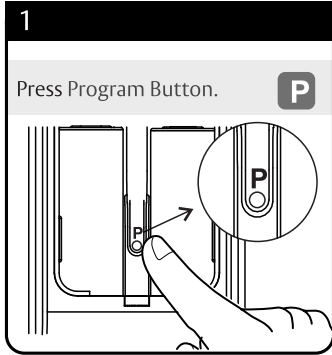
1

Press Program Button. **P**

After removing the battery cover press the Program button, you will hear a confirmation tone.

2

Enter desired user PIN code U **PIN**
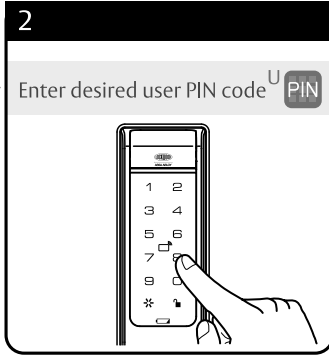
You now have 20 seconds to enter your 4-10 digit user PIN code.

3

Re-press Program Button. **P**
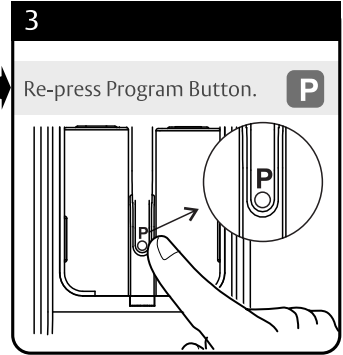
Re-press the Program button, you will hear another confirmation tone. Now watch the keypad and your code will briefly appear.

P ➡ U **PIN** User PIN code program ➡ **P** Complete
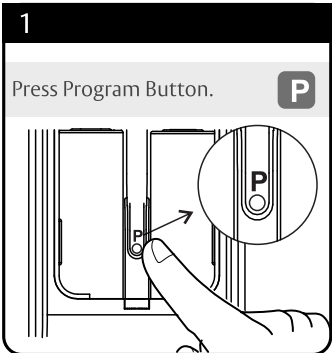
To Program Keypad with Key Card

1

Press Program Button. **P**

After removing the battery cover press the Program button, you will hear a confirmation tone.

2

Present Key Card(s) wait for confirmation beep. U **CARD**
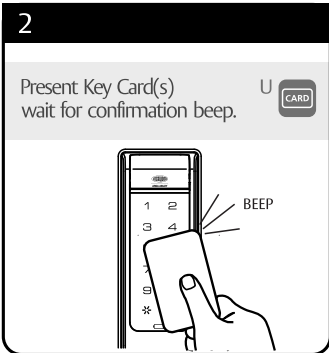
BEEP

You now have 20 seconds to present card to lock, wait for beep and if you require additional cards repeat.(up to 40 Cards)

3

Re-press Program Button. **P**
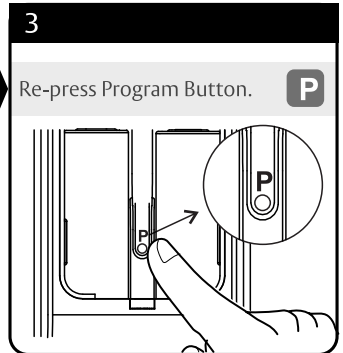
Re-press the Program button, you will hear another confirmation tone

P ➡ U **CARD** Key Card program Repeat if required ➡ **P** Complete

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Programmable functions – EZ Mode

User PIN Code / Key Card Program

P ── U **PIN** User PIN Code Program **P** Complete
U **CARD** User Key Card Program [ ] **P** Complete

EZ Mode Programmable functions

U **PIN** **✱** — **5** Visitor Code Program **✱** V **PIN** New Visitor Code **✱** 🔊

　Start date (DDMMYY) **✱** End date (DDMMYY) **✱** Complete

　✱ Delete Visitor Code

6 Passage Mode **✱** **1** Enable **✱** Complete
　3 Disable **✱** Complete

7 Volume Setting **✱** **1** Silent **✱** Complete
　3 Normal **✱** Complete

8 Battery Check Mode **✱**

Battery level as shown on Keypad

100%　　90%　　50%　　**Change battery**　　0%

9 Time and Date **✱** 🗓 Time HHMM **✱** Date DDMMYY **✱** Complete

NOTE : Time should be entered in 24hour format. [1623] = 4:23 PM
NOTE : Date Format [240316] = 24 March 2016

11

You also have the ability to check the programmed values that have been programmed into the lock.

U **PIN** ✳

⊟ Check Passage Mode ✳ ✳ ▶ 1 = Passage on   3 = Passage off

⏽ Check Volume level ✳ ✳ ▶ 1 = Sound off   3 = Sound on

⊟ Check Battery Level ✳ ▶ Refer to previous page for battery level

⊟ Check Time and Date ✳ ✳ ▶ Time will flash ✳ Date will flash

Advanced Mode Programmable Functions and features

ADVANCED MODE has basic access control features that allows multiple users to be added and removed by the "Master"

Master Code - Is used to program the following functions and features into the lock.

PIN Code: Up to 20 PIN codes can be entered, these PIN codes can be individually added or removed. Ideal for scenarios where the master can add and remove PIN codes as and when needed

Key Cards: 40 Key cards can be added and removed individually. Ideal for scenarios where the master can add and remove cards as and when needed. Key cards are held in front of the lock; the lock should remain unlocked for 5 seconds. Key cards are handy for children or the elderly that may forget or cannot easily use the pin code function. Key cards can also be used as backup credentials.

Special Users:
One Time Pin – This allows you to set a pin that can only be used once and will automatically expire once used

Disabled access – Gives users extra time to open the door. Enter this PIN or card and the door will remain unlocked for 15 seconds.

Dual credential - For higher security a dual credential will allow a user to have a PIN and a card to gain access. This functions as follows; Program the PIN in location 20 and program the Card to location 60. (as shown on Page 17) to operate; Present the Card first, within 15 seconds enter the PIN. The lock will now unlock.

Timed Access – Allows you to keep the lock unlocked for certain part of the day or night. Program a start and end date then program a start and end time. The lock will remain open during this time and date.

Programming button: The programming button does not function in advanced mode.

Program time & date: You have the ability to programme the time* and date into the lock, this will allow you to set the visitor code to be valid for as long as you want, or use the timed access function.

Visitor code: You can program a single visitor code and allow that code access between a certain date period. This is ideal if you have a contractor or visitor that may need access for several days.

Program Passage Mode: If passage mode is enabled the lock will remain unlocked until again disabled.

Battery Check: You have the ability to check the battery level at any time, during the checking process a field of led's on the keypad will light up according to the strength of the batteries.

Volume on/off: You have the ability to disable or enable the audible tones in the Advanced mode.

Cryptic Code function: Prevents others from seeing your PIN during access. This allows any random digit to be entered before or after your real PIN to confuse onlookers.

Soft reset: Located in between the emergency 9v power socket. Insert a small pin (paperclip size) this will reboot or refresh the internal software. This is only used if your lock malfunctions. NOTE: this will not reset your pin, cards, time and date or any settings.

Low battery: You can check the status of your battery at any time. However if your battery need to be replaced the low battery warning will prompt you to do so. Please replace the battery with good alkaline batteries when you see this warning.

*Daylight time changes need to be updated manually when they occur.

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Advanced Mode Functions

Factory Defaults

Settings	Factory Defaults
Master Code	123456
Passage	Disable
Visitor Code	Non
Volume	On
Relock time	5 sec. ∗
Wrong code entry limit	5 times ∗
Shut down time	180 sec. ∗

∗ - These values cannot be changed.
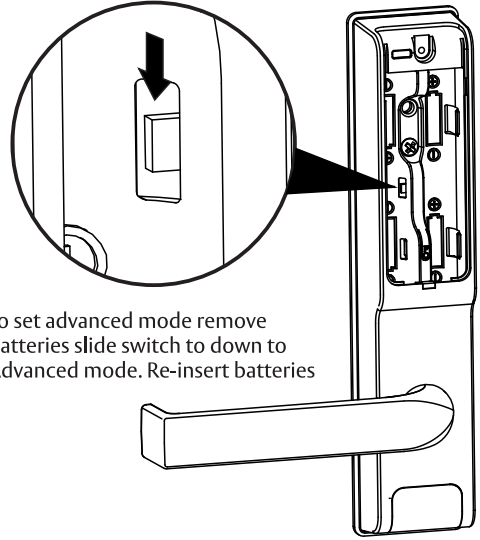
To set advanced mode remove batteries slide switch to down to Advanced mode. Re-insert batteries

Programming Icons – Advanced Mode

🖐	Touch the screen with palm of hand or fingers to activate pad	M PIN	Master PIN code (4-10 digits) Factory default 123456
1 ~ 0	Push the indicated Number	U PIN	Enter User code. (4-10 Digits) Factory default: 1234567890
✳	Press the ✳ key on the touchscreen to enter Menu mode.	V PIN	Enter Visitor PIN. (4-10 Digits)
🔓	Press the 🔓 key on the touchscreen to unlock or accept PIN code	U CARD	Enter user key card(s) Add up to 40 cards
CARD	Dual Credential. Card and PIN	1 PIN	One time PIN
🕐	Set the Time	📅	Set the Date
🔓🕐	Timed open function	⟲	Repeat operation using settings indicated
U N	User Serial Number (01-20 : User PIN codes) (21-60 : User Card)		

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Unlike EZ mode all PIN codes and Key cards are programmed with a MASTER code.
The Master code allows access add and delete any user and any function. The master code also unlocks the door.

Register / Change Master Code

1	**2**	**3**
Enter current Master PIN code and followed by the ✳ key	Enter '1' to change the Master code and followed by the ✳ key	Enter the new Master PIN code (4 - 10 digits), followed by the ✳ key to complete.

M PIN ✳ 1 Master Code Program ✳ M PIN ✳

2 User PIN Code / Key Card Program ✳

U/N 01~17 ✳ U PIN ✳ Continue to next PIN

Complete

U/N 21~59 ✳ U CARD ✳ Continue to next Card

Complete
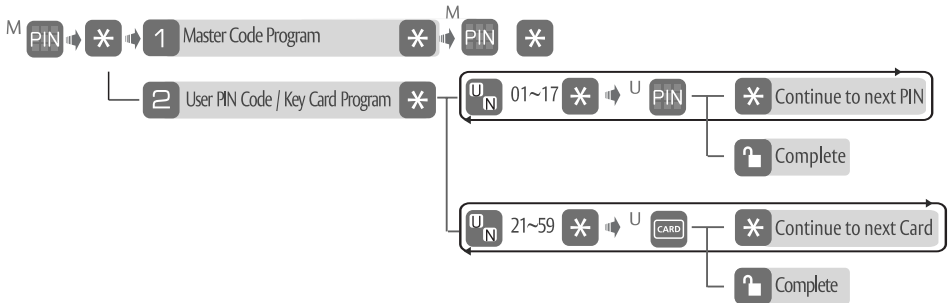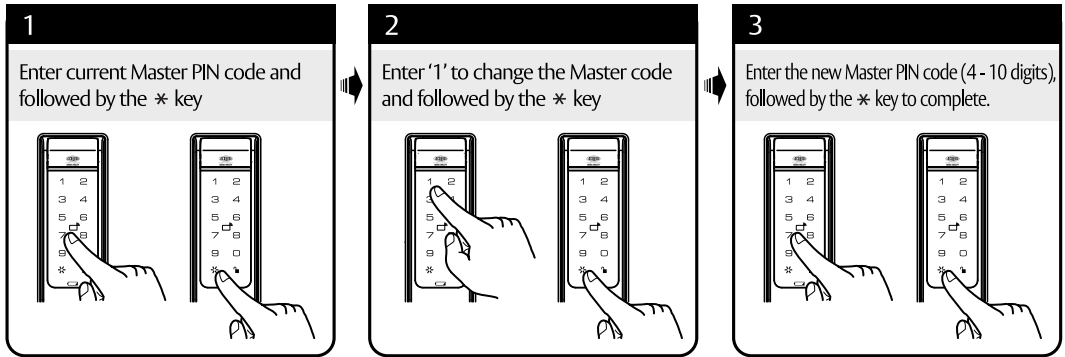
NOTE: Advanced mode allows for up to 20 Pin Codes and 40 Key Cards to be assigned.
User Pin Codes and Key Cards can only be added or removed once the Master code has been entered.

Programmable functions – Advanced Mode

Advanced Mode Programmable functions
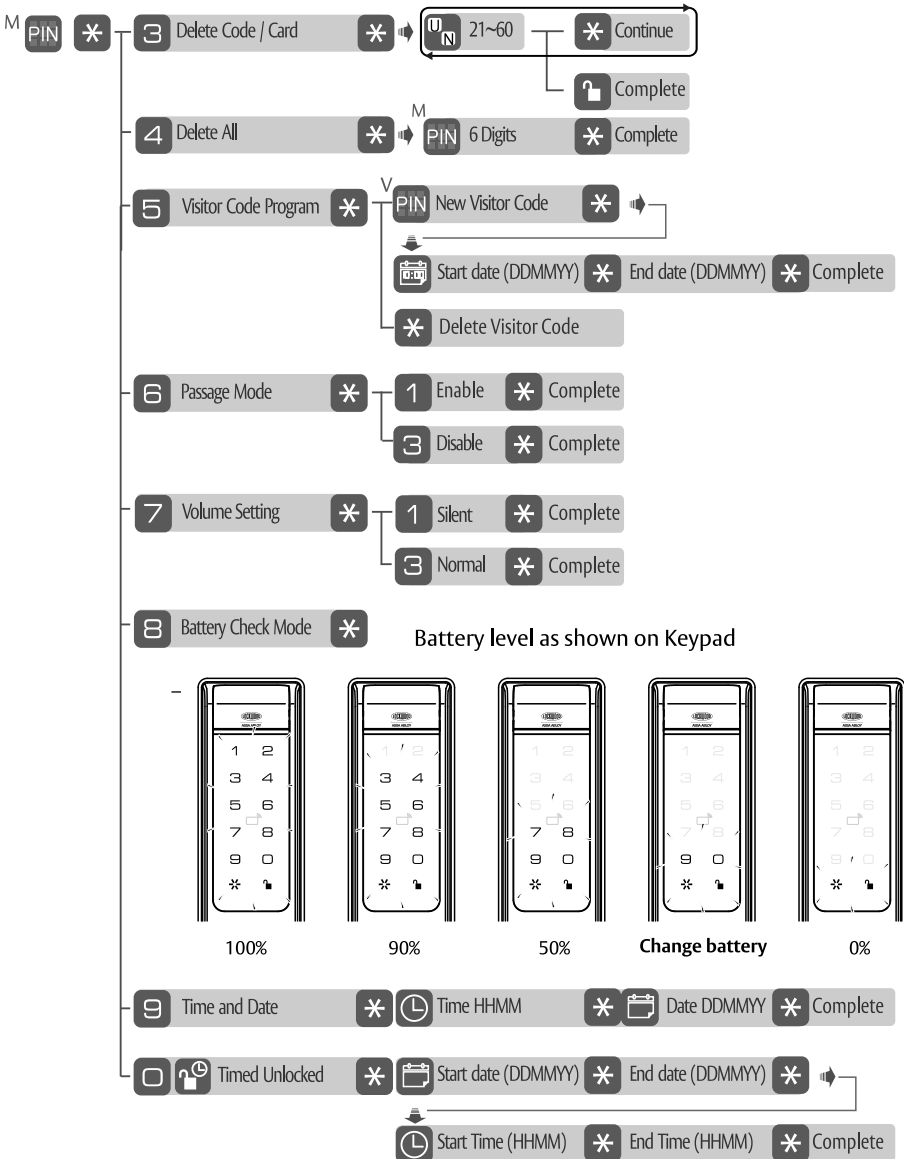There are many functions like time and date that need to programmed into the lock, refer to the following programming guide and steps for the corresponding functions.

M | PIN | * — 3 | Delete Code / Card | * → | U N 21~60 — * Continue
                                                              Complete

4 | Delete All | * → | M PIN 6 Digits | * Complete

5 | Visitor Code Program | * — | V PIN New Visitor Code | * →
Start date (DDMMYY) * End date (DDMMYY) * Complete
* Delete Visitor Code

6 | Passage Mode | * — 1 Enable * Complete
                     3 Disable * Complete

7 | Volume Setting | * — 1 Silent * Complete
                       3 Normal * Complete

8 | Battery Check Mode | *

Battery level as shown on Keypad

100%   90%   50%   **Change battery**   0%

9 | Time and Date | * 🕐 Time HHMM | * 📅 Date DDMMYY | * Complete

0 | 🔓🕐 Timed Unlocked | * 📅 Start date (DDMMYY) | * End date (DDMMYY) | * →
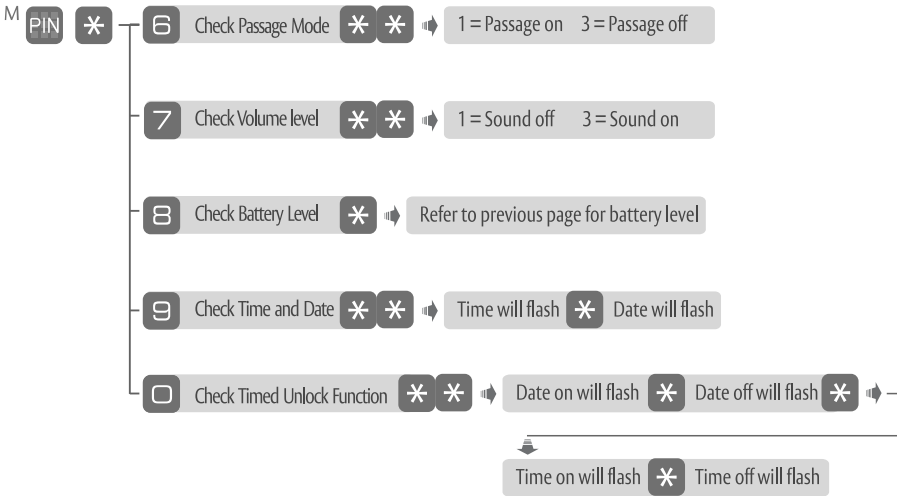🕐 Start Time (HHMM) * End Time (HHMM) * Complete

NOTE : Time should be entered in 24hour format. [1623] = 4:23 PM
NOTE : Date Format [240316] = 24 March 2016

Check programmable functions – Advanced mode

You also have the ability to check the programmed values that have been programmed into the lock.

M **PIN** ✳

6 Check Passage Mode ✳ ✳ ➡ 1 = Passage on   3 = Passage off

7 Check Volume level ✳ ✳ ➡ 1 = Sound off   3 = Sound on

8 Check Battery Level ✳ ➡ Refer to previous page for battery level

9 Check Time and Date ✳ ✳ ➡ Time will flash ✳ Date will flash

0 Check Timed Unlock Function ✳ ✳ ➡ Date on will flash ✳ Date off will flash ✳ ➡

Time on will flash ✳ Time off will flash

Special Users – Advanced Mode

Extended User – User that requires extra-long time to gain access (door will remain open for 15 seconds).

M **PIN** ✳ — 2 User PIN Code / Key Card Program ✳ ⏲ 18 ✳ U **PIN** ✳

M **PIN** ✳ — 2 User PIN Code / Key Card Program ✳ ⏲ 59 ✳ U **CARD** ✳

One time Pin – This pin can only be used once and then automatically expire.

M **PIN** ✳ — 2 User PIN Code / Key Card Program ✳ [1]**PIN** 19 ✳ U **PIN** ✳

Dual Credential – If you like to set Dual access so you need a Card and PIN to gain access.
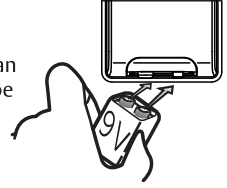
M **PIN** ✳ — 2 User PIN Code / Key Card Program ✳ **CARD** 20 ✳ U **PIN** ✳

+

M **PIN** ✳ — 2 User PIN Code / Key Card Program ✳ **CARD** 60 ✳ U **CARD** ✳

&

17

Emergency Power Supply

9V battery connections are located under the front of the outside escutcheon.
In the case that the 4 AA alkaline batteries are completely discharged, a 9V battery can
be used to supply power to the lock. While connecting the 9V battery, the lock can be
operated as normal, thus granting access so the 4 AA alkaline batteries can be
replaced. Discharged batteries should be replaced right away.

Troubleshooting

Symptom	Suggested Action
Lock does not respond – door is open and accessible.	• The touchscreen will become active when pressed with the palm or fingers in at least 3 areas simultaneously. 　- Use a larger area of the palm or fingers and verify contact with at least 3 areas (page 6). • If touchscreen numbers are visible, check to see if they respond when pressed. • Check batteries are installed and oriented correctly in the battery case. • Check batteries are in good condition(page 11); replace batteries if discharged (page 7). • Check to see if touchscreen cable is properly connected and not pinched. • Push Soft Reset until confirmation sound is heard.
Lock does not respond – door is locked and inaccessible.	• Batteries may be completely discharged. 　- Connect a 9-volt battery to the emergency power supply terminal which is located on the outside escutcheon, under the lever. With the 9-volt battery connected, palm the touchscreen, enter user PIN code, and palm touchscreen again (page 6). Replace batteries (page 7).
The unit is on for a while, and then shows no reaction. Lights dim.	• The batteries do not have enough power. Replace the batteries.
Unit chimes to indicate code acceptance, but the door will not open.	• Check to see if there is another locking device on the door (i.e. deadbolt). • Check the door gaps for any foreign objects between door and frame.
Unit operates to allow access, but will not automatically re-lock.	• Check to see if Passage Mode is enabled. 　- Disable Passage Mode to lock the door (page 11). • If low battery indicator is lit (page 7), change batteries.
User PIN codes will not register.	• User PIN codes must consist of 4 to 10 digits to register. • In Advanced mode the same PIN code cannot be used for multiple users. • In EZ Mode, User PIN codes must be entered within 20 seconds (while the touchscreen is active) or the process will have to be restarted. • In EZ Mode, the user PIN code can only be registered using the Program Button. • The star (*) can not be used as part of the user PIN code. • Master Code and User PIN Code cannot be the same.
The unit operates, but it makes no sound.	• Check to see if Silent Mode is enabled (page 11 & 16).
The unit shows "Low Battery"	• This is the indication alerting that it is time to replace the batteries. Replace all four (4) batteries with new AA Alkaline batteries (page 7). • Check batteries are installed and oriented correctly in the battery case. • Check batteries are in good condition (page 11).
Incorrect programming	• Reset to Factory Mode by switching the EZ mode and Advanced mode switch.
Mechanical operation not working correctly	• Check alignment of lockset installation and spindle hub position and engagement.

Advance Mode PIN Code Management

	User Name	PIN Number
MASTER		
User 1		
User 2		
User 3		
User 4		
User 5		
User 6		
User 7		
User 8		
User 9		
User 10		
User 11		
User 12		
User 13		
User 14		
User 15		
User 16		
User 17		
User 18	Extended User	
User 19	One Time PIN	
User 20	Dual Credential	

LOCKWOOD
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ASSA ABLOY is the global leader in door opening solutions, dedicated to satisfying end-user needs for security, safety and convenience

LOCKWOOD

Lockwood is the leading brand in the Australian locking industry. With an established reputation for high quality products, this iconic brand provides a wide range of locking solutions to residential housing, commercial building and industrial application markets. Lockwood is supported by an extensive distribution and after-sales support network. Their customers include retailers, architects, trade and industrial personnel, locksmiths and security dealers.

ASSA ABLOY

ASSA ABLOY is the global leader in door opening solutions, dedicated to satisfying end-user needs for security, safety and convenience.

ASSA ABLOY is represented in all major regions, in both mature and emerging markets, with leading positions in Australia, Europe and North America.

As the world's leading lock group, ASSA ABLOY offers a more complete product range of door opening solutions than any other company on the market.

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lockweb.com.au

Part No. EDX-221 Iss. C

PLEASE RECYCLE

The Global Leader in Door Opening solutions

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