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Sargent & Greenleaf 6120-305

Sargent & Greenleaf 6120-305 Electric Safe Lock Instruction Manual

Model: 6120-305 | Brand: Sargent & Greenleaf

1. Introduction

The Sargent & Greenleaf (S&G) Model 6120 is a motorized electronic safe lock designed to provide enhanced security and convenience for personal safes or small commercial facilities. This deadbolt lock package includes a satin chrome keypad and operates with a 2-battery system. Its key features include a shorter time delay and one-step operation, making it an efficient and secure choice.

Key features of the S&G 6120 Electric Safe Lock:

- Management reset code capability.
- Supports one master code and up to eight user codes.
- Configurable time delay up to 99 minutes.
- Field programmable directly via the keypad.
- Incorporates a penalty time feature that prevents opening until a valid code is entered and locks the keypad after three incorrect code entry attempts.



Figure 1: The S&G 6120-305 Electric Safe Lock, showing the keypad and the deadbolt mechanism. This image illustrates the primary components of the lock system.

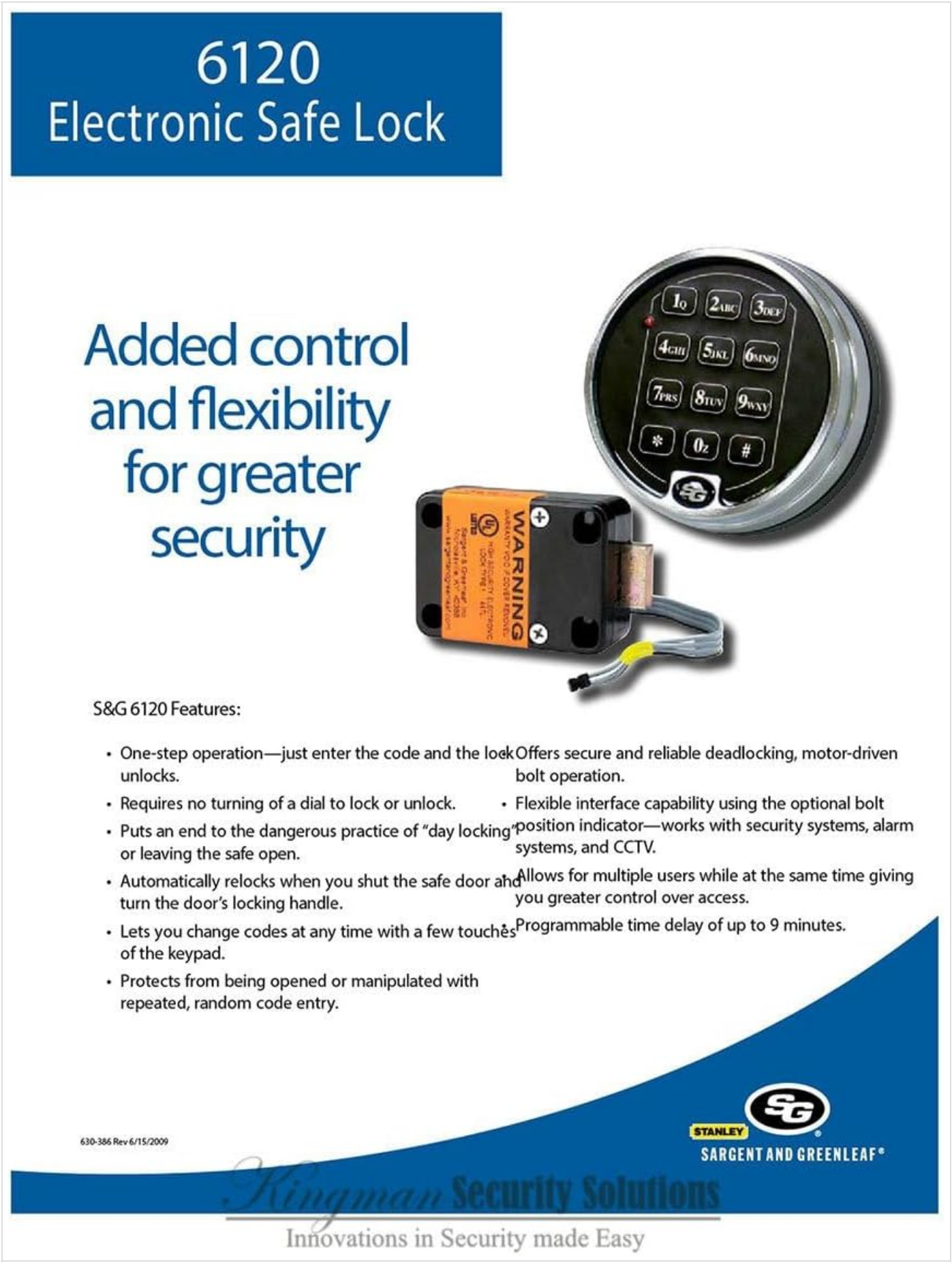


Figure 2: Overview of the S&G 6120 Electronic Safe Lock highlighting its added control and flexibility for enhanced security. This image details key operational benefits and features.

2. Setup and Installation

Proper installation is crucial for the optimal performance and security of your S&G 6120 lock. This section provides important considerations and steps for installation.

2.1 Mounting Considerations

- The S&G 6120 series locks are designed to utilize the same mounting screw locations and occupy the same space as standard S&G 6730 mechanical locks, simplifying retrofit installations.
- The keypad has a diameter of 4 inches (101.6 mm), which is slightly greater than standard S&G dial rings for mechanical locks. The 6120 series keypad will cover any scratches or paint blemishes left by the old lock.
- Any modifications to the lock, including lock bolt attachments, are not recommended and will void the manufacturer's warranty.
- Ensure a minimum distance of .150 inches (3.8 mm) between the end of the lock case containing the bolt and the safe's blocking bar or cam plate. This is important because the lock bolt may not retract fully if this distance is not maintained, especially with older batteries.
- Before final installation, install fresh alkaline batteries and connect the keypad cable to check the lock's functions. Follow the procedures outlined in the Operating Instructions section to test.
- Do not allow the safe's blocking bar or cam plate to depress the lock's bolt further than it retracts during normal operation. This can lead to inconsistent lock operation.

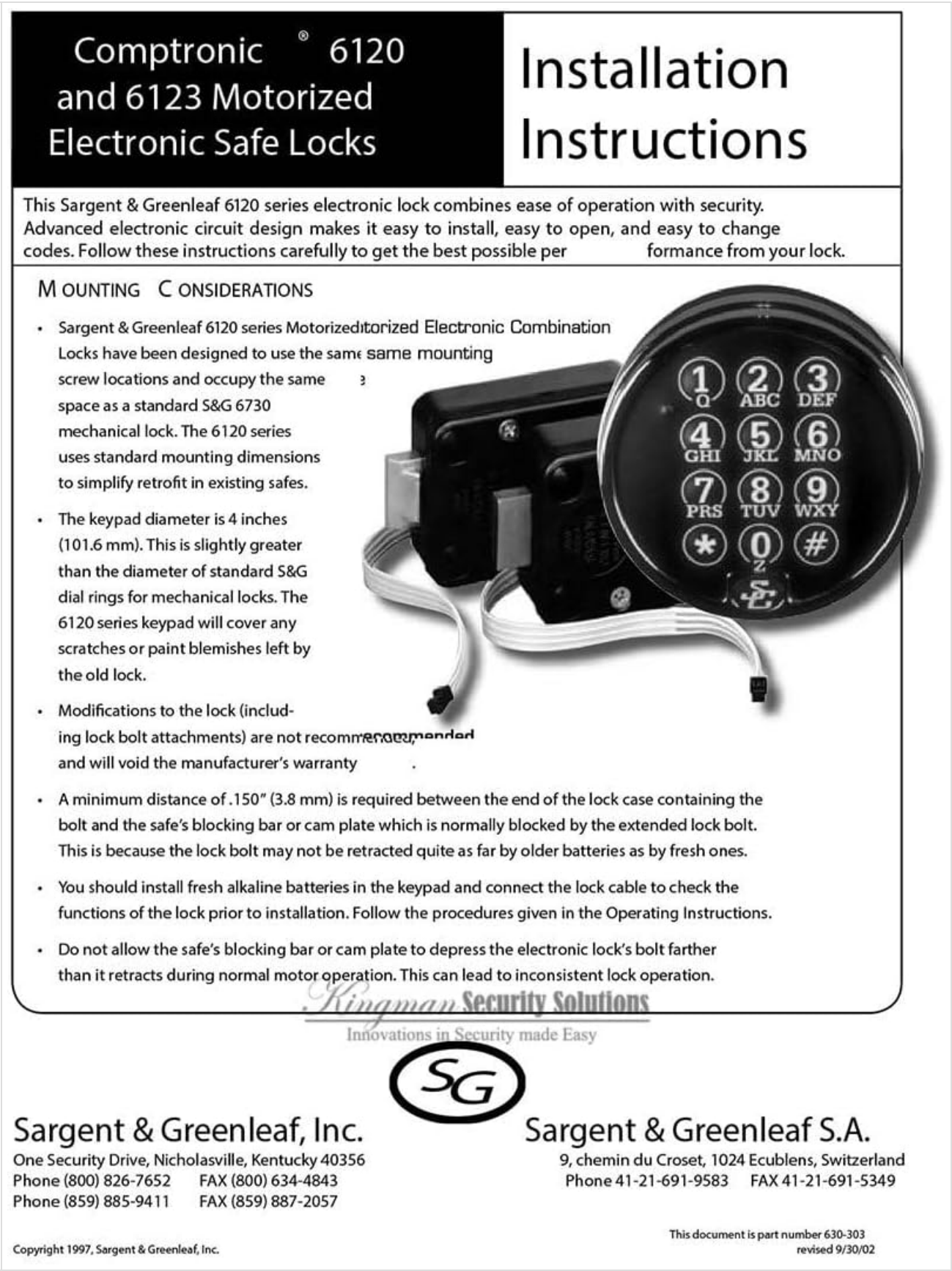


Figure 3: Detailed installation instructions for the S&G 6120 and 6123 Motorized Electronic Safe Locks. This image provides visual guidance and critical mounting considerations.

3. Operating Instructions

This section details how to operate your S&G 6120 Electric Safe Lock, including opening the lock and understanding code entry.

3.1 Initial Setup and Factory Code

The Sargent & Greenleaf Model 6120 Electronic Combination lock comes from the factory with a default master code of **1 2 3 4 5 6**. It is recommended to change this code immediately upon installation for security purposes. You can use the lock and set or change all of its codes via the keypad.

3.2 Opening the Lock

To open the lock, simply press the digits of your valid code followed by the **#** key. The lock bolt will retract for six seconds, allowing you to open the safe handle and the door. Do not apply any pressure on the safe handle until after the door has been entered. The Model 6120 will lock automatically when the safe door is closed and the handle is turned to the locked position.

3.3 Code Entry and Error Handling

- Each time a button is pressed and the lock accepts the input, it emits a "chirp," and the LED on the keypad lights momentarily.
- All codes must contain six digits or six letters. Any digit or letter can be used as many times as you wish for a code.
- If you press an incorrect number when entering a code, press the * key to clear the entry and begin the code entry sequence from the first step.
- If you realize you have pressed an incorrect number when entering a code, press or simply pause ten seconds or more, then begin entering your code again.
- If four incorrect codes are entered in a row, the lock will shut down for a period of up to fifteen minutes. This is a security feature known as the penalty time. During this period, the lock will emit a "chirp" every ten seconds. Do not touch the keypad buttons for the duration of the penalty time. After the fifteen minutes, you can enter a valid code to open the lock.
- The Model 6120 does not have audit trail capabilities.
- For UL installations, the maximum number of user codes is one.

This lock has been listed by Underwriters Laboratories for use with the following S&G keypads: 61X0-0XX, 6120-2XX, 6120-4XX, 6160-2XX (8 series), 61KP-1XX, 6130-5XX.

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OPERATING INSTRUCTIONS

Model 6120

Introduction

- The Sargent & Greenleaf Model 6120 Motorized Electronic Combination Lock is shipped from the factory with a factory master code of 1 2 3 4 5 6 #. This code is used to open the lock and set or change all of its codes. If the safe maker or your dealer sets a new master code, he will advise you of the change. You should set the lock to your own, unique master code immediately.
- The Model 6120 will always open on the master code. At your discretion, it can also be set to accept up to eight different user codes. The master code holder is responsible for maintaining the number of active users programmed into each lock. The master code is designated as code #1, and the user codes (if set) are designated by user I.D. number 2, 3, 4, 5, 6, 7, 8, and 9. The user codes do not exist until they are programmed into the lock.
- Each time a button is pressed and the lock accepts the input, it emits a "chirp," and the LED on the keypad lights momentarily.
- All codes must contain six digits or six letters. Any digit or letter can be used as many times as you wish. For instance, the following codes (while not recommended) will operate the lock:

  5 5 5 5 5 5 # OR J J J J J J #
- All codes end with #. This signals the lock that you have finished entering all digits of the code.
- If you pause more than 10 seconds between pressing buttons when entering a code, the lock will assume you do not want to continue, and it will go into standby mode. To open the lock, begin the code entry sequence from the first step.
- If you realize you have pressed an incorrect button when entering a code, press ✱ or simply pause ten seconds or more, then begin entering your code again.
- If four incorrect codes are entered in a row, the lock will shut down for a period of up to fifteen minutes. This is a security feature. Pressing any button anytime during the lockout period will reset the timer to its maximum penalty time. Do not touch any keypad buttons for a period of fifteen minutes, then enter any valid code to open the lock.
- The model 6120 does not have audit trail capabilities.
- For UL installations, the maximum number of user codes is one.

Note:This lock has been Listed by Underwriters Laboratories for use with the following S&G keypad(s):
6120-0XX, 6120-2XX, 6120-4XX, 6160-2XX (IP Series), 61KP-1XX, 6130-5XX

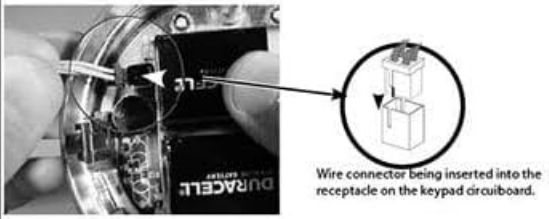
To Open the Lock

Press the code digits or letters in order, followed by #. The lock bolt will retract for six seconds, allowing you time to operate the safe handle and open the door. Do not put any pressure on the safe handle until after the code has been entered. The Model 6120 will lock automatically when the safe door is closed and the handle is turned to the locked position.

In Case of Trouble

If your lock should fail to open when a valid code is entered, check for the following:

1. The boltwork of a safe can, under certain conditions, place pressure on the side of the lock's bolt. This is often caused by something inside the safe pressing against the door or by something caught between the safe door and its frame. When this occurs, the lock will not operate properly. To relieve side pressure on the lock bolt, move the safe's handle to the fully locked position, then re-enter a working code. The lock should open.
2. If the lock makes no sound when any of the keys are pressed, or if the lock "chirps" when keys are pressed, but it will not open, the batteries may be drained to the point that they will not operate the lock's motor. Follow the battery replacement procedure in this manual.
3. If the lock makes no sound when any of the keys are pressed, but the batteries have been checked and found to be good, a loose keypad connector may be the cause. If your lock uses the two-battery keypad (pictured to the left of the lock above), pull the keypad away from the base as described in the battery changing procedure. Check to make sure the wire connector is firmly seated into its receptacle on the keypad circuit board. The connector is designed so that it will only slide into the receptacle when aligned correctly.



Wire connector being inserted into the receptacle on the keypad circuiboard.

If all of the preceding remedies have been exhausted and the lock still does not open, contact a qualified safe technician in your area for professional service.

Security Advisory

If your lock is used many times a day (50 or more openings daily), it is advisable to use as many different keys as possible in your code number. Avoid using a key more than once whenever possible. Check the keypad frequently for visible wear which might indicate which keys are being pressed for code entry. Change the code to use different keys when wear is evident. If necessary, have a qualified service technician replace the keypad.

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Figure 4: Operating instructions for the S&G Model 6120 Electric Safe Lock. This image provides a visual guide to the keypad and internal wiring for operation.

4. Maintenance

Regular maintenance ensures the longevity and reliable operation of your S&G 6120 Electric Safe Lock. The primary maintenance

task involves battery management.

4.1 Battery Replacement

The S&G 6120 lock requires two 9V alkaline batteries for operation. While batteries are included with the product, they will need to be replaced periodically. It is recommended to use fresh alkaline batteries to ensure consistent performance.

- If the lock makes no sound when any of the keys are pressed, or if the lock "chirps" when keys are pressed but it will not open the safe, the batteries may be drained.
- To replace the batteries, remove the keypad from the safe door. The battery compartment is typically located on the back of the keypad or within the lock mechanism.
- Replace both 9V batteries with new, fresh alkaline batteries.
- Ensure the battery cable is securely connected to the battery and the circuit board. A loose connection can prevent the lock from functioning correctly.

5. Troubleshooting

If you encounter issues with your S&G 6120 Electric Safe Lock, refer to the following troubleshooting steps before seeking professional assistance.

5.1 Common Issues and Solutions

- **Lock Fails to Open After Valid Code Entry:**
  - **Bolt Pressure:** Check if the safe's bolt is pressing against the door. Sometimes, something caught between the safe door and its frame can cause pressure on the lock bolt. If this occurs, the lock will not operate properly. To relieve side pressure on the lock bolt, move the safe's handle to the fully locked position, then re-enter a working code.
  - **Drained Batteries:** If the lock makes no sound when keys are pressed, or if it chirps but won't open, the batteries may be drained. Replace both 9V batteries with new alkaline ones.
  - **Cable Connection:** Ensure the keypad cable is securely connected to the battery and the circuit board. A loose connection can prevent the lock from functioning.
- **Keypad Locks After Incorrect Entries (Penalty Time):**
  - The lock features a penalty time feature. If three incorrect code entry attempts are made, the lock will temporarily disable the keypad for a set period (up to 15 minutes). Wait for the penalty time to expire before attempting to enter a valid code again. Do not press any keys during this period.

If all the above remedies have been exhausted and the lock still does not open, contact a qualified safe technician in your area for professional service.

6. Specifications

Feature	Detail
Brand	Sargent & Greenleaf
Model Number	6120-305
Special Feature	Keyless
Lock Type	Square Bolt
Material	Alloy Steel

Feature	Detail
Recommended Uses	Safe security, document protection, valuable storage
Style	Modern
Color	Black
Finish Type	Polished
Included Components	Mounting hardware
Controller Type	Hand Control
Control Method	Touch
Item Weight	2.27 pounds
Package Dimensions	9.8 x 7.4 x 2.64 inches
Batteries Required	Yes, 2 x 9V (included)
Battery Cell Type	Alkaline
Date First Available	February 20, 2012

7. Support

For further assistance, technical support, or inquiries regarding your Sargent & Greenleaf 6120 Electric Safe Lock, please contact the manufacturer directly.

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