



# User guide

## Duo

# Thank you & welcome

Exma Säkerhetssystem AB would like to thank you for choosing us and welcome you as customer. You are now the owner of a locking system of the highest possible quality – made in Eskilstuna, Sweden.

## Contents

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System overview .....	4
LED signals .....	4
Audio signals.....	4
System card kit .....	5
System activation .....	6
Tag management .....	7
Adding and removing tags .....	7
Personal PIN codes.....	9
Emergency code.....	9
Day open mode .....	10
Security levels .....	11
Code lock .....	12
Booking function .....	12



# System overview



**Advice!** The Exma Mobile App offers additional features.

## LED signals

When the unit is in standby mode, both LEDs first quickly flash and then display the current status of the lock.

LED	Meaning:
	If the right LED flashes, the lock may be opened with an approved tag.
	If the outer LED:s flash, both tag and PIN code is required to open the lock.
	The middle LED flashes green when an approved tag has been used. When the lock is open, the green LED will stay lit.
	The middle LED flashes red when an unapproved tag has been used. When the lock is locked, the red LED will stay lit.
	If the left LED flashes red, code lock mode is activated.

## Audio signals

For extra clarity, the system generates different sounds.

### Short beep

Each press of a button or reading of a tag is confirmed with a short beep.

### Three short beeps

Confirm that the lock is put in the highest security level (tag + PIN).

### Longer beeps

Occurs when programming the unit, confirming that the requested action is performed.

# System card kit

## The different cards

The Exma Duo system requires a set of cards, that has to be ordered separately. Each of these has its own specific function and colour: yellow, green, red and blue.

**Important!** A single card kit may be used with several locks or readers within the same system. I.e: you only need one kit for each system.

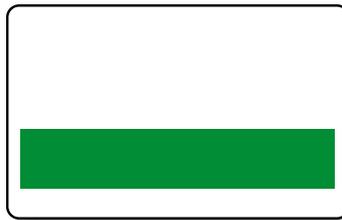
**Yellow  
System card**



The yellow System card contains your locking systems unique identity and should therefore be considered a valuable document.

Keep the card as safe as possible, preferably in a safe.

**Green  
Add card**



The green Add card is used when adding tags to the current lock.

**Red  
Remove card**



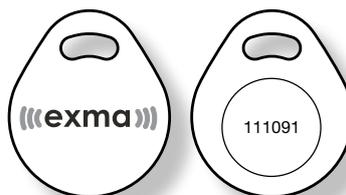
The red card is used when removing tags from the current lock.

**Blue  
Admin card**



The blue Admin card is used when handling NFC cell phones.

**Tags**



The system tags must be of MIFARE type and activated before they will work in the system.

**Exma Mobile App**

The Exma Mobile App for Android is available from [www.exma.se](http://www.exma.se). In addition to turning your cell phone into a key for your lock, the app also offers other administrative functions.

Like traditional key tags, the app communicates with the lock by using NFC technology. In this case with extra encryption, based on the unique IMEI number of your phone.

# System activation

On delivery, the electronic locking system is unactivated and may only be handled with a physical key. System activation is achieved by using the different cards in the order stated below.

**Important!** After system activation, the lock operates like a code lock and will open by entering 0000. In order to change this, the security level must be changed (see page 11).

## Step 1

Put the lock in standby mode by pressing the keypad.

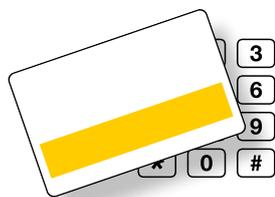


The lock responds with a beep and by flashing the LEDs.

The system is now ready for the program cards

## Step 2

Hold the yellow System card against the keypad.

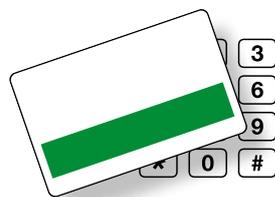


The lock responds with a beep and by flashing the LEDs.

Move on to the next step.

## Step 3

Hold the green Add card against the keypad.

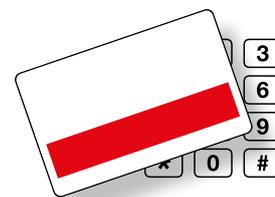


The lock responds with a beep and by flashing the LEDs.

Move on to the next step.

## Step 4

Hold the red Remove card against the keypad.

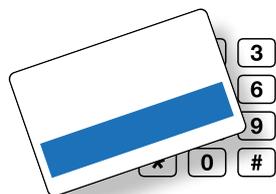


The lock responds with a beep and by flashing the LEDs.

Move on to the next step.

## Step 5

Hold the blue Admin card against the keypad.



The lock responds with a beep and by flashing the LEDs.

Move on to the next step.

## Step 6

Finish by holding the yellow System card against the keypad again.



The lock responds with a beep and by flashing the LED's.

The system is now activated and you may add tags as electronic keys.

**Important!** The system cards are valuable documents, not to be perished since anyone with access to the cards is in control of the locks. The system cards must be stored in the safest way possible.

# Tag management

Before you start adding tags to the system, it is important that you've made clear what their intended functions will be.

Each lock holds 999 positions, which in turn are divided into two levels.

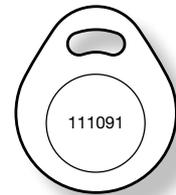
**001-499= can change the security level**

**500-999= can NOT change the security level, these only have passing rights**

It is crucial that the admin ensures the correct allocation of each tag and keeps an updated file of each position in each lock.

Each tag in the system is provided with its own ID number.

If there are any doubts, we recommend removing and reinstalling all tags.



## Adding and removing tags

Whenever a tag is added it must also be given a position in the system. This position is always entered with three digits, followed by a #.

Each position can only hold one tag. If you try to add a second one, the reader will warn you and prompt you to choose another position.

### Add tags

**If a tag is to be added to position 001, proceed as follows:**



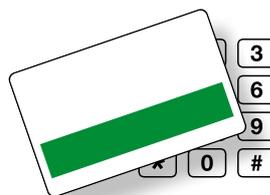
#### Step 1

Put the lock in standby mode by pressing the keypad.



#### Step 2

Hold the green Add card against the keypad to activate programming mode.



#### Step 3

Hold the tag in front of the keypad.



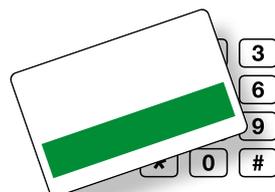
#### Step 4

Enter 001# on the keypad.



#### Step 5

Confirm by using the green Add card again.



**Advice!** If you need to add several tags at the same time; repeat step 3-4 until you're done. Then, confirm all tags by finishing with step 5.

## Remove tags

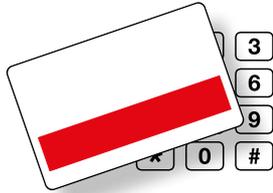
### Step 1

Put the lock in standby mode by pressing the keypad.



### Step 2

Hold the red Remove card against the keypad to activate programming mode.



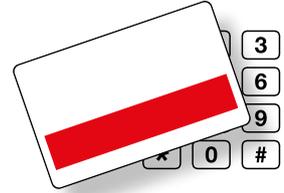
### Step 3

Hold the tag in front of the keypad until a beep is triggered.



### Step 4

Confirm by using the red Remove card again.



## Remove lost tag

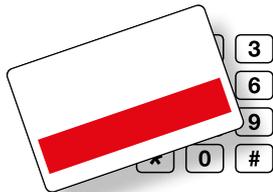
### Step 1

Put the lock in standby mode by pressing the keypad.



### Step 2

Hold the red Remove card against the keypad to activate programming mode.



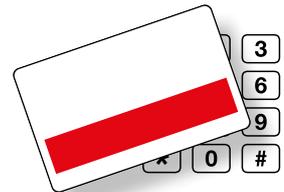
### Step 3

Enter the tag's position, e.g. 001#.



### Step 4

Confirm by using the red Remove card again.



**Advice!** If you need to remove several tags at the same time; repeat step 3 until you're done.

**Important!** An erased tag still has its own PIN code. If the tag is found it still needs to be removed by following the steps in the "Remove tags" section above. When this is done, it can be added as a new tag.

## Remove ALL tags from the system

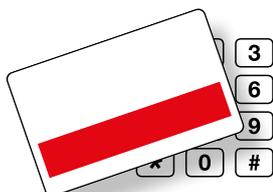
### Step 1

Put the lock in standby mode by pressing the keypad.



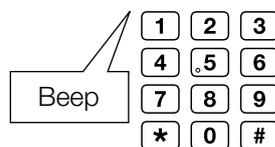
### Step 2

Hold the red Remove card against the keypad for 10 seconds.



### Step 3

The action is confirmed with a beep.



### Step 4

Use the red Remove card again to confirm.



## Personal PIN codes

We recommend that all users program their own personal PIN codes, when using their tags for the first time. If the reader is put in the highest security level, a PIN is required along with the tag.

**Advice!** If you wish to have a set of tags for lending, to e.g. craftsmen, you may prepare tags with predefined PIN codes. This ensures that the tags won't work whenever the lock is put in security level 1 (see page 11).

### Program personal PIN to a tag

#### Step 1

Put the lock in standby mode by pressing the keypad.



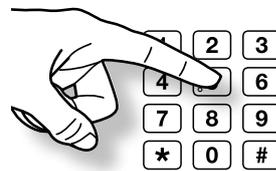
#### Step 2

Hold the tag in front of the keypad.



#### Step 3

Enter a 4-digit code, repeated twice.



E.g: If you wish to use 1234 as PIN, you'll enter 12341234 on the keypad.

#### Step 4

Use the tag again. The PIN will now be encrypted into the tag.



## Emergency code

If needed, the system may be provided with an 8-digit emergency code that always works.

When using emergency codes, \* must always precede the PIN, e.g. \*12345678.

To deactivate emergency code, the same procedure as below, but with \*00000000, is performed. Thus, an emergency code may never consist of this sequence.

### Program emergency code

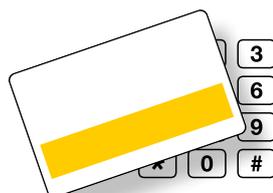
#### Step 1

Put the lock in standby mode by pressing the keypad.



#### Step 2

Hold the yellow System card against the keypad.



#### Step 3

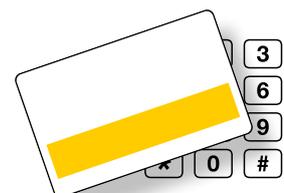
Enter \* followed by an 8-digit code.



E.g: \*12345678

#### Step 4

Use the yellow System card again to confirm.



# Day open mode

If desired, it is possible to leave the door unlocked. This is achieved by performing the procedure below.

The same procedure is used to deactivate the function.

## Activate Day open mode

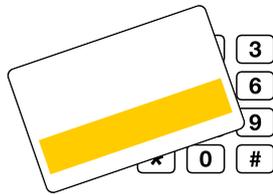
### Step 1

Put the lock in standby mode by pressing the keypad.



### Step 2

Hold the yellow System card against the keypad.



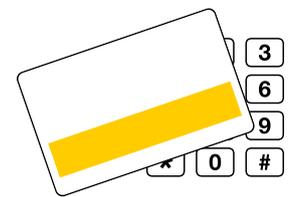
### Step 3

Enter \*4#. The lock confirms by lighting up a diode.  
Green diode = active  
Red diode = off



### Step 4

Use the yellow System card again to confirm.



When the function is activated, the lock may be left unlocked (Day open mode) by holding down the lock button on the inside of the unit for three seconds.

The system confirms by triggering three beeps.

The same procedure is used to turn off Day open mode and the same confirmation, the three beeps, will be used as confirmation.

Lock button on top.



# Security levels

The Exma Duo offers two different security levels, that may be set up with tags in the positions 001-499.

## Security level 1:

The lock is opened with tag + PIN

## Security level 2:

The lock is opened with tag only (no PIN)

The lock returns to security level 2 as soon as anyone opens it with a tag + PIN.

**Important!** Security level 1 disables the lock button on the inside – exiting is then only possible by using a traditional, physical key. This also means that anyone that has entered by e.g. breaking a window will not be able to exit through the door.

## Activate security level 1

### Step 1

Put the lock in standby mode by pressing the keypad.



### Step 2

Hold the tag in front of the keypad.



### Step 3

Enter 9999, the unit confirms the change with three short beeps.



## Activate security level 2

### Step 1

Put the lock in standby mode by pressing the keypad.



### Step 2

Hold the tag in front of the keypad.



### Step 3

Enter the unique PIN code of the tag, the unit will open and may then be opened by using a tag only.



# Code lock

The Exma Duo can be set so that only a code is required. This function is available for tags 001–499.

The code works until the security level is changed; when a tag plus PIN is used.

**Important!** 9999 may not be used since this combination is reserved for another function in the lock.

## Program code lock

### Step 1

Put the lock in standby mode by pressing the keypad.



### Step 2

Hold the tag in front of the keypad.



### Step 3

Enter the unique PIN code of the tag.



### Step 4

Enter \* followed by the code. Finish with #.



E.g: \*1234#

# Booking function

The Exma Duo also offers a booking function, meaning that the system itself generates a 4-digit code, either every hour or every day. The code generator is unique to each system and based on the individual serial number of the reader.

By default, key tags are used for time-limited access. To write this into the tag, the code must first be entered via the keypad, for either the hour or the day. Then the tag is held in front of the reader in order to get the access written into it. The tag will then be fully functional until another booking is performed.

During a booking period, an enabled tag may not have the access removed. This is only achieved when a new code is generated via the reader. If no new code is generated the tag will be deactivated automatically 24 hours after access was given.

### Deactivation

Activated tags may be deactivated by setting the the system to the highest security level (tag+PIN). Thereafter, no new bookings can be made.

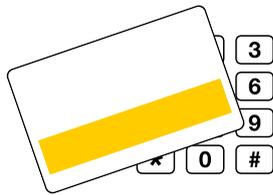
By turning the reader into code lock mode, any activated tag will continue to work for its set time but no new bookings will be possible.

**Important!** In order to use the booking function, the internal clock must be activated. This is easily done using the Exma Mobile App.

## A. Activate/deactivate the booking function

### Step 1

Hold the yellow System card against the keypad.



### Step 2

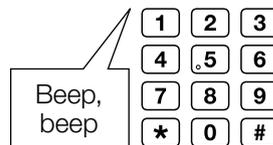
Enter 5555.



### Step 3

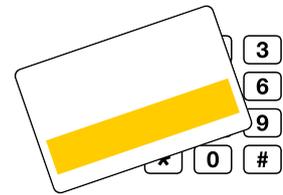
**Two long beeps** = function activated

**Three short beeps** = function deactivated.



### Step 4

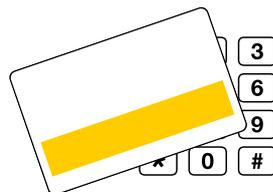
Use the yellow System card again to confirm.



## B. Code opening (no tag)

### Step 1

Hold the yellow System card against the keypad.



### Step 2

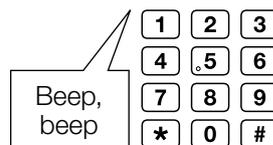
Enter 2222.



### Step 3

**Two long beeps** = function activated

**Three short beeps** = function deactivated.



### Step 4

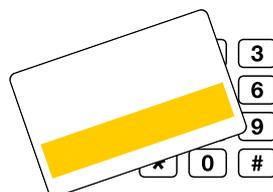
Use the yellow System card again to confirm.



## C. Code to be changed daily

### Step 1

Hold the yellow System card against the keypad.



### Step 2

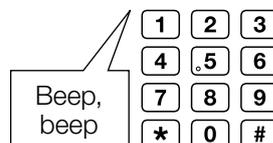
Enter 6666.



### Step 3

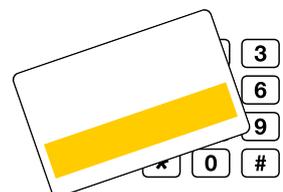
**Two long beeps** = function activated

**Three short beeps** = function deactivated.



### Step 4

Use the yellow System card again to confirm.



#### Selectable variations:

- A: Code changes hourly. Tag is activated with code.
- A+B: Code changes hourly. Code opens directly, no tag required.
- A+C: Code changes daily. Tag is activated with code.
- A+B+C: Code changes daily. Code opens directly, no tag required.

#### Important!

The unit switches between activated and deactivated mode each time the sequence is performed.



## The company

Exma Säkerhetssystem AB was founded in Eskilstuna, Sweden, in 1986. Through the years, we have gradually developed into a central part of the development of safe locking systems for both domestic and professional use. In Sweden, Exma products are de facto standard for e.g. correctional establishments and other protected properties.

From the very beginning, we've specialized in expertise in mechanical/electronic locks and access control. Our competency quickly established us and we have long been in close cooperation with other prominent players in the market. We continuously move the positions for user-friendly locks of the highest quality, regarding both durability and safety.

