



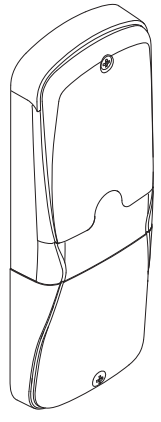
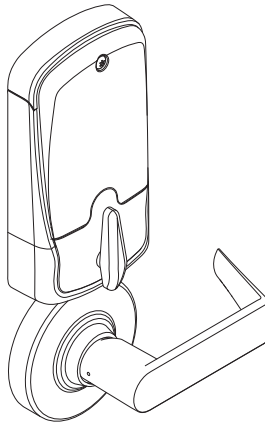
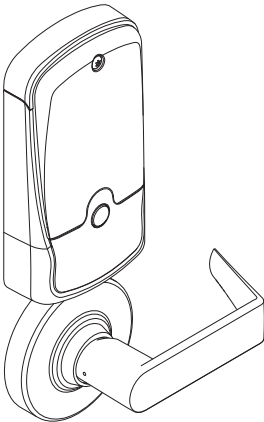
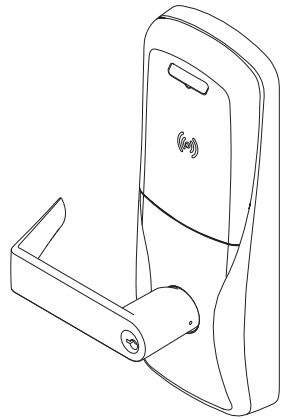
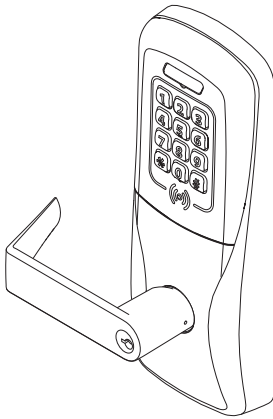
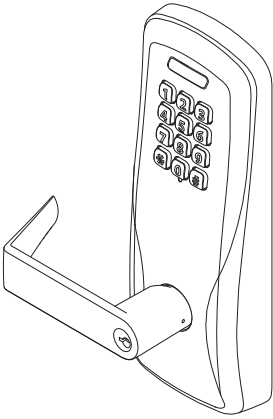
P516-271



CO-200

OFFLINE LOCK USER GUIDE

INSTRUCTIONS FOR CORE SERIES OFFLINE LOCKS



Para el idioma español, navegue hacia www.schlage.com/support.

Pour la portion française, veuillez consulter le site www.schlage.com/support.

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www.schlage.com/support



877.671.7011

OVERVIEW

The Schlage CO-200 is an off-line electronic lock in the CO-Series product line.

- The lock is configured to operate as Classroom/Storeroom function. Optional Office or Privacy functions are available.
- The lock is powered by four (4) AA batteries. See *Batteries* on page 11 for more information.
- Outside lever is normally locked.
- Inside lever always allows egress.
- The lock maintains an audit trail of events in the normal operating mode.
- The lock is configured using the Handheld Device (HHD). See *Handheld Device (HHD)* on page 4 for more information.

Outside

Schlage Button

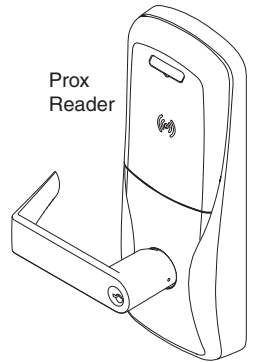
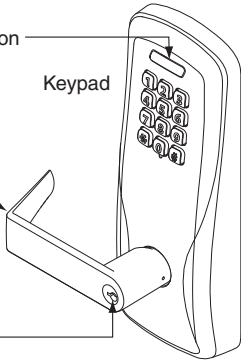
Keypad

Keypad/Prox
Reader

Prox
Reader

Outside
Lever

Keyway



Inside

Thumbturn

Battery
Compartment

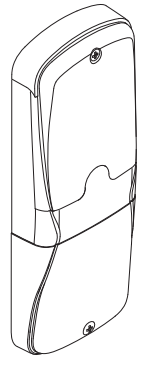
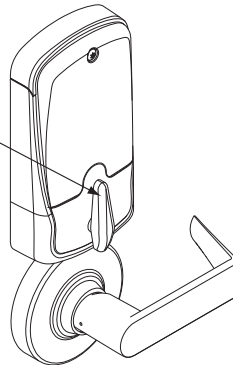
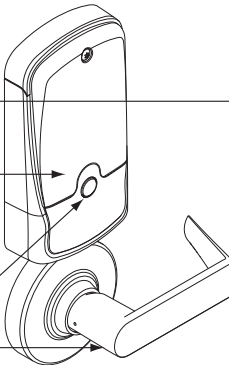
Inside Push
Button

Inside Lever

CO-200-CY
CO-200-MS

CO-200-MD

CO-200-993



GETTING STARTED

Follow these steps when setting up a new lock.

1. Install the lock. See the installation guide that came with the lock, or visit www.schlage.com/support, for more information.
2. Make sure the batteries are installed properly. See *Batteries* on page 11 for more information.
3. Before programming, the lock may be used in Construction Access Mode. See *Construction Access Mode* on page 5 for more information. The lock should remain in Construction Access Mode until you are ready to set up the rest of the system.
4. Test the lock for proper mechanical and electronic operation. See *Testing* on page 10 for more information.
5. When ready to set up for normal use, remove factory default security settings, then program the user credentials. See *Manual Lock Programming* on page 6 for more information.
6. Consult the Schlage Utility Software (SUS) User Guide for information about configuring the lock.
7. Familiarize yourself with the information in this guide.

! **Save this user guide for future reference.**

HANDHELD DEVICE (HHD)

! **The Handheld Device is used for programming and setup only.**

The Handheld Device (HHD) is used to configure locks. The HHD configures lock functions that cannot be configured with manual programming, and is used to transfer data files between the access control software and locks.

For more information about the HHD, see the Schlage Utility Software (SUS) User Guide.

Follow these steps to initialize coupling of the lock with the SUS via the Handheld Device, or to add or change a Master Programming Credential.

1. Insert the mechanical key in the lock, rotate and hold.
2. Continue holding the key and press the Schlage button three (3) times.

The lock is now ready to couple with the SUS.

Add or Change a Master Programming Credential

Present a credential to the lock after completing the above mentioned steps. That credential will become the Master Programming Credential.

TIP

When the HHD is coupled with the lock, the Master Programming Mode is cancelled.

CONSTRUCTION ACCESS MODE

Construction Access Mode is used to allow access before the lock has been programmed, and for testing purposes.

- Enabled by default.
- The lock will remain in Construction Access Mode until the mode is cancelled as described below.
- No audits are captured while lock is in Construction Access Mode.

Create the Master Construction Credential - Locks with Card Readers

1. Press and hold the Schlage button while presenting a credential.
2. This credential becomes the Master Construction Credential.

After you have created the Master Construction Credential, you can then use that card to add construction access mode user credentials.

→ *The Master Construction Credential will not grant access. It is used only to add additional credentials.*

Add User Credentials - Locks with Card Readers

1. Present the Master Construction Credential to the lock. The Schlage button will light green.
2. Present the user credential to be added within twenty (20) seconds. The user credential will be added to the lock database.
3. To test the enrolled user credential, present the credential. The Schlage button will blink green and the lock will unlock.

→ *Credentials added using the Master Construction Credential will have normal 24/7 access.*

Cancel Construction Access Mode

Do one of the following:

- Authenticate or program the lock with the HHD. See the Schlage Utility Software (SUS) User Guide for more information.
- Reset the lock to factory settings. See *Resetting To Factory Defaults* on page 10 for more information.
- Create a new master programming PIN code.

! *When construction mode is cancelled, the Master Construction Credential and all other credentials added using the Master Construction Credential will no longer function.*

Locks with Keypads

In the factory default reset state, offline locks with keypads, with or without additional credentials, have a default PIN of 13579 and "#", which can be used for installation, testing and construction access. To test, enter 13579 and "#". The Schlage button will blink and the lock will unlock. The default PIN is automatically deleted when a new programming credential is created, or the lock is programmed with the Schlage Utility Software (SUS).

TIP

Use the same Master Construction Credential for all the locks in the facility.

If you present the first card to a new lock to create the Master Construction Credential and the card is not accepted, the lock has either been programmed or already has a Master Construction Credential.

If the Master Construction Credential cannot be located, or to put the lock back into construction access mode, reset the lock to factory settings. See *Resetting To Factory Defaults* on page 10 for more information.

MANUAL LOCK PROGRAMMING

Left LED →  ← Right LED



TIPS

The Schlage button has two different LEDs, one on the left and one on the right.

All locks have a default programming code of 97531 and “*”.


All locks have a default normal use code of 13579 and “#”.

! When adding a card credential, the 3-6 digit code (PIN) entered prior to presenting the card becomes the credential reference number. This number can be used to delete a card without physically having the card. Keep a log of all issued credential reference numbers and codes for future reference.

Credential Types

Credential Type	Function	Description
Programming	Used to program the lock – does not unlock the lock	Five-digit code OR card
Normal Use	Unlocks the lock	PIN (3 - 6 digits) OR card
Normal Use +PIN		PIN (3 - 6 digits) AND card
Toggle	Changes the state of the lock from locked to unlocked, or vice versa, unless in a Freeze state	PIN (3 - 6 digits) OR card
Toggle +PIN		PIN (3 - 6 digits) AND card
Freeze	Freezes the lock in the current state – lock remains frozen until Freeze credential is presented again	PIN (3 - 6 digits) OR card
Freeze +PIN		PIN (3 - 6 digits) AND card
Pass-Through	Unlocks a lock momentarily, regardless of state	PIN (3 - 6 digits) OR card
Pass-Through +PIN	Overrides a lock in Freeze state	PIN (3 - 6 digits) AND card

Programming Legend

Symbol	Description
[Programming Code] ¹	Five-digit code, identical to programming credential code listed in the Credential Types table.
Programming Card	Programming Card, identical to programming credential card listed in the Credential Types table.
[PIN]	Three- to Six-digit code. A PIN can be any of the PIN code types listed in the Credential Types table. A PIN entered before a card credential becomes the credential reference number.
*	Asterisk key on the keypad
0 - 9	Number keys on the keypad
	Schlage button

TIP

Use the same programming code for all locks in the facility.

¹ Programming codes such as 1-1-1 or 1-2-3-4 can be easily selected by non-authorized users and should not be used.








Add or Change a Master Programming Credential

See Handheld Device (HHD) on page 4 for more information.

Manual Programming Commands







→ Commands are confirmed by five alternating green blinks of the Schlage button.

→ The right LED on the Schlage button will blink green to indicate an incorrect entry. To interpret blink patterns, refer to Error Codes on page 9.

Function	Press/Present	Wait For Confirmation ¹
Change [Programming Code]	[Programming Code] * OR Programming Card	Wait for  to stop flashing between each step.
	7 *	
	New [Programming Code] *	
	New [Programming Code] *	
Change Programming Card	[Programming Code] * OR Programming Card	Wait for  to stop flashing between each step.
	7 *	
	New Programming Card	
Add Normal Use Credential	[Programming Code] * OR Programming Card	Wait for  to stop flashing between each step.
	3 *	
▶ New [PIN] *	
	* (for PIN only) OR New Card	
	add another credential OR * to finish	
Add Normal Use +PIN Credential	[Programming Code] * OR Programming Card	Wait for  to stop flashing between each step.
	3 3 *	
	3 1 1 *	
▶ New [PIN] *	
	New Card	
	add another credential OR * to finish	
Add Toggle Credential	[Programming Code] * OR Programming Card	Wait for  to stop flashing between each step.
	3 3 *	
	1 9 1 *	
▶ New [PIN] *	
	* (for PIN only) OR New Card	
	add another credential OR * to finish	
Add Toggle +PIN Credential	[Programming Code] * OR Programming Card	Wait for  to stop flashing between each step.
	3 3 *	
	3 9 1 *	
▶ New [PIN] *	
	New Card	
	add another credential OR * to finish	
Add Freeze Credential	[Programming Code] * OR Programming Card	Wait for  to stop flashing between each step.
	3 3 *	
	1 1 5 *	
▶ New [PIN] *	
	* (for PIN only) OR New Card	
	add another credential OR * to finish	

¹ Other lights may show before the final confirmation. Wait for final confirmation before continuing to the next step.

CO-200 Offline Lock User Guide

Function	Press/Present	Wait For Confirmation ¹
Add Freeze +PIN Credential	[Programming Code] * OR Programming Card	Wait for  to stop flashing between each step.
	3 3 *	
	3 1 5 *	
▶ New [PIN] *	
	New Card	
Add Pass Through Credential	[Programming Code] * OR Programming Card	Wait for  to stop flashing between each step.
	3 3 *	
	1 1 9 *	
▶ New [PIN] *	
	* (for PIN only) OR New Card	
Add Pass Through +PIN Credential	[Programming Code] * OR Programming Card	Wait for  to stop flashing between each step.
	3 3 *	
	3 1 9 *	
▶ New [PIN] *	
	New Card	
Delete Credential	[Programming Code] * OR Programming Card	Wait for  to stop flashing between each step.
	5 *	
	Credential [PIN] *	
	delete another credential OR * to finish	
Change Relock Time	[Programming Code] * OR Programming Card	Wait for  to stop flashing between each step.
	9 9 *	
	1 *	
	1 to add 1 second AND/OR 5 to add 5 seconds	
	* to finish	
Disable/Enable Beeper	[Programming Code] *	Wait for  to stop flashing between each step.
	9 9 *	
	3 *	
	0 * to disable beeper OR 7 * to enable beeper	

¹ Other lights may show before the final confirmation. Wait for final confirmation before continuing to the next step.

USING THE LOCK

After credentials have been programmed, present credentials to operate the lock as follows:

Credential Type	Action	
Credential	Present credential to reader →	Green blink and access granted
+ PIN Credential	Present credential to reader → Press PIN ¹ →	Within 5 seconds, Press (#) ² → Green blink and access granted

1 If the PIN is entered incorrectly, press “*” to start over.

2 The “#” key is used as ENTER key for PINs with fewer than the minimum number of digits. Default minimum digits is six (6). This can be configured with the HHD, so users do not have to push the “#” key.

ERROR CODES

→ All error codes are indicated on the Schlage button by a solid red LED and a blinking green LED. The number of green blinks indicates the error code.

Number of Green Blinks	Error Code Description
1	Computer programming error (not complete).
2	Too long user/master code entered. Code length cannot exceed 8 digits.
3	Memory full, too many codes. Delete some codes.
4	Master code cannot be deleted, only changed.
5	Master code entries do not match. Master code not changed.
6	Invalid command. Invalid function code entered.
7	Code not found.
8	Code too short. Minimum master code length is five (5) digits, minimum user code length is three (3) digits.
9	Not a unique code.
10	Manual programming not allowed.

TESTING

If you encounter problems while performing any of the following tests, review the installation guide and correct any problems.

Mechanical Testing

1. Rotate the inside lever or depress the push bar to open the door. Operation should be smooth, and the latch should retract.
2. Insert the key into the keyway and rotate the key and the outside lever to open the door. Operation should be smooth, and the latch should retract.

Electronic Testing

1. For locks with a keypad, press any number key. The lock will beep. Use the default PIN (13579 and "#") to verify access in construction mode.
2. Present a user credential to the reader. The lock will beep, the Schlage button will light green and the lock will unlock. (If this is the first credential presented to a new lock, it becomes the master construction programming credential. See *Construction Access Mode on page 5* for more information.)
3. During normal use after adding user credentials, the lock will beep and the Schlage button will light green when a valid credential is presented. The Schlage button will blink red twice when the credential is not valid for the lock.

RESETTING TO FACTORY DEFAULTS

! All information in the lock will be deleted and reset to factory defaults!

→ *The door must be locked (not toggled open or in the middle of normal access) before resetting to factory defaults.*

1. Press and hold the Schlage button. Wait for the lock to beep twice and two green blinks of the Schlage button, indicating confirmation.
2. After confirmation signals, release the Schlage button.
3. Rotate the mechanical key within 10 seconds and hold. Continue holding the key until confirmation signals are observed.
4. The Schlage button will light green for one second and a one-second beep will sound to confirm reset to factory defaults.
→ *If the mechanical key is not rotated within 10 seconds, two beeps and two red blinks indicate timeout.*

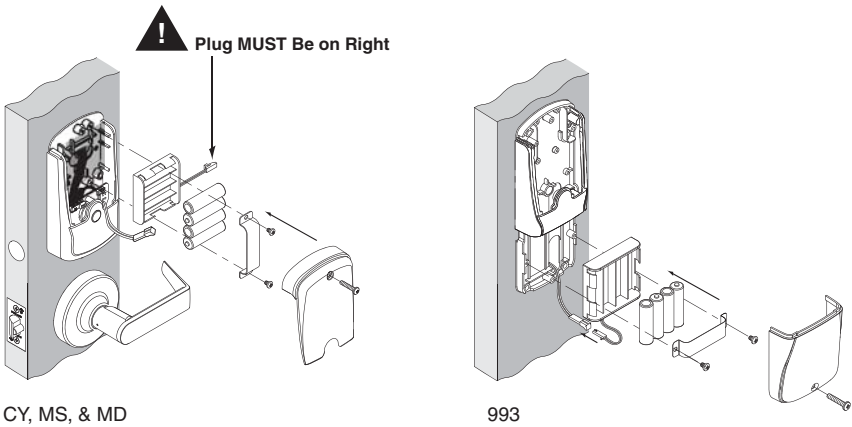
BATTERIES

Installing or Replacing Alkaline Batteries

→ For coin cell battery installation or replacement, refer to instructions at www.schlage.com/support.

1. Remove the battery cover.
2. Remove the Battery Bracket.
3. Install the new batteries. **Observe polarity.** (Install only new AA alkaline batteries)
4. Install the Battery Bracket.
5. Connect the batteries.
6. Reinstall the battery cover.

! **CAUTION! Danger of explosion if batteries are incorrectly replaced! Replace only with the same or equivalent type. Dispose of used batteries according to the manufacturer's instructions.**



Low Battery Indications

→ Changing batteries does not affect any programmed data. Battery voltage can be checked with the Handheld Device (HHD).

Condition	Indicator	Solution
Batteries Low	After credential is presented, 9 red blinks of Schlage button (Left = AA batteries, Right = Coin Cell battery), then normal indicator.	Replace batteries immediately to avoid battery failure. Lock is intended to operate for 500 cycles in low battery condition.
Battery Failure (configured by HHD)	No LED or beeps Valid credentials do not grant access	Replace batteries immediately. Mechanical override key must be used to unlock lock.

Battery Failure Modes

→ The battery failure mode is set using the Handheld Device. See the Schlage Utility Software (SUS) User Guide for more information.

Mode	Description
Fail As-Is (default)	Lock remains in current state until batteries are replaced.
Fail Unlocked	Lock unlocks and remains unlocked until batteries are replaced.
Fail Locked	Lock locks and remains locked until batteries are replaced.

LED REFERENCE

Most LED indicators are configured with the HHD. See Schlage Utility Software (SUS) User Guide for more information.

Schlage Button

Condition	Lights
Access denied	2 red blinks
Access denied, user outside time zone	4 red blinks
Factory default reset	One-second solid green with one-second beep
Waiting for PIN	Mode 0 only: 5 left red with right green blinks, then solid right green
Low battery indicator, AA batteries	9 left red blinks
Low battery indicator, coin cell battery	9 right red blinks
Momentary unsecured access	1 green blink, then one red blink on relock
USB active with no physical connection	Left green blinking

Optional Inside Push Button (IPB)

Action	Lights
Office Mode –Allows lock to toggle between locked (normal) and unlocked state	
Press IPB to lock	1 red blink
Press IPB to unlock ¹	1 green blink
Privacy Mode – Allows the lock to toggle between normal access and a state in which normal credentials are ignored	
With door closed, press IPB to engage privacy ²	4 green blinks
With door closed, press IPB to release privacy ³	4 red blinks

- 1 Unlocking the lock with the IPB will cause the lock to remain unlocked until the IPB is depressed again.
- 2 On locks configured with a mortise-deadbolt, throwing the deadbolt will also engage privacy.
- 3 If DPS is used, then opening door will also release privacy. If a mortise-deadbolt is used, then retracting the deadbolt will also release privacy.

TROUBLESHOOTING

For troubleshooting, visit to www.schlage.com/support.

FCC STATEMENTS



This device complies with Part 15 of the FCC Rules.

Operation is subject to the following two conditions:

1. this device may not cause harmful interference, and
2. this device must accept any interference received, including interference that may cause undesired operation.



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**Ingersoll Rand Security Technology
User Manual Statements**

Compliance Statement (Part 15.19)

This device complies with Part 15 of the FCC Rules.

Operation is subject to the following two conditions:

1. This device may not cause harmful interference, and
2. This device must accept any interference received, including interference that may cause undesired operation.

Warning (Part 15.21)

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

FCC Interference Statement (Part 15.105 (b))

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

RF Exposure Statement

To comply with FCC/IC RF exposure requirements for mobile transmitting devices, this transmitter should only be used or installed at locations where there is at least 20cm separation distance between the antenna and all persons.

Section 7.1.5 of RSS-GEN

Operation is subject to the following two conditions:

- 1) this device may not cause interference, and
- 2) this device must accept any interference, including interference that may cause undesired operation of the device.