



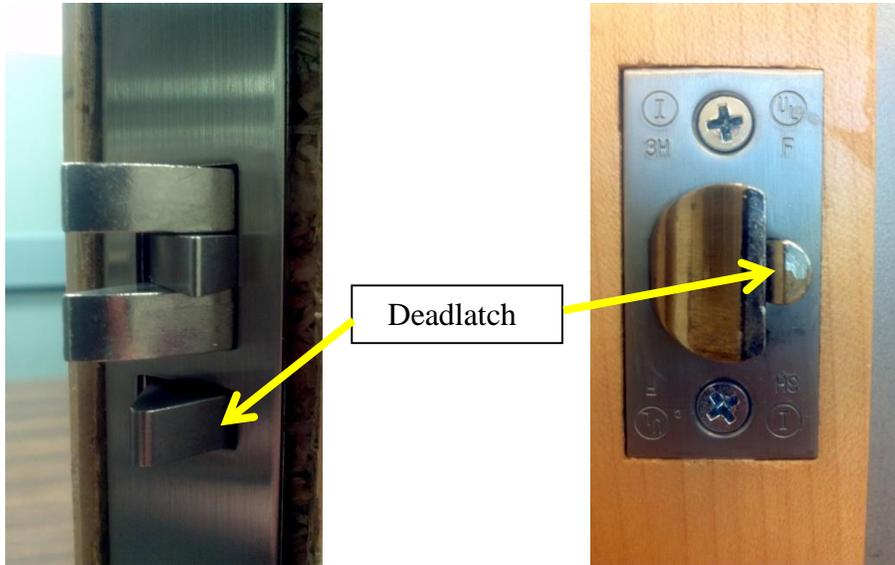
## U-Key™ Information Sheet

- 1) The U-Key is a hands-free device. There are no buttons to press and it does not need to be "presented" to a door for it to unlock. When the U-Key gets within the preprogrammed activation distance, the door will automatically unlock.
- 2) Do not hold the U-Key within your hand or approach a door such that your body is between the U-Key and the door. RF communication does not go through the human body. For optimum repeatability and to minimize the chance of losing the U-Key, it is best to simply carry it in pocket, purse, computer case, etc. Also, do not put the U-Key very close to a door lock, like you would with a proximity card. A U-Key will unlock a door at several feet of distance.
- 3) If a door is locked, as it is approached with a U-Key, an LED will show solid green for approximately half a second and then flash once per second as long as the U-Key is within the preprogrammed activation distance. If the door is unlocked, i.e. is in either "office mode" or "manual unlocked mode" (see below for definitions and how to manually keep a door unlocked), the LED will exhibit two short green flashes, approximately one second apart as long as the U-Key is within the preprogrammed activation distance.
- 4) If a door is in locked mode, to exit a room, simply close the door and walk away. When the U-Key is out of range, the door will automatically lock. The same holds true for a door that has unlocked when approached by a U-Key but never opened (i.e. changing your mind about entering a room). Simply walk away and the door will lock.
- 5) If it is desired to check that a door is locked, hold the U-Key in your hand or behind your back so there is no communication with the lock. Press the door handle to make sure it does not open.

- 6) When inside a room with the door closed, the U-Key should be kept at least ten feet away from the door. This will avoid unnecessary communication between the U-Key and the lock, which would cause battery drain at a faster rate than desired.
- 7) When approaching a door, keep the U-Key between shoulders and knees.
- 8) Avoid any metal or fluid between U-Key and door lock, such as keys, phone or plastic water bottle carried in one's pocket or purse.
- 9) In a purse/computer case, position the U-Key to the front to avoid interference with items inside.
- 10) Utilize the metal ring provided with the U-Key. The ring can be placed on a keychain but then position the U-Key so other keys are not between it and the door.
- 11) For consistency of opening distance, keep the U-Key in approximately the same position on your body or in a carrying case.
- 12) The power level of a U-Key is infinitesimal compared to a cell phone and cannot cause any bodily harm.

### Putting a Door Into Manual Unlocked Mode

- 1) The SecureALL Guardian System comes with two methods for putting a door in an unlocked state. The first, called "Office Mode," is programmed by the system administrator per specific room schedule requirements, i.e. a conference room may be unlocked from 8AM to 5PM, Monday through Friday. Unlocking and locking occurs automatically on those days and at those times. No individual has to perform that task. The second method, called "Manual Unlock Mode," enables any individual that has U-Key access to a room to change the door from a locked state to an unlocked state. How this is accomplished is described in this section and how the process is reversed is described in the next section. For the manual unlocked mode, there are two parameters that are configured by the system administrator: 1) The period of time a door will remain unlocked after it is set, i.e. it may be unlocked for only 4 hours every time the door is put in that state and 2) a default time of day when all doors that have been manually unlocked will revert to a locked state, i.e. all manually unlocked doors will lock at midnight each day.
- 2) To put a door into a manual unlocked mode, start by depressing the deadlatch. On a mortise lock, this is the bottom-most part of the latching mechanism. On a cylindrical lock, it is an integral part of the latch, all of which can be depressed as a unit. (See pictures below.)



Mortise lock

Cylindrical lock

- 3) Present the U-Key. Since the door is in a locked state, the LED sequence shown below will occur (solid green for approximately half a second followed by flashing green once per second).
- 4) Quickly depress the deadlatch two times. A fast flashing green light will be observed for one second, along with an audible tone.
- 5) The door lock is now in an unlocked state. Press the handle and the door will open without presenting a U-Key.

### Taking a Door Out of Manual Unlocked Mode

- 1) To take a door out of a manual unlocked mode, start by depressing the deadlatch. On a mortise lock, this is the bottom-most part of the latching mechanism. On a cylindrical lock, this is an integral part of the latch, all of which can be depressed as a unit. (See pictures above.)
- 2) Present the U-Key. Since the door is in an unlocked state, the LED sequence shown below will occur (two short green flashes that repeat once per second).
- 3) Quickly depress the deadlatch two times. A fast flashing red light will be observed for one second, along with an audible tone.
- 4) The door is now in a locked state. It cannot be opened unless an authorized U-Key comes within the preprogrammed activation distance.

### Putting a Door Into Local Lockdown Mode

- 1) To put a door into lockdown mode at the door itself, the door must be in the door jam.
- 2) Turn the inside handle rapidly three times. A solid red LED will be visible inside and outside and an audible signal will be heard. Subsequently, the red LED will continue to flash at 1 second intervals.

- 3) When a door is put into lockdown mode, all U-Key entrance is disabled, with the exception of “first responder (typically fire and police)” U-Keys. However, doors can be opened from the inside as always by simply turning the door handle. This will allow individuals who may be locked out of a room to be allowed safe entry.

### Taking a Door Out of Local Lockdown Mode

- 1) To remove a door from lockdown, turn the inside handle rapidly three times. A solid green LED will be visible for 1 second and an audible beep will be heard. All authorized U-Keys now have access to the room.