



### **Application Note: Using Your Demo**

When you receive your demo you will have the following components:

1. Lock on plastic stand.
2. Override metal key with suction cup (to remove the magnetic cap hiding the area to insert the override metal key) on a key ring.
3. Cardkey with an “R” (Room Card) written on the card.
4. Cardkey with an “M” (Master Card) written on the card.
5. Cardkey with “CD” (Clear Data Card) written on the card.

### **INSERTING THE CARD:**

The IC Card is the card with the gold chip embedded on one side. This card is inserted into the lock with the chip side up and the chip towards the front.

The Magnetic Stripe Card is inserted with the stripe on the top and on the left side.

The RF card is a blank card and is waved over the sensor on the front face of the lock. If you have an RF demo you can simply wave your card in front of the lock.

### **“R” ROOM CARD:**

Insert this card to unlock the door. The indicator light on the lock will turn green and then you can turn the door knob.

### **“M” MASTER CARD:**

Insert this card to unlock the door and pull in the dead bolt. This card is used to access any door on your property. This card can also access the room even when a guest has engaged the dead bolt.

### **“CD” CLEAR DATA CARD:**

This card is used to factory reset the lock. To use this card you will also need to use the metal override key. Insert the metal override key and turn it to the maximum unlock position and hold it in that position. With the metal override key held in the maximum unlocked position, insert the Clear Data Card, then pull out the Clear Data Card when the indicator light on the lock turns green. Remove the metal override key. The lock is now factory reset. All information on the lock is now cleared.

A factory reset lock will store the room number of the first Room Card inserted into the lock. When inserting the Room Card into a factory reset lock for the first time, the indicator light will turn green but will not unlock. When the card is inserted for the second time the door lock will unlock.

NOTE: If you are planning on taking apart the lock you must download and print out the [Cardlock Installation Manual](#) and the document named, [Finding the Mortise Starting Position](#) ([www.belinelocks.com](http://www.belinelocks.com)). Refer to these documents when reassembling the lock.

**VISIT THE DOWNLOADS SECTION OF [WWW.BELINELOCKS.COM](http://WWW.BELINELOCKS.COM) AND VIEW TRAINING VIDEOS TO GET A SNEAK PEEK OF THE MANAGEMENT SOFTWARE.**