Managing Pool / Tennis Locks

General notes:
As of August 2018 our 2 locks operate from different lists of users and PIN numbers. Back in 2014 the Pool lock was vandalized and all memory lost. All 200+ accounts were re-entered at that lock one by one using the keypad on the lock. At that time some differences were introduced between the 2 locks.

Since that time Castle Cove HOA has purchased a DELL laptop to manage these locks. That laptop is a DELL LATITUDE E4300 Model PP13S. Resident on that machine is the LOCK MGT. program named "DL-Windows" ver. 4.1.96.

This program maintains a listing of all residential accounts (identified by their individual Lot #'s) and their associated PIN numbers. The PIN number is the code typed in by the user at the lock to gain access to the tennis courts or the pool.

Historically the system was set up for same PIN to be used for both Tennis and Pool. I believe for that reason both locks are identified as LOCK #1 within DL-Windows. Future managers of this system may choose to change that layout; there may be call for tennis / pool access differences.

There is a collection of instruction booklets accumulated through time to operate this system. Some of the more helpful publications are:
- DL-WINDOWS V4.0 USER'S GUIDE (OI2371 11/10)
- Trilogy DL3000 Programming Instructions (OI224E 12/10)
- Laminated (homemade) instruction sheet (single page) titled, Programming Functions Alarm Lock DL3000
- MODEL DL 3000WP ***LEVER SETS PART LIST
- DL-WINDOWS V3.6.0 USER'S GUIDE (OI237H 2/07) previous obsolete version instructions contains some historical handwritten notes
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Changes to who can access our Pool and Tennis courts are required when dues "no pay" situations come up along with residents whose behavior requires lock-out.

Individual account status can be changed at the lock through a series of steps as outlined in the Trilogy Programming booklet above.

Individual and wholesale changes can be made by using the "Global Users Account" function of the DL-Windows program on the laptop as described in the DL-WINDOWS user's guide above. Once those changes are made to this list in DL-Windows in the laptop, the laptop is connected to the lock and the new list is uploaded to the lock's memory. Lock user data can also be downloaded from the lock to the laptop using this same process.

Connection between the laptop and the locks is made with a proprietary connector cable labeled "AL-PCI2". This cable terminates in a dual plug end that fits into the black and red sockets on the lock with tab on the connector toward the black socket. The other end terminates in an obsolete 9 pin connector. Updated technology involves a 9 pin connector to USB connector cable allowing the AL-PCI2 to be plugged into the USB port of the laptop. This 9 pin to USB cable requires specific drivers that must be resident on the laptop to operate. The "Sabrent" CD is on hand should those drivers ever need to be reloaded onto the laptop. One last general note about the connector cable, the DL-Windows program requires the laptop's USB port used for communication with the lock be addressed as COMM port 1 thru 4, NO HIGHER. Laptop is currently configured that way, if communication in the future is a problem, check this setting in the laptop. (See page 6 of the DL-Windows User Guide).

HOA has purchased an accessory called a DTM (Data Transfer Module). This device is intended to travel from the lock back to a remote computer running DL-Windows. This module may be obsolete; no effort has been made to investigate its viability.

Database:
Here in Castle Cove subdivision there are 217 separate homes with each home sitting on a uniquely identified lot. Those lot numbers are used instead of homeowner names in our lock database. Those lot numbers run from 1 through 217. So, for example, lot #17 will have a unique PIN # assigned to it. At this time PIN #'s are 4 digits; this is flexible, 3 to 6 digit codes are allowed.

Currently assigned PIN#'s are maintained on the Castle-Cove.com website under the Board Member's section. New owners need to be provided with the code assigned to their Lot. PIN#'s are not routinely changed between owners of a given property; the PIN#'s are merely passed down to the new owners. PIN#'s have been changed between owners in the past in the event of bad behavior on the part of the exiting homeowner.

Changes to PIN#'s should be done in the Global Users screen of the DL-Windows program on the laptop as described in the DL-WINDOWS user's guide page 15 above. Once those changes are made to this list in DL-Windows in the laptop, the laptop is connected to the lock and the new list is uploaded to the lock's memory. It is a good idea to leave the current inventory of User ID (Lot#'s) and assigned PIN#'s within DL-Windows on the laptop.

Most of the routine activities with our locks will be the "lock-out" of folks who refuse to pay their annual dues. Eventually those folks will move away or pay up. At that point that User's PIN# should be re-activated. To "lock-out" folks within DL-Windows go to the "Global" account management screen and just delete the user's PIN #. Once this revised version of the database is uploaded to the lock, that user will not have access. Once this account is paid up, re-enter the previous PIN# (or a new one) within the "Global" access screen and upload this revised list into the lock. The use of the previous PIN# eliminates the need to update all existing listings of PIN#'s that are issued. All Board members are occasionally issued these listings.

If manual changes to PIN#'s are made at the lock keypad, the DL-Windows database on the laptop will not know about those changes. A conflict will be noted by the software upon

connection. Those conflicts can be resolved through edits to the data within DL-Windows prior to the revised data being uploaded to the lock.

Unique situations in the Database – our Castle Cove Lot #1 can not be used as a User ID since User #1 has special significance in the software. Our Castle Cove Lot #1 appears as Lot# 220 in our listing.

Unique situations in DL-Windows – when 1st opening DL-Windows and clicking on the #1 (Pool) lock, a window opens titled, "Lock Data DL3000 (Castle Cove HOA-Castle Cove Pool)". This window will show a column titled, "User No." with the related PIN#'s for Users. User #1 is explained in the paragraph above. Missing PIN#'s for User 12 is not understood. The assigned PIN#'s for residents on Lot# 12 can be found with the "Global" account management screen Pin = 9570. Lot 13 is currently in "no-pay" status (8/2018).

Locks- Locks are battery powered and hold 5 "AA". Literature says 5 year life on one load of these cells. Cells are contained in a plastic battery box (item 28) on the schematic titled, "MODEL DL 3000WP ***LEVER SETS PART LIST". Battery box lid is held down with screws. See pg. 10 of the Trilogy DL3000 Programming Instructions OI224E 12/10 for detail.

All programming is initiated by entering the "Master Code" which is currently set as "822080". This is also written on pg.9 of the Trilogy DL3000 Programming Instructions OI224E 12/10.

Hope this additional narrative helps understand the instructions in the manufacturer's provided materials.

And good luck!