

MicroIQ™

MODELS: UT CT ST

Station mode instructions



For Office furniture, storage cabinets, lockers, safes, vaults, secured enclosures



For installation and programming video instructions visit:
www.MicroIQlock.com/Support or scan the QR code below



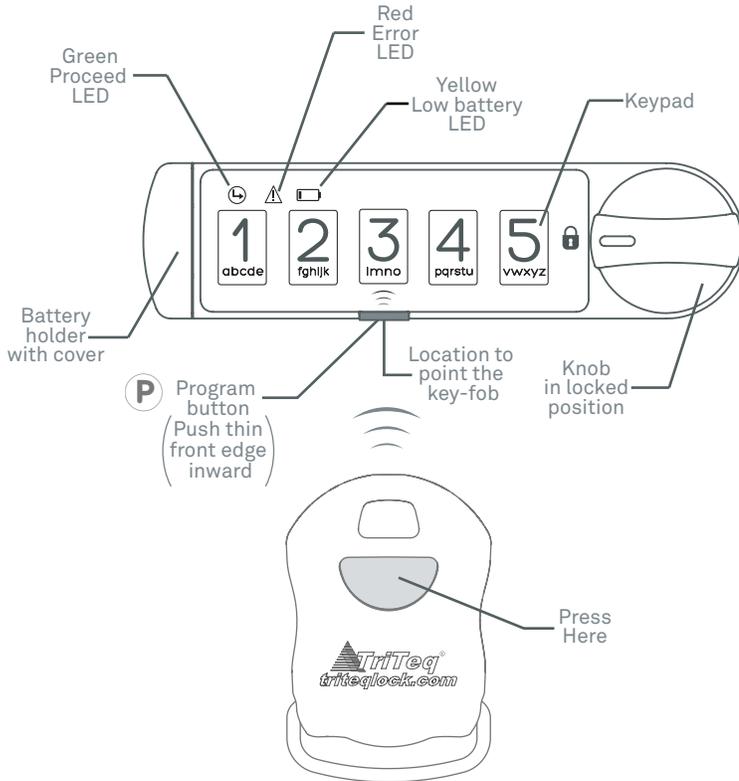
Getting Started

Two operating modes:

1. Station mode (repeated use with the same code)
2. Locker mode (use with a temporary code)

The operating mode is specified at the time of order. To determine the lock's operating mode, remove the battery, press and release the program button, and reinsert the battery.

- ▲ ■ (green, red, yellow) indicates station mode
- ■ ▲ (green, yellow, red) indicates locker mode



Program button:

Ⓟ Initiates the programming mode. When pressed the green LED will illuminate.

Infrared Receiver:

☰ Receives a signal from an electronic TriTaq key-fob when it is pointed at the receiver located behind the program button.

Knob:

Moves the lock mechanism from the locked and unlocked states.

Multiple levels of access:

1. Master code and/or blue control key fob
2. Supervisor code and/or black key fob
3. User code and/or black key fob

The factory master code is: **135243**

The factory supervisor code is: **123**

Note: The MicroIQ is pre-programmed with a factory master code and a factory supervisor code.

Operation:

Unlock by entering a valid code. The green LED will illuminate. Turn the knob to unlock. To lock, turn the knob to align the knob pointer with the lock icon on the keypad.

Programming Chart Symbols:

Ⓟ = press program button

● ■ ▲ - Solid color indicates LED is lit

● ■ ▲ (flashing) - Indicates LED is flashing

☰ - Location to point the key-fob

(Nx) - Indicates flashes N times

1,2,3,4,5 = Indicates the button number to press

Note: If there are any errors in executing the steps below or too much time elapses between the steps, ▲ (3x) and the lock will exit the programming mode.

Station Mode Programming Instructions:

CHANGE THE MASTER CODE (6 DIGITS) USING THE FACTORY MASTER CODE

(P)(P)(P)(P)(P) ● factory master code ● ▲ factory master code ▲ ● — new master code (2x) ☀️ ☀️ ☀️

Example: (P)(P)(P)(P)(P) ● 135243 ● ▲ 135243 ▲ ● — 112233 ▲ ● — 112233 ☀️ ☀️ ☀️

Result: Factory master code 135243 was erased and the new master code 112233 was accepted

CHANGE THE SUPERVISOR CODE (3-6 DIGITS) USING THE FACTORY SUPERVISOR CODE

(P) ● factory supervisor code ▲ new supervisor code (P) ☀️ (6x)

Example: (P) ● 123 ▲ 4321 (P) ☀️ (6x)

Result: Supervisor code 123 was erased and supervisor code 4321 was added

ADD A USER CODE (3-6 DIGITS) USING THE SUPERVISOR CODE

(P)(P) ▲ supervisor code — user code (P) ☀️ (6x)

Example: (P)(P) ▲ 4321 — 54321 (P) ☀️ (6x)

Result: Supervisor code 4321 was used to add user code 54321

CHANGE THE MASTER CODE (6 DIGITS)

(P)(P)(P)(P)(P) ● old master code ● ▲ old master code ▲ ● — new master code (2x) ☀️ ☀️ ☀️

Example: (P)(P)(P)(P)(P) ● 112233 ● ▲ 112233 ▲ ● — 123455 ▲ ● — 123455 ☀️ ☀️ ☀️

Result: Old master code 112233 was erased and the new master code 123455 was accepted

CHANGE THE SUPERVISOR CODE (3-6 DIGITS) USING THE CURRENT SUPERVISOR CODE

(P) ● old supervisor code ▲ new supervisor code (P) ☀️ (6x)

Example: (P) ● 4321 ▲ 111555 (P) ☀️ (6x)

Result: Supervisor code 4321 was erased and supervisor code 111555 was added

CHANGE THE SUPERVISOR CODE (3-6 DIGITS) USING THE MASTER CODE

Ⓟ ● master code ▲ new supervisor code Ⓟ ☀ (6x)

Example: Ⓟ ● 123455 ▲ 531 Ⓟ ☀ (6x)

Result: Master code 123455 was used to change the supervisor code to 531

ADD A CONTROL FOB

Ⓟ ● master code ▲ point blue control fob  at  and press the fob button  (6x)

Example: Ⓟ ● 123455 ▲  ☀ (6x)

Result: Master code 123455 was used to add a control fob

CHANGE THE SUPERVISOR CODE (3-6 DIGITS) USING THE CONTROL FOB

Ⓟ ● point blue control fob  at  and press the fob button ▲ supervisor code Ⓟ ☀ (6x)

Example: Ⓟ ●  ▲ 543 Ⓟ ☀ (6x)

Result: the control fob was used to add the supervisor code 543

ADD A SUPERVISOR FOB USING THE MASTER CODE

Ⓟ ● master code ▲ point black supervisor fob  at  and press the fob button  (6x)

Example: Ⓟ ● 123455 ▲  ☀ (6x)

Result: Master code 123455 was used to add a supervisor fob

ADD A SUPERVISOR FOB USING THE CONTROL FOB

Ⓟ ● point blue control fob  at  and press the fob button ▲ point black supervisor fob  at  and press the fob button  (6x)

Example: Ⓟ ●  ▲  ☀ (6x)

Result: A control fob was used to add a supervisor fob

ADD A USER FOB USING THE SUPERVISOR CODE

(P)(P) ▲ supervisor code  point black user fob  at  and press the fob button   (6x)

Example: **(P)(P)** ▲ 543     (6x)

Result: Supervisor code 543 was used to add a user fob

ADD A USER FOB USING THE SUPERVISOR FOB

(P)(P) ▲ point black supervisor fob  at  and press the fob button  point black user fob 
at  and press the fob button   (6x)

Example: **(P)(P)** ▲      (6x)

Result: Supervisor fob was used to add a user fob

TO UNLOCK WITH A FOB

Point a valid fob  or  at  and press the fob button  turn the knob to unlock the lock

Example:  or  

Result: A fob was used to unlock the lock

ADD A USER CODE (3-6 DIGITS) USING USING THE CONTROL FOB

(P)(P) ▲ point blue control fob  at  and press the fob button  new user code **(P)**  (6x)

Example: **(P)(P)** ▲   321 **(P)**  (6x)

Result: User code 321 was added using the control fob

REMOVE THE USER CODE AND USER FOB USING THE CONTROL FOB

(P)(P) ▲ point blue control fob  at  and press the fob button  1 1 1 1 1 **(P)**  (6x)

Example: **(P)(P)** ▲   11111 **(P)**  (6x)

Result: Control fob was used to remove to remove the user code and user fob

REMOVE THE USER CODE AND USER FOB USING THE SUPERVISOR CODE

supervisor code **1 1 1 1 1** (6x)

Example: **543** **11111** (6x)

Result: Supervisor code 543 was used to remove to remove the user code and user fob

REMOVE THE USER CODE AND USER FOB USING THE SUPERVISOR FOB

point black supervisor fob at and press the fob button **1 1 1 1 1** (6x)

Example: **11111** (6x)

Result: Control fob was used to remove to remove the user code and user fob

Lockout

After 10 consecutive incorrect unlocking attempts, the lock will enter in a “Lockout mode” for two minutes. While in lockout mode, the operation is temporarily disabled. Each key press will trigger the red LED and the alert will sound three times. Two minutes after the last key was pressed, the lock will return to normal state and can be used as intended.

Double digit codes:

The numbers 6, 7, 8, and 9 can be entered by pressing two keys simultaneously in order to produce a sum. For example 2 and 4 can be pressed simultaneously to produce the number 6 (2+4=6).

Note: if the code was programmed using 2+4 as the 6 digit, the 2+4 must be used when accessing the lock, because other combinations that equal six such as 1+5 are distinguished from 2+4.

Switching Modes

Note: The master code is retained when switching modes.

1. Unlock the **MicroIQ** and turn the knob to the unlocked position
2. Remove the battery for 10 seconds
3. While holding the program button , reinsert the battery and wait until all 3 LED's fade in and fade out simultaneously
4. Release the program button
5. Enter the 6 digit master code. When the master code is entered correctly, the yellow LED will illuminate
6. Press button number **2** for LOCKER MODE, Press button number **1** for STATION MODE
7. Once the lock switches modes, the LED's will flash in a specific sequence for each mode:
 - a) Station Mode:
 - b) Locker Mode:
8. Proceed to operate the lock in the selected mode

To watch the programming videos for the station mode please visit: http://microiqlock.com/station_mode
or the locker mode video instructions please visit: http://microiqlock.com/locker_mode