Local Administration Instructions
Local Administration:

The following instructions are referring to local administration, in which the lock is programmed locally, using either the keypad or the smartphone app, requiring close proximity to the lock.

Modes:

The MicroIQ lock can operate in 2 modes: Station mode or Locker mode.

Initially, the lock is shipped in Station mode and can be easily switched between the two modes.

Station mode refers to a workstation or office environment where there is typically one or more daily user of the lock. The lock is used repeatedly with one keypad code and/or a ProxCard. If the user has a ProxCard, that same ProxCard can be added to as many locks as desired enabling the users to have a ProxCard to operate all of their locks. In addition, a total of 3 unique access codes and/or 300 ProxCards can be added for enterprise security management.

Locker mode refers to an environment such as a club, hotel, or school where a single user selects a temporary code or programs their ProxCard for access to a given locker or storage unit before each use. At the end of use, after accessing the lock, the keypad code or ProxCard is erased. In Locker mode, the Supervisor code is disabled.

Access:

- The lock can be operated by a Master or User RFID card or a Master code, Supervisor code, or User code.
- After re-locking or an unsuccessful prox card read, the lock will delay for 6 seconds before attempting to read any prox cards
- The default Master code is 1-3-5-2-4-3.
- In Station mode, the default Supervisor code is 1-2-3. (Station mode only)
- There is no default user code.

Using an RFID Card:

Fig. 1

Side View

The card may touch the edge of the lock housing

Yellow LED should illuminate when card is read

Hold card steady

Avoid laying the RFID card flat across the face of the keypad
Programming Chart Symbols:

- \(P\) = press program button
- Solid color indicates LED is lit
- \(\text{Indicates LED is flashing}\)
- \((Nx)\) – indicates flashes \(N\) times
- \(\text{indicates} \) = when flashing indicates an RFID read attempt or Bluetooth connection

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

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

Keypad Administration:

- \(P\) (5 seconds) AA P BBBBBB P CCCCCC P (x 3) DDDDDD P

<table>
<thead>
<tr>
<th>Description</th>
<th>AA</th>
<th>BBBBBB</th>
<th>CCCCCC</th>
<th>DDDDDD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change Master code</td>
<td>11</td>
<td>Old Master code</td>
<td>New Master code</td>
<td>New Master code</td>
</tr>
<tr>
<td>Change Supervisor code from Master code</td>
<td>12</td>
<td>Master code</td>
<td>New Supervisor code</td>
<td></td>
</tr>
<tr>
<td>Change Supervisor code from Supervisor code</td>
<td>13</td>
<td>Old Supervisor code</td>
<td>New Supervisor code</td>
<td></td>
</tr>
<tr>
<td>Add User code</td>
<td>21</td>
<td>Supervisor code</td>
<td>User code</td>
<td></td>
</tr>
<tr>
<td>Delete User code</td>
<td>22</td>
<td>Supervisor code</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add User RFID cards</td>
<td>31</td>
<td>Master code</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delete all the User RFID cards</td>
<td>32</td>
<td>Master code</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add Master RFID card</td>
<td>33</td>
<td>Master code</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delete Master RFID card</td>
<td>34</td>
<td>Master code</td>
<td>Master code</td>
<td></td>
</tr>
<tr>
<td>Remove an RFID card</td>
<td>35</td>
<td>Master code</td>
<td>Master code</td>
<td></td>
</tr>
<tr>
<td>Commission lock for MicroTraq App</td>
<td>41</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Switch to Locker mode</td>
<td>51</td>
<td>Master code</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Switch back to Station mode</td>
<td>52</td>
<td>Master code</td>
<td></td>
<td></td>
</tr>
<tr>
<td>In Locker Mode, Unlock the device and erase the currently stored key.</td>
<td>55</td>
<td>Master code</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Master, Supervisor, and user code can be used to open the lock by simply typing those codes in.
Station Mode

Station mode programming example:

Learn in a user RFID Card:

1. Touch the \( P \) button for 5 seconds
   - The green LED will illuminate
   - The lock will stop learning after 40 seconds of inactivity and the red LED will flash or press the \( P \) button for 5 seconds

2. Enter code 31 followed by the \( P \) button.
   - The green and yellow LED will illuminate

3. Enter the Master code (the default Master code is 1-3-5-2-4-3) followed by the \( P \) button.
   - The green LED will flash

4. Present a ProxCard to lock (see Fig. 1)
   - 3 beeps will be heard if the RFID card is read

5. Repeat with additional cards. When finished, press \( P \) button for 5 seconds to end.

Unlock using the current keypad code or a valid RFID Card:

1. Present the user or master RFID card or enter the keypad code (the default User code is 1-2-3)*

2. If presented a card, the \( P \) LED should illuminate. If the \( P \) LED does not illuminate, press and release the \( P \) button, then present card
   - The green LED will illuminate

3. Turn the knob to unlocked position
   
   For model SW press actuator button to withdraw bolt

*Note:

After re-locking or an unsuccessful prox card read, the lock will delay for 6 seconds before attempting to read any prox card.

When using the keypad, allow up to 2 seconds for the lock to recognize your first key press.
Locker Mode

Locker mode programming example:

Learn in a user code:

1. Make sure the knob is in the unlocked position
2. Enter a four digit code*
   - The green LED lights will illuminate
4. Turn the knob to locked position

Learn in a user RFID Card:

1. Make sure the knob is in the unlocked position
2. P (touch and release quickly)
   - The LED lights will start to cycle green-red-yellow for 40 seconds
   - The lock will stop learning after 40 seconds of inactivity and the red LED will flash
3. Present a ProxCard to lock (see image below)
   - The green LED will illuminate
4. Turn the knob to locked position
   - While the lock is in use, the red LED will flash every 3 seconds

Unlock and erase the current user code and user RFID Card:

1. Present the user or master RFID card or enter the user code
2. If presented a card, the LED should illuminate. If the LED does not illuminate, press and release the P button then present card
   - The green LED will illuminate
3. Turn the knob to unlocked position
   For model SW press actuator button to withdraw bolt

*Note:

After re-locking or an unsuccessful prox card read, the lock will delay for 6 seconds before attempting to read any prox card.
When using the keypad, allow up to 2 seconds for the lock to recognize your first key press.
Bypass the current user code and user RFID Card:

1. *Touch the P* for 5 seconds
   *(the first time you touch a button on the lock may be delayed for 2 seconds)*
   - The green LED will illuminate

2. Enter 5 - 5

3. *P* *(touch and release quickly)*
   - The green and yellow LED will illuminate and stay on for 5 seconds

4. Enter the **master code**

5. *P* *(touch and release quickly)*
   - The green LED will flash *(3x)*

6. Turn the knob to unlocked position
   - The current user code and user RFID card has been erased
   - *Note: After re-locking or an unsuccessful prox card read, the lock will delay for 6 seconds before attempting to read any prox cards*
Master ProxCard Administration:

<table>
<thead>
<tr>
<th>Description</th>
<th>AA</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add User RFID cards *</td>
<td>31</td>
<td>Present Master ProxCard</td>
</tr>
<tr>
<td>Delete all the User RFID cards *</td>
<td>32</td>
<td>Present Master ProxCard</td>
</tr>
<tr>
<td>Remove an RFID card *</td>
<td>35</td>
<td>Present Master ProxCard</td>
</tr>
</tbody>
</table>

**Examples:**

Learn in a user RFID Card using the Master ProxCard:

\[ \text{P} (5 \text{ seconds}) \quad \text{31} \quad \text{P} \quad \text{P} \quad \text{M} \quad \text{U} \quad \text{U} \quad \text{U} \quad \text{U} (x \ 3) \]

Delete all the user RFID Card using the Master ProxCard:

\[ \text{P} (5 \text{ seconds}) \quad \text{32} \quad \text{P} \quad \text{P} \quad \text{M} \quad \text{U} (x \ 3) \]

Remove an RFID Card using the Master ProxCard:

\[ \text{P} (5 \text{ seconds}) \quad \text{35} \quad \text{P} \quad \text{P} \quad \text{M} \quad \text{U} \quad \text{U} \quad \text{U} \quad \text{U} (x \ 3) \]
Requirements: Android Lollipop (5.x) or newer. For optimum performance a flagship device from a major manufacturer is recommended: Samsung Galaxy S5 or newer, Google Nexus 5 or newer, Sony Z3 or newer, Samsung AMP2, Samsung Galaxy Tab E, Lenovo Tab 7.

Enable 3rd party app installation:

1. Go to Settings and select Security
2. Check Unknown sources
3. Click OK

1. Open your browser and go to: http://microiqlock.com/app and download the MicroTraq app:
2. Install the app on your device.

3. Start the MicroIQ Lock Access app when you are nearby the MicroIQ lock.
   
   *The lock must have the battery installed.*

   When prompted, click allow in the pop-up screens. This is an Android requirement and the app will not function if you deny this request. We will not access any of your files, make or manage phone calls or send any messages. The only data that may be used is the phone location.

4. At the log-in screen, please enter the credentials that were provided to you and click “OK”.

5. If the username or password is not valid, an error message will be displayed at the bottom of the screen. Enter the correct credentials. It may take approximately 30 seconds for the message to disappear.

6. If your network is disconnected, the error message “No Network Detected” will be displayed at the bottom of the screen. Connect to an internet enabled Wi-Fi network or use your mobile service provider’s internet connection.
Settings:

1. Go to settings by clicking the gear button 🛠.

2. Version check: scroll down to the page and verify that the version of your app is 3.51.

3. Auto-connect: for the following steps ensure that auto-connect mode is turned off.

Connecting the lock

1. Slide the “Scanning” button from “OFF” to “ON”
   a. If your lock is awake, it will be listed with a yellow background.
   b. If your lock is not detected, touch and release the button on the MicroIQ lock to wake up the lock. The activity symbol will illuminate 🚨. The lock should be listed in the yellow background.

   *If your list is empty or your session has timed out, re-start the connection process (step 1) or restart the application*

2. Press on the lock name for 3 seconds
   The yellow band behind the lock name will automatically turn dark green in 3-4 seconds, indicating that the connection was established.
Setting up your lock

Set-Up

1. Click on the dark green bar

a. The lock information card will appear where you can set the lock’s name, location and codes.

b. To change a code or add a new user code, switch to the “CODES” tab and enter the new desired code and click “OK”.

c. To operate the lock, switch to the “OPS” tab. Here you can unlock the lock, switch operation modes, learn or remove ProxCards, change keypad codes and delete the lock from the cloud database.
2. When finished, click “OK” and the application will send the information to the lock. If successful, a confirmation message will appear and the lock will emit an audible tone.

Auto-connect

*If auto-connect mode is enabled under Settings, the app will automatically connect to nearby locks that become awake and list them without having to follow the connection procedure.*

The lock becomes awake if the  button is touched.

When auto-connect is on, the unlock button will be enabled for each lock that is detected.

Click the unlock button to unlock the MicroIQ lock.

Auto-unlock

The auto-unlock feature will simply unlock the lock when the phone is close to the lock and the lock is awake.

To enable the auto-unlock feature, under Settings, slide the button from off to on

The lock becomes awake if the  button is touched and will unlock without having to touch anything in the app.

Activity History

To view the activity history of your lock, while connected, press the  icon at the header of the MicroTraq app.

PC log viewer application

*This application can only be installed on a Windows computer and requires an internet connection*

1. Download the MicroIQLogViewerSetup.exe from the link provided in your email.

2. Double click on the downloaded file to start to installation
The LogViewer application is still in beta so it is not signed yet by Microsoft.

3. At Windows Defender SmartScreen prompt, click on “More Info” and “Run Anyway”.

4. Accept the License Agreement and finish installing the application.

5. At the login form enter the credentials provided in your email and click “OK”.
   - The Log Viewer will display the available activity history of all the locks that were commissioned to your account.
   - To refresh the log view, click on the “Reload” button at the bottom of the page.