

MicroIQ[™]

ELECTRONIC LOCK



**Operation Manual Models:
UM, CM, SM**

Table of Contents

Definition of Terms	1
Operating the Lock.....	1
Lock Components and Features	2
Programming Instructions.....	2
Pre-programmed Codes	2
Programming a New Master Code	3
Adding a Control Key-Fob	4
Programming Access Codes	5
Available User IDs	6
Operating the Lock With an Access Code	6
Unlocking the Unit	6
Deleting Access Codes	7
Changing Access Codes	7
Battery Replacement	8
Care and Cleaning	10
General Information	10
Troubleshooting	11

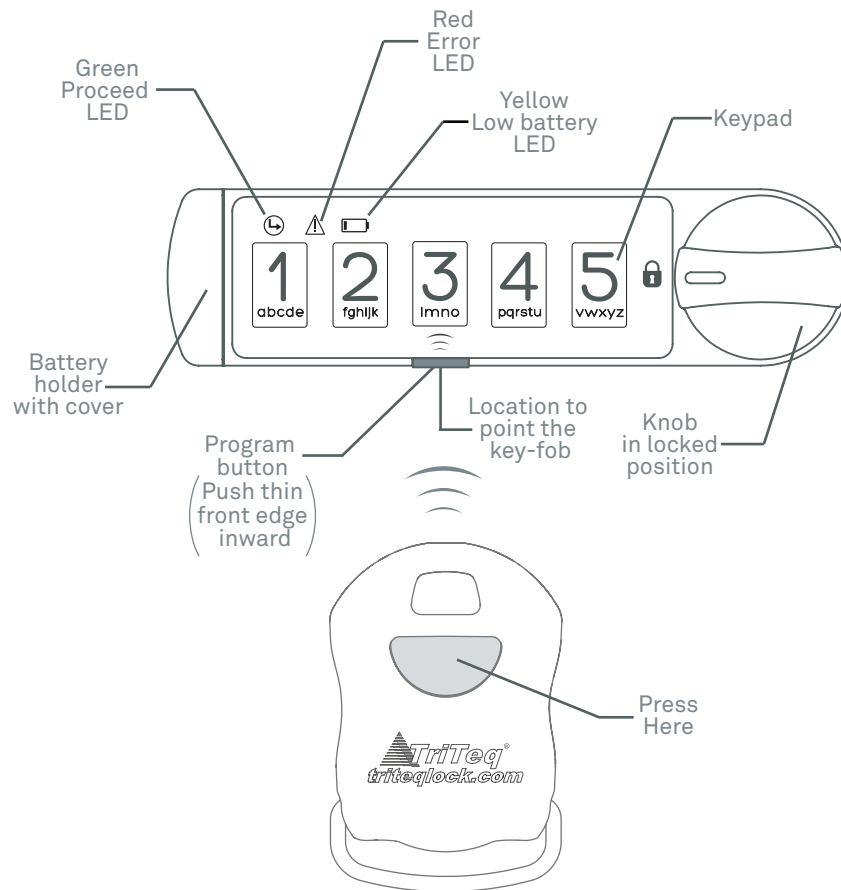
Definition of Terms

Term	Meaning
Factory Code 1-2-3-4-5	This is the preset Master Code set at the factory.
Master Code	This is the new code you will use to permanently replace the Factory Code.
User ID #	This is the location or two digit memory number used to store each user's individual Access Code. (twenty five are available)
Access Code(s)	This is the five digit code used by each individual user to unlock the unit.
Control Key-Fob	Optional: Used to access and program the lock.

Operating the Lock With an Access Code

1. Enter the 5-digit Access Code. The **Factory Access Code** is 1-1-1-1-1. Wait for green light and an audible beep.
2. Rotate knob clockwise to unlock.
3. Rotate the knob counter-clockwise to lock.
(no code required to lock)

Lock Components and Features:



Programming Instructions

Pre-programmed Codes

Your keypad lock has come preprogrammed with two (2) codes: **Access Code** 1-1-1-1-1 to allow access to the unit before you program your own codes, and **Factory Code** 1-2-3-4-5 to allow you to program your own unique **Master Code**. This **Master Code** does not give you access to the unit; it is for programming only.

It is important to write down the new 5-digit **Master Code** in a safe place and do not share it with anyone. Please make note of your **new Master Code** here **before** you begin the programming procedure.

Note: Refer to page 1 where you recorded your **Master Code**.

Do not give your **Master Code** to **anyone**. If the **Master Code** is compromised, then the unit's security is compromised.

Programming a New Master Code

Warning: *Do not* set your **Master Code** to 1-2-3-4-5. Doing so will *erase* all existing **Access Codes** and reset **User ID 1-1** to **Access Code 1-1-1-1-1**.

If a valid **Master Code** is entered, the green, red, and yellow LEDs will flash.

If an invalid **Master Code** is entered, the red LED will flash 3 times, and the keypad will exit programming.

Once the new **Master Code** is programmed, the 1-2-3-4-5 **Factory Code** becomes invalid.

Note: All **Access Codes** remain the same when a new **Master Code** is programmed.

1. With the lock in either unlocked or locked position, press and hold the **Program Button** (located below the #3 button) for 5 seconds.

The keypad will enter *programming mode*, and the green LED will light up.

2. Enter your 5-digit **Master Code**

If the code is entered correctly, the green LED will light up. Proceed to step 3.

If no code is entered within 10 seconds, or if the code is entered incorrectly, then the red LED will flash 3 times, and the keypad will exit *programming mode*.

3. Press and hold the **Program Button** for 5 seconds.

The keypad will enter *programming mode*. The red LED will flash once, and then the green and yellow LEDs will light up.

4. Enter the desired 5-digit **Master Code**.

MY MASTER CODE: ___ - ___ - ___ - ___ - ___

Adding a Control Key-Fob

A **Control Key-Fob** can be used instead of the keypad to open or program the lock.

A **Control Key-Fob** can be paired to as many MicroIQ locks as desired.

Note: The **Factory Code** should be changed to a new **Master Code** before proceeding with the programming a **Control Key-Fob**.



1. With the lock in either unlocked or locked position, press and hold the **Program Button** (located below the #3 button) for 5 seconds.

The keypad will enter *programming mode*, and the green LED will light up.

2. Enter your 5-digit **Master Code**

If the code is entered correctly, the green LED will light up. Proceed to step 3.

If no code is entered within 10 seconds, or if the code is entered incorrectly, then the red LED will flash 3 times.

To try again, return to step 1.

3. Press and hold the **Program Button** for 5 seconds.

The red LED will flash once, and then the green and yellow LEDs will light up.flash once, and then the green and yellow LEDs will light up.

4. Point your **Control Key-Fob** under the **Program Button** and press the center button of the fob.

Now you can use the **Control Key-Fob** to operate the lock.

Programming Your Access Codes

You may program up to 25 unique **Access Codes**. Each of these codes is used to unlock the unit.

To program a 5-digit **Access Code**:

1. With the lock in either the locked or unlocked position, press and hold the **Program Button** (located below the #3 button) for 5 seconds.

The keypad will enter *programming mode*, and the green LED will light up.

2. Enter the 5-digit **Master Code**.

If the **Master Code** is entered correctly, the green LED will light up. Proceed to step 3.

If no code is entered within 10 seconds, or if the **Master Code** is entered incorrectly, then the red LED will flash 3 times, and the keypad will exit *programming mode*.

3. Enter the 2-digit User ID that you want to program.

If the **User ID** is entered correctly, the yellow LED will blink 5 times, and then both the yellow and green LED will light up. Proceed to step 4.

If a **User ID** is not entered within 10 seconds, the red LED will blink 3 times, and the keypad will exit programming.

4. Enter the new 5-digit **Access Code**.

If a valid code is entered, the green, red, and yellow LEDs will strobe.

If an invalid code is entered, the red LED will flash 3 times, and the keypad will exit *programming mode*.

Repeat Steps to program or change up to twenty-five **Access Codes**.

Available User IDs

Use this chart to record **Access Codes** for each **User ID**. **User ID #11** is factory-set to **Access Code 1-1-1-1-1**, and should be reprogrammed first.

11 (1-1-1-1-1)	12	13	14	15
21	22	23	24	25
31	32	33	34	35
41	42	43	44	45
51	52	53	54	55

A total of twenty-five (25) codes can be programmed.

Unlocking the Unit

Warning: Three invalid attempts will cause the lock to block any other attempts for 3 minutes.

To open the unit:

1. Enter the 5-digit **Access Code**.

If a valid 5-digit **Access Code** is entered, the green LED will light up and the lock will unlock. Proceed to step 2.

If an invalid **Access Code** is entered, the red LED will flash 3 times.

2. Rotate the knob clockwise to the unlocked position.

The lock will re-engage within 5 seconds if left in the locked position.

3. To relock, rotate the knob counter-clockwise to the locked position.

Deleting Access Codes

Warning: This will erase all **Access Codes** & reset the lock back to the 1-1-1-1-1 **Access Code** under User ID 1-1 when complete. It will not change the **Master Code**.

To delete all **Access Codes**:

1. With the lock in either the locked or unlocked position, press and hold the **Program Button** (located below the #3 button) for 5 seconds.
2. Enter the valid 5-digit **Master Code**.
3. Press and hold the **Program Button** for 5 seconds again
4. Enter 1-2-3-4-5.

Changing Access Codes

Each **Access Code** is saved under a User ID location. This procedure will replace an existing **Access Code** based on the code's **User ID** location, making the original **Access Code** located under that **User ID** permanently obsolete.

To change an **Access Code**:

1. With the lock in either the locked or unlocked position, press and hold the **Program Button** (located below the #3 button) for 5 seconds.
2. Enter the valid 5-digit **Master Code**.
3. Enter the 2-digit **User ID** location* you wish to replace/change (found in the table on page 6).
4. Enter the new 5-digit **Access Code**.

Repeat steps 1 - 4 to change additional **Access Codes**.

*Reference the **User ID** found in the table on page 6.

Battery Replacement

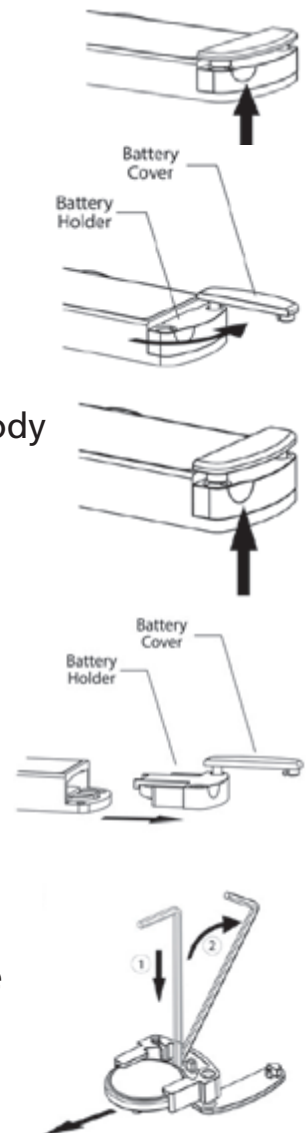
The keypad requires a 3v lithium CR2032 battery. When the battery is low, the yellow LED light will flash 5 times after the lock is operated operated to signify the low battery level. It should be replaced as soon as possible, to avoid being locked out if the battery is depleted.

Note: Changing the battery will not delete any codes.

Caution: Be careful when removing small screw from battery holder. If the screw is missing, a M2 x 4mm socket head cap screw will fit for replacement. The hex tool is 1.5mm.

To replace the battery:

1. Lift the battery cover.
2. Swing the battery cover to parallel position as lock body.
3. Remove the battery holder screw from lock body using the hex tool.
4. Remove the battery holder by pulling it away from the lock body.
5. Remove the battery from the holder using the hex tool, if necessary.



Battery Replacement

6. Insert a new battery into the holder.

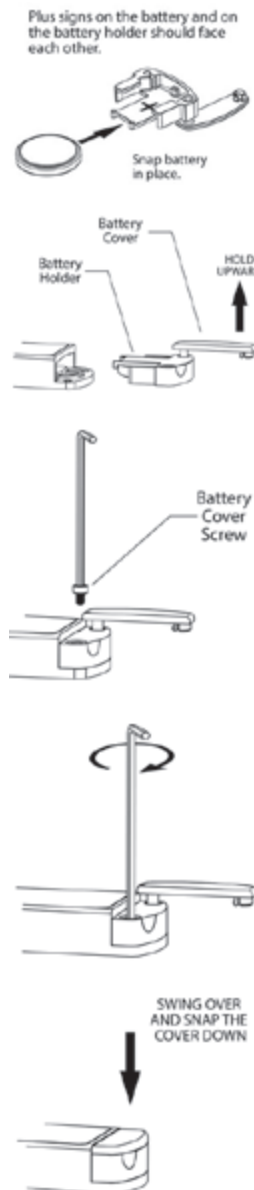
The "+" surface of the battery should be inserted into the holder against the surface marked with the "+" symbol.

7. Insert the battery holder into the lock with the holder cover in the fully open position, and with the battery holder screw flush to the bottom of the holder, until the holder is fully seated.

8. Place the battery cover screw onto the battery holder.

9. Use the hex tool to tighten the battery cover screw.

10. Swing the battery cover back, and snap the cover down.



If the knob is unlocked, you should hear the lock mechanism click after turning the knob to the locked position, and the unit will lock. If the unit will not lock after inserting the battery, enter any **Access Code**, move the knob to the unlocked position, and move the knob to the locked position.

You should hear the lock mechanism click and the unit will lock.

Care and Cleaning

To clean the MicroIQ surface, apply a non-acid based cleaner. Do not spray cleaner directly on the MicroIQ keypad. Spray the cleaner onto a clean, cotton cloth, and wipe the keypad. Wipe down the keypad and housing surface of excess cleaner.

Operating Temperature: 0 - +50 C

Storage temperature: -10 - +70 C

Operating Moisture: 20% - 80% Rh

(without condensation)

Replacement Battery: 3 volt lithium CR2032

Battery Life: 3 to 5 years typical or 50,000 operations

ATTENTION: Battery life may vary with battery brand and environmental conditions.

TriTeq Limited Warranty:

TriTeq offers a one year limited warranty all products to be free from manufacturing defects in materials and workmanship. This limited warranty does not cover battery, lost combinations or damages caused by improper mounting, improper or unreasonable use.

Liability Limits:

This is a limited warranty and in lieu of all other warranties (including the implied warranties of merchantability and fitness of use) and under no circumstances shall TriTeq Lock & Security or Hudson Lock, LLC be liable for any incidental or consequential damages or losses.

Troubleshooting

Condition	Suggested Solution(s)
No LEDs light up when I enter my code, or after holding program button for 5s	Replace battery
	Contact Technical Support at 847-640 7002
Knob will not turn when valid code is accepted (green LED remains on)	Contact Technical Support at 847-640 7002
	Wait until the LED turns off. Then re-enter Access Code, wait for the green LED and click sound before turning the lock knob.
Red LED flashes/sounds three times after entering any code	Reprogram Access Codes
	Erase all Access Codes by reprogramming Master Code to 1-2-3-4-5, and reprogram Access Codes
	Contact Technical Support at 847-640 7002
Yellow LED flashes/ after entering any code	Replace battery
	Contact Technical Support at 847-640 7002
Red ERROR LED flashes/sounds three times after any key is pressed	Wait 3 minutes and enter a valid keypad code
Knob stuck in either the unlocked or locked position (even after valid code & good battery & waiting)	Contact Technical Support at 847-640 7002
Knob in the unlocked position, but unit still locked	Contact Technical Support at 847-640 7002
Forgot codes cab is locked up	Contact Technical Support at 847-640 7002
No response after changing battery	Turn knob to locked position
	Check battery orientation

TriTeq Lock and Security
 701 Gullo Ave
 Elk Grove Village, IL
 60007

Phone: (847) 640-7002

Toll Free: (888) 603-5625

Email: marketing@triteqlock.com

