

MicroIQ Prox



MODELS CW, RW, SW, UW

Keypad (Local) Administration Instructions

LOCKER MODE

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Introduction

This document details how to set up and use the MicroIQProx lock with either the MicroTraq app or the keypad on the lock. These instructions are specific to locks in *locker mode*. Close proximity to the lock is required.

Modes

The MicroIQProx lock can operate in two modes: station mode or locker mode. It is easy to switch the mode of the lock if needed.

Station mode refers to a workstation or office environment where there are one or more daily users of the lock. The lock is accessed repeatably with a ProxCards or keypad code.

Locker mode refers to an environment such as a club, hotel or school where a single user selects a temporary code or uses a ProxCards to access a given locker or storage unit before each use. After accessing the lock, the ProxCards or keypad code is erased.

Access

The MicroIQProx lock can be accessed with:

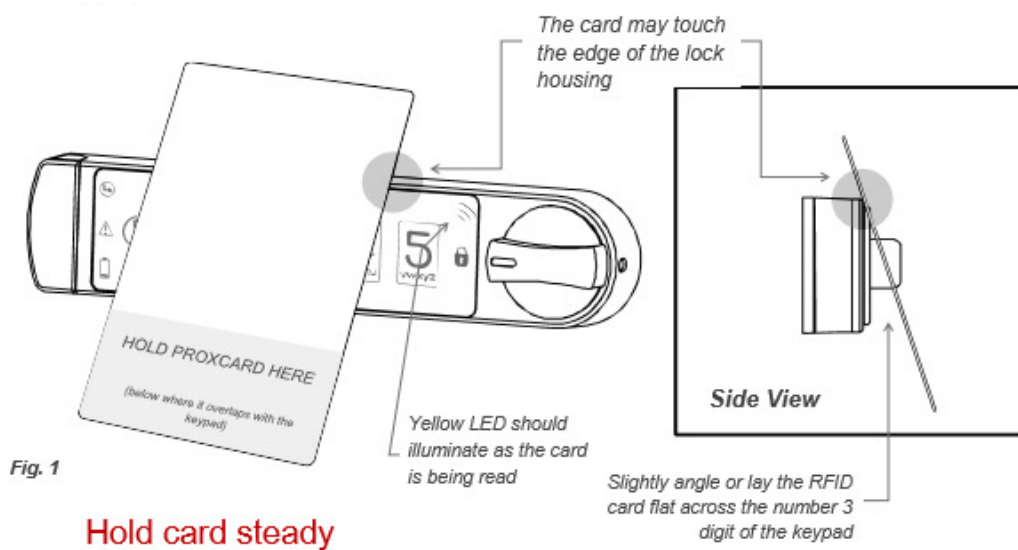
- ProxCards (master or user)

- RFID tags/stickers (follow ProxCards add/delete instructions)

- Keypad codes (master or user)

Note: The default master code is 135243. There is no default user code.


The illustration below details how to position the ProxCards for the lock to read



Keypad Administration


Set up and administration of the MicroIQProx can also be performed directly with the keypad. If the lock was commissioned with the MicroTraq app, it will have to be decommissioned to use the keypad for programming.

Programming Chart Symbols:

 = press program button

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

   - Solid color indicates LED is lit

Note: If any 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.

   - Indicates LED is flashing

(Nx) – indicates flashes N times

MicroIQ = when flashing indicates an RFID read attempt or Bluetooth connection

 (Hold 5 seconds) FUNCTION CODE  1st ENTRY    2nd ENTRY     3rd ENTRY     (x 3)

FUNCTION	5 SEC HOLD	FUNCTION CODE	P R E S S	1ST ENTRY	P R E S S	2ND ENTRY	P R E S S	3RD ENTRY	P R E S S
change master code	P	11	P	current master code	P	new master code	P	new master code	P
add master ProxCARD	P	33	P	master code	P	present ProxCARD to lock (reference Fig. 1)			
delete master ProxCARD	P	34	P	master code	P	master code	P		
commission lock for MicroTraq app	P	41	P						
switch from station to locker mode (lock must be unlocked)	P	51	P	master code	P				
switch from locker mode to station mode (lock must be unlocked)	P	52	P	master code	P				
unlock with the master code	P	55	p	master code	P				

Examples

Learn in a User Code

Make sure the knob is in the unlocked position.

Enter a four-digit code. The green LED will illuminate.

Turn the knob to the locked position

Learn in a User ProxCard

Make sure the knob is in the unlocked position.

Touch and release the **P** on the lock keypad. The LED will cycle green-red-yellow for 40 seconds in which time the ProxCard needs to be presented to the lock. If not, it will time out, signaled by the red Led flashing.

Present the ProxCard to the lock (shown in Figure 1). The green LED will illuminate.

Turn the knob to the locked position.

Unlocking

With a ProxCards: Present the valid ProxCard to the lock. The MicroIQ icon should illuminate. If not, press the **P** to wake the lock and present the ProxCards card again. The green LED will illuminate and the knob can be turned to the unlocked position.

Note: After an unsuccessful ProxCards read or a re-locking event, the lock will delay for 6 seconds before attempting to read any ProxCards.

With the keypad: Enter a valid keypad code. The green LED will illuminate and the knob can be turned to the unlocked position.

Bypass the Active User Code or ProxCard

With the master code:

Press and hold the **P** on the lock keypad for 5 seconds. The green LED will illuminate.

Enter **55** and then **P** on the lock keypad. The green and yellow LEDs will illuminate.

Enter the **master code** and then **P** on the lock keypad. The green LED will flash three times.

Turn the knob to the unlocked position.

The active user code and/or ProxCard are now erased.

With the master ProxCard:

Press **P** on the keypad and present the lock with the master ProxCard.

Turn the knob to the unlocked position.

The active user code and/or ProxCard are now erased.