

# MicroIQ Prox



**MODELS CW, RW, SW, UW**

## **Keypad (Local) Administration Instructions**

### **STATION MODE**

# Contents

|                                 |   |
|---------------------------------|---|
| Introduction .....              | 3 |
| Modes .....                     | 3 |
| Access.....                     | 3 |
| Keypad Administration .....     | 4 |
| Programming Chart.....          | 4 |
| Examples .....                  | 5 |
| Learn in a User ProxCard.....   | 5 |
| Unlocking .....                 | 5 |
| Using the Master ProxCard ..... | 6 |
| Learn in a User ProxCard.....   | 6 |
| Remove a User ProxCard .....    | 6 |
| Delete All User ProxCards ..... | 6 |

# 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 *station 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 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, supervisor, or user)

Note: The default master code is **135243** and the default supervisor code is 123. There is no default user code.

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

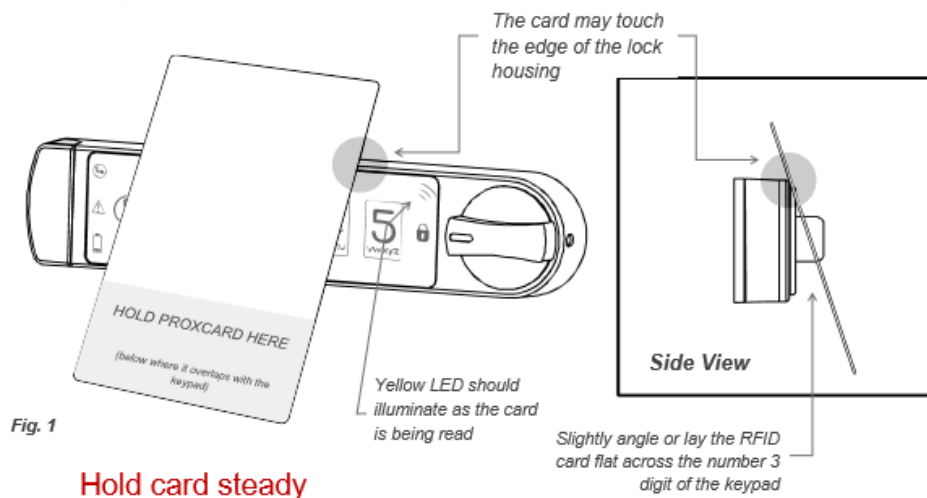


Fig. 1

Hold card steady

# 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

|                                                                                                                                                           |                                                                                                                                                                                                                                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p> = press program button</p> <p>   - Solid color indicates LED is lit</p> <p>   - Indicates LED is flashing</p> <p>(Nx) – indicates flashes N times</p> | <p>1, 2, 3, 4, 5 = Indicates the button number to press</p> <p>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.</p> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

MicroIQ = when flashing indicates an RFID read attempt or a smartphone connection

(Hold 5 seconds) FUNCTION CODE 1<sup>st</sup> ENTRY 2<sup>nd</sup> ENTRY 3<sup>rd</sup> ENTRY (x 3)

| FUNCTION                                                        | 5 SEC HOLD | FUNCTION CODE | P<br>R<br>E<br>S<br>S | 1ST ENTRY               | P<br>R<br>E<br>S<br>S | 2ND ENTRY                                     | P<br>R<br>E<br>S<br>S | 3RD ENTRY                 | P<br>R<br>E<br>S<br>S |
|-----------------------------------------------------------------|------------|---------------|-----------------------|-------------------------|-----------------------|-----------------------------------------------|-----------------------|---------------------------|-----------------------|
| change master code                                              | P          | 11            | P                     | current master code     | P                     | new master code                               | P                     | new master code           | P                     |
| change supervisor code using master code                        | P          | 12            | P                     | master code             | P                     | new supervisor code                           | P                     |                           |                       |
| change supervisor code using supervisor code                    | P          | 13            | P                     | current supervisor code | P                     | new supervisor code                           | P                     |                           |                       |
| add user code                                                   | P          | 21            | P                     | supervisor code         | P                     | user code                                     |                       |                           |                       |
| delete user code                                                | P          | 22            | P                     | supervisor code         | P                     |                                               |                       |                           |                       |
| add user ProxCards                                              | P          | 31            | P                     | master code             | P                     | present ProxCards to lock (reference Fig. 1)  |                       |                           |                       |
| delete ALL user ProxCards                                       | P          | 32            | P                     | master code             | P                     | master code                                   | P                     |                           |                       |
| add master ProxCards                                            | P          | 33            | P                     | master code             | P                     | present ProxCards to lock ( reference Fig. 1) |                       |                           |                       |
| delete master ProxCards                                         | P          | 34            | P                     | master code             | P                     | master code                                   | P                     |                           |                       |
| delete a ProxCards                                              | P          | 35            | P                     | master code             | P                     | master code                                   | P                     | present ProxCards to lock |                       |
| 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                     |                                               |                       |                           |                       |

## *Examples*

### Learn in a User ProxCards

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

Enter **31** followed by the **P**. The green and yellow LED will illuminate.

Enter the **master code** followed by the **P**. The Green LED will flash.

Present the ProxCards to the lock (shown in Figure 1). Three beeps indicate the ProxCards is read.

Repeat for additional ProxCards.

When finished press P for 5 seconds.

### Unlocking

*With a ProxCards:* Present the valid ProxCards 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. The lock will remain unlocked for 5 seconds.

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. The lock will remain unlocked for 5 seconds.

## *Using the Master ProxCARD*

The master ProxCARD can be used to quickly add and remove ProxCARDS.

### Learn in a User ProxCARD

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

Enter **31** followed by **P**, **P** on the lock keypad. The red LED will flash.

Present the master ProxCARD to the lock. The green LED will flash.

Present the user ProxCARD to the lock. Three green flashes indicate the ProxCARDS is read. After the three green flashes, additional cards can be presented one at a time to learn into the lock.

### Remove a User ProxCARD

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

Enter **35** followed by **P**, **P** on the lock keypad. The red LED will flash.

Present the master ProxCARD to the lock. The green LED will flash.

Present the user ProxCARD to the lock. Three green flashes indicate the ProxCARDS is read. After the three green flashes, additional cards can be presented one at a time for removal.

### Delete All User ProxCARDS

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

Enter **32** followed by **P**, **P** on the lock keypad. The red LED will flash.

Present the master ProxCARD to the lock. The green LED will flash three times to indicate the deletion is completed.

**FCC:** This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation of the device.

**MPE Statement:** This equipment complies with FCC radiation exposure limits set forth for an uncontrolled environment and meets the FCC radio frequency (RF) Exposure Guidelines in Supplement C to OET 65, and CFR 47, Section 2.1093. This equipment has very low levels of RF energy that it deemed to comply without maximum permissive exposure evaluation (MPE).

**Co-location:** This transmitter must not be co-located or operated in conjunction with any other antenna or transmitter. Information to User Alteration or modifications carried out without appropriate authorization may invalidate the user's right to operate the equipment.  
Information to User: Alteration or modifications carried out without appropriate authorization may invalidate the user's right to operate the equipment.

**Note:**

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

**Canada ISSED:** This device complies with Industry Canada license-exempt RSS standard(s). Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.

Le présent appareil est conforme aux CNR d'Industrie Canada applicables aux appareils radio exempts de licence. L'exploitation est autorisée aux deux conditions suivantes : (1) l'appareil ne doit pas produire de brouillage, et (2) l'utilisateur de l'appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible d'en compromettre le fonctionnement.

**RSS----102 CAUTION:** This equipment complies with IC radiation exposure limits set forth for an uncontrolled environment and meets RSS-102 of the IC radio frequency (RF) Exposure rules. This equipment has very low levels of RF energy that it deemed to comply without maximum permissive exposure evaluation (MPE).

Cet équipement est conforme aux limites d'exposition aux rayonnements énoncées pour un environnement non contrôlé et respecte les règles d'exposition aux fréquences radioélectriques (RF) CNR-102 de l'IC. Cet équipement émet une énergie RF très faible qui est considérée conforme sans évaluation de l'exposition maximale autorisée.