MicroIQ Prox

MODEL WL

Keypad (Local) Administration Instructions

STATION MODE

7/29/2024

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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 *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 repeatedly with a ProxCard 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 ProxCard or keypad code is erased.

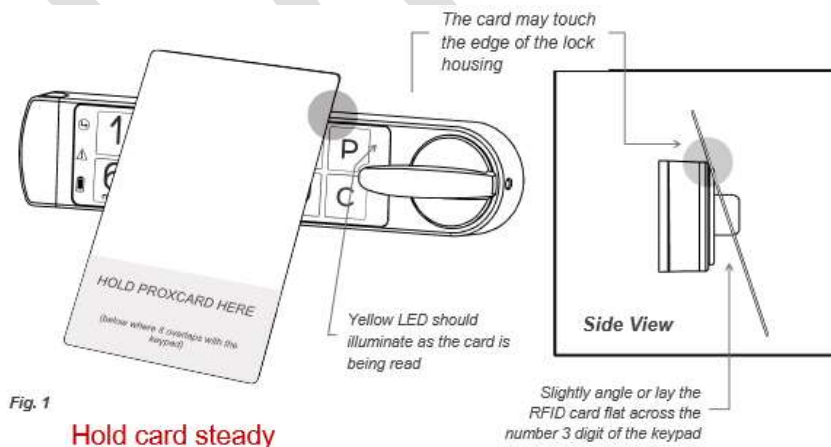## *Access*

The MicroIQProx Model WL lock can be accessed with:

ProxCards (master or user)

RFID tags/stickers (follow ProxCard add/delete instructions)

Keypad codes (master, supervisor, or user)

Note: The default master code is 1-3-5-2-4-3-2-4 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.

The card may touch the edge of the lock housing

HOLD PROXCARD HERE
(below where it overlaps with the keypad)

Yellow LED should illuminate as the card is being read

Side View

Slightly angle or lay the RFID card flat across the number 3 digit of the keypad

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 in order to use the keypad for programming.

Programming Chart

Ⓟ = press program button

🕒 ⚠ ▭ - Solid color indicates LED is lit

🕒 ⚠ ▭ - Indicates LED is flashing

(Nx) – indicates flashes *N* times

MicroIQ = 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, ⚠ (3x) and the lock will exit the programming mode.

Ⓟ (Hold 5 seconds) 🕒 FUNCTION CODE Ⓟ 1ˢᵀ ENTRY Ⓟ 🕒▭ 2ᴺᴰ ENTRY Ⓟ 🕒⚠▭ 3ᴿᴰ ENTRY Ⓟ 🕒 ⚠ 🕒 (x 3)

FUNCTION	5 SEC HOLD	FUNCTION CODE	PRESS	1ST ENTRY	PRESS	2ND ENTRY	PRESS	3RD ENTRY	PRESS
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 ProxCard to lock (reference Fig. 1)			
delete ALL user ProxCards	P	32	P	master code	P	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		
delete a ProxCard	P	35	P	master code	P	master code	P	present ProxCard to lock	
commission lock for MicroTraq app	P	41	P						
enable day-unlock mode	P	44	P	master code	P				
disable day-unlock mode	P	45	P	master code	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 ProxCard

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 ProxCard 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 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. 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** on the lock keypad. The red LED will flash.

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

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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** 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** 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.

To disable the "day-unlock" mode, press and hold the **P** on the lock keypad for 5 seconds followed by the function code **45**, finishing by pressing **P** to confirm.

"Day-unlock" mode

The Master ProxCard must be programmed to the lock to proceed.

To enable the "Day-unlock" mode, press and hold the **P** on the lock keypad for 5 seconds. The green LED will illuminate. Enter **44** followed by **P** on the lock keypad. Additional to the green LED, the yellow LED will turn on as well. Enter the Master code then press the **P** button to confirm. The "day-unlock" mode is enabled.

To operate in "Day-unlock" mode, present the master ProxCard to the lock. The green LED will flash three times. The "day-unlock" mode is active and the lock will remain unlocked indefinitely. To de-active the "Day-unlock" mode, present the Master ProxCard to the lock. This will toggle the mode to inactive and the lock will operate in Station mode where it will auto re-lock when the knob is turned to the locked position.

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To disable the "Day-unlock" mode, press and hold the **P** on the lock keypad for 5 seconds. The green LED will illuminate. Enter **45** followed by **P** on the lock keypad. Both the green LED and the yellow LED will be lit. Enter the Master code then press the **P** button to confirm. The "day-unlock" mode is disabled.

Commissioning locks to ProxTraq video:

https://microiqprox.com/commissioning

or scan the QR code:

Installation instructions video:

https://microiqprox.com/rwl-installation

or scan the QR code:

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