



# TriTeq Lock and Security WL Self Latching Locks Installation Guide

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## TriTeq Lock and Security WL Self Latching Locks



## Product Information

### Specifications

- **Model:** WL
- **Lock Modes:** Station mode, Locker mode

- **Access Methods:** ProxCards, RFID tags/stickers, Keypad codes
- **Default Codes:** Master – 1-3-5-2-4-3-2-4, Supervisor – 123

## **Product Usage Instructions**

### **Station Mode Setup and Usage**

Station mode is suitable for environments with daily users.

#### **Follow these steps to set up and use the lock:**

1. Ensure proximity to the lock.
2. Access the lock using ProxCards, RFID tags/stickers, or Keypad codes.
3. Refer to the manual for specific instructions on accessing the lock with each method.

### **Keypad Administration**

To perform setup and administration directly with the keypad, follow these steps:

1. If the lock was commissioned with the MicroTraq app, decommission it before using the keypad for programming.
2. Refer to the Programming Chart in the manual for detailed programming instructions.

### **Examples**

Follow these steps to learn in a User ProxCARD:

1. Press and hold the P on the lock keypad for 5 seconds.
2. Enter 31 followed by the P.
3. Enter the master code followed by the P.
4. Present the ProxCARD to the lock.
5. Repeat for additional ProxCARDS.

### **Unlocking**

To unlock using ProxCARDS:

1. Present the valid ProxCARD to the lock.
2. If needed, press the P to wake the lock and present the ProxCARDS card again.
3. The lock will remain unlocked for 5 seconds.

### **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

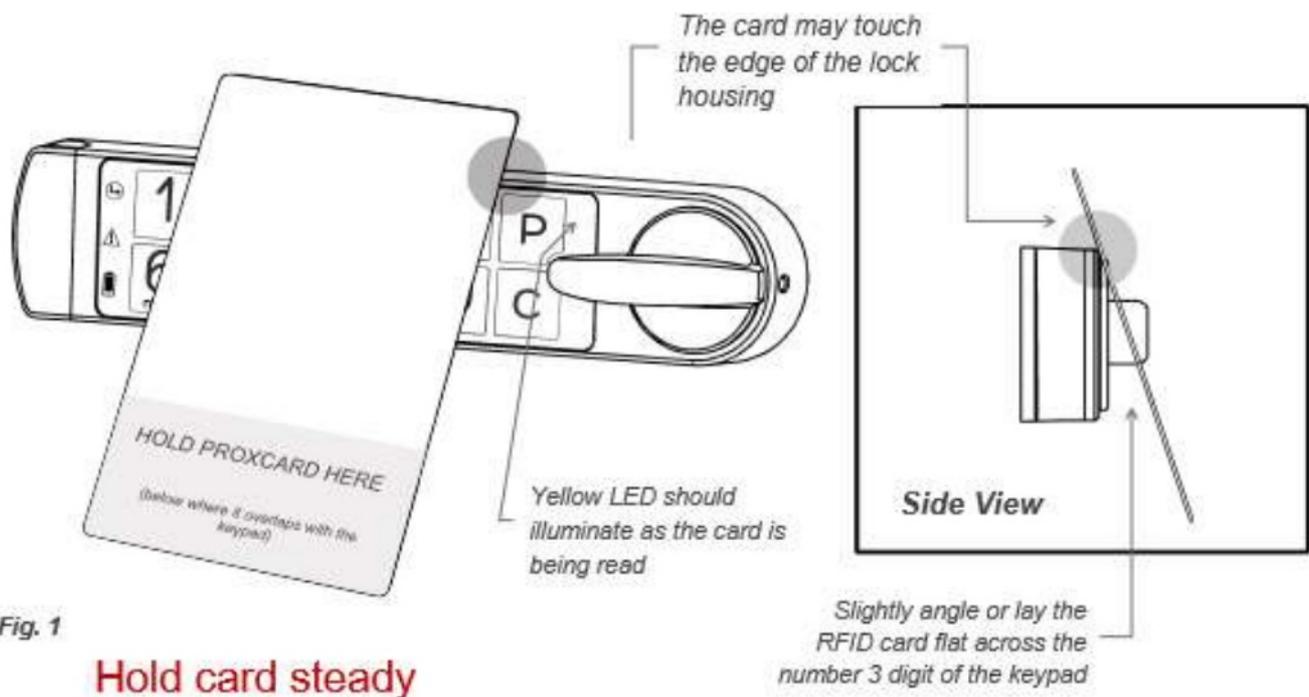
The MicroIQProx Model WL lock can be accessed with:

- 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.



## 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

**P** = 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.

**P** (Hold 5 seconds)  FUNCTION CODE **P** 1<sup>st</sup> ENTRY **P**   2<sup>nd</sup> ENTRY **P**   3<sup>rd</sup> ENTRY **P**    (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
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	<i>present ProxCards to lock (reference Fig. 1)</i>			
delete ALL user ProxCards	P	32	P	master code	P	master code	P		
add master ProxCards	P	33	P	master code	P	<i>present ProxCards to lock (reference Fig. 1)</i>			
delete master ProxCards	P	34	P	master code	P	master code	P		
delete a ProxCards	P	35	P	master code	P	master code	P	<i>present ProxCards to lock</i>	
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 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 ProxCards

The master ProxCards can be used to quickly add and remove ProxCards.

### 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 P on the lock keypad. The red LED will flash.
- Present the master ProxCards to the lock. The green LED will flash.

Present the user ProxCards 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 ProxCards

- 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 ProxCards to the lock. The green LED will flash.
- Present the user ProxCards 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 ProxCards 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.

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:



#### **FCC Compliance Statement**

**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 ISED:** This device complies with Industry Canada licenseexempt 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.

**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).

## Frequently Asked Questions

### Can I change the default master code?

Yes, you can change the default master code. Refer to the manual for instructions on changing codes.

### How do I switch between station mode and locker mode?

To switch between modes, refer to the manual for detailed instructions on changing the lock mode.

## Documents / Resources

	<p><a href="#">TriTeg Lock and Security WL Self Latching Locks</a> [pdf] Installation Guide WL Self Latching Locks, WL, Self Latching Locks, Latching Locks, Locks</p>
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## References

- [IQ MicroIQ Prox Installation - MicroIQ Prox](#)
- [User Manual](#)

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