Ins-30012-US OEM plastic reader keypad

Paxton Access

Technical Support

☎ 1.800.672.PAXT   ✉ support@paxton-access.com

Technical help is available: Monday - Friday from 12:00 AM - 5:00 PM (PST)
Saturday from 1:00 AM - 5:00 AM (PST)

Documentation on all Paxton Access products can be found on our web site - http://www.paxton-access.com/

Suitability

Wet environments ✓   Mounted on metal surface ✗

Security sensitive doors ✗   Readers mounted together **12 inches** between readers

Fitting

Exit button (push to make)

Grey

Black

9-15V DC **(fuse rating 1A)**

− +

+12V DC

White

0V

*
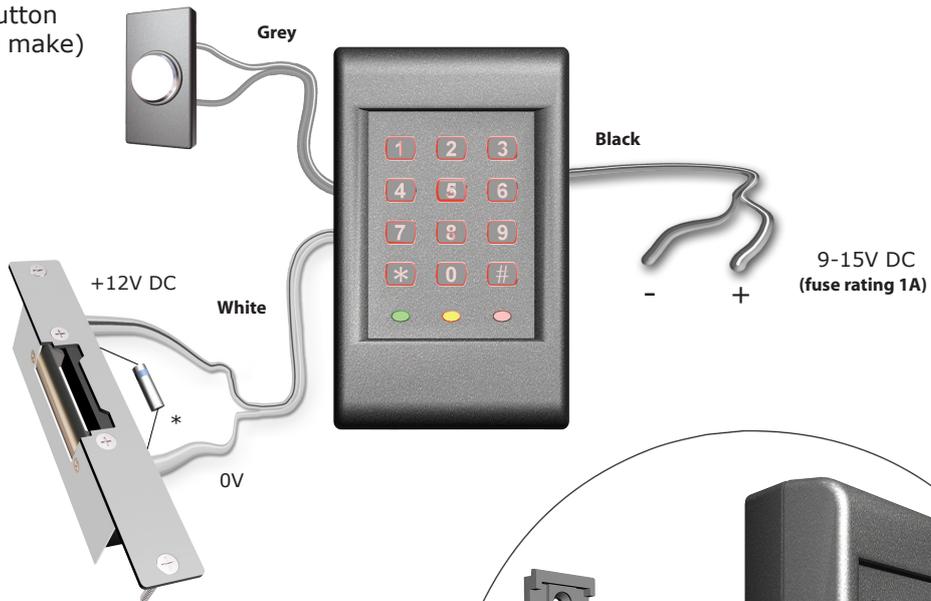
12V DC release current rating must be less than 1A.

* The diode current rating must be equal to or greater than the current in the release

User cards are NOT supplied with this unit. Please supply your own user cards.

Please read the following notes before installing

Electrical shock from voltages used in this system can cause injury or death. Prior to making any electrical connections, or performing maintenance and repair, ensure power is removed. Mains electrical connections should be made only by qualified personel in accordance with local regulation. Safety goggles should be worn while using power tools.

Fitting the keypad

Step 1: Carefully mark out the mounting holes for the keypad and the hole of the cable feed.

Step 2: Drill the marked holes for the mounting points and the cable feed. When drilling the holes, ensure that you are aware of any hidden cables or pipes. Once the holes have been drilled, fit the supplied wall plugs and feed the cable through the cable feed hole before securing the reader to the wall using the screws supplied.

Step 3: Fit the keypad to the mounting plate and secure using the screw provided.

FCC Compliance

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. Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Setting The Master Code

The first time the keypad is turned on the **RED** and **GREEN** LEDs flash alternately.

This indicates a 6 digit Master Code must now be entered.
> »The Master Code allows access to the Programming Menu.

To set the Master Code, do the following:

Press **✱** ► Enter 6 digit Master Code ► Press **✱** ► Enter 6 digit Master Code ► Press **✱** ► Press **#**
to exit programming mode

The factory User Code is now set to 7890

see 🟢 for programming options
see 🟡 for adding proximity tokens

NOTE
The **Master Code** must not contain a User Code (for example 123456 as a **Master Code** and 2345 as a User Code would cause the door to open before the **Master Code** had been entered.

Master Code

Changing the entry code

Enter 6 digit Master Code

The **RED** and **GREEN** LEDs flash simultaneously indicating reader is in Programming Mode

Press and hold for 3 seconds **8** ► Enter code 4-8 digits ► Press **✱** ► re-enter code ► Press **✱** ►

1 = Normal
2 = Master
3 = Delete

► Press **#** to exit programming mode

Changing the door open time

Enter 6 digit Master Code

The **RED** and **GREEN** LEDs flash simultaneously indicating reader is in Programming Mode

Press and hold for 3 seconds **5** ► Enter 2 digits from 01 to 60 (default door open time is 07 seconds） ► Press **#** to exit programming mode

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Changing the lock type

Enter 6 digit Master Code

The **RED** and **GREEN** LEDs flash simultaneously indicating reader is in Programming Mode

Press and hold for 3 seconds **1** ► press {
✱ = Fail open
= Fail locked
} ► Press **#** to exit programming mode

⬛ = default

Changing the keypad backlight

Enter 6 digit Master Code

The **RED** and **GREEN** LEDs flash simultaneously indicating reader is in Programming Mode

Press and hold for 3 seconds

0 ► press

* = On

= Off

Press **#** to exit programming mode

■ = default

Setting multiple entry codes (maximum = 120)

Enter 6 digit Master Code

The **RED** and **GREEN** LEDs flash simultaneously indicating reader is in Programming Mode

Press and hold for 3 seconds

2 ► press

* = On

= Off

Press **#** to exit programming mode

When in Multi User Code mode the ***** (star) key must be pressed after the code is entered for the door to release.

■ = default

Setting the keypad sounder

Enter 6 digit Master Code

The **RED** and **GREEN** LEDs flash simultaneously indicating reader is in Programming Mode

Press and hold for 3 seconds

3 ► press

* = Off

= On

Press **#** to exit programming mode

■ = default

Setting the exit button mode

Enter 6 digit Master Code

The **RED** and **GREEN** LEDs flash simultaneously indicating reader is in Programming Mode

Press and hold for 3 seconds

7 ► **1** = Normal (press once to open door)

► **2** = Toggle (press once to open, press again to close)

► **3** = Disabled (exit button does not open the door)

Press **#** to exit programming mode

■ = default
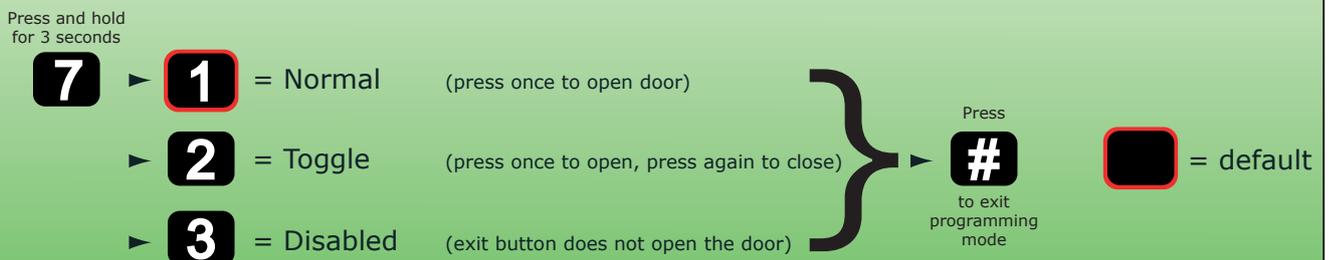
Setting the keypad for additional security

Enter 6 digit Master Code

The **RED** and **GREEN** LEDs flash simultaneously indicating reader is in Programming Mode

Press and hold for 3 seconds

4 ► press { ***** = On / **#** = Off }

Press **#** to exit programming mode

When enabled, the keypad will deactivate for 60 seconds if there are 20 consecutive incorrect numbers entered

■ = default

Changing the Master code

Enter 6 digit Master Code

The **RED** and **GREEN** LEDs flash simultaneously indicating reader is in Programming Mode

Press and hold for 3 seconds

6 ► Enter new 6 digit Master code ► Press ***** ► Re-enter new 6 digit Master code ► Press ***** ► Press **#** to exit programming mode

Resetting the keypad
(EXCEPT the master code)

Enter 6 digit Master Code

The **RED** and **GREEN** LEDs flash simultaneously indicating reader is in Programming Mode

Press and hold for 3 seconds

9 ► Enter Master code ► Press and hold for 3 seconds **9** ► Press **#** ► Press **#** to exit programming mode

Once completed, all settings except the Master code will be restored to their default setting
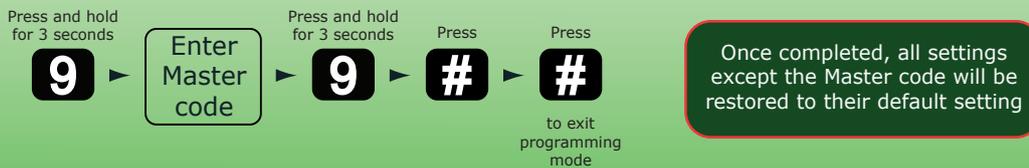
Resetting the keypad
(INCLUDING the Master code)

Remove power to the keypad ► Press and hold **2** ► Re-apply power, still holding **2** ► Hold for 3 seconds **2** once power is applied

Once reset, the keypad will need a new Master code set, as per the programming section

Creating a master token

The first token must be registered as a Master token.

This will be required for the addition of other proximity tokens and also the proximity programming functions.
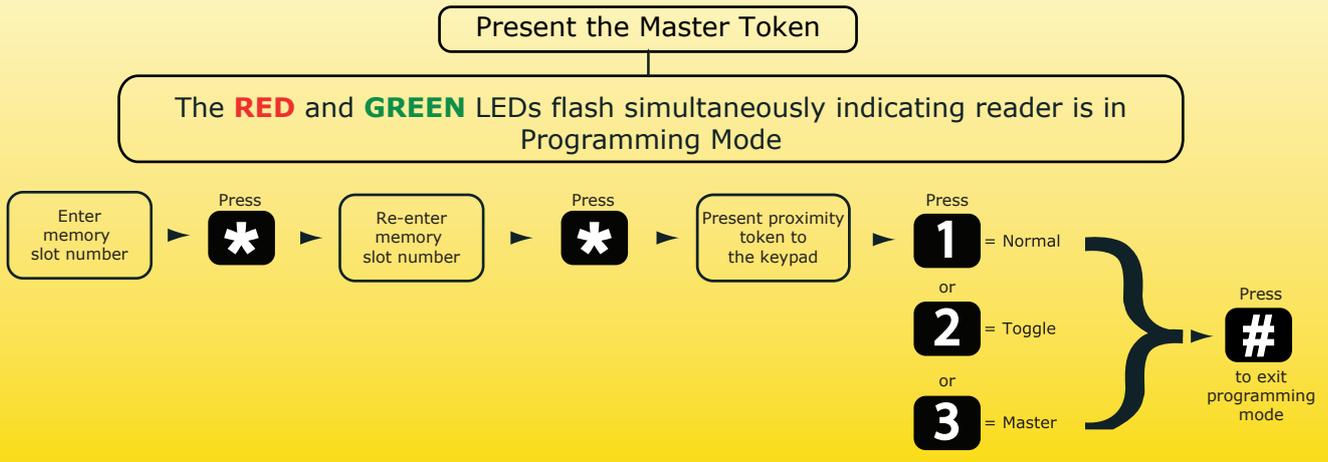
Enter 6 digit Master Code

The **RED** and **GREEN** LEDs flash simultaneously indicating reader is in Programming Mode
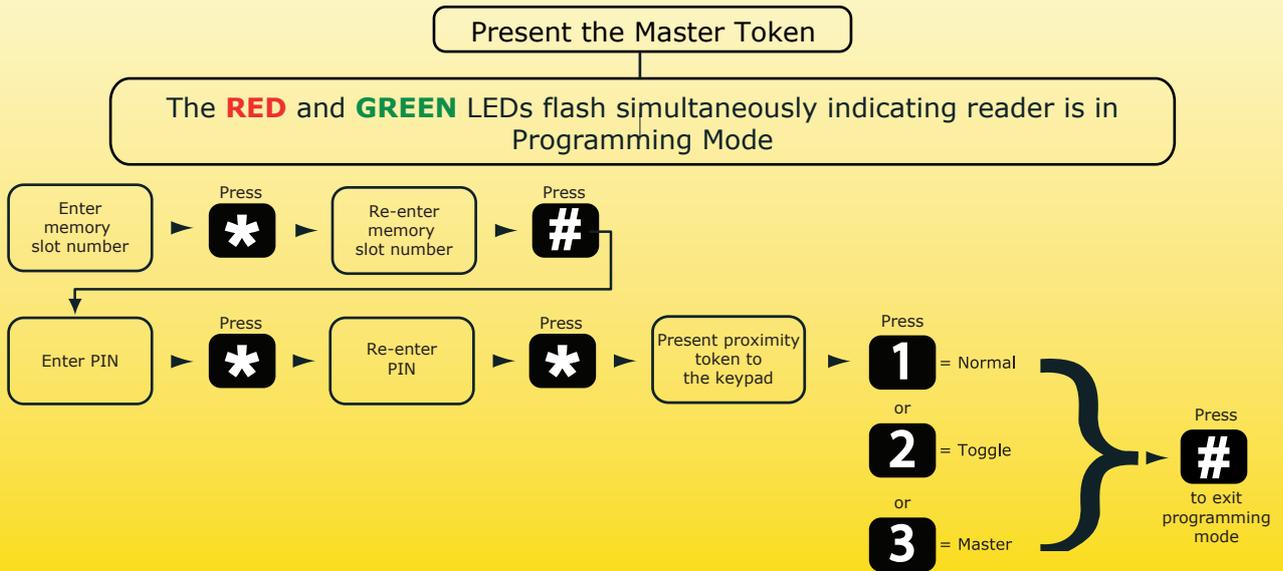
Press and hold for 3 seconds

* ► Press **1** ► Press ***** ► Press **1** ► Press ***** ► Present proximity token to the keypad ► Press **4** ► Press **#** exits programming mode

Adding proximity tokens

Up to 2000 proximity tokens can be added to the keypad. Each token is allocated to a memory slot on the keypad. A note will need to be made of the memory slot a token is allocated to, a handy table is included in these instructions for this purpose. To add a proximity token to the reader do the following:
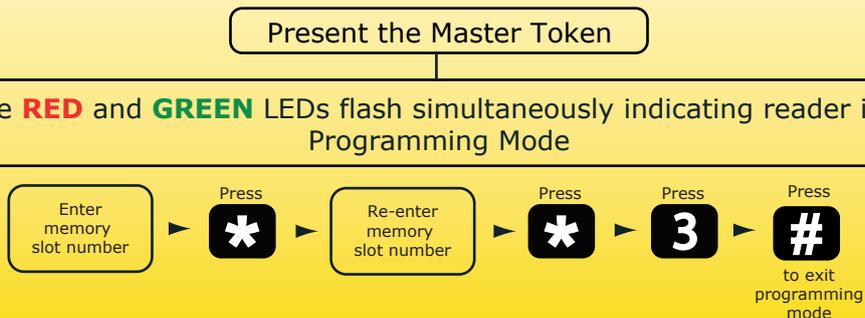
Present the Master Token

The **RED** and **GREEN** LEDs flash simultaneously indicating reader is in Programming Mode

Enter memory slot number ▶ Press **✱** ▶ Re-enter memory slot number ▶ Press **✱** ▶ Present proximity token to the keypad ▶ Press **1** = Normal

or **2** = Toggle

or **3** = Master

Press **#** to exit programming mode

Adding proximity plus PIN tokens

For additional security, you may wish a user to enter a PIN (personal identification number) as well as present a proximity token, in order to open the door. To configure a token to require PIN entry as well, do the following:

Present the Master Token

The **RED** and **GREEN** LEDs flash simultaneously indicating reader is in Programming Mode

Enter memory slot number ▶ Press **✱** ▶ Re-enter memory slot number ▶ Press **#**

Enter PIN ▶ Press **✱** ▶ Re-enter PIN ▶ Press **✱** ▶ Present proximity token to the keypad ▶ Press **1** = Normal

or **2** = Toggle

or **3** = Master

Press **#** to exit programming mode

Barring proximity tokens

If a proximity token has been lost, or you no longer wish the user to gain entry, the proximity token can easily be removed from the system. To remove a user token, do the following:

Present the Master Token

The **RED** and **GREEN** LEDs flash simultaneously indicating reader is in Programming Mode

Enter memory slot number ▶ Press **✱** ▶ Re-enter memory slot number ▶ Press **✱** ▶ Press **3** ▶ Press **#** to exit programming mode

Technical Help

Here is the list of topics about this product that receive the most technical support inquiries.
We list them here to help you speed up the installation and trouble shooting process.

1. I have connected the keypad correctly. Why doesn't it open when I enter my code?
- Check that there is power to the keypad by setting the keypad backlight to ON, and listening for keypad beeps.
  If not, check the power supply.
- Check that the green light flashes when the correct code is entered. If not, the code has not been entered
  correctly, or may have been incorrectly programmed initially.
- Check that the lock is capable of operating with a 12V DC power supply.
- Check the connections.

2. When I enter my code, I hear a click and the unit resets. Why does the release not unlock?
This can be caused by incorrect wiring of the output wires or the diode. If a DC lock is used, check that a diode
is connected across the lock so that the band is nearest the +V connection. This fault may blow a fuse in the
power supply - check for above before replacing the fuse.

3. The door is always unlocked. Why, and how do I get it to lock again?
If the green light on the keypad is on constantly, check the type of lock that is fitted. If it is a fail open type,
it requires power to be applied to its terminals to keep it locked. A fail locked type (more common) requires power
only when it is to be kept open. Refer to the programming instructions to set the keypad for the correct lock type.
If this is set correctly, check all wiring for shorts or bad connections. Check that a diode is fitted to the DC lock
and is connected correctly. If not, the keypad may be damaged and will have to be replaced. Damaged relay
contacts are not covered by product warranty.

If the green light on the keypad is flashing, switch off the power. Wait for 10 seconds and switch the power
on again. If the door is locked and the green light is on constantly again, it is likely that the user code is set to
operate in toggle mode. If you do not want toggle codes, reset the keypad and enter new codes accordingly.
If on re-applying power, the keypad's green light is still flashing, and the door is still open, check the exit button
(grey) wires. These could be connected to an exit button of the incorrect type, or shorted by faulty wiring, or the
exit button operation could be set incorrectly. Rectify and re-test.

Specifications			
Features	Min	Max	
Number of Users	1	2,000	
Code length	4 digits	8 digits	
PIN length			4 digits
Door open time	1 sec	60 sec	
Silent operation			Yes
Can be used with fail OPEN locks			Yes
Can be used with fail CLOSED locks			Yes
Exit button input			Yes
Backlight			Yes
Electrical	Min	Max	
Voltage	9V DC	15V DC	
Current		30 mA	
Switchable current		1 A	
Environment	Min	Max	
Operating temperature	-20°C (-4°F)	55°C (131°F)	
Waterproof	IP67		Outdoor Use
Cable length			3 yards
Dimensions	Width	Height	Depth
	2 3/4 inch	4 1/2 inch	1 1/4 inch

Card ID	User Name		Card ID	User Name
1			26	
2			27	
3			28	
4			29	
5			30	
6			31	
7			32	
8			33	
9			34	
10			35	
11			36	
12			37	
13			38	
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15			40	
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25			50	