Ins-30100-US Easyprox compact keypad

Layout

This unit is for Indoor use only.

Parts list

1) Front Lock Assembly

2) Rubber Escutcheon x2

3) Rear Lock Assembly

4) Ins-30067 - Easyprox Template

5) Left and Right Handles

6) Square Drive

7) Strike Plate Backbox

8) Strike Plate

9) Battery Pack

10) Tubular Mortice Latch

11) Latch Screws x4

12) Short Fixing Screws x4

13) Long Fixing Screws x4

Tools List

Power Drill   Stanley knife
Drill bits 10mm, 25mm.   Adhesive tape
Philips screwdriver   Pencil
Hacksaw for cutting bolts   Tape measure
Hammer / Mallet   8mm spanner   (supplied)
Chisel 25mm   2mm Allen key (supplied)

NOTE: All dimensions are shown in millimetres to maintain accuracy.

Fitting the latch

Step 1
Decide on the height of the latch and mark a line on the edge of the door and about 80mm across both faces. Fold the template along one of the dotted lines (right or left). Tape it to the door, the latch centre line positioned on the height mark. (Diagram A).
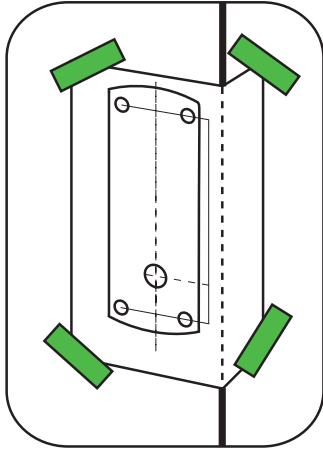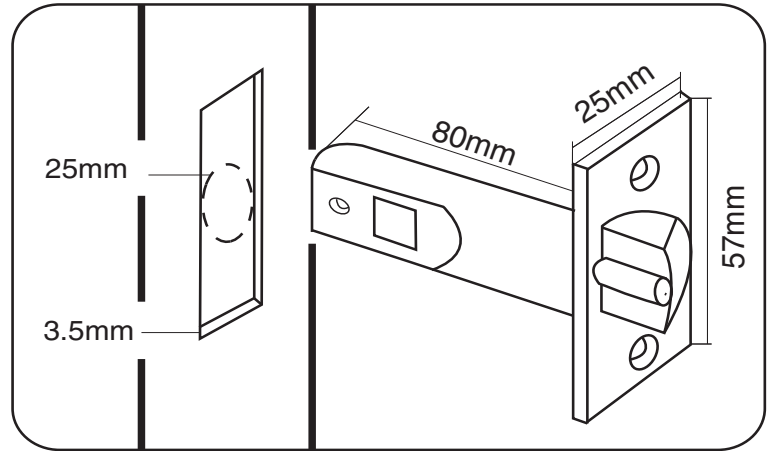

Diagram A - Drilling template taped to door

Diagram B - Latch dimensions

Mark the 4 x 10mm holes and 1 x 25mm holes. Remove the template and apply it to the other side of the door, again aligning it with the height line. Mark the holes as before.

Step 2
Drill the 25mm hole on the centre line of the door edge at least 80mm deep to accept the latch.

Step 3
Drill the 4 x 10 mm holes for the fixings and one 25mm hole for the square drive. To ensure accuracy you should drill these holes from both sides of the door towards the centre. This also avoids the risk of damaging the door face when the drill breaks through.

Step 4
Put the latch into the hole and draw around the edge of the faceplate. Remove the latch and score the outline with a Stanley knife to avoid splitting the wood when chiselling. Chisel a 3.5mm rebate allowing a flush fit for the latch. (See diagram B).

Step 5
Re-fit the latch with the plunger facing away from the door frame and secure with two latch screws.
NOTE. This plunger protects against the manipulation or 'shimming' of the latch with a credit card, etc.

Step 6
Cut the square drive to length (Door thickness +20mm) and slide into the latch.

Step 7
Accurately measure the thickness of the door. (20mm minimum - 60mm max) For doors between 40mm to 45mm and 55mm to 60mm thick the supplied securing screws (long or short) can be used without adjustment.
For doors outside of this range the long screws should be cut to length of approximately Door thickness + 5 mm.

Power up and Initialise

Step 8
With reference to 'Battery Replacement' remove the access plate at the rear of the unit by removing the top standoff screws. (Fig 1) Take the battery pack and connect the lead to the white plug. (Fig 3) - The unit will click twice and then commence to beep regularly.

Step 9
The unit must now be enrolled. Please refer to 'Initialising a new System'.
The unit will stop beeping and is now active.

Step 10
Fit the battery pack into the unit. Replace the access plate and secure with the standoff screws.

Step 11
Fit the rubber escutcheons to front plate and the back plate. Present the front and rear lock assembly to the door, locating the square drive in its recess and secure the two parts of the lock together with the fixing screws. Fit the two handles positioning the screw holes to the underside and secure with the grub screws provided.

Step 12
Check the operation of the lock by using the inside lever to check that the latch moves freely. If required, loosen the fixing screws and adjust the position of the lock assemblies until the lever handle and latch are all moving freely. Tighten the fixing screws.

Fitting the strike plate and backbox

Step 13
To determine the vertical position of the plate - Close the door against the frame and mark the top and bottom of the latch where it touches the frame. - Transfer these lines horizontally across the frame rebate.

Step 14
To determine the horizontal position of the plate - Measure the distance from the back edge of the door to the flat face of the latch. (NOT the plunger.) Mark this distance on the frame to show how far back the plate needs to be to hold the door closed.

Step 15
Position the strike plate so that the 'cut-out' lines up with the lines made in Steps 13 and 14. Mark the positions of the fixing screws and draw around the 'cut-out' in the strike plate. Chisel out a 15mm aperture to receive the latch bolt. (Diagram C)
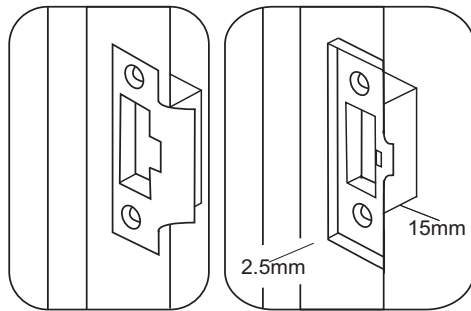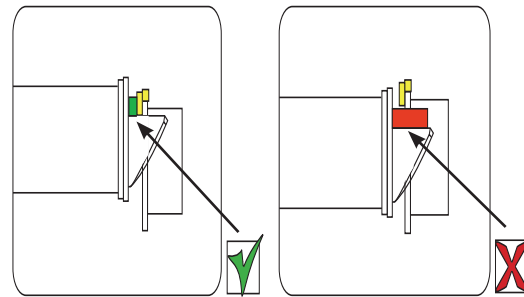

Diagram C - Strike plate and backbox

Diagram D - Strike plate position - Anti-shim plunger

Step 16
Fix the strike plate with one latch screw to the surface of the frame.
FROM THE INSIDE: Gently close the door and check that the latch enters the aperture easily with no additional 'play' in the frame.

Slight adjustment can be made by moving the plate slightly. When satisfied, draw around the outline of the strike plate, remove it. Score around the outline and then cut the rebate to enable the strike plate to lie flush with the surface.

Step 17
Fix the strike plate using two latch screws and check the lock operation. Remove the strike plate and increase the aperture to accept the strike plate back box. Now re-fix the strike plate and check the operation of the 'anti-shim' plunger and the door. (Diagram D)

Step 18
The unit is now fully operational - See following pages for programming instructions and LED indications.

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.

INITIALISING A NEW SYSTEM

Choose a 6 digit Programming Code and load this into the unit as follows:

⏻   6 digit Programming Code   ⏻   6 digit Programming Code   ⏻

The factory User Code is now set to 1234

IMPORTANT NOTE: Do not set the Programming Code to 123456
The programming code must not contain the same string of digits as the user code.
The default user code is 1234 - therefore the programming code must not be set to 123456

You can now set up the user codes and features using the programming chart.

Example: - Setting a user code to unlock the door under Normal condition

Enter 6 digit Programming Code ► **8** (Hold for 3 secs) ► Enter user code 4-8 digits ► ⏻ ► Re-enter user code ► ⏻ ► **4** (Normal)

TOUCHLOCK MODE

START - Enter the **6 digit Programming Code** and hold down a function key ⬭ for **3 seconds.** - The unit beeps and the LED flashes faster.
Continue the key sequence to set the option - The keypad returns to operating mode.

Set a user code	**8** ► Enter user code 4-8 digits ► ⏻ ► Re-enter user code ► ⏻ ► **4** = Normal	
	OR **6** = Toggle	
Combined Card & Keypad modes	**1** ► **1** (Card plus PIN) OR **2** (Card plus code) OR **3** (Card or Code)	OR **2** = Delete
Door open time (seconds)	**5** ► **X** **X** Enter time in seconds (default = 05, max = 60)	
Single or multiple codes	**2** ► **2** One code only OR **6** Multiple codes allowed	
Silent operation	**3** ► **2** Beep on OR **6** Silent	
20 wrong keystrokes = 60 second lockout	**4** ► **2** OFF OR **6** ON	
Change Programming Code	**6** ► Enter 6 digit Programming Code ► ⏻ ► Re-enter 6 digit Programming Code ► ⏻	
Data Reset (except Programming code)	**9** ► Enter 6 digit Programming Code ► **9**	

⬭ = default setting
⬭ = Hold down for 3 secs

This box can be used to write down the Programming Code for future reference.
Ensure that this information is stored in a secure place.

PROXIMITY with TOUCHLOCK mode

(i) The unit must first be initialised in TOUCHLOCK mode: See TOUCHLOCK section

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IMPORTANT NOTE: Do not set the Programming Code to 123456

(ii) Before enrolling a card pack, set up the required operating mode, as follows:

Enter 6 digit Programming Code ► **1** ► **1** OR **2** OR **3**

Hold for 3 secs

Card plus PIN   Card plus code   Card or Code

(iii) Now present enrolment card

⏻ ► Present the enrolment card

All tokens will now be validated.
Tokens can now be issued to users

Adding an additional Proximity card pack. You need to be in possession of a valid enrolment card for this system. Present this enrolment card to the reader and the Amber LED will flash with the Green & Red LEDs off. Present the Enrolment card from the new card pack. The reader will beep and all LEDS will be lit. The additional cards will now be valid. Repeat this with each reader and with any additional card packs. Any valid enrolment card can be used to add further packs. If an incorrect enrolment card is used to start the process, the Red LED will be lit and the reader will produce a squeak sound as it rejects the card.

To bar a user: ⏻ ► Present/swipe user's shadow card
The user card is now barred
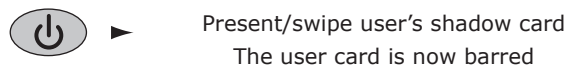
A user can be re-validated by showing the enrolment card followed by the user card or re-entered if used in Card+PIN mode.

Card plus PIN. A card requires a 4 digit PIN to be assigned to it before it will work, as follows:

⏻ ► Present enrolment card   Present user card   Enter PIN ⏻ Re-Enter PIN ⏻

Flashing Amber LED   Flashing Yellow/Green LED   Flashing Yellow/Green (faster) LED

Card plus Code. User gains access by presenting a valid token and then entering a valid code.

Card or Code. User gains access by presenting a valid token or entering a valid code.

See Touchlock programming - Option 8 to set codes. (4 digits) - Option 2 to enable multiple codes.

IMPORTANT: Before presenting a PROXIMITY card to the reader, you must first press the POWER ⏻ key or briefly depress the handle.

The reader is then active for 2 seconds and will flash all the LEDS during this period. This is to ensure maximum battery life.

## Normal Operation - LED Indications

The external handle is free to move and is only engaged once access has been granted. The inside handle is always engaged.

When access has been granted, the unit will flash the Green LED and the handle will then engage. The unit will beep during this time to advise the user that access has been permitted. This default time (4 seconds) can be changed with the 'door open time' card.

Presenting an invalid or barred card will flash the Red LED and sound a low tone. Access is denied.

ALARMS - The handle must be horizontal to operate the latch. If it is not horizontal when a valid card is presented, the LED will flash Amber until the handle is again horizontal when the latch will then release.

Issuing tokens
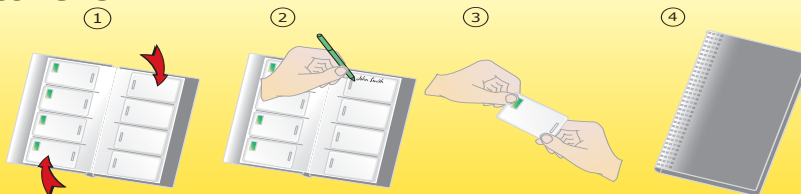
1. Across each double page there are 'pairs' of cards - a 'User card' and a corresponding 'Shadow card'.
2. Write the name of the user on the shadow card.
3. Issue the matching user card to the user.
4. Keep the card pack containing the shadow cards in a safe place.

Bar a user

1. When a card is lost or stolen it is important to bar the card from your system to avoid unauthorized access.
2. To bar a card or token take it's corresponding shadow card from the card pack.
3. Swipe the shadow card through the reader. This will remove the lost card or token from your system.
4. A barred card can re-validated by swiping the enrolment card followed by the user card through the reader.

Door held open
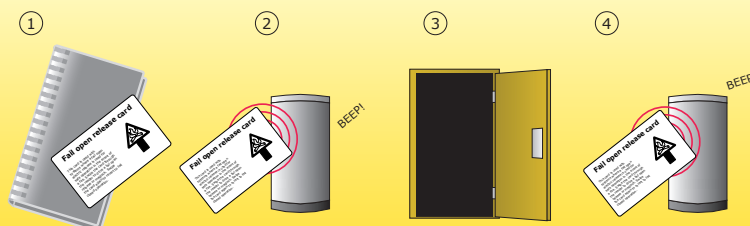
NOTE: The Fail Open release card has the same function as a door held open card.
1. Take the fail open release function card from the starter pack
2. Present the card to the reader. The reader will beep for about a second
3. The door is now set to be permanently open.
4. To relock the door, present the card again, the reader will bleep once.

A button on the inside allows the internal handle to be held in the unlocked position.

Door open time

1. Take the door open time function card from the starter pack.
2. Present the card to the reader. The reader will start beeping.
3. Wait for the required period you wish the door to remain open.
4. Present the card again at the end of the period to set the open time. The beeping will stop.

Silent operation card

1. Take the silent operation function card from the starter pack
2. Present the card to the reader. The reader will beep
3. The reader is now in silent operation mode
4. Present the card again to disable silent operation mode. The reader will beep twice.

Enrolment Card - must be presented when the system is first powered on

1. Take the enrolment card from the new pack of user cards
2. Present the enrolment card to the reader
3. The reader will beep as the enrolment card is acknowledged
4. All cards in the pack are now valid. The enrolment card can now be returned to it's pack.

The system will also accept colour zone function cards

Low battery warning

When the battery has discharged to within the 3.5-4V minimum operating threshold, the user will experience a delay between the card being read and access being granted. This delay acts as a warning that the battery pack is low and should be replaced.

As an example; the initial delay will be 5 seconds. The user will present their card as normal and the green LED will flash slowly for the 5 second delay, after which access is granted normally.

The delay will increase in increments up to 25 seconds as the battery continues to discharge.

Recovery from a flat battery

Should the battery pack become discharged, the unit will no longer function and the door mechanism will then fail to operate - this could be in the locked or unlocked state.

There is provision on the underside of the lock to apply an external PP3 9V battery that will provide voltage to allow the circuitry to operate as normal. The +ve terminal is the Right of the pair.

NOTE: This does not release the lock directly but allows the door to be opened with a valid user card. Once the door is open, access to the lock will allow the internal battery pack to be replaced.

-ve   +ve

Battery replacement

1. Remove the unit from the door by removing the 4 securing screws on the rear lock assembly.
(see Layout on front page)
2. Remove the top two standoff screws - Fig 1
3. Remove the access plate to reveal the battery pack. - Fig 2
4. Unplug the lead and replace the pack with a new Paxton Access battery pack. - Fig 3.
(NOTE: The unit will retain its settings and should not be manually reset)
5. Refit the access plate and secure.
6. Refit the unit to the door

Fig 1

Fig 2

Fig 3

Full System Reset

This function should only be used to clear all the stored user information from the unit. The unit is returned to its Factory settings and will require initialising again (See: Enrolment Card)

1. Remove the unit from the door by removing the 4 securing screws on the rear lock assembly.
   (see layout on first page)
2. Remove the access plate at the rear of the front lock assembly. (top two standoff screws).
3. Locate the reset button at the lower right corner of the circuit board.
4. While holding down the reset button, press the Power button once on the main keypad.
   - The unit will beep 2 times.
5. Immediately, press and release the reset button 4 more times - The unit will beep to confirm each press
   - the unit will then produce a series of 5 rapid beeps and display a flashing GREEN LED.
6. Remove and replace the battery plug. - Press the Power button and the unit will start to beep and
   display flashing GREEN AND RED LEDs - RE-ENROLL and test the unit.
7. Replace the access plate.
8. Refit the lock to the door with the 4 fixing screws.

< OR >

1. Present Enrolment card.
2. Present Door open time card twice.
3. Present Enrolment card.
4. Present Door open time card twice.
5. WAIT FOR 5 SECONDS!

Specifications

Features	Min	Max	
Number of Users	1	10,000	
Number of Packs	1	100	
Door open time	1 sec	60 sec	
Access levels (Colour Zones)	1	3	
Silent operation			Yes
Environment	Min	Max	
Operating temperature - Battery limits	0 °C (32 °F)	55 °C (131 °F)	
Battery Type			Paxton Battery Pack
Typical Battery Life		30,000 operations	up to 5 years
Waterproof			No
Vandal resistance			Low
Read Range	Token	Keyfob	Watchprox
	50 mm	30 mm	10 mm
Dimensions	Width	Height	Depth
Reader/Keypad module (Required space on Door)	60 mm	194 mm	30 mm
Total outside dimensions (includes handle clearance)	150 mm	194 mm	72 mm