

Ins-30012 OEM plastic reader keypad

Suitability

Wet environments



Mounted on metal surface



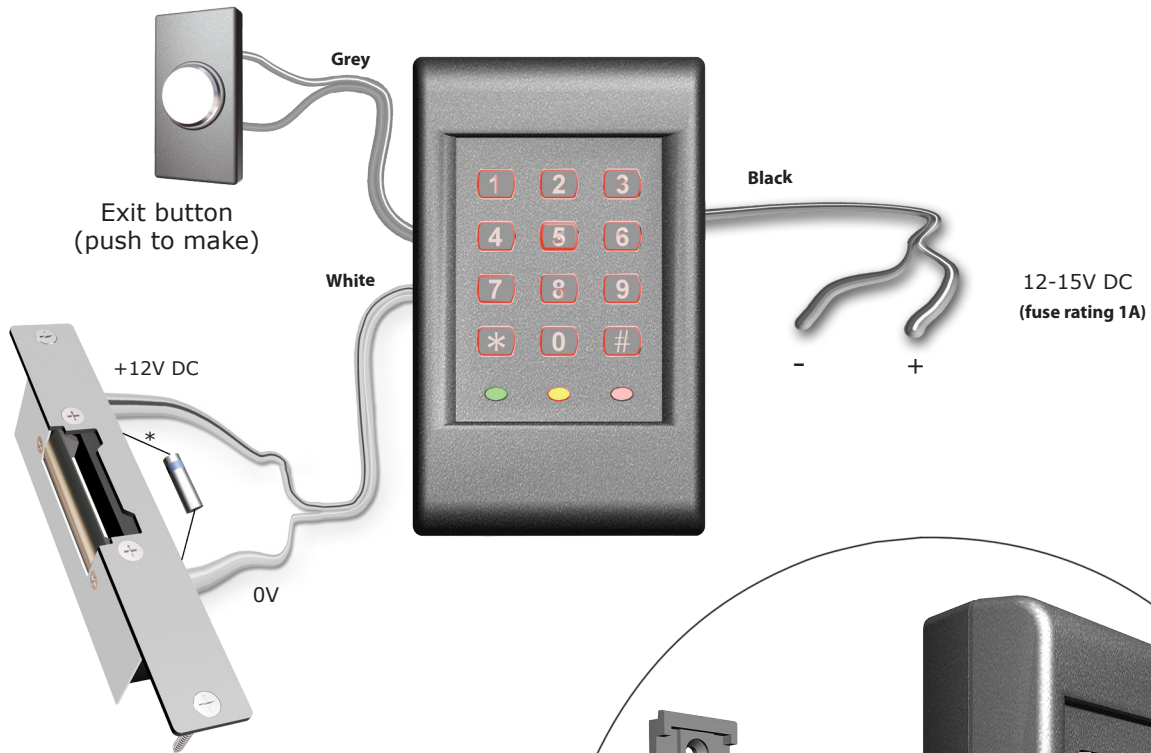
Security-sensitive doors



Readers mounted together

300 mm
between readers

Fitting



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

* The diode current rating must be equal to or greater than the current required to drive 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 personnel 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.

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:



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

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

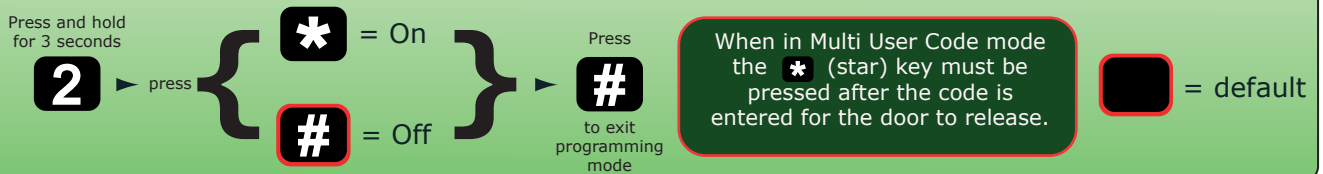
The **RED** and **GREEN** LEDs flash simultaneously indicating reader is in Programming Mode



Setting multiple entry codes (maximum = 120)

Enter 6 digit Master Code

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



Setting the keypad sounder

Enter 6 digit Master Code

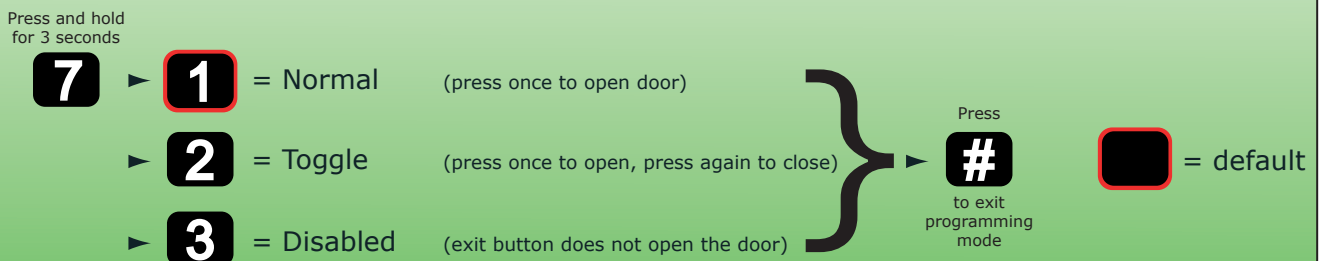
The **RED** and **GREEN** LEDs flash simultaneously indicating reader is in Programming Mode



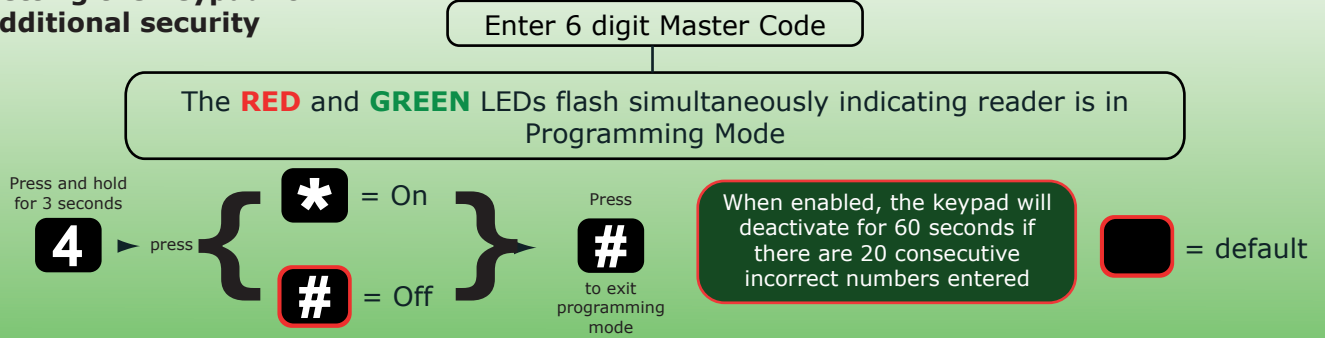
Setting the exit button mode

Enter 6 digit Master Code

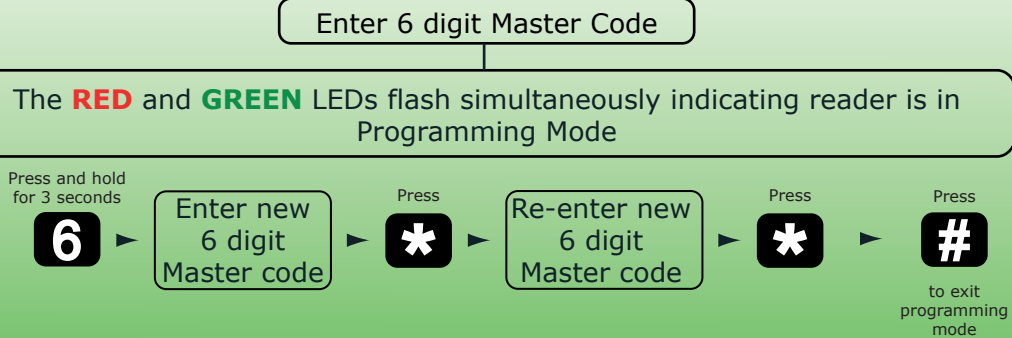
The **RED** and **GREEN** LEDs flash simultaneously indicating reader is in Programming Mode



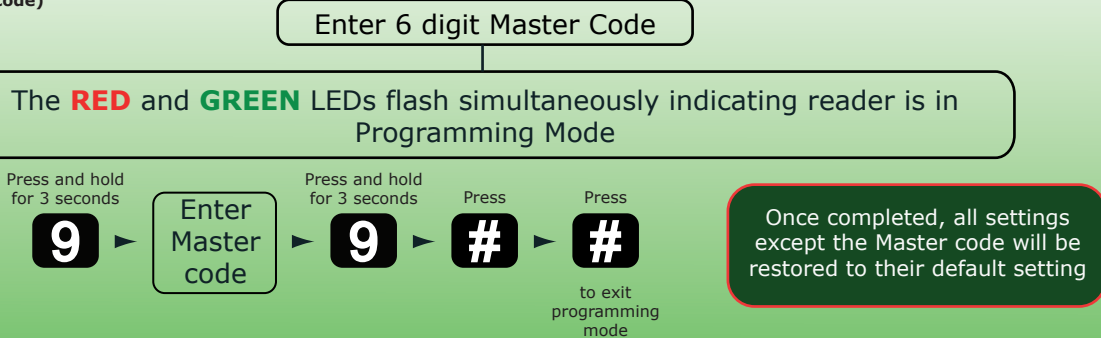
Setting the keypad for additional security



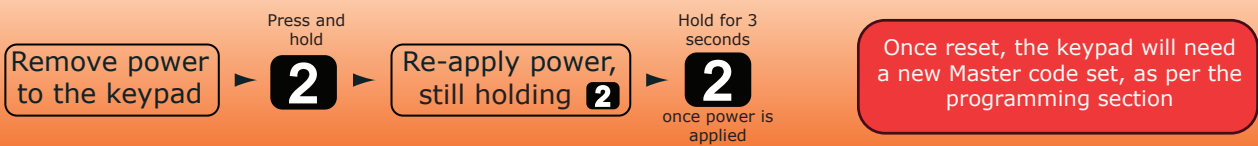
Changing the Master code



Resetting the keypad (EXCEPT the master code)



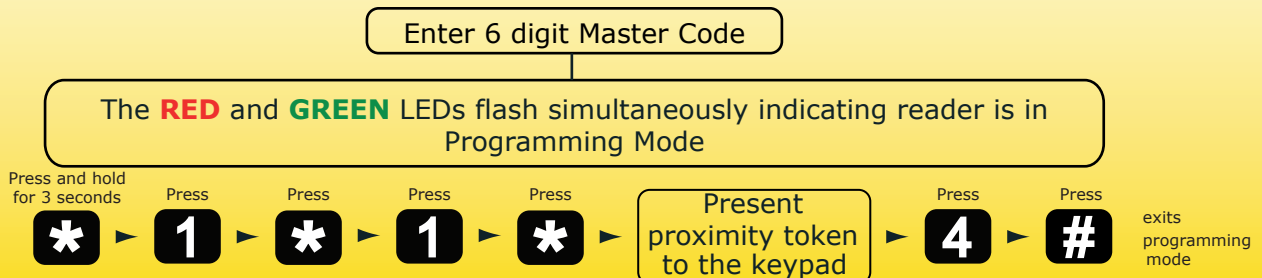
Resetting the keypad (INCLUDING the Master code)



Creating a master token

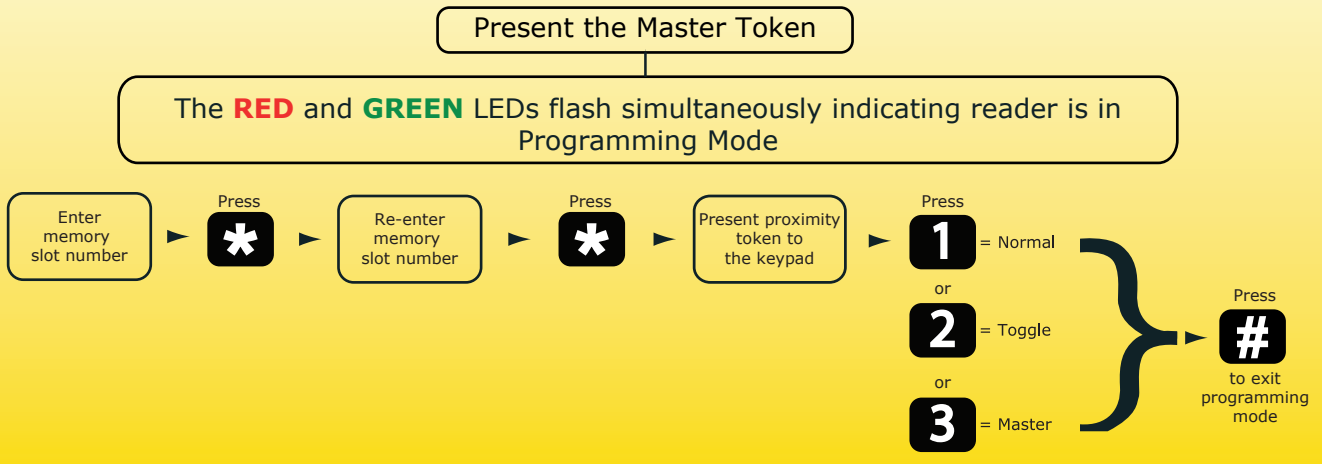
The first token must be registered as a Master token.

This will be required for the addition of other proximity tokens and also the proximity programming functions.



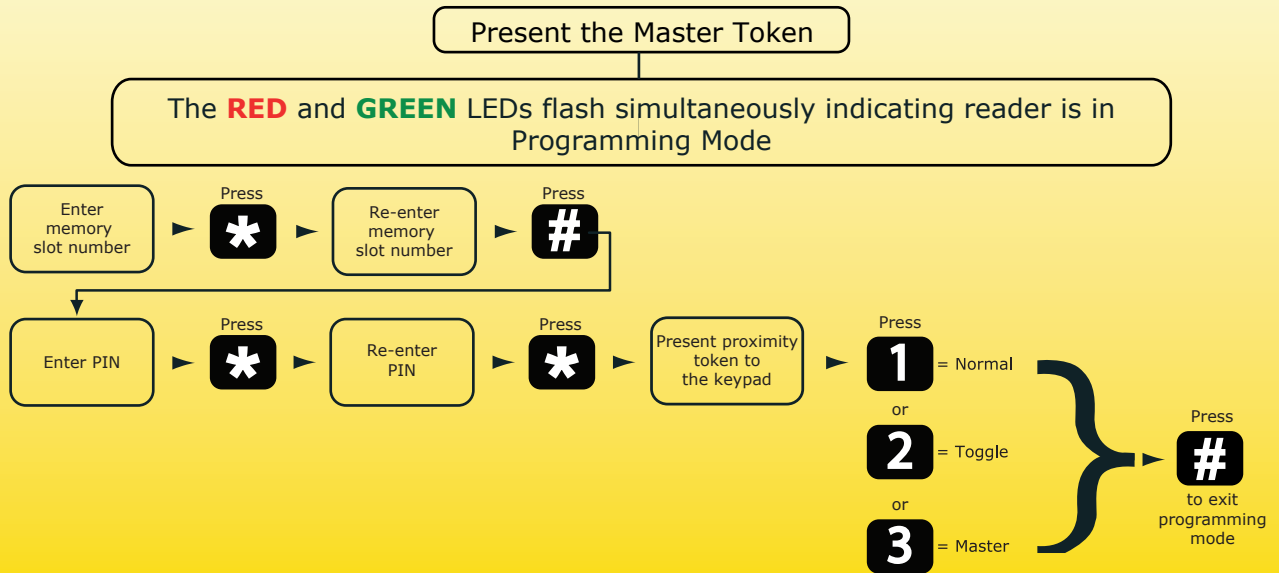
Adding proximity tokens

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:



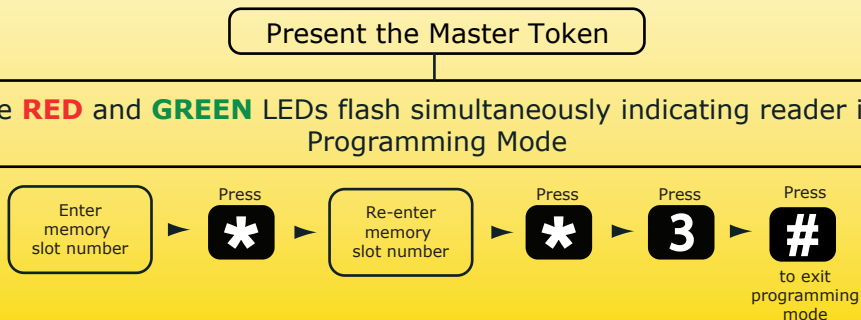
Adding proximity plus PIN tokens

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:



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:



Technical Help

Here is the list of topics about this product that receive the most technical support enquiries. 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 | 12V DC | 15V DC | |
| Current | | 30mA | |
| Switchable current | | 1A | |
| Environment | Min | Max | |
| Operating temperature | -20 °C | +55 °C | |
| Waterproof | IP67 | | Outdoor Use |
| Cable length | | | 3 metres |
| Dimensions | Width | Height | Depth |
| | 70 mm | 115 mm | 29 mm |

CE0168

The declaration of conformity is available on request. Contact details are provided at: <http://paxton.info/596>

| Card ID | User Name |
|----------------|------------------|
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| 5 | |
| 6 | |
| 7 | |
| 8 | |
| 9 | |
| 10 | |
| 11 | |
| 12 | |
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| 16 | |
| 17 | |
| 18 | |
| 19 | |
| 20 | |
| 21 | |
| 22 | |
| 23 | |
| 24 | |
| 25 | |

| Card ID | User Name |
|----------------|------------------|
| 26 | |
| 27 | |
| 28 | |
| 29 | |
| 30 | |
| 31 | |
| 32 | |
| 33 | |
| 34 | |
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