

Ins-30031 OEM compact keypad

Suitability

Wet environments



Mounted on metal surface



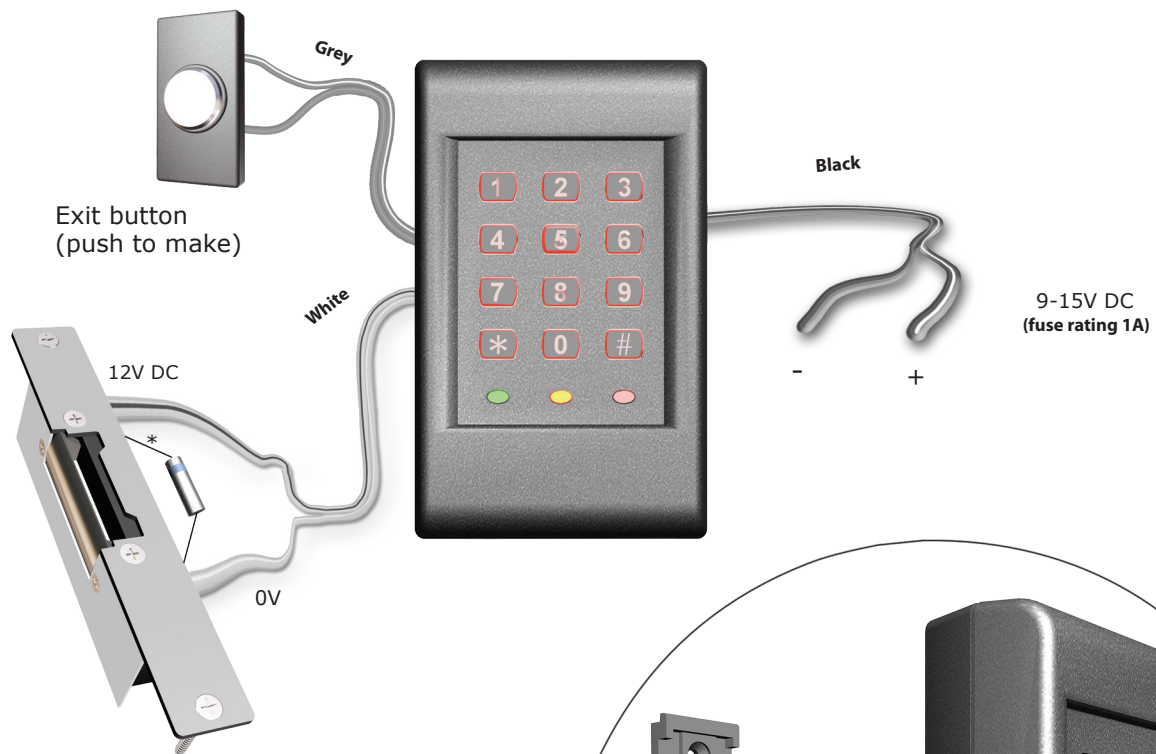
Security-sensitive doors



Readers mounted together



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.



Please read the following notes before installing

Electrical shock can cause injury or death. Remove all power before making any electrical connections, performing maintenance or repair.

Mains electrical connections should be made only by qualified personnel in accordance with local regulations.

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

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

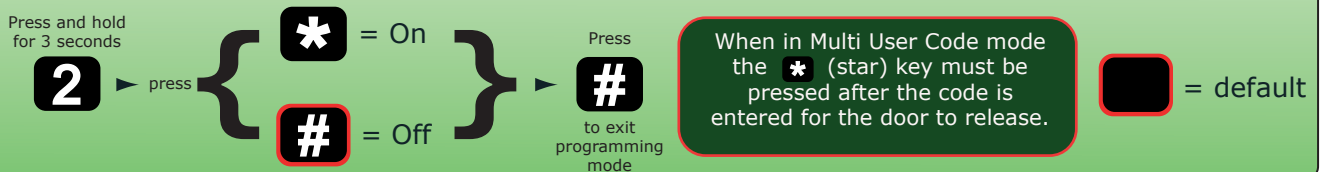
The **RED** and **GREEN** LEDs flash simultaneously indicating reader is in Programming Mode



Setting multiple entry codes (maximum = 120)

Enter 6 digit Master Code

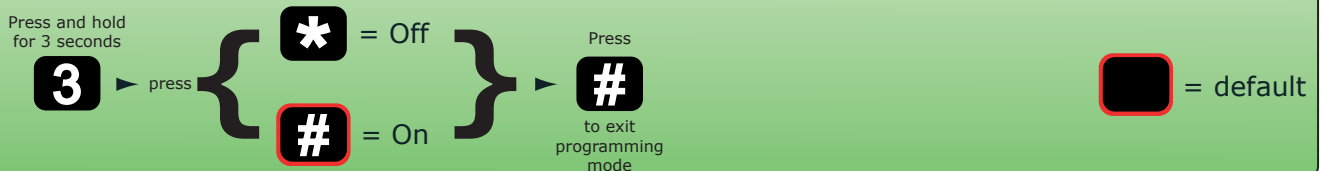
The **RED** and **GREEN** LEDs flash simultaneously indicating reader is in Programming Mode



Setting the keypad sounder

Enter 6 digit Master Code

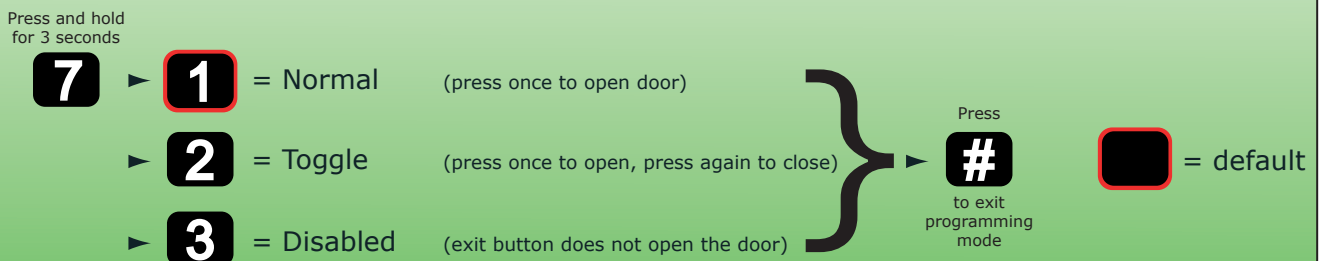
The **RED** and **GREEN** LEDs flash simultaneously indicating reader is in Programming Mode



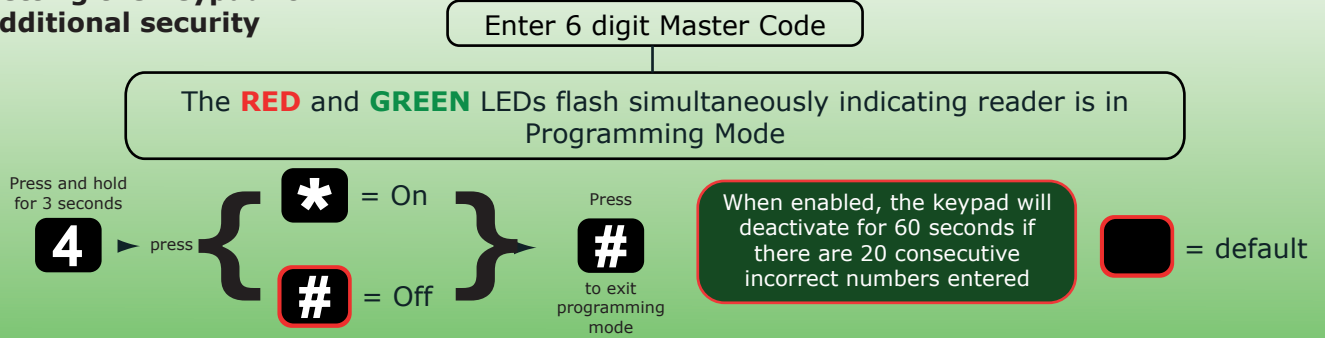
Setting the exit button mode

Enter 6 digit Master Code

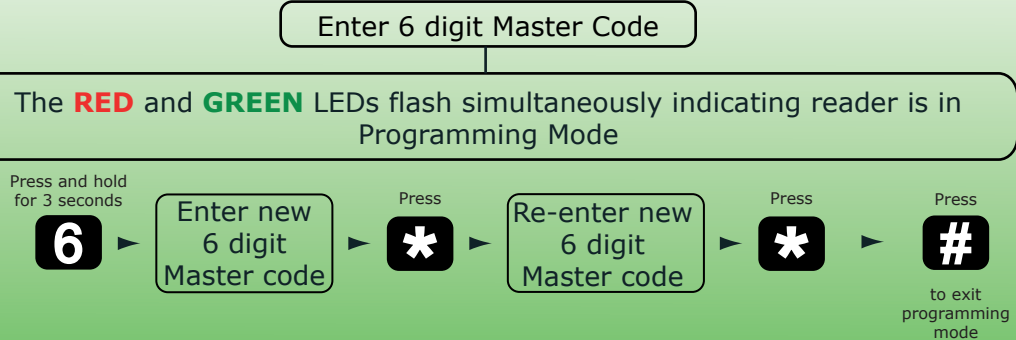
The **RED** and **GREEN** LEDs flash simultaneously indicating reader is in Programming Mode



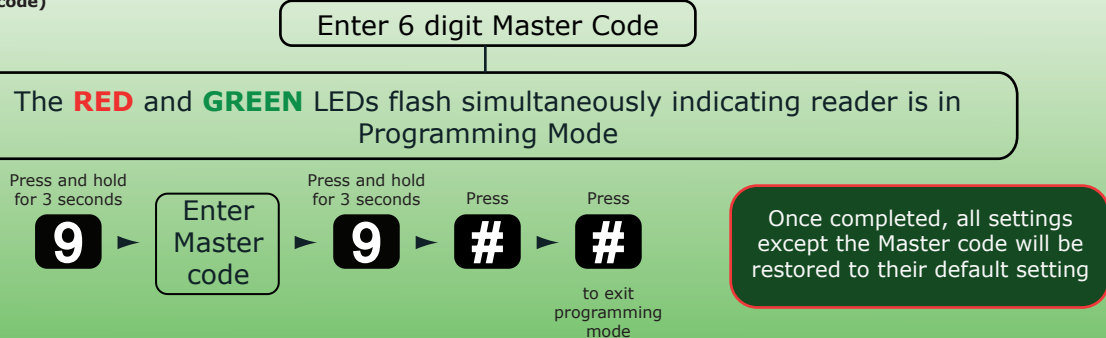
Setting the keypad for additional security



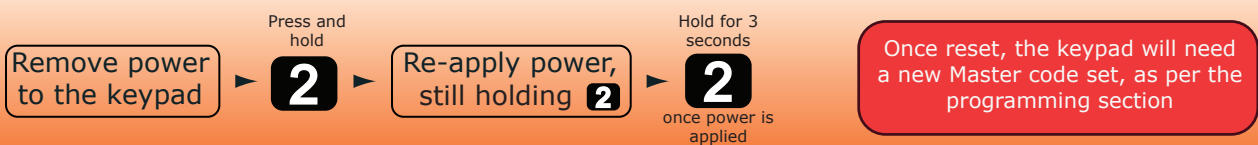
Changing the Master code



Resetting the keypad (EXCEPT the master code)



Resetting the keypad (INCLUDING the Master code)



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	
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		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

