MicroIQ™
Operating Instructions
Locker Mode

FOR OFFICE FURNITURE, STORAGE CABINETS, LOCKERS, SAFES, VAULTS, SECURED ENCLOSURES

Red Error LED
Green Proceed LED
Yellow Low battery LED
Keypad
Battery holder with cover
Program button (Push thin front edge inward)
Location to point the key-fob
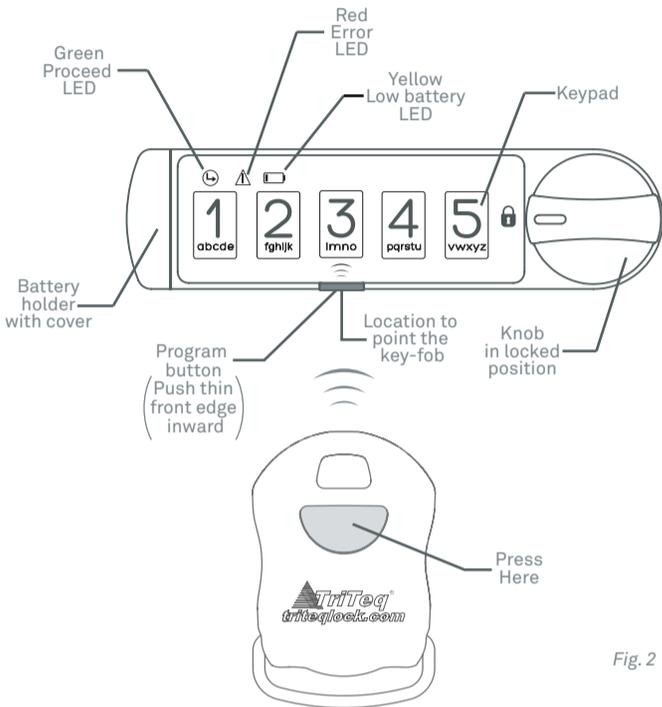Knob in locked position
Press Here

Fig. 2

THIS LOCK CAN ALSO BE USED IN STATION MODE

Follow the procedure below to change your lock`s operation mode from Single User / Station mode to Locker mode :

1. Unlock the unit
2. Remove the battery for 10 seconds
3. Press the Program Key while the battery is removed
4. Insert the battery and continue holding the Program key
5. Wait until all 3 LED`s (**Red**, **Green** and **Yellow**) turn on and fade out at the same time
6. Release the Program key
7. Enter the 6 digit Master code
8. If the code was entered corectly, the yellow LED will be lit
9. Press button number "**1**"
10. Once the lock switches to Locker mode, the LED`s will each flash for one second in the following order: **Green**, **Red** and **Yellow**
11. Proceed to operate the lock in Single User / Station mode

For specific operation instructions please read the included manual for Locker mode

1-2-3-4-5 keypad buttons: For entering and programming lock codes.

Program button: Initiate the lock programming mode by pressing the front thin edge of the black button inward toward the mounting surface the **MicroIQ** is mounted to.
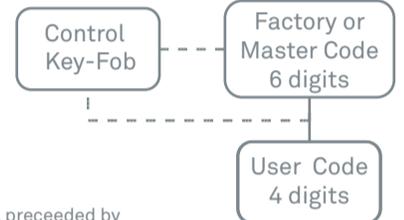
Infrared Receiver: The Infrared Receiver will receive a signal from an electronic TriTeq key-fob when it is pointed at the receiver located behind the Program button. The Program button is slightly opaque so the key-fob signal will penetrate the button.

Knob: To move the lock mechanism 90 or 180 degrees clockwise or counterclockwise from the locked and unlocked states.

The Green and Red LED's will flash and illuminate to indicate operating conditions per the descriptions below:

The Yellow LED will flash 5 times after the lock is operated to signify the battery level is low and should be replaced.

This lock can operate using 2 codes (**Factory** or **Master code** and **User code**).

The **Factory code** 6 digits is the only code set in the lock at this time. This code is provided on a label on the rear cover of the lock.

Control Key-Fob
Factory or Master Code 6 digits
User Code 4 digits

The **Factory** or **Master Code** has 6 digits, preceeded by pressing the program button.

The 6 digit **Master code** replaces the **Factory code** per the programming procedure described on *Page 5*.

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The **User code** (4) digits need to be programmed into the lock by following the steps from *Page 3*. All codes are retained by the lock after unlocking or if the battery is changed.

A note on codes: *The numbers 6, 7, 8, and 9 can be entered by pressing two keys simultaneously in order to produce a sum. For example 2 and 4 can be pressed simultaneously to produce the number 6 (2+4=6). Note, if the code was programmed using 2+4 as the 6 digit, the 2+4 must be used when accessing the lock, because other combinations that equal six such as 1+5 are distinguished from 2+4.*

As an option, the lock can be operated with a blue remote key-fob.

Programming

To program the Master code (overwrite the default Factory code):

1. With knob in the unlocked positon only, press the program button

2. Enter the default 6-digit Factory code or current 6-digit Master code

   a. If the code is correctly entered, the green led will light up for 10 seconds

   b. If the code is incorrectly entered, the red led will flash 3 times and exit programming

   c. If the code is not entered within 10 seconds, the red led will flash 3 times and exit programming

3. Enter the new 6-digit Master code

   a. If the new Master code is valid the green led will flash 7 times. The factory code is erased

   b. If the new Master code is invalid (not 6 digits) the red led will flash 3 times and exit programming

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Operation

To operate as a one-time User:

1. With the knob in the unlocked position only, enter a four digit User code

   a. The green led will light up

   b. If the lock is currently locked with a one-time User code, the red led will blink every 3 seconds

2. After entering the code, turn the knob to the locked position within 10 seconds, the lock will lock

   a. If you turn the knob to the locked position without entering a code or after 10 seconds, the red led will flash 3 times and not lock

   b. The green led will blink twice after the lock is locked

To open: Enter the one-time User code and turn the knob to the unlocked position

   a. If the code is incorrect the red led will blink 3 times. If an incorrect code is entered 5 consecutive times, the lock will not accept new codes for approximately 2 minutes and will blink the red error light 3 times if codes are attempted to be entered during the 2 minute period.

   b. If the code is correct the lock will unlock and the one-time User code will be erased

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   c. If the new Master code is not entered within 10 seconds, the red led will flash 3 times and exit programming

Program a blue Control key-fob into the lock (optional):

1. With the knob in the unlocked position only, press the program button

2. Enter the Master code

   a. If you do not enter the Master code within 10 seconds, the red error light will flash 3 times and exit programming

   b. If you enter the Master code incorrectly, the red error light will flash 3 times and exit programming

   c. If you enter the Master code correctly the green led will light up for 10 seconds

3. Pair the blue Control key-fob by pointing the key-fob at the lock and press the blue control key-fob button

   a. Control fobs are denoted by a "C" followed by a number

   b. If you do not pair a blue control key-fob within 10 seconds, the red error light will flash 3 times and exit programming

ATTENTION: Record your **Master** and **User codes** after programming.

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To open or unlock lock using the Master code:

1. Press the program button

2. Enter the 6-digit Master code

   a. If the Master code is entered correctly, the green led will light

   b. If the Master code is not entered within 10 seconds, the red led will flash 3 times

   c. If the Master code is entered incorrectly, the red led will flash 3 timesflash 3 times

3. Turn the knob to the unlocked position

   a. If the knob is left in the unlocked position for more than 20 seconds, the one-time User code will be erased (if currently programmed in)

   b. If the knob is returned to the locked position in less than 20 seconds, the unit will re-lock and the one-time User code will be maintained

To open lock using the blue Control key-fob:

1. Pair the blue Control key-fob with the lock, and after the lock mechanism unlocks, twist knob to unlocked position

   a. If the knob is left in the unlocked position for more than 20 seconds, the one-time User code will be erased

   b. If the knob is returned to the locked position in less than 20 seconds, the unit will re-lock and the one-time User code will be maintained

Operating Temperature: 0 - +50 C
Storage temperature: -10 - +70 C
Operating Moisture: 20% - 80% Rh
     (*without condensation*)
Replacement Battery: 3 volt lithium CR2032

Battery Life: 5 years or more (20 uses per day)

ATTENTION: Battery life may vary with battery

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