



EntryProx Quick Start Guide

This guide provides quick info on how to add or delete cards, print transactions, and change the main relay timer. For installation details or advanced programming, see the complete user's guide, part number 4045-905.

IMPORTANT

- **YOU MUST KEEP A USER LIST** when programming cards into your EntryProx. **Use the blank form at the end of this guide to photocopy.** Write down the User Location, Card Number, PIN Code and the Name of the User. You will need this information later, if you need to delete a card or PIN.
- **DO NOT PROGRAM A CARD OR PIN IN USER LOCATION 1** - this is reserved for the MASTER CODE, which places the unit into programming mode.
- **CHANGE THE MASTER CODE** and write the new code down on Line #1 on your User List.
- **IF YOU LOSE OR FORGET THE MASTER CODE:** contact your dealer –a service call is required.

BEFORE YOU START PROGRAMMING CARDS

You must determine:

- **How many cards do I have to enroll?** If you have more than 25 you may want to batch enroll them. If you have fewer, you may want to program one at a time.
- **What is the bit format, facility code and ID numbers of the cards?** If you have sequentially numbered cards with 26-bit format and the same facility code, you can batch-enroll them from the keypad. Otherwise you must program them individually or batch-enroll by sequentially placing the cards in front of the reader. Note that if you choose to add new cards by using the keypad, the facility code must be entered into the unit first, and only 26-bit cards may be used. (See the complete Users Guide for details.)
- **How many cards/codes are already enrolled – and which User Locations are currently filled?** The User List is needed to determine the next available User Location numbers from 2-2000 total) into which additional cards/codes can be enrolled.

PROGRAMMING BASICS

When enrolling PIN codes or cards you must specify: **a user type, a location and the PIN and/or card.**

USER LOCATIONS

These are the “slots” in the unit's memory where Card and/or PIN User data is stored (numbered 1 – 2000). User Location 1 is reserved for the Master Code – **Do not enter cards or PINs into User Location 1.**

USER TYPES

These determine what happens when a user presents their card/PIN to the reader. A User can be programmed as one of four specific user types:

Toggle/latch strike (Type 0) When the Card/PIN is presented, the door opens for an indefinite period. The door can be relocked by presenting any Type 0 Card/PIN (this is useful for deliveries, for example).

Normal access (Type 1) When the Card/PIN is presented, the door opens for the Main Relay time.

log Dump (Type 2) When the Card/PIN is presented, the door remains locked and the Transaction Log is output (“dumped”) to an optional IR printer via the IR LED.

Lockout (Type 3) When the Card/PIN is presented, all subsequent Card/PIN access is disabled, and the door remains in its current state (either locked or unlocked). The door is released from Lockout mode by presenting any Type 3 card/PIN . **Reserve this user-type for a supervisor or override function.**

PIN CODES, CARDS AND COMBINATIONS

A User Location can be programmed with one of four PIN code/card combinations:

- (1) PIN Code ONLY
- (2) PIN Code AND Card (both required)
- (3) Card ONLY
- (4) PIN Code OR Card (either may be used)

ABOUT PIN CODES

PIN codes can be from one to six digits long. A leading "0" is considered a PIN digit: the 5-digit code 12345 is different from the six-digit code 012345. . Repeating digits in the same code is acceptable (ex: 121122).

ABOUT DUPLICATE CARDS/CODES

Attempting to enter a card or PIN code into memory that is already stored in a different user location causes the yellow LED to stop blinking and remain steadily lighted. If this occurs, try entering a different user card/PIN code.

- **TO PLACE THE UNIT IN PROGRAMMING MODE:** press **99 # Master Code ***
LED INDICATION: A slow blinking yellow LED
- **TO EXIT PROGRAMMING MODE:** press *****
LED INDICATION: yellow LED is OFF (stops flashing)
- **PROGRAMMING ERROR**
LED INDICATION: a steady yellow LED
ERROR CAUSES:
 you are trying to enter a card or PIN which is already stored in another User Location
 you have pressed the wrong key in a command sequence
Press ***** to clear the error condition

CARD/PIN PROGRAMMING COMMANDS**PROGRAMMING PIN + CARD**

1. Press: **99 # Master Code *** (default is 1234) to enter program mode.
2. Press: **50 # user-type # user location # keypad PIN * keypad PIN * <present card>**
3. Press ***** to exit program mode.

QUICK PROGRAMMING EITHER PINS OR CARDS

1. Press: **99 # Master Code *** (default is 1234) to enter program mode.
2. Press: **user location # PIN * PIN * OR user location # ** <present card>**
3. Press ***** to exit program mode.

PROGRAMMING PIN CODE ONLY USE

1. Press: **99 # Master Code *** (default is 1234) to enter program mode.
2. Press: **50 # user-type # user location # keypad PIN * keypad PIN ***
3. Press ***** to exit program mode.

PROGRAMMING CARD ONLY USE

1. Press: **99 # Master Code *** (default is 1234) to enter program mode.
2. Press: **50 # user-type # user location # ** <present card>**
3. Press ***** to exit program mode.

PROGRAMMING CODE OR CARD

1. Press: **99 # Master Code *** (default is 1234) to enter program mode.
2. Press: **52 # user-type # user location # keypad PIN * keypad PIN * <present card>**
3. Press ***** to exit program mode.

BATCH LOAD CARDS BY KEYPAD ENTRY

Up to 1,999 sequential 26-bit HID cards can be added at one time.

- Cards must all have the same facility code.
 - Cards must be sequentially numbered
 - The facility code must be programmed into the unit before batch loading. See Complete User's Guide.
 - The facility code cannot be changed at a later time
 - **Never enter one (1) as the starting user location since it is reserved for the master code**
 - For cards with multiple facility codes or many numbering gaps, see Batch Load by Presentation, below.
1. Press: **99 # Master Code *** (default is 1234) to enter program mode.
 2. Press: **56 # (total number of cards to be added) # (starting user location) # card number * repeat card number ***
 3. Press ***** to exit program mode.

BATCH LOAD BY PRESENTATION

Up to 1999 cards with any format up to 37 bits can be enrolled into consecutive User Locations.

- All users are “card only.”
- Card enrollment stops once the current user location exceeds 2000.
- Press any key to abort.
- Keep a written record as you program cards.
- Existing Cards/PINs are overwritten, unless you present a card that is already programmed into the EntryProx, in which case an error is generated.
- If you enter User Location 1 as the first card in the sequence, this will also generate an error.
- To clear an error, press the * key; then continue presenting cards

1. Press: **99 # Master Code *** (default is 1234) to enter program mode.
2. Press: **53 # user type # starting user location # ** <present card> <present card> <present card>...**
3. Press * to exit program mode.

DELETING USERS

To delete a Card/PIN, you must know the User Location in which it is stored. (See your User List).

1. Press: **99 # Master Code *** (default is 1234) to enter program mode
2. Press: **user location #****
3. Press * to exit program mode.

BLOCK DELETE USERS

- Up to 1,999 sequential cards/PINs can be deleted at one time.
- The yellow LED will blink rapidly during the deletion process.
- It can take several seconds to delete large blocks of users.
- The following items will generate a programming error:
 - Entering a starting User Location of 1 or greater than 2000
 - Entering a total number of locations which exceeds 1999
 - Entering a starting user location and number of locations which exceeds 2000

1. Press: **99 # Master Code *** (default is 1234) to enter program mode.
2. Press: **58 # starting user location # starting user location # number of locations * number of locations***
3. Press * to exit program mode

CHANGING THE MASTER CODE

1. Press: **99 # Master Code *** (default is 1234) to enter program mode.
2. Press: **1 # (new code) * (repeat new code) ***
3. Press * to exit program mode

CHANGING THE MAIN RELAY TIME

1. Press: **99 # Master Code *** (default is 1234) to enter program mode.
2. Enter the new main relay time, in seconds (from 1 to 99). For example, to enter 10 seconds, press:
11 # 10 # 0 # **
3. Press * to exit program mode.

USING THE IR PRINTER

By using the optional IR (infrared) hand-held printer, the EntryProx unit can print a Transaction Log and a Programmed User List. Locate the three LEDs on the top of the unit. When entering print commands or printing, hold the printer port window ½ inch (12mm) from the IR LED (the one on the right.)

TRANSACTIONS

Each transaction record includes the time, the date, the User Location and the event. Up to 1000 transactions can be stored in the EntryProx memory. When the memory is full, the oldest transactions are overwritten.

SELECTING TRANSACTION LOG INFORMATION

You can select which types of transaction events are saved in memory, which determines the event types that will appear in the log. (The default is for all transaction events to be saved in memory.) See the following table for a list of transaction events and corresponding event codes.

1. Press: **99 # Master Code *** (default is 1234) to enter program mode.
2. To turn OFF an event (keep it from being stored/logged), enter:
73 # Event Code # 0 # **
To turn an event ON, enter:
73 # Event Code # 1 # **
3. Press * to exit program mode.

EVENT CODE	TRANSACTION EVENT
01	Access Denied
02	Program Denied
03	Program Mode
04	REX (Request to Exit)
05	Door Ajar
06	Door Closed
07	Forced Door
08	Log Erased
09	Facility Access
16	Print
17	Access
20	TGL ON (Toggle ON)
21	TGL OFF (Toggle OFF)
24	Lo ON (Lockout ON)
25	Lo OFF (Lockout OFF)
27	MSMTCH (Mismatch on Card and Code entry)

PRINTING A TRANSACTION LOG

Transaction Logs can be printed by programming a card or code to output (“dump”) the transaction log to the printer or by entering the Print Transaction Log command from the keypad.

PROGRAMMING A CARD OR CODE TO INITIATE A TRANSACTION LOG REPORT

1. Press: **99 # Master Code *** (default is 1234) to enter program mode
2. To program a PIN code, press:
50 # 2 # user location # code * code *
To program a **CARD**, press:
50 # 2 # user location # ** <present card>
and then present the card at the proximity reader.
3. Press * to exit program mode.
4. Present the Card/PIN to the reader while holding the printer ½” (12mm) away from the IR LED

PRINTING A TRANSACTION LOG MANUALLY

1. Press: **99 # Master Code *** (default is 1234) to enter program mode.
 2. Hold the IR printer steady about ½ inch (12mm) away from the IR LED and then press: **70 # 0 # 0 # ****
 3. Press * to exit program mode.
- The Print command is logged in memory, indicating when the log was printed.

ERASING THE TRANSACTION LOG

The Transaction Log should be erased from memory after being printed to prevent conflicting logs.

1. Press: **99 # Master Code *** (default is 1234)] to enter program mode.
2. Press: **76 # 00000 # 00000 # ****
3. Press * to exit program mode.

```

05/04/99
# Time Action
1 20:32 User 0015 Print
2 20:23 User 0011 ACCESS
3 20:22 User 0011 ACCESS
4 20:22 REX
5 20:22 Forced Door
6 20:22 User 0011 ACCESS
7 20:21 Forced Door
8 20:21 User 0011 ACCESS
9 20:21 Forced Door
0 20:20 User 0002 ACCESS
1 20:20 User 0002 ACCESS
2 20:19 User 0002 ACCESS
3 20:19 User 0003 ACCESS
4 20:13 User 0004 LG OFF
5 20:19 User 0004 LG ON
6 20:19 User 0004 LG OFF
7 20:18 User 0004 LG ON
8 20:18 User 0006 TG OFF
9 20:18 User 0006 TG ON
0 20:18 User 0006 TG OFF
1 20:17 User 0005 Print
2 20:17 User 0006 TG ON
3 20:16 User 0008 ACCESS
4 20:16 User 0008 ACCESS
5 20:16 User 0011 ACCESS
6 20:11 User 0013 TG OFF
7 20:11 User 0013 TG ON
8 20:11 User 0012 LG OFF
9 20:11 User 0012 LG ON
0 20:11 User 0012 LG OFF
1 20:09 User 0012 LG ON
2 20:09 User 0013 TG OFF
3 20:09 User 0012 LG OFF
4 20:09 User 0012 LG ON
5 20:09 User 0013 TG ON
6 20:09 User 0013 TG OFF
7 20:09 User 0013 TG ON
8 20:09 User 0013 TG OFF

```

Here is a description of the the Transaction Log report layout:

Top line - DATE.

Second line – column headings:

- event line number, increments 1 to (1)0 and repeats.

TIME - 24-hour format.

ACTION describes each event, the user location and type of action

PRINTING A PROGRAMMED USERS LIST

The printed list identifies the user location for each user 's data. It only prints user locations that are programmed.

1. Press: **99 # Master Code *** (default is 1234)] to enter program mode.
2. Hold the IR printer steady , about ½ inches (12mm) away from the IR LED, and press: **25 # 0 # 0 # ****
3. When printing is completed, press * to exit program mode. To maintain a more detailed record, simply write down each user 's name beside the corresponding line number.

```

Door #0001-----
Programmed Users
0001 SN 1256
0002 BT 147 011/06789
0003 BN 2500 011/06788
0004 BD 369 011/06794
0005 BL 789 011/06790
0008 EN 456 011/06792
0011 SN 987

```

Here is a description of the User List Report Layout:

Top line – DOOR NUMBER.

Second line - TITLE

Column 1 – User location

Column 2 – user type (see table)

First letter – access modes		Second letter – user types	
S	Single PIN	T	Toggle function
B	Both code and card	N	Normal User
E	Either code or card	D	Print Reports (dump)
		L	Lockout

Column 3 – PIN CODE

Column 3 - SITE CODE/CARD NUMBER.

The EntryProx unit is a combination PIN keypad and proximity card reader. Proximity cards or keytags receive their power from radio frequency (RF) waves transmitted by a low power antenna inside the reader, in the rectangular shaped area just below the keypad. Proximity cards don't wear out, and never need batteries. You do not need to touch the card or keytag to the reader – you can hold the card or tag 2-3" (25-37mm) away from the reader. The card or keytag contains a small antenna and a tiny integrated circuit or "chip." If you take good care of it, it should last indefinitely.

PIN code:

- Card:**

- ## PIN code + Card

- Press all of the PIN code digits on the keypad, then press the *key
- The red and green LEDs on the unit will blink alternately - this tells you that the unit is waiting for you to present your CARD
- Hold your card or keytag 2" (50mm) away from the Reader (the rectangular area located below the keypad)
- The green LED lights and the door will unlock

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