Paxton

Layout

For use on internal low traffic doors, typically up to 50 uses per day.

Parts list
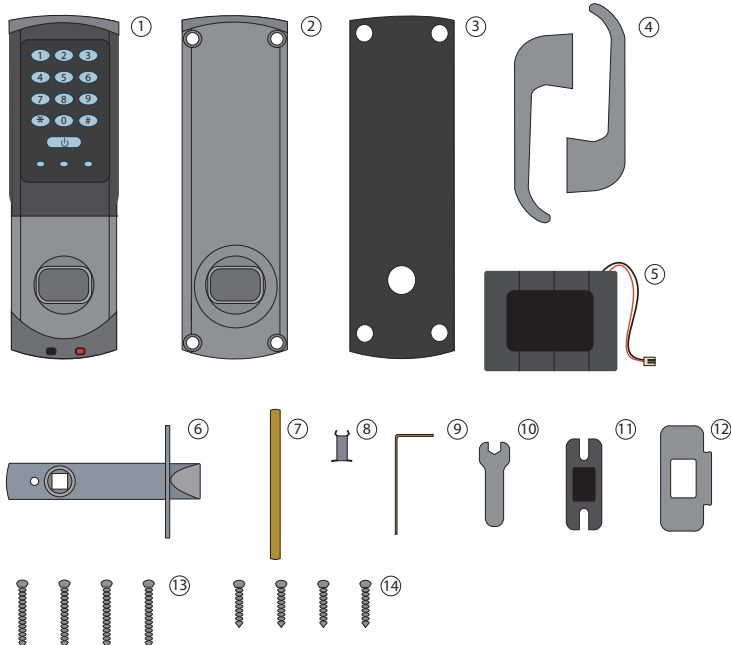

1) Front Lock Assembly

2) Rear Lock Assembly

3) Rubber Escutcheon x2

4) Left and Right Handles

5) Battery Pack

6) Tubular Mortice Lock

7) Spindle

8) 8 mm Conversion Sleeve

9) 2 mm Allen Key

10) 8 mm Spanner

11) Strike Plate Backbox

12) Strike Plate

13) Long Mounting Screws x4

14) Short Mounting Screws x4

Tools List

Power Drill
Drill bits 10 mm, 25 mm
Philips screwdriver
Hacksaw for cutting bolts
Hammer / Mallet
Chisel 25 mm

Stanley knife
Adhesive tape
Pencil
Tape measure
8 mm spanner   (supplied)
2 mm Allen key (supplied)

Installing the hardware

Step 1 - Marking out
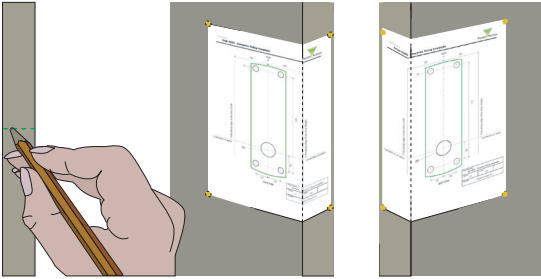
Decide on the lock height and mark this on the door.

Fold the template along one dotted line and tape it to the door with the 'Centreline of Latch' at the required height. Mark the 4 x 10 mm and 1 x 25 mm holes. Remove the template, fold along the other dotted line and apply it to the other side of the door at the same height. Mark the holes as before.


Step 2 - Drilling
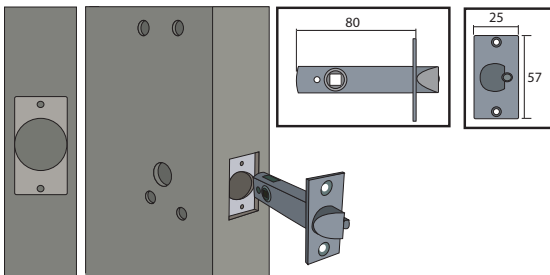
Drill a 25 mm hole in the door edge at least 80 mm deep to accept the latch.

Drill the 4 x 10 mm holes for the mounting screws and one 25 mm hole for the spindle. 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 3 - Fitting the latch
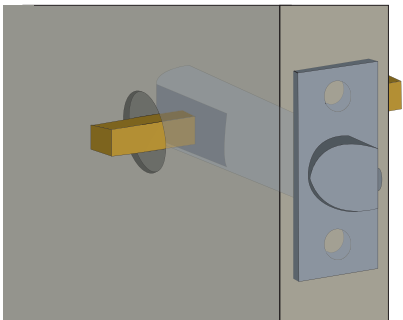
Slide in the latch and draw around the faceplate. Remove the latch and score the outline with a Stanley knife to avoid splitting the wood when chiselling.

Chisel a 3.5 mm rebate allowing a flush fit for the latch. Re-fit the latch with the plunger facing away from the door frame and secure with two latch screws.

Cut the spindle to length (Door thickness + 18 mm) and slide into the latch.

Step 4 - Enrolment
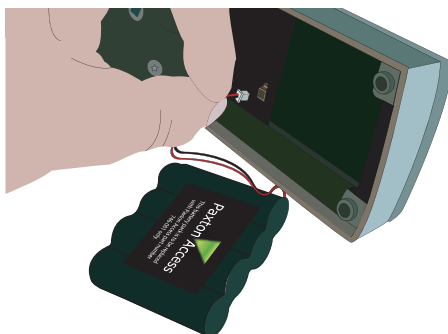
Remove the access plate at the rear of the unit by removing the top standoff screws. Push the battery pack lead onto the white power plug.

Fit the battery pack and replace the access plate.

To wake up the unit, briefly depress the external handle. The unit will click twice and commence to beep regularly. The Easyprox must now be initialised.

Please refer to (Initialising a new system.)

The unit will stop beeping and is now active.
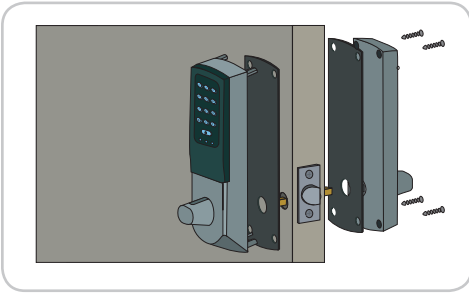
Step 5 - Mounting on the door

Select the short (doors thinner than 45 mm) or long mounting screws and cut to length if required. (door thickness + 5 mm)

Fit the rubber escutcheons to the front and back plates. Present the front and rear lock assembly to the door, locating the square drive in its recess and join the two parts together with 4 mounting screws.
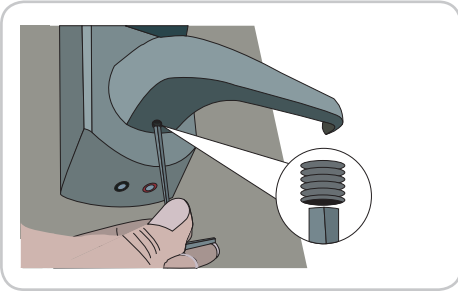
Step 6 - Fitting the handles

Fit the two handles, positioning the screw holes to the underside and secure with the grub screws provided.

Check the operation of the lock - See Commissioning checks.
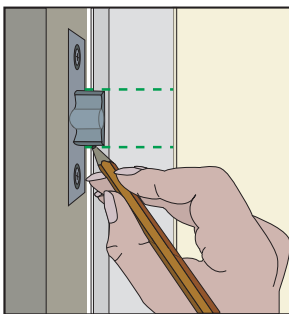
Step 7 - Marking out the strike plate
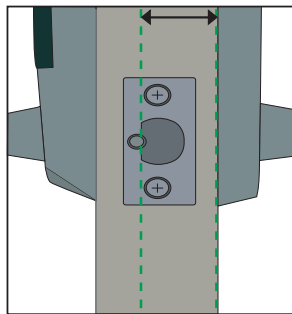
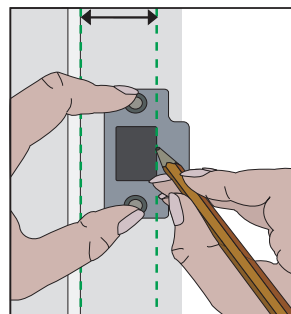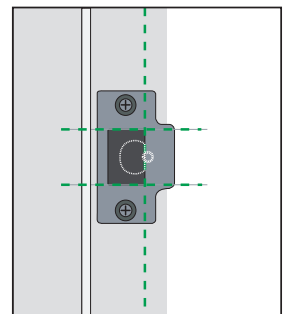Fig A   Fig B   Fig C   Fig D

Fig A - Vertical position of the strike plate - Close the door and mark the top and bottom position of the latch horizontally across the frame.

Fig B - Horizontal position of the strike plate - Measure the distance from the back edge of the door to the flat face of the latch. (NOT the plunger.)

Fig C - Mark this distance on the frame to show how far back the plate needs to be to hold the door closed.

Fig D - Position the strike plate within these guide lines. Mark the positions of the fixing screws and draw around the 'cut-out' in the strike plate.

Step 8 - Fitting the strike plate

Chisel out a 15 mm aperture to receive the latch bolt.
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. Small adjustments 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.

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 backbox. Now re-fix the strike plate and check the operation of the 'anti-shim' plunger and the door.

The unit is now fully operational and should be enrolled as soon as possible to preserve battery life.

INITIALISING A NEW SYSTEM

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

> DO NOT USE 123456 - The default User Code (1234) will open the door before the Programming Code had been fully entered.

⏻ ► 6 digit Programming Code ► ⏻ ► 6 digit Programming Code ► ⏻

The default user code is now set to 1234

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 conditions.

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.

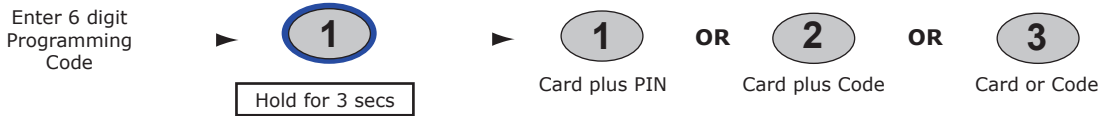|		
Set a user code	**8** ► Enter user code 4-8 digits ► ⏻ ► Re-enter user code ► ⏻ ► **4** = Normal	
	OR 6 = Toggle	
	OR 2 = Delete	
Combined Card & Keypad modes	**1** — See PROXIMITY with TOUCHLOCK	
Door open time (seconds)	**5** ► **X** **X** — Enter time in seconds (default = 03, max = 60)	
Single 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	
Backlight	**0** ► **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**	

Function keys
◯ = 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

**(ii) Set up the required operating mode, as follows:**

Enter 6 digit Programming Code ► **1** (Hold for 3 secs) ► **1** OR **2** OR **3**

Card plus PIN   Card plus Code   Card or Code

(iii) Present enrolment card

⏻ ► Enrolment card   FUNCTION CARD enrolment card   All tokens will now be validated. Tokens can now be issued to users

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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 LED's off. Present the Enrolment card from the new card pack. The reader will beep and all LED's 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.
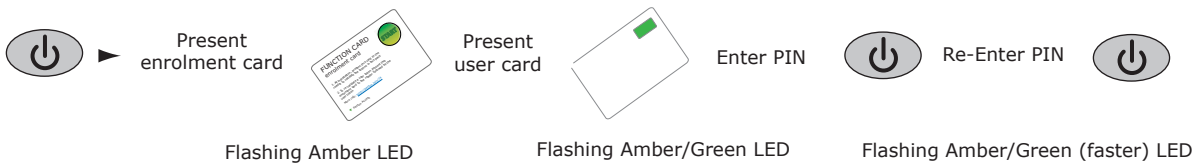
To bar a user: ⏻ ► Present the user's shadow card

The user card is now barred
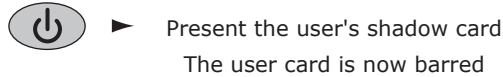
A user can be re-validated by showing the enrolment card followed by the user card or re-entered if used in Card+PIN mode.

Card plus Code. Access is granted by presenting a valid token and then entering a valid user code.

Card or Code. Access is granted by presenting a valid token or entering a valid user code.

Touchlock programming - Function 2 to enable multiple user codes, Function 8 to add user codes. (4 digits)

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

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

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

If Card plus PIN is selected, the total number of users that may be enrolled is limited to the maximum number of PIN's. (see Specification table)

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 5 seconds. This time limit helps to ensure maximum battery life.

## Enrolment Card - must be presented when the system is first powered on
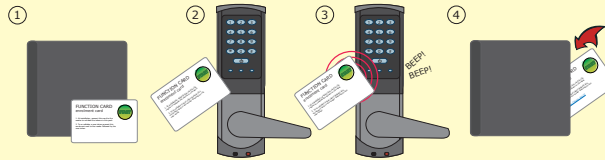
1. Take the enrolment card from the new pack of user cards.
2. Present the enrolment card to the reader.
3. The reader will beep as the enrolment card is acknowledged.
4. All cards in the pack are now valid. The enrolment card can now be returned to it's pack.

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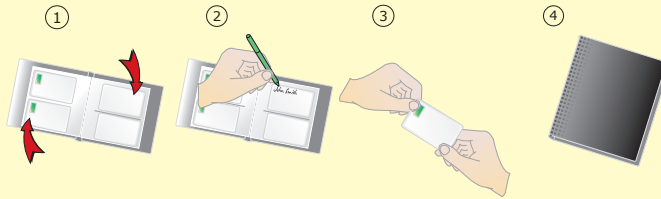
1. Across each double page there are 'pairs' of cards - a 'User card' and a corresponding 'Shadow card'.
2. Write the name of the user on the shadow card.
3. Issue the matching user card to the user.
4. Keep the card pack containing the shadow cards in a safe place.

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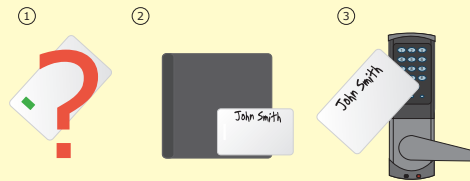
1. When a card is lost or stolen it is important to bar the card from your system to avoid unauthorized access.
2. To bar a card or token take it's corresponding shadow card from the card pack.
3. Present the shadow card to the reader. This will remove the lost card or token from your system.
4. A barred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

Door held open
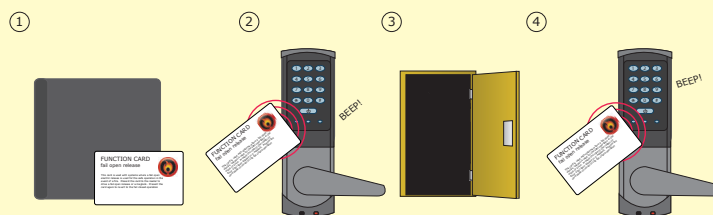
The 'Fail open release card' is used to hold the door open.
1. Take the fail open release function card from the starter pack.
2. Present the card to the reader. The reader will give a short beep.
3. The door is now set to be permanently unlocked.
4. To relock the door, present the card again, the reader will beep once and return to normal operation.

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

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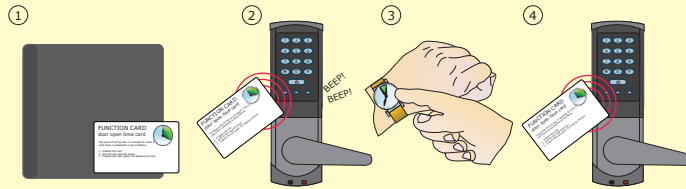
1. Take the 'door open time' card from the starter pack.
2. Present the card to the reader. The reader will start beeping.
3. Wait for the required period you wish the door to remain open.
4. Present the card again at the end of the period to set the open time. The beeping will stop.

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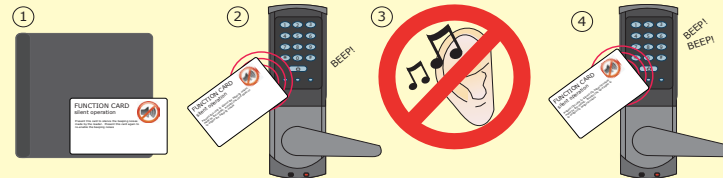
1. Take the silent operation function card from the starter pack.
2. Present the card to the reader. The reader will beep.
3. The reader is now in silent operation mode.
4. Present the card again to disable silent operation mode. The reader will beep twice.

Colour zone cards
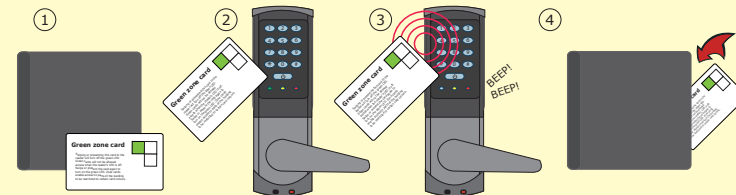
1. You require a function card pack.
2. To bar green users from this door present the green zone card.
3. The LED's will briefly display the colour zones that are still active.
4. To reverse this process, present the green zone card again.
This may also be done with red and amber zone cards.

Normal Operation

The external handle is only engaged once access has been granted. The inside handle is always engaged.

A valid user card will cause the Green LED to flash briefly and the handle will then engage. This time period can be changed with the 'door open time' card but should be kept to a minimum to preserve battery life.

LED indications	
Green flash	A valid user card has been presented and the handle is engaged
Red flash + low beep	An invalid user card has been presented - No access granted
Amber constant flashing	A valid user card has been presented - the handle is not horizontal and so the latch cannot release
Red constant flashing	The handle is being held down - The latch cannot relock

Alarm Sounder

The alarm is activated when the door fails to re-lock itself. The alarm will sound for 60 seconds during which time the unit will try to lock the door once every 10 seconds. After 60 seconds the unit will then shut down. When the unit is woken up, it will immediately try to lock the door. If it fails, the alarm cycle will start again. Failure to relock will substantially reduce battery life.

Commissioning checks

With the product fixed securely to the door:

1) Hold the door unlocked by presenting the fail open release card.
2) Check that the handles are running smoothly. This is best done by depressing the handle all the way to the bottom and then releasing it as slowly as possible. If the handle is left behind at any point, it is likely that the product has not been installed squarely enough. Check the handle on both sides of the door.
3) If your finger is able to leave the handle, remove the unit from the door (or slacken the four mounting screws) and see if the problem goes away. If it does, the installation onto the door is at fault and the drilling of the mounting holes should be checked for alignment.
4) Return the door to normal operation by presenting the fail open release card again.

This test confirms the correct and free operation of the mechanical lock and also ensures that the electronic circuits will shut down correctly preserving battery life.

Low battery warning

When the battery voltage falls below 4V, the user will see a delay between the card being read and access being granted. This delay provides a warning that the battery pack should be replaced.

The warning delay starts at 2 seconds, increasing up to 10 seconds as the battery discharges with use.

The door open time should be kept to a minimum to preserve battery life.

Recovery from a flat battery

Should the battery pack become discharged, the latch will no longer function. This could be in the locked or unlocked state.

Holding a PP3 9V battery up to the contacts on the bottom of the unit will allow the circuitry to operate normally.

A valid user card can then be used to open the door to access the batteries.
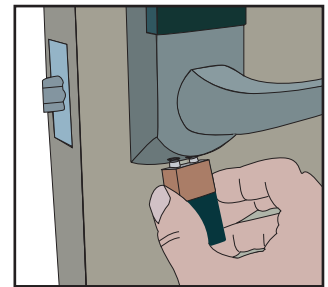
-ve +ve

Battery replacement

1. Remove the unit from the door by removing the 4 securing screws on the rear lock assembly.
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 battery pack. - Fig 3.
   (The unit will retain its settings and should not be manually reset).
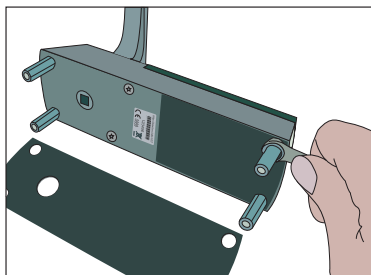5. Refit the access plate and secure.
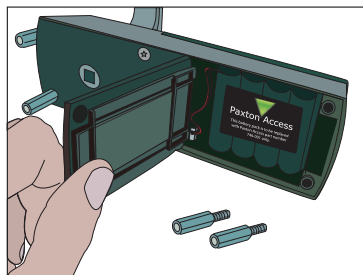6. Refit the unit to the door.
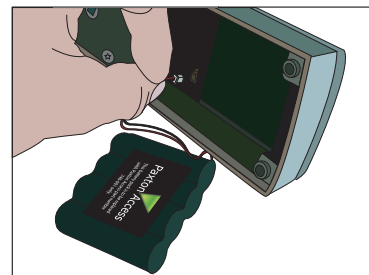

Fig 1

Fig 2

Fig 3

Full System Reset

The unit is returned to its Factory settings and will require initialising again.

There are two possible methods:

1. Remove Easyprox from the door by removing the 4 securing screws on the rear lock assembly.
2. Remove the plastic access plate at the rear of the front lock assembly. (top two standoff screws)
3. Locate the reset push button at the lower right corner of the circuit board.
4. Hold the button down and press the power button on the front of the keypad. - The unit will beep 3 times.
5. Press and release the reset button 4 more times - The unit will beep and display a flashing GREEN LED.
6. Remove and replace the battery plug. - The unit will beep and display a flashing AMBER LED.
- IT NOW REQUIRES RE-ENROLLING.
7. Replace the access plate.
8. Refit the lock to the door with the 4 mounting screws.

- OR -

1. Wake up the unit by pressing the power button.
2. Present Enrolment card.
3. Present Door open time card twice.
4. Present Enrolment card again.
5. Present Door open time card twice.
6. WAIT FOR 5 SECONDS

Specifications

Features	Min	Max	
Number of Users	1	10,000	
Number of Card Packs	1	100	
Number of PIN's		5,000	
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	55 °C	
Battery Type			Paxton Battery Pack
Typical Battery Life		30,000 operations	
Waterproof			No
Vandal resistance			Low
Read Range	Token	Keyfob	
	50 mm	30 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

CE0889   The declaration of conformity is available on request. Contact details are provided at: http://paxton.info/596