



AN1003 - How to program a TOUCHLOCK compact

Programming TOUCHLOCK compacts

TOUCHLOCK compact keypads are programmed using a programming menu that is accessed by the system administrator using a programming code, defined when the keypad is initialised.

Initialising the keypad

When the system is powered up for the first time the keypad will bleep 3 times a second. This indicates that the keypad is waiting to be initialised. The LED's will be flashing and the sounder bleeping.



Press the bell button (The unit will stop bleeping)



Enter your chosen 6 digit programming code* and press the bell button (The green LED will flash faster still)



Confirm your programming code by entering the same 6 digit code and pressing the bell button (The green LED goes out and the unit will acknowledge that the programming code has been accepted by bleeping twice after a short pause. All the LED's are now on)

***Note that the programming code SHOULD NOT contain the sequence of numbers 1234, as this is the default user code**

The keypad(s) should now work with the user code 1234. The programming code you just entered will now let you into programming mode, where additional alterations can be made.

Programming the keypad

How do I enter the programming mode? - To change any of the settings on the keypad you must enter the programming menu. To do this, simply enter the 6 digit programming code. The keypad will bleep twice and the **green** LED will flash.

How can I enter multiple user codes? - To use multiple user codes "multi user mode" must be entered. First enter programming mode, hold down "2" for 3 seconds then press "6". The keypad is now able to accept multiple user codes. In this mode, old codes must be deleted when they are no longer required.

How can I change a user code? - If the keypad is in single user mode a new code will replace the old one. In multi user mode a new code can be added or old ones deleted. First enter programming mode, hold down "8" for 3 seconds. Enter the new user code followed by the bell button, enter the new code again to confirm again followed by the bell. A final key press defines what type of code the new one will be, "2" to delete the code, "4" to enter the code as a normal code, "6" for a toggle code and "8" for a duress code.

How can I change the programming code? - Enter programming mode and hold down "6" for 3 seconds. Enter the new programming code followed by the bell button. Re-enter the new code to confirm the change followed by the bell button. The new code is now programmed; the old

programming code will no longer work.

How can I change the door open time? - Enter programming mode and hold down "5" for 3 seconds. Enter the time required door open time, in seconds between 1 and 60 e.g. for 5 seconds type in "0"5". The default value is 7 seconds.

How can I stop the keypad from beeping? - The keypad can be made to work in silence if, for example, it is located near to where someone is working. Enter the programming code and hold down "3" for 3 seconds. Press the "6" button and the keypad will no longer beep when keys are pressed.

How can I use the remote button wires? - The remote button wires can be used as either a standard exit button, where the door opens for the door open time following a button press, or as a toggle device where the remote button will toggle the door open until it is pressed again or a toggle code is entered on the keypad. Enter the programming code and hold down "7" for 3 seconds. Press the "6" button to set the button to toggle the lock.

How can I stop people trying to guess the entry code? - Lockout is a function where the keypad will lock to prevent someone from continually trying to guess the entry code. After 20 incorrect keys have been pressed the keypad will lock out for a period of 1 minute. To activate lockout, enter programming mode and hold down "4" for 3 seconds then press "6".

How can I make the keypad work with a fail open lock? - As default the keypad only powers the lock during the door open time. To reverse this operation, first enter programming mode, hold down "1" for 3 seconds. Press the "6" button. The lock wires will now operate for fail open locks.

What can I do if it all goes wrong? - The keypad can be reset back to factory defaults with the exception of the programming code. Enter programming mode and hold down "9" for 3 seconds. Re-enter the programming code and hold down "9" for a further 3 seconds. The keypad will now be reset. If the master code becomes lost a hardware reset must be performed. To do this turn off the power to the unit, hold down the '3' button on the keypad and re-administer power to the unit. When the power is applied, release button '3'. 3 beeps will indicate that the unit has successfully data reset.


Hardware Reset Procedure - If the master code becomes lost a hardware reset must be performed. To do this turn off the power to the unit, hold down the '3' button on the keypad and re-administer power to the unit. When the power is applied, release button '3'. 3 beeps will indicate that the unit has successfully data reset.

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Hold for 3 secs

Enter 6 digit Programming Code

- 1** Lock wire setting → **2** Fail closed OR **6** Fail open
- 2** Multi/single user codes → **2** Single user code OR **6** Multi user code
- 3** Silent operation → **2** Beep on OR **6** Silent
- 4** Lockout after 20 wrong keystrokes → **2** = OFF OR **6** = ON
- 5** Door open time (seconds) → **X X** Enter time in seconds (default = 07, max = 60)
- 6** Change Programming Code → Enter 6 digit Programming Code → **🔔** → Re-enter 6 digit Programming Code → **🔔**
- 7** Remote button → **2** Open door for time in option 5 OR **6** Toggle door open until pressed again or toggle code entered
- 8** User Code → Enter user code 4-8 digits → **🔔** → Re-enter code → **🔔** → **2** = Delete OR **4** = Normal OR **6** = Toggle OR **8** = Duress
- 9** Data Reset (except Programming code) → Enter 6 digit Programming Code → **9** Hold for 3 secs

Key  = default

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