Paxton

Compact
APN-1003-AE

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 beep 3 times a second. This indicates that the keypad is waiting to be initialised. The red LED will be steady, the amber LED will flash slowly and the green LED will flash quickly.

Press the bell button. The unit will stop beeping and the green LED will flash

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 beeping twice after a short pause. All the LED's are now on)

NOTE: The programming code should NOT contain the sequence of numbers 1234, as this is the default user code for unlocking the door.

The keypad has a default user code of 1234. The programming code you just entered will now let you into the menu 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 use the programming menu. To do this, enter the 6 digit programming code. The keypad will beep twice and the green LED will flash.

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', codes must be added and deleted individually.

First enter programming mode and then hold down '8' for 3 seconds. Enter the new user code followed by the bell button. Enter the new code again followed by the bell. A final key press defines the action type This will be a '4' to enter the code as a normal code; '6' for a toggle code and '8' for a duress code.

A 'normal code' will release the lock for the set 'door open time'. A 'toggle code' will hold the lock open until the code is entered for a second time. A 'duress code' will release the lock as in normal mode but will also energise the bell terminal so that that a remote alarm can be used to call for assistance.

How can I enable more than one user code? - You need to set the keypad into 'multi user mode'. First enter the programming mode, hold down '2' for 3 seconds then press '6'. You can now use option 8 to add and delete individual user codes.

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" then "5".) The default value is 7 seconds

How can I make the keypad work with a fail open lock? - As the default the keypad powers the lock to release it. To set the default to provide power to keep the door locked, first enter programming mode, hold down "1" for 3 seconds. Press the "6" button. The lock wires will now operate for fail open locks.

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 exit button wires? - The exit 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 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".

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'. Three beeps will indicate that the unit has successfully data reset.

What is the 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'. Three beeps will indicate that the unit has successfully data reset.

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.

Function keys

= Hold down for 3 secs

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.

- Lock wire setting: **1** ► **2** Fail closed OR **6** Fail open
- 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
- Door open time (seconds): **5** ► **X** **X**
  Enter time in seconds (default = 07, max = 60)
- Change Programming Code: **6** ► Enter 6 digit Programming Code ► 🔔 ► Re-enter 6 digit Programming Code ► 🔔
- Exit Button: **7** ► **2** Open door for time in option 5 OR **6** Toggle door open until pressed again or toggle code entered
- Set a user code: **8** ► Enter user code 4-8 digits ► 🔔 ► Re-enter user code ► 🔔 ► **4** = Normal
  OR **6** = Toggle
  OR **8** = Duress
  OR **2** = Delete
- Data Reset (except Programming code): **9** ► Enter 6 digit Programming Code ► **9**