KSQ 2000-MAO MIFARE RFID

DIGITAL LOCKER LOCK

USER MANUAL

ADVANCED SECURITY

Keypad Standard Body

Electronic Locker Lock - RFID & Digital

Model NO. KSQ-2000MAO

Manual applies to all models, surface mounts,wood plastic and metal doors (Metal doors require optional spacer

Contents

Required Components & Tools

Note: Confirm that all lock parts are present. If there are damaged or missing parts contact KSQ immediately

Excludes batteries and tools shown if manual

1-Front Unit with Screw Posts

Keypad & RFID Reader

1-Lock Body with cable

Rear Lock Body

1-Plastic Striker plate

USB Card Encoder for
Programming Timer Card

1 X Red Owner Fob +
3 x Blue   Master Fobs
3 x Timer Cards per project

USB Fee License Software
For programming Auto
Opening Times

3-AA Battery Not included
with lock – Sold Separately

Optional Emergency Power
Pack for providing.
Emergency Power to Locks
(Sold Separately)

Initialisation

1. Preparation

STEP 1

3-AA Battery Installation

* Battery should be in right polarity.
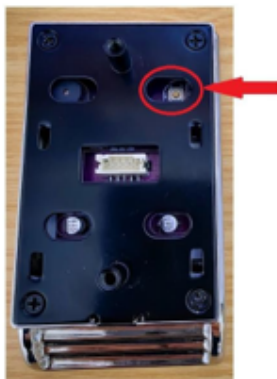
STEP 2

Cable Connected

* Cable Head fixed hole in right direction

2. Initialisation

STEP 1

Press Set-up button 2 seconds

* After Blue light and beeps the latch extracts and retracts.

Notes:

Step 1: Lock parts and tools ready.

Step 2: Hold to press Set-Up button for 2 seconds. Lock will beep 5 TIMES and is ready to start programming

3. Owner Key (RED)

## Note – The very first fob presented to the lock will automatically enroll it as the owner fob.

The Owner Fob is for the Lock Administrator to perform following functions:

A. Open and Close all locks,
B. Register or cancel Master Fobs (up to 3)
C. Register or Cancel Master PIN (one only)

Please keep the Owner Fob in a secure place. If lost or misplaced all locks require Initialisation again to set a New Owner Fob. This requires the locks to be removed to access reset button. The old Owner Fob is canceled after the lock is re-initialised.

Programming the Owner Fob (Red x 1)

1. Locate small silver reset push button on the back of the lock.

2. Hold and press button down for 2-3 seconds until lock emits a melody of 4 beeps. Latch will eject and retract back.

3. Now present the RED Owner Fob at the front of the lock where the card reader is – lock will confirm with 1 beep and latch will eject to lock.

RFID Reader Position
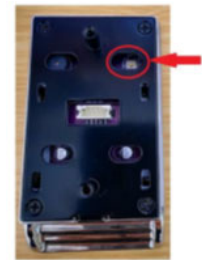
🔓 Owner Fob to Unlock

- Touch the red Owner Fob to the lock reader to open.

🔒 Owner Fob to Lock

- Touch the red Owner Fob to the lock when unlocked to lock.

⚠️**WARNING**!!!! When the Owner Fob is used to unlock the lock, it automatically puts the lock into Programming Mode. Unless you are programmer the Auto Open Timer Fob or enrolling the BLUE fobs, do not enter any keypad digits or touch the RED fob on the lock a 2nd or 3rd time as this will delete Master Fobs and Master PIN it they have already been enrolled.

Master Fob (Blue)

The RED Owner Fob is used for programing the Master Fobs

You can only have a Max of 3 Master Fobs per lock

Master Fobs are for Locker Managers or Supervisors to perform the following functions
- A. Open and close any or all locks
- B. Register or cancel User Fob when operating in Private Mode
- C. Register Permanent User Pin in Private Mode (4-9 Digits)

Please keep the Master Fobs in a Secure location or with a registered Supervisor. If Master Fobs are deleted Permanent User PIN or User Fob needs will need to be reset again with the new Master Fob.

Programming Master Override Fobs – Blue x 3

1. Touch the **RED** Owner Fob to the lock to lock the latch.

2. Touch the **RED** Owner Fob again to unlock the latch, then whilst blue light is flashing touch first **BLUE** Master Fob – lock will emit one beep to confirm it has been fob has been enrolled. Continue adding the second and third blue Master Fobs.

Master Fob to UnLock
- Touch the Master Fob to the lock when locked to open it.

Master Fob to Lock
- Touch the Master Fob to the lock when lock is open to lock immediately.

Deleting Existing Master Fob

Delete one Master Fob
Touch the Owner Fob to lock the latch, touch again to unlock latch, whilst the blue light is flashing, touch the existing Master Fob, confirmed by 2 beeps that the Master Fob is deleted.

Delete All Master Fobs
Touch the Owner Fob to lock the latch, touch again to unlock latch, whilst the blue light is flashing, touch the Owner Fob again confirmed by 1 beep, then touch owner fob again confirmed by 2 beeps.

By deleting all Master Fobs you will also delete the User Fob that is enrolled. You will then need to enroll the 3 new Master Fobs & User Fob again.

** Note - If you lose a master fob and want to enroll a replacement one, then you must delete all master fobs first and reenroll all 3 x master fobs again into each lock.

Setting Master Override PIN

The Red Owner Fob is used for programing Master Override PIN

Master Override PIN

The Master Code is for the Manager, which can be used to unlock and relock all locks.

* 	1 x Master Code can be programmed for each lock.
* 	Code Range: 1 to 9 numbers, (any number from 0 to 9)
* 	Programming a new Master Code will overwrite and replace the old Master Code.
* 	Please treat the Master Code as TOP security

If the Master Code is forgotten, you will need to use the Red Owner Fob and reprogram in a new 9 digit master PIN.

Setting the Master Override PIN

1. In the unlocked position – (latch is retracted) Touch the **RED Owner** Fob to the lock (3 beeps) and then touch the lock again a second time with the master fob (another 3 beeps).
2. When lock opens and **Blue** light is flashing, Press the button and whilst **Blue** light flashes enter in a new 9 Digit Master Override Pin confirmed by 1 beep and then 2 shorter beeps.
3. Test Master PIN first before locking the door to ensure it works and has been set correctly.

Master Code to Open

Enter the Master Code at the Keypad and press to open the lock

Master Code to Close

Enter the Master at the Keypad and press to the lock the lock.

Delete Old Master Code

You must set a new Master code using the Red Owner Fob and follow above instructions – setting the master override PIN.

Delete Master Code and All Master Fobs/Cards

Very Important Note –This step will delete all existing Master Override Fobs/Cards and delete the existing Master Code

Touch the RED Owner Key while latch is out to open, whilst the **Blue** light is flashing, touch the Owner Key again for 1 beep, then touch the owner fob a second time for 3 beeps.

Set the Timecard Fob (Black)

The Red Owner Fob is used for programing Master Override PIN

You will be provided with 3 x Black Timer Fobs for programming.

The Timer Fob first needs to be enrolled into the lock so the lock identifies that FOB as it's timer FOB.
Then using the Smart Cabinet Software you can program the timer fob to one of the 4 following time settings:

There are 4 different programmable timer settings you can choose from.
1.   General = No Time Setting
2.   Weekly = Programs lock to unlock at a certain time of the day and up to 3 different times of the day / 7 days a week
3.   Daily = Programs lock to unlock on a specific date and at a certain time
4.   Delay = Programs lock to unlock after a delay - 15minutes to 48 hours.
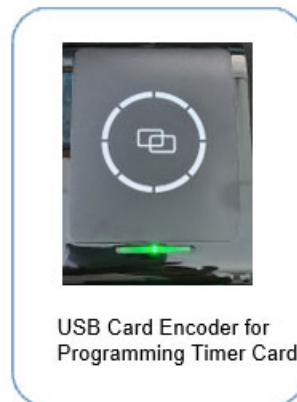
Setting the Timer Fob:

1. In the unlocked position – (latch is retracted) Touch the **RED Owner** Fob to the lock (3 beeps) and then touch the lock again a second time with the master fob (another 3 beeps).
2. When lock opens and **Blue** light is flashing present the **RED** Owner again – the blue light should now be solid and not blinking.
3. Present 1 x Black Fob to program as the Timecard Fob for that lock. Lock will beep confirming the Timecard has been set

Note - The Black Timer FOB will only work on the lock that it was originally enrolled into.

Smart Cabinet Software SmartCabinetLock

1. Install the SmartCabinet Software that was supplied on USB.
2. Open the SmartCabinet Lock Software and connect the Card Encoder / Programmer into USB on your laptop/computer.

USB Fee License Software
For programming Auto
Opening Times

USB Card Encoder for
Programming Timer Card

# Programming the Timer Fob with Smart Cabinet Software

Select the time settings that you wish to program and enter in the times as per the below examples.

Note – If your PC is located in a different area and it will take you extra time to get to the locks, you may need to select a time offset to allow additional time for you to get to the locks

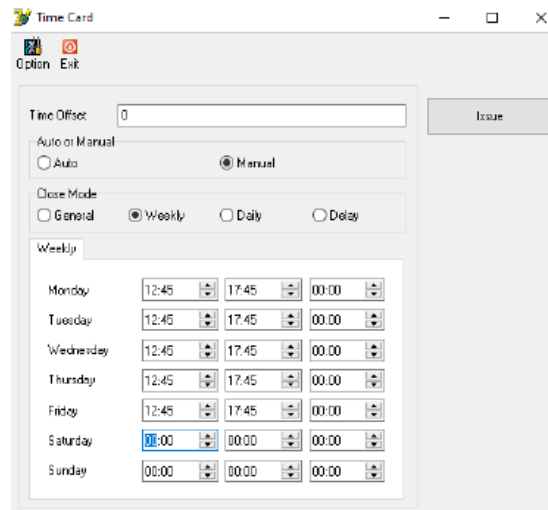**For Example: If it takes 5 minutes for you to walk to the locks then you would enter in 15 in the Time Offset.**
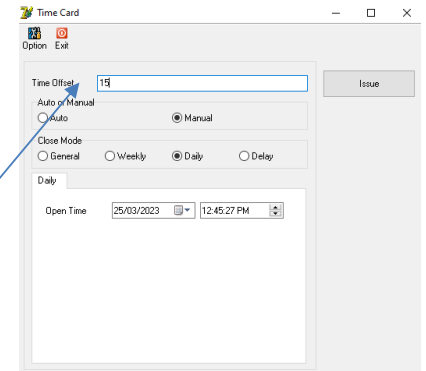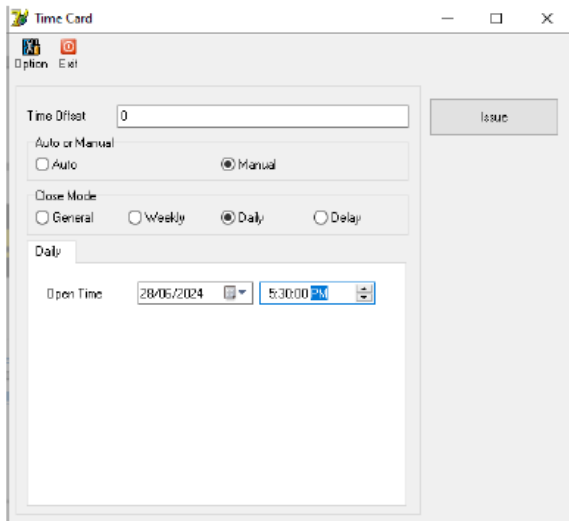

Example 1:
No timezone
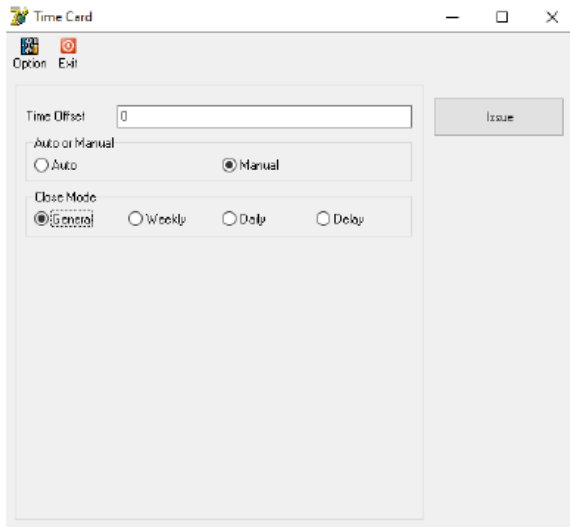
Example 2: WEEKLY
To set time to open at certain time of the day. You can set it to open 3 different times a say 7 days a week. Eg. 12.45pm and 5.45pm Monday - Friday
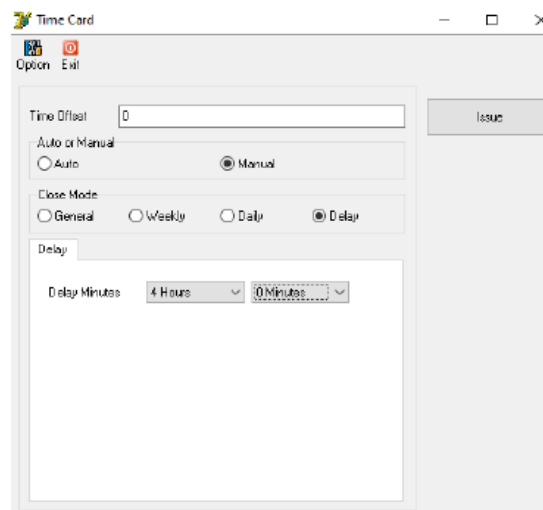

Example 3: DAILY
To set lock to open on a specfic date at a specifc tiime:

Example 4: DELAY
To set lock to open after a duration of time 15mins up to 48 hours

Programming the Timer Fob with Smart Cabinet Software Continued

1. Once you have completed the programming in software - place the **BLACK** preprogrammed timer fob onto the card encoder
2. Then press the ISSUE Icon.
3. The software will then confirm Issue Success.
4. Remove Timer Fob from Card Encoder.

USB Card Encoder for Programming Timer Card
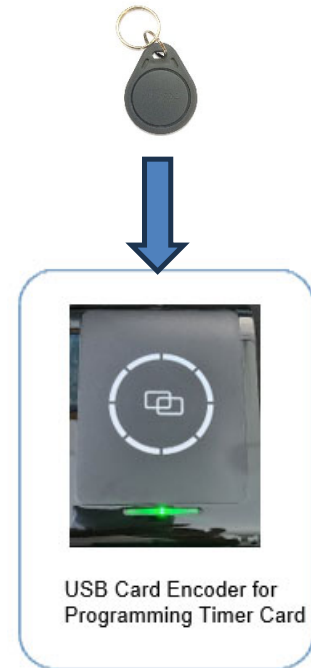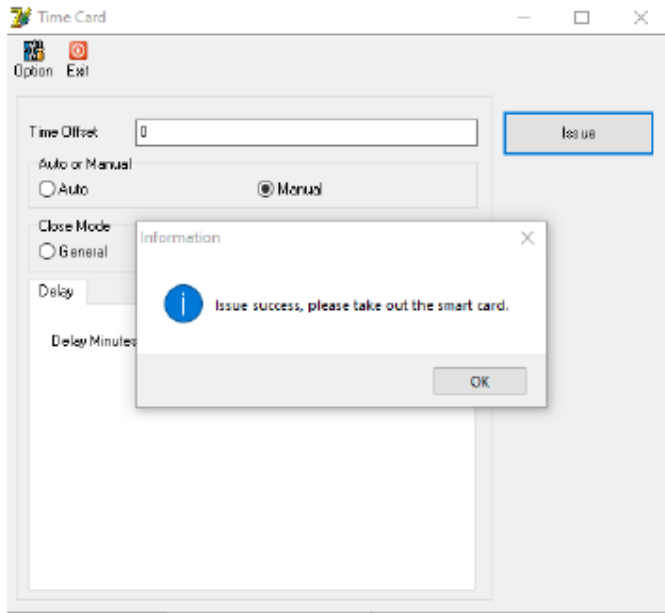
Setting Timer Fob to Lock

1. Immediately after programming the Timer Fob via the software go to each lock and present the **BLACK** Timer Fob Fob to each lock.
2. Lock will emit 1 beep to confirm auto open time has been set

One-Time User Code for Public or Share Operation
(default setting)

By factory default setting, the lock is set to Public One Time User Mode.

After the Owner Fob, Master Fob and Master Code are all registered the lock is set already to Public share Mode.

Special Note - (DO NOT register an Individual User Fob/Card or Permanent Code as this sets the lock in Private Mode)

- After opening with one-time code, the lock is now ready for a new One-Time Code and will delete the previous code.
- Code Range: 4 to 9 numbers, (any number from 0 to 9)
- One-Time Code is for Public share locker Users only to operate the lock

🔒 One-Time User Code To Lock

- Input any 4-9 digit code + 🔳 (latch will extend after after 2 beeps) and push the door closed.

🔓 One-Time User Code To UnLock

- Input the same 4-9 digit code used to lock the lock + 🔳 (latch will retract and lock will give 3 beeps).

- Lock is now ready for the next one time user

🚫 Wrong One-Time Code Entered

If an incorrect code is entered into the lock it will beep 3 times.

🔑 Opening Lock with Master override Fob (preferred method)

- Present the Blue Master Fob to the reader to unlock.

<u>Private User Mode</u>

The Blue Master Fob is used for programing User PIN or User Card:

Special Note:
- Once the User PIN has been set, this will change the lock operation to Private user Mode.

- Do not set User PIN if you prefer a user FOB Instead.

When you enroll a User Fob the User PIN will automatically be deleted and the User PIN function will be disabled.

<u>Setting User Pin (Permanent User)</u>

1. In the unlocked position – (latch is retracted) Touch the **Blue** Master Fob to the lock (3 beeps) and then touch the lock again a second time with the master fob (another 3 beeps).
2. When lock opens and **Blue** light is flashing, Press the ⬛ button and whilst **Blue** light flashes enter in the 4-8 Digit Permanent User Pin confirmed by 2-beeps.
3. After the User PIN has been set, this puts the lock into Private mode for operation by User Pin.
4. When the lock is operated by individual User Pin it will automatically re-lock after 3-4 seconds, allowing the User to push the door closed to lock. No need to use PIN again to relock.

🔓 <u>User Pin to Unlock</u>
- Enter your 4-8 digit User Pin and Press 🔲

🔒 <u>To Lock</u>
- No PIN is required to lock.
- When lock is set In Private Mode the Latch automatically extracts so the door can be pushed closed.

<u>Setting User FOB (Permanent User).</u>

1. Touch the Master Fob to the lock when locked,
2. When lock opens and **Blue** light is flashing, touch a new User Fob **(Yellow)** or Card to assign as the individual user RFID card or Fob.
   Note - This puts the lock into Private mode. After 1 beep and **Blue** light stops flashing The User Fob/Card is assigned.(3 beeps means wrong fob or card type)
3. When individual User Fob/Card is enabled the User Fob is needed to unlock and re-lock the lock. This is to avoid the User Fob from being locked inside the locker.

🔓 <u>User Fob to Unlock</u>
Touch the User Fob on the reader to unlock the lock.

🔒 <u>User Fob to Lock</u>
Touch the User Fob to the lock when lock open to re-lock

○ **User Fob or User Pin Delete**
Touch the **Blue** Master Key while lock is closed, touch again to Open, whilst the **Blue** light is flashing, touch the Master Key again, after 3 beeps, User Fob/Card and User Pin are deleted .

Functions

1. External Power Backup
Insert a USB A to USB Type-C cable from 6-9V battery power pack to the USB Port under the keypad.

Use the Master Fob, PIN or User Fob/Pin to open the lock in no a power state.

2. Low-Voltage Alarm
Beeping sounds for 8 beeps, when unlocking if the voltage is less than DC4.2V+0.2V notifying batteries need to be replaced. (3 x AA Alkaline types)

3. Illegal Card or PIN Alarm
Beeping alarm for 60 seconds after 4 attempts with an incorrect code or FOB/Card. The alarm can be stopped by Owner or Master Fob/Card.

4. Covert or Forced Open Alarm
Beeping for 60 seconds when latch is forcibly or covertly opened. The alarm will be stopped by Master or Owner Fob.

5. Notice of Lock Status
During Locked Status, the blue light flashes intermittently every 2 seconds indicating locker is in use.

6. Locking Method
In Private Mode with assigned Permanent User Code: The latch automatically re-locks 4-5 seconds after opening In Public Mode One Time User, the latch is retracted and engages after temporary User enters their 4-9 digit Random User Pin. When opened in Public Mode the latch remains retracted until new user operates lock

7. Button Function
Ther are 12 Buttons in the keypad, including 10 numbers (0~9),and 2 function buttons C and O-m)

C Clear Key, clears the first code digit if incorrect and also used for programming

The Key Button acts as the OK or Enter Button

Warnings If you present the Red Owner Fob twice in succession you will delete All the Master Override Fobs If you present the Blue Master Override Fob Twice you will delete the Permanent User PIN or FOB/Card

Warranty The KSQ has a 24-month manufacturers warranty subject to KSQ terms and Conditions

Accessories Locks are supplied excluding batteries, emergency power banks, USB cables and RFID Fobs, Cards or other RFID devices sold separately. Orders 100+ locks include power bank USB cable and Programming Fobs