



KSQ 2000-DAO RFID DIGITAL LOCKER LOCK

USER MANUAL



ADVANCED SECURITY

Keypad Standard Body

Electronic Locker Lock - RFID & Digital

Model NO. KSQ-2000DAO

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

Contents



Required Components & Tools



Initialization



Owner Key



Master Key



User Key



Master Code



One-Time Code



Permanent Code



Function

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



Rear Lock Body



1-Plastic Striker plate



4-EM Fob Set per project



3-AA Battery Not included

Initialisation

Preparation

STEP 1

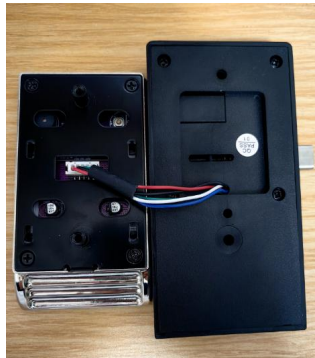
3-AA Battery Installation



* Battery should be in right polarity.

STEP 2

Cable Connected



* Cable Head fixed hole in right direction

Initialisation

STEP 1

Press Set-up button 2 seconds



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

Noted:

Step 1: Lock parts and tools ready.

Step 2: Hold to press Set-Up button for 2 seconds, with a beep and blue light on, latch then extracts and retracts and lock is ready to enrol Owner Fob and 3 Master Fobs

Owner Key

Owner Fob Set

Touch the Red Fob to the RFID Reader on keypad, after 4 beeps, take the Fob away from the reader. The first Fob initialising the lock becomes the Owner Fob
(3 beeps indicates an alarm meaning wrong card types)

* Owner Fob is for the Lock Administrator to\ perform following

- A. Open and Close all locks,
- B. Register or cancel Master Fobs (up to 3)
- C. Register or Cancel Master Code (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 initialised.



Owner Fob to Open

Touch the red Owner Fob to the lock when locked to open immediately.

Owner Fob to Close

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

Master Fob

Setting Master Override Fobs

Touch the Owner Fob to the lock to lock the latch.

Touch the Owner Fob to the lock again to unlock the latch, whilst blue light is flashing touch first Master Fob (blue) for one beep to enroll it and same again to enroll the second and third blue Master Fobs, confirmed by one beep.

The three Blue Fobs now become Master Override Fobs

- * You can only have a Max of 3 Master Fobs per lock
- * Master Fobs are for Locker Managers or Supervisors to
 - 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 to be reset with the new Master Fob.



Master Fob Deleted

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 2 beeps that all Master Fobs, User Fobs and Master Code are also deleted and you need to enroll 3 new Master Fobs, User Fob, Master Code

Master Fob to Open

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

Master Fob to Close

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

User Fob

Set User Fob *(Do not set user Fob if you prefer a user Password instead)*

SET Individual User Fob/Card by Master Fob

Touch the Master Fob to the lock when locked, when lock opens and blue light is flashing, touch a new User Fob or Card to assign an individual user RFID card or Fob. 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)

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 inside the locker.

Set User Pin

SET Individual User 4-8 Digit Pin by Master Fob

Touch the Master Fob to the lock when locked, when lock opens and blue light is flashing, Press the  button and whilst blue light flickers, enter the Permanent User 4-8 Digit Pin confirmed by 2-beeps. This puts the lock into Private mode for operation by User Pin. 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.



User Fob or User Pin Delete

Touch the 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 .

User Fob to Open

Touch the User Fob on the reader to unlock the lock.

User Fob to Close

Touch the User Fob to the lock when lock open to re-lock

User Pin to Open

Enter your 4-8 digit User Pin and Press 

User Pin to Close

In Private Mode the Latch automatically extracts so the door can be pushed closed

Master Code

Master Code Set

Step 1. Touch the Owner Fob to the lock when locked to unlock, whilst lock is in open position and whilst blue light is flashing, (Approx 6 seconds) press  followed by any 0-9 digit PIN +  to set Master Override Code confirmed by 2-beeps

- * One Master Code for 1 lock, and a new Master Code replaces the old Master Code.
- * Code Range: 1 to 9 numbers, (any number from 0 to 9)
- * Master Code is for the Manager, which can perform the following.
 - A. Manage all locks
 - B. Register or delete One-Time Card
 - C. Register Permanent Code
- * Please treat the Master Code as TOP security

Master Code Deleted

Delete the old Master code

Register a new Master code, to delete/overwrite the old Master code.

Delete Master Code and All Master Keys

Touch the Owner Key while latch is out to open, whilst the blue light is flashing, touch the Owner Key again, after 3 beeps, all Master Keys and Master Code will be deleted.

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.

One-Time User Code for Public or Share Operation

One-Time User Code To Lock

After the Owner Fob, Master Fob and Master Code are all registered the lock is set to Public share Mode (**DON'T register an Individual User Fob/Card or Permanent Code as this sets the lock in Private Mode**)

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

* After opening with one-time code, a new One-Time Code 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 Code Deleted

A new one-time User code will automatically delete the previous one time user code

One-Time Code to Open

Input the same One-Time user Code used to lock the lock and press  to open the lock

Master Code to Close

Input the Master Code and press  to extend the latch and push the door closed

Set /Unset Auto-Open Timer

Present Red Owner Fob to the reader to retract the latch and enter 4-digits representing minutes in a 24-hour day and press  symbol to set the time for the lock to automatically open after locking

e.g. Touch Red Owner Fob at the reader, enter 0060 to set the lock to open 1-hour after being locked and press 
1440 equals 24-hours. To cancel auto open feature repeat above with Owner Fob and enter 0000 plus 

Permanent User Code

Setting Permanent User Code

Solution A: SET by a Master Fob

Step 1. Touch the Master Fob to the lock when locked to retract the latch and press  Whilst blue light is flickering, immediately enter a 4-9 digit PIN and press  to set permanent User Pin. Confirmed by 2 beeps

Solution B: SET by Master Code

Step 1. Press  for 2 seconds while door is locked (or latch is extended) after one beep, enter the Master Code and press  to unlock or retract latch, wait for blue light to flash and immediately press  Whilst blue light is 'flickering' enter the permanent 4-9 digit User PIN and press  confirmed by 2-beeps that the Permanent User Pin was set.

- * One Permanent User Code only opens the User lock. If a new Permanent User Pin is set, the old Permanent User Pin is deleted/overwritten.
- * Permanent User Pin Range: 1 to 9 numbers, (any number from 0 to 9)
- * Permanent Code is for assigned Locker User only
- * Lock will automatically re-lock after being opened by a Permanent User Pin so User can push the door closed
- * After a Permanent Code is registered, you cannot register any more Permanent User Pins or Fob/Card
- * If a Permanent User Fob/Card has been registered, a Permanent User Code cannot be registered unless Card/Fob is deleted by the Master Fob/Card
- * If lock is opened by the Owner or Master Card/Fob or Master Pin the lock does not automatically re-lock. To re-lock you need to enter the Master or Owner Fob/Card or Master Pin. This does not prevent the User Pin from ongoing operation of the lock

Permanent Code Deleted

Solution A: Deleted by the Master Fob

Step 1. Touch the Master Fob to the lock when locked and again to unlock. Whilst blue light is flashing, immediately touch the Master Fob/Card again confirmed by 2-beeps that the Permanent User Pin was deleted.

Solution B, Deleted by Master Code

Step 1. Press  for 2 seconds while door lock, after one long beep, input Master Code followed by  with lock open and blue light flashing enter the Master Code followed by  confirmed by 1-beep that Permanent User Pin is deleted.

Permanent User Code to Open

Input the Permanent Code to the lock and press  to open the lock

Permanent Code to Close

Lock will be automatically re-lock 3-4 seconds after opening confirmed by 2-beeps.

Functions

Standard Functions

1. External Power Backup

Insert a USB A to USB Type-C cable from battery power pack of 6-9V to the socket under the keypad of the DAO or MAO locks and 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. Incorrect Code

User could insert additional digits before correct code to hide the real code in public or private modes to a maximum of 9 digits between 0-9. e.g. Lock with 1234 open with 78961234

4. 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.

5. 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.

6. Muting Keypad Sounds.

Use the Owner Key to Unlock the lock (lock it first if already unlocked) after opening, and whilst blue light is flashing, press  and then press  Key Symbol whilst the blue light is on touch the Owner Key once. One (1)beep confirms sound is active, 2 beeps confirms sound is muted. Keypad sounds are active after initialisation.

7. Notice of Lock Status

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

8. 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

9. Button Function

12 Buttons in the keypad, including 10 numbers(0~9),and 2 function buttons ( and )

- 10. Clear Key, clear the first code digit if incorrect Press  to confirm code press 
- 11. To Demonstrate Sample Lock
- 12. Connect Keypad and Back box together
- 13. Present the Red Owner Fob to Lock and Unlock
- 14. Sample locks are set for one-time user Mode. Enter any 4-9 digit temporary User Pin to lock and same Pin to unlock
- 15. To open with Master Fob if User Pin is forgotten, present Blue Fob to reader to unlock. Lock is ready for next temporary user
- 16. **Terminologies** To Lock means engage the Latch, To unlock means retract the Latch. When conducting any programming it is recommended that the locker door remains open at all times
- 17. **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
- 18. **Warranty** The KSQ has a 24-month manufacturers warranty subject to KSQ terms and Conditions
- 19. **Delivery Lead Time** KSQ generally carry several hundred locks in stock but due to unexpected major projects that come in time to time our stock can be diminished very quickly. Before placing orders please check with sales@ksq.com.au for inventory updates. If our stock is below your project requirements our average lead time for delivery is between 35-45 days from your purchase order date
- 20. **Terms** KSQ Terms are payment prior to delivery. Deposits can be made to reserve stock for up to a maximum of 21 days before it is restocked for sale. For large quantity orders from 500+ locks such orders will be placed on our supplier so that rolling stock can service smaller orders. A deposit of 30% is requires concurrent with purchase order with the balance of 70% payable when order is ready to be shipped ex-factory.
- 21. **Pricing** Pricing and specifications may be subject to change without notice. Prices are based on KSQ current Price Lists and trade discounts are subject to minimum quantity orders of 10+ 50+ 100+ and 1000 +
- 22. **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