

# 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.

**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.

