



Paxton

Ins-30056 Easyprox compact



Technical Support

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Technical help is available: Monday - Friday from 07:00 - 19:00 (GMT)

Saturday from 09:00 - 13:00 (GMT)

Documentation on all Paxton products can be found on our website - <http://www.paxton.co.uk/>

NOTE: THIS PRODUCT HAS NOW BEEN DISCONTINUED.



Tools List

Power Drill
Drill bits 10 mm, 25 mm
Phillips screwdriver
Hacksaw for cutting bolts
Hammer / Mallet
Chisel 25 mm
Stanley knife
Adhesive tape
Pencil
Tape measure
8 mm spanner (supplied)
2 mm Allen key (supplied)

This product is not suitable for retail sale. All warranties are invalid if this product is not installed by a competent person.

This unit is for indoor use only.

Normal Operation

The external handle is only engaged once access has been granted. The inside handle is always engaged.

A valid user card will cause the Green LED to flash briefly and the handle will then engage. This time period can be changed with the 'door open time' card but should be kept to a minimum to preserve battery life.

A button on the inside allows the internal handle to be held in the unlocked position.

LED indications

Green flash	A valid user card has been presented and the handle is engaged
Red flash	An invalid user card has been presented - No access granted
Amber constant flashing	Then unit is configuring - Please wait.

Battery replacement

1. Remove Easyprox from the door by removing the 4 securing screws on the rear lock assembly.
2. Remove the top two standoff screws using the 8 mm spanner provided - Fig 1.
3. Remove the plastic access plate to reveal the battery pack. (746-001) - Fig 2.
4. Unplug the lead and replace the pack with a new Paxton battery pack. - Fig 3.
(The unit will retain its settings and will not require a reset).
5. Refit the access plate and secure.
6. Refit Easyprox to the door.

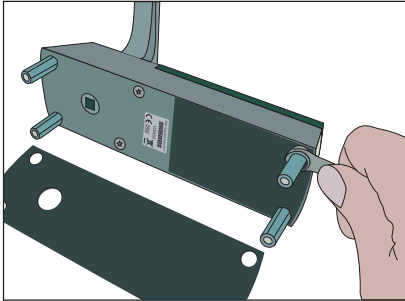


Fig 1

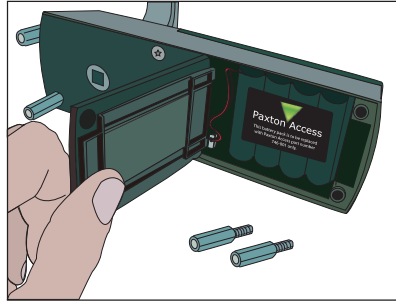


Fig 2

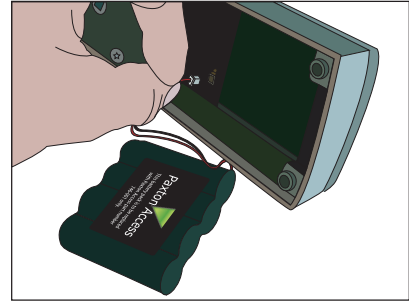
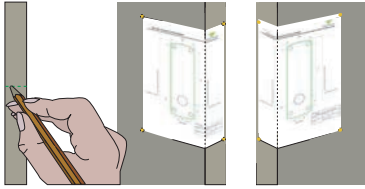


Fig 3

Full System Reset

The unit is returned to its Factory settings and will require initialising again.

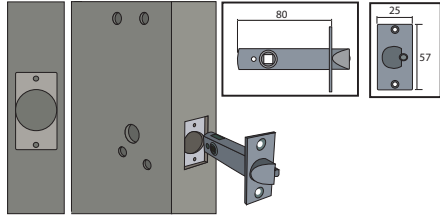
1. Remove the unit from the door by removing the 4 mounting screws on the rear lock assembly.
2. Remove the access plate at the rear of the front lock assembly. (top two standoff screws)
3. Locate the reset push button at the lower right corner of the circuit board.
4. Hold the button down and wake up the unit by briefly depressing the handle. The unit will beep 3 times.
5. Press and release the button 4 more times - The unit will beep 5 times and display a flashing GREEN LED.
6. Remove and replace the battery plug. - The unit will beep and display a flashing AMBER LED.
- IT NOW REQUIRES RE-ENROLLING.
7. Replace the access plate.
8. Refit the lock to the door with the 4 mounting screws.
- OR -
 1. Present Enrolment card.
 2. Present Door open time card twice.
 3. Present Enrolment card.
 4. Present Door open time card twice.
 5. WAIT FOR 5 SECONDS!



Step 1 - Marking out

Decide on the lock height and mark this on the door.

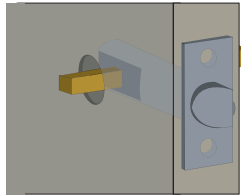
Fold the template along one dotted line and tape it to the door with the 'Centreline of Latch' at the required height. Mark the 4 x 10 mm and 1 x 25 mm holes. Remove the template, fold along the other dotted line and apply it to the other side of the door at the same height. Mark the holes as before.



Step 2 - Drilling

Drill a 25 mm hole in the door edge at least 80 mm deep to accept the latch.

Drill the 4 x 10 mm holes for the mounting screws and one 25 mm hole for the spindle. To ensure accuracy you should drill these holes from both sides of the door towards the centre. This also avoids the risk of damaging the door face when the drill breaks through.

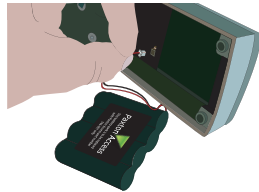


Step 3 - Fitting the latch

Slide in the latch and draw around the faceplate. Remove the latch and score the outline with a Stanley knife to avoid splitting the wood when chiselling.

Chisel a 3.5 mm rebate allowing a flush fit for the latch. Re-fit the latch with the plunger facing away from the door frame and secure with two latch screws.

Cut the spindle to length (Door thickness + 18 mm) and slide into the latch.

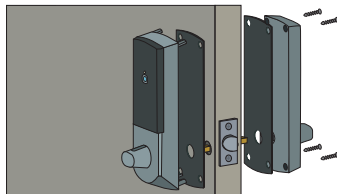


Step 4 - Enrolment

Remove the access plate at the rear of the unit by removing the top standoff screws. Push the battery pack lead onto the white power plug. Fit the battery pack and replace the access plate.

The unit will click twice and commence to beep regularly.

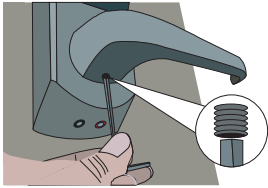
Present the Enrolment card to initialise the unit. - It is now active.



Step 5 - Mounting on the door

Select the short (doors thinner than 45 mm) or long mounting screws and cut to length if required. (door thickness + 5 mm)

Fit the rubber escutcheons to the front and back plates. Present the front and rear lock assembly to the door, locating the square drive in its recess and join the two parts together with 4 mounting screws.



Step 6 - Fitting the handles

Fit the two handles, positioning the screw holes to the underside and secure with the grub screws provided.

Check the operation of the lock - See Commissioning checks.

Step 7 - Marking out the strike plate

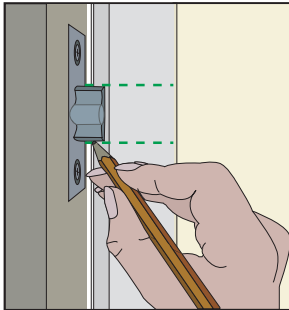


Fig A

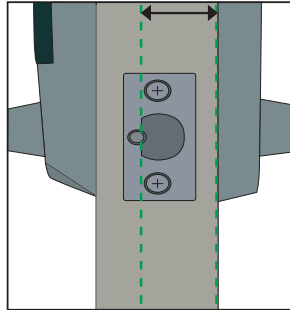


Fig B

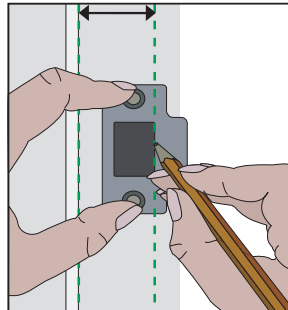


Fig C

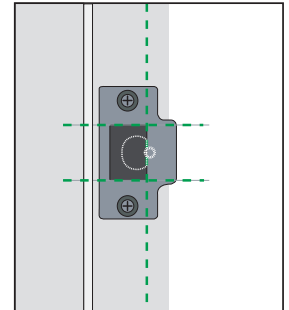


Fig D

Fig A - Vertical position - Close the door and mark the top and bottom position of the latch horizontally across the frame.

Fig B - Horizontal position - Measure the distance from the back edge of the door to the flat face of the latch. (NOT the plunger.)

Fig C - Mark this distance on the frame to show how far back the plate needs to be to hold the door closed.

Fig D - Position the strike plate within these guide lines and mark the fixing screws and the 'cut-out' in the strike plate.

Step 8 - Fitting the strike plate

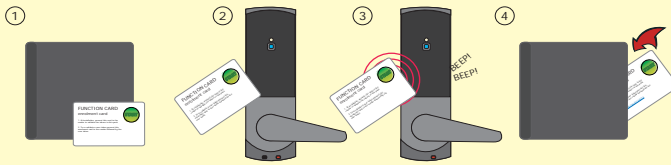
Chisel out a 15 mm aperture to receive the latch bolt.
Fix the strike plate with one latch screw to the surface of the frame.

FROM THE INSIDE: Gently close the door and check that the latch enters the aperture easily with no additional 'play' in the frame. Small adjustments can be made by moving the plate slightly. When satisfied, draw around the outline of the strike plate, remove it. Score around the outline and then cut the rebate to enable the strike plate to lie flush with the surface.

Fix the strike plate using two latch screws and check the lock operation. Remove the strike plate and increase the aperture to accept the strike plate backbox. Now re-fix the strike plate and check the operation of the 'anti-shim' plunger and the door.

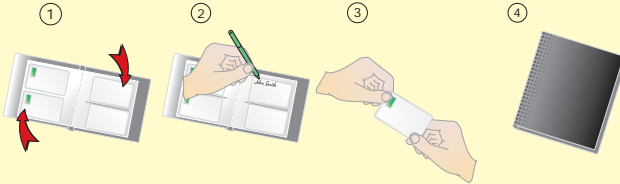
The unit is now fully operational and should be enrolled as soon as possible to preserve battery life.

Enrolment Card - must be presented when the system is first powered on



1. Take the enrolment card from the new pack of cards.
2. Present the enrolment card to the reader.
3. The reader will beep to confirm the enrolment.
4. All cards in the pack are now valid. The enrolment card can now be returned to its pack.

Issuing tokens



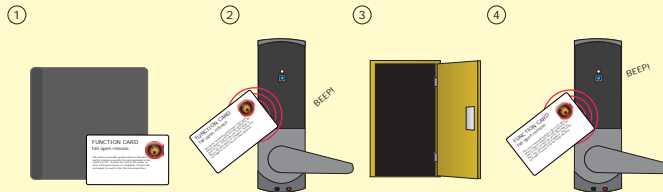
1. Across each double page there are 'pairs' of cards - a 'User card' and a corresponding 'Shadow card'.
2. Write the name of the user on the shadow card.
3. Issue the matching user card to the user.
4. Keep the card pack containing the shadow cards in a safe place.

Bar a user



1. When a card is lost or stolen it is important to bar the card from your system to avoid unauthorized access.
2. To bar a card or token take its corresponding shadow card from the card pack.
3. Present the shadow card to the reader. This will remove the lost card or token from your system.
4. A barred card can be re-validated by presenting the enrolment card followed by the user card to the reader.

Door held open

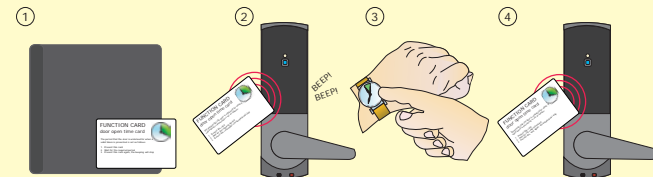


A button on the inside allows the internal handle to be held in the unlocked position.

On Easyprox, the 'fail open release' card has the same function as a door held open card.

1. Take the fail open release function card from the starter pack.
2. Present the card to the reader. The reader will give a short beep.
3. The door is now set to be permanently unlocked.
4. To relock the door, present the card again, the reader will beep once and return to normal operation.

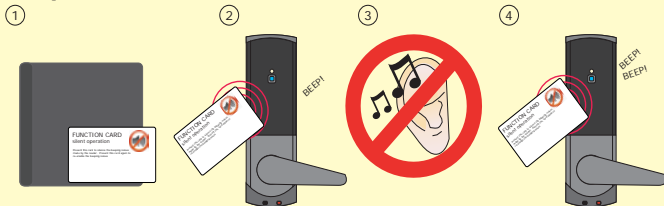
Door open time (seconds)



1. Take the 'door open time' card from the starter pack.
2. Present the card to the reader. The reader will start beeping.
3. Wait for the required period you wish the door to remain open.
4. Present the card again at the end of the period to set the open time. The beeping will stop.

The system will also accept colour zone function cards

Silent operation



1. Take the silent operation function card from the starter pack.
2. Present the card to the reader. The reader will beep.
3. The reader is now in silent operation mode.
4. Present the card again to disable silent operation mode. The reader will beep twice.

Commissioning checks

With the product fixed securely to the door:

- 1) Hold the door unlocked by presenting the fail open release card.
- 2) Check that the handles are running smoothly. This is best done by depressing the handle all the way to the bottom and then releasing it as slowly as possible. If the handle is left behind at any point, it is likely that the product has not been installed squarely enough. Check the handle on both sides of the door.
- 3) If your finger is able to leave the handle, remove Easyprox from the door (or slacken the four fixing screws) and see if the problem goes away. If it does, the installation onto the door is at fault and the drilling of the mounting holes should be checked for alignment.
- 4) Return the door to normal operation by presenting the fail open release card again.

Free operation of the mechanical lock ensures the correct operation of the electronic latch preserving battery life.

Alarm Sounder

The alarm is activated when the door fails to re-lock itself. The alarm will sound for 60 seconds during which time the unit will try to lock the door once every 10 seconds. After 60 seconds the unit will then shut down. When the unit is woken up, it will immediately try to lock the door. If it fails, the alarm cycle will start again. Failure to relock will substantially reduce battery life.

Low battery warning

When the battery voltage falls below 4V, the user will see a delay between the card being read and access being granted. This delay provides a warning that the battery pack should be replaced.

The warning delay starts at 2 seconds, increasing up to 10 seconds as the battery discharges with use.

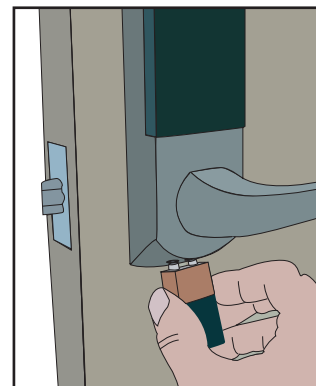
The door open time should be kept to a minimum to preserve battery life.

Recovery from a flat battery

Should the battery pack become discharged, the latch will no longer function. This could be in the locked or unlocked state.

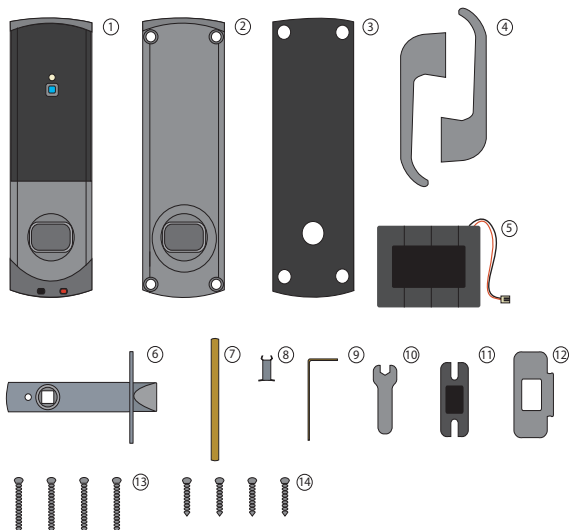
Holding a PP3 9V battery up to the contacts on the bottom of the unit will allow the circuitry to operate normally.

A valid user card can then be used to open the door to access the batteries.



-ve +ve

Contents in box



- 1) Front Lock Assembly
- 2) Rear Lock Assembly
- 3) Rubber Escutcheon x2
- 4) Left and Right Handles
- 5) Battery Pack
- 6) Tubular Mortice Lock
- 7) Spindle
- 8) 8 mm Conversion Sleeve
- 9) 2 mm Allen Key
- 10) 8 mm Spanner
- 11) Strike Plate Backbox
- 12) Strike Plate
- 13) Long Mounting Screws x4
- 14) Short Mounting Screws x4

Features	Min	Max	
Number of Users	1	10,000	
Number of Card Packs	1	100	
Door open time	1 sec	60 sec	
Access levels (Colour Zones)	1	3	
Silent operation			Yes
Environment	Min	Max	
Operating temperature - Battery limits	0 °C	55 °C	
Paxton Battery Pack			746-001
Typical Battery Life		30,000 operations	
Waterproof			No
Read Range	Token	Keyfob	
	50 mm	30 mm	
Dimensions	Width	Height	Depth
Reader/Keypad module (required space on door)	60 mm	194 mm	30 mm
Total outside dimensions (includes handle clearance)	150 mm	194 mm	72 mm