MicroIQ Prox

MODELS CW, RW, SW, UW

MicroTraq App &
Keypad (Local) Administration Instructions

STATION MODE

Contents

Introduction

This document details how to set up and use the MicroIQProx lock with either the MicroTraq app or the keypad on the lock. These instructions are specific to locks in *station mode*. Close proximity to the lock is required.

Modes

The MicroIQProx lock can operate in two modes: station mode or locker mode. It is easy to switch the mode of the lock if needed.

Station mode refers to a workstation or office environment where there are one or more daily users of the lock. The lock is accessed repeatably with a ProxCard or keypad code.

Locker mode refers to an environment such as a club, hotel, or school where a single user selects a temporary code or uses ProxCards to access a given locker or storage unit before each use. After accessing the lock, the ProxCard or keypad code is erased.

Access
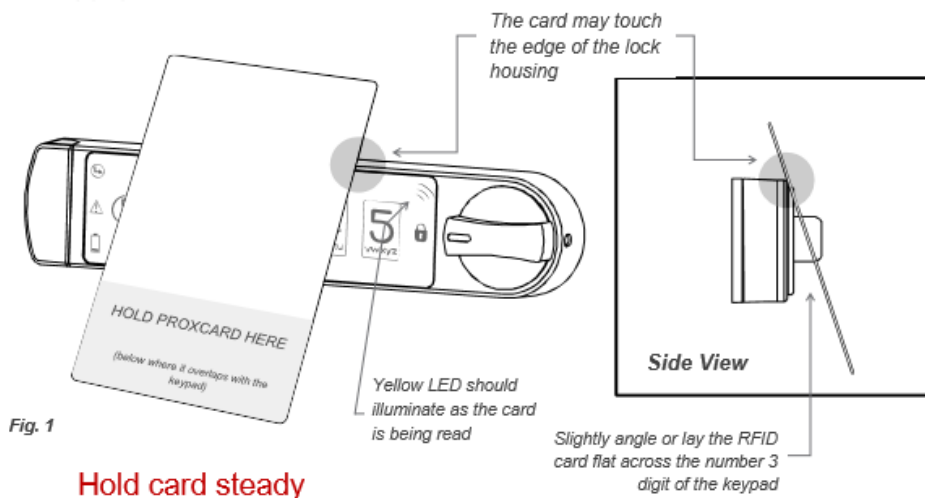
The MicroIQProx lock can be accessed with:

ProxCards (master or user)

RFID tags/stickers (follow ProxCard add/delete instructions)

Keypad codes (master, supervisor, or user)

Note: The default master code is 135243 and the default supervisor code is 123. There is no default user code.

The illustration below details how to position the ProxCards for the lock to read.

Fig. 1

HOLD PROXCARD HERE
(below where it overlaps with the keypad)

Hold card steady

Yellow LED should illuminate as the card is being read

The card may touch the edge of the lock housing

Side View

Slightly angle or lay the RFID card flat across the number 3 digit of the keypad

Administration

MicroIQProx locks can be set up using the MicroTraq app or the keypad. The MicroTraq app has the following administration capabilities:

commission & decommission locks

manage lock access parameters

enroll ProxCards and assign to users

remove ProxCards access

upload audit trails

unlock command

change keypad codes

switch operating modes

MicroTraq App Administration

Installation & App Set Up

The MicroTraq app requires Android Lollipop (5.x) or newer. For optimum performance, the following devices are recommended: Google Nexus 5 or newer, Lenovo Tab 7, Samsung AMP2, Samsung Galaxy S5 or newer, Samsung Galaxy Tab E, Sony Z3 or newer.
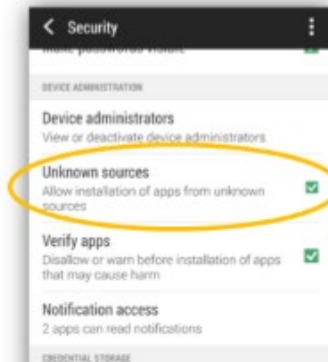
Note: The MicroIQProx locks have a sleep feature to conserve battery power. When the MicroTraq app is not connecting to the MicroIQProx lock, simply press the P on the MicroIQProx lock keypad to 'wake' the MicroIQProx lock.

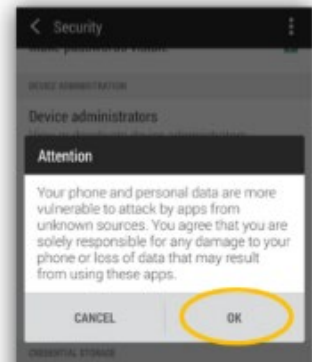**To install the MicroTraq app, first enable 3rd party app installations:**

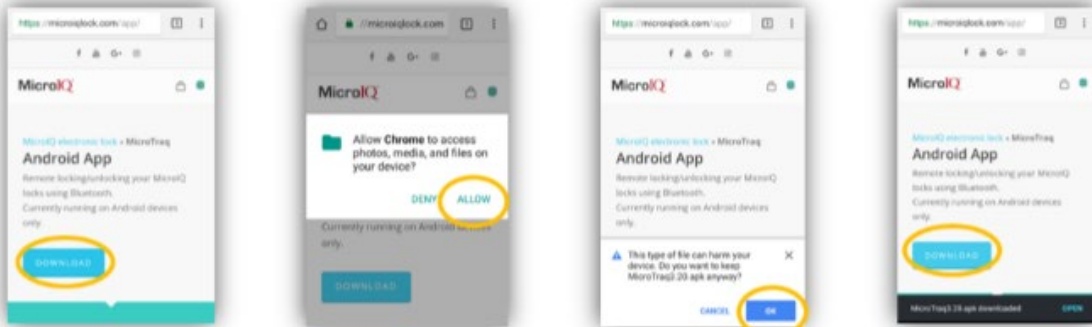1. Go to **Settings** and select **Security**
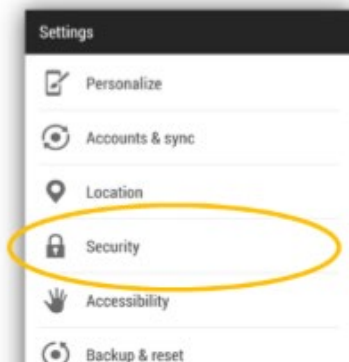
2. Check **Unknown sources**

3. Click OK

Next download and install the MicroTraq app:

1. Open your browser and go to: http://microiqlock.com/app and download the MicroTraq app:

2. Install the app on your device.
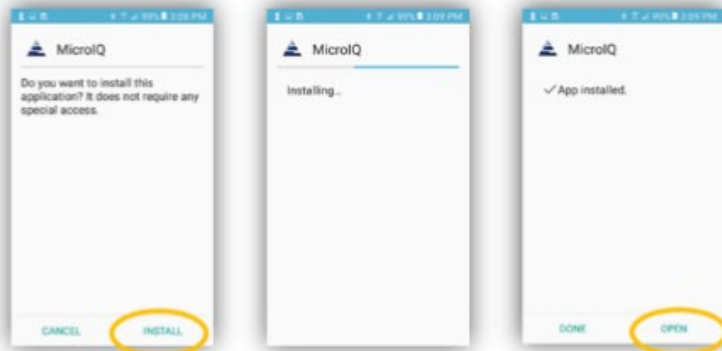
Next set up the MicroTraq app:

Open the MicroTraq app when you are nearby a MicroIQProx lock (that has the battery installed)

When prompted, select ALLOW in the pop-up screen. This is an Android requirement and the app will not function if you deny this request. MicroTraq will not access any of your files, make and manage phone calls or send any messages. The only data that may be used is the phone location.

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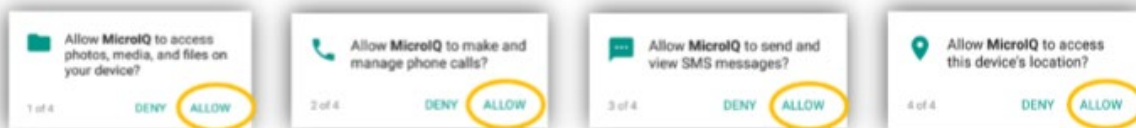
At the log in screen, enter the credentials that were provided and select OK.
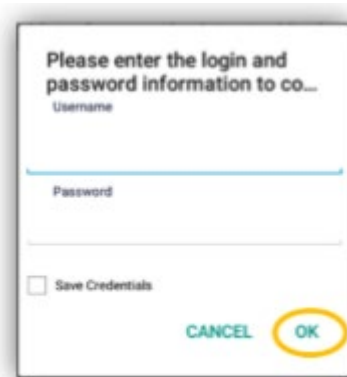
If the username or password is not valid, an error message will be displayed. Enter the correct credentials and note it may take up to 30 seconds for the error message to clear.
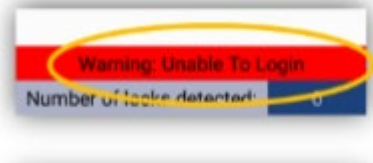
If your network is disconnected, an error message will be displayed. Connect to an internet enable WIFI network or use your mobile service providers internet connection.
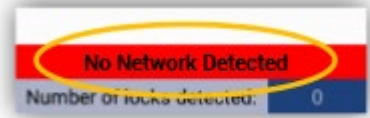
Go to settings (the gear button).   Scroll down to verify the version of the app is 3.51 or newer.

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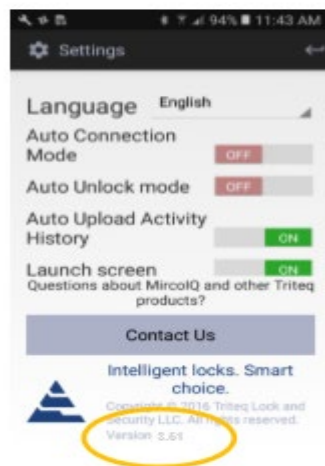
The Auto Connect Mode should be OFF.
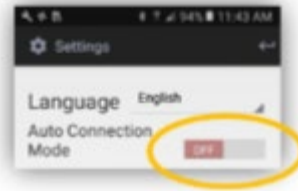
Commission / Decommission Locks

Each lock must be 'commissioned' to use the MicroTraq app. Commissioning the lock will add the lock to the users account and will enable the communication between the lock and the MicroTraq app.
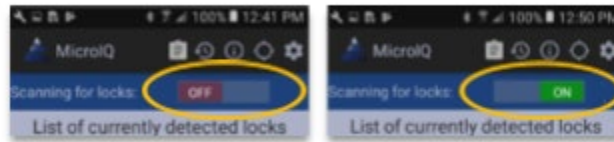
In the MicroTraq app: Turn ON the 'scanning for locks' function.

On the MicroIQProx lock keypad: Press and hold the **P** for 5 seconds then enter **41 P** (the green LED will flash). If the connection is successful, the lock will be listed on the MicroTraq app screen with a yellow background.
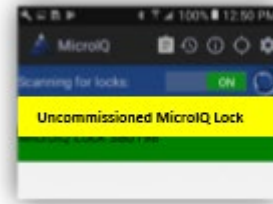
In the MicroTraq app: Press and hold the lock name for 3 seconds. The yellow will turn green, indicating that the connection is established

When the green lock name is selected, the lock information card will open to input information to identify the lock.

HOLD 3 SECONDS

Lock Identification and Set Up

In the MicroTraq app, turn ON the scanning for locks function.
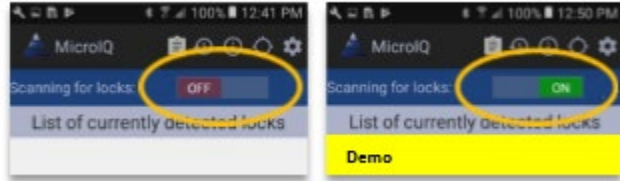
If the lock is not detected, push the P button on the MicroIQProx lock keypad to enable to connection.

In the app, the lock name will change from yellow to green. Click on the green bar.

HOLD 3 SECONDS
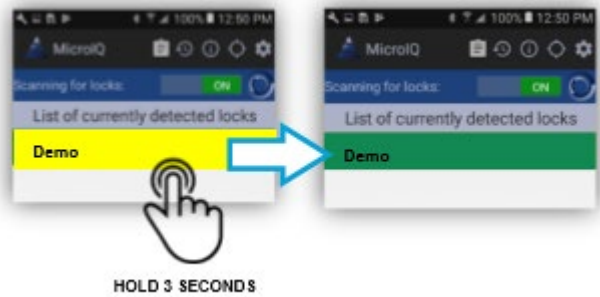
Use the NAMES tab to set the lock name and location.

Selecting OK when finished will send the information to the lock. The MicroTraq app will display a confirmation message and the lock will emit an audible tone.

Manage User Access

Use the CODES tab to add or modify the keypad user code.

Selecting OK when finished will send the information to the lock. The MicroTraq app will display a confirmation message and the lock will emit an audible tone.

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Lock Functions and Commands

Use the OPS tab to operate the lock. Functions include:

Unlock

Switch operating modes

Add or remove ProxCards (user and master)

Delete locks
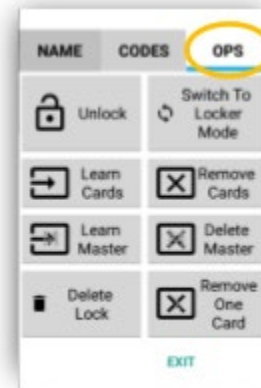
Auto Connect Feature

The auto connect feature of the MicroTraq app is found in settings (gear icon). When ON, the app will automatically connect to nearby locks. If this feature is ON and you do not see the lock, press the P on the MicroIQProx lock keypad to initiate connection.

Auto Unlock Feature

The auto unlock feature of the MicroTraq app is found in settings (gear icon). When ON, the locks will automatically unlock when the phone is close to the lock and the lock is awake.

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Audit History

MicroTraq App

To view activity history of a lock, select the history icon at the top of the MicroTraq app. The lock needs to be connected to the app to see the history
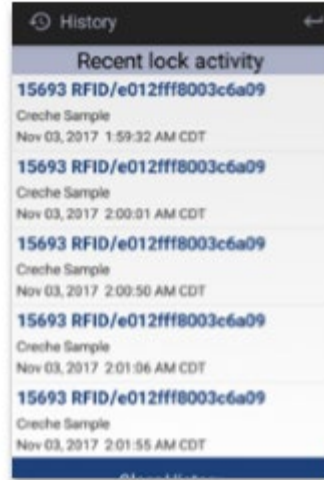
Computer Viewer

Audit history can be viewed from a computer by installing an app. The app requires Windows and an internet connection.

Download the microIQLogViewerSetup.exe from the link provided in your email.

Double click on the download file to install

At the Window Defender Smart Screen, click on "More Info" and "Run Anyway"

Accept the license agreement and finish the installation.

Open the app and enter the credentials provided in your email.

The log viewer will display the available activity history of all the locks commissioned on the account.

To refresh the log view, select 'reload' at the bottom of the screen.

| Timestamp	Name of Lock	MAC Address of Lock	Access Type	Access Flags	Name of the Downloader	Number of the Downloader	IMEI of the Downloader
November 3, 2017 3:48:16 PM CDT	Creche Demo	C6:26:5F:45:F2:16	The lock has relocked after it was opened	Normal Card	Triteq3		358239052720986
November 3, 2017 3:48:14 PM CDT	Creche Demo	C6:26:5F:45:F2:16	The lock has relocked after it was opened	Normal Card	Triteq3		358239052720986
November 3, 2017 3:48:09 PM CDT	Creche Demo	C6:26:5F:45:F2:16	Lock was opened with a/an Iclass/ISO15693 RFID card. The Card ID was 'E012FFF8003C6A09'	Normal Card	Triteq3		358239052720986
November 3, 2017 3:48:04 PM CDT	Creche Demo	C6:26:5F:45:F2:16	The Supervisor Code on the keypad was entered	Normal Card	Triteq3		358239052720986
November 3, 2017 3:48:01 PM CDT	Creche Demo	C6:26:5F:45:F2:16	The lock was powered up	Normal Card	Triteq3		358239052720986
November 3, 2017 3:48:00 PM CDT	Creche Demo	C6:26:5F:45:F2:16	The lock was powered up	Normal Card	Triteq3		358239052720986
November 3, 2017 2:08:13 PM CDT	Creche Demo	C6:26:5F:45:F2:16	The Wrong Code on the keypad was entered. The lock was not unlocked. The keycode that was used was '123333'	Normal Card	TRITEQ SAMSUNG		356419071315321
November 3, 2017 2:08:05 PM CDT	Creche Demo	C6:26:5F:45:F2:16	The lock was powered up	Normal Card	TRITEQ SAMSUNG		356419071315321
November 3, 2017 10:19:21 AM CDT	Creche Demo	C6:26:5F:45:F2:16	The lock has relocked after it was opened	Normal Card	Paul	847-660-3292	357758081425151
November 3, 2017 10:19:15 AM CDT	Creche Demo	C6:26:5F:45:F2:16	The Supervisor Code on the keypad was entered	Normal Card	Paul	847-660-3292	357758081425151
November 3, 2017 10:17:57 AM CDT	Creche Demo	C6:26:5F:45:F2:16	The lock has relocked after it was opened	Normal Card			357758081425151
November 3, 2017 10:17:51 AM CDT	Creche Demo	C6:26:5F:45:F2:16	The Supervisor Code on the keypad was entered	Normal Card			357758081425151
November 3, 2017 10:17:43 AM CDT	Creche Demo	C6:26:5F:45:F2:16	The lock was powered up	Normal Card			357758081425151
November 3, 2017 10:08:49 AM CDT	Creche Demo	C6:26:5F:45:F2:16	The lock was powered up	Normal Card			357758081425151
November 3, 2017 10:06:06 AM CDT	Creche Demo	C6:26:5F:45:F2:16	The lock has relocked after it was opened	Normal Card	TRITEQ SAMSUNG		356419071315321
November 3, 2017 10:06:00 AM CDT	Creche Demo	C6:26:5F:45:F2:16	Lock was opened with a/an Iclass/ISO15693 RFID card. The Card ID was 'E012FFF8003C6A09'	Normal Card	TRITEQ SAMSUNG		356419071315321
November 3, 2017 10:03:18 AM CDT	Creche Demo	C6:26:5F:45:F2:16	The lock has relocked after it was opened	Normal Card	TRITEQ SAMSUNG		356419071315321
November 3, 2017 10:03:12 AM CDT	Creche Demo	C6:26:5F:45:F2:16	The Supervisor Code on the keypad was entered	Normal Card	TRITEQ SAMSUNG		356419071315321
November 3, 2017 10:03:10 AM CDT	Creche Demo	C6:26:5F:45:F2:16	The Wrong Code on the keypad was entered. The lock was not unlocked. The keycode that was used was '123433'	Normal Card	TRITEQ SAMSUNG		356419071315321
November 3, 2017 10:02:59 AM CDT	Creche Demo	C6:26:5F:45:F2:16	The lock was powered up	Normal Card	TRITEQ SAMSUNG		356419071315321
November 3, 2017 10:00:16 AM CDT	Creche Demo	C6:26:5F:45:F2:16	The lock was powered up	Normal Card	TRITEQ SAMSUNG		356419071315321
November 3, 2017 9:55:28 AM CDT	Creche Demo	C6:26:5F:45:F2:16	The lock has relocked after it was opened	Normal Card	TRITEQ SAMSUNG		356419071315321
November 3, 2017 9:55:22 AM CDT	Creche Demo	C6:26:5F:45:F2:16	The Supervisor Code on the keypad was entered	Normal Card	TRITEQ SAMSUNG		356419071315321
November 2, 2017 4:02:46 PM CDT	Creche Demo	C6:26:5F:45:F2:16	The Wrong Code on the keypad was entered. The lock was not unlocked. The keycode that was used was '543422'	Normal Card	TRITEQ SAMSUNG		356419071315321
November 2, 2017 4:02:42 PM CDT	Creche Demo	C6:26:5F:45:F2:16	The Wrong Code on the keypad was entered. The lock was not unlocked. The keycode that was used was '354332'	Normal Card	TRITEQ SAMSUNG		356419071315321
November 2, 2017 3:38:53 PM CDT	Creche Demo	C6:26:5F:45:F2:16	The lock has relocked after it was opened	Normal Card	TRITEQ SAMSUNG		356419071315321
November 2, 2017 3:38:47 PM CDT	Creche Demo	C6:26:5F:45:F2:16	The Supervisor Code on the keypad was entered	Normal Card	TRITEQ SAMSUNG		356419071315321
November 2, 2017 3:28:30 PM CDT	Creche Demo	C6:26:5F:45:F2:16	The lock has relocked after it was opened	Normal Card	TRITEQ SAMSUNG		356419071315321
November 2, 2017 3:28:24 PM CDT	Creche Demo	C6:26:5F:45:F2:16	The Supervisor Code on the keypad was entered	Normal Card	TRITEQ SAMSUNG		356419071315321
November 2, 2017 3:28:23 PM CDT	Creche Demo	C6:26:5F:45:F2:16	The Wrong Code on the keypad was entered. The lock was not unlocked. The keycode that was used was '543111'	Normal Card	TRITEQ SAMSUNG		356419071315321
November 2, 2017 3:28:17 PM CDT	Creche Demo	C6:26:5F:45:F2:16	The Wrong Code on the keypad was entered. The lock was not unlocked. The keycode that was used was '443123'	Normal Card	TRITEQ SAMSUNG		356419071315321
November 2, 2017 3:28:11 PM CDT	Creche Demo	C6:26:5F:45:F2:16	The lock was powered up	Normal Card	TRITEQ SAMSUNG		356419071315321

Reload

Keypad Administration

Set up and administration of the MicroIQProx can also be performed directly with the keypad. If the lock was commissioned with the MicroTraq app, it will have to be decommissioned to use the keypad for programming.

Programming Chart

P = press program button

⏱ ⚠ ▭ - Solid color indicates LED is lit

⏱ ⚠ ▭ - Indicates LED is flashing

(Nx) – indicates flashes *N* times

1, 2, 3, 4, 5 = Indicates the button number to press

Note: If any there are any errors in executing the steps below or too much time elapses between the steps, ⚠ (3x) and the lock will exit the programming mode.

MicroIQ = when flashing indicates an RFID read attempt or a smartphone connection

P (Hold 5 seconds) ⏱ FUNCTION CODE P 1ST ENTRY P ⏱▭ 2ND ENTRY P ⏱⚠▭ 3RD ENTRY P ⏱ ⚠ ▭ (x 3)

FUNCTION	5 SEC HOLD	FUNCTION CODE	PRESS	1ST ENTRY	PRESS	2ND ENTRY	PRESS	3RD ENTRY	PRESS
change master code	P	11	P	current master code	P	new master code	P	new master code	P
change supervisor code using master code	P	12	P	master code	P	new supervisor code	P		
change supervisor code using supervisor code	P	13	P	current supervisor code	P	new supervisor code	P		
add user code	P	21	P	supervisor code	P	user code			
delete user code	P	22	P	supervisor code	P				
add user ProxCards	P	31	P	master code	P	present ProxCard to lock (reference Fig. 1)			
delete ALL user ProxCards	P	32	P	master code	P	master code	P		
add master ProxCard	P	33	P	master code	P	present ProxCard to lock (reference Fig. 1)			
delete master ProxCard	P	34	P	master code	P	master code	P		
delete a ProxCard	P	35	P	master code	P	master code	P	present ProxCard to lock	
commission lock for MicroTraq app	P	41	P						
switch from station to locker mode (lock must be unlocked)	P	51	P	master code	P				
switch from locker mode to station mode (lock must be unlocked)	P	52	P	master code	P				

Examples

Learn in a User ProxCard

Press and hold the **P** on the lock keypad for 5 seconds. The green LED will illuminate.

Enter **31** followed by the **P**. The green and yellow LED will illuminate.

Enter the **master code** followed by the **P**. The Green LED will flash.

Present the ProxCard to the lock (shown in Figure 1). Three beeps indicate the ProxCards is read.

Repeat for additional ProxCards.

When finished press P for 5 seconds.

Unlocking

With a ProxCard: Present the valid ProxCard to the lock. The MicroIQ icon should illuminate. If not, press the **P** to wake the lock and present the ProxCards card again. The green LED will illuminate and the knob can be turned to the unlocked position. The lock will remain unlocked for 5 seconds.

Note: After an unsuccessful ProxCards read or a re-locking event, the lock will delay for 6 seconds before attempting to read any ProxCards.

With the keypad: Enter a valid keypad code. The green LED will illuminate and the knob can be turned to the unlocked position. The lock will remain unlocked for 5 seconds.

Using the Master ProxCard

The master ProxCard can be used to quickly add and remove ProxCards.

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Learn in a User ProxCard

Press and hold the **P** on the lock keypad for 5 seconds. The green LED will illuminate.

Enter **31** followed by **P**, **P** on the lock keypad. The red LED will flash.

Present the master ProxCard to the lock. The green LED will flash.

Present the user ProxCard to the lock. Three green flashes indicate the ProxCards is read. After the three green flashes, additional cards can be presented one at a time to learn into the lock.

Remove a User ProxCard

Press and hold the **P** on the lock keypad for 5 seconds. The green LED will illuminate.

Enter **35** followed by **P**, **P** on the lock keypad. The red LED will flash.

Present the master ProxCard to the lock. The green LED will flash.

Present the user ProxCard to the lock. Three green flashes indicate the ProxCards is read. After the three green flashes, additional cards can be presented one at a time for removal.

Delete All User ProxCards

Press and hold the **P** on the lock keypad for 5 seconds. The green LED will illuminate.

Enter **32** followed by **P**, **P** on the lock keypad. The red LED will flash.

Present the master ProxCard to the lock. The green LED will flash three times to indicate the deletion is completed.

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