Quick Reference Guide

POWERLEVER® PROX
9 0 0 0
Series

KABA®
TOTAL ACCESS

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This guide provides a quick summary of information necessary for the operation of the PowerLever PROX 9000 Series system. Prior to using the Quick Reference Guide, you should have completed all activities outlined in the ***Getting Started Guide***. The Quick Reference Guide is intended to cover the basic operational functions of the lock at the keypad. For more detailed information on the entire system, refer to the ***PowerLever PROX 9000 Series Reference Manual***.

System Components

Locks

PROX Cards

PC & PowerLever PX Software

M-Unit & LockCom PX Software

Lock Modes

A lock can operate in one of 3 different modes:

Default Factory Mode

The lock is shipped from the factory in Default Factory Mode and is operational after being installed. The lock can only be opened with the Default Factory Master User PIN of "12345678".

Construction (Temporary Activated) Mode

The lock can be switched from Factory Mode to Construction Mode manually and can operate without interfacing with the PowerLever PX Software via the M-Unit. When in Construction Mode, PROX Cards can be enrolled for access to the lock. The lock can only be opened via the presentation of the PROX Card, although the Master User PIN is also authorized to open the lock in this mode. For detailed information on how to operate the lock in Construction Mode, refer to the ***Construction Mode Operations*** sheet that was shipped with the lock.

Activated Mode (Using Software)

When lock and lock user data is defined at the PC using the PowerLever PX Software and then uploaded to the lock via the M-Unit, the lock is considered to be in Activated Mode. When in Activated Mode, the default method of lock access is PIN and PROX Card, but access can also be set to require only a PIN or only a PROX Card.

Lock Entry Methods

A lock can be opened using one of three different access methods:

> **PIN & PROX Card**
>
> **PROX Card Only**
>
> **PIN Only**

Lock Operation

The PowerLever lock is designed to operate using internally-generated power. The self-contained PowerStar™ generator is triggered by depressing the outside lever. One simultaneous flash of the green and red LEDs accompanied by a low volume beep indicates that the lock is powered.

Operating Conventions

The following conventions apply to the operation of the lock:
- Once the lock is powered, you must enter a valid PIN (combination) or present a valid PROX Card within 10 seconds.
- If a lock and user are set up for PIN and PROX access, the user has a maximum of 5 seconds after entering a valid PIN to present the PROX Card.
- The PROX Reader is located on the front of the lock just below the keypad. When presenting a PROX Card, place a flat side of the card on or near the PROX Reader.
- To clear any uncompleted keypad entry, press the **C** (Clear) key.
- To initiate a lock operation other than opening the lock, you must:
  1) Power the lock.
  2) If PIN is required, enter a valid PIN.
  3) If PROX Card is required, present a valid PROX Card.
  4) Before re-lock, press **(Enter)** followed by the 3-digit command code for the lock operation. For example when adding an Access User, you would press and then **100**.
- When performing multiple passes within an operation for multiple access users, the key is also used as a terminator for the operation.

Lock Responses

The tables below summarize how the red and green LEDs are flashed individually, simultaneously, or in combination to indicate various conditions. Each LED flash is accompanied by a beep for audio reinforcement.

Flashes	Green LED	Red LED
Continuous	Present Card	Low Power
1	Keystroke Entry	
2	Input Accepted/DST Activated	General Error
3	Lock Ready to Open/	Bad Attempt to Open
	PROX Added Manually	
4	Standard Time Activated	

Flashes	Green / Red Sequence	Simultaneous Green-Red
Continuous	Download in Progress	
1	Clear Key Depression	Lock Powered
2	Device Error **	Procedure End; Re-lock or Tamper Shutdown Expired

** Contact PowerLever Technical Support for assistance.

- One simultaneous flash of the green and red LEDs accompanied by a beep indicates that the lock is powered for opening.
- When power drops below a sufficient level for operation, the lock will continually beep and flash the red LED. At this point, the operator has 5 seconds in which to regenerate power to a sufficient level before the lock will systematically shutdown. To regenerate power, depress the outside lever fully and then release it.
- After each accepted step of an operation, two flashes of the green LED display and two beeps sound, prompting you to enter additional information for the next step of the operation. **The User must wait for these prompts before proceeding.**
- After you have completed all the steps of an operation, two simultaneous flashes of the green and red LED display and two beeps sound if the operation is successful. Two red flashes display and two beeps sound if the operation is unsuccessful, and you will need to re-key the operation which caused the error.

LOCK KEYPAD COMMANDS

The following is a list of the keypad commands that are available for the PowerLever PROX 9000 Series locks.

Command: **Description:**

__Factory Mode Commands__

[key] and then **000**   Change Default Factory Master User PIN (p. 5)

__Activated Mode Commands__

[key] and then **001**   Set Lock Date (p. 6)

[key] and then **002**   Set Lock Time (p. 6)

[key] and then **004**   Set Lock's Relock Time (p. 7)

[key] and then **006**   Set Tamper Shutdown Time (p. 7)

[key] and then **007**   Set Wrong Try Limit (p. 7)

[key] and then **010**   Toggle Daylights Savings Time/Standard Time (p. 7)

[key] and then **011**   Add PROX Card for Master User (p. 7)

[key] and then **012**   Remove PROX Card for Master User (p. 7)

[key] and then **300**   Enable Access User (p. 8)

[key] and then **301**   Enable Manager User (p. 8)

[key] and then **302**   Enable Service User (p. 8)

[key] and then **303**   Enable M-Unit User (p. 8)

[key] and then **399**   Activate/Deactivate Passage Mode (p. 8)

[key] and then **400**   Disable Access User (p. 9)

[key] and then **401**   Disable Manager User (p. 9)

[key] and then **402**   Disable Service User (p. 9)

[key] and then **403**   Disable M-Unit User (p. 9)

[key] and then **499**   Activate/Deactivate Lockout Mode (p. 9)

[key] and then **800**   Reset Lock Settings to Factory Defaults (p. 10)

[key] and then **801**   Reset Lock Settings to Factory Defaults & Delete All Access Users (p. 10)

[key] and then **802**   Reset Lock to Factory Mode (p. 11)

[key] and then **900**   Establish Communications Between M-Unit & Lock (p. 11)

The following lock operations can only be performed while the lock is in Factory Mode.

Door Access

Open Door with Default Factory Master User PIN

1. Power lock.
2. Enter Default Factory Master User PIN of "12345678".
3. Depress outside lever to open lock.

System Maintenance at Lock

Change Default Factory Master User PIN

1. Power lock.
2. Enter Default Factory Master User PIN of "12345678".
3. Press followed by **000**.
4. Enter new 8-digit Master User PIN.
4. Enter new Master User PIN again for verification.

Once the Default Factory Master User PIN is changed, the lock goes into Construction (Temporary Activated) Mode.

ACTIVATED MODE OPERATIONS (USING SOFTWARE)

The following operations can be performed while the lock is in Activated Mode with software.

Door Access

Open Door with PIN & PROX Card

1. Power lock.
2. Enter PIN.
3. Present PROX Card.
4. Depress outside lever to open lock.

Open Door with PROX Card Only

1. Power lock.
2. Present PROX Card.
3. Depress outside lever to open lock.

Open Door with PIN Only

1. Power lock.
2. Enter PIN.
3. Depress outside lever to open lock.

System Maintenance at Lock

Set Lock Date

1. Power lock.
2. If PIN is required, enter Master User PIN, Manager User PIN, or M-Unit User PIN.
3. If PROX Card is required, present PROX Card.
4. Press 🔳 followed by **001**.
5. Enter date (MMDDYY).
6. Enter date again for verification.

Set Lock Time

1. Power lock.
2. If PIN is required, enter Master User PIN or Manager User PIN.
3. If PROX Card is required, present PROX Card.
4. Press 🔳 followed by **002**.
5. Enter time in 24-hour format (HHMMSS).
6. Enter time again for verification.

Set Lock's Relock Time

1. Power lock.
2. If PIN is required, enter Master User PIN or a Manager User PIN.
3. If PROX Card is required, present PROX Card.
4. Press ⌨ followed by **004**.
5. Enter two-digit relock time (02-10 seconds).

Set Tamper Shutdown Time

1. Power lock.
2. If PIN is required, enter Master User PIN or a Manager User PIN.
3. If PROX Card is required, present PROX Card.
4. Press ⌨ followed by **006**.
5. Enter two-digit tamper shutdown time (00-15 minutes, 00 meaning no shutdown).

Set Wrong Try Limit

1. Power lock.
2. If PIN is required, enter Master User PIN or a Manager User PIN.
3. If PROX Card is required, present PROX Card.
4. Press ⌨ followed by **007**.
5. Enter one-digit wrong try penalty limit (4-9 tries).

Toggle Daylight Savings Time/Standard Time

1. Power lock.
2. If PIN is required, enter Master User PIN or a Manager User PIN.
4. If PROX Card is required, present PROX Card.
5. Press ⌨ followed by **010**.

Add PROX Card for Master User

1. Power lock.
2. Enter Master User Combination.
3. Press ⌨ followed by **011**.
4. Present PROX Card to be added for Master User.

Remove PROX Card for Master User

1. Power lock.
2. If PIN is required, enter Master User PIN.
3. If PROX is required, present PROX Card.
4. Press ⌨ followed by **012**.
5. Present PROX Card to be removed for Master User.

Enable Access User

1. Power lock.
2. If PIN is required, enter Master User PIN or a Manager User PIN.
3. If PROX Card is required, present PROX Card.
4. Press ⌨ followed by **300**.
5. Enter PIN of Access User to be enabled.

Enable Manager User

1. Power lock.
2. If PIN is required, enter Master User PIN.
3. If PROX is required, present PROX Card.
4. Press ⌨ followed by **301**.
5. Enter PIN of Manager User to be enabled.

Enable Service User

1. Power lock.
2. If PIN is required, enter Master User PIN or a Manager User PIN.
3. If PROX Card is required, present PROX Card.
4. Press ⌨ followed by **302**.
5. Enter PIN of Service User to be enabled.

Enable M-Unit User

1. Power lock.
2. If PIN is required, enter Master User PIN or a Manager User PIN.
3. If PROX Card is required, present PROX Card.
3. Press ⌨ followed by **303**.
4. Enter PIN of M-Unit User to be enabled.

Activate/Deactivate Passage Mode

1. Power lock.
2. If PIN is required, enter Master User PIN or a Manager User PIN.
3. If PROX Card is required, present PROX Card.
4. Press ⌨ followed by 399.
5. Press **1** to activate passage mode.

   Press **0** to deactivate passage mode.

Disable Access User

1. Power lock.
2. If PIN is required, enter Master User PIN or a Manager User PIN.
3. If PROX Card is required, present PROX Card.
4. Press ⊡ followed by **400**.
5. Enter PIN of Access User to be disabled.

Disable Manager User

1. Power lock.
2. If PIN is required, enter Master User PIN.
3. If PROX is required, present PROX Card.
4. Press ⊡ followed by **401**.
5. Enter PIN of Manager User to be disabled.

Disable Service User

1. Power lock.
2. If PIN is required, enter Master User PIN or a Manager User PIN.
3. If PROX Card is required, present PROX Card.
4. Press ⊡ followed by **402**.
5. Enter PIN of Service User to be disabled.

Disable M-Unit User

1. Power lock.
2. If PIN is required, enter Master User PIN or a Manager User PIN.
3. If PROX Card is required, present PROX Card.
4. Press ⊡ followed by **403**.
5. Enter PIN of M-Unit User to be disabled.

Activate/Deactivate Lockout Mode

1. Power lock.
2. If PIN is required, enter Master User PIN or a Manager User PIN.
3. If PROX Card is required, present PROX Card.
4. Press ⊡ followed by 499.
5. Press **1** to activate lockout mode.

   Press **0** to deactivate lockout mode.

Reset Lock Settings to Factory Defaults

1. Power lock.
2. If PIN is required, enter Master User PIN.
3. If PROX is required, present PROX Card.
4. Press ⌨ followed by **800**.

The lock settings are returned to the default Factory Mode settings. No users are deleted and the lock retains the current Master User PIN and PROX (if applicable).

Reset Lock Settings to Factory Defaults & Delete All Access Users

1. Power lock.
2. If PIN is required, enter Master User PIN.
3. If PROX is required, present PROX Card.
4. Press ⌨ followed by **801**.

The lock settings are returned to the default Factory Mode settings. All Access Users are deleted but the lock retains the current Master User PIN and PROX (if applicable).

Reset Lock to Factory Mode (Soft Reset)

1. Power lock.
2. If PIN is required, enter Master User PIN.
3. If PROX is required, present PROX Card.
4. Press ⌨ followed by **802**.

The lock settings are returned to the default Factory Mode settings. All users are deleted and the Master User PIN is reset to the Default Factory Master User PIN of "12345678". The lock is fully reset to Factory Mode. This operation produces the same results as performing a "hard reset" as described in the following operation.

Reset Lock to Factory Mode (Hard Reset)

1. Remove the lock back cover.

2. Press and hold the small "Reset Switch" (SW2) on the bottom right hand corner of the lock controller board with a non-metal tool.

3. Depress the outside lever as you would to power the lock. Repeat this action until you get two green flashes accompanied by beeps.

The lock settings are returned to the Factory Mode settings. All users are deleted and the Master User PIN is reset to the Default Factory Master User PIN of "12345678". The lock is fully reset to Factory Mode.

Establish Communications Between Lock & M-Unit* (Handheld PDA)

* This operation is normally used in conjunction with uploading and downloading data to and from the lock. See the **Getting Started Guide** or the **Reference Manual** for detailed information on these operations.

1. Power lock.

2. If PIN is required, enter Master User PIN, Manager User PIN, or M-Unit User PIN.

3. If PROX Card is required, present PROX Card.

4. Press followed by **900**.

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