# *MX25D*

# *DOOR ACCESS CONTROLLER*

## User Manual

(R1.0.0)

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**A GUIDE TO**

**INSTALLATION AND OPERATION**

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**MICRO ID SDN BHD**

## Programming Mode

| Action | LCD Display | Note |
|---|---|---|
| • Press Enter | "Programing Mode " | |
| • Press Enter | "Pin :           " | |
| • Key Master Pin No. | "Pin : 1234      " | Default Pin 1234 |
| • Press Enter | • "Card Menu        "<br>• "Date & Time      "<br>• "Timer            "<br>• "Holiday          "<br>• "Time Zone        "<br>• "Pin Setup        "<br>• "Controller Setup "<br>• "Option           " | To scroll , Press 0 or 8 than press Enter. |

## Card Menu

| Action | LCD Display | Note |
|---|---|---|
| | "Card Menu        " | |
| • Press Enter | • "Add Card         "<br>• "Delete Card       "<br>• "Add Card by Key "<br>• "Delete Card by K " | To scroll , Press 0 or 8 than press Enter. |

## Time Zone

| Action | LCD Display | Note |
|---|---|---|
| | "Card Menu     " | **Programing Mode** |
| • Press 0 or 8 | "Time Zone      " | **Scroll till "Time Zone"** |
| • Press Enter | • "Access TZ       "<br>• "Pin Disable TZ    "<br>• "Lock Release TZ " | To scroll , Press 0 or 8 than press Enter. |

## Pin Setup

| Action | LCD Display | Note |
|---|---|---|
| | "Card Menu     " | **Programing Mode** |
| • Press 0 or 8 | "Pin Setup        " | **Scroll till "Pin Setup"** |
| • Press Enter | • "Pin Entry No      "<br>• "Card+Pin Mode "<br>• "Change User Pin"<br>• "Set Master Pin   " | To scroll , Press 0 or 8 than press Enter. |

## Controller Setup

| Action | LCD Display | Note |
|---|---|---|
| | "Card Menu     " | **Programing Mode** |
| • Press 0 or 8 | "Controller Setup  " | **Scroll till "Controller Setup"** |
| • Press Enter | • "Permanent Open "<br>• "Ena. Change Pin "<br>• "Lock Release TM"<br>• "Keypad Lock      "<br>• "Antipassback      "<br>• "Alarm TM        " | To scroll , Press 0 or 8 than press Enter. |

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## Card Menu

- ### Add Card

| Action | LCD Display | Note |
|---|---|---|
| | "Card Menu      " | **Programing Mode** |
| • Press Enter | "Add Card        " | |
| • Press Enter | "Time Zone : 09  " | |
| • Key in 01 to 09 | "Time Zone : xx  " | Time zone is between 01 to 08<br>Time zone **09** is **Free access** |
| • Press Enter | "..Install Card.." | |
| • Flash card | "            " | • Short Blank screen<br>• Continue to flash if got more cards |

- ## **Delete Card**

| Action | LCD Display | Note |
|---|---|---|
|  | "Card Menu          " | **Programing Mode** |
| • Press Enter | "Add Card          " |  |
| • Press 0 or 8 | "Delete Card " | **Scroll till "Delete Card"** |
| • Press Enter | "...Delete Card... " |  |
| • Flash Card |  | • Short Blank screen<br>• Continue to flash if got more cards |

- ## **Add Card By Key**

| Action | LCD Display | Note |
|---|---|---|
|  | "Card Menu         " | **Programing Mode** |
| • Press Enter | "Add Card          " |  |
| • Press 0 or 8 | "Add Card by Key " | **Scroll till "Add Card by Key "** |
| • Press Enter | "Time Zone : 09    " |  |
| • Key in 01 to 09 | "Time Zone : xx  " | Time zone is between 01 to 08<br>Time zone **09** is **Free access** |
| • Press Enter | "Card :             " |  |
| • Key in 8 Digit Card No. | "Card : xxxxxxxx" |  |
| • Press Enter | ".. Install Card .." | Successfully installed |

- ## **Delete Card By Key**

| Action | LCD Display | Note |
|---|---|---|
|  | "Card Menu          " | **Programing Mode** |
| • Press Enter | "Add Card          " |  |
| • Press 0 or 8 | "Delete Card by K " | **Scroll till "Delete Card by K "** |
| • Press Enter | "Card :             " |  |
| • Key in 8 Digit Card No. | "Card : xxxxxxxx" |  |
| • Press Enter | ".. Delete Card .." | Successfully installed |

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## Time Zone

- ### Access TZ

| Action | LCD Display | Note |
|---|---|---|
|  | "Card Menu    " | **Programing Mode** |
| • Press 0 or 8 | "Time Zone    " | **Programing Mode** |
| • Press Enter | "Access TZ    " |  |
| • Press Enter | "TZ SET : 01    " |  |
| • Key in (01 - 08) | "TZ SET : xx    " | Time Zone 01 to 08 |
| • Press Enter | "Sunday    : 00 " | **00 is no access** |
| • Key in (00 - 24) | "Sunday    : xx " | **01 to 24 are the timers** |
| • Press Enter | "Monday    : 00 " | **00 is no access** |
| • Key in (00 - 24) | "Monday    : xx " | **01 to 24 are the timers** |
| • Press Enter | "Tuesday    : 00 " | **00 is no access** |
| • Key in (00 - 24) | "Tuesday    : xx " | **01 to 24 are the timers** |
| • Press Enter | "Wednesday: 00  " | **00 is no access** |
| • Key in (00 - 24) | " Wednesday: xx  " | **01 to 24 are the timers** |
| • Press Enter | "Thursday   : 00 " | **00 is no access** |
| • Key in (00 - 24) | "Thursady   : xx " | **01 to 24 are the timers** |
| • Press Enter | "Friday    : 00 " | **00 is no access** |
| • Key in (00 - 24) | "Friday    : xx " | **01 to 24 are the timers** |
| • Press Enter | "Saturday   : 00 " | **00 is no access** |
| • Key in (00 - 24) | "Saturday   : xx " | **01 to 24 are the timers** |
| • Press Enter | "Holiday   : 00 " | **00 is no access** |
| • Key in (00 - 24) | "Holiday   : xx " | **01 to 24 are the timers** |
| • Press Enter | " .... Saving .... " | Successfully Saved |

- ### Pin Disable TZ

| Action | LCD Display | Note |
|---|---|---|
|  | "Card Menu    " | **Programing Mode** |
| • Press 0 or 8 | "Time Zone    " | **Programing Mode** |
| • Press Enter | "Access TZ    " |  |
| • Press 0 or 8 | "Pin Disable TZ   " |  |
| • Press Enter | "Sunday    : 00 " | **00 is no access** |
| • Key in (00 - 24) | "Sunday    : xx " | **01 to 24 are the timers** |
| • Press Enter | "Monday   : 00 " | **00 is no access** |
| • Key in (00 - 24) | "Monday   : xx " | **01 to 24 are the timers** |
| • Press Enter | "Tuesday   : 00 " | **00 is no access** |
| • Key in (00 - 24) | "Tuesday   : xx " | **01 to 24 are the timers** |
| • Press Enter | "Wednesday: 00  " | **00 is no access** |
| • Key in (00 - 24) | " Wednesday: xx  " | **01 to 24 are the timers** |
| • Press Enter | "Thursday  : 00 " | **00 is no access** |
| • Key in (00 - 24) | "Thursady  : xx " | **01 to 24 are the timers** |
| • Press Enter | "Friday    : 00 " | **00 is no access** |
| • Key in (00 - 24) | "Friday    : xx " | **01 to 24 are the timers** |
| • Press Enter | "Saturday  : 00 " | **00 is no access** |
| • Key in (00 - 24) | "Saturday  : xx " | **01 to 24 are the timers** |

| Action | LCD Display | Note |
|---|---|---|
| • Press Enter | "Holiday  : 00 " | **00 is no access** |
| • Key in (00 - 24) | "Holiday  : xx " | **01 to 24 are the timers** |
| • Press Enter | " .... Saving .... " | Successfully Saved |

- ## **Lock Release TZ**

| Action | LCD Display | Note |
|---|---|---|
| | "Card Menu      " | **Programing Mode** |
| • Press 0 or 8 | "Time Zone      " | **Programing Mode** |
| • Press Enter | "Access TZ      " | |
| • Press 0 or 8 | "Lock Release TZ" | |
| • Press Enter | "Sunday    : 00 " | **00 is no access** |
| • Key in (00 - 24) | "Sunday    : xx " | **01 to 24 are the timers** |
| • Press Enter | "Monday   : 00 " | **00 is no access** |
| • Key in (00 - 24) | "Monday   : xx " | **01 to 24 are the timers** |
| • Press Enter | "Tuesday   : 00 " | **00 is no access** |
| • Key in (00 - 24) | "Tuesday   : xx " | **01 to 24 are the timers** |
| • Press Enter | "Wednesday: 00 " | **00 is no access** |
| • Key in (00 - 24) | " Wednesday: xx " | **01 to 24 are the timers** |
| • Press Enter | "Thursday  : 00 " | **00 is no access** |
| • Key in (00 - 24) | "Thursady  : xx " | **01 to 24 are the timers** |
| • Press Enter | "Friday    : 00 " | **00 is no access** |
| • Key in (00 - 24) | "Friday    : xx " | **01 to 24 are the timers** |
| • Press Enter | "Saturday   : 00 " | **00 is no access** |
| • Key in (00 - 24) | "Saturday   : xx " | **01 to 24 are the timers** |
| • Press Enter | "Holiday   : 00 " | **00 is no access** |
| • Key in (00 - 24) | "Holiday   : xx " | **01 to 24 are the timers** |
| • Press Enter | " .... Saving .... " | Successfully Saved |

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## **Date & Time**

| Action | LCD Display | Note |
|---|---|---|
| | "Card Menu      " | **Programing Mode** |
| • Press 0 or 8 | "Date & Time      " | **Scroll till "Date & Time"** |
| • Press Enter | "ddmmyy....xxxxxx" | ddmmyy = date/month/year |
| • key in ddmmyy | | |
| • Press Enter | "hhmmss....xxxxxx" | hhmmss = hour/min/sec |
| • key in hhmmss | | |
| • Press Enter | ".... Saving ...." | Successfully Saved |

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## **Timer**

| Action | LCD Display | Note |
|---|---|---|
| | "Card Menu      " | **Programing Mode** |
| • Press 0 or 8 | "Timer        " | **Scroll till "Timer"** |

| Action | LCD Display | Note |
|---|---|---|
| • Press Enter | "Timer SET : 01    " | 24 timer |
| • key in timer (01-24) | "Timer SET : xx    " | |
| • Press Enter | "S1:0000 E1:0000" | 0000 means disable |
| • Key in start time 1 and end time 1 | "S1:xxxx E1:xxxx" | S1:HHMM E1:hhmm<br>S1:0001 E1:2359 (24hours) |
| • Press Enter | "S2:0000 E2:0000" | 0000 means disable |
| • Key in start time 1 and end time 1 | "S2:xxxx E2:xxxx" | S2:HHMM E2:hhmm |
| • Press Enter | ".... Saving ...." | Successfully Saved |

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## Holiday

| Action | LCD Display | Note |
|---|---|---|
| | "Card Menu        " | **Programing Mode** |
| • Press 0 or 8 | "Holiday         " | **Scroll till "Holiday"** |
| • Press Enter | "Holiday Set : 01" | 20 holidays |
| • Key in (01 to 20) | "Holiday Set : xx" | |
| • Press Enter | "ddmmyy....000000" | 000000 means empty date |
| • Key in date | "ddmmyy....xxxxxx" | ddmmyy = day/month/year |
| • Press Enter | ".... Saving ...." | Successfully Saved |
| • | | "HOLIDAY" will be displayed in LCD, if the date is been set for Holiday |

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## Pin Setup

### • Pin Entry No. (Common Pin)

| Action | LCD Display | Note |
|---|---|---|
| | "Card Menu        " | **Programing Mode** |
| • Press 0 or 8 | "Pin Setup        " | **Programing Mode** |
| • Press Enter | "Pin Entry No    " | |
| • Press Enter | "Pin Set : 1      " | 4 Common Pin |
| • Key in (1 to 4) | "Pin Set : x      " | |
| • Press Enter | "Time Zone : 09" | Time zone is between 01 to 08<br>Time zone **09** is **Free access** |
| • Key in (01 to 09) | "Time Zone : xx" | |
| • Press Enter | "Pin No:000000" | 000000 is empty |
| • key in 1 to 6 digit | "Pin No:xxxxxx" | |
| • Press Enter | ".... Saving ...." | Successfully Saved |

### • Card+Pin Mode

| Action | LCD Display | Note |
|---|---|---|
| | "Card Menu        " | **Programing Mode** |
| • Press 0 or 8 | "Pin Setup        " | **Programing Mode** |

| Action | LCD Display | Note |
|---|---|---|
| • Press Enter | "Pin Entry No    " | |
| • Press 0 or 8 | "Card + Pin Mode " | **Scroll till "Card+Pin Mode"** |
| • Press Enter | "Pin Mode: OFF   " | |
| • Select On or OFF | | Press 0 or 8 |
| • Press Enter | ".... Saving ...." | Successfully Saved |

## • <u>Change User Pin</u>

| Action | LCD Display | Note |
|---|---|---|
| | "Card Menu       " | **Programing Mode** |
| • Press 0 or 8 | "Pin Setup       " | **Programing Mode** |
| • Press Enter | "Pin Entry No    " | |
| • Press 0 or 8 | "Change User Pin " | **Scroll till " Change User Pin "** |
| • Press Enter | "... Flash Card ... " | |
| • Flash Existing Card | "New Pin :        " | |
| • Key in 1 to 6 digit | "New Pin :xxxxxx" | Key in 0 for empty (No pin) |
| • Press Enter | " .... Saving .... " | Successfully Saved |

## • <u>Set Master Pin</u>

| Action | LCD Display | Note |
|---|---|---|
| | "Card Menu       " | **Programing Mode** |
| • Press 0 or 8 | "Pin Setup        " | **Programing Mode** |
| • Press Enter | "Pin Entry No    " | |
| • Press 0 or 8 | "Set Master Pin  " | **Scroll till "Set Master Pin"** |
| • Press Enter | "Master : 001234 " | Default Pin 1234 |
| • Key in Pin 1 to 6 digit | " Master : xxxxxx " | |
| • Press Enter | " .... Saving .... " | Successfully Saved |

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# <u>Controller Setup</u>

## • <u>Permanent Open</u>

| Action | LCD Display | Note |
|---|---|---|
| | "Card Menu       " | **Programing Mode** |
| • Press 0 or 8 | "Controller Setup  " | **Programing Mode** |
| • Press Enter | "Permanent Open  " | |
| • Press Enter | "PLR : OFF          " | |
| • Press 0 or 8 | | Select On or OFF |
| • Press Enter | " .... Saving .... " | Successfully Saved |

## • <u>Enable Change Pin</u>    (to allow user to change own pin)

| Action | LCD Display | Note |
|---|---|---|
| | "Card Menu       " | **Programing Mode** |

| Action | LCD Display | Note |
|---|---|---|
| • Press 0 or 8 | "Controller Setup " | **Programing Mode** |
| • Press Enter | "Permanent Open " | |
| • Press 0 or 8 | "Ena. Change Pin " | **Scroll till "Ena. Change Pin"** |
| • Press Enter | "Change : OFF " | |
| • Press 0 or 8 | | Select On or OFF |
| • Press Enter | " .... Saving .... " | Successfully Saved |

## • <u>**Lock Release Timer**</u>    ( EM lock release time )

| Action | LCD Display | Note |
|---|---|---|
| | "Card Menu " | **Programing Mode** |
| • Press 0 or 8 | "Controller Setup " | **Programing Mode** |
| • Press Enter | "Permanent Open " | |
| • Press 0 or 8 | "Lock Release TM " | **Scroll till "Lock Release TM"** |
| • Press Enter | "Release Time : 05 " | Default time 05 sec |
| • key in sec | | 01 to 99 sec (1min39sec) |
| • Press Enter | " .... Saving .... " | Successfully Saved |

## • <u>**Keypad Lock**</u>

| Action | LCD Display | Note |
|---|---|---|
| | "Card Menu " | **Programing Mode** |
| • Press 0 or 8 | "Controller Setup " | **Programing Mode** |
| • Press Enter | "Permanent Open " | |
| • Press 0 or 8 | "Keypad Lock " | **Scroll till "Keypad Lock"** |
| • Press Enter | "Keypad IN : ON " | IN Reader or Reader 1 |
| • Press 0 or 8 | | Select ON or OFF |
| • Press Enter | "Keypad OUT : ON" | OUT Reader or Reader 2 |
| • Press 0 or 8 | | Select ON or OFF |
| • Press Enter | " .... Saving .... " | Successfully Saved |

## • <u>**Antipassback**</u>

| Action | LCD Display | Note |
|---|---|---|
| | "Card Menu " | **Programing Mode** |
| • Press 0 or 8 | "Controller Setup " | **Programing Mode** |
| • Press Enter | "Permanent Open " | |
| • Press 0 or 8 | "Antipassback " | **Scroll till "Antipassback"** |
| • Press Enter | "Antipassback: OFF" | |
| • Select ON or OFF | | Press 0 or 8 |
| • Press Enter | " .... Saving .... " | Successfully Saved |

## • <u>**Alarm TM**</u>    (Alarm timer or Door Sensor Alarm)

| Action | LCD Display | Note |
|---|---|---|
| | "Card Menu " | **Programing Mode** |
| • Press 0 or 8 | "Controller Setup " | **Programing Mode** |

| Action | LCD Display | Note |
|---|---|---|
| • Press Enter | "Permanent Open " | |
| • Press 0 or 8 | "Alarm TM " | **Scroll till "Alarm TM"** |
| • Press Enter | "Alarm Time : 00 " | Default 00s ( Disable alarm) |
| • Key in (01 - 99) | | • 01 to 99 sec (1min39sec) <br> • 00 sec Disable Alarm |
| • Press Enter | " .... Saving .... " | Successfully Saved |

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- ### Read Card No.    (to read the 8Digit EMcard number)

| Action | LCD Display | Note |
|---|---|---|
| | "Card Menu " | **Programing Mode** |
| • Press 0 or 8 | "Option " | **Programing Mode** |
| • Press Enter | "Read Card No. " | |
| • Press Enter | "...... Flash Card ....." | **Flash Card** <br> Once you flash card the LCD will Display <br> "Card : 098,12345" <br> **\*continue to flash if got more card to read** |

- ### Restore  (restore back to factory settings)

| Action | LCD Display | Note |
|---|---|---|
| | "Card Menu " | **Programing Mode** |
| • Press 0 or 8 | "Option " | **Programing Mode** |
| • Press Enter | "Read Card No. " | |
| • Press 0 or 8 | " Restore " | **Scroll to "Restore "** |
| • Press Enter | "You Sure : No " | |
| • Press 0 or 8 | "You Sure : Yes " | **Scroll to select** |
| • Press Enter | "... Deleting ... " | **It will start deleting** |
| | "... Success ..." | **Once it completes Deleting LCD will Display** |
| | ".... Reboot ...." | **When the system reboots LCD will Display** |