



**MZ9**

**DOOR ACCESS CONTROLLER**

**QUICK START GUIDE MANUAL**

**MICRO ID SDN BHD**

**USER LIST**

	Card No.	Name.
000		
001		
002		
003		
004		
005		
006		
007		
008		
009		
010		
011		
012		
013		
014		
015		
016		
017		
018		
019		
020		
021		
022		
023		
024		
025		
026		
027		
028		
029		
030		
031		
032		
033		
034		
035		
036		
037		
038		
039		
040		
041		
042		

	Card No.	Name.
043		
044		
045		
046		
047		
048		
049		
050		
051		
052		
053		
054		
055		
056		
057		
058		
059		
060		
061		
062		
063		
064		
065		
066		
067		
068		
069		
070		
071		
072		
073		
074		
075		
076		
077		
078		
079		
080		
081		
082		
083		
084		
085		

## Operation Instruction

### i. Restore to factory default settings

Step 1: Switch “Off” power than Switch “On” Power (or Press Reset Button at Controller)

Step 2: Press “0”

Step 3: Press “Enter”

Step 4: Press “888”

Step 5: Press “Esc”

**Note:** only restore the program password and parameter settings, the authorized cards will not be deleted

### ii. Enter Programming mode

Step 1: Press “Enter”

Step 2: Input program password (*default password “1234”*)

**Note:** if entering in program mode successfully, the buzzer will make 2 short “di di” sound

## Function setup

### a. Key “0”: change programming Pin (4 digits)

Step 1: Enter programming mode

Step 2: Press “0”

Step 3: Input new password

Step 4: Press “Enter”

### b. Key “1”: Add Card By Reader

#### 0. Read Card : (*Auto save location*)

Step 1: Enter programming mode

Step 2: Press “1”

Step 3: Press “0”

Step 4: Present the card

Step 5: Repeat step 4 if got more cards

Step 6: Press “Enter”

Step 7: Press “Esc”

#### 1. Save Card with ID: (*Manual save Location*)

Step 1: Enter programming mode

Step 2: Press “1”

Step 3: Press “1”

Step 4: Press (000 – 999) 3 Digit ID

Step 5: Present the card

Step 6: Press “Enter”

Step 7: Repeat Step 4, 5, 6 if got more cards

Step 8: Press “Esc”

**Note:**

- Card added successfully will make 2 short “di di”, otherwise a long “di” sound.

**c. Key “2”: Add Card By Keypad**

**0. Read Card :** *(Auto save location)*

- Step 1: Enter programming mode
- Step 2: Press “2”
- Step 3: Press “0”
- Step 4: Enter 5 digit card number.
- Step 5: Press “Enter”
- Step 6: Repeat **step 4, 5** if got more cards
- Step 7: Press “Esc”

**1. Save Card with ID:** *(Manual save Location )*

- Step 1: Enter programming mode
- Step 2: Press “2”
- Step 3: Press “1”
- Step 4: Press **(000 – 999)** 3 Digit ID
- Step 5: Enter 5 digit card number.
- Step 6: Press “Enter”
- Step 7: Repeat **Step 4, 5, 6** if got more cards
- Step 8: Press “Esc”

**Note:** ● Card added successfully will make 2 short “di di”, otherwise a long “di” sound.

**d. Key “3”: Delete User**

**0. Delete card:** *(Auto Location)*

- Step 1: Enter programming mode
- Step 2: Press “3”
- Step 3: Press “0”
- Step 4: Present the card
- Step 5: Repeat step 4 if more than one card
- Step 6: Press “Enter”

**1. Delete user id:**

- Step 1: Enter programming mode
- Step 2: Press “3”
- Step 3: Press “1”
- Step 4: Input user id **(000-999)**
- Step 5: Press “Enter”
- Step 6: Repeat step 4, 5 if more than one id
- Step 7: Press “ESC”

**2. Delete Card Number:**

- Step 1: Enter programming mode
- Step 2: Press “3”
- Step 3: Press “2”
- Step 4: Enter 5 Digit Card Number
- Step 5: Press “Enter”
- Step 6: Repeat step 4, 5 if more than one card number
- Step 7: Press “ESC”

### 3. Delete All :

Step 1: Enter programming mode

Step 2: Press "3"

Step 3: Press "3"

Step 4: Press "999"

Step 5: Wait for 1min to delete all cards.

**Note: The back light of the keypad "3,6,9,enter" will be off.**

### e. Key "4": Lock Release Mode

**0. Lock Release Time:** *(How long the lock will be release)*

Step 1: Enter programming mode

Step 2: Press "4"

Step 3: Press "0"

Step 4: Enter (01-99)s

Step 5: Press "Enter"

#### 1. Toggle Mode:

Step 1: Enter programming mode

Step 2: Press "4"

Step 3: Press "1"

Step 4: Press "Enter"

### f. Key "5": Door Open Time *(How long the door can be open before buzzer makes noise)*

Step 1: Enter programming mode

Step 2: Press "5"

Step 3: Input time (01 - 99 seconds)

Step 4: Press "Enter"

**Note: If time set "00", this will Disable Alarm.**

### g. Key "6": Add User Pin

**0. Read card:** (Auto Location)

Step 1: Enter programming mode

Step 2: Press "6"

Step 3: Press "0"

Step 4: Present the card

Step 5: Enter 4 Digit Pin.

Step 6: Press "Enter"

Step 7: Repeat step 4, 5, 6 if more than one card

Step 8: Press "ESC"

**1. Card Number:**

Step 1: Enter programming mode

Step 2: Press "6"

Step 3: Press "1"

Step 4: Enter 5 Digit Card Number

Step 5: Enter 4 Digit Pin.

Step 6: Press "Enter"

Step 7: Repeat step 4, 5, 6 if more than one card number

Step 8: Press "ESC"

**h. Key "7": Door Open Mode**

**0. (Card or Pin – Default)**

Programming mode → 7 → 0 → (Enter)

**1. (Card + Pin)**

Programming mode → 7 → 1 → (Enter)

**2. (Permanent Open)**

Programming mode → 7 → 2 → (Enter)

**3. (Permanent Lock)**

Programming mode → 7 → 3 → (Enter)

Access Method:

**a) Card or Pin**

- Batch card at the keypad (**or**) Press 'ESC' → < 4-digit Pin Number >

**b) Card and Pin**

- Batch card at the keypad (**and**)

- 4-digit Pin Number

Note:

**a) To exist from program mode**

-Press 'ESC'

Indications:

Status	Buzzer	Bi-Color LED	
		RED	GREEN
Standby Mode	None	Blinking	
Programming Mode	None	On	
Valid Key Press	1 Beep	Off	
Valid Entry	2 Beep		On
Invalid Entry	5 Beep	On	
Valid Verification	2 Beep		On
Invalid Verification	5 Beep	On	