

**INSTRUCTIONS FOR THE  
PROGRAMMING AND USE  
OF THE  
MINI-KEY SYSTEM**



# IMPORTANT NOTICE

The Mini-Key system is very reliable and easy to use. However, if programmed incorrectly, this system may function improperly and is likely to cause you and others a great deal of inconvenience. Similarly, there are certain key things you must know about using this system. Thus, you should take the time to read these instructions completely before attempting to program or use your system. If you have any questions, your installing dealer will be happy to assist you.

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# 1 - BASIC HINTS AND PROGRAMMING RULES

The sections that follow provide detailed explanations of how to program specific functions that the system can handle. However, there are a number of basic hints and programming rules that apply to the programming of any step. These are listed below:

1. All programming is done through the system's keypad. If you have a remote keypad connected to the Mini-Key, all of the information which you program into the Mini-Key will be the same information which is read by the remote keypad. Therefore, you do not need to re-enter the information on the remote keypad.
2. The first step in programming is to enter the programming mode (see Page 3). Once you are in this mode, the system will remain in the programming mode until you tell it to exit to the "run" mode, or until 60 seconds pass without an entry on the keypad (so you do not accidentally leave it in the programming mode).
3. The Mini-Key system provides audio feedback as you program. A short beep is emitted as each key press is made. The system will also emit two short beeps when you complete a program entry correctly. The Mini-Key also emits other audio responses. The following is a list of these responses and their meanings:

- 1 LONG BEEP if you have entered an invalid code or programming entry.

- 2 LONG BEEPS if a) while in programming mode, you are trying to enter an entry code that is already in the memory, b) you are trying to erase an entry code that is not found in the memory, or c) during normal operation, you have entered an entry code which is invalid due to timezone restrictions.

- 3 LONG TONES if the entry code memory is full when you try to make an entry.

- 4 LONG TONES when the system resets or is powered up.

- 5 SHORT TONES when you exit the programming mode.

- 10 SHORT TONES when an entry code is accepted and access is granted.

Once the feedback is completed, you may continue with your next entry or correct the entry you have just attempted.

4. Always keep track of what entry codes you have entered into the system and to whom they have been assigned. This will allow you to void a code as soon as somebody is no longer allowed access to your building or complex.
5. If you realize in the middle of an entry that you are making a mistake, you can erase this transaction by pressing the "★" key. By pressing the "★" key, you will only erase the immediate transaction. You will not erase any completed transactions prior to this one.

## 2 - INITIAL SYSTEM SET-UP

The programming sequences described in this section allow you to enter and exit the program mode, change the programming access code, and set the guidelines by which your system will operate (steps 0 through 4, 8 and 9). In order to change the programming access code or to perform any of the initial system set-up steps, you will need to be in the programming mode. Remember, if you make a mistake in the middle of an entry, press the "S" key once.

### ENTERING PROGRAMMING MODE

**Format**        *### + security code (6 digits)*

**Example**        *### + 000000*

**Important Notes**    Factory setting is 000000. We suggest you change this code to maintain the security of your system.

You will hear two short beeps when the system enters the programming mode and each time an entry is completed correctly.

If the system does not emit any beeps or tones, the keypad may be blocked by the "strikes-and-out" feature. Wait 3 minutes and then try again.

### STEP 0 - EXITING THE PROGRAMMING MODE

**Format**        *0 0 + #*

**Important Notes**    You will hear 3 short beeps when you exit the programming mode. These tones signify that you have returned to the "run" mode.

### STEP 1 - SETTING RELAY ACTIVATION TIME FOR RELAY 1

**Purpose**        To tell the system how many seconds to activate relay 1 and any device that is attached to this relay.

**Format**        *1 + number of seconds to activate relay (up to 3 digits) + #*

**Example**        *1 + 5 + # (tells the system to activate relay 1 for 5 seconds).*

**Important Notes**    Factory setting is 10 seconds.

Your entry must be between 2 and 255 seconds.

## **STEP 2 - SETTING RELAY ACTIVATION TIME FOR RELAY 2**

**Purpose** To tell the system how many seconds to activate relay 2 and any device that is attached to this relay.

**Format** 2 + *number of seconds to activate relay* (up to 3 digits) + #

**Example** 2 + 15 + # (tells the system to activate relay 2 for 15 seconds).

**Important** Factory setting is 10 seconds.

**Notes**

Your entry must be between 2 and 255 seconds.

## **STEP 3 - CHANGING THE NUMBER OF STRIKES-AND-OUT**

**Purpose** To tell the system how many incorrect entry codes may be entered within a 3 minute period before the system deactivates for a period of 3 minutes.

**Format** 3 + *number of incorrect entry codes allowed* (up to 2 digits) + #

**Example** 3 + 3 + # (sets strikes-and-out feature to 3).

**Important** Factory setting is 5 incorrect entry codes allowed. The number can be reset from 1 to 10. If Notes you want this feature to be disabled, enter "0" for the number of incorrect entry codes allowed.

The "strike count" will be cleared when either a valid entry code is entered or if the keypad has not had any input for 60 seconds since the last keystroke.

When the "strike count" has been reached, all keypad input will be ignored, including access to the programming mode.

## **STEP 4 - VERIFYING THE SECURITY CODE**

**Purpose** To verify that the security code has been changed to the number which you programmed.

**Format** 4 + *security code* (6 digits) + #

**Example** 4 + 123456 + #

**Important** If the security code you entered is the correct code, two short beeps will be emitted from the Notes system. If it is the wrong code, the system will emit one long beep.

## **STEP 8 - CHANGING THE NUMBER OF DIGITS IN ENTRY CODES**

**Format**        8 + *number of digits in code* (4 or 5 only) (1 digit) + #

**Example**        8 + 5 + # (sets the number of digits in entry codes to 5).

**Important**        Factory setting is for 4-digit entry codes.

**Notes**

5 digit codes may run from 00000 to 99999.

4-digit codes are slightly faster to enter and to program into the system. 5-digit codes will offer you better security.

If you decide to change the number of digits in the entry codes after the initial programming, you will need to delete all of the old codes by using step 7 before changing the code length. Once the change in code length has been made, the old codes will no longer be valid.

## **STEP 9 - CHANGING SECURITY CODE**

**Purpose**            To make sure that the security code required to enter the programming mode is known only by authorized personnel.

**Format**            9 + *new security code* (6 digits) + #

**Example**            9 + 123456 + # (sets the new security code to 123456).

## 3 - ENTERING AND ERASING ENTRY CODES

The programming sequences described in this section allow you to tell the system which entry codes should grant entry. This section includes programming steps 5 through 7. These programming steps will be repeated frequently as people move in and out of your building/complex.

### STEP 5 - ENTERING AN ENTRY CODE

**Format**            5 + entry code (4 or 5 digits) + relay code (1 digit) + time clock code (1 digit) + #

**Example**            5 + 6666 + 1 + 0 + # (sets code 6666 to activate relay 1 for the programmed period of time and to allow entry at any time whether the time clock feature is activated or not).  
5 + 2543 + 3 + 1 + # (sets code 2543 to activate both relays for the programmed period of time only when the time clock is activated).

**Important Notes**    You must always tell the system which relays you want this entry code to activate. This is called a relay code. Relay codes are as follows:

- 1- Cycle relay 1 for the programmed period of time (if relay 1 is not latched open).
- 2- Cycle relay 2 for the programmed period of time ( if relay 2 is not latched open).
- 3- Cycles both relays for the programmed periods of time ( if both relays are not latched open)
- 4- Releases both relays.
- 5- Toggle the status of relay 1 (If the relay is closed, this code will open it. If the relay is open, it will close it).
- 6- Toggle the status of relay 2 (If the relay is closed, this code will open it. If the relay is open, it will close it.).
- 7- Toggle the status of both relays.

The time clock is a feature in which you have the ability to restrict certain entry codes from gaining access during a specified time. This feature will only work if you have a timer connected to your system (consult your installing dealer for this information). If you want an entry code to be restricted during the specified time, you will enter a "1" for the time clock code. If you do not want an entry code to be restricted, you will enter a "0" for the time clock code. The time clock code is optional. If you do not place an entry in this area, the system will automatically place a "0" in this area, making the code valid at all times.

Entry codes must be 4 digits long unless you have changed the length to 5 digits earlier (see Page 5). 5-digit codes run from 00000 to 99999.

After you have programmed a few codes, exit programming and test each code to make sure that the relays perform as they are intended. If the relays do not perform correctly, erase the code and then reprogram it correctly.

## **STEP 6 - ERASING A SINGLE ENTRY CODE**

**Format**        6 + entry code (4 or 5 digits) + #

**Example**        6 + 1234 + # (deletes entry code 1234).

## **STEP 7 - ERASING ALL OF THE ENTRY CODES IN THE MEMORY**

**Purpose**        Allows you to clear the entire entry code memory.

**Format**        7 + 101010 + #