

PREFACE

- **Thank you for purchasing the BioAxxis[®] ThumbLock[®].**
- **Please read the documentation carefully before installation & use. The manual details all installation procedures.**
- **Manufacturer and/or Distributors of the BioAxxis[®] ThumbLock[®] will not be responsible for any damages caused by incorrect installation or mishandling of the lock. Any such damages will void manufacturer's warranty.**

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BioAxxis[®] ThumbLock[®] Installation Guide

Support Information:

For warranty support please call BioAxxis Development Corporation directly at 315-635-5540 OR e-mail support@BioAxxis.com .

BIOAXXIS[®] BRAND LIMITED WARRANTY COVERAGE

“REPAIR OR REPLACE”

BIOAXXIS Limited Warranty Coverage begins on BioAxxis[®] brand products from the date of purchase or original registration for the following products and time periods...

BioAxxis [®] BD1	Two Years
BioAxxis [®] BD1-HS	Two Years
BioAxxis [®] L113	Two Years
BioAxxis [®] MA1	Two Years
BioAxxis [®] MA1AT	Two Years
BioAxxis [®] PCL-1	Two Years
BioAxxis [®] ThumbLock [®]	Two Years

BIOAXXIS offers the following limited warranty on our BioAxxis® brand products....

If the installed products listed above experience any mechanical or electronic failure caused by defects in material, design or manufacturing workmanship during the warranty period as defined above, BIOAXXIS will either repair or replace the product for customer at the full expense of BIOAXXIS, including Ground shipping of replacement parts or products to customer.

BIOAXXIS determination of whether to repair or replace product (irrespective of customer or other 3rd party opinion) shall be at BIOAXXIS full and exclusive discretion. This determination will be final and conclusive in all respects.

Limited Warranty does not cover the following...

1. Product finish (unless expressly stated in product specifications)
2. Abused or misused products
3. Installation damage or neglect
4. Return Shipping charges on RMA
5. Expedited (2nd Day or Overnight) shipping of warranty replacements

Any BioAxxis® products advertised by any reseller for less than the current published MAP price will immediately cancel that reseller's ability to resell BioAxxis® products.

In no event shall BIOAXXIS be liable for any incidental or consequential damages arising from the sale or use of the product.

If Limited Warranty Coverage has been verified and a covered defect acknowledged by BIOAXXIS, please call for an RMA Number per stipulations in our Return Policy and send to...

BioAxxis Development Corporation
Attn: Returned Merchandise Authorization
15 East Genesee Street
Baldwinsville, New York 13027
1-315-635-5540

Section 1 Parts

Please familiarize yourself with all the parts in the packaging box of BioAxxis® ThumbLock®. If any part is missed or damaged, contact BIOAxxIS service center immediately.

 <p>Outdoor Unit</p>	 <p>Indoor Unit</p>	 <p>Handles</p>
 <p>Strike Plate & Box</p>	 <p>Rubber Gaskets</p>	 <p>Fixing Plate</p>
 <p>Overriding Keys</p>	 <p>Tubular Latch (2 3/8" & 2 3/4" adjustable)</p>	 <p>Spindle</p>

 <p>Spindle Springs</p>	 <p>Pre-labeled screws</p>	 <p>Installation Template</p>
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Section 2 Required Tools

① One Electric or battery operated Drill	② One 3/8” Diameter Drill Bit
③ A pair of scissors	④ One Philips head screw driver
⑤ One long, thin shafted Phillips Head Screwdriver	

Section 3 Pre-installation

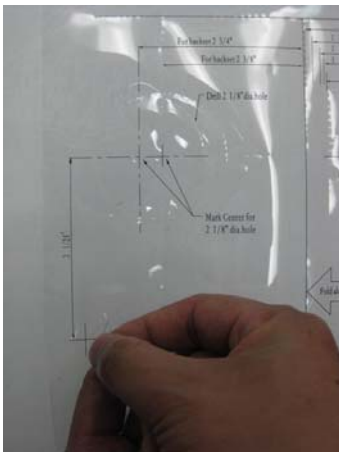
3.1 Mark and bore holes on the door

3.11 Use the following steps to properly mark holes on door for drilling:

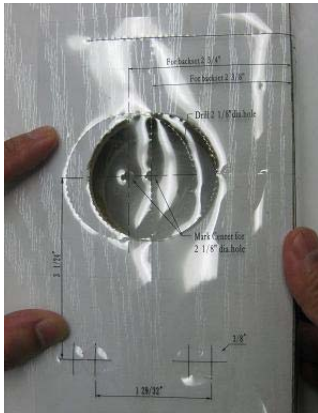
- 1) Remove existing handle set.



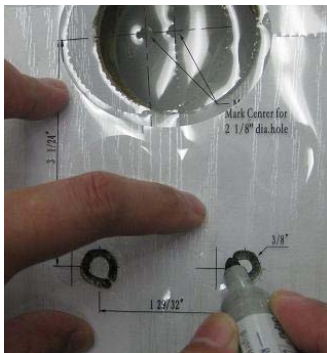
- 2) Cut out the two, 3/8" holes on the Installation Template that correspond to your existing backset (2 3/8" or 2 3/4").



- 3) Rest the installation template on the front of the door, on top of the existing 2 1/8" hole, making sure that it is aligned properly for the door's existing 2 3/8" or 2 3/4" backset.



- 4) Mark the two, 3/8" holes that you cut out of the installation template on the door (with a magic marker).



- 5) Bore the two, 3/8" holes into the door (using a 3/8" drill bit), making sure that the holes fully penetrate through the door.



3.2 Setting/Installing the latch and strike plate

- 1) The latch that is included with the BioAxxis® ThumbLock® is adjustable for doors that have 2 3/8" or 2 3/4" backsets. Adjust the backset by sliding the spindle hole under the correct setting for your door.



- 2) Insert the latch into the hole in the edge of the door and screw into place, making sure that the center of the latch's spindle hole is in the center of the drilled 2 1/8" hole.



- 3) Screw the included strike plate into the door jamb.



3.3 Removing handles and re-installing for Right/Left handed configuration

1) The BioAxxis® ThumbLock® is a non-handed lock, meaning that it can be installed on either a right handed or left handed door.

2) Use the following steps to install the handles:

- 2a) Insert outside units' handle onto the lock based on your right/left handed configuration.



- 2b) Turn the outside unit over and insert a long, thin Phillips head screwdriver into the spindle hole.



- 2c) Fasten the screw, so the handle is firmly held in place.



- 2d) Follow steps 2a thru 2c for installation of the handle on the inside unit.

Section 4 Installation

NOTE: Measure the exact thickness of the door and choose the pre-labeled bag of screws (included) whose length matches the exact thickness of the door. The pre-labeled bag of screws will be needed in Section 4.4.

4.1 Impact Alarm Information

An impact alarm actuator has been mounted onto the back plate of the outside unit. See the diagram for details.



Impact Alarm Actuator

The impact alarm will sound in the event of an impact to the lock that causes the BioAxxis® ThumbLock® outside unit to dislodge from the door. If the actuator is not firmly depressed, then the alarm will sound. The impact alarm is located under the rubber cover on the outside unit.

The alarm will also sound if the outside units' wire set is not fully plugged into the inside unit.

If the alarm is triggered, make sure to check the door and the lock immediately. If there is no emergency occurring, then remove the batteries to stop the alarm and check connections.

Do not install batteries until installation is completed and lock is installed securely on the door.

4.2 Installing the Outside Unit

- 1) Attach the rubber gasket to the back of the outdoor unit.



- 2) Turn the outside unit over to make sure that the spindle hole is perfectly square and not angled.



3) Feed the wire set underneath the latch.



4) Align the two middle fixing posts with the two corresponding holes in the latch.



5) Align two bottom fixing posts with two 3/8" holes that were drilled.



6) Insert outside unit onto the door, making sure that the two middle fixing posts fit into the two holes in the latch and the two bottom fixing posts fit perfectly into the two 3/8" holes.



7) Outside unit should be completely flush on the face of the door.



4.3 Installing the fixing plate

The purpose of the fixing plate is to securely fasten the outside unit onto the door, so installation of the inside unit will be easier, requiring only one person.

- 1) Place fixing plate over the 2 1/8" hole on the inside of the door.



- 2) Align center hole of the fixing plate with the spindle hole of the latch.
- 3) Be sure that large rounded half circle is facing down on the fixing plate (wire set goes thru large rounded half circle) and that the two side screw holes are indented.
- 4) Screw the fixing plate onto the door, so it is secure. **DO NOT** over tighten the screws.



4.4 Installing the Inside Unit

1) Insert spindle thru the spindle hole of the latch into the spindle hole of the outside unit. You should be able to feel the spindle pop into the outside unit's spindle hole.



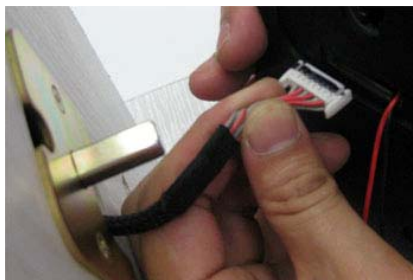
2) Insert spring into inside unit's square hole. **VERY IMPORTANT**



3) Attach rubber gasket onto the inside unit.



4) Plug the wire set (making sure black marker is on top of the connector head) into plug on the inside unit. Be sure that wire set is fully plugged and seated well.



5) Stuff excess wires into the 2 1/8" hole.



6) Install inside unit onto door, making sure that the spring does not fall out when unit is placed upright and onto the spindle.



7) Affix lock to the door with the three screws that match the thickness of the door (per NOTE in beginning of Section 4). The longer screw is for the top fixing post and the two shorter screws are for the bottom fixing posts.



Section 5 Power Options

5.1 AA Batteries

1) Remove battery cover



2) Insert 4 AA batteries into the battery pack located on the inside unit. We recommend Lithium AA batteries for longevity.



3) When batteries are inserted, two beeps are heard indicating that the lock is ready to program.

5.2 Hardwiring the BioAxxis® ThumbLock®

It is possible to hard wire the BioAxxis® ThumbLock® to an external 6 to 12VDC/1.2 amp power supply for constant power.

IMPORTANT:

- **WHEN THE BIOAXXIS® THUMBLOCK® IS HARD WIRED, THE AA BATTERIES CAN BE LEFT IN THE BATTERY PACK FOR BACK UP POWER.**

Only licensed electricians should hard wire the unit. BioAxxis Development Corporation will not be held liable for faulty hardwiring.

BioAxxis[®] ThumbLock[®] Operations Manual

*****SECURITY WARNING*****

- **With no fingerprints or PIN Codes enrolled, the BioAxxis[®] ThumbLock[®] will unlock when the # button is pressed on the keypad.**
- **It is strongly recommended that an Administrator (User IDs 1 thru 3) DELETE ALL Fingerprints and PIN Codes (Sections 1.7 and 1.8), prior to programming the BioAxxis[®] ThumbLock[®], in the event that a User has been accidentally added prior to programming.**

Definitions of Indication Beeps:

Single, Short Beep – Indicates the following:

- A button has been pressed.
- An operational sequence has begun.
- The door has been successfully unlocked.
- A fingerprint user has been added successfully.

Three, Short Beeps –Indicates unsuccessful Fingerprint/PIN verification attempt.

Six, Short Beeps – Low battery alert, change batteries OR the lock has been reset.

Definitions of LED

Red LED – Indicates any unsuccessful fingerprint/PIN verification attempt.

Green LED – Indicates any successful fingerprint/PIN verification attempt.

Section 1 Lock Setup

1.1 Programming buttons on the inside unit

- 1) The “M” button stands for Menu and is used to enter different menu options and it is also used to save changes made to the BioAxxis® ThumbLock® .



M button

- 2) The up and down arrows are used to scroll thru menu options.



UP & DOWN button

- 3) The “E” button stands for Exit and this is pressed to exit individual menu options.



E button

NOTE: The following LOCK SETUP instructions are assuming that there are no fingerprints enrolled in the BioAxxis® ThumbLock®. All LOCK SETUP functions can be done prior to enrolling an Administrator fingerprint.

If changes are being made to the LOCK SETUP (or any other menu options for that matter) after an Administrator fingerprint has been enrolled, then their fingerprint will need to be verified after pressing “M” to enter the menu options.

1.2 Setting the Date and Time for the BioAxxis[®] ThumbLock[®]

Setting up the Date and Time of the BioAxxis[®] ThumbLock[®] is critical when using the BioAxxis[®] PCMU for programming (and audit trail) or the BioAxxis[®] AT Software for audit trail.

- 1) Press “M” (lock will display a welcome message, display default date and time, display current lock ID, display NO MASTER FP and display voltage remaining in the batteries).



- 2) Option **1. Lock setup** is highlighted. Press “M”



3) Option **1.1 Date/Time** is highlighted. Press “**M**”



4) The format for the date setup is **MM/DD/YYYY**.



5) Choose the correct month by using the Up/Down arrows until desired numeric month is chosen and press “**M**” to save selection **OR** use the numeric keypad on the outside unit to enter the numeric month and press “**M**” to save.



- 6) Choose the correct day of the month by using the Up/Down arrows until desired numeric day of the month is chosen and press “M” to save selection **OR** use the numeric keypad on the outside unit to enter the numeric day of the month and press “M” to save.



- 7) Choose the correct year by using the Up/Down arrows until desired numeric year is chosen and press “M” to save selection **OR** use the numeric keypad on the outside unit to enter the numeric year and press “M” to save.



- 8) The format of the time setup is HH:MM:SS and is in **MILITARY TIME**, meaning that the clock is 24 hours, instead of 12 hours. EX: If it is 11:00 PM, the clock should be set up as 23:00:00.



- 9) Choose the correct hour by using the Up/Down arrows until desired numeric hour is chosen and press “M” to save selection **OR** use the numeric keypad on the outside unit to enter the numeric hour and press “M” to save.



- 10) Choose the correct minute by using the Up/Down arrows until desired numeric minute is chosen and press “M” to save selection **OR** use the numeric keypad on the outside unit to enter the numeric minute and press “M” to save.



- 11) Choose the correct second by using the Up/Down arrows until desired numeric second is chosen and press “M” to save selection **OR** use the numeric keypad on the outside unit to enter the numeric second and press “M” to save.



- 12) Choose the correct day of the week by using the Up/Down arrows until desired day of the week is chosen and press “M” to save selection.



13) Press “M” on Save to save complete Date/Time settings.



14) “Saved” displays on LCD.



15) Press “E” to exit.

1.3 Setting Fingerprint Sensitivity for the BioAxxis® ThumbLock®

NOTE:

- **Fingerprint sensitivity settings range from 1 to 9. Setting 1 is the most strict setting, meaning that quality of fingerprint and placement of fingerprint need to be almost perfect. Setting 9 is the least stringent setting in regards to fingerprint quality and placement.**
- **FALSE ACCEPTANCE RATE WILL INCREASE IF SENSITIVITY LEVEL IS RAISED TO LEVEL 8 or 9.**

1) In the Lock setup menu, scroll down to and highlight option **1.2 Sensitivity** and press “M”.



- 2) Use the up and down arrows to scroll thru the sensitivity levels until the desired level is reached and press “M” to save setting.



- 3) Message “Sensitivity Saved” will display.



- 4) Press “E” to exit.

1.4 Setting the Matching Mode

There are three choices for how the BioAxxis® ThumbLock® will verify enrolled users for access to unlock the door:

- **1:1**...When this is chosen, all users enrolled at this lock must enter their User ID, then verify their enrolled Fingerprint or PIN Code to successfully unlock the door.



- **1:N**...When this is chosen, all users enrolled at this lock will only need to match their enrolled Fingerprint or PIN Code to successfully unlock the door.



- **1&N**...When this is chosen, all enrolled users can use the 1:1 OR 1:N method to successfully unlock the door.



Use the following steps to set up the Matching Mode at the BioAxxis® ThumbLock®:

1) In the Lock setup menu, scroll down to and highlight option **1.3 Match Mode** and press **“M”**.



2) Use the up and down arrows to scroll thru the matching modes until the desired mode is reached and press **“M”** to save setting.



3) Message **“Match Mode Saved”** will display.



4) Press **“E”** to exit.

1.5 Setting the Lock Mode

There are two choices in the Lock Mode menu:

- **Auto** – Also known as Auto-Lock, when this mode is enabled, the BioAxxis® ThumbLock® requires an enrolled fingerprint or PIN Code to be verified to unlock the door.



- **TUM** – TUM stands for Temporary Unlocked Mode. When this is enabled, the solenoid will engage and the BioAxxis® ThumbLock® will stay unlocked, until an Administrator sets the lock back to Auto-Lock mode.



Use the following steps to set up the Lock Mode at the BioAxxis® ThumbLock®:

- 1) In the Lock setup menu, scroll down to and highlight option **1.4 Lock Md** and press “M”.



- 2) Use the up and down arrows to scroll thru the lock modes until the desired mode is reached and press “M” to save setting.



- 3) Message “**Lock Mode Saved**” will display and there will be an audible buzz of the solenoid engaging (if TUM is chosen) or disengaging (if Auto is chosen).



- 4) Press “E” to exit.

1.6 Setting up the Lock ID

Setting up the Lock ID of the BioAxxis® ThumbLock® is critical when using the BioAxxis® PCMU for programming (and audit trail) or the BioAxxis® AT Software for audit trail.

Use the following steps to set up the Lock ID at the BioAxxis® ThumbLock®:

- 1) In the Lock setup menu, scroll down to and highlight option **1.5 Lock ID** and press “M”.



- 2) Use the up and down arrows to scroll to the desired lock ID **OR** use the numeric keypad on the outside unit to enter the desired lock ID and press “M” to save setting.



3) Message **“Lock ID Saved”** will display.



4) Press **“E”** to exit.

1.7 Deleting ALL Fingerprints in the BioAxxis® ThumbLock®

1) In the Lock setup menu, scroll down to and highlight option **1.6 Clear FP & PIN** and press “M”.



2) To delete all fingerprints, highlight the **Fingerprints** option and press “M”.



- 3) When **“Sure?”** displays, press **“M”** to confirm the deletion of all fingerprints in the BioAxxis® ThumbLock®.



- 4) **“FP: Cleared”** will display, indicating that all fingerprints have been deleted.



- 5) Press **“E”** to exit.

1.8 Deleting ALL PIN Codes in the BioAxxis® ThumbLock®

1) In the Lock setup menu, scroll down to and highlight option **1.6 Clear FP & PIN** and press “M”.



2) To delete all PIN Codes, scroll down and highlight the **PIN** option and press “M”.



- 3) When **“Sure?”** displays, press **“M”** to confirm the deletion of all PIN Codes in the BioAxxis® ThumbLock®.



- 4) **“PIN: CIPIN”** will display, indicating that all PIN Codes have been deleted.



- 5) Press **“E”** to exit.

1.9 Setting up Timed Access for the BioAxxis® ThumbLock®

The BioAxxis® ThumbLock® has three TIME MODES that may be chosen for the lock:

- **ANY TIME**...When this is chosen, the specific lock allows for all enrolled Users to have access to unlock the door. The exception to this is if specific Timed Access is set up for individual Users.



- **INVALID**...This can also be called lock down mode. When this is enabled, only Administrators for the specific lock will have access to unlock the door.



- **ACC-TIME**...This mode allows for timed access to the lock to be created for a specific date range, days of the week and time frame within the days of the week. Acc-Time means Access Time.



NOTE: The Time Setting chosen/created for the lock will override any specific Timed Access assigned for a specific User. For example, if ACC-TIME is chosen for the lock and set to Mon, Wed and Fri 9am to 5pm, Users will only have access to unlock the door during the set days and times, no matter what individual timed access was set for them. However, Administrators (User ID 1-3) will always have access to unlock the BioAxxis® ThumbLock®.

1.10 Choosing “ANY TIME” as the Access mode for the BioAxxis® ThumbLock®

1) In the Lock setup menu, scroll down to and highlight option **1.7 Access Time** and press “M”.



2) Scroll to “ANYTIME” option and press “M”.



3) “Save” is highlighted. Press “M”



4) Message “**Saved**” will display.



5) Press “**E**” to exit.

1.11 Choosing “INVALID” as the Access mode for the BioAxxis® ThumbLock®

- 1) In the Lock setup menu, scroll down to and highlight option **1.7 Access Time** and press “M”.



- 2) Scroll to “INVALID” option and press “M”.



- 3) “Save” is highlighted. Press “M”



4) Message “**Saved**” will display.



5) Press “**E**” to exit.

1.12 Choosing and setting up “ACC-TIME” as the Timed Access mode for the BioAxxis® ThumbLock®

- 1) In the Lock setup menu, scroll down to and highlight option **1.7 Access Time** and press “M”.



- 2) Scroll to “ACC-TIME” option and press “M”.



- 3) “Save” is highlighted. Press “M”



4) Message “**Saved**” will display.



5) The “**From**” and “**To**” **Date Range** options display. The format for the **Date Range** settings are **MMDDYYYY** (from left to right).



6) Use the up and down arrows (or numeric keypad on outside unit) to choose the appropriate **MM**, **DD** and **YYYY** in each section. When desired numeric value is chosen for each section, press “**M**” to move onto the next date value.



Example: Desired “From” date is January 15, 2009. In the “From” section:

- Use the up and down arrows (or numeric keypad on the outside unit) to enter “01” (for January) and press “M”.



- Use the up and down arrows (or numeric keypad on the outside unit) to enter “15” (for the fifteenth day of the month) and press “M”.



- Use the up and down arrows (or numeric keypad on the outside unit) to enter “2009” (for the Year) and press “M”.



- Use the same steps for the “To” date.

7) Once the **Date Range** is set up the **Time Frame** and **Days of the Week** will display.



8) Use the following steps to set up the **Time Frame** for the BioAxxis® ThumbLock®:

- The format of the time setup is HH:MM and is in **MILITARY TIME**, meaning that the clock is 24 hours, instead of 12 hours. EX: If the “**From**” time 11:00 PM, the clock should be set up as 23:00.



- The “**From**” Time Frame is the left handed set of 4 digits and the “**To**” Time Frame is the right handed set of 4 digits.



- Choose the correct “**From**” hour by using the Up/Down arrows until desired numeric hour is chosen and press “**M**” to save selection **OR** use the numeric keypad on the outside unit to enter the numeric hour and press “**M**” to save.



- Choose the correct “**From**” minute by using the Up/Down arrows until desired numeric minute is chosen and press “**M**” to save selection **OR** use the numeric keypad on the outside unit to enter the numeric minute and press “**M**” to save.



- Choose the correct “**To**” hour by using the Up/Down arrows until desired numeric hour is chosen and press “**M**” to save selection **OR** use the numeric keypad on the outside unit to enter the numeric hour and press “**M**” to save.



- Choose the correct “**To**” minute by using the Up/Down arrows until desired numeric minute is chosen and press “**M**” to save selection **OR** use the numeric keypad on the outside unit to enter the numeric minute and press “**M**” to save and go onto the **Days of the Week** set up.



9) Use the following steps to set up the **Days of the Week** access for the BioAxxis® ThumbLock®:

Each number corresponds with a day of the week:

0= Sunday

1= Monday

2= Tuesday

3= Wednesday

4= Thursday

5= Friday

6= Saturday

- Press the Up and Down arrows to choose “Y” (Yes) OR “N” (No) for each day of the week that is highlighted.



- If “**Y**” (Yes) is chosen for a specific day of the week, then all enrolled Users (that do not have Acc-Times set up for their specific **individual User ID**) will have access to unlock the BioAxxis® ThumbLock®, on that day of the week, during the **Date Range** and **Time Frame** that has already been set up. Once the Date Range or Time Frame has expired, all enrolled Users will not be able to unlock the BioAxxis® ThumbLock®. Only Administrators (User ID 1-3) will have access to unlock the BioAxxis® ThumbLock®.
- If “**N**” (No) is chosen for a specific day of the week, then no enrolled Users will have access to unlock the BioAxxis® ThumbLock® for that day of the week. Only Administrators (User ID 1-3) will have access to unlock the BioAxxis® ThumbLock®.
- Press “**M**” to move onto the next day of the week.



- When setting for day of the week “6” (Saturday) is completed, press “M”.



- Message “Save Acc-Time?” displays. Press “M”



- Message “Acc-Time Saved” displays. All settings have been saved.



- Press “E” to exit.

Section 2 Administrator and User Setup

NOTES:

Fingerprint User IDs 1-3 are Administrators, meaning that they have complete access to program the BioAxxis® ThumbLock® and to unlock the door at any time.

To access any menu options, after an Administrator fingerprint has been enrolled, the Administrator's fingerprint will need to be verified after pressing "M" to enter the menu options.

The term "Fingerprint" is used as a general term when describing fingers or thumbs to use for enrollment/verification.

Before enrolling and verifying fingerprints, make sure to read the following helpful hints for Fingerprint Enrollment and Verification:

Generally, the center of the vortex (swirl) of the fingerprint pattern is the key data point; **ideally, it is placed in the center of the sensor's glass window in a consistent way. Your finger or thumb should be flat, motionless and held with light pressure in the same way each time. See the picture below for some guiding drawings. Also, be sure that your fingerprint is well defined, where you can visibly see the well defined peaks and valleys of the vortex ridge pattern.**

Light pressure when placing the finger or thumb on the scanner gives the best image, but the finger must not move during scanning.

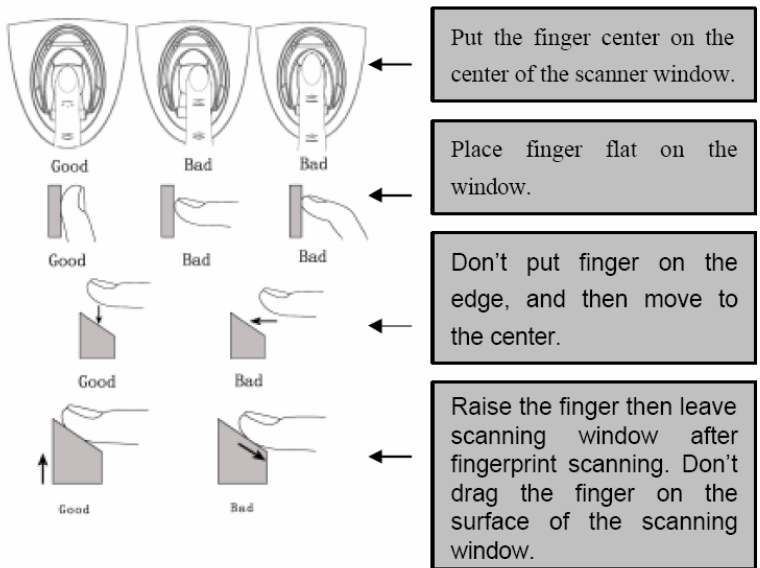
Adjust Fingerprint Sensitivity settings per **Section 1.3**.

Moist fingers and thumbs give better images than dry ones. If on cold, dry days you have difficulty, for example, try moistening your finger or thumb with your breath or a little lotion.

Very dry, dirty, fingerprints with cracks going across them or scarred fingers/thumbs are obviously not recommended, since they will obscure the fingerprint.

Always wait until the fingerprint scanner **turns on** to place your finger/thumb on the scanning window. This is true for both fingerprint enrollment AND verification.

When trying to enroll or verify fingerprints in direct sunlight, be sure to shade the sensor with your shadow, so sunlight will not reflect off of the mirror in the sensor.



2.1 Creating, Editing & Deleting User Access

- 1) Press “M” (lock will display a welcome message, display date and time, display current lock ID, display NO MASTER FP and display voltage remaining in the batteries).



- If an Administrator has already been added to the lock, the Administrator will need to successfully verify their enrolled fingerprint after pressing “M”.



2) Option **2. User edit** is highlighted. Press “**M**”



3) In the **ID:** field, use the up and down arrows to scroll to the desired User ID **OR** use the numeric keypad on the outside unit to enter the User ID and press “**M**”.



- Again, User IDs 1 thru 3 are Administrator (Master) Users that will have access at any time to unlock the door or program the BioAxxis® ThumbLock®. Users 4 thru 1000 are General Users that have access to unlock the door at times set up by one of the Administrator Users and have no programming rights to the BioAxxis® ThumbLock®.

4) User Level of the User ID is highlighted (Master or User). If desired, use the up and down arrow to change User Level for the specific User ID and Press “M”.



5) Use the down arrow to scroll thru the following options:

- **2.1 Add** – When this option is chosen, fingerprints can be added for the specific User ID.
- **2.2 Del** – When this option is chosen, the fingerprints associated to the specific User ID will be deleted.
- **2.3 Pin** – When this option is chosen, a PIN Code can be created, changed or deleted for the specific User ID.
- **2.4 Access Time** – When this option is chosen, it allows for timed access to be created for a specific date range, days of the week and time frame within the days of the week for the **Specific User ID**. Again, any Acc-Time settings that were previously made for the **LOCK**, will override any Access Time settings for the specific User ID.

6) To **Add FINGERPRINTS** to the specific User ID, highlight section **2.1 Add** and press **“M”**.



If no fingerprints have been enrolled for this User ID, then **1N, 2N, 3N** will be displayed. A total of 3 fingerprints (from fingers or thumbs) can be enrolled for each User ID. If there are fingerprints already enrolled for the User ID, then **“Y”** will be displayed next to some or all of the numbers.

- Highlight **1N** and press **“M”**.



- Rest desired finger or thumb on the sensor (outside unit).



- Keep finger or thumb on the sensor while it flashes three quick times. KEEP FINGERPRINT STILL DURING SCANNING.
- If finger/thumb “1” was successfully enrolled, a single short beep will be heard, the LCD will display “Success” and 1N will change to 1Y.



- If unsuccessful, **“Failed”** will display on the LCD and 1N **will not** change to 1Y. Repeat the steps above to try again.



NOTE: If desired, the same finger/thumb can also be used for fingers/thumbs “2” and “3”. This is recommended for Users with poor quality fingerprints. However, different fingers/thumbs can be used for fingers/thumbs 1, 2 &3.

- Press the up arrow to highlight 2N and press “M”.



- Rest the next (or same) desired finger or thumb on the sensor (outside unit).



- Keep finger or thumb on the sensor while it flashes three quick times. KEEP FINGERPRINT STILL DURING SCANNING.
- If finger/thumb “2” was successfully enrolled, a single short beep will be heard, the LCD will display “Success” and 2N will change to 2Y.



- If unsuccessful, “Failed” will display on the LCD and 2N will not change to 2Y. Repeat the steps above to try again.



- Press the up arrow to highlight 3N and press “M”.



- Rest the next (or same) desired finger or thumb on the sensor (outside unit).



- Keep finger or thumb on the sensor while it flashes three quick times. KEEP FINGERPRINT STILL DURING SCANNING.
- If finger/thumb “3” was successfully enrolled, a single short beep will be heard, the LCD will display “Success” and 3N will change to 3Y.



- If unsuccessful, “Failed” will display on the LCD and 3N **will not** change to 3Y. Repeat the steps above to try again.



- When all fingerprints have been successfully enrolled, **1Y**, **2Y**, **3Y** will display. Press “**E**” to exit back to the specific User IDs’ menu options.



- 7) To **Delete FINGERPRINTS** associated to the specific User ID, scroll down to and highlight section **2.2 Del** and press “**M**”.



- “**Del?**” message will display. Press “**M**” to complete deletion of fingerprints associated to the specific User ID.



- “Deleted” message will display



- You will be returned to menu option 2.2 Del.

NOTE: Once deletion of fingerprints associated to the specific User ID is complete, fingerprints can be re-enrolled for the specific User ID (follow step 6 above).

8) To **Add or Modify a PIN CODE** associated to the specific User ID, scroll down to and highlight section **2.3 Pin** and press **“M”**.



- Using the numeric pad on the outside unit, enter a **1 to 10 digit PIN Code** for the specific User ID (all User IDs can have both a PIN Code and/or Fingerprints assigned to them) and Press **“M”**.



- **PIN Saved** message will display (unless same PIN Code already exists for another User ID).



- Press **“E”** to return to menu option **2.3 Pin**.

- 9) To **Delete a PIN CODE** associated to the specific User ID, highlight section **2.3 Pin** and press “**M**”.



- Using the numeric pad on the outside unit, press the * button (clears PIN Code) and Press “**M**”.



- PIN Saved** message will display (even though it has been deleted).



- Press “**E**” to return to menu option **2.3 Pin**.

10) To set up Timed Access for the Specific User ID, scroll down to and highlight section **2.4 Access Time** and press “**M**”.



Each specific USER ID has three TIME MODES that can be set up for them (Administrators can edit each specific User IDs Timed Access at anytime):

- **ANY TIME**...When this is chosen, the specific User ID can unlock the door with their enrolled fingerprints or PIN Codes at any time. The exception to this is if specific Timed Access is set up for the LOCK.
- **INVALID**...This can also be called lock down mode for the specific User ID. When this is enabled for the specific User ID, the User will not be able to unlock the door with their enrolled fingerprints or PIN Codes, until an Administrator re-assigns them to ANYTIME or ACC-TIME.
- **ACC-TIME**...This mode allows for specific User ID to have timed access to unlock the BioAxxis® ThumbLock® with their enrolled fingerprints or PIN Codes during a specific date range, days of the week and time frame within the days of the week. Acc-Time means Access Time.

NOTE: The Time Setting chosen/created for the lock will override any specific Timed Access assigned for a specific User. For example, if ACC-TIME is chosen for the lock and set to Mon, Wed and Fri 9am to 5pm, Users will only have access to unlock the door during the set days and times, no matter what individual timed access was set for them. However, Administrators (User ID 1-3) will always have access to unlock the BioAxxis® ThumbLock®.

Choosing “ANY TIME” as the Access mode for the Specific User ID

- Scroll to “ANYTIME” option and press “M”.



- “Save” is highlighted. Press “M”



- Message “**Saved**” will display.



- Press “**E**” to return to menu option **2.4 Access Time**.



Choosing INVALID as the Access mode for the Specific User ID

- Scroll to “**INVALID**” option and press “**M**”.



- “Save” is highlighted. Press “M”



- Message “Saved” will display.



- Press “E” to return to menu option 2.4 Access Time.



Choosing and setting up “ACC-TIME” as the Timed Access mode for the Specific User ID

- Scroll to “ACC-TIME” option and press “M”.



- “Save” is highlighted. Press “M”



- Message “Saved” will display.



- The “**From**” and “**To**” **Date Range** options display. The format for the **Date Range** settings are **MMDDYYYY** (from left to right).



- Use the up and down arrows (or numeric keypad on outside unit) to choose the appropriate **MM**, **DD** and **YYYY** in each section. When desired numeric value is chosen for each section, press “**M**” to move onto the next date value.



- **Example:** Desired “From” date is January 15, 2009. In the “From” section:
- Use the up and down arrows (or numeric keypad on the outside unit) to enter “01” (for January) and press **M**.



- Use the up and down arrows (or numeric keypad on the outside unit) to enter “15” (for the fifteenth day of the month) and press **M**.



- Use the up and down arrows (or numeric keypad on the outside unit) to enter “2009” (for the Year) and press **M**.



- Use the same steps for the “To” date.

- Once the **Date Range** is set up the **Time Frame** and **Days of the Week** will display.



Use the following steps to set up the Time Frame for the Specific User ID:

- The format of the time setup is HH:MM and is in **MILITARY TIME**, meaning that the clock is 24 hours, instead of 12 hours. EX: If the **“From”** time 11:00 PM, the clock should be set up as 23:00.



- The **“From”** Time Frame is the left handed set of 4 digits and the **“To”** Time Frame is the right handed set of 4 digits.



- Choose the correct **“From”** hour by using the Up/Down arrows until desired numeric hour is chosen and press **“M”** to save selection **OR** use the numeric keypad on the outside unit to enter the numeric hour and press **“M”** to save.



- Choose the correct **“From”** minute by using the Up/Down arrows until desired numeric minute is chosen and press **“M”** to save selection **OR** use the numeric keypad on the outside unit to enter the numeric minute and press **“M”** to save.



- Choose the correct “**To**” hour by using the Up/Down arrows until desired numeric hour is chosen and press “**M**” to save selection **OR** use the numeric keypad on the outside unit to enter the numeric hour and press “**M**” to save.



- Choose the correct “**To**” minute by using the Up/Down arrows until desired numeric minute is chosen and press “**M**” to save selection **OR** use the numeric keypad on the outside unit to enter the numeric minute and press “**M**” to save and go onto the **Days of the Week** set up.



Use the following steps to set up the Days of the Week access for the Specific User ID:

Each number corresponds with a day of the week:

- **0= Sunday**
- **1= Monday**
- **2= Tuesday**
- **3= Wednesday**
- **4= Thursday**
- **5= Friday**
- **6= Saturday**
- Press the Up and Down arrows to choose “Y” (Yes) OR “N” (No) for each day of the week that is highlighted.



- If “Y” (Yes) is chosen for a specific day of the week, then the Specific User ID will have access to unlock the BioAxxis[®] ThumbLock[®] with their enrolled fingerprints and/or PIN Code, on that day of the week, during the **Date Range** and **Time Frame** that has already been set up. Once the Date Range or Time Frame has expired, the fingerprints and PIN Code associated to the Specific User ID will not be able to unlock the BioAxxis[®] ThumbLock[®].

- If “N” (No) is chosen for a specific day of the week, then the enrolled fingerprints and/or PIN Code associated to the specific User ID will not be able unlock the BioAxxis® ThumbLock® for that day of the week.
- Press “M” to move onto the next day of the week.



- When setting for day of the week “6” (Saturday) is completed, press “M”.



- Message “**Save Acc-Time?**” displays. Press “**M**”



- Message “**Acc-Time Saved**” displays. All settings have been saved for the Specific User ID.



- Press “**E**” to exit, multiple times, until the BioAxxis® ThumbLock® LCD Powers off.



Section 3 Unlocking the BioAxxis® ThumbLock®

3.1 Unlocking the BioAxxis® ThumbLock® in 1:N Mode with an enrolled fingerprint

1) Press the # button on the keypad of the outside unit.



2) A single short beep will be heard and the fingerprint sensor will power on.



3) After the fingerprint sensor powers on, rest an enrolled fingerprint on the sensor window to verify.



4) If fingerprint verification was successful, a single short beep will be heard, the green LED will flash and the BioAxxis® ThumbLock® will unlock (and remain unlocked for approximately four seconds).



If verification of the enrolled fingerprint was not successful on the first attempt, the LED will flash red (no beeps). If this happens, reposition the enrolled fingerprint on the sensor. The sensor will try two more times to verify the enrolled fingerprint. If all three attempts fail the LED will flash three times and three short beeps will be heard. Remove the enrolled fingerprint and start over from the beginning of this section. Also, check to make sure that the fingerprint being used has been enrolled.

If LED flashes red once, one single beep is heard AND the sensor does not power back on for a second attempt to verify the fingerprint, this indicates that the User ID associated to the enrolled fingerprint is either outside of their Timed Access settings OR that their User ID is set to INVALID.

3.2 Unlocking the BioAxxis® ThumbLock® in 1:N Mode with a registered PIN Code

1) Enter the registered PIN Code on the keypad of the outside unit and press **.



2) If PIN Code verification was successful, a single short beep will be heard, the green LED will flash and the BioAxxis® ThumbLock® will unlock (and remain unlocked for approximately four seconds).



If verification of the registered PIN Code was not successful, the LED will flash three times, three short beeps will be heard and the BioAxxis® ThumbLock® will power off. Start over from the beginning of this section. Also, check to make sure that the PIN Code being used has been registered.

If LED flashes red once and one single beep is heard, this indicates that the User ID associated to the registered PIN Code is either outside of the Timed Access settings OR that the User ID is set to INVALID.

3.3 Unlocking the BioAxxis® ThumbLock® in 1:1 Mode with an enrolled fingerprint

- 1) Enter the specific User ID on the keypad of the outside unit, followed by pressing the # button.



- 2) A single short beep will be heard and the fingerprint sensor will power on.



- 3) After the fingerprint sensor powers on, rest the enrolled fingerprint associated to the User ID on the sensor window to verify.



- 4) If fingerprint verification was successful, a single short beep will be heard, the green LED will flash and the BioAxxis® ThumbLock® will unlock (and remain unlocked for approximately four seconds).



If verification of the enrolled fingerprint was not successful on the first attempt, the LED will flash red (no beeps). If this happens, re-position the enrolled fingerprint on the sensor. The sensor will try two more times to verify the enrolled fingerprint. If all three attempts fail the LED will flash three times and three short beeps will be heard. Remove the enrolled fingerprint and start over from the beginning of this section. Also, check to make sure that the fingerprint being used has been enrolled.

If LED flashes red once, one single beep is heard AND the sensor does not power on, this indicates that the User ID associated to the enrolled fingerprint is either outside of their Timed Access settings OR that their User ID is set to INVALID.

3.4 Unlocking the BioAxxis® ThumbLock® in 1:1 Mode with a registered PIN Code

1) Enter the **specific User ID** on the keypad of the outside unit, Press *, Enter the **Registered PIN Code** and Press *.



2) If PIN Code verification was successful, a single short beep will be heard, the green LED will flash and the BioAxxis® ThumbLock® will unlock (and remain unlocked for approximately four seconds).



If verification of the registered PIN Code was not successful, the LED will flash three times, three short beeps will be heard and the BioAxxis® ThumbLock® will power off. Start over from the beginning of this section. Also, check to make sure that the PIN Code being used has been registered.

If LED flashes red once and one single beep is heard, this indicates that the User ID associated to the registered PIN Code is either outside of the Timed Access settings OR that the User ID is set to INVALID.

3.5 Unlocking the BioAxxis® ThumbLock® with the override keys

1) Insert key into the keyhole.



2) Turn the key in the RIGHT direction to horizontal level (90 degrees).



3) Pull up on the handle



4) Turn the key back in the opposite direction and pull key out of the keyhole.



Support Information:

For warranty support please call BioAxxis Development Corporation directly at 315-635-5540 OR e-mail support@BioAxxis.com .

BIOAXXIS® BRAND LIMITED WARRANTY COVERAGE

“REPAIR OR REPLACE”

BIOAXXIS Limited Warranty Coverage begins on BioAxxis® brand products from the date of purchase or original registration for the following products and time periods...

BioAxxis® BD1	Two Years
BioAxxis® BD1-HS	Two Years
BioAxxis® L113	Two Years
BioAxxis® MA1	Two Years
BioAxxis® MA1AT	Two Years
BioAxxis® PCL-1	Two Years
BioAxxis® ThumbLock®	Two Years

BIOAxxIS offers the following limited warranty on our BioAxxis® brand products....

If the installed products listed above experience any mechanical or electronic failure caused by defects in material, design or manufacturing workmanship during the warranty period as defined above, BIOAxxIS will either repair or replace the product for customer at the full expense of BIOAxxIS, including Ground shipping of replacement parts or products to customer.

BIOAxxIS determination of whether to repair or replace product (irrespective of customer or other 3rd party opinion) shall be at BIOAxxIS full and exclusive discretion. This determination will be final and conclusive in all respects.

Limited Warranty does not cover the following...

1. Product finish (unless expressly stated in product specifications)
2. Abused or misused products
3. Installation damage or neglect
4. Return Shipping charges on RMA
5. Expedited (2nd Day or Overnight) shipping of warranty replacements

Any BioAxxis® products advertised by any reseller for less than the current published MAP price will immediately cancel that reseller's ability to resell BioAxxis® products.

In no event shall BIOAxxIS be liable for any incidental or consequential damages arising from the sale or use of the product.

If Limited Warranty Coverage has been verified and a covered defect acknowledged by BIOAXXIS, please call for an RMA Number per stipulations in our Return Policy and send to...

BioAxxis Development Corporation
Attn: Returned Merchandise Authorization
15 East Genesee Street
Baldwinsville, New York 13027
1-315-635-5540

