

HermanMiller

Keyless Lock Instructions



About Keyless Locks

Keyless Locks have two operating modes:

Station (for personal storage) and

Locker (allows flex workers and multiple users access to storage throughout the day).

Using a Keyless Lock

To determine which operating mode your lock is in, remove the battery, press and release the program button, and reinsert the battery. The color sequence the LED flashes when the battery is reinserted indicates the operating mode.

Station Mode: ● ▲ ■

Locker Mode: ● ■ ▲

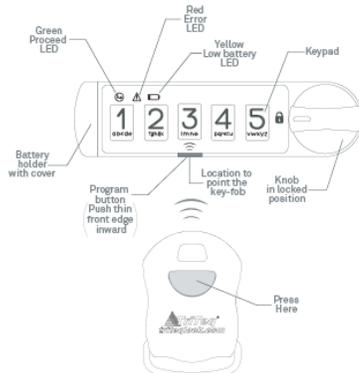
Factory Codes

All locks come programmed with a factory master code and a factory supervisor code. We strongly encourage all organizations to determine an organization-specific master code and an organization-specific supervisor code.

Factory Master Code: 135243

Factory Supervisor Code: 123

Buttons



Switching Modes

Station or **Locker** mode is specified at the time of order, but the lock can be switched between the two modes to best suit your needs.

1. Unlock the MicroIQ and turn the knob to the unlocked position.
2. Remove the battery for 10 seconds.
3. While holding the program button, reinsert the battery and wait until all three LEDs fade in and out simultaneously.
4. Release the program button.
5. Enter the six-digit master code. When the master code is entered correctly, the yellow LED will illuminate.
6. Press button number 1 for station mode or 2 for locker mode.
7. Once the lock switches modes, the LEDs will flash in a certain order according to the mode selected:
 - a. Station Mode: ● ▲ ■
 - b. Locker Mode: ● ■ ▲
8. Proceed to operate the lock in the selected mode.

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Battery

- 3V CR2032 – Lithium battery
- Typical battery life is 3–5 years (or 50,000 operations)

Key Fob

Blue Key Fob: Control fob
Black Key Fob: Supervisor/User fob

Locks can have one control fob and two supervisor/user fobs paired with it. The black key fob can be assigned.

Note: Fob must be in close proximity to the black infrared reader for lock to receive signal.

Program Button

To begin programming, press the front thin edge of the black button inward toward the mounting surface.

Infrared Receiver

The infrared receiver will garner a signal from an electronic key fob when it is pointed in close proximity to the receiver (located behind the program button).

Knob

Rotating the knob clockwise or counterclockwise from the locked position will move the lock mechanism. Whether accessing the lock with a user code or a fob, the knob will need to be turned to rotate the lock mechanism.

Double Digit Codes

To incorporate the numbers 6, 7, 8, or 9 into a code, press two keys simultaneously to produce a sum. For example, 2 and 4 can be pressed simultaneously to create the number 6.

Note: No other combination of six works—only the original combination used in setting the code. If there are any errors in executing the steps below or too much time elapses between the steps, the red error light will flash three times and the lock will exit the programming mode.

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Station Mode

If you're planning to assign a single code for longer-term personal storage, choose Station mode.

How to lock the storage using your user code:



Close the storage unit. Enter your user code. The green LED light will flash three times to indicate the code has been accepted.

Turn the knob clockwise to lock. The red LED light will flash once every three seconds to indicate the storage locked.

How to unlock the storage using your user code:

If you fail to unlock the storage after 10 consecutive attempts, the lock will time out and be unable to open for two minutes.



Enter your user code. The green LED light will illuminate to indicate the code has been accepted.

Turn the knob to the unlocked position.

How to change the master code using the factory master code (135243):

Press the program button five times. The green LED light will illuminate. Enter the factory master code. The green and red LED light will illuminate.

Enter the factory master code again. The LED lights will illuminate.

Enter your new, six-digit master code. The green LED light will illuminate each time a number is entered.

After you enter your new six-digit master code, the LED lights will shut off and turn on again.

Enter your new master code again. The green LED light will illuminate each time a number is entered.

Once completed, the LED lights will flash six times to indicate the master code has been changed.

How to change the master code using the current master code:

Press the program button five times. The green LED light will illuminate. Enter the current master code. The green and red LED light will illuminate.

Enter the current master code again. The LED lights will illuminate.

Enter your new, six-digit master code. The green LED light will illuminate each time a number is entered.

After you enter your new six-digit master code, the LED lights will shut off and turn on again.

Enter your new master code again. The green LED light will illuminate each time a number is entered.

Once completed, the LED lights will flash six times to indicate the master code has been changed.

How to change the supervisor code using the factory supervisor code (123):



Press the program button once.
The green LED light will illuminate.

Enter the factory supervisor code.
The red LED light will illuminate.

Enter your new three- to six-digit
supervisor code and press the program
button once. The green LED light will
illuminate each time a number is entered,
and then flash six times to indicate the
supervisor code has been changed.

How to change the supervisor code using the current supervisor code:

Press the program button once. The green LED light will illuminate.

Enter the current supervisor code. The red LED light will illuminate.

Enter your new three- to six-digit supervisor code and press the program
button once. The green LED light will flash six times to indicate the
supervisor code has been changed.

How to change the supervisor code using the current master code:

Press the program button once. The green LED light will illuminate.

Enter the master code. The red LED light will illuminate.

Enter your new three- to six-digit supervisor code and press the
program button once. The green LED light will flash six times to
indicate the supervisor code has been changed.

How to remove the supervisor code:

Press the program button twice. The red LED light will illuminate.

Enter the supervisor code. The yellow LED light will illuminate.

Press the number 1 five times, then press the program button once.
The green LED light will flash six times to indicate a new user code
has been removed.

How to add a control fob:



Press the program button once.
The green LED light will illuminate.

Enter the master code. The red LED
light will illuminate.

Point the key fob at the infrared
receiver (or program button) and press
the center button on the key fob. The
green LED light will flash six times to
indicate the key fob has been added.

How to unlock the storage with a key fob:



Point the key fob at the infrared receiver
and press the button on the key fob.
The green LED light will illuminate.

Turn the knob counterclockwise
to unlock the storage.

How to add the supervisor code using the control fob:



Press the program button once.
The green LED light will illuminate.

Point the control fob at the infrared receiver and press the center button.
The red LED light will illuminate.

Enter your new three- to six-digit supervisor code and press the program button once. The green LED light will flash six times to indicate a supervisor code has been added.

How to add the supervisor fob using the master code:



Press the program button once.
The green LED light will illuminate.

Enter the master code. The red LED light will illuminate.

Point the supervisor fob at the infrared receiver and press the center button.
The green LED light will flash six times to indicate a supervisor fob has been added.

How to add a supervisor fob using the control fob:

Press the program button once. The green LED light will illuminate.

Point the control fob at the program button and press the button on the control fob. The red LED light will illuminate.

Point the supervisor fob at the infrared receiver and press the button on the supervisor fob. The green LED light will flash six times to indicate a supervisor fob has been added.

How to add a user fob using the supervisor code:

Press the program button twice.

Enter the supervisor code. The yellow LED light will illuminate.

Point the user fob at the infrared receiver and press the button on the user fob. The green and yellow LED light will flash six times to indicate a user fob has been added.

How to add a user fob using the supervisor fob:

Press the program button twice. The red LED light will illuminate.

Point the supervisor fob at the infrared reader and press the button. The yellow LED light will illuminate.

Point the user fob at the infrared receiver and press the button. The green and yellow LED light will flash six times to indicate a user fob has been added.

How to remove the user fob using the supervisor code:

Press the program button twice. The red LED light will illuminate.

Enter the supervisor code. The yellow LED light will illuminate.

Press number 1 five times and press the program button once. The green LED light will flash six times to indicate that a user fob has been removed.

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Locker Mode

If you're planning to allow multiple flex workers access to the storage unit, choose Locker mode.

How to lock the storage using your user code:



Close the storage unit.

Enter a four-digit code. The green LED light will illuminate three times to indicate the correct code has been entered.

Turn the knob to the locked position. The red LED light will flash once every three seconds to indicate the storage locked.

How to unlock the storage using your user code:

If you fail to unlock the storage after 10 consecutive attempts, the lock will time out and be unable to open for two minutes.



Enter your four-digit code. The green LED light will illuminate to indicate the correct code has been entered.

Turn the knob to the unlocked position.

Once the unit has been unlocked, the user code is erased.

How to unlock the storage using the master code:

Press the program button. The green LED light will flash once.

Enter the master code. The green LED light will illuminate to indicate the storage has been unlocked.

How to change the master code:

Press the program button once. The green LED light will illuminate.

Enter the current master code. The green LED light will illuminate.

Enter your new, six-digit master code. The green LED light will illuminate each time a number is entered.

Once completed, the green light will flash six times to indicate the master code has been changed.

How to change the master code using the factory master code (135243):

Press the program button once. The green LED light will illuminate.

Enter the factory master code. The green light will illuminate.

Enter your new, six-digit master code. The green LED light will illuminate each time a number is entered.

Once completed, the green light will flash six times to indicate the master code has been changed.

How to unlock the storage using the control fob:

Bring the control fob close to the infrared reader lock and press the button on the control fob. The green LED light will illuminate to indicate the storage has been unlocked.

How to program a control fob:

Press the program button once. The green LED light will illuminate.

Enter the master code.

Point the control fob at the infrared reader and press the button.

Once completed, the green light will flash six times to indicate that the control fob has been programmed.