INSTALLATION 9320/22

Easy Read-Prox® Reader

RUTHERFORD CONTROLS
A DORMA Group Company

In or Out...we make it Easy!®

Where to install proximity readers

Low to high traffic doors
Interior or exterior doors
Narrow door frames
Inside walls
Architecturally sensitive installations

Where NOT to install proximity readers

Behind metal – RF will not penetrate
On a ferrous metal surface – diminishes read range
Near TVs or monitors – RF will interfere with reader

NOTE: READER IS WEATHER RESISTANT. **Do not apply sealant or gaskets to the rear of the reader**, as this may cause condensation to build up and adversely affect reader operation.

Mounting Instructions

9320 Slimline

1. Select appropriate space on wall for reader installation. Ensure that there are no hidden electrical hazards prior to drilling.
2. Drill hole for reader wiring to pass through.
3. Remove changeable cover from reader if necessary. Cover is removed by prying off from the bottom of cover only.
4. Pass the readers 6 wires through hole.
5. Hold reader against wall with LED's at bottom, mark position of three mounting holes.
6. Drill the three mounting holes as appropriate for the type of fasteners being used.
7. Install / level the reader and secure with three mounting screws.
8. Install removable cover by engaging top tab and pivoting cover down over reader. Cover should snap in place when installed properly.
9. Cover is secured with single screw (provided) on lower edge of cover.
   Important: Cover screw must not be longer than 1/4" or internal damage will result, voiding warranty.

9322 Micro

1. Select appropriate space on wall for reader installation. Ensure that there are no hidden electrical hazards prior to drilling.
2. Holding reader back plate against wall, mark position for two screw holes and center hole for reader.
3. Drill center hole 13/16" (7/8" max) in diameter. If wall is not hollow, ensure depth of the hole is at least 2-3/4" deep to prevent damaging reader/wiring.
4. Drill two smaller mounting holes as appropriate for type of fastener being used.
5. If necessary, drill hole through wall for wiring to pass through.
6. Screw back plate onto reader until flush with front of reader.
7. Pass reader wires through hole and out other side as appropriate.
8. Insert reader into hole being careful not to damage wiring. Secure back plate with two screws provided.
9. Snap the appropriate colored cap over the back plate by engaging one side and press the other side until it snaps securely in place.

Fig. 1

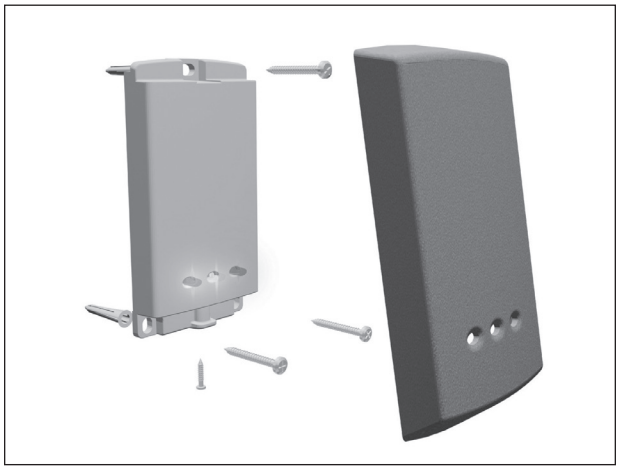

Fig.2

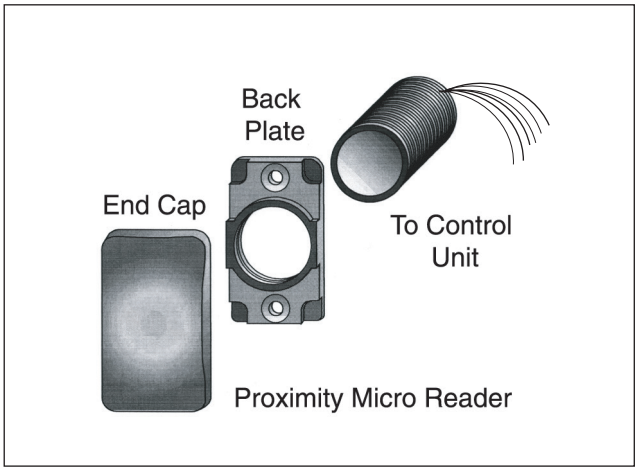

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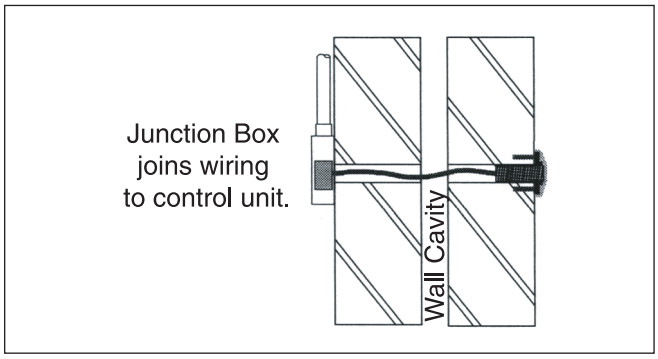
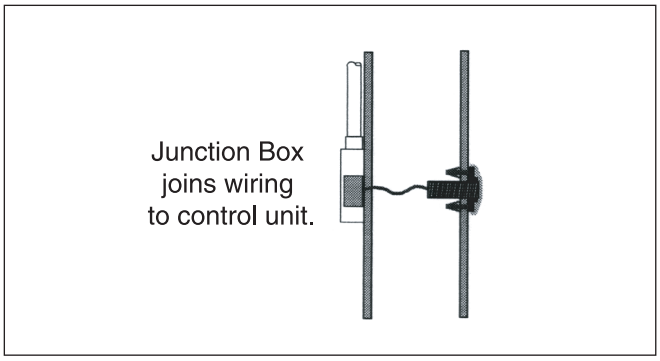
Fig. 3



Micro reader surface mounted onto wall using back plate. The plastic end cap is placed over the exposed end of the reader.

Fig. 4



Micro reader surface mounted onto a hollow wall using the back plate. The plastic end cap is placed over the base plate.

Electrical Installation Instructions

1. If installing using the Slimline Reader, reference Fig. 5. If installing using the Micro Reader, reference Fig. 6.

Black Wire	Negative Power Input
Red Wire	12VDC Positive Power Input Note: Unit requires a filtered and regulated power source for proper operation.
Green & Yellow Wires	Lock Release Output. If electric locks are polarity conscious the yellow wire is positive.
Blue & Purple Wires	Request to exit or remote release switch (normally open) momentary button may be connected for lock release to exit.
Switching Current	500mA continuous, 750mA for up to 7 seconds.

2. Make electrical connections as per schematic below, removing clear plug-in connector on end.

Fig. 5

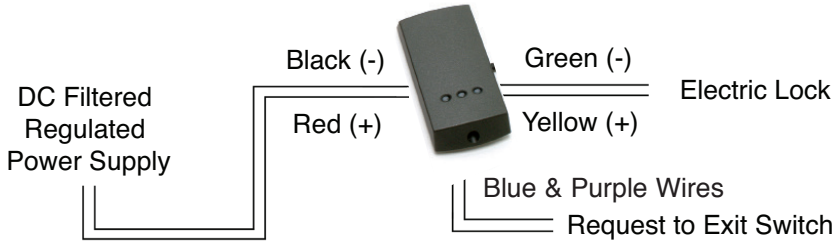
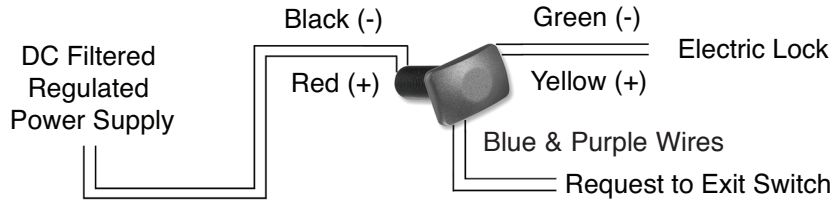


Fig. 6



Note: All installations must conform to local fire, National Building, and Life Safety Codes.

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Programming Instructions (9320/22)

The reader operates with a Wallet of cards which contains: an Enrolment Card, Fail Open Release Card, Silent Operation Card, Door Open Card, 10 Deletion Cards and 10 User Tokens (Cards or Fobs). These card packs are sold separately and come in a variety of styles and colors.

Initializing the Reader
1. When reader is powered for the first time, it must be initialized.
2. Until initialized, the LED's (9320 only) will be flashing on and off. The sounder (9322 only) will beep 3 times per second.
3. Take Enrolment Card you wish to enroll from Wallet.
4. Present the Enrolment Card to reader(s).
5. The LED's (9320 only) stops flashing. The (9322 only) stops beeping.
6. All cards in Wallet are now valid; as such Wallet with programming cards and user cards must be stored in secure location to maintain proper building security.

Issuing Tokens
1. On each page of Wallet, there are 2 'pairs' of opposing cards. A 'User Card' and a corresponding 'Deletion Card'. Do not mix up these pairs.
2. Write users name on the Deletion Card.
3. Take corresponding User Card from opposing pouch and issue to user.

Deleting a User (Barring)
1. When token (card or fob) become lost or stolen, it is important to delete missing token from your system to avoid unauthorized access.
2. To delete user, take their corresponding Deletion Card from Wallet.
3. Present Deletion Card to reader(s). This will remove lost token (card or fob) from accessing your building.
4. Should deleted user token (card or fob) become found, system administrator can re-enroll token. See "To Re-Enroll a Deleted User" below.

To Re-Enroll a Deleted User
1. System administrator can re-validate token (card or fob).
2. Present Enrolment Card to reader(s).
3. Present users deleted token (card or fob) to reader(s).
4. Users token (card or fob) will now be valid again.

Setting "Door Open" Time
1. Take Door Open Time function card from the Wallet.
2. Present card to reader(s). Reader will begin beeping once per second.
3. Wait for desired period of time you wish door to remain unlocked.
4. Present Door Open function card again at end of that period to set unlock time. Beeping will stop.

Fail Open Release Card
NOTE: This card should only be used with a Fail Unlocked lock.
1. RCI proximity compact systems are configured for Fail Locked by default.
2. Take Fail Open Release function card from wallet pack.
3. Present card to reader(s). Reader will beep.
4. Reader is now set to Fail Unlocked mode. This allows safe operation of the door in case of fire: The lock will release when power is cut.
5. To revert back to Fail Locked mode, present card again.

Silent Operation Card
1. Take Silent Operation function card from Wallet.
2. Present card to reader(s). Reader will beep.
3. Reader is now in silent operation mode.
4. Present card again to disable silent operation mode. Reader will beep

To Enroll another Card Pack
1. Additional Card Pack(s) may be added as needed.
2. To enroll an additional Card Pack, first present the Enrolment Card from any currently enrolled Card Pack to reader.
3. Follow this by presenting the Enrolment Card from new Card Pack.
4. New Card Pack is now enrolled

Two Factory Reset Methods Available
NOTE: Performing factory reset will ERASE all currently enrolled tokens from reader. A factory reset should only be done as a last resort after all other troubleshooting attempts were unsuccessful. Factory defaults: Door Open time = 7 seconds, Fail Open Release = Fail Locked, No tokens valid and Sounder = On.

Card Reset Instructions
1. Present Enrolment Card.
2. Present Door Open Time function card.
3. Present Door Open Time function card again.
4. Present Enrolment Card.
5. Present Door Open Time function card.
6. Present Door Open Time function card again.
7. After a short delay, reader will reset back to factory default. Briefly remove power to complete the reset process.

Power-On Reset Instructions
1. Remove power from the reader.
2. If an exit button is connected, press and hold (If not. short blue & mauve wires together).
3. Apply power to the reader and ignore initial two fast beeps.
4. Wait for single beep, release (un-short) and press exit button (short) two additional times within 3 seconds.
5. After a short delay, reader will reset back to factory default. Briefly remove power to complete the reset process.

Troubleshooting

Problem	Solution
Door Open Time (DOT) card not accepted by reader	- Present the enrollment card to the reader - Present the DOT card to the reader - DOT card should now be accepted
Tokens (cards or fobs) not being accepted by the reader	- Present the enrollment card to the reader - Present the token to the reader - Tokens should now be accepted
Second Wallet (enrollment card) not being accepted by the reader	- Additional Wallets can only be added to the reader by first presenting any one of the currently enrolled enrollment card(s) followed by the new Wallet enrollment card(s)

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