ACT 5e Digital Keypad

Installation Manual

Hereby, Vanderbilt International (IRL) Ltd declares that this equipment type is in compliance with the following EU Directives for CE marking:
• Directive 2014/30/EU (Electromagnetic Compatibility Directive)
• Directive 2011/65/EU (Restriction of the use of certain hazardous substances Directive)
The full text of the EU declaration of conformity is available at: http://van.fyi?Link=ACTother

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1 Installation Overview

- Always remember to factory default the controller before you start programming.
- Always remember to place the supplied varistor across the terminals of the door strike coil to protect the relay contacts.
- Never use the onboard relay to switch AC mains voltage. An external relay isolated electrically from the ACT 5e Digital Keypad should be used for this purpose.
- Don't forget to change the programming code to something known only to yourself.

As with any access control system, always ensure that there is an alternate means of escape in the event of the unit failing to operate due to power loss or in the event of fire.

2 30 Second Programming Guide

This instructions apply for a typical system.

1. **Enter Programming Mode**

   On the digital keypad press ✗. Input the programming code (default is 9999). The LED flashes amber.

2. **Change User 1 Code**

   On the digital keypad press **0**. Input **1** (for User 1). Input the new User 1 code (4 digits).

3. **Change Programming Code**

   On the digital keypad press **0**. Input ✔. Input the new programming code (4 digits).

4. **Exit Programming Mode**

   On the digital keypad press ✗. The LED turns red and programming mode is exited.

The keypad is now ready for normal use.

ℹ️ The keypad may be returned to its factory default condition at any time by entering the programming mode and pressing ✔ three times.

⚠️ **Incorrect Code Lockout:** When three invalid codes are entered in a row, the keypad enters lockout mode for 20 seconds. During this time, the red indicator flashes and all user codes are inactive.

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3 ACT 5e Digital Keypad Programming

To enter programming mode: on the digital keypad press ✗ and input the programming code (initially 9999).
The LED will flash amber while in programming mode. To exit programming mode either press ✗ or do not activate any key for 30 seconds.

3.1 Change user PIN codes

Enter programming mode, then press:

Step	Keypad Entry	Operation	Example	
1	0	Change PIN codes	0	Change PIN codes
2	0-9	Enter User Number 0-9	7	User 7
3	✔		✔	
4	0000-9999	4 digit code. 0000 deletes user.	7529	PIN code

3.2 Toggle relay

Enter programming mode, then press:

Step	Keypad Entry	Operation
1	1	Set Toggle Mode
2	0–9	Enter User Number 0–9
3	0 or 1	0 = Relay Toggle, 1 = Relay Timed

3.3 Set relay active time

Enter programming mode, then press:

Step	Keypad Entry	Operation
1	2	Set relay active time
2	0	Relay timer. Buzzer sounds indicating timing. Wait required period.
3	✔	Stop timing. Buzzer stops. Timer set.

3.4 Set the backlight

Enter programming mode, then press:

Step	Keypad Entry	Operation
1	40	Set permanent backlight.

Step	Keypad Entry	Operation
2	0 or 1	0 = Backlight always off, 1 = Backlight always on
3	41	Set auto backlight.
4	0 or 1	0 = Auto backlight off, 1 = Backlight on if pressed. Permanent backlight setting overrides auto backlight setting.

3.5 Restore factory defaults

Enter the programming code followed by ✔✔✔. This restores the ACT 5e to its default settings.

If the programming code has been forgotten, set it to 9999 as follows:

1. Remove the power from the unit.
2. Remove link LK1 at the back of the unit.
3. Apply power to unit.
4. Wait 3 seconds and remove the power again.
5. Replace link LK1.
6. Restore power.

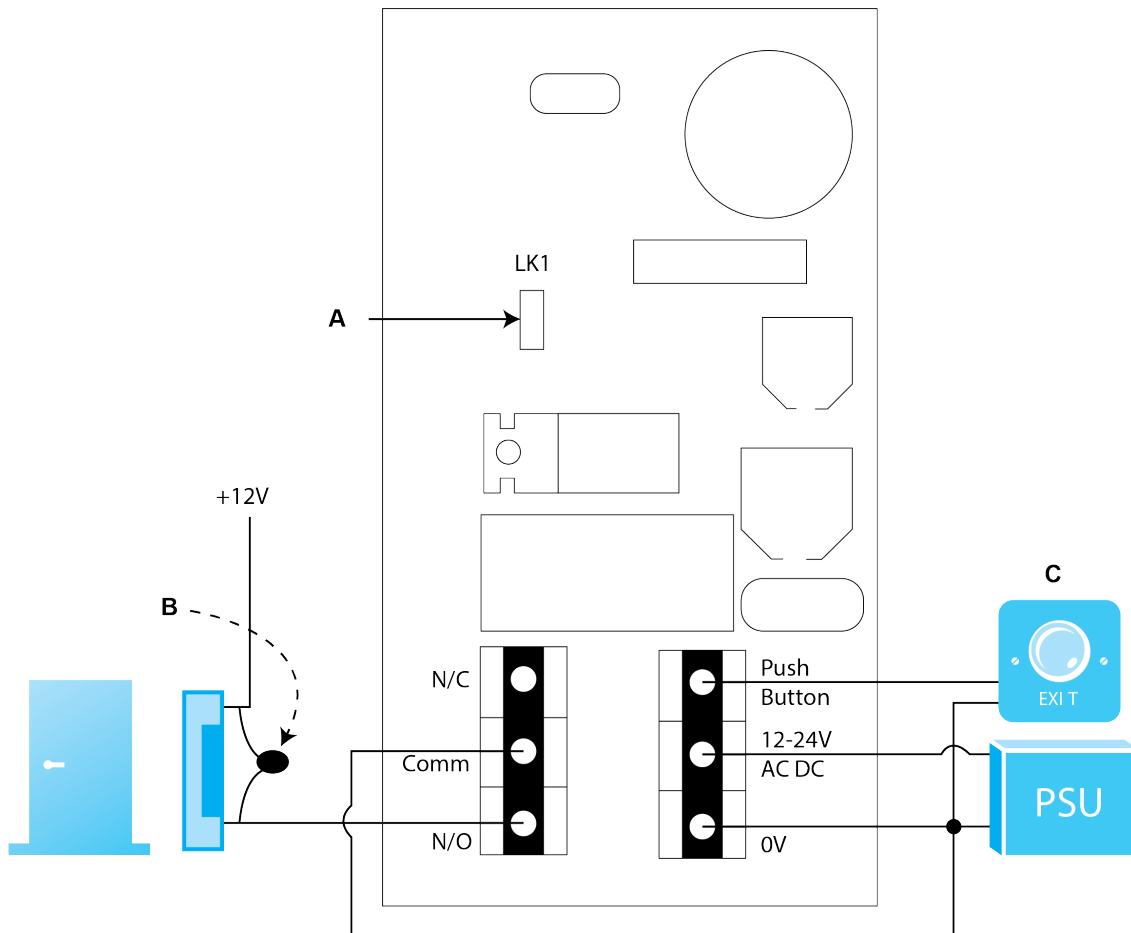   The programming code is now set to 9999. Proceed with programming.

The keypad will not operate correctly without LK1 in place.

4 Wiring and Mounting Diagrams
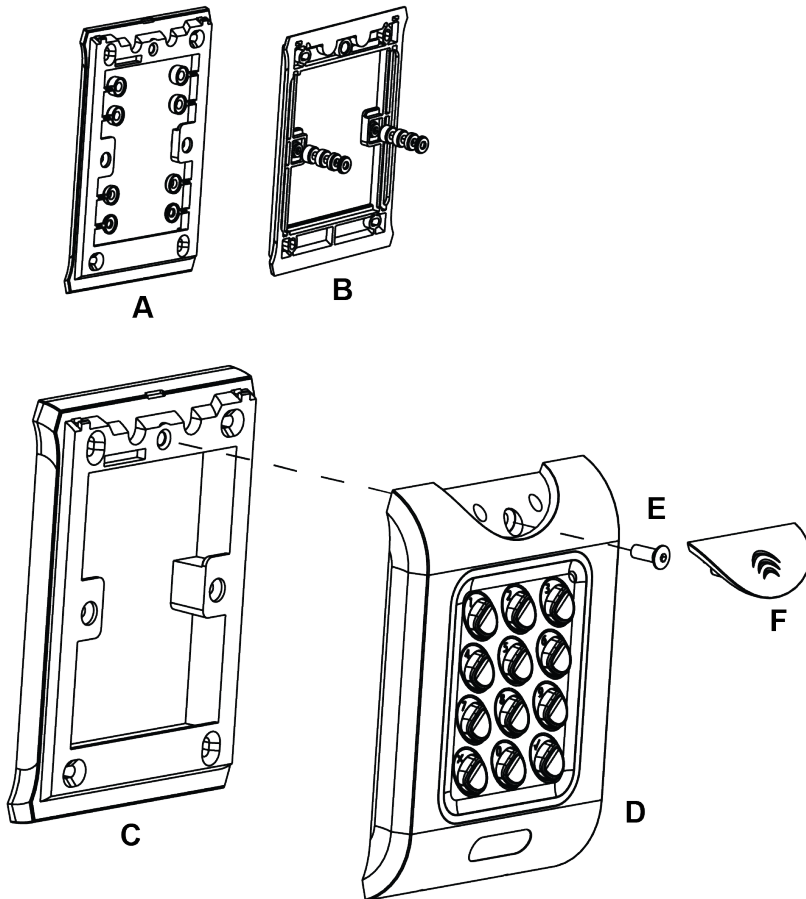
4.1 ACT 5e wiring diagram

Notes:

- This illustration shows wiring for normally de-energised locks. If normally energised locks are required use the N/C relay contacts.
- The ACT 5e may be powered from 12 or 24V AC or DV.

A	Power up without link if programming code has been lost.
B	IMPORTANT: Always place varistor across lock terminals.
C	Door Release button

4.2 Mounting instructions for surface mount unit

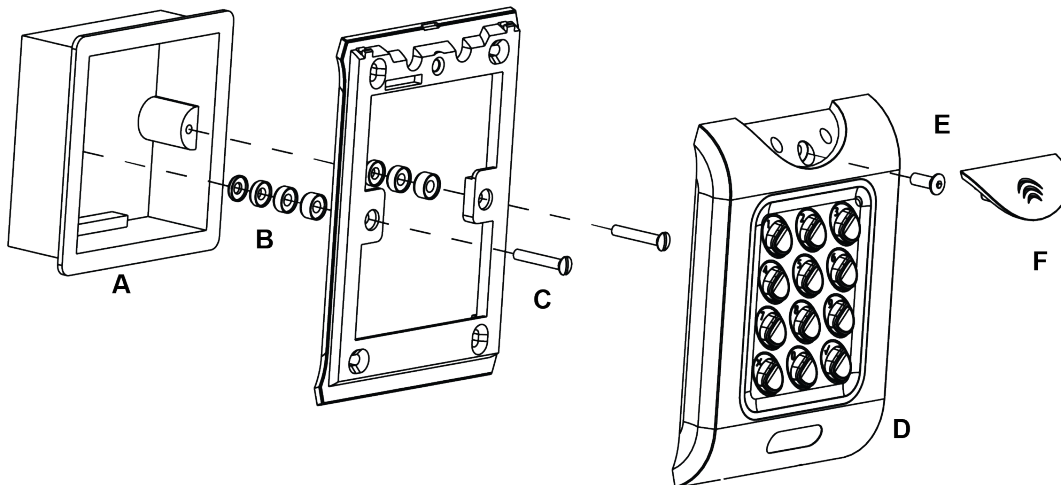|	
A **B**	Spacers break away from main component when required by installer for use. Determine the distance between the patress box and the mounting plate, using the spacers that are labelled 1mm to 4mm. A spacer of the correct length is assembled by stacking the spacers together. View **A** shows mounting plate before spacers are broken away by installer. View **B** shows spacer stacking.
C	Surface Mount Unit. The surface mount collar is mounted on the wall using the fixing kit supplied in the box.
D	Place the reader/keypad onto the surface mount collar and clip down into place.
E	Use the security screw supplied to attached the unit to the surface mount collar.
F	Place the cap onto the unit and push firmly in place.

4.3 Mounting instructions for flush mount unit

A	Standard pattress box.
B **C**	Mounting plate is attached to the pattress using the screws supplied (**C**). Ensure the correct spacers (**B**) have been used to bridge the gap between the mounting plate and the fixing wings of the pattress box to avoid the mounting plate being distorted.
D	Place the reader/keypad onto the surface mount collar and clip down into place.
E	Use the security screw supplied to attached the unit to the flush mount collar.
F	Place the cap onto the unit and push firmly in place.

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