

### U-FLASH Setup Guide

Thank you for purchasing the **U-FLASH**. This guide will assist you in the setup of the system. **You can call for FREE technical support to get help anytime at 757-258-0910. Please note, as we update and add features to the system software, some of the following procedures may change.**

#### Overview

Codes are copied onto a USB flash drive (encrypted for protection), from the KPControl software. These codes can come from a third party tenant management program or can be entered and managed directly in the KPControl software. The flash drive is then taken out to the keypad and swapped with the flash drive that is in the keypad. The new/updated codes are transferred into the keypad. Added to the current valid code list are twenty five temporary codes. This is done so that every time a new keypad user is put into the software (one of the temporary codes is used), their code will already be working in the keypad. This way you do not need to bring the flash drive out to the keypad every time. That temporary code now becomes their permanent code. The flash drive that was taken out of the keypad has all the user activity stored on it and will be uploaded into the KPControl software.

#### Software installation:

The installation files for the KPControl software are on the USB flash disk in the 'setup' folder that is included with the **U-FLASH** unit. To install the software, insert the flash disk into your office computer and browse to the flash drive and launch the setup program. Advance through the installation process by clicking 'Next' through the setup prompts. Once the installation has completed start the KP-Control software by double clicking on the 'key-hole' icon on the desktop. KP-Control will start on its own whenever the computer is restarted.

#### System Configuration:

Click the setup button. This is where you will select specific preferences for the **U-FLASH** system.

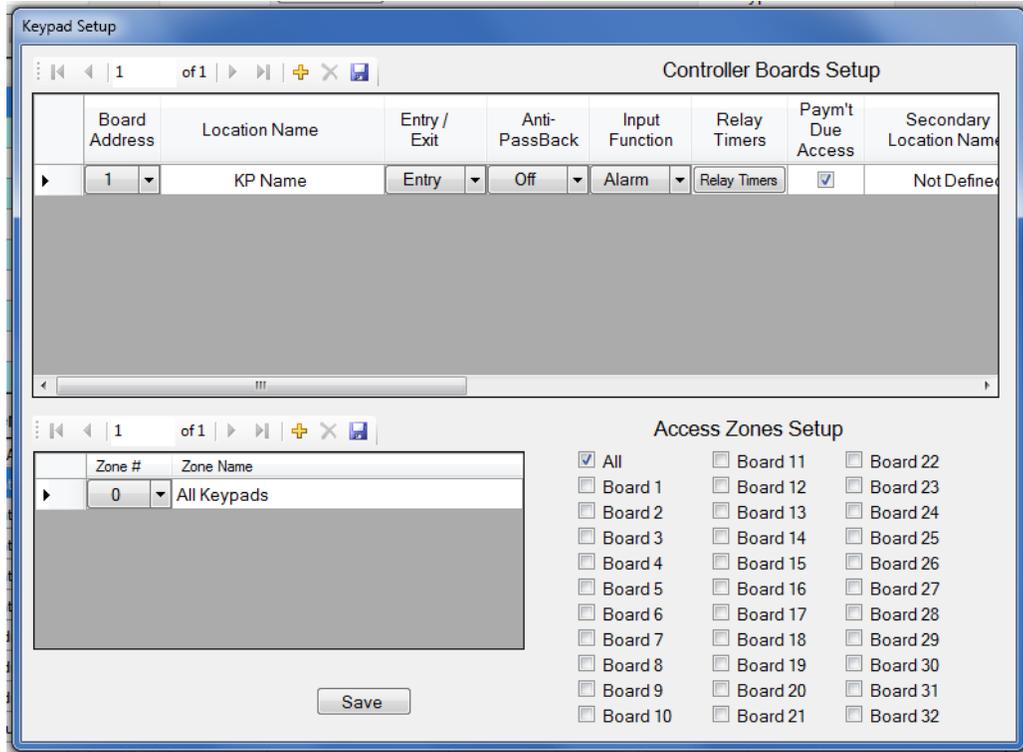
**System Type:** Select 'USB' under the 'System Type' option box. "USB" is for keypads which use a USB flash drive to load the codes into the keypad, "On-Line" is for keypad systems which use communication wires to send the codes to the keypad.

**Management Software:** The next option box, 'Management Software' is only used in Self-Storage applications that use an optional third party 'invoicing' program. KPControl has two modes of operation. If you are using a third party tenant management program, KPControl may be able to accept your tenant codes directly from it without having to re-enter the tenant data into KPControl. In this configuration you cannot edit the tenant information in the KPControl software. If no "management program" is used select "None". You can then enter the user data directly into the KPControl software, add, delete and edit tenant/user information. In either configuration KPControl keeps track of the unit/account number, name, code, expiration date, time zone, status and the activity log.

The screenshot shows the 'Setup' window with the following configuration details:

- System Type: USB
- Management Software: None
- Show Codes:
- Use Temp Codes:
- Random Code Digits: 6
- User Password: [Empty field]
- Setup Password: [Empty field]
- Default Time Zone: 24 Hour Access
- Default Access Zone: All Keypads
- Default Status: Current
- Bulk Load Cards: [Button]
- Default Due/Start Date: 05/23/2025
- Default Lock/Expire Date: 06/23/2025
- UFLASH Mini Configuration Only:
  - Set Time:
  - Set Configuration:
  - Set Board ID's: [Button]
- Other buttons: Controllers, Time Zones, Anti-PassBack, Non-Tenant Codes, Clear Codes Data, Save

Select the “**Controllers**” button: use this window to program in the keypad setup. Each keypad must have a unique number. Then give the keypad a name and select if it is an Entry or Exit. The relay Times button is used to automatically activate the relay on the keypad at the times you choose.



**Relay Timer:** Here is where you can tell the keypad to un-lock automatically at up to twice a day. To disable a timer set its start and end times to “00:00 AM”.

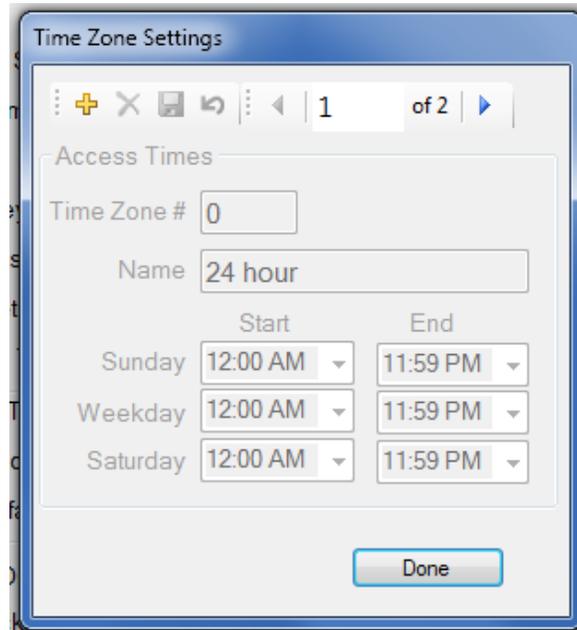
**Access Zones:** On the bottom half of the “Controllers” window is where you can setup the Access Zones. Access Zones are used to control which keypads the users will have access to. Access Zone “0” is setup for all keypads. You can create as many “Access Zones” As you need to control who has access to which keypads. You assign the “Access Zone” to the tenants on the main screen.

Click ‘Save’ to return to the main Setup screen.

Select the “**Non-Tenant Codes**” button to enter in codes for maintenance and other personnel that do not pay rent but need access on a regular basis. i.e. trash pickup and lawn care.

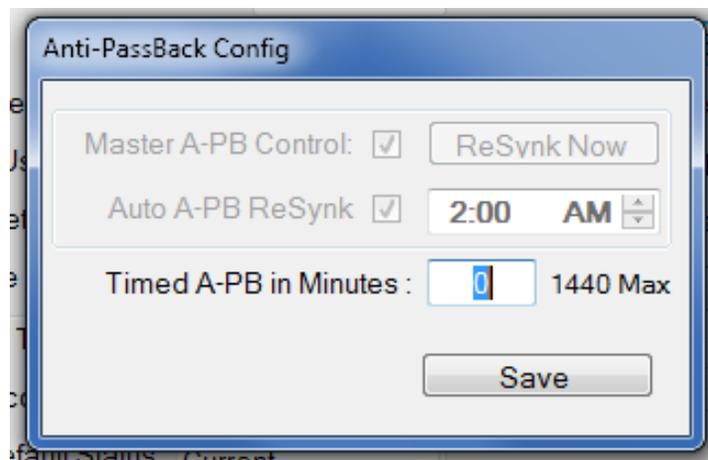
Click ‘Save’ to return to the main Setup screen.

**Time Zones:** A Time zone is a list of the days of the week (Sunday, Weekday and Saturday) and times that codes will be accepted. These time zones must be the same as the time zones setup in your tenant management program. Time zone “0” is a 24-hour, always active time zone and cannot be changed. Time zone “1” is Business hours that you can set. Select the “**Time Zones**” button: use this window to program in the times the codes are OK to use. You may have several Time Zones to allow different groups of users different access times. You may add more time zones if you wish. You assign the “Time Zone” to the tenants on the main screen.



Click 'Save' to return to the main Setup screen.

Select the **Anti-Passback** button: you can use the Anti-Passback function to stop codes and cards from being used again within a selectable time period. This is great for parking lots. If you do not need this function set the time to “0” minutes. With the DUAL access unit you can activate HARD anti-passback in which you must use an entry keypad then an exit keypad in that order, else the code will not work.

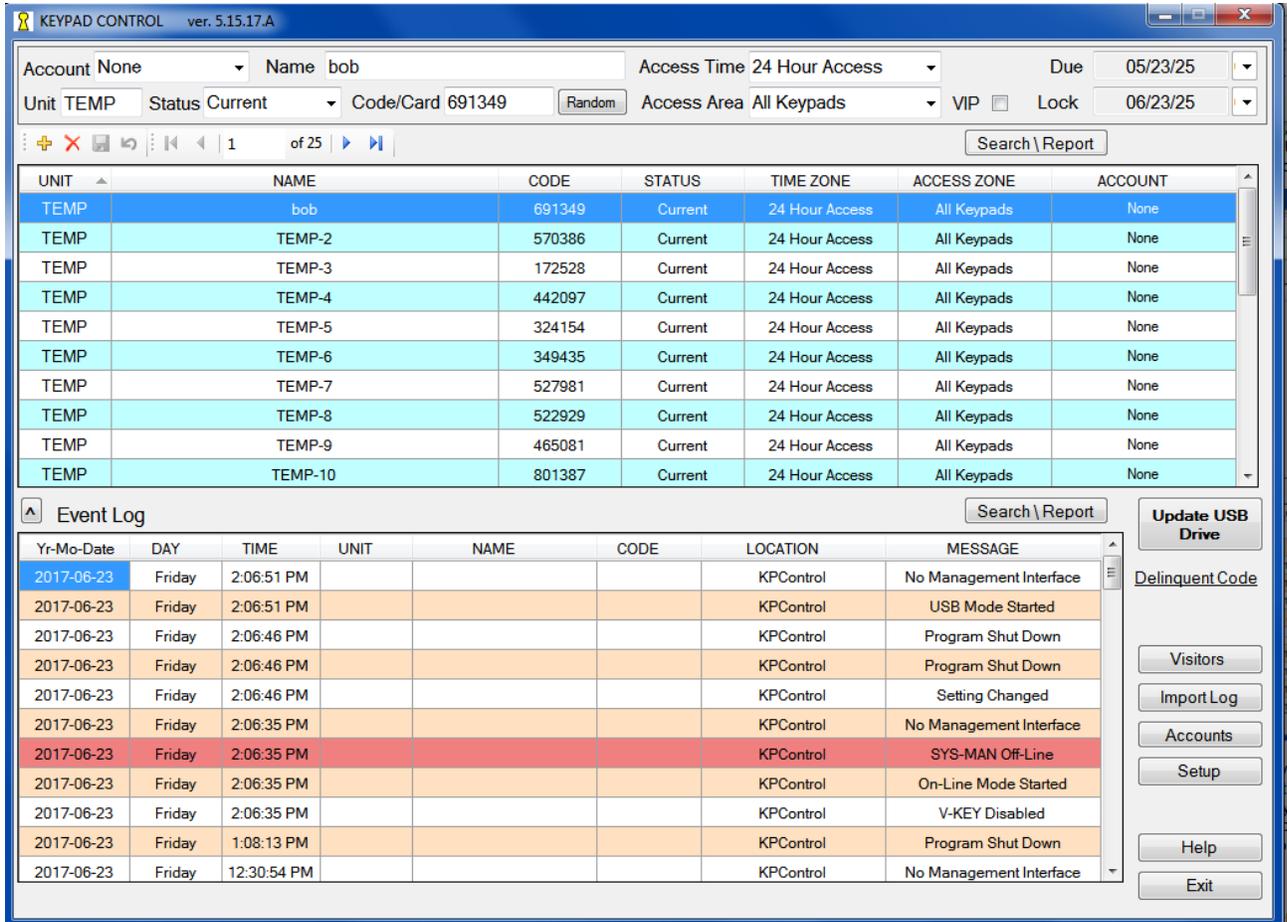


**Main Screen:**

Dependent on which KPControl software Setup is used, some buttons may be disabled.

For systems that are using a third party “management” program, controls will act the same, except for the following: You can’t add, delete or edit user information in the fields on top of the screen. These fields cannot be edited in this mode. Below these fields is the tenant list grid, which lists all the tenants in the system. All the information in this grid comes from the tenant management program.

Along the top of the screen are fields displaying the selected tenant’s information. To add a new user, click on one of the temp codes on the right and then edit the user information on top. Change the Unit/account field from “TEMP” to something else. You can also use the “+” button to add a new user but their code will not be active until you bring the flash drive out to the keypad.



**Temp Codes List:** This is a list of the temporary codes that are already loaded in the keypad (copied into the keypad on your last trip out to the keypad with the flash drive). When you add a new tenant to the tenant management program, use one of these codes so that the tenant can use the keypad right away, without you having to bring the flash drive out to the keypad to update it. Just click on the Temp code you wish to use (this will copy the code), then just paste it into your management program in the access code field. Once you use a temp code it will become one of the tenant codes the next time you use the “Update USB” button. The software keeps track of the temp codes. Twenty five new temp codes are generated every time the “Update USB” button is used.

**Status:** You can use this field to control the users’ access and display their payment status on the keypad screen. Or this field can be used to activate the auto expire function. Set the status to “Auto Expire” and then set the start date and the expiration date in the “Start” and “Expire” fields. The code will only be valid within this date period.

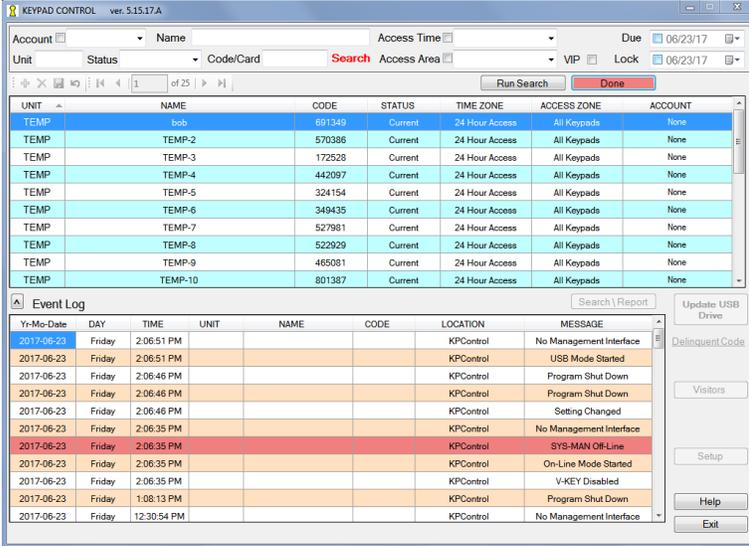
By selecting ‘Valid’ the code will remain valid indefinitely.

You can also set the status to “Current” and use the “Due” and “Lock” fields to change the status field automatically to “Payment Due” and then “Locked Out” respectively. You can allow or disallow access when in the “Payment Due” stats level by setting the “Allow Payment Due Access” menu option in the keypad setup.

There is also a “Latch code” status which can be used to hold the gate open until the code is used again.

**Transaction Log:** Below the tenant list grid is the activity list grid, is the tenant activity information taken from the keypad.

**Search\Report:** There are two “Search\Report” buttons on the main screen. The top button is used to search and create custom reports using the current tenant database. The bottom button does the same for the transaction log.

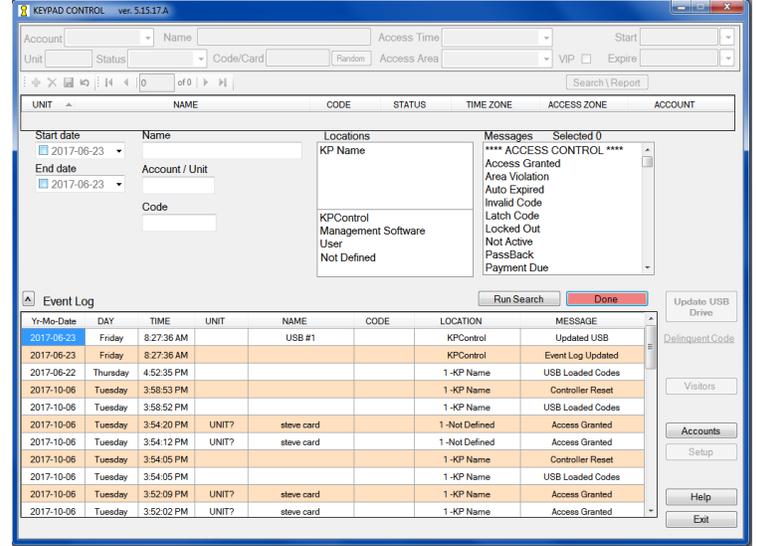


The screenshot shows the main software interface with a search bar at the top and a table of tenants below. The table has columns for UNIT, NAME, CODE, STATUS, TIME ZONE, ACCESS ZONE, and ACCOUNT. Below the table is an 'Event Log' section with columns for Yr-Mo-Date, DAY, TIME, UNIT, NAME, CODE, LOCATION, and MESSAGE.

UNIT	NAME	CODE	STATUS	TIME ZONE	ACCESS ZONE	ACCOUNT
TEMP	bob	691349	Current	24 Hour Access	All Keypads	None
TEMP	TEMP-2	570386	Current	24 Hour Access	All Keypads	None
TEMP	TEMP-3	172528	Current	24 Hour Access	All Keypads	None
TEMP	TEMP-4	442097	Current	24 Hour Access	All Keypads	None
TEMP	TEMP-5	324154	Current	24 Hour Access	All Keypads	None
TEMP	TEMP-6	349435	Current	24 Hour Access	All Keypads	None
TEMP	TEMP-7	527981	Current	24 Hour Access	All Keypads	None
TEMP	TEMP-8	529299	Current	24 Hour Access	All Keypads	None
TEMP	TEMP-9	465081	Current	24 Hour Access	All Keypads	None
TEMP	TEMP-10	801387	Current	24 Hour Access	All Keypads	None

Yr-Mo-Date	DAY	TIME	UNIT	NAME	CODE	LOCATION	MESSAGE
2017-06-23	Friday	2:06:51 PM				KPControl	No Management Interface
2017-06-23	Friday	2:06:51 PM				KPControl	USB Mode Started
2017-06-23	Friday	2:06:46 PM				KPControl	Program Shut Down
2017-06-23	Friday	2:06:46 PM				KPControl	Program Shut Down
2017-06-23	Friday	2:06:46 PM				KPControl	Setting Changed
2017-06-23	Friday	2:06:35 PM				KPControl	No Management Interface
2017-06-23	Friday	2:06:35 PM				KPControl	SYS-MAN Off-Line
2017-06-23	Friday	2:06:35 PM				KPControl	On-Line Mode Started
2017-06-23	Friday	2:06:35 PM				KPControl	V-KEY Disabled
2017-06-23	Friday	1:08:13 PM				KPControl	Program Shut Down
2017-06-23	Friday	12:30:54 PM				KPControl	No Management Interface



The screenshot shows the Search\Report interface with search filters for Start date, End date, Name, Locations, and Messages. Below the filters is a detailed 'Event Log' table with columns for Yr-Mo-Date, DAY, TIME, UNIT, NAME, CODE, LOCATION, and MESSAGE.

Yr-Mo-Date	DAY	TIME	UNIT	NAME	CODE	LOCATION	MESSAGE
2017-06-23	Friday	8:27:36 AM		USB #1		KPControl	Updated USB
2017-06-23	Friday	8:27:36 AM				KPControl	Event Log Updated
2017-06-22	Thursday	4:52:35 PM				1-KP Name	USB Loaded Codes
2017-10-06	Tuesday	3:58:53 PM				1-KP Name	Controller Reset
2017-10-06	Tuesday	3:58:52 PM				1-KP Name	USB Loaded Codes
2017-10-06	Tuesday	3:54:20 PM	UNIT?	steve card		1-Not Defined	Access Granted
2017-10-06	Tuesday	3:54:12 PM	UNIT?	steve card		1-Not Defined	Access Granted
2017-10-06	Tuesday	3:54:05 PM				1-KP Name	Controller Reset
2017-10-06	Tuesday	3:54:05 PM				1-KP Name	USB Loaded Codes
2017-10-06	Tuesday	3:52:09 PM	UNIT?	steve card		1-KP Name	Access Granted
2017-10-06	Tuesday	3:52:02 PM	UNIT?	steve card		1-KP Name	Access Granted

On the right hand side of the screen are the following buttons:

**Update USB:** This button is used to load the user database into the USB flash drive to be taken out to the keypad. This button will also import the transaction log from the flash drive.

**Import Log:** This is where you can load the activity Log information from the flash drive that was taken out of a keypad without updating the tenant codes. The new transactions will be added to the existing activity log. This is done automatically when **Update USB is used.**

**Loading Codes:**

Once the users are setup in the KPControl software, you can load them into a USB flash drive. Insert the drive into the PC and then select the “Update USB drive” button. The code data will be copied to the drive. If you have more than one keypad the software will prompt to insert another drive. Always use the “Safe Drive Removal” windows function when removing the USB flash drive. These disks will be switched with the disks already in the UFLASH units.

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### Mounting

It is best to have already pulled the power and control wires to the keypad location before mounting the enclosure to avoid damage to the keypad. The enclosure can be mounted on a "goose neck" pedestal or directly to a wall. Remove the keypad faceplate before installation to avoid damaging it. To do so, use the supplied key, turn key to the left to unlock keypad faceplate. Disconnect the ground strap off the back of the keypad. Be careful not to get dirt into the USB port. Use the appropriate mounting hardware to mount the enclosure. Place a bead of silicone sealant around the contact area, between the enclosure and the mounting surface to guard against moisture. Re-install the keypad faceplate and ground strap.

### Wiring

The keypad requires 12-24 Volts AC or DC at 300mA to operate. It is recommended to use 18-gauge, stranded, two-conductor cable for this. Power is connected to the "PWR" terminals (the two on the right hand side) on the connector at the bottom of the keypad. The power terminals are NOT polarity sensitive. The relay is on the left hand side of the connector. NEVER use the same power supply for the keypad as power for the controlled device (i.e. Electric strike or magnetic lock).

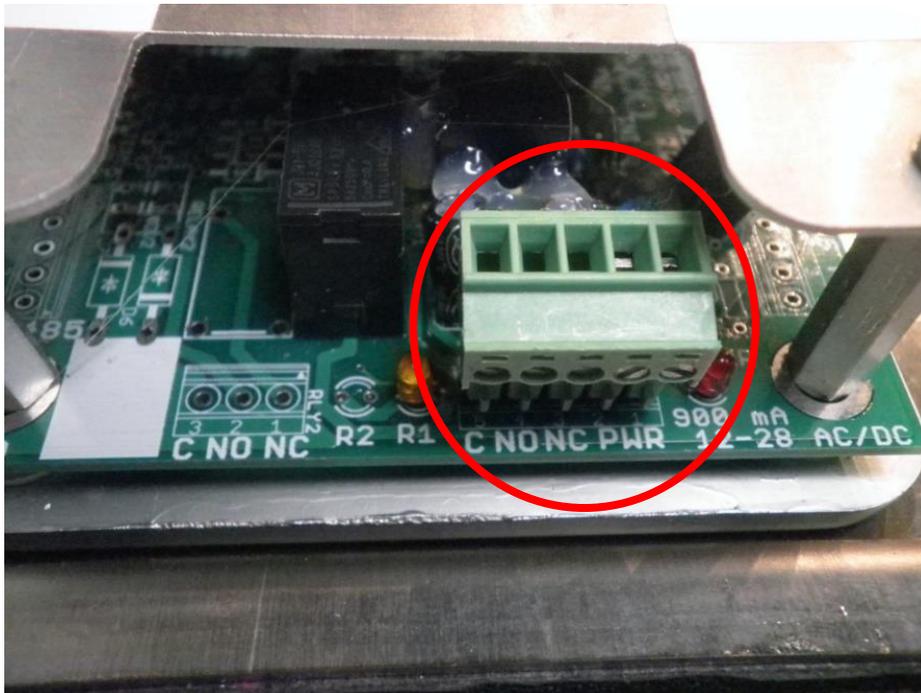
The connector is as follows and is labels on the board:

Relay common, relay normally open, relay normally closed, keypad power, keypad power.

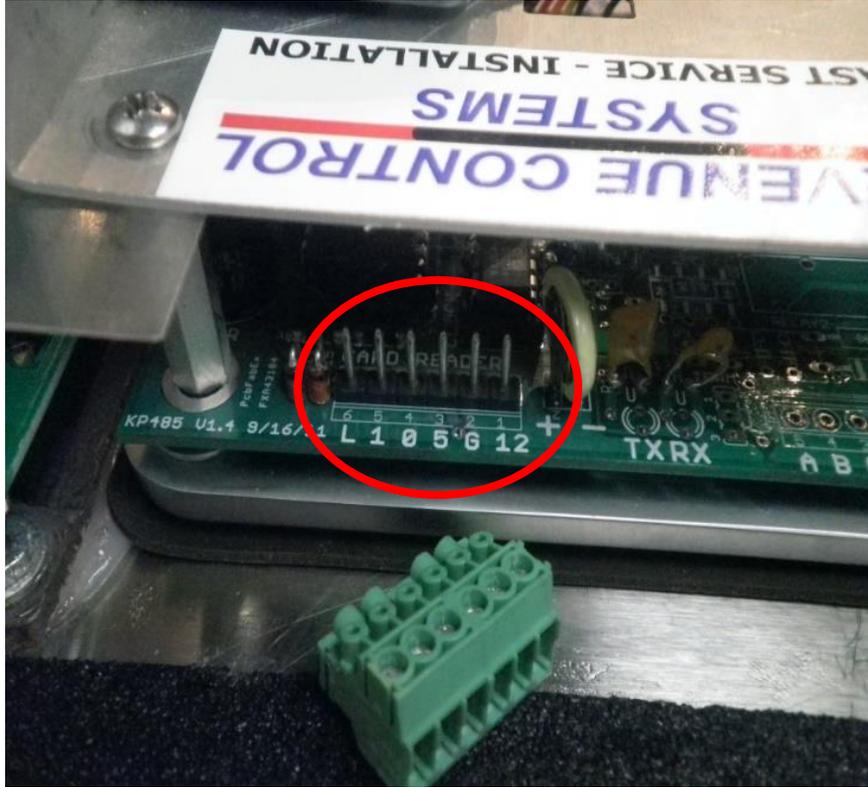
**Electrical connections:** apply 12VDC-24VDC or 16VAC to 28VAC at 300mA to the connector at the bottom of the keypad controller board labeled "PWR" (the two terminals on the right). Polarity does not matter. Also connect the locking device to this connector.

The first three terminals on the left are "C" which is the relay common contact, "NO" is the relay normally open contact, and "NC" is the relay normally closed contact. These connections are for a second relay, only used with a dual **U-FLASH** keypad/card reader.

Notice the red LED to the right of the connector, this is the power indicator. On the left side of the connector is a yellow LED which is the relay status indicator.



If you are using a card reader, you can connect it to the keypad controller board. The connector is located on the left side. The card reader must be a Wiegand 26 bit standard format card reader. The terminals are as follows from left to right: "L" is for the card reader LED, "1" is for the card reader "1" data bit, "0" is for the card reader "0" data bit, "5" is a 5VDC supply to the card reader, "G" is for ground connection, and "12" is a 12VDC supply to the card reader.



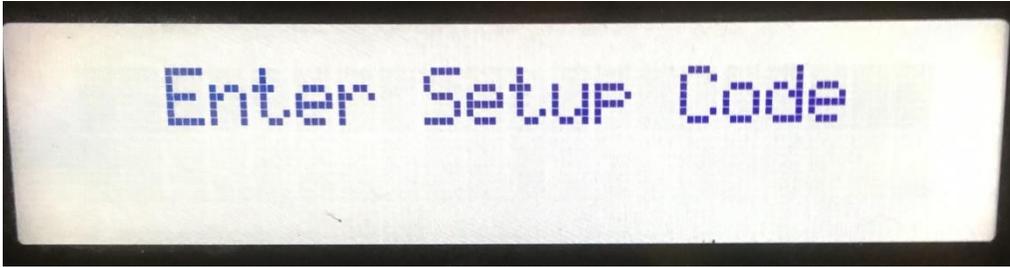
On the right side of the keypad controller board there is the display contrast adjustment and the controller reset button



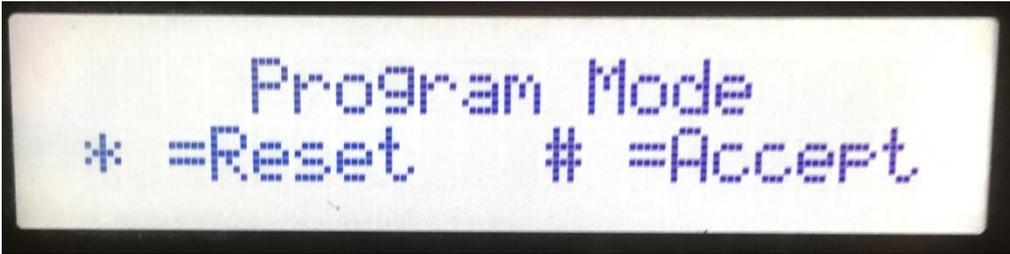
The latest versions of the access controller firmware allow all setup configurations, time changes to be done via the flash drive. But you can still use the keypad to do it.

### Entering the Setup Menu

From the main screen with the clock displayed, hold down the Star (\*) key for about five seconds. The display will change to "Enter Setup Code". Enter the six-digit setup code (default is 012345) and press the Pound (#) key. Once in Setup Mode the \* key will reset a setting to its previous value if it has just been changed or it will jump back to the previous menu item. The # key will advance to the next menu item and save any valid changes.



Once you have power to the keypad controller board you can access the setup screen by holding the \* key until the display changes to "Enter Setup Code". Enter in the default code of "012345" and press the # key.



Press the # key again.

### Date Menu

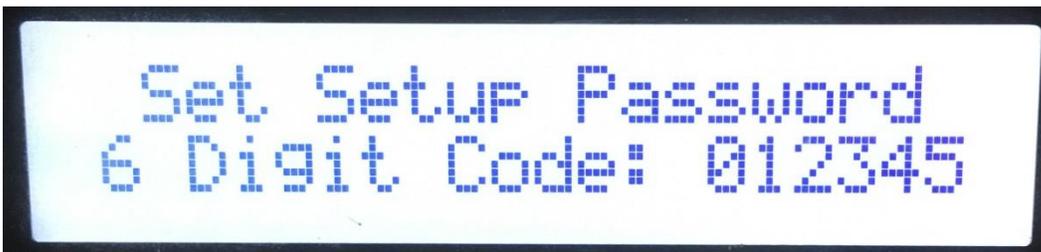
Follow the on screen prompts to enter the correct day of week, time (AM/PM format) and date. The days of week are numbered as such: 1=Sunday 2=Monday 3=Tuesday 4=Wednesday 5=Thursday 6=Friday 7=Saturday. The time and date will keep without power.



Follow the prompts to enter in the time and date or press # to skip over this setting.

### Setup Password Menu

Enter a six-digit code used for accessing the Setup Menu. The default is 012345.



You can change the Setup Password here or press # to skip over this setting.

**Keypad ID Menu**

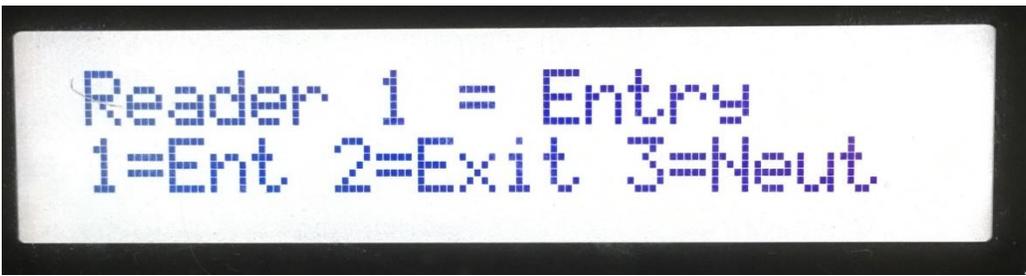
Enter the keypad identification number from 0-32. This is used to track transactions generated by this keypad in the log report. When using the DUAL controller you can control up to 64 access points.



Enter in a unique number to identify this controller in the PC software or press # to skip over this setting.

**Entry / Exit Menu**

Select whether this keypad is used for either an entry or exit. This is used to track transactions generated by this keypad in the log report. Also used for the Anti-passback function.



**Anti Pass-back**

This function is used when you want a customer to enter and exit the facility before their code or card can be used again choose 'Tme' for this function to be active and 'Off' for it to be off.



**Set Relay Time Menu**

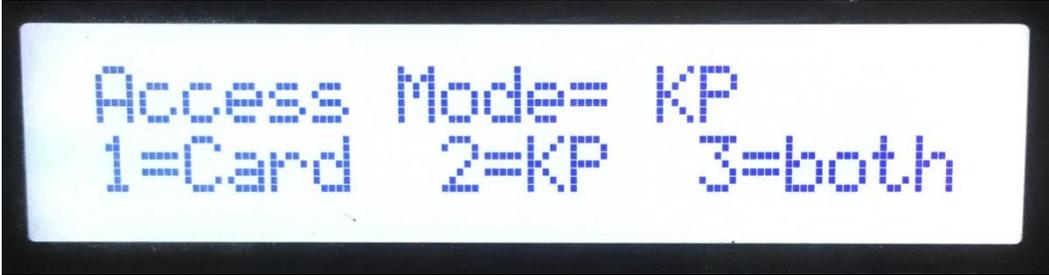
Set the amount of time in seconds (0000-9999) that the relay will stay activated for when a valid code is entered.



Enter in the number of seconds for the relay to activate on a valid code or press # to skip over this setting.

**Access Mode Menu**

Select if this keypad will use the optional proximity card reader or both cards and keypad operation. If you activate the card reader, the card numbers (as printed on the card) are entered into the PC software without the facility code and without leading zeros. Valid card numbers are from 1 to 65535.



Select which devices you want to activate or press # to skip over this setting.

**Set Input Function Menu**

Select if this keypad will use the "Arming" function (input has to be a closed circuit for the keypad to accept codes) or use the input as a door alarm. In door alarm mode the alarm output will turn on if the alarm input is an open circuit before there was a valid code used or the egress input is used. The alarm output will stay on until a valid code is used.



**USB Access Mode Menu**

Select how the keypad will treat codes when the USB flash drive installed or not installed.

**1=Log** – Uses the data loaded in the flash drive and the keypads memory to control valid access, display user names and status messages. This mode will record the activity on the flash drive. Time zones, auto-expire, anti-passback and user status are also active in this mode. If the flash drive is not installed, all codes and cards will be rejected.

**2=Mem** – This mode only uses the keypads memory that was loaded by the flash drive. Only a valid code is needed to gain access in this mode. The flash drive can be removed in this mode and used to program other keypads. This mode will NOT record the activity on the flash drive unless the flash drive is left in. Time zones, auto-expire, Anti-passback and user status are NOT checked in this mode unless the flash drive is left in. The "Enforce Cards" setting still applies. If the flash drive is installed the keypad/card reader will behave as in the "Log" mode.

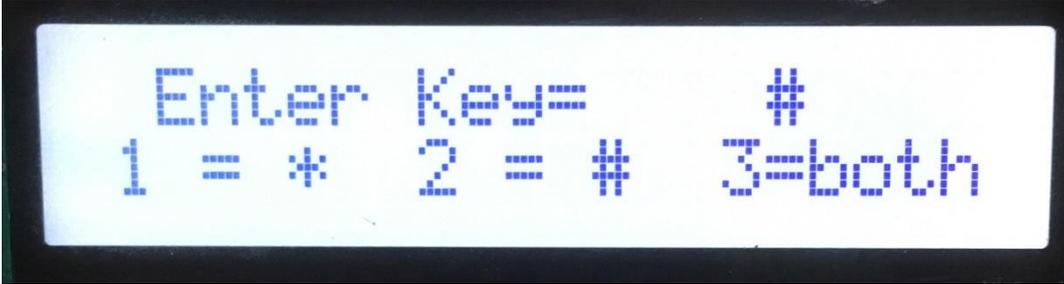
**3=Any** – This mode will allow access to any code or card used. There is no check for valid codes and no activity will be recorded. The "Enforce Cards" setting still applies. The flash drive is not used in this mode.



Select which mode the controller will operate in. LOG = needs the USB installed, checks the codes loaded into memory then gets the customer name from the USB drive. Writes the transaction log to the USB drive. MEM = checks the codes loaded into memory. No transaction log. ANY = any code will be accepted.

**Enter Key Menu**

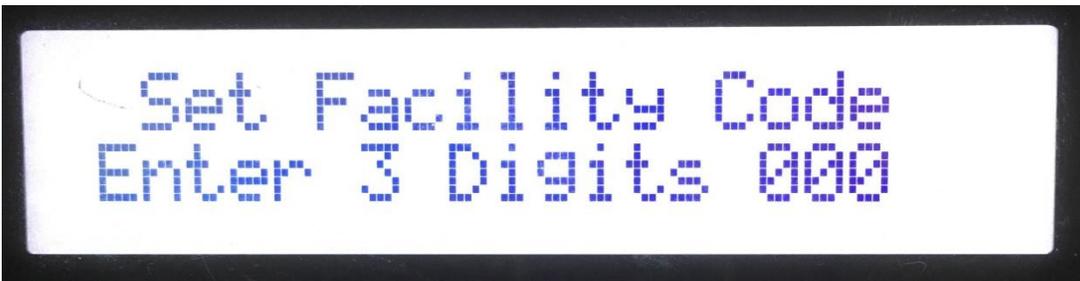
Select which key is used to enter in a code. You can select "\*", "#" or "both". If "\*" is selected as the enter key, the # key will become the delete key. If "#" is selected as the enter key, \* key will become the delete key. If both are selected, there will not be a delete key.



Select which "ENTER" key you want to use. If only one is selected, the other will be the "DELETE" key.

**Facility Code Menu**

If the controller will use the optional proximity card reader, then select the three-digit facility code used with the standard wiegand format HID 26-bit prox cards. "000" will allow all facility codes



If you are using the card reader, enter in the facility code of the cards you are using.

**Enforce Cards Menu**

When set to "Yes", keypad codes must be from 6 to 10 digits long. If they are less than 6 digits long they will be rejected when entered at the keypad. Codes 1 to 5 digits long are reserved for card numbers (1-65535). When set to "No" codes and card numbers can share all codes and so card numbers can be entered in as codes at the keypad. In either case 65535 is the highest card number that can be used.



If you are using the card reader and the keypad, you can block keypad code numbers from 1 to 65535, which will only be used for card numbers.

**Payment Due Access Menu**

Set whether or not you want to allow access then the tenant is in the "Payment Due" status level.



Select if you want users to have access when their status is "PAYMENT DUE"

**Use Relay Timers Menu**

Turn on or off the use of the automatic relay activation schedule. The Relay Timers will still work without the USB flash drive installed after the timers are loaded. The timers will resume the proper relay state after a power failure. 'Sup' (supervisor) mode will keep the timers disabled until a supervisor code is used.



Select if you are using the "Relay Timers" function. You can activate the relay on a time schedule.

**Access Override Code Menu**

This is the six-digit code used to enter the Access Override Mode. See more information in the "Access Override Mode" section. Default is 012345.



You can change the Access Override password here or press # to skip over this setting.

**Keypad Operations**

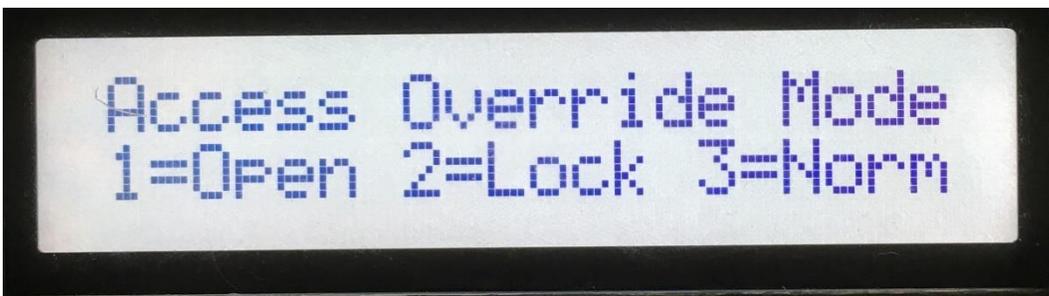
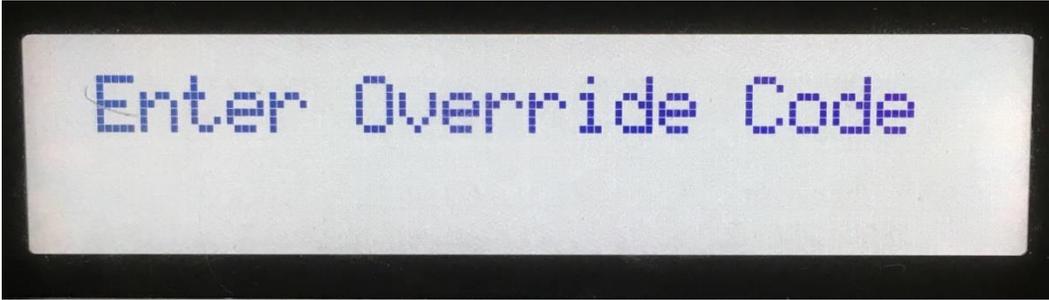
**Loading Codes Mode**

To load the codes from the USB flash drive: Open the keypad faceplate with the supplied key. When the main screen has the clock displayed, insert the flash drive correctly into the USB port behind the keypad. The display will change to "Loading Codes", and start a percentage count. It will only take 40 seconds to load. When the flash drive is inserted at times when the clock is not displayed, the codes will not be loaded. Depending which USB Access Mode you have selected, you may remove the flash drive when the countdown is done. Codes will remain after a power failure.



### Access Override Mode

This mode is used to manually activate the relay or disable the keypad and will disable the automatic Relay Timers. If power is reset, the keypad will stay in the previous selected Override Mode. To enter the Access override Mode follow these steps: from the main screen with the clock displayed, hold down the # key for about five seconds. The display will change to "Enter Override Code". Enter the five-digit override code (default is 012345) and press the Pound (#) key. Once in the Access Override Mode, select which relay you want to control. Then you can select 1=Open – this will keep the relay activated until another mode is selected. 2=Lock – this will deactivate the relay and disable the keypad so that no code or card will work. 3=Norm – this will restore full function to the keypad and automatic Relay Timers.



Access the "Access Override" function by holding the # key until the display prompts for the "Access Override" password, enter the password then #. Select the relay to control, then select the function. Hold Open, Lock Out or Normal.

### Specifications:

- Max User codes/Cards: 5000
- Max code length: 10 digit
- Auto expire/activation by date (visitors)
- Auto user status management
- Max Time Zones: unlimited
- Optional Prox Card Reader(s)
- Auto Relay Timers: 2 per day
- Max log file size : unlimited
- Code check response delay: 0-3 sec.
- On board Real Time Clock
- Non-volatile Memory
- 15 year clock battery
- 2 line by 20 character OLED display
- Industrial grade metal keypad buttons
- Powder coated aluminum enclosure
- Input voltage: 12 to 24 VAC or VDC
- Current usage: 300 mA
- Size: 6" width X 9" height X 5" depth
- Wiegand inputs: 2