Product Instructions

Card & PIN Readers -- Changing the Keypad

*These instructions are for AWID's Model **KP-6840** or **XK-3640** combination card reader and PIN-pad. Components of these readers are (a) the base reader, (b) the keypad assembly that mates with the base reader, and (c) the snap-on cover that secures the reader after it is installed.*
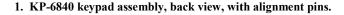
Removing the Original Keypad Assembly

1. Remove the cover of the Card & PIN Reader –

    (a) Insert a *wide* screwdriver blade into the slot at the bottom edge of the reader-keypad unit.

    (b) Press the screwdriver firmly against the reader's base. Twist the screwdriver handle to release the cover.

2. If the reader is installed, locate the two screws (near the top and bottom ends of the unit) that fasten the reader on the single-gang utility box or the wall or other surface. Remove these two mounting screws.

3. Grasp the keypad assembly by your thumb and fingers at the top and bottom edges, near the holes for the mounting screws. Gently pull the keypad assembly straight forward, until it is free of the base reader.

4. **KP-6840**: Protect the copper antenna, around the edge of the base unit, from any contact.

    XK-3640: Protect the wires on the base unit from any contact.

5. If the replacement keypad assembly is not immediately available, cover the base reader securely so that it is not visible, or dismount and disconnect it entirely from the wall.

Installing the New Keypad Assembly

1. If the reader's cover is on the reader, remove it as in step 1, above.

2. If the reader is installed using mounting screws, remove the screws as in step 2, above.

3. Look for the 4 alignment split-pins on the back of the new keypad assembly. (Figure 1.)

4. Hold the new keypad assembly in position in front of the base reader, with the keypad in normal orientation.

5. Align the 4 pins with the round sockets near the corners of the base reader. Gently press the keypad assembly on the base reader. (Figure 2.)

6. Insert the 2 mounting screws through the holes near the top and bottom of the reader, into the wall.

7. Hang the cover over the reader's top edge. Press the cover's bottom firmly to secure it on the base reader.

8. To initialize the new keypad assembly, remove DC power from the reader, and then restore power.

1. KP-6840 keypad assembly, back view, with alignment pins.

2. KP-6840 base reader, front view, with sockets for pins.