

# MAPLE IQ

## Commissioning the Key Validation Unit



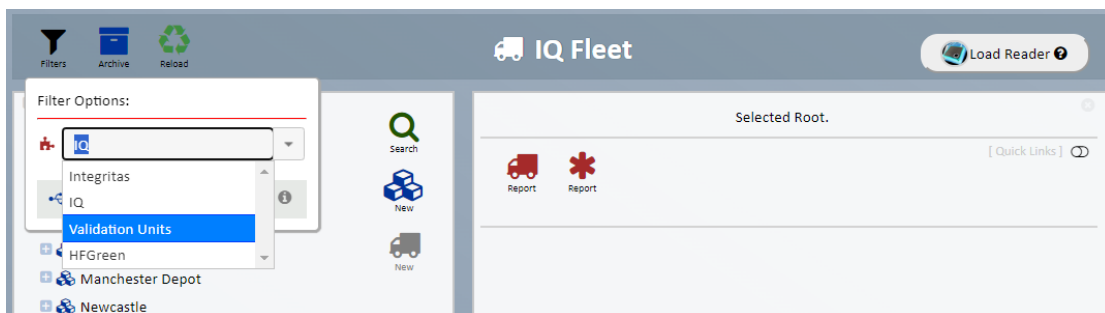
## How to commission a Key Validation Unit

The Validation unit should be mounted in a fixed location (e.g. Directly to a wall) and connected to an external power supply. Once the unit has been installed it will need to be commissioned, as per the following process.

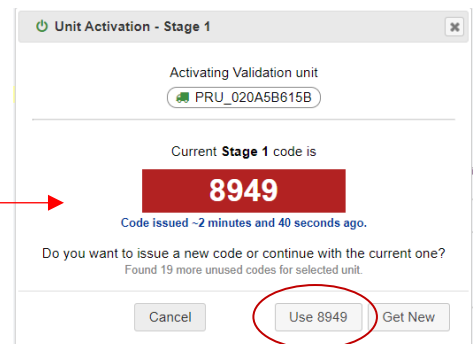
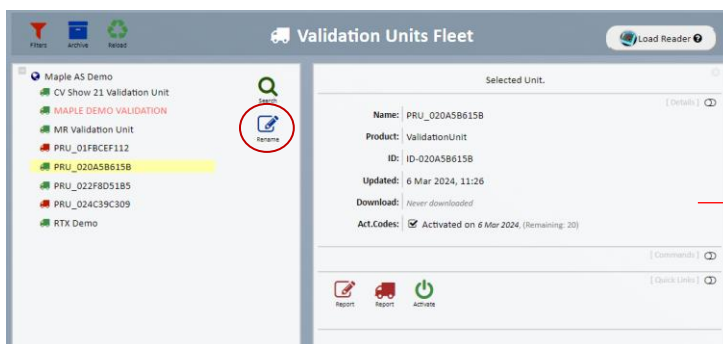
**NB:** If the validation unit is ever moved or the unit displays the message 'Unit Disabled' the commissioning process will need to be repeated.

### Stage 1 - Commissioning the Validation Unit

1. Launch the Maple web portal, from the 'Dashboard' page, select 'Manage Fleet.'
2. Using the filter menu at the top left of the page, select 'Validation Units' to display the available units.



3. Select the relevant unit from the list, then click 'Activate' to obtain a 4-digit activation code. Once displayed, click 'USE XXXX' (8949 in the example below)



**NB:** If an activation code has already been issued, that number will be displayed. If a new number is required, then click 'GET NEW' to obtain a new number.

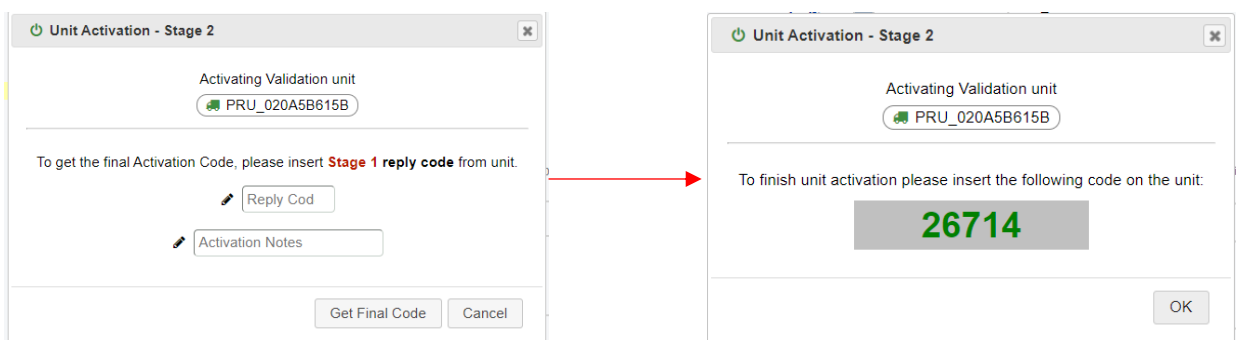
4. On the validation unit itself, press and hold the activation button until the cursor appears. Press the 'activation button' as many times as required to enter the first digit (i.e. press eight times to enter the number 8, or five times for number 5). After entering the first number, wait until the cursor moves to the next space and repeat this process until all 4 digits have been entered.
5. If a valid number has been entered, a 5-digit 'Reply Code' will be displayed, you can now proceed to **Stage 2**.

**NB: If an incorrect number is entered the 'X' is displayed – Check that the stage 1 code is correct and try again.**

## Stage 2 - Commissioning the Validation Unit

**NB: Stage 2 MUST be completed within 2 hours completing stage 1.**

6. Return to the Maple web portal and enter the 5-digit 'Reply Code' into the relevant field. Add activation notes (i.e. why the unit had to be enabled), then click 'Get Final Code.'



**NB: If you have navigated away from the website, simply locate the relevant validation unit on the fleet page and click 'Activate.' The activation code generated earlier should be displayed, click 'USE XXXX,' this will bring up the stage 2 dialogue box.**

7. Returning to the validation unit once more, enter the 5 digit 'Final Code.' On entry of the correct code the message 'Unit Activated' will be displayed, completing the commissioning process.

**NB: The unit will remain active unit the tamper switch is released or the unit is powered down i.e. the battery and external supply is removed. If this happens the message 'Unit Disabled' will be show on the display and the commissioning process will need to be repeated.**

8. Once the commissioning process has been completed, it is recommended that the unit is renamed on the Web Portal (this can be done form the 'Fleet View') for easier identification.

# Contact Maple

## AfterSales & Technical Support

If you require technical support or are experiencing any issues with Maple products, please contact the Aftersales Team for further assistance..



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