APEXX IP + CIT

Firmware Upgrade Steps

1. In the Apexx software platform, Navigate to Locks > Lock Systems and select the desired APEXX system.

2. In the upper-right corner of the screen:
    a. Select **Update Firmware**
    b. Select **Network**
    c. Select the desired firmware file (2.1.2.0)
    d. Select the **Update Firmware** button

3. The system will begin the initial firmware update process to 2.1.2.0
    a. Once the system has been updated in the software to an intermediate step of FW Version 2.1.2.0, you will see a pop-up message saying to accept this update at the keypad.

4. <u>At the Keypad:</u> Please **confirm** this update with an existing Lock User Administrator or Manager.

5. Next create the Primary Owner at the keypad.
    a. Log into the advanced menu at the keypad with the current Admin ID & PIN.
    b. Scroll to the icon that says "Create Primary Admin" and click enter
    c. Primary Owner is automatically **ID 000**. Create a PIN. (This will be a temporary PIN until user logs in with 000. 000 user will be asked to change PIN on first log-in.)
        i. Enter an 8-digit PIN.
        ii. Enter this again to confirm.

6. Directly after creating Primary Owner, the keypad will ask you to create Tenant 1
    a. Tenant 1 is automatically **ID 001**. -(This PIN will be temporary until 001 logs in the first time.)

i. Enter an 8-digit PIN.
ii. Enter this again to confirm.

b. Set Lock Access at the keypad for Tenant 1 by entering the advanced menu with the Primary Owner ID (000) & PIN, and select the icon that says, "Manage Tenants".
c. Select Tenant 1 -> Set Lock Access -> Click into each lock and select Bank, OTC, and/or ICS and save.

Note – on first use to get into the Advanced Menu at the keypad, the Primary Owner and Tenant 1 will be asked to reset their 8-digit pin. DO NOT LOSE THIS PIN.

After this update has been approved to version 2.1.20 and the Primary Owner & Tenant 1 has been created. You will push another firmware update to version 2.3.6.0:

7. In the software, Navigate to Locks > Lock Systems and select the desired APEXX system.
2. In the upper-right corner of the screen:
   a. Select **Update Firmware**
   b. Select **Network**
   c. Select the desired firmware file (2.3.6.0)
   d. Select the **Update Firmware** button

8. The system will begin the firmware update process to 2.3.6.0.

9. Once the system has completed the update to FW Version 2.3.6.0, you will see a pop-up message saying to accept this update at the keypad. Please **approve** this update with the appropriate user. (Admin/Manager)