
Onity, Inc.

HT22 Users Manual

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Contents

Introduction	1
Company History	1
Benefits of HT22 System	1
System Components	3
Locks	3
Keycards	3
Portable Programmer	4
Function Keys	4
Cable	5
HT22 Encoder	5
Main Encoder	6
Terminal	6
Regular Encoder	6
Keypad Definitions	7
HT22 Styles	10
Cables	10
Spare Card System	10
Printer	11
Optional Components	13
Off-line Wall Reader	13
On-line Wall Reader	13
Card Identifier	14
Training Materials	15

Using The HT22 System **17**

Training Set Up	17
Connections	17
Connecting Additional Encoders	19
Connecting the Portable Programmer	21
Connecting the Printer	21
Programming the Lock	22
Front Desk Operations	24
Log-On Screen	24
Menu Overview	24
New Guest Check-In	25
Single Room Card	25
Multiple Room Card	28
Copy of a Guest Card	32
Guest Check-Out	34
Single Opening Card	35
Read Card	37
Rooms Information	38
Read and Erase Card	39
What To Do If...	40
Guest Loses a Keycard	40
Guest Wants Additional Card	40
Guest Key Does Not Work	40
Encoder Warns "Room Occupied"	41
Guest Requests Limited Access Card	41
Guest Wants New PIN for Safe	42

Management/Security Functions **43**

Staff Key Management	43
Master Users List	44
Add a New Master User	45
Edit a Master User	48
Delete a Master User	52

Encode a Master Card	53
Change Master Code	55
Master Canceling Card	57
Safes Emergency Card	58
Special Cards	60
Diagnostic Card	60
Canceling Card	61
Blocking Card	63
Programming Card	64
Spare Cards	66
Security Functions	67
Operators List	68
Operator Levels	68
Adding a New Operator	70
Editing a System Operator	72
Deleting a System Operator	74
Auditor	75
Locks Audit Trail	80
On-Line Audit Trail	84
Configuration Settings	86
Set Date and Time	86
Language	89
Check-Out Warning	89
Auto Log-Off Time	90
Enable Master Copy	91
Masters Exp. Hour	92
Modify Masters Exp.	92
What To Do If...	92
Staff Key is Lost	92
Staff Key is Broken	93
New Employee is Hired	93
Employee is Terminated	94

Maintenance Functions **95**

Maintenance Menu	95
Room Out of Service	95
Make Back-Up	97
Adding/Updating Back-Up	97
Deleting a Back-Up	98
Communication Menu	99
Load Portable Programmer	100
Peripherals	103
Initializing a Peripheral	103
Updating a Peripheral	105
Changing Mode of a Workstation	106
Initialize Modem	108
Set RS-232 BAUD Rate	109
Export Program	110
Using the Portable Programmer	110
Batteries	111
Connecting to the Lock	111
Connecting to the HT22	111
Function Keys on the PP	112
Menu Choices	113
Update	113
Read Openings	114
Test	115
Initialize	116
Open	117
Daylight Savings Time	118
HT24 Lock Operation	118
Automatic Code Change	118
Battery Operation	118
Audit Trail	120
Real Time Clock	120
Panic Operation	120
Using the HT24 Lock	121
Modes of Operation	122

What To Do If...	123
Lock Needs to be Replaced	123
Room Removed for Maintenance	124
Key Will Not Open a Lock	124

System Maintenance **125**

Preventative Maintenance	125
Locks	125
Keycards	127
Encoders	128
Using the Spare Card System	128
Troubleshooting	130
Lock	130
Keycard	133
Portable Programmer	134
Encoder	134
PMS Interface	134
Basic Wall Reader	135

Setting Up the System **139**

Equipment Setup	139
Location of Encoders	139
Running the Cables	140
Connecting the Equipment	140
Connecting Additional Encoders	142
Connecting the Portable Programmer	144
Connecting the Printer	144
Other Tasks	145
Programming the Locks	145
Set Up and Encode Staff Keys	146
Set Up System Operators	146
Control of Portable Programmer	146
Control of Spare Card System	146

How To Contact Onity **147**

Technical Support	147
Product Warranty	148
After-Market Sales	148
Keycards	149
Additional Door, Access Systems, Spares	149
Extended Warranty	149
On-Site Lock Tune-Up Programs & Upgrades	150
Safes	151

List of Illustrations

Rear Panel Connections	18, 141
Power Connection	19, 142
Terminating Resistor Switch	20, 143
HTCOM Cable Connection	21, 144
Connecting the Portable Programmer	21, 144
Connecting the Printer	22, 145
Portable Programmer Connections	112
Lock Components	121

Introduction

About Onity

Onity is the leading international provider for electronic locking systems and offers integrated technological solutions and services for the hospitality industry, including electronic in-room safes, CCTV surveillance systems by Philips and Senercomm energy management products. Including manufacturing operations in Spain, Mexico and the U.S., Onity has an extensive sales and service network that spans the globe. With innovative products specially designed to meet the needs of the hospitality industry, Onity continues to provide technological advancements in real-world applications.

Our locks can be found on 2,000,000 doors in 12,000 hotels spanning 115 countries around the globe. The reputation for reliable products, superior manufacturing and quality control standards – all backed by a deep commitment to customer service and support – have made Onity the world leader in electronic locking systems.

Benefits of HT22 System

Easy to learn. Easy to use. Versatile. Reliable. The HT22 offers everything you need in an electronic locking system. The HT22 is designed for small-sized to medium-sized properties up to 500 rooms. Its many features include direct Property Management System (PMS) interface without requiring a PC, leaving you more room at your front desk.

The HT22 is a powerful management system whose technology practically eliminates encoding errors while providing 24/7 support. All Onity products are backed by our Worry-Free Guarantee, further ensuring the reliability of the hard-working HT22. All of which adds up to confidence for you and a safe, secure experience for your guests.

NOTE: When used with Advance RFID deployments, the HT22 encoder must be configured with the HT28w software. Standalone HT22 (without HT28w software) is not supported for Advance RFID deployments.

System Components

Locks

The HT24 lock is a stand alone magnetic stripe lock that runs on 4 AA alkaline batteries. The most important feature of the electronic lock is that it changes its code automatically for each new guest who checks into the room. Each new Guest Card used in a lock will automatically void the previous Guest Card.

In a similar manner, the lock will also accept a new master card. Any new Master Card used in a lock will automatically void the previous Master Card.

Keycards

The system uses an ISO standard three-track, low-coercivity, flush-mount magnetic stripe keycard. The card complies with the ISO requirements for keycard dimensions and materials. The information is encoded on track three in an encrypted and proprietary format, leaving tracks one and two open for use in another system, such as a point-of-sale system.

Advance RFID uses MIFARE-compliant ISO standards-based ultra light or 1K keycard.

The card is re-usable. When the card is re-encoded with new information, the previous information is destroyed, much like taping over an old movie on videotape.

Replacement keycards are available from Onity in both a generic format and with custom graphics. Purchases from other vendors should be tested by Onity for compatibility.

Portable Programmer

The Portable Programmer (PP) is used to transport information between the lock and the front desk equipment. It can also be used to open a guestroom and to test the functionality of a lock.

When the locks are first installed, the PP is used to initialize each lock to a particular room number, load its table of room codes, and set the internal clock.

The PP uses four AA batteries which are expected to provide about 50 hours of use. If the display is not visible, the batteries must be replaced.

Function Keys on the PP

ON/CLR (red)

The ON/CLR key turns the PP on. It also is used to clear or abort an operation and return to the menu.

OFF

The OFF key turns the PP off. The PP will turn itself off after about 30 seconds of inactivity.

MENU

The MENU key selects the various menu choices. Each time you press the MENU key it will advance to show you the next menu choice.

TX (green)

The TX key is the "transmit" or "GO" button. It is used to start the communication with the lock once the correct menu selection has been made.

UP & DOWN arrows

The UP and DOWN ARROW keys scroll through the options within a menu choice. For example, if you have used the MENU key to select the UPDATE menu, then the UP and DOWN ARROW keys will allow you to select the proper door to be updated.

Cable

The portable programmer comes with a 6-ft DB9 male to DB9 male "HTCOM" cable. This cable is used to connect the Portable Programmer to the HT22 encoder.

HT22 Encoder

The HT22 is a powerful front desk check-in system that does not require a PC. Through the use of an easy-to-use keycard encoding unit you can manage up to 500 doors, 100 operators and 250 master users. The HT22 offers direct Property Management System (PMS) interface capabilities and can be configured with up to eight encoding stations to allow for rapid check-in in high-volume properties.

The HT22 is based on stand-alone technology, so no wiring to the locks is required. The front desk communicates with the electronic locks through the use of the PP. Once a lock is originally programmed, each new guest keycard will automatically void the previous guest keycard, automatically re-keying the lock. The locks store the last 100 valid openings in non-volatile memory, allowing you to retrieve an accurate record of individuals who have been in a room in the event of a reported incident.

The entire HT22 system has been designed to offer a simple way to enhance property control on a door-by-door and person-by-person basis.

The HT22 may be used in three different modes of operation – Main Encoder, Terminal, and Regular Encoder.

Main Encoder

In all HT22 systems, one encoder is designated as the Main Station, or HT22 server. This encoder contains all of the data for the property. Other HT22 encoders may be attached to a main encoder, but they must be in either terminal or regular encoder mode. The main encoder can be used to perform all reception and management functions of the HT22 system. The main encoder is also used to load the PP, and print reports. If you are interfacing the HT22 system with your Property Management System, the connection with that system is made to the Main HT22 encoder.

Terminal

The HT22 can be used as a terminal or slave unit to a Main encoder. This allows the hotel to connect up to seven additional encoders to a Main Station for use in front desk reception functions. The terminals may also be used as a back-up for the Main Station. All of the basic reception functions may be performed on a Terminal Mode encoder.

Regular Encoder

The HT22 can be used as a regular encoder with a Main Stations. This mode is used when the Main Station is connected to a property management system (PMS). This allows the property to have an encoder next to each PMS terminal. When the unit is in Regular Encoder mode, the keypad is not active. The regular encoders will encode cards automatically through the reception screens on the PMS.

Keypad Definitions

The keypad of the HT22 has 25 different keys to allow operator input into the unit. The following list of keys contains a very basic explanation of what each key does.

New Guest

The New Guest key is used to quickly begin encoding a new Guest Card.

Copy Guest

The Copy Guest key is used to quickly make a copy of a registered guest's card.

Check Out

The Check Out key is used to quickly check a guest out of a room.

Read

The Read key is used to quickly read any card in the system.

Exit

The Exit key is used to end processes and log the user off of the system.

Number Keys

The Number Keys are used to enter room numbers, passwords and other data into the system.

** Key*

The * key is used to print reports within the report menus.

CLR (red) – Clear

The CLR key is used to erase an entry, exit a function and answer NO to a choice on the screen.

Enter (green)

The Enter key is used to complete an entry, select an item within a list or answer YES to a choice on the screen.

Menu

The Menu key is used to enter the main menu from a function.

Help

The Help key is used to request a pop-up list of choices at different data entry points within the system.

A-Z Letters

The A-Z Letters key is used with the left and right arrow keys to enter alphabetical characters into the system.

Up Arrow

The Up arrow key is used to scroll up through a list or menu one item at a time.

Down Arrow

The Down arrow key is used to scroll down through a list or menu one item at a time.

Left Arrow

The LEFT ARROW key is used to scroll up through the alphabet, scroll left in the menu headings, scroll up one page at a time in a list or erase the previous character in a data entry field.

Right Arrow

The RIGHT ARROW is used to scroll down through the alphabet, scroll right in the menu headings or scroll down one page at a time in a list.

Display Adjustments

The HT22 encoder has a Liquid Crystal display with a backlight to allow you to easily view the screen from any angle.

[NOTE: Older versions of the HT22 may also have a contrast adjustment knob located on the bottom left of the encoder. Current versions do not have this adjustment.]

HT22 Styles

The HT22 comes in three styles – Insertion (HT22i), Motorized (HT22m), and RFID (HT22P). The magnetic encoders (Insertion and Motorized) both encode information on Track 3 of the magnetic stripe keycard, which is reserved for locking system information. The RFID Encoder encodes information into Sector 1 of a MIFARE card.

Cables

The cable used to connect the encoders should be 18 gauge, two-conductor, twisted-pair, stranded, shielded cable. If the cable is to be run through ceilings or crawl spaces, it should also be plenum rated. The cable should have a DB9 male connector on each end. Within the cable, pins 2 and 3 should be connected straight through; pin 2 on one end is connected to pin 2 on the other end, and pin 3 on one end is connected to pin 3 on the other end. These cables are typically supplied by Onity, but in cases where the distance between encoders exceeds 100ft, or if it is difficult to run the cable, it may be supplied and installed by a local cable contractor. The only difference in this cable and the HTCOM cable that is supplied with the PP is the cable length.

Spare Card System

The Spare Card system is used as an emergency back-up to maintain the hotel's ability to rent rooms in the event of an extended power outage or complete system failure. It is extremely important to keep a current Programming Card with the Spare Cards at all times. These cards should be located in a secure area where they are easily accessible to the front desk staff in the event of an emergency. Since the locks are battery operated, current Guest Cards are not affected by these issues.

Printer

A standard parallel printer is used to print the reports from the HT22 main station. Onity supplies an ink jet printer to perform these functions.

Optional Components

Off-Line Wall Reader

Off-line readers are stand-alone units that do not require connections to a central computer. To operate, the off-line readers require a 12 volt DC power supply which is supplied by Onity. They are used to control an electrical locking device, such as an electric strike, magnetic lock, automatic door and gate operator. In all other regards, the off-line reader behaves like the stand-alone lock.

The off-line readers are typically configured to allow access to multiple guest keys and Staff Card holders.

On-Line Wall Reader

On-line readers are devices that are connected to the front desk main console for instantaneous update and audit capability. Each reader is connected to a controller, which in turn is connected through the HTCOM network to the front desk main station. All Check-in and Check-out information is immediately

relayed to the reader, so that access privileges can be granted or denied on a minute-by-minute basis.

The on-line readers are also used to control an electrical locking device, such as an electric strike, magnetic lock, automatic door or gate operator.

Card Identifier

The Card Identifier is used by hotels in Point-of-Sale (POS) applications where the property wants to use the Guest Cards to provide services to guests of the property. The Insertion Identifier can read the Guest Card, display the information on the screen and output the same information through a serial port for POS software applications. This information helps the staff at the POS location to determine if the customer is a valid guest and whether or not that guest is allowed to charge the bill to the room.

Training Materials

In addition to the system components explained above, the following training materials are provided:

- User Manual – The user manual includes the information on the training video and more detailed explanations of how to use the HT22 system.
- Mounted Sample Lock – The mounted sample lock is an HT24 lock that is mounted on a demo block for easy use during the training program. This lock is one of the spare locks you purchased with your system.
- Training Video

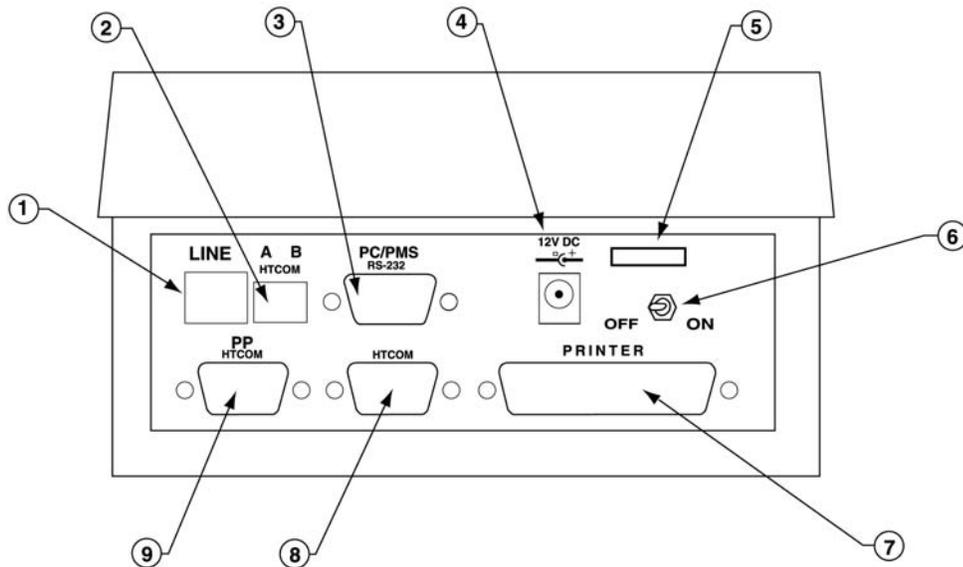
Using the HT22 System

Training Set Up

Connections

In order to begin the training, it is necessary to set up the system components.

All external connections to the HT22 are made through connectors on the rear panel. The power switch for the unit is located on the rear panel, as shown in Figure 2 on page 18. To turn on the HT22, move the switch toward the word “On” (toward the side of the unit). To turn off the HT22, move the switch toward the word “Off” (away from the side of the unit).



1. Telephone Line Jack	6. Power Switch
2. HTCOM Connector for On-line Controllers	7. Connector for Parallel Printer
3. RS232 Serial Port	8. HTCOM Connector for Encoders
4. Power Connector	9. HTCOM Connector for PP and Encoders
5. Strain Relief for Power Cord	

Figure 2 – Rear Panel Connections

For the purpose of the training, we will set up the Encoder(s), the PP and the Printer. We will also initialize the Sample Mounted Lock to use throughout the training.

Power Supply

A plug-in power transformer is supplied by Onity. Simply Plug this transformer into the wall outlet or

power strip and connect to the jack labeled 12VDC, as shown in Figure 3 on page 19.

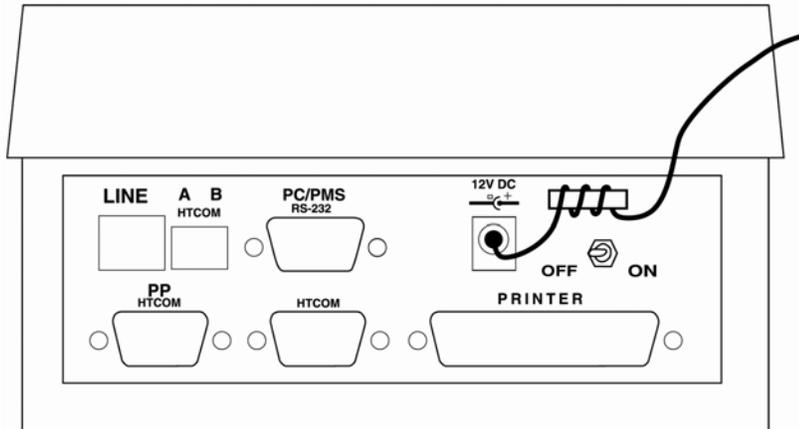


Figure 3 – Power Connection

Connecting Additional Encoders

When configured as a main station, the HT22 can be a file server for up to seven HT22 auxiliary encoders. These encoders are connected in “daisy chain” configuration. Beginning with the main station, each encoder is connected in a continuous string. The first and last encoder in this string must have the terminating resistor set to the ON position, as shown in Figure 4 on page 20. All of the other encoders in the string must have the terminating resistor set to the OFF position. The total length of the string may not exceed 4500 feet.

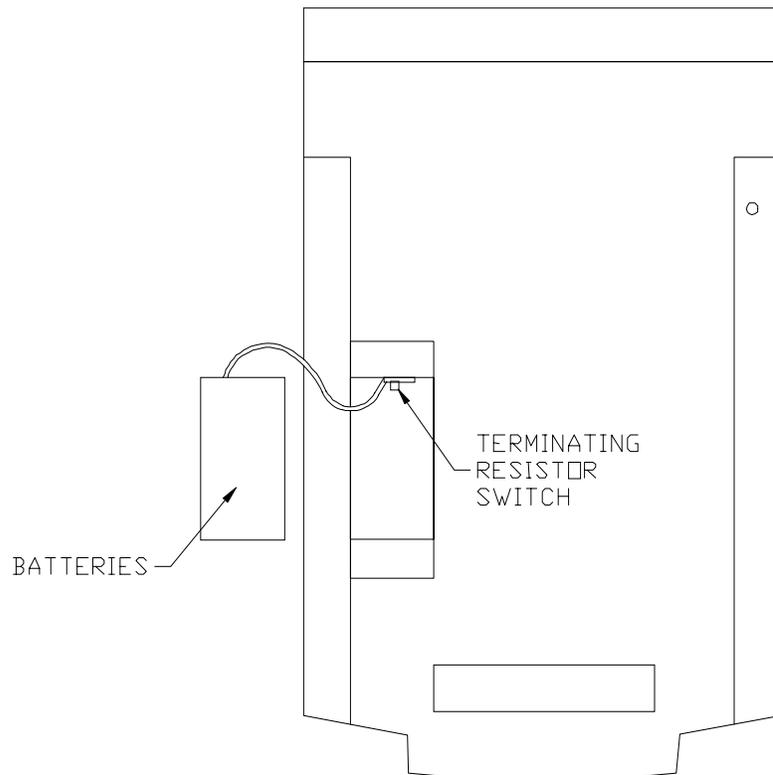


Figure 4 – Terminating Resistor Switch

To connect several encoders in a network, begin by connecting one end of an HTCOM cable to the 9-pin port on the main station marked HTCOM (CN8). Connect the other end of the HTCOM cable to the 9-pin port marked PP HTCOM (CN9) on the first auxiliary encoder (see Figure 5 on page 21). Connect the next encoder by connecting one end of another HTCOM cable to the 9-pin port marked HTCOM (CN8) on the first auxiliary and connecting the other end of the HTCOM cable to the 9-pin port marked PP HTCOM (CN9) on the second auxiliary encoder. You may continue in this manner until a maximum of eight encoders are connected (seven auxiliary encoders and one main station).

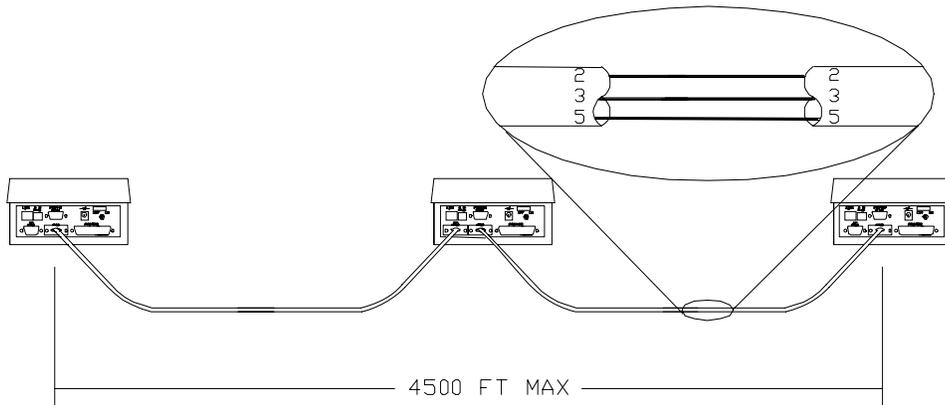


Figure 5 – HTCOM Cable Connection

For systems with more than one encoder, the Portable Programmer must be connected to the Main Encoder

Connecting the Portable Programmer

To connect the PP to the HT22 main station, connect one end of the PP HTCOM cable to the 9-pin connector on the top of the PP, and connect the other end of the cable into the 9-pin connector marked PP HTCOM on the rear panel of the HT22 main station.

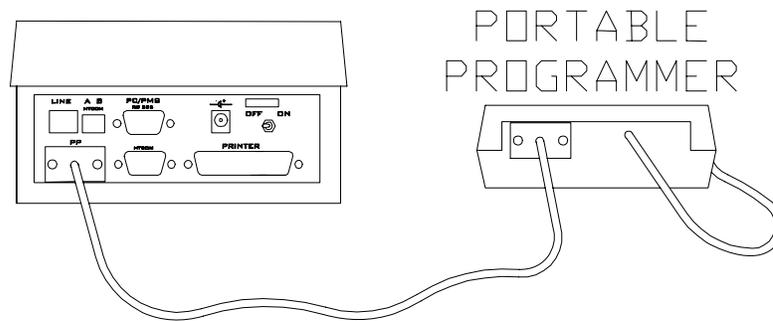


Figure 6 – Connecting the Portable Programmer

Connecting the Printer

The HT22 can utilize any standard parallel printer for printing reports. The reports will print on any standard size paper; the unit prompts you to enter the number of lines per page each time you generate a printed report.

For systems with more than one encoder, the printer must be connected to the Main Encoder

To connect a parallel printer to the HT22, connect one end of a standard parallel printer cable to the printer you wish to use. This cable may not exceed 25 feet in length. Connect the other end of the cable to the 25-pin connector labeled **PRINTER** (see Figure 7 on page 22) located on the rear panel of the HT22.

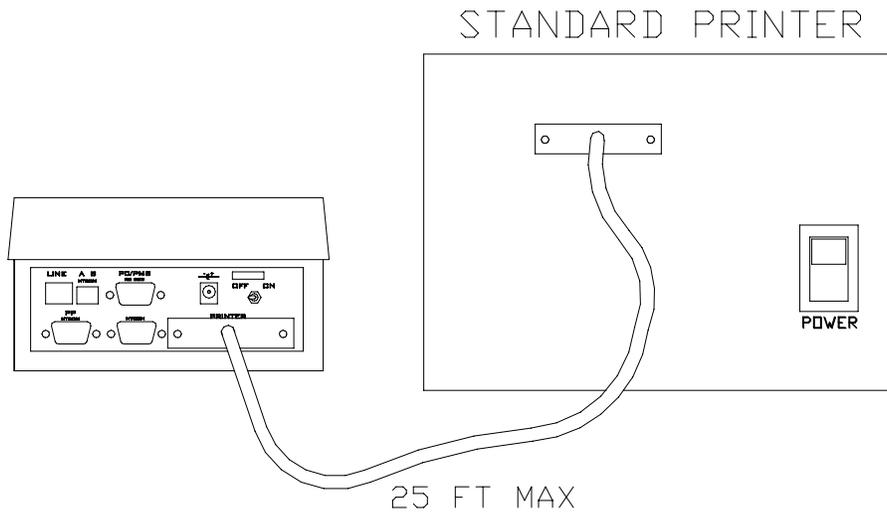


Figure 7 – Connecting the Printer

Programming the Lock

Now that we have everything connected, we need to program the Mounted Sample Lock to use in the training presentation.

First turn on all of the HT22 encoders. This is done by turning the power switch located on the rear panel of the encoder to the ON position. The encoder(s) will perform some power on testing and then the Enter Password screen appears.

On the Main Encoder, press the **5** key and then press **ENTER**. (The HT22 system is shipped with a password of '5').

Press the **MENU** button, then press the **Right Arrow** button six times until the **Communications** menu appears.

Turn on the PP by pressing the Red **ON/CLR** button on the PP.

On the encoder, Press the **Enter** button.

Press **Enter** at the next screen to accept the **Complete Loading** default option.

Enter **1111** at the 'PP Password' prompt.

At the 'From Room' prompt, enter **9991** and press **Enter**.

At the 'Until Room' prompt, enter **9991** and press **Enter**.

If your system has been configured with 'Back of House' locks, you will see the 'From Door' prompt. If you see this prompt, press the **CLR** button on the HT22 Encoder and the HT22 will begin to load the information into the Portable Programmer.

If your system has not been configured with 'Back of House' locks, the HT22 will begin to load the information into the Portable Programmer.

When the communication is finished, the HT22 Encoder will display 'End of Comm'. Press **Enter** to return to the menu. Press **Exit** to log out of the system.

The Programmer is now ready to Initialize the Sample Mounted Lock. Plug the round connector from the attached PP cable into the round jack in the bottom of the lock.

Power on the PP by pressing the Red **ON/CLR** button.

Press the **Menu** button of the PP three times. You will see '4. Initialize' on the screen.

Press the **UP** arrow until you see '9991' on the screen. (This will be the only option unless your system has been configured to work with HTCombo safes. In this case, you will have '\$9991' as an option in addition to '9991'. Make sure to choose '9991')

Press the green **TX** button on the programmer to initialize the lock as room 9991.

You are now ready to begin the training.

Front Desk Operations

NOTE: all operations which refer to 'inserting' the card for encoding are performed on the HT22P (RFID) encoder by presenting the card to the appropriate location on the HT22P, as there is no insertion possible with this encoder.

Log On Screen

A valid password must be entered to access the HT22 system. Each password consists of up to 8 alpha numeric characters. Up to 100 users can be set up to use the HT22 system. To log into the system, simply enter your password and press the enter key. If your password contains letters, press the A-Z Letters key and use the left and right arrows to scroll to the desired letter. When the correct letter is displayed, press the A-Z letters key again if the next character of the password is a letter, a number key if the next character of the password is a number, or the enter key if the password is complete. Upon successful login, the new guest option is selected by default. At this point, you may choose to encode a new guest key, press one of the hot keys to perform another common function or press the MENU key to scroll through the menu options. For the purpose of the training, the password is '5'.

Menu Overview

The functions of the HT22 system are grouped into a series of menu options. For example, all the functions pertaining to Reception activity are grouped under a menu named Reception. A user can navigate through the menus by pressing the menu key, then using the left and right arrow keys. Grouped under each menu heading are the available functions pertaining to that menu. The menus are: Receptions, Masters, Special

Cards, Security, Configurations, Maintenance and Communications. Use the up and down arrow keys to navigate through the various options available from the menu. The green Enter key is used to select the option.

Not all of the functions are available to all the users. These options are restricted based on password level. Password levels will be covered in detail later in the course.

New Guest Check-in

This function is used when a new guest is to be checked into a room. When the new card is used in the lock, the card of the previous guest will automatically be canceled in the lock. Since this function is the most frequently used, the HT22 defaults to this function when an operator logs into the system.

Single Room Guest Card

To check in a new guest, perform the following steps:

1. Enter your password.
2. Press the ENTER key. If a back-up needs to be made or updated, the screen will prompt you to take action. Once this process is complete, the screen will display "New Guest Check-In" and prompt you to enter a room number.



The screenshot shows a rectangular box representing the system's display. At the top, it reads "NEW GUEST CHECK IN" in bold capital letters. Below that, it says "Room: _" where the underscore indicates a prompt for the user to enter a room number. The rest of the screen area is blank.

3. Pressing the HELP key will allow you to select the room number from a list of the rooms in the system. Simply highlight the room number desired in the list, and press the ENTER key to select it.

NEW GUEST CHECK-IN
Room:

101
102
103
104
105
106

4. Once the room number has been selected, press the ENTER key to continue.

NEW GUEST CHECK-IN
Room: 101

5. If this property offers optional authorizations for the use of an amenity, such as the use of an in-room safe, you will be prompted to either authorize or deny the use of these items, as shown below:

NEW GUEST CHECK IN
Room: 101

Safe?

ENTER=Yes **CLR=No**

Press the CLR key to say no or press the ENTER key to authorize the use of the safe.

6. Once the optional authorizations are selected, the first letter of each selected authorization will appear above the line the requests appeared on, and

the screen will prompt you to enter the number of nights this guest will be staying.

NEW GUEST CHECK IN Room: 101 S Nights: 3

7. Enter the number of nights and press the ENTER key. The display will convert this number into the actual date of check-out, preceded by the default check-out hour. You may make any changes you wish to the check-out date and time by using the LEFT and RIGHT ARROW keys to move to the appropriate field, and using the number keys to enter the new hour, month, day or year.

NEW GUEST CHECK-IN Room: 101 S hh/mm/dd/yy 14/11/26/98

8. Press the ENTER key. The screen will prompt you to enter the number of cards required for the guest. You may request up to nine cards.

NEW GUEST CHECK-IN Room: 101 S 14:00 11/26/98 Number of Cards: 2

9. Press the ENTER key. The display will prompt you to insert and withdraw the card.

NEW GUEST CHECK IN Room: 101 S 14:00 11/26/98 Insert Card #1
--

NEW GUEST CHECK IN Room: 101 S 14:00 11/26/98 Withdraw Card
--

10. If more than one card was requested, the screen will repeat the prompts until all of the requested cards are made. When you are finished making cards, press the MENU key to select another function, or press the EXIT key to log out of the system.

Multiple Room Guest Card

The new guest function of the HT22 allows you to make Guest Cards that will work in up to three guestroom doors. As an example, if a family checked into the hotel, and the parents requested one room for themselves and two more rooms for the children, the cards can be made to work in all three locks. To check in a new guest and allow access to multiple rooms, perform the following steps:

1. Enter your password.
2. Press the ENTER key. If a back-up needs to be made or updated, the screen will prompt you to take action. Once this process is complete, the

screen will display "New Guest Check-In" and prompt you to enter a room number.

```
NEW GUEST CHECK IN
Room: _
```

You may select room numbers from a list by pressing the HELP key.

3. Enter a room number and press the DOWN ARROW key. The cursor will move to a new line of the display and allow you to enter a second room number.

```
NEW GUEST CHECK-IN
Room: 101
      102
```

4. Type in the second room number and press the DOWN ARROW key. The cursor will move to a new line of the display and allow you to enter a third room number.

```
NEW GUEST CHECK-IN
Room: 101
      102
          103
```

5. Press the ENTER key. If this property offers optional authorizations for the use of an amenity, such as the use of an in-room safe, you will be prompted to either authorize or deny the use of these items, as shown below:

NEW GUEST CHECK-IN	
Room: 101	
Safe?	
ENTER=Yes	CLR=No

Press the CLR key to say no or press the ENTER key to authorize the use of each amenity.

6. Once the optional authorizations are selected, the first letter of each selected authorization will appear above the line the requests appeared on, and the screen will prompt you to enter the number of nights this guest will be staying.

NEW GUEST CHECK-IN	
Room: 101	
	S
Nights: 3	

7. Enter the number of nights and press the ENTER key. The display will convert this number into the actual date of check-out, preceded by the default check-out hour. You may make any changes you wish to the check-out date and time by using the LEFT and RIGHT ARROW keys to move to the appropriate field, and using the number keys to enter the new hour, month, day or year.

NEW GUEST CHECK-IN
Room: 101
S
hh/mm/dd/yy
14/11/26/98

8. Press the ENTER key. The screen will prompt you to enter the number of cards required for the guest. You may request up to nine cards.

NEW GUEST CHECK-IN
Room: 101
S
14:00 11/26/98
Number of Cards: 2

9. Press the ENTER key. The display will prompt you to insert and withdraw the card.

NEW GUEST CHECK-IN
Room: 101
S
14:00 11/26/98
Insert Card #1

NEW GUEST CHECK-IN
Room: 101
S
14:00 11/26/98
Withdraw Card

10. If more than one card was requested, the screen will repeat the prompts until all of the requested cards are made. When you are finished making cards, press the MENU key to select another function, or press the EXIT key to log out of the system.

Making a Copy of a Guest Card

This function is used to encode extra cards for an occupied guestroom after the initial check-in procedure. These cards will not affect the use of the current Guest Card.

WARNING: Never make a copy of a Guest Card if the guest has LOST their card. Make a NEW GUEST CARD to void out a lost card. Inform the guest that all members of his or her party will require updated copies.

To encode a copy of a Guest Card, perform the following steps:

1. Enter your password and press the ENTER key.
2. Press the COPY GUEST key. The screen will prompt you to enter the room number for the new copy.

You may select room numbers from a list by pressing the HELP key.

<p>COPY GUEST CARD Room: 101</p>
--

3. Enter the room number and press the ENTER key. If this property offers optional authorizations for the use of an amenity, such as the use of a room safe, you will be prompted to either authorize or deny the use of these items.

COPY GUEST CARD
Room: 101

Safe?

ENTER=Yes CLR=No

Press the CLR key to say no or press the ENTER key to authorize the use of each amenity.

4. Once the optional authorizations are selected, the first letter of each selected authorization will appear above the line the requests appeared on. The screen will display the check-out date and time of the original card. You may make any changes you wish to the check-out date and time by using the LEFT and RIGHT ARROW keys to move to the appropriate field, and using the number keys to enter the new hour, month, day or year.

COPY GUEST CARD
Room: 101

S
hh/mm/dd/yy
14/11/26/98

5. Press the ENTER key. The display will prompt you to insert and withdraw the card.

COPY GUEST CARD
Room: 101

S
14:00 11/26/98

Insert Card

COPY GUEST CARD
Room: 101
S
14:00 11/26/98
Withdraw Card

6. When you are finished making copies, press the MENU key to select another function, or press the EXIT key to log out of the system.

Guest Check-Out

The check out function is used at the end of a guest's stay to indicate that the room is now vacant and available for use by a new guest. To check a guest out of a room, perform the following steps:

You may select room numbers from a list by pressing the HELP key.

1. Enter your password and press the ENTER key.
2. Press the CHECK OUT key. The screen will prompt you to enter the room number for the guest to be checked out.

CHECK-OUT
Room: _

3. Once the room number has been selected, press the ENTER key to complete the operation.
4. Press the MENU key to select another function, or press the EXIT key to log out of the system.

This function is most useful when a guest is checking out of a room early. By performing the check out, the "Room Occupied" warning message will not appear

when a new guest is checked into the room. Also, the key will be disabled in any online exit doors.

Single Opening Card

This function is used to make a card that will work in a guestroom lock only once. The Single Opening Card is commonly used by the hotelier to allow a guest to preview a room, or to allow a vendor to place an item inside of a room. Once the card is used in the lock, it is no longer valid. A maximum of four Single Opening Cards may be made for a single guestroom between new guest check-ins.

To make a Single Opening Card, perform the following steps:

1. Enter your password and press the ENTER key.
2. Press the MENU key.
3. Press the DOWN ARROW key three times to select Single Opening Card.
4. Press the ENTER key. The screen will prompt you to enter the room number for the Single Opening Card you wish to make.

You may select room numbers from a list by pressing the HELP key.

<p>SINGLE OPENING CARD Room: _</p>

5. Enter the room number and press the ENTER key. If this property offers optional authorizations for the use of an amenity, such as the use of an in-room safe, you will be prompted to either authorize or deny the use of these items. Press the CLR key to say no or press the ENTER key to authorize the use of each amenity.

SINGLE OPENING CARD
Room: 101

Safe?

ENTER=Yes CLR=No

6. Once the optional authorizations are selected, the first letter of each selected authorization will appear above the line the requests appeared on. The screen will display the check-out date and time of the original card. You may make any changes you wish to the check-out date and time by using the LEFT and RIGHT ARROW keys to move to the appropriate field, and using the number keys to enter the new hour, month, day or year.

SINGLE OPENING CARD
Room: 101

S
hh/mm/dd/yy
14/11/26/98

ENTER=Yes CLR=No

7. Press the ENTER key. The display will prompt you to insert and withdraw the card.

SINGLE OPENING CARD
Room: 101

S
14:00 11/26/98

Insert Card

SINGLE OPENING CARD
Room: 101
S
14:00 11/26/98

Withdraw Card

8. When you are finished making Single Opening Cards, press the MENU key to select another function, or press the EXIT key to log out of the system.

Read Card

This function is used to identify an unknown card, or to examine the information encoded on the card.

To read a card, perform the following steps:

1. Enter your password and press the ENTER key.
2. Press the READ key. The screen will prompt you to insert the card.
3. Once the card has been read, the screen will display all of the guest information encoded on the card, such as the authorizations and the expiration date and time. In the example below, the card is for room 101, and it is the original card (not a copy). The card was authorized to operate the guestroom safe, and the card will expire at 2:00 p.m. on November 27, 1998.

Room: 101
Copy #0
Aut: S
Exp: 14:00 11/27/98

4. You may read another card by pressing the READ key. When you are finished reading cards, press the

MENU key to select another function, or press the EXIT key to log out of the system.

Rooms Information

This function allows the property to display the status and availability of all guestrooms.

To view the rooms information, perform the following steps:

1. Enter your password and press the ENTER key.
2. Press the MENU key.
3. Press the DOWN ARROW key five times to select Rooms Information.
4. Press the ENTER key. The list of rooms will appear on the screen. Any occupied rooms will be highlighted, and the expiration date and time for the current card will be displayed to the right of the room numbers.

101	14:00 11/27/98
102	23:00 12/24/98
103	
104	
105	
106	
107	
Vacant	Occupied

5. Press the UP and DOWN ARROW keys to scroll through the list one room at a time, or use the LEFT and RIGHT ARROW keys to scroll through the list one page at a time.
6. When you are finished viewing the rooms information list, press the MENU key to select another function, or press the EXIT key to log out of the system.

The read and erase function is used to enhance the hotel's Express Check-out function.

Read and Erase a Card

This function will read a card, erase it and check out the room if the card is still valid. This function is used if a group of cards is left at the front desk by the guests or the housekeeping staff.

To use the READ AND ERASE A CARD function, perform the following steps:

1. Enter your password and press the ENTER key.
2. Press the MENU key.
3. Press the DOWN ARROW key six times to select READ AND ERASE A CARD.
4. Press the ENTER key. The screen will prompt you to insert and withdraw the card.
5. The screen will display the specific card information, including the authorizations and the expiration date and time. The screen will prompt you to press the ENTER key if you want to erase the card, or press the CLR key if you do not want to erase the card.

Room: 101
Copy #0
Aut: S
Exp: 14:00 11/27/98
Erase anyway?
ENTER=Yes CLR=No

6. If you choose to erase the card, the screen will prompt you to press the ENTER key if you want to perform a guest check out, or press the CLR key if you do not want to perform a guest check out.

Room: 101
Copy #0
Aut: S
Exp: 14:00 11/27/98
Make Check-out?
ENTER=Yes CLR=No

7. The screen will prompt you to insert and withdraw the card. The card is now erased and may be re-used in the system at any time.
8. When you are finished erasing cards, press the MENU key to select another function, or press the EXIT key to log out of the system.

What To Do If...

A Guest Loses a Keycard

If a guest keycard is lost, a NEW GUEST card must be made for each guest in the room who has a key. By encoding a NEW GUEST key, the code of the room lock will be changed which will disable the lost keycard. If the guest had two or more keycards and only one is lost, it is imperative that the remaining keycards be retrieved and re-encoded, or they will not work in the lock once the new card is used.

A Guest Wants an Additional Keycard

To make an additional keycard, use the COPY GUEST function. This will NOT cancel the existing keycard for the room. This is also the function to be used if the guest has left his or her keycard in the room. As long as the key is not lost, it is okay to make a copy.

A Guest Key Does Not Work

If a guest key does not work in a guestroom lock, first use the READ function to determine if the key is valid

and is encoded for the correct room. There are a number a reasons why a guest key will be rejected by the lock, the most common being that the card is either expired or is not valid for the lock it is being tried in. If the key is valid and encoded for the correct room, a staff member needs to determine the reason for the rejection. If the card is invalid, encode the card correctly for the guest only after verifying that the person with the keycard is the current guest occupying the room.

The HT22 Encoder Warns “Room Occupied”

This is a feature designed to help the desk clerk not to double rent the guest room. Note: the HT22 system is not the primary system to be used to determine occupancy. The Property Management System should perform this function. This warning is simply a reminder that a key has been made for the room and it has not yet expired.

A guest wants access to the pool area, but does not want his/her children to access the pool area.

If your pool is accessed through a door with a lock or Wall Reader installed on it, it can be programmed to allow only certain Guest Cards access to the pool. This is accomplished through the use of optional authorizations. If the guest does not want his or her children to have access to the pool, simply do not encode the authorization on the child’s key. Encode the parent’s key(s) using the New Guest function selecting the Pool Authorization, then encode the child’s key using the Copy Guest function and do NOT select the Pool Authorization.

A guest wants to change the PIN code of an HTCombo Safe.

In order to change the PIN Code of an HTCombo safe, a NEW GUEST key must be issued to the guest. In this case, ALL the valid guest keys for that room MUST be re-encoded, otherwise they will stop working in the door.

This operation is not valid with the HT22P Encoder.

Management / Security Functions

Menu Overview / Refresher

In this section we will cover the Masters, Special Cards, Security and Configurations Menus. Remember, to navigate through the menus, press the MENU key and then use the LEFT ARROW and RIGHT ARROW keys to navigate the menus. Use the UP ARROW and DOWN ARROW keys to select the desired menu item.

The functions described in the following sections can be accessed only from the MAIN encoder.

Staff Key Management

In this section you will learn how to encode and use Staff Keys, also known as Master Keys. Each system has been customized to meet the requirements given to Onity in the Keying Request Form. The number and naming of Master Card types will vary from system to system depending on a property's needs, but almost all systems have a few types in common. These are the EK (Emergency Key) and GM (Grand Master) keys.

The HT22 system is very flexible in the way it handles Master (staff) keys. Each master key type is configured by Onity to open only the doors requested by the property. For example, the EK Card typically opens all

rooms on property, while a Housekeeping Section Card opens only those rooms within the section. Regardless of the configuration, the process is the same for issuing keys to the staff.

Master Users List

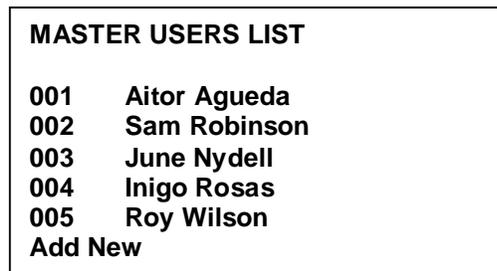
This function is used to add or edit the names of the personnel who will use the Master Cards, what level of master they will use, what attributes and authorizations they will have and what times the card will be valid. The HT22 system will allow you to enter up to 250 individual Master Card users. There are three attributes for you to be aware of before continuing:

- **Privacy Override** – If a staff key is given the privacy override attribute, this key will open a room even if the guest has set the privacy switch (inside escutcheon thumbturn) to the ON position. We recommend that this attribute be encoded only on the Emergency Key and not to any keys that staff members regularly carry.
- **Blocking Override** – If a staff key is given the blocking override, the key will open a room even if that room has been blocked by the Blocking Card.
- **Office Function** – Setting the Office Function attribute will allow a card to set a door, such as an office or meeting room door, into the unlocked position indefinitely. This is done by inserting the key into the lock two times quickly. Insert the key again twice to lock the door, taking it out of office mode.

Adding a New Master User

To add a new Master User to the list, perform the following steps:

1. Enter your password and press the ENTER key.
2. Press the MENU key.
3. Press the RIGHT ARROW key one time to enter the Mastering menu.
4. Press the ENTER key to enter the Master Users List.
5. Press the RIGHT ARROW key repeatedly, until “Add New” is highlighted.



6. Press the ENTER key. The screen will prompt you to enter the name of the new master user.



7. Press the A-Z LETTERS key. The letter A will appear on the screen. You may change this to a different letter by using the LEFT and RIGHT ARROW keys to scroll through the alphabet.
8. To enter the next letter, press the A-Z LETTERS key. The letter A will appear on the screen to the right of the last character entered. Use the LEFT and RIGHT

ARROW keys to scroll through the alphabet.
Continue with this process until the last letter of the
name is on the screen.

Name:
NOREEN VITANZA_

9. Press the ENTER key. A list of the master levels will appear on the right-hand side of the screen. Use the UP and DOWN ARROW keys to select the master level for this user.

NOREEN VITANZA
Master:

EK
GM
HM
FM1

10. Press the ENTER key. The screen will prompt you to either grant or deny Privacy Override privileges. Press the ENTER key to allow Privacy Override, or press the CLR key to deny Privacy Override.

NOREEN VITANZA
Master: GM

Privacy Override?

ENTER=Yes **CLR=No**

11. The screen will prompt you to either grant or deny Office Function capability to this user. Press the ENTER key to allow the user to place locks in office function, or press the CLR key to deny the user this privilege.

NOREEN VITANZA	
Master: GM	
Privacy Override	
Office?	
ENTER=Yes	CLR=No

12. The screen will prompt you to either grant or deny Blocking Override capability to this user. Press the ENTER key to allow the user to override a Blocking Card, or press the CLR key to deny the user this privilege.

NOREEN VITANZA	
Master: GM	
Privacy Override	
Office	
Blocking Override?	
ENTER=Yes	CLR=No

13. The screen will prompt you to enter a shift number for this Master User. The shift limits the time that a card will work in the locks to a specific time window. Enter shift number 0 to allow 24-hour access, or refer to your property paperwork to select the appropriate shift number for this user.

NOREEN VITANZA
Master: GM
Privacy Override
Office
Blocking Override
Shift: 0

14. Press the ENTER key. If this property offers optional authorizations for the use of an amenity, such as the use of a room safe, you will be prompted to either authorize or deny the use of each item. Press the ENTER key to allow the use of the amenity, or press the CLR key to deny the use of the amenity.

NOREEN VITANZA
Master: GM
Privacy Override
Office
Blocking Override
Shift: 0
Safe?
ENTER=Yes **CLR=No**

15. The screen will indicate that the operation was completed and return to the Master Users List. When you have finished entering the Master Users, press the MENU key to select another function, or press the EXIT key to log out of the system.

Editing a Master User

To edit a Master User's information, privileges or master level, perform the following steps:

1. Enter your password and press the ENTER key.
2. Press the MENU key.
3. Press the RIGHT ARROW key one time to enter the Mastering menu.
4. Press the ENTER key to enter the Master Users List.

Press the HELP key to display information about a specific Master User.

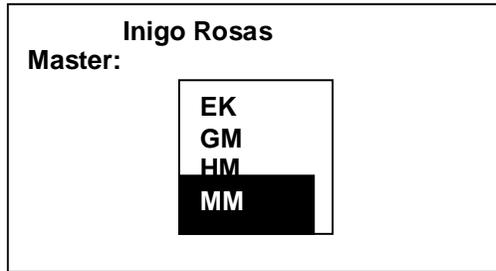
5. A list of the Master Card users will be displayed on the screen. Use the UP and DOWN ARROW keys to select the Master User to be edited.

MASTER USERS LIST	
001	Aitor Agueda
002	Sam Robinson
003	June Nydell
004	Inigo Rosas
005	Roy Wilson
006	NOREEN VITANZA

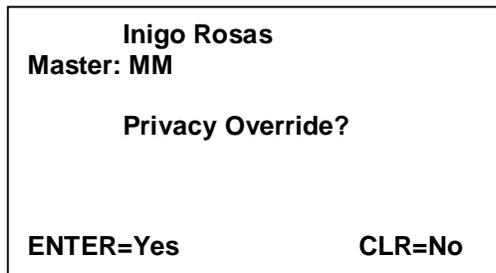
6. Press the ENTER key. The user name will appear on the screen. You may edit the user name by using the LEFT ARROW key to erase the characters beginning with the last character in the name, then use the A-Z LETTERS key to add the new letters to the user name. You may clear the user name by pressing the CLR key.

Name: Inigo Rosas_

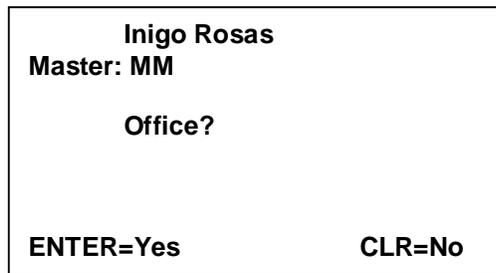
7. Press the ENTER key. A list of the master levels will appear on the right-hand side of the screen, and the current level of the user will be selected. Use the UP and DOWN ARROW keys to change the master level for this user.



8. Press the ENTER key. The screen will prompt you to either grant or deny Privacy Override privileges. Press the ENTER key to allow Privacy Override, or press the CLR key to deny Privacy Override.



9. The screen will prompt you to either grant or deny Office Function capability to this user. Press the ENTER key to allow the user to place locks in Office Function, or press the CLR key to deny the user this privilege.



10. The screen will prompt you to either grant or deny Blocking Override capability to this user. Press the ENTER key to allow the user to override a Blocking

Card, or press the CLR key to deny the user this privilege.

<p>Inigo Rosas Master: MM Office</p> <p>Blocking Override?</p> <p>ENTER=Yes CLR=No</p>

11. The screen will prompt you to enter a shift number for this Master User. The shift limits the time that a card will work in the locks to a specific time window. Enter shift number 0 to allow 24-hour access, or refer to your property paperwork to select the appropriate shift number for this user.

<p>Inigo Rosas Master: MM Office Blocking Override Shift: 0</p> <p>ENTER=Yes CLR=No</p>

12. Press the ENTER key. If this property offers optional authorizations for the use of an amenity, such as the use of a room safe, you will be prompted to either authorize or deny the use of each item. Press the ENTER key to allow the use of the amenity, or press the CLR key to deny the use of the amenity.

Inigo Rosas
Master: MM
Office
Blocking Override
Shift: 0
Safe?
ENTER=Yes **CLR=No**

13. The screen will indicate that the operation was completed, and return to the Master Users List. When you have finished editing the Master Users, press the MENU key to select another function, or press the EXIT key to log out of the system.

Deleting a Master User

To delete a Master User from the list, perform the following steps:

1. Enter your password and press the ENTER key.
2. Press the MENU key.
3. Press the RIGHT ARROW key one time to enter the Mastering menu.
4. Press the ENTER key to enter the Master Users List.
5. A list of the Master Card users will be displayed on the screen. Use the UP and DOWN ARROW keys to select the Master User to be edited.

MASTER USERS LIST

001	Aitor Agueda
002	Sam Robinson
003	June Nydell
004	Inigo Rosas
005	Roy Wilson
006	NOREEN VITANZA

6. Press the ENTER key. The user name will appear on the screen.

Name:
NOREEN VITANZA_

7. Press the CLR key. The name field will be blank.
8. Press the ENTER key. The system will require you to confirm your wish to delete this Master User. Press the ENTER key to delete the Master User, or press the CLR key to keep the Master User.

ERASE USER

NOREEN VITANZA

Are You Sure?

ENTER=Yes **CLR=No**

9. The screen will return to the Master Users List. When you have finished deleting master users, press the MENU key to select another function, or press the EXIT key to log out of the system

Encode a Master Card

This function is used to encode the Master Cards for the Master Users that are in the Master Users list. To encode a Master Card for a Master User, perform the following steps:

1. Enter your password and press the ENTER key.
2. Press the MENU key.
3. Press the RIGHT ARROW key one time to enter the Mastering menu.

Press the HELP key to display the information for a specific Master User.

4. Press the DOWN ARROW key once to select Encode Master Card.
5. Press the ENTER key. The screen will display a list of the Master Users entered into the system. Use the UP and DOWN ARROW keys to select the Master User for whom you wish to encode a card.

MASTER USERS LIST	
001	Aitor Agueda
002	Sam Robinson
003	June Nydell
004	Inigo Rosas
005	Roy Wilson
006	Ivan Aramayo

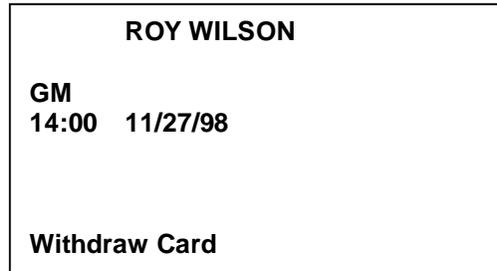
If the master user has already been issued a card, the system will warn you, and ask if you wish to make a copy. Only make a copy if you know where the previous card is.

6. Press the ENTER key. The screen will display the default expiration date and time. You may make any changes you wish to the expiration date and time by using the LEFT and RIGHT ARROW keys to move to the appropriate field and using the number keys to enter the new hour, month, day or year.

ROY WILSON	
GM	hh/mm/dd/yy
	14/11/27/98

7. Press the ENTER key. The screen will prompt you to insert and withdraw the card.

ROY WILSON	
GM	14:00 11/27/98
Insert Card	



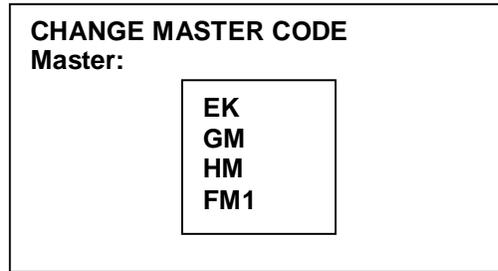
8. When you are finished encoding the Master Cards, press the MENU key to select another function, or press the EXIT key to log out of the system.

Change Master Code

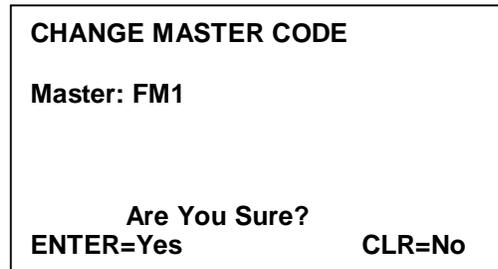
This function is used to “rekey” a property if a Master Card is lost or stolen by changing the code of the lost or stolen Master Card. Once this function has been performed, all Master Cards of the same type must be re-encoded with the new information. The old Master Cards of that level will not operate the locks.

To change the master code for a master level, perform the following steps:

1. Enter your password and press the ENTER key.
2. Press the MENU key.
3. Press the RIGHT ARROW key once to enter the Mastering menu.
4. Press the DOWN ARROW key twice to select Change Master Code.
5. Press the ENTER key. The screen will display a list of the master levels. Use the UP and DOWN ARROW keys to select the level of the master you need to change.



6. Press the ENTER key. The screen will prompt you to confirm that you wish to change the Master Code for that level of master. Press the ENTER key to change the code for that level of master, or press the CLR key to keep the existing Master Code.



7. The screen will return to the list of master levels. When you have finished changing Master Codes, press the MENU key to select another function, or press the EXIT key to log out of the system.

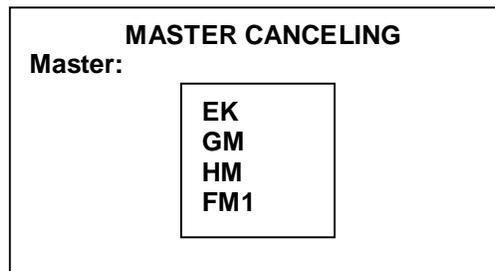
Once a Master Code has been changed, re-encode all of the cards on that level. Using the new cards in the locks will invalidate the old cards. To ensure that all locks are updated with the new code, use the Portable Programmer to update the doors. The Portable Programmer keeps a list of each door remaining to be updated, giving you visual confirmation that every door has been visited and the code has been updated.

Master Canceling Card

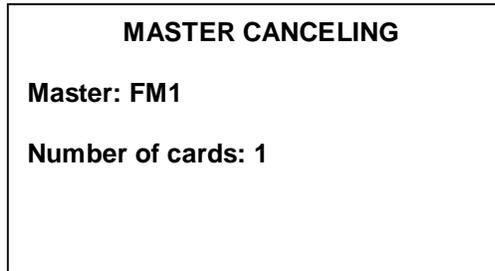
This function is used to cancel a lost Master Card in the locks. When a master is lost, simply encode a Master Canceling Card for that type of master, and insert it into each lock that can be accessed by the lost master. Once the Master Card is canceled in the locks, you may change Master Codes for that level at a later point in time, then re-encode the Master Cards for that level or Master User.

To encode a Master Canceling Card, perform the following steps:

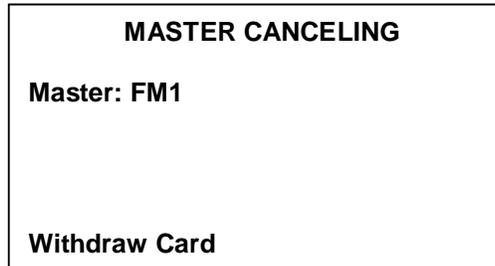
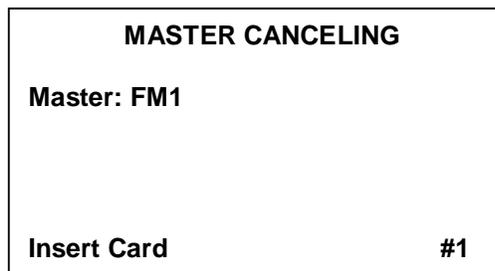
1. Enter your password and press the ENTER key.
2. Press the MENU key.
3. Press the RIGHT ARROW key once to enter the Mastering menu.
4. Press the DOWN ARROW key three times to select Master Canceling.
5. Press the ENTER key. The screen will display a list of the master levels. Use the UP and DOWN ARROW keys to select the master level you need to cancel.



6. Press the ENTER key. The screen will prompt you to enter the number of Canceling Cards you need. This allows you to encode multiple cards for several individuals to quickly cancel the master in all of the locks. The maximum number of Canceling Cards you can enter is nine. Use the number keys to enter the number of cards you need.



7. Press the ENTER key. The screen will prompt you to insert and withdraw the card. This will be repeated for each copy of the card you requested.



8. When you have finished encoding the Master Canceling Cards, press the MENU key to select another function, or press the EXIT key to log out of the system.

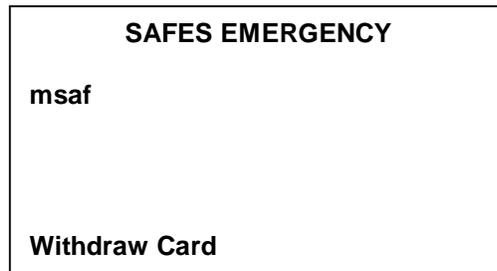
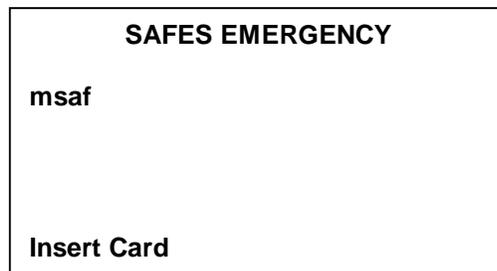
Safes Emergency Card

This function allows you to make a temporary Master Card that will work in conjunction with an existing Guest Card to open a guestroom safe in the event that the guest has forgotten the PIN for the safe. Once the

safe is opened this way, the guest must be given a new Guest Card, and the guest must enter a new PIN to use the safe.

To make a Safe Emergency Master, perform the following steps:

1. Enter your password and press the ENTER key.
2. Press the MENU key.
3. Press the RIGHT ARROW key once to enter the Mastering menu.
4. Press the DOWN ARROW key four times to select Safes Emergency.
5. Press the ENTER key. The screen will prompt you to insert and withdraw the card.



6. The screen will then return to the main menu. You may select another function, or press the EXIT key to log out of the system.

This operation is not valid with the HT22P Encoder.

Special Cards

Menu Overview / Refresher

The next menu contains the functions that deal with Special Purpose Cards. Again, this menu can only be accessed from the Main Encoder.

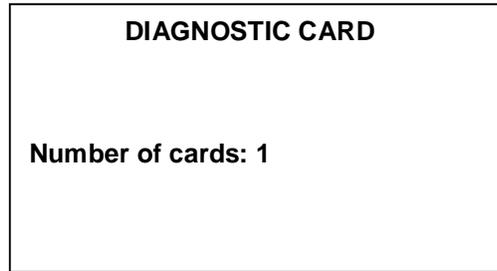
The HT22 system uses special cards to perform various tasks. These cards are the Diagnostic Card, the Guest Canceling Card, the Blocking Card and the cards used with the Spare Card System (Programming and Spare Cards).

Diagnostic Card

This function is used to encode a Diagnostic Card. The Diagnostic Card is a card that is used to check the batteries and read head of a lock. The card is encoded with a low magnetic level and a special code that the locks will recognize. The lock will respond with a quick green light if it is functioning normally, a solid green light and flashing red light if the batteries are low or a delayed red light if the read head is inoperative. The Diagnostic Card will not open any doors.

To encode a Diagnostic Card, perform the following steps:

1. Enter your password and press the ENTER key.
2. Press the MENU key.
3. Press the RIGHT ARROW key twice to enter the Special Cards menu.
4. Press the ENTER key. The screen will prompt you to enter the number of Diagnostic Cards you wish to make. The maximum number you can enter is 99. Use the Number Keys to enter the number of Diagnostic Cards you wish to encode.



5. Press the ENTER key. The screen will prompt you to insert and withdraw the card.
6. The screen will return to the main menu. You may select another function, or press the EXIT key to log out of the system.

Canceling Card

This function is used to encode a Guest Canceling Card. The Guest Canceling Card is a card with a special code that will lock the current Guest Card out of a guestroom lock. Once the Guest Canceling Card has been used in a lock, the guest must receive a new Guest Card in order to get into the room.

To encode a Guest Canceling Card, perform the following steps:

1. Enter your password and press the ENTER key.
2. Press the MENU key.
3. Press the RIGHT ARROW key twice to enter the Special Cards menu.
4. Press the DOWN ARROW key once to select Canceling Card.
5. Press the ENTER key. The screen will prompt you to decide if the code of the card should be changed, or if the existing code should be used. Press the ENTER key to change to a new canceling code, or press the CLR key to remain on the same canceling code.

Using a card with a new code in a lock will void any previous cards.

CANCELING CARD

Change to a new code?

ENTER=Yes **CLR=No**

6. The screen will display the default expiration time and date for this card. You may make any changes you wish to the expiration date and time by using the LEFT and RIGHT ARROW keys to move to the appropriate field, and using the number keys to enter the new hour, month, day or year.

CANCELING CARD

New

hh/mm/dd/yy
14/11/27/98

7. Press the ENTER key. The screen will prompt you to enter the number of Canceling Cards you wish to make. The maximum number of Canceling Cards you can enter is nine. Use the number keys to enter the number of cards you need.

CANCELING CARD

New

14:00 11/27/98

Number of cards: 1

8. Press the ENTER key. The screen will prompt you to insert and remove the card. This will be repeated for each copy of the card you requested.
9. The screen will return to the main menu. You may select another function, or press the EXIT key to log out of the system.

Blocking Card

This function is used to encode a Blocking Card. The Blocking Card is used to take a room out of service for an off season, or to seal a room after a criminal incident. When a Blocking Card is used in a lock, no other card will operate that lock, unless it has the blocking override privilege. The lock is restored to normal operation by using the Blocking Card a second time in the lock.

To encode a Blocking Card, perform the following steps:

1. Enter your password and press the ENTER key.
2. Press the MENU key.
3. Press the RIGHT ARROW key twice to enter the Special Cards menu.
4. Press the DOWN ARROW key twice to select Blocking Card.
5. Press the ENTER key. The screen will prompt you to decide if the code of the card should be changed, or the existing code should be used. Press the ENTER key to change to a new Blocking Card code, or press the CLR key to remain on the same Blocking Card code.

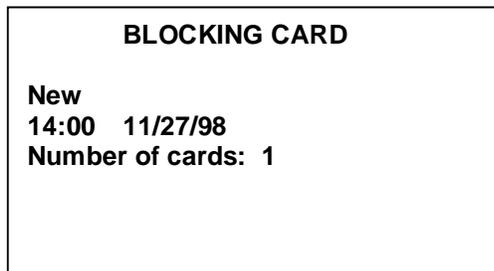
Using a card with a new code in a lock will void any previous cards.

BLOCKING CARD	
Change to a new code?	
ENTER=Yes	CLR=No

6. The screen will display the default expiration time and date for this card. You may make any changes you wish to the expiration date and time by using the LEFT and RIGHT ARROW keys to move to the appropriate field, and using the number keys to enter the new hour, month, day or year.



7. Press the ENTER key. The screen will prompt you to enter the number of Blocking Cards you wish to make. The maximum number of Blocking Cards you can enter is nine. Use the number keys to enter the number of cards you need.



8. Press the ENTER key. The screen will prompt you to insert and remove the card. This will be repeated for each copy of the card you requested.
9. The screen will return to the main menu. You may select another function, or press the EXIT key to log out of the system

Programming Card

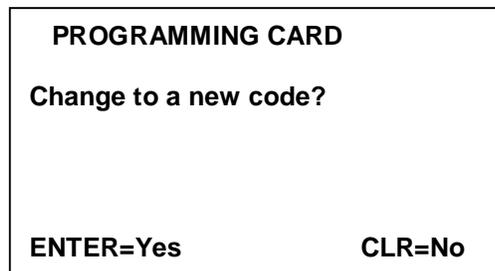
This function is used to encode a Programming Card. The Programming Card is used to enable the Spare

Cards to work in the locks in the event that the Front Desk Card issuing system is completely down. It is very important to keep the Programming Cards and Spare Cards together in a safe place that is accessible to the front desk staff in the event of an emergency, such as an extended power failure in the hotel.

To encode a Programming Card, perform the following steps:

1. Enter your password and press the ENTER key.
2. Press the MENU key.
3. Press the RIGHT ARROW key twice to enter the Special Cards menu.
4. Press the DOWN ARROW key three times to select Programming Card.
5. Press the ENTER key. The screen will prompt you to decide if the code of the card should be changed, or the existing code should be used. Press the ENTER key to change to a new Programming Card code, or press the CLR key to remain on the same Programming Card code.

Remember that when you urgently need a Programming Card, you will not have the ability to encode one. Always keep a current Programming Card with the Spare Cards.



6. The screen will display the default expiration time and date for this card. You may make any changes you wish to the expiration date and time by using the LEFT and RIGHT ARROW keys to move to the appropriate field, and using the number keys to enter the new hour, month, day or year.

PROGRAMMING CARD

New
hh/mm/dd/yy
14/11/27/98

7. Press the ENTER key. The screen will prompt you to enter the number of Programming Cards you wish to make. The maximum number of Programming Cards you can enter is nine. Use the number keys to enter the number of cards you need.

PROGRAMMING CARD

New
14:00 11/27/98
Number of cards: 1

8. Press the ENTER key. The screen will prompt you to insert and remove the card. This will be repeated for each copy of the card you requested.
9. The screen will return to the main menu. You may select another function, or press the EXIT key to log out of the system.

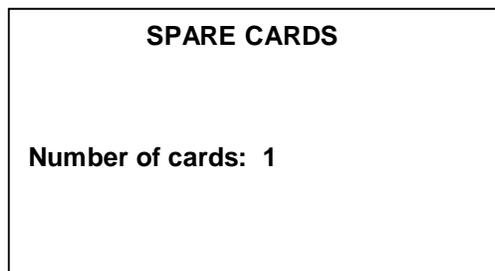
Spare Cards

Remember that when you need the Spare Cards urgently, you will not be able to encode them.

This function is used to encode Spare Cards. Spare Cards are used in conjunction with the Programming Cards to allow new guests to check in to a room in the event that the Front Desk Card issuing system is completely down. The Spare Cards must be pre-encoded and stored in a safe place that is accessible to the front desk staff in the event of an emergency, such as a power outage.

To encode Spare Cards, perform the following steps:

1. Enter your password and press the ENTER key.
2. Press the MENU key.
3. Press the RIGHT ARROW key twice to enter the Special Cards menu.
4. Press the DOWN ARROW key four times to select Spare Cards.
5. Press the ENTER key. The screen will prompt you to enter the number of Spare Cards you wish to encode. The maximum number that you may enter is 99. Use the number keys to enter the number of cards you need.



6. Press the ENTER key. The screen will prompt you to insert and withdraw the card. This will be repeated for each of the Spare Cards you requested.
7. The screen will return to the main menu. You may select another function, or press the EXIT key to log out of the system.

Security Functions

Menu Overview / Refresher

The functions pertaining to system operators and auditing capabilities are contained in the Security Menu. This is the fourth of the seven menus. This menu can only be accessed from the Main Encoder.

Operators List

This function is used to enter system operators, their passwords and their access levels into the system. The system has a limit of 100 operators. Once you have reached this limit, you must delete old operators within the system in order to add new operators.

A word about Operator Levels

The HT22 system is designed to allow a user to perform only the tasks that are needed. For example, a Front Desk Clerk typically is only allowed to perform basic reception functions while the General Manager or Chief of Security is allowed to perform all the functions available on the system.

The HT22 system can have up to eight password levels arranged in a hierarchical fashion. For example, any level 2 user can perform all the level 1 functions as well as the level 2 functions. Level 3 can perform the functions of levels 1 and 2 as well as level 3, and so on.

Typically, only five levels are used, with level 5 being able to access all the functions of the system. By default, the password levels are set up as follows:

Function	Level Required
<i>Reception Menu</i>	
New Guest	1
Copy Guest	1
Check Out	1
Single Opening Card	1
Read Card	1
Rooms Information	1
Read & Erase a Card	1
<i>Masters Menu</i>	
Master Users List	5

Encode Master Card	3*
Change Master Code	3
Master Canceling Card	1
Safes Emergency	1
<i>Special Cards</i>	
Diagnostic Card	1
Canceling Card	5
Blocking Card	5
Programming Card	5
Spare Card	5
<i>Security Menu</i>	
Operators List	5
Auditor	3
Locks Audit Trail	3
On-line Audit Trail	3
<i>Configurations Menu</i>	
Set Date & Time	3
Language	5
Check-out Warning	5
Auto Log-off Time	5
Enable Mast. Copy	5
Masters Exp. Hour	5
Modify Masters Exp.	5
<i>Maintenance Menu</i>	
Rooms Out of Service	5
Make Back-Up	1
<i>Communications Menu</i>	
Load P. Programmer	3

Peripherals	1
Initialize Modem	1
RS-232 Baud Rate	5
Export Program	5

* Note: Master Cards have an additional level of security. Each master type can have its own level required to encode that master. For example, an EK key may require a level 5 password to encode it while a Housekeeping Section key may require only a level 3 password to encode. A system operator with a level 3 password can access the Encode Master function, but CANNOT encode the EK key. This operator CAN encode the Housekeeping section key.

The operator levels required can be customized to fit a property's needs.

Adding a New System Operator

To add a new operator to the system, perform the following steps:

1. Enter your password and press the ENTER key.
2. Press the MENU key.
3. Press the RIGHT ARROW key three times to enter the Security menu.
4. Press the ENTER key to enter the Operators List.
5. Press the RIGHT ARROW key repeatedly, until "Add New" is highlighted.

OPERATORS LIST	
001	Aitor Agueda
002	Steve Lyons
003	Julia Vila
004	Paul Love
005	Inaki San Jose
Add New	

6. Press the ENTER key. The screen will prompt you to enter the operator's name.

Name: —

7. Using the A-Z LETTERS key, enter the operator's name.
8. Press the ENTER key. The screen will prompt you to enter a password for the operator. The password may be up to eight alpha numeric characters.

ARNON ALEXANDER
Password: _

Note: A higher number in the level field allows access to more functions.

9. Press the ENTER key. The screen will prompt you to select the access level of the operator. The maximum number of levels for the system is nine. Most systems only use levels one through five.

ARNON ALEXANDER
Password: 218UO
Level: 5

10. Press the ENTER key to complete the operation. The screen will return to the Operators List, where you may add another operator. When you have finished adding operators, press the MENU key to select another function, or press the EXIT key to log out of the system.

Editing a System Operator

To edit the information for a System Operator, perform the following steps:

1. Enter your password and press the ENTER key.
2. Press the MENU key.
3. Press the RIGHT ARROW key three times to enter the Security menu.
4. Press the ENTER key to enter the Operators List.
5. Use the UP and DOWN ARROW keys to scroll through the list and select the operator you wish to edit.

Press the HELP key to view an operator's current level.

OPERATORS LIST

001	Aitor Agueda
002	Steve Lyons
003	Julia Vila
004	Paul Love
005	Inaki San Jose
006	ARNON ALEXANDER

6. Press the ENTER key. The operator name will appear on the screen. You may edit the operator name by using the LEFT ARROW key to erase the characters, beginning with the last character in the name, then

using the A-Z LETTERS key to add the new letters to the operator name. You may clear the operator name by pressing the CLR key.

Name: Steve Lyons

7. Press the ENTER key. The password field will be displayed, but the actual password will be hidden. You may edit the password by using the LEFT ARROW key to erase the characters, beginning with the last character in the password, then using the A-Z LETTERS key or the number keys to add the new password. You may clear the password by pressing the CLR key.

Steve Lyons
Password: *****

Note: A higher number in the level field allows access to more functions.

8. Press the ENTER key. The screen will prompt you to select the access level of the operator. The maximum number of levels for the system is nine. Most systems only use levels one through five.

Steve Lyons
Password: 2BMNEWO4
Level: 5

9. Press the ENTER key to complete the operation. The screen will return to the Operators List, and you may edit another operator. When you have finished editing operators, press the MENU key to select another function, or press the EXIT key to log out of the system.

Deleting a System Operator

To delete a System Operator, perform the following steps:

1. Enter your password and press the ENTER key.
2. Press the MENU key.
3. Press the RIGHT ARROW key three times to enter the Security menu.
4. Press the ENTER key to enter the Operators List.
5. Use the UP and DOWN ARROW keys to scroll through the list and select the operator you wish to edit.

OPERATORS LIST

001	Aitor Agueda
002	Steve Lyons
003	Julia Vila
004	Paul Love
005	Inaki San Jose
006	ARNON ALEXANDER

6. Press the ENTER key. The operator name will appear on the screen.

Name:
Inaki San Jose

7. Press the CLR key.
8. Press the ENTER key. The screen will prompt you to confirm that you wish to delete this operator. Press the ENTER key to delete the operator, or press the CLR key to keep the operator.

ERASE OPERATOR

Inaki San Jose

Are You Sure?
ENTER=Yes **CLR=No**

9. The screen will return to the Operators List. When you have finished deleting operators, press the MENU key to select another function, or press the EXIT key to log out of the system.

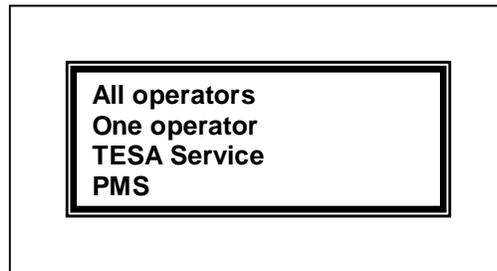
Auditor

This function is used to view the transactions that have occurred on the HT22 console. The HT22 records the last 5000 transactions that have occurred in the system, who made them and when they were made. These transactions may be viewed on the HT22 display, or they may be printed out to a standard parallel printer.

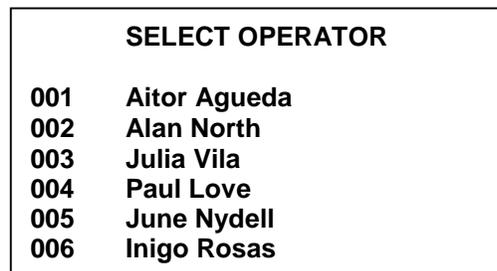
To generate an audit report, perform the following steps:

1. Enter your password, and press the ENTER key.

2. Press the MENU key.
3. Press the RIGHT ARROW key three times to enter the Security menu.
4. Press the DOWN ARROW key once to select Auditor.
5. Press the ENTER key. The screen will display a list of choices as to what operator information should be included in the report.



6. Use the UP and DOWN ARROW keys to select what operator data to include, and press the ENTER key.
7. If you selected "One Operator" in step 6, the screen will display a list of the system operators. Use the UP and DOWN ARROW keys to select which operator's transaction you would like to see, and press the ENTER key.



8. The screen will prompt you to enter a starting date and time for the transactions, or press the CLR key to get all of the transactions, regardless of the date and time. If you wish to limit the report, use the LEFT and RIGHT ARROW keys to select the date and time fields, and use the number keys to enter new values, then press the ENTER key to accept those values.

Alan North
From:
hh/mm/dd/yy
00/11/26/98

CLR=From beginning

9. The screen will now prompt you to select all transactions, transactions for guestrooms only or non-guest related transactions. Use the UP and DOWN ARROW keys to select a data set, and press the ENTER key.

Alan North
From:
00:00 11/26/98

All transactions
Guest transactions
Non-Guest Transactions

10. If you selected "Guest Transactions" in step 9, the screen will prompt you to enter the room number you wish to view. You may select all rooms by pressing the CLR key. You may enter a specific room using the number keys, or you may select a room from a list by pressing the HELP key. Once you have selected a room, press the ENTER key to accept that value.

Alan North
From:
00:00 11/26/98
Room: _

CLR=All rooms

The lower right-hand corner of the screen displays a counter. The left number is the record displayed; the right number is the total number of records selected.

11. The screen will now prompt you to press any key to generate the report. Press any key, and the first item in the report will be displayed on your screen. You may scroll through the list one item at a time by using the UP and DOWN ARROW keys. Using the LEFT ARROW key will bring you to the first transaction in the list, and using the RIGHT ARROW key will bring you to the last transaction in the list.

```
Alan North
14:23 11/26/98
101      #0
Exp: 14:00 11/27/98

* : print                0098/0122
```

12. If you wish to print the list, press the * key. The unit will ask how many lines per page your printer will accept. Enter the value and press the ENTER key to print the report (see *Auditor* on page 75).

```
Alan North
14:23 11/26/98
101      #0
Exp: 14:00 11/27/98

Lines per page: 53
```

13. When you have finished viewing the report, press the MENU key to select another function, or press the EXIT key to log out of the system.

AUDITOR
All operators
From: Beginning
All transactions

Aitor Agueda	14:22	11/16/98	Load P. Programmer				
Alan North	14:31	11/16/98	101	#0	Exp:	14:00	11/17/98
Alan North	14:31	11/16/98	101	#1	Exp:	14:00	11/17/98
Alan North	17:35	11/16/98	102	#0	Exp:	14:00	11/27/98
Inigo Rosas	17:35	11/16/98	201	#0	Exp:	14:00	11/20/98
Inigo Rosas	17:35	11/16/98	201	#1	Exp:	14:00	11/20/98
Julia Vila	18:01	11/16/98	GM	u01	Exp:	13:00	12/31/98
Alan North	18:34	11/16/98	104	#0	Exp:	14:00	11/20/98
June Nydell	08:43	11/17/98	CANCEL		Exp:	10:00	11/17/98
Alan North	08:51	11/16/98	101		Check-out		
June Nydell	09:01	11/17/98	FM1	u23	Exp:	18:00	11/17/98
June Nydell	09:02	11/17/98	FM2	u25	Exp:	18:00	11/17/98
Aitor Agueda	11:24	11/17/98	BLOCK		Exp:	14:00	11/18/98
Aitor Agueda	13:07	11/17/98	Load P. Programmer				
Alan North	16:31	11/17/98	107	#0	Exp:	14:00	11/18/98
Alan North	16:31	11/17/98	107	#1	Exp:	14:00	11/18/98
Alan North	16:35	11/17/98	108	@1	Exp:	14:00	11/19/98
Inigo Rosas	16:35	11/17/98	205	#0	Exp:	14:00	11/18/98
Inigo Rosas	16:35	11/17/98	205	#1	Exp:	14:00	11/18/98
Alan North	16:45	11/17/98	108	#0	Exp:	14:00	11/19/98
Alan North	16:45	11/17/98	109	in multiple	Exp:	14:00	11/19/98

Legend:

101 #0	= Room 101 New Guest Card
101 #1	= Room 101 copy #1
108 @1	= Room 108 Single opening
109 in multiple	= Room 109 encoded on same card as previous line
GM u01	= GM Master for Master User 01
BLOCK	= Blocking Card
CANCEL	= Canceling Card
PROGRAM	= Programming Card
SPARE	= Spare Card
Safes Emergency	= Safes Emergency Card
Load P. Programmer	= Load Portable Programmer

Locks Audit Trail

This function is used to display or print the audit trail from a guestroom lock or off-line card reader. This data is retrieved from the locks using the PP. See *Read Openings* on page 114 for instructions on using the Portable Programmer to retrieve audit data from the locks.

To generate a report of lock transactions, perform the following steps:

1. Connect the Portable Programmer and turn it on. See *Connecting to the HT22* on page 111 for instructions on connecting the Portable Programmer to the front desk console.
2. Enter your password and press the ENTER key.
3. Press the MENU key.
4. Press the RIGHT ARROW key three times to enter the Security menu.
5. Press the DOWN ARROW key two times to select Locks Audit Trail.
6. Press the ENTER key. The screen will display a list of the locks that have been read with the Portable Programmer, and the date and time that the locks were read.

LOCKS AUDIT TRAIL		
101	11/28	17:51
212	11/28	18:04

7. Use the UP and DOWN ARROW keys to select a lock, and press the ENTER key.
8. The screen will display the room number of the lock, the date and time that the lock was read and the clock date and time at the moment the lock was read. This allows you to see if the time is correct in the lock.

Audit Trail from:
101
Read on:
11/28 17:51
Lock's clock:
11/28 17:51
Press any Key

The lower right-hand corner of the screen displays a counter. The left number is the record displayed; the right number is the total number of records selected.

- 9. Press any key. The first audit will be displayed on the screen. Use the UP and DOWN ARROW keys to scroll through the list one item at a time. You can use the LEFT ARROW key to go to the first record and the RIGHT ARROW key to go to the last record.

11/16 14:42
New Card
101 #0

*** : print 0007/0098**

- 10. If you wish to print the list, press the * key. The unit will ask how many lines per page your printer will accept. Enter the value and press the ENTER key to print the report (see *Audit Trail* on pages 83 and 84).

11/16 14:42
New Card
101 #0

Lines per page: 53

- 11. Press the MENU, CLR or EXIT key to return to the list of rooms and view another Lock Audit Trail.
- 12. When you have finished viewing lock audits, press the MENU key from the list of doors to select

another function, or press the EXIT key from the list of doors to log out of the system.

AUDIT TRAIL FROM 101

Read on: 11/28 17:51

Lock's clock 11/28 17:51

11/16 14:25 Link with P.P.
11/16 14:42 101 #0 New Card
11/16 14:45 101 #1
11/16 14:45 101 #0
11/16 20:14 101 #0
11/17 08:31 101 #0
11/17 10:04 FM1 u23
11/17 13:12 Link with P.P.
11/20 17:40 101 @1
11/20 17:52 101 #0 New Card
11/20 23:44 101 #0
11/21 10:06 FM1 u23
11/21 10:34 Canceling Card
11/21 16:55 101 #0 New Card
11/21 17:04 GM u01
11/21 17:35 Blocking Card Blocks
11/23 11:22 Blocking Card UnBlocks
11/23 11:51 FM1 u23
11/23 15:51 Program Spare Card
11/23 15:51 Spare Card
11/24 10:01 FM1 u23
11/24 17:01 101 #0 New Card
11/25 09:53 P.P. opens lock

Legend:

101 #0 New Card	= Room 101 New Guest Card (First use)
101 #0	= Room 101 guest card (after first use)
101 #1	= Room 101 copy #1
101 @1	= Room 101 Single opening #1
GM u01	= GM Master for Master User 01
FM1 u23	= FM1 Master for Master User 23
Blocking Card Blocks	= Blocking Card used to block room
Blocking Card UnBlocks	= Blocking Card used to unblock room
Canceling Card	= Canceling Card used to cancel guest card
Program Spare Card	= Programming Card used to enable Spare Card
Spare Card	= Spare Card used to open door
Link with P.P.	= Portable Programmer used to update door
P.P. opens lock	= Portable Programmer used to open door

On-line Audit Trail

This function is used to display or print the audit trail from an on-line card reader. This data is retrieved from the locks using the front desk console. The audit trail of the on-line reader will include both valid access entries and invalid access attempts.

To generate a report of on-line lock transactions, perform the following steps:

1. Enter your password and press the ENTER key.
2. Press the MENU key.
3. Press the RIGHT ARROW key three times to enter the Security menu.
4. Press the DOWN ARROW key three times to select On-line Audit Trail.
5. Press the ENTER key. The screen will display a list of the on-line locks.

ON-LINE AUDIT TRAIL	
09	Front
10	Parking
11	Fitness
12	Rear

6. Use the UP and DOWN ARROW keys to select a lock, and press the ENTER key. The screen will display the lock name and the current time.

Audit Trail from:
Front
Read on:
11/28 12:32
Lock's Clock:
11/28 12:32
Press any Key

The lower right-hand corner of the screen displays a counter. The left number is the record displayed; the right number is the total number of records selected.

7. Press the ENTER key. The first audit will be displayed on the screen. Use the UP and DOWN ARROW keys to scroll through the list one item at a time. You can use the LEFT ARROW key to go to the first record and the RIGHT ARROW key to go to the last record.

```
11/16  15:05
New Card
101          #0

* : print                0007/7998
```

8. If you wish to print the list, press the * key. The unit will ask how many lines per page your printer will accept. Enter the value and press the ENTER key to print the report.

```
11/16  15:05
New Card
101          #0

Lines per page: 53
```

9. Press the MENU, CLR or EXIT key to return to the list of on-line locks and view another on-line lock audit trail.
10. When you have finished viewing on-line lock audits, press the MENU key from the list of doors to select another function, or press the EXIT key from the list of doors to log out of the system.

Configuration Settings

Menu Overview / Refresher

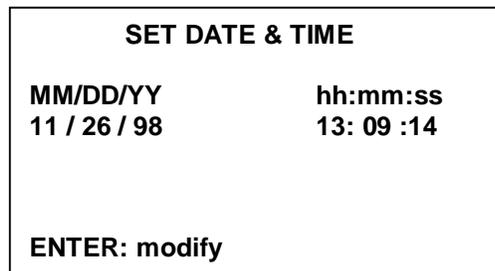
The Configuration Menu contains the functions used to set various options for the HT22 system such as the date and time, language, auto log off time, etc.

This menu can only be accessed from the Main Encoder.

Set Date and Time

This function is used to set the date and time in the front desk console. To set the date and time, perform the following steps:

1. Enter your password and press the ENTER key.
2. Press the MENU key.
3. Press the RIGHT ARROW key four times to enter the Configurations menu.
4. Press the ENTER key to enter the Set Time and Date function. The screen will display the current time and date in the unit. If you do not wish to modify this, press the MENU key to select another function, or press the EXIT key to log out of the system.



5. Press the ENTER key. The screen will prompt you to enter the current year. Use the number keys to change the year.

SET DATE & TIME	
MM/DD/YY	hh:mm:ss
11 / 26 / 98	13: 09 :14
YY:98	

6. Press the ENTER key. The screen will prompt you to enter the current month. Use the number keys to change the month.

SET DATE & TIME	
MM/DD/YY	hh:mm:ss
11 / 26 / 98	13: 09 :14
MM:11	

7. Press the ENTER key. The screen will prompt you to enter the current day. Use the number keys to change the day.

SET DATE & TIME	
MM/DD/YY	hh:mm:ss
11 / 26 / 98	13: 09 :14
DD:27	

8. Press the ENTER key. The screen will prompt you to enter the current hour. Remember that the system operates with a 24-hour clock (military time), so any entry in the afternoon must be made correctly. As an example, an hour of 1:00 p.m. is entered as 13 hours. Use the number keys to change the hour.

SET DATE & TIME	
MM/DD/YY	hh:mm:ss
11 / 27 / 98	13: 09 :14
	hh:13

9. Press the ENTER key. The screen will prompt you to enter the current minutes. Use the number keys to change the current minutes.

SET DATE & TIME	
MM/DD/YY	hh:mm:ss
11 / 27 / 98	13: 09 :14
	mm:47

10. Press the ENTER key. The screen will prompt you to enter the current seconds. Use the number keys to change the current seconds.

SET DATE & TIME	
MM/DD/YY	hh:mm:ss
11 / 27 / 98	13: 47 :14
	ss:14

11. Press the ENTER key. The screen will display the information you have entered. Press the ENTER key to modify the information again, press the MENU key to select another function or press the EXIT key to log out of the system.

Language

This function is used to select the language that the unit will use to interface with the operators. The HT22 can have up to eight different language files stored in the unit.

To change the language the unit is using, perform the following steps:

1. Enter your password and press the ENTER key.
2. Press the MENU key.
3. Press the RIGHT ARROW key four times to enter the Configurations menu.
4. Press the DOWN ARROW key once to select Language.
5. Press the ENTER key. The screen will enter the language selection list. Use the UP and DOWN ARROW keys to select the language you wish to use.



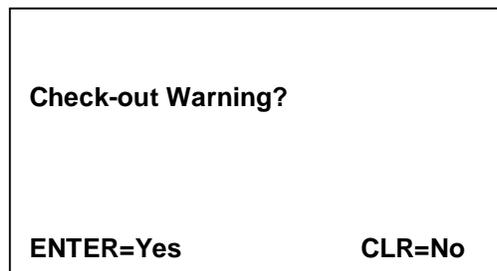
6. Press the ENTER key. The unit will return to the main menu in the language you have selected. Select another function, or press the EXIT key to log out of the system.

Check-Out Warning

This function is used to activate or deactivate the Check-Out Warning feature in the system. The Check-Out Warning will warn the operator when the system shows that the selected room is still occupied. The operator should verify that the room is indeed available prior to continuing with the check-in.

To turn this feature on or off, perform the following steps:

1. Enter your password and press the ENTER key.
2. Press the MENU key.
3. Press the RIGHT ARROW key four times to enter the Configurations menu.
4. Press the DOWN ARROW key twice to select Check-out Warning.
5. Press the ENTER key. The unit will prompt you to turn the function on or off.



6. Press the ENTER key to enable this feature, or press the CLR key to disable this feature. The unit will return to the main menu. You may select another function, or press the EXIT key to log out of the system.

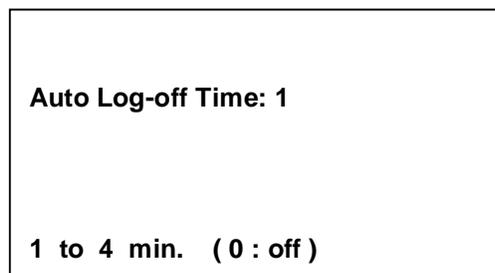
Auto Log-off Time

This function is used to activate and set the amount of time before the unit will automatically log-out an inactive user. The benefit of this feature is that if a user forgets to log out of the system, someone cannot use the previous user's log-in to perform operations on the console.

To adjust the settings for this feature, perform the following steps:

1. Enter your password and press the ENTER key.
2. Press the MENU key.

3. Press the RIGHT ARROW key four times to enter the Configurations menu.
4. Press the DOWN ARROW key three times to select Auto Log-off Time.
5. Press the ENTER key. The unit will prompt you to enter the amount of time in minutes before the unit will automatically log-out an inactive user. The maximum number of minutes is four. Enter "0" to turn the feature off. Use the number keys to make your selection.



6. Press the ENTER key. The unit will return to the main menu. You may select another function, or press the EXIT key to log out of the system.

Enable Master Copy

By default, you can encode copies of Master Cards for an individual Master User without changing the Master Code. To some, this is a very convenient way to encode new cards daily for all staff members. To others, this is a security risk because there may be multiple cards encoded that are assigned to a single staff member. If desired, the ability to make copies of masters can be turned off.

1. From the Configurations Menu simply arrow down until Enable Mast. Copy is highlighted, and press ENTER.
2. If you want to turn off this capability, press the CLR button. Press ENTER to enable master copies.

Masters Exp. Hour

The Master Exp. Hour option on the Configurations Menu, available in the HT22 version 3.1, allows a level 5 operator to change the default hour for the Master Card expiration.

You are still able to change the expiration date and time when you encode a Master Card from the Masters Menu.

To set the Default Master Exp. Hour, select the menu option and press ENTER.

Use the keypad of the encoder to key in the desired expiration hour, using 24-hour format (6pm = 18), and press enter.

Modify Master Exp.

Some properties choose to make Housekeeping section keys daily. Because of this, the keys should only be encoded for one day, not multiple days. In this case, the system can be set to not allow the expiration date and time to be changed except by a top-level user. To activate this feature, navigate to the Modify Master Exp. Function and press the ENTER key. Press ENTER to allow the expiration date to be modified, or press the CLR key to not allow the expiration date to be modified.

What to Do If...

A Staff Key is Lost

When a Staff Key is lost or stolen, precautions must be taken immediately to protect the hotel staff and guests. Remember, this is a Master Key that usually opens multiple rooms on the property. The steps to follow are as follows:

1. Encode Master Canceling Cards for the master type that was lost. Up to nine Canceling Cards

can be encoded for speedy canceling of the lost key.

2. Insert a master canceling key in each lock that the lost master has access to. This will prevent the card from being used in the lock.
3. Use the Change Master Code function to change the code of the master. Select the master type of the lost key.
4. Use the Encode Master Card function to re-encode all the keys that use the same master type as the lost key. For example, if the GM key is lost, all staff members who carry a GM key will need their cards re-encoded.

A Staff Key is Broken

If a Staff Key is broken, the process used to make the new key depends on the procedures of the property.

If master copies are enabled, simply use the Encode Master Card function to encode a new key for the user.

If master copies are not enabled, the same process as the lost Master Card must be used.

It is recommended to use the lost card method because, unless a photo card is used for Staff Keys, there is no way to tell that the broken keycard really is the Staff Card. Also, copies of Master Cards are not distinguishable from the original in a lock audit report.

A New Employee is Hired

Keycard is Needed

When a staff member is hired who will need a keycard, the system operator will need to navigate to the Masters Menu.

1. Add the user by selecting the Master User List function. Follow the procedure for setting up the user.

2. Encode the Master Key by selecting the Encode Master Card function.

Employee is a System Operator

If the new employee will be a user of the HT22 system, he or she must be set up as a System Operator. Navigate to the Security Menu, select Operators List, and then scroll down to Add New.

An Employee is Terminated

Key is Returned

If an employee is terminated, it is highly recommended that the Staff Key is returned. Make sure to read this key to insure that it is indeed the employee's keycard. If it is the user's keycard, use the Read & Erase function of the Reception Menu to erase the card.

1. Navigate to the Masters Menu, select Master Users List.
2. Select the User by using the UP ARROW and DOWN ARROW keys. Then press ENTER.
3. At the user name field, press the CLR key, then press ENTER. You will be asked to confirm that you wish to delete this user.

Key is Not Returned

If the key is not returned, follow the same steps for canceling a lost master.

If Employee was a System Operator

If the employee was a System Operator, the user should be deleted from the operators list.

Navigate to the Security Menu and select Operator List. Select the former employee and press enter, then press the CLR key when the name is displayed.

You will be asked to confirm the deletion.

Maintenance Functions

Maintenance Menu

Menu Overview / Refresher

The final two menus reference the maintenance functions of the HT22 system. These menus are Maintenance and Communications.

Remember, to access these menus, press the MENU key after logging onto the system, then press the RIGHT ARROW key to navigate to the menu. To access the options of this menu, you must have the proper password level and be logged into the Main Encoder.

Room Out of Service

At times, it may be necessary to take a guestroom out of service for various reasons. For example, if a room is being renovated, no guest will be staying in the room. As a way of insuring that no guest will be given a key for this room, the HT22 system can mark the room Out of Service. When the room is marked as Out of Service, guestroom cards cannot be encoded for that lock. Once the room is placed back in service, cards may once again be issued for that room. Taking a room out of

service does not affect the operation of the guestroom lock itself; the Master Cards will still operate the lock, allowing renovations or repairs during the out-of-service period.

To take a room Out of Service or return a room to active service, perform the following steps:

1. Enter your password and press the ENTER key.
2. Press the MENU key.
3. Press the RIGHT ARROW key five times to enter the Maintenance menu.
4. Press the ENTER key to enter the Rooms Out-of-Service list.
5. A list of the guestroom locks will be displayed on the screen. Use the UP and DOWN ARROW keys to select the guestroom lock to be changed. You may press the first number of the guestroom lock to skip down to that portion of the list.

<p style="text-align: center;">(Room out of Service) 101 102 103 104 105 106 107</p>
--

6. Press the ENTER key. The room number will be enclosed in parentheses. This indicates that the room is out of service. To place the room back into service, press the ENTER key again.

<p style="text-align: center;">(Room out of Service) 101 102 (103) 104 105 106 107</p>
--

7. You may use the UP and DOWN ARROW keys to select another room. When you have finished placing rooms in and out of service, press the MENU key to select another function, or press the EXIT key to log out of the system.

Make Back-up

This function is used to store the software within the main HT22 station in another unit if you have two or more units connected together. This acts just like a computer back-up; if the main unit fails, another unit can assume the role of the main unit and no data will be lost. Once a back-up unit is established, the data is backed up automatically, unless the units are disconnected from one another.

Adding or Updating a Back-up

To make another unit into a back-up, or to update the back-up, perform the following steps:

1. Enter your password and press the ENTER key.
2. Press the MENU key.
3. Press the RIGHT ARROW key five times to enter the Maintenance menu.
4. Press the DOWN ARROW key once to select Make Back-up.
5. Press the ENTER key. The screen will display a list of the secondary encoder addresses, and the status of any current back-ups, if any exist. Use the UP and DOWN ARROW keys to select a secondary encoder.

MAKE BACK-UP		
02	Encoder #2	ok
03	Encoder #3	old
04	Encoder #4	
05	Encoder #5	
CLR : Clear Back-up		

6. Press the ENTER key. The screen will display a counter in the lower right hand corner as it performs the back-up.

MAKE BACK-UP		
02	Encoder #2	ok
03	Encoder #3	old
04	Encoder #4	
05	Encoder #5	
Making Back-up.....2012		

7. When the unit has completed the operation, the counter will disappear, and the status of all back-ups will be updated. When you have finished performing the back-ups, press the MENU key to select another function, or press the EXIT key to log out of the system.

Deleting a Back-up

To delete a back-up, perform the following steps:

1. Enter your password and press the ENTER key.
2. Press the MENU key.
3. Press the RIGHT ARROW key five times to enter the Maintenance menu.
4. Press the DOWN ARROW key one time to select Make Back-up.
5. Press the ENTER key. The screen will display a list of the secondary encoder addresses, and the status of any current back-ups, if any exist. Use the UP and DOWN ARROW keys to select a secondary encoder.

MAKE BACK-UP		
02	Encoder #2	ok
03	Encoder #3	old
04	Encoder #4	ok
05	Encoder #5	
CLR : Clear Back-up		

6. Press the CLR key. The screen will prompt you to confirm that you wish to delete this back-up. Press the ENTER key to accept, or press the CLR key to cancel the operation.

Are You Sure?	
ENTER=Yes	CLR=No

7. The screen will return to the list of secondary encoders. When you are finished deleting back-ups, press the MENU key to select another function, or press the EXIT key to log out of the system.

Communication Menu

Menu Overview / Refresher

The final menu of the HT22 system is the Communications Menu. It is from this menu that the HT22 loads the PP, as well as addressing additional encoders and setting communications parameters.

Load Portable Programmer

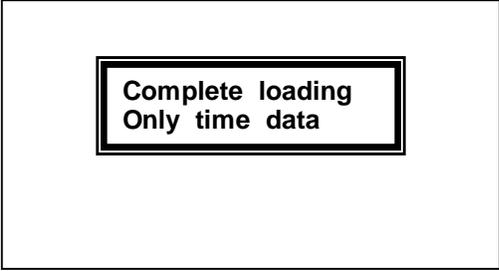
This function is used to transfer current data to the Portable Programmer. The Portable Programmer (PP) is then used to update the data in the stand-alone locks. After 48 hours, the PP will erase this data as a security precaution.

To load the PP with current data from the front desk console, perform the following steps:

1. Connect the Portable Programmer and turn it on. See *Connecting to the* on page 111 for instructions on connecting the PP to the front desk console.
2. Enter your password and press the ENTER key.
3. Press the MENU key.
4. Press the RIGHT ARROW key six times to enter the Communication menu.
5. Press the ENTER key to enter the Load P. Programmer function. If the PP has current audit data in its memory, a list of the doors audited will be displayed. Refer to the section titled LOCKS AUDIT TRAIL on page 80 for instructions on reading this data. Once the data is read, press the CLR key to clear the data.

Locks Audit Trail		
101	11/24	17:56
102	11/24	19:41

6. The screen will prompt you to choose between loading the complete data set for the locks or loading the time data only. Load the complete data set if you must Initialize or Update locks. Load only the time data if you are simply adjusting the lock times or wish to read the locks. Use the UP and DOWN ARROW keys to select the proper option.



**Complete loading
Only time data**

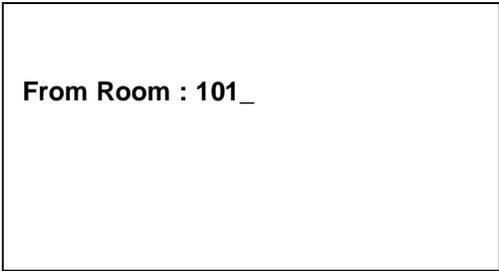
The Portable Programmer can be used to open guestroom doors. A password is used to protect the guests if the unit is lost or stolen.

7. Press the ENTER key. The screen will prompt you to enter a four-digit password. This password may be different every time you load the programmer. This password is used to protect the Open function of the PP from being used by someone else, should the PP be lost or stolen. Use the number keys to enter a password which you will use to unlock doors.



PP password : _

8. Press the ENTER key. The screen will prompt you to enter a starting room number. You may use the number keys to enter the room number, or select the room number from a list by pressing the HELP key.



From Room : 101_

9. Press the ENTER key. The screen will prompt you to enter the last room number you wish to load into the PP. You may use the number keys to enter the room number, or select the room number from a list by

pressing the HELP key. If your hotel has Onity guestroom safes, the PP will hold the data for a maximum of 300 rooms. If your system does not include guestroom safes, the complete list may be loaded.

From Room : 101
Until Room : 340_

10. Press the ENTER key. If your hotel has back office Onity locks, the screen will prompt you to enter the starting back office lock number.

From Room : 101
Until Room : 340
From Door : MGR_

11. Press the ENTER key. If your hotel has back office Onity locks, the screen will prompt you to enter the last back office lock number you wish to load.

From Room : 101
Until Room : 340
From Door : MGR
Until Door : STORAGE_

12. Press the ENTER key. The screen will display the data being transferred.
13. When the process is complete, the screen will display End of Comm. Press the MENU key to select another function, or press the EXIT key to log out of the system. See *Connecting to the Lock* on page 111 for instructions on using the PP with the locks.

Peripherals

This function is used to establish and monitor communications with all on-line devices. There are three functions within the peripherals screen – Initialize, Update and Change mode. These three functions are used to keep the data current and determine the operating parameters in the on-line devices.

The peripherals that may be connected to the HT22 main station include HT22 workstations, Guest Card identifiers and on-line card readers. Up to seven additional HT22 workstations may be connected to a main terminal. A combination of up to eight identifiers and on-line readers may also be connected to a main terminal.

The peripherals main screen maintains a list of these units and their current status. An X to the left of any device in the list means that the unit is on-line and communicating properly. Pressing the HELP key from inside this list displays the legend for the symbols and a list of the functions that may be performed from this menu.

Initializing a Peripheral

This function is used to establish a peripheral within the HT22 system the first time it is connected to the HT22 system.

To initialize a peripheral device, perform the following steps:

Only one unit may be initialized at a time.

1. Prepare one unit to be initialized. Consult your unit's technical manual for instructions on proper wiring and preparations for initialization.
2. Enter your password and press the ENTER key.
3. Press the MENU key.
4. Press the RIGHT ARROW key six times to enter the Communication menu.
5. Press the DOWN ARROW key once to select Peripherals.
6. Press the ENTER key. The screen will display a list of the system peripherals, and their current status. If the device is properly prepared, the screen will display "One Perif. asking Ini".

PERIPHERALS		
Xe	01	Built-in reader
Xe	02	Encoder #2
	03	Encoder #3
	04	Parking
		One Perif. Asking Ini.
		Press HELP for info.

7. Press the 1 key. The screen will prompt you to select the peripheral to be initialized from a list of all system peripherals. Use the UP and DOWN ARROW keys to select the peripheral you wish to initialize.

INITIALIZE	
02	Encoder #2
03	Encoder #3
04	Parking
05	Fitness

8. Press the ENTER key. The peripheral will be initialized, and the screen will return to the list of peripherals. The status of the device will be updated to reflect the change.

PERIPHERALS		
Xe	01	Built-in reader
Xe	02	Encoder #2
Xe	03	Encoder #3
	04	Parking
Press HELP for info.		

- When you have finished initializing peripherals, press the MENU key to select another function, or press the EXIT key to log out of the system.

Updating a Peripheral

This function is used to transfer the current console data into an on-line reader or identifier.

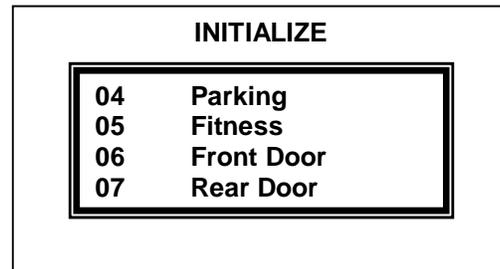
To update an on-line card reader or identifier, perform the following steps:

- Enter your password and press the ENTER key.
- Press the MENU key.
- Press the RIGHT ARROW key six times to enter the Communication menu.
- Press the DOWN ARROW key once to select Peripherals.
- Press the ENTER key. The screen will display a list of the system peripherals and their current status.

PERIPHERALS		
Xe	01	Built-in reader
Xe	02	Encoder #2
Xe	03	Encoder #3
X	04	Parking
Press HELP for info.		

- Press the 2 key. The screen will prompt you to select the peripheral to be initialized from a list of all

system peripherals. Use the UP and DOWN ARROW keys to select the peripheral you wish to update.



7. Press the ENTER key. The peripheral will be updated, and the screen will return to the list of peripherals.
8. When you have finished updating peripherals, press the MENU key to select another function, or press the EXIT key to log out of the system.

Changing the Operating Mode of a Workstation

This function is used to change the operational mode of the HT22 workstation encoders between Regular Encoder mode and Terminal Encoder mode. This is useful in a system controlled by a PMS interface. If the PMS interface is down, the hotel may change the encoders to Terminal Encoder mode, and continue to rent rooms and make cards on the workstation encoders until the PMS is back on-line. Then they simply change back to the Regular Encoder mode to operate with the PMS.

To change the operating mode of a workstation, perform the following steps:

1. Enter your password and press the ENTER key.
2. Press the MENU key.
3. Press the RIGHT ARROW key six times to enter the Communication menu.
4. Press the DOWN ARROW key once to select Peripherals.

5. Press the ENTER key. The screen will display a list of the system peripherals and their current status.

```

PERIPHERALS

Xe   01   Built-in reader
Xe   02   Encoder #2
Xe   03   Encoder #3
X    04   Parking

Press HELP for info.
```

6. Press the 3 key. The screen will prompt you to select the encoder to be changed from a list of all system peripherals. (Remember, you may press the HELP key of a list of options available from this screen.) Use the UP and DOWN ARROW keys to select the encoder you wish to change.

```

INITIALIZE

01   Built-in reader
02   Encoder #2
03   Encoder #3
08   Encoder #4
```

7. Press the ENTER key. The encoder will change modes, and the screen will return to the list of peripherals. The status of the device will be updated to reflect the change.

```

PERIPHERALS

Xe   01   Built-in reader
Xt   02   Encoder #2
Xe   03   Encoder #3
X    04   Parking

Press HELP for info.
```

8. When you have finished updating peripherals, press the MENU key to select another function, or press the EXIT key to log out of the system.

Initialize Modem

This function is used to set the modem up for dial-in maintenance by a support technician. The modem communications may be used to modify the locking plan of the system, troubleshoot the PMS connection or upgrade the unit to a new version.

To initialize the modem, perform the following steps:

1. Plug your modem into a telephone jack.

Internal Modem

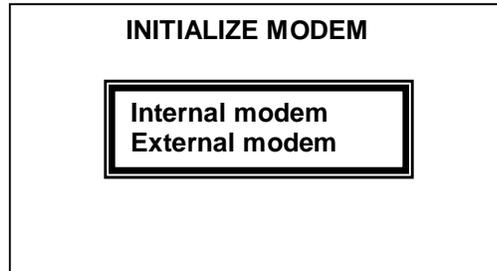
To connect the internal modem for dial-in service, you need a standard telephone cord and a free telephone jack. The telephone line used must be a standard analog telephone line, like the one used for a fax machine. Simply unplug any device connected to the telephone jack, and plug in one end of the telephone cord to the phone jack. Plug the other end of the telephone cord into the telephone jack on the rear panel of the HT22.

External Modem

To connect an external modem for dial-in service, you need to have an external modem and modem cable, a telephone cable and a free telephone jack. The telephone line used must be a standard analog telephone line, like the one used for a fax machine. Simply unplug any device connected to the telephone jack, and plug in one end of the telephone cord to the phone jack. Plug the other end of the telephone cord into the back of the external modem in the jack marked LINE. Then plug one end of the modem cable into the back of the modem, and the other end into the RS232 port on the back of the HT22.

2. Enter your password and press the ENTER key.
3. Press the MENU key.
4. Press the RIGHT ARROW key six times to enter the Communication menu.
5. Press the DOWN ARROW key twice to select Initialize Modem.

6. Press the ENTER key. The screen will ask you to select whether you are using the internal modem or an external modem. Use the UP and DOWN ARROW keys to make your selection.



7. Press the ENTER key. The screen will display "Waiting for a Call" until the technician has dialed in, or the unit has automatically logged-out the operator due to inactivity. You may cancel the modem set-up at any time by pressing the CLR key.

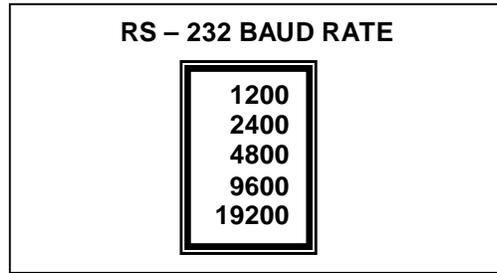
Set RS-232 BAUD Rate

This function is used to manually set the speed in which the HT22 will communicate with the PMS system or a serial device, such as a Skidata Encoder. Consult your PMS or device documentation before adjusting this setting.

To adjust the RS232 BAUD rate, perform the following steps:

1. Enter your password and press the ENTER key.
2. Press the MENU key.
3. Press the RIGHT ARROW key six times to enter the Communications menu.
4. Press the DOWN ARROW key three times to select RS232 BAUD Rate.
5. Press the ENTER key. The unit will prompt you to select a BAUD rate from a list. Use the UP and DOWN arrow keys to select the proper BAUD rate.

You must select the proper BAUD rate, or the HT22 and the PMS or other device will not communicate properly.



6. Press the ENTER key. The screen will return to the main menu, and the RS232 port on the back of the unit will be set to the new speed. You may select another function, or press the EXIT key to log out of the system.

Export Program

This function is used to upgrade Terminal mode or Regular mode encoders when a system upgrade is performed. This utility will mirror the new firmware installed in the Main Station to each of the secondary encoders in the system.

Do not use this function unless you are instructed to use it by an Onity Technical Support Representative. See the section in this manual titled HOW TO CONTACT Onity on page 147 for instructions on contacting Technical Support.

Using the Portable Programmer

The Portable Programmer (PP) is used to carry information between the lock and the front desk equipment. It can also be used to open a guestroom and to test the operation of a lock.

When the locks are first installed, the PP is used to initialize each lock to a particular room number, load its table of room codes, and set the internal clock.

Since the PP can be used to unlock a door, it should be secured when not in use. If you are unable to secure the PP, remove and reinstall one battery after use. This will clear the memory and require that the PP be connected to the console before it can be used again. Connection to the console requires a management level password; therefore, proper security is maintained.

Batteries

The PP uses four AA batteries, which are expected to provide about 50 hours of use. If the display is not visible, the batteries must be replaced.

Connecting to the Lock

The PP is connected to the lock with the attached cable (see Figure 8 on page 112). On the bottom of the lock, to the right, you will see a hole (called a jack). Insert the end of the cable (the plug) into the jack. Before you connect the PP to the lock, however, you may first need to connect it to the console. This generally depends upon the operation you wish to perform. In fact, the PP may inform you if it needs to be connected to the console first. The reasons for this will become clear as you read further in this section.

Connecting to the HT22

The PP is connected to the HT22 with a 9-pin cable (see Figure 6 on page 21). Plug one end of the cable into the connector on the PP. Plug the other end of the cable into the connector on the rear of the console labeled PP HTCOM. The connector will only go in one way. Refer to the sections LOCKS AUDIT TRAIL (p. 80) and Load Portable Programmer (p. 102) for the steps required to perform each specific operation.

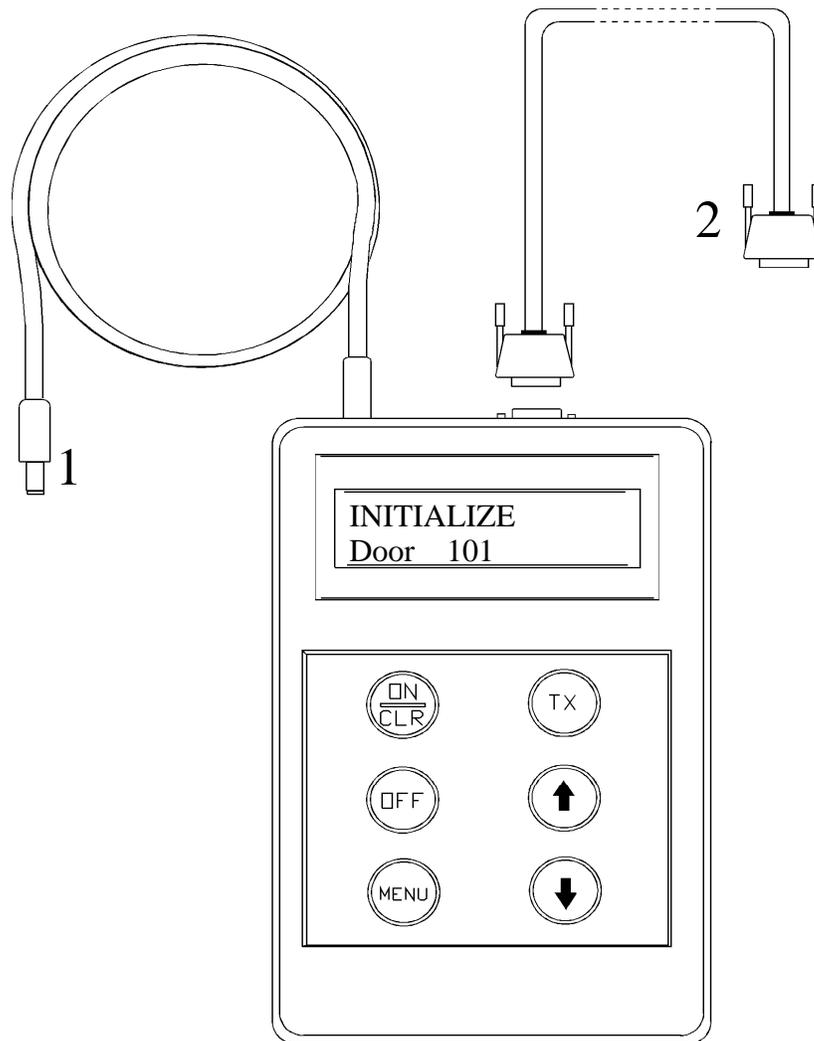


Figure 8 – Portable Programmer Connections

Function Keys on the PP

ON/CLR (red)

The ON/CLR key turns the PP on. It also is used to clear or abort an operation and return to the menu.

OFF

The OFF key turns the PP off. The PP will turn itself off after about 30 seconds of inactivity.

MENU

The MENU key selects the various menu choices. Each time you press the MENU key it will advance to show you the next menu choice.

TX (green)

The TX key is the "transmit" or "GO" button. It is used to start the communication with the lock once the correct menu selection has been made.

UP & DOWN ARROWS

The UP and DOWN ARROW keys scroll through the options within a menu choice. For example, if you have used the MENU key to select the UPDATE menu, then the UP and DOWN ARROW keys will allow you to select the proper door to be updated.

Menu Choices

Update

Update is used to make the data in the lock match the data in the front desk console. You will update a lock for the following reasons:

1. When Daylight Savings Time changes.
2. If you change the code of a Programming Card, a Canceling Card or a Blocking Card.
3. If a change is made to the locking plan.

Update will also notify a lock if a Master Card has been changed.

To update the information in a lock, you must first download the data from the console to the PP. See the section titled LOAD PORTABLE PROGRAMMER on page 100 for instructions.

After the PP is loaded with data, go to the door that is being updated and follow these steps:

1. Plug the PP into the lock.
2. Press the ON/CLR key to turn on the PP.
3. Press the MENU key until UPDATE appears.
4. Press the UP or DOWN arrow key to select the desired room. (see note below)
5. Press the green TX key.
6. Unplug the PP when it is finished.

NOTE: *It is not necessary to use the arrow keys to scroll to the correct room number when updating a lock. You will find that you cannot update a lock to the wrong room number. The PP is intelligent in that it "knows" what lock it is plugged into and will only update THAT lock. You will also notice that if you have to update several locks, the room numbers disappear from the list in the PP as they are updated. This feature is particularly useful during a time change because you can quickly see if you have missed any locks when you intended to update ALL the locks on your property.*

Read Openings

The lock contains an audit trail of the last 100 openings. To view this audit trail, you must use the READ OPENINGS function of the PP.

To read a lock, follow these steps:

1. Go to the desired door and connect the PP.
2. Turn the PP on and select READ OPENINGS by pressing the MENU key.
3. Press the green TX key.
4. Unplug the PP and take it to the front desk console.
5. Refer to the section on LOCKS AUDIT TRAIL on page 80 to print this report.

***NOTE:** You may read the openings of more than one lock. You will be allowed to select which lock openings to print at the front desk console.*

Test

The TEST function will test most functions of the lock, including the batteries, the electronics and the handle switches. It will also indicate the reason a card was rejected in a lock. A good time to test each lock is during the time change that occurs twice each year, since you are at the door with the PP.

To test each lock, follow these steps:

1. Connect the PP to the lock, turn it on and select TEST with the MENU key.
2. Press the green TX key. This will show you the room number of this lock, the lock type and version, the door number and will test the red and green lights.
3. Press the TX key again. This will show the date and time in the lock and test the batteries. You should see "Batteries OK". If not, replace the batteries.
4. Press the TX key again and operate the outside handle, the deadbolt, and insert a card. For each of these operations you should see a message that indicates that the corresponding switch in the lock was activated. If you do NOT see a message for any of these operations, or if the message remains on the screen after you have completed the operation, the lock needs to be repaired.
5. Press the TX key again. If your lock has a keyboard, press the buttons. The character you press should be displayed.
6. Press the TX key again. You will see "MAN. DATE" and the manufacturing date of the lock electronics.
7. Disconnect the PP.
8. Insert and remove the Diagnosis Card. You should see a green light. Go to the next door.

***NOTE:** It is a good idea to use the Diagnosis Card during this test. You will need a card anyway to perform the card switch test and the Diagnosis Card can be used for this purpose.*

***NOTE:** The TEST function may also be used to indicate why a card was rejected by the lock. Simply connect the PP to the lock, select the TEST function, and insert the card in the lock. The PP will display the reason the card was rejected.*

Initialize

The INITIALIZE function is generally used the first time a lock is installed. It establishes the room number for the lock and loads all the lock data. You should only use this function if you have replaced a lock on a door.

To initialize a lock, follow these steps:

1. Connect the PP to the console and use the LOAD PORTABLE PROGRAMMER function. See the LOAD PORTABLE PROGRAMMER section on page 100 in this manual.
2. Go to the lock and connect the PP.
3. Turn the PP ON and select INITIALIZE with the MENU key.
4. Use the UP or DOWN arrow keys to select the room number. Make certain to select the CORRECT room number.
5. Press the green TX key.
6. Disconnect the PP when it is finished.

This lock is now initialized. Make a Guest Card for the lock and test it. Also, be sure to test the Master Card(s).

Open

The OPEN function can be used to unlock a door that will not respond to a Guest Card or any Master Cards. It will even open a door that has missing or dead batteries.

To OPEN a door with the PP, follow these steps:

1. Connect the PP to the lock and turn it ON.
2. Select OPEN by pressing the MENU button.
3. The message "Access Code:" will be displayed on the screen. Press the UP ARROW key to find the first digit of the code, and then press the TX key. Press the UP ARROW key again to find the second digit, and press the TX key. Repeat this procedure for digits 3 and 4. Upon entering the fourth digit, the PP will display "Transmitting" and the lock will open.

Just like an "E" key, the OPEN function will unlock a door that is locked with the deadbolt. For this reason the PP should be secured when not in use. If you cannot secure the PP, remove and reinstall one battery after each use. This will require that you connect the PP to the console and use the Load Portable Programmer function prior to performing the three steps above.

Daylight Savings Time

Planning for Daylight Savings Time changes does not only involve changing the time on your front desk console. This is the time to make sure all of your systems are set to the correct time and date and are functioning normally. The following list will help guide you at this hectic time:

If you have a PMS Interface, make sure to change the time on the PMS also.

1. Adjust the time in your front desk system. Refer to the section of this manual titled SET DATE AND TIME for step-by-step instructions on this procedure.
2. Load the PP. Refer to the section of this manual titled LOAD PORTABLE PROGRAMMER on page 100 for step by step instructions on this procedure.

3. Make a Diagnostic Card. Refer to the portion of this manual titled *Special Cards* on page 60 for step-by-step instructions on this procedure.
4. Go to every door with the Portable Programmer. Use the Update function to change the time in the locks.
5. While at each lock, use the Test function of the Portable Programmer to test each lock, and use the Diagnostic Card to test the lock read head.

The latest versions of the HT24 locks have a feature that will automatically adjust for Daylight Savings Time **AS LONG AS THE PORTABLE PROGRAMMER HAS BEEN USED TO READ OR UPDATE THE LOCK AT SOME TIME SINCE THE LAST TIME CHANGE.** It is still a good idea to perform the tests and updates at this time to insure that all the systems are functioning normally, but with this feature the procedures do not have to coincide with the Daylight Savings Time change.

HT24 Lock Operation

Automatic Code Change

The most important feature of the electronic lock is that it changes its code automatically for each new guest who checks into the room. Each new Guest Card used in a lock will automatically void the previous Guest Card.

In a similar manner, the lock will also accept a new Master Card. Any new Master Card used in a lock will automatically void the previous Master Card.

Battery Operation

The HT24 lock is powered by four AA alkaline batteries. These batteries are expected to last between two and four years, depending on a number of factors. Factors that can shorten battery life are:

- A) The freshness of the batteries when they are purchased.
- B) The number of transactions per day.
- C) Extreme cold weather.
- D) Battery quality.

Onity recommends the use of major brand batteries in the locks, such as Energizer, Duracell and Panasonic batteries. In installations where the lock will be subjected to extremely cold temperatures, use four AA lithium batteries. Both alkaline and lithium batteries may be purchased through Onity.

A low-battery indication is given to Staff Cards for approximately one month prior to the batteries being completely dead. The hand-held Portable Programmer can also be used to check the level of the batteries.

How to Replace the Batteries in the HT24 Lock

The four AA alkaline batteries are located in the lower compartment of the outside escutcheon. To replace these batteries, you will need a T-10 Torx screwdriver and the Portable Programmer. Be sure to load the Portable Programmer with the rooms that need battery replacement. Remove the screw at the bottom of the lock, then remove the bottom cover. (Lift up from the bottom of the lock).

Replace the batteries using high quality alkaline batteries such as Duracell, Energizer or Panasonic batteries. In extreme cold climates, lithium batteries may be used in lieu of alkaline. Be careful to insert the batteries with the positive and negative ends in the correct position.

Replace the battery compartment cover and secure with the T-10 screw.

Use the Portable Programmer to update the door. This must be done in order for the internal clock to be set to the correct time.

Audit Trail

The HT24 lock uses non-volatile memory to record the last 100 openings. This means that the lock will not lose the audit trail, even if the batteries are removed.

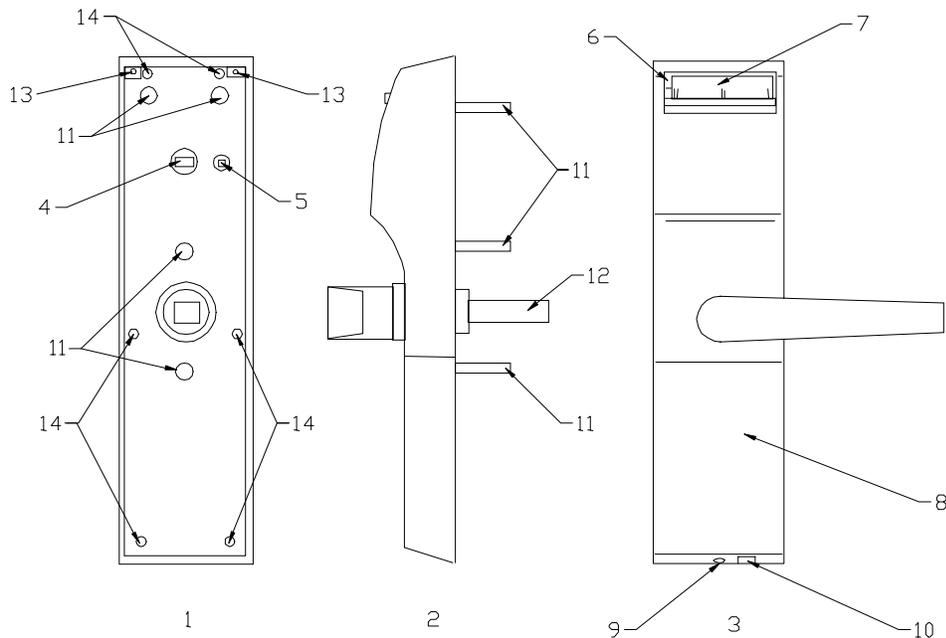
Reading the lock will produce a list of all cards used in the lock and the date and time they were used.

Real Time Clock

The HT24 lock circuitry contains a "real time" clock. This means that the lock is able to determine if a card should be admitted based not only on the code of the card, but also the date and time that it is used.

Panic Operation

The HT24 lock features panic retraction of the deadbolt from inside the guestroom. Operation of the lever from inside the guestroom retracts both the deadbolt and the latch, fulfilling the requirements of various building codes, life safety codes and the ADA.



1. Rear View	8. Battery Cover
2. Side View	9. Battery Cover Screw
3. Front View	10. Portable Programmer Jack
4. Privacy Connector	11. Mounting Posts
5. Clear Button	12. Spindle
6. Green and Red LED	13. Reader Cover Screws
7. Card Slot	14. Back Plate Screws

Figure 9 – Lock Components

Using the HT24 Lock

The lights only operate when a card is inserted and removed. They do not glow continuously.

To operate the guestroom lock, insert and remove the card. The LEDs located to the immediate left of the card slot will display one of the following indications:

1. Green Light – Valid Opening. Operate the handle to gain access to the room.

2. Red Light – Invalid Attempt. Card may have expired, been voided by a new Guest Card or be for a different room.
3. Alternating Red and Green Lights – Privacy indication or card out of shift.
4. Flashing Red Light – Blocked Lock.
5. Flashing Green Light – Office Mode.
6. Delayed Red Light – Card not encoded or incorrectly inserted. Illuminates six seconds after card insertion.
7. Green Light with Flashing Red Light – Low battery indication.

Modes of Operation

Standard Guestroom

When a lock is programmed as a standard guestroom, only the Guestroom Key and any assigned Master Keys have access to that lock. These locks are programmed to always be locked for the security of the guest. Any NEW Guest Key will cancel the previous Guest Key. The same holds true for a Master or Special key. The lock has a thumbturn on the inside which is used as the privacy switch. If the lockcase is not the kind that automatically engages the deadbolt, this thumbturn will also engage the deadbolt.

Suite / Subsuite

A lock programmed as a Suite or Subsuite door works close to the same way that a standard guestroom door works. The difference is that the subsuite keycard will open the suite door and the suite keycard will open the subsuite door. A NEW subsuite keycard will cancel an old subsuite keycard as well as an old suite keycard. A NEW suite keycard will cancel an old suite keycard as well as an old subsuite keycard.

Common Entry Door

The HT24 lock can also be programmed as a common entry door for access to a common area such as a pool or a fitness room. The lock is programmed to allow multiple guestroom keycards as well as master keycards. The doors also may be programmed with the *Office mode* feature which allows the door to be left in the unlocked state. These doors typically do not have a deadbolt or a privacy thumbturn.

Back of House / Back Office Door

The HT22 system is flexible enough to program back-of-house doors, such as storerooms, offices, etc., in a way that fits the needs of the property.

What to Do If...

A Lock Needs to be Replaced

At times it may be necessary to replace a lock on a door. This should be done only after the proper troubleshooting is done. To remove a lock from the door, you will need the following tools:

1. T-10 Torx Screwdriver
2. Phillips Screwdriver
3. Portable Programmer - Loaded

Remove the T-10 Torx screws from the inside handle and thumbturn, then remove the handle and thumbturn.

Remove the inside escutcheon cover plate. This plate snaps into position. You may find it easier to remove using a small flat head screwdriver to pry the coverplate loose. Be careful not to scratch the paint on the door.

Unplug the privacy wire from the switch on the inside escutcheon.

Remove the four machine screws, two at the top and two at the handle shaft (one on top, one underneath the shaft).

Slide the lock off the door.

Reverse the above steps to install the replacement lock.

With the door open, use the Portable Programmer to Initialize the new lock to the correct room number.

Insert and remove an encoded key for the room to display proper functionality before allowing the door to close.

A Room Needs to be Taken Out of Inventory For Maintenance Purposes

To remove a room from inventory for maintenance purposes, use the Rooms out of Service function from the Maintenance Menu to select the room to be removed from inventory.

If access to the room needs to be further restricted, the Blocking Card can be used. Simply insert and remove the Blocking Card. You will see a flashing red light on the lock indicating that it is now blocked. Only those master keys that have the blocking override attribute on them will be able to gain access to the room (the master must also be assigned to the locking plan of the lock in addition to the blocking override, such as proper code, authorizations, date & time, etc.).

A Key Will Not Open a Lock

Refer to the troubleshooting portion of SYSTEM MAINTENANCE on page 130 of this manual.

System Maintenance

Preventative Maintenance

Locks

The HT24 lock is designed to give you years of trouble-free service. However, it is important that certain preventative maintenance procedures be performed periodically to extend the life of the lock. These procedures are defined in the following paragraphs.

Cleaning the Locks

One of the most important and easiest procedures to ensure long-lasting use of your locks is to clean them periodically. Dirt and grime will build up over time on the magnetic stripe read head if not cleaned. Onity sells Cleaning Cards, which are felt cards with a cleaning solution applied to them. To use them, simply insert and remove the card several times in each lock. This should be done approximately once every month for exterior corridor properties and once every quarter for interior corridor properties. In extreme conditions and at ocean-front properties, the frequency cleaning should be increased.

In addition to cleaning the read head, the exterior of the lock should also be cleaned. To do so, use a damp cloth and wipe any dirt and grime off the lock. Do not use solvents or other harsh cleaners, simply a damp cloth will do.

Testing the Lock with the PP

The Portable Programmer can be used to test the operation of the lock. It is recommended that these tests be performed each time the locks are updated for Daylight Savings Time. The PP tests the batteries and the electronic switches in the lock. When testing an Onity HTCombo safe, the PP is also used to test the keypad.

To test the lock, do the following:

1. Connect the PP to the lock, turn it on and select TEST with the MENU key.
2. Press the green TX key. This will show you the room number of this lock, the lock type and version, the door number and will test the red and green lights.
3. Press the TX key again, this will show the date and time in the lock and test the batteries. You should see "Batteries OK". If not, replace the batteries.
4. Press the TX key again and operate the outside handle, the deadbolt, and insert a card. For each of these operations you should see a message that indicates that the corresponding switch in the lock was activated. If you do NOT see a message for any of these operations, or if the message remains on the screen after you have completed the operation, the lock needs to be repaired.
5. Press the TX key again. If your lock has a keyboard, press the buttons. The character you press should be displayed.
6. Press the TX key again. You will see "MAN. DATE" and the manufacturing date of the lock electronics.
7. Disconnect the PP.

It is a good idea to use the Diagnostic Card at this point to insure that the magnetic read head is functioning properly.

Replacing Batteries in the Lock

The four AA alkaline batteries are located in the lower compartment of the outside escutcheon. To replace these batteries, you will need a T-10 Torx screwdriver and the Portable Programmer. Be sure to load the Portable Programmer with the rooms that need battery replacement. Remove the screw at the bottom of the lock, then remove the bottom cover. (Lift up from the bottom of the lock.)

Replace the batteries using high quality batteries such as Duracell, Energizer or Panasonic batteries. In extreme cold climates, lithium batteries may be used in lieu of alkaline. Be careful to insert the batteries with the positive and negative ends in the correct position.

Replace the battery compartment cover and secure with the T-10 screw.

Use the Portable Programmer to update the door. This must be done in order for the internal clock to be set to the correct time.

Keycards

The following is a list of frequently asked questions and answers about magnetic stripe cards:

Question: Can I provide my own cards for the system?

Onity rejects over 90% of the keycard vendors who submit samples.

Onity Technical Support recommends purchasing the cards from Onity. Onity uses only the highest quality cards available. Onity's quality requirements are so strict that over 90% of the vendors who apply to supply cards through Onity fail to meet the requirements.

Question: Can I punch a hole in my card, so I may wear it on a chain?

The trick with punching a hole in the card is picking a non-vital area for the hole. Place the card in front of you with the graphic facing you, just as you would

insert it into a lock. Punch the hole within one-half inch of the top right corner of the card.

NOTE: It is not recommended to punch a hole in an RFID card used with the HT22P system.

Question: When should I replace my cards?

When the cards become scratched, or the plastic can be seen through the magnetic stripe, they should be replaced. It is important to note that many times, the leading edge of the magnetic stripe will wear before the rest of the stripe. If you have a question, compare the card to a new card. If the stripe has receded from the edge, replace it.

As RFID cards do not require contact with the lock, they should be replaced when they become non-functional.

Encoders

The HT22 encoders require very little maintenance. If you start to get a lot of encoding errors, it may be necessary to clean the encoding slot. In this case, use a can of compressed air (one that is made for use on computers and electronic equipment). Blow the air through the card slot of the encoder. If the problem persists, use a cleaning card which can be purchased from Onity. Simply insert and remove the card several times.

Using the Spare Card System

The Spare Card system is used as an emergency back-up to maintain the hotel's ability to rent rooms in the event of an extended power outage or complete system failure. It is extremely important to keep a current Programming Card with the Spare Cards at all times. These cards should be located in a secure area where they are easily accessible to the front desk staff in the event of an emergency. Since the locks are battery

operated, current Guest Cards are not affected by these issues.

Using the Spare Card System is easy. The following steps describe the process:

1. Go to the door in which a Spare Key is to be made. Have the Programming Card and Spare Key in hand.
2. Insert the Programming Card into the lock and remove. Note the lights displayed by the lock. Both the RED and GREEN lights should be on. If these lights are not displayed, please verify that the card being used is a Programming Card. If it is the correct card, contact Onity technical support. Continue to the next step if the above lights are displayed.
3. While the lock is displaying the RED and GREEN lights, insert and remove the RED Spare Key. Upon removal of the Spare Key, the lock will display a solid GREEN light and unlock the door. This Spare Key will continue to unlock the door until another new Guest Key or Spare Key is encoded for that room and inserted into the lock. Please note that if your property is equipped with perimeter readers, the Spare Key will not work in the readers.
4. The guest should receive the RED Spare Key and NOT the Programming Card.

Only one Spare Card can be made for a single lock at a time. Spare Keys should be made in advance, prior to guest check in. This will insure that a guest will have a working key when a room is assigned. It will help to store each key in a separate envelope and labeled with the room number that corresponds to the door that the Spare Key opens.

When the emergency situation is over, resume issuing guest keys in a normal manner. The new Guest Keys will work in the locks in a normal manner; the Spare Cards will be invalidated by the new Guest Cards.

Troubleshooting

Lock

Problem: A guest complains that the door will not open, and the lock displays a red light.

A quick red light indicates that the lock has properly read the card, and made an informed decision to reject the card. Begin by using the READ function of the front desk console. Most problems of this nature begin with the encoding process. As a final step, you may proceed to the door with the Guest Card and the PP. Use the following checklist to assist you:

1. Read the card. What is the expiration date and time? Has the card expired?
2. Is the card valid for the proper room number?
3. Has another guest been checked into the same room, voiding the original Guest Card?
4. Take the Portable Programmer to the door. Connect the PP to the lock, turn it on, and press the MENU key until the word TEST appears on the display. Do not push any buttons. Insert the Guest Card in the lock. The PP will display the reason that the card does not work in the lock.

Problem: A guest room lock displays a flashing red and green light to a Guest Card.

A flashing red and green indicator means the privacy indication has been activated. Since this is only accomplished from inside the room, the room is probably occupied. If you know for a fact that the room is not occupied, use the PP to test the function of the privacy indicator.

If you are uncomfortable performing the following diagnostics, contact Technical Support for Assistance.

If the indicator is faulty, the problem is either with the micro switch on the inside escutcheon, the privacy wire

or the circuit board of the lock. To isolate the problem, first remove the lock from the door. Disconnect the privacy wire from the inside escutcheon, but not from the outside escutcheon of the lock.

Try the Guest Key again. If you still get the flashing red and green light, the problem is with either the privacy wire or the circuit board of the lock. If the problem goes away, the micro switch on the inside escutcheon is the problem. In this case, replace the inside escutcheon and call tech support for an RGA to send the part in for repair.

Remove the privacy wire from the outside escutcheon of the lock. Try the Guest Key again. If you still get the flashing red and green light, the problem is with the circuit board of the lock. If not, the problem is with the wire.

Replace the bad part and call technical support for an RGA to either send the lock in for repair or to get a new privacy wire.

Problem: A lock displays a flashing red and green light to a housekeeping card.

This indicates one of two things. Either a guest in the room has had the privacy switch activated, or the housekeeper is trying to use the keycard during a time period when the keycard not valid. If no one is in the room, and the keycard is valid for this time period, use the PP to check the time of the lock. This is done by using the test function of the PP. If the time of the lock is correct, follow the steps described on page 130 in the section called “*Problem: A guest room lock displays a flashing red and green light to a Guest Card.*”

Problem: A lock displays a flashing red light to a Guest Card.

This means that the lock was blocked with a Blocking Card. If the room has been blocked to take it out of

service, assign the guest to another room. If not, use the Blocking Card again to unblock the lock.

Problem: A lock displays a solid green light with a flashing red light to a Staff Card.

This is the low-battery indication for the lock, and it is only displayed to Staff Cards. Replace the batteries in the lock with fresh AA alkaline batteries.

Problem: A card has broken off in the card slot of a lock.

Use the point of a knife and pry the broken card up from the slot. When the card is removed, make a new card for the guest. If the card cannot be removed from the lock, use the PP to open the door, and then replace the lock.

Problem: A lock displays no lights when a card is inserted, then displays a red light after trying the card several times.

This is a delayed red light indication. If a card is inserted into a lock, but the lock is unable to read any information on the magnetic stripe of the card, a red light is displayed after six seconds. First, read the card with the encoder to make sure there is information on the card. If the encoder is able to read information on the card, the problem is with the read head of the lock. First try using Cleaning Cards in the lock. The Cleaning Cards may be purchased from Onity by calling our After Market Sales department. After cleaning the lock, try the keycard again. If you still get the delayed red light, replace the lock and call Tech Support for an RGA number.

Keycard

Problem: Magnetic Keycards quit working.

While several issues can cause a card to stop working – card expires, card is canceled, card not valid for the lock, etc – a common problem on some properties is that the keycard is erased. This is caused by a magnet coming in contact with or close to the magnetic stripe of the keycard. Below are a few things to watch for:

- Magnetic ‘Do Not Disturb’ signs. If your property uses these types of signs, be careful not to let the keycard come near the magnet.
- Magnetic Name Tags. If your staff uses magnetic name tags, it is important to keep the keycard away from the name tag. Remember, the keycard only has to come near the magnet to be erased or damaged.
- Metal Key Boxes. Some properties keep the Staff Cards in a metal box and only distribute them during the day as they are needed. In this case, make sure no magnets are placed on this box, as they may damage the magnetic encoding of the card.
- Magnetic screwdrivers. Many engineers carry magnetic screwdrivers. If these come in contact with the keycard, it will be erased.

These are only a few examples of issues you may have with your keycards. If you are having this issue, look for these types of things to find the problem.

Problem: My Magnetic keycard is worn and scratched.

When the keycards become worn and scratched, it is time to discard them and replace with a new keycard. The life of a keycard depends on use and care. To extend the life, do not put the card on a key ring with

metal keys and do not bend the card or keep it in a pocket where it will get bent.

Portable Programmer

Problem: The Portable Programmer won't turn on.

If the PP will not turn on when the On/Off button is pressed, open the battery compartment and make sure the batteries are properly seated. If they are seated properly, replace the batteries and try again.

Problem: The Portable Programmer beeps when I turn it on, but the screen is blank.

Replace the batteries in the unit. The batteries are not strong enough to power the display.

Encoder

Problem: Every time I try to encode a Magnetic card, I get several encoding errors.

It is time to clean the read head of the encoder. Use a can of compressed air (one that is made for use on computers and electronic equipment). Blow the air through the card slot of the encoder. If the problem persists, use a **Cleaning Card**, which can be purchased from Onity. Simply insert and remove the card several times.

PMS Interface

Problem: A PMS company is connecting to an HT22 for the first time at a property, and reports no communication with the unit.

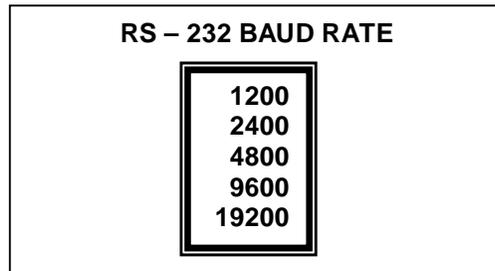
This can usually be corrected by setting the baud rate of the HT22 to the baud rate of the PMS system.

This function is used to manually set the speed in which the HT22 will communicate with the PMS system. Consult your PMS or device documentation before adjusting this setting.

To adjust the RS232 BAUD rate, perform the following steps:

1. Enter your password and press the ENTER key.
2. Press the MENU key.
3. Press the RIGHT ARROW key six times to enter the Communications menu.
4. Press the DOWN ARROW key three times to select RS232 BAUD Rate.
5. Press the ENTER key. The unit will prompt you to select a BAUD rate from a list. Use the UP and DOWN arrow keys to select the proper BAUD rate.

You must select the proper BAUD rate, or the HT22 and the PMS or other device will not communicate properly.



6. Press the ENTER key. The screen will return to the main menu, and the RS232 port on the back of the unit will be set to the new speed. You may select another function, or press the EXIT key to log out of the system.

Basic Wall Reader

Problem: A Guest or Staff Card holder complains that the door will not open, and the wall reader displays a red light.

A quick red light indicates that the wall reader has properly read the card, and made an informed decision

to reject the card. Begin by using the READ function of the front desk console to verify the card's status. Most problems of this nature begin with the encoding process. As a final step, you may proceed to the door with the card and the PP. Use the following checklist to assist you:

1. Read the card. What is the expiration date and time? Has the card expired?
2. Is the card authorized to access this wall reader?
3. Has a new card been made, voiding the original card?
4. Take the PP to the door. Connect the PP to the lock, turn it on, and press the MENU key until the word TEST appears on the display. Do not push any buttons. Insert the Guest Card in the lock. The PP will display the reason that the card does not work in the lock.

Problem: A wall reader displays a flashing red and green light to a Guest or Staff Card.

Since a wall reader does not have a privacy switch, this indication can only mean that the card being used is out of shift. If the keycard is supposed to be valid for this time period, use the Portable Programmer to check the time of the wall reader. This is done by using the test function of the Portable Programmer. If the time is wrong in the wall reader, update the reader with the Portable Programmer. If the time is correct, the key is not valid for this shift. Contact Technical Support for help with this issue.

Problem: A wall reader displays a flashing red light to a Guest or Staff Card.

This means that the wall reader was blocked with a Blocking Card. This may have been done to keep people from going through this door for maintenance purposes. To reactivate the door, insert the Blocking Card again. The green light will display indicating that the wall reader is back in service.

Problem: A card has broken off in the card slot of a wall reader.

Use the point of a knife and pry the broken card up from the slot. When the card is removed, make a new card for the guest. If the card cannot be removed from the lock, use the Portable Programmer to open the door, and then replace the lock.

Problem: A wall reader displays no lights when a card is inserted, then displays a red light after trying the card several times.

This is a delayed red light indication. If a card is inserted into a wall reader, but the reader is unable to read any information on the magnetic stripe of the card, a red light is displayed after six seconds. First, read the card with the encoder to make sure there is information on the card. If the encoder is able to read information on the card, the problem is with the read head of the wall reader. First try using Cleaning Cards in the lock. The Cleaning Cards may be purchased from Onity by calling our After Market Sales department. After cleaning the wall reader, try the keycard again. If you still get the delayed red light, contact Technical Support.

Setting Up the System

Equipment Set Up

Location of Encoders

Now that we have completed the training process, it is time to set the system up for actual use. If your system is to be interfaced with the Property Management System, the HT22 Main encoder must be placed in a location that is within 50 cable feet of the PMS server. This is due to the distance limitations of the RS232 communications protocol. The remaining encoders should be placed beside the PMS terminals on the front desk. Remember, all the management functions of the system must be performed at the Main HT22 encoder, so it should be strategically located.

The maximum cable distance from the first HT22 encoder to the last HT22 encoder is 4500 feet. The encoders are connected in a “daisy chain” configuration, meaning that a cable is run from encoder 1 to encoder 2, from encoder 2 to encoder 3 and so on. These cables are typically purchased with the HT22 system and come in various lengths up to 100 feet.

Power Requirements

Each HT22 encoder must have an electrical outlet to plug into. A power adapter/transformer, 12VDC output, is supplied with the each HT22 encoder. It is preferable to plug this transformer into a power strip surge protector.

PMS Interface Requirements

As stated above, if the system is to be interfaced with the PMS, the maximum cable distance for this connection is 50-ft. If you require greater than a 50-ft cable distance, special equipment is needed. Contact your project coordinator if this is the case. This cable is also provided as part of the purchase of the system.

Running the Cables

Depending on how your system is set up, you may or may not need to hire a cable contractor to run your cables.

The cables supplied with your system are shielded, but we recommend that you take care not to run the cables across florescent light fixtures, and not to run them in conduit with or parallel to wires carrying A/C voltage.

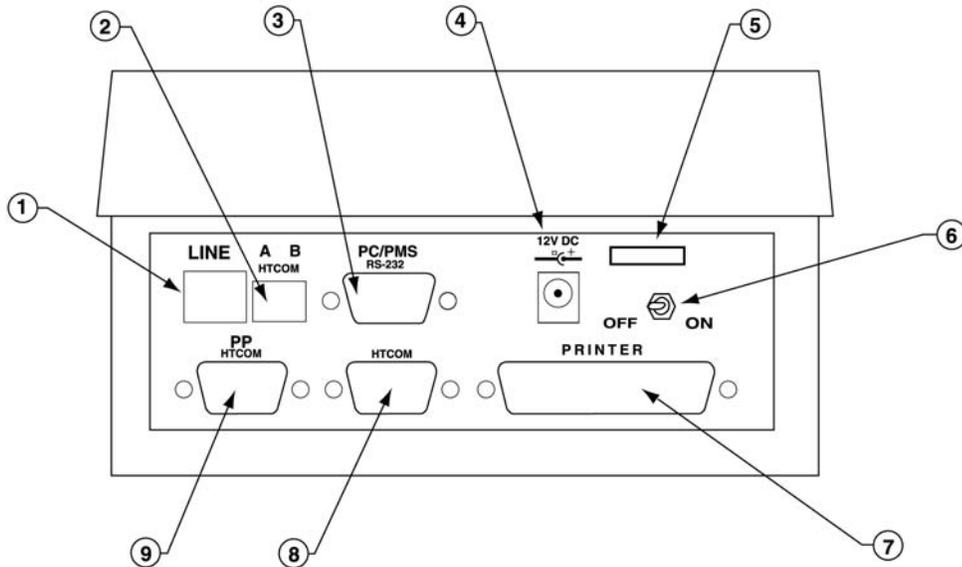
If you hire a cable contractor to run the cables, and the contractor is supplying the cables, have them run **Belden 83652** or equivalent cable. The ends should be terminated with DB9 Male connectors, with pins 2 and 3 connected in a straight-through configuration for the HTCOM network (the network of HT22 encoders).

The cable used for the PMS interface is different. You should use the one supplied by Onity or your PMS company. If the cable run is greater than 50 feet, you will need special equipment and you should contact your project coordinator.

Connecting the Equipment

All external connections to the HT22 are made through connectors on the rear panel. The power switch for the

unit is located on the rear panel, as shown in Figure 10 on page 141 below. To turn on the HT22, move the switch toward the word “On” (toward the side of the unit). To turn off the HT22, move the switch toward the word “Off” (away from the side of the unit).



1. Telephone Line Jack	6. Power Switch
2. HTCOM Connector for On-line Controllers	7. Connector for Parallel Printer
3. RS232 Serial Port	8. HTCOM Connector for Encoders
4. Power Connector	9. HTCOM Connector for PP and Encoders
5. Strain Relief for Power Cord	

Figure 10 – Rear Panel Connections

For the purpose of the training, we will set up the Encoder(s), the Portable Programmer and the Printer. We will also initialize the Sample Mounted Lock to use throughout the training.

Power Supply

A plug in power transformer is supplied by Onity. Simply plug this transformer into the wall outlet or power strip, and connect to the jack labeled 12VDC, as shown in Figure 11 on page 142 below.

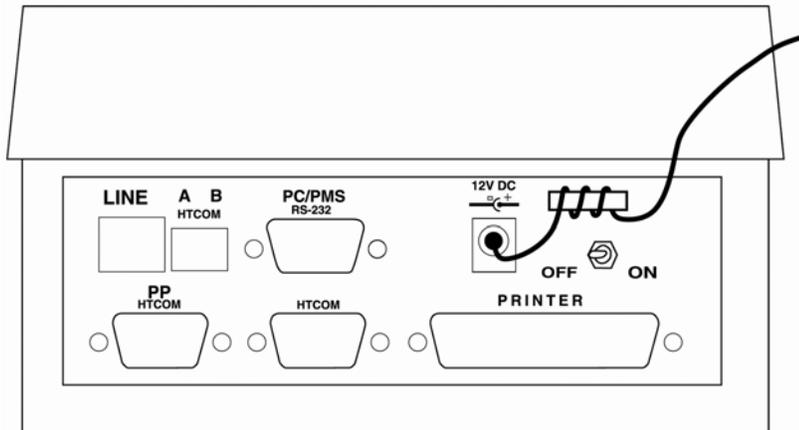


Figure 11 – Power Connection

Connecting Additional Encoders

When configured as a main station, the HT22 can be a file server for up to seven HT22 auxiliary encoders. These encoders are connected in “daisy chain” configuration. Beginning with the main station, each encoder is connected in a continuous string. The first and last encoder in this string must have the terminating resistor set to the ON position, as shown in Figure 12 on page 143. All of the other encoders in the string must have the terminating resistor set to the OFF position. The total length of the string may not exceed 4500 feet.

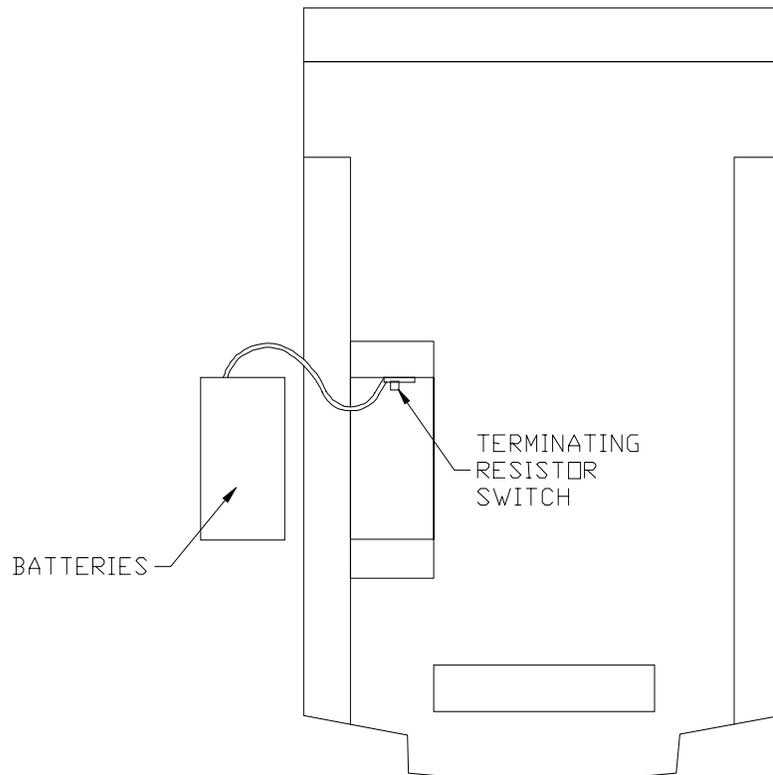


Figure 12 – Terminating Resistor Switch

To connect several encoders in a network, begin by connecting one end of an HTCOM cable to the 9-pin port on the main station marked HTCOM (CN8). Connect the other end of the HTCOM cable to the 9-pin port marked PP HTCOM (CN9) on the first auxiliary encoder (see Figure 13 on page 144). Connect the next encoder by connecting one end of another HTCOM cable to the 9-pin port marked HTCOM (CN8) on the first auxiliary and connecting the other end of the HTCOM cable to the 9-pin port marked PP HTCOM (CN9) on the second auxiliary encoder. You may continue in this manner until a maximum of eight encoders are connected (seven auxiliary encoders and one main station).

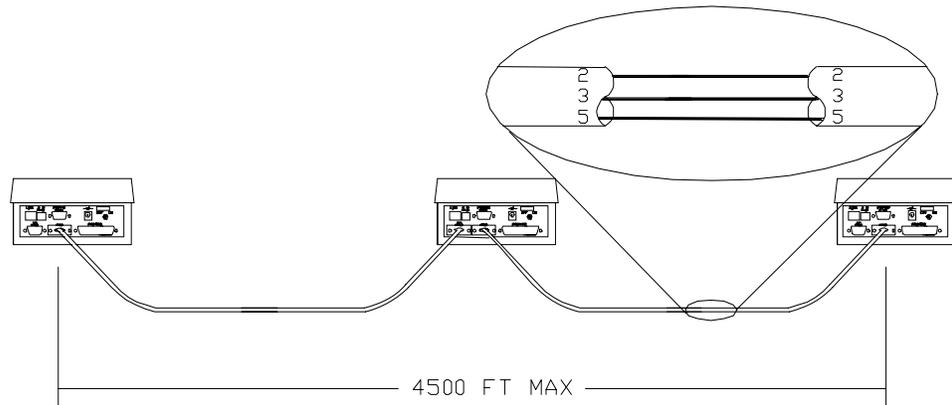


Figure 13 – HTCOM Cable Connections

Connecting the Portable Programmer

For systems with more than one encoder, the Portable Programmer must be connected to the Main Encoder.

To connect the PP to the HT22 main station, connect one end of the PP HTCOM cable to the 9-pin connector on the top of the PP, and connect the other end of the cable into the 9-pin connector marked PP HTCOM on the rear panel of the HT22 main station.

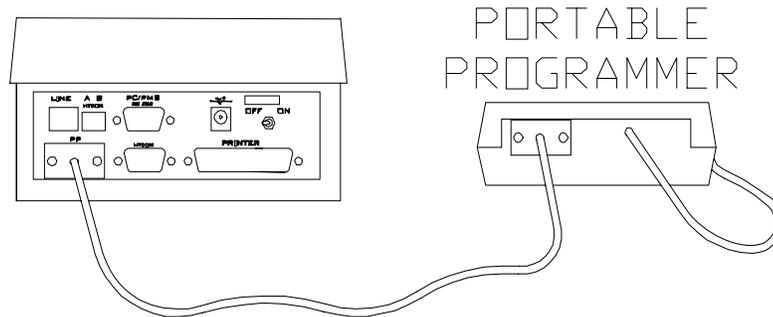


Figure 14 – Connecting the Portable Programmer

Connecting the Printer

The HT22 can utilize any standard parallel printer for printing reports. The reports will print on any standard size paper; the unit prompts you to enter the number of lines per page each time you generate a printed report.

For systems with more than one encoder, the printer must be connected to the Main Encoder.

To connect a parallel printer to the HT22, connect one end of a standard parallel printer cable to the printer you wish to use. This cable may not exceed 25 feet in length. Connect the other end of the cable to the 25-pin connector labeled PRINTER (see Figure 15 on page 145 below) located on the rear panel of the HT22.

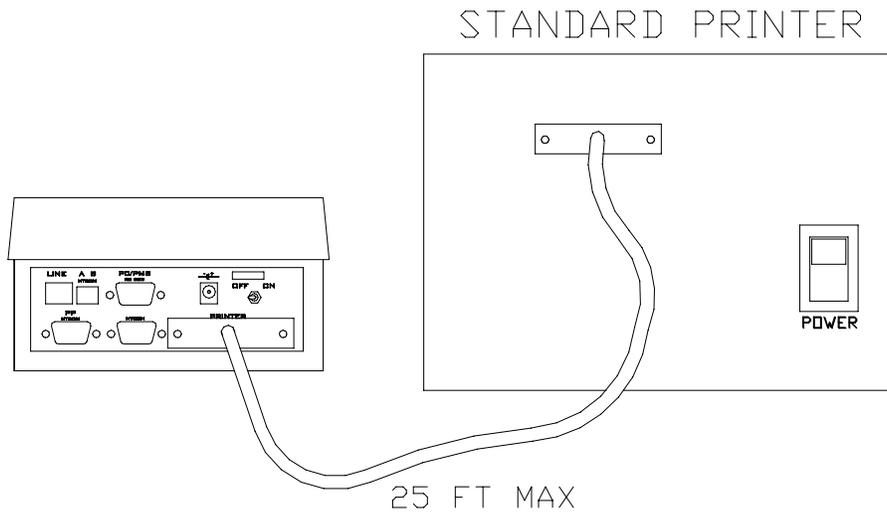


Figure 15 – Connecting the Printer

Other Tasks

Programming the Locks

Now that your system is set up and ready to begin live operation, it is necessary to program all of the locks on the property. **Make sure to set the date and time of the encoder before loading the Portable Programmer.** Once the date and time are correct, load the Portable Programmer and **Initialize** the locks. Refer to *Load Portable Programmer* on page 100 for loading the program, and refer to *Initialize* on page 116 for initializing the locks.

Set up and Encode Staff Keys

The next step is to set up and encode the staff keycards. Refer to *Staff Key Management* beginning on page 43 for the procedure to do this.

Set up System Operators

Anyone who will be accessing the HT22 must have a password to be able to log into the system. Before entering the operators, you must decide which functions they will be allowed to perform. Refer to the operator levels table on page 68 to determine what level each operator should be set to. When this is determined, follow the procedure for entering the operators found in *Adding a New System Operator* on page 70.

Control of Portable Programmer

The PP must be kept in a secure location. While the programmer has built-in safeguards in case it gets into the wrong hands, it is a tool that must be kept secure. We recommend that the PP be either in a safe or other locked location.

Control of Spare Card System

The Spare Card System also must be controlled. A Program Card and a Spare Card together is a Master Key to your guestrooms. Again, we recommend that these be kept in a safe.

How to Contact Onity



Main Number	(800) 424-1433
Email	moreinfo@onity.com
Website	www.onity.com

Technical Support

Onity Help Desk offers live technical support 24 hours a day, seven days a week, 365 days a year. Our fully trained staff provides technical support for our complete product line including electronic locks, safes, and Energy Management.

Tech Support	(800) 248-6189
Tech Support FAX	(770) 448-8960