



PORTERO

GH|SECURITY HOTEL AND LEISURE SECTOR SPECIALIST

Programming Locks



With A Handheld Programmer

OMNITEC 
adapting to hotels

Important! If you have made changes to your hotel software configuration since you last synchronized the handheld programmer, you MUST synchronise the programmer FIRST! Please refer to the main manual for details on how to do this.

General Information

This guide will take you through the steps that are required to program or reprogram a lock following installation or a battery failure.

Before you start, you will need to find the version number of your handheld programmer in order to follow the correct section.

Z08A Follow pages 3 and 4.

Z05A Follow pages 5 and 6.



Locate the cable shown to the left, which was supplied with the programmer.

Insert the larger end of the cable into the handheld programmer. The smaller end will be used in the lock itself to do the actual programming. If you look at the small end, one side will have the USB symbol on it and the other side will not. When programming the doors the USB symbol should be facing you to ensure the cable is the correct way around, do not force the cable into the lock, it should be a snug fit but will not require excessive force.

Forcing the cable into the lock may break the connector in the lock, which will then require replacing.

Please note, the handheld controller will NOT turn itself off after use and so in order to preserve the batteries you should remember to turn the device off after each use.

Portero recommend that you only use Duracell batteries in the locks and the handheld programmer. Please ensure that you have checked and changed the batteries in any device that you are having problems with BEFORE calling for support!

Handheld Programmer Overview



PC USB Sync Connector

Door Programming USB Connector



Handheld Version Number

Battery Cover

Battery Compartment
4 x AA Batteries

LCD Display Screen

Programmer Keypad

* and ON / OFF Button



Programming the door lock. Z08A version.

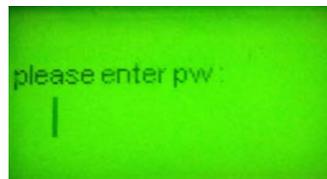


With the USB connected to the handheld programmer, switch on the unit. You can do this by pressing and holding the * button at the bottom left. Once you see the ONMITEC welcome screen, press the OK button.

Now that the unit is on, connect it to the lock you wish to program. The connector is on the outside of the door underneath the lock in the centre. REMEMBER! The USB symbol on the cable should be facing you.

The unit will now be asking for the passcode.

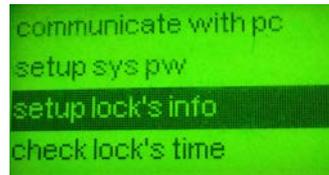
The default passcode is 1234
Enter the passcode and press OK



With the Z08A version, the only step required is to give the lock its room number.

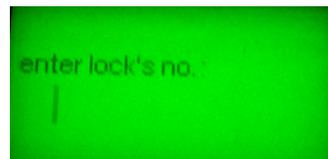
All password and time information is sent at the same time, making the process easier.

To do this select 'Setup Lock's Info' from the menu and press OK.



From this screen, if you are familiar with the input you can enter the lock number directly, using the following format.

00010100 and press OK would be room 101.
00032000 and press OK would be room 320.
00002200 and press OK would be room (0)22.



Entering these numbers will take you directly to that room number in the list and you can program the lock by simply pressing OK when the correct room number is highlighted for you.

Alternatively, if you do not enter anything and just press OK you will be taken to the start of the room list. From here you can scroll up or down to find the correct room.

The example on the right shows rooms 013, 014, 015 and 101.
Select the correct room and press OK



Programming the door lock. Z08A version. Continued.

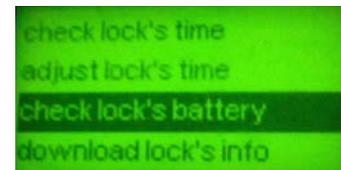
You will then see the following screen, followed by a 'success' screen.

After you see the success screen, press 'C' to return to the room selection screen and press 'C' to return to the main menu.



If you want to verify the time has been set correctly, just navigate to the menu option 'Check lock's time' and press OK. This will display the locks current time

You can also check the lock's battery level by selecting 'Check lock's battery' from the menu and pressing OK. Any 'under voltage' batteries should be changed ASAP to prevent lock failure.



Programming the door is now complete.

The door should now be tested using a Global card, Service card and Room card to ensure it functions correctly.

(Note: first time a card is passed across the lock the LED may light RED, just pass the card again and the lock will now act normally)

Programming the door lock. Z05A Version.

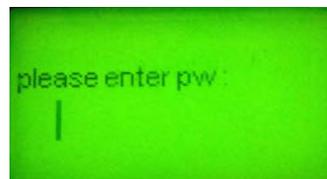
With the USB connected to the handheld programmer, switch on the unit. You can do this by pressing and holding the * button at the bottom left. Once you see the ONMITEC welcome screen, press the OK button.

Now that the unit is on, connect it to the lock you wish to program. The connector is on the outside of the door underneath the lock in the centre. REMEMBER! The USB symbol on the cable should be facing you.

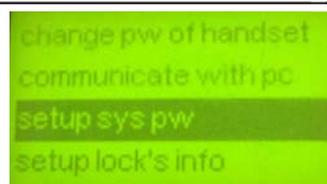


You will see that the unit will be asking for the passcode.

The default passcode is 1234
Enter the passcode and press OK

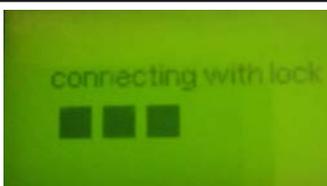


The Z05A process is longer than the Z08A process because each of the steps has to be performed manually. You should now navigate down to 'setup sys pw' Press OK

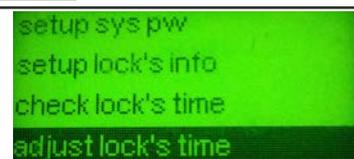


You will then see the following screen, followed by a 'success' screen.

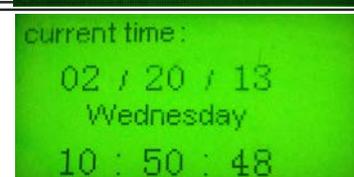
After you see the success screen, press 'C' to return to the main menu.



Now navigate down to 'adjust lock's time' and press OK.



You will now be shown the time that the handheld unit is programmed with. This time is set by the PC during the synchronization. You should check it is correct before you continue. If it is not correct, check the time on the PC and synchronise again. If the time is correct, press OK to continue.



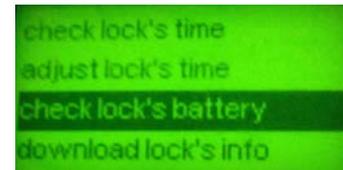
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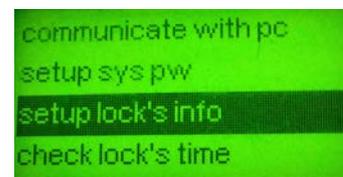


Programming the door lock. Z05A Version. Continued.

If you want to verify the time has been set correctly, just navigate to the menu option 'Check lock's time' and press OK. This will display the locks current time
You can also check the lock's battery level by selecting 'Check lock's battery' from the menu and pressing OK. Any 'under voltage' batteries should be changed ASAP to prevent lock failure.



The final part of programming the lock is giving the lock its room number. To do this select 'Setup Lock's Info' from the menu and press OK.



From this screen, if you are familiar with the input you can enter the lock number directly, using the following format.
00010100 and press OK would be room 101.
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Entering these numbers will take you directly to that room number in the list and you can program the lock by simply pressing OK when the correct room number is highlighted for you.



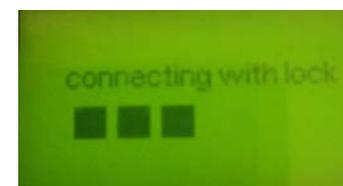
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Support information

Manuals are available from our website: www.porteroghsecurity.co.uk
alternatively you can email us at support@porteroghsecurity.co.uk

Telephone support is available to customers in warranty or in a support contract. Proof of either may be required.

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