# How to Program a Door Lock

The Ambiance data transfer function provides a means to synchronize data in Ambiance with the locks property-wide. Each lock must be programmed with the respective access point definition configured in Ambiance. The process involves transferring access point data from the Ambiance workstation to an M-Unit (Maintenance Unit) device. The M-Unit is then connected to each lock for programming.

**Download Programming Info to the Programmer (Maintenance Unit or M-Unit)**

Server computer is located in the Telephone Room in the basement.

To unlock the computer: press and hold the CTRL, ALT, and DELETE keys all at the same time

Password is: Cove2020!

**Log into the Ambiance computer program**

If Ambiance login page is not already open, open a web browser  logo on the bottom task bar

Ambiance login screen will load

Enter logon credentials and click Logon

USER: Maint

PASSWORD: M@int1986

**Select access points to transfer access point data to the M-Unit**

Select “Programming & Auditing” from the available options.



Select “Programming”



Check the box below to select ALL locks or Search (click the magnify glass at top of list) to search the name/room number. Check off the box next to the room number or name of access point to add it to the list to be transferred to the programmer (on the right side)



List of Access Points are attached for reference

Plug in hand reader from the port on the bottom of the programmer to the USB cable plugged into the server

Click Transfer – blue bar at bottom of right side



Message below will appear on the computer during transfer:

Transferring data to Maintenance Unit. This may take several minutes. Please wait…

Message below will appear once transfer is complete:

The selected access point(s) have been transferred to the Maintenance unit. The maintenance unit can be unplugged.

**To program the guest room door or access point**

On the hand reader push the power button (bottom left button below 7)

LOGIN NAME: 1111

Hit ENTER button

PASSWORD: 1111

Hit ENTER button

**To change or check current probe type setting on programmer:**

Depending on the type of door lock, the probe type (how the programmer talks to the lock, via cable or wirelessly) will need to be changed.

RT ENTRANCES: guest room locks and all other access points that look like the guest room locks

 A1, A1 SECURITY DOOR UP and DOWN, A2, A2 SECURITY DOOR UP and DOWN, A3, H

 All housekeeping closets

Probe type: NFC: no cable needed – programming info sent wirelessly through top of programmer to door lock

RCU ENTRANCES (Remote Controller Unit): for outside entrances/pool doors with detached readers (wall mounted)

 All indoor and outdoor pool doors, towel tracker, and B, C, D, E, F, G exterior doors

Probe type: SMARTCARD: w/cable

\*\*see attached for list of access points and the type of lock for programming purposes



Push (triangle button) under TOOLS

 Push 1 for Settings

Push 1 for Probe type

\*\* The current setting is what the black box blinks over

NFC + SMARTCARD are on different pages (press 3 or 5 to go to next page to select between probe types)

Push number to select the probe type

Menu will go to SETUP page, blinking over Probe Type

Press Home button twice (bottom right button below 9)

**To Program the Door Lock**

Push (triangle button) under LOCKS

Press 1 for Program

The access point names display in groups of five. Arrow up and down to select the door number or name. Use the PREV or NEXT (to jump in groups of 5) and SEARCH options to navigate and refine the list of names.

Once the name/room number is highlighted, press ENTER to select

Read programming instructions on screen:

NFC: press OK first then approach door lock – aim the top of the programmer to the square on the middle of the door lock

SMARTCARD: press OK first then insert cord into programming port on the lock circuit board (in ceiling above the door)

If the lock has already been programmed, the M-Unit issues a message requesting confirmation to overwrite the existing programming.

When prompted that programming is complete, push OK.