Easy Steps FDU G4 Magnetic Strip and RFID Combined

dormakaba

Programming Guest Room

1. Swipe or present an Initialization keycard into/ to the lock.

- ☐ GREEN & RED LED'S FLASH
- ☐ THEN THE GREEN FLASHES ONCE

2. Swipe a General Manager Authorization keycard through the Front Desk Unit. For Contactless RFID, present valid General Manager Authorization Keycard to external Contactless Encoder.

- ☐ Press 8 <Programming> menu
- ☐ Press 1 <Lock> menu
- ☐ Press 1 <Program Addresses> menu

3. Enter the room #,

4. Arrow <▼> down to add staff sublevels designed by the hotel. Once finished: press <⏎>. FDU is ready to send the configuration

5. Swipe or present the Programming keycard into/to the lock a solid green light will lid for 30 seconds.

6. While the green LED is lid, Insert / attach the programming cable into/to the lock and Press <⏎> on the FDU.

7. "communication successful" will be displayed. If "communication fails" repeat step 3-7.

Making a Programming Keycard:

1. Swipe a General Manager Authorization keycard through the Front Desk Unit. For Contactless RFID, present valid FDU Authorization Keycard to external Contactless Encoder.

- ☐ Press 4 to select "Lock Action" menu
- ☐ Press 2 to select "Programming"

2. Use the arrow down <▼> button to select quantity of keycards then press <⏎>.

3. Swipe a blank keycard through the FDU or present a blank keycard to the external Contactless Encoder.

Making an Initialization Keycard:

1. Swipe a General Manager Authorization keycard through the Front Desk Unit. For Contactless RFID, present valid FDU Authorization Keycard to external Contactless Encoder.

- ☐ Press 4 to select "Lock Action" menu
- ☐ Press 3 to select "Installation"
- ☐ Press 1 to select "Initialization."

2. Use the arrow down <▼> button to select quantity of keycards then press <⏎>.

3. Swipe a blank keycard through the FDU or present a blank keycard to the external Contactless Encoder.

dormakaba

Reset Lock Time After Replacing the Batteries

After Replacing the Lock Batteries

1. Swipe or present an Initialization keycard into/ to the lock.

   ☐ GREEN & RED LED'S FLASH,
   ☐ THEN THE GREEN FLASHES ONCE.

2. Swipe a General Manager Authorization
   keycard through the Front Desk Unit. For Contactless RFID, present valid General Manager Authorization Keycard to external Contactless Encoder.

   ☐ Press 8 <Programming> menu
   ☐ Press 1 <Lock> menu
   ☐ Press 6 <Reset Lock Time> menu

3. Swipe or present the Programming keycard into/to the lock a solid green light will lid for 30 seconds.

4. While the green LED is lid, Insert/attach the programming cable into/to the lock.

5. Press < ↵ > on the FDU.

6. "communication successful" will be displayed.

7. If "communication fails" repeat step 3-7.

Making a Programming Keycard:

1. Swipe a General Manager Authorization keycard through the Front Desk Unit. For Contactless RFID, present valid FDU Authorization Keycard to external Contactless Encoder.

   ☐ Press 4 to select "Lock Action" menu
   ☐ Press 2 to select "Programming"

2. Use the arrow down <▼> button to select quantity of keycards then press < ↵ >.

3. Swipe a blank keycard through the FDU or present a blank keycard to the external Contactless Encoder.

Making an Initialization Keycard:

1. Swipe a General Manager Authorization keycard through the Front Desk Unit. For Contactless RFID, present valid FDU Authorization Keycard to external Contactless Encoder.

   ☐ Press 4 to select "Lock Action" menu
   ☐ Press 3 to select "Installation"
   ☐ Press 1 to select "Initialization."

2. Use the arrow down <▼> button to select quantity of keycards then press < ↵ >.

3. Swipe a blank keycard through the FDU or present a blank keycard to the external Contactless Encoder.

dormakaba

Reset Lock Time Without Replacing the Batteries

Lock Reset Time is a MUST Procedure to be Performed at Least Once a Year

1. Swipe a General Manager Authorization keycard through the Front Desk Unit. For Contactless RFID, present valid General Manager Authorization Keycard to external Contactless Encoder.

- ☐ Press 8 <Programming> menu
- ☐ Press 1 <Lock> menu
- ☐ Press 6 <Reset Lock Time> menu

2. Swipe / present the Programming keycard into the lock a solid green light will lid for 30 seconds.

3. While the green LED is lid, Insert / attach the programming cable into/to the lock.

4. Press <⏎> on the FDU..

5. "communication successful" will be displayed.

6. If "communication fails" repeat step 2-6.

Making a Programming Keycard:

1. Swipe a General Manager Authorization keycard through the Front Desk Unit. For Contactless RFID, present valid FDU Authorization Keycard to external Contactless Encoder.

- ☐ Press 4 to select "Lock Action" menu
- ☐ Press 2 to select "Programming"

2. Use the arrow down <▼> button to select quantity of keycards then press <⏎>.

3. Swipe a blank keycard through the FDU or present a blank keycard to the external Contactless Encoder.

Programming Guest Common Area

1. Swipe or present an Initialization keycard into/ to the lock.

- ☐ GREEN & RED LED'S FLASH,
- ☐ THEN THE GREEN FLASHES ONCE.

2. Swipe a General Manager Authorization keycard through the Front Desk Unit. For Contactless RFID, present valid General Manager Authorization Keycard to external Contactless Encoder.

- ☐ Press 8 <Programming> menu
- ☐ Press 1 <Lock> menu
- ☐ Press 4 <Program Common Areas> menu
- ☐ Press 0 <Area Type> is Guest.

3. Arrow <▼> down to add Area # press right <▶> arrow to select guest area number(s) that you want according to the FDU Common Area Setup menu. Using the Right <▶> Arrow change it to <YES> Make sure Guest/Staff/Passage flex time zone is set.(This only apply to RFID locks and RAC4 & 4XT) If Flex time zone not used set all to <0> Once finished: press <⏎>.

4. Swipe/ present the Programming keycard into/to the lock a solid green light will lid for 30 seconds.

5. While the green LED is lid, Insert/attach the programming cable into the lock.

6. Press <⏎> on the FDU.

7. "communication successful" will be displayed.

8. If "communication fails" repeat step 3-8.

dormakaba

Programming Guest Common Area Continued

Making a Programming Keycard:

1. Swipe a General Manager Authorization keycard through the Front Desk Unit. For Contactless RFID, present valid FDU Authorization Keycard to external Contactless Encoder.

- ☐ Press 4 to select "Lock Action" menu
- ☐ Press 2 to select "Programming"

2. Use the arrow down <▼> button to select quantity of keycards then press < ⏎ >.

3. Swipe a blank keycard through the FDU or present a blank keycard to the external Contactless Encoder.

Making an Initialization Keycard:

1. Swipe a General Manager Authorization keycard through the Front Desk Unit. For Contactless RFID, present valid FDU Authorization Keycard to external Contactless Encoder.

- ☐ Press 4 to select "Lock Action" menu
- ☐ Press 3 to select "Installation"
- ☐ Press 1 to select "Initialization."

2. Use the arrow down <▼> button to select quantity of keycards then press < ⏎ >.

3. Swipe a blank keycard through the FDU or present a blank keycard to the external Contactless Encoder.

Programming Staff Common Area

1. Swipe or present an Initialization keycard into/ to the lock.

- ☐ GREEN & RED LED'S FLASH,
- ☐ THEN THE GREEN FLASHES ONCE.

2. Swipe a General Manager Authorization
keycard through the Front Desk Unit. For Contactless RFID, present valid General Manager Authorization Keycard to external Contactless Encoder.

- ☐ Press 8 <Programming> menu
- ☐ Press 1 <Lock> menu
- ☐ Press 4 <Program Common Areas> menu
- ☐ Press 1 <Area Type> is Staff

3. Arrow <▼> down to add Area # press right <▶> arrow to select guest area number(s) that you want according to the FDU Common Area Setup menu. Using the Right <▶> Arrow change it to <YES>
Make sure /Staff/Passage flex time zone is set.(This only apply to RFID locks and RAC4 & 4XT)
If Flex time zone not used set all to <0> Once finished: press <   >.

4. Swipe/ present the Programming keycard into/to the lock a solid green light will lid for 30 seconds.

5. While the green LED is lid, Insert/attach the programming cable into the lock.

6. Press < ⏎ > on the FDU.

7. "communication successful" will be displayed.

8. If "communication fails" repeat step 3-8.

Making a Programming Keycard:

1. Swipe a General Manager Authorization keycard through the Front Desk Unit. For Contactless RFID, present valid FDU Authorization Keycard to external Contactless Encoder.

- ☐ Press 4 to select "Lock Action" menu
- ☐ Press 2 to select "Programming"

2. Use the arrow down <▼> button to select quantity of keycards then press < ⏎ >.

3. Swipe a blank keycard through the FDU or present a blank keycard to the external Contactless Encoder.

Programming Staff Common Area Continued

Making an Initialization Keycard:

1. Swipe a General Manager Authorization keycard through the Front Desk Unit. For Contactless RFID, present valid FDU Authorization Keycard to external Contactless Encoder.

- ☐ Press 4 to select "Lock Action" menu
- ☐ Press 3 to select "Installation"
- ☐ Press 1 to select "Initialization."

2. Use the arrow down <▼> button to select quantity of keycards then press < ⏎ >.

3. Swipe a blank keycard through the FDU or present a blank keycard to the external Contactless Encoder.

Making A Guest Keycard

1. Swipe a valid Front Desk or General Manager Authorization keycard through the Front Desk Unit. For Contactless RFID, present valid Front Desk or General Manager or Authorization Keycard to external Contactless Encoder.

- ☐ Press 1 "Guest Keycard" menu
- ☐ Press 1 "Guest" menu

2. Enter the room # .

3. Arrow down <▼> and enter # of nights needed

4. Use the arrow down <▼> button to change other options such as Expiry Hour, New or Duplicate Key, and any other options enabled in the FDU.

5. When all options are set to encode the keycard Press < ⏎ > on the FDU.

6. Insert and swipe a blank guest keycard and/or present a keycard to Contactless Encoder (for RFID Locks)

7. Encoding successful" will be displayed.

Making A Staff Section Keycard

1. Swipe a valid Master or General Manager Authorization keycard through the Front Desk Unit. For Contactless RFID, present Master or General Manager or Authorization Keycard to external Contactless Encoder.

- ☐ Press 6 "Staff Keycard" menu
- ☐ Press 1 "Submaster" menu
- ☐ Press 1 to select "Section"

2. Enter the section # . The number entered must be pre-programmed into the lock(s). Level Staff range is from 1 to 255.

3. Use the arrow down <▼> button to change New Or Duplicate (Note: Do Not Make NEW keycards unless you are replacing all existing "Section" Keycards).

4. Use the arrow down <▼> button to add Staff Common area if active.

5. 5. Enter amount of keycards needed then press < ⏎ >

6. Insert and swipe a blank guest keycard and/or present a keycard to Contactless Encoder (for RFID Locks).

7. Encoding successful" will be displayed.

dormakaba

Making A Staff Floor Keycard

1. Swipe a valid Master or General Manager Authorization keycard through the Front Desk Unit. For Contactless RFID, present Master or General Manager or Authorization Keycard to external Contactless Encoder.

- ☐ Press 6 "Staff Keycard" menu then
- ☐ Press 1 "Submaster" menu then
- ☐ Press 2 to select "Floor"

2. Enter the section # . The number entered must be pre-programmed into the lock(s). Level Staff range is from 1 to 255.

3. Use the arrow down <▼> button to change New Or Duplicate (Note: Do Not Make NEW keycards unless you are replacing all existing "Floor" Keycards).

4. Use the arrow down <▼> button to add Staff Common area if active.

5. Enter amount of keycards needed then press <⏎ >

6. Insert and swipe a blank guest keycard and/or present a keycard to Contactless Encoder (for RFID Locks)

7. Encoding successful" will be displayed.

Making A Staff Group Keycard

1. Swipe a valid Master or General Manager Authorization keycard through the Front Desk Unit. For Contactless RFID, present Master or General Manager or Authorization Keycard to external Contactless Encoder.

- ☐ Press 6 "Staff Keycard" menu then
- ☐ Press 1 "Submaster" menu then
- ☐ Press 3 to select "Group"

2. Enter the section # . The number entered must be pre-programmed into the lock(s). Level Staff range is from 1 to 255.

3. Use the arrow down <▼> button to change New Or Duplicate (Note: Do Not Make NEW keycards unless you are replacing all existing "Floor" Keycards).

4. Use the arrow down <▼> button to add Staff Common area if active.

5. Enter amount of keycards needed then press <⏎ >

6. Insert and swipe a blank guest keycard and/or present a keycard to Contactless Encoder (for RFID Locks)

7. Encoding successful" will be displayed.

Making A Staff Zone Keycard

1. Swipe a valid Master or General Manager Authorization keycard through the Front Desk Unit. For Contactless RFID, present Master or General Manager or Authorization Keycard to external Contactless Encoder.

- ☐ Press 6 "Staff Keycard" menu.
- ☐ Press 1 "Submaster" menu.
- ☐ Press 4 to select "Zone".

2. Enter the section # . The number entered must be pre-programmed into the lock(s). Level Staff range is from 1 to 255.

3. Use the arrow down <▼> button to change New Or Duplicate (Note: Do Not Make NEW keycards unless you are replacing all existing "Floor" Keycards).

4. Use the arrow down <▼> button to add Staff Common area if active.

5. Enter amount of keycards needed then press <⏎ >

6. Insert and swipe a blank guest keycard and/or present a keycard to Contactless Encoder (for RFID Locks)

7. Encoding successful" will be displayed.

dormakaba

Making A Staff Area Keycard

1. Swipe a valid Master or General Manager Authorization keycard through the Front Desk Unit. For Contactless RFID, present Master or General Manager or Authorization Keycard to external Contactless Encoder.

   ☐ Press 6 "Staff Keycard" menu.
   ☐ Press 1 "Submaster" menu.
   ☐ Press 5 to select "Area"

2. Enter the section # . The number entered must be pre-programmed into the lock(s). Level Staff range is from 1 to 255.

3. Use the arrow down <▼> button to change New Or Duplicate (Note: Do Not Make NEW keycards unless you are replacing all existing "Floor" Keycards).

4. Use the arrow down <▼> button to add Staff Common area if active.

5. Enter amount of keycards needed then press <⏎ >

6. Insert and swipe a blank guest keycard and/or present a keycard to Contactless Encoder (for RFID Locks)

7. "Encoding successful" will be displayed.

Making A Grand Master Keycard

1. Swipe a valid Master or General Manager Authorization keycard through the Front Desk Unit.
   For Contactless RFID, present Master or General Manager or Authorization Keycard to external Contactless Encoder.

   ☐ Press 6 "Staff Keycard" menu.
   ☐ Press 5 to select "Grand Master".

2. Enter amount of keycards needed then press <⏎>

3. Insert and swipe a blank guest keycard and/or present a keycard to Contactless Encoder (for RFID Locks)

4. "Encoding successful" will be displayed.

Making An Emergency Keycard

1. Swipe a valid Master or General Manager Authorization keycard through the Front Desk Unit.
   For Contactless RFID, present Master or General Manager or Authorization Keycard to external Contactless Encoder.

   ☐ Press 6 "Staff Keycard" menu then
   ☐ Press 6 to select "Emergency"

2. Enter amount of keycards needed then press <⏎>

3. Insert and swipe a blank guest keycard and/or present a keycard to Contactless Encoder (for RFID Locks)

4. "Encoding successful" will be displayed.

Making A Guest Common Area Passage Keycard

1. Swipe a valid Master or General Manager Authorization keycard through the Front Desk Unit.
   For Contactless RFID, present Master or General Manager or Authorization Keycard to external Contactless Encoder.

   ☐ Press 4 to select "Lock Action" menu then
   ☐ Press 4 to select "Passage"
   ☐ Press 2 to select "Guest Common Area."

2. Use the arrow down <▼> button to select common area #.

3. Enter the area number needed.

4. Use the arrow down <▼> button to change New or Duplicate Key.

5. Use the arrow down <▼> button to enter the Quantity of keys needed then press <⏎ >.

6. Insert and swipe a blank guest keycard and/or present a keycard to Contactless Encoder (for RFID Locks)

7. "Encoding successful" will be displayed.

dormakaba

Making A Staff Common Area Passage Keycard

1. Swipe a valid Master or General Manager Authorization keycard through the Front Desk Unit.
For Contactless RFID, present Master or General Manager or Authorization Keycard to external Contactless Encoder.

- ☐ Press 4 to select "Lock Action" menu then
- ☐ Press 4 to select "Passage"
- ☐ Press 3 to select "Staff Common Area."

2. Use the arrow down <▼> button to select common area #.

3. Enter the area number needed.

4. Use the arrow down <▼> button to change New or Duplicate Key.

5. Use the arrow down <▼> button to enter the Quantity of keys needed then press <⏎ >.

6. Insert and swipe a blank guest keycard and/or present a keycard to Contactless Encoder (for RFID Locks)

7. "Encoding successful" will be displayed.

Special Function Keycards

Making a Programming Keycard:

1. Swipe a General Manager Authorization keycard through the Front Desk Unit. For Contactless RFID, present valid FDU Authorization Keycard to external Contactless Encoder.

- ☐ Press 4 to select "Lock Action" menu
- ☐ Press 2 to select "Programming"

2. Use the arrow down <▼> button to select quantity of keycards then press <⏎ >.

3. Swipe a blank keycard through the FDU or present a blank keycard to the external Contactless Encoder.

Making an Initialization Keycard:

1. Swipe a General Manager Authorization keycard through the Front Desk Unit. For Contactless RFID, present valid FDU Authorization Keycard to external Contactless Encoder.

- ☐ Press 4 to select "Lock Action" menu
- ☐ Press 3 to select "Installation"
- ☐ Press 1 to select "Initialization."

2. Use the arrow down <▼> button to select quantity of keycards then press < ⏎ >.

3. Swipe a blank keycard through the FDU or present a blank keycard to the external Contactless Encoder.

Making a Test Keycard:

1. Swipe a General Manager Authorization keycard through the Front Desk Unit.
For Contactless RFID, present valid FDU Authorization Keycard to external Contactless Encoder.

- ☐ Press 4 to select "Lock Action" menu
- ☐ Press 3 to select "Installation"
- ☐ Press 2 to select "Test."

2. Use the arrow down <▼> button to select quantity of keycards then press < ⏎ >.

3. Swipe a blank keycard through the FDU or present a blank keycard to the external Contactless Encoder.

Lockout/Unlock Keycard

Making a Group Lockout Keycard:

1. Swipe a valid Master or General Manager Authorization keycard through the Front Desk Unit.
For Contactless RFID, present Master or General Manager or Authorization Keycard to external Contactless Encoder.

   ☐ Press 4 to select "Lock Action" menu then
   ☐ Press 5 to select "Lockout/Unlock"
   ☐ Press 1 to select "Group Lockout."

2. Use the arrow down <▼> button to select Group #.

3. Enter the Group # (The number entered must be pre-programmed into the lock(s). Range is from 1 to 255).

4. Use the arrow down <▼> button to enter the Quantity of keys needed then press <⏎ >.

5. Insert and swipe a blank guest keycard and/or present a keycard to Contactless Encoder (for RFID Locks)

6. "Encoding successful" will be displayed.

Making a Room Lockout Keycard:

1. Swipe a valid General Manager Authorization keycard through the Front Desk Unit.
For Contactless RFID, present General Manager or Authorization Keycard to external Contactless Encoder.

   ☐ Press 4 to select "Lock Action" menu then
   ☐ Press 5 to select "Lockout/Unlock"
   ☐ Press 2 to select "Room Lockout."

2. Use the arrow down <▼> button to select "Action."

   ☐ Press 0 to select "Lock."

3. Use the arrow down <▼> button to select the "Room#."

4. Enter the Room# you need to lockout,

5. Use the arrow down <▼> button to enter the Quantity of keys needed then press <⏎ >.

6. Insert and swipe a blank guest keycard and/or present a keycard to Contactless Encoder (for RFID Locks)

7. Encoding successful" will be displayed.

Making a Room Unlockout Keycard:

1. Swipe a valid General Manager Authorization keycard through the Front Desk Unit.
For Contactless RFID, present General Manager or Authorization Keycard to external Contactless Encoder.

   ☐ Press 4 to select "Lock Action" menu then
   ☐ Press 5 to select "Lockout/Unlock"
   ☐ Press 2 to select "Room Lockout."

2. Use the arrow down <▼> button to select "Action."

   ☐ Press 1 to select "Unlock."

3. Use the arrow down <▼> button to select the "Room#."

4. Enter the Room# you need to Unlockout

5. Use the arrow down <▼> button to enter the Quantity of keys needed then press <⏎ >.

6. Insert and swipe a blank guest keycard and/or present a keycard to Contactless Encoder (for RFID Locks)

7. Encoding successful" will be displayed.

dormakaba⊮

Lockout/Unlock Keycard Continued

Making a Hotel Lockout Keycard:

1. Swipe a valid General Manager Authorization keycard through the Front Desk Unit. For Contactless RFID, present General Manager or Authorization Keycard to external Contactless Encoder.

   ☐ Press 4 to select "Lock Action" menu then
   ☐ Press 5 to select "Lockout/Unlock"
   ☐ Press 3 to select "Hotel Lockout."

2. Use the arrow down <▼> button to select "Action."

   ☐ Press 0 to select "Lock."

3. Use the arrow down <▼> button to enter the Quantity of keys needed then press <⏎>.

4. Insert and swipe a blank guest keycard and/or present a keycard to Contactless Encoder (for RFID Locks)

5. "Encoding successful" will be displayed.

Making a Hotel Unlockout Keycard:

1. Swipe a valid General Manager Authorization keycard through the Front Desk Unit. For Contactless RFID, present General Manager or Authorization Keycard to external Contactless Encoder.

   ☐ Press 4 to select "Lock Action" menu then
   ☐ Press 5 to select "Lockout/Unlock"
   ☐ Press 3 to select "Hotel Lockout."

2. Use the arrow down <▼> button to select "Action."

   ☐ Press 1 to select "Unlock."

3. Use the arrow down <▼> button to enter the Quantity of keys needed then press <⏎>.

4. Insert and swipe a blank guest keycard and/or present a keycard to Contactless Encoder (for RFID Locks)

5. "Encoding successful" will be displayed.

Front Desk Unit Synchronization

FDU Transmitting:

1. Make sure the Font Desk Unit is connected to a power Supply.

2. Connect the DB9/ Null Modem Cable to communication Port A on the Front Desk Unit

3. Swipe a valid General Manager Authorization keycard through the Front Desk Unit.
For Contactless RFID, present General Manager or Authorization Keycard to external Contactless Encoder.

   ☐ Press 8 to select "Programming" menu then
   ☐ Press 2 to select "Another FDU"
   ☐ Press 2 to "Send Configuration."

4. If Successful you will get a message saying "Data transmitted"

Front Desk Unit Synchronization Continued

FDU Receiving:

1. Make sure the Font Desk Unit is connected to a power Supply.

2. Connect the DB9/ Null Modem Cable to communication Port A on the Front Desk Unit

3. Swipe a valid General Manager Authorization keycard through the Front Desk Unit.
For Contactless RFID, present General Manager or Authorization Keycard to external Contactless Encoder.

    ☐ Press 8 to select "Programming" menu then
    ☐ Press 2 to select "Another FDU"
    ☐ Press 1 to "Receive Configuration"

4. If Successful you will get a message saying "Data received"
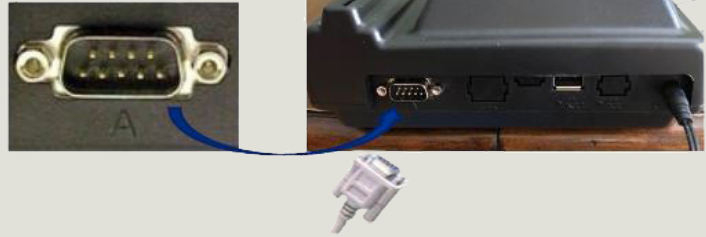
Battery Keycard

Making a Battery Keycard:

1. Swipe a valid General Manager Authorization keycard through the Front Desk Unit.
For Contactless RFID, present General Manager or Authorization Keycard to external Contactless Encoder.

    ☐ Press 4 to select "Lock Action" menu then
    ☐ Press 1 to select "Battery Test"
    ☐ Press 3 to select "Hotel Lockout."

2. Enter amount of cards to be made.

3. Press < ⏎ > When all Options are set to encode

4. Insert and swipe a blank guest keycard and/or present a keycard to Contactless Encoder (for RFID Locks)

5. "Encoding successful" will be displayed.

Note:

    ☐ If the red and green lights flash together when the Battery Test keycard is inserted/ present in/ to the lock, the battery is low.
    ☐ There is a single green flash if the battery is still good.

dormakaba⧄

Guest Common Area Passage

Making a Guest common area passage:

1. Swipe a valid General Manager Authorization keycard through the Front Desk Unit.
For Contactless RFID, present General Manager or Authorization Keycard to external Contactless Encoder.

- ☐ Press 4 to select "Lock Action" menu
- ☐ Press 4 to select "Passage"
- ☐ Press 2 to select "Guest Common Area."

2. Use the arrow down <▼> button to select Common Area #.(this is the same area # that the lock is programmed with).)
(Note: Guest Common Area are from 1-8)

3. Enter the area # needed

4. Use the arrow down <▼> button to change New or Duplicate

5. Use the arrow down <▼> button to enter quantity of Keycard

6. Press < ⏎ > When all Options are set to encode

7. Insert and swipe a blank guest keycard and/or present a keycard to Contactless Encoder (for RFID Locks)

**8.** Encoding successful" will be displayed.

Staff Common Area Passage

Making a Staff Common Area Passage:

1. Swipe a valid General Manager Authorization keycard through the Front Desk Unit.
For Contactless RFID, present General Manager or Authorization Keycard to external Contactless Encoder.

- ☐ Press 4 to select "Lock Action" menu
- ☐ Press 4 to select "Passage"
- ☐ Press 3 to select "Staff Common Area."

2. Use the arrow down <▼> button to select Common Area #.(this is the same area # that the lock is programmed with) (Note: Staff Common Area are from 1-16)

3. Enter the area # needed

4. Use the arrow down <▼> button to change New or Duplicate

5. Use the arrow down <▼> button to enter quantity of Keycard

6. Press <⏎ > When all Options are set to encode

7. Insert and swipe a blank guest keycard and/or present a keycard to Contactless Encoder (for RFID Locks)

8. "Encoding successful" will be displayed.

dormakaba

Electrical Override Using FDU

How to Perform Electrical Override:

1. Swipe a valid General Manager, Master, Programing Authorization keycard or enter a programming Authorization PIN# through the Front Desk Unit.For Contactless RFID, present General Manager, Master, Programing Authorization keycard to external Contactless Encoder.

   ☐ Press 8 to select "Programming" menu.
   ☐ Press 1 to select "Lock" menu.
   ☐ Press 7 to select "Electrical Override" menu.

2. Front Desk Unit (FDU) display: Ready to perform an electrical override.
   (Do not insert /present a programming keycard to the lock)

3. Connect the communication cable from the FDU, firmly onto lock and press < ⏎ > on the (FDU).

4. The following message is displayed: "Trying to establish link with lock." You will hear the motor engaging.

5. "Communication Successfully Completed. Press any key to continue."

6. The lock is in override mode, simply use handle to open door.