Loading the portable programmer on OnPoint
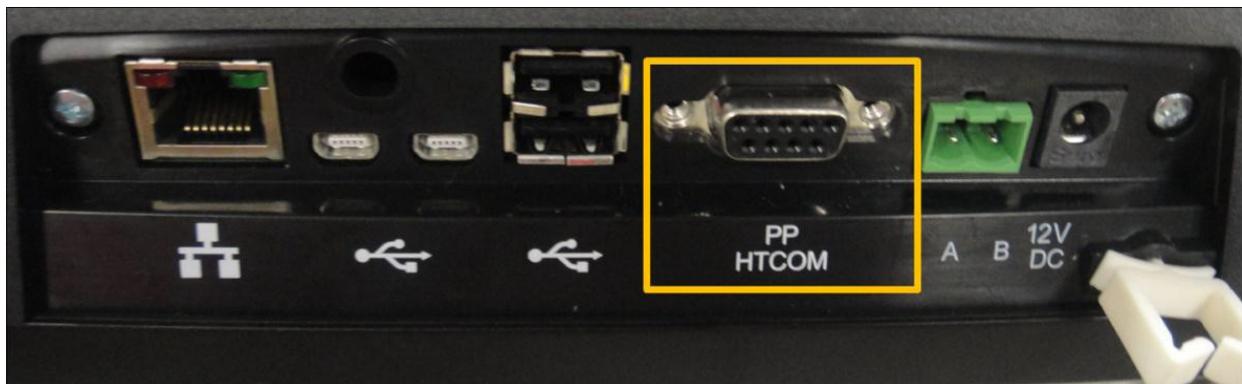(firmware v.3.0.4x and higher)
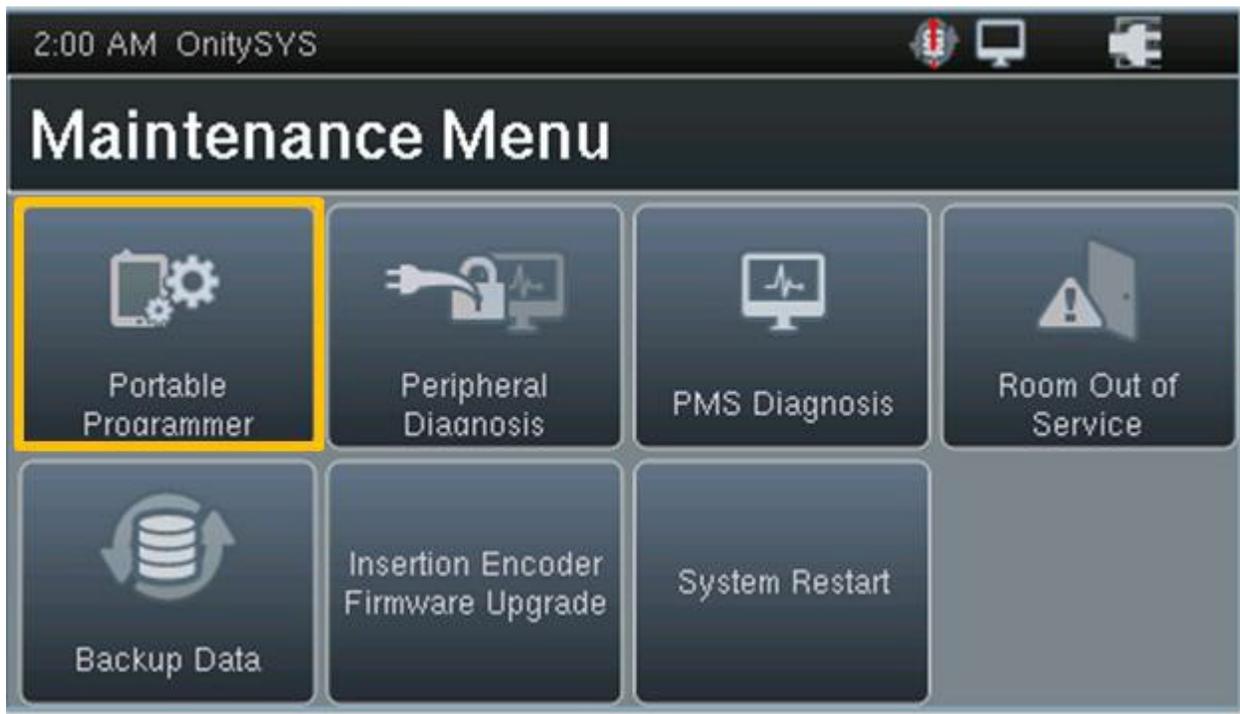
1. Connect the portable programmer to the encoder by one of two options
   A. 9pin serial cable to the HTCOM port on the back of the encoder
   B. USB to seral adapter, that connects to the bottom USB port on the encoder

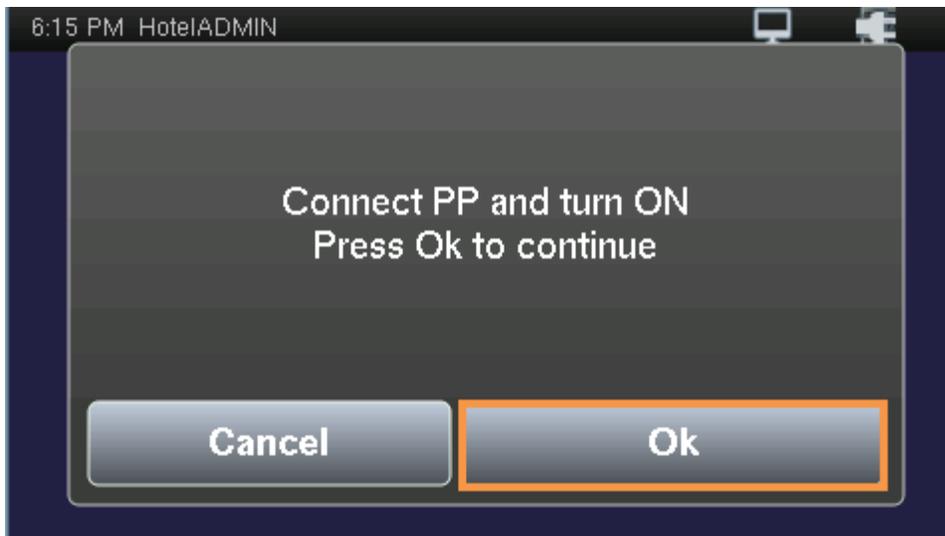2. Log in with the highest password you have
   A. If you do not have a password
      the default log in ID= HotelADMIN | Password = 1111

3. Tap on "Maintenance"

4. Tap on **Portable Programmer**

5. A message will appear indicating that the PP must be turned on. Select the red ON/CLEAR button on the PP to turn the unit ON and select OK.

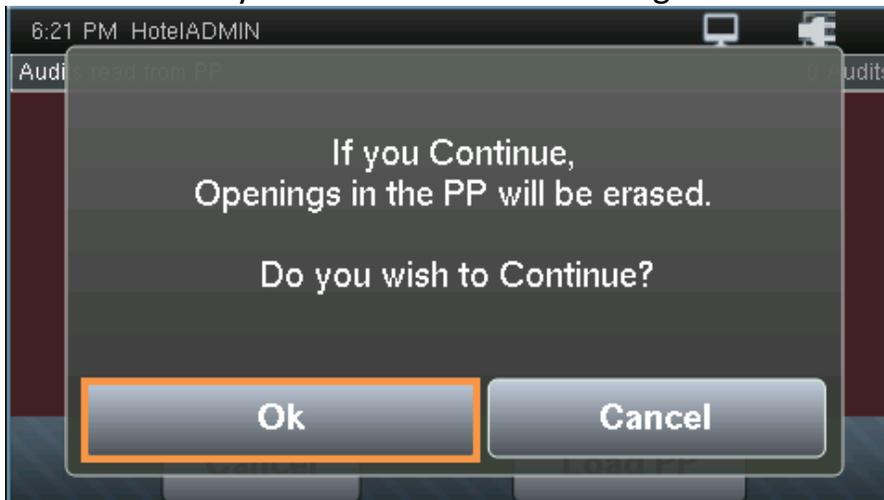**6.** The screen on the PP will read: COMPUTER LINK to indicate that a connection exists.

7. A prompt should appear: Reading Audits Success. Once complete, press anywhere on the screen to continue.

NOTE: If no audits are found, the encoder will display the following:

8. Select OK if you wish to continue loading the PP.

NOTE: To enable a password, press the indicator button to highlight your selection of 'yes' or 'no'. If yes is selected, the button should appear yellow in color. Select the ENABLE indicator button. Type in a password and select ENTER.
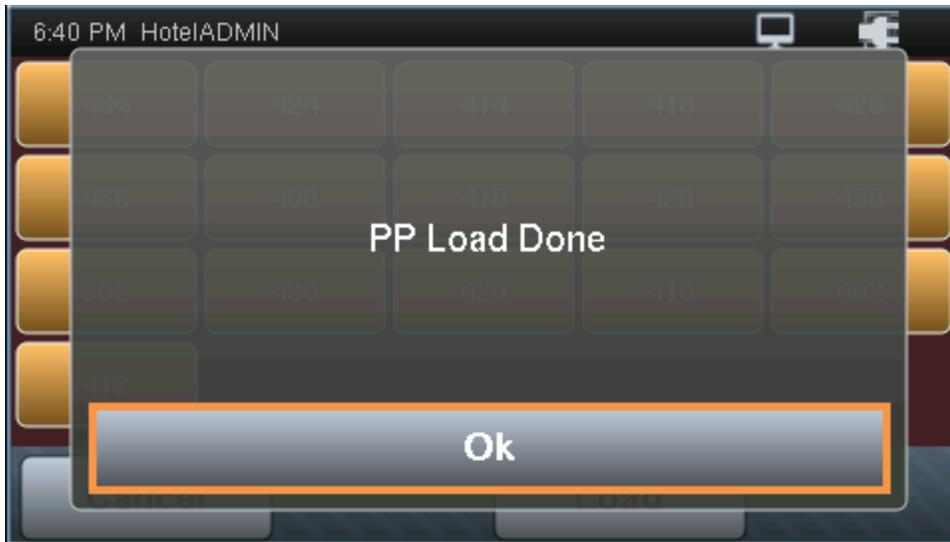

9. Doors to load should be "ALL"
10. Type of data to load should be "Timetables and Codes"
11. Tap on "Load"

12. You should see "PP Load Done" when it is completed.

Unplug the portable programmer form the encoder

Updating the lock

1. Take the portable programmer to the lock
2. Plug the cable into the bottom of the lock
3. Turn the portable programmer on
4. You should see Update on the screen and a door name or number
5. Press the Green TX button
6. You should see transmitting then end com with the room number and time,
7. Repeat 1-6 for each Onity lock