

Loading the Portable programmer from HT22 encoder

- 1. Connect the 9 pin serial cable to the back of the Main Station encoder where it says PPHTCOM or HTCOM**
- 2. Connect the other end of the serial cable to the top of the portable programmer.**
- 3. Sign into the encoder with a high level password**
- 4. Press the menu button**
- 5. Press the right arrow button until you come to communications**
- 6. Top option will be load P. Programmer**
- 7. Press Enter**
- 8. Press enter on complete loading.**
 - A. If the encoder says locks audit trail you must erase to continue, so press the enter to continue**
- 9. Enter your PP password, if you don't have one for a temp you can use 1111.**
- 10. Press the enter button**
- 11. You will see From Room, Press enter**
- 12. Until room press enter**
- 13. If you see from door press enter**
- 14. Until door press enter**
- 15. You should see the lock data going across the bottom of the screen**
- 16. It will say end com when it is done loading, depending on the size of the hotel this can take a couple minutes.**
- 17. Unplug the portable programmer from 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