



# AccuLock, Inc.

Texas Locksmith License Number B13269

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## Program Doors with Cards

To program your doors with cards, you will need:

SID card (for brand new locks only)

Lock Setting card

Authorizing card (ONLY if it is a guest or staff room, not needed for access doors)

Time card

**First sign in to the laptop with a manager code to make these cards.**

Put the LOCKSETTING card on the reader

Go to the door you are wanting to make a card for

(ex: room 105)

click on the door (105) to highlight it (turn it blue) one time, do not double click

Go back up to the top to click CARDS and down to select LOCKSETTING card.

On the screen that pops up, UNCHECK the "set to latchbolt alarm" box. (do NOT click anything else on this screen).

click ISSUE and your usual verification box will pop up, hit OK.

the card will issue, and you are done with that card for this door.

Put the AUTHORIZING card on the reader

Again, Go to the door you are wanting to make a card for

(ex: room 105)

Highlight the door (ex:105) to turn it blue, one time, *do not double click and open the room*.

Go back up to the top to click CARDS and down to select AUTHORIZING card.

On the box that pops up, all you click is ISSUE.

the card will issue, and you are done with that card for this door.

Put the TIME card on the reader

Go up to Cards again, and select TIME card this time

a box will pop up and you will just select ISSUE on this box

the next box to pop up will ask you for a time offset, depending on how close you are to the door, you will enter anything between 1-15 minutes depending on how far you are from the door. Click ok, and the card will issue, (Do not touch anything until it beeps, it will freeze the program, it will say not responding, but it will finish on its own)

Take all of these cards to your door and present them in the order you made them. You will get a green light and a beep letting you know it took each card as you go, do not remove the card from in front of the door until it beeps, then move on to the next card. If you get any red lights, something went wrong and try that card again.

Check the door with your HK key or manager card. If you get a green light, you are done!

THIS ALSO WORKS FOR YOUR PUBLIC DOORS, but you do not need an authorizing card for access doors so you can skip that one if you are only reprogramming an access door. You only need authorizations for your guest room doors and your staff doors.