



AccuLock, Inc.

Texas Locksmith License Number B13269

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Programming your doors with the Acculock RFID Handheld Unit

Please find your Acculock manual and see directions on how to load your handheld, or call Acculock customer service at 817-866-3918 to direct you on how to load your handheld unit. You will need the blue cord and the computer to do this.

Once your handheld is loaded you can program your locks.

Hold down the * button until your handheld comes on

Hit OK when the welcome screen comes on

Hit OK again to pass the password screen (do not enter a password)

Scroll down with the arrow button to SET LOCK

Now you will either enter the room number here or press ok to scroll to the room number. For larger properties, enter the room number as follows

If you have 3 digit room numbers: example - room 101 will be 00010100

if you have 4 digit room numbers: example - room 1001 will be 00100100

Hit ok, and the handheld will give you the room number as it shows in the list.

Hit Ok again and it will beep once making the lock setting and then show you a picture of the lock and a card, at this time you will hold the card taped to the back of the handheld to the lock until the lock beeps, bring it away from the lock and hit OK again and it will beep again and then show you another picture setting the time, hold it to the lock again until the lock beeps, hit ok again and it will beep for the last time, setting the authorizations, and it will again show you the lock picture, hold it to the lock again until the lock beeps and your lock is now programmed.

Please remember to keep your card taped to the back of the handheld so you don't lose it, and remove the batteries from the handheld upon storing it so the handheld does not corrode with batteries in it.