



ONITY PRODUCT BULLETIN – OFFLINE LOCKING SYSTEMS LEAP YEAR / DAYLIGHT SAVING TIME UPDATES

Date: April 7, 2017
Products Affected: All Onity HT, ADVANCE, and Trillium locks
Distribution: Affected Onity Customers, as needed

INTRODUCTION

This bulletin is a clarification of Onity offline locking systems and the need to update the locks every year. For countries that observe daylight saving time (DST), the locks need to be updated biannually before the time change.

BACKGROUND

The Onity Hospitality (offline) locks do not have connection to real-time clocks as would a PC or an online locking system and therefore need to be synched with the Onity front desk system.

RECOMMENDATION

Properties with Onity locking systems are advised to update their locks every year (or twice a year if the country follows daylight saving time) as a part of system maintenance.

In addition, as a part of system maintenance, properties should check their calendars and delete inactive master users as a part of the update.

Please consult the following reference materials for more information.

REFERENCE

See the HT users and technical manual for information about the lock UPDATE functionality. See the HT22 (or HT24/28W) user and technical manual text for calendar setup.

From the HT24/28W user manual:

UPDATE Option Portable Programmer Menu Options

Update is used to make the data in the lock match the data in the front desk console. You will update a lock for the following reasons:

- Twice each year to load the daylight saving time information.
- If you change the code of a Programming Card, a Canceling Card, or a Blocking Card.
- If a change is made to the locking plan such as adding new doors or new master cards.

Update will also notify a lock if a master card has been changed.

To update the information in a lock, you must first download the data from the front desk computer to the portable programmer (PP).

After the PP is loaded with data, go to the door that is being updated and follow these steps:

1. Plug the PP into the lock.
2. Press the ON/CLR key to turn on the PP.
3. Press the MENU key until UPDATE appears.
4. Press the UP or DOWN arrow key to select the desired room. (see note)
5. Press the green TX key.
6. Unplug the PP when it is finished.

[Download HT24/28W User Manual](#)

From the HT24/28W technical manual:

Calendar

The calendar also sets the dates for daylight saving time. With this software, HT24 and HT28 locks are loaded with the date of the next DST change. This change will happen automatically on the appropriate day. This means that the locks must still be updated two times per year, but the update change does not need to be on the day of the DST change. The software will automatically establish the DST dates for each established year based on Windows settings.

The Technical manual is not available for download/distribution outside of Onity.