

## Add a CyberLock Manually



1. Click the  button in the "Locks List" page to add a new lock.

Locks ▼

CyberLocks



CyberPoints

Lock Tags

Programming Jobs

Import

2. Enter the serial number and name of the lock. Add any [tags](#) and other information that should be associated with it as well. Click "Save" when finished.

## Lock Properties

Lock ID

L243ADEB4

Subsystem Code [?](#)

None

Name

Storage Locker 120

Access Code [?](#)

Cities

Division

16

Secondary Access Code

None

Type

Asset

Mode / Delay [?](#)

Single Key / No Delay

## Tags [?](#)

Available Tags: (6)

Administration  
Exterior Gates  
North Campus  
Service Bays  
Utilities  
West Campus



**Selected Tags (1)**

Maintenance

 [Filter these lists](#)

3. Place a serial number label on the cylinder and the location sheet (see Installation Worksheet.pdf) . Write the location the cylinder will be installed.

CyberLock® Location Sheet

1		FAN ROOMS
2		FIRE CONTROL MAIN DOOR
3		FIRE CONTROL BACK DOOR
4		PARKING LOT GARAGE
5		PUMP HOUSE #12
6		SATELLITE DISH GATE
7		SUITE 500 MAIN ENTRY
8		WELL GATE
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		

<input type="checkbox"/>	Name ▲ ID	Multi-key Mode / Open Delay	Access Codes	Reset	Assigned Tags
<input type="checkbox"/>	South Property #2 Gate L60621ACD	Single Key / No Delay	Cities / Counties		<a href="#">Exterior Gates</a>
<input type="checkbox"/>	Spare 1 Padlock 23 L41225E6E	Single Key / No Delay	None		
<input type="checkbox"/>	Storage Locker 120 L243ADEB4	Single Key / No Delay	Cities		

4. The Locks listing page will now show the newly added lock with a [red change icon](#) indicating the CyberLock must be programmed. Select a method below to program the CyberLocks and clear the change icon.
- [Programming CyberLocks with Generation 2 CyberKeys](#)
  - [Using a Grand Master](#)
  - [Using a CyberLock Programmer](#)

## Programming CyberLocks with Generation 2 CyberKeys



[Generation 2 CyberKeys](#) have capabilities to program CyberLocks that exceeds the capabilities of the older [Grand Master](#) and [CyberLock Programmer Subsystem Keys](#). Their greatly increased memory enables them to store a list of thousands of locks to program each with potentially a different lock configuration.

Follow the steps below to set up a generation 2 CyberKey to Program CyberLocks.

CyberKeys (2012)

Person

Key Name

Serial, Issue, or Mission #

Subsystem

Next Expiration

Master of Access Code

<input type="checkbox"/>		Allen, Michelle	Allen, Michelle (Default Mission)	86409474			Cities
<input type="checkbox"/>		Alvarado, Pedro	Alvarado, Pedro (Default Mission)	46037661			Cities
<input type="checkbox"/>		Alvarado, Pedro	Alvarado, Pedro (K12000412)	K12000412			Cities
<input type="checkbox"/>		Biersma, Pieter	Biersma, Pieter (K1227E353)	K1227E353			Cities
<input type="checkbox"/>		Campbell, Jared	Campbell, Jared (K12BABE99)	K12BABE99			Cities

Properties

Audit Report

Comm Log

Mission Log

Issued To

Accessible Locks

Journal

Unissue

1. Select a CyberKey or [mission](#) in the [CyberKeys Listing Page](#) or a [template](#) in a Template listing page. Click on the record and select *Properties* from the menu.

2. Find the **Locks to Program** section and click the icon to edit it.

## Locks to Program

All locks visible to Cities. ...program  
new locks with one touch



### Locks to Program

- ☐ None  
☐ All locks accessed via an access list  
☒ All locks with change icons visible to this  
admin node

Cities ▼

These specific Locks:

- ☐ Gate 17G

### New Locks

- ☒ Enable Generation 2 CyberKeys to  
program new locks with one touch

Locks should be given these access codes:

Primary Cities ▼

Secondary None ▼

New Locks will be added to this administrator  
node Cities ▼

SAVE

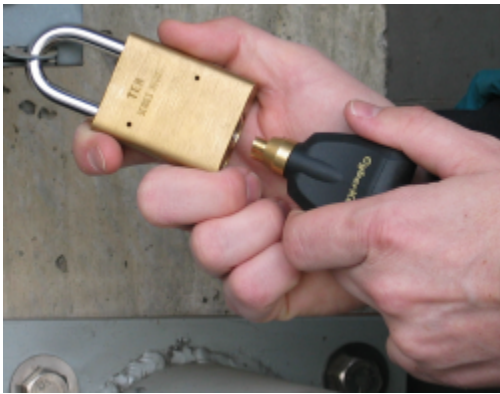
CANCEL

3. Set up the lock programming rules for the  
key

- **Locks to Program** - Select from *None*, *All Locks Accessed by an Access List*, *All Locks Visible to this Admin Node* (for Gen 2 CyberKeys only), or *These specific locks*. The choice to program by locks visible to an [Admin Node](#) helps to ensure that a Generation 2 CyberKey will receive the most complete list of locks to program.
- **New Locks** - Generation 2 CyberKeys can also automatically program any new (unprogrammed) CyberLock it contacts. Use the settings on the page to enable that feature, select the access codes the lock will receive, and to set initial visibility.

Click Save when completed.

4. Update the key at a communicator to load the lock programming instructions.



5. Use the CyberKey to contact each lock that requires updating. If access is not granted to the lock, the key will beep three times indicating a completed transaction.

6. Update the key at a communicator again. CyberAudit-Web will process the audit trail data from the key and clear the [change icon](#) in the lock record. If [Programming Locks with One Touch](#) then any new CyberLocks will be added to the list with the change icon cleared.

<input type="checkbox"/>	Gate 14B	L65536002	Single Key / No Delay	Cities / Counties
<input type="checkbox"/>	 Gate 17G	L42601282	Single Key / No Delay	Cities / Counties

**TEC**  
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