

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	 L4FED032	FAN ROOMS
2	 L405FA72	FIRE CONTROL MAIN DOOR
3	 L4308A20E	FIRE CONTROL BACK DOOR
4	 L45220007	PARKING LOT GARAGE
5	 L4510149A	PUMP HOUSE #12
6	 L4515084E	SATELLITE DISH GATE
7	 L45101809	SUITE 500 MAIN ENTRY
8	 L45101818	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		 Exterior Gates
<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)    

<input type="checkbox"/>	  	Person	Key Name ▲	Serial, Issue, or Mission #	 Subsystem	Next Expiration	Master of Access Code
<input type="checkbox"/>		Allen, Michelle	Allen, Michelle (Default Mission)	86409474	 Properties		Cities
<input type="checkbox"/>		Alvarado, Pedro	Alvarado, Pedro (Default Mission)	46037661	 Audit Report		Cities
<input type="checkbox"/>		Alvarado, Pedro	Alvarado, Pedro (K12000412)	K12000412	 Comm Log		Cities
<input type="checkbox"/>		Biersma, Pieter	Biersma, Pieter (K1227E353)	K1227E353	 Mission Log		Cities
<input type="checkbox"/>		Campbell, Jared	Campbell, Jared (K12BABE99)	K12BABE99	 Issued To		Cities
<input type="checkbox"/>					 Accessible Locks		Cities
<input type="checkbox"/>					 Journal		Cities
<input type="checkbox"/>					 Unissue		Cities

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

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