

Onity Programming Request

Electronic Door Programming

Name: _____

Department: _____ Title: _____

Telephone: _____ Email: _____

1. What is the expected date of the installation of locks? _____
2. How many locks do you need programmed? _____
3. What would you like your templates to be called? _____

Example:

Template Name	F
Art Classrooms #02	
Art Classrooms #03	
Art Classrooms #04	
Art Classrooms #05	

4. Door number(s): _____
5. Department: _____
6. Building: _____
7. Description: _____
8. Area: _____
9. Room type: _____

Example:

Name	Department?	Building?	Description	Area?	Room Type?
C141A	MUSIC	CAMINO	Camino Hall 141B Music Practice	1ST FLOOR	PRACTICE ROOM
C141B Music	MUSIC	CAMINO	Camino Hall 141B Music Practice	1ST FLOOR	PRACTICE ROOM
C141C Music	MUSIC	CAMINO	Camino Hall 141C Music Faculty Office	1ST FLOOR	FACULTY OFFICE
C141D Music	MUSIC	CAMINO	Camino Hall 141D Music Faculty Office	1ST FLOOR	FACULTY OFFICE

10. Do locks have a keypad? YES NO

11. How do you want the door to operate:
 - a. Lock after each use? YES NO

b. Automatically unlock at a certain time? What time(s) of day?

c. Automatically lock at a certain time? What time(s) of day?

d. Remain unlocked after first user of the day? YES NO

e. "Double dip" privileges? (unlock *and* keep door unlocked until a user locks it)
YES NO

12. Who will have access to each door? (Staff? Students?)*

13. How many templates will you need created? (How many users do you forecast will need access?)

**Please note: Other approved University of San Diego personnel will have access to these rooms. Approved personnel could include departments such as: Public Safety, Maintenance or Telecommunications.*