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:

<table>
<thead>
<tr>
<th>Template Name</th>
<th>Art Classrooms #02</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art Classrooms #03</td>
<td>Art Classrooms #04</td>
</tr>
<tr>
<td>Art Classrooms #05</td>
<td></td>
</tr>
</tbody>
</table>

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

Example:

<table>
<thead>
<tr>
<th>Name</th>
<th>Department?</th>
<th>Building?</th>
<th>Description</th>
<th>Area?</th>
<th>Room Type?</th>
</tr>
</thead>
<tbody>
<tr>
<td>CL147A</td>
<td>MUSIC</td>
<td>CAMINO</td>
<td>Camino Hall 141B Music Practice</td>
<td>1ST FLOOR</td>
<td>PRACTICE ROOM</td>
</tr>
<tr>
<td>CL141B Music</td>
<td>MUSIC</td>
<td>CAMINO</td>
<td>Camino Hall 141B Music Practice</td>
<td>1ST FLOOR</td>
<td>PRACTICE ROOM</td>
</tr>
<tr>
<td>CL141C Music</td>
<td>MUSIC</td>
<td>CAMINO</td>
<td>Camino Hall 141C Music Faculty Office</td>
<td>1ST FLOOR</td>
<td>FACULTY OFFICE</td>
</tr>
<tr>
<td>CL141D Music</td>
<td>MUSIC</td>
<td>CAMINO</td>
<td>Camino Hall 141D Music Faculty Office</td>
<td>1ST FLOOR</td>
<td>FACULTY OFFICE</td>
</tr>
</tbody>
</table>

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.