Onity Passport Lock Self-Storage Contactless Access System Installation Guide

Onity Passport™ Lock
Installation Guide

Contents

About Passport

Onity's Passport lock is designed to provide secure, electronic access to self-storage units. Passport provides nearly contactless access via Bluetooth, allowing customers to open their locks with their phones, removing the need for traditional key or combination locks.

Safety Terms & Symbols

WARNING: Warnings identify conditions or practices that could result in equipment damage or serious personal injury.

CAUTION: Cautions identify conditions or practices that may result in damage to the equipment or other property. Failure to comply could result in equipment damage.

Notice is used to address practices not related to physical injury.

Safety Instructions for Passport Lock

WARNING: Use only fresh, approved, high-quality batteries with same type and rating. Never mix used and new batteries in the safe. Battery holders with signs of corrosion must be replaced. Dispose of all batteries as required by local ordinances and regulations. Do not throw batteries in the common garbage.

CAUTION: Do not disassemble the enclosed lock. Do not remove the lock while in operation.

NOTICE

- This lock is designed to be installed for self-storage roll up doors.
- This product must be installed in accordance with the applicable installation code by a person familiar with the construction and operation of the product and hazards involved.
- Do not use this equipment or recommended accessories for anything other than its intended use.

Applications/Intended Use

- Intended for use indoors and outdoors, including locations that experience harsh weather conditions, moisture, dirt, dust, and high ambient temperatures.

- Lock to be mounted at a minimum of 2 feet above the ground.

Maintenance

- If there is a noticeable debris, it is advisable to wipe the surface of the lock with a damp cloth.
- If battery level is low, it is recommended that the batteries are changed using Onity-approved parts and accessories.
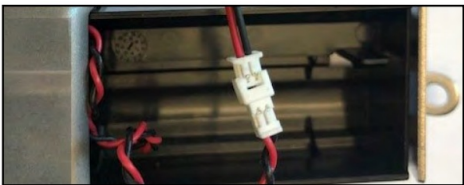
Tools Needed

- 7/16" deep socket
- Ratchet
- Round file
- 9V power adaptor & extra battery (sold separately)
- Hearing protection (recommended)
- DirectKey Toolkit App (iOS 12+ or Android 8.0+)
- Passport Manager (see separate instructions)

Battery Installation

Install Batteries
Passport locks come with no batteries installed. Instead, the battery compartment contains a cardboard insert to prevent the battery door from closing before a battery is installed. If you inadvertently remove the cardboard and close the battery compartment, go to the Dead Battery section below and follow instructions to temporarily power the lock and then program it before installing the batteries using the DirectKey Toolkit app.
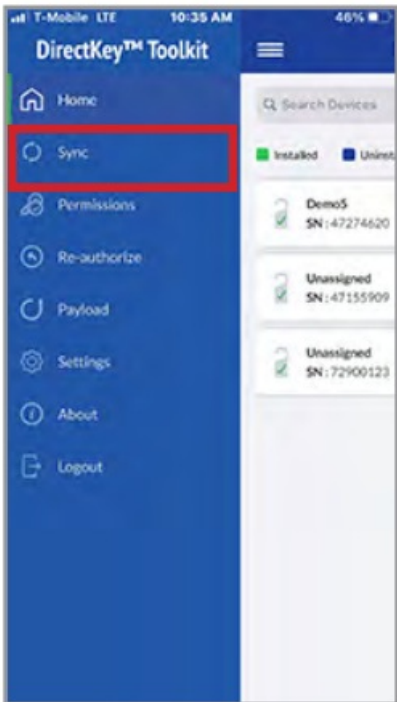On the front of the lock is a removable sticker with the lock's serial number on it. Note this for use in Step 2 under Program the Lock below.

Step	Action	
1	Remove cardboard insert in battery compartment.	
2	Align and connect the battery wire with the battery compartment wire.	
3	Place the battery into the battery compartment, carefully tucking wire in before closing compartment.	
4	The lock should be available for installation about 10 seconds after battery installation.	

Program the Lock

Note: Please refer to the DirectKey Toolkit App Instructions for Installers for more information.
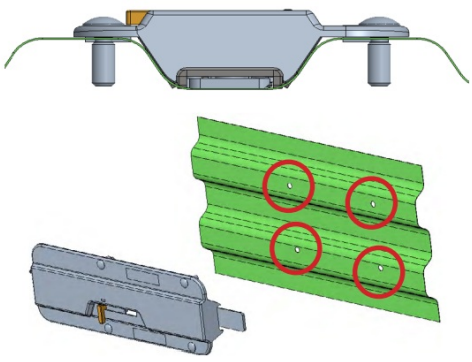
Step	Action	
1	Wait for about 10 seconds after installing the batteries then open the lock using the DirectKey Toolkit app. **Note:** Ensure that you are in the correct owner environment by verifying the owner's name from the drop-down menu at the top of the screen.	
2	Scan for the device by serial number (by tapping the Sort i con next to the search bar at the top of the screen) .	
3	Select the lock's serial number and then tap Install on the menu at the bottom of the screen.	

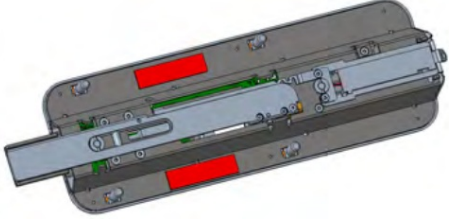|		
4	Tap the three horizontal bars in the upper left corner to bring up the main menu.	
5	Tap Sync from the main menu. **Note:** If you can't find a device in DirectKeytap Sync to see if it appears.	

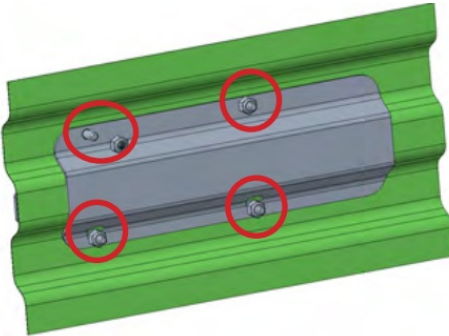|		
6	Return to the Scan screen and tap on the device.	
7	Tap Open from the bottom menu. The lock's lights will flash and you will audibly hear it unlock. **Note:** You must physically push the latch to open the door.	
8	Remove the sticker with the serial number on it, making sure to remove any residue.	

Retrofit Instructions: 4-hole Lock

Removal of Previous Lock

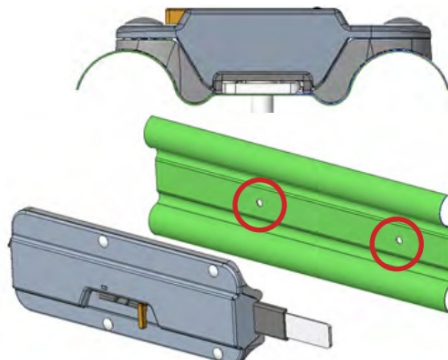| Step	Action	
1	Unlock door. Identify any misalignment or interference with the latch bolt and the opening in the door rail.	
2	Remove existing door latch.	
3	Clean the door surface.	
4	Check the door profile and hole alignment to ensure that the Passport lock will fit. **Note:** Use the file to adjust alignment as necessary.	

Installation of Passport Lock

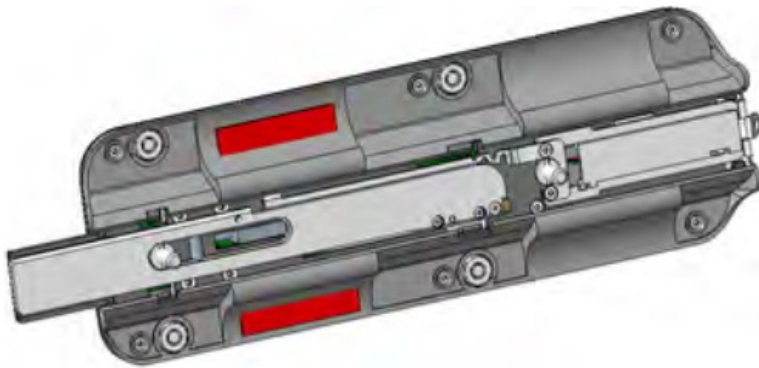| Step	Action	
1	Unlock door. Identify any misalignment or interference with the latch bolt and the opening in the door rail.	
2	Remove existing door latch.	
3	Clean the door surface.	
4	Remove 2 strips of adhesive liner from backside of lock, as shown.	
5	Place the Passport lock onto the door, aligning the four bolts with the four holes in the door. Press firmly to ensure adhesive sticks to door to ensure that the lock will not fall off during installation.	
6	From the inside of the door, install the support plate with the four locknuts provided with the lock.	
7	Verify functionality by: • Closing the roll-up door • Slowly moving the latch bolt towards the opening in the door rail, without letting it enter the opening • Ensuring that the latch moves freely, adjusting as necessary • Slowly moving the latch bolt into the opening in the door rail, adjusting as necessary for proper alignment	
8	Leave the Passport lock in the unlocked, open state.	

Retrofit Instructions: 2-hole Lock

Removal of Previous Lock

Step	Action	
1	Unlock door. Identify any misalignment or interference with the latch bolt and the opening in the door rail.	
2	Remove existing door latch.	
3	Clean the door surface.	
4	Check door profile and hole alignment to ensure that the P assport lock will fit. **Note:** Use the file tool to adjust alignment as necessary.	
5	Install lock as directed.	

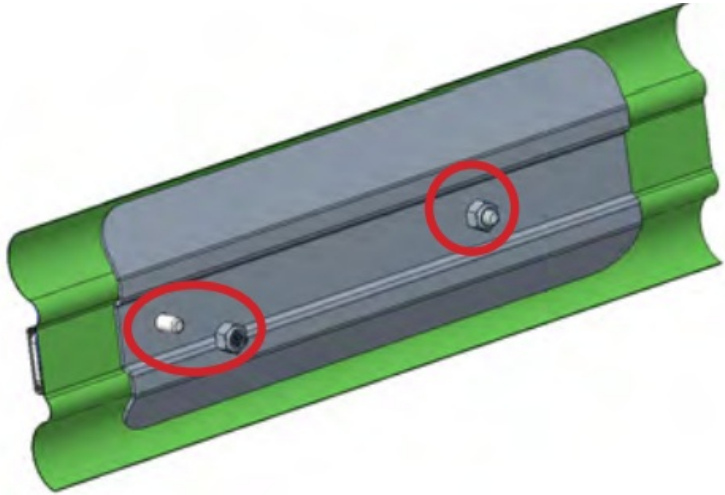**Installation of Passport Lock**

Step	Action
1.	Unlock door. Identify any misalignment or interference with the latch bolt and the opening in the door rail.
2.	Remove existing door latch.
3.	Clean the door surface.
4.	Remove 2 strips of adhesive liner from backside of lock, as shown.
5.	Place the Passport lock onto the door, aligning the two bolts with the two holes in the door. Press firmly to ensure adhesive sticks to door to ensure that the lock will not fall off during installation.

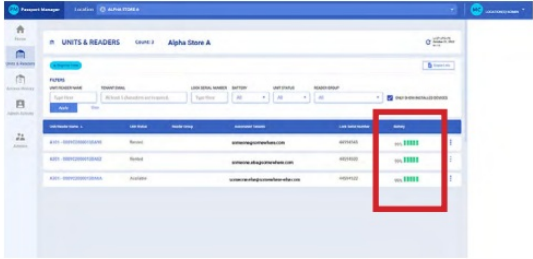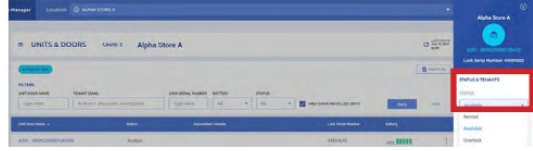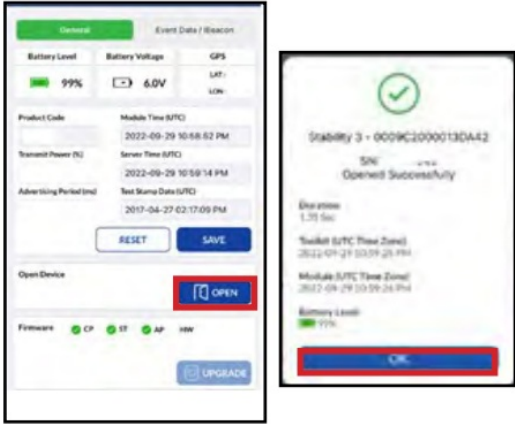|	
6. From the inside of the door, install the support plate with the two locknuts provided with the lock.	

7. Verify functionality by:
*   Closing the roll-up door
*   Slowly moving the latch bolt towards the opening in the door rail, without letting it enter the opening
*   Ensuring that the latch moves freely, adjusting as necessary
* Slowly moving the latch bolt into the opening in the door rail, adjusting as necessary for proper alignment

8.   Leave the Passport lock in the unlocked, open state.

Replacing Batteries

To change the batteries in the Passport Lock, you will need the following:

*   DirectKey Toolkit App (iOS 12.0+ or Android 8.0+)
*   Onity Self-storage Battery (Li-Ion, 3V)
*   Onity Power Adaptor (sold separately)
*   Access to Passport Manager (see separate instructions for more information)

Step	Action	
	Step	**Action**
1. Go to Passport Manager and locate the Unit under the *Units/ Readers* tab and check that the battery level is not empty. If the battery level is empty, follow the instructions in the *Dead Battery* section on the following page to temporarily power up the unit.		
2. Go to the unit selected, and make sure the status is set to *Available* in order for the Toolkit to open the battery door compartment.		
3. Open the DirectKey Toolkit app.		
4. Select the Unit/Door that requires a battery change. Tap **Diagnose** at the bottom of the screen.		
5. When the Diagnose screen appears, tap **Open,** then tap **OK** on the screen that appears.		
6. When the lock's LED indictor turns green, pull the hang tag on the opposite side of the latch to slide open the battery door compartment.	Slide in this direction to open latch	

Step	Action
7. Remove the battery, carefully disconnecting the plugs connecting the battery to the battery compartment.	
8. Reinstall battery as directed in **Battery Installation** instructions.	
9. Program the lock as instructed on **page 3**.	

Dead Battery

If you discover a lock that is completely unresponsive, it may be because the battery has died. Use the Power Adaptor to temporarily power up the unit and open the battey door compartment.

Step	Action
1. Open the flap of the connector plug located next to t he battery compartment.	
2. Attach the Power Adaptor to the connector plug. As soon as you plug the adaptor into the lock, it will cycle until it is ready to open.	
3. Open your *DirectKey Toolkit* app. Follow the directions on the previous page to replace the battery.	
4. Program the lock as instructed in the **Battery Installation** section of this document.	

Regulatory Information

Model Numbers

For regulatory identification purposes, the product is assigned a Regulatory Model Number (RMN). The part numbers for Passport are listed below.

Regulatory Model Number (RMN)	Lock Family Name	Description	Part Number(s)
PASSPORT	Passport	Self-storage Bluetooth Lock	PS-BTL2B-LENA PS-BTL2B-LRNA PS-BTL4B-LENA PS-BTL4B-LRNA

Regulatory Statements

Canada (ISED)	This device complies with Innovation, Science and Economic Development (ISED) Canada's license-exempt RSS(s). Operation is subject to the following two conditions: 1. This device may not cause interference. 2. This device must accept any interference, including interference that may cause undesired operation of the device. Radiation Exposure Statement This equipment complies with ISED radiation exposure limits set forth for an uncontrolled environment. This equipment should be installed and operated with greater than 20 cm between the radiator & your body.
United States (FCC)	This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with this user manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference, in which case the user will be required to correct the interference at his/her own expense. This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: 1. This device may not cause interference; and 2. This device must accept any interference, including interference that may cause undesired operation. Changes or modifications not expressly approved by Onity Inc. could void the user's authority to operate the equipment. To comply with FCC RF exposure compliance requirements, the device must be installed to provide a separation distance of at least 20 cm from all persons. Radiation Exposure Statement This product complies with the U.S. RF exposure limit set forth for an uncontrolled environment and is safe for intended operation as described in this manual. Further RF exposure reduction can be achieved if the product can be kept as far as possible from the user's body or the device is set to lower output power if such function is available. This transmitter must not be co-located or operating in conjunction with any other antenna or transmitter.

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Documents / Resources

[**Onity Passport Lock Self-Storage Contactless Access System**](#) [pdf] Installation Guide
Passport Lock Self-Storage Contactless Access System, Passport Lock, Self-Storage
Contactless Access System, Contactless Access System, Access System

Manuals+,