

East Main Entrance

Automatic Door Lock

Vendor: **Dormakaba**

Customer Support: 866-367-6252

<https://www.dormakaba.com/us-en>

Spencer Lee

Inside Account Manager

Phone: (303) 698-1898 • Fax: (303) 698-2094 • Direct: (303) 539-5258 • Mobile: (720) 641-2271

Web: www.imlss.com • Email: spencer.lee@imlss.com • GSA: GS-07F-0239W

Address: 999 South Jason Street, Denver, Colorado 80223

Foothills Church access control- ACCT# 231644

Serial #: JBL4914

Installed: 3/2024

Everything must be done using the Dell laptop on my desk. All passwords are stored in Dashlane.

Open Luna Access Control Software. This is the software for the door lock. Unless there are issues connecting to the lock this is the only software you will need access to.

To get to the Main Menu:

Once you open the software there will be 3 bars in the top right corner. This is where you will go to configure everything.

[image.png](#)

To add people:

There are 3 ways to add people. You can either issue a fob, a card or just a pin. If you are issuing a fob/card you will need the Batch number and the Credential number. They can be found on the individual devices. If you are issuing just a PIN you can use 003 as the batch and add a five digit number for the credential number. I have started with 00001.

[image.png](#)

In this example picture the Batch number for the fob is 007 and for the card is 236. The credential numbers are 04059 and 62440.

1. Select People
2. Click the + in the top left next to the word People.
3. Enter the Name of the person.
4. Click the Plus next to Credential Information
5. Select Keyscan from the drop down
6. Enter a Batch Number.
7. Enter a credential number.
8. Enter a 5 digit PIN number. I ask if they have one that they will remember, if not I leave what is already entered.
9. Select Group #01. This will point them to our door.
10. Select Save
11. Click on the up arrow, , in the bottom middle.
12. Right Click on the Luna Panel labeled Main Entrance East.
13. Select sync.

[image.png](#)

[image.png](#)

To change the schedule:

1. Select Schedules
2. Make the desired changes to the weekly schedule. The time is based on the 24 hour clock. There can only be a single entry per day.
3. Select Save
4. Click on the up arrow in the bottom middle.
5. Right Click on the Luna Panel labeled Main Entrance East.
6. Select sync.

While you can create a new schedule only a single schedule can be followed by the software.

[image.png](#)

[image.png](#)

To unlock the door:

1. Click on the up arrow in the bottom middle of the screen.
2. Right Click on the Luna Panel labeled Main Entrance East.
3. Select Unlock

The bar will turn green.

[image.png](#)

To lock the door:

1. Click on the up arrow in the bottom middle of the screen.
2. Right Click on the Luna Panel labeled Main Entrance East.
3. Select Lock

The bar will turn gray.

Troubleshooting Information:

The wireless IP address for the equipment is 192.168.50.216. This is the main IP that the Luna Software uses. You must be on the CourageousLove-Tech wireless network. The laptop should already be connected to this wireless network.

If you can not connect remotely from the Luna software this is the information you will need to access the local equipment.

You must be on the network : XpicoWiFi_D58F13

IP address to connect to the local equipment is 192.168.0.1

The username and password are stored in Dashlane.

If you do not see the Xpico wifi you will need to go into the attic over the kitchen. Located on the north east wall are 2 boxes. One is a black wifi box labeled Luna and the other is a beige box that says Best. There is also power on next the beige Best box. You will need to unplug the black block on the bottom to reboot the wifi box.

Revision #11

Created 2025-04-24 19:30:17 CEST by Holly

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