



SALTO

Pro Access RW

READ/ WRITE ACCESS CONTROL

USER MANUAL

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0. Introduction:

SALTO RW Pro-Access software has been developed to manage access control to buildings where *read-write* ID elements are used (smart cards).

Using this system two main tasks can be accomplished:

- Design the locking schedule and perform the first electronic lock initialisation.
- Support an application usable by software operators to edit the user's key cards.

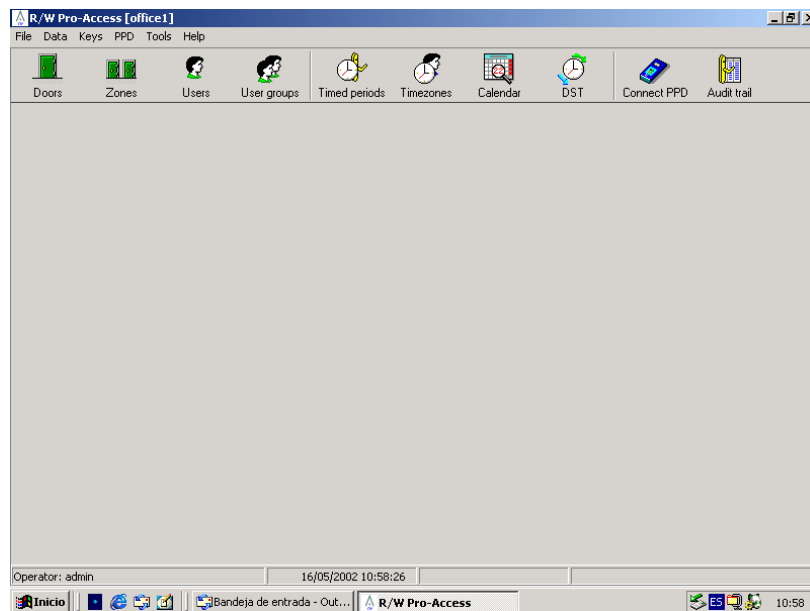


Figure 1.

Once the locking schedule has been designed, we will transfer it to every door within our facilities by PPD, a small portable programming device, which will be essential to implement the installation, and to audit doors whenever you want.

To sum up, you will need the following elements in order to manage access control:

1. Salto RW Pro-Access Software installed in 1 PC computer (or in your LAN - Local Area Network - server.)
2. Smart Cards, for users.

3. Smart ID escutcheons for those doors with access control procedures.
4. 1 card editor. (EC5000)
5. 1 portable programmer (PPD500).

1. Program installation:

To install the software provided by SALTO, your minimum system requirement should comply the following:

- RAM: 64MB (minimum), 128MB, (advisable).
- Hard disk available space: 50 MB. (Aprox., depends on the DB)
- Operating system: windows ,98,Millenium,2000,NT 4.0.
- MDAC version 2.1 or higher.
- Pentium II processor

The CD-ROM provided by SALTO contains a wizard for easy installation that runs automatically, when you double click the "SETUP .EXE" icon. Follow the wizard instructions for installation.

WARNING: make sure that your PC clock has the right time, and does not lose nor put forward time, since the system time will be based on your PC clock.

Salto software allows you to work with a multiworkstation configuration, that is to say, the program can be used on different PCs simultaneously, with the same data base. The indispensable condition being that every user is provided access with read/write privileges to the folder containing the data base. It would be preferable for the data base to be located in a server, if there is one.

MDAC

Salto RW application requires MDAC (Microsoft Data Access Components) 2.1 version or higher installed on the system. This requirement is met by the latest operating systems such as Windows 2000 or Millennium, where MDAC 2.5 is a default installed option.

However, if you have Windows ,98 or NT installed, it may not be contained. To find out, perform the following steps:

- Open RW application as administrator and select the pop-up menu *HELP/ ABOUT*.

- Then, a window with the system general information will be displayed, where you could learn the MDAC version installed on your hard disk. If you do not have this program installed or its version is lower than 2.1, then, you will need to install MDAC on your system.

MDAC INSTALLATION ON YOUR SYSTEM

SALTO installation program contains also the executable file “mdac_typ.exe”, that runs MDAC 2.5 version. Before proceeding to install this, perform the following steps:

- Check that your system has no MDAC or a lower version than 2.1 already installed (see previous paragraph).
- Close all currently active applications, above all those that could use MDAC such as: Word, Excel, Access, Power Point, Internet Explorer, Outlook, etc...
- When Windows 2000 or NT installed, as a precautionary measure, log in as a user with administrator privileges.
- Double click the executable file “mdac_typ.exe” contained in the CD-ROM provided by SALTO in order to install in your hard disk 2.5 version. To localise this file, select the path: D:\Mdac\ Mdac2.5SP2\ Language\ mdac_typ.ç
- It is advisable to read the mdac_readme file, to obtain more information.

2. Software operators. Competencies.

The first time you login the program must be opened as administrator.

To open the program double click the shortcut icon you will find on the desktop.

A window like Figure 1 with 2 fields will be displayed:

User name: type **admin..** in upper case
Password: in your first login session is not necessary to choose one.

Validate both field clicking "OK" box.

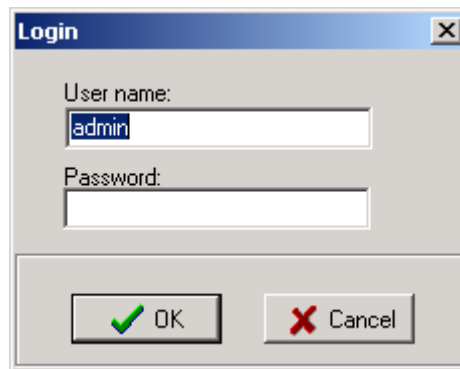


Figure.2

Since it is the first time we open the program, Toolbar icons are disabled ("greyed out").

In order to activate Toolbar, you need to name the data base we will be using.

And assign a path and a directory in your computer.

- Click on the popup menu *FILE*.
- Select *NEW BD. option* (Figure 2)
- A window like that of Figure 3 will display.

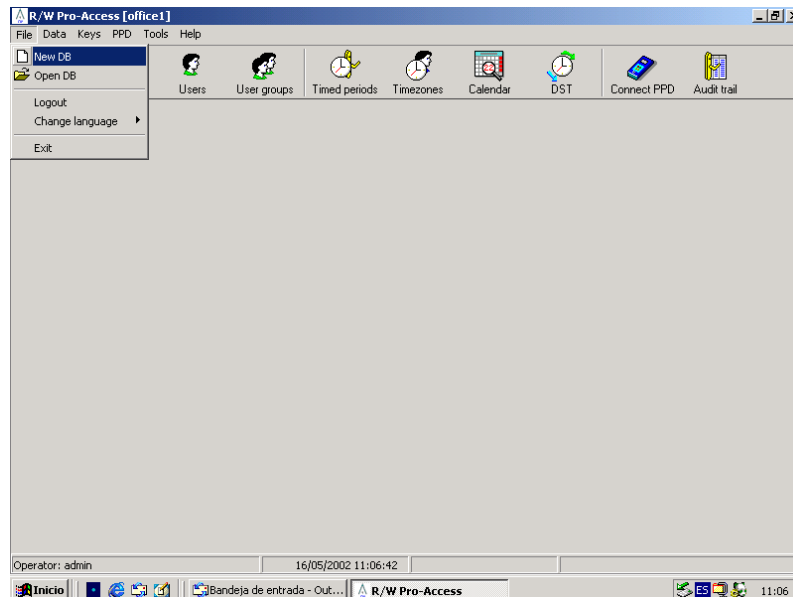


Figure 3

- Assign a name to the data base you will be dealing with, (Property name) and a directory in your hard disk (if working on multiworkstation mode, it will provide you with the path to the server or it will host the data base)
- If the application is used in multiworkstation mode, It is important not forget the directory name where the data base will be saved, as well as doing backup copies of the data base, since the whole locking schedule is intrinsically linked to it. See Figure 3.
- Validate data base name and location (click "OK" button)

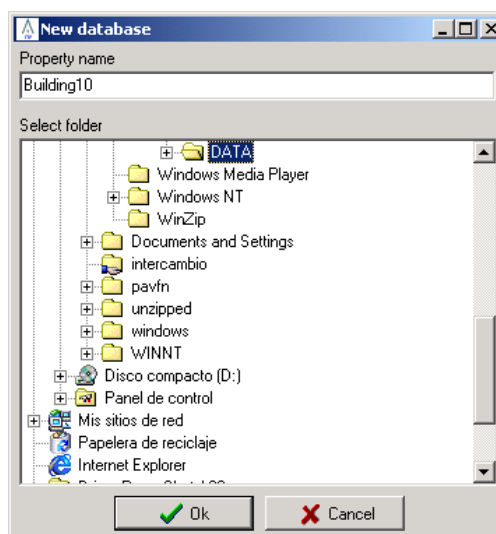


Figure 4

OPERATORS COMPETENCIES

The administrator must specify program operators, their competencies, in other words, which options of the main menu will be allowed to use. The administrator could also define his own and other operators' program access passwords.

Go to pop-up menu TOOLS/ OPERATORS AND PERMISSIONS/ OPERATORS, as is shown in the Figure.

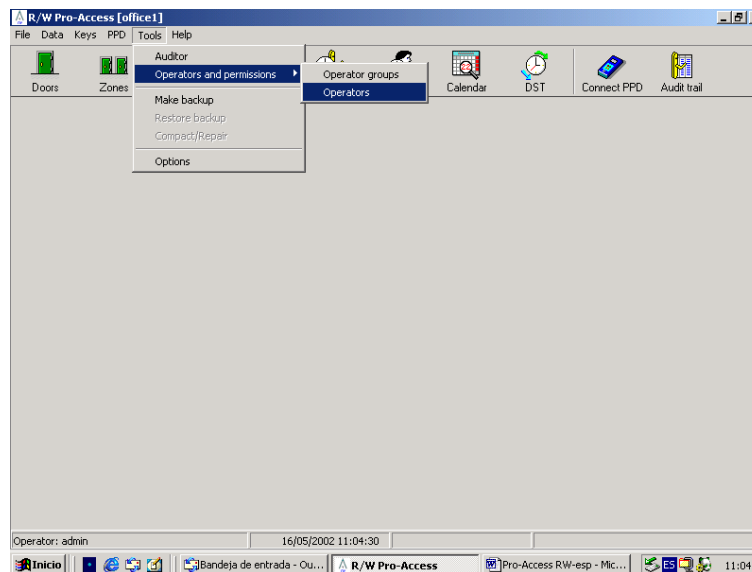


Figure 5.

By default, the system offers one operator, ADMINISTRATOR.

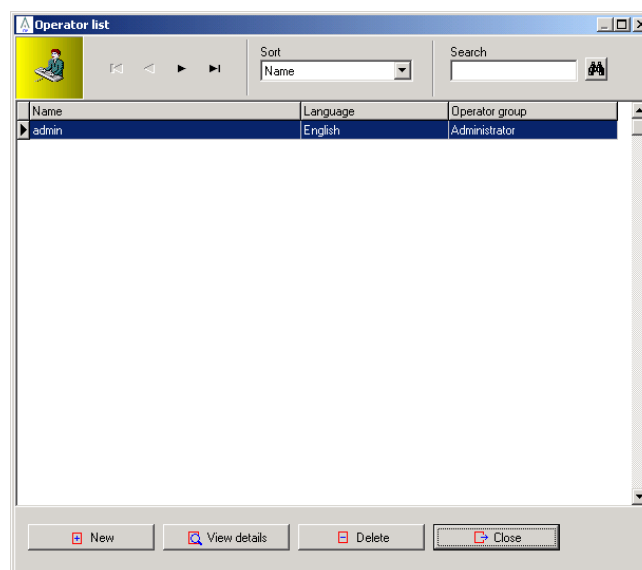
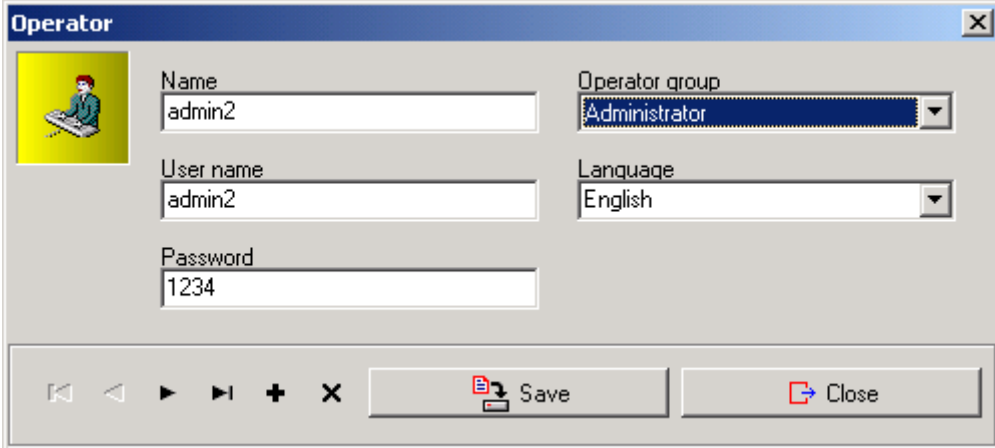


Figure 6

You will probably be required to create further operators.

To create a new operator, click the NEW button on the bottom part of the window. A blank window will be displayed, as shown in the following Figure:



The screenshot shows a dialog box titled "Operator" with a close button in the top right corner. On the left side, there is a yellow square icon depicting a person sitting at a computer. The dialog box contains several input fields and dropdown menus:

- Name:** A text box containing "admin2".
- Operator group:** A dropdown menu with "Administrator" selected.
- User name:** A text box containing "admin2".
- Language:** A dropdown menu with "English" selected.
- Password:** A text box containing "1234".

At the bottom of the dialog box, there is a row of navigation buttons (back, forward, home, end, plus, minus) and two main action buttons: "Save" and "Close".

Figure 7

- You will have to write the operator's name, his user name (that is stored at the login), and a password.
- The system brings, by default, 1 operator group: Administrator.
- Specify also the language this operator will use when running the application.
- Next, save changes and close the window.
- You must immediately inform the password you have just registered to the operator, since he will need it to access the application.

Follow this procedure as many times as new operator you want to create, and you will see how the operator list enlarges.

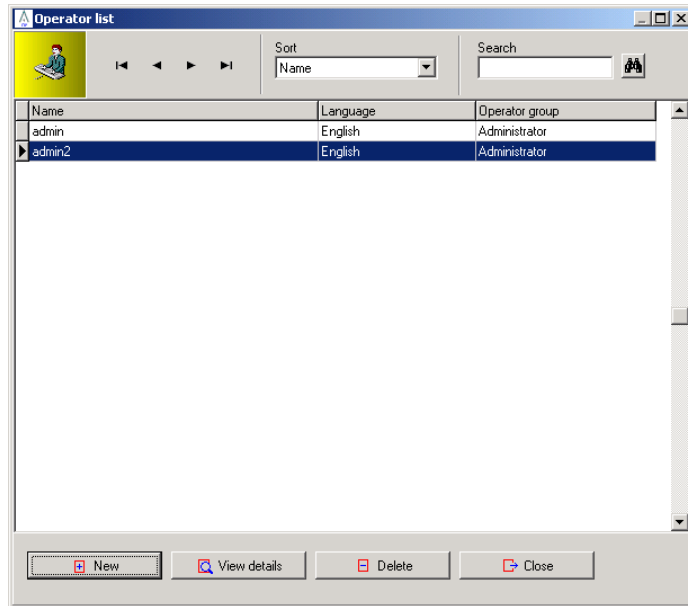


Figure 8

Once you have created the necessary new operators on your system, you may close this window and return to the TOOLS/ OPERATORS AND PERMISSIONS / OPERATORS GROUPS pull-up menu. Within this option operator competencies can be set.

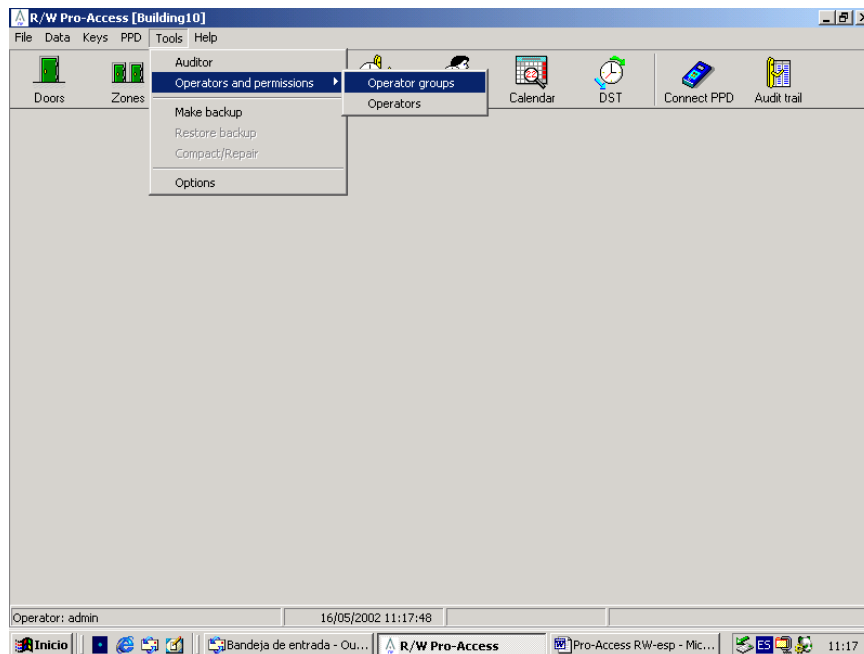


Figure 9

Operators belonging to ADMINISTRATOR group may have access to full program menu functionality.

Administrator has the ability to create further operator groups, if he seems it convenient.

To create a new group, click the NEW button on the bottom part of this window.

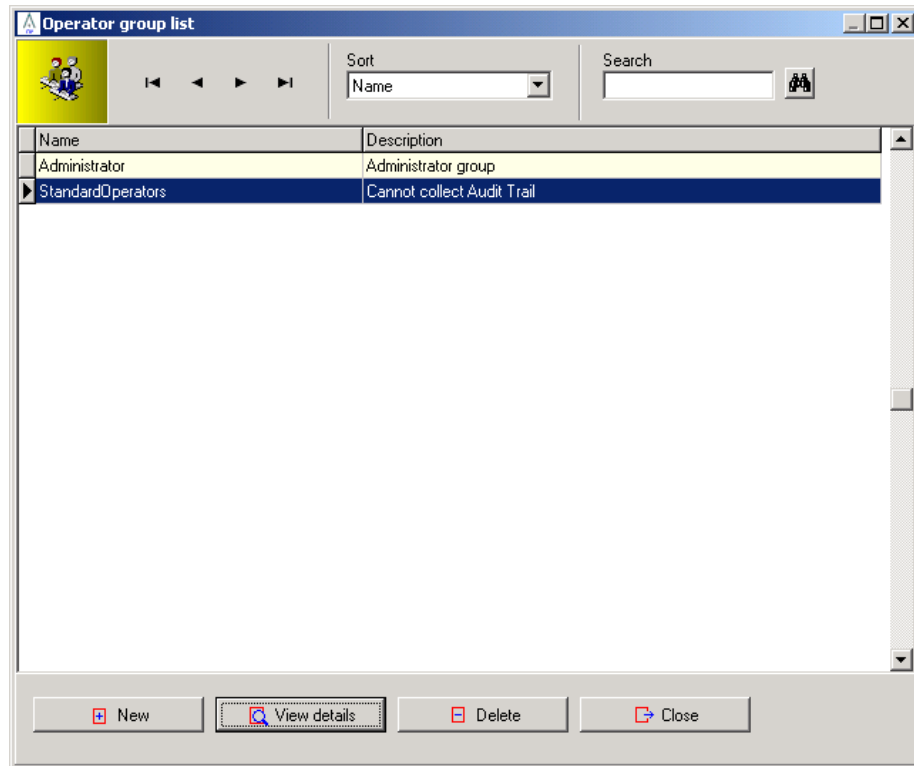


Figure 10

In order to modify competencies of an existing group, you must grey out this group in the list (the line gets blue) and click the VIEW DETAILS button.

A window like that of the Figure 11 will be displayed.

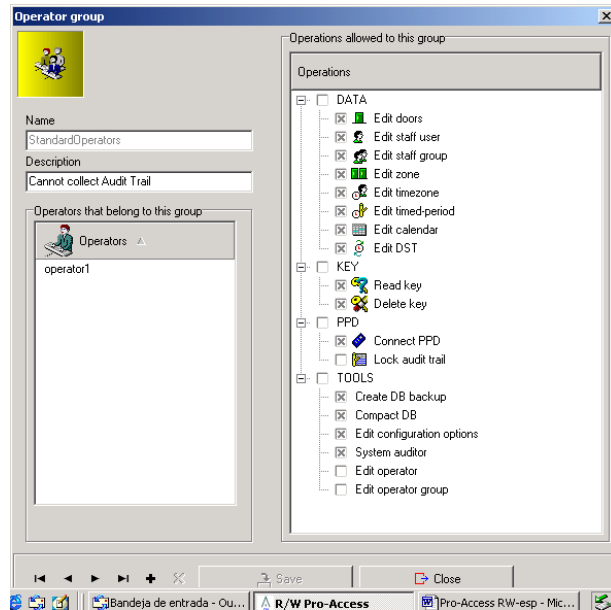


Figure 11

- From this window, the operator may add or delete program functionality, by clicking with the mouse on the “check boxes” located on the left-hand side of every option. The option being ticked off, this option will appear as an enabled option for the operator handling the program. Were the option not ticked off, it will not appear as an enabled option for the operator within this group.
- Administrator should save changes when he has finished adding or deleting menu options for these group operators.

3. Administrator operator.

The administrator (or administrators) is responsible to design the initial locking schedule of the facilities and editing cards that will allow employees access to the various zones and doors.

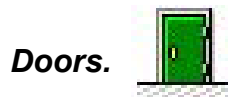
In this manual, with a view to explaining how this SALTO RW software is used, there is an hypothetical locking schedule as a sample to illustrate the general procedure.

To begin with, it is important to note that almost every function can be performed by clicking the icons on the Toolbar . Parameters can be defined along the way in any order, though it is advisable to follow the order given below:

1. **doors**
2. **zones**
3. **time zone**
4. **time period**
5. **calendars**
6. **time change**
7. **user groups**
8. **users and key assignation**
9. **PPD usage**

First we will define our building doors, then we will group doors by zones, and we will define the staff users. We will put them into groups to save time when defining their access privileges.

It is also compulsory to define time periods, time zone and calendar, before proceeding to PPD information to initiate doors.



Using this menu option we will create a door list with access control to the users (electronic locks and wall readers alike).

We move the mouse over the Toolbar icon representing the doors.

If it is the first time we open this option, the door list will be empty.

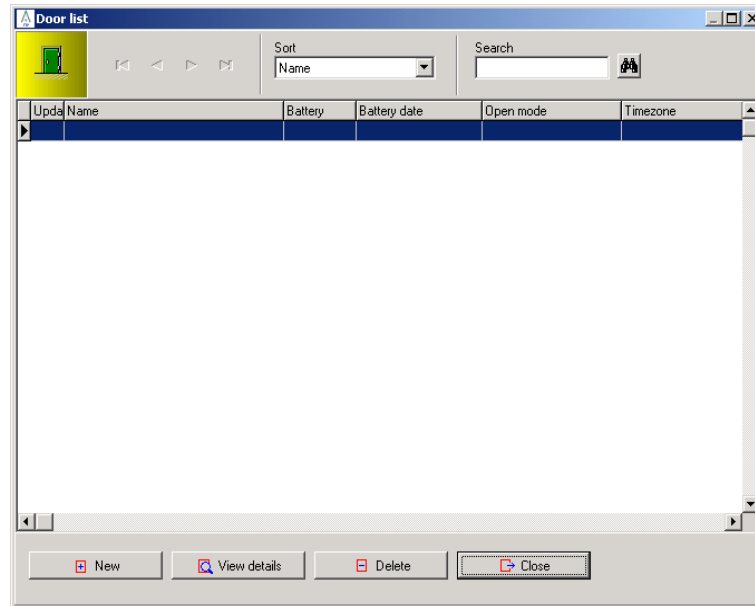


Figure 22

- Click on the NEW button to add the first door to the list.
- In the pop-up window that will be displayed, we will view the fields we will fill in. (Except that of users, which cannot be specified as they have not been defined yet)
- Write the name of the first door.

Next, we set this door characteristics:

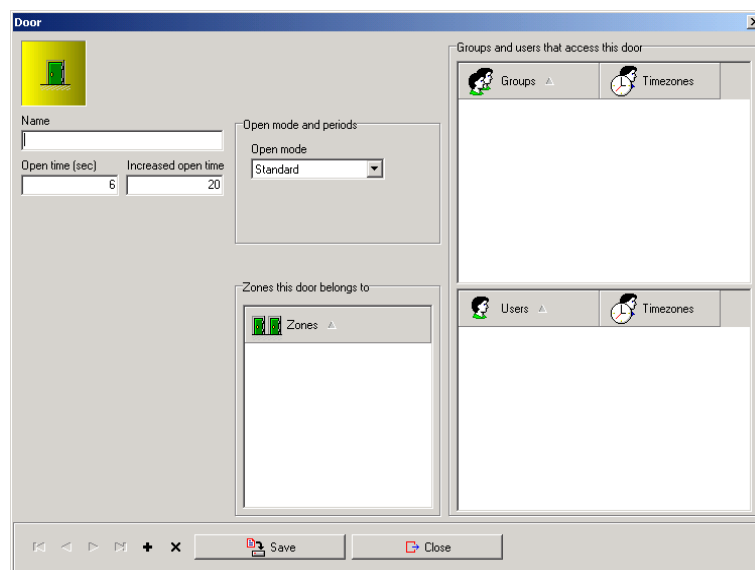


Figure 23

- The OPEN TIME field determines the time passed from the moment a user opens a door until the electronic system locks it again. By default, this time value is 6 seconds.
- The INCREASED OPEN TIME field determines an expanded open time, especially designed for mentally or physically handicapped people. This time value is 20 seconds, by default.
- The OPEN MODE field determines the electronic lock working mode. It can be chosen amongst the four available:
 1. **Standard mode:** the lock will only open if you use an authorised card, within its allowed time zones.
 2. **Office mode:** the lock will be opened for any user who wishes to gain access. It is not essential to have an authorised card key. In order to block this operation mode, it is necessary to insert an authorised key card on the slot while we keep the inner handle pressed down. If you want to disable the office mode, repeat this procedure.
 3. **Timed office mode:** It is the same as the operation mode in the previous example, except for a difference that lies in the fact that the office mode can only be enabled within a given time framework, called PERIOD. If you choose this mode, you will be assigned one of the diverse periods available. Next, you will have to define said period, using the PERIOD tool, from the Toolbar. (As detailed later)
 4. **Automatic opening mode:** Quite similar to the previous mode, though the door can switch to office mode automatically, without the necessary user operation. In this operation mode is also necessary to set a time period, that we will later define with the PERIOD tool.
 5. **Toggle:** The fact of presenting an allowed key will set the door in office mode, without needing to hold down the inner handle. The following allowed key presented will cancel office mode.
 6. **Timed toggle:** the way of working is just as described in the previous paragraph, with the difference that you can only set the door in toggle while you are in a concrete time interval called PERIOD.

7. **Automatic opening + office:** The same as “automatic opening “ mode except for the fact that out of the opening periods , the escutcheon can be left in office mode by a user with this attribute enabled.
 8. **Keypad only:** this working mode can be only selected for wall readers, never for an escutcheon. The door can be opened by just typing a valid code on its keypad , at any time. This code is defined in the door detail window.
 9. **Timed keypad:** same as the previous mode except that the code is only used into a specific time interval (period) . Out of the period, we can open the door with the key.
 10. **Key + PIN:** this working mode can be only selected for wall readers, never for an escutcheon. The door demands 2 conditions in order to open: a valid key and a valid PIN typed in the keypad. This PIN is defined in the user detail window. (later).
 11. **Key + timed PIN:** same as the previous mode except that the keypad is only active during a specific time interval (period). Out of the period, it is enough with using the key to open the door.
- The box called ZONES shows the door group that the door we are currently defining belongs to. This box will remain blank until the zones are defined.
 - ANTI PASSBACK : Anti passback is the fact that a user is not able to enter again through the same door twice until he has gone out by the exit. (or until a specific delay time has gone by). This is a protection against different people try to enter with the same user key.
 - In the Salto access control, it is also possible to get the anti passback feature with off line doors (escutcheons) as the anti passback feature is something that is written in the user card.
 - The ANTI PASS BACK check box has to be marked if we want anti pass back control in this door. IF the door is a on line one, it is supposed that there are an entrance wall reader and an exit wall reader. But if the door is not On line, then, it is necessary to select the direction of the anti pass back control – from outside to inside or – from inside to outside.

- In order to get the anti passback function working, it is also necessary to select this option for the user, in the user access profile (user list.) We can define the anti passback delay time in TOOLS/OPTIONS/ LOCK.
- The AUDIT ON KEYS check box can be marked if we want the door to record the opening events on the user keys. You need to enable this feature on both, escutcheons and keys (users). Note that this feature is only available in Off line doors, it is not necessary in On line doors.
- On line features are only available in the RW proAccess software connected. Not in the stadard RW proAccess software.
- If the door is a wall reader with On line control unit (CU50eN or CU50eNSVN) then, you have to mark the check box **IS ON LINE**. The CONFIGURE CONNECTION button is used to assign an IP address to this device and initialize it at the same time.
- The UPDATE DOOR button can be used to transmit new information to this On line door when changes are made

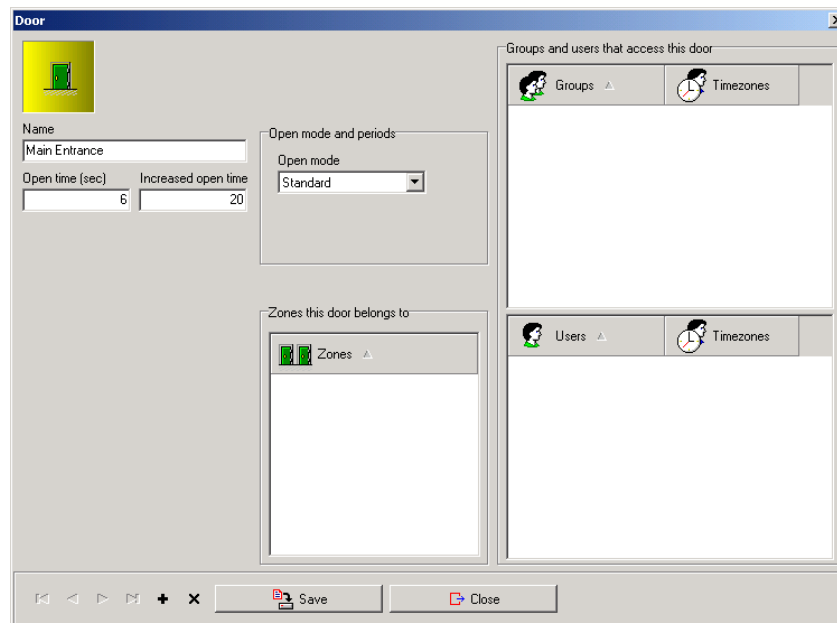


Figure 24

When you complete the door definition , you can obtain a door list like the following:

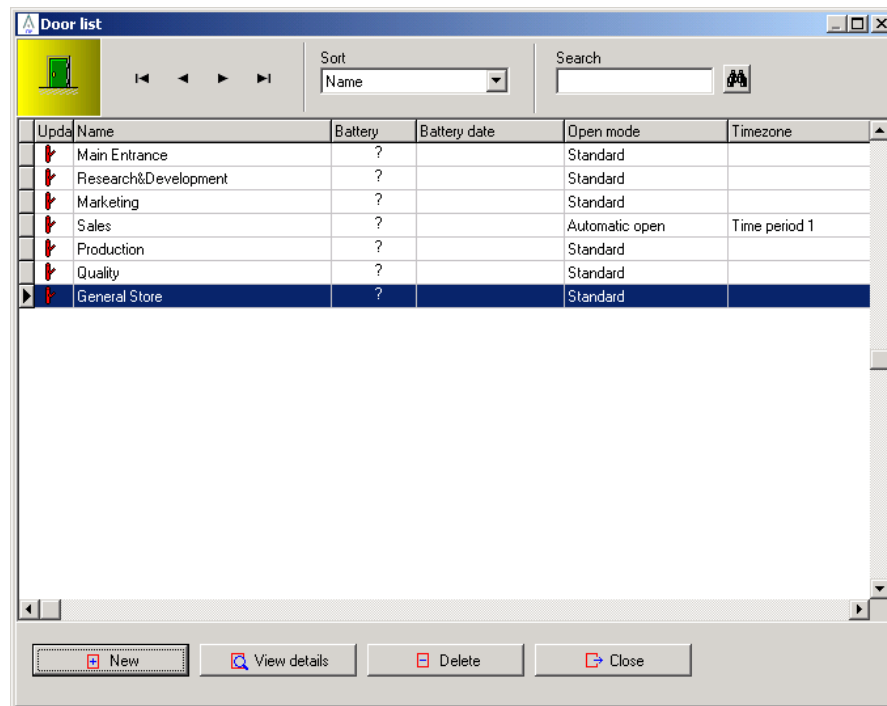


Figure 25

- When we have this window active, and want to view the characteristics of a particular door, we just have to select this door and click on the *VIEW DETAILS* button.
- If, by mistake, we have written a door in the list that should not appear, we must simply select it and click on the *DELETE* button.
- A box on the upper part of the list called SORT can be view. If you click here, you can change the order in which the door will appear, so that they appear in order by name or by battery status, or by open mode.



Zones.

In this section we will explain how to use the zone list. Being zone defined as a group of doors that have been made up on a practical basis, for instance, the doors located on the first floor, on the second floor, etc.

On the Toolbar, click on the *ZONES* icon and you will be prompted a window like the one below:

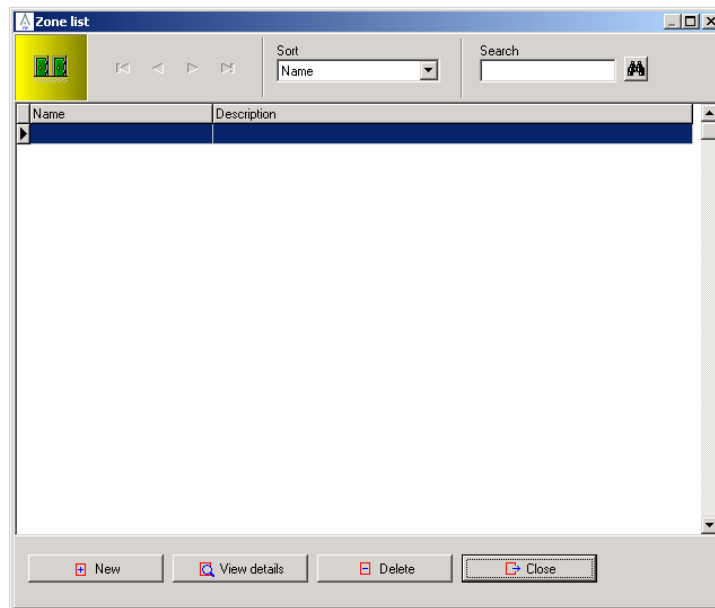


Figure 26

- Click on the *NEW* button in order to create the first zone of the list.
- A blank window like this will be displayed.

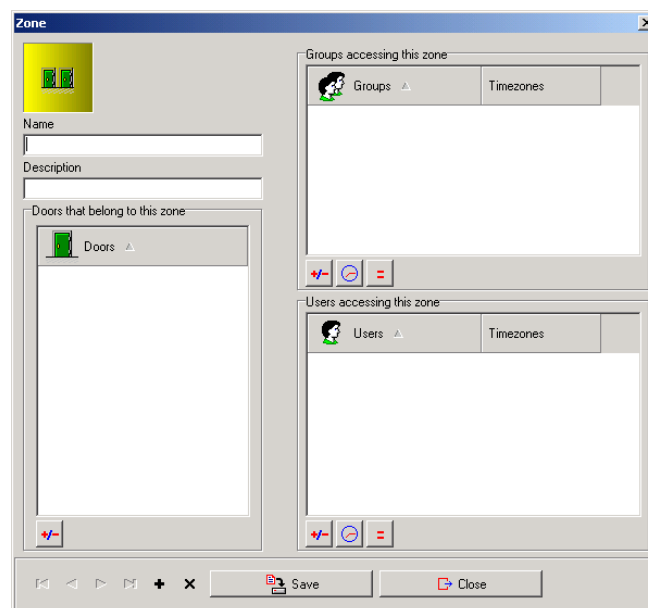


Figure 27

- In the first place, type a zone name, be it representative.
- In the field DESCRIPTION you may type an explanation on what basis you have gathered together these doors.
- The box called DOORS BELONGING TO THIS ZONE is used to list the doors of which the zone is made up. Move the mouse over the +/- button to view the doors list and pick up those that belong to this zone.

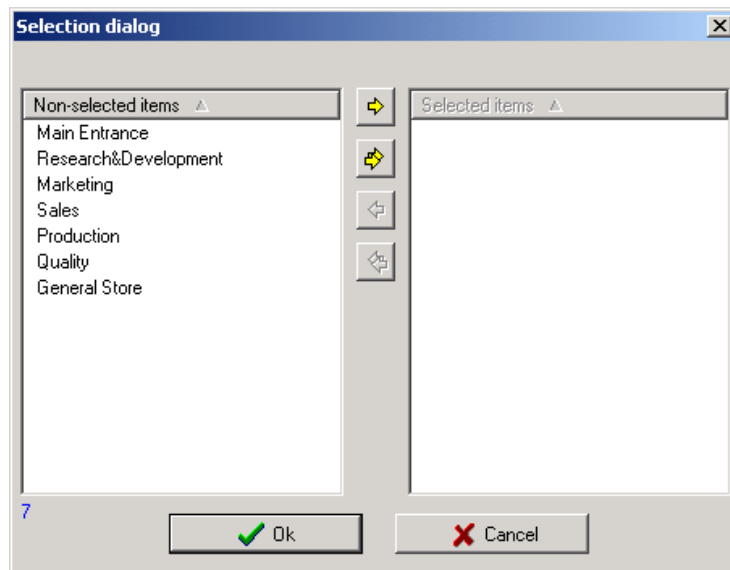


Figure 28

- Move the mouse over the door you want to select to include in this zone group, and then, click on the yellow arrow that points at the right column.
- The door selected will appear on the right-hand side column as an integral part of the zone.

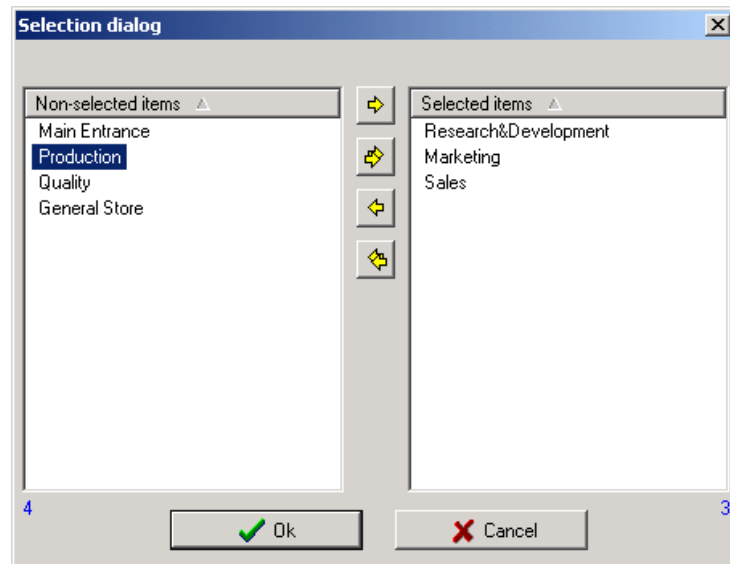


Figure 29

- Repeat this operation as many times as doors you want to incorporate to this zone.
- When you fill up the right-hand side column according to this zone selection criteria, click on the OK button.
- At this point, the doors belonging to this zone will be shown in the bottom left-hand side box, within the zone detail window.
- The box called ACCESSED BY,, USERS is left blank since we have not yet defined users. Once we got them defined, we could use this box to specify which users will have access to this zone (and on what time zone basis)
- The box called ACCESSED BY... GROUPS works analogously, except for the fact that instead of assigning accesses to the zone individually, accesses are assigned collectively, as a group, and therefore, it saves time. When you have filled in all the fields of this zone detail window, save changes.

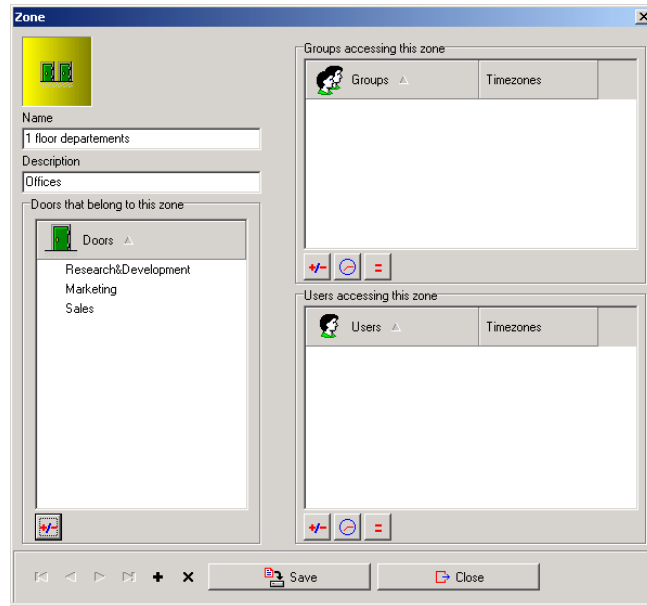


Figure 30

- If you click on the + button, you go on to the next detail window, and thus, you can define the whole set of zones of our installation.

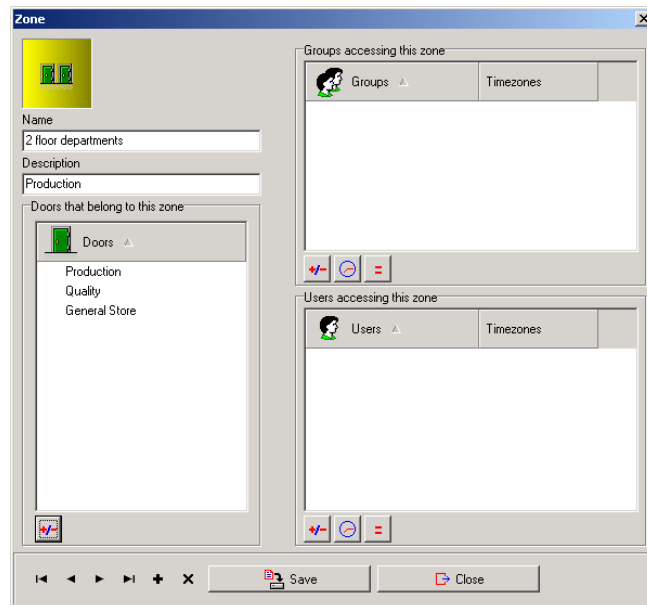


Figure 31

- Finally, we can have a zone list like the one shown below:

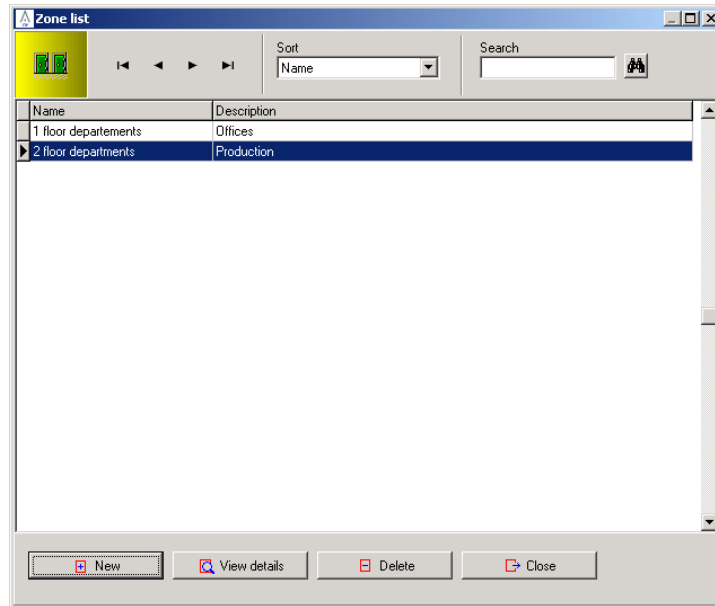


Figure 32

- Should we have created a zone by mistake, you will only have to select it with the mouse and click on the DELETE button.
- If, after we have saved changes, we want to view a zone details from the list, you only have to select it with the mouse and click on the VIEW DETAILS button.
- Should we want to select a zone from the list without the mouse, we can also use the scroll arrows located on the upper right-hand side of this window <> , to move forward to the next element of the list, to move back, or also, to go directly to the first or to the last elements of the list.
- The box called SORT BY is used to sort zones list alphabetically, by zone name, or by zone description.



Time periods.

Time periods are time intervals associated to electronic locks (unlike time zones, associated to people). A time period determines time intervals at which a lock will operate in a special mode – timed pass mode, automatic opening mode.

If at the time you perform door definition, you selected a timed operating mode for any of these doors, you will have here to define the period assigned to that door.

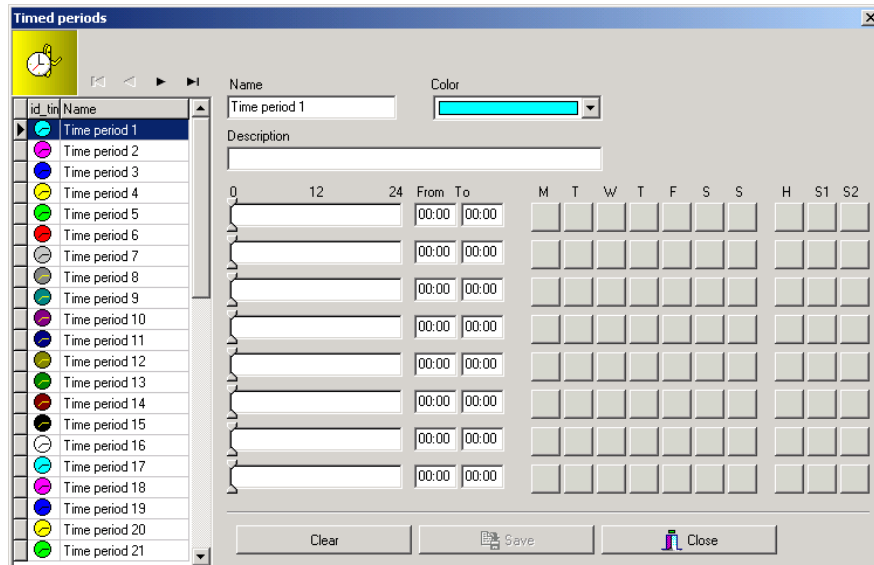


Figure 33

- Click on the time period icon on the Toolbar. A window like the one shown in the previous figure will be displayed.
- Name the Time period and assign it a distinctive colour.
- Within the description field, it is rather useful to describe to which door belongs the time period we are about to define.

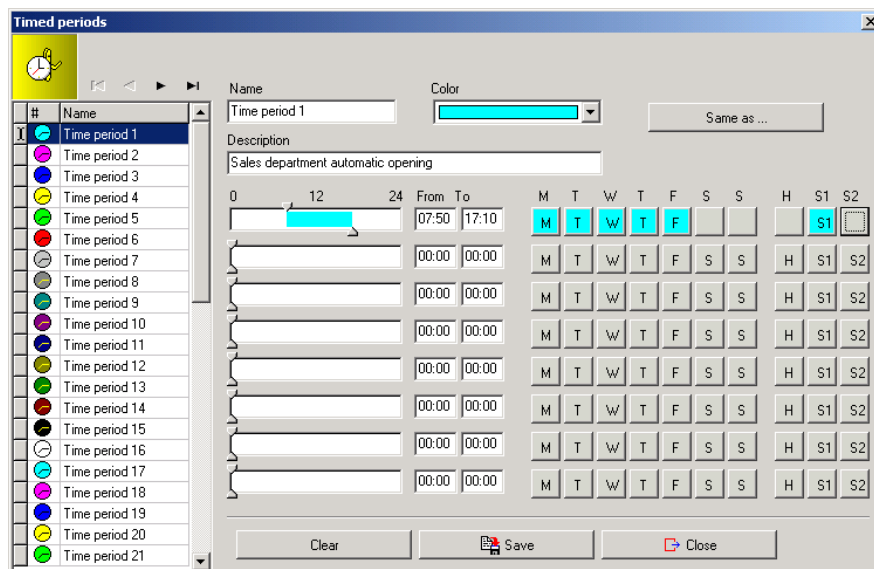


Figure 34

- The time period is defined using the mouse. Click with the mouse on upper moveable cursor and drag to set interval beginning.
- Click with the mouse over the lower sliding cursor to set time interval end. Maximum time accuracy is 10 minutes.
- Afterwards, you will have to specify on which week days is this period going to be applicable. You can also adjust if it is to operate on public holidays or special holidays (this fact is related to 0 calendar, as in it public holidays and special holidays regarding time periods are defined)
- The system applies the period to every week day , by default.
- If the time period we are defining contains several time subintervals, we will use the number of lines necessary to define it.
- When you have finished defining time period, save changes and you can go on to define another period, if our system needs them.
- Do not forget to assign the time period to its corresponding door, if you have not assigned it previously. In order to do so, go to DOORS and choose the door with a period assigned. Click on the VIEW DETAILS button and you will see the period you have previously defined is included in the available time period list. Assign that period to that door and save changes.

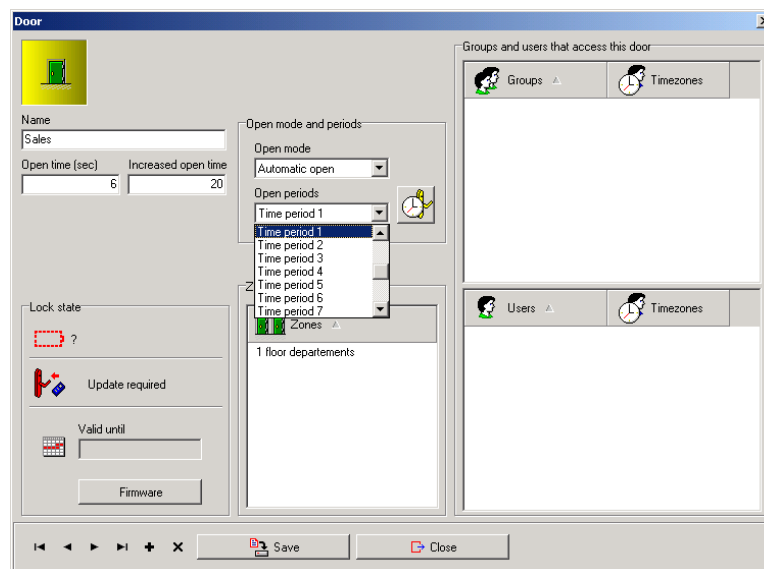


Figure 35



Time zones.

Time zones are time intervals to which people belong (unlike time periods, that belong to doors). A Time zone is the interval of time in which a user has access to a particular door or zone.

- To define time zones, click on the TIME ZONE icon on the Toolbar.
- A blank window like the one below will be displayed.

0	12	24	From	To	M	T	W	T	F	S	S	H	S1	S2
			00:00	00:00										
			00:00	00:00										
			00:00	00:00										
			00:00	00:00										
			00:00	00:00										
			00:00	00:00										
			00:00	00:00										
			00:00	00:00										
			00:00	00:00										
			00:00	00:00										

Figure 36

- Type the first time zone name and assign it a colour.
- Within the description field, it is very useful to type the name or names of persons this time zone belongs to.
- In order to define this time zone, we must follow the same procedure as in time periods, as explained in the preceding section.
- Remember to specify on which week days the time zone will be effective, as well as whether that time zone will be effective on public holidays or special holidays. You just have to tick off the corresponding check box with the mouse.

- Once time zone definition is completed, save changes and go on to define further time zones for other users or users groups.

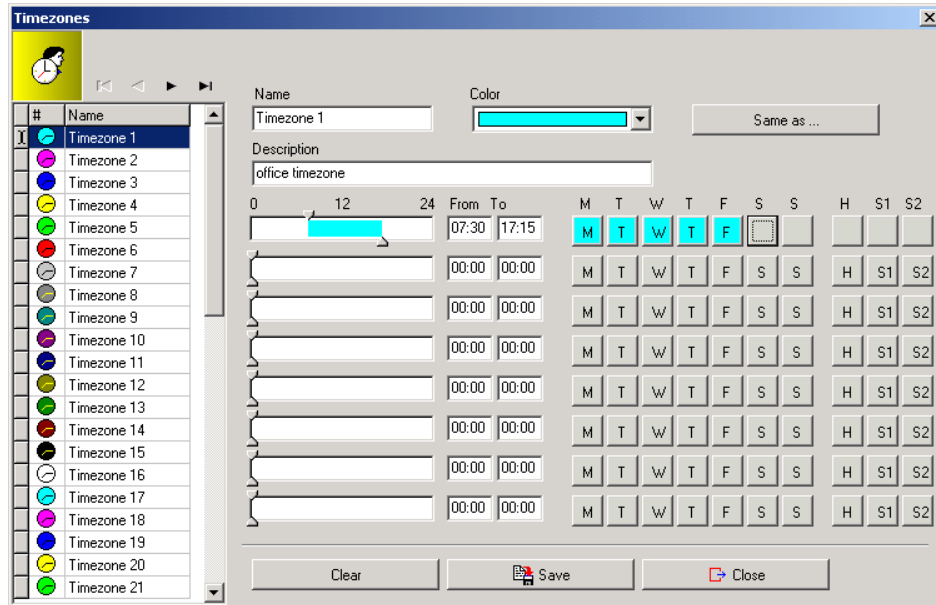


Figure 37

- Remember to assign time zone to its user or users group, as it is later detailed, in the user and users groups definition section.



Calendars.

- It is essential to define calendars within our locking schedule due to two main reasons:
 - 0 calendar is used by electronic locks when they operate in timed mode (timed office mode, automatic opening mode) so as to define on which days their periods are to be applied.
 - The remaining calendars are handled by users to define on which days their access time zones are applicable.

To define our calendar, you just have to click on the calendar icon on the Toolbar.

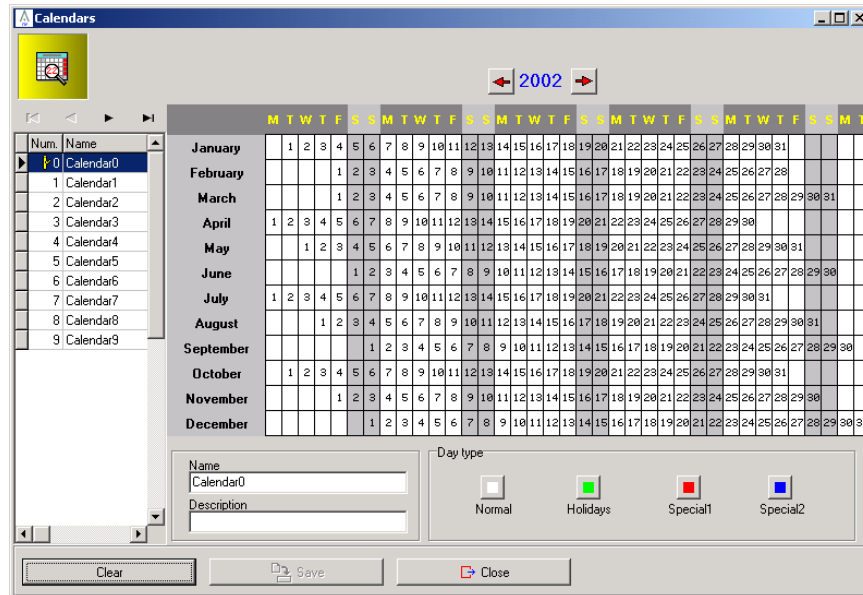


Figure 38

- A window like the one above will be displayed. We can name out first calendar and provide it with a description, to know what it corresponds to.
- It is advisable to define the calendar for the actual year and for the following year, if possible. To go to the next year you have just to click on the red scroll arrow on the upper part of the window, pointing right.
- There are four days categories: Normal, Holidays, Special 1 and Special 2.
- Using the mouse you can tick off a group of days of the calendar, dragging the mouse whilst you keep the right mouse button pressed down.
- Next, you must click on the bottom part box which corresponds to the day category you want to assign to this group, and you will see how the days selected change colour according to their selection.
- It is important to bear in mind that if a user has access to a door on public holidays, it does not only depends on calendar but also on that user time zone being enabled on public holidays.
- When you complete calendar definition, you will obtain something similar to the figure below.

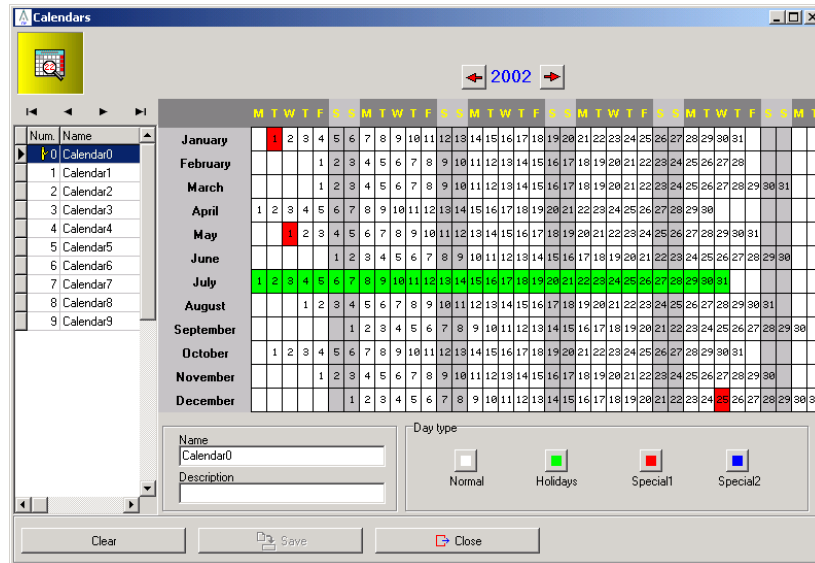


Figure 39

- Save changes when calendar definition is finished and continue to define the next calendar, if your installation requires it.

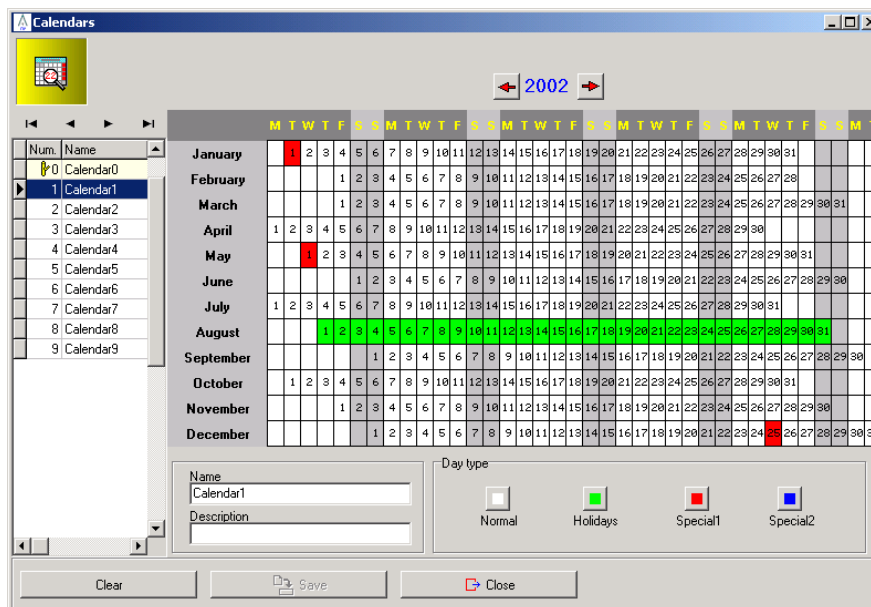


Figure 40

- Remember to assign calendar to their users, as it is later detailed, in the user and users groups definition section.



Time change.

DST stands for the English Daylight Saving Time, that is to say, the time change that takes place with a view to save power by means of daylight leverage optimisation.

This time change is generally made shortly after vernal equinox and autumnal equinox, putting time forward in the former and putting time backward in the latter.

Salto electronic locks perform time change automatically, if it is thus programmed in the software.

Click on the DST icon on the Toolbar and you will get a window similar to this:

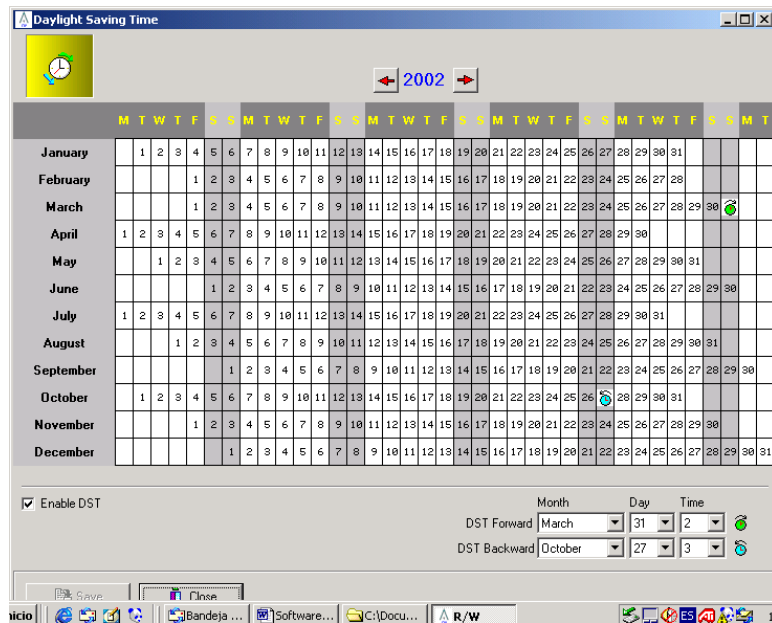
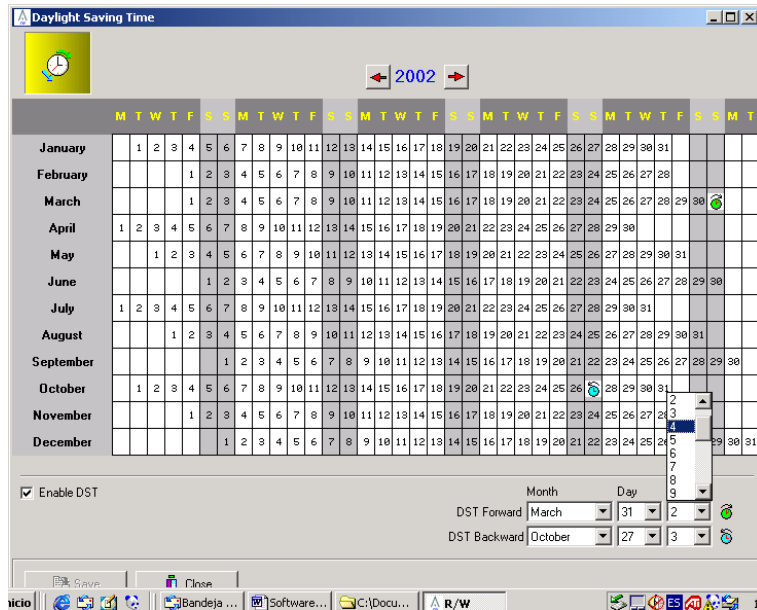


Figure 41

- You can either enable (or not) time change by ticking off the ENABLE DTS check box that is located on the bottom left-hand side of the window.
- You may also change time change DAY and HOUR, using the bottom right-hand side arrows of the window.
- If you modify time change day, the symbol that embodies it will be moved in the calendar accordingly.



- It can also be scheduled next year time change, if you please. Click on the red arrow (right) of the window upper part, to pass on to the next year.
- Save changes when you have finished establishing appropriate parameters for time change.
- It is recommended to enable automatic time change, since if it is not software enabled, you will have to update every door in your hotel using PPD, on the scheduled date of the change.



Users groups

Users groups are definable sets, which encompass a given amount of users who share a common feature: For instance, we can group together users by employment or occupation, like job professionals tend to share time zones and accesses.

Click on the USERS GROUP icon on the Toolbar

A window like this will be displayed:

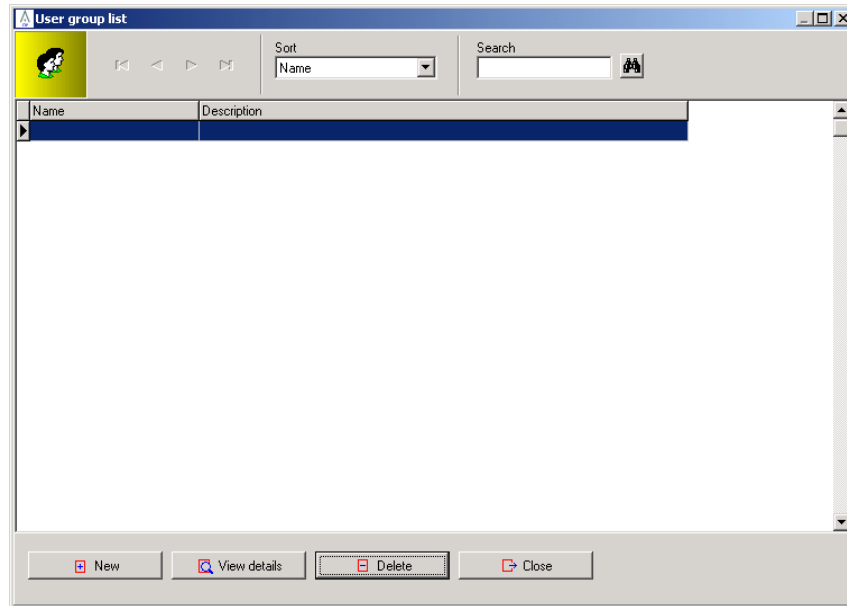


Figure 42

- Since we have not created any user group yet, the list will be empty.
- To create the first users group, click on the NEW button.
- A window like the one below will be displayed:

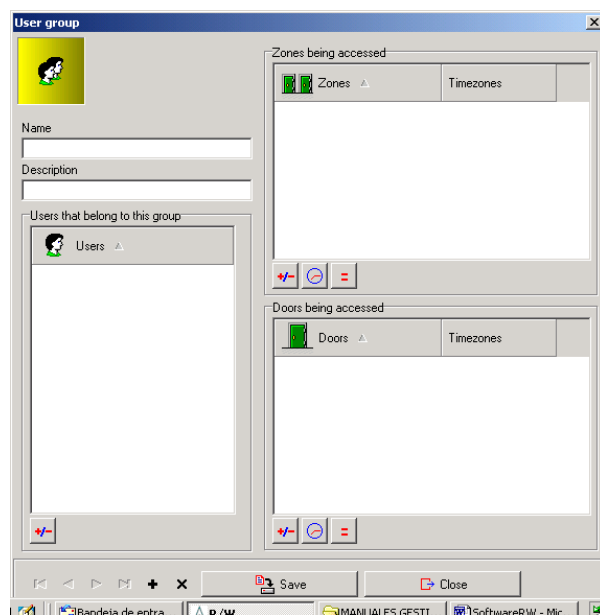


Figure 43

- In the first place, type this users group name, and below, a description detailing the main characteristic that best defines the group.
- Given that we have not defined users yet, we cannot specify the users that belong to the group, though we can establish group accesses.
- In the box called ZONES BEING ACCESSED, click on the +/- button to assign zones to the group.

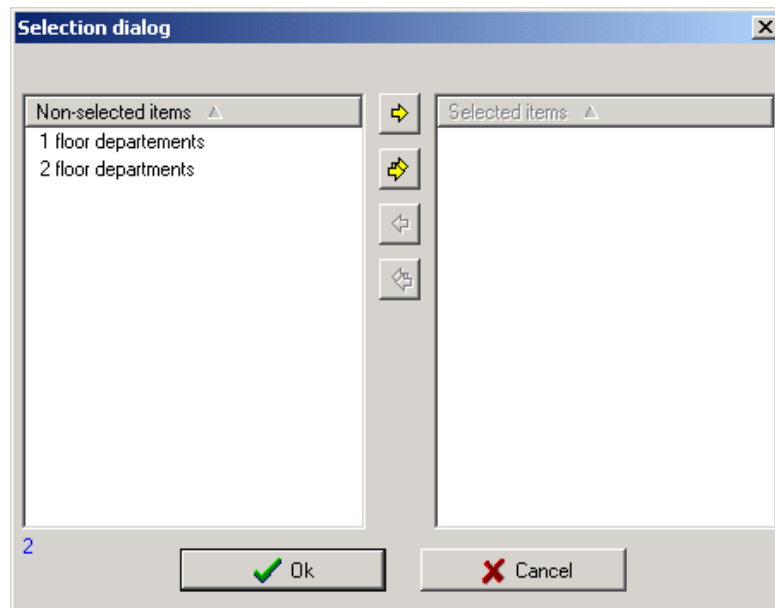
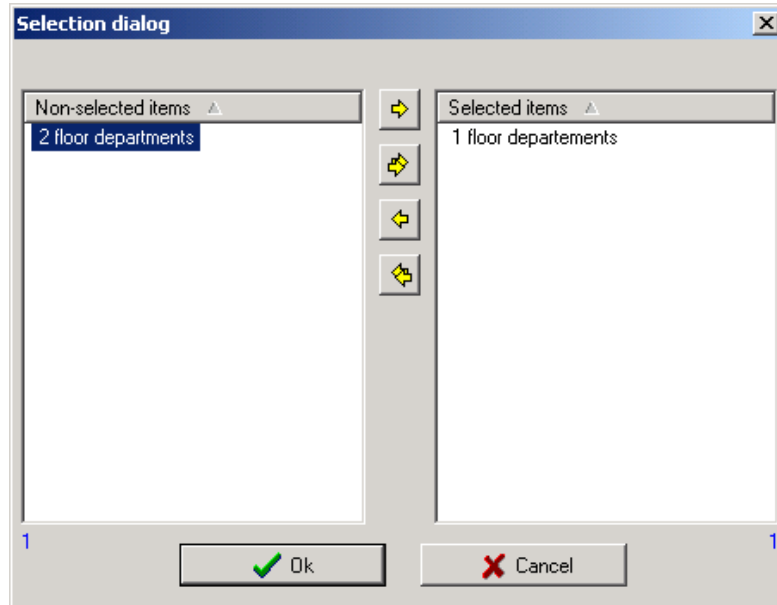


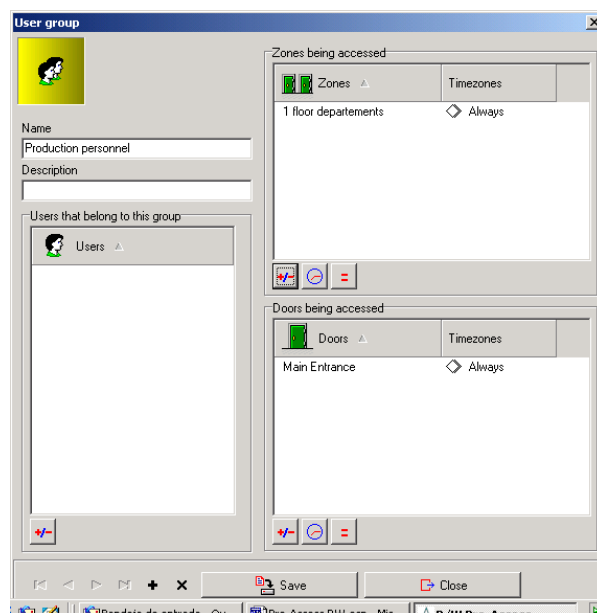
Figure 44

- We have to move from left-hand side to the right-hand side column, the zones that are going to be accessed by this group of users.
- If we have included a redundant zone by mistake, highlight it in blue colour, and click on the yellow arrow pointing left, to put it back to the left column.
- Yellow double-arrow perform the same function as single arrow, but instead of moving an individual zone, they move all zones from source to target column.
- Here, we can specify to which zones is the group allowed access, clicking on the +/- button, and we can also determine group time zones, clicking on the hourglass symbol.

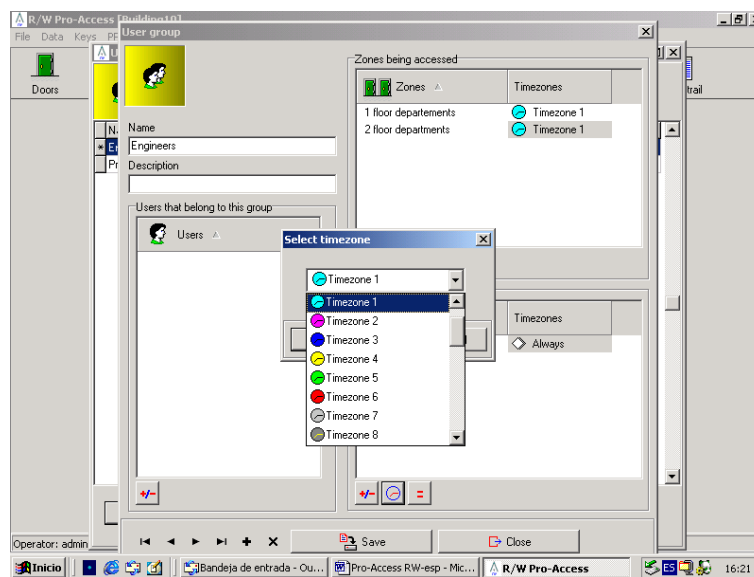
- Authorising a group access into a zone implies all the users that belongs to that group may enter every door of the zone.



In the group details window there is a box titled DOORS BEING ACCESSED. This box procedure is similar to that of the ZONES BEING ACCESSED box, the only difference is that instead of assigning accesses by zones, they are assigned by individual doors. This option may be used for a single door, but access by zones management is generally recommended in order to save time and system memory.



- When you have specified every single characteristic of this user group, save change and go on to define next group clicking on + button.
- In the example proposed, a time zone for engineers has been set up. Assigning accesses to the *engineers* group, we can also assign them time zones using the hourglass symbol.
- If no time zone is assigned to a door or zone , by default, the system sets a 24 hour access to the group.



- Finally, the users group list will look like this below:

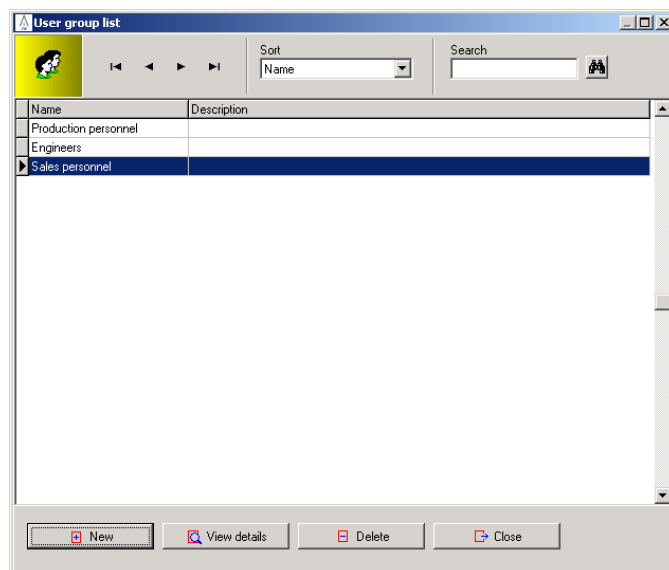


Figure 46

- If we have created a group by mistake, just select it in blue colour and click on the DELETE button.
- If at a given point, we want to view the details of a group of the list, simply select that group and click on the VIEW DETAILS button.
- Another way of selecting a group from the list is with the |< < > >| scroll arrows that are located on the upper left-hand side of the window, instead of using the mouse.
- The box on the upper part titled SORT BY is used to sort users groups list in alphabetical order, by name or by description.



Users

In this section we will define the users characteristics . Users are the staff members, in our building.

Click with the mouse on the USERS icon on the Toolbar.

A window like this one will be displayed:

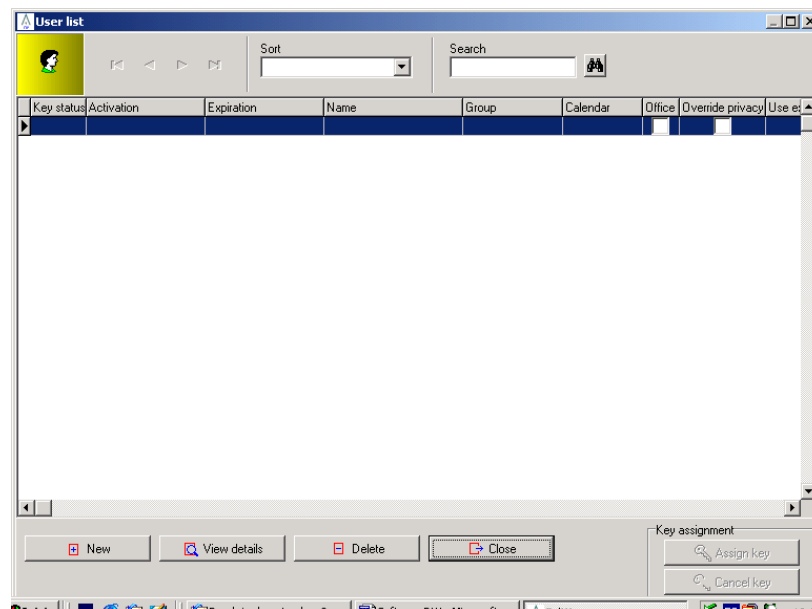


Figure 47

- Given it is the first time we open users list, the list is empty.
- Click on the NEW button to create the first user.
- A window like this one will be displayed:

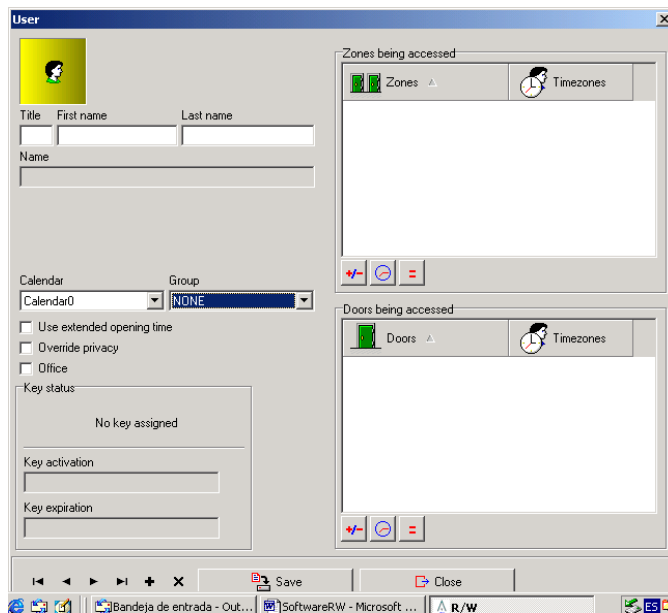


Figure 48

- In the first place, type our first user name and surname.
- We have the ability to assign a calendar to our first user, according to the calendar settings we have previously defined.
- We have to specify which users group this person belongs to. Once we have already created users groups, then we must select to which one belongs.
- We get a check box titled USE EXTENDED OPENING TIME. Tick this check box off if our user is a handicapped person.
- The OVERRIDE PRIVACY check box must only be ticked off when we want a user gains the privilege to access a room although the deadbolt has been locked from the inside.

- The SET IN OFFICE check box may be ticked off to allow to those users responsible for setting office mode manually in the doors chosen to operate in this mode.
- In the lower left-hand side you find a box titled KEY STATUS. In this box will appear the characteristics of the card assigned to this user, when user card assignation is made.
- It is not essential to define users accesses when this user belongs to a group, since group accesses definition has been previously carried out.
- Only when the user is not included in any group, then you can assign his accesses at this point.
- It is not compulsory to assign the same time zone to different zones.

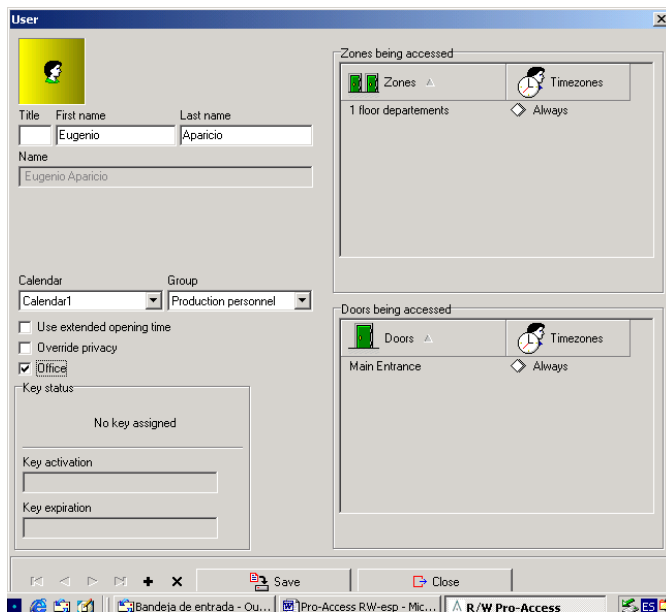


Figure 49

- Assigning a zone to a user, implies to grant him access to every door included in that zone.
- When we encounter a user that does not belong to any group, we can assign his accesses on that very window, following the procedure explained in the USERS GROUPS section of this manual.

- Once we have finished defining user characteristics on this window, save changes and click on the + button to go on to the next user in the list.
- When we have all the users of the staff defined, we will obtain a list that should look like the following:

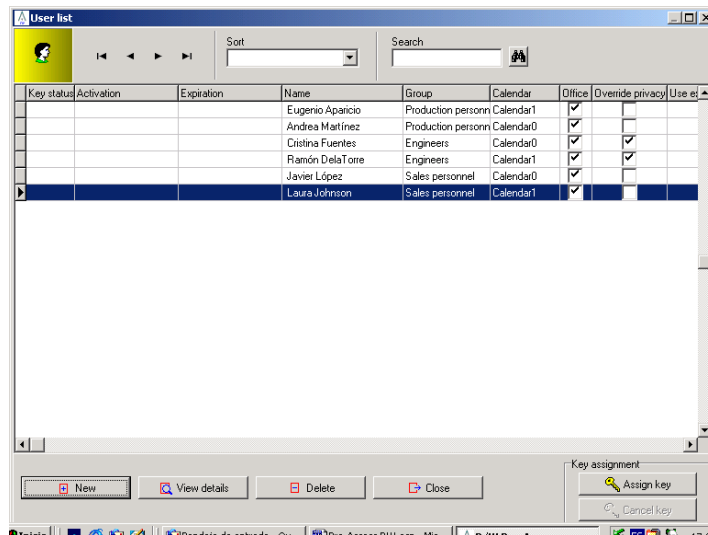


Figure 51

- If we have inserted a user by mistake, we can delete it selecting it first and then, clicking on the DELETE button.
- To view the details window of a given user, select the user and click on the VIEW DETAILS button.
- We can also use the scroll arrows on the left-hand corner to select a user from the list, instead of using the mouse to do so. With these scroll arrows <>, we pass to the user immediately after or before, and with these arrows |< >|, to the first or last users of the list.
- The box called SORT BY is used to sort users list according to the most convenient criteria, by name, by surname, by calendar, by group, etc.

USER KEY ASSIGNATION

Once you have completed user list definition, we can then proceed to assign each user his key that, in fact, is a chip card (Smart

Card). In order to do so, you must connect the ENCODER to the serial port of your computer. You must also supply power to the ENCODER plugging the feeder provided to a 220-230 V. AC, 50 Hz socket and inserting the respective jack to the ENCODER .

To assign user keys, follow the steps detailed below:

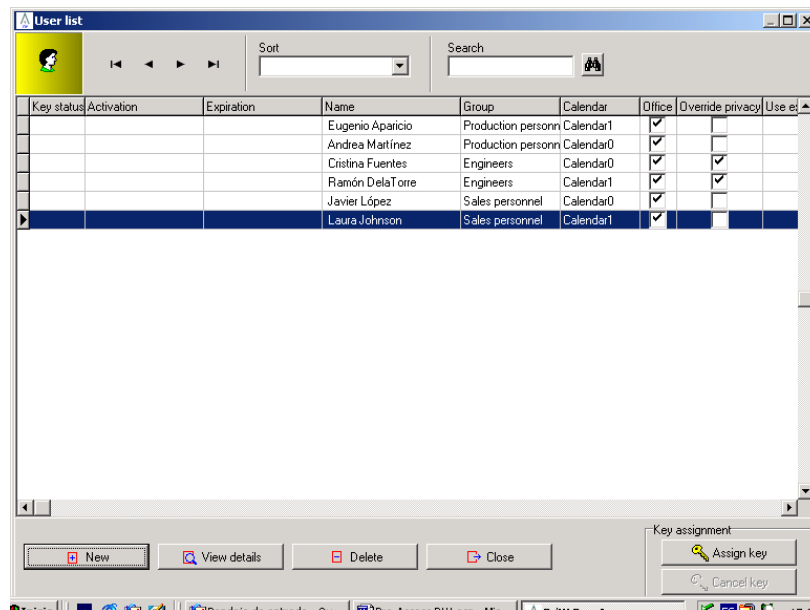


Figure 52

- From the user list, choose a user with the mouse. Then, click on the ASSIGN KEY button that can be found on the lower right-hand side corner of the window.

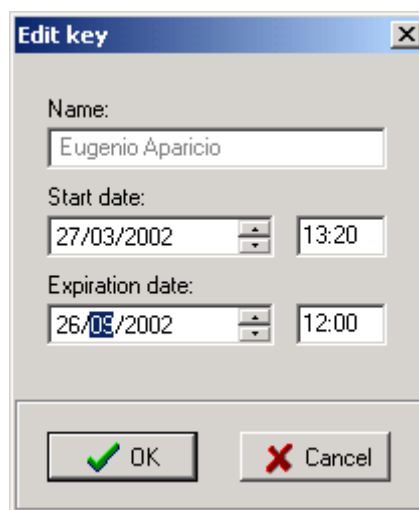


Figure 53

- The system assigns a natural month period by default, to provide user access. When you want to modify this period, click on the day, month or year with the mouse and make use of the small scroll arrows to increase or decrease them. This operation should be performed in the field called EXPIRATION DATE.
- Likewise, the field named START DATE shows present date. You can modify this date if a user will not start accessing the hotel in a few days time.
- When card expiration date is defined, click on the OK button.
- The system will prompt a message window requesting you to insert a card on the ENCODER.

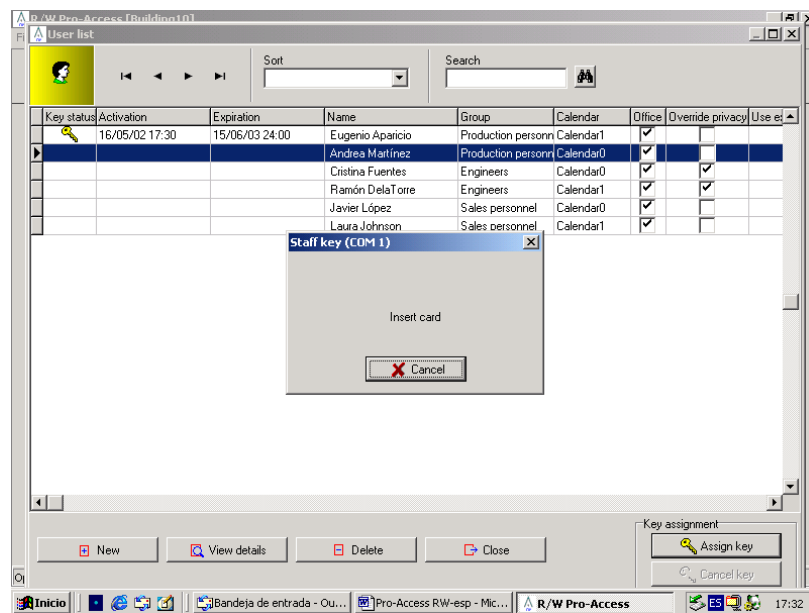


Figure 54

- Encoding process is very swift. The system will solicit you to withdraw card straightaway.
- Now, you will check that a key icon (yellow) shows next to user name to which key has already been assigned.

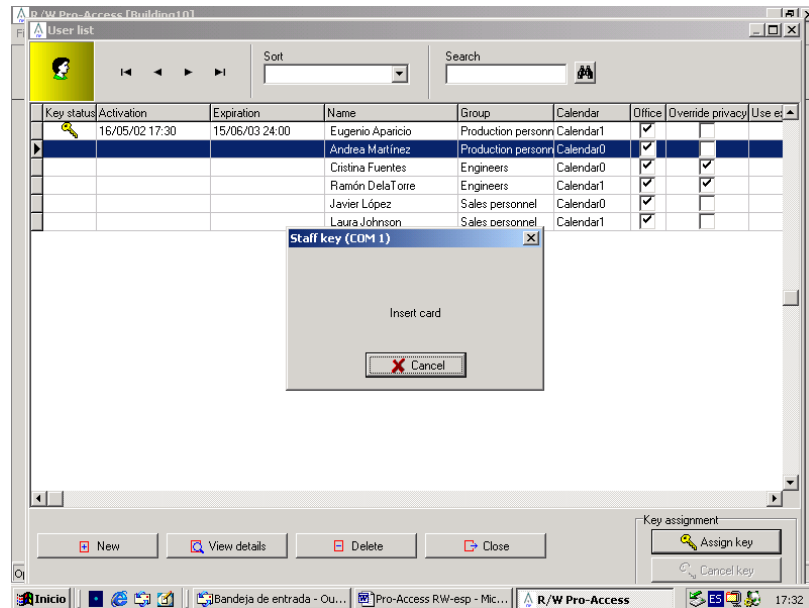


Figure 55

- You are encouraged to hand the keys over to respective users without any delay.
- To further assign the keys to other users, follow the same procedure.
- Finally, you will obtain a user list with their key assigned, as shown in the following figure:

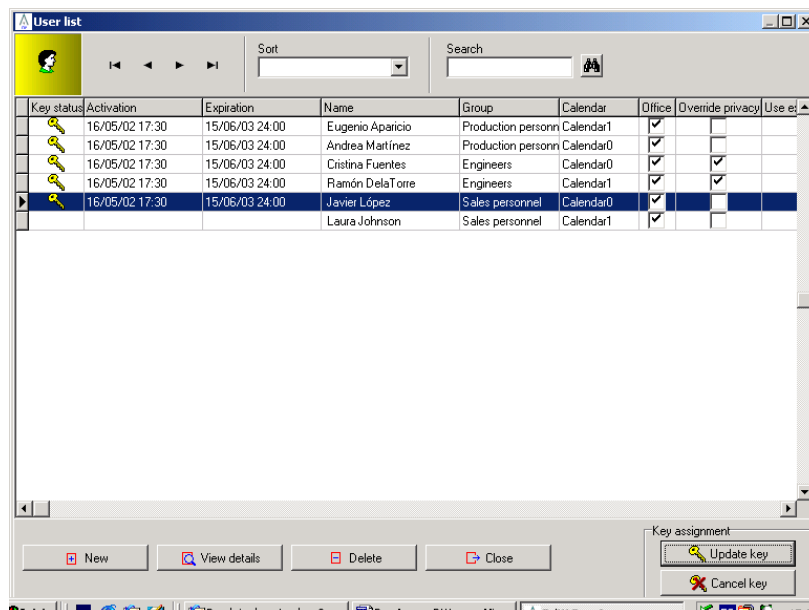


Figure 56

- If a user loses a key, you must immediately cancel in the user list. To do so, we will highlight on blue the user that has lost his card, and click on CANCEL KEY button.
- Afterwards, a new card for this user has to be edited, following the same procedure previously detailed. From now on, the user will have a new card, and should for any reason whatsoever the lost key turn up, this will no open any of those doors it previously gave access to (it is understood that this process does work so, once the electronic locks have been initialized with the portable programming device)
- If we modify any user access rights, we will have also to update its key. To accomplish this task, you should ask the user for his key so as to update it on the ENCODER.
- The colour of the icon that embodies the key denotes its status. Thus, a red key means that it has changes to be updated; a blue key means that its expiration date is approaching and a yellow key with an hourglass means that it has already expired.



Using PPD .Initializing

PPD is a portable programming device used to communicate with locks and transfer them data from the PC on the locking schedule we have designed. Should you have any doubts on this device usage, please, refer to this PPD Smart User's Manual that you will find included in the RW software CD-ROM.

MAIN MENU

Below, you can review a diagram of PPD menu options. It is important to note that all these options will not always be present, depending on their being enabled or not from management computer. As default value, DIAGNOSTIC and COLLECT OPENINGS options will be present, although we have not enabled them on the computer.

MAIN MENU

- UPDATE LOCKS
- COLLECT OPENINGS
- EMERGENCY OPENING
- INITIALIZE LOCKS
- DIAGNOSTIC.

Initializing doors:

When we have our locking schedule finished on our computer, we must transfer all these data from our computer to the portable programming device.

We will initialize every door granting it a name that will be definitive from now onwards.

Ensure that your computer clock time is correctly adjusted. That is to say, that it does not put forward nor backward, as it will determine the time on which electronic locks operation will be based, because the data base has been designed on your computer .

- To download all our locking schedule data on the portable programming device, connect the device to our computer by means of a serial cable, and go to program main menu. Click on the *PPD* icon.
- If it is the first time you use PPD to download a locking schedule, you may be prompted an error message window. Click on the *YES* button to confirm that, from now on, PPD will be exclusively devoted to your installation.
- A window like the one below will be displayed. In this window we see all doors pending initialization are selected.
- It is not compulsory to initialize all of them simultaneously, though it is highly recommended not to leave any pending door.

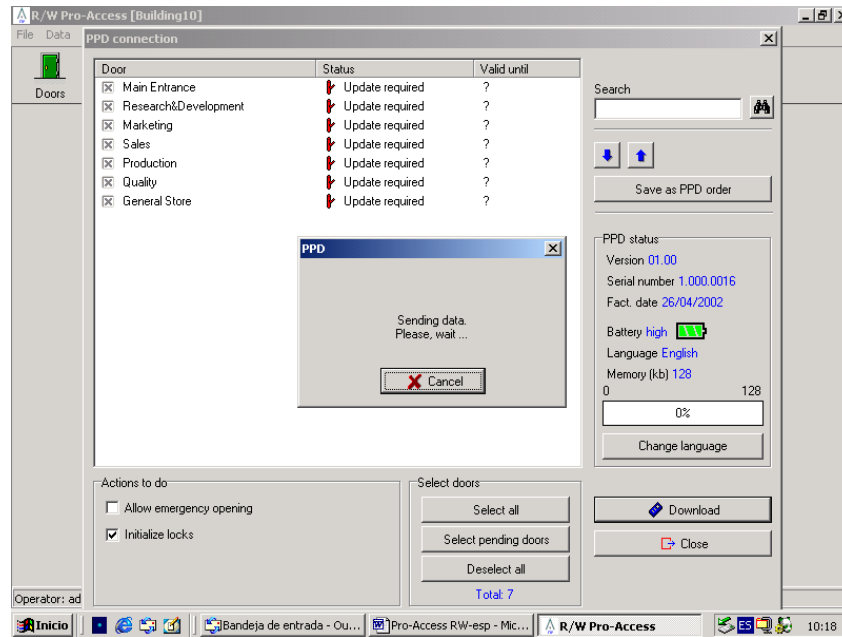


Figure 63

On the lower left-hand side corner we find a box called *ACTIONS TO DO*. In this box we will tick off those actions to be done with PPD.

1. If we tick off *ALLOW EMERGENCY OPENING*, this option will later be shown on the PPD menu.
2. If we tick off *INITIALIZE LOCKS*, this option will later be shown on the PPD menu. We will now perform this action.

To tick off these two possible options, bear in mind that it is not enough to tick off the action to do, but also to mark with a cross the door or doors on which you want to do the action.

- If we do not tick off any of these two options, the only option available will be: Update locks.
- We can change the language of PPD display messages. In order to do that, click on the *CHANGE LANGUAGE* option.
- When we get all doors arranged in order, click on the *DOWNLOAD TO PPD* option.
- Data transfer from computer to PPD will last a few seconds. Watch the computer screen and when you see

the progress bar of the active window reaches 100%, you will know the transfer is over.

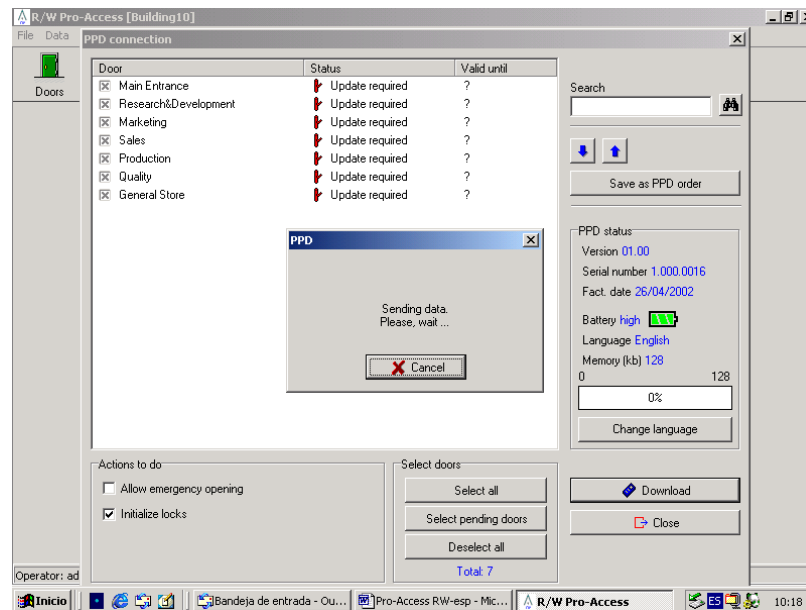


Figure 64

- Now you can disconnect serial cable, and go to every door to initialize them.
- Connect to the PPD the cable finished on a special card with 3 conductors (on the opposite end you will have a RJ11 phone connector).
- Approach to the first door of your system, plug the cable connection and turn the PPD on.
- From the main menu window, select *INITIALIZE* option. You will get the door list, where you will have to choose the door you are currently working with. Be especially careful when performing this step, since door ID assignation is basic.
- When you view on screen the name of the door to be initialized, click on OK button of the PPD, and the device will request you to connect it to the lock.
- You will get on PPD screen a *CONNECT TO LOCK* message. Insert in the lock reader the cable connection end (a special card) and watch PPD screen. You will get

a progress bar and a sharp beep, that means that data transfer is in progress, will be emitted.

- If, by mistake, this communication is interrupted for longer than three seconds, you will have to repeat the communication.
- Repeat these steps with every door within your facilities. Take into account that door names will not disappear from the door list contained in the INITIALIZE option, by having simply initialized this door. This, will allow you reinitialize a door if you have given it a wrong name.
- When you have completed initialization process, reconnect PPD to your computer through a serial cable, and click on CONNECT PPD icon. This will update software data comparing it with actual battery status values, as well as pending updates. At this point, INITIALIZE LOCKS menu option will not appear on your PPD main menu.

4. Advanced options

In this section some features will be accounted which, on some occasions are not essential, but they prove to be very important to design the locking schedule, on the whole.

General info

Go to the *TOOLS pop-up* menu and click on *OPTIONS* option.

- The first tag we obtain, displays in the PROPERTY NAME box the name we gave to the data base when we defined it at the beginning.
- We will also get to more boxes, CITY and STATE/COUNTRY. Please, fill in these fields according to your facilities features.
- It is also important to fill in the FIRST DAY OF THE WEEK field, since this piece of information has an effect on calendar structure.
- The DEFAULT EXPIRATION PERIOD is the expiration time used by default when making automatic key update (in days).
- The print option can be used to obtain a hardcopy report from all the tags in OPTIONS. It is better to use this option when the data base is completely designed, so we can see all of the fields filled out in these tags.

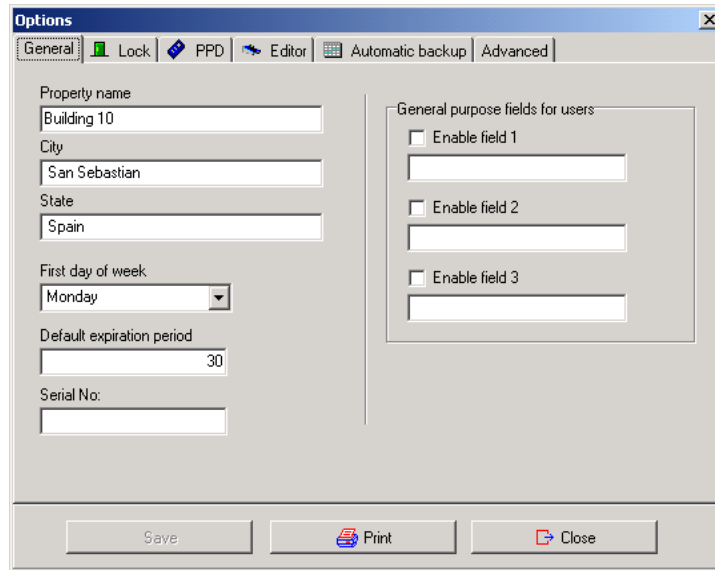


Figure 65

- On the right-hand side column, there is a box called GENERAL PURPOSE FIELDS FOR USERS. If you enable any of these fields as well, it will later appear in the user detail window, to be fill in with the piece of information at your only option.
- Save changes before proceeding to the following tags.

PPD status.

Go to the *TOOLS* pull up menu and click on the *OPTIONS* option. On this occasion, we will choose PPD tag.

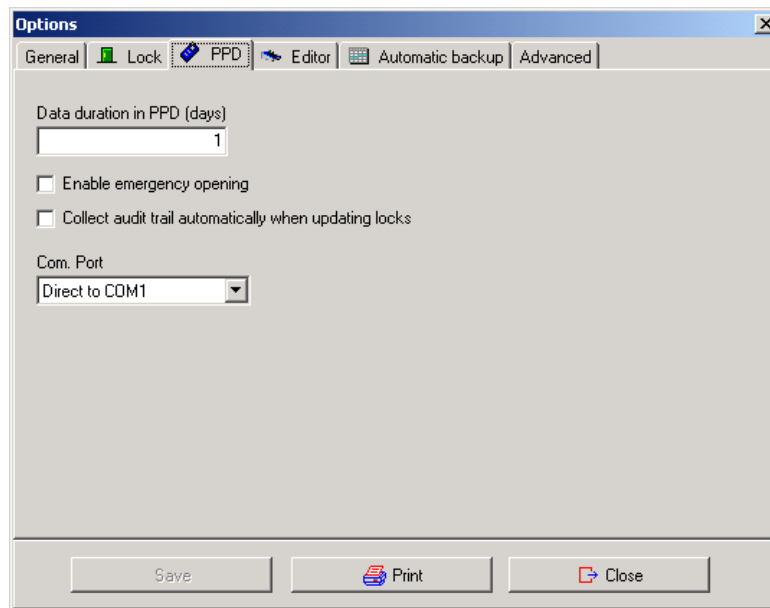


Figure 66

- The first field refers to downloaded data duration to PPD from your computer, until they expire. As a default value, the system sets a day, though you are allowed to increase this duration.

Below, you view two optional fields, that can be tick off if you want to custom PPD default set up.

- If you tick off the ENABLE EMERGENCY OPENING option, it will also be present on PPD main menu, even after data expiration.

NOTE: be careful with this option, since if you enable permanently the emergency opening option, the PPD turns into a master key that opens all your facilities doors, and could be misused if on possession of an unauthorised person.

- If you tick off in COLLECT AUDIT TRAIL AUTOMATICALLY WHEN UPDATING LOCKS, PPD will also collect audit trail. of every door, each time you update that door.
- The box COMMUNICATION PORT allows you to set the serial port you are using in the computer to communicate with the PPD.

Encoder status.

From the TOOLS/OPTIONS pop-up menu, choose EDITOR tag. A window like the following will display:

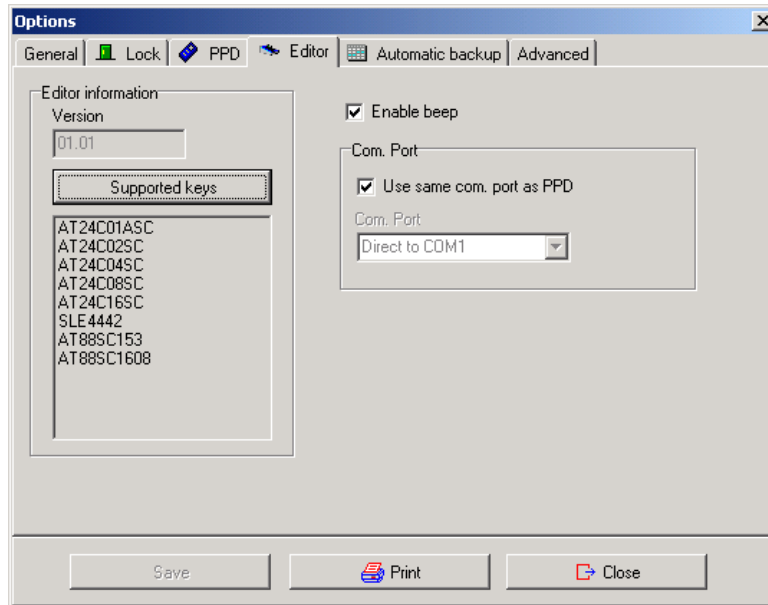
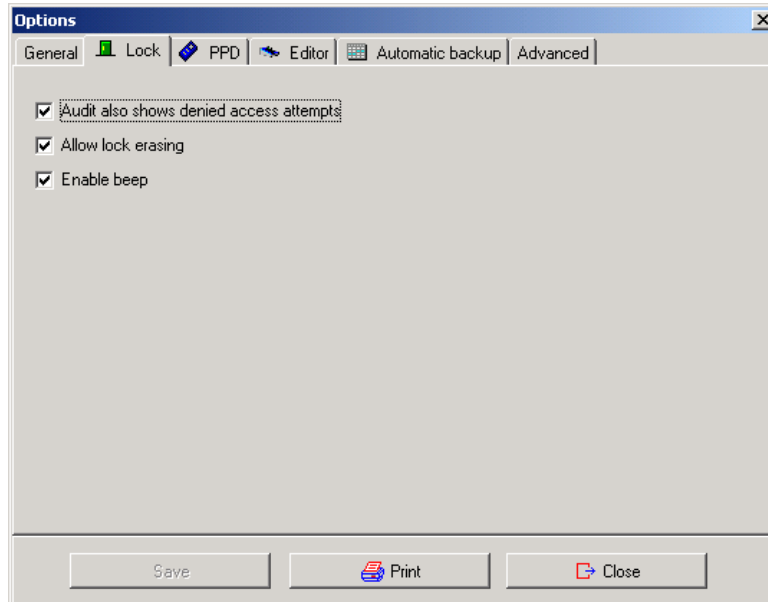


Figure 67

- In this window, you will view versión number of the card editor, from the first connection to your computer serial port.
- It is also posible to view the Smart card selection that the editor can use. Click on the CARDS SUPPORTED button.
- The ENABLE BEEP check box can be tick off at your option, if you want the editor beeps.
- The check box SAME COMM. PORT AS PPD allows you to use (or not) the same serial port to communicate with PPD and encoder. If you do not click this check box , it means you are going to use different serial ports for each device , then it is necessary to select a serial port for the encoder (different from the one used for PPD). You will need two serial ports available in your computer to work this way.

Lock status.

In this window we will specify some operating features of the electronic locks.

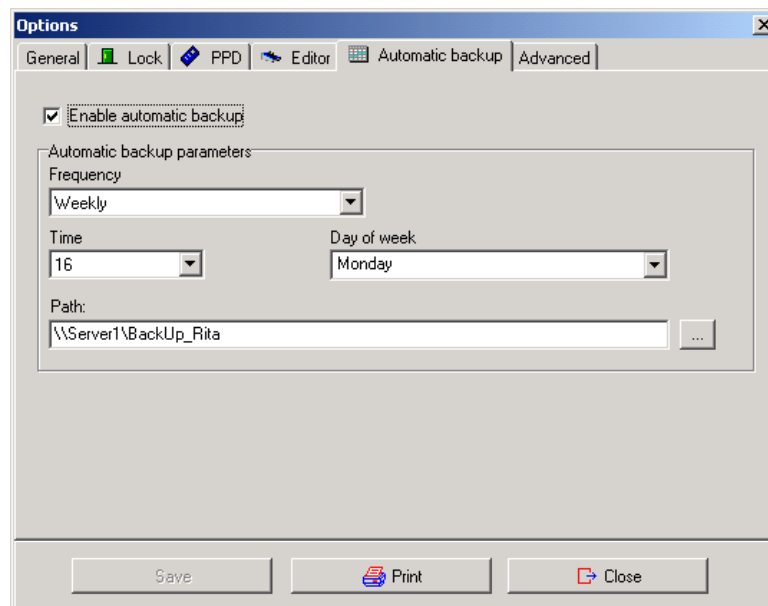


- You can activate the **AUDIT ALSO SHOWS DENIED ACCESS ATTEMPTS** check box if you want the Audit Trail to show door failed access attempts.
- **ALLOW LOCK ERASING:** if you enable this option, reset locks is also possible. We do not recommend this option for security reasons (unless you are certain that electronic locks will be used in more than just a locking schedule, through their life cycle).
- **Note:** if, at a given point, you want to enable a particular lock erasing, you will have to initialise the lock you wan to reset. Updating would not be enough.
- You can tick off the **ENABLE BEEP** check box if you want electronic locks to beep when on operation.

AUTOMATIC BACK UP

It is very important to make a back up of the data base, initially after setting up the system for the first time and then from time to time as the system is used. This will protect you against a computer crash situation or a situation where the original data base has been corrupted.

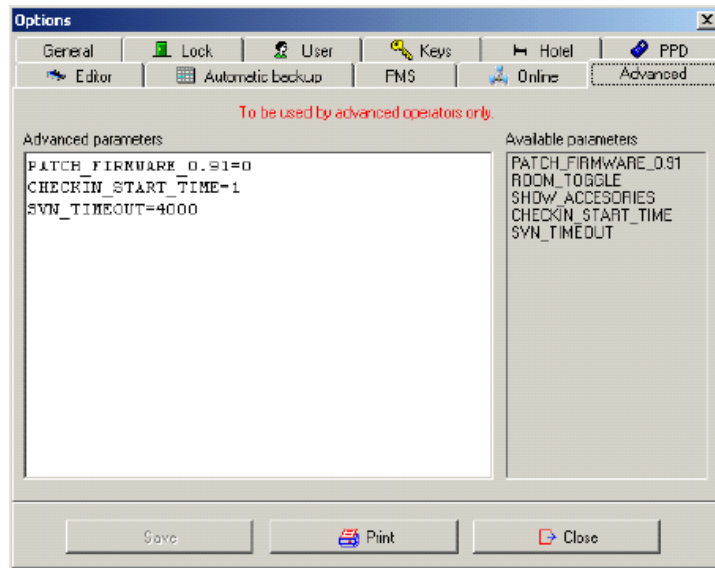
It is a good idea to make the back up on a regular basis so that the changes we make when modifying the system, are all included in the back-up.



- The check box ENABLE AUTOMATIC BACK UP allows us to activate this function.
- The FREQUENCY can be DAILY, WEEKLY or MONTHLY.
- You can also select the day of the week when the back up will be done and the hour (from 0 to 24).
- It is advisable not to make the back up on the hard disk but rather on the server in a Local Area Network, for example. Click the button to the right of the field PATH, and you will be able to select a destination for your back up file.

Advanced parameters

In this window, which is blank now, will appear in the future, program features that can be modified by the administrator. For instance, maximum number of doors which can be defined.



If you have acquired the locks after May 2002, we recommend to set PATCH FIRMWARE=0 in order to improve the system performance.

- SVN TIMEOUT: by double clicking this sentence, it is possible to define the time since a key is presented to the SVN control unit until the control unit receives the information from the master computer , to update that key. This time is expressed in milliseconds. This is useful for environments having long delays (slow stations, narrow bandwidth network) , anyway the majority of systems will work OK with the standard timeout delay , 2000 milliseconds. If the network is very slow, a good value would be 4000 or 6000 milliseconds.

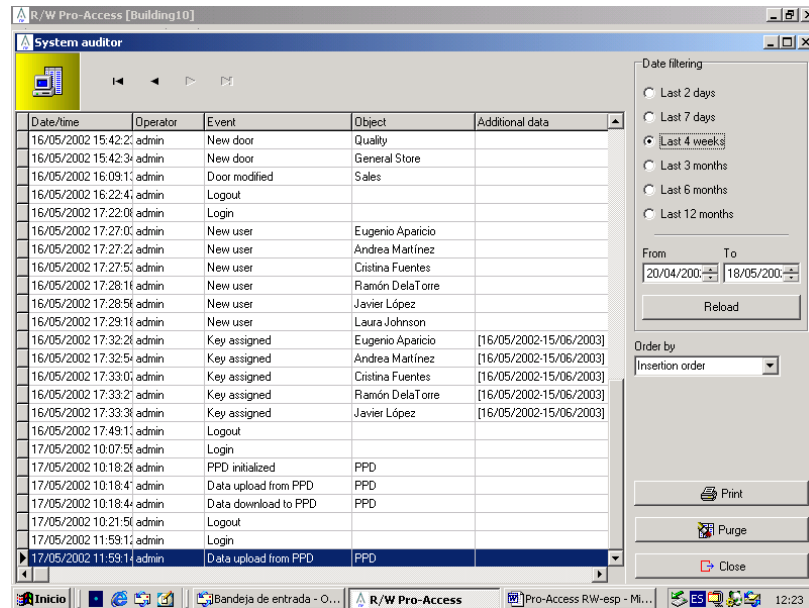
More useful tools.

AUDITOR

- If you select the AUDITOR option in the pop-up menu TOOLS, a window like the following will be shown. Here, all the operations made by the operator appear in

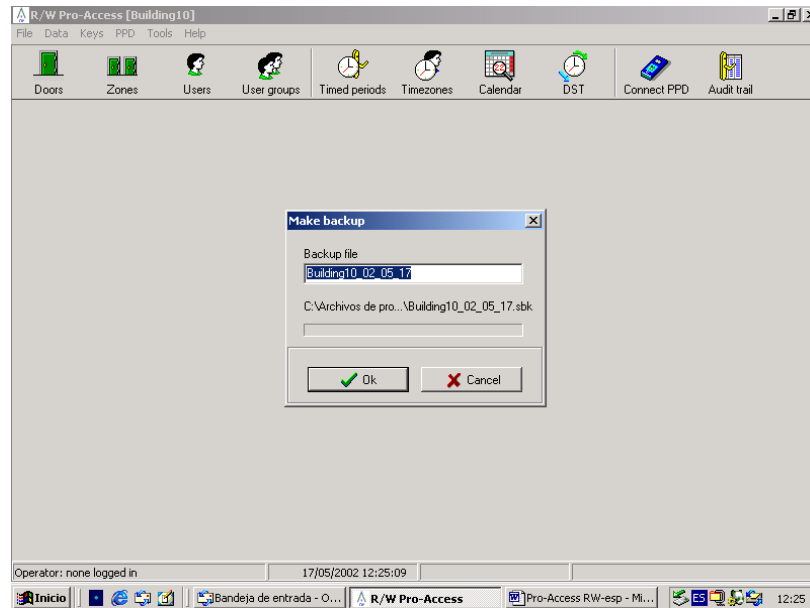
chronological order. You can choose the order between operators, operations, etc...

- If you want to have in a printed paper all this information, just press the button PRINT, when a proper printer is on line with your computer.
- If you want to clean this window, to get more available memory space , just press the PURGE button.



BACK UP

If you select the BACK UP option in the pop-up menu TOOLS, the program will make a back copy of the data-base you are working with, and will save it in the same folder where the original data-base was saved.



Reading keys.

Sometimes, we may find a card whose owner is unknown. To find out whom it belongs, click on the READING KEY button from the KEY main menu. The system will solicit you to insert the unknown key on the ENCODER.

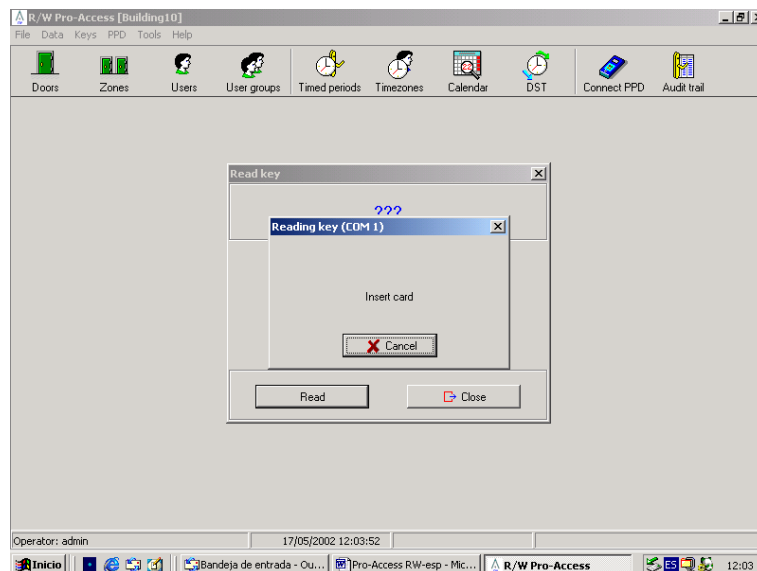


Figure 76

As soon as you insert the key on the ENCODER, a key data window will be displayed, providing key owner data.

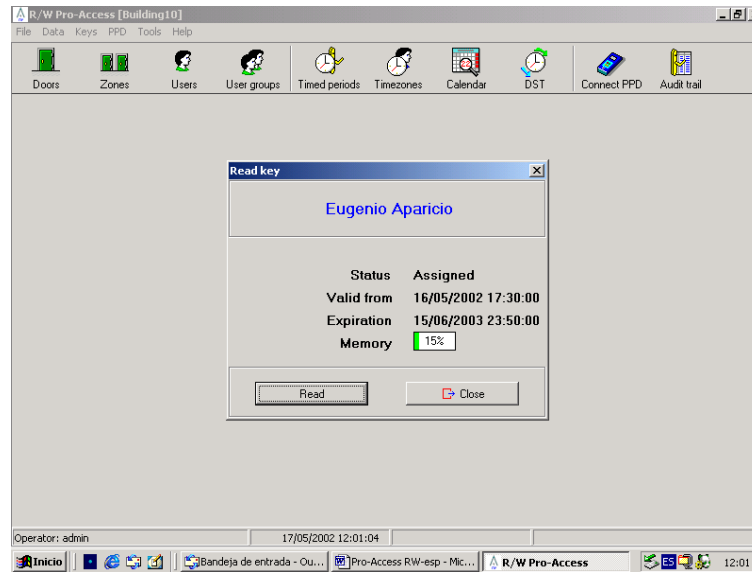


Figure 77

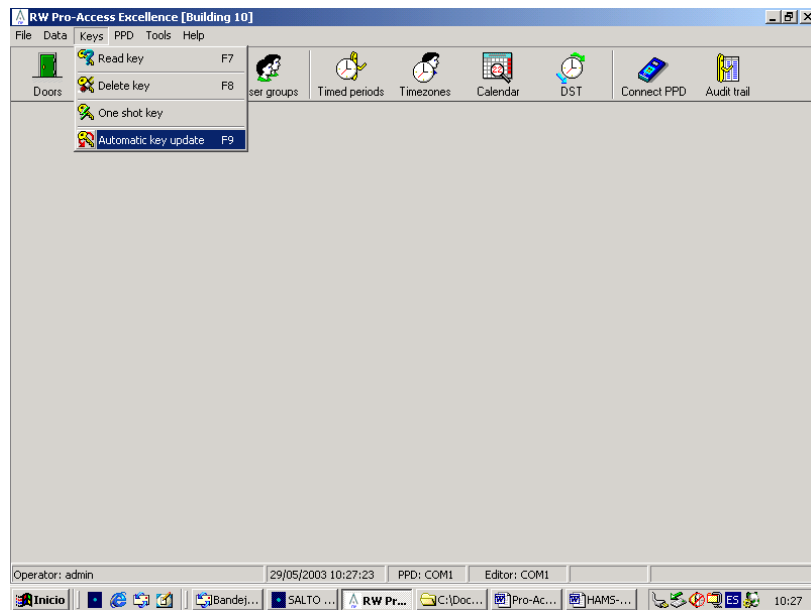
In this instance, we see that the key belongs to a System user and we can also view its validity and expiration dates.

Should you want to read any further keys, click on the READ button.

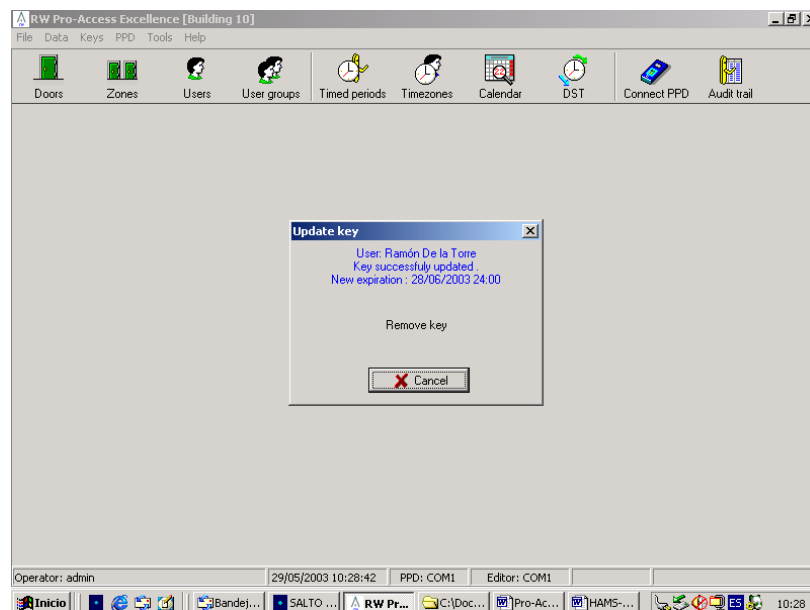
Automatic key up date

There is an option in the KEYS menu, called AUTOMATIC KEY UP DATE, which allows you to up date the user cards without needing to go to the user list and select the required user.

This function leaves the encoder in the requesting key status, and it will automatically update user access profiles, (new and eliminated user cards), on every user card inserted. It does not matter in which order the user cards are inserted. The expiration date given to these cards will be the same for all users, and it is the value stated at TOOLS/OPTIONS/GENERAL, in days.



This function allows the system administrator to make the changes in the user profiles, without needing to manually update the cards one by one.



PPD connection. Portable programmer.

You may need to connect PPD to your computer in order to carry out an emergency opening, for example. This may be necessary if a door electronic lock runs out of battery.

To perform an emergency opening, follow the steps explained below. Then, click on the PPD menu option from the front desk main menu (Ensure that the PPD is connected to your computer serial port)

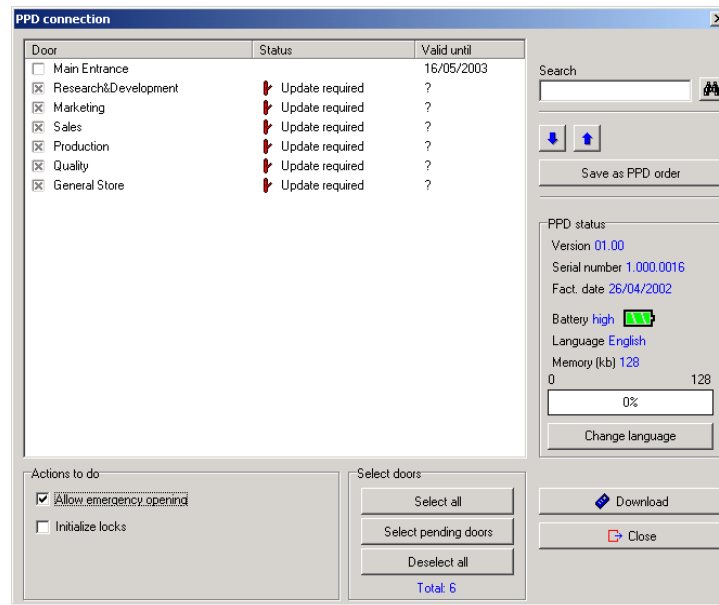


Figure 78

On the lower left-hand side corner we find a box called **ACTIONS TO DO**. In this box, tick off **ALLOW EMERGENCY OPENING** option. Put a cross on the door from the door list you want to open in this mode, and then, click on the **DOWNLOAD** button to transfer data on to the PPD.

- Data transfer will last a few seconds. When the progress bar reaches at 100%, disconnect the PPD from the serial cable and go to the door that requires an emergency opening.
- Turn the PPD on, clicking once on the red key, and choose **EMERGENCY OPENING** menu option. Use the scroll arrows provided to browse through the menu options.
- Click on the green key to validate your choice. PPD display will prompt you this message window: **CONNECT TO LOCK**.
- Connect PPD to the lock using a communication cable equipped with a special card on its end. Insert this card on the slot so that the conductors point towards chip side.

- You will hear the lock engine sound, and in a few seconds, the door will be ready to be opened and the PPD display will prompt you this message window: DOOR OPEN, ROOM NUMBER.

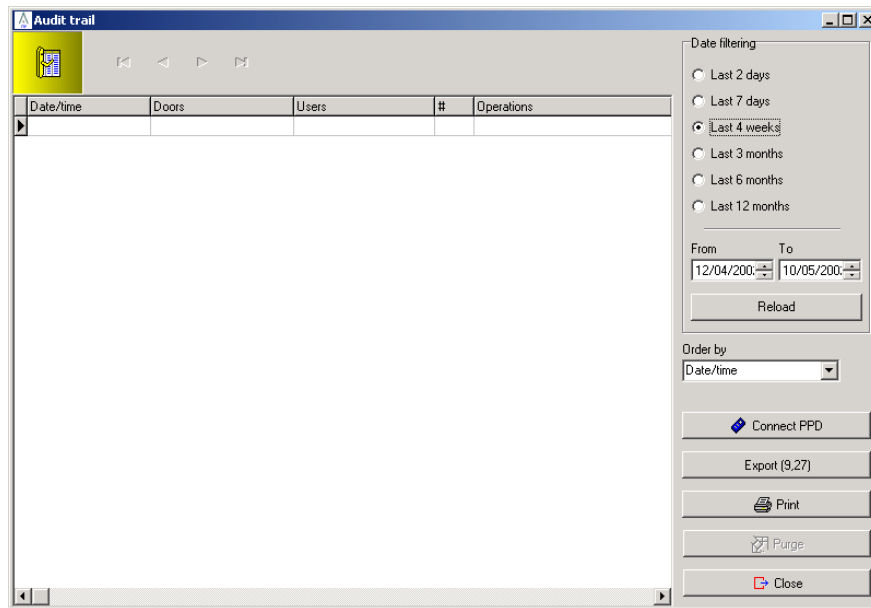
We recommend you to replace lock batteries of the newly opened door immediately. Salto locks are equipped with 3 alkaline batteries, LR03 AAA, 1,5 V model.

After battery replacement, you must update the electronic lock with PPD, since when running out of batteries, the internal clock stops and time zones and calendars settings are lost. In order to learn how to perform a PPD update, refer to the PPD Smart User's Manual that you will find included in the RW software CD-ROM.

Audit Trail. Collecting door opening data.

It is possible to know who has opened hotel door and at what time, performing an audit trail on our facilities doors. To audit a door, follow the following procedure:

- Take PPD and go to the door to be audited. Turn PPD on clicking once on the red key and browse the COLLECT OPENINGS menu option.
- Press the green key to validate the choice, and PPD will prompt you a CONNECT TO LOCK message.
- Connect PPD to lock using a communication cable which ends on a special card and you will see data transfer in progress.
- Go back to the computer and connect the PPD to the serial port.
- If you get the CONNECT TO LOCK message on PPD display, press the red key to upgrade one menu level. If you fail to do so, you will not be able to communicate with your computer.
- Click on the AUDIT TRAIL option from the front desk menu. A window like the one below will be displayed:



Now, click on the CONNECT PPD button in the application active window. The data collected with PPD will be shown in the window. SORT BY button may help you to view data according to the most convenient criterion, by date, by user, by door, etc.

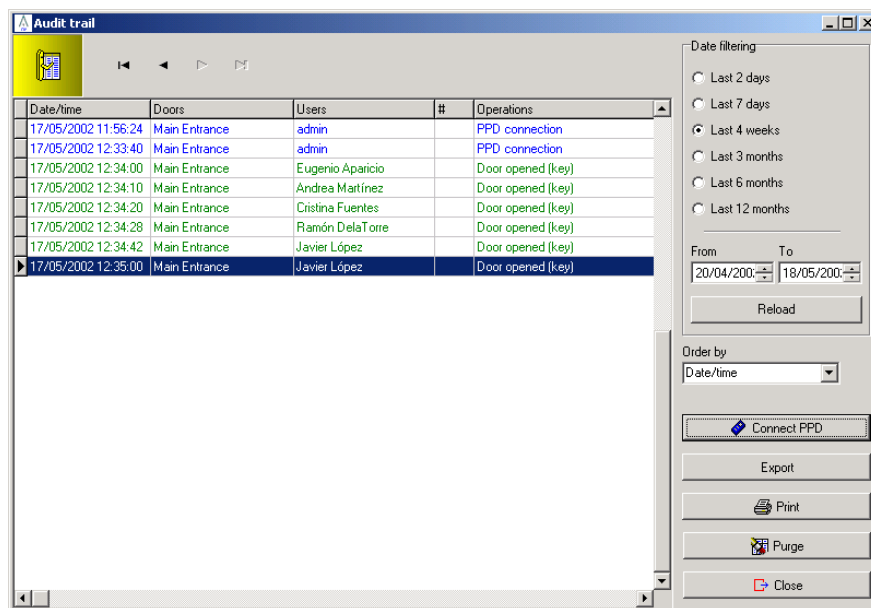


Figure 79

- Failed opening attempts will be shown in red.
- If you want to turn this window into a text file, just press the EXPORT button and you will be able to choose the folder where you want to save this file.

- If you want to have all this information in a printed paper, just press the PRINT button and you will obtain the AUDIT TRAIL printed down , when a proper printer is connected to your computer.
- It is recommended, from time to time, to purge the AUDIT TRAIL window to occupy not so much memory space . In order to do this, just press the PURGE button.

Language. Language change.

As default language, Salto RW software for access control has English, although you may modify it clicking on the CHANGE LANGUAGE key from the FILE main menu, and choosing another amongst those in the list.