



SALTO

ROM ACCESS CONTROL

USER'S MANUAL

PRO-ACCESS SOFTWARE GUIDE

PRO-ACCESS SOFTWARE GUIDE	1
0. INTRODUCTION	3
1. INSTALLING THE SOFTWARE	4
2. SOFTWARE OPERATORS AND COMPETENCIES.	7
OPERATORS COMPETENCIES	9
3. DESIGNING A LOCKING PLAN	13
Users	13
Doors.	18
Time zones.	22
Timed Periods.	24
Calendars	26
Read a key	28
4.ADVANCED OPTIONS.	30
Identifying your building	30
LOCK	31
PPD	32
WORKING WITH GROUPS.	33
AUDITOR	39
BACK UP	39
RESTORE BACK-UP	40
COMPACT/REPAIR	41

5. USING THE PPD	42
MAIN MENU	42
Initializing locks.	42
Up –dating locks:	45
Diagnostic.	46
Collecting Audit. Trail.	48

0. Introduction

SALTO Pro-Access software has been designed to manage the access control of a medium to large building, with ROM identification carriers.

You can create locking plans, with this system, that allow you to control, when and where different people are authorised to gain entry in a building.



Once we have made the whole lock plan, we will carry all this information from the PC to every escutcheon, using the PPD, (portable programming device) which will turn to be the most important piece to do the maintenance in our access control.

1. Installig the software

To install the SALTO Basic software, your computer needs some minimum requirements, which are the following:

- RAM memory: 64MB (minimum), 128MB, (advisable).
- Available memory in HD: 20 MB.
- Operative system: windows 98,99,2000,NT 4.0.
- MDAC version 2.1 or higher.
- PROCESSOR: Pentium II or greater.

The SALTO CD_ROM contains an installation assistant which starts automatically if you double click the icon "SETUP .EXE".

Follow the on screen instructions to complete the software installation.

INSTALLATION PROBLEMS

SALTO software requires MDAC version 2.1 or higher (Microsoft Data Access Components) to be installed in your system. Windows 2000 and Windows Millennium comply with this requirement.

However, Windows 95,98 or NT, may not have it. To see whether your system has MDAC 2.1 or higher, follow the instructions below:

- Start the SALTO Access software and select the menu option *HELP/ABOUT*.
- An information window will be displayed, with the main system data. Here you can see your computers' MDAC version. If the MDAC software does not exist or your version is lower than 2.1, you will have to install a new MDAC on your hard disk.

INSTALLING MDAC ON YOUR HARD DISK

On the SALTO CD_ROM, you will find a file called "mdac_typ.exe". This file installs MDAC version 2.5. on to your computer. To install this file, follow the steps below:

- Make sure your system has no MDAC software or shows a version lower than 2.1 (see the paragraph above).
- Close all your active applications, because they may use MDAC: Word, Excel, Access, Power Point, Internet Explorer, Outlook...etc
- Log on to your system as the administrator.
- Double click "mdac_typ.exe" on the SALTO CD_ROM to install MDAC version 2.5 on to your hard disk. Follow this path: D:\Mdac\Mdac2.5SP2 \Language\ mdac_typ.
- We recommend you read the following file on the SALTO CD_ROM: D:\Mdac\mdac_readme.txt.

SOFTWARE REGISTRATION

Once the SALTO pro-access software has been installed on your PC, you can start using the software. However, the first time you start the Pro-access application, you will see a message asking you to register the software on the SALTO Web site (www.saltosystems.com), with the software serial number.

When you make this registration, you will receive an E-mail from SALTO with a customer password. You can use this password to get software updates and valuable information about new SALTO products.

WARNING:

1. **It is very important to make a back-copy of the data-base you are working with, in your computer. Salto Systems strongly recommends it, in order to be able to keep the system control even when the original data base has been lost (page 35)**

- 2. Always make an up-date of the escutcheon after a battery change , or when 1 battery has been removed. This is to maintain the proper clock working , because the lock clock stops when the batteries are dead. (page 43)**

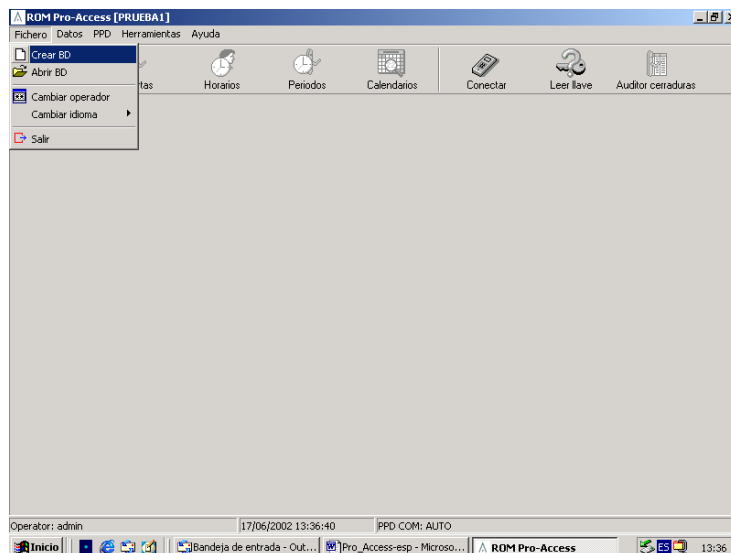
Please, make sure your PC clock is not delayed nor advanced, because the system time depends on the PC clock.

2. Software operators and competencies.

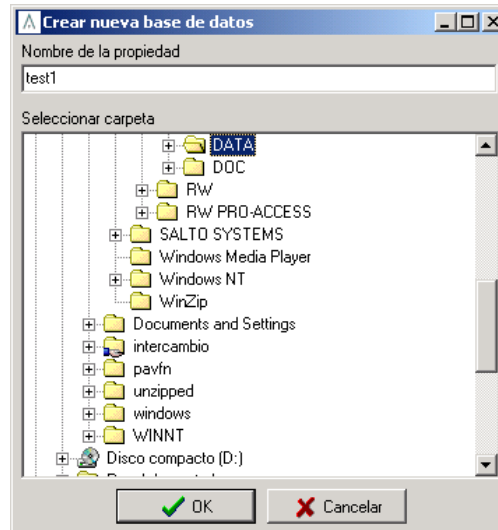
Before starting to design a locking plan, the first thing to do is name the system database that we are going to work with.

Then you have to assign a directory and a path to this database.

- First of all start the SALTO software.
- Then select the FILE menu.
- And then select the NEW DB option.
- A window will be displayed :



drawing 1.



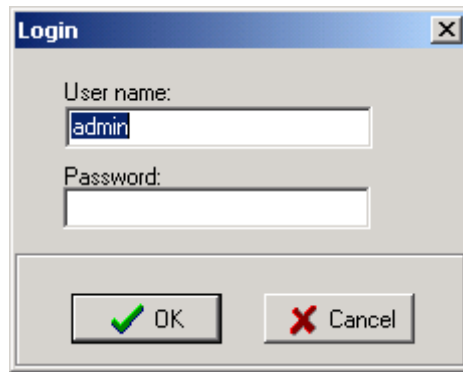
drawing 2.

- Now give a name to the database and assign a directory to it.(if you are working in a LAN connected system, you must define the path to the server on which the database will reside.)
- It is a good idea to name the database with the company name so that the file is easy to recognise.
- It is also important to remember the database directory, and to make a database back copy after designing the locking plan.
- When you are sure about the database name and its location, you must click on the OK button.

The first time you login the program must be opened as administrator. A window like the following figure, 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.

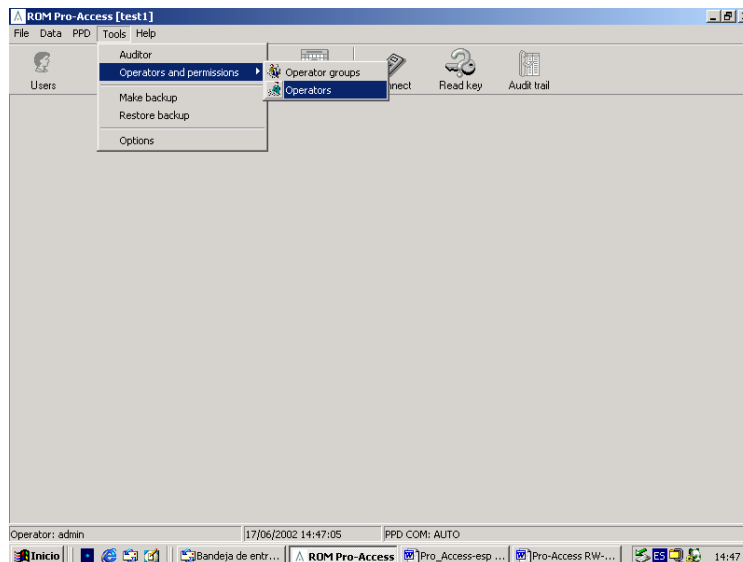
Validate both field clicking "OK" box.



OPERATORS COMPETENCIES

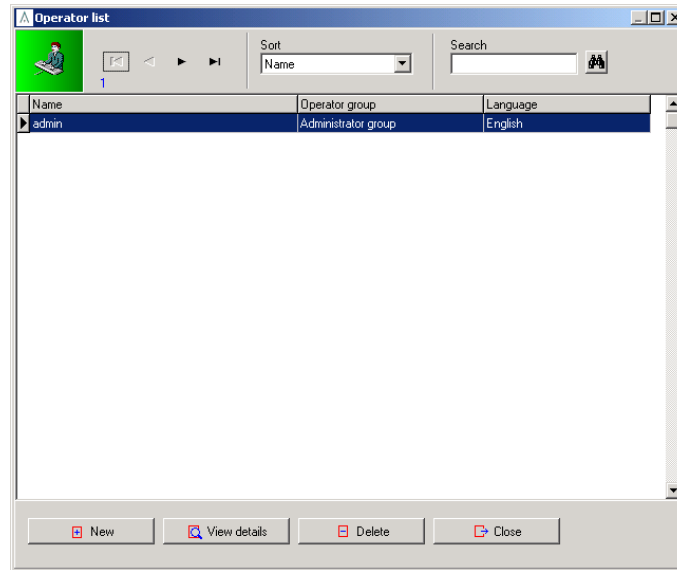
The administrator must specify program operators, their competencies, in other words, which options of the main menu will be allowed to use. The administrator could also define his own and other operators' program access passwords.

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



drawing 3

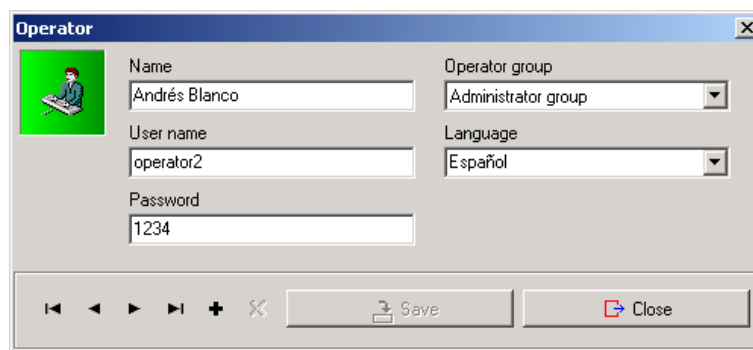
By default, the system offers one operator, ADMINISTRATOR.



drawing 4

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:

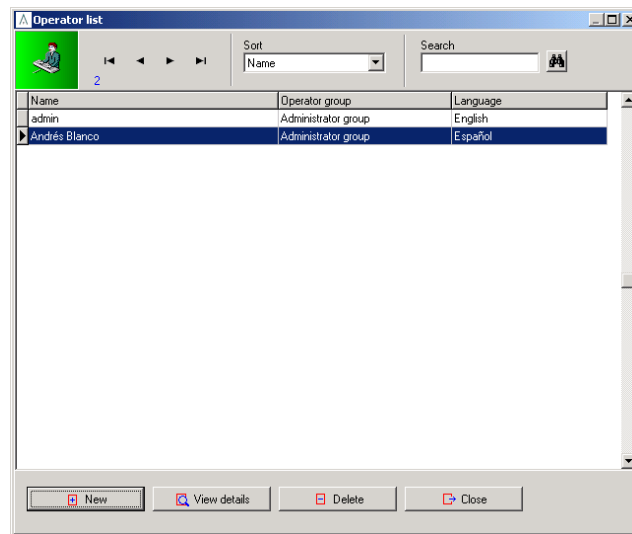


drawing 5

- 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.

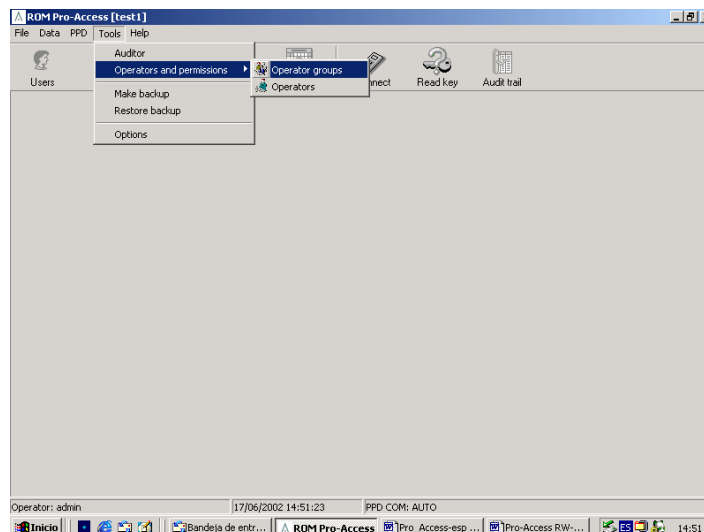
- Next, save changes and close the window.
- You must immediately inform the password you have just registered to the operator, since he will need it to access the application.

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



drawing 6

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 group competencies can be set.

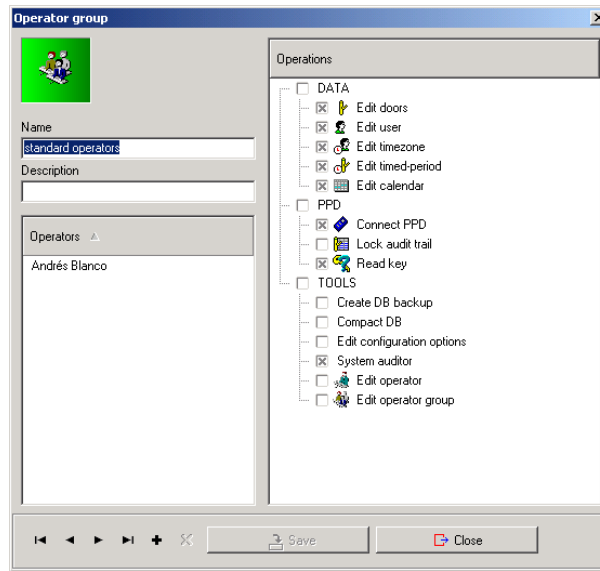


drawing 7

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.



drawing 8

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 the previous one will be displayed.

- 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. Designing a locking plan

To explain how the SALTO Access software works, this guide is going to use a hypothetical locking development.

It is important to note that you can do some operations with either the drop down menus or the tool bar icons.

Five main areas exist, which we are going to work with, although ,it does not matter you design the lock plan following this order or any other else. The result will be the same:

1. **Users**
2. **Doors**
3. **Time zones**
4. **Periods**
5. **Calendars.**

In reality it does not matter in which order you use these options to design the locking plan as the result will be the same. However, if you want to design your locking plan more easily, first of all decide whether your installation has a lot of users or has a lot of doors. If it has many doors, then first define the doors and then the users, then you can define each users access to a group of doors.

If you have many users, define the users first, followed by the doors.

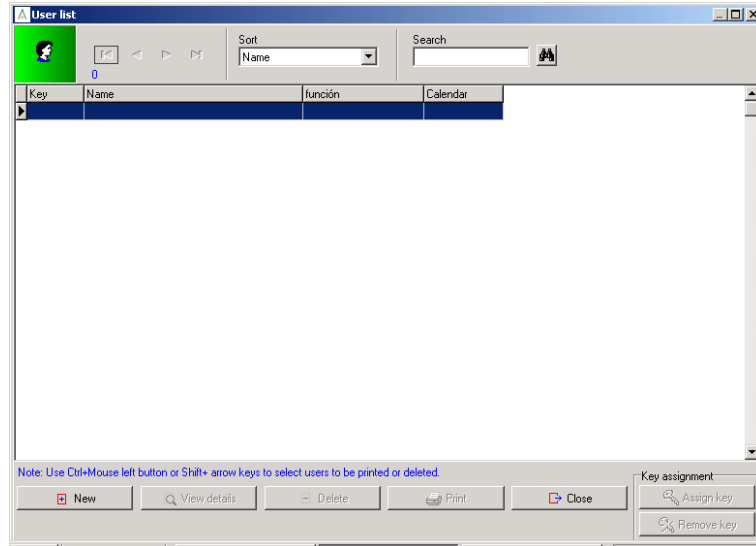
The three other icons used are; **Connect** - used to connect to the PPD, **Read key**, and **Audit Trail**. The functions of these icons will be explained later in this guide.

Users

With this menu option we are going to create a user list containing details of people who use the building.

Click the USERS icon or click on the USERS option in the DATA menu of the tool bar.

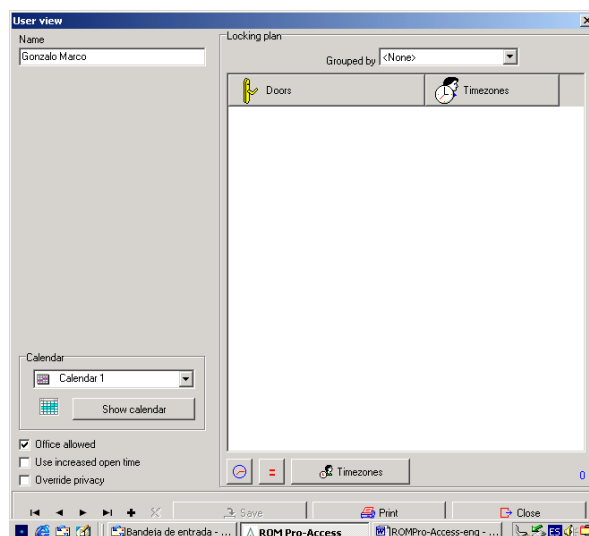
If it is the first time this window has been activated, the user list will be empty.



drawing 9

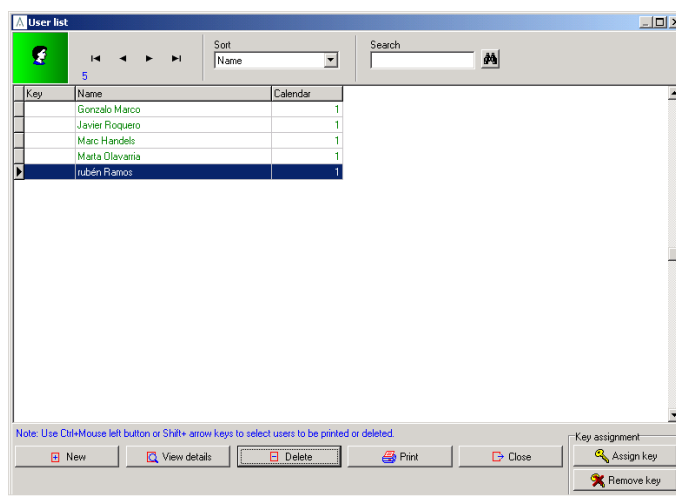
- To add a new user to the list, click the NEW button
- You will see a large blank field in the window just opened. Our system doors will appear in this field when we have defined them. So, the area is still blank.
- Type in your first user name.

Now you need to define this users attributes:



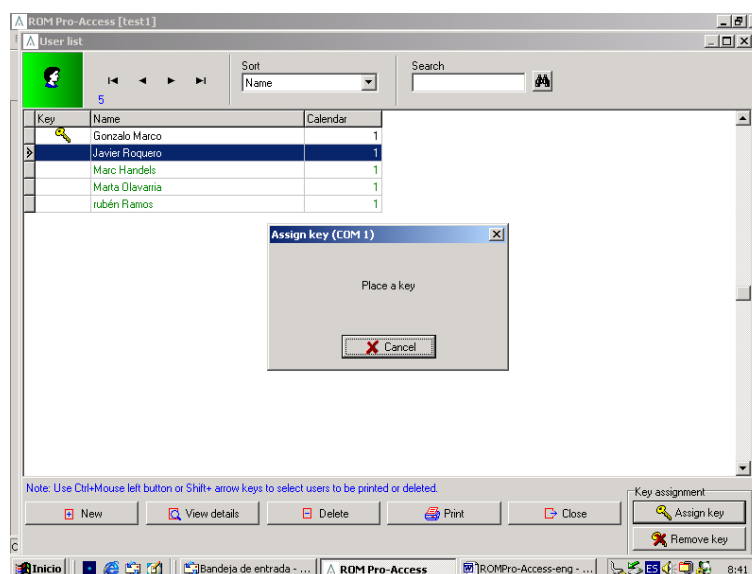
drawing 10

- You can assign a calendar to this person (noting that you can have up to 4 calendars to choose from), by clicking the SEE CALENDARS button You can design one or more calendars according to your needs and this will be explained in more detail later, in the calendars chapter. (page 19).
- You can “X” the OFFICE MODE ALLOWED option, if this user is going to be allowed to set office mode in a door which is programmed to allow office mode.
- You can “X” the USE INCREASED OPEN TIME option., for users with disabilities.
- If you look at the active window, you will see top right a little box named *GROUPED BY*. This facility helps in organising users and doors and will be explained later, in the ADVANCED OPTIONS chapter. (page 22)
- There are several arrows at the lower left corner of this active window. You can use these arrows to go upwards of downwards through the user list, one by one(< >) or straight to the first or last user from the list (<| >|).
- The SEARCH button can be used to find a particular door among all of the doors that this user can enter (these doors will only appear if you have defined some). To find a particular door, just enter the first 3 or 4 letters from the door name.
- After saving the changes, you can close this window and repeat the procedure as many times as you have users for the building. The user list will increase until in the end, you will have something like the following picture.



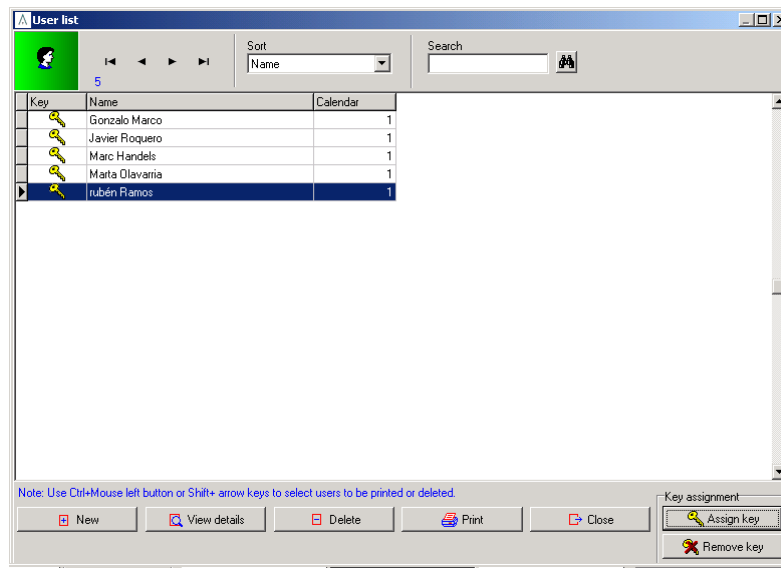
drawing 11

- If you have the above window active and you want to know a users details, just click on the SEE DETAILS button.
- If you have included a wrong user, select this user and click the DELETE button
- The SORTED BY box can be used to order the user list by name or by key. If you have not assigned keys to every user yet, the users without key will appear together at the end of the list.
- The button PRINT can be used to print reports about the user list. You can print all the user list or only the details relating a particular user. This option is more useful when the data base is completely designed. (so you can see the doors which every user is able to open)
- Now that all users are set up you can assign keys (I-buttons) to them. For this task you need to use the I-button PPD and you will also need i-buttons for the users.
- In the User list window, select a user and click the ASSIGN KEY button.
- Connect the PPD to the PC using the serial cable. (this will work OK with the PPD turned off)
- The software will then ask you to put the i-button on the PPD reader.



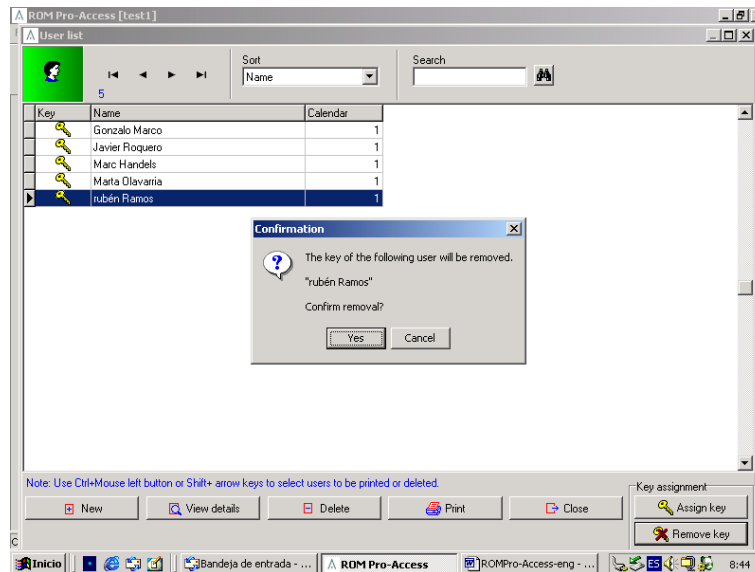
drawing 12

- Once an i-button has been assigned to a user, a key icon will appear on the left of a users name in the user list.
- You will need to repeat this procedure for all the users in the system. But it is recommended that you temporarily label every I-button with a user reference as you assign them to prevent any mix ups when handing I-buttons out to users.
- Note that if you try to assign the same I-button to different users, the software will give an error message as it is impossible to assign the same I-button to more than one user.



drawing 13

- If you want to remove a users key which has already been assigned, select the relevant user and click the REMOVE KEY button.
- Note that every time a change is made to the locking plan, after the first initialization, a small PPD icon, will appear next to the affected locks in the LOCK LIST Window. This is to remind you that a lock update is pending. (Chapter 5 in this guide explains how to use the PPD for lock updating).



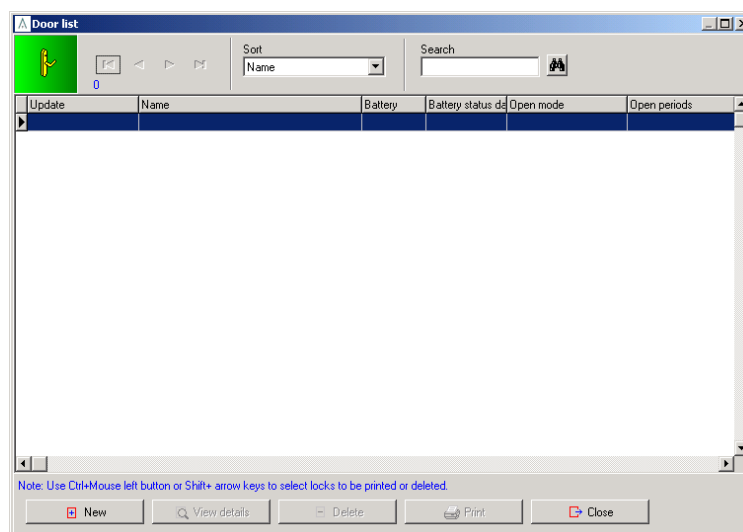
drawing 14

- If one of the users is not allowed to have access to our building any more, just select that user from the user list and click on the DELETE button. Then you should make the required update to the electronic furniture with the PPD.

Doors.

In this section we are going to explain how to create the door list, and how to define who is authorised through each door.

Click on the DOORS icon or click on the DOORS option in the DATA menu of the tool bar:

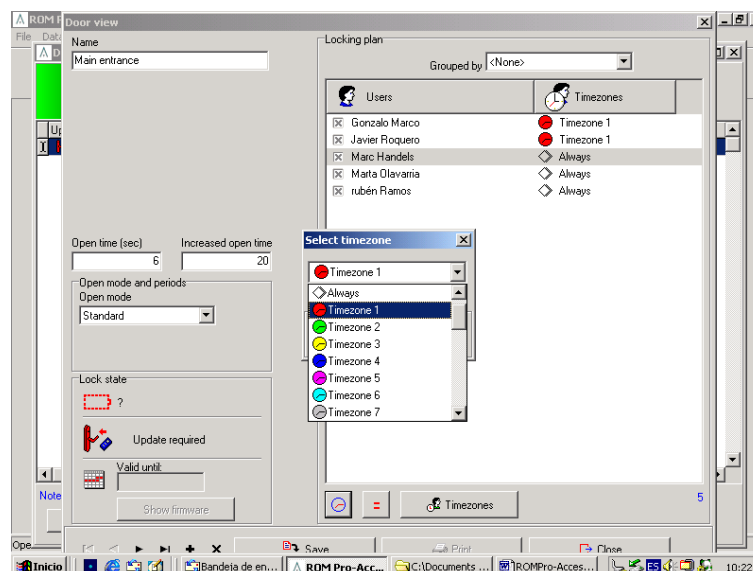


drawing 15

- To create the first door in the lock list, just click on the NEW button.
- This opens the LOCK VIEW window, where you can type in the name for the door and select which working mode is intended for that lock.
 1. **Standard:** the door only opens with an authorised I-button. Nobody can set office mode in this door.
 2. **Office mode:** an authorised user is able to set and clear office mode for this door.
 3. **Timed office:** this works in the same way as Office mode, but it is only possible to put the door in office mode in an authorised time interval (period).
 4. **Automatic Opening:** the door will automatically go into automatic open mode, at the beginning of a time interval, and it will change to standard mode at the end of this interval.

To physically set office mode for a door, just hold down the inner handle while presenting an authorised I-button to the outer reader.

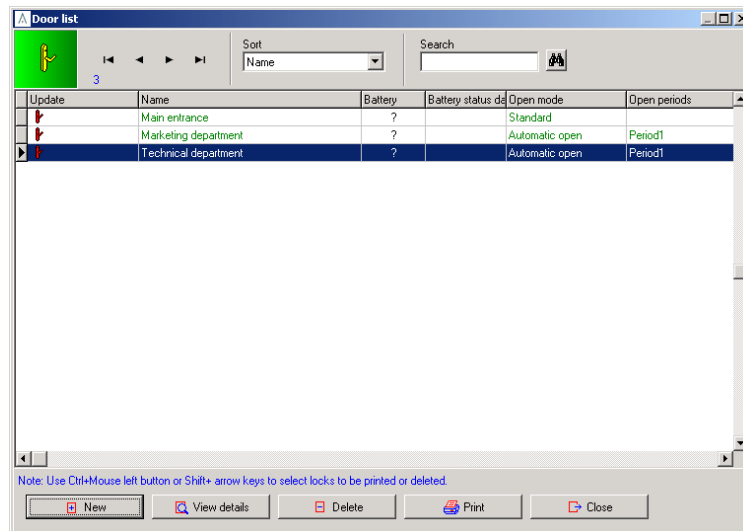
To clear office mode, just repeat the same procedure.



drawing 16

- In this LOCK VIEW window you can change the time delay between presenting an I-button and the electronic furniture re locking by entering the time delay in seconds in the OPEN TIME (sec) box.
- For people with disabilities you can use the DISABLED DELAY TIME box and enter a different time to the standard open time setting. This allows the I-buttons of users who have the USE DISABLED DELAY box checked to operate with the extended setting. (It is recommended that this time should be double the standard setting).
- Note that you should take into account that the electronic furniture locks in two ways: by action or by time. If you present an authorised I-button but do not touch the handle, the furniture will lock after the opening time.(in seconds) . if you operate the handle, the furniture will lock immediately after release.
- To set up which users are allowed access to each lock mark with an X who is going to be allowed through the door in the locking plan user list.
- Note that setting up the locking plan of users and doors can be done here or in the user detail window. The result is the same.
- Note that the system assigns 24 hour access (ALWAYS) to every authorised user of a door, unless a time zone is defined for a particular user. To assign a time zone to a user ,just select the user from the list and click on the button which has a clock symbol. Then we can modify or create time zones as required.
- More than one time zone can be set for each user. How to use the Time zone function will be explained later in this guide
- The SAME AS button can be used to assign to the current door, any group of authorised users that have been previously assigned to another door.
- At the left lower corner of this window you can see a button called *FIRMWARE*. This button will be not active until the first time the lock is initialized. From the initialization point onwards, this button will provide us access to information about the electronic furnitures serial number and its date of manufacture.

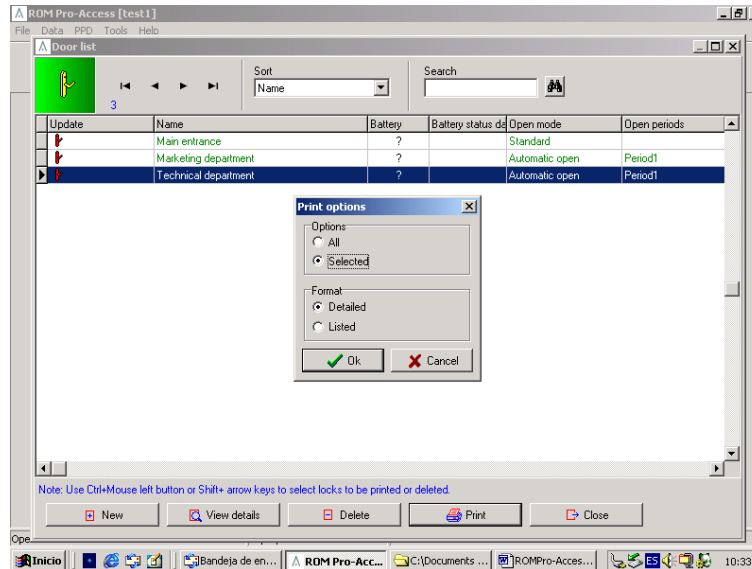
- Once you have defined all data concerning the door, save the changes and repeat the procedure with every set of electronic furniture used in the system. Make sure you have set up which users are going to be allowed access in every door.
- When all doors have been set up, you will have a Door list similar to the following:



drawing 17

- Note that every time a change is made to the locking plan, after the first initialization, a small lock icon, will appear next to the affected locks in the DOOR LIST window. This is to remind you that a lock update is pending. (Chapter 5 in this guide explains how to use the PPD for lock updating).
- If you want to see a doors settings, just select this door and click on the SEE DETAILS button, or double click the door in the list.
- If we want to remove a lock from the list, just select this lock and click on the DELETE button.
- You can see a little icon for every door representing the battery status. It is important to note that this value will not be real until the first PPD to lock initialization has been performed and the PPD has been connected back up to the computer to update the real situation.

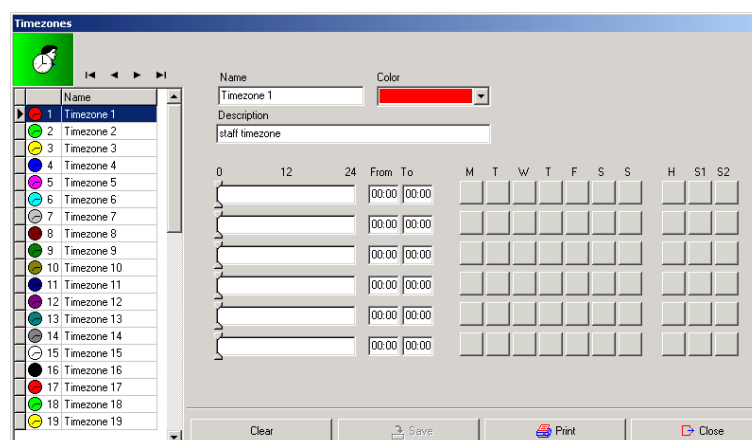
- The PRINT button can be used to get a hardcopy report for the doors. You can select between printing all the door list or only the details concerning one particular door.



Time zones.

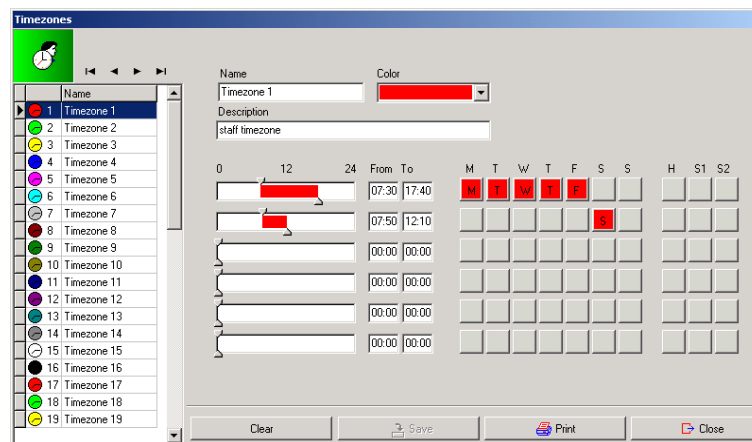
In this main menu option you can specify time zones for users. Up to thirty different time zones can be set each with six time options. The time zones you set will only apply to a user if they are set for that user (with the MODIFY button) in the *USER VIEW* or *DOOR VIEW* windows. To set up some time zones, click on the TIME ZONES option on the Tool bar or on the Time zones option in the DATA pull down menu.

A window like the following will be displayed.



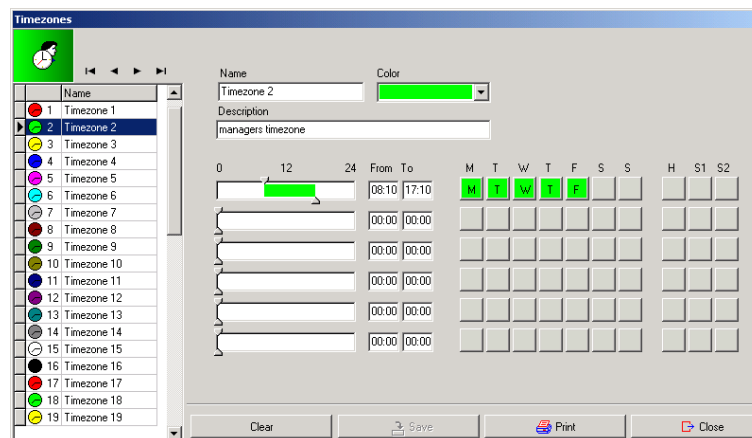
Drawing 18

- The first thing to do is define a time interval. This can be done by typing in the exact time in the From / To boxes or by using the sliding arrow cursors on the time bar. Once the times are set up you need to click on the week day (or on the holidays or special days) buttons to which the time zone will apply. (H,S1,S2 stand for HOLIDAYS, SPECIAL 1 and SPECIAL 2).
- If you apply a time zone to a Holiday or a Special day it means the time zone will operate on the days set in the Calendar.



Drawing 19

- To use the sliding arrows to define a time relating to a time zone, just drag the upper sliding arrow cursor with the mouse, to the starting time interval. Then, drag the lower sliding arrow cursor to the ending time interval.



drawing 20

- Every time you define a time zone, save the changes before moving on to the next one.
- The PRINT button can be used to get a hardcopy report for the time zones. You can select between printing all the time zone list or only the details for one particular time zone.

Timed Periods.

Timed Periods are time intervals in which a lock mode can be enabled.

As Time zones are related to users, Timed periods are related to doors.

It will be necessary to define some timed periods in our system if, when we defined the Opening mode in the door list window, we set the Timed office mode or Automatic opening mode on.

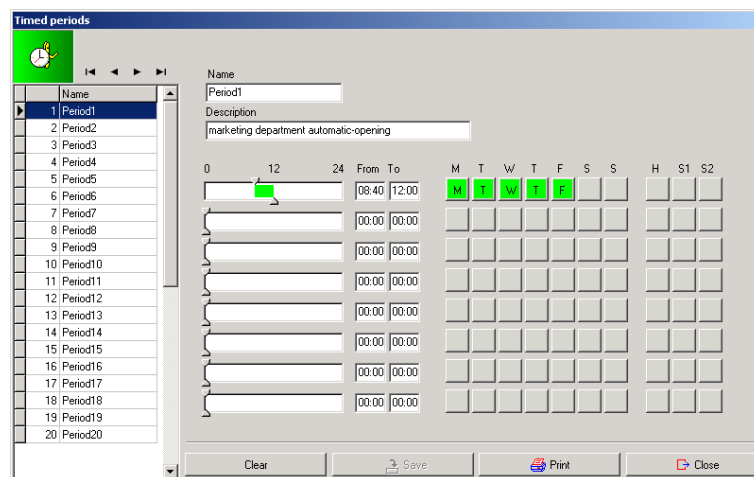
To set up some timed periods, click on the TIMED PERIODS icon on the Tool bar or on the Timed periods option in the DATA pull down menu.

A window like the following will be displayed.

	0	12	24	From	To	M	T	W	T	F	S	S	H	S1	S2
1				00:00	00:00										
2				00:00	00:00										
3				00:00	00:00										
4				00:00	00:00										
5				00:00	00:00										
6				00:00	00:00										
7				00:00	00:00										
8				00:00	00:00										
9				00:00	00:00										
10				00:00	00:00										
11				00:00	00:00										
12				00:00	00:00										
13				00:00	00:00										
14				00:00	00:00										
15				00:00	00:00										
16				00:00	00:00										
17				00:00	00:00										
18				00:00	00:00										
19				00:00	00:00										
20				00:00	00:00										

drawing 21

- Now you can define the time periods in which the set opening mode will apply This is performed in by dragging the arrows on the time bar or typing in the times, in just the same way as time zones were set.
- Now you can define which week days, holidays or special days are going to be valid to work within this time period.
- It is helpful to name the type of opening mode the time period applies to in the NAME box as opening periods are displayed using this field, ie If *Period1* is to be used for a Timed Office time period, name it something like Timed Office1.
- When you finish, save the changes and repeat the procedure if you want to define more time periods.



drawing 22

The PRINT button can be used to get a hardcopy report for the time-periods , selecting between all the period list or only the details for one particular period.

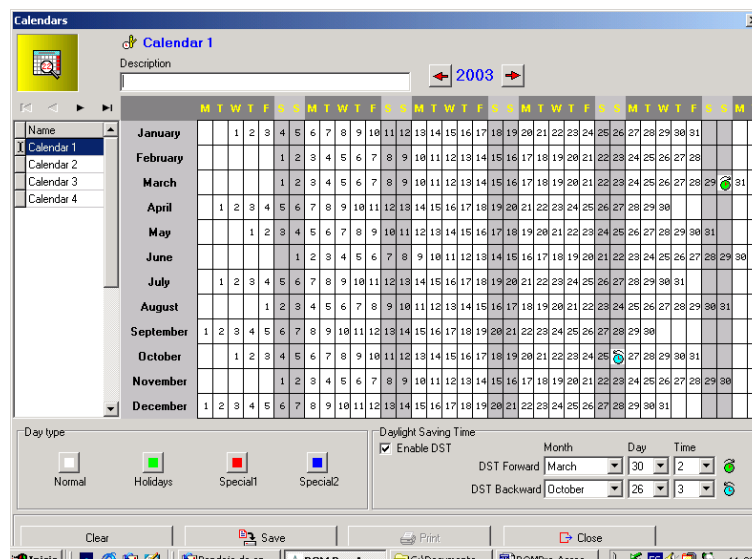
Calendars

There are four years that are shown in the software; the current year, the previous year (for reference) and the two following years. Each year has up to four different calendars that can be set and then applied to users.

It is important to define one or more calendars in our system because they have two functions:

1. To determinate which year days are valid (or not) for the application of the time zones and time periods that have been defined.
2. To determinate which days are going to be the daylight saving change days.

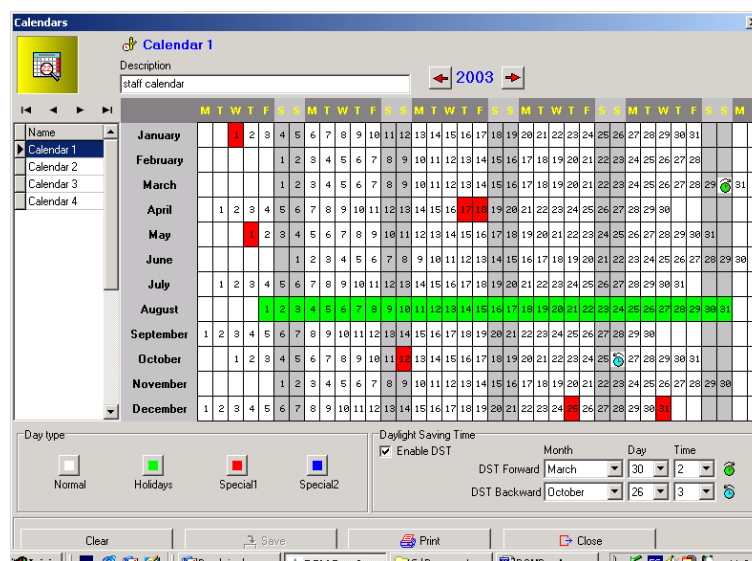
To set up the calendars, click on the CALENDARS icon on the Tool bar or on the Calendar option in the DATA pull down menu.



drawing 23

- Firstly you need to assign a category (Normal, Holiday or Special) to every day or group of days, following the requirements of our locking plan.

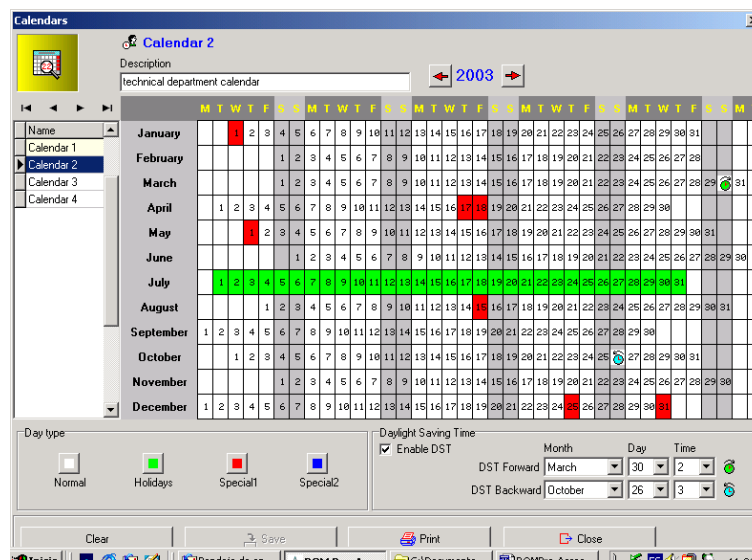
- Highlight, using the mouse, the day or group of days you want to assign a category to, and then click on the little square representing the kind of day you want to define for selected day(s). (normal, holiday, special 1, special 2).
- It is important to remember that just because we have classified a holiday or special day in the calendar, it does not mean a user is not going to have access to the building on that day. It depends upon whether you enabled (or not) time zones to operate on holidays or special days.



drawing 24

- We can also define two days a year when daylight savings changes apply. Although the software sets two dates by default, you can change these dates (or even the times) so that they take effect when you want, (Click on the Enable DST box and use the mouse to change these days or times). By using this function, the SALTO electronic furniture will automatically change the time on the chosen days.
- Marking a X in the Enable DST box will mean that the DST hours you have set will take effect.
- If you want to delete the selections made in a calendar, click on the CLEAR button, note this clears ALL selections.

- When you have finished setting up the first calendar make sure you save it by clicking on the SAVE button and then continue setting up any other calendars you want to use.
- You can now choose to apply a calendar to users by setting it in the User view window.
- The PRINT button can be used to get a hardcopy report for the calendars, you can select between printing all the calendar list or only the details relating one particular calendar.



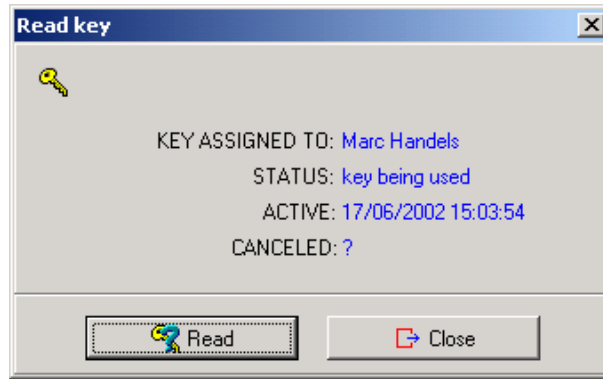
drawing 25

Read a key

This function is used to display on the screen the information about any I-button.

Let's suppose we find a lost I-button and, as there are no markings or tags on it, we do not know whose it is. We can find out easily by using the PPD to read the information on the I-button and display it on the computer screen.

- Connect the PPD to the computer using the serial cable, and click on the READ KEY icon on the tool bar (or select READ KEY from the PPD menu).
- The software will ask you to place the I-button on the PPD reader.



drawing 26

- Once you have placed the I-button on the PPD reader the name of the I-button owner will immediately appear.

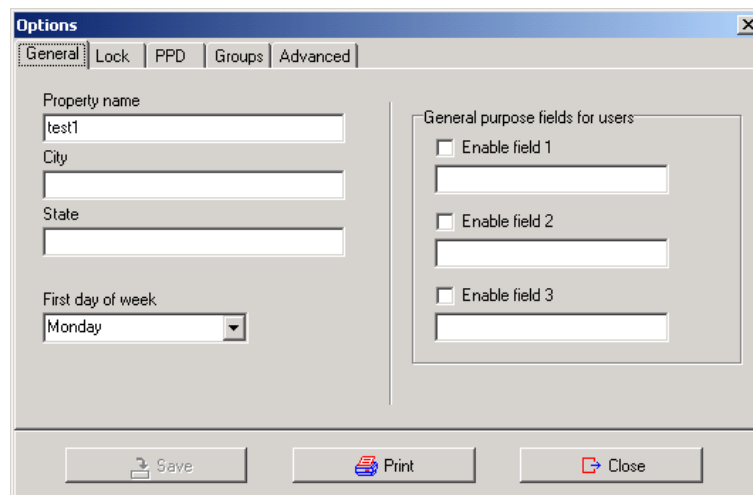
4. Advanced options.

Here, we will explain some secondary functions.

Identifying your building

Select the drop down TOOLS menu and then the OPTIONS function.

- Under the General tag, we will see the name that we gave to the database at the beginning.
- Type in your town name and your state/country name in the relating boxes.
- In the GENERAL PURPOSE FIELDS FOR USERS you can define different features which are going to appear (if enabled) in the detail windows for users.
- FIRST DAY OF WEEK : in this box you can choose which is the usual first day of week in your country. This data affects the calendar structure.

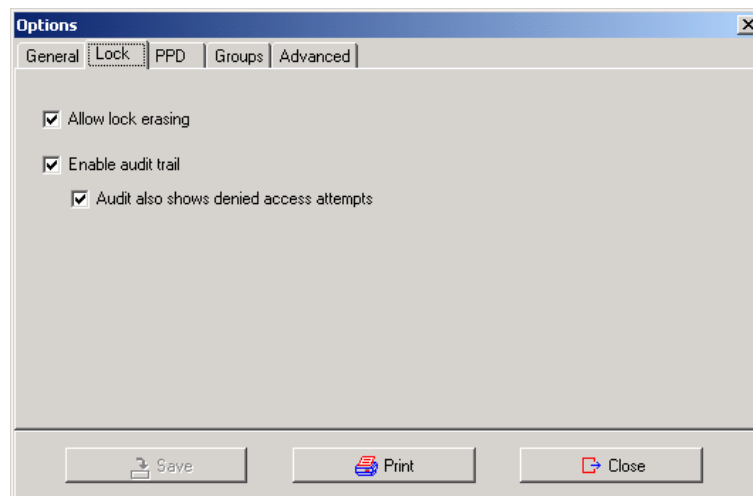


drawing 27

- 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.
- The PRINT button can be used to get a hardcopy report for all the OPTIONS tags (General, lock, PPD, groups, advanced), when these tags have been completely configured.

LOCK

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

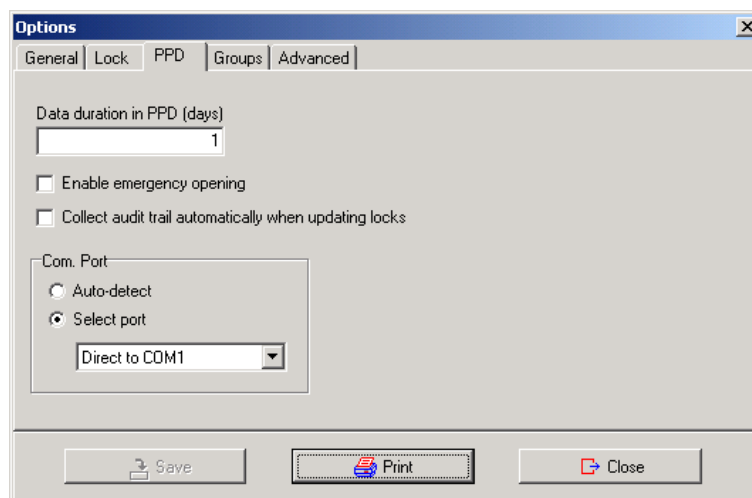


- **ALLOW LOCK ERASING:** if you enable this option, any user will be able to erase any locking plan from a set of electronic furniture.(by pressing the CLR button and presenting any I-button to the reader at the same time). This option should only be enabled in special circumstances as accidental (or planned) erasure of the locking plan could pose a security risk.
Note: if you want to enable the lock erasure for a particular set of electronic furniture , you will have to initialize again this electronic lock in order to enable the lock erasure.

- You can activate the AUDIT ALSO SHOWS DENIED ACCESS ATTEMPTS check box if you want the Audit Trail to show door failed access attempts.
- You can activate the ENABLE AUDIT TRAIL check box if you want the lock to keep in its memory the openings made. If you change this CHECK BOX , it is necessary to initialize the relating escutcheon, it is not enough to make an up-date.
- The PRINT button can be used to get a hardcopy report for the OPTIONS tags.

PPD

Select the drop down TOOLS menu and then go to OPTIONS.
Click on the PPD tab.



drawing 28

- The first box is used to set how long locking plan data will stay in the PPD's memory (in days).
- If you put an X in the ENABLE EMERGENCY OPENING option, then the emergency opening menu option will always be made available in the PPD, even when the PPD data has expired.

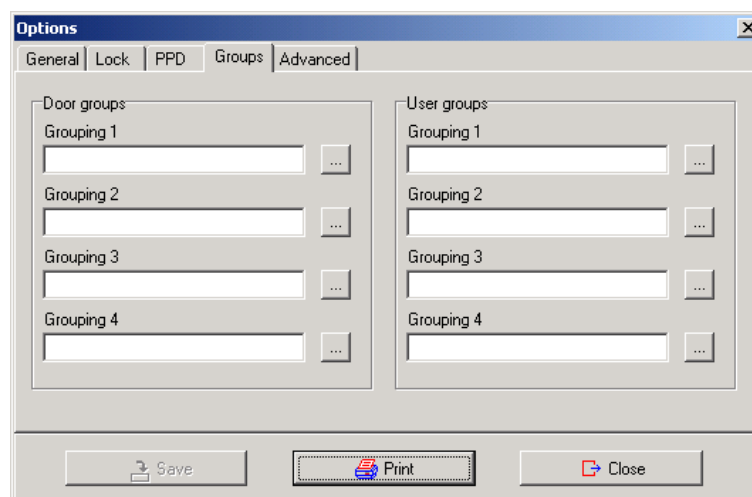
- If you X the COLLECT AUDIT TRAIL AUTOMATICALLY WHEN UPDATING LOCKS option, then the function will work while you are updating the lock, and you will not need to activate it manually.
- The COMM. PORT area is used to choose between auto-detection of the serial port used for the PPD communication, or it allows you to manually define the serial port you use for the PPD.
- The PRINT button can be used to get a hardcopy report for all the OPTIONS tags.

WORKING WITH GROUPS.

Select TOOLS/ OPTIONS from the main menu and then select the Groups tab in the Options window.

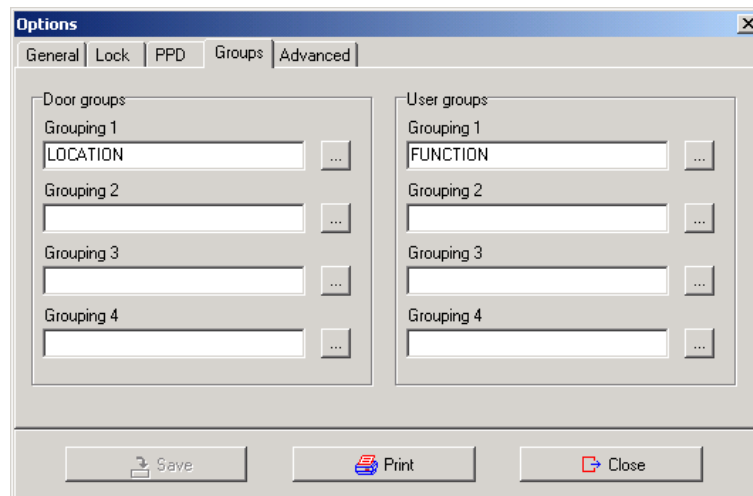
The Groups window that opens is where you can set some classification criteria for users and locks, these classifications (or groups) will help you in organising and setting up a locking plan.

In this example, the Doors will be grouped by their LOCATION, and Users are going to be grouped by their job FUNCTION.



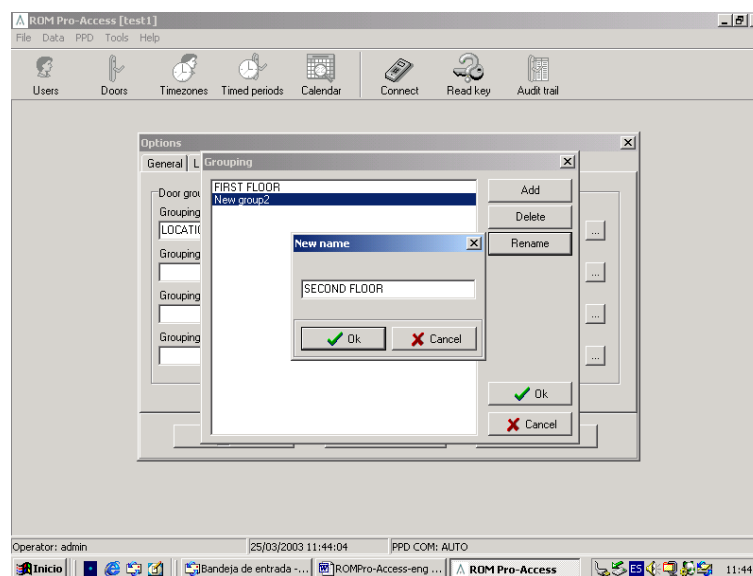
drawing 29

- There are four Grouping headings that can be classified for users and doors. The door groups are in the left columns, and the user groups are in the right columns.



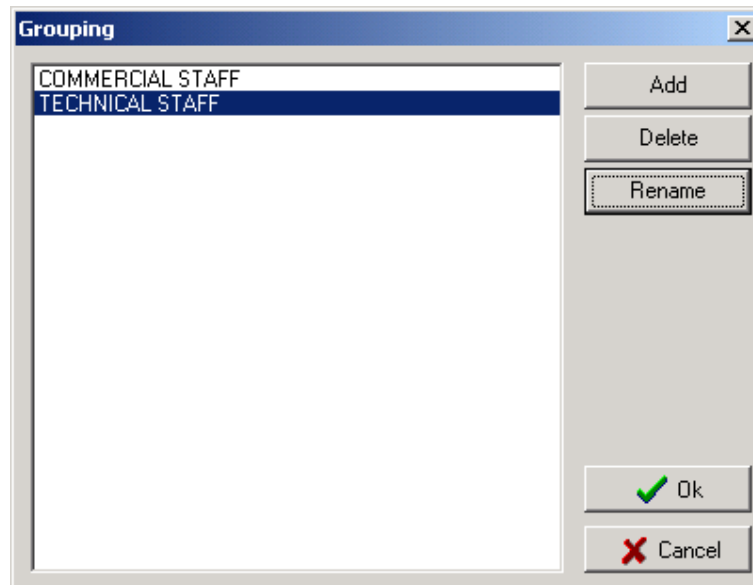
drawing 30

- For every Grouping heading (up to four), you will need to type in the group names that are going to be used. When you have finished, save the changes.



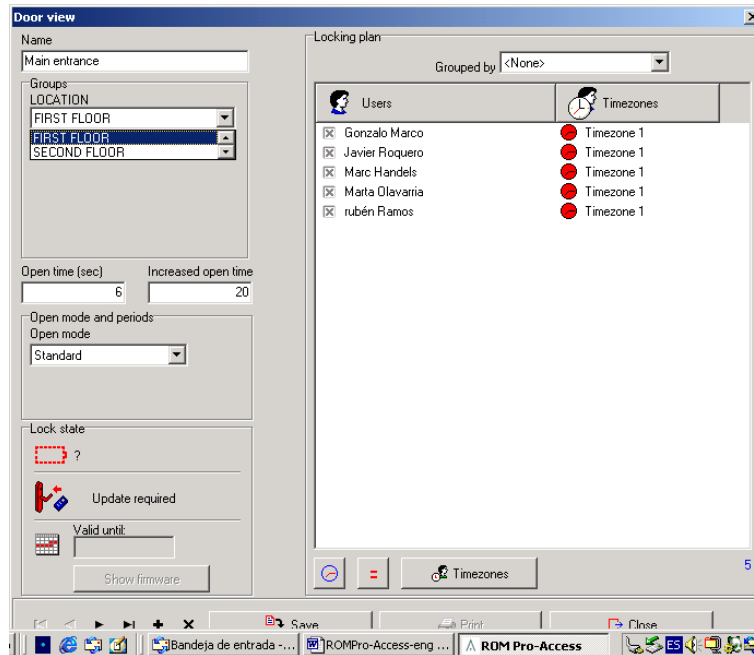
drawing 31

- Behind each Grouping heading we need to name the groups that users or doors will be classified under. To do this, click on the little square to the right of each Grouping Heading. A window like the following will be displayed in which you can add the names you want.



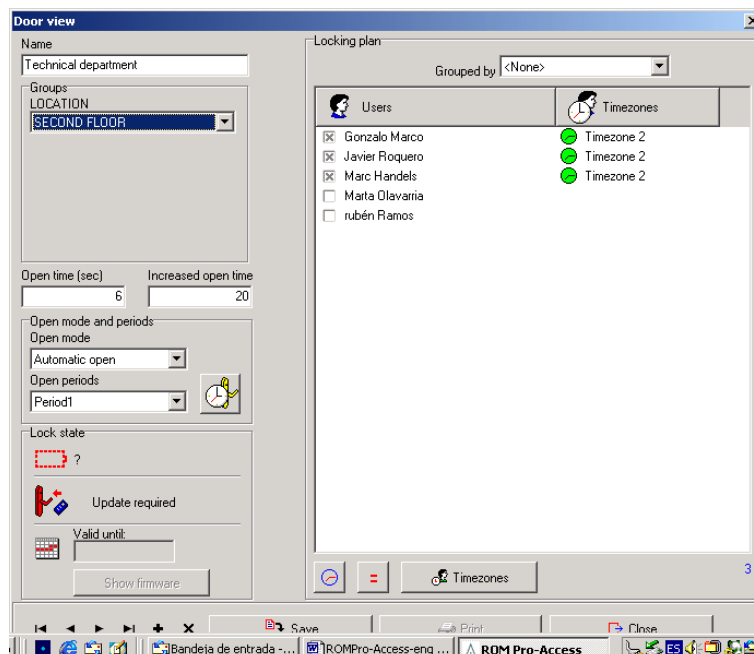
drawing 32

- Repeat the procedure until you have set up all the groups that you will need, (according to your lock plan) and save the changes.
- Now you can go to the DOOR LIST Window and USER LIST Window to classify each door and user under their respective groups.
- Starting with the DOOR LIST. Click on the DOORS icon on the Tool bar or select Doors from the software main menu, and you will see the list of doors that you have set up. Now select the first Door from the list, and click on the SEE DETAILS button. The door list window opens and you will see that the group fields under your group headings are blank. Click on the small arrow button and this will show the lists of groups that you have set up under each group heading. Now choose the group you would like this door to be classified under, and save the changes.



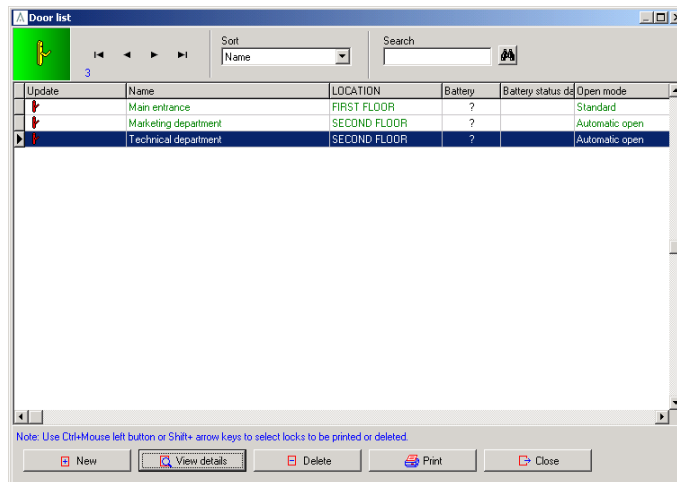
drawing 33

- Repeat the procedure for every door until all doors are classified.



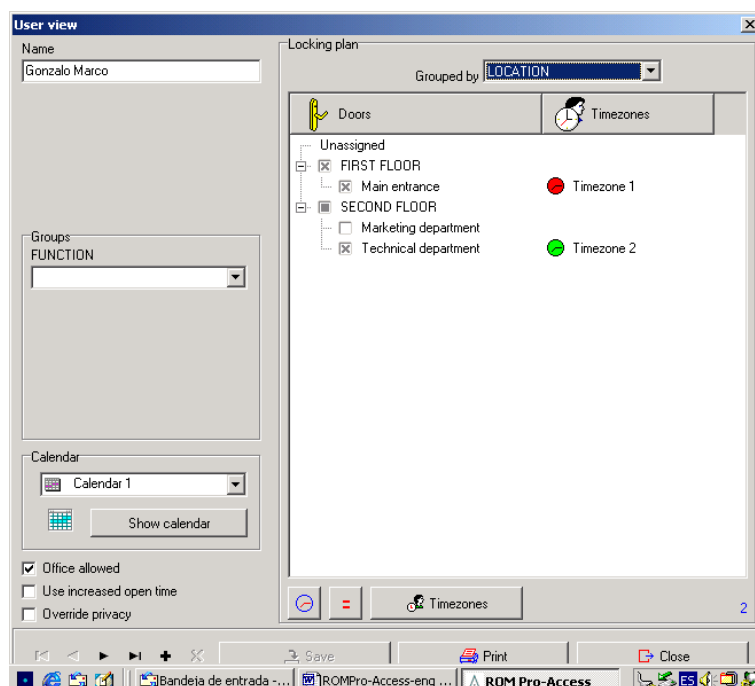
drawing 34

- Now when you open the Door List window you will see every door listed showing which group classification it has.



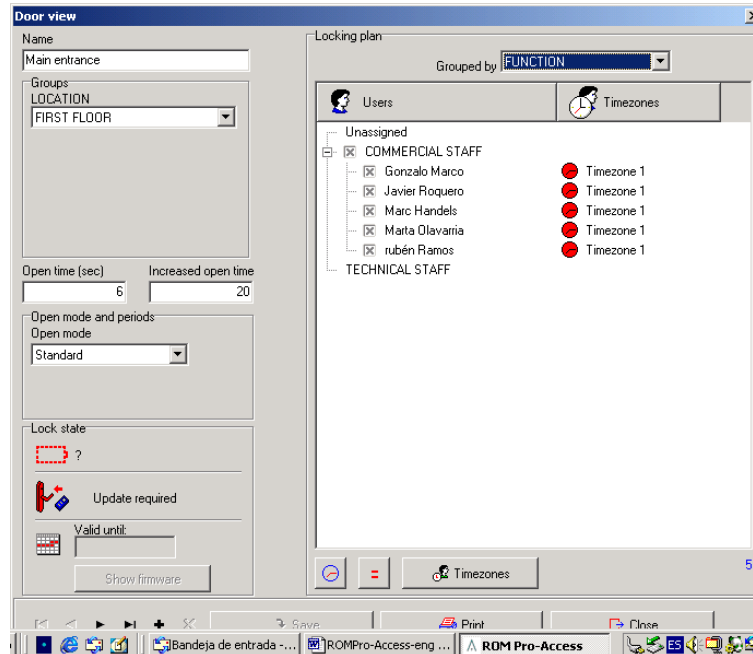
drawing 35

- Now you can go to the USER LIST and set up the user groups. If you select a user and click on View Details, you will now see the doors authorised for each person grouped by the criteria you chose. At the top right of the User View window you will see a box named GROUPED BY. Use the arrow button to show the groups that you have set up for the doors and select the group heading that shows the doors in the most convenient order for you to work with.



drawing 36

- Now you can allocate a group (or groups) to the user you have selected in the same way that you set groups for doors.
- Repeat the procedure with every user and save the changes.

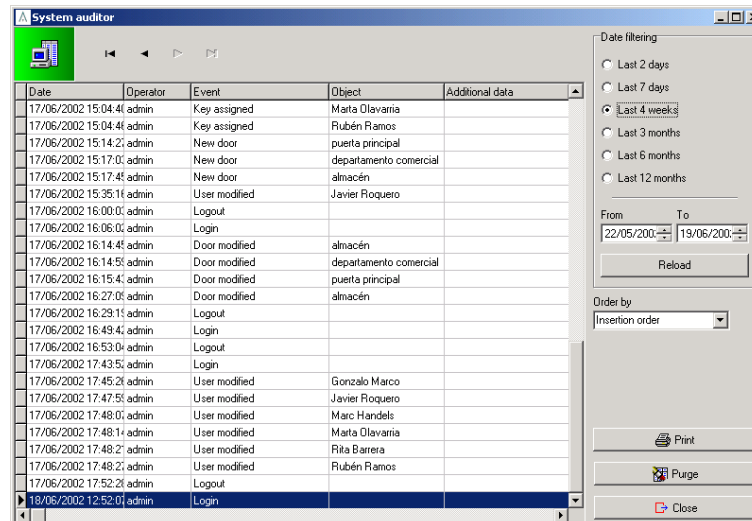


drawing 37

- Now you can go to the Door List window and select a door and view its details. The locking plan list of users for the selected door can now be seen and grouped using any of the groups that you have set up. To change the view just click on the GROUPED BY box arrow and select the group that best suits your needs. (In our example, choosing FUNCTION in the Grouped By box will show users listed under the groups Technical Staff and Commercial Staff).
- NOTE that when the grouped users are shown in the locking plan list a small box with a + sign appears next to the group name. Clicking on the box will show the list of users under each group on the screen.
- Once you have taken the time to set up the groups and apply them to the Users and Doors, this function becomes a very powerful tool for arranging and checking user access for each door in a complicated system.

AUDITOR

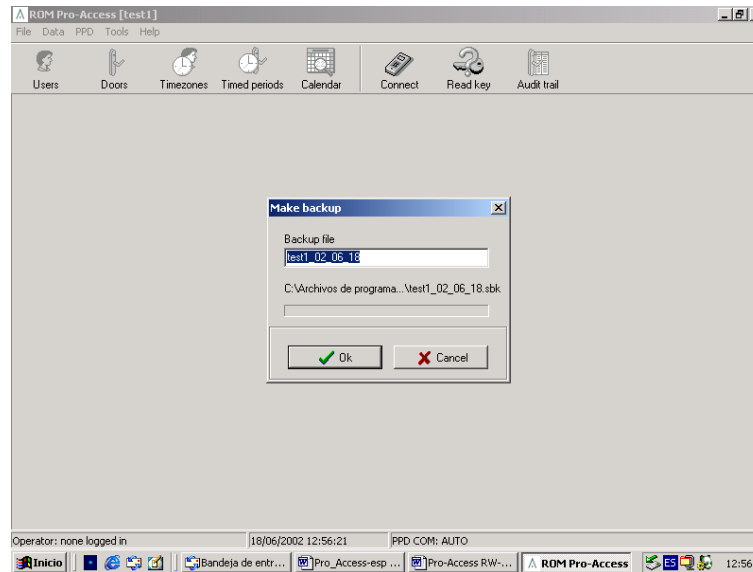
- If you select the AUDITOR option in the pop-up menu TOOLS, a window like the following will be shown. Here, all the operations made by the operator appear in chronological order. You can choose the order between operators, operations, etc...
- If you want to have in a printed paper all this information, 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.



drawing 38

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 always save it in the same folder where the original data-base was saved.



drawing 39

It is strongly recommended to save the data-base backup in a safe support in order to be able to react in a hard disk crash.

RESTORE BACK-UP

This menu option is used when the original data-base has been lost by any reason and it is necessary to restore the back-up copy.

In order to use this function , it is necessary that there is **no data-base running** in the software.

Go to TOOLS and select the option RESTORE BACKUP.

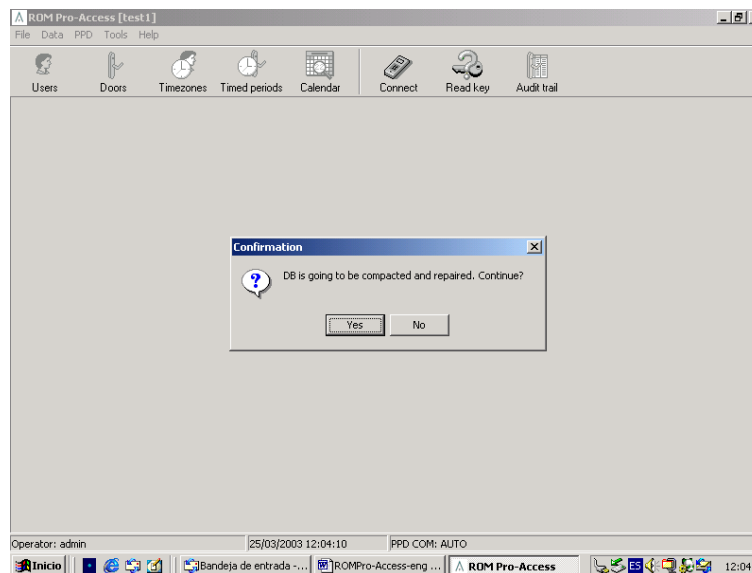
A wizard will be shown which will ask you , the path in your computer to reach the back-up copy.

Once you have indicated the path to the back-up copy , the wizard will make a new folder with the restored data-base and the software will start working again with this data-base.

COMPACT / REPAIR

This option has 2 functions performed at the same time:

1. COMPACT: the data base goes increasing as time go passing by, and sometimes it is recommendable to compact it to save some memory space.
2. REPAIR: Sometimes, the data base can be damaged because of a power supply fail during the software operation. This option REPAIR can be used to repair a damaged data base , if we suspect there have been any problem.



drawing 40

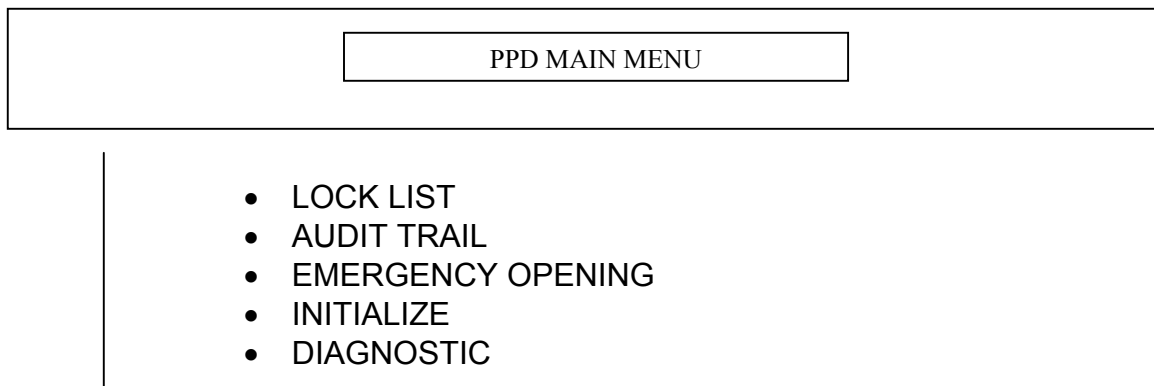
5. Using the PPD

The PPD is a transfer device which is used to transmit all lock data from the management PC to the electronic furniture. If you are in any doubt about how to use the PPD, please read the PPD user manual that is supplied on the SALTO software CD-ROM.

MAIN MENU

The main menu options for the PPD are shown below. Not all these menu options are always available in the main menu, it depends on which you have enabled from the SALTO management software on the PC.

However, the **DIAGNOSTIC** and **COLLECT AUDIT TRAIL** options will always be available:.

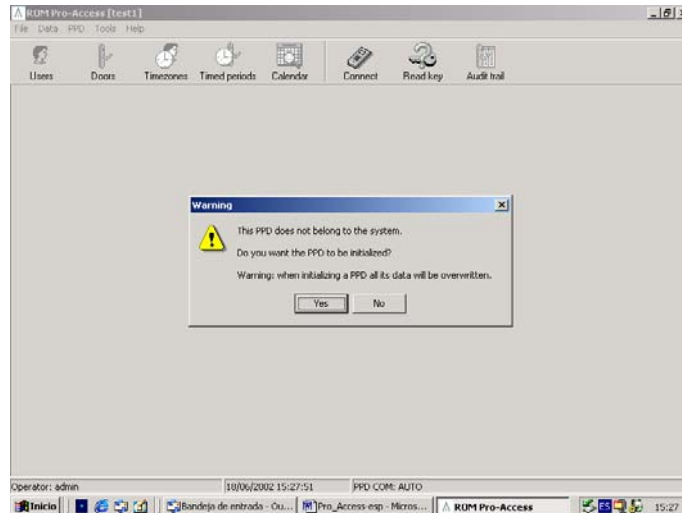


Initializing locks.

Once we have finished our locking plan on the software, we have to transfer all the system information from the management PC to the PPD.

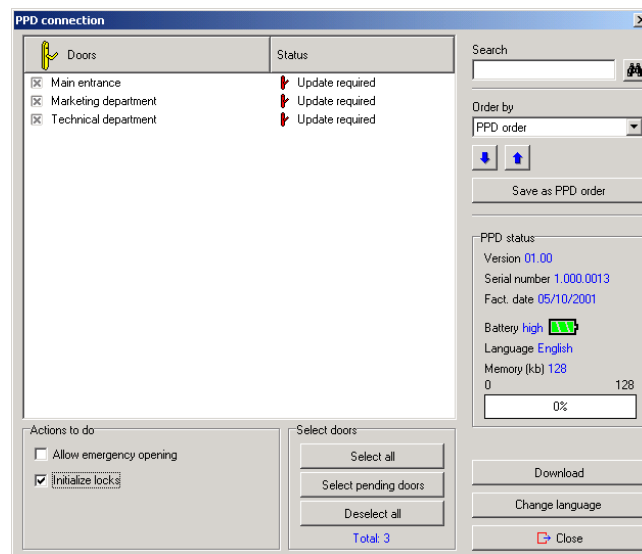
To do this we need to initialize every set of electronic furniture. This will give it a fixed name and load the initial locking plan settings.

- In order to load the PPD with the data from our locking plan, just connect the PPD to the PC using the serial cable, and go to the main menu in the software. Click on the icon CONNECT PPD.



Drawing 41

- If this is the first time you are using the PPD to download a locking plan, you may find an error message like the one in the drawing above. Click on the YES button to confirm that this PPD is to be used in this building only (exclusive use).
- Now, a window like the one in the drawing below, will be opened and you will see the doors needing initialization already marked with an X.



drawing 42

In this window you can see at the lower left corner a box named ACTIONS TO DO . You have to mark in this box the action you are going to do with the PPD.

1. If you mark ALLOW EMERGENCY OPENING, this option will be then available in the PPD main menu.
 2. If you mark INITIALIZE LOCKS this option will be then available in the PPD main menu. (this is what we are going to do now)
- If you do not mark any of this actions , the only thing you could do would be UP-DATE LOCKS.
 - You can change the language for the messages in the PPD display . In order to do this, just clic on the CHANGE LANGUAGE button.
 - When you have the doors in the desired order , clic on the DOWNLOAD button.
 - The data transmission between PC and PPD will take several seconds. Look at the PC display and when you see the progress bar reaching 100% , you will know the transfer is finished.
 - Connect the communication cable (which has an i-button on one end) to the PPD.
 - Turn the PPD on by pressing the “C” key. Then look for the INITIALIZE option.
 - Press the OK key and you will see the first door in the list displayed.
 - Make sure this name belongs to the Electronic Furniture you are about to initialize. (Make sure no mistakes are made when giving names to furniture as this could result in furniture being fitted to the wrong doors and access being incorrectly set up in a building).
 - Press the OK key and you will see the CONNECT TO LOCK message.
 - Place the i-button connection cable on the reader of the Electronic Furniture. Make sure you hold the connector in contact for a few seconds while the data transfer is

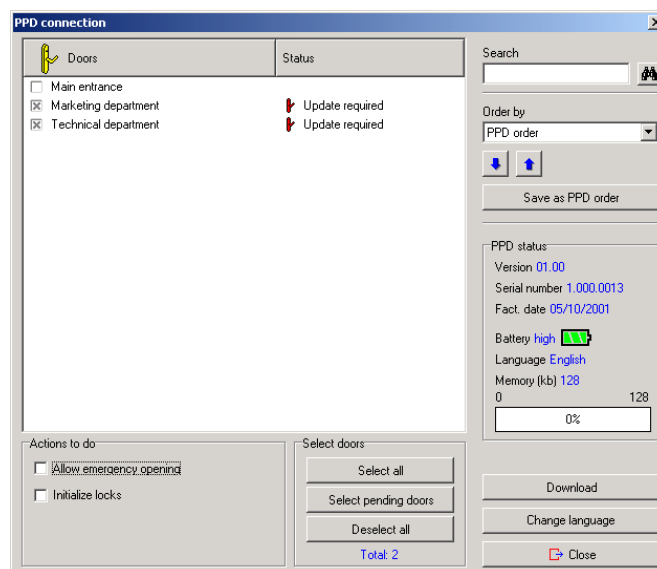
working. If the transmission finishes successfully, you will see the INITIALIZED message displayed.

- In order to initialize the remaining sets of Electronic Furniture, repeat this procedure being careful to assign the correct door names to every set of furniture.
Note; If you want to know which sets of Electronic Furniture are still pending for initialization, go to the LOCK LIST option in the PPD main menu and you will see a list of the doors to be initialized.
- When you have finished initializing all doors , go to the computer and connect the PPD to it using the serial cable. Click on the software main menu icon CONNECT PPD to pass all data from the PPD to the software. Now the software will show you the latest updated information about furniture battery status, the sets of furniture that require updating and the lock firmware.

Up-dating locks:

When you make any lock plan change , you have to transmit this change to the concerned doors.

- In order to load the PPD with the modified lock plan, connect the PPD to the PC using the serial cable and go to the software main menu. Clic on the CONNECT PPD icon.
- A window like the one below, will open and you will see already marked the doors needing updating.



drawing 43

Note that when updating furniture it is not necessary to check any options in the ACTIONS TO DO box.

- Click on the DOWNLOAD button.
- Look at the PC display and when you see the progress bar reach 100%, you will know the data transfer is finished.
- Then you can unplug the serial cable and go to the first set of Electronic Furniture that requires an update.
- Now connect the communication cable (the one which has an i-button on one end) to the PPD.
- Go to the first set of Electronic Furniture that requires updating. Turn the PPD on and you will see the LOCK LIST option displayed. Place the cable I-button on the reader of the Electronic Furniture and the furniture will be automatically updated. (This operation can be also made with the PPD turned off,)
- You will see that as each set of furniture is updated, its name disappears from the LOCK LIST.
- When you have finished updating all Electronic Furniture in a building (LOCK LIST will show the message NOTHING TO DO) connect the PPD to the PC again and go to the software main menu. Click on the CONNECT PPD icon to pass the PPD information to the PC. Now the software will show you the latest updated information about the furniture's battery status and the furniture that requires updating.

Diagnostic.

The PPD can be used to view a list of diagnostic information about each set of Electronic Furniture.

Connect the communication cable (which has an i-button on one end), to the PPD and visit the door you want to diagnose.

- Turn the PPD on by pressing the “C” key.
- You will see MAIN MENU displayed.
- Using the arrow keys, go through the menu options until you see the DIAGNOSTIC option.
- Press the OK key.
- The message CONNECT TO LOCK will be displayed.
- Place the communication cable i-button on the reader and hold in contact for 1 or 2 seconds.

All the Electronic Furniture information will appear in the PPD display. Use the arrow keys to go through the lines and see all diagnostics.

Below is an example of a diagnostic read out:

- DEVICE: 101
- FIRMWARE 2.1
- SERIAL NUM. AS1003457
- FACT DATE. : 10-02-2001
- MEMORY: 16kb
- BELONGS TO THE SYSTEM.
- 7-05-2001
- 13:06

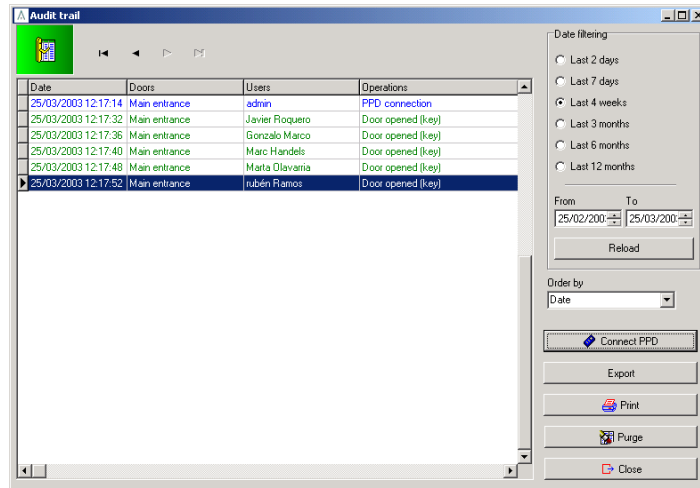
In order to repeat the diagnose procedure with more doors, press the “C” key and go to the next door.

Do not worry about the PPD turning off while you go from one door to the next because it will automatically turn on when connected to the next set of Electronic Furniture. The PPD switches on automatically for reiterative operations.

Collecting Audit Trail.

In order to view the events that have occurred in one or more locks, you require the PPD.

- Connect the communication cable (the cable with an I-button on one end) to the PPD.
- Visit the door you want to collect the audit trail from.
- Turn the PPD on by pressing the “C” key.
- Use the arrow keys on the PPD to look for the COLLECT AUDIT TRAIL option.
- Then press the OK key. You will see the **CONNECT TO LOCK** message displayed.
- Connect the PPD to the Electronic Furniture using the communication cable and hold the I-button cable in contact for a few seconds while data transfer is made.
- When the update is finished, you will see the UP DATED message displayed.
- You can repeat this procedure for all doors needing audit. Trail.
- When you have finished, go to the PC and connect the PPD using the serial cable.
- Now you can click on the AUDIT TRAIL icon , in the software main menu. Then click on the CONNECT PPD button, to view the Audit Trail on the PC display. (you can order the events by users, by locks, or by operations)



drawing 44

- 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.

Emergency opening

This PPD menu option is used to open a lock which has run out of batteries.

The fact the EMERGENCY OPENING option is available or not in the PPD main menu, depends on your selection in the software (TOOLS/ OPTIONS/ PPD menu)

WARNING: if you leave this option enabled by default, you must realise that any unauthorised person who takes the PPD will be able to open all building doors needing no user key. Take this risk into account if you are responsible for the security of the building.

To do an emergency opening, follow these steps:

- In the Access software on the PC, put an X in the ALLOW EMERGENCY OPENING option in the ACTIONS TO DO box.
- Download data from the PC to the PPD.
- Take the PPD and go to the blocked door.
- Turn the PPD on and select the EMERGENCY OPENING option.
- Press the OK key and you will see the CONNECT TO LOCK message displayed.
- Connect the special three pin connector cable to the PPD and insert the three pin connector end into the emergency opening port below the reader on the Electronic Furniture.
- Wait for 3 or 4 seconds, and the PPD will give you the message: DOOR OPENED (If the door belongs to the locking system).
- Replace the batteries in the Electronic Furniture and up date it (via the PPD) with the current locking plan because although the Electronic Furniture memory is non-volatile and keeps the locking plan information, it is possible the lock has lost the date and time data.