SmartLock Pro

Operator Guide

Cansec Systems Ltd.

Cutting edge simplicity

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Introduction

Congratulations on your decision to use SmartLock Pro for your access control needs.

SmartLock Pro is an extremely cost-effective access control system utilizing single-door controllers and very easy to use Windows-based data management software. The system is capable of controlling access to 60 doors for up to 4,800 cardholders with all the functionality required for basic applications. SmartLock Pro works with all popular reader technologies including: proximity, iButton® and biometric readers. One or two controllers can be mounted in a single cabinet with a DC power supply and backup battery. The SmartLock controller also supports industry standard 26-bit Wiegand format so it can be used with virtually all reader technologies on the market. The controller stores all cardholder data in non-volatile memory to ensure continued operation and security in the event that communication to the host PC is lost.

Voiding and validating cards is accomplished using SmartLock Pro software. The administrator sets up the cardholder database on the PC, utilizing programmable Access Schedules and Access Profiles. The Access Profile defines the readers and time intervals accessible to each user. Within each cardholder record, the administrator simply links an Access Profile to the user. For example, a user may be assigned a Manager Profile which grants the user access to all readers at all times. All programming changes are instantly transmitted to all door controllers. Reader transactions are automatically transmitted to the PC in real time and stored for viewing.

The software also provides the ability to program or deny access during any of the 60 programmable holidays. An Unlock Privilege may also be granted to cardholders on an individual reader basis. This feature allows selected cardholders to maintain doors in an unlocked state by using their card twice in rapid succession. To relock the door, any cardholder with Unlock Privilege simply uses their card twice, again. SmartLock Pro software offers the ability to issue Unlock, Relock, and Temporary Unlock commands to one or multiple readers simultaneously. Unlock Schedules can be programmed to unlock and relock doors automatically.

The software's user-friendly interface and low cost make it the ultimate online system for basic access control applications.

Key Features

- 4,800 cardholder/user capacity
- 60 door/120 reader capacity
- Real time communications
- Programmable Access Profiles
- Programmable holidays
- Automatic door unlock schedules
- Alarms for forced entry/door held open conditions
- Bulk card loading
- Extremely easy to learn and use

® iButton is a registered trademark of Dallas Semiconductor Corp.

Getting Started

⬡ MINIMUM PC REQUIREMENTS

Pentium 4, 1.2 GHz processor
Windows® 2000, Windows XP or Windows Vista (32-bit) Operating System
256 MB of memory, 20 GB Hard Disk Space
CD-ROM drive
VGA or higher-resolution video adapter
15" VGA Monitor
Mouse or compatible pointing device
Compatible keyboard
Network adapter (if using CanLan TCP/IP Controller)
1 x Serial Port (if using Serial Communications Line Driver [CLA50])
1 x USB Port (if using USB Communications Line Driver [CLAUSB])

⬡ SOFTWARE INSTALLATION

Insert the mini SmartLock Software CD into your CD-ROM drive. The mini CD will fit in the center groove of industry standard CD-ROM drives.

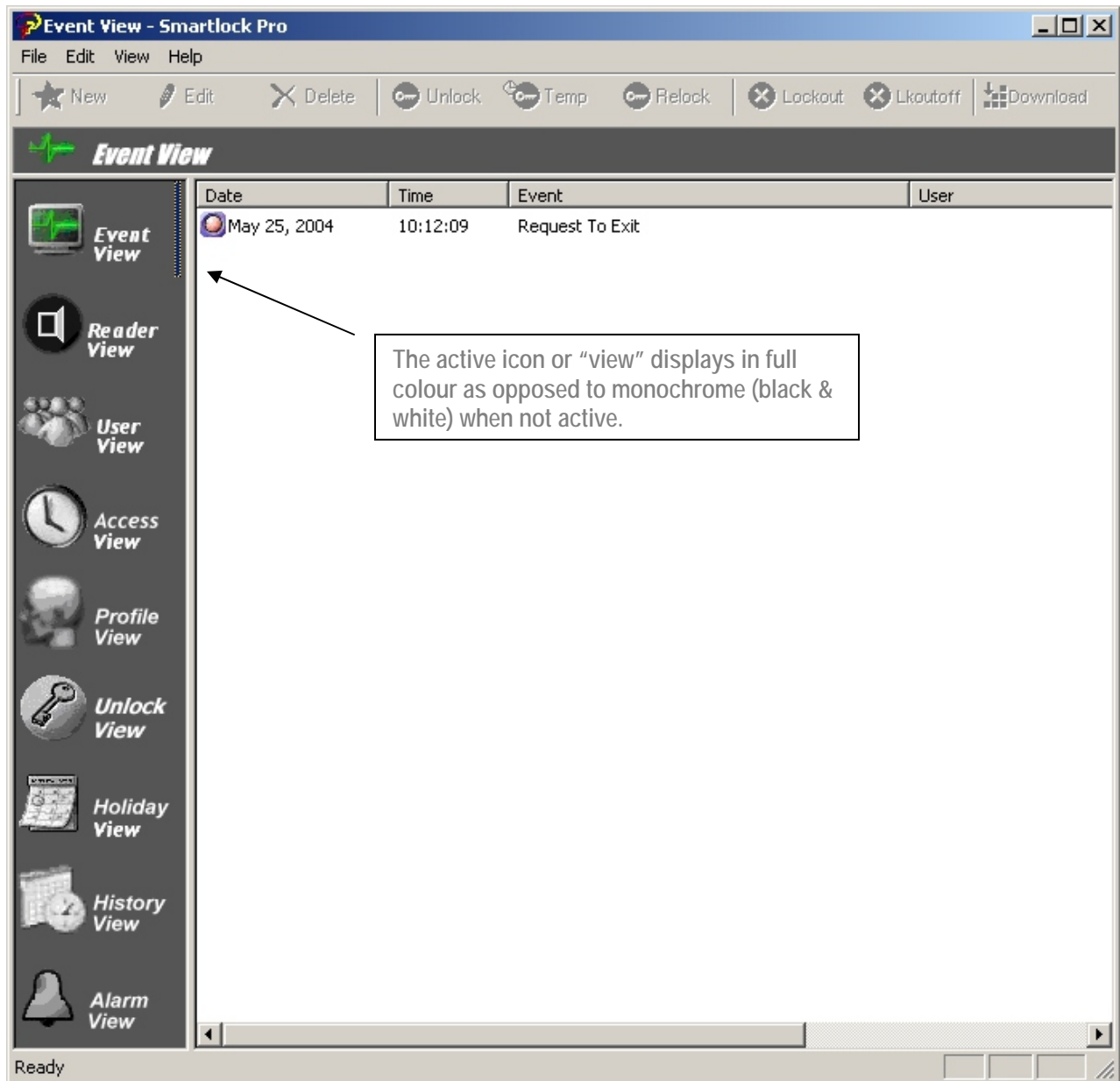Follow the on-screen instructions to complete the installation.

® Windows is a registered trademark of Microsoft Corporation in the United States and other countries.
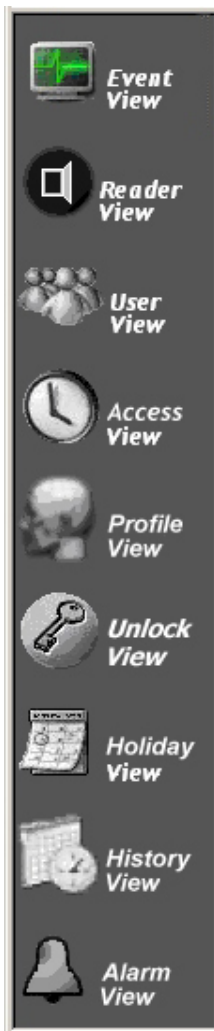
ⓖ RUNNING SMARTLOCK PRO

To run SmartLock Pro:

1) Click on **Start**, then **Programs**.
2) Select **SmartLock Pro** from the SmartLock Pro program group

Upon running the software, the main window appears:

The main SmartLock Pro window employs an Outlook style interface. Main program icons are selected on the left side of the screen and change from monochrome (black & white) to colour when activated. While in the selected view, other buttons and menu functions may become available specific to that view.

The active icon or "view" displays in full colour as opposed to monochrome (black & white) when not active.

ⓖ **Cansec**
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➢ View real-time transactions transmitted and received to and from SmartLock Pro door controllers.

➢ Add, edit and delete readers. Initiate Unlock, Relock, Lockout and Download commands.

➢ Add, edit and delete cardholders.

➢ Modify any of the six (6) access schedules used to specify access times.

➢ Add, edit and delete profiles. Profiles are templates that define reader access privileges.

➢ Modify any of the sixty (60) unlock schedules used to specify automatic unlock times.

➢ Modify any of the sixty (60) holidays. Holiday access is specified in profiles.

➢ View historical transactions stored on the PC's hard drive. Run basic queries.

➢ View and acknowledge alarms such as *Forced Entry* and *Door Held Open*.

Initial Software Setup

This section describes the initial steps to configure the SmartLock Pro system. These steps are typically done by the installation company or system administrator. **Settings in the software are saved to the default location C:\Program Files\SmartLock Pro\Data. It is good practice to backup this folder on a regular basis and when any significant changes have been made.**
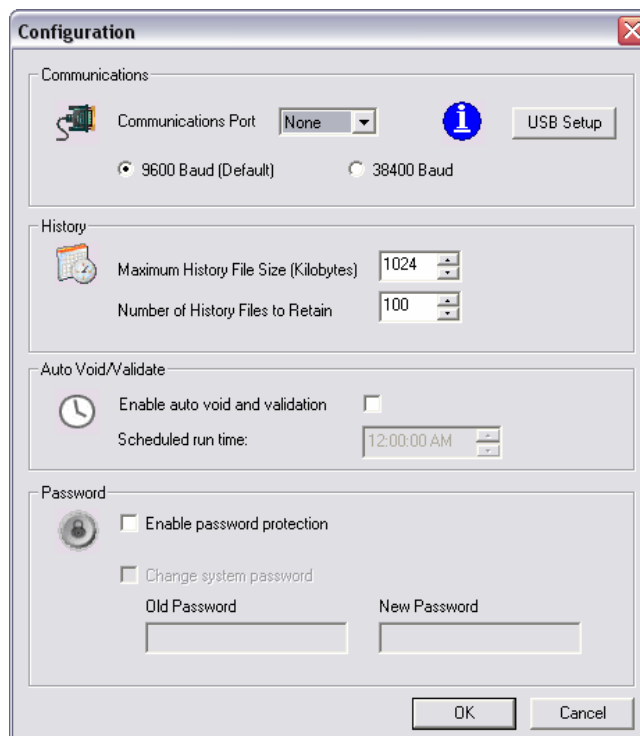
⊙ SET UP COMMUNICATIONS, HISTORY OPTIONS, AUTO VOID/VALIDATE, PASSWORD PROTECTION

Set up Serial Communication (COM) Ports, unless using CanLan TCP/IP devices for a network connection.

While in any view, select **File** then **Setup** from the menu bar.
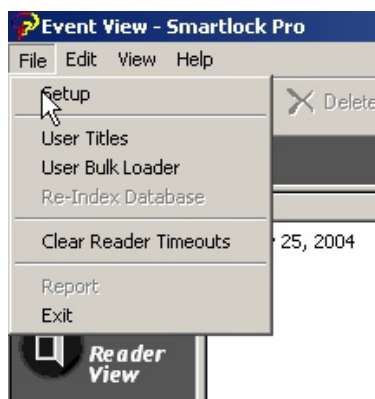
The following window appears:

Communications Port:	Select the Communications Port that will be used for communicating with SmartLock Pro controllers. Note: Whenever Com Port settings are changed, you must restart the software. The default baud rate is 9600. If the SmartLock controller is setup to communicate at 38400, choose 38400 baud.

iButton® Enroller Setup:

 USB Setup

If iButton key fobs are being used as access credentials, you will need to configure the iButton USB Enroller (supplied separately) to read the ID number into the software. Otherwise, ignore this setting.
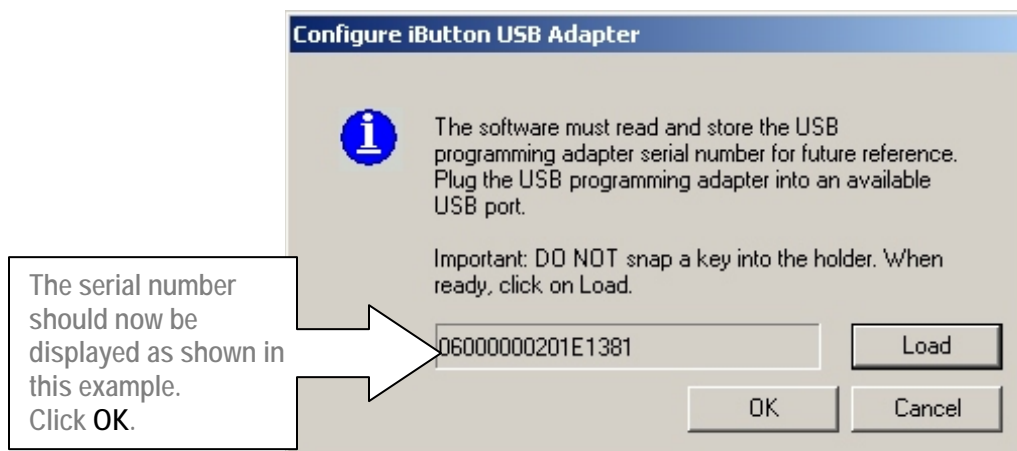
With the iButton Enroller plugged in and the driver installed for the Dallas DS2490 USB Adapter, select **USB Setup**.

The following window appears:

Without any iButton snapped into the holder, select **Load**.

The serial number should now be displayed as shown in this example. Click **OK**.

Your iButton Enroller is now properly configured.

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History Setup: This section is used to configure History File Size and the number of files to store on the PC's hard drive.

The default settings are recommended, but can be changed if desired.
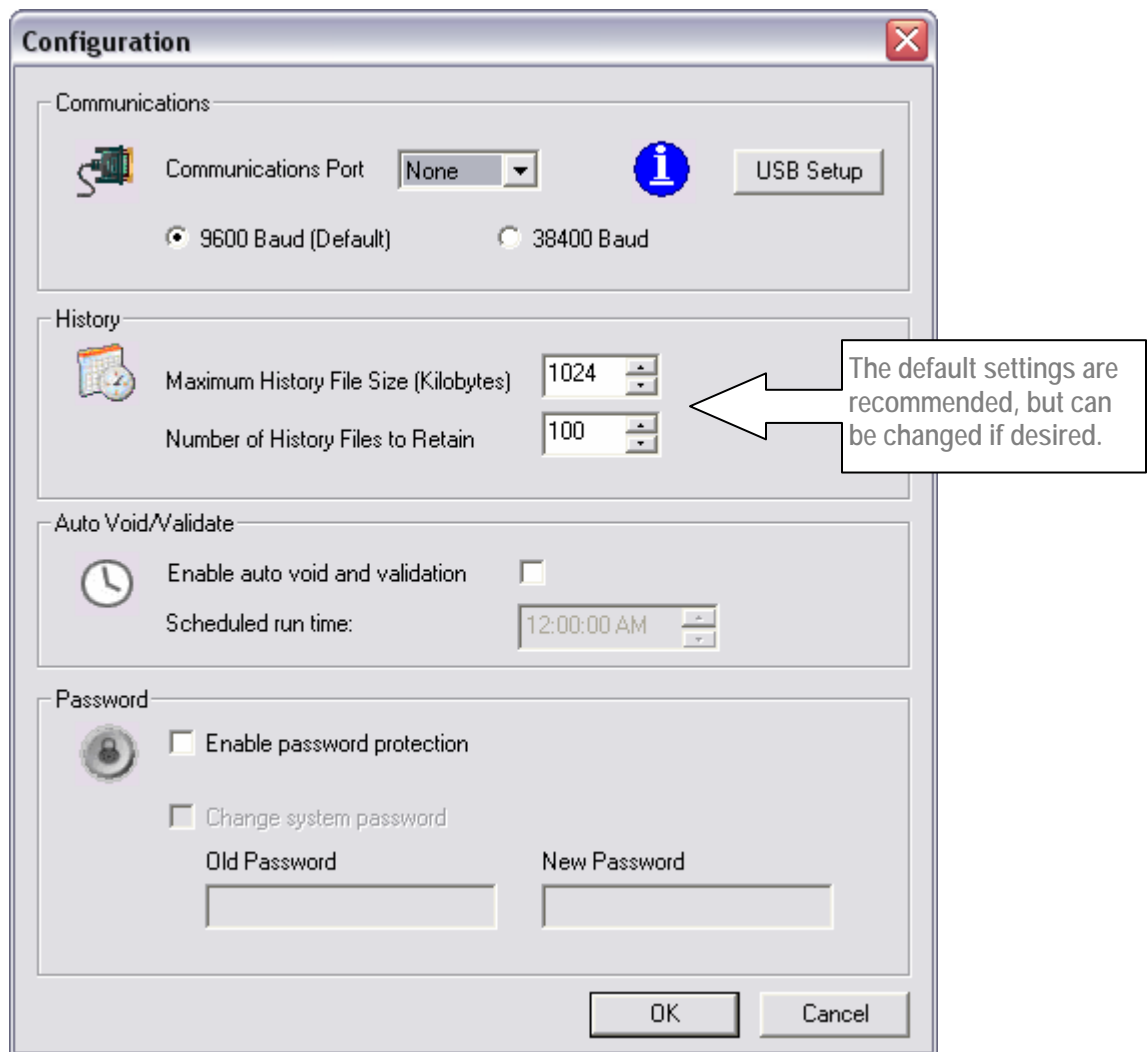
Maximum History File Size:	Expressed in Kilobytes. Once an audit file has reached this size, it will automatically be saved and a new audit file started.
Number of Files to Retain:	The software will maintain this number of audit files on the PC. Once this limit is reached, the oldest file will be deleted automatically.
<u>Note</u>**:**	The default settings will maintain approximately 100 MB of audit data.

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Auto Void/Validate:	When this feature is enabled, cardholders can be automatically validated and voided (see *Programming Cardholder Access: Step 3*). The Auto Void/Validate process happens once a day at the scheduled run time.
Note:	The SmartLock Pro software **MUST** be running at the scheduled run time for Auto Void/Validate to occur.

The default settings are recommended, but can be changed if desired.

The software default is no password so the *Old Password* field should be left blank initially.

Password Setup:	This section allows you to enable password protection for SmartLock Pro software.
Note:	If you enable password protection, you should also select **Change system password** and enter your new password in the *New Password* field. On new software installations, the default *Old Password* field should be left blank.

Click **OK** to close the *Configuration* window.

DEFINING USER FIELD TITLES

Five user fields are available in the cardholder record for entering any additional information that you might like to record for reference. The field titles can be defined to describe the information that you enter.
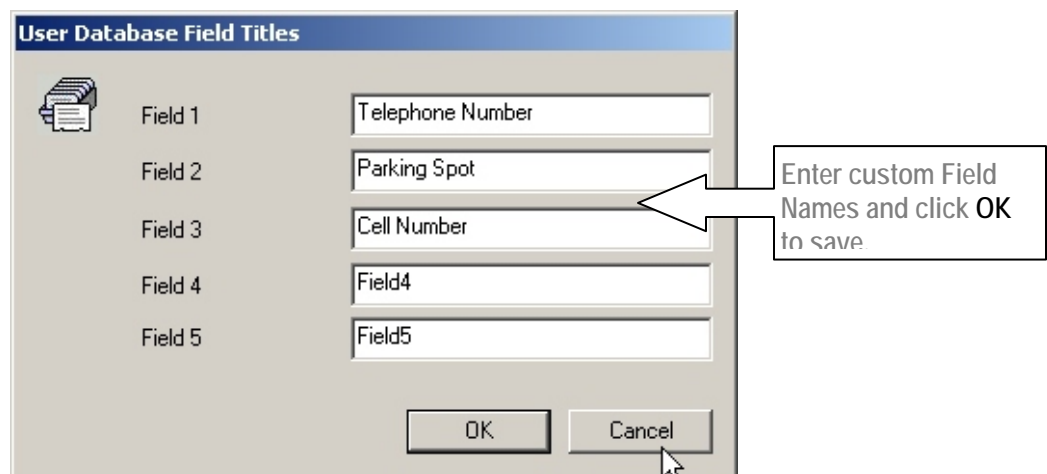
Examples: Phone Number, Parking Spot, Cell Number, etc.
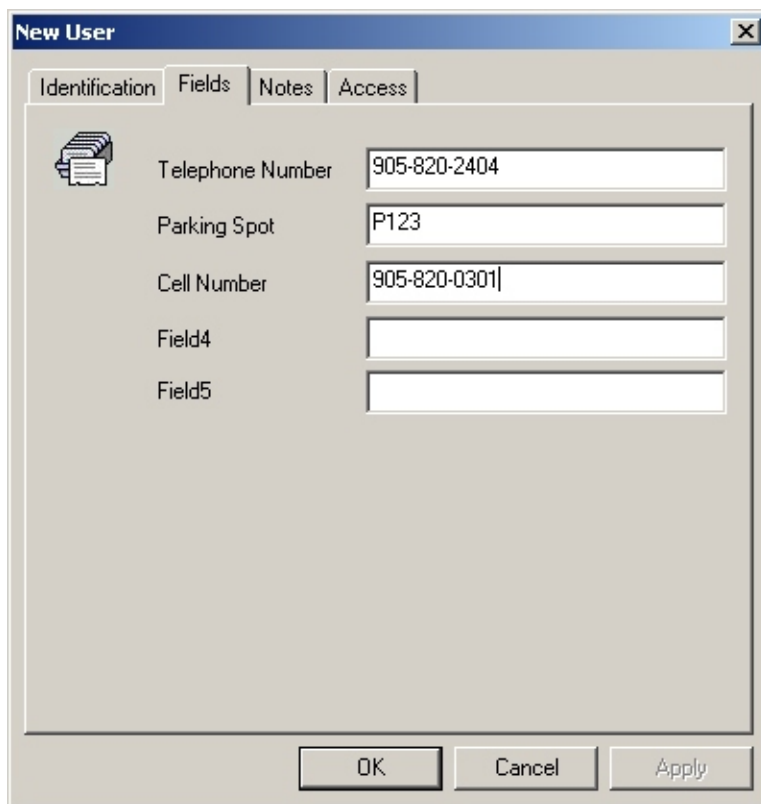
To Program User Field Titles:

While in *User View* select **File** then **User Titles** from the menu bar.

The following window appears:

Enter custom Field Names and click **OK** to save.
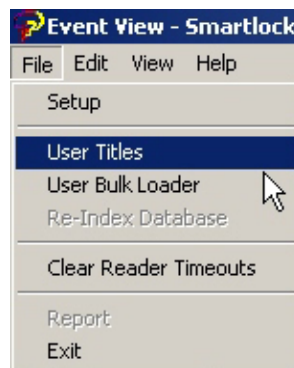
Now when you are adding cardholders, you can add the extra information you want to store in the SmartLock Pro database.

 DEFINING READERS USED IN YOUR SYSTEM

To ADD readers to the system:

While in *Reader View*, click the **New** icon from the command bar at the top of the program window.

Click the **New** Button while in *Reader View*.

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The *Controller Definition* window appears. Select the different tabs to define the reader.

IDENTIFICATION

Controller Address:
Select a number from 1 to 60 that corresponds to the physical address setting of the SmartLock controller. Both this setting and the controller's physical address must match or else communications cannot be established.
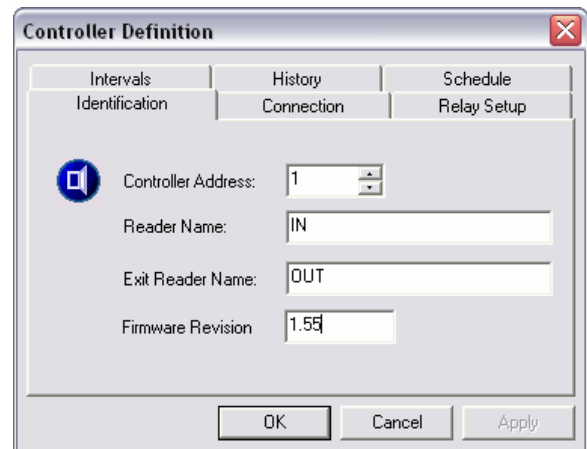
Reader Name:
Enter a descriptive name for the main or entry reader connected to this controller.

Exit Reader Name:
Enter a descriptive name for the exit reader connected to this controller.
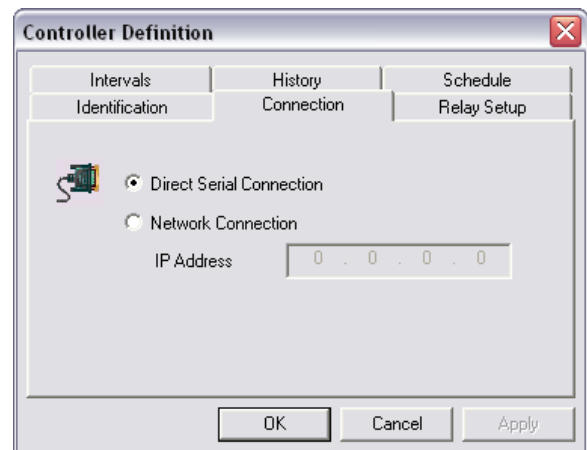
CONNECTION

Direct Serial Connection:
Choose this option if this controller is connected to the PC via a Serial (COM) Port.

Network Connection:
Choose this option if this controller is connected to the PC via network connection using Cansec's CanLan TCP/IP Controller.

If connected via TCP/IP network, enter the IP Address of the CanLan device.

RELAY SETUP: DOOR HELD OPEN/FORCE ENTRY

Activate Output on Forced Entry:
Select this option to turn the relay ON when a Forced Entry condition occurs on this door. The relay stays ON until the door contact is closed.

Activate Output on Door Held Open:
Select this option to turn the relay ON when a Door Held Open condition occurs on this door. The relay stays ON until the door contact is closed.

Activate Output on Both:
Select this option to turn the relay ON when either a Forced Entry or Door Held Open condition occurs on this door. The relay stays ON until the door contact is closed.
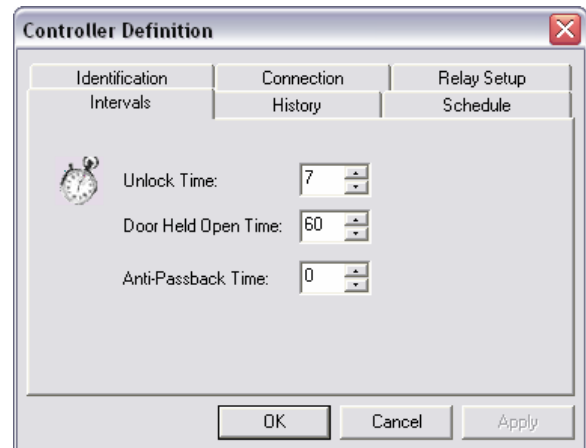
INTERVALS

Unlock Time:
Specify a door unlock time from 1-60 seconds.

Door Held Open Time:
Specify the time from 1-60 minutes before a Door Held Open alarm condition occurs. A door contact must be connected to the controller to monitor for this condition.

Anti-Passback Time:
This is the amount of time that must elapse before the same access card can be reused in a reader. The default time is 0 seconds (Disabled). This feature is used to prevent "Tailgating" (once card used, other users enter) and is especially useful in parking applications.

TRANSACTION HISTORY OPTIONS

Record Exit Button Events:
If this parameter is checked, an audit transaction will be generated each time the Exit Button is operated. If this parameter is checked, Exit Button activations will be stored in the controller's audit buffer in the event that the controller is not online with the PC.

Record Access Granted Events:
If this parameter is checked, an audit transaction will be generated each time a cardholder is Granted Access. If this parameter is checked, Access Granted transactions will be stored in the controller's audit buffer in the event that the controller is not online with the PC.

Record Door Held Open Events:
Readers generate a Door Held Open (DHO) alarm if the door is held open longer than the specified DHO interval. This causes the beeper to sound until the door is re-closed. If this parameter is checked, DHO alarm conditions will be stored in the controller's audit buffer in the event that the controller is not online with the PC. Checking this option will not cause alarm annunciation on the PC, however it must be enabled in order for the PC to receive notification of the condition.
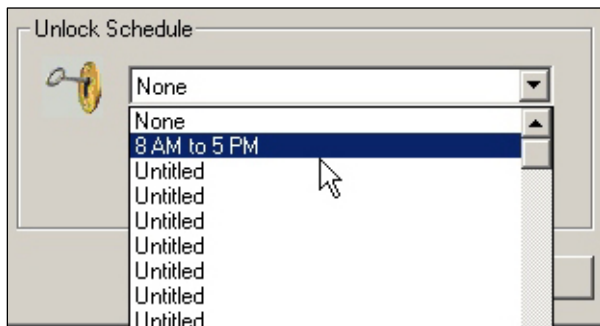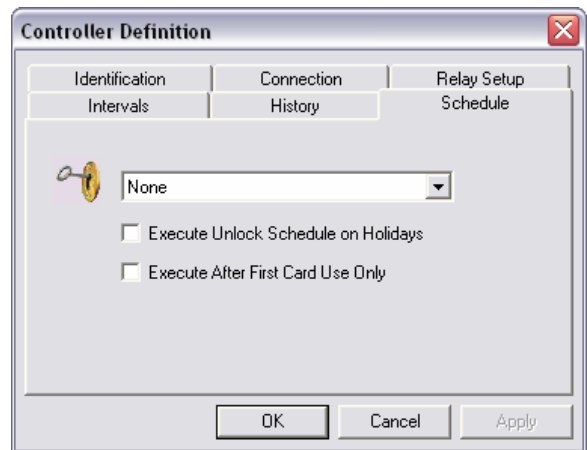
UNLOCK SCHEDULE

Execute Unlock Schedule on Holiday:
> Check this option if you want the door to follow the unlock schedule, even on holidays as programmed under *Holiday View*.

Execute After First Card Use Only:
> Check this option if you only want the door to follow the unlock schedule after a valid card has been used. This will ensure that the door does not unlock without a cardholder being present first.

Unlock Schedules can be assigned to a door to automatically unlock the door during the selected schedule. Note: you must program unlock schedules under *Unlock View* before assigning them in the reader configuration

Controller/reader configuration is now complete. **Repeat for each controller in the system.**

To EDIT readers in the system:

While in *Reader View*, select a reader and click the **Edit** icon from the command bar at the top of the program window.

Click the **Edit** button while in *Reader View*.

To DELETE readers in the system:

While in *Reader View*, select a reader and click the **Delete** icon from the command bar at the top of the program window.

Click the **Delete** button while in *Reader View*.

Testing controller communications:

If the COM port and/or TCP/IP addresses have already been configured and the SmartLock controllers are connected, you can perform a quick test to check communications.

Initiate an *Unlock* or *Momentary Unlock* command to the door as follows:
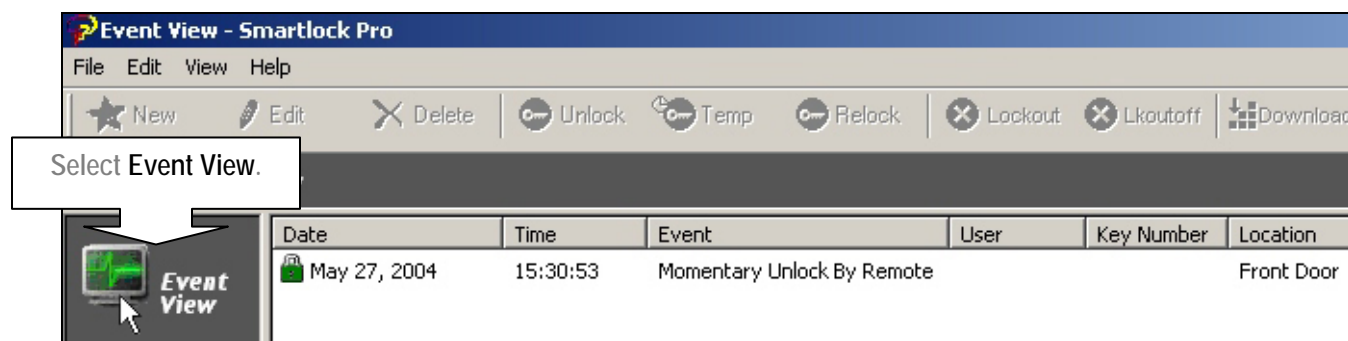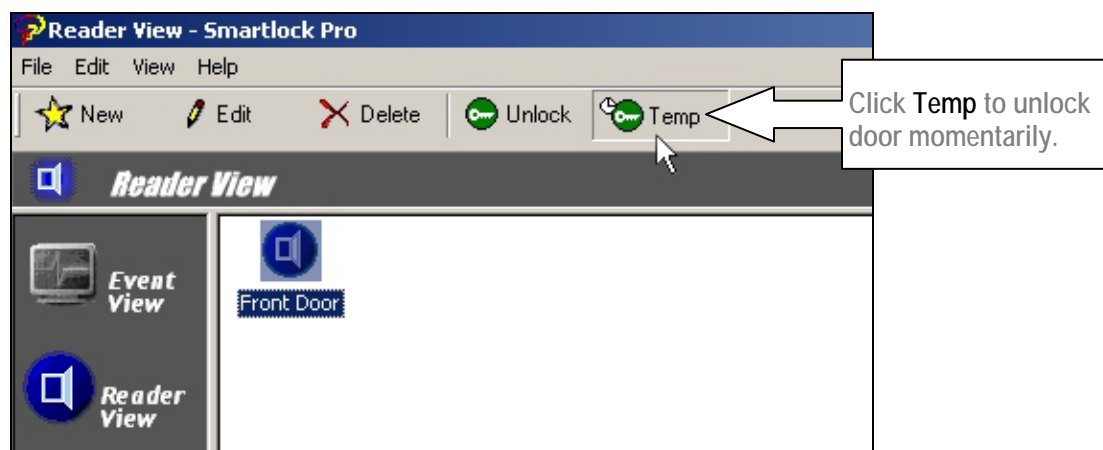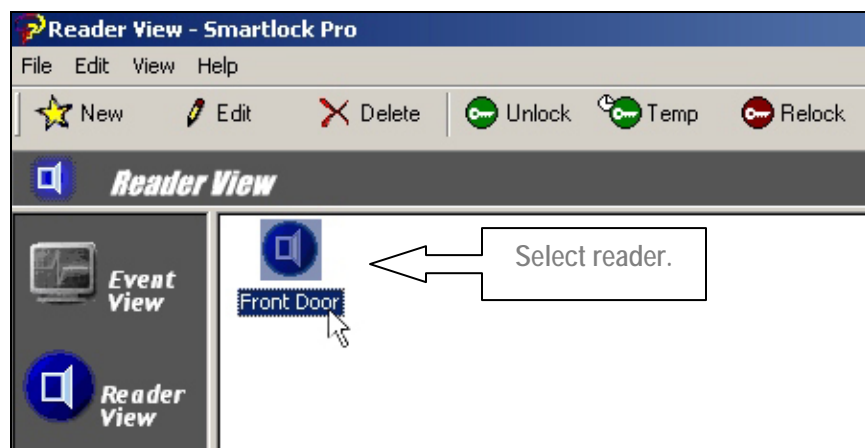
PROGRAMMING UNLOCK SCHEDULES

Unlock schedules can be used to automatically unlock and relock doors on a scheduled basis. There are 60 unlock schedules that can be used.
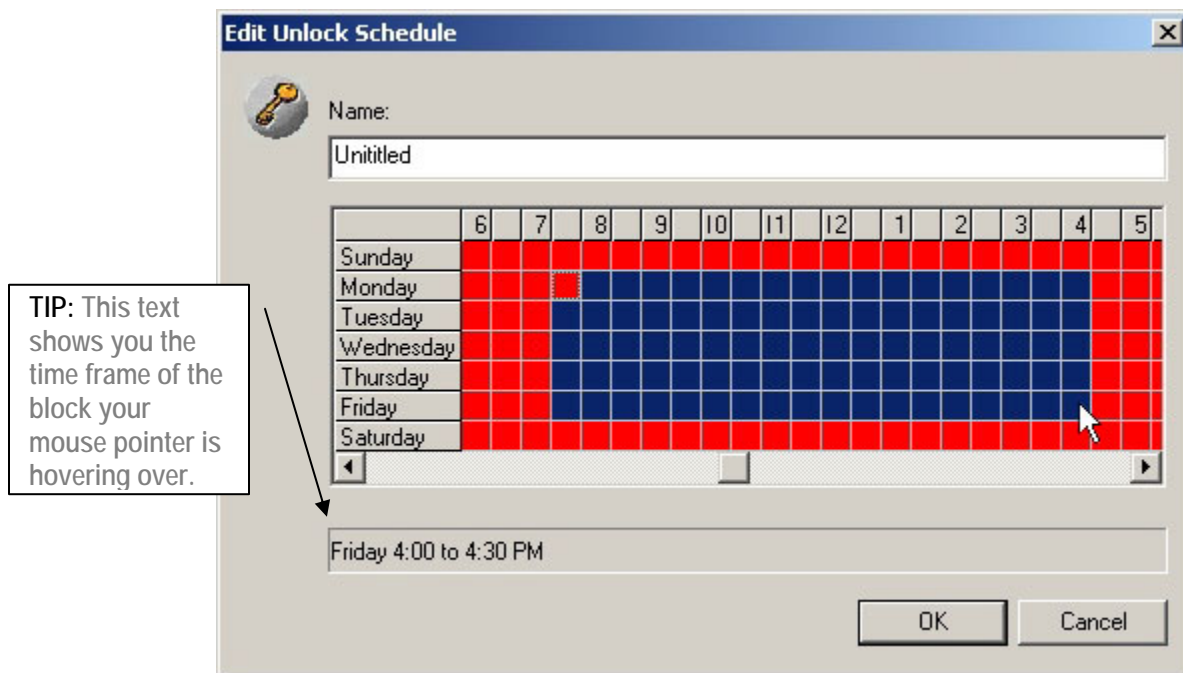
To EDIT unlock schedules:

While in *Unlock View*, select one of the available schedules and click the **Edit** button from the command bar at the top of the program window.
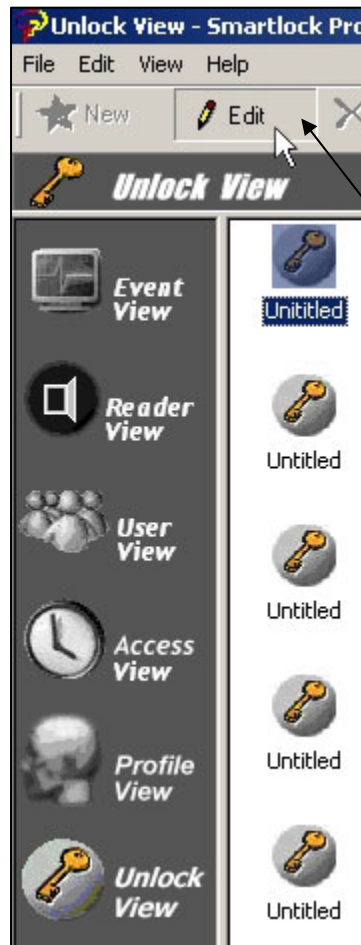

While in *Unlock View*, select a schedule and click **Edit**.

The *Edit Unlock Schedule* window appears:

TIP: This text shows you the time frame of the block your mouse pointer is hovering over.

Using the left button on your mouse, click, hold and drag to select the time frame for this schedule. Once you release the mouse button, the active schedule interval will change to **GREEN**.

Note: Each program block represents a 30-minute time frame.

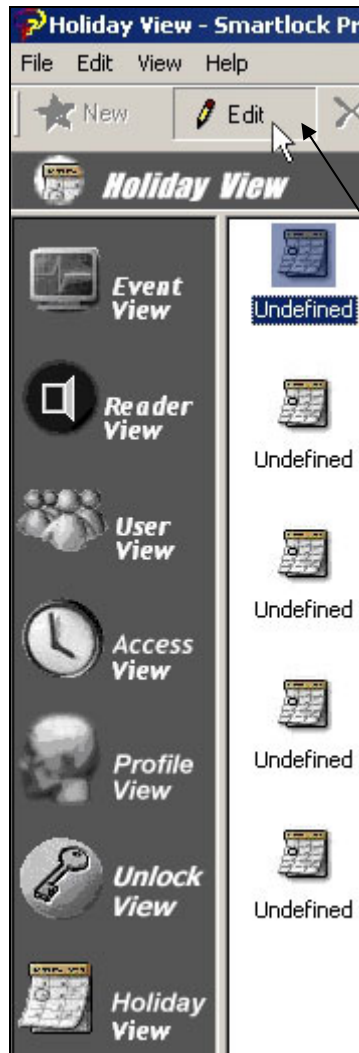Enter a descriptive name for this unlock schedule.
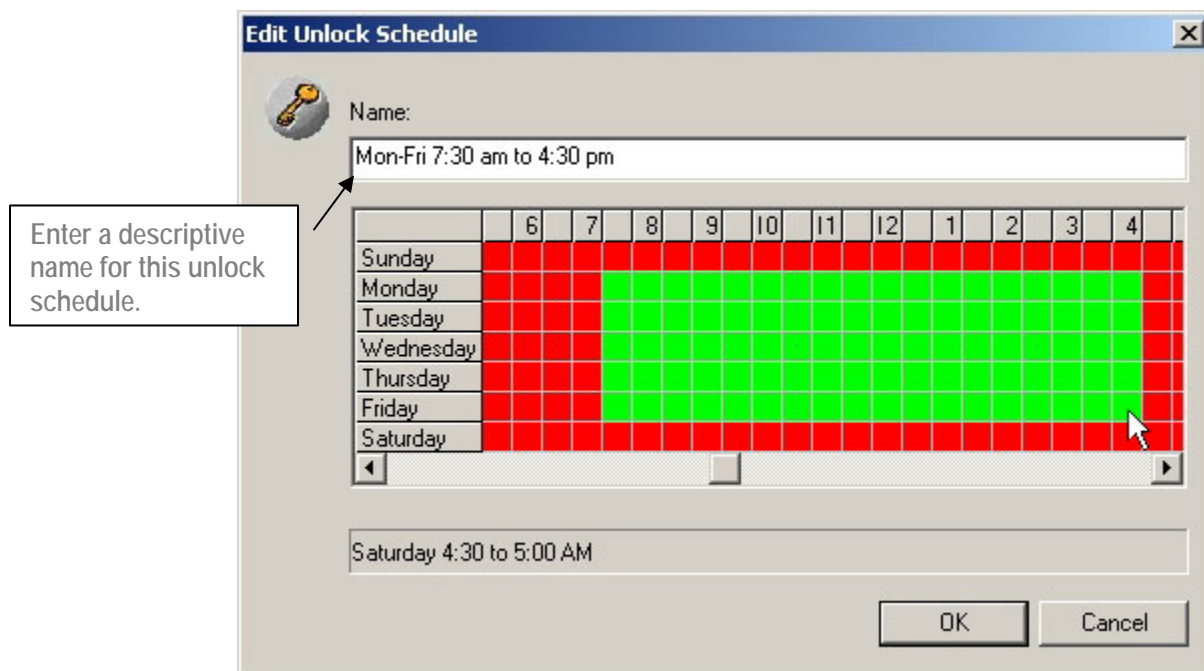
Enter a descriptive name for the schedule and click **OK** to save and exit.

PROGRAMMING SYSTEM HOLIDAYS

Holidays can be defined so that access privileges can be granted or denied on these specific calendar days. Holiday access is assigned to specific readers within the access profile. There are 60 holidays that can be programmed.
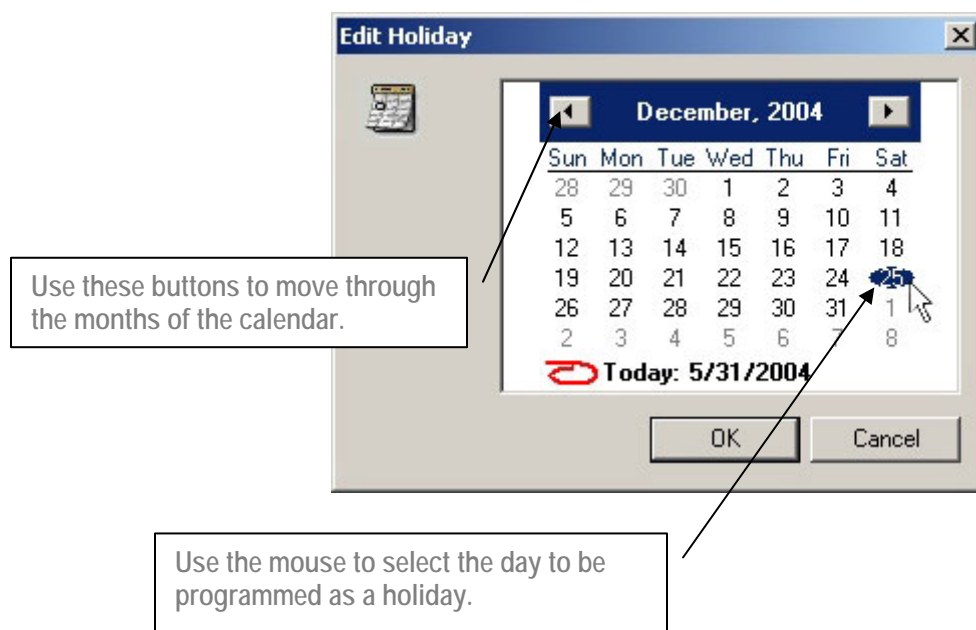
To EDIT holidays:

While in *Holiday View*, select one of the 60 available holidays and click the **Edit** button from the command bar at the top of the program window.

While in *Holiday View*, select a holiday and click **Edit**.

The *Edit Holiday* window appears:

Edit Holiday

December, 2004

Use these buttons to move through the months of the calendar.

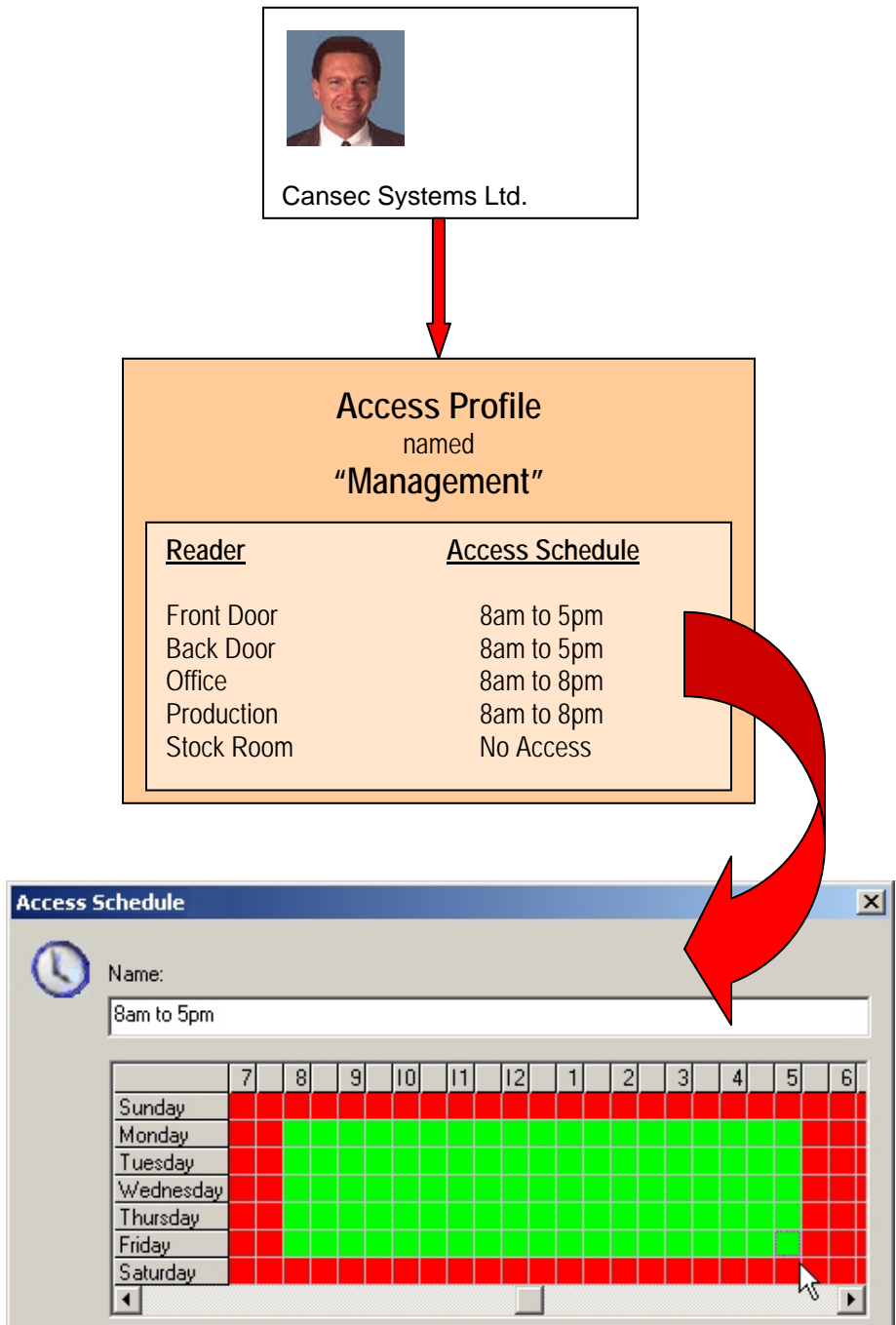Use the mouse to select the day to be programmed as a holiday.

Once the holiday has been selected, click **OK** to save and exit. Repeat for other holidays if desired.

Note: Holidays should be updated on a yearly basis.

Programming Cardholder Access

Shown below is the relationship between *Cardholders*, *Access Profiles* and *Access Schedules*.

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Access Profile
named
"Management"

Reader	Access Schedule
Front Door	8am to 5pm
Back Door	8am to 5pm
Office	8am to 8pm
Production	8am to 8pm
Stock Room	No Access

Access Schedule

Name:

8am to 5pm

	7	8	9	10	11	12	1	2	3	4	5	6
Sunday												
Monday												
Tuesday												
Wednesday												
Thursday												
Friday												
Saturday												

▣ STEP 1: PROGRAMMING ACCESS SCHEDULES

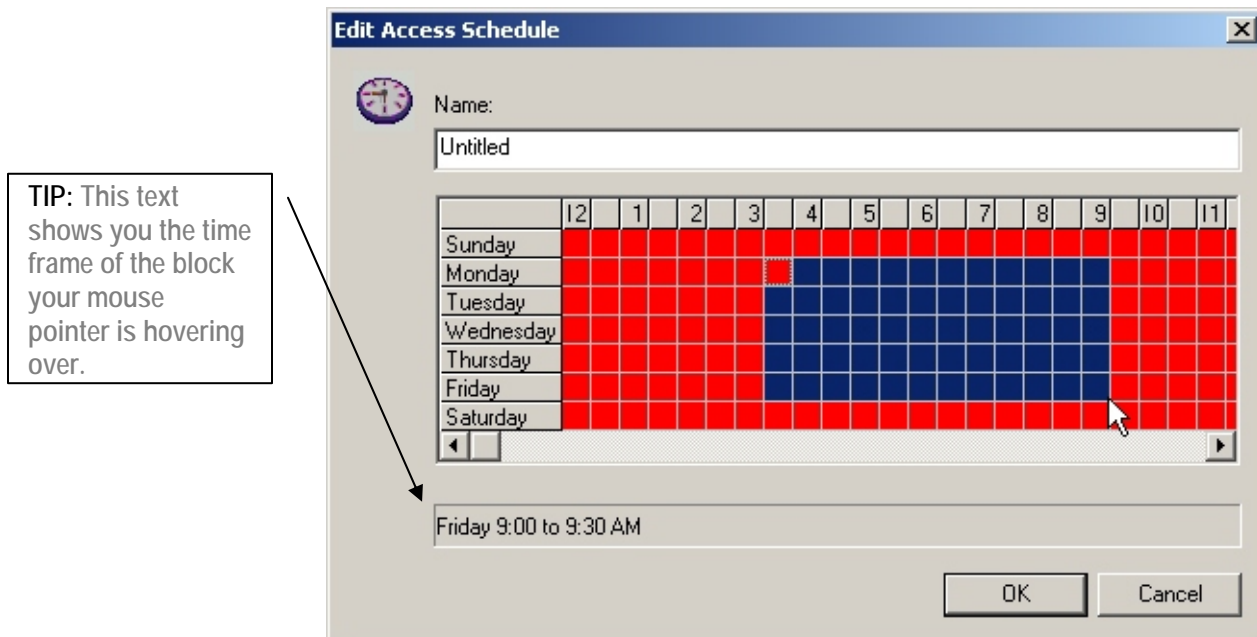Access Schedules should be programmed first. There are 6 Access Schedules available for use.

To EDIT access schedules:

While in *Access View*, select one of the available schedules and click the **Edit** button from the command bar at the top of the program window.
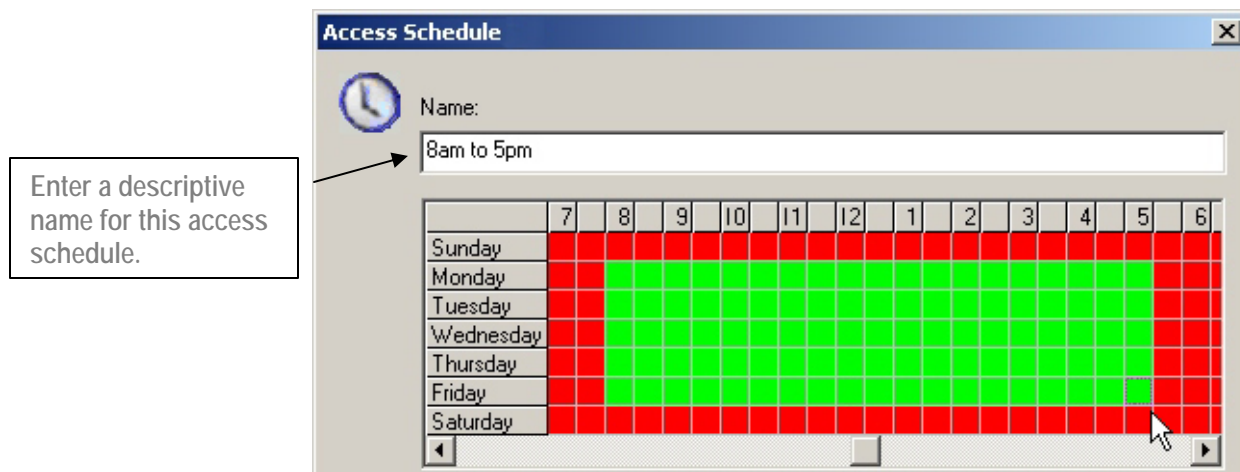

While in *Access View*, select a schedule and click **Edit**.

The *Edit Access Schedule* window appears:

TIP: This text shows you the time frame of the block your mouse pointer is hovering over.

Using the left button on your mouse, click, hold and drag to select the time frame for this schedule. Once you release the mouse button, the active schedule interval will change to GREEN.

Note: Each program block represents a 30-minute time frame.

Enter a descriptive name for this access schedule.

Enter a descriptive name for the schedule and click **OK** to save and exit.

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STEP 2: PROGRAMMING ACCESS PROFILES

Access profiles can be thought of as a template for access privileges. Within an access profile, access schedules are linked to readers in the system as shown in the example below.
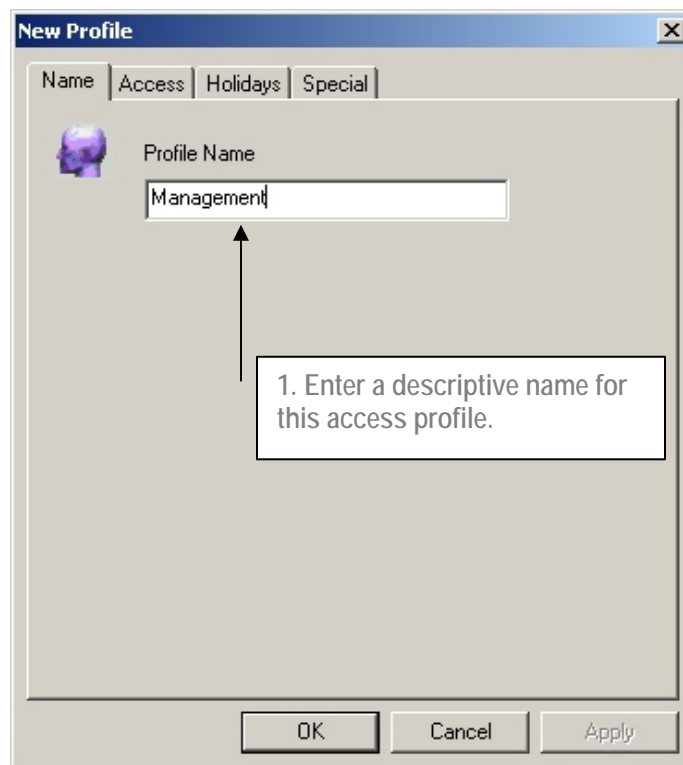
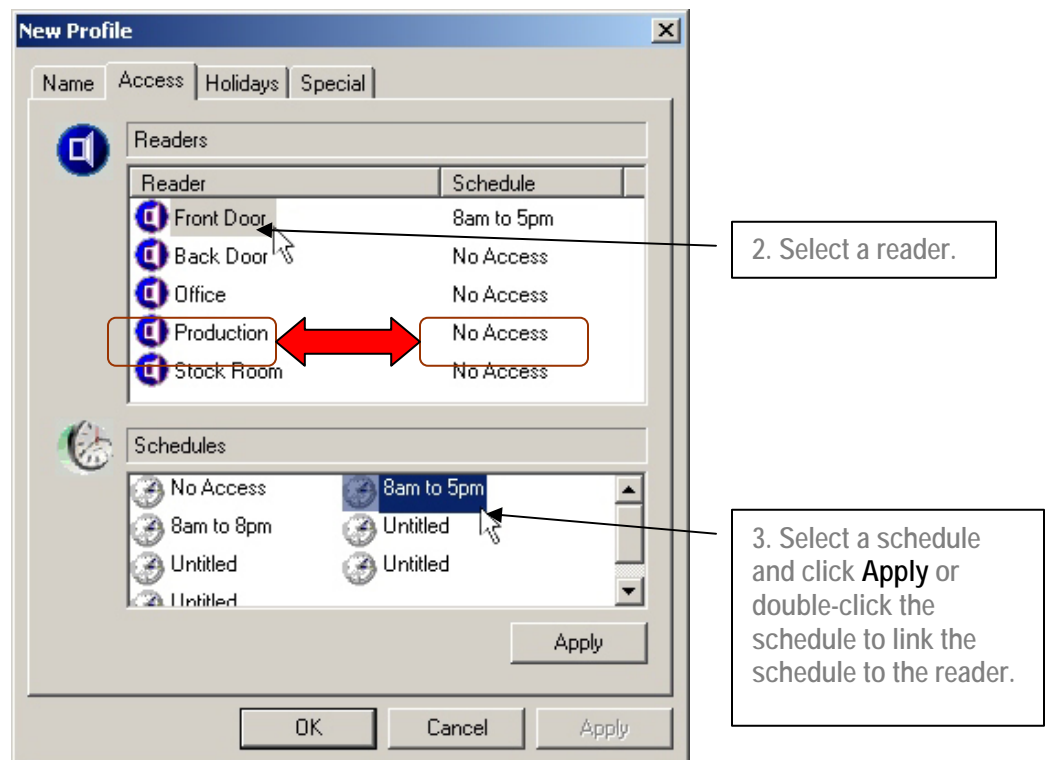|	Sample Access Profile	
	"Management"	
Reader		**Access Schedule**
Front Door		8am to 5pm
Back Door		8am to 5pm
Office		8am to 8pm
Production		8am to 8pm
Stock Room		No Access

To ADD an access profile:

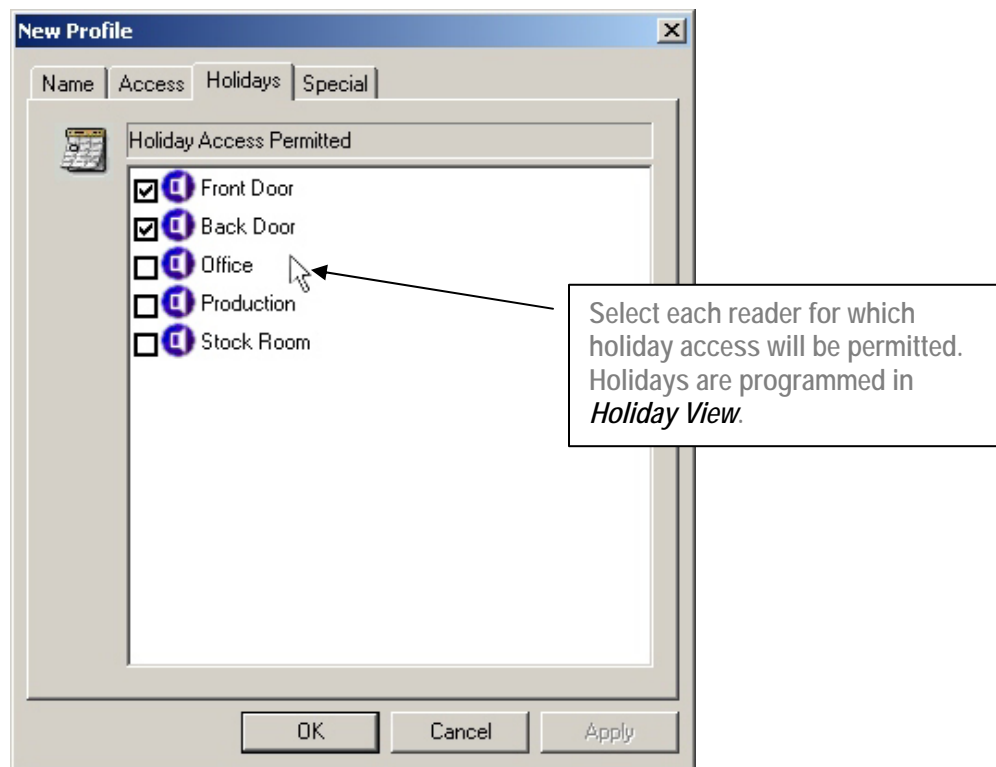While in *Profile View*, click the **New** icon from the command bar at the top of the program window.
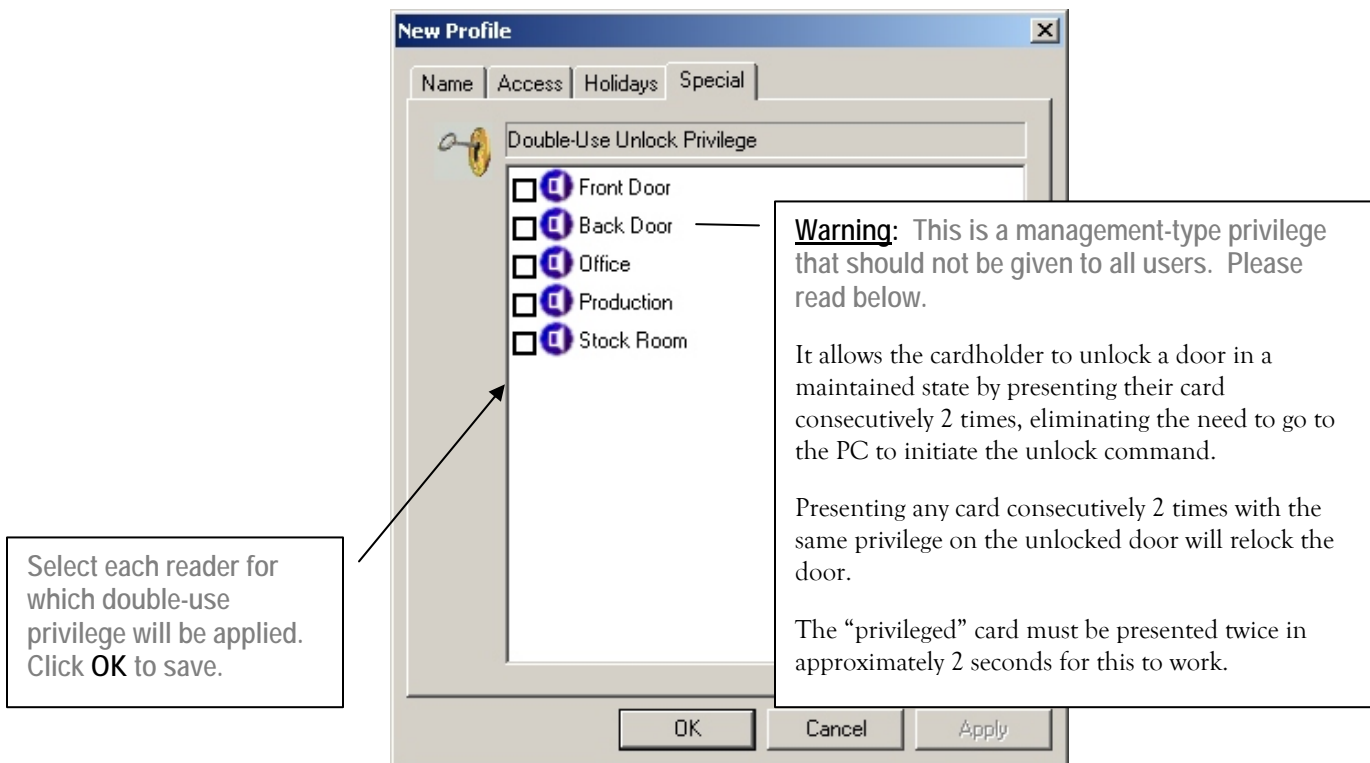
While in *Profile View*, select a schedule and click **New**.

The *New Profile* window appears:

1. Enter a descriptive name for this access profile.

Select the *Access* tab:

2. Select a reader.

3. Select a schedule and click **Apply** or double-click the schedule to link the schedule to the reader.

Select the *Holidays* tab:

Select each reader for which holiday access will be permitted. Holidays are programmed in *Holiday View*.

Select the "Special" Tab:

Warning: This is a management-type privilege that should not be given to all users. Please read below.

It allows the cardholder to unlock a door in a maintained state by presenting their card consecutively 2 times, eliminating the need to go to the PC to initiate the unlock command.

Presenting any card consecutively 2 times with the same privilege on the unlocked door will relock the door.

The "privileged" card must be presented twice in approximately 2 seconds for this to work.

Select each reader for which double-use privilege will be applied. Click **OK** to save.

ⓒ STEP 3: PROGRAMMING CARDHOLDERS

Now that access schedules and access profiles have been programmed, you are ready to add cardholders.

Bulk Loader Feature (OPTIONAL):

For new systems, it may be desirable to perform a *Bulk Load*. This operation will "batch" program a range of cardholders with the selected access profile. This is useful for programming a large number of cardholders to get your system turned on and operational as quickly as possible. The *Bulk Load* feature cannot program cardholder names so these would need to be changed later when it is convenient for the administrator of the system.

To ADD a range of cardholders using *Bulk Load*:

While in *User View*, select **File** then **User Bulk Loader** from the menu bar.
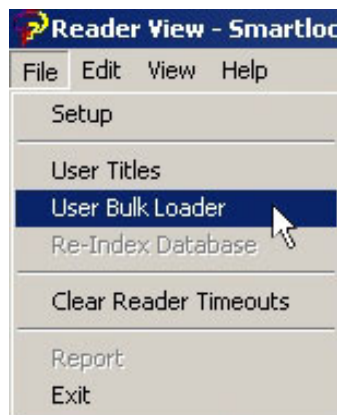
The *Bulk Load* window appears:
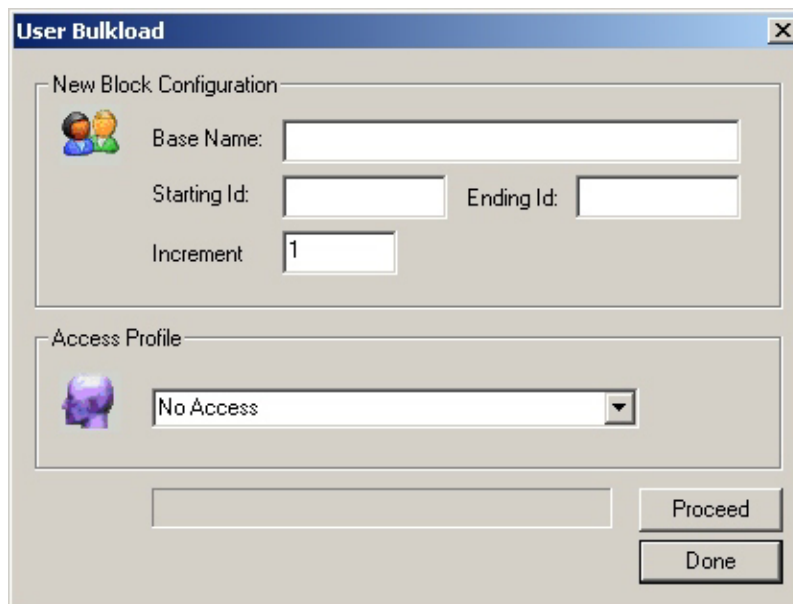
Base Name (Optional): You can enter a prefix that will be added to the cardholder name field. If no base name is entered, the cardholder name will be added with only the ID number inserted.

> *Example #1:* Name field without base name entered:
>
> > **User ID**: 0161000001
> > **User Name**: 0161000001
>
> *Example #2:* Name field with base name entered as *Card ID*:
>
> > **User ID**: 0161000001
> > **User Name**: Card ID: 0161000001

Starting ID: Enter the 10-digit ID number of the first cardholder in the range.
Ending ID: Enter the 10-digit ID number of the last cardholder in the range.

> **Note 1**: If the cards being used came from Cansec Systems or a Cansec dealer, the card ID numbers should be printed on the cards. There is a 5-digit "facility code" and a 5-digit ID number which combine to form the ID number used in SmartLock systems. The ID numbers entered in SmartLock Pro must be 10 digits so make sure you enter leading 0s, if necessary. The SmartLock ID is assembled as follows:
>
> **SmartLock ID**: FFFFFNNNNN – where F is the facility code and N is the Card ID.
>
> **Note 2**: You cannot Bulk Load iButton® credentials

Increment: Enter an increment factor. The default of 1 is typically used.

Access Profile: Select an access profile that will be applied to all cardholders in this bulk load operation.

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Click **Proceed** to add the cardholders using the selected criteria. The following message indicates a successful bulk load operation:
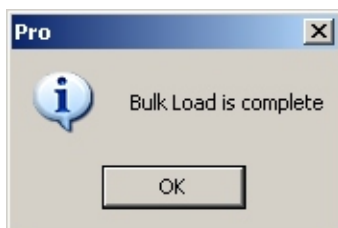
As long as all SmartLock controllers are online, the new cardholder data with access information will be automatically downloaded.

PROGRAMMING INDIVIDUAL CARDHOLDERS:

Click the **New** button while in *User View.*

To ADD new cardholders:

While in *User View*, click the **New** icon from the command bar at the top of the program window.

The *New User* window appears.

Identification Tab:

Enter the user ID and user name as described below.

If using iButton® credentials snap User Key into enroller and click **Read iButton** to read User ID.

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User ID:	Enter the 10-digit card ID number.
Note:	If the cards did not come from Cansec Systems or they are 26-bit Wiegand format credentials/readers are being used, consult your system provider to determine the proper way to enter ID Numbers.
User Name:	Enter a name for the user.
Auto Validate Date:	Select the date you wish to have the user become active (to begin access).
Auto Void Date:	Select the date you wish to have the user become inactive (to stop access).
Note:	Auto Void/Validate **MUST** be enabled. See *Initial Software Setup: Set Up Communications, History Options, Auto Void/Validate, Password Protection*.
Limited Use Card:	Enable this feature if you wish to limit the amount of times the card can be used. Each time the card is presented to an accessible reader it counts as one time.
Maximum Use Count:	Select the maximum amount of times the card can be used. Each time the card is used on an accessible reader this number will decrement by one.
Note:	When the maximum use count reaches zero you will receive a *User Voided* event message and that card will no longer be valid. If you wish to add more uses to the card, increase the maximum use count, then select an access profile.
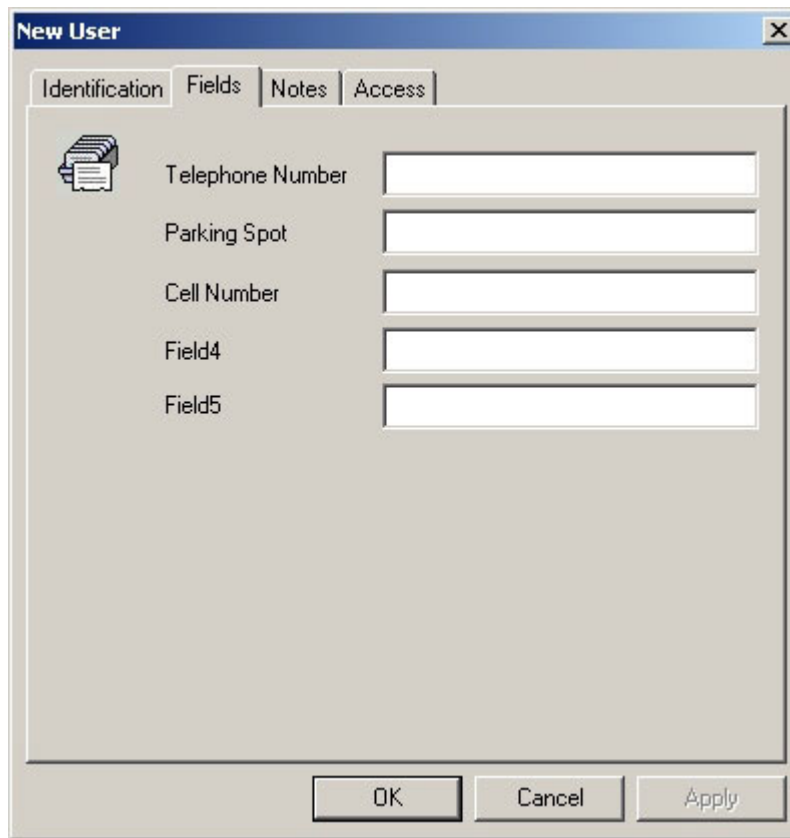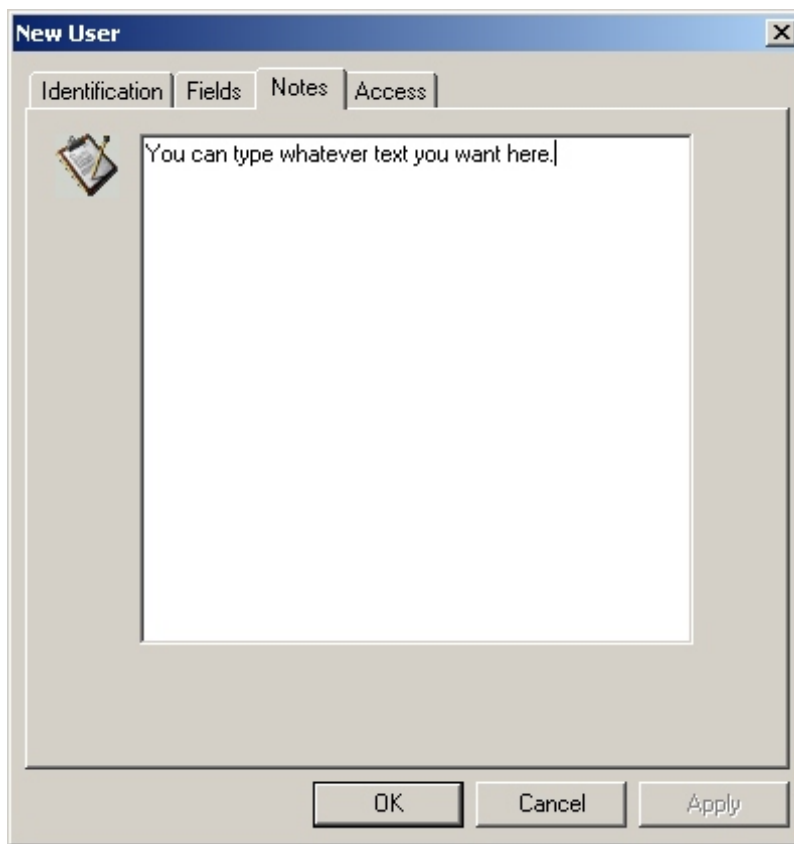
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Fields tab:

These fields can be used for any user information that you would like to store in the SmartLock database. They are not related to access privileges in any way. The names of these fields can be programmed as described in the *Initial Software Setup* section.
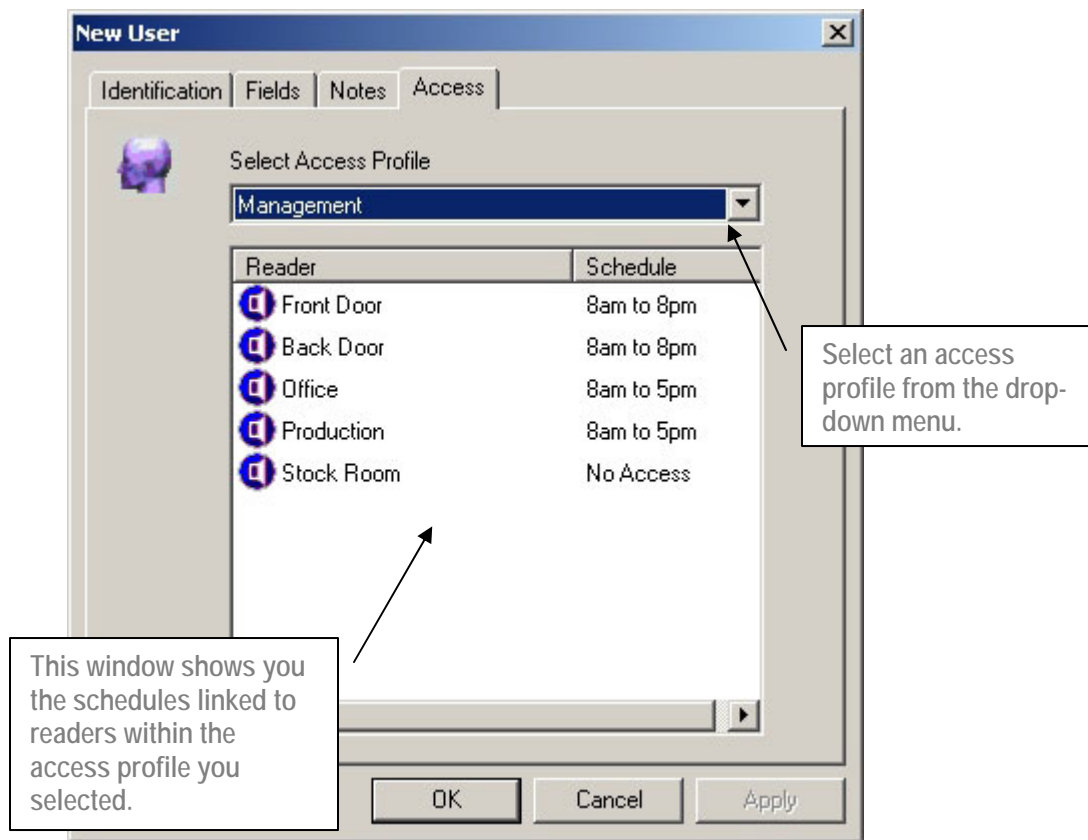
Notes tab:

The notes section can also be used for additional information, not related to access privileges. This field may be useful as an ongoing log via manual entry as there is no limitation on length of text.

Access tab:

Select an access profile from the drop-down menu. You will see the access schedule assignments corresponding to the profile you selected in the reader window as shown above.

Click **OK** to save changes to the new cardholder record.

As long as all SmartLock controllers are online, the new cardholder data with access information will be automatically downloaded.

To EDIT a cardholder record:

1.   While in *User View*, select the cardholder record you wish to edit.
2.   Click the **Edit** button from the command bar at the top of the program window.
3.   Make the desired changes.
4.   Click **OK** to save any changes made.

To DELETE cardholders:

1.   While in *User View*, select the record(s) of the cardholder(s) you wish to delete.
2.   Click the **Delete** button from the command bar at the top of the program window.
3.   A confirmation window will appear.
3.   Click **YES** to delete the record(s).

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WORKING WITH HISTORY

ABOUT HISTORY FILES:

SmartLock records all events on the PC's hard disk drive in *History Files*. The size and number of files stored is determined by the settings as described in the *Initial Software Setup* section.

Because SmartLock Pro is a "real-time" system, these events are constantly being recorded in one file, called the *Current History File*. Once the current history file reaches the file size as programmed in *Setup*, it is archived as a backup file for future viewing and reporting. Once the number of backup files reaches the number specified in *Setup*, the oldest backup file will be deleted to make room for the newest file.

Note: The SmartLock controller memory holds a maximum of 1,000 events. This is useful to know when the controller is offline and events cannot be sent to the computer. When 1,000 events are stored in the on-board memory, a new event will replace the oldest event.

ABOUT HISTORY FILTERS:

History filters can be used to search for specific information within a history file, whether current or backed up. The operator can specify a date and time range, type of event, user name and specific readers to search for. These history filters can be saved for future use.

ABOUT REPORTS:

While in *History View*, any events that are currently displayed on the screen can be saved as a *Text* or *Comma Delimited* (CSV) file for later viewing or importing into another program.

☐ VIEWING TRANSACTIONS IN A HISTORY FILE

To view all history, first select **History View**.

Select a history file to view from the drop-down menu as shown below.

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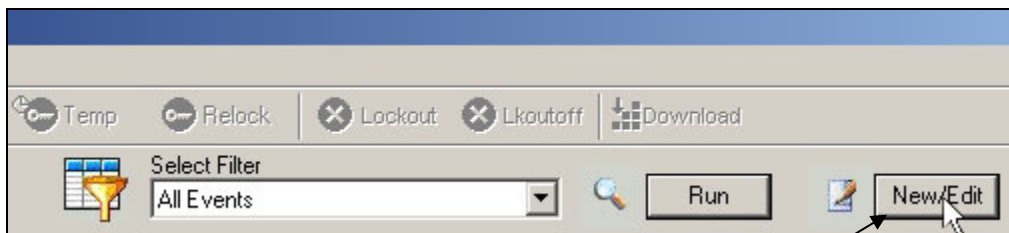Make sure the *All Events* filter is selected and click the **Run** button.

Select **All Events** then
click the **Run** button.

CREATING FILTERS TO SEARCH HISTORY FILES

To CREATE a history filter:

Select *History View* and click the **New/Edit** button from the top menu bar.

Click **New/Edit** to create a
new history filter.

The *History Filter* window appears:

Filter Name:	Enter a descriptive name for the filter.
Date and Times:	Specify a date and time for both *From* and *To* fields. When you run the filter, only history within this range will be searched.
Events:	Select the types of events that you want to search for.
User Name:	Specify a user name to search for. <u>Note:</u> This field is case sensitive. You can also specify leading characters of a name and search for all names starting with those characters. Example: "Jo" entered will search for all names beginning with "Jo".
Readers:	Select the readers that you want the filter to search for. When you run the filter, only transactions related to these readers will be searched.

Click **Save** to name and save this history filter.

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To RUN a history filter:

Select a history file to search.
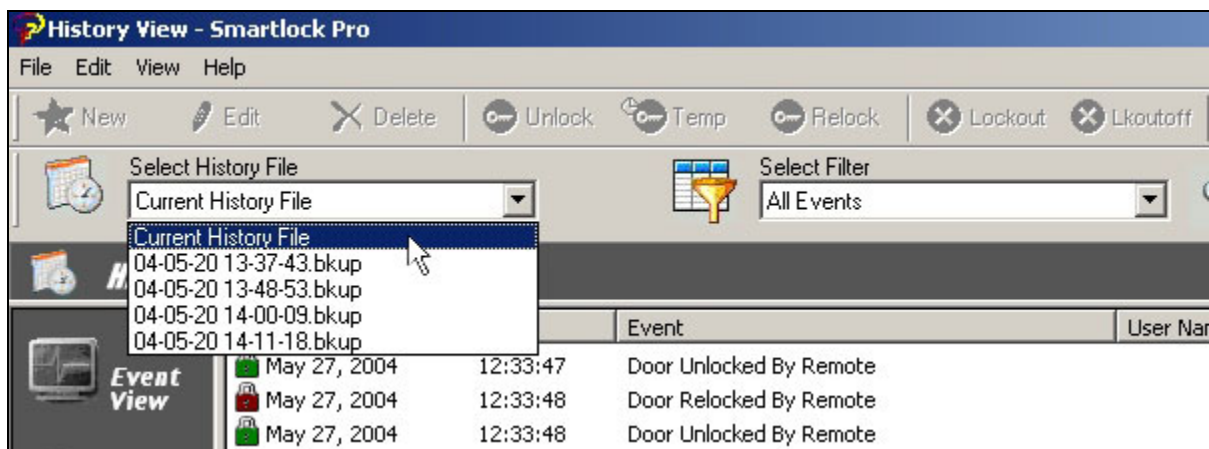
Select a previously created history filter to run against the history file.
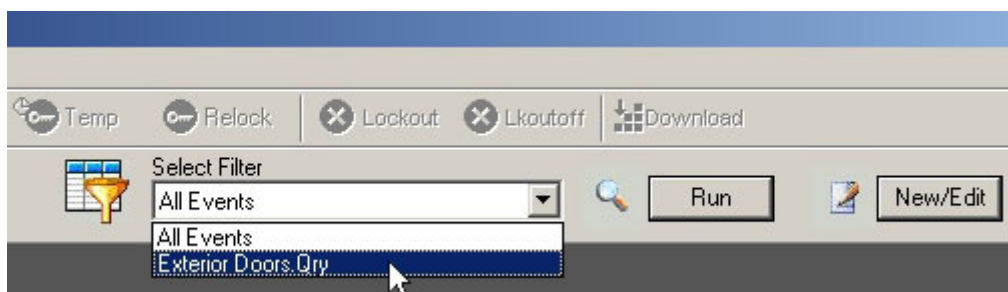
Click the **Run** button to search the selected history file using the search criteria specified in the history filter.
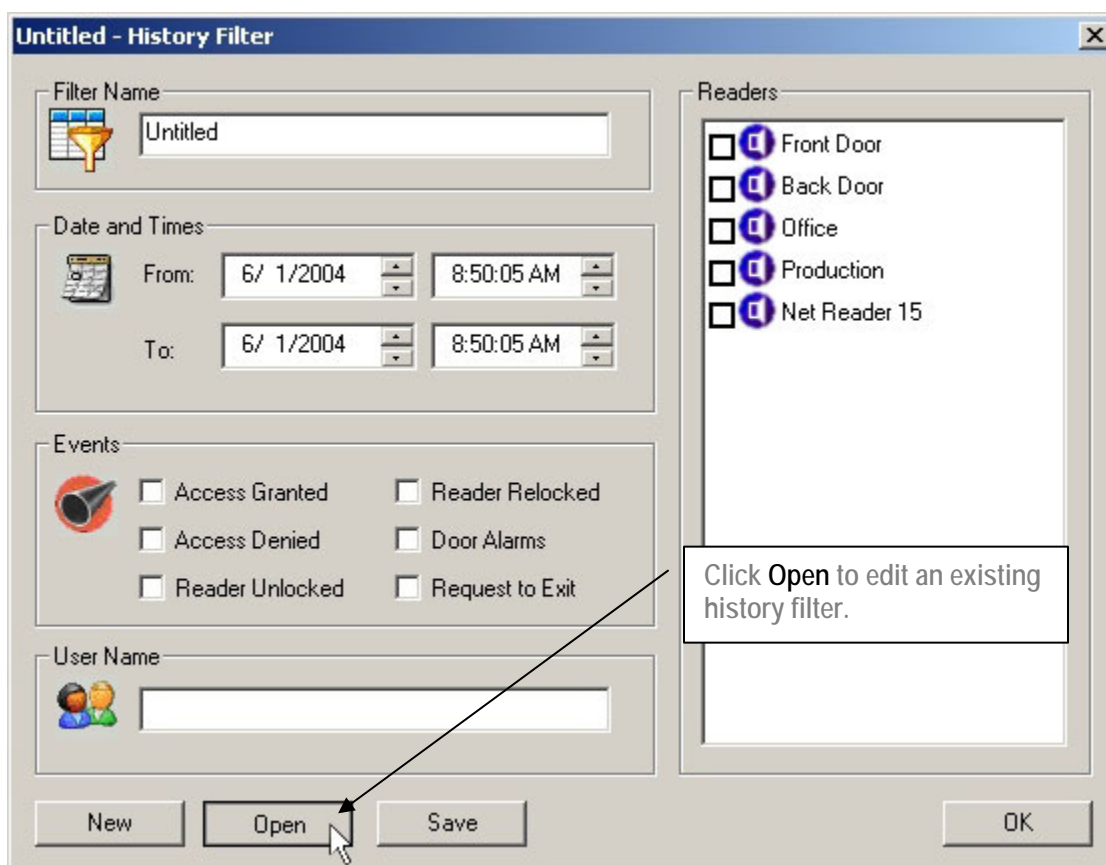
To EDIT a saved history filter:

Select *History View* and click the **New/Edit** button from the top menu bar.
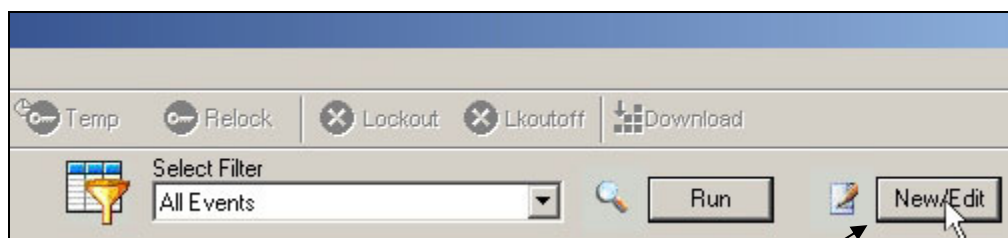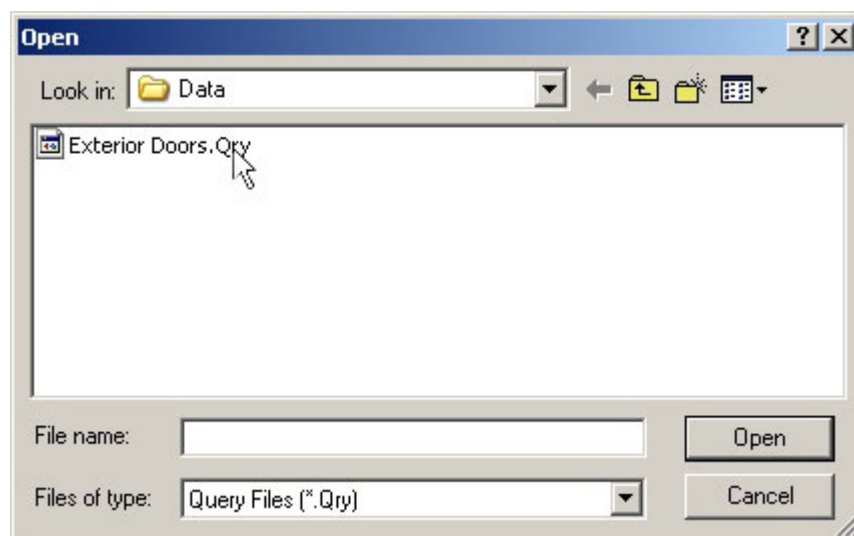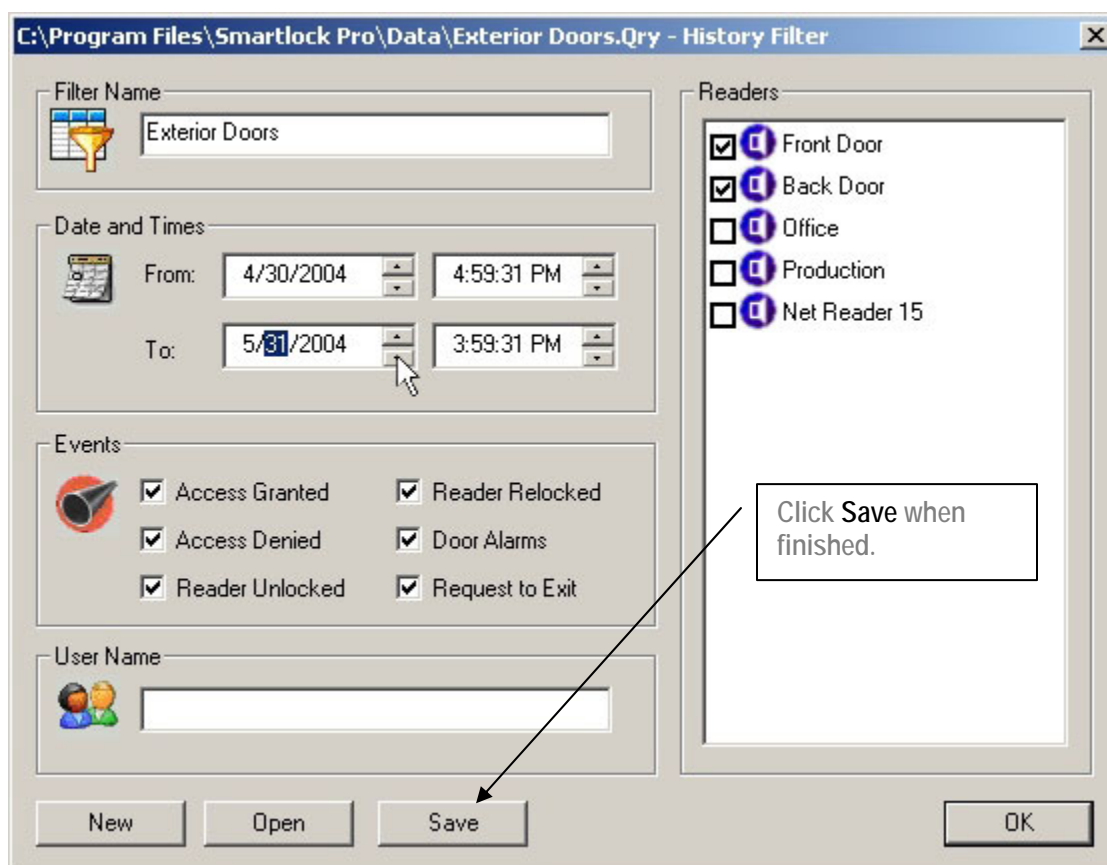

Click **New/Edit** to edit an existing History Filter.

When the *History Filter* window appears, click the **Open** button.

Click **Open** to edit an existing history filter.

Select the name of the previously saved history filter to open.


Click **Open** and make any desired changes.

◪ SAVING HISTORY REPORTS

While in History View, any events that are currently displayed on the screen can be saved as a Text or Comma Delimited (CSV) file for later viewing or importing into another program.

To save the currently displayed events, select **File** then **Report** from the menu at the top of the screen.
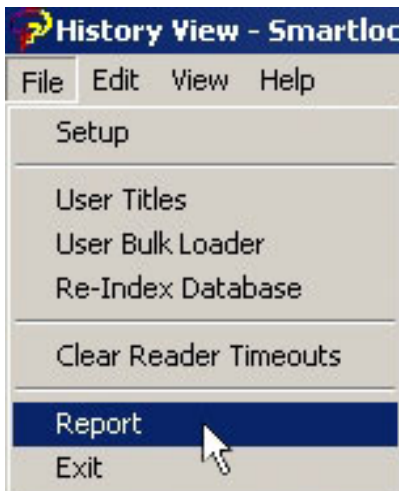
The *Report Options* window appears:
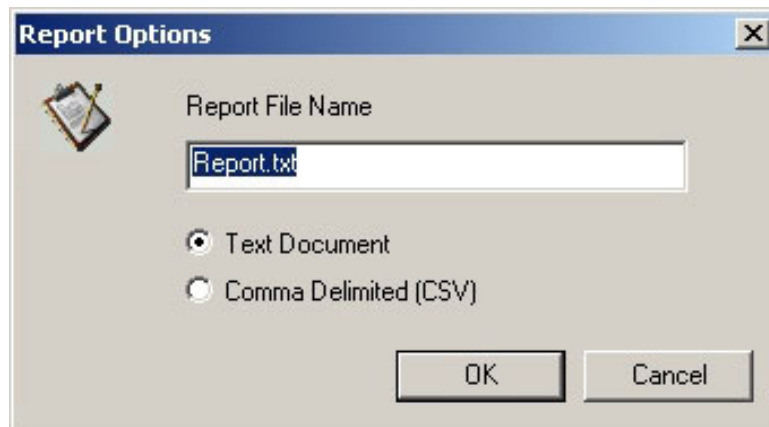
Enter a name for the file and select either *Text* document or *Comma Delimited* document. Click **OK**.

The report will then be displayed on screen using the default Windows® text editor. At this point, you can save the file to whatever location you wish.

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Alarm Setup and Usage

◆ ABOUT SMARTLOCK ALARMS

<u>IMPORTANT</u>:

This system is designed and intended to be used as an access control system. Under <u>**no circumstances**</u> should the product be used as primary monitoring for a fire alarm system, or any other life safety applications.

SmartLock Pro can display and annunciate the following alarm events:

| ALARM EVENT	DESCRIPTION
Access Denied In Database	A cardholder in the database has attempted to gain access to a door for which he/she does not have access during that time.
Access Denied Not In Database	A cardholder not in the database has attempted to gain access to a door.
Door Held Open	The door has been propped open longer than the time specified in the reader setup.
Forced Entry	The door has been opened without a valid card use or exit button usage.
No Communications	The controller has lost communications with the host PC.
Access Denied – Time Zone	A cardholder attempted to gain access to a door outside of their access schedule.

◆ ALARM SETUP

To setup SmartLock Pro to report alarms, click the **Setup** button while in *Alarm View*.
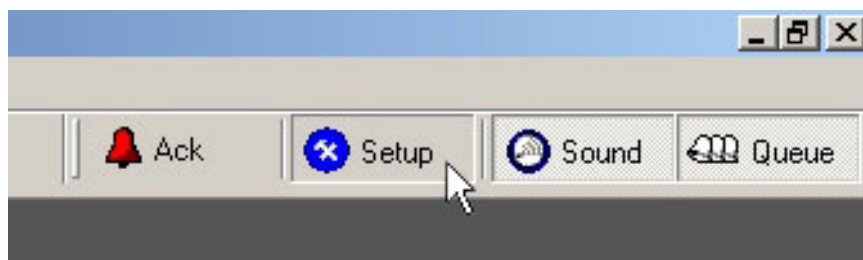
The *Alarm Queue Setup* window appears:
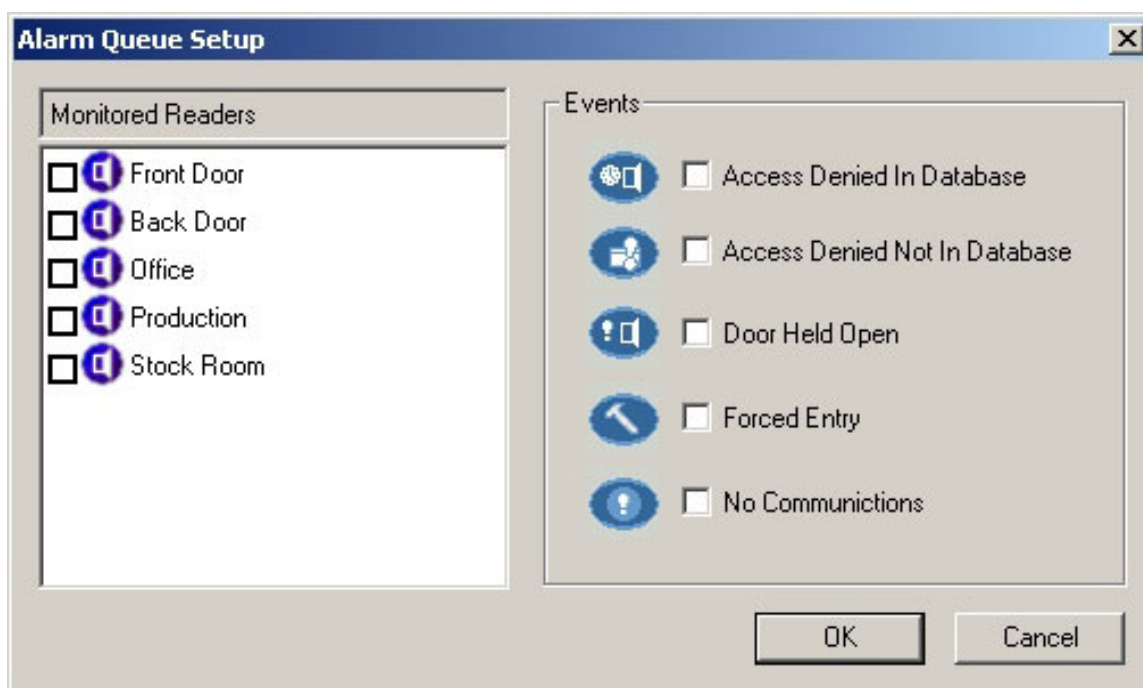
Select the readers and types of events that you wish to report as alarms.
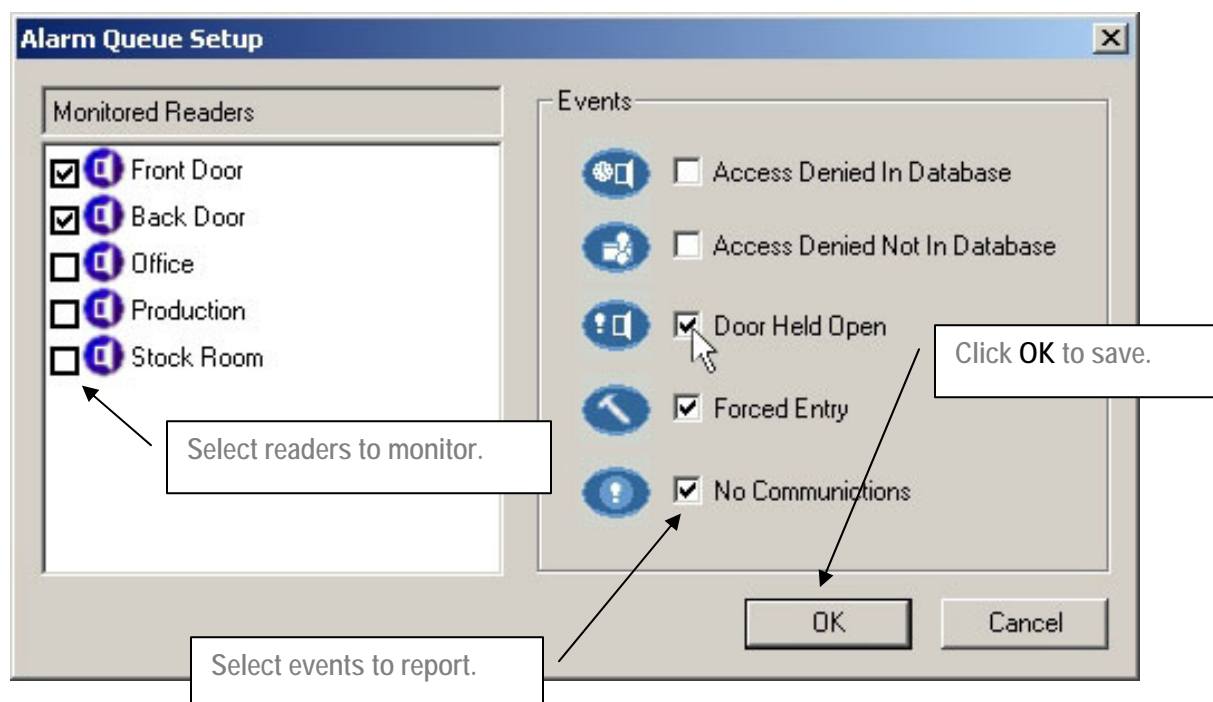
⊙ TURNING THE ALARM QUEUE ON/OFF

While in *Alarm View*, the events listed (if any) are referred to as being in the "Alarm Queue". As alarm events occur, they will be displayed here in chronological order awaiting acknowledgement by the system administrator.
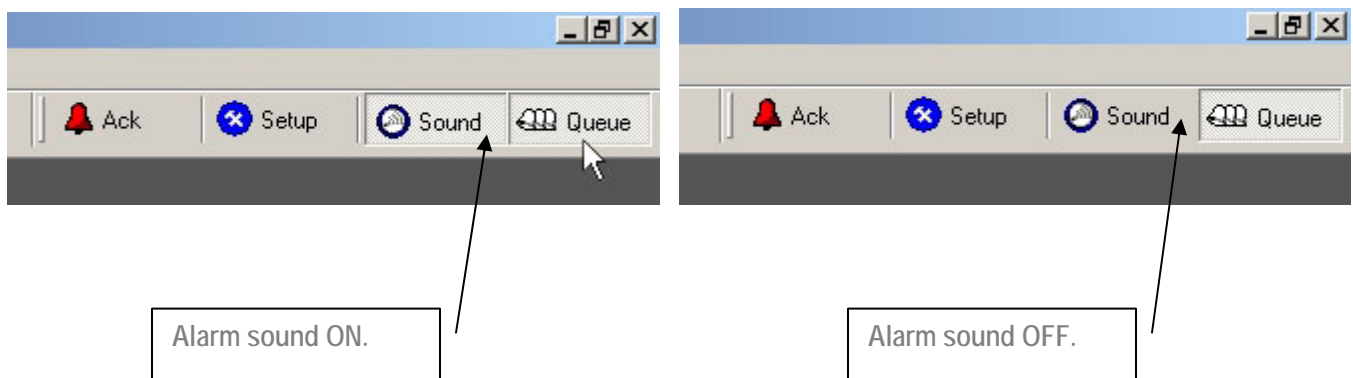
The alarm queue can be turned ON or OFF at the discretion of the administrator as follows:

Alarm queue ON.

Alarm queue OFF.
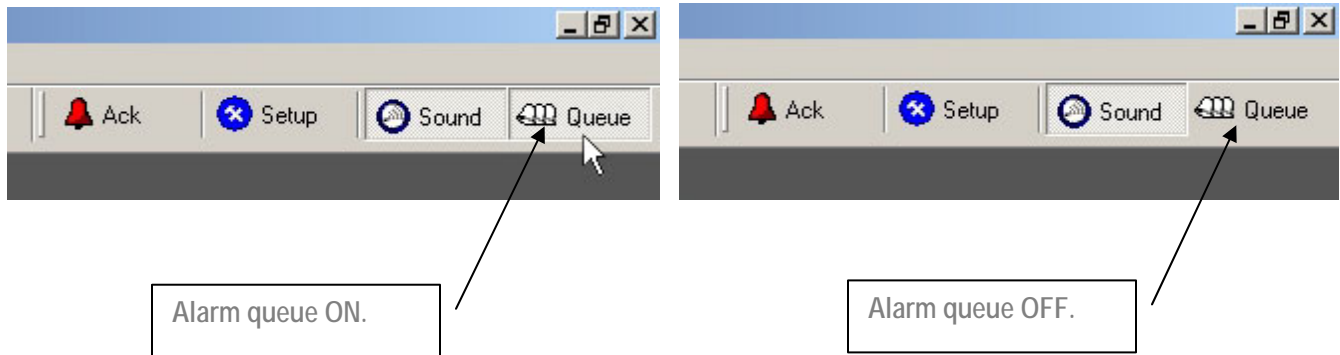
⊙ TURNING THE ALARM SOUND ON/OFF

SmartLock Pro uses the Window s® sound file (.wav) for the program event named *Exclamation*. If desired, this can be changed via the Windows control panel under *Sounds*.
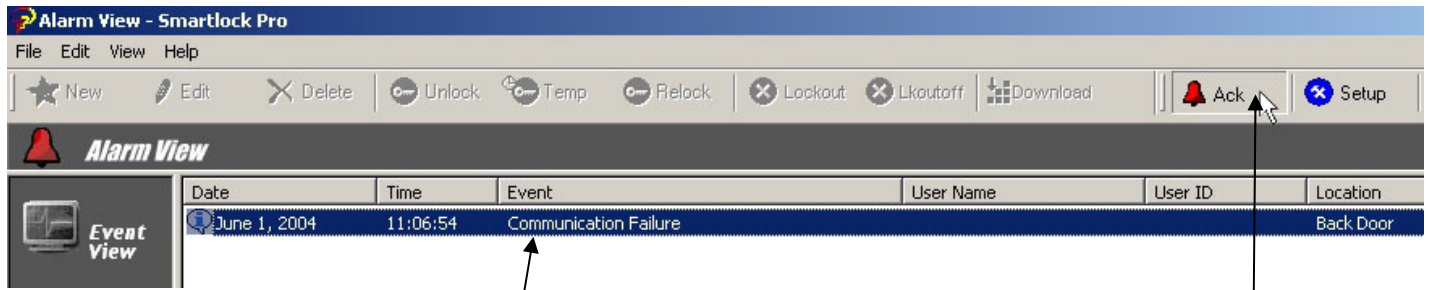
The alarm sound can be turned ON or OFF at the discretion of the administrator as follows:

Alarm sound ON.

Alarm sound OFF.

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⬡ ACKNOWLEDGING ALARMS

Once alarms occur and reside in the alarm queue, they **MUST** be processed by an operator to be cleared.

To acknowledge alarms in the queue, select the alarm(s) you wish to acknowledge and click the **Ack** button as shown below:

1. Select the alarm(s).

You can select multiple alarms by holding down the **Ctrl** key on the keyboard.

2. Click the **Ack** Button.

Reader Commands and Status

 INITIATING READER COMMANDS

While in *Reader View*, the following commands can be manually issued by the system administrator:

Unlock: Unlocks a door in a maintained state. Door must be relocked by a command or by schedule.

Unlock Momentary: Unlocks a door momentarily for the time specified in the reader configuration.

Relock: Relocks an unlocked door.

Lockout: Disables a reader so that no cardholders can unlock the door. Useful to prevent access to a hazardous area.

Lockout OFF: Remove the Lockout condition from a "locked out" reader.

Download: If any programming was performed while controllers were offline, it will be necessary to perform a download.

To issue a reader command, select a reader in *Reader View*. Click the command you wish to initiate.

Select the reader, and then click the command.
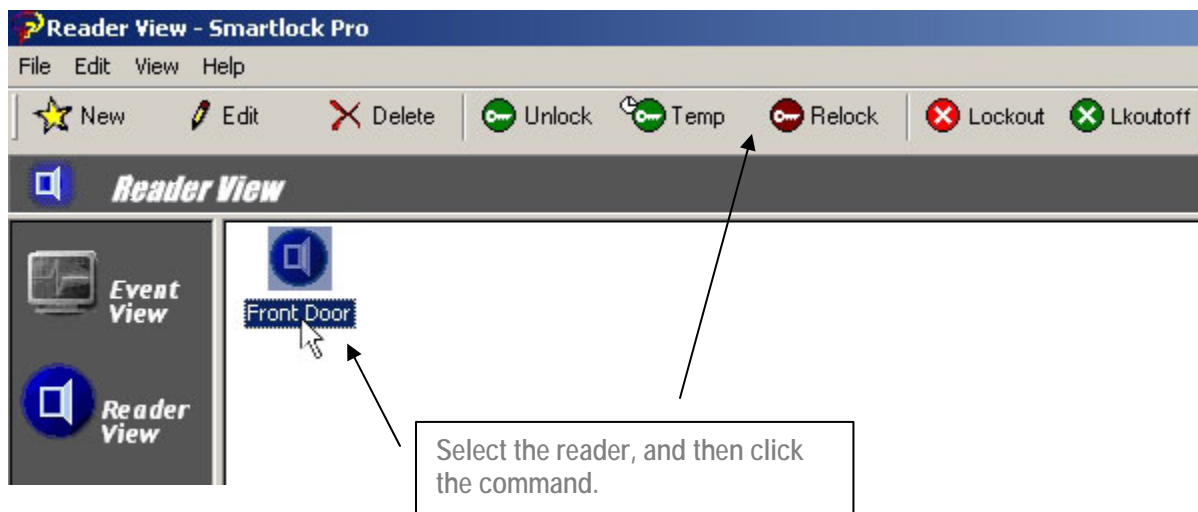
Alternatively, double-click a reader icon to display the status of the reader. You can then view the status of the reader, issue commands or edit the reader's configuration (see next section).

⊙ READER STATUS

Double clicking the reader icon displays the *Reader Status* window as follows:
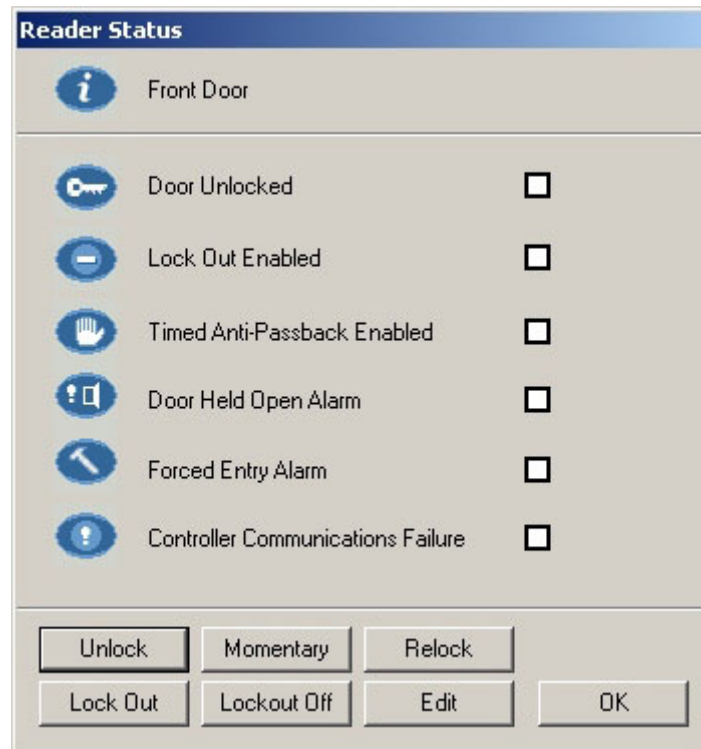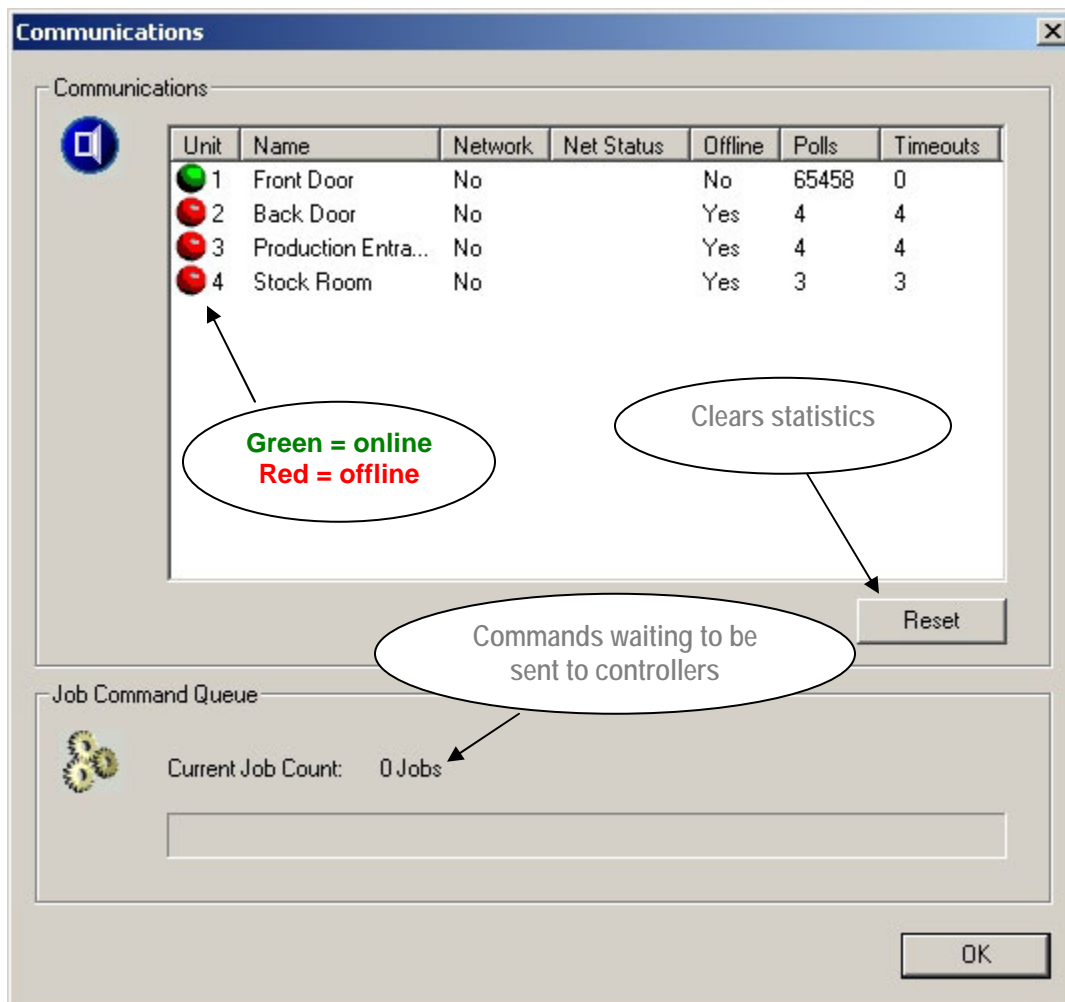

From this window, you can view the status of the reader/door, initiate commands and edit the reader's configuration.

READER STATISTICS

While in any view, select **View** then **Statistics** from the main menu at the top of the screen.


The following window appears:

This screen is useful for determining if controllers are online with the host PC.

APPENDIX

IMPORTANT NOTES

- Back-up you data! Settings defined in the software such as Readers, Users and Profiles are saved to the default location **C:\Program Files\SmartLock Pro\Data**. It is good practice to back up this folder on a regular basis and when any significant changes have been made. Ideal locations to save a back-up copy of your data folder would be in another location on your computer, on portable memory (flash disk or CD-RW) or another computer or drive on your network.

- When you update a readers date and time, the date and time of the computer that is running the software will be sent to the reader. This will log event messages with the correct date and time when they occur. SmartLock Pro software will automatically update the date and time of all readers once a day if the following conditions are met:

  1. The readers are online (there is communication between the computer and controller).
  2. The software is running long enough to finish the date and time command at some point between 3:00 a.m. and 3:59 a.m. (running the software continuously is acceptable as well). The amount of time will vary depending on the amount of readers. You will receive a warning message if you terminate the software prematurely.
  3. A date and time command has NOT already been initiated on that day of the month.

- To manually update a readers date and time, go to *Reader View*, select the reader you want to update and then from the menu bar select **Commands** then **Date and Time**.
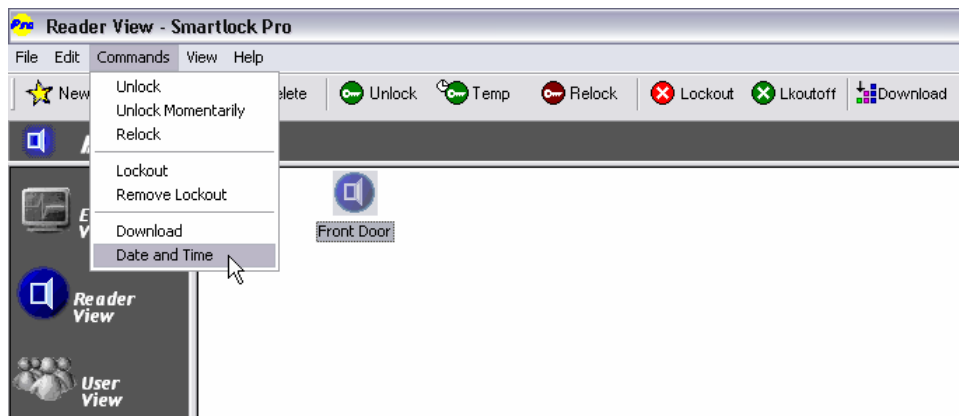
- If Daylight Savings Time begins and ends make sure the computer's date and time is correct and then update the readers date and time as necessary.