

SALTO MANUAL

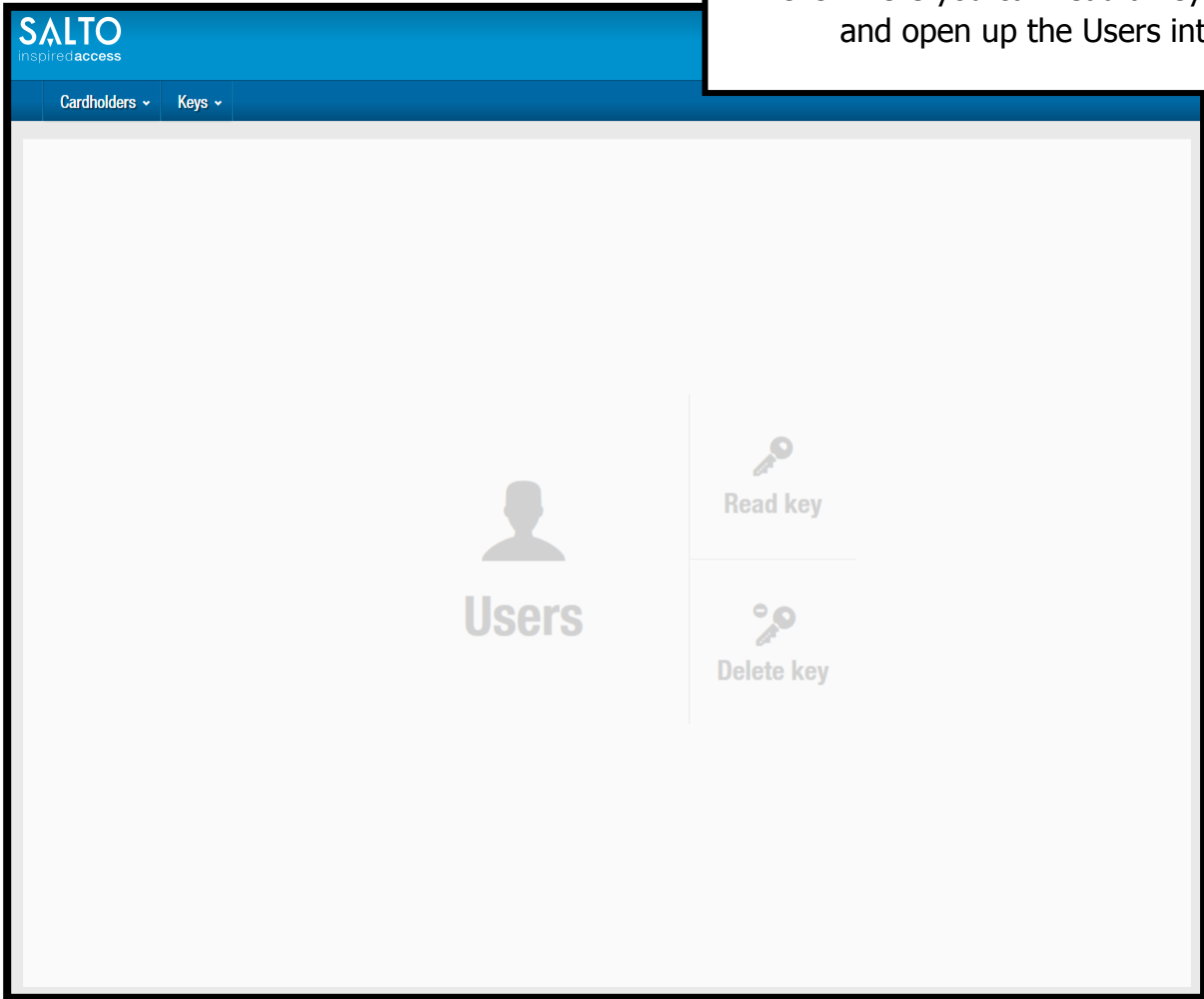
INFO: Use this system to give wireless card access to individual residence hall rooms, SALTO classrooms, and study spaces.



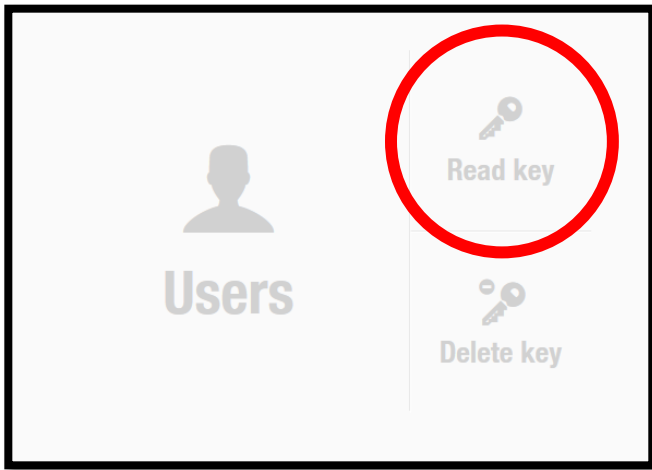
The screenshot shows the login interface for the SALTO ProAccess system. At the top, the SALTO logo is displayed with the tagline "inspiredaccess". Below the logo, the text "Welcome to ProAccess space" is centered. There are two input fields: "Username" and "Password". Below these fields is a dark button with a white cursor icon and the text "ENTER".

SALTO: Web Client
Enter your IdentiKey and password to login.

Main Page
This is where you can read a key, delete a key, and open up the Users interface.

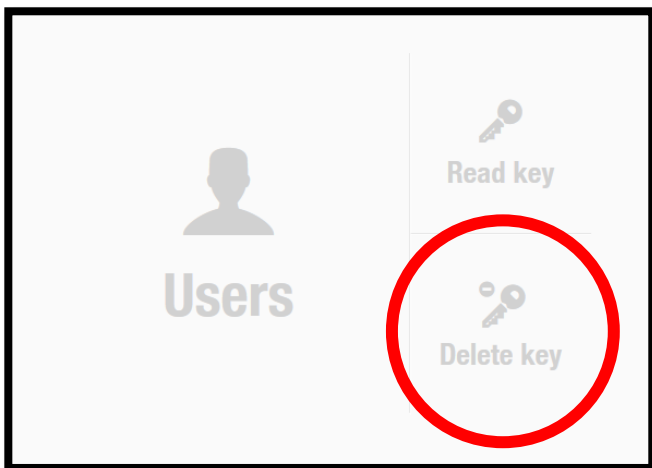


The screenshot shows the main dashboard of the SALTO system. The top navigation bar is blue and contains the SALTO logo and the tagline "inspiredaccess". Below the logo, there are two dropdown menus: "Cardholders" and "Keys". The main content area is white and features a large grey silhouette of a person with the word "Users" below it. To the right of the "Users" section, there are two key icons with corresponding text: "Read key" and "Delete key".



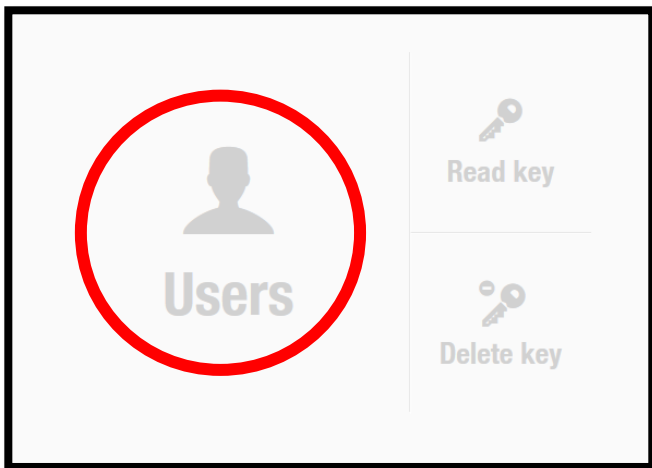
Read Key:

You can use this button to detect what SALTO access any card (Guest Card or temp key) has by pressing this button and putting the card on the SALTO box. Once the card is read, a box will appear listing all the access on the card.



Delete Key:

When a guest hands in their Temp key, you **ALWAYS** delete the temp key by pressing this button and putting the card on the SALTO box.



Go to **Users** in order to search for guests, make temporary keys, and update Guest Cards.

Users

| NAME | KEY EXPIRATION | MAX. ACCESS DATE | EXT ID | SID OR HR # | CARD NUMBER | DEPT C |
|----------------|------------------|------------------|-----------|------------------|-------------|--------|
| ADRIANO GARCIA | 2016-12-16 13:00 | 2016-12-16 13:00 | 100742685 | 005440501 | | |
| ADRIANO GARCIA | 2016-12-16 13:00 | 2016-12-16 13:00 | 100760511 | 005529691 | | |
| ADRIANO GARCIA | 2016-12-16 13:00 | 2016-12-16 13:00 | 100715386 | 005281392 | | |
| ADRIANO GARCIA | 2016-12-16 13:00 | 2016-12-16 13:00 | 100749378 | 005466068 | | |
| ADRIANO GARCIA | 2016-12-16 17:00 | 2016-12-16 17:00 | 100736776 | 005476323 | | |
| ADRIANO GARCIA | 2016-12-16 13:00 | 2016-12-16 13:00 | 100765604 | 005511145 | | |
| ADRIANO GARCIA | 2016-12-16 13:00 | 2016-12-16 13:00 | 100747461 | 005487437 | | |
| ADRIANO GARCIA | 2016-12-16 13:00 | 2016-12-16 13:00 | 100752611 | 005530491 | | |
| ADRIANO GARCIA | 2016-12-16 13:00 | 2016-12-16 13:00 | 100762674 | 005537330 | | |
| ADRIANO GARCIA | 2016-12-16 13:00 | 2016-12-16 13:00 | 100742157 | 005484079 | | |
| ADRIANO GARCIA | 2016-12-16 13:00 | 2016-12-16 13:00 | 100744421 | 005531648 | | |
| ADRIANO GARCIA | 2016-12-16 13:00 | 2016-12-16 13:00 | 100751196 | 005499754 | | |
| ADRIANO GARCIA | 2017-05-12 13:00 | 2017-05-12 13:00 | 100701668 | 005274215 | | |
| ADRIANO GARCIA | 2017-01-16 14:40 | 2017-01-16 14:44 | 100713848 | 005300341 | | |
| ADRIANO GARCIA | 2016-12-16 13:00 | 2016-12-16 13:00 | 100758811 | 005481661 | | |
| ADRIANO GARCIA | 2016-12-16 13:00 | 2016-12-16 13:00 | 100735210 | 005491728 | | |
| ADRIANO GARCIA | 2016-12-16 13:00 | 2016-12-16 13:00 | 100744788 | 5491702 | | |
| ADRIANO GARCIA | 2016-12-16 13:00 | 2016-12-16 13:00 | 100697377 | 005403053 | | |
| ADRIANO GARCIA | 2016-12-16 13:00 | 2016-12-16 13:00 | 100768217 | 6014235005506566 | | |
| ADRIANO GARCIA | 2016-12-16 13:00 | 2016-12-16 13:00 | 100734021 | 005529956 | | |

CURRENT PAGE: 1

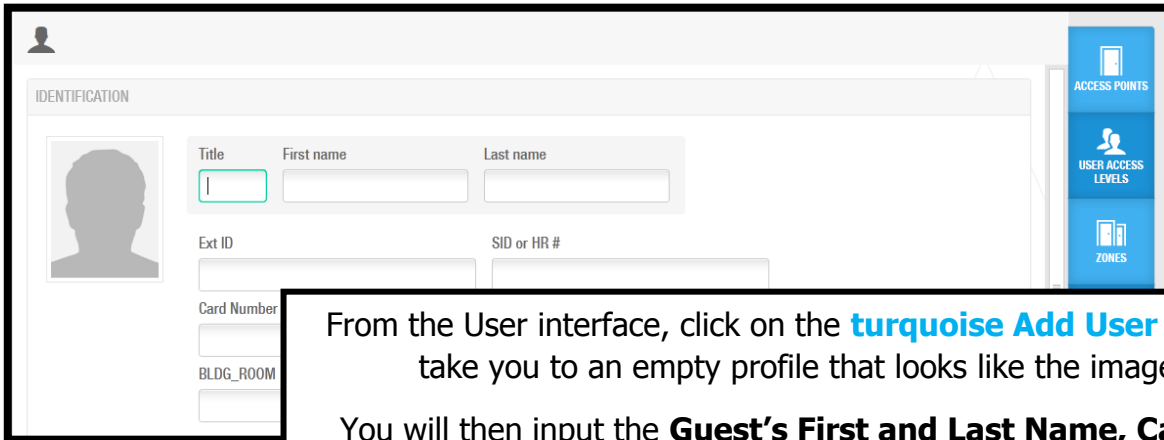
PRINT REFRESH DELETE USER MULTIPLE EDIT ADD USER

This is the users interface. You can search for a guest by name by clicking on the filter button. It looks like a **funnel**.

*You can also search by room number, card number, etc. by selecting the filter for that column.

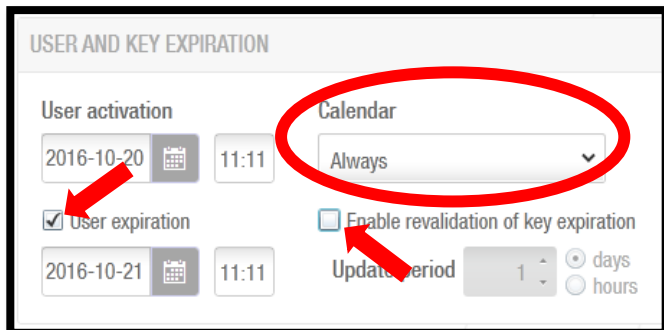
**In addition, you can sort by conference by typing the conference name into the "SID OR HR #" column.

To make a new SALTO Profile:



From the User interface, click on the **turquoise Add User button**. It will take you to an empty profile that looks like the image above.

You will then input the **Guest's First and Last Name, Card Number, and Building and Room Number** (BLDG_ROOM would look like BLDG_120, using the four letter abbreviation for your building). **For the SID or HR# field, input the name of the conference.**



On the bottom right of the Identification information is the User and Key Expiration section.

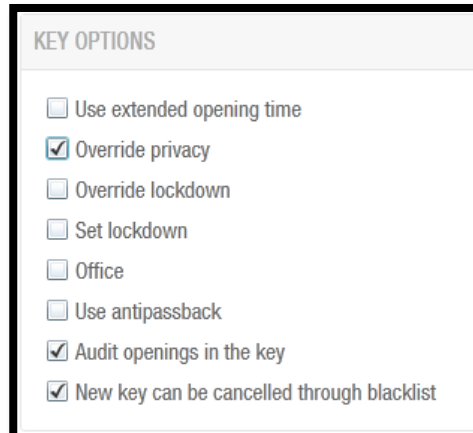
*****You must change Calendar to Always, check the box for User expiration, and uncheck the box for Enable revalidation of key expiration.**

Then, you can input the correct expiration date and time (keys should activate 1 day before the conference starts and deactivate 1 day after the conference ends, unless the guest has arranged for early/ arrival/late departure.)

To the left of the User and Key Expiration are the Key Options.

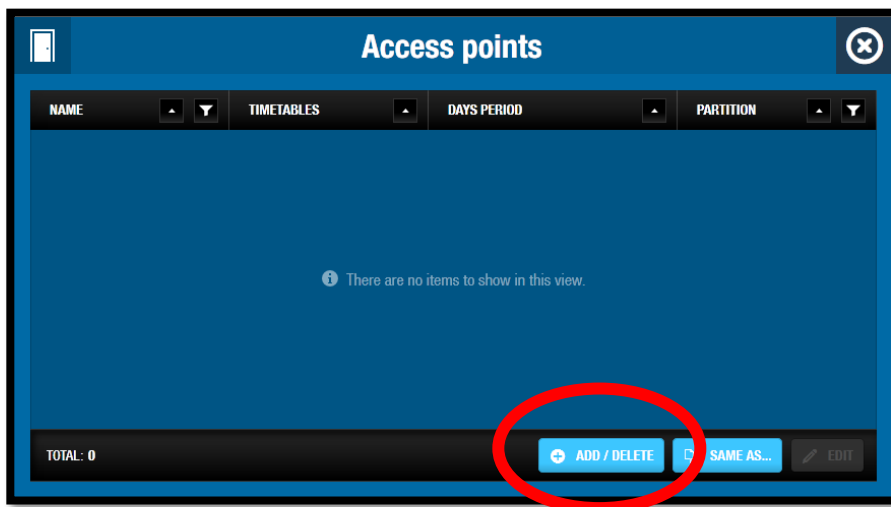
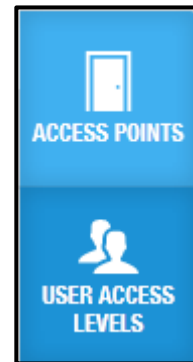
*****Always remember to:**

Check the **Override privacy**, **Audit openings in the key**, and the **New key can be cancelled through blacklist** box.



Next, you want to give the guest access to their room on the card. This is located on the right hand side of the new profile screen. We only need to change one: **Access Points**.

Do not assign access levels unless you've been instructed to do so by your C3 or RSM.



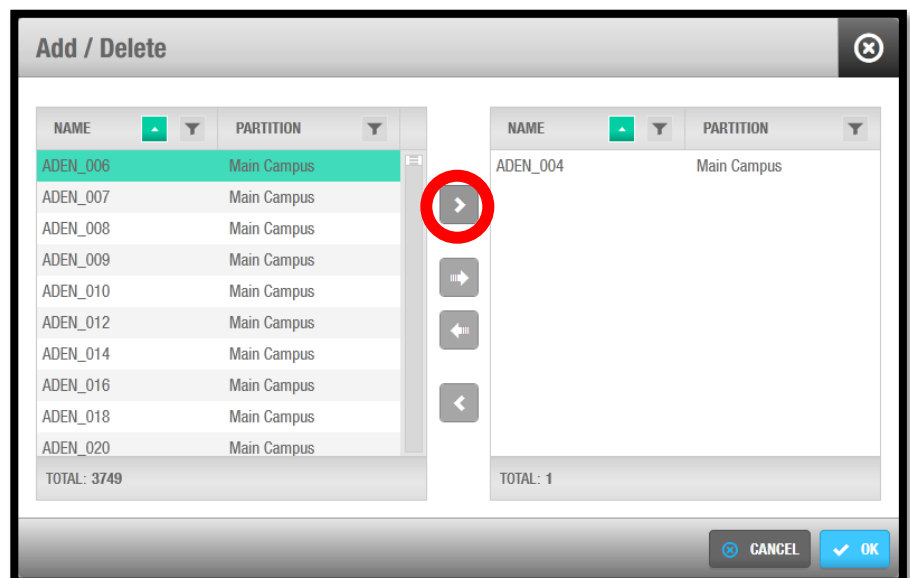
Access Points:

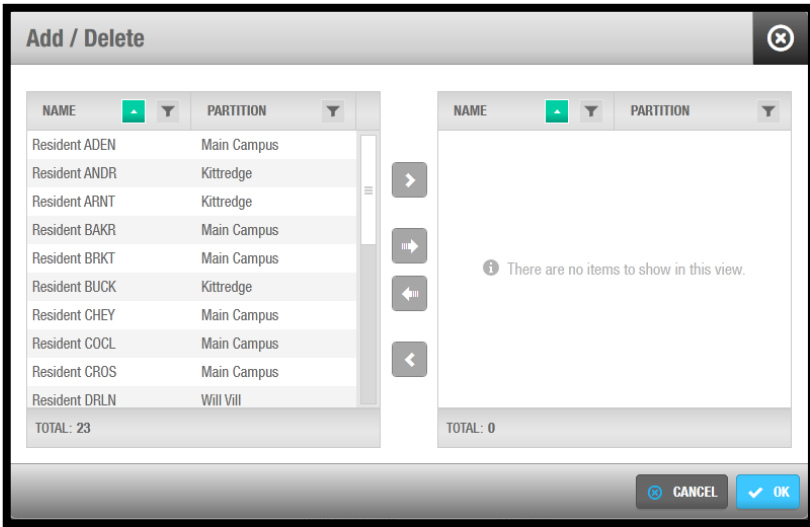
When you select Access Points, it will look like this.

Click on the **Add/Delete button** on the bottom of the box.

This is where you search for the guest's room number. The list is alphabetical, and you can use the **filter button** to specify your search.

Once you find the room you are looking for, you highlight the room and then use the top arrow to move the room from the left box to the right or you can double click on the room number and it will move to the right box.



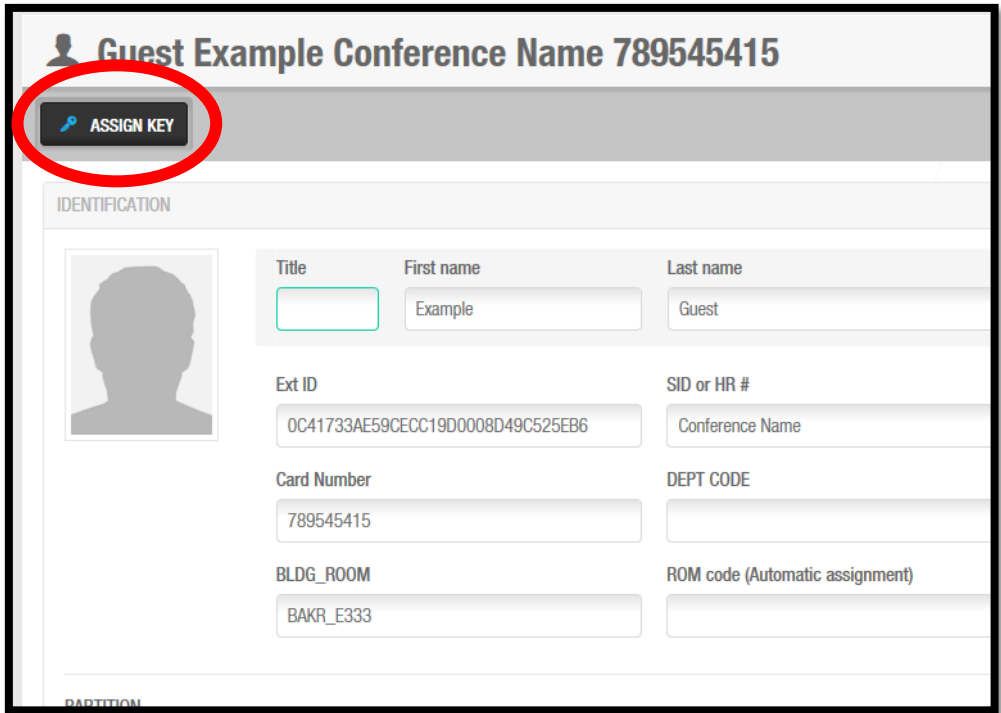


If you've been instructed to add study room or classroom access, we will repeat this process with **User Access Levels**.

Instead of giving access to a specific room, we are selecting the access as a **Resident of Your Building**.

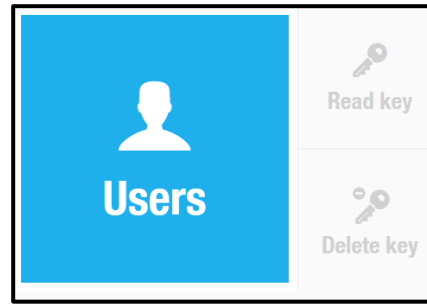
Highlight what you want to add and press the top arrow to give them access. Press 'okay'.

For your last step, return to the user profile and hit 'Assign Key'. Place the key on the SALTO hotspot, wait for it to beep, and a window will pop up to confirm the key has been assigned.



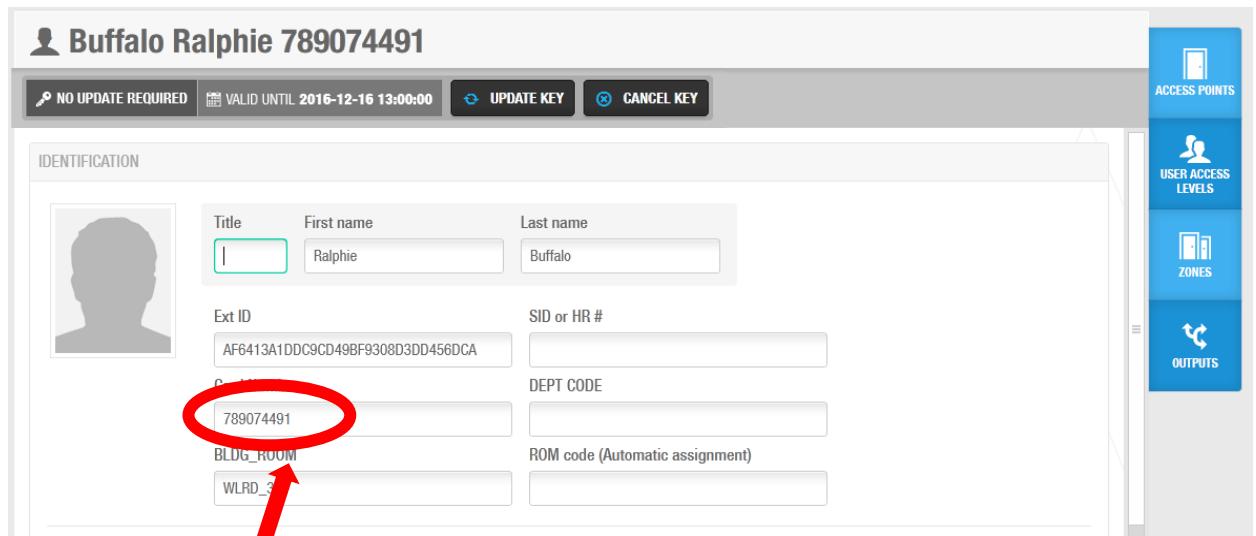
To Make a Temporary Key:

Click the **Users** icon and search for your guest's name.



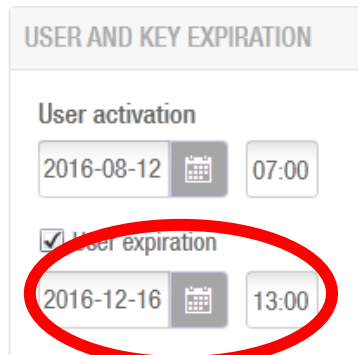
You will first need to **cancel** the Guest Key using the '**cancel key**' button above the guest's name.

Once the new card number and expiration date are updated, select the '**save**' button on the bottom-right hand corner of the screen. After these changes are saved, put the temporary key on the SALTO card reader and select the '**assign key**' button located above the profile name.



Once the Guest Card has been cancelled, put in the **last 9 digits** of the temporary key as the new **card number** and **change the expiration date to 48 hours from now***

*If the Guest Card is lost or stolen, they should get a Replacement Guest Key instead of a temp key



SALTO DOOR TROUBLESHOOTING

| Symptom | Signal meaning / Possible cause | | Actions Proposed |
|---|--|---|---|
| Solid Green LED with single beep | Access Granted | A valid key was used | Turn the lever to open the door |
| Red LED and beep (occurs between 5-10 seconds AFTER valid card has been presented and/or door opened) | Normal Behavior. Door is re-locking. | | Present the card again to open the door if necessary. |
| LED flashes red 5 times followed by a green LED and door unlocks | This is a simply a warning letting the user know that the privacy/deadbolt function is currently engaged | | Door will be unlocked when you see the green light and hear the motor engage. |
| LED flashes red 5 times along with multiple beeping tones | Key rejected due to deadbolt or privacy button being engaged | The user does not have permission to override the deadbolt | Use a key with privacy override enabled |
| | | | Grant the user privacy override |
| | | | Possible installation error (contact maint.) |
| Solid red LED with multiple beeping tones | Invalid Access | The user doesn't have access to the door or zone | Read the key (F7) and check if it has access to that door during the attempted time frame |
| | | Lock programming may need to be updated by Access Services | If access permissions are correct and key has been updated, contact maintenance |
| Red LED flashing 4 times followed by one green flash and beeping tones | Low Batteries | It is necessary to replace the batteries and update the programming | Contact Maintenance or submit a work order via FixIt |
| Very short red LED blink; no audible | Card removed too fast before reading process was completed | Place the card on the reader until the LED stops flashing | Try to access the door again |
| No reaction from the lock when presenting a card | Dead batteries or very low battery life | | First try using a different card to confirm that the problem card is not |
| | | | Contact Maintenance |

| Less Common | | | |
|---|--|--|---|
| 3 intervals of orange/yellow LED followed by 1 red LED flash | Card not correctly read (key removed before the reading process has been finished) | Try again keeping the card on the reader | Place the card properly against the reader and wait until the LED stops flashing |
| Delayed or slow red LED | Not an authorized Salto or CU Boulder card format | | Read the key (F7) and check that it has the proper |
| | | | Contact Maintenance |
| Green LED blinking three times with beeping tones | Door is in "office/passage" mode (UNLOCKED) | An authorized user has placed the lock in passage mode by using his/her card | The door is already unlocked as has been set on office mode (temporarily or per a schedule) |
| | | The lock has been placed in passage mode due to programmed schedule | |