



 SMARTair™

SMARTair™

TS1000 Creating a Locking Plan

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Overview

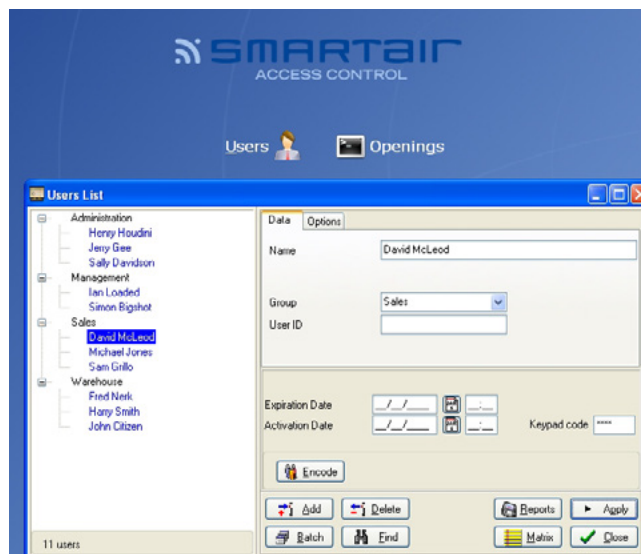
Steps and procedures used in creating a Locking Plan within the SmartAir TS1000 software.

Users

The first step is the creation of Users in the 'Users' Menu.



Once in the 'Users' Menu, the following screen will be shown.

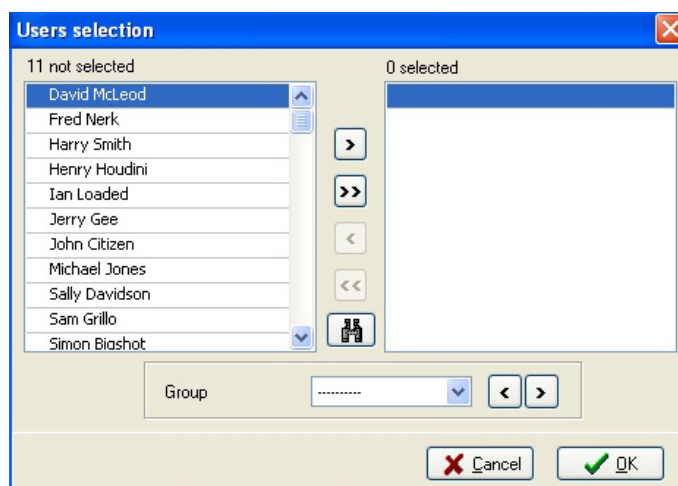


User fields

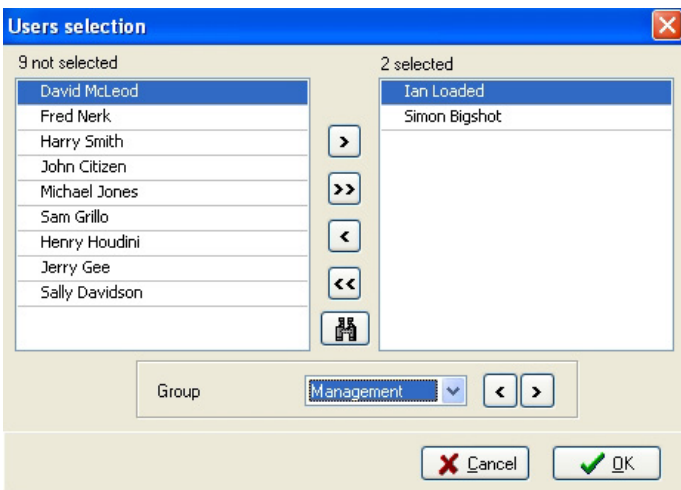
"Name"	The User's Name Note: User name text shown in 'Blue' indicates the User's Card has not been programmed or modifications to their access rights have not been transferred to the card
"Group"	Optional Groups which Users can be associated with. These assist in report generation, assigning access rights and display functions in the "Matrix".
"User ID"	Optional Field for additional User information
"Expiration Date"	Option to set a User Expiration Date & Time
"Activation Date"	Option to set a User Start Date & Time
"Keypad Code"	An optional 4 Digit PIN which may be assigned to the User for Keypad operations
"Encode"	Button used to Encode User's Card/s (provided the card Encoder is connected)
"Add"	Add a new User
"Delete"	Delete this User
"Find"	Enables searching on 'Name' or 'User ID' fields when the database is large
"Apply"	Saves changes made to Users
"Close"	Closes the 'Users' Window
"Matrix"	Matrix will display All Users in the selected Group with their Door Access rights, including Time Zone restrictions. Modifications to Group member Matrix options can also be made here.
"Reports"	Once 'User', 'Doors', 'Time Zones' and the 'Matrix' have been completed, clicking on the "Reports" button will display a report on the specified User showing their access rights and Time Zone restrictions.
"Batch"	Ability to assign options to multiple Users simultaneously

Batch Option

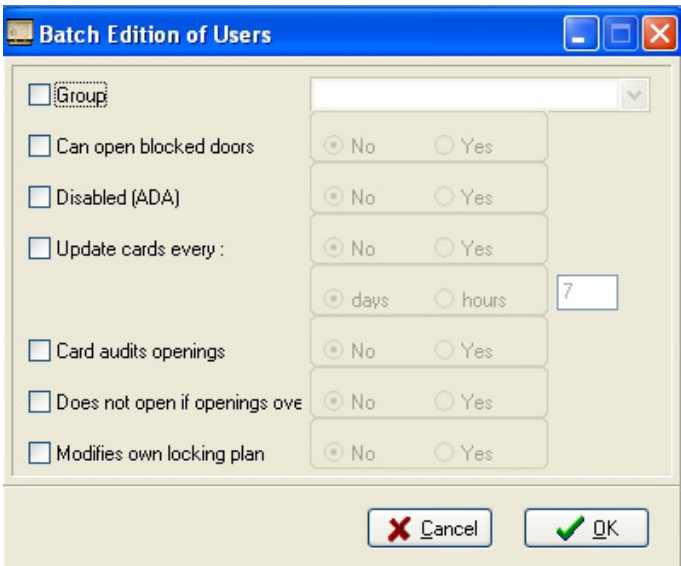
Clicking on the 'Batch' option will display the below Window showing all Users in the Database.



Users can be selected individually or by Group.



Once the relevant Users or Group of Users have been selected, pressing 'OK' will display a second Window showing options available to these Users.



Reports

Clicking on the 'Report' Button whilst in the 'User' Window will produce a report specific to that User's access rights.



The Report information includes the following;

"User"	Name of the user
"Group"	The optional group the user belongs to
"Door"	List of doors the user has access through
"Timezone"	If the user is restricted by a time zone and the descriptive name of that time zone
"Open"	If the @ symbol is shown, the user can leave the door open or in 'passage' mode
"Privacy"	If the @ symbol is shown, the user can override privacy mode
"State"	====> Means the user's card / credential has not been programmed or updated with the user's programmed locking plan <==== Means the user's card / credential has been programmed with the current user's locking plan

Doors

Once the users have been created, the next step is to create the doors list.



Once in the 'doors' menu, the following screen will be shown.



Door Fields

"Name"	Door Name
"Group"	Optional Groups Doors can be associated with. These assist in report generation, assigning access rights and display functions in the "Matrix".
"Technology Type"	Choose the type of Escutcheon, Wall Reader, E-Motion Cabinet Lock, Energy Saver, Knob Cylinder and their technology type
"Open Time"	The time in seconds the period the lock will remain unlocked when activated. Max time is 16 seconds.
"Add"	Add a Door to the Database
"Delete"	Delete a Door from the Database
"Batch"	Modify the properties of multiple doors simultaneously
"Apply"	Save changes
"Close"	Close the Doors Window
"Find"	Enables searching on 'Name' or 'Door ID' fields when the Door database is large
"Matrix"	Matrix will display All Doors in the selected Group along with All Users, including Access Rights and Time Zone restrictions. Modifications to Group member Matrix options can also be made here.
"Reports"	Once 'User', 'Doors', 'Time Zones' and the 'Matrix' have been completed, clicking on the "Reports" button will display a report on the specified Door showing all Users and their access rights and Time Zone restrictions.
"High Traffic Door"	Do not tick this option unless instructed by SMA support staff



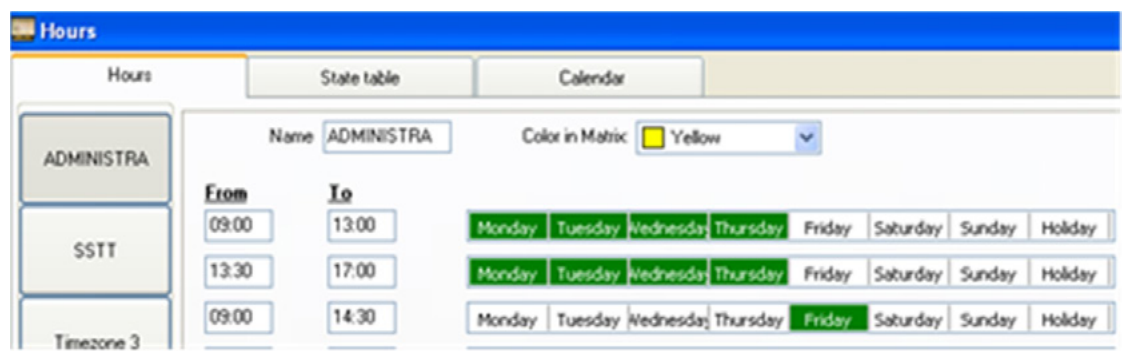
After programming Users and Doors, it is possible to define Timezones to allocate to either Users or Doors. It is not compulsory to define 'Hours' in creating a locking plan as it only affects the functionality of the system.

In the Hours menu there are 3 options: 'Hours', 'State Table' and 'Calendar'.



Hours

In Hours menu it is possible to define up to 14 different Timezones, each with up to 5 periods.



In the above example, ‘ADMISTRATION’ users are defined to have a Timezone from Monday to Thursday between 09.00 to 13.00 and 13:30 to 17:00. On Fridays, their valid times are different, from 09.00 to 14.30

Note: The “Colour in Matrix” option allows for a different colour to be assigned to each Timezone which will be shown in the Matrix, allowing the Matrix information to be more easily read.

State Table

In ‘State table’ menu it is possible to define up to 16 different State Tables for Doors and up to 20 zones in the system.

The doors can be configured in this way:



- “Open” The lock will be in ‘Passage’ or free entry mode
- “First User” If the lock is programmed to automatically open at a specific time, the ‘First User’ option will prevent the door from unlocking until a valid User has first entered the door.
- “Card or PIN” Only available for Locks/Readers with a Keypad, a User 4 digit Pin or valid Card / Credential can be used to enter through the door.
- “Standard” The lock is locked and requires a valid Card/Credential to gain access.
- “Card + PIN” Only available for Locks/Readers with a Keypad, a User 4 digit Pin and a valid Card/Credential must be used to enter through the door.
- “Dual user” Two valid Cards/Credentials must be presented to the lock in order to gain access.

Hours

Hours | **State table** | Calendar

Name: PISO 1

Door can be left open or close

08:00	Open	☒	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Holiday
17:30	Standard	☒	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Holiday

Left sidebar: PISO 1, State 2

In the above example, a 'State table' with the name of "PISO 1" has been created to automatically open nominated doors at 08:00 Monday through Friday and lock them again at 17:30 on each of those days.

Once a 'State table' has been created, a "Door States" field will be available for each door on the system, with a drop down box allowing any one of the programmed 'State tables' to be selected for the selected door.

Doors List

Left pane tree view: OFFICE (OFFICE 1, OFFICE 2), PISO 1, BACK, ENTRANCE

Right pane details for 'BACK':

- Name: BACK
- Group: PISO 1
- Technology Type: SmartAir Lock
- Door States: PISO 1
- Open Time: 4
- ☐ High Traffic door

Buttons: Add, Delete, Copy, Batch, End, Reports, Apply, Matrix, Close

Calendar

Specifically for either User access or Automatic Door unlock times, there may be Public Holidays where you wish to stop these functions and access levels occurring.

In order to prevent automatic door unlock periods or User access on Public Holidays or other nominated days, double click on each date in the calendar to highlight the day in 'Red'.

Save the Calendar with a nominated Name and then these Holidays can be specified in the 'Hours' & 'State table' Tabs.

Day Light Saving Time

Although this Tab and option is normally updated by Windows, it can also be manually set.

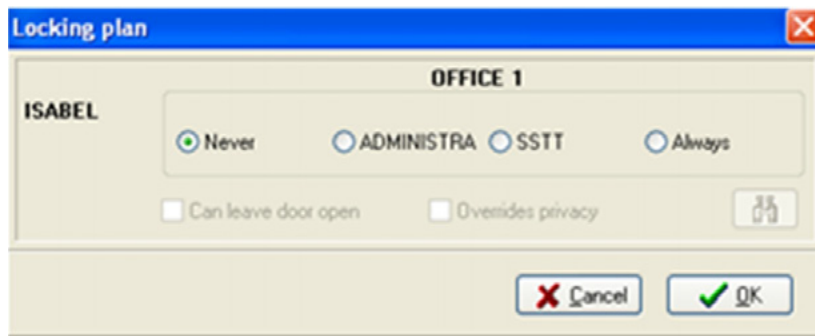
Matrix

Once the Users (who), Doors (where) and Hours (when) have been created is necessary to complete the Locking Plan within the “Matrix”.



Locking plan matrix						
	- OFFICE	OFFICE 1	OFFICE 2	- PISO 1	BACK	ENTRANCE
- ADMINISTRACI						
ISABEL						
JUNCAL						
- SSTT						
IÑAKI						
MIKEL						

Each intersecting box relates to a User and Door. By clicking on the box, another dialog box appears with options available with regards to the User’s ability to access that door, whether it be never, always or assigned to a specific Timezone.



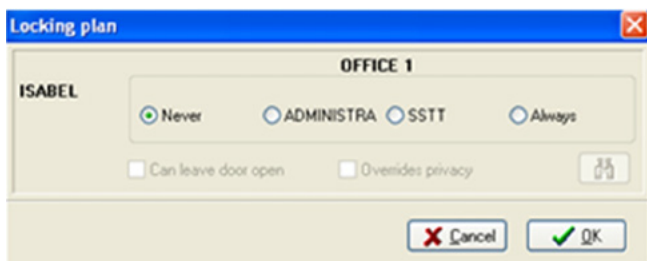
Clicking on ADMINISTRA or SSTT options will restrict the User to the associated Timezone. Once the preferred option is selected, the intersecting box in the Matrix will show the colour associated with the option selected. This is why it was important to select a different colour when creating Timezones in the “Hours” menu.



The default colour in the Matrix for ‘Always’ is Green. The default colour for ‘Never’ is Grey.

Can leave door open

Clicking on this option allows the User to put the nominated Lock into Passage Mode by double badging their Credential. When this option is ticked, a “o” will appear in the Matrix box.



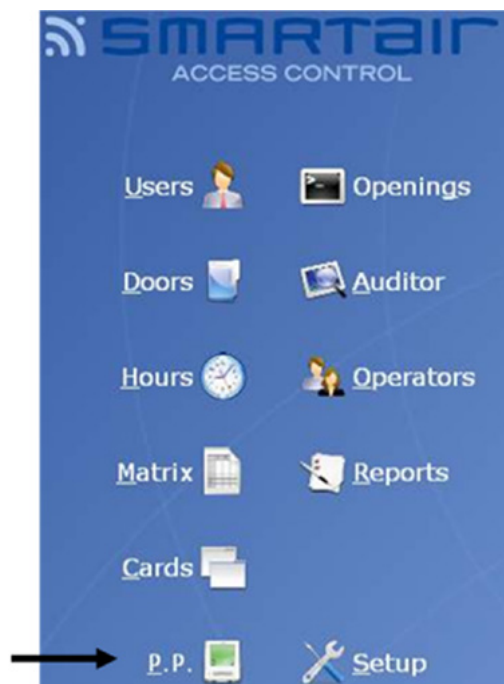
Overrides Privacy

In case of having electronic privacy SmartAir locks, clicking on this option the user will be able to override the privacy mode. When this option is selected, a “+” will appear in the Matrix box.

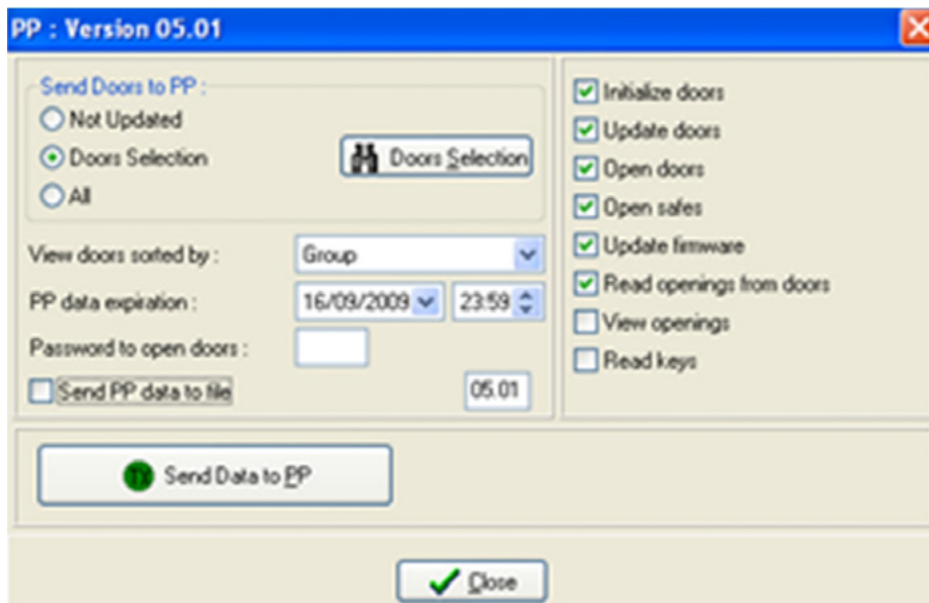


The Matrix must be completed for all Users and available doors before exiting.

P.P (Portable Programmer)



Once the Locking Plan has been completed, it is necessary to transfer all information to the P.P (Portable Programmer) and initialise the SMARTair locks.



For details on the use of the Portable Programmer, please refer to the specific Portable Programmer Manual.



ASSA ABLOY

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Our belief that we manufacture the finest premium products available in today's market place is backed by the Lockwood 25 Year Mechanical Warranty, ensuring that Lockwood continues to keep Australians safe by delivering security and peace of mind.



SMARTair™ offers an intelligent, yet simple, step up from keys, and a cost effective alternative to traditional access control. No bells, whistles, or wires, just sleek, reliable security.

For warranty terms and conditions, please visit www.lockweb.com.au or call **1300WARRANTY**

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