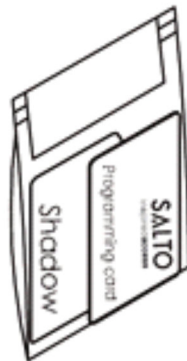SALTO Standalone allows users and system managers to maintain and update a flexible access control locking plan without the use of software and peripherals. There are many variations of the product that will suit many types of mortice locks, so for more information on compatibility please contact Lock-tec for advice.
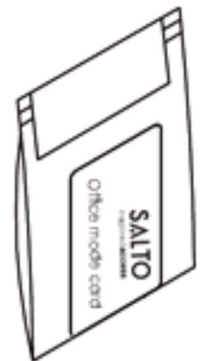
CREDENTIAL TYPES
The following credentials are available for the SALTO contactless self-programmable system (sold separately).

USER CARD/FOB & SHADOW CARD

PROGRAMMING CARD

OFFICE MODE CARD

To use the SALTO contactless self-programmable system you will need to have at least one PROGRAMMING CARD and one USER CARD.

PROGRAM CARDS and USER CARDS are always supplied with a SHADOW CARD.
The SHADOW CARDS should be kept in a safe place as they are only to be used for deleting lost cards.

The OFFICE MODE SETTING CARD has no SHADOW CARD.

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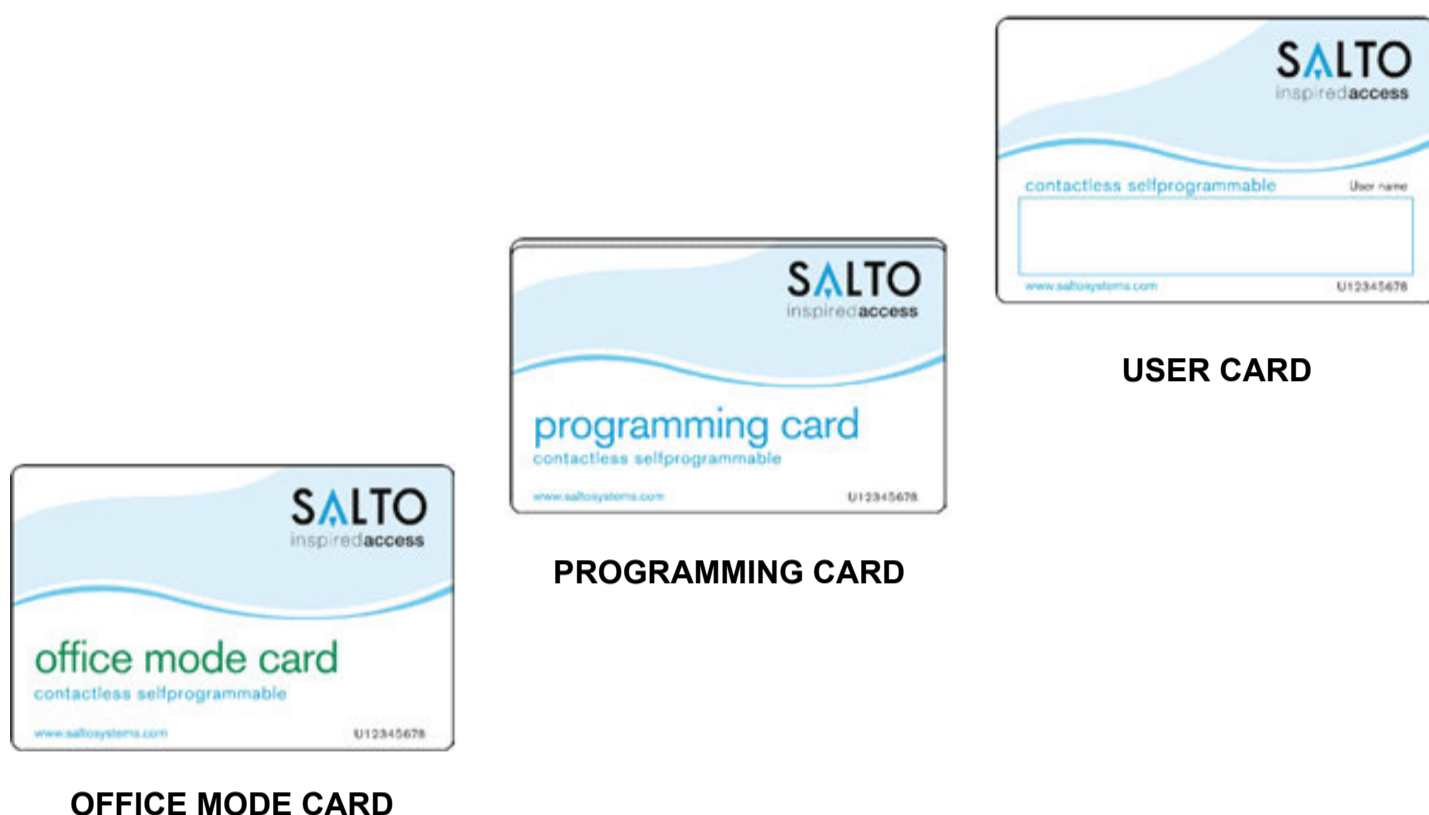
CARD FUNCTIONS

USER CARD SET

THE PROGRAMMING CARD is the CARD that will be in control of programming the lock or the cylinder (or locks as one PROGRAMMING CARD could of course be set up as the PROGRAMMING CARD for a SALTO System of multiple doors).

The USER CARDS are for system users, some of which can be assigned to set office mode.

The OFFICE MODE SETTING CARD is for setting locks into Office Mode and for assigning users that are allowed to use the Passage function of the lock.

General Note – When the electronic furniture is first taken out of the packaging NO CARDS are programmed in its memory. After fitting the furniture to the door, connecting the communication cable and inserting the batteries (noting correct polarity), it is important that the first card entered into its memory is a Programming Card. **This should be done before closing the door!**
See "**Assigning the Programming Card**" below.

USER CARD

PROGRAMMING CARD

OFFICE MODE CARD

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ACCESS MODES

STANDARD MODE – The lock is in this mode as from the moment the **PROGRAMMING CARD** is assigned, where the electronic lock or cylinder are locked and are released by presenting a card to the reader. The lock always re-locks either; on return or after a 5 second time out.

PASSAGE ALLOWED MODE – The lock can be set into this mode by the **PASSAGE MODE SETTING CARD**. In this mode the lock will operate in the same way as standard mode above but will be able to be set into Passage at any time by a user card that has been programmed with this ability. See "**ASSIGNING THE PASSAGE MODE SETTING CARD**", and "**ASSIGNING USERS WITH THE PASSAGE FUNCTION**". When PASSAGE MODE is activated, the lock will be free to operate at all times. The passage setting can be deactivated and activated at any time and the lock will switch between locked and free outside handle.
See "**Activating and Deactivating Passage Mode**" below.

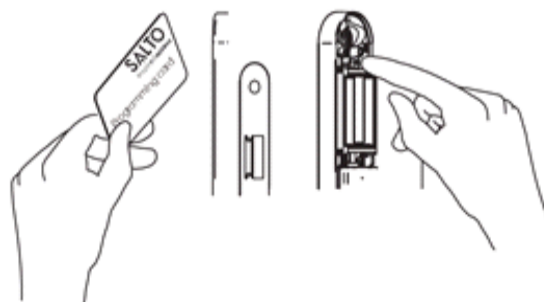In all cases the inside handle is always operational to allow emergency egress.

NOTE: The SALTO NEO & GEO cylinders cannot be programmed on OFFICE MODE.

ASSIGNING CARDS

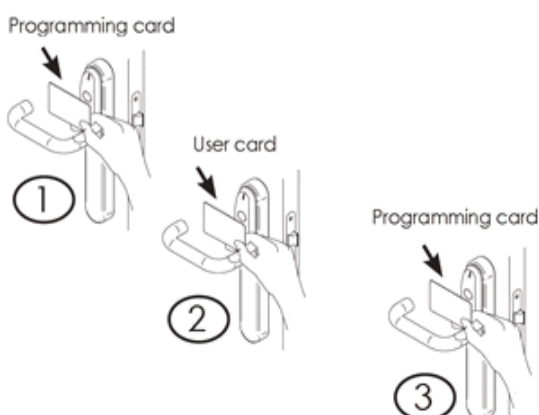### Assigning the PROGRAMMING CARD

Press and hold in the white CTRL button (above the battery pack on the inside of the electronic lock, or on the inside of the knob in the case of the cylinder) and at the same time, present the PROGRAMMING CARD to the reader. From this point the electronic lock or cylinder will recognise this PROGRAMMING CARD as the unique PROGRAMMING CARD.

NOTE: At this point the lock will go into the locked position, therefore it is important that you have the PROGRAMMING CARD with you and at least one USER CARD to program into the system.
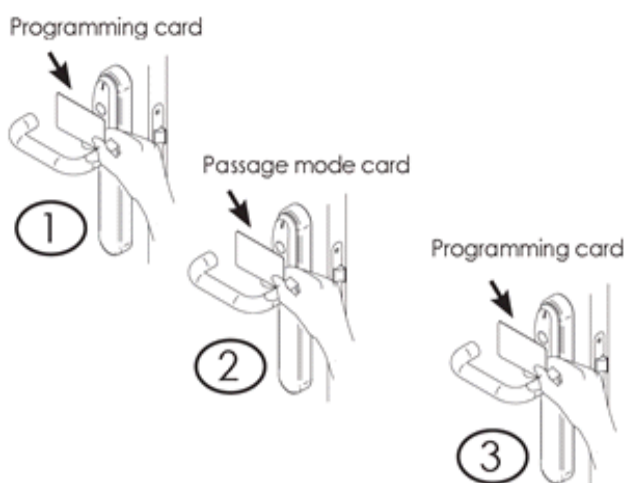

Assigning the USER CARDS

Present the PROGRAMMING CARD once on the reader followed by the USER CARD that is to be used to work this lock. The programming procedure can be closed by presenting the PROGRAMMING CARD again at the end, or wait 5 seconds for the lock to close the programming mode itself (a single beep will be heard).

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Assigning the PASSAGE MODE SETTING CARD

Present the PROGRAMMING CARD followed by the PASSAGE MODE CARD. Close the process by presenting the PROGRAMMING CARD again, or by waiting for the time out. At the same time as assigning the OFFICE MODE CARD, this process has set the lock into Passage function. Presenting the PROGRAMMING CARD once more, followed by the OFFICE MODE CARD will disable this working function.
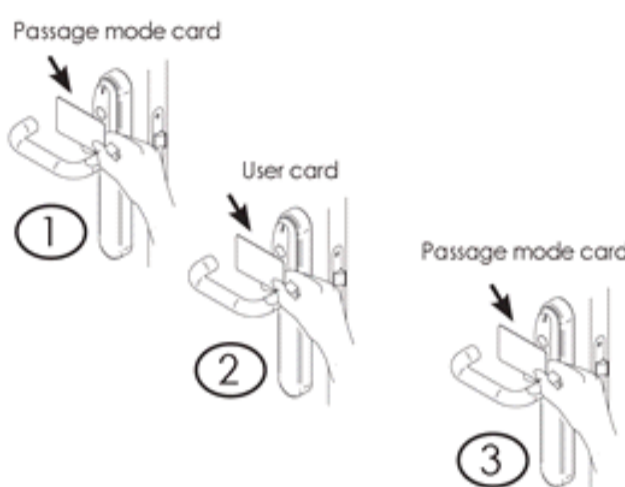
NOTE: The electronic cylinder cannot be programmed on OFFICE MODE.

OFFICE MODE FUNCTIONS

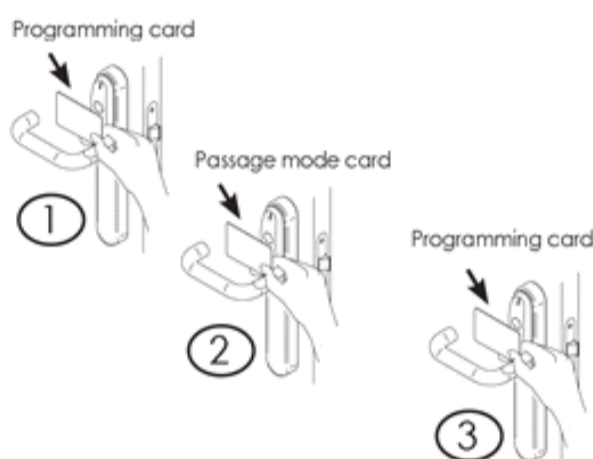### Assigning Users with Office Function

Once the lock is in the "Office Allowed Mode", present the OFFICE MODE CARD followed by the
USER CARDS that are to activate and deactivate Passage in this lock.

Assigning Users with OFFICE FUNCTION

To enable or disable the OFFICE MODE from the electronic lock, present the PROGRAMMING CARD followed by the OFFICE MODE CARD. Close the process by presenting the PROGRAMMING CARD again, or by waiting for the time out.
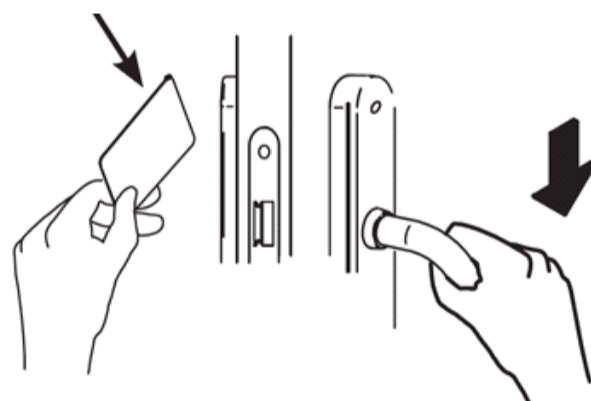
NOTE: If you deactivate the OFFICE FUNCTION from the lock and later reactivate it again, the lock will remember which users could previously activate the OFFICE FUNCTION and re-enable them.

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Activating and Deactivating OFFICE MODE FUNCTION

To activate and deactivate the office setting in a lock, hold down the inside handle and present any previously assigned USER CARD to the outside reader.

NOTE: Any user card assigned to use the OFFICE FUNCTION on a lock will be able to activate or deactivate office.
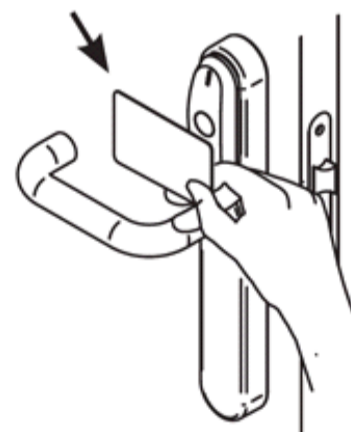
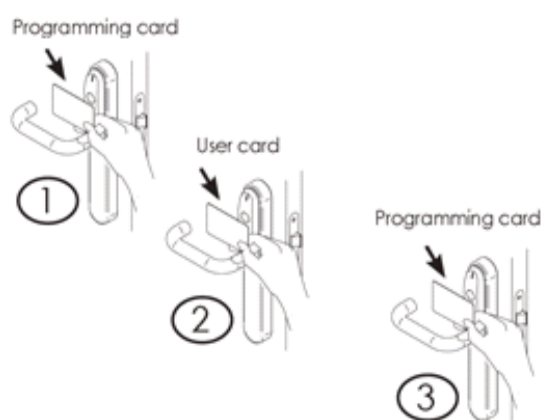## DELETING CARDS

Deleting a LOST USER CARD

If a USER CARD is lost it can be deleted from a lock or the cylinder just by presenting the SHADOW CARD of this USER CARD to the reader. The USER CARD relating to the SHADOW CARD used is deleted.
Note: It is important to file all SHADOW CARDS with some form of identification written on them so that in the event of a LOST USER CARD the correct SHADOW CARD is used to delete it.
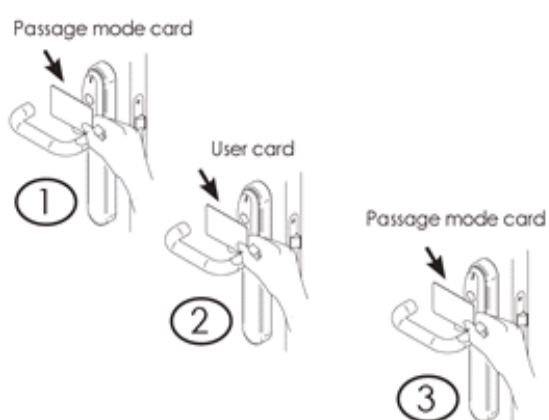
Deleting an EXISTING USER CARD

If we want to delete a USER CARD, which is still in our possession, we simply present the PROGRAMMING CARD followed by the USER CARD (or cards) we want to delete. The process is closed by presenting the PROGRAMMING CARD again, or by time out.
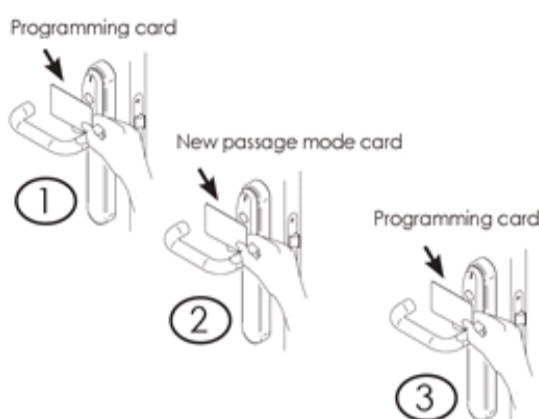
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Deleting EXISTING USER CARDS FROM THE PASSAGE MODE FUNCTION LIST

To delete existing USER CARDS from the PASSAGE MODE list, present the PASSAGE MODE CARD followed by the user CARDS that are not required to activate and deactivate Passage in this Lock.
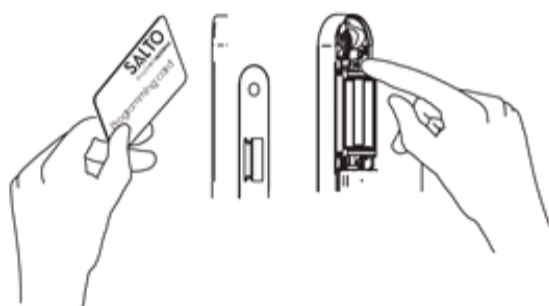

Deleting a LOST PASSAGE MODE SETTING CARD

Present the PROGRAMMING CARD followed by a new PASSAGE MODE CARD. Close the process by presenting the PROGRAMMING CARD again, or by waiting for the time out.

Deleting all CARDS from a Lock (Lock or Cylinder Re-set)

If a lock is to be completely re-set (eg. the electronic handles are to be moved to a new site), the plate and handle need to be removed from the inside set. Now follow the procedure outlined in "ASSIGNING THE PROGRAMMING CARD".

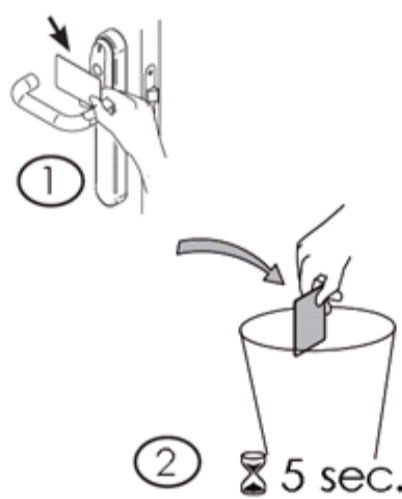**Deleting a LOST PROGRAMMING CARD**

The PROGRAMMING CARD also has a SHADOW CARD. If the original PROGRAMMING CARD has been lost, a replacement PROGRAMMING CARD set will be needed. The LOST PROGRAMMING CARD is deleted by presenting the original SHADOW CARD of the LOST PROGRAMMING CARD. The LOST PROGRAMMING CARD will be disabled but the system will still work.

To assign a new PROGRAMMING CARD, present the original SHADOW CARD of the LOST PROGRAMMING CARD and present the new PROGRAMMING CARD. Only if the new PROGRAM CARD is presented within 5 seconds will the NEW PROGRAMMING CARD be accepted. If the process is completed, the new PROGRAMMING CARD is assigned (along with its corresponding SHADOW CARD) and the LOST PROGRAMMING CARD is deleted.

Note: All cards that were programmed in the lock will still work under the control of the new PROGRAMMING CARD.

WARNING: If the PROGRAMMING CARD is lost and the SHADOW PROGRAMMING CARD is also lost, the only way of re-setting the lock is by returning it to Lock-tec.

BATTERIES

Low Battery Status

The low battery status can be recognised by 4 slow, low pitched warning tones.
If these warnings are ignored the batteries will fail.

Battery Failure

In the case of complete battery failure the product fails both safe and secure, ie. the outside handle fails "locked" to avoid intrusions, the inside handle fails "open" to permit emergency openings.

Note: Once the lock is powered again with new batteries all the cards that were programmed into the lock will still work as the memory is retentive.

Emergency Opening

In the event that the batteries fail and the outside handle fails locked, access to the inside of the door will be required to change the batteries. There are two options for emergency opening:

1) Where the electronic lock with mechanical card override has been used (cards and cylinders available separately). The mechanical card can be used to open the door.

2) Where there is no mechanical override key, an optional Power up Device EPS100 is available that will provide emergency power supply. To open the door with this unit a valid card holder will also need to be present to use their card.

Replacement Batteries
The electronic lock is powered by 3 x LR03 AAA 1,5V long life alkaline batteries.

Note: the polarity of batteries when replacing.

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