

SIMPLEKEY LITE QUICKSTART GUIDE

Suitable for basic accommodation controlling access for up to 500 residents through one or two doors.



QUICK SETUP GUIDE

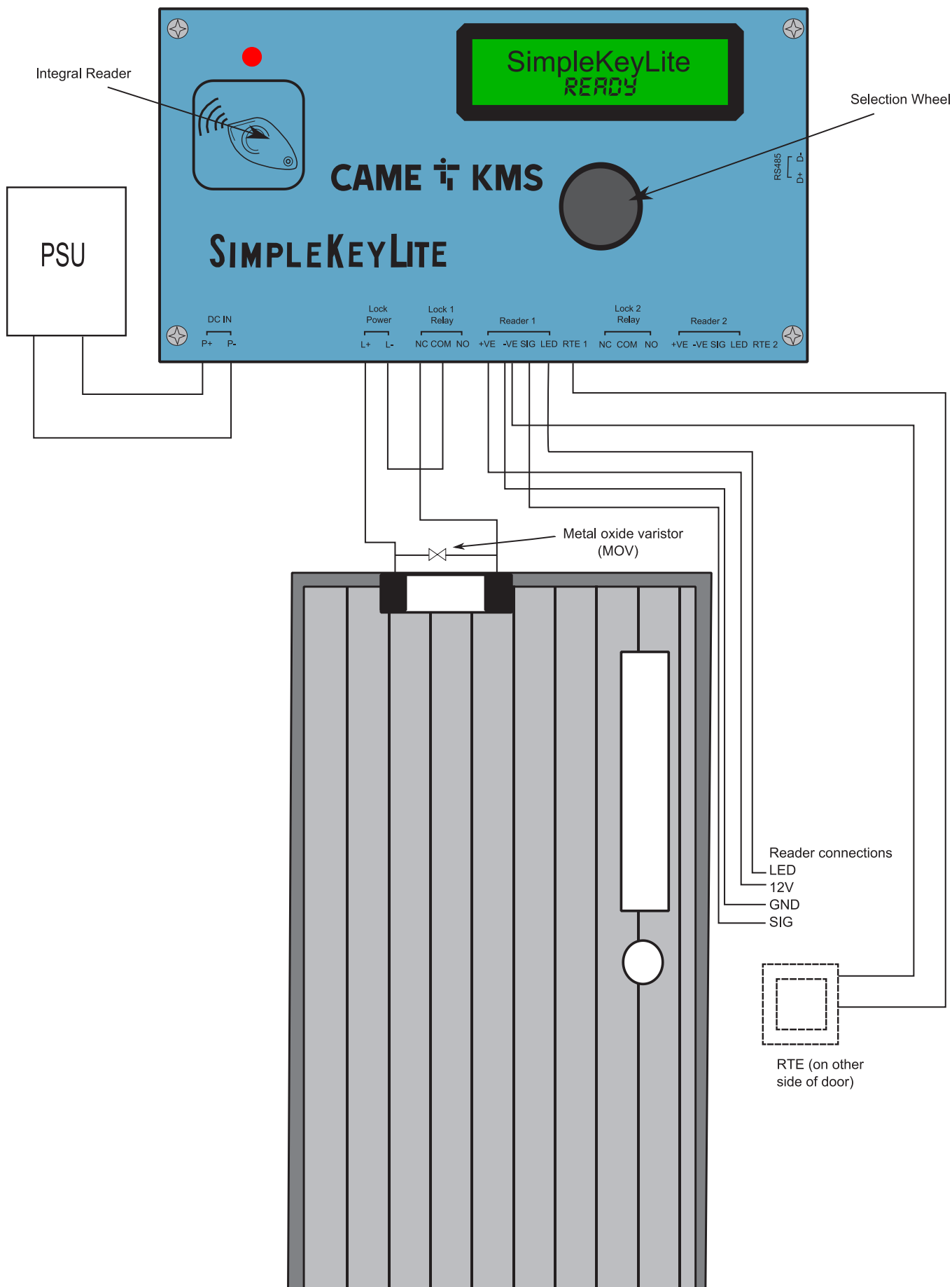
Basic Wiring
Basic Programming
Creating Flats
Adding and deleting Residents
and Contractors

TO BE READ IN CONJUNCTION WITH THE FULL INSTRUCTION MANUAL

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- 1 Basic Wiring
- 2 Programming Basics
- 3 Adding Master/Editor Fobs
- 4 Creating Flats
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- 6 Adding Contractors
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1 BASIC WIRING



2 PROGRAMMING BASICS

To access the SimpleKeyLite menus:

1. Present a Master/Editor fob to the built in reader or enter the Master/Editor password.
2. Turn the Selection wheel left/right to step through the menu items/values to the required item or value.
3. Press the Selection wheel to select the item/value.

3 ADDING MASTER/ EDITOR FOBS

Master fobs are used by the installer to configure the system (lock release times, flat numbering etc.).

Editor fobs are used by system administrators (housing staff, caretakers etc.) to add/delete resident and staff/contractor fobs.

To add a Master fob:

1. Press the Selection wheel.
2. Enter the Master password (1876) using the Selection wheel/button.
3. Press to select.
4. Turn the Selection wheel to display Master.
5. Press to select.
6. Enter the System password (3241) using the Selection wheel/ button and press to select,
7. Present the new Master fob to the integral reader.
8. Press Select to confirm (or turn the wheel to Cancel and press to exit without adding).
9. Press Select to exit (or present another fob to the integral reader to add another Master fob).



NOTES

1. The procedure for adding Editors is the same except that, at step 4, you select Editor.
2. **Already Added** is displayed if the fob presented to the reader is already in the database.
3. **Master Full** is displayed if all available Master slots are already occupied

4 CREATING FLATS

Note: Flats must be created before residents can be added. Flat numbering can be set up to be consecutive, odd, even or custom.

To create flats:

1. Present a Master fob to the integral reader.
2. Press to select.
3. Turn the Selection wheel to display Address setup.
4. Press to select. Turn the wheel to select the configuration (Consecutive, Odd, Even, or Custom)
5. Press to select.
6. Use the Selection wheel to specify the first flat number and press to select.
7. Use the Selection wheel to specify the first flat number and press to select.
8. Press twice to confirm and exit.

1. FUNCTION
SET-UP

1. DOORS

2. ADDRESS
SET-UP

1. CONSECUTIVE

FIRST NUMBER

LAST NUMBER

FLAT ADDRESS
001-002 Confirm

SimpleKeyLite
READY

The flat addresses are now set up and the specified configuration is used when adding residents.

NOTES

1. All residents, staff and contractors will have access through both doors.
2. By default, the lock release time is set to 5 seconds but this can be changed in Function Set-up (See Installation and User Guide for details).
The flat addresses are now set up and the specified configuration is used when adding residents.

5 ADDING RESIDENTS

To add a resident:

1. Present an Editor fob to the integral reader.
2. Press to select. The address of the first flat is displayed.
3. Use the Selection wheel to display the required address and press to select. The address displays with the default fob colour (black).
4. Use the Selection wheel to display the required fob colour.
5. Press to select the required Flat/Colour combination.
6. Present the new resident fob to the integral reader.
7. Use the Selection wheel to specify the first flat number and press to select.
8. Press to confirm and exit

I. ADD
RESIDENT

FLAT ADDRESS
001

FLAT COLOUR
002 01. BLACK

FLAT COLOUR
002 03. RED

NEW RESIDENT
Token Please

FLAT CONFIRM
002 03. RED*

FLAT COLOUR
002 03. RED*

SimpleKeyLite
READY

6 ADDING CONTRACTORS

To add a contractor:

1. Present the Editor fob to the integral reader. Add Resident is displayed
2. Turn the Selection wheel to display Add Contractor
3. Press to select. The first free contractor slot (01 if it's the first one added) with the default fob colour (black) is displayed.
4. Use the Selection wheel to specify the contractor fob colour
5. Press to confirm
6. Present the new contractor fob to the integral reader
7. Press to confirm. The next free slot is displayed with the default colour
8. Press twice to confirm and exit.

1. ADD
RESIDENT

3. ADD
CONTRACTOR

CONT. COLOUR
01 01.BLACK

CONT. COLOUR
01 02.BLUE

NEW CONTRACTOR
Token Please

CONT. COLOUR
01 02.BLUE*

CONT. COLOUR
02 01.BLACK

SimpleKeyLite
READY

7 FINDING KEY OWNER

To find who owns a fob:

1. Present the Editor fob to the integral reader. Add Resident is displayed
2. Turn the Selection wheel to display Find.
3. Present the fob to the integral reader. The fob owner (contractor or resident) is displayed.
4. Press to confirm and exit.

I.ADD
RESIDENT

S.FIND

CONTRACTOR
02 BLACK

RESIDENT
002 BLUE

SimpleKeyLite
READY

8 DELETING RESIDENTS/ CONTRACTORS

The procedure for using the Delete option is similar to the Add option. If the fob is not available, the flat address/fob colour combination is selected and then the deletion can be confirmed. If the fob is in your possession it can be presented to the integral reader and this will show the flat/colour combination and then the fob can be deleted. See the Installation and User Guide for further details on how to delete fobs from the system.

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