

RezShieldTM Multihousing Access Control

Property Administrator User Guide



Property Administrator

User Guide

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Minimum Requirements

1. SERVER: (Must be a dedicated machine)

OS: Vista Business, Windows 7 & 8 Pro, Windows Server 2008 & 2012 (32/64 bits)

Windows: Features: Pre-installed NET Framework 2/4 Web Server - IIS (Internet Information Services) MSMQ (Microsoft Message Queuing)

Backup Media: USB Memory stick CD Writer

Hardware: CPU – Dual Core or above RAM – 8GB (Recommended) HARD DISK – 250 GB (Recommended) CD ROM Serial Port (For Serial PMS Only) USB Ports NETWORK ADAPTER STANDARD MONITOR

The server must be on the hotel network with a static IP address or server name recognized by DNS. **N.B** For more than 5 workstations, Windows Server 2008 or 2012 OS is required.

2. WORKSTATIONS (minimum)

OS: Vista Business, Windows 7 Pro, Windows 8

Software: IE 6.0 or above NET Framework 2.0

Hardware: CPU – dual core or above (recommended) RAM - 4GB (recommended) HARD DISK – 160 GB (recommended) CD ROM USB Ports NETWORK ADAPTER STANDARD MONITOR

IMPORTANT NOTICE:

'Home Edition' OS is not suited for Atlas.

For further information

lodging-tech@kaba.com or call 1-877-468-3555 and select Technical Support



Features of the RezShield[™] System

The Kaba RezShield[™] System (also called the system in this booklet) uses electronic locks that work with electronic credentials instead of mechanical keys. Credentials are available in three different forms: keycards, fobs, or wristbands. RezShield software is the tool that is used to enter and encode information on residents and staff credential when their unit is assigned. These credentials work just like keys, giving residents secure access to their rooms when positioned in front of the reader on the lock. They can be customized when made to also provide r access to other amenities such as exercise room, parking, etc. The flexibility of the system enables residents to carry just one keycard for gaining access to all of these property features in addition to their own unit.

For the Property Administrator (or User), when using this system - instead of handing the residents a metal key - they simply program a new credential for each resident with the additional options and property features that they are entitled to use.

The new credential contains a unique, encrypted code that opens only the locks that the resident is entitled to use.

As soon as this new credential is used in the lock by the resident, all previous resident-level credentials for that lock are cancelled.

This leads to a high level of security, equivalent to re-keying the lock for every resident.

Every use of the RezShield PC or access to a lock is audited.

Each employee must enter a valid password to allow them to make or read a keycard and this information goes into the audit trail. The audit trail reveals the date and time, the identity of the user, and the operations performed.

Property Administrators should NEVER give their password to anyone and never make inappropriate use of any PC, lock, or keycard. They must always log off the RezShield system after they finish using it, so no one else is able to make keycards with their password.

Screen Size – If the RezShield Web application fills the whole screen it is in Kiosk mode. This mode can be activated or de-activated in the system set-up application.

Screen Toggle – When using several applications at the same time (For example: RezShield web application, Monitoring Manager, and System Setup) you can cycle through all the open screens by using the "Alt + Tab" when you get to the icon of the application screen you want to see.



System Overview

- RezShield[™] can be installed on a PC anywhere on the property (in a security or management office).
- Credentials can be made using the encoder with a USB connection.
- Remote diagnostics and maintenance on the RezShield[™] server is possible via the Internet connection.
- Locks and remote access controllers are programmed and audited using a Maintenance Unit.





Logging on to the Application

Important: Ensure that your name has been entered into the system at the Administrator level by your management and that there is an activated encoder for your PC.



- 1. Enter Login Name and Password.
- 2. Encoder name is already configured when the RezShield software is loaded onto your PC.
- 3. Click on Login.
- 4. The Welcome to RezShield screen will appear.



Welcome to RezShield

The **Welcome to RezShield** screen lists all of the functions that can be selected and used by the Property Administrator. It features a step-by-step process for each function with graphic prompts and "Tips" to guide you through the following operations:

- ✓ Accounts
- ✓ Resident Access
- ✓ Staff Access
- ✓ Key Readback
- ✓ Key Cancellation
- ✓ Lock Action
- ✓ Lock Administration
- ✓ Reports





1. Accounts

Before you can begin programming key access or using the other features of this software, you will need to set up accounts and complete the necessary information for My Account, Manage Residents, and/or Manage Staff.



This is the section where you register and maintain the database listings of all residents and staff that have been issued key access to units and amenities on the property.



My Account

RezShield		My Account	KVKV
Resident Access Staff Access	Key Readback Key Cancellation	Lock Action Lock Admin Reports	Accounts Home About Logout
Tips: This screen allows you to	1	Employee ID Creation Date	2/10/2010
update your account information. Please note that the 'Password' and 'Verify Password' fields are not mandatory. If the fields are left black your existing	Family Name Savard	Department	Maintenance
password will not be erased.	First Name Dan	Login Name New Password	1
	Email	Confirm Password	
-		Save	

This allows you to set up your login name and password. Complete the necessary fields and click Save.

		Mar	nage Resi	dents			K /		
Resident Access Staff Access Key	Readback	Key Cancellation	Lock Action	Lock Admin	Reports	Accounts	Home	About	Logout
1. Select an Action 2. Provide Resident Information	Action			Step 1 of	f 2				
Tips: Please select an Action. Then click on the 'Next'		-	Add a new	w Resident					
button.		<u>-</u>	🔘 Edit an ex	xisting Resider	nt				
Ŧ									
								N	ext

Manage Residents

1. The Manage Residents option enables you to add new residents or edit information on an existing resident. Select from the Add a new Resident or Edit an existing Resident button and click **Next.**



RezShield	Manage Residents											
Resident Access Staff Access Key Readb	ack Key Cancellation	Lock Action Lo	ock Admin	Reports	Accounts	Home	About	Logout				
1. Select an Action		:	Step 2 o	of 2								
2. Provide Resident Information	Search			*				<u> </u>				
Tips: Please choose the Resident you wish to edit and then click on the 'Save' button.	Find First Find Next	Gresidents Grou Johnson, Ch Knight, Owe Tenny, Carh Gresidents Grou Barr, Patric Greene, Doi Vierra, Carh	up 1 hristal en Y up 2 ck mna los					Е				
	Family Name	Barr										
	First Name	Patrick										
_	Initial											
	Email											
	Resident Group	Residents G	Group 2	•								
							Prev	vious				

2. Complete the necessary fields and click **Save**.

Manage Staff

RezShield	Manage Staff											
Resident Access Staff Access Rey	, Readback	Key Cancellation	Lock Action	Lock Admin	Reports	Accounts	Home	About	Logout			
1. Select an Action 2. Provide Staff Information Tips: Please select an Action. Then click on the 'Next' button.	Action		Add a new St Edit an existi	step 1 of	2							
								N	ext			

1. The Manage Staff option enables you to manage your staff information the same way you manage your resident information. The same steps apply.



2. Resident Access

RezShield		Resident												
Resident Access Staff Access	Key Readback	Key Cancellation	Lock Action	Lock Admin	Reports	Accounts	Home	About	Logout					
1. Select Action			S	tep 1 of 6										
2. Select Resident 3. Select Units	What do yo	u want to do?							-					
 <u>4. Select Expiry</u> <u>5. Select Amenities</u> <u>6. Encode Key</u> 	Action	First Leaser K Additional/Sha	ey are with Key											
Tips:		C Replacement	Key											
A 'First Leaser Key' deletes all previous resident keys in circulation for that particular unit.	*													
An 'Additional/Share with Key' is for adding a resident to a unit without canceling any resident keys already in circulation														
A 'Replacement Key' is used to cancel a specific resident key for a unit and replace it with a new key.														
	~													
								Ne	xt					

1. At the Select Action screen, choose the key type you are going to create then click **Next**. **Note:** The "Tips" provide an explanation of the different key types/access options that can be created.

RezShield			Residen	t			K /		N
Resident Access Staff Access	Key Readback	Key Cancellation	Lock Action	Lock Admin	Reports	Accounts	Home	About	Logou
1. Select Action 2. Select Resident 3. Select Units 4. Select Expiry 5. Select Amenities 6. Encode Key Tips: Select the resident to whom you want to assign a key from the drop down menu. If	Select a resident Resident Folio Options Search	Johnson, Cl Disability BcReside Ind Kn Ter	si nristal nison, Christa ight, Owen iny, Carly	tep 2 of 6					-
the resident is not on the list, he or she must be added using the 'Accounts' menu.	Find Fir	st	ints group 2			Previc	ous	Next	

2. At the Select Resident screen, select the resident to whom you want to assign the key and click Next.



RezShield		Resident	t			K /		N
Resident Access Staff Access K	ey Readback Key Cancellatio	on Lock Action	Lock Admin	Reports	Accounts	Home	About	Logout
1. Select Action		St	ep 3 of 6					
2. Select Resident 3. Select Units	Please enter a Unit or Selec	ct Unit(s) from se	arch box.					-
4. Select Expiry 5. Select Amenities	Enter a Unit	Search				*		
<u>6. Encode Key</u>			⊜∘Buildin ⊜∘flo	ig 1 or 1		^		
Tips:	OR			100				
Select a unit to be assigned to the key. Note that multiple	Selected Units	Find First		102		=		
common door units) can be	100	Find Next		104				
Once a first unit is selected, other units that can be added				106				
to the key will be highlighted.				107				
	Number of Keys			109				
	1 🛟			110				
				- 113		÷		
-								
			_					-
				Previous	s Ne	ext	Final S	step

3. At the Select Units screen, select the Unit Number to which the key will be assigned.

RezShield		Resident KARA																	
Resident Access Staff Access	Key Re	adbad	k Ke	ey Ca	ncella	ation	Loc	k Acti	on	Lock	Admii	n R	eports	s Ac	count	s F	Home	About	Logout
1 Select Action									Ste	ep 4	of	6							
2. Select Resident	Sel	ect th	e exp	iry da	te													-	
4. Select Expiry		Star	Date							Expir	y Dat	e							
5. Select Amenities 6. Encode Key		•	Febr	Febru uary	iary, 3	2010	.0 🖵	•		•	Febru	Febru uary	iary, 2	2010	.0 🖵				
		Sun	Mon	Tue	Wed	Thu	Fri	Sat		Sun	Mon	Tue	Wed	Thu	Fri	Sat			
Tips:		31	1	2	3 10	4	5 12	6 13		31 7	1	2	3 10	4	5 12	6 13			
Please select Start Date and	*	14	15	16	17	18	19	20		14	15	16	17	18	19	20			
the Expiry Date, then click on the 'Next' button		21	22	23	24	25	26	27		21	22	23	24	25	26	27			
		28	1	2	3	4	5	6		28	1	2	3	4	5	6			
Selecting the 'Maximum'		-		-	2/11	/2010	12	15		-			2/11	/2010	12	15			
to seven years.			- 1	ouay:	2/11	/2010					4-1-1-1-1	ouay	2/11,	/2010					
	Ŧ																		
												PI	revio	us	1	lext		Final S	Step

4. Next use the calendars to assign a Start Date and Expiry Date for the key. Click Next.

Note: Assigning a Start Date and Expiry Date helps you control the period for which a key is valid. A key will not work outside its Expiry Date.



RezShield			Residen	t			K /		A
Resident Access Staff Access	Key Readback	Key Cancellation	Lock Action	Lock Adr	nin Reports	Accounts	Home	About	Logout
1. Select Action			S	tep 5 of	6				
2. Select Resident 3. Select Units	Select Ame	nities						_	
4. Select Expiry					Extended /	Amenities	ct All		
<u>5. Select Amenities</u> <u>6. Encode Key</u>	None	All			staff lockers	Ciliseie		1	
	i 🗖 🗖	i 🗖 🔽			taff gym				
Tips:	i 🛛 🗸	÷2 –							
Select any required Amenities, then click on	^ i	•B 🗆							
In order to see the specific Common Area assignments, hover the mouse cursor over the icon.	# 1 -	ŧ∎ ⊏							
						Previo	ous	Next	

5. At the Select Amenities screen you may assign additional access points to the key. For example: dining hall, exercise room, parking or other extended amenities access.

RezShield	Resident KARA												
Resident Access Staff Access K	ey Readback Key Cancellation Lock Action Lock Admin Reports Accounts Home	About Logout											
1. Select Action Step 6 of 6													
2. Select Resident 3. Select Units 4. Select Expiry 5. Select Amenities 6. Encode Key	Encode Key NEW UNIT key for resident JOHNSON, CHRISTAL for unit 100 Created on 11/02/2010 1:37:18 PM (Standard Time) Check-in is set for 11/02/2010 1:37:05 PM Check-out is set for 12/02/2010 1:37:05 PM	*											
Tips: Verify that all information is correct, place a keycard on the encoder and then click on the 'Encode Key' button to make the key.	Folio Number is NOT USED Amenities available are: POOL, BAR, LOUNGE Disability option is DISABLED	Ŧ											
	Encode Key Abort Encoder Status Ready Encoding Number												
		Previous											

6. Now place the key onto the encoder and click **Encode Key** to program it.



3. Staff Access

RezShield	Staff Access											
Resident Access Staff Access Ke	ey Readback	Key Cancellation	Lock Action	Lock Admin	Reports	Accounts	Home	About	Logout			
1. Select Action				Step 1 of 7								
2. Select Employee 3. Select Access	What do you	u want to do?							-			
4. Select Common Areas 5. Select Expiry 6. Select Schedule	Action	 First/Additiona Replacement 	al Key Key	Key Se	lect Kev							
7. Encode Key												
Tips:												
This section allows you to assign and create various keycards used by your staff members.												
To begin, select the desired action and select a keycard. Then click on 'Next' button												
-												
-								N	ext			

1. At the Select Action screen, click on the type of key you want to create. Next choose Select Key from the dropdown menu and then click **Next**.

Resident Access Staff Access Key Read 1. Select Action Select Select 2. Select Employee Select Select 3. Select Common Areas Select Select 5. Select Expiry Select Schedule Search 7. Encode Key Search Search Tips: Select the Staff Member to whom you want to assign the keycard. Then click on 'Next' button Search	adback Key Cancellation Lock Action Lock . Step 2 ect an employee ployee Name Morgan, Jason ployee ID 7	Admin Reports Ac	counts Home About	Logout
1. Select Action 2. Select Employee 3. Select Access 4. Select Common Areas 5. Select Expiry 6. Select Schedule 7. Encode Key Searchedule Select the Staff Member to whom you want to assign the keycard. Then click on 'Next' button	Step 2 ect an employee ployee Name Morgan, Jason ployee ID 7	2 of 7		
1. Select Access Select 2. Select Employee Select 3. Select Expiry Employee 5. Select Schedule Employee 7. Encode Key Search Select Schedule 7. Encode Key Search Select the Staff Member to whom you want to assign the keycard. Implement to the second sec	ployee ID 7			
2. Select Access 3. Select Access 4. Select Common Areas 5. Select Expiry 6. Select Schedule 7. Encode Key Select the Staff Member to whom you want to assign the keycard. Then click on 'Next' button	ployee Name Morgan, Jason ployee ID 7			
A. Select Common Areas 5. Select Expiry 6. Select Schedule 7. Encode Key Select the Staff Member to whom you want to assign the keycard. Then click on 'Next' button	ployee Name Morgan, Jason ployee ID 7			
5. Select Expiry 6. Select Schedule 7. Encode Key Select the Staff Member to whom you want to assign the Keycard. Then click on 'Next' button	ployee ID 7			
6. Select Schedule 7. Encode Key Fips: Select the Staff Member to whom you want to assign the keycard. Then click on 'Next' button				
7. Encode Key				
Select the Staff Member to whom you want to assign the keycard. Then click on 'Next' button	ırch	*		
	Find First Find Next G ⊂ Installer kaba2, kaba1 B ⊂ VIP C Maintenance Davis, Gina Logan, Brooke Morgan, Jason Smith, Lois Spencer, Bill C Hydro			

2. At the Select Employee screen, choose the employee or supplier for whom to create the key.



RezShield		S	Staff Acce	ISS			K /		
Resident Access Staff Access	Key Readback	Key Cancellation	Lock Action	Lock Admin	Reports	Accounts	Home	About	Logout
1. Select Action			S	Step 3 of 7					
2. Select Employee 3. Select Access	The employe	e will have access	to						-
4. Select Common Areas 5. Select Expiry 6. Select Schedule	Select Floor		floor 1			•			
7. Encode Key									
Select a Submaster or a	.								
Restricted Area Then click on 'Next' button									
	-								
1						Prev	vious	Next	

3. The Select Floor dropdown allows you to choose the floor(s) to which the employee will have access.

Resident Access Staff Access Key Readback Key Cancellation Lock Admin Reports Accounts Home About Logo 1. Select Action Step 4 of 7 2. Select Employee Select Access 4. Select Common Areas Select All Unselect All 5. Select Expiry Image: Staff lockers Select All Unselect All 6. Select Schedule Image: Staff lockers Staff lockers Staff lockers 7. Encode Key Image: Staff Common Image: Staff lockers Staff lockers 9 Image: Staff Common Image: Staff lockers Staff gym 9 Image: Staff Common Image: Staff optime Image: Staff optime 9 Image: Staff Common Image: Staff optime Image: Staff optime 10 Image: Staff Common Image: Staff optime Image: Staff optime Image: Staff optime 11 Image: Staff Common Image: Staff optime Image: Staff optime Image: Staff optime 11 Image: Staff optime Image: Staff optime Image: Staff optime Image: Staff optime 12 Image: Staff optime Image: Staff optime Ima	RezShield		Staff Access		KVK	Δ
Select Action Step 4 of 7 2. Select Employee Select Access 3. Select Access Select Common Areas 5. Select Expiry Select Access 5. Select Schedule None 7. Encode Key Image: Select Access Image: Select the Staff Common Areas Image: Select the Staff Common Areas Image: Select the Staff Common Area(s). Image: Select the Staff Common Area(s). Image: Intervention of the Extended Common Area (s). Image: Select the Staff Common Area (s). Image: Intervention of the Extended Common Area (s). Image: I	Resident Access Staff Access	Key Readback Key Cancellation	Lock Action Lock Admin	Reports Accounts	Home About	Logout
2. Select Employee 3. Select Access 4. Select Common Areas 5. Select Expiry 6. Select Schedule 7. Encode Key 1 8 1 1 2 1 1 2 1 2 1 1 2 1 2 1 2 1 3 2 1 3 3 3 1 1 1 1 1 1 2 1 2 1 2 1 3 1 1 1 2 1 2 1 2 1 3 3 3 3 4 1 1 1 1 1 1 2 1 1 2 3 3 4 1 1 1 2 1 2 1 2 1 1 1 1 1 1 1 1 2	1. Select Action		Step 4 of 7	,		
3. Select Access 4. Select Common Areas 5. Select Expiry 6. Select Schedule 7. Encode Key iiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiii	2. Select Employee	Select the Common Areas				-
S. Select Expiry 6. Select Schedule 7. Encode Key iiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiii	4. Select Access	×	Ex	tended Common Areas	*	
6. Select Schedule 7. Encode Key 1 7. Encode Key 1 <	5. Select Expiry		Selec	t All Unseled	ct All	
Tips: i <td>6. Select Schedule</td> <td>None All</td> <td>Staf</td> <td>flockers</td> <td></td> <td></td>	6. Select Schedule	None All	Staf	flockers		
Tips: Select the Staff Common Area(s) and/or the Extended In order to see the specific Common Area(s). In order to see the specific Common Area assignments, hover the mouse cursor over the ison Then click on 'Next' button	7. Encode Key		staf	fgym		
IpS: Select the Staff Common Area(s) and/or the Extended Common Area(s). In order to see the specific Common Area assignments, hover the mouse cursor over the icon. Then click on 'Next' button	T					
Area(s) and/or the Extended Common Area(s). In order to see the specific Common Area assignments, hover the mouse cursor over the icon. In order to see the specific Image: Image:	Select the Staff Common	- 🛉 🗖 🗹 🛉 📑				
In order to see the specific Common Area assignments, hover the mouse cursor over the icon. Then click on 'Next' button	Area(s) and/or the Extended Common Area(s).	i 👬 🗖 🗖 🖬 🖬 🖬				
Common Area assignments, hover the mouse cursor over the icon.	In order to see the specific					
the icon. Then click on 'Next' button	Common Area assignments, hover the mouse cursor over					
Then click on 'Next' button	the icon.					
	Then click on 'Next' button					
	-				in the second	

4. At the Select Amenities screen you may assign additional access points to the key. For example: dining hall, exercise room, parking or other extended amenities access.





5. Use the calendars to indicate the Start Date and Expiry Date for the key, then click Next.

RezShield	S	Staff Access		K/	
Resident Access Staff Access	Key Readback Key Cancellation	Lock Action Lock Admin	n Reports A	ccounts Home	About Logou
1. Select Action		Step 6 of	7		
2. Select Employee 3. Select Access 4. Select Common Areas 5. Select Expiry 6. Select Schedule	Select a schedule None Timezone 1 Timezone 2 Timezone 3 Timezone 4	Intervals Intrv 1 Intrv 2	Start - -	End - -	
7. Encode Key	Timezone 5 Timezone 6 Timezone 7 Timezone 8	Intrv 3 Intrv 4	- -	- -	-
Tips: Select the desired schedule. Note: Leaving the selection to 'None' means that the selected Staff Member will have access at all times Then click on 'Next' button					
-				Previous	Next

6. When programming staff keys the Select Schedule option allows you to selective program specified time periods when staff keys are operational. For example, staff keys may be programmed to work only from 8 a.m. to 5 a.m. daily.

Note: The Timezone option can be customized to your requirements.



Rezshield	Staff Access	ZV °
Resident Access Staff Access K	ey Readback Key Cancellation Lock Action Lock Admin Reports Accounts Home Ab	out Logout
1. Select Action	Step 7 of 7	
3. Select Access 4. Select Common Areas	Encode Key DUPLICATE FLOOR key for employee MORGAN, JASON	*
5. Select Expiry 6. Select Schedule	for floor FLOOR 1	
7. Encode Key	Created on 11/02/2010 1:46:36 PM (Standard Time) Expiry is set for 11/02/2011 1:45:18 PM	
Tips:	Access to amenities is ENABLED Staff Common Areas available: STAFF WASHROOMS, STAFF SPA, STAFF PARKING	
Click on 'Encode' to encode	Access during timezone NONE	
		Ŧ
	Encode Key Abort	
	Encoder Status Ready	
	Encoding Number	
		Previous

7. Finally, place the key onto the encoder and click **Encode Key** to program it.



4. Key Readback

RezSh				Key Readb	ack			K /		♪
Resident Access	Staff Access	Key Readback	Key Cancel	lation Lock Action	Lock Admin	Reports	Accounts	Home	About	Logoui
Tips:					Read Key					
Place resident, sta audit key on reade on Read Key butto	ff or lock	Which key d	tus	Abort Ready						

The *Key Readback* feature will help identify a particular key and how it was programmed. When reading a Resident key, certain Staff keys, or an Audit key an audit trail will be displayed.



5. Key Cancellation

RezShield		Key	Cancella	ation			K /		Δ
Resident Access Staff Access	Key Readback	Key Cancellation L	ock Action	Lock Admin	Reports	Accounts	Home	About	Logout
1. Select Action 2. Select Key Holder	What do you	ı want to do?	S	tep 1 of 4					-
<u>4. Cancel Key</u>	Action	Cancel Staff Consel Resident	0	Reset Meetin	g Room	b .			
Tips: This section allows you to create Keycards that are used to cancel and/or reset various Keycards that are already in use. To begin, please select the Keycard action you wish to perform.		Cancel Resident	Master O y O ster O	Reset Passag Reset Passag Reset Passag Reset Restric Reset Restric Reset Section	ye - Ameni ye - Meetin ye - Restric ye - Staff C ted Area	ty ig Room ited Area Common Al	ea		
								N	ext

1. To cancel a key, first click on Select Action to select the key you want to cancel. Click Next.

RezShield	Key Cancellation	
Resident Access Staff Access Ke	y Readback Key Cancellation Lock Action Lock Admin Reports Accounts Home	About Logout
1 Select Action	Step 2 of 4	
3. Select Key Information	Select Employee to cancel	
4. Cancel Key	Employee Name Spencer, Bill Employee ID 5	
Tips:		
Please select the Keycard Holder.	Search Constaller Kaba1, kaba1 Kaba2, kaba2 Constant Constaller Constant Constant Const	
	Previous	Next

2. At the Select Key Holder screen, identify the individual to for whom the key has been programmed.





3. Select Key Information.

RezShield	Key Cancellation	K
Resident Access Staff Access	Key Readback Key Cancellation Lock Action Lock Admin Reports Accounts Home About	Logout
1 Coloct Action	Step 4 of 4	
2. Select Key Holder 3. Select Key Information	Encode Cancel Key	
4. Cancel Key K Tips: Click on the 'Encode Key' button to create the Cancellation Keycard.	DUPLICATE STAFF CANCEL KEY key for employee SPENCER, BILL Created on 2/11/2010 2:25:37 PM (Standard Time) Expiry is set for 2/12/2010 2:25:36 PM	2
	Encode Key Abort Encoder Status Ready View/Print units to cancel report	

4. Place the key on the encoder and click **Encode Key** to cancel the key.



6. Lock Actions

RezShield		I	Lock Actio	ons			K /		\
Resident Access Staff Acces	Key Readback	Key Cancellation	Lock Action	Lock Admin	Reports	Accounts	Home	About	Logout
1. Select Action			S	tep 1 of 4					
2. Select Employee 3. Select Access 4. Encode Key	What do you Key	v want to do? Passage - An	nenity						_
Tips: Select a Keycard Then click on 'Next' button	*								
	*								
								Ne	xt

1. At the Select Action screen, select the type of key you want to create. Click Next.

Rezshield	Lock Actions	KVBV,
Resident Access Staff Access K	ey Readback Key Cancellation Lock Action Lock Admin Reports Acco	ounts Home About Logout
1. Select Action	Step 2 of 4	
2. Select Employee	Select an employee	
3. Select Access 4. Encode Key	Employee Name Smith, Lois	
	Employee ID 9	
Tipe		
Select a Staff member Then click on 'Next' button	Search Sea	Previous

2. Then Select Employee and click Next.



RezShield		I	Lock Actio	ons			K /		♪
Resident Access Staff Access	s Key Readback	Key Cancellation	Lock Action	Lock Admin	Reports	Accounts	Home	About	Logout
1. Select Action	·		S	tep 3 of 4					_
3. Select Access	The employ	ee will have access	to						
4. Encode Key	Select Ame	nity	Gym			-			
Tips: Select an Area .Then click on 'Next' button	*								
						Pre	vious	Nex	t

3. Select the access type for the key and click **Next**.

RezShield	Lock Actions	
Resident Access Staff Access	Key Readback Key Cancellation Lock Action Lock Admin Reports Accounts Home	About Logo
1. Select Action 2. Select Employee	Step 4 of 4 Encode Key	
<u>4. Encode Key</u>	NEW PASSAGE - AMENITY key for employee SMITH, LOIS for amenity GYM	*
Tips: Click on 'Encode' to encode the key	Created on 11/02/2010 2:00:10 PM (Standard Time) Expiry is set for 12/02/2010 2:00:10 PM	Ŧ
	Encode Key Abort	
	Encoding Number	Previous

4. Place the key on the encoder and click **Encode Key** to cancel the key.



7. Lock Administration

RezShield	Lock Admin	KVBV.
Resident Access Staff Access Ke	y Readback Key Cancellation Lock Action Lock Admin Reports Accounts	Home About Logout
Tips:	Select Transfer Action	
Please select the desired Action. Then click on the 'Next' button	Which transfer action do you want to do?	
	Transfer PC to M-Unit lock programming file	
	Transfer M-Unit to PC lock audit file	

1. Select Transfer Action by clicking on the appropriate icon for the action you wish to perform.

Rezshield	Lock Admin	
Resident Access Staff Access K	ay Readback Key Cancellation Lock Action Lock Admin Reports Accounts Hom	e About Logout
Tips: Select the Unit configurations you wish to send to M-Unit for lock programming. Select the desired expiry and override options. Click on the 'Generate File' button to create the M-Unit file.	Transfer lock configuration information to M-Unit Selected Units 100 Find Find 100 1001 1002 1003 1004 101 102	*
	Number of hours before expiry 24 ‡ Clear Number of overrides 5 ‡ Generate File Allow electronic override V	Previous

Transferring Lock Configuration to the M-Unit

- 1. In the right hand box under the Search option, select the floor and unit to be transferred to the lock configuration.
- 2. The selected information will be displayed on the left side of the search box. Click Generate File.



Rezshield				Lock Adm	in			K /		V °
Resident Access Staff Access	ĸ	ey Readback	Key Cancellation	Lock Action	Lock Admin	Reports	Accounts	Home	About	Logout
Tips: To begin, browse to the location of the Lock Audit File. Once you have selected the file, click on the Transfer File' button to transfer the audit data to the database.	*	Transfer loci	k information from dit file	ı M-Unit			Browse	****		
									Prev	vious

3. Click Transfer to save the file to the M-Unit folder. Perform a Hotsync* to send the file to the M-Unit.

4. Lock configuration information has been successfully transferred to the M-Unit.

*Refer to Glossary for definition.



8. Reports

RezShield provides a variety of reports for reference and audit purposes. Three of the most common reports are: *Access Point, Lock Audits, and Operator List.*



Access Point

Rezsh				Reports				K /		V
Resident Access	Staff Access	Key Readback	Key Cancellation	Lock Action	Lock Admin	Reports	Accounts	Home	About	Logout
Tips:				Access	Point List	t				
Please select the report criteria.	* Fp	ilter By Access oint		NII Access Poin Inprogramme tesident Unit Common Door Vimenity Viaff Common testricted Are feeting Room Suite Inner Do	nt Types d Suite Area a or		Previo	bus	Previe	w

1. Determine the criteria for the report. Click to select it and press Preview.



Parameters selected for th	nis report:	Act Ma	cess Point List ple Residences			Thursday, February 11, 2010 2:09 PM
Access Point Name	Access Point Type	Area	Floor	Group	Section	Page 1 of 2
, , , , , , , , , , , , , , , , , , ,	and a second sec					Lone
	Resident Unit	Area Two	Tapper 2	Group 2	Section 2	
	Pasident Linit	Area Tura	fine 2	Genue 2	Section 2	
1	Resident Unit	Area Turo	flase 2	Group 2	Section 2	
	Resident Unit	Area Two	floor 2	Group 2	Section 2	
	Resident Unit	Area Two	floor 2	Group 2	Section 2	
	Resident Unit		floor 1			
E	Resident Unit		floor 1			
	Resident Unit		floor 1			
	Resident Unit		floor 1			
5	Resident Unit		floor 1			
•	Resident Unit		floor 1			
3	Resident Unit		Figure 1			
•	Resident Unit		floor 1			
2	Resident Unit		floor 1			
3	Resident Unit		floor 1			
•	Resident Unit		floor 1			
•	Resident Unit		floor 1			
0	Resident Unit		floor 1			
,	Resident Unit		floor 1			
1	Resident Unit		floor 1			
, 	Resident Unit		floor 1			
0	Resident Unit		floor 1			

2. The Access Point list preview information displays a report which can also be exported and printed.

Lock Audits

Rezsh								Rep	ро	rts							K		۲Ą
Resident Access	Staff Access	Key Readb	ack I	Key C	Cance	lation	Lo	ck A	ctio	n L	ock A	dmin	Rep	oorts	Acco	ounts	Home	About	Logout
							Lo	ck /	Au	dits	- 50	elec	t Da	tes					
Tips:		Star	t Date							End I	Date								
Please select the report criteria.	~			Febru	Jary,	2010	10.44		1	4	F ab.	Febr	uary,	2010	10 1	a 🕨			
		Eur.	Mag	Tur	1 March	20	LU 🗸			C.u.e	Mag	uary	14 and	76.0	10	C.t.			
		31	1	2	3	4	5	6		31	1	2	3	4	5	6			
		7	8	9	10	11	12	13		7	8	9	10	11	12	13			
		14	15	16	17	18	19	20		14	15	16	17	18	19	20			
		21	22	23	24	4	26	6		21	22	23	24	4	26	6			
		7	8	9	10	11	12	13		7	8	9	10	11	12	13			
			Т	Today	2/12	/2010)				1	Today	: 2/12	/2010	0				
	×		02/1	1/20:	10 09	9:24	АМ				02/1	2/20	10 09	9:24	AM				
																Previ	ious	Ne	ext

1. Select the Start Date and End Date for the criteria.



Rezsh	ield			Rep	orts			K		K Δ°
Resident Access	Staff Access	Key Readback	Key Cancel	lation Lock Act	ion Lock Ad	lmin Reports	Accounts	Home	About	Logou
				Lock Aud	lits - Sele	ct Employe	e			
Please select the		Start date	02/11/2010 0	09:24:00 AM	End date	02/12/2010 0	9:24:59 AM	1		
eport enteria.		Select Employ	ee	Search				~		
				Find First Find Next	Br Inst	taller kaba1, kaba1 kaba2, kaba2 ttenance Davis, Gina Logan, Brooke Morgan, Jason Savard, Dan Savard, Dan Smith, Lois Spencer, Bill ro				
	~									
							Previo	ous	Ne	xt

2. Find and select the employee key for your report criteria.

RezShield	d or	Reports		KVBV
Resident Access Staff Ac	ccess Key Readback	Key Cancellation Lock Action Lock Adm	min Reports Accounts	Home About Logout
Tips: Please select the report criteria.	Start date Employee Select Unit	Lock Audits - Se	lect Unit 02/12/2010 09:24:59 AM g 1 or 1 or 2 200	
		Find First Find Next	201 202 203 204 205 Bar Pool Spa staff gym staff lockers	
8			Provid	Jus Nevt

3. Select the Floor and Unit.



		Reports			
Resident Access Staff Acc	ess Key Readback Ke	y Cancellation Lock Action	Lock Admin Reports Ac	counts Home Abo	out Logou
		Lock Audits -	Select Key Holder		
IDS: Please select the port criteria.	Start date 02/1 Employee Selected Unit	1/2010 09:24:00 AM Enc	d date 02/12/2010 09:2	4:59 AM	
	Select Key Holder	Search Find First Find Next	 ⇒ Residents Group 1 Johnson, Christal Knight, Owen Tenny, Carly ⇒ Residents Group 2 Barry, Patrick Greene, Donna Vierra, Carlos 	~	

4. Select the person who is assigned the key in question, then click **Preview**.

KAR	`	Loc	k Audits	Wednesday, 8 3:	February 17, 2010 16 PM
		G40 Demo for s	ales reps, training		
Parameters s	elected for this report:				
From Date/Time:	02/01/2010 03:16:00 PM	To De	te/Time: 02/17/2010 03:10	5:59 PM	
Operator Name:	<a11></a11>				
Room Name:	<a11></a11>				
Keycard Holder:	<all></all>			* ST = Stand	dard Time
					Page 1
Date/Time	Keycard Type	Keycard Holder	Encoded by	Creation Date/Time	ID-Seq
Room Name:	100				
Room Type:	Resident Unit				
Lock Type:	RFID 79M/T/L/X/S				
Floor:	Floor 01				
Area:	-				
Group:	-				
Section :					
Zone:					
LCB/Firmware:	11.00/1.14				
Battery Level:	4.24				
Audit Date/Time:	2/17/2010 3:15 PM				
Auditor:	Savard, Daniel				
Audit Source:	MUnit				
2/17/2010 3:14 PM	Programming	Davis, Gina	Savard, Daniel	02/17/2010 03:06 PM	26
2/17/2010 3:14 PM	Unlocked from Outside		-	N/A	0
2/17/2010 3:14 PM	Grand Master	Logan, Brooke	Savard, Daniel	02/17/2010 03:12 PM	30
2/17/2010 3:14 PM	Locked from Outside		-	N/A	0
2/17/2010 3:14 PM	Resident	Aston, Ned	Savard, Daniel	02/17/2010 03:13 PM	210
0/47/0040 0.44 DM	University Contraints				

5. The Preview shows the report information, which can be exported and printed.

.



Operator List

Rezsh	ield			Report	5			K		K N
Resident Access	Staff Access	Key Readback	Key Cancellation	Lock Action	Lock Admin	Reports	Accounts	Home	About	Logout
				Оре	erator List					
Tips:										
Please select the report criteria.		By Level		All Levels Access Con KABA Tech	trol Administr Support	ator				
1.	~									
							Prev	ious	Prev	iew

1. Determine what level of operators are to be listed, then click **Preview**.

KARA	Operator	List Friday, February 12, 2010 9:29 AM	
	Maple Re	sidences	
Parameters selected for this	report:		
Access Level: <all></all>			
		Page 1 of 1	
Operator	Login Name	Access Level	
Savard, Dan	1	KABA Tech Support	
ogan, Brooke	4	Access Control Administrator	
kaba1, kaba1	kaba1	KABA Tech Support	
kaba2, kaba2	kaba2	KABA Tech Support	

3. The Preview shows the report information, which can be exported and printed.



RezShield™ Operator Levels

\mathbf{N}	S	>	ii				
RESIDENT SERVICE ATTENDANT	RESIDENT SERVICES MANAGER	MAINTENANCE	SERVICE	it Admin	MASTER	ACCESS CONTROL ADMIN	KABA TECHNICAL SUPPORT

Resident Services Attendant

The RSA works at the front desk and deals primarily with registering and making Resident keys and reading back resident keys. Grants access to screens of the RSA level tasks.

RSA Functions Available

Resident Access	Staff Access	Key Readback	Cancel Key	Lock Action	Lock Admin	Reports	Accounts
Make all types of Resident keys	No	Readback all types of Resident keys	No	Make Battery Test key	No	No	Able to change their own password and other information



Resident Services Manager

The RSM supervises the Front Desk activities. Grants access to all the same functions as the RSA. Additionally, under *Lock Action*, this level grants rights to Make Passage and Reset Passage keycards for Meeting Rooms and amenities as well as Battery Test Keycards. In addition, staff access to meeting rooms is also available by using the Meeting Room and Reset Meeting keycards which do not provide access to amenities and do not activate Passage. Under *Reports*, accesses System activities Report for Keycard Encoding and Keycard Verification operation types.

RSA Functions Available

Resident Access	Staff Access	Key Readback	Cancel Key	Lock Action	Lock Admin	Reports	Accounts
Make all types of Resident keys	No	Readback all types of Resident keys	Cancel all types of Resident keys	Make Battery Test Key, make Passage and Reset Passage keys for Amenties,Staff common area, Restricted area, Meeting room	No	System Activities report for Key Encoding and Key Verificatior	Able to change their own password and other information and also Add Residents



Maintenance / Engineering

The Maintenance person for the property is responsible mainly for programming and auditing locks. This Operator level grants access to all the functions related to programming/auditing locks, including the creation of Initialization and Programming keycards.

Maintenance Functions Available

Resident Access	Staff Access	Key Readback	Cancel Key	Lock Action	Lock Admin	Reports	Accounts
No	No	Only readback cancel keys	Make all types of Cancel and Rest Keys	Make all types of Lock action keys	Create and Transfer Lock files and Audit Files	All reports	Able to change their own password and other information

Services

The Service level allows only the creation of the Services access key. This key permits Service access to all rooms (except Restricted Areas, Common Areas and Locked Out rooms) on a particular time shift. Under the *Staff* menu, it grants access only to Make and Verify keycard menu.

Service Functions Available

Resident Access	Staff Access	Key Readback	Cancel Key	Lock Action	Lock Admin	Reports	Accounts
No	Make Only Services key	Readback Services key and Cancel Service Key	Can Only make Reset Service Key	No	No	No	Able to change their own password and other information



IT Administrator

Refer to Network & Hardware Setup, PK3065 02/06.

IT Administrator can only access Network and Hardware Setup. They can add and remove Encoders and IPM's.

Master

Grants access to **all functions of RezShield™.** Intended for the highest level of user System Administrator/Property Configuration.

Master Functions Available

Resident Access	Staff Access	Key Readback	Cancel Key	Lock Action	Lock Admin	Reports	Accounts
Make all types of Resident keys	Make all types of Staff keys	Readback all types of Resident and Staff Access Keys	Make all types of Cancel and Rest Keys	Make all types of Lock action keys	Create and Transfer Lock files and Audit Files	All reports	Able to change their information, add/edit residents and staff



Access Control Administrator

Grants access to **all functions of RezShield™**. This level grants you COMPLETE SYSTEM RIGHTS. Intended for the highest level of user System Administrator/Property Configuration.

Access Control Administrator Functions Available

Resident Access	Staff Access	Key Readback	Cancel Key	Lock Action	Lock Admin	Reports	Accounts
Make all types of Resident keys	Make all types of Staff keys	Readback all types of Resident and Staff Access Keys	Make all types of Cancel and Rest Keys	Make all types of Lock action keys.	Create and Transfer Lock files and Audit Files	All reports	Able to change their information, add/edit residents and staff

KABA Technical Support

This level is only available to KABA technical support personnel for troubleshooting advanced configuration and application issues.



List of Keycard Types & Functions

Adjoining Suite

Keycards for a combination of up to 15 individual units or rooms, within a *15 room number range*. All the encoded keycards work in all the locks of the suite.

Area

A submaster level keycard. The Submaster levels (Section, Floor, Group, Zone and Area) are used for access by staff (e.g. management, maintenance workers, laundry, etc.)

Battery Test

Prompts a low battery indicator in locks where the battery is below acceptable voltage. Battery Test keycard does not give access to the door.

Common Door Suite

Suites with a common door where the rooms inside (up to eight inner doors) can be rented separately or together. Each keycard opens the common door and at least one and up to eight inner doors.

Emergency

The Emergency keycard can open ANY door in ANY situation, if the lock is working properly; overrides deadbolt or privacy lock, as well as Unit, Property and Salesman's Lockouts.

Floor

A submaster level keycard granting access to the units on a floor or floors. The Submaster levels (Section, Floor, Group, Zone and Area) are used for access by staff (e.g. management, maintenance workers, laundry, etc.)

Grand Master

Opens every unit and room on the property, except Restricted Areas or rooms that have been locked out using the deadbolt or privacy lock, the Salesman's Lockout, Unit Lockout or Property Lockout. The Grand Master keycard opens all Common Area/Amenity doors.

Group

A submaster level keycard. The Submaster levels (Section, Floor, Group, Zone and Area) are used for access by staff (e.g. management, maintenance workers, laundry, etc.)

Group Lockout

Locks out a group of units according to the Group submaster address in the lock. Group addresses are usually assigned according to the duties of each building supervisor. Group lockout is used after inspecting a unit after a resident has moved out and after the unit has been cleaned, so that the previous resident cannot enter.



Initialization

Initializes the lock during a first-time installation, or after an interruption of battery power (e.g. during a battery replacement, or whenever the battery power is temporarily disconnected).

Meeting Room

Provides access to meeting room with passage mode not available. The keycard does not provide access to Amenities and is valid for a period of 24 hours by default. This keycard is used for access by staff.

Meeting Room Reset

Used to invalidate any circulating Meeting Room keycard for a specific meeting room door. Keycards encoded before the Reset keycard was encoded will not work in the locks.

One-Shot

Opens a specific room only once, for use by maintenance or an external vendor, contractor, etc.

Passage

Puts the lock in Passage mode, in which a keycard is no longer required to open the door. Passage mode is removed by re-inserting the Passage keycard. Typically, rooms such as Staff Common Areas/Amenities and Meeting rooms are appropriate for the use of Passage mode. Temporary or rented units should *not* be put in Passage mode.

Passage Mode Reset

Used to invalidate any circulating Passage keycards for a specific door. Does not cause the lock to revert to normal mode from Passage mode. Keycards encoded before the Reset keycard was encoded will not work in the locks.

Programming

Prepares the lock for communication with the M-Unit.

Property Lockout

Locks out all but the Emergency keycard. The locks remain locked-out until unlocked by a Property Unlock keycard.

Property Restart

Used to set or change the Property Code when installing the RezShield[™] system, or if a severe security problem has occurred.

Property Unlock

Unlocks any unit locked by the Property Lockout or Unit Lockout keycard.

Resident

Gives residents access to specified room/s with specified options for defined time period.



Resident Reset

Invalidates the corresponding Unit entry keycard. The Reset keycard must be inserted in all locks leading to the specified resident unit. Entry keycards encoded before the Reset keycard was encoded will not work in the lock. Keycards encoded before the Reset keycard was encoded will not work in the locks.

Restricted Area

This keycard is intended for rooms that do not fit into the normal master-keyed structure e.g. GM office, computer room, liquor storage areas. Locks programmed as Restricted Area doors accept only two types of entry keycards: Restricted Area and Emergency.

Section

A Submaster level (Section, Floor, Group, Zone and Area) are used for access by staff (e.g. housekeepers and housekeeper managers, maintenance workers, laundry, room service, etc.)

Service Master

Opens any guest room on the property, except for rooms that have been locked out using the deadbolt or Salesman's Lockout as many times as required

Test Lock

Used by the lock installers to access Units and rooms during the installation of the locks. Test Lock keycards do not work after a lock has been programmed.

Unit Lockout

Locks out all but the Emergency keycard. The Room Lockout keycard is valid for a specified room. The lock remains locked-out until unlocked by a Unit or Property Unlock keycard.

Unit Unlock

Unlocks a specified unit locked-out by a Unit Lockout keycard.

Zone

A Submaster levels (Section, Floor, Group, Zone and Area) are used for access by staff (e.g. management, maintenance workers, laundry, etc.)

Lock Audit

Emergency Reset

Passage – Amenity

Passage – Meeting Room

Passage – Staff Common Area



Glossary

Access Point	Points of entry and exit such as Resident Room, Gym, Garage, Door etc.
Audit Trail	Audit trail determines which keycard was used, when an access occurred, who owned the keycard at the time of access and what action was performed. Use-history stored in the lock's non-volatile memory. Displayed in the RezShield software in order of most recent event.
Credential	Keycard, fob, or wristband programmed to store access information and grant entry for a designated period of time.
Disability Option	Changes the time delay during which the door is unlocked after a valid resident level keycard is presented to the lock. The time delay changes from 4 seconds to 15 seconds, to assist residents who may have difficulty turning the handle.
Encoder	The device used to write information on the keycard (encode) or to read information from the keycard (audit).
Encryption	All the data that is written on the keycards is encrypted and can only be read by the RezShield software. Also each Resident property will have its own encrypted code to prohibit keycards of working from one property to another.
Hotsync	A transfer or back-up of data between a hand-held unit and a desktop computer through a serial port or USB connection.
IPM	The Infrared Programming Module sits over the reader on the door lock to receive data transmitted from the M-Unit. The infrared receiver and transmitter on the M-Unit are aligned with the IrDA window (the small red glass window) on the IPM and data is transmitted from the M-Unit to the lock via the IPM or from the lock to the M-Unit via the IPM – in the case of an audit.
MIFARE	Type of technology used for contactless smart card systems. MIFARE is compliant with the international ISO 14443 Type A standard.
M-Unit	A handheld computer containing the RezShield M-Unit software downloaded from the CD. The M-Unit is used to program and audit locks and card readers.
RAC	Remote access controller is the device to secure common access and perimeter doors such as access to elevators, parking, and other electrically- operated doors –as well as doors requiring an electric strike or electromagnetic lock.
RFID	Radio frequency identification - RezShield uses wireless RFID technology to encode keycards via a contactless encoder. The 79 lock uses RFID keycards and credentials.



Notes