

RezShield[™] Multihousing Access Control

Property Administrator User Guide



Property Administrator

User Guide

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Minimum Requirements

Server

OS – 32 Bit Windows XP PRO, Vista Business, Windows 7 Business, or Windows 2003 Server.

(Windows 2008 Server not yet supported)

Software: NET Framework 2.0 Web Server - IIS (Internet Information Services) Message Queuing

Backup Media: USB Memory stick CD Writer, etc.

Network Transport Protocol: TCPIP.

Hardware: CPU – P4 or above RAM – 1GB 2GB (recommended) Hard Disk – 30 GB CD ROM USB Ports Network Adapter Standard Monitor

Important: The server must be on the properties network with a static IP address. Though it may not be required, a dedicated machine is recommended for optimum performance.

Workstations

OS - 32 Bit Windows XP PRO, Vista Business, Windows 7 Business

Software: IE 6.0 or above NET Framework 2.0

Hardware: CPU – P4 or above RAM -1GB (recommended) Hard Disk – 30 GB CD ROM USB Ports Network Adapter Standard Monitor

Important: If there are workstations, the server must be on the property network with a static IP address. Windows Home is NOT suited for network applications.



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.

Selecome to RezShield - Windows Ir	ternet Explorer		
http://localhost/rez	hield/logInNew.aspx	🕶 🔯 😽 🗙 👂 Live Search	+ م
🗙 🔊 👻 Search web	🔎 - 🔶 -	- - ⊕ ⊕ •	
🚖 Favorites 🛛 😭			
😥 Welcome to RezShield		🐴 🔻 🖾 👻 🖃 🖛 🔻 Page 👻 Safe	ety 🕶 Tools 🕶 🔞 🕶
Please Sign In		KAI	Z <u>A</u> °
(Login Name Password Encoder Name Login		F
Product Version : 3.0.2.4		Copyright 2004-2010 KABA Group - All right:	s reserved.
Done		🗣 Local intranet Protected Mode: Off 🛛 🛛 🐗	👻 🔍 100% 👻 💡

- 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 Accou	nt			K/		Δ
Resident Access Staff Acces	s Key Readback H	Key Cancellation	Lock Action	Lock Admin	Reports	Accounts	Home	About	Logout
Tips:				Emp	oloyee ID	11]
Inits schem allows you to update your account information. Please note that the 'Password' and 'Verify Password' fields are not mandatory. If the fields are left blank, your existing password will not be erased.	Family Nar First Nar Init Em	me Savard Dan tial nail		Crea	partment gin Name Password Password	2/10/2010	ice		

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

Rezshield	Ма	nage Resi	dents			K /		\
Resident Access Staff Access Key Re	adback Key Cancellation	Lock Action	Lock Admin	Reports	Accounts	Home	About	Logou
1. Select an Action 2. Provide Resident Information Tips: Please select an Action. Then click on the 'Next' button.	Action	Add a ner Edit an ex	Step 1 of	f 2				
							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 Read	back Key Cancellation Lock Action Lock Admin Reports Accounts Home	About Logout
1. Select an Action 2. Provide Resident Information	Seerch A	
Tips: Please choose the Resident you wish to edit and then click on the 'Save' button.	Find First Find Next	E
	Family Name Barr First Name Patrick Initial Email Resident Group Residents Group 2	
	Save	Previous

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	Action		1	Step 1 of	2	7			
Tips: Please select an Action.		-	Add a new St	aff					
Then click on the 'Next' button.		<u> </u>	Edit an existi	ng Staff					
-									
								N	out

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 you	want to do?							_
4. Select Expiry 5. Select Amenities 6. Encode Key	Action	 First Leaser K Additional/Shi Replacement 	≥y are with Key Key						
Tips:									
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	Resident								Δ
Resident Access Staff Access K	ey Readback	Key Cancellation	Lock Action	Lock Admin	Reports	Accounts	Home	About	Logou
1. Select Action			S	tep 2 of 6					
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 the resident is not on the list, he or she must be added using the 'Accounts' menu.	Select a resi Resident Folio Options Search Find Fin Find Fin	Johnson, Cl Disability BcReside Fst ext	nristal Ints Group 1 Inson, Christa Ight, Owen Iny, Carly Ints Group 2	ð I					
						Previo	ous	Next	

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



Rezshield		Resident		KAR	ζV,
Resident Access Staff Access	Key Readback Key Can	cellation Lock Action	Lock Admin Reports Acco	unts Home Abo	ut Logout
1. Select Action		Ste	ep 3 of 6		
2. Select Resident 3. Select Units	Please enter a Unit o	r Select Unit(s) from sea	arch box.		*
4. Select Expiry 5. Select Amenities	Enter a Unit	Search		*	
<u>6. Encode Key</u>			Briding 1 Bridoor 1	Â	
Tips:	OR		101		
Select a unit to be assigned to the key. Note that multiple units (adjoining and/or	Selected Units	Find First	102	=	
common door units) can be assigned to a single key.	100	Find Next	104		
other units that can be added to the key will be highlighted.			106	<u></u>	
	Number of Keys		108		
	1 :		110		
	· · ·				
-					
			Draviour	Next	T Stop
			Previous	Filla	ii Step

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



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		Resid	lent	K	
Resident Access Staff Access	Key Readback	Key Cancellation Lock Act	ion Lock Admin Reports	Accounts Home	About Logou
1. Select Action			Step 5 of 6		
2. Select Resident	Select Amen	ities			
3. Select Units			Extended A	Amenities	*
5. Select Amenities	None	All	Select All	Unselect All	
<u>o. Encode Rey</u>	i 🗖 📼	†	Staff lockers		
Tips:	i 🛛 🖂	• •			
Select any required Amenities, then click on the 'Next' button. In order to see the specific Common Area assignments, hover the mouse cursor over the icon.					
				Previous	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.

esident Access Staff Access	Key Readback Key Cancellation Lock Action Lock Admin Reports Accounts Hon	ne About Logi
Select Action	Step 6 of 6	
Select Resident	Encode Key	
Select Units	NEW UNIT key for resident JOHNSON, CHRISTAL	*
Select Expiry	for unit 100	
Encode Key	Created on 11/02/2010 1/27/18 DM (Chandard 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	
ps:	Folio Number is NOT USED	
rrect, place a keycard on	Amenities available are: POOL, BAR, LOUNGE	
e 'Encode Key' button to	Disability option is DISABLED	
ake the key.		
		-
	Encode Key Abort	
	Encoder Status Ready	
	Encoding Number	
-		

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



3. Staff Access

		Staff A	cess					
Resident Access Staff Access K	ey Readback	c Key Cancellation Lock Acti	on Lock Admin	Reports	Accounts	Home	About	Logout
1. Select Action			Step 1 of 7	7				
2. Select Employee	What do y	ou want to do?						
4. Select Access 4. Select Common Areas 5. Select Expiry 6. Select Schedule 7. Encode Key	Action	 First/Additional Key Replacement Key 	Кеу 💽	elect Key		•		
Tips: This section allows you to assign and create various keycards used by your staff								
To begin, select the desired action and select a keycard. Then click on 'Next' button								
-								

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**.

RezShield		Staff Access	5			KA	R	V
Resident Access Staff Access Ke	ey Readback Key C	ancellation Lock Action Lo	ock Admin	Reports	Accounts	Home	About	Logout
1. Select Action		Ste	ep 2 of 7					
2. Select Employee	Select an employe	e						
3. Select Access 4. Select Common Areas	Employee Name	Morgan, Jason						
5. Select Expiry 6. Select Schedule	Employee ID	7						
7. Encode Key	Search							
Tips: Select the Staff Member to whom you want to assign the keycard. Then click on 'Next' button	Find First Find Next	Grinstaller kaba1, kaba1 kaba2, kaba2 GrVIP GrMaintenance Davis, Gina Logan, Brooke Morgan, Jason Smith, Lois Spencer, Bill BrHydro						
					Previo	ous	Next	

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



RezShield		S	Staff Acce	SS			K /		Δ
Resident Access Staff Access	Key Readback	Key Cancellation	Lock Action	Lock Admin	Reports	Accounts	Home	About	Logout
1. Select Action			5	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 7. Encode Key	Select Floor		floor 1			•			
Tips: Select a Submaster or a Restricted Area Then click on 'Next' button									
						Prev	ious	Next	

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

Rezshield			Staff Acce	SS			K/		Δ°
Resident Access Staff Access	Key Readback	Key Cancellation	Lock Action	Lock Admin	Reports	Accounts	Home	About	Logout
1. Select Action			S	tep 4 of 7	7				
2. Select Employee	Select the	Common Areas							
3. Select Access 4. Select Common Areas	×			Ex	ctended Con	nmon Areas	1		
5. Select Expiry	2			Sele	ct All	Unselec	t All		
6. Select Schedule	None 🕅	All		E Sta	ff lockers				
7. Encode Key	· · ·	† ₿ ⊏		= staf	ffgym				
		• E =	1						
Tips:									
Area(s) and/or the Extended		• E =	1						
Common Area(s).			1						
Common Area assignments,		• ER	í.					-	
the icon.			-						
Then click on 'Next' button		- B	1						
	÷.								
						Previ	ous	Next	

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**.

Resident Access Staff Access Key Readback Key Cancellation Lock Admin Reports Accounts Home About Logout Select Access Select Common Areas Intervals Start End Intervals Start End Select Schedule Immezone 1 Immezone 3 Intervals Start End Select Schedule Immezone 5 Intervals Start End Timezone 5 Immezone 7 Immezone 7 Immezone 8 Intervals Start End Select the desired schedule. Nome means that the selection o Nome means that the selection o Nome means at the selection o Nome means at the selection o Nome means that the selection o Next' button Nome means that the selection o Next' button	RezShield	SI	taff Access		K/	
Select Action Step 6 of 7 Select Access Select a schedule Select Common Area Intervals Select Schedule Intervals Simezone 3 Intervals Select Schedule Intervals Simezone 4 Intervals Timezone 5 Intervals Simezone 7 Intervals Simezone 8 Simezone 8 Simezone 8 Simezone 7 Simezone 8 Simezone 8 Simezone 9 Simezone 9 Simezone 9 Simezone 9 Simezone 9 Simezone 9 Simezone 9 Simezone 9 Simezone 9 Sim	Resident Access Staff Access	Key Readback Key Cancellation	Lock Action Lock	Admin Reports A	Accounts Home	About Logou
Select Employee select a schedule Select Common Areas Imezone 1 Select Schedule Imezone 3 Select Schedule Imezone 6 Encode Key Imezone 7 Timezone 8 Imezone 7 Select Median S More means that the election of Next' button Imezone 7	. Select Action		Step (5 of 7		
Select Common Area Select Expiry Select Schedule Encode Key Timezone 3 Timezone 6 Timezone 7 Timezone 8	<u>. Select Employee</u> . Select Access	Select a schedule	Intervals	Start	End	1
Select Schedule Select Schedule Encode Key Timezone 3 Timezone 6 Timezone 7 Timezone 8 S M T W T F S S M T W T F S S M T W T F S S M T W T F S S M T W T F S S M T W T F S S M T W T F S S M T W T F S S M T W T F S	. Select Common Areas	Timezone 1 Timezone 2	Intry 1	-	-	
Encode Key Timezone 5 Timezone 7 Timezone 8 S M T W T F S S M T W T F S S M T W T F S S M T W T F S Introduction of Noner Member will ave access at all times then click on 'Next' button	. Select Expiry	Timezone 3 Timezone 4	Intry 2	<u></u>	-	
Timezone 7 Timezone 8 S M T W T F S S M T W T F S M T W T F S S M T W T F S M T W T F S M T W T F S M T W T F S M T W T F S M T W T F S M T W T F S M T W T F S M T W T F S M T W T F S M T W T F S M T W T F S M T	. Encode Key	Timezone 5 Timezone 6	Intry 3 Intry 4	-	-	
Tips: ielect the desired schedule. Iote: Leaving the selection o 'None' means that the elected Staff Member will ave access at all times then click on 'Next' button		Timezone 7 Timezone 8	S M	т w т	FS	
lelect the desired schedule.	ips:					
	lote: Leaving the selection o 'None' means that the elected Staff Member will lave access at all times 'hen click on 'Next' button	×				-

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	K
Resident Access Staff Access	Key Readback Key Cancellation Lock Action Lock Admin Reports Accounts Home About	it Logou
1. Select Action	Step 7 of 7	
2. Select Employee	Encode Key	
3. Select Access 4. Select Common Areas 5. Select Expiry 6. Select Schedule 7. Encode Key	DUPLICATE FLOOR key for employee MORGAN, JASON for floor FLOOR 1 Created on 11/02/2010 1:46:36 PM (Standard Time) Expiry is set for 11/02/2011 1:45:18 PM Access to amenities is ENABLED Staff Common Areas available: STAFF WASHROOMS, STAFF SPA, STAFF PARKING	*
Click on 'Encode' to encode the key	Access during timezone NONE	Ŧ
	Encoding Number	
	P	revious

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



4. Key Readback

RezShield	Key Readback	KΔ	RV
Resident Access Staff Access	(ey Readback Key Cancellation Lock Action Lock Admin Reports Accounts	Home /	About Logou
Tips:	Read Key		
Place resident, staff or lock audit key on reader and click on Read Key button.	Which key do you want to read? Read Key Abort Encoder Status 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 (Cancel	lation			K /		N
Resident Access Staff Acce 1. Select Action 2. Select Key Holder 3. Select Key Information 4. Cancel Key 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.	2n	What do you	Key Cancellation Lo want to do? Cancel Staff Cancel Resident Cancel Lease Reset Area Reset Bellman's Reset Emergency Reset Floor	Master (y ()	Lock Admin Step 1 of 4 Reset Meetin Reset Passag Reset Passag Reset Passag Reset Passag Reset Ressag	Reports g Room ge - Ameni ge - Meetin ge - Restric ge - Staff C ted Area	Accounts ty ng Room ted Area Common A	Home	About	Logout
	-		© Reset Grand Mas	ster (O Reset Zone				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		KVR	Ϋ́
Resident Access Staff Access Ke	Readback Key Cancellation Lo	ck Action Lock Admin	Reports Accounts	Home About	Logout
1 Select Action		Step 2 of 4			
2. Select Key Holder	Select Employee to cancel				
<u>4. Cancel Key</u>	Employee Name Spencer, Bill Employee ID 5				
Tips:					
Please select the Keycard Holder.	Search	, kaba1 , kaba2 nce Gina , Brooke n, Jason d, Dan t, Lois er, Bill			
			Pr	evious Ne	ext

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





3. Select Key Information.

Resident Access	Staff Access	Key Readback	Key Cancellation	Lock Action	Lock Admin	Reports	Accounts	Home	About	Logou
					Step 4 of	4				
<u>. Select Action</u> . Select Key Ho . Select Key Inf	lder formation	Encode Ca	ncel Key							-
Cancel Key	×	DUPLICATI Created or Expiry is se	E STAFF CANCEL 2/11/2010 2:25 et for 2/12/2010	KEY key for e :37 PM (Stand 2:25:36 PM	employee SPE dard Time)	ENCER, BI	L			<
Click on the 'Encoc outton to create th Cancellation Keyca	de Key' 🧧 e ard.									0
		Encoder	e Key	Abort						
		View	Print units to car	ncel report						

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



6. Lock Actions

RezShield		l	ock Actio	ons			K /		♪
Resident Access Staff Access	Key Readback	Key Cancellation	Lock Action	Lock Admin	Reports	Accounts	Home	About	Logout
1. Select Action			SI	tep 1 of 4					
2. Select Employee 3. Select Access	What do you	want to do?							
4. Encode Key	Key	Passage - An	nenity						
Ting									
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	KVKV
Resident Access Staff Access	ey Readback Key Cancellation Lock Action Lock Admin Reports Accou	unts Home About Logout
1. Select Action	Step 2 of 4	
2. Select Employee 3. Select Access 4. Encode Key	Select an employee Employee Name Smith, Lois Employee ID 9	
Tips:	Search	
Select a Staff member Then click on 'Next' button	Find First Find Next	
		Previous Next

2. Then Select Employee and click **Next**.



Rezsh	ield			Lock Actic	ons			K /		A
Resident Access	Staff Access	Key Readback	Key Cancellation	Lock Action	Lock Admin	Reports	Accounts	Home	About	Logout
1. Select Action	_ /			S	tep 3 of 4					1
2. Select Emplo 3. Select Acces	yee	The employe	e will have access	to						-
4. Encode Key		Select Amer	nity	Gym						
Tinc										
Select an Area .Then click on 'Nex	tt' button	<u>*</u>								
							Pre	vious	Nex	t

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

Resident Access Starr Access	Key Readback Key Cancellation Lock Action Lock Admin Reports Accounts Hon	ne About Log
L. Select Action	Step 4 of 4	
. Select Employee	Encode Key	
Select Access Encode Key	NEW PASSAGE - AMENITY key for employee SMITH, LOIS for amenity GYM Created on 11/02/2010 2:00:10 PM (Standard Time)	*
the key		
	Encode Key Abort	
	Encoder Status Ready	

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



7. Lock Administration

Rezshield	Lock Admin	2
Resident Access Staff Access Key	Readback Key Cancellation Lock Action Lock Admin Reports Accounts Home About L	.ogout
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	RV
Resident Access Staff Access	Key Readback Key Cancellation Lock Action Lock Admin Reports Accounts Home Al	bout Logout
Tips: Select the Unit configurations you wish to send to M-Unit for lock programming.	Transfer lock configuration information to M-Unit Selected Units 100 Search	
Select the desired expiry and override options. Click on the 'Generate File' button to create the M-Unit file.	Find Image: Control of the	
	Number of hours before expiry 24 🗘 Clear	14.
	Number of overrides 5 Cenerate File	
		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**.



Rezshie	ld			Lock Adm	in			K/		Δ.
Resident Access Sta	aff Access	Key Readback	Key Cancellation	Lock Action	Lock Admin	Reports	Accounts	Home	About	Logout
Tips: To begin, browse to the location of the Lock Ar	ne udit File.	Transfer loc	k information fron dit file	n M-Unit			Browse	s		-
File, click on the 'Trans File' button to transfer audit data to the data	ed the sfer r the base.	Transfe	er File							
									Pre	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

Key Readback	Key Cancellation	Lock Action						
			Lock Admin	Reports	Accounts	Home	About	Logout
		Access	s Point List	t				
Filter By Access		All Access Poi Inprogramme Resident Unit Common Door Amenity Staff Common Suite Inner Do Suite Inner Do	nt Types d Suite Area aa bor		Previ	ous	Previe	W
			Resident Unit Common Door A Staff Common Restricted Are Meeting Room Suite Inner Do	Restricted Area Restricted Area Meeting Room Suite Inner Door	Resident Unit Common Door Suite A Staff Common Area Restricted Area Meeting Room Suite Inner Door	Resident Unit Common Opor Suite A Staff Common Area Restricted Area Meeting Room Suite Inner Door	Restricted Area Restricted Area Meeting Room Suite Inner Door	Restricted Area Restricted Area Meeting Room Suite Inner Door

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



Parameters selected for th Access Point Type:	lis report: Resident	Acco Map	ess Point List Ne Residences			Thursday, February 11, 2010 2:09 PM
						Page 1 of 2
Access Point Name	Access Point Type	Area	Floor	Group	Section	Zone
10	Resident Unit	Area Two	floor 2	Group 2	Section 2	
1	Resident Unit	Area Two	floor 2	Group 2	Section 2	
2	Resident Unit	Area Two	floor 2	Group 2	Section 2	
3	Resident Unit	Area Two	floor 2	Group 2	Section 2	
4	Resident Unit	Area Two	floor 2	Group 2	Section 2	
5	Resident Unit	Area Two	floor 2	Group 2	Section 2	
1	Resident Unit		floor 1			
2	Resident Unit		floor 1			
3	Resident Unit		floor 1			
4	Resident Unit		floor 1			
5	Resident Unit		floor 1			
5	Resident Unit		floor 1			
D	Resident Unit		floor 1			
1	Resident Unit		floor 1			
2	Resident Unit		floor 1			
3	Resident Unit		floor 1			
4	Resident Unit		floor 1			
5	Resident Unit		floor 1			
6	Resident Unit		floor 1			
7	Resident Unit		floor 1			
3	Resident Unit		floor 1			
9	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	ield							Rep	orts							K		K
Resident Access	Staff Access	Key Readb	ack	Key C	ancel	llation	h Lo	ick Acti	ion L	ock A	dmin	Rep	orts	Acco	ounts	Home	About	Logout
							Lo	ck A	udits	- 50	elect	t Dai	tes					
Tips:		Star	t Date						End	Date								
Please select the report criteria.	~	4		Febru	ary, 3	2010			4		Febru	uary, 1	2010					
			Febr	uary	*	20	10 💙			Febr	uary	*	20	10 🛰				
		Sun	Моп	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat			
		31	1	2	10	4	12	13	31	1	2	10	4	12	13			
		14	15	16	17	18	19	20	14	15	16	17	18	19	20			
		21	22	23	24	25	26	27	21	22	23	24	25	26	27			
		28	1	2	3	4	5	6	28	1	2	з	4	5	6			
			8	9	10	11	12	13	7	8	9	10	11	12	13			
		14	1	Foday:	2/12	/2010)				Today	: 2/12	/2010	5				
	~		02/1	1/201	10 09	9:24 /	AM			02/1	2/20:	10 09	9:24	AM				
															Drow	ious	NIC	t

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



Resident Access Staff Access Key Readback Key Cancellation Lock Action Lock Admin Reports Accounts Home About Lock Audits - Select Employee Start date 02/11/2010 09:24:00 AM End date 02/12/2010 09:24:59 AM Select Employee Find First Find First Find Next Fi	Reports	
Lock Audits - Select Employee Start date 02/11/2010 09:24:00 AM End date 02/12/2010 09:24:59 AM Select Employee Select Employee Find First Find First Find Next Find N	adback Key Cancellation Lock Action Lock Admin Reports Accounts Hom	ome About Logo
Ips: Start date 02/11/2010 09:24:00 AM End date 02/12/2010 09:24:59 AM Please select the report criteria. Select Employee Select Employee Select Employee Select Employee Find First Raba1, kaba1, kaba1, kaba2, kaba3, kaba1, kaba3, kaba3, kaba3, kaba3, kaba3, kaba1, kaba3,	Lock Audits - Select Employee	
Select Employee Search Search Select Employee Search Search Search Select Employee Search Sea	te 02/11/2010 09:24:00 AM End date 02/12/2010 09:24:59 AM	
Sector Secto	Employee Search	2
	Find First Find Next Find Next	

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

esident Access	Staff Access	Key Readback	Key Cancellati	on Lock Action	Lock Adm	in Reports	Accounts	Home	About	Logou
				Lock Aud	lits - Sel	ect Unit				
ips: lease select the sport criteria.		Start date Employee	02/11/2010 09:	24:00 AM E	nd date 0	2/12/2010 0	09:24:59 A№			
				Find First	t3r floor ⊇r 22 22 22 24 8 8 9 9 9 5 5 5 5 5 5	1 2 00 01 02 03 04 05 ar ool pa taff gym taff lockers				
	×									

3. Select the Floor and Unit.



esident Access	Staff Acces	s Key Readback	Key Cance	ellation Lock Act	tion Lock Ad	dmin Reports Account	s Home	About	Logou
				Lock Aud	its - Seleo	ct Key Holder			
ips: lease select the sport criteria.	()	Start date Employee Selected Unit Select Key Ho	02/11/2010	Search	End date	o2/12/2010 09:24:59 . idents Group 1 Johnson, Christal Knight, Owen Tenny, Carly Barr, Patrick Greene, Donna Vierra, Carlos	AM S		

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

KAR	`	Loc	k Audits	Wednesday, 1 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 03:16	:59 PM	
Operator Name:	<a11></a11>				
Room Name:	<a11></a11>				
Keycard Holder:	<all></all>			* ST = Stand	dard Time
					Page 1 o
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:	2010 C				
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	28
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
2/17/2010 3-14 PM	Unleaked from Outside				-

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

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Operator List

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

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	s report:	
Access Level: Alls		
Access ceres. CAIIS		
		Page 1 of 1
Operator	Login Name	Access Level
Savard, Dan	1	KABA Tech Support
Logan, Brooke	4	Access Control Administrator
kaba1, kaba1	kaba1	KABA Tech Support
kaba2, kaba2	kaba2	KABA Tech Support
aba1, kaba1 aba2, kaba2	kaba1 kaba2	KABA Tech Support KABA Tech Support

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



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



Kaba Multihousing & Institutional 2941 Indiana Avenue Winston-Salem, NC 27105 USA Tel: (800) 849-8324 (336) 725-1331 Fax: (800) 346-9640 (336) 725-3269

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