



SAM[®] RF

Operations Manual

Section 3: Site Design Process

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Section 3: The Site Design Process

3.1 Understanding the Site Design Process

The site design process refers to entering information about your property into the SAM RF System. This information generally includes the actual units and their designations (e.g., 1A, Apartment 211, Building A, Unit 101, etc.), any common access areas such as a pool or laundry room, any zones or suites, and more.

It is important to be accurate and thorough when entering information about your property into the SAM RF System. The configuration of your locks and the programming of your keys are dependent upon accurate site design information. Although it may take a considerable amount of time to perform the site design process, changes to this information will not likely be required in the future.

Note: You may have had SAFLOK create your site design. If so, you will not need to create one. However, to reconfigure your site design to accommodate the addition of new units or other changes to your property locks that may impact your site design, you will need to use the following instructions.

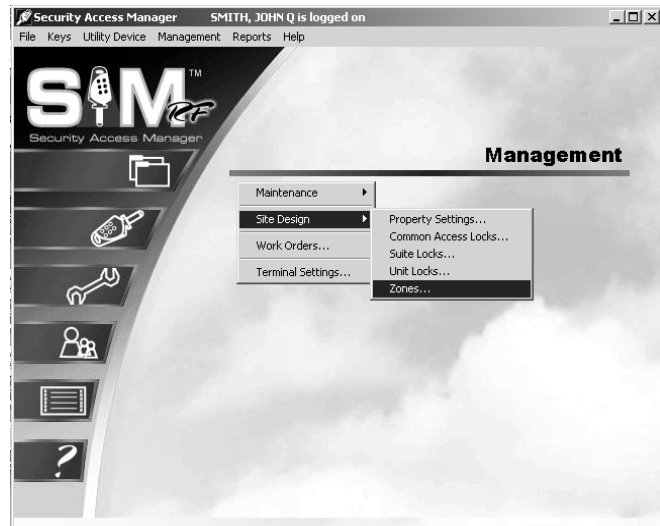
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3.2 Entering Zone Information

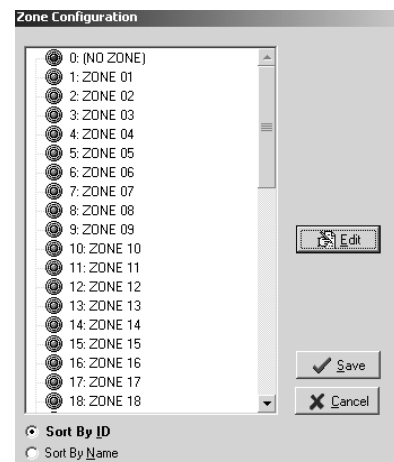
The site design process begins by entering information about any zones your property may have. Zones are separate buildings or groups of locks. The SAM RF System allows you to group up to 50 zones. A Zone key is the key that you will give to employees to allow them to gain access only to those units (and any common access areas) within the zone or zones for which they have authorization.

If your property is only a single building, you may set up each floor as a different zone, or you can choose not to set up zones at all. In this case, go to the next subsection “Entering Suite Lock Information.”

1. Click on the **Management** menu at the top of the window or the **Management** icon.
2. Point to **Site Design**, then select **Zones...**



3. To begin entering zone information for your property at the Zone Configuration PC dialog box, click on **1: ZONE 01** and then click **Edit**.

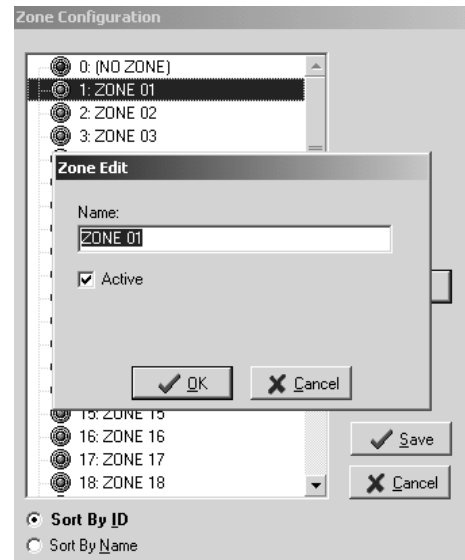


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Entering Zone Information (continued)

- In the Name field, highlight over **ZONE 01** and type in an appropriate name for your first zone, such as Building A or Floor 01. Make sure that the **Active** box is checked, and then click **OK**.

IMPORTANT: If you are using numbers, be sure to use only two-digit numbers by including a 0 in front of any single-digit numbers. For example, use Building 01 (not Building 1), Building 02 (not Building 2), Building 10, etc. This will ensure that the zones are listed in the proper order later in the site design process.



- Back at the Zone Configuration PC dialog box, the changes you just made to 1: ZONE 01 will appear in boldface type. Continue entering zone information for your property by clicking on **2: ZONE 02**, etc., and then clicking **Edit** to display the Zone Edit PC dialog box.
- When you have finished designating the appropriate number of zones for your property, click **Save** to store the information in the SAM RF System.

To confirm that all zone information has been saved, go back to the Zone Configuration PC dialog box. The names of the zones you just registered should no longer appear in boldface type.

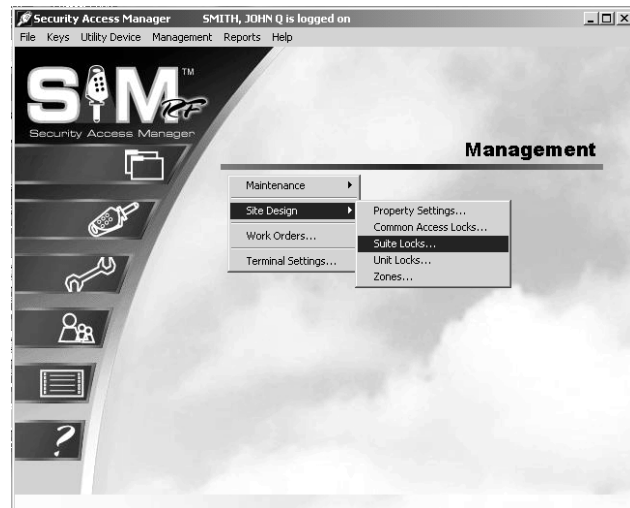
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3.3 Entering Suite Information

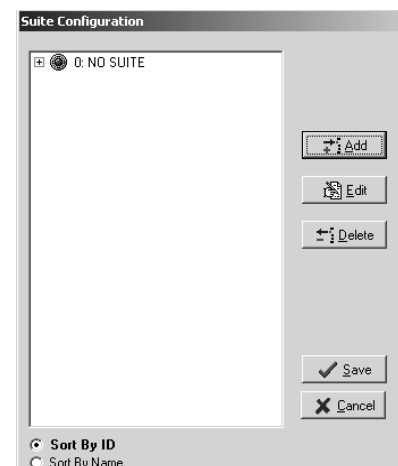
The next step in the site design process is to input information about any suites your property may have. Suite locks allow access to smaller groupings of units, where up to ten units are accessed through one door. An example of a suite lock may be an entry door to an apartment with two or more unit locks inside on bedroom doors. The SAM RF System allows you to add up to 1000 suites. When you eventually make unit keys, the keys for any units within suites will be programmed to open both the suite door as well as their own individual unit doors – not all the unit doors within the suite.

If your property does not have suites, skip to Section 3.5.

1. Click on the **Management** menu at the top of the window or the **Management** icon.
2. Point to **Site Design**, then select **Suite Locks**.



3. Unlike in the Zone Configuration PC dialog box, no suites are pre-listed at the Suite Configuration PC dialog box. To begin entering suite information into the SAM RF System, click **Add**.

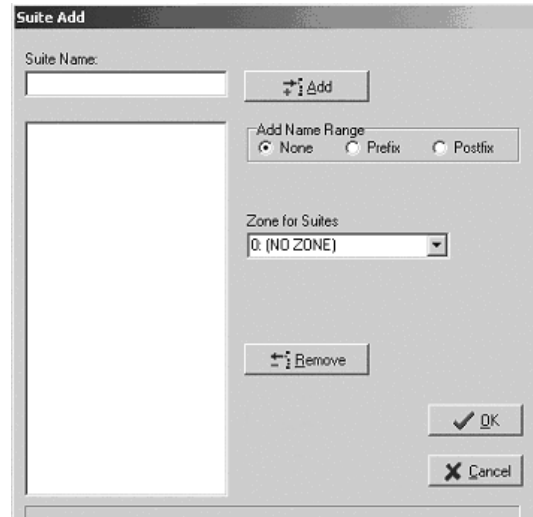


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Entering Suite Information (continued)

- At the Suite Add PC dialog box, type in the designation for your first suite at the Suite Name field. For example, you could type “Suite 01,” “Suite A,” “West Wing,” “Suite 101,” etc., then click **Add**.

The suite you just named will appear in the list box below the **Suite Name** field.



- You can continue adding additional suites in this manner, or you may add a range of suite numbers to the system, *as long as they are in the same zone*.

To add a range of suite numbers from the same zone into the system, type the word SUITE (or another appropriate name such as Building A, Suite) in the **Suite Name** box, then go to the **Add Name Range** area.

To add *numeric* information BEFORE the information entered into the **Suite Name** box, click the open circle in front of **Prefix**; to add the numeric information AFTER the information entered into the **Suite Name** box, click the open circle in front of **Postfix**. Enter the range of suite numbers, such as 01 to 20, and click **Add**. The range of suites you just designated will appear in the list box below the **Suite Name** field.



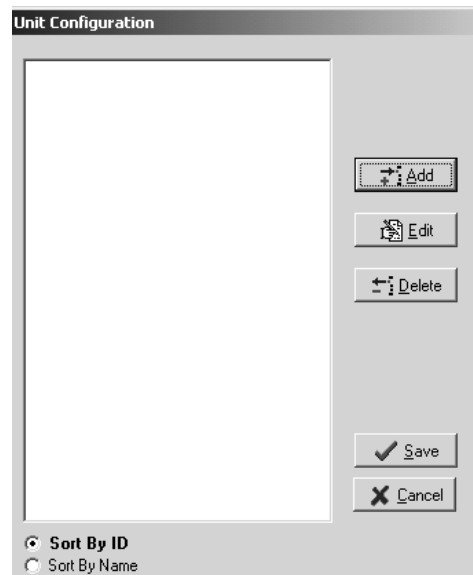
Note: If you are using numbers, be sure to use only two-digit numbers by including a 0 in front of any single-digit numbers. For example, use Suite 01 (not Suite 1), Suite 02 (not Suite 2), Suite 10, etc. to ensure that the suites are listed in the proper order later in the site design process.

Note: If the information in the **Suite Name** box does not appear as you had intended, you can delete the entries individually by clicking on a single entry and clicking **Remove**. To delete all the entries at one time, click on the first entry, holding down the <Shift> key and clicking on the last entry to highlight everything in the **Suite Name** box. Then click **Remove** and start over.

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Entering Suite Information (continued)

6. After you create the appropriate list of suites, go to the **Zone for Suites** pull-down box to see all the zones for your property. The appropriate zone (such as Building 01) should be in the pull-down box. Click on the zone name. It will then appear in the field directly under **Zone for Suites**.
7. When you are satisfied that all information for this suite or range of suites is accurate, click **OK**. Back at the Suite Configuration PC dialog box, the suite or range of suites you just added will appear in boldface type. Continue adding individual suites or ranges of suites in the same manner as described above. All suites added will appear in bold in the Suite Configuration PC dialog box until you save them in the SAM RF System.



8. When you have finished creating and designating the appropriate number of suites for your property, click Save to store the information in the SAM RF System.

To confirm that all suite information has been saved, go back into the Suite Configuration PC dialog box. The names of the suites you just registered should no longer appear in boldface type.

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3.4 Editing Suite Information

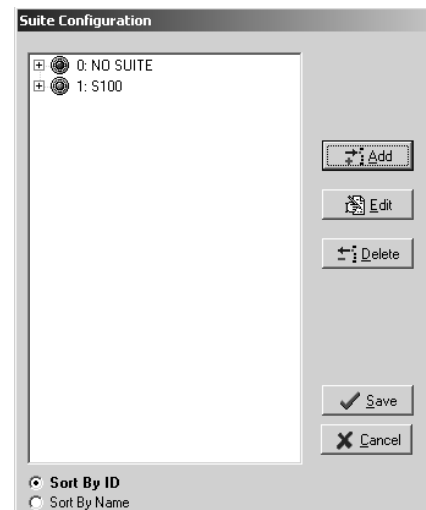
After the suite information is entered, you may make changes at any time.

1. Click on the **Management** menu at the top of the window or the **Management** icon.
2. Point to **Site Design**, then select **Suite Locks...**



3. At the Suite Configuration PC dialog box, highlight the suite and click **Edit** to change the suite information.

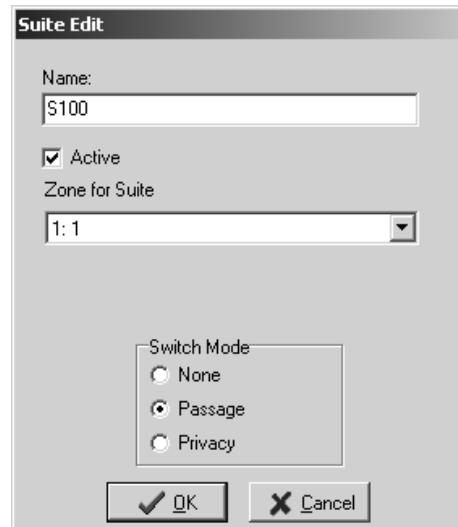
Note: Click **Delete** to remove the suite from the system.



Section 3: The Site Design Process

Editing Suite Information (continued)

- At the Suite Edit PC dialog box, you can change the name of the suite, assign the suite to a different zone, or make the suite inactive.

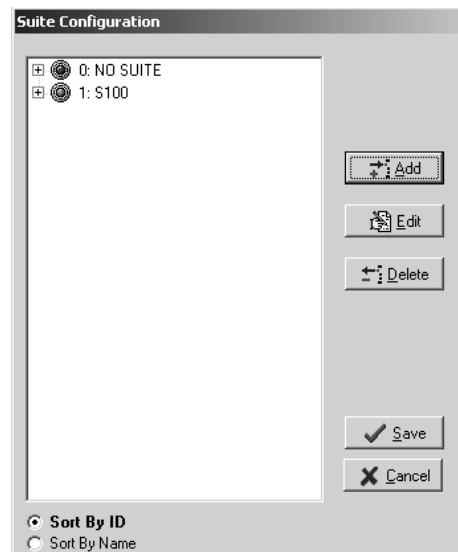


The Suite Edit dialog box contains the following elements:

- Name:** A text input field containing "S100".
- Active:** A checked checkbox.
- Zone for Suite:** A dropdown menu showing "1: 1".
- Switch Mode:** A group box containing three radio buttons: "None", "Passage" (selected), and "Privacy".
- Buttons:** "OK" and "Cancel" buttons at the bottom.

- Click **OK** when your changes are complete.

- Click **Save** to save your changes.



The Suite Configuration dialog box contains the following elements:

- Suite List:** A list box showing two entries: "0: NO SUITE" and "1: S100".
- Buttons:** "Add", "Edit", "Delete", "Save", and "Cancel" buttons on the right side.
- Sort Options:** "Sort By ID" (selected) and "Sort By Name" radio buttons at the bottom.

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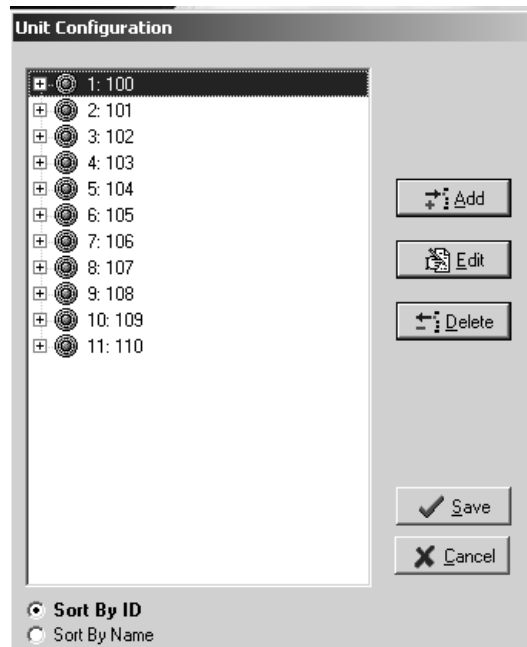
3.5 Entering Unit Lock Information

The next step is to input information for all your property's units or apartments into the SAM RF System. The SAM RF System allows you to add up to 4000 units.

1. Click on the **Management** menu at the top of the window or the **Management** icon.
2. Point to **Site Design**, then select **Unit Locks...**



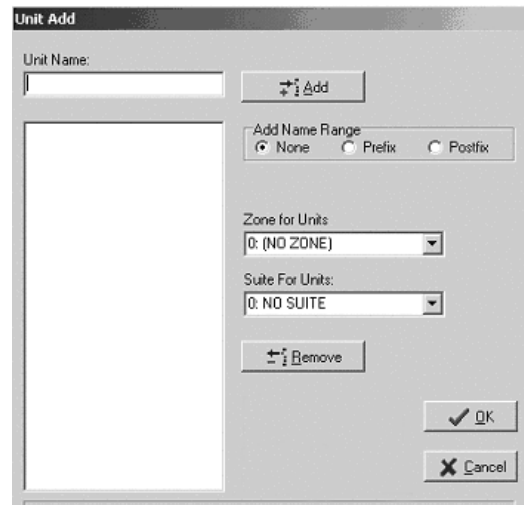
3. Click Add at the Unit Configuration PC dialog box.



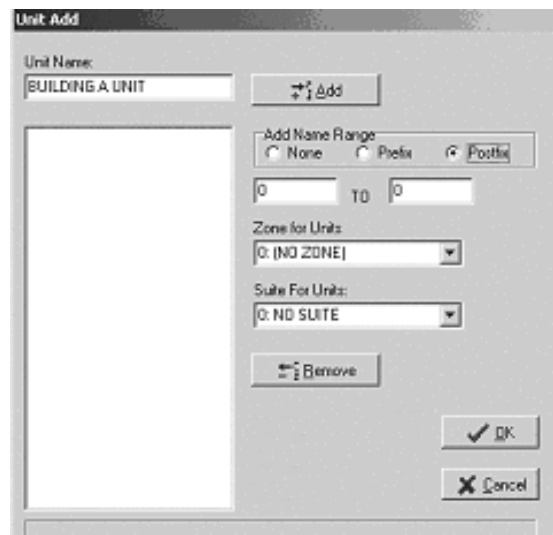
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Entering Unit Lock Information (continued)

- Like the Suite Configuration PC dialog box, the Unit Configuration PC dialog box will be empty. To add units, click **Add**.



- In the top field labeled **Unit Name**, type in the designation for the first unit (e.g., Unit 101, Building A, Unit 101, etc.) and click **Add**.
- The unit you just named will appear in the list box below the **Unit Name** field. You can continue adding additional units in this manner, or you can add a range of units to the system, *as long as they are all in the same zone and/or suite*.



To add a range of units from the same zone into the system, type the word Unit or another appropriate name (e.g., Building A, Unit 101, etc.), in the **Unit Name** box, then go to the **Add Name Range** area.

To add the *numeric* information BEFORE the information entered into the **Unit Name** box, click the open circle in front of **Prefix**; to add the numeric information AFTER the information entered into the **Unit Name** box, click the open circle in front of **Postfix**. Now enter the range of unit numbers, such as 101 to 999, and click **Add**.

Note: If you are using numbers, be sure to use only two- or three-digit numbers by including a 0 in front of any single- or double-digit numbers. For example, use 01 or 001 (not 1), 02 or 002 (not 2), or 10 or 010 (if three digits are being used). This will ensure that the units are listed in the proper order later in the site design process.

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Entering Unit Lock Information (continued)

The units you just named will appear in the list box below the **Unit Name** field. If the information in the box is not listed as you had intended, you can delete the entries individually by clicking on an entry and clicking **Remove**. To delete all the entries at one time, click on the first entry, hold down the **SHIFT** key and click on the last entry to highlight everything in the box. Click **Remove** and start over.

Once you have created the appropriate list of units, go to the **Zone for Units** pull-down box to indicate in which zone this unit (or range of units) is located. Because you have already set up all the zones for your property, the appropriate zone (such as Building A) should already be in the pull-down box. Click on the zone name. It will then appear in the field directly under **Zone for Units**.

The screenshot shows the 'Unit Add' dialog box. It has a 'Unit Name:' field at the top left. To its right is an 'Add' button with a plus sign. Below the 'Unit Name' field is a large empty list box. To the right of the list box is the 'Add Name Range' section with three radio buttons: 'None' (selected), 'Prefix', and 'Postfix'. Below that is the 'Zone for Units' section, which includes a dropdown menu currently set to '0: NO ZONE' and a list box containing the following items: '0: NO ZONE', '1: BUILDING 01', '2: BUILDING 02', '3: BUILDING 03', '4: ZONE 04', '5: ZONE 05', '6: ZONE 06', and '7: ZONE 07'. At the bottom right are 'OK' and 'Cancel' buttons.

If the units are part of a suite, go to the **Suite for Units** pull-down box to indicate which suite these units are in. Because you have already set up all the suites for your property, the appropriate suite (such as Building 1, Suite A) should already be in the pull-down box. Click the suite for these units. It will then appear in the field under **Suite for Units**.

The screenshot shows the 'Unit Add' dialog box. It has a 'Unit Name:' field at the top left. To its right is an 'Add' button with a plus sign. Below the 'Unit Name' field is a large empty list box. To the right of the list box is the 'Add Name Range' section with three radio buttons: 'None' (selected), 'Prefix', and 'Postfix'. Below that is the 'Suite for Units' section, which includes a dropdown menu currently set to '0: NO SUITE' and a list box containing the following items: '0: NO SUITE', '1: SUITE 101', '2: SUITE 102', '3: SUITE 103', '4: SUITE 104', '5: SUITE 201', '6: SUITE 202', and '7: SUITE 203'. At the bottom right are 'OK' and 'Cancel' buttons.

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Entering Unit Lock Information (continued)

Saving Unit Information

When you are satisfied that all information for this unit or range of units is accurate, click **OK**. Back at the Unit Configuration PC dialog box, the unit or range of units you just added will appear in boldface type. Continue adding individual units or range of units in the same manner as described above. All units added will appear in bold in the Unit Configuration PC dialog box until you save them in the SAM RF System.

When you have finished creating and designating the appropriate number of units for your property, click **Save** at the Unit Configuration PC dialog box to store the information in the SAM RF System. To confirm that all unit information has been saved, go back to the Unit Configuration PC dialog box. The unit names you just registered should no longer appear in boldface type.

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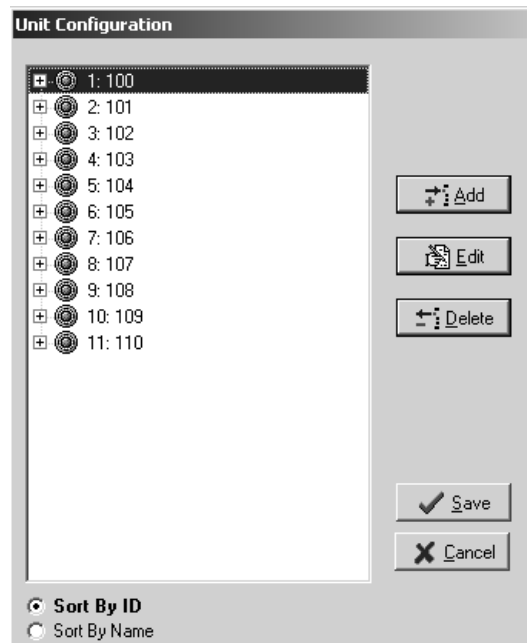
3.6 Editing Unit Lock Information

After the unit lock information has been entered, you can make changes at any time.

1. Click on the **Management** menu at the top of the window or the **Management** icon.
2. Point to **Site Design**, then select **Unit Locks...**



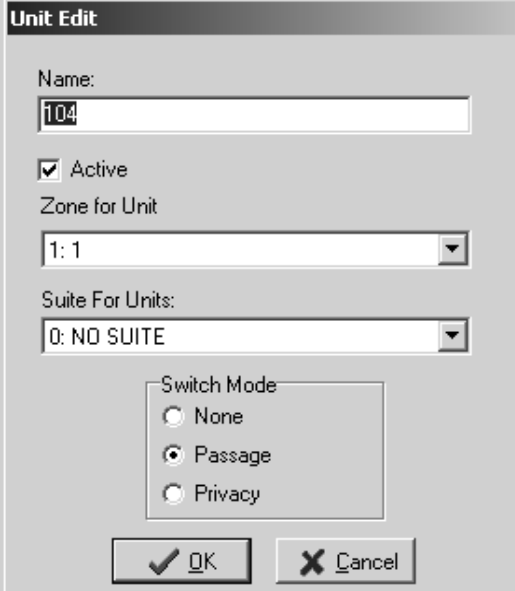
4. At the Unit Configuration PC dialog box, highlight the unit that you would like to edit and click **Edit**.



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Editing Unit Lock Information (continued)

- At the Unit Edit PC dialog box, you can change the number or name of the unit, assign the unit to a different zone or suite, or make the suite inactive.

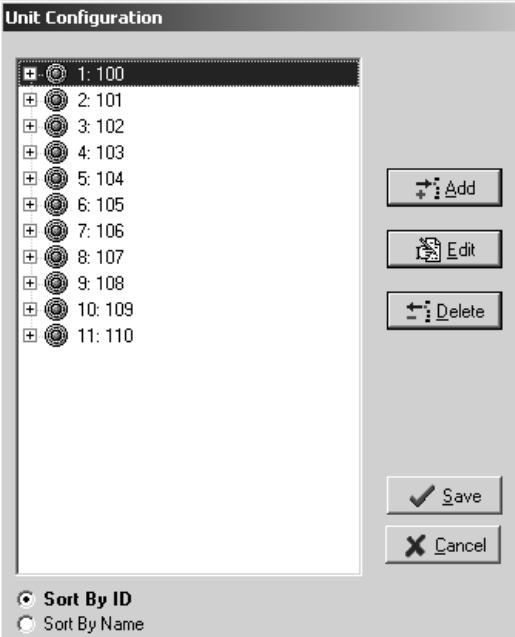


The Unit Edit dialog box contains the following fields and controls:

- Name: Text box containing "104"
- Active: Checked checkbox
- Zone for Unit: Dropdown menu showing "1: 1"
- Suite For Units: Dropdown menu showing "0: NO SUITE"
- Switch Mode: Radio button group with options: None, Passage (selected), Privacy
- Buttons: OK and Cancel

- Click **OK** when your changes are complete.

- Click **Save** to save your changes.



The Unit Configuration dialog box contains the following elements:

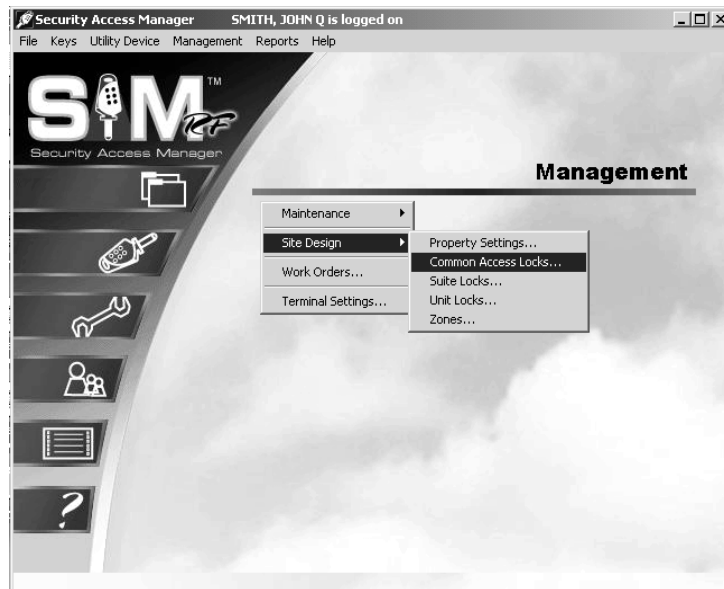
- List of units: 1: 100 (selected), 2: 101, 3: 102, 4: 103, 5: 104, 6: 105, 7: 106, 8: 107, 9: 108, 10: 109, 11: 110
- Buttons: Add, Edit, Delete, Save, Cancel
- Sort options: Sort By ID (selected), Sort By Name

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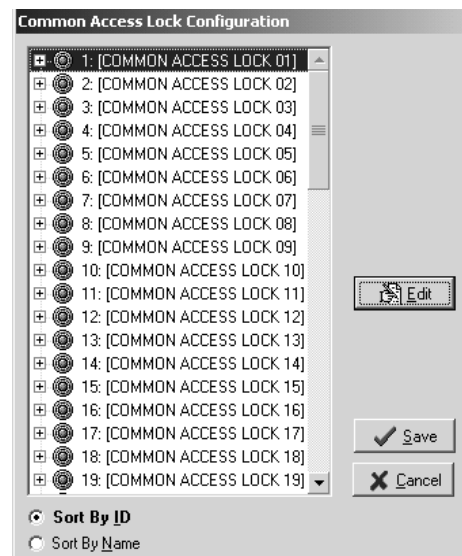
3.7 Entering Common Access Area Information

Common access areas are areas with locks that need to allow access to a number of people (tenants, maintenance staff, etc.). Common access areas on your property may include community pools, garages, laundry rooms, and more. In addition, if you have buildings with doors that provide access to all the units within, the locks on those doors would be considered common access locks.

1. Click on the **Management** menu at the top of the window or the **Management** icon.
2. Point to **Site Design**, then select **Common Access Locks...**



3. At the Common Access Lock Configuration PC dialog box, you will immediately see a number of rows with the designation COMMON ACCESS LOCK with a number beside it starting with COMMON ACCESS LOCK 01 and going up to COMMON ACCESS LOCK 64. Each of these entries can be assigned a specific descriptive name to represent the various common access areas on your property.



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Entering Common Access Area Information (continued)

- To begin entering common access information, click on 1: COMMON ACCESS LOCK 01 and then click **Edit**. This will display the Common Access Lock Edit PC dialog box.

- In the **Name** field, highlight over COMMON ACCESS LOCK 01 and type in an appropriate name for this area, such as Building A Front Door, Building A Pool, or Laundry Room.

Note: If you are using numbers, be sure to use only two-digit numbers. For example, use Building 01 Pool (not Building 1 Pool), Building 02 Laundry Room (not Building 2 Laundry Room). This will ensure that the common access area names are listed in the proper order later in the site design process.

- By default, the **Active** field will be checked. The **Select times the lock will automatically open/close** field will be checked. Below this you will see the **Start Time** and **Stop Time**. If you want the lock to automatically open and close, type in the **Start Time** and **Stop Time** to give access to this lock. No key will be required during the hours you have selected to enter that area. Outside the time frame, resident keys will be inoperable.
- You also may choose another lock access option when you choose the **Select times resident keys will open the lock** field on this screen. When you check the box next to this field, the **Start Time** and **Stop Time** will be listed as 12:00 AM. This will allow the common access area to be accessible at any time of day to anyone with an appropriate key.
- To limit the number of hours an area is accessible, simply change the **Start Time** and **Stop Time**. For example, to limit entry to the pool between midnight and 6:00 AM, enter 6:00 AM for the **Start Time** and 12:00 AM for the **Stop Time**. During the inactive times, Resident keys will not work.
- When you are satisfied with the information, click **OK**. Back at the Common Access Lock Configuration PC dialog box, the common access area information you just entered will appear in bold. Continue designating common access areas in the same manner.
- When you have finished entering all the common access areas for your property, click **Save** at the Common Access Lock Configuration PC Dialog Box to store the information in the SAM RF System. To confirm that all common access area information has been saved, go back into the Common Access Lock Configuration PC dialog box. The names of the common access areas you just registered should no longer appear in boldface type.

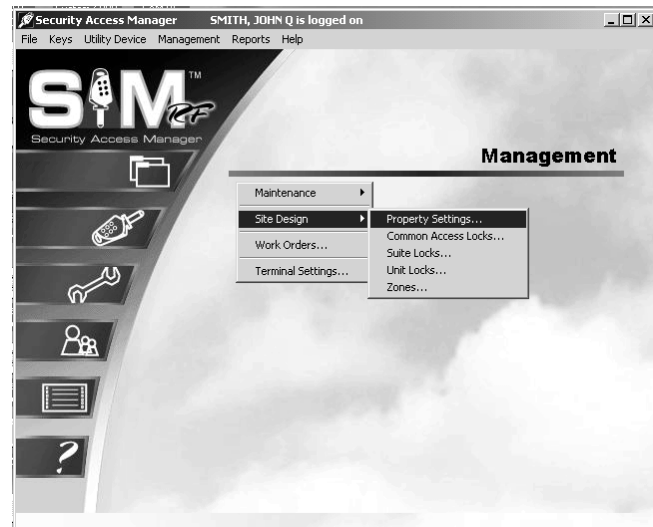
Note: If your property adds additional common area locks in the future without defaulting to ON, existing Resident keys will not work in the new lock.

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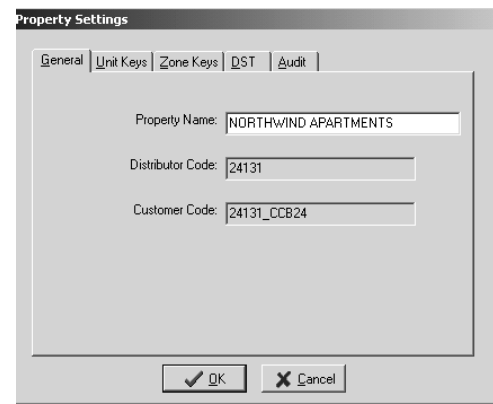
3.8 Confirming Property Settings

The next step in the site design process is to confirm or reconfigure your property settings within the SAM RF System. These settings include the default common access options for the unit and zone keys that you just set up, the automatic adjustor for Daylight Saving Time, and the name and identification numbers for your property.

1. Click on the **Management** menu at the top of the window or the **Management** icon.
2. Point to **Site Design**, then select **Property Settings...**



3. Click on the **General** tab at the top of the box. The name of your property should already be listed in the **Property Name** field. The factory will also have filled in the **Distributor Code** and **Customer Code** fields. This information helps to distinguish one property from another so that keys made for your property will not open locks at any other property and vice versa.
4. Confirm that your property's **Name** is correct. You can also confirm that the **Distributor Code** and the **Customer Code** are correct by matching them to your invoice, but this is not absolutely necessary.



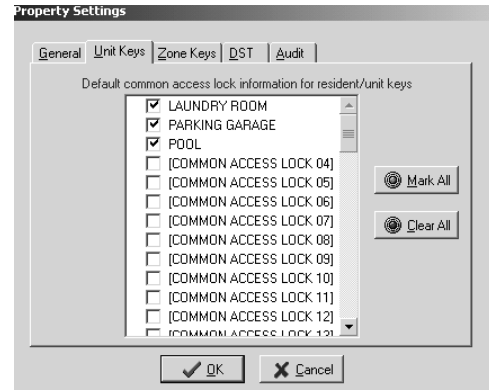
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Confirming Property Settings (continued)

Unit Keys

To continue on to the next section, simply click on the **Unit Keys** tab at the top of the box. You will immediately see the common access area options you just set up listed in alphanumeric order. By default, all common access area options should already be checked.

You can accept the default settings as they are or check/uncheck different options. For example, you may have set up storage rooms in each zone as common access areas, but you will only allow tenants to have access to the storage rooms in their own buildings. In this case, you will want to uncheck the storage rooms for now, and recheck them later when you make unit keys for each particular building or zone.



When you are satisfied with the default or corrected common access options for **Unit Keys**, click **OK** to save the settings. This will take you back to the SAM RF System main menu screen.

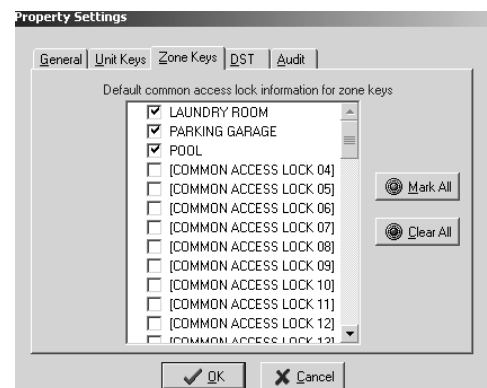
Zone Keys

To confirm the common access options for zone keys, go back to the **Management** pull-down menu and select **Property Settings**.



Click on the **Zone Keys** tab at the top of the box. Just as with the **Unit Keys** tab, you will immediately see the common access options that have already been set up in the SAM RF System.

Once again, you can accept the default settings or check/uncheck different options. When you are satisfied with the default or corrected common access options for **Zone Keys**, click **OK** to save the settings.



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Confirming Property Settings (continued)

DST

For most of the U.S., Daylight Saving Time (DST) runs from the second weekend in March to the first weekend in November (starting in 2007). Although the SAM RF System assigns access time to each key produced, with the default being 24 hours per day, some keys, such as Limited Use keys, have specific expiration times, either by default or by configuration. If the region in which you live does NOT change the clocks for DST (these areas presently include Alaska, Hawaii, Arizona and parts of Indiana), you will need to configure SAM RF to take that into account so that the assignment of expiration times are accurate.

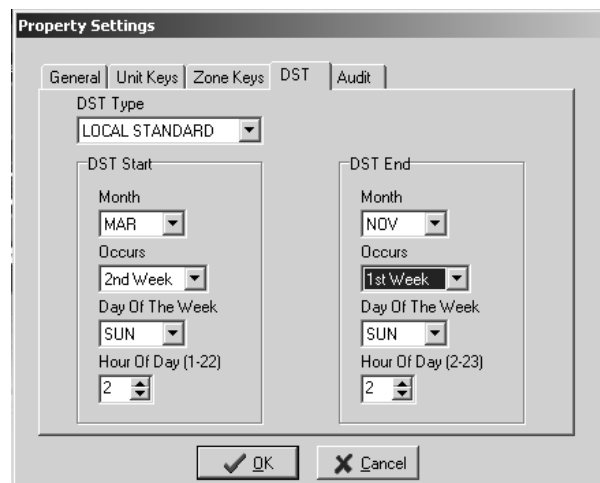
1. To confirm that the SAM RF System will account for DST properly for your region of the country, click on the **Management** menu at the top of the window or the **Management** icon.
2. Point to **Site Design**, then select **Property Settings...**



3. Click on the **DST** tab at the top of the box.
4. To set your DST to the current standard, change your DST Type to **LOCAL STANDARD**.
 - For DST Start, change Month to **MAR** and Occurs to **2nd Week**.
 - For DST End, change Month to **NOV** and Occurs to **1st Week**.

Note: If your area does not observe DST, you may alternately choose NONE or NON-STANDARD in the box under DST Type and choose the appropriate options.

5. When you have chosen a setting, click **OK**.



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Confirming Property Settings (continued)

Audit

You will now need to determine if you wish to view or hide within your lock audit reports the use of Resident keys in your unit, suite, and common access locks.

1. To select the viewing option for each lock type within your site design, click on the **Management** menu at the top of the window or the **Management** icon.
2. Point to **Site Design**, then select **Property Settings...**



3. Click on the **Audit** tab at the top of the box. You will see the message for the three different lock options, "Hide resident keys when interrogating," and the name of the lock.
4. Click on the square box next to message of the respective locks you have determined you *don't* want to show resident key use in the audit trail. Do not click the boxes of those lock options where you *do* wish to see the resident key use in the audit trail.
5. After making your selections, click **OK**.

