



SmartLock® Pro

QUICK START GUIDE

September 2014

Step 1. Software Installation

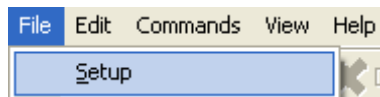
1. Insert the mini CD into your computer's CD drive.
2. Follow the installation instructions to complete the installation.
3. Run SmartLock Pro by going to:
Start > All Programs > SmartLock Pro > Launch SmartLock Pro

Step 2. Communication Devices

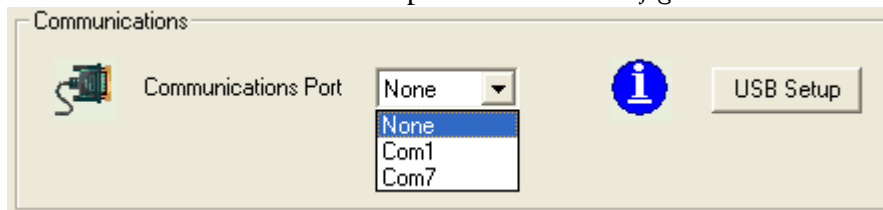
This section only applies to CLAUSB serial communication devices.

If you are using a Canlan, skip this section.

1. Insert the USB driver CD that came with your CLAUSB device and install the drivers.
2. On the SmartLock Pro main menu, go to **File > Setup**.



3. Choose a communications port on the *Configuration* window.



4. Click **OK**.
5. Restart the SmartLock Pro software.

Step 3. Readers

1. On the SmartLock Pro main menu, click **Reader View**.

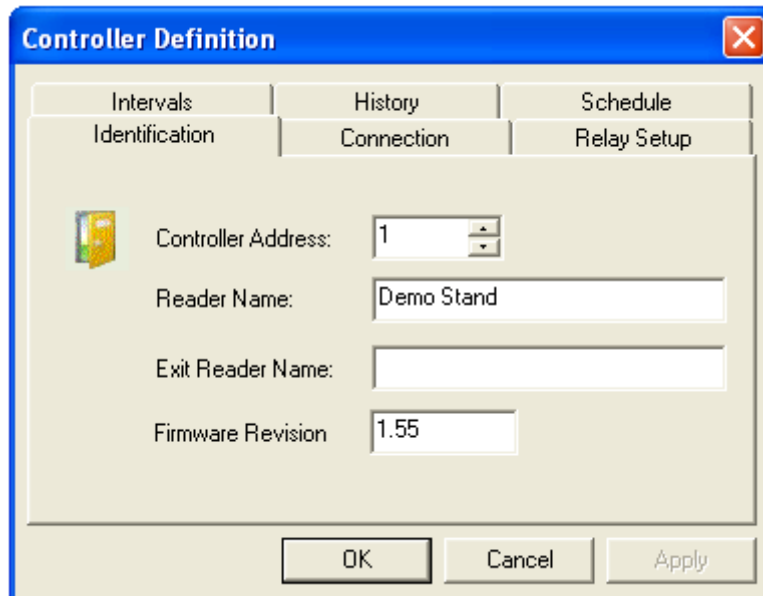


2. Click **New**.



3. Click the *Identification* tab.

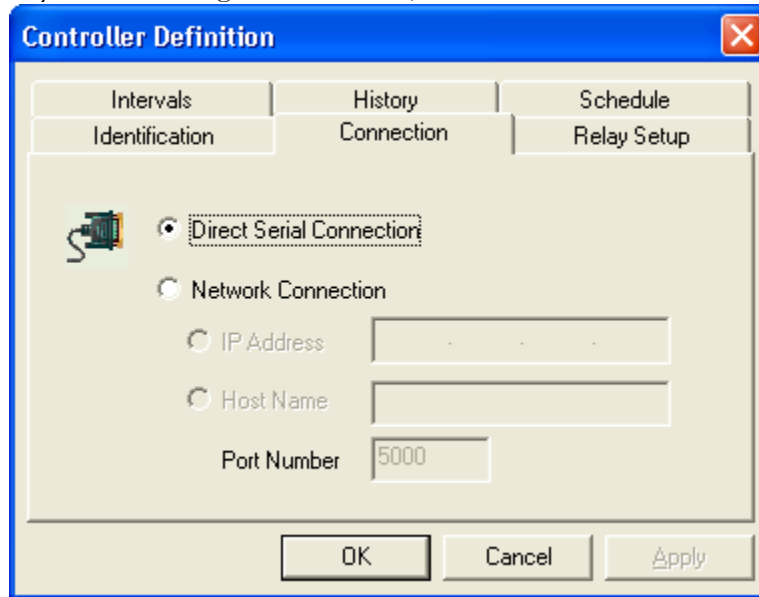
4. Enter the address of the SmartLock control panel.

A dialog box titled "Controller Definition" with a blue border and a close button (X) in the top right corner. It contains several tabs: "Intervals", "History", "Schedule", "Identification", "Connection", and "Relay Setup". The "Identification" tab is selected. Inside the dialog, there is a small icon of a reader. Below the icon, there are four fields: "Controller Address:" with a dropdown menu showing "1", "Reader Name:" with a text box containing "Demo Stand", "Exit Reader Name:" with an empty text box, and "Firmware Revision:" with a text box containing "1.55". At the bottom of the dialog are three buttons: "OK", "Cancel", and "Apply".

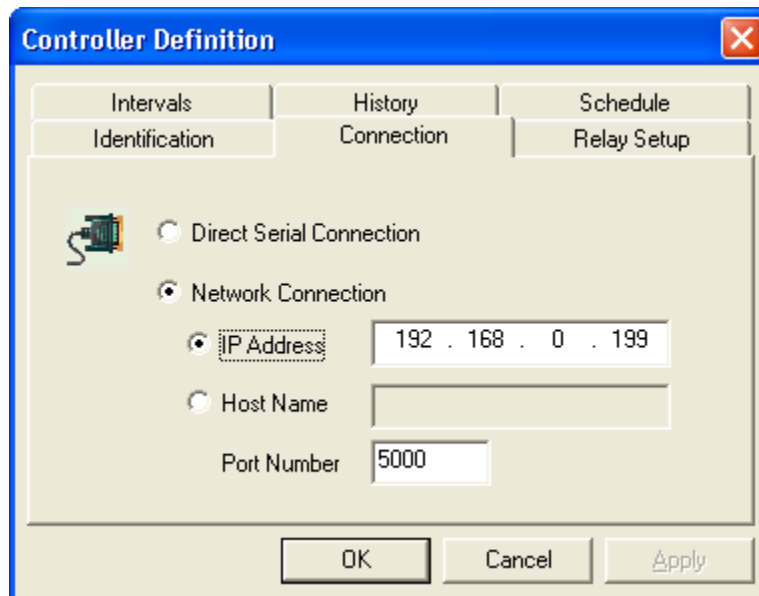
NOTE: The address of the panel is set using DIP switches 1 through 6. Refer to the *SmartLock Controller Installation Manual* for more details.

5. Enter a name for the reader.

6. Click on the *Connection* tab.
7. If you are using a CLAUSB, select **Direct Serial Connection**.



8. If you are using a Canlan, select **Network Connection** and enter the IP address (or host name) and port number provided by your systems administrator.



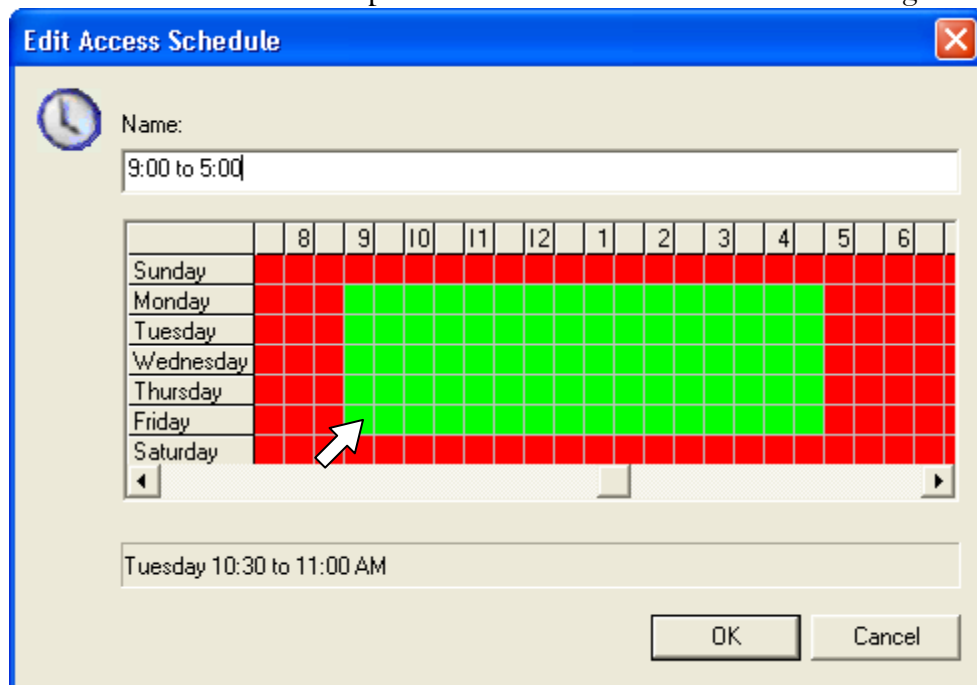
9. Click **OK**.
10. Repeat for all readers.

Step 4. Access Schedules

1. On the SmartLock Pro main menu, click **Access View**.



2. Double-click one of the available access schedules.
3. Type a name for the access schedule.
4. Click on the red boxes to choose times and days when cardholders can use their credentials to open a door. Selected boxes will turn green.



The 'Edit Access Schedule' dialog box features a 'Name:' text field containing '9:00 to 5:00'. Below this is a grid with days of the week as rows and time slots (8, 9, 10, 11, 12, 1, 2, 3, 4, 5, 6) as columns. A 7x11 grid of boxes is shown, where red boxes indicate unselected times and green boxes indicate selected times. The selected area covers Monday through Friday from 9:00 to 5:00. A white arrow points to the box for Tuesday at 10:30. Below the grid is a text field showing 'Tuesday 10:30 to 11:00 AM'. At the bottom right are 'OK' and 'Cancel' buttons.

	8	9	10	11	12	1	2	3	4	5	6
Sunday	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red
Monday	Red	Green	Green	Green	Green	Green	Green	Green	Green	Green	Red
Tuesday	Red	Green	Green	Green	Green	Green	Green	Green	Green	Green	Red
Wednesday	Red	Green	Green	Green	Green	Green	Green	Green	Green	Green	Red
Thursday	Red	Green	Green	Green	Green	Green	Green	Green	Green	Green	Red
Friday	Red	Green	Green	Green	Green	Green	Green	Green	Green	Green	Red
Saturday	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red

HINT: To quickly select multiple boxes, click-and-drag or click on a day or time heading.

5. Click **OK**.

Step 5. User Profiles

1. On the SmartLock Pro main menu, click **Profile View**.



2. Click **New**.



3. Enter a name for the profile.

A screenshot of the "Profile View" window. The "Name" tab is selected. Below the tabs, there is a purple icon of a person's head and a text input field labeled "Profile Name". The input field contains the text "Regular Staff".

Name	Access	Holidays	Special
Profile Name Regular Staff			

4. Click on the **Access** tab.
5. Click on a reader, and then double-click an access schedule for the reader.

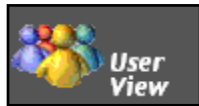
A screenshot of the "Profile View" window with the "Access" tab selected. The "Readers" section shows a table with one reader, "Demo Stand", with a schedule of "9:00 to 5:00". The "Schedules" section shows a list of schedules: "No Access", "Monday to Friday", "Untitled", "Full Access", "9:00 to 5:00", and "Untitled". The "9:00 to 5:00" schedule is highlighted.

Name	Access	Holidays	Special
Readers			
Reader		Schedule	
Demo Stand		9:00 to 5:00	
Schedules			
No Access	Full Access		
Monday to Friday	9:00 to 5:00		
Untitled	Untitled		
Untitled			

6. Click **OK**.

Step 6. Cardholders

1. From the SmartLock Pro main menu, click **User View**.



2. Click **New**.



3. Enter the cardholder's 10-digit credential ID number. If necessary, prefix with zeros to make the ID number 10 digits long.
4. Enter the cardholder's name.

A screenshot of the "User Identification" tab in the SmartLock Pro interface. It shows a user icon, a "User ID:" field with the value "0162153082", and a "User Name:" field with the value "Heather Scott".

Identification	Fields	Notes	Access
User ID:	0162153082		
User Name:	Heather Scott		

NOTE: User searches are case sensitive. To make searching easier, enter all cardholder names using the same format.

5. Click on the **Access** tab.
6. Choose a user profile from the drop-down menu.

A screenshot of the "User Access" tab in the SmartLock Pro interface. It shows a user icon, a "Select Access Profile" label, and a drop-down menu with the following options: "No Access", "Morning Shift", "No Access", "Regular Staff" (highlighted), and "Repair Technicians".

Identification	Fields	Notes	Access
Select Access Profile	<div>No Access Morning Shift No Access Regular Staff Repair Technicians</div>		

7. Click **OK**.
8. Repeat for all cardholders.

NOTE: Please refer to the *SmartLock Pro Operator Guide* for more information about additional settings.