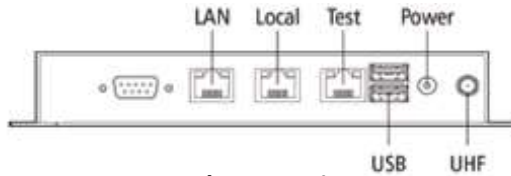




# BEST SHELTER Set Up Quick Reference Guide

## PORTAL GATEWAY



### Ports and Connections

- LAN – Customer’s Network DHCP or Static IP
- Local (center port) – Default port
  - IP Address 192.168.3.3
  - Subnet 255.255.255.0
  - Default Gateway 192.168.3.1
  - Default UID – admin
  - Default PWD - password
- Accessible via LAN port with customer assigned IP, DHCP IP Address assignment or Default IP via local port.
- UHF 900MHz device antenna (Do not power without Antenna Connected)

### Power

- Shelter requires the portal to be powered to operate. Backup battery power is strongly recommended.
- 12VDC 2 Amp Minimum Supply

### Portal Webpage Functions

- Register to Cloud Software (If using the cloud) – If Public Internet Routing shows not connected and you have confirmed public internet is available, upgrade the portal firmware under the Advanced tab.
- Hardware enrollment active available 5 minutes after gateway boot.
- If the enrollment icon turns itself off, recheck e.
- Create Lock Groups, Create Lock Group Associations, Unlock all Locks, Unlock Individual Locks, Inspect Lock traffic, Upgrade Firmware

## CLOUD SOFTWARE

- Use Chrome Browser – Incognito mode (if you are using your PC, not the customers) to minimize caching issues.
- To setup a customer account, navigate to: <http://www.shelter.bestaccess.com>
- Set up the company account information with the customer information. We cannot change this after the fact.
- When setting up a user to have view only rights set the account up as a standard user type. All other accounts should be set up as Administrator account type.

## REPEATER

- Max of 7 repeaters in repeat mode in one installation
- 12/24 VDC power supply, minimum of 0.75 Amp
- Max wire run of 200ft, 18 AWG
- UL294 Certified Power Supply with battery backup

### Enrollment Procedure

- Gateway is in enrollment mode
- Power on repeater
- 3 LEDs on the repeater board will alternate sequentially during the enrollment process
- If RPT Mode enabled, center & right LED will continuously flash. If RPT disabled, only the right LED will flash continuously after successful enrollment.
- Enrollment takes 1-2 minutes
- If repeater fails to enroll, the repeater must be deep reset

### Deep Reset Procedure

- Press the “deep reset” and hold while pressing the “reset” button momentarily
- Continue to hold the “deep reset” button until all 3 LEDs flash 3 times
- The enrollment process will restart now

## FOB

### Enrollment Procedure

- Do not pull tab from the fob battery until the portal is in enrollment mode and FOB is in range.
- Pull battery tab to start the enrollment process.
- At the start of enrollment, the bottom small button flashes green for several seconds
- Enrollment takes 1 – 2 minutes
- Button flashing stops when Fob successfully enrolls.
- If the Fob can hear the gateway but cannot enroll, the small button will continue to flash green. If it cannot hear the gateway, the large button will flash red.
- If Fob fails to enroll, a deep reset may be required.

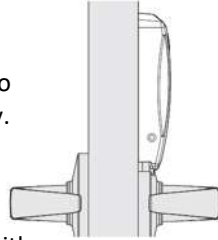
### Deep Reset Procedure

- Push and hold the large button while inserting the battery. Continue holding the large button until the large button flashes green.
- FOB Deep Reset procedure is complete and the enrollment process will re-start.

## LOCK

### Installation Best Practice

- Do not install the batteries completely until you are ready to enroll the reader into the facility.
- When installing the electronics assembly with the batteries installed, install it within 10 seconds of powering it up and with the portal in enrollment mode.
- The Lock comes in a mechanically locked state from the factory.



### Deep Reset Procedure

- Use a flathead screwdriver to short PCB contacts marked “reset” while removing and reinstalling a battery (power cycle):
  - Continue to hold screw driver in place until sounder begins to beep continuously
  - Cycle power again to complete deep reset
- factory reset removes gateway enrollment from the lock and restores settings to factory default.

### LED & Sounder

- Lock Down** – 10 Short Beeps, Solid Red LED while locking, continuous short red for 1 minute; 2 short every 1 minute for first 60 minutes; 2 short every 5 minutes until restored
- Restore** – 5 Short Beeps Solid Green Light While Unlocking; 5 Short Green
- Low Battery** – 1 long Sound every 5 minutes 1 Long Red Light Every 5 minutes
- Survey Mode** – 2 Short Beeps 2 Short Cyan Lights
- Motor Error** – 2 Long Beeps 2 Long Red Lights
- Factory Reset** – Continuous Beep ever ½ second Continuous Yellow LED
- Enrollment Success** – 4 Short Beeps 4 Short Blue LEDs