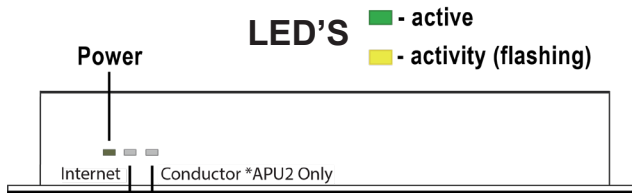


SHELTER Quick Reference Guide

Portal Gateway



Operation

- Can be operated in "offline" mode or configured in cloud software at shelter.bestaccess.com.
- Must be powered up and recommend battery backup.
- Receives Lockdown command from FOB's and Repeater.
- Sends lockdown command to SHELTER locks as well as repeaters used to control hardwired devices
- Can be used to clear lockdown status on individual locks, groups, or all locks.
- Available Notification - Communication Offline (offline more than 25 minutes) *

*Configured in Cloud Software.

Repeater

Operation

- Used to extend portal signal and/or control hardwired solutions in lockdown event.
- Can be used to trigger lockdown & unlock with hardwired switch.

Available Notifications

- Available notification - Lockdown Event (Locked down through FOB lock button being depressed)
- Lockdown Switch Activated (Locked down by switch wired to repeater)
- Lockdown Restored Switch Activated (Locked down restore via switch at repeater.)
- Communication offline (repeater has not sent its status in more than 1 hour per manual page 15.)

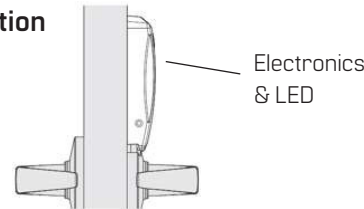
LED's

- RPT mode switch disabled only the right LED will continuously flash after successful enrollment
- RPT mode switch enabled the center and right LED will continuously flash after successful enrollment

Lock

Mechanical Operation

- Classroom** - in standard mode, lock and unlock with the key on outside
- Storeroom** - in lockdown mode, the key retracts latch, outside lever always locked



LED and Sounder

- Lockdown** - 10 short beeps. Solid red light while locking followed by 1 minute of blinking red. Continuous short red lights for every 1 minute for 60 minutes. Blinking slows to 1 flash every 5 minutes after the first hour.
- Restore** - 5 short beeps. Solid green light while unlocking followed by 5 short green lights.

Low Battery Warning

- When the battery is low the lock will beep one long beep & one long **RED** flash of the LED on the electronics every 5 minutes.
- Critical battery is 4 volts. The lock will lockdown, however, the battery should be replaced.
- The locks require 4 AA alkaline batteries. Do not mix & match batteries.

Available Lock Notifications*



- Critical Battery - (Notification will state which device)
- Lockdown
- Lockdown hardware failure**
- Self-Test Failure**: Lock Failed Self Test - No notifications for self-test = good news.
- Tamper Activated**: Electronic removed from lock failure.
- Tamper Deactivated**: Electronics returned to door failure.
- Communication Offline**: Lock has not sent its status for more than 40 hours.

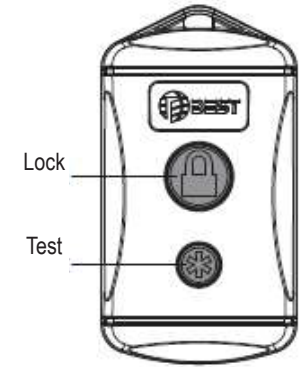
*Configured in Cloud Software

**The notification will note failing device




FOB

Buttons

- The  lock button initiates a lockdown
- The  test button initiates a test of the fob functionality by checking battery voltage. If battery is low, the red LED will begin flashing.



Operation

- Remove the cover.
- For Lockdown: Press  lock button and hold for 2 seconds until the button flashes red and release.
- To Test the FOB: Press and Hold  test button for up to 2 seconds. The test button will flash red and release. If the battery is low, the red LED will begin to flash.
- There should be a green flash on the  button indicating test command was received. If FOB does not flash green, press again.
- Lockdowns are restored in the cloud software or the portal gateway web page or repeater hardwired switch.

Low Battery Warning

- When the battery is low the large button will flash red every 30 seconds.
- Critical battery is 2.75 Volts.
- The CR2450 is the battery type required for the FOB.

Available FOB Notifications*

- Critical Battery
- Lockdown Button pressed
- Self-Test Button Pressed

*Configured in Cloud Software