Saflok
by Kaba

SAM® RF
Operations Manual

Section 1:
Introduction

Section 1: Introduction

1.1 Welcome to SAM® RF

SAFLOK's SAM® RF system is a sophisticated, yet easy-to-use, electronic locking system, designed to maximize security for apartment homes, timeshares, student housing, assisted-living facilities, military family housing, and similar dwellings.

The SAM RF System includes a Windows-based, password-protected software program that runs on your personal computer (PC), an electronic key-encoding device, a handheld utility device, and electronic keys.

SAM RF eliminates the need for mechanical key-cutting equipment, costly lock replacement, and the risks associated with unauthorized mechanical keys. In addition, SAM RF allows you to authorize, control, and document multiple levels of access to ensure the highest level of security for your property.
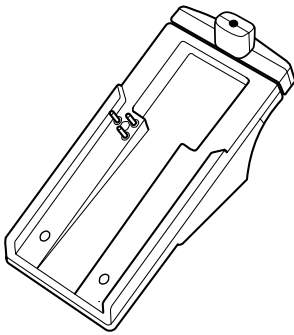
Section 1: Introduction

1.2 SAM RF System Components

The SAM RF System includes the following components:

- SAM RF System Software CD (contains the program software and the USB drivers)
- Electronic Key Encoder
- SAM RF System Utility Device
- Electronic Keys – Preprogrammed (Construction) and Un-encoded (Key)
- Power Source for the Electronic Key Encoder
- USB Cable for the Electronic Key Encoder
- USB Cable for the Utility Device
- External Power Supply (EPS)

If a component is missing, please contact your SAM RF sales agent immediately.
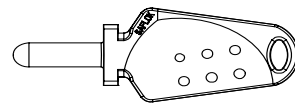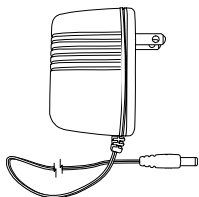
Electronic Key Encoder Base

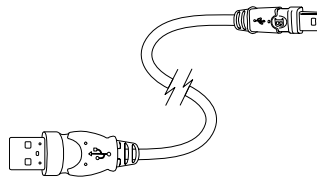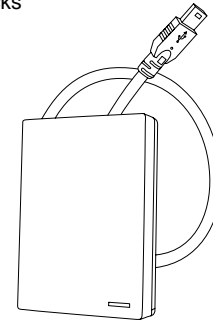SAM RF System Utility Device

Electronic Keys

Power Source for the
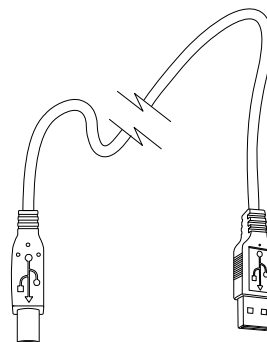Electronic Key Encoder

USB Cable for
Electronic Key Encoder

External Power Supply
for Locks

USB Cable for
Utility Device

Section 1: Introduction

1.3 SAM RF System Requirements

The SAM RF System is intended for use on a PC. System requirements include:

- Windows 98 SE, NT 4.0, 2000, XP, Vista, or Server 2003
- A minimum of Pentium II or greater PC processor, 64 MB RAM, 10-gigabyte hard drive, CD-ROM drive, 3.5-inch floppy disk drive, and a V.90 internal or external modem
- At least one USB port for connecting the electronic key encoder device (a USB cable is provided)
- Anti-virus protection program (e.g., Norton AntiVirus, McAfee VirusScan)
- UPS and surge protection with an equipment warranty is suggested
- PC Anywhere Version 9.2 or greater for remote access or Virtual Private Network (VPN) access (highly recommended)

Note: Due to the wide performance variability of hardware from different manufacturers, SAFLOK cannot guarantee software compatibility with all computers. If you require a list of computers that SAFLOK has tested and deemed software-compatible, please contact SAFLOK technical support at 800.999.6213.

Section 1: Introduction

1.4 Quick Reference Guide

Making New Resident Keys
1. At the main SAM RF screen, click **Keys**.
2. Click **Create**.
3. Click **Resident Key**.
4. Check **New Key**.
5. Select **Unit Number**.
6. Check the **Key Expires** box and set the expiration date. This is optional.
7. Click the button to the right of **The Key Is Assigned To**.
8. Select **Resident** and click **OK**.
9. Highlight the name of the resident and click **Select**.
10. Back at the Create Resident Key screen, check or uncheck the box next to the common access lock(s) you wish to add or remove from the resident key.
11. Insert the key into the encoder.
12. Click **OK**. When the key is encoded the screen will display "The write operation was successful."
13. Click **OK** and **Cancel** to return to the main screen.

Making Duplicate Resident Keys
1. At the main SAM RF screen, click **Keys**.
2. Click **Create**.
3. Click **Resident Key**.
4. Check **Duplicate Key**.
5. Select **Unit Number**.
6. Check the **Key Expires** box and set the expiration date. This is optional.
7. Click the button to the right of the **Key Is Assigned To**.
8. Select **Resident** and click **OK**.
9. Highlight the name of the resident and click **Select**.
10. Back at the Create Resident Key screen, check and uncheck the box next to the common access locks you wish to add or remove from the Resident key.
11. Insert the key into the encoder.
12. Click **OK**. When the key is encoded, the screen will display "The write operation was successful."
13. Click **OK** and **Cancel** to return to the main screen.

Invalidating a Lost Resident Key
1. Read each of the keys that were issued to the resident. This will provide the key's ID and assigned name.
2. Make an Inhibit Resident key for the key that was lost.
3. Use the Inhibit Resident key in the unit and all common access locks to invalidate the key that was lost.

Reading Keys
1. At the main SAM RF screen, click **Keys.**
2. Insert the key into the encoder.
3. Click **Read.**
4. The Key Read screen will appear. When finished reviewing the information, click **Close.**

Section 1: Introduction

Quick Reference Guide (continued)

Making an Inhibit Resident Key
1. At the main SAM RF screen, click **Keys**.
2. Click **Create**.
3. Click **Inhibit Resident Key**.
4. Select the **Unit Number**.
5. Select the **ID(s)** to inhibit.
6. Check the button to the right of **The Key is Assigned To**.
7. Select **Staff** or **Resident** and click **OK**.
8. At the Staff or Resident List screen, highlight the name of the person you want to assign the key to and click **Select**.
9. The screen will return to the Create Inhibit Resident screen. Insert key into the encoder and click **OK**. When the key is encoded, the screen will display "The write operation was successful."
10. Click **OK** and **Cancel** to return to the main screen.
11. This key will need to be used in the unit and common area lock(s) it was assigned to in order to invalidate the lost key.

Adding a New Resident
1. At the main SAM RF screen, click **Maintenance.**
2. Click **Residents.**
3. Highlight the **Unit Number** and click **Add.**
4. At the Resident Form screen, type the last name, first name, middle initial, phone number(s), and any additional notes, then click **Save**.
5. At the Unit Resident List screen, click **Close.**

Making Limited Use Keys
1. At the main SAM RF screen, click **Keys**.
2. Click **Create**.
3. Click **Limited Use Key**.
4. Check the box next to the Unit Lock(s) you want the key to open.
5. Check the box next to the Common Access Lock(s) you want the key to open.
6. If you are only selecting one unit and want the key to only open the door once, check the **box** next to One Shot Key.
7. Set the Valid Date.
8. Set the Expiration Time.
9. Click the button to the right of The Key Is Assigned To.
10. Select the **Staff**, **Resident**, or **Vendor** option and click **OK**.
11. Highlight the **n**ame of the Staff, Resident, or Vendor and click **Select**.
12. Insert the key into the encoder.
13. Click **OK**. When the key is encoded, the screen will display "The write operation was successful."
14. Click **OK** and **Cancel** to return to the main screen.

Section 1: Introduction

Quick Reference Guide (continued)

Auditing Locks
1. At the main SAM RF screen, click **Utility Device.**
2. Click **Download Audit Trail from Lock(s).**
3. Wait for the computer screen to display "The write operation was successful," then click **OK.**
4. Disconnect the USB cable from the back left side of the electronic key encoder base. Keep the other end connected to the top of the Utility Device.
5. Remove the Utility Device from the base and take it to the lock.
6. Remove the rubber cover on the lock's receptive port and connect the USB cable to the receptive port.
7. The utility device will beep two times and display "Operation completed." Remove the USB cable from the lock and replace the rubber cover on the receptive port.
8. Return the Utility Device to the base and reconnect the USB cable to the back left side of the electronic key encoder.
9. At the main SAM RF screen, click **Utility Device.**
10. Click **Upload Audit Trail Info From Utility Device.**
11. When the Confirmation screen appears, click **Yes.**
12. When the Success screen appears, click **OK.**
13. At the main SAM RF screen, click **Reports.**
14. Click **Lock Audits.**
15. When the Lock Audit Report screen appears**,** highlight the unit number and click **View Report.**
16. When the Output Options screen appears, select **Preview** and click **OK.**
17. The report will appear on the screen. When finished reviewing, click **File** then **Exit.**
18. The **Output Options** screen will appear again. Click **Close.**

Programming Locks
1. At the main SAM RF screen, click **Utility Device.**
2. Click **Program Locks.**
3. At the Program Locks screen, check box next to the lock(s) you wish (up to 100) to program and click **OK.**
4. Wait for the computer screen to display "The write operation was successful." then click **OK**.
5. Disconnect the USB cable from the back left side of the electronic key encoder base. Keep the other end connected to the top of the Utility Device.
6. Remove the Utility Device from the base and take to the lock.
7. Press **Home/0** to display the lock numbers and select the lock number you wish to program.
8. Remove the rubber cover on the lock's receptive port and connect the USB cable to the receptive port.
9. The Utility Device will beep two times and the Utility Device will display "Operation completed." Remove the USB cable from the lock and replace the rubber cover on the receptive port.
10. Return the Utility Device to the base and reconnect the USB cable to the back left side of the electronic key encoder.

   Note: If you are unable to perform any of these transactions, please see your system administrator (you may not have permission to perform these tasks). Please consult the following sections for more detailed information.