

Operation Manual for KABA Electronic Locking System

The new mechatronic locking system has a **non-contact reader** installed in the door fitting or digital cylinder that functions as a lock **and** has a **transponder** in the form of a keychain as key.

The Key Management of the Facility Management Department centrally enters which doors you are allowed to pass with your transponder according to the specifications of the respective organizational unit using the transponder.

Operation:

Before using the transponder you received on a door you would like to open, the access authorization data for that door must be loaded onto the transponder at a validation unit. These validation units are located in building entrances and are also used to open the building doors outside of the opening times of the building.

For validation, the largest possible surface of the transponder is held in front of the square recording unit within the small dotted box below the LED display. After successful transfer of the authorization data, there will be a beep and the LED indicator lights up green.

If a necessary update is stored on the validation unit, the green LED indicator light blinks quickly. The transponder may not be pulled away from the reader. Wait until the reader neither beeps, nor blinks red or green, but until the green LED indicator continually lights up.

The authorization transferred to the responder is valid for 18 hours. The authorization then expires and must be newly loaded again if needed at a new validation unit.

If you hold the transponder outside of opening times at a door for which you do not have authorization, the LED light blinks red and all loaded authorisation is removed. You must then validate yourself at the door of a building for which you have authorisation.

Depending upon the authorisation status for the room that is to be opened, the door is released after one of the modes described in 1 or 2:

1. Continuous release of the door until conscious withdrawal of access (office mode): As an authorized user (owner) of a room, hold the largest surface of your transponder parallel to the reading unit in the door fitting (reading distance approx. 10 mm). There will be a short beep and the green LED light of the recording unit in the door fitting shortly lights up. The door is now continuously released (open).

Continuous release is first withdrawn by holding the transponder in front of the reading unit again. So that door is securely engaged, first withdraw the release with the transponder and then pull the door into the latch by hand.

2. Short-term release of the door to enter the door once (short-term mode): Hold your transponder in front of the reader (reading distance approx. 10 mm). The indicator on the reader lights up, the door is now released for entry for approx. 5 seconds. During the release period, you can open the door; **thereafter, the closed door will automatically be locked again.** This mode is valid for rooms for which you are not authorized for continuous use.

If a door was opened with a transponder with office mode (see 1), it cannot be locked by a transponder that only has authorization for the short-term mode.

3. Automatic locking of the doors:

Attention: Some of the electronic office and laboratory locks are set to lock automatically at a

time that has been individually specified for each area (e.g. 6 pm). For this reason, you should always have the transponder with you after this time in order to enter the room again when it is locked. The same applies to doors that can only be opened with the short-term mode (see 2).

4. No release:

In case your transponder is not authorized for a door, the indicator light on the reader will light up shortly four times and emit a signal tone four times.

5. Battery warning:

The system is battery operated. Depending upon the load, the batteries in the door fitting or digital cylinder must be changed at irregular intervals. Information about the battery status is usually given during validation at Key Management; weak batteries are exchanged. If a room is not entered over a longer period of time, the battery level may fall below the permissible value. If batteries are low, two beeps can be heard when opening the door with the transponder. The number of beeps increases up to eight beeps when battery strength further decreases. As soon as the number of beeps increases when opening the door, please inform Key Management (Tel. 2515) or Building Services (Tel 3624) so that the batteries can be changed.

Loss of transponder

The loss of the transponder must be immediately reported to Key Management for security reasons. Just as with the loss of normal keys, a compensation of EUR 10,- is to be paid. Liability in the case of further damages depends upon the respective liability regulations.

Return of transponder

Upon termination of employment or moving into a building without electronic locking, the transponder must be **immediately** returned to Key Management (Room B 610).

For any questions regarding the transponder, please contact Key Management (Tel. 2515). In the case of defects, please also contact Key Management. Outside of regular work hours please contact the Control Room (Tel. 2699).