

**SALTO **KS

Keys as a Service



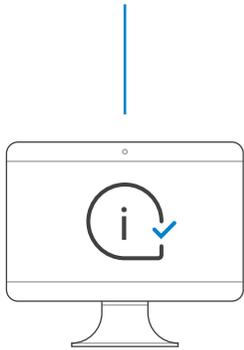
NEW CUSTOMER INSTALLATION GUIDE

WWW.SALTOKS.COM

WHAT YOU NEED



INSTALLER ACCOUNT



You can request an installer account from your trainer.

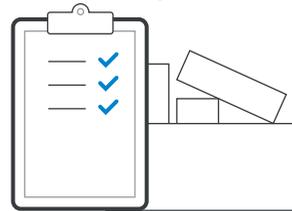
Install from an installer account

If you do not install your customer systems from an Installer account, you will not benefit from recurring revenue sharing from your sales.



THE RIGHT HARDWARE

IQ, Door lock, tags



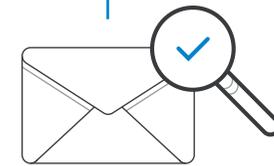
You should have already completed a Site Survey including the use of an RF tester, and have received the appropriate hardware for your installation.

Check antenna MAC address

If your escutcheon, cylinder or Control Unit has not a small white sticker on the antenna where is written the MAC address, please contact your SALTO office for product replacement.



CORRECT CUSTOMER E-MAIL ADDRESS



Creating a new installation will trigger an email inviting your customer to sign-up for their SALTO KS account.

* email addresses can be changed in the installer account by opening the existing customer.

Check the email address

If your customer has already created a saltoks.com account, this must be the same email address your customer used.

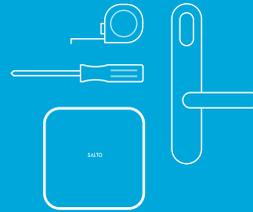
OVERVIEW

SALTO KS Installer Account allows you to prepare offsite for your customer installation in advance to ensure all components are working properly, and to help the installation go more quickly once onsite.



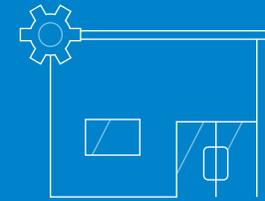
OFFSITE PREPARATIONS

- Create New Installation
- Add IQs, Repeaters and Door Locks
- Add People
- Create Access Groups



HARDWARE INSTALLATION

For more information on installing the door locks, please visit chapter titled "Install Hardware".



ONSITE CONFIGURATION

- Attach Repeaters and Door Locks to IQ
- Add tags
- Assign tags
- Test & Release System



OFFSITE PREPARATIONS

Here's how:

SALTOKS.COM

Log-In to your app.saltoks.com account and select your installer account.

ENTER CUSTOMER DATA

Enter customer name, customer's e-mail address, and select the country of their primary location. Click Start.

Once you Click Start, your customer will receive an invitation to create a SALTO KS account.

DARK GREEN

There now a dark green bar in your browser window to indicate you are setting up the account for your customer.

Added Value Installations – you can also Add People, and create Access Groups while preparing offsite.



+ INSTALLATION

Once inside the installer account, select "Start New Installation".

CHECK E-MAIL ADDRESS

Be sure to use the correct email address to ensure your customer received an invitation to activate their account.

SETUP HARDWARE

Begin by adding hardware to their account. Information on adding hardware can be found on the following page.

SAVE

Save Installation in order to complete the setup while onsite.

OffSite Preparations continued



Activation Code can be found on the back of the IQ.

ADD IQ

Plug in the IQ, and then Under Account > Hardware > SALTO KS IQ, follow the steps to register a SALTO KS IQ with this account.



MAC address can be found on the back of the Repeater.

ADD REPEATERS

Like adding an IQ, under Account > Hardware > Repeaters. Follow the steps to register a Repeater to the customer account.



Cylinder

ADD DOORS

Once your IQ has been added, move to Account > Hardware > Doors and follow the steps to add a door. MAC Addresses can be found inside the lock.



Escutcheon



CU for Wall Reader

! You cannot attach any hardware until you are onsite.



Added Value Installations – you can also add SALTO KS Tags and assign them to people.

RELEASE SYSTEM

Once the Test is successfully completed, the top right corner will now say “Release” instead of “Test”. Click on “Release”.



SUPPORT

If you need support during your installation don't hesitate to call your local SALTO technical support team.



Added Value Installation

To ensure your customer has a smooth SALTO KS start-up experience, you may want to help with additional steps during your installation process. Most of these items can be done within your Installer Account, some can even be done offsite.



ADD PEOPLE

(offsite or onsite)

When preparing offsite, you can also begin adding some or all of the users of your customer's new SALTO KS system. This can be as extensive as you would like. You cannot assign SALTO KS Tags until you are onsite, when tags have been added to the account.



CREATE ACCESS GROUPS

(offsite or onsite)

Also possible when preparing offsite if desired, you can create access groups to help your customer explore possibilities with their settings for their users.



ASSIGN SALTO KS TAGS TO PEOPLE

(onsite)

This can only be done onsite, once the system is configured. You may add as many SALTO KS Tags as you like from within your Installer Account.



CREATE AN ALERT OR MESSAGES

(offsite or onsite)

Show your customer how SALTO KS can work for them and set an alert message based on their needs.

Activating Customer Account

When you create a new installation, you are required to enter an email address of your customer. Once you do so, your customer receives an email welcoming them to SALTO KS and inviting them to activate their account.

If your customer does not receive that email ask them to check their Spam folder. If they have still not received the email, you will need to contact SALTO KS Support.

The customer account must be activated from the customer's app.saltoks.com account (cannot be done from the Installer Account).



SALTO SYSTEMS

The access control company you can rely on:

www.saltosystems.com

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