

AXM MANAGER

The next dimension of Locking System Management

AXM Lite

Manual

03.06.2026

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1. General safety instructions

Signal word: Possible immediate effects of non-compliance

WARNING: Death or serious injury (possible, but unlikely)

IMPORTANT: Property damage or malfunction

NOTE: Low or none



WARNING

Blocked access

Access through a door may stay blocked due to incorrectly fitted and/or incorrectly programmed components. SimonsVoss Technologies GmbH is not liable for the consequences of blocked access such as access to injured or endangered persons, material damage or other damage!

Blocked access through manipulation of the product

If you change the product on your own, malfunctions can occur and access through a door can be blocked.

- Modify the product only when needed and only in the manner described in the documentation.



NOTE

Intended use

SimonsVoss-products are designed exclusively for opening and closing doors and similar objects.

- Do not use SimonsVoss products for any other purposes.

Qualifications required

Installation and initial operation require specialist knowledge.

- Only trained specialist personnel may install and put the product into operation.

Modifications or further technical developments cannot be excluded and may be implemented without notice.

The German language version is the original instruction manual. Other languages (drafting in the contract language) are translations of the original instructions.

Read and follow all installation, installation, and commissioning instructions. Pass these instructions and any maintenance instructions to the user.

2. Product-specific safety instructions

IMPORTANT

Changes to the locking system only take effect after synchronisation

If you edit the locking system with the AXM Lite, the changes are initially only saved to your database.

Your actual components will not know about these changes until they are synchronised.

1. Regularly check the components in the matrix for synchronisation requirements (see *The AXM's structure* [► 41]).
2. In the event of critical incidents (e.g. identification medium lost), it is particularly important to synchronise immediately after responding to the incident (see *Synchronisation: Comparison between locking plan and reality* [► 305]).



NOTE

Do not use Alt+F4 to close open windows

Windows open in the foreground block the remaining ones AXM Lite for further input. If you do not close such a window properly using the available buttons, but use Alt+F4 instead, then the window is closed, but the rest of AXM Lite remains greyed out. You will therefore lock yourself out of the AXM Lite.

- Do not use Alt+F4 to close windows in the foreground.

3. Meaning of the text formatting

This documentation uses text formatting and design elements to facilitate understanding. The table explains the meaning of possible text formatting:

Example	button
☒ Example ☐ Example	checkbox
☒ Example	Option
[Example]	Tab
"Example"	Name of a displayed window
Example	Upper programme bar
Example	Entry in the expanded upper programme bar
Example	Context menu entry
▼ Example	Name of a drop-down menu
"Example"	Selection option in a drop-down menu
"Example"	Area
<i>Example</i>	Field
<i>Example</i>	Name of a (Windows) service
<i>Example</i>	Commands (e.g. Windows CMD commands)
Example	Database entry
[Example]	MobileKey type selection

4. Intended use

The AX Manager Lite (AXM Lite) is a software for uncomplicated locking system management. It simplifies administration and control of locking components and authorisations in System 3060. Large and complex locking systems can be easily maintained using the SQL database.

5. General

The AX manager, abbreviated AXM, follows the footsteps of the well-proven LSM.

The interface is redesigned from scratch, intuitive and clear. It helps with daily tasks regarding all supported components (see Scope of AXM Lite).

New in AXM

In comparison to the LSM the AXM comes with the following major innovations:

- Microsoft SQL database as widespread substructure for databases
- Future-proof operation through touchscreen-operation
- Simplified tasks with user-friendly assistants
- Authorization groups: Collecting tank for identification media and closures. All contained identification media are automatically authorized to all contained closures.
- Keep an eye on everything: Global search in the whole software



Lite edition

With the lite edition we are evolving to the next level of locking system management. This edition comes with selected features and a limited size for the locking system. (see LSM Starter edition).

You may manage up to 20 locks and 100 transponders.

6. Information on data protection

6.1 IT basic protection

6.1.1 What protection requirements do the data processed in the system have?

In general, only non-critical data with so-called normal protection requirements are processed and stored in the software. This means data whose hypothetical loss neither damages the reputation of a person nor the image of a company. A high financial loss is also not to be expected.

6.1.2 What IT infrastructure requirements are recommended?

According to the German Federal Office for Information Security (BSI), basic IT security is therefore sufficient as a security concept for a SimonsVoss locking system and is regarded as a recommended minimum requirement for your IT infrastructure.

6.2 Licensing

6.2.1 What data is collected for licensing?

Our licensing model is based on device-based registration. We collect certain system data to ensure compliance with the licence terms, with the data depending on the software used and the registration method chosen. The following information is transmitted in encrypted form when registering offline by email using RGO and LIC files:

- Name of the device
- Serial number for the hard disk partition concerned (usually C partition)
- Mac address
- SID (Security Identifier) for the Windows installation

A new registration request is required if any of these parameters change.

6.3 System-wide measures and methods in detail

6.3.1 Is the data in System 3060 encrypted?

Yes. Data packets are encrypted end-to-end within the system's own communication network. We utilise multi-level data protection techniques, which we ultimately secure with standard encryption methods (AES, 3DES). The latest versions of our products offer you a higher level of security since they are always state-of-the-art.

**NOTE****Locking system password as part of the security concept**

The locking system password you assign (not the user) is part of the overall security concept. With a complex password, you automatically increase the length of the encryption key used and thus the security of your data. We recommend a minimum of 12 characters and the use of numbers, lower case, upper case and special characters. Please store the locking system password in a secure place (e.g. in a safe) to which only authorised persons have access.

6.3.2 What data is encrypted?

Within the system's own communication network, no personal data is processed. It pseudonymised instead using the identification numbers. They cannot be associated with a real person even without encryption.

6.3.3 Are the transmission channels also encrypted?

Thanks to consistent end-to-end encryption, our secure communication is independent of the transmission method. Intercepted data cannot be read without the appropriate secret key.

6.3.4 How secure is end-to-end encryption?

The German Federal Office for Information Security (BSI) states that only end-to-end encryption offers complete protection.

(Source https://www.bsi.bund.de/EN/Themen/Verbraucherinnen-und-Verbraucher/Informationen-und-Empfehlungen/Onlinekommunikation/Verschluesst-kommunizieren/verschluesst-kommunizieren_node.html)

6.3.5 Can key copies of identification media be created without being detected?

No. During initial programming, each identification medium is assigned a component-specific password in the system, which can only be used with this credential and the individual PHI (Physical Hardware Identifier). If the same data is stored on a different credential, this alters the calculated result during decryption, and the authenticity of the copied credential cannot be verified.

6.3.6 Can an opening signal be intercepted and repeated (replay attack)?

For each communication between components, an elaborately calculated random number is generated. A replay of the same message fails because the random number has already been used.

6.4 Communication via cloud services (e.g. AX2Go)

6.4.1 Will my data be stored in the cloud?

No. All current applications and extensions that need to use cloud services to function do not store any data in the cloud. Our cloud services consist purely of data in transit. Data can only be sent if the other end (secure endpoint, e.g., client to smartphone) is accessible.

All restricted-access locking system data, including personal data, is stored exclusively in the database and on the operator's secure network.

6.4.2 Is the pseudonymised data protected from third-party access during transmission?

Yes. In addition to the measures previously described (*System-wide measures and methods in detail* [[▶ 13](#)]), we use HTTPS transport encryption (TLS 1.2/1.3) in cloud communication between two secure endpoints (security block, secure element).

6.4.3 How is authentication handled with SimonsVoss Cloud Services?

To obtain secure access to our cloud services, the administrator must log in to their SV-ID account. In order to clearly prove the identity of the user, we use effective 2-factor authentication.

6.4.4 Where is the pseudonymised data stored on the smartphone?

In a smartphone, we use the Secure Element for the secure storage of all system data. The Secure Element also stores sensitive data, such as that relating to bank cards.

6.5 Working in compliance with data protection regulations (GDPR)

6.5.1 What personal data is stored in the software?

It is possible to store the following data of a person in the software:

- First name
- Last name*
- Title
- Address
- Phone
- E-Mail
- Personnel number*
- User name

- Department
- City/Building
- Set From/To
- Date of birth
- Cost center
- Photo

Only the last name and personnel number (*mandatory fields) are required when using the software. Special categories of personal data according to Art. 9 GDPR are not stored.

6.5.2 For what purpose is personal data stored in the software?

In order to be able to make full use of the functions of an electronic locking system, it is necessary to be able to assign the identification media used (e.g. transponder) to a specific user (e.g. employee).

6.5.3 How long is personal data stored in the software?

The data is stored within the locking system for at least the duration of the occupation of an identification medium (e.g. company affiliation).

The duration of data storage, e.g. in logs and access lists, can be changed at will by the locking system administrator.

6.5.4 Can the right to read access lists be additionally secured?

When using the optional ZK function in our locking components, access to the data collected with it can be equipped with increased user rights.

Example: A separate user is created for the works council. Only this user is given reading rights to the access lists in case of suspicion. In addition, this user can be protected with a shared password. Only one part of the password is known to two or more members of the works council.

6.5.5 Is personal data in the software protected against access by third parties?

In principle, the user (end customer) of the locking system and the software is responsible for managing and securing access rights.

In the locking system itself, all data is secured using a multi-level encryption process. Opening the graphical user interface to access the data is not possible without a password and appropriate user rights.

There shall be no automatic transmission to third parties, use or processing by SimonsVoss.

6.5.6 Can the stored data be made available as a copy?

All collected data on a data subject can be made available as a copy by means of an export function (Art. 15 GDPR).

6.5.7 Can personal data be deleted from the software?

Personal data can be validly deleted from the software (from version 3.4 SP1) and the associated database at the request of a data subject in accordance with Art. 17 GDPR.

7. Range of functions for AXM Lite

Projects/locking systems	A project with a locking system
Users	One user
Number of locking devices	20
Number of credentials	100 (transponders only)
Locking devices and identification media supported	■ G2 components ■ AX components
	■ Digital Cylinder AX ■ Locking Cylinder 3061 ■ SmartHandle AX ■ SmartHandle 3062 ■ SmartRelay 3063 (G2) ■ SmartRelay 2 3063 ■ Padlock ■ Padlock AX ■ SmartLocker AX ■ Furniture lock (G2)
Programming devices	■ CD.Starter.G2 ■ SmartCD.G2/SmartCD2.G2 ■ SmartStick AX

You can upgrade at any time if your version reaches its limits.

Functions

- Microsoft SQL Server 2019 Express LocalDB (small local SQL server)
- Matrix view
- Transponder and locking device lists with import function
- User control: Comprehensive filtering and sorting functions, global search, hashtags
- Building structure (location, building, floor, room number)
- Authorisation groups (unlike LSM, doors and persons can be authorised in more than one group)
- Schedule control with time switching, time groups and schedules (hardware side 100+1 time groups available)

- Special transponders (battery replacement and locking device activation)
- PIN code keypads (G1 and AX)
- G2 and AX locking devices incl. SmartHandle AX Advanced and SmartRelay AX Classic
- SmartStick AX, SmartCD2.G2, SmartCD.MP and CD.STARTER.G2
- ...

8. System requirements

AXM Lite

Operating system	❑ Windows 11
CPU	1.44 GHz or faster (Intel, AMD) No support for ARM processors in System 3060
Main memory	4 GB or greater (8 GB recommended)
Free memory space	500 MB (physical)
Display	❑ 10 inches or greater ❑ 1280×768 or greater
.NET Framework	4.7
Supported MS SQL Edition	SQL Server Express Local DB 2019

Administrator rights are not necessary for normal locking system management using your AXM Lite. Administrator rights are required to install and restart services.

9. Release notes

9.1 Version 1.0.2205.2402

Released on 05.01.2023

Improvements

1. Support for all further developments of our AX components (HP2)

Bugfixes

1. Correction in the display of numbers in foreign languages
2. Erroneous programming requirements - Changing public holidays
3. Correction of the battery status display

9.2 Version 1.0.2306.1402

Released on 14.06.2023

Improvements

1. Function Distribution of lock ID and battery warning by receipts
2. Optimisation of the entire backup process

Bugfixes

1. Correction of target status of transponder when assigning to access levels
2. Faulty programming requirements - Duplicated transponder and changed time control
3. Display and configuration of cylinder 3061 with push-button control
4. Various text corrections
5. Display and configuration of cylinder 3061 with push-button control

9.3 Version 1.0.2401.0501

Released on 05.01.2024

Bugfixes

1. Expiry date 01.01.2024 removed

9.4 Version 1.0.2402.2701

Released on 01.03.2024

Improvements

1. Support for the new SmartHandle AX Advanced

9.5 Version 1.0.2502.0602

Released on 07.02.2025

Bugfixes

1. Expiry date 01.02.2025 removed

9.6 Version 2.0.25213.0001

Released 01/08/2025

New components and functions

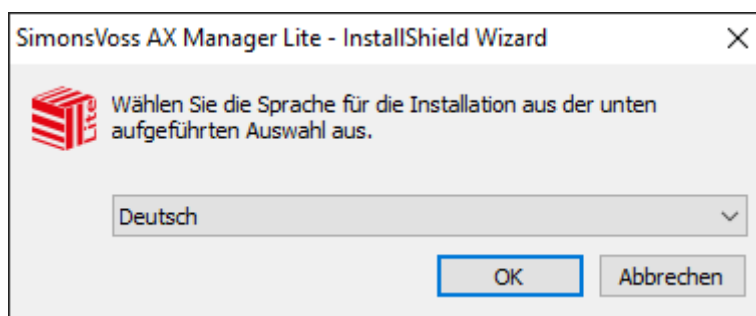
1. **Hardware support** incl.
 - ❑ SmartHandle AX Advanced
 - ❑ PIN code keypad AX
 - ❑ SmartRelay AX Classic (offline)
 - ❑ SmartRelais 3 Advanced (offline)
2. **Special transponder** (see Special identification media and their functions):
 - ❑ Battery replacement
 - ❑ Locking activation
3. **Database report**

Bug fixes

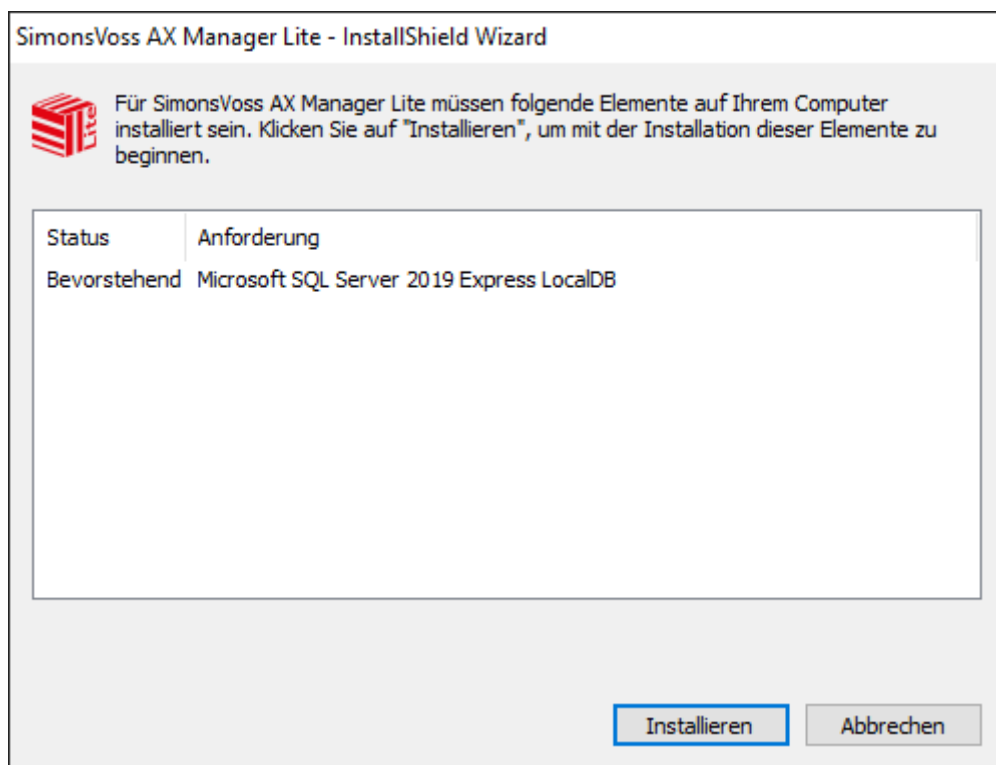
10. Installation

- ✓ System requirements fulfilled for the AXM Lite (see *System requirements* [▶ 20]).

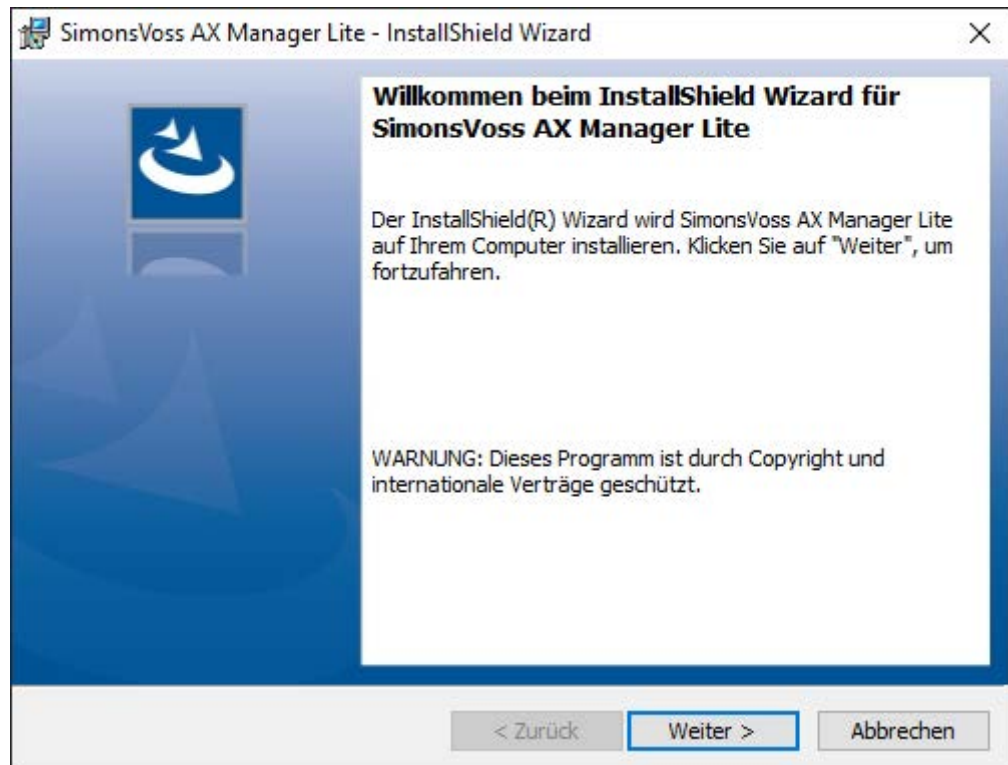
1. Execute the set-up file.
 - ↳ The InstallShield wizard will open.



2. Select the language in which the is AXM Lite to be installed.
 - ↳ Set-up checks whether additional software needs to be installed.



3. Install the additional software displayed if required.
 - ↳ The AXM Lite set-up will open.



4. Follow the AXM Lite set-up.

➔ AXM Lite is installed.

10.1 Run AXM as the administrator (recommended)

SimonsVoss recommends that you always start AXM Lite as the administrator. This ensures potential problems due to lack of access and write permissions can be avoided from the outset:

Manual start as administrator

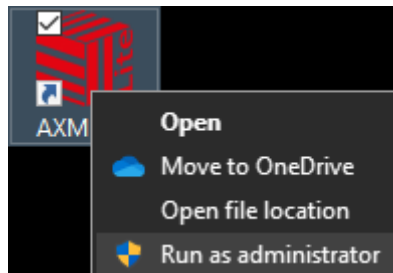
- ✓ AXM Lite installed.
- ✓ Administrator rights available.

1. Locate the shortcut or the AXM Lite icon.



2. Right-click on the shortcut menu to open the context menu.

3. Click on the **Run as administrator** entry with your name.



- ↳ AXM Lite runs as the administrator.

Automatic start-up as the administrator

Starting manually as the administrator has two disadvantages:

- ❑ Inconvenient.
- ❑ You might forget to start AXM Lite as the administrator.

Consequently, SimonsVoss recommends that the properties of the link to AXM Lite be set so that the AXM Lite is always run as administrator using this shortcut.

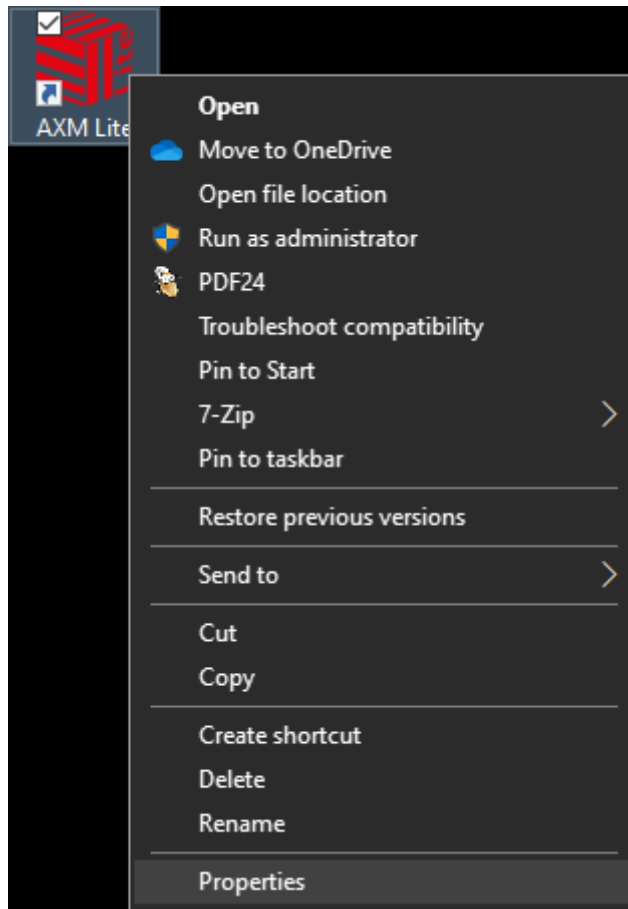
- ✓ AXM Lite installed.
- ✓ Administrator rights available.

1. Locate the shortcut or the AXM Lite icon.



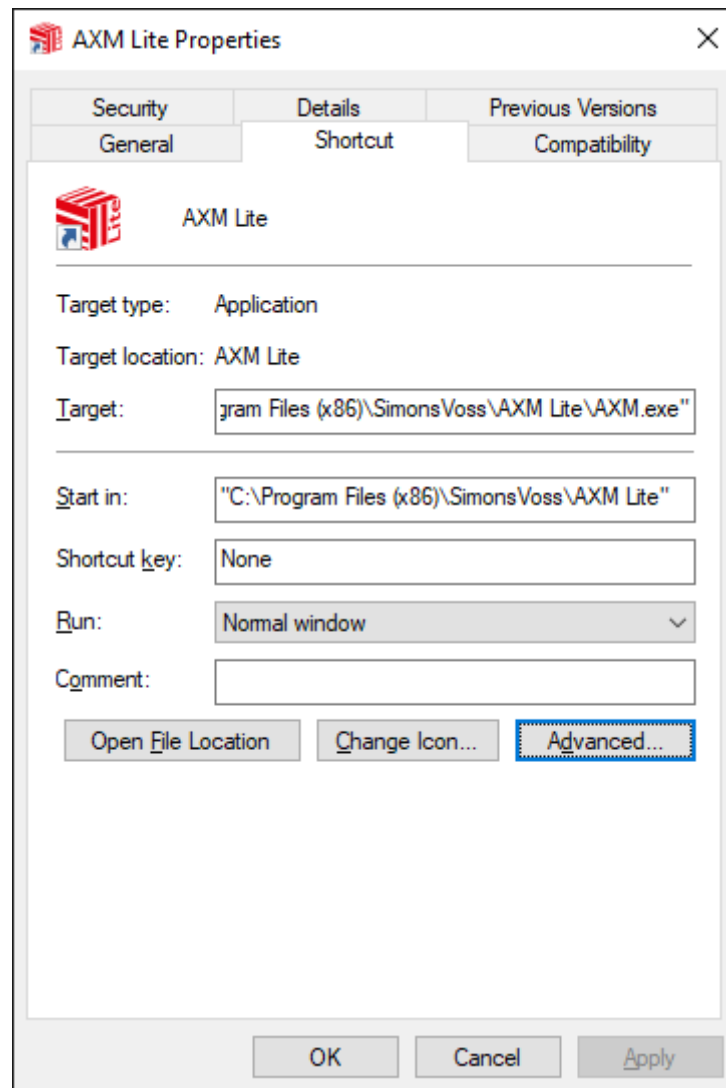
2. Right-click on the shortcut menu to open the context menu.

3. Click on the **Properties** entry with your name.



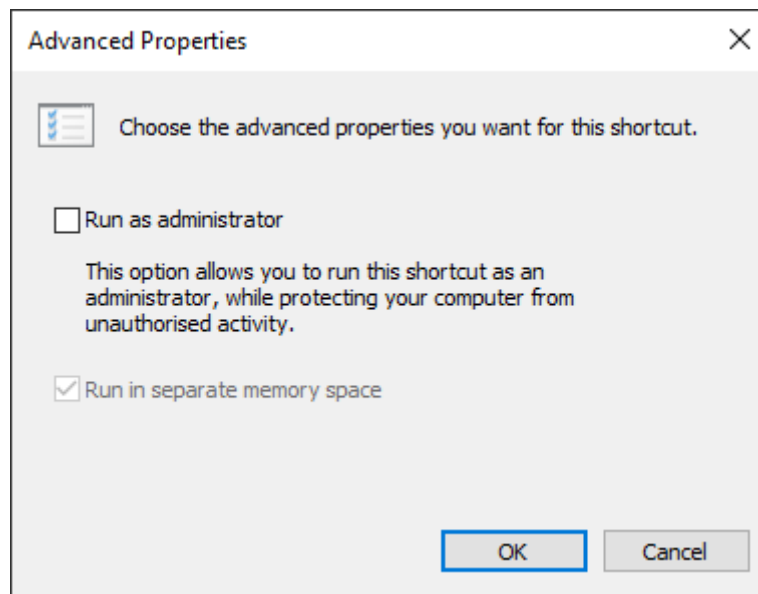
→ The "AXM ... Properties" window will open.

4. Go to the [Link] tab.



5. Click on the Advanced... button.

→ The "Advanced Properties" window will open.



6. Activate the ☒ Run as administrator checkbox.
7. Click on the **OK** button.
 - ↳ Window "Advanced Properties" closes.
8. Click on the **OK** button.
 - ↳ Window "AXM ... Properties" closes.
- ↳ If you start AXM Lite via this link in the future, AXM Lite will automatically run as the administrator.

10.2 Updating AXM

With the latest AXM Lite, you have the best software and hardware support. This is why your AXM Lite checks whether updates are available and also offer them for installation every time it launches. Back up your database (see [Creating a backup \[▶ 351\]](#)) before updating.

See [Displaying version number and licence key for the AXM installed \[▶ 356\]](#) to view the currently installed version of your AXM Lite instead.

Obviously, you can also check manually whether an update is available and install it.

- ✓ AXM Lite open.
- ✓ Database backed up.

1. Click on the orange AXM icon .
- ↳ AXM bar opens.



2. Click on the **Check for updates** entry in the | INFO & HELP | group.

INFO & HELP

About AX Manager

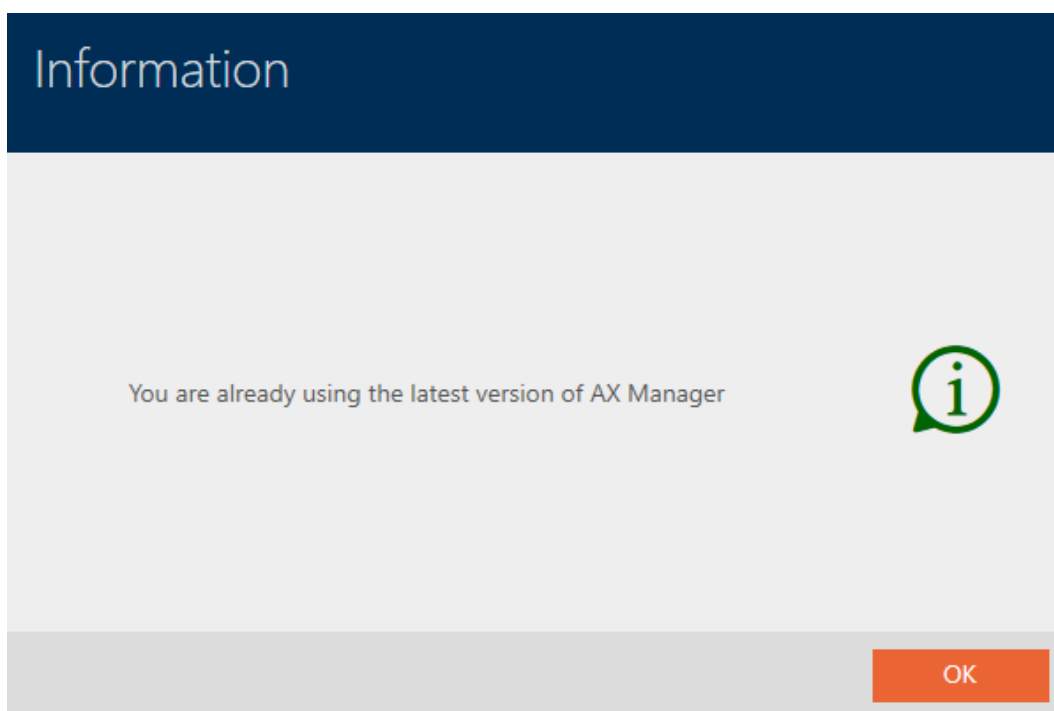
SimonsVoss Online Support

Check for updates

Feedback

Download error logs

➔ If an update is available, it is displayed and offered for installation. If your AXM Lite is up to date, you will see this window:



10.3 Using a web proxy

All AXM versions must connect to the SimonsVoss servers to activate their licence. If you have configured a web proxy in your network that restricts access, you need to enter this web proxy. Simply entering the web proxy in the Windows front-end is not enough.

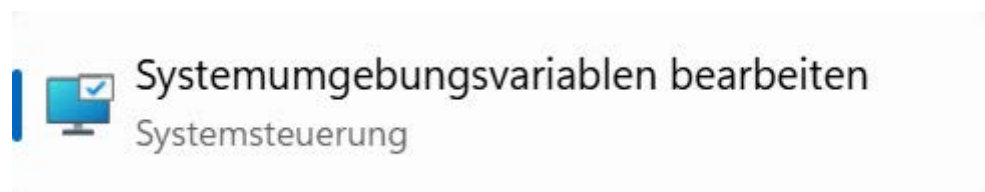
Background: the AXM uses a background system service written in .NET. This service reads the web proxy configuration from the system environment variables.

The following system environment variables must be configured on the AXM device:

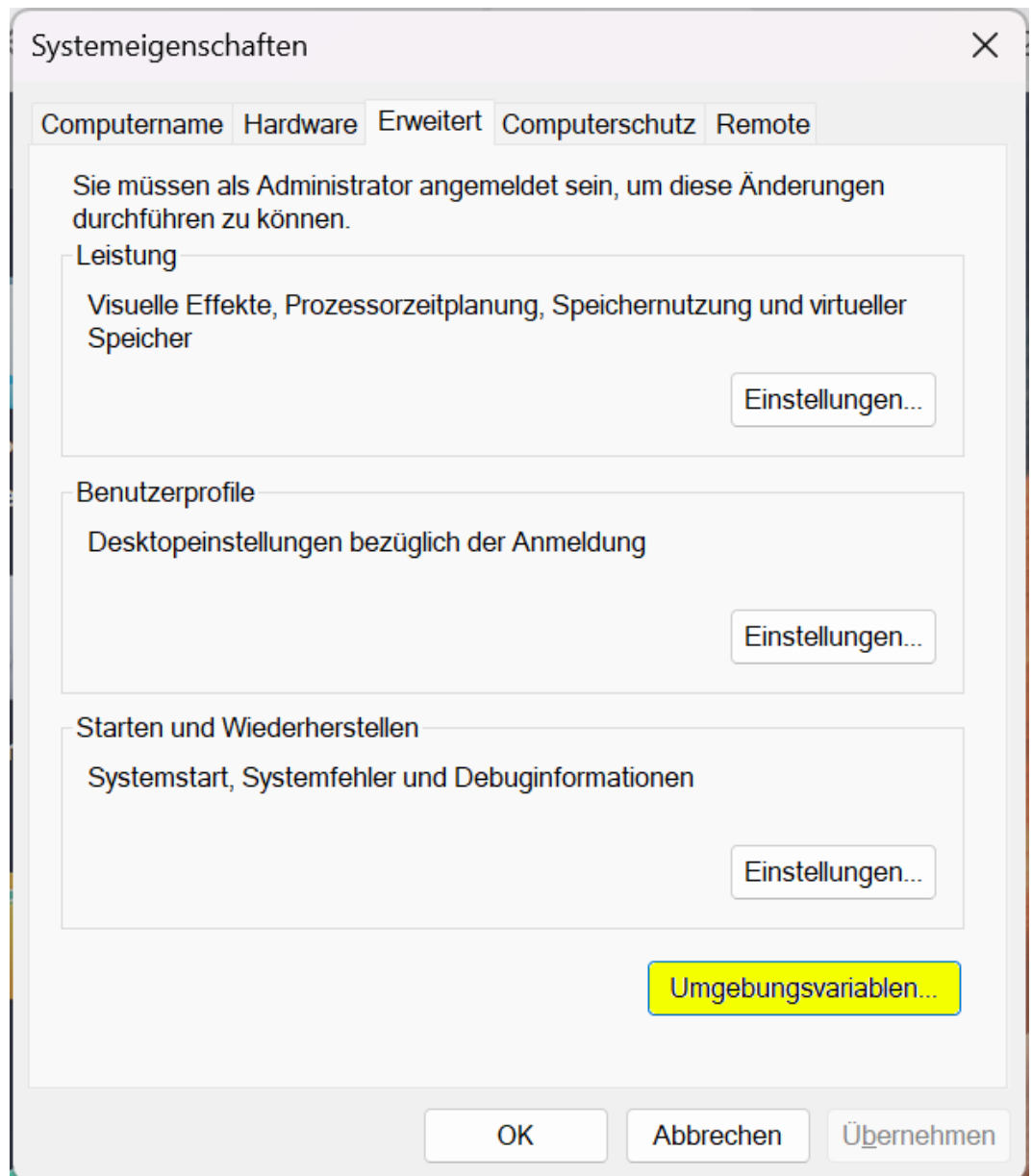
HTTP_PROXY	http://<proxyaddress>:<proxypor- t>
HTTPS_PROXY	https://<proxyaddress>:<proxy- port>
NO_PROXY	localhost,127.0.0.1

✓ Administrator rights available.

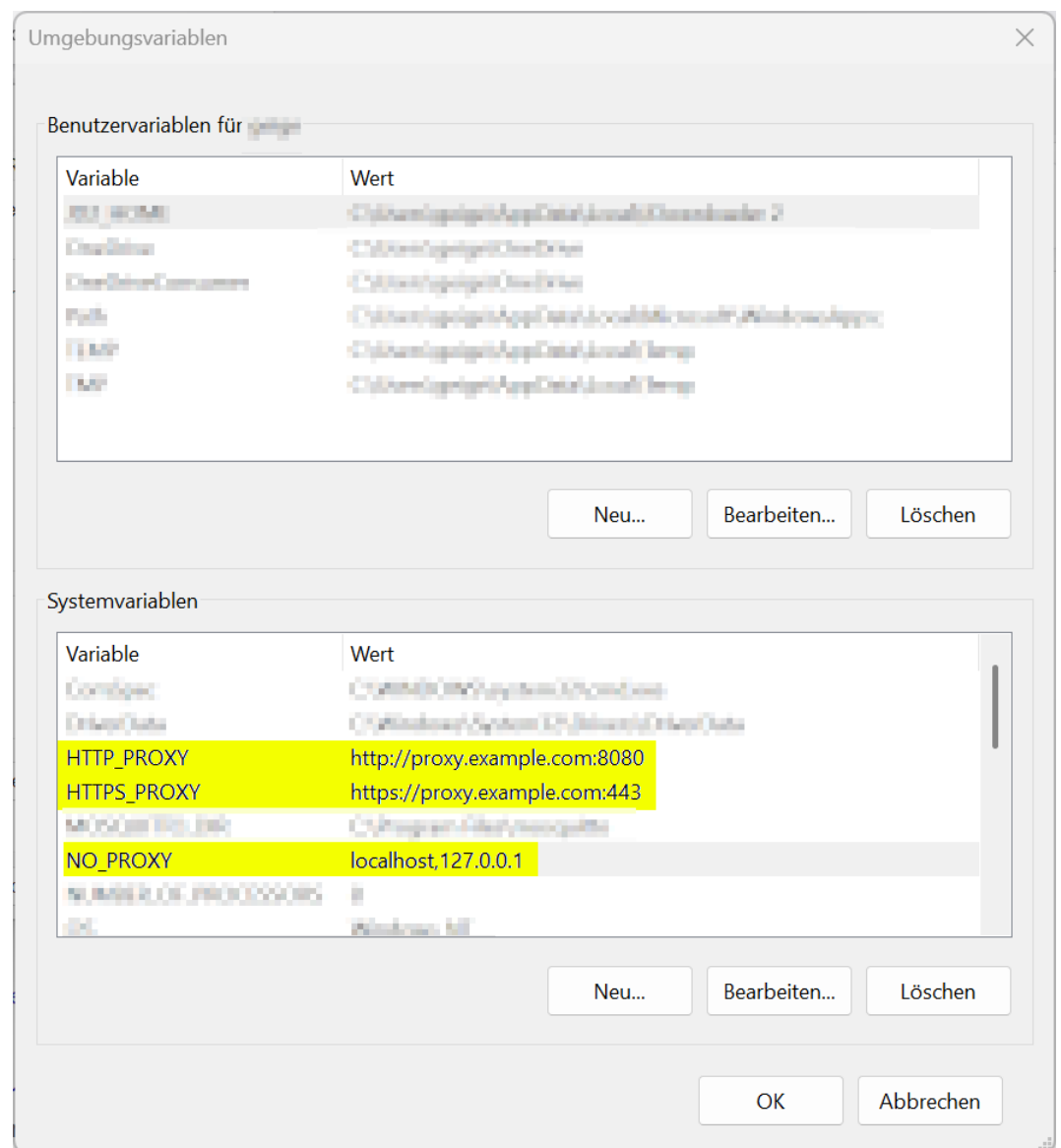
1. Access the system environment variables by opening the start menu, for example, and searching for “system environment variables”.



2. Click on the "Environment variables" button.



3. Create the required system environment variables.



4. Click on the "OK" button to save the system environment variables.
5. Then restart the computer so that the changed system environment variables can take effect.

11. First steps after a new installation

AXM Lite will greet you with the login screen after installation.

Willkommen bei AXM Lite (Beta)
Zum Starten melden Sie sich an ihrem Projekt an

Sicherung Wiederher. Fehlerdateien

Ein neues Projekt anlegen

Projektname

Benutzername

Neues Kennwort

Kennwort wiederholen

Sie haben sich bisher noch nicht an diesem Projekt angemeldet.
Deshalb müssen Sie zunächst ein Kennwort für den Admin-Benutzer festlegen.
Das Kennwort muss mind. 8 Zeichen lang sein.

Qualität

Erstellen

Abbrechen

You will see the following input fields:

- *Project name*
- *Username*
- *New password*
- *Repeat password*

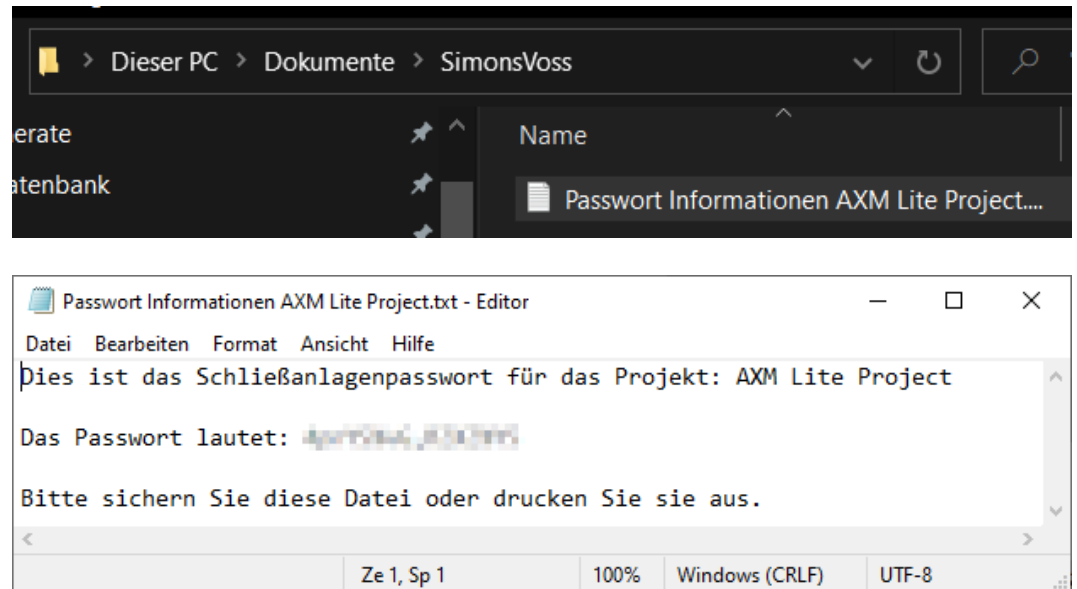
1. Enter a project name in the *Project name* field.
2. Enter a password of at least 8 characters in the *New password* field to protect your project.
 - ↳ A coloured bar shows you how secure your password is.

Quality

3. Repeat the password entered in the *Repeat password* field.
4. Click on the **Create** button.
 - ↳ The new project is protected.

You can change the user password you have just created if required (see [Changing the user password \[► 358\]](#)).

The first locking system password is generated automatically and saved in a text file (**Documents/SimonsVoss**).



You can change the locking system password (see *Changing locking system password* [▶ 295]).

IMPORTANT

Keep locking system password accessible and secure

The locking system password is the most important password of all. For security reasons, SimonsVoss is not able to reset any components without a locking system password or backup. There is no general master key.

It is no longer possible to program components if the locking system password is no longer known or can no longer be recovered from a backup. The components must be removed from locks and disposed of, which takes a great deal of effort.

1. Ensure that authorised persons can view and/or access the locking system password at any time.
2. Take into account both foreseeable events (e.g. locking system administrator retires) and unforeseeable events (e.g. locking system administrator leaves post).

Launching AXM Lite for the first time

AXM Lite now offers you several wizards one after the other:

1. Add locking device
2. Add transponder



These wizards allow you to start building your locking system directly and familiarise yourself with the AXM Lite interface.

However, before setting up a large locking system, plan things out first in preparation (see *Best practice: setting up the locking system* [► 35]).

If you are working with a locking system for the first time, you will find explanations and background information here: *Background knowledge and explanations* [► 375].

11.1 Best practice: setting up the locking system

You will save a great deal of time and effort if you set up your locking system systematically in an order sequence where you only need to open the windows once as far possible.

As a basic rule, the easiest way is to prepare the organisational structure first (see *Organisational structure* [► 50]).

Experience has shown that the following approach is best:

1. Create locations (see *Creating a location* [► 75]).
2. Create building (see *Creating a building and assigning it to a location* [► 78]).
3. Create the first schedule (see *Creating a schedule* [► 51]).
4. Create all required time groups (see *Create time group* [► 55]).
5. Create additional schedules, setting the time groups directly for each schedule while doing so.
6. Create authorisation groups (see *Access levels* [► 276]).
7. Create identification media and assign them directly to the access levels and time groups when they are created (see *Creating transponders and cards* [► 83] and *Restricting identification medium authorisations to specific times (time group)* [► 116]).
8. Create locking devices and assign them directly to access levels and schedules when they are created (see *Creating a locking device* [► 195] and *Limiting authorisations for locking devices to specific times (schedule)* [► 239]).

9. Synchronise locking devices (see *Synchronising the locking device (including reading access list)* [▶ 306]).
10. Synchronise identification media (see *Synchronise a card/transponder (including importing physical access list)* [▶ 319]).

If you use this order sequence, you can use the results from the previous steps directly in the next steps:

- Setting up time groups for newly created schedules directly in the Created Schedule window
- Time group and authorisation groups directly in the window for the created identification medium
- Schedule and authorisation group directly in the window for the created locking device

Background knowledge for you to take into account for time management and authorisation groups:

- *Event management* [▶ 381]
- *Access levels* [▶ 393]

Obviously, you can deviate from this sequence and first create identification media and locking devices without a time group, for example. However, if you need time management at a later stage, you will need to:

- Assign a schedule to each locking device included in time management
- Assign a time group to each transponder.

11.2 Best practice: Database protection

You can further enhance the security level of your AXM Lite by protecting access to your SQL database.

1. Create a separate Windows user account for the locking system administrator.
2. Use a strong password for all Windows user accounts.
3. Encrypt the hard disk where the database is stored.

12. Registration

You can try AXM Lite out for 90 days after initial installation. After the trial period, you will need to register the software to continue using it.

Create licence request

First of all, you make a licence request. To do this, you will need:

- Licence key
- Consignment number
- Order number
- ✓ AXM Lite open.

1. Click on the **< Register now** button at the bottom of AXM Lite .



- ➞ The registration form will open.

2. Complete the registration form in full.
3. Enter your licence key (XXXX-XXXX-XXXX-XXXX).

4. Select the ☒ Terms of Use accept checkbox.



5. Click the **Register** button.
 ↳ The Explorer window will open.
6. Save the registration file (extension: .rgo) to a file directory of your choice.
 ↳ Explorer window closes.
 ↳ Registration form will display an email address.

Registrierung Ihres AX Managers

Bitte geben Sie Ihre Registrierungsdaten ein

Bitte schicken Sie die heruntergeladene Datei an die E-Mailadresse

software-registration.sv@allegion.com

Unser Vertriebsteam wird Ihre Anfrage prüfen und Ihnen die Lizenzdatei so schnell wie möglich zuschicken.

Lizenzdatei importieren
84-tägige Testphase weiterführen
Abbrechen

7. Send an email with the registration file, order number and consignment number to software-registration.sv@allegion.com.
 ↳ SimonsVoss will check your licence request.

Importing the licence file

Once your licence request has been checked and accepted, you will receive an email from SimonsVoss containing a licence file (extension: .lic).



Dear Madam and Sir,

Please find attached your license file. Save this file to your computer. The file can be read in from the registration screen within the Software.

Any questions regarding the operation of the software? Then please have a look at our FAQ area at:
<http://www.simons-voss.com/FAQ-Bereich.1315.0.html?&L=1>

In case you have remaining questions or need support, please contact:

Technical Support
Support-simonsvoss@allegion.com
 Tel. + 49(0)89 99 228 333

Register your AXM Lite by importing this licence file.

✓ AXM Lite open.

1. Save the licence file you received in a file directory of your choice.
2. Click on the **< Register now** button at the bottom of AXM Lite .



➞ The registration form will open.



NOTE

No need to complete twice

You do not need to fill out the registration form again.

3. Click on the **Importing the licence file** button.

➞ The Explorer window will open.

4. Navigate to your licence file.

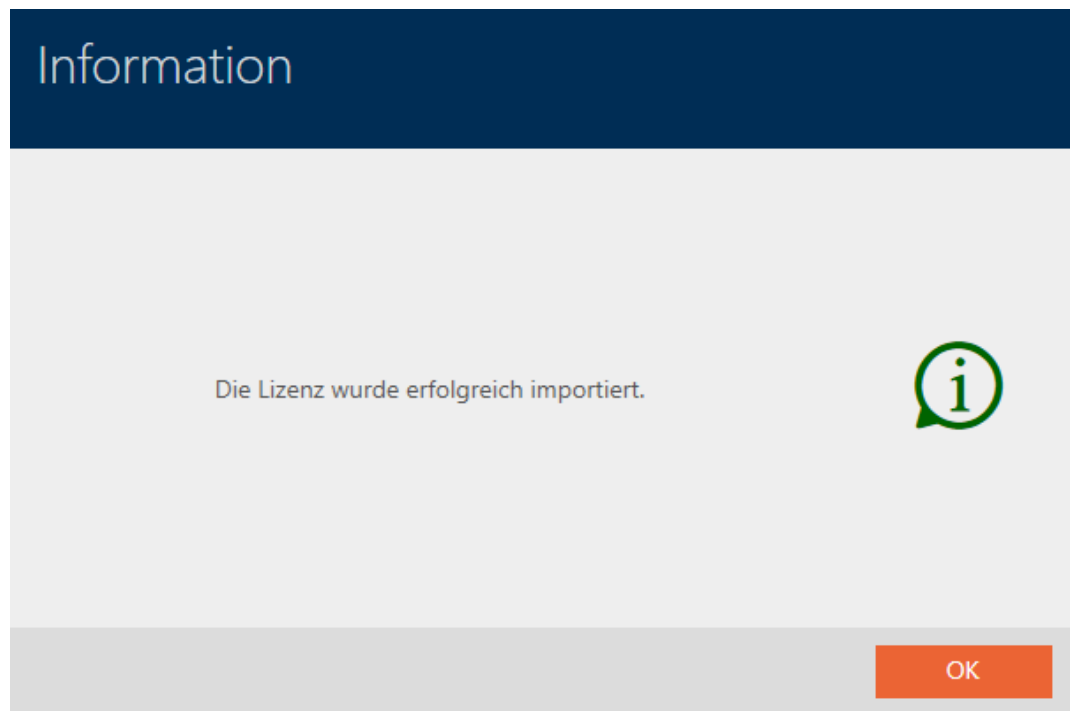
5. Select your licence file.

6. Click on the **Open** button.

➞ Explorer window closes.

➞ Licence file is imported.

➞ AXM Lite is registered.

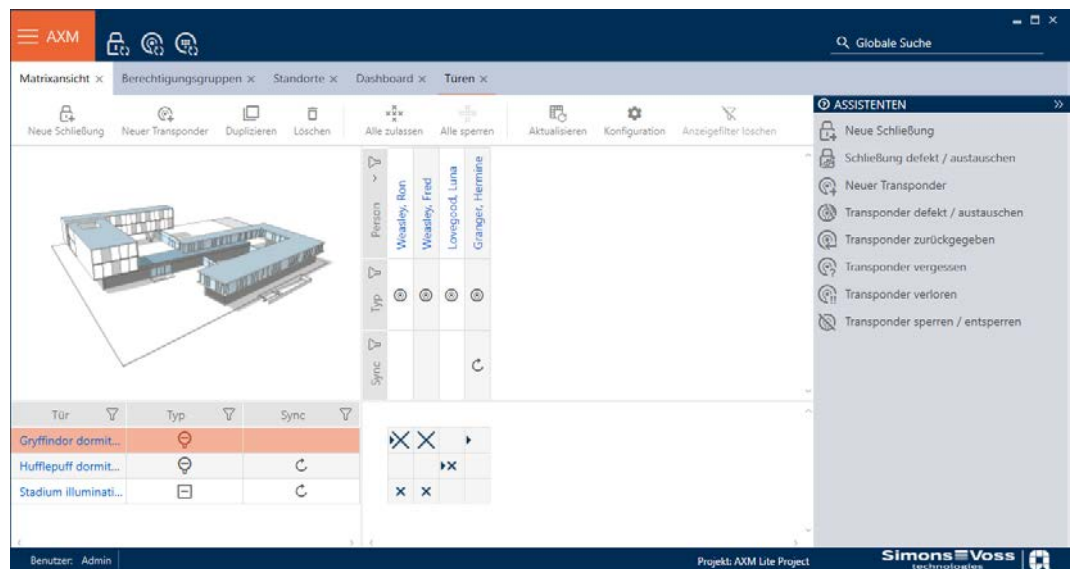


SimonsVoss ID for cloud services

You need to create and link a SimonsVoss ID to access the cloud functions available to you for AXM Plus and higher. A window will open immediately after registration for you to do this (see [Registration \[▶ 37\]](#)).

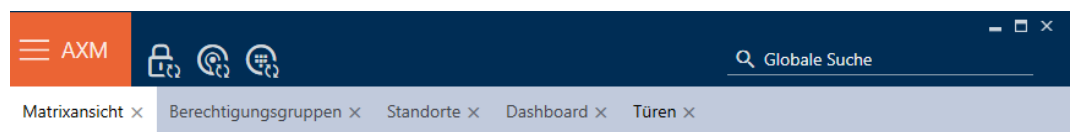
You also need to have issued a SEPA direct debit mandate for the software fee.

13. The AXM's structure



The AXM Lite interface consists primarily of four large sections:

AXM bar and tabs



Use the orange AXM button  to expand the AXM bar:



This gives you access to all available tabs.

Below you will see the open tabs. Each task takes place within a tab. For example, there is a tab for [Access levels], a tab for [Locations] and so on.

Basically, you can operate the tabs in the same way that you would use your browser (see [Tab operation](#) [▶ 47]).

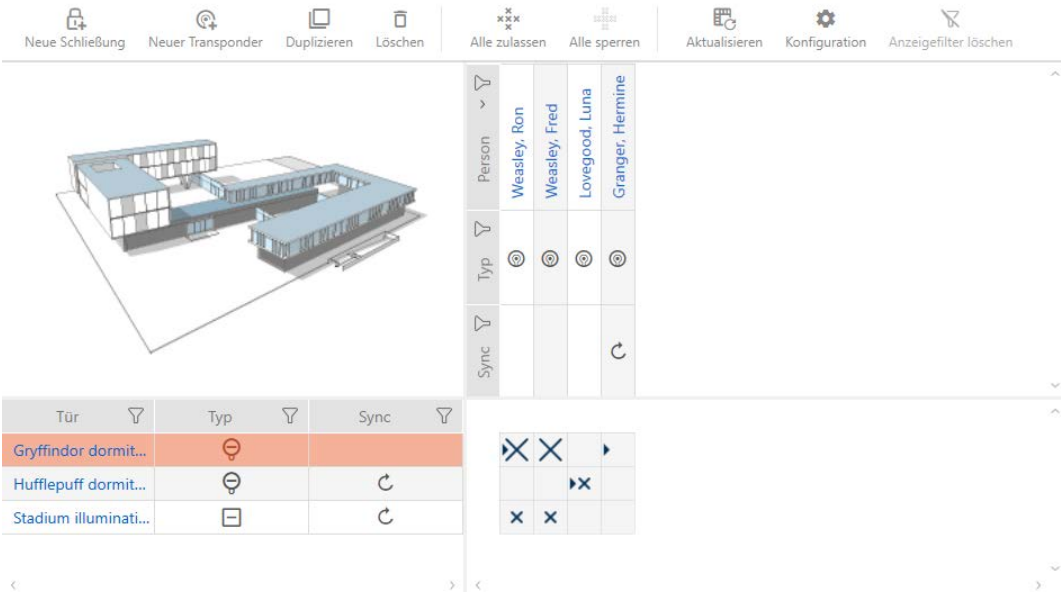
There are three buttons next to the AXM button to skip directly to synchronisation of locking devices and identification media.



These can be used as an alternative to start synchronisation without entering the locking device or identification medium properties first.

On the right, you will find a global search function. This is where you can search the entire database for entries of all types (see [Global search \[▶ 47\]](#)).

Matrix section



The matrix section is the engine room behind your AXM Lite. This is where you can see all locking devices and identification media. You can use the filter function to hide entries, giving you an overview (see [Sorting and filtering \[▶ 43\]](#)).

Each row normally represents a locking device and each column represents an identification medium. This identification medium's authorisation for this locking device is indicated where rows and columns meet (see [Permissions \[▶ 271\]](#)). There are basically two different main states:

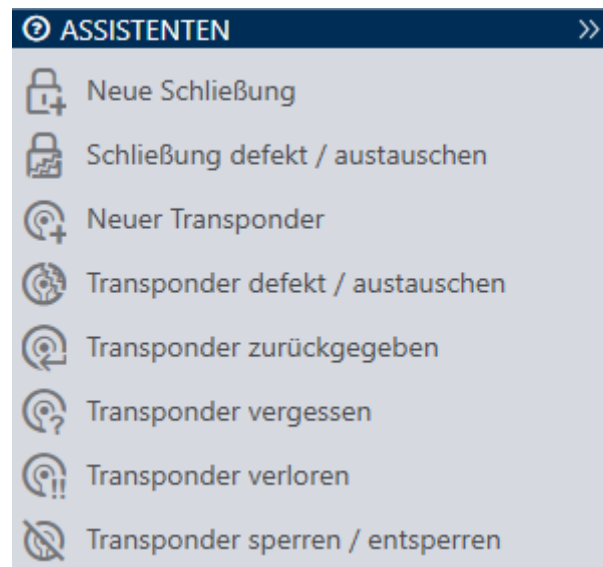
- Authorisation set (cross)
- No authorisation set (no cross)

Various details can be displayed in the matrix. One is the synchronisation state. You need to synchronise if you see the synchronise icon  here (see [Synchronisation: Comparison between locking plan and reality \[▶ 305\]](#)). Click on  to start synchronising the entry concerned immediately.

The matrix section also contains an action bar that you can use to edit the matrix:



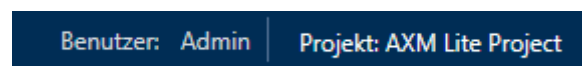
Wizard menu



There is a wizard menu on the right side of your AXM Lite. This is where you will find wizards to assist you in situations that occur frequently (e.g. lost identification media).

If you need more space, you can use **>>** to hide the wizard menu and **<<** to show it.

User/project Bar



You can see the user and project names at the bottom of the screen.

Dashboard

One new feature in AXM Lite is the dashboard (see [View statistics and warnings \(dashboard\)](#) [[▶ 370](#)]). The dashboard provides you with statistics on your database and gives you warnings – when a task has not yet been completed, for example.

The dashboard can be accessed via the AXM bar.

Log

The log allows you to keep track of who changes what in the database and when they make the change (see [Tracking activities in the database \(log\)](#) [[▶ 371](#)]).

The log can also be accessed via the AXM bar.

13.1 Sorting and filtering

Large lists and tables can become confusing.

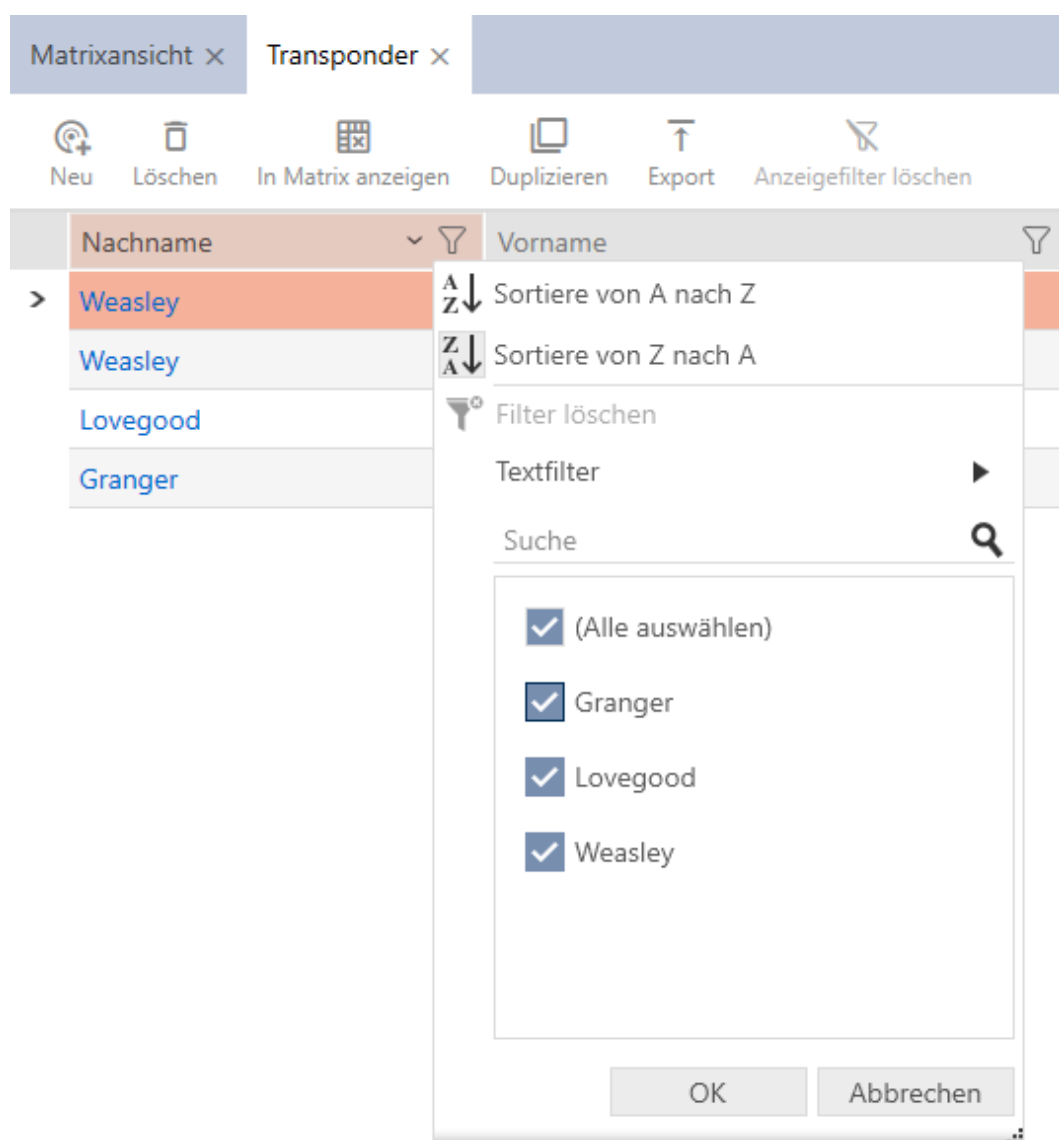
The AXM Lite provides you with sorting and filtering functions to simplify things.

Sorting

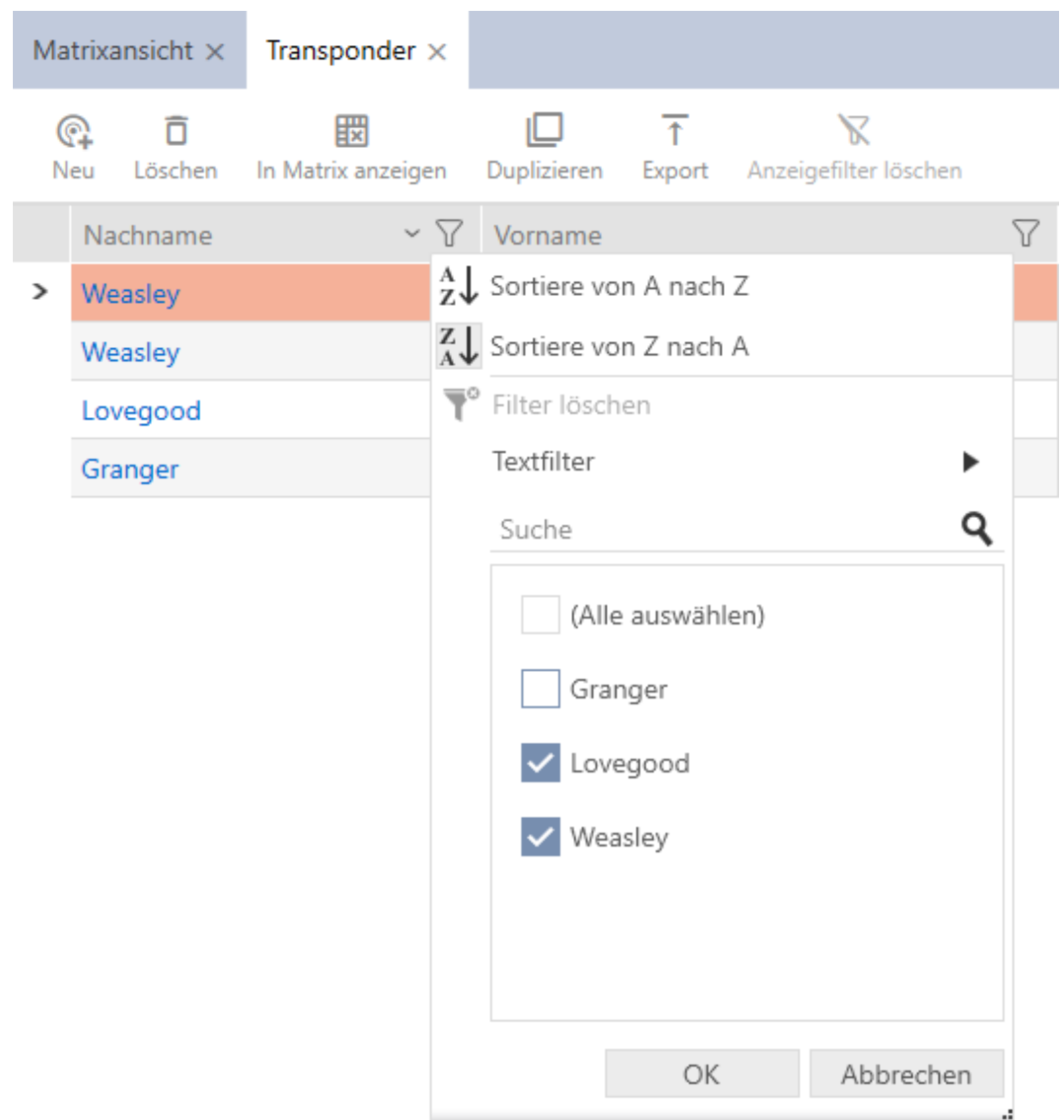
1. Click on one of the column or row headings.
 - ↳ Entries will then be sorted by this column/row.
2. Click on the same heading again.
 - ↳ The sort order is reversed.

Filtering

1. Click on the  button in one of the displayed column or row headers.
 - ↳ The filter menu will open.

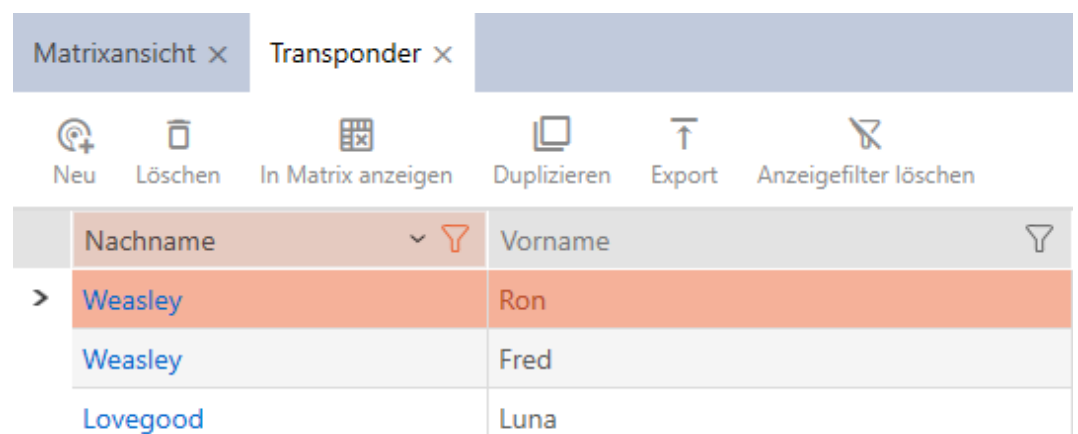


2. Adjust the filters.

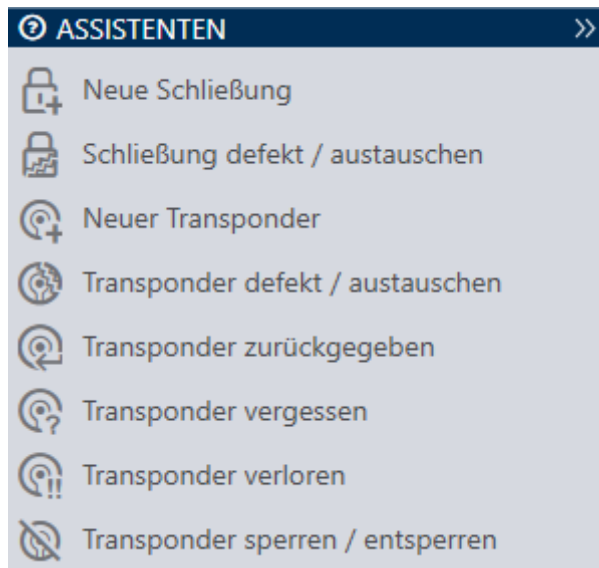


3. Click on the **OK** button.

- ↳ The filter menu will close.
- ↳ Entries will now be filtered when displayed.



13.2 Installation wizards



The wizards in the wizard section will help you complete certain tasks quickly and reliably. Just click on the corresponding wizard. The wizard asks questions and provides background information. The wizard will guide you through the solution to your problem based on your answers.

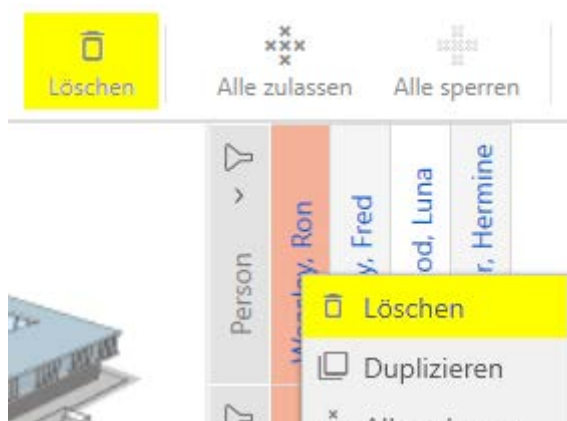
If you need more space, you can use **>>** to hide the wizard menu and **<<** to show it.

13.3 Multiple options, same result

This manual usually only describes one way to do something specific. However, this does not mean the described approach is the only way to complete the task.

There are often several ways to achieve the same result.

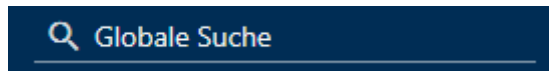
For example, you can delete an entry in the matrix in two ways:



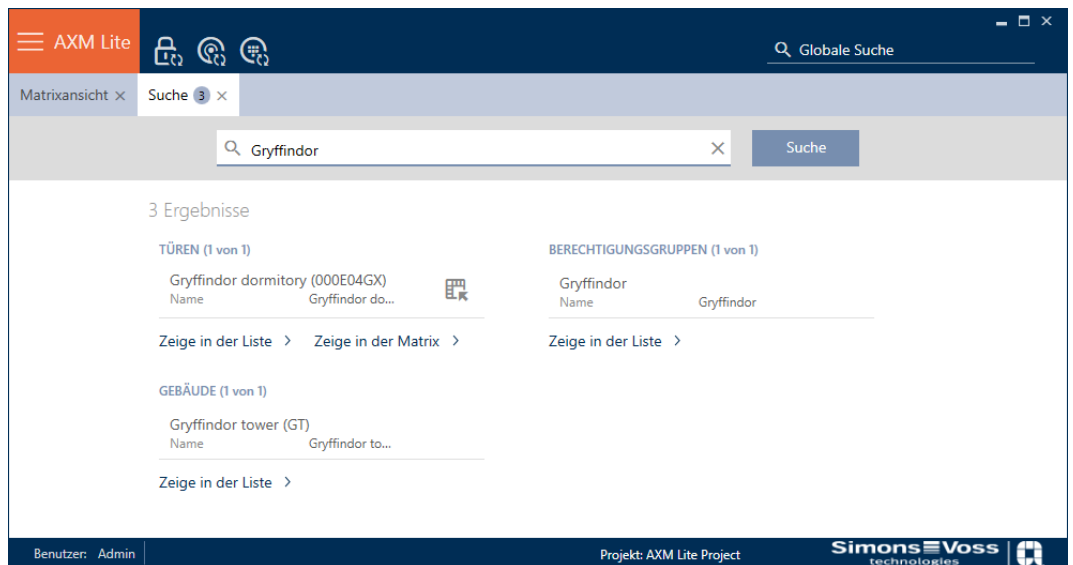
1. Using the matrix bar: **Löschen**
2. Using the context menu: **Löschen**

Both ways delete the entry.

13.4 Global search

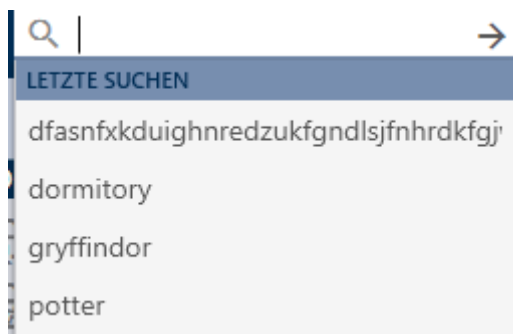


The global search in AXM Lite searches all entries and lists them in an overview:



Use the Zeige in der Matrix or [Zeige in der Liste] buttons to go directly to the required entry in the matrix or list view.

AXM Lite will help you in your search by automatically offering you the last items entered in the search field as a drop-down menu:



13.5 Working with AXM more effectively

13.5.1 Tab operation

AXM Lite allows you to handle multiple tasks at the same time with an innovative tab control function. Simply leave several tabs open at the same time.

Frequently used tabs can also be opened automatically when the program is launched (see *Pinning tabs* [▶ 345]).

Some tabs are opened in the foreground as windows and must first be closed again before you can do anything else. These include but are not limited to:

- [Project backup]
- [Change user password]
- [SETTINGS]
- [Programming devices]
- [About AX Manager]

You can recognise such tabs by the fact that the rest of AXM Lite is greyed out when opened.



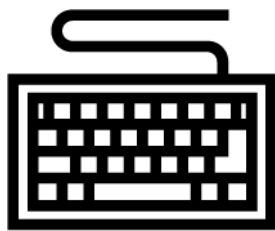
NOTE

Do not use Alt+F4 to close open windows

Windows open in the foreground block the remaining ones AXM Lite for further input. If you do not close such a window properly using the available buttons, but use Alt+F4 instead, then the window is closed, but the rest of AXM Lite remains greyed out. You will therefore lock yourself out of the AXM Lite.

- Do not use Alt+F4 to close windows in the foreground.

13.5.2 Hotkeys



Key shortcut	Response
Tab	Skips to next input field.
Shift + Tab	Skips to the previous input field.
Ctrl + tab	Skips to next tab.
Ctrl + Shift + tab	Skips to the previous tab.
Ctrl + Z	Undoes the last action (e.g. deletes text entered in an input field by mistake)

13.5.3 Creating additional objects

It is often the case that you will want to create multiple objects with the same or similar settings.

One example is a number of identification media which need to have the same time rules.

This is where AXM Lite helps you and offers the ☒ Create additional objects checkbox in many windows. If you activate this box, the current window with the same settings will remain open.

Example: you create a transponder and activate the checkbox. Now click on the **Finish** button. The required transponder is now created but the window remains open with the same settings. This means that you do not need to set up everything again for the next transponder. You simply need to enter a new name.

14. Organisational structure

14.1 Creating access levels

✓ AXM Lite open.

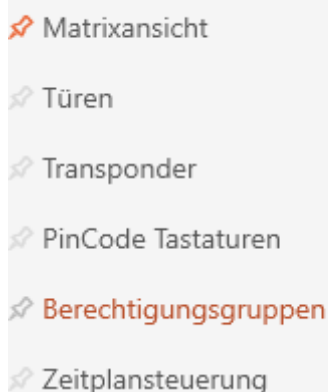
1. Click the orange AXM button .

↳ AXM bar opens.



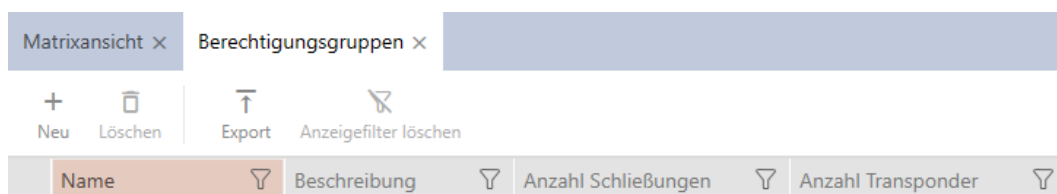
2. Select the **Access levels** entry in the | LOCKING SYSTEM CONTROL | group.

SCHLIESSANLAGENSTEUERUNG



↳ The AXM bar will close.

↳ The [Access levels] tab will open.



3. Click on the **New**  button.

↳ The window for a new access level will open.

4. Enter a name for your access level in the *Name* field.
5. Enter a description in the *Description* field.
6. Click on the **Finish** button.
 - ↳ The window for the new access level will close.
 - ↳ The new access level is listed.

Matrixansicht ×

Berechtigungsgruppen ×

+

Neu

Löschen

↑

Export

Anzeigefilter löschen

	Name	Beschreibung	Anzahl Schließungen	Anzahl Transponder
>	Gryffindor		0	0

- ✓ AXM Lite open.

1. Click the orange AXM button .
↳ AXM bar opens.



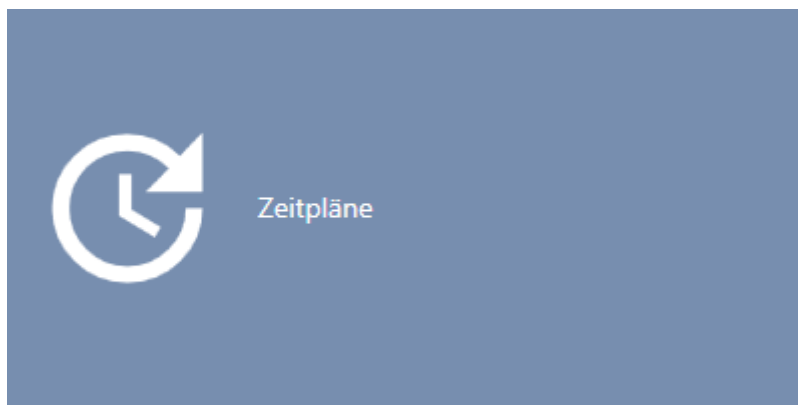
2. Select the **Time schedule control** entry in the | LOCKING SYSTEM CONTROL | group.

SCHLIESSANLAGENSTEUERUNG

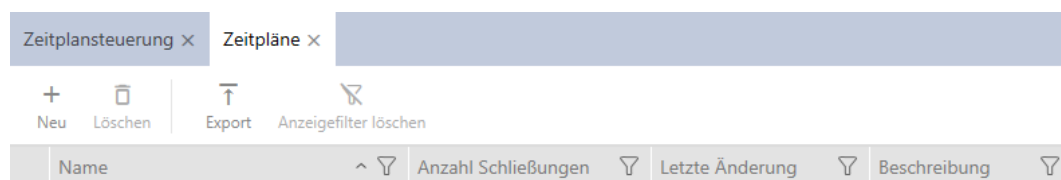
- ✚ Matrixansicht
- ✚ Türen
- ✚ Transponder
- ✚ PinCode Tastaturen
- ✚ Berechtigungsgruppen
- ✚ **Zeitplansteuerung**

- ↳ The AXM bar will close.
- ↳ The [Time schedule control] tab will open.

3. Click on the **Time schedules**  button.



- ↳ The [Time schedules] tab will open.



4. Click on the **New**  button.
- ↳ The window for creating a schedule will open.

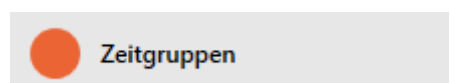
The screenshot shows the 'Zeitplan - Details' form. The left sidebar has three tabs: 'Details' (selected), 'Zeitgruppen', and 'Zugewiesene Schließungen'. The main area has two input fields: 'Name' and 'Beschreibung'. The 'Name' field is empty, and the 'Beschreibung' field is empty. At the bottom, there is a checkbox labeled 'Weiteres Objekt erstellen' and four buttons: '< Zurück', 'Weiter >', 'Fertigstellen', and 'Abbrechen'.

5. Enter a name for the schedule in the *Name* field.

6. Enter a description in the *Description* field.

The screenshot shows the 'Zeitplan - Details' form. The left sidebar has three tabs: 'Details' (selected), 'Zeitgruppen', and 'Zugewiesene Schließungen'. The main area has two input fields: 'Name' and 'Beschreibung'. The 'Name' field now contains the text 'Zeitplan 1'. The 'Beschreibung' field is empty. At the bottom, there is a checkbox labeled 'Weiteres Objekt erstellen' and four buttons: '< Zurück', 'Weiter >', 'Fertigstellen', and 'Abbrechen'.

7. Click on the  Time groups tab.



→ Window switches to the "Time groups" tab.

Zeitplan - Zeitgruppen
Hier können Sie die Zeitgruppen für Transponder konfigurieren

1 Details
2 **Zeitgruppen**
3 Zugewiesene Schließungen

Zeitgruppe 1

Name:
Modus: ☐ Berechtigt ☐ Nicht berechtigt ☒ Zeiten beschränken
☐ Für PinCode Tastatur

ZEITEN

Von	Bis	Tage
00:00	24:00	☐ Mo ☐ Di ☐ Mi ☐ Do ☐ Fr ☐ Sa ☐ So ☐ Sonntag

☐ Weiteres Objekt erstellen
 < Zurück
 Weiter >
 Fertigstellen
 Abbrechen



NOTE

First time group created automatically

You need at least one time group for AXM Lite time management. AXM Lite therefore automatically creates a time group for you.

- Activate at least one day in this time group.
- ↳ The automatically created time group is valid and the schedule can be completed.

8. If you have not created your time groups yet: Create time groups (see [Create time group \[► 55\]](#)).
If you have already created your time groups in another schedule: Set the time groups for this schedule.
 - ↳ Schedule has been created and the Create Schedule window closes. Continue with [Adding identification medium to time group \[► 290\]](#) and [Adding locking devices to the schedule \[► 287\]](#) if required.
 - ↳ Schedule has been created and is listed.

Zeitplansteuerung x

Zeitpläne x

+

Neu

🗑

Löschen

↑

Export

🗑

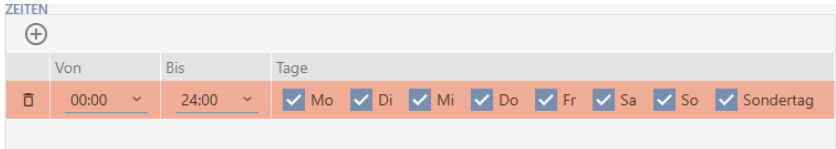
Anzeigefilter löschen

	Name ^ 🗑	Anzahl Schließungen 🗑	Letzte Änderung 🗑	Beschreibung 🗑
>	Zeitplan 1	1	06.05.2021 11:53:10	

14.3 Create time group

As a general rule, the following applies: All settings in a time group apply to each schedule.

You can choose from one of the three modes for each schedule within a time group:

☒ Authorised	All identification media in this time group are authorised for all locking devices in this schedule as specified in the matrix or access levels. ☒ Authorised corresponds to a time limit that permits use between 0-24 hours every day (i.e. it is effectively not a limit at all); see screenshot:  If you try to save this time limit in this way, the AXM Lite automatically changes the mode to ☒ Berechtigt.
☐ Not authorised	No identification media in this time group are authorised for any of the locking devices in this schedule, even if they were authorised in the matrix. ☐ Not authorised corresponds to a time limit that does not allow use on any day (i.e. effectively restricted at all times); see screenshot: 
☐ Limit times	All identification media in this time group are authorised for all locking devices in this schedule as specified in the matrix or authorisation groups if one of the configured time intervals applies.

Zeitgruppe 1

Name

Zeitgruppe 1

Modus

☐ Berechtigt

☐ Nicht berechtigt

☒ Zeiten beschränken

☐ Für PinCode Tastatur

ZEITEN

	Von	Bis	Tage
	00:00	24:00	☐ Mo ☐ Di ☐ Mi ☐ Do ☐ Fr ☐ Sa ☐ So ☐ Sondertag

The sophisticated concept of time intervals and days also allows you to combine intervals and days, for example:

ZEITEN

	Von	Bis	Tage
	07:30	13:00	☒ Mo ☒ Di ☒ Mi ☒ Do ☒ Fr ☐ Sa ☐ So ☐ Sondertag
	14:00	18:00	☒ Mo ☒ Di ☒ Mi ☒ Do ☒ Fr ☐ Sa ☐ So ☐ Sondertag
	08:00	13:00	☐ Mo ☐ Di ☐ Mi ☐ Do ☐ Fr ☒ Sa ☐ So ☐ Sondertag

- Different time intervals for the same days (e.g. a store has its lunch break between 13:00 and 14:00)
- Different time intervals for different days (e.g. a store is only open in the morning on Saturdays)

More information; see *Time groups and schedules* [► 381].

The ☒ Special day checkbox is used for public holidays. You can specify public holidays and treat them either as a weekday or a special day. If the current date is a public holiday and this public holiday is to be treated as a special day, then the time group's special day rule applies (see *Creating and editing public holidays* [► 67]).

You can create and configure time groups using the schedule window:

- ✓ AXM Lite open.
 - ✓ Schedule created (see [Creating a schedule \[► 51\]](#)).
 - ✓ Schedule window open (see [Creating a schedule \[► 51\]](#)).
1. Click the  button (except if you are reconfiguring the automatically created time group).
 - ➔ New time group is now created.
 2. Enter a name for the time group in the *Name* field.
 3. Select ☒ Limit times mode.

Name	Zeitgruppe 1		
Modus	☐ Berechtigt	☐ Nicht berechtigt	☒ Zeiten beschränken
	☐ Für PinCode Tastatur		

4. If you wish to use this time group for PIN code keypad 3068 (with G1 protocol): Activate the ☒ For PinCode keypad G1 checkbox.



NOTE

Time groups for PIN code keypads

PIN code keypads use the G1 protocol. This is why PIN code keypads require their own time groups. These time groups can also only be used for PIN code keypads.

If you have not activated the PIN code keypad in your locking system at all (see [Enabling PIN code keypads](#)), then the ☐ For PinCode keypad G1 checkbox does not exist.

Time groups that have already been created cannot be subsequently used for PIN code keypads.

5. Activate the days for the first time interval (checkboxes ☒ Mon ☒ Tue, ☒ Wed, ☒ Thu, ☒ Fri, ☒ Sat, ☒ Sun and ☒ Special day).

ZEITEN										
	Von	Bis	Tage							
	00:00	24:00	☒ Mo	☒ Di	☒ Mi	☒ Do	☒ Fr	☐ Sa	☐ So	☒ Sondertag

Name: Zeitgruppe 1

Modus: ☐ Berechtigt ☐ Nicht berechtigt ☒ Zeiten beschränken

☐ Für PinCode Tastatur

ZEITEN

Von	Bis	Tage
06:00	22:00	Mo Di Mi Do Fr Sa So ☒ Sondertag

Behandeln als: **Sondertag**

Montag
Dienstag
Mittwoch
Donnerstag
Freitag
Samstag
Sonntag

6. Set the time for the selected days.

ZEITEN

Von	Bis	Tage
00:00	24:00	☒ Mo ☒ Di ☒ Mi ☒ Do ☒ Fr ☐ Sa ☐ So ☐ Sondertag

00:00
00:15
00:30
00:45
01:00
01:15
01:30

↪ First time interval defined.

7. Click on the **+** button to display further time intervals if required.

Zeitplan - Zeitgruppen

Hier können Sie die Zeitgruppen für Transponder konfigurieren

1 Details

2 Zeitgruppen

3 Zugewiesene Schließungen

Name: Zeitgruppe 1

Modus: ☐ Berechtigt ☐ Nicht berechtigt ☒ Zeiten beschränken

☐ Für PinCode Tastatur

ZEITEN

Von	Bis	Tage
07:30	13:00	☒ Mo ☒ Di ☒ Mi ☒ Do ☒ Fr ☐ Sa ☐ So ☐ Sondertag
14:00	18:00	☐ Mo ☐ Di ☐ Mi ☐ Do ☐ Fr ☐ Sa ☐ So ☐ Sondertag
08:00	13:00	☐ Mo ☐ Di ☐ Mi ☐ Do ☐ Fr ☒ Sa ☐ So ☐ Sondertag

< Zurück Weiter > Fertigstellen Abbrechen

8. Click on the **Finish** button or create additional time groups with the  button if required.
- ↳ Time group is created and configured for the currently selected schedule.



NOTE

Configure new time groups for other schedules

Time groups are global. A newly created time group therefore also exists in all other schedules. For security reasons, all time groups in a new schedule are assigned  Not authorised mode by default.

1. After creating a time group, switch to the other schedules and configure the time group in them as well.
2. Obviously, you can also create several time groups and not configure them in the other time groups until after.

14.4 Deleting a time group



NOTE

Deleting time groups from all schedules

Time groups are universally available for all locking systems within a project. A deleted time group is deleted from the entire project, not just for a schedule.

All identification media that were previously assigned to the deleted time group are then no longer assigned to a time group and must be added to one on an individual basis where necessary (see *Adding identification medium to time group* [▶ 290]).

- If you do not wish to use a time group for just one schedule, set the time group to  Authorised mode.
- ↳ Identification media in this time group can open the locking devices for which they are authorised at any time.

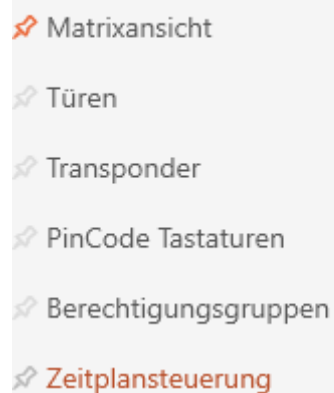
- ✓ AXM Lite open.

1. Click on the orange AXM icon .
- ↳ AXM bar opens.



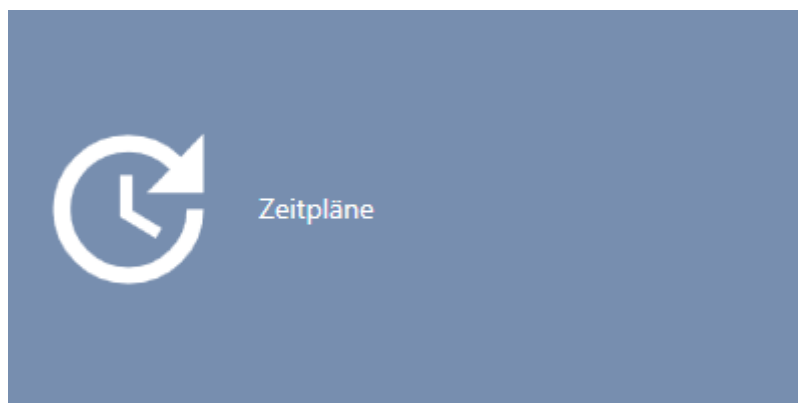
2. Select the **Time schedule control** entry in the | LOCKING SYSTEM CONTROL | group.

SCHLIESSANLAGENSTEUERUNG



- The AXM bar will close.
- The [Time schedule control] tab will open.

3. Click on the **Time schedules**  button.



- The [Time schedules] tab will open.

Zeitplansteuerung x		Zeitpläne x			
+	🗑️	↑	🗑️		
Neu	Löschen	Export	Anzeigefilter löschen		
Name		Anzahl Schließungen	Letzte Änderung	Beschreibung	
> Zeitplan 1		1	06.05.2021 11:53:10		

4. Click on any schedule to open its window.

↳ The schedule window will open.

Zeitplan - Details
Hier können Sie die Details des Zeitplans bearbeiten

1 Details
2 Zeitgruppen
3 Zugewiesene Schließungen

Name: Zeitplan 1
Beschreibung:

☐ Weiteres Objekt erstellen < Zurück Weiter > Fertigstellen Abbrechen

5. Click on the  Time groups tab.

↳ Window switches to the "Time groups" tab.

Zeitplan - Zeitgruppen
Hier können Sie die Zeitgruppen für Transponder konfigurieren

1 Details
2 Zeitgruppen
3 Zugewiesene Schließungen

Zeitgruppe 4
Name: Zeitgruppe 4
Modus: ☐ Berechtigt ☐ Nicht berechtigt ☒ Zeiten beschränken
☐ Für PinCode Tastatur

ZEITEN

Von	Bis	Tage
06:00	22:00	☒ Mo ☒ Di ☒ Mi ☒ Do ☒ Fr ☒ Sa ☐ So ☐ Sonderntag

☐ Weiteres Objekt erstellen < Zurück Weiter > Fertigstellen Abbrechen

6. Select the time group you wish to delete.

7. Click on the  button.

↳ Time group is now deleted.

8. Click on the **Finish** button.

Zeitplan - Zeitgruppen
Hier können Sie die Zeitgruppen für Transponder konfigurieren

1 Details
2 **Zeitgruppen**
3 Zugewiesene Schließungen

Zeitgruppe 1
Zeitgruppe 2
Zeitgruppe 3

Name: Zeitgruppe 3
Modus: ☒ Berechtigt ☐ Nicht berechtigt ☐ Zeiten beschränken
☐ Für PinCode Tastatur

ZEITEN

Von	Bis	Tage
00:00	24:00	☐ Mo ☐ Di ☐ Mi ☐ Do ☐ Fr ☐ Sa ☐ So ☐ Sonntag

< Zurück Weiter > Fertigstellen Abbrechen

14.5 Deleting schedules

- ✓ AXM Lite open.
- ✓ Schedules are no longer assigned to a locking device (see [Adding locking devices to the schedule](#) [▶ 287] for instructions on how to edit assigned locking devices).

1. Click on the orange AXM icon .
 - ↳ AXM bar opens.



2. Select the **Time schedule control** entry in the | LOCKING SYSTEM CONTROL | group.

SCHLIESSANLAGENSTEUERUNG

- ✚ Matrixansicht
- ✚ Türen
- ✚ Transponder
- ✚ PinCode Tastaturen
- ✚ Berechtigungsgruppen
- ✚ **Zeitplansteuerung**

- ➞ The AXM bar will close.
- ➞ The [Time schedule control] tab will open.

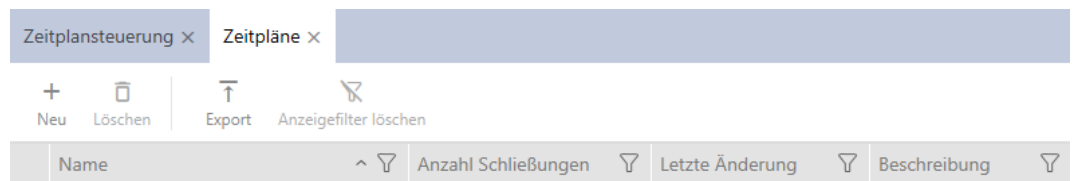
3. Click on the **Time schedules**  button.



- ➞ The [Time schedules] tab will open.

Zeitplansteuerung x		Zeitpläne x					
+ Neu		🗑️ Löschen		↑ Export		🗑️ Anzeigefilter löschen	
	Name		Anzahl Schließungen		Letzte Änderung		Beschreibung
>	Zeitplan 1		1		06.05.2021 11:53:10		

4. Use  to sort/filter the displayed entries if required (see *Sorting and filtering* [▶ 43]).
5. Select the schedules you wish to delete (Ctrl+click for individual schedules, Shift+click for multiple schedules).
6. Click on the **Delete**  button.
- ➞ Schedules are now deleted.



14.6 Creating a time switchover

✓ AXM Lite open.

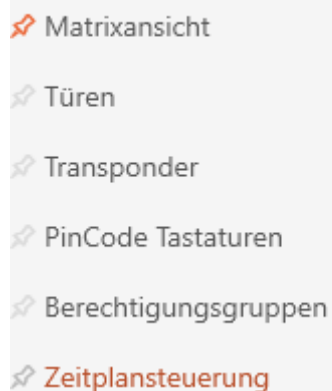
1. Click the orange AXM button .

↳ AXM bar opens.



2. Select the **Time schedule control** entry in the | LOCKING SYSTEM CONTROL | group.

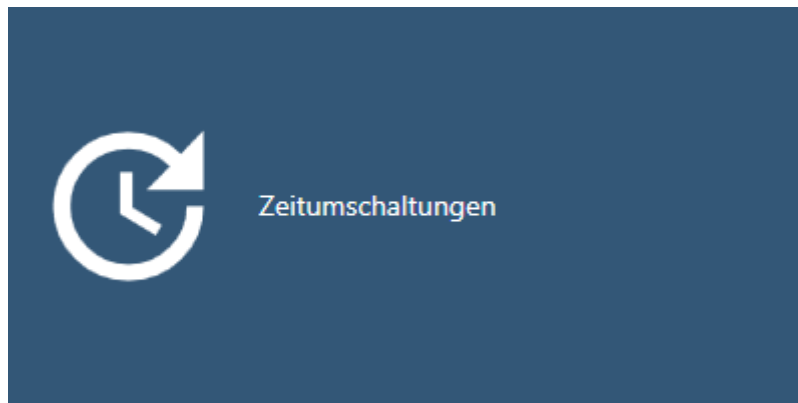
SCHLIESSANLAGENSTEUERUNG



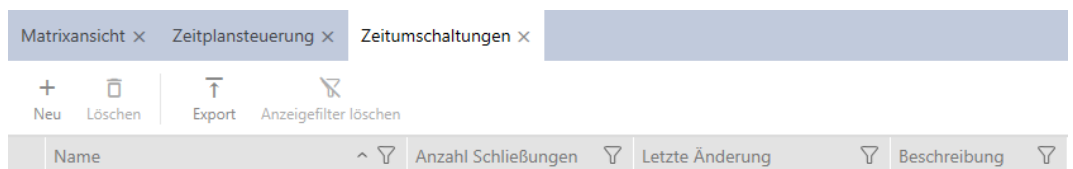
↳ The AXM bar will close.

↳ The [Time schedule control] tab will open.

3. Click on the Time switching  button.



- The [Time switching] tab will open.



4. Click on the New  button.

- The window for creating a time switchover will open.

5. Enter a name for your time switchover in the *Name* field.

The screenshot shows the 'Zeitumschaltung - Details' form. The 'Name' field is filled with 'Zeitumschaltung 1'. The 'Beschreibung' field is empty. The 'ZEITEN' section has a '+' icon to add intervals. The bottom navigation bar includes buttons for '< Zurück', 'Weiter >', 'Fertigstellen', and 'Abbrechen'.

6. Enter a description in the *Description* field if required.
7. Click on the **+** icon to create a new interval for your time switchover.
8. Activate the checkboxes for the weekdays on which the locking device should engage (☒ Mon, ☒ Tue, ☒ Wed, ☒ Thu, , ☒ Fri, ☒ Sat, ☒ Sun & ☒ Special day).

The screenshot shows the 'Zeitumschaltung - Details' form. The 'Beschreibung' field is now filled. The 'ZEITEN' section has a '+' icon and a table with columns 'Von', 'Bis', and 'Tage'. The table contains one row with '00:00' in 'Von', '24:00' in 'Bis', and checkboxes for 'Mo', 'Di', 'Mi', 'Do', 'Fr', 'Sa', 'So', and 'Sondertag', all of which are checked. The bottom navigation bar includes buttons for '< Zurück', 'Weiter >', 'Fertigstellen', and 'Abbrechen'.

9. Set the time interval for these days in the ▼ **Until** and ▼ **From** drop-down menus.

ZEITEN

+

Von	Bis	Tage
00:00	24:00	☒ Mo ☒ Di ☒ Mi ☒ Do ☒ Fr ☐ Sa ☐ So ☐ Sondertag

00:00
00:15
00:30
00:45
01:00
01:15
01:30

10. Set other time intervals if required.
11. Click on the **Finish** button.
 - Window for creating a time switchover closes.
 - Time changeover is created and listed. Continue with *Engaging and dis-engaging locking devices automatically with time switchover [► 241]* if required.

Matrixansicht x

Zeitplansteuerung x

Zeitumschaltungen x

+

Neu

🗑️

Löschen

⬆️

Export

🗑️

Anzeigefilter löschen

	Name ^ ▾	Anzahl Schließungen ▾	Letzte Änderung ▾	Beschreibung ▾
>	Zeitumschaltung 1	1	07.05.2021 17:33:50	

14.7 Creating and editing public holidays

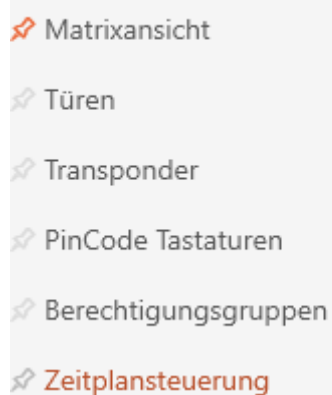


- ✓ AXM Lite open.
- 1. Click the orange AXM button .
 - AXM bar opens.



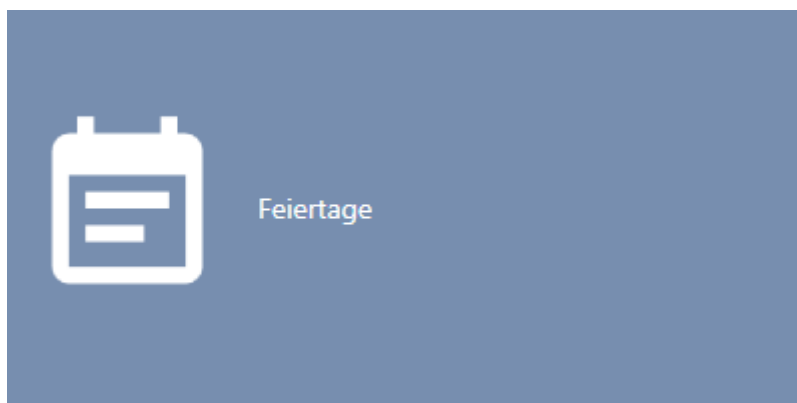
2. Select the **Time schedule control** entry in the | LOCKING SYSTEM CONTROL | group.

SCHLIESSANLAGENSTEUERUNG



- The AXM bar will close.
- The [Time schedule control] tab will open.

3. Click on the **Public holidays**  button.



- The [Public holidays] tab will open.

Matrixansicht x Zeitplansteuerung x Feiertage x

+ Neu
- Löschen
↑ Export
✗ Anzeigefilter löschen

	Name	Von	Bis	Urlaub	Behandeln als
>	1. Advent	28.11.2021		Nein	Sonntag
	1. Weihnachtsfeiertag	25.12.2021		Nein	Sonntag
	2. Advent	05.12.2021		Nein	Sonntag
	2. Weihnachtsfeiertag	26.12.2021		Nein	Sonntag
	3. Advent	12.12.2021		Nein	Sonntag
	4. Advent	19.12.2021		Nein	Sonntag
	Allerheiligen	01.11.2021		Nein	Sonntag
	Armistice de 1918	11.11.2021		Nein	Sonntag
	Armistice de 1945	08.05.2021		Nein	Sonntag
	Aschermittwoch	17.02.2021		Nein	Sonntag
	Battle of the Boyne Day	12.07.2021		Nein	Sonntag
	Buß- und Betttag	17.11.2021		Nein	Sonntag
	Christi Himmelfahrt	13.05.2021		Nein	Sonntag
	Erntedanktag	04.10.2021		Nein	Sonntag
	Fastnacht	16.02.2021		Nein	Sonntag
	First Nations Day	21.04.2021		Nein	Sonntag

4. Click on the **New +** button.

→ The window for creating a public holiday will open.

Feiertag - Details

Hier können Sie die Details des Feiertags bearbeiten

1 Details

Name
Urlaub ☐
Datum
Jedes Jahr ☐
Behandeln als... Sonntag

☐ Weiteres Objekt erstellen
Fertigstellen
Abbrechen

5. Enter a name for your public holiday in the *Name* field.

6. If your public holiday is a holiday: Activate the ☒ Vacation checkbox.

7. Enter a date in the *Date* field or click on the  icon to expand a calendar screen.

8. Select which of the available days should be used in the schedule for your holiday from the ▼ **Handle as...** drop-down menu ("Monday", "Tuesday", "Wednesday", "Thursday", "Friday", "Saturday", "Sunday" & "Special day").

9. Click on the **Finish** button.
- ↳ The window for creating a public holiday will close.
 - ↳ The public holiday has been created and is listed.

Heilige Drei Könige	06.01.2021		Nein	Sonntag
Heiliger Abend	24.12.2021		Nein	Sonntag
Karfreitag	02.04.2021		Nein	Sonntag
Maifeiertag	01.05.2021		Nein	Sonntag
Maria Empfängnis	08.12.2021		Nein	Sonntag
Maria Himmelfahrt	15.08.2021		Nein	Sonntag
> Mein Feiertag	07.05.2021		Nein	Sonntag
Neujahr	01.01.2021		Nein	Sonntag
Ostermontag	05.04.2021		Nein	Sonntag
Ostersonntag	04.04.2021		Nein	Sonntag
Pfingstmontag	24.05.2021		Nein	Sonntag
Pfingstsonntag	23.05.2021		Nein	Sonntag
Reformationstag	11.10.2021		Nein	Sonntag

14.8 Creating and editing public holiday lists

✓ AXM Lite open.

1. Click the orange AXM button .

↳ AXM bar opens.



2. Select the **Time schedule control** entry in the | LOCKING SYSTEM CONTROL | group.

SCHLIESSANLAGENSTEUERUNG

- Matrixansicht
- Türen
- Transponder
- PinCode Tastaturen
- Berechtigungsgruppen
- Zeitplansteuerung**

↳ The AXM bar will close.

→ The [Time schedule control] tab will open.

3. Click on the **Public holiday lists**  button.

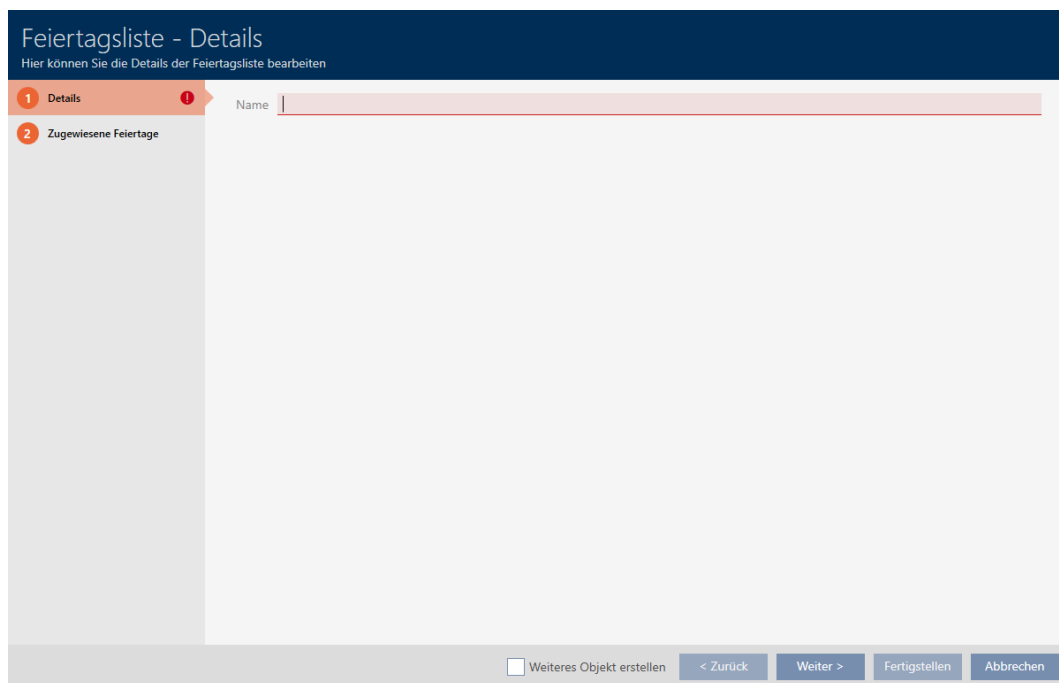


→ The [Public holiday lists] tab will open.

Matrixansicht ×		Zeitplansteuerung ×		Feiertagslisten ×		Feiertage ×	
+ Neu		 Löschen		 Export		 Anzeigefilter löschen	
	Name ^ 	Letzte Änderung					
>	Baden-Württemberg	26.04.2021 23:56:58					
	Bayern	26.04.2021 23:56:58					
	Berlin	26.04.2021 23:56:58					
	Brandenburg	26.04.2021 23:56:58					
	Bremen	26.04.2021 23:56:58					
	Hamburg	26.04.2021 23:56:58					
	Hessen	26.04.2021 23:56:58					
	Mecklenburg-Vorpommern	26.04.2021 23:56:58					
	Niedersachsen	26.04.2021 23:56:58					
	Nordrhein-Westfalen	26.04.2021 23:56:58					
	Rheinland-Pfalz	26.04.2021 23:56:58					
	Saarland	26.04.2021 23:56:58					
	Sachsen-Anhalt	26.04.2021 23:56:58					
	Sachsen	26.04.2021 23:56:58					
	Schleswig-Holstein	26.04.2021 23:56:58					
	Thüringen	26.04.2021 23:56:58					

4. Click on the **New**  button.

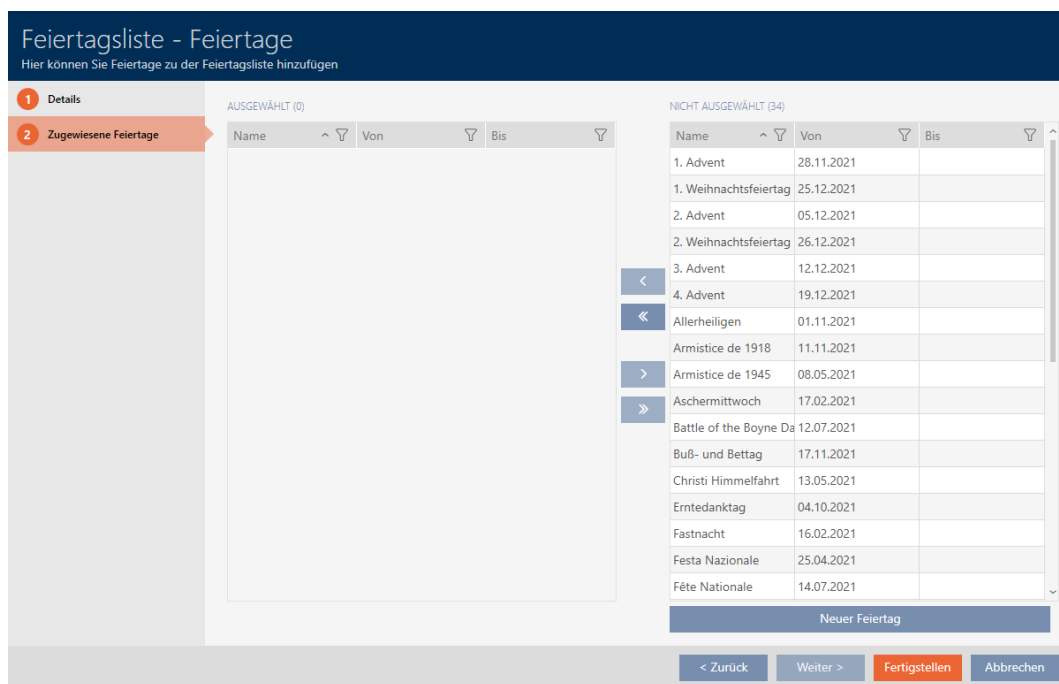
↳ The window for creating a public holiday list will open.



5. Enter a name for your public holiday list in the *Name* field.

6. Click on the  **Assigned public holidays** tab.

↳ Window switches to the "Assigned public holidays" tab.



Name	Von	Bis
1. Advent	28.11.2021	
1. Weihnachtsfeiertag	25.12.2021	
2. Advent	05.12.2021	
2. Weihnachtsfeiertag	26.12.2021	
3. Advent	12.12.2021	
4. Advent	19.12.2021	
Allerheiligen	01.11.2021	
Armistice de 1918	11.11.2021	
Armistice de 1945	08.05.2021	
Aschermittwoch	17.02.2021	
Battle of the Boyne Da	12.07.2021	
Buß- und Betttag	17.11.2021	
Christi Himmelfahrt	13.05.2021	
Erntedanktag	04.10.2021	
Fastnacht	16.02.2021	
Festa Nazionale	25.04.2021	
Fête Nationale	14.07.2021	

7. Use  to sort/filter the displayed entries if required (see *Sorting and filtering* [▶ 43]).

8. Select all public holidays that you wish to assign to your public holiday list (Ctrl+click for single days or Shift+click for multiple days).



NOTE

Double-clicking as an alternative to arrow keys

Double-clicking an entry in the list will also move this entry to the other column.

9. Use  to move only the selected public holidays or  to move all displayed public holidays.
 - The public holidays highlighted in the left-hand column are added to your public holiday list.

Feiertagsliste - Feiertage
Hier können Sie Feiertage zu der Feiertagsliste hinzufügen

1 Details

2 Zugeordnete Feiertage

AUSGEWÄHLT (4)

Name	Von	Bis
1. Advent	28.11.2021	
2. Advent	05.12.2021	
3. Advent	12.12.2021	
4. Advent	19.12.2021	

NICHT AUSGEWÄHLT (31)

Name	Von	Bis
1. Weihnachtsfeiertag	25.12.2021	
2. Weihnachtsfeiertag	26.12.2021	
Allerheiligen	01.11.2021	
Armistice de 1918	11.11.2021	
Armistice de 1945	08.05.2021	
Aschermittwoch	17.02.2021	
Battle of the Boyne Da	12.07.2021	
Buß- und Betttag	17.11.2021	
Christi Himmelfahrt	13.05.2021	
Erntedanktag	04.10.2021	
Fastnacht	16.02.2021	
Festa Nazionale	25.04.2021	
Fête Nationale	14.07.2021	
Fronleichnam	03.06.2021	
Heilige Drei Könige	06.01.2021	
Heiliger Abend	24.12.2021	
Karfreitag	02.04.2021	

Neuer Feiertag

< Zurück

Weiter >

Fertigstellen

Abbrechen

10. Click on the **Finish** button.
 - The window for creating a public holiday list closes.
 - The public holiday list has been created and is listed.

Matrixansicht × Zeitplansteuerung × Feiertagslisten × Feiertage ×

Neu

Löschen

Export

Anzeigefilter löschen

	Name ^	Letzte Änderung
	Baden-Württemberg	26.04.2021 23:56:58
	Bayern	26.04.2021 23:56:58
	Berlin	26.04.2021 23:56:58
	Brandenburg	26.04.2021 23:56:58
	Bremen	26.04.2021 23:56:58
	Hamburg	26.04.2021 23:56:58
	Hessen	26.04.2021 23:56:58
	Mecklenburg-Vorpommern	26.04.2021 23:56:58
>	Meine Feiertagsliste	07.05.2021 14:15:08
	Niedersachsen	26.04.2021 23:56:58
	Nordrhein-Westfalen	26.04.2021 23:56:58
	Rheinland-Pfalz	26.04.2021 23:56:58
	Saarland	26.04.2021 23:56:58
	Sachen-Anhalt	26.04.2021 23:56:58
	Sachsen	26.04.2021 23:56:58
	Schleswig-Holstein	26.04.2021 23:56:58
	Thüringen	26.04.2021 23:56:58

You can now add the created public holiday list to your locking devices, for example: *Limiting authorisations for locking devices to specific times (schedule)* [▶ 239].

14.9 Creating a location



There must be at least one location in the database. AXM Lite therefore creates a default location for you.

✓ AXM Lite open.

1. Click on the orange AXM icon .

↳ AXM bar opens.



2. Select the **Locations** entry in the | ORGANISATIONAL STRUCTURE | group.

ORGANISATIONSSTRUKTUR

Standorte

Gebäude

Hashtags

↳ The [Locations] tab will open.

Matrixansicht x	Standorte x					
+		↑	✕			
Neu	Löschen	Export	Anzeigefilter löschen			
Name	Abkürzung	Lokale Zeitzone	Feiertagsliste	Beschreibung		
> Standort (Standard)	STA	(UTC+01:00) Amsterdam, Berlin, Bern, Rom, Stockholm, Wien				

3. Click on the **New**  button.

↳ The window for creating a new location will open.

Standort - Details

Hier können Sie die Details des Standorts bearbeiten

1 Details

Name

Abkürzung

Lokale Zeitzone (UTC+01:00) Amsterdam, Berlin, Bern, Rom, Stockholm, Wien

Feiertagsliste + Neu

Beschreibung

☐ Weiteres Objekt erstellen Fertigstellen Abbrechen

4. Enter a name for your location in the *Name* field.
5. Enter the abbreviation for your location in the *Shortcut* field (max. 5 character).
6. Select the time zone for your location in the ▼ **Local time zone** drop-down menu (can only be configured in AXM Classic or higher).
7. Select the public holiday list to be used for your location from the ▼ **Holiday list** drop-down menu (also see *Creating and editing public holiday lists* [► 71]).

Standort - Details

Hier können Sie die Details des Standorts bearbeiten

1 Details

Name Unterführung

Abkürzung UF

Lokale Zeitzone (UTC+01:00) Amsterdam, Berlin, Bern, Rom, Stockholm, Wien

Feiertagsliste + Neu

Beschreibung

Baden-Württemberg

Bayern

Berlin

Brandenburg

Bremen

Hamburg

Hessen

Mecklenburg-Vorpommern

Meine Feiertage

Niedersachsen

Nordrhein-Westfalen

☐ Weiteres Objekt erstellen Fertigstellen Abbrechen

**NOTE****Public holiday lists in locking device and locations**

You can assign public holiday lists to both a locking device and the locking device's location. In this case, the public holiday list is used in the locking device and the public holiday list in the location is ignored.

If a public holiday list is assigned to the location instead of the locking device, the public holiday list for the location is applied to the locking device. The suffix "(inherited)" in the locking device window indicates that this is the case.

8. Enter a description of your location in the *Description* field if required.

9. Click on the **Finish** button.

→ The window for creating a new location closes.

→ The newly created location is listed.

Matrixansicht x Standorte x				
+ ☒ ↑ 🗑️ Neu Löschen Export Anzeigefilter löschen				
Name	Abkürzung	Lokale Zeitzone	Feiertagsliste	Beschreibung
Standort (Standard)	STA	(UTC+01:00) Amsterdam, Berlin, Rom, Stockholm, Wien		
> Unterführung	UF	(UTC+01:00) Amsterdam, Berlin, Rom, Stockholm, Wien	Meine Feiertage	

14.10 Creating a building and assigning it to a location



There must be at least one building in the database. AXM Lite therefore creates a default building for you. Obviously, you can create additional buildings.

✓ AXM Lite open.

1. Click on the orange AXM icon .

→ AXM bar opens.



2. Select the **Building** entry in the | ORGANISATIONAL STRUCTURE | group.

ORGANISATIONSTRUKTUR

Standorte

Gebäude

Hashtags

→ The [Building] tab will open.

Matrixansicht × Gebäude ×

+ Neu - Löschen ↑ Export ✕ Anzeigefilter löschen

	Name	Abkürzung	Standort	Beschreibung
>	Gebäude (Standard)	GEB	Standort (Standard)	

3. Click on the **New** + button.

→ The window for creating a new building will open.

Gebäude - Details

Hier können Sie die Details des Gebäudes bearbeiten

1 Details

Name

Abkürzung

Standort Standort (Standard)

Beschreibung

☐ Weiteres Objekt erstellen Fertigstellen Abbrechen

4. Enter a name for your building in the *Name* field.
5. Enter the abbreviation for your building in the *Shortcut* field (max. 5 characters).

6. Select the location to which your building belongs from the ▼ Location drop-down menu.

Gebäude - Details

Hier können Sie die Details des Gebäudes bearbeiten

1 Details

Name

FeringasträÙe 4

Abkürzung

FS4

Standort

Standort (Standard)

Beschreibung

Unterföhring

Weiteres Objekt erstellen

Fertigstellen

Abbrechen

7. Enter a description of your building in the *Description* field if required.
8. Click on the **Finish** button.
- ➔ Window for creating a new building closes.
 - ➔ The newly created building is listed.

Matrixansicht x Gebäude x

+ Neu

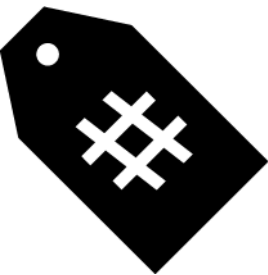
🗑️ Löschen

⬆️ Export

🗑️ Anzeigefilter löschen

	Name	Abkürzung	Standort	Beschreibung
	Gebäude (Standard)	GEB	Standort (Standard)	
>	FeringasträÙe 4	FS4	Standort (Standard)	

14.11 Creating a hashtag



Hashtags can be used as keywords for persons and/or doors (see *Hashtags* [▶ 395]).

✓ AXM Lite open.

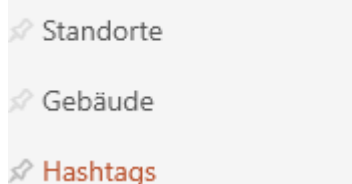
1. Click on the orange AXM icon .

↳ AXM bar opens.

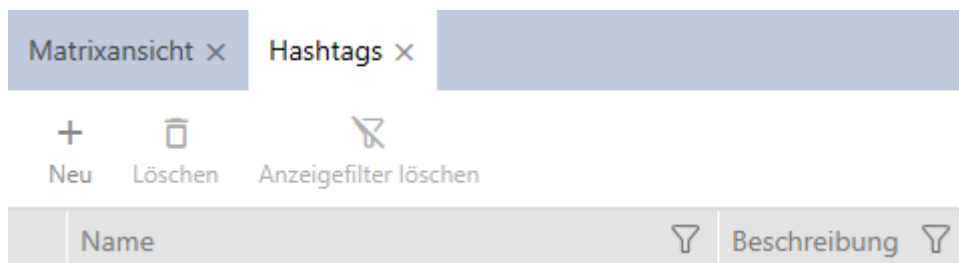


2. Select the **Hashtags** entry in the | ORGANISATIONAL STRUCTURE | group.

ORGANISATIONSSTRUKTUR



↳ The [Hashtags] tab will open.



3. Click on the **New**  button.

↳ The window for creating a new hashtag will open.

Hashtag - Details
Hier können Sie die Details zum Hashtag bearbeiten

1 Details

Name

Beschreibung

☐ Weiteres Objekt erstellen

4. Enter your hashtag in the *Name* field (no spaces).
5. Enter a description of your hashtag in the *Description* field if required.
6. Click on the **Finish** button.
 - ↳ The window for creating a new hashtag closes.
 - ↳ The newly created hashtag is listed.

Matrixansicht x Hashtags x

+ Neu  Löschen  Anzeigefilter löschen

	Name	Beschreibung
>	Glastür	

15. Persons and identification media

Any changes you make to the locking system will only take effect when synchronised (see *Synchronise a card/transponder (including importing physical access list)* [▶ 319]).

15.1 Creating an identification medium

Your users can use identification media to engage and disengage locking devices (also see *Identification media, locking devices and the locking plan* [▶ 375]).

Your AXM Lite will provide you with the following identification media to choose from:

- Transponder
- PIN code keypad AX
- PIN code keypad 3068 with G1 protocol

These identification media differ from one another:

Further information on the different identification media and their differences can be found in Section *Identification media, locking devices and the locking plan* [▶ 375].

15.1.1 Creating transponders and cards

In the interests of best practice (see *Best practice: setting up the locking system* [▶ 35]), SimonsVoss recommends that you configure access levels and schedules/time groups:

- *Access levels* [▶ 276] (see *Access levels* [▶ 393] for background information)
- *Creating a schedule* [▶ 51] or *Create time group* [▶ 55] (see *Time groups and schedules* [▶ 381] for background information)
- ✓ AXM Lite open.

1. Click on the **New transponder**  button.
 - ↳ The window for creating an identification medium will open.

Transponder/Personen - Details

Bitte konfigurieren Sie hier die Details des Transponders und der zugehörigen Person.

1 Details

2 Transponderkonfiguration

3 Berechtigungsgruppen

4 Hashtags

TRANSPONDER DETAILS

Typ Transponder

Beschreibung

Zeitgruppe ☐

PERSONENDETAILS

Nachname

Vorname

Personalnummer

☒ Auto

☐ Weiteres Objekt erstellen

< Zurück

Weiter >

Fertigstellen

Abbrechen

- Enter a description if required.
- If the identification medium is to feature time-controlled authorisations: select the ☒ Time group checkbox.
- Select the time group from the ▼ Time group drop-down list (e.g. "Time group").
- Enter the surname and first name of the person who will receive the identification medium in the *Last name* and *First name* fields.
 - The surname and first name will be displayed in the matrix at a later point in time.
 - The personnel number is generated automatically.

Transponder/Personen - Details

Bitte konfigurieren Sie hier die Details des Transponders und der zugehörigen Person.

1 Details

2 Transponderkonfiguration

3 Berechtigungsgruppen

4 Hashtags

TRANSPONDER DETAILS

Typ Transponder

Beschreibung

Zeitgruppe ☐

PERSONENDETAILS

Nachname Weasley

Vorname Ron

Personalnummer

☒ Auto

☐ Weiteres Objekt erstellen

< Zurück

Weiter >

Fertigstellen

Abbrechen

**NOTE****Personnel number formula or manual entry**

The AXM Lite generates personnel numbers based on the following formula: PN-1, PN-2, PN-X. The abbreviation *PN* can be changed if required (see *Changing automatic numbering* [▶ 347]).

Alternatively, you can enter personnel numbers manually:

1. Activate the ☐ Auto check box.
↳ The *Personnel number* field is activated.
2. Enter the personnel number in the *Personnel number* field.
6. Use the **Next >** button to switch to the next tab or complete the entries with the **Finish** button.

7. If locking devices need to open twice as long for this identification medium (doubling to max. 25 s): select the ☒ Long opening checkbox.
8. If you don't wish locking devices for this identification medium to beep: disable the ☐ No acoustic opening signal checkbox.
9. If you need to save the locking devices on which the identification medium was used on the identification medium: select the ☒ Personal audit trail checkbox.
10. If you do not want the transponder to be usable immediately: disable the ☐ from now checkbox. Then enter an activation date.

11. If the transponder is only to be used for a limited period of time, disable the ☐ without expiry date checkbox. Then enter an expiry date.

Zusätzliche Schließanlagen
Hier können Sie zusätzliche Schließanlagen für den Transponder auswählen

1 Details
2 Personendetails
3 Transponderkonfiguration
4 **Zusätzliche Schließanlagen**
5 Berechtigungsgruppen
6 Hashtags

Name	Status
Schließanlage: Hogwarts 1	

Hinzufügen Entfernen

☐ Weiteres Objekt erstellen
< Zurück Weiter > Fertigstellen Abbrechen

12. Use the **Next >** button to switch to the next tab or complete the entries with the **Finish** button.

Transponder - Berechtigungsgruppen
Hier können Sie den Transponder zu Berechtigungsgruppen hinzufügen

1 Details
2 Transponderkonfiguration
3 **Berechtigungsgruppen**
4 Hashtags

AUSGEWÄHLT (0)

Name	Beschreibung
------	--------------

NICHT AUSGEWÄHLT (4)

Name	Beschreibung
Gryffindor	
Hufflepuff	
Ravenclaw	
Slytherin	

< << > >>

Neue Berechtigungsgruppe

☐ Weiteres Objekt erstellen
< Zurück Weiter > Fertigstellen Abbrechen

13. Use  to sort/filter the displayed entries if required (see *Sorting and filtering* [▶ 43]).
14. Select the required access levels in the right column (Ctrl+click for single groups or Shift+click for multiple groups).

15. Use  to move the selected access levels only or  to move all displayed access levels.

→ The identification medium is assigned to the highlighted access levels.

Transponder - Berechtigungsgruppen
Hier können Sie den Transponder zu Berechtigungsgruppen hinzufügen

1 Details

2 Transponderkonfiguration

3 **Berechtigungsgruppen**

4 Hashtags

AUSGEWÄHLT (1)

Name	Beschreibung
Gryffindor	

NICHT AUSGEWÄHLT (3)

Name	Beschreibung
Hufflepuff	
Ravenclaw	
Slytherin	

<

<<

>

>>

Neue Berechtigungsgruppe

☐ Weiteres Objekt erstellen

< Zurück Weiter > Fertigstellen Abbrechen



NOTE

Double-clicking as an alternative to arrow keys

Double-clicking an entry in the list will also move this entry to the other column.

16. Use the **Next >** button to switch to the next tab or complete the entries with the **Finish** button.

17. Use  to sort/filter the displayed entries if required (see *Sorting and filtering* [▶ 43]).
18. Select the required hashtags in the right column (Ctrl+click for single hashtags or Shift+click for multiple hashtags).
19. Use  to move only the selected hashtags or  to move all hashtags.



NOTE

Double-clicking as an alternative to arrow keys

Double-clicking an entry in the list will also move this entry to the other column.

- The highlighted hashtags in the left-hand column are used for this identification medium.

20. Select the ☒ Create additional objects checkbox to leave the window with the same settings open for the next identification medium to be created.

21. Click on the **Finish** button to create the identification medium.

↳ The window for creating a new identification medium closes.

↳ Newly created identification medium is listed or displayed in the matrix.

15.1.2 Creating PIN code keypads

PIN code keypads allow your users to engage and disengage locking devices using a number code (PIN) (also see *Identification media, locking devices and the locking plan* [► 375]).

In the interests of best practice (see *Best practice: setting up the locking system* [► 35]), SimonsVoss recommends that you configure schedules/ time groups first:

- *Creating a schedule* [► 51] or *Create time group* [► 55] (see *Time groups and schedules* [► 381] for background information)

A PIN code keypad AX is created in this example. You can create a PIN code keypad 3068 in the same way, but you cannot specify the length of the PINs and the PINs in your AXM Lite (also see PIN Code G1 vs. PIN Code AX).

**NOTE****Authorisations set automatically**

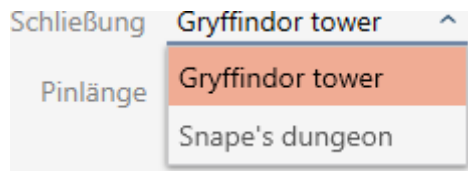
Your AXM Lite assumes that you also want to authorise newly created PINs. Newly created PINs therefore automatically receive authorisation for the assigned locking device.

- ✓ AXM Lite open.
 - ✓ Locking device has been created for the PIN code keypad (see *Creating a locking device* [▶ 195] in the AXM manual).
1. Click on the **New PinCode Keypad** button .
 - ➔ The "PinCode Keypad - Details" window will open.

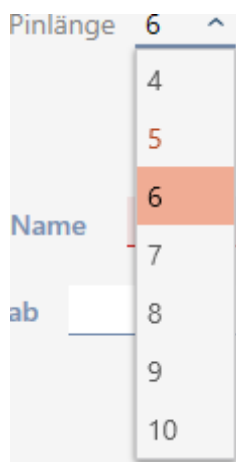
2. Select the PIN code keypad you wish to create from the ▼ **Type** drop-down menu.

3. Enter a name for the PIN code keypad in the *Name* field.

4. Select the locking device on which you would like to use the PIN code keypad from the ▼ Lock drop-down menu.



5. If you are creating a PIN code keypad AX, select the length of the PINs from the ▼ Pin length drop-down menu.



6. Enter the name to be displayed in the matrix for this PIN in the *Pin name* field.
7. Enter a PIN.
➔ Authorisation is set automatically.



NOTE

Duplicate PINs not permitted for PIN code keypad AX

All PINs for a PIN code keypad must be different for reasons of security and traceability.

Your AXM Lite detects duplicate PINs and highlights them with *The pin is not unique* in red.

8. Disable the ☐ Authorised checkbox if you want to authorise the PIN at a later stage.
9. If you want to control an activation/expiry date or the authorisation in terms of time, use ▼ to expand the PIN settings.
10. If necessary, enter the activation/expiry date in the *Valid from* or *Valid to* field.
 (PIN code keypad AX: possible to the exact day; PIN code keypad 3068: possible to the exact hour)

11. Select the ☒ Time group checkbox if required.
 ↳ A drop-down menu will appear.
12. Select the time group you want to use for this PIN from the ▼ Time group drop-down menu.



13. If necessary, click the Add button to create additional PINs.

14. Use the Next > button to switch to the next tab or complete the entries with the Finish button.
15. Use to sort/filter the displayed entries if required (see *Sorting and filtering* [▶ 43]).
16. Select the required hashtags in the right column (Ctrl+click for single hashtags or Shift+click for multiple hashtags).
17. Use to move only the selected hashtags or to move all hashtags.

**NOTE****Double-clicking as an alternative to arrow keys**

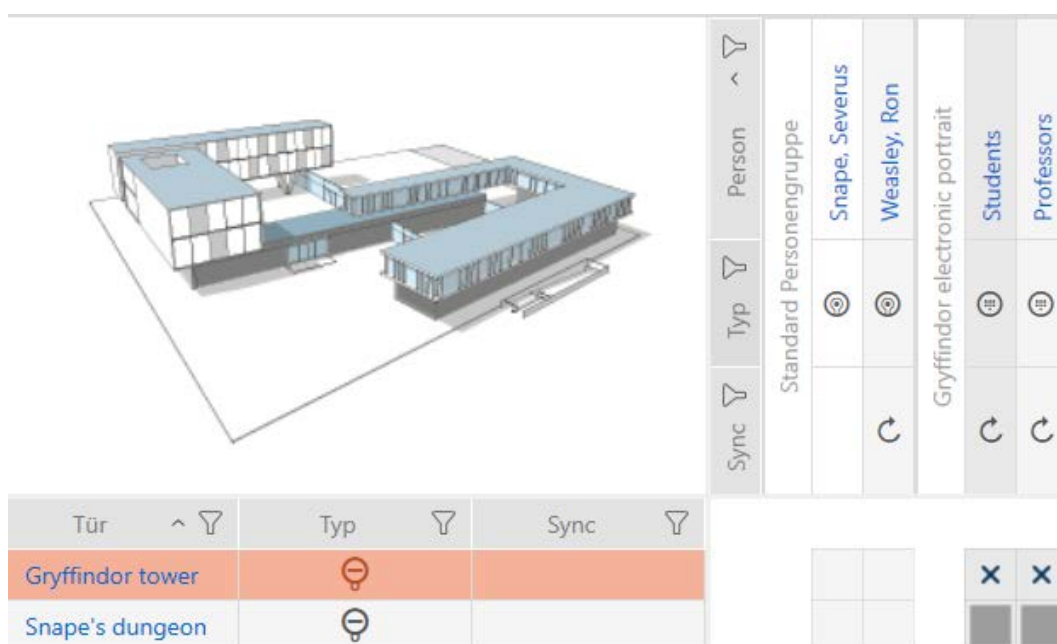
Double-clicking an entry in the list will also move this entry to the other column.

- ➞ The highlighted hashtags in the left-hand column are used for this PIN code.

18. Select the ☒ Create additional objects checkbox to leave the window with the same settings open for the next PIN code to be created.

19. Click the **Finish** button to create the PIN code.

- ➞ "PinCode Keypad - Details" window closes.
- ➞ Newly created PIN code is listed or displayed in the matrix.



15.1.3 Creating special identification media

You can assign just one function to a specific identification medium, either Battery replacement or Lock Activation (see Special identification media and their functions). This identification medium can then no longer be used for other purposes in this project.

✓ AXM Lite open.

1. Click on the orange AXM icon .

➡ AXM bar opens.

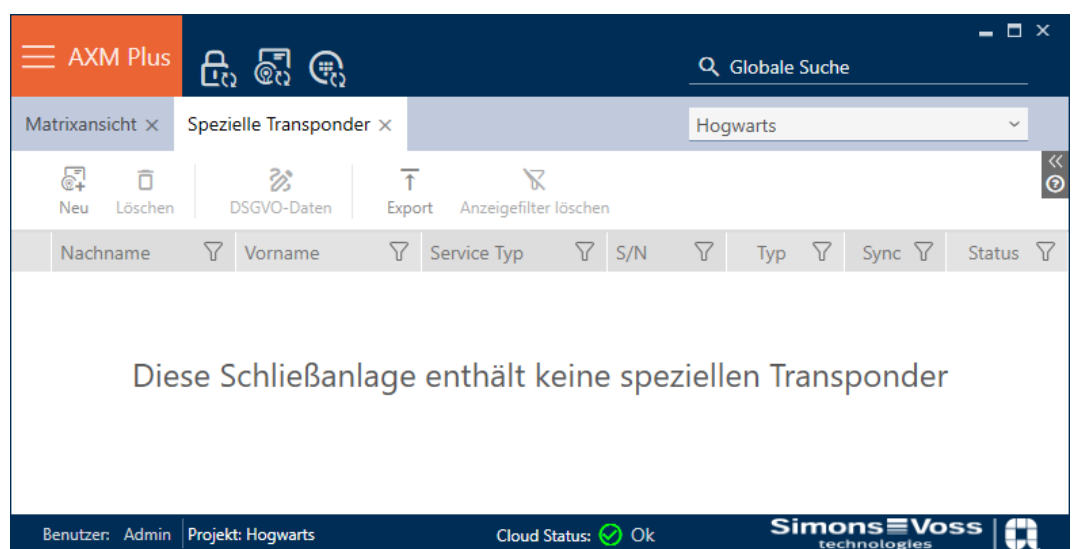


2. Select the **Special Transponders** entry in the | LOCKING SYSTEM CONTROL | group.

SCHLIESSANLAGENSTEUERUNG

- Matrixansicht
- Schließungen
- Transponder
- PinCodes
- Spezielle Transponder**
- Berechtigungsgruppen
- Zeitplansteuerung

→ The [Special Transponders] tab will open.



3. Click on the **New** button 

→ The "Special Transponder" window will open.

- Select the type of identification medium you want to make a special identification medium from the drop-down ▼ **Type** menu.

- Then use the drop-down ▼ **Service Type** menu to select which function this identification medium should have ("Battery replacement" or "Lock Activation").

- Enter a description if required.

7. Enter the surname and first name of the person who will receive the identification medium in the *Last name* and *First name* fields.

↳ The personnel number is generated automatically.



NOTE

Personnel number formula or manual entry

The AXM Lite generates personnel numbers based on the following formula: PN-1, PN-2, PN-X. The abbreviation *PN* can be changed if required (see *Changing automatic numbering* [▶ 347]).

Alternatively, you can enter personnel numbers manually:

1. Activate the ☐ Auto check box.
↳ The *Personnel number* field is activated.
2. Enter the personnel number in the *Personnel number* field.

8. If you want to use this special identification medium in other locking systems, use the **Add** button to add other locking systems.
9. Click on the **Finish** button.
 - ↳ "Special Transponders" window closes.
 - ↳ Newly created identification medium with special function is now listed.

Nachname	Vorname	Service Typ	S/N	Typ	Sync	Status
Filch	Argus	Batteriewechsel		Ⓜ	↻	

Identification media with special functions are not displayed in the matrix.

15.1.4 Import identification media

The import function can be used to create multiple identification media/ persons simultaneously. To do this, you need an import file in CSV or XLSX format. The columns in this file are subsequently assigned to a field in the AXM Lite. A new identification medium (and person) is created with each line, with the fields populated with the contents of the assigned columns.

Ideally, your import file is encoded in **Unicode (UTF-8)** format.

There is a similar function for doors and locking devices: *Importing locking devices* [▶ 204]

Example file

An example file could look like this:

	A	B	C	D	E	F	G	H
1	Personalnummer	Nachname	Vorname	Abteilung	Gebäude	E-Mail	Eintrittsdatum	Austrittsdatum
2		1 Kühn	Wolfgang	Rezeption	Besuchergebäude	Kühn.Wolfgang@demo-company.de	01.11.2005	
3		2 Müller	Noah	Versand	Halle A	Müller.Noah@demo-company.de	07.09.2022	
4		3 Hausmann	Paul	Lager	Halle A	Hausmann.Paul@demo-company.de	19.01.2010	
5		4 Schäfer	Sarah	Reinigung	Halle A	Schäfer.Sarah@demo-company.de	18.04.2015	
6		5 Weber	Laura	Prozesse	Halle B	Weber.Laura@demo-company.de	04.04.2020	
7		6 Vogel	Dieter	Reinigung	Halle B	Vogel.Dieter@demo-company.de	05.07.2023	01.06.2030
8		7 Bach	Tanja	Produktion	Halle B	Bach.Tanja@demo-company.de	06.05.2019	01.10.2027
9		8 Schmidt	Anke	Produktion	Halle B	Schmidt.Anke@demo-company.de	01.01.2026	
10		9 Bergmann	Gisela	Vorstand	Besuchergebäude	Bergmann.Gisela@demo-company.de	01.05.2021	

- ✓ AXM Lite open.
- ✓ Selection values (e.g. "Person group"), which appear in the import file, have already been created (see e.g. Creating a person group).

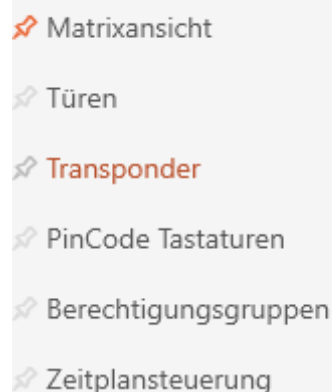
1. Click the orange AXM button .

↳ AXM bar opens.



2. Select the **Transponder** entry in the | LOCKING SYSTEM CONTROL | group.

SCHLISSANLAGENSTEUERUNG



↳ The list with all identification media in the locking system will open.

3. Click on the **Import** button.

↳ The "Import - Persons" window will open.

Import - Personen

Hier können Sie Personen importieren

Importdatei auswählen

Durchsuchen

Encoding

Unicode (UTF-8)

Trennzeichen

:

Zeilen überspringen

0

Import Optionen

Standard-AXM-Optionen für neue Personen

Schließanlage

AXM Plus

Personengruppe

[Automatisch generiert]

Transponder Typ

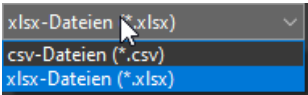
Transponder

Spaltenzuordnung

Importieren

Abbrechen

4. Click the **Browse** button and navigate to your import file. You may need to set the file type to see your import file.



➡ Area "Column mapping" is loading.

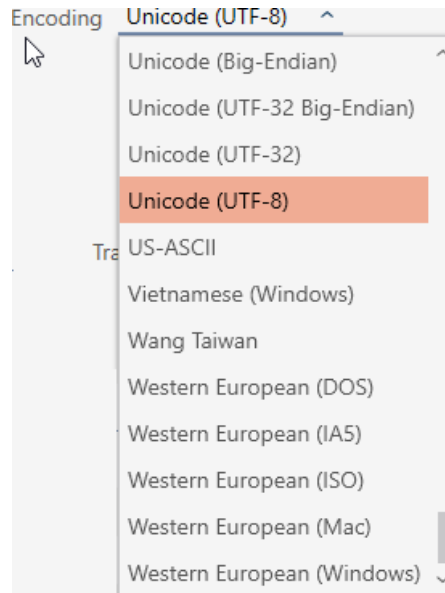
Spaltenzuordnung

☐	Nein	Nein	Nein	Nein	Nein	Nein	Nein	Nein
☐	1	Kühn	Wolfgang	Rezeption	Besuchergebäude	Kühn.Wolfgang@demo-com	01.11.2005 00:00:00	
☐	2	Müller	Noah	Versand	Halle A	Müller.Noah@demo-com	07.09.2022 00:00:00	
☐	3	Hausmann	Paul	Lager	Halle A	Hausmann.Paul@demo-com	19.01.2010 00:00:00	
☐	4	Schäfer	Sarah	Reinigung	Halle A	Schäfer.Sarah@demo-com	18.04.2015 00:00:00	
☐	5	Weber	Laura	Prozesse	Halle B	Weber.Laura@demo-com	04.04.2020 00:00:00	
☐	6	Vogel	Dieter	Reinigung	Halle B	Vogel.Dieter@demo-com	05.07.2023 00:00:00	01.06.2030 00:00:00
☐	7	Bach	Tanja	Produktion	Halle B	Bach.Tanja@demo-com	06.05.2019 00:00:00	01.10.2027 00:00:00
☐	8	Schmidt	Anke	Produktion	Halle B	Schmidt.Anke@demo-com	01.01.2026 00:00:00	
☐	9	Bergmann	Gisela	Vorstand	Besuchergebäude	Bergmann.Gisela@demo-c	01.05.2021 00:00:00	

Importieren

Abbrechen

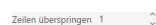
5. Select the encoding for your import file from the dropdown menu; ▼ **Encoding** (recommendation: import the file in **Unicode (UTF-8)** format).



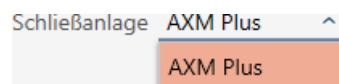
6. Select the delimiter for your import file from the dropdown menu ▼ **Delimiter** (in the example: ;).



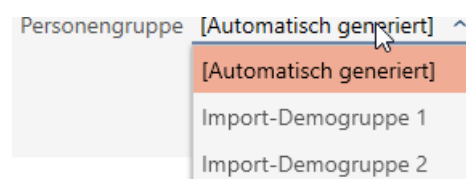
7. In field *Skip rows*, give the number of import file lines that should be skipped (for example, column headings, in the example: 1).



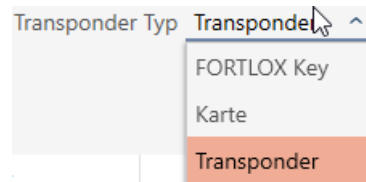
8. Open the dropdown menu ▼ **Locking system** and select the target locking system.



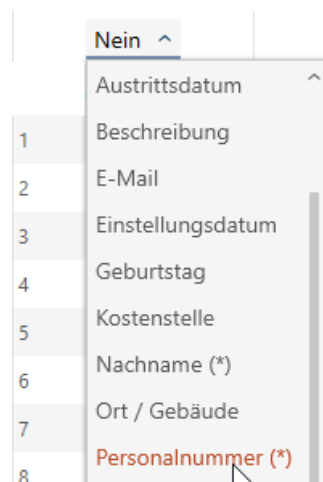
9. Open the dropdown menu ▼ **Person group** and select the target group of people to whom you want to import your identification media.



10. Open the dropdown menu ▼ **Transponder type** and select the type of identification medium you want to create with the import.



11. Each column has a drop-down menu above it. Use this drop-down menu to select the field in the identity media details into which you want to import the entry in this column. If you select the entry "None", the column will be ignored and not imported. The entries "Last name (*)" and "Personnel number (*)" must be selected as these fields are mandatory (*) fields.



NOTE

Values to be imported must be selected before importing

Fields such as "Person group" are selectable values. Only existing values may be selected for import; new values cannot be created.

If a selection value is not available, the field is skipped during import.

- Create all required values before importing.

- ➞ Columns are assigned to the fields as per the identification media details.

Spaltenzuordnung

☐	Personalnummer	Nachname (*)	Vorname	Abteilung	Ort / Gebäude	E-Mail	Einstellungsdatum	Austrittsdat
☐	1	Kühn	Wolfgang	Rezeption	Besuchergebäude	Kühn.Wolfgang@demo-com	01.11.2005 00:00:00	
☐	2	Müller	Noah	Versand	Halle A	Müller.Noah@demo-comp	07.09.2022 00:00:00	
☐	3	Hausmann	Paul	Lager	Halle A	Hausmann.Paul@demo-con	19.01.2010 00:00:00	
☐	4	Schäfer	Sarah	Reinigung	Halle A	Schäfer.Sarah@demo-comp	18.04.2015 00:00:00	
☐	5	Weber	Laura	Prozesse	Halle B	Weber.Laura@demo-comp	04.04.2020 00:00:00	
☐	6	Vogel	Dieter	Reinigung	Halle B	Vogel.Dieter@demo-comp	05.07.2023 00:00:00	01.06.2030 00:00:00
☐	7	Bach	Tanja	Produktion	Halle B	Bach.Tanja@demo-compan	06.05.2019 00:00:00	01.10.2027 00:00:00
☐	8	Schmidt	Anke	Produktion	Halle B	Schmidt.Anke@demo-comp	01.01.2026 00:00:00	
☐	9	Bergmann	Gisela	Vorstand	Besuchergebäude	Bergmann.Gisela@demo-cc	01.05.2021 00:00:00	

12. Mark all the lines you want to import.

☒	Personalnummer	Nachname (*)	Vorname	Abteilung	Ort / Gebäude	E-Mail	Einstellungsdatum	Austrittsdat
☒	1	Kühn	Wolfgang	Rezeption	Besuchergebäude	Kühn.Wolfgang@demo-com	01.11.2005 00:00:00	
☒	2	Müller	Noah	Versand	Halle A	Müller.Noah@demo-comp	07.09.2022 00:00:00	
☒	3	Hausmann	Paul	Lager	Halle A	Hausmann.Paul@demo-con	19.01.2010 00:00:00	
☒	4	Schäfer	Sarah	Reinigung	Halle A	Schäfer.Sarah@demo-comp	18.04.2015 00:00:00	
☒	5	Weber	Laura	Prozesse	Halle B	Weber.Laura@demo-comp	04.04.2020 00:00:00	
☒	6	Vogel	Dieter	Reinigung	Halle B	Vogel.Dieter@demo-comp	05.07.2023 00:00:00	01.06.2030 00:00:00
☒	7	Bach	Tanja	Produktion	Halle B	Bach.Tanja@demo-compan	06.05.2019 00:00:00	01.10.2027 00:00:00
☒	8	Schmidt	Anke	Produktion	Halle B	Schmidt.Anke@demo-comp	01.01.2026 00:00:00	
☒	9	Bergmann	Gisela	Vorstand	Besuchergebäude	Bergmann.Gisela@demo-cc	01.05.2021 00:00:00	

13. Click the **Import** button.

➡ Import begins.

Information

Der Import läuft im Hintergrund, Sie können den aktuellen Status immer in der Statusleiste sehen.





OK

➡ Once the import is concluded, the imported identification media/persons can be viewed in the list of identification media:

Nachname	Vorname	S/N	Typ	Sync	Status
Bach	Tanja		⊙	↻	
Bergmann	Gisela		⊙	↻	
Hausmann	Paul		⊙	↻	
Kühn	Wolfgang		⊙	↻	
Müller	Noah		⊙	↻	
Nachname	Vorname		⊙	↻	
Schmidt	Anke		⊙	↻	
Schäfer	Sarah		⊙	↻	
Vogel	Dieter		⊙	↻	
Weber	Laura		⊙	↻	

The details you have entered, including the automatically generated person group, can be viewed in the person details of the imported persons:

DSGVO-Daten ⚙️

PERSONENDETAILS

Nachname

Vorname

Personalnummer

Personengruppe + Neu

Bemerkung

Foto 

Titel

Abteilung

Telefon

E-Mail

Adresse

Ort/Gebäude

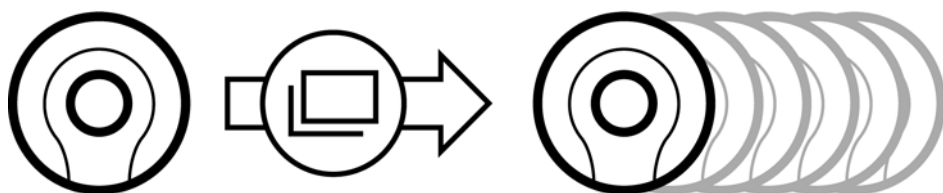
Eingestellt am ☐ Nicht relevant

Eingestellt bis ☐ Nicht relevant

Geburtsdatum ☒ Nicht relevant

Kostenstelle

15.2 Duplicating an identification medium (including authorisations and settings)



Instead of creating a new identification medium, you can simply duplicate an existing identification medium. During this process, AXM Lite also applies the properties, which can be changed in the AXM Lite.

The following settings are duplicated:

- Time group
- Person details (except for Personnel number. This is continued automatically with the adjustable abbreviation; also see [Changing automatic numbering](#) [▶ 347])
- Transponder configuration

- ❑ Access levels

- ❑ Hashtags

The following settings are not duplicated:

- ❑ Entries in the [Actions] tab

- ❑ Information that is stored on the hardware and imported during synchronisation:

 - ❑ Serial number

 - ❑ Firmware version

 - ❑ Battery status feedback

 - ❑ Personal audit trail

- ✓ AXM Lite open.

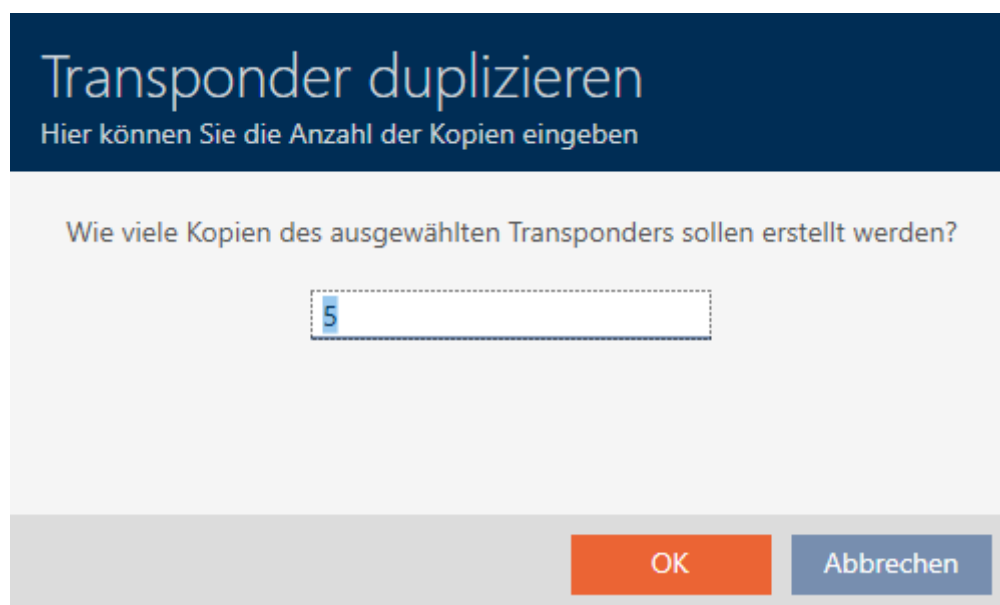
- ✓ Identification medium available.

1. Select the identification medium to be duplicated.



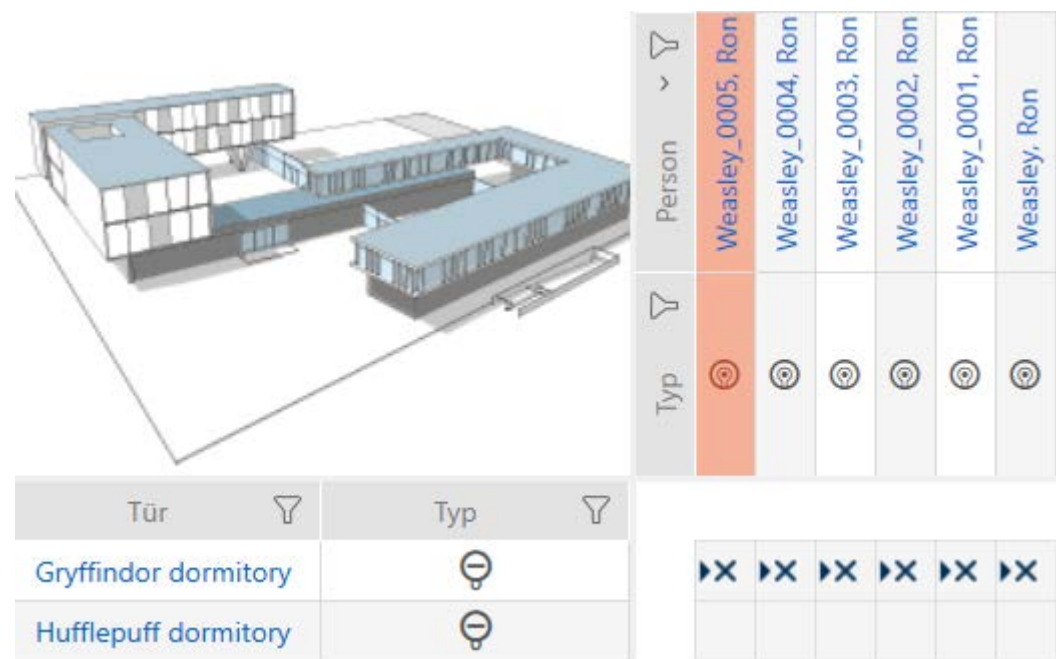
2. Click on the **Duplicate** button.

→ The window for specifying copies will open.



3. Click on the **OK** button.

→ The identification medium is duplicated.



15.3 Deleting an identification medium

15.3.1 Deleting a card/transponder

There are two ways to delete identification media:

- 1. Delete on the matrix screen (*Deleting individual identification media in the matrix [▶ 107]*)
- 2. Delete using the tab for identification media (*Deleting multiple identification media using the tab [▶ 108]*)

If you use the tab, you can delete several identification media at the same time.



NOTE

Deleted identification media in locking devices still known/authorised
Deleting an identification medium only removes it from the database, but not from the locking devices. The locking devices will still recognise the identification medium (and possibly authorise it) until it is also deleted there (e.g. by synchronising).

- Use suitable measures (e.g. synchronisation) in your system to ensure that the identification medium is no longer recognised, including by locking devices.

15.3.1.1 Deleting individual identification media in the matrix

- ✓ AXM Lite open.
- ✓ Matrix screen open.
- ✓ The identification medium to be deleted is unprogrammed or reset (see *Resetting cards/transponders* [▶ 327] about resetting).

1. Select the identification medium you wish to delete.

Typ	Person
	Weasley_0005, Ron
	Weasley_0004, Ron
	Weasley_0003, Ron
	Weasley_0002, Ron
	Weasley_0001, Ron
	Weasley, Ron

2. Click on the **Delete** button .
- Deletion query will open.

Objekte löschen

Wollen Sie die ausgewählten Objekte löschen?



Ja **Nein**

3. Click on the **Yes** button.
- Deletion query closes.
- Identification medium is deleted.

Person	Typ
Weasley_0004, Ron	
Weasley_0003, Ron	
Weasley_0002, Ron	
Weasley_0001, Ron	
Weasley, Ron	

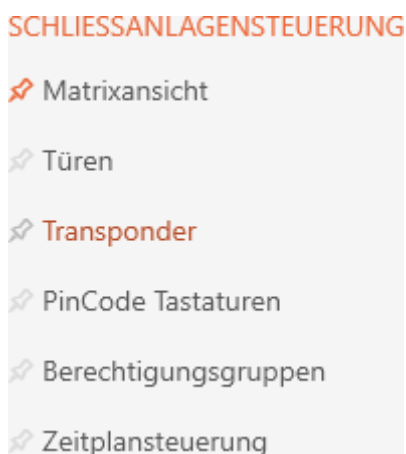
15.3.1.2 Deleting multiple identification media using the tab

- ✓ AXM Lite open.
- ✓ Identification media to be deleted are unprogrammed or reset (see *Resetting cards/transponders* [▶ 327] about resetting).

1. Click on the orange AXM icon .
 - ↳ AXM bar opens.



2. Select the **Transponder** entry in the | LOCKING SYSTEM CONTROL | group.



- ↳ The AXM bar will close.
- ↳ The [Transponder] tab will open.

- Use  to sort/filter the displayed entries if required (see *Sorting and filtering* [▶ 43]).
- Select all identification media that you wish to delete (Ctrl+click for single media or Shift+click for multiple media).

Matrixansicht × Transponder ×

 Neu
 Löschen
 In Matrix anzeigen
 Duplizieren
 Export
 Anzeigefilter löschen

	Nachname ^ 	Vorname
	Weasley	Ron
	Weasley_0001	Ron
	Weasley_0002	Ron
	Weasley_0003	Ron
	Weasley_0004	Ron
>	Weasley_0005	Ron

- Click on the **Delete** button .
 - Confirmation dialogue with a list of identification media to be deleted will open.

Objekte löschen

Wollen Sie die ausgewählten Objekte löschen?


Objekte die gelöscht werden

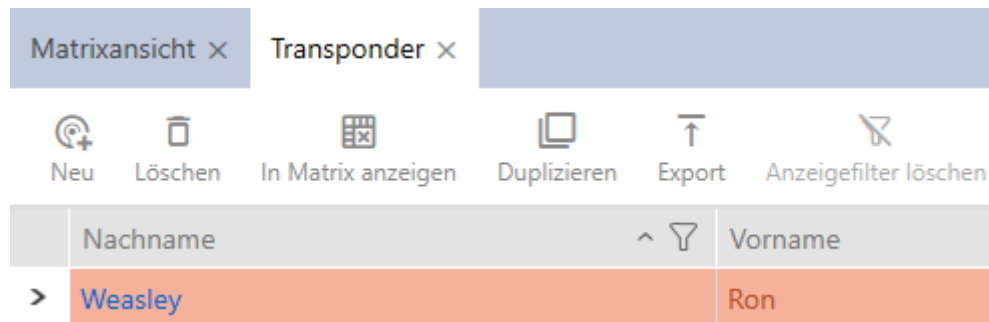
Weasley_0005, Ron
Weasley_0004, Ron
Weasley_0003, Ron
Weasley_0002, Ron
Weasley_0001, Ron

Ja Nein

6. Click on the **Yes** button.

→ Confirmation dialogue with list of identification media to be deleted closes.

→ Identification media are now deleted.



NOTE

Deleted identification media in locking devices still known/authorised

Deleting an identification medium only removes it from the database, but not from the locking devices. The locking devices will still recognise the identification medium (and possibly authorise it) until it is also deleted there (e.g. by synchronising).

- Use suitable measures (e.g. synchronisation) in your system to ensure that the identification medium is no longer recognised, including by locking devices.

15.3.2 Deleting a PIN (PIN code keypad AX)



NOTE

Description only valid for PIN code keypad AX

The setting described here is only available for the PIN code keypad AX in your AXM Lite. On the PIN code keypad 3068, you can use the Master PIN to change this setting directly on the PIN code keypad 3068.

- ✓ AXM Lite open.
- ✓ Matrix screen open.
- ✓ PIN code keypad AX created (see [Creating PIN code keypads \[▶ 89\]](#)).

1. Click on any PIN to open details on your PIN code keypad AX.

→ The "PinCode Keypad - Details" window will open.

PinCode - Details

Bitte geben Sie die Eigenschaften der PinCode ein.

1 Details

2 Hashtags

3 Aktionen

PINCODE - DETAILS

Seriennummer	0873CDF		
Typ	AX PinCode		
Firmware Version	1.1.1048		
Name	Gryffindor electronic portrait		
Schließung	Snape's dungeon		
Pinlänge	4		
Letzte Synchronisierung	18.04.2024 14:12:57		
Sync	Programmiert		
Batteriestatus	Ok		

PINS

1	Pin Name	Students	PIN	****	Sync	Berechtigt	Status	Programmiert
2	Pin Name	Professors	PIN	****	Sync	Berechtigt	Status	Programmiert

Hinzufügen

2. Use the  to expand the settings for the PIN to be deleted.
3. Click on  to highlight the PIN to be deleted.
 *Status* field shows *Prepared to delete*.

3 Pin Name Trolls PIN **** Sync Berechtig Status Löschen vorbereitet

4. Click on the **Finish** button.
- ➡ Deleted PIN is shown with greyed-out authorisation and programming requirement in the matrix.

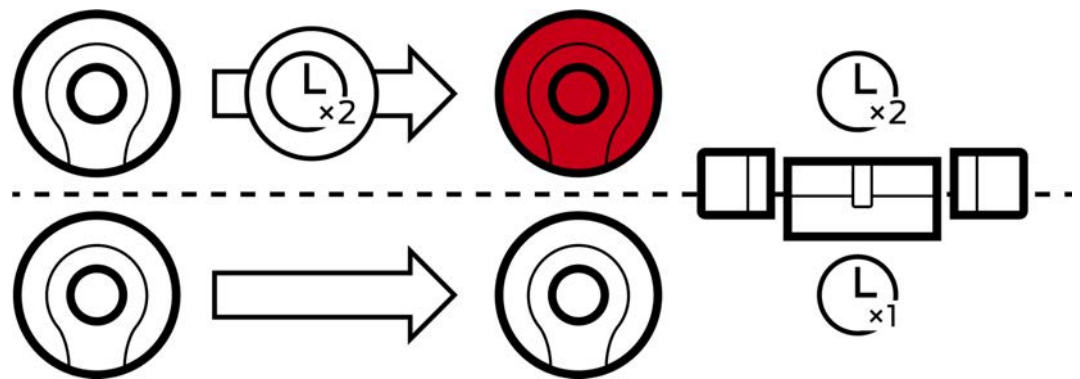
The deleted PIN will disappear after synchronisation.

15.4 Allowing an identification medium to open twice as long

Locking devices normally open for a pre-set interval in pulsed operation.

It is helpful if a locking device remains engaged open for a longer interval after actuation for some people.

The identification medium can therefore inform each locking device that it should engage for twice as long for the identification medium in question.

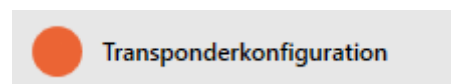


The maximum engagement interval remains 25 s:

- 5 s changes to 10 s
- 10 s changes to 20 s
- But 20 s changes to 25 s

- ✓ AXM Lite open.
- ✓ Identification medium available.

1. Click on the identification medium which needs to open twice as long.
↳ The identification medium window will open.
2. Click on the **Transponder configuration** tab.



- ↳ Window switches to the "Transponder configuration" tab.

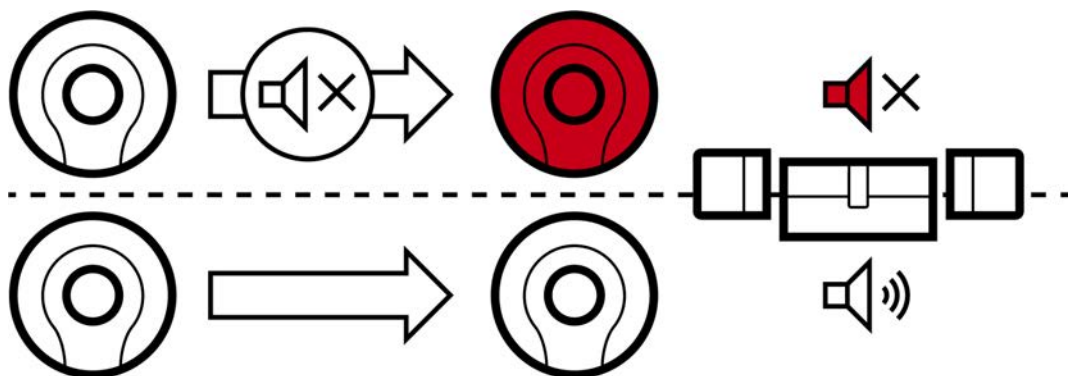
3. Activate the ☐ Long opening checkbox.
4. Click on the **Finish** button.
 - ↳ The identification medium window closes.
 - ↳ All locking devices will now open twice as long for this identification medium.

15.5 Muting all locking devices for an identification medium

Locking devices normally emit a beep when an identification medium is used to engage the locking device.

This audible opening signal is not wanted in some situations. Example: A nurse should be able to enter a hospital room at night without waking the patient up with an audible opening signal.

The audible opening signal can therefore also be switched off for individual identification media. This setting is for the identification medium only.

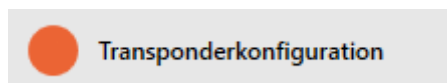


This means

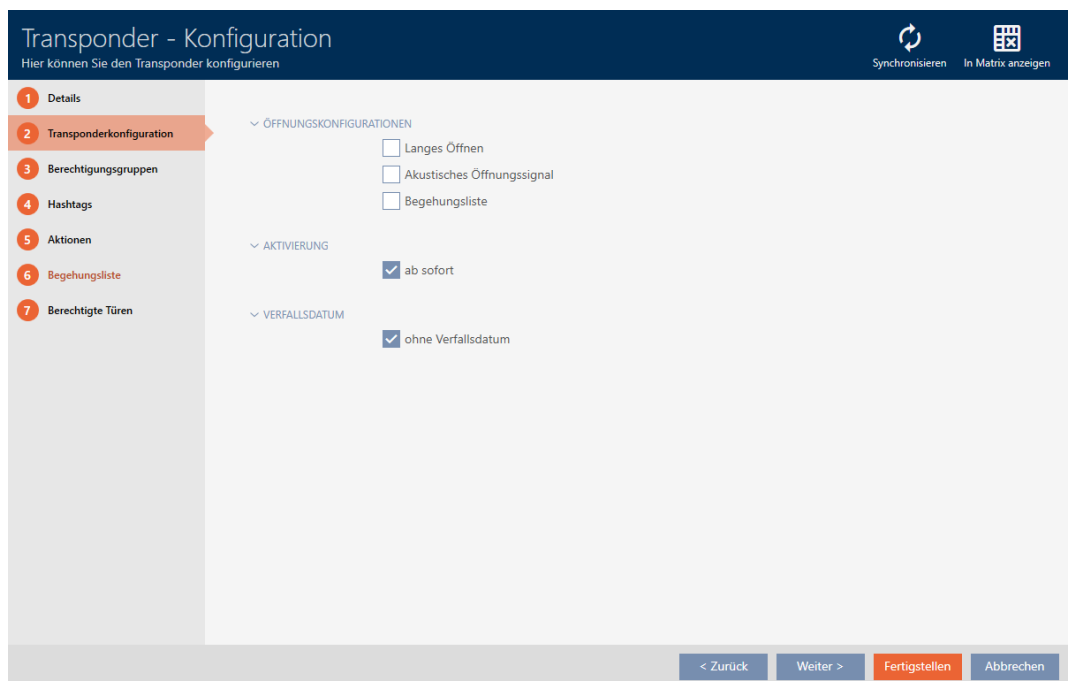
- identification media for which ☐ Acoustic opening signal is deactivated will open all locking devices without emitting a beep.
- Other identification media will continue to open all locking devices with a beep sound as usual.

15.5.1 Muting all locking devices for a transponder or a card

- ✓ AXM Lite open.
 - ✓ Identification medium available.
1. Click on the identification medium you wish to mute.
 - ↳ The identification medium window will open.
 2. Click on the **Transponder configuration** tab.



- ↳ Window switches to the "Transponder configuration" tab.

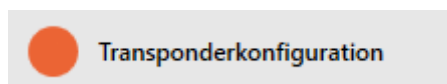


3. Activate the ☐ Acoustic opening signal checkbox.
4. Click on the **Finish** button.
 - ↳ The identification medium window closes.
- ↳ All locking devices are now muted for this identification medium.

15.6 Allow accesses to be recorded by identification media (physical access list)

This is where you can switch on the physical access list. This means that your identification medium logs which locking devices it has activated (also see *Access and physical access lists* [▶ 380]).

- ✓ AXM Lite open.
 - ✓ Identification medium available.
1. Click on the identification medium whose physical access list you wish to activate.
 - ↳ The identification medium window will open.
 2. Click on the **Transponder configuration** tab.



- ↳ Window switches to the "Transponder configuration" tab.

A screenshot of the "Transponder - Konfiguration" window. The title bar is dark blue with the text "Transponder - Konfiguration" and "Hier können Sie den Transponder konfigurieren". On the right of the title bar are icons for "Synchronisieren" and "In Matrix anzeigen". A sidebar on the left contains a list of tabs: 1 Details, 2 Transponderkonfiguration (highlighted with an orange arrow), 3 Berechtigungsgruppen, 4 Hashtags, 5 Aktionen, 6 Begehungsliste, and 7 Berechtigte Türen. The main area shows three sections: "ÖFFNUNGSKONFIGURATIONEN" with checkboxes for "Langes Öffnen", "Akustisches Öffnungssignal", and "Begehungsliste"; "AKTIVIERUNG" with a checked checkbox for "ab sofort"; and "VERFALLSDATUM" with a checked checkbox for "ohne Verfallsdatum". At the bottom right are four buttons: "< Zurück", "Weiter >", "Fertigstellen" (highlighted in orange), and "Abbrechen".

3. Activate the ☒ Personal audit trail checkbox.
4. Click on the **Finish** button.
 - ↳ The identification medium window closes.
- ↳ Identification medium will now write which locking devices it has activated in the physical access list.

15.7 Restricting identification medium authorisations to specific times (time group)

You control an identification medium's authorisations with a time group. The time group is a time management component (see [Event management \[► 381\]](#)). See [Create time group \[► 55\]](#) and [Adding identification medium to time group \[► 290\]](#) to set up time management for identification media.

15.8 Activating or deactivating identification medium once at specific times (activation and expiry date)

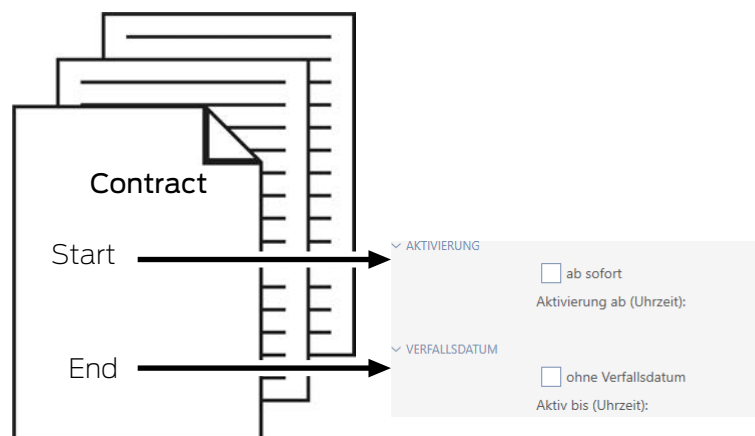
Your AXM Lite recognises two points in time for identification media:

- Activation date
- Expiry date

These dates are suitable if identification media are only to be used from a certain point in time and/or until a certain point in time. Alternatively, you can, of course, simply issue authorisations on the activation date and revoke them again on the expiry date. The key difference is that you will then need to synchronise all locking devices or identification media at these points in time.

You can save yourself the effort if you use an activation or expiry date. The identification medium will be automatically accepted on authorised locking devices at a certain point in time (activation date) or no longer accepted at a certain point in time (expiry date).

This function is suitable for temporary employment contracts, for example:



1. Conveniently synchronise the identification medium in advance.
2. Set the activation date to the start of the employment contract and the expiry date to the end of the employment contract.

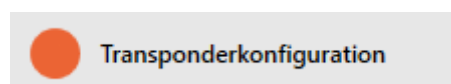
Both dates are normally set for the future. If you change these dates for an existing identification medium:

- ❑ Activation date in the past: identification medium is immediately active the next time it is synchronised.
- ❑ Expiry date in the past: identification medium is immediately deactivated the next time it is synchronised.

In this case, the AXM displays a warning, e.g.:



- ✓ AXM Lite open.
 - ✓ Identification medium available.
1. Click on the identification medium whose activation or expiry date you wish to set.
 - ↳ The identification medium window will open.
 2. Click on the **Transponderkonfiguration** tab.



- ↳ Window switches to the "Transponder configuration" tab.

Transponder - Konfiguration

Hier können Sie den Transponder konfigurieren

Synchronisieren

In Matrix anzeigen

1 Details

2 Transponderkonfiguration

3 Berechtigungsgruppen

4 Hashtags

5 Aktionen

6 Begehungsliste

7 Berechtigte Türen

ÖFFNUNGSKONFIGURATIONEN

☐ Langes Öffnen

☐ Akustisches Öffnungssignal

☐ Begehungsliste

AKTIVIERUNG

☒ ab sofort

VERFALLSDATUM

☒ ohne Verfallsdatum

< Zurück

Weiter >

Fertigstellen

Abbrechen

3. Open the "Activation" and "Expiry date" menus if necessary.

AKTIVIERUNG

☒ ab sofort

VERFALLSDATUM

☒ ohne Verfallsdatum

- If you wish to set an activation date: Activate the ☐ from now check-box.
- Set the activation date in the **Activation from (time):** drop-down menu or click on the  icon to expand a calendar mask.

AKTIVIERUNG

☐ ab sofort

Aktivierung ab (Uhrzeit):

30.05.2021



00:00

▼

VERFALLSDATUM

☒ ohne Verfallsdatum

+ 1

+ 3

+ 5

<

Mai 2021

>

	Mo	Di	Mi	Do	Fr	Sa	So
17	26	27	28	29	30	1	2
18	3	4	5	6	7	8	9
19	10	11	12	13	14	15	16
20	17	18	19	20	21	22	23
21	24	25	26	27	28	29	30
22	31	1	2	3	4	5	6

6. If you wish to set an expiration date: Activate the ☐ without expiry date checkbox.
7. Use the ▼ **Active until (time)**: drop-down menu to set the expiration date or click on the  icon to expand a calendar screen.

▼ VERFALLSDATUM

☐ ohne Verfallsdatum

Aktiv bis (Uhrzeit):

29.05.2021

+ 1 + 3 + 5

< Mai 2021 >

	Mo	Di	Mi	Do	Fr	Sa	So
17	26	27	28	29	30	1	2
18	3	4	5	6	7	8	9
19	10	11	12	13	14	15	16
20	17	18	19	20	21	22	23
21	24	25	26	27	28	29	30
22	31	1	2	3	4	5	6

00:00

▼

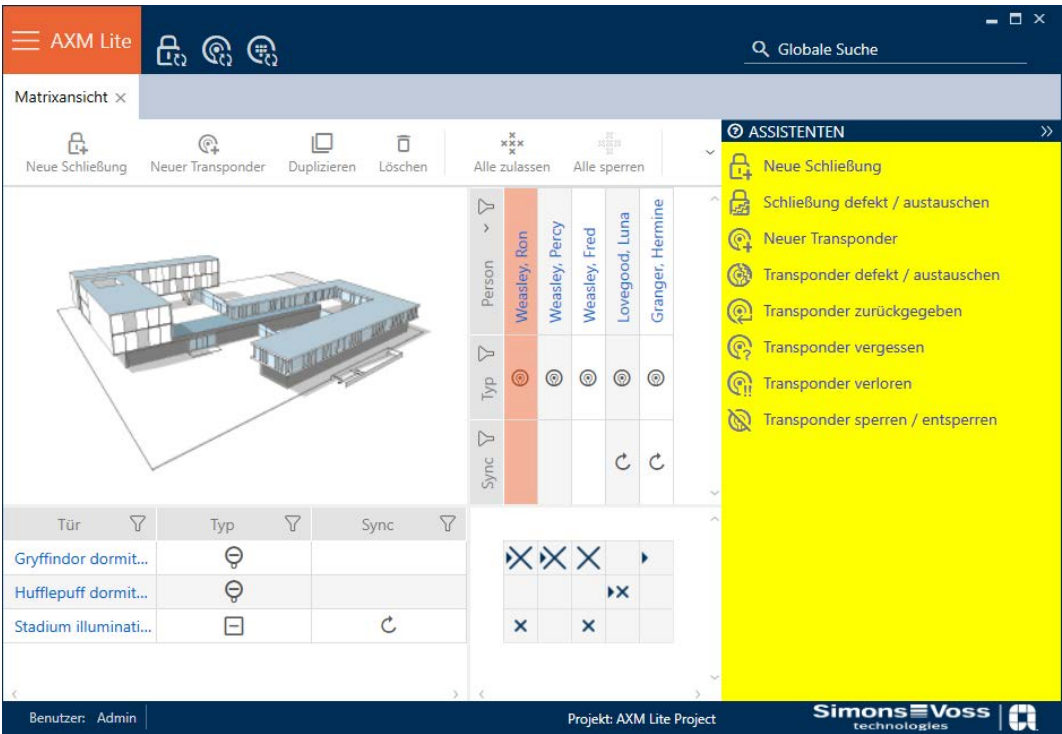
8. Click on the **Finish** button.
 - ↳ The identification medium window closes.
 - ↳ Identification medium will become active or inactive at the specified times.

15.9 Handling defective identification media

Identification media can suffer from defects:

- ❑ Software defect
- ❑ Hardware defect

As a basic rule, all actions can be performed using the wizard section on the right-hand side:



If the identification medium has been lost or stolen, you must block it (see *Blocking and replacing lost/stolen card/transponder permanently* [▶ 158]).

The following overview will help you to decide on the correct course of action. It is helpful if you know how identification media and TID are linked (see *Identification media, locking devices and the locking plan* [▶ 375]).

Transponders/replacement transponders are required again immediately:

Suitable for:

Re-synchronise (repair)	Resetting and replacing	Delete and replace
Identification media with undefined software status.	■ Identification media with external damage (e.g. scratched). ■ Identification media which needs to be replaced as a precaution (e.g. wet).	Identification media with permanent damage (e.g. burnt) for which a replacement is required.

Example situation:

Re-synchronise (repair)	Resetting and replacing	Delete and replace
	Employee's transponder has fallen into the pool. Consequence: transponder works but at risk of failure due to exposure to water.	Employee's transponder has fallen into a camp fire. Consequence: transponder melted and permanently damaged.

Procedure:

Re-synchronise (repair)	Resetting and replacing	Delete and replace
<i>Repairing a card/transponder (resynchronising) [► 123]</i> - Reset (= TID available in database again) - Resynchronise (= TID is immediately written back onto the same identification medium) The identification medium functions as before after it is repaired.	<i>Resetting and replacing a card/transponder [► 128]</i> - Reset (= TID flagged as defective in database and removed from original identification medium) - Synchronise replacement identification medium with new TID After the reset, the TID is no longer contained in the identification medium. The identification medium can therefore no longer be used. However, it can be re-synchronised. A new TID is written onto the identification medium.	<i>Deleting and replacing a card/transponder [► 131]</i> - Delete (= TID flagged as defective in database) and removed from project - Synchronise replacement identification medium with the new TID It is obviously not possible to reset a permanently damaged identification medium because it is no longer accessible. This means the TID remains in the identification medium. Deleting allows you to "clean up" your project. The TID marked as "defective" will remain permanently stored in the database regardless and will not be re-assigned. You can also hide defective or disabled identification media as an alternative to deletion (see <i>Hiding deactivated and defective identification media [► 339]</i>).

Transponder/replacement transponder is not required:

Suitable for:

Taking out of use and leaving in project	Taking out of use and deleting from project
Permanently damaged identification media (e.g. burnt) for which no replacement is required (e.g. employee left company)	Permanently damaged identification media (e.g. burnt) for which no replacement is required (e.g. employee left company)

Example situation:

Taking out of use and leaving in project	Taking out of use and deleting from project
The employee's transponder fell into camp fire at the employees' farewell party. Consequence: transponder melted and permanently damaged; employee no longer on staff.	The employee's transponder fell into camp fire at the employees' farewell party. Consequence: transponder melted and permanently damaged; employee no longer on staff.

Procedure:

Taking out of use and leaving in project	Taking out of use and deleting from project
<i>Take card/transponder out of use and leave in project [► 139]</i> Flag as taken out of operation (= TID flagged as defective in database) The permanently damaged identification medium retains its TID but the TID is flagged as "defective". New identification media cannot be created with this TID. This means that the same TID cannot be brought into circulation twice.	<i>Taking a card/transponder out of use and deleting it from project [► 146]</i> Delete (= TID flagged as defective in database) and removed from project Deleting allows you to "clean up" your project. The TID marked as "defective" will remain permanently stored in the database regardless and will not be reassigned. You can also hide defective or disabled identification media as an alternative to deletion (see <i>Hiding deactivated and defective identification media [► 339]</i>).

Handling a defective PIN code keypad

As with transponders and cards, you also have various options in the event of a defective PIN code keypad:

- Repair PinCode keypad (see *Repairing a PIN code keypad (resynchronising) [► 124]*)
- Reset and Replace PinCode keypad (manual; not via wizard - see *Resetting and replacing a PIN code keypad [► 131]*)
- Delete and Replace PinCode keypad (see *Deleting and replacing a PIN code keypad [► 134]*)
- Decommission PinCode keypad and leave in the project (see *Taking a PIN code keypad out of use and leaving it in project [► 142]*)
- Decommission PinCode keypad and remove from project (see *Taking a PIN code keypad out of use and deleting it from project [► 148]*)

15.9.1 Repairing/resynchronising

15.9.1.1 Repairing a card/transponder (resynchronising)

- ✓ AXM Lite open.
 - ✓ Identification media list or matrix open.
 - ✓ Identification medium at hand.
 - ✓ Suitable programming device connected.
1. Use  to sort/filter the displayed entries if required (see *Sorting and filtering* [▶ 43]).
 2. Flag the defective identification medium.
 3. Click the  **Transponder defective / replace** button in the "Wizards" section.
 - ➔ Wizard for handling a defective identification medium will open.

Transponder defekt - Assistent

Transponder
Weasley, Percy (000X9C10) ▼

Programmiergerät
 SmartCD aktiv ▼

AKTION WÄHLEN

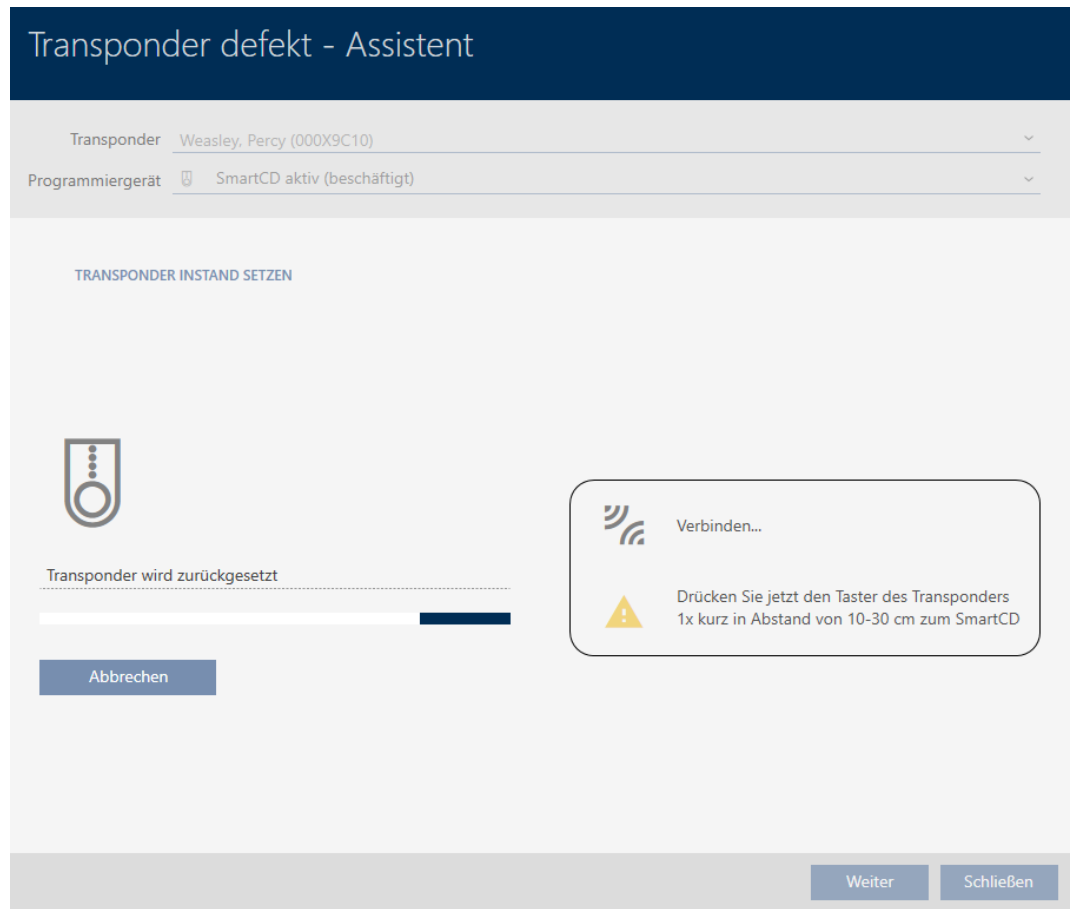
☐ **Transponder instand setzen**
 Der bestehende Transponder wird zurückgesetzt und neu programmiert. Bitte achten Sie darauf, dass dieser Prozess nicht unterbrochen wird.

☐ **Transponder austauschen**
 Der bestehende Transponder wird gegen einen anderen ausgetauscht. Halten Sie einen passenden Ersatztransponder bereit.

☐ **Transponder außer Betrieb nehmen**
 Der Transponder kann wegen eines physikalischen Defekts nicht zurückgesetzt werden. Er wird außer Betrieb genommen und auf Wunsch gelöscht.

Weiter
Schließen

4. Select the option  **Repair transponder**.
5. Click on the **Next** button.
 - ➔ Identification medium is being reset.



→ Identification medium is synchronised.

→ Identification medium has been resynchronised with the same settings.

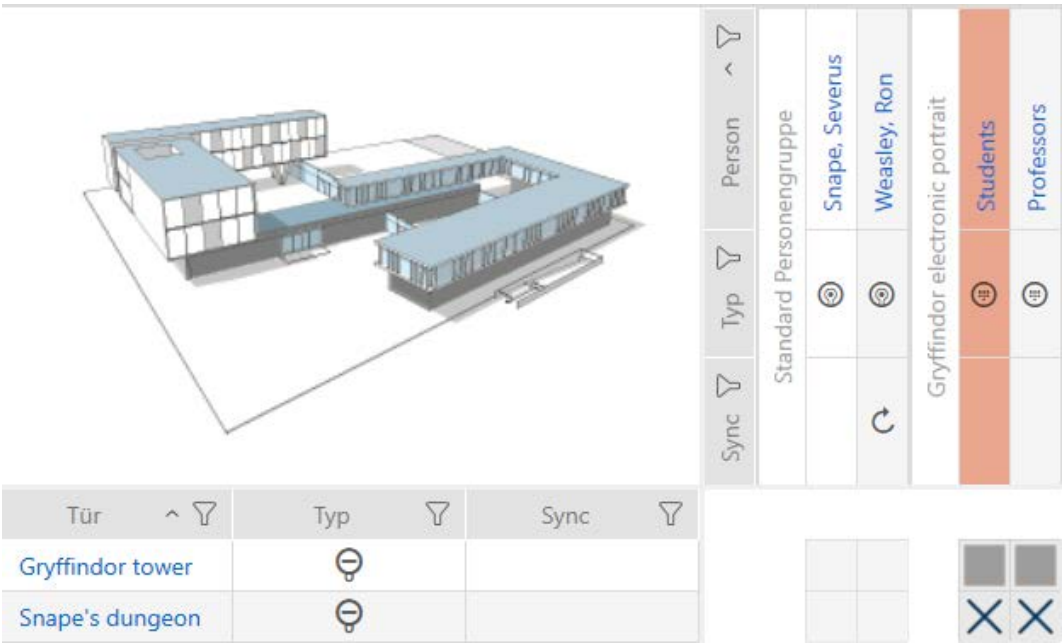
TRANSPONDER INSTAND SETZEN
Die Aktion wurde erfolgreich durchgeführt

15.9.1.2 Repairing a PIN code keypad (resynchronising)

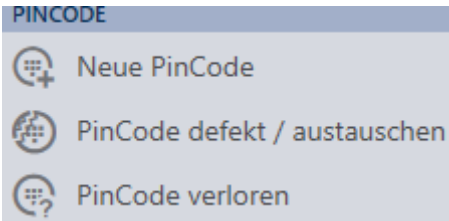
- ✓ AXM Lite open.
- ✓ List with PIN code keypads or matrix open.
- ✓ PIN code keypad at hand.
- ✓ Suitable programming device connected.

1. Use  to sort/filter the displayed entries if required (see *Sorting and filtering* [▶ 43]).

2. Flag a PIN associated with the defective PIN code keypad.



3. Click the  PinCode Keypad defective / replace button in the "Wizards" section.



➡ Wizard to help with a faulty PIN code keypad will open.

PinCode defekt / austauschen - Assistent

Schließanlage	Hogwarts	▼
PinCode	Ⓢ Gryffindor electronic portrait (0873CDF)	▼
Programmiergerät	🔌 SmartStick AX	▼

AKTION WÄHLEN

- ☐ PinCode instand setzen
Die bestehende PinCode wird zurückgesetzt und neu programmiert. Bitte achten Sie darauf, dass dieser Prozess nicht unterbrochen wird.
- ☐ PinCode austauschen
Die bestehende PinCode wird gegen eine andere ausgetauscht. Halten Sie eine passenden Ersatz-PinCode bereit.
- ☐ PinCode außer Betrieb nehmen
Die PinCode kann wegen eines physikalischen Defekts nicht zurückgesetzt werden. Er wird außer Betrieb genommen und auf Wunsch gelöscht.

Weiter

Schließen

4. Select the option ☒ Repair PinCode keypad.

PinCode defekt / austauschen - Assistent

Schließanlage	Hogwarts	▼
PinCode	 Gryffindor electronic portrait (0873CDF)	▼
Programmiergerät	 SmartStick AX	▼

AKTION WÄHLEN

☒ PinCode instand setzen
Die bestehende PinCode wird zurückgesetzt und neu programmiert. Bitte achten Sie darauf, dass dieser Prozess nicht unterbrochen wird.

☐ PinCode austauschen
Die bestehende PinCode wird gegen eine andere ausgetauscht. Halten Sie eine passenden Ersatz-PinCode bereit.

☐ PinCode außer Betrieb nehmen
Die PinCode kann wegen eines physikalischen Defekts nicht zurückgesetzt werden. Er wird außer Betrieb genommen und auf Wunsch gelöscht.

WeiterSchließen

5. Click on the **Next** button.
- ➞ PIN code keypad is reset.

PinCode defekt / austauschen - Assistent

Schließanlage

Hogwarts

PinCode

Gryffindor electronic portrait (0873CDF)

Programmiergerät

SmartStick AX

PINCODE INSTAND SETZEN



Synchronisierung

PinCode konfigurieren

Abbrechen

Verbindung aufgebaut

Bitte halten Sie zwischen Programmiergerät und Schließung einen Abstand von nicht mehr als 1m bis die Programmierung abgeschlossen ist

Weiter

Schließen

6. Follow the instructions.

➔ PIN code keypad has been resynchronised with the same settings.

PINCODE INSTAND SETZEN

Die Aktion wurde erfolgreich durchgeführt

15.9.2 Resetting and replacing

15.9.2.1 Resetting and replacing a card/transponder

- ✓ AXM Lite open.
- ✓ Identification media list or matrix open.
- ✓ Identification medium at hand.
- ✓ Replacement identification medium at hand.
- ✓ Suitable programming device connected.

1. Use  to sort/filter the displayed entries if required (see *Sorting and filtering* [▶ 43]).
2. Flag the defective identification medium.
3. Click the  **Transponder defective / replace** button in the "Wizards" section.
 - ➔ Wizard for handling a defective identification medium will open.

Transponder defekt - Assistent

Transponder	Weasley, Percy (000X9C10)	▼
Programmiergerät	 SmartCD aktiv	▼

AKTION WÄHLEN

☐ Transponder instand setzen
Der bestehende Transponder wird zurückgesetzt und neu programmiert. Bitte achten Sie darauf, dass dieser Prozess nicht unterbrochen wird.

☐ Transponder austauschen
Der bestehende Transponder wird gegen einen anderen ausgetauscht. Halten Sie einen passenden Ersatztransponder bereit.

☐ Transponder außer Betrieb nehmen
Der Transponder kann wegen eines physikalischen Defekts nicht zurückgesetzt werden. Er wird außer Betrieb genommen und auf Wunsch gelöscht.

Weiter Schließen

4. Select the option ☒ Replace transponder.
5. Click on the Next button.
↳ Reset query will open.

Transponder zurücksetzen

Wollen Sie den alten Transponder zurücksetzen?



Ja Nein

6. Click on the **Yes** button.
 - ↳ Reset query will close.
 - ↳ Identification medium is being reset.
 - ↳ Wizard prepares programming for the replacement identification medium.

TRANSPONDER AUSTAUSCHEN

Ein Ersatztransponder wird erstellt, mit gleicher Konfiguration und Berechtigungen

Der Transponder wird der gleichen Person zugewiesen

Bitte halten Sie den Ersatztransponder bereit

Die Programmierung wird automatisch gestartet

7. Click on the **Next** button.
 - ↳ Replacement identification medium is being programmed.

Transponder defekt - Assistent

Transponder Weasley, Percy (000X9C10)

Programmiergerät SmartCD aktiv (beschäftigt)

TRANSPONDER AUSTAUSCHEN



Programmierung

Sicherheitsparameter werden gesetzt

Abbrechen



Verbindung aufgebaut



Halten Sie den Transponder im Abstand von 10-30 cm zum SmartCD bis die Programmierung abgeschlossen ist

Weiter

Schließen

- ↳ Replacement identification medium is now synchronised.

TRANSPONDER AUSTAUSCHEN

Die Aktion wurde erfolgreich durchgeführt

15.9.2.2 Resetting and replacing a PIN code keypad

There is no wizard for this procedure. Proceed as follows instead:

- ✓ AXM Lite open.
 - ✓ List with PIN code keypads or matrix open.
 - ✓ PIN code keypad at hand.
 - ✓ Suitable programming device connected.
 - ✓ Replacement PIN code keypad at hand.
1. Reset the defective PIN code keypad (see *Resetting cards/transponders* [▶ 327]).
 2. Create a new PIN code keypad (see *Creating PIN code keypads* [▶ 89]).
 3. Synchronise the new PIN code keypad (see *Synchronising a PIN code keypad*).

15.9.3 Delete and replace

15.9.3.1 Deleting and replacing a card/transponder

- ✓ AXM Lite open.
 - ✓ Identification media list or matrix open.
 - ✓ Identification medium at hand.
 - ✓ Replacement identification medium at hand.
 - ✓ Suitable programming device connected.
1. Use  to sort/filter the displayed entries if required (see *Sorting and filtering* [▶ 43]).
 2. Flag the defective identification medium.
 3. Click the  **Transponder defective / replace** button in the "Wizards" section.
 - ↳ Wizard for handling a defective identification medium will open.

Transponder defekt - Assistent

Transponder	Weasley, Percy (000X9C10)	▼
Programmiergerät	 SmartCD aktiv	▼

AKTION WÄHLEN

☐ Transponder instand setzen
Der bestehende Transponder wird zurückgesetzt und neu programmiert. Bitte achten Sie darauf, dass dieser Prozess nicht unterbrochen wird.

☐ Transponder austauschen
Der bestehende Transponder wird gegen einen anderen ausgetauscht. Halten Sie einen passenden Ersatztransponder bereit.

☐ Transponder außer Betrieb nehmen
Der Transponder kann wegen eines physikalischen Defekts nicht zurückgesetzt werden. Er wird außer Betrieb genommen und auf Wunsch gelöscht.

Weiter Schließen

4. Select the option ☒ Replace transponder.
5. Click on the Next button.
↳ Reset query will open.

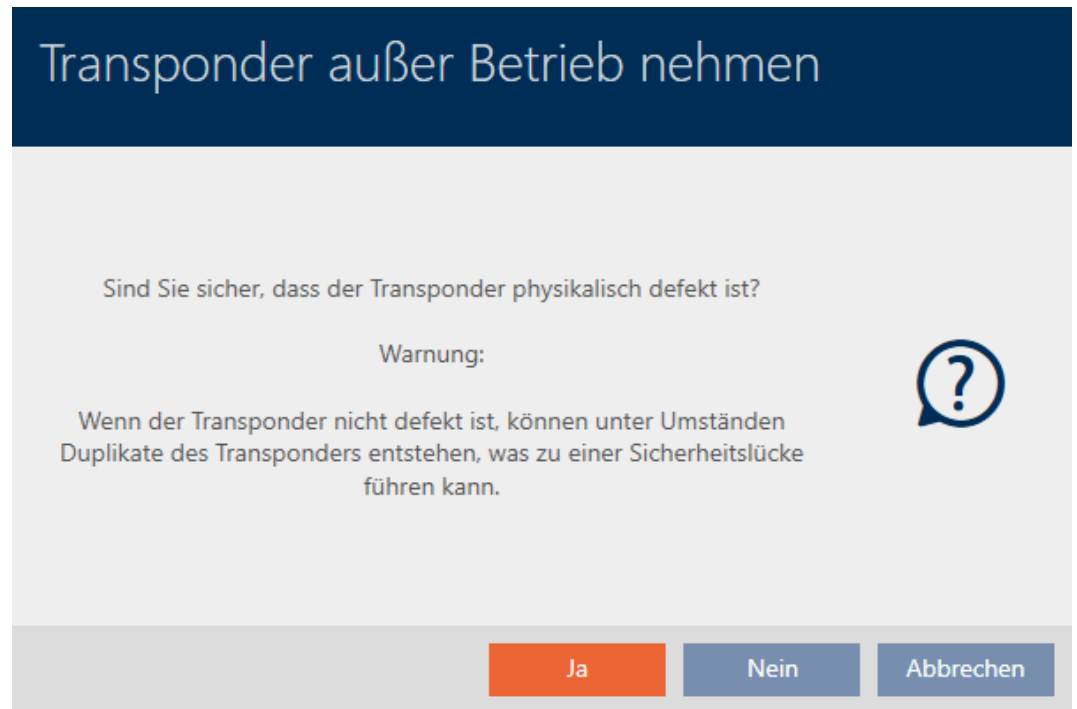
Transponder zurücksetzen

Wollen Sie den alten Transponder zurücksetzen?



Ja Nein

6. Click on the **No** button.
 - ↳ Reset query will close.
 - ↳ Message on checking the defect will open.



7. Click on the **Yes** button.
 - ↳ Message on checking the defect closes.
 - ↳ Wizard prepares programming for the replacement identification medium.

TRANSPONDER AUSTAUSCHEN

Ein Ersatztransponder wird erstellt, mit gleicher Konfiguration und Berechtigungen

Der Transponder wird der gleichen Person zugewiesen

Bitte halten Sie den Ersatztransponder bereit

Die Programmierung wird automatisch gestartet

8. Click on the **Next** button.
 - ↳ Replacement identification medium is synchronised.

Transponder defekt - Assistent

Transponder

Weasley, Percy (000X9C10)

Programmiergerät

SmartCD aktiv (beschäftigt)

TRANSPONDER AUSTAUSCHEN



Programmierung

Sicherheitsparameter werden gesetzt

Abbrechen



Verbindung aufgebaut



Halten Sie den Transponder im Abstand von 10-30 cm zum SmartCD bis die Programmierung abgeschlossen ist

Weiter

Schließen

➔ Replacement identification medium is now synchronised.

TRANSPONDER AUSTAUSCHEN

Die Aktion wurde erfolgreich durchgeführt

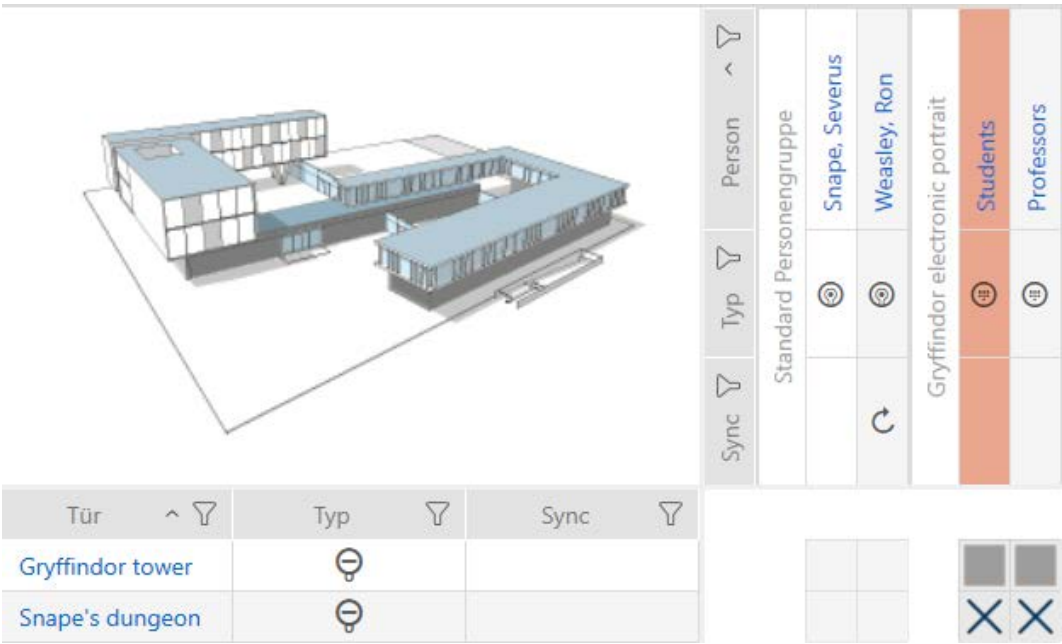
You can now reset the identification medium (see *Deleting an identification medium* [▶ 106]).

15.9.3.2 Deleting and replacing a PIN code keypad

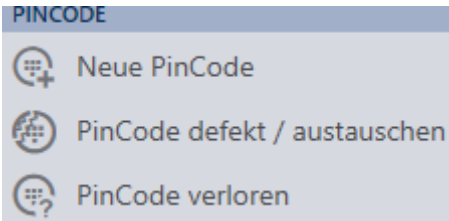
- ✓ AXM Lite open.
- ✓ List with PIN code keypads or matrix open.
- ✓ Replacement PIN code keypad at hand.

1. Use  to sort/filter the displayed entries if required (see *Sorting and filtering* [▶ 43]).

2. Flag a PIN associated with the defective PIN code keypad.



3. Click the  PinCode Keypad defective / replace button in the "Wizards" section.



➡ Wizard to help with a faulty PIN code keypad will open.

PinCode defekt / austauschen - Assistent

Schließanlage	Hogwarts	▼
PinCode	Ⓢ Gryffindor electronic portrait (0873CDF)	▼
Programmiergerät	🔗 SmartStick AX	▼

AKTION WÄHLEN

- ☐ PinCode instand setzen
Die bestehende PinCode wird zurückgesetzt und neu programmiert. Bitte achten Sie darauf, dass dieser Prozess nicht unterbrochen wird.
- ☐ PinCode austauschen
Die bestehende PinCode wird gegen eine andere ausgetauscht. Halten Sie eine passenden Ersatz-PinCode bereit.
- ☐ PinCode außer Betrieb nehmen
Die PinCode kann wegen eines physikalischen Defekts nicht zurückgesetzt werden. Er wird außer Betrieb genommen und auf Wunsch gelöscht.

Weiter

Schließen

4. Select the option  Replace PinCode keypad.

PinCode defekt / austauschen - Assistent

Schließanlage	Hogwarts	▼
PinCode	 Gryffindor electronic portrait (0873CDF)	▼
Programmiergerät	 SmartStick AX	▼

AKTION WÄHLEN

☐ PinCode instand setzen
Die bestehende PinCode wird zurückgesetzt und neu programmiert. Bitte achten Sie darauf, dass dieser Prozess nicht unterbrochen wird.

☒ PinCode austauschen
Die bestehende PinCode wird gegen eine andere ausgetauscht. Halten Sie eine passende Ersatz-PinCode bereit.

☐ PinCode außer Betrieb nehmen
Die PinCode kann wegen eines physikalischen Defekts nicht zurückgesetzt werden. Sie wird außer Betrieb genommen und auf Wunsch gelöscht.

WeiterSchließen

5. Click on the **Next** button.
→ Confirmation dialogue will open.

PinCode austauschen

Sind Sie sicher, dass die PinCode physikalisch defekt ist?

Warnung:

Wenn die PinCode nicht defekt ist, können unter Umständen Duplikate der PinCode entstehen, was zu einer Sicherheitslücke führen kann.



JaNeinAbbrechen

6. Click on the **Yes** button.

→ Synchronisation of the replacement PIN code keypad is being prepared.

PinCode defekt / austauschen - Assistent

Schließanlage	Hogwarts	▼
PinCode	Gryffindor electronic portrait (0873CDF)	▼
Programmiergerät	SmartStick AX	▼

PINCODE AUSTAUSCHEN

Bitte halten Sie die Ersatz-PinCode bereit.

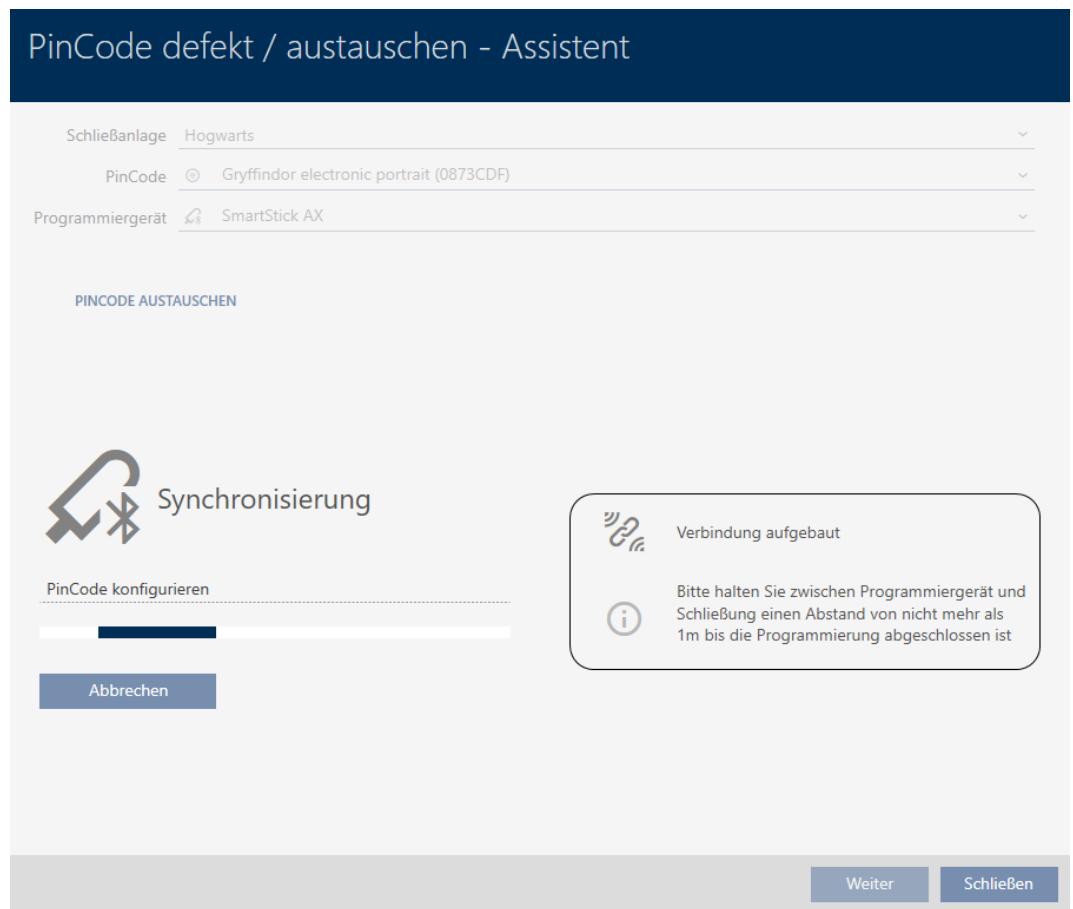
Die PinCode wird in der Software von den Daten der defekten PinCode bereinigt.

Die Programmierung der Ersatz-PinCode wird automatisch gestartet.

WeiterSchließen

7. Click on the **Next** button.

→ The replacement PIN code keypad is now synchronised.



➡ The PIN code keypad has been replaced.

PINCODE AUSTAUSCHEN
Die Aktion wurde erfolgreich durchgeführt

15.9.4 Take out of use and leave in project

15.9.4.1 Take card/transponder out of use and leave in project

- ✓ AXM Lite open.
 - ✓ Identification media list or matrix open.
1. Use  to sort/filter the displayed entries if required (see *Sorting and filtering* [▶ 43]).
 2. Flag the defective identification medium.
 3. Click the  **Transponder defective / replace** button in the "Wizards" section.
- ➡ Wizard for handling a defective identification medium will open.

Transponder defekt - Assistent

Transponder	Weasley, Percy (000X9C10)	▼
Programmiergerät	 SmartCD aktiv	▼

AKTION WÄHLEN

☐ Transponder instand setzen
Der bestehende Transponder wird zurückgesetzt und neu programmiert. Bitte achten Sie darauf, dass dieser Prozess nicht unterbrochen wird.

☐ Transponder austauschen
Der bestehende Transponder wird gegen einen anderen ausgetauscht. Halten Sie einen passenden Ersatztransponder bereit.

☐ Transponder außer Betrieb nehmen
Der Transponder kann wegen eines physikalischen Defekts nicht zurückgesetzt werden. Er wird außer Betrieb genommen und auf Wunsch gelöscht.

Weiter Schließen

4. Select the option ☒ Decommission transponder.
5. Click on the Next button.
 - ➞ A confirmation dialogue to take out of use will open.

Transponder außer Betrieb nehmen

Bitte prüfen Sie zuerst folgendes:

- Ist die Batterie evtl. leer?
- Stimmt die Seriennummer überein?

Sind Sie sicher das der Transponder physikalisch defekt ist?

Ja Nein

6. Click on the Yes button.
 - ➞ Confirmation dialogue to take out of use closes.
 - ➞ Confirmation dialogue for deleting the identification medium will open.



7. Click on the **No** button.
 - ↳ Confirmation dialogue for deleting the identification medium closes.
 - ↳ Identification medium has been taken out of operation.

TRANSPONDER AUßER BETRIEB NEHMEN

Die Aktion wurde erfolgreich durchgeführt

Identification media that have been taken out of use but not deleted can be identified in the matrix:

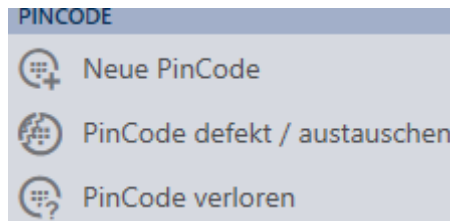
Sync	Typ	Person
		Weasley, Ron
		Weasley, Percy
		Weasley, Fred
		Lovegood, Luna

- 15.9.4.2 Taking a PIN code keypad out of use and leaving it in project
- ✓ AXM Lite open.
 - ✓ List with PIN code keypads or matrix open.
1. Use  to sort/filter the displayed entries if required (see *Sorting and filtering* [▶ 43]).
 2. Flag a PIN associated with the defective PIN code keypad.

	Sync	Typ	Person
			Standard Personengruppe
			Snape, Severus
			Weasley, Ron
			Gryffindor electronic portrait
			Students
			Professors

Tür	Typ	Sync
Gryffindor tower		
Snape's dungeon		

3. Click the  PinCode Keypad defective / replace button in the "Wizards" section.



➔ Wizard to help with a faulty PIN code keypad will open.

PinCode defekt / austauschen - Assistent

Schließanlage	Hogwarts	▼
PinCode	Gryffindor electronic portrait (0873CDF)	▼
Programmiergerät	SmartStick AX	▼

AKTION WÄHLEN

☐ PinCode instand setzen
Die bestehende PinCode wird zurückgesetzt und neu programmiert. Bitte achten Sie darauf, dass dieser Prozess nicht unterbrochen wird.

☐ PinCode austauschen
Die bestehende PinCode wird gegen eine andere ausgetauscht. Halten Sie eine passenden Ersatz-PinCode bereit.

☐ PinCode außer Betrieb nehmen
Die PinCode kann wegen eines physikalischen Defekts nicht zurückgesetzt werden. Er wird außer Betrieb genommen und auf Wunsch gelöscht.

Weiter Schließen

4. Select the option  Decommission PinCode keypad.

PinCode defekt / austauschen - Assistent

Schließanlage	Hogwarts	▼
PinCode	 Gryffindor electronic portrait (0873CDF)	▼
Programmiergerät	 SmartStick AX	▼

AKTION WÄHLEN

☐ PinCode instand setzen
Die bestehende PinCode wird zurückgesetzt und neu programmiert. Bitte achten Sie darauf, dass dieser Prozess nicht unterbrochen wird.

☐ PinCode austauschen
Die bestehende PinCode wird gegen eine andere ausgetauscht. Halten Sie eine passenden Ersatz-PinCode bereit.

☒ PinCode außer Betrieb nehmen
Die PinCode kann wegen eines physikalischen Defekts nicht zurückgesetzt werden. Er wird außer Betrieb genommen und auf Wunsch gelöscht.

WeiterSchließen

5. Click on the **Next** button.

➞ A confirmation dialogue to take out of use will open.

PinCode außer Betrieb nehmen

Bitte prüfen Sie zuerst folgendes:

- Ist die Batterie evtl. leer?
- Stimmt die Seriennummer überein?

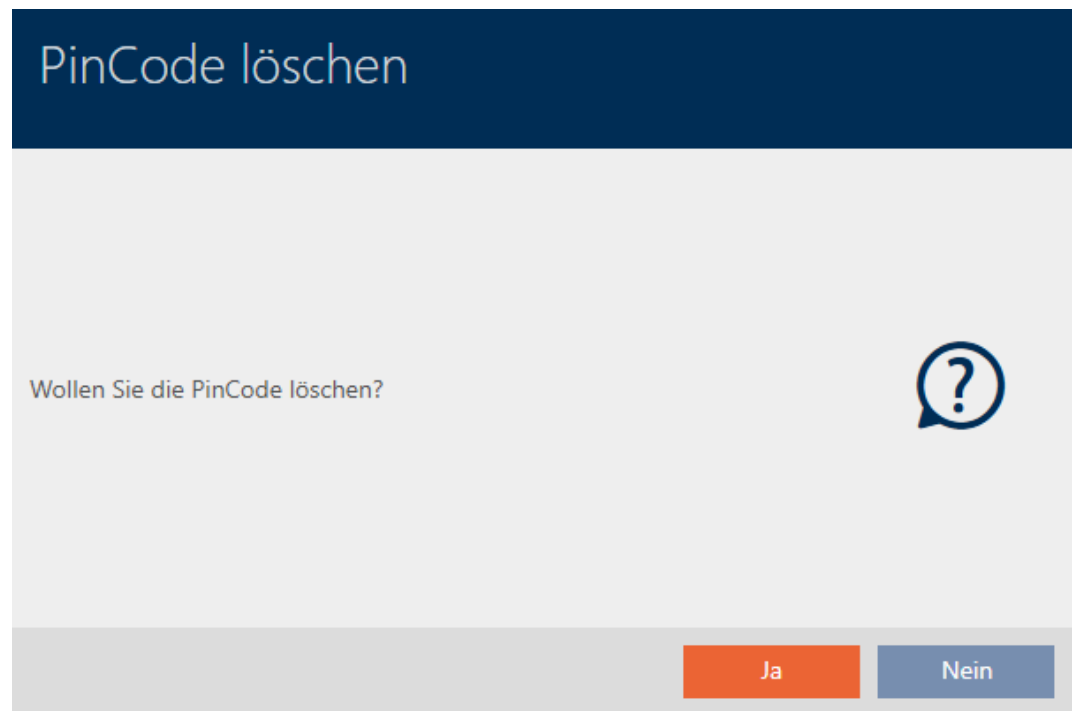
Sind Sie sicher das die PinCode physikalisch defekt ist?

JaNein

6. Click on the **Yes** button.

↳ Confirmation dialogue to take out of use closes.

↳ Confirmation dialogue to delete the PIN code keypad will open.



7. Click on the **No** button.

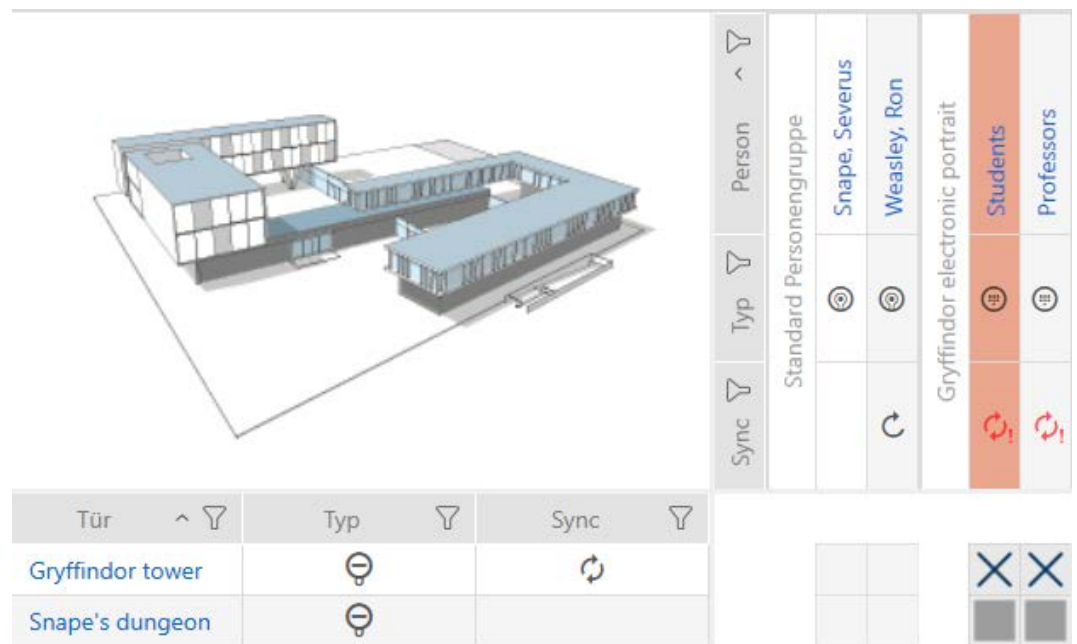
↳ Confirmation dialogue to delete the PIN code keypad closes.

↳ The PIN code keypad has been taken out of operation.

PINCODE AUßER BETRIEB NEHMEN

Die Aktion wurde erfolgreich durchgeführt

PIN code keypads that have been taken out of use but not deleted can be identified in the matrix:



15.9.5 Taking out of use and deleting from the project

15.9.5.1 Taking a card/transponder out of use and deleting it from project

- ✓ AXM Lite open.
 - ✓ Identification media list or matrix open.
1. Use  to sort/filter the displayed entries if required (see *Sorting and filtering* [▶ 43]).
 2. Flag the defective identification medium.
 3. Click the  **Transponder defective / replace** button in the "Wizards" section.
 - ➔ Wizard for handling a defective identification medium will open.

Transponder defekt - Assistent

Transponder	Weasley, Percy (000X9C10)	▼
Programmiergerät	 SmartCD aktiv	▼

AKTION WÄHLEN

☐ Transponder instand setzen
Der bestehende Transponder wird zurückgesetzt und neu programmiert. Bitte achten Sie darauf, dass dieser Prozess nicht unterbrochen wird.

☐ Transponder austauschen
Der bestehende Transponder wird gegen einen anderen ausgetauscht. Halten Sie einen passenden Ersatztransponder bereit.

☐ Transponder außer Betrieb nehmen
Der Transponder kann wegen eines physikalischen Defekts nicht zurückgesetzt werden. Er wird außer Betrieb genommen und auf Wunsch gelöscht.

Weiter Schließen

4. Select the option ☒ Decommission transponder.
5. Click on the Next button.
 - ➞ A confirmation dialogue to take out of use will open.

Transponder außer Betrieb nehmen

Bitte prüfen Sie zuerst folgendes:

- Ist die Batterie evtl. leer?
- Stimmt die Seriennummer überein?

Sind Sie sicher das der Transponder physikalisch defekt ist?

Ja Nein

6. Click on the Yes button.
 - ➞ Confirmation dialogue to take out of use closes.
 - ➞ Confirmation dialogue for deleting the identification medium will open.



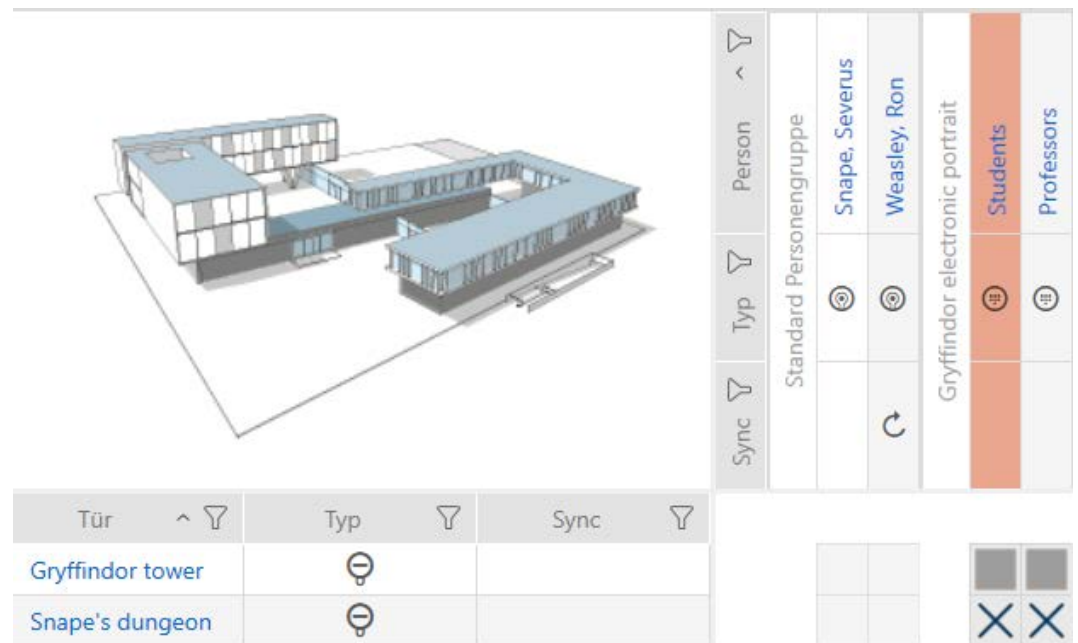
7. Click on the **Yes** button.
 - ↳ Confirmation dialogue to delete the identification medium closes.
 - ↳ Identification medium is deleted without replacement.

TRANSPONDER AUßER BETRIEB NEHMEN
Die Aktion wurde erfolgreich durchgeführt

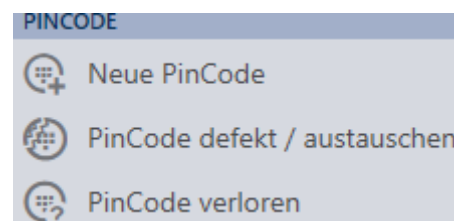
15.9.5.2 Taking a PIN code keypad out of use and deleting it from project

- ✓ AXM Lite open.
 - ✓ List with PIN code keypads or matrix open.
1. Use  to sort/filter the displayed entries if required (see *Sorting and filtering* [▶ 43]).

2. Flag a PIN associated with the defective PIN code keypad.



- Click the  PinCode Keypad defective / replace button in the "Wizards" section.



➡ Wizard to help with a faulty PIN code keypad will open.

PinCode defekt / austauschen - Assistent

Schließanlage	Hogwarts	▼
PinCode	Ⓢ Gryffindor electronic portrait (0873CDF)	▼
Programmiergerät	🔗 SmartStick AX	▼

AKTION WÄHLEN

- ☐ PinCode instand setzen
Die bestehende PinCode wird zurückgesetzt und neu programmiert. Bitte achten Sie darauf, dass dieser Prozess nicht unterbrochen wird.
- ☐ PinCode austauschen
Die bestehende PinCode wird gegen eine andere ausgetauscht. Halten Sie eine passenden Ersatz-PinCode bereit.
- ☐ PinCode außer Betrieb nehmen
Die PinCode kann wegen eines physikalischen Defekts nicht zurückgesetzt werden. Er wird außer Betrieb genommen und auf Wunsch gelöscht.

Weiter

Schließen

4. Select the option  Decommission PinCode keypad.

PinCode defekt / austauschen - Assistent

Schließanlage	Hogwarts	▼
PinCode	 Gryffindor electronic portrait (0873CDF)	▼
Programmiergerät	 SmartStick AX	▼

AKTION WÄHLEN

☐ PinCode instand setzen
Die bestehende PinCode wird zurückgesetzt und neu programmiert. Bitte achten Sie darauf, dass dieser Prozess nicht unterbrochen wird.

☐ PinCode austauschen
Die bestehende PinCode wird gegen eine andere ausgetauscht. Halten Sie eine passenden Ersatz-PinCode bereit.

☒ PinCode außer Betrieb nehmen
Die PinCode kann wegen eines physikalischen Defekts nicht zurückgesetzt werden. Er wird außer Betrieb genommen und auf Wunsch gelöscht.

WeiterSchließen

5. Click on the **Next** button.
- A confirmation dialogue to take out of use will open.

PinCode außer Betrieb nehmen

Bitte prüfen Sie zuerst folgendes:

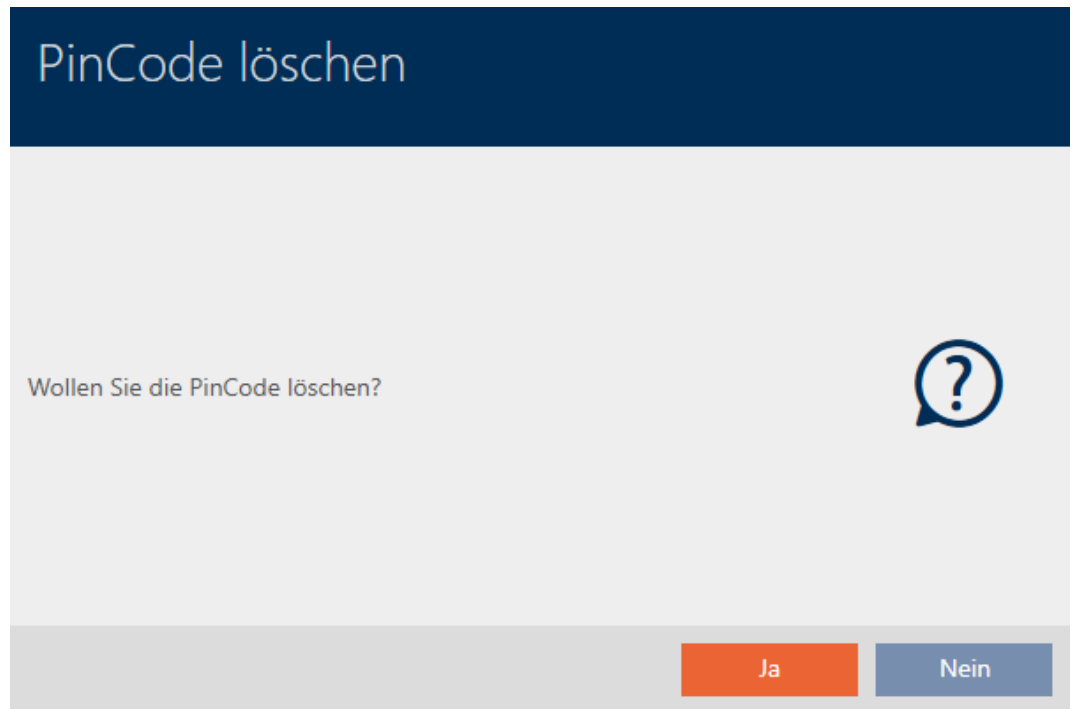
- Ist die Batterie evtl. leer?
- Stimmt die Seriennummer überein?

Sind Sie sicher das die PinCode physikalisch defekt ist?

JaNein



6. Click on the **Yes** button.
 - ↳ Confirmation dialogue to take out of use closes.
 - ↳ Confirmation dialogue to delete the PIN code keypad will open.



7. Click on the **Yes** button.
 - ↳ Confirmation dialogue to delete the PIN code keypad closes.
8. The PIN code keypad has been taken out of use and deleted without replacement.

PINCODE AUßER BETRIEB NEHMEN

Die Aktion wurde erfolgreich durchgeführt

15.10 Duplicating forgotten identification medium temporarily



15.10.1 Duplicating a forgotten transponder or card temporarily

Identification media left elsewhere differ from defective or stolen/lost identification media:

- In contrast to defective identification media, identification media that the user has forgotten are fully functional.

- ❑ In contrast to stolen/lost identification media, the identification medium is in a known/secure location.

Employees who have forgotten their identification medium can receive a copy with an expiry date. In this case, there is no need to reset or delete the identification medium as no unauthorised person has access to the forgotten identification medium.

The duplicate receives a different TID and is thus a separate identification medium from a locking device perspective (see *Identification media, locking devices and the locking plan* [▶ 375] for information on the connection between TID and identification medium).

- ✓ AXM Lite open.
 - ✓ Identification media list or matrix open.
 - ✓ Identification medium available for temporary duplication for programming.
 - ✓ Suitable programming device connected.
1. Use  to sort/filter the displayed entries if required (see *Sorting and filtering* [▶ 43]).
 2. Select the forgotten identification medium.
 3. Click the  **Forgot transponder** button in the "Wizards" section.
 - ➔ Wizard for forgotten identification media will open.

Transponder vergessen

Transponder
Weasley, Percy (000X9C10) ▼

Programmiergerät
 SmartCD aktiv ▼

TRANSPONDER VERGESSEN

Ereignis:
Der gewählte Transponder ist für kurze Zeit nicht verfügbar, der Aufenthaltsort ist aber bekannt.

Hinweis:
Halten Sie einen Ersatztransponder bereit.

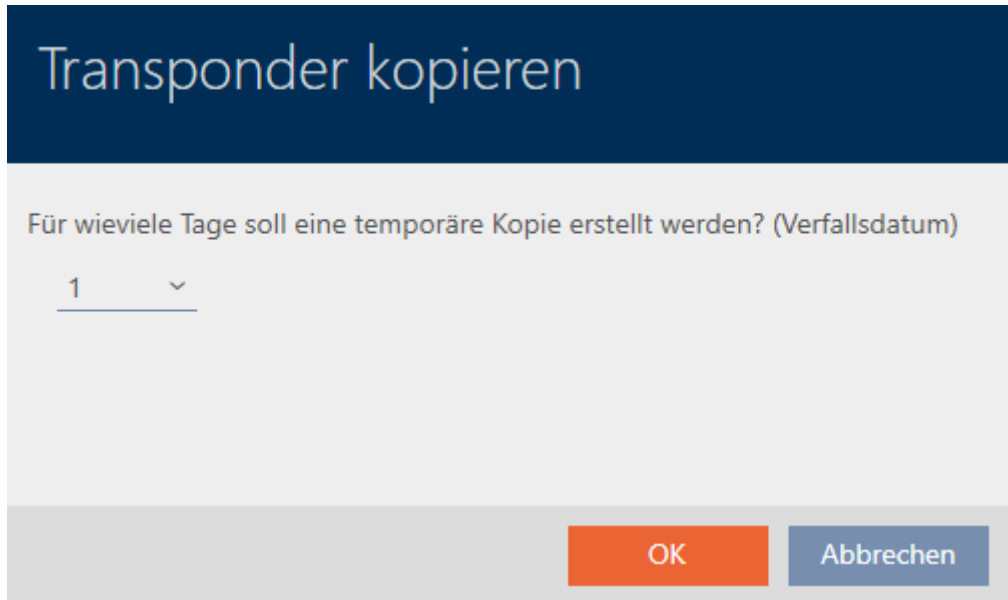
Aktion:
Der Assistent erstellt eine zeitlich begrenzte Kopie des betroffenen Transponders, welcher sofort programmiert werden kann.

- Bitte vergewissern Sie sich, dass der ausgewählte Transponder nicht verlorengegangen ist
- Ein zeitlich begrenzter Ersatz für den Transponder wird erstellt

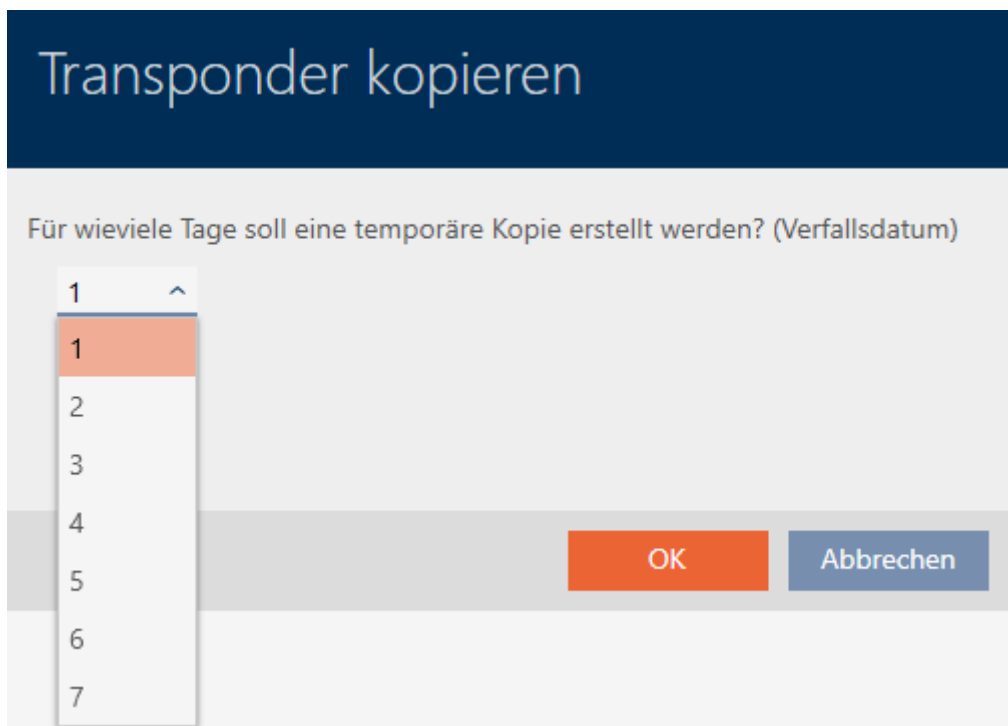
Weiter
Schließen

4. Click on the **Next** button.

→ Confirmation dialogue for the duplicate's expiry date will open.



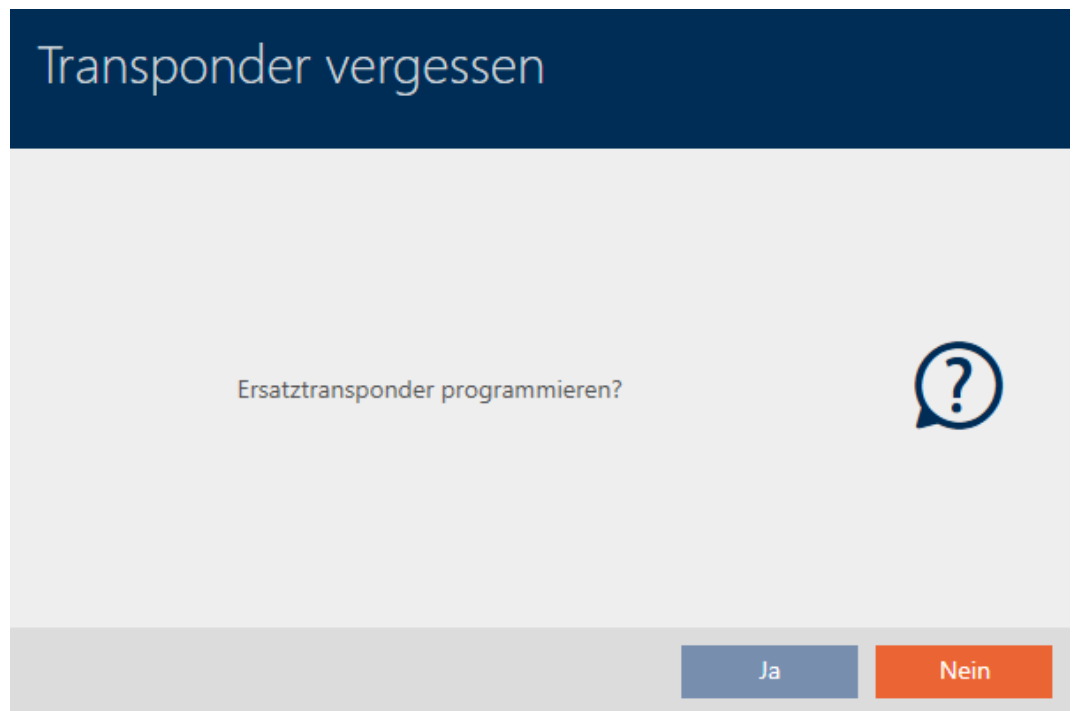
5. Specify how long the duplicate should be active for (max. 7 days).



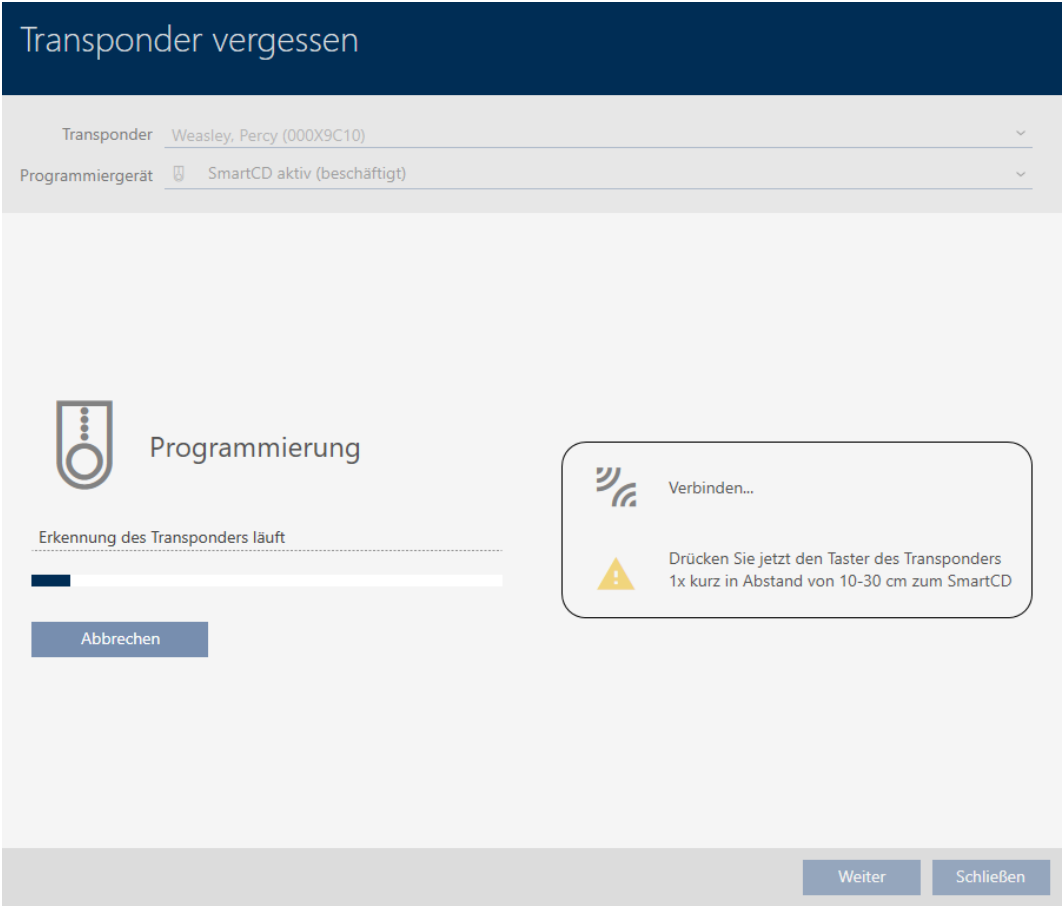
6. Click on the **OK** button.

→ Confirmation dialogue for the duplicate's expiry date closes.

→ Confirmation dialogue for immediate synchronisation will open.



7. Click on the **Yes** button.
 - ↳ Confirmation dialogue for immediate synchronisation closes.
 - ↳ Duplicate is synchronised.



↳ Forgotten identification medium is now duplicated with expiry date.

TRANSPONDER VERGESSEN
Die Aktion wurde erfolgreich durchgeführt

Duplicated identification media are also displayed in the matrix:

Sync	Typ	Person
		Weasley, Ron
		Weasley, Percy
		Weasley, Percy
		Weasley, Fred
		Lovegood, Luna
		Granger, Hermine

You can view the expiry date in the duplicate's properties and extend it if necessary (see *Activating or deactivating identification medium once at specific times (activation and expiry date)* [► 116]):

▼ VERFALLSDATUM

☐ ohne Verfallsdatum

Aktiv bis (Uhrzeit): 29.05.2021 23:00 ▼

In this example, the duplicate was created for one day at 23:00 hours on 28.05.2021. The duplicate's expiry date is therefore 23:00 hours on 29.05.2021.

If an identification medium is forgotten for a longer period of time (and thus may no longer have been left elsewhere but lost instead), it may be advisable to block the identification medium (see *Blocking and replacing lost/stolen card/transponder permanently* [► 158]).

15.11 Blocking lost/stolen identification media permanently



An identification medium that can no longer be found poses a security risk for your locking system. In contrast to a forgotten identification medium, the location is no longer known and unauthorised persons could gain access using this identification medium.

Block such an identification medium immediately (see *Blocking and replacing lost/stolen card/transponder permanently* [► 158]). You can also create a replacement identification medium with a different TID for the employee concerned, but with the same settings and authorisations. Your locking devices will recognise the replacement identification medium as a new identification medium (see *Identification media, locking devices and the locking plan* [► 375] for information on TIDs).

Lost and stolen PIN code keypads

A PIN code keypad is fixed in place after installation and can no longer be lost. However, it can become lost on the way to its installation location and then stolen by force. For example, a thief could try different PINs in an unsecured area to find a valid PIN.

Since you cannot know which PIN the thief discovered by trial and error, you must always block the entire PIN keypad (see [Blocking a lost/stolen PIN code keypad permanently \[► 163\]](#)). If only one PIN is known and is therefore unsafe, you can change this PIN (see [Changing a PIN \(PinCode AX\) \[► 192\]](#)).

15.11.1 Blocking and replacing lost/stolen card/transponder permanently

- ✓ AXM Lite open.
 - ✓ Identification media list or matrix open.
 - ✓ Replacement identification medium at hand.
 - ✓ Suitable programming device connected.
1. Use  to sort/filter the displayed entries if required (see [Sorting and filtering \[► 43\]](#)).
 2. Select the identification medium that has been lost/stolen.
 3. Click the  **Transponder lost** button in the "Wizards" section.
 ↳ Wizard for handling a lost identification medium will open.

Transponder verloren

Transponder	Weasley, Percy (000X9C10) ▼
Programmiergerät	 SmartCD aktiv ▼

TRANSPONDER VERLOREN

Ereignis:
Der Aufenthaltsort des gewählten Transponders ist nicht bekannt. Die Sicherheit der Schließanlage ist gefährdet.

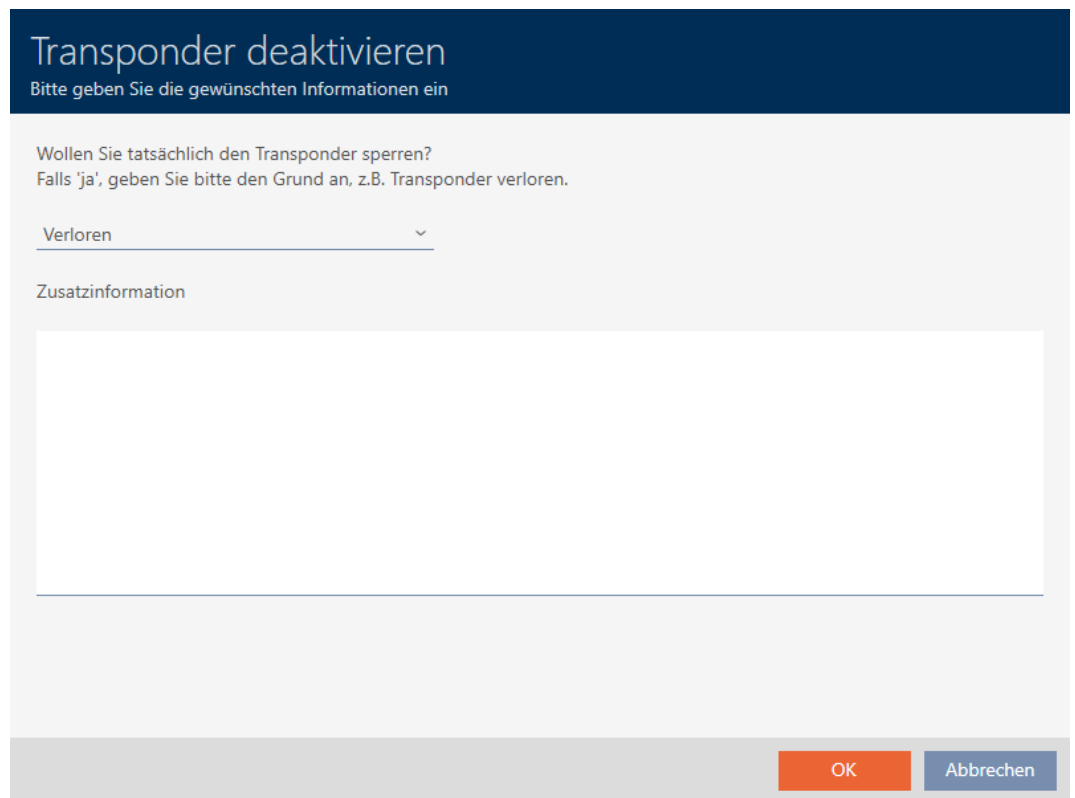
Hinweis:
Der Transponder muss deaktiviert werden. Dadurch entsteht Programmierbedarf an allen berechtigten Schließungen. Dieser Vorgang kann nicht revidiert werden. Halten Sie auf Wunsch einen Ersatztransponder bereit.

Aktion:
Der Transponder wird deaktiviert. Eine Begründung ist erforderlich. Ein Ersatztransponder kann erstellt werden.

- Bitte beachten Sie, dass der Transponder deaktiviert wird und dadurch großer Programmieraufwand entstehen kann
- Im Ablauf des Assistenten wird angeboten, einen Ersatztransponder zu erstellen

Weiter
Schließen

4. Click on the **Next** button.
 ↳ The reason window will open.



Transponder deaktivieren

Bitte geben Sie die gewünschten Informationen ein

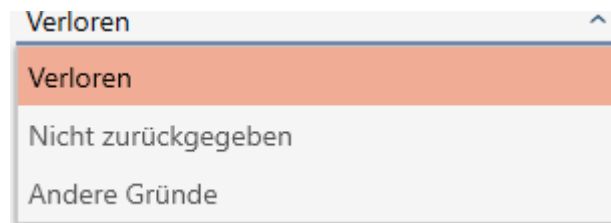
Wollen Sie tatsächlich den Transponder sperren?
Falls 'ja', geben Sie bitte den Grund an, z.B. Transponder verloren.

Verloren

Zusatzinformation

OK Abbrechen

5. Enter the reason in the drop-down menu.



Verloren

Verloren

Nicht zurückgegeben

Andere Gründe

6. Click on the **OK** button.

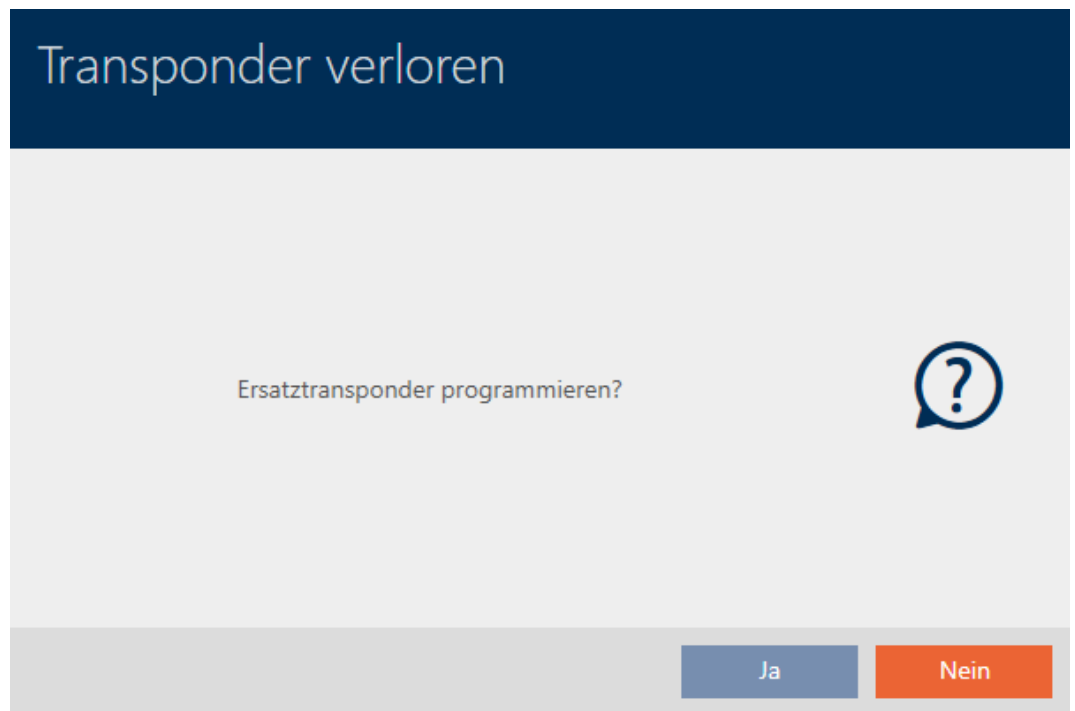
- Confirmation dialogue for replacement identification medium will open.



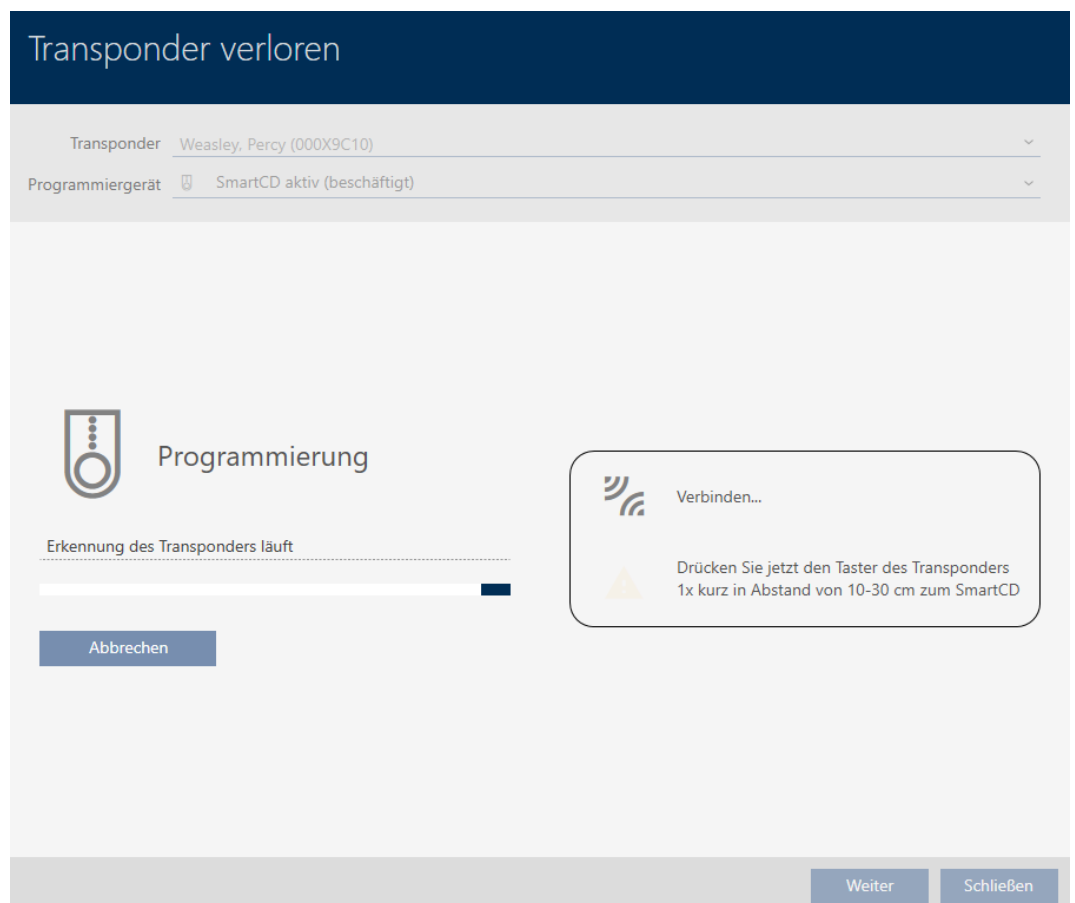
7. Click on the **Yes** button.
 - ↳ Confirmation dialogue for replacement identification medium closes.
 - ↳ Replacement identification medium can already be seen in the matrix in the background.

Sync	Typ	Person
	☺	Weasley, Ron
↻	☺	Weasley, Percy
C	☺	Weasley, Percy
	☺	Weasley, Fred
	☺	Lovegood, Luna
	☺	Granger, Hermine

- ↳ Confirmation dialogue about synchronising the replacement identification medium will open.



8. Click on the **Yes** button.
- ↳ Confirmation dialogue about synchronising the replacement identification medium closes.
 - ↳ Synchronisation starts.



- ↳ Lost identification medium is blocked.
- ↳ Replacement identification medium is synchronised.

TRANSPONDER VERLOREN

Die Aktion wurde erfolgreich durchgeführt

- ↳ Replacement identification medium is displayed in the matrix next to the lost identification medium.

Person	Typ	Sync
Weasley, Ron		
Weasley, Percy		
Weasley, Percy		
Weasley, Fred		
Lovegood, Luna		
Granger, Hermine		

IMPORTANT

Changes to the locking system only take effect after synchronisation

If you edit the locking system with the AXM Lite, the changes are initially only saved to your database.

Your actual components will not know about these changes until they are synchronised.

1. Regularly check the components in the matrix for synchronisation requirements (see *The AXM's structure* [▶ 41]).
2. In the event of critical incidents (e.g. identification medium lost), it is particularly important to synchronise immediately after responding to the incident (see *Synchronisation: Comparison between locking plan and reality* [▶ 305]).

IMPORTANT

Block ID automatically written on replacement transponder

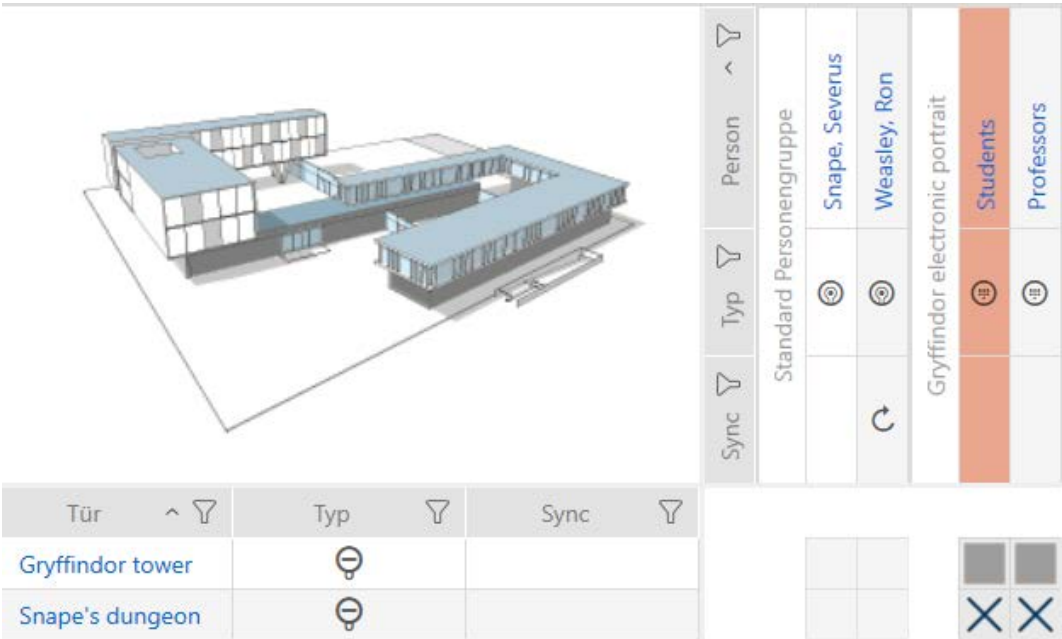
If you create a replacement transponder for a lost/stolen transponder, your AXM Lite automatically writes the block ID from the blocked transponder onto this replacement transponder.

You can also use this replacement transponder to transfer the block ID to the locking devices without a virtual network. This means that you do not necessarily need to go to the locking device with a programming device, even if you use a Lite/Classic edition.

- 1. Present the replacement transponder to the locking devices.
- 2. Alternatively, synchronise the locking devices on site.

15.11.2 Blocking a lost/stolen PIN code keypad permanently

- ✓ AXM Lite open.
 - ✓ List with PIN code keypads or matrix open.
 - ✓ Suitable programming device connected to replace PIN code keypad.
1. Use  to sort/filter the displayed entries if required (see *Sorting and filtering* [▶ 43]).
 2. Select a PIN associated with the lost PIN code keypad.



3. Click the  PinCode Keypad lost button in the "Wizards" section.
→ Wizard to help with a lost PIN code keypad will open.

PinCode verloren - Assistent

Schließanlage	Hogwarts	▼
PinCode	Ⓢ Gryffindor electronic portrait (0873CDF)	▼
Programmiergerät	🔌 SmartStick AX	▼

PINCODE VERLOREN

Ereignis:
Der Aufenthaltsort der gewählten PinCode ist nicht bekannt. Die Sicherheit der Schließanlage ist gefährdet.

Hinweis:
Die PinCode muss deaktiviert werden. Dadurch entsteht Programmierbedarf an allen berechtigten Schließungen. Dieser Vorgang kann nicht revidiert werden. Halten Sie auf Wunsch eine Ersatz-PinCode bereit.

Aktion:
Die PinCode wird deaktiviert. Eine Begründung ist erforderlich. Eine Ersatz-PinCode kann erstellt werden.

- Bitte beachten Sie, dass die PinCode deaktiviert wird und dadurch großer Programmieraufwand entstehen kann
- Im Ablauf des Assistenten wird angeboten, eine Ersatz-PinCode zu erstellen

Weiter **Schließen**

4. Click on the **Next** button.

➞ The confirmation window will open.

PinCode deaktivieren

Bitte geben Sie die gewünschten Informationen ein

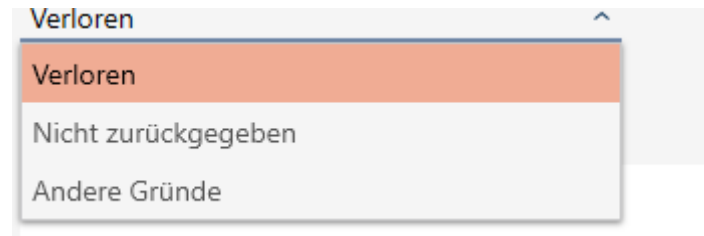
Wollen Sie tatsächlich die PinCode sperren?
Falls 'ja', geben Sie bitte den Grund an, z.B. ob die PinCode verlorengegangen ist.

Verloren ▼

Zusatzinformation

OK **Abbrechen**

5. If applicable, select a reason other than "Lost" from the drop-down menu.



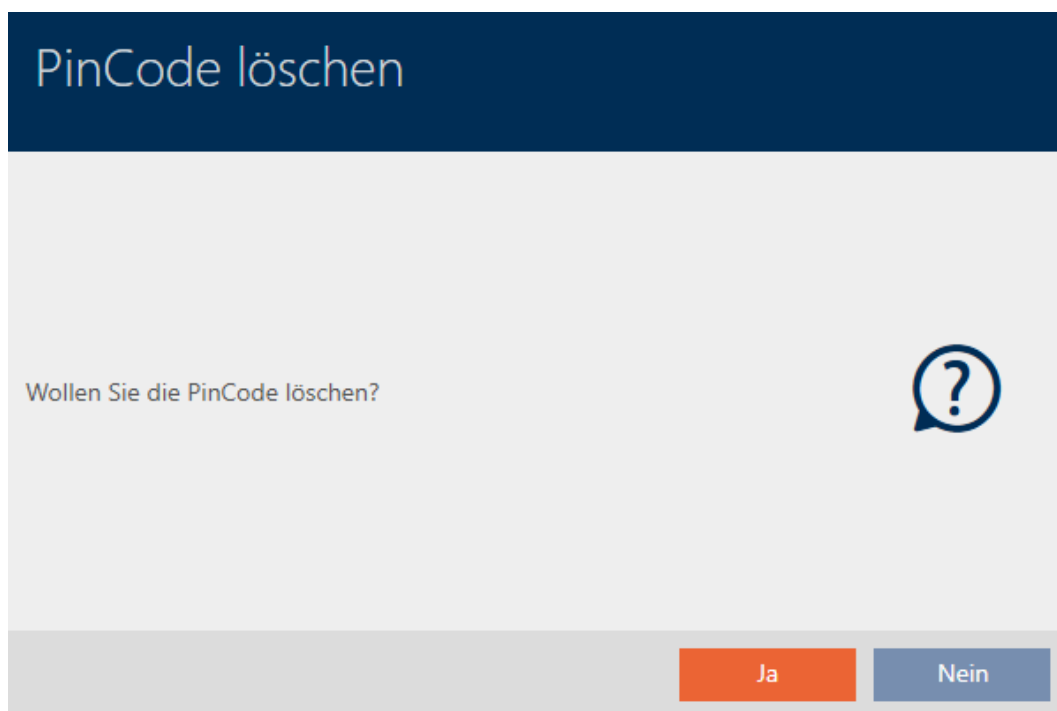
6. Enter any additional information in the *Additional information* field.
7. Click on the **OK** button.
 - ↳ Confirmation window closes.
 - ↳ AXM Lite offers to create a replacement PIN code keypad.



8. If you need a replacement, click the **Yes** button; otherwise, click the **No** button.
(Example: Yes)
 - ↳ AXM Lite creates a replacement PIN code keypad in the background.
 - ↳ AXM Lite offers to synchronise the replacement PIN code keypad immediately.



9. Click on the **Yes** button.
- ↳ Synchronisation of the replacement PIN code keypad launches.
 - ↳ AXM Lite offers to delete the lost PIN code keypad.

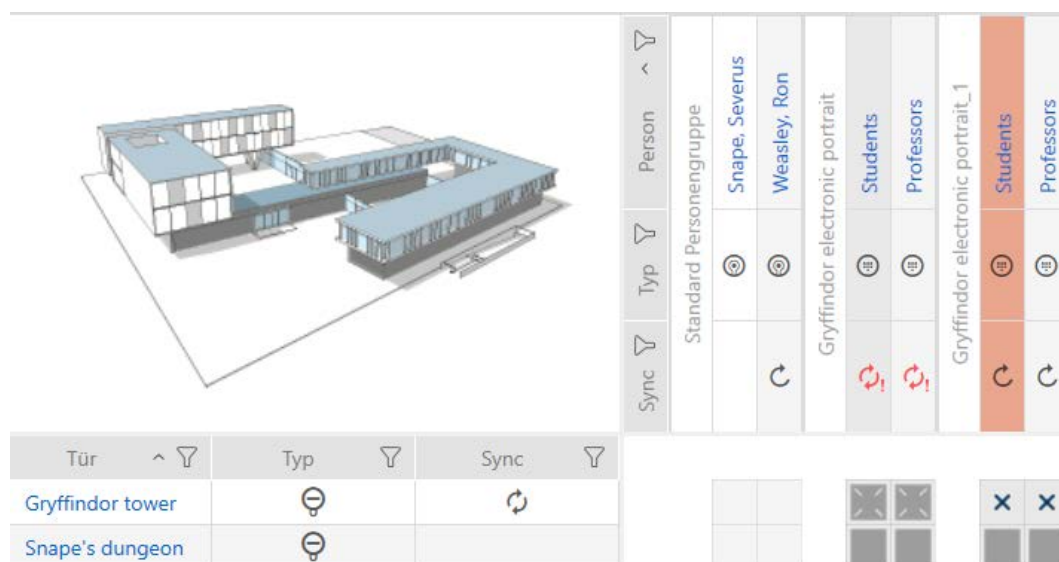


10. Click on the **No** button.
- ↳ The PIN code keypad has been blocked and a replacement PIN code keypad has been synchronised.

PINCODE VERLOREN

Die Aktion wurde erfolgreich durchgeführt

Both PIN code keypads are visible in the matrix.



You will need a different PIN code keypad for the replacement. If you try to use the same PIN code keypad, your AXM Lite will display an error message:

Fehler

DIE AKTION IST FEHLGESCHLAGEN.

Synchronisierung unmöglich. Bitte wenden Sie sich an unser Support-Team, um dieses Problem zu beheben.



OK

You can repair the PIN code keypad as an alternative; see [Repairing a PIN code keypad \(resynchronising\)](#) [► 124].

15.12 Flag and reset returned identification medium (back to inventory)

An identification medium has been transferred to locking system management and should be withdrawn from circulation.

In contrast to reset and deletion, the physical identification medium is reset but remains in your locking system. AXM Lite enters a comment about the return in the identification medium's history instead.

Obviously, you can also delete the identification medium from the locking system after resetting. However, the action list ("history") would be lost.

15.12.1 Flagging and resetting returned card/transponder (back to inventory)

Proceed as follows to withdraw a card or transponder without losing its action list:

- ✓ AXM Lite open.
 - ✓ Suitable programming device connected.
1. Click the  **Transponder returned** button in the "Wizards" section.
 - ➔ The wizard for ID media return will open.

Transponder zurückgegeben

Transponder	Weasley, Ron (002U0KLC)
Programmiergerät	 SmartCD aktiv

TRANSPONDER ZURÜCKGEGEBEN

Ereignis:
Der gewählte Transponder wurde an die Schließanlagenverwaltung übergeben und soll aus dem Verkehr gezogen werden.

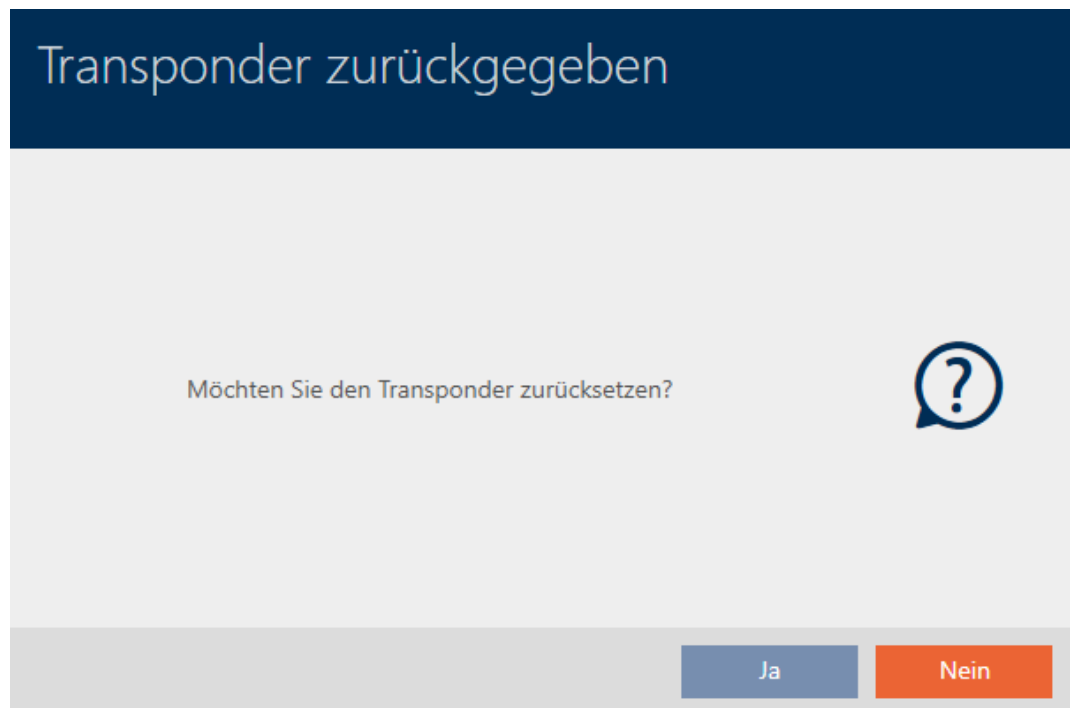
Hinweis:
Der Transponder wird nicht aus der Schließanlage gelöscht, sondern erhält einen entsprechenden Eintrag in seiner Historie.

Aktion:
Die Rückgabe wird in der Historie vermerkt. Der Transponder kann im nächsten Schritt zurückgesetzt werden.

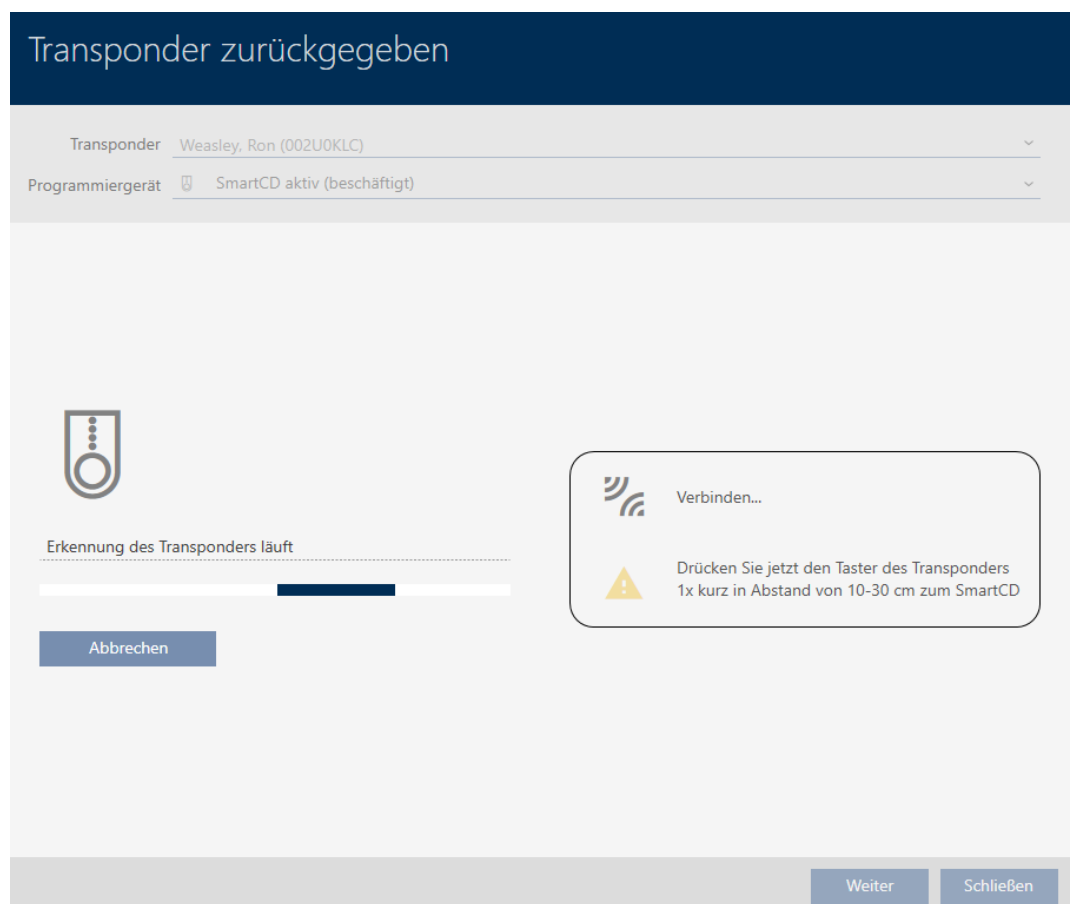
- Im Ablauf des Assistenten wird angeboten, den Transponder zurückzusetzen und zu löschen

Weiter Schließen

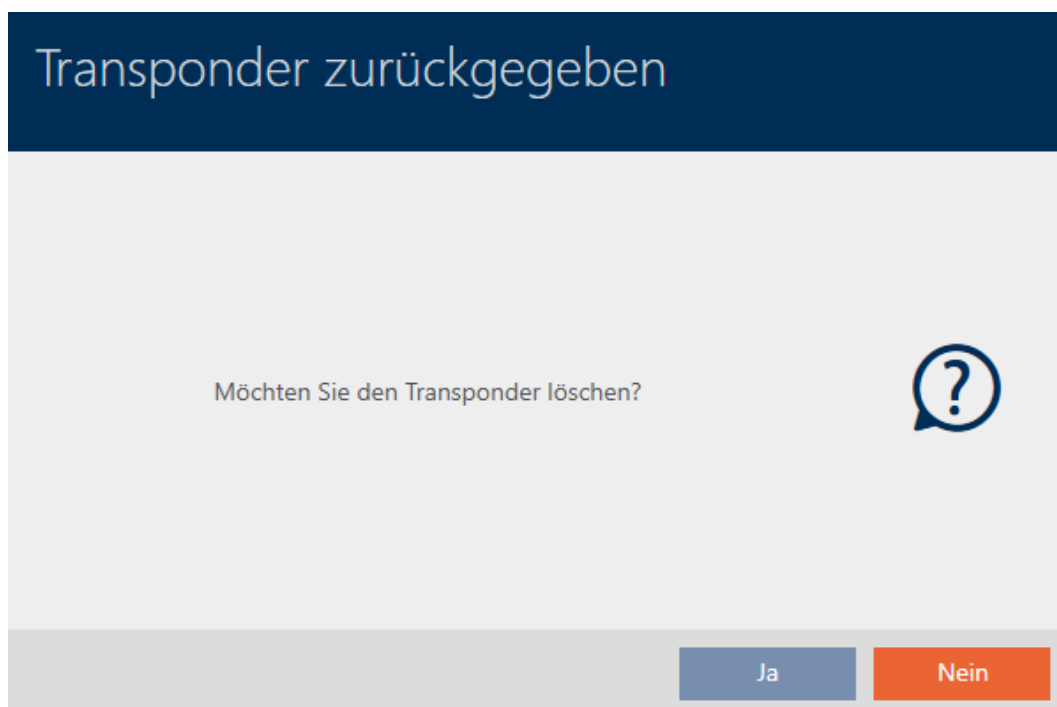
2. Click on the **Next** button.
 - ➔ Confirmation dialogue about resetting the identification medium will open.



3. Click on the **Yes** button.
 - ↳ Confirmation dialogue for resetting the identification medium closes.
 - ↳ Identification medium is being reset.



- Confirmation dialogue for deleting the identification medium will open.



4. Click on the **No** button.
- Confirmation dialogue for deleting the identification medium closes.
- Identification medium is reset, but not deleted.

TRANSPONDER ZURÜCKGEGEBEN

Die Aktion wurde erfolgreich durchgeführt

The successful return is noted in the identification medium's action list (also see *Planning and logging card/transponder return* [► 179]).

Datum	Typ	Benutzer	Beschreibung
29.05.2021 00:08:58	Zurückgesetzt	Admin	
29.05.2021 00:08:42	Erfolgte Rücknahme	Admin	
20.05.2021 20:40:08	Letzte Programmierung	Admin	
20.05.2021 20:39:14	Letzte Programmierung	Admin	
05.05.2021 14:08:04	Erstellt	Admin	

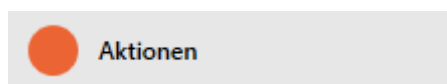
15.13 Planning and tracking identification medium management tasks

The central point for managing your identification medium is the "Transponder - Actions" tab . The following entries are displayed here collectively:

- ❑ Created
- ❑ Programming
- ❑ Issued
- ❑ Scheduled battery change
- ❑ Last battery change
- ❑ Planned return
- ❑ Handed back

Not all entries are available for all types of identification medium. Since a PIN cannot be withdrawn like a transponder, for example, the entries "Planned return" and "Handed back" are not available for PIN code keypads.

- ✓ AXM Lite open.
 - ✓ Identification media list or matrix open.
 - ✓ Identification medium available.
1. Use  to sort/filter the displayed entries if required (see *Sorting and filtering* [▶ 43]).
 2. Click on the identification medium you wish to manage.
 ↳ The identification medium window will open.
 3. Click on the  **Aktionen** tab.



- ↳ Window switches to the "Actions" tab.

Transponder - Aktionen
 Hier können Sie Aktionen zum Transponder planen, einsehen und bearbeiten

 Synchronisieren
  In Matrix anzeigen

- 1 Details
- 2 Transponderkonfiguration
- 3 Berechtigungsgruppen
- 4 Hashtags
- 5 Aktionen
- 6 Begehungliste
- 7 Berechtigte Türen

+



Neu
Löschen
Details

Datum	Typ	Benutzer	Beschreibung	Dokument
30.05.2021 00:39:41	Letzte Programmierung	Admin		
30.05.2021 00:26:56	Erstellt	Admin		

< Zurück
Weiter >
Fertigstellen
Abbrechen

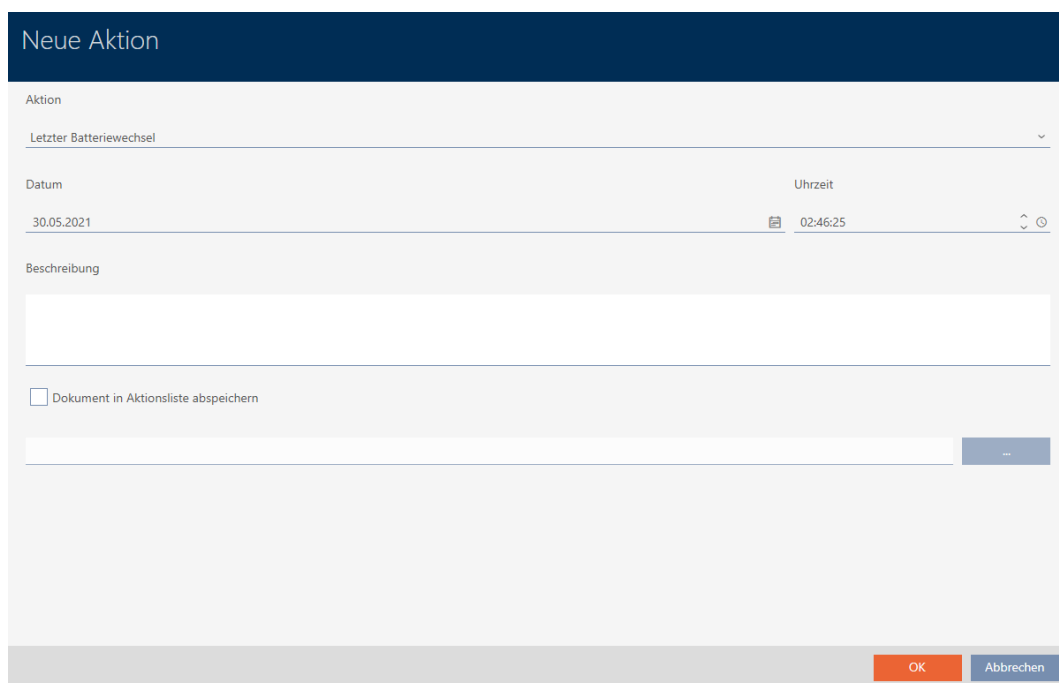
4. Use  to sort/filter the displayed entries if required (see *Sorting and filtering* [▶ 43]).

15.13.1 Noting the issue date

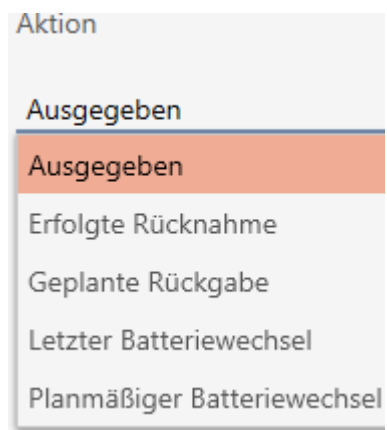
15.13.1.1 Note card/transponder issue date

AXM Lite does not know when you handed over the identification medium. You can thus enter this information manually for each identification medium.

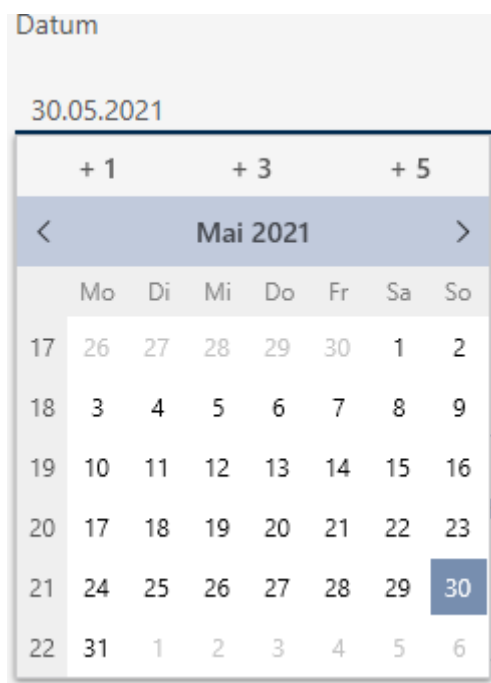
1. Click on the  **New** button.
 The window for a new action will open.

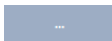


2. From the drop-down menu ▼ **Action**, select "Issued".



3. Enter a date in the *Date* field or click on the  icon to expand a calendar screen.



4. Enter a time in the *Time* field.
5. Enter a description in the *Description* field.
6. If you wish to save a document for your action: Activate the ☒ Save document in action list checkbox.
7. If you wish to save a document for your action: Click on the  button.
 - The Explorer window will open.
8. Select your document.
9. Click on the  button.
 - Explorer window closes.

Neue Aktion

Aktion

Ausgegeben

Datum

30.05.2021

Uhrzeit

03:49:48

Beschreibung

☒ Dokument in Aktionsliste abspeichern

D:\Info.txt

—

OK

Abbrechen

10. Click on the **OK** button.

→ The window for the new action closes.

→ Action is now created and listed.

Datum	Typ	Benutzer	Beschreibung	Dokument
30.05.2021 03:49:48	Ausgegeben	Admin		txt
30.05.2021 00:00:49	Letzte Programmierung	Admin		
29.05.2021 00:08:58	Zurückgesetzt	Admin		
29.05.2021 00:08:42	Erfolgte Rücknahme	Admin		
20.05.2021 20:40:08	Letzte Programmierung	Admin		
20.05.2021 20:39:14	Letzte Programmierung	Admin		
05.05.2021 14:08:04	Erstellt	Admin		

15.13.2 Planning and logging battery replacement

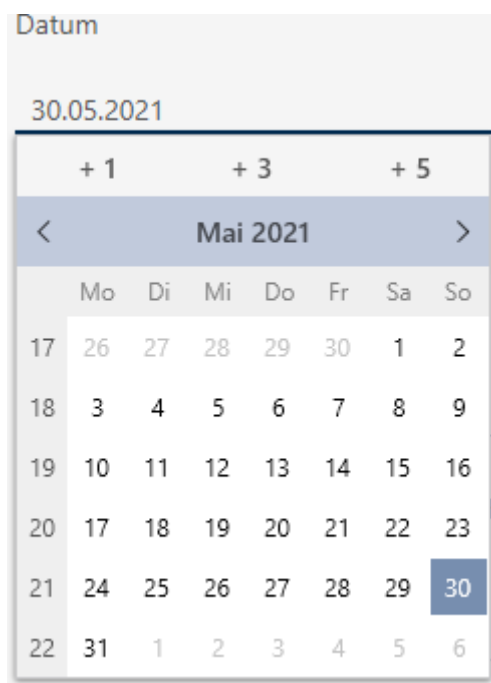
15.13.2.1 Planning and logging card/transponder battery changes

1. Click on the **+ New** button.

→ The window for a new action will open.

2. Select "Scheduled battery change" or "Last battery change" from the ▼ Action drop-down menu.

3. Enter a date in the *Date* field or click on the  icon to expand a calendar screen.



4. Enter a time in the *Time* field.
5. Enter a description in the *Description* field.
6. If you wish to save a document for your action: Activate the ☒ Save document in action list checkbox.
7. If you wish to save a document for your action: Click on the  button.
 - The Explorer window will open.
8. Select your document.
9. Click on the  button.
 - Explorer window closes.

Neue Aktion

Aktion

Planmäßiger Batteriewechsel

Datum

30.05.2021

Uhrzeit

04:00:44

Beschreibung

☒ Dokument in Aktionsliste abspeichern

D:\Info.txt

—

OK

Abbrechen

10. Click on the **OK** button.

→ The window for the new action closes.

→ Action is now created and listed.

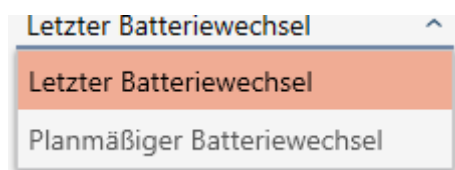
Datum	Typ	Benutzer	Beschreibung	Dokument
30.05.2021 04:00:44	Planmäßiger Batteriewec	Admin		txt
30.05.2021 00:00:49	Letzte Programmierung	Admin		
29.05.2021 00:08:58	Zurückgesetzt	Admin		
29.05.2021 00:08:42	Erfolgte Rücknahme	Admin		
20.05.2021 20:40:08	Letzte Programmierung	Admin		
20.05.2021 20:39:14	Letzte Programmierung	Admin		
05.05.2021 14:08:04	Erstellt	Admin		

15.13.2.2 Planning and logging PIN code keypad battery replacement

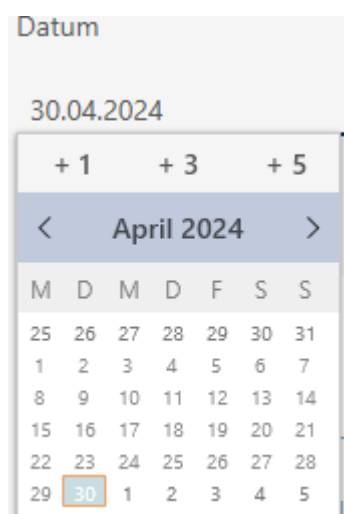
1. Click on the **+ New** button.

→ The window for a new action will open.

2. Select "Scheduled battery change" or "Last battery change" from the ▼ Action drop-down menu.



3. Enter a date in the *Date* field or click on the  icon to expand a calendar screen.



4. Enter a time in the *Time* field.
5. Enter a description in the *Description* field.
6. If you wish to save a document for your action: Activate the ☒ Save document in action list checkbox.

- 7. If you wish to save a document for your action: Click on the ... button.
 ↳ The Explorer window will open.
- 8. Select your document.
- 9. Click on the Open button.
 ↳ Explorer window closes.

Neue Aktion

Aktion

Planmäßiger Batteriewechsel

Datum

30.04.2024

Uhrzeit

20:00:00

Beschreibung

☒ Dokument in Aktionsliste abspeichern

D:\info.txt

...

OK

Abbrechen

- 10. Click on the OK button.
 ↳ The window for the new action closes.
- ↳ Action is now created and listed.

Datum	Typ	Benutzer	Beschreibung	Dokument
30.04.2024 20:00:00	Planmäßiger Batteriewer	Admin		D:\info.txt
30.04.2024 14:34:39	Letzte Programmierung	Admin	ErrorCode = NoError	
30.04.2024 14:34:03	Letzte Programmierung	Admin	ErrorCode = NoError	
30.04.2024 14:31:23	Zurückgesetzt	Admin	ErrorCode = NoError	
30.04.2024 14:30:50	Letzte Programmierung	Admin	ErrorCode = NoError	
30.04.2024 14:30:36	Letzte Programmierung	Admin	ErrorCode = WrongDevice	
30.04.2024 14:30:24	Zurückgesetzt	Admin	ErrorCode = NoError	
30.04.2024 14:29:59	Letzte Programmierung	Admin	ErrorCode = NoError	

15.13.3 Planning and logging return

15.13.3.1 Planning and logging card/transponder return

You can enter a suitable note in the action list to keep track of when which identification media need to be returned.

You can also enter when an identification medium was actually returned in the action list. However, you need to reset the identification medium manually in this case. The return wizard is ideal for returns instead of a manual reset: *Flagging and resetting returned card/transponder (back to inventory)* [► 168]. The entry in the action list is the same in the end, regardless of whether it is entered with or without a wizard.

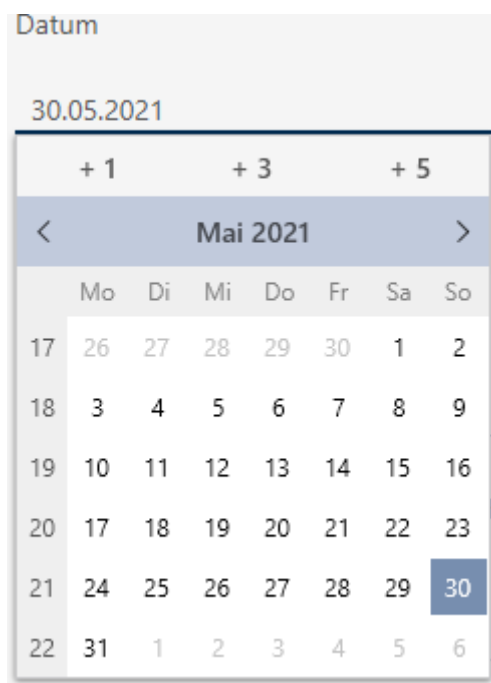
1. Click on the **+** **New** button.
↳ The window for a new action will open.

The screenshot shows a web form titled 'Neue Aktion' (New Action). At the top, there is a dark blue header bar with the title. Below the header, the form is divided into several sections. The first section is labeled 'Aktion' and contains a dropdown menu with the selected option 'Letzter Batteriewechsel'. The second section is labeled 'Datum' and 'Uhrzeit' (Date and Time). The date is set to '30.05.2021' and the time is '02:46:25'. The third section is labeled 'Beschreibung' (Description) and contains a large text input field. Below the text field, there is a checkbox labeled 'Dokument in Aktionsliste abspeichern' (Save document in action list). At the bottom of the form, there are two buttons: 'OK' (orange) and 'Abbrechen' (blue).

2. Select "Planned return" or "Handed back" from the ▼ **Action** drop-down menu.

The screenshot shows a dropdown menu titled 'Aktion'. The menu is open, displaying a list of options. The first option is 'Geplante Rückgabe' (Planned return), which is highlighted with an orange background. Below it are 'Ausgegeben' (Issued), 'Erfolgte Rücknahme' (Successful return), 'Letzter Batteriewechsel' (Last battery change), and 'Planmäßiger Batteriewechsel' (Regular battery change). The dropdown menu has a small upward arrow icon at the top right.

3. Enter a date in the *Date* field or click on the  icon to expand a calendar screen.



4. Enter a time in the *Time* field.
5. Enter a description in the *Description* field.
6. If you wish to save a document for your action: Activate the ☒ Save document in action list checkbox.
7. If you wish to save a document for your action: Click on the  button.
 ↳ The Explorer window will open.
8. Select your document.
9. Click on the  button.
 ↳ Explorer window closes.



10. Click on the  button.
 ↳ The window for the new action closes.
- ↳ Action is now created and listed.

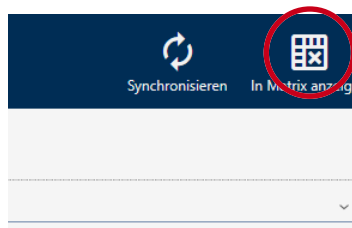
Datum	Typ	Benutzer	Beschreibung	Dokument
30.05.2021 03:05:41	Geplante Rückgabe	Admin		txt
30.05.2021 00:00:49	Letzte Programmierung	Admin		
29.05.2021 00:08:58	Zurückgesetzt	Admin		
29.05.2021 00:08:42	Erfolgte Rücknahme	Admin		
20.05.2021 20:40:08	Letzte Programmierung	Admin		
20.05.2021 20:39:14	Letzte Programmierung	Admin		
05.05.2021 14:08:04	Erstellt	Admin		

15.14 Finding the identification medium or locking device again in the matrix

Various options are available to you to access the settings for your identification media and locking devices. Sometimes you need to quickly jump back to the entry in the matrix to make a final quick change to an authorisation, for example.

The settings window always provides you with the following button: 

Show in matrix



This button:

1. Always opens the matrix view.
2. Selects the identification medium or locking device entry.

This means you can immediately see which identification medium or locking device is meant.

15.15 Exporting identification media as a list

All identification media in your locking system can be exported as PDF files.

The PDF displays exactly the same identification media in exactly the same order as in AXM Lite.

This means that you can sort and filter the display before exporting. It also allows you to sort and filter the exported list.

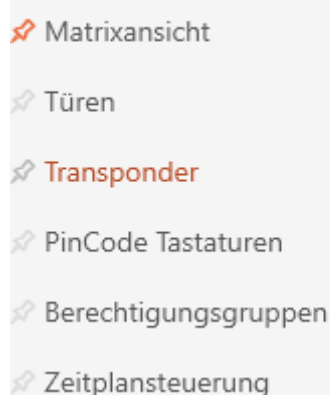
15.15.1 Export cards/transponders as a list

- ✓ AXM Lite open.
 - ✓ Identification medium available.
1. Click the orange AXM button .
 - ➔ AXM bar opens.

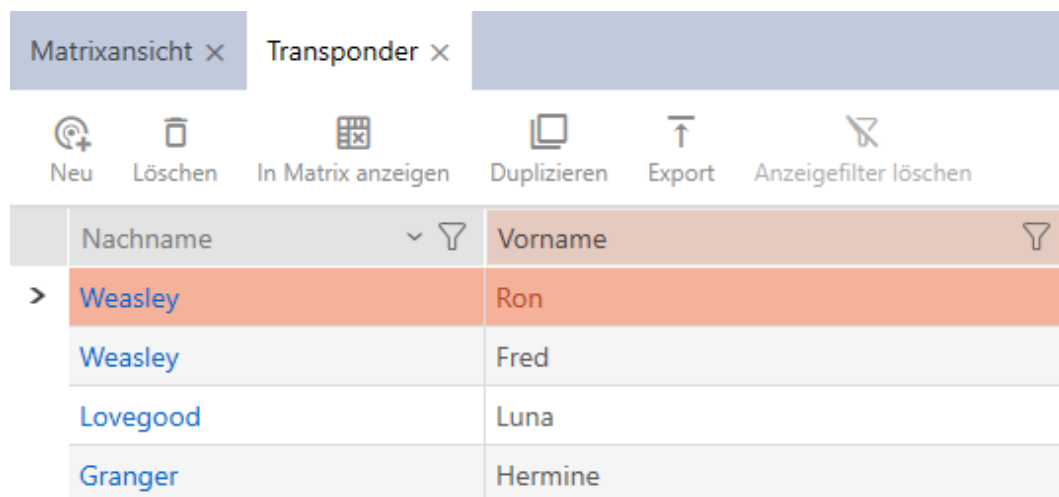


2. Select the **Transponder** entry in the | LOCKING SYSTEM CONTROL | group.

SCHLIESSANLAGENSTEUERUNG



→ The list with all identification media in the locking system will open.



3. Use  to sort/filter the displayed entries if required (see *Sorting and filtering* [▶ 43]).
4. Click on the **Export** button .
- The Explorer window will open.
5. Save the PDF file to a directory of your choice.
- Displayed identification media are exported as PDF files (DIN A4).

Alle Transponder für die Schließanlage 'Hogwarts' - gefiltert

Nachname	Vorname	S/N	Typ	Sync	Status	Zeitgruppe	Aktivierungsdatum / Verfallsdatum
Weasley	Ron		Transponder	Erstprogrammierung			
Weasley	Fred		Transponder	Erstprogrammierung			
Lovegood	Luna		Transponder	Erstprogrammierung			

15.15.2 Exporting PINs and PIN code keypads as a list

- ✓ AXM Lite open.
- ✓ PIN code keypad created (see [Creating PIN code keypads \[▶ 89\]](#)).

1. Click the orange AXM button .

↳ AXM bar opens.

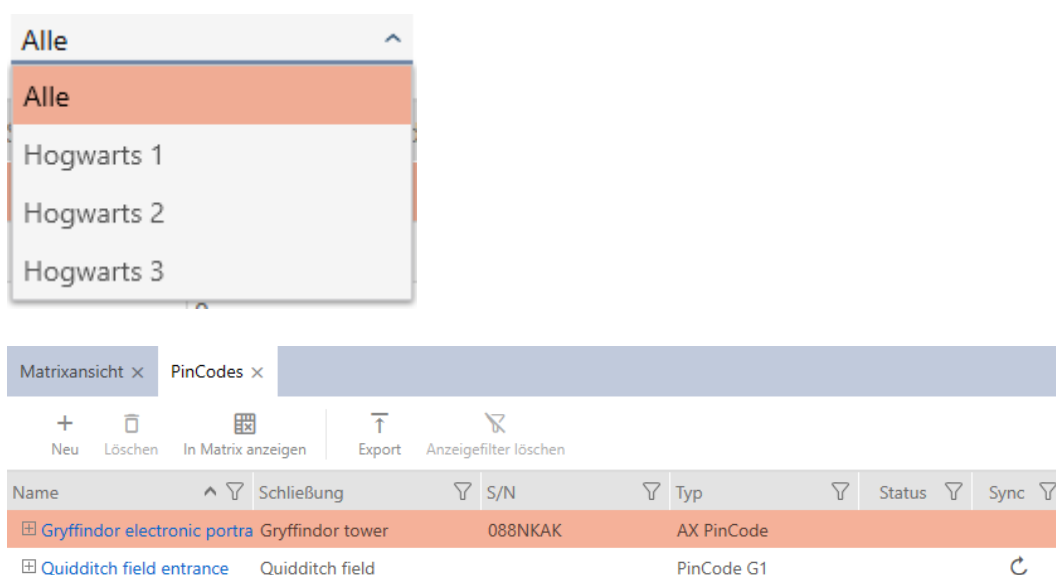


2. Select the **PinCode Keyboards** entry in the | LOCKING SYSTEM CONTROL | group.

SCHLIESSANLAGENSTEUERUNG

-  Matrixansicht
-  Schließungen
-  Transponder
-  **PinCodes**
-  Spezielle Transponder
-  Berechtigungsgruppen
-  Zeitplansteuerung

↳ The list with all PIN code keypads in the locking system will open.



3. Use  to sort/filter the displayed entries if required (see *Sorting and filtering* [▶ 43]).
 4. Click on the **Export**  button.
- ➔ Displayed identification media are exported as PDF files (DIN A4).

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Alle PinCodes für die Schließanlage 'Hogwarts'

Name	Schließung	S/N	Typ	Status	Sync
Gryffindor electronic portrait	Gryffindor tower	088NKAK	AX PinCode		Programmiert
1: Students	Hat Zugriff				
2: Professors	Hat Zugriff				
Quidditch field entrance	Quidditch field		PinCode G1		Erstprogrammierung
1: Students	Hat Zugriff				
2: Professors	Hat Zugriff				

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Ausdruck vom: 30.04.2024

1

15.16 Viewing an identification medium's serial number and/or TID

15.16.1 Viewing a card's/transponder's serial number and TID

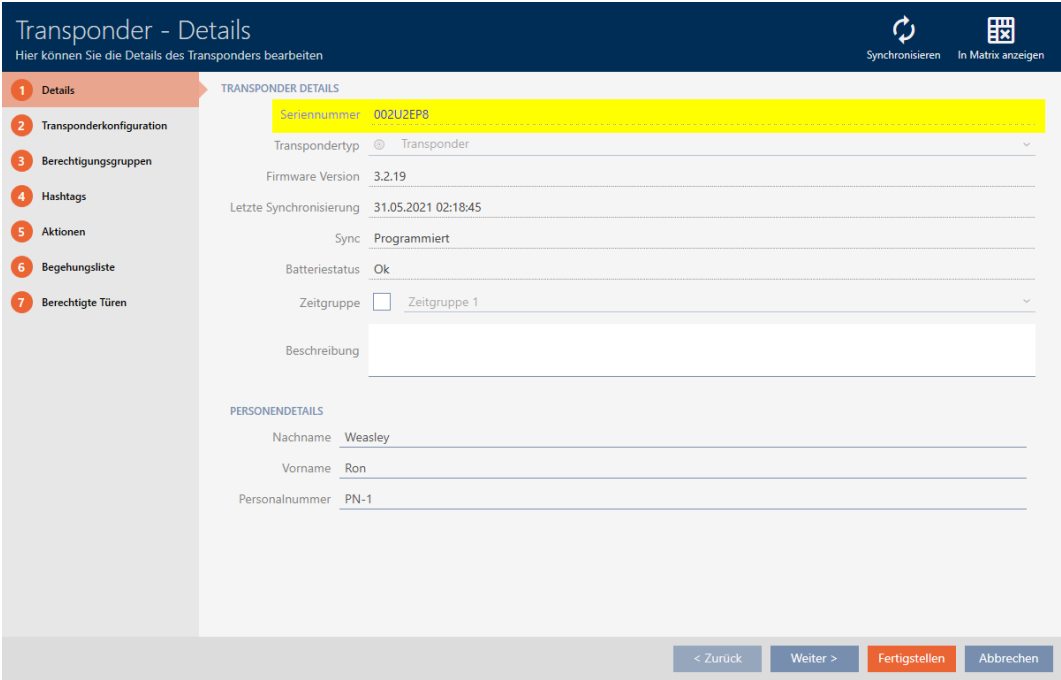
Your cards and transponders have two numbers that are important:

- Serial number (permanently stored in the identification medium and imported during synchronisation)
- TID (flexibly assigned by AXM Lite and written on the identification medium during synchronisation)

The serial number is a unique number for each identification medium while the TID is only unique in your locking system.

If you need the TID for support purposes, for example, you can view the TID for synchronised identification media in the synchronisation window:

- ✓ AXM Lite open.
 - ✓ Identification media list or matrix open.
 - ✓ Identification medium synchronised.
1. Use  to sort/filter the displayed entries if required (see *Sorting and filtering* [▶ 43]).
 2. Click on the identification medium whose serial number and/or TID you wish to view.
 - ↳ The identification medium window will open.
 - ↳ Serial number is displayed.



3. Click on the  **Synchronisation** button.
 - ↳ Window switches to synchronisation.

4. Open up the "Programmed records" field.

Transponder synchronisieren
Hier können Sie den Transponder synchronisieren

Schließanlage:

Transponder:

Programmiergerät:

TRANSPONDERDATEN

Letzte Synchronisierung:

Sync:

Status:

Batteriestatus:

Zeitgruppe:

PROGRAMMIERTE DATENSÄTZE

Pos	Schließanlage/SID	SID Extension	TID	Aktivierungsdatum	Verfallsdatum	Zeitgruppe
1	Hogwarts	4414412	3200			

Schließen

→ TIDs are displayed in table. If you use the identification medium in a number of locking systems, the TID used for each locking system is displayed.

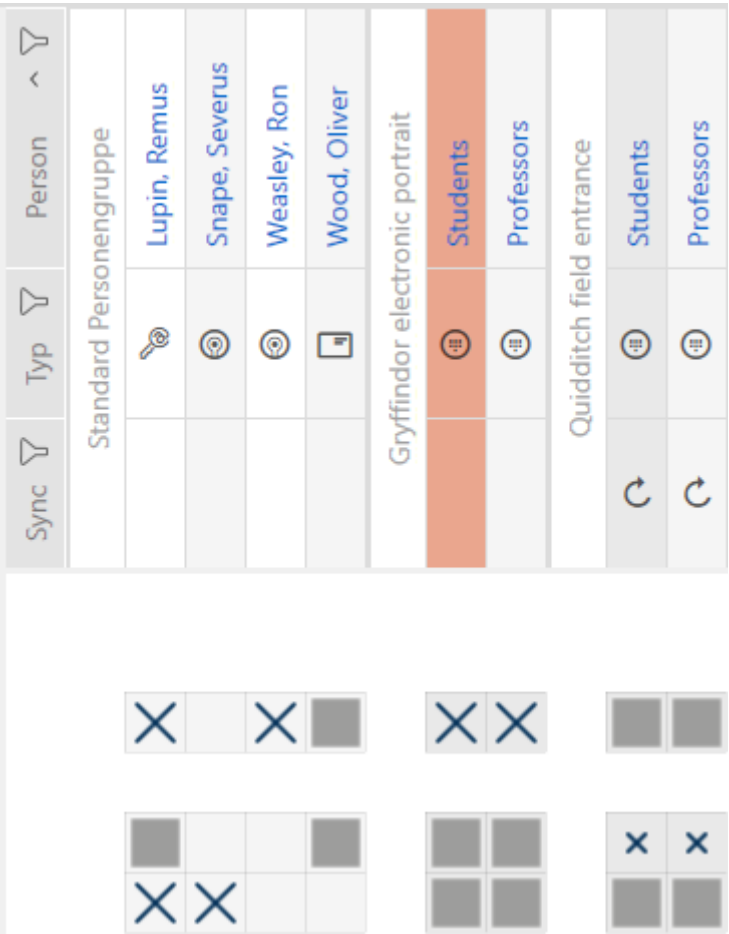
15.16.2 Viewing a PIN code keypad's serial number

Your PIN code keypads do not have TIDs which are directly visible. You will find the serial number similar to that for cards and transponders in the details:

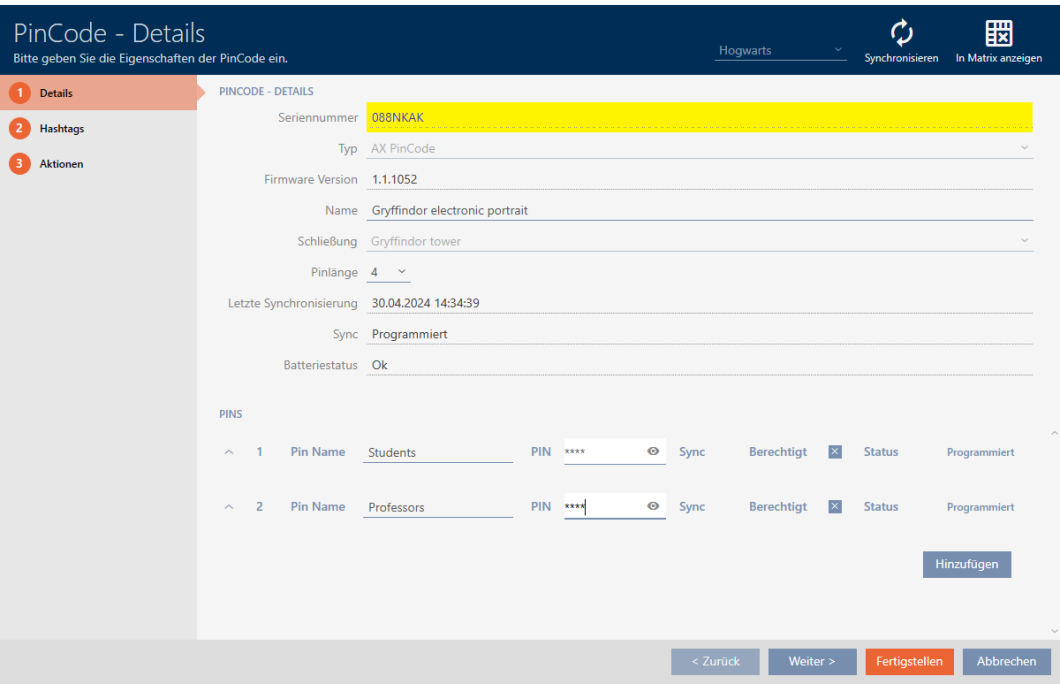
- ✓ AXM Lite open.
- ✓ PIN code keypad created and synchronised.
- ✓ List with PIN code keypads or matrix open.

1. Use  to sort/filter the displayed entries if required (see *Sorting and filtering* [▶ 43]).

- 2. Click on a PIN associated with the PIN code keypad whose serial number you want to view.



- The PIN code keypad window will open.
- Serial number is displayed.



15.17 Setting the PIN length (PinCode AX)



NOTE

Description only valid for PIN code keypad AX

The setting described here is only available for the PIN code keypad AX in your AXM Lite. On the PIN code keypad 3068, you can use the Master PIN to change this setting directly on the PIN code keypad 3068.

You always set the PIN length for the entire PIN code keypad AX, i.e. for all PINs simultaneously. For this reason, you must then reassign each PIN and synchronise the PIN code keypad AX.

- ✓ AXM Lite open.
- ✓ Matrix screen open.
- ✓ PIN code keypad AX created (see [Creating PIN code keypads \[► 89\]](#)).

1. Click on any PIN to open details on your PIN code keypad AX.
 - ➔ The "PinCode Keypad - Details" window will open.

PinCode - Details
Bitte geben Sie die Eigenschaften der PinCode ein.

Hogwarts ↕ Synchronisieren ⌂ In Matrix anzeigen

1 Details **2 Hashtags** **3 Aktionen**

PINCODE - DETAILS

Seriennummer: 0873CDF
Typ: AX PinCode
Firmware Version: 1.1.1048
Name: Gryffindor electronic portrait
Schließung: Snape's dungeon
Pinlänge: 4
Letzte Synchronisierung: 18.04.2024 14:12:57
Sync: Programmiert
Batteriestatus: Ok

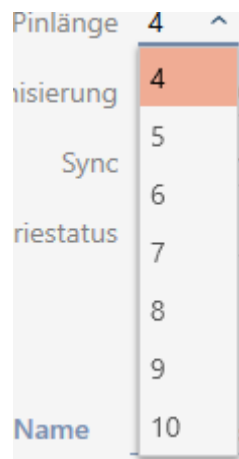
PINS

	Pin Name	PIN	Sync	Berechtigt	Status
1	Students	****	Sync	Berechtigt	Programmiert
2	Professors	****	Sync	Berechtigt	Programmiert

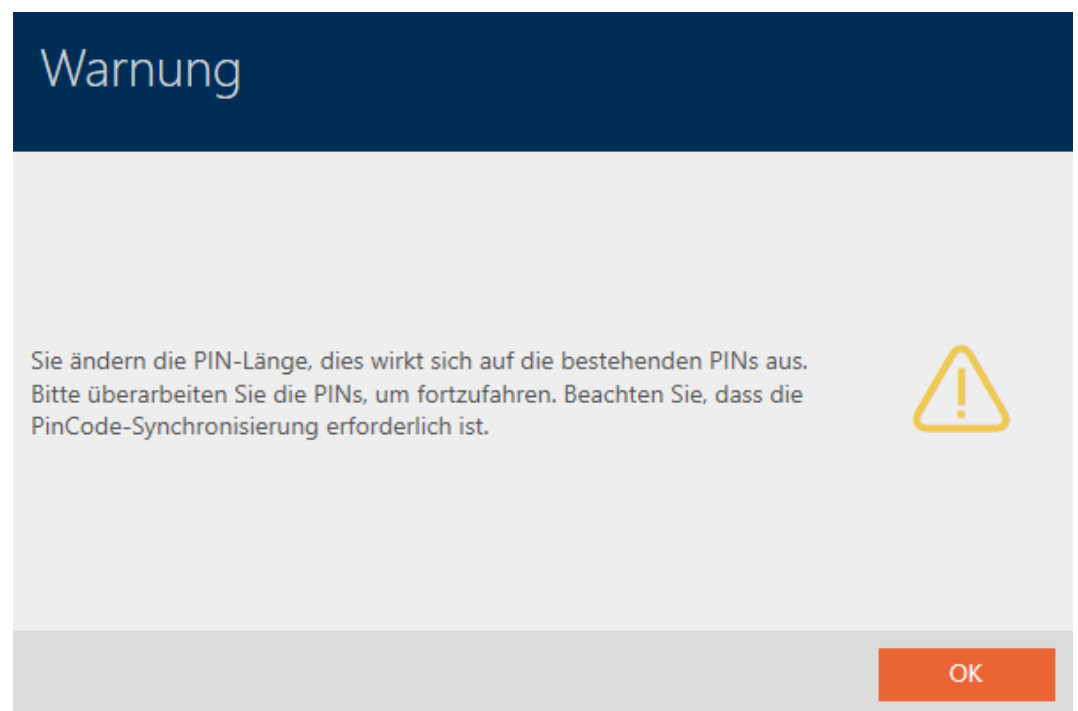
Hinzufügen

< Zurück Weiter > Fertigstellen Abbrechen

2. Select the required PIN length from the ▼ Pin length drop-down menu.



- Your AXM Lite will alert you to the upcoming workload.



3. Click on the OK button.
 - All PINs are red and must be reassigned.

4. Reassigning the PINs.

PinCode - Details

Bitte geben Sie die Eigenschaften der PinCode ein.

Hogwarts

Synchronisieren

In Matrix anzeigen

1 Details

2 Hashtags

3 Aktionen

PINCODE - DETAILS

Seriennummer 0873CDF

Typ AX PinCode

Firmware Version 1.1.1048

Name Gryffindor electronic portrait

Schließung Snape's dungeon

Pinlänge 6

Letzte Synchronisierung 18.04.2024 14:12:57

Sync Programmiert

Batteriestatus Ok

PINS

1

Pin Name

Students

PIN

Sync

Berechtigt

Status

Programmiert

2

Pin Name

Professors

PIN

Sync

Berechtigt

Status

Programmiert

Hinzufügen

< Zurück

Weiter >

Fertigstellen

Abbrechen

5. Click the **Finish** button.
- ➔ "PinCode Keypad - Details" window closes.
 - ➔ The PIN length and PINs have been changed and the resulting programming requirement is displayed in the matrix.



Person

Typ

Sync

Standard Personengruppe

Snape, Severus

Weasley, Ron

Gryffindor electronic portrait

Students

Professors

Tür	Typ	Sync
Gryffindor tower		
Snape's dungeon		

15.18 Changing a PIN (PinCode AX)



NOTE

Description only valid for PIN code keypad AX

The setting described here is only available for the PIN code keypad AX in your AXM Lite. On the PIN code keypad 3068, you can use the Master PIN to change this setting directly on the PIN code keypad 3068.

- ✓ AXM Lite open.
 - ✓ Matrix screen open.
 - ✓ PIN code keypad AX created (see *Creating PIN code keypads* [► 89]).
1. Click on any PIN to open details on your PIN code keypad AX.
 - ➔ The "PinCode Keypad - Details" window will open.

PinCode - Details
Bitte geben Sie die Eigenschaften der PinCode ein.

Hogwarts ↕ Synchronisieren ↺ In Matrix anzeigen 📄

1 Details **PINCODE - DETAILS**

2 Hashtags

3 Aktionen

Seriennummer 0873CDF

Typ AX PinCode

Firmware Version 1.1.1048

Name Gryffindor electronic portrait

Schließung Snape's dungeon

Pinlänge 4

Letzte Synchronisierung 18.04.2024 14:12:57

Sync Programmiert

Batteriestatus Ok

PINS

	Pin Name	PIN	Sync	Berechtigt	Status	
1	Students	****	Sync	Berechtigt	Status	Programmiert
2	Professors	****	Sync	Berechtigt	Status	Programmiert

Hinzufügen

< Zurück Weiter > Fertigstellen Abbrechen

2. Enter the new PIN in the appropriate *Pin name* field.

PinCode - Details

Bitte geben Sie die Eigenschaften der PinCode ein.

1 Details

2 Hashtags

3 Aktionen

PINCODE - DETAILS

Seriennummer

0873CDF

Typ

AX PinCode

Firmware Version

1.1.1048

Name

Gryffindor electronic portrait

Schließung

Snape's dungeon

Pinlänge

4

Letzte Synchronisierung

18.04.2024 14:12:57

Sync

Programmiert

Batteriestatus

Ok

PINS

1	Pin Name	Students	PIN	****	Sync	Berechtigt	Status	Programmiert
2	Pin Name	Professors	PIN	****	Sync	Berechtigt	Status	Programmiert

Hinzufügen

3. Click on the **Finish** button.
↳ PIN has been changed and the resulting programming requirement is displayed in the matrix.

Tür	Typ	Sync
Gryffindor tower		
Snape's dungeon		

15.19 Set up a dynamic time window (time budget)

The dynamic time window (= "time budget") ensures that the identification media in your locking system are regularly activated via the gateway (for further information, see Virtual network).

The dynamic time window in the virtual network differs from the Offline time budget (in days) of the AX2Go, see Time budget (AX2Go and virtual network). For the configuration of Offline time budget (in days) for AX2Go see AX2Go settings.

You have three options to choose from:

☒ Do not change time window on the gateway	The use of this identification medium is not restricted by a time budget. It can be used permanently on authorised locking devices.
☒ until a particular time of (next) day	After activation at the gateway, this identification medium may be utilised to operate authorised locking devices until the designated time (e.g. 12 noon).
☒ Number of hours from the last full hour of the booking	After activation at the gateway, this identification medium may be utilised to operate authorised locking devices until the set number of hours has elapsed.

This setting is customised for each transponder. It is important to select the correct tab "Transponder configuration" setting:

You can also set a dynamic time window (see Create locking system) within the lock system details. This only applies to newly created identification media (default settings) and does not affect the time window of existing identification media.

If you want to change the time window for existing identification media retrospectively, you need to adjust the settings for each medium individually. It is therefore advisable to set the time budget at the time of installing a locking system (*Best practice: setting up the locking system* [[▶ 35](#)]).

16. Doors and locking devices

Any changes you make to the locking system will only take effect when synchronised (see *Synchronising the locking device (including reading access list)* [► 306]).

16.1 Creating a locking device

Depending on the type of locking device, locking devices can be:

- Engaged to open with an identification medium. The user can then open the door with the locking device (cylinder, SmartHandle).
- An identification medium can be used to unlock the device, i.e. the dead bolt retracts without user intervention. The user can then open the door (SmartLocker).
- Activated with an identification medium. The switch contact can then open a door (SmartRelay).

See *“Engaging”, “opening”, “locking”, etc.* [► 377] for more information on this topic.

In line with best practice requirements (see *Best practice: setting up the locking system* [► 35]), SimonsVoss recommends that you first plan things out in preparation:

- *Access levels* [► 276] (see *Access levels* [► 393] for background information)
- *Creating a schedule* [► 51] or *Create time group* [► 55] (see *Time groups and schedules* [► 381] for background information)
- *Creating a time switchover* [► 64] (see *Time switchovers* [► 385] for background information)
- *Creating a location* [► 75] or *Creating a building and assigning it to a location* [► 78] (see *Buildings and locations* [► 394] for background information)
- *Creating a hashtag* [► 80] (see *Hashtags* [► 395] for background information)



NOTE

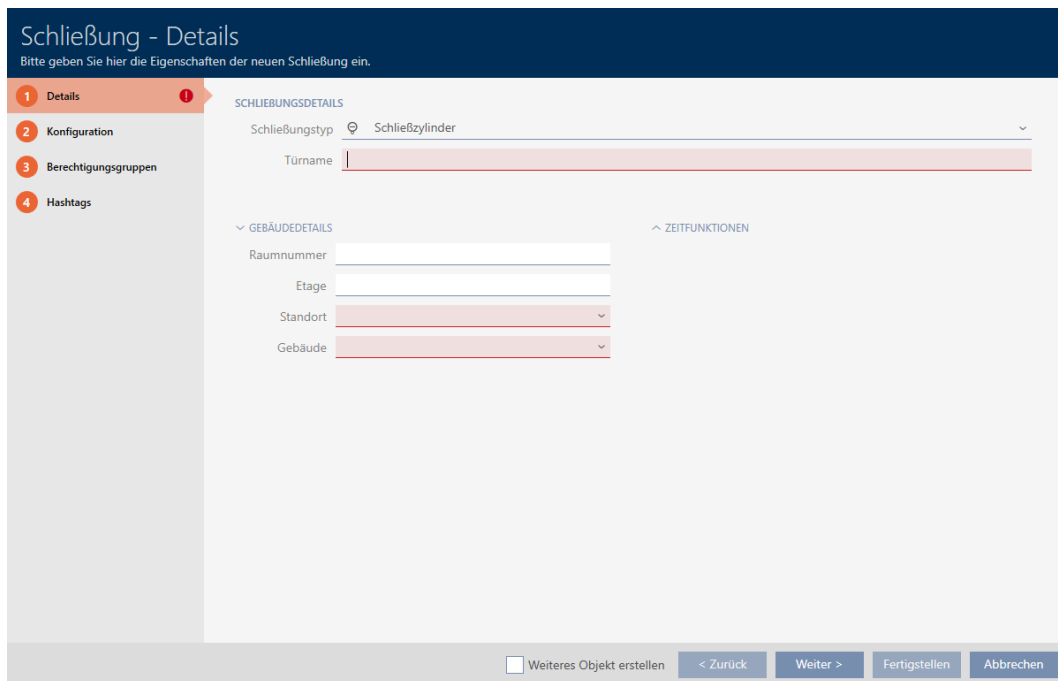
Hidden settings

As soon as you have created the locking device and clicked on the **Fertigstellen** button, AXM Lite knows your locking device type. It will then hide all non-relevant settings.

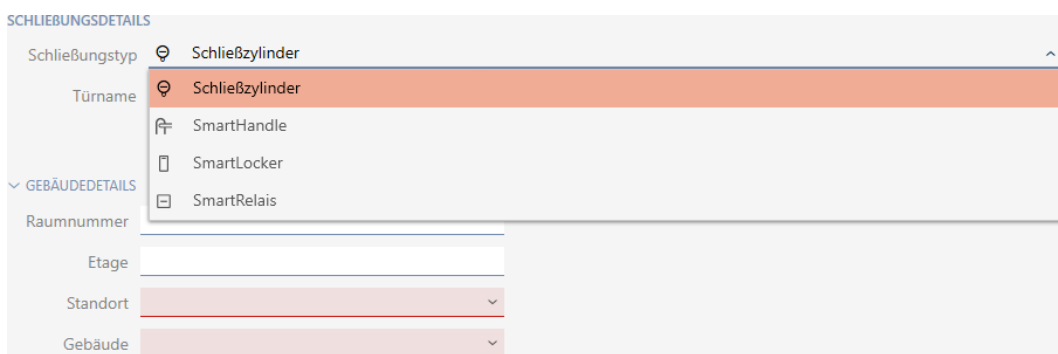
✓ AXM Lite open.

1. Click on the **New lock** button .

→ The window for creating a new locking device will open.



2. Select which locking devices you wish to create from the ▼ **Lock type** drop-down menu.



3. Enter the name of the door where your locking device will be installed in the *Door name* field.

4. If necessary, enter the number of the room where your locking device will be installed in the *Room number* field.

5. If necessary, enter the floor on which your locking device will be installed in the *Level* field.

6. Select the location where your locking device will be installed from the ▼ **Location** drop-down menu.

The screenshot shows the 'GEBÄUDEDETAILS' section of a form. It contains four input fields: 'Raumnummer', 'Etage', 'Standort', and 'Gebäude'. The 'Standort' field is highlighted with a red background and has a red error message 'Das Feld ist erforderlich' (The field is required) above it. A dropdown menu is open for the 'Standort' field, showing two options: 'Standort (Standard)' and 'Unterföhring'.

- ↳ Selection in the ▼ **Building** drop-down menu is limited to the buildings in the selected location.

7. Select the building where your locking device is installed from the ▼ **Building** drop-down menu.

The screenshot shows the 'GEBÄUDEDETAILS' section of a form. It contains four input fields: 'Raumnummer', 'Etage', 'Standort', and 'Gebäude'. The 'Standort' field is highlighted with a red background and has a red error message 'Das Feld ist erforderlich' (The field is required) above it. A dropdown menu is open for the 'Gebäude' field, showing one option: 'FeringasträÙe 4'.

8. If you wish to use time functions: Expand the "Time functions" menu and make the settings (see *Limiting authorisations for locking devices to specific times (schedule)* [► 239] and *Engaging and disengaging locking devices automatically with time switchover* [► 241] for details).

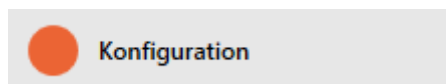
The screenshot shows the 'ZEITFUNKTIONEN' section of a form. It contains three rows, each with a checkbox, a dropdown menu, and a '+ Neu' button. The rows are: 'Zeitplan', 'Zeitumschaltung', and 'Feiertagsliste'.

**NOTE****Public holiday lists in locking device and locations**

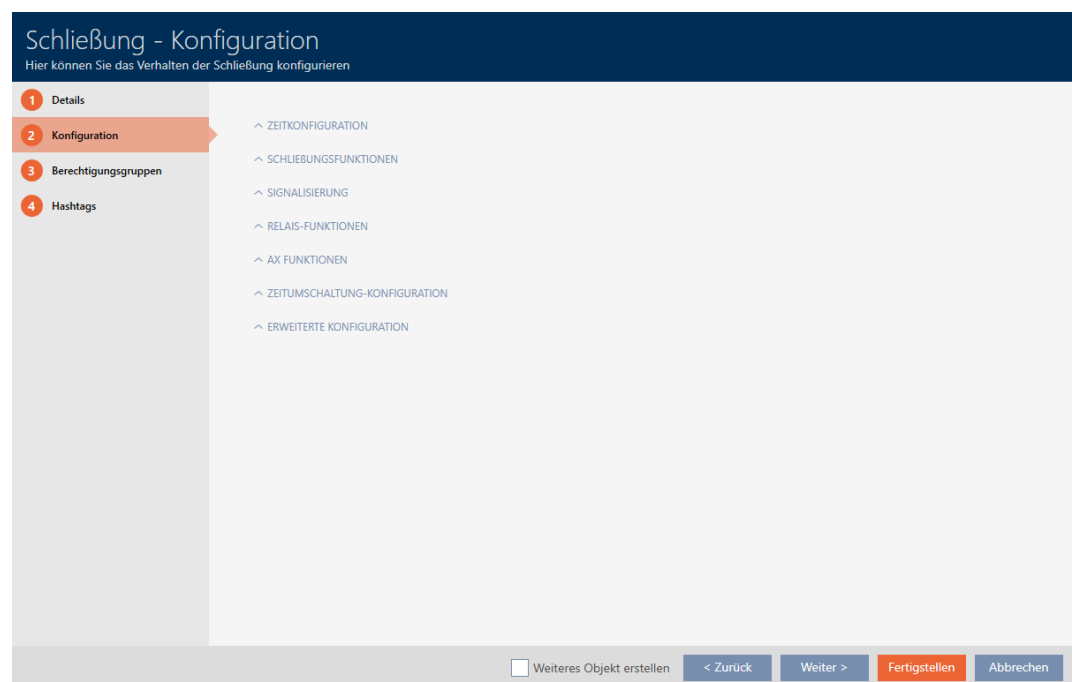
You can assign public holiday lists to both a locking device and the locking device's location. In this case, the public holiday list is used in the locking device and the public holiday list in the location is ignored.

If a public holiday list is assigned to the location instead of the locking device, the public holiday list for the location is applied to the locking device. The suffix "(inherited)" in the locking device window indicates that this is the case.

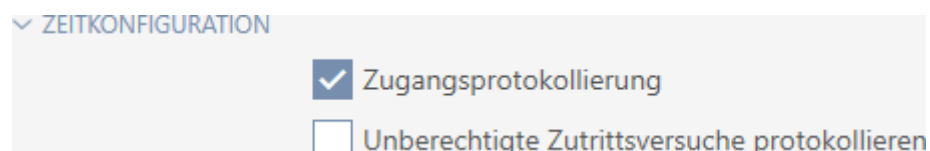
9. Click on the  Configuration tab.



→ Window switches to the "Configuration" tab.



10. If you want to log access attempts, expand the "Time configuration" menu and configure the settings (see *Have accesses logged by locking device (access list)* [▶ 247]).



11. If you want to change the opening time or use the close range mode, expand the "Lock functions" menu and configure the settings (see *Leaving the locking device open for longer, less time or permanently* [► 248] and *Limit locking device read range (close range mode)* [► 250]).

▼ SCHLIEBUNGSFUNKTIONEN

Öffnungsdauer (Sek.)	5
☐ Daueröffnung	
☐ Nahbereichsmodus (bei interner Antenne)	



NOTE

Button control not adjustable

Some locking cylinders are equipped with a button on the inside thumb-turn (TS option). If your AXM Lite detects such a locking cylinder, the ☒ Button control checkbox is displayed. However, this cannot be adjusted, i.e. you cannot disable the buttons.

12. If you want to change the battery warning signalling or programming acknowledgements, expand the "Feedback signals" menu and configure the settings (see *Muting a locking device (for battery warnings and programming)* [► 252]).

▼ SIGNALISIERUNG

☒	Akustische/optische Batteriewarnungen aktiv
☒	Akustische Programmier-Quittungen aktiv

13. If you want to ignore the activation time window (see Activation date / expiry date), expand the "AX functions" menu and configure the settings (see *Ignoring activation and expiry date of identification media* [► 253]).

▼ AX-FUNKTIONEN

☐	Aktivierungszeitraum ignorieren
--------------------------	---------------------------------

14. If you want to use the internal and external antenna together in a SmartRelay, expand the "Relay functions" menu and configure the settings (see *Using internal and external antenna simultaneously* [► 256]).

▼ RELAIS-FUNKTIONEN

☒	Interne Antenne bei Anschluss einer externen Antenne deaktivieren
-------------------------------------	---

15. If you want to engage and disengage your locking device automatically, expand the "Time switching - Configuration" menu and configure the settings (see *Engaging and disengaging locking devices automatically*

with time switchover [► 241]).

The setting defined here applies only to this one locking device, not to the entire locking system.

▼ ZEITUMSCHALTUNG-KONFIGURATION

☐ Manuelles Auskuppeln	☒ Automatisches Auskuppeln
☒ Manuelles Einkuppeln	☐ Automatisches Einkuppeln
☐ Transponder aktiv: immer	☒ Transponder aktiv: nur, wenn ausgekuppelt

16. If you want to use a freely rotating Digital Cylinder AX, expand the "Other" menu and select the ☒ Both sides free spinning checkbox.

▼ ANDERE

☐ Freidrehend



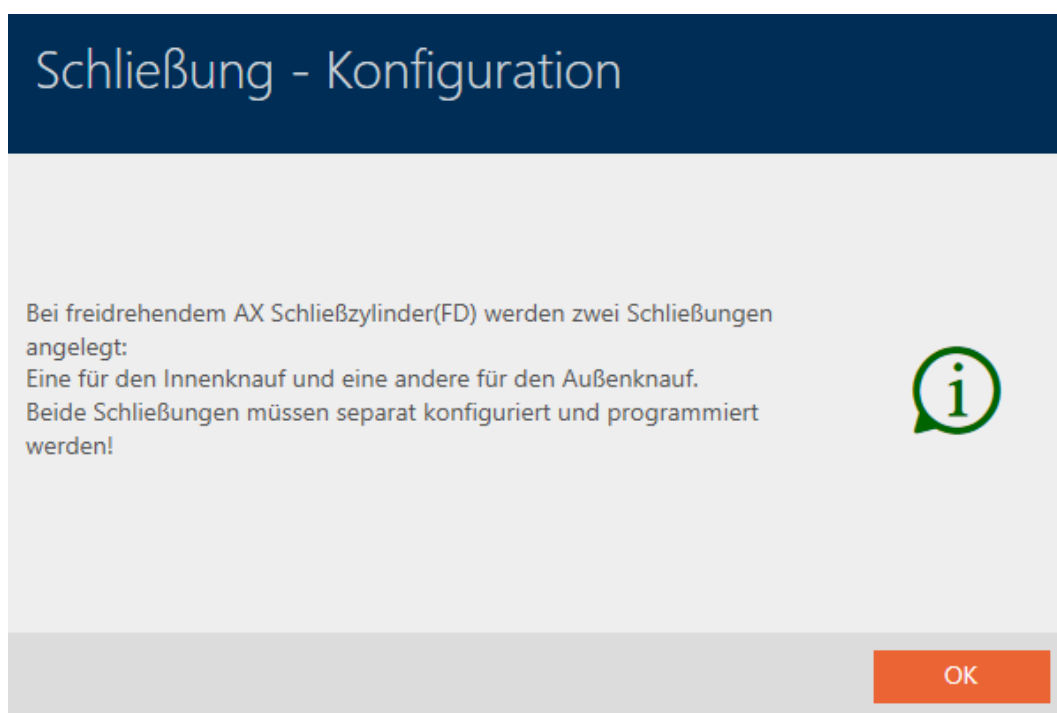
NOTE

Both sides free spinning can only be selected for unprogrammed Digital Cylinder AX

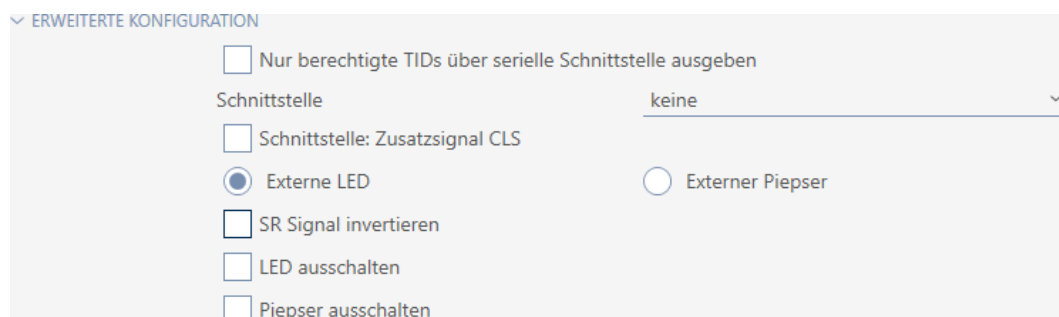
Digital Cylinder AX which have already been configured cannot be reconfigured as freely rotating Digital Cylinder AX at a later stage.

1. Duplicate the Digital Cylinder AX to get an unprogrammed copy with the same settings.
2. Select the checkbox in the ☒ Both sides free spinning section.
3. Reset the previous Digital Cylinder AX and synchronise the freely rotating copy.
4. Then delete the previous Digital Cylinder AX.

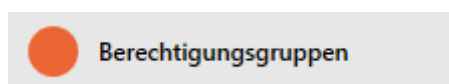
➞ AXM Lite creates a second Digital Cylinder AX and automatically selects the ☒ Close range mode checkbox for both. Both locking devices are independent of each other and must be synchronised separately.



17. If you want to change the signalling on a SmartRelay or use the serial interface, expand the "Extended configuration" menu and configure the settings (see *Changing the SmartRelay settings* [► 255]).



18. Click on the  Access levels tab.



- Window switches to the "Access levels" tab.

Schließung - Berechtigungsgruppen

Hier können Sie die Schließung zu Berechtigungsgruppen hinzufügen

- Details
- Konfiguration
- Berechtigungsgruppen**
- Hashtags

AUSGEWÄHLT (0)

Name ^ ▾	Beschreibung ▾
----------	----------------

<
<<

>
>>

NICHT AUSGEWÄHLT (4)

Name ^ ▾	Beschreibung ▾
Gryffindor	
Hufflepuff	
Ravenclaw	
Slytherin	

Neue Berechtigungsgruppe

☐ Weiteres Objekt erstellen
 < Zurück
 Weiter >
 Fertigstellen
 Abbrechen

19. Use  to sort/filter the displayed entries if required (see *Sorting and filtering* [► 43]).

20. Select all access levels to which you wish to assign your locking device (Ctrl+click for individual groups or Shift+click for multiple groups).



NOTE

Double-clicking as an alternative to arrow keys

Double-clicking an entry in the list will also move this entry to the other column.

21. Use  to move the selected access levels only or  to move all displayed access levels.

➤ Your locking device is added to the access levels in the left-hand column.

Schließung - Berechtigungsgruppen

Hier können Sie die Schließung zu Berechtigungsgruppen hinzufügen

1 Details
2 Konfiguration
3 **Berechtigungsgruppen**
4 Hashtags

AUSGEWÄHLT (1)

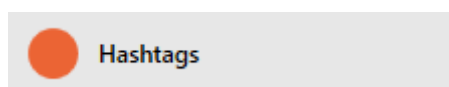
Name	Beschreibung
Gryffindor	

NICHT AUSGEWÄHLT (3)

Name	Beschreibung
Hufflepuff	
Ravenclaw	
Slytherin	

☐ Weiteres Objekt erstellen
 < Zurück
 Weiter >
 Fertigstellen
 Abbrechen

22. Click on the  Hashtags tab.



→ Window switches to the "Hashtags" tab.

Schließung - Hashtags

Hier können Sie Hashtags zu der Schließung hinzufügen

1 Details
2 Konfiguration
3 Berechtigungsgruppen
4 **Hashtags**

AUSGEWÄHLT (0)

Name	Beschreibung
------	--------------

NICHT AUSGEWÄHLT (3)

Name	Beschreibung
Glastür	
Rohrrahmentür	
Rothaarige	

☐ Weiteres Objekt erstellen
 < Zurück
 Weiter >
 Fertigstellen
 Abbrechen

23. Use  to sort/filter the displayed entries if required (see *Sorting and filtering* [▶ 43]).

24. Select all hashtags that you wish to assign to your locking device (Ctrl+click for individual hashtags or Shift+click for multiple hashtags).

**NOTE****Double-clicking as an alternative to arrow keys**

Double-clicking an entry in the list will also move this entry to the other column.

25. Use  to move only the selected hashtags or  to move all the hashtags displayed.

↳ The hashtags in the left-hand column are added to your locking device.

26. Select the  Create additional objects checkbox to leave the window with the same settings open for the next locking device to be created.

27. Click the **Finish** button to create the locking device.

↳ The window for creating a new locking device closes.

↳ Newly created locking device is listed or displayed in the matrix.

16.1.1 Importing locking devices

The import function allows the simultaneous creation of multiple locking devices/doors. To do this, you need an import file in CSV or XLSX format. The columns in this file are subsequently assigned to a field in the AXM Lite. A new locking device (and a new door) are created with each new line, and the fields are populated with the contents of their assigned columns.

Ideally, your import file is encoded in **Unicode (UTF-8)** format.

There is a similar function for identification media and persons: *Import identification media* [▶ 98]

Example file

An example file could look like this:

	A	B	C	D	E
1	Türnummer	Beschreibung	Etage	Beschreibung Gebäude	
2	1	Besuchereingang	EG	Rezeption	Besuchergebäude
3	2	Wareneingang	EG	Versand	Halle A
4	3	Notausgang	EG	Lager	Halle A
5	4	Haupteingang	EG	Reinigung	Halle A
6	5	Nebeneingang	EG	Prozesse	Halle B
7	6	Südausgang	OG	Reinigung	Halle B
8	7	Aufenthaltsbereich	OG	Produktion	Halle B
9	8	Parkplatz	EG	Produktion	Halle B
10	9	Garage	UG	Vorstand	Besuchergebäude

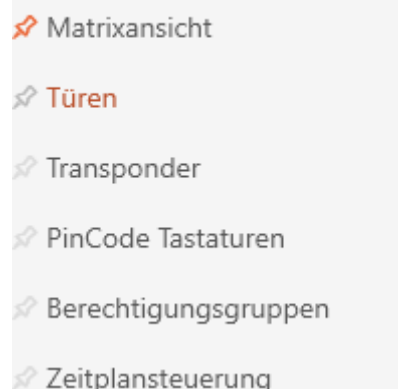
- ✓ AXM Lite open.
- ✓ Selection values (e.g. "Building"), which appear in the import file, have already been created (see e.g. *Creating a building and assigning it to a location* [▶ 78]).

1. Click the orange AXM button  **AXM**.
↳ AXM bar opens.

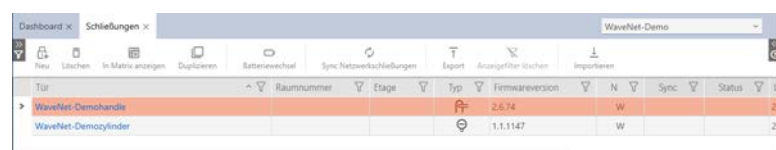


2. Select the **Locks** entry in the | LOCKING SYSTEM CONTROL | group.

SCHLIESSANLAGENSTEUERUNG



- ↳ The AXM bar will close.
- ↳ The [Locks] tab will open.



3. Click on the **Import** button.
↳ The window will open.

Import - Türen

Hier können Sie Türen importieren

Importdatei auswählen

Durchsuchen

EncodingUnicode (UTF-8)

Trennzeichen:

Zeilen überspringen0

Import Optionen

Standard-AXM-Optionen für neue Türen

SchließanlageWaveNet-Demo

BereichAutomatisch generiert

SchließungstypAutomatische Erkennung

Spaltenzuordnung

Importieren

Abbrechen

4. Click the **Browse** button and navigate to your import file. You may need to set the file type to see your import file.

xlsx-Dateien (*.xlsx)

csv-Dateien (*.csv)

xlsx-Dateien (*.xlsx)

➡ Area "Column mapping" is loading.

Import - Türen

Hier können Sie Türen importieren

Importdatei auswählen

Durchsuchen

EncodingUnicode (UTF-8)

Trennzeichen:

Zeilen überspringen1

Import Optionen

Standard-AXM-Optionen für neue Türen

SchließanlageWaveNet-Demo

BereichAutomatisch generiert

SchließungstypAutomatische Erkennung

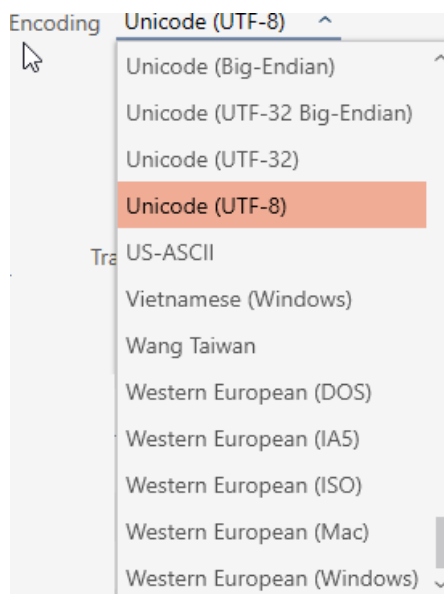
Spaltenzuordnung

☐	nein	nein	nein	nein	nein	nein	nein	nein
☐	1	Besuchereingang	EG	Rezeption	Besuchergebäude			
☐	2	Warenausgang	EG	Versand	Halle A			
☐	3	Notausgang	EG	Lager	Halle A			
☐	4	Haupteingang	EG	Reinigung	Halle A			
☐	5	Nebeneingang	EG	Prozesse	Halle B			
☐	6	Südausgang	OG	Reinigung	Halle B			
☐	7	Aufenthaltsbereich	OG	Produktion	Halle B			
☐	8	Parkplatz	EG	Produktion	Halle B			
☐	9	Garage	UG	Vorstand	Besuchergebäude			

Importieren

Abbrechen

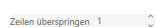
5. Select the encoding for your import file from the dropdown menu; ▼ **Encoding** (recommendation: import the file in **Unicode (UTF-8)** format).



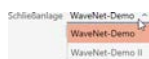
6. Select the delimiter for your import file from the dropdown menu ▼ **Delimiter** (in the example: ;).



7. In field *Skip rows*, give the number of import file lines that should be skipped (for example, column headings, in the example: 1).



8. Open the dropdown menu ▼ **Locking system** and select the target locking system.



9. Use this drop-down menu ▼ **Areato** to select the field in the locking devices details into which you want to import the entry in this column.



10. Use the drop-down menu ▼ **Lock type** to select the type of locking device for the imported locking devices.



11. Each column has a drop-down menu above it. Use this drop-down menu to select the field in the locking device details into which you want to import the entry in this column. If you select the entry "None", the column will be ignored and not imported. The entries "Door code (*)" and "Door name (*)" must be selected as these fields are mandatory (*) fields.



NOTE

Values to be imported must be selected before importing

Fields such as "Location" or "Building" are selection values. Only existing values may be selected for import; new values cannot be created.

If a selection value is not available, the field is skipped during import.

- Create all required values before importing.

↳ Columns are assigned to the fields in the locking device details.

Import - Türen

Hier können Sie Türen importieren

Importdatei auswählen

Q:\Produktmarketing\40 Technische Redaktion'

Durchsuchen

EncodingUnicode (UTF-8)

Trennzeichen:

Zeilen überspringen1

Import Optionen

Standard-AXM-Optionen für neue Türen

SchließanlageWaveNet-Demo

BereichAußentüren

SchließungstypAutomatische Erkennung

Spaltenzuordnung

☐	Türcode (*)	Türname (*)	Etage	nein	Gebäude	nein	nein	nein
☐	1	Besuchereingang	EG	Rezeption	Besuchergebäude			
☐	2	Warenausgang	EG	Versand	Halle A			
☐	3	Notausgang	EG	Lager	Halle A			
☐	4	Haupteingang	EG	Reinigung	Halle A			
☐	5	Nebeneingang	EG	Prozesse	Halle B			
☐	6	Südausgang	OG	Reinigung	Halle B			
☐	7	Aufenthaltsbereich	OG	Produktion	Halle B			
☐	8	Parkplatz	EG	Produktion	Halle B			
☐	9	Garage	UG	Vorstand	Besuchergebäude			

ImportierenAbbrechen

12. Mark all the lines you want to import.

Import - Türen

Hier können Sie Türen importieren

Importdatei auswählen

Q:\Produktmarketing\40 Technische Redaktion'

Durchsuchen

EncodingUnicode (UTF-8)

Trennzeichen:

Zeilen überspringen1

Import Optionen

Standard-AXM-Optionen für neue Türen

SchließanlageWaveNet-Demo

BereichAußentüren

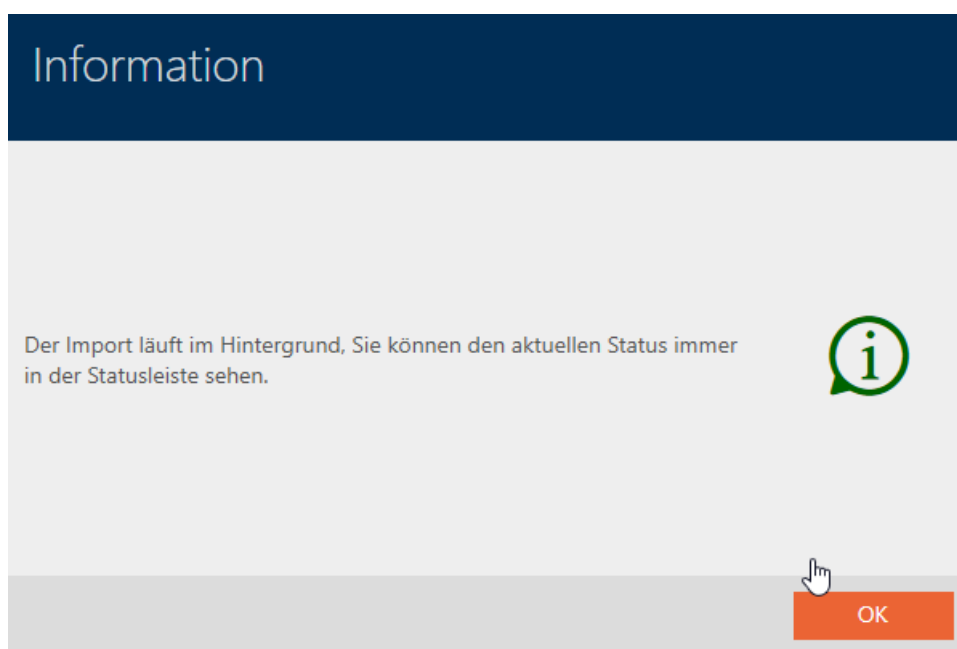
SchließungstypAutomatische Erkennung

Spaltenzuordnung

☒	Türcode (*)	Türname (*)	Etage	nein	Gebäude	nein	nein	nein
☒	1	Besuchereingang	EG	Rezeption	Besuchergebäude			
☒	2	Warenausgang	EG	Versand	Halle A			
☒	3	Notausgang	EG	Lager	Halle A			
☒	4	Haupteingang	EG	Reinigung	Halle A			
☒	5	Nebeneingang	EG	Prozesse	Halle B			
☒	6	Südausgang	OG	Reinigung	Halle B			
☒	7	Aufenthaltsbereich	OG	Produktion	Halle B			
☒	8	Parkplatz	EG	Produktion	Halle B			
☒	9	Garage	UG	Vorstand	Besuchergebäude			

ImportierenAbbrechen

13. Click the **Import** button.
➡ Import begins.



➔ Once the import is complete, the imported locking devices/doors can be seen in the list of locking devices:

Dashboards x

Schließungen x

WaveNet-Demo

Neu

Löschen

In Matrix anzeigen

Duplizieren

Batteriewechsel

Sync Netzwerkschließungen

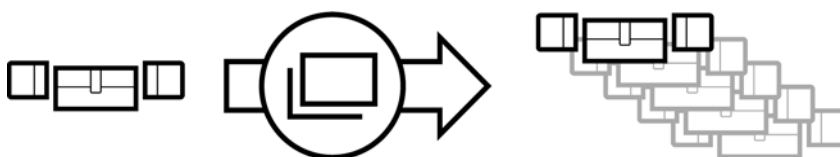
Export

Anzeigefilter löschen

Importieren

Tür	^	▼	Raumnummer	▼	Etage	▼	Typ	▼	Firmwareversion	▼	N	▼	Sync	▼	Status	▼
> Aufenthaltsbereich					OG											
Besuchereingang					EG											
Garage					UG											
Haupteingang					EG											
Nebeneingang					EG											
Notausgang					EG											
Parkplatz					EG											
Südausgang					OG											
Warenausgang					EG											
WaveNet-Demohandle									2.6.74		W					25
WaveNet-Demozylinder									1.1.1147		W					25

16.2 Duplicating the locking device (including authorisations and settings)



You can simply duplicate an existing locking device instead of creating a completely new one. During this process, AXM Lite also applies the properties, which can be changed in the AXM Lite.

The following settings are duplicated:

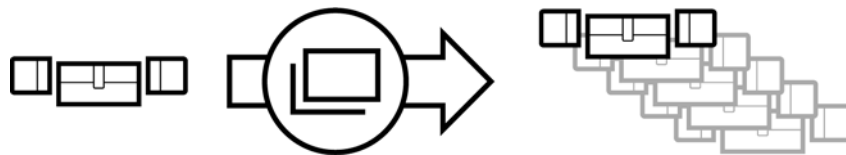
- Building details

- ❑ Door details (except door numbering, which is automatically continued with the adjustable abbreviation; also see *Changing automatic numbering* [▶ 347])
- ❑ Time functions
- ❑ Configuration
- ❑ Access levels
- ❑ Hashtags

The following settings are not duplicated:

- ❑ Entries in the [Actions] tab
- ❑ Information that is stored on the hardware and imported during synchronisation:
 - ❑ Serial number
 - ❑ Firmware version
 - ❑ Battery status feedback
 - ❑ Access list
 - ❑ Assigned PIN code keypad
- ✓ AXM Lite open.
- ✓ Locking device available.

1. Select the locking device to be duplicated.



2. Click on the **Duplicate** button .
- ➔ The window for specifying copies will open.

Schließungen duplizieren

Hier können Sie die Anzahl der Kopien eingeben

Wie viele Kopien der ausgewählten Schließung sollen erstellt werden?

5

OK

Abbrechen

3. Click on the **OK** button.
- ➔ Locking device is duplicated.



Person	Typ
Weasley, Ron	
Weasley, Fred	
Lovegood, Luna	
Granger, Hermine	

Tür	Typ
Gryffindor dormitory	
Hufflepuff dormitory	
Gryffindor dormitory_0001	
Gryffindor dormitory_0002	
Gryffindor dormitory_0003	
Gryffindor dormitory_0004	
Gryffindor dormitory_0005	

▶	▶X	▶X
▶	▶X	▶X
▶	▶X	▶X
▶	▶X	▶X
▶	▶X	▶X
▶	▶X	▶X

16.3 Delete locking device

There are two ways to delete locking devices:

- 1. Delete on the matrix screen (*Deleting an individual locking device using the matrix [▶ 213]*)
- 2. Delete using the tab for locking devices (*Deleting several locking devices using the tab [▶ 214]*)

You can also delete several locking devices at the same time in this tab.

16.3.1 Deleting an individual locking device using the matrix

- ✓ AXM Lite open.
- ✓ Matrix screen open.
- 1. Select the locking device that you wish to delete.

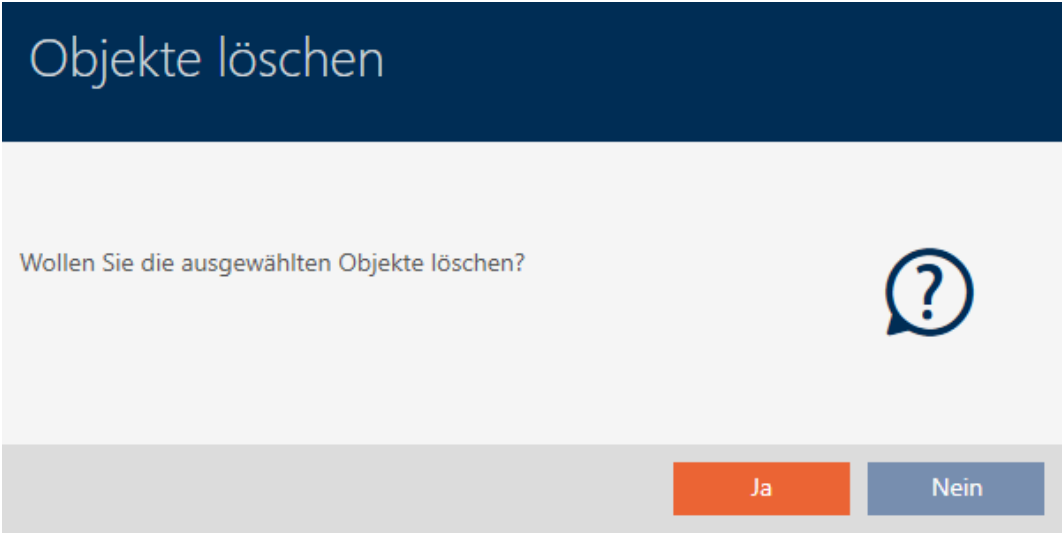


Tür	Typ
Gryffindor dormitory	⊖
Hufflepuff dormitory	⊖
Gryffindor dormitory_0001	⊖

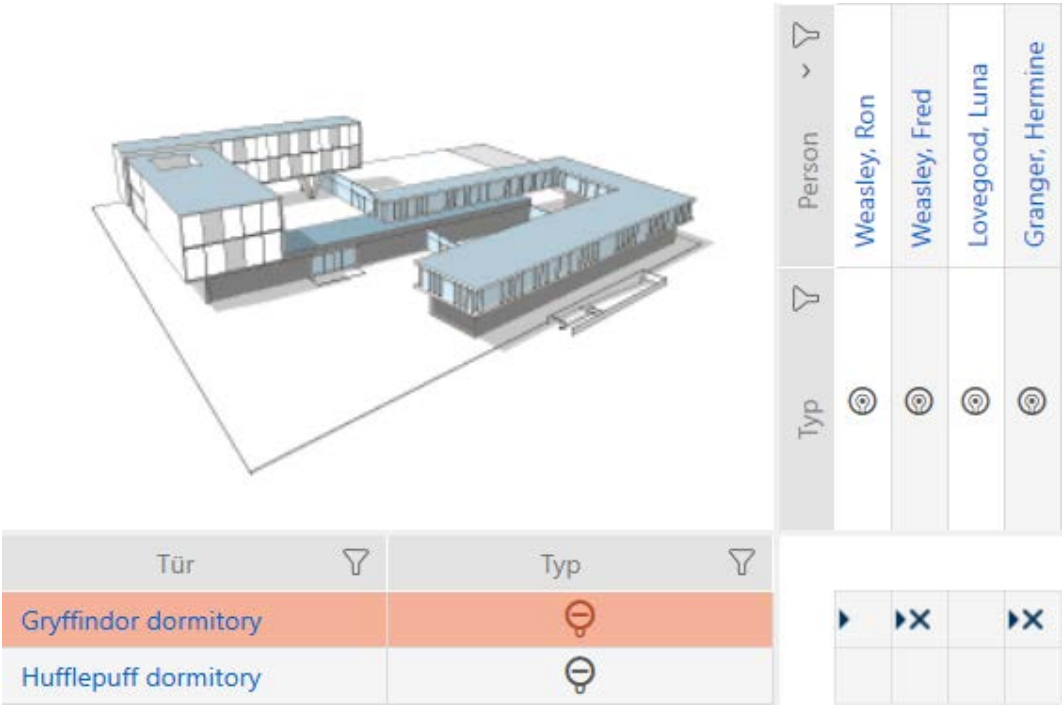
Person	Typ
Weasley, Ron	⊖
Weasley, Fred	⊖
Lovegood, Luna	⊖
Granger, Hermine	⊖

▶	▶X		▶X
▶	▶X		▶X

- 2. Click on the Delete  button.
 - ➔ Deletion query will open.



- 3. Click on the **Yes** button.
 - ➔ Deletion query closes.
 - ➔ Locking device has been deleted.



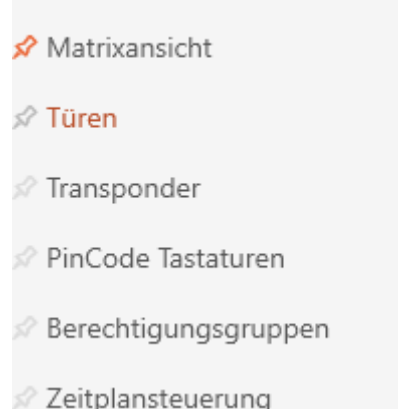
16.3.2 Deleting several locking devices using the tab

- ✓ AXM Lite open.
- 1. Click on the orange AXM icon .
 - ➔ AXM bar opens.



2. Select the **Locks** entry in the | LOCKING SYSTEM CONTROL | group.

SCHLIESSANLAGENSTEUERUNG



- The AXM bar will close.
- The [Locks] tab will open.

Matrixansicht x Türen x										
Neu Löschen In Matrix anzeigen Duplizieren Batteriewechsel Export Anzeigefilter löschen										
Tür	Raumnummer	Etage	Typ	Sync	Status	Letzte Synchronisierung	S/N	Schließungs ID		
Gryffindor dormitory			🔒			01.06.2021 14:52:21	000E04GX	10000		
Gryffindor dormitory_0001			🔒	🔄				ohne Programmierung		
Gryffindor dormitory_0002			🔒	🔄				ohne Programmierung		
Gryffindor dormitory_0003			🔒	🔄				ohne Programmierung		
Gryffindor dormitory_0004			🔒	🔄				ohne Programmierung		
> Gryffindor dormitory_0005			🔒	🔄				ohne Programmierung		
Hufflepuff dormitory			🔒			01.06.2021 18:21:58	0084GEAD	10001		

3. Use  to sort/filter the displayed entries if required (see *Sorting and filtering* [▶ 43]).
4. Select all locking devices that you wish to delete (Ctrl+click for single media or Shift+click for multiple media).

Matrixansicht x Türen x										
Neu Löschen In Matrix anzeigen Duplizieren Batteriewechsel Export Anzeigefilter löschen										
Tür	Raumnummer	Etage	Typ	Sync	Status	Letzte Synchronisierung	S/N	Schließungs ID		
Gryffindor dormitory			🔒			18.05.2021 17:13:31	0083TPRU	10000		
Gryffindor dormitory_0001			🔒	🔄				ohne Programmierung		
Gryffindor dormitory_0002			🔒	🔄				ohne Programmierung		
Gryffindor dormitory_0003			🔒	🔄				ohne Programmierung		
Gryffindor dormitory_0004			🔒	🔄				ohne Programmierung		
> Gryffindor dormitory_0005			🔒	🔄				ohne Programmierung		
Hufflepuff dormitory			🔒	🔄				ohne Programmierung		

5. Click on the **Delete**  button.

↳ Query with list of locking devices to be deleted will open.



6. Click on the **Yes** button.

↳ Query with list of locking devices to be deleted closes.

↳ Locking devices have been deleted.

Matrixansicht x Türen x										
Neu Löschen In Matrix anzeigen Duplizieren Batteriewechsel Export Angelegte löschen										
Tür	~	Raumnummer	Etage	Typ	Sync	Status	Letzte Synchronisierung	S/N	Schließungs ID	
> Gryffindor dormitory							18.05.2021 17:13:31	0083TPRU	10000	
Hufflepuff dormitory									ohne Programmierung	

16.4 Changing locking device type at later stage

It sometimes becomes evident at a later stage that a different locking device type is more suitable for a particular place of use. It is possible that a cylinder should be replaced with a SmartHandle for convenience reasons, for example.

AXM Lite gives you the option of selecting a different locking device type at a later stage. The locking device remains in the database, including, most importantly, all authorisations and compatible settings.

- Settings that are provided for both the original and the new locking device type remain unchanged.
- Settings from the original locking device type that do not exist for the new locking device type expire.
- Settings that only exist for the new locking device type but not for the original locking device type are set to a default value.

	Original locking device type	New locking device type	Result
Setting A (e.g. <i>Open time (sec)</i>)	Adjustable	Adjustable	Is applied
Setting B (e.g. ☒ Invert SR signal)	Adjustable	Not adjustable	Expires
Setting C	Not adjustable	Adjustable	Set to default value

Tür	Typ	Sync
Gryffindor dormitory		
Hufflepuff dormitory		
Stadium illumination		
Gryffindor main room		

Tür	Typ	Sync
Gryffindor dormitory		
Hufflepuff dormitory		
Stadium illumination		
Gryffindor main room		

The locking device type can only be changed for non-synchronised locking devices.

- ✓ AXM Lite open.
- ✓ Locking device list or matrix view open.
- ✓ Locking device available.
- ✓ Locking device not synchronised (if necessary reset, see *Re-setting the locking device* [▶ 315]).

1. Click on the locking device whose type you wish to change.
 - ➡ The locking device window will open.

Schließung - Details

Hier können Sie Details der Schließung bearbeiten

Synchronisieren In Matrix anzeigen

1 Details

2 Konfiguration

3 Ausstattung

4 Zustand

5 Aktionen

6 Berechtigungsgruppen

7 Hashtags

8 Berechtigte Transponder

SCHLIEßUNGSDetails

Seriennummer n/a

Schließungstyp Schließzylinder

Firmware Version

Letzte Synchronisierung

Sync Erstprogrammierung

TÜRDetails

Name Gryffindor main room

Tür-Code DC-00022

Beschreibung

GEBÄUDEDetails

Raumnummer

Etage

Standort Hogwarts

Gebäude Gryffindor tower

ZEITFunktionen

Zeitplan ☐ + Neu

Zeitumschaltung ☐ + Neu

Feiertagsliste ☒ Wizardry calendar (vererbt) + Neu

< Zurück Weiter > Fertigstellen Abbrechen

2. Select the new locking device type from the ▼ Lock type drop-down menu.

Schließungstyp

Schließzylinder

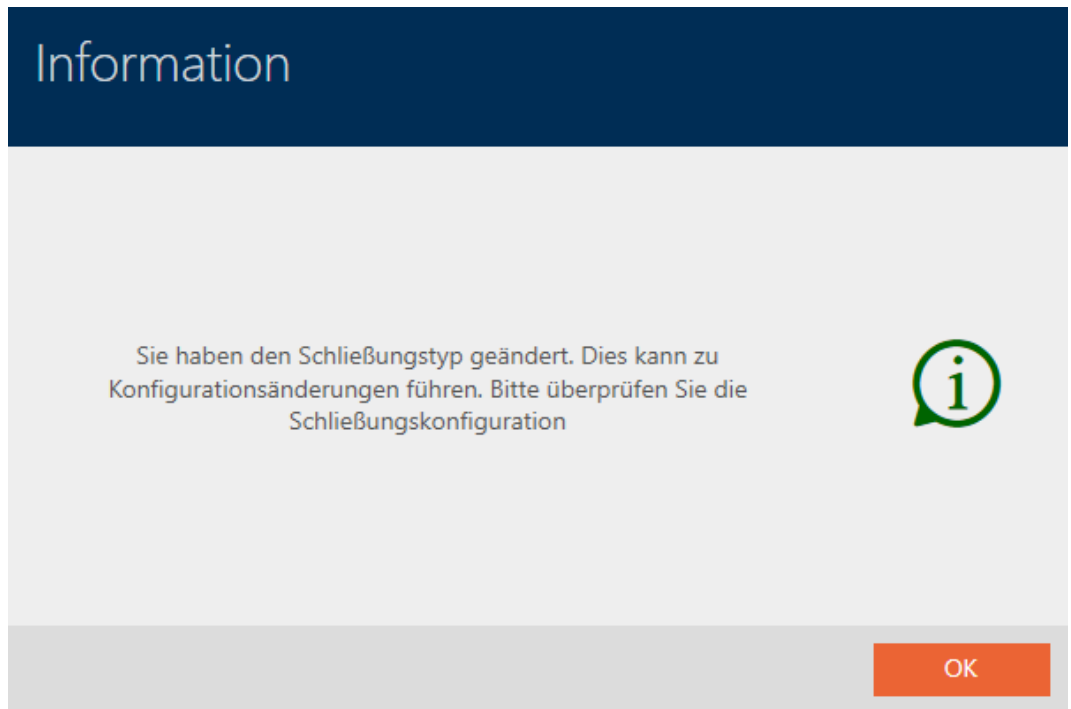
Schließzylinder

SmartHandle

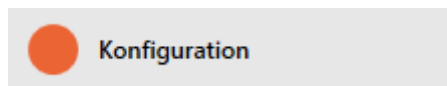
SmartLocker

SmartRelais

→ Warning about the configuration change will open.



3. Click on the **OK** button.
 - ↳ Warning about configuration change closes.
4. Click on the **Configuration** tab.



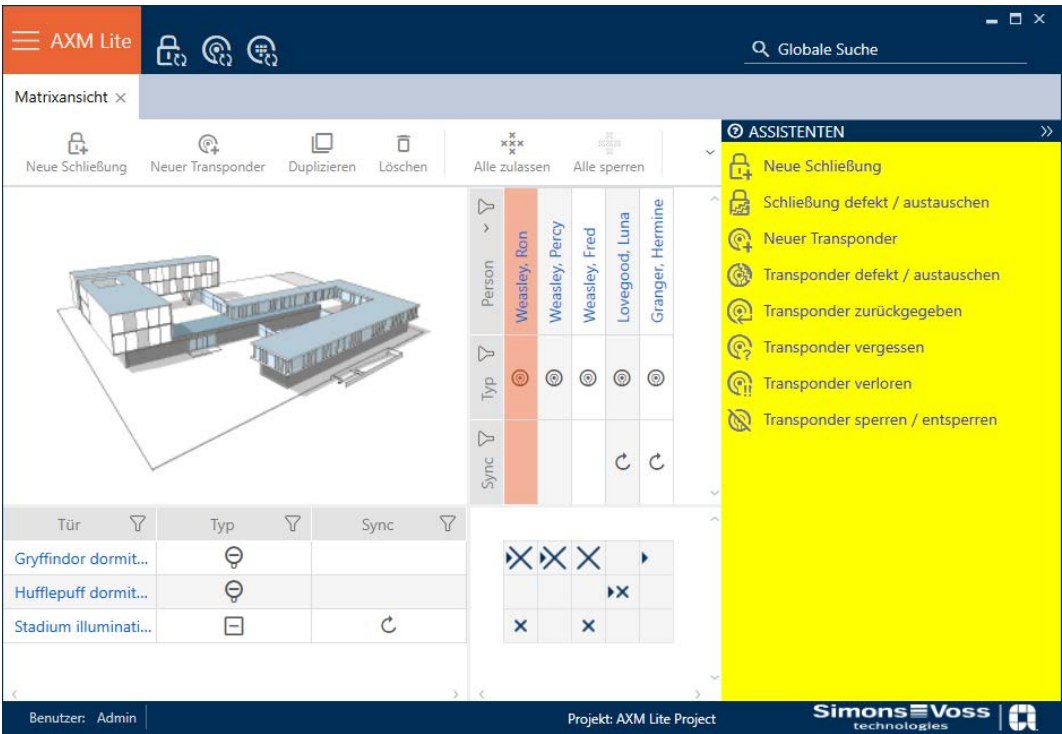
- ↳ Window switches to the "Configuration" tab.
5. Check and change the configuration if necessary.
6. Click on the **Finish** button.
 - ↳ The locking device window closes.
- ↳ Locking device type has been changed.

16.5 Handling defective locking devices

Defective locking devices cause problems. Reasons for failure may include:

- Software defects
- Hardware defects

As a basic rule, all actions can be performed using the wizard section on the right-hand side:



AXM Lite provides you with a wizard to repair defective locking devices.

The following overview will help you decide on the right course of action (information about the relationship between the locking device and the locking device ID stored internally in the project (= lock ID or LID):
Identification media, locking devices and the locking plan [► 375]

Locking device is required again immediately:

Suitable for:

Repair	Resetting and replacing	Delete and replace
Locking devices with an un-defined software status	- Locking devices with external damage (e.g. scratched). - Locking devices that should be replaced as a precaution (e.g. if they get wet).	Locking devices permanently damaged (e.g. thumb-turn broken off) which require replacement.

Example situation:

Repair	Resetting and replacing	Delete and replace
	Bed pressed against thumb-turn, thumb-turn bent	Bed pushed against thumb-turn, thumb-turn broken off

Procedure:

Repair	Resetting and replacing	Delete and replace
<i>Re-synchronise (repair)</i> [▶ 222] - Reset (= LID available in database again) - Resynchronise (= LID is immediately written back onto the same locking device) The locking device works the same as before after repair.	<i>Resetting and replacing</i> [▶ 224] - Reset (= LID flagged as defective in database and removed from original locking device) - Synchronise replacement locking device with new LID The LID is no longer contained in the locking device due to the reset. The locking device can therefore no longer be used. However, it can be re-synchronised. A new LID is written onto the locking device during resynchronisation. The previous locking device remains in the database with its LID and is flagged as defective.	<i>Delete and replace</i> [▶ 229] - Synchronise replacement locking device with new LID - Delete defective locking device It is obviously no longer possible to reset a permanently damaged locking device. It is thus replaced by a replacement locking device with a new LID. The faulty locking device's LID can be used for another locking device in the future.

Locking device is not required again immediately:

Suitable for:

Reset	Purge (software reset)
- Locking devices with external damage (e.g. scratched). - Locking devices that should be replaced as a precaution (e.g. if they get wet).	Locking devices with an undefined software status

Example situation:

Reset	Purge (software reset)
Bed pressed against thumb-turn, thumb-turn bent. Door must be repaired, therefore no immediate need for a locking cylinder.	Aborted programming

Procedure:

Reset	Purge (software reset)
<i>Reset [▶ 233]</i> Resetting removes the LID from the locking device. You can synchronise another locking device with this entry later, which will receive the same LID.	<i>Purge (only reset in database/software reset) [▶ 235]</i> The clean-up only affects the database in your AXM Lite. The actual locking device remains unaffected by this reset. Basically, you reset the locking device in the database without actually resetting the locking device itself. The LID is separated from the LID for the locking device previously used during the clean-up in the database (in current state). After cleaning up an entry, you can synchronise any locking device again with this entry at a later stage and it will receive the same LID. After the software reset, your AXM Lite is no longer aware that the LID has already been assigned. For this reason, make sure that you reset the locking device previously used for this entry (see <i>Re-setting the locking device</i> [▶ 315]). This deletes the LID from the old locking device and prevents the same LID from being in circulation twice.



NOTE

AX components: SmartCD.MP or SmartStick AX for initial synchronisation

A great deal of data is transferred during initial synchronisation of AX components. The carrier frequency and, consequently, the transmission speed is significantly higher with the SmartCD.MP or SmartStick AX.

- It is especially important to use a SmartCD.MP or a SmartStick AX for initial synchronisation of AX components.

16.5.1 Re-synchronise (repair)

- ✓ AXM Lite open.
 - ✓ Locking device list or matrix view open.
 - ✓ Locking device present.
 - ✓ Suitable programming device connected.
1. Use  to sort/filter the displayed entries if required (see *Sorting and filtering* [▶ 43]).
 2. Select the faulty locking device.

3. Click the  Replace lock button in the "Wizards" section.
↳ Wizard for dealing with a faulty locking device will open.

Schließung defekt / austauschen

Schließung

Gryffindor dormitory (0083TPRU)

▼

Programmiergerät

 SmartCD aktiv

▼

AKTION WÄHLEN

☐

Schließung instand setzen

Die bestehende Schließung wird zurückgesetzt und neu programmiert. Bitte achten Sie darauf, dass dieser Prozess nicht unterbrochen wird.

☐

Schließung austauschen

Die bestehende Schließung wird gegen eine andere Komponente ausgetauscht. Halten Sie eine passende nicht programmierte Ersatzschließung bereit.

☐

Schließung zurücksetzen / bereinigen

Die Schließung wird zurückgesetzt oder bereinigt, damit an dieser Stelle eine andere Schließung programmiert werden kann.

Weiter

Schließen

4. Select the  Repair lock option.
5. Click on the Next button.
↳ Locking device is being resynchronised.

Schließung defekt / austauschen

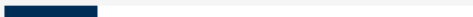
Schließung Gryffindor dormitory (0083TPRU)

Programmiergerät SmartCD aktiv (beschäftigt)

SCHLIEßUNG INSTAND SETZEN



Programmierung wird gestartet



Abbrechen


Verbindung aufgebaut


Bitte halten Sie die Schließung in die Nähe des SmartCD's (ca. 5-20 cm) bis die Programmierung abgeschlossen ist

Weiter

Schließen

➔ Locking device is resynchronised.

SCHLIEßUNG INSTAND SETZEN

Schließung erfolgreich instand gesetzt.

16.5.2 Resetting and replacing

- ✓ AXM Lite open.
- ✓ Locking device list or matrix view open.
- ✓ Locking device present.
- ✓ Suitable replacement locking device available.
- ✓ Suitable programming device connected.

1. Use  to sort/filter the displayed entries if required (see *Sorting and filtering* [▶ 43]).
2. Select the faulty locking device.
3. Click the  **Replace lock** button in the "Wizards" section.
 - ➔ Wizard for dealing with a faulty locking device will open.

Schließung defekt / austauschen

Schließung

Gryffindor dormitory (0083TPRU)

Programmiergerät

SmartCD aktiv

AKTION WÄHLEN

☐

Schließung instand setzen

Die bestehende Schließung wird zurückgesetzt und neu programmiert. Bitte achten Sie darauf, dass dieser Prozess nicht unterbrochen wird.

☐

Schließung austauschen

Die bestehende Schließung wird gegen eine andere Komponente ausgetauscht. Halten Sie eine passende nicht programmierte Ersatzschließung bereit.

☐

Schließung zurücksetzen / bereinigen

Die Schließung wird zurückgesetzt oder bereinigt, damit an dieser Stelle eine andere Schließung programmiert werden kann.

Weiter

Schließen

4. Select the ☒ Replace lock option.
5. Click on the **Next** button.

➞ Reset query will open.

Schließung defekt / austauschen

Schließung zurücksetzen?



Ja

Nein

6. Click on the **Yes** button.
 - ↳ Reset query will close.
 - ↳ The locking device is reset.
 - ↳ Confirmation dialogue for creating a replacement locking device will open.

Schließung austauschen

Möchten Sie eine Ersatzschließung erstellen?

- Wenn Sie "Ja" betätigen, wird eine Kopie der vorhandenen Schließung erstellt und zum Programmieren einer Ersatzschließung verwendet
- Wenn Sie "Nein" betätigen, wird der vorhandene Schließungsdatensatz zum Programmieren einer Ersatzschließung verwendet

Name der Kopie Gryffindor dormitory_1

Ja **Nein**

7. If necessary, change the entry in the *Copy name* field.
8. Click on the **Yes** button.
 - ↳ Confirmation dialogue for creating a replacement locking device closes.
 - ↳ Replacement locking device is already visible in the matrix in the background.

Tür	Typ	Sync
Gryffindor dormitory	⊖	
Hufflepuff dormitory	⊖	↻
Stadium illumination	⊖	↻
Gryffindor dormitory_1	⊖	↻

- ↳ Wizard prepares synchronisation for the replacement locking device.

Schließung defekt / austauschen

Schließung

Gryffindor dormitory_1

▼

Programmiergerät

 SmartCD aktiv

▼

SCHLIEBUNG AUSTAUSCHEN

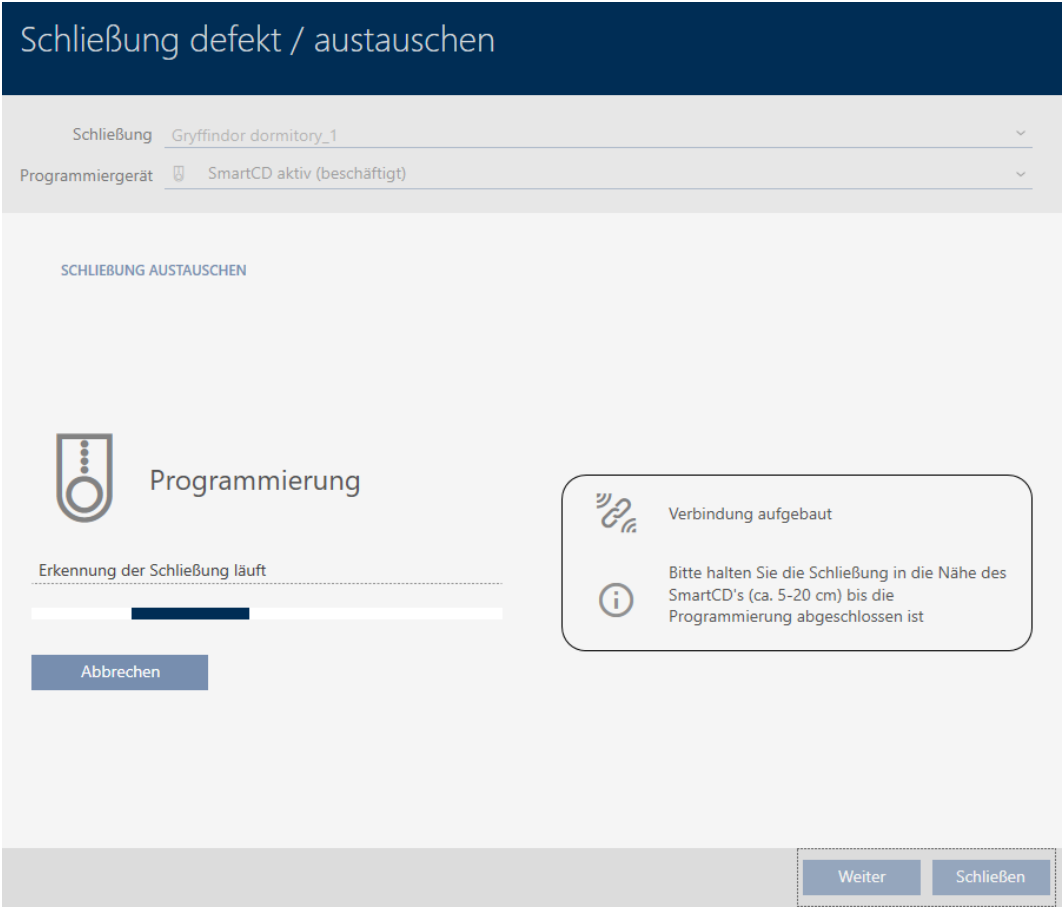
Legen Sie die Ersatzschließung vor das Programmiergerät und klicken Sie auf die "Weiter" Taste.

Weiter

Schließen

9. Click on the **Next** button.

➞ Replacement locking device is being synchronised.



➡ Replacement locking device is synchronised.

SCHLIEBUNG AUSTAUSCHEN

Die Aktion wurde erfolgreich durchgeführt

➡ Replacement locking device is displayed in the matrix.

Tür	Typ	Sync
Gryffindor dormitory	☹	
Hufflepuff dormitory	☹	↻
Stadium illumination	☹	↻
Gryffindor dormitory_1	☹	

16.5.3 Delete and replace

- ✓ AXM Lite open.
 - ✓ Locking device list or matrix view open.
 - ✓ Suitable replacement locking device available.
 - ✓ Suitable programming device connected.
1. Use  to sort/filter the displayed entries if required (see *Sorting and filtering* [▶ 43]).
 2. Select the faulty locking device.
 3. Click the  **Replace lock** button in the "Wizards" section.
 - ➔ Wizard for dealing with a faulty locking device will open.

Schließung defekt / austauschen

Schließung
Gryffindor dormitory (0083TPRU) ▼

Programmiergerät
 SmartCD aktiv ▼

AKTION WÄHLEN

☐ Schließung instand setzen
 Die bestehende Schließung wird zurückgesetzt und neu programmiert. Bitte achten Sie darauf, dass dieser Prozess nicht unterbrochen wird.

☐ Schließung austauschen
 Die bestehende Schließung wird gegen eine andere Komponente ausgetauscht. Halten Sie eine passende nicht programmierte Ersatzschließung bereit.

☐ Schließung zurücksetzen / bereinigen
 Die Schließung wird zurückgesetzt oder bereinigt, damit an dieser Stelle eine andere Schließung programmiert werden kann.

Weiter
Schließen

4. Select the  Replace lock option.
5. Click on the **Next** button.
 - ➔ Reset query will open.

Schließung defekt / austauschen

Schließung zurücksetzen?



Ja Nein

6. Click on the **No** button.
 - ↳ Reset query will close.
 - ↳ Confirmation dialogue for creating a replacement locking device will open.

Schließung austauschen

Möchten Sie eine Ersatzschließung erstellen?

- Wenn Sie "Ja" betätigen, wird eine Kopie der vorhandenen Schließung erstellt und zum Programmieren einer Ersatzschließung verwendet
- Wenn Sie "Nein" betätigen, wird der vorhandene Schließungsdatensatz zum Programmieren einer Ersatzschließung verwendet

Name der Kopie Gryffindor dormitory_1

Ja Nein

7. If necessary, change the entry in the *Copy name* field.
8. Click on the **Yes** button.
 - ↳ Confirmation dialogue for creating a replacement locking device closes.

- ➔ Replacement locking device is already visible in the matrix in the background.
- ➔ Wizard prepares synchronisation for the replacement locking device.

Schließung defekt / austauschen

Schließung

Gryffindor dormitory_1

▼

Programmiergerät

 SmartCD aktiv

▼

SCHLIEBUNG AUSTAUSCHEN

Legen Sie die Ersatzschließung vor das Programmiergerät und klicken Sie auf die "Weiter" Taste.

Weiter

Schließen

9. Click on the **Next** button.

- ➔ Replacement locking device is being synchronised.

Schließung defekt / austauschen

Schließung Gryffindor dormitory_1
▼

Programmiergerät SmartCD aktiv (beschäftigt)
▼

SCHLIEßUNG AUSTAUSCHEN

Programmierung

Erkennung der Schließung läuft

Abbrechen

Verbindung aufgebaut

Bitte halten Sie die Schließung in die Nähe des SmartCD's (ca. 5-20 cm) bis die Programmierung abgeschlossen ist

Weiter

Schließen

➞ Replacement locking device is synchronised.

SCHLIEßUNG AUSTAUSCHEN

Die Aktion wurde erfolgreich durchgeführt

10. Click on the Close button.

➞ Wizard for dealing with a faulty locking device closes.

11. Select the defective original locking device.

Tür	^	Typ	Sync
Castle			
Gryffindor tower			
Standardbereich			
Gryffindor dormit...			
Gryffindor dormit...			
Main gate			
Quidditch field			
Snape's dungeon			

12. Click on the **Delete** button .

- ↳ Defective locking device is deleted from the locking plan.
- ↳ Replacement locking device is displayed in the matrix.

Tür	^	▼	Typ	▼	Sync	▼
Castle						
Gryffindor tower						
Standardbereich						
Gryffindor dormit...						
Main gate						
Quidditch field						
Snape's dungeon						

16.5.4 Reset

- ✓ AXM Lite open.
 - ✓ Locking device list or matrix view open.
 - ✓ Locking device present.
 - ✓ Suitable programming device connected.
1. Use  to sort/filter the displayed entries if required (see *Sorting and filtering* [▶ 43]).
 2. Select the faulty locking device.
 3. Click the  **Replace lock** button in the "Wizards" section.
 - ↳ Wizard for dealing with a faulty locking device will open.

Schließung defekt / austauschen

Schließung Gryffindor dormitory (0083TPRU) ▾

Programmiergerät  SmartCD aktiv ▾

AKTION WÄHLEN

☐ Schließung instand setzen

Die bestehende Schließung wird zurückgesetzt und neu programmiert. Bitte achten Sie darauf, dass dieser Prozess nicht unterbrochen wird.

☐ Schließung austauschen

Die bestehende Schließung wird gegen eine andere Komponente ausgetauscht. Halten Sie eine passende nicht programmierte Ersatzschließung bereit.

☐ Schließung zurücksetzen / bereinigen

Die Schließung wird zurückgesetzt oder bereinigt, damit an dieser Stelle eine andere Schließung programmiert werden kann.

Weiter Schließen

4. Select the  Reset/purge lock option.
5. Click on the **Next** button.
↳ Reset query will open.

Schließung defekt / austauschen

Schließung zurücksetzen?



Ja Nein

6. Click on the **Yes** button.
 - ↳ Reset query will close.
 - ↳ The locking device is reset.

Schließung defekt / austauschen

Schließung Gryffindor dormitory (000E04GX)
▼

Programmiergerät SmartCD aktiv (beschäftigt)
▼

SCHLIEßUNG ZURÜCKSETZEN / BEREINIGEN

Zurücksetzen

Die Schließung wird zurückgesetzt

Abbrechen

Verbindung aufgebaut

Bitte halten Sie die Schließung in die Nähe des SmartCD's (ca. 5-20 cm) bis die Programmierung abgeschlossen ist

Weiter

Schließen

- ↳ Locking device is reset.

SCHLIEßUNG ZURÜCKSETZEN / BEREINIGEN

Schließung erfolgreich zurückgesetzt

16.5.5 Purge (only reset in database/software reset)

- ✓ AXM Lite open.
 - ✓ Locking device list or matrix view open.
1. Use to sort/filter the displayed entries if required (see *Sorting and filtering* [▶ 43]).
 2. Select the faulty locking device.
 3. Click the **Replace lock** button in the "Wizards" section.
 - ↳ Wizard for dealing with a faulty locking device will open.

Schließung defekt / austauschen

Schließung Gryffindor dormitory (0083TPRU)

▼

Programmiergerät  SmartCD aktiv

▼

AKTION WÄHLEN

☐ Schließung instand setzen

Die bestehende Schließung wird zurückgesetzt und neu programmiert. Bitte achten Sie darauf, dass dieser Prozess nicht unterbrochen wird.

☐ Schließung austauschen

Die bestehende Schließung wird gegen eine andere Komponente ausgetauscht. Halten Sie eine passende nicht programmierte Ersatzschließung bereit.

☐ Schließung zurücksetzen / bereinigen

Die Schließung wird zurückgesetzt oder bereinigt, damit an dieser Stelle eine andere Schließung programmiert werden kann.

Weiter

Schließen

4. Select the  Reset/purge lock option.
5. Click on the **Next** button.

 Reset query will open.

Schließung defekt / austauschen

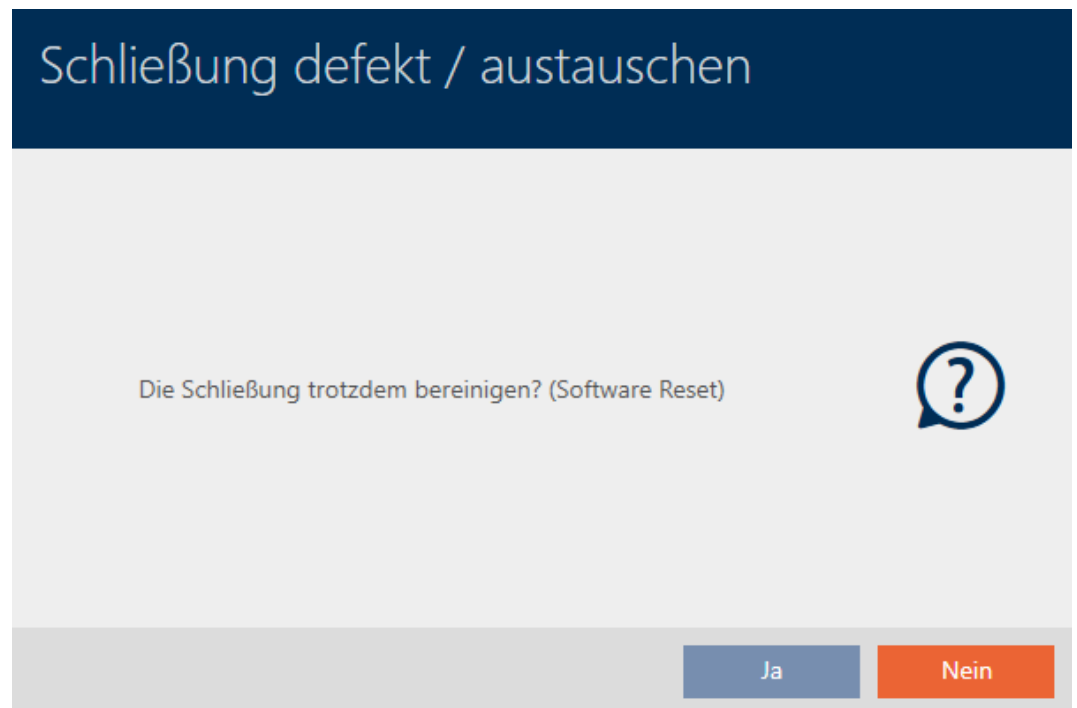
Schließung zurücksetzen?



Ja

Nein

6. Click on the **No** button.
 - ↳ Reset query will close.
 - ↳ Query about purging will open.



7. Click on the **Yes** button.
 - ↳ Locking device is reset in the database separately from the actual locking device.

SCHLIEßUNG ZURÜCKSETZEN / BEREINIGEN

Schließung erfolgreich bereinigt.

16.6 Assigning locking devices to buildings/locations

You must specify a location and a building the moment you create a locking device. Ideally, you should follow best practice (see *Best practice: setting up the locking system* [▶ 35]) and plan everything out in preparation before creating your locking devices (see *Organisational structure* [▶ 50]). This means that you only need to open windows once.

Obviously, you can also assign your locking devices to other buildings at a later date:

- ✓ AXM Lite open.
 - ✓ At least one location created (see *Creating a location* [► 75]).
 - ✓ At least one building created (see *Creating a building and assigning it to a location* [► 78]).
1. Click on the locking device you wish to assign to a location and a building.
 - ↳ The locking device window will open.

2. Open the "Building - Details" menu if necessary.

3. Select the location where your locking device will be used from the ▼ Location drop-down menu.

The screenshot shows a form titled 'GEBÄUDEDETAILS' with the following fields and values:

Field	Value
Raumnummer	
Etage	
Standort	Standort (Standard)
Gebäude	

The 'Standort' dropdown menu is open, showing the following options:

- Hogsmeade
- Hogwarts
- Standort (Standard) (highlighted)

- ↳ Building selection in the ▼ **Building** drop-down menu is restricted to the buildings at the selected location.
4. Select the building where your locking device will be used from the ▼ **Building** drop-down menu.
 5. Click on the **Finish** button.
 - ↳ The locking device window closes.
 - ↳ Locking device is assigned to another building/location.



NOTE

Public holiday lists in locking device and locations

You can assign public holiday lists to both a locking device and the locking device's location. In this case, the public holiday list is used in the locking device and the public holiday list in the location is ignored.

If a public holiday list is assigned to the location instead of the locking device, the public holiday list for the location is applied to the locking device. The suffix "(inherited)" in the locking device window indicates that this is the case.

16.7 Limiting authorisations for locking devices to specific times (schedule)

You can limit authorisations to specific days and times with a schedule for your locking device (see *Event management* [▶ 381]).

In this chapter you will learn how to add individual locking devices to a schedule using the locking device window. Multiple locking devices can be added more quickly in the schedule itself: *Adding locking devices to the schedule* [▶ 287].

- ✓ AXM Lite open.
- ✓ Locking device created (see *Creating a locking device* [► 195]).
- ✓ Locking device equipped with .ZK option.
- ✓ Schedule created (see *Creating a schedule* [► 51]).

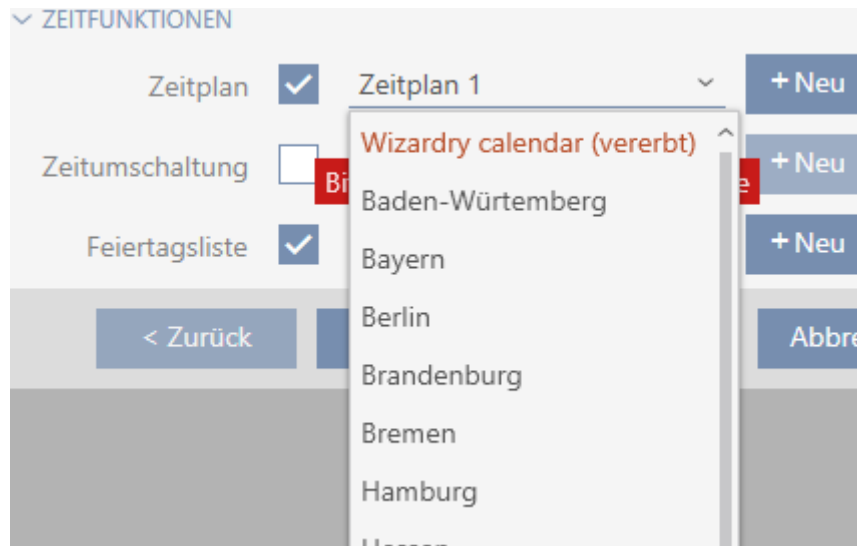
1. Click on the locking device you wish to add.

→ The locking device window will open.

2. Open the "Time functions" menu if necessary.
3. Activate the ☒ Time schedule checkbox.
4. Select the schedule for your locking device from the ▼ Time schedule drop-down menu.

5. Activate the ☒ Holiday list checkbox.

6. Select the public holiday list for your locking device from the ▼ **Holiday** listdrop-down menu.



NOTE

Public holiday lists in locking device and locations

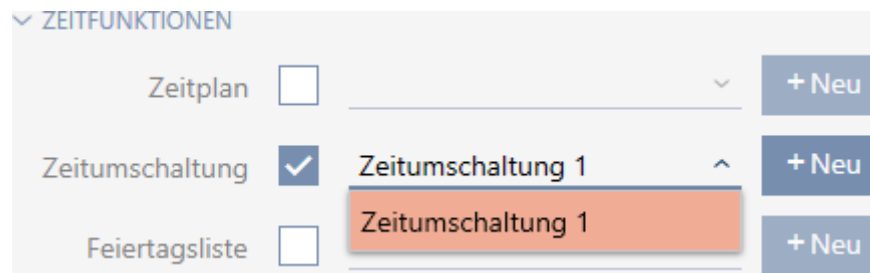
You can assign public holiday lists to both a locking device and the locking device's location. In this case, the public holiday list is used in the locking device and the public holiday list in the location is ignored.

If a public holiday list is assigned to the location instead of the locking device, the public holiday list for the location is applied to the locking device. The suffix "(inherited)" in the locking device window indicates that this is the case.

7. Click on the **Finish** button.
 - The locking device window closes.
 - Locking device is added to the schedule.

16.8 Engaging and disengaging locking devices automatically with time switchover

Ideally, you will have already created your time switchovers before creating the locking devices (see *Best practice: setting up the locking system* [▶ 35] and *Creating a time switchover* [▶ 64]). This allows you to set the time switchovers directly in the locking device properties when creating locking devices:



Obviously, you can also add your locking devices to the time switchovers at a later date:

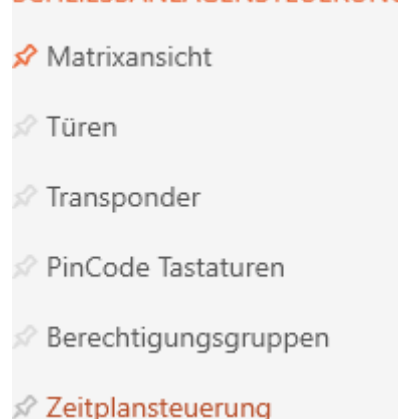
- ✓ AXM Lite open.
- ✓ Locking device equipped with .ZK option.
- ✓ Time switchover created (see *Creating a time switchover* [▶ 64]).

1. Click the orange AXM button .
 - ↳ AXM bar opens.



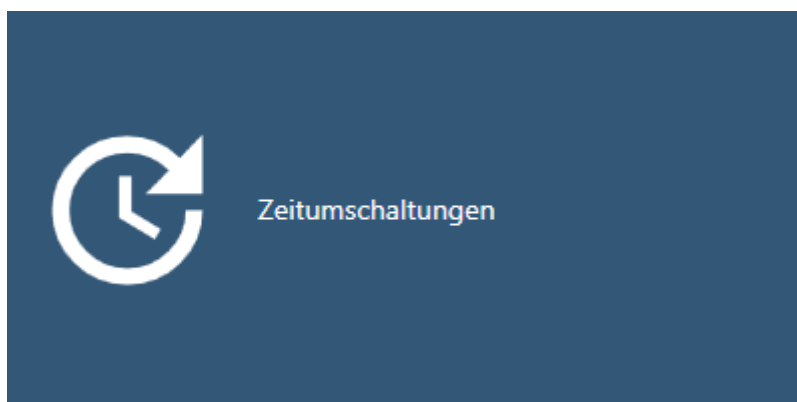
2. Select the **Time schedule control** entry in the | LOCKING SYSTEM CONTROL | group.

SCHLIESSANLAGENSTEUERUNG



- ↳ The AXM bar will close.
- ↳ The [Time schedule control] tab will open.

3. Click on the **Time switching**  button.



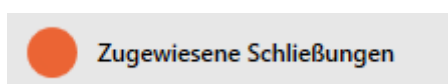
- The [Time switching] tab will open.

Matrixansicht ×	Zeitplansteuerung ×	Zeitumschaltungen ×		
+				
Neu	Löschen	Export	Anzeigefilter löschen	
Name	^	Anzahl Schließungen	Letzte Änderung	Beschreibung
> Zeitumschaltung 1		1	07.05.2021 17:33:50	

4. Click on the time switchover to which you wish to add your locking devices.

- The time switchover window will open.

5. Click on the  **Assigned locks** tab.



- Window switches to the "Assigned locks" tab.

6. Use  to sort/filter the displayed entries if required (see *Sorting and filtering* [▶ 43]).
7. Select all locking devices that you wish to open and close with the schedule (Ctrl+click for single devices or Shift+click for multiple devices).

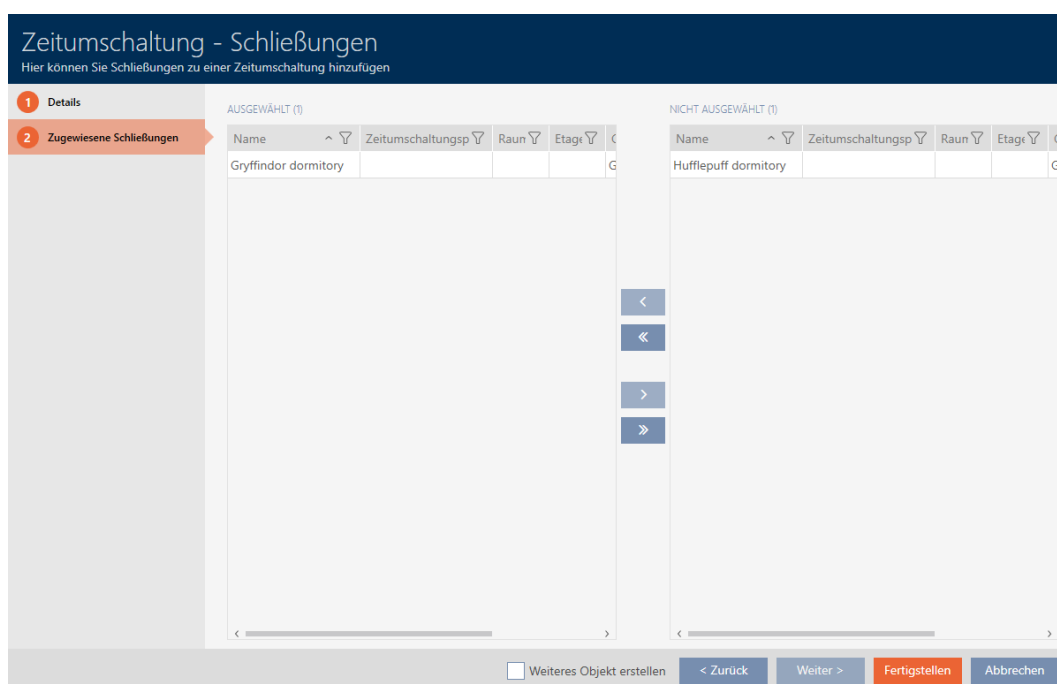


NOTE

Double-clicking as an alternative to arrow keys

Double-clicking an entry in the list will also move this entry to the other column.

8. Use  to move only the selected locking devices or  to move all locking devices.
 - ➔ The selected locking devices in the left-hand column will be added to the time switchover.



9. Click on the **Finish** button.

↳ The time switchover window closes.

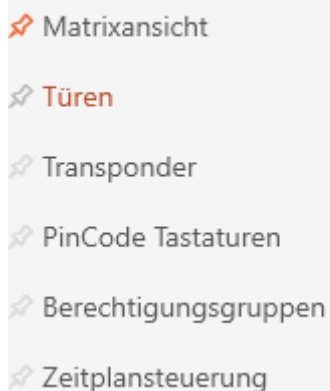
10. Click the orange AXM button **AXM**.

↳ AXM bar opens.



11. Select the entry **Locks** in the group | LOCKING SYSTEM CONTROL |.

SCHLIESSANLAGENSTEUERUNG



↳ The AXM bar will close.

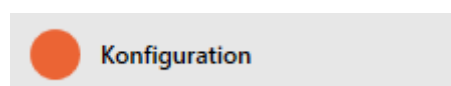
↳ The [Locks] tab will open.

12. Use  to sort/filter the displayed entries if required (see *Sorting and filtering* [▶ 43]).

13. Click on the door to be controlled with the time switchover.

↳ The locking device window will open.

14. Click on the  Configuration tab.



↳ Window switches to the "Configuration" tab.

15. Set the required behaviour in the "Time switching - Configuration" drop-down menu (see *Time switchovers* [▶ 385]).

ZEITUMSCHALTUNG-KONFIGURATION

☐ Manuelles Auskuppeln
☒ Automatisches Auskuppeln

☒ Manuelles Einkuppeln
☐ Automatisches Einkuppeln

☐ Transponder aktiv: immer
☒ Transponder aktiv: nur, wenn ausgekuppelt

16. Click on the **Finish** button.

→ The locking device window closes.

→ Time switchover is set up.

16.9 Have accesses logged by locking device (access list)

This is where you switch the access list on. Your locking device uses it to log which identification media have been activated (also see *Access and physical access lists* [▶ 380]).

- ✓ AXM Lite open.
- ✓ Locking device equipped with .ZK option.

1. Click on the locking device that should log accesses.

→ The locking device window will open.

Schließung - Details

Hier können Sie Details der Schließung bearbeiten

Synchronisieren
In Matrix anzeigen

1 Details
2 Konfiguration
3 Ausstattung
4 Zustand
5 Aktionen
6 Berechtigungsgruppen
7 Hashtags
8 Zutrittsliste
9 Berechtigte Transponder

SCHLIEßUNGSDetails

Seriennummer n/a

Schließungstyp Schließzylinder

Firmware Version

Letzte Synchronisierung 29.04.2021 16:54:38

Sync Erstprogrammierung

TÜRDETAILS

Name Gryffindor dormitory

Tür-Code DC-00001

Beschreibung

GEBÄUDEDETAILS

Raumnummer

Etage

Standort Standort (Standard)

Gebäude Gebäude (Standard)

ZEITFUNKTIONEN

Zeitplan
+ Neu

Zeitumschaltung ☒ Zeitumschaltung 1 + Neu

Feiertagsliste
+ Neu

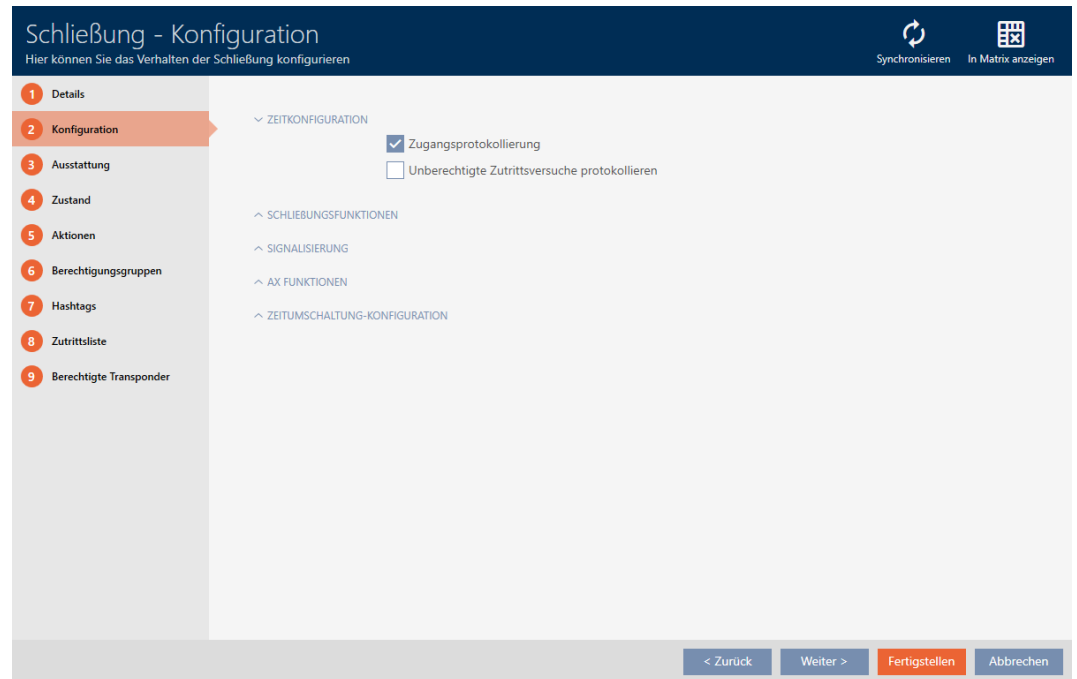
< Zurück
Weiter >
Fertigstellen
Abbrechen

2. Click on the **Konfiguration** tab.

Konfiguration

→ Window switches to the "Configuration" tab.

3. Expand the "TIME CONFIGURATION" menu (only displayed for .ZK locking devices).



4. Activate the ☒ Audit trail checkbox (activated by default for .ZK locking devices).

5. Click on the **Finish** button.

↳ The locking device window closes.

↳ Access logging activated for this locking device.

The logged accesses are imported during synchronisation (see [Synchronising the locking device \(including reading access list\)](#) [▶ 306]).

The access list can then be opened in the locking device window using the [Audit trail] tab (see [Displaying and exporting a locking device's access list](#) [▶ 311]).

16.10 Leaving the locking device open for longer, less time or permanently

In the default factory setting, AXM Lite programmes your locking devices so that they engage for 5 seconds. However, other settings are also available:

- Pulse opening between 0 s and 25 s: The locking device remains engaged for this time interval after an identification medium has been activated. Then it disengages again automatically.
- Permanent opening: When an identification medium activates the locking device, it engages ready to open and remains engaged. The locking device does not disengage until an identification medium activates it again.

You can also work with settings that are not lock-related:

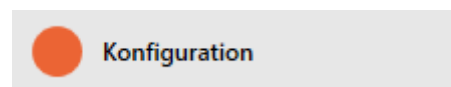
- *Allowing an identification medium to open twice as long [► 112]*
- *Engaging and disengaging locking devices automatically with time switchover [► 241]*

This section describes how to set the impulse interval or activate permanent opening:

- ✓ AXM Lite open.
- ✓ Locking device created.

1. Click on the locking device whose opening interval you wish to set.
➡ The locking device window will open.

2. Click on the ● **Konfiguration** tab.



- ➡ Window switches to the "Configuration" tab.

3. Expand the "Lock functions" menu.

4. Enter the required engagement interval in the *Open time (sec)* field.

5. Alternatively, activate the ☒ Permanent open checkbox to configure permanent opening.
6. Click on the button **Finish**
- ↳ The locking device window closes.
 - ↳ The locking device's opening interval is configured.

16.11 Limit locking device read range (close range mode)

Close range mode reduces the read range for locking devices. It is especially important for the freely rotating Digital Cylinder AX to be operated in close range mode. It is equipped with two electronic thumb-turns which would be activated at the same time if close range mode is not activated.



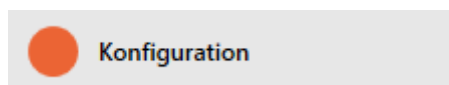
NOTE

Close range mode for freely rotating Digital Cylinder AX activated automatically

As soon as you activate the ☒ Freely rotating option on a Digital Cylinder AX, AXM Lite will automatically activate the ☒ Close range mode.

- ✓ AXM Lite open.
- 1. Click on the locking device whose read range needs to be limited.
 - ↳ The locking device window will open.

2. Click on the  Configuration tab.



↳ Window switches to the [Configuration] tab.

3. Expand the "Lock functions" menu.

4. Activate the ☒ Close range mode check box (only displayed for suitable locking devices).

5. Click on the **Finish** button.
 - ↳ The locking device window closes.
 - ↳ Close range mode activated for this locking device.

16.12 Muting a locking device (for battery warnings and programming)

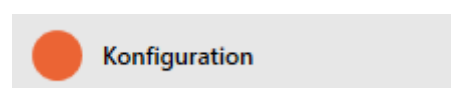
You can deactivate the following signals in the locking device properties:

- Audible and visual battery warnings
- Audible programming acknowledgements

When an identification medium is activated, the locking device signals engaging as usual. You can also configured each identification medium except for PIN code keypads to prevent locking devices from signalling activation of this identification medium (see *Muting all locking devices for a transponder or a card* [▶ 114]).

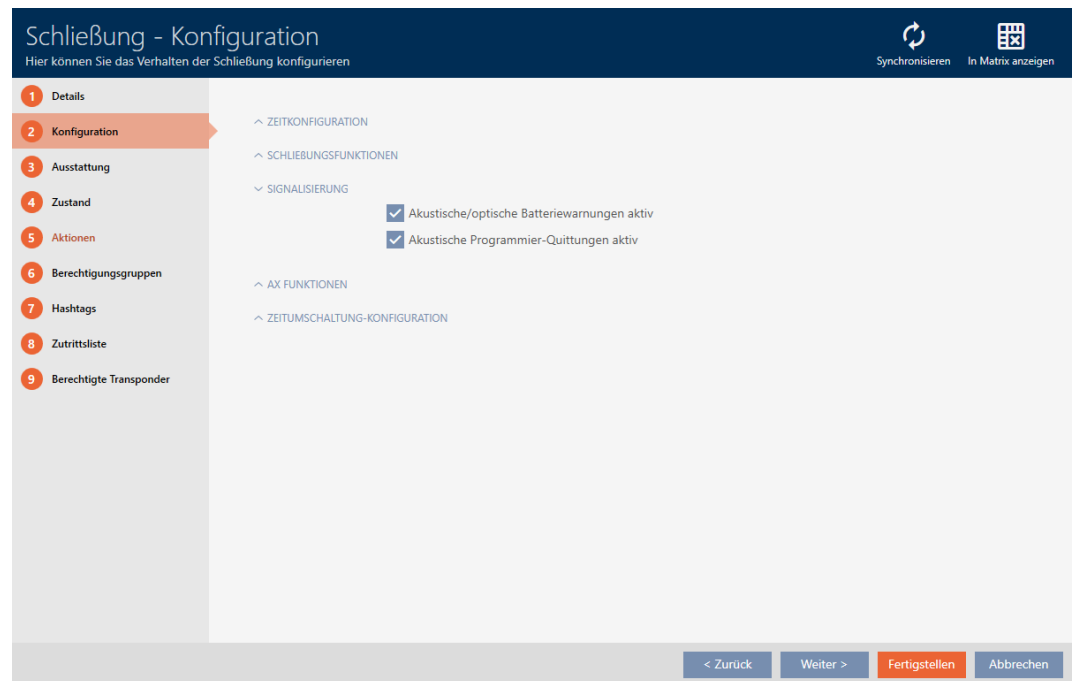
- ✓ AXM Lite open.
1. Click on the locking device to be muted.
 - ↳ The locking device window will open.

2. Click on the **Konfiguration** tab.

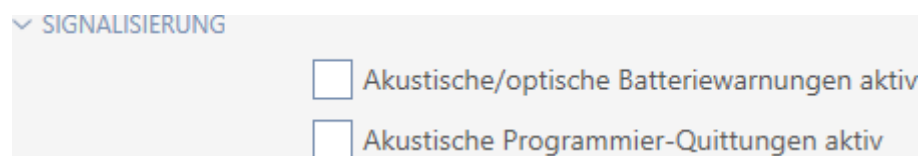


- ↳ Window switches to the [Configuration] tab.

- Expand the "Feedback signals" menu.



- Select the ☐ Acoustic/optical battery warnings active and ☐ Acoustic programming acknowledgments active checkboxes.



- Click on the **Finish** button.
 - ➞ The locking device window closes.
 - ➞ Locking device will no longer signal any battery warnings or audible programming acknowledgments.

16.13 Ignoring activation and expiry date of identification media

You can enter your identification media's properties to specify that they are to be activated or deactivated on a specific date (see *Activating or deactivating identification medium once at specific times (activation and expiry date)* [► 116]).

AX locking devices can ignore this activation and expiry date on request and still accept the identification media in question.

- ✓ AXM Lite open.
- ✓ AX-based locking device.

- Click on the locking device to be muted.
 - ➞ The locking device window will open.

Schließung - Details

Hier können Sie Details der Schließung bearbeiten

Synchronisieren

In Matrix anzeigen

1 Details

2 Konfiguration

3 Ausstattung

4 Zustand

5 Aktionen

6 Berechtigungsgruppen

7 Hashtags

8 Zutrittsliste

9 Berechtigte Transponder

SCHLIEßUNGSDetails

Seriennummer

n/a

Schließungstyp

Schließzylinder

Firmware Version

Letzte Synchronisierung

29.04.2021 16:54:38

Sync

Erstprogrammierung

TÜRDETAILS

Name

Gryffindor dormitory

Tür-Code

DC-00001

Beschreibung

GEBÄUDEDETAILS

Raumnummer

Etage

Standort

Standort (Standard)

Gebäude

Gebäude (Standard)

ZEITFUNKTIONEN

Zeitplan

+ Neu

Zeitumschaltung

☒

Zeitumschaltung 1

+ Neu

Feiertagsliste

+ Neu

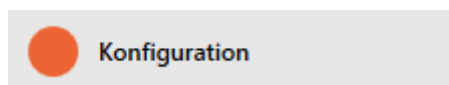
< Zurück

Weiter >

Fertigstellen

Abbrechen

2. Click on the  Configuration tab.



↳ Window switches to the [Configuration] tab.

3. Expand the "AX functions" menu.

Schließung - Konfiguration

Hier können Sie das Verhalten der Schließung konfigurieren

Synchronisieren

In Matrix anzeigen

1 Details

2 Konfiguration

3 Ausstattung

4 Zustand

5 Aktionen

6 Berechtigungsgruppen

7 Hashtags

8 Zutrittsliste

9 Berechtigte Transponder

^ ZEITKONFIGURATION

^ SCHLIEßUNGSFUNKTIONEN

^ SIGNALISIERUNG

^ AX FUNKTIONEN

☐

Aktivierungs- bzw. Verfallsdatum ignorieren

^ ZEITUMSCHALTUNG-KONFIGURATION

< Zurück

Weiter >

Fertigstellen

Abbrechen

4. Select the ☒ Ignore activation or expiry date checkbox.



5. Click on the **Finish** button.
 - ↳ The locking device window closes.
 - ↳ Locking device can also be operated with identification media that are not within their activation period.

16.14 Changing the SmartRelay settings

You will only see the settings for SmartRelay if you:

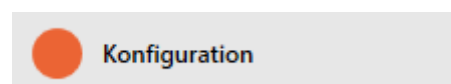
- Create a new locking device and have not yet clicked on **Finish**, or
- Have opened a "SmartRelays" locking device.

All SmartRelay settings are changed in the "Configuration" tab:

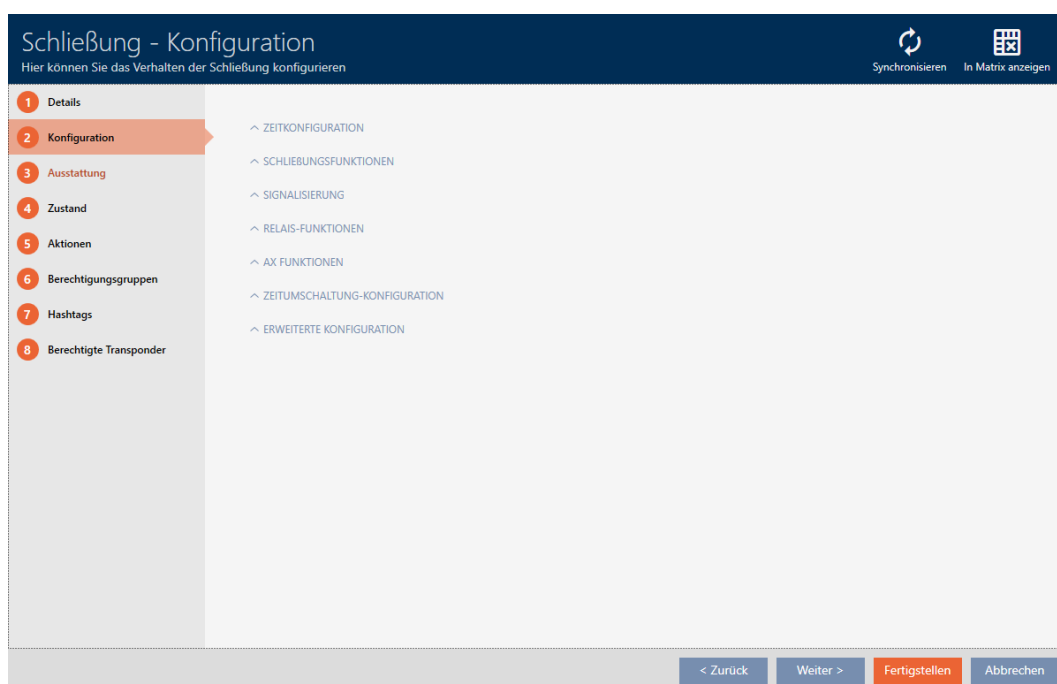
- ✓ AXM Lite open.
- ✓ Locking device list or matrix view open.

1. Click on the SmartRelay.
 - ↳ The SmartRelay window will open.

2. Click on the **Konfiguration** tab.



- ↳ Window switches to the "Configuration" tab.



16.14.1 Using internal and external antenna simultaneously

An external antenna is available for some SmartRelays (SREL.AV).

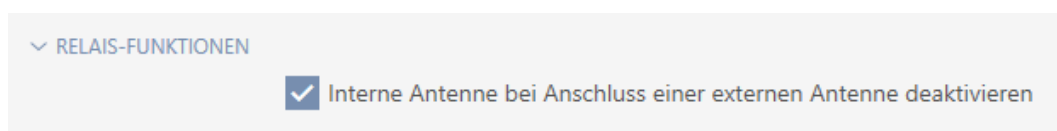


The internal antenna is normally deactivated as soon as SmartRelay detects an external antenna.

You can also use AXM Lite to configure the settings so that both antennas are used at the same time:

- ✓ "Configuration" tab open (see [Changing the SmartRelay settings](#) [▶ 255]).

1. Open the "Relay functions" menu if necessary.



- 2. Activate the ☐ Disable internal antenna when connecting an external antenna checkbox.
- 3. Click on the **Finish** button.
 - ↳ The SmartRelay window closes.
 - ↳ The SmartRelay's internal antenna will remain active even when an external antenna is connected.

16.14.2 Invert outputs

A relay has two states:

- Energised (coil energised)
- Not energised (idle state)

The relay is normally in the idle state and is energised when an identification medium is activated.

The ☒ Invert SR signal checkbox changes the SmartRelay's behaviour depending on the type of output (NO or changeover contact):

Changeover contact	NO contact
■ SREL ■ SREL.ADV ■ SREL.W ■ SREL.G2 ■ SREL.W.G2 ■ SREL 3 ■ SREL 3 Advanced ■ SREL AX Classic	SREL2.G2
☐ Invert SR signal ■ Identification medium activated: Relay energises, COM connected to NO ■ Identification medium not activated: Relay in idle state, COM connected to NC	☐ Invert SR signal ■ Identification medium activated: Relay energises, contacts connected ■ Identification medium not activated: Relay in idle state, contacts not connected

Changeover contact	NO contact
☒ Invert SR signal ■ Identification medium activated: Relay in idle state, COM connected to NC ■ Identification medium not activated: Relay energises, COM connected to NO	☒ Invert SR signal ■ Identification medium activated: Relay in idle state, contacts not connected ■ Identification medium not activated: Relay energises, contacts connected

✓ "Configuration" tab open (see *Changing the SmartRelay settings* [▶ 255]).

1. Open the "Extended configuration" menu if necessary.

2. Activate the ☒ Invert SR signal checkbox.

3. Click on the **Finish** button.

➔ The SmartRelay window closes.

➔ SmartRelay outputs are inverted.

16.14.3 Using the serial interface

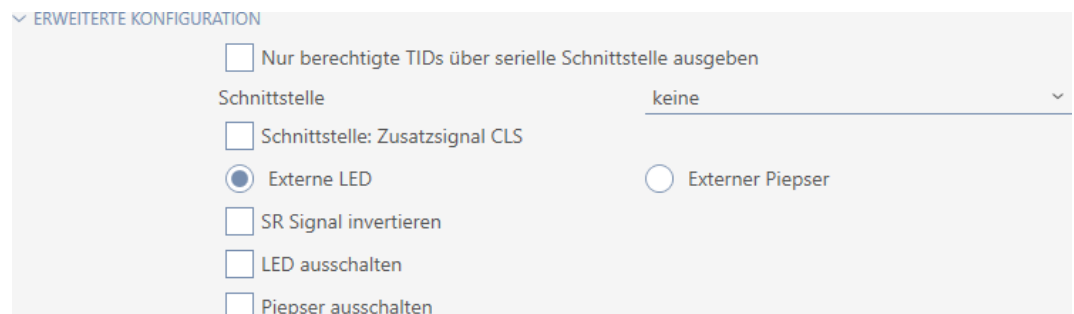
SmartRelays with a serial interface can transfer data from identification media to third-party systems. The following systems are available:

- "None"
- "Wiegand, 33 bit"
- "Wiegand, 26 bit"
- "Primion"
- "Siemens"
- "Kaba Benzing"
- "Gantner Legic"
- "Isgus"

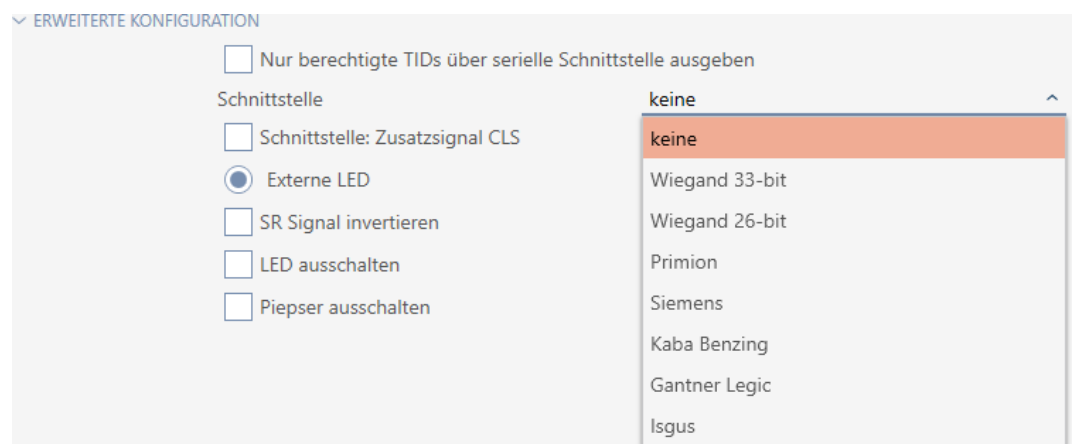
To transfer data, configure the serial interface so that it is compatible with the required third-party system. You can find details on wiring in the manual for the SmartRelay in question.

✓ "Configuration" tab open (see *Changing the SmartRelay settings* [▶ 255]).

1. Open the "Extended configuration" menu if necessary.



2. If you do not wish to transfer unauthorised identification media to the third-party system at all, select the ☒ Only issue authorised TIDs via serial interface checkbox.
3. Select the third-party system from the ▼ **Interface** drop-down menu: "Wiegand, 33 bit", "Wiegand, 26 bit", "Primion", "Siemens", "Kaba Benz- ing" "Gantner Legic" or "Isgus".



4. If you need a card load signal for your third-party system, select the ☒ Interface: Supplementary signal CLS checkbox.
5. Click the **Finish** button.
 - ➔ The SmartRelay window closes.
 - ➔ SmartRelay's serial connection is activated.

16.14.4 Changing the signalling

Different situations may require different signals.

You can configure signalling of your SmartRelay in AXM Lite to meet these different needs.

There is a connection for an external LED or an external beeper on the SREL.ADV and SREL2.G2. You can find details on connection in the manual for the SmartRelay concerned.

You can use the ☒ External LED or ☒ External beeper option to configure whether the connection switches permanently during opening or only when switching to ground.

☒ External LED	☒ External beeper
Connection permanently switches to ground during opening. The LED lights up as long as the SmartRelay is switched on.	Connection only switches when switching over. The beeper only beeps when the SmartRelay switches over. Continuous beeping would be annoying.

✓ "Configuration" tab open (see [Changing the SmartRelay settings](#) [▶ 255]).

1. Open the "Extended configuration" menu if necessary.

ERWEITERTE KONFIGURATION

☐ Nur berechtigte TIDs über serielle Schnittstelle ausgeben
Schnittstelle keine
☐ Schnittstelle: Zusatzsignal CLS
☒ Externe LED ☐ Externer Piepser
☐ SR Signal invertieren
☐ LED ausschalten
☐ Piepser ausschalten

- Choose between the ☒ External LED and ☒ External beeper options.
- If necessary, use the ☒ Turn off LED or ☒ Turn off beeper checkboxes to switch off the LED or the beeper on your SmartRelay (also applies to external LEDs or external beepers).
- Click on the **Finish** button.
 - The SmartRelay window closes.
 - The SmartRelay's signalling has been changed.

16.14.5 Connect SmartRelay to network



NOTE

SmartRelay with current IP settings before changing IP settings

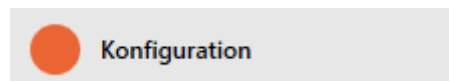
The AXM Lite cannot change IP settings that are already stored in the SmartRelay.

- Reset the SmartRelay before changing the IP settings (see [Reset](#) [▶ 233]).

You may also communicate via the network using network-compatible SmartRelay (e.g., SmartRelais 3 Advanced). The necessary settings for this are IP Settings.

- ✓ CommNode installed (see CommNode set up).
- ✓ Locking device list or matrix view open.
- ✓ The planned IP settings are known (by the IT department or network administrator): free static IPv4 address, domain name if applicable, or alternatively, operation using a DHCP server.

1. Click on the SmartRelay you want to connect to the network.
↳ The locking device window will open.
2. Click the tab  IP Settings.



- ↳ Window switches to the "IP Settings" tab.

3. Enter the IP settings provided by the IT department (static IPv4 Address/Name and, if necessary Domain Name *or* activate the checkbox ☒ Use DHCP).

4. Click the **Finish** button.
 ↳ The locking device window closes.
5. Click the button **Synchronisation** and synchronise the locking device (for details see *Synchronising the locking device (including reading access list)* [▶ 306]).



NOTE

Synchronisation via USB

The IP settings you have entered have not yet been saved in the SmartRelay. Therefore, the SmartRelay is not (yet) accessible via the network.

- Synchronise new IP settings for the SmartRelay via the USB port.

↳ You can then access and synchronise the SmartRelay via the network.

16.15 Planning and tracking locking device management tasks

The central point of contact for managing your locking device is the "Actions" tab.

The following entries are displayed here collectively:

- Created
- Programming
- Installed
- Replaced
- Removed
- Scheduled battery change
- Last battery change

- ✓ AXM Lite open.
 - ✓ Locking device has been created.
1. Click on the locking device you wish to manage.
 - ➔ The locking device window will open.

Schließung - Details

Hier können Sie Details der Schließung bearbeiten

- 1 Details
- 2 Konfiguration
- 3 Ausstattung
- 4 Zustand
- 5 Aktionen
- 6 Berechtigungsgruppen
- 7 Hashtags
- 8 Zutrittsliste
- 9 Berechtigte Transponder

SCHLIEßUNGSDetails

Seriennummer n/a

Schließungstyp Schließzylinder

Firmware Version

Letzte Synchronisierung 29.04.2021 16:54:38

Sync Erstprogrammierung

TÜRDetails

Name Gryffindor dormitory

Tür-Code DC-00001

Beschreibung

GEBÄUDEDetails

Raumnummer

Etage

Standort Standort (Standard)

Gebäude Gebäude (Standard)

ZEITFunktionen

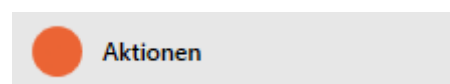
Zeitplan ☐ + Neu

Zeitumschaltung ☒ Zeitumschaltung 1 + Neu

Feiertagsliste ☐ + Neu

< Zurück Weiter > Fertigstellen Abbrechen

2. Click on the **Aktionen** tab.



- ➔ Window switches to the "Actions" tab.

Schließung - Aktionen

Hier können Sie Aktionen zur Schließung planen, einsehen und bearbeiten

- 1 Details
- 2 Konfiguration
- 3 Ausstattung
- 4 Zustand
- 5 Aktionen
- 6 Berechtigungsgruppen
- 7 Hashtags
- 8 Zutrittsliste
- 9 Berechtigte Transponder

+ Neu
 Löschen
 Details

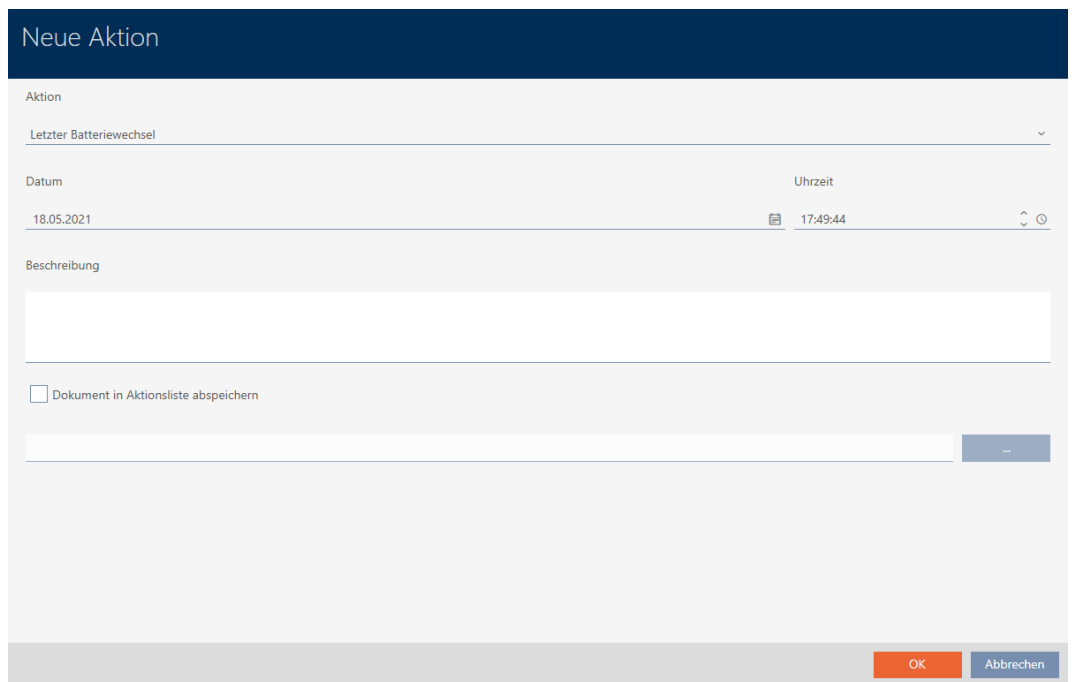
Datum	Typ	Benutzer	Beschreibung	Dokument
18.05.2021 17:13:31	Programmierung	Admin		
18.05.2021 17:13:31	Programmierung	Admin		
29.04.2021 17:53:00	Planmäßiger Batteriewec	Admin		
29.04.2021 17:53:00	Planmäßiger Batteriewec	Admin		
29.04.2021 16:54:38	Programmierung	Admin	Aktion fehlgeschlagen	
29.04.2021 16:54:38	Programmierung	Admin	Aktion fehlgeschlagen	
28.04.2021 18:34:59	Programmierung	Admin	Aktion fehlgeschlagen	
28.04.2021 18:34:59	Programmierung	Admin	Aktion fehlgeschlagen	
28.04.2021 15:16:18	Erstellt	Admin		
28.04.2021 15:16:18	Erstellt	Admin		

< Zurück Weiter > Fertigstellen Abbrechen

3. Use  to sort/filter the displayed entries if required (see *Sorting and filtering* [▶ 43]).

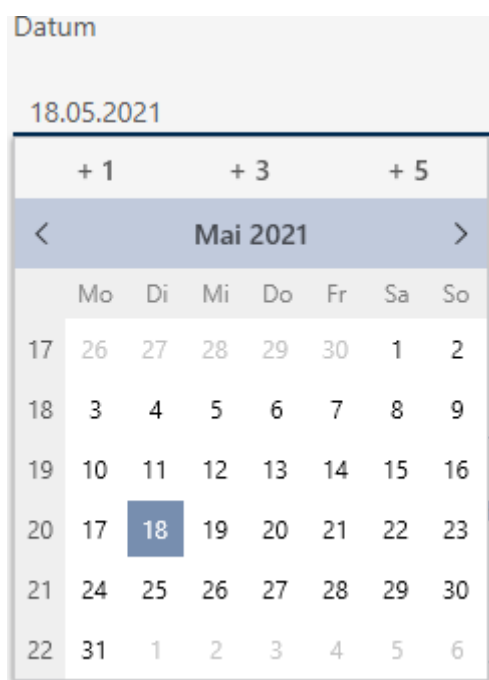
16.15.1 Note installation, replacement or removal date

- ✓ The locking device window shows the "Actions" tab (see *Planning and tracking locking device management tasks* [▶ 262]).
1. Click on the **New**  button.
 - ➡ The window for a new action will open.



2. Select the "Installed", "Replaced" or "Removed" entry from the ▼ **Action** drop-down list.

3. Enter a date in the *Date* field or click on the  icon to expand a calendar screen.



4. Enter a time in the *Time* field.
5. Enter a description in the *Description* field.
6. If you wish to save a document for your action: Activate the ☒ Save document in action list checkbox.
7. If you wish to save a document for your action: Click on the  button.
↳ The Explorer window will open.
8. Select your document.
9. Click on the  button.
↳ Explorer window closes.

Neue Aktion

Aktion

Eingebaut

Datum

18.05.2021

Uhrzeit

17:49:44

Beschreibung

☒ Dokument in Aktionsliste abspeichern

D:\Info.txt

...

OK

Abbrechen

10. Click on the **OK** button.

→ The window for the new action closes.

→ Action is now created and listed.

Datum	Typ	Benutzer	Beschreibung	Dokument
18.05.2021 17:49:44	Eingebaut	Admin		txt
18.05.2021 17:13:31	Programmierung	Admin		
29.04.2021 17:53:00	Planmäßiger Batteriewec	Admin		
29.04.2021 16:54:38	Programmierung	Admin	Aktion fehlgeschlagen	
28.04.2021 18:34:59	Programmierung	Admin	Aktion fehlgeschlagen	
28.04.2021 15:16:18	Erstellt	Admin		

16.15.2 Planning and logging battery replacement

✓ The locking device window shows the "Actions" tab (see *Planning and tracking locking device management tasks* [▶ 262]).

1. Click on the **New** **+** button.

→ The window for a new action will open.

Neue Aktion

Aktion

Letzter Batteriewechsel

Datum

18.05.2021

Uhrzeit

17:49:44

Beschreibung

☐ Dokument in Aktionsliste abspeichern

OK

Abbrechen

2. Select the "Scheduled battery change" or "Last battery change" entry from the ▼ **Action** drop-down list.
3. Enter a date in the *Date* field or click on the  icon to expand a calendar screen.

Neue Aktion

Aktion

Planmäßiger Batteriewechsel

Datum

18.05.2021

Uhrzeit

18:43:56

Beschreibung

☐ Dokument in Aktionsliste abspeichern

OK

Abbrechen

4. Enter a time in the *Time* field.
5. Enter a description in the *Description* field.
6. If you wish to save a document for your action: Activate the ☒ Save document in action list checkbox.

7. If you wish to save a document for your action: Click on the  button.
 ↳ The Explorer window will open.
8. Select your document.
9. Click on the  button.
 ↳ Explorer window closes.

Neue Aktion

Aktion

Planmäßiger Batteriewechsel

Datum

18.05.2021

Uhrzeit

18:43:56

Beschreibung

☒ Dokument in Aktionsliste abspeichern

D:\Info.txt



OK

Abbrechen

10. Click on the  button.
 ↳ The window for the new action closes.
- ↳ Action is now created and listed.

Datum	Typ	Benutzer	Beschreibung	Dokument
18.05.2021 18:43:56	Planmäßiger Batteriewec	Admin		txt
18.05.2021 17:49:44	Eingebaut	Admin		txt
18.05.2021 17:13:31	Programmierung	Admin		
29.04.2021 17:53:00	Planmäßiger Batteriewec	Admin		
29.04.2021 16:54:38	Programmierung	Admin	Aktion fehlgeschlagen	
28.04.2021 18:34:59	Programmierung	Admin	Aktion fehlgeschlagen	
28.04.2021 15:16:18	Erstellt	Admin		

16.16 Exporting locking devices as a list

All locking devices in your locking system can be exported as PDFs.

The PDF shows exactly the same locking devices in exactly the same order as in AXM Lite.

This means that you can sort and filter the display before exporting. It also allows you to sort and filter the exported list.

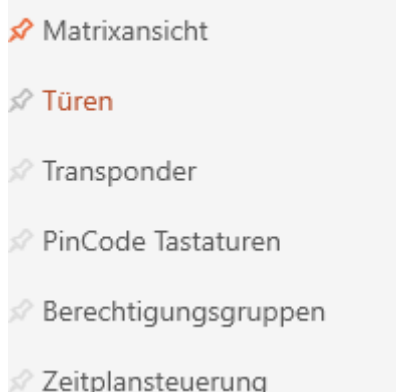
- ✓ AXM Lite open.
- ✓ Locking device has been created.

1. Click the orange AXM button .
↳ AXM bar opens.



2. Select the entry **Locks** in the group | LOCKING SYSTEM CONTROL |.

SCHLIESSANLAGENSTEUERUNG



- ➡ The list with all locking devices in the locking system will open.

Matrixansicht

Türen

Neu

Löschen

In Matrix anzeigen

Duplizieren

Batteriewechsel

Export

Anzeigefilter löschen

	Tür	Raumnummer	Etage	Typ	Sync	Status	Letzte Synchronisierung	S/N	Schließungs ID
>	Gryffindor dormitory			⊖	↻		29.04.2021 16:54:38		ohne Programmierung
	Hufflepuff dormitory			⊖	↻				ohne Programmierung

3. Use  to sort/filter the displayed entries if required (see [Sorting and filtering \[► 43\]](#)).
4. Click on the **Export**  button.
 The Explorer window will open.
5. Save the PDF file to a file directory of your choice.
 Displayed identification media are exported as PDF files (DIN A4).

Alle Türen für die Schließanlage 'Hogwarts'

Tür	Raumnummer	Etage	Typ	Sync	Status	S/N
Gryffindor dormitory			Schließzylinder	Erstprogrammierung		
Hufflepuff dormitory			Schließzylinder	Erstprogrammierung		

17. Permissions

17.1 Changing individual authorisations (cross)

The quickest way to assign individual authorisations to individual doors is directly in the matrix.

- ✓ AXM Lite open.
 - ✓ Matrix screen open.
1. Click on a box in the matrix.
- ➔ Authorisation is issued for the identification medium concerned (column) on the locking device in question (row).



Tür	Typ
Gryffindor dormitory	
Hufflepuff dormitory	

Person	Typ
Weasley, Ron	
Weasley, Fred	
Lovegood, Luna	
Granger, Hermine	

			X

2. Click on the same box again.
- ➔ Authorisation is withdrawn again.



Person	Type
Weasley, Ron	
Weasley, Fred	
Lovegood, Luna	
Granger, Hermine	

Tür	Typ
Gryffindor dormitory	
Hufflepuff dormitory	

➡ Individual authorisation has been issued or withdrawn.



NOTE

Modified authorisations only take effect after synchronisation

Modified authorisations are initially only stored in the database and do not affect the actual identification media and locking devices.

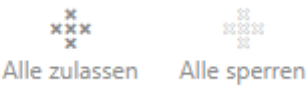
- Synchronise identification media and/or locking devices after you have changed authorisations.

The authorisation is issued by default after a single click. However, you can configure the type of click after which the authorisation is issued (see [Click to change authorisations \[▶ 338\]](#)):

- Single click of the mouse
- Double click
- Ctrl + single click

17.2 Changing many authorisations (on identification media and/or locking devices)

17.2.1 Allowing all or blocking all



Instead of individual authorisations, you can also:

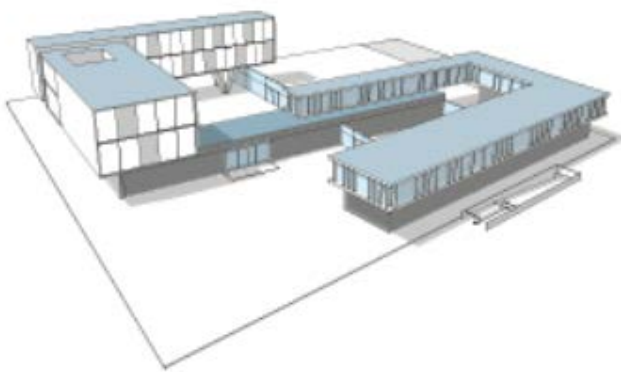
- Allow or block all currently displayed identification media on a locking device
- Allow or block identification media on all currently displayed locking devices

The **Alle zulassen**  and **Alle sperren**  functions are applied to the displayed identification media or locking devices. You can thus use filters to only allow specific identification media or locking devices.

This description refers to allowing all displayed identification media on a locking device. The following also work in the same way:

- Blocking all displayed identification media on a locking device
- Allowing identification media on all currently displayed locking devices
- Blocking an identification medium on all currently displayed locking devices

Initial situation:



Person	Typ
Weasley, Ron	
Weasley, Fred	
Lovegood, Luna	
Granger, Hermine	

Tür	Typ
Gryffindor dormitory	
Hufflepuff dormitory	

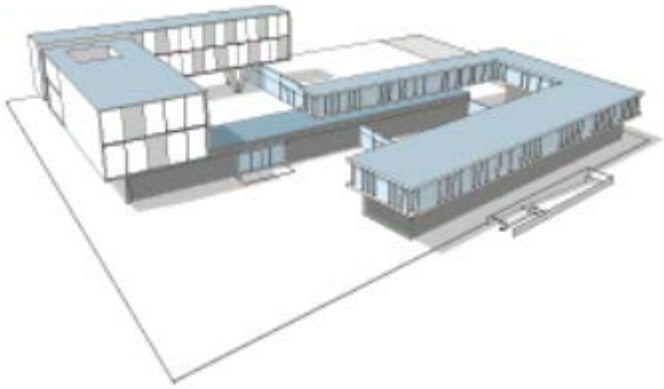
- ✓ AXM Lite open.
 - ✓ Matrix screen open
 - ✓ Identification medium available.
 - ✓ Locking device available.
1. Use  to sort/filter the displayed entries if required (see *Sorting and filtering* [▶ 43]).



Person	Typ
Weasley, Ron	
Weasley, Fred	
Granger, Hermine	

Tür	Typ
Gryffindor dormitory	
Hufflepuff dormitory	

2. Select the locking device on which you wish to authorise all identification media to be displayed.



Person	Weasley, Ron	Weasley, Fred	Granger, Hermine
Typ			

Tür	Typ
Gryffindor dormitory	
Hufflepuff dormitory	

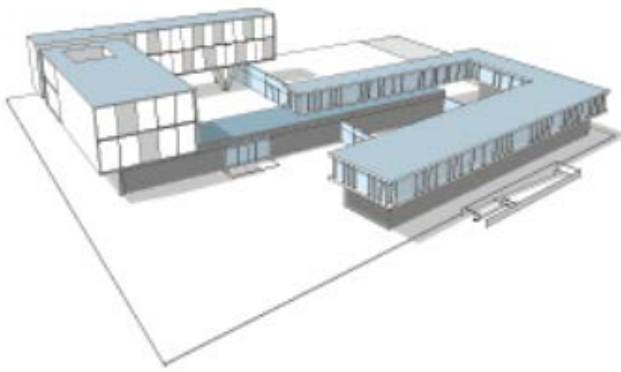
3. Click on the **Alle zulassen**  button.
- ➔ All displayed identification media are authorised for the selected locking device.



Person	Weasley, Ron	Weasley, Fred	Granger, Hermine
Typ			

Tür	Typ
Gryffindor dormitory	
Hufflepuff dormitory	

If you then use the button to remove the **Anzeigefilter löschen** filter again, you will find that the identification media that were filtered out were actually not permitted:



Person	Typ
Weasley, Ron	
Weasley, Fred	
Lovegood, Luna	
Granger, Hermine	

Tür	Typ
Gryffindor dormitory	
Hufflepuff dormitory	

17.2.2 Access levels

Access levels are an easy way for you to set up authorisations for multiple doors and identification media at the same time (see *Access levels* [▶ 393]).

Matrix without authorisations

AXM Lite



Matrixansicht ×

Schließanlagen ×

 Neue Schließung

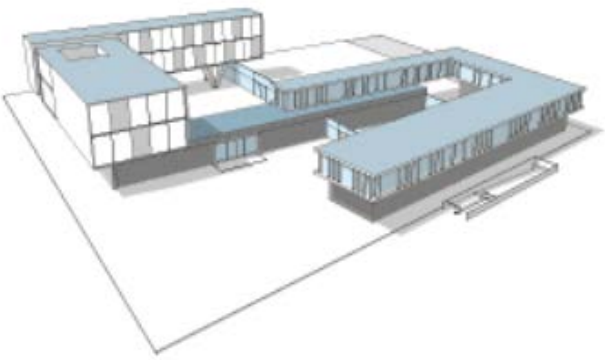
 Neuer Transponder

 Duplizieren

 Löschen

 Alle zulassen

 Alle sperren



Person	Typ
Weasley, Ron	
Weasley, Fred	
Lovegood, Luna	
Granger, Hermine	

Tür	Typ
Gryffindor dormitory	
Hufflepuff dormitory	

Matrix with access levels

Matrixansicht x

Berechtigungsgruppen x

Neue Schließung

Neuer Transponder

Duplizieren

Löschen

Alle zulassen

Alle sperren

Person

Typ

Weasley, Ron

Weasley, Fred

Lovegood, Luna

Granger, Hermine

Gryffindor dormitory

Hufflepuff dormitory

Tür

Typ

Gryffindor dormitory

Hufflepuff dormitory

17.2.2.1 Adding locking devices and identification media to access levels

Ideally, you will have already created your access levels before creating the locking devices (see *Best practice: setting up the locking system* [▶ 35] and *Creating access levels* [▶ 50]). This allows you to set access levels directly in locking device and identification medium properties when you create locking devices and identification media:

Obviously, you can also add your locking devices and identification media to the access levels at a later date:

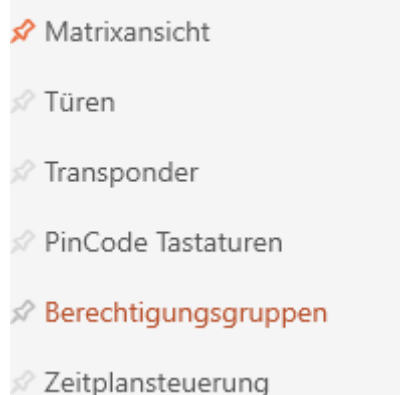
- ✓ AXM Lite open.
- ✓ Access level created (see *Creating access levels* [▶ 50]).

1. Click the orange AXM button .
↳ AXM bar opens.



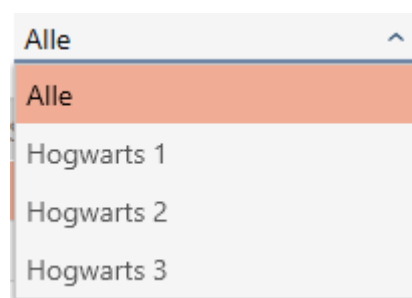
2. Select the **Access levels** entry in the | LOCKING SYSTEM CONTROL | group.

SCHLIESSANLAGENSTEUERUNG



- The AXM bar will close.
- The [Access levels] tab will open.

Matrixansicht × Berechtigungsgruppen ×



3. Click on the access level to which you wish to add locking devices and identification media.
- The access level window will open.

Berechtigungsgruppe - Details

Hier können Sie die Details der Berechtigungsgruppe bearbeiten

1 Details

2 Türen

3 Transponder

Name

Gryffindor

Beschreibung

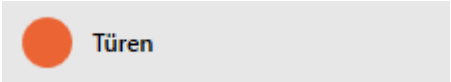
< Zurück

Weiter >

Fertigstellen

Abbrechen

4. Click on the  Locks tab.



➞ Window switches to the "Locks" tab.

Berechtigungsgruppe - Schließungen

Hier können Sie Schließungen zu der Berechtigungsgruppe hinzufügen

1 Details

2 Türen

3 Transponder

AUSGEWÄHLT (0)

Name

^

⌵

Bereich

⌵

Raum

⌵

Etag

⌵

NICHT AUSGEWÄHLT (2)

Name

^

⌵

Bereich

⌵

Raum

⌵

Etag

⌵

Gryffindor dormitory

Hufflepuff dormitory

<

<<

>

>>

< Zurück

Weiter >

Fertigstellen

Abbrechen

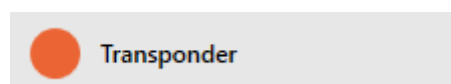
- 5. Use  to sort/filter the displayed entries if required (see *Sorting and filtering* [▶ 43]).
- 6. Select all locking devices that you wish to add to the access level (Ctrl+click for individual devices or Shift+click for multiple devices).

**NOTE****Double-clicking as an alternative to arrow keys**

Double-clicking an entry in the list will also move this entry to the other column.

7. Use  to move only the selected locking devices or  to move all locking devices.
 ↳ The selected locking device in the left-hand column is added to the access level.

8. Click on the  Transponders tab.



- ↳ Window switches to the "Transponders" tab.

Berechtigungsgruppe - Transponder

Hier können Sie Transponder zu der Berechtigungsgruppe hinzufügen

1 Details

2 Türen

3 Transponder

AUSGEWÄHLT (0)

Nachname	Vorname	S/N	Beschreibung

NICHT AUSGEWÄHLT (4)

Nachname	Vorname	S/N	Beschreibung
Granger	Hermine		
Lovegood	Luna		
Weasley	Ron		
Weasley	Fred		

<

<<

>

>>

< Zurück

Weiter >

Fertigstellen

Abbrechen

9. Use  to sort/filter the displayed entries if required (see *Sorting and filtering* [► 43]).
10. Select all identification media that you wish to add to the access level (Ctrl+click for individual media or Shift+click for multiple media).



NOTE

Double-clicking as an alternative to arrow keys

Double-clicking an entry in the list will also move this entry to the other column.

11. Use  to move only the selected identification media or  to move all locking devices displayed.
 - The selected identification media in the left-hand column are added to the access level.

Berechtigungsgruppe - Transponder
Hier können Sie Transponder zu der Berechtigungsgruppe hinzufügen

1 Details

2 Türen

3 Transponder

AUSGEWÄHLT (3)

Nachname ^	Vorname	S/N	Beschreibung
Granger	Hermine		
Weasley	Ron		
Weasley	Fred		

NICHT AUSGEWÄHLT (1)

Nachname ^	Vorname	S/N	Beschreibung
Lovegood	Luna		

<

<<

>

>>

< Zurück

Weiter >

Fertigstellen

Abbrechen

12. Click on the **Finish** button.

- The access level window closes.
- All identification media in this access level are authorised for all locking devices in this access level.
- Matrix view is visible again.

13. Click on the **Refresh**  button.

- Matrix displays authorisations from your access level (identified by a small triangle next to the cross).

Matrixansicht ×

Berechtigungsgruppen ×

Neue Schließung

Neuer Transponder

Duplizieren

Löschen

Alle zulassen

Alle sperren

Person

Typ

Weasley, Ron

Weasley, Fred

Lovegood, Luna

Granger, Hermine

Tür

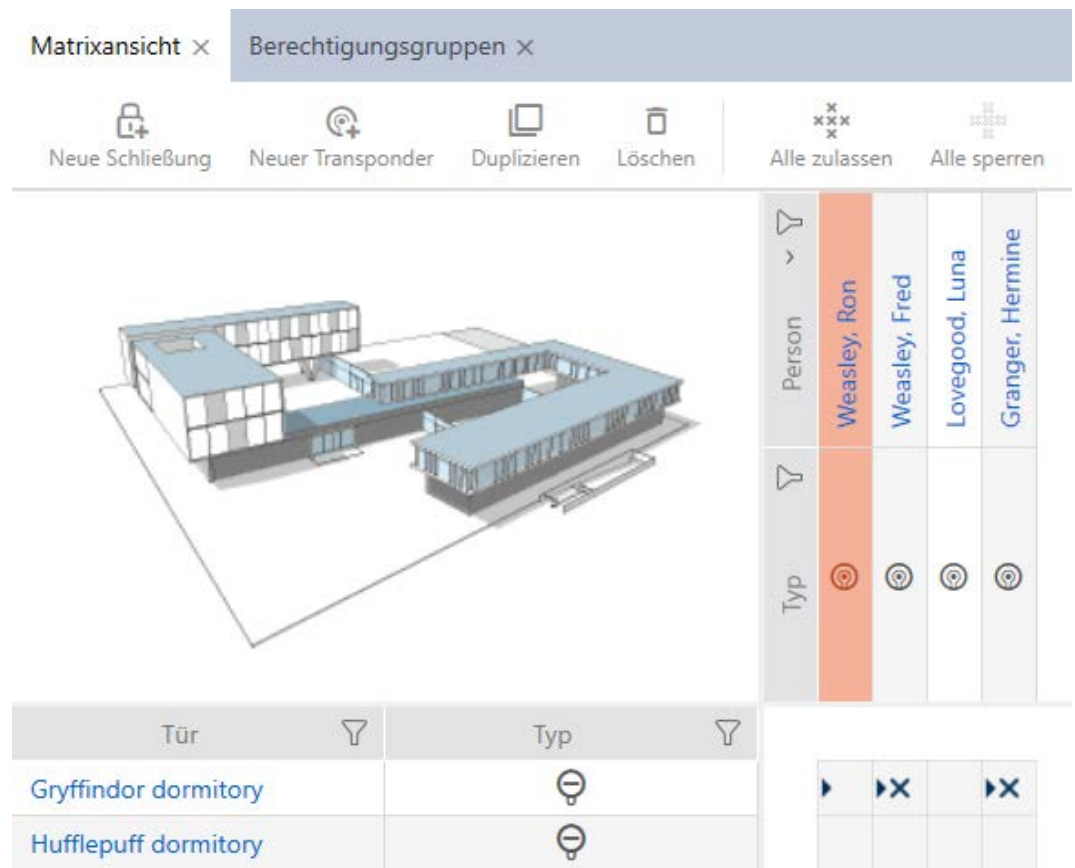
Typ

Gryffindor dormitory

Hufflepuff dormitory

You can also overwrite individual authorisations from access levels manually. For example, it is possible to remove authorisation from an identification medium that would actually be authorised for a locking device.

Proceed as with the normal assignment of individual authorisations (see *Changing individual authorisations (cross)* [▶ 271]). In this case, it is only the cross that disappears, not the triangle:



The triangle continues to indicate that there is actually an authorisation from an access level here.

17.2.2.2 Exporting access levels as a list

All access levels in your locking system can be exported as a PDF.

The PDF shows exactly the same access levels in exactly the same order as in AXM Lite.

This means that you can sort and filter the display before exporting. It also allows you to sort and filter the exported list.

✓ AXM Lite open.

1. Click on the orange AXM icon .
 - ➔ AXM bar opens.



SCHLIESSANLAGENSTEUERUNG

- ✚ Matrixansicht
- ✚ Türen
- ✚ Transponder
- ✚ PinCode Tastaturen
- ✚ **Berechtigungsgruppen**
- ✚ Zeitplansteuerung

→ The AXM bar will close.

Berechtigungsgruppen ×

+ Neu Löschen Export Anzeigefilter löschen << ?

	Name	Beschreibung	Anzahl Schließung	Anzahl Transpond
>	Gryffindor		1	3
	Hufflepuff		0	0
	Ravenclaw		0	0
	Slytherin		0	0

2. Use to sort/filter the displayed entries if required (see *Sorting and filtering* [▶ 43]).
3. Click on the **Export** button.
 - The Explorer window will open.
 - Explorer window closes.
- The identification media displayed are exported as a PDF file (DIN A4).

Simons Voss
technologies

Alle Berechtigungsgruppen für die Schließanlage 'Hogwarts 1'

Name	Anzahl Schließungen	Anzahl Transponder
Gryffindor	1	3
Hufflepuff	0	0
Ravenclaw	0	0
Slytherin	0	0

17.2.3 Controlling authorisations in terms of time (schedules)

Time management in AXM Lite comprises:

- Time schedules for locking devices
- Time groups for transponders

You can find a detailed description and an example here: *Event management* [▶ 381].

You can only create time groups using a schedule in AXM Lite. The first step after creating a concept is therefore a schedule: *Creating a schedule* [▶ 51].

Schedules and time groups in multiple locking systems

Schedules and time groups created in a locking system can be configured throughout the project. You will also find them available for selection in other locking systems, provided that this locking system is in the same project. Changes to schedules and time groups therefore also apply equally to all locking systems within a project.

This does not affect locking systems in other projects. You cannot see or configure schedules and time groups from other projects.

17.2.3.1 Adding locking devices to the schedule

Ideally, you should create your schedules before the locking devices (see *Best practice: setting up the locking system* [▶ 35]). You can then add your locking devices to the schedule while you are creating each locking device (see *Creating a locking device* [▶ 195]).

Sometimes, however, you have already created locking devices and only later decide to control authorisations in terms of time, for example. In this case, you simply add the locking devices to your schedules at a later date.

There are two ways to do this:

Locking device window

- ❑ Can be used directly when creating the locking device
- ❑ Only one locking device possible per access point

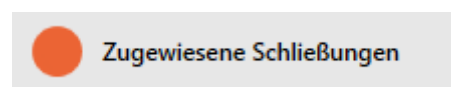
Schedule window

- ❑ Can be used directly when creating the schedule
- ❑ Multiple locking operations possible per access point

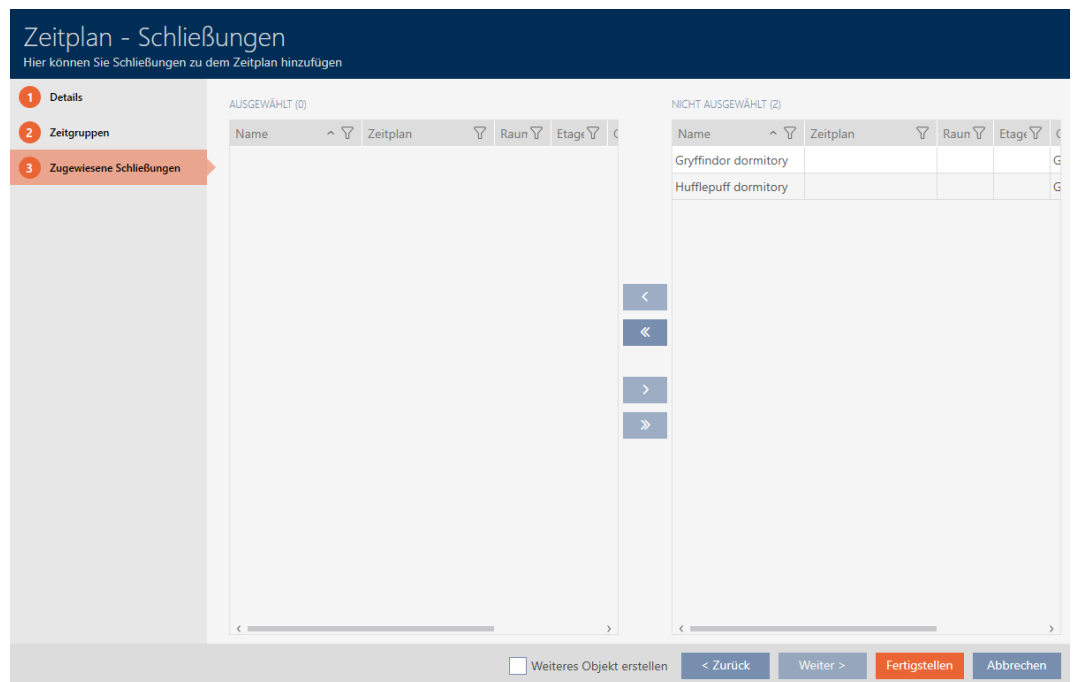
In this section, you will learn how to add locking devices to a schedule in the time schedule window (see [Limiting authorisations for locking devices to specific times \(schedule\)](#) [▶ 239] for adding using the locking device properties).

- ✓ AXM Lite open.
- ✓ Schedule created (see [Creating a schedule](#) [▶ 51]).
- ✓ Schedule window open (see [Creating a schedule](#) [▶ 51]).
- ✓ Locking device equipped with .ZK option.

1. Click on the **Assigned locks** tab.



- ➞ The schedule window changes to the "Assigned locks" tab.



2. Use  to sort/filter the displayed entries if required (see *Sorting and filtering* [▶ 43]).
3. Select all locking devices that you wish to assign (Ctrl+click for individual devices or Shift+click for multiple devices).



NOTE

Double-clicking as an alternative to arrow keys

Double-clicking an entry in the list will also move this entry to the other column.

4. Use  to move only the selected locking devices or  to move all locking devices.



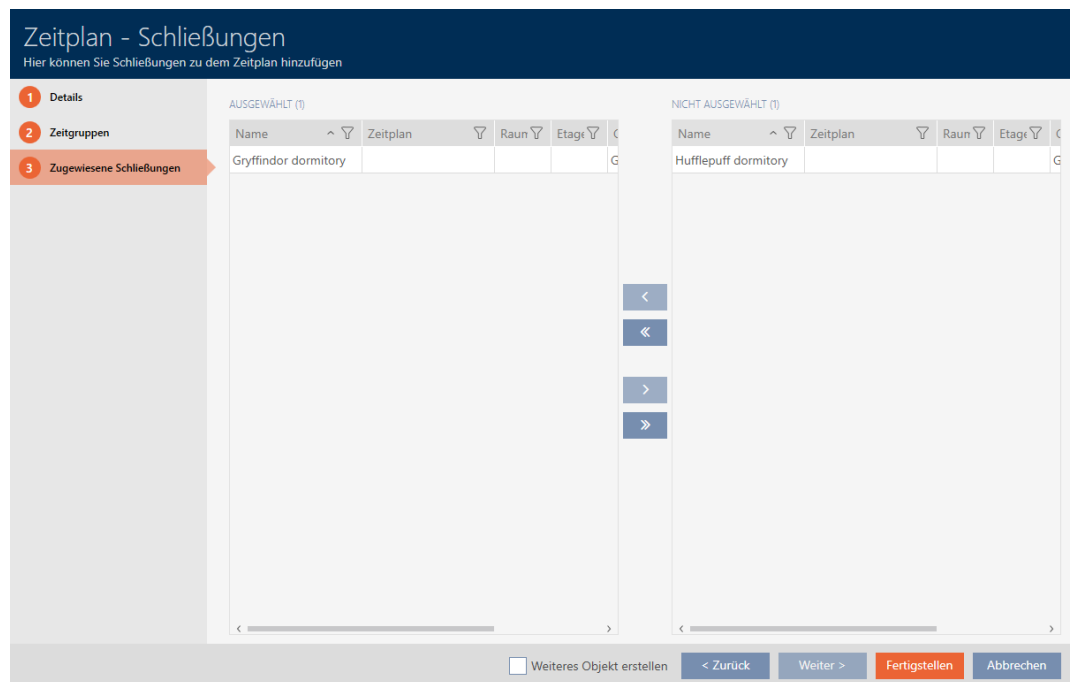
NOTE

Locking devices from other schedules

Locking devices from other schedules are also listed. They can also be moved from other schedules to the current schedule.

1. Filter/sort the displayed locking devices.
2. Check whether the selected locking devices are already being used in another schedule.

➞ The locking devices in the left-hand column are added to the schedule.



5. Click on the **Finish** button.

↳ Schedule window closes.

↳ Locking devices are now added to the schedule.

17.2.3.2 Adding identification medium to time group

Ideally, you should create your time groups before the locking devices (see *Best practice: setting up the locking system* [► 35]). You can then add your identification media to the time groups when you create them (see *Creating an identification medium* [► 83]).

An identification medium can only be added to a time group in its properties.

Time groups with multiple locking systems

You can use identification media in multiple locking systems (see Reuse identification medium in the same project and Reusing identification medium in other projects/databases). The same identification medium may have a different time group in each locking system. You can therefore select the locking system in the identification medium details in the top right-hand corner and select the properties for this locking system.

The screenshot shows the 'Transponder - Details' form. The left sidebar contains a list of menu items: 1 Details, 2 Personendetails, 3 Transponderkonfiguration, 4 Zusätzliche Schließanlagen, 5 Berechtigungsgruppen, 6 Hashtags, 7 Aktionen, 8 Begehungsliste, and 9 Berechtigte Türen. The main area is titled 'TRANSPONDER DETAILS' and contains the following fields: Seriennummer (0301A4D), Transpondertyp (Transponder), Firmware Version (3.2.19), Letzte Synchronisierung (06.05.2024 15:37:12), Sync (Programmiert), Batteriestatus (Ok), Zeitgruppe (Zeitgruppe 2), and Beschreibung. The 'Zeitgruppe' dropdown menu is highlighted in yellow, and 'Zeitgruppe 2' is selected. At the bottom right, there are four buttons: '< Zurück', 'Weiter >', 'Fertigstellen', and 'Abbrechen'.

If you change the locking system in the drop-down menu, you can select a different time group for the identification medium in this different locking system.

The screenshot shows the 'Transponder - Details' form with the same layout as the previous one. The 'Zeitgruppe' dropdown menu is highlighted in yellow, and 'Zeitgruppe 1' is selected. The other fields remain the same: Seriennummer (0301A4D), Transpondertyp (Transponder), Firmware Version (3.2.19), Letzte Synchronisierung (06.05.2024 15:37:12), Sync (Programmiert), Batteriestatus (Ok), and Beschreibung. At the bottom right, there are four buttons: '< Zurück', 'Weiter >', 'Fertigstellen', and 'Abbrechen'.

PIN code keypads can only be used for one locking system. For this reason, you can select just one time group per PIN for PIN code keypads.

Add card/transponder to time group

Transponder - Details
Hier können Sie die Details des Transponders bearbeiten

Synchronisieren In Matrix anzeigen

1 Details 2 Transponderkonfiguration 3 Berechtigungsgruppen 4 Hashtags 5 Aktionen 6 Begehungliste 7 Berechtigte Türen

TRANSPONDER DETAILS

Seriennummer n/a

Transpondertyp Transponder

Firmware Version

Letzte Synchronisierung

Sync Erstprogrammierung

Batteriestatus

Zeitgruppe Zeitgruppe 1

Beschreibung

PERSONENDETAILS

Nachname Weasley

Vorname Ron

Personalnummer PN-1

< Zurück Weiter > Fertigstellen Abbrechen

✓ AXM Lite open.

1. Click on the identification medium to be added to a time group.
↳ The identification medium window will open.
2. Select the ☒ Time group checkbox.
3. Select the time group from the ▼ Time group drop-down list (e.g. "Time group").
4. Click on the **Finish** button.
↳ The identification medium window closes.
- ↳ Identification medium has been added to the time group.

Adding PINs from a PIN code keypad to the time group

PinCode - Details

Bitte geben Sie die Eigenschaften der PinCode ein.

Hogwarts Synchronisieren In Matrix anzeigen

1 Details 2 Hashtags 3 Aktionen

PINCODE - DETAILS

Seriennummer 088NKAK

Typ AX PinCode

Firmware Version 1.1.1052

Name Gryffindor electronic portrait

Schließung Gryffindor tower

Pinlänge 4

Letzte Synchronisierung 30.04.2024 14:34:39

Sync Programmiert

Batteriestatus Ok

PINS

Pin Name	PIN	Sync	Berechtigt	Status	Programmiert
1 Students	****		☒		
Gültig ab		Gültig bis		Zeitgruppe	
2 Professors	****		☒		

Hinzufügen

< Zurück Weiter > Fertigstellen Abbrechen

- ✓ AXM Lite open.
- ✓ PIN code keypad created with PINs (see [Creating PIN code keypads](#) [► 89]).
- ✓ Time groups created (see [Create time group](#) [► 55]).

1. Click on the PIN to be added to a time group.
 - ↳ The window will open for the associated PIN code keypad.
2. Expand the PIN settings with the ▼ button.
3. Select the ☒ Time group checkbox.
 - ↳ A drop-down menu will appear.

Zeitgruppe ☒

Zeitgruppe 1

Zeitgruppe 2

4. Select the time group that you require.

Das Feld ist erforderlich

Zeitgruppe ☒

Zeitgruppe 1

Zeitgruppe 2

5. Click on the **Finish** button.
 - ↳ The window for the PIN code keypad closes.
- ↳ PIN has been added to the time group.

Zeitgruppe ☒

Zeitgruppe 1

17.3 Meaning of the authorisation crosses in the matrix

Cross	Meaning
	Not authorised.
	Authorised in the database but not programmed yet.
	Authorised and programmed.
	Authorisation withdrawn, but authorisation removal not programmed yet.
	Authorised by an access level in the database, but not programmed yet.
	Authorised and programmed by an access level.
	Authorisation available and programmed by an access level; this authorisation has been removed manually. Authorisation removal not programmed yet.
	Authorisation by an access level available, but this authorisation was removed manually before programming.
	Authorised and programmed, but identification medium has been blocked (e.g. after theft).
	Not authorised; identification medium has been blocked (e.g. after theft). or: not possible, e.g. PIN code keypad has been assigned to another locking device.

18. Locking systems

18.1 Changing locking system password

IMPORTANT

Keep locking system password accessible and secure

The locking system password is the most important password of all. For security reasons, SimonsVoss is not able to reset any components without a locking system password or backup. There is no general master key.

It is no longer possible to program components if the locking system password is no longer known or can no longer be recovered from a backup. The components must be removed from locks and disposed of, which takes a great deal of effort.

1. Ensure that authorised persons can view and/or access the locking system password at any time.
2. Take into account both foreseeable events (e.g. locking system administrator retires) and unforeseeable events (e.g. locking system administrator leaves post).



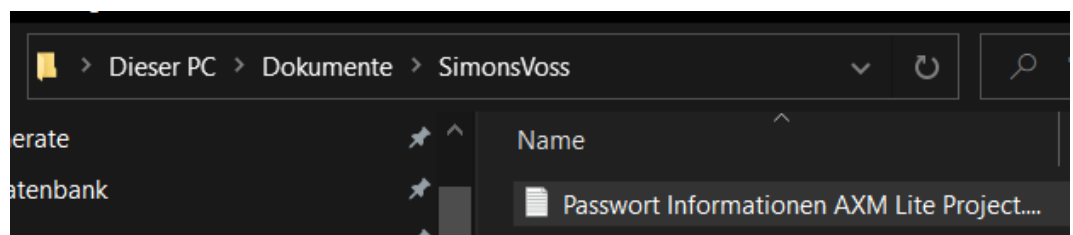
NOTE

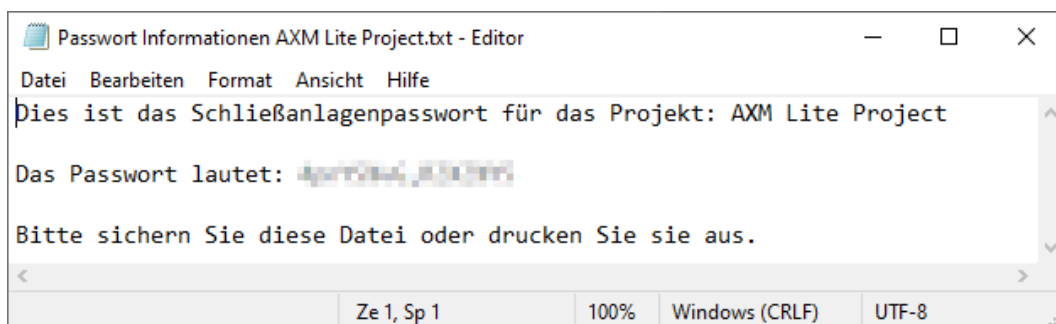
Programming required after changed locking system password

All data exchanged between locking devices and identification media is encrypted. The locking system password is required for this encryption. This means that a change in locking system password needs to be communicated to all locking devices and all identification media.

Changing the locking system password causes the greatest programming requirement of all possible changes in your database.

The locking system password generated when the project was created is saved in a text file (**Documents/SimonsVoss**).





- ✓ Old locking system password is known.
- ✓ AXM Lite open.

1. Click on the orange AXM icon .
 - ↳ AXM bar opens.



EINSTELLUNGEN

Schließanlagen

Benutzerkennwort ändern

AX Manager Einstellungen

Programmiergeräte

- ↳ The [Locking systems] tab with a list of all locking systems in the database will open.

 Neu  Anzeigefilter löschen			
	Name	Typ	Beschreibung
>	Hogwarts	Nur Transponder	

2. Click on the locking system whose password you wish to change.
 - ↳ The locking system window will open.

Schließanlage - Details
Hier können Sie die Details der Schließanlage bearbeiten

1 Details

2 Passwort

Name:

Typ:

Beschreibung:

^ OPTIONEN

< Zurück Weiter > Fertigstellen Abbrechen

3. Click on the  Password tab.

 **Passwort**

→ Window switches to the "Password" tab.

Schließanlage - Passwort
Hier können Sie das Passwort der Schließanlage bearbeiten

1 Details

2 Passwort

Passwort

Altes Passwort:

Passwort:

Passwort bestätigen:

Qualität:

Hinweis: Das Passwort sollte zur Sicherheit aus Groß- und Kleinbuchstaben bestehen, bei einer Zeichenlänge von min. 8 Zeichen. Zur Erhöhung der Komplexität sollten zusätzlich Zahlen und Sonderzeichen (!\$%&?+-*~.:;) verwendet werden.

< Zurück Weiter > Fertigstellen Abbrechen

4. Enter the old locking system password in the *Old password* field.
 5. Enter a new locking system password with at least 8 characters in the *Password* field.
- A coloured bar shows you how secure your password is.

Quality 

6. Confirm the new locking system password in the *Confirm password* field.

Schließanlage - Passwort
Hier können Sie das Passwort der Schließanlage bearbeiten

1 Details

2 Passwort

Passwort

Altes Passwort

Passwort

Passwort bestätigen

Qualität 

Hinweis: Das Passwort sollte zur Sicherheit aus Groß- und Kleinbuchstaben bestehen, bei einer Zeichenlänge von min. 8 Zeichen. Zur Erhöhung der Komplexität sollten zusätzlich Zahlen und Sonderzeichen (!\$%&?*+-#*.,;) verwendet werden.

[< Zurück](#) [Weiter >](#) [Fertigstellen](#) [Abbrechen](#)

7. Click on the **Finish** button.
 - ➔ Warning message appears about the expected scope of programming required.

Passwort ändern

Wenn Sie das Passwort für die Schließanlage ändern, dann müssen alle Schließungen und Transponder neu programmiert werden.

Wollen Sie das Passwort wirklich ändern?



[Ja](#) [Nein](#)

8. Click on the **Yes** button.
 - ↳ Warning message closes.
 - ↳ Locking system password has been changed.



IMPORTANT

Documenting the changed locking system password

When a project is created, a locking system password is generated and saved in a text file. This text file is not updated if you change the locking system password.

- Enter the locking system password in the text file yourself or make sure that the new locking system password is documented in another way.

18.2 Using a common locking level

With a common locking level, you can use a transponder in multiple locking systems in the same project (e.g. for fire service transponders). See Detail function for the overarching locking levels for further information on common locking levels.

Setting up a common locking level consists of several parts:

1. Create a common locking level and assign it to this locking system (see *Creating a common locking level* [▶ 300]).

2. Create a transponder in one of the assigned locking systems (see *Creating transponders for common locking level* [▶ 302]).
 - ↳ Transponders are automatically created in all locking systems that have been assigned to the common locking level.
3. Authorise the transponder in the assigned locking systems (see *Authorising a transponder with common locking level* [▶ 303]).

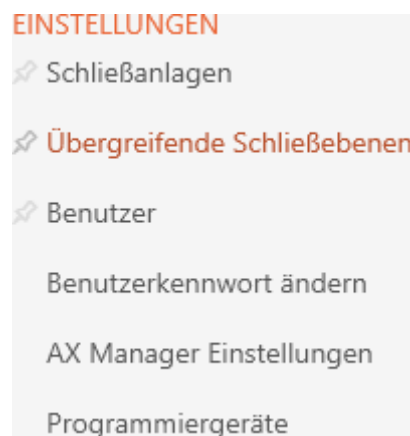
18.2.1 Creating a common locking level

- ✓ AXM Lite open.

1. Click the orange AXM button .
 - ↳ AXM bar opens.



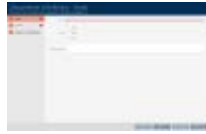
2. Select the **Service Sets** entry in the | SETTINGS | group.



- ↳ The [Service Sets] tab will open.



3. Click on the **New** button .
 - ↳ The "Master locking level" window will open.



4. Enter the name of your common locking level in the *Name* field.
5. Select the colour of your common locking level (☐ Green, ☐ Blue or ☐ Red).
6. Enter a description if required.
7. Click the **Next** button.
 - ↳ Window switches to the "Password" tab.



8. Enter the password for your common locking level in the field.
9. Re-enter the password in the *Confirm password* field.
 - ↳ A coloured bar shows you how secure your password is.

Quality 

10. Click the **Next** button.
 - ↳ Window switches to the "Assigned Locking Systems" tab.
11. Use  to sort/filter the displayed entries if required (see [Sorting and filtering \[▶ 43\]](#)).
12. Select the required locking systems in the right-hand column (Ctrl+click for single systems or Shift+click for multiple systems).
13. Use  to move only the selected locking systems or  to move all displayed locking systems.
 - ↳ The identification medium will be available later in the assigned locking systems.



14. Click the **Finish** button.
 - ↳ Explorer window for saving the password as a PDF will open.



15. Save the PDF with the password in a location of your choice and keep the password in a safe place.

↳ Password is now saved as PDF.



↳ Master locking level window closes.

- ↳ Common locking level has been created and is [Service Sets] listed in the tab.



You can now use this common locking level to create transponders that will appear in all assigned locking systems (see [Creating transponders for common locking level \[▶ 302\]](#)).

18.2.2 Creating transponders for common locking level

- ✓ AXM Lite open.
 - ✓ List with transponders or matrix screen opened.
 - ✓ Common locking level created and locking system assigned (see [Creating a common locking level \[▶ 300\]](#)).
1. Switch to a locking system that you have assigned to the common locking level.
 2. Click on the **New transponder**  button.
 - ↳ The window for creating an identification medium will open.



3. Select the ☒ Master locking level checkbox.
 - ↳ Options for selecting the common locking level are displayed.
 - ↳ **Additional locking systems** tab disappears.



4. Fill in the remaining options as for a normal transponder (see [Creating transponders and cards \[▶ 83\]](#)).

5. Click on the **Finish** button.

- ↳ The window for creating a new identification medium closes.
- ↳ The transponder is created in all assigned locking systems.
- ↳ Since it belongs to a common locking level, it is displayed in the locking level colour (red in the example).

Transponder in the first locking system:



Transponder in the second locking system:



You can now authorise the transponder created in multiple locking systems at the different locking devices in the locking systems (see *Authorising a transponder with common locking level* [► 303]).

After synchronisation is complete, the *Transponder* and *Colour* fields are displayed in the common locking level colour (example: red).



18.2.3 Authorising a transponder with common locking level

- ✓ AXM Lite open.
 - ✓ Matrix screen open.
 - ✓ Common locking level created (see *Creating a common locking level* [► 300]).
 - ✓ Transponder created in common locking level (see *Creating transponders for common locking level* [► 302]).
1. Use the drop-down menu to switch from the common locking level to the locking system.



2. Assign all required authorisations in this locking system.



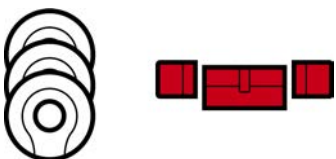
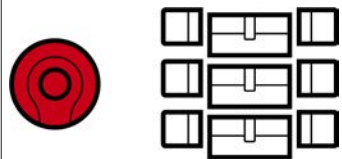
3. Use the drop-down menu to switch to the next locking system that you have assigned to the common locking level.
4. Assign all desired authorisations there as well.



5. Synchronise the locking devices and transponders as usual (see *Synchronising the locking device (including reading access list)* [▶ 306] and *Synchronising an identification medium* [▶ 318]).
- ↳ Thanks to the common locking level, the same transponder can operate locking devices from different locking systems.

19. Synchronisation: Comparison between locking plan and reality

Since the G2 protocol was introduced, it is up to you whether you synchronise the locking device or the identification medium for a new authorisation, for example.

Synchronising a locking device	Synchronising an identification medium
<i>Synchronising the locking device (including reading access list) [► 306]</i>	<i>Synchronise a card/transponder (including importing physical access list) [► 319]</i>
Useful if many identification media have been authorised for a locking device. In this case, only one locking device needs to be synchronised instead of many identification media. 	Useful if an identification medium has been authorised for many locking devices. In this case, only one identification medium needs to be synchronised instead of many locking devices. 

Other factors are important to consider when making this decision, such as:

- Available programming devices
- Locking device or identification medium on site
- Access list or physical access list imported

Synchronisation from the matrix

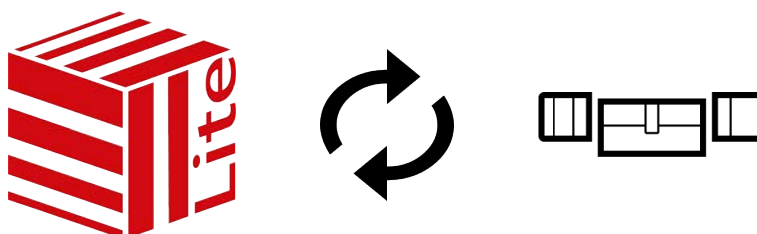
You can display the synchronisation requirement in the matrix. If you click directly on the  icon, you immediately start synchronising the entry concerned.

Initial or regular synchronisation

An initial synchronisation (symbol: ) differs from other synchronisations (symbol: ) due to the larger amount of data. In the case of AX locking devices, it is therefore preferable to use a SmartStick AX or a SmartCD.MP, especially for initial synchronisations.



19.1 Synchronising the locking device (including reading access list)



Synchronisation is bidirectional:

- Reading of data stored in the locking device (e.g. battery level)
- Writing of new data onto the locking device (e.g. authorisations)

Access lists can be imported separately ([Read audit trail](#)  button).
Access lists can also be easily read during synchronisation as an option
(see [Reading access list/physical access list during synchronisation](#)
[\[▶ 342\]](#)).

The imported data can then be displayed (see [Display locking device equipment and status](#) [\[▶ 309\]](#) or [Displaying and exporting a locking device's access list](#) [\[▶ 311\]](#), for example).

- ✓ AXM Lite open.
- ✓ Locking device list or matrix view open.
- ✓ Suitable programming device connected.

1. Click on the locking device you wish to synchronise.
 - ➔ The locking device window will open.

2. Click on the **Synchronisation** button .
 Synchronise window will open.

3. Select the programming device which you wish to use to synchronise from the ▼ **Programming device** drop-down menu.



NOTE

AX components: SmartCD.MP or SmartStick AX for initial synchronisation

A great deal of data is transferred during initial synchronisation of AX components. The carrier frequency and, consequently, the transmission speed is significantly higher with the SmartCD.MP or SmartStick AX.

- It is especially important to use a SmartCD.MP or a SmartStick AX for initial synchronisation of AX components.

- Click on the **Synchronisation** button .
 Locking device is being synchronised.

Schließung synchronisieren

Hier können Sie die Schließung synchronisieren

Konfiguration

Schließanlage

Hogwarts

Schließung

Gryffindor dormitory

Programmiergerät

SmartCD aktiv (beschäftigt)

Schließung erkennen

Synchronisieren

Status auslesen

Zutrittsliste auslesen

Zurücksetzen



Programmierung

Schließanlagen-daten werden eingerichtet

Abbrechen



Verbindung aufgebaut



Bitte halten Sie die Schließung in die Nähe des SmartCD's (ca. 5-20 cm) bis die Programmierung abgeschlossen ist

Schließen

-  Locking device is synchronised.

Information

Die Schließung wurde erfolgreich synchronisiert



OK



NOTE

First transponder activation rejected after initial programming of AX products

If a transponder is the first identification medium to be activated after initial programming, the transponder can be rejected once and synchronised with the locking device in the background. Transponders will then function as normal.

19.1.1 Display locking device equipment and status



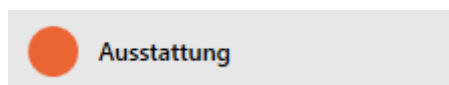
NOTE

Displayed status corresponds to the last synchronisation

AXM Lite displays the status stored in the database at this point.

- ✓ AXM Lite open.
- ✓ Locking device synchronised at least once.
- 1. Click on the locking device whose status you wish to display.
 - ➔ The locking device window will open.

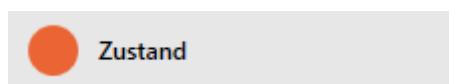
2. Click on the  Features tab.



- ↳ Window switches to the "Features" tab.
- ↳ Imported equipment features are displayed (only for locking devices that have already been synchronised).

Abkürzung	Beschreibung
Z5	Digital Zylinder AX
EU	Europrofil
CO	Comfort
30-30	Baulänge - Außenlänge 30 mm - Innenlänge 30 mm
A	Aktiv
G2	Produktgeneration G2
ZK	Zutrittsprotokollierung / Zeitonensteuerung
LN	LockNode

3. Click on the  State tab.



- ↳ Window switches to the "State" tab.
- ↳ The imported status is displayed (only for locking devices that have already been synchronised).

Zustand beim letzten Auslesen: 18.05.2021 17:11:28

Batteriezustand: Ok

☐ Notfreischaltung
☐ Deaktiviert
☐ Eingekuppelt

19.1.2 Displaying and exporting a locking device's access list

The ZK function (access control) enables your locking devices to log which identification media have been activated (see *Have accesses logged by locking device (access list)* [▶ 247]). The logged access events can then be imported during synchronisation and written into the database (see *Reading access list/physical access list during synchronisation* [▶ 342] and *Synchronising the locking device (including reading access list)* [▶ 306]).

You can view and export the access list in the database.



NOTE

Displayed status corresponds to the last synchronisation

AXM Lite displays the status stored in the database at this point.

- ✓ AXM Lite open.
 - ✓ Locking device synchronised at least once.
1. Click on the locking device whose access list you wish to display.
 - ➔ The locking device window will open.

Schließung - Details
Synchronisieren In Matrix anzeigen

Hier können Sie Details der Schließung bearbeiten

- 1 Details
- 2 Konfiguration
- 3 Ausstattung
- 4 Zustand
- 5 Aktionen
- 6 Berechtigungsgruppen
- 7 Hashtags
- 8 Zutrittsliste
- 9 Berechtigte Transponder

SCHLIEßUNGSDetails

Seriennummer 0083TPRU

Schließungstyp Schließzylinder

Bestellcode SV-Z5.EU.CO.35-35.AM.G2.ZK

Firmware Version 1.1.541

Letzte Synchronisierung 18.05.2021 17:13:31

Sync Programmiert

TÜRDETAILS

Name Gryffindor dormitory

Tür-Code DC-00001

Beschreibung

GEBÄUDEDETAILS

Raumnummer

Etage

Standort Standort (Standard)

Gebäude Gebäude (Standard)

ZEITFUNKTIONEN

Zeitplan + Neu

Zeitmumschaltung ☒ Zeitmumschaltung 1 + Neu

Feiertagsliste + Neu

< Zurück
Weiter >
Fertigstellen
Abbrechen

2. Click on the  Audit trail tab.



- ↳ Window switches to the "Audit trail" tab.
- ↳ The imported access list is displayed (only for locking devices that have already been synchronised).

Schließung - Zutrittsliste

Hier können Sie die ausgelesene Zutrittsliste einsehen (nur bei Ausstattung ZK)

Synchronisieren

In Matrix anzeigen

1 Details

2 Konfiguration

3 Ausstattung

4 Zustand

5 Aktionen

6 Berechtigungsgruppen

7 Hashtags

8 Zutrittsliste

9 Berechtigte Transponder

Löschen

Export

Datum	Besitzer	S/N	Zugriff
20.05.2021 21:17:00	Weasley, Fred	002U2EP8	Erlaubt
20.05.2021 21:17:00	Weasley, Ron	002U0KLC	Erlaubt
20.05.2021 20:37:00	System Neustart		Erlaubt
20.05.2021 20:37:00	Selbstverriegelung		Erlaubt
20.05.2021 20:35:00	Weasley, Ron	002U0KLC	Erlaubt
20.05.2021 20:35:00	Weasley, Ron	002U0KLC	Erlaubt
20.05.2021 20:35:00	Weasley, Ron	002U0KLC	Erlaubt
20.05.2021 17:10:00	Uhrzeit neu gesetzt		Verweigert

< Zurück

Weiter >

Fertigstellen

Abbrechen

1. Use  to sort/filter the displayed entries if required (see *Sorting and filtering* [▶ 43]).
2. Click on the **Export**  button.
 - ↳ The Explorer window will open.
3. Save the exported access list to a file directory of your choice.
 - ↳ Explorer window closes.
 - ↳ The access list is exported.

Zutrittsliste für die Schließung 'Gryffindor dormitory'

Datum	Besitzer	S/N	Zugriff	Schließungskomponente
30.05.2021 04:57:00	Weasley, Ron	002U2EP8	Erlaubt	Master
30.05.2021 04:55:00	Weasley, Ron	002U2EP8	Erlaubt	Master
30.05.2021 04:54:00	Weasley, Ron	002U2EP8	Erlaubt	Master
30.05.2021 04:53:00	##ServiceTId_IDS_AX_SETTIME		Verweigert	Master
30.05.2021 04:42:00	Weasley, Ron	002U2EP8	Erlaubt	Master
30.05.2021 04:37:00	##ServiceTId_IDS_AX_SYSSTART		Erlaubt	Master
30.05.2021 04:37:00	##ServiceTId_IDS_TTL_SELF_CLOSE		Erlaubt	Master
21.05.2021 11:26:00	Weasley, Fred	002U2EP8	Erlaubt	Master
21.05.2021 11:26:00	Weasley, Ron	002U0KLC	Erlaubt	Master
21.05.2021 11:26:00	Weasley, Fred	002U2EP8	Erlaubt	Master
21.05.2021 11:13:00	Weasley, Ron	002U0KLC	Erlaubt	Master
21.05.2021 11:13:00	Weasley, Ron	002U0KLC	Erlaubt	Master
21.05.2021 11:13:00	Weasley, Ron	002U0KLC	Erlaubt	Master
20.05.2021 21:17:00	Weasley, Fred	002U2EP8	Erlaubt	Master
20.05.2021 21:17:00	Weasley, Ron	002U0KLC	Erlaubt	Master
20.05.2021 20:37:00	##ServiceTId_IDS_AX_SYSSTART		Erlaubt	Master
20.05.2021 20:37:00	##ServiceTId_IDS_TTL_SELF_CLOSE		Erlaubt	Master
20.05.2021 20:35:00	Weasley, Ron	002U0KLC	Erlaubt	Master
20.05.2021 20:35:00	Weasley, Ron	002U0KLC	Erlaubt	Master
20.05.2021 20:35:00	Weasley, Ron	002U0KLC	Erlaubt	Master
20.05.2021 17:10:00	##ServiceTId_IDS_AX_SETTIME		Verweigert	Master
30.03.2019 00:45:00	##ServiceTId_IDS_DM_DOOR_CLOSED		Erlaubt	Master

19.2 Identifying an unknown locking device

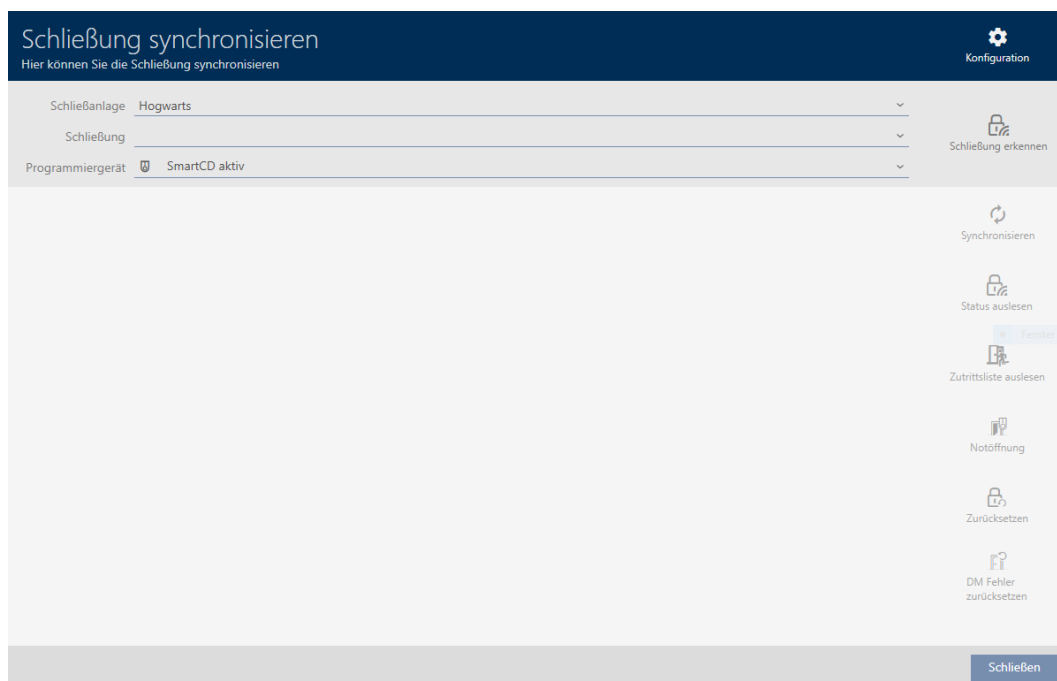
If you have an unknown locking device, you can use, for example, the synchronise symbol () to identify it and reset if necessary (see [Re-setting the locking device](#) [[▶ 315](#)]).

- ✓ Suitable programming device connected.
- ✓ AXM Lite open.

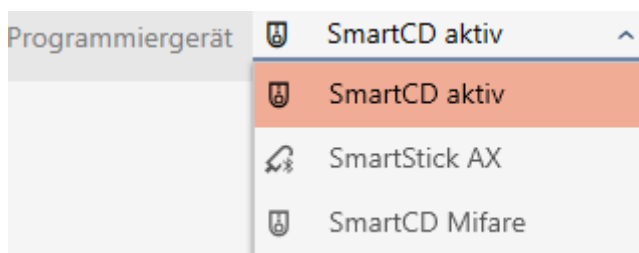
1. Click on the  icon in the header.



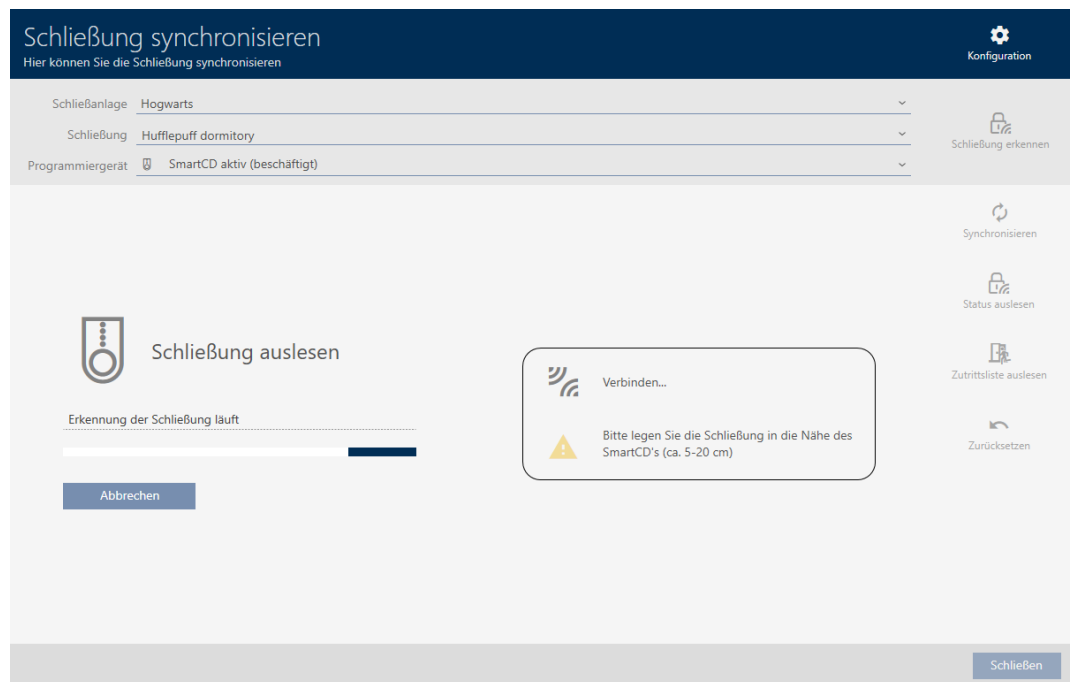
- The "Synchronise lock" window will open.



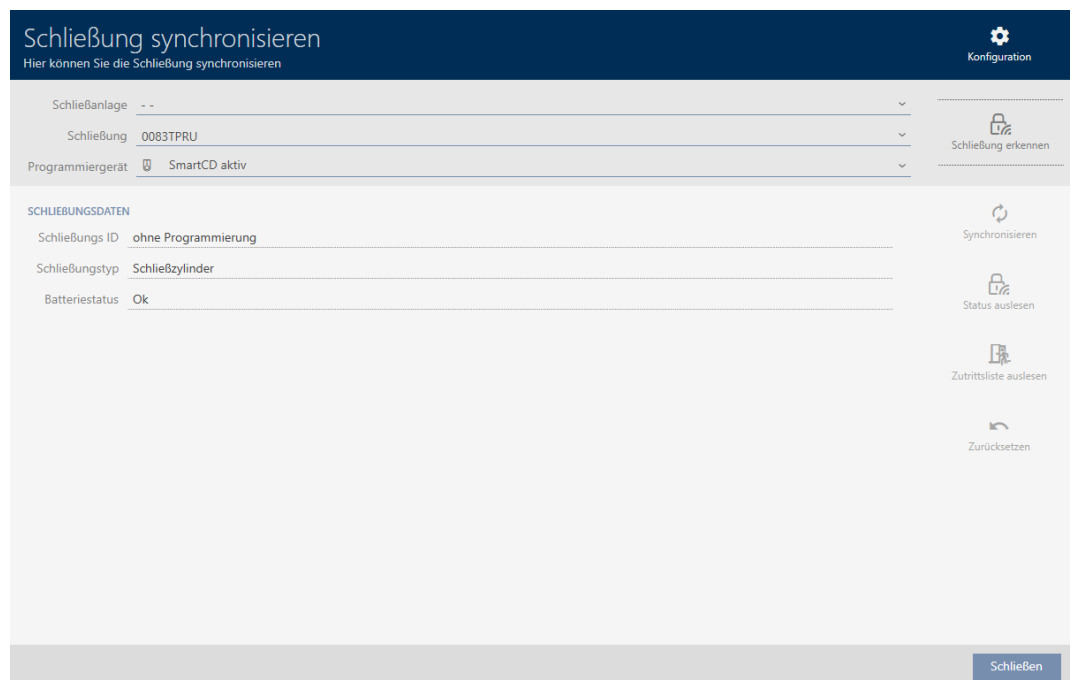
2. Select the programming device you wish to use to identify your locking device from the ▼ Programming device drop-down menu.



3. Click on the Detect lock button 
 - Locking device is identified.



→ Locking device information is displayed in the locking device window.



You can now reset the locking device, for example (see *Re-setting the locking device* [▶ 315]).

19.3 Re-setting the locking device

You must reset a component such as a locking cylinder before it can be used for another locking device or another locking system.

- ✓ Suitable programming device connected.
 - ✓ AXM Lite open.
 - ✓ Locking device list or matrix view open.
1. Click on the locking device you wish to reset.
If you do not know the locking device, click on any locking device and identify the locking device (see [Identifying an unknown locking device](#) [▶ 313]). Then continue.
→ The locking device window will open.

Schließung - Details
Hier können Sie Details der Schließung bearbeiten

SCHLIEßUNGSDetails

Seriennummer: 0083TPRU

Schließungstyp: Schließzylinder

Bestellcode: SV-Z5.EU.CO.35-35.AM.G2.ZK

Firmware Version: 1.1.541

Letzte Synchronisierung: 18.05.2021 17:13:31

Sync: Programmiert

TÜRDETAILS

Name: Gryffindor dormitory

Tür-Code: DC-00001

Beschreibung:

GEBÄUDEDETAILS

Raumnummer:

Etage:

Standort: Standort (Standard)

ZEITFUNKTIONEN

Zeitplan: ☐ + Neu

Zeiteumschaltung: ☒ Zeiteumschaltung 1 + Neu

Feiertagsliste: ☐ + Neu

< Zurück Weiter > Fertigstellen Abbrechen

2. Click on the **Synchronisation** button .
→ Synchronise window will open.

Schließung synchronisieren

Hier können Sie die Schließung synchronisieren

Konfiguration

Schließanlage

Hogwarts

Schließung

Hufflepuff dormitory

Programmiergerät

SmartCD aktiv

Schließung erkennen

SCHLIEßUNGSDATEN

Letzte Synchronisierung

Sync

Erstprogrammierung

Batteriestatus

Zeitplan

Zeitumschaltung

Zeitplan 1

Synchronisieren

Status auslesen

Zutrittsliste auslesen

Zurücksetzen

Schließen

- Select the programming device from the ▼ **Programming device** drop-down menu with which you wish to reset your locking device.

Programmiergerät

SmartCD aktiv

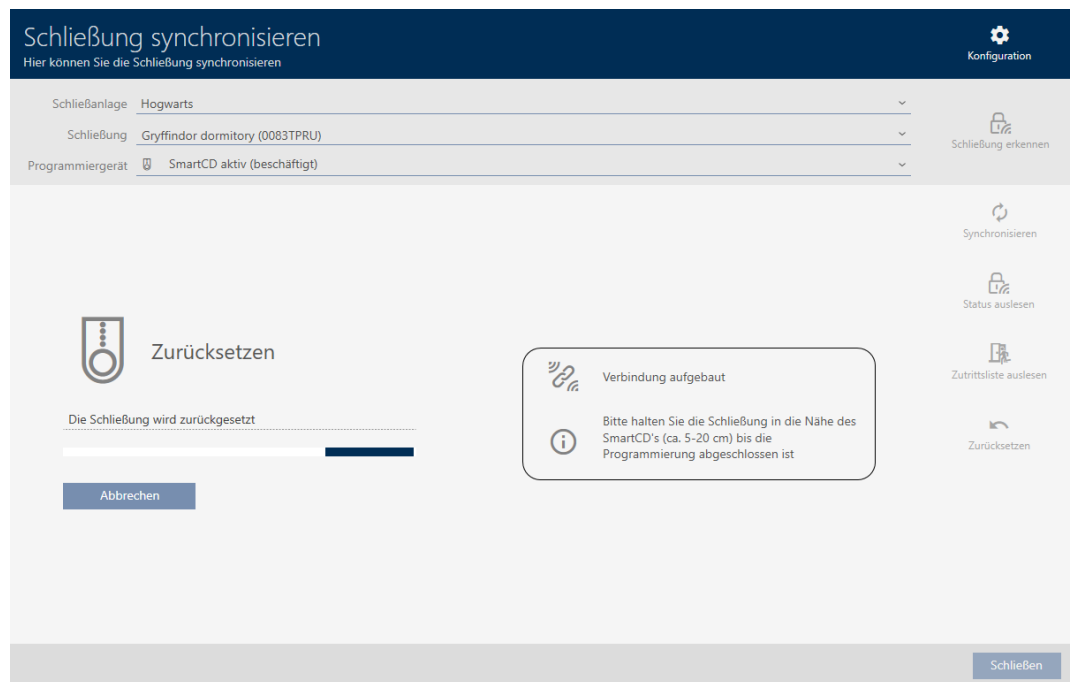
SmartCD aktiv

SmartStick AX

SmartCD Mifare

- Click on the **Reset** button .

↳ The locking device is reset.



5. If necessary, accept the query asking whether the access lists should be imported again beforehand.

→ Locking device is reset.



19.4 Synchronising an identification medium

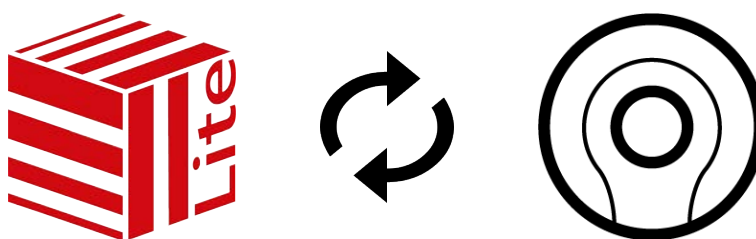
Synchronisation is bidirectional:

- Importing of data stored in the identification medium (e.g. battery level)
- Writing new data onto the identification medium (e.g. authorisations)

Physical access list can be imported separately ([Read personal audit trail](#) button). Physical access lists can also be imported easily during synchronisation as an option (see *Reading access list/physical access list during synchronisation* [▶ 342]).

The imported data can then be displayed (see *Displaying the identification medium battery status* [▶ 321] or *Displaying and exporting physical access lists for cards/transponders* [▶ 322], for example).

19.4.1 Synchronise a card/transponder (including importing physical access list)



The following example shows how to synchronise a transponder.

- ✓ Suitable programming device connected.
- ✓ AXM Lite open.
- ✓ Identification media list or matrix view open.

1. Click on the identification medium you wish to synchronise.
↳ The identification medium window will open.

Transponder - Details

Hier können Sie die Details des Transponders bearbeiten

- 1 Details
- 2 Transponderkonfiguration
- 3 Berechtigungsgruppen
- 4 Hashtags
- 5 Aktionen
- 6 Begehungsliste
- 7 Berechtigte Türen

TRANSPONDER DETAILS

Seriennummer

Transpondertyp

Firmware Version

Letzte Synchronisierung

Sync

Batteriestatus

Zeitgruppe

Beschreibung

PERSONENDETAILS

Nachname

Vorname

Personalnummer

< Zurück

Weiter >

Fertigstellen

Abbrechen

2. Click on the [Synchronisation](#) button .
↳ Synchronise window will open.

Transponder synchronisieren

Hier können Sie den Transponder synchronisieren

Konfiguration

Schließanlage

Hogwarts

Transponder

Weasley, Ron

Programmiergerät

SmartCD aktiv

Transponder erkennen

TRANSPONDERDATEN

Letzte Synchronisierung

Sync

Erstprogrammierung

Status

Aktiviert

Batteriestatus

Zeitgruppe

Synchronisieren

Status auslesen

Begehungliste auslesen

Zurücksetzen

PROGRAMMIERTE DATENSÄTZE

Schließen

- Click on the **Synchronisation** button .
- ↳ Identification medium is synchronised.

Transponder synchronisieren

Hier können Sie den Transponder synchronisieren

Konfiguration

Schließanlage

Hogwarts

Transponder

Weasley, Ron

Programmiergerät

SmartCD aktiv (beschäftigt)

Transponder erkennen



Programmierung

Schließanlagendaten werden eingerichtet

Abbrechen

Verbindung aufgebaut



Halten Sie den Transponder im Abstand von 10-30 cm zum SmartCD bis die Programmierung abgeschlossen ist

Synchronisieren

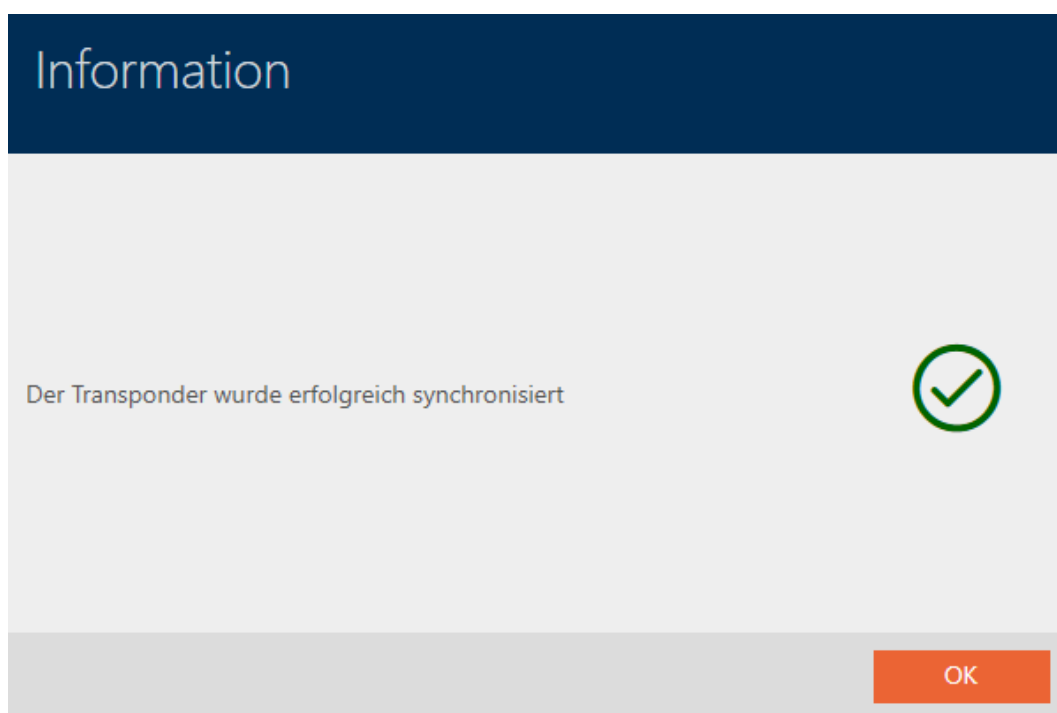
Status auslesen

Begehungliste auslesen

Zurücksetzen

Schließen

- ↳ ID medium is synchronised.



19.4.1.1 Displaying the identification medium battery status

**NOTE****Displayed status corresponds to the last synchronisation**

AXM Lite displays the status stored in the database at this point.

- ✓ AXM Lite open.
- ✓ Identification medium synchronised at least once.
- Click on the identification medium whose status you wish to display.
 - ➞ The identification medium window will open.

➔ Battery status is displayed.

19.4.1.2 Displaying and exporting physical access lists for cards/transponders

If required, your identification media can log which locking devices they were activated on (see *Allow accesses to be recorded by identification media (physical access list)* [▶ 115]). The entries saved in this physical access list are then transferred to the database during synchronisation, for example (see *Synchronise a card/transponder (including importing physical access list)* [▶ 319]).

You can view and export the physical access lists saved in the database.



NOTE

Displayed status corresponds to the last synchronisation

AXM Lite displays the status stored in the database at this point.

- ✓ AXM Lite open.
- ✓ Identification medium synchronised at least once.

1. Click on the identification medium whose physical access list you wish to display.
 - ➔ The identification medium window will open.

Transponder - Details

Hier können Sie die Details des Transponders bearbeiten

1 Details **2 Transponderkonfiguration** **3 Berechtigungsgruppen** **4 Hashtags** **5 Aktionen** **6 Begehungsliste** **7 Berechtigte Türen**

TRANSPONDER DETAILS

Seriennummer 002U0KLC

Transpondertyp Transponder

Firmware Version 3.2.19

Letzte Synchronisierung 20.05.2021 20:16:25

Sync Programmiert

Batteriestatus Ok

Zeitgruppe ☐ test

Beschreibung

PERSONENDETAILS

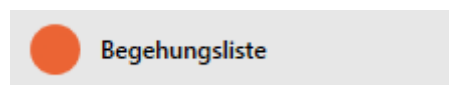
Nachname Weasley

Vorname Ron

Personalnummer PN-1

< Zurück Weiter > Fertigstellen Abbrechen

2. Clicking on the Personal audit trail tab



→ Window switches to the "Personal audit trail" tab.

Transponder - Begehungsliste

Hier können Sie bei aktivierter Begehungsliste die ausgelesenen Begehungen des Transponders einsehen

1 Details **2 Transponderkonfiguration** **3 Berechtigungsgruppen** **4 Hashtags** **5 Aktionen** **6 Begehungsliste** **7 Berechtigte Türen**

Löschen Export

Datum	Tür	S/N	LID
21.05.2021 11:27:00	Gryffindor dormitory	0083TPRU	10000
21.05.2021 11:13:00	Gryffindor dormitory	0083TPRU	10000
21.05.2021 11:13:00	Gryffindor dormitory	0083TPRU	10000
21.05.2021 11:13:00	Gryffindor dormitory	0083TPRU	10000

< Zurück Weiter > Fertigstellen Abbrechen

3. Use to sort/filter the displayed entries if required (see *Sorting and filtering* [▶ 43]).

4. Click on the **Export** button.

→ The Explorer window will open.

5. Save the exported physical access list to a file directory of your choice.
 - ↳ Explorer window closes.
 - ↳ Physical access list is exported.



Begehungsliste für den Transponder '002U0KLC'

Datum	Tür	S/N	LID
21.05.2021 11:27:00	Gryffindor dormitory	0083TPRU	10000
21.05.2021 11:13:00	Gryffindor dormitory	0083TPRU	10000
21.05.2021 11:13:00	Gryffindor dormitory	0083TPRU	10000
21.05.2021 11:13:00	Gryffindor dormitory	0083TPRU	10000



Gedruckt am: 21.05.2021

1

19.5 Identifying an unknown ID medium

19.5.1 Recognise unknown cards/transponders

- ✓ Suitable programming device connected.
- ✓ AXM Lite open.

1. Click on the  icon in the header.



- ↳ The "Synchronise transponder" window will open.

Transponder synchronisieren

Hier können Sie den Transponder synchronisieren

Konfiguration

Schließanlage

Hogwarts

Transponder

Weasley, Ron

Programmiergerät

SmartCD aktiv

Transponder erkennen

TRANSPONDERDATEN

Letzte Synchronisierung

Sync

Erstprogrammierung

Status

Aktiviert

Batteriestatus

Zeitgruppe

Synchronisieren

Status auslesen

Begehungsliste auslesen

Zurücksetzen

PROGRAMMIERTE DATENSÄTZE

Schließen

2. Select the programming device which you wish to use to identify your identification medium from the ▼ **Programming device** drop-down menu.
3. Click on the **Identify transponder** button .
4. Follow the instructions as necessary.
 - ➔ Identification medium is identified.

Transponder synchronisieren

Hier können Sie den Transponder synchronisieren

Konfiguration

Schließanlage

Hogwarts

Transponder

Weasley, Ron

Programmiergerät

SmartCD aktiv (beschäftigt)



Transponder auslesen

Erkennung des Transponders läuft

Abbrechen

Verbinden...


 Drücken Sie jetzt den Taster des Transponders
1x kurz in Abstand von 10-30 cm zum SmartCD

Transponder erkennen

Synchronisieren

Status auslesen

Begehungsliste auslesen

Zurücksetzen

Schließen

➔ Information about the identification medium is displayed in the window.

Transponder synchronisieren

Hier können Sie den Transponder synchronisieren

Konfiguration

Schließanlage

Unbekannt

Transponder

002U0KLC

Programmiergerät

SmartCD aktiv

TRANSPONDERDATEN

Letzte Synchronisierung

Sync

Status

Batteriestatus

Ok

Zeitgruppe

PROGRAMMIERTE DATENSÄTZE

Pos	Schließanlage/SID	SID Extension	TID	Aktivierungsdatum	Verfallsdatum	Zeitgruppe
1	Unbekannt (Sid=1537)	12028330	3202			

Synchronisieren

Status auslesen

Begehungsliste auslesen

Zurücksetzen

Schließen

You can now reset the identification medium, for example (see [Resetting cards/transponders](#) [▶ 327]).

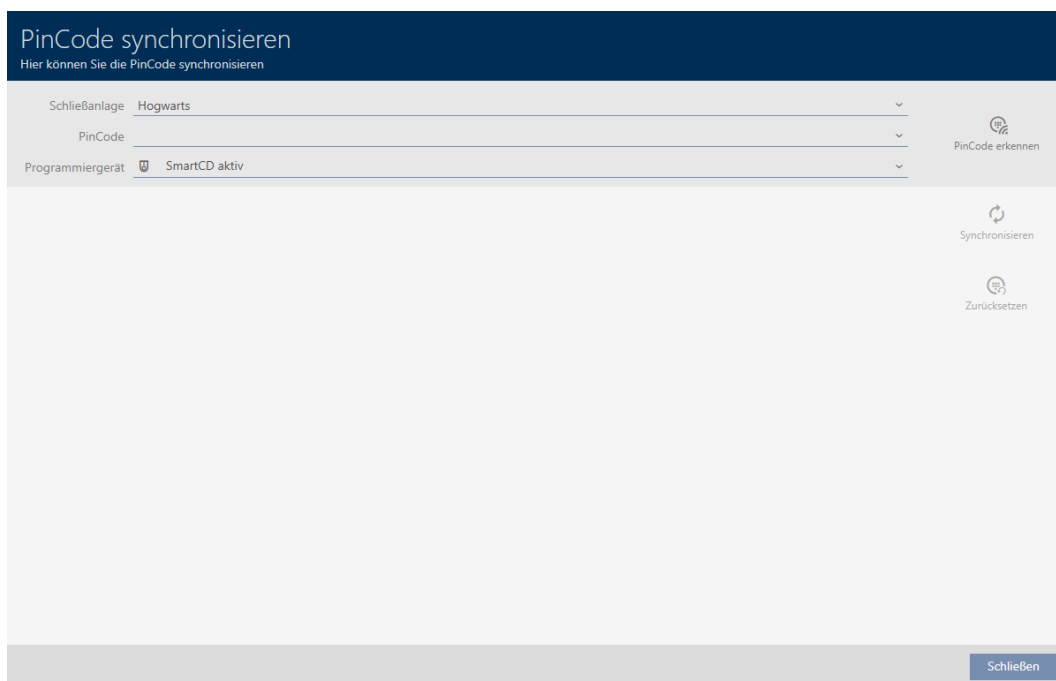
19.5.2 Identifying unknown PIN code keypad

- ✓ Suitable programming device connected (SmartStick AX for PIN code keypad AX, SmartCD2.G2 for PIN code keypad 3068)
- ✓ AXM Lite open.

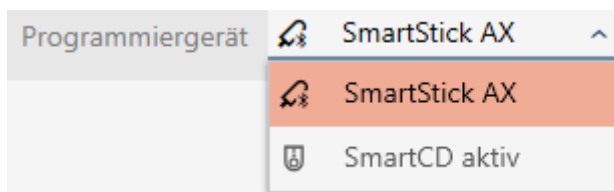
1. Click on the  icon in the header.



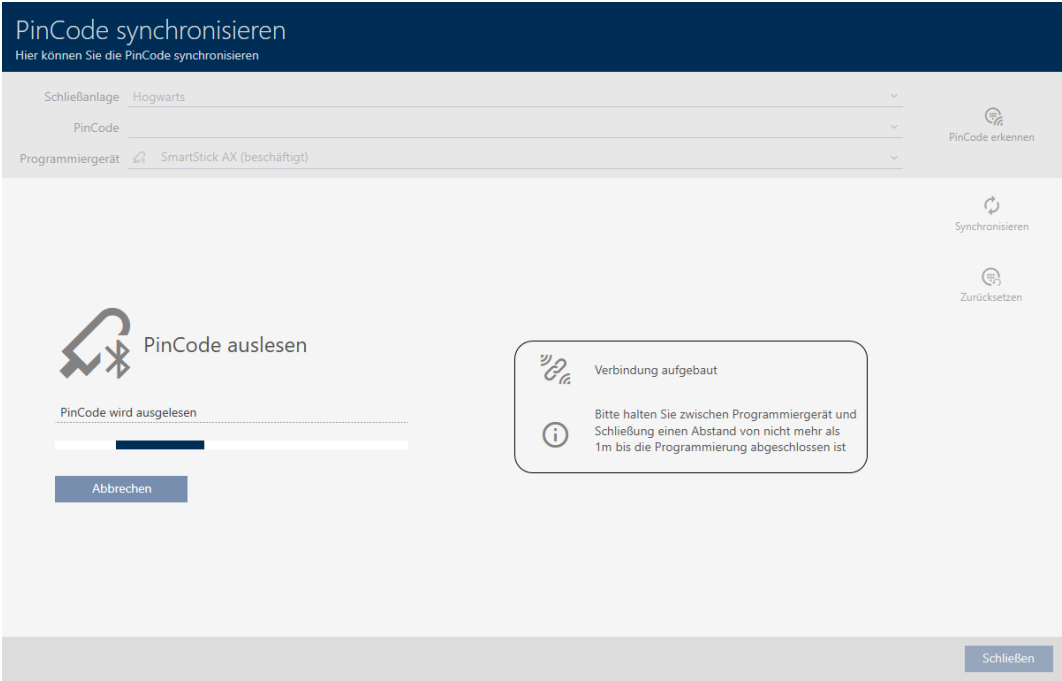
- The "Synchronise PinCode keypad" window will open.



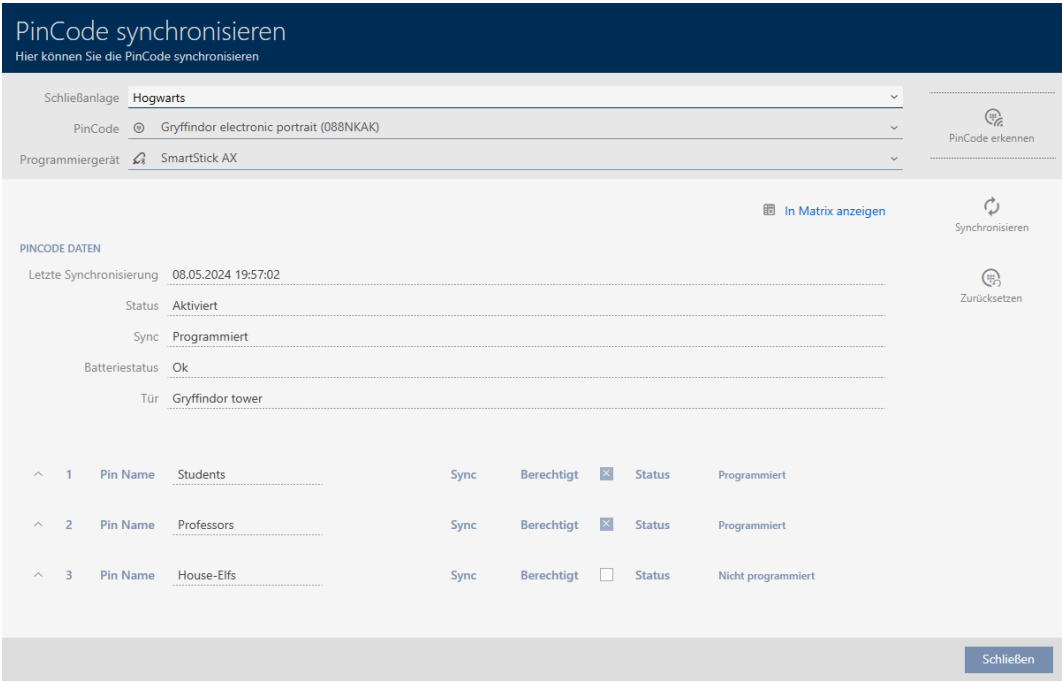
2. Select the programming device you wish to use to identify your PIN code keypad from the ▼ **Programming device** drop-down menu.



3. Click on the **Detect PinCode keypad** button .
4. Follow the instructions as necessary.
 - PIN code keypad is being read.



Information about the PIN code keypad is displayed in the window.



You can now reset the PIN code keypad, for example (see *Resetting the PIN code keypad* [▶ 331]).

19.6 Resetting identification media

19.6.1 Resetting cards/transponders

You must reset a component such as a transponder before it can be used again for an identification medium or another locking system.

- ✓ Suitable programming device connected.
 - ✓ AXM Lite open.
 - ✓ Identification media list or matrix view open.
1. Click on the identification medium you wish to reset.
If the identification medium is not present in your locking system, identify the identification medium (see *Recognise unknown cards/transponders* [▶ 324]). Then continue.
↳ The identification medium window will open.

Transponder - Details

Hier können Sie die Details des Transponders bearbeiten

Hogwarts Synchronisieren In Matrix anzeigen

1 Details

2 Personendetails

3 Transponderkonfiguration

4 Zusätzliche Schließanlagen

5 Berechtigungsgruppen

6 Hashtags

7 Aktionen

8 Begehungliste

9 Berechtigte Türen

TRANSPONDER DETAILS

Seriennummer 00XTN6K

Transpondertyp Transponder

Firmware Version 3.2.19

Letzte Synchronisierung 10.05.2024 06:16:19

Sync Programmiert

Batteriestatus Ok

Zeitgruppe Zeitgruppe 1

Beschreibung

< Zurück Weiter > Fertigstellen Abbrechen

2. Click on the **Synchronisation**  button.
↳ Synchronise window will open.

Transponder synchronisieren

Hier können Sie den Transponder synchronisieren

Konfiguration

Schließanlage

Hogwarts

Transponder

Weasley, Ron (00XTN6K)

Programmiergerät

SmartCD aktiv

Transponderdaten

In Matrix anzeigen

Letzte Synchronisierung

10.05.2024 06:16:19

Sync

Programmiert

Status

Aktiviert

Batteriestatus

Ok

Zeitgruppe

Synchronisieren

Status auslesen

Begehungliste auslesen

Zurücksetzen

PROGRAMMIERTE DATENSÄTZE

Schließen

3. Select the programming device you wish to use to reset your identification medium from the ▼ **Programming device** drop-down menu.
4. Click on the **Reset** button .
5. If necessary, select which of the existing data records you wish to reset.

Transponder zurücksetzen

Bitte wählen Sie die Datensätze aus, die zurückgesetzt werden sollen

	Pos	Schließanlage	TID	Zeitgruppennummer	Deaktivierung
☐	1	Unbekannt (SId=1537)	3202		0 Aktiviert

OK

Abbrechen



NOTE

Resetting data records from unknown locking systems

If a locking plan from a different project is stored on the identification medium, your AXM Lite does not recognise this locking system and indicates **Unknown**.

You can also select such data records using the checkbox in the "Pos" column. Since your AXM Lite does not know the locking system and thus doesn't know the locking system password either, you must enter the locking system password for the unknown locking system in this case.

6. If necessary, enter the locking system password for the locking system to which this data record belongs.

Passwort - Schließanlage
 Bitte geben Sie das Passwort der unbekannten Schließanlage ein

Schließanlage SID: 1537, TID: 3202

OK

Abbrechen

- ↳ The checkbox for the data record to be reset is activated.

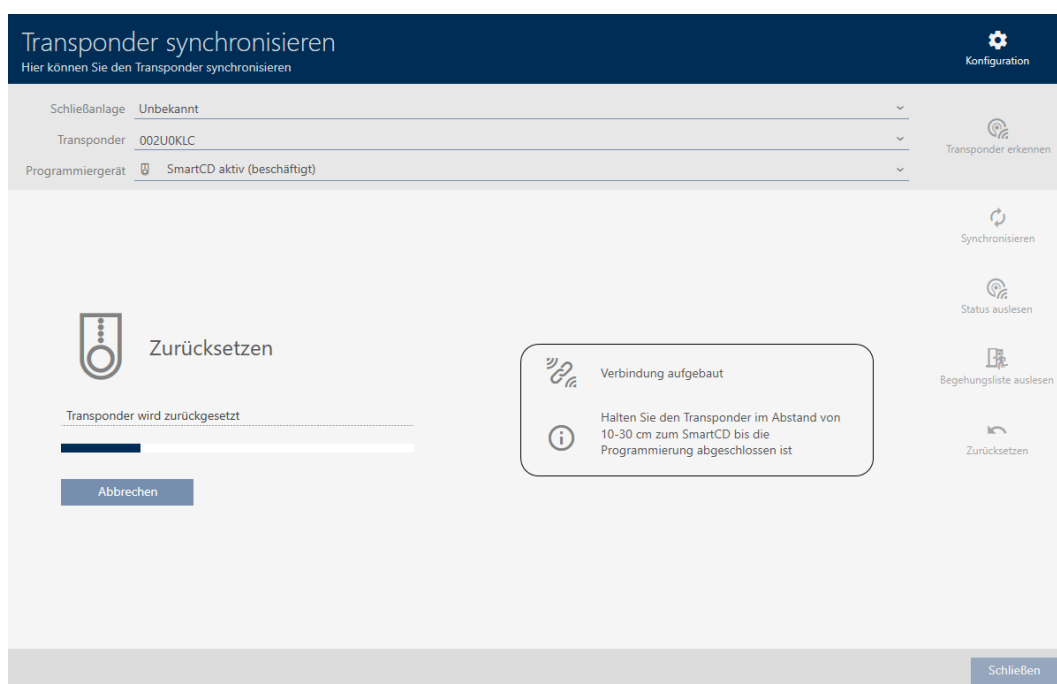
Transponder zurücksetzen
 Bitte wählen Sie die Datensätze aus, die zurückgesetzt werden sollen

	Pos	Schließanlage	TID	Zeitgruppennummer	Deaktivierung
☒	1	Unbekannt (Sid=1537)	3202		0 Aktiviert

OK

Abbrechen

7. Click on the **OK** button.
8. Follow any further instructions as necessary.
 - ↳ Identification medium is being reset.



➡ Identification medium is reset.



19.6.2 Resetting the PIN code keypad

You must reset a component such as a PIN code keypad before it can be used again for an identification medium or another locking system.

- ✓ Suitable programming device connected (SmartStick AX for PIN code keypad AX, SmartCD2.G2 for PIN code keypad 3068)
 - ✓ AXM Lite open.
 - ✓ PIN code list or matrix screen open.
1. Click on the PIN code keypad you wish to reset.
If the PIN code keypad is not present in your locking system, identify the PIN code keypad (see *Identifying unknown PIN code keypad* [▶ 326] in the AXM manual). Then continue.
→ The PIN code keypad window will open.

PinCode synchronisieren

Hier können Sie die PinCode synchronisieren

Schließanlage

Hogwarts

PinCode

Gryffindor electronic portrait (088NKAK)

Programmiergerät

SmartStick AX

PinCode erkennen

In Matrix anzeigen

Synchronisieren

Zurücksetzen

PINCODE DATEN

Letzte Synchronisierung

08.05.2024 19:57:02

Status

Aktiviert

Sync

Programmiert

Batteriestatus

Ok

Tür

Gryffindor tower

1	Pin Name	Students	Sync	Berechtigt	☒	Status	Programmiert
2	Pin Name	Professors	Sync	Berechtigt	☒	Status	Programmiert
3	Pin Name	House-Elfs	Sync	Berechtigt	☐	Status	Nicht programmiert

Schließen

2. Click on the **Synchronisation**  button.
→ Synchronise window will open.

PinCode synchronisieren

Hier können Sie die PinCode synchronisieren

Schließanlage

Hogwarts

PinCode

Gryffindor electronic portrait (088NKAX)

Programmiergerät

SmartStick AX

PinCode erkennen

In Matrix anzeigen

Synchronisieren

Zurücksetzen

PINCODE DATEN

Letzte Synchronisierung

08.05.2024 19:57:02

Status

Aktiviert

Sync

Programmiert

Batteriestatus

Ok

Tür

Gryffindor tower

1	Pin Name	Students	Sync	Berechtigt	☒	Status	Programmiert
2	Pin Name	Professors	Sync	Berechtigt	☒	Status	Programmiert
3	Pin Name	House-Elfs	Sync	Berechtigt	☐	Status	Nicht programmiert

Schließen

- Select the programming device from the ▼ **Programming device** drop-down menu with which you wish to reset your PIN code keypad.

Programmiergerät

SmartStick AX

SmartCD aktiv

SmartStick AX

- Click on the **Reset** button .



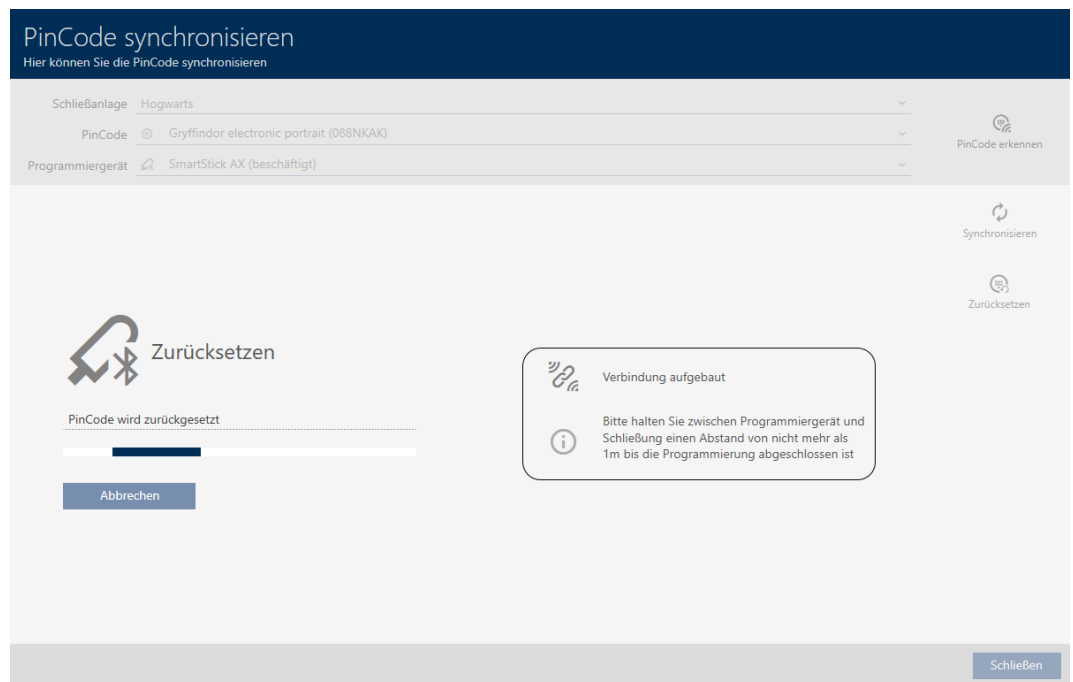
NOTE

Resetting PIN code keypads that do not form part of the project

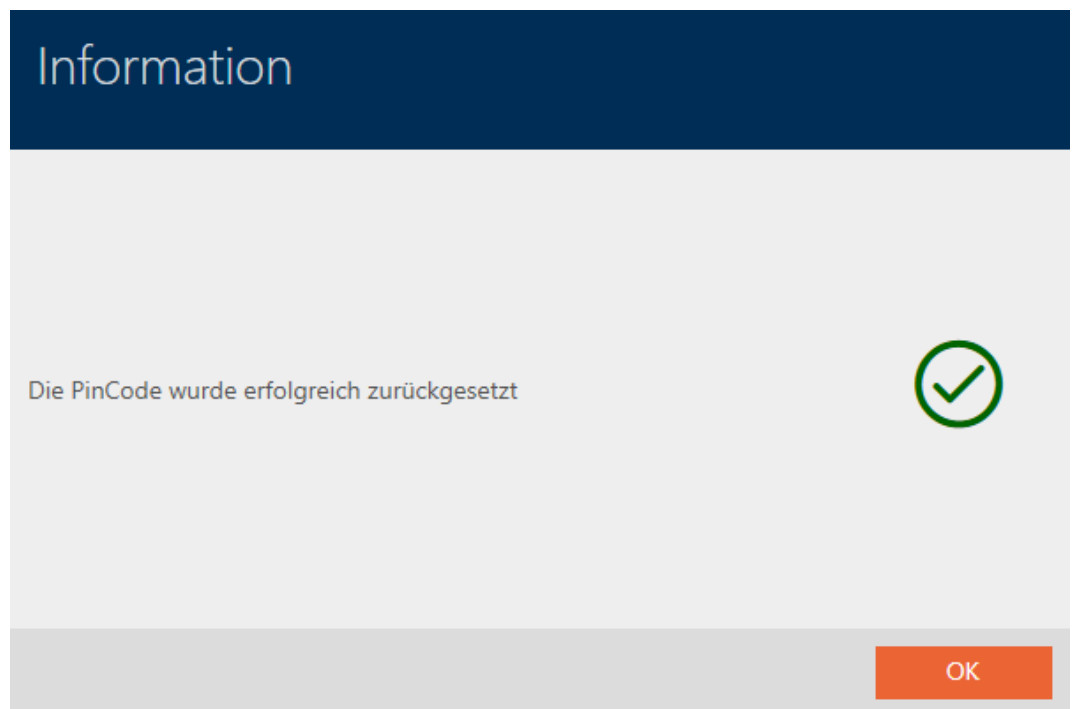
Your AXM Lite can also reset PIN code keypads that were not created in the same project. In this case, however, your AXM Lite does not know the locking system password used.

-  In such instances, enter the locking system password when prompted.

- If necessary, enter the locking system password for the locking system to which this PIN code keypad belongs.
- Follow any further instructions as necessary.
 -  PIN code keypad is reset.



➡ PIN code keypad is reset.



19.7 Viewing connected/supported programming devices

This window can be used to check whether a connected programming device is functional and identified.

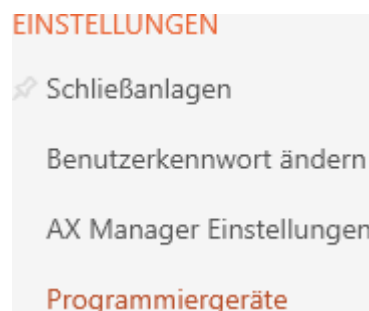
✓ AXM Lite open.

1. Click the orange AXM button .

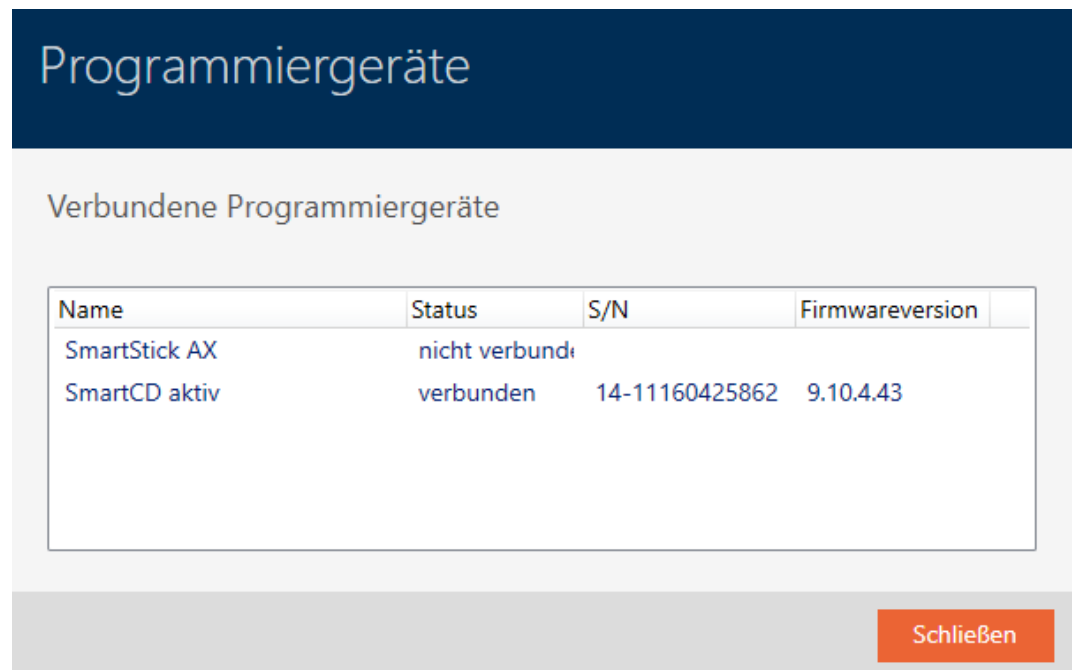
➡ AXM bar opens.



2. Select the **Programming devices** entry in the | SETTINGS | group.



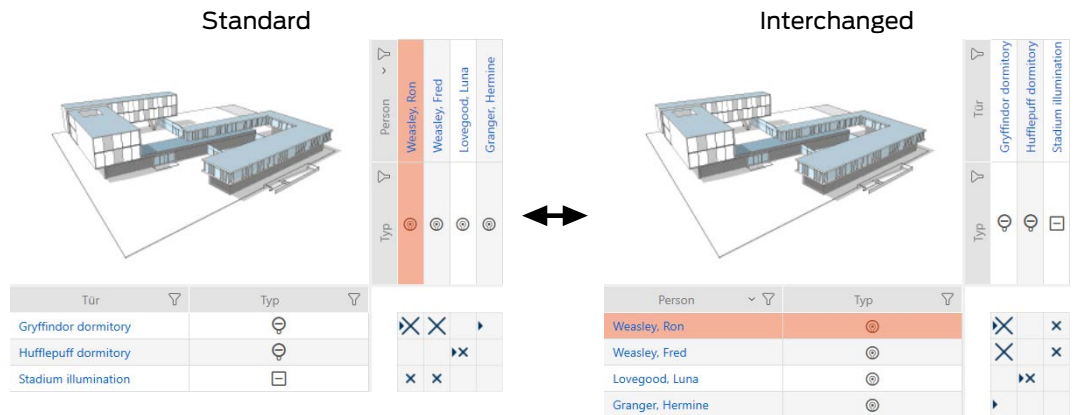
→ Window with programming devices will open.



This window displays all supported programming devices. Other programming devices will be supported, depending on the edition of the AXM you are using (see *Range of functions for AXM Lite* [► 18]). In the status column, you will see if a programming device is connected and recognised by AXM Lite.

20. Your personalised AXM interface

20.1 Interchanging (transposing) doors and persons in the matrix



In the standard view, the doors are displayed as rows and the persons as columns. You can also change this.

✓ Matrix screen open.

1. Click on the Configuration button.

↳ The window with the AXM Lite matrix settings will open.

Matrizeinstellungen

Hier können Sie die Matrix konfigurieren

Tausche Plätze von Transpondern und Schließungen ☐

Zeige Fadenkreuz ☒

Vergeben der Berechtigungen Einfacher Mausklick

Verfügbare Schließungsspalten:

Raumnummer

Hinzufügen

Verfügbare Transponderspalten:

Typ (Text)

Hinzufügen

Angezeigte Schließungsdaten inkl. Reihenfolge:

Tür

Typ (Symbol)

Sync

Löschen

Nach oben

Nach unten

Zurücksetzen

Angezeigte Transponderdaten inkl. Reihenfolge:

Person

Typ (Symbol)

Sync

Löschen

Nach oben

Nach unten

Zurücksetzen

OK

Abbrechen

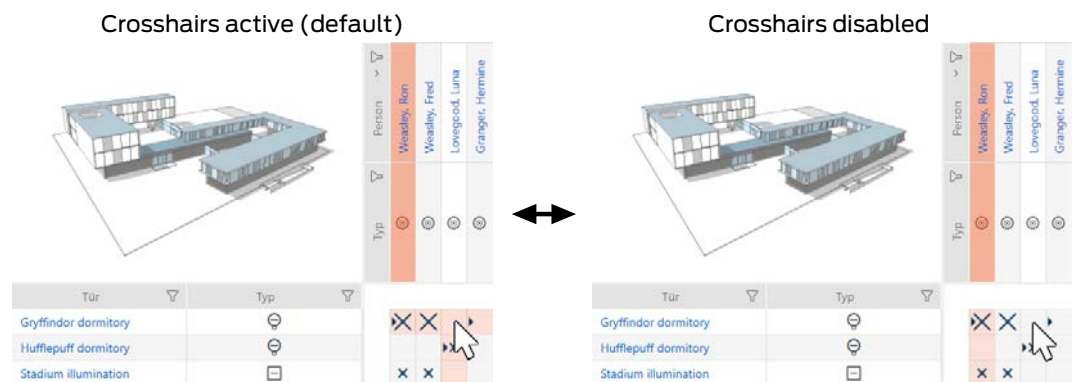
2. Activate the ☒ Swap places for transponders and locks check box.

3. Click on the **OK** button.

↳ The window with the AXM Lite matrix settings closes.

↳ Doors and persons are swapped in the matrix view.

20.2 Select columns and rows in the matrix (enable/disable crosshairs)



The box over which the mouse pointer is currently positioned belongs to a locking device or to your identification medium. The whole row and the whole column are highlighted in colour in the default setting. This allows you to find the locking device or identification medium you require quickly. This function is called crosshairs.

You can deactivate the crosshairs if you wish. In this case, the column or row to which the selected locking device or identification medium belongs is highlighted whether the mouse pointer is hovering over it or not.

✓ Matrix screen open.

1. Click on the  **Configuration** button.

➞ The window with the AXM Lite matrix settings will open.

Matriceinstellungen

Hier können Sie die Matrix konfigurieren

Tausche Plätze von Transpondern und Schließungen ☐

Zeige Fadenkreuz ☒

Vergeben der Berechtigungen Einfacher Mausklick

Verfügbare Schließungsspalten:

Raumnummer

Hinzufügen

Angezeigte Schließungsdaten inkl. Reihenfolge:

Tür
Typ (Symbol)
Sync

Löschen
Nach oben
Nach unten
Zurücksetzen

Verfügbare Transponderspalten:

Typ (Text)

Hinzufügen

Angezeigte Transponderdaten inkl. Reihenfolge:

Person
Typ (Symbol)
Sync

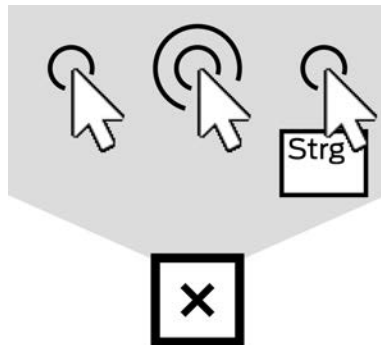
Löschen
Nach oben
Nach unten
Zurücksetzen

OK

Abbrechen

2. Activate or deactivate the ☒ Show crosshair check box.
3. Click on the **OK** button.
 - ↳ The window with the AXM Lite matrix settings closes.
 - ↳ Crosshairs are no longer displayed.

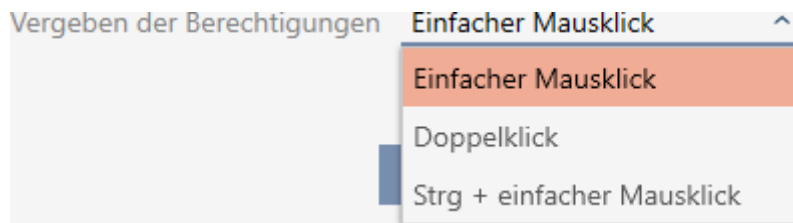
20.3 Click to change authorisations



There are three ways to set an individual authorisation by clicking on the matrix:

- Single click of the mouse (Standard)
 - Double click
 - Ctrl + single click
- ✓ Matrix screen open.
1. Click on the  **Configuration** button.
 - ↳ The window with the AXM Lite matrix settings will open.

2. Choose between the "Single click of the mouse", "Double click" or "Ctrl + single click" entries from the ▼ Issuing of authorisations drop-down menu.



3. Click on the **OK** button.
 - The window with the AXM Lite matrix settings closes.
 - Click for authorisations has been changed.

20.4 Hiding deactivated and defective identification media

This is where you have the option of “clearing up” your matrix and hiding all defective or deactivated identification media. You can recognise such identification media by the  symbol and by the fact that they can no longer be synchronised.

- ✓ Matrix screen open.

1. Click on the  **Configuration** button.
 - The window with the AXM Lite matrix settings will open.

Matrizeinstellungen

Hier können Sie die Matrix konfigurieren

Tausche Plätze von Transpondern und Schließungen ☐

Zeige Fadenkreuz ☒

Vergeben der Berechtigungen Einfacher Mausklick

Verfügbare Schließungsspalten:

Raumnummer ▼ Hinzufügen

Angezeigte Schließungsdaten inkl. Reihenfolge:

Tür

Typ (Symbol)

Sync

Löschen

Nach oben

Nach unten

Zurücksetzen

Verfügbare Transponderspalten:

Typ (Text) ▼ Hinzufügen

Angezeigte Transponderdaten inkl. Reihenfolge:

Person

Typ (Symbol)

Sync

Löschen

Nach oben

Nach unten

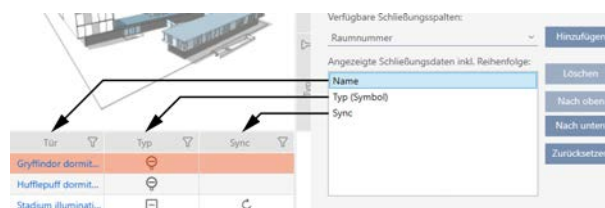
Zurücksetzen

OK
Abbrechen

2. Disable the ☐ Show deactivated transponders checkbox.
3. Click on the OK button.
 - ↳ The window with the AXM Lite matrix settings closes.
 - ↳ Deactivated and defective identification media are now hidden.

20.5 Showing or hiding rows/columns in the matrix

The following description applies to the columns displayed for locking devices. The identification media rows can be edited in the same way.



- ✓ Matrix screen open.
1. Click on the ⚙️ Configuration button.
 - ↳ The window with the AXM Lite matrix settings will open.

Matrizeinstellungen

Hier können Sie die Matrix konfigurieren

Tausche Plätze von Transpondern und Schließungen ☐

Zeige Fadenkreuz ☒

Vergeben der Berechtigungen Einfacher Mausklick

Verfügbare Schließungsspalten:

Raumnummer Hinzufügen

Angezeigte Schließungsdaten inkl. Reihenfolge:

Tür

Typ (Symbol)

Sync

Löschen

Nach oben

Nach unten

Zurücksetzen

Verfügbare Transponderspalten:

Typ (Text) Hinzufügen

Angezeigte Transponderdaten inkl. Reihenfolge:

Person

Typ (Symbol)

Sync

Löschen

Nach oben

Nach unten

Zurücksetzen

OK Abbrechen

→ The locking device columns currently displayed are listed.

Verfügbare Schließungsspalten:

Sync Hinzufügen

Angezeigte Schließungsdaten inkl. Reihenfolge:

Name

Typ (Symbol)

Löschen

Nach oben

Nach unten

Zurücksetzen

2. Select the columns to be displayed in the matrix from the ▼ Available lock columns:drop-down menu.

Verfügbare Schließungsspalten:

Sync	Hinzufügen
Sync	Löschen
Raumnummer	Nach oben
Etage	Nach unten
Typ (Text)	Zurücksetzen
S/N	
Status	

3. Add and delete columns with the Add or Delete buttons.

Verfügbare Schließungsspalten:

Raumnummer	Hinzufügen
------------	------------

Angezeigte Schließungsdaten inkl. Reihenfolge:

Name	Löschen
Typ (Symbol)	Nach oben
Sync	Nach unten
	Zurücksetzen

4. Use the Up or Down buttons to change the order.
5. You can also use the Reset button to restore the default display.
6. Click on the OK button.
 - The window with the AXM Lite matrix settings closes.
 - Columns are changed as required.

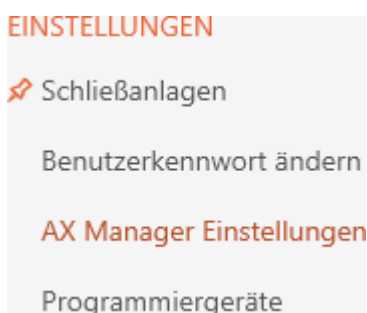
20.6 Reading access list/physical access list during synchronisation

- ✓ AXM Lite open.

1. Click the orange AXM button .
 - AXM bar opens.

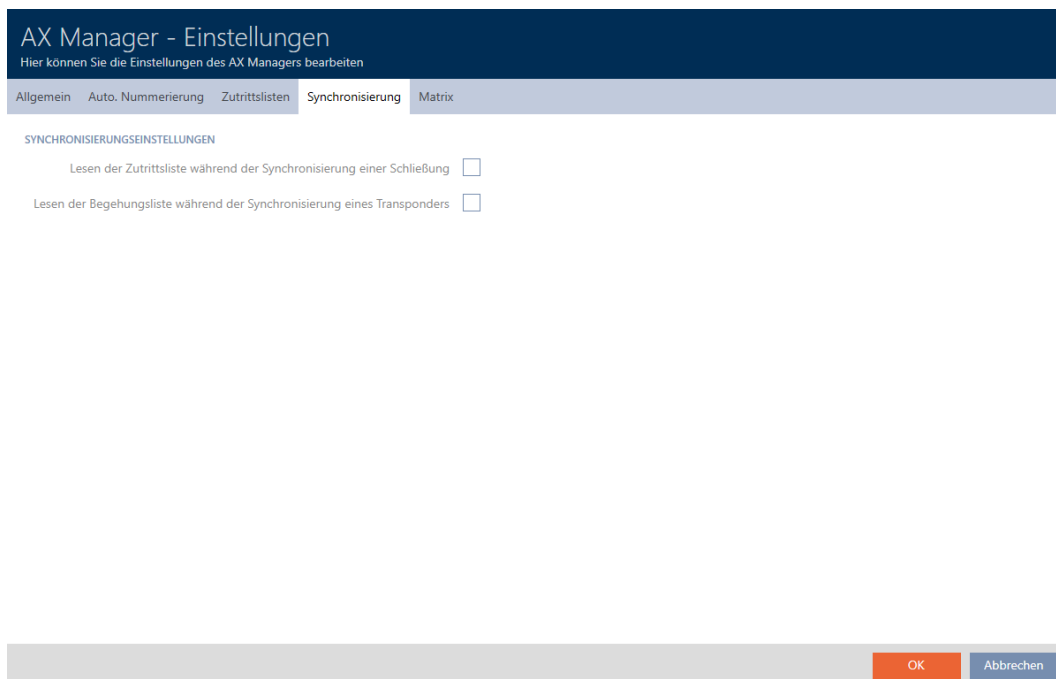


2. Select the **AX Manager settings** entry in the | SETTINGS | group.



- ↳ The AXM bar will close.
- ↳ The window with the AXM Lite settings will open.

3. Go to the [Synchronisation] tab.



4. Activate the ☒ Reading the audit trail during synchronisation of a lock or ☒ Reading the personal audit trail during transponder synchronisation checkboxes if required.

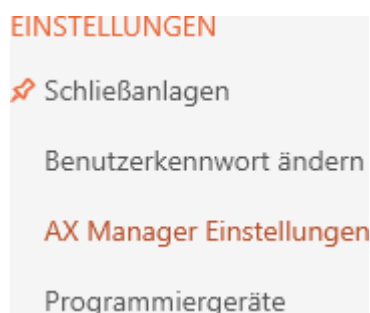
5. Click on the **OK** button.
 - ↳ The window with the AXM Lite settings closes.
 - ↳ The access list or physical access list will also be imported during synchronisation in the future.

20.7 Limiting the number of access list entries in the database

- ✓ AXM Lite open.
1. Click the orange AXM button **≡ AXM**.
 - ↳ AXM bar opens.



2. Select the **AX Manager settings** entry in the | SETTINGS | group.



- ↳ The AXM bar will close.
- ↳ The window with the AXM Lite settings will open.

3. Go to the [Audit trails] tab.

AX Manager - Einstellungen
Hier können Sie die Einstellungen des AX Managers bearbeiten

Allgemein Auto. Nummerierung **Zutrittslisten** Synchronisierung Matrix

ZUTRITTSLISTEN BEGRENZEN

☒ nicht begrenzen

☐ zeitlich 365 Tage

☐ nach Anzahl 200 Zutritte

OK Abbrechen

4. Select one of the three options: ☒ Unlimited, ☒ temporally (max. 2000 days) or ☒ by number (max. 10,000 entries).

5. Click on the **OK** button.

→ The window with the AXM Lite settings closes.

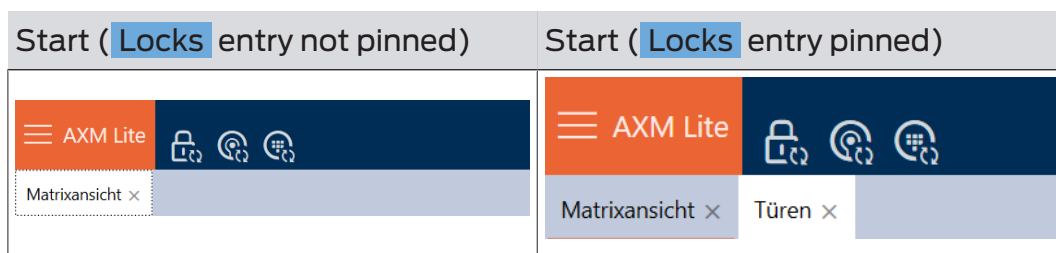
→ Access list restriction is configured.

20.8 Pinning tabs

Experience has shown that you need some entries from the AXM bar more frequently.



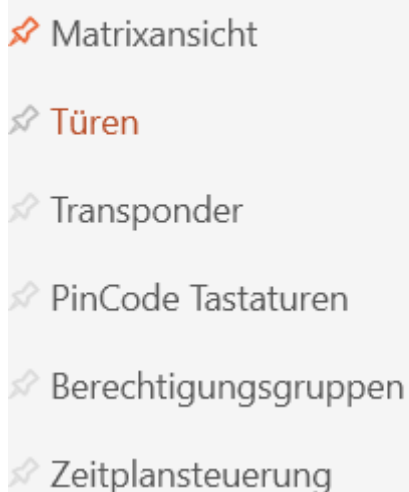
You will see a grey pushpin next to some entries. You can use this pushpin to pin the entry in question and open it automatically the next time you start AXM Lite.



✓ AXM Lite open.

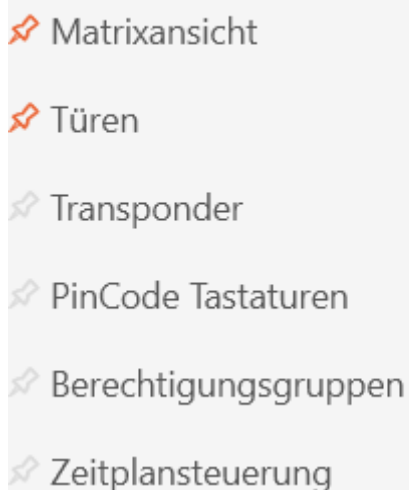
1. Click the orange AXM button **AXM**.
↳ AXM bar opens.
2. Click on the grey pushpin next to the entry you wish to pin.

SCHLIESSANLAGENSTEUERUNG



↳ Pushpin turns orange.

SCHLIESSANLAGENSTEUERUNG



↳ The pinned entry is automatically opened the next time the AXM Lite is started.

20.9 Changing automatic numbering

AXM Lite takes over the numbering of personnel and doors for you by default.

Personnel numbers	Door numbers
PERSONENDETAILS Nachname <u>Weasley</u> Vorname <u>Ron</u> Personalnummer <u>PN-1</u>	TÜRDETAILS Name <u>Gryffindor dormitory</u> Tür-Code <u>DC-00001</u>
PN-1	DC-00001
PN-2	DC-00002
PN-X	DC-XXXXX

The abbreviations *PN-* (personnel number) and *DC-* (door code) can be changed in the AXM Lite properties:

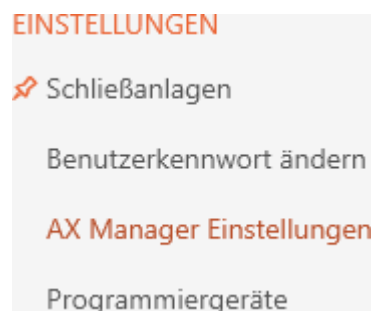
✓ AXM Lite open.

1. Click the orange AXM button  **AXM**.

↳ AXM bar opens.



2. Select the **AX Manager settings** entry in the | SETTINGS | group.



↳ The AXM bar will close.

↳ The window with the AXM Lite settings will open.

3. Go to the [Auto. Numbering] tab.

The screenshot shows the 'AX Manager - Einstellungen' window. The title bar is dark blue with the text 'AX Manager - Einstellungen' and a subtitle 'Hier können Sie die Einstellungen des AX Managers bearbeiten'. Below the title bar is a light blue tab bar with five tabs: 'Allgemein', 'Auto. Nummerierung' (which is selected and highlighted), 'Zutrittslisten', 'Synchronisierung', and 'Matrix'. The main content area is white and contains the heading 'VORLAGEN'. Below this heading are two input fields: 'Personalnummer' with the value 'PN-' and 'Tür-Code' with the value 'DC-'. At the bottom right of the window is a grey bar containing two buttons: 'OK' (orange) and 'Abbrechen' (blue).

4. Enter the required abbreviations in the *Personnel number* or *Door code* fields.
5. Click on the **OK** button.
 - ↳ The window with the AXM Lite settings closes.
 - ↳ Personnel numbers and door codes will be generated with the modified abbreviation in the future.
 - ↳ Existing personnel numbers or door codes will remain unchanged.

20.10 Changing the language

The AXM Lite is available in different languages. All available languages are automatically installed during installation.

When you launch the program for the first time, you will see a special window where you can set up your first project. The normal login window will then appear:

ANMELDEN AM PROJEKT

Benutzername Admin

Kennwort

 Deutsch

Anmelden und Öffnen

Select your preferred language in the *Password* field.

ANMELDEN AM PROJEKT

Benutzername Admin

Kennwort

 Deutsch

 Deutsch

 English

 Français

 Italiano

 Dutch

 Belg

 Dansk

 Svenska

20.11 Preventing generated reports from opening automatically

By default, your reports created in AXM Lite open immediately so that you can read them.

However, this can disrupt your workflow in the case of many reports. This is why you can set whether reports should be opened automatically or not:

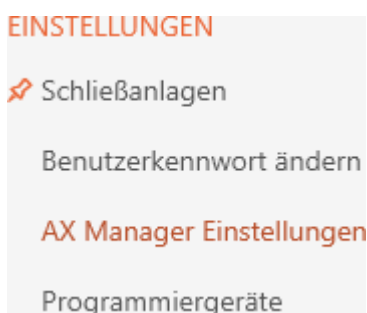
✓ AXM Lite open.

1. Click on the orange AXM icon .

➞ AXM bar opens.



2. Select the **AX Manager settings** entry in the | SETTINGS | group.



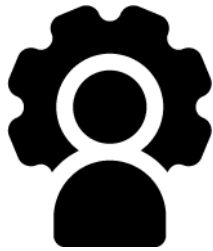
- ↳ The AXM bar will close.
- ↳ The "AX Manager settings" window will open.

3. Change to the tab [Reports].

The screenshot shows the 'AX Manager Einstellungen' (AX Manager Settings) window. It has a dark blue header with the title 'AX Manager Einstellungen' and a subtitle 'Hier können Sie die Einstellungen des AX Managers bearbeiten'. Below the header, there are five tabs: 'Allgemein', 'Berichte', 'Zutrittslisten', 'Kennwörter', and 'Synchronisierung'. The 'Allgemein' tab is selected. The 'ADRESSE' (Address) section contains fields for 'Unternehmen', 'Kontakt', 'Straße', 'PLZ', 'Ort', 'Tel.', and 'E-Mail'. The 'LOGOS' section contains fields for 'Kopfzeile' and 'Fußzeile', each with a button to select a file. At the bottom right, there are 'OK' and 'Abbrechen' buttons.

4. Disable the ☐ Open PDF documents after saving checkbox.
5. Click on the **OK** button.
 - ↳ "AX Manager settings" window closes.
 - ↳ In future, reports will now no longer open automatically after saving.

21. Administrative tasks



21.1 Creating a backup

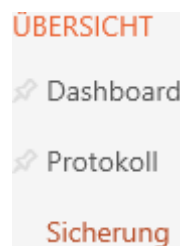
Your database and thus your workload can be quickly restored if a backup is copied on a regular basis.

Our backup function uses AES 256 encryption.

You can easily create the backup in AXM Lite itself:

On the login mask (button **Project backup** 

Alternatively: in the expandable AXM bar (**Project backup** button):



This section explains how to back up the database using the expandable AXM bar.

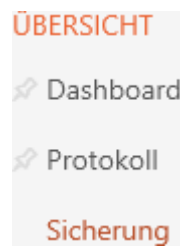
✓ AXM Lite open.

1. Click on the orange AXM icon .

↳ AXM bar opens.



- Click on the **Project backup** entry in the | OVERVIEW | group.



- The AXM bar will close.
- The window for assigning passwords will open.

- Enter a password in the *Password* field to protect this backup.
 - A coloured bar shows you how secure your password is.

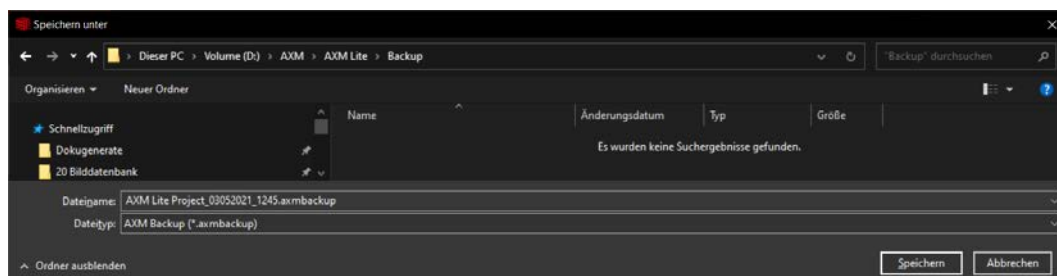


- Repeat the entered password in the *Repeat password* field.
- Click on the **OK** button.
 - The window for assigning passwords closes.
 - Backup is being created.



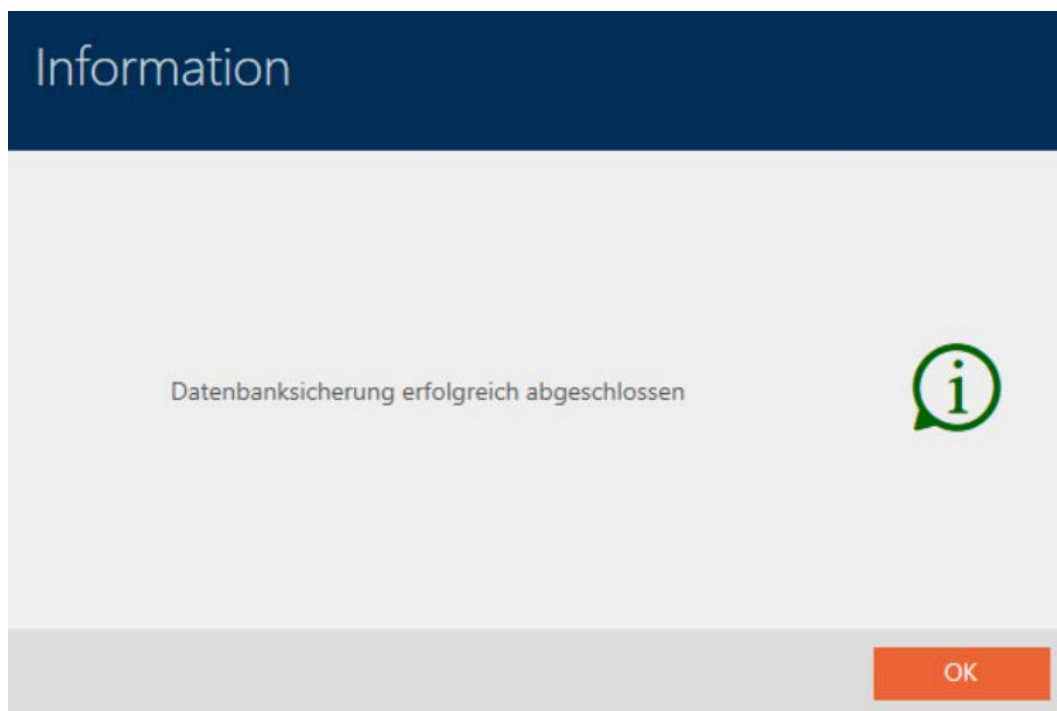
↳ The Explorer window will open.

6. Save the backup file (extension: .axmbackup) in a file directory of your choice.

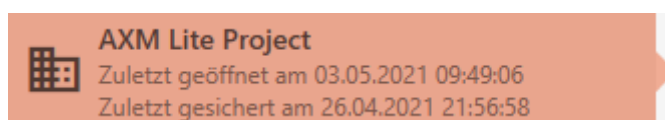


↳ Explorer window closes.

↳ Backup is complete.



You can also see when you last created a backup on the AXM Lite login mask:



21.2 Restoring the backup

If you restore a backup, restore the database to a previously backed-up state.

**NOTE****Backup has no influence on locking devices**

The restore only applies to the database. It has no effect on existing identification media and locking devices.

- Synchronise identification media and transponders if necessary (see *Synchronisation: Comparison between locking plan and reality* [► 305]).

✓ Backup available (see *Creating a backup* [► 351]).

1. Click on the **Restore project**  button on the login screen.
 - ↳ The Explorer window will open.
2. Go to your backup.
3. Click on the **Open** button.
 - ↳ Explorer window closes.
 - ↳ Password prompt window will open.

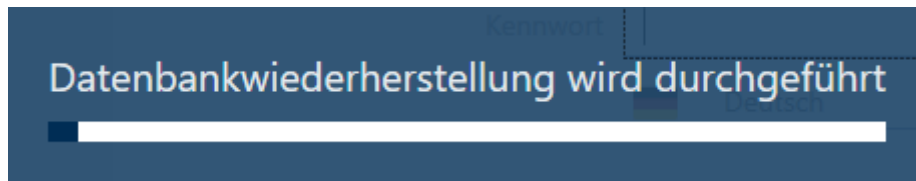
Passwortschutz

Bitte geben Sie zur Wiederherstellung das Sicherungspasswort ein (nicht das Anmelden-Kennwort!)

Passwort

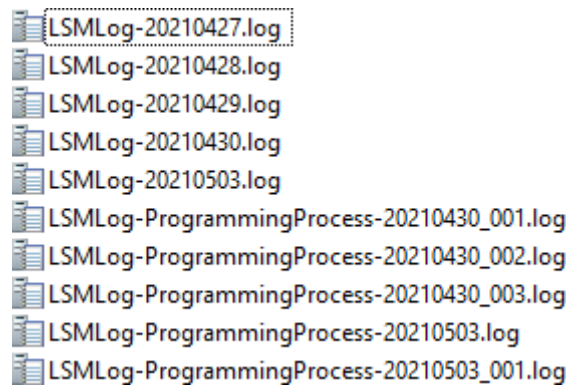
OKAbbrechen

4. Enter the password you entered while creating the backup in the *Password* field.
5. Click on the **OK** button.
 - ↳ Password prompt window closes.
 - ↳ The database is restored.



21.3 Exporting error logs

Error logs help to resolve support cases more quickly and pinpoint any problems more quickly.



You can export error logs either on the login screen (**Error Files** ↑ button) or in the AXM bar (**Download error files** button).

The following description explains how to export the error logs using the AXM bar:

✓ AXM Lite open.

1. Click the orange AXM button .

➞ AXM bar opens.



2. Select the **Download error files** entry in the | INFO & HELP | group.



- ↳ The Explorer window will open.
3. Save the error log (file extension: .zip) to a file directory of your choice.
- ↳ The error log is now exported.

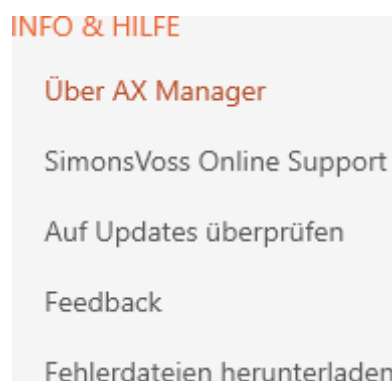
21.4 Displaying version number and licence key for the AXM installed

- ✓ AXM Lite open.

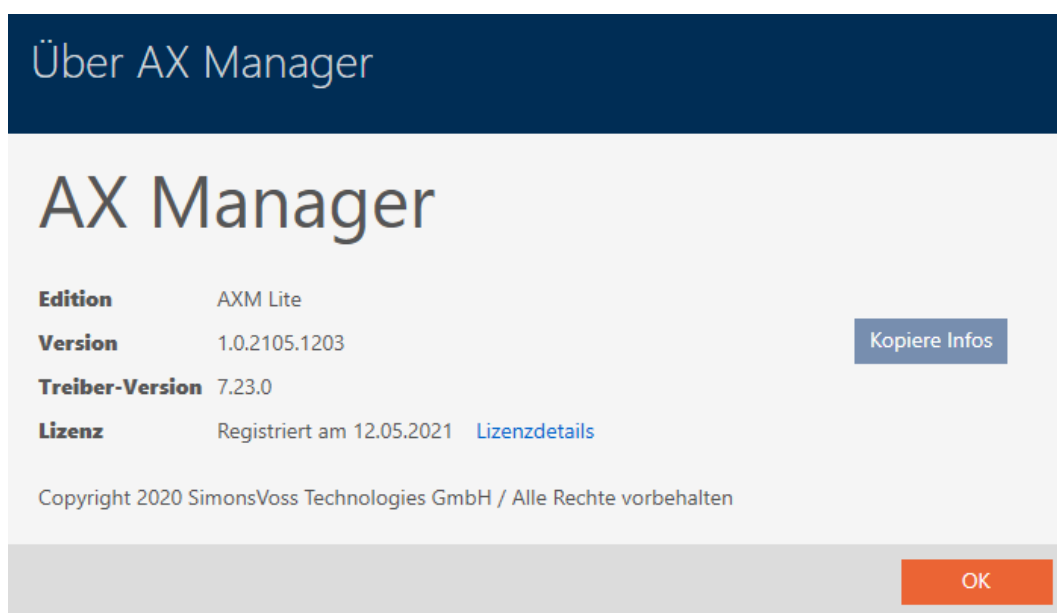
1. Click the orange AXM button .
- ↳ AXM bar opens.



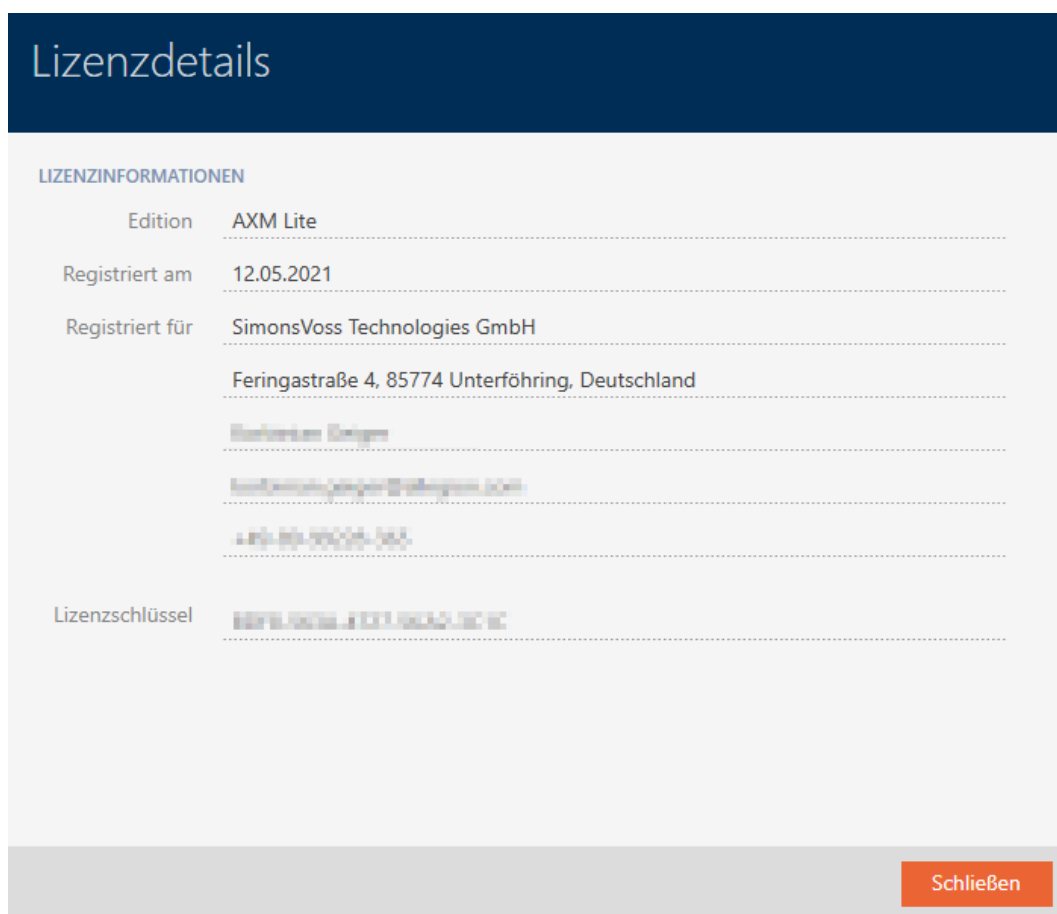
2. Select the **About AX Manager** entry in the | INFO & HELP | group.



- ↳ The info window about AXM Lite will open.



- Click on the **Licence details** button.
 - The info window about AXM Lite closes.
 - The licence info window will open.



- Click on the **Close** button.
 - The licence info window closes.

You can also register your AXM Lite here (see [Registration](#) [► 37]).

21.5 User management

21.5.1 Changing the user password

Your user password must meet the following requirements:

- Be at least 8 characters long
- Contain upper and lower case letters

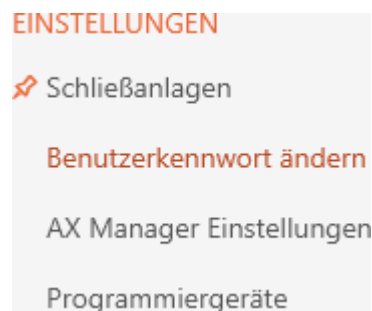
You can achieve even greater security if you also include numbers (1234...) and special characters (!\$%&?...).

✓ AXM Lite open.

1. Click the orange AXM button .
↳ AXM bar opens.



2. Select the **Change user password** entry in the | SETTINGS | group.



- ↳ The window for changing the user password will open.

Kennwortänderung
Hier können Sie das Kennwort ändern

Benutzername Admin

Altes Kennwort

Neues Kennwort

Neues Kennwort wiederholen

Qualität

OK Abbrechen

3. Enter your current user password in the *Old password* field.
4. Enter your new password in the *New password* and *Repeat new password* fields.
 - ↳ A coloured bar shows you how secure your password is.

Kennwortänderung
Hier können Sie das Kennwort ändern

Benutzername Admin

Altes Kennwort

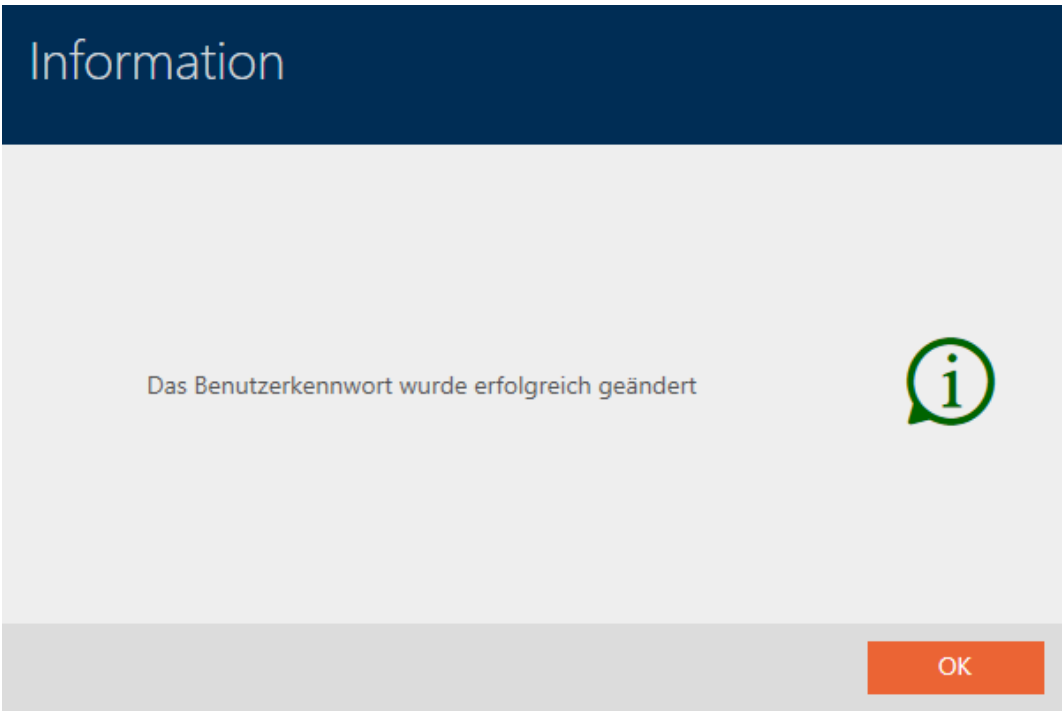
Neues Kennwort

Neues Kennwort wiederholen

Qualität

OK Abbrechen

- ↳ The user password has now changed.



21.5.2 Increase password security

Passwords are a key component in your security concept. You can increase security using various settings:

☒ Password must be changed regularly	After the configured change interval has expired, the user must assign a new password. You can set the change interval yourself using <i>Prescribed change interval (in days)</i> .
☒ Lock the user after 3 incorrect password attempts	The new password must not be the same as any of the last ten passwords.
☒ Use password history of the last 10 passwords	If a user has entered the password incorrectly three times, they will no longer be able to log in until they have been unlocked. ANMELDEN AM PROJEKT Benutzername AdminAL Kennwort *****  Deutsch ▼ Anmelden und Öffnen Der Benutzer wurde gesperrt. Bitte wenden sie sich an den Projekt-Administrator. You as <i>Admin</i> must delete and create a new <i>AdminAL</i> user in AXM Lite.

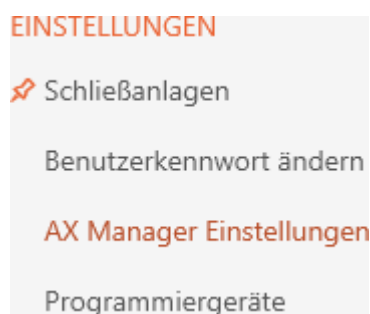
☒ High password security	AXM Lite automatically rejects trivial passwords such as "12345678". Information Das gewählte Kennwort entspricht nicht den Sicherheitsanforderungen. Um die Qualität des Kennwortes zu erhöhen, benutzen Sie Groß- und Kleinbuchstaben, Ziffern und Sonderzeichen. OK
☒ Lock AXM when idle after (in minutes)	If your AXM Lite does not detect any actions within the configured idle time, your AXM Lite is automatically blocked.

✓ AXM Lite open.

1. Click the orange AXM button .
 - ➞ AXM bar opens.



2. Select the **AX Manager settings** entry in the | SETTINGS | group.



- ➞ The AXM bar will close.
 - ➞ The window with the AXM Lite settings will open.
3. Go to the Passwords tab.
 4. Select the required checkboxes.

5. Click on the **OK** button.
 - ↳ The window with the AXM Lite settings closes.
 - ↳ New password requirements are active.

22. Statistics and logs



22.1 Displaying and exporting a locking device's access list

The ZK function (access control) enables your locking devices to log which identification media have been activated (see *Have accesses logged by locking device (access list)* [► 247]). The logged access events can then be imported during synchronisation and written into the database (see *Reading access list/physical access list during synchronisation* [► 342] and *Synchronising the locking device (including reading access list)* [► 306]).

You can view and export the access list in the database.



NOTE

Displayed status corresponds to the last synchronisation

AXM Lite displays the status stored in the database at this point.

- ✓ AXM Lite open.
 - ✓ Locking device synchronised at least once.
1. Click on the locking device whose access list you wish to display.
 - ➔ The locking device window will open.

Schließung - Details
Hier können Sie Details der Schließung bearbeiten

SCHLIEßUNGSDetails

Seriennummer: 0083TPRU
 Schließungstyp: Schließzylinder
 Bestellcode: SV-Z5.EU.CO.35-35.AM.G2.ZK
 Firmware Version: 1.1.541
 Letzte Synchronisierung: 18.05.2021 17:13:31
 Sync: Programmiert

TÜRDETAILS

Name: Gryffindor dormitory
 Tür-Code: DC-00001
 Beschreibung:

GEBÄUDEDETAILS

Raumnummer:
 Etage:
 Standort: Standort (Standard)

ZEITFUNKTIONEN

Zeitplan: ☐ + Neu
 Zeiteumschaltung: ☒ Zeiteumschaltung 1 + Neu
 Feiertagsliste: ☐ + Neu

< Zurück Weiter > Fertigstellen Abbrechen

- Click on the  **Audit trail** tab.



- ↳ Window switches to the "Audit trail" tab.
- ↳ The imported access list is displayed (only for locking devices that have already been synchronised).

Schließung - Zutrittsliste
Hier können Sie die ausgelesene Zutrittsliste einsehen (nur bei Ausstattung ZK)

Synchronisieren In Matrix anzeigen

- 1 Details
- 2 Konfiguration
- 3 Ausstattung
- 4 Zustand
- 5 Aktionen
- 6 Berechtigungsgruppen
- 7 Hashtags
- 8 Zutrittsliste
- 9 Berechtigte Transponder

Löschen
Export

Datum	Besitzer	S/N	Zugriff
20.05.2021 21:17:00	Weasley, Fred	002U2EP8	Erlaubt
20.05.2021 21:17:00	Weasley, Ron	002U0KLC	Erlaubt
20.05.2021 20:37:00	System Neustart		Erlaubt
20.05.2021 20:37:00	Selbstverriegelung		Erlaubt
20.05.2021 20:35:00	Weasley, Ron	002U0KLC	Erlaubt
20.05.2021 20:35:00	Weasley, Ron	002U0KLC	Erlaubt
20.05.2021 20:35:00	Weasley, Ron	002U0KLC	Erlaubt
20.05.2021 17:10:00	Uhrzeit neu gesetzt		Verweigert

< Zurück
Weiter >
Fertigstellen
Abbrechen

- Use  to sort/filter the displayed entries if required (see *Sorting and filtering* [▶ 43]).
- Click on the **Export**  button.
 - ↳ The Explorer window will open.
- Save the exported access list to a file directory of your choice.
 - ↳ Explorer window closes.
 - ↳ The access list is exported.

Zutrittsliste für die Schließung 'Gryffindor dormitory'

Datum	Besitzer	S/N	Zugriff	Schließungskomponente
30.05.2021 04:57:00	Weasley, Ron	002U2EP8	Erlaubt	Master
30.05.2021 04:55:00	Weasley, Ron	002U2EP8	Erlaubt	Master
30.05.2021 04:54:00	Weasley, Ron	002U2EP8	Erlaubt	Master
30.05.2021 04:53:00	##ServiceTId_IDS_AX_SETTIME		Verweigert	Master
30.05.2021 04:42:00	Weasley, Ron	002U2EP8	Erlaubt	Master
30.05.2021 04:37:00	##ServiceTId_IDS_AX_SYSSTART		Erlaubt	Master
30.05.2021 04:37:00	##ServiceTId_IDS_TTL_SELF_CLOSE		Erlaubt	Master
21.05.2021 11:26:00	Weasley, Fred	002U2EP8	Erlaubt	Master
21.05.2021 11:26:00	Weasley, Ron	002U0KLC	Erlaubt	Master
21.05.2021 11:26:00	Weasley, Fred	002U2EP8	Erlaubt	Master
21.05.2021 11:13:00	Weasley, Ron	002U0KLC	Erlaubt	Master
21.05.2021 11:13:00	Weasley, Ron	002U0KLC	Erlaubt	Master
21.05.2021 11:13:00	Weasley, Ron	002U0KLC	Erlaubt	Master
20.05.2021 21:17:00	Weasley, Fred	002U2EP8	Erlaubt	Master
20.05.2021 21:17:00	Weasley, Ron	002U0KLC	Erlaubt	Master
20.05.2021 20:37:00	##ServiceTId_IDS_AX_SYSSTART		Erlaubt	Master
20.05.2021 20:37:00	##ServiceTId_IDS_TTL_SELF_CLOSE		Erlaubt	Master
20.05.2021 20:35:00	Weasley, Ron	002U0KLC	Erlaubt	Master
20.05.2021 20:35:00	Weasley, Ron	002U0KLC	Erlaubt	Master
20.05.2021 20:35:00	Weasley, Ron	002U0KLC	Erlaubt	Master
20.05.2021 17:10:00	##ServiceTId_IDS_AX_SETTIME		Verweigert	Master
30.03.2019 00:45:00	##ServiceTId_IDS_DM_DOOR_CLOSED		Erlaubt	Master

22.2 Displaying and exporting physical access lists for cards/transponders

If required, your identification media can log which locking devices they were activated on (see *Allow accesses to be recorded by identification media (physical access list)* [▶ 115]). The entries saved in this physical access list are then transferred to the database during synchronisation, for example (see *Synchronise a card/transponder (including importing physical access list)* [▶ 319]).

You can view and export the physical access lists saved in the database.



NOTE

Displayed status corresponds to the last synchronisation

AXM Lite displays the status stored in the database at this point.

- ✓ AXM Lite open.
 - ✓ Identification medium synchronised at least once.
1. Click on the identification medium whose physical access list you wish to display.
 - ↳ The identification medium window will open.

Transponder - Details

Hier können Sie die Details des Transponders bearbeiten

Synchronisieren In Matrix anzeigen

1 Details

2 Transponderkonfiguration

3 Berechtigungsgruppen

4 Hashtags

5 Aktionen

6 Begehungsliste

7 Berechtigte Türen

TRANSPONDER DETAILS

Seriennummer 002U0KLC

Transpondertyp Transponder

Firmware Version 3.2.19

Letzte Synchronisierung 20.05.2021 20:16:25

Sync Programmiert

Batteriestatus Ok

Zeitgruppe test

Beschreibung

PERSONENDETAILS

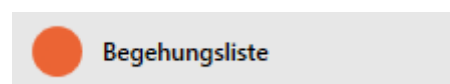
Nachname Weasley

Vorname Ron

Personalnummer PN-1

< Zurück Weiter > Fertigstellen Abbrechen

2. Clicking on the **Begehungsliste** tab



- ↳ Window switches to the "Personal audit trail" tab.

Transponder - Begehungsliste
Hier können Sie bei aktivierter Begehungsliste die ausgelesenen Begehungen des Transponders einsehen

Synchronisieren In Matrix anzeigen

1 Details
2 Transponderkonfiguration
3 Berechtigungsgruppen
4 Hashtags
5 Aktionen
6 **Begehungsliste**
7 Berechtigte Türen

Löschen Export

Datum	Tür	S/N	LID
21.05.2021 11:27:00	Gryffindor dormitory	0083TPRU	10000
21.05.2021 11:13:00	Gryffindor dormitory	0083TPRU	10000
21.05.2021 11:13:00	Gryffindor dormitory	0083TPRU	10000
21.05.2021 11:13:00	Gryffindor dormitory	0083TPRU	10000

< Zurück Weiter > Fertigstellen Abbrechen

- Use  to sort/filter the displayed entries if required (see *Sorting and filtering* [▶ 43]).
- Click on the **Export**  button.
 ↳ The Explorer window will open.
- Save the exported physical access list to a file directory of your choice.
 ↳ Explorer window closes.
- ↳ Physical access list is exported.

Simons Voss
technologies

Begehungsliste für den Transponder '002U0KLC'

Datum	Tür	S/N	LID
21.05.2021 11:27:00	Gryffindor dormitory	0083TPRU	10000
21.05.2021 11:13:00	Gryffindor dormitory	0083TPRU	10000
21.05.2021 11:13:00	Gryffindor dormitory	0083TPRU	10000
21.05.2021 11:13:00	Gryffindor dormitory	0083TPRU	10000

Simons Voss
technologies

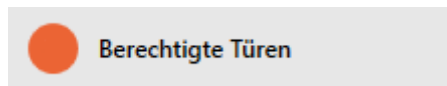
Gedruckt am: 21.05.2021

1

22.3 Display doors for which a specific identification medium is authorised

Alternatively, you can also display the identification media authorised for a door: *Displaying identification media which are authorised for a specific door* [▶ 368]

- ✓ AXM Lite open.
 - ✓ Identification medium available.
 - ✓ Locking device available.
 - ✓ Identification media list or matrix open.
1. Use  to sort/filter the displayed entries if required (see [Sorting and filtering \[► 43\]](#)).
 2. Click on the identification medium for which you wish to know the doors that it is authorised for.
 - ↳ The identification medium window will open.
 3. Click on the  **Authorised doors** tab.



- ↳ Window switches to the "Authorized doors" tab.

Transponder - Berechtigte Türen

Hier können Sie die Türen einsehen, an denen der Transponder berechtigt ist

Synchronisieren

In Matrix anzeigen

1Details

2Transponderkonfiguration

3Berechtigungsgruppen

4Hashtags

5Aktionen

6Begehungliste

7Berechtigte Türen

Tür	Tür-Code	Etage	Raumnummer	Gebäude	Standort	Bereich	LID
Gryffindor dormitc	DC-00001			Gryffindor tower	Hogwarts	Systemgruppe	10000
Stadium illuminati	DC-00021			Quidditch field	Hogwarts	Systemgruppe	0

< Zurück

Weiter >

Fertigstellen

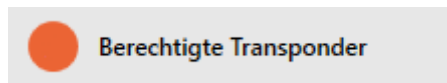
Abbrechen

- ↳ Doors for which the identification medium is authorised are displayed.

22.4 Displaying identification media which are authorised for a specific door

Alternatively, you can also display the doors for which a specific identification medium is authorised: [Display doors for which a specific identification medium is authorised \[► 367\]](#)

- ✓ AXM Lite open.
 - ✓ Identification medium available.
 - ✓ Locking device available.
 - ✓ Locking device list or matrix view open.
1. Use  to sort/filter the displayed entries if required (see *Sorting and filtering* [▶ 43]).
 2. Click on the locking device whose authorised identification media you wish to view.
 - ↳ The locking device window will open.
 3. Click on the  **Authorised transponders** tab.



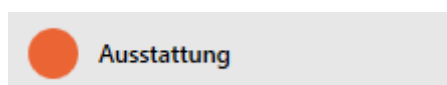
- ↳ Window switches to the "Authorised transponders" tab.
- ↳ Identification media that are authorised for the door are displayed.

22.5 Displaying a locking device's equipment features

A locking device's equipment features are also imported during synchronisation. This allows AXM Lite to check whether the locking device is actually able to handle the required settings at all (e.g. whether an access control function is available).

You can display the imported equipment features in AXM Lite:

- ✓ AXM Lite open.
 - ✓ Locking device available.
 - ✓ Locking device list or matrix view open.
 - ✓ Locking device synchronised.
1. Use  to sort/filter the displayed entries if required (see *Sorting and filtering* [▶ 43]).
 2. Click on the locking device whose equipment features you wish to display.
 - ↳ The locking device window will open.
 3. Click on the  **Features** tab.



- ↳ Window switches to the "Features" tab.
- ↳ Equipment features are displayed.

22.6 View statistics and warnings (dashboard)

AXM Lite comes with a new dashboard that gives you statistics on your database at a glance.

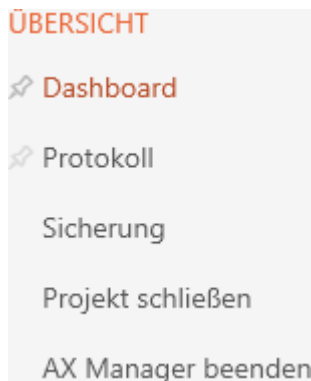
✓ AXM Lite open.

1. Click the orange AXM button .

↳ AXM bar opens.

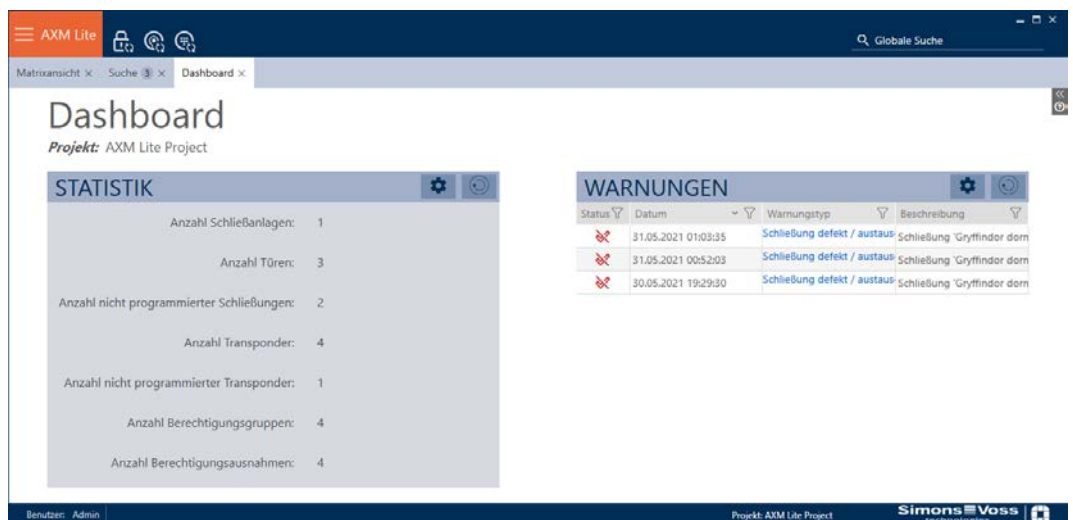


2. Select the **Dashboard** entry in the | OVERVIEW | group.



↳ The AXM bar will close.

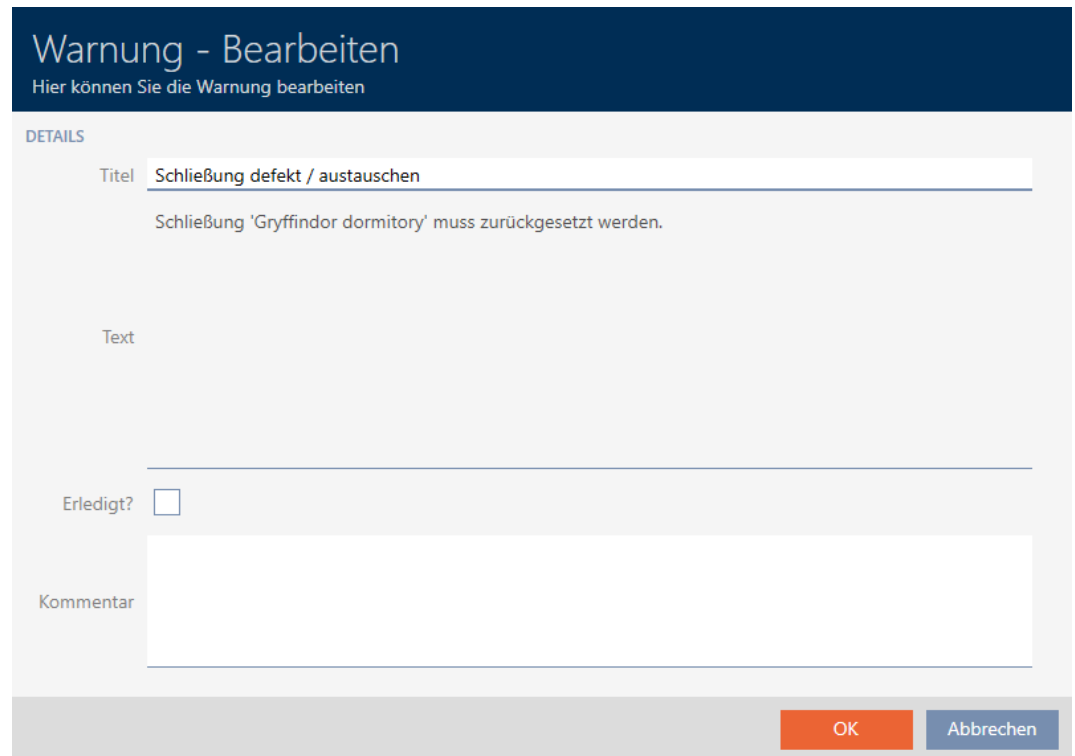
↳ The [Dashboard] tab will open.



↳ Dashboard is displayed.

On the right-hand side you can see the statistics on your database and on the left-hand side you can see warnings:

1. Use  to sort/filter the displayed entries if required (see *Sorting and filtering* [▶ 43]).
2. Click on the warning entry in the Warning column.
↳ Warning will open.



Warnung - Bearbeiten
Hier können Sie die Warnung bearbeiten

DETAILS

Titel Schließung defekt / austauschen

Schließung 'Gryffindor dormitory' muss zurückgesetzt werden.

Text

Erledigt? ☐

Kommentar

OK Abbrechen

3. Change the *Title* and *Text* fields as required.
4. Deal with the warning if necessary. Then return to the warning and activate the ☒ Completed? checkbox.
5. Enter input into the *Comment* field.
6. Click on the **OK** button.
↳ Warning closes.
↳ Warning appears in the dashboard with a check mark as resolved.

22.7 Tracking activities in the database (log)

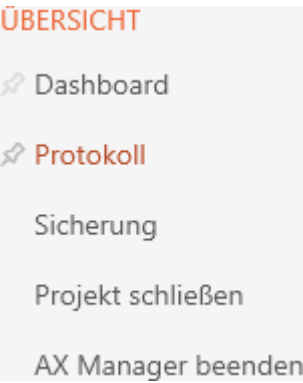
Every change and every setting in the database is logged in AXM Lite. This allows you to track who changed what in the database and when they made the changes.

The log archiving period can be adjusted (see *Setting the log archiving period* [▶ 373]).

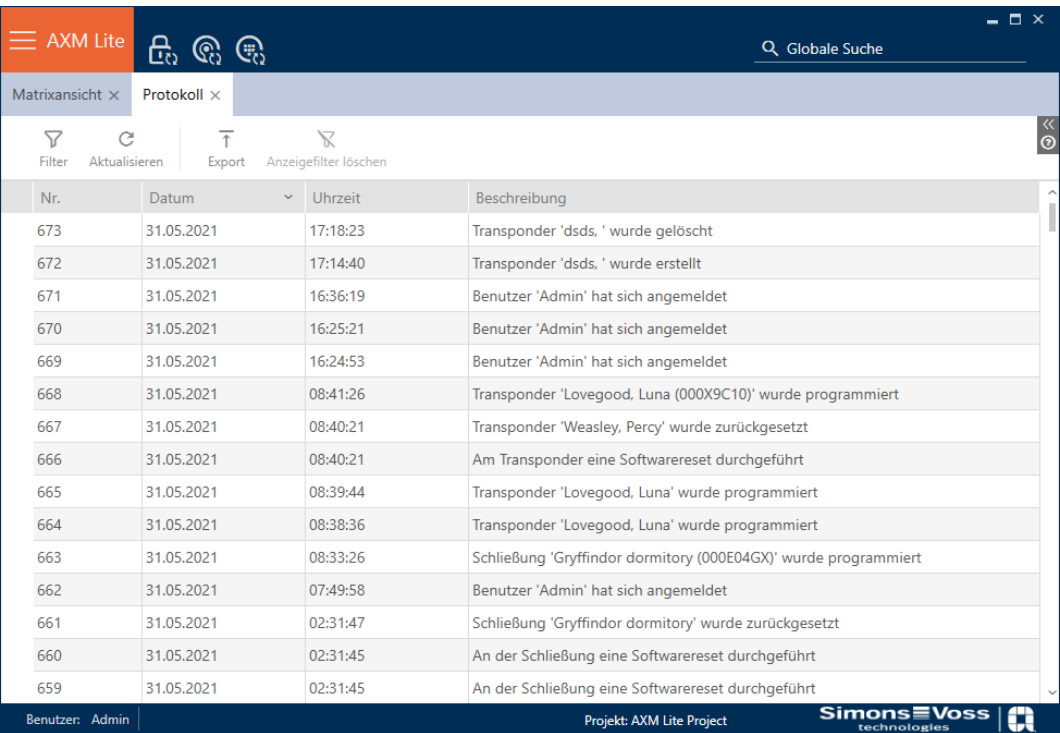
- ✓ AXM Lite open.
- 1. Click the orange AXM button .
↳ AXM bar opens.



- 2. Select the **Protocol** entry in the | OVERVIEW | group.



- ↳ The AXM bar will close.
- ↳ The [Protocol] tab will open.



3. Use  to sort/filter the displayed entries if required (see *Sorting and filtering* [▶ 43]).

↳ Log is displayed.

The **Export**  button also allows you to export the log to provide a permanent backup.

22.7.1 Setting the log archiving period

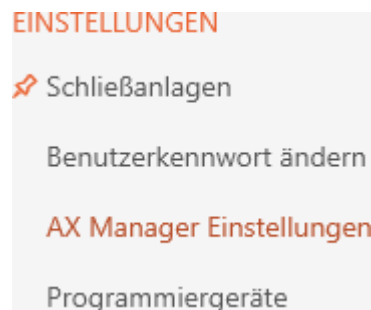
✓ AXM Lite open.

1. Click the orange AXM button .

↳ AXM bar opens.



2. Select the **AX Manager settings** entry in the | SETTINGS | group.



↳ The AXM bar will close.

↳ The window with the AXM Lite settings will open.

3. Go to the [General] tab.

The screenshot shows the 'AX Manager - Einstellungen' window. The title bar is dark blue with the text 'AX Manager - Einstellungen' and a subtitle 'Hier können Sie die Einstellungen des AX Managers bearbeiten'. Below the title bar is a light blue tab bar with five tabs: 'Allgemein', 'Auto. Nummerierung', 'Zutrittslisten', 'Synchronisierung', and 'Matrix'. The 'Allgemein' tab is selected. Below the tabs, the section 'ALLGEMEINES' is visible. It contains a 'Protokoll' checkbox which is checked, and a text input field labeled 'der letzten' with the value '180' and the unit 'Tage'. At the bottom right of the window, there are two buttons: 'OK' (orange) and 'Abbrechen' (blue).

4. If you do not wish to log the changes to the database at all: Activate the ☐ Protocol checkbox.
5. Enter the required archiving period (max. 670 days).
6. Click on the **OK** button.
 - ↳ The window with the AXM Lite settings closes.
 - ↳ Protocol is limited to the required duration.

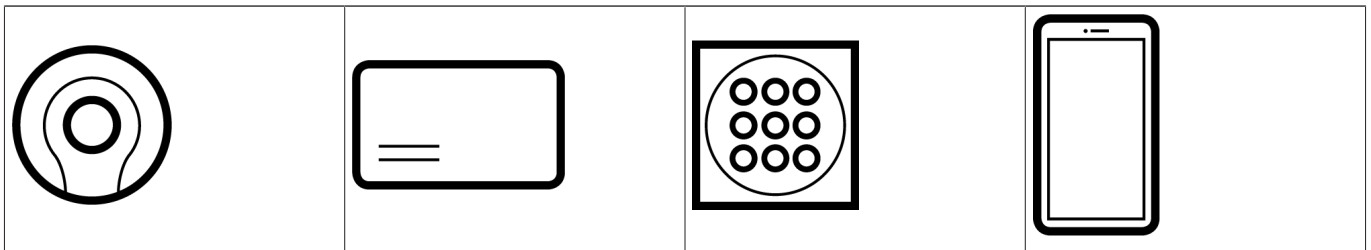
23. Background knowledge and explanations

23.1 Identification media, locking devices and the locking plan

Using identification media

The collective term identification medium refers to all components with which a person can identify themselves on a locking device. This primarily includes:

- Transponder
- Cards (smart card)
- Tags (smart tag)
- PIN code keypad



Identification media can communicate using the following technologies:

- Active technology (25 kHz)
- Passive technology (RFID, 13.56 MHz)
- Bluetooth Low Energy (BLE, 2.4 GHz)
- Active identification media (= transponders, PIN code keypad 3068) have a battery and can start communicating with a locking device themselves (actively).
- Passive identification media (= cards, tags) do not have a battery and must be powered by the locking device via an induction field. Only then can you communicate with the locking device.
- Identification media with BLE (= PIN code keypad AX and AX2Go) have a battery like active identification media, but communicate with the locking device via BLE.

Each technology offers advantages, depending on its specific use.

Your cards and transponders have two numbers that are important:

- Serial number (permanently stored in the identification medium and imported during synchronisation)
- TID (flexibly assigned by AXM Lite and written on the identification medium during synchronisation)

The serial number is a unique number for each identification medium while the TID is only unique in your locking system.

The database establishes a link between the imported serial number and the TID (transponder ID) during synchronisation. This means that AXM Lite knows which serial number and which TID belong together.

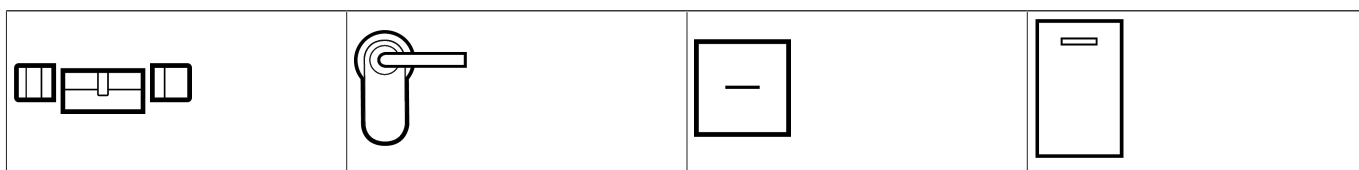
		TID
Seriennummer	002TU6TC	3203

However, this link is confined to AXM Lite and is not written onto identification media or locking devices. A locking device uses the TID (and not the serial number) to check whether an identification medium is authorised or not.

About locking devices

The collective term “locking devices” refers to all components which are “activated” with an identification medium. Locking devices are usually installed in or on a door (except SmartRelay). Locking devices primarily include:

- Locking cylinders
- SmartHandles
- SmartRelays
- SmartLocker



Locking devices can also communicate with identification media using different technologies:

- Active
- Passive
- BLE

It is important that the technologies used match. A passive locking device can normally only be opened with a passive identification medium, but not an active one.

Like an identification medium, each locking device has two important numbers:

S/N	Schließungs ID
000C1957	129
000DSP7E	128
000E04GX	10000
000DC331	10001

- Serial number (permanently stored in the locking device; imported during synchronisation)
- Lock ID (LID for short; flexibly assigned by AXM Lite and written onto the locking device during synchronisation)

The database establishes a link between the imported serial number and the LID in the database during synchronisation. This means that AXM Lite knows which serial number and which LID belong together. However, this link is confined to AXM Lite and is not written onto identification media or locking devices. A locking device uses the TID (and not the serial number) to check whether an identification medium is authorised or not.

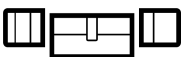
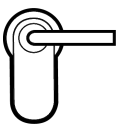
Normally, you don't need to concern yourself with the TID and LID as your AXM Lite does everything in the background.

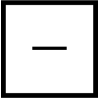
About the locking plan

Put very simply, the matrix is mapped and saved to the locking plan. Among other things, it contains the authorisations. Thanks to the locking plan, locking devices and identification media know who is authorised to use either.

23.2 “Engaging”, “opening”, “locking”, etc.

Different locking device types respond differently to an authorised identification medium due to their design:

Locking device	Response	User action
Locking cylinders 	Engage: The electronic thumb-turn connects to the cam mechanically.	Open: 1. Turn thumb-turn. 2. Take the door handle. 3. Pull open door with door handle.
SmartHandles 	Engage: The handle on the electronic side connects to the spindle mechanically.	Open: 1. Press the handle. 2. Pull open door with door handle.

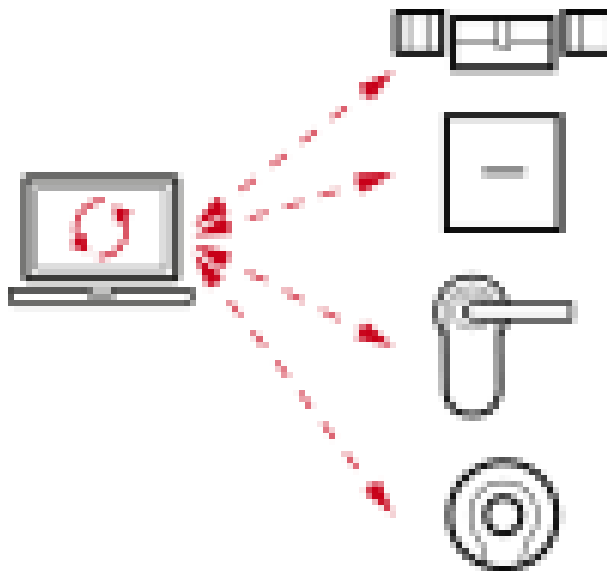
Locking device	Response	User action
SmartRelays 	Switching: The relay contact in SmartRelay switches. Depending on the SmartRelay, this is a make contact or a changeover contact. Connected electrical doors now open.	No further action required. The door is generally already open.
SmartLocker AX 	Retract dead bolt: The motor block in the SmartLocker retracts the dead bolt and releases the door.	Open: 1. Pull the door open.

As a general rule, the following applies: No locking device except SmartRelay is able to open, close or lock a door. Action is always required from the user (e.g. turning the thumb-turn and pulling the door open). Even SmartRelay requires a connected door control unit, a connected motor or similar.

Term	Meaning
Activate	An identification medium is activated on a locking device.
Engage	Locking cylinder and SmartHandle: The electronic thumb-turn or the electronic handle connect to the cam or spindle.
Open	A door is opened by the user (after a locking cylinder has been engaged, for example).
Close	A door is closed by the user and clicks shut. The mortise lock dead bolt has not extended yet.
Disengage	Locking cylinder and SmartHandle: The electronic thumb-turn or the electronic handle disengage from the cam or the spindle.
Switch	Only for SmartRelay: The relay switches and the relay contacts close or switch.

Term	Meaning
Lock	Only for locking cylinders: The locking cylinder is engaged and the thumb-turn is turned once. The mortise lock dead bolt extends.
Lock securely	Only for locking cylinders: The locking cylinder is engaged and the thumb-turn is turned twice. The mortise lock dead bolt extends fully.

23.3 Synchronisation of database and actual state



Everything you change in AXM Lite is stored in the database only (for the time being). There is no automatic connection between the database and your locking devices or identification media.

Changes only take effect after synchronisation (see *Synchronisation: Comparison between locking plan and reality* [▶ 305]). You can see by the ↻ symbol in the matrix that something has changed here since the last synchronisation and that a locking device or identification medium needs to be synchronised.

Data is transmitted in both directions during synchronisation:

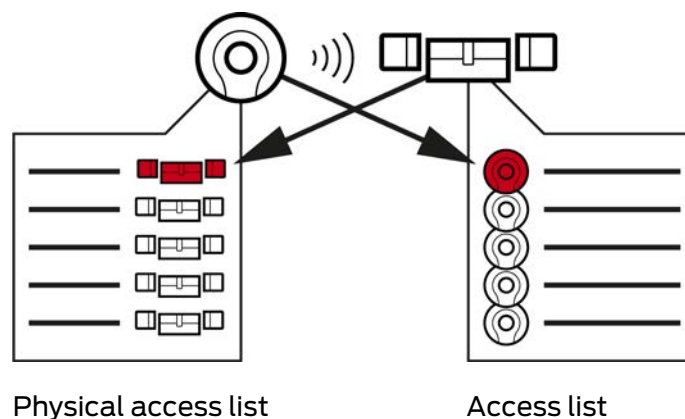
- From the database to the locking device/identification medium, e.g. authorisation changes
- From the locking device/identification medium to the database, e.g. battery levels

IMPORTANT**Changes to the locking system only take effect after synchronisation**

If you edit the locking system with the AXM Lite, the changes are initially only saved to your database.

Your actual components will not know about these changes until they are synchronised.

1. Regularly check the components in the matrix for synchronisation requirements (see *The AXM's structure* [► 41]).
2. In the event of critical incidents (e.g. identification medium lost), it is particularly important to synchronise immediately after responding to the incident (see *Synchronisation: Comparison between locking plan and reality* [► 305]).

23.4 Access and physical access lists**Physical access list****Access list**

If an identification medium addresses a locking device, both can log this action (the access control function is a prerequisite for the locking device).

Card configuration with an AV template is required for cards.

- The locking device concerned is saved to a physical access list in the identification medium.
- The identification medium concerned is saved to an access list in the locking device.

Both lists can be read during synchronisation and imported into the database, for example:

- *Synchronising the locking device (including reading access list)* [► 306]
- *Synchronise a card/transponder (including importing physical access list)* [► 319]

You can then view both lists:

- *Displaying and exporting a locking device's access list* [► 363]

- *Displaying and exporting physical access lists for cards/transponders* [[▶ 365](#)]

23.5 Event management

The time management in System 3060 is very extensive and offers a wide range of setting options. There are basically two independent time functions:

- Restrict authorisations to specific times (*Time groups and schedules* [[▶ 381](#)])
- Automatically engage locking devices (*Time switchovers* [[▶ 385](#)])



NOTE

Summertime and wintertime

The time and switchover times in the device from which synchronisation takes place are used for all time-controlled functions and saved in the locking device.

- Before synchronising, check that the date and time are set correctly.

23.5.1 Time groups and schedules

Here you can see an example of how a schedule and time group work together:

Initial situation

For the sake of simplicity, let's say your sample company consists of three people:

1. Employee
2. Intern
3. Cleaner

Your example company also has two doors:

1. Main entrance
2. Laboratory

There are also the following important time periods in your sample company:

- Flexitime between 7:00 to 22:00 hours
- Core hours between 9:00 to 16:00 hours
- Cleaning time between 17:00 to 19:00 on Tuesdays and Thursdays

Considerations for time restriction to authorisations

As a responsible business owner, you consider the following:

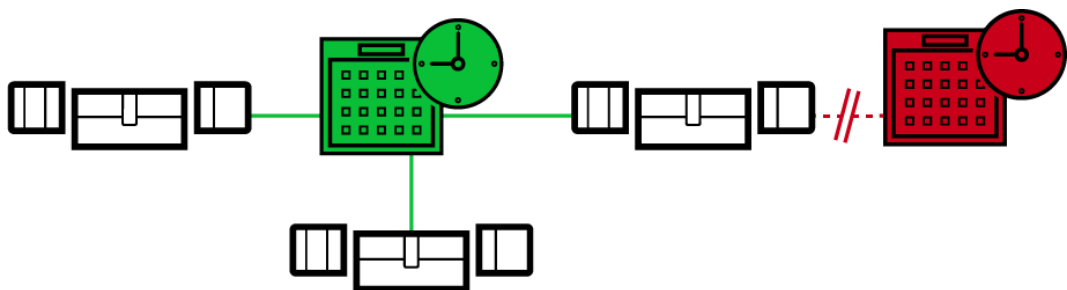
Considerations for:	Main entrance	Laboratory
Employee	Your employee may enter the building during the entire flexitime period and also between 7:00 to 22:00 hours on weekends.	Your employee may enter the laboratory during the entire flexitime and also between 7:00 to 22:00 hours on weekends.
Intern	Your intern shouldn't have to wait outside for your employee to come in when the weather is bad. Consequently, your intern may also enter the building during the entire flexitime between 7:00 to 22:00 hours on working days.	The laboratory is a dangerous workplace. To protect your intern, you want them only to be able to enter the laboratory under your employee's supervision. You therefore limit your intern's access to the laboratory to working days and to your employee's core working hours (9:00 to 16:00).
Cleaner	Your cleaner may enter the building during cleaning hours between 17:00 to 19:00 on Tuesdays and Thursdays.	The laboratory is dangerous and, consequently, only trained personnel may enter. Cleaning staff may possibly change and are therefore trained persons. As a result, you do not want your cleaner to enter the laboratory at all.

You can see that there are two doors where you wish to control authorisations with three different times. You will thus need:

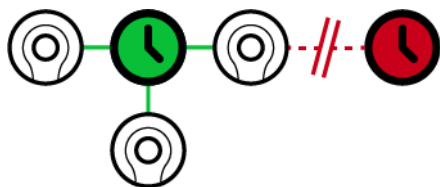
- Two schedules for doors or locking devices:
 - "Main entrance" schedule
 - "Laboratory" schedule
- Three time groups for the people in the company:
 - "Employee" time group
 - "Intern" time group
 - "Cleaner" time group

New schedule or new time group?

- There is one schedule per locking device, but any number of locking devices can be assigned per schedule.



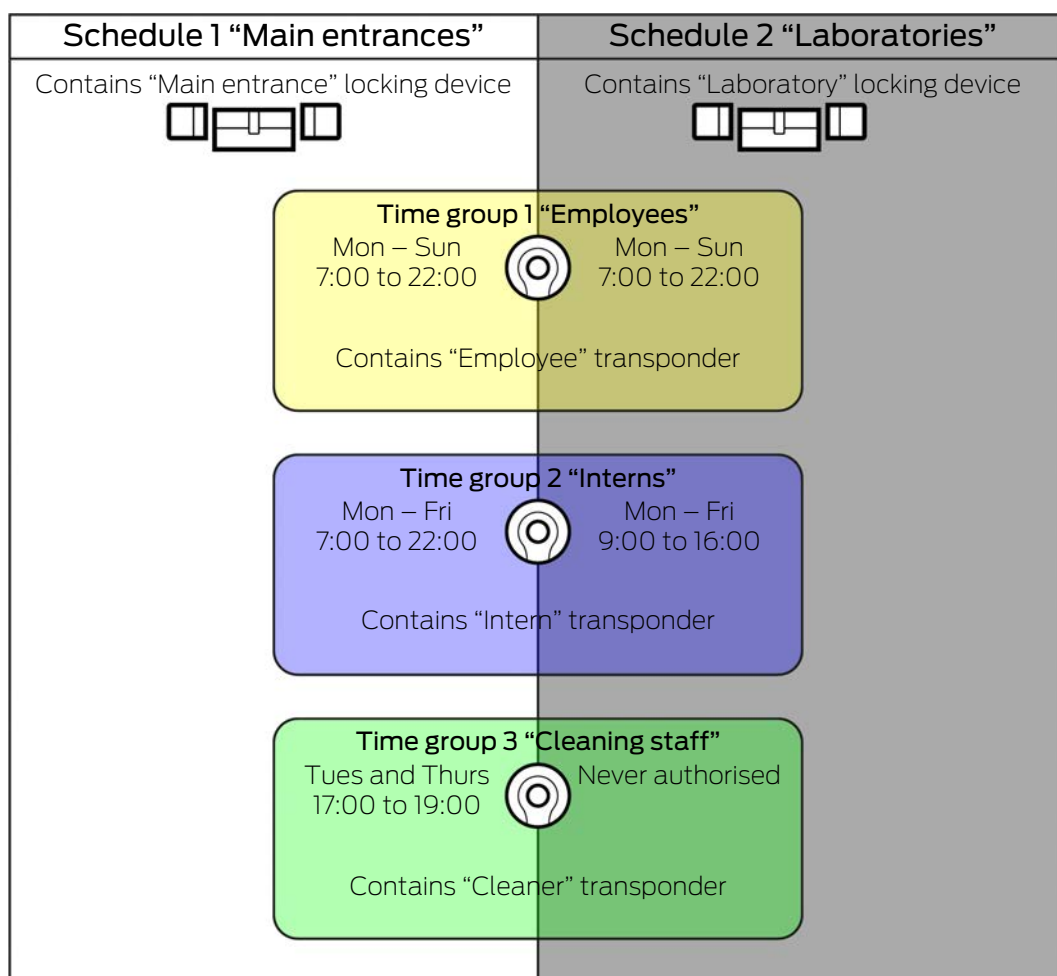
- One time group per identification medium, but any number of identification media can be assigned per time group.



- All time groups are visible/selectable in all schedules but are set individually for each schedule. If you create and set a new time group in one schedule, the time group will also appear in all other schedules. However, it is only available there and is set as “not authorised” by default for security reasons.

New schedule	New time group
If the same identification medium needs to be able to enter using two locking devices at different times. As you can only assign one time group to each identification medium, you assign a separate schedule to the locking devices in this case. Example: Although the intern’s transponder may open the main entrance between 7:00 to 22:00 hours, the same transponder may only open the laboratory between 9:00 to 16:00 hours.	If two identification media are to be able to enter using the same locking device at different times. As you can only assign one schedule per locking device, you assign a separate time group to the identification media in this case. Example: The employee may open the main entrance locking device between 7:00 to 22:00 hours daily, but the intern may only use the same locking device between 7:00 to 22:00 hours on working days.

Schematic diagram



	Main entrance	Laboratory
Employee	❑ Your employee's transponder: "Employees" time group ❑ Main entrance locking device: "Main entrances" schedule ❑ "Employees" time group authorised in "Main entrances" schedule between 7:00 to 22:00 daily Your employee can enter the main entrance between 7:00 to 22:00 hours daily.	❑ Your employee's transponder: "Employees" time group ❑ Laboratory locking device: "Laboratories" schedule ❑ "Employees" time group authorised in "Laboratories" schedule between 7:00 to 22:00 daily Your employee can enter the laboratory between 7:00 to 22:00 hours daily.

	Main entrance	Laboratory
Intern	❑ Your intern's transponder: "Interns" time group ❑ Main entrance locking device: "Main entrances" schedule ❑ "Interns" time group authorised in the "Main entrances" schedule between 7:00 to 22:00 on working days Your intern can enter the main entrance between 7:00 to 22:00 on working days.	❑ Your intern's transponder: "Interns" time group ❑ Laboratory locking device: "Laboratories" schedule ❑ "Interns" time group authorised in "Laboratories" schedule between 9:00 to 16:00 on working days Your intern can enter the laboratory between 9:00 to 16:00 on working days.
Cleaner	❑ Transponders for your cleaner: "Cleaning staff" time group ❑ Main entrance locking device: "Main entrances" schedule ❑ "Cleaning staff" time group authorised in the "Main entrances" schedule between 17:00 to 19:00 on working days Your cleaner can enter the main entrance between 17:00 to 19:00 on Tuesdays and Thursdays.	❑ Transponders for your cleaner: "Cleaning staff" time group ❑ Main entrance locking device: "Laboratories" schedule ❑ "Cleaning staff" time group never authorised in the "Laboratories" schedule Your cleaner can never enter the laboratory.

23.5.2 Time switchovers

You can automatically engage and disengage your locking devices with time switchovers.

1. To do this, specify days and time intervals in a time switchover (see [Creating a time switchover \[► 64\]](#)).
2. Then add the locking devices you require to this time switchover (see [Engaging and disengaging locking devices automatically with time switchover \[► 241\]](#)).
3. Last of all, determine the required behaviour for each of the locking devices you require (see [Engaging and disengaging locking devices automatically with time switchover \[► 241\]](#)).

As a general rule, the following applies:

- ❑ Your locking devices behave as in office mode within a time interval.
- ❑ Your locking devices behave as in impulse opening mode outside a time interval.

The behaviour can be regulated even more precisely with the following options:

ZEITUMSCHALTUNG-KONFIGURATION

☐ Manuelles Auskuppeln	☒ Automatisches Auskuppeln
☒ Manuelles Einkuppeln	☐ Automatisches Einkuppeln
☐ Transponder aktiv: immer	☒ Transponder aktiv: nur, wenn ausgekuppelt

Manuelles Auskuppeln

Locking device disengages:

- ▣ Outside the time intervals and
- ▣ If authorised identification medium is activated

It remains disengaged. You can also engage the locking device outside the time intervals for the set impulse duration using an authorised identification medium (see *Leaving the locking device open for longer, less time or permanently* [▶ 248] for setting the impulse duration).

Automatisches Auskuppeln

Locking device disengages:

- ▣ Time interval ends

It remains disengaged. You can also engage the locking device outside the time intervals for the set impulse duration using an authorised identification medium (see *Leaving the locking device open for longer, less time or permanently* [▶ 248] for setting the impulse duration).

Manuelles Einkuppeln

Locking device engages:

- ▣ Within the time intervals and
- ▣ If authorised identification medium is activated

Example: Store in the shopping centre where the sliding door mustn't open automatically during the shopping centre's opening hours. The store owner could be delayed due to a traffic jam and the store would open with no-one in control.

Locking device remains engaged for the time interval.

You can also disengage the locking device during the time interval using an authorised identification medium (exception:  Transponder aktiv: Nur, wenn ausgekuppelt option activated).

Locking device then remains disengaged until:

- ▣ You press an identification medium again during the same time interval: Locking device engages again, time switchover continues as usual.

- In the case of  Manuelles Einkuppeln option: a new time interval starts and an identification medium is activated.
- In the case of  Automatisches Einkuppeln option: a new time interval starts.

Automatisches Einkuppeln

Locking device engages:

- time interval starts

Locking device remains engaged for the time interval.

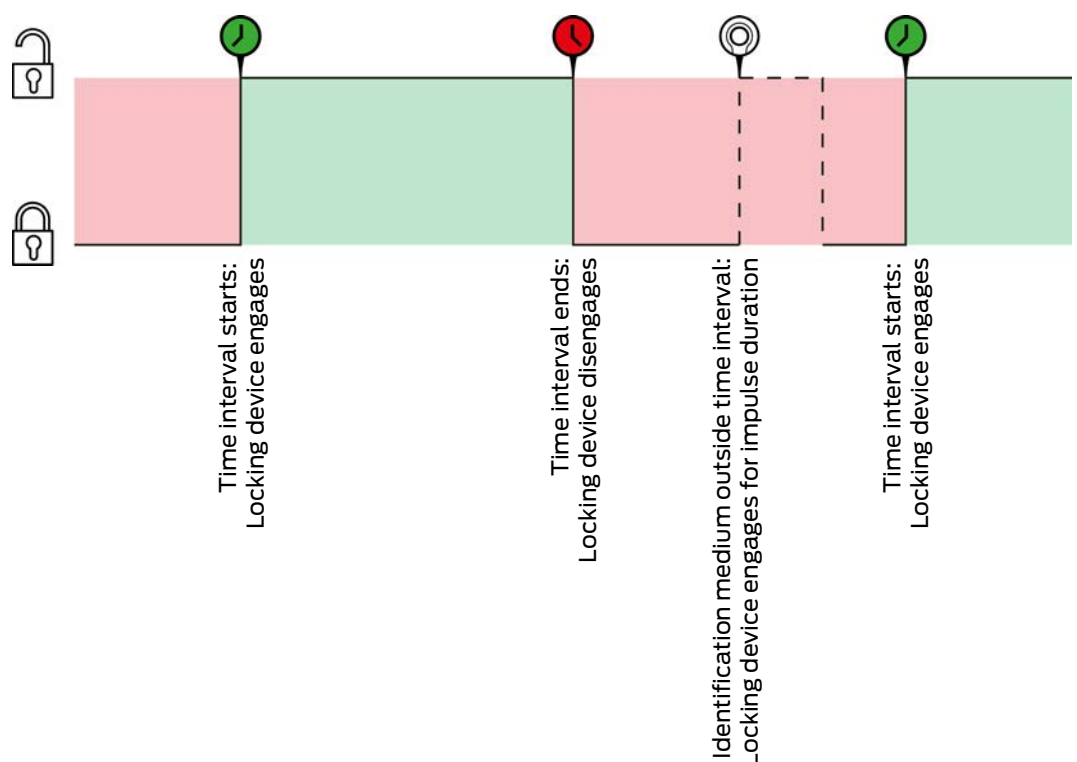
You can also disengage the locking device during the time interval using an authorised identification medium (exception:  Transponder aktiv: Nur, wenn ausgekuppelt option activated).

Locking device then remains disengaged until:

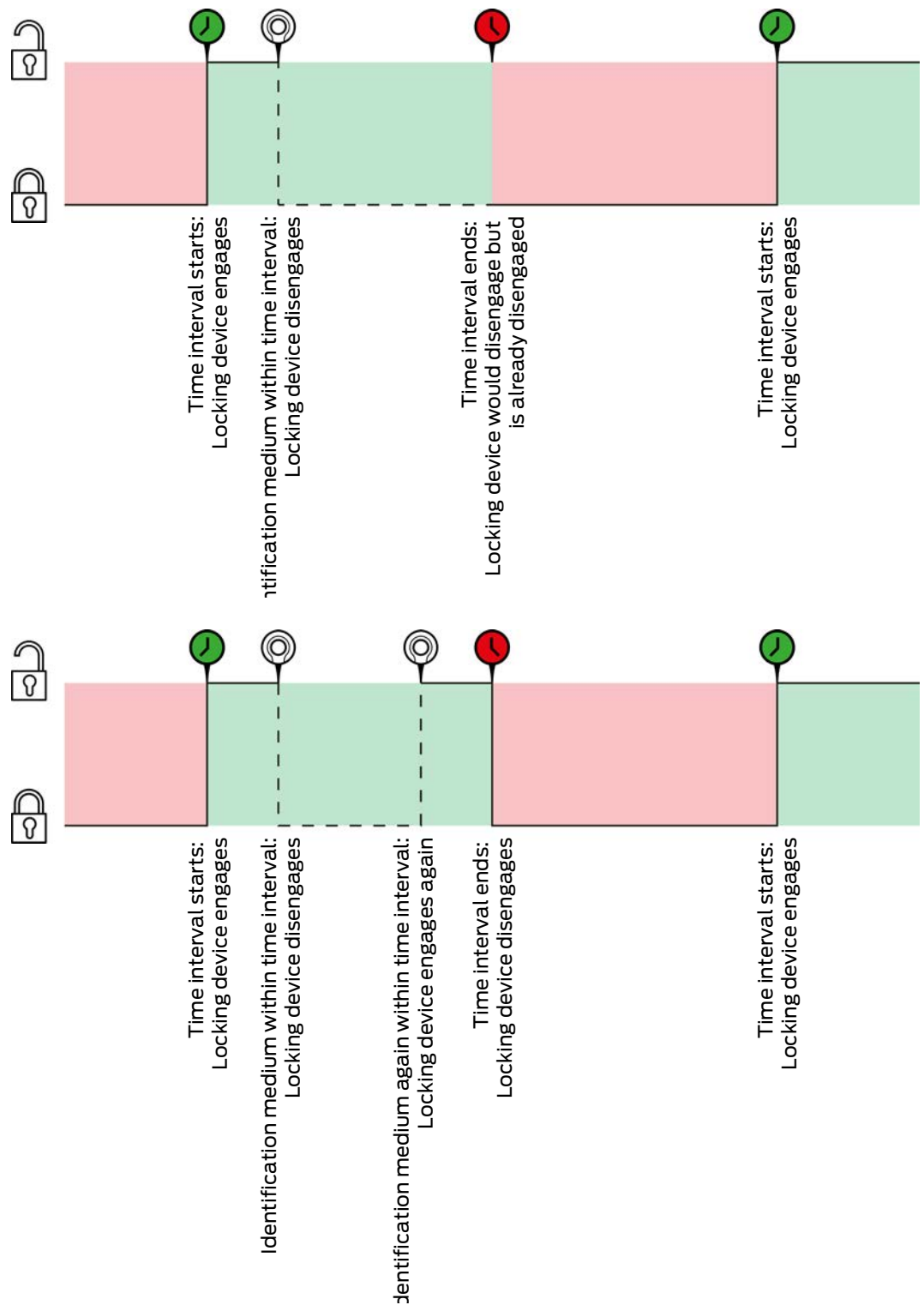
- You press an identification medium again during the same time interval: Locking device engages again, time switchover continues as usual.
- In the case of  Manuelles Einkuppeln option: a new time interval starts and an identification medium is activated.
- In the case of  Automatisches Einkuppeln option: a new time interval starts.

23.5.2.1 Examples

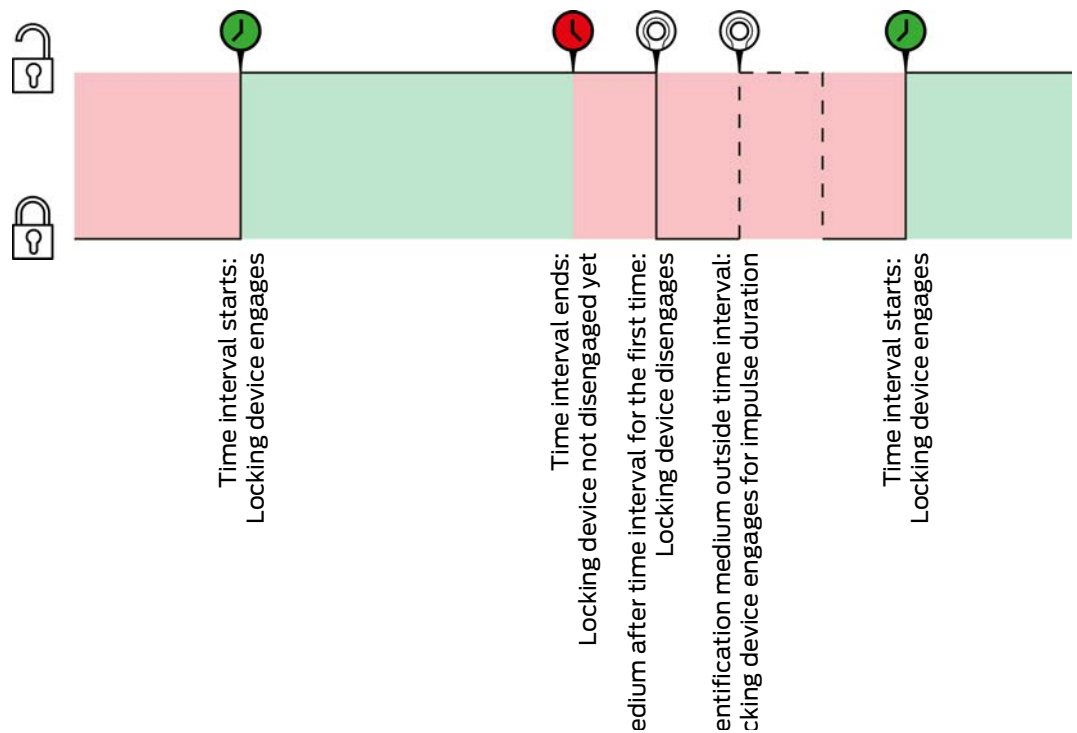
Automatisches Einkuppeln, Automatisches Auskuppeln



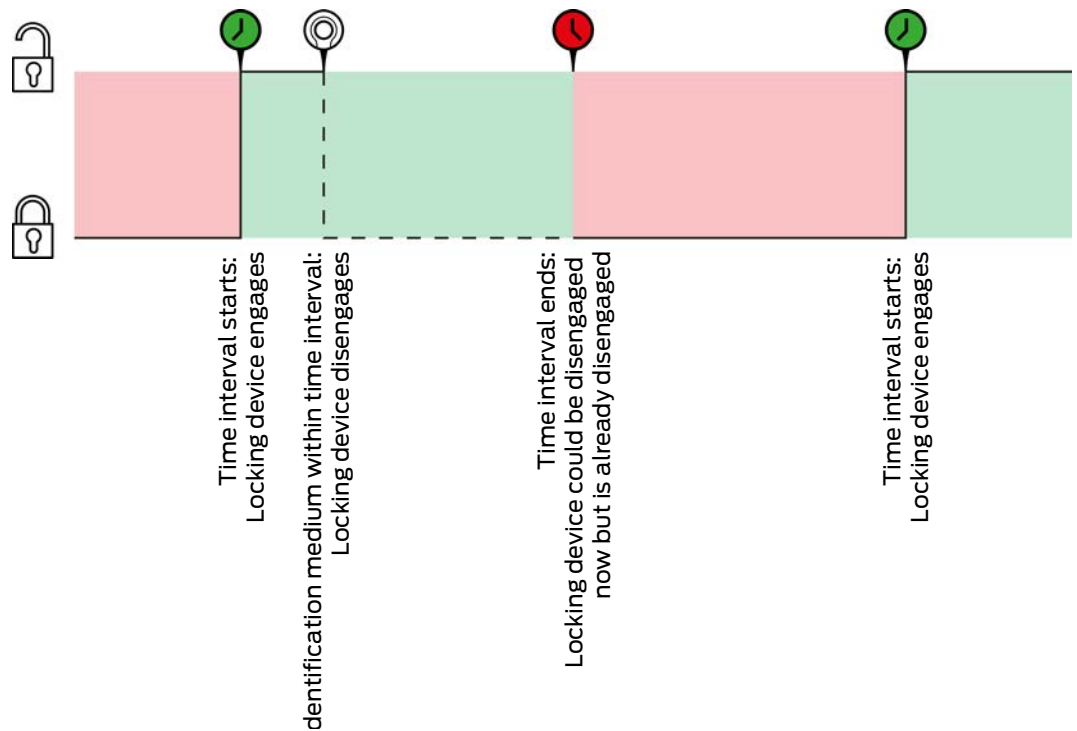
The  Transponder aktiv: immer option must be selected for the two following examples as, otherwise, the identification medium cannot be activated within the time interval.

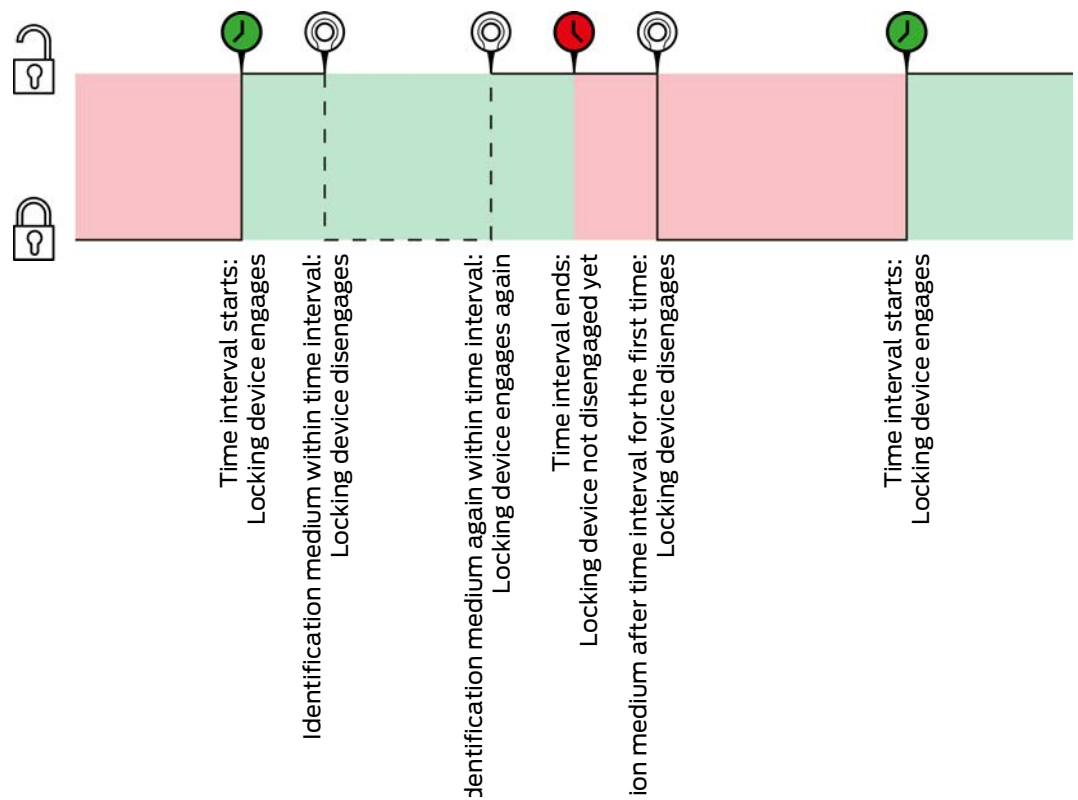


Automatisches Einkuppeln, Manuelles Auskuppeln

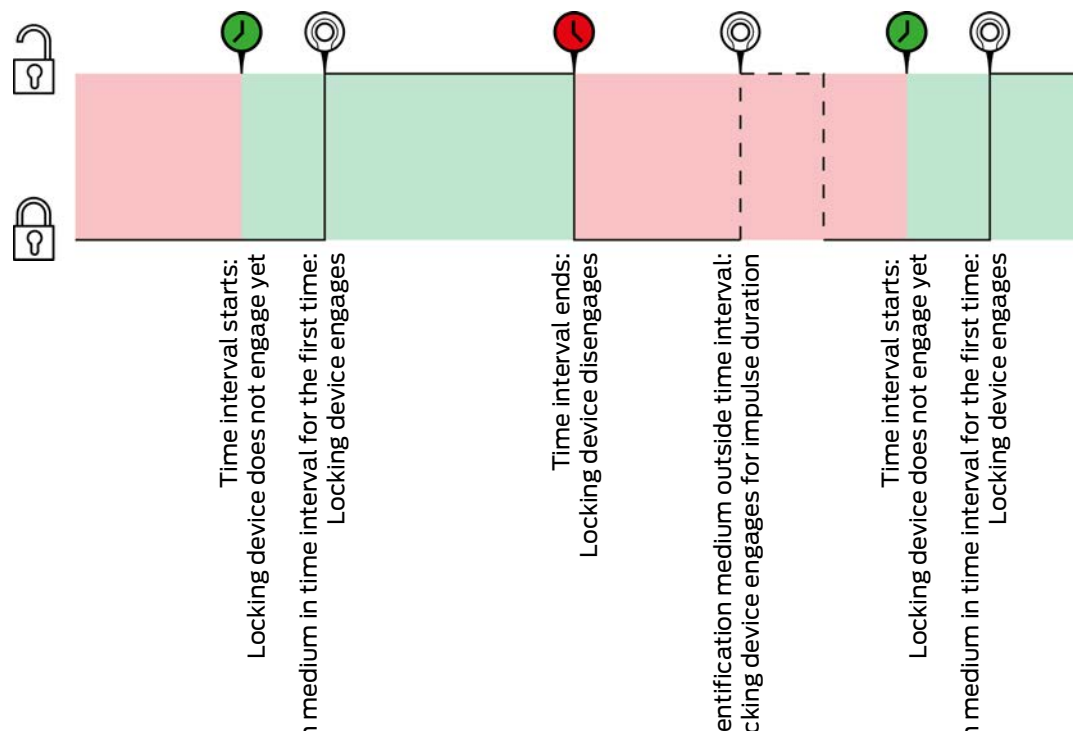


The  Transponder aktiv: immer option must be selected for the two following examples as, otherwise, the identification medium cannot be activated within the time interval.

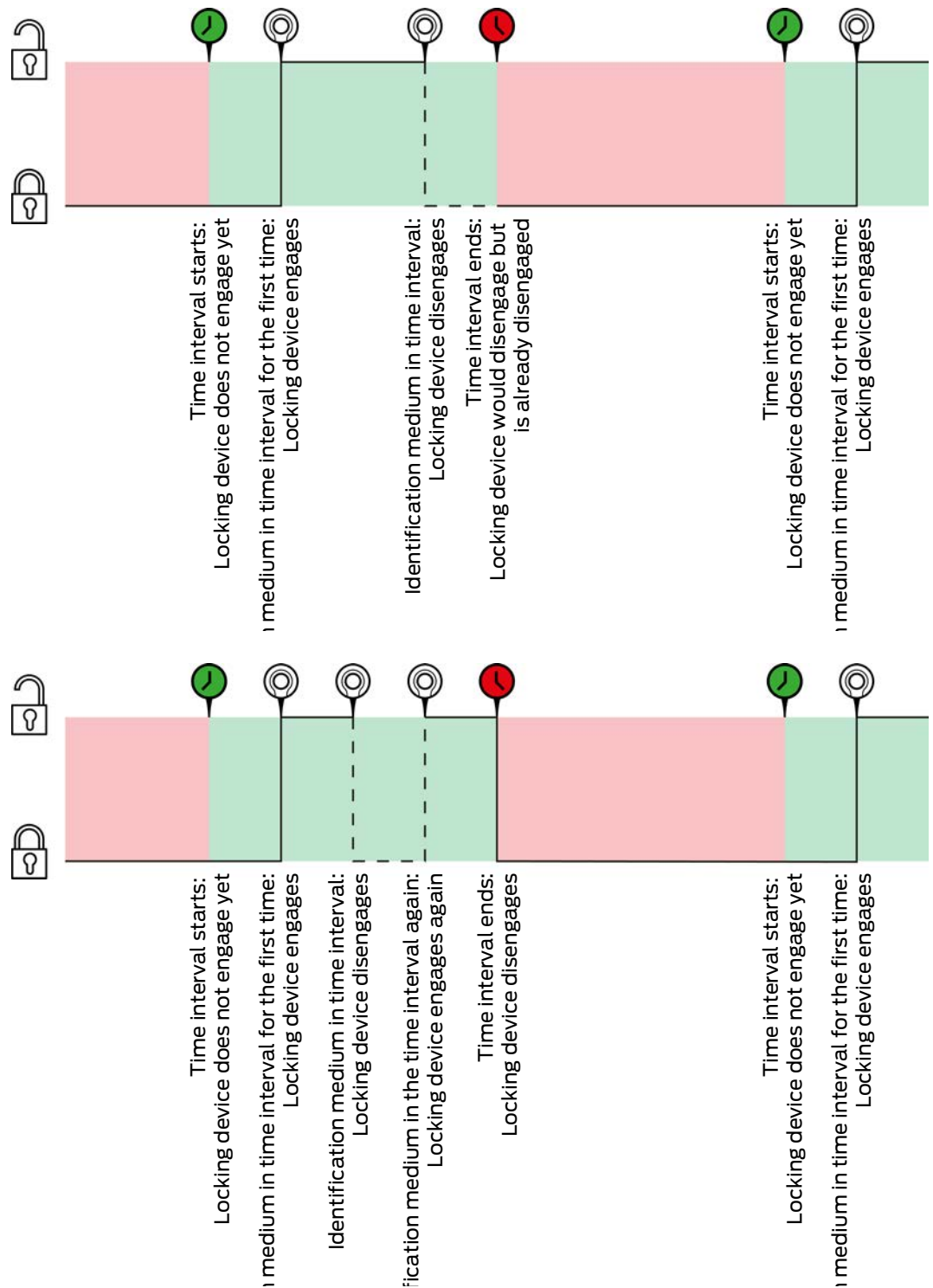




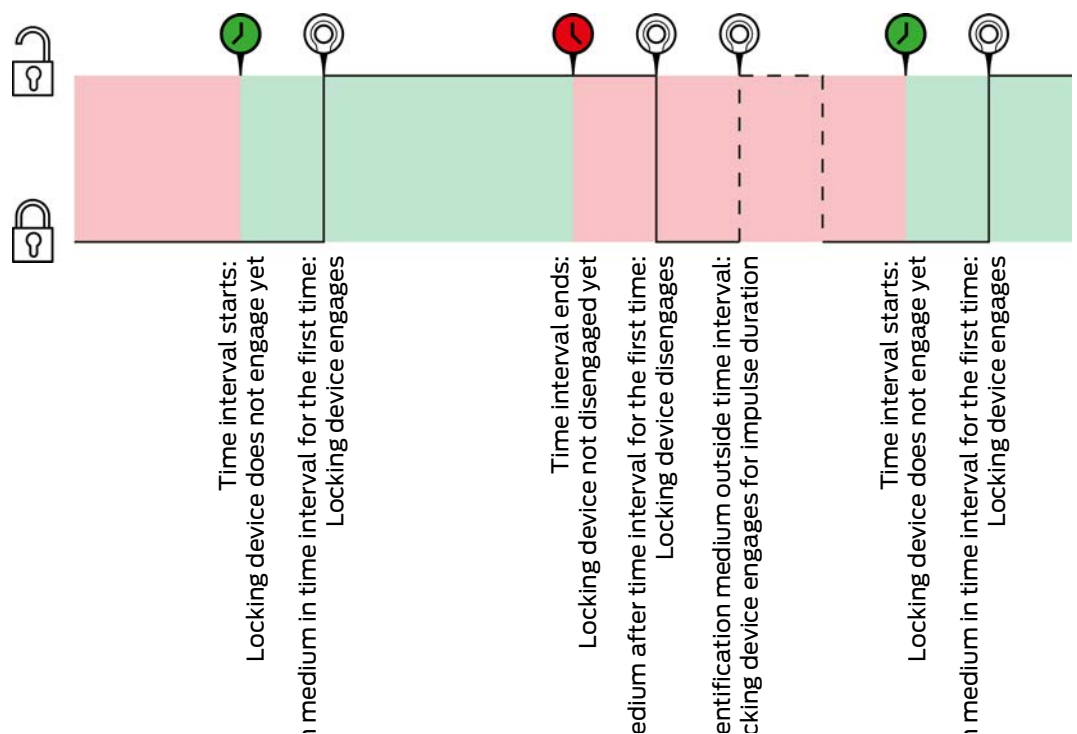
Manuelles Einkuppeln, Automatisches Auskuppeln



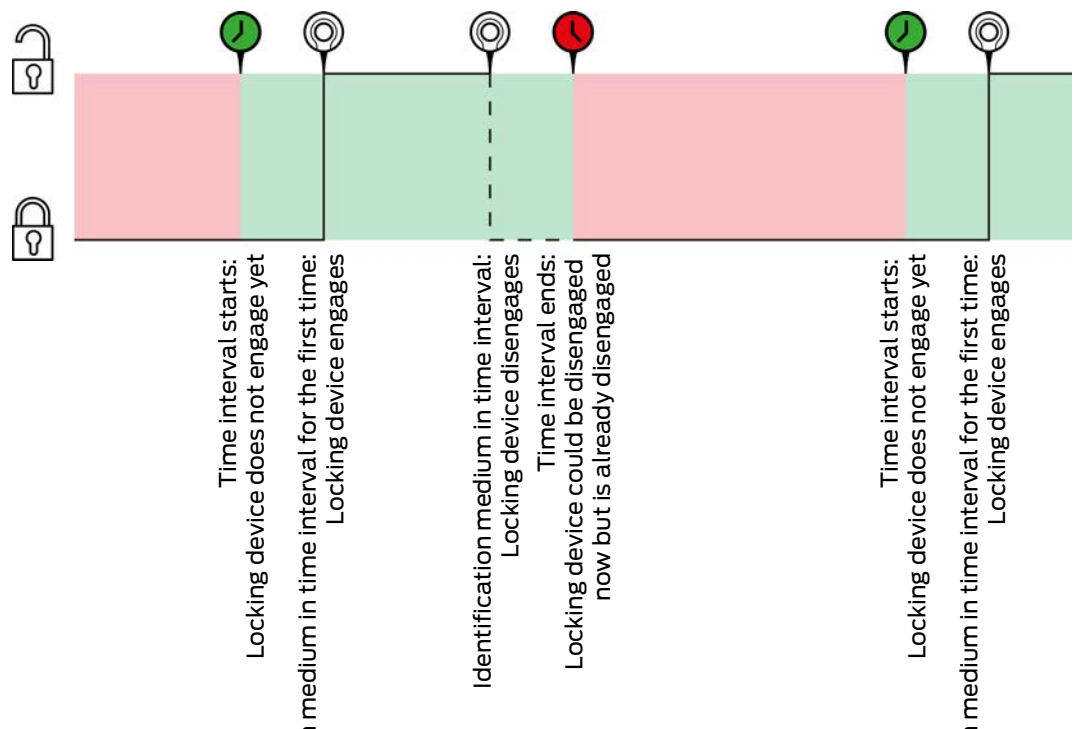
The  Transponder aktiv: immer option must be selected for the two following examples as, otherwise, the identification medium cannot be activated within the time interval.

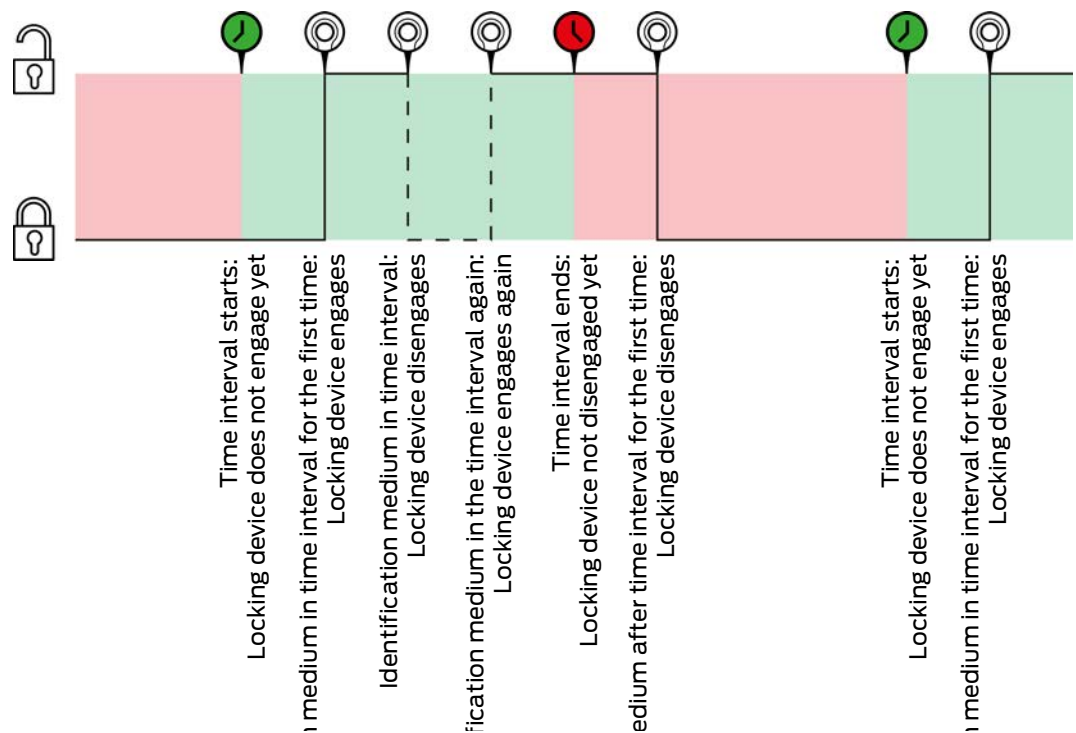


Manuelles Einkuppeln, Manuelles Auskuppeln

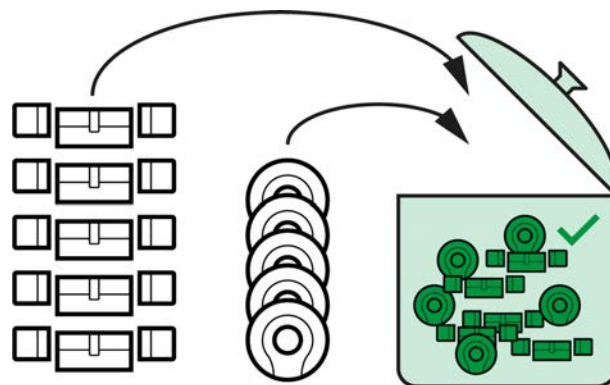


The Transponder aktiv: immer option must be selected for the two following examples as, otherwise, the identification medium cannot be activated within the time interval.





23.6 Access levels



Access levels are available for the first time with the introduction of AXM Lite.

The principle of an access level is very simple, similar to a melting pot. Within an access level, all locking devices are normally authorised on all identification media.

We say “normally” because you can also manually remove authorisations from individual identification media. This gives you full freedom to decide on authorisations, but you can do most of the work in an access level.

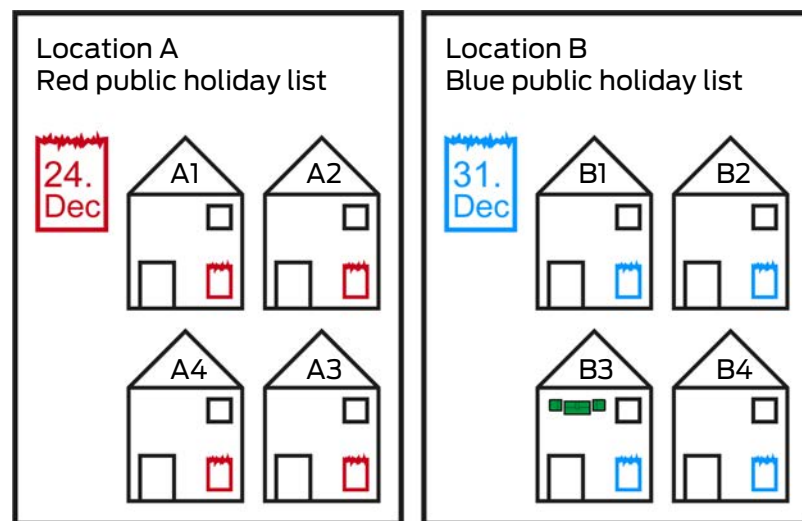
Identification media and locking devices can be assigned to a number of access levels.

Access levels are an organisational component. Ideally, you should set up your access levels before your locking devices and identification media (see *Best practice: setting up the locking system* [▶ 35] and *Creating access levels* [▶ 50]).

23.7 Passwords used

- User password: Protects your AXM Lite against unauthorised persons logging in and changing your locking system.
- Locking system password: Protects communication between the different components in your locking system (e.g. between a transponder and a locking cylinder).
- Backup passwords: Protects your AXM Lite against outdated locking system statuses being restored.

23.8 Buildings and locations



A location contains buildings and, optionally, a public holiday list.

A building always belongs to a location. Therefore, you must always have at least one location in your database. AXM Lite thus creates a standard location in new projects. You can delete it as soon as you have created your own locations.

Locations and buildings are particularly useful for organisation. For this reason, they should also be created before the locking devices in line with best practice (see *Best practice: setting up the locking system* [▶ 35]) (see *Creating a location* [▶ 75] and *Creating a building and assigning it to a location* [▶ 78]).

Public holiday lists and locations

As a rule, you only assign buildings to a location that are actually at the same location. It is therefore very likely that all these buildings will be subject to the same public holidays (e.g. all buildings at the Munich site: Bavarian public holidays apply to all buildings).

The public holiday lists are particularly interesting for time-controlled locking devices. Locking devices are conveniently always assigned to a building, which in turn is assigned to a location (mandatory information). Assigning a public holiday list to each locking device is a laborious task. Instead, you can assign the same public holiday list to all locking devices in buildings with the same location by simply assigning a public holiday list to the entire location.

The public holiday list assigned in this way applies to all locking devices at this location. In the example, the red public holiday list has been assigned to location A and the blue public holiday list to location B.

If other public holidays should apply to individual locking devices (for whatever reason), you can overwrite the location's public holiday list in the locking device properties (see *Limiting authorisations for locking devices to specific times (schedule)* [► 239]). In the example, a green public holiday list was assigned to a locking device in building B3 at location B. The blue public holiday list continues to apply to all other locking devices in building B3 and other buildings at location B.

23.9 Hashtags

Hashtags are an additional option for organising your locking system. Use any keyword for locking devices and identification media.

The installation situation, for example, would be good keyword: #glassdoor

24. Help and other information

Information material/documents

You will find detailed information on operation and configuration and other documents on the website:

<https://www.simons-voss.com/en/documents.html>

Software and drivers

Software and drivers can be found on the website:

<https://www.simons-voss.com/en/service/software-downloads.html>

Declarations of conformity

You will find declarations of conformity and other certificates on the website:

<https://www.simons-voss.com/en/certificates.html>

Technical support

Our technical support will be happy to help you (landline, costs depend on provider):

+49 (0) 89 / 99 228 333

Email

You may prefer to send us an email.

support-simonsvoss@allegion.com

FAQs

You will find information and help in the FAQ section:

<https://faq.simons-voss.com/otrs/public.pl>

Address

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Germany



This is SimonsVoss

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As an innovative system provider, SimonsVoss focuses on scalable systems, high security, reliable components, powerful software and simple operation. As such, SimonsVoss is regarded as a technology leader in digital locking systems.

Our commercial success lies in the courage to innovate, sustainable thinking and action, and heartfelt appreciation of employees and partners.

SimonsVoss is a company in the ALLEGION Group, a globally active network in the security sector. Allegion is represented in around 130 countries worldwide (www.allegion.com).

Made in Germany

SimonsVoss is truly committed to Germany as a manufacturing location: all products are developed and produced exclusively in Germany.

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