# Swiftlane Door Controller - Relay and Input Programming Guide

Please see all installation manuals on the website at <u>https://www.swiftlane.com/swiftlane-installation-manual/</u>

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# **1.Introduction**

The Swiftlane admin dashboard can be used to configure different aspects of the Swiftlane access control system. This guide shows how to configure and test the DCU in the admin dashboard. **This guide is primarily intended for installers.** 

## 2.Admin Dashboard Configuration 2.1.Logging into the admin dashboard

2.1.1. To begin with the configuration, the first step would be to login to the admin dashboard, by visiting the following link. <u>Admin Dashboard</u>.

G Swiftlane		
	SIGN IN TO YOUR ACCOUNT	
	You can find account name in your invitation email	
	Account Name	
	Continue	
		(?) Suppor

Swiftlane		
	← Change Account	
	SIGN IN TO DEMO ACCOUNT	
	ali.raza@swiftlane.com	
		ø
	Earnat page	hund
	Porgot pass	word
	Log In	
	or	
	Cat on Verification Cade via your small	
	Get an vehication code via your email	
	or	
	Get a Login code via Text on your Phone Number	

2.1.2. On the workspace page, add your workspace name and login with your provided credentials.

2.1.3. Once logged in, you will see the main dashboard as shown below.

G «	Activity 🕒 Help							
Demo Workspace	Filters Users	✓ Access Point	✓ Site ✓ Acce	ess Status 🔍 🗸	Access Type			
Access Control	Start date/tim	e 🗄 End date/time						
存 Activity Feed	llear	Access Status	Access point / Site		Time	Timestamp		
은 Users	-	Door Closed Automatically	Front Door / Swiftlane HQ	Ассеза Туре	3 days ago	2023-08-26 8:00 am		
兴 Access Groups	-	Door Opened Automatically	Front Door / Swiftlane HQ		3 days ago	2023-08-26 6:00 am	Door Closed Automaticall	(
Sites & Access Points		Door Closed Automatically	Front Door / Swiftlane HQ		10 days ago	2023-08-19 8:00 am	Automatic Door	3 days
		Door Opened Automatically	Front Door / Swiftlane HQ		10 days ago	2023-08-19 6:00 am	Schedule	agu
Fillen Building Announcements	-	8 Lock Action Failed	Front Door / Swiftlane HQ		17 days ago	2023-08-12 8:00 am	Door was closed automatica	lly due to
Intercom Settings	-	8 Unlock Action Failed	Front Door / Swiftlane HQ		17 days ago	2023-08-12 6:00 am	Timestamp	,
See Visitor PINs	🕞 Faizan Khan	Granted	Main door test / Faizan Test Site	Pin Unlock	18 days ago	2023-08-12 12:55 am	2023-08-26 8:00 am	
🗄 Schedules		8 Incorrect Pin	Main door test / Faizan Test Site	Pin Unlock	18 days ago	2023-08-12 12:55 am	🗄 Unlock	
ß Integrations	-	Incorrect Pin	Main door test / Faizan Test Site	Pin Unlock	18 days ago	2023-08-12 12:54 am	🗅 Live Vie	N
	-	🔕 Incorrect Pin	Main door test / Faizan Test Site	Pin Unlock	18 days ago	2023-08-12 12:54 am		
l Settings	🕞 Faizan Khan	Granted	Main door test / Faizan Test Site	Key Card	18 days ago	2023-08-12 12:54 am	Add Note	
🗅 Reports	🛞 Harish Naik	Granted	Entry Kitchen / Harish test	Pin Unlock	18 days ago	2023-08-12 12:54 am	RECENT ACTIVITY	View All
음 Hardware 🛛 🖸	🕞 Faizan Khan	Granted	Main door test / Faizan Test Site	Key Card	18 days ago	2023-08-12 12:54 am	Front Door	2 days ago
😂 Audit Logs	🕞 Faizan Khan	Ø Granted	Main door test / Faizan Test Site	Key Card	18 days ago	2023-08-12 12:53 am	Swiftlane HQ	o daya ago
	🕞 Faizan Khan	Granted	Main door test / Faizan Test Site	Key Card	18 days ago	2023-08-12 12:53 am	Front Door	3 days ago
RentGPT      Y	🕞 Faizan Khan	Granted	Main door test / Faizan Test Site	Key Card	18 days ago	2023-08-12 12:48 am	Event Deer	10 days ac-
	🕞 Faizan Khan	Granted	Main door test / Faizan Test Site	Key Card	18 days ago	2023-08-12 12:47 am	Swiftlane HQ	to days ago
Refer & Earn \$750	🕞 Faizan Khan	Granted	Main door test / Faizan Test Site	Key Card	18 days ago	2023-08-12 12:47 am	Front Door	10 days ago
	-	🔕 Invalid Key Card	Main door test / Faizan Test Site	Key Card	18 days ago	2023-08-12 12:46 am	Swirtlane HQ	17 4

## 2.2.Creating a Site

A "Site" is a virtual representation of the actual install location, the install location can be a building, a specific area inside a building, an address, etc.

2.2.1. To create a site, click on "Sites & Access Points" in the left panel.

G «	Activity 🕒 Help							
Demo Workspace	Filters Users	✓ Access Point	Site V Acce	ss Status 🗸 🗸	Access Type			
Access Control	Start date/time	End date/time						
47 Activity Feed	User	Access Status	Access point / Site	Access Type	Time	Timestamp		
උ Users	-	Door Closed Automatically	Front Door / Swiftlane HQ		3 days ago	2023-08-26 8:00 am		
兴 Access Groups		Door Opened Automatically	Front Door / Swiftlane HQ		3 days ago	2023-08-26 6:00 am	Door Closed Automaticali	/
③ Sites & Access Points		Door Closed Automatically	Front Door / Swiftlane HQ		10 days ago	2023-08-19 8:00 am	Automatic Door Schedule	3 days ago
		Door Opened Automatically	Front Door / Swiftlane HQ		10 days ago	2023-08-19 6:00 am	ochedule	- 5 -
real Building Announcements		S Lock Action Failed	Front Door / Swiftlane HQ		17 days ago	2023-08-12 8:00 am	Door was closed automatica active Door Unlock Schedule	lly due to
Intercom Settings	-	8 Unlock Action Failed	Front Door / Swiftlane HQ		17 days ago	2023-08-12 6:00 am	Timestamp	
See Visitor PINs	🕞 Faizan Khan	Granted	Main door test / Faizan Test Site	Pin Unlock	18 days ago	2023-08-12 12:55 am	2023-08-26 8:00 am	
🗄 Schedules		8 Incorrect Pin	Main door test / Faizan Test Site	Pin Unlock	18 days ago	2023-08-12 12:55 am	🗄 Unlock	
// Integrations	-	S Incorrect Pin	Main door test / Faizan Test Site	Pin Unlock	18 days ago	2023-08-12 12:54 am	🗅 Live Vie	N
- integrations	-	S Incorrect Pin	Main door test / Faizan Test Site	Pin Unlock	18 days ago	2023-08-12 12:54 am		
l Settings	🕞 Faizan Khan	Granted	Main door test / Faizan Test Site	Key Card	18 days ago	2023-08-12 12:54 am	Add Note	
🗅 Reports	🛞 Harish Naik	Sranted	Entry Kitchen / Harish test	Pin Unlock	18 days ago	2023-08-12 12:54 am	RECENT ACTIVITY	View All
ය Hardware 🖸	🕞 Faizan Khan	Granted	Main door test / Faizan Test Site	Key Card	18 days ago	2023-08-12 12:54 am	Eront Door	2 days ago
S Audit Logs	🕞 Faizan Khan	Granted	Main door test / Faizan Test Site	Key Card	18 days ago	2023-08-12 12:53 am	Swiftlane HQ	3 days ago
	🕞 Faizan Khan	Granted	Main door test / Faizan Test Site	Key Card	18 days ago	2023-08-12 12:53 am	Front Door	3 days ago
RentGPT ~	🕞 Faizan Khan	Sranted	Main door test / Faizan Test Site	Key Card	18 days ago	2023-08-12 12:48 am	Swirtlane HQ	10 4000 0000
	🕞 Faizan Khan	Granted	Main door test / Faizan Test Site	Key Card	18 days ago	2023-08-12 12:47 am	Swiftlane HQ	to days ago
Refer & Earn \$750	🕞 Faizan Khan	Sranted	Main door test / Faizan Test Site	Key Card	18 days ago	2023-08-12 12:47 am	Front Door Swiftlane HQ	10 days ago
		Invalid Key Card	Main door test / Faizan Test Site	Key Card	18 days ago	2023-08-12 12:46 am	Front Door	17 days ago

#### 2.2.2. Click on "Add Site".

emo Workspace							
Access Control	Swiftlane HQ 65 Langton Street, San Francisco, CA, USA	2	Access Points Units Elevator + Add Access Point	rs Floors			
47 Activity Feed	Kitchen 1 1232 East 19th Street, Oakland CA, USA		ACCESS POINTS				
A Users	Kitchen 2		Actions	Name	Description	Address	
R Access Groups	2700 Grant Street, Concord, C. USA	a, 🖉	🔇 🖉 Edit	Back Door	Back Entrance	65 Langton Street, San Francisco, CA, USA	
Sites & Access Points	Dallas Office	2	t dit	Front Door	Swiftlane Front Door Point	65 Langton Street, San Francisco, CA, USA	
For a state of the state of	Enizon Toot Site	_		Main Cata	Main Cata	RE Langton Street, San Eropaison, CA, USA	
Intercom Settings	123 street	2		Main Gate	Wall Gate	05 Langton Street, San Francisco, CA, USA	
See Visitor PINs	Building C 743 Clementina Street, San	2	tĝi Edit	Michael's office	Remote office	65 Langton Street, San Francisco, CA, USA	
Schedules	Francisco, CA, USA						
Integrations	Harish test 4 Iane 56701						
lo Settings							
🗅 Reports							
음 Hardware 대							
RentGPT ~							

2.2.3. Input the required information and click "Create".

E «	Sites & Access Points / Add a new Site	
Demo Workspace	Add a new Site	
Access Control	GENERAL INFORMATION	
4 Activity Feed	* Site Name	* Address
උ Users	demo-test	1600 Pennsylvania Avenue Northwest, Washington, DC, USA
	* Timezone	* Country
Sites & Access Points	(GMT-08:00) Pacific Standard Time - America/Los_Angeles V	United States
📢 Building Announcements	Phone Number	
Intercom Settings	Phone Number	
👯 Visitor PINs		
🛱 Schedules	Create Cancel	
Integrations		
Settings		
🗅 Reports		
습 Hardware 🛛 🖓		
😂 Audit Logs		
RentGPT ~		
Refer & Earn \$750		(⑦ Support

2.2.4. After clicking "Create", you will see the newly created site in the left panel.

G «	Sites & Access Points	+ Add Site				F Help
Demo Workspace v Demo	0	Access Points Units Ele	evators Floors			
Access Control ^	65 Langton Street, San Francisco, CA, USA	+ Add Access Point				
分 Activity Feed	Kitchen 1 1232 East 19th Street, Oakland, CA, USA	ACCESS POINTS				
은 Users	Kitchen 2	Actions	Name	Description	Address	
Access Groups	2700 Grant Street, Concord, CA, USA					
<ul> <li>Sites &amp; Access Points</li> <li>Building Announcements</li> </ul>	Dallas Office 123 Go Cowboys Way					
Intercom Settings	Faizan Test Site					
See Visitor PINs	Building C					
台 Schedules	743 Clementina Street, San Francisco, CA, USA					
ℬ Integrations	Harish test 4 lane 56701					
lôi Settings	demo-test	1				
🗅 Reports	1600 Pennsylvania Avenue 🖉 🖉					
음 Hardware 🖸	-	-				
😂 Audit Logs						
RentGPT ~						
Refer & Earn \$750						⑦ Support

## 2.3. Creating an Access Point

An "Access Point" is a logical/virtual representation of the entry point that you want to secure the Swiftlane access control system. A site can have multiple access points.

2.3.1. On the site view, click on "Add Access Point".

G «	Sites & Access Points	+ Add Site				Help
Demo Workspace 🗸		Assess Drints - Units - Flav	intere Electro			
Access Control	Swiftlane HQ 65 Langton Street, San Francisco, CA, USA	+ Add Access Point	ators ribors			
47 Activity Feed	Kitchen 1 1232 East 19th Street, Oakland, CA, USA	ACCESS POINTS				
은 Users 兴 Access Groups	Kitchen 2 2700 Grant Street, Concord, CA, 🖉	Actions	Name	Description	Address	
Sites & Access Points	Dallas Office					
<ul> <li>Building Announcements</li> <li>Intercom Settings</li> </ul>	Faizan Test Site			No data		
<sup>않았</sup> Visitor PINs 曲 Schedules	Building C 743 Clementina Street, San					
A Integrations	Harish test 4 Iane 56701					
l Reports	demo-test 1600 Pennsylvania Avenue					
음 Hardware 🛛 🖸	Horamout, Hannigton, 50, 6691					
😂 Audit Logs						
RentGPT v						
Refer & Earn \$750						⑦ Support

2.3.2. On the "Add a new Access Point" page, add the required information and click "Create".

G «	Sites & Access Points / Add a new Access Point	
Demo Workspace	Add a new Access Point	
Access Control ^	GENERAL INFORMATION	
4 Activity Feed	* Name	* Description
උ Users	demo-access-point	demo-access-point
兴 Access Groups	* Select Site	Door Color in Mobile UI
Sites & Access Points	demo-test V	
HIIIding Announcements		
Intercom Settings	ACCESS	
See Visitor PINs	Nearby Access	Remote Access
🛱 Schedules	People in this group can perform access via key card & fobs, PIN access, face unlock and mobile bluetooth/NFC unlock	People in this group can unlock the door using their mobile app, from anywhere, through cellular or wifi based mobile unlock
Integrations	Nearby Access V	Remote Access
ĝi Settings	Live View Access People in this aroun would be able to see a latest camera snanshot from the intercom, and also call back the reader	
Reports	from their mobile phone"	
습 Hardware 대	Live view Access	
😂 Audit Logs		
RentGPT Y	Create	
RentGPT ~ Refer & Earn \$750	Create	⑦ Support

2.3.3. After you have created the access point, you will see the new created access point.

G «	Sites & Access Points	+ Add Site	F Help
Demo Workspace v Demo	Swiftlane HO	Access Points Units Elevators Floors	
Access Control	65 Langton Street, San Francisco, CA, USA	+ Add Access Point	
47 Activity Feed	Kitchen 1 1232 East 19th Street, Oakland, CA. USA	ACCESS POINTS	
උ Users			
兴 Access Groups	Kitchen 2 2700 Grant Street, Concord, CA, USA	Actions Name Description Address           Actions         Name         Description         Address           Image: State Sta	
Sites & Access Points	Dallas Office		I
e Building Announcements	123 Go Cowboys Way		
Intercom Settings	Faizan Test Site		
See Visitor PINs	Building C		
🛱 Schedules	743 Clementina Street, San		
D Integrations	Harish test 4 lane 56701		
Settings	dama_tast		
🗅 Reports	1600 Pennsylvania Avenue Northwest, Washington, DC, USA		
음 Hardware 🛛 🖄			
😂 Audit Logs			
RentGPT ~			
Refer & Earn \$750			Support

## 2.4. Adding a DCU to an Access Point

2.4.1. Click on "Edit" on the newly created access point.



2.4.2. Scroll down to the section "Assigned Door Controllers" and click "Edit/Assign Device(s)".

G	
Demo Workspace Demo	KEY CARD READERS
Access Control	Select Card Readers
47 Activity Feed	2 oried, Readure
은 Users	CARD READER SETTINGS
兴 Access Groups	PIN Access @
Sites & Access Points	
📢 Building Announceme	S ASSIGNED DOOR CONTROLLERS
Intercom Settings	Device Relays
ೆಣಿ Visitor PINs	
🛱 Schedules	
A Integrations	No data
loß Settings	
Reports	Edit/Assign Device(s)
A Hardware	
😂 Audit Logs	ELEVATORS ①
RentGPT	Select Elevator V
Refer & Earn \$750	Delete Door

2.4.3. On the "Edit/Assign Device(s)" pop-up, click on the dropdown and select the required DCU that you want to add to the access point.

If no Door Controllers are listed, please contact Swiftlane support at <u>support@swiftlane.com</u> or 505-65-SWIFT to add the existing hardware into the account. For relays built inside Swiftreader X, you will see entries with three relays as well. You are able to also fire more than one relay, and set an individual timer for how long the relay should release the door.

G		
Demo Workspace 🗸		
🗋 Access Control 🔷 🔿	KEY CARD READERS Access Point To Door Controllers Mapping This screen will allow defining what doors are triggered through the door controller boards	×
4→ Activity Feed	Select Card Readers Select Card Readers demo-access-point v	
A Users		
😤 Access Groups	CARD READER SETTING	
<ul> <li>Sites &amp; Access Points</li> </ul>	PIN Access O Fizan's_DCU	
e Building Announcements	SL_DCU_0123EF1CFB95413301	
Intercom Settings	SL_DCU_0123E7C41B79C3E401 ASSIGNED DOOR CONTROL Harish's_DCU	
👯 Visitor PINs	SL_DCU_0123956BF18FCB8401	
😑 Schedules	Device SL_DCU_012366C8005318A401 Front Door & Back Door	
eta Integrations		
(§) Settings		
🗅 Reports		
🔒 Hardware 🛛 🖉		
Audit Logs		
RentGPT		
Refer & Earn \$750		

2.4.4. Click on the "Add Door Controller" button.

G	
Access Control	KEY CARD READSRS ACCESS Point To Door Controllers Mapping X This screen will allow defining what doors are triggered through the door controller baards
今 Activity Feed	Select Card Readers Louis Industr demo-access-point v
R. Access Groups	CARD READER SETTING SLDCU_01239568F18FC88401 v + Add Door Controller
	Cancel
🗄 Schedules	
<ul> <li>Integrations</li> <li>Settings</li> </ul>	
Refer & Earn \$750	

2.4.5. The assigned DCU will now show its available relays for assignment. Select the relay that is physically tied to the lock that is installed on the access point. You can also modify the amount of the time the relay will trigger for when an unlock happens. In this example "Relay 1" is tied to the access point with an unlock time of 10 seconds. You can map multiple relays to a single access point, if your physical hardware consists of more than one locking hardware. This is common for vestibules, dual panel swinging doors, etc.

G ×	No data	
	KEY CARD READERS Access Point To Door Controllers Mapping ×	
	Select Card Readers Select Name demo-access-point  V	
	CARD READER SETTIN SL_DCU_01239568F18FC88401	
	PIN Access () PIN Access () Relay 1 10 sec Relay 2 7 sec Relay 3 7 sec Relay 4 7 sec	
	Select Door Controller v + Add Door Controller	
	Bailed book com	

2.4.6. Click "Save". The DCU is now mapped to the access point.

KEY CARD READERS Access Point To Door Controllers Mapping X This screen will allow defining what doors are triggered through the door controller boards	
Select Card Readers Select Card Readers demo-access-point  v	
SL_DCU_01239568F18FC88401	
Relay 1 10 sec     Relay 2 7 sec     Relay 3 7 sec     Relay 4 7 sec	
Select Door Controller	
Assioned book cont	
Device	

## 2.5. Mapping a Card Reader to a DCU

A Key Card Reader in the admin dashboard is a virtual representation of the physical key card reader.

2.5.1. A card reader needs to be created, before it can be mapped to a DCU. To create a reader, click on "Hardware" on the left panel and then click on "Key Card Readers".

Cemo Workspace	Hardware + New Key Card Reader Configure all your hardware devices Door Controllers Intercom Readers Key Card Readers Smart Locks Key Cards and Fobs Mobile Keycards	
Access Control	Filters     Reader name     Door controller     V     Terminal     V     Sites     V     Access points     V	
👉 Activity Feed	KEY CARD READERS	
ి Users	Actions Reader name Connected to controller Supported type Terminal name Site Access Point Manufacturer Status	
兴 Access Groups	🗶 Edit 📝 Main door key card SL_DCU_0123EF26E0AE684901 weigand weigand 1 Faizan Test Site Main door test STID O	
Sites & Access Points	🖉 Edit 🗗 Kitchen entry SL_DCU_0123E7C41B79C3E401 weigand weigand 1 Harish test Entry Kitchen STID 🔮 Enabled	
e Building Announcements		
Intercom Settings		
See Visitor PINs		
🗄 Schedules		
Integrations		
Settings		
Reports		
🔓 Hardware 🛛 🖓		
😂 Audit Logs		
RentGPT      Y		
Refer & Earn \$750	() Su	oport

### 2.5.2. Click on "New Key Card Reader".

Cerro Workspace v	Hardware + New Key Card Reader Configure all your hardware devices Door Controllers Intercom Readers Key Card Readers Smart Locks Key Cards and Fobs Mobile Keycards	
Access Control ^	Filters     Reader name     Door controller     Y     Terminal     Y     Sites     Y     Access points	
47 Activity Feed	KEY CARD READERS	
은 Users	Actions Reader name Connected to controller Supported type Terminal name Site Access Point Manufacturer Status	
兴 Access Groups	∠ Edit [2] Main door key card SL_DCU_0123EF26E0AE684901 weigand weigand 1 Faizan Test Site Main door test STID © Enabled	
Sites & Access Points	∠ Edit C <sup>2</sup> Kitchen entry SL_DCU_0123E7C41B79C3E401 weigand weigand 1 Harish test Entry Kitchen STID C Enabled	
e Building Announcements		
Intercom Settings		
ిస్టి Visitor PINs		
🛱 Schedules		
& Integrations		
lô: Settings		
🗅 Reports		
A Hardware		
😂 Audit Logs		
RentGPT ~		
Refer & Earn \$750	③ Support	

#### 2.5.3. Add the required information as shown below.

G «	Hardware / New Key Card Reader
Demo Workspace	New Key Card Reader
Demo	Configure a new key card reader into the Swiftlane system
Access Control	Mobile Keycards Reader Configurations File
47 Activity Feed	GENERAL INFO
은 Users	
Access Groups	Reader name     Add Reader Name     Description
Sites & Access Points	2. Select Reader Manufacturer. For STID Readers, choose
re Building Announcements	strip otherwise choose config pending.
Intercom Settings	Reader Config Status
ಕ್ಷಿಕೆ Visitor PINs	Config Pending (Learn More)     Weigand OSDP
🛱 Schedules	
<sup>B</sup> Integrations	CONFIGURE CONNECTION TO THE CONTROLLER
lôj Settings	4. Select the Wiegand terminal to which the reader is which the * Door controller 3. Select the DCU that you want to map the reader to. * Reader terminal ⑦ reader is physically wired to,
Reports	SL_DCU_01239568F18FC88401 V 1 V
占 Hardware 🛛 🖓	
😂 Audit Logs	SELECT A SITE TO CONNECT ACCESS POINT, ELEVATORS OR FLOOR
@ RentGPT ~	Site 5. Select the "Site".
	demo-test V
Refer & Earn \$750	
	CONNECT TO AN ACCESS POINT
	Access Point 6. Select the Access Point to which the DCU is mapped to.
	demo-access-point
	CONNECT ELEVATORS
	Elaustore
	Select Elevators V
	CONNECT TO A FLOOR CALL BUTTON (READER OUTSIDE ELEVATOR)
	Floor
	Select floor V
	Lancei
	7. Click "Add Key Card Reader" to complete the mapping.

## 2.6. Adding a Key Card through the "Hardware" tab

2.6.1. To add a key card, select "Hardware" in the left panel and click "Key Cards and Fobs".



#### 2.6.2. Click on "New Key Card".

Activity Feed            KEY CARDS AND FOBS LIST            Isters            Access Groups            Activity            Better                           Isters                                 Sites & Access Points	acility Code Settings
A. Users     Actions:     Activate     Delete       Ø. Sites & Access Groups     Actions     Status     Card Number <ul> <li>Assigned User</li> <li>Card Format</li> <li>Facility</li> </ul>	acility Code Settings
Access Groups       Actions:       Activate       Deactivate       Delete         © Sites & Access Points <ul> <li>Actions</li> <li>Status ©</li> <li>Card Number</li> <li>Assigned User</li> <li>Card Format</li> <li>Facility</li> </ul>	
<ul> <li>Sites &amp; Access Points</li> <li>Actions</li> <li>Status</li> <li>Card Number</li> <li>Card Number</li> <li>Assigned User</li> <li>Card Format</li> <li>Facility</li> </ul>	
	code 🗧
ref Bullding Announcement	
Intercom Settings	
888 Visitor PINs	
台 Schedules	
⊗ Settings	
C Reports	
습 Hardware C	
😵 Audit Logs	

2.6.3. Enter the "card bit length" and "card format" in the "CARD FORMAT" section.

G «	Key Cards and Fobs / Add a New Key Card
Demo Workspace	Add a New Key Card
Demo	Use this Wizard to Create a New Key Card
Access Control ^	
4 Activity Feed	CARD FORMAT
은 Users	Select Bits length     Select Card Format
兴 Access Groups	Select card format
Sites & Access Points	
Heilding Announcements	Add Key Card Cancel
Intercom Settings	
See Visitor PINs	
🛱 Schedules	
D Integrations	
ĝ: Settings	
🗅 Reports	
🔓 Hardware 🛛 🖓	
😂 Audit Logs	
RentGPT      Y	
Refer & Earn \$750	(?) Support

2.6.4. Select the card number format as "Decimal" or "Hexadecimal".

a «	Key Cards and Fobs / Add a New Key Card
Demo Workspace	Add a New Key Card Use this Wizard to Create a New Key Card
C Access Control ^	
4 Activity Feed	CARD FORMAT
은 Users	* Select Bits length * Select Card Format
兴 Access Groups	
Sites & Access Points	
e Building Announcements	CARD INFORMATION
Intercom Settings	Select Card Number Format
888 Visitor PINs	Decimal
台 Schedules	Single Key Card O Multiple Key Cards
D Integrations	* Card Number User
龄 Settings	Search & Select V
🗅 Reports	* Description or Serial Number Printed on the Card
🔓 Hardware 🛛 🖓	
😂 Audit Logs	Hex value: -
RentGPT Y	Binary Format Value (read only): -
Refer & Earn \$750	Add Key Card Cancel () Support

G «	Key Cards and Fobs / Add a New Key Card
Demo Workspace	Add a New Key Card
	Use this Wizard to Create a New Key Card
Access Control	
4 Activity Feed	CARD FORMAT
උ Users	* Select Bits length * Select Card Format
2. Access Groups	40 Bit V Raw 40 Bit V
Sites & Access Points	
	CARD INFORMATION
Halling Announcements	Palast Pard Number Format
Intercom Settings	Decimal V
<sup>ଃ</sup> ଟ୍ଟି Visitor PINs	
🛱 Schedules	Single Key Card O Multiple Key Cards
<i>B</i> Integrations	* Card Number User
诊 Settings	Search & Select V
Reports	* Description or Serial Number Printed on the Card
🔓 Hardware 🛛 🖓	
😂 Audit Logs	Hex value: -
@ D+0DT	Binary Format Value (read only): -
entop i	
Refer & Earn \$750	Add Key Card Cancel

2.6.5. To add a single key card, select the "Single Key Card" checkbox

2.6.5.1. Enter the card number, description for the card number. You can choose if you want to assign it to a user.

G «	Key Cards and Fobs / Add a New Key Card	1
Demo Workspace	Add a New Key Card	
Demo	Use this Wizard to Create a New Key Card	
Access Control		
47 Activity Feed	S CARD FORMAT	
උ Users	* Select Bits length * Select Card Format	
Access Groups	40 Bit V Raw 40 Bit V	
Sites & Access Points		_
Building Announcements	CARD INFORMATION	
Intercom Settings	Select Card Number Format	
See Visitor PINs	Decimal V	
° ⊟ Schedules	• Single Key Card OMultiple Key Cards	
D Integrations	* Card Number User	
l Settings	48629719 Ali Raza	
🗅 Reports	* Description or Serial Number Printed on the Card	
음 Hardware 🛛 🖄	Demo Test Card	
😂 Audit Logs	Hex value: 2E607D7	
	Binary Format Value (read only): 10111001100000011111010111	
RentGPT Y		_
Refer & Earn \$750	Add Key Card Cancel	oort
		-

2.6.5.2. Click on "Add Key Card" and the card will be added to the database.

G «	Key Cards and Fobs / Add a New Key Card
Demo Workspace v Demo	Add a New Key Card Use this Wizard to Create a New Key Card
Access Control	
4 Activity Feed	CARD FORMAT
은 Users	Select Bits length     Select Card Format
兴 Access Groups	40 Bit V Haw 40 Bit V
③ Sites & Access Points	
e Building Announcements	CARD INFORMATION
Intercom Settings	Select Card Number Format
ege Visitor PINs	Decimal
🛱 Schedules	• Single Key Card OMultiple Key Cards
Integrations	* Card Number User
ন্ট্য Settings	48629719 All Raza V
🗅 Reports	Description or Serial Number Printed on the Card
🔓 Hardware 🛛 🖓	Demo Test Card
😂 Audit Logs	Hex value: 2E607D7
⑧ RentGPT Y	Binary Format Value (read only): 10111001100000011111010111
Refer & Earn \$750	Add Key Card Cancel () Support

2.6.6. To add multiple cards in a single go, select the "Multiple Key Cards" checkbox in the "CARD INFORMATION" section.

G «	Key Cards and Fobs / Add a New Key Card
Demo Workspace	Add a New Key Card
Access Control ^	
47 Activity Feed	
은 Users	* Select Bits length * Select Card Format
兴 Access Groups	au bit v Raw au bit v
Sites & Access Points	
FI Building Announcements	CARD INFORMATION
Intercom Settings	Select Card Number Format
See Visitor PINs	Decimal
台 Schedules	Single Key Card O Multiple Key Cards Users to be assigned via Key Cards and Fobs screen)
ℬ Integrations	* First Number in Range * Last Number in Range
Settings	
Reports	
습 Hardware 대	Add Key Card Cancel
😂 Audit Logs	
RentGPT ~	
Refer & Earn \$750	(?) Support

2.6.6.1. Enter the first and last number of the Key cards that you want to add. The following image shows how to add 10 beginning with "2000101" (decimal) and ending with "2000110" (decimal). User assignment for multiple key cards is done via the "Key Cards and Fobs" page.

E «	Key Cards and Fobs / Add a New Key Card		
Demo Workspace	Add a New Key Card		
Demo	Use this Wizard to Create a New Key Card		
Access Control			
47 Activity Feed	CARD FORMAT		
♀ Users	* Select Bits length	* Select Card Format	
Access Groups	40 Bit ~	/ Raw 40 Bit V	
Cites & Assess Deints			
	CARD INFORMATION		
	Select Card Number Format		
Intercom Settings			
See Visitor PINs			
🛱 Schedules	Single Key Card 🔹 Multiple Key Cards (Us	Users to be assigned via Key Cards and Fobs screen)	
D Integrations	* First Number in Range	* Last Number in Range	
ĝ: Settings	2000101	2000110	
🗅 Reports			
🔓 Hardware 🛛 🖓	Add Koy Card		
Audit Logs	Add Key Card Cancer		
@ PostCDT			
ap Remort.			
Refer & Earn \$750		(0 s	upport

2.6.6.2. Click on "Add Key Card" and the cards will be added to the database.

G «	Key Cards and Fobs / Add a New Key Card
Demo Workspace	Add a New Key Card
Demo	Use this Wizard to Create a New Key Card
Access Control	
47 Activity Feed	CARD FORMAT
උ Users	* Select Bits length * Select Card Format
兴 Access Groups	40 Bit V Raw 40 Bit V
Sites & Access Points	
Heilding Announcements	CARD INFORMATION
Intercom Settings	Select Card Number Format
See Visitor PINs	Decimal V
🗄 Schedules	Single Key Card O Multiple Key Cards (Users to be assigned via Key Cards and Fobs screen)
D Integrations	* First Number in Range * Last Number in Range
ĝ: Settings	2000101 2000110
🗅 Reports	
🔓 Hardware 🛛 🖄	Add Key Card Cancel
😂 Audit Logs	
RentGPT      Y	
Refer & Earn \$750	() Support

## 2.7. Adding Keycard from Activity Feed

- 2.7.1. To add a keycard from the activity feed, first make sure that everything DCU is powered on and connected. Also make sure that the DCU is added to the access point and the reader is mapped to the DCU.
- 2.7.2. Swipe a card on the DCU. A "Invalid Key Card" will appear in the activity feed.

G «	Activity 🕒 Help	]					
Demo Workspace							
_	Filters	Access Point	Site Act	cess Status V	Access Type		
Access Control ^	Start date/time	End date/tim	e 📋				
4 Activity Feed	llsor	Access Status	Access point / Site		Time	Timestamp	
은 Users	-	S Invalid Key Card	demo-access-point / demo-test	Key Card	in a few seconds	2023-08-29 8:28 pm	
兴 Access Groups	-	Door Closed Automatically	Front Door / Swiftlane HQ	-	4 days ago	2023-08-26 8:00 am	Invalid Key Card
Sites & Access Points	-	Door Opened Automatically	Front Door / Swiftlane HQ		4 days ago	2023-08-26 6:00 am	Key Card a few seconds ago
Building Announcements	-	Door Closed Automatically	Front Door / Swiftlane HQ		11 days ago	2023-08-19 8:00 am	Register Card for a user
P4 Balang Announcement	-	Door Opened Automatically	Front Door / Swiftlane HQ		11 days ago	2023-08-19 6:00 am	Invalid Card Number
Intercom Settings	-	8 Lock Action Failed	Front Door / Swiftlane HQ		18 days ago	2023-08-12 8:00 am	Card Number 0×2E607D7 / 1003
See Visitor PINs	-	8 Unlock Action Failed	Front Door / Swiftlane HQ		18 days ago	2023-08-12 6:00 am	Facility Code
🗄 Schedules	🕞 Faizan Khan	Oranted	Main door test / Faizan Test Site	Pin Unlock	18 days ago	2023-08-12 12:55 am	Timestamp
A Integrations	-	8 Incorrect Pin	Main door test / Faizan Test Site	Pin Unlock	18 days ago	2023-08-12 12:55 am	2023-08-29 8:28 pm
- integrations		8 Incorrect Pin	Main door test / Faizan Test Site	Pin Unlock	18 days ago	2023-08-12 12:54 am	🔒 Unlock
Settings		8 Incorrect Pin	Main door test / Faizan Test Site	Pin Unlock	18 days ago	2023-08-12 12:54 am	
🗅 Reports	🕞 Faizan Khan	Oranted	Main door test / Faizan Test Site	Key Card	18 days ago	2023-08-12 12:54 am	Add Note
🔒 Hardware 🛛 🗹	🛞 Harish Naik	Sranted	Entry Kitchen / Harish test	Pin Unlock	18 days ago	2023-08-12 12:54 am	RECENT ACTIVITY View All
😂 Audit Loas	🕞 Faizan Khan	Sranted	Main door test / Faizan Test Site	Key Card	18 days ago	2023-08-12 12:54 am	Front Door 4 days ago
	🕞 Faizan Khan	Sranted	Main door test / Faizan Test Site	Key Card	18 days ago	2023-08-12 12:53 am	Swiftlane HQ
RentGPT Y	🕞 Faizan Khan	Granted	Main door test / Faizan Test Site	Key Card	18 days ago	2023-08-12 12:53 am	Front Door 4 days ago Swiftlane HQ
Defer & Earn \$750	🕞 Faizan Khan	🥑 Granted	Main door test / Faizan Test Site	Key Card	18 days ago	2023-08-12 12:48 am	Front Door 11 days ago
Refer a Earn \$750	🕞 Faizan Khan	Ø Granted	Main door test / Faizan Test Site	Key Card	18 days ago	2023-08-12 12:47 am	Swiftlane HQ
	🕞 Faizan Khan	Granted	Main door test / Faizan Test Site	Key Card	18 days ago	2023-08-12 12:47 am	Front Door 11 days ago Swiftlane HQ

2.7.3. Click on the "Invalid Key Card" entry and on the right hand side click on "Register Card for a user".

G «	Activity 🕒 Help					Î
Demo Workspace V	Filters Users V Access Point	✓ Site ✓ Acces	is Status V A	Access Type		
Access Control	Start date/time 🗎 End date/ti	ne 📋				
4 Activity Feed	Lines Annual Chatura	Access point / Site	Assess Turns	Timestam		
은 Users	- Oser Access status	demo-access-point / demo-test	Kev Card in a	a few seconds 2023-08-29 8:28 pr	1	1
ి Access Groups	- Door Closed Automatically	Front Door / Swiftlane HQ	4 c	days ago 2023-08-26 8:00 ar	Invalid Key Card	
Sites & Access Points	- Door Opened Automatically	Front Door / Swiftlane HQ	4 c	days ago 2023-08-26 6:00 ar	n Key Card a few seconds as	go
🛒 Building Announcements	- Door Closed Automatically	Front Door / Swiftlane HQ	11	days ago 2023-08-19 8:00 an	Register Card for a user	
	- Door Opened Automatically	Front Door / Swiftlane HQ	11	days ago 2023-08-19 6:00 an	Invalid Card Number	- 1
Intercom Settings	- S Lock Action Failed	Front Door / Swiftlane HQ	18	days ago 2023-08-12 8:00 an	Card Number 0×2E607D7 / 1003	
See Visitor PINs	- 😵 Unlock Action Failed	Front Door / Swiftlane HQ	18	days ago 2023-08-12 6:00 an	Facility Code	
🗄 Schedules	🕞 Faizan Khan 🛛 🥑 Granted	Main door test / Faizan Test Site	Pin Unlock 18	days ago 2023-08-12 12:55 a	m 115	
ß Integrations	- 📀 Incorrect Pin	Main door test / Faizan Test Site	Pin Unlock 18	days ago 2023-08-12 12:55 a	n 2023-08-29 8:28 pm	
	- 📀 Incorrect Pin	Main door test / Faizan Test Site	Pin Unlock 18	days ago 2023-08-12 12:54 a	m 🗄 Unlock	
Settings	- 📀 Incorrect Pin	Main door test / Faizan Test Site	Pin Unlock 18	days ago 2023-08-12 12:54 a	m	
Reports	🕞 Faizan Khan 🛛 🥥 Granted	Main door test / Faizan Test Site	Key Card 18	days ago 2023-08-12 12:54 a	m Add Note	
습 Hardware - 더 더 다 가 다 가 다 가 다 다 다 다 다 다 다 다 다 다 다 다	(H) Harish Naik 🛛 🛛 Granted	Entry Kitchen / Harish test	Pin Unlock 18	days ago 2023-08-12 12:54 a		AII
😂 Audit Loos	F Faizan Khan S Granted	Main door test / Faizan Test Site	Key Card 18	days ago 2023-08-12 12:54 a	m Front Door	
S Maan Logs	F Faizan Khan O Granted	Main door test / Faizan Test Site	Key Card 18	days ago 2023-08-12 12:53 a	m Swiftlane HQ	10
RentGPT Y	🔋 Faizan Khan 🛛 📀 Granted	Main door test / Faizan Test Site	Key Card 18	days ago 2023-08-12 12:53 a	m Front Door 4 days ag Swiftlane HQ	90
	🕞 Faizan Khan 🛛 🥑 Granted	Main door test / Faizan Test Site	Key Card 18	days ago 2023-08-12 12:48 a	m Front Door 11 days as	a0
Refer & Earn \$750	🕞 Faizan Khan 🛛 🛛 Granted	Main door test / Faizan Test Site	Key Card 18	days ago 2023-08-12 12:47 a	m Swiftlane HQ	
	🕞 Faizan Khan 🛛 🕑 Granted	Main door test / Faizan Test Site	Key Card 18	days ago 2023-08-12 12:47 a	m Front Door 11 days as Swiftlane HQ	go 📮

2.7.4. After clicking "Register Card for a user" you will arrive on the "Add new Key Card" screen. Most of the data field will be populated.

E «	Key Cards and Fobs / Add a New Key Card
Demo Workspace	Add a New Key Card
Demo	Use this Wizard to Create a New Key Card
Access Control	
4 Activity Feed	CARD FORMAT
은 Users	* Select Bits length * Select Card Format
兴 Access Groups	26 Bit V Raw64Bit V
Sites & Access Points	
📢 Building Announcements	O CARD INFORMATION
Intercom Settings	Card Value (Hex)
👯 Visitor PINs	Raw 64 Bit formats simply take the complete scanned value of a card. They do not provide a breakdown between card number and facility code. Use this format if you are unsure about the facility code or card format
台 Schedules	Hex value: 0×2E607D7 Binary Format: 10111001100000011111010111
ー の Integrations	User * Description or Serial Number Printed on the Card
诊 Settings	
Reports	
는 · 음 Hardware [2]	Add Key Card Cancel
 Signification → Audit Logs	
⊚ RentGPT ✓	
Refer & Earn \$750	③ Support

2.7.5. Ensure that the information is correct and click on "Add Key Card". The new key card will now be entered into the database.

G «	Key Cards and Fobs / Add a New Key Card
Demo Workspace v Demo	Add a New Key Card Use this Wizard to Create a New Key Card
Access Control ^	
4 Activity Feed	CARD FORMAT
은 Users	* Select Bits length * Select Card Format
兴 Access Groups	Zo bil v Ramodolt v
Sites & Access Points	
e Building Announcements	CARD INFORMATION
Intercom Settings	Card Value (Hex)
See Visitor PINs	card format
🛱 Schedules	Hex value: 0x2E607D7         Binary Format: 10111001100000011111010111
ℬ Integrations	User • Vescription or Senai Number Printed on the Card
Settings	
🗅 Reports	
습 Hardware 대	Add Key Card Cancel
😂 Audit Logs	
@ RentGPT ~	
Refer & Earn \$750	③ Support

## 2.8.Configuring REX on DCU

REX (Request to Exit) is a physical input port on the DCU that can be configured in the admin panel. REX inputs can be connected to multiple hardware devices physically. Common examples are Motion detectors, REX buttons, Panic bars, Postal Key modules, etc.

2.8.1. To configure REX on a DCU, go to "Hardware" in the left panel and click on the "Door Controllers" tab.

Demo Workspace v	Hardware Configure all your hardware devices Door Controllers Intercom Readers Key Card Readers Smart Locks Key Cards and Fobs Mobile Keycards	► Help
Access Control	Filters Search Q, Device ID Q, Hardware Version Q, Firmware Version Q	
47 Activity Feed	DOOR CONTROLLERS	
은 Users 은, Access Groups	Actions         Name         Device ID         Hardware Version         Firmware Version         Local IP         Mac address         Description         Network Status	
Sites & Access Points	∠ Edit         C <sup>2</sup> Faizan's_DCU         SL_DCU_0123EF26E0AE684901         5.2.0         1.12.3         192.168.1.2         40:91:51:18:05:d7         -         € Offline	
e Building Announcements	∠ Edit         C²         SL_DCU_0123EF1CFB95413301         5.2.0         -         -         -         •         ● Offline	
Intercom Settings	▲ Edit         C²         Harish's_DCU         SL_DCU_0123E7C41879C3E401         5.2.0         1.12.3         192.168.0.107         40:91:51:18:78:e3         -         ● Offline	
See Visitor PINs	∠ Edit C - SL_DCU_01239568F18FC88401 5.2.0 1.12.3 192.168.100.145 3c:e9:0e:b0:79:b7 - Offine	
🛱 Schedules	∠ Edit         C²         Front Door & Back         SL_DCU_012366C8005318A401         5.2.0         1.8.0         10.110.152         ac:67:b2:e6:1c:eb         -         Offline	
Integrations		
ĝ: Settings		
🗅 Reports		
🔓 Hardware 🛛 🖓		
😂 Audit Logs		
@ RentGPT ~		
Refer & Earn \$750	(@ s	upport

2.8.2. Find the Device ID of the DCU whose REX you want to configure and click "Edit". In this example the device id is "SL\_DCU\_0123956BF18FCB8401".

Cemo Workspace v	Hardware Configure all your hardware devices Door Controllers Intercom Readers Key Card Reac	iers Smart Locks Key Cards and Fobs	Mobile Keycards		P Help
Access Control	Filters Search Q Device ID	Q Hardware Version Q	Firmware Version Q		
47 Activity Feed	DOOR CONTROLLERS				
은 Users		Hardware	Eirmuaro		Network
兴 Access Groups	Actions Name Device	e ID Version	Version Local IP	Mac address Desc	cription Status
Sites & Access Points		U_0123EF26E0AE684901 5.2.0	1.12.3 192.168.1.2	40:91:51:18:05:d7 -	⊗ Offline
re Building Announcements	∠ Edit Z - SL_DC	U_0123EF1CFB95413301 5.2.0			8 Offline
Intercom Settings	∠ Edit C Harish's_DCU SL_DC	U_0123E7C41B79C3E401 5.2.0	1.12.3 192.168.0.1	07 40:91:51:18:78:e3 -	8 Offline
👯 Visitor PINs	∠ Edit 🖸 - SL_DC	U_0123956BF18FCB8401 5.2.0	1.12.3 192.168.100	0.145 3c:e9:0e:b0:79:b7 -	⊗ Offline
런 Schedules	Edit      Edit     Front Door & Back     SL_DC	U_012366C8005318A401 5.2.0	1.8.0 10.1.10.152	ac:67:b2:e6:1c:eb -	(8) Offline
Integrations					
Settings     Settings					
🗅 Reports					
🔓 Hardware 🛛 🖓					
😂 Audit Logs					
RentGPT Y					
Refer & Earn \$750					③ Support

2.8.3. Scroll down to section "REX INPUT TO RELAY MAPPING". Here you can modify the mapping of REX Input to a specific relay. You can also control the time for which a relay is triggered when an unlock is coming through the REX input. Multiple Relays can be mapped to a single REX and multiple REX can be mapped to a single relay.

G «											
Demo Workspace											
Demo						lo data					
Access Control											
4 Activity Feed	Assign Elevat	or Call Button									
은 Users			1. REX INP 2. REX INP	UT 1 mappe UT 2 mappe	d to a single re d to two relay	elay. (relay 2 and	relay 3). Us	e case: Single REX but	on unlocking	a vestibule d	loor.
兴 Access Groups	REX INPUT TO	RELAY MAPPING	3. REX INP REX inpu	UT 3 and 4 r ut is connec	napped to a si ted to a panic	ngle relay (r bar and the	elay no. 4). other input	Use case: One door con is connected to a motion	ntrolled by two n sensor.	o REX inputs.	. One
Sites & Access Points	Map any third	party input to trigger any relay,	s. For example, posta	l button to exi	t, motion sensor,	Fire Alarms, et	tc.				
e Building Announcements	REX INPUT					RELAYS	MAPPED				
Intercom Settings	1. REX INPUT1	Relay 1 10	sec	Relay 2			Relay 3		Relay	7	
ିଙ୍କି Visitor PINs											
🛱 Schedules	2. REX INPUT2	Relay 1 7	sec	Relay 2	10	sec	Relay 3	7 sec	Relay 4	7	
ℬ Integrations	REX INPUT3	Relay 1 7	sec	Relay 2	7	sec	Relay 3	7 500	Relay 4	1 7	sec
(3) Settings	3.										
B Reports	REX INPUT4	Relay 1 7	sec	Relay 2	7	sec	Relay 3	7 sec	Relay 4	10	sec
Audit last	0.000										
S Audit Logs	Save										
RentGPT											
Refer & Earn \$750											⑦ Support

2.8.4. Click "Save" at the bottom the latest REX configuration will be sent to the device.

G «											
Demo Workspace v											
					No data						
Access Control											
4 Activity Feed	Assign Elevator Ca	all Button									
은 Users											
Access Groups	REX INPUT TO RE	LAY MAPPING									
③ Sites & Access Points	Map any third part	ty input to trigger any relay/s. F	or example, postal	l button to exit, n	notion sensor, Fire Alarms, el	c.					
Heilding Announcements	REX INPUT				RELAYS	MAPPED					
Intercom Settings	REX INPUT1	Relay 1 10	sec	Relay 2 7		Relay 3		Relay 4			
See Visitor PINs											
🛱 Schedules	REX INPUT2	Relay 1 7		Relay 2	0 sec	Relay 3	7 sec	Relay 4			
ℬ Integrations	DEV INDUT2	Relay 1 7		Relay 2		Relay 3		Relay 4	7	500	
Settings	REA INFOTS			U, - [,		0		Viendy it	,	300	
🗅 Reports	REX INPUT4	Relay 1 7		Relay 2 7	sec	Relay 3		Relay 4	10	sec	
🔓 Hardware 🛛 🖓											
😂 Audit Logs	Save										
RentGPT ~											
Refer & Earn \$750										⑦ Support	

## 2.9.Adding Elevator mappings to DCU

An Elevator is the admin dashboard is a logical representation of a physical Elevator cab. For buildings with multiple elevators, create a separate elevator for each cab. Elevator have

2.9.1. To create Elevator and Floor mappings, we first need to create an Elevator instance. An Elevator instance can be created by clicking on "Sites and Access Points" in the left panel and then clicking on "Elevators".

g «	Sites & Access Points + Add Ste	Help
Demo Workspace V Demo	Swiftlane HQ Access Points Units Elevators Floors	
Access Control	65 Langton Street, San (2) Francisco, CA, USA + Add Elevator	
4→ Activity Feed	Kitchen 1 1232 East 19th Street, Cakland, 🖉	
은 Users 은 Access Groups	Kitchen 2 2700 Grant Street, Concord, CA, 🖉	
Sites & Access Points      Heilding Announcements	Dallas Office	
Intercom Settings	Faizan Test Site	
양왕 Visitor PINs	Building C 743 Clementina Street, San	
Integrations	Harish test	
lி Settings		
ය Hardware 🖸		
😂 Audit Logs		
RentGPT ¥		
Refer & Earn \$750		⑦ Support

2.9.2. To create an elevator click on "Add Elevator".

G «	Sites & Access Points + Add Site		F Help
Demo Workspace v			
Access Control	Swiftlane HQ 65 Langton Street, San Francisco, CA, USA	Floors	
47 Activity Feed	Kitchen 1 1232 East 19th Street, Oakland, CA, USA		
은 Osers	Kitchen 2 2700 Grant Street, Concord, CA,	No data	
Sites & Access Points     Building Announcements	Dallas Office		
A Dational Particulation Settings	Faizan Test Site		
<sup>認認</sup> Visitor PINs 曲 Schedules	Building C 743 Clementina Street, San		
Integrations	Harish test 4 lane 56701		
lĝi Settings 凸 Reports	demo-test 1600 Pennsylvania Avenue		
습 Hardware 대	Hormes, Humington, 50, 504		
😂 Audit Logs			
RentGPT ~			
Refer & Earn \$750			⑦ Support

2.9.3. Input the required information. If you want to map a card reader to the elevator, please create a card reader as shown in the section "Mapping a Card Reader to a DCU". In this example, we are using the "demo-test" reader created previously.

G «	Elevators / Add Elevator
Demo Workspace	Add Elevator
Access Control	GENERAL INFORMATION
4 Activity Feed	* Car Number * Elevator Name
은 Users	1 demo-elevator
Access Groups	Select a Site     Description
Sites & Access Points	demo-test v demo-elevator
📢 Building Announcements	
Intercom Settings	ELEVATOR TO READERS MAPPING
See Visitor PINs	Reader mapped to the Elevator. It enables Floor call buttons based on access.
🛱 Schedules	demo-test × v
Integrations	
lôg Settings	
🗅 Reports	Create
습 Hardware 🛛 🖓	
😂 Audit Logs	
RentGPT ~	
Refer & Earn \$750	() Support

2.9.4. Click on "Create" and a new elevator instance will be created.

G «	Elevators / Add Elevator
Demo Workspace	Add Elevator
Access Control ^	GENERAL INFORMATION
4 Activity Feed	* Car Number * Elevator Name
ి Users	1 demo-elevator
兴 Access Groups	* Select a Site * Description
Sites & Access Points	demo-test V demo-elevator
e Building Announcements	
Intercom Settings	ELEVATOR TO READERS MAPPING
<sup>೫೪೪</sup> Visitor PINs	Reader mapped to the Elevator. It enables Floor call buttons based on access.
🗄 Schedules	demo-test X V
<sup>3</sup> Integrations	
Settings     Settings	
P Reports	
습 Hardware 🖸	Create
😂 Audit Logs	
RentGPT ~	
Refer & Earn \$750	(?) Support

2.9.5. After the elevator has been created, we will need to create a separate Floor for each of the floors that need to be controlled by the Swiftlane Access Control System. To create a Floor instance, click on "Sites & Access Points" in the left panel and then click on "Floors". Please be sure that you have also selected the correct site, in this example, we are creating a floor in the demo site.

G «	Sites & Access Points	+ Add Site	P Help
Demo Workspace 🗸			
Access Control	Swiftlane HQ 65 Langton Street, San Francisco, CA, USA	Access Points Units Elevators Floors	
4 Activity Feed	Kitchen 1 1232 East 19th Street, Oakland, CA, USA		
은 Osers	Kitchen 2 2700 Grant Street, Concord, CA, 🖉	No data	
Sites & Access Points     Euilding Announcements	Dallas Office 123 Go Cowboys Way		
Intercom Settings	Faizan Test Site		
해 Visitor PINs 甘 Schedules	Building C 743 Clementina Street, San Francisco, CA, USA		
Integrations	Harish test 4 lane 56701		
<ul><li>Settings</li><li>Reports</li></ul>	demo-test 1600 Pennsylvania Avenue Northwest, Washington, DC, USA		
습 Hardware 🛛 🖸			
😂 Audit Logs			
RentGPT ~			
Refer & Earn \$750			⑦ Support

#### 2.9.6.Click on the "Add floor" button.

G «	Sites & Access Points	+ Add Site			Help
Demo Workspace 🗸					
Access Control	Swiftlane HQ 65 Langton Street, San Francisco, CA, USA	Add floor	Floors		
47 Activity Feed	Kitchen 1 1232 East 19th Street, Oakland, CA, USA				
은 Users 의 Access Groups	Kitchen 2 2700 Grant Street, Concord, CA, USA			No data	
Sites & Access Points	Dallas Office				
<ul> <li>Building Announcements</li> <li>Intercom Settings</li> </ul>	Faizan Test Site				
See Visitor PINs	Building C 743 Clementina Street, San				
Schedules Integrations	Francisco, CA, USA Harish test				
Settings     Settings	4 lane 56701				
🗅 Reports	demo-test 1600 Pennsylvania Avenue Northwest, Washington, DC, USA				
合 Hardware 🛛 🖸					
😂 Audit Logs					
@ RentGPT ~					
Refer & Earn \$750					⑦ Support

2.9.7.Input the required information in the "General Information" section. If you have a reader at each floor, you will need to assign a reader. If the reader instance has not already been created you will need to create a reader as shown in the section "Mapping a Card Reader to a DCU".

G	Floors / Add floor
Demo Workspace	Add floor
Access Control	GENERAL INFORMATION
存 Activity Feed 은 Users	Floor Name     * Select a Site     demo-test
은 Access Groups ⓒ Sites & Access Points	Description     Demo First Floor
Helding Announcements	FLOOR TO READERS MAPPING
Wintercom Settings Visitor PINs	Reader installed outside the elevator. It enables elevator Call button on the floor.
🗄 Schedules 	Select Reader
贷 Settings	
<ul> <li>Reports</li> <li>Hardware</li> </ul>	Next Cancel
😂 Audit Logs	
RentGPT Y	
Refer & Earn \$750	() Support

2.9.8.Click "Next" and more options will appear.

a «	Floors / Add floor
Demo Workspace	Add floor
Access Control	GENERAL INFORMATION
47 Activity Feed 은 Users	Floor Name     Floor Name     Select a Site     demo-test
은 Access Groups	Description     Demo First Floor
Building Announcements	FLOOR TO READERS MAPPING
Intercom Settings Visitor PINs	Reader installed outside the elevator. It enables elevator Call button on the floor.
<ul> <li>Schedules</li> <li>Integrations</li> </ul>	
ĝ Settings	
다 Reports 슈 Hardware 대	Next Cancel
😂 Audit Logs	
8 RentGPT ~	
Refer & Earn \$750	() Support

2.9.9.Scroll down to "FLOOR BUTTON TO RELAY MAPPING" and click on "Add".

E « Demo Workspace	FLOOR BUTTON TO RELAY MAPPING	Add		
Access Control	Map relays with th	he particular floor button on reader inside the elevator		
수가 Activity Feed 은 Users 왕, Access Groups				
Sites & Access Points	Actions	Device	Relays	
Heliding Announcements				
Intercom Settings				
See Visitor PINs		No relays mapped to this floor yet. Please cl	lick "Add" to map relays.	
🗄 Schedules				
Integrations	UP CALL BUTTON ON FLOOR TO REL/	AY MAPPING Add / Edit		
Settings				
P Reports	Map relays with th	he Elevator Call button placed on this floor		
습 Hardware 대				
S Audit Logs	0			
8 RentGPT ~				
Refer & Earn \$750	Device	Relays	S	⑦ Support

2.9.10.After clicking "Add" a new pop-up will appear. This pop-up allows you to map a floor button to relay on the DCU. Select the elevator to which this floor belongs using the "Select Elevator" dropdown. Also select the door controller from the "Select Door Controller" dropdown and click on "Add Door Controller".

C « Demo Workspace v	FLOOR BUTTON TO RELAY MAPPING And	
Access Control Activity Feed Activity Feed Berrs Access Groups Bracess Points Br	Actions     Mathematical State     Select Floor	
₩ Euliding Announcements intercom Settings Visitor FiNs Schedules	SL_DCU_01239568F18FC88401	
<ul> <li>Integrations</li> <li>Settings</li> <li>Reports</li> <li>Hardware</li> <li>C</li> </ul>		
Audit Logs     RentOPT     Peler & Earn \$750		

2.9.11. After adding the door controller, select the relay to which the floor button is physically mapped to. In this example, we are using relay 1. Ensure that the relay is not mapped to another access point. You can also adjust the time the floor button remains active after the user has authenticated themselves.

C « Demo Workspace v	FLOOR BUTTON TO RELAY MAPPING And	
Access Control Activity Feed C Users C Users C Access Groups Sites & Access Points	Actions       Main Floor Button To Relay Mapping       X         Select Envator       Image: Comparison of the select floor       Image: Comparison of the select floor         Actions       X       X	
ef Building Announcement: ⊙ Intercom Settings ∰ Visitor PINs	SL_DCU_01239568F18FCB8401         C           C         Relay 1         7         sec         Relay 2         7         sec         Relay 4         7         sec	
<ul> <li>Schedules</li> <li>Integrations</li> <li>Settings</li> </ul>	Select Door Controller  UP CALL BUTTON ONF Save Cancel	
은 Reports 승 Hardware 더 응 Audit Logs		
RentCPT     Refer & Eam \$750		

2.9.12.Click "Save" and the floor button mapping will be complete.

Contraction Contra		
Access Control     Access Control     Activity Feed     Activity Feed     Access Groups     Access Groups     Sites & Access Points	Actions       Main       Floor Button To Relay Mapping       X         Image: Select Elevator       Image: Select Elevator       Image: Select Elevator         Image: Select Elevator       Image: Select Elevator       Image: Select Elevator         Image: Select Elevator       Image: Select Elevator       Image: Select Elevator         Image: Select Elevator       Image: Select Elevator       Image: Select Elevator         Image: Select Elevator       Image: Select Elevator       Image: Select Elevator         Image: Select Elevator       Image: Select Elevator       Image: Select Elevator         Image: Select Elevator       Image: Select Elevator       Image: Select Elevator         Image: Select Elevator       Image: Select Elevator       Image: Select Elevator         Image: Select Elevator       Image: Select Elevator       Image: Select Elevator         Image: Select Elevator       Image: Select Elevator       Image: Select Elevator         Image: Select Elevator       Image: Select Elevator       Image: Select Elevator         Image: Select Elevator       Image: Select Elevator       Image: Select Elevator         Image: Select Elevator       Image: Select Elevator       Image: Select Elevator         Image: Select Elevator       Image: Select Elevator       Image: Select Elevator         Image: Selevator       <	
<b>ৼ</b> € Building Announcements � Intercom Settings ঢ় Visitor PINs	SL_DCU_0123956BF18FCB8401 C Relay 1 7 sec Relay 2 7 sec Relay 3 7 sec Relay 4 7 sec	
📋 Schedules	Select Door Controller v + Add Door Controller	
<ul> <li>Settings</li> <li>Reports</li> </ul>	Cancel	
음 Hardware E		
RentGPT +		
Refer & Earn \$750		

2.9.13. If it is a requirement that only authenticated users can call the elevator using the "Elevator call button", we need to map the elevator call button to relay. To map the elevator call button click on the "Add/Edit" in the "UP CALL BUTTON ON FLOOR TO RELAY MAPPING" section.

	Actions	Elevator	Device	Relays
alistas Francia	🖉 Edit	demo-elevator	SL_DCU_0123956BF18FCB8401	Relay 2 (7s)
vers ccess Groups es & Access Points iliding Announcement: ercom Settings		N FLOOR TO RELAY MAPPING Add / Edi	alaced on this floor	
nedules	Device		Relays	
·				
ttings				
ttings ports		N	Call button mapped to this floor yet. Please click "Add/Edit" to map Call but	
ttings ports rdware 단지		N	Call button mapped to this floor yet. Please click "Add/Edit" to map Call button	

2.9.14. A new pop-up will appear, select the door controller from the "Select Door Controller" dropdown and click on "Add Door Controller".

C C C C C C C C C C C C C C C C C C C		
Access Control Activity Feed Activity Feed Access Groups Bites & Access Points	Actions Up Call button on Floor to relay mapping	
History Announcements       Intercom Settings       Visitor PNs       Schedues	Save Cancel Device Rolays	
Anguatota     Anguatota     Anguatota     Anguatota     Anguatota     Anguatota     Anguatota     Anguatota     Anguatota     Anguatota		
RentOPT     P		

C C C C C C C C C C C C C C C C C C C	Map relays with the particular floor button on reader inside the elevator
Access Control Activity Feed	Up Call button on Floor to relay mapping
옷, Users 옷, Access Groups	Actions Relays  Control to the set of the se
<ul> <li>Sites &amp; Access Points</li> <li>#</li> <li>Building Announcements</li> <li>Intercom Settings</li> </ul>	
약 Visitor PINs 금 Schedules	Newsy 1     1000     Newsy 2     1000       Select Door Controller     V     + Add Door Controller
	Save
ි Hardware වේ ම Audit Logs	
RentGPT ~	
Refer & Earn \$750	

2.9.15. Select the relay to which the elevator call button is physically wired to.

2.9.16. Click on "Save" in the pop-up to save the call button mapping.

Composition Compos	
Access Control Activity Feed Activity Feed Activity Feed Activity Access Groups Sites & Access Points	Actions Select Floor Select Flo
net Building Announcements	UF CALL BUTTON ONF
् Intercom Settings	Relay 1 7 sec Relay 2 7 sec Relay 3 7 sec Relay 4 7 sec
🗎 Schedules 🤌 Integrations	Select Door Controller v + Add Door Controller
(a) Settings (b) Reports	Cancel
⊖ Hardware C	
<ul> <li>Audit Lögs</li> <li>RentGPT </li> </ul>	
Refer & Earn \$750	

2.9.17. Click on "Save" to save the floor configuration. The floor is now created. In order to create more floors, follow steps 2.9.5 to 2.9.17 for each floor that needs to be created.

Demo Workspace  Carteria Access Control	Map relays with th	e particular floor but	s updated.				
4 Activity Feed							
은 Users	Actions Elevat	tor	Device		Relays		
Access Groups	<u>∠</u> Edit demo-	elevator	SL_DCU_0123956BF18FCB8401		Relay 2 (7s)		
Sites & Access Points							
e Building Announcements	UP CALL BUTTON ON FLOOR TO RELAY	Y MAPPING Add / Edit					
Intercom Settings	Map relays with the	e Elevator Call button placed on this	floor				
👯 Visitor PINs							
Schedules							
D Integrations							
ĝ Settings							
🗅 Reports	Device			Relays			
습 Hardware 다 亿	SL_DCU_0123956BF18FCB8401	SL_DCU_0123956BF18FCB8401			Relay 3 (7s)		
😂 Audit Logs							
③ RentGPT ~	Save Cancel Delete						
Refer & Earn \$750					⑦ Support	Ţ	

# **3.General Troubleshooting**

3.1.Activity feed shows "User seeking access is not part of a valid group" when an unlock is attempted.

Make sure that the selected user is assigned to a user group and that user group has access to the selected Access Point. The access can be limited by time, so make sure that access schedule is also set.

- **3.2.Activity feed shows "Invalid Key Card" when a card or fob is swiped at the card reader.** The swiped card is not entered into the database. If you want to register the card, follow the section "Adding Key Card through activity feed".
- **3.3.Activity feed shows "Unassigned User" when a card or fob is swiped at the card reader.** The card is entered into the database but not assigned to a user. Assign the card to a user.
- 3.4.When mapping relays, I get an error saying "Access Point already mapped on device *SL\_DCU\_XXXXXXXXXX* relay X".

This means that an access point is already mapped to the relay. Please assign a different relay or remove previous mapping to the relay.

- **3.5.When creating a reader I get a pop up error that says "Reader limit exceeded".** Please contact Swiftlane support, support staff will increase the number of readers that are assigned to your account.
- 3.6.When creating a reader I get a pop up error that says "Key Card Reader with DCU Device and Wiegand terminal already exist".

A card reader is already assigned to the same port on the DCU. Please try mapping the key card reader to a different port. DCU can support maximum of 2 Wiegand readers, if you need more than two readers you need another DCU device.