

Electronic Lock (SALTO) Access

Salto Locks General Overview

North Park University has more than 850 Salto electronic locks securing many spaces throughout the campus. Two primary types of Salto electronic locks are used at North Park, "offline" battery powered door locks and "online" access points. Offline locks generally secure standard doors in classrooms, resident's rooms, offices, and meeting spaces, while online access points are used in various applications including primary entrance points, elevators, and local hotspots.

Salto locks operate through radio frequency identification (RFID) technology. To operate any Salto lock simply hold your North Park University I.D. up to the electronic lock reader for approximately two seconds. If you have access to the door the light will flash green indicating that lock has opened. If you do not have access the light will flash red. Online readers (described below) will update your ID if necessary.

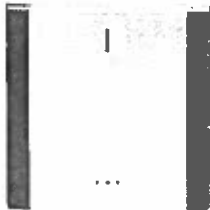
Online Salto Locks

Online locks are used at primary entrance points throughout the Campus such as the main entrances and doors separating floors within residence halls, and elevators. Some online locks are programmed for automatic open periods, generally reflecting the intended hours of operations of the areas they secure. During these time periods the doors secured by online locks will open freely without the requirement of authorized credentials.

When an authorized user enters an area secured by online locks, the presentation of their credentials electronically opens the door and bypasses the alarm for a predetermined period of time, generally 10 seconds. If these doors are held open longer than this time the alarm will sound and security will be notified. If an extended open period is needed to access one of these areas a user may simply present their credentials again to the hotspot, thereby extending the open period another 10 seconds.

Hotspots/Access Cards

All online Salto lock readers serve as hotspots. Hotspots update NPU ID's and when connected to locking mechanisms serve as the access point for that location. For convenience hotspots have been installed at many locations throughout the campus and are general found at common areas such as Carlson Lobby, all floors of the Johnson Center, and front entrances to most general access buildings



ID access cards have a limited amount of memory. Accessing locks fills up this memory, requiring periodic updates. If you experience an issue with your NPU ID please update your ID at one of these hotspots. If the issue persists after updating please visit the front desk at Student Services or contact Campus Security.

Offline Salto Locks

Offline Salto locks at North Park can be found on every office, classroom, resident hall, and laboratory door. These locks generally remain in a locked state and are intended to increase the security of the rooms. To access a room secured by an offline lock an authorized user must present their NPU ID to the card reader, wait for the indicator light to flash green, and then open the door.



Offline locks on some classroom, office, and laboratory doors at North Park utilize an additional locking function known as timed office mode. This mode allows an authorized user to place the lock into an unlocked function during certain periods. Once enabled the door lock will open freely without ID access. This function is intended to allow faculty and staff the ability to unlock doors for students during class periods. Office mode is not enabled on residence halls doors and student do not have the ability to either engage to disengage this function.

An offline lock placed into the timed office mode will remain unlocked until the end of the timed office period or until an authorized faculty or staff member disables the mode. The timed period for the office mode of all enabled classroom doors at North Park is

Mon. – Fri. 7:00 a.m. – 9:00 p.m.

Sat. 8:00 a.m. – 12:00 p.m.

Additional time periods for office mode have been created and vary by location. If you have a question about the enabled period for a location other than a classroom please contact North Park Security.

To enable the office mode on a door lock: an authorized user must present their NPU ID to the card reader while holding down on the inner handle of the door. Once the door is placed into office mode the indicator light will blink rapidly and the lock will beep four times. **To disable office mode** simply repeat this procedure.

Keeping Classrooms Secure

It is asked that all faculty and staff disable office mode when they have finished using a room. North Park University's technologically advanced classrooms contain valuable electronic devices. Office mode is intended to accommodate the access needs of students and should not be enabled for extended periods of time. North Park Security asks that all faculty and staff partner with them to keep these rooms secure when not in use. Never place or keep an unoccupied classroom or laboratory in office mode. If you see an unoccupied room in office mode please disable the function and ensure that the door is closed.