

Salto Door Locks – User Guide

Salto Locks General Overview

Henley High now has Salto electronic locks securing many spaces throughout the school. Three types of Salto electronic locks are used at HHS, “offline” battery powered door locks, an “online” access point / reader (Staff Entrance) and cylinder locks which generally replace the use of a physical key or turn bolt. Offline locks secure most standard doors in classrooms, offices, and external doors, while the online access point / reader at the staff entrance is capable of updating your fob / card with new information / access. The cylinder locks are used on doors which do not have standard handles or are used on padlocks.



Oval Profile Cylinder locks.



Cylinder lock padlocks.

Salto locks operate through radio frequency identification (RFID) technology. To operate any Salto lock simply hold your fob / card up to the electronic lock reader for approximately two seconds. If you have access to the door the light will flash green indicating that the lock has opened. If you do not have access the light will flash red. General staff can access doors between 6:45am and 6pm Monday to Friday. To operate the cylinder locks, hold your fob / card up to the cylinder until the reader flashes green and then turn the cylinder like a key to open the lock.

There are times when your fob / card will need updating at the staff entrance door due to global changes. If you experience an issue with your fob / card, please update your card at the staff door. Make sure you wait until the light is green before removing your fob / card from the reader. If the issue persists after updating, please visit Student Services to rectify the problem.

Office Mode

Locks on some classroom, office, and external doors utilize an additional locking function known as timed office mode. This mode allows an authorized user to place the lock into an unlocked state for certain periods. Once enabled the door lock will open freely without card access. This function is intended to allow faculty and staff the ability to unlock doors for students during class periods.

A 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 is as follows:

External doors - During lesson times only and will lock automatically at the end of each lesson.

Internal doors - all day and will lock automatically at the end of the day.

To enable the office mode on a door lock: an authorized user must present their fob / card to the card reader to unlock the door, then while holding down on the handle of the door they must present the card again until the indicator light blinks rapidly three times. The door will now remain unlocked. To disable office mode simply repeat this procedure.

Set office mode: For a video demonstrating how to set office mode [Click Here](#).