

**Smar**Technology Ltd

## Infinity Lockdown Web Access Instructions V3.0

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### OVERVIEW

The Infinity Lockdown System can be monitored and controlled through our Web Based Cloud Management System.

The Web Based Cloud Management System allows users to remotely monitor the status of the Infinity Lockdown System, listen to and broadcast a message and, with the correct Access Privileges, alter the operation or configuration of the System.

You will be provided with an email address and password to use as your Login credentials. Unless you have been allocated a specific Access Privilege, your login will only allow you to access the Home, Messages, FAQ and Contact pages.

If you require access to configure or modify any device, please contact us at [Lockdown@smar-tech.co.uk](mailto:Lockdown@smar-tech.co.uk) and, subject to approval, we will provide you with the necessary administration Privileges.

The address of the management website is [www.smarconnect.co.uk](http://www.smarconnect.co.uk)

When you access the website, you will be presented with the Login screen (see Figure 1).

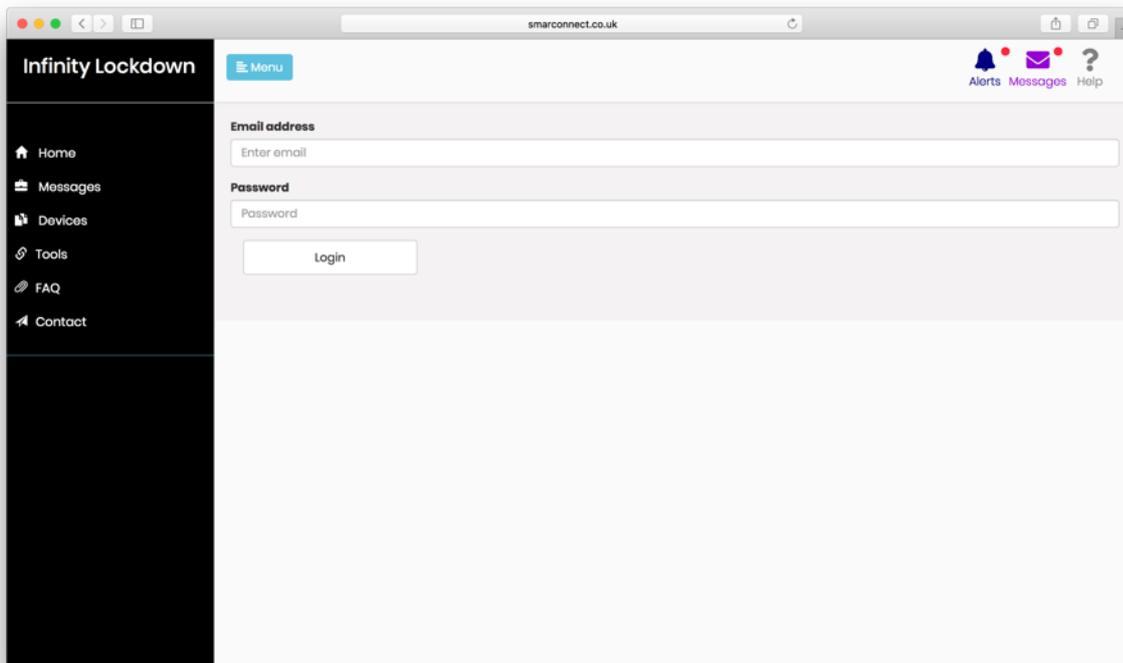


Figure 1

To log onto the System, enter the email address and password we have sent you and then click on the Login button (see figure 2).

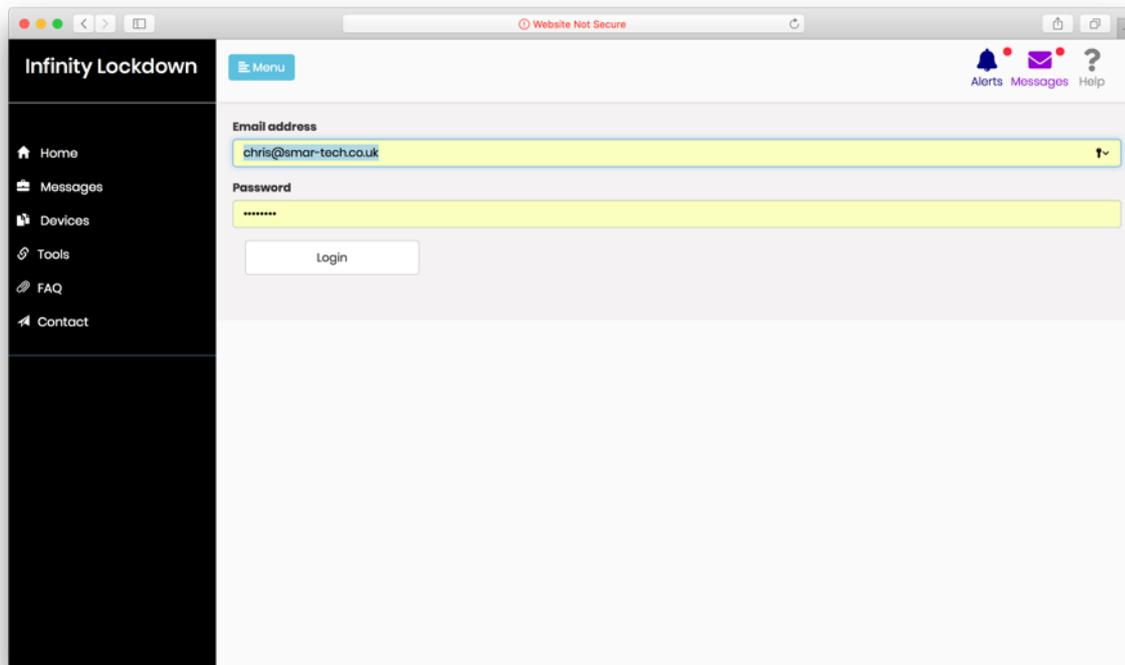
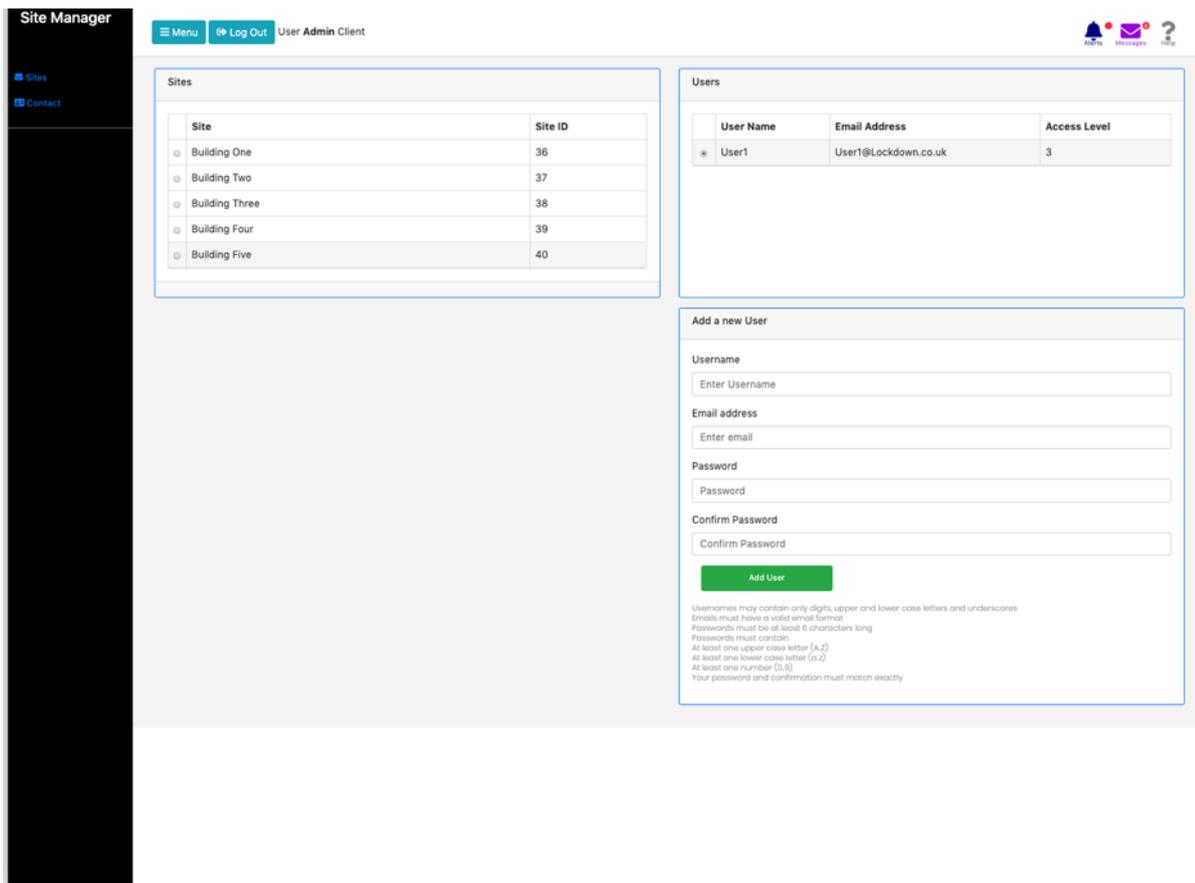


Figure 2

When you have successfully logged on, you will be directed to either the Home page for your site or to the Site Manager page. This will be dependent upon how your system is configured and the Access Privileges assigned to you by your Administrator.

# SITE MANAGER



The Site Manager page provides an overview of all the sites within your college.

To access a particular site, click on the site name in the list on the left-hand side of the page. This will take you to the Home page for that specific college site.

If you have been granted the necessary Access Privileges, the Site Manager page will allow you to add additional Users to the website. The Users you add will be able to access all the sites within the college, but they will not be able to add any additional Users.

Please note:-

Where a user is added in relation to a specific site, that User will only have basic access to that site and not to any other sites within the college (see MANAGE USERS later in this document).

## THE HOME PAGE

If your logon was successful, you will be presented with the Home page (sample page as shown in figure 3).

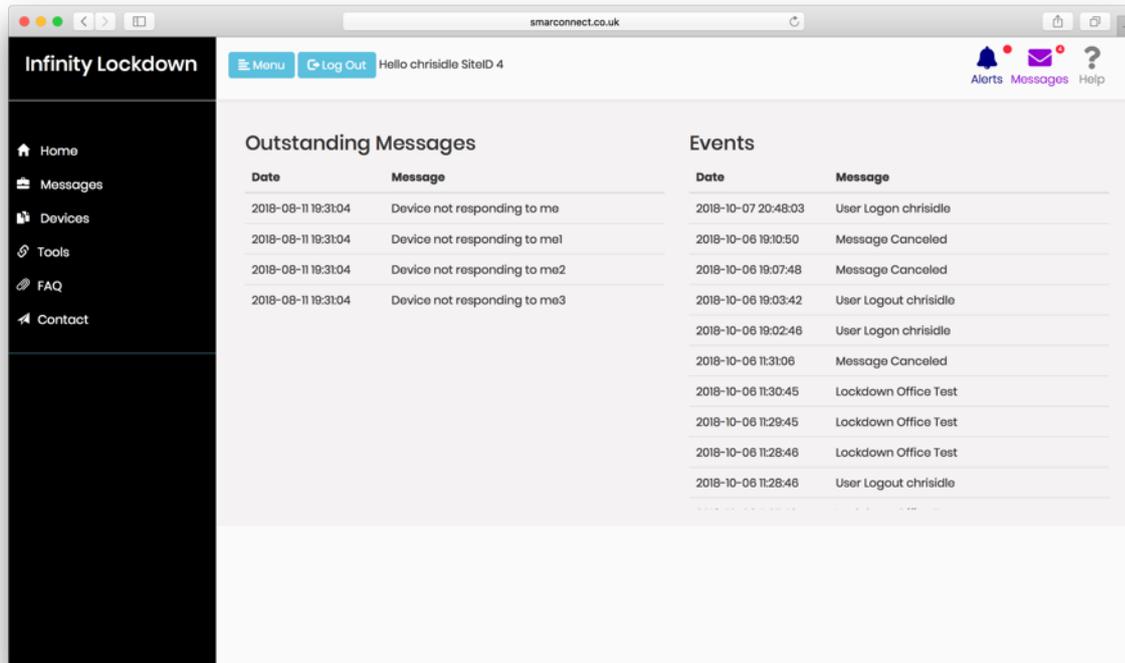


Figure 3

The Home page displays messages and events relating to the function and operation of your Lockdown System to allow you to view this information on an ongoing basis.

The Home page is divided into two vertical columns.

In the unlikely event that there is an error within the Lockdown System, an error message will appear in the left-hand column. This message may indicate that one of the System devices is operating outside its normal operational window and may require attention. When the System generates an automatic error or warning message, an email is automatically sent to our service department. We would normally contact you to discuss the error and arrange any corrective action which may be required, but if you see a message and have not received an email from us, please contact us at [lockdown@smar-tech.co.uk](mailto:lockdown@smar-tech.co.uk) as soon as possible.

The warning and error messages will remain “live” on the System until we cancel them on our Server. *The errors and warnings cannot be cancelled from the website.*

The right-hand column displays a list of System Events. The most recent event (top of the list) will be your User Logon.

Each event shows the time and date the event occurred, together with a description of the event, for example, when a User logs onto or off the System, each time a message is played or a warning is cancelled.

You can scroll through the events to see the time and date for every significant event in the System’s log.

## PLAYING A MESSAGE

The Message page allows you to listen to and broadcast any of the System messages throughout campus (see figure 4).

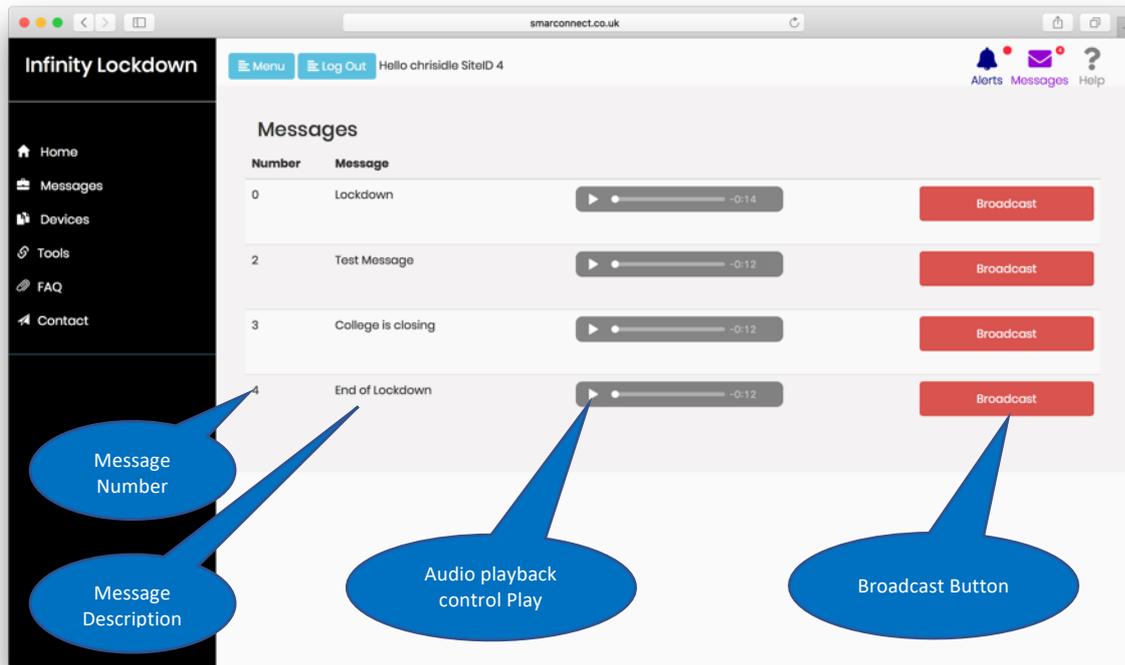


Figure 4

Each message is displayed on a separate row.

Each row contains the message number, a description of the message, audio controls to play the message locally on your computer and a broadcast button to allow you to broadcast the message across campus. Each row is specific to each message and the controls and buttons on the row are specific to that row's message.

### To play and broadcast a message

Choose the message you want to play. If you want to check that you are going to broadcast the correct message, you can play the message locally on your computer by clicking on the play button on the audio controls. The message will play through your computer speakers.

If you are certain that you have selected the correct message and you want to broadcast it through the campus, click the Broadcast button on the same row as the message. A zone selector box will appear (see figure 5).

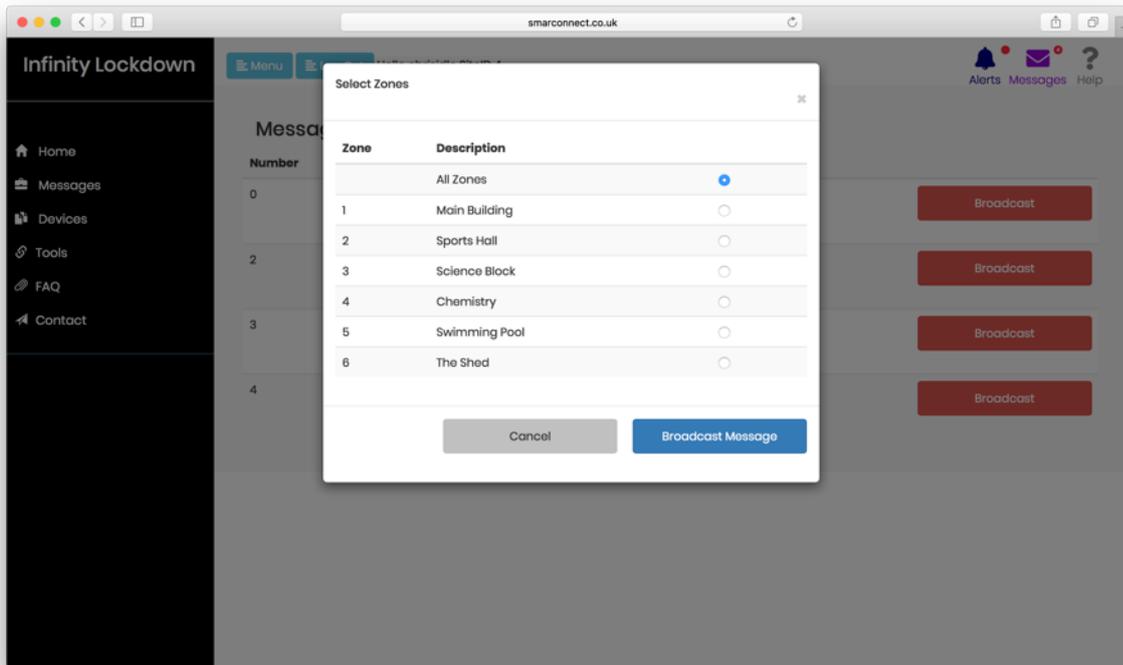


Figure 5

The zone selector allows you to choose where the message will be broadcast. You can choose to play the message to all zones throughout campus or to one selected zone.

Choose All Zones or just the zone you want by clicking onto the circular selector on the right-hand side of the selection box.

Once you have selected the zone, click the Broadcast button. A confirmation box will appear (see figure 6).

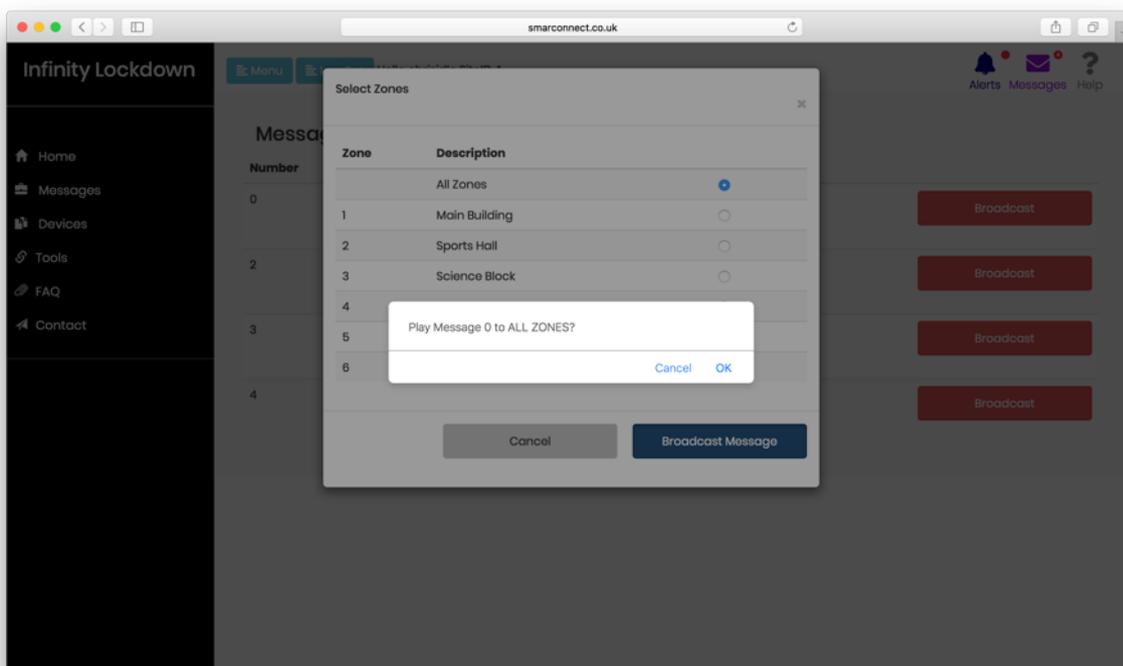


Figure 6

If you are happy that you have selected the correct message and the correct zone, click on OK to broadcast the message.

A confirmation that the message is playing will appear. Click on Close to return to the message page (see figure 7).

At any point (until the point at which you click on OK to broadcast the message) you can cancel the broadcast and return to the message page by clicking Cancel.

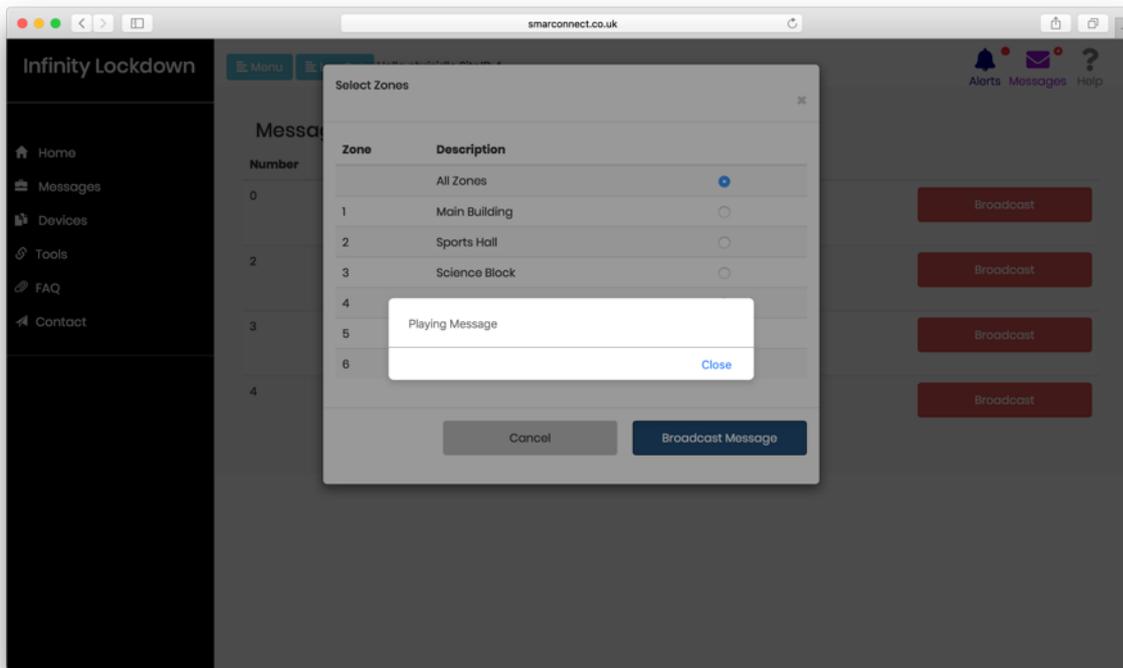
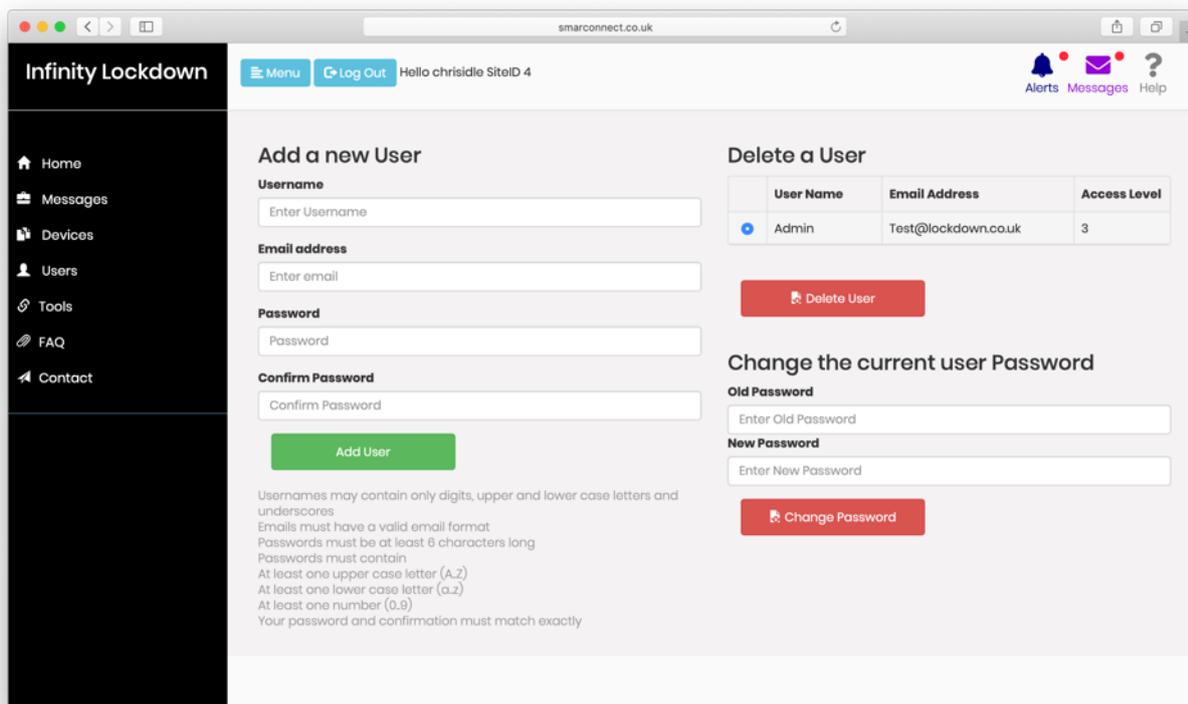


Figure 7

## MANAGING USERS



A System Administrator can add or remove Users.

Any new User added will have limited Access Privileges and will only be able access and play messages. If you would like a User to have more Access Privileges, please send us the User details and we will update their Access Privileges.

### To Add a New User

Enter the Username, email address, password and confirm the password. Then press Add User. Please note:

- The Username may only contain digits, upper and lower case letters and underscores.
- Emails must be in a valid email format
- Passwords must be at least 6 characters long and must contain:
  - At least one upper case letter.
  - At least one lower case letter.
  - At least one number.

### To Delete a User

Select the User to delete from the list of Users and then click Delete User.

### To Change your current password.

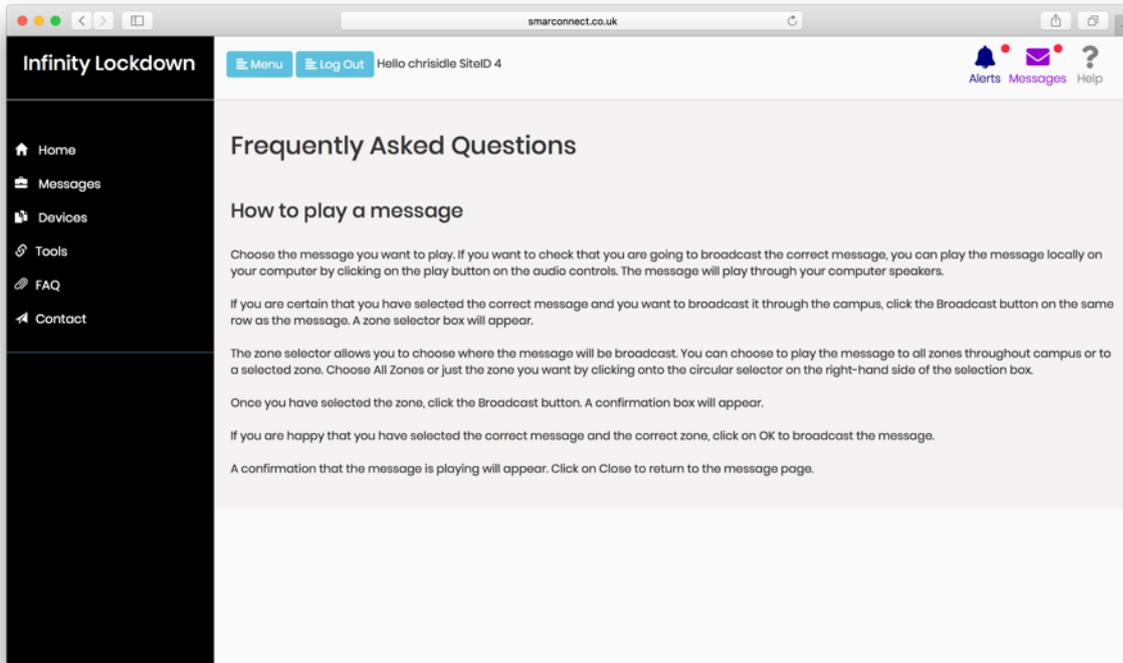
To change your current password, enter your current password, and the new password and then click Change Password.

#### PLEASE NOTE:

The password we have provided as a default password for the Admin User should be changed as soon as possible. If the password is not changed within 14 days of the System being handed over, the default admin password will automatically expire.

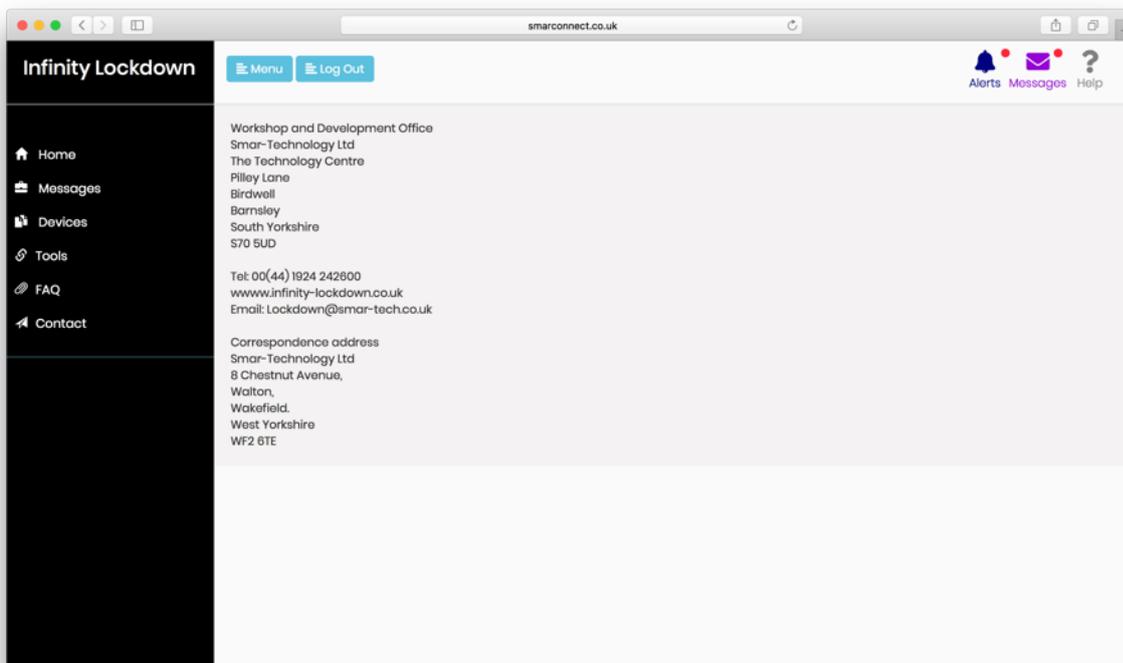
## FAQ

Displays answers to frequently asked questions.



## CONTACT

Display contact information.



## NOTICE

## NOTICE TO CUSTOMER / USER

Smar-Technology Ltd devices are intended only as an aid and support to your own existing policies practices and procedures.

Smar-Technology Ltd makes no representation as to the effectiveness or otherwise of your policies, practices and procedures.

It is the customer's/user's responsibility to ensure that the equipment is maintained in good working order and is operated in line with Smar-Technology's operating instructions.

Any misuse, fault or damage to any equipment or concerns about its functionality must be reported to Smar-Technology as soon as possible. The customer must not attempt to repair, replace or otherwise interfere with any equipment without the express written permission of Smar-Technology Ltd.

In the unlikely event of the System becoming damaged or in any way prevented from performing its intended function, it is strongly recommended that the customer's policies relating to the use of the equipment should include a fall-back procedure.

All equipment supplied is subject to our General Terms and Conditions of Sale, a copy of which is available on our product website [www.infinity-lockdown.co.uk](http://www.infinity-lockdown.co.uk) or on request from [lockdown@smar-tech.co.uk](mailto:lockdown@smar-tech.co.uk)

### WEEE



In accordance with WEEE Directive (2012/19/EU) Smar-Technology Ltd aims to reduce the amount of waste electrical and electronic equipment.