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ELECTRONIC SECURITY · TASMANIA

CUSTOMER GUIDE

Access control **explained**

Keyless, wire-free and online access, credentials, audit trails and how to choose the right mix for your doors.

4	3	8
STEPS	CREDENTIAL TYPES	PLATFORMS

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Securatech (TAS) Pty Ltd
ABN 54 634 501 358
info@securatech.com.au · +61 400 106 833

OVERVIEW

Access control **explained**

Access control decides who can open which door, and when. It replaces keys with cards, fobs, PINs or phones, and records every attempt. This guide explains the parts, the choices and what to ask.

0 keys No mechanical keys to cut, track or chase up. A lost card or fob is cancelled in minutes.	**Who** Each person or group gets access to the doors they need, and no others.	**When** Schedules limit access to working hours, shifts or one-off dates for contractors.
Audit trail Every opening and refused attempt is recorded for review, subject to your settings and privacy rules.	**3** ways in Cards and fobs, PIN codes, or a phone carrying a digital key.	**Grow** Start with one door and add more on the same system as the site changes.

At every door

01

Present

A person presents a card, fob or phone, or enters a PIN where the door is set up for one.

02

Check

The lock or controller checks that person against the rules for that door and time.

03

Record

The door opens or stays locked, and the event is logged for reporting.

STEP 1

Online, offline **or both**

Doors connect to the system in one of two ways. Most sites use a mix, chosen door by door.

	ONLINE (WIRED) DOOR	OFFLINE (WIRE-FREE) DOOR
How it works	A wall reader and controller cabled back to the system. Changes apply instantly.	A battery-powered electronic lock on the door. Updates travel on the credential or over wireless.
Best for	Main entries, car park gates, lifts, comms rooms and doors needing real-time control.	Offices, meeting rooms, storerooms, classrooms and doors where cabling is impractical.
Install	Cabling to each door and a lock or strike. More disruption, more control.	Fits the existing door in place of the lever set or cylinder. Minimal disruption.
Power	Mains power with battery backup at the controller.	Batteries in the lock, with low-battery warnings well ahead of time.
Example	SALTO wall readers, Inner Range or ICT controllers.	SALTO XS4 One escutcheons and electronic cylinders.

> **How offline doors stay current.** With SALTO, the SALTO Virtual Network (SVN) carries updates on each card as people use online readers, and BLUEnet wireless can bring offline locks online for real-time status and remote opening.

Credentials compared

CREDENTIAL	GOOD FOR	WATCH FOR
Card or fob	Most staff. Quick, familiar and easy to cancel.	Choose secure, encrypted card technology rather than old proximity cards that are easy to copy.
PIN	Shared doors or as a second factor at high-security doors.	Codes get shared. Use with a card where it matters.
Phone	Visitors, contractors and remote issuing, e.g. SALTO JustIN Mobile.	Phones need charge and the app. Keep a card option for staff.

STEP 2

Questions that **shape the design**

Answer these for your site and the right mix of doors, locks and software follows.

01

Which doors, and how important is each?

Start with a floor plan. Mark entries, internal doors, storerooms, gates and lifts, and note which ones hold the most risk.

02

Who needs to go where, and when?

Group people by role. A cleaner, a manager and a contractor rarely need the same doors at the same times.

03

How do people leave in an emergency?

Doors on exit paths must still let people out. Any link to the fire system is confirmed with your building certifier and fire contractor.

04

Who will run the system day to day?

Someone needs to add and remove people. Cloud management suits small teams; an on-site server suits larger or integrated sites.

05

What else should it connect to?

Alarms, cameras, intercoms and lifts. Integration can arm an area when the last person leaves, or show video of a refused door.

COUNT YOUR ACCESS POINTS

Use our access point counter at securatech.com.au/resources.

It counts the escutcheons, cylinders and wall readers on your site, the same way we scope a system and a maintenance agreement.

STEP 3

Platforms **we install**

We recommend the platform that suits how your site runs. These are the systems and parts we commonly use.

WIRE-FREE LOCKS

SALTO XS4 One

Electronic escutcheon for internal and external doors, in a range of finishes.

saltosystems.com ↗

CYLINDERS

SALTO electronic cylinders

For doors, gates and cabinets where an escutcheon will not fit.

saltosystems.com ↗

ONLINE DOORS

SALTO wall readers

Readers and controllers for entries, lifts and car parks.

saltosystems.com ↗

CLOUD

SALTO KS

Cloud-managed access with no software to install. Suits small and medium sites.

saltosystems.com ↗

ON-SITE

SALTO Space

Runs on a server you control, for larger and integrated sites.

saltosystems.com ↗

MOBILE

SALTO JustIN Mobile

Digital keys sent over the air to iOS and Android phones.

saltosystems.com ↗

ALARM + ACCESS

Inner Range Inception

Alarm and access control in one controller with a built-in web interface.

innerrange.com ↗

ALARM + ACCESS

ICT Protege WX

Integrated alarm and access control, managed through a browser.

ict.co ↗

READ MORE ON THE OFFICIAL SITES

SALTO Systems	saltosystems.com/en-au
SALTO KS	saltosystems.com/en/solutions/salto-ks
Inner Range Inception	www.innerrange.com/products/controllers/996300
ICT Protege WX	www.ict.co/products-solutions/our-systems/protege-wx

STEP 4

Living with **the system**

Common problems on sites with keys or older systems, and what fixes them.

PROBLEM

Nobody knows who has a key

WHAT FIXES IT

Credentials issued to named people, cancelled in minutes when someone leaves.

PROBLEM

Contractors need access for a week

WHAT FIXES IT

Time-limited access that expires on its own, or a mobile key sent to their phone.

PROBLEM

A door was left unlocked overnight

WHAT FIXES IT

Schedules that lock doors automatically and alerts for doors held open.

PROBLEM

Something went missing from a storeroom

WHAT FIXES IT

An audit trail showing who opened the door and when.

Ask your installer

- Which doors are online and which are wire-free, and why?
- What card technology is quoted, and can it be copied?
- How do people exit, and how does it interact with the fire system?
- Cloud or on-site software, and who manages it?
- How are batteries monitored and replaced?

At handover you should receive

- A door schedule with the lock or reader on each door
- Access groups and schedules set up and tested
- Administrator training for adding and removing people
- Spare credentials and a process for lost cards
- Battery and firmware care explained, or a maintenance plan

TALK TO SECURATECH

Ready to go keyless?

We can survey your doors, confirm which lock suits each one and stage the rollout so the site keeps running.

0400 106 833
info@securatech.com.au
securatech.com.au/enquiry

Features vary by platform, lock model and configuration. Egress and fire interface requirements are confirmed for each site; statutory fire certification is by others. This guide is general information; your quote sets out the agreed scope. Brand names are trademarks of their owners.