



GCloud Smart Intercom System

GCLOUD INSTALLER WEB



INSTALLER MANUAL

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1. INSTALLER WEB SPECIFICATION

Golmar GCloud installer website (<https://gcloud.golmar.cloud>), is the web portal to manage and register all devices which belong to the GCloud eco-system. The website is a link to manage the GCloud sites and panels remotely.

Account specifications: Each installer account can hold different Sites with the following specifications.

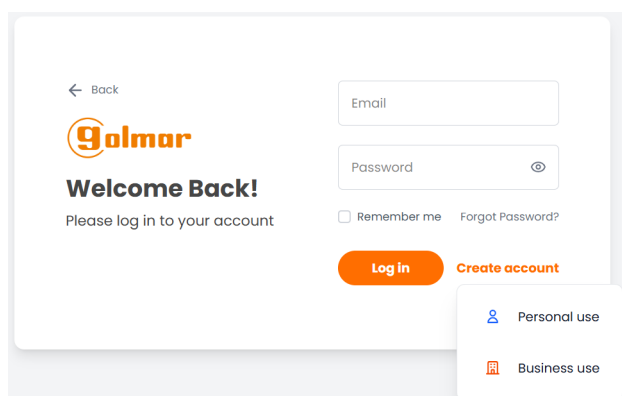
100 x Blocks per Site

100 x Panels per Block

1000 x Apartments/users per Block

256 x CCTV cameras and 6 x SIP servers.

2. SIGN UP



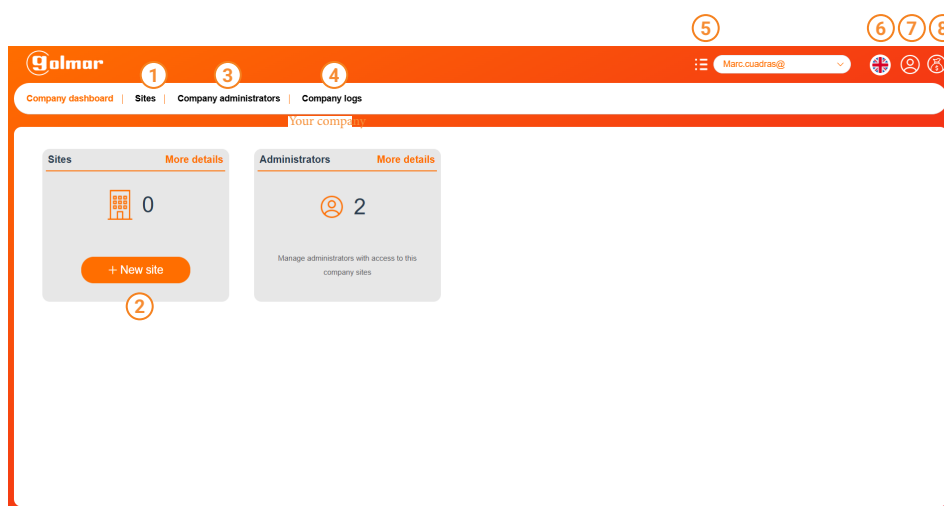
Gcloud web application is integrated inside the **Golmar Pro** desktop tools. To access the **Golmar Gcloud** web (<https://gcloud.golmar.cloud>) you shall create a "business use" account first.

If you have an account in Golmar Pro, you can already use it to access to Gcloud. If not, you need to create an account at Golmar Pro. You can access the account creation process through <https://pro.golmar.cloud> or <https://gcloud.golmar.cloud>. Once there, start a Sign up process.

Note: the account need a validation, means that you will need to wait until your account has been validated before being able to access.

3. COMPANY DASHBOARD

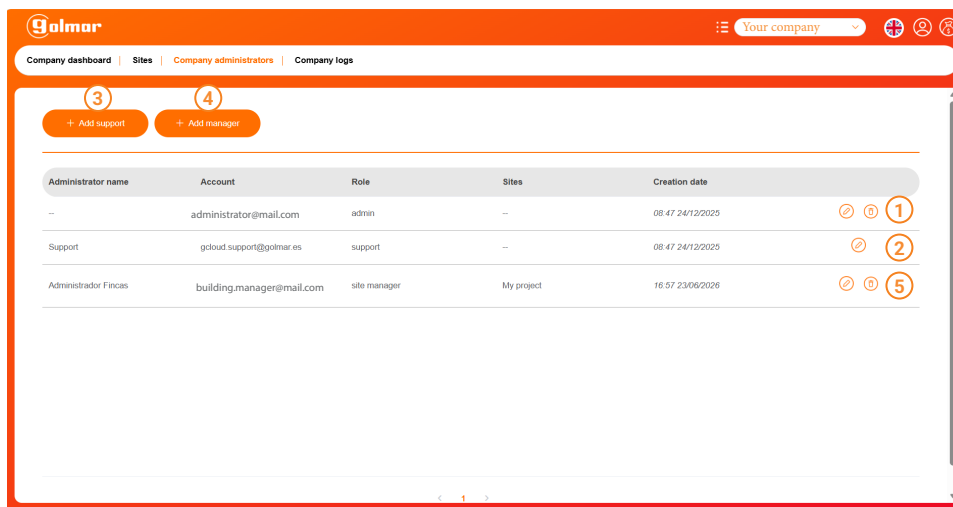
Once the account has been created, you will be able to log into Gcloud web. First time when accessing you will be redirected to the Dashboard. The Dashboard area will show the following fields:



- ① Access to all your sites area.
- ② Administrators area: Access this site to manage the different administrators in the project.
- ③ Add new sites button.
- ④ Company logs: Events related to the site creation.
- ⑤ Companies with which you may have been invited to collaborate.
- ⑥ Language selection. This language affects the communications sent by mail through the platform.
- ⑦ Log-out from your account.
- ⑧ Check your current licenses credit.

4. COMPANY ADMINISTRATORS

In this section you can add different companies to join the site with different purposes.



- 1 Administrator account: This is the account that is automatically created as installer of the site.
- 2 Support account: The support account is added into the site to provide technical support when required. For the support team from Golmar, to be able to access your site you will need to provide access by confirming it with the validation icon (v).
- 3 Add support: You can request another Golmar support member to get access to your site for helping. Ask your local Golmar representative for their support account to be added here.
- 4 Add Manager: In this section you will be able to add a building manager to manage the daily tasks of the site.
- 5 Example of Site Building Manager.

4.1 Add a Support Member

When adding a support member, the portal will request for a new support email address. Only Golmar email domains can be included as a support member. You can request your local Golmar representative for this email address.

To add a support member click over "Add support". Then introduce the support team email address.

Add support
✕

Email account *

@golmar.es

Please enter the registered account

Support account*

Support account acts as site installer. It has all rights to edit: blocks, panels and apartments, as well binding users/residents and manage its access rights and credentials. It can manage only selected sites or all sites

Cancel
Search

4.2. Add a Building Manager

If the daily tasks of the site need to be delegated to an external company, it is necessary to invite the figure of a building manager. In this way we will ensure that the company being responsible of the daily tasks of the site won't, erase any panel or modify anything which relates to the structure of the site.

To perform this action click over "Add manager" and a pop-up window will appear" You will need to find the building manager account. This account needs to have been previously registered through Golmar Pro and to have logged-in into the Gcloud portal.

Add manager
✕

Email account *

Email

Please enter the registered account. Make sure it has logged in before into the web portal.

Site manager*

Site manager account, has the rights to invite and bind users/registrants accounts and manage its access rights and credentials. It can manage only selected sites or all sites

Cancel

Search

You require to ask the building manager to:

- Access the **Golmar Pro** website at <https://Pro.golmar.cloud>.
- Create a Business account as a "building manager" role.
- Access the **GCloud website** with his account, to activate it in the GCloud environment at <https://gcloud.golmar.cloud>.

Only at this moment you will be able to find his account and to add the email as a site building manager.

At the moment of adding it, you will be able to select the sites that this company can manage from the site list.

Add manager
✕

First name *

Name

Surname

Surname

Access rights*

Site Manager

Email*

administracionfincaseducaciona@gmail.com

Site list*

My project ▼

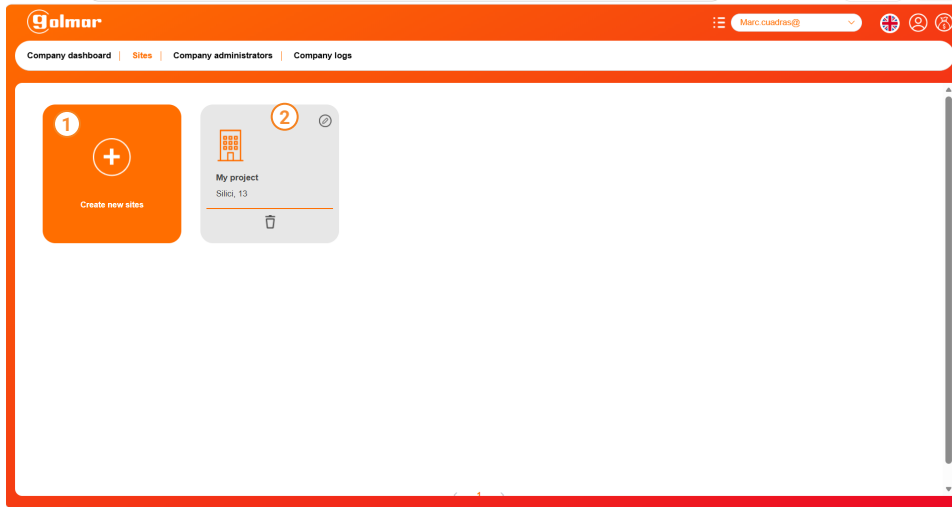
Cancel

Confirm

5. CREATE A NEW SITE & PLATFORM ROLES

Access the "Sites" section to enter into the Sites dashboard.

In this window you will find the sites you already created.



- 1 Add a new site.
- 2 Site which has already been created.

When adding a new Site, you will be requested for the Site name and Site address details.

You will also need to determine which functions are enabled in the user Golmar GCloud application for each of the existing roles. This actions can be modified later.

Platform roles:

The differentiation among the Site users, in regards of the different properties are set by roles. The platform currently provides 4 different roles, which will be the ones that determine the different functions or rights for the users.

The 4 different roles are:

Admin, User, Employee, Other

Add a Site

- 1 Establish the Site name.
- 2 Introduce the site reference address.
- 3 Select which roles can enjoy the right to create virtual access credentials through the application Golmar GCLOUD*.

Note that if a role has removed the right to create virtual credentials, they will only be created if the platform has enabled the Apartment access credentials options. See section 9.3

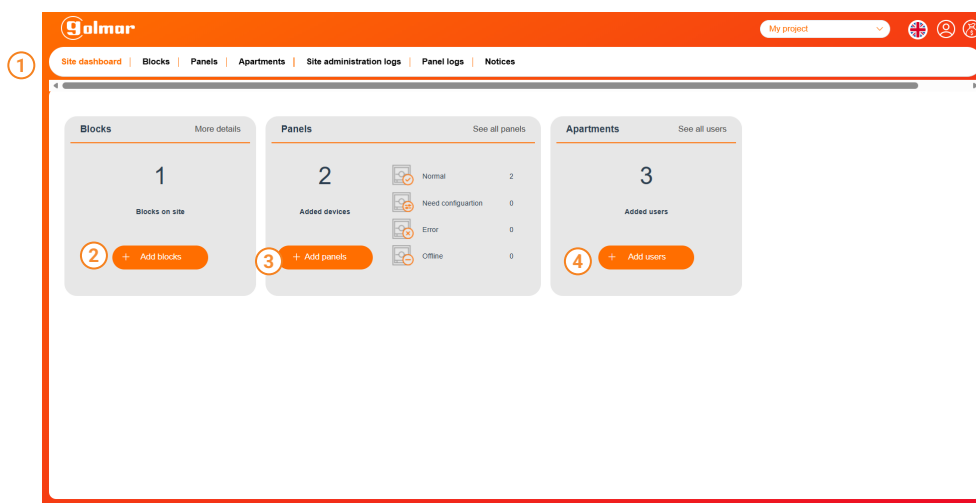
- 4 Select which roles can enjoy the right to share their apartment license with other members. through the Golmar GCLOUD*.

Note that if a role has removed the right to create virtual credentials, they will only be created if the platform has enabled the Apartment Share management options. See section 9.4

*To setup those functions, make sure that those options are enabled in yoiSite installer platform.

6. SITE DASHBOARD

Once the Site has been created you will be able to access the Site Dashboard. In the Site Dashboard you will find the following elements:



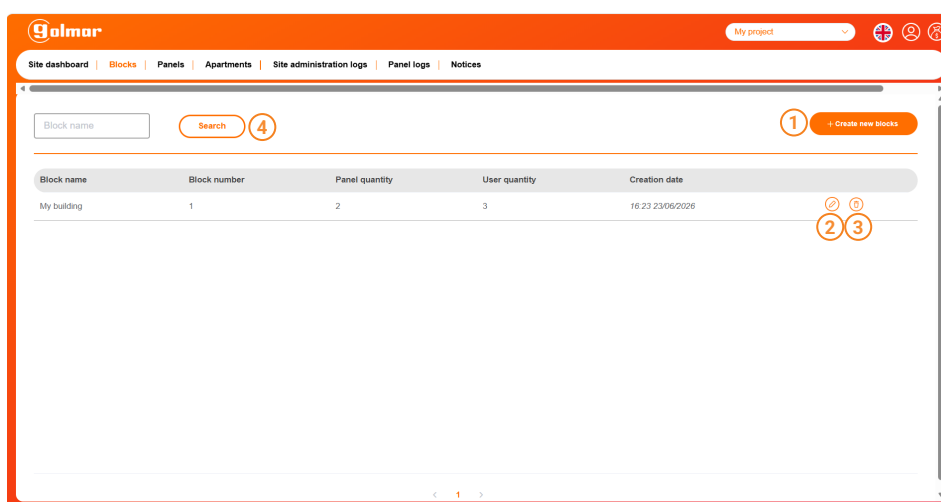
- ① Site options bar: Here you will find the access to the different options explained in the next sections of this manual.
- ② Shortcut for adding Blocks and Site Blocks summary.
- ③ Shortcut for adding Panels and Site Panels summary.
- ④ Shortcut for adding Apartments and Apartments summary.

7. SITE BLOCKS

From the Site Dashboard you can access the Blocks section in the Site options bar.

Initially this section will be empty. You can start adding a block.

Note: It is not mandatory to create blocks, the Site could be simply composed by panels and apartments. The blocks is always recommended to be added, even if the Site is composed by just one building, as it will be helpful to create the Site architecture in regards of the number of floors (when necessary).



- ① Add a new block.
- ② Edit the block properties.
- ③ Delete the block: Be careful, as the deletion of a block will consequently delete the associated apartments and the licenses already allocated.
- ④ Search tool.

7.1 Add a new Block

When adding a new block you will be requested to provide the following details:

- ① Block name: It will identify the block.
- ② Block number: It will identify the number of block. In the case of general access, this can be used as a call method. Alternatively the call method can be by unique calling code. See section 9.1 (4) .

7.2 Block properties

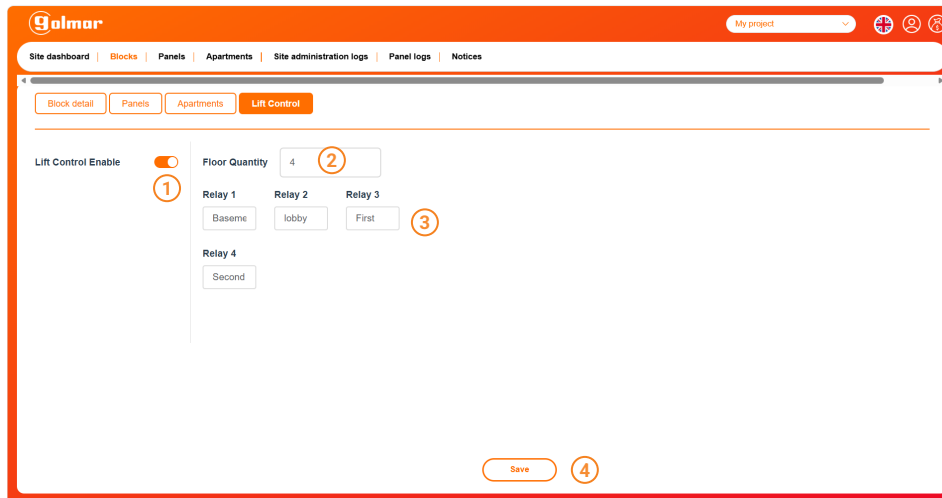
When the block has been added, it will appear in the list. Click over the pencil button to edit its properties. The following window will be displayed.

the

- ① Block details: In this area you can edit the name and the block number, which you provided when the block was added.
- ② Panels: In this section you can access to the panels list, which are allocated inside this block.
- ③ Apartments: In this section you can access to the apartments list, which are allocated inside this block.
- ④ Lift Control: In this section you can set the architecture of the building by setting up the floors.
- Note:** this is not mandatory to be fulfilled unless you would like to set a lift control option.
- ⑤ Save to apply the modifications.

7.3 Lift control

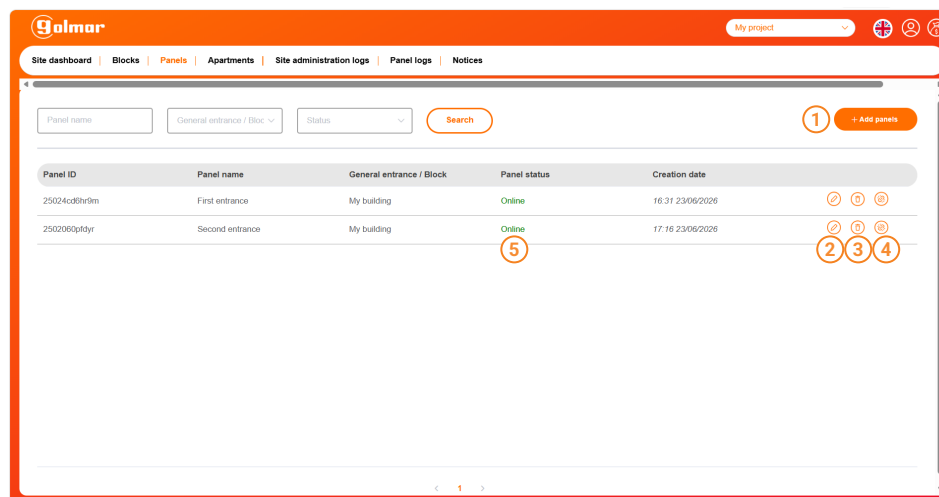
In the case your block is equipped with a Lift control unit (LCU-16/GCLOUD), you will need to establish the architecture of the block.



- 1 Enable the lift control option.
- 2 Set the number of relays, which shall be equal to the floors existing in the building.
- 3 Label each relay for an easier identification.
- 4 Save to apply the modifications.

8. SITE PANELS

From the Site Dashboard, you can access to the Panels list section, where you can add the panels or see and edit the list of the panels which have already been created.



- 1 Add a new Panel.
- 2 Edit the panel properties.
- 3 Delete the Panel.
- 4 Unbind the panel. If you would like to disable this panel temporary.
- 5 Panel Status (Online - Offline).

8.1 Add a new Panel

When adding a new panel you will be requested to provide the following details:

The screenshot shows a form titled "Add panels" with the following fields and callouts:

- 1** Panel serial number * (text input field)
- 2** Panel security code * (text input field)
- 3** Panel name * (text input field)
- 4** General entrance / Block * (dropdown menu)
- 5** Role permissions control (checkboxes for Site user, Site employee, Site Other)
- 6** Floor Number (dropdown menu)
- 7** Data Sync (checkbox)

Buttons: Cancel, Confirm

- 1** Panel serial number. This is the unique number which identifies the panel in the cloud. See the section 8.3 to understand where to find this code.
- 2** Panel Security Code: This panel is a security code provided by the cloud. It is a PIN code for pairing the panel in the cloud. See the section 8.3 to understand where to find this code.
- 3** Panel's name: This name will appear by default in the user App.
- 4** Panel location Set up if the panel is located at a general entrance level or it belongs to one of the blocks being created previously.
- 5** Role permissions control: Establish the different options of the panel for each of the roles of the platform. See the section 8.2
- 6** Floor number: If there is a Lift control or a block architecture enabled, select here the corresponding level.
- 7** Data Sync: In the case you have created previously other panels, this function allow to copy most of the settings, like associated concierge or CCTV cameras as described in the following sections of this manual.

8.2 Panel's role permissions control

It is possible to set up which functions can be managed by the panel for each of the platform roles.

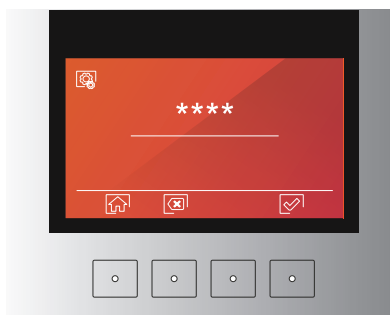
		Allows the user to be accessible from the panel's namelist, allowing to be called.
		Allows the user to open the door from the App.
		Allows the user to preview the door entry panel.

8.3 Panels' security code information

To find the security code in 6502/GCloud panel, follow those steps. For further information visit the panel installer manual in www.golmar.es+



Press 5 times over the 1st navigation button to access the installer menu.



Set the installer PIN code. By default it will be 2718*.



Navigate through the options by using the arrows and press validate to access to the Information option.

*It is warmly recommended to change the default panel's password.

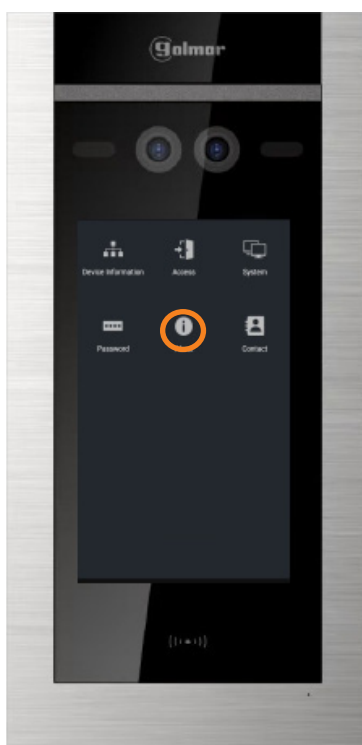
To find the security code in 6509/GCloud panel, follow those steps. For further information visit the panel installer manual in www.golmar.es



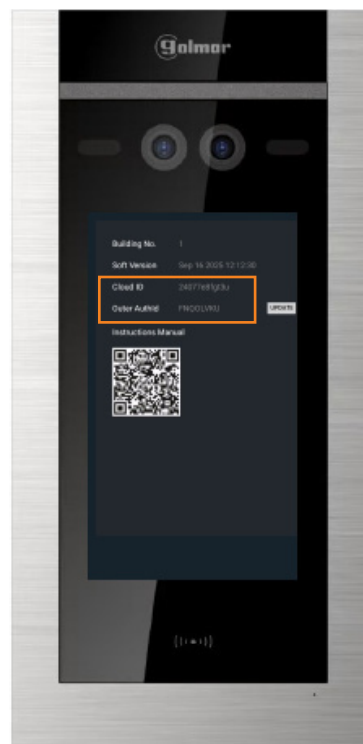
From the Call menu page, press the combination: * 99



Add the default password 0000 *



Access the section "About" to find the panel identification code and the security code.



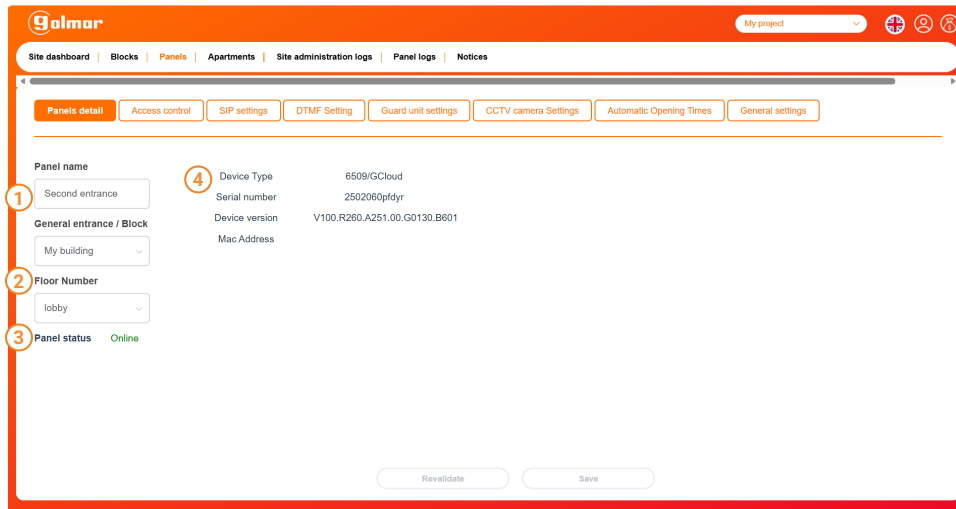
Add the parameters into the Gcloud installer website in "+Add Panel" field section.

**It is warmly recommended to change the default panel's password.*

8.4 Panel Settings

From the panel's list section, click over the pencil button to access the panels settings. Navigate through the different options as detailed:

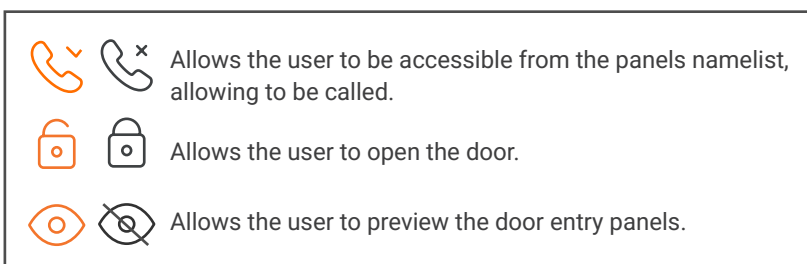
A - Panel details



- 1 Panel name. Change the panel name when required.
- 2 Panel location: Set up where the panel is allocated, in a general entrance or inside a block.
- 3 Set the floor where the panel is located. This detail is not necessary to be fulfilled when the Lift control unit has not been activated.

B- Access control

In this section you can modify the panel's role permissions control for each of the platform roles, as detailed in 8.2



C - SIP settings

The GCloud panels are developed under full SIP compliant protocol. In this section you will find the different parameters to register the panel in a third party SIP server. In this way, the apartments could be associated to a SIP extension in the cloud.

To configure this option, when necessary to perform this configuration, we recommend to contact Golmar technical support.

D - DTMF settings

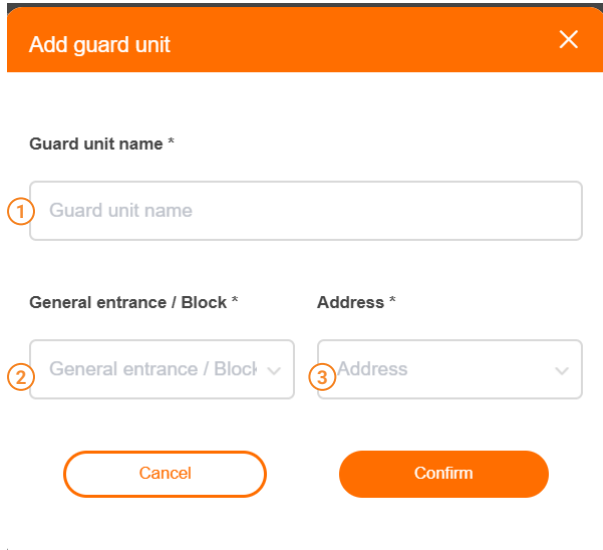
As described in the previous section, it is possible to register the panel in a third party cloud SIP server. In this section, it is possible to establish which commands associate to call answer or doorlock control.

To configure this option, when necessary to perform this configuration, we recommend to contact Golmar technical support.

D - Guard unit settings

6502/GCloud and 6509/Gcloud have direct buttons to call guards. If there is only one guard they will call directly to the guard address, if there is more than one guard registered it will display the available guards list.

The guard is associated to one of the binded users, which will be assuming the role of guard. Therefore this user needs to be created first (refer to section 9.2-B User invitation and Info).

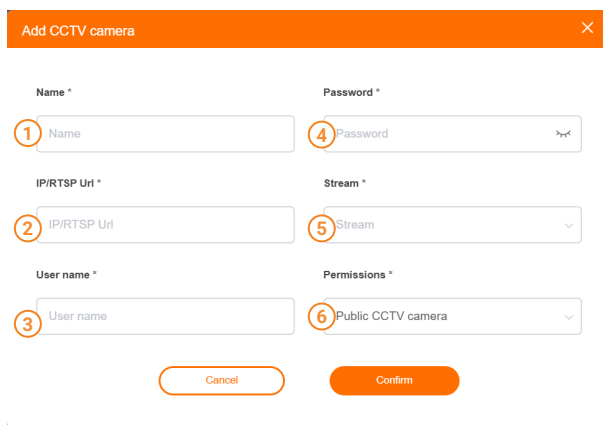


- ① Guard unit name: Establish the name which will be displayed in the panel.
- ② Site or Block: Select where does the Guard belongs to. If it is a block, it will be listed on its block panels.
- ③ Address: Select which user from the list is going to take the role of Guard.

E - CCTV Camera settings

In this section it is possible to add CCTV IP cameras. The cameras are linked to the panels, since the communication with the cloud is managed by the panels itself. So, the CCTV camera must be in the same network range and in the same physical LAN where the panel is located.

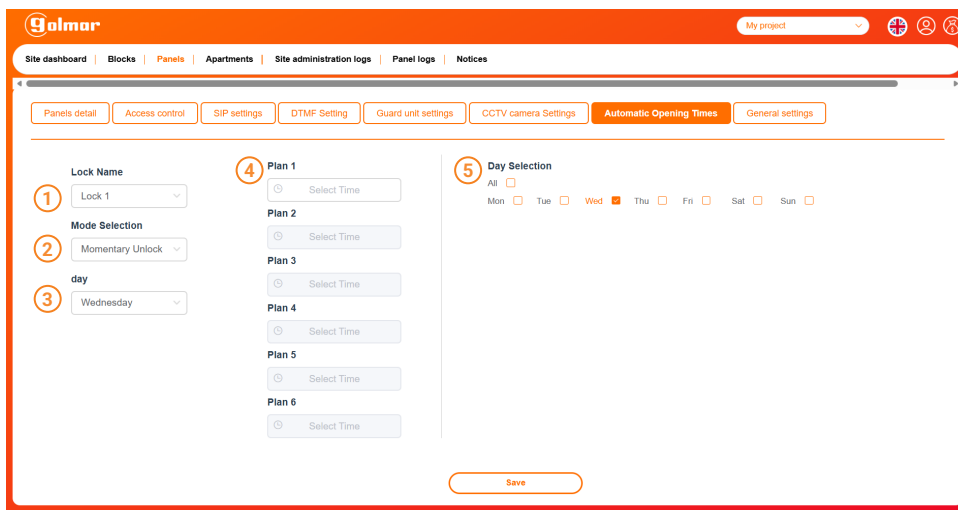
Despite the communication in between the panel and the camera is set by ONVIF, Golmar only grants a full compatibility with Golmar cameras.



- ① Name: Establish the name to be shown in the application for this camera.
- ② IP/RTSP: This parameters determines the IP address targeted for the camera.
- ③ User name: The user name to access the webserver of the camera.
- ④ Password: The password used to access the webserver of the camera.
- ⑤ Stream: Which stream is to be used. Normally we will select main stream
- ⑥ Permissions: This option determines if the camera is accessible for all the users, which are associated to this panel, or if there are restrictions, being the rights to preview this camera limited to certain users. Then you will need to selected the users from a list.

F - Automatic Opening Times

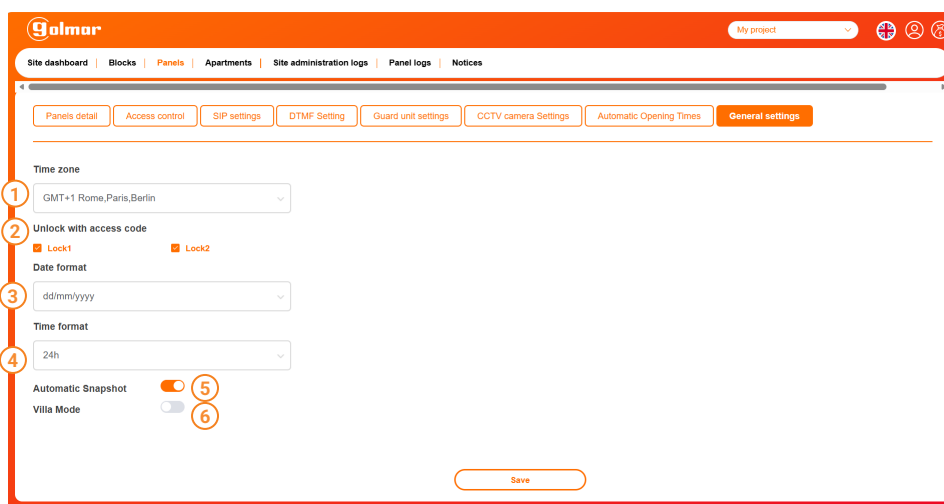
The panels can set some time slots to perform an automatic door open process. This function might be not available depending on the panel software version.



- 1 Set the door lock which you would like to activate.
- 2 Set the type of unlocking:
 - Momentary unlock: The panel will trigger the door lock for an instant.
 - Hold Open: The panel will keep the door lock relay open during the time plan set.
- 3 Select the day of the week.
- 4 Set the door open process times. You can set more than one time along the day.
- 5 Same as '3', here you can set the day of the week.

G - General Settings

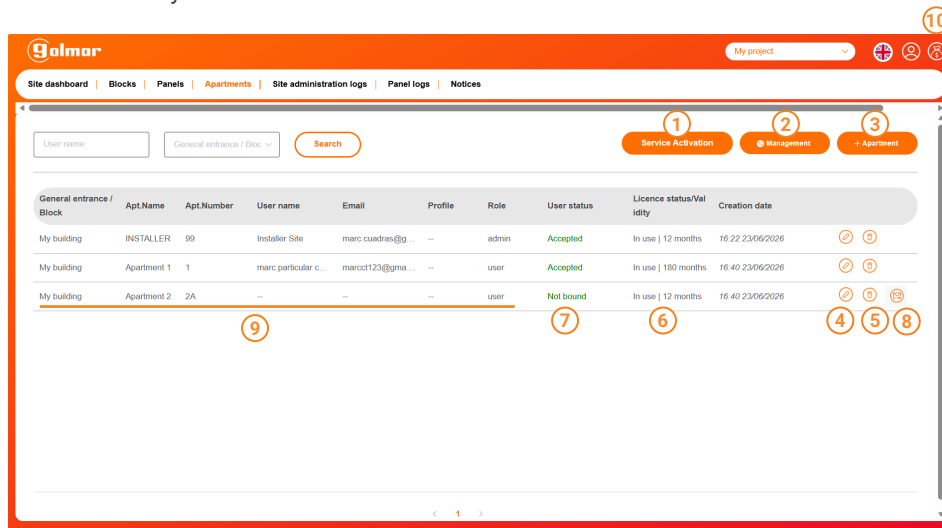
The general settings of the panel which are controlled by the cloud are detailed here.



- 1 Set the time zone, so that the panel can automatically adjust the time and date.
- 2 Set if the panel has one or two locks to be controlled. That would simplify the user options, in the case that there is only one door lock.
- 3 Select which date format to show the date on screen.
- 4 Select which time format to show the time on screen.
- 5 Set if the panel shall record in the cloud a snapshot of every call process.
- 6 Vila mode: Enable this function, when you would like the bell button of the panel to call just one specific apartment address.

9. SITE APARTMENTS AND USER BINDING

From the Site Dashboard, you can access to the Apartments list section, where you can add the apartments or see and edit the list of the apartments which have already been created.

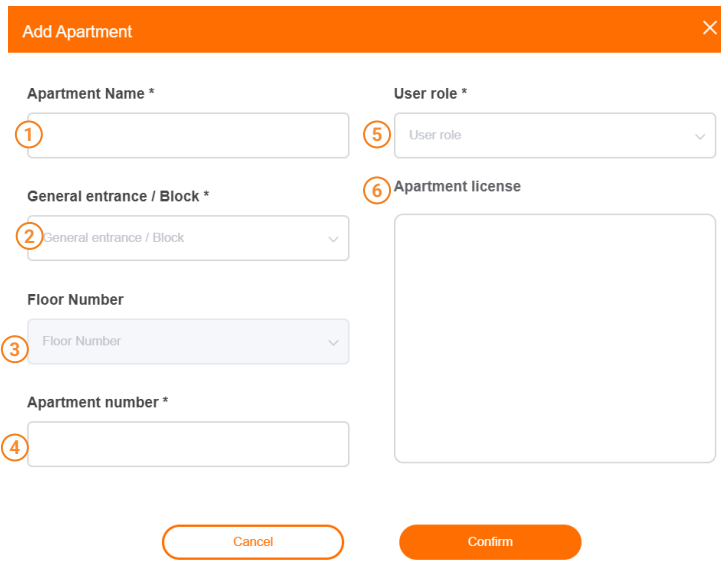


- ① **Service Activation:** This function allows to activate all the apartments licenses at once. Not being necessary to enter inside each of the apartment edition options.
- ② **Management:** This function allows to create all apartments in one batch by completing an Excel sheet form, which can be downloaded by the management button. See section 9.1 for further details on this function.
- ③ **Add Apartment:** Use this function to add a new apartment to the Site.
- ④ **Edit apartment properties.**
- ⑤ **Delete an apartment.** Be careful, by deleting an apartment which has a license allocated, the license will be lost, not being possible to be restored.
- ⑥ **Licence status and validity:** Here you will find the information about the license status, it can have the following states:
 - Not enabled: The apartment has not a license allocated.
 - In use: The license has been allocated in the apartment.
- ⑦ **User status:** Shows the user status. It can show the following states:
 - Not bound: The apartment has not yet associated any end user (it is empty).
 - Not responding: The apartment has an associated user, but the end user has not yet scanned the invitation QR code.
 - Accepted: The end user has received the invitation QR code and has scanned it, using the Golmar GCloud Application. At this moment the user cannot return the license.
- ⑧ **Resend to the end user the invitation email,** containing the QR code and the registration instructions.
- ⑨ **General Apartment information summary.**
- ⑩ **Licenses credit account.**

9.1 Add a new apartment

A- Add a new apartment by the web menu

To add a new apartment, go to the apartments list and click over "+Apartment". The following window will be displayed.



The screenshot shows a dialog box titled "Add Apartment" with a close button (X) in the top right corner. The dialog contains several input fields and a list of licenses. Numbered callouts (1-6) point to the following elements:

- 1**: Apartment Name * (text input field)
- 2**: General entrance / Block * (dropdown menu)
- 3**: Floor Number (dropdown menu)
- 4**: Apartment number * (text input field)
- 5**: User role * (dropdown menu)
- 6**: Apartment license (list of licenses with "Increase" and "Return" buttons)

At the bottom of the dialog are "Cancel" and "Confirm" buttons.

- 1** Apartment Name: Set the apartment name. This name is what will be displayed in the panel namelist.
- 2** General entrance or Block: Here you can determine the physical location in the site of the apartment, whether it belongs to the Site area (not linked to any of the existing blocks) or if it belongs to a block.
- 3** Floor number: If you created an architecture for the block, the available floors will be displayed here to be selected.
- 4** Apartment number: This is the dial code which will be used to call this apartment. You can use numeric or alphanumeric characters*.
- 5** User role: The role which you provide to the apartment. It will establish certain rights on each panel, depending on how it has been set in the panel access control section (see 8.2).
- 6** Available licenses: You can at this point add a license to this apartment if there are available in your installer licenses credit account. It can be performed later too.

*Check FW compatibility for this calling method in the panel installer manual.

B- Add a batch of apartments by Excel file.

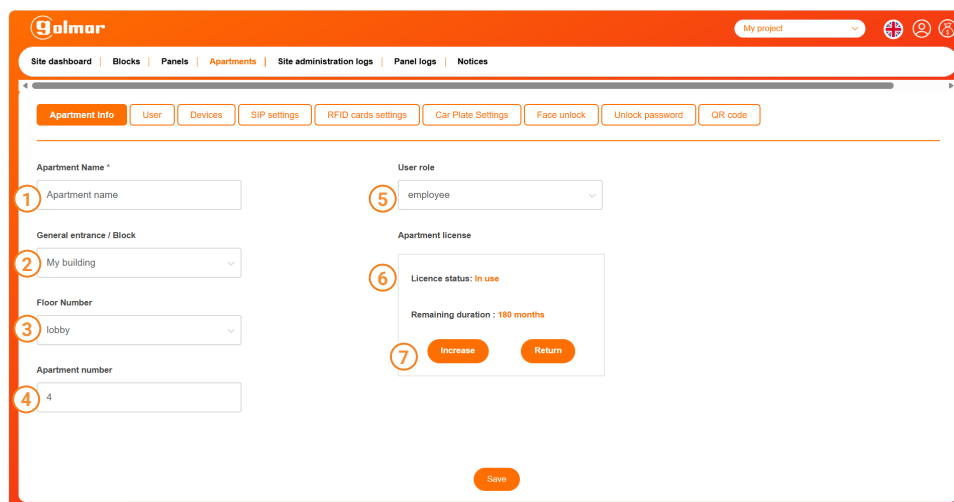
In the case that multiple apartments shall be added, it could be more convenient to do it by an Excel file. Click over the button "Management" and download the Excel file. The file contains the instructions on how to fulfill it.

Note: It is important to perform this action when all the blocks and block architecture has been created, because the Excel template follows the structure of the site at the moment to be generated.

9.2 Apartment settings

In this section it will be explained the different options, which can be edited over an apartment.

A- Apartment info



The screenshot shows the "Apartment info" settings page in the Solmar web interface. The page has a navigation bar at the top with "My project" and several icons. Below the navigation bar are tabs for "Apartment info", "User", "Devices", "SIP settings", "RFID cards settings", "Car Plate Settings", "Face unlock", "Unlock password", and "QR code". The "Apartment info" tab is active. The page contains the following fields and controls:

- 1**: Apartment Name * (text input field)
- 2**: General entrance / Block (dropdown menu)
- 3**: Floor Number (dropdown menu)
- 4**: Apartment number (text input field)
- 5**: User role (dropdown menu)
- 6**: Apartment license (list of licenses with "Increase" and "Return" buttons)
- 7**: License status: In use (text)
- Remaining duration: 180 months (text)
- Save (button)

- 1 to 5 Refer to the same options, shown when creating the apartment. See section 9.1-A
- 6 License status and validity: Here you will find the information about the license status, it can have the following states:
- Not enabled: The apartment has not a license allocated.
 - In use: The license has been allocated in the apartment.
- 7 Increase and Return: In the case, that the apartment has not yet a license allocated, use the increase button to add it. You will require to have available licenses in your licenses credit account.
- Use the return button if you like to return the license to the basket
- Note:** The return action, can only be performed in case that the license has not yet been activated by the user. When it has been activated, there will be a desestimation legal period of 14 days, in which the license will still be possible to be returned to the licenses credit account. After that period it won't be possible to be returned.

B- User Invitation and Info

In this section You will be able to invite the user which is going to use the apartment intercom.

- 1 Set the user Name.
- 2 Set the user family name / surname.
- 3 Set the email address for the invitation.
- 4 Set a telephone number.
- 5 Bind and unbind button: Use this button to send a binding invitation request to the end user or to remove it from the apartment when the user has left.

Invite and bind a user

When inviting a user with the bind function, the system automatically will send an invitation email to the provided email address, containing the QR code for scanning and binding as well the App initial use instructions.


X

User added successfully!
User has been bound My project My building 4

User's service is activated!
Activation code :

User confirmation
A confirmation email has been sent to the user, please notify the user to complete the follow-up operation, according to the email instructions.

or please scan the QR code with the App to bind!



[Resend](#)

The email address used for binding the user, might change at the time that the user scans the QR code. This email address will become the email used in the Application Golmar GCloud to scan the invitation QR code by the user.

When unbinding a user the user's information will be empty, but the license will remain in the apartment. You can at this moment add a new user information for this apartment and send the invitation with the bind function.

Note: It may happen that the user decides himself to delete the apartment from his application. You will identify it because the user information will remain there, but the email address becomes empty.

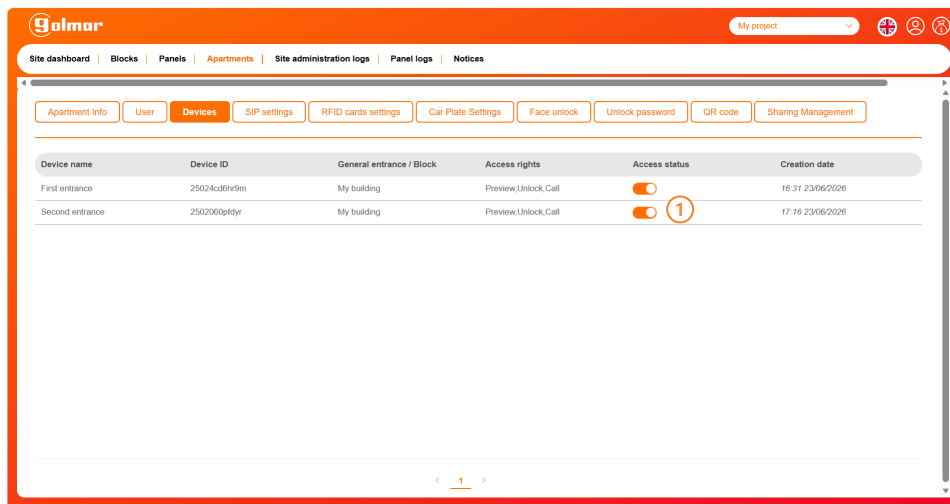
C- Devices

In this section you will see all panels which are available in the physical location of the apartment.

- Panels from the Site.

- Panels from its own Block.

Here it is possible to determine, which panels should be available for this apartment. For example, a Block with two staircases, for which you would like to segmentate the apartments. It is, some apartments can preview and be called from one panel, and the other apartments from the panel. In this way you do not need to create two different blocks.



1 Change the switch position, to make the panel accessible or not by the Apartment. Note that this action will remove the panel from the users application. As well the apartment won't be listed in the panel's namelist.

D- SIP settings

In this section you can register an apartment into a third party SIP server (server mode) or to a local VoIP device in the local network (P2P mode). For applications which require the registration of the system with a third party cloud SIP server, we request to get in contact with our technical support.

Note: Even the call goes to a SIP device in the local LAN, the apartment has to hold a valid license to be operative.

Mode Server mode P2P mode

Target SIP

IP 1	IP 4
<input type="text" value="IP 1"/>	<input type="text" value="IP 4"/>
IP 2	IP 5
<input type="text" value="IP 2"/>	<input type="text" value="IP 5"/>
IP 3	IP 6
<input type="text" value="IP 3"/>	<input type="text" value="IP 6"/>

In the P2P mode you will be able to add up to 6 different target address in the network.

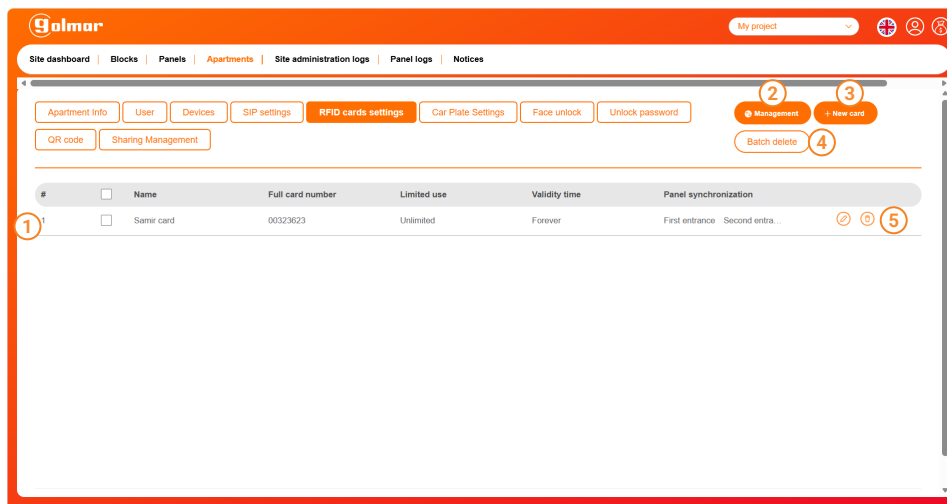
9.3 Access credentials

In this section it will be detailed about the different access credentials, which can be added from the web portal.

Note: Make sure that those options are enabled in your Site installer platform.

A- Add RFID cards.

It is possible to add cards from the web portal. To perform this action, it is warmly recommended to have the USB-1356 encoder, since the drivers are already uploaded in the website.



- 1 List of RFID credentials created.
- 2 Add a batch of RFID cards.
- 3 Add one RFID credential for this apartment.
- 4 Delete a batch of RFID credentials.
- 5 Edit the properties or delete one RFID credential.

Add a batch of RFID credentials for the apartment by Excel file.

In the case that multiple RFID credentials shall be added, it could be convenient to do it by an Excel file. Click over the button "Management" and download the Excel file. The file contains the instructions on how to fulfill it.

Note: It is important to perform this action when all the blocks and block architecture has been created, because the Excel template follows the structure of the site at the moment to be generated.

Add one RFID credential by the web portal

We recommend to use this action method, because the portal has embedded the drivers which can be installed in the web browser, making possible to register the RFID credentials in an easier way by the web.

Add card number [X]

Name *

Full card number *

Manual input Reader

Unlock option *

Number of uses Time(s)

Unlimited

Validity time ~

Forever

First entrance
 Second entrance

- 1 Name: Add a name which will identify the credential. This credential can be afterwards removed from the panel or the web portal.
- 2 Full card number: The credential card ID number can be added manually. In this case you can select to add the full number or the facility code and card number (certain manufacturers use this way of input). If using the reader, you will be requested to install the driver and then a pop up window will request to present the card, see figures underneath*.
- 3 Unlock option: Select whether this card can activate lock 1, lock 2 or both.
- 4 Number of uses: You can limit the number of uses of this credential or give unlimited number of uses.
- 5 Validity time: You can establish the validity time window which this credential is valid. The accuracy is set in minutes, hours and days from the calendar. You can establish a start date and a finish validity date.
- 6 Panel synchronization: determine which panels will accept this credential.

* If the card reader is not found, the system will request to install a valid driver. Latest drivers will be shown.

Add card

Download driver

- ↓ [Driver Windows arm 64 setup.exe](#)
- ↓ [Driver Windows x86 setup.exe](#)
- ↓ [Driver macOS x86 64 setup.exe](#)

Once the driver is installed, the card reader will work and it will be requested to show the fob over the reader for reading.



B- Add Car plates

The portal will allow to set up LPR cameras and to establish car plate numbers, to be accepted by the system. At this moment this function is not yet available.

C- Add Face recognition profiles

The touch panel model 6509/GCloud, has face recognition technology built-in. Hence, when this panel is added into the Site, it will be possible to create face access credentials. When adding a new face credential you will be requested to fill this form:

- 1 Name: Add a name which will identify the credential. This credential can be afterwards removed from the panel or the web portal.
- 2 Click to capture: This option will activate the web-cam in the browser. You will need to accept the request from your web-browser. A window will pop-up to take the picture. Center the face of the person and shot a picture. If the picture is correct the server will accept it and validate.
- 3 Unlock option: Select whether this person can activate lock 1, lock 2 or both.
- 4 Number of uses: You can limit the number of uses of this person or give unlimited number of uses.
- 5 Validity time: You can establish the validity time window which this person is allowed. The accuracy is set in minutes, hours and days from the calendar. You can establish a start date and a finish validity date.
- 6 Panel synchronization: determine which panels will accept this face credential.

D- Add Unlock password

It is possible to add PIN codes from the web portal. To perform this action click over 'Add' and fulfill the following form:

Note: For security reasons, it is not possible to create two equal PIN access codes. The PIN code is used to identify which user has accessed, or which person invited from which apartment has accessed the Site.

- 1 Name: Add a name which will identify the credential. This credential can be afterwards removed from the panel or the web portal.
- 2 Unlock password. Set up a PIN code. It will only accept numbers.
- 3 Unlock option: Select whether this PIN can activate lock 1, lock 2 or both.
- 4 Number of uses: You can limit the number of uses of this PIN or give unlimited number of uses.
- 5 Validity time: You can establish the validity time window which this PIN is valid. The accuracy is set in minutes, hours and days from the calendar. You can establish a start date and a finish validity date.
- 6 Panel synchronization: determine which panels will accept this PIN.

E- Add QR code access credentials

It is possible to add QR codes from the web portal. To perform this action click over 'Add' and fulfill the following form:

The screenshot shows a form titled "Add QR Code Unlock" with the following fields and callouts:

- 1** Name: A text input field for the credential name.
- 2** QR code unlock: A button labeled "Click to display".
- 3** Unlock option: A dropdown menu with "Please select" as the current value.
- 4** Number of uses: A text input field with "Time(s)" to its right and an "Unlimited" toggle switch below it.
- 5** Validity time: Two date pickers for "Start time" and "End time" with a "Forever" toggle switch below them.
- 6** Panel synchronization: A section with two checkboxes, "First entrance" and "Second entrance".

At the bottom of the form are "Cancel" and "Confirm" buttons.

- 1** Name: Add a name which will identify the credential. This credential can be afterwards removed from the panel or the web portal.
- 2** Click to display: Once all the information has been set, this option will be available. Click over to display the QR code and download it to your computer, to be shared with the resident or the visitors.
- 3** Unlock option: Select whether this QR can activate lock 1, lock 2 or both.
- 4** Number of uses: You can limit the number of uses of this credential or give unlimited number of uses.
- 5** Validity time: You can establish the validity time window which this credential is valid. The accuracy is set in minutes, hours and days from the calendar. You can establish a start date and a finish validity date.
- 6** Panel synchronization: determine which panels will accept this credential.

9.4 Share management

In some Sites, specially in those where security regulations apply, it would be possible that the share function of the apartment shall be restricted and managed by the building manager only. In this section, it is explained how to perform a share action of an apartment with other users.

Note: Make sure that this option is enabled in your Site installer platform.

The screenshot shows a dialog box titled "Sharing Management" with a close button (X) in the top right corner.

Please Enter The Account You Want To Share With

To invite a resident to use your apartment account, it will be necessary first, that the user has created an account in the GCloud system.

Request the user to download the Golmar GCloud application and to create an account from the App.

Once the account has been created, it will be possible to search it and request to share the apartment.

The invited user will receive a notification in the app, requesting to accept the invitation to the apartment. If accepted, both users will receive calls from the panels.

The screenshot shows the "Sharing Management" dialog box with a search result displayed below the input field.

Please Enter The Account You Want To Share With

user@mail.com Shared With : marc.cuadras...

Note: A maximum of 8 users can be included in the apartment.

10. NOTICES & COMMUNICATION WITH THE USER

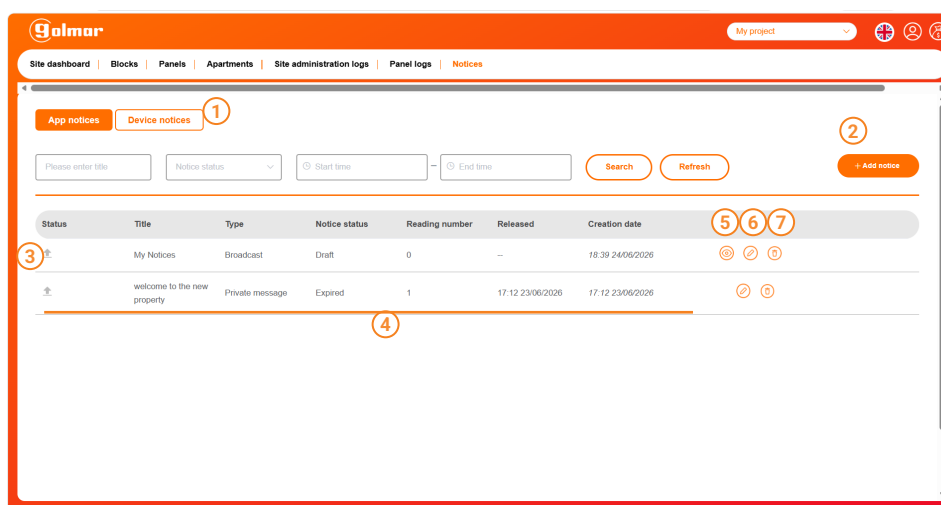
The notices are advertisements or communications, which are sent from the building management to the site residents.

There are two type of notices:

- App notices: Refer to the notices, sent from the GCloud installer website to the user's Golmar Gcloud application.
- Device notices: Refer to the notices, sent from the GCloud installer website to the panels.

10.1 List of Notices

In this section you will find a summary of the notices which are active in the site.



- 1 Set the type of Notice to be listed: Device Notices or App Notices.
- 2 "Add Notice" button.
- 3 List of available Notices.
- 4 Notices details.
- 5 Release or withdraw a Notice.
- 6 Edit a Notice.
- 7 Delete a Notice.

10.2 App Notices

App Notices are created to send public or private communications to the users through the Golmar GCloud App.

- 1 Target device: Select the users, to which the notice will arrive to the Golmar GCloud App. It can be single users, a group of users or it can be a broadcast. Broadcast will make popular the notice among all Site users.
- 2 Title: Set a title to identify the notice.
- 3 Picture: Upload a picture which will be sent along with the notice. This is an optional field.
Note: Images to be loaded in JPG format.
- 4 Message: Add extended explanation and details text for the notice.
- 5 End time: Establishes when the notice will end and therefore disappear from user's App Notices area. Note that if a Notice is not released from the listing page, it won't be sent to the apps.
- 6 Save this Notice to the notices list. The notice is still not released. It need to be performed the release action.

10.3 Device Notices

Device notices are created to send communications to the users through the panels screen.

- 1 Target device: Select the panels, through which the notice will be displayed. It can be one panel, a group of panels or it can be a broadcast. Broadcast will make popular the notice among all site panels.
Note: The notice, when sent in simultaneous with other panels, make sure that all have the same screen format to avoid image aspect ratio deformation.
- 2 Title: Set a title to identify the Notice in the Notices list.

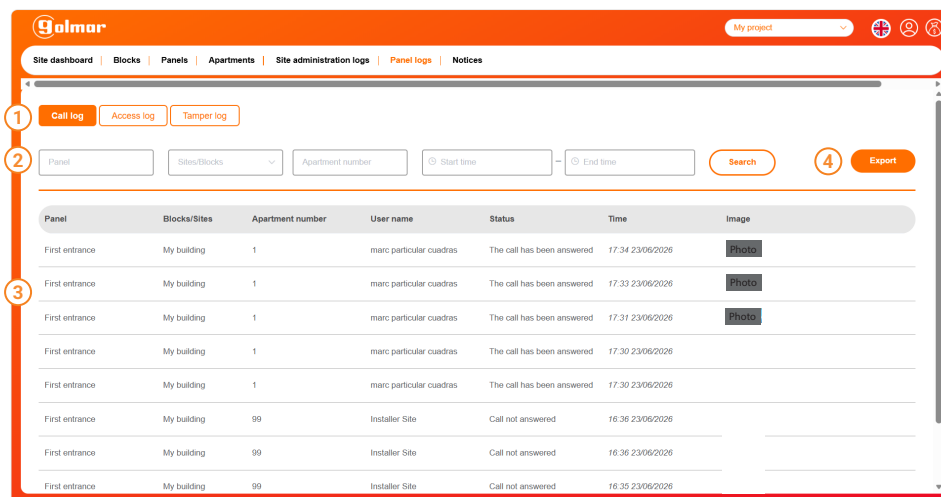
- 3 Picture: Upload a picture which will be sent.
Note: Images to be loaded in JPG format.
- 4 Time range: Establishes when the notice will start and end, and therefore disappear from panels display. Note that if a Notice is not released from the listing page, it won't be sent to the panels.
- 5 Save this Notice to the notices list. The Notice is still not released. It need to be performed the release action.

11. SITE ADMINISTRATION LOGS

The site administration logs, show the different actions performed in the installer account, like create blocks, crate panels, create apartments or bind them to the accounts. The page is powered with a Search engine to find a particular event.

12. PANEL LOGS

The panel log, shows the different actions performed by the daily use of the system. The page is powered with a Search engine to find a particular event.



- 1 Select the type of logs you would like to list:
 - Call log: Refer to all call processes in the site.
 - Access log: Refer to all access processes in the site.
 - Tamper log: Refer to the tamper alarms created by the panels. Tamper alarms notifications are also sent by email to the administrator email account, which is the owner of the site management.
- 2 Search tool fields.
- 3 Events area: In the call events, a picture of the call process will be displayed if this option was enabled in the platform.
- 4 Export to CSV file.



Golmar GCloud



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