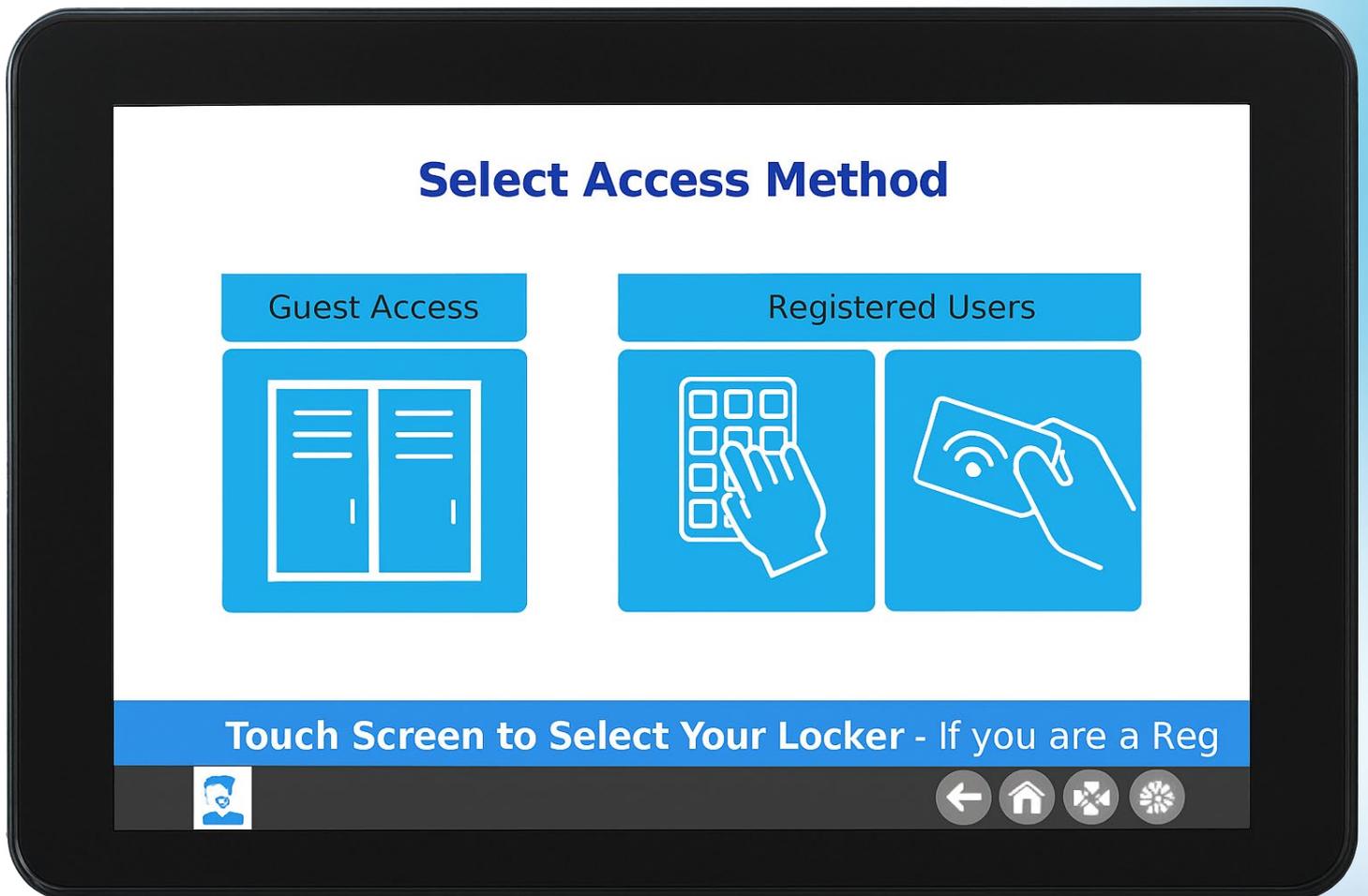


# Zodiac Workspace Terminal User Guide



# Contents

Page 3

**Zodiac Terminal Operating Instructions**

Home Screen

Page 4

Storage Access Screen

Page 5

Locker Grid Display

Page 6

Guest Mode Access

Page 8

Registered Public Mode User Access – PIN Code Access

Page 10

Registered Public Mode User Access – RFID Access

Page 12

Registered Public Mode User Access – Unlocking

Page 13

Private Mode User Access – PIN Code Access

Page 14

Private Mode User Access – RFID Code Access

Page 15

Private Mode User Access – Unlocking

Page 16

**Local Admin**

Accessing Local Administration Features

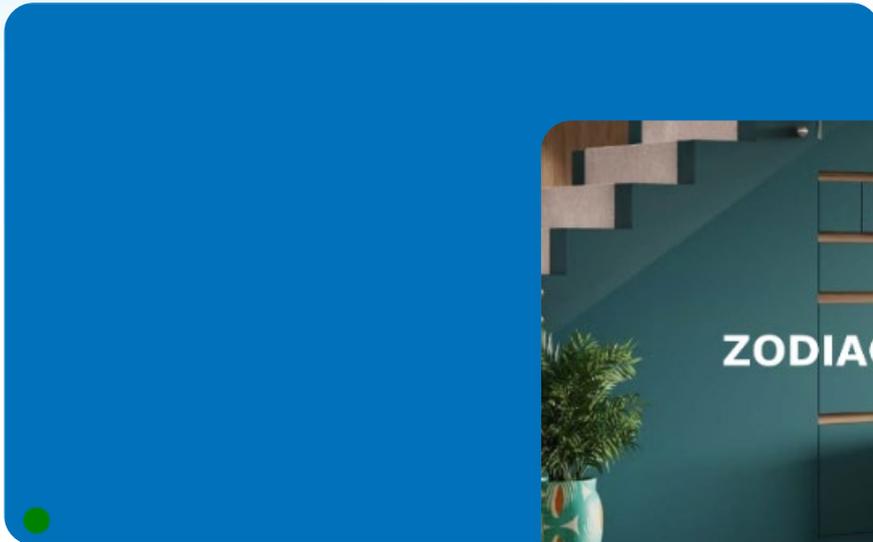
Page 17

Changing Admin PIN Code & Restart or Shutdown or Restart

# Operating Instructions

## Home Screen

The home screen is a blank canvas unless pre-programmed to a customer requirement. The system offers full customisation of backgrounds, logos, titles and messages to meet requirements and branding. Please refer to the Zodiac Workspace Web Portal User Guide for further information on customising the system.



Default Home Screen



Customised Home Screen

Zodiac Workspace gives you the power to tailor locker use to your environment – whether you're managing assigned desks, hybrid teams or high-traffic guest areas.

Three distinct access modes are available, depending on how the system has been setup by the Administrator.



### Private mode

Assign lockers to individual users for exclusive, ongoing access. Ideal for permanent staff or teams with fixed workstations. Users simply tap their RFID card or enter their PIN – no keys, no confusion.



### Registered public mode

Perfect for hybrid teams or shared offices. This mode allows pre-approved users to access any available locker. Once registered, users can access lockers instantly using their RFID card or PIN – no admin needed.



### Guest mode

For open environments, like co-working spaces or visitor zones. Guest Mode makes lockers freely available to anyone. User just scan their RFID card or enter their PIN before selecting an available locker.

## Storage Access Screen

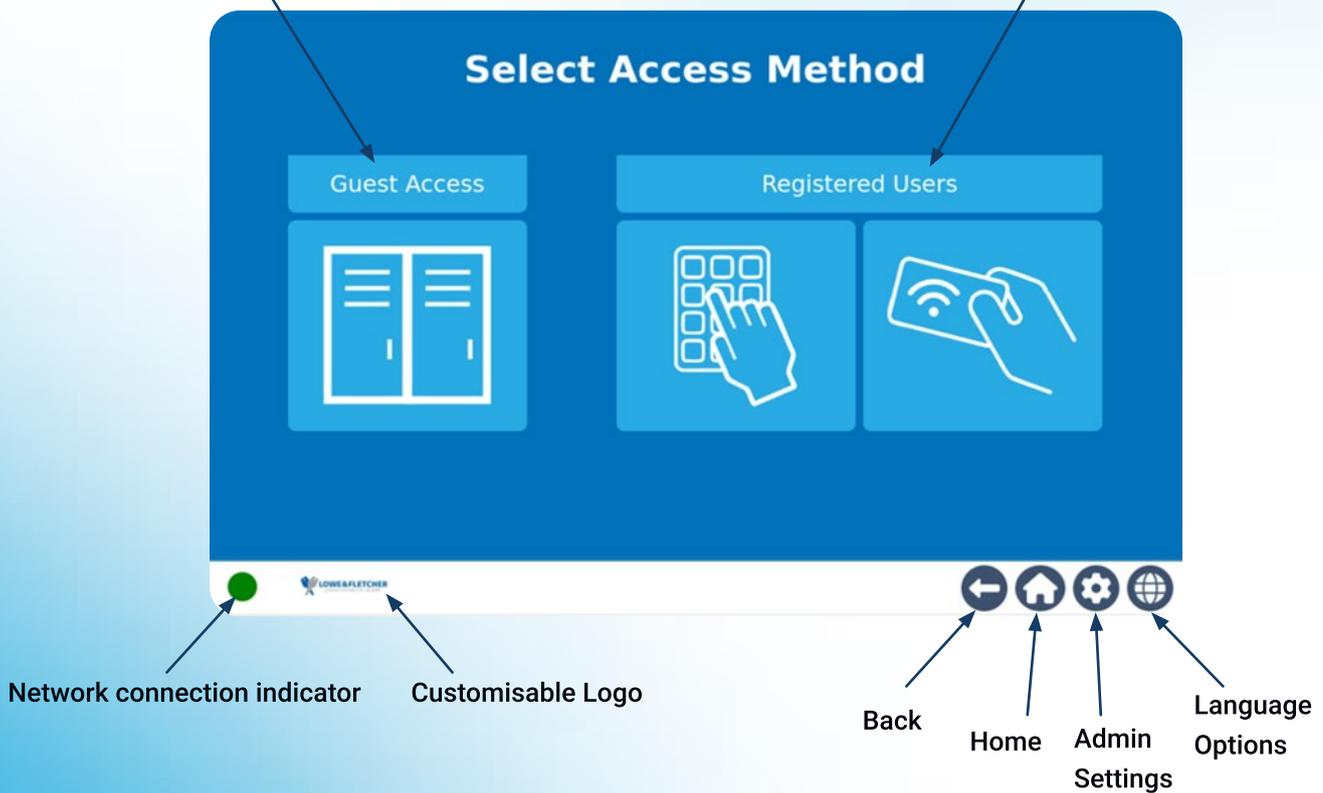
Your first tap of the Home screen opens the Storage Access screen which includes the system toolbar. Display customisation also applies to the storage access screen.

Non-Registered users can select Guest Access (if guest access option is enabled).

Registered users have the option of entering a predefined PIN or using an RFID tag/card.

Non-registered user/ Guest access

Registered user access options



The system toolbar includes a network connection indicator ; green connected, red not connected. Basic navigation functions for users and local administrator access are also available.

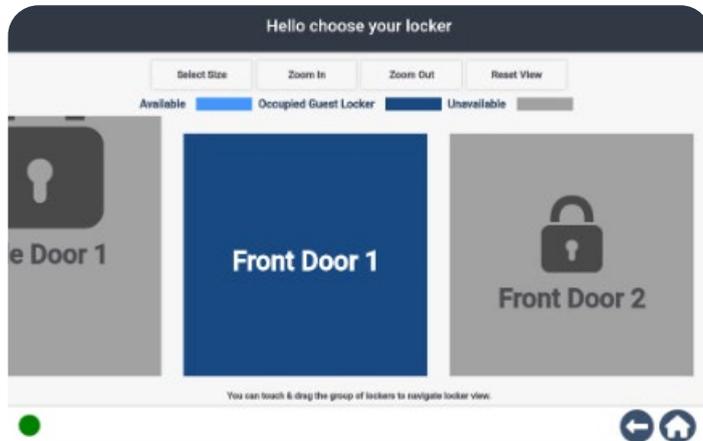
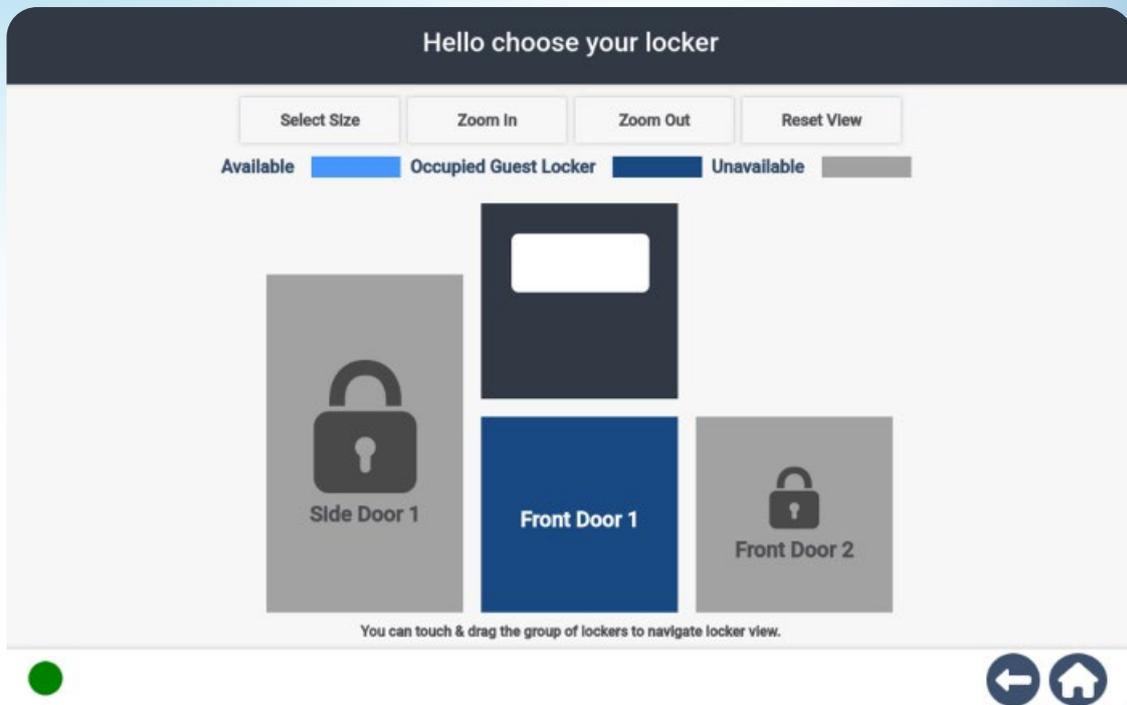
The user can select their desired language by pressing the Globe icon in the bottom right hand corner. The available languages are set by the Administrator, refer to the Zodiac Workspace Web Portal User Guide for details.



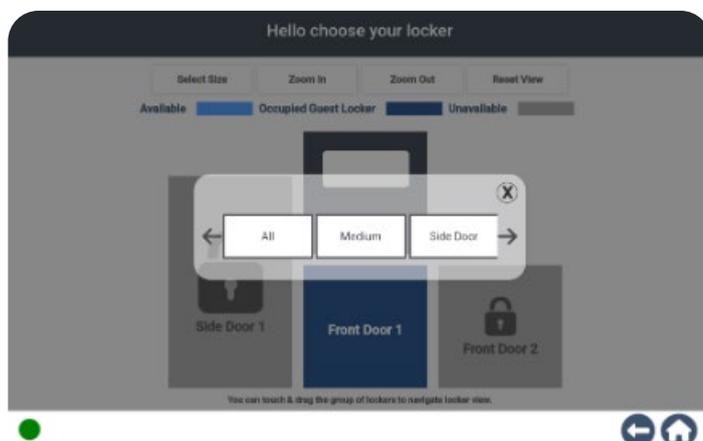
## Locker Grid Display

The locker configuration is set up by the supplier which results in the locker grid display for users to view and select the lockers.

The locker access mode can be set in the Zodiac Workspace Web Portal User Guide for each individual door.



The user can zoom in/out and drag the locker grid to suit. The grid can be reset to the default display by selecting Reset View.



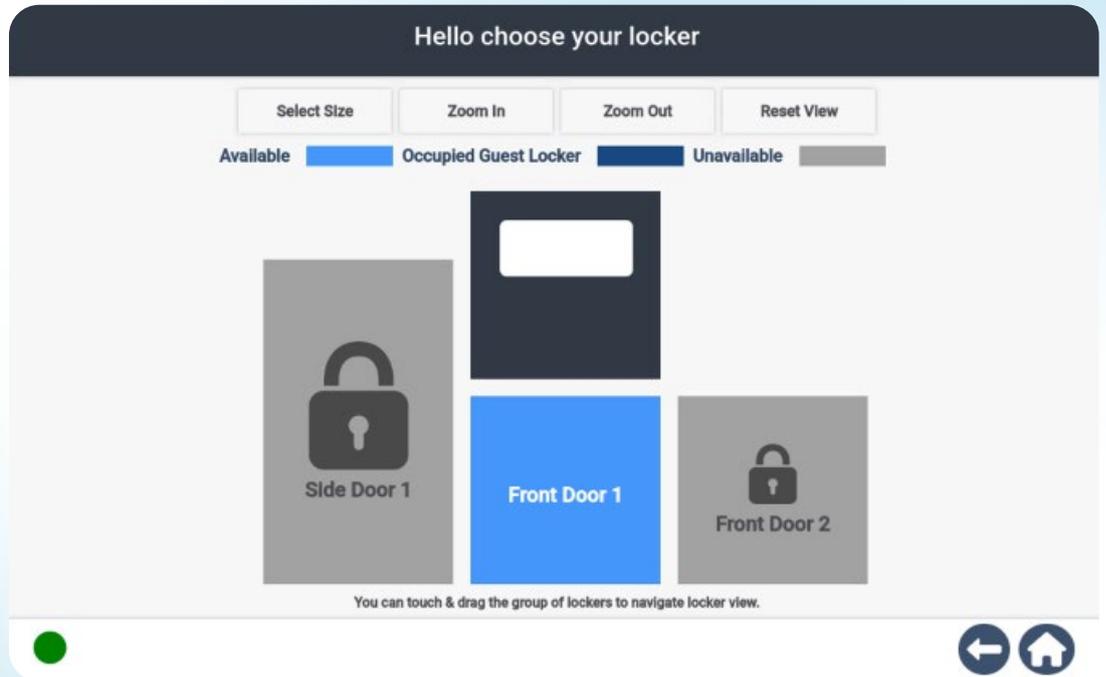
The user can filter the locker grid to show available lockers in the size required by pressing Select Size and selecting the locker size.

## Guest Mode User Access - Select a locker

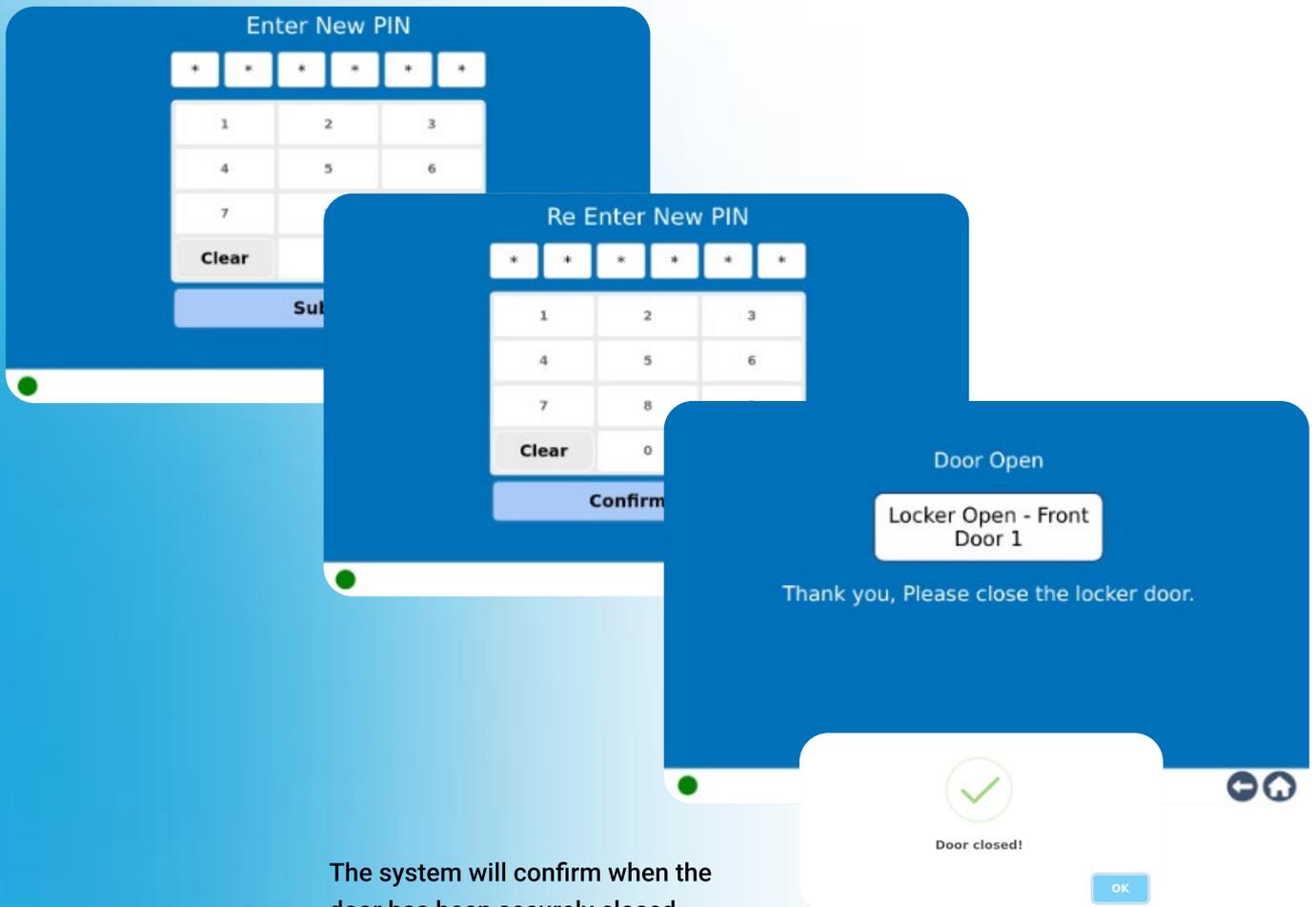
After selecting Guest Access, the locker grid will be displayed. This allows you to select any locker that has been allocated to guest use. Any lockers already in use or lockers allocated to registered users will be shown as unavailable.



In this example, only Front Door 1 is available to guests



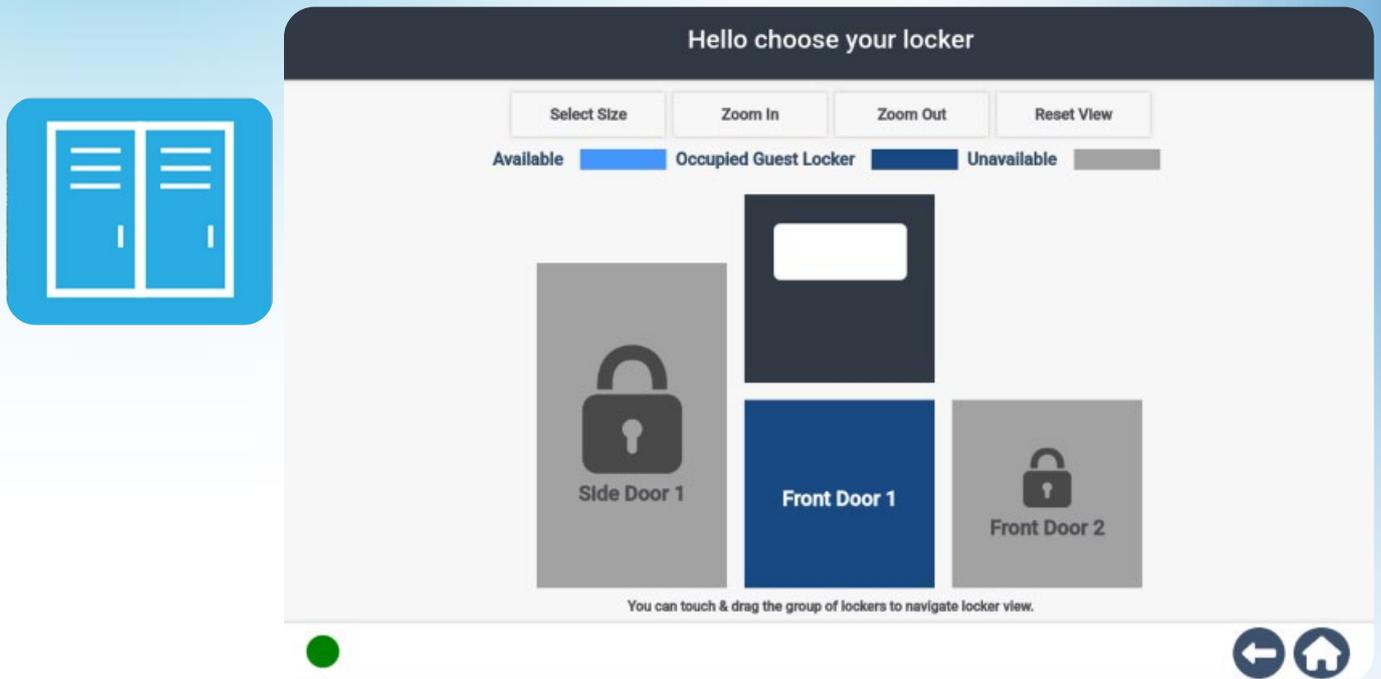
Guest users must enter a 6-digit PIN of their choice, as directed.



The system will confirm when the door has been securely closed.

## Guest Mode User Access - Retrieving your items from your chosen locker

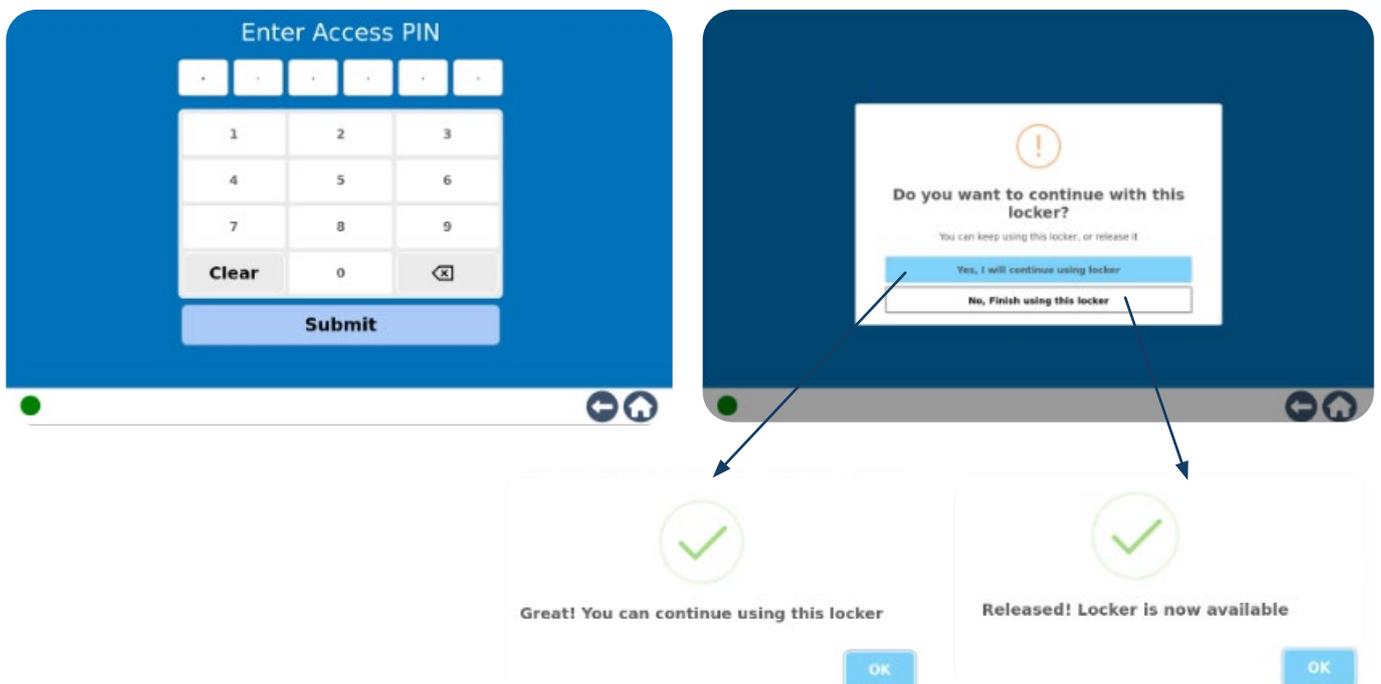
Select the Guest Access tile on the Storage Access screen, this will display the locker grid. Select your locker, note this will be shown as Occupied as it is in use.



You will be asked to enter your access PIN used to lock the locker, which will unlock the locker door.

You will be given the option to finish using the locker or retain it for further use before unlocking the locker. This option can be enabled/disabled through the Zodiac Workspace Web Portal User Guide.

Confirmation of your desired option will be displayed.



## Registered Public Mode User Access – PIN Code Access

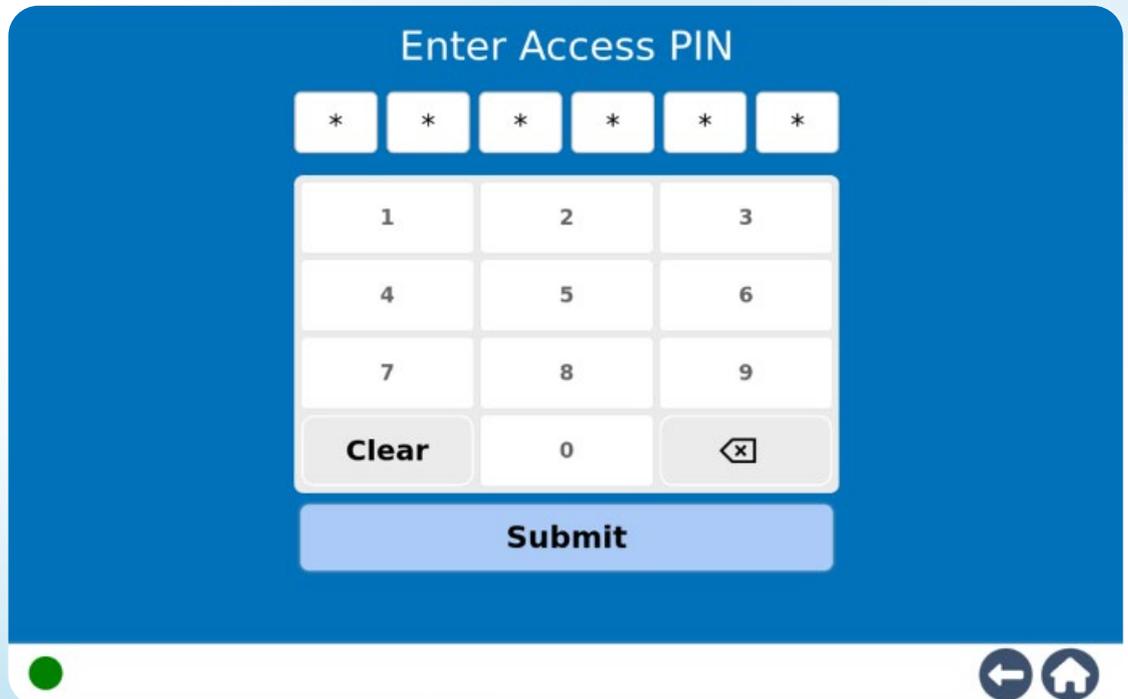
Registered Users have two options for access to lockers; PIN code or RFID.

PIN code and RFID allocation is an administrator function, see Zodiac Workspace Web Portal User Guide for detail.

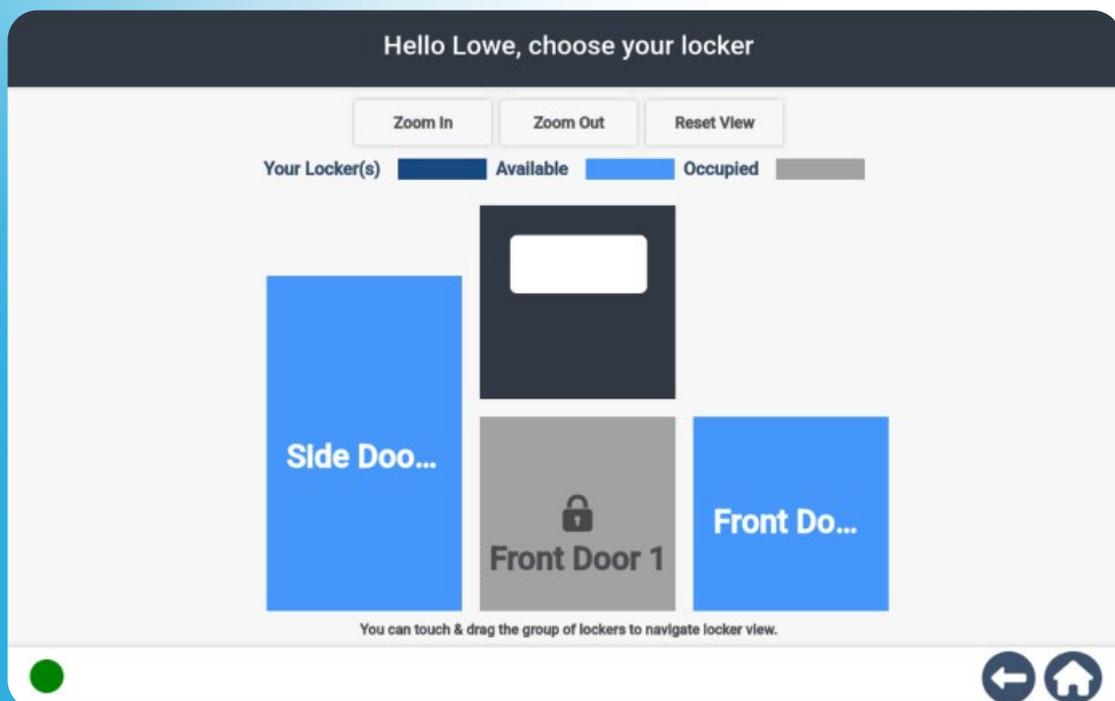
Selecting the PIN code option on the previous screen will display a keypad to enter your allocated PIN code followed by Submit.



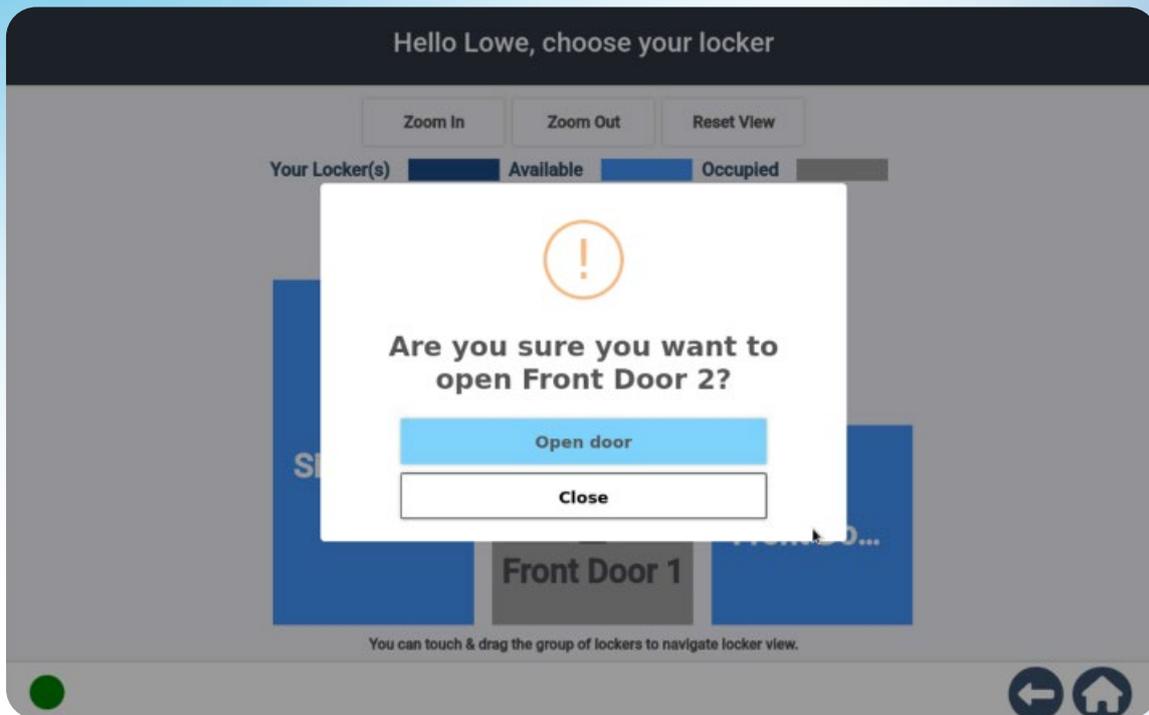
If you mistype your PIN, you can use the backspace or clear buttons

A screenshot of a mobile application interface. The background is a solid blue color. At the top, the text "Enter Access PIN" is displayed in white. Below the text is a keypad with six asterisks in a row. Underneath that is a 3x3 grid of buttons labeled with numbers 1 through 9. Below the grid are three buttons: "Clear", "0", and a backspace button (a square with a left-pointing arrow and an 'x'). At the bottom of the keypad area is a large, light blue "Submit" button. At the very bottom of the screen, there is a white bar containing a green circle on the left and two circular navigation icons (back and home) on the right.

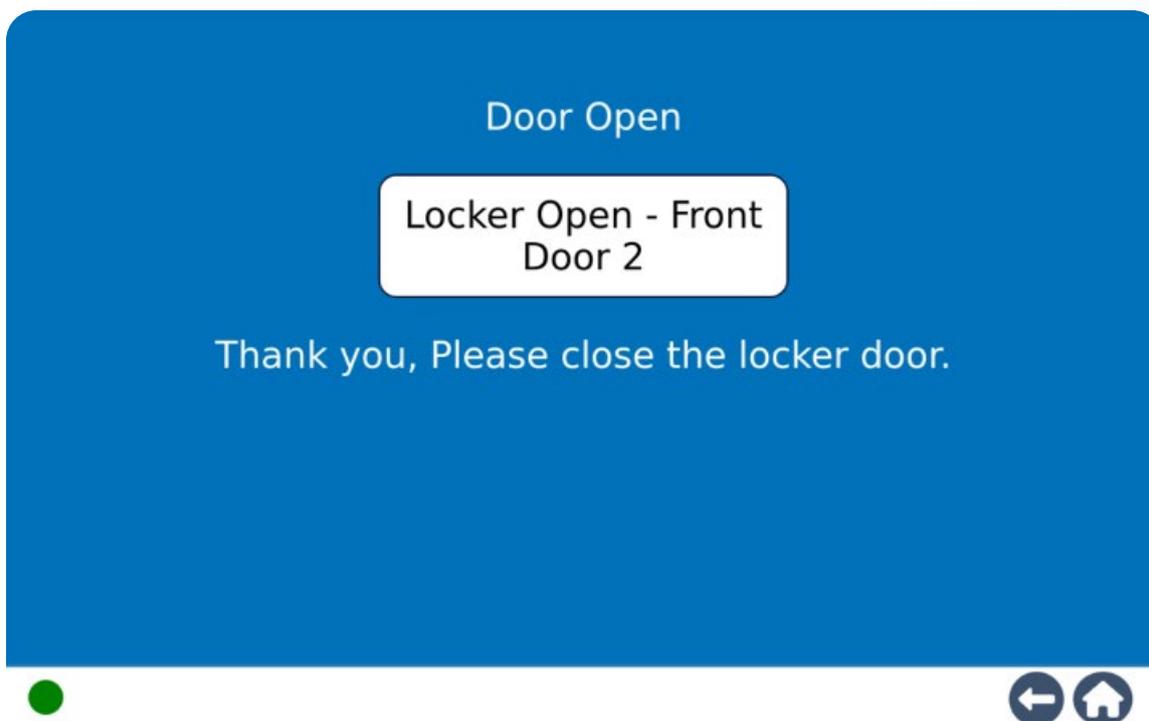
Entering your PIN opens the locker grid to show locker availability. In this example, the available Registered Public lockers are in light blue.



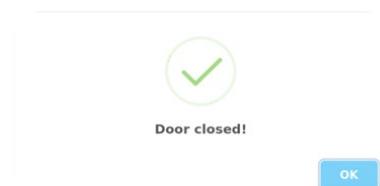
Select your desired locker on the diagram, noting which lockers are available.



Confirm that you want to continue to open the selected locker door, the system will open the door. Ensure you close the door when ready.

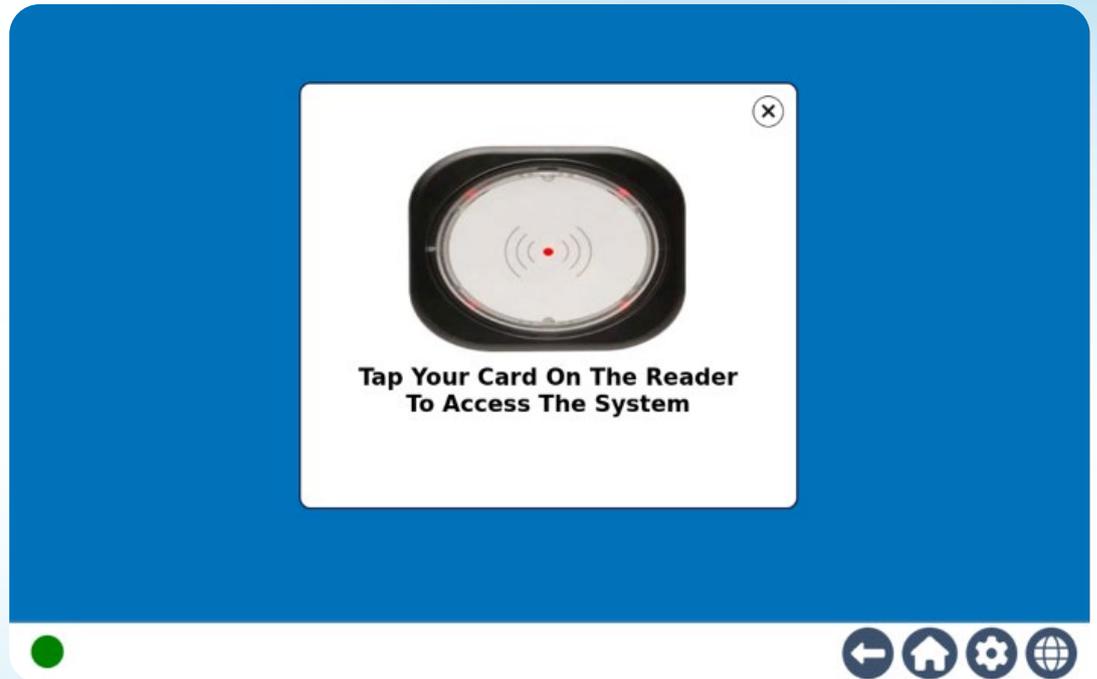


The system will confirm when the door has been securely closed

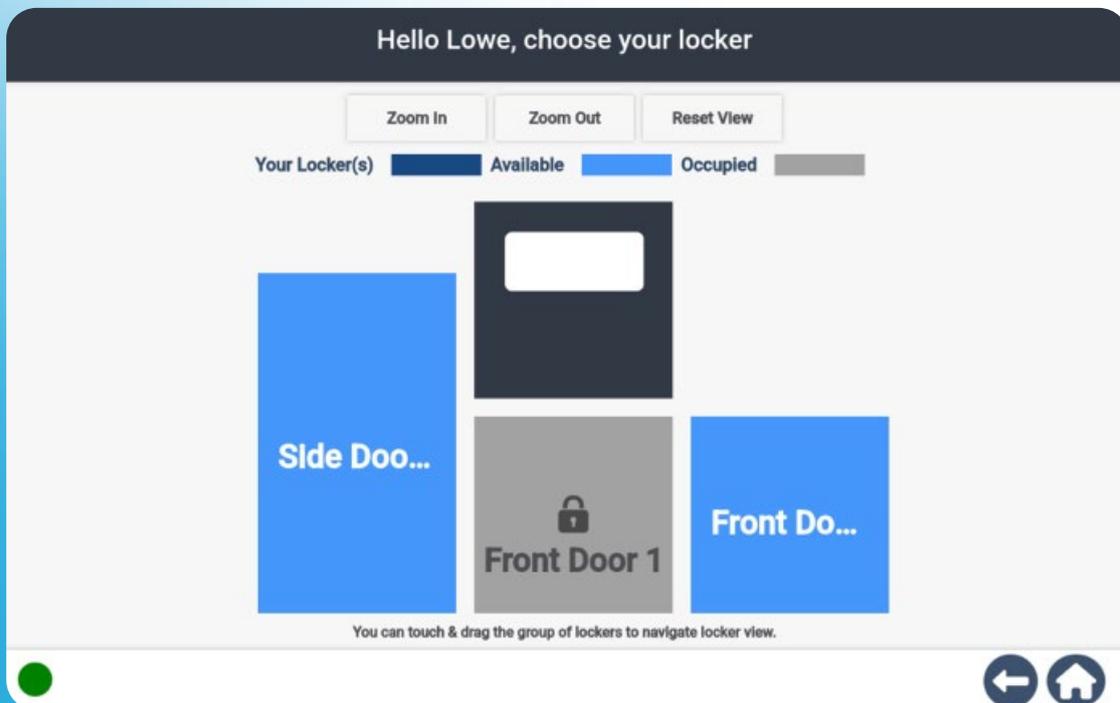


## Registered Public Mode User Access – RFID Access

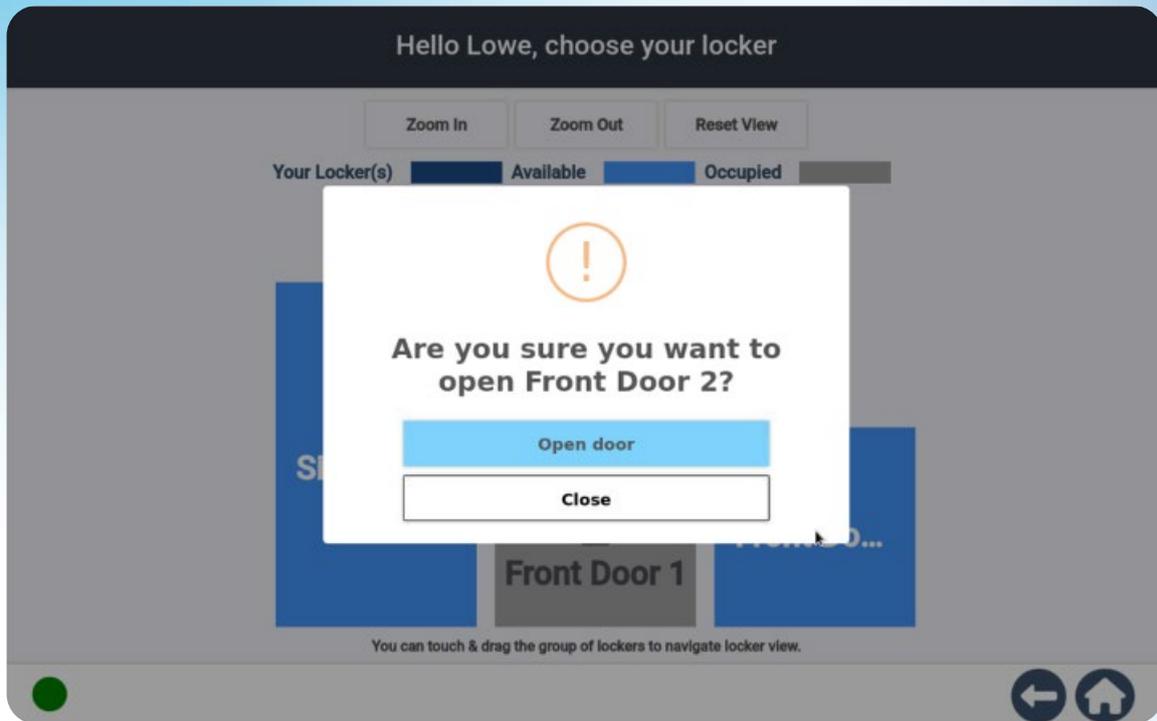
Selecting the RFID option on the previous screen will display a prompt to Tap Your Card On The Reader To Access The System.



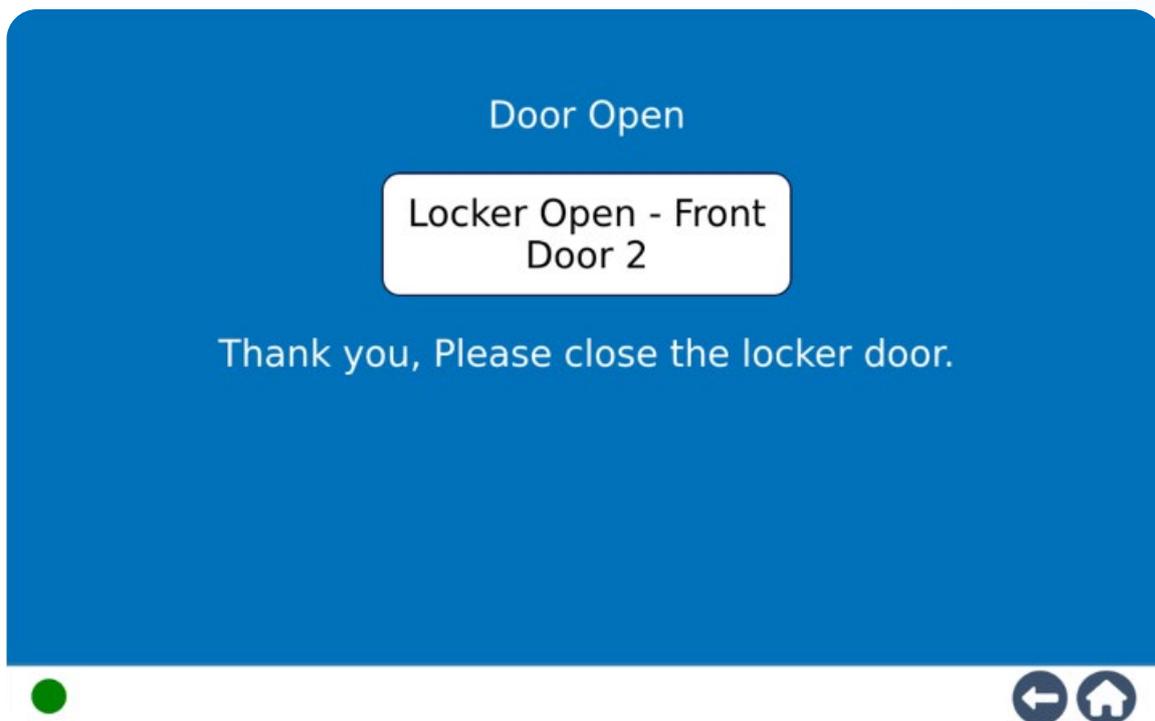
Scanning your RFID tag or card opens the locker grid showing locker availability. In this example, the available lockers are in light blue.



Select your desired locker from the locker grid, noting which lockers are available.



Confirm that you want to continue to open the selected locker door, the system will open the door. Ensure you close the door when you are ready.



The system will confirm when the door has been securely closed



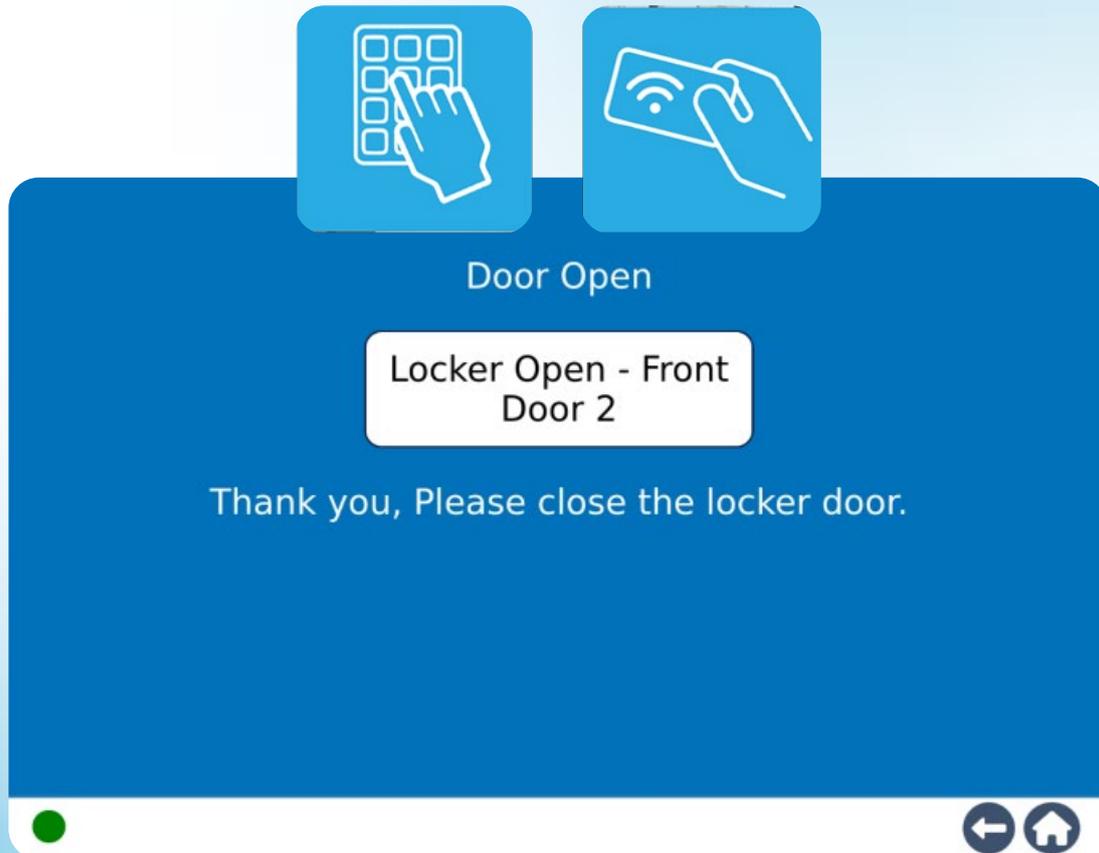
Door closed!



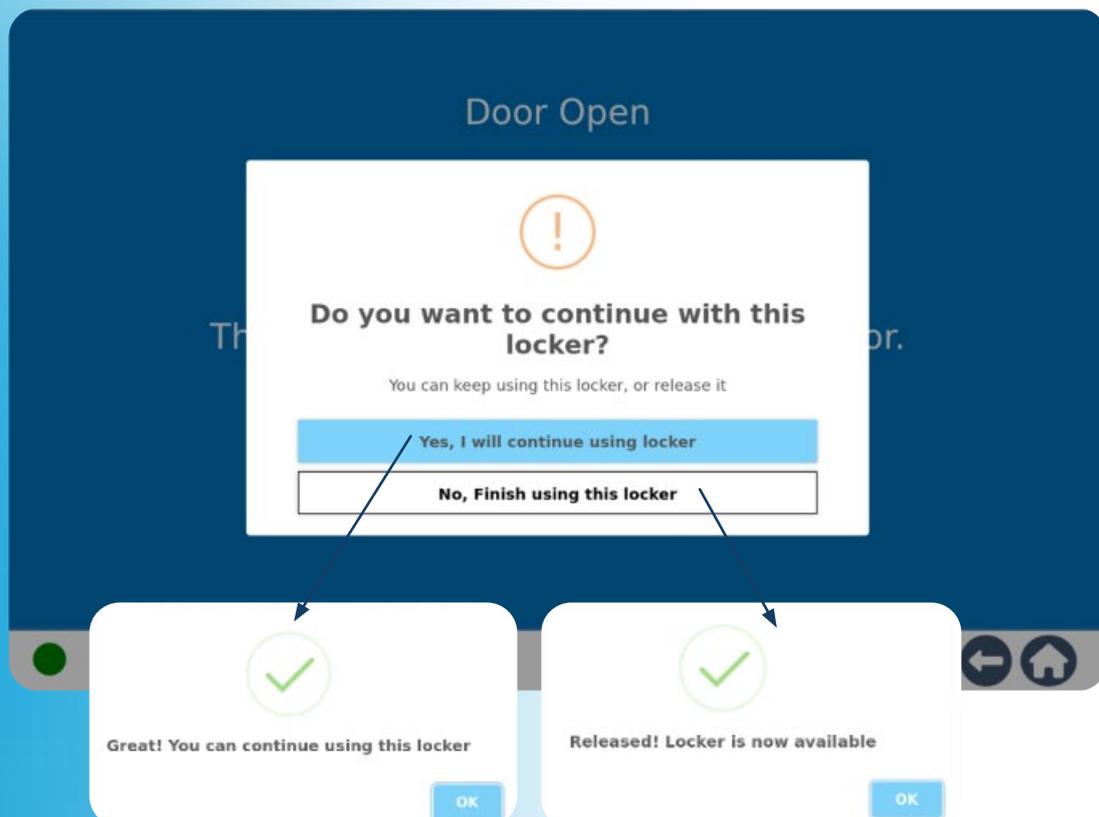
## Registered Public Mode User Access – Unlocking

Retrieving your items from your chosen locker.

Use either access method to open the locker as previously described.



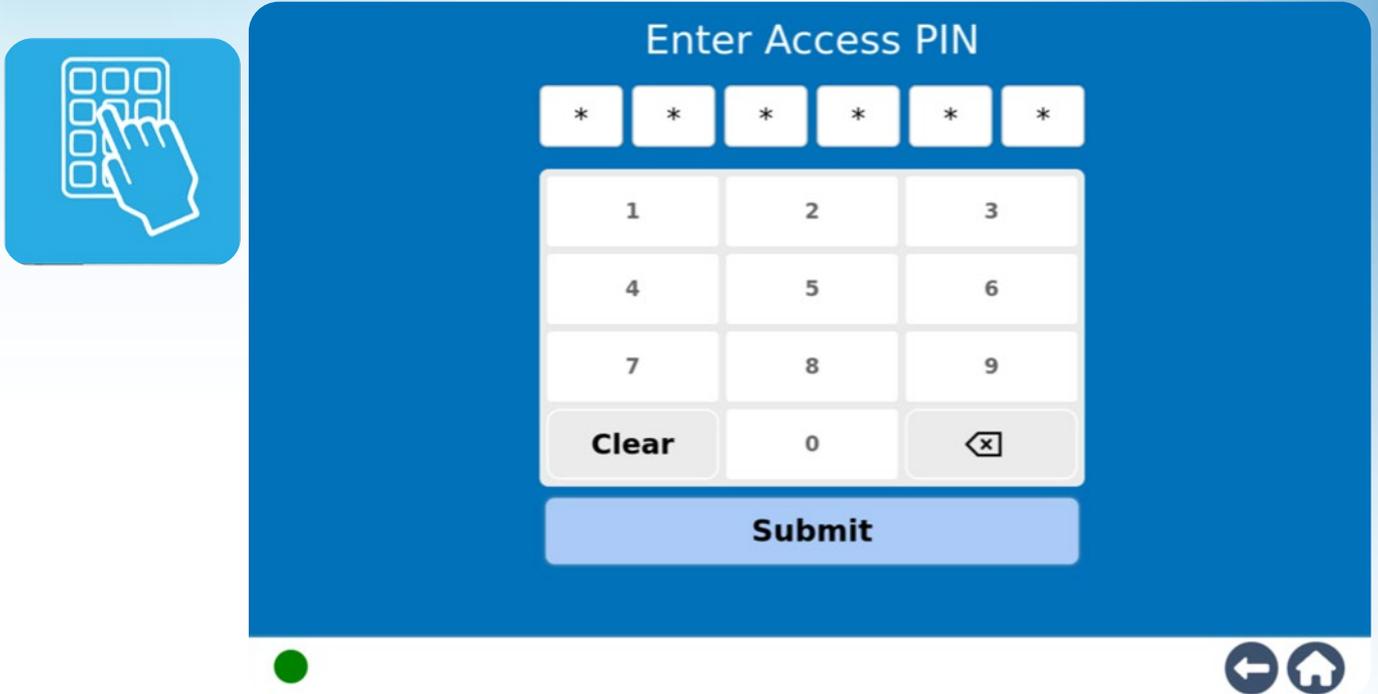
On closing the door, the system will ask you to confirm if you want to keep the locker or release it.



## Private Mode User Access – PIN Code Access

Registered Users that have allocated lockers have two options for access to lockers, PIN code or RFID. PIN code, RFID and locker allocation is an administrator function, see Zodiac Workspace Web Portal User Guide for detail.

Selecting the PIN code option on the Storage Access screen will display a keypad to enter your PIN code followed by Submit. Your allocated locker will automatically open.



If you mistype your PIN, you can use the backspace or Clear buttons.



The system will confirm when the door has been securely closed

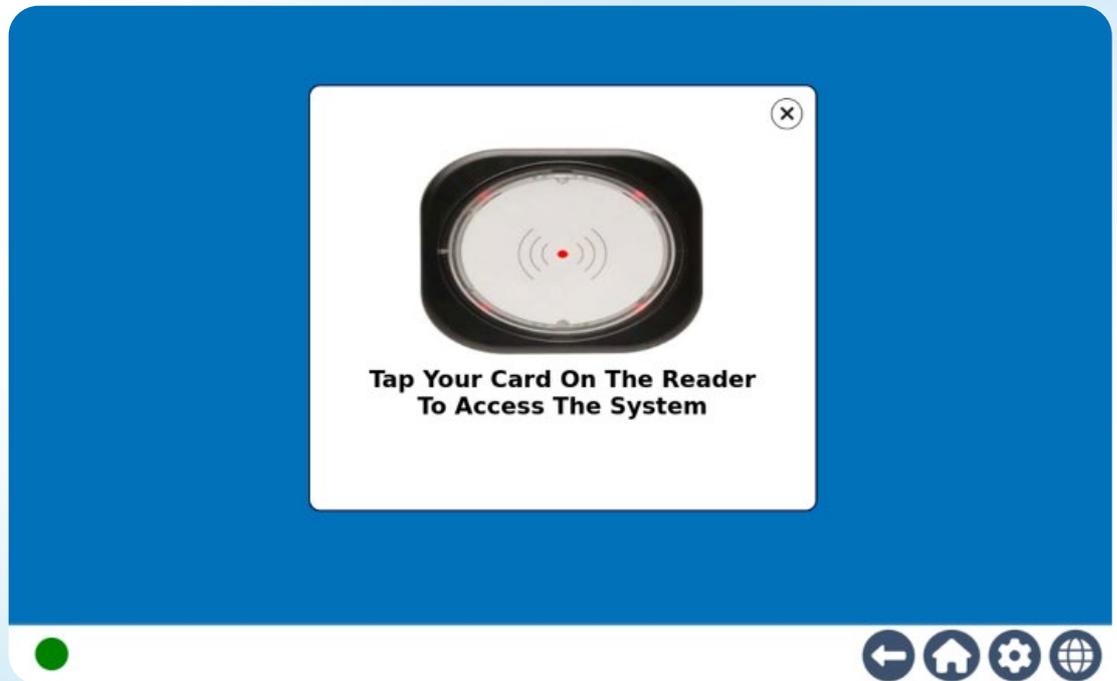


OK

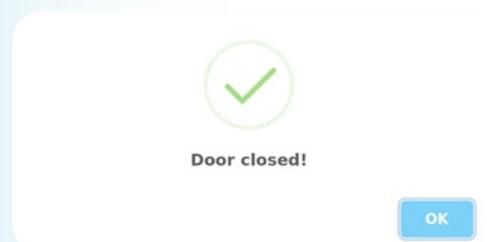
## Private Mode User Access – RFID Code Access

Access to your private allocated locker.

Selecting the RFID option on the Storage Access screen will display a prompt to Tap Your Card On The Reader To Access The System. Your allocated locker will automatically open after placing you RFID tag or fob on the reader.



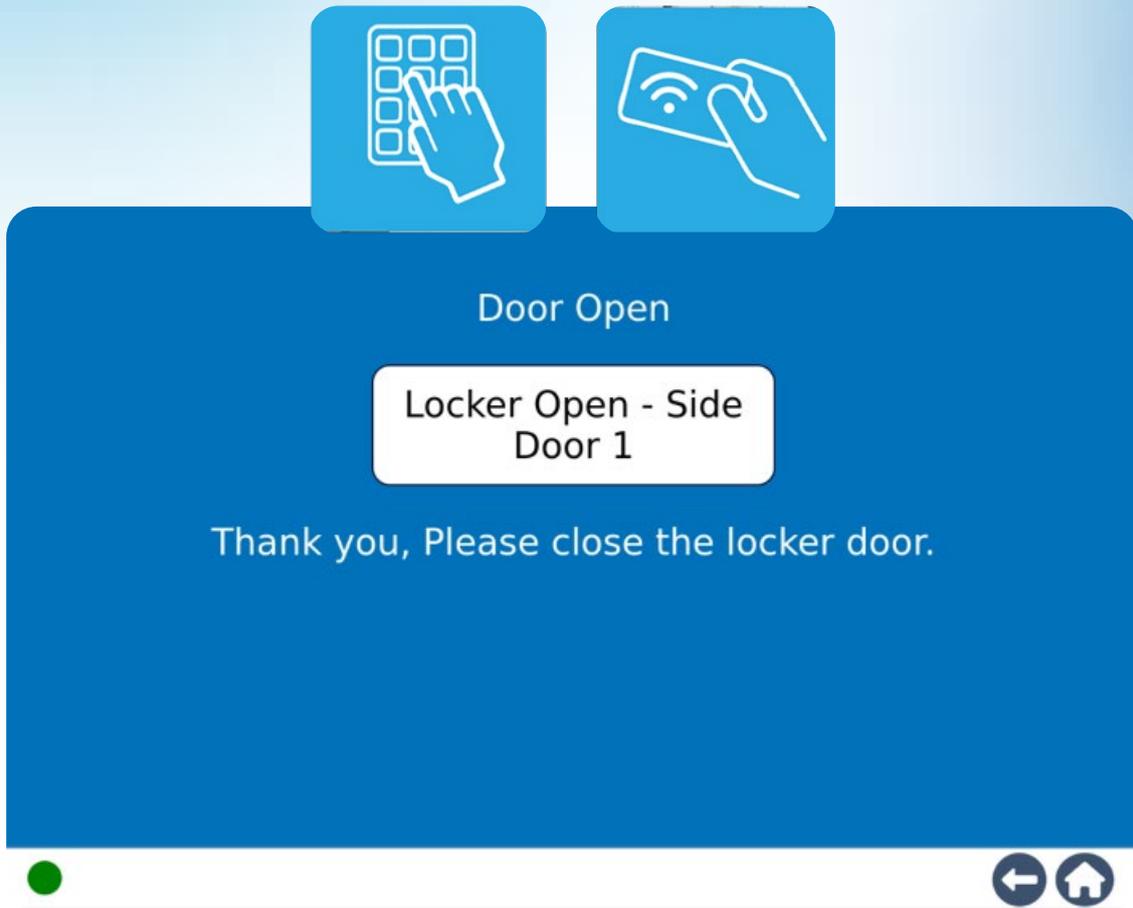
The system will confirm when the door has been securely closed



## Private Mode User Access – Unlocking

Retrieving your items from your private allocated locker.

Use either access method to open the locker as previously described.



The system will confirm when the door has been securely closed



Door closed!

OK

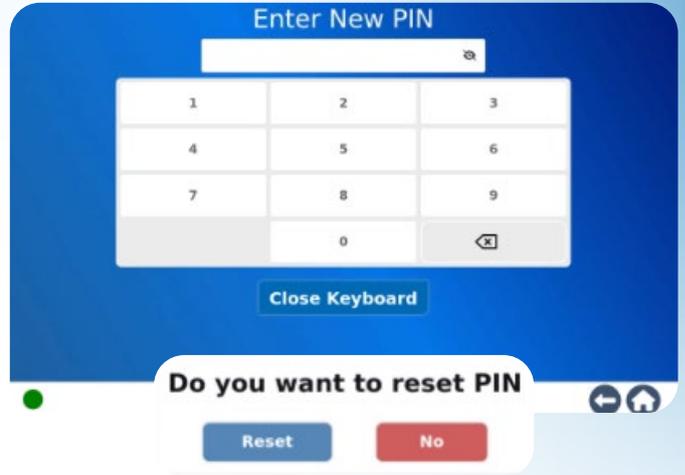
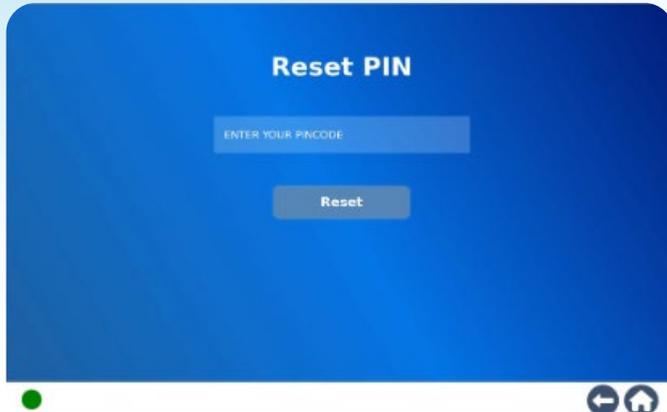
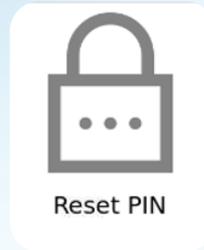


## Changing Admin PIN code

Select Reset PIN option on Admin Settings menu

Enter New PIN code using keypad

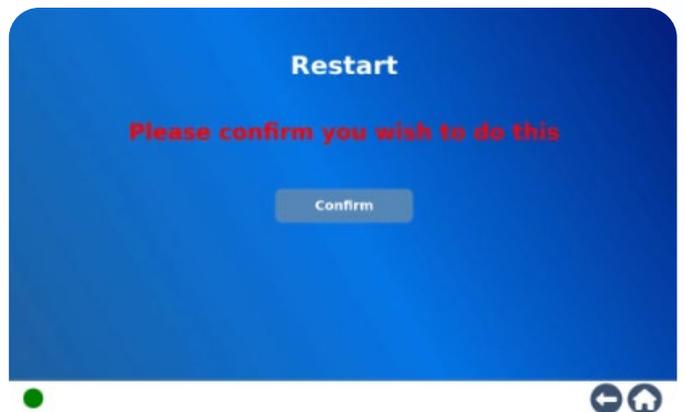
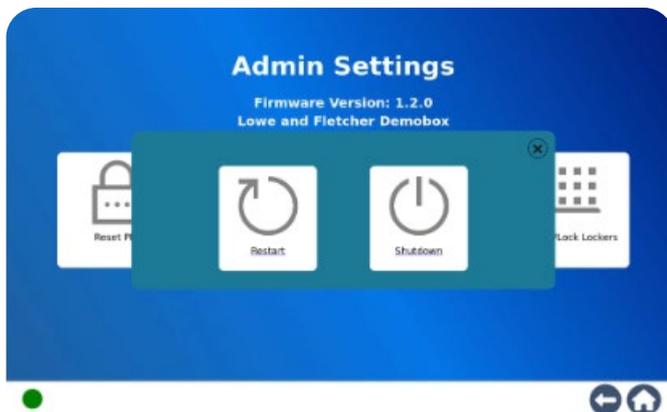
Confirm you want to reset PIN



## Restart or Shutdown the system

Select the Power option on Admin Settings menu

Two power options are displayed – Restart or Shutdown – Confirm action after selection

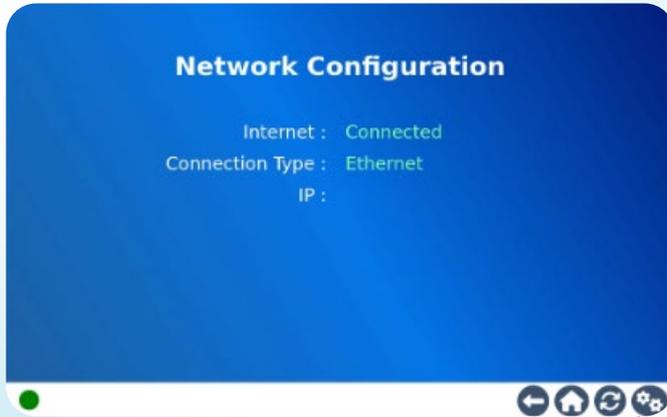


## Network Configuration Settings

Select Network option from the Admin Settings menu

The IP address will be displayed if connecting to the network with an ethernet connection

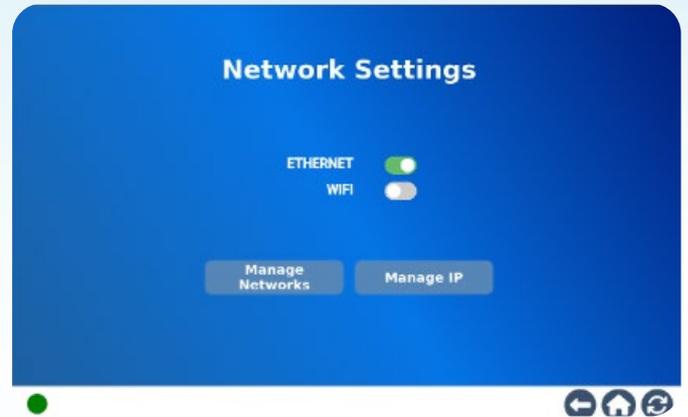
The green indicator in the bottom left hand corner shows that Zodiac is connected to a network



Network Settings

The Network option displays the Network Configuration: the connection status, the connection type and IP address.

The system will automatically obtain an IP address.



Selecting Network settings opens the Network Settings options.

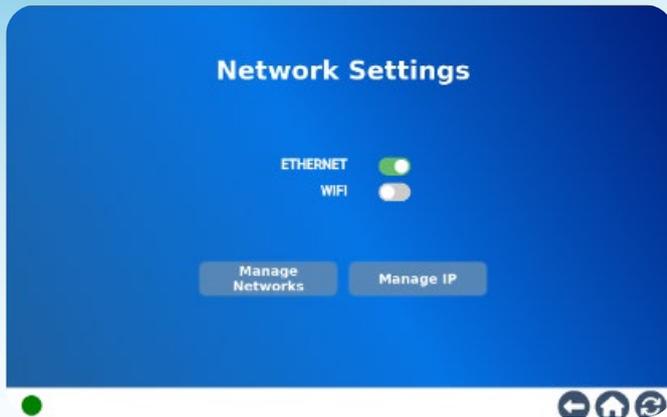
The administrator can choose between an Ethernet or WiFi network connection using the toggle switches and has the option to Manage Networks or IP address.



The Manage IP option allows for manual input of IP address if required.

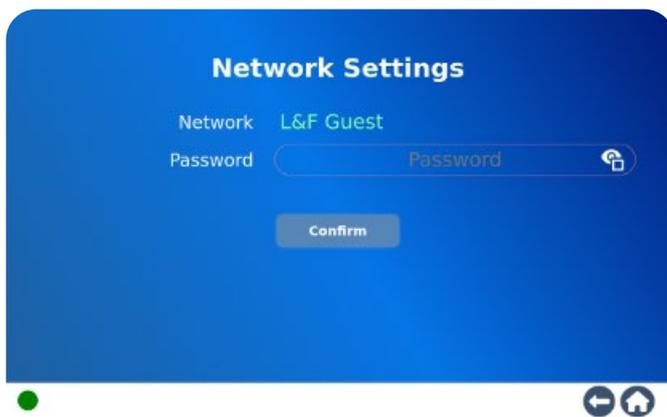
The administrator can enter the IP Address, Subnet Mask and Default Gateway, followed by the Confirm button.

## Network Configuration Settings



The Manage Networks option displays either networks previously used under the Connected tab or Networks Available for connection.

Previously used networks can be deleted with the trash can icon.



The Administrator can select an available ethernet or WiFi network and input the password by pressing the settings icon next to available network.

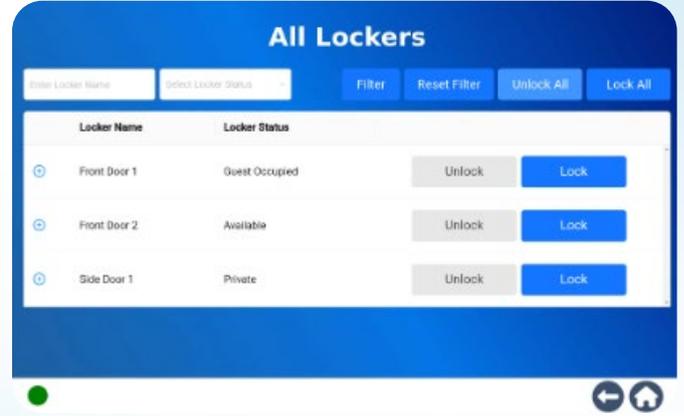
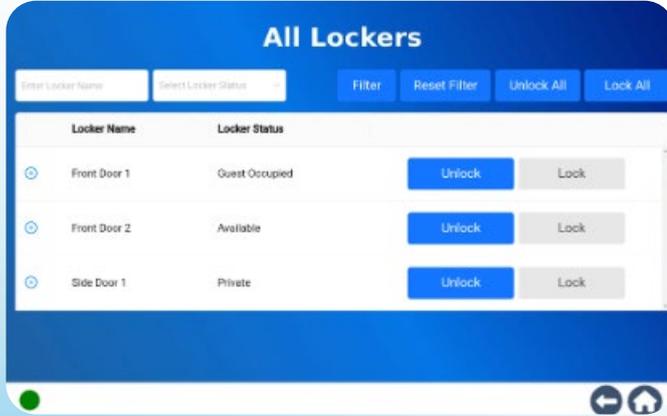
## Unlock/Lock Lockers

Select Lockers option from the Admin Settings menu

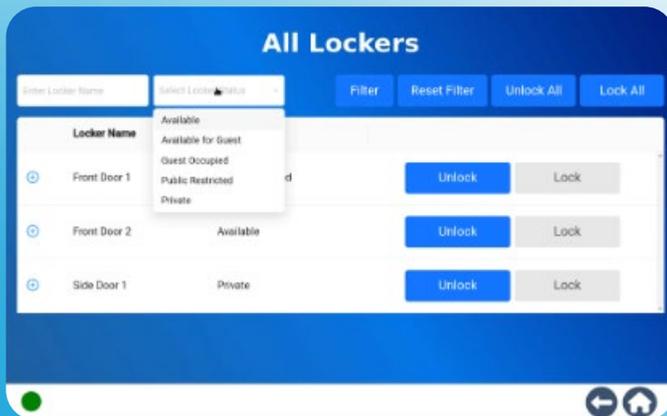
All lockers can be unlocked or locked



Unlock/Lock Lockers



Lockers can be unlocked or locked individually, or all at the same time, using Unlock All and Lock All buttons. The current lock status will be shown highlighted in blue.



The locker list can be filtered by selecting a Status from the dropdown list followed by the Filter button.

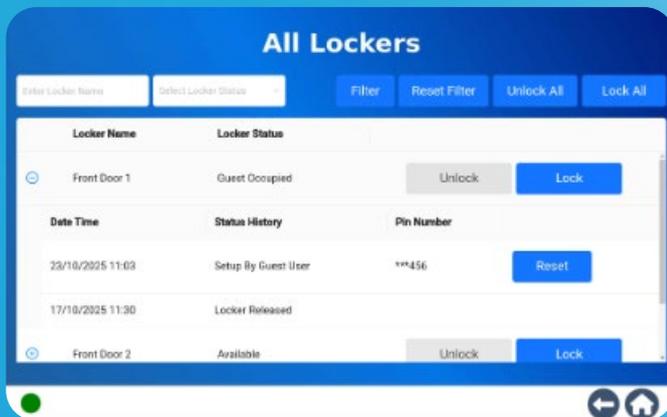
**Available** – Shows Public Registered Lockers currently available

**Available for Guest** – Shows Guest lockers currently available

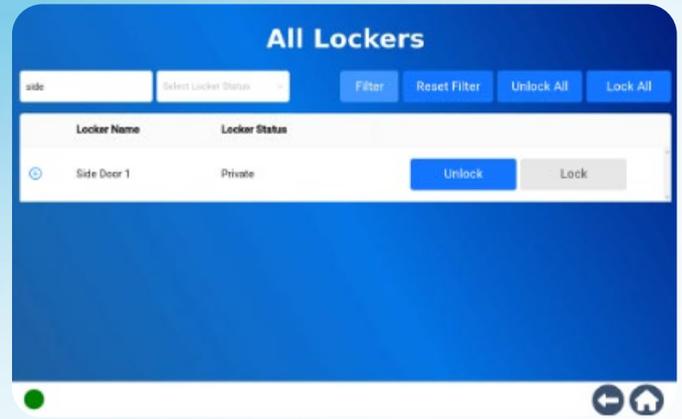
**Guest Occupied** – Shows Guest lockers currently in use

**Public Restricted** – Shows Public Registered lockers currently in use

**Private** – Shows all Private allocated lockers



Pressing the blue '+' displays the recent locker activity including date and time. This also allows admin to reset an individual guest locker.



Alternatively, an individual locker can be selected by entering the locker name followed by the filter button.

# Need help? We're all ears!



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