

COMMERCIAL AUTOMATION HANDOVER

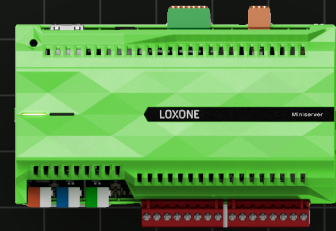
YOUR BUILDING, MADE SIMPLE.

A practical guide to the lighting, climate, shading, audio, access, security and building-wide controls at 1 Tarver Street, Port Melbourne VIC 3207.

INTEGRATDLIVING 

COMMERCIAL HANDOVER

 SYSTEM READY



Project

FACTORY SOUND

Port Melbourne, Victoria

PLATFORM

**Loxone
commercial
automation**

PREPARED BY

Integratd Living



THE FIVE ACTIONS WORTH KNOWING FIRST.

Factory Sound runs automatically through schedules, presence and room conditions. These controls cover the common moments when staff need to make a manual change.



WALL CONTROL

Tap the centre. Use the corners.

The installed labels show the functions assigned to each touch point. The app provides the same controls with more detail for authorised users.

01 SINGLE TAP

Choose a lighting mood

Tap the centre of a Loxone wall control to switch the lights on and move through the lighting moods configured for that area.

02 DOUBLE TAP

Turn the room off

Double-tap the centre touch point to switch the room off. The corner touch points operate audio or shading where those functions are available.

03 CORNER CONTROLS

Adjust audio and blinds

Use the labelled corner touch points for volume, playback and shading. In rooms with two blinds, the left side controls the shade and the right side controls the blackout blind.

04 LEAVING THE BUILDING

Set Away and arm the store

The last person leaving can activate Away in the app or from the assigned Entry control. At the internal Staff Entry NFC Code Touch, select the #6 tick function, then use an authorised code or fob to arm the store.

05 MANUAL OVERRIDE

Use the app at any time

Schedules and presence automation continue in the background, but authorised users can manually adjust lighting, climate, shading, audio, access and gates in the Loxone app.

GOOD TO KNOW

Presence sensors handle many lights automatically, while climate and shading follow their programmed schedules and room conditions. Manual control remains available when needed.

ONE ACTION. THE BUILDING RESPONDS.

These modes and schedules coordinate several areas at once. Access to them should be limited to the staff members responsible for opening, closing and system administration.

01

LAST PERSON LEAVING

AWAY

Resets the building, switches lighting off and arms the alarm so Factory Sound is secured after hours.

HOW TO USE IT

Activate in the Loxone app or from the assigned Entry wall control. Turn Away off in the app when returning.

02

CLOSING THE PREMISES

ALARM

When armed, a trigger causes the lighting response, internal speaker siren, external siren and security-company notification configured for the building.

HOW TO USE IT

At the internal Staff Entry NFC Code Touch, choose the #6 tick function and authenticate with an authorised code or fob.

03

NORMAL OFFICE OPERATION

OFFICE HOURS

Office schedules coordinate the automated operating periods for relevant lighting and climate zones.

HOW TO USE IT

Authorised administrators can review and adjust office hours in the Loxone app.

04

SHOP TRADING PERIODS

RETAIL HOURS

Retail schedules coordinate the automated operating periods for the shop and showroom areas.

HOW TO USE IT

Authorised administrators can review and adjust retail hours in the Loxone app.

CENTRAL CONTROLS

Adjust one area, one level or the entire building.

01

Climate

Select heating, cooling or automatic changeover, with central climate control available per level.

02

Lighting

Switch all lighting on or off, or select the individual lights and areas you need.

03

Shading

Move all building shades together or control selected shades and blackout blinds individually.

04

Access

Manage individual users, groups, PINs and NFC fobs for the areas each person is permitted to enter.

05

Audio

Select sources, zones and volume for areas fitted with Loxone audio and public-announcement functions.

06

Gates & intercom

Operate the carpark gate and answer warehouse roller-door or staff-entry calls from authorised controls.

FIND THE SPACE. SEE EXACTLY WHAT IT DOES.

Search by room, feature or function, or filter by area type. Open any card to see the installed controls and automatic behaviour.

01

OFFICES**Artie Office****LIGHTING**

Switched lighting from the wall control or app, with automatic operation from presence where configured.

CLIMATE

The Intelligent Room Controller follows its schedule and manages the space automatically. On/off and temperature adjustments are also available in the app.

ACCESS CONTROL

Entry is managed by NFC Code Touch using an individually assigned PIN or NFC fob.

02

OFFICES**Jeff Office****LIGHTING**

Switched lighting from the wall control or app, with automatic operation from presence where configured.

CLIMATE

The Intelligent Room Controller follows its schedule and manages the space automatically. On/off and temperature adjustments are also available in the app.

ACCESS CONTROL

Entry is managed by NFC Code Touch using an individually assigned PIN or NFC fob.

03

OFFICES**Jono Office****LIGHTING**

Switched lighting from the wall control or app, with automatic operation from presence where configured.

CLIMATE

The Intelligent Room Controller follows its schedule and manages the space automatically. On/off and temperature adjustments are also available in the app.

ACCESS CONTROL

Entry is managed by NFC Code Touch using an individually assigned PIN or NFC fob.

SHADING

Control the shade and blackout blind from the wall control or app, or allow the Intelligent Room Controller to respond automatically to room conditions. Left touch points operate the shade; right touch points operate blackout.

04

MEETING**Boardroom****LIGHTING**

Switched, dimmable and RGB lighting from the wall control or app, with automatic operation from presence where configured.

CLIMATE

The Intelligent Room Controller follows its schedule and manages the space automatically. On/off and temperature adjustments are also available in the app.

ACCESS CONTROL

Entry is managed by NFC Code Touch using an individually assigned PIN or NFC fob.

SHADING

Control the shade and blackout blind from the wall control or app, or allow the Intelligent Room Controller to respond automatically to room conditions. Left touch points operate the shade; right touch points operate blackout.

IPAD CONTROL

The dedicated Boardroom iPad provides control of all automation features assigned to the room.

05

OFFICES

Office**LIGHTING**

Switched lighting from the wall control or app, with automatic operation from presence where configured.

CLIMATE

The Intelligent Room Controller follows its schedule and manages the space automatically. On/off and temperature adjustments are also available in the app.

ACCESS CONTROL

Entry is managed by NFC Code Touch using an individually assigned PIN or NFC fob.

SHADING

Control the shade and blackout blind from the wall control or app, or allow the Intelligent Room Controller to respond automatically to room conditions. Left touch points operate the shade; right touch points operate blackout.

AUDIO

Select the zone, source and volume from the wall control or app, with presence behaviour where configured.

BURGLAR ALARM

The building can be secured from this area using the assigned closing sequence. See Building-wide controls for the full arming process.

06

AMENITIES

Office Bathroom**LIGHTING**

Switched lighting operates automatically from presence.

EXHAUST FAN

The exhaust fan switches on and off automatically from presence.

07

OFFICES

Projects Office**LIGHTING**

Switched lighting from the wall control or app, with automatic operation from presence where configured.

CLIMATE

The Intelligent Room Controller follows its schedule and manages the space automatically. On/off and temperature adjustments are also available in the app.

ACCESS CONTROL

Entry is managed by NFC Code Touch using an individually assigned PIN or NFC fob.

08

MEETING

Projects VC Room**LIGHTING**

Switched lighting from the wall control or app, with automatic operation from presence where configured.

CLIMATE

The Intelligent Room Controller follows its schedule and manages the space automatically. On/off and temperature adjustments are also available in the app.

ACCESS CONTROL

Entry is managed by NFC Code Touch using an individually assigned PIN or NFC fob.

SHADING

Control the shade and blackout blind from the wall control or app, or allow the Intelligent Room Controller to respond automatically to room conditions. Left touch points operate the shade; right touch points operate blackout.

09

MEETING

VC Room**LIGHTING**

Switched lighting from the wall control or app, with automatic operation from presence where configured.

CLIMATE

The Intelligent Room Controller follows its schedule and manages the space automatically. On/off and temperature adjustments are also available in the app.

ACCESS CONTROL

Entry is managed by NFC Code Touch using an individually assigned PIN or NFC fob.

10

RETAIL**Store / Store Entry****LIGHTING**

Switched, dimmable and RGB lighting from the wall control or app, with automatic operation from presence where configured.

CLIMATE

The Intelligent Room Controller follows its schedule and manages the space automatically. On/off and temperature adjustments are also available in the app.

ACCESS CONTROL

Store entry is managed by NFC Code Touch using an individually assigned PIN or NFC fob.

AUDIO

Select the zone, source and volume from the wall control or app, with presence behaviour where configured.

BURGLAR ALARM

The internal Staff Entry NFC Code Touch provides the assigned closing and arming sequence. See Building-wide controls.

IPAD CONTROL

The shop iPad provides control of all automation features assigned to the retail area.

11

AMENITIES**Shop Bathrooms****LIGHTING**

Switched lighting operates automatically from presence.

EXHAUST FAN

The exhaust fan switches on and off automatically from presence.

12

OPERATIONS**AVH Build Room****LIGHTING**

Switched lighting from the wall control or app, with automatic operation from presence where configured.

CLIMATE

The Intelligent Room Controller follows its schedule and manages the space automatically. On/off and temperature adjustments are also available in the app.

ACCESS CONTROL

Entry is managed by NFC Code Touch using an individually assigned PIN or NFC fob.

13

OFFICES**Hayden Office****LIGHTING**

Switched lighting from the wall control or app, with automatic operation from presence where configured.

CLIMATE

The Intelligent Room Controller follows its schedule and manages the space automatically. On/off and temperature adjustments are also available in the app.

ACCESS CONTROL

Entry is managed by NFC Code Touch using an individually assigned PIN or NFC fob.

14

OFFICES**AVH Office****LIGHTING**

Switched lighting from the wall control or app, with automatic operation from presence where configured.

CLIMATE

The Intelligent Room Controller follows its schedule and manages the space automatically. On/off and temperature adjustments are also available in the app.

ACCESS CONTROL

Entry is managed by NFC Code Touch using an individually assigned PIN or NFC fob.

15

MEETING**AVH VC Room****LIGHTING**

Switched lighting from the wall control or app, with automatic operation from presence where configured.

CLIMATE

The Intelligent Room Controller follows its schedule and manages the space automatically. On/off and temperature adjustments are also available in the app.

ACCESS CONTROL

Entry is managed by NFC Code Touch using an individually assigned PIN or NFC fob.

16

OPERATIONS**Projects Build Room****LIGHTING**

Switched lighting from the wall control or app, with automatic operation from presence where configured.

CLIMATE

The Intelligent Room Controller follows its schedule and manages the space automatically. On/off and temperature adjustments are also available in the app.

ACCESS CONTROL

Entry is managed by NFC Code Touch using an individually assigned PIN or NFC fob.

17

RETAIL**Showroom****LIGHTING**

Switched lighting from the wall control or app, with automatic operation from presence where configured.

CLIMATE

The Intelligent Room Controller follows its schedule and manages the space automatically. On/off and temperature adjustments are also available in the app.

ACCESS CONTROL

Entry is managed by NFC Code Touch using an individually assigned PIN or NFC fob.

18

AMENITIES**Showroom Bathrooms****LIGHTING**

Switched lighting operates automatically from presence.

EXHAUST FAN

The exhaust fan switches on and off automatically from presence.

19

AMENITIES**Staff Kitchen****LIGHTING**

Switched lighting from the wall control or app, with automatic operation from presence where configured.

CLIMATE

The Intelligent Room Controller follows its schedule and manages the space automatically. On/off and temperature adjustments are also available in the app.

ACCESS CONTROL

Entry is managed by NFC Code Touch using an individually assigned PIN or NFC fob.

20

OPERATIONS**Warehouse****LIGHTING**

Switched lighting from the wall control or app, with automatic operation from presence where configured.

ACCESS CONTROL

Entry is managed by NFC Code Touch using an individually assigned PIN or NFC fob.

INTERCOM

Intercoms at each roller door and the staff entry allow authorised users to answer calls and grant remote access.

AUDIO

Select the zone, source and volume from the wall control or app, with presence behaviour where configured.

BURGLAR ALARM

The warehouse is included in the building alarm response and the assigned closing sequence.

21

OFFICES**Warehouse Office****LIGHTING**

Switched lighting from the wall control or app, with automatic operation from presence where configured.

CLIMATE

The Intelligent Room Controller follows its schedule and manages the space automatically. On/off and temperature adjustments are also available in the app.

ACCESS CONTROL

Entry is managed by NFC Code Touch using an individually assigned PIN or NFC fob.

AUDIO

Select the zone, source and volume from the wall control or app, with presence behaviour where configured.

22	EXTERNAL Carpark LIGHTING Switched lighting operates from the app or presence where configured. GATE CONTROL Operate the carpark gate from the app or allow it to follow its configured schedule.	24	MEETING FS Studio / Recording Booth LIGHTING Switched lighting from the wall control or app, with automatic operation from presence where configured. CLIMATE The Intelligent Room Controller follows its schedule and manages the space automatically. On/off and temperature adjustments are also available in the app. ACCESS CONTROL Entry is managed by NFC Code Touch using an individually assigned PIN or NFC fob.
23	OPERATIONS Comms Room LIGHTING Switched lighting from the wall control or app, with automatic operation from presence where configured. CLIMATE The Intelligent Room Controller follows its schedule and manages the space automatically. On/off and temperature adjustments are also available in the app. ACCESS CONTROL Entry is managed by NFC Code Touch using an individually assigned PIN or NFC fob. BUILDING IPAD The dedicated iPad provides authorised control of all automation features across the building.	25	OPERATIONS Mezz Storage LIGHTING Switched lighting from the wall control or Loxone app.
26	EXTERNAL Outdoor Alleyway LIGHTING Switched lighting operates from the app or presence where configured.		

GIVE THE RIGHT PEOPLE THE RIGHT ACCESS.

Administrators can create staff and contractor accounts, assign building areas and add physical access credentials. Every user should have their own account, PIN and fob.

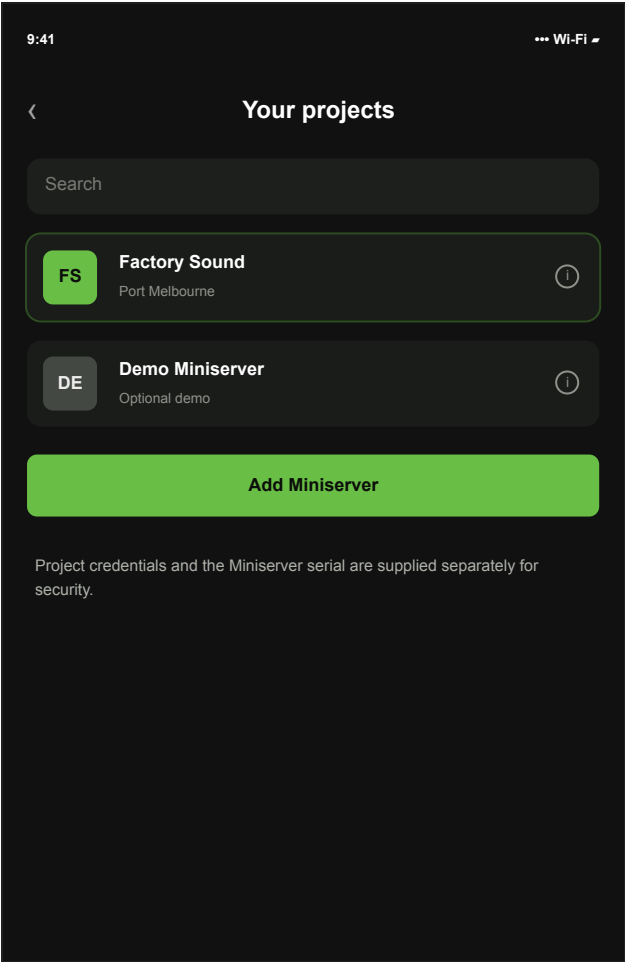
SECURITY RULE

Passwords, PINs and the Miniserver serial are supplied securely and are not published in this customer-facing handover.

01

Open Factory Sound

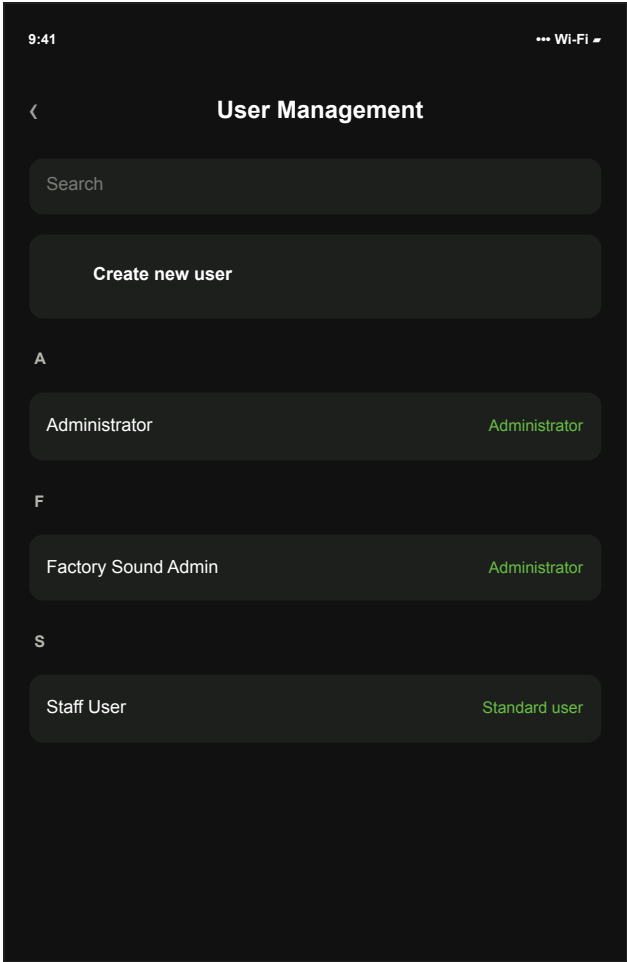
Open the Loxone app and select Factory Sound. Project credentials and the Miniserver serial are provided separately through a secure channel.



02

Open User Management

From the main menu, choose User Management. Administrator access is required to create users or change permissions.



03

Create the staff user

Choose Create new user, enter the person's name and keep the user active. Give every person their own account.

The screenshot shows a mobile app interface with a dark background. At the top, the status bar shows '9:41' and 'Wi-Fi'. Below the status bar is a header with a back arrow and the title 'User Management'. Under the header is a search bar with the placeholder text 'Search'. In the center of the screen is a modal dialog titled 'New User' with an information icon (i) in a circle above the title. Below the title is the instruction 'Enter the name of the new user.' There are three input fields: the first contains 'New Staff Member', the second is empty, and the third is empty. Below the input fields are two buttons: a green 'Create user' button and a grey 'Cancel' button.

04

Add contact details

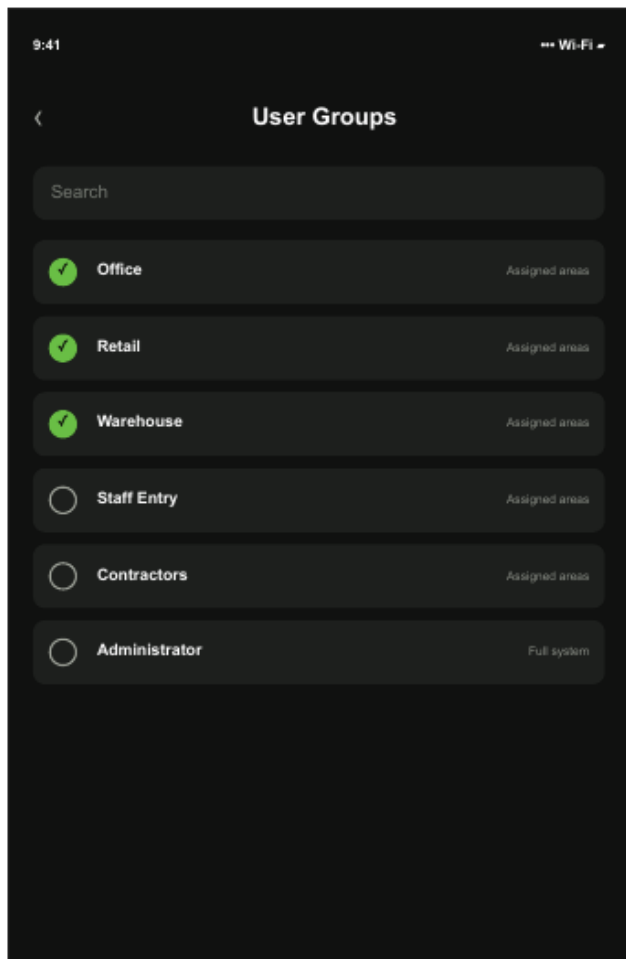
Add the person's email and phone number where required so the account remains easy to identify and manage.

The screenshot shows a mobile app interface with a dark background. At the top, the status bar shows '9:41' and 'Wi-Fi'. Below the status bar is a header with a back arrow and the title 'User Management'. Under the header is a section titled 'General'. Below this section are six input fields: 'Username' (containing 'New Staff Member'), 'Description' (containing 'Factory Sound staff'), 'First Name' (containing 'First name'), 'Last Name' (containing 'Last name'), 'Email' (containing 'Email'), and 'Phone' (containing 'Phone number').

05

Choose access groups

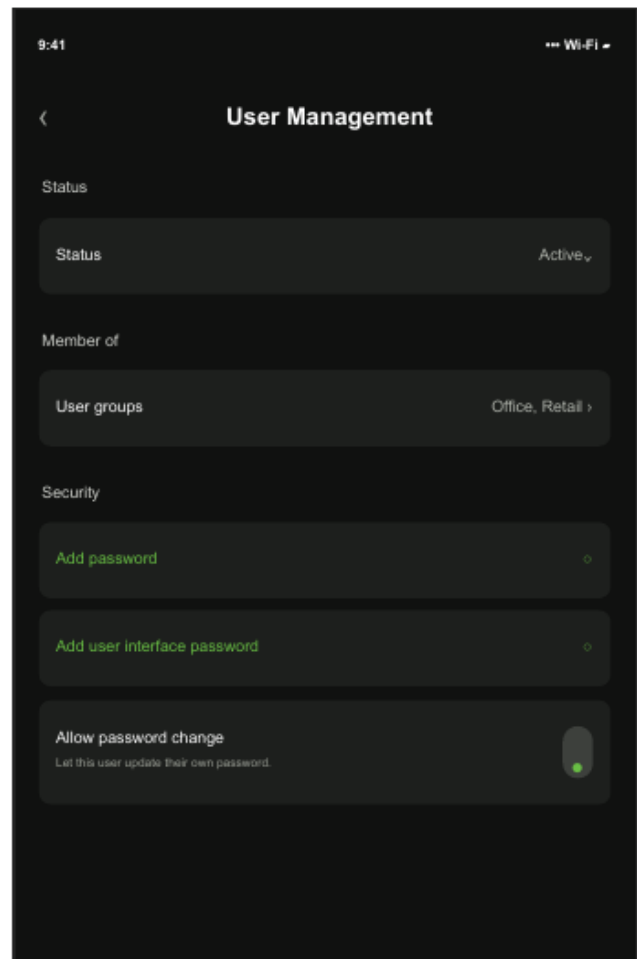
Assign only the groups the person needs, such as Office, Retail, Warehouse or Contractor access. Reserve Administrator for trusted system managers.



06

Set account security

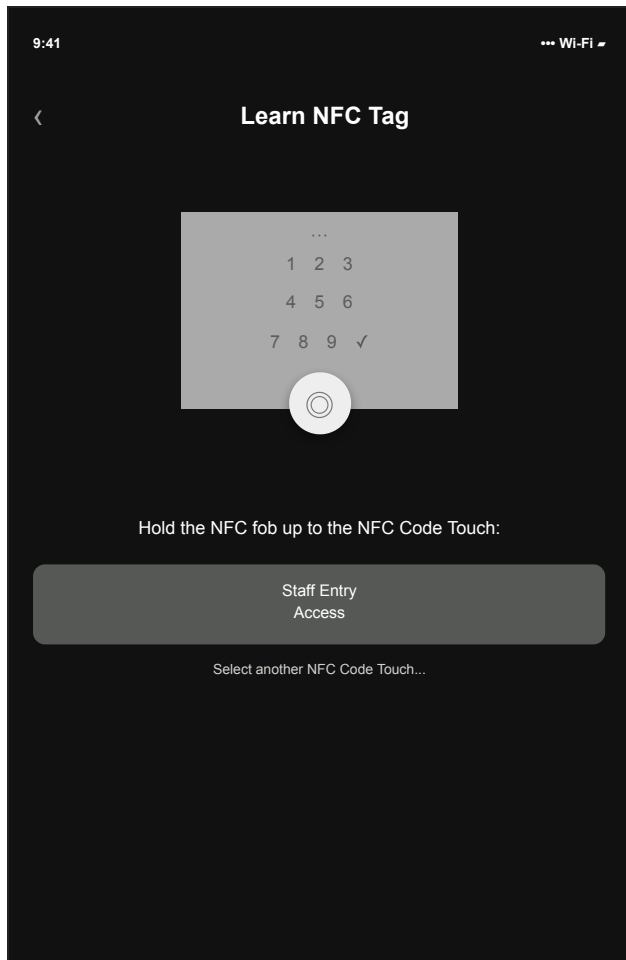
Add a strong account password and allow password changes where appropriate. Use a separate user-interface password only when required.



07

Add a PIN or NFC fob

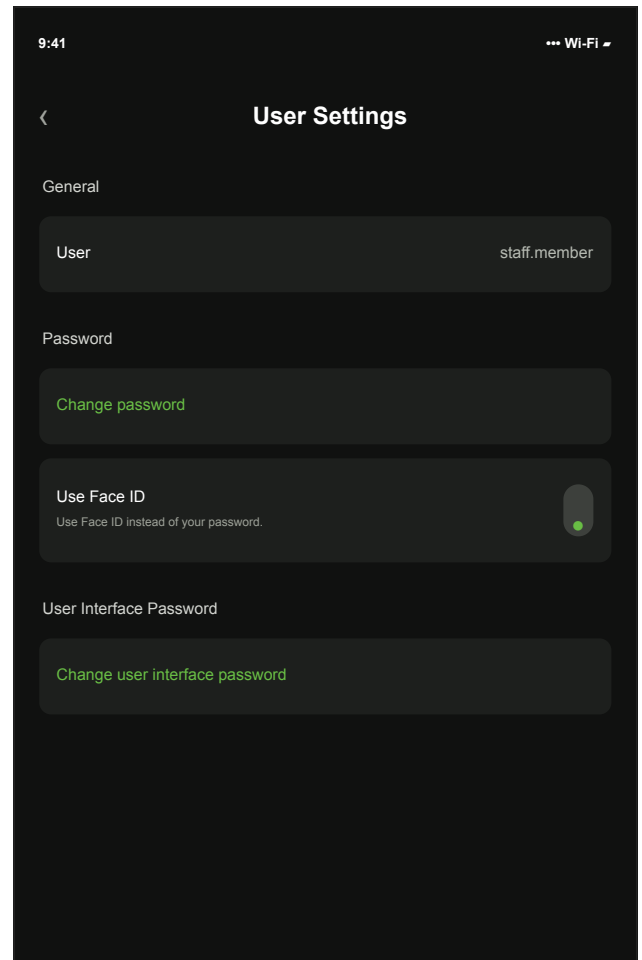
For physical access, create the person's unique PIN or learn their NFC fob against the relevant Factory Sound entry points.



08

Finish on their device

On the user's own device, they can change their password and enable Face ID from User Settings.



ADMINISTRATOR CHECKLIST

Keep workplace access tidy and secure.

- 01 Use a unique user, PIN and NFC fob for every person.
- 02 Assign only the areas and functions each role needs.
- 03 Remove departing staff and expired contractor access promptly.
- 04 Keep Administrator permissions with trusted system managers.
- 05 Do not share passwords or entry codes in a group message.
- 06 Review Office and Retail hours after operational changes.

05 · SUPPORT

WHEN YOU NEED US, START HERE

Note the affected area, what you expected to happen and what happened instead. A photo or short video helps us resolve the issue faster.

PHONE

1300 393 060

AFTER-HOURS WHATSAPP

+61 485 010 110

EMAIL

living@integratd.com

WEB

integratd.com

QUICK CHECKS

Simple things to check before calling.

01 Lighting If a light does not start automatically, check whether presence control is enabled and whether the room has been manually overridden.	02 App connection Confirm the device has Wi-Fi or mobile data and that the correct Factory Sound account is signed in.	03 Audio Confirm the selected zone, source and volume before reporting a speaker issue.	04 Shading Automatic movements may be responding to temperature or room conditions. Check the app for a manual override.	05 Access Confirm the user is active, has the correct access group and is using their own PIN or assigned fob.
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01 Onsite handover & training Practical user training for the installed system.	02 24-month product warranty Applies to Loxone products supplied for the project.	03 3-month personalisation support Remote support for initial operational refinements.	04 Expansion consultation Advice for future automation, access, audio and reporting needs.
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