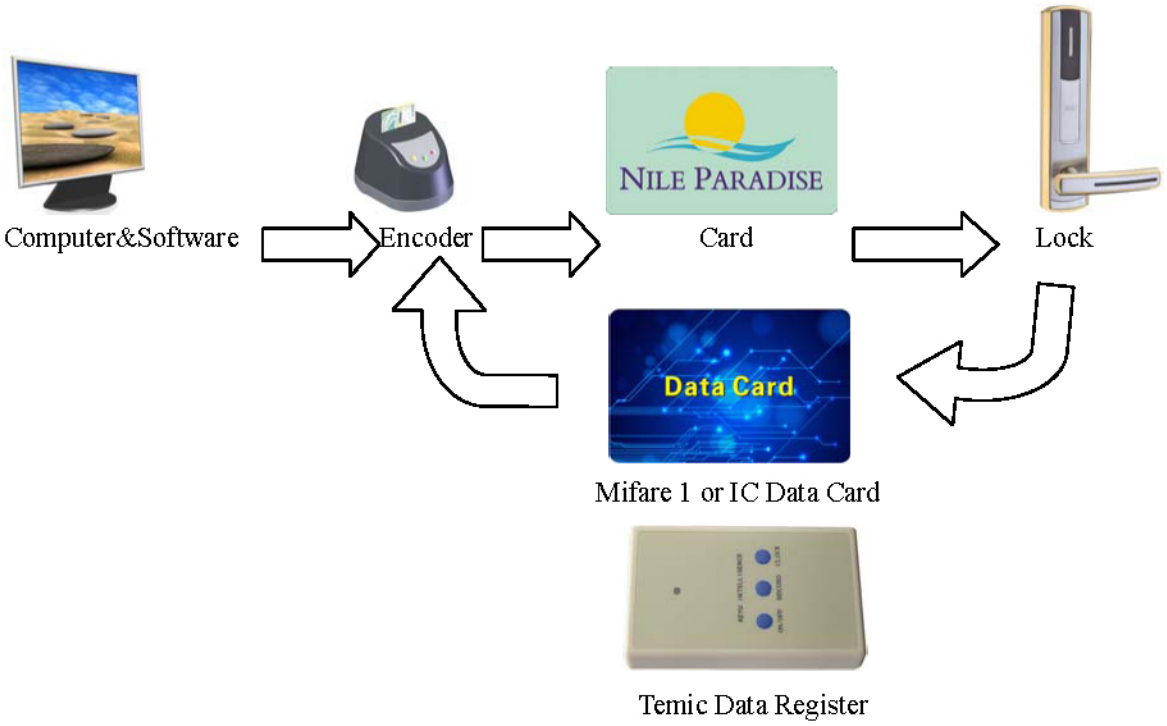
Introduction Of Intelligent card door lock V19.0

1. System components

This system is made up of computer, management software, encoder, card, lock, and Data Register (Card). It is used to issue all kinds of card and deal with the management for hotel, including the management of the registering information and querying information.



- **Software:** it is management system.
- **Encoder:** it is used to issue key card and setting card.
- **Key Card:** it is as the key of the lock. It includes Guest Card, Floor Card, Building card, and Master Card.
- **Setting Card:** it is used to set the lock. It includes Initialization Card, Initialization Card 2, Clock Card, Password Card, Blacklist Adding Card, Blacklist Delete Card, Clear Card, Checkout Card, Stop Card, and Data Card etc.
- **Data register (card):** it is used to collect the unlocking records from the locks. It is optional.

Note

As system difference, some system may do not support some of the card type referred above.

Must use the encoder, software, card supported by the lock system supplier. Otherwise it may cannot work.

2. The environment system

2.1. Hardware

Pentium 1G CPU or above, 1G RAM or above, 60GB free hard disk, 1 free USB port.

2.2. Software

Windows 2000/XP/Vista/7.

For the sever-client mode, Microsoft SQL Sever 2000 or above is necessary.

3. Connection of hardware

Connect the encoder with USB cable. The encoder is powered by the USB port, no need external power supply. If the USB port cannot supply stable power for the encoder, can connect an external DC 12V adapter.

The encoder has a green light and a yellow light. Green light is the electricity indicator light. Yellow light is working indicator light. When connect the encoder to computer, the green light is flashing. When the Encoder reading or writing data, don't take out the card, otherwise the data read or input is incorrect. The yellow light is flashing when the encoder is under working.

4. Software Installation

Please run 'Lock-Setup.exe' under windows 2000/XP/Vista/7/8, after that, follow the clues. The default path is: **D:\LOCK**, you can select the path to meet your need, but you are suggested to take the default path. After installation, a shortcut icon to the system is set up to desktop and program group automatically.

i. Open the CD, display chart 4.1;

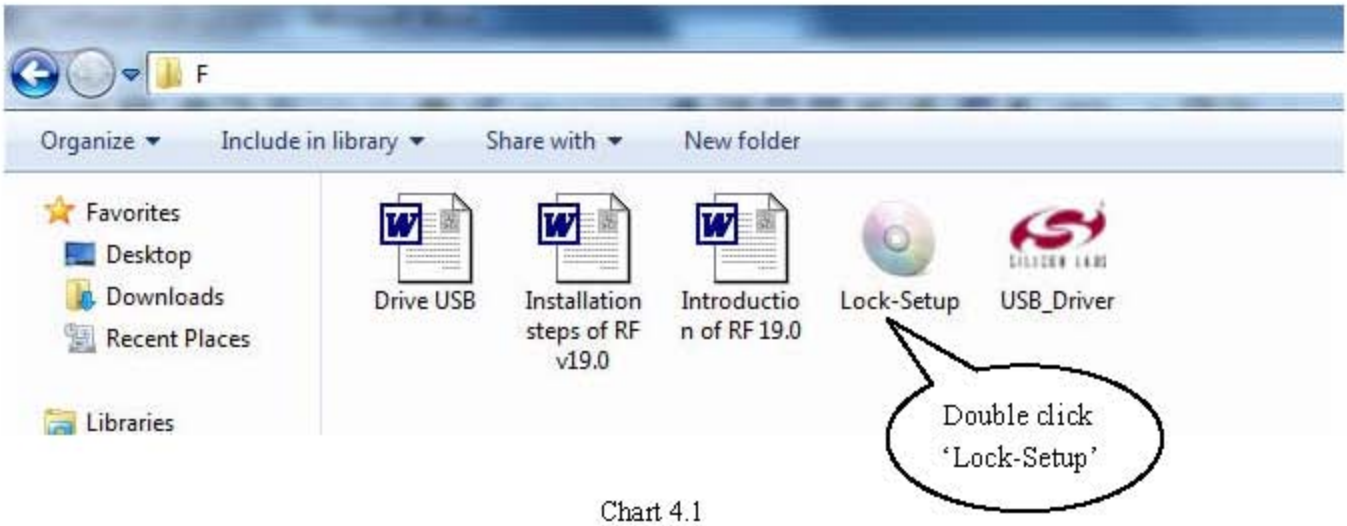


Chart 4.1

ii. Double click double click '**Lock-Setup**', display chart 4.2;

Chart 4.2

iii. Click <**OK**>, display chart 4.3;

Chart 4.3

iv. Click <**Next**>, display chart 4.4;

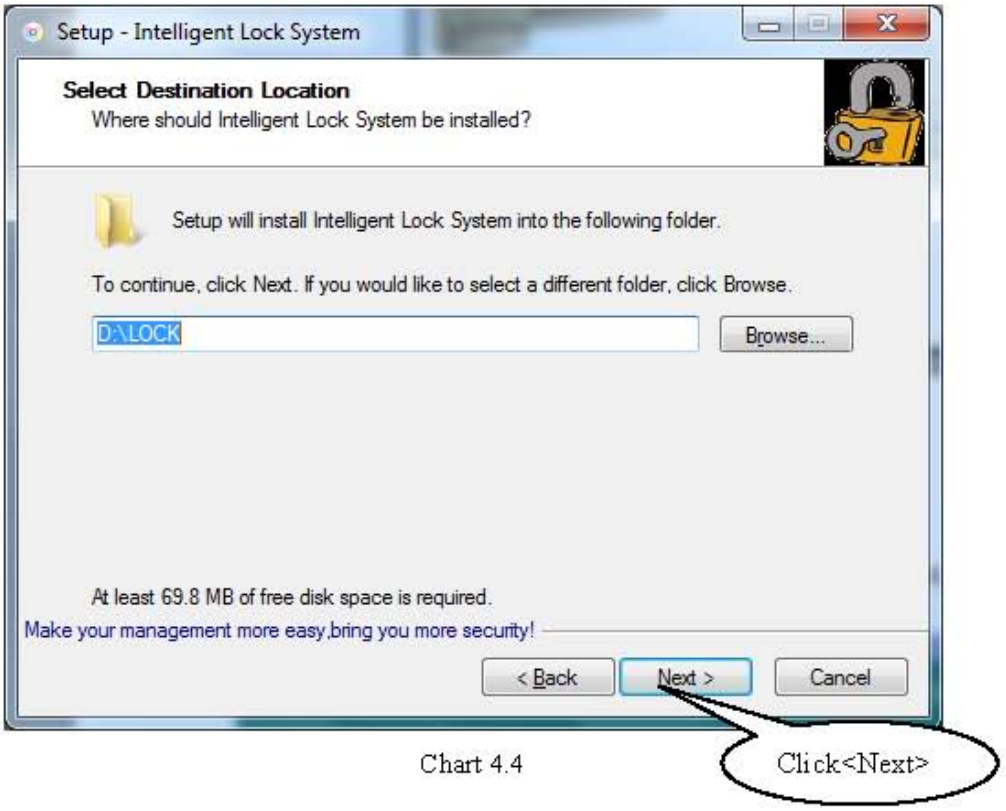


Chart 4.4

v. You may click <**Browse**> to choose your willing destination directory, or click <**Next**> to use the default directory. Display chart 4.5;

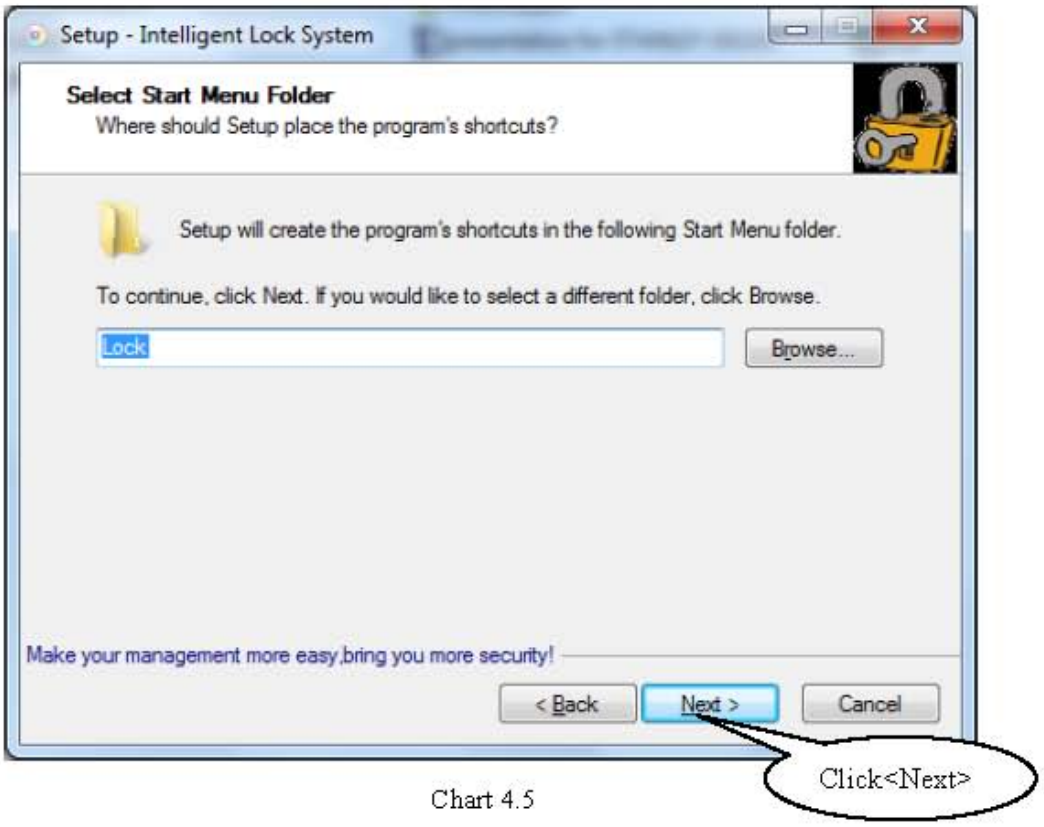


Chart 4.5

vi. Click <**Next**>, display chart 4.6;

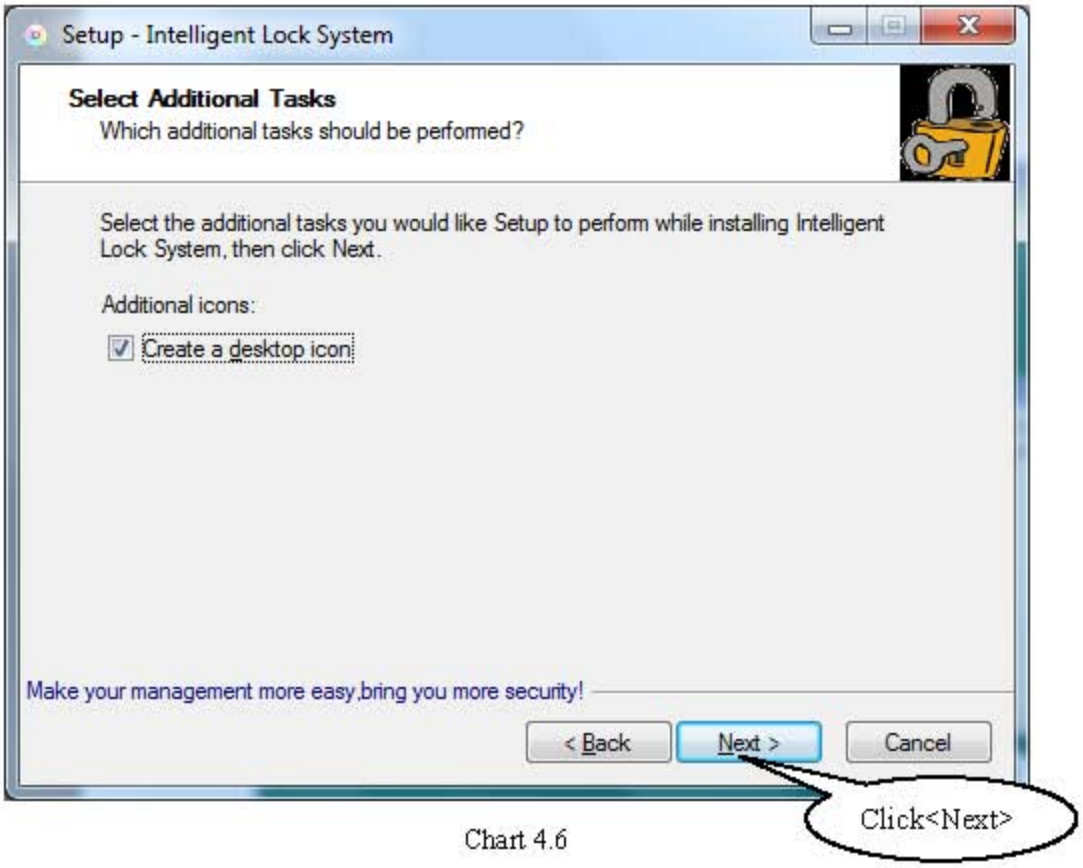


Chart 4.6

vii. Click <**Next**>, display chart 4.7;

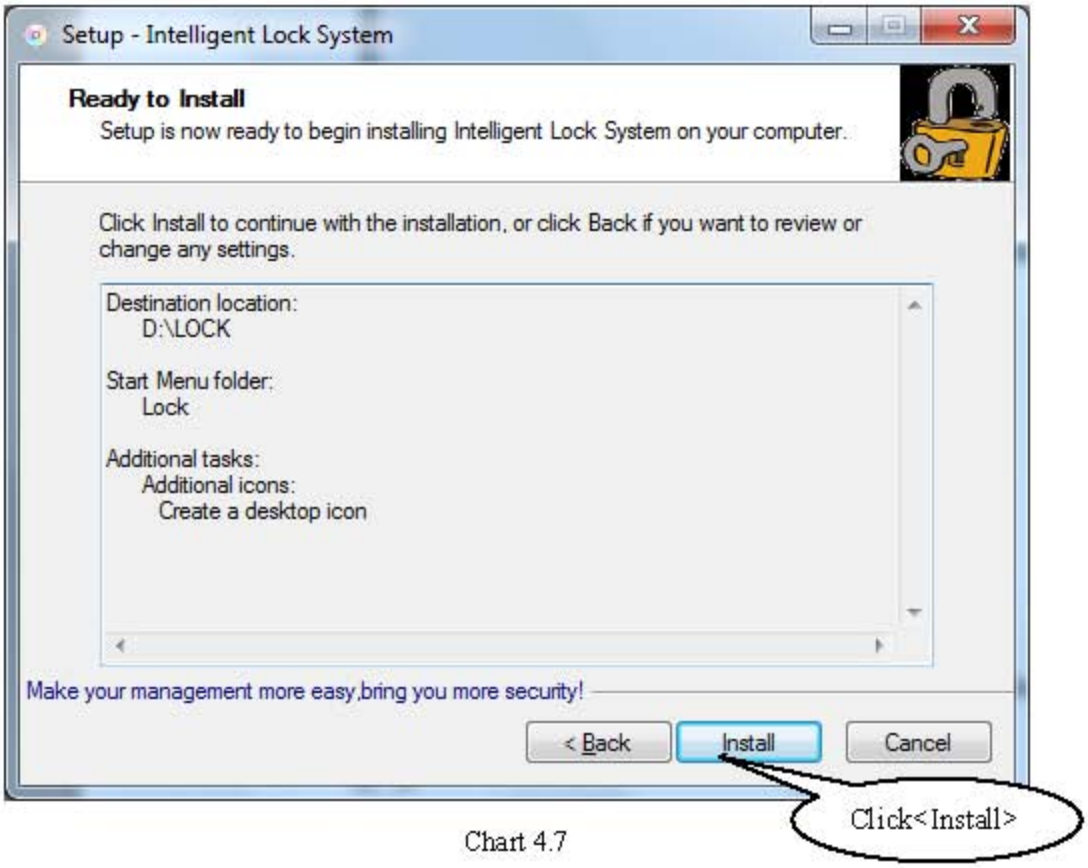


Chart 4.7

viii. Click <**Install**> to start the installation; after about 2 minutes, display chart 4.8

Chart 4.8

ix. Click <**Finish**> to finish the installation.

5. Access the system

Double click the shortcut icon on the desktop

to run the system.

Chart run the system

The login window is as below: The password is needed before the operator accesses the system. Select your ID from the **User** list, input your password to the **Password**, and click **<OK>**. If the input ID and password is correct, you are allowed to access the system. Please see next chapter for the main window of the system.

Chart check password

Note: when you login the software at the first time, please keep **User** as vacant, and input **password** as '12345'.

6. The main window of the system

The main window is made up of main window, menu bar, shortcut button, information column.

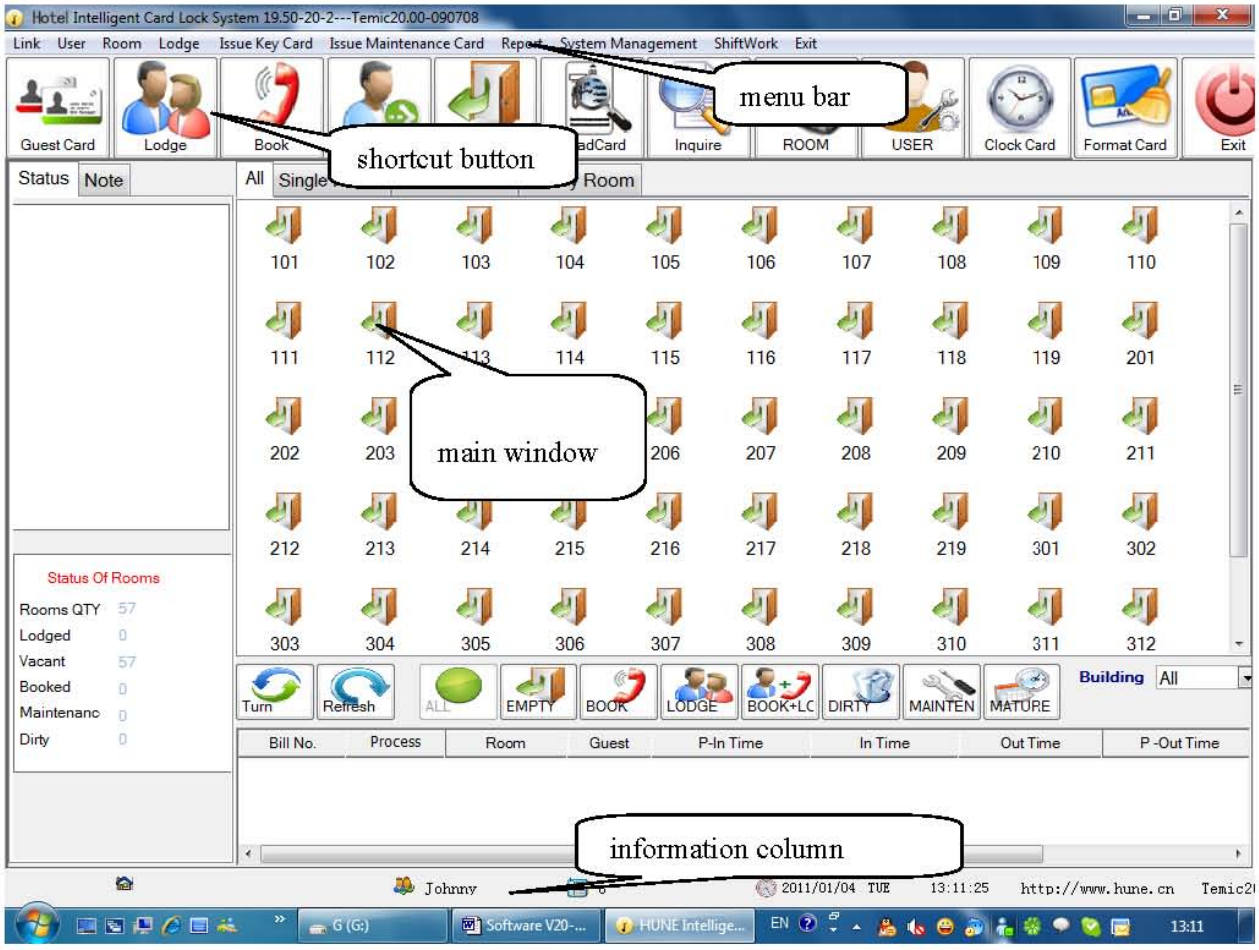


Chart main window of the system

6.1. Menu bar

The menu bar is make up of 'Link', 'User', 'Room', 'Lodge', 'Issue Key Card', 'Issue Maintenance Card', 'Report ', 'System Management', 'Shift work', 'Exit'.

6.1.1. Link

It is used to setup the link of the Encoder and the computer. When enter the system, the computer will link the encoder automatically. If the link is set up successfully, there will be a message to show the COM number of the Encoder linked to; otherwise, please make sure the USB cable connects the Encoder with the computer well, then click the menu item 'Link 'to try setup the link again.

6.1.2. User

It includes items 'User Management' and 'Change Password'.

1) 'User Management' is used to manage the user of the system, include add, modify, delete user and set the authority of the user to the system.

2)'Change Password' is for the user to change his password.

6.1.3. Room

It is used to set the information of all the rooms in the hotel, include input the information of the rooms and issue different kind of function card to set the lock. 'Room' is made up of 'Guest Room' and 'Public Room'. 'Guest Room' is made up of 3 pages: 'Building', 'Floor' and 'Room'.

6.1.4. Lodge

It is the main part of the system, is operated by the reception clerk, who is in charge of the register of room, issuing the Guest Card, dealing with booking room, checking out, continue renting room and supplement card, etc. 'Lodge' is made up of 'Loge Room', ' Book Room', 'Lodge Booked', 'Continue', 'Check Out', and 'Change Room State'.

6.1.5. Issue Key Card

It is used to issue Key Card, including: Guest Card, Floor Card, Building Card, and Master Card.

6.1.6. Issue Maintenance Card

It is used to issue Maintenance Card to set the information of the lock, including: Initialization Card, Initialization Card2, Clock Card, Checkout Card, Stop Card, Clear Card, Blacklist Card, Password Card.

6.1.7. Report

It is used to get the report, such as card report, lodge report.

6.1.8. System Management

It is used to inquire the unlocking record, log and set the system parameter.

6.1.9. Exit

It is use to exit the system.

6.2. Shortcut button

Shortcut button offers a shortcut to the function used often.

6.3. Information column

Information column displays the time and the hotel name.

After installation, it is needed to initialize the system before using it.

Step1: Access 'User' to set the operator.

Step2: Access 'Room' to edit all the rooms and issue Initialization Card, Initialization Card2, Clock Card to set the locks on the doors.

Step3: Run 'Lodge' to transact lodging, booking, etc. (The 'Issue Maintenance Card' and 'System Management' will be needed sometimes.)

7. Management of user (User)

Click the **<User>** button on the main window to enter the 'User Management'.

Chart enter 'user management'

'User Management' window is as below.

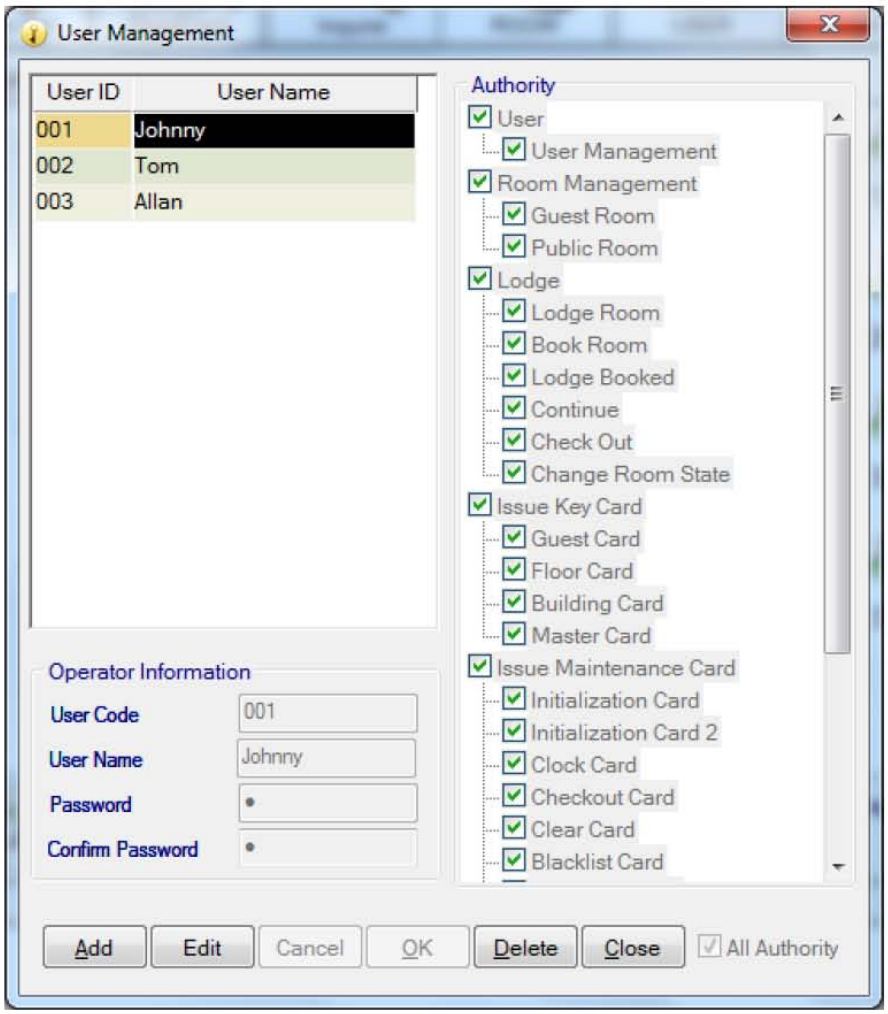


Chart user management

7.1. Add user

Click**<Add>**; input the user name to the **User Name** (20 character width); input the same password to the **Password** and **Confirm Password**; click the checkbox in the **Authority** to set the authority, if that is a '√' means it has been chosen; click **<OK>**to save. See the chart below.

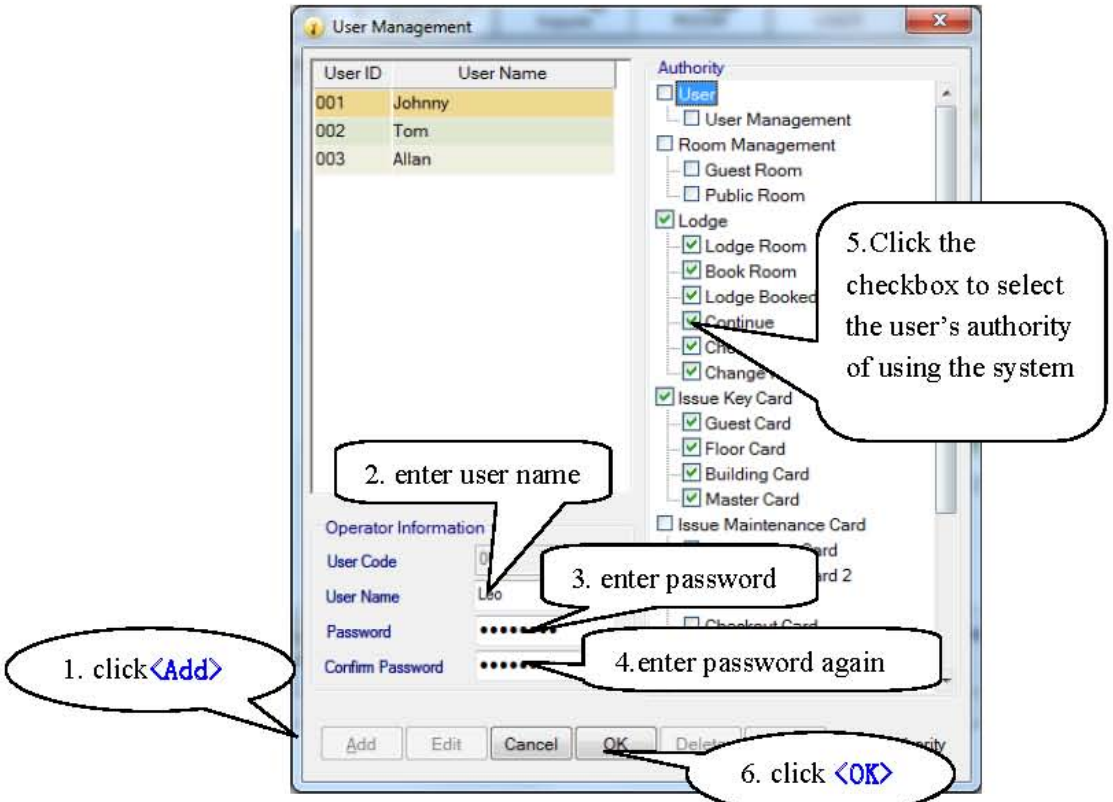


Chart add user

7.2. Edit user

Edit the user name and authority. Click the user's list to select the user you want to edit; click<**Edit**>, when finish edit, click<**OK**>.If you want to cancel the edit, click<**Cancel**>. (Modify password, please refer 7.4.)

7.3. Delete user

Click the user's list to select the user you want to delete; click<**Delete**>, click <**Yes**> on the information box.

7.4. Modify user's password

Select menu '**User**'-> '**Modify Password**', pop the 'Modify Password' window as below. Input your old password to the **Old password**; input your new password to the **New password** and **Confirm password**; click <**OK**> to save the new password, please remember your new password.

Chart enter 'Modify password'

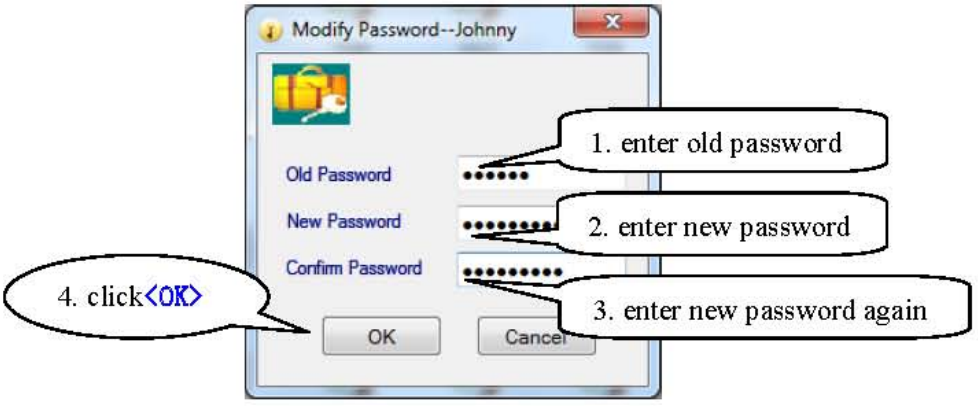


Chart modify password

8. Format card

All of the new cards need to be formatted before use. The cards have been formatted don't need to be formatted again.

〖operation〗

*The operation is little different among Temic RF card, Mifare 1 RF card and IC card.

- **Format Temic RF card**

Put the card into the encoder; click the <**Format Card**> button on the main window; when pop message 'Format card succeeded!' take out the card. You can finish formatting other cards in the same way.

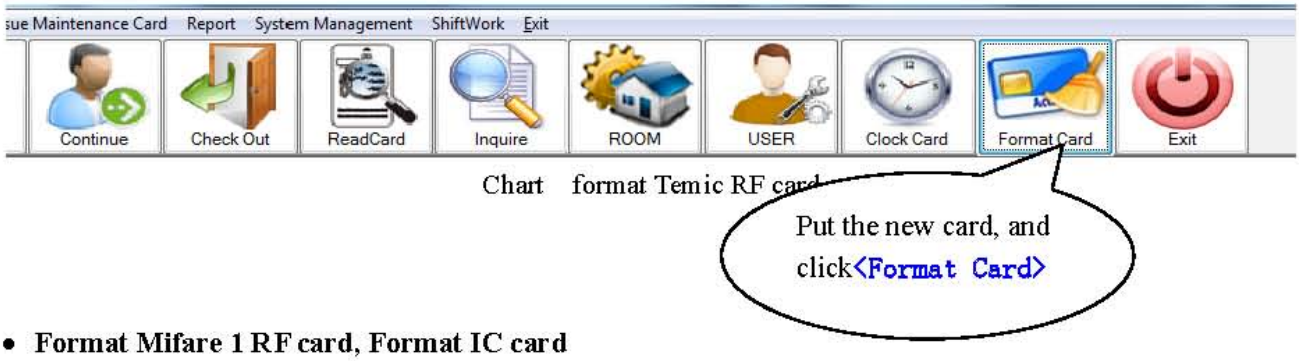


Chart format Temic RF card

- **Format Mifare 1 RF card, Format IC card**

Click the <**Format Card**> button on the main window; it will pop up 'Format card' window as below, input the correct card password. Put the card into the encoder; click the <**Format Card**> button on the 'Format Card' window; when pop message 'Format card succeeded!' take out the card. You can put another new card, and click the <**Format Card**> button on the 'Format Card' window again to finish formatting.

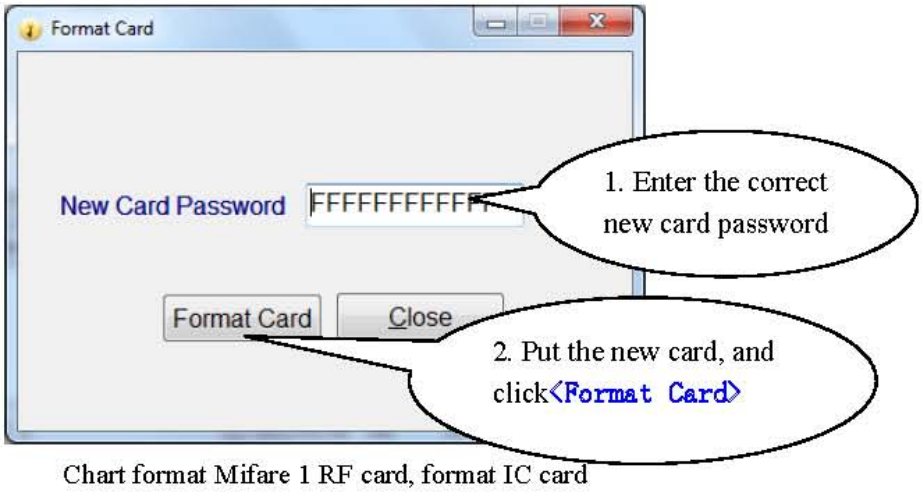


Chart format Mifare 1 RF card, format IC card

Note:

Some system does not support 'Format Card' function, and no 'Format Card' button appears.

Customer has to use the cards from the lock manufacturer.

9. Room Management (Room)

This function is used to set the information of all the rooms in the hotel, include input the information of the rooms and issue **Initialization Card, Initialization Card 2**, **Clock Card** to set the lock. You should pay attention to the arrangement of all the rooms of the hotel before input the information of all the rooms to the system. Click <**Room**> button on the main window to enter 'Room Management'.

Chart enter 'Room Management'

'Room Management' window is as below. There are 3 label pages, including 'Building', 'Floor', and 'Room'. The rooms' information is managed in tree structure. Set up the buildings first, then set up the floors on the building, and then set up the rooms on the floor.

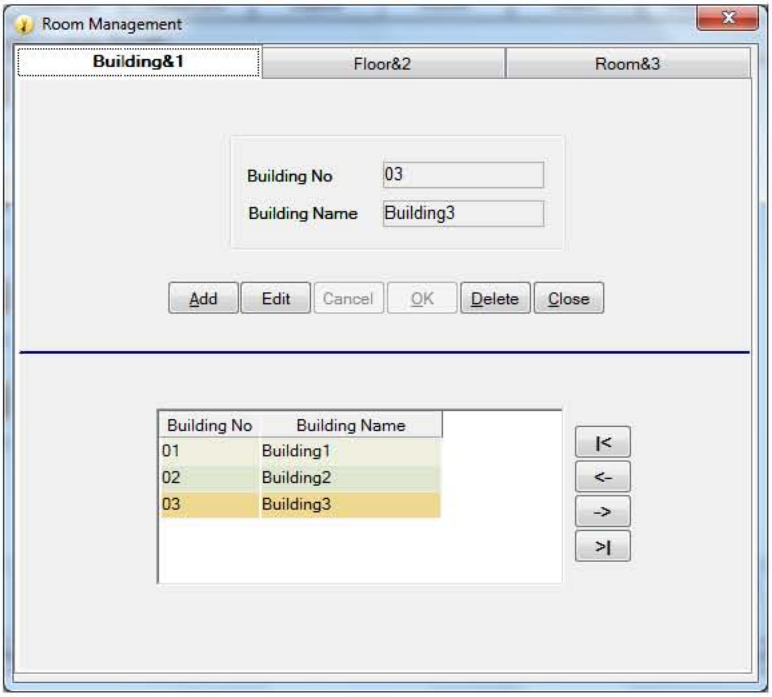


Chart Room Management

9.1. Building

Attach: the usage of record pointer:

|<: Go to the first record.

<-: Go prior till the first record.

->: Go next till the last record.

>|: Go to the last record.

9.1.1. Add building

Click <**Add**>, building number is created automatically; input building name to the **Building Name**; click <**OK**> to save. You can add max 20 buildings in the same way. (Note: the building names cannot be duplicated).

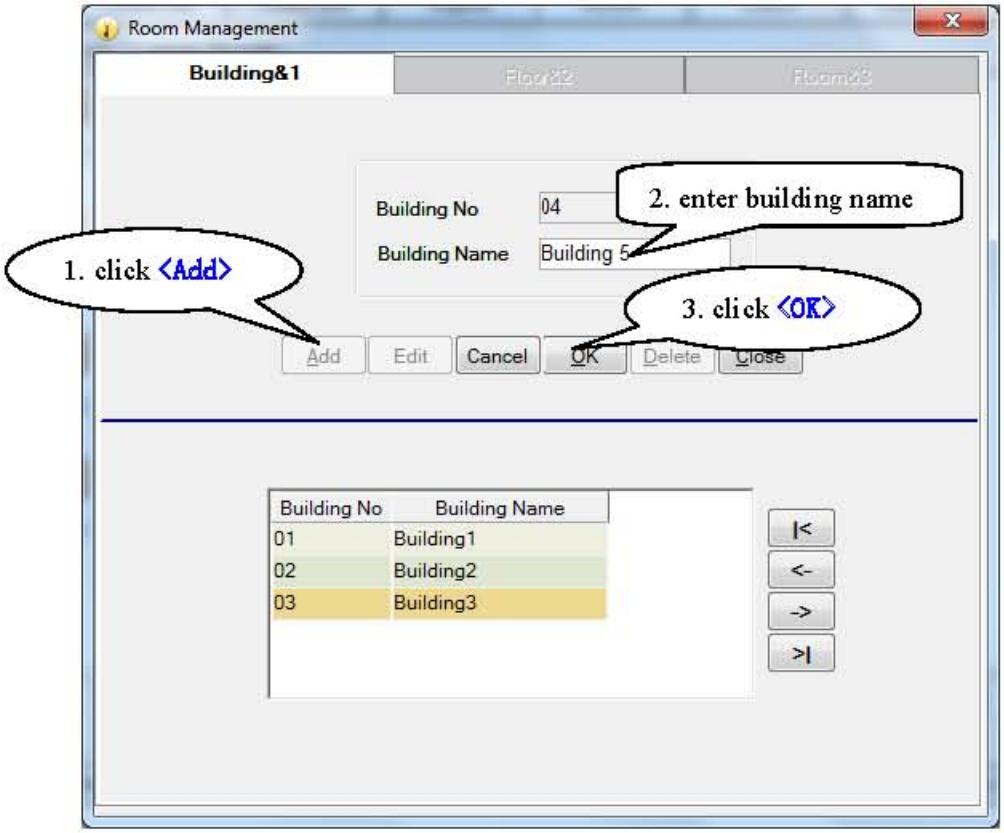


Chart add building

9.1.2. Edit building name

Click the record pointer or click the building's list to select the building you want to edit; click<**Edit**>, when finish edit, click<**OK**>. If you want to cancel the edit, click<**Cancel**>.

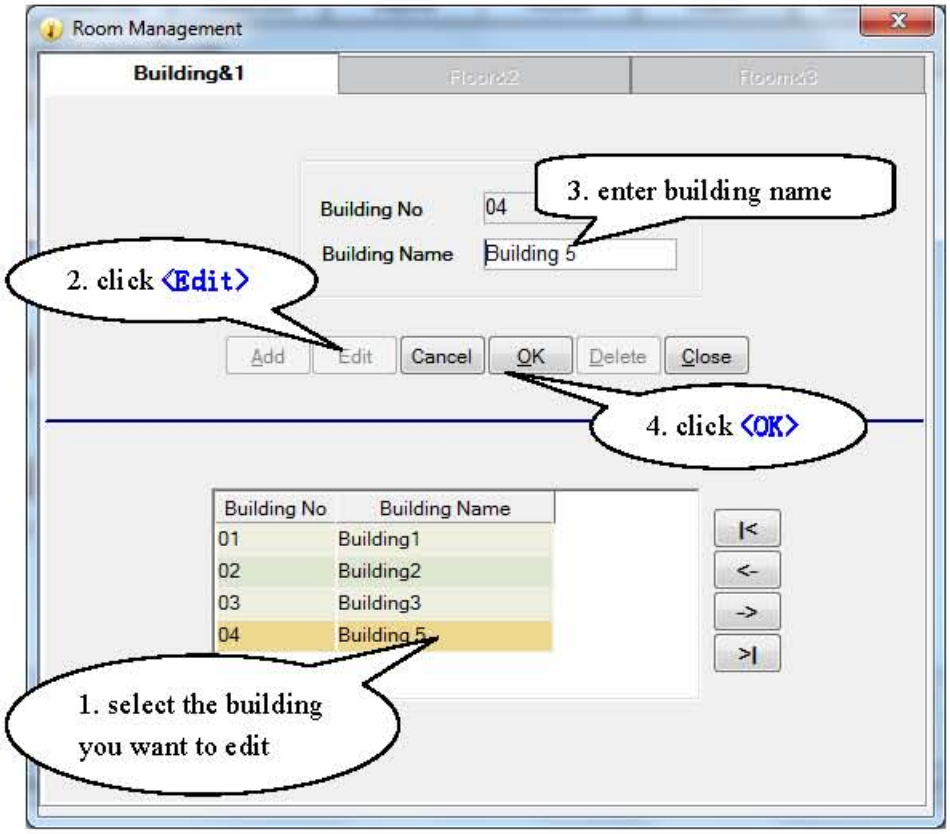


Chart edit building name

9.1.3. Delete building

Click >| to jump to the last record, click<**Delete**>; click <**Yes**> on the information box.

Note: In order to prevent the wrong delete operation, each delete starts at the last record; if there are floors in this building, you have to delete the floors (including rooms) which belong to the building first.

9.2. Floor

9.2.1. Add floor

Select the building in which you want to add floor from **Building Name**, Click <**Add**>, floor number is created automatically; input floor name to the **Floor Name**; click <**OK**> to save. Each building, you can add max 32 floors at the most in the same way. (Note: the floor names cannot be duplicated).

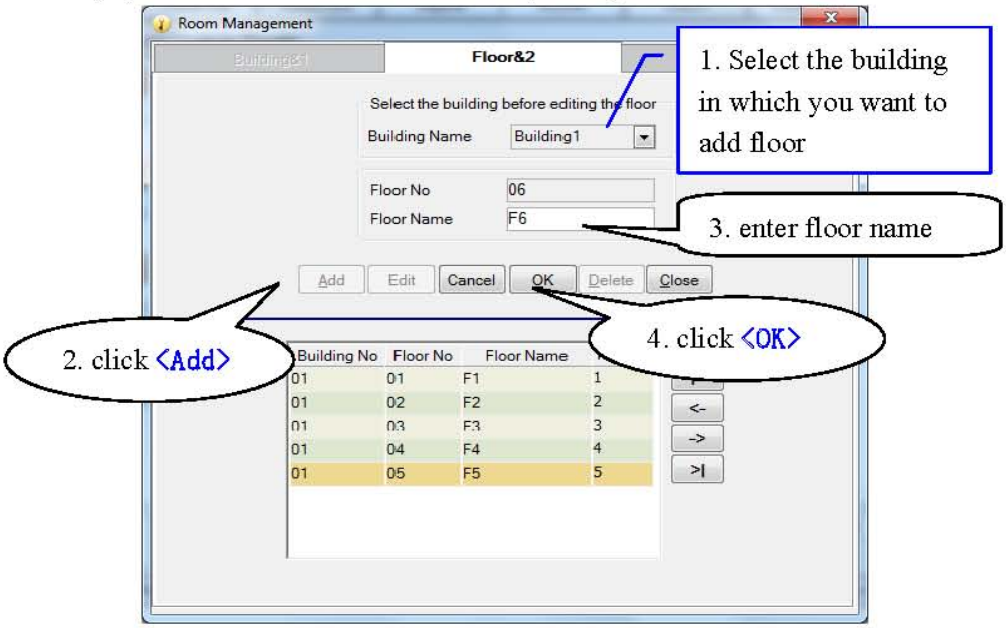


Chart add floor

9.2.2. Edit floor name

Select the building in which you want to edit floor from **Building Name**, click the record pointer or click the floor's list to select the floor you want to edit; click<**Edit**>, when finish edit, click<**OK**>. If you want to cancel the edit, click<**Cancel**>.

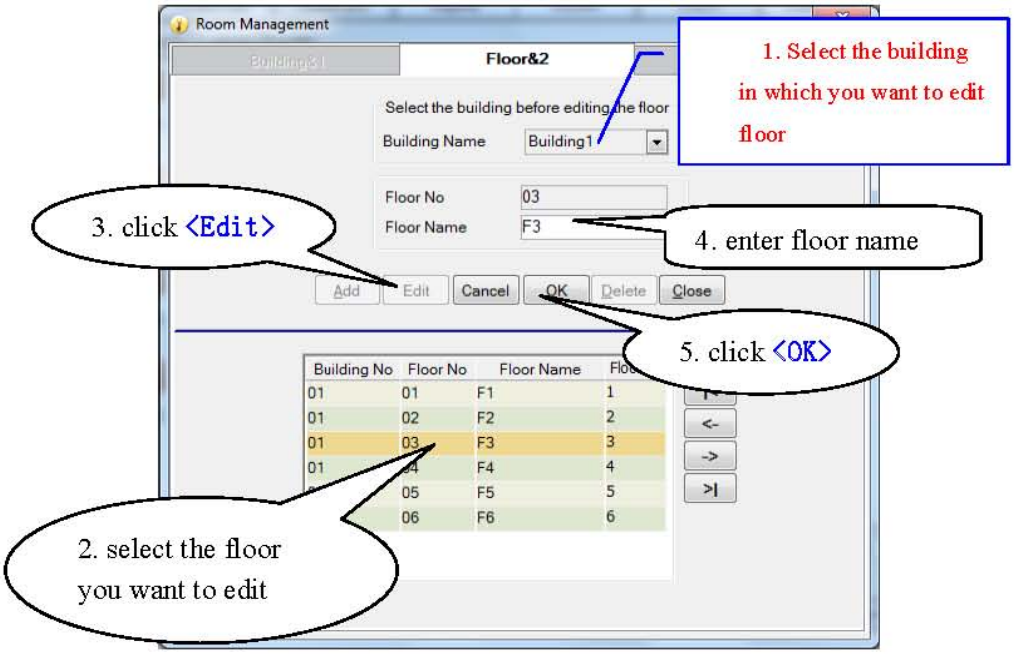


Chart edit floor name

9.2.3. Delete floor

Select the building from **Building Name** in which you want to delete floor, click >| to jump to the last record, click<**Delete**>, click <**Yes**> on the information box.

Note: In order to prevent the wrong delete operation, each delete starts at the last record; if there are rooms on this floor, you have to delete the rooms on this floor first.

9.3. Room

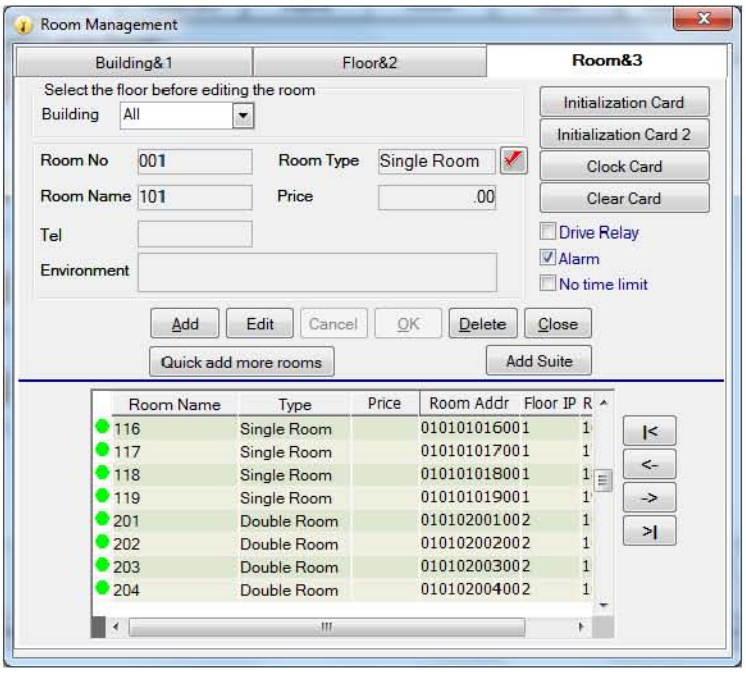


Chart Room Management

9.3.1. Add room

Select the building and floor in which you want to add room from **Building** and **Floor**, Click <**Add**>, room number is created automatically; input room name to the **Room Name**; click <**OK**> to save. Each floor, you can add max 99 rooms in the same way. (Note: the room names cannot be duplicated).

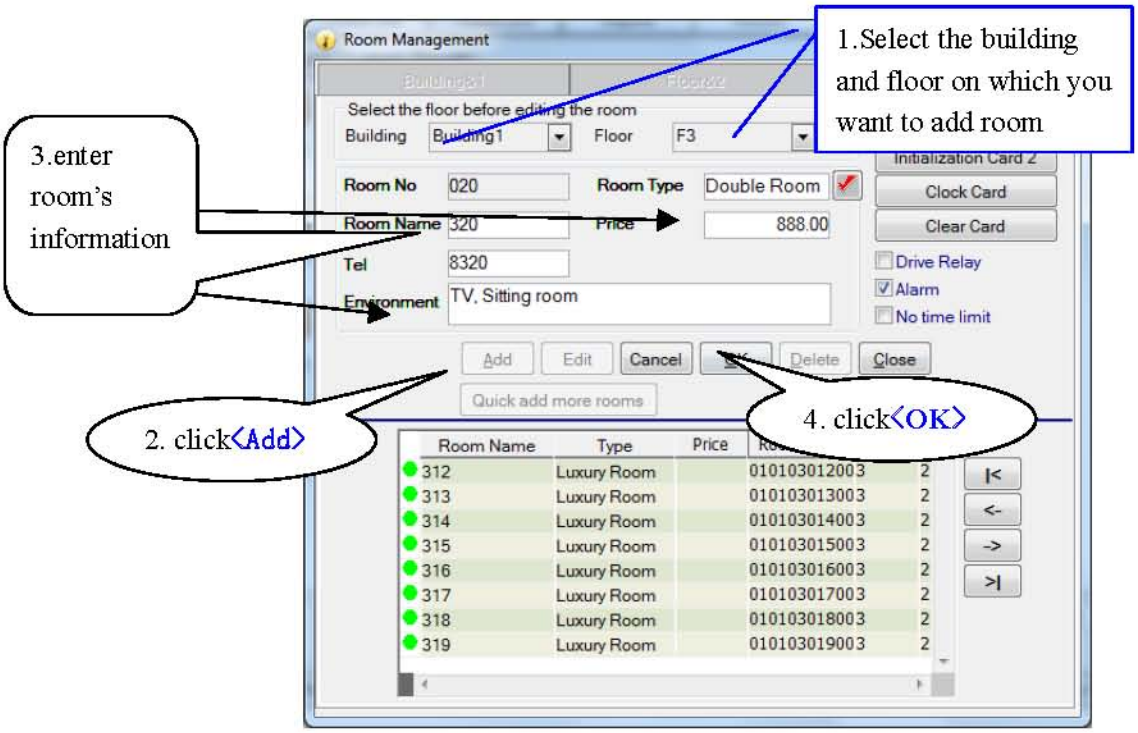


Chart add room

9.3.2. Add suite

Suites mean the small rooms inside a big room. For example, there is a big room 301, inside there are small rooms 301-1,301-2,301-3.

Select the building, floor, room in which you want to add suit, Click <**Add Suite**>, suite name is created to the **Room Name** automatically; click <**OK**> to save. Each room, you can add max 6 suits in the same way. (Note: the room names cannot be duplicated)

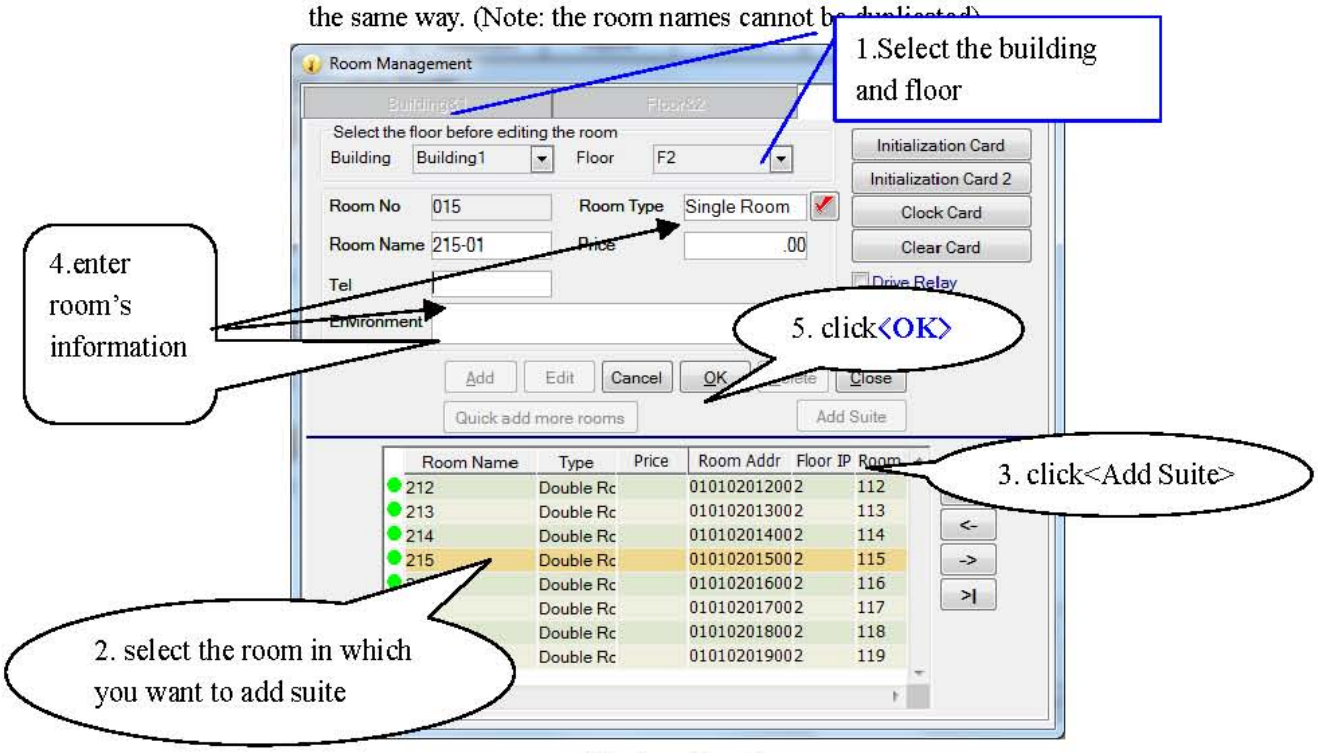


Chart add suite

9.3.3. Edit room's information

Select the building and floor in which you want to edit room from **Building Name** and **Floor Name**, click to select the room from the room list, click<**Edit**>, when finish edit, click<**OK**>. If you want to cancel the edit, click<**Cancel**>.

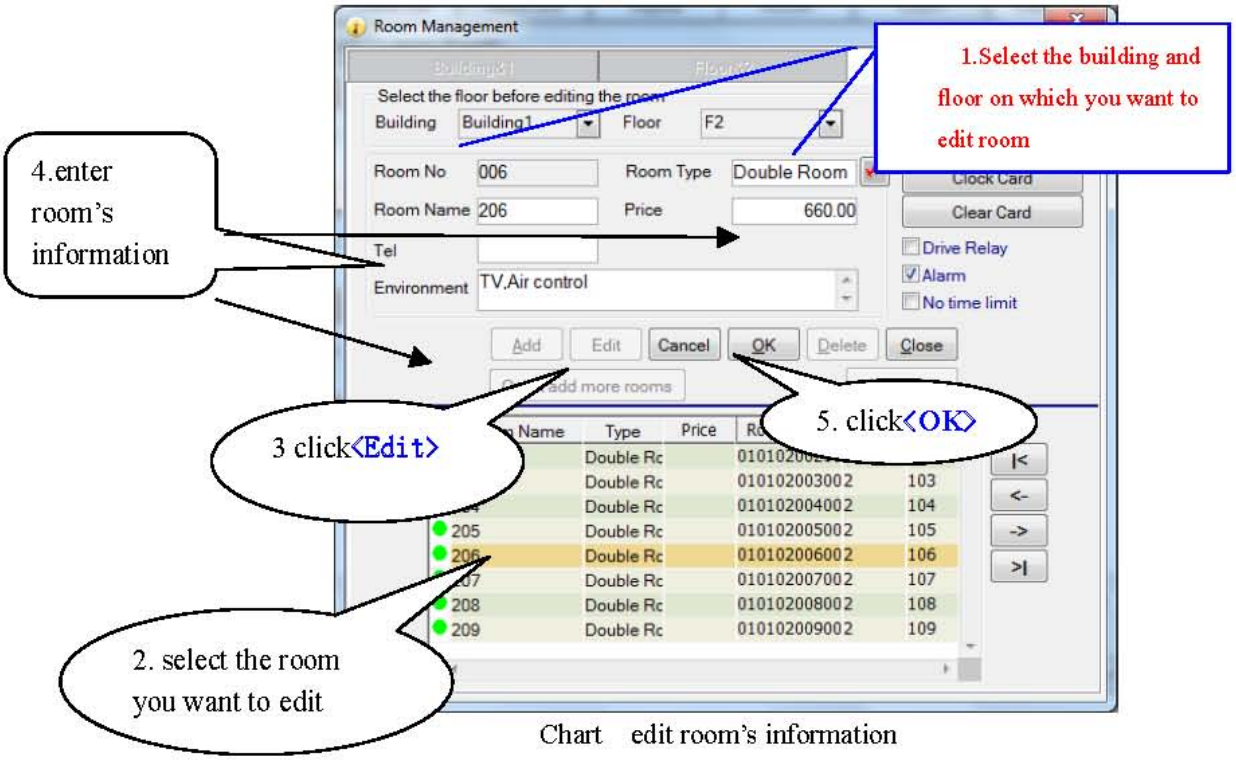
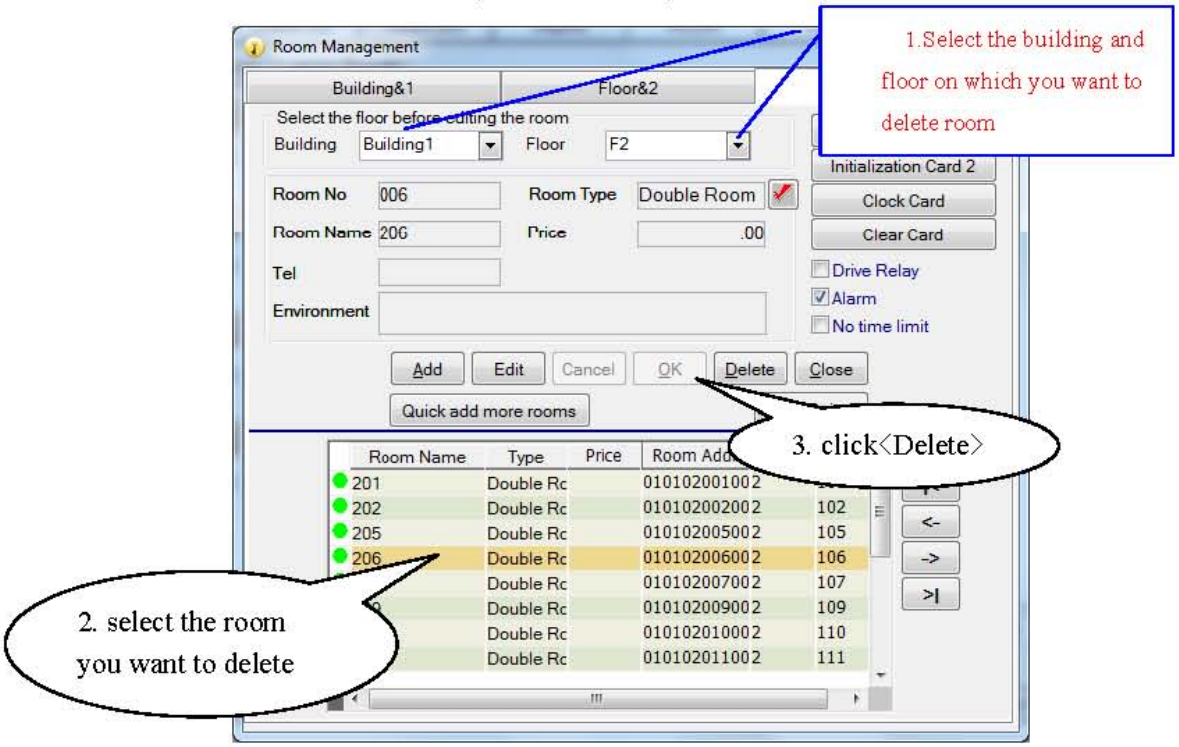


Chart edit room's information

9.3.4. Delete room

Select the building and floor in which you want to delete room from **Building** and **Floor**, click to select the room from the rooms list, click<**Delete**>, click <**Yes**> on the information box.



9.3.5. Set room type

You can set the room type for your hotel. Click the icon near the **Room Type** dropdown listbox to enter the 'Edit Room Type' window.

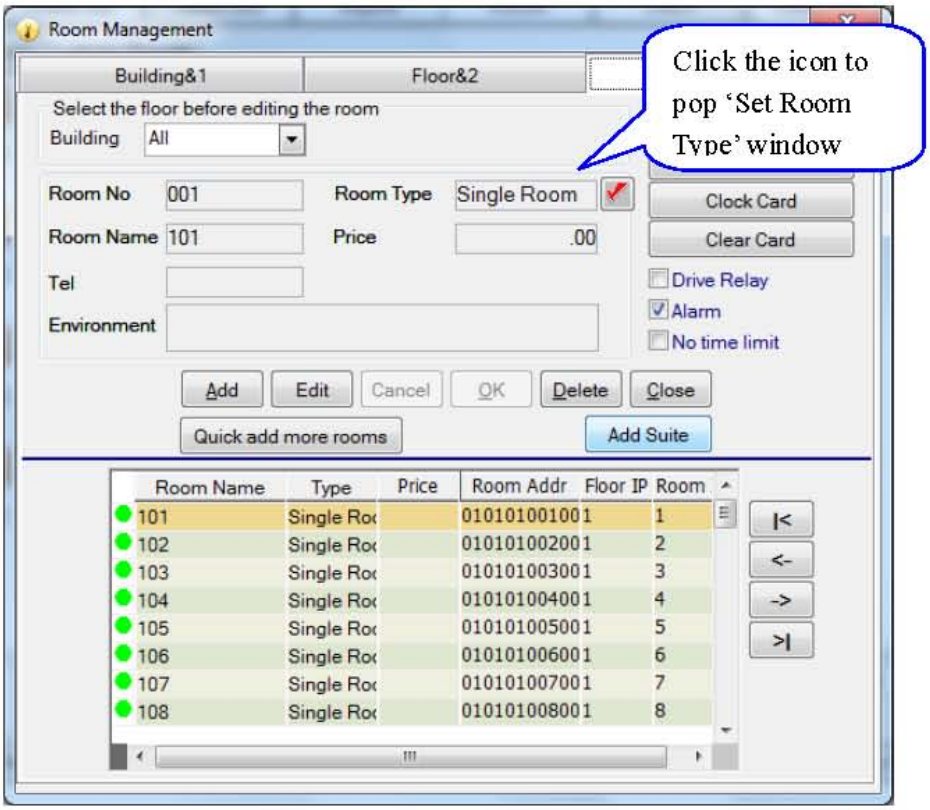


Chart enter the 'Edit Room Type' window

9.3.5.1 Add room type

Input the room type to the **Room Type** above the '↓ ↑', then click '↓'. The listbox under the arrow shows the room types that have been set.

9.3.5.2 Delete room type

Click the room type you want to delete in the listbox under the arrow, then click '↑'.

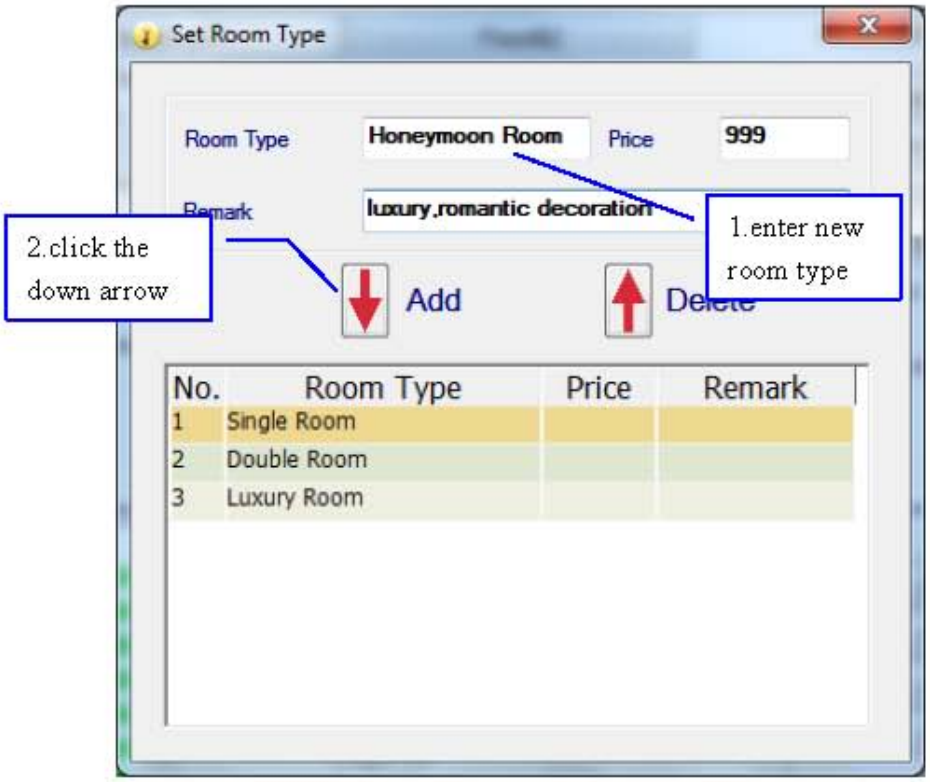


Chart add room type

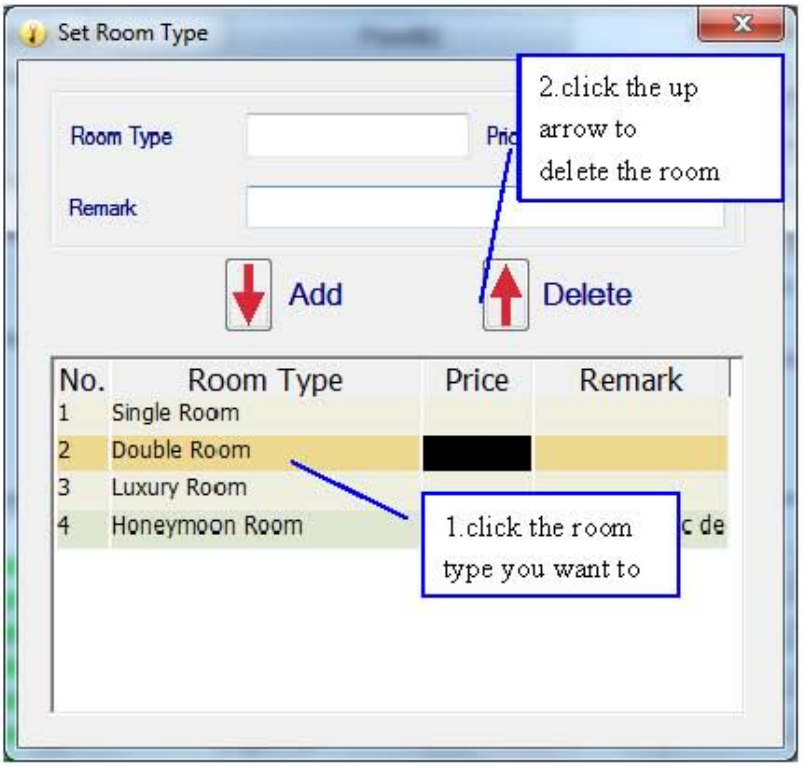


Chart delete room type

After finish input all of the room's information into the database, you can issue Initialization Card, Initialization Card 2(Mifare1 card lock system does not need Initialization Card 2) and Clock Card to set the information for each lock.

Please setup each lock as below:

①set by Initialization Card,

②set by Initialization Card 2 (Mifare1 card lock system does not need Initialization Card 2),

③set by Clock Card,

④issue key card to open the door.

The above process cannot be reversed

9.4. Issue Initialization Card

Initialization Card is used to set the lock information, include the password and address information. One room one Initialization Card, for example, if there are 100 rooms in the hotel, you should issue 100 pieces of different Initialization Cards for each room. It is suggested to label each Initialization Card to avoid mistake. After setting the locks, the Initialization Card can be reused.

〖operation〗

Select the building and floor that the room belongs to on **Building Name** and **Floor Name**; click the record pointer or click the rooms list to select the room you want to issue Initialization Card; put a card into the encoder; click <**Initialization Card**>, follow indicates to issue an **Initialization Card**, then take the card to set the corresponding lock.

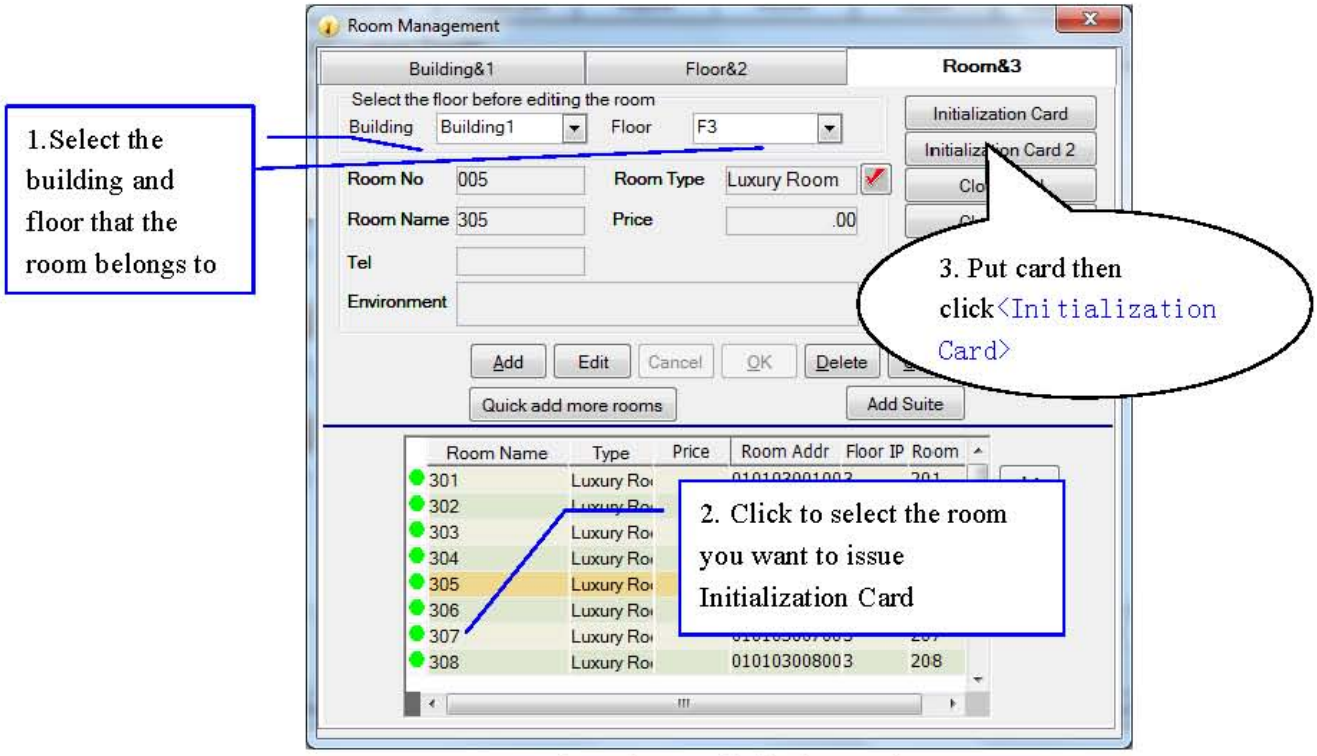


Chart issue Initialization Card

【explanation】

Only the lock that has NOT been set information accepts the Initialization Card. If you want to set information to the lock that already been set with information, you have to clear the information of the lock first. For example, if a lock has been set as room101, and now you want it to become room103, you should issue a Clear Card or use **Hardware Clear method** (*please refer the tip1 below) to clear the information of lock first, and then issue Initialization Card, Initialization Card 2, Clock Card to set the lock information again.

Tip1:

Hardware Clear method: Disassemble the lock, you will see a button marked as "S1" or "Reset" on the main board (circuit board), see the picture, press and hold S1/Reset button until you hear two beeps, then release it. (You must release the button before the beep sound stop)

chart main board (different model is different)

Tip2:

How can we know whether the lock has been installed information?

When touch card, LED flashes a red, no sound, it means that the lock has not been set information yet.

9.5. Issue Initialization Card2

Initialization Card2 is used to set the lock with advanced information. (Mifare1card lock system does not need Initialization Card2). Initialization Card2 is valid to all of the locks in the hotel. (All of the locks in the same system can share with one Initialization Card2.)

【operation】

Put card into the encoder, click< **Initialization Card 2**>, follow indicates to issue an **Initialization Card2**, and then take the card to set the locks.

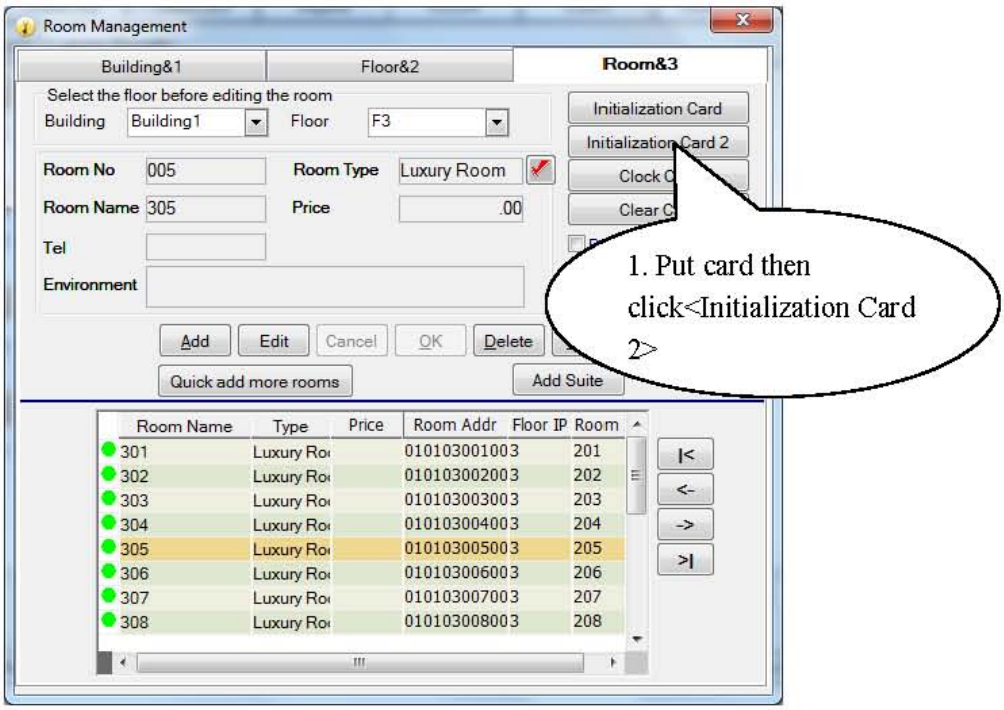


Chart issue Initialization Card 2

9.6. Issue Clock Card

Clock Card is used to set the clock of the lock. It's valid to all of the locks in the hotel. (All of the locks in the same system can share with one Clock Card.)

〖operation〗

Put card into the encoder; click<**Clock Card**>, follow indicates to issue a **Clock Card**, and then take the card to set the locks.

〖explanation〗

There is a clock in the IC of the lock. The clock time in lock must be the same as the actual time. When taking the key card to touch the lock, the lock will read the card's deadline and compare with the time of the lock, if the time of the lock oversteps the card's deadline, the key card will be invalid. You had better set the clock by Clock Card every season (3 months) to ensure the time of the clock is accurate. For the time recorded in the Clock Card cannot run, each time you use the Clock Card to set the clock of the lock, you should re-issue a clock card it by encoder.

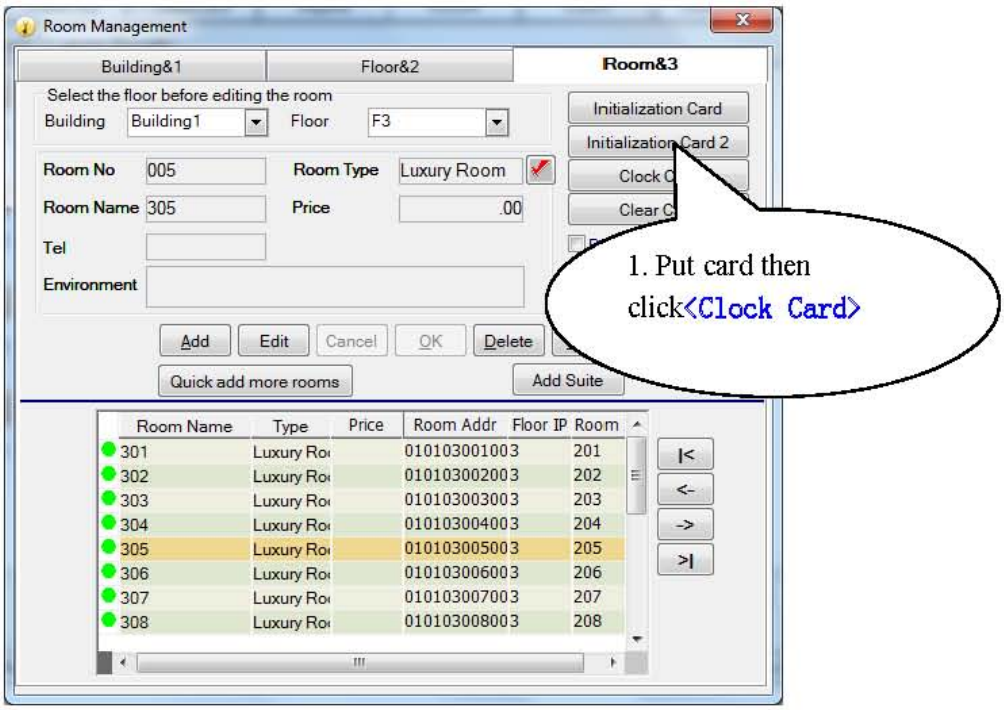


Chart issue Clock Card

9.7. Issue Clear Card

Clear Card is used to clear the lock's information that has been set. It's valid to all of the locks in the hotel. (All of the locks in the same system can share with one Clear Card.)

〖operation〗

Put card into the encoder; click<**Clear Card**>, follow indicates to issue a **Clear Card**, and then take the card to set the locks you want to clear.

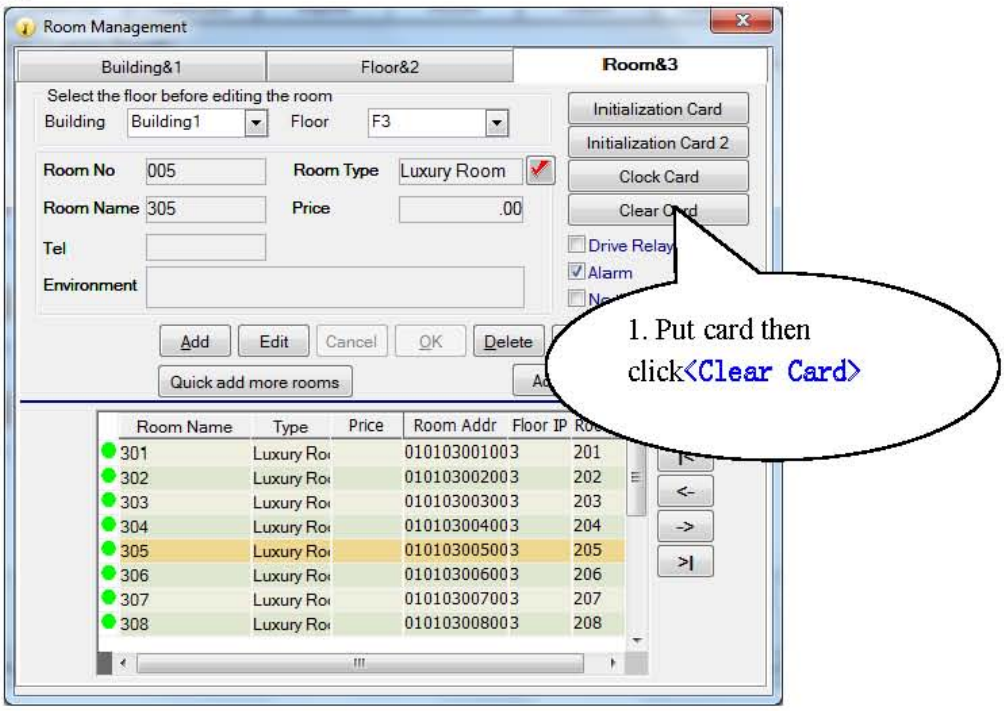


Chart issue Clear Card

〖explanation〗

If there is any mistake in installing the information of the lock, you can use Clear Card to clear the information, and then issue Initialization Card, Initialization Card 2, Clock Card to install the information again.

If you are failed in using the Clear Card to clear information, you can try the **Hardware Clear method** (*please

refer the tip1 below).

Tip1:

Hardware Clear method: Disassemble the lock, you will see a button marked as "S1" or "Reset" on the main board (circuit board), see the picture, press and hold S1/Reset button until you hear two beeps, then release it. (you must release the button before the beep sound stop)

Chart main board (different model is different)

10. Issue Key Card

This function is used to issue Guest Card, Floor Card, Building Card and Master Card.

Guest Card--Can open the corresponding rooms, with time's limit, can be set with function as "open deadbolt" and "always open";

Floor Card--Can open the corresponding Floors, with time's limit, can be set with function as "open deadbolt" and "always open";

Building Card--Can open the corresponding Building, with time's limit, can be set with function as "open deadbolt" and "always open";

Master Card--Can open all of the rooms within the hotel, can set time limit, can be set with function as "open deadbolt" and "always open".

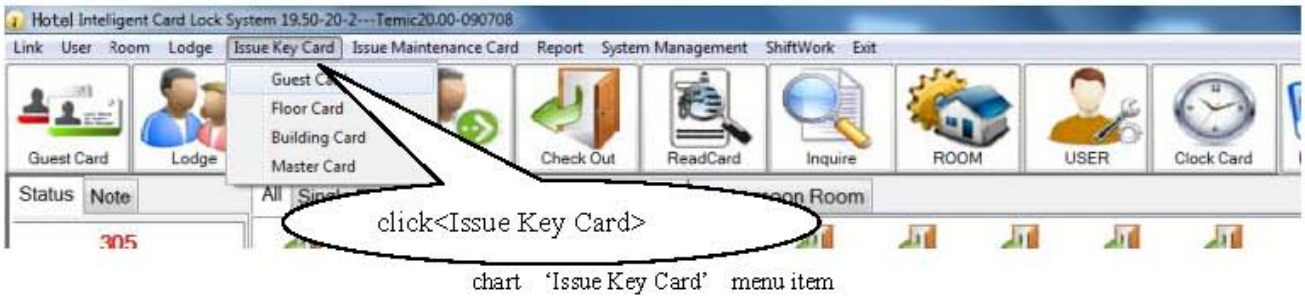


chart 'Issue Key Card' menu item

10.1. Issue Guest Card

〖operation〗

Select menu item '**Issue Key Card**'-> '**Guest Card**', (or click the shortcut button <**Guest Card**>), popup 'Guest Card' window as below, input the guest name to **Guest**; Input the room name to **Room**, (or click the button beside **Room**, to open the '**select rooms**' window to select the room) ; set the end time of the card in the **End Time**; if necessary you can select the additional function such as 'Open bolt', 'Always open', 'Terminate old card', 'Open times'; Put card into the encoder and then click <**OK**>.

Chart issue Guest Card

〖explanation〗

'Open bolt': means even the lock has been bolted, the card can unlock the lock.

'Always open': means to touch the card to let the lock become always unlocking state, touch the card again to lock (release always unlocking state).

'Terminate old card': when use the Guest Card with 'Terminate old card function' to open the door, it will terminate the guest cards (the Guest Card can only open 1 room) that have been used on the lock.

'Open times': the Guest Card with 'Open times' limit, it can unlock the lock within the specified times only. (maybe one time or two times, after use specified times, the card will be invalid).

Note:

Some of the system may doest support some or all of the function among 'Open bolt', 'Always open', 'Terminate old card', 'Open times'.

Tip 1:

How to use the 'Select rooms'?

'Select rooms' window is as below. You can use the building or floor filter to filter the specified range of rooms. You can use the room state filter to filter the specified room state of rooms. You can use the room type filter to filter the specified room type of rooms. Double click the room icon to select the room, and the 'Select rooms' window will be closed.

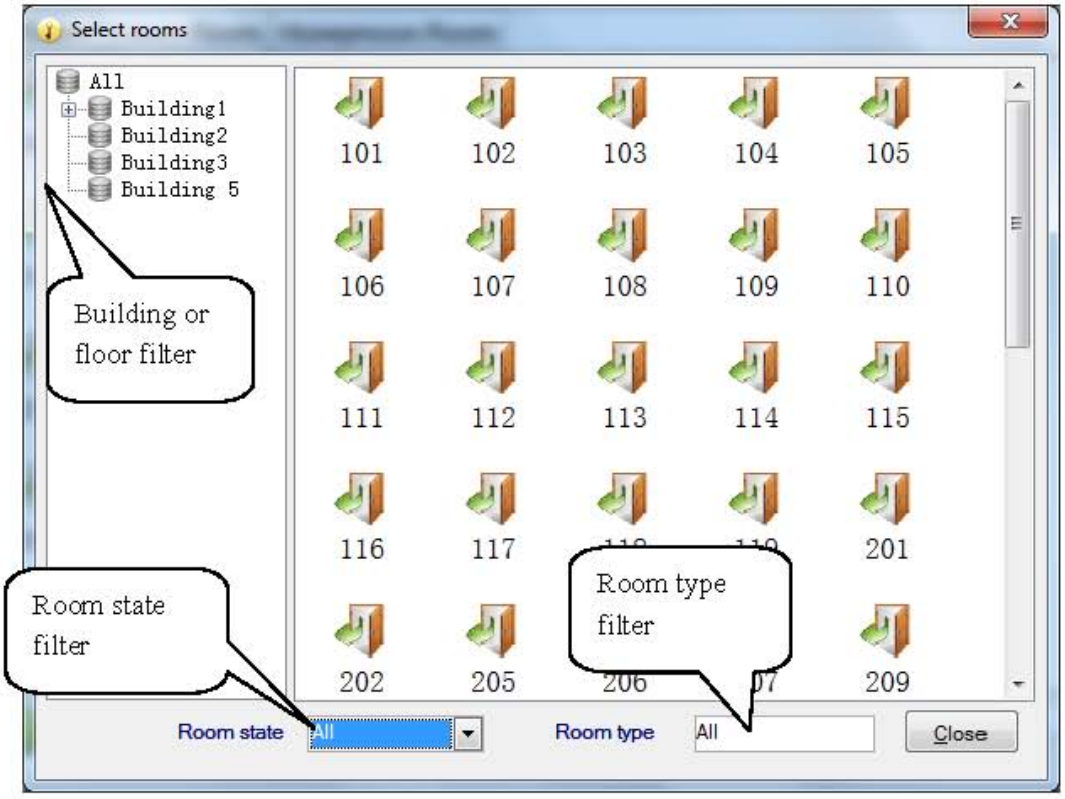


Chart 'Select rooms' window

10.2. Issue Floor Card

【operation】

Select menu item '**Issue Key Card**'-> '**Floor Card**', popup 'Floor Card' window, input the card owner name to **Owner**; select the floor from the floor list on the left; set the end time of the card in the **End Time**; if necessary you can select the additional function such as 'Open bolt', 'Always open', 'Validity Hour'; Put card into the encoder then click <**Issue Card**>.

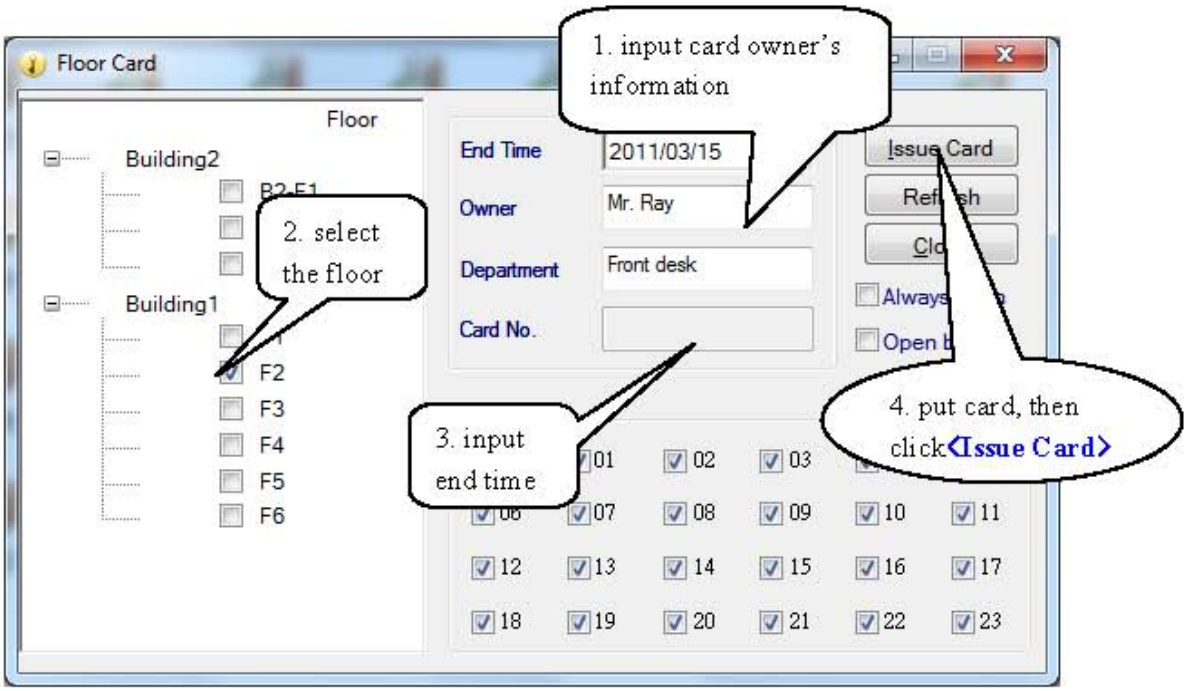


Chart issue Floor Card

【explanation】

'Validity Hour': the valid timeslice, at which hour the card can unlock the lock.

'Open bolt': means even the lock has been bolted, the card can unlock the lock.

'Always open': means to touch the card to let the lock become always unlocking state, touch the card again to lock (release always unlocking state).

Note:

1 Floor Card can open max 4 floors, different system maybe different. Some of the system may doest support some or all of the function among 'Validity Hour',' Open bolt', 'Always open'.

10.3. Issue Building Card

【operation】

Select menu item '**Issue Key Card**'-> '**Building Card**', popup 'Building Card' window, input the card owner name to **Owner**; select the building from the building list on the left; set the end time of the card in the **End Time**, if necessary you can select the additional function such as 'Open bolt', 'Always open', 'Validity Hour'; Put card into the encoder then click <**Issue Card**>.

【explanation】

'Validity Hour': the valid timeslice, at which hour the card can unlock the lock.

'Open bolt': means even the lock has been bolted, the card can unlock the lock.

'Always open': means to touch the card to let the lock become always unlocking state, touch the card again to lock (release always unlocking state).

Note:

Some of the system may doest support some or all of the function among 'Validity Hour',' Open bolt', 'Always open'.

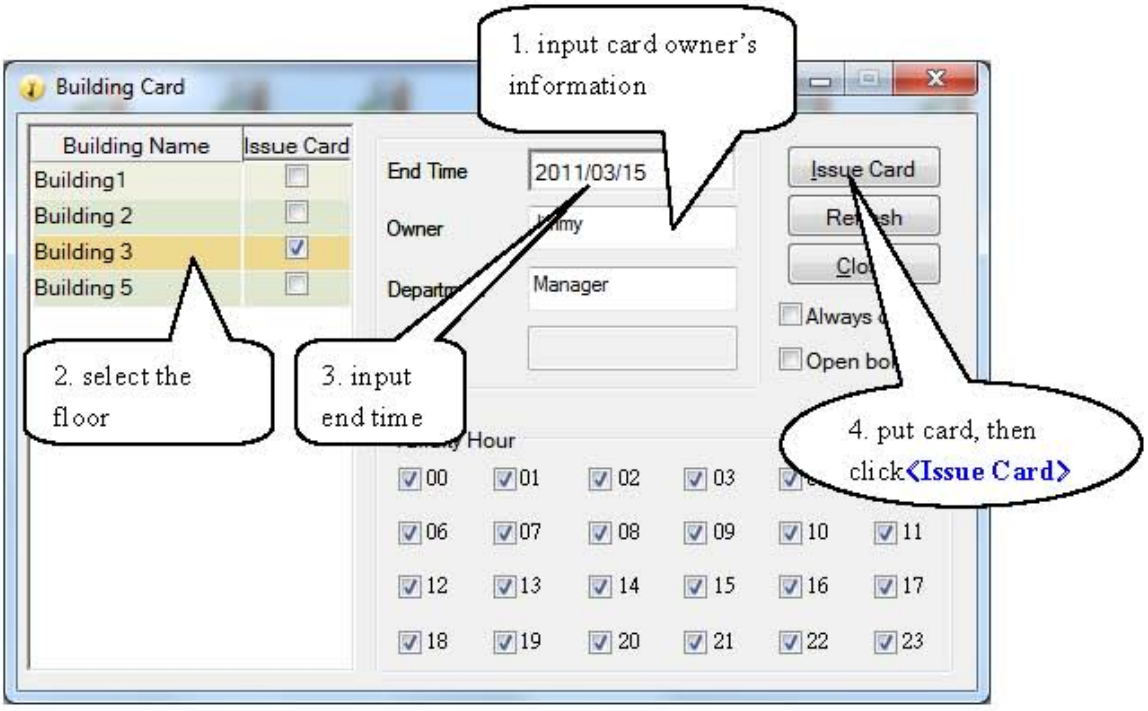


Chart issue Building Card

10.4. Issue Master Card

〖operation〗

Select menu item '**Issue Key Card**'-> '**Master Card**', popup 'Master Card' window, input the card owner name to **Owner**; default no time limit, if necessary tick the 'Time Limit' and set the end time of the card in the **End Time**; if necessary you can select the additional function such as 'Open bolt', 'Always open'; Put card into the encoder then click <**Issue Card**>.

〖explanation〗

'Open bolt': means even the lock has been bolted, the card can unlock the lock.

'Always open': means when touches card the lock is unlocking always, touch key card again to lock.

Note:

Some of the system may doest support some or all of the function among Open bolt', 'Always open'.

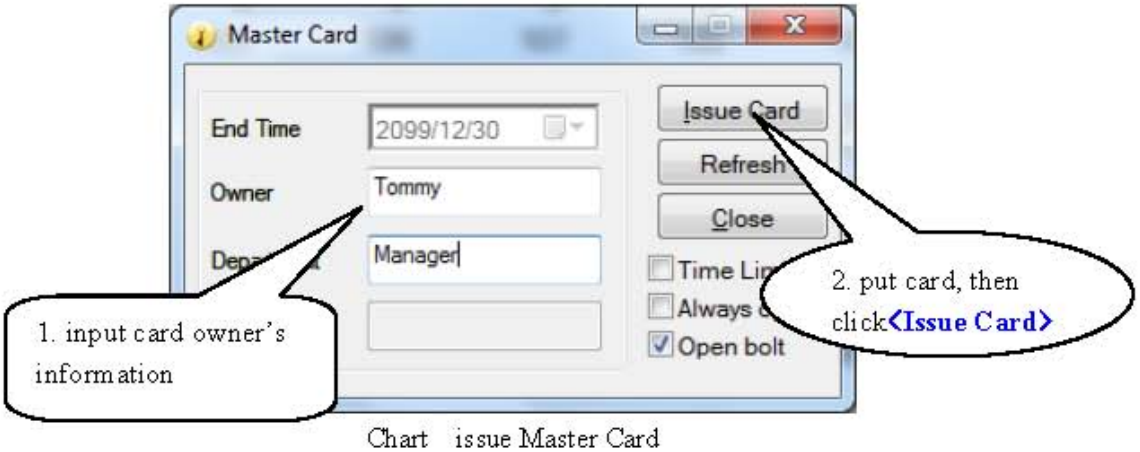


Chart issue Master Card

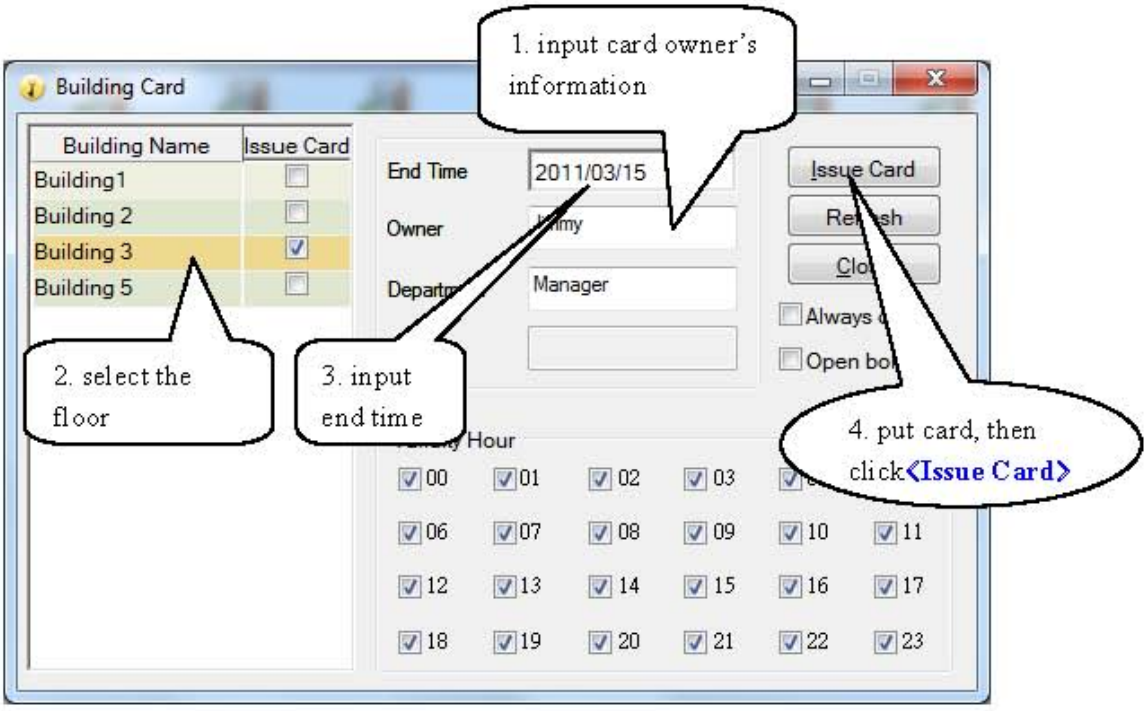


Chart issue Building Card

10.4. Issue Master Card

〖operation〗

Select menu item '**Issue Key Card**'-> '**Master Card**', popup 'Master Card' window, input the card owner name to **Owner**; default no time limit, if necessary tick the 'Time Limit' and set the end time of the card in the **End Time**; if necessary you can select the additional function such as 'Open bolt', 'Always open'; Put card into the encoder then click <**Issue Card**>.

〖explanation〗

'Open bolt': means even the lock has been bolted, the card can unlock the lock.

'Always open': means when touches card the lock is unlocking always, touch key card again to lock.

Note:

Some of the system may doest support some or all of the function among Open bolt', 'Always open'.

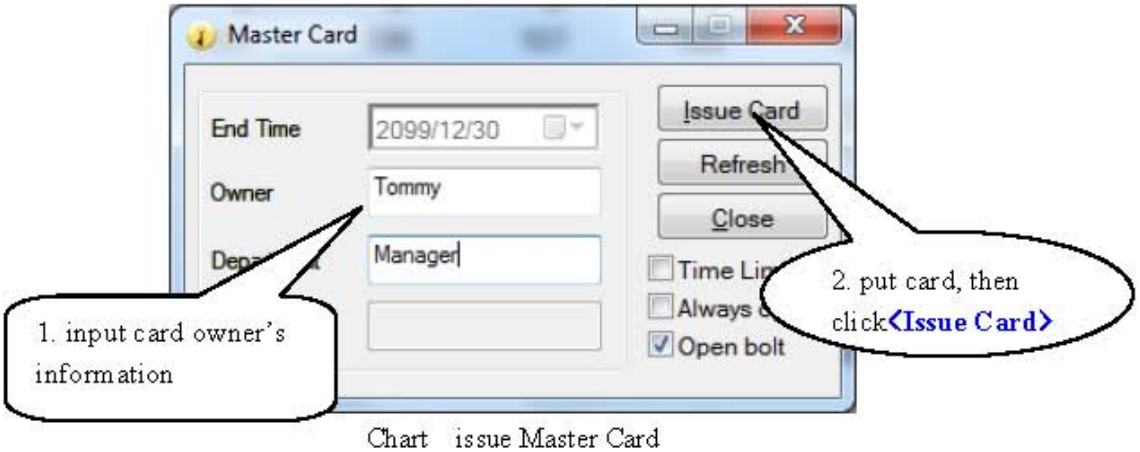


Chart issue Master Card

11. Issue Maintenance Card

This function is used to issue Maintenance Card, for setting the lock information.

Initialization Card—it is used to set the lock information, include the password and address information. One room one Initialization Card.

*Initialization Card2—it is used to set the lock information advanced. (Mifare1 card lock system does not need Initialization Card2). All of the lock in the same system can share only one Initialization Card2.

Clock Card—it is used to set the clock of the lock. It's valid to all of the locks in the hotel.

Checkout Card—it is used to terminate the Guest Card (the Guest Card can only open 1 room) that has been used on the lock. It's valid to all of the locks in the hotel, with time limit.

*Stop Card—it is used to stop the specified level of cards (include key card and maintenance card). It's valid to all of the locks in the hotel, with time limit.

Clear Card—it is used to clear the lock's information that has been set. It's valid to all of the locks in the hotel.

*Blacklist Card—include Add-Blacklist Card and Cancel-Blacklist Card. Add-Blacklist is used to put the specified card number into blacklist. Cancel-Blacklist Card is used to delete the specified card number from the blacklist. It's valid to all of the locks in the hotel.

*Password Card—it is used to set the specified level of password of the lock. Include Room Password Card, Floor Password Card, Building Password Card, Hotel Password Card, Public Room Password Card, Public Floor Password Card and Maintenance Password Card. It's valid to specified level of the locks.

Note:

Some system may does not support the function with sign '*'.

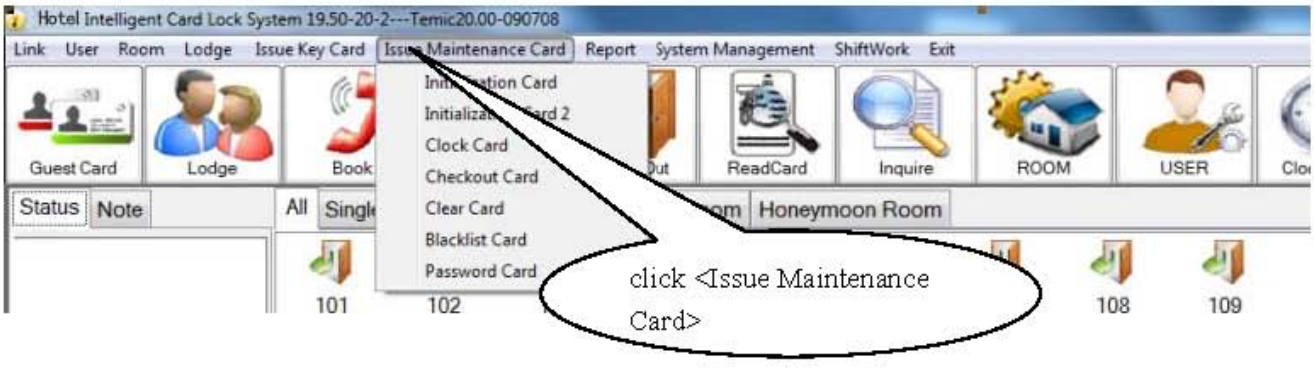


Chart 'Issue Maintenance Card' menu item

11.1. Issue Initialization Card (the Initialization Card issued here is same as the Initialization Card issued in 'Room Management')

Initialization Card is used to set the lock information, include the password and address information. One room one Initialization Card, for example, if there are 100 rooms in the hotel, you should issue 100 pieces of different Initialization Cards for each room. It is suggested to label each Initialization Card to prevent mistake. After setting the locks, the Initialization Card can be reused.

〖operation〗

Select menu item '**Issue Maintenance Card**'-> '**Initialization Card**', popup 'Initialization Card' window, input the room name to **Room Name**; Put card into the encoder; click<**Initialization Card**>, follow indicates to issue an **Initialization Card**, then take the card to set the corresponding lock.

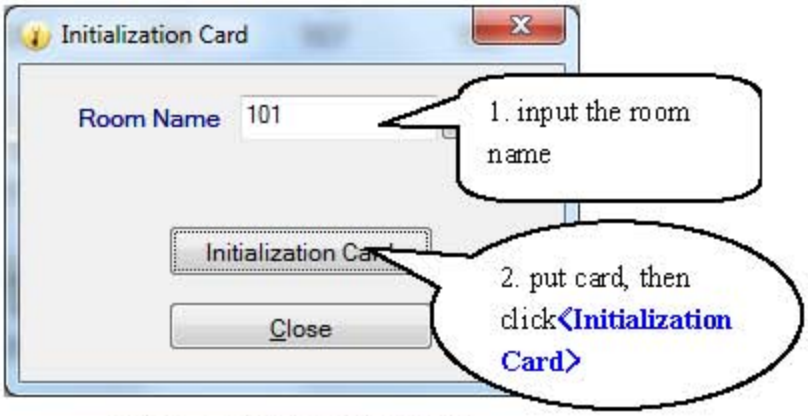


Chart issue Initialization Card

【explanation】

Only the lock that has NOT been set information accepts the Initialization Card. If you want to set information to the lock that already been set with information, you have to clear the information of the lock first. For example, if a lock has been set as room101, and now you want it to become room103, you should issue a Clear Card or use **Hardware Clear method** (*please refer the tip1 below) to clear the information of lock first, and then issue Initialization Card, Initialization Card 2, Clock Card to set the lock information again.

Tip1:

Hardware Clear method: Disassemble the lock, you will see a button marked as "S1" or "Reset" on the main board (circuit board), see the picture, press and hold S1/Reset button until you hear two beeps, then release it. (You must release the button before the beep sound stop)

chart main board (different model is different)

Tip2:

How can we know whether the lock has been installed information?

When touch card, LED flashes a red, no sound, it means that the lock has not been set information yet.

11.2. Issue Initialization Card 2 (the Initialization Card 2 issued here is same as the Initialization Card 2 issued in 'Room Management')

Initialization Card2 is used to set the lock information advanced. (Mifare1 card lock system does not need Initialization Card2). All of the lock in the same system can share only one Initialization Card2.

【operation】

Select menu item '**Issue Maintenance Card**'-> '**Initialization Card 2**', popup 'Initialization Card 2' window, input the room name to **Room Name**; Put card into the encoder; click<**Initialization Card 2**>, follow indicates to

issue an **Initialization Card 2**, then take the card to set the corresponding lock.

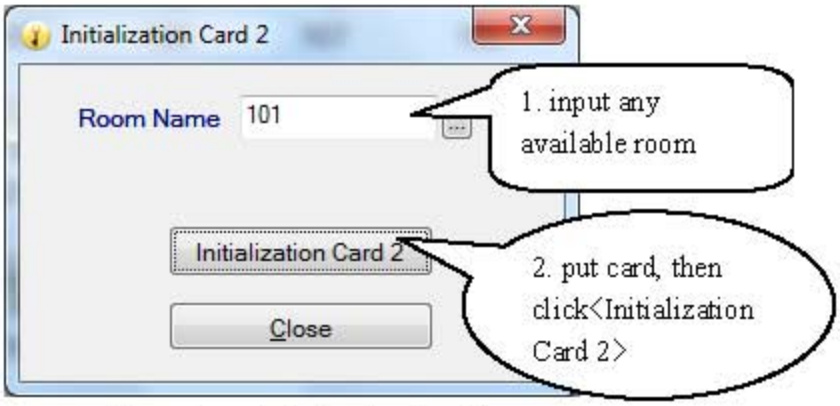


Chart issue Initialization Card 2

11.3. Issue Clock Card (the Clock Card issued here is same as the Clock Card issued in 'Room Management')

Clock Card is used to set the clock of the lock. It's valid to all of the locks in the hotel.

【operation】

Put card into the encoder, select menu item '**Issue Maintenance Card**'-> '**Clock Card** ', popup 'Clock Card' window, Put card into the encoder; click<**Clock Card**>, follow indicates to issue a Clock Card, then take the card to set the corresponding lock.

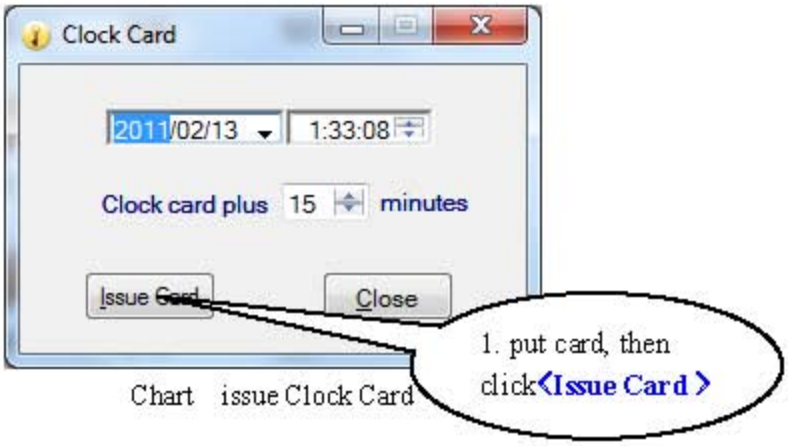


Chart issue Clock Card

【explanation】

There is a clock in the IC of the lock. The time of the clock in lock must be the same with the realistic time. When taking the key card to touch the lock, the lock will read the card's deadline and compare with the time of the lock, if the time of the lock oversteps the card's deadline, the key card will be invalid. It is advised to set the clock by Clock Card every season (3 months) to insure the time of the clock is accurate. As the time recorded in the Clock Card cannot run, each time you use the Clock Card to set the clock of the lock, you have to redo it by Encoder. As the time recorded in the Clock Card cannot run, and it will be cost the operator some time (maybe about 15minutes) to get to the floor and set the lock, so you can set the 'Clock card plus' to compensate the time difference. (If it will take you about 20 minutes to get to the floor, you can set the 'Clock card plus' value 20 minutes.)

11.4. Issue Checkout Card

Checkout Card is used to terminate the Guest Card (the Guest Card can only open 1 room) that has been used on the lock. It's valid to all of the locks in the hotel.

【operation】

Select menu item '**Issue Maintenance Card**'-> '**Checkout Card**', popup 'Checkout Card' window, input the card owner name to **Owner**; set the end time of the card in the **End Time**; Put card into the encoder then click <**Issue**

Card>.

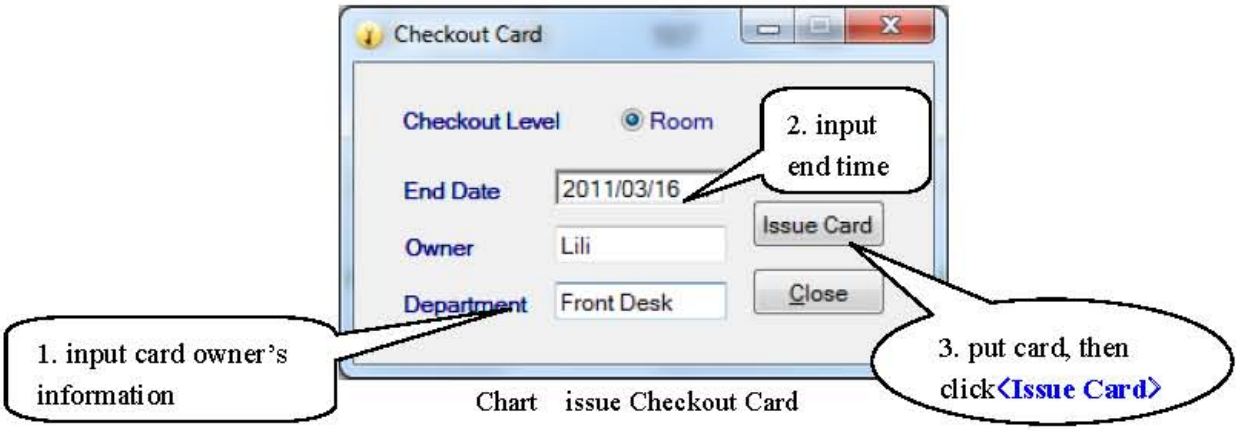


Chart issue Checkout Card

Note:

Use checkout function, you should make sure the clock of the computer is correct.

When use the Checkout Card to touch the lock, it will terminate the Guest Cards (the Guest Card can only open 1 room) that have been used on the lock. It has no affection to the Guest Card that 1 card can open more rooms. Even touch Checkout Card, the new issued Guest Card can unlock the lock.

The Guest Card with 'Terminate old card' function has the same meaning as Checkout Card, when unlock the lock, it will terminate the Guest Cards (the Guest Card can only open 1 room) that have been used on the lock.

11.5. * Issue Stop Card (some system does not support this function)

Stop Card is used to stop the specified level of cards (include key card and maintenance card). It's valid to all of the locks in the hotel.

〖operation〗

Select menu item '**Issue Maintenance Card**'-> '**Stop Card**', popup 'Stop Card' window, input the card owner name to **Owner**; select the level you want to stop; set the end time of the card in the **End Time**; Put card into the encoder; then click <**Issue Card**>.

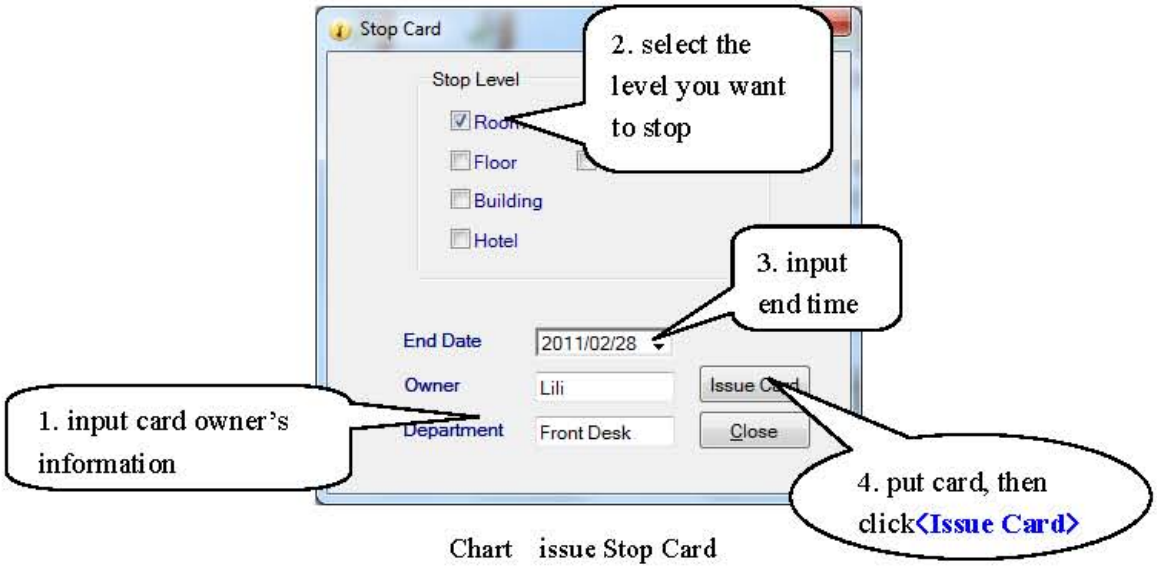


Chart issue Stop Card

〖explanation〗

When use Stop Card to touch the lock, the specified level of cards will be stopped. (If do not select any level, it means cancel all stop of the levels)

11.6. Issue Clear Card (the Clear Card issued here is same as the Clear Card issued in 'Room Management')

Clear Car is used to clear the lock's information that has been set. It's valid to all of the locks in the hotel.

【operation】

Put card into the encoder ; Select menu item '**Issue Maintenance Card**' -> '**Clear Card**' , follow indicates to issue a Clear Card, then take the card to set the corresponding lock.

【explanation】

If there is any mistake in installing the information of the lock, you can use Clear Card to clear the information, and then issue Initialization Card, Initialization Card 2, Clock Card to install the information again.

If you are failed in using the Clear Card to clear information, you can try the **Hardware Clear method** (*please refer the tip1 below).

Tip1:

Hardware Clear method: Disassemble the lock, you will see a button marked as "S1" or "Reset" on the main board (circuit board), see the picture, press and hold S1/Reset button until you hear two beeps, then release it. (You must release the button before the beep sound stop)

Chart main board (different model is different)

11.7. *Issue Blacklist Card (some system does not support this function)

Blacklist Card includes Add-Blacklist Card and Cancel-Blacklist Card. Add-Blacklist is used to put the specified card number into blacklist. Cancel-Blacklist Card is used to release the specified card number from the blacklist. It's valid to all of the locks in the hotel.

【operation】

Select menu item '**Issue Maintenance Card**' -> '**Blacklist Card**', popup 'Blacklist Card' window, select the record you want to put into Blacklist (or cancel from the blacklist); Put card into the encoder, then click <**Add Blacklist**>(or click <**Cancel Blacklist**>).

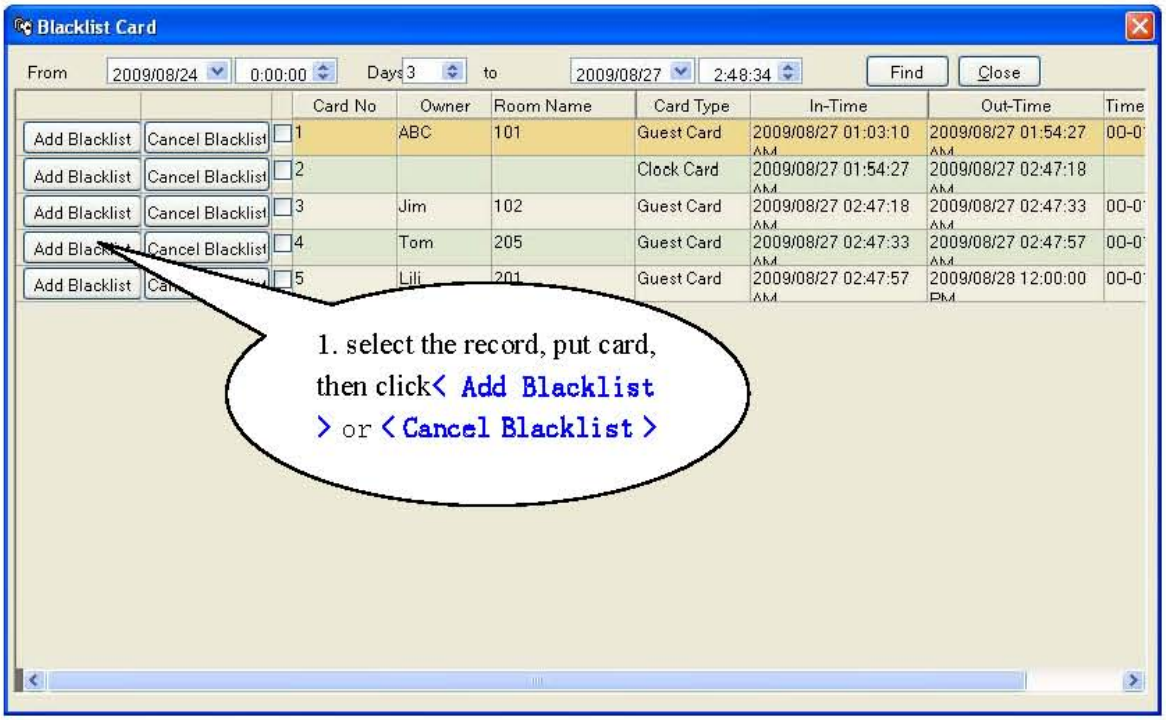


Chart issue Blacklist Card

〖explanation〗

When the card is put into blacklist, the card will cannot open the lock. When the lock is clear the information by Hardware Clear method, the blacklist will be deleted also. Once the card number is released from the blacklist, the card can be used again.

11.8. Issue Password Card

Password Card is used to set the specified level of password of the lock. Include Room Password Card, Floor Password Card, Building Password Card, Hotel Password Card, Public Room Password Card, Public Floor Password Card and Maintenance Password Card. It's valid to the specified level of the locks.

〖explanation〗

There are several level of password in the lock's IC, include hotel's password, building's password, floor's password, room's password, etc. All of these passwords are not published, only can be recognized by the system.

When change password, computer create a new password at random, then save the new password in database and card. When taking the password card to touch the lock, the lock reads the card's data and changes the corresponding level password of the lock. Don't change the password of the lock if there is no need, or maybe the new issued card of this level is invalid for the password saving in database is not correspond to the password saving in the lock.

When download password, computer get the corresponding level password of the lock from the database, and export the password to the card.

11.8.1. Room Password Card

If the Guest Card (here mean the Guest Card that can open only 1 room) is lost, you have to change the Room Password of the room to disable the lost Guest Card.

〖operation〗

Put card into the encoder; Select menu item **'Issue Maintenance Card'-> 'Password Card'-> 'Room Pass Card'**,

popup 'Room Password Card' window, input the room name to **Room Name**; then click <**Change Room Pass**> to issue the Room Password card, then take the card to set the lock.

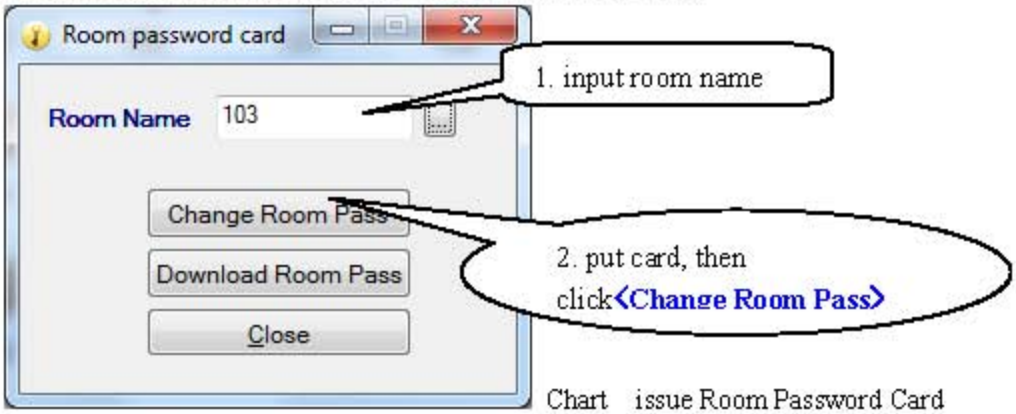


Chart issue Room Password Card

11.8.2. Floor Password Card

If the Floor Card (here mean the Floor Card that can open only 1 floor) is lost, you have to change the Floor Password of the floor to disable the lost Floor Card.

【operation】

Put card into the encoder, Select menu item '**Issue Maintenance Card**'-> '**Password Card**'-> '**Floor Pass Card**', popup 'Floor Password Card' window, select the floor; then click <**Change Floor Pass**> to issue the Floor Password Card, then take the card to set the locks on the floor.

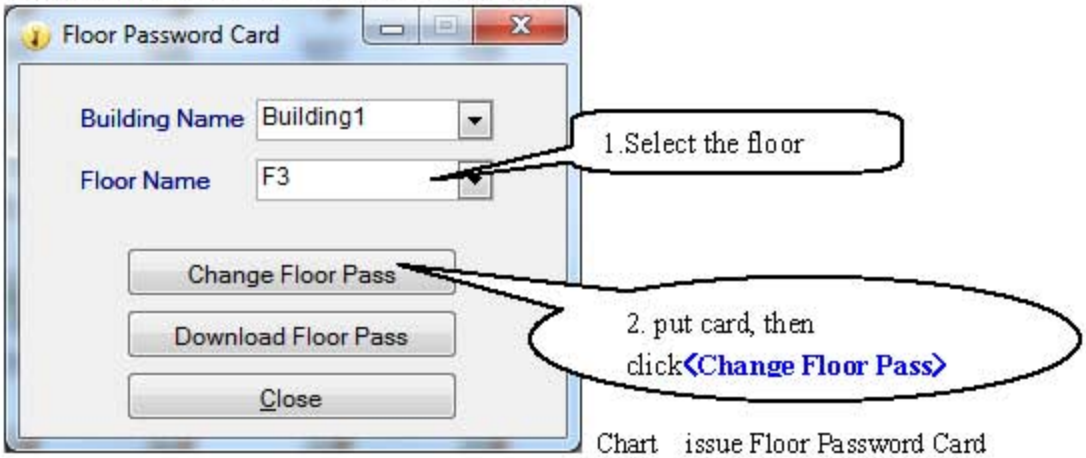


Chart issue Floor Password Card

Tip:

If you have done the 'Change Floor Password' operation, and lost or mess the password card during taking the password card to set the locks, you can just do the 'Download Floor Password' operation to issue another Floor Password Card to continue with the locks unfinished.

11.8.3. Building Password Card

If the Building Card is lost, you have to change the Building Password of the building to disable the lost Building Card.

【operation】

Put card into the encoder, Select menu item '**Issue Maintenance Card**'-> '**Password Card**'-> '**Building Pass Card**', popup 'Building Password Card' window, select the building; then click <**Change Building Pass**> to issue the Building Password Card, then take the card to set the locks in the building.

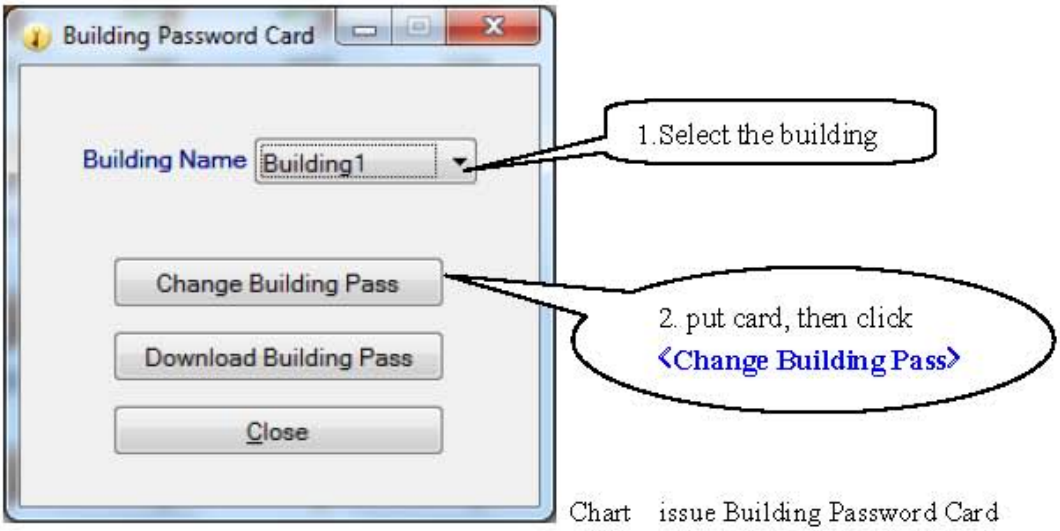


Chart issue Building Password Card

Tip:

If you have done the 'Change Building Password' operation, and lost or mess the password card during taking the password card to set the locks, you can just do the 'Download Building Password' operation to issue another Building Password Card to continue with the locks unfinished.

11.8.4. Hotel Password Card

If the Master Card is lost, you have to change the Hotel Password to disable the lost Master Card.

〖operation〗

Put card into the encoder; Select menu item '**Issue Maintenance Card**'-> '**Password Card**'-> '**Change Hotel Pass**', to issue the Hotel Password Card, then take the card to set all of the locks in the hotel.

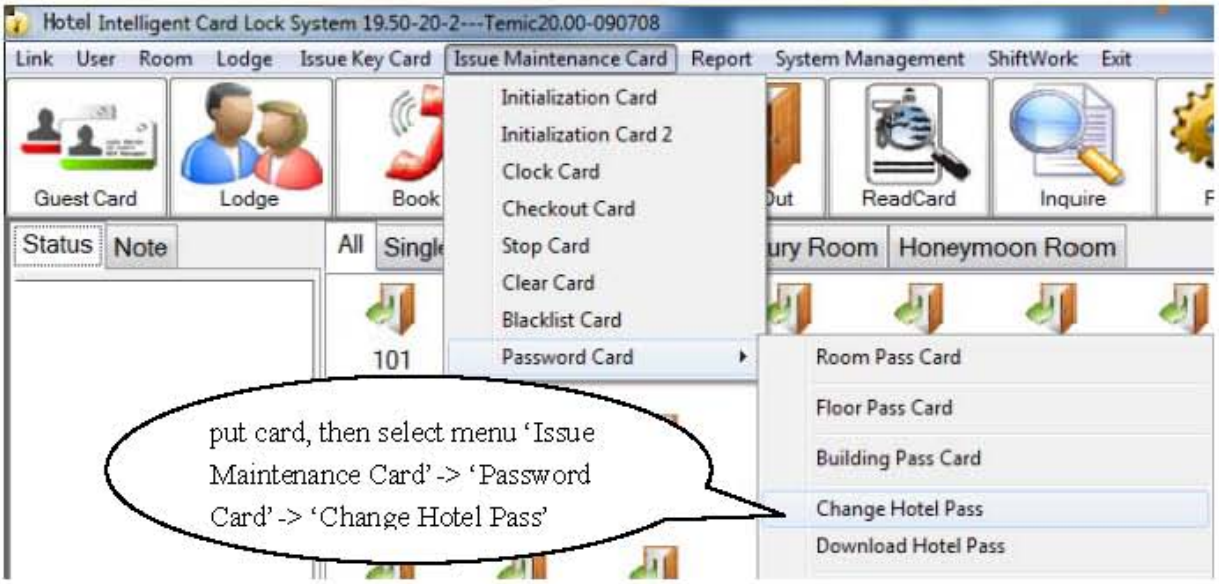


Chart issue Hotel Password Card

Tip:

If you have done the 'Change Hotel Password' operation, and lost or mess the password card during taking the password card to set the locks, you can just do the 'Download Hotel Password' operation to issue another Hotel Password Card to continue with the locks unfinished.

11.8.5. Public Room Password Card

If the Guest Card (here mean the Guest Card that can open more then 1 room) is lost, you have to change the Public Room Password to disable the lost Guest Card.

〖operation〗

Put card into the encoder; Select menu item '**Issue Maintenance Card**'-> '**Password Card**'-> '**Change Pub Room Pass**', to issue the Public Room Password Card, then take the card to set all of the locks in the hotel.

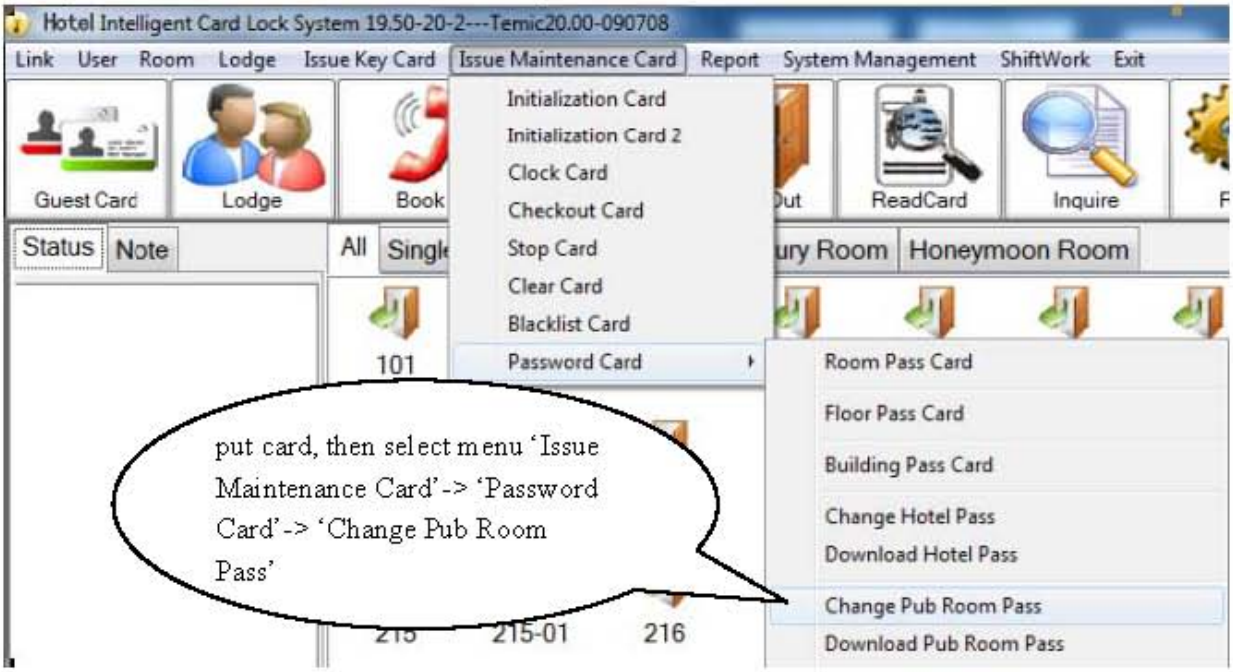


Chart issue Public Room Password Card

Tip:

If you have done the 'Change Public Room Password' operation, and lost or mess the password card during taking the password card to set the locks, you can just do the 'Download Public Room Password' operation to issue another Public Room Password Card to continue with the locks unfinished.

11.8.6. Public Floor Password Card

If the Floor Card (here mean the Floor Card that can open more then 1 floor) is lost, you have to change the Public Floor Password to disable the lost Floor Card.

〖operation〗

Put card into the encoder; Select menu item '**Issue Maintenance Card**'-> '**Password Card**'-> '**Change Pub Floor Pass**', to issue the Public Floor Password Card, then take the card to set all of the locks in the hotel.

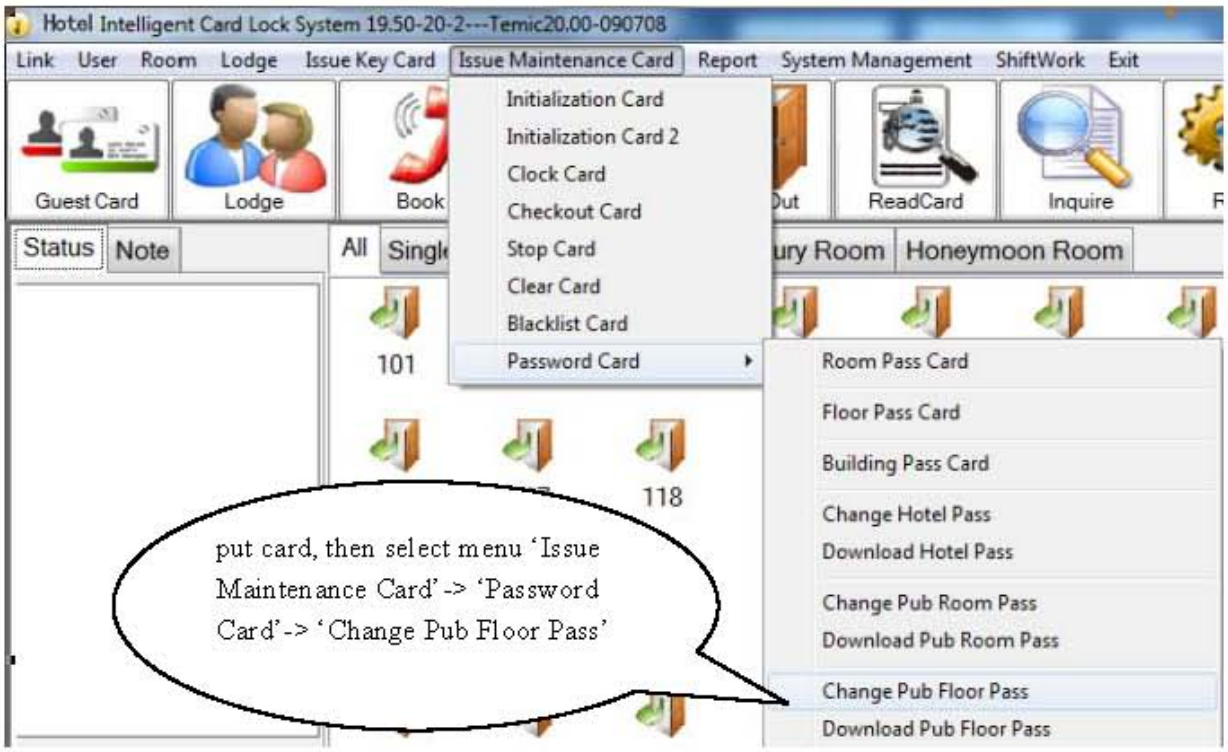


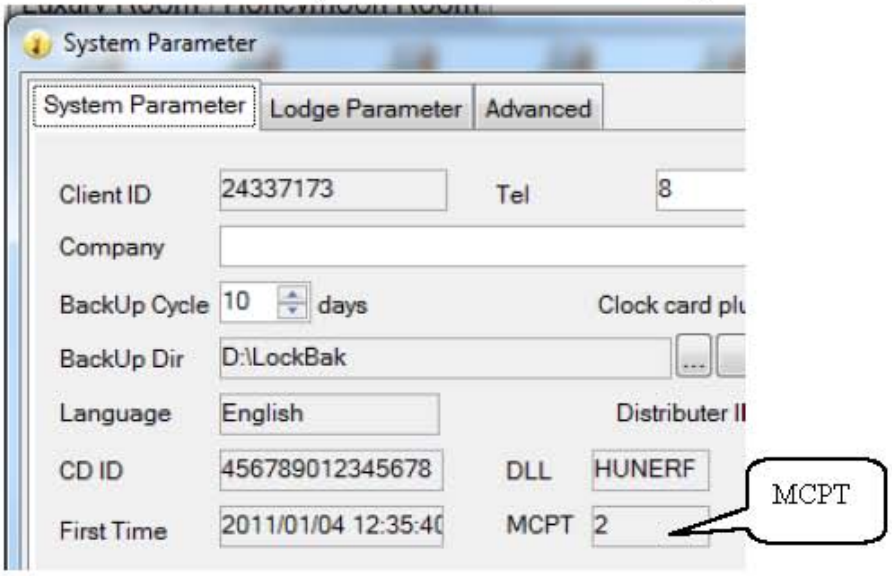
Chart issue Public Floor Password Card

Tip:

If you have done the 'Change Public Floor Password' operation, and lost or mess the password card during taking the password card to set the locks, you can just do the 'Download Public Floor Password' operation to issue another Public Floor Password Card to continue with the locks unfinished.

11.8.7. *Maintenance Password Card

If the Maintenance type Card (such as Clock Card, Checkout Card, Stop Card, Clear Card, Blacklist Card) is lost, you have to select menu item '**System Management**'-> '**System Parameter**', popup up the 'System Parameter' window to see the value of item MCPT. If MCPT value is 1, you have to change the Maintenance Password (See below) to disable the lost Maintenance type card. If MCPT value is 2, you have to change the Hotel Password (See 11.8.4. Hotel Password Card) to disable the lost Maintenance type card.



【operation】

Put card into the encoder; Select menu item '**Issue Maintenance Card**'-> '**Password Card**'-> '**Change**

Maintenance Pass Card', to issue the Maintenance Password Card, then take the card to set all of the locks in the hotel.

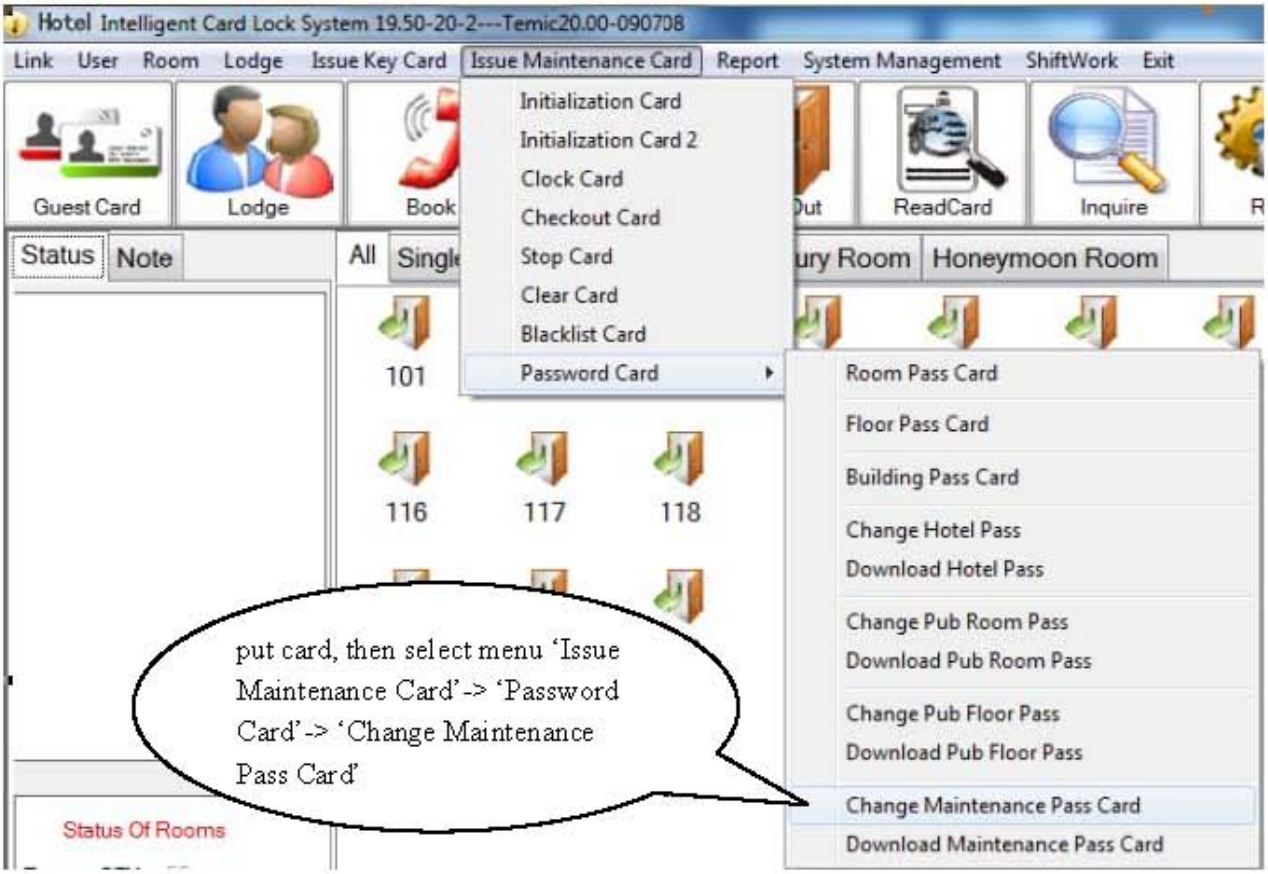


Chart issue Maintenance Password Card

12. Lodging Management (Lodge)

The operating window simulates the actual foreground operation of the hotel. It clearly shows the current states of the rooms by the icon, and transacts the whole process of the guest booking, lodging and checking out.

This window include room display area, room bill area, single room status area, all room status area.

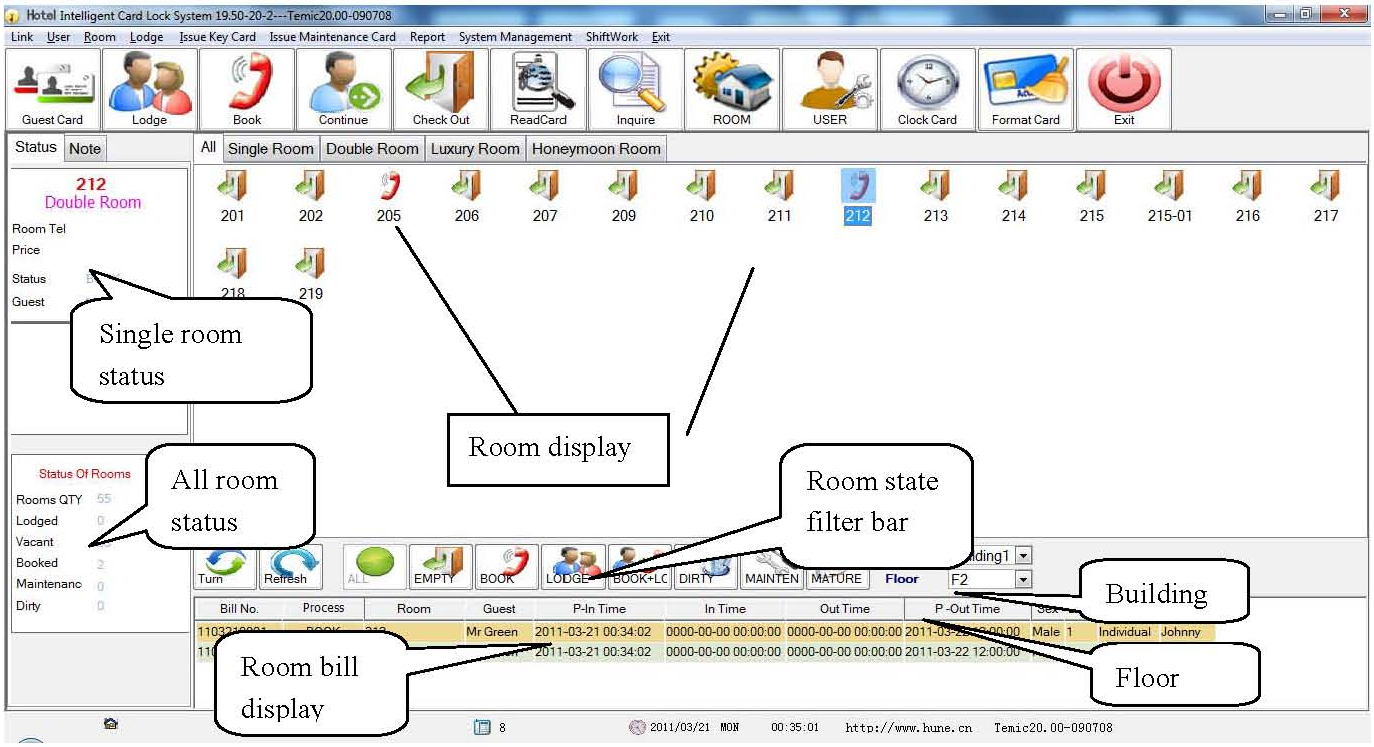


chart Lodge

12.1. Lodge in

It is used to register the guest information and issue Guest Card. Window as chart lodge in.

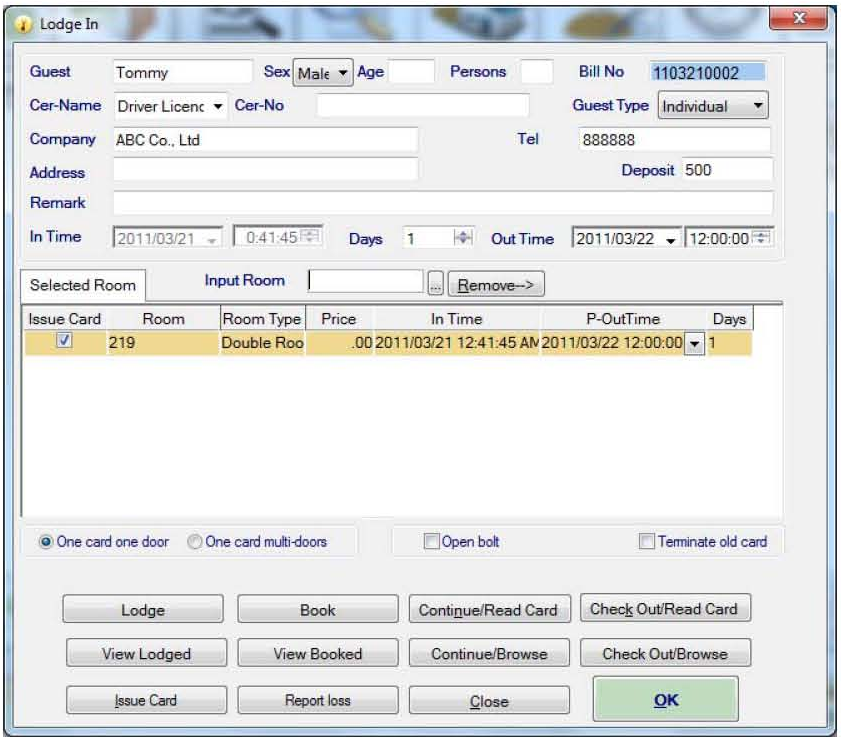


chart　lodge in

[Explanation of the information items]

Guest: the name of the guest that lodges or books.

Age: the age of the guest that lodges. It is number.

Persons: the number of the guests that lodge.

Cer-Name: certificate name, the relating certificates that the guest should show before lodging. It can be ID card, employee card, passport, or other certificate.

Cer-No: the certificate number, 30 characters.

Company: guest's company name, 50 characters.

Tel: guest's telephone number, 15 characters.

Address: guest's address, 50 characters.

Deposit: the deposit that the guest pay while lodge in.

Remark: It is for the guest to leave words or give basal notes. 50 characters.

In Time: the time the guest to lodge in or plan to lodge in.

Out Time: the time the guest plan to check out or checked out.

〖operation〗

Click shortcut button<**Lodge**>, popup 'Lodge In' window as following.

Input the guest name to **Guest**; input lodge in days to **Days**; input room name to **Input Room**; (if there are many rooms, input more room name after press key Enter. Or click the button ... on the right of Input Room ..., to open the 'Select rooms' window and double click to select the rooms) ;other information is optional; Put card into the encoder then click <**OK**> to issue Guest Card and hand to the guest.

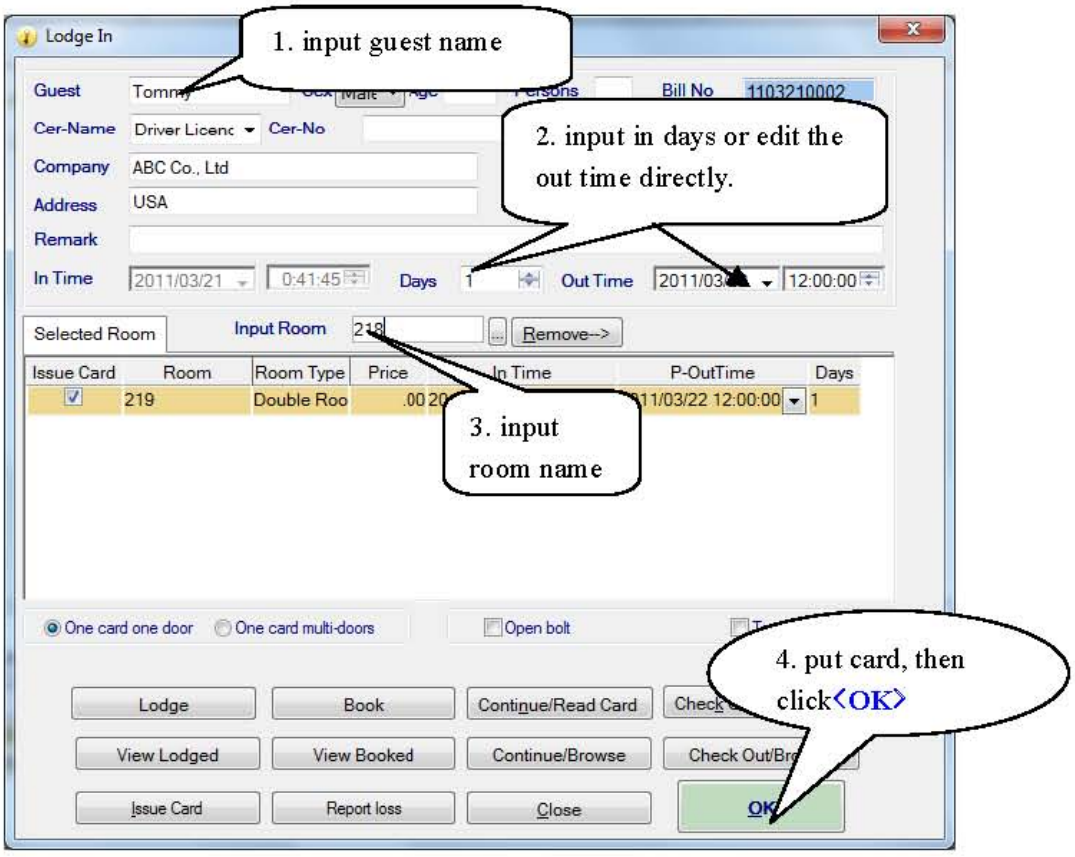


chart　lodge in

〖explanation〗

'One card one door': one Guest Card can open max 1 room.

'One card multi-doors': one Guest Card can open all of the rooms has been chosen, max 7 rooms often, different system may be different.

'Open bolt': means even the lock has been bolted, the card can unlock the lock.

'Always open': means when touches card the lock is unlocking always, touch key card again to lock.

'Terminate old card': when the Guest Card with 'Terminate old card function' open the door, it will terminate the guest cards Card (the Guest Card can only open 1 room) that has been used on the lock.

'Open times': the Guest Card with 'Open times' limit, will unlock the lock within the specified times.

Note:

Some of the system may doest support some or all of the function among 'Open bolt', 'Always open', 'Terminate old card', 'Open times'.

Tip:

When finish one guest's lodge in, click the shortcut button<Lodge>at the bottom part of the 'Lodge In' window to go on next guest's lodge in job.

12.2. Book room

It is used to book room before the guest lodge in. 'Book Room' window similar to 'Lodge In' window.

【operation】

Click shortcut button<**Book**>, popup 'Book Room' window as following.

Input the guest name to **Guest**; input lodge in days to **Days**; input room name to **Input Room**; (if there are many rooms, input more room name after press key Enter. Or click the button on the right of

Input Room , to open the 'Select rooms' window and double click to select the rooms) ;other information is optional; then click <**OK**>.

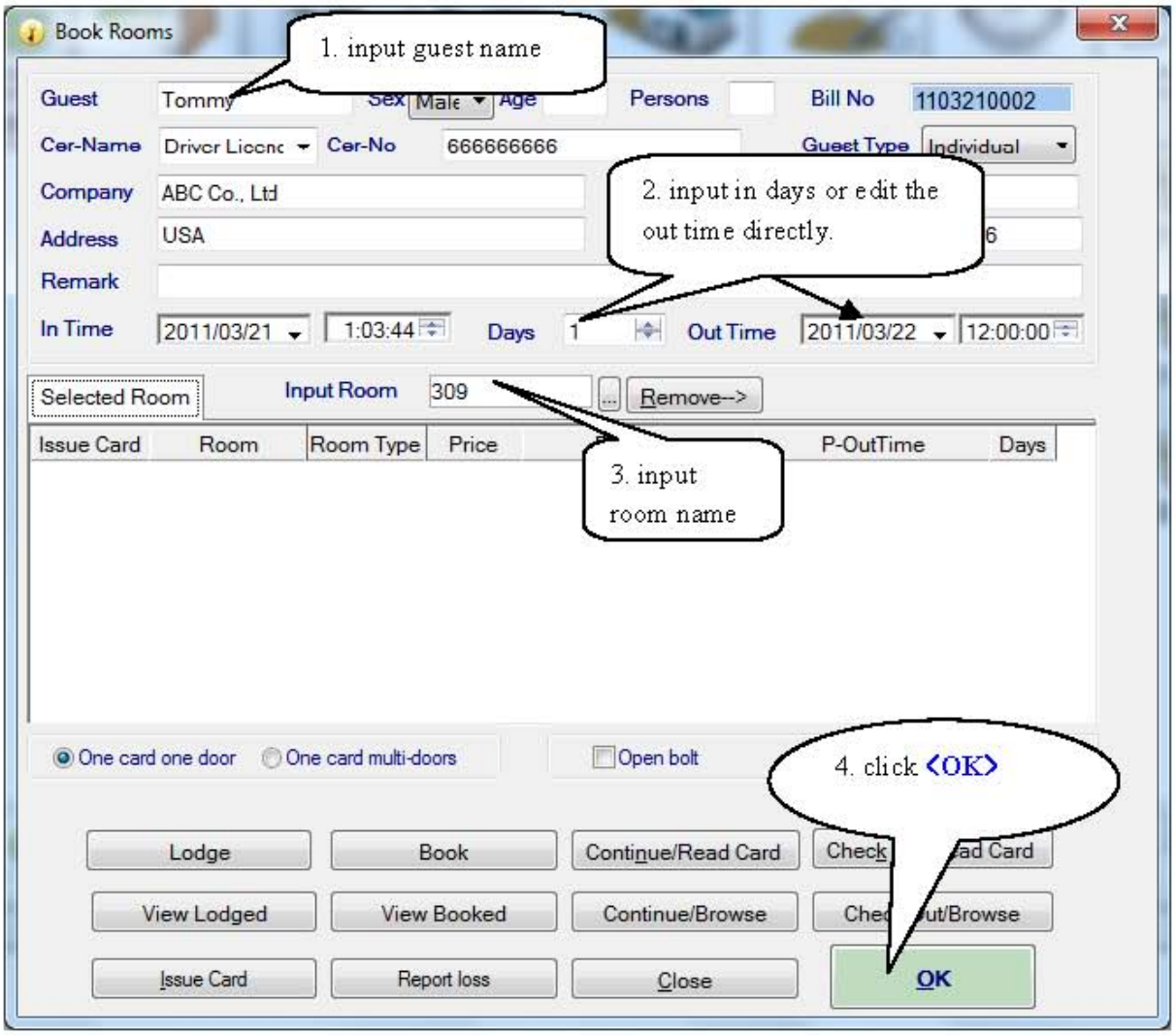


Chart book rooms

12.3. Lodge in the booked room

It is used to lodge in the booked rooms, and issue Guest Card to the guest.

【operation】

Select menu item '**Lodge**-> '**Lodge Booked**' (or click <**View Booked**> button at the bottom part of the 'Lodge In' window), popup 'Book List' window.

Select the booked record from the 'Book List' window, then click button <**Lodge Booked**> to open the 'Lodge in booked room' window ;Input the in time and out time; Put card into the encoder, then click <**OK**> to issue Guest Card and hand to the guest.

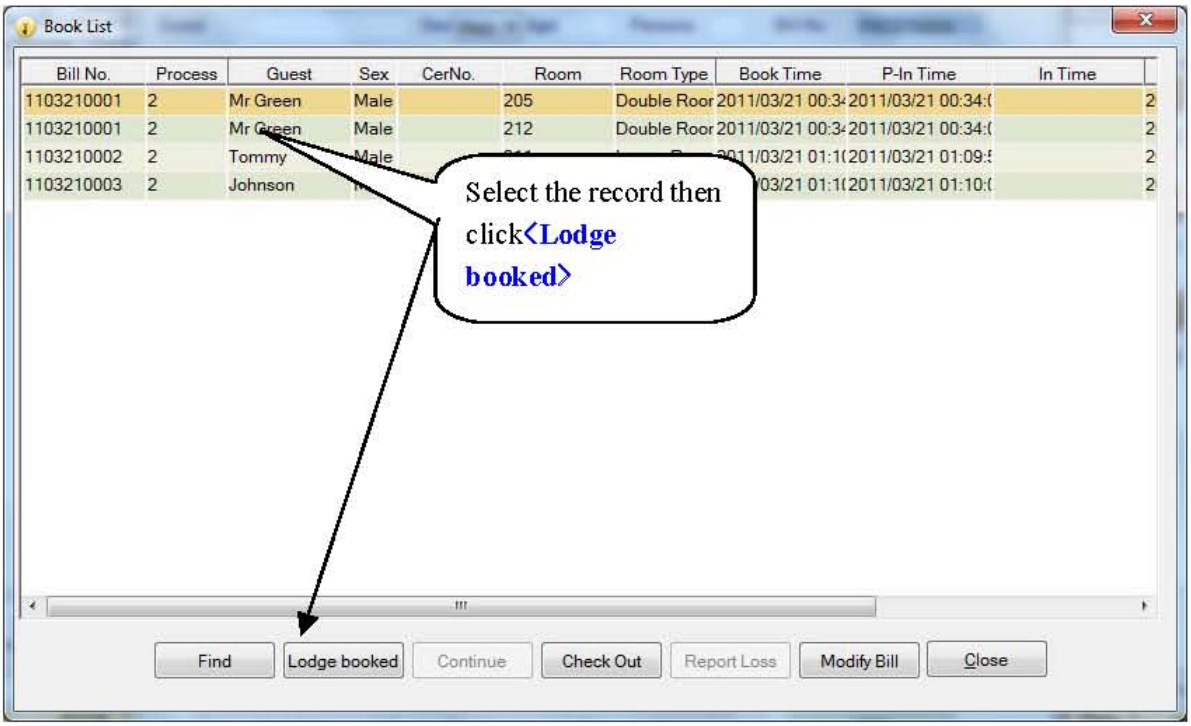


Chart book list

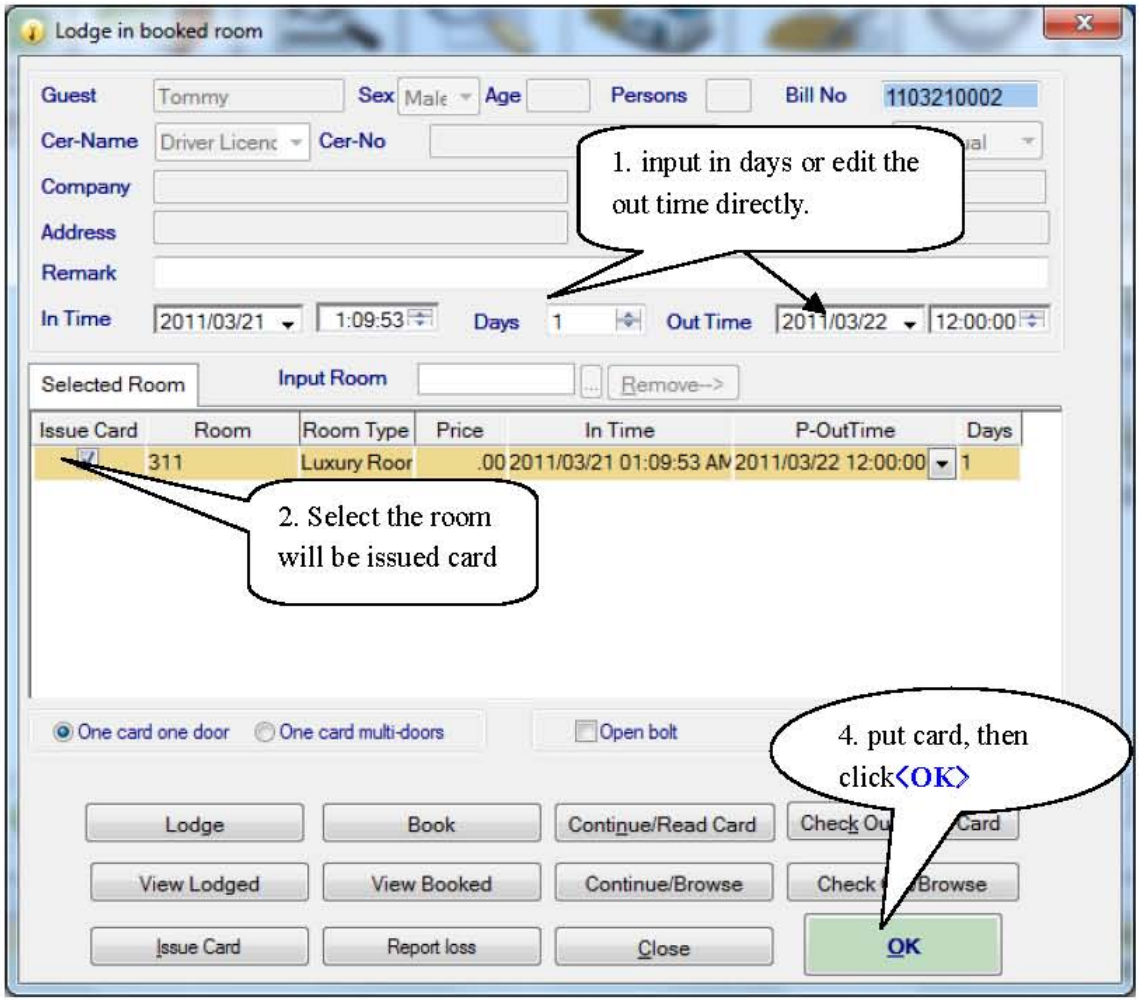


Chart lodge in booked room

12.4. Continue lodge

This function will be used when the Guest Card is out of time, and the client wants to continue lodge.

〖operation〗

Select menu item '**Lodge**-> '**Continue**', popup '**Lodge List**' window.

Select the record from the "Lodge List' window, then click button <**Continue**> to open the '**Continue Lodge**' window ;Input the out time; Put card into the encoder then click <**OK**> to issue Guest Card and hand to the guest.

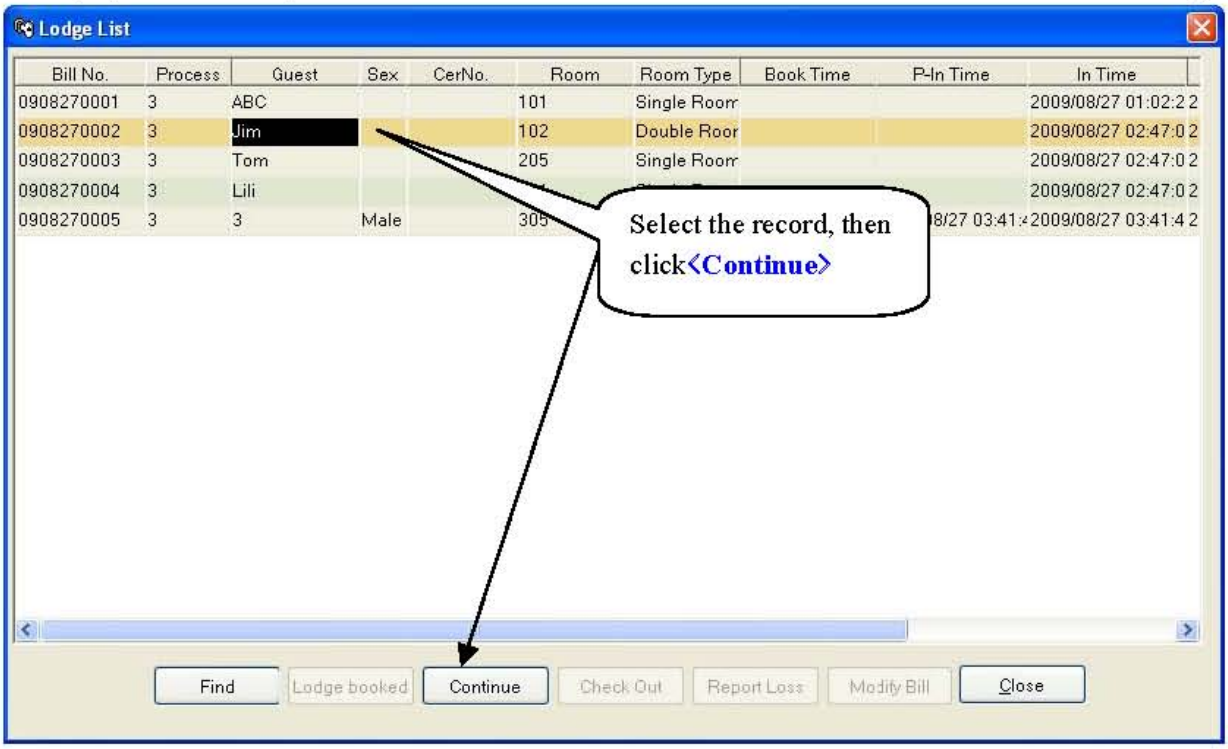


Chart lodge list

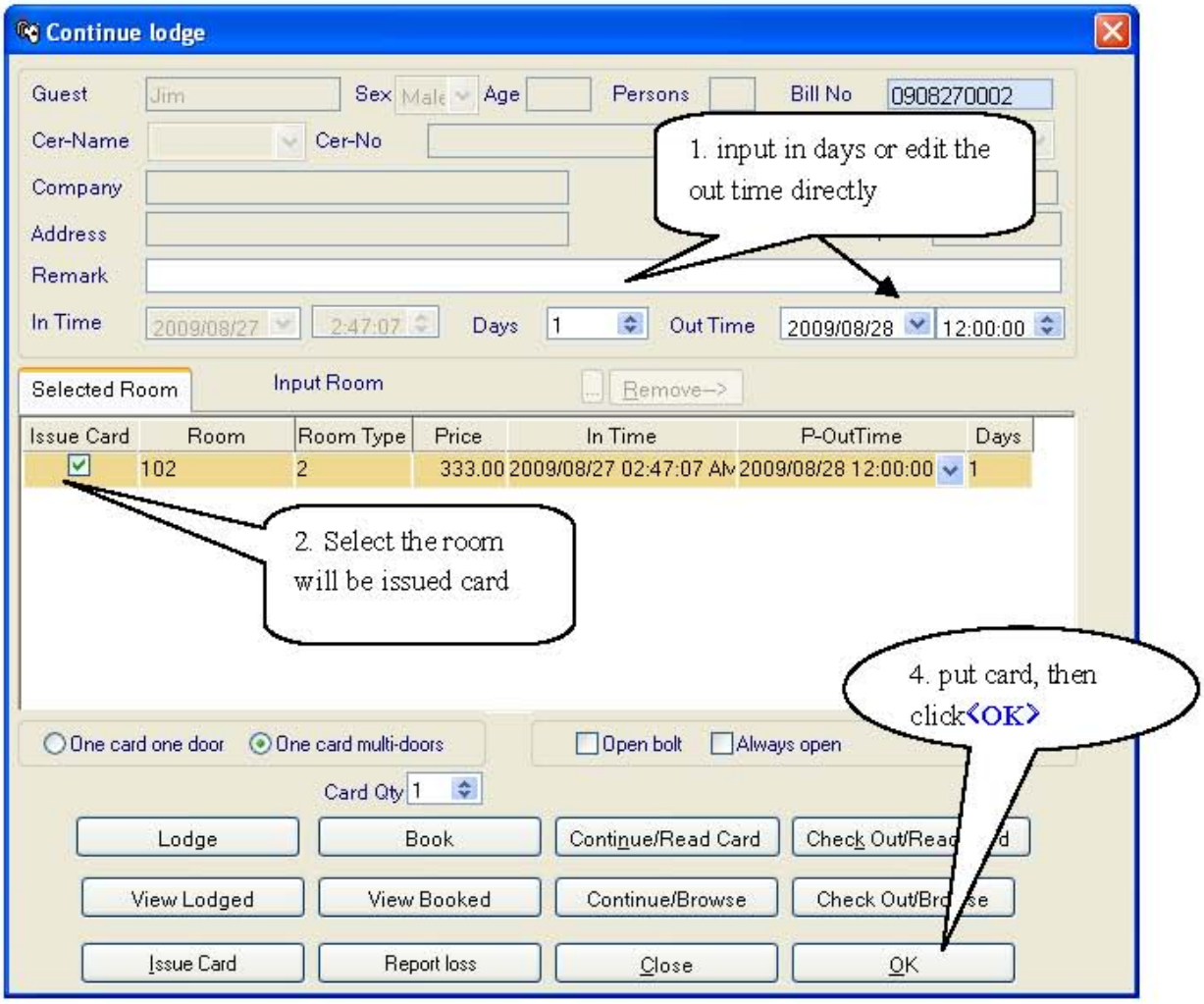


Chart continue lodge

12.5. Check out

This function is used to check out the room.

【operation】

Click shortcut button<**Check Out**>, popup 'Lodge List' window..

Select the record from the '**Lodge List**' window, then click button <**Check Out**> to open the '**Check Out**' window; If want to clear the card's data, then tick the '**Clear card data**' item; confirm the information is correct, then click <**Check Out**>.

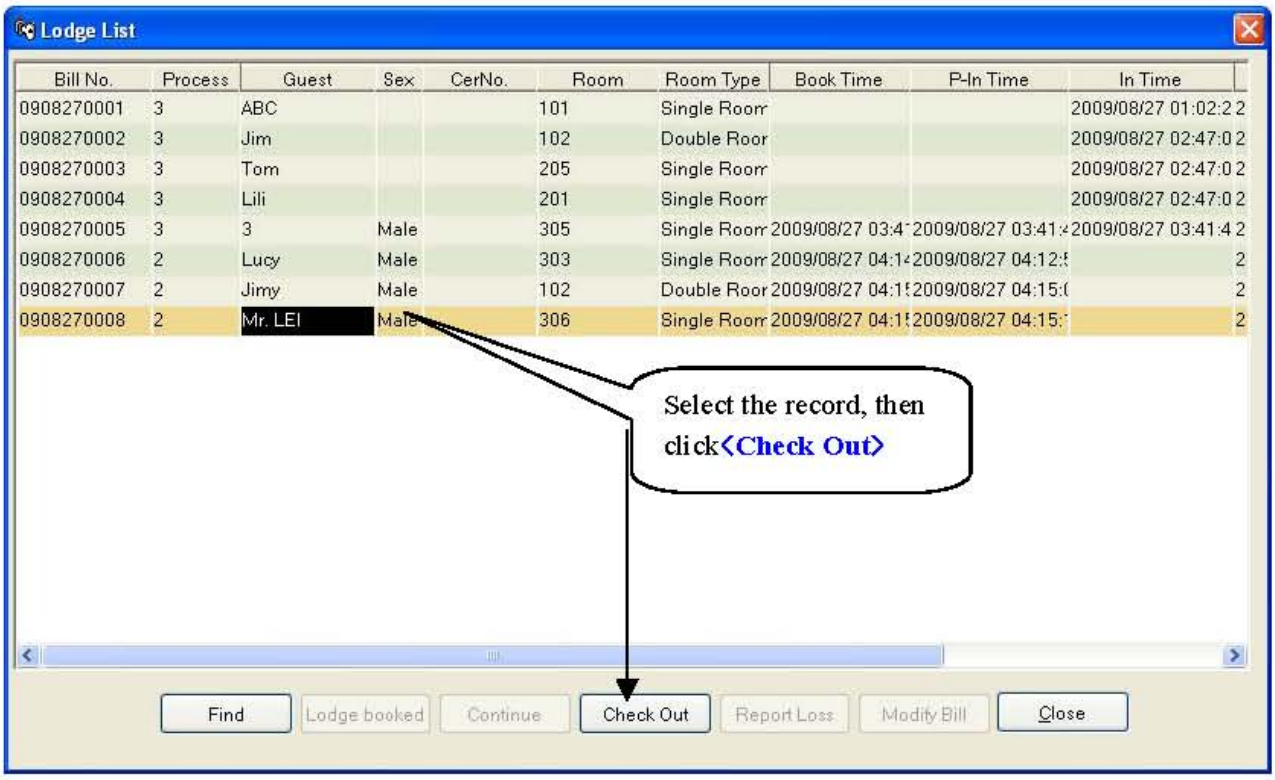


Chart lodge list

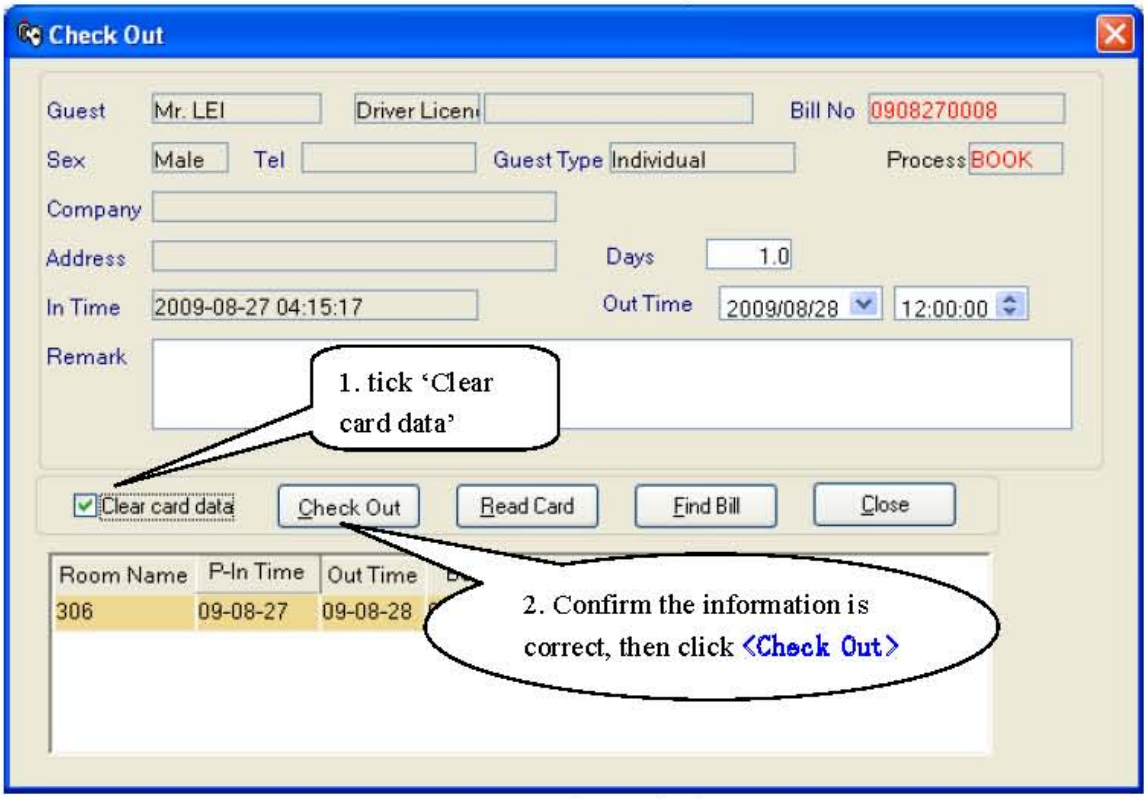


Chart check out

13. System Management

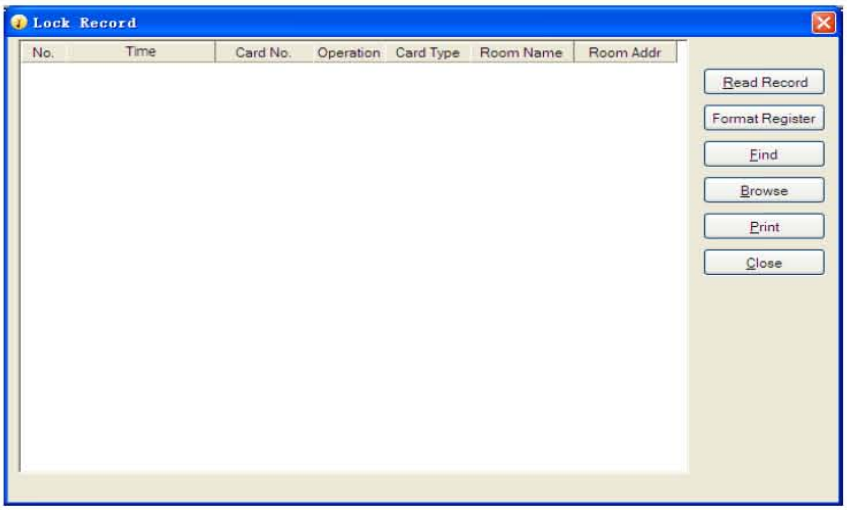
This function is used to read the unlocking record; inquire about log; setup the system parameter.

13.1. Lock record

This function is used to read the unlocking record of the lock. Before you read the record, please make sure that you have bought a Data Register. Format the Data Register first, then take the Data Register to get the data from the lock, and then take the Data Register to the computer and read. Select menu item '**System Management**'-> '**Lock Record**', popup '**Lock Record**' window as below.

Note:

The 'Lock Record' window and getting record operation is little difference among Temic RF Card lock, Mifare1 RF Card lock and IC Card lock system.



Temic RF Data Register

Chart lock record window and Data Register (Temic RF Card lock system)

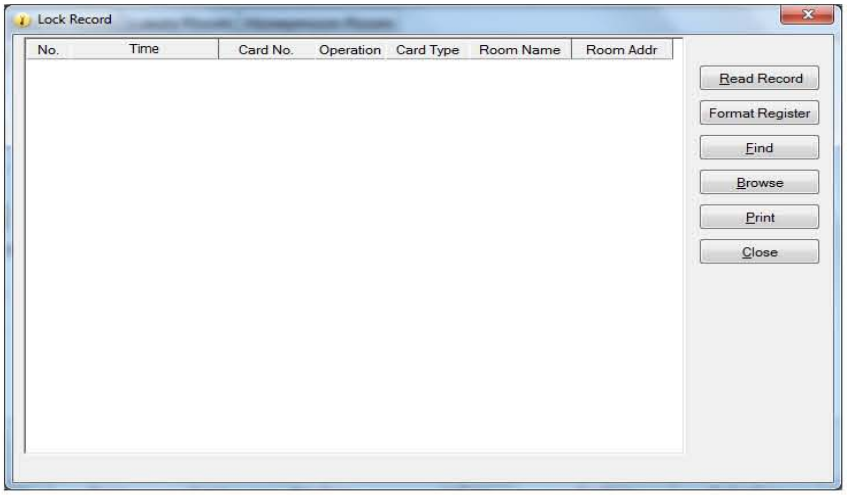


Chart lock record window and Data Register (Mifare 1 RF card lock and IC card lock system)

Mifare 1 RF card

IC card

13.1.1. Format Data Register

Every time you use the Data Register, you have to format it first. Before you format the Data Register, please make sure you know the Data Register type.

- **Format Data Register (for Temic RF card lock system)**

Connect the Temic RF Data Register to the computer with USB wire; Then click <**Format Register** > to format the Data Register.

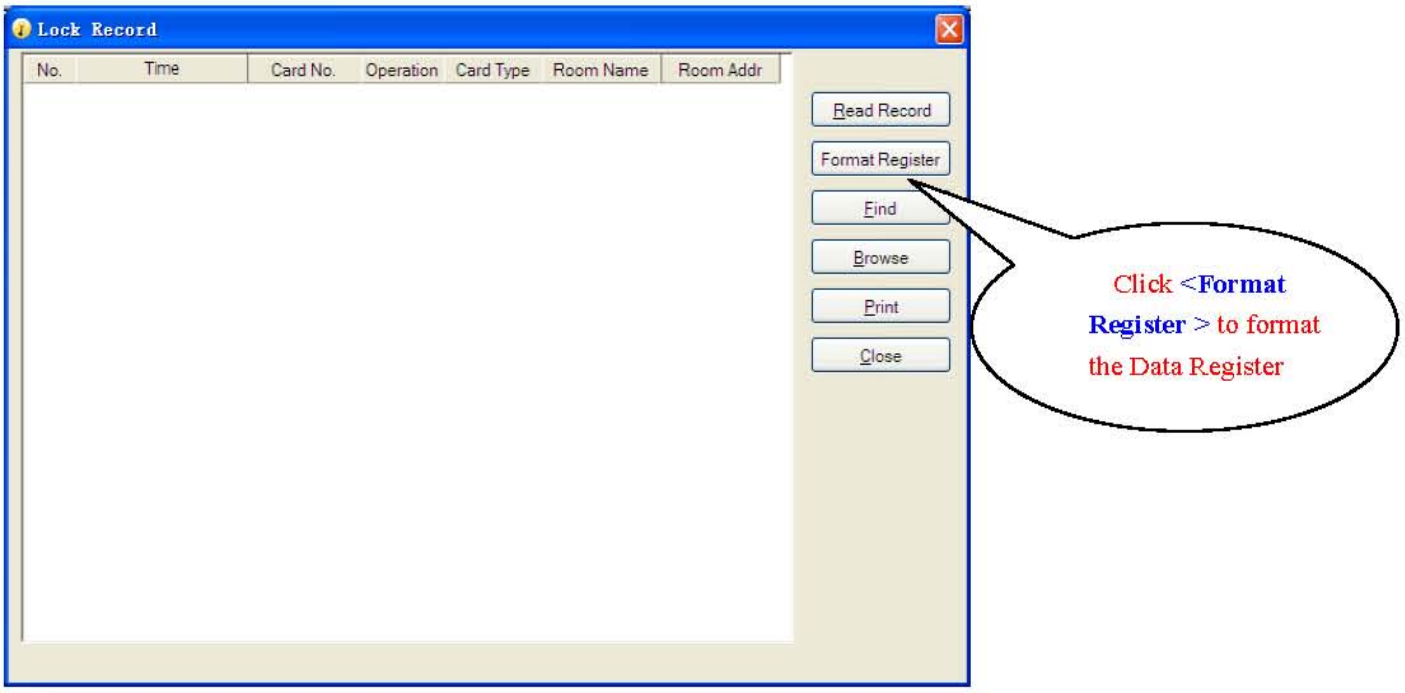


Chart Temic RF Data Register connection and format instruction

- **Format Data Register (for Mifare 1 RF card, IC card lock system)**

Put the Data Register into the encoder; click the <**Format Register** > to format the Data Register.

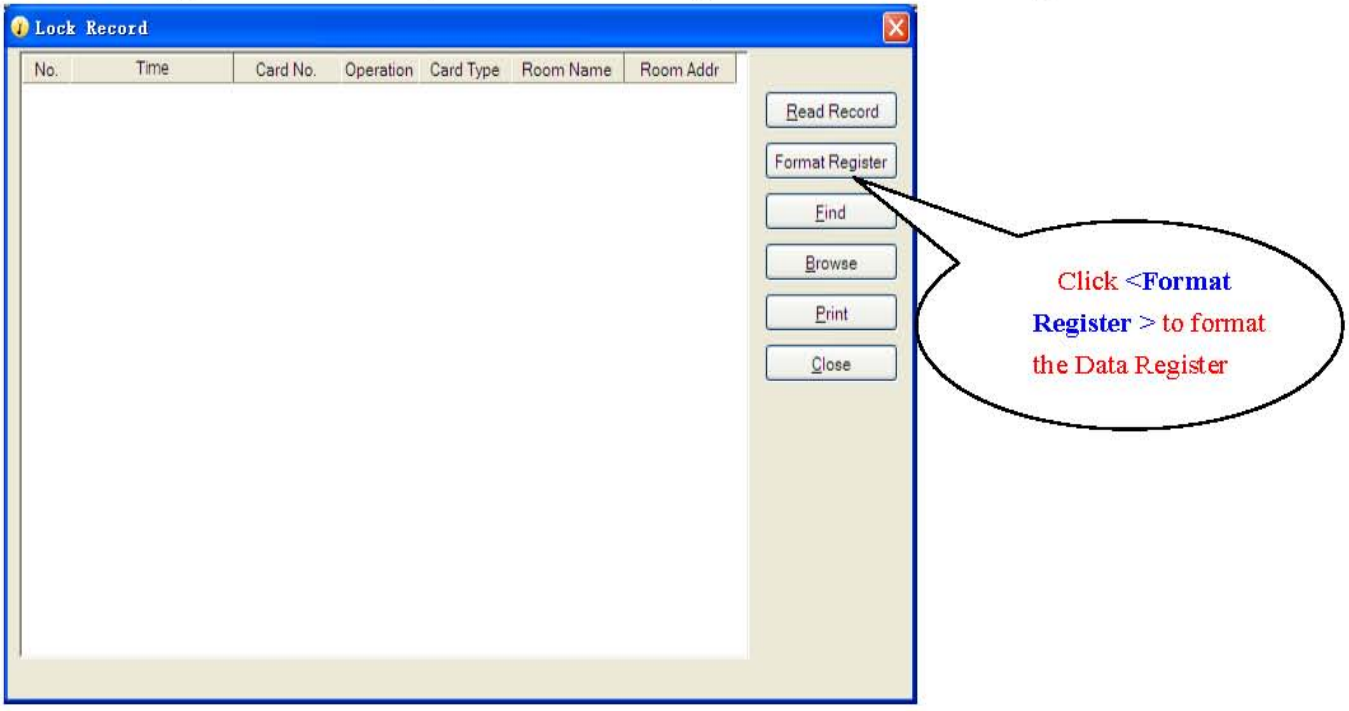


Chart Mifare1 RF Data Register and IC Data Register format instruction

13.1.2. Get data from lock

- **Get data from lock (for Temic RF card lock system)**

Take the Data Register to the lock; press the **RECORD** button on the Data Register, then close the Data Register to the lock, blue led will flash during the process. If hear one beep for short when the led is over, it means getting data from lock is successful.

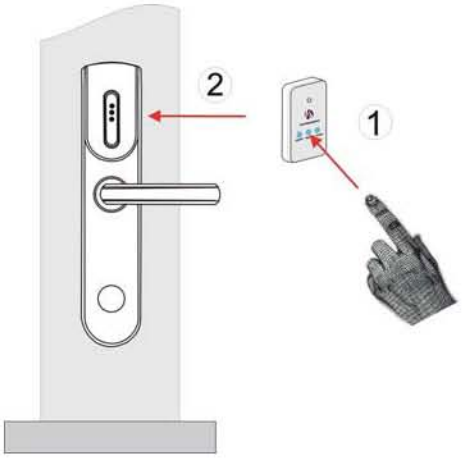


chart get data from lock(for Temic RF card lock system)

- **Get data from lock (for Mifare1 card lock system)**

Take the Data Register(Mifare1 Data Register card) to the lock; keep closing the Data Register(Mifare1 Data Register card) to the lock, blue led will flash during the process. If hear one beep for short when the led is over, it means getting data from lock is successful.

- **Get data from lock (for IC card lock system)**

Take the Data Register(IC Data Register card) to the lock; insert the IC Data Register card into the lock, then blue led will flash during the process. If hear one beep for short when the led is over, it means getting data from lock is successful.

13.1.3. Read the Data Register

- **Read the Data Register(for Mifare1 card lock system)**

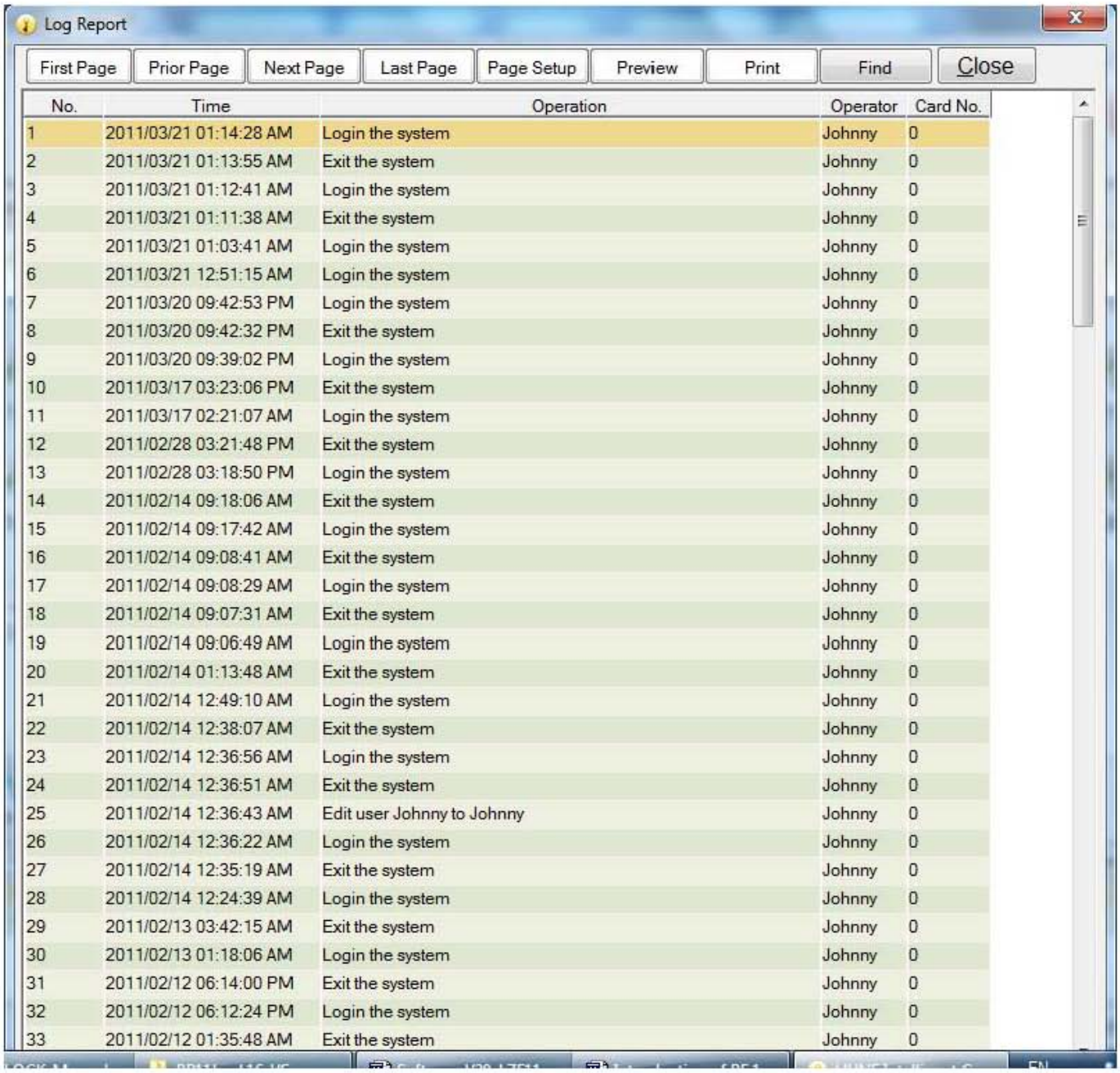
Connect the Data Register to the computer with USB wire, and then click **<Read Record>**, the unlocking record will be displayed in list. The database keeps the last unlocking record of the lock.

- **Read the Data Register(for Mifare1 card lock system and IC card lock system)**

Put the Data Register(Mifare1 Data Register card or IC Data Register card) into the Encoder, and then click **<Read Record>,** the unlocking record will be displayed in list. The database keeps the last unlocking record of the lock.

13.2. Log

You can view the log report of the lock system which include the information of operation and operator here.



Log Report

First Page | Prior Page | Next Page | Last Page | Page Setup | Preview | Print | Find | Close

No.	Time	Operation	Operator	Card No.
1	2011/03/21 01:14:28 AM	Login the system	Johnny	0
2	2011/03/21 01:13:55 AM	Exit the system	Johnny	0
3	2011/03/21 01:12:41 AM	Login the system	Johnny	0
4	2011/03/21 01:11:38 AM	Exit the system	Johnny	0
5	2011/03/21 01:03:41 AM	Login the system	Johnny	0
6	2011/03/21 12:51:15 AM	Login the system	Johnny	0
7	2011/03/20 09:42:53 PM	Login the system	Johnny	0
8	2011/03/20 09:42:32 PM	Exit the system	Johnny	0
9	2011/03/20 09:39:02 PM	Login the system	Johnny	0
10	2011/03/17 03:23:06 PM	Exit the system	Johnny	0
11	2011/03/17 02:21:07 AM	Login the system	Johnny	0
12	2011/02/28 03:21:48 PM	Exit the system	Johnny	0
13	2011/02/28 03:18:50 PM	Login the system	Johnny	0
14	2011/02/14 09:18:06 AM	Exit the system	Johnny	0
15	2011/02/14 09:17:42 AM	Login the system	Johnny	0
16	2011/02/14 09:08:41 AM	Exit the system	Johnny	0
17	2011/02/14 09:08:29 AM	Login the system	Johnny	0
18	2011/02/14 09:07:31 AM	Exit the system	Johnny	0
19	2011/02/14 09:06:49 AM	Login the system	Johnny	0
20	2011/02/14 01:13:48 AM	Exit the system	Johnny	0
21	2011/02/14 12:49:10 AM	Login the system	Johnny	0
22	2011/02/14 12:38:07 AM	Exit the system	Johnny	0
23	2011/02/14 12:36:56 AM	Login the system	Johnny	0
24	2011/02/14 12:36:51 AM	Exit the system	Johnny	0
25	2011/02/14 12:36:43 AM	Edit user Johnny to Johnny	Johnny	0
26	2011/02/14 12:36:22 AM	Login the system	Johnny	0
27	2011/02/14 12:35:19 AM	Exit the system	Johnny	0
28	2011/02/14 12:24:39 AM	Login the system	Johnny	0
29	2011/02/13 03:42:15 AM	Exit the system	Johnny	0
30	2011/02/13 01:18:06 AM	Login the system	Johnny	0
31	2011/02/12 06:14:00 PM	Exit the system	Johnny	0
32	2011/02/12 06:12:24 PM	Login the system	Johnny	0
33	2011/02/12 01:35:48 AM	Exit the system	Johnny	0

13.3. System Parameter

You can set the system parameter and lodge parameter here.

【explanation】

'Company' : If need, you can input the name of the hotel or the company which the locks are installed in.

'Backup Cycle' : means the interval of database backup time.

'Clock card plus': means extend the time of the clock card. Make sure that the time you set into the lock is same as the actual time.

'Default check out time': it's the default end time/out time. If you don't change it when the customer is lodging, It's default 12:00. You can set it as your requirement.

'Default in days': means the default lodging days. The system default it for 1 day, and you can change it as your requirement.

'Verify in time': means verify the check in time. You can use the key card to open the lock advance if you select

this function.

'Valid ahead time(minute)': set the time for opening the lock advance.

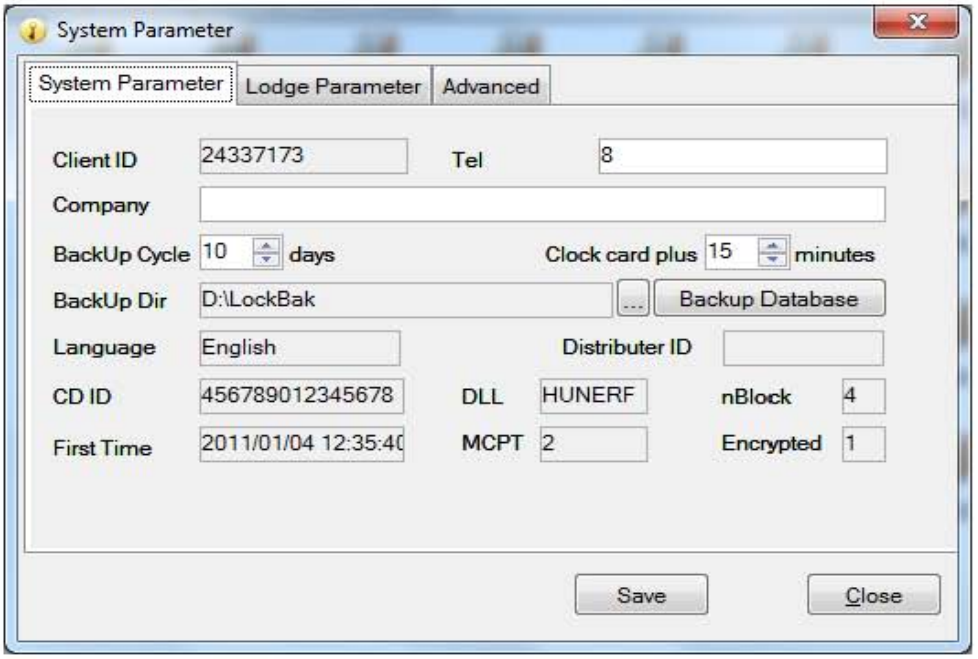
'Terminate old card': means after the Guest Card with 'Terminate old card' function opening the door, system will terminate the guest card which has been used on the lock before.

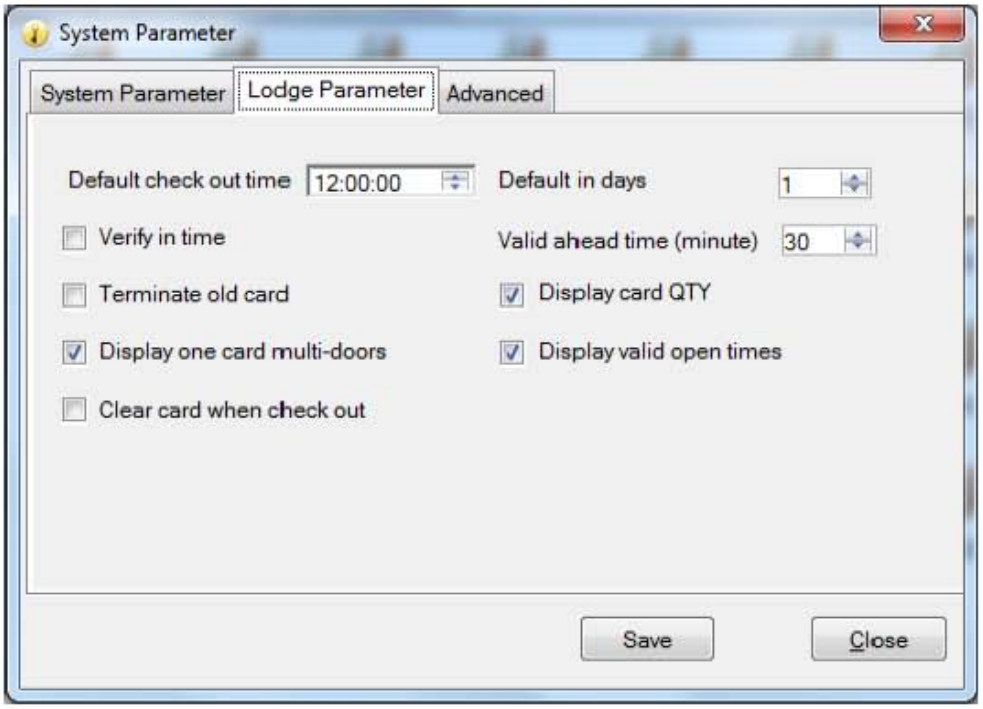
'Display card QTY': means show the 'card quantity' function when you issue the key card.

'Display one card multi-doors': means show the 'one card multi-doors' function when you issue the key card.

'Display valid open times': means show the 'open times' function when you issue the key card.

'Clear card when check out': means the system will clear the information of the card when the customer check out.





14. Shift work

You can change between different users by shift work function.

15. Maintenance about database

15.1. Backup Database (it's very important)

System operator should backup system database periodically to insure the safety of system data.

【operation】

Exit the system and enter the directory at which the system locates (assuming the system directory is 'D:\LOCK'), backup the folder 'TData' and all its contents to a floppy disk and hard disk.

【explanation】

The system has contained the function of database backup and restore. Backup's directory is 'LockBak' under the system directory and 'D:\'(if Drive D: \ is existed). Each time enter the system, the system backup the database 'HData' to the directory 'LockBak' under the system directory automatically. Every month's 10th, 20th, 30th, the system backup the database 'HData' to the directory 'D:\LockBak', the backup is named with the date, for example, if the date is 2003-01-10,the backup will be named '030110'.

15.2 Restore database

If the database is damaged, you can install the software and the database backup 'HData' to the system directory.

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