# locking management system User Manual

JK Tech Co Ltd Copyright © 2018. All Rights Reserved

### Catalogue

1.	SYSTEM INTRODUCTION1
1.1	Function Overview1
1.2	Smart card1
1.	2.1 Access Card1
1.	2.2 Management Card3
1.	2.3 Data Receiving Card5
1.3	Software Profile7
1.4	System Requirements8
2.	SOFTWARE INSTALLATION8
2.1	Lite version
2.2	Standard version9
2.	2.1 Database installation11
2.	2.2 Hotellock software installation 11
3.	FIRST TIME RUNNING12
3.1	Parameter Settings12
3.2	Registration code13
4.	BASIC SETTING14
4.1	Hotel layout setting14
4.2	Public door setting17

4.3	Room Typ	be Settings	21
4.4	Room par	rameter setting	. 23
4.5	System pa	arameters setting	. 26
4.6	Departme	nt Setting	. 29
4.7	Staff setti	ng	. 30
4.8	System o	perator management	33
4.9	Elevator c	controller setting	35
4.10	Parking	g lot reader setting	. 38
5.	LOCK SE	TTING	. 41
5.1	Issue card	d	41
5.	1.1 Issue	e Authorized Card	. 42
5.	1.2 Issue	e clock card	42
5.	1.3 Issue	e installation card	. 43
5.2	Lock prog	gramming	44
6.	SYSTEM	FUNCTION INTRODUCTION	. 45
6.1	Main Inter	rface	. 45
6.2	Check-in	Management	46
6.	2.1 Chec	ck-in	47
	6.2.1.1	Single room check-in	47
	6.2.1.2	Group check-in	49
	6.2.1.3	Multi-room check-in	49
	6.2.1.4	Issue mobile key	. 49

### Hotel lock management system L4-L6

6.2.	.1.5 Enable new device	49
6.2.2	Change room	53
6.2.3	Extend staying days	54
6.3 Car	rd management	55
6.3.1	Special card	55
6.4 Rec	cord search	74
6.4.1	Check-in record	74
6.4.2	Card holder record	
6.4.3	Card issuing record	76
6.4.4	Open record	77
6.4.5	Check-out without card record	
6.4.6	Card type replacement record	80
6.4.7	Command record	81
6.4.8	Breakfast ticket record	82
6.5 Sys	stem maintenance	84
6.5.1	Delete historical data	
6.5.2	Card replacement	85
6.5.3	Write-back record	
6.5.4	Lock info	87
6.5.5	Repair bad card	
6.5.6	Lock fault prompt	90
6.5.7	Registration code extension	
6.5.8	System backup	
6.5.9	System recovery	93
7. HAI	ND TERMINAL	94
7.1 Han	nd terminal function	94

7.2	Hand terminal operating instruction	99
8.	BREAKFAST TICKET	106
8.1	Function setting	107
8.2	How to buy breakfast ticket	107
8.3	How to use breakfast ticket	110
9.	SOUND AND LIGHT PROMPT TABLE	112
10.	FAQ	113
10.1	Registration code format error	113
10.2	Fail to connect database	114
10.3	Fail to locate dongle	114
10.4	Dongle and software not match	114
10.5	Guest card can not open door	114
10.6	New guest card can not open after read check-out card	114
10.7	Operator forget password	115
10.8	Forget hand terminal password	115
10.9	No response when reading hand terminal to lock	115
10.1	0 Hand terminal automatically shut down	115

## **1. System Introduction**

### **1.1 Function Overview**

This system is used for managing RFID hotel door lock and RFID card. Main features:

- Smart card management: includes guest card check-in, special cards for management, and downloading data to program lock
- Checking record: checking different kinds of records, such as card issuing record, check-in record, open record and etc.

### 1.2 Smart card

This system supports MF1 S50 1K and MF1 S70 4K. According to the different functions, there are 3 types of cards in the system: access card, management card and data receiving card.

### 1.2.1 Access Card

Access card can open the locks. Following are several kinds of access cards base on their different authorities:

#### 1. Guest card

Guest card can open corresponding lock for hotel guest. After issuing guest card from the lock management software, guest can open the corresponding door during valid time. Guest card will be invalid automatically once the card is expired. In case of certain special situation, hotel manager can check-out the room immediately. And re-issue a new guest card to cover old one. A guest card can open at most 7 rooms as required.

#### 2. Meeting card

After reading meeting card to the lock, it will turn to passage mode, lock can be open just by turning handle. It will go back to normal state when touching meeting card or other access card again.

#### 3. Floor card

Floor card can open any locks of certain floor. When multiple floors are needed, clicking "continuous selection" option, otherwise, only 3 floors can be selected by random. Also it can set valid period, public doors access and other parameters.

#### 4. Building card

Building card can open any locks of certain building. When multiple buildings are needed, clicking "continuous selection" option, otherwise, only 3 buildings can be selected by random. Also it can set valid period, public doors access and other parameters.

#### 5. Area card

Area card can open any locks of certain area. When multiple areas are needed, clicking "continuous selection" option, otherwise, only 3 areas can be selected by random. Also it can set valid period, public doors access and other parameters.

#### 6. Master card

Master card can open all the locks in the hotel. It can set valid period and other parameters.

#### 7. Emergency card

In case of emergency (such fire alarm), reading emergency card can turn all the locks to passage mode, and let people go through easily. Reading emergency card or other access card again, it will go back to normal state. It can set valid period and other parameters.

2

#### 8. Gate card

Gate card can open certain building gates. It can set valid period and other parameters.

#### 9. Visitor card

Visitor card is for the people who is not stay at hotel, but just visiting hotel guest, that it can be used for opening related building/floor gates or public doors. It can set valid period and other parameters. When issuing visitor card, visitor must show valid ID card and system will save visitor information. Visitor can get back ID card after visiting and returning visitor card.

#### 10. Power card

Power card is used for maintenance staff to get power through energy switch in the room. Power card can not open lock.

#### 1.2.2 Management Card

Management card can not open lock, mainly used for management, card types are as below

#### 1. Installation card

According to different doors, installation card has room door, building gate, floor gate, public door, elevator, parking lot and area gate installation card. How to make installation card please go to <u>5 LOCK SETTING 5.1.3 Issue installation card</u>

#### 2. Authorized card

Authorized card is management card of the highest level in the system, for managing other management cards and setting authorized data into locks. For first time programming, read authorized card to write into authorized code, then installation card and clock card with the same code can be accepted. Supplier provides unique authorized code to each hotel, to guaranty hotel security information and RFID hotel lock valid usage.

#### 3. Stop card

Stop card is used for stopping lock temporarily in case of accident. First reading authorized card and then read stop card, other cards will be out of use except emergency card and master card. Reset to normal state, repeat the same operations. This card applies to all locks in the lock software.

#### 4. Report lost card

It is divided into report lost card and cancel report lost card. Report lost Card is used for canceling validity of lost card. After issuing report lost card, it needs to be read on related door locks, that the locks will not accept the lost card. If lost card is found, to invalid the use of the loss card. Cancel Report lost Card is used to recover the use of lost card.

(Remark: Both cards need to be used under the lead of Authorized Card.)

#### 5. Clock card

Clock Card is used for setting time into lock. This card needs guiding of Authorized Card.

#### 6. Data card

Data card is used to activate receiving record mode, follow reading Information card or Record card can receive lock information and door open record. When finish receiving data from lock, read these two cards in software can get related record.

#### 7. Spare card

Spare Card can issue a temporary guest card without lock software. Firstly read the Spare Card to the lock, blue light is on with a "Bi" sound, and then read a blank card to lock before the blue light off. By now, the blank card has been issued to be a temporary Guest Card and it can open lock. To cancel the temporary guest card, read the real guest card to the lock, the temporary guest card will be invalid.

#### 8. Check-out card

Check-out Card is used for check out. This card needs to be used under the lead of Authorized Card or others access cards.

4

### 1.2.3 Data Receiving Card

Data receiving card is used for receiving open record and lock information. It is divided into record card and information card. All data receiving cards need to be used under the booting of the data card. MF1 card type use the receiving card (Figure 1-1) to receive lock data.



Figure 1-1 Data Receiving Card(special information card kit)

#### 1. Record card

Record card is used for receiving open records from the lock. There are two types of record cards, one is with 1,000 open records with 3 cards (figure 1-1 marked with No.1, 2, 3), and the other one is with 200 open records (figure 1-1 Record card). Choose different type of cards as user required. These two

types of record card can not be mixed. Detail operations please refer to the instruction on the back side of card.

Operation:

[1000 records]

- A. Issue a blank card to be a Data card in "Card management" menu of lock software.
- B. Read Data Card on the lock, buzzer sounds one beep and blue LED lights on. Remove Data Card and read No.1 Record Card quickly.
- C. Red and blue LED flickers alternately, and DO NOT move the card.
- D. Buzzer sounds one beep and blue LED lights on, remove No.1 Record Card and read No.2 Record Card quickly. Data transfers as step C.
- E. Read No.3 Record card as step D.
- F. Buzzer sounds one beep and blue LED lights on, data transferring is finished. Remove No.3 Record Card.
- G. Enter "Open Record" menu of lock software, and put the 3 Record Cards onto encoder sequentially to read the 1000pcs records.

Once data transferring is interrupted, please repeat the above operations when LED turns off. 3 Record cards must be read in order, no.1 to no.3, otherwise, open record can't be read in software.

#### [200 records]

Operation is the same as [1000 records].

Once data transferring is interrupted, please repeat the above operations when LED turns off.

#### 2. Information card

Information card is used to receive lock information (figure 1-1 Information card). It can receive lock parameter settings, card type code, ID of report loss

card, door open time, current state of the lock. All lock's information can be read both at "Lock info" or "Open Record" interface. Card type code can be compared with the code in current system on "Card type replacement record". Operation:

- A. Issue a blank card to be a Data card in "Card Management" menu of lock software.
- B. Read Data Card on the lock, buzzer sounds one beep and blue LED lights on. Remove Data Card and read Information Card quickly.
- C. Red and blue LED flickers alternately, and DO NOT move the card.
- D. Buzzer sounds one beep and blue LED lights on, data transferring is finished. Remove Information Card.
- E. Enter [System maintain] --- [Lock Info] menu of lock software, and put Information Card onto encoder to read.

Once data transferring is interrupted, repeat the above operations when LED turns off.

### **1.3 Software Profile**

The software includes lite version and standard version.

Software version	Setup files needed	Function	Install location
Lite	HotelLock_L4/5/6_Lite	Hotellock	Client computer
version	_	management	

Form 1.1 Software and Function

	MySQLForLock_Std_L	Database	Server computer
Standard	4/5/6	management	
version	HotelLock_L4/5/6_Std,	Hotellock	Client computer
		management	

### **1.4 System Requirements**

- X86 or X64(AMD64) structure computer or laptop
- DVD/CD-driver, keyboard, USB ports and mouse
- Operation systems of Microsoft Windows XP/ Vista / Windows 7/ Windows
   8/ Windows 10 32bit / 64bit OS
- CPU 1GHz or above.
- 2GB RAM or above (3GB is necessary if database and client software are installed in the same PC)
- 20 GB available hard drive or above
- One more available USB ports (Used for the dongle. A spare USB port is needed while connecting the encoder)
- Resolution: 1024\*768pixel or above.

## 2. SOFTWARE INSTALLATION

### 2.1 Lite version

Installation Instruction:

Double click "Hotel Lock\_L4\_Lite\_...\_set up.exe" to install. After finish

installation, double click

(The

### 2.2 Standard version

**Notice**: Before installation, make sure to login with Administrator (own the access right of Administrator or "run as administrator".

Standard version needs to activate database port and the terminal port before use. Steps are as follows:

1. Windows "start" menu  $\rightarrow$  "setting"  $\rightarrow$  "Control panel"  $\rightarrow$  "Windows Firewall", select [Advanced], as figure 2.2.1.

eneral	Exceptions	Advanced			
Netwo	ork Connectio	on Settings —			
Wind excep	ows Firewall i tions for an i	s enabled for th ndividual conne	ne connection: action, select i	s selected I t, and then	below. To add click Settings:
	.ocal Area C	onnection			Settings
Secur	itu Logging -				
You c	an create a l	og file for troub	leshooting pur	poses.	Settings
ICMP	_				
With I comp inform	nternet Cont uters on a ne ation.	rol Message Pr Itwork can shar	otocol (ICMP), re error and sta	the atus	Settings
Defau	lt Settings				
To re: click I	store all Wind Restore Defa	dows Firewall se aults.	ettings to a def	ault state,	Restore Defaults

Figure 2.2.1

2. Click into "Settings" of [Local Area Connect]

Advanced Settings 🛛 🛛 🔀
Advanced Settings  Services ICMP  Select the services running on your network that Internet users can access.  Services  FTP Server Internet Mail Access Protocol Version 3 (IMAP3) Internet Mail Access Protocol Version 4 (IMAP4) Internet Mail Server (SMTP) Post-Office Protocol Version 3 (POP3) Remote Desktop Secure Web Server (HTTPS) Telnet Server Web Server (HTTP)
Add Edit Delete

Figure 2.2.2

3. Click [Add]

?	
2.168.0.12) of the ir network:	
0.0	
	2.168.0.12) of the r network:

#### Figure 2.2.3

4. Fill in port number and IP address of the computer which hosting this service, then click [OK].

### 2.2.1 Database installation

1. Click "My SQLF or Lock\_ Std\_....exe" to install database

**Notice:** Installation path can not have spaces between characters(such as "C:\my file\", is not correct.), otherwise, program can't work properly.

2. After finish setup, connecting USB dongle to computer. Then double click



to set database service and complete installation, as Figure 2.2.4.

San Install		
IG-2G V OK	Delete service	Test service
Create service	Uninstall All	Test connect to database
nguage ) English () Chinese () Other language	s	Close

Notice: Delete service first before uninstall database.



### 2.2.2 Hotellock software installation

1. Click "HotelLock\_L4/5/6\_Std\_...\_setup.exe" to install software.

2. If server and POS are not at the same computer, IP address and port of data base server PC should be filled in after installation.

Click "Start" menu  $\rightarrow$  "program"  $\rightarrow$  "Hotel lock management standard

software"  $\rightarrow$  "INI", or open the installation folder, double click setting box will be shown as figure 2.2.5, fill in server IP address and click [Test IP], if success, click [save] to complete settings.

<ul> <li>English</li> </ul>	O Chinese
MySQL Server IP :	192.168.0.36
MySQL Port Number :	33
Front Desk Name :	1
Save S	Test IP T

3. Double click L4\_Std\_EN to run software.

## 3. First Time Running

After installation of lock software, first time running needs registration and some basic settings

### 3.1 Parameter Settings

For the first time running, parameter settings will be shown as below(figure 3.1). Parameter settings include card type setting and working sectors setting

for different function. Such as, each guest card extend sector allows guest card to open three additional rooms (It can only open 1 room if without settings). Public sector is used for energy saver. Setting public door sector can increase available public door amount. In addition, working sector for MF1 and S70 cards are supposed to choose sector "11".

Card ty	pe		MF1		
Working Sector	11	*	Elevator extension Sector 1	-	
Guest Card Extension Sector 1	-	~	Elevator extension Sector 2	-	
Guest Card Extension Sector 2	E	~	Elevator extension Sector 3	-	
Public Sector	-	~	Elevator extension Sector 4	-	
Public Extension Sector 1	-	V	Elevator extension Sector 5	-	
Public Extension Sector 2	-	~	Elevator extension Sector 6	-	
Public door Sector	-	~	Parking lot reader extension sector	-	

Figure 3.1

### 3.2 Registration code

Fill in registration code after parameter settings, click [Save] to enter software.

Registration No.	×
Registration No.	
Save	Exit

Figure 3.2

## 4. Basic Setting

Some basic settings should be done before running software.

### 4.1 Hotel layout setting

On first time running software, there's no hotel rooms at all. In order to better manage the hotel, a perfect hotel layout should be set well beforehand. System already preset one room type as "Standard room", adding new room type as user required.

**Operation**:

 Click[Hotel layout setting] on the left [Main Menu]→Select [Room setting], as figure 4.1.1

Main Menu				Curr	ent location: F	loom setting				Back   He 78
	Room s	setting							-	Return
Check-in management			Building list	1012			B1 Floor list		100	
		81		+ Add building		<b>A</b> 4	<b>A</b> 70			Add floor
Card management	* <b>*</b> *			Edit buiding		- ·			1 22	Edit floor
				Currodialing	2F	<b>a</b> 55	<b>8</b> F		100	Curchoor
Record search				Collete building					<b>×</b>	Delete floor
Hotel layout setting				Issue Building Gate Installation Card	• ⊿ 3=	<i>i</i> 6	<b>9</b> F			Issue Floor Gate Installation Card
System Maintenance	-				Room list				13	Print 👻
	Room Name	e Room No. Floor Name	Floor No. Building I	Name Building No. Area Nam	e Area No. Room type Nu	mber of bedroom Defau	It card issuing quantity Ro	om price Remark	^ <b></b> _	Add single room
Shortcut menu	1 101	1 1F	1 B1	1 4001	L Standard	0	1	0		tud single room
	2 102	2 1F	1 B1	1 A001	1 multi-room	0	4	100	-	Add room in Batch
heck-in (1)	3 103	3 1F	1 B1	1 A001	I multi-room	0	4	100		Daton
	4 104	4 1F	1 B1	1 //001	t multi-room	0	4	100	1	Edit room
	5 105	5 1F	1 B1	1 A001	1 multi-room	0	4	100		
tead( <u>C)</u>	6 106	6 1F	1 B1	1 A001	1 multi-room	0	4	100	- <b>X</b>	Delete room
	7 107	7 1F	1 B1	1 /4001	1 multi-room	0	4	100		Assian public
	8 108	8 1F	1 B1	1 A001	t multi-room	0	4	100	- M.	door
mmand interface( <u>M</u> )	9 109	9 1F	1 B1	1 A001	1 multi-room	0	4	100	100	Assign elevator
	10 110	10 1F	1 B1	1 A001	1 multi-room	0	4	100		controller
oral function list(G)	11 201	1 2F	2 B1	1 A001	1 multi-room	0	4	100		
	12 202	2 2F	2 B1	1 A001	1 multi-room	0	4	100		Reachable floor
	13 203	3 2F	2 B1	1 A001	multi-room	0	4	100		Assign parking
	14 204	4 2F	2 B1	1 A001	1 multi-room	0	4	100		lot
	15 205	5 2F	2 B1	1 A001	1 multi-room	0	4	100		Issue Room
	16 206	6 2F	2 B1	1 A001	I multi-room	0	4	100	11 î î î î	Installation
	17 207	7 2F	2 B1	1 A001	1 multi-room	0	4	100		Curd
	18 208	8 2F	2 B1	1 4001	1 multi-room	0	4	100		structure
	19 209	9 2F	2 B1	1 0001	L multi-room	0	4	100		ou de tor e

2. Add rooms: Click [Add buildings], building no. and building name is written in default, user can re-name the building name. Then click [Add floors], the same as add buildings. Last step, adding rooms. There are two ways of adding rooms, one is "Add single room", another is "Batch add rooms". Figures are as follow 4.1.2/4.1.3/4.1.4/4.1.5

Building No.	3 *	Parameter of building gate installation card
uilding Name	B5 米	Space stute of open record division
arameter of building gate installation c	ard	
Double-lock Prompt		Time setting of Gates
Password status		Undate lock replacement time and blacklist info
Sound prompt status of reading acc	ess cards	Sound length of latch alarm
		Alarm sounds till batteries run out.
		Time of motor turn



us			-
ical double lock	B1 Mechanical double lock O electronical double	B1	uilding Name
	x Space stute of open record division		Floor No.
•	4F * Time setting of Gates	4F 🗶	Floor Name
info	Update lock replacement time and blacklist info	on card	rameter of floor gate installation
	Sound length of latch alarm 50		Password status
*	Time of motor turn 02H:100M5 V		
info ~	Update lock replacement time and blacklist info Sound length of latch alarm 50 Alarm sounds till batteries run out. Time of motor turn 02H:100MS V	on card	Prameter of floor gate installation Double-lock Prompt Password status

Figure 4.1.3

	ana			Room Installation Card Parameter
Room Name	011 *	Room No.	11 🕷	Double-lock Prompt
Floor Name	ЗF	Floor No.	3	Safe Box
Building Name	B1	Building No.	1	<ul> <li>Password status</li> <li>Sound prompt status of reading access cards</li> </ul>
Area Name	A001 👻 🕷	Area No.	1	
Format of room name				Mechanical double lock     O electronical double lock
Prefixion		Surfix format	0	Space stute of open record division
refault card number	,		1	Sound length of latch alarm 50
Room price			0.00	Time of motor turn 02H:100MS 🗸
Remark				

Figure 4.1.4

Area Name:	A001 👻 🕷	Parameter of Room Installation Card
Building No. :	1 *	Safe Box
Building Name:	B1 👻 🗶	Password status
Floor range 1	2	Sound prompt status of reading access cards
Room range 1 Room type St	andard	<ul> <li>Mechanical double lock</li> <li>electronical double lock</li> <li>Space stute of open record division</li> </ul>
Number of bedroom 0	×	Time setting of Gates
fault number of issuing	0.00	Update lock replacement time and blacklist info
Prefix	Suffix format 00 💌	Sound length of latch alarm 50 Alarm sounds till batteries run out.
🔽 Floor No. as pre	əfix	Time of motor turn 02H:100M5 🗸
For example	101	

#### Figure 4.1.5

3. [Add single room] is used for creating rooms one by one, which has different parameters. [Batch add room] is used for creating amount of rooms which have same parameters.

4. Buildings, floors, rooms, all can be revised and deleted, select the building/floor/room, and click [Edit] or [Delete].

Note: Check-in building/floor/room can not be deleted

### 4.2 Public door setting

 Public door setting: Public door, means the entrance of hotel public places (such as bars, discos, gym rooms, swimming pool...). User can revise public door name, and also can combine into group. System has 120 public doors in default, if setting public door sector, can increase to 480 public doors.

Current location: Public door setting												Help
Public door se	ttin	g									(	Return
Public door group list						Public	d d	oor list				
<ul> <li>Show activated group</li> <li>Show deactivated group</li> <li>All public door</li> </ul>	-	p1	😺 p17	<b>\$</b>	p33		p49	F	65 😼	p81	Ø	p97
	8	p2	y18 🖉	1	p34		p50	- <b>V</b>	66 🖉	p82		p98
	9	рЗ	顰 p19	1	p35	1	p51	<b>5</b> F	67 🍯	p83	<b>9</b>	p99
	9	p4	🦉 p20	1	p36	1	p52	<b>a</b> 1	68 🍃	p84	<b>9</b>	p100
	9	p5	<b>2</b> p21	1	p37	1	p53	<b>a</b> 1	69 🖉	p85	1	p101
	9	p6	yp22	1	p38	1	p54	<b>a</b> 1	70 🍃	p86	1	p102
	9	p7	🦉 p23	1	p39	1	p55	<b>5</b>	71 🍃	p87	1	p103
	9	p8	🦉 p24	<b>9</b>	p40	1	p56	<b>a</b> F	72 🍯	p88	<b>9</b>	p104
	9	p9	y25 🖉	<b>9</b>	p41	1	p57	<b>a</b> 1	73 🍯	p89	<b>9</b>	p105
	9	p10	<b>2</b> p26	1	p42	<b>a</b>	p58	<b>a</b> 1	.74 🦉	p90	<b>9</b>	p106
	9	p11	<b>9</b> 27	1	p43	1	p59	<b>a</b> 1	75 🍯	p91	1	p107
	9	p12	🧧 p28	1	p44	1	p60	<b>a</b> 1	76 🍃	p92	<b>9</b>	p108
	1	p13	<b>9</b> p29	1	p45	-	p61	<b>a</b>	77 🍃	p93	<b>9</b>	p109
	9	p14	y30 p30	1	p46	<b>\$</b>	p62	<b>a</b> 1	78 🍃	p94	<b>9</b>	p110
Add group	9	p15	<b>9</b> p31	1	p47	1	p63	<b>a</b> 1	79 🍃	p95	<b>#</b>	p111
Edit group	9	p16	<b>9</b> p32	1	p48	1	p64	<b>a</b> 1	80 🦉	p96	1	p112
🔀 Delete group	<			10		) III.						Σ
Deactivate group	3		Edit public door	8	Publi	ic door activated		Public o	loor deactivated		Issue Pubic Door	Installation Card

Figure 4.2.1

1) Revise public door state:

In public door list, all the public doors are unavailable in default, select

one of the doors, and click



to enable public door.

contrarily select active public door, and click

Public door deactivated

to disable public door.

	Public door list													
8	p1	8	p17	8	p33		p49		p65		p81		p97	
8	p2	-	p18		p34		p50		p66		p82	<b>S</b>	p98	
9	p3	9	p19	<b>9</b>	p35	<b>9</b>	p51	<b>\$</b>	p67	1	p83	<b>9</b>	p99	
-	p4	9	p20	<b>9</b>	p36	<b>9</b>	p52	9	p68	<b>a</b>	p84	<b>9</b>	p100	
8	p5	9	p21	9	p37	9	p53	-	p69	<b>a</b>	p85	<b>9</b>	p101	
8	p6	9	p22	<b>9</b>	p38	<b>1</b>	p54	1	p70	<b>a</b>	p86	<b>9</b>	p102	
9	p7	9	p23	<b>9</b>	p39	<b>9</b>	p55	1	p71	<b>a</b>	p87	<b>9</b>	p103	
9	p8	9	p24	<b>9</b>	p40	9	p56	<b>a</b>	p72	<b>a</b>	p88	<b>9</b>	p104	
9	p9	9	p25	<b>9</b>	p41	<b>9</b>	p57	<b>a</b>	p73	<b>9</b>	p89	<b>a</b>	p105	
9	p10	9	p26	<b>9</b>	p42	9	p58	<b>a</b>	p74	<b>a</b>	p90	<b>9</b>	p106	
9	p11	9	p27	9	p43	9	p59	<b>a</b>	p75	<b>a</b>	p91	<b>9</b>	p107	
9	p12	9	p28	<b>9</b>	p44	<b>a</b>	p60	1	p76	<b>9</b>	p92	<b>9</b>	p108	
9	p13	9	p29	<b>9</b>	p45	9	p61	<b>a</b>	p77		p93	<b>9</b>	p109	
9	p14	9	p30	9	p46	<b>9</b>	p62	<b>a</b>	p78	9	p94	<b>9</b>	p110	
5	p15	9	p31	5	p47	9	p63	<b>a</b>	p79	9	p95	<b>9</b>	p111	
5	p16	5	p32	5	p48	<b>9</b>	p64	9	p80	5	p96	<b>9</b>	p112	
<												J		>
2	Edit pub	lic door			Public	door activated		Publ	c door dea	activated		Issue Pubic Door	Installation Car	rd

Figure 4.2.2

2) Edit public door:

Select one door, and click that door, user can re-name public door, and set other parameters. Click [Save] to complete setting.

: door Name: 🔟	* Parameter of Public Door Installation Card
Remark	Mechanical double lock     O     electronical double lock     Space stute of open record division
	Time setting of Gates
'arameter of Public Door Installation Card ☐ Double-lock Prompt ☑ Password status ☑ Safe Peri	Sound prompt status of reading access cards Update lock replacement time and blacklist info Sound length of latch alarm 50 Alarm sounds till batteries run out.
J Sale Box	Time of motor turn 02H:100M5 🗸

Figure 4.2.3

3) Issue public door installation card:

Select one public door, click



installation card and program to the lock.

- 2. Public door group setting: Select few public doors from the list and combine into group, for fast adding more public doors when guest check-in.
  - Adding public door group: Click [Add group], fill in group name and remark, then select required public doors from the public door list, click [Save] to complete adding public door group.

Add pub	lic door	groups			×
Name of public d	oor groups				*
		Public door l	ist		
🖉 P	1	🗾 р4		p7	
📮 P	2	🗾 р5		p8	
P	3	🧾 рб		p9	
ŀ	Save			E×it	



 Edit public door group: Select one of public door groups, double click or click [Edit group], user can rename and reselect required public doors. Click [Save] to complete editing public door group.

Revis	e publ	ic doo	r grou	ps		×
Name of pub	olic door gro Ren	ups 🚺 nark				*
			Public door	list		
	p1		p4		p7	
	p2		<b>p</b> 5		p8	
Image: Second	p3		р6		p9	
		iave			Exit	]

Figure 4.2.5

- Delete group: Select one of public door groups, click [Delete group], it will ask for confirmation, click "Yes" to complete deleting.
- 4) Deactivate group: Select one of public door groups, click [Deactivate group] to disable this public door group. Then it will be classified to deactivated group. To enable this group again, clicking [Activate group], and it will be back to activated group.

Current location: Public do	urrent location: Public door setting											
Public door se	ttin	g									Return	
Public door group list						Public	de	oor list				
<ul> <li>Show activated group</li> <li>Show deactivated group</li> <li>All public door</li> </ul>	9	p1	y17	<b>V</b>	p33	- <b>V</b>	o49	🦉 p65	💋 р8	1 💋 p	97	
	-	p2	<b>J</b> p18		p34	- <b>V</b>	p50	<b>P</b> 66	💋 р8	2 😼 p	98	
	9	рЗ	🧧 p19	1	p35	<b>a</b>	p51	岁 р67	🤪 р8	з 🍯 р	99	
		p4	🧧 p20	1	p36	<b>a</b> 1	p52	岁 р68	🤪 р8	4 纋 p	100	
		p5	<b>2</b> p21	<b>\$</b>	p37	<b>a</b> 1	p53	<b>9</b> p69	8	5 🍃 p	101	
	9	p6	y22 p22	1	p38	🦉 i	p54	岁 р70	🤪 р8	6 🍯 p	102	
	9	p7	<b>2</b> p23	<b>9</b>	p39	<b>i </b>	p55	<b>9</b> p71	🤪 р8	7 🍯 p	103	
	8	p8	<b>2</b> p24	<b>9</b>	p40	<b>i </b>	p56	💋 р72	🤪 р8	8 🍯 p	104	
	9	p9	<b>9</b> p25	<b>9</b>	p41	<b>a</b> 1	o57	💋 р73	🤪 р8	9 纋 p	105	
	9	p10	<b>2</b> p26	1	p42	<b>a</b> 1	p58	🦉 p74	🤪 р9	o 🧧 p	106	
	9	p11	<b>9</b> p27	9	p43	<b>a</b> 1	p59	🦉 p75	🤪 р9	1 纋 p	107	
	9	p12	<b>9</b> p28	<b>9</b>	p44	<b>a</b> 1	p60	岁 р76	🤪 р9	2 <b></b> p	108	
, L	8	p13	🧧 p29	1	p45	<b>a</b> 1	p61	岁 р77	🤪 р9	з 🍯 р	109	
	9	p14	<b>9</b> p30	1	p46	<b>a</b> 1	p62	🦉 р78	🤪 р9	4 🧧 p	110	
Add group	9	p15	<b>9</b> p31	2	p47	<b>a</b> 1	p63	<b>9</b> p79	🤪 р9	5 纋 p	111	
Edit group	9	p16	<b>5</b> 2 p32	1	p48	<b>a</b> 1	p64	💋 р80	🤪 р9	6 🖉 р	112	
Celete group	<										>	
2 Deactivate group	2		Edit public door	-	Publi	ic door activated		Public door deactivated		Issue Pubic Door In:	stallation Card	

Figure 4.2.6

### 4.3 Room Type Settings

According to different hotel room size or design, user can set different room

types as required. This system has a standard room type in default.

Operation:

1. Click [Hotel layout setting]  $\rightarrow$  [Room type setting]

WWW.JKTE	CH.CO								
Main Menu			Current	location: Roo	m type setting			Back   Help	5
Check-in management	Room type stat	/pe setting		+ add room type	Edit Room type	Deactivate Room type	*	Delete room type	
Card management	Room type Max	card amount Default issu	uing quantity Price						^
Record search	multi-room	8	4 100						
🟩 Hotel layout setting									
System Maintenance									
Snortcut menu									



2. Add room type: Click [Add room type], fill in room type, max issue card and room price

dd room type		>
Туре		*
Default card number	4	
Room price	100.00	

Figure 4.3.2

3. Edit room type: Select a room type and click [Edit room type] or double click a room type to revise, click [Save] to complete editing.

*

Figure 4.3.3

4. Deactivate room type: Select one room type, click [Deactivate room type] to disable this room type, and this room type will be classified to "Deactivate group"

5. Delete room type: Select one room type, click [Delete room type].

Notice: the room type which is already been used for some rooms, that it can not be deleted until these rooms been deleted.

### 4.4 Room parameter setting

1. [Hotel layout setting]  $\rightarrow$  [Room setting], double click one room and it will show room parameter setting

	WWW.JKT	ECH.C	0									
	Main Menu					Curre	nt location: F	Room setting				Back   He
	Check-in management	Ro	om set	ting							٠	Return
	check in management				Building list		-		B1 Floor list			
	Card management		в 🦊			Add building	<b>a</b> 15	<b>4</b>	<b>1</b> TF		+	Add floor
$\bigcirc$	Record search		-			Edit buidling	<b>J</b> 2F	<b>a</b> 55	<b>8</b> F			Edit floor
-0		_	_			Delete building		_			<b>3</b>	Delete floor
	Hotel layout setting		<i>,</i> ,			Issue Building Gate Installation Card	J 3F	65	95			Issue Floor Gate Installation Card
20	System Maintenance						Room list	:			1	Print 💌
	-	R	toom Name Roo	m No. Floor Name	Floor No. Building N	lame Building No. Area Name	Area No. Room type Nu	mber of bedroom Default o	ard issuing quantity Ro	om price Remark 🔿	-	Add single room
	Shortcut menu	1 1	.01	1 1F	1 B1	1 4001	1 Standard	0	1	0		
	s.	2 1	.02	2 1F	1 81	1 4001	1 multi-room	0	4	100	-	Add room in Batch
1	. Check-in (I)	3 1	.03	3 1F	1 81	1 400 1	multi-room	0	4	100	~	
		4 1	.04	4 1-	1 81	1 //001	multi-room	0	4	100	1	Edit room
<b>S</b>		5 1	05	5 15	1 81	1 4001	multi-room	0	4	100	<b>2</b>	O alata anan
	Read(C)	7 1	07	7 10	1 01	1 0001	mulu-room	0	4	100	<b>~</b>	Delete room
2.		8 1	08	8 1F	1.81	1 0001	multi-room	0	4	100		Assign public
	Command interface(M)	9 1	00	9 1F	1 81	1 4001	multi-room	0	4	100		door
		10 1	10	10 1F	1 81	1 400 (	multi-room	0	4	100		Assign elevator
-		11 2	01	1 2F	2 B1	1 4001	multi-room	0	4	100		controller
	General function list( <u>G</u> )	12 2	02	2 2F	2 81	1 4001	multi-room	0	4	100	1	Reachable floor
		13 2	03	3 2F	2 B1	1 4001	multi-room	0	4	100		Assists and inc
		14 2	104	4 2F	2 81	1 A001	1 multi-room	0	4	100	R	lot
		15 2	05	5 2F	2 81	1 4001	1 multi-room	0	4	100		Issue Room
		16 2	106	6 2F	2 B1	1 4001	multi-room	0	4	100		Installation
		17 2	07	7 2F	2 B1	1 4001	1 multi-room	0	4	100		Calu
		18 2	108	8 2F	2 B1	1 4001	1 multi-room	0	4	100		structure
		19 2	109	9 2F	2 B1	1 4001	multi-room	0	4	100		

Figure 4.4.1

#### 2. Room parameter setting

On the left side is general room setting, right side is room installation card parameter setting which will be set into lock.

1     Room Installation Card Parameter       1     Image: Constant of the second seco
<ul> <li>Update lock replacement time and blacklist info</li> <li>Sound length of latch alarm 50</li> <li>Alarm sounds till batteries run out.</li> <li>Time of motor turn 02H:100M5 </li> </ul>
0.0

Figure 4.4.2

1. [Double-lock prompt]: with clicking this option, indicator light will prompt in

every 5-10sec when lock is double-lock. If not, there will be no prompt.

2. **[Safe box]**: with clicking this option, this installation card can be used for programming safe box. PS: safe box requires hardware to support. Consult our sales representative before using this function.

3. **[Password status]**: with clicking this option, lock can be accessed by card or password.

4. **[Sound prompt status of reading access cards]**: with clicking this option, lock will give "beep" prompt after reading access card, otherwise, it will not.

5. [Mechanical double lock/Electronic double lock]: to select double lock type.

6. **[Space state of open record division]**: record can be divided into 4 types, for preventing criminal to clear records by illegal way. For instance, user keeps turning handle. Total record is 1000pcs. Figure as 4.4.3. PS: this requires lock PCB firmware to support. Consult our sales representative before using this function.

7. **[Update lock replacement time and blacklist info]**: when user needs to replace PCB and re-program lock, with clicking this option, system will keep the report lost record and blacklist info when issue installation card.

Notice: when issuing this installation card, make sure all the elevator extension sectors are activated. Figure as 4.4.4

8. **[Sound length of latch alarm]**: when lock is not closed properly, it will give alarm voice, and the length of alarm can be set, default value is 50times.

9. **[Alarm sound when batteries run out]**: with clicking this option, lock will make alarm when batteries are at low voltage and administrator presenting management cards like master card, floor card, building card,etc (**excluding guest card**), to warn the users to change battery.

10. **[Time of motor turn]**: setting for motor moving time, default setting is 02H: 100MS.

25







Figure 4.4.4

### 4.5 System parameters setting

Setting system parameters when first time running

#### **Operation:**

1. Click left side tool bar [Hotel layout setting]  $\rightarrow$  [System parameter], show as below figure 4.5.1

Hotel name	level hotel		Auto backup data	O Yes	
System language	English 💌		INO INO	U Yes	
Clear O Auto clear	• Clear after enquire		Auto backup days Auto backup path		3
🗹 Auto read and	write 🔲 Show Safe box		Use breakfast ticket fu	nction	
address of PMS server	192.168.0.1	*	() NO	U Yes	
Port of PMS server	2887		Set use time	🔄 usable ev	ven expired
ault compensation time	30		End time for breakfast	09:30	~
Default staying days	1		Set	Max issuing quantity	
Default Check-out Time	12:00			Set card type	
ault Room status after	check-out Empty clear room		Sho	ow registration code	

Figure 4.5.1

2. Setting necessary information:

1. [Hotel name]: can't be null, required field.

2. [System language]: Language of the software has been installed before the database setup. For another, language selections are related to the dongle language limitation. User can select the language in Chinese, English or user native language when the dongle has no language limitations. Otherwise, the software can only choose the dongle language. For example: The system language can only be English if the dongle language is English.

3. [Clear]: select auto clear card information or clear after enquire

- 4. [Auto read and write]: auto read and write card or manually
- 5. [Show safe box]: show safe box or not

[IP address of PMS server] & [Port of PMS server]: setting PMS server
 IP address and port number. Only apply to Std version.

7. [Default compensation time]: Compensation time is to cover the time error during guest room installation. It's only applies to guest cards. For example, if the compensation time is 30 minutes, the check-in time from 9:00 to 12:00 is actually valid from 8:30 to 12:30. That means the guest card is valid for one more hour because of the compensation time.

8. [Default staying days]: setting guest card default staying days

9. [Default check-out time]: setting default check-out time

10. [Default room status after check-out]: after check-out, room status can be empty clean room or empty uncleaned room.

11. [Auto backup data]: Select "Yes" or "No" to auto backup data or not. When choose "Yes", user can set "Auto backup days" and "Auto backup path".

12. [Use breakfast ticket function]: setting use breakfast ticket or not. If yes, user can set valid time of breakfast ticket.

13. [Set card issue max quantity]: click this to set different card type max issue quantity, also can check issued card quantity. As below figure 4.5.2

Max card issue number	Card type	Number of card issued	
2	Authorized Card	1	
5	Meeting Card	0	
2	Master Card	0	
2	Emergency Card	0	
15	Spare Card	0	
50	Check-out Card	0	
15	Stop Card	0	

Figure 4.5.2

14. [Set card type]: setting correct card type and work sectors. Figure 4.5.3

Card typ	pe		MF1	
Working Sector	11	~	Elevator extension Sector 1	-
Guest Card Extension Sector 1	-	~	Elevator extension Sector 2	-
Guest Card Extension Sector 2		$\sim$	Elevator extension Sector 3	-
Public Sector	-	~	Elevator extension Sector 4	-
Public Extension Sector 1		~	Elevator extension Sector 5	-
Public Extension Sector 2	20	~	Elevator extension Sector 6	-
Public door Sector		~	Parking lot reader extension sector	-

Figure 4.5.3

15. [Show registration code]: show current registration code.

3. When finish all the settings, click [Save], system will exit automatically, new settings will be effected after re-start software.

Notice: If elevator/car parking information needs to be showed on check-in page, that all the elevator extension sectors must be set in advance.

### 4.6 Department Setting

Adding and editing departments, which is convenient for following adding staves and operators.

1. Click left side tool bar [Hotel layout setting]  $\rightarrow$  [Department setting]



Figure 4.6.1

2. Click [Add Dept.], fill in department name

Add Dept.	×
Dept. name	*
Save	Exit



3. To revise department name, double click that department, or select department, and click [Revise Dept.].

4. To delete existing department, select that department, and click [Delete Dept.]

Notice: Applied departments can not be deleted.

### 4.7 Staff setting

Adding and managing staff information, which is prepared for following add operators and card holders.

#### **Operation:**

1. Click left side tool bar [Hotel layout setting]  $\rightarrow$  [Staff setting]. There are 2 ways of adding staff, first is manually adding staff one by one, second is loading staff information through Excel sheet. Manually adding is as below Figure 4.7.1

WWW.JKTE	сн.со	
Main Menu	Current location: Staff setting	Back   Help
Check-in management	Staff setting Staff status © Activate O Deactivate © Deactivate O Deactivate	Print       Print       Print
Card management	Staff No. Staff name Dept. name Remark 001 admin admin Dept	^
Record search	O00002 Michael Jorden front desk	
🔹 Hotel layout setting		
System Maintenance	Edit staff X	
Shortcut menu	Dept. name front desk 🗸 🧖 Revise photo	
/=	Staff No. 000002 *	
Check-in ( <u>I</u> )	Staff name Michael Jorden *	
	Remark	
Command interface( <u>M</u> )		
General function list( <u>G</u> )	Save	

Figure 4.7.1

1. Click [Add staff], select department and type in staff no. and staff name, also user can save staff icon, click [Save] to finish settings.

2. To revise staff, double click that staff, or select staff, and click [Revise Staff].

3. To delete existing staff, select that staff, and click [Delete staff].

#### Notice: system default staff "Admin" can not be deleted.

2. Auto import staff through Excel sheet, as below Figure 4.7.2
| Software versionité, du 1151         Lans Recurs         Lans Recurs       Carrent locations: Saf setting         Lans Recurs       Lans Recurs       Staff name       Proof file   |    |                               | www.jktech.co                                   |        | Supp   | ort/Maintena   | ance contract             | exp<br>10/ |
|--|----|-------------------------------|---|--------|--|----------------|---------------------------|------------|
| Han Hool Carrent bootson: Staff setting   Card management Staff fault   Card management Staff none   Record search Staff none   Record search Staff none   Staff none Inpert Be   Dotal boots staff none Staff none   Staff none Inpert Be   Cord management Staff none   Staff none Inpert Be   Cord management Staff none   Staff none Staff none  <   |    |                               | Software version:6.0.1.151                      |        |  |                |                           |            |
| Substrate Substrate   Substrate Substra  |    | Main Menu                     | Current location: Staff setting                 |        |  |                |                           |            |
| Import file       Import file  | •  | Check-in management           | ✓ Staff status     ✓ O Deactivate     ✓ Staff n | name 🤍 | 📥 Add staff  | 🔮 Revise staff | 2 Deactivate staff        | *          |
| Image: Solution addition Deel Andre Methods         Image: Solution addition Deel Andre Methods      <   |    | Card management               | ·   |        |  |                | Import data from<br>Excel | 2          |
| Market   Motel layout setting   System Maintenance   Shortcut meau   Cours   Shortcut meau   Cours   Check-in (1)   Cours   Hotspot managing(11)   Cours   Suff case   Cours   Cours </th <th></th> <th>-</th> <td>001 admin admin Dept</td> <td></td> <td>Excel file format</td> <td>-</td> <th></th> <td></td>   |    | -                             | 001 admin admin Dept                            |        | Excel file format  | -              |                           |            |
| iotel layout setting -   iotel l   |    | Record search                 |   |        | Parameter<br>format  |                | Import success            |            |
| System Maintenance   Subreat menu   Staff none:  |    | Hotel layout setting          | -   |        | Department 1 🜩 Column  |                |                           |            |
| Shartcut memu   Check-in (1)   Image: Check-in (2)   Image: C  |    | System Maintenance            |   |        | Staff No. 2 - Column   |                |                           |            |
| Image: Check-in []   Image: I                              |    | Shortcut menu                 |   |        | Remark 4 🖨 Column  |                |                           |            |
| with stage to managing (H)   |    | Check-in ( <u>1</u> )         |   |        |  |                |                           |            |
| Cear(c)   Command interface(M)   e   command interface(M)   e   command interface(M)   e   command interface(M)   command interf  | 1  | Hotspot managing( <u>H</u> )  |   |        |  |                |                           |            |
| Command interface(M)   iiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiii  | 0  | Clear( <u>C</u> )             |   |        |  |                |                           |            |
| image: image            | Ŵ  | Command interface( <u>M</u> ) |   |        |  |                |                           |            |
| Room setting(\$)       Note: If ddx (Open file), in order to the own the file normally, please ddx [Close file].         Bluetooth Mobile Keys       Image: Close file].   |    | General function list(G)      |   |        |  |                |                           |            |
| Event Viewer(E)       Image: Second Sec   |    | Room setting( <u>S</u> )      |   |        |  |                |                           |            |
| Bluetooth Mobile Keys           Image: Second state         Ima  | 12 | Event Viewer( <u>E</u> )      | 4   |        | Note: If dick [Open file], in order<br>show the file normally, please dir<br>[Close file]. | r to<br>dk     |                           |            |
| Qpen file<br>Write Into<br>database  | ₿  | Bluetooth Mobile Keys         |   |        |  |                |                           |            |
| Copen file Cover Statebase Cov |    |                               |   |        |  |                |                           |            |
| Winte into database  |    |                               |   |        | Open file  |                |                           |            |
|  |    |                               |   |        | Write into database  |                |                           |            |

Figure 4.7.2

- Click [Import data from Excel] to show loading page, click one more time to hide page.
- Click [Parameter format] to show system Excel sheet loading format, also user can revise columns of this format according to existing Excel sheet.
- 3) Click [Open file], select existing Excel sheet, if format is correct and departments already built, then staff information can be loaded successfully. Otherwise it will give prompt error.
- 4) After loading information successfully, click [Write into database], staff list will be imported into software, and all the staff will be added in left side staff list.
- 5) To revise loaded staff, double click that staff, or select staff, and click [Revise Staff].
- 6) To delete staff, select that staff, and click [Delete staff].

#### Notice: system default staff "Admin" can not be deleted.

# 4.8 System operator management

Add operators for lock software and give them detail rights in order to manage the lock software effectively. The system has already preset an "admin" operator. The default login password is null. Admin has the highest operation authority, it can set other operators. Only admin can login the software at first time running.

#### Operation:

1. [Roll setting]: [Hotel layout setting]  $\rightarrow$  [Roll setting]. System has 4 roles management in default, different roles has different management authority. User can add role and set detail authority according to requirement.



Figure 4.8.1

2. [Operator setting]: [Hotel layout setting]  $\rightarrow$  [Operation setting].

3. Adding operator: click [Add operator], select a staff as an operator and set the login password, as figure 4.8.2. Click [Save] to finish adding.



Figure 4.8.2

4. Add authority to operators: select an operator, choose one of the 4 roles below to give operator authority. To check the role rights, click [Rights in detail].



Figure 4.7.3

5. Revise operator authority: to add or cancel operator authorities, select the operator, and check the detail authority item by item in each tab. See below Figure 4.8.4



Figure 4.8.4

6. [Revise operator]: select operator, and click [Revise operator]. System admin can't be revised.

7. [Revise password]: select operator, and click [Revise password].

8. [Delete operator]: select operator, and click [Delete operator]. System admin can't be deleted.

9. [Clear registration code]: fill in a new registration code to change system authorized code. After changing authorized code, all the cards need to be re-issued and all the locks need to be re-programmed.

# **4.9 Elevator controller setting**

Operation:

1. Click left side tool bar [Hotel layout setting]  $\rightarrow$  [Elevator controller setting]

levator c	ontroller settings	Return
	Elevator controller list	
Elevator Controller	NElevator Controller N Manage password	Add Elevato
		Edit Elevato
		Delete Eleval
		Position     Issue Eleva     controlle     installatio
		Building list

Figure 4.9.1

2. Adding elevator controller: click [Add elevator controller], type in elevator no., elevator name, manage password and valid period. Then click [Save] to finish setting. See below Figure 4.9.2 & 4.9.3

#### Hotel lock management system L4-L6

Main Menu	So	ftware version:6.0.1.151	evator control	ler setting						
Tain Frend		Current location. Ele	Evalor control	lier security			Ele	vator	contro	oller li
Check-in mana	gement -	Elevator Controller N	Elevator Control	ller N Manage pa	ssword					
Card managem	ient -									
Record search	•									
Hotel layout se	etting +									
dd elevator	controller								3	×
levator Controller No •		1 *	Sunday			lednesday.	Thursday	Friday	10	
vator Controller Name:		Lift1 *	Sunday	Time Period 1		: 00 × ×	73 V :		juta.	
Manage password:		12345678 *		Time Period 2	00 ~	: 00 ~ ~	00 ~ :	00 ~		
Elevator controller type	Floor type	~		Time Period 3	00 ~	: 00 ~ ~	00 ~ :	00 ~		
Devise Type:	Set Elevator Cont	roller (Floor ident 🗸		Time Period 4	00 ~	: 00 ~ ~	00 ~ :	00 ~		
Touch operation:	Public password a	nd card V		Time Period 5	00 ~	: 00 ~ ~	00 ~ :	00 ~		
relay time:	5 ≑			Time Period 6	00 ~	: 00 ~ ~	00 ~ :	00 ~		
	ccord	•		Time Period 7	00 ~	: 00 ~ ~	00 ~ :	00 ~		
Sound prompt stat	us of reading acces	s cards								
Sound prompt state	us of reading acces	s cards					Exit			
Sound prompt stat	us of reading acces	s cards	Fi	gure 4	.9.	2	Exit			
Sound prompt stats	us of reading acces	esday Wed	Fi	gure 4	.9.	2 Friday	Exit	atursda	4	*
Sound prompt stats	us of reading acces	esday Wed	Fi nesday	gure 4	.9. ay	Friday 23 V	Биіt , Sa	atursdar V		4
Sound prompt state	us of reading acces	esday Wed Time Period 1 Time Period 2	Fi nesday 00 ~ 00 ~	gure 4 Thursd	9. ay	2 Friday 23 ¥ 00 ¥	Биіt , 53 ; 59 ; 00	atursda	/	
Sound prompt state	nday Tu	s cards lesday Wed Time Period 1 Time Period 2 Time Period 3	Fi nesday 00 ¥ 00 ¥ 00 ¥	gure 4 Thursd : 00 ~ : 00 ~	.9. ay ~ ~ ~	2 Friday 23 ¥ 00 ¥	Exit 59 : 00 : 00	etursda		
Sound prompt state	nday Tu	s cards lesday Wed Time Period 1 Time Period 2 Time Period 3 Time Period 4	Fi nesday 00 ¥ 00 ¥ 00 ¥ 00 ¥	gure 4 Thursd : 00 * : 00 * : 00 *	.9. ay	2 Friday 23 ¥ 00 ¥ 00 ¥	Exit 59 : 00 : 00 : 00	etursda		
Sound prompt state	nday Tu	s cards Wed Time Period 1 Time Period 2 Time Period 3 Time Period 4 Time Period 5	Fi nesday 00 * 00 * 00 * 00 *	gure 4 Thursd : 00 * : 00 * : 00 * : 00 *	.9. ay	2 Friday 23 ¥ 00 ¥ 00 ¥ 00 ¥	Exit 59 00 00 00	etursda		
Sound prompt state	nday Tu	s cards Wed Time Period 1 Time Period 2 Time Period 3 Time Period 4 Time Period 5 Time Period 6	Fi nesday 00 ¥ 00 ¥ 00 ¥ 00 ¥ 00 ¥	gure 4 Thursd : 00 * : 00 * : 00 * : 00 * : 00 *	.9. ay	2 Friday 23 ¥ 00 ¥ 00 ¥ 00 ¥ 00 ¥	Exit 59 59 00 00 00 00	etursda		
Sound prompt state	nday Tu	s cards wesday Wed Time Period 1 Time Period 2 Time Period 3 Time Period 4 Time Period 5 Time Period 6 Time Period 7	Fi 00 ¥ 00 ¥ 00 ¥ 00 ¥ 00 ¥ 00 ¥	gure 4 Thursd : 00 ~ : 00 ~ : 00 ~ : 00 ~ : 00 ~ : 00 ~	.9. ay 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	2 Friday 23 × 00 × 00 × 00 × 00 × 00 ×	Exit 59 00 00 00 00 00 00	etursda V V V V V V		

Figure 4.9.3

3. [Revise elevator controller]: double click one elevator controller from the list, or select the elevator controller and click [Revise elevator controller], revise elevator no., elevator name, manage password and valid period, then click [Save] to finish setting. See below Figure 4.9.4

Elevator Controller No.:	1	*	Monday	Tuesday W	edne/	sday	J	hurse	lay	Friday	Sa	atursday	1/-	4
levator Controller Name:	Lift1	*		Time Period	1 0	)0 🗸	: 0	10 🗸	~	23 🗸	: 59	~		
Manage password:	12345678	*		Time Period	2 0	)0 😽	: 0	JO 🗸	~	00 🗸	: 00	~		
Elevator controller type	Floor type 🛛 👻			Time Period	13 0	)0 🗸	: 0	JO 🗸	~	00 🗸	: 00	~		
Devise Type:	Set Elevator Controller (Floor ideni 💙			Time Period	4 0	)0 <b>~</b>	: 0	JO 🗸	~	00 🗸	: 00	*		
Touch operation:	Public password and card			Time Period	15 0	)0 🗸	: 0	JO 🗸	~	00 🗸	: 00	~		
relay time:	5 📚			Time Period	6 0	)0 🗸	: 0	JO 🗸	~	00 🗸	: 00	~		
Space stute of oper	n record division			Time Period	7 0	)0 🗸	: 0	JO 🗸	~	00 🗸	: 00	*		
Password status				Time Period	8 0	)0 🗸	: 0	JO 🗸	~	00 🗸	: 00	*		
✓ Sound prompt statute	is of reading access cards						[			Fxit				

Figure 4.9.4

4. [Delete elevator controller]: select the elevator controller from the list and click [Delete elevator controller], confirm to delete elevator controller.

5. [Position]: locating elevator to which building. Select one building from building list, and click [Position]. When building is selected, click [ $\sqrt{}$ ] to finish setting.

6. [Issue elevator controller installation card]: click [Issue elevator controller installation card] to issue card for programming elevator controller.

# 4.10 Parking lot reader setting

Operation:

1. Click left side tool bar [Hotel layout setting]  $\rightarrow$  [Parking lot reader setting]. See below 4.10.1

Current location: Parking lot rea	ader setting							Help
Parking Lot Read	der Seti	ting					-	Return
Parking Lot Reader group list			Par	king Lot	Reader li	st		
Show activated group     Show deactivated group     All Parking de	CarPar	ki 🛃	CarPark11	CarF	Park21 🏼 🎆	CarPark31		
	CarPar	k2 🐼	CarPark12	🛃 CarP	Park22	CarPark32		
	CarPar	k3 🛛 🎑	CarPark13	CarF	Park23			
4	CarPar	k4 🛛 🌠	CarPark14	🛃 CarF	Park24			
	CarPar	k5 🔣	CarPark15	CarF	Park25			
	CarPar	k6 🔣	CarPark16	CarF	Park26			
	CarPar	k7 🔣	CarPark17	CarF	Park27			
	CarPar	k8 🔣	CarPark18	🛃 CarP	Park28			
	CarPar	k9 🔣	CarPark19	🛃 CarP	Park29			
Add group	CarPar	k10 🛛 🎑	CarPark20	CarP	Park30			
Edit group								
Delete group								
2 Deactivate group	🔮 Edit park	ing lot reader	Park	ing Lot Reader available	Parking una	Lot Reader vailable	Park Ins	ing Lot Reader tallation Card

Figure 4.10.1

2. [Add group]: click [Add group], type in group name and select required parking lot readers, click [Save] to finish setting. See Figure 4.10.2

Name of pa	arking lot reade	er groups Remark				;
		Parl	ving lot readers	s list		
	CarPark1		CarPark4		CarPark7	
	CarPark2		CarPark5		CarPark8	
	CarPark3		CarPark6		CarPark9	

Figure 4.10.2

3. [Revise group]: click [Revise group], revise group name and select required parking lot readers, click [Save] to finish setting. See Figure 4.10.3

ame of pa	arking lot reade	r groups 🚺 Remark				×
_ 6	CarPark1	Parki	ng lot reader: CarPark4	s list	CarPark7	
	CarPark2		CarPark5		CarPark8	
- <b>G</b>	CarPark3		CarPark6		CarPark9	

Figure 4.10.3

3. [Delete group]: select the parking lot reader group from the list and click [Delete group], confirm to delete group.

4. [Deactivate group]: select the parking lot reader group from the list and click [Deactivate group], to disable this parking lot reader group.

5. [Revise parking lot reader]: select [CarPark] from parking lot reader list, click [Revise parking lot reader], to revise reader name, mange password and other settings, click [Save] to finish setting. See below Figure 4.10.4 Note: This function requires the support from hardware, so please ask our

sales representatives or local dealer before using it.

rrent location: Parking lot reader se	tting					He
Parking Lot Reader S	Setting					eturn 🗮
rking Lot Reader group list		Par	king L	ot Read	ler list	
Show deactivated group Parking de	CarPark1	CarPark11		CarPark21	CarPark31	
	CarPark2	CarPark12		CarPark22	CarPark32	
Edit parking	j lot reader			× ,23		
Parking Lot Reader Nan	ne: CarPark1		*			
Manage passwo	rd:	123	45678 米	K24		
Touch operation	n: Public password or	r card	~	<25		
Space stute of	open record division					
Password statu	IS			<26		
Sound prompt	status of reading acces	s cards		(27		
				28		
	_			(29		
Sa Sa	ve		Exit			
Add gr		,		k30		
🔮 Edit group						
Celete group		<u></u>		20		
Deactivate group	dit parking lot reader	Park	ing Lot Read available	er  🙀	Parking Lot Reader unavailable	Parking Lot Read



6. [Parking lot reader available/disable]: select [CarPark] from parking lot reader list, click [Parking lot reader available] / [Parking lot reader disable] to enable or disable parking lot reader.

7. [Issue parking lot reader installation card]: click [Issue parking lot reader installation card] to issue card for programming parking lot reader.

# 5. Lock Setting

Setting data into lock after hardware installation. The setting operation is divided into two steps: issue programming cards and then read them to lock.

# 5.1 Issue card

Setting lock data includes authorized information, time and room number

information. To set data into lock, using authorized card, clock card and install card. Therefore, the first step to set data is to issue cards.

(Notice: Confirm encoder and dongle have been connected to computer before running the software.)

### 5.1.1 Issue Authorized Card

Click left side tool bar [Card management]  $\rightarrow$  [Authorized card], place valid card on encoder, and click [Issue authorized card]. See Figure 5.1.1



Figure 5.1.1

#### 5.1.2 Issue clock card

Click left side tool bar [Card Management]  $\rightarrow$  [Clock Card].

Compensation time: when card is issued, the time of card is fixed, and normally, clock card can't read to the lock immediately due to the environment or other reasons. It causes time error between the lock and the computer time. Therefore the "compensation time" is needed to avoid time error effectively. When compensation time is set, place valid card on encoder, and click [Issue clock card]

Notice: Once the card is issued as a clock card, the time written in the card will not change until you re-issue it. Please be aware this during practical use, re-issue clock card in every 2-3 minutes.

		Febr	ruary 20	014		•	2:43 PM	
Sun	Mon	Tue	Wed	Thu	Fri	Sat	11 12 1	
26	27	28	29	30	31	1	10 2	
2	3	4	5	6	7	8	9 3	
9	10	11	12	13	14	15	8 1	
16	17	18	19	20	21	22	7 ~ 5	
23	24	25	26	27	28	1	D TH	
2	3	4	5	6	7	8	○АМ ⊙РМ	
Current time	: [19]	/02/2014	4 14:43:1	4	0			
.ompensatic	n lime:				0			

Figure 5.1.2

### 5.1.3 Issue installation card

According to different door lock, system has several kinds of installation card: guest room installation card, building gate installation card, floor gate installation card, public gate installation card, area installation card, elevator controller and parking lot reader installation card. The following is the step of issuing guest room installation card.

	w	ww.jktecl	h.co							10/10/2019			
	Sof	ftware version	::6.0.1.151										
Main Menu		Current location: Room setting											
				uilding list				student Floor list					
Check-in manag	ement -		student Add buildings		<b>a</b> 4	<b>1</b> 0F	Add floor						
Card manageme	ent -				Revise building	<b>2</b> F	<b>4</b> 5F	🔏 8F		Revise floor			
Record search	Record search -				arch -			Delete building	37	<b>6</b> F	9F		Delete floor Issue Floor Gate
Hotel layout set	tting 🗸	Depar	tment setting	<u>-</u>	Installation Card	۲.			د	Installation			
-2.	System Maintenance - Shortcut menu	Starr	setting	2		Room lis	t			😒 Print 🔻			
System Mainten		Role s	setting	Vo. Building Nam	ne Building No. Area Name	Area No. Room type N	umber of suite Default	card issuing quantity room	n price Remark	Add single room			
		Opera	iter setting	10 student	1 A001	1 Standard	0	1	0				
Shortcut menu		Room	type setting	10 student	1 A001	1 Standard	0	1	0	Batch add room			
				10 student	1 A001	Standard	0	1	0	~			
Check-in (I)		Room	setting	10 student	1 4001	Standard	0	1	0	Revise room			
		Public	door setting	10 student	1 4001	Standard	0	1	0	Delete seen			
Hotspot managi	ing(H)	Elevat	or controller setting	10 student	1 4001	1 Standard	0	1	0	>> Delete room			
Jenspernang.		Deviation	- 1-4	10 student	1 A001	1 Standard	0	1	0	Relating public			
( <b>P</b> )		Parkir	ig lot reader setting	10 student	1 4001	1 Standard	0	1	0	door			
Clear(C)		Set ca	rd issue max qty	1 student	1 4000	1 Standard	0	1	0	usable elevator			
		Syster	m Parameter	1 student	1 A001	1 Standard	0	1	0				
Command interf	ace(M)			1 student	1 A001	1 Standard	0	1	0	Reachable floor			
	(	13 104	4 1F	1 student	1 A001	1 Standard	0	1	0	relating parking			
		14 105	5 1F	1 student	1 A001	1 Standard	0	1	0	lot			
General function	n list( <u>G</u> )	15 106	6 1F	1 student	1 A001	1 Standard	0	1	0	Issue Room			
		16 107	7 1F	1 student	1 A00.1	Standard	0	1	0	Card			
Room setting/S	)	17 108	8 1F	1 student	1 A001	Standard	0	1	0	Export room			
Nooin Secting(3)		18 109	9 1F	1 student	1 A000	1 Standard	0	1	U	structure			

Figure 5.1.3

- Click left side tool bar [Hotel layout setting] → [Room setting], see Figure 5.1.3
- Place a valid card on encoder, select one room, click [Issue room installation card] to issue card. One card can only issue one room installation card. If multiple installation cards need to be issued, just "Shift" + click certain rooms, then click [Issue room installation card], meanwhile, prepare enough valid cards for the issue operation.
- Issue building gate / floor gate / area gate / public gate / elevator controller
   / parking lot reader installation card is similar to issue room installation card.

# 5.2 Lock programming

1. Present authorized card to the lock. When hearing a "Bi~Bi" sound then remove the authorized card, blue light is on.

 Read clock card immediately before the blue light turns off. After hearing a "Bi~Bi~~" sound it means clock card time has been set to lock successfully.

#### Notice: Authorized card is needed before reading clock card.

3. Read authorized card to the lock again. When hearing a "Bi~Bi~~" sound then remove the authorized card, blue light is on.

4. Read installation card immediately before the blue light turns off. After hearing a "Bi~Bi~~" sound it means room info has been set to lock successfully.

Notice: Authorized card is needed before reading installation card.

# **6. System Function Introduction**

# 6.1 Main Interface

Priote	Hotel He	And Allowing						
	Hoter Ho	tel Name						Halp
<u>(</u>	Main Menu	Current location:			Caru			TTEIP Help
	Check-in management Card management	Floor Card	Emergency Card	Master Card	Spare Card	Data Card		
0	Record search Hotel layout setting	Check-out Card	Meeting Card	Stop Card	Report lost Card		5	
<i>M</i>	System Maintenance	Authorized Card	Hand Terminal	Power Card	Visitor Card		800	
	. Check-in (1) Clear( <u>C)</u> General function list( <u>G</u> )	Check-in record	Card holder record	Card issuing record	Check-out without card record	Card type replacement record	Y	
€ Too	p Room setting( <u>s)</u> bl Bar	Open record	/					
Info	ormation Column	Hotel layout	setting					at Trans. 2014 07 02 17:16-20

Figure 6.1.1

As Figure 6.1.1, the main interface mainly contains: "Help"(upper right), Tool bar(left side), Home page(middle part) and information column (bottom).

1. After clicking [Help], user can find dongle type, lock type, working sector, system version and database version such information. Click "Software User Manual" to load user manual. Click "Door lock fault prompt" to show error prompt table, it shows the error reason and how to solve when lock fails to open. Click one more time on this page, it will exit.



Figure 6.1.2

2. Left side Toolbar is the function menu.

Information column shows current operator, login time and current time.
 See Figure 6.1.3

Operator:admin	(Log out)	Log-in Time:2014-02-19 13:59:37	Current Time: 2014-02-19 14:18:	2

```
Figure 6.1.3
```

# 6.2 Check-in Management

This section is the daily working operation for reception staff, including guest check-in, change room and extend staying days.

### 6.2.1 Check-in

The check-in interface is for issuing guest card and check-out. Click left side tool bar [Check-in Management]  $\rightarrow$  [Check-in], as Figure 6.2.1

a de la companya de la	www.jktech.co							
	Software version:6.0.1.151							
Main Menu	Current location	: Check-in						
Check-in management	Check-in Change room	O Singl Building	e check-in 💽 student	Group check-in	Multi-room	Room type	standard	~
Card management	Extend staying time	e 🏓 2						
Record search	·	101	<b>102</b>	103	104	105	<b>106</b>	<b>107</b>
Hotel layout setting	• student 2F	<b>S</b>	1		1			
System Maintenance	·	201	202	203	204	205	206	207
Shortcut menu	student 3F	1		<b>N</b>	1	1		1
Check-in ( <u>1</u> )		<b>301</b>	<b>302</b>	<b>303</b>	<b>304</b>	305	<b>306</b>	<b>307</b>
Hotspot managing( <u>H</u> )	student 4F	401	402	403	404	405	406	407
Clear(C)			a contraction of the	1000 C	and the second	and the second	1.000	

Figure 6.2.1

It's divided into "Single Room Check-in", "Group Check-in" and "Multi-Room Check-in".

"Single room check-in": Guest check-in for a single room.

"Group Check-in": Guest check-in several rooms, such as touring group check-in

**"Multi-room check-in"**: Guest check-in multiple rooms. For example, family check-in with children, they stay at separated rooms, and parents need to open children's room, that means parent's guest card can also open children's room.

#### 6.2.1.1 Single room check-in

Click "Single check-in" option, double click one room, select [Check-in new]

or [Duplicate card], fill in guest information on "Staying info" and set departure time, then click [Issue]. See Figure 6.2.1.1-1

- Open double lock: clicking this option, guest card can open door even lock is double locked.
- Air-conditioner: clicking this option, guest card can get power for air-conditioner
- Write-back function of guest room: clicking this option, guest card can read record of which room doors this card ever get access to. (Remark: S70 cards are necessary)
- Write-back function of public door: clicking this option, guest card can read record of which public doors this card ever get access to. (Remark: S70 cards are necessary)
- Available date within 1 week: clicking this option, user can select which week day this guest card is available.

aying info				
O Check-in new	O Duplicate card	Selected rooms		
Guest name	20140529140608	Room Name	Number of bedroom	Card number
Identification		101	0	1
Identification No.				
Check-in Time	05-29-2014 ⊻ 14:06:08	×		
Departure Time	05-30-2014 💉 12:00:00	✓		
Open double l	ock			
Air-conditioner	•			
Write-back fur	nction of guest room			
Write-back fur	nction of public door			
Available date	within 1 week			
Sunday	Thursday			
Tuesday	Satursday			
Wednesday				
L				
	(i) Issue		Exit	

Figure 6.2.1.1-1

It comes to "Issue guest card", select required suites/public doors/elevator

controller/parking lot reader, then place a valid card on encoder and click

lissue Guesi calul. See Figure 0.2.1.1-2	[Issue	Guest	card].	See	Figure	6.2.1	.1-2
--	--------	-------	--------	-----	--------	-------	------

Issue Guest Card		×
	Not-issued card list	() Issue Guest Card
Room Name Card ID Check-in Time	Departure Time	Parameter Option
▶ 001 05-29-2014 14:29:44	5 05-30-2014 12:30:00	<ul> <li>Open double lock</li> <li>Air-conditioner</li> <li>Write-back function of guest room</li> <li>Write-back function of public door</li> <li>Available date within 1 week</li> <li>Sunday</li> <li>Thursday</li> <li>Friday</li> <li>Y Uesday</li> <li>Satursday</li> <li>Wednesday</li> </ul>
bedroom		Parameter of elevator controller
1		Start time 05-29-2014 V 14:59:48
Public door group Public door list		End time 05-30-2014 💙 14:59:48 🗘
Select all	Public door	O Impermanent use O Permanent use
p1 🗾 📕 p17		Permanent use (judge start and end time)
🗖 📕 p2 🔤 📕 p18		Accessible all parking lot reader
🖸 😡 p3 🔲 😡 p19		Sunday Thursday Monday Friday Tuesday Satursday Wednesday
Floor list of elevator controller	Parking lot reader groups Parking lot readers l	ist
■ ■ ■ ■ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □	Select       Parking lot reader         Parking lot reader       Parking lot reader         Parking lot reader	Park9 [] P Park10 [] P Park11 [] P Park12 [] P

Figure 6.2.1.1-2

#### 6.2.1.2 Group check-in

Click "Group check-in" option, selection list will show on right side. Double click several rooms to add into selection list, then click [Issue Guest card]. The following operation is the same as single check-in.

#### 6.2.1.3 Multi-room check-in

For MF1 card type, one guest card can open several rooms when multiple check-in, but guest card extend sectors must be set in advance.

Click "Multi-room Check-in" option, selection list will show on right side. The first selected room is main room, following selected rooms are vice-rooms. Double click several rooms to add into selection list, on the contrary, double click rooms in selection list to cancel selected rooms. Activate one guest card extend sector can open 3 more rooms for each guest card, system has 2 guest card extend sectors, so totally can extend 6 more rooms, that means one guest card can open 7 rooms at most. After required rooms are selected, click [Issue Guest card]. See Figure 6.2.1.3. The following operation is the same as single check-in.



Figure 6.2.1.3

# 6.2.1.4 Issue Bluetooth key / Mobile key (this function is only available in L6 version system)

Firstly user should download the cellphone app from our website first and do the registration via the app by email and activate the app by input activation code (user will receive it during process of registration, so check the junk box if user cannot receive the registration email);

Secondly go to check-in management -> check-in -> double click a green room (empty room) ->like cut a real RFID key card, please choose "check-in new" or "duplicate card"-> select check-in time and departure time -> press button "issue";

Thirdly Input Email and confirm Email -> press button "Bluetooth key" to issue Bluetooth mobile key. See Figure 6.2.1.4

	www.jkte	ech.co				
	Software ver	sion:6.0.1.151				
1ain Menu		Current location: C	heck-in			
		Location Area	O Single check	-in 🔵 Group check-in	🕥 Multi-room	
nanagemen	Issue Gue	st Card				×
agement	Room Name Card	ID Charle in Time	Not-issued	d card list		((•)) local issue guest card
	► 501	2019/3/11 16:02:54 2	019/3/12 12:30:00			Email ik@iktech.co
arch						Confirm Email jk@jktech.co
ut setting						Bluetooth Key
aintenance						Card ID:
ortcut menu						Card holder:
<u>I)</u>						CX remote issue guest card
lanaging( <u>H</u> )	2					Parameter Option
	Public door group	Public door list				Open double lock Air-conditioner
	Select all		Public	door		Write-back function of guest room
interface( <u>!</u>	<u>P</u>					Write-back function of public door Available date within 1 week
nction list(						✓ Sunday     ✓ Thursday       ✓ Monday     ✓ Friday       ✓ Tuesday     ✓ Saturday       ✓ Wednesday     ✓ Saturday
ting( <u>S</u> )						Parameter of elevator controller Limit time of using elevator
wer( <u>E</u> )	- 154		Floor list of elev	vator controller		
	🗹 💐 stude	ent				

Figure 6.2.1.4

Fourthly go to cellphone App to check the key (Bluetooth toggle must be turned on), if the cellphone get close enough to the door, the key will be showed up (because of network delay, customer has to refresh the App to retrieve the key sometimes) .See Figure 6.2.1.4-1



Figure 6.2.1.4-1

#### 6.2.1.5 Enable new device to log in the app (this function is only

#### available in L6 version system)

In order to make sure the security and avoid abusing on the app when the first user shares the login account name and password to others, the app allow only one customer account to bind to one device at the same time. If the first customer wants to login his / her account in a second device, go to [System Maintenance] -> [Enable new device] -> Input his email address and then press button "OK" to unbind device -> customer can login new device with same account and same password now. See Figure 6.2.1.4-2



Figure 6.2.1.4-2

#### 6.2.2 Change room

If guest wants to change room, guest needs to return guest card to reception. Click left side tool bar [Check-in management]  $\rightarrow$  [Change room]. Place guest card on encoder, and read card info.

1. Read card: Place guest card on encoder, click [Read], original check-in info will be read out. See Figure 6.2.3.1.

#### Notice: It is only apply to guest card.

Change room		×
Card information	Building B1 V Floor All V Selected room	Read Issue Guest
Card ID:52988523 Card holder:20140529155343 Card type:Guest Card Normal modeRoom Name:101 Start time:05-29-2014 15:23:43 Open double lock:No Safe Box:No Safe Box:No Set passage function::No Replacement Status:Yes	Room Name     Room type       001     Standard       002     Standard       003     Standard       004     Standard       101     Standard       102     Standard       103     Standard       103     Standard       104     Standard       105     Standard       106     Standard       109     Standard       110     Standard       110     Standard	Card ID 5298523 Guest name 20140529155343 Check-in Time 05-29-2014 15:23:43 ~ Departure Time 05-30-2014 12:30:00 ~ Parameter Option Write-back function of guest room Write-back function of public door Available date within 1 week Sunday Thursday Monday Friday
Public door group Public door list	Public door	U Tuesday U Satursday
□ □ p1 □ □ p17 □ □ p2 □ □ p18 □ □ p3 □ □ p19		Parameter of elevator controller Limit time of using elevator Parameter of Parking lot reader Start time 05-29-2014 V 15:53:51 End time 05-30-2014 V 12:30:00
Floor list of elevator controller	Parking lot reader groups Parking lot readers list	O Impermanent use  Permanent use
□	Select     Parking device       Parking device    <	Permanent use (judge start and end time)     Accessible all parking lot reader     Available date within 1 week     Sunday Thursday     Monday Friday     Tuesday Satursday     Wednesday

Figure 6.2.2.1

2. Change room: select another available room, also set public door/elevator/parking lot, and other parameters. Then click [Issue Guest card], when hearing one "Bi", issue succeed.

#### www.jktech.co

### Hotel lock management system L4-L6

Change room		×
Card information	Building B1 V Floor All V Selected room	Read Issue Guest
Card ID:52908523	Room Name         Room type         102           001         Standard         =>           002         Standard         =>           004         Standard         =>           103         Standard         =>           108         Standard         =           109         Standard         =           110         Standard         =	Card         Card           Card ID         52988523           Guest name         20140529155343           Check-in Time         05-29-2014           Departure Time         05-30-2014           Parameter Option         Write-back function of guest room           Write-back function of public door         Available date within 1 week
Replacement Status:Yes Public door group Public door list Select all	Public door	Sunday Thursday Monday Friday Tuesday Satursday Wednesday
v     v     v     v     v     v     v       v     v     v     v     v     v     v     v       v     v     v     v     v     v     v     v     v       v     v     v     v     v     v     v     v     v     v       v     v     v     v     v     v     v     v     v     v       v     v     v     v     v     v     v     v     v     v       v     v     v     v     v     v     v     v     v     v       v     v     v     v     v     v     v     v     v     v       v     v     v     v     v     v     v     v     v     v       v     v     v     v     v     v     v     v     v       v     v     v     v     v     v     v     v     v       v     v     v     v     v     v     v     v     v       v     v     v     v     v     v     v     v       v     v     v     v <td></td> <td>Parameter of elevator controller Limit time of using elevator Parameter of Parking lot reader Start time 05-29-2014 End time 05-30-2014 12:30:00 12:30:00 12:30:00 12:30:00 12:30:00 12:30:00 12:30:00 13:30:00 14:30:000 14:30:000 14:30:000 14:30:000 14:30:0</td>		Parameter of elevator controller Limit time of using elevator Parameter of Parking lot reader Start time 05-29-2014 End time 05-30-2014 12:30:00 12:30:00 12:30:00 12:30:00 12:30:00 12:30:00 12:30:00 13:30:00 14:30:000 14:30:000 14:30:000 14:30:000 14:30:0
Floor list of elevator controller  Floor list of el	Parking lot reader groups       Parking lot readers list         Select       Parking device         Ø       P. CarPark1       P. CarPark5       P. CarPark9       P.         Ø       P. CarPark2       P. CarPark6       P. CarPark10       P.         Ø       CarPark3       P. CarPark7       P. CarPark11       P.         Ø       CarPark4       P. CarPark8       P. CarPark12       P.	Impermanent use      Permanent use      Permanent use (judge start and end time)     Accessible all parking lot reader     Available date within 1 week     Sunday     Monday     Friday     Tuesday     Wednesday

Figure 6.2.2.1

### 6.2.3 Extend staying days

If guest wants to extend staying days, guest needs to return guest card to reception. Click left side tool bar [Check-in management]  $\rightarrow$  [Extend staying days]. Place guest card on encoder, and read card info.

1. Read card: Place guest card on encoder, click [Read], original check-in info will be read out. See Figure 6.2.3.1.

Notice: It is only apply to guest card.

Card information		
Card ID:5298B523	Card ID	5298B523
Card holder:20140529155343 Card type:Guest Card	Guest name	20140529155343
Vormal mode	Identification	
Room1 Room Name:101	Identification No.	
Start time:05-29-2014 16:16:54	Check-in Time	05-29-2014 🗸 16:16:54 🗸
Air-conditioner:No	Current Check-ou	t Time 05-30-2014 🗸 12:30:00 🗸
sare box:no Set passage function:No Replacement Status:Yes		+
Set blocking funtion:No	New Check-out Tir	me 05-30-2014 🕶 16:28:45 🗸
Valid Time:05-29-2014 16:16:54~05-30-2014	🗳 Read	((•)) Issue 🕼 Exit
12:30:00	~	

Figure 6.2.3.1

2. Revise check-out time: set new check-out day and time, and click [Issue], when hearing one "Bi", issue succeed.

Notice: Check-out time can only be delayed, but cannot be earlier.

# 6.3 Card management

This part mainly describes how to manage cards, such as how to issue special card, clear card information, replace card, and how to use hand terminal etc.

#### 6.3.1 Special card

In order to manage the hotel lock more perfectly and systematically, this system needs several kinds of special cards for management, such as clock card, area card, building card, gate card, floor card, emergency card, master card, spare card, data card, check-out card, meeting card, stop card, report lost card, visitor card, power card, authorized card and hand terminal. See below detailed function introduction of various special card.

1. Clock Card :For programming time into lock, authorized card is needed before reading clock card. Click [Card management]  $\rightarrow$  [Clock card], fill in "Compensation time", and click [Issue clock card]. See Figure 6.3.1.1

("Compensation time" refers to Section5.1.2)

Sun       Mon       Tue       Wed       Thu       Fri       Sat         26       27       28       29       30       31       1         2       3       4       5       6       7       8         9       10       11       12       13       14       15         16       17       18       19       20       21       22         23       24       25       26       27       28       1         2       3       4       5       6       7       8         rent time:       19/02/2014       14:43:14       14       15         npensation Time:       0       0       10       10       10       10	•		Febr	ruary 20	014		×	2:43 PM	
26       27       28       29       30       31       1         2       3       4       5       6       7       8         9       10       11       12       13       14       15         16       17       18       19       20       21       22         23       24       25       26       27       28       1         2       3       4       5       6       7       8         rent time:       19/02/2014 14:43:14       .       .       .       .         npensation Time:       0       0       .       .       .	Sun	Mon	Tue	Wed	Thu	Fri	Sat	11 12 1	
2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 1 2 3 4 5 6 7 8 rent time: 19/02/2014 14:43:14 npensation Time: 0	26	27	28	29	30	31	1	10 2	
9       10       11       12       13       14       15         16       17       18       19       20       21       22         23       24       25       26       27       28       1         2       3       4       5       6       7       8         rent time:       19/02/2014       14:43:14	2	3	4	5	6	7	8		
16     17     18     19     20     21     22       23     24     25     26     27     28     1       2     3     4     5     6     7     8       rent time:     19/02/2014 14:43:14	9	10	11	12	13	14	15	3	
23     24     25     26     27     28     1       2     3     4     5     6     7     8       rent time:     19/02/2014 14:43:14   appensation Time:	16	17	18	19	20	21	22	7 5	
2     3     4     5     6     7     8     AM ●PM   rent time: 19/02/2014 14:43:14 o	23	24	25	26	27	28	1	6	
rent time: 19/02/2014 14:43:14	2	3	4	5	6	7	8		
npensation Time: 0	irrent time	19/	02/2014	4 14:43:1	4				
	ompensatio	n Time:	[	2		0			
			Į						

Figure 6.3.1.1

2. Area Card :Open all rooms in certain area.

1. Select area, user can not select more than 3 discontinuous areas. But after click "Open more areas" on right side, user can select 255 continuous areas at most.

2. Select required public doors/elevator controller/parking lot reader.

3. Set valid time, start time and end time.

4. Set valid period for each day, it gives 2 valid periods, which is more flexible.

- 5. Set other parameters
- 6. After finish all settings, click [Issue Area card]

Current location: Area Card		Back   Help
Can open all rooms of the appointed area		(() Issue Area card
Area list	Public door group Public door list	Parameter Option
A001	Select all Public door list	
	[]] 📮 p1	Start time 2015-02-09 • 09:18:14
AUGZ	p2	End time 2015-03-11 - 09:48:14
C	p3	Permanent use
V 6004	🗖 📮 p4	Time Period1
	📼 📕 p5	Start time 0 •: 0 •
A005	🔲 🧧 рб	End time 23 V : 59 V
	P7	Time Period2
	m 🖬 p8	End time 23 • : 59 •
		Open double lock
		Air-conditioner
		Accessible all building gates
		Write-back function of guest room
		Parameter of elevator controller
Floor list of elevator controller	Parking lot reader groups Parking lot readers list	Parameter of Parking lot reader
a 🔲 🚚 A	Select all Parking lot readers list	Start time 2015-02-09 🔻 09:18:14
4 🔲 🛄 Lift1	🔲 🚱 CarPark1 🛛 🔛 CarPark7 🖉 🚱 Ca	rPa End time 2015-03-11 🔻 09:48:14 🚔
1F	🔲 限 CarPark2 🔲 限 CarPark8 🔲 限 Ca	rPz O Impermanent use
🔲 🚅 2F	😑 🔲 😱 CarPark3 📃 😱 CarPark9 📃 😱 Ca	(Permanent use (Pa) Permanent use (judge start and end time)
🔲 📕 3F	🔲 限 CarPark4 🛛 🔃 🕞 CarPark10 📃 限 Ca	rPa 🔲 Accessible all parking lot reader
T 4	🔲 Ŗ CarPark5 📰 Ŗ CarPark11 📰 Ŗ Ca	rPa
F 5F	CarPark6 🔲 🖪 CarPark12 🔲 🖪 Ca	rPa Monday Friday
6F		Tuesday Saturday
T = 75		Wednesday

Figure 6.3.1.2

3. Building Card :Open all rooms and building gates in certain building. Operation steps are similar to issue area card

Current location: Building Card		Help
Can open all rooms and building gates of the appointed building.		() Issue Building card
		Parameter Ontion
Building list	Public door group Public door list	Building Access
P1	Select all public door list	Building No. 1 🗸 ~ 1 🗸
	p1 🗾 p1	Start time 05-29-2014 🔽 18:02:04 💲
	□ <b>□</b> p2	End time 06-28-2014 🗸 18:02:04 🛟
		Permanent use
		Time Period1
	<b>p</b> 17	End time 23 x : 59 x
	p18	Time Period2
	p19	Start time 0 🗸 : 0 🗸
		End time 23 💙 : 59 🗸
		Open double lock
		Write-back function of quest room
		Write-back function of public door
		Available date within 1 week
		Sunday Thursday
		Tuesday 🔲 Satursday
		Wednesday
		Parameter of elevator controller
		Parameter of Parking lot reader
		Start time 05-29-2014 💙 18:02:04 🗘
		End time 06-28-2014 💙 18:02:04 🛟
		O Impermanent use O Permanent use
		Accessible all parking lot reader
		Available date within 1 week
		Sunday Thursday
		Tuesday Satursday
Floor list of elevator controller	Parking lot reader groups Parking lot readers list	Wednesday
🖂 🗖 💐 81	Select Parking lot readers list	
🕀 🗖 🚺 lifti	🔲 🚱 CarPark1 🔄 🚱 CarPark8 🔲 🚱 CarPark15 🔲	
	🔲 🚱 CarPark2 🔄 🚱 CarPark9 🔄 🚯 CarPark16 🔲	
	🗖 限 CarPark3 🔲 限 CarPark10 🔲 限 CarPark17 🦳	
	CarPark4	
	CarPark5 CarPark12 CarPark19 CarPark	
	CarPark7 🗌 👪 CarPark14 🔲 👪 CarPark21 🔲	
	< >>	

Figure 6.3.1.3

4. **Gate Card** :Open all the building gate locks in certain building. Operation steps are similar to issue area card.

Current location: Gate Card							Help
It can open all gates of the appointed building.					ſ	((o)) Issue	e Gate card
Building list	Public door group	Public o	loor list		Parameter	Option	
B1	Select all	Pu	iblic door list		Ope	n more buildi	ngs
	p1 🗾 🗾 🗾				Build	ng ivo.	
	p2				Start time	05-29-2014	18:16:14
	D 03				End time	06-28-2014	18:16:14
						Period1	
					S	tart time	0 🗸 : 0 🖌
						End time	23 💙 : 59 💙
	🗖 📕 p19				- Time	e Period2 tart time	0 🗸 : 0 🗸
						End time	23 🗙 : 59 🗙
					Open d	ouble lock	
					Air-con	ditioner	
					Use Ene	ergy saver le date withir	1 week
					Sunda	v	Thursday
					Monda	ý	Friday
					Wedn	ay esday	Satursday
					Parameter	of elevator (	ontroller
					Limit tir	ne of using e	levator
					Start time	or Parking lo 05-29-2014	18:16:14
					End time	06-28-2014	× 18:16:14
					O Imperm	anent use (	Permanent use
					O Perman	ent use (jud	ge start and end time)
					Accessi Availab	pie all parking le date withir	) lot reader i 1 week
					Sunda	ιγ	Thursday
					Mond Tuesc	ay ay	Friday Satursday
				_	U Wedn	esday	
Floor list of elevator controller	Parking lot reader	groups	Parking lot readers list				
B1	CarPark1		CarDark 8 O CarDark 15				
🗉 🔲 🔰 Lift1							
	CarPark2						
	CarPark3		CarPark10 🔲 👹 CarPark17				
	CarPark4		CarPark11 🔲 🔛 CarPark18				
	CarPark5		CarPark12 🔲 🔛 CarPark19				
	🔲 🚯 CarPark6		CarPark13 🔲 🚯 CarPark20				
	🔲 民 CarPark7		CarPark14 🔲 💽 CarPark21				
	<			>			

Figure 6.3.1.4

5. Floor Card :Open all rooms and floor gates in certain floor. Operation steps

are similar to issue area card.

Current location: Floor	Card								He	elp
It can open all room locks a	nd floor gate of the appointed floors.							(( ) Issue F	Floor Card	
Building list	Floor list	Public door group	Public d	oor list			Paramete	Option		
B1	1F	Select all	Pul	blic door list				n more floor		
<b>3</b>		p1					E Floo	No.	1 ~ ~ 1 ~	<b>*</b>
	n 🚅 2F						Start time	05-29-2014	18:12:44	*
		μ μ2					End time	06-28-2014	18:12:44	*
		D 📕 p3					📄 Perma	nent use		
		p17					Tim	e Period1	0 🗸 : 0 🕚	~
		🔲 📕 p18						End time	23 🗸 : 59 -	~
		🔲 🗾 p19					Tim	e Period2		3
							n 🗎	Start time	0 🗸 : 0	*
								End time	23 💙 : 59	*
							Open i	louble lock		
							Air-co	nditioner		
							Write-	back function o	f guest room	
							Write-	back function o	r public door	
							Paramete	r of elevator co me of using ele	ontroller vator	
						1	Paramete	of Parking lot	reader	
							Start time	05-29-2014	18:12:44	*
							End time	06-28-2014	18:12:44	÷
							Imper     Perm	manent use		
							O Perm	anent use (judg	ge start and end tin	me)
							Access	ible all parking	lot reader	
								ie date within		
							Mond	ay E	Friday	
		-					Tueso	lay [	Satursday	
	Floor list of elevator controller	Parking lot reader	r groups	Parking lot re	eaders list		U Wedn	esday		
😑 📩 🔜 B1		Select	Parking	g lot readers list						
🕀 🗖 🚺 Lift1		🔲 🚯 CarPark1	🔲 🖪 🤇	CarPark8	💽 CarPark15					
		CarPark2		CarPark9 🔲	CarPark16					
		CarPark3		TarPark10	CarPark17					
		CarPark4		TarPark11 🗖	CarPark18					
		CarPark5		TarPark12	CarPark19					
					CarDardian					
					CarPark2U					
		CarPark7		TarPark14 🔲	CarPark21					
		1000								
		<u> </u>	-101			>				

Figure 6.3.1.5

6. Emergency Card : It can open all doors and keep it in a passage mode. Also it can make doors give alarm sounds after alarm parameter settings. In case of emergency (such as fire), locks can be set to passage mode by emergency card. Later after the emergency, locks can be set back to lock mode by emergency card or any other valid access card.

1. Select required public doors and parking lot reader, and set other parameters.

2. Set alarm voice by "Sound length of the unlocking alarm", if it's set to "10", that means lock will give alarm voice 10 times after unlocking by emergency card; if it's set to "0", that it will not give alarm. If "Stop latch alarm" option is selected, alarm will be stop after turning handle.

3. After finish all the settings, click [Issue Emergency card].

Current location: Emergency Card Help							
It is used to set all locks under passage mode. Mod	ifying some parameter can also make the lock give out alarm.						
Public door group Public door list		Parking lot reader groups Parking lot readers list					
Select all	Public door list	Select Parking lot readers list					
🗖 📕 p1		🔲 🚱 CarPark1 🔄 🚱 CarPark23					
🗖 📮 p2		🔲 🚯 CarPark2 🔄 限 CarPark24					
🔲 📮 рЗ		🔲 限 CarPark3 🔄 🚯 CarPark25					
🔲 🗾 p17		🔲 🚯 CarPark4 🛛 🚯 CarPark26					
🔲 📮 p18		🔲 🚯 CarPark5 🔄 限 CarPark27					
🗖 📮 p19		🔲 限 CarPark6 🛛 🚯 CarPark28					
		🔲 限 CarPark7 🔄 🚯 CarPark29					
		🔲 限 CarPark8 🔄 🚯 CarPark30					
		🔲 限 CarPark9 🔄 🚯 CarPark31					
		🔲 限 CarPark10 🔄 🚯 CarPark32					
		🔲 限 CarPark11					
		🔲 限 CarPark12					
		🔲 限 CarPark13					
		🔲 🚯 CarPark14					
		🔲 限 CarPark15					
		🔲 限 CarPark16					
		🔲 🚯 CarPark17					
		🔲 🚯 CarPark18					
		🖂 🚱 CarPark19					
		🖂 🚱 CarPark20					
		🔲 🔀 CarPark21					
		🔲 🚯 CarPark22					
Parameter Option	Parameter of Parking lot reader						
Start time 05-29-2014 💉 18:35:10 🗘	Start time 05-29-2014 V 18:35:10 U Sunday Friday	aay /					
End time 06-28-2014 🖌 18:35:10 😂	End time 06-28-2014 M 18:35:10 C Tuesday Sature	sday					
Permanent use	Impermanent use Permanent use     Wednesday						
Open double lock     Air analitianar	Accessible all parking lot reader						
Accessible public door	Available date within 1 week						
Accessible all parking lot reader							
Stop latch alarm							
Sound length of the unlocking alarm							
Issue Emergency Card							

Figure 6.3.1.6

7. Master Card :Open all the doors in the hotel. Operation steps are similar to

issue emergency card.

Current locat	tion: Master Card						Help
Can open all do	or locks of the hotel.						
Public door g	roup Public door list			Parking lot reader	groups	Parking lot readers list	
Select all		Public door list		Select	Park	ing lot readers list	
🔲 🔰 p1				📄 🔛 CarPark1		CarPark24	
🗖 📕 p2				📺 🚯 CarPark2	🔤 Ŗ	CarPark25	
🔲 🚺 рЗ				📺 🚯 CarPark3		CarPark26	
🔲 🔰 p17				📺 🚯 CarPark4		CarPark27	
🔲 🚺 p18				📺 🚯 CarPark5		CarPark28	
🔲 🚺 p19				🔲 🔛 CarPark6		CarPark29	
				📺 限 CarPark7		CarPark30	
				🗖 🚯 CarPark8		CarPark31	
				🗖 🚯 CarPark9		CarPark32	
				📩 💽 CarPark10			
				📺 🚯 CarPark11			
				🗖 🚯 CarPark12			
				CarPark13			
				💽 CarPark14			
				📩 🔲 CarPark15			
				CarPark16			
				🗖 📴 CarPark17			
				🗖 🖪 CarPark18			
				CarPark19			
				CarPark20			
				CarPark21			
				🗆 🔜 🗖 🖪 CarPark22			
				CarPark23			
Parameter On	tion	Parameter of Parking lot reader					-
Start time	05-29-2014 🔽 18:48:47 😂	Start time 05-29-2014 🗸 18:48:47 😂 🛄 Sunday	Thursday				
End time	06-28-2014 🔽 18:48:47 💲	End time 06-28-2014 V 18:48:47 C Monday	Friday Satursday	,			
Permanen	it use	O Impermanent use O Permanent use Wednesd	ay				
Open dou	Open double lock     OPermanent use (judge start and end time)						
Air-conditioner							
Accessible	e public door	C Available dare within I week					
Accessible	all parking lot reader						
()	Issue Master Card						

Figure 6.3.1.7

8. **Spare Card**: Issue temporary guest card with spare card. Issue spare card in advance and keep it for spare use. Firstly read spare card to the lock, then read a blank card, this blank card will become to a temporary guest card. Each lock only can make one temporary guest card. New temporary guest card will cover old one. After reading correct guest card to lock, temporary guest cards will be canceled.

Lurrent location: Spare Lard	Help
Temporary Guest Card with Spare Card	
	Contraction of the second s
t-t-	
	P
Temporary Card open double lock Temporary Card use Air-conditioner	
() Issue Spare Card	

Figure 6.3.1.8

9. **Data Card**: It's used for activating data receive mode. Read data card to the lock firstly, blue light is on, then read information card/record card or hand terminal to lock before it turns off. LED will flash in red and blue, after hearing a "Bi" sound, receiving data successfully. Then place information card or record card on encoder, or connect hand terminal to computer, to read record in software system. Please refer to <u>Data Receiving Card</u> to see detail operations.

Current location: Data Card	Help
It is used to set on the mode, so that user can retrieve data with Info Card and Op	en records with Record Card.
O Surlish	
(•) Issue Data Card	

Figure 6.3.1.9

10. **Check-out Card** :Once read the check-out card to the lock, all current guest cards will be invalided. Check-out card must be read after authorized card or other access cards (such floor card, master card).



Figure 6.3.1.10

11. Meeting Card :Meeting card is used for setting a lock to be passage mode, for meeting purpose. Read it again will go back to lock mode.

1. Choose meeting card applied range, it can be areas, buildings, floors and rooms (max 7 rooms, determined on guest card extend sector).

2. Set parameters as area card/building card/floor card/room card.

3. Click [Issue meeting card] after finish all the settings.

Curren Used to	it location: Meeting Card set the lock under passage mode. To recove	r the lock to normal close status, read th	ne Meeting Card agair	h.			A Issue M	Help
						a summer of	((•)) Car	d
Area	Building Floor Room		Public door group	Public door list		Parameter	Option	00:46:45
			Select all	Public door list	t	Fad time	06-20-2014	09.46.15
۲	) Area No. 1 👻 ~ 1	· · ·	p1			End time Open o	louble lock	Safe Box
	r Way?		р3			Write-	ack function of c	j Norniai Open uest room
	wayz		0 017			Write-I	ack function of p	oublic door
	Area1 -	*				Availat	le date within 1 v	veek
0	Area2 -	~	p18			Sunda	y 🗌	Thursday
t	Area3 -	~	p19			Mond Tueso Wedr	ay 🔲 Iay 🗍 esday	Friday Satursday
						Parameter Limit ti	of elevator cont me of using eleva	roller stor
						Parameter	of Parking lot re	ader
						Start time	05-30-2014 ¥	09:46:15
						End time	06-29-2014 🗙	ermanent use
						O Perma	ient use (judge s	tart and end time)
						Access	ble all parking lot	reader
						Availat	le date within 1 v	veek
						Mond Tuesi Wedr	ay 🛛 ay 🗖 ay 🔤 iesday	Thursday Friday Satursday
	Floor list of elevator of	controller	Parking lot reader	groups Parking	lot readers list			
E F			Select	Parking lot reader	's list			
			CarPark1	🔲 限 CarPark8	CarPark15			
			CarPark2	CarPark9	CarPark16			
			CarPark3	CarPark10	CarPark17	20		
			CarParka	CarPark11	CarPark18			
			CarParks	CarPark12	CarPark10			
			CarPark/	CarPark14	CarPark21			
			<	ш ]		>		

Figure 6.3.1.11

12. **Stop Card**:Stop the lock in case of emergency or other special case, and keep other access cards out of use except emergency card and master card. Read authorized card first and then read stop card, lock will become stop mode. Read authorized card and stop card again will go back to lock mode.



Figure 6.3.1.12

13. **Report lost Card** : It is divided into 3 types: report lost card, cancel report lost card and clear blacklist.

Report lost card: used to cancel lost card, read authorized card first then read report lost card, the lost card ID will be in blacklist of the lock.

Cancel report lost card: to cancel lost card ID in blacklist of the lock, and the lost card will become valid again. The same as report lost card, authorized card is needed before read cancel report lost card.

Clear blacklist: to clear all lost card ID in blacklist, and all the lost cards will become valid again.

Notice: report lost authorized card that is replace authorized card. "Replace" please refers to "Card replacement".

- 1. If lost card ID is marked down in advance, fill in lost card ID directly
- 2. If lost card ID is not found, user can search in record
- 3. Select "report lost" or "cancel report lost"
- 4. Click [Issue report lost card]

Card type	8	Card record						
Authorized Card Clock card Installation Card Spare Card Data Card Check-out Card Stop Card Report loss Card Meeting Card Emergency Card Master Card Front Gate Card Area Card Building Card Floor Card Guest Card Visitor Card	Card ID 1 0097758D 2 92551847 3 5DC178BD 4 2D61778D 5 FD1C79BD 6 F2E112BE 7 2CA5C3FE 8 2CD1C1FE 9 D399674C 10 CD9277BD	Card holder admin 20131009091522 admin	Card type Data Card Authorized Card Clock card Blank Card Blank Card Blank Card Blank Card Blank Card Blank Card	Card ID:0D97758D Card holder:admin Card type:Data Card Replacement Time:2010-1 Replacement Status:Yes				

Figure 6.3.1.13

14. **Visitor Card**: For visiting use only, it can get access to gate locks, elevators or other public doors if it's needed, but cannot open any room locks. Reception can type in visitor identity information, set other parameters, and click [Issue visitor card].

Curre	ent location: Visitor Card		Help
		Public door group Public door list	(a) Issue Visitor Card
	Way1	Select all Public door list	
	Start floor	🗖 🚺 pi	Card holder
۲	Building	p2	Parameter Option
	Fod floor		Start time 05-30-2014 ¥ 11:16:09 🗘
			End time 06-29-2014 🗙 11:16:09 🗘
			Time Period1
	Way2	p18	Start time 0 🗸 : 0 🗸
0	Building1 🔽 🗸 Floor	p19	End time 23 💙 : 59 🗸
0	Building2		Time Period2
			End time 23 🗸 - 55 🗸
			Open double lock
			Air-conditioner
			use Energy saver
			Parameter of elevator controller
			Limit time of using elevator
			Parameter of Parking lot reader
			Start time 05-30-2014 🗙 11:16:09 🗘
			End time 06-29-2014 🗙 11:16:09 🛟
			Impermanent use     Permapent use
			<ul> <li>Permanent use (judge start and end time)</li> </ul>
			Accessible all parking lot reader
			Available date within 1 week
			Monday Friday
			Tuesday Satursday
			Wednesday
	Floor list of elevator controller	Parking lot reader groups Parking lot readers list	-
Ξ	🗖 💐 B1	Select Parking lot readers list	-
	🗉 🗂 🚺 Lift1	🗌 🔲 🖓 CarPark1 🔄 🚱 CarPark6 📄 🚯 CarPark11 📄 🚯 CarPark1	
		🗌 🔄 🕞 CarPark2 🔄 🚯 CarPark7 🔄 🚯 CarPark12 🥅 🚯 CarPark1	
		R CarPark3 R CarPark8 R CarPark13 R CarPark1	
		< >	

Figure 6.3.1.14

15. **Power Card** :used for getting power in energy switch during hotel decoration. Select required areas/buildings/floors/rooms/public doors, and click [Issue power card].

urrent location: F	Power Card			Help
an get power throug	h area gate, building	gate, floor gate and room door.		500.000.
Area Building F	loor Room			
Building B1	Floor	1F 🗸		
Room Name				~
▶ 101				
102		1		
103		-		
104				
105				
106				<=
107		_		
108		-		
109		-		
Public door group	Public door list			
Select all		Public	: door list	
End time 2014	4- 3-22 <b>▼</b> 9:29:14 : within 1 week	Sunday Monday Tuesday Wednesday	☐ Thursday ☐ Friday ☐ Satursday	
((•)) Issue	Power Card			

Figure 6.3.1.15

16. Authorized Card :: Authorized card has the highest authorities to manage all the management cards, such as clock card, installation card, report lost card, check-out card etc. Supplier will provide unique authorized code to each hotel, to ensure hotel lock system using security.

To re-authorize the lock, user can use old authorized card to guide new authorized card, or turn mechanical key to force-authorized and read new authorized card.

"Replace all the cards of this series": with clicking this option, new authorized card will have a new replace code, then all the cards issued before current time will be invalid, so it's used for canceling all the current cards.

Notice: User is suggested to issue a new authorized card WITHOUT "Replace all the cards of this series" afterwards.

Current location: Authorized Card	Help
Authorized card is the top management card. It can be used with other manageme	nt cards to program the lock and the lock system.
	1
Replace all cards of this serise	
((•)) Issue Authorzied card	

Figure 6.3.1.16

# 17. Hand Terminal: (Hand terminal only applies to MF1 system)

Connect hand terminal to computer to set basic parameters, such as work sector, time, loading room information, language and password etc. Detailed operation please refers to **Section7** <u>Hand terminal operating instruction</u>



Figure 6.3.1.17

18. Check-Out:Clear card information, guest card will be checked-out automatically.



Figure 6.3.1.18

Operation:

Click left side tool bar [Clear]

- Manually clear card info: place card on encoder, card info will be read automatically. Click [Clear] to clear card info, when hearing one "bi" sound, card info will be deleted successfully, and it will show "Blank card".
- 2. Automatically clear card info: place card on encoder, card info will be read automatically. Click "Auto clear" option, then card info will be deleted automatically without inquiry.
- 3. Detailed info: user can check card info and card record in database.

Notice: In detailed info, there are 2 columns, left side is the information written in card; right side is the information recorded in database. Sometimes there may be different, then please refer to left side information.

# 6.4 Record search

#### 6.4.1 Check-in record

Check check-in record, for better hotel management. User can check which rooms are occupied, also check the room number, card holder, check-in time, staying days etc. Click [Print] to show different kinds of check-in report, see Figure 6.4.1. User can save or print out report when necessary.



Figure 6.4.1

1. Check-in record

#### **Check-in record**

Guest name	:2014051516	1122 Identifica	tion No.:	Staying Room quantity:1 Check-out days:1 status:Staying					
Serial No.	Room Name	Bedroom No.	Card ID	Check-in Time	Check-out time	Check-out status			
1	001		046570C3	05-15-2014 15:41:22		Staying			
Guest name:20140515160922 Identification No.: Staying days:1 Room quantity:1 Check-out status:Checked out									
Guest name	:2014051516	0922 Identifica	tion No.:	Staying Ro days:1	oom quantity:1 Check statu	k-out s:Checked out			
<mark>Guest</mark> name Serial No.	2014051516 Room Name	<mark>0922 <sup>Identifica</sup></mark> Bedroom No.	tion No.: Card ID	Staying days:1 Ro Check-in Time	oom quantity:1 Check statu Check-out time	<b>c-out</b> s:Checked out Check-out status			

2. Check-in record and card parameter

#### **Check-in record and card parameter**

Serial No.	Guest na	me	Identifica	ation	Identifica tion No.	Staying days	Room	quantity	Oper	ator	Operating tim	ie Remark
1	2014052919	55343			(and the last	1		3	adn	nin	05-29-2014 15:53:47	
Roc	om Name	Bedroo	om No.	More	e room	Guest n	ame	Identific	ation	Ider	ntification No.	Card ID
	101					20140529	155343					5298B523
	Check-in Ti	me	Predic	ted che	eck-out ti	me Ch	eck-out	operator		Check-out time		Check-out status
05-:	29-2014 15	23:43	05-3	0-2014	12:30:00	)	adm	in	05-	29-20	14 16:10:53	Checked out
Card I Ro passa passa v public reader within	D:5298852: com1 ge function:  /alid Time:C door:No c info Tim 1 week:No	3 Card 1 Star No Re 15-29-20 Available e of issu	l holder : placeme 14 15:23 e date w ie:05-29	201405 5-29-2( ent Stat 3:43~0 ithin 1 -2014 :	52915534: 014 15:23 us : Yes 5-30-2014 week :No 15:53:45	3 Card to 3:43 Ope Set block in 4 12:30:00 Acces Permane	rpe:Gue: ng funtio Write sible ele int use:	st Card e lock:No on:No e-back fur e-back fur evator cor /es Acc	Nor Air-( Inction ( Introller essible	mal m condition of gues and f and f	oner:No Sa stroom:No ' loors: Lif rking lot read	ře Box:No Set Write-back function of t1:1, Parking lot er:No Available date

#### 3. Current staying status

## **Current staying status**

Serial No.	lo. Room type Room M		Card holder	Remark	Check-out Time	
1	Standard	101	20140530151423		05-31-2014 12:30:00	
2	Standard	102	20140530151509		05-31-2014 12:30:00	

4. Specified check-in record: check check-in record in specified days

# **Specified check-in record**

Serial No.	. Room type Room No.		Card holder	Remark	Check-out Time
1	Standard	001	20140515160922		05-15-2014 16:11:22
2	Standard	001	20140515161122		05-16-2014 12:30:00

5. Room status: when room is occupied, there's a "imes" mark. It's convenient

for financial accounting.

#### **Room Status**

Date Room Name	05-09-2014	05-10-2014	05-11-2014	05-12-2014	05-13-2014	05-14-2014	05-15-2014
101							
102	×	×	×	×	×	×	×
103							
108							
109							
1 10							
Quantity of occupied room	1	1	1	1	1	1	1
Quantity of card issued	0	0	0	0	0	0	0

#### 6.4.2 Card holder record

It's used to check card holder records in software system, which is convenient for the management. See Figure 6.4.2. User can save or print out report when necessary.

Current location: Card holde	er record					Help
Card holder reco	ord					
Query Composition Card ID: Card holder:						🧟 Print 👻
Card type			Card re	ecord		Card info
👝 📷 Authorized Card  🔺	Card ID	Card holder	Card type	Remark	~	
Clock card	► F2E112BE		Blank Card Blank Card			
🔄 📷 Installation Card	2CD1C1FE		Blank Card			
Spare Card	D399B74C		Blank Card			
	92551847	admin	Authorized Card			
Data Card	5DC178BD	20131009091522	Guest Card			
🗖 📰 Check-out Card	CD9277BD		Blank Card			8
Stop Card	2D6177BD	admin	Clock card			
	0D9775BD	admin	Data Card			
Report loss Card	FD1C79BD		Blank Card			
🦳 📰 Meeting Card						
Emergency Card						
👝 📷 Master Card					_	
Front Gate Card						
🗖 🔤 Area Card						
🛄 📰 Building Card	4					•
Floor Card						
🔲 📰 Guest Card						
🔤 📷 Visitor Card						
Power Card						
🔲 📷 Record Card 📃						
📩 📷 Blank Card 🛛 🔽	Total	10			~	48.

Figure 6.4.2

### 6.4.3 Card issuing record

It's used to check card issuing records in software system, which is convenient for the management. See Figure 6.4.3



Figure 6.4.3

- 1. Search in specific period: choose specific period, to narrow search range.
- 2. Search in card holder: search issuing record through card holder
- 3. Search in card ID: place card on encoder, select "card ID" option, click

[ to search all this card issuing record.

- 4. Search in card type: select card type, to narrow search range.
- 5. Check card info in right side information column.
- 6. Printing report: user can save or print out report when necessary.

#### 6.4.4 Open record

Use data card to activate data receiving mode, then read information card/record card or hand terminal to receive data from the lock. When finish receiving data, then read it in software "Open record".

Information card and record card introduction please refers to Data Receiving

#### <u>Card</u>

Curr	ent location: (	)pen record										Help
Op	oen record							<i>c</i>			_	
	💽 Card	O USB	<u>о</u> со	M1 🗸	Room No.	1	~	d R	Read	Rrint		
	Start time:	2014- 2-1: 🗸	09:51:23	- C	Card ID:			Open way	/: 	Authorized Car	¥ 🗨	
	End time:	2014- 2-2(	09:51:23	<b>~</b> [	Card holder:			Record ty	pe:	Record Typeles	* *	
		Lock info						Open re	ecord		🗹 Hide wron	g card ID
<		Old installation info	<b>v</b>	~								
1				~	Total C							>

Figure 6.4.4.1

#### **Operation:**

- 1. Click left side tool bar [Record search]  $\rightarrow$  [Open record].
- 2. Read open record
- 1) Read open record through record card. Place record card on encoder, click "Card" option, then click [Read record], record will be read out in few seconds. If reading 1000 records (3 record cards), that cards must be read in order. For example, after reading no.1 record card, a tip will be showed as below Figure 6.4.4.2. Click "Confirm" after place no.2 record card. The following operation is the same as no.1 record card.



Figure 6.4.4.2

- Read open record through hand terminal. There are 2 types hand terminal, Model HT3000 use "COM" port cable; Model HTL6000 use "USB" cable.
  - A. Model HT3000: click "COM", and select correct com number, choose correct "room no.", then click [Read record], open record will be read out in few seconds. Note:This model has been stopped production. Please consult our sales representative or local dealer before using it
  - B. Model HTL6000: click "USB", select correct "room no.", then click [Read record], open record will be read out in few seconds.
- 3. Search open record

Search open record through time period, Card ID, Card holder, Open way, Double-lock status, Record type.

4. Print open record. User can print open record when it's needed.

Notice: Open record will be cleared after exiting software, user can save or print record in advance if it's needed.

#### 6.4.5 Check-out without card record

User can find check-out without card record. In some cases, guest lost guest card when they check-out, so reception has to check-out this room without card. From here, user can check back the record.

Current location: Check-out	without card record				Help
Check-out with	out card record				Print
T Check-in Time>=	06-03-2014 - [] Guest name:				FIIR
F Predicted Check-out time <=	06-03-2014 V F Room Name:				
I Actual Check-out time <=	06-03-2014 🚩 🥅 Card ID:				
		Check-out with	out card record		
Guest name	Room Name	Card ID	Check-in Time	Predicted Check-out tir Actual Check	-out time Operator

Figure 6.4.5

#### 6.4.6 Card type replacement record

Checking card type replacement record, to find card replace code. Each card type has default replace code "2010-01-01". Once some of management cards get lost, user can replace that card type, and replace code will change to current time, lock will only accept the cards with current replace code, in order to cancel lost cards. Sometimes user read replaced card to lock, but fail to open, for finding the reason, user can check replace code here.

Card type replac	eme	ent record							📄 Return	1
Query Composition										
Old replacing code	2014	- 2-1 💙 9:52:03	2014- 2-2	9:52:03					6	
New replacing code	2014	- 2-1 💙 9:52:03	~ 2014- 2-2	9:52:03 🗘					Pri 🧟 Pri	
Card type			Card type re	placement record			1	Current code of	<sup>:</sup> card type replac	ement
Authorized Card	^	Card type	Old replacing code	New replacing code	Operater	Operatio	~	Card type	Replace code	^
Clark and		Spare Card	2010-1-1	2010-1-1	admin	2013-11-		Authorized Ca	2010-1-1	
		Record Card	2010-1-1	2010-1-1	admin	2013-11-		Clock card	2010-1-1	
🚽 📷 Installation Card		Authorized Card	2010-1-1	2010-1-1	admin	2013-11-		Installation Ca	2010-1-1	
Spare Card		Installation Card	2010-1-1	2010-1-1	admin	2013-11-		Spare Card	2010-1-1	
		Data Card	2010-1-1	2010-1-1	admin	2013-11-		Data Card	2010-1-1	
🗌 🔤 Data Card		Check-out Card	2010-1-1	2010-1-1	admin	2013-11-		Check-out Car	2010-1-1	
🗧 📷 Check-out Card	4	Stop Card	2010-1-1	2010-1-1	admin	2013-11-		Stop Card	2010-1-1	
Stop Card		Report loss Card	2010-1-1	2010-1-1	admin	2013-11-		Report loss Ca	2010-1-1	
		Meeting Card	2010-1-1	2010-1-1	admin	2013-11-		Meeting Card	2010-1-1	
🗌 📷 Report loss Card		Master Card	2010-1-1	2010-1-1	admin	2013-11-		Emergency Ca	2010-1-1	
🔤 Meeting Card		Front Gate Card	2010-1-1	2010-1-1	admin	2013-11-		Master Card	2010-1-1	
		Area Card	2010-1-1	2010-1-1	admin	2013-11-		Front Gate Ca	2010-1-1	
Emergency Card		Building Card	2010-1-1	2010-1-1	admin	2013-11-		Area Card	2010-1-1	
🚽 📷 Master Card		Floor Card	2010-1-1	2010-1-1	admin	2013-11-		Building Card	2010-1-1	
Eropt Gate Card		Power Card	2010-1-1	2010-1-1	admin	2013-11-		Floor Card	2010-1-1	
		Guest Card	2013-10-9 8:45:22	2010-1-1	admin	2013-11-		Guest Card	2010-1-1	
n 🔤 Area Card	4	Clock card	2010-1-1	2010-1-1	admin	2013-11-	+	Visitor Card	2010-1-1	
_ 📰 Building Card		Visitor Card	2010-1-1	2010-1-1	admin	2013-11-		Power Card	2010-1-1	
Elean Cand		Emergency Card	2010-1-1	2010-1-1	admin	2013-11-		Record Card	2010-1-1	
		Guest Card	2013-10-8 14:04:10	2013-10-9 8:45:22	admin	2013-10-				
🗧 📰 Guest Card		Guest Card	2013-10-8 9:58:03	2013-10-8 14:04:10	admin	2013-10-				
Visitor Card		Guest Card	2013-10-8 9:58:03	2013-10-8 9:58:03	admin	2013-10-				
		Guest Card	2010-1-1	2013-10-8 9:58:03	admin	2013-10-				
_, 📰 Power Card			32.11			1	182			1335

Figure 6.4.6

#### Operation:

- **1.** Click left side tool bar [Record Search]  $\rightarrow$  [Card type replacement record]
- 2. Search old replace code and new replace code in different option, such as time period and card type.
- 3. User can save or print records if it's needed.

#### 6.4.7 Command record

When system does interface with other PMS (Property Management System) system, PMS send commands to hotel lock system to issue cards, then user can check commands record here.

Current location: Command	record	Help
Query Composition	2014 U 12:00-00 U Froressing way Despond corr V	Print
End time 06-04		🦛 Return
Command type	Command list	Desription
Unknown command Start Stop Online Issue Guest Card Clear Guest Card	Command No. Front Desk No. Command type Processing way Validity Time of receiving command Desription	
	Total	
Validity: Yes	No Processing way: Respond correctly Issue Elide No need to reply	

Figure 6.4.7

#### 6.4.8 Breakfast ticket record

This system has breakfast ticket function, so that user can check related record here. It has 3 types of record:

- [Breakfast record], see Figure 6.4.8.1
- [Breakfast ticket purchase record], see Figure 6.4.8.2
- [Breakfast ticket used record], see Figure 6.4.8.3

urrent location: Brea	kfast record						н
Breakfast tic	ket record						
Query Composition				CRoom staving	n status		🙈 Print 👻
∏ Purchase time>=	2014- 3- E 🔽 🛛	Guest name:		Staying	gotatas		
-			▼	C Checked	out		Return
Card ID:		Room Name:		C Illegal che	eck-out		
			Breakfast ticket record				
Guest name		Card ID	Room Name		Ticket total	Ticl 🔨	Breakfast ticket detail
20131112145223		FC91BFF3	105		7		
20131112154439		CD9277BD	106		5		
20140221153324		4C67DC14	703		4		
						×	

Figure 6.4.8.1

Current location: Break	kfast ticket purchas	e record				Help
<b>Breakfast tic</b>	ket record					
Query Composition	[	_	Rooms	staying status		Rrint
Ticket sold time>=	2014- 3- € ⊻	Guest name:	Stay	ying	6	
Card ID:		🗌 Room Name:		cked out gal check-out		두 Return
			Breakfast ticket record			
Guest name		Card ID	Room Name	Purchase qu	Operator	Sale time
20131112145223		FC91BFF3	105	3	admin	2013-11-:
20131112145223		FC91BFF3	105	1	admin	2013-11-:
20131112154439		CD9277BD	106	5	admin	2013-11-:
20131112145223		FC91BFF3	105	3	admin	2014-3-6
20140221153324		4C67DC14	703	1	admin	2014-3-6
20140221153324		4C67DC14	703	3	admin	2014-3-6

Figure 6.4.8.2

Use time>=	2014- 3- 6 🗸	Guest name:	100 million (100 million)	Room state	us	Print
└ Card ID:		Room Name:	₹	C Checke	d out heck-out	Retur
		E	Breakfast ticket use record			
Guest name		Card ID	Room Name		Operator	Use time
20131112145223		FC91BFF3	105		admin	2013-11-12 15:24:30
20131112145223		FC91BFF3	105		admin	2013-11-12 15:26:52
20131112145223		FC91BFF3	105		admin	2013-11-12 15:36:04

Figure 6.4.8.3

# 6.5 System maintenance

#### 6.5.1 Delete historical data

Delete cached data of the system, such as check-in record, issuing record etc, to speed up system running.

Operation:

1. Click left side tool bar [System maintenance]  $\rightarrow$  [Delete historical data]



Figure 6.5.1

- 2. Select required delete date, then cached data before this date will be deleted. Only keep 3 months data is suggested.
- 3. Click [Delete] to confirm delete data, click [Exit] to cancle.

#### 6.5.2 Card replacement

When a card is lost and card ID not found, in order to guarantee the hotel's security, user must cancel the lost card and replace a new one.

The differences between replace card and report lost card is: software system can only save at most 30 report lost card ID, if storage is over 30 numbers, the first lost card will be available again. It may cause a risk to the hotel. On the contrary, when using the replace card to report lost, the lost card will be invalid permanently. Replace function most apply to management cards (Authorized card/master card), and it will cancel all the cards of this card type.

Notice: Card ID and card code are two different things. Card ID is the card identifying number and each card's ID is different, also card ID can't be changed. Card code is related to the card type, each card type has its own card code. When the card code is the same or after lock's replace code, lock will allow its access.

#### Operation:

1. Click left side tool bar [System maintenance]  $\rightarrow$  [Card replacement]

Authorized Card	🔘 Clock Card	🔘 Installation Card	🚫 Spare Card
🔘 Data Card	O Check-out Card	🚫 Stop Card	O Report Lost Card
O Meeting Card	C Emergency Card	O Master Card	O Building Card
💿 Floor Card	🔘 Guest Card	🔘 Visitor Card	O Power Card
🚫 Gate Card	🔿 Area Card		
Option 1	Start floor	Option 2	Floor 1
Building B1	•	O Building -	Floor 2
	End floor 1F 💌		Floor 3
Replacement Time 06-	04-2014 💙 15:15:45 🔹		

Figure 6.5.2

- Select required replace card type, and replacement time. Replacement time is current time in default, also user can select other replace time, actually this will be the new replace code. Then click [Issue] to issue replace card.
- Read authorized card to the lock first, then read replace card. All the locks in this floor must do this replaced operation. If replace card type is floor card for example, then all the floor cards will be invalid.
- 4. Issue new floor cards.

To be reminded, report lost authorized card means replace authorized card, after twice replacing, all the guest cards will be invalid.

#### 6.5.3 Write-back record

Write-back record means, the card with write-back record function, can read record of which room doors this card ever get access to. (Remark: S70 card is necessary.). And write-back record is read on this page.

urrent local	tion: Write-back	record								ŀ	lelp
Write-	-back rec	ord									5
								<u>v</u>	Read	Print	_
Seria Building	ç Building N Floor N	Floor No. Room M	N Room No. Bedro	m Public door Name Public door No	. lock property	unlock time	Voltage status				
1 B1	1 1F	1 001	1	2	Open guest room	06-04-2014 16:10:00	Normal voltage				
2 B1	1 1F	1 003	3	0	Open guest room	06-04-2014 16:14:00	Normal voltage				
3 B1	1 1F	1 003	3	0	Open guest room	06-04-2014 16:11:00	Normal voltage				
4 B1	1 1F	1 001	1	0	Open guest room	06-04-2014 12:12:00	Normal voltage				
5 B1	1 1F	1 002	2	0	Open guest room	06-04-2014 16:09:00	Normal voltage				
6 B1	1 1F	1 001	1	0	Open guest room	06-03-2014 18:04:00	Normal voltage				
7	0	0	0	0	Open guest room	12-31-1899	Normal voltage				
8	0	0	0	0	Open guest room	12-31-1899	Normal voltage				
9	0	0	0	0	Open guest room	12-31-1899	Normal voltage				
10	0	0	0	0	Open guest room	12-31-1899	Normal voltage				
11	0	0	0	0	Open guest room	12-31-1899	Normal voltage				
12	0	0	0	0	Open guest room	12-31-1899	Normal voltage				
13	0	0	0	0	Open guest room	12-31-1899	Normal voltage				
14	0	0	0	0	Open guest room	12-31-1899	Normal voltage				
15	0	0	0	0	Open guest room	12-31-1899	Normal voltage				
16	0	0	0	0	Open guest room	12-31-1899	Normal voltage				
17	0	0	0	0	Open guest room	12-31-1899	Normal voltage				
18	0	0	0	0	Open guest room	12-31-1899	Normal voltage				
19	0	0	0	0	Open guest room	12-31-1899	Normal voltage				
20	0	0	0	0	Open guest room	12-31-1899	Normal voltage				
21	0	0	0	0	Open guest room	12-31-1899	Normal voltage				
22	0	0	0	0	Open guest room	12-31-1899	Normal voltage				
23	0	0	0	0	Open guest room	12-31-1899	Normal voltage				
24	0	0	0	0	Open guest room	12-31-1899	Normal voltage				
25	0	0	0	0	Open guest room	12-31-1899	Normal voltage				
26	0	0	0	0	Open guest room	12-31-1899	Normal voltage				
27	0	0	0	0	Open guest room	12-31-1899	Normal voltage				
28	0	0	0	0	Open guest room	12-31-1899	Normal voltage				
29	0	0	0	0	Open guest room	12-31-1899	Normal voltage				
30	0	0	0	0	Open quest room	12-31-1899	Normal voltage				
31	0	0	0	0	Open quest room	12-31-1899	Normal voltage				
32	0	0	0	0	Open quest room	12-31-1899	Normal voltage				
33	0	0	0	0	Open quest room	12-31-1899	Normal voltage				
34	0	0	0	0	Open quest room	12-31-1899	Normal voltage				
35	0	0	0	0	Open quest room	12-31-1899	Normal voltage				
36	0	0	0	0	Open quest room	12-31-1899	Normal voltage				
37	0	0	0	0	Open quest room	12-31-1899	Normal voltage				
38	0	0	0	0	Open quest room	12-31-1899	Normal voltage				
39	0	0	0	0	Open quest room	12-31-1899	Normal voltage				
40	0	0	0	0	Open quest room	12-31-1899	Normal voltage				
41	0	0	0	0	Open guest room	12-31-1899	Normal voltage				
40	0	0	0	0	Open guest room	12-31-1099	Normal voltage				
42	U	U	U	0	Open guest room	12-51-1899	Normal voltage				

Figure 6.5.3

#### 6.5.4 Lock info

Lock information includes lock time, room number, work sector, firmware version, double lock status, report lost card ID, replace code of all card types, and other parameters.

#### Operation:

Click left side tool bar [System maintenance]  $\rightarrow$  [Lock info]

- Read lock info through information card. Place information card on encoder, click "Card" option, then click [Read], lock info will be read out in few seconds.
- 2) Read lock info through hand terminal. There are 2 types hand terminal,

Model HT3000 use "COM" port cable; Model HTL6000 use "USB" cable.

- Model HT3000: click "COM", and select correct com number, choose correct "room no.", then click [Read], lock info will be read out in few seconds. Note: This model has been stopped production.
- Model HTL6000: click "USB", select correct "room no.", then click [Read], lock info will be read out in few seconds.
- 3) Print open record. User can print or save open record when it's needed.

Notice: Lock info will be cleared after exiting software, user can save or print record in advance if it's needed.

Inck information            • Card         • USB         • COM4         • Room No.         1         • Card         • Recurrent         • Control Card         • Control         • Con
Card OUSB COMM ▼ Room No. I ▼ Read Export Return      Common No. I ▼ Read Export Return      Info Card Sequence No. of Record card:232 Hardware version No.:10 07 Software version No.:10 13 Current lock time:11-29-2013 12:02:04 Authorized Code:0:000 0:000 0:001 Working Sector 11
Lock info Info Card Sequence No. of Record card:232 Hardware version No.:10 07 Software version No.:00 13 Current lock time:1:29-2013 12:02:04 Authorized Code:0x00 0x00 0x00 0x01 Working Secture 11
Info Card Sequence No. of Record card:232 Hardware version No.:10.07 Software version No.:0.013 Current lock time:1:29-2013 12:02:04 Authorized code:0x00_0x00_0x00_0x01 Working Sector:11
Jacquero (no la Vacada) Hardware version No.:10.07 Software version No.:0.013 Current lock time:1:29-2013 12:02:04 Authorized Code:0x00.0x00.0x01 (Model)
Software version No. 100 13 Current lock time:11.29-2013 12:02:04 Authorized Code:0x00 0x00 0x00 0x01
Authorized Gode:0x00 0x00 0x00 0x01
Working Sector:11
Working Second
Building No. 1
Floor No.1 Room No.1
Bedroom No.:0
Public door No.:0 Devise Types Set room door 0x05
Building Name:B1
Hoor Name: IF Room Name: 001
Double-lock Prompt;No
Low power alarm:No Double lock twoestedctronical double lock
Time setting of Gates :No
Time innici ves
Devise type:set rout our oxids Building Mane:81
Floor Name: IP
Authorized Code:0x00 0x00 0x01
Working Sector:11
Guest Card Extension Sector 7:0 Guest Card Extension Sector 7:0
Public Good Sector: 0
Ublic Extension Sector 1:0
Public Extension Sector 2:0 Current lock times (1-12-2013 02:04-00
Lock working status: Work normally
Double-lock Prompt:No
Double lock type:Mechanical double lock
Imme Imit:Yes Musical sound prompt statue of reading access cards:No
Sound prompt status of reading access cards: Yes
Password status; res Card status; res
Time setting of Gates :No
Time Period 1: 31:63 ~ 31:63
Time period2: 31:63 v stred size ward
updatity of open record by card:1023
Failure quantity of open record by card:1023 Outputty of open record by used card:1023 Outputty of open record by used of and 1023 Outputty of and 1023 Output
Quantity of open record by other access way:1023
Sound length of latch alarmiz0 Times of unloking door under low power:50

Figure 6.5.4

#### 6.5.5 Repair bad card

When system shows below error message during read or write card, that means card data verification error. This system has repair function to fix this kind of error.

Clear	×
Card information	
17:Card data format Error I	
Auto clear 🔇 Read 🔯 Clear 🧭 Detail info	Exit

Figure 6.5.5.1

Click [System maintenance]  $\rightarrow$  [Repair problem card]



Figure 6.5.5.2

#### 6.5.6 Lock fault prompt

When card fail to open lock, lock will give prompt light, different prompt light stands for different error. From the prompt light, user can check the error reason and solution from this fault prompt table.

Fault pro	mpt	×
Sound light indication	<ul> <li>Red light flickers</li> <li>Blue light 1 flicker + short Deep 1 time + red light 1 flicker</li> <li>Blue light 1 flicker + short Deep 1 time + red light 2 flicker</li> <li>Blue light 1 flicker + short Deep 1 time + red light 3 flicker</li> <li>Blue light 1 flicker + short Deep 1 time + red light 4 flicker</li> <li>Blue light 1 flicker + short Deep 2 times + red light 4 flicker</li> <li>Blue light 1 flicker + short Deep 1 time + red light 5 flicker</li> <li>Blue light 1 flicker + short Deep 1 time + red light 5 flicker</li> <li>Blue light 1 flicker + short Deep 1 time + red light 5 flicker</li> <li>Blue light 1 flicker + short Deep 1 time + red light 6 flicker</li> </ul>	<ul> <li>Blue light 1 flicker + short Deep 1 time + red light 8 flicker</li> <li>Blue light 1 flicker + short Deep 1 time</li> <li>Blue light 1 flicker + short Deep 1 time + red light 1 flicker + short Deep 3 times</li> <li>Blue light 1 flicker + short Deep 2 times</li> <li>Blue light 1 flicker + short Deep 1 time + long Deep 1 time</li> <li>Red light 1 flicker every 5 seconds</li> <li>Red and blue light flicker alternately with alarming sound</li> <li>Red light stays on</li> </ul>
Reason	Time of the	lock is not right or card is outdated.
Solution	Re-issue th	ne card or correct time of the lock.

Figure 6.5.6

#### 6.5.7 Registration code extension

Update registration code to extend the valid period of software.

#### Operation:

- 1. Click [System maintenance]  $\rightarrow$  [Registration code extension]
- 2. Fill in new registration code, then click [Save]. System will exit automatically. New registration code will be activated on next login.

Registration No.		×
Registration No.		
Save	Exil	:

Figure 6.5.7.1



Figure 6.5.7.2

3. "Clear registration code" and "Registration code extension"

Each hotel has an unique authorized code. And registration code means authorized code with different expired time, so authorized code can have various registration codes when expired time is different. Clear registration code is to change authorized code. Normally it's not necessary to change authorized code unless some special situations.

- "Clear registration code" means change authorized code. After changing authorized code, all the cards need to be re-issued, and all the locks need to be re-programmed.
- "Registration code extension" means not changing authorized code, just extend the expired time of registration code, no need to re-issue cards and re-program locks.

#### 6.5.8 System backup

Data Backup is to backup all the current hotel management system data as a file and save it in the computer. User can keep the backup file to recover system data in case of system breakdown.

Click left side tool bar [System maintenance]  $\rightarrow$  [System backup], choose a saving location, and save backup file.

Save As						? 🛛
Save in:	📋 My Docume	ents	~	0 Ø P	···· -	
My Recent Documents	My Music 📇 My Pictures					
My Documents						
My Computer						
	File name:			~		Save
My Network	Save as type:	dbac		~		Cancel



Notice: Lite version has 2 backup file formats, "dbac" & "dbbk"; STD L4 version backup file format is "dbbk". When user needs to change Lite version to Std version, backup file format should choose "dbbk".STD L5/L6 backup file format is "dbstd". Different format backup files cannot be recognized or imported into different locking management software.

#### 6.5.9 System recovery

Click left side tool bar [System maintenance]  $\rightarrow$  [System recovery], choose saved backup file to restore. Only backup file with the same registration code can be restored.

)pen						? 🔽
Look ir	: [ 🙆 My Docum	ents	~	0 🦸	📂 🛄 -	
My Recent Documents	My Music My Pictures					
My Documents						
My Computer						
	File name:					Open
My Network	Files of type:	dbac			~	Cancel

Figure 6.5.9

# 7. Hand held terminal

# 7.1 Hand held terminal function

1. Hand held terminal front view



2. Hand held terminal back view



3. Hand held terminal cable



- MINI USB connector: MINI USB connector is connected to hand-held terminal side. Android Micro USB cable can be applied into hand-held terminal HTL6000 as well. Users can purchase such Micro USB cable by themselves.
- USB connector :normal USB connector is supposed to connected to :computer side.

Notice: this cable can be used for battery charging and data transmission. Hand held terminal can be powered by portable power supply bank as well if the embedded Li-ion battery is not available. So please purchase such portable power supply locally if necessary. 4. Menu

#### 9 functions in the menu

Hand held terminal is powered on by pressing the power button for 3 seconds. Press "OK" button to enter password page. The menu with 9 functions will appear if password is correct.

Notice: initialized password is 123456. If inputting wrong password over 4 times, user should establish communications with PC to change password.

- [PC LINK]: after connecting hand terminal to the software in the PC, the time, sectors, parameter of installation card and room information in hand terminal can be read and set in the software.
- [Clock card]: the real-time set on the hand terminal can be used to set the correct time on the lock, authorized card is needed before reading clock card.
- 3) [Installation card]: there are 4 items in "installation card" menu, ROOM, ROOM&TIME, PUBLIC ROOM and PUBLIC ROOM&TIME. Download the room information to the hand terminal from management software, and then issue "installation card" of correct room information to each lock.
- 4) [Open record]: There are two parts in record menu, "Input record" and "Check record".
  - A. Input record: choose the path to save record. If selecting "Read 1000 records by card", the record in the lock will be divided into three parts which will be read by hand terminal in turns. If selecting "read 200 records by card", the 200 record on the lock will be transmitted to hand terminal at a time. If selecting "Read lock info", lock information on the lock will be transmitted to hand terminal at a time. Once operating

successfully and making communication with PC, record can be checked on the software system.

- B. Check record: select "check record" to check whether the record is complete and correct. "Rec complete" or "Rec incomplete" will be prompted for each room (record location).
- 5) [Set password]: current password will be showed on the screen. It can be revised once inputting a new 6-digits password.
- [Set date& time]: user can update the time manually without connecting to computer.
- 7) [Stop lock]: this function is used for stopping lock temporarily if it's required. Read authorized card to the lock first, and then hand terminal, all cards will be out of use except Emergency card and Master card. Repeat the above operation can cancel the stop mode. This function is workable for all types of hotel lock which is set by our management software system.
- 8) [Check-out card]: this function is used for checking out. Read authorized card or other access cards to the lock first, and then hand terminal, guest card will be out of use. This function is workable for all types of hotel lock which is set by our management software system.
- 9) [Power off]: select "Power off" and press "OK" to turn off hand terminal.

#### 7.2 Hand terminal operating instruction

1. Basic setting

Some basic settings of hand terminal should be set before use.

- 1) Build the layout of hotel in software system
- 2) Connect hand terminal to computer through USB cable. Enter lock software → [Card management] → [Hand terminal], choose connecting port "USB" or "COM" and click "Initialize the hand terminal". Click "Basic

info setting" for setting authorized code, version, time and sectors into hand terminal. Click "Export room info" to load hotel room info into hand terminal.

3) User can do other settings, such as [Set password], [Set Language], [Set parameter of installation card], etc.

Current location: Hand Terminal		Help
	The A	
	itialize the Hand terminal	
О СОМ1 👻 🛀		
Paris information	DeadWard	become in all
basic into second	Keau haliu	
123456 Set password	English	Set Language
		,
Set parameter of	Installation card	
Building	Floor	~
Serial No. 1~30  Export room info	Print room	inro

Figure 7.2.1

Notice: When setting installation card in hand terminal, room number should be selected first. The room number must be less than 6 characters. Hand terminal can save 1000 rooms information.

#### 2. Set time into lock

1) Set hand terminal to be time card

Run hand terminal, input password and enter into main menu, select "time card" or press keypad "2" to enter time setting page. Press "OK", it will give "Bi Bi" sounds, and "set time ok" showed on the screen, which means time card is set successfully.

2) Set hand terminal to lock

Under this clock card mode, read authorized card first, then read the sensor area of hand terminal to lock, to update lock time. When hearing "Bi Bi" sounds, means setting successfully.

# Notice: Setting operation is the same as setting clock card. Authorized card is needed before reading hand terminal.

- 3. Set room information into lock
  - 1) Set hand terminal to be installation card

Run hand terminal, input password and enter into main menu, select "Install card" or press keypad "3" to enter install card setting page. Select "Room" and input room name or room ID then press "OK", it will show room detail information. Press "OK" again to confirm setting to be installation card. It will give "Bi Bi" sounds, and "set room ok" showed on the screen, which means installation card is set successfully.

2) Set hand terminal to lock

Under this installation card mode, read authorized card first, then read the sensor area of hand terminal to lock, to set room info into lock. When hearing "Bi Bi" sounds, means setting successfully.

Notice: Setting operation is the same as setting installation card. Authorized card is needed before reading hand terminal.

4. Receive data from lock

Run hand terminal, input password and enter into main menu, select "Record" or press keypad "4" to enter open record page.

- 1) [Input record]
- 2) Choose [Read 1000 by card], [Read 200 by card] or [Read Lock info],

press "OK" to confirm. Remark: [Read by IR] is not available.

- Press "Up" or "Down" button to select record saving location, press "OK" to confirm
- 4) Screen shows "Wait for read...", hand terminal is on receiving mode.
- 5) Read data card to the lock, one "Bi" sound and blue LED is on, then keep hand terminal back side sensor area close to lock before LED turns off.
- 6) LED flashes in blue and red, when hearing one "Bi" sound, finish receiving.
- Press "OK" on hand terminal, indicator light will flash in blue, means saving data
- After one "Bi" sound, screen will show "Read complete".
   If reading 1000 record, screen will show "Read part 1 ok". Then user needs to repeat reading steps twice, until get the "Read complete" message.

#### Notice:

- Hand terminal has 300 location memories to save open record, that means it can save 300 rooms at a time.
- If it's interrupted during receiving data, user should receive data again while LED stop flashing.
- 5. Read open record and lock info in software system
- 1) Read open record
  - A. Connect hand terminal to computer, and select [PC link] in hand terminal
  - B. Enter software system, click [Record search] → [Open record], select "USB" port and required "room no."(saving location), click [Read record]. Open record will be loaded in few seconds.

Lock info					Open record		Hide wrong card ID
~	Can	d ID	Open way	Open time	Time source code	Card holder	Times of continuous open from indoor Lock st 🛧
	1 000	000001	Staff-only Access Card	05-12-2014 16:50:00	0E-05-0C 10:32	Unknown	1 Norma
	2 D23	3A1547	Guest Card	05-12-2014 16:50:00	0E-05-0C 10:32	Unknown	0 Norma
	3 000	000001	Staff-only Access Card	05-12-2014 16:39:00	0E-05-0C 10:27	Unknown	1 Norma
	4 D23	3A1547	Guest Card	05-12-2014 16:39:00	0E-05-0C 10:27	Unknown	0 Norma
	5 F2C	11847	Emergency Card	05-12-2014 16:39:00	0E-05-0C 10:27	20140507094122	0 Norma
	6 000	000007	Staff-only Access Card	05-12-2014 16:39:00	0E-05-0C 10:27	Unknown	7 Norma
	7 F2C	11847	Emergency Card	05-12-2014 16:38:00	0E-05-0C 10:26	20140507094122	0 Norma
	8 EBC	4E7E0	Authorized Card	05-12-2014 16:37:00	0E-05-0C 10:25	Unknown	0 Norma
	9 000	000001	Staff-only Access Card	05-12-2014 16:34:00	0E-05-0C 10:22	Unknown	1 Norma
	10 D23	BA1547	Guest Card	05-12-2014 16:34:00	0E-05-0C 10:22	Unknown	0 Norma
	11 D23	3A1547	Guest Card	05-12-2014 16:29:00	0E-05-0C 10:1D	Unknown	0 Norma
	12 000	000001	Staff-only Access Card	05-12-2014 16:28:00	0E-05-0C 10:1C	Unknown	1 Norma
	13 D23	BA1547	Guest Card	05-12-2014 16:28:00	0E-05-0C 10:1C	Unknown	0 Norma
	14 000	000001	Staff-only Access Card	05-12-2014 16:28:00	0E-05-0C 10:1C	Unknown	1 Norma
	15 D23	3A1547	Guest Card	05-12-2014 16:28:00	0E-05-0C 10:1C	Unknown	0 Norma
	16 000	000001	Staff-only Access Card	05-12-2014 16:28:00	0E-05-0C 10:1C	Unknown	1 Norma
	17 D23	BA1547	Guest Card	05-12-2014 16:28:00	0E-05-0C 10:1C	Unknown	0 Norma
	18 000	000001	Staff-only Access Card	05-12-2014 16:27:00	0E-05-0C 10:1B	Unknown	1 Norma
	19 D23	BA1547	Guest Card	05-12-2014 16:27:00	0E-05-0C 10:1B	Unknown	0 Norma
	20 000	000001	Staff-only Access Card	05-12-2014 16:27:00	0E-05-0C 10:1B	Unknown	1 Norma
	21 D23	BA1547	Guest Card	05-12-2014 16:27:00	0E-05-0C 10:1B	Unknown	0 Norma
	22 000	000001	Staff-only Access Card	05-12-2014 16:27:00	0E-05-0C 10:1B	Unknown	1 Norma
	23 D23	BA1547	Guest Card	05-12-2014 16:27:00	0E-05-0C 10:1B	Unknown	0 Norma
	24 000	000001	Staff-only Access Card	05-12-2014 16:27:00	0E-05-0C 10:1B	Unknown	1 Norma
	25 D23	BA1547	Guest Card	05-12-2014 16:27:00	0E-05-0C 10:1B	Unknown	0 Norma
	26 000	000001	Staff-only Access Card	05-12-2014 16:27:00	0E-05-0C 10:1B	Unknown	1 Norma
	27 D23	3A1547	Guest Card	05-12-2014 16:27:00	0E-05-0C 10:1B	Unknown	0 Norma
<u>S</u>	28 000	000001	Staff-only Access Card	05-12-2014 16:27:00	0E-05-0C 10:1B	Unknown	1 Norma
	29 D23	BA1547	Guest Card	05-12-2014 16:27:00	0E-05-0C 10:1B	Unknown	0 Norma
Old installation inro	30 000	000001	Staff-only Access Card	05-12-2014 16:26:00	0E-05-0C 10:1A	Unknown	1 Norma
A	31 D23	3A1547	Guest Card	05-12-2014 16:26:00	0E-05-0C 10:1A	Unknown	0 Norma
	32 000	000001	Staff-only Access Card	05-12-2014 16:26:00	0E-05-0C 10:1A	Unknown	1 Norma
	33 D23	3A1547	Guest Card	05-12-2014 16:26:00	0E-05-0C 10:1A	Unknown	0 Norma
	34 000	000001	Staff-only Access Card	05-12-2014 16:26:00	0E-05-0C 10:1A	Unknown	1 Norma
	35 D23	BA1547	Guest Card	05-12-2014 16:26:00	0E-05-0C 10:1A	Unknown	0 Norma
	536 Tota	al	536				~
2							

Figure 7.2.5.1

#### 2) Read lock info

Click [System maintenance]  $\rightarrow$  [Lock info], select "USB" port and required "room no."(saving location), click [Read]. Lock info will be loaded in few seconds.
Lock info		^
Info Card		
Sequence No. of Record card:232		
Hardware version No.:10 07		
Software version No.00.13		
Current lock time:11-29-2013 12/02/04 Available CodeDeta		
Voranja Jectori I		
Building No. :1		
Floor No.:1		
Room No.:1		
Bedroom No.:0		
Public door No. U		
Devise (ype:set room ador uxus		
Room Name: 101		
Double-lock Prompt: No		
Low power alarm:No		
Double lock type:electronical double lock		
Time setting of Gates :No		
Time limit: Yes		
Device Type:Set room door DXD5		
Building Name:B1		
Floor Name:1F		
Room Name:101		
Authorized Code:0x00 0x00 0x01		
Working Sector:11		
Guest Card Extension Sector 1/0		
Notes Card Extension Sector 2.0		
Public Sector:0		
Public Extension Sector 1:0		
Public Extension Sector 2:0		
Current lock time:11-12-2013 02:04:00		
Lock working status: Work normally		
Low power damine Double lock		
Time limit //ves		
Musical sound prompt statue of reading access cards:No		
Sound prompt status of reading access cards: Yes		
Password status:Yes		
Card status:Yes		
Time setting or Gates :No		
Time period module induce in (Time Zone Fand Z disentificial) other differential other orbitation).		
Time Period2: 31:63 ~ 31:63		
Space stute of open record division: No		
quantity of open record by card:1023		
failure quantity of open record by card:1023		
Quantity of open record by invalid card :1023		
Quantity or open record by other access way:1023		
Journal renget of record and made		-
Times of directing dear and entry porterior		Y
	>	

#### Figure 7.2.5.2

Notice: Open record and lock info will be cleared when software exit. User can save or print record if it's needed.

Read and print room info from hand terminal
 User can read and print out room information from hand terminal

Current location: Hand Terminal		Help
	1	
⊙ US8	Initialize the Hand terminal	
O COM1 -		
Basic info setting	Read Hand t	erminal
123456 Set password	English	Set Language
Set parameter	of Installation card	
Building All	Floor	~
Serial No. 1~30 Export room info	Print room	NO IN

Figure 7.2.6.1

Serial No.	Room Name	Room No.	Area Name	Area No.	Building Name	Building No.	Floor Name	Floor No.	Bedroo m No.
1	101	1	A001	1	B1	1	1F	1	0
2	102	2	A001	1	B1	1	1F	1	O
3	103	3	A001	1	B1	1	1F	1	0
4	104	4	A001	1	B1	1	1F	1	0
5	105	5	A001	1	B1	1	1F	1	O
6	106	6	A001	1	B1	1	1F	1	O
7	107	7	A001	1	B1	1	1F	1	O
8	108	8	A001	1	B1	1	1F	1	O
9	109	9	A001	1	B1	1	1F	1	O
10	110	10	A001	1	B1	1	1F	1	0
11	201	1	A001	1	B1	1	2F	2	O
12	202	2	A001	1	B1	1	2F	2	O
13	203	з	A001	1	B1	1	2F	2	O
14	204	4	A001	1	B1	1	2F	2	O
15	205	5	A001	1	B1	1	2F	2	O
16	206	6	A001	1	B1	1	2F	2	O
17	207	7	A001	1	B1	1	2F	2	O
18	208	8	A001	1	B1	1	2F	2	O
19	209	9	A001	1	B1	1	2F	2	O
20	210	10	A001	1	B1	1	2F	2	O
21	301	1	A001	1	B1	1	ЗF	3	0
22	302	2	A001	1	B1	1	ЗF	3	O
23	303	3	A001	1	B1	1	ЗF	3	0
20 5		12 12				1.1			63

Hand-terminal Info

Figure 7.2.6.2

### 8. Breakfast ticket

For better hotel management, this system has a new function of breakfast ticket, hotel can have better arrange for breakfast food, avoiding short supply or over waste.

#### Notice: breakfast ticket only applies to Standard version.

#### 8.1 Function setting

Set breakfast ticket function in system parameter at first beginning.

- Click [Hotel layout setting] → [System parameter], click "Yes" option for [Use breakfast ticket function], to activate this function.
- 2. Set limited using time for each day
- 3. Select "Usable even expired", that means breakfast ticket still available even guest card is expired.
- 4. Click [Save] to finish breakfast ticket parameter setting.

Hotel name		level hotel	Auto backup data	~	
System language	English	~	O No	() Yes	
Clear	Enco - Anno -		Auto backup d	ays	3
O Auto clear	💿 Clear after	r enquire	Auto backup p	ath	
🔽 Auto read and	d write 🔲 Show Safe	box	Use breakfast ticke	et function	
address of PMS server		192.168.0.1	🔹 🔘 No	Yes	
Port of PMS server		2887	💽 Set use time	🔽 usable ever	n expired)
ault compensation time		30	End time for breakf	Fast 09:30	*
Default staying days		1		Set Max issuing quantity	
efault Check-out Time	12:00	*		Set card type	5
ault Room status after	check-out Empty clear	room 💌		Show registration code	=
Start time of new data	зу 06:00	×.			_

Figure 8.1.1

#### 8.2 How to buy breakfast ticket

#### There are 2 ways to buy breakfast ticket:

1.Buy breakfast ticket when check-in.

1) Click [Check-in management]  $\rightarrow$  [Check-in], double click one available

		-	la a ca a	[- 1 1
Identification		Room Name	Number of bedroom	Card number
Identification No.		101		1
Check-in Time	2014- 2-20 💙 10:05:13 🗸			
Departure Time	2014- 2-21 🗸 12:00:00 🗸			
Open double l Air-conditione Write-back fur	ock Anction of guest room			
U Write-back fur	nction of public door			
🗌 Available date	within 1 week			
Sunday Monday	<ul> <li>✓ Thursday</li> <li>✓ Friday</li> <li>✓ Satursday</li> </ul>			

room, fill in guest information and stay days, then go for issuing guest card.

Figure 8.2.1.1

2) Buying breakfast ticket page will show directly. Select required quantities and dates, then click [Buy]. If it's no necessary to buy breakfast ticket, click [Exit].

	Not-issued card list	() Issue Guest Card
Room Name Card 1 503	ID Check-in Time Departure Time 2014-3-6 9:19:20 2014-3-7 12:30:00	-Parameter Option
	Buy breakfast	
	Card ID:4C67DC14	Action of guest room
		Read within 1 week
		✓ 三月 2014 ✓ Satursday          23       24       25       26       27       28       1         2       3       4       5       6       7       8         9       10       11       12       13       14       15         16       17       18       19       20       21       22         23       24       25       26       27       28       1         16       17       18       19       20       21       22         23       24       25       26       27       28       29         30       31       1       3       4       5         Ticket number       3
		Buy
- 11		Exit
Public door group	Public door list	

Figure 8.2.1.2

2.Buy breakfast ticket after check-in. Click main menu [Buy Breakfast ticket].



Figure 8.2.2.1

#### 8.3 How to use breakfast ticket

When installing Standard version software, a breakfast ticket system will be



1. Enter breakfast ticket system, click [Read card] to show ticket information.



Figure 8.3.1

2. Click [Use breakfast ticket], to deduct one ticket.



Figure 8.3.2

3. Click [Use record], to check using record.



Figure 8.3.3

4. [Auto read card] and [Auto deduct] is optional.

# 9. SOUND AND LIGHT PROMPT TABLE

Series	Sound and light signals	Cause	Solution
1	Red light flickers	<ul><li>1.Card doesn't match this software system</li><li>2. Reading card error.</li></ul>	<ol> <li>Initialize this card and issue it correctly</li> <li>Read this card to the correct sensor area.</li> </ol>
2	Blue once + short beep once + Red once	Door is double locked.	Open the lock using a card with open double lock option.
3	Blue once + short beep once + Red twice	<ol> <li>Card is expired</li> <li>Lock time incorrect</li> </ol>	<ol> <li>Check the time of card</li> <li>Update lock time</li> </ol>
4	Blue once + short beep once + Red 3 times	Room number of the card doesn't match the lock.	Re-issue the card or re-program the lock
5	Blue once + short beep once + Red 4 times	<ol> <li>Card code of this card type has not been set into lock.</li> <li>This card is replaced.</li> </ol>	<ol> <li>Program card code of this card type into lock using management card.</li> <li>Re-issue the card</li> </ol>
6	Blue once + short beep twice + Red 4 times	The card is been reported lost	Read Cancel Report lost Card or issue a new card.
7	Blue once + short beep once + Red 5 times	Parameters error or the system doesn't exist this type of card.	Re-issue the card
8	Blue once + short beep once + Red 6 times	Management card, such as clock card, installation card, stop card and check out card etc which needs reading authorized	Read authorized card to lock first, then read management card.

		card first.	
9	Blue once + short beep once + Red 8 times	Lock is on stop mode, only master card, emergency card and mechanical key can open.	Read Authorized card and Stop card again to cancel stop mode.
10	Blue once + short beep once	Motor runs, and door lock can open	
11	Blue once + short beep once + Red once+ short beep 3 times	Lock is low battery, but it still can open about 50 times. After that only master card can open until batteries used up.	Change batteries as soon as possible.
12	Blue once + short beep twice	Temporary guest card prompt voice	
13	Blue once + short beep once + long sound once	Program cards setting successful.	Such as authorized card, clock card, installation card and hand terminal
14	Red light flickers in every 5 seconds	Lock is double locked.	
15	Red and blue lights flicker alternately with alarm voice	Door doesn't close properly, and latch is pressed	Close door completely.
16	Red light is on	Open lock using mechanical key.	

## 10. FAQ

#### 10.1 Registration code format error

When fill in registration code, letter "O" (oh) and number "O" (zero) may be mixed up easily. The registration code should be consisted of digits (from 0 to 9) and letters (from A to F). Therefore, letter "O" (oh) will never exist in registration code.

#### 10.2 Fail to connect database

If this error occurs when login system, check the database whether it's installed properly. On the other hand, check the "ini" setting.

#### 10.3 Fail to locate dongle

Not insert dongle or dongle damaged.

#### 10.4 Dongle and software not match

- 1. Insert incorrect dongle. For example, inserting Lite version dongle, but running Standard version software
- 2. Insert 2 types dongle

#### 10.5 Guest card can not open door

It happens probably due to incorrect lock time or incorrect room number. Re-program the lock with correct information. Especially for the time setting, user should manage to reduce time error, read clock card immediately once it's issued or set compensation time. Hand terminal programming is most suggested.

# 10.6 New guest card can not open after read check-out card

When a room is check-out with check-out card, but the new check-in guest card follows previous check-in start time, so door lock will not accept new guest card. Before issue new guest card, make sure the room is available room.

#### 10.7 Operator forget password

- 1. General operator forget password. Admin or the operator which has authority of revising password can clear old password, and change a new password
- 2. Admin forget password. The only way to clear Admin password is using registration code.

#### 10.8 Forget hand terminal password

When enter incorrect password over 4 times, hand terminal will enter [PC link] menu directly. User can connect hand terminal to computer, and revise password in software system.

#### 10.9 No response when reading hand terminal to lock

Make sure hand terminal sensor area is read to the lock sensor correctly, and reading distance is close enough. If it's still no response, please check hand terminal authorized data is the same as system and door lock.

#### 10.10 Hand terminal automatically shut down

There are 2 possibilities:

- 1. Automatic shutdown due to long time no operation, to save power.
- 2. Automatic shutdown when low power, charge power immediately.