

locking management system User Manual

Catalogue

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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.

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 [5 LOCK SETTING 5.1.3 Issue installation card](#)

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.

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.

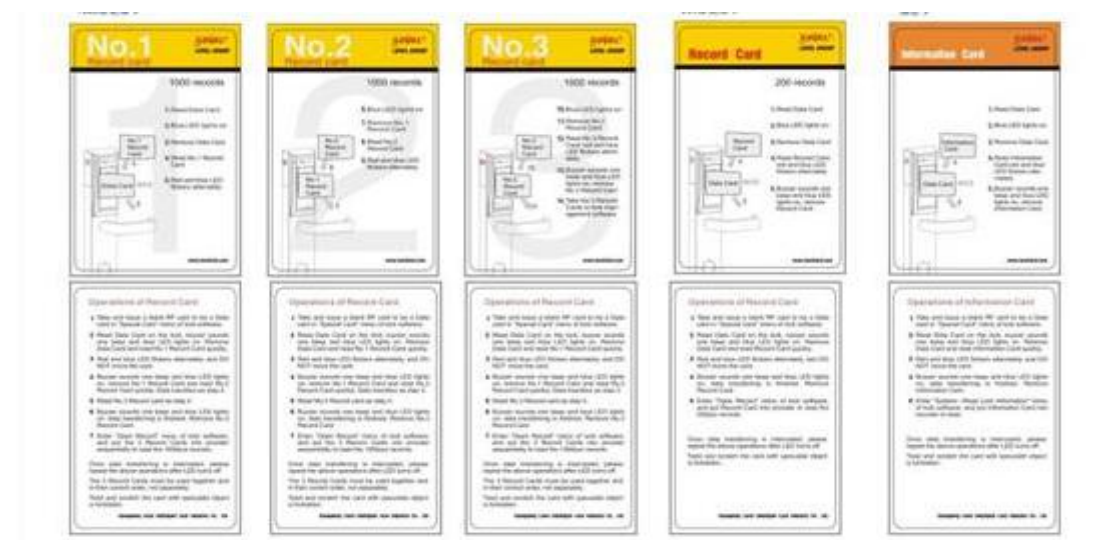


Figure 1-1 Data Receiving Card(special information card kit)

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.

Form 1.1 Software and Function

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

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

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 to enter.

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 → “setting” → “Control panel” → “Windows Firewall”, select [Advanced] , as figure 2.2.1.

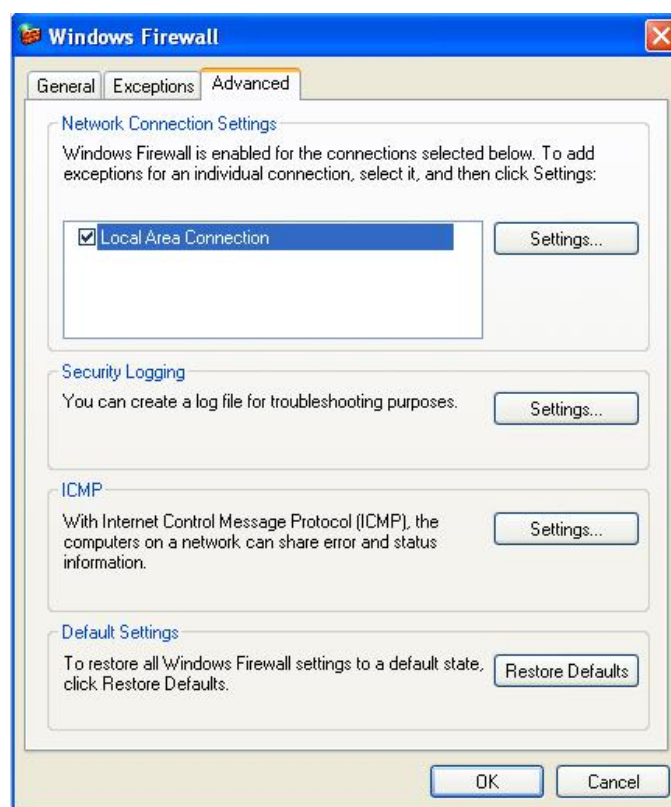
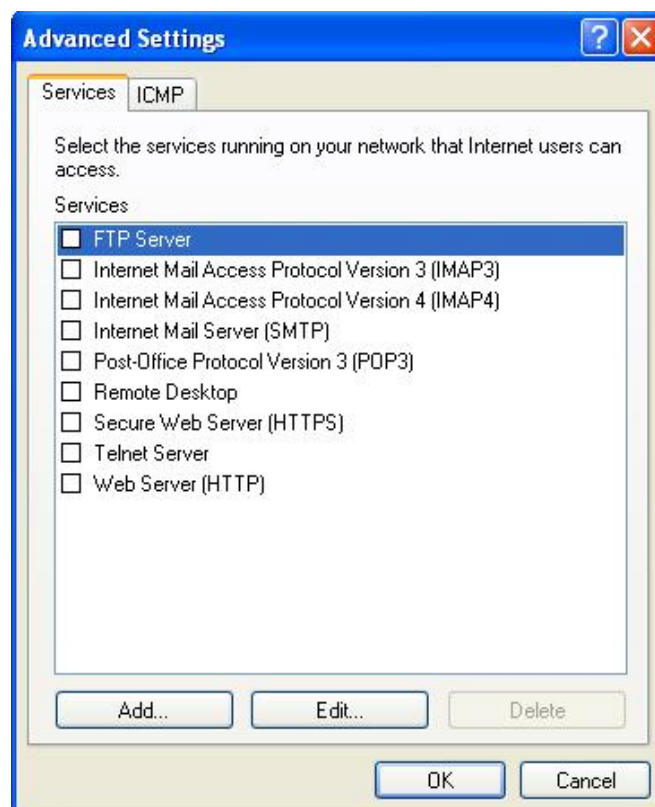


Figure 2.2.1

2. Click into “Settings” of [Local Area Connect]

**Figure 2.2.2**

3. Click [Add]

**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.



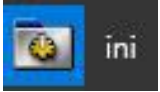
Notice: Delete service first before uninstall database.

Figure 2.2.4

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 → “program” → “Hotel lock management standard software” → “INI”, or open the installation folder, double click , a 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.

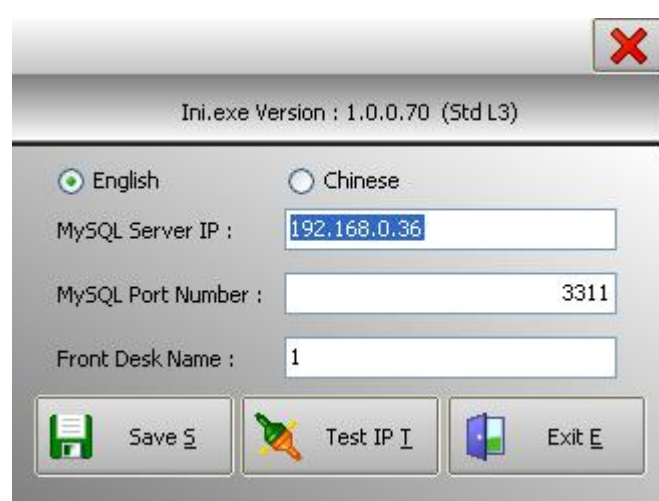



Figure 2.2.5



3. Double click  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”.

| Parameter | Value |
|-------------------------------------|-------|
| Card type | MF1 |
| Working Sector | 11 |
| Guest Card Extension Sector 1 | - |
| Guest Card Extension Sector 2 | - |
| Public Sector | - |
| Public Extension Sector 1 | - |
| Public Extension Sector 2 | - |
| Public door Sector | - |
| Elevator extension Sector 1 | - |
| Elevator extension Sector 2 | - |
| Elevator extension Sector 3 | - |
| Elevator extension Sector 4 | - |
| Elevator extension Sector 5 | - |
| Elevator extension Sector 6 | - |
| 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. [] - [] - [] - []

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:

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

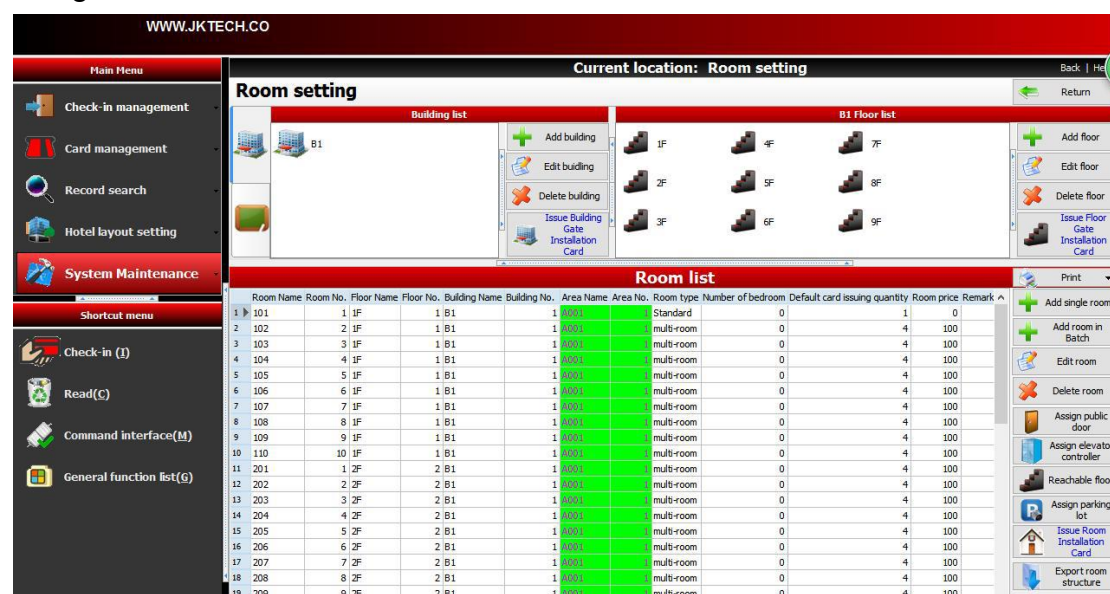


Figure 4.1.1 Room setting

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

Add buildings ✕

Building No.

Building Name

Parameter of building gate installation card

☒ Double-lock Prompt
☒ Password status
☒ Sound prompt status of reading access cards

Parameter of building gate installation card

☒ Mechanical double lock ☐ electronic double lock
☐ Space stute of open record division
☐ Time setting of Gates
☐ Update lock replacement time and blacklist info
Sound length of latch alarm
☐ Alarm sounds till batteries run out.
Time of motor turn

Save

Exit

Figure 4.1.2

Add floors ✕

Building No.

Building Name

Floor No.

Floor Name

Parameter of floor gate installation card

☒ Double-lock Prompt
☒ Password status

Parameter of floor gate installation card

☒ Sound prompt status of reading access cards
☒ Mechanical double lock ☐ electronic double lock
☐ Space stute of open record division
☐ Time setting of Gates
☐ Update lock replacement time and blacklist info
Sound length of latch alarm
☐ Alarm sounds till batteries run out.
Time of motor turn

Save

Exit

Figure 4.1.3

Figure 4.1.4

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

1. 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.

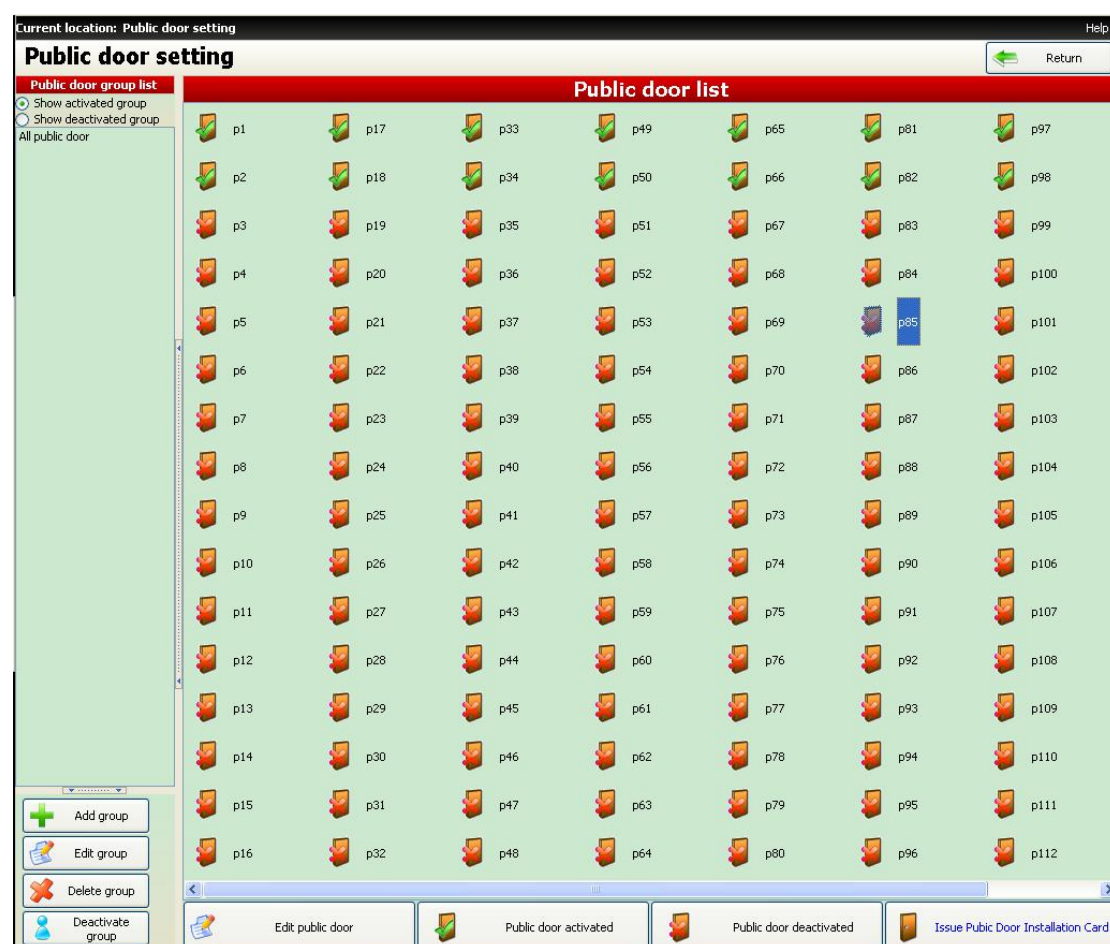


Figure 4.2.1

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  to disable public door.



Figure 4.2.2

2) Edit public door:

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

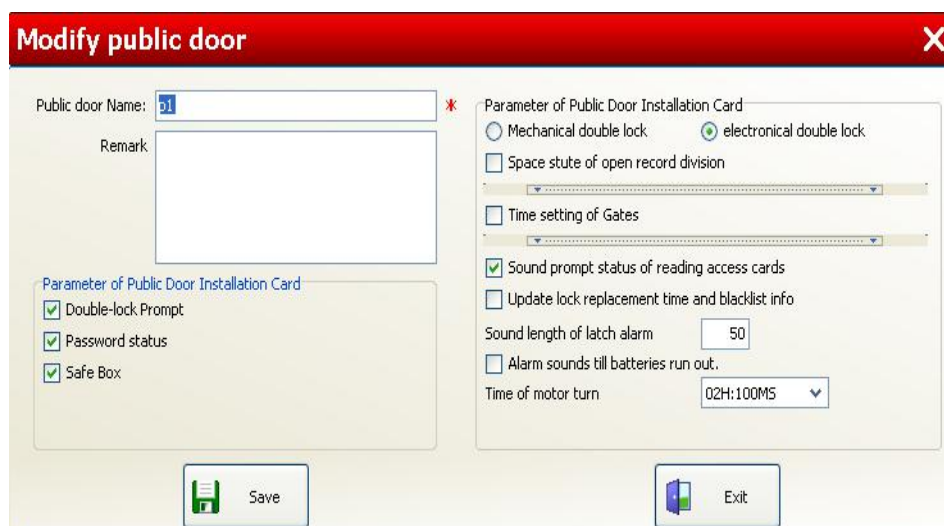



Figure 4.2.3

3) Issue public door installation card:



Select one public door, click  to issue 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.

1) 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.



Figure 4.2.4

- 2) 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.

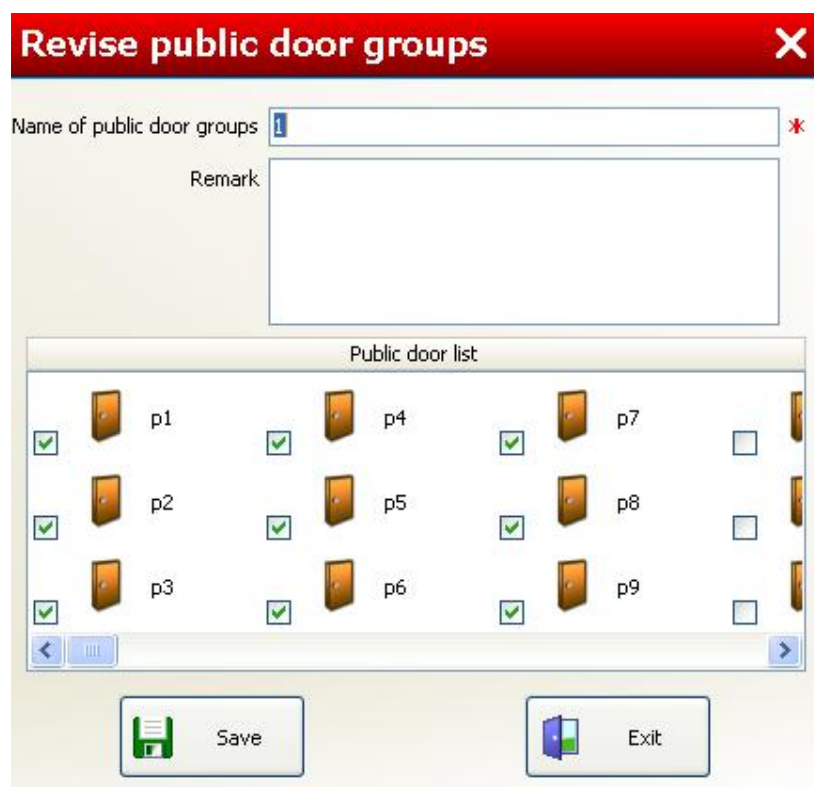


Figure 4.2.5

- 3) 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.

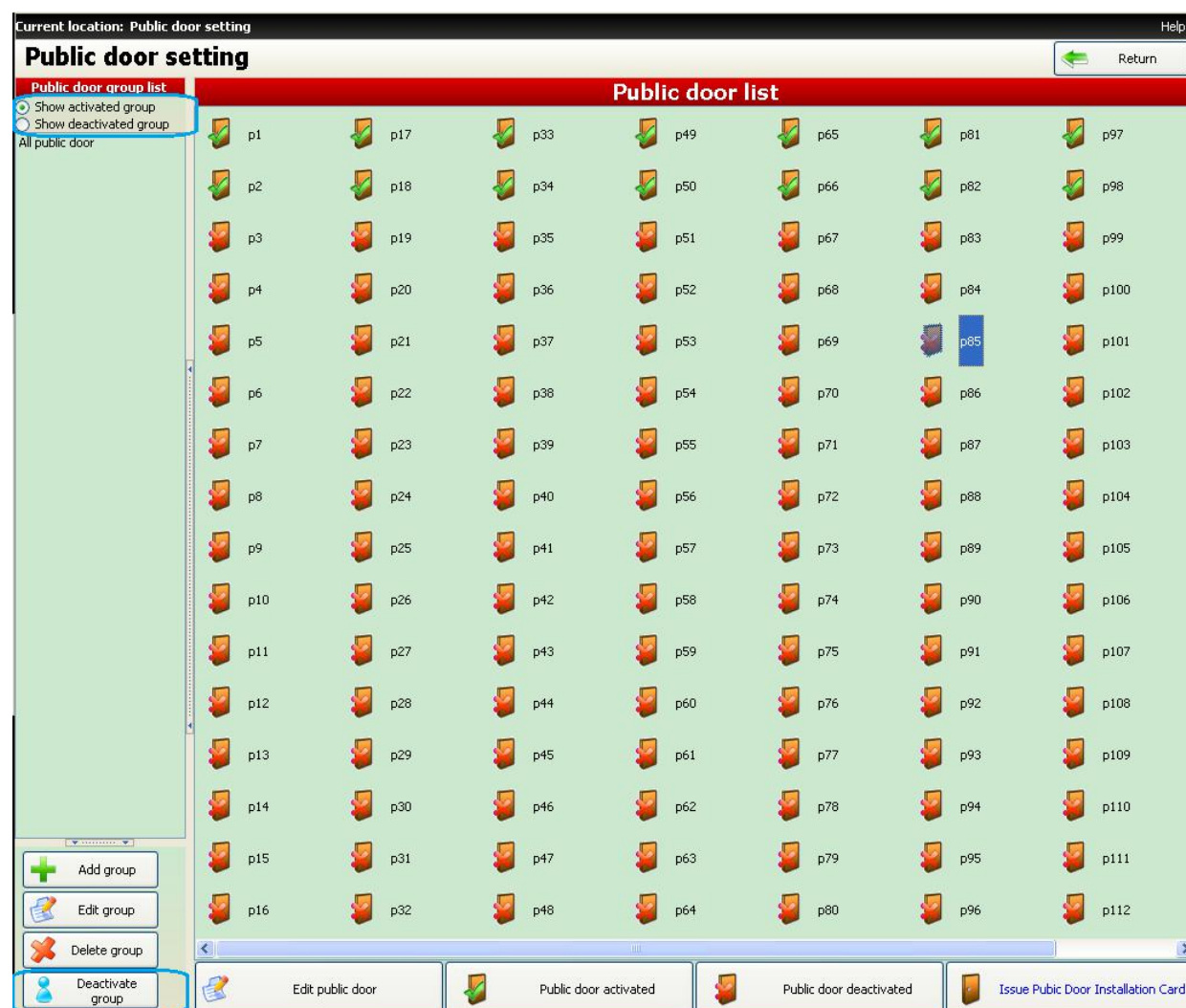


Figure 4.2.6

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] → [Room type setting]

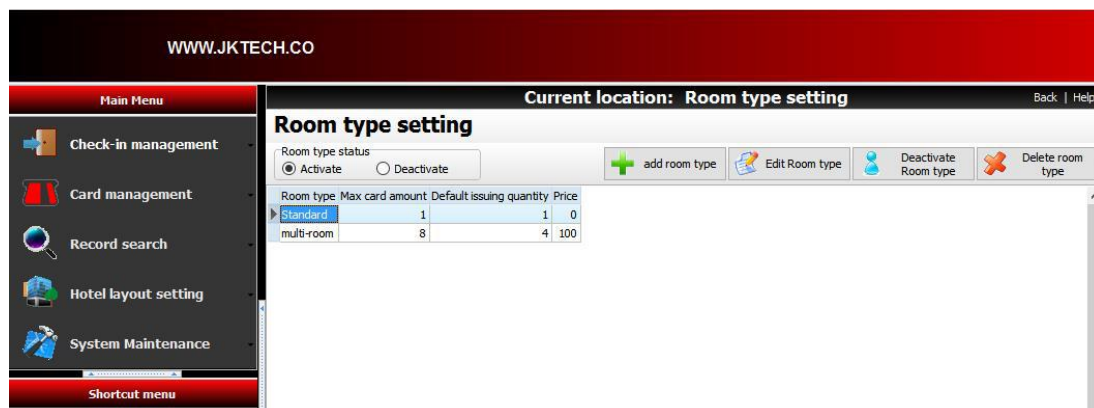


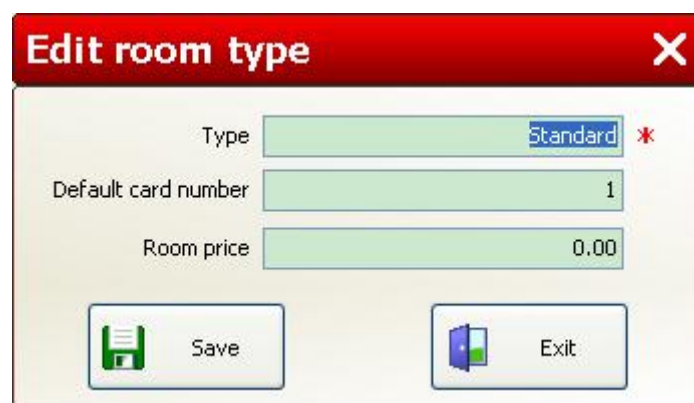
Figure 4.3.1

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

The 'Add room type' dialog box has a red title bar with a close button. It contains three input fields: 'Type' (empty), 'Default card number' (4), and 'Room price' (100.00). At the bottom are 'Save' and 'Exit' buttons.

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.



The screenshot shows a software window titled "Edit room type" with a red header bar. Inside the window, there are three input fields: "Type" (containing "Standard" with a red asterisk to its right), "Default card number" (containing "1"), and "Room price" (containing "0.00"). At the bottom of the window, there are two buttons: "Save" with a floppy disk icon and "Exit" with a door icon.

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] → [Room setting], double click one room and it will show room parameter setting

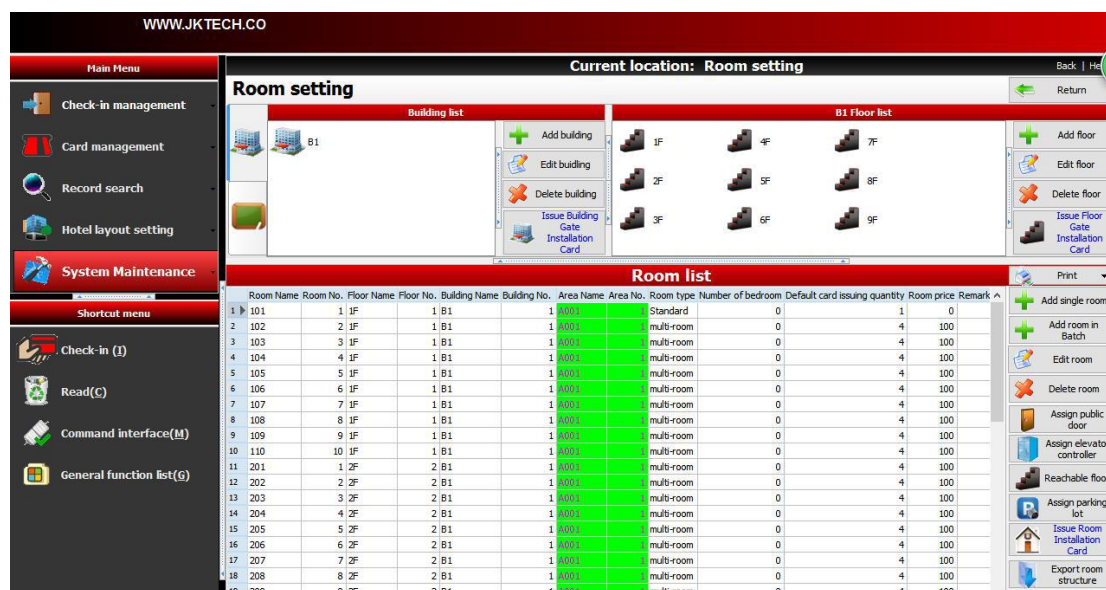


Figure 4.4.1

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.

Add rooms

Room Name: 011 * Room No.: 11 *
 Floor Name: 3F Floor No.: 3
 Building Name: B1 Building No.: 1
 Area Name: 1001 * Area No.: 1

Format of room name:
 Prefix: Surfix format: 000

Room type: Standard *
 Quantity of bedroom: 0
 Default card number: 1
 Room price: 0.00
 Remark:

Room Installation Card Parameter

☒ Double-lock Prompt
☒ Safe Box
☒ Password status
☒ Sound prompt status of reading access cards

☒ Mechanical double lock ☐ electronic double lock
☐ Space stute of open record division

☐ 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

Save Exit

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.

☒ Space stute of open record division

| | | |
|---|----------------------------------|----------|
| quantity of open record by card | <input type="text" value="250"/> | (0-1000) |
| failure quantity of open record by card | <input type="text" value="250"/> | (0-1000) |
| Quantity of open record by invalid card | <input type="text" value="250"/> | (0-1000) |
| Quantity of open record by other access way | <input type="text" value="250"/> | (0-1000) |

Figure 4.4.3

| | | |
|-------------------------------------|--------------------------------|---|
| Elevator extension Sector 1 | <input type="text" value="2"/> | ▼ |
| Elevator extension Sector 2 | <input type="text" value="3"/> | ▼ |
| Elevator extension Sector 3 | <input type="text" value="4"/> | ▼ |
| Elevator extension Sector 4 | <input type="text" value="5"/> | ▼ |
| Elevator extension Sector 5 | <input type="text" value="6"/> | ▼ |
| Elevator extension Sector 6 | <input type="text" value="7"/> | ▼ |
| Parking lot reader extension sector | <input type="text" value="8"/> | ▼ |

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] → [System parameter], show as below figure 4.5.1

System parameter setting

Hotel name: level hotel

System language: English

Clear: ☐ Auto clear ☒ Clear after enquire

☒ Auto read and write ☐ Show Safe box

IP address of PMS server: 192.168.0.1 *

Port of PMS server: 2887

Default compensation time: 30

Default staying days: 1

Default Check-out Time: 12:00

Default Room status after check-out: Empty clear room

☐ Start time of new day: 06:00

Auto backup data: ☒ No ☐ Yes

Auto backup days: 3

Auto backup path: ...

Use breakfast ticket function: ☒ No ☐ Yes

☐ Set use time ☐ usable even expired

End time for breakfast: 09:30

Buttons: Set Max issuing quantity, Set card type, Show registration code, Save, Exit

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
6. [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

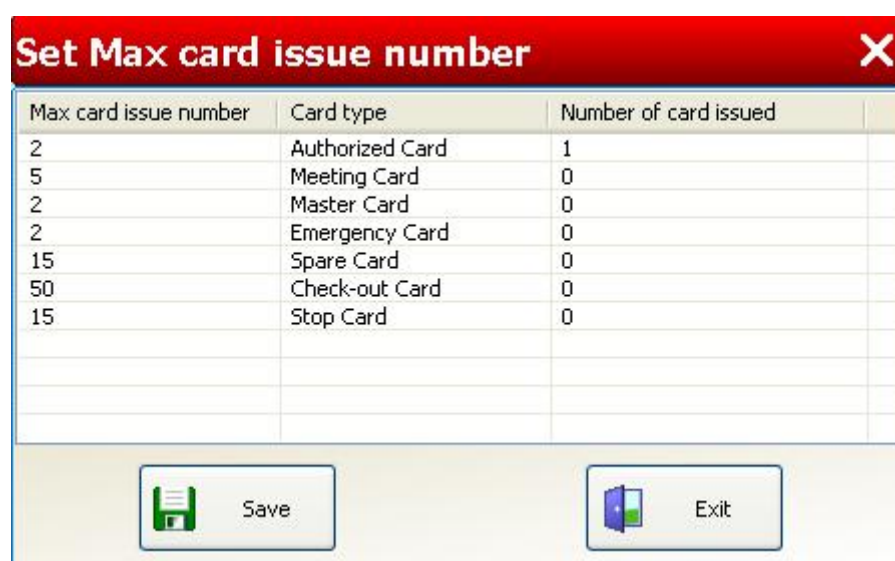
9. [Default check-out time]: setting default check-out time

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 |
| | | |
| | | |
| | | |

Save Exit

Figure 4.5.2

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



Parameter setting of door lock and card

Card type: MF1

| | | | |
|-------------------------------|----|-------------------------------------|---|
| Working Sector | 11 | Elevator extension Sector 1 | - |
| Guest Card Extension Sector 1 | - | Elevator extension Sector 2 | - |
| Guest Card Extension Sector 2 | - | Elevator extension Sector 3 | - |
| Public Sector | - | Elevator extension Sector 4 | - |
| Public Extension Sector 1 | - | Elevator extension Sector 5 | - |
| Public Extension Sector 2 | - | Elevator extension Sector 6 | - |
| Public door Sector | - | Parking lot reader extension sector | - |

Save Exit

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] → [Department setting]

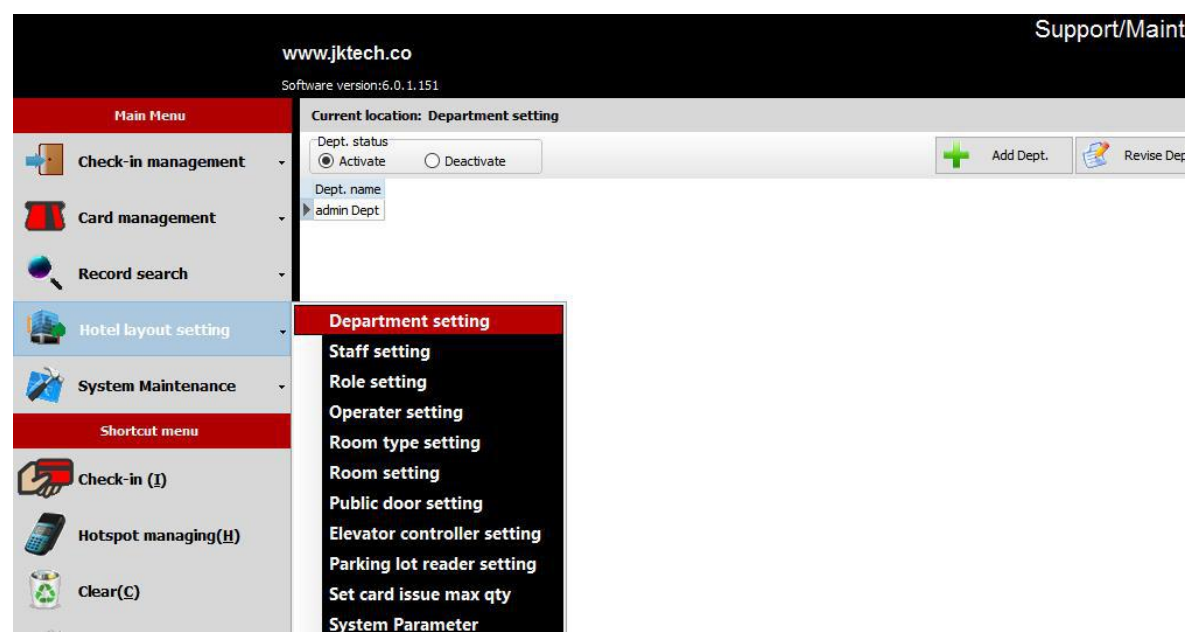


Figure 4.6.1

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



Figure 4.6.2

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] → [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

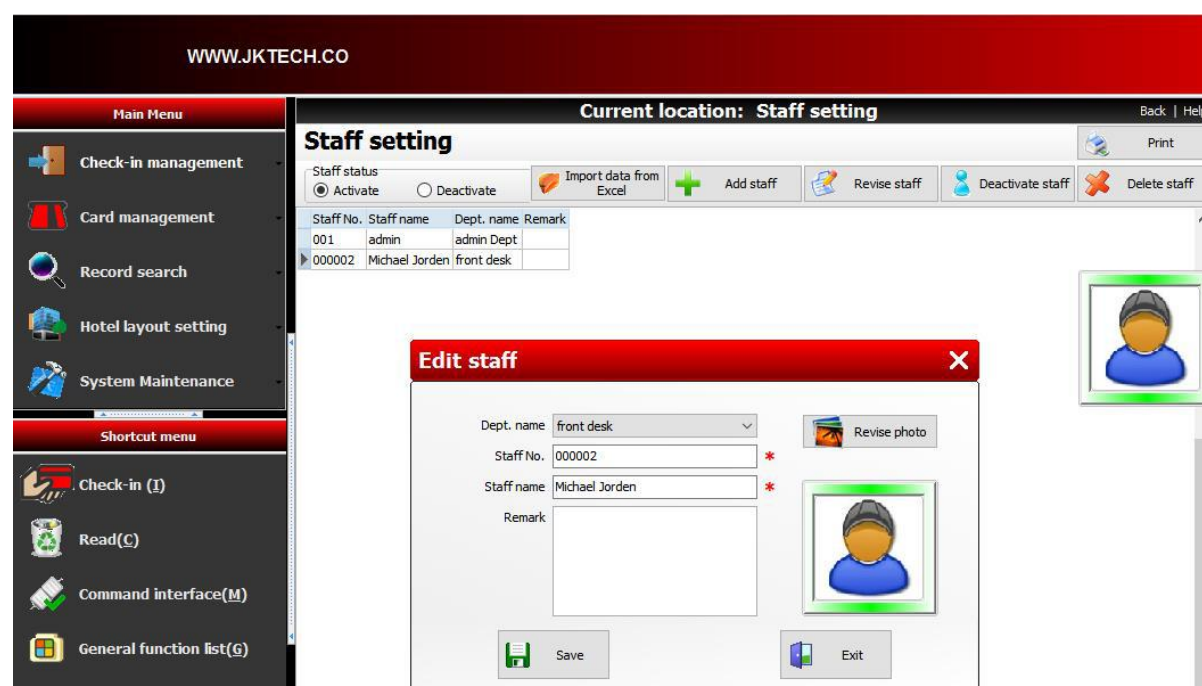


Figure 4.7.1

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

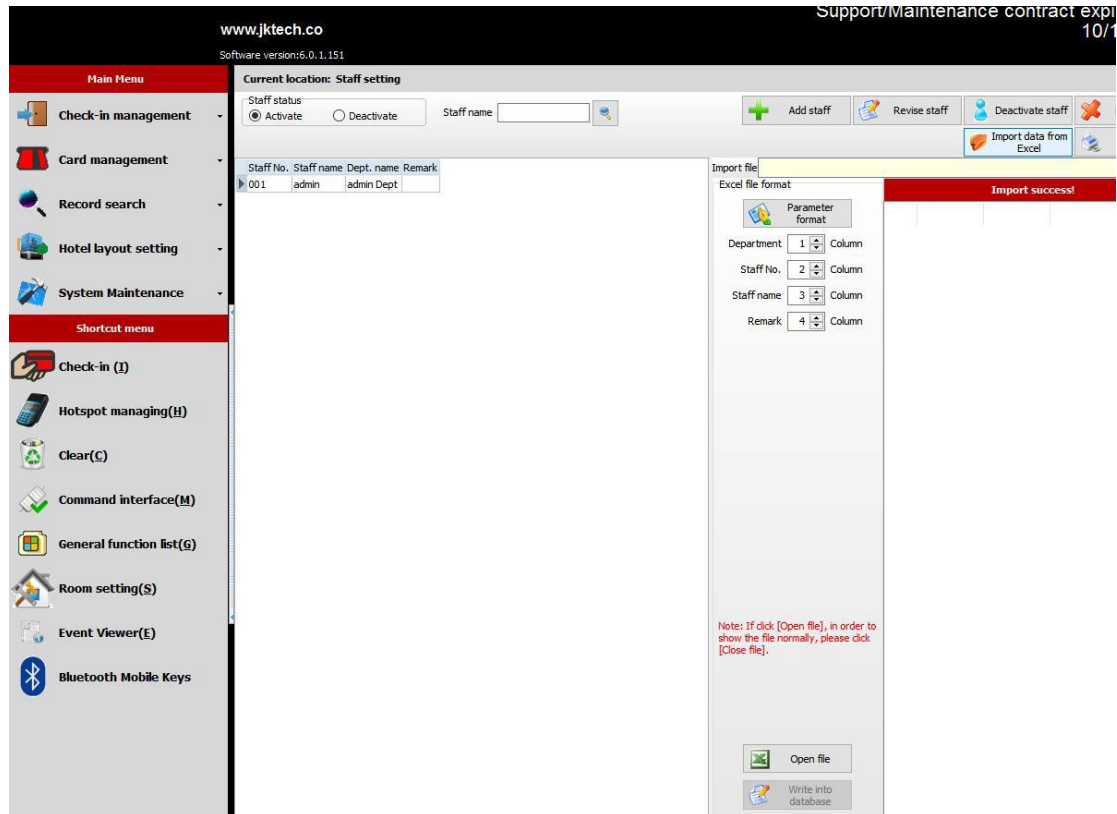


Figure 4.7.2

- 1) Click [Import data from Excel] to show loading page, click one more time to hide page.
- 2) 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] → [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.

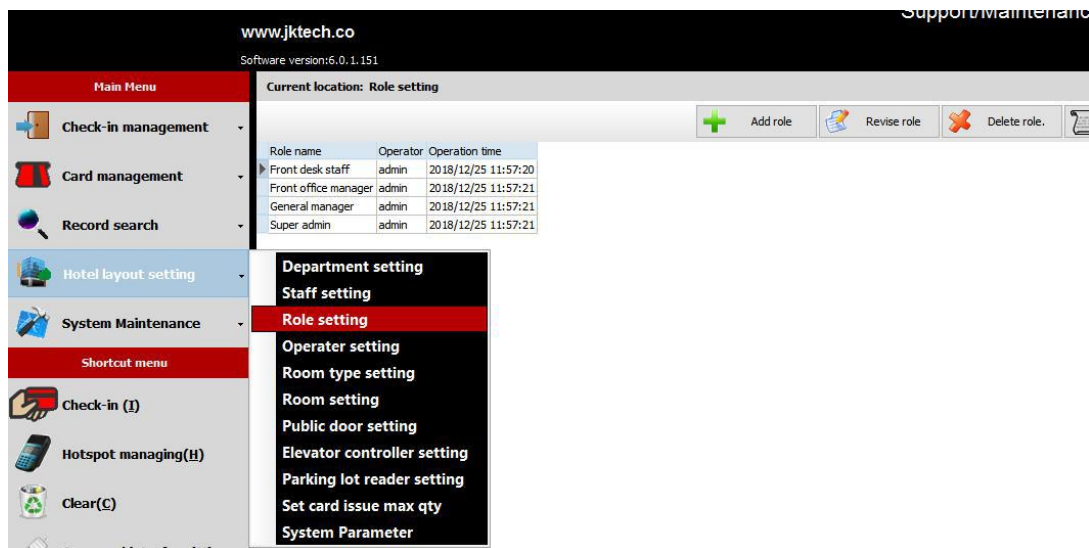


Figure 4.8.1

2. [Operator setting]: [Hotel layout setting] → [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.

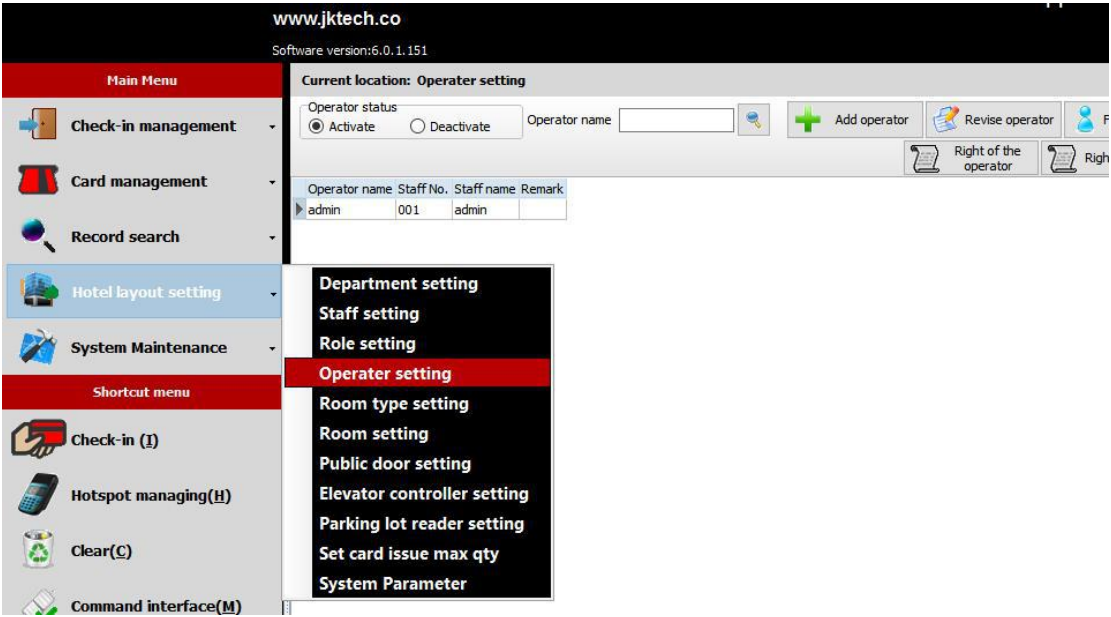


Figure 4.8.2

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].

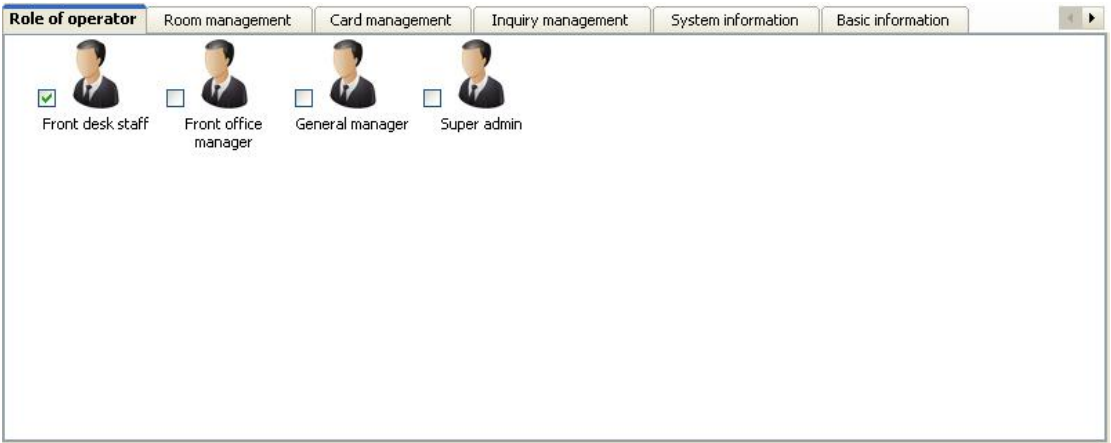


Figure 4.7.3

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] → [Elevator controller setting]

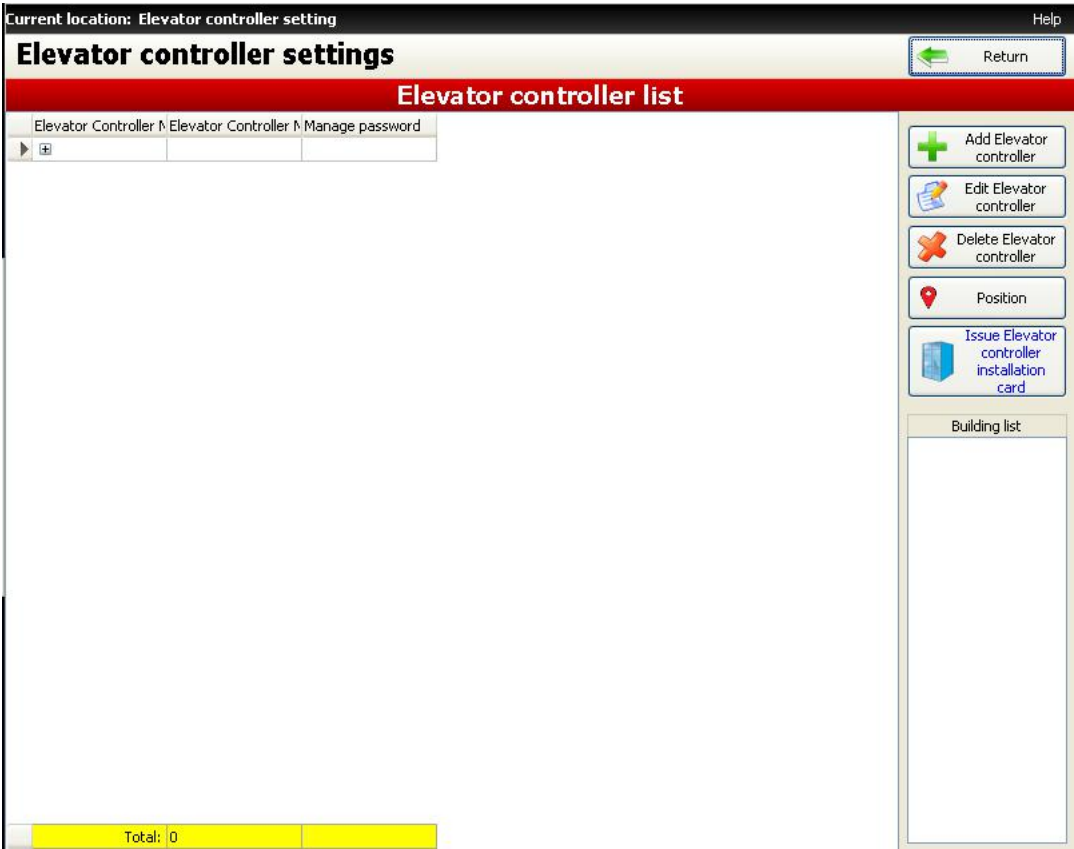


Figure 4.9.1

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

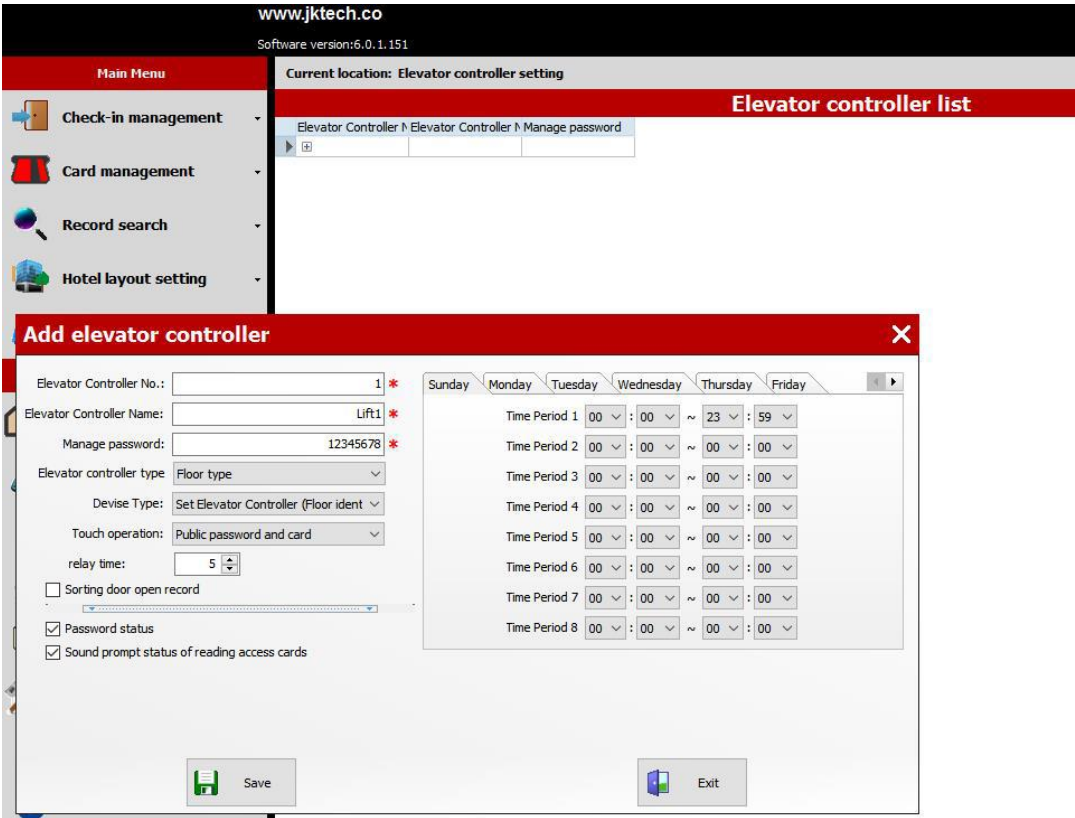


Figure 4.9.2

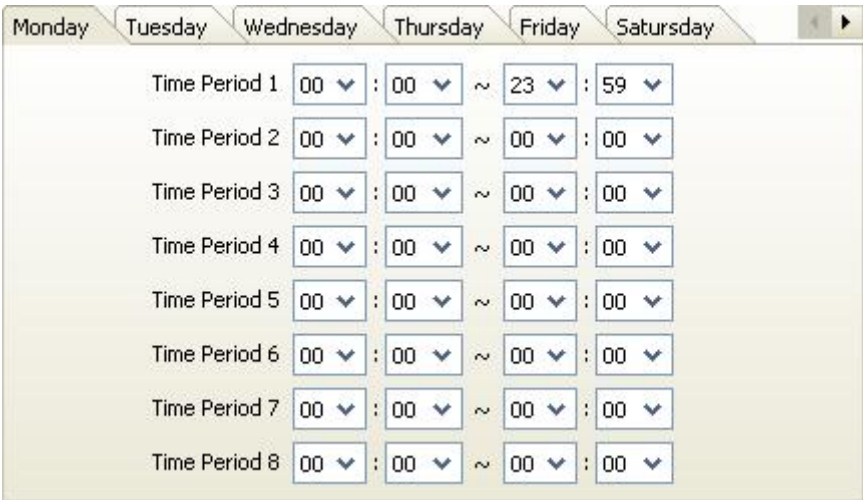


Figure 4.9.3

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

Revise elevator controller

Elevator Controller No.: *

Elevator Controller Name: *

Manage password: 12345678 *

Elevator controller type: Floor type

Devise Type: Set Elevator Controller (Floor identi)

Touch operation: Public password and card

relay time: 5

☐ Space stute of open record division

☒ Password status

☒ Sound prompt status of reading access cards

Monday Tuesday Wednesday Thursday Friday Saturday

| Time Period | HH | MM | ~ | HH | MM |
|---------------|----|----|---|----|----|
| Time Period 1 | 00 | 00 | ~ | 23 | 59 |
| Time Period 2 | 00 | 00 | ~ | 00 | 00 |
| Time Period 3 | 00 | 00 | ~ | 00 | 00 |
| Time Period 4 | 00 | 00 | ~ | 00 | 00 |
| Time Period 5 | 00 | 00 | ~ | 00 | 00 |
| Time Period 6 | 00 | 00 | ~ | 00 | 00 |
| Time Period 7 | 00 | 00 | ~ | 00 | 00 |
| Time Period 8 | 00 | 00 | ~ | 00 | 00 |

Save Exit

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 [✓] 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] → [Parking lot reader setting].
See below 4.10.1

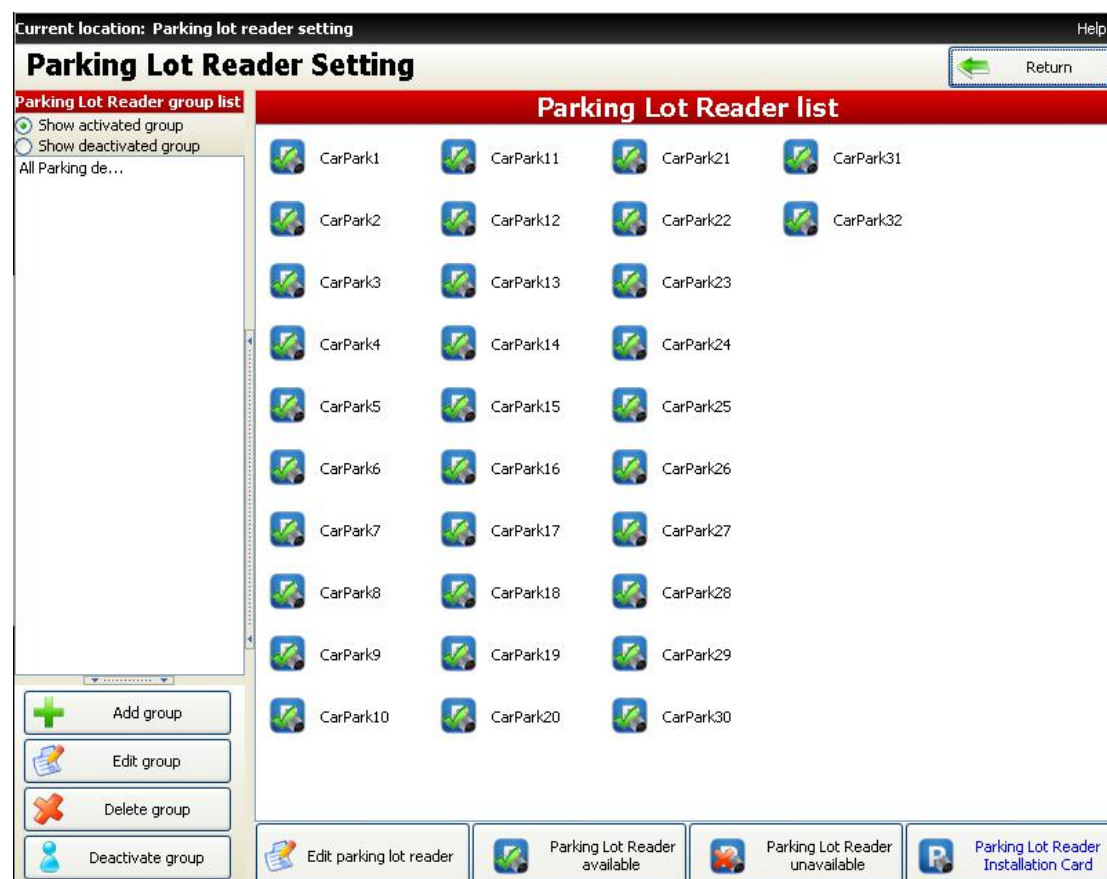


Figure 4.10.1

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



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



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.

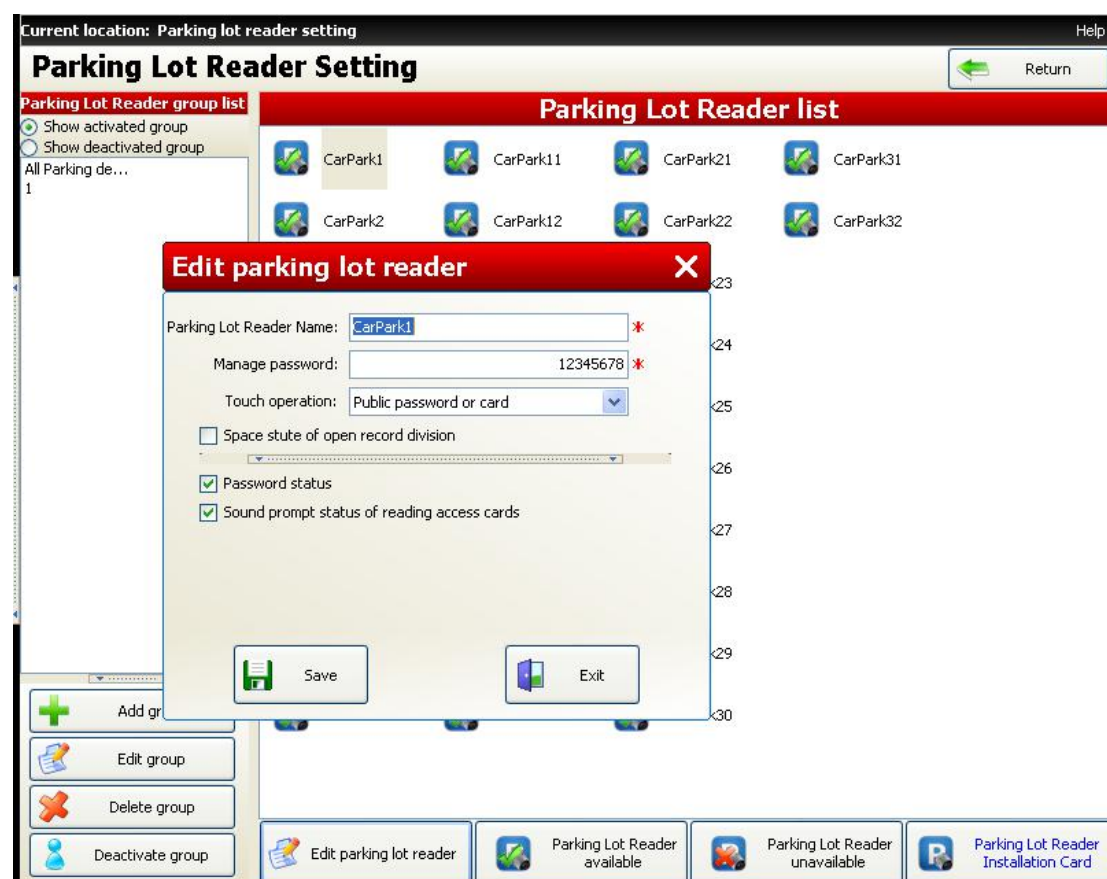


Figure 4.10.4

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] → [Authorized card], place valid card on encoder, and click [Issue authorized card]. See Figure 5.1.1

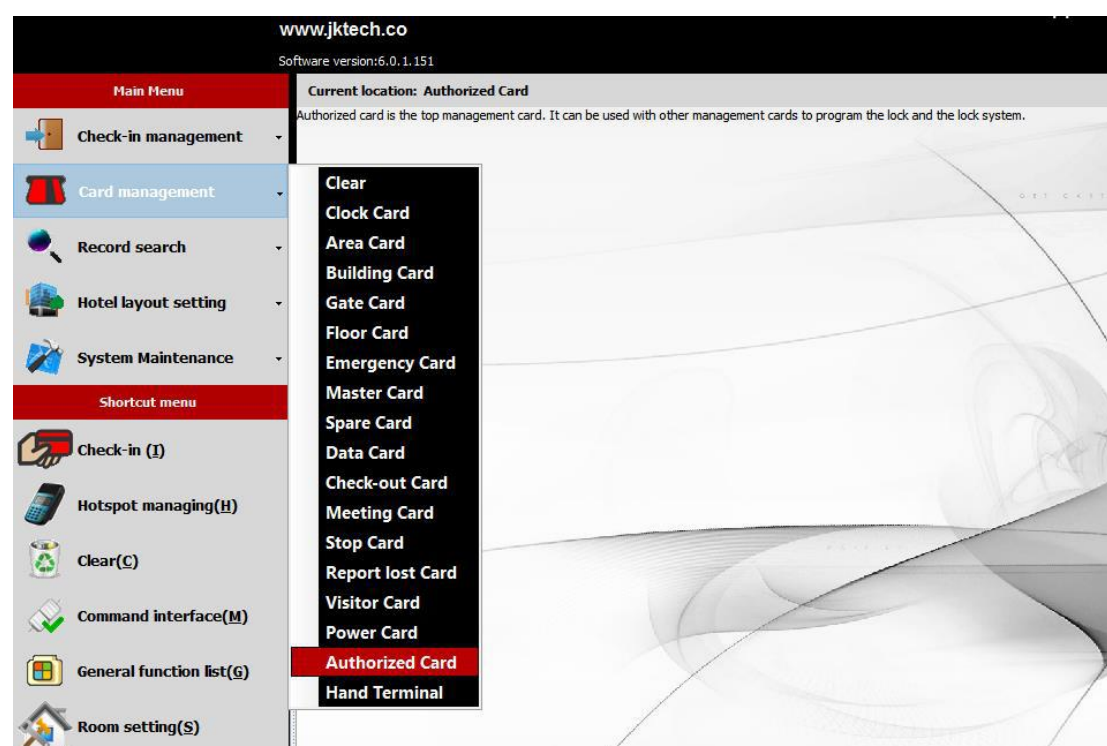


Figure 5.1.1

5.1.2 Issue clock card

Click left side tool bar [Card Management] → [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.

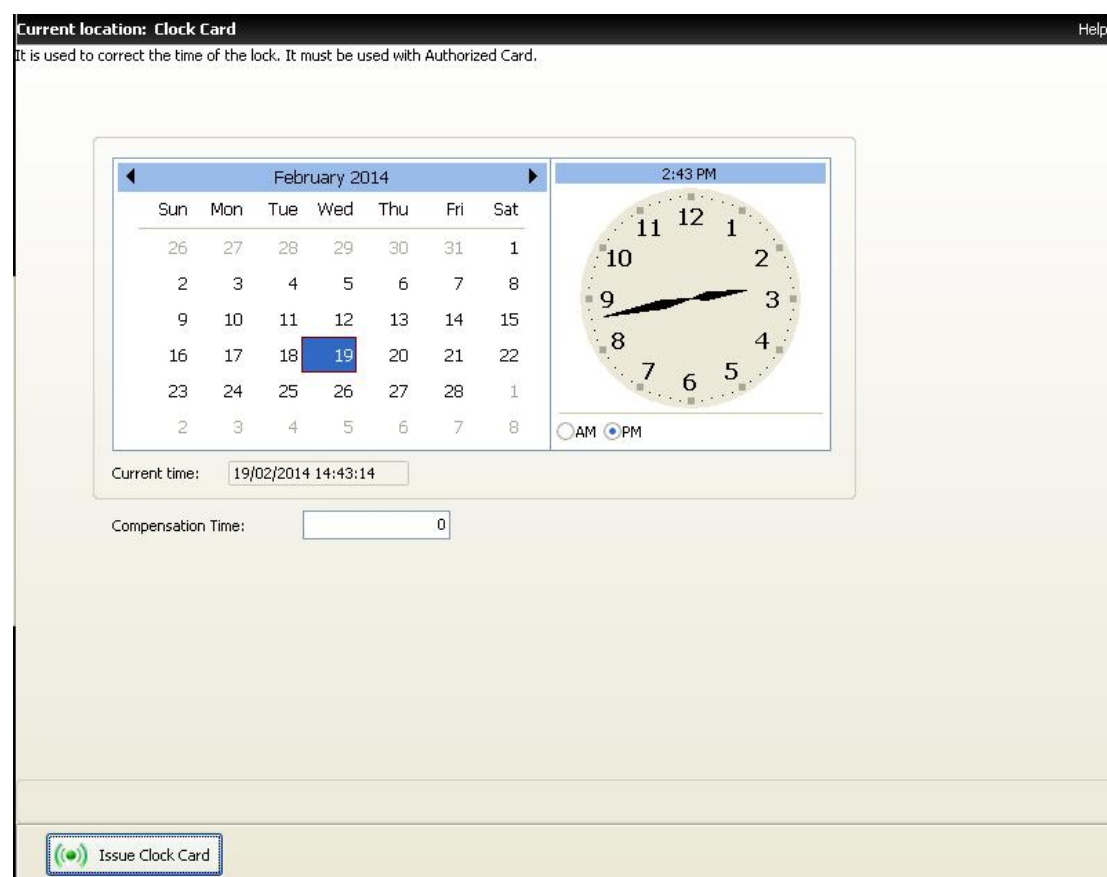


Figure 5.1.2

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.

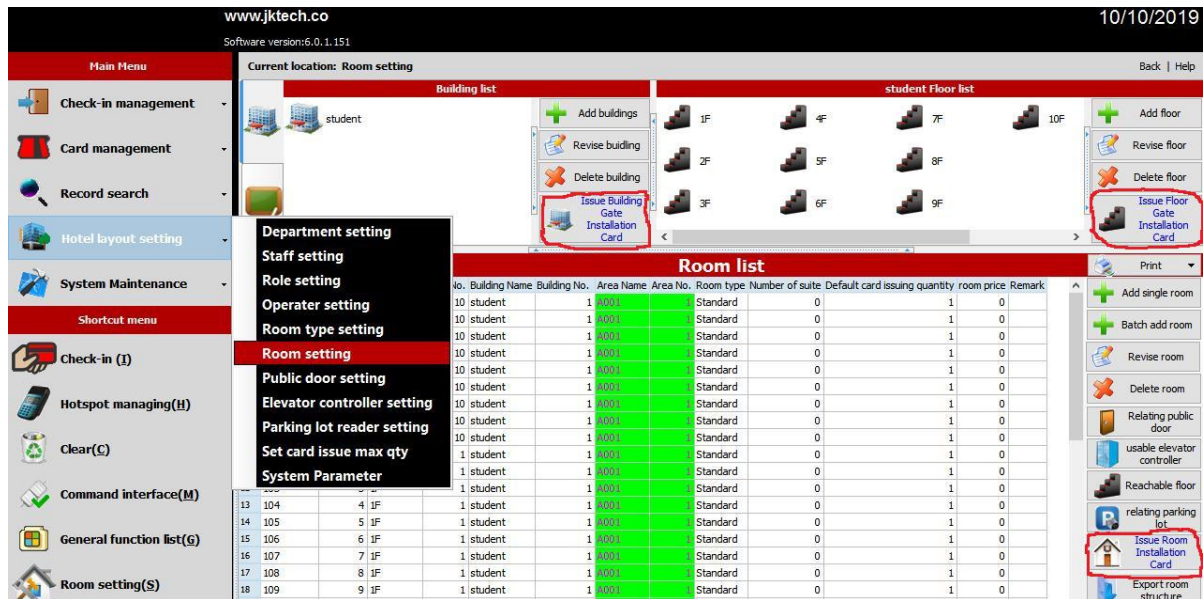


Figure 5.1.3

1. Click left side tool bar [Hotel layout setting] → [Room setting], see Figure 5.1.3
2. 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.
3. 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.
2. 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

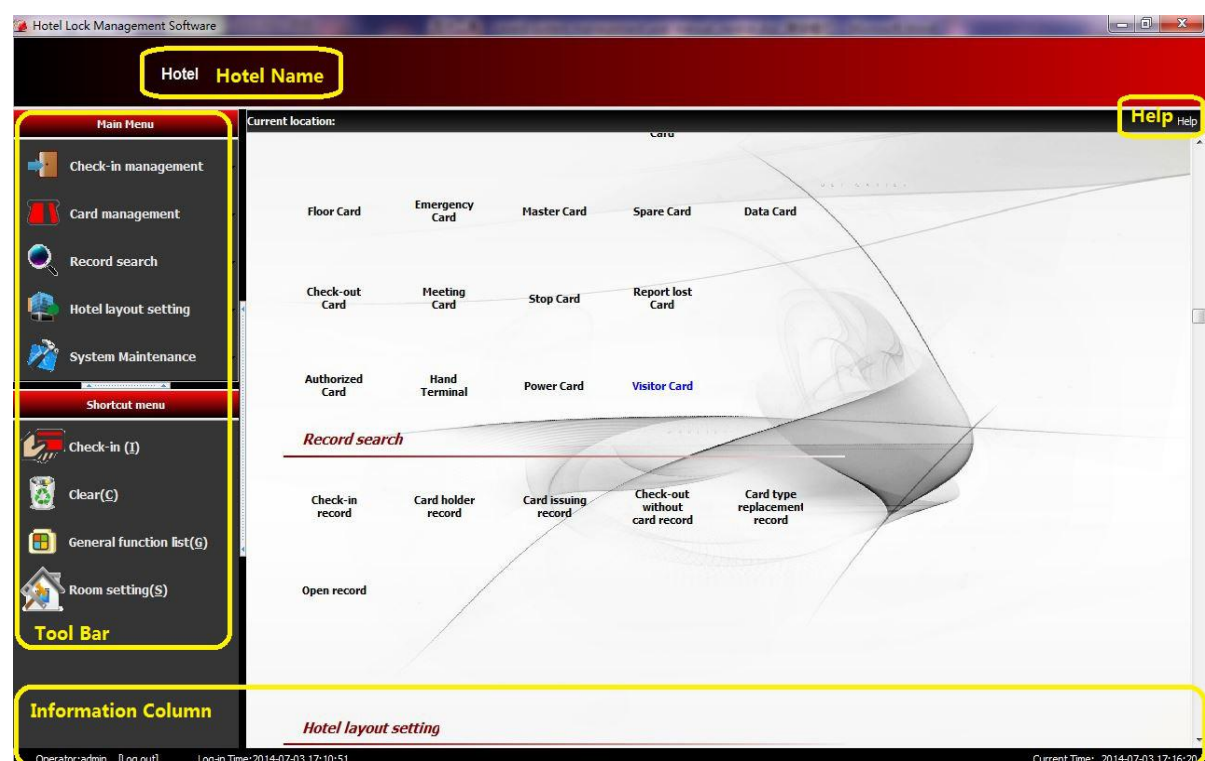


Figure 6.1.1

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



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] → [Check-in], as Figure 6.2.1

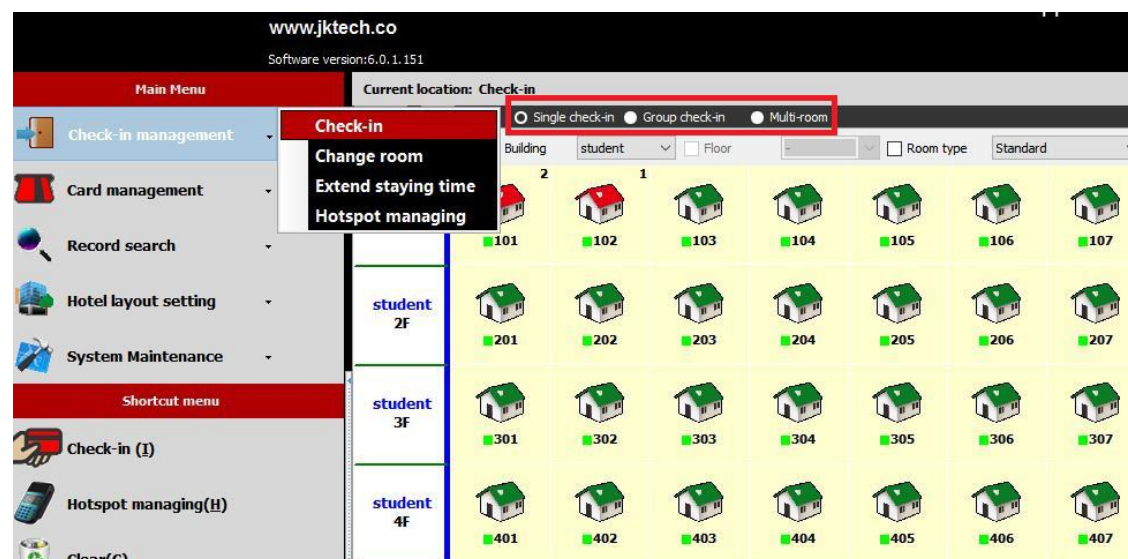


Figure 6.2.1

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.

Staying info [X]

☒ Check-in new ☐ Duplicate card

Guest name: 20140529140608
 Identification:
 Identification No.:

Check-in Time: 05-29-2014 14:06:08
 Departure Time: 05-30-2014 12:00:00

☐ Open double lock
☐ Air-conditioner
☐ Write-back function of guest room
☐ Write-back function of public door
☐ Available date within 1 week

☒ Sunday ☒ Thursday
☒ Monday ☒ Friday
☒ Tuesday ☒ Saturday
☒ Wednesday

| Room Name | Number of bedroom | Card number |
|-----------|-------------------|-------------|
| 101 | 0 | 1 |

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 [Issue Guest card]. See Figure 6.2.1.1-2

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.

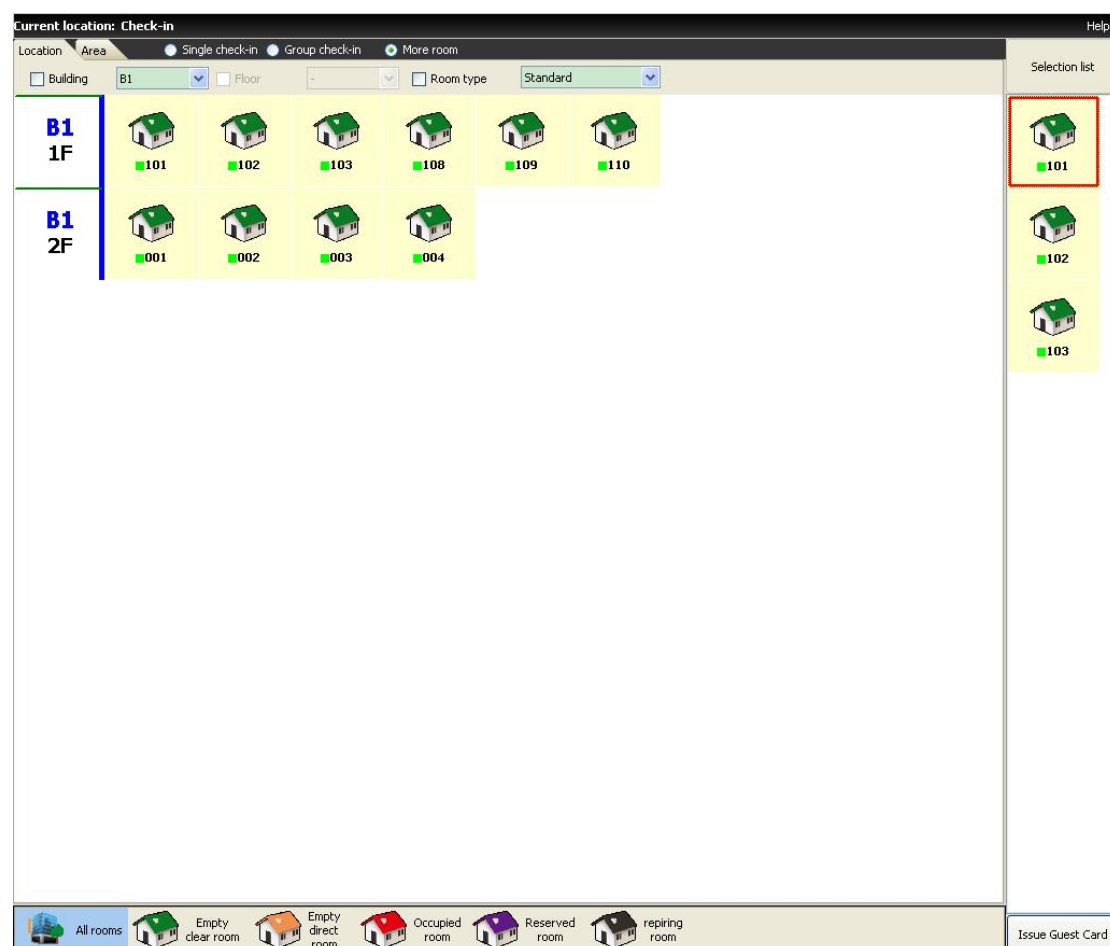


Figure 6.2.1.3

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

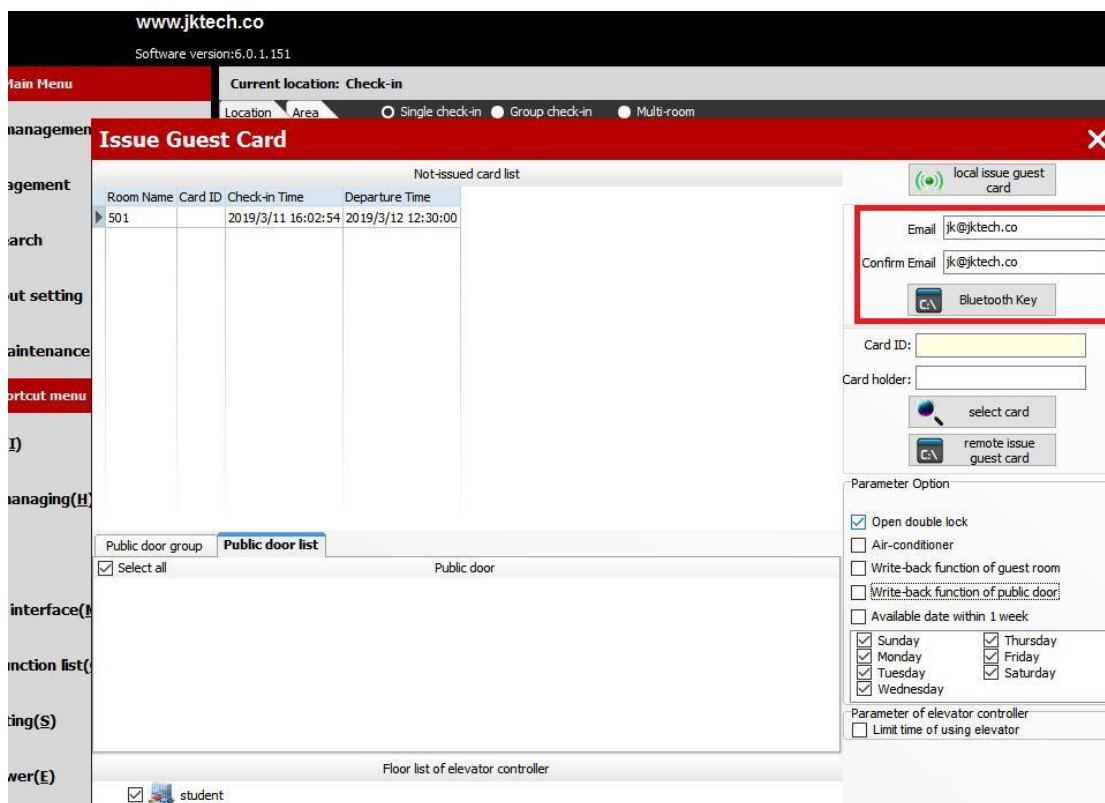


Figure 6.2.1.4

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

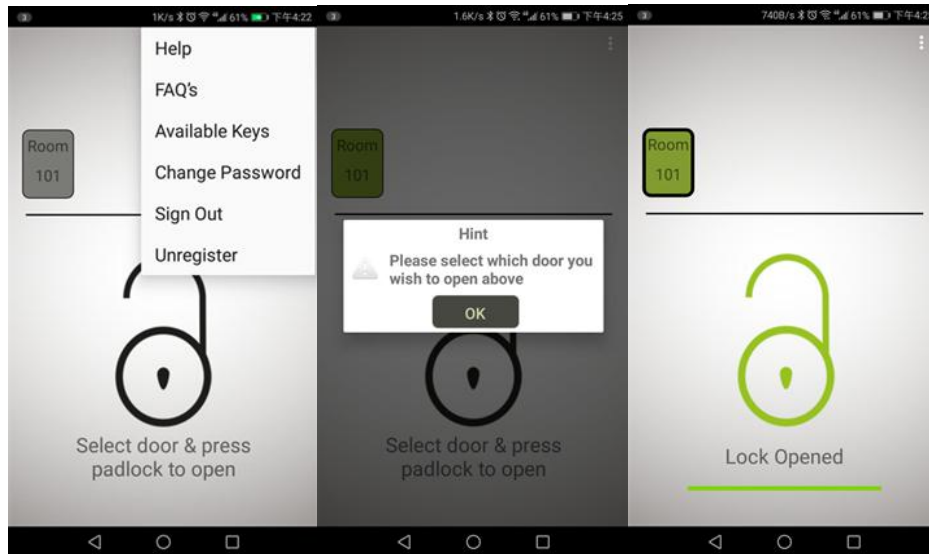


Figure 6.2.1.4-1

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

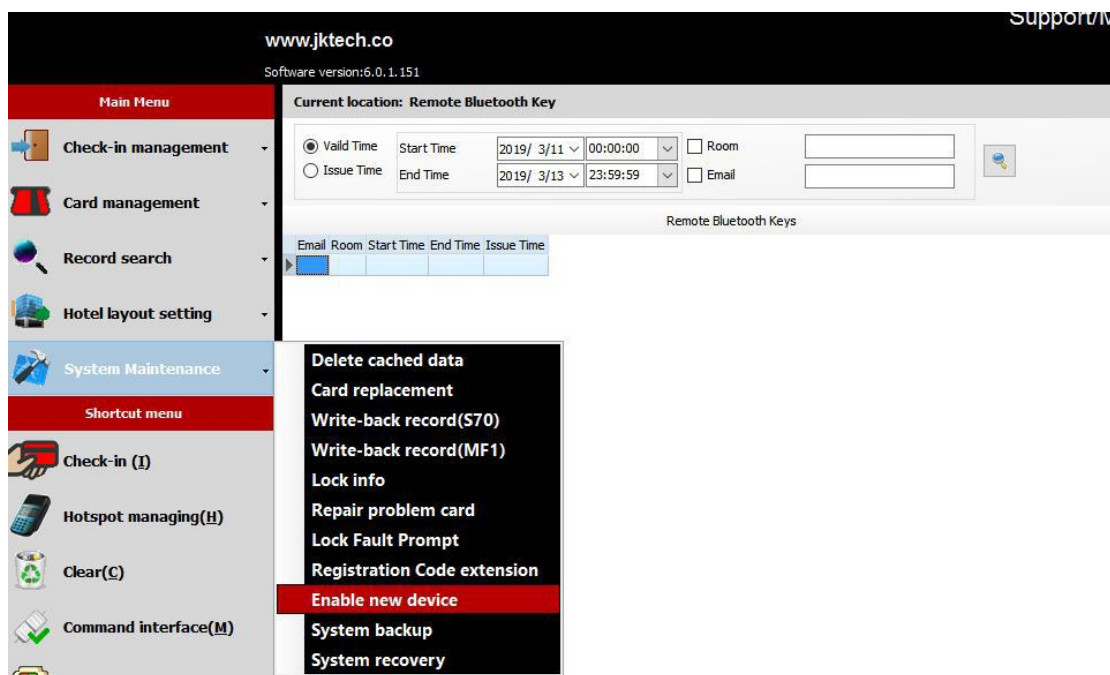


Figure 6.2.1.4-2

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] → [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.

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.

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] → [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.

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] → [Clock card], fill in “Compensation time”, and click [Issue clock card]. See Figure 6.3.1.1

(“Compensation time” refers to Section5.1.2)


Current location: Clock Card Help

It is used to correct the time of the lock. It must be used with Authorized Card.

February 2014

| | | | | | | |
|-----|-----|-----|-----|-----|-----|-----|
| 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 |

2:43 PM



☐ AM ☒ PM

Current time: 19/02/2014 14:43:14

Compensation Time:


 Issue Clock Card

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]

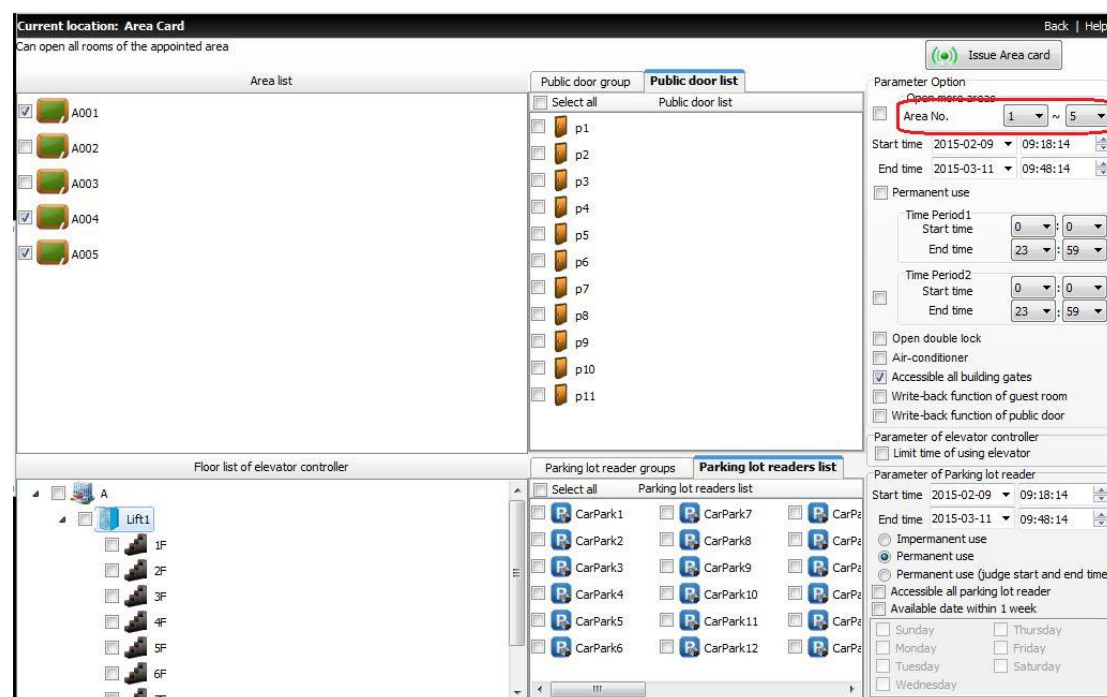


Figure 6.3.1.2

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

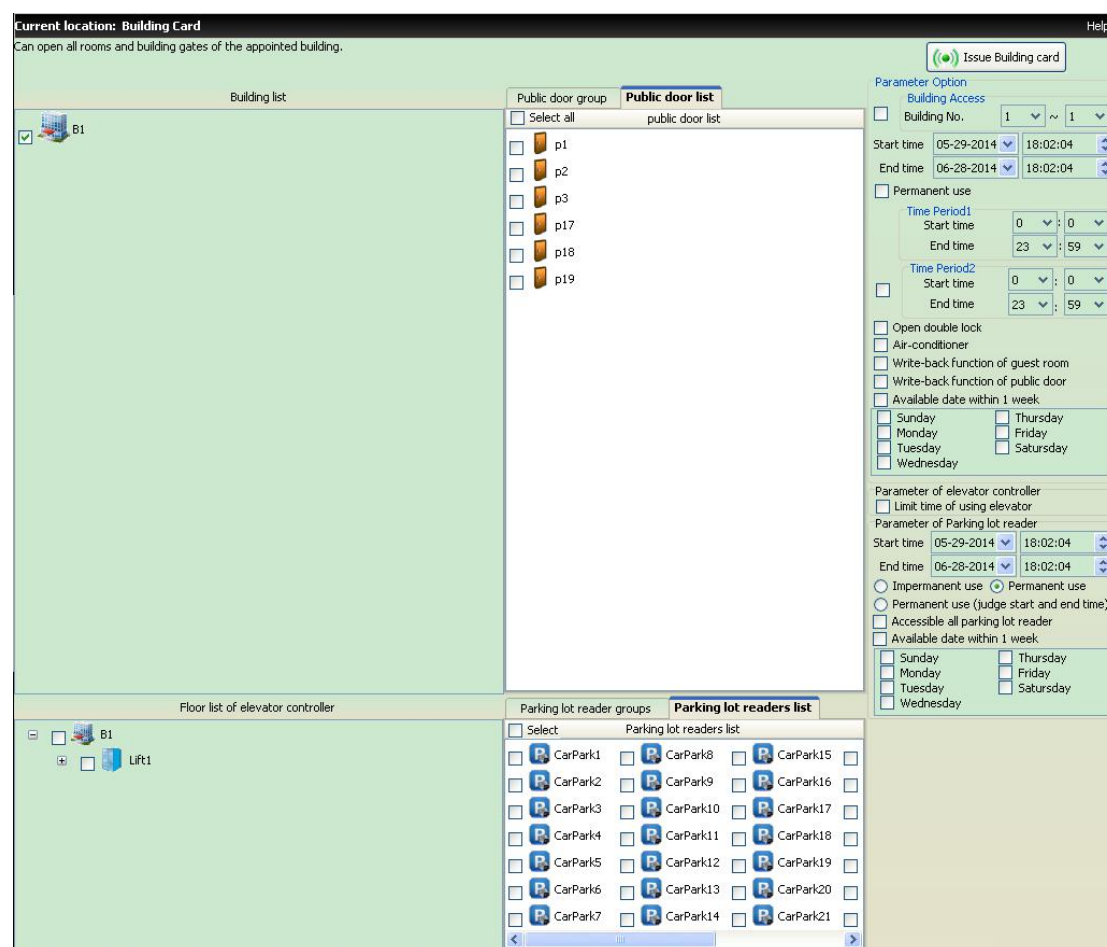


Figure 6.3.1.3

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

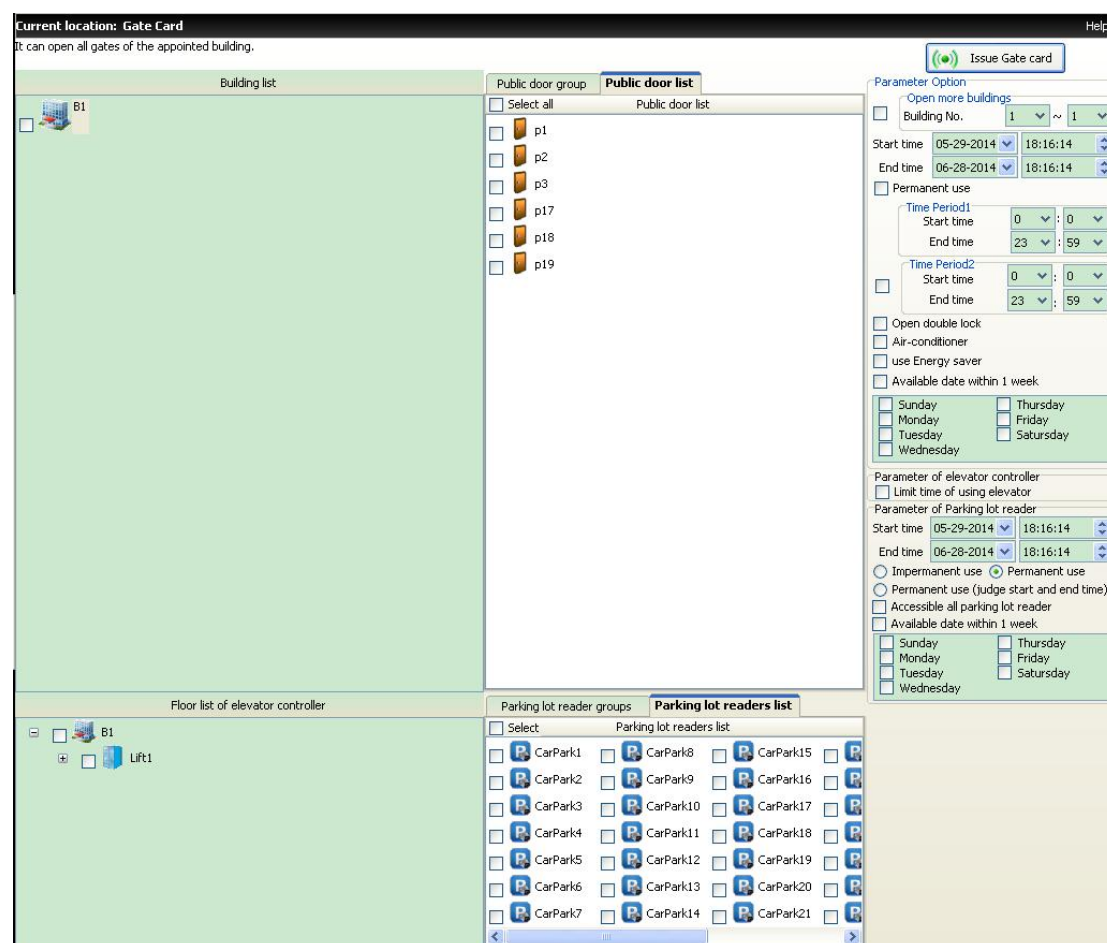


Figure 6.3.1.4

5. **Floor Card**: Open all rooms and floor gates in certain floor. Operation steps are similar to issue area card.

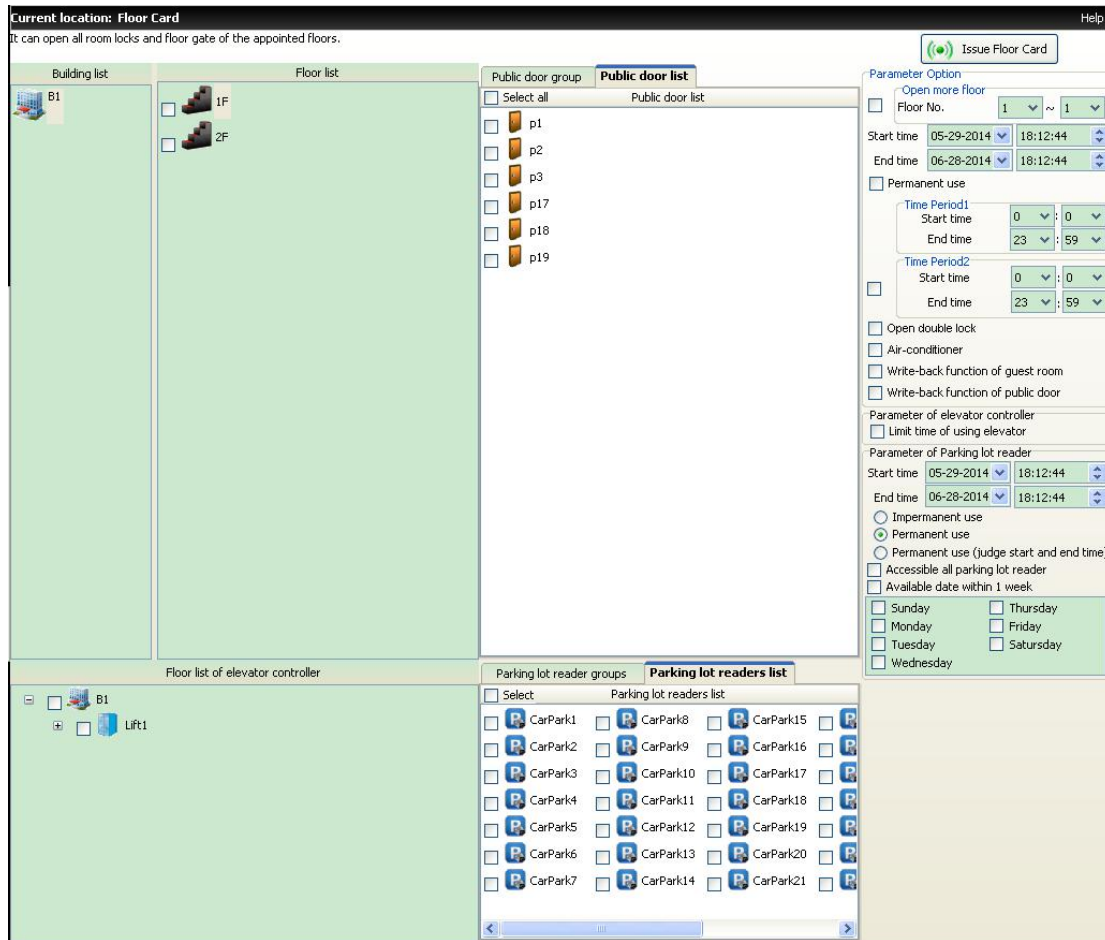


Figure 6.3.1.5

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. Modifying some parameter can also make the lock give out alarm.

Public door group **Public door list**

☐ Select all

Public door list

- ☐ p1
- ☐ p2
- ☐ p3
- ☐ p17
- ☐ p18
- ☐ p19

Parking lot reader groups **Parking lot readers list**

☐ Select

Parking lot readers list

- ☐ CarPark1
- ☐ CarPark2
- ☐ CarPark3
- ☐ CarPark4
- ☐ CarPark5
- ☐ CarPark6
- ☐ CarPark7
- ☐ CarPark8
- ☐ CarPark9
- ☐ CarPark10
- ☐ CarPark11
- ☐ CarPark12
- ☐ CarPark13
- ☐ CarPark14
- ☐ CarPark15
- ☐ CarPark16
- ☐ CarPark17
- ☐ CarPark18
- ☐ CarPark19
- ☐ CarPark20
- ☐ CarPark21
- ☐ CarPark22
- ☐ CarPark23
- ☐ CarPark24
- ☐ CarPark25
- ☐ CarPark26
- ☐ CarPark27
- ☐ CarPark28
- ☐ CarPark29
- ☐ CarPark30
- ☐ CarPark31
- ☐ CarPark32

Parameter Option

Start time 05-29-2014 18:35:10

End time 06-28-2014 18:35:10

☐ Permanent use

☒ Open double lock

☒ Air-conditioner

☒ Accessible public door

☒ Accessible all parking lot reader

☒ Stop latch alarm

Sound length of the unlocking alarm 0 s

Issue Emergency Card

Parameter of Parking lot reader

Start time 05-29-2014 18:35:10

End time 06-28-2014 18:35:10

☐ Impermanent use ☒ Permanent use

☐ Permanent use (judge start and end time)

☐ Accessible all parking lot reader

☐ Available date within 1 week

☐ Sunday ☐ Thursday
☐ Monday ☐ Friday
☐ Tuesday ☐ Saturday
☐ Wednesday

Figure 6.3.1.6

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

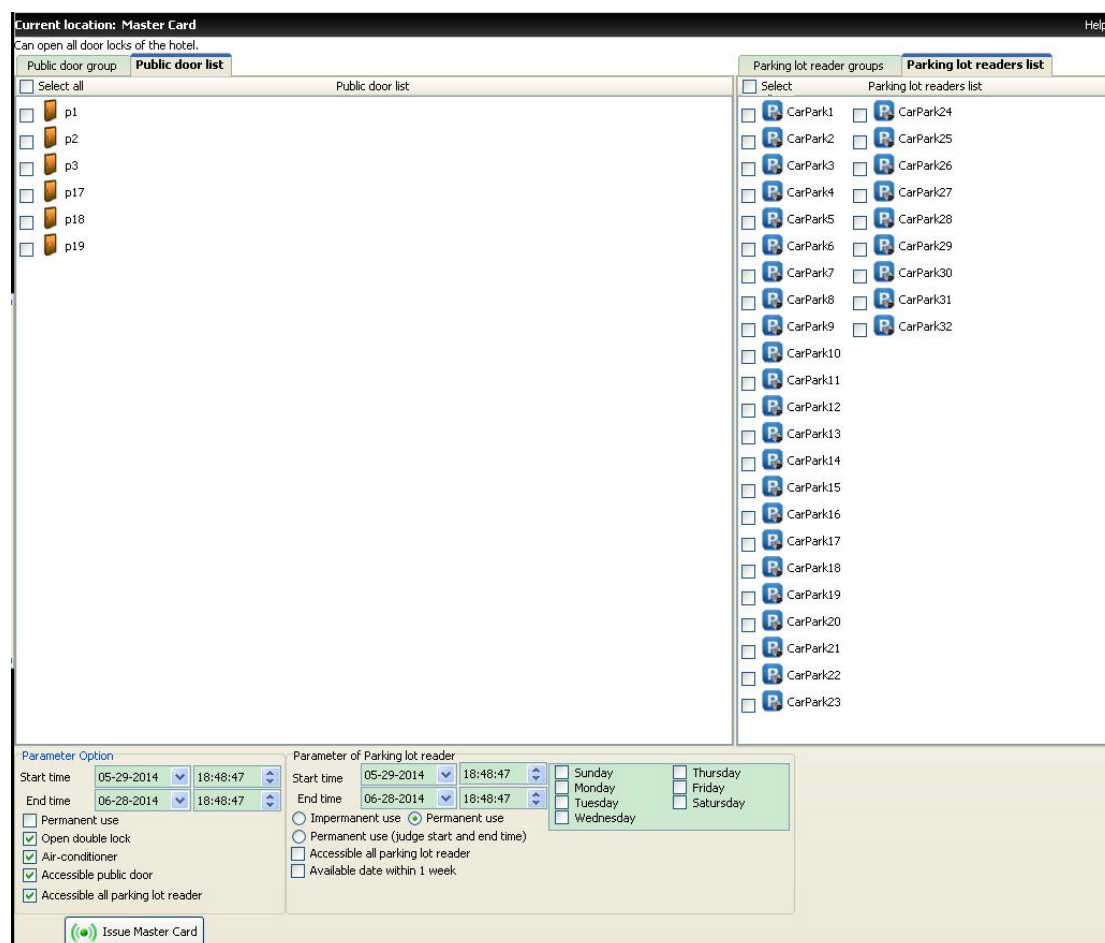


Figure 6.3.1.7

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.

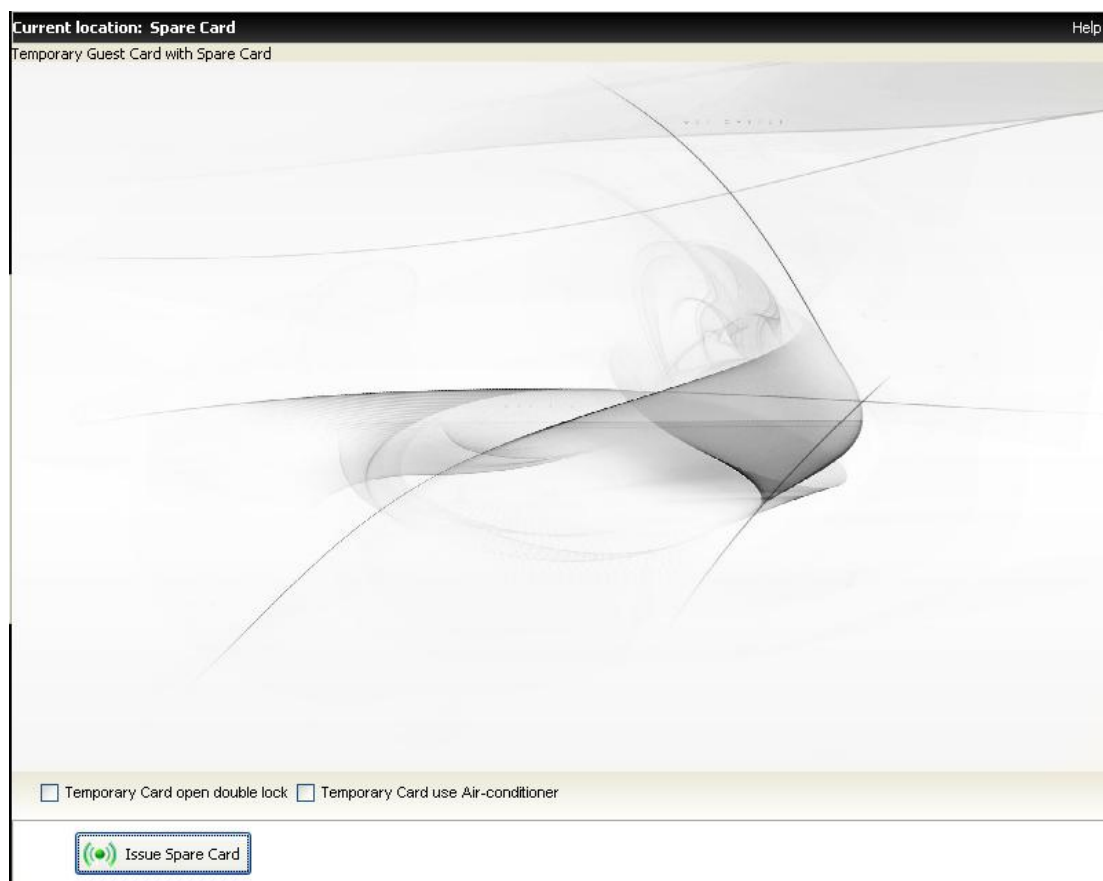


Figure 6.3.1.8

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 Data Receiving Card to see detail operations.

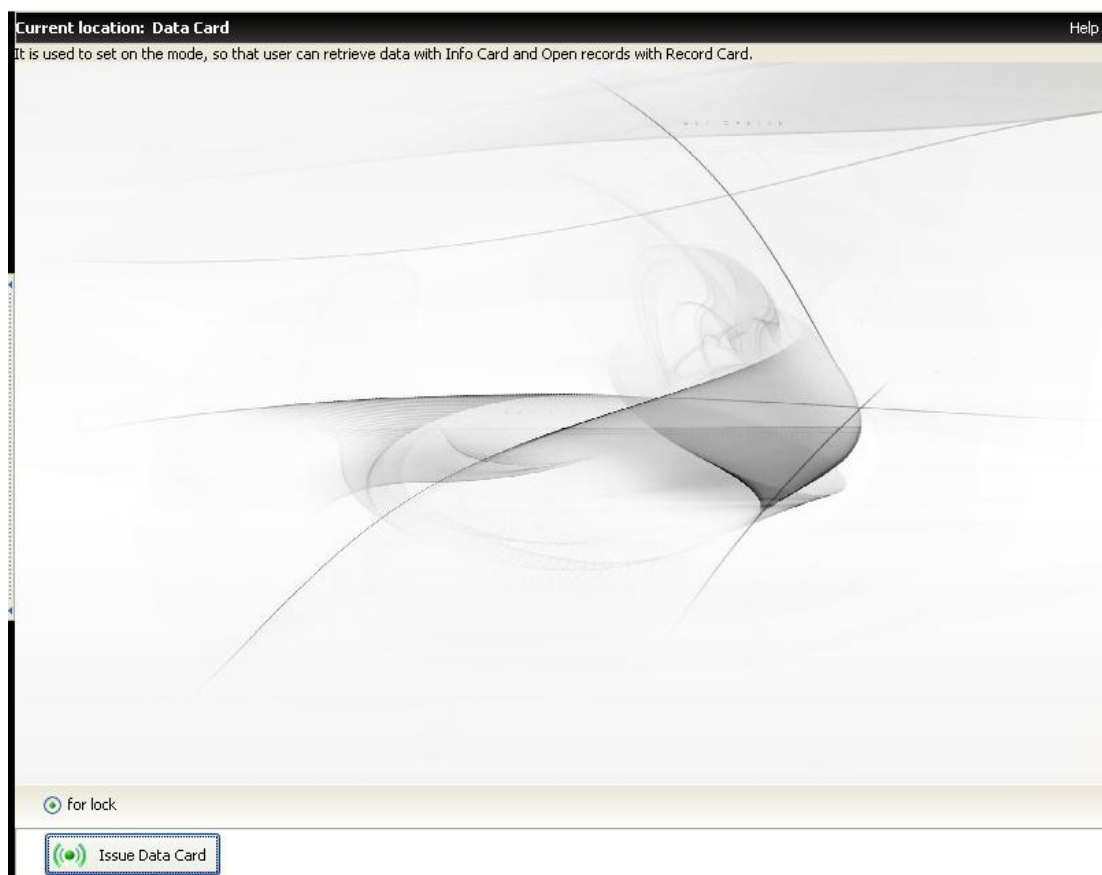


Figure 6.3.1.9

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

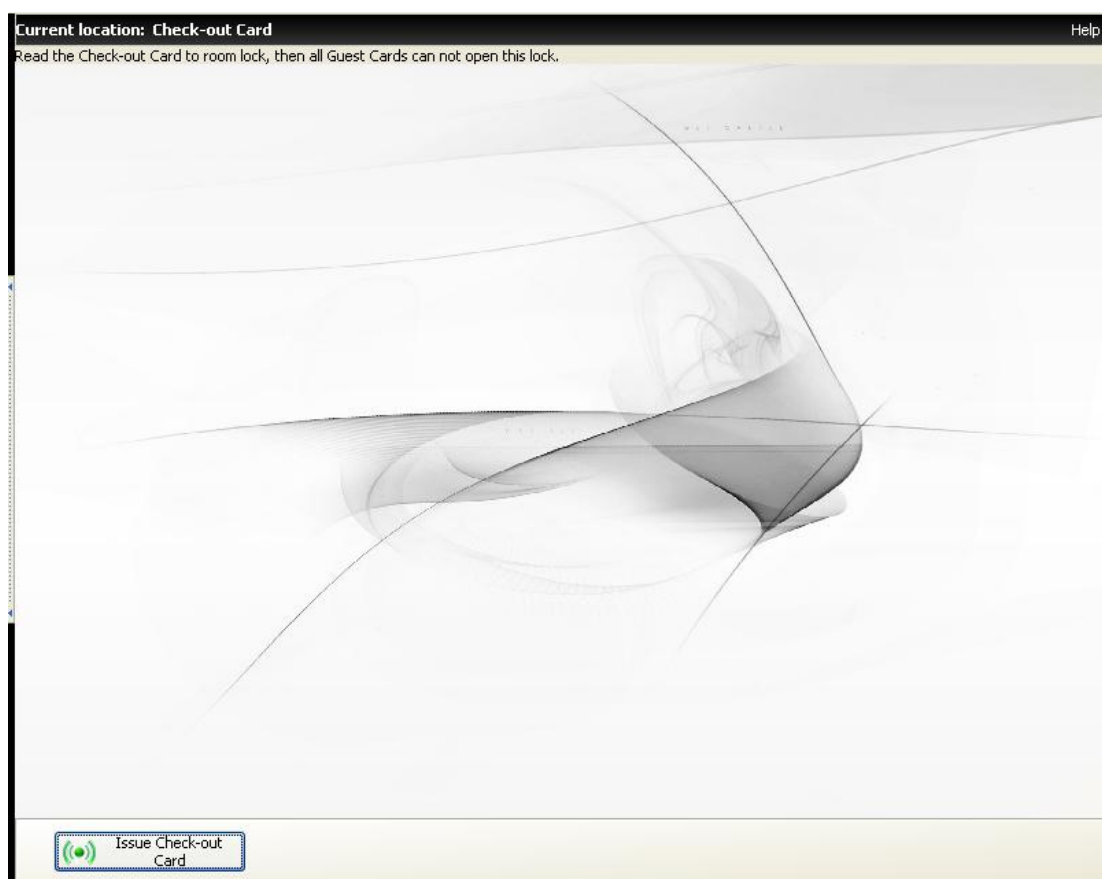


Figure 6.3.1.10

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.

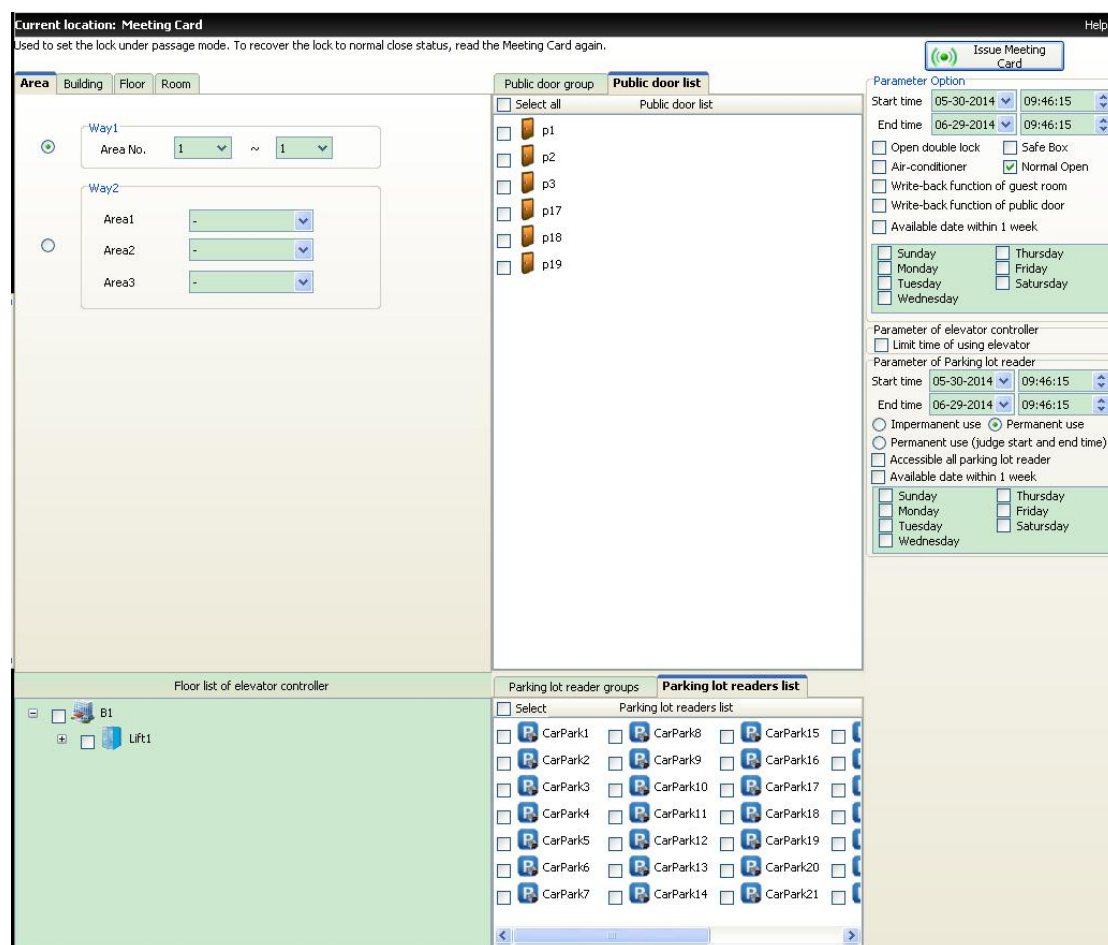


Figure 6.3.1.11

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.

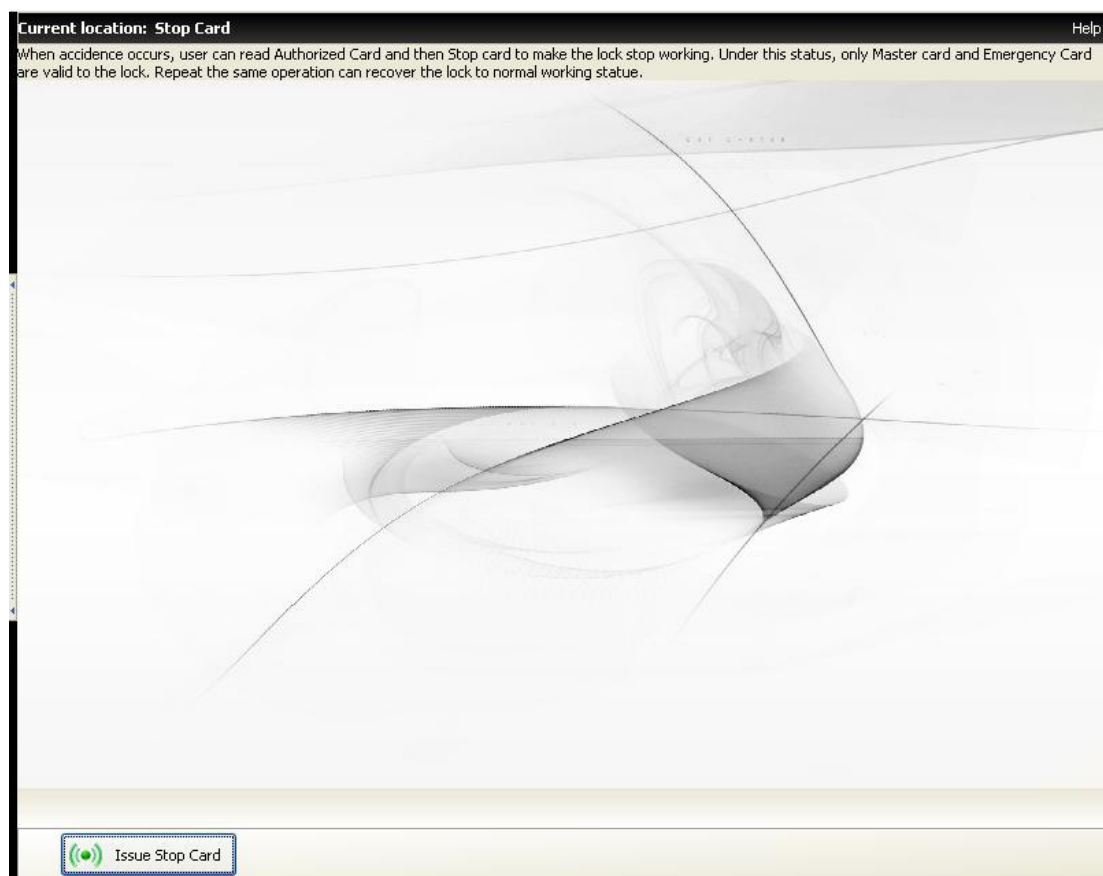


Figure 6.3.1.12

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]

Current location: Report lost Card Help

☐ Card ID
☐ Card holder
☒ Valid card
 ☐ Lost card
 

| Card type | Card record | | | Card info | |
|---|-------------|-------------|----------------|---|---------------|
| <input type="checkbox"/> Authorized Card <input type="checkbox"/> Clock card <input type="checkbox"/> Installation Card <input type="checkbox"/> Spare Card <input type="checkbox"/> Data Card <input type="checkbox"/> Check-out Card <input type="checkbox"/> Stop Card <input type="checkbox"/> Report loss Card <input type="checkbox"/> Meeting Card <input type="checkbox"/> Emergency Card <input type="checkbox"/> Master Card <input type="checkbox"/> Front Gate Card <input type="checkbox"/> Area Card <input type="checkbox"/> Building Card <input type="checkbox"/> Floor Card <input type="checkbox"/> Guest Card <input type="checkbox"/> Visitor Card <input type="checkbox"/> Power Card <input type="checkbox"/> Blank Card | Card ID | Card holder | Card type | Card ID:0D9775BD Card holder:admin Card type:Data Card Replacement Time:2010-1-1 Replacement Status:Yes | |
| | 1 | 0D9775BD | admin | | Data Card |
| | 2 | 92551847 | admin | | Authorized Ca |
| | 3 | 5DC178BD | 20131009091522 | | Guest Card |
| | 4 | 2D6177BD | admin | | Clock card |
| | 5 | FD1C79BD | | | Blank Card |
| | 6 | F2E112BE | | | Blank Card |
| | 7 | 2CA5C3FE | | | Blank Card |
| | 8 | 2CD1C1FE | | | Blank Card |
| | 9 | D399B74C | | | Blank Card |
| | 10 | CD9277BD | | | Blank Card |

Lost Card ID
 Assign
 Report Lost


 Issue Report Lost Card

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].

Current location: Visitor Card Help

Way1

Start floor:

End floor:

Way2

Building1: Floor:

Building2: Floor:

Public door group **Public door list**

☐ Select all

Public door list

- ☐ p1
- ☐ p2
- ☐ p3
- ☐ p17
- ☐ p18
- ☐ p19

Issue Visitor Card

Card holder:

Parameter Option

Start time: 05-30-2014 11:16:09

End time: 06-29-2014 11:16:09

Time Period1

Start time: 0 : 0

End time: 23 : 59

Time Period2

Start time: 0 : 0

End time: 23 : 59

☐ 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

☒ Permanent use

☐ Permanent use (judge start and end time)

☐ Accessible all parking lot reader

☐ Available date within 1 week

☐ Sunday ☐ Thursday

☐ Monday ☐ Friday

☐ Tuesday ☐ Saturday

☐ Wednesday

Floor list of elevator controller

B1

Lift1

Parking lot reader groups **Parking lot readers list**

☐ Select

Parking lot readers list

| | | | |
|-----------------------------------|------------------------------------|------------------------------------|-----------------------------------|
| <input type="checkbox"/> CarPark1 | <input type="checkbox"/> CarPark6 | <input type="checkbox"/> CarPark11 | <input type="checkbox"/> CarPark1 |
| <input type="checkbox"/> CarPark2 | <input type="checkbox"/> CarPark7 | <input type="checkbox"/> CarPark12 | <input type="checkbox"/> CarPark1 |
| <input type="checkbox"/> CarPark3 | <input type="checkbox"/> CarPark8 | <input type="checkbox"/> CarPark13 | <input type="checkbox"/> CarPark1 |
| <input type="checkbox"/> CarPark4 | <input type="checkbox"/> CarPark9 | <input type="checkbox"/> CarPark14 | <input type="checkbox"/> CarPark1 |
| <input type="checkbox"/> CarPark5 | <input type="checkbox"/> CarPark10 | <input type="checkbox"/> CarPark15 | <input type="checkbox"/> CarPark2 |

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].

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.

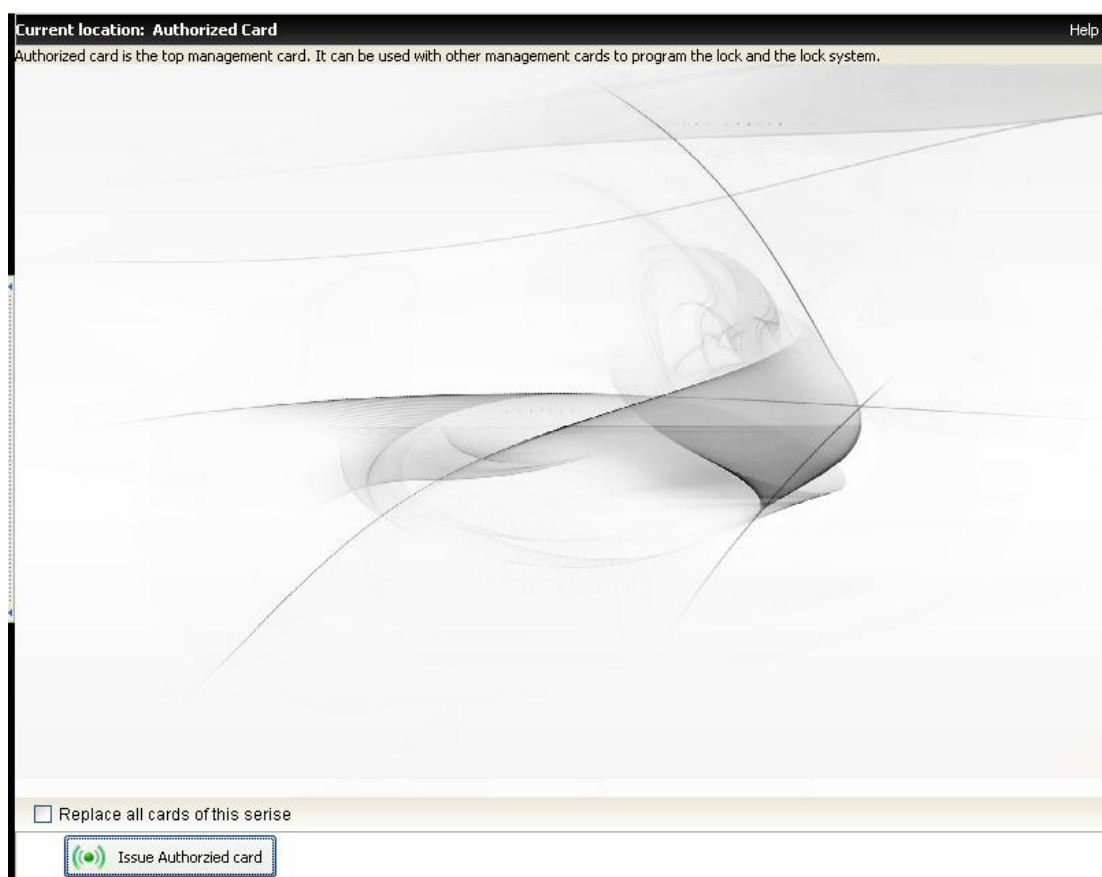


Figure 6.3.1.16

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** [Hand terminal operating instruction](#)

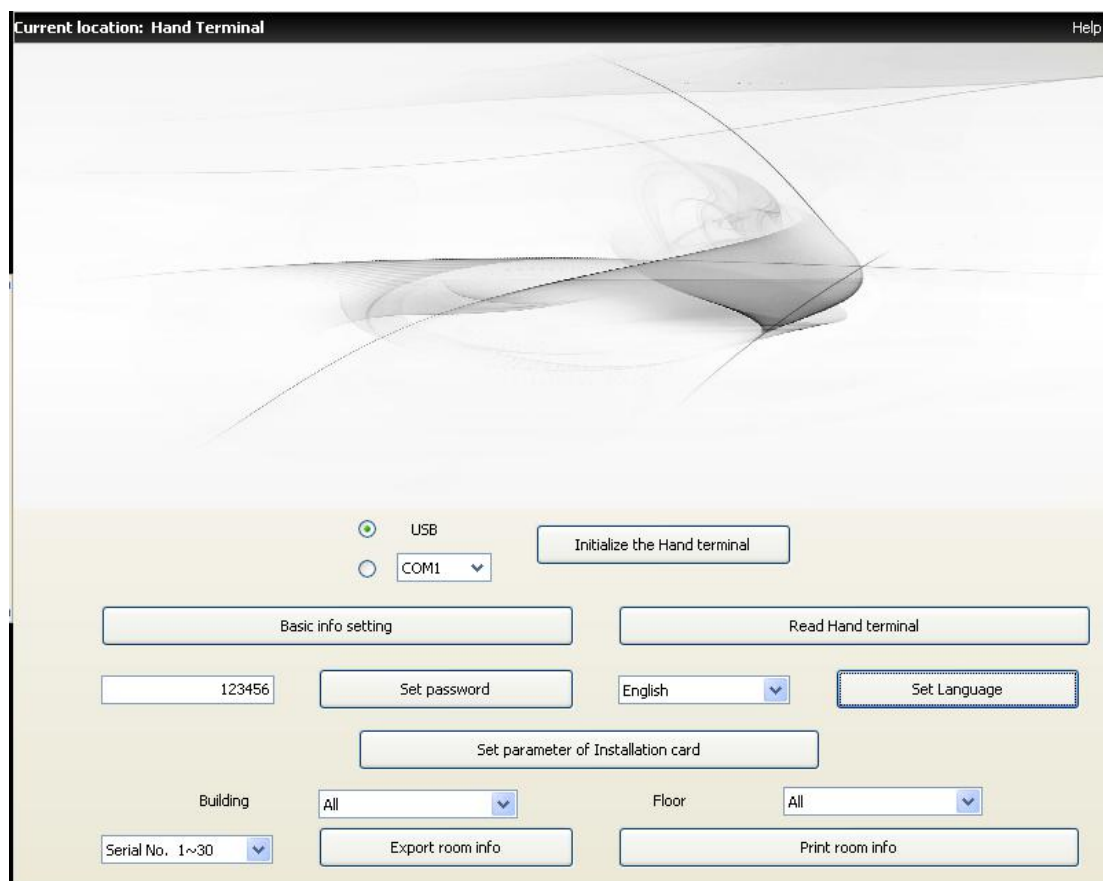


Figure 6.3.1.17

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

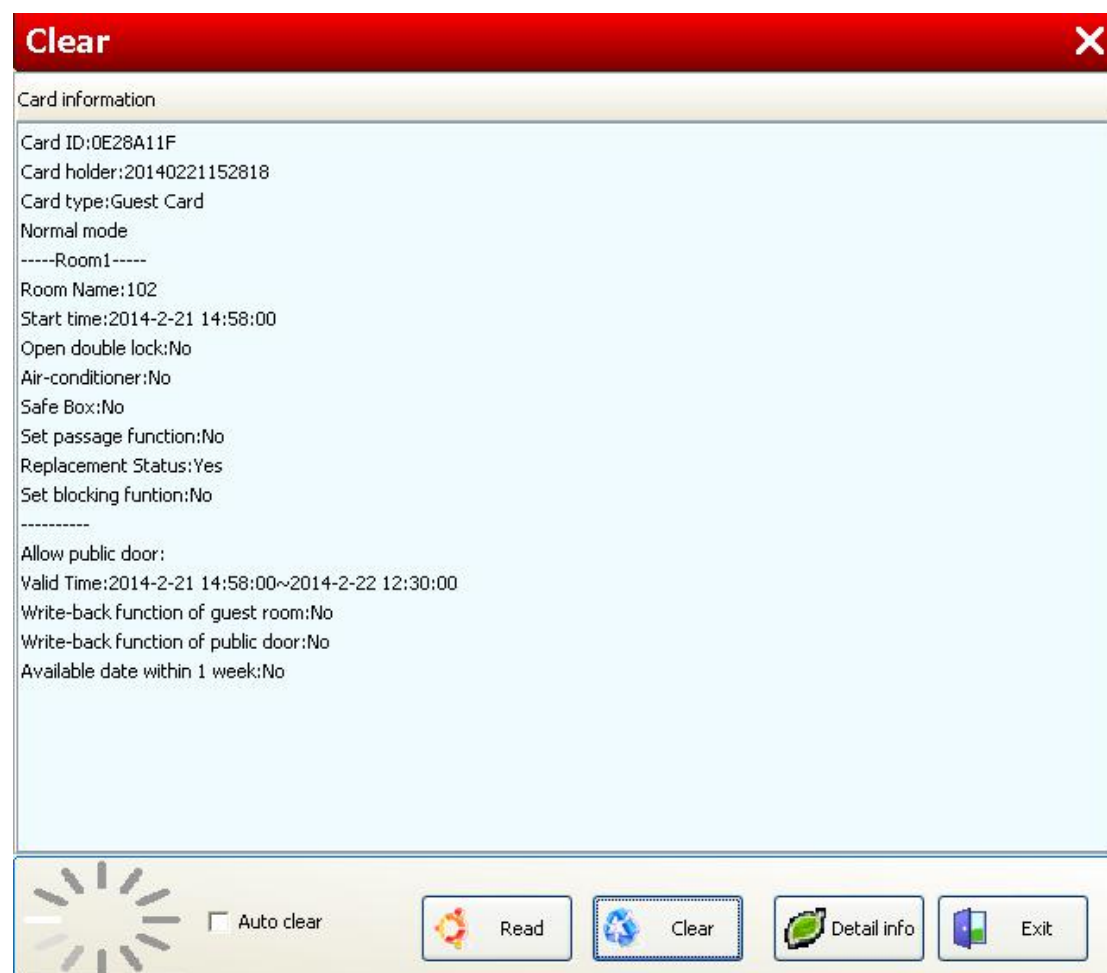


Figure 6.3.1.18

Operation:

Click left side tool bar [Clear]

1. 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.

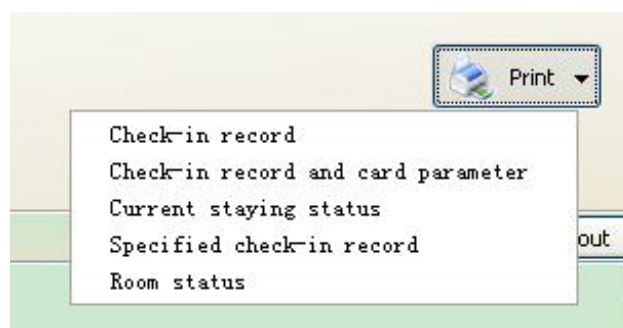


Figure 6.4.1

1. Check-in record

Check-in record

| Guest name: 20140515161122 | | Identification No.: | | Staying days:1 | Room quantity:1 | Check-out 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 |
|----------------------------|-----------|---------------------|----------|---------------------|---------------------|------------------------------|
| Serial No. | Room Name | Bedroom No. | Card ID | Check-in Time | Check-out time | Check-out status |
| 1 | 001 | | 046570C3 | 05-15-2014 15:39:22 | 05-15-2014 16:11:22 | Checked out |

2. Check-in record and card parameter

Check-in record and card parameter

| | | | | | | | | |
|--|----------------|--------------------------------|--------------------|-------------------------|---------------|---------------------|---------------------|------------------|
| Serial No. | Guest name | Identification | Identification No. | Staying days | Room quantity | Operator | Operating time | Remark |
| 1 | 20140529155343 | | | 1 | 3 | admin | 05-29-2014 15:53:47 | |
| Room Name | | Bedroom No. | More room | Guest name | | Identification | Identification No. | Card ID |
| 101 | | | | 20140529155343 | | | | 52988523 |
| Check-in Time | | Predicted check-out time | | Check-out operator | | Check-out time | | Check-out status |
| 05-29-2014 15:23:43 | | 05-30-2014 12:30:00 | | admin | | 05-29-2014 16:10:53 | | Checked out |
| Card ID:52988523 | | Card holder:20140529155343 | | Card type:Guest Card | | Normal mode | | |
| -----Room1----- | | | | | | | | |
| Room Name:101 | | Start time:05-29-2014 15:23:43 | | Open double lock:No | | Air-conditioner:No | | Safe Box:No |
| passage function:No | | Replacement Status:Yes | | Set blocking funtion:No | | | | |
| ----- | | | | | | | | |
| Valid Time:05-29-2014 15:23:43~05-30-2014 12:30:00 Write-back function of guest room:No Write-back function of public door:No Available date within 1 week:No Accessible elevator controller and floors: Lift1:1, Parking lot reader info Time of issue:05-29-2014 15:53:45 Permanent use:Yes Accessible all parking lot reader:No Available date within 1 week:No | | | | | | | | |

3. Current staying status

Current staying status

| Serial No. | Room type | Room No. | 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 "✕" mark. It's convenient for financial accounting.

Room Status

| Date | 05-09-2014 | 05-10-2014 | 05-11-2014 | 05-12-2014 | 05-13-2014 | 05-14-2014 | 05-15-2014 |
|---------------------------|------------|------------|------------|------------|------------|------------|------------|
| Room Name | | | | | | | |
| 101 | | | | | | | |
| 102 | ✕ | ✕ | ✕ | ✕ | ✕ | ✕ | ✕ |
| 103 | | | | | | | |
| 108 | | | | | | | |
| 109 | | | | | | | |
| 110 | | | | | | | |
| 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.

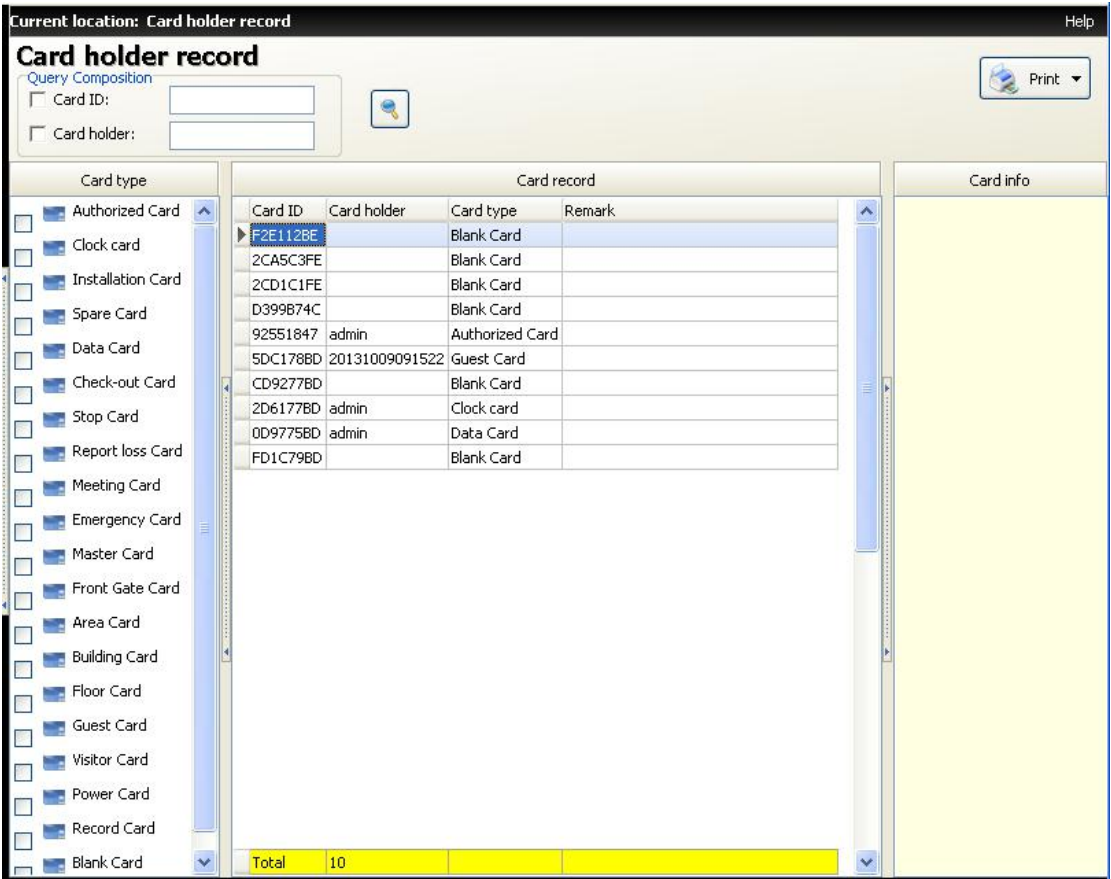


Figure 6.4.2

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

Current location: Card issuing record Help

Issuing record


Query Composition

Start time: 05-23-2014 12:00:00 End time: 05-30-2014 15:33:14

Card holder: Card ID:

| Card type | Issuing record | | | | | | Card info |
|---|----------------|----------------|------------|----------|---------------------|---------------|---|
| | Card ID | Card holder | Card type | Operator | Issue time | Report status | |
| <input checked="" type="checkbox"/> Authorized Card | 42688423 | 20140530151509 | Guest Card | admin | 05-30-2014 15:15:13 | | Card ID:42688423 Card holder:20140530151509 Card type:Guest Card |
| <input type="checkbox"/> Clock card | | | | | | | Normal mode -----Room1----- Room Name:102 Start time:05-30-2014 14:45:09 Open double lock:No Air-conditioner:No Safe Box:No Set passage function:No Replacement Status:Yes Set blocking function:No ----- |
| <input type="checkbox"/> Installation Card | | | | | | | Valid Time:05-30-2014 14:45:09~ 05-31-2014 12:30:00 Write-back function of guest room:No Write-back function of public door:No Available date within 1 week:No |
| <input type="checkbox"/> Spare Card | | | | | | | Accessible elevator controller and floors: Lift1:1, |
| <input type="checkbox"/> Data Card | | | | | | | Parking lot reader info Time of issue:05-30-2014 15:15:12 Permanent use:Yes Accessible all parking lot reader:No Available date within 1 week:No |
| <input type="checkbox"/> Check-out Card | | | | | | | |
| <input type="checkbox"/> Stop Card | | | | | | | |
| <input type="checkbox"/> Report Loss Card | | | | | | | |
| <input type="checkbox"/> Meeting Card | | | | | | | |
| <input type="checkbox"/> Emergency Card | | | | | | | |
| <input type="checkbox"/> Master Card | | | | | | | |
| <input type="checkbox"/> Front Gate Card | | | | | | | |
| <input type="checkbox"/> Area Card | | | | | | | |
| <input type="checkbox"/> Building Card | | | | | | | |
| <input type="checkbox"/> Floor Card | | | | | | | |
| <input type="checkbox"/> Guest Card | | | | | | | |
| <input type="checkbox"/> Visitor Card | | | | | | | |
| <input type="checkbox"/> Power Card | | | | | | | |
| <input type="checkbox"/> Record Card | | | | | | | |
| <input type="checkbox"/> Blank Card | | | | | | | |
| Total | | 1 | | | | | |

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 Card](#)

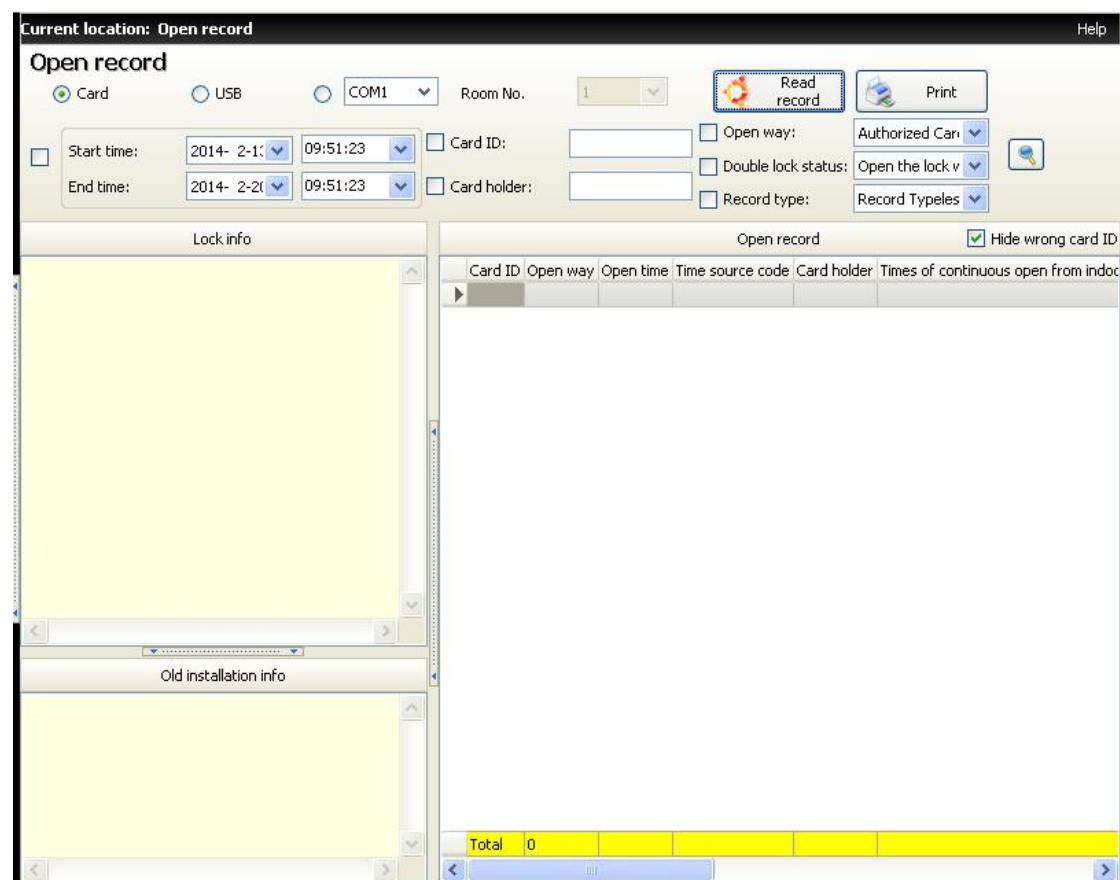


Figure 6.4.4.1

Operation:

1. Click left side tool bar [Record search] → [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

- 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.

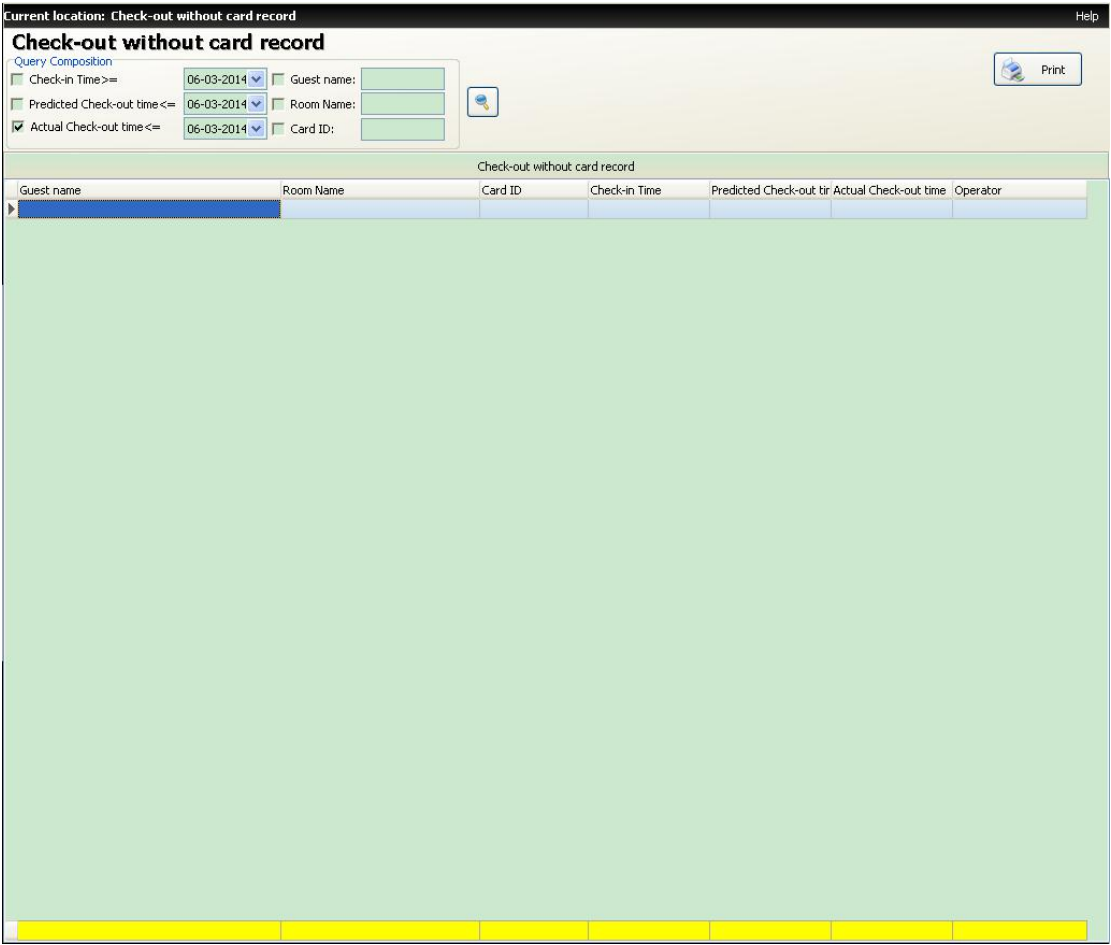


Figure 6.4.5

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.

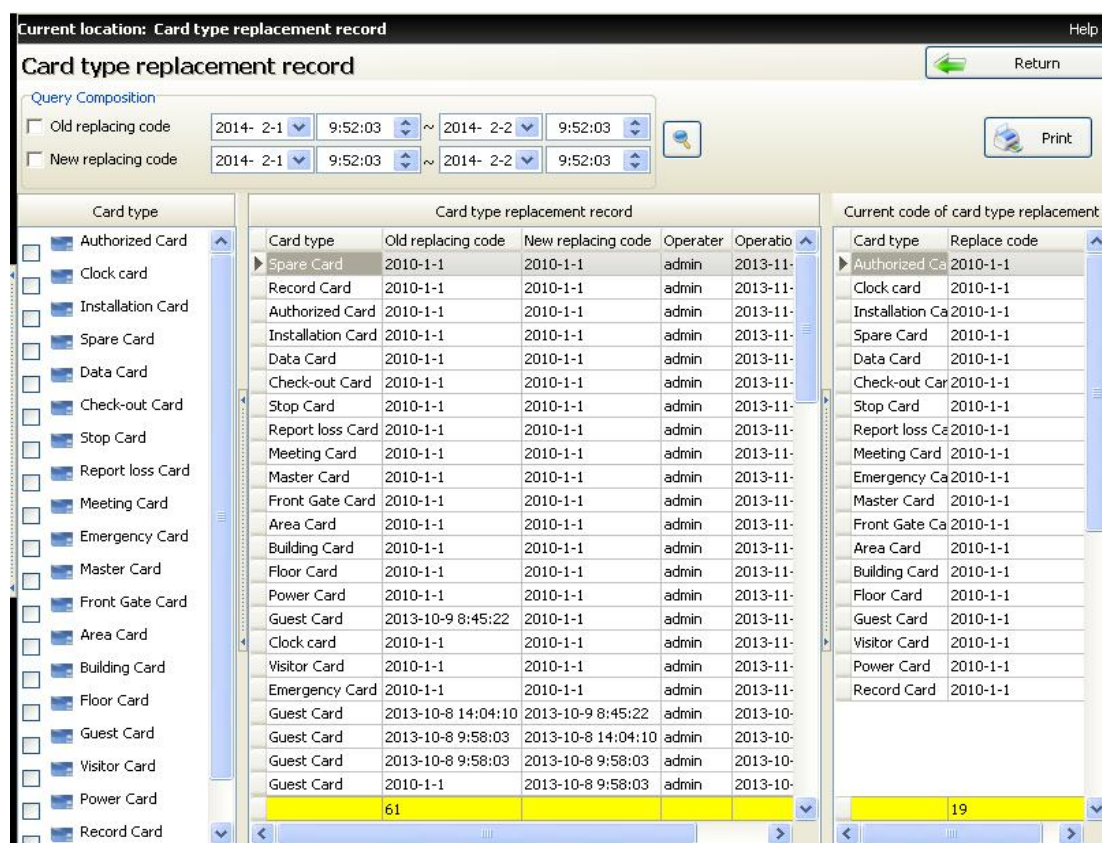


Figure 6.4.6

Operation:

1. Click left side tool bar [Record Search] → [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

Command record

Query Composition

☒ Start time: 05-28-2014 12:00:00 ☐ Processing way: Respond corr:

☐ End time: 06-04-2014 11:45:44 ☐ Validity: No

| Command type | Command list | | | | | | Desription |
|---|--------------|----------------|--------------|----------------|----------|---------------------------|-------------|
| | Command No. | Front Desk No. | Command type | Processing way | Validity | Time of receiving command | Description |
| <input type="checkbox"/> Unknown command | | | | | | | |
| <input type="checkbox"/> Start | | | | | | | |
| <input type="checkbox"/> Stop | | | | | | | |
| <input type="checkbox"/> Online | | | | | | | |
| <input type="checkbox"/> Issue Guest Card | | | | | | | |
| <input type="checkbox"/> Clear Guest Card | | | | | | | |
| | | 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

Current location: Breakfast record Help

Breakfast ticket record

Query Composition

☐ Purchase time >= 2014- 3- € ☐ Guest name:

☐ Card ID: ☐ Room Name:

Room staying status
☒ Staying
☐ Checked out
☐ Illegal check-out

| Breakfast ticket record | | | | |
|-------------------------|----------|-----------|--------------|-----|
| Guest name | Card ID | Room Name | Ticket total | Tid |
| 20131112145223 | FC918FF3 | 105 | 7 | |
| 20131112154439 | CD9277BD | 106 | 5 | |
| 20140221153324 | 4C67DC14 | 703 | 4 | |

Breakfast ticket detail

Figure 6.4.8.1

Current location: Breakfast ticket purchase record Help

Breakfast ticket record

Query Composition

☐ Ticket sold time >= 2014- 3- € ☐ Guest name:

☐ Card ID: ☐ Room Name:

Room staying status
☒ Staying
☐ Checked out
☐ Illegal check-out

| Breakfast ticket record | | | | | |
|-------------------------|----------|-----------|--------------|----------|-----------|
| Guest name | Card ID | Room Name | Purchase qu: | Operator | Sale time |
| 20131112145223 | FC918FF3 | 105 | 3 | admin | 2013-11- |
| 20131112145223 | FC918FF3 | 105 | 1 | admin | 2013-11- |
| 20131112154439 | CD9277BD | 106 | 5 | admin | 2013-11- |
| 20131112145223 | FC918FF3 | 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

Current location: Breakfast ticket used record Help

Breakfast ticket use record

Query Composition

☐ Use time >= 2014- 3- € ☐ Guest name:

☐ Card ID: ☐ Room Name:

Room status

☒ Staying
☐ Checked out
☐ Illegal check-out

| 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] → [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 cancel.

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] → [Card replacement]

Figure 6.5.2

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.
3. 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.

Current location: Write-back record Help

Write-back record Read Print

| Seri | Building | Building N | Floor N | Floor No. | Room N | Room No. | Bedroom | 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 | 0 | 0 | 0 | | | Open guest room | 12-31-1899 | Normal voltage |
| 8 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | Open guest room | 12-31-1899 | Normal voltage |
| 9 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | Open guest room | 12-31-1899 | Normal voltage |
| 10 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | Open guest room | 12-31-1899 | Normal voltage |
| 11 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | Open guest room | 12-31-1899 | Normal voltage |
| 12 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | Open guest room | 12-31-1899 | Normal voltage |
| 13 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | Open guest room | 12-31-1899 | Normal voltage |
| 14 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | Open guest room | 12-31-1899 | Normal voltage |
| 15 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | Open guest room | 12-31-1899 | Normal voltage |
| 16 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | Open guest room | 12-31-1899 | Normal voltage |
| 17 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | Open guest room | 12-31-1899 | Normal voltage |
| 18 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | Open guest room | 12-31-1899 | Normal voltage |
| 19 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | Open guest room | 12-31-1899 | Normal voltage |
| 20 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | Open guest room | 12-31-1899 | Normal voltage |
| 21 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | Open guest room | 12-31-1899 | Normal voltage |
| 22 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | Open guest room | 12-31-1899 | Normal voltage |
| 23 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | Open guest room | 12-31-1899 | Normal voltage |
| 24 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | Open guest room | 12-31-1899 | Normal voltage |
| 25 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | Open guest room | 12-31-1899 | Normal voltage |
| 26 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | Open guest room | 12-31-1899 | Normal voltage |
| 27 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | Open guest room | 12-31-1899 | Normal voltage |
| 28 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | Open guest room | 12-31-1899 | Normal voltage |
| 29 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | Open guest room | 12-31-1899 | Normal voltage |
| 30 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | Open guest room | 12-31-1899 | Normal voltage |
| 31 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | Open guest room | 12-31-1899 | Normal voltage |
| 32 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | Open guest room | 12-31-1899 | Normal voltage |
| 33 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | Open guest room | 12-31-1899 | Normal voltage |
| 34 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | Open guest room | 12-31-1899 | Normal voltage |
| 35 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | Open guest room | 12-31-1899 | Normal voltage |
| 36 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | Open guest room | 12-31-1899 | Normal voltage |
| 37 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | Open guest room | 12-31-1899 | Normal voltage |
| 38 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | Open guest room | 12-31-1899 | Normal voltage |
| 39 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | Open guest room | 12-31-1899 | Normal voltage |
| 40 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | Open guest room | 12-31-1899 | Normal voltage |
| 41 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | Open guest room | 12-31-1899 | Normal voltage |
| 42 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | Open guest room | 12-31-1899 | 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] → [Lock info]

1. 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.

- 1) 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.
- 2) 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.

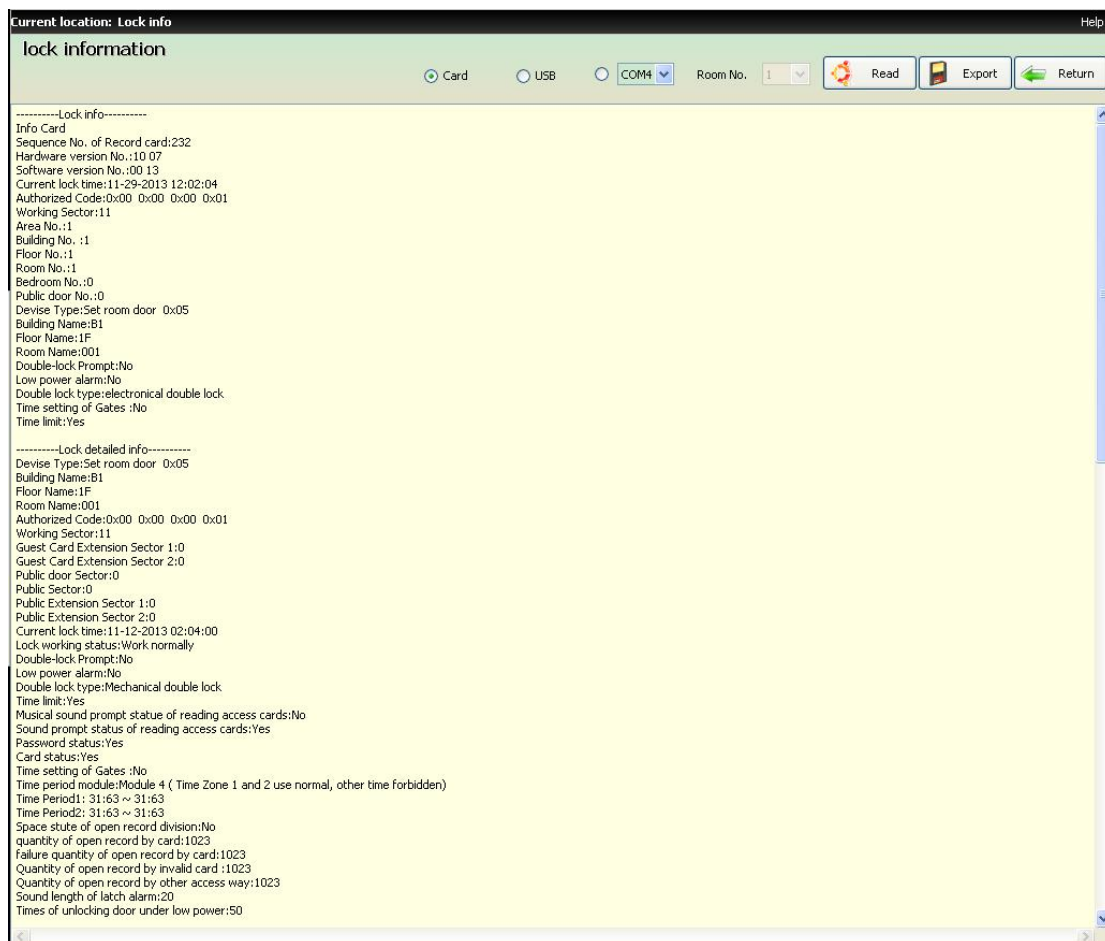


Figure 6.5.4

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.



Figure 6.5.5.1

Click [System maintenance] → [Repair problem card]

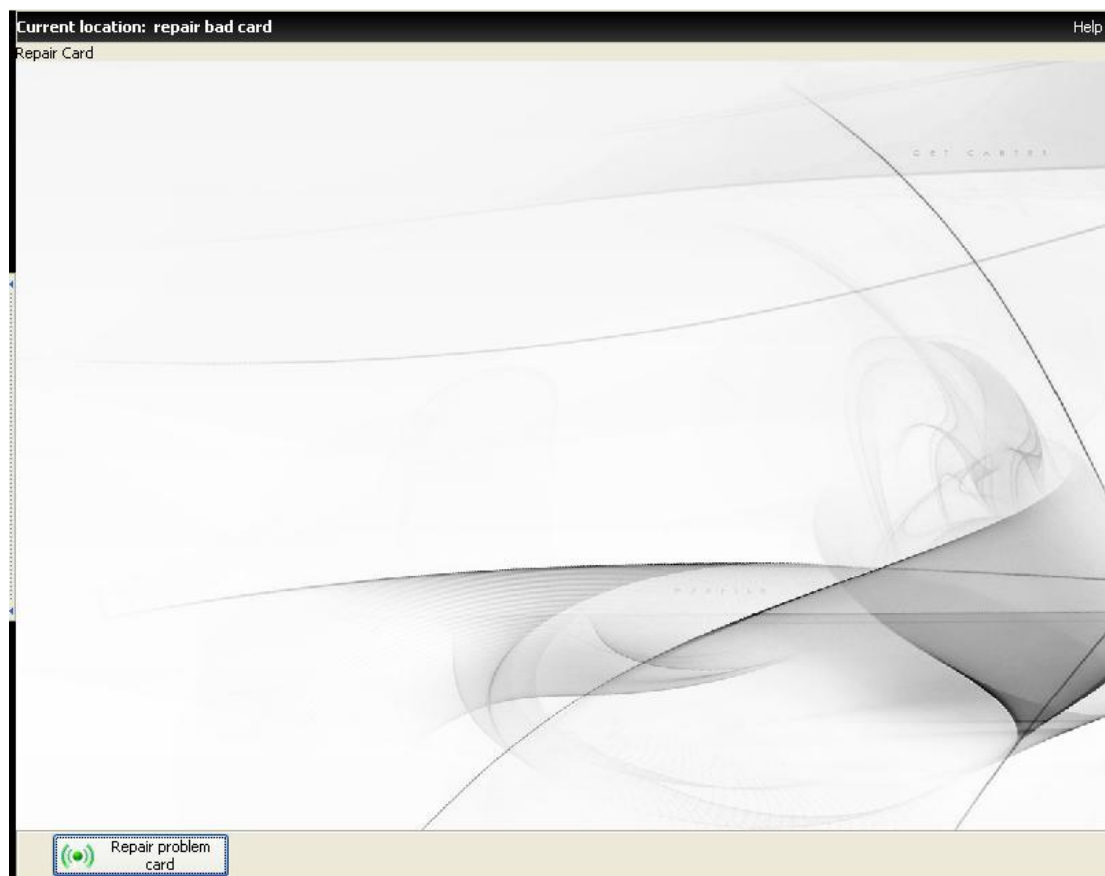


Figure 6.5.5.2

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 prompt | |
|------------------------|---|
| Sound/light indication | <div> <input type="radio"/> Red light flickers <input type="radio"/> Blue light 1 flicker + short Deep 1 time + red light 8 flicker </div> <div> <input type="radio"/> Blue light 1 flicker + short Deep 1 time + red light 1 flicker <input type="radio"/> Blue light 1 flicker + short Deep 1 time </div> <div> <input checked="" type="radio"/> Blue light 1 flicker + short Deep 1 time + red light 2 flicker <input type="radio"/> Blue light 1 flicker + short Deep 1 time + red light 1 flicker + short Deep 3 times </div> <div> <input type="radio"/> Blue light 1 flicker + short Deep 1 time + red light 3 flicker <input type="radio"/> Blue light 1 flicker + short Deep 2 times </div> <div> <input type="radio"/> Blue light 1 flicker + short Deep 1 time + red light 4 flicker <input type="radio"/> Blue light 1 flicker + short Deep 1 time + long Deep 1 time </div> <div> <input type="radio"/> Blue light 1 flicker + short Deep 2 times + red light 4 flicker <input type="radio"/> Red light 1 flicker every 5 seconds </div> <div> <input type="radio"/> Blue light 1 flicker + short Deep 1 time + red light 5 flicker <input type="radio"/> Red and blue light flicker alternately with alarming sound </div> <div> <input type="radio"/> Blue light 1 flicker + short Deep 1 time + red light 6 flicker <input type="radio"/> Red light stays on </div> |
| Reason | Time of the lock is not right or card is outdated. |
| Solution | Re-issue the 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] → [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.

X

Registration No.

-

-

-


Save


Exit

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.

- 1) “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.
- 2) “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] → [System backup], choose a saving location, and save backup file.

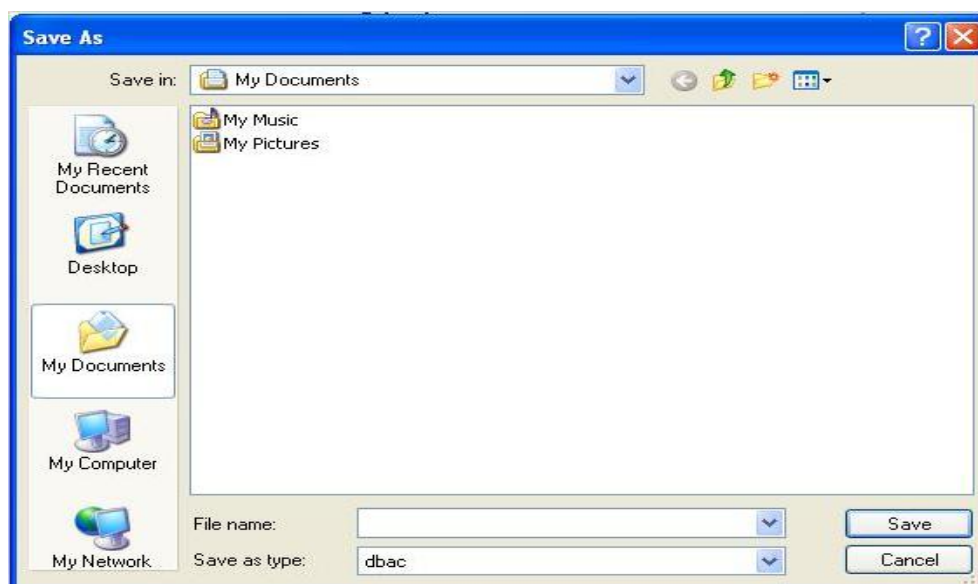


Figure 6.5.8

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] → [System recovery], choose saved backup file to restore. Only backup file with the same registration code can be restored.

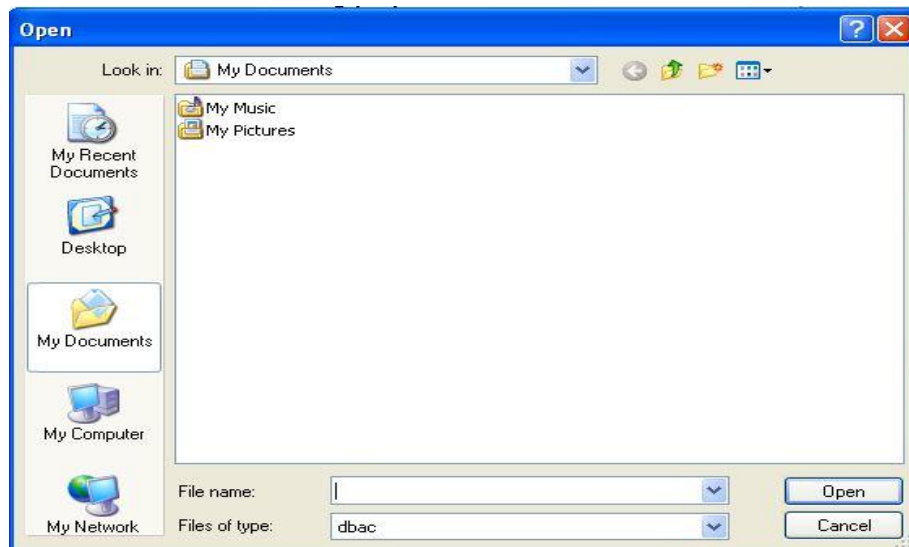


Figure 6.5.9

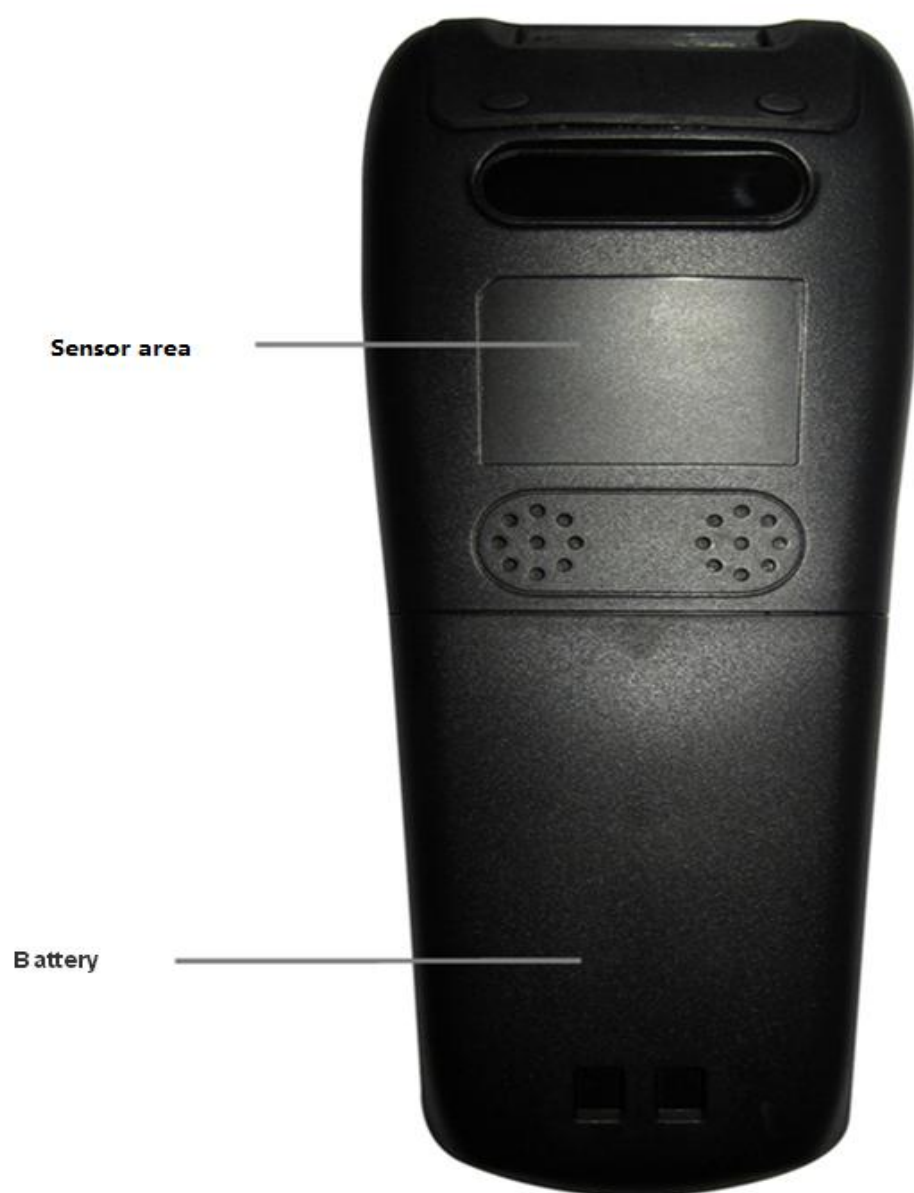
7. Hand held terminal

7.1 Hand held terminal function

1. Hand held terminal front view



2. Hand held terminal back view



3. Hand held terminal cable



- 1) 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.
- 2) 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.

1) [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.

2) [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.
- 6) [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.

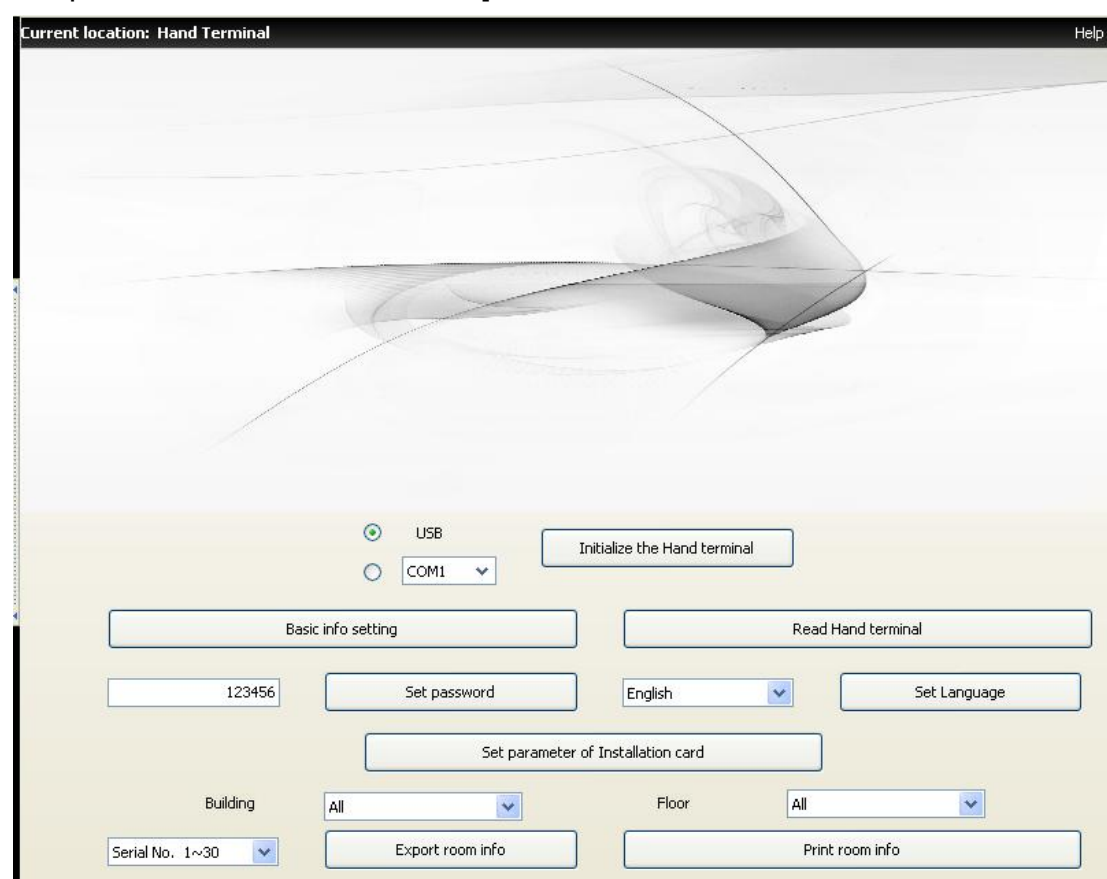


Figure 7.2.1

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.

- 3) 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.
- 7) Press “OK” on hand terminal, indicator light will flash in blue, means saving data
- 8) 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 | | | | | | <input checked="" type="checkbox"/> Hide wrong card ID |
|-----------|---------------------------------|---------------------|------------------|----------------|--------------------------------------|---------|-------|--|
| Card ID | Open way | Open time | Time source code | Card holder | Times of continuous open from indoor | Lock st | | |
| 1 | 00000001 Staff-only Access Card | 05-12-2014 16:50:00 | 0E-05-0C 10:32 | Unknown | | 1 | Norma | |
| 2 | D23A1547 Guest Card | 05-12-2014 16:50:00 | 0E-05-0C 10:32 | Unknown | | 0 | Norma | |
| 3 | 00000001 Staff-only Access Card | 05-12-2014 16:39:00 | 0E-05-0C 10:27 | Unknown | | 1 | Norma | |
| 4 | D23A1547 Guest Card | 05-12-2014 16:39:00 | 0E-05-0C 10:27 | Unknown | | 0 | Norma | |
| 5 | F2C11847 Emergency Card | 05-12-2014 16:39:00 | 0E-05-0C 10:27 | 20140507094122 | | 0 | Norma | |
| 6 | 00000007 Staff-only Access Card | 05-12-2014 16:39:00 | 0E-05-0C 10:27 | Unknown | | 7 | Norma | |
| 7 | F2C11847 Emergency Card | 05-12-2014 16:38:00 | 0E-05-0C 10:26 | 20140507094122 | | 0 | Norma | |
| 8 | EBC4E7E0 Authorized Card | 05-12-2014 16:37:00 | 0E-05-0C 10:25 | Unknown | | 0 | Norma | |
| 9 | 00000001 Staff-only Access Card | 05-12-2014 16:34:00 | 0E-05-0C 10:22 | Unknown | | 1 | Norma | |
| 10 | D23A1547 Guest Card | 05-12-2014 16:34:00 | 0E-05-0C 10:22 | Unknown | | 0 | Norma | |
| 11 | D23A1547 Guest Card | 05-12-2014 16:29:00 | 0E-05-0C 10:1D | Unknown | | 0 | Norma | |
| 12 | 00000001 Staff-only Access Card | 05-12-2014 16:28:00 | 0E-05-0C 10:1C | Unknown | | 1 | Norma | |
| 13 | D23A1547 Guest Card | 05-12-2014 16:28:00 | 0E-05-0C 10:1C | Unknown | | 0 | Norma | |
| 14 | 00000001 Staff-only Access Card | 05-12-2014 16:28:00 | 0E-05-0C 10:1C | Unknown | | 1 | Norma | |
| 15 | D23A1547 Guest Card | 05-12-2014 16:28:00 | 0E-05-0C 10:1C | Unknown | | 0 | Norma | |
| 16 | 00000001 Staff-only Access Card | 05-12-2014 16:28:00 | 0E-05-0C 10:1C | Unknown | | 1 | Norma | |
| 17 | D23A1547 Guest Card | 05-12-2014 16:28:00 | 0E-05-0C 10:1C | Unknown | | 0 | Norma | |
| 18 | 00000001 Staff-only Access Card | 05-12-2014 16:27:00 | 0E-05-0C 10:1B | Unknown | | 1 | Norma | |
| 19 | D23A1547 Guest Card | 05-12-2014 16:27:00 | 0E-05-0C 10:1B | Unknown | | 0 | Norma | |
| 20 | 00000001 Staff-only Access Card | 05-12-2014 16:27:00 | 0E-05-0C 10:1B | Unknown | | 1 | Norma | |
| 21 | D23A1547 Guest Card | 05-12-2014 16:27:00 | 0E-05-0C 10:1B | Unknown | | 0 | Norma | |
| 22 | 00000001 Staff-only Access Card | 05-12-2014 16:27:00 | 0E-05-0C 10:1B | Unknown | | 1 | Norma | |
| 23 | D23A1547 Guest Card | 05-12-2014 16:27:00 | 0E-05-0C 10:1B | Unknown | | 0 | Norma | |
| 24 | 00000001 Staff-only Access Card | 05-12-2014 16:27:00 | 0E-05-0C 10:1B | Unknown | | 1 | Norma | |
| 25 | D23A1547 Guest Card | 05-12-2014 16:27:00 | 0E-05-0C 10:1B | Unknown | | 0 | Norma | |
| 26 | 00000001 Staff-only Access Card | 05-12-2014 16:27:00 | 0E-05-0C 10:1B | Unknown | | 1 | Norma | |
| 27 | D23A1547 Guest Card | 05-12-2014 16:27:00 | 0E-05-0C 10:1B | Unknown | | 0 | Norma | |
| 28 | 00000001 Staff-only Access Card | 05-12-2014 16:27:00 | 0E-05-0C 10:1B | Unknown | | 1 | Norma | |
| 29 | D23A1547 Guest Card | 05-12-2014 16:27:00 | 0E-05-0C 10:1B | Unknown | | 0 | Norma | |
| 30 | 00000001 Staff-only Access Card | 05-12-2014 16:26:00 | 0E-05-0C 10:1A | Unknown | | 1 | Norma | |
| 31 | D23A1547 Guest Card | 05-12-2014 16:26:00 | 0E-05-0C 10:1A | Unknown | | 0 | Norma | |
| 32 | 00000001 Staff-only Access Card | 05-12-2014 16:26:00 | 0E-05-0C 10:1A | Unknown | | 1 | Norma | |
| 33 | D23A1547 Guest Card | 05-12-2014 16:26:00 | 0E-05-0C 10:1A | Unknown | | 0 | Norma | |
| 34 | 00000001 Staff-only Access Card | 05-12-2014 16:26:00 | 0E-05-0C 10:1A | Unknown | | 1 | Norma | |
| 35 | D23A1547 Guest Card | 05-12-2014 16:26:00 | 0E-05-0C 10:1A | Unknown | | 0 | Norma | |
| 536 | Total | 536 | | | | | | |

Figure 7.2.5.1

2) Read lock info

Click [System maintenance] → [Lock info], select “USB” port and required “room no.”(saving location), click [Read]. Lock info will be loaded in few seconds.



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.

6. Read and print room info from hand terminal

User can read and print out room information from hand terminal

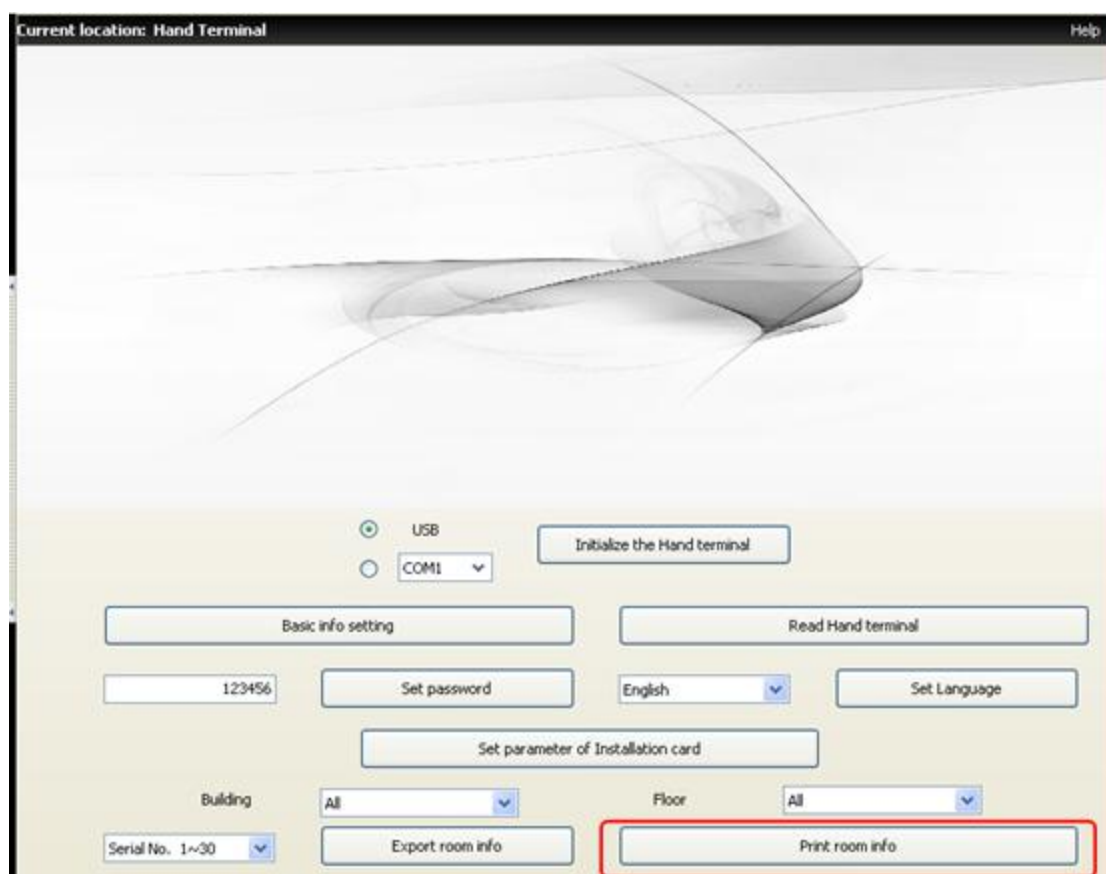


Figure 7.2.6.1

Hand-terminal Info

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

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.

1. 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.

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] → [Check-in], double click one available

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

Staying info ✕

Guest name

20140220100513

Identification

Identification No.

Check-in Time

2014- 2-20 10:05:13

Departure Time

2014- 2-21 12:00:00

☐ Open double lock

☐ Air-conditioner

☐ Write-back function of guest room

☐ Write-back function of public door

☐ Available date within 1 week

☒ Sunday

☒ Thursday


☒ Monday


☒ Friday

☒ Tuesday

☒ Saturday

☒ Wednesday

 Issue

 Exit

Selected rooms

| Room Name | Number of bedroom | Card number |
|-----------|-------------------|-------------|
| 101 | 0 | 1 |

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].

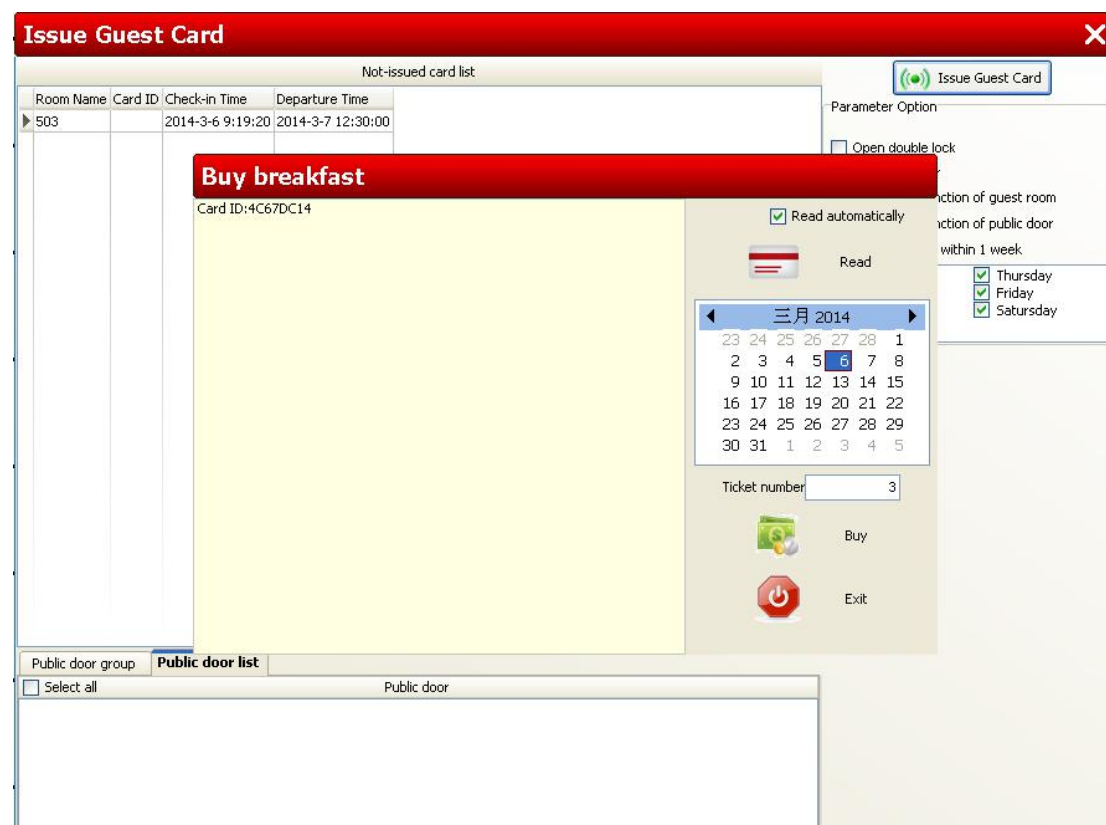


Figure 8.2.1.2

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

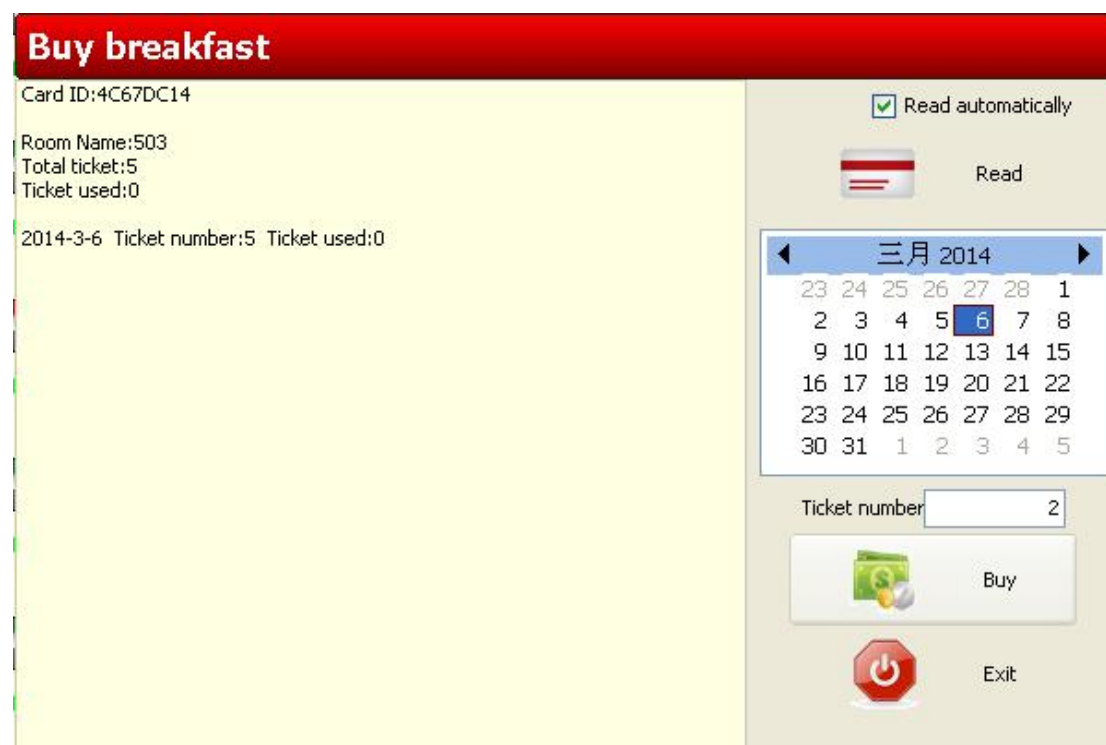


Figure 8.2.2.1

8.3 How to use breakfast ticket

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

installed automatically.



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

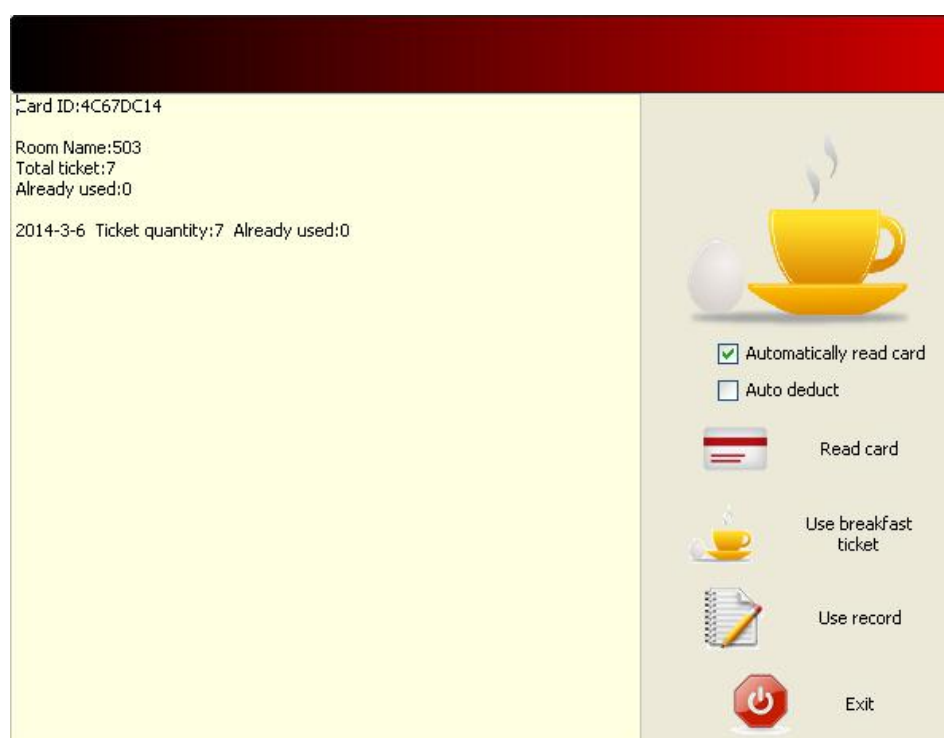


Figure 8.3.1

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

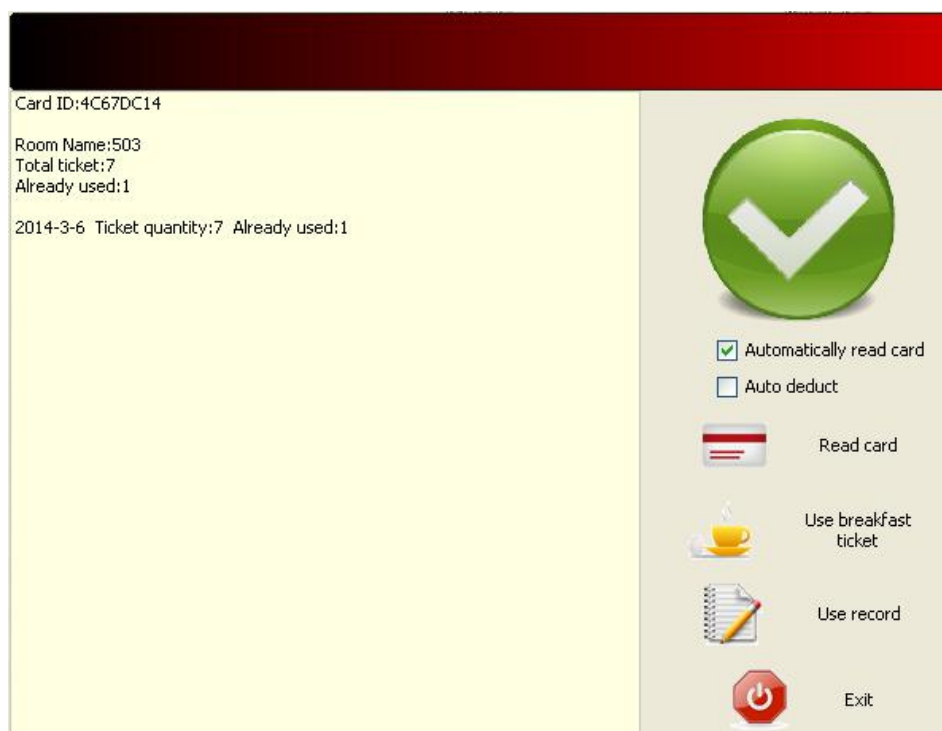


Figure 8.3.2

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

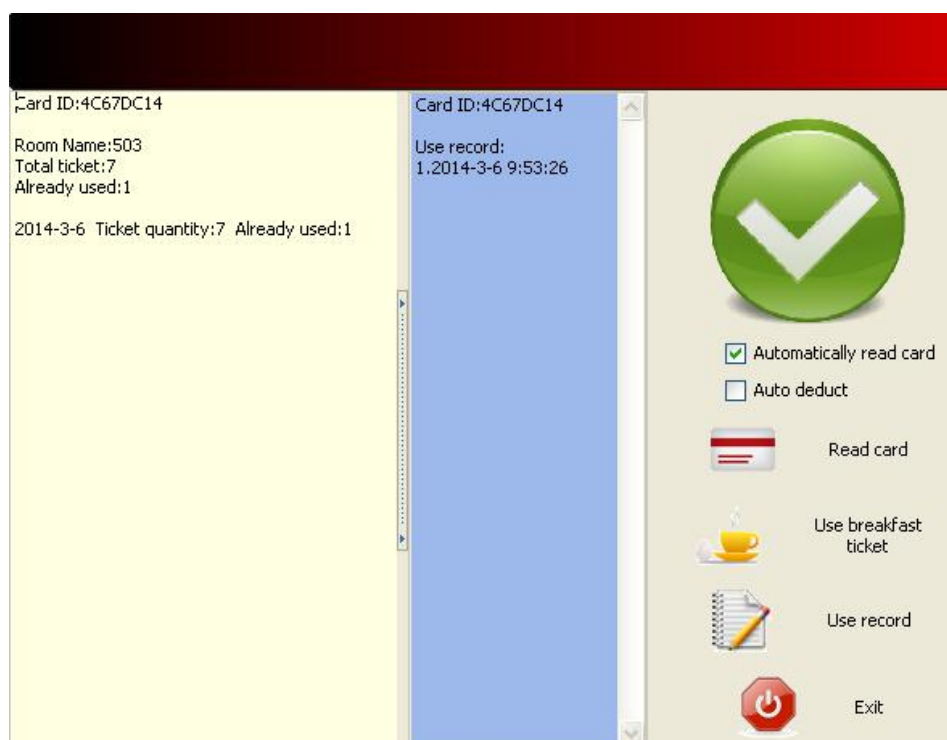


Figure 8.3.3

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 | 1.Card doesn't match this software system 2. Reading card error. | 1. Initialize this card and issue it correctly 2. Read this card to the correct sensor area. |
| 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 | 1. Card is expired 2. Lock time incorrect | 1. Check the time of card 2. Update lock time |
| 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 | 1. Card code of this card type has not been set into lock. 2. This card is replaced. | 1. Program card code of this card type into lock using management card. 2. Re-issue the card |
| 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 "0" (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.

